

Mt. Lake City Council
Mt. Lake City Hall
Tuesday, January 21, 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 9915629 - 9915670-; 334E, 335E*(1-6)
Payroll: Check #'s 60901- 60927
 - b. Approval of Jan. 6 Council Minutes*(7-8)
 - c. Approval of Dec. 13 EDA Minutes*(9-11)
 - d. Approval of Dec. 9 Lake Commission Minutes*(12-13)
 - e. Approval of Dec. 12 Police Commission Minutes*(14)
 - f. Approval of Dec. 12 Utility Commission Minutes*(15)
 - g. Approval of Nov. 13 & Dec. 11 Library Board Minutes, Dec. Usage Report & Expenditures*(16-19)
 - h. Approve hiring of Scott Pankratz as of Jan. 21,2014 – Mt. Lake Ambulance Service
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the council.
4. Well Project, Well #7, Andy Kehren, Bolton & Menk
 - a. Adopt Resolution #3-14, Application to the Public Facilities Authority/Drinking Water Revolving Loan Fund*(20)
5. 2012-14 Utility and Street Project – this portion of the meeting may be closed – Attorney/Client Privilege
6. Request for Proposal – Pay Study Draft*(21-30)
7. Request for Proposal – Auditing Services Draft*(31-39)
8. Police Dept.
 - a. Approval of SW MN/NW IA Emergency Response Unit Joint Power Agreement (H.E.A.T. Tactical Team*(40-46)
 - b. 2013 Police Report- separate packet
9. Administrator
 - a. Wind turbine*(57-50)
 - b. 202 15th St. N.*(51)
 - c. Mt. Lake Public School, 2013 4th Quarter bill*(52)
10. Adjourn

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January 21, 2014
 mtg
 CK# 995629 -
 995670
 334E + 335E

January 2014

Check Amt Invoice Comment

10100 United Prairie

Paid Chk# 9915629 1/13/2014 COMMISSIONER OF REVENUE

G 101-21702 State Withholding \$58.29
 Total COMMISSIONER OF REVENUE \$58.29

Paid Chk# 9915630 1/13/2014 INTERNAL REVENUE SERVICE

G 101-21703 FICA Tax Withholding \$669.50
 G 101-21701 Federal Withholding \$108.96
 Total INTERNAL REVENUE SERVICE \$778.46

Paid Chk# 9915631 1/9/2014 AFLAC

G 101-21713 AFLAC \$192.74
 Total AFLAC \$192.74

Paid Chk# 9915632 1/9/2014 BCBS/HSA

G 101-21714 HSA \$728.47
 Total BCBS/HSA \$728.47

Paid Chk# 9915633 1/9/2014 COMMISSIONER OF REVENUE

G 101-21702 State Withholding \$829.16
 Total COMMISSIONER OF REVENUE \$829.16

Paid Chk# 9915634 1/9/2014 GISLASON & HUNTER

G 101-21712 Garnishments \$323.24
 Total GISLASON & HUNTER \$323.24

Paid Chk# 9915635 1/9/2014 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding \$1,766.83
 G 101-21703 FICA Tax Withholding \$2,223.38
 Total INTERNAL REVENUE SERVICE \$3,990.21

Paid Chk# 9915636 1/9/2014 LAW ENFORCEMENT LABOR SERV

G 101-21711 PD UNION DUES \$135.00
 Total LAW ENFORCEMENT LABOR SERV \$135.00

Paid Chk# 9915637 1/9/2014 PERA

G 101-21704 PERA \$3,982.96
 Total PERA \$3,982.96

Paid Chk# 9915638 1/9/2014 VALIC

G 101-21705 VALIC \$756.73
 Total VALIC \$756.73

Paid Chk# 9915643 1/17/2014 LEAGUE OF MN CITIES-FINANCE

E 101-41110-308 Training & Instruction \$225.00 194128 LEADERSHIP CONF-DAVE SAVAGE
 E 101-41110-308 Training & Instruction \$225.00 194138 LEADERSHIP CONF-DEAN JANZEN
 Total LEAGUE OF MN CITIES-FINANCE \$450.00

Paid Chk# 9915644 1/17/2014 NORTHLAND TRUST SERVICES

E 308-47000-611 Bond Interest \$9,810.94 INT 2006 ST BOND
 E 308-47000-602 Other Long-Term Oblig Princ al \$82,800.00 PRINC 2006 ST BOND
 Total NORTHLAND TRUST SERVICES \$92,610.94

Paid Chk# 9915645 1/17/2014 NORTHLAND TRUST SERVICES

E 342-47000-610 Interest \$17,623.75 INTEREST GOOD SAM PROJ
 Total NORTHLAND TRUST SERVICES \$17,623.75

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January 2014

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Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 9915646	1/17/2014	NORTHLAND TRUST SERVICES			
E 307-47000-611		Bond Interest	\$6,957.50		LAKEVIEW EST-INT
E 307-47000-602		Other Long-Term Oblig Princ al	\$35,000.00		LAKEVIEW EST-PRINC
Total		NORTHLAND TRUST SERVICES	\$41,957.50		
Paid Chk# 9915647	1/17/2014	NORTHLAND TRUST SERVICES			
E 608-46330-610		Interest	\$4,807.50		INTEREST-8PLEX
E 607-46330-602		Other Long-Term Oblig Princ al	\$15,000.00		PRINCIPAL-4PLEX
E 607-46330-610		Interest	\$1,730.00		INTEREST-4PLEX
E 608-46330-602		Other Long-Term Oblig Princ al	\$15,000.00		PRINCIPAL-8PLEX
Total		NORTHLAND TRUST SERVICES	\$36,537.50		
Paid Chk# 9915648	1/17/2014	ALPHA WIRELESS COMMUNICATIONS			
E 221-42200-323		Radio-monthly service contract	\$36.00	667468	JAN FD PAGER MAINT
E 231-42154-323		Radio-monthly service contract	\$44.00	667468	JAN AMB PAGER MAINT
otal		ALPHA WIRELESS COMMUNICATIONS	\$80.00		
Paid Chk# 9915649	1/17/2014	AMERIPRIDE			
E 101-43100-215		Shop Supplies	\$24.77	2800342602	TOWELS FOR ST DEPT
E 101-41400-401		Repairs/Maint Buildings	\$23.88	2800342602	MATS FOR CITY HALL
Total		AMERIPRIDE	\$48.65		
Paid Chk# 9915650	1/17/2014	CUSTOM MOTORS			
R 240-47000-36211		Interest on Loans	(\$79.81)	611930	JANUARY PAYMENT
G 240-10640		Custom Motors Loan	(\$753.52)	611930	JANUARY PAYMENT
R 235-46340-36221		Rent	(\$500.00)	611930	JANUARY PAYMENT
G 240-10640		Custom Motors Loan	\$753.52	611930	JANUARY PAYMENT
R 235-46340-36221		Rent	\$500.00	611930	JANUARY PAYMENT
R 240-47000-36211		Interest on Loans	\$79.81	611930	JANUARY PAYMENT
Total		CUSTOM MOTORS	\$0.00		
Paid Chk# 9915651	1/17/2014	EXPERT T BILLING			
E 231-42154-300		Professional Srvs	\$350.00	1145	AMB BILLING
Total		EXPERT T BILLING	\$350.00		
Paid Chk# 9915652	1/17/2014	FORMS & SYSTEMS OF MINNESOTA			
E 101-42100-200		Office Supplies	\$497.64	135329	250 POLICE DEPT CITATIONS
Total		FORMS & SYSTEMS OF MINNESOTA	\$497.64		
Paid Chk# 9915653	1/17/2014	H.E.A.T. TECHNICAL TEAM			
E 101-42100-305		Dispatching Fees/H.E.A.T.	\$532.00		2014 MEMBERSHIP-PD
Total		H.E.A.T. TECHNICAL TEAM	\$532.00		
Paid Chk# 9915654	1/17/2014	LEAGUE OF MN CITIES-FINANCE			
E 101-42100-308		Training & Instruction	\$595.00	194265	PATROL SUBSCRIPTION-PD
Total		LEAGUE OF MN CITIES-FINANCE	\$595.00		
Paid Chk# 9915655	1/17/2014	MINNESOTA AMBULANCE ASS N			
E 231-42154-433		Dues and Subscriptions	\$365.00		2014 DUES-AMB DEPT
Total		MINNESOTA AMBULANCE ASS N	\$365.00		
Paid Chk# 9915656	1/17/2014	MUNICIPAL UTILITIES			
E 101-43100-401		Repairs/Maint Buildings	\$35.00		PRESSURE VESSEL TEST-ST DEPT
Total		MUNICIPAL UTILITIES	\$35.00		
Paid Chk# 9915657	1/17/2014	NEW STAR SALES & SERVICE			
E 101-42100-570		Office Equip and Furnishings	\$159.00	41455	20" MONITOR-PD

(2)

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January 2014

		Check Amt	Invoice	Comment
Total NEW STAR SALES & SERVICE		\$159.00		
Paid Chk#	9915658	1/17/2014	NORTHLAND TRUST SERVICES	
E 332-47000-617	2002 Improve Interest	\$3,166.95		INT-JENNYS SUB
E 332-47000-607	2002 Improve Principal	\$21,500.00		PRINC-JENNYS SUB
Total NORTHLAND TRUST SERVICES		\$24,666.95		
10100 United Prairie		\$228,284.19		

Fund Summary

10100 United Prairie		
101 GENERAL FUND		\$14,092.55
221 FIRE DEPT FUND		\$36.00
231 AMBULANCE FUND		\$759.00
235 SW HOUSING GRANT		\$0.00
240 PROTIENT--DTED LOAN		\$0.00
307 LAKEVIEW ESTATES-DEBT SERV		\$41,957.50
308 2011 BOND REFUND-06 ST PROJ		\$92,610.94
332 2002 STREET IMPROV		\$24,666.95
342 T.I.F. #4-1 GOOD SAM		\$17,623.75
607 EDA----4 PLEX FUND		\$16,730.00
608 EDA----8 PLEX FUND		\$19,807.50
		\$228,284.19

Paid Chk#	000334E	1/6/2014	UNITED PRAIRIE BANK	
G 609-22800	Notes Payable - Current	\$386.67		JAN PAYMT MASON MANOR-PRINC PAYMENT
E 609-46330-610	Interest	\$903.86		JAN PAYMT MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK		\$1,290.53		
Paid Chk#	000335E	1/8/2014	STATE OF MINNESOTA	
E 101-41910-430	Miscellaneous	\$114.09		4TH QTR 2013 BLDG PERMIT SURCHARGE
Total STATE OF MINNESOTA		\$114.09		

Jan²⁰¹⁴ - 9915629 to 9915638
 closing 2013 - 9915639 to 9915642
 Jan 2014 - 9915643 to 9915658
 closing 2013 - 9915659 to 9915670

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Closing 2013

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10100 United Prairie

		Check Amt	Invoice	Comment
Paid Chk# 9915639 1/10/2014 BRUNTON ARCHITECHTS LTD				
E 441-46300-434	Project Expense	\$8,250.00	08-1120	ENGINEERING MT POWER PROJ
Total BRUNTON ARCHITECHTS LTD		\$8,250.00		
Paid Chk# 9915640 1/10/2014 CARCHIOUS RODNEY				
E 607-46330-401	Repairs/Maint Buildings	\$23.80		DEC MAINT AT HERITAGE ESTATES
E 609-46330-401	Repairs/Maint Buildings	\$40.00		DEC MAINT AT MASON MANOR
E 608-46330-401	Repairs/Maint Buildings	\$46.20		DEC MAINT AT HERITAGE ESTATES
Total CARCHIOUS RODNEY		\$110.00		
Paid Chk# 9915641 1/10/2014 CITIZEN PUBLISHING				
E 441-46300-434	Project Expense	\$153.30		MT POWER TIF PUBLIC HEARING AD
Total CITIZEN PUBLISHING		\$153.30		
Paid Chk# 9915642 1/10/2014 WILLIS KRAHN				
E 608-46330-402	Repairs/Maint- Ground	\$673.20		HERITAGE EST DEC SNOW REMOVAL
E 607-46330-402	Repairs/Maint- Ground	\$346.80		HERITAGE EST DEC SNOW REMOVAL
E 609-46330-401	Repairs/Maint Buildings	\$300.00		MASON MNR DEC SNOW REMOVAL
Total WILLIS KRAHN		\$1,320.00		
Paid Chk# 9915659 1/16/2014 COUNTRY PRIDE SERVICES				
E 101-42100-212	Motor Fuels	\$451.90		PD-SUV GAS
E 231-42154-212	Motor Fuels	\$254.28		AMB DIESEL
E 101-42100-212	Motor Fuels	\$381.34		PD-CHARGER GAS
E 101-43100-212	Motor Fuels	\$2,545.00		ST DEPT GAS
E 101-42100-404	Repairs/Maint Machinery/Equip	\$60.00	085384	PD-SWITCH TO SNOW TIRES ON CHARGER
E 101-43100-404	Repairs/Maint Machinery/Equip	\$80.00	085581	FIX TIRE ON BACKHOE
E 231-42154-404	Repairs/Maint Machinery/Equip	\$30.00	085618	AMB TIRE REPAIR
E 507-46103-430	Miscellaneous	\$147.96	117765,11792	REPAIRS LAKE COMM AERATON SYSTEM
E 608-46330-401	Repairs/Maint Buildings	\$510.04	118033,11808	LABOR HALE APT,BATTERIES,REFLECTOR BOWL
E 240-46500-401	Repairs/Maint Buildings	\$70.00	118034	FITNESS CENTER FURNACE-LABOR
E 221-42200-404	Repairs/Maint Machinery/Equip	\$34.18	118278	AAA BATTERIES FOR FD
E 101-45186-220	Repair/Maint Supply	\$57.67	118412,11792	LOCK & CLEANERS FOR COMM CTR
E 231-42154-404	Repairs/Maint Machinery/Equip	\$9.61	118427	PAPER TOWELS-AMB
E 609-46330-401	Repairs/Maint Buildings	\$19.22	118528	BATTERIES
E 607-46330-401	Repairs/Maint Buildings	\$13.02	118593	RODS-HERITAGE ESTATES 400d
Total COUNTRY PRIDE SERVICES		\$4,664.22		
Paid Chk# 9915660 1/16/2014 CITIZEN PUBLISHING				
E 507-46103-430	Miscellaneous	\$65.70	12/4/13	LAKE COMM-THIN ICE AD
Total CITIZEN PUBLISHING		\$65.70		
Paid Chk# 9915661 1/16/2014 BOLTON & MENK INC.				
E 412-43100-303	Engineering Fees	\$680.51	0162812	2012-14 ENG FEES
E 412-43150-303	Engineering Fees	\$3,919.22	0162812	2012-14 ENG FEES
Total BOLTON & MENK INC.		\$4,599.73		
Paid Chk# 9915662 1/16/2014 CASEYS-CREDIT CARD DEPARTMENT				
E 101-00000-430	Miscellaneous	\$90.88		UT GAS (BILLED THEM)
E 205-46500-430	Miscellaneous	\$46.99		PIZZA-12/13/13 EDA MTG
E 101-43100-212	Motor Fuels	\$199.56		ST DEPT GAS
Total CASEYS-CREDIT CARD DEPARTMENT		\$337.43		
Paid Chk# 9915663 1/16/2014 CITIZEN PUBLISHING				
E 101-45183-430	Miscellaneous	\$116.80	12/11/2013	CAMPGROUND RATES

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Closing 2013

			Check Amt	Invoice	Comment
E 101-41400-351	Legal Notices Publishing		\$208.05	12/18/2013	PUBLIC HEARING NOTICE
E 101-00000-430	Miscellaneous		\$29.20	12/25/2013	CHRISTMAS GREETING
Total CITIZEN PUBLISHING			\$354.05		
Paid Chk# 9915664 1/16/2014 INDOFF INCORPORATED					
E 101-41400-200	Office Supplies		\$368.72	2390422	1500 WINDOW ENVELOPES
E 101-41400-200	Office Supplies		\$59.91	2390627	FILE FOLDERS,LEDGER SHEETS,CALCULATOR TAPE
E 205-46500-200	Office Supplies		\$30.35	2391268	BINDER-EDA
Total INDOFF INCORPORATED			\$458.98		
Paid Chk# 9915665 1/16/2014 KDOM RADIO					
E 101-00000-430	Miscellaneous		\$77.50	540131231013	MONTHLY ADV
Total KDOM RADIO			\$77.50		
Paid Chk# 9915666 1/16/2014 KUECHLE UNDERGROUND INC.					
E 412-43100-434	Project Expense		\$318.79		PAY EST #13
E 412-43150-434	Project Expense		\$19,695.31		PAY EST #13
Total KUECHLE UNDERGROUND INC.			\$20,014.10		
Paid Chk# 9915667 1/16/2014 MAYNARDS FOOD CENTER					
E 101-41400-200	Office Supplies		\$6.19	12/12/13	GARBAGE BAGS & PINE-SOL
E 101-41400-200	Office Supplies		\$17.73	12/5/13	PINE-SOL & TP FOR OFFICE
Total MAYNARDS FOOD CENTER			\$23.92		
Paid Chk# 9915668 1/16/2014 MUNICIPAL UTILITIES					
E 101-43160-381	Electric Utilities		\$3,564.62		DEC STREET LIGHTING
Total MUNICIPAL UTILITIES			\$3,564.62		
Paid Chk# 9915669 1/16/2014 THIRD AVENUE AUTO PARTS					
E 101-43100-404	Repairs/Maint Machinery/Equip		\$127.57	S136528	BRAKE LINES & FITTINGS
E 101-43100-404	Repairs/Maint Machinery/Equip		\$31.09	S136536	STOP LEAK,OIL-#13
E 101-43100-404	Repairs/Maint Machinery/Equip		\$3.01	S136589	GREASE FITTINGS
E 101-43100-404	Repairs/Maint Machinery/Equip		\$2.19	S136603	FITTING
E 101-43100-404	Repairs/Maint Machinery/Equip		\$149.63	S136709	FILTERS-#9,#12,#13,#14
E 101-43100-404	Repairs/Maint Machinery/Equip		\$11.49	S136741	PAYLOADER AIR FILTER
E 101-43100-404	Repairs/Maint Machinery/Equip		\$75.92	S136785	FILTERS-SKID LOADER & PAYLOADER
E 101-43100-404	Repairs/Maint Machinery/Equip		\$67.37	S136802	FILTERS-SKIDLOADER
E 101-43100-404	Repairs/Maint Machinery/Equip		\$6.51	S136828	SEALER
E 101-43100-404	Repairs/Maint Machinery/Equip		\$2.55	S136835	CLAMP
E 101-43100-430	Miscellaneous		\$4.05	S136836	PART-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip		\$28.80	S136842	U-JOINT,LABOR-#13
E 101-42100-430	Miscellaneous		\$6.30	S136952	VELCRO-PD
Total THIRD AVENUE AUTO PARTS			\$516.48		
Paid Chk# 9915670 1/16/2014 TITAN MACHINERY					
E 101-43100-404	Repairs/Maint Machinery/Equip		\$2,560.46	2644674	MOTOR GRADER BLADES
Total TITAN MACHINERY			\$2,560.46		
10100 United Prairie			\$47,070.49		

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Closing 2013

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Fund Summary

<u>10100 United Prairie</u>		
101 GENERAL FUND	\$11,392.01	
205 ECONOMIC DEVELOPMENT AUTHORITY	\$77.34	
221 FIRE DEPT FUND	\$34.18	
231 AMBULANCE FUND	\$293.89	
240 PROTIENT--DTED LOAN	\$70.00	
412 2012 CITY WIDE PROJECT	\$24,613.83	
441 MT POWER CONST ACCT	\$8,403.30	
507 LAKE COMMISSION FUND	\$213.66	
607 EDA----4 PLEX FUND	\$383.62	
608 EDA---8 PLEX FUND	\$1,229.44	
609 EDA-- MASON MANOR	\$359.22	
	<hr/>	
	\$47,070.49	

6

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

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

Members Absent: None

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

Others Present: Doug Regehr, Andy Kehren, Bolton and Menk; Tammy Omdal, Northland Securities, Inc., by phone

Call to Order

Mayor Janzen called the meeting to order at 6:30 p.m. Motion by Nickel, seconded by Ysker, to approve the consent agenda and agenda as presented. Motion carried unanimously.

Bills: Check #'s 9915569- 9915628; 332E, 333E\

Payroll: Check #'s 60867 - 60900

Dec. 17 Council Minutes\

Hiring of Trey Hopwood, Jason Sumner, and Andrew Windschitl – Mt. Lake Fire Dept. effective Nov. 25, 2013

Resolution #1-14 Accepting \$18,000 gift from Mt. Lake Fire Relief Association

Public

No one addressed the council during the public forum.

Mt. Power Expansion Project Public Hearing

Janzen called the public hearing to order at 6:35 p.m. Tammy Omdal, Northland Securities, Inc. reviewed the modified redevelopment plan and tax increment financing (TFF) plan related to a business subsidy for District #1-6. The boundaries of Redevelopment Project Area #1, created for the Pop'd Kerns project will be expanded to include a portion of the Mt. Power Hydraulics property. TIF District #1-6 will be created on that portion of the Mt. Power Hydraulics property. The Mt. Lake Economic Development Authority, as developer, will construct a 40,000 sq., ft. building on the

parcel. An estimated \$2.2 million bond will be sold to finance the project. The bond will be repaid through a combination of TIF increment, and lease payments. The public hearing was closed at 6:42 p.m. Motion by Schultz, seconded by Nickel, to adopt Resolution #2-14 Approving Modified Redevelopment Project #1 and Establishing Tax Increment Financing District #1-6 and Approving the Adoption of the Modified Redevelopment land and Tax Increment Financing Plan Related Thereto. Motion carried unanimously.

Pay Estimate #13, 2012-14 Street and Utility Project

Andy Kehren presented Pay Estimate #13 in the amount of \$28,889.35. Motion by Nickel, seconded by Savage to authorize payment to the general contractor Kuechle Underground. Motion carried unanimously. Mayor Janzen was directed by the council to represent the city at the January 24 mediation session with Kuechle Underground and Bolton and Menk, and was given the authority to act on the council's behalf.

Designations and Appointments

The list was reviewed. Open seats on the Utility, Planning and Zoning, and Lake Commissions were noted.

Review and Adoption of Investment Policy

The policy was reviewed. No changes were made. Motion by Nickel, seconded by Savage, to adopt the policy as presented. Motion carried unanimously.

Adoption of Ordinance #1-14, Establishing Rates, Fees and Administrative Fines

The ordinance was reviewed. There are several changes from 2013: water and sewer rates have increased; and a two year dog/cat license was increased from \$10 to \$15. The city intends to begin notifying residents when their pet license expires. Motion by Schultz, seconded by Nickel, to adopt Ordinance #1-14. Motion carried unanimously.

Approve 2014 Salaries and Wages

Motion by Nickel, seconded by Ysker, to approve a \$.50 increase for all non-union employees. As per union contract American Federation of State, County, and Municipal Employees (AFSCME) members will receive a \$.50 increase; Law Enforcement Labor Services (LELS) members will receive a \$.50 increase. Motion carried unanimously.

Seniority List

The list was reviewed. No action taken.

Adjourn

Mayor Janzen adjourned the meeting at 7:16 p.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY
December 13, 2013
12:00 Noon

PRESENT: Mark Hanson, Vern Peterson, Dean Janzen, Audi Nickel, Brian Harder, Steve Syverson and Jerry Haberman at 12:17.

ABSENT: Clara Johnson and Deb Englund, Advisors

STAFF PRESENT: Rob Anderson and Marva Ott

CITY ADMINISTRATOR: Wendy Meyer

GUESTS: Jennifer Prins-SWMHP; Jordan Burmeister- Geronimo Wind Energy; Nate Brinkman

1. Call to Order: Mark called the meeting to order.

2. Consent Agenda:

2a. Approval of November 8th and 25th minutes only. Motion made and seconded by Dean and Steve to approve the minutes as presented. Carried.

2b. BB's Diner is asking for interest only payments from Sept- Mar as winter is their slow time. Motion made and seconded by Dean and Vern to approve interest only payments for BB's Diner through March. Motion carried with Steve abstaining from vote.

3. Jennifer Prins-SWMHP Housing Study Options: Jennifer discussed the housing study and what services they can offer. Grants are not an option for new construction. The board asked for guidance on what needs to be done. Jennifer stated that we need to do a housing study first and then a housing plan. There may be matching grants available to help with funding the housing study as it will cost \$10,000-\$20,000 for the housing study. SWMHP can help with the development plan and planning meetings, etc. The housing study takes approximately 2-3 months to complete and the community development plan would take 2-3 months also. The whole timeline for doing this would be at a minimum 6 months. The strategic planning will be done after the housing study and would cost about \$1,000.00 to do. The community development plan are specific and based on the needs of the community. SWMHP also provide the community housing study needs survey which will cost \$2,500.00. The community development plan covers everything and would cost approximately \$3,500.00 to do. We will begin to move forward on this and continue working on it.

4. Jordan Burmeister-Geronimo Wind Energy: Jordan is associated with Noel Rahn in developing the Odell Wind Farm. They are looking at expanding the area and have it up and running by 2015. They have funds available for the EDA to utilize. Funds could be used for doing a housing study but unfortunately the funds wouldn't be available till 2017. They are asking the EDA for a letter of support on this project. After some discussion, the board agreed that this was a worthwhile project and will provide the letter requested. The board asked a few more questions and Jordan was excused.

d. 1
12. Nov

5. Nate Brinkman: Nate told the board that he had sold his house and wants to build on the lot in Lakeview Estates that he had an option on. He is asking the board to forgive ½ of the assessments instead of 25%. Nate was excused from the meeting. After some discussion, a motion was made and seconded by Dean and Audi to forgive ½ of the assessments as requested by Mr. Brinkman. Motion carried with Mark abstaining from the vote.
6. Continue discussion about selling Heritage Estates from previous meeting. Jerry stated that he felt we shouldn't sell the apartments at the current time. The other board members agreed so this subject is off the table for discussion.
7. Pop'd Kerns project: building is done but not manufacturing yet. Rob stated that there is approximately \$121,685.00 left in the construction account for any remaining bills yet to be paid so we will put this money in reserves for now in case of emergency. Some question was asked about possibly using this money for other projects but we will have to ask the auditors if we can first.
8. Mt. Power Hydraulics expansion plans update:
 - a. We need to consider adopting the Resolution calling for a Public Hearing on the Proposed Modification of the Economic Development District No. 1. Motion made and seconded by Vern and Brian to Adopt the Resolution. Carried. The board felt we need to do a survey with easement rights to access the project so we aren't land locked and also do a separate utility lines to the new building.
 - b. We need to review the Draft TIF Plan and approve it. Motion made and seconded by Audi and Dean to approve the TIF Plan. Carried.
 - c. Review the Draft Project Sources and Use of Funds/Budget for the project. Rob explained the numbers to the board. Rob also stated that we need to approve combining the Pop'd Kerns TIF and Mt. Power into the same district. Motion was made and seconded by Audi and Vern to approve to approve Modifying the TIF Plan District to include Mt. Power. Motion carried.
9. Consider approving deferred assessments for Lakeview Estates lots until lots are sold. We need to ask the City Council to approve this. Motion made and seconded by Brian and Steve to approve this. Motion carried.
10. Mt. Lake Golf Club loan status: Rob hasn't received anything further from this since our last meeting.
11. Other:
 - a. MSC project is still on hold.
 - b. Rob has had a few calls about the lots in Lakeview Estates so we are getting some interest.
 - c. Marva told the board that we had our rental inspections and everything went well but she had a tenant ask her about how high we planned on raising the rents and also if the tenants could come to a meeting to talk to the board about some of their concerns.

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e lot in

d. Next meeting is January 10, 1014.

12. Nothing further so this meeting was adjourned.

**Regular Lake Commission Meeting
Monday, December 9, 2013**

Members Present: Jim Peterson, Dave Bucklin, Jay Schied,
Jean Haberman

Guest Present: Wendy Meyer

Chair Peterson called the meeting order at 6:30 p.m. M/S/P Bucklin/Schied to approve the minutes of the November 12, 2013 meeting.

Treasurer's Report:

Cash (\$55,268.34)

Bills:

Titan Pro - glyphosate for trail	\$339.07
Country Pride - dCON for aeration shed	8.54
Maschka, Riedy & Reis - mediation lake trail	1,257.25
Robinson Appraisals - trail easement	2,000.00

Transfer of Funds:

Closed aluminum savings account - transferred funds to checking account -
\$12,387.11

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

Membership: Jean renewed her membership for another three-year term. Marlin Palm resigned from the Lake Commission. His service has been appreciated and he will be missed.

Kids' Fishing Contest: Since Marlin will no longer be organizing the 4th of July Kids' Fishing Contest and the Mt. Lake/Odin/Ormsby Sportsman's Club conducted their last kids' fishing contest last year, there was discussion about how to proceed. Jay will attend the next meeting of the Sportsmen's Club and Jim will talk to Rich Gisch.

Aeration: The thin ice warning has been in the newspaper for the last two weeks, so the aeration system can be turned on anytime. Jim will try to organize a work time to put out the thin ice signs and floaters.

Future of Lake Commission: Jim expressed his concern about finding dedicated members for the Lake Commission and suggested that the City workers help with some of the duties (e.g. moving fishing pier, aeration system).

Mediation: The Lake Commission reviewed the court order awarding attorney's fees as part of the trail litigation against Ken and Rachel Yoder.

Grant Request: Jean is working on completing a grant application to the Mountain Lake Foundation for: stenciling 1 and ½ mile distances on the trail and a bike symbols where the trail runs along Golf Course Road; map and score cards for the disc golf course; and interpretive brochures explaining various natural attractions along the trail that would coincide with numbered posts placed near the trail.

Pow Wow Biking Event: Wendy reported that Judy Harder (Jubilee Fruits & Vegetables) has applied for a grant to organize a community biking event on the Saturday of Pow Wow weekend. The bike route would go around the trail and through town.

Beach: Jim has been in touch with Brian Schulz concerning the original permit that states that the beach can be 50' wide and extend 50' into lake or to a 4-ft. depth. Our question is, "Can we remove cattails under the original permit or do we have to apply for a new permit?"

Fundraising: Jay suggested sponsoring a "Polar Plunge" fundraiser for next winter. The details will have to be researched.

Respectfully submitted,



Jean Haberman,
Secretary

1/9/2014
Commission C
Balance
bike-legal f
Citizen-thr
Walkers
State
C

Police Commission Mtg
December 12, 2013

Members Present: Norm Kunkel, Darryl Bargaen, Wendy Meyers, Garrett Wall, Sue Garloff, Doug Bristol and guest William P.

Call to Order: Norm Kunkel

1. November minutes read: no additions or corrections
 - a. Motion to approve: Darryl Bargaen Seconded: Sue Garloff
2. Budget Expenditures
 - a. A \$9000 increase to budget due to union negotiations
 - b. Vehicle maintenance: combination of 2 lines
 - Charger: \$1000 damage to GPS/ loose wires in trunk
 - c. Budget for 2013 will be close to accurate for the year
3. Chief's Report
 - a. Ken:
 - Project to update business info
 - Large number of miles
 - b. Mileage for squad cars are at expected levels
 - c. Calls out are right around 100 each month
 - d. Break in at C-store? Nothing was reported
4. Old Business
 - a. RMS: by summertime: printers in cars
 - b. Ladies Night Out changed to Friday due to weather
5. New Business
 - a. New copier purchased for the department
 - Billed in 2014
 - 2013 government price
 - \$250 for yearly maintenance
 - b. Amount of \$ questioned that needs Police Commission approval
 - Wendy to check purchasing limit
 - Precedent for the future with follow through
 - c. Nixel / snow emergency procedures working well
 - d. Level 3 sex offender article in paper
 - Public meeting on Wednesday

Motion to Adjourn: Darryl Bargaen: Seconded: Garrett Wall

-

REGULAR UTILITIES COMMISSION MEETING
THURSDAY, DECEMBER 12, 2013
7:00 A.M.

PRESENT: John Carrison
Mark Langland
Harvey Stoesz
Bryan Bergen, Chairman
David Savage-City Council Liaison

ABSENT: None

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

OTHERS: None

Bryan Bergen - Chairman called the regular meeting of the Utilities commission for December 12, 2013 to order at 7:00 a.m.

1. Minutes and Bills: Motion by Mark Langland seconded by Harvey Stoesz to accept the minutes and bills as presented. Motion carried. Checks #13962-13994.

2. Water/Wastewater Department:

Water Budget: Motion by Mark Langland seconded by Harvey Stoesz to accept the water budget as presented. Motion carried.

Sewer Budget: Motion by Mark Langland seconded by John Carrison to accept the sewer budget as presented. Motion carried.

Processor at Water plant: Automatic Systems is offering four options for repair/replacement of a spare processor. Kevin recommended purchasing Option C, Priority Exchange, which take 1-2 days to be delivered and has a 24 month warranty. Cost is \$3529.25 + freight. By consensus the commission agreed to purchase Option C.

Lawn Mower: The city street dept. and city council will consider purchasing a new lawn mower at their Dec. 17 meeting. The utility could purchase the old mower for the trade-in price. No action taken.

Office Department:

December 26, 2013 meeting: Motion by Bryan Bergen seconded by Mark Langland to pay the bills as needed and not have the special meeting on Dec. 26, 2013.

Energy Audit Informational Meeting: Marilyn Feil won the free energy audit. The public informational meetings with Center for Energy and the Environment (CEE) will be February 4, 2014 at 2:30 and 6:30 p.m.

Water/Sewer rate increases: Motion by Mark Langland seconded by Harvey Stoesz to accept the new water and sewer rates for 2014. Motion carried.

3. Electric Department:

Electric Budgets: Motion by Harvey Stoesz seconded by Mark Langland to accept the Electric budget as presented. Motion carried.

5 x 16: Motion by Mark Langland seconded by John Carrison to take the 'Blend and Extend' at 100%. Motion carried.

Meeting adjourned

**Mountain Lake Public Library Board Minutes
November 13, 2013**

Members Present: Margaret Hopwood, Barrie Wright, Heidi Jahnke, Diane Englin, Marci Hernandez, Carol Lehman-Director

Others Present: Wendy Meyer

The meeting was called to order at 4:53 pm by chairman.

M/S/P Englin/Jahnke to approve the minutes of the October 2013 meeting.

Carol presented the October monthly report indicating 3,650 total circulation and expenditures in the amount of \$1,106.61. **M/S/P Jahnke/Hopwood.**

Old Business: None

New Business: There will be one vacancy to fill as board member, Heidi Jahnke, completes her 3rd term December 31, 2013. Diane Englin completes her 1st term this year and agreed to continue serving a 2nd term (January 1, 2014 – December 31, 2016).

Discussed holiday hours and they are as follows:

Christmas Eve 12/24 - 10:00 a.m. – 1:00 p.m.

Christmas Day 12/25 - Closed

New Year's Eve 12/31 - 10:00 a.m. – 1:00 p.m.

New Year's Day 1/1/2014 - Closed

Adult winter reading program starts Jan. 1, 2014 and continues through March 31, 2014.

Library activity report for October was given.

Meeting adjourned at 5:15 by chairman.

NEXT MEETING: Wednesday December 11 – 4:30 pm.

Respectfully submitted,

Marci Hernandez, secretary

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Mountain Lake Public Library Board Minutes

December 11, 2013

Members Present: Diane Englin, Margaret Hopwood, Heidi Jahnke, Barrie Wright, and Carol Lehman – Director

Members Absent: Marci Hernandez

The meeting was called to order at 4:55 p.m. by Board Chairperson, Barrie Wright

There were no minutes available to approve. **November and December minutes** will be reviewed and approved at the January meeting.

Carol presented the **November monthly report** indicating a total circulation of 3,076 and expenditures in the amount of \$2,697.80. M/S/P Jahnke/Englin

Old Business: None

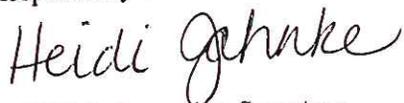
New Business: Carol shared that the adult winter reading program will get under way at the beginning of the New Year.

Carol gave a short **Activity Report** for November.

Meeting adjourned at 5:39 p.m. M/S/P Hopwood/Englin

Next Meeting: January 8, 2014 at 4:30 p.m.

Respectfully Submitted,



Heidi Jahnke, acting Secretary

CITY OF MOUNTAIN LAKE
 PUBLIC LIBRARY REPORT
 MONTH OF December, 2013

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____
TOTAL CIRCULATION	<u>3,001</u>

Interlibrary loan sent	<u>201</u>	
Interlibrary loan received	<u>265</u>	<u>466</u>
TOTAL ILL		

ILL NON SYSTEM 49

RECEIPTS

Cash income	<u>60.60</u>
Donations (monetary)	<u>12,502.76</u>
County Revenue	<u>2.00</u>
Misc. Revenue	_____
Fines	_____
Meeting room rental	_____
Sale of supplies	_____
TOTAL RECEIPTS	<u>12,565.36</u>

EXPENDITURES

Books	<u>470.02</u>
Periodicals	<u>287.88</u>
Audio-visual	<u>111.06</u>
Supplies	<u>171.88</u>
Postage	_____
Miscellaneous	_____
Telephone	<u>58.04</u>
Repairs & maintenance	<u>345.00</u>
Repairs & maint. of equipment	_____
Project expense	_____
Capital outlay	_____
Automation	_____
Gas Utilities	<u>312.77</u>
TOTAL EXPENDITURES	<u>\$1,756.65</u>

4.00
~~56.60~~

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LIBRARY DIRECTOR Carol Lehman

LIBRARY EXPENDITURES - DECEMBER 2013

Demco	Supplies	\$93.10
The Free Press	Periodicals - 1 yr.	287.88
Frontier	Telephone Expense	58.04
GECRB/Amazon	Books 446.04 / AV 107.06	553.10
Edward F Heiberger	Books	23.98
Dennis Hulzebos	Repairs & Maint.-Janitorial	345.00
Indoff, Inc.	Supplies	22.18
MN Energy Resources Corp.	Gas Utilities	312.77
		<hr/>
		1,696.05
	Cash Expenditures	60.60
		<hr/>
	Total	\$1,756.65

CITY OF MOUNTAIN LAKE, MN

Resolution No. 3-14

RESOLUTION OF APPLICATION

Minnesota Public Facilities Authority Application

Drinking Water Revolving Fund

BE IT RESOLVED that the City of Mountain Lake is hereby applying to the Minnesota Public Facilities Authority for a loan from the Drinking Water Revolving Fund for construction of a new municipal water well and associated raw water main as described in the loan application.

BE IT FURTHER RESOLVED that the City of Mountain Lake estimates the PFA loan amount to be \$687,660, or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Mountain Lake has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Mountain Lake hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

I CERTIFY THAT the above resolution was adopted by the Mountain Lake City Council on January 21, 2014.

SIGNED:

WITNESSED:

Dean Janzen
Mayor of Mountain Lake, Minnesota

Wendy Meyer
City Administrator

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DRAFT

CITY OF MOUNTAIN LAKE

REQUEST FOR PROPOSALS (RFP)

POSITION CLASSIFICATION

AND

COMPENSATION SYSTEM

January 21, 2014

January 22, 2014

Dear Consultant:

The City of Mountain Lake is interested in seeking the services of a consultant to undertake a comprehensive review of/update to its current position, classification and compensation system. Enclosed herewith is an informational packet necessary for the submission of a proposal to provide classification and compensation consulting services.

The City of Mt. Lake's objective for the conduct of this particular review/update is to elaborate and select/construct an updated classification and compensation system, which would replace the current compensation system. Interested firms/consultants are asked to submit their proposal by the stated deadline of 4:30 p.m. on February 7, 2014.

Thank you for your consideration in this matter. Please do not hesitate to contact me at (507) 427-2999 if you have any questions regarding the enclosed information and/or request.

Sincerely,

Wendy Meyer
City Administrator/Clerk

Enc.

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GENERAL INFORMATION AND CONDITIONS

1. The City of Mountain Lake is accepting proposals for the conduct of a comprehensive review of its current position descriptions, classifications, equity, compensation, and evaluation process for its full-time, part-time, seasonal, and temporary employees.
2. All proposals should attempt to equal the market rate for each position submitted. Any deviations should be identified in writing.
3. All proposals must comply with Federal and State regulations pertaining to compensation standards, including but not limited to pay equity legislation, Americans with Disabilities Act (ADA), and the Fair Labor Standards Act (FLSA).
4. Proposals are to be submitted on the enclosed "Proposal Rate Sheet" or similar format. The "Proposal Rate Sheet" submitted is to be signed by a responsible officer representing the company.
5. Six copies of the proposal will be accepted until 4:30 p.m. on February 7, 2014 in the office of Wendy Meyer, City Administrator/Clerk, 930 Third Ave. Mt. Lake, MN 56159. Proposals are to be labeled "Proposal Classification and Compensation Update 2014".
6. Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to submission of such to the Council for approval. It is anticipated the proposals and results (recommendations) will be forwarded to the City Council for their consideration on February 18, 2014.
7. It is the City's desire to present findings and recommendation before May 2014 for any necessary classification and/or compensation system changes to the City Council and employees. Please outline your requirements for presentation, timing, and fee structure. A representative may be required to provide or assist in the presentation during this presentation, as well as any additional informational meetings, if deemed necessary.
8. The City reserves the right to accept or reject any and all proposals. The consultation award will be based upon, but no necessarily limited to, rates, options methodology, project design, timeline, and the experience of the consultant with municipalities and similar governmental instrumentalities and labor markets.

Please contact Wendy Meyer, City Administrator/Clerk, at (507) 427-2999, if you have any questions concerning the specifications.

PROJECT

The City of Mountain Lake is soliciting proposals for professional services for the development and implementation of a position classification and compensation system that meets Federal and State Compensation Standards.

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I. PROJECT BACKGROUND AND GOALS

Mt. Lake is a municipality with a population of 2,100. The City has in place a job evaluation and compensation system that was established by the council and adopted following the passage of Pay Equity legislation. There have been adjustments made to individual positions. The city has 15 full and part time job descriptions which are subject to the State of Minnesota-Pay Equity Compliance requirements.

The City employees 16 full-time, 4 regularly scheduled part-time, as well as seasonal and contract employees. The members of the City's Fire Department and Ambulance Squad are volunteer on-call, with officers receiving a stipend. Seven (7) full-time employees are organized into a Union represented by American Federation of State, County, and Municipal Employees (AFSCME); and three (3) employees are organized into a Union represented by Law Enforcement Labor Services (LELS).

All collective bargaining agreements are on a three-year contract basis. The 2014-2016 contracts for the Water/Wastewater Department, Electric Department, Street Department and the Police Department were settled in late 2013.

The City is currently in compliance with pay equity requirements, and any new system would also need to meet the State of Minnesota pay equity requirements. Internal equity is based on the state job match evaluation system.

By union contract or by city personnel policy all new employees start at 85% of the predecessor wage and by 18 months are at 100% of the current position wage. All employees generally have received a yearly increase of a fixed amount (i.e. \$.50) per hour with non-union increases equal to those negotiated by the unions.

The objective of this effort is to develop a complete evaluation and process audit to achieve a new/updated position classification and compensation system, including:

- Evaluating each position utilizing an up-to-date job description & Organizational Chart.
- Creating opportunity for management and employee input.
- Provide a Wage/Labor Market Survey & Analysis.
- Ensure regulatory compliance.
- Assign/Develop Point System or classification ranking to insure internal pay equity.
- Assign Salary Grade Data.
- Create a transition and implementation plan.
- Create a Step Pay System.
- Provide necessary tools to manage program going forward.

Employee and management involvement, especially through participation and informational meetings on the process and its likely outcomes, will be an integral component to the success and acceptance of any outcome.

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II. SCOPE OF WORK

1. Provide professional services with integrative support services to evaluate and analyze needs, design, develop and implement a position evaluation and compensation system that includes the following milestones:
 - Evaluation and analysis of City needs and philosophy.
 - Thorough evaluation of each position to determine a job value by assigning points to the position based on standard factors; or, a thorough review of the current position evaluations with recommendations for necessary revisions.
 - Objective classification ranking of each position and the provision of internal pay equity.
 - Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other State and Federal requirements.
 - Provide a wage/labor market survey and the analysis thereof as supporting data for the development of a pay structure, while assuring internal and external equity and compliance with State Pay Equity Compensation Standards.
 - Provide recommendations and options for newly designed evaluation and compensation system.
 - Provide system testing to assure compliance.
 - Provide recommendation on a system for determining the validity for requests for reclassification and/or compensation changes.
 - Provide a Step Pay System.
 - Determine exempt and non-exempt status for each position.
 - Provide implementation support and maintenance training on the system.
 - Post contract services involving review of new job descriptions and determination of points and salary for the new position, as well as assistance with the first State Pay Equity report following compensation review to assure compliance.
2. Establish and provide concrete schedules for each of the above proposed developments.
3. Present findings and recommendations, including written and/or oral reports and policies at various meetings, such as employee gatherings and City Council sessions.
4. Propose contract terms; including an itemized fee schedule for work included in the scope of work and a payment plan based on measurable contract milestones.

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III. CONSULTANT SUBMITTAL

The proposal shall contain the following information:

1. Provide references of municipalities in the State of Minnesota who have implemented and/or are currently utilizing a classification and/or compensation system being proposed or a similar system designed, developed, and implemented by your organization. Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of the personnel from your office that worked on the projects at each municipality.
2. Names and relative backgrounds of the personnel to be assigned to the project.
3. Information stating your organization's approach to the development of a compensation system for the City of Mt. Lake. Include information and outcome documents on the job evaluation system being proposed as well as sample job descriptions, policies and procedures, and questionnaires employees will be required to complete. Also include information on how your organization will handle each aspect identified in the job description and questionnaires.
4. Identify your approach to facilitating union and non-union involvement with the development of the position classification and compensation schedules.
5. Identify a concrete, but reasonable timeline for the completion of each component in the process as well as implementation guidelines.
6. The proposal should clearly define the timelines, proposed fees, and the scope of services to be provided during each of the following specific project components:
 - a. Introduction and Project Orientation.
 - b. Position Analysis.
 - c. Review of current position descriptions for full-time, part-time, temporary, and seasonal.
 - d. Position Classification/Ranking/Grades/Evaluation
 - e. Wage/Labor Benchmarks/Market Pricing.
 - f. System Structure Development according to Mt. Lake philosophy.
 - g. System testing for equity and fairness.
 - h. Preparation of final documents for the plan, including presentation, policy, guidelines, and procedures for administration (such as how the plan is adjusted for cost of living and how employees advance through the ranges and any other pertinent information). Any written and computerized data and supporting information must be submitted as appropriate.
 - i. Training on the system maintenance and updating such as position additions and wage structure updates.
 - j. System Implementation.

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k. Future assistance that can be provided:

- Proposals shall clearly define additional services and/or reimbursable costs not included in the basic fees, including any hourly rates or fees for post contract services.
- Proposals shall include a "not to exceed" lump sum fee protection.
- Identify cost estimates for all aspects including potential areas in which the City of Mt. Lake's staff can provide assistance resulting in cost savings to the City.

IV. EVALUATION AND SELECTION PROCESS

Proposals will be screened and the top candidates selected by the Personnel Committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing proposals, the City will carefully weigh:

- Depth and breadth of experience and expertise, specifically in those areas most often encountered in municipal government operations;
- Capability to perform Position Classification and Compensation Services promptly and in a manner that permits the Council and staff to meet established deadlines and to operate in an effective and efficient manner;
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
- Communication skills;
- Cost of services; and
- Other qualifications/criteria, as deemed appropriate by the Council.

The City will require that the individual or firm selected maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The City will also require the selected individual or firm to indemnify the City and provide that they are an independent contractor serving at the will of the Council. Other required provisions will include the Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

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V. SELECTION SCHEDULE

The City intends to proceed with the following tentative schedule for the selection.

Request for Proposals Distributed	January 22, 2014
Proposal Due Date	February 7, 2014(4:30 p.m.)
Review of Proposals	February 8 – 17, 2014
City Council Hires Firm	February 18, 2014

VI. SUBMITTAL REQUIREMENTS

Firms or individuals interested in submitting proposals for shall submit six complete copies of the proposal, along with a proposed agreement for 2014 services and a timeline, in a sealed envelope bearing the caption "Proposal Classification and Compensation Update 2014". The envelope shall be delivered to:

Wendy Meyer, City Administrator/Clerk
City of Mt. Lake
P. O. Box C
930 Third Ave.
Mt. Lake, MN 56159

Proposals must be received at the above address by 4:30 p.m. on Friday, February 7, 2014. Late proposals will not be considered. All proposals will be deemed confidential and will be retained by the City.

The Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the Council.

CONTACT INFORMATION

Direct all inquiries regarding the Request for Proposals to Wendy Meyer, City Administrator/Clerk at 507-427-2999 Ext. 2, or email city@mountainlake.govoffice.com.

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**CITY OF MT. LAKE
JOB POSITION TITLES BY DEPARTMENT**

1. ADMINISTRATION

- City Administrator/Clerk
- Deputy City Administrator

2. PUBLIC WORKS DEPARTMENT

- Public Works Superintendent
- Public Works Worker
- Summer Worker - Seasonal
- Weed Harvester Operator – Seasonal

3. POLICE

- Police Chief
- Police Sergeant
- Police Officer
- Part-time Police Officer

4. LIBRARY

- Library Director
- Assistant Library Director - part time
- Library Assistant – part time

5. UTILITY

- Utility Office Manager/Billing Clerk
- Electric Superintendent
- Lineperson
- Water/Wastewater Superintendent
- Water/Wastewater Worker
- Summer Worker – Seasonal

6. ECONOMIC DEVELOPMENT

- Economic Development Coordinator
- Economic Development Assistant

7. FIRE

- Fire Chief
- Assistant Chief
- President
- Secretary
- Treasurer
- Maintenance
- Firefighters

8. AMBULANCE

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- Ambulance Captain
- Assistant Captain
- Secretary/Treasurer
- Training
- Maintenance
- Emergency Medical Technician (EMT)

9. CONTRACT

- Librarian Custodian
- Senior Center Custodian
- Building Official
- Compost/Brush Site Attendant

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1-9-14 Draft

CITY OF MT. LAKE
REQUEST FOR PROPOSAL
FOR
PROFESSIONAL AUDITING SERVICES
JULY 2014

MT. LAKE, MN 56159

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INTRODUCTION

A. General Information

The City of Mt. Lake is requesting proposals from qualified firms of certified public accountants to prepare and audit its financial statements for the fiscal year ending December 31, 2014, with the option of renewal for auditing services for fiscal years ending December 31, 2015 and December 31, 2016. This audit is to be performed in accordance with generally accepted auditing standards.

There is no expressed or implied obligation for the City of Mt. Lake to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be addressed to Wendy Meyer, City Administrator Clerk/Treasurer at 507-427-2999 Ext. 1 or city@mountainlake.govoffice.com.

To be considered, an original and eight (8) copies of a proposal must be received at Mt. Lake City Hall PO Box C Mt. Lake, MN 56159 by 2:00 p.m. on July 25 2014. The City of Mt. Lake reserves the right to reject any or all proposals submitted and/or waive any irregularities.

Proposals submitted will be evaluated by the City of Mt. Lake City Administrator, Deputy Clerk and Utility Office Manager. A recommendation will be submitted to the Mt. Lake City Council for their approval.

During the evaluation process, the Mt. Lake City Council and the City of Mt. Lake reserve the right, where it may serve the City of Mt. Lake's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Mt. Lake, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Mt. Lake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Mt. Lake and the firm selected.

It is anticipated the selection of a firm will be completed by Sept. 2, 2014. Following the notification of the selected firm it is expected a contract will be executed between both parties by September 30, 2014.

B. Term of Engagement

A three-year contract is contemplated, subject to the annual review and recommendation of city staff, the satisfactory negotiation of terms, a price acceptable to both the City of Mt. Lake and the

selected firm, and the concurrence of the City Council and the annual availability of an appropriation within the Mt. Lake City Budget for performing an audit.

II. NATURE OF SERVICES REQUIRED

A. General

The Auditor will audit the general purpose financial statements of the City of Mt. Lake for the years ending 2014-2016. The financial statements will be presented in accordance with GASB.

The objective of the audit is the expression of an opinion as to whether our general purpose financial statements are fairly presented, in all material respects, in conformity with U. S. generally accepted accounting principles. Your audit will be conducted in accordance with U. S. generally accepted auditing standards and will include tests of the accounting records of the City and other procedures you consider necessary to enable you to express such an opinion.

Should you conclude at any point in the audit process that an unqualified opinion is not possible; this conclusion will be conveyed promptly in writing to the Clerk/Administrator and/or City Council. All matters that preclude the issuance of an unqualified opinion will be clearly stated.

A management letter will be presented including a statement of audit findings affecting the financial statements, internal control, accounting systems, legality of financial transactions, suspected or actual non-compliance with laws and regulations, and other material matters including a comparison of the City's performance/efficiency in the current year with prior years and other cities, and monthly depreciation estimates.

The Firm will also provide year end adjusting entries as needed, and advise as to procedural changes for the betterment of the financial record keeping of the City. These services shall be included in the proposal as incidental to the audit.

B. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The audit also shall be performed in accordance with the *Minnesota Legal Compliance Audit Guide for Local Governments*.

C. Reports To Be Issued (minimum of 15 copies)

The auditor shall issue general purpose financial statements & independent auditor's report including:

1. Combined and individual fund statements
2. A report on the fair presentation of the general purpose financial statements in conformity with generally accepted accounting principles.
3. A report on the internal control structure based on the auditors' understanding of the control structure and assessment of control risk.
4. A report on compliance with applicable laws and regulations.
5. Single purpose audit of federal awards as necessary
6. Schedule of findings and questioned costs
7. Reportable conditions that are also material weaknesses shall be identified as such in the report.
8. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls.
9. The reports on compliance shall include all instances of noncompliance.

Reporting to the City of Mt. Lake.

Auditors shall assure themselves that the City Clerk/Treasurer is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments' and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

Other Reporting Requirements. The Firm shall complete the Financial reports under this proposal no later than May 20 each year. The Firm shall make timely submittal of all annual and periodic reports required by the Office of the State Auditor, Cottonwood County Auditor, and other State and Federal Agencies requiring financial reporting. These include but are not limited to: Annual City Reporting forms, Tax Increment Reporting, Single Audit requirements and any GASB requirements.

Presentations of Reports The financial reports shall be presented to the Mt. Lake Municipal Utilities Commission and the City Council. The Utility Commission meets on the 2nd and 4th Thursdays of each month; and the Council generally meets on the 1st and 3rd Mondays of each month

III. DESCRIPTION OF THE GOVERNMENT

A. The auditor's principal contact with the City of Mt. Lake will be Wendy Meyer, Clerk/Administrator or a designated representative, who will coordinate the assistance to be provided by the City of Mt. Lake to the auditor.

B. Background Information

The City of Mt. Lake serves a population of approximately 1678.

The City of Mt. Lake's fiscal year begins on January 1, and ends December 31.

The accounting and financial reporting functions of the City of Mt. Lake are centralized.

Document processing is at the following approximate levels each year:

- Receipts
- Payable Checks
- Utility Bills
- Payroll

All financial information and transactions are process through IBM compatible personal computer using Banyon Accounting software.

More detailed information on the government and its finances can be found in the Annual Financial Report for the year ended December 31, 2013. Contact Wendy Meyer, City Administrator, to obtain a copy of the report.

D. Fund Structure

Structure as illustrated in the 2013 Annual Financial report: General Fund: Special Revenue Funds including Economic Development Loan Funds and Tax Increment

Districts; Debt Service Funds; and Enterprise Funds of Water, Wastewater, Electric and three Economic Development Authority owned townhouse developments.

E. Principal Functions

The principal functions performed are as follows:

Administrative and Clerical
Accounting
Accounts Payable
Accounts Receivable
Data Entry
Utility Billing
Payroll

IV. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

The City Administrator, Deputy Clerk and Utility Office Manager will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor.

Work papers to be prepared by the staff of the City shall be determined during a planning conference prior to year's end. All working papers and reports shall be retained for a period of seven (7) years.

V. PROPOSAL REQUIREMENT

A. General Requirements

Inquiries concerning the request for proposals can be made to Wendy Meyer, Clerk/Administrator city@mountainlake.govoffice.com 507-427-2999 Ext. 1.

B. Submission of Proposals

An original and eight (8) copies of the proposal including the sections listed below must be received at Mt. Lake City Hall, P. O. Box C, 930 Third Ave., Mt. Lake, MN 56159 by 4:00 p.m. July 25, 2014.

1. Title Page

Showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

2. Transmittal Letter

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Briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within an appropriate time period, a statement why the firm believes itself to be best qualified to perform the engagement.

3. General Information

- a. Firm qualifications and experience
- b. An affirmative statement that the firm is independent from the City of Mt. Lake
- c. License to practice in MN
- d. Partner, supervisor and staff qualifications and experience
- e. Prior engagements with the City of Mt. Lake
- f. Similar engagements with other governmental entities – references with phone numbers
- g. Specific audit approach

4. Other

Assurance (appendix A)

List of exceptions

Hourly rate for special projects

List of out of pocket expenses

5. Cost

The proposal shall include a dollar cost bid including the total all-inclusive maximum price for year 2014. The proposal should also include an estimate of any increases contemplated for the renewal of the agreement for 2015 and 2016. A description of the firm's billing practices and bill schedule should be included. Any item that is excluded from audit coverage should be listed.

6. Additional Option to the Proposal

The City requests a quote to include an audit of the financial records of the Scandia Fire Relief Association.

Firms should send the completed proposal to the following address:

Wendy Meyer, Clerk/Administrator
City of Mt. Lake
P. O. Box C
930 Third Ave.
Mt. Lake, MN 56159

C. Final Selection

It is anticipated that a firm will be selected by the City Council during its regularly scheduled meeting on September 2, 2014. Following notification of the firm selected, it is expected a contract will be executed between both parties by September 30, 2014.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Mt. Lake and the firm selected. The City of Mt. Lake reserves the right without prejudice to reject any or all proposals.

SCHEDULE FOR THE 2014 AUDIT:

A similar time schedule will be developed for future fiscal years.

The auditing firm, no later than the dates indicated below, should complete each of the following.

The auditor shall provide a listing of items needing completion by the City of Mt. Lake prior to December 31, 2014.

Fieldwork & Final Reporting Due Dates:

The City of Mt. Lake will have its accounting records ready for audit by _____ of each year. Given the timing of this request for proposal, the City of Mt. Lake will work with the selected firm on exact dates.

Completed all fieldwork.	March 31 of each year.
Draft audit reports and Recommendation to management	May 20 of each year.
Presentation of the audit to the Mt. Lake City Council	First June council meeting
Presentation of the audit to the Mt. Lake Municipal Utilities Commission	June

Appendix A

Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the firm agrees to comply with all applicable federal, state and local compliance requirements.
3. That the firm is adequately insured to do business and perform the services proposed (Attach Documentation).

**SOUTHWEST MINNESOTA/NORTHWEST IOWA EMERGENCY RESPONSE UNIT
JOINT POWERS AGREEMENT
(H.E.A.T. Tactical Team)**

THIS JOINT POWERS AGREEMENT is made and entered into by and between the Clay County, Iowa Sheriff's Office, the Armstrong, Iowa Police Department, the Arnold's Park, Iowa Police Department, the Okoboji, Iowa Police Department, the Cottonwood County, Minnesota Sheriff's Office, the Dickinson County, Iowa Sheriff's Office, the Estherville, Iowa Police Department, the Fairmont, Minnesota Police Department, the Jackson County, Minnesota Sheriff's Office, the Martin County, Minnesota Sheriff's Office, the Milford, Iowa Police Department, the Mountain Lake, Minnesota Police Department, the Pipestone County, Minnesota Sheriff's Office, the Rock County, Minnesota Sheriff's Office, the Spencer, Iowa Police Department, the Spirit Lake, Iowa Police Department, the St. James, Minnesota Police Department, the Truman, Minnesota Police Department, the Watonwan County, Minnesota Sheriff's Office, the Westbrook, Minnesota Police Department, the Windom, Minnesota Police Department, and the Lakefield, Minnesota Police Department acting by and through their governing bodies.

WITNESSETH THAT:

WHEREAS, the above listed law enforcement agencies and their governmental units recognize that there are circumstances where the assistance of the law enforcement departments of other governmental units would be important in protecting the health, safety and welfare of the public including apprehending criminals, and;

WHEREAS, to provide such protection it is necessary that neighboring governmental units provide for the sharing of their respective resources;

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NOW, THEREFORE, in consideration of the mutual covenants contained herein, the undersigned units of government do covenant and agree pursuant to Minnesota Statutes 471.59 and 626.77, and Iowa Statutes 804.7B (House File 2262) and Chapter 28E as follows:

1. PURPOSE.

The purpose of this Agreement is to provide law enforcement assistance to governmental units, which are a party to this Agreement, in circumstances where such assistance would enable a governmental unit to more adequately deal with situations involving public health, safety and welfare. Such situations include but are not limited to:

A. Major disasters where keeping the public peace is necessary.

B. Crimes in progress or criminals in flight in a governmental unit where the assistance of law enforcement from other governmental units would be helpful in apprehending the criminals.

C. Exchange of personnel on a temporary short term basis not to exceed one year for the purpose of training.

2. METHOD

The purpose of this Agreement shall be fulfilled through the provision of law enforcement assistance by parties to this Agreement. The law enforcement departments of all parties to this Agreement are hereby deputized by the governing body of the governmental unit that they enter pursuant to this Agreement, for the period of time that they are operating pursuant to and under the authority of this Agreement.

Law Enforcement personnel may enter the jurisdiction of a governmental unit of a party to this Agreement with full police powers, including the power of arrest, in the following circumstances and under the following conditions:

A. In circumstances described in paragraph one, the following procedure shall be followed:

i. The unit of government which requires law enforcement assistance (hereinafter called "requesting party"), through its chief law enforcement officer, or designee, may, at its discretion, call upon any other party to this Agreement (hereinafter called the "responding party"), through its chief law enforcement officer, or designee, to furnish such assistance to the requesting party and to request for that purpose: personnel; equipment; and supplies from the responding party.

ii. The responding party reserves the right to retain for its own use such personnel, equipment, and supplies as, in its discretion may be necessary for its proper and adequate protection. In the event an emergency arises within the jurisdiction of the responding party while the equipment, personnel and supplies of that governmental unit are engaged by the requesting party, the responding party may, in its discretion, recall such equipment, personnel and supplies.

iii. The requesting party's personnel shall be in command of the mutual aid scene. The personnel and equipment of the responding party shall be under the direction and control of the requesting party until the responding party withdraws assistance.

iv. For all governmental units which do not have a full time law enforcement officer, the County Sheriff is the chief law enforcement officer of the governmental unit. The Sheriff, or designee, shall have full authority under this Agreement to obtain the assistance of law enforcement under the terms of this Agreement in such governmental units.

B. If a crime is in progress or criminals are in flight in the jurisdiction of a party to this Agreement, law enforcement personnel, from a different party, may upon being informed of such an occurrence by the Central Communications or other law enforcement official, enter the

jurisdiction of the other party. The law enforcement personnel of the responding party shall be under the direction of the senior law enforcement officer of the requesting party. If the requesting party does not have a law enforcement department, the responding law enforcement personnel shall be under the direction of the senior member of the patrol division on duty. Upon the resolution of the situation which occasioned the responding personnel to enter a requesting party's jurisdiction, the responding personnel shall immediately return to their jurisdiction.

3. EXPENSES

The responding party shall be responsible for the expenses associated with its personnel, equipment, and supplies; including the payment of its personnel's wages and the cost of supplies expended, used or damaged while so engaged. Equipment and supplies shall be returned to the responding party upon the return of the personnel to the responding unit.

3. LIMITATION

In the event weather, road conditions or other circumstances are such that, in the discretion of the responding party, equipment, personnel, and supplies cannot be furnished to the requesting party with reasonable safety, the responding party may refuse to authorize and direct assistance to the requesting party. The decision of the responding party as to what assistance shall be furnished and whether assistance shall be withheld or withdrawn, as provided herein, shall be final and conclusive, and shall give rise to no liability on the part of the responding party for failure to furnish assistance.

4. LIABILITY

i. Worker's Compensation Coverage: Each party shall be responsible for injuries or death of its own personnel. Each party will maintain worker's compensation insurance or self-

insurance coverage, covering its own personnel while they are providing assistance pursuant to this Agreement. Each party waives the right to sue any other party for worker's compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

ii. Automobile Liability Coverage: Each participating party is responsible for complying with the motor vehicle financial responsibility laws of the State of the participating party. It is understood that a participating party may include in the emergency response volunteer agencies or individuals that have motor vehicles titled in the name of the volunteer agency or individual. It is the responsibility of the participating agency to determine if the volunteer agency or individual has automobile liability coverage as required by law.

iii. General Liability, Public Officials Liability, and Law Enforcement Liability:

- (a) For the purposes of the Minnesota Municipal Tort Liability Act, Minnesota Statutes, Chapter 466 and Iowa Chapter 670 Governmental Liability, the personnel of the responding party are employees (as defined in Minn. Stat. § 466.01(6) and Iowa Code 804.7B1) of the requesting party.
- (b) The requesting party agrees to defend and indemnify the responding party against any claims brought or actions filed against the responding party or any officer, employee, or volunteer of the responding party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the requesting party pursuant to this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 and Iowa Statutes Chapter 670 as applicable to any one party. The limits of liability for some or all of the parties, may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each requesting party a limited duty to defend and indemnify a responding party for claims arising

within the requesting party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466 and Iowa Statutes Chapter 670, and any other applicable laws. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

- iv. The execution of this Agreement shall not give rise to any liability or responsibility for failure to respond to any request for assistance made pursuant to this Agreement. This Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action whatsoever hereunder for any cause whatsoever.

5. EFFECTIVE DATE

This Agreement shall be effective when approved and executed by two or more of the participating law enforcement agencies to this Agreement and their respective governing bodies. Additional law enforcement agencies and their governmental units may join this Agreement through proper execution of this Agreement and this Agreement shall be effective as to such parties upon execution.

6. TERMINATION AND WITHDRAWAL

Any law enforcement agency that is part of this Agreement may withdraw from this Agreement upon thirty days written notice delivered to the chief law enforcement officers of all other law enforcement agencies that are parties to this Agreement. Such withdrawal shall not terminate this Agreement except as to such party and this Agreement shall continue unless and until there is only one remaining party.

8. DIVISION OF ASSETS.

If the Emergency Response Unit dissolves, any assets held by the Emergency Response Unit will be divided between any law enforcement agencies remaining in the Emergency

Response Unit at the time of the dissolution. Said assets will be divided as those remaining law enforcement agencies see fit.

IN WITNESS WHEREOF, the undersigned on behalf of their governmental units have executed this Agreement pursuant to the authorization of their governmental unit.

Clay County, IA Sheriff's Office

dated _____

Armstrong, IA Police Department

dated _____

Arnold's Park, IA Police Department

dated _____

Okoboji, IA Police Department

dated _____

Cottonwood County, MN Sheriff's Office

dated _____

Dickinson County, IA Sheriff's Office

dated _____

Mt. Lake Wind Turbine Production

	2008	2009	2010	2011	2012	2013
Month	KWH Generated by Wind Turbine					
Jan.	315,858	407,433	332,608	312,156	432,967	380,704
Feb.	232,359	359,256	226,589	363,749	314,581	314,581
March	302,142	372,199	324,229	286,875	378,981	378,981
April	416,488	349,322	328,822	315,510	334,490	334,395
May	312,254	297,008	284,757	338,862	327,162	327,256
June	215,545	174,012	193,170	239,174	243,418	243,411
July	160,038	160,205	194,318	125,877	145,000	144,986
Aug.	182,779	185,049	232,614	142,777	168,411	146,291
Sept.	281,169	159,783	246,203	195,056	234,752	234,757
Oct.	300,671	244,429	299,970	367,843	372,702	372,753
Nov.	384,479	309,727	361,821	413,888	338,595	364,149
Dec.	433,692	301,711	257,207	362,497	282,472	287,397
	3,537,474	3,320,134	3,282,308	3,464,264	3,573,531	3,529,661
						X .051
						\$180,012.71

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2013 Mt. Lake Wind Turbine Income and Expenses									
Revenue									
Expenses									
Telephone	Suzlon	JB Services	Misc.	Bond Payment	Rent	Insurance			
\$140.89	\$1,690.80	\$840.90	\$1,000.00	128,750	\$4,000	\$2,000			
\$147.63	\$1,690.80	\$1,109.10	\$800.00						
\$148.82	\$901.76								
\$302.93	\$901.76								
\$145.49	\$845.00								
\$147.66	\$845.40								
\$144.47	\$8,750.00								
\$146.67	\$12,750.00								
\$143.77	\$12,750.00								
\$1,468.33	\$41,125.52	\$1,950.00	\$1,800.00	\$128,750.00	\$4,000.00	\$2,000.00			\$181,093.85
Total Expenses									

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Mt. Lake Wind Turbine
Income and Expenses
2008 - 2013

2008			
Income			Expenses
Energy sales	\$180,411		CREBs Bond pmt. \$128,750
Green Tags	\$6,587		Maintenance contract \$17,000
REPI	\$1,964		Telephone \$1,500
			Rent \$4,000
			Misc/Insurance \$4,000
Total	\$188,962		Total \$155,250
2009			
Income			Expense
Energy Sales	\$169,326		CREBs \$128,750
Green Tags	\$0		Maintenance Contract \$17,907
REPI	\$11,305		Extended Warranty \$17,000
			Telephone \$1,461
			Rent \$4,000
			Misc./Insurance \$2,500
Total	\$180,631		Total \$171,618
2010			
Income			Expense
Energy Sales	\$167,398		CREBS \$128,750
Green Tags	\$2,599		Maintenance Contract \$18,227
REPI	\$0		Extended Warranty \$18,706
			Telephone \$1,711
			Rent \$4,000
			Misc./Insurance \$2,500
Total	\$169,997		Total \$173,894
2011			
Income			Expense
Energy Sales	\$170,291		CREBs 128,750
Green Tags	0		Maintenance Contract \$19,043.66
REPI	0		Extended Warranty \$19,380.51
			Phone \$1,764.11
			Rent \$4,000
			Misc./Insurance \$2,500
Total	\$170,291		Total 175,438

Mt. Lake Wind Turbine
Income and Expenses
2008 - 2013

2012			
Income			Expenses
Energy Sales	\$182,241		CREBs
Green Tags	\$0		Suzlon
REPI	\$0		Phone
			Rent
			Prep for end of extended warranty
			Misc./Insurance
Total	\$ 182,241		\$184,687
2013			
Income			Expenses
Energy Sales	\$180,012.71		CREBS
			Suzlon
			JB Services
			Misc./Insurance
			Phone
			Rent
Total	\$180,012.71		\$181,093.85

AUTHORIZATION

We, Wayne and Lorene Dick are owners of real property located at 202 15th Street, Mountain Lake, Minnesota. We hereby authorize the City of Mountain Lake and/or the Mountain Lake Fire Department to enter said property to use the property and any buildings on such property for fire training purposes. We waive any claims for any liability or any claims for any action against the City of Mountain Lake or the Mountain Lake Fire Department related to the use of such property for fire training purposes. The City of Mountain Lake and/or the Mountain Lake Fire Department shall indemnify and hold Wayne and Lorene Dick harmless against any claims which arise out of any activity related to using the property for fire training purposes.

Dated: _____

Wayne Dick

Dated: _____

Lorene Dick

Dated: _____

City of Mountain Lake

Dated: _____

City of Mountain Lake

Dated: _____

Mountain Lake Fire Department



Mountain Lake Public Schools

450 12th Street, P. O. Box 400

Mountain Lake, MN 56159

Phone: (507) 427-2325 / Fax: (507) 427-3047

January, 16, 2014

To: City of Mountain Lake
Wendy Meyer

From: Kim Naas – Business Manager

Re: 4th Quarter Billing

The Mountain Lake Public School would like to thank the City of Mountain Lake for being willing to contribute to the indoor pool located in our school. This billing is for the 4th Quarter of 2013.

Revenue Totals	\$ 2,030.01
Expenditure Totals	<u>\$11487.40</u>
Net Loss	\$ 9,457.39

As per the Swimming Pool Agreement the Mountain Lake Public School and the City of Mountain Lake will share 50/50 of the swimming facility costs up to \$15,000.00/year for three years, ending in 2014 (due to 1 year extension). 50% of the 4th Quarter's facility costs would be \$4,728.70. This amount is over the \$15,000.00 maximum allowed; therefore the amount owed for the 4th quarter is \$4,473.62. Once again I want to thank the City of Mountain Lake for this contribution. Your help allows our pool to stay open and meet the needs of those who live in and around Mountain Lake.

Please make check payable to: Independent School District #173
450 12th Street
PO Box 400
Mountain Lake, MN 56159

If you should have any questions regarding this invoice please feel free to contact either Bill Strom at 427-2325 Ext. 105 or Kim Naas at 427-2325 Ext. 101. Both of us would be happy to answer any questions or supply additional information that you may need.

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