

**Mt. Lake City Council
Mt. Lake City Hall
Monday, March 17, 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 9915812 - 9915862; 341E*(1-5)
Payroll: Check #'s 60985 - 61013
 - b. Approval of March 3 Council Minutes*(6-7)
 - c. Approval of Feb. 27 Utility Commission Minutes*(8)
 - d. Approval of Feb 13 Police Commission Minutes*(9)
 - e. Approval of Feb Library expenditures*(10)
 - f. Approval of Feb 14 EDA minutes*(11-13)
 - g. Approval of March 4 EDA minutes*(14)
 - h. Approval of Feb 10 Lake Commission minutes*(15-16)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the council.
4. Administrator
5. Adjourn

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March 2014

March 17, 2014
mtg
#9915812 - 9915862
341E

	Check Amt	Invoice	Comment
10100 United Prairie			
Paid Chk# 9915812 3/3/2014			BRENDA J. HARDER
E 101-41400-401 Repairs/Maint Buildings	\$454.50		25.25 hrs painting City Hall
Total BRENDA J. HARDER	\$454.50		
Paid Chk# 9915813 3/3/2014			TRACEY HILDEBRANDT
E 101-41400-401 Repairs/Maint Buildings	\$337.50		18.75 hrs painting at City Hall
Total TRACEY HILDEBRANDT	\$337.50		
Paid Chk# 9915814 3/3/2014			AMBULANCE FUND
E 231-42154-430 Miscellaneous	\$2.13	2/22/2014	FOOD ON AMB RUN
E 231-42154-430 Miscellaneous	\$13.09	2/27/2014	FOOD ON AMB RUN
Total AMBULANCE FUND	\$15.22		
Paid Chk# 9915815 3/6/2014			AFLAC
G 101-21713 AFLAC	\$192.74		
Total AFLAC	\$192.74		
Paid Chk# 9915816 3/6/2014			BCBS/HSA
G 101-21714 HSA	\$728.71		
Total BCBS/HSA	\$728.71		
Paid Chk# 9915817 3/6/2014			COMMISSIONER OF REVENUE
G 101-21702 State Withholding	\$746.97		
Total COMMISSIONER OF REVENUE	\$746.97		
Paid Chk# 9915818 3/6/2014			GISLASON & HUNTER
G 101-21712 Garnishments	\$323.24		
Total GISLASON & HUNTER	\$323.24		
Paid Chk# 9915819 3/6/2014			INTERNAL REVENUE SERVICE
G 101-21703 FICA Tax Withholding	\$2,113.16		
G 101-21701 Federal Withholding	\$1,558.00		
Total INTERNAL REVENUE SERVICE	\$3,671.16		
Paid Chk# 9915820 3/6/2014			LAW ENFORCEMENT LABOR SERV
G 101-21711 PD UNION DUES	\$135.00		
Total LAW ENFORCEMENT LABOR SERV	\$135.00		
Paid Chk# 9915821 3/6/2014			PERA
G 101-21704 PERA	\$3,713.65		
Total PERA	\$3,713.65		
Paid Chk# 9915822 3/6/2014			VALIC
G 101-21705 VALIC	\$641.82		
Total VALIC	\$641.82		
Paid Chk# 9915823 3/10/2014			COMMISSIONER OF REVENUE
G 101-21702 State Withholding	\$33.68		
Total COMMISSIONER OF REVENUE	\$33.68		
Paid Chk# 9915824 3/10/2014			INTERNAL REVENUE SERVICE
G 101-21701 Federal Withholding	\$62.95		
G 101-21703 FICA Tax Withholding	\$668.32		
Total INTERNAL REVENUE SERVICE	\$731.27		
Paid Chk# 9915825 3/6/2014			COTTONWOOD COUNTY RECORDER

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			Check Amt	Invoice	Comment
E 441-46300-434	Project Expense		\$138.00		RECORDING FEES MT.POWER PROP SPLIT
Total COTTONWOOD COUNTY RECORDER			\$138.00		
Paid Chk# 9915826	3/6/2014	COTTONWOOD COUNTY AUD/TREAS			
E 441-46300-434	Project Expense		\$1.65		DEED TAX-MT POWER HYDRAULICS PROPERTY
Total COTTONWOOD COUNTY AUD/TREAS			\$1.65		
Paid Chk# 9915827	3/14/2014	BRENDA J. HARDER			
E 608-46330-401	Repairs/Maint Buildings		\$396.00		PAINTING APT 407
Total BRENDA J. HARDER			\$396.00		
Paid Chk# 9915828	3/14/2014	CARCHIOUS RODNEY			
E 608-46330-401	Repairs/Maint Buildings		\$26.40		FEB MAINT AT APTS
E 607-46330-401	Repairs/Maint Buildings		\$13.60		FEB MAINT AT APTS
Total CARCHIOUS RODNEY			\$40.00		
Paid Chk# 9915829	3/14/2014	CITIZEN PUBLISHING			
E 608-46330-430	Miscellaneous		\$254.20		AD FOR APT RENT
Total CITIZEN PUBLISHING			\$254.20		
Paid Chk# 9915830	3/14/2014	HOLT S CLEANING SERVICE INC.			
E 608-46330-401	Repairs/Maint Buildings		\$215.50		CLEAN CARPETS APT 407
Total HOLT S CLEANING SERVICE INC.			\$215.50		
Paid Chk# 9915831	3/14/2014	TRACEY HILDEBRANDT			
E 608-46330-401	Repairs/Maint Buildings		\$229.50		PAINTING APT 608
Total TRACEY HILDEBRANDT			\$229.50		
Paid Chk# 9915832	3/14/2014	WILLIS KRAHN			
E 608-46330-402	Repairs/Maint- Ground		\$237.60		FEB SNOW REMOVAL
E 609-46330-402	Repairs/Maint- Ground		\$240.00		FEB SNOW REMOVAL-MASON MANOR
E 607-46330-402	Repairs/Maint- Ground		\$482.40		FEB SNOW REMOVAL
Total WILLIS KRAHN			\$960.00		
Paid Chk# 9915833	3/13/2014	DISCOVERY GIRLS			
E 211-45500-591	Periodicals		\$29.95		LIB PERIODICALS
Total DISCOVERY GIRLS			\$29.95		
Paid Chk# 9915834	3/13/2014	INGRAM			
E 211-45500-590	Capital Outlay Books		\$111.70		LIBRARY BOOKS
Total INGRAM			\$111.70		
Paid Chk# 9915835	3/13/2014	LAKER ELECTRIC			
E 211-45500-401	Repairs/Maint Buildings		\$45.00		CHECK EXIT LIGHT AT LIB
Total LAKER ELECTRIC			\$45.00		
Paid Chk# 9915836	3/13/2014	MAYNARDS FOOD CENTER			
E 211-45500-434	Project Expense		\$56.68		LIBRARY PROJECT EXP
Total MAYNARDS FOOD CENTER			\$56.68		
Paid Chk# 9915837	3/13/2014	NATIONAL GEOGRAPHIC SOCIETY			
E 211-45500-591	Periodicals		\$39.00		LIBRARY PERIODICALS
Total NATIONAL GEOGRAPHIC SOCIETY			\$39.00		
Paid Chk# 9915838	3/13/2014	PLUM CREEK LIBRARY SYSTEM			
E 211-45500-590	Capital Outlay Books		\$855.23		CONTRACT FOR E-BOOKS
E 211-45500-309	Automation Expense		\$1,155.00		2014 DELIVERY EXP

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			Check Amt	Invoice	Comment
E 211-45500-309	Automation Expense		\$2,450.10		2014 ANNUAL AUTOMATION
E 211-45500-434	Project Expense		\$25.00		LIB PROJECT EXP
E 211-45500-220	Repair/Maint Supply		\$69.00		LIBRARY SUPPLIES
	Total PLUM CREEK LIBRARY SYSTEM		\$4,554.33		
Paid Chk# 9915839	3/13/2014	COUNTRY PRIDE SERVICES			
E 101-45200-212	Motor Fuels		\$62.85		PARKS GAS
E 101-42100-212	Motor Fuels		\$322.35		PD-SUV GAS
E 101-42100-212	Motor Fuels		\$429.05		PD-CHARGER GAS
E 231-42154-212	Motor Fuels		\$174.39		AMB DIESEL
E 101-43100-212	Motor Fuels		\$1,769.47		ST DEPT GAS
E 101-43100-404	Repairs/Maint Machinery/Equip		\$370.21	086079	TIRE FOR SKIDLOADER
E 101-41400-401	Repairs/Maint Buildings		\$493.57	119796,11998	PAINT FOR CITY HALL
E 101-43100-212	Motor Fuels		\$29.90	119841	SUPERWEAR-ST SHOP
E 101-45200-404	Repairs/Maint Machinery/Equip		\$14.69	119888,12089	LETTERS/NUMBERS,OIL-PARKS
E 608-46330-401	Repairs/Maint Buildings		\$1,280.32	12011,120118	PAINT-KRUEGER APT,SERVICE CALLS KRINGLE APT
E 101-45186-220	Repair/Maint Supply		\$79.55	120342,12004	TOLIET SEAT,CLEANERS,BAGS-COMM CTR
E 240-46500-401	Repairs/Maint Buildings		\$709.94	120418	WATER HEATER REPAIR-ML FITNESS BLDG
E 101-43124-216	Chemicals and Chem Products		\$30.72	120452	SALT FOR SIDEWALKS
E 101-43100-404	Repairs/Maint Machinery/Equip		\$4.05	120660	HANGSTRAP-#15
E 607-46330-401	Repairs/Maint Buildings		\$374.03	120717,12023	HEATER (1/2) GARAGE DOOR OPENERS
E 231-42154-401	Repairs/Maint Buildings		\$8.54	120749	LUBE-AMB GARAGE DOOR
E 221-42200-401	Repairs/Maint Buildings		\$84.94	120862,12010	GATE VALVE,FIBERGLASS HANDLE-FD
	Total COUNTRY PRIDE SERVICES		\$6,238.57		
Paid Chk# 9915840	3/13/2014	ALPHA WIRELESS COMMUNICATIONS			
E 231-42154-323	Radio-monthly service contract		\$44.00	668888	MARCH AMB PAGER SERVICE CONTRACT
E 221-42200-323	Radio-monthly service contract		\$36.00	668888	MARCH FD PAGER SERVICE CONTRACT
	otal ALPHA WIRELESS COMMUNICATIONS		\$80.00		
Paid Chk# 9915841	3/13/2014	AMBULANCE FUND			
E 231-42154-430	Miscellaneous		\$10.87	3/10/14	FOOD ON AMB RUN
E 231-42154-430	Miscellaneous		\$6.24	3/7/14	FOOD ON AMB RUN
	Total AMBULANCE FUND		\$17.11		
Paid Chk# 9915842	3/13/2014	AMERIPRIDE			
E 101-43100-215	Shop Supplies		\$24.76	2800358498	TOWELS FOR ST DEPT
E 101-41400-401	Repairs/Maint Buildings		\$23.89	2800358498	MATS FOR CITY HALL
	Total AMERIPRIDE		\$48.65		
Paid Chk# 9915843	3/13/2014	AUDI NICKEL			
E 221-42200-308	Training & Instruction		\$134.25	3/1-2/2014	MILEAGE & MEAL-FIRE SCHOOL
	Total AUDI NICKEL		\$134.25		
Paid Chk# 9915844	3/13/2014	CASEYS-CREDIT CARD DEPARTMENT			
E 101-00000-430	Miscellaneous		\$76.60		UT GAS-BILLED THEM
E 101-43100-212	Motor Fuels		\$140.39		STREET GAS
E 101-45200-212	Motor Fuels		\$130.11		PARKS GAS
	otal CASEYS-CREDIT CARD DEPARTMENT		\$347.10		
Paid Chk# 9915845	3/13/2014	CITIZEN PUBLISHING			
E 101-41400-351	Legal Notices Publishing		\$32.85	209507	PUBLIC HEARING AD
	Total CITIZEN PUBLISHING		\$32.85		
Paid Chk# 9915846	3/13/2014	COUNTRY PRIDE SERVICES			
E 101-46200-402	Repairs/Maint- Ground		\$161.12	915	LP FOR GRAVEWARMER

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			Check Amt	Invoice	Comment
Total COUNTRY PRIDE SERVICES			\$161.12		
Paid Chk# 9915847	3/13/2014	DAVID WATKINS			
E 231-42154-430	Miscellaneous		\$447.75		CABINETS FOR FIREHALL
Total DAVID WATKINS			\$447.75		
Paid Chk# 9915848	3/13/2014	DIGITAL ALLY INC			
E 101-42100-430	Miscellaneous		\$42.75	1063826	BATTERY FOR SQUAD VIDEO
E 101-42100-430	Miscellaneous		\$42.75	1064183	BATTERY FOR SQUAD VIDEO
Total DIGITAL ALLY INC			\$85.50		
Paid Chk# 9915849	3/13/2014	EXPERT T BILLING			
E 231-42154-300	Professional Svcs		\$416.00	1267	FEBRUARY AMB BILLING
Total EXPERT T BILLING			\$416.00		
Paid Chk# 9915850	3/13/2014	FRONTIER			
E 101-41400-570	Office Equip and Furnishings		\$6,363.01		NEW PHONE SYSTEM AT CITY HALL
Total FRONTIER			\$6,363.01		
Paid Chk# 9915851	3/13/2014	HEIMAN FIRE EQUIPMENT			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$60.00	0818699	BLACK SUSPENDERS
E 221-42200-404	Repairs/Maint Machinery/Equip		\$318.76	0818942	LED FLASHLIGHT, HELMET CLAMP
E 221-42200-404	Repairs/Maint Machinery/Equip		\$164.45	0819321	BOOTS-JAMIE BOLDT
Total HEIMAN FIRE EQUIPMENT			\$543.21		
Paid Chk# 9915852	3/13/2014	KDOM RADIO			
E 101-00000-430	Miscellaneous		\$233.50	540140231614	MONTHLY ADV
Total KDOM RADIO			\$233.50		
Paid Chk# 9915853	3/13/2014	MAYNARDS FOOD CENTER			
E 205-46500-430	Miscellaneous		\$46.97	2-14-14	EDA LUNCH
E 205-46500-430	Miscellaneous		\$32.83	2-14-14	FOR EDA
E 101-41400-200	Office Supplies		\$24.15	2-26-14	GARBAGE BAGS, CLEANERS FOR CITY HALL
Total MAYNARDS FOOD CENTER			\$103.95		
Paid Chk# 9915854	3/13/2014	MIDWAY FARM EQUIPMENT			
E 101-45200-404	Repairs/Maint Machinery/Equip		\$151.01	IM04288	PARKS DEPT
E 101-45200-404	Repairs/Maint Machinery/Equip		\$24.05	IM04299	LAWNMOWER BEARING
Total MIDWAY FARM EQUIPMENT			\$175.06		
Paid Chk# 9915855	3/13/2014	MUNICIPAL UTILITIES			
E 101-43160-381	Electric Utilities		\$3,866.94		JANUARY ST LIGHTING
Total MUNICIPAL UTILITIES			\$3,866.94		
Paid Chk# 9915856	3/13/2014	NEW STAR SALES & SERVICE			
E 101-41400-200	Office Supplies		\$169.00	41801	DATA DRIVE FOR SERVER
Total NEW STAR SALES & SERVICE			\$169.00		
Paid Chk# 9915857	3/13/2014	PETERSON DRUG & GIFTS			
E 231-42154-210	Operating Supplies		\$1,288.48	2/15/14	AMB SUPPLIES
E 221-42200-404	Repairs/Maint Machinery/Equip		\$9.57	2/5/14	UPS FD RADIO
E 211-45500-220	Repair/Maint Supply		\$10.29	2/7/14	LIB-CLEANING SUPPLIES
E 101-45186-220	Repair/Maint Supply		\$11.23	2/7/14	COMM CTR CLEANING SUPPLIES
Total PETERSON DRUG & GIFTS			\$1,319.57		
Paid Chk# 9915858	3/13/2014	PRAXAIR			
E 231-42154-210	Operating Supplies		\$112.80	48758424	OXYGEN FOR AMB

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		Check Amt	Invoice	Comment
Total PRAXAIR		\$112.80		

Paid Chk#	3/13/2014	RUNNINGS			
E 221-42200-404	Repairs/Maint Machinery/Equip	\$114.99	0007-2826075	18 VOLT BATTERY-FIRE DEPT	
Total RUNNINGS		\$114.99			

Paid Chk#	3/13/2014	SW/WC SERVICE COOPERATIVES			
E 101-45200-131	Employer Paid Health	\$642.10		APRIL HEALTH INS-PARKS DEPT	
E 101-43100-131	Employer Paid Health	\$1,926.28		APRIL HEALTH INS-ST DEPT	
E 101-42100-131	Employer Paid Health	\$3,543.54		APRIL HEALTH INS-POLICE DEPT	
E 205-46500-131	Employer Paid Health	\$1,070.16		APRIL HEALTH INS-EDA	
E 101-46200-131	Employer Paid Health	\$642.10		APRIL HEALTH INS-CEMETERY	
E 101-42100-135	Employer Paid Other	\$366.00		APRIL HEALTH INS-BRIAN LUNZ	
E 211-45500-131	Employer Paid Health	\$1,070.16		APRIL HEALTH INS-LIBRARY	
E 101-41400-131	Employer Paid Health	\$2,140.32		APRIL HEALTH INS-OFFICE	
Total SW/WC SERVICE COOPERATIVES		\$11,400.66			

Paid Chk#	3/13/2014	THIRD AVENUE AUTO PARTS			
E 221-42200-404	Repairs/Maint Machinery/Equip	\$2.49	S137523	FUEL FILTER FD GRASS RIG	
E 101-43100-215	Shop Supplies	\$4.09	S137648	FAST ORANGE CLEANING SUPPLIES-ST DEPT	
E 101-42100-406	Vehicle Maint/Gen Repairs	\$10.29	S137725	ANTI-FREEZE-PD	
E 101-43100-404	Repairs/Maint Machinery/Equip	\$9.30	S137804	OIL FILTER-SKIDLOADER	
E 101-43100-215	Shop Supplies	\$45.16	S137835	ABSORBENT-ST DEPT	
E 101-45200-404	Repairs/Maint Machinery/Equip	\$37.48	S137914	BATTERY & CONNECTOR-TRAILER	
E 101-45200-404	Repairs/Maint Machinery/Equip	\$37.96	S137937	SEAL-TRAILER	
E 507-46103-220	Repair/Maint Supply	(\$1.03)	S137940	SALES TAX-BELT FOR LAKE COMM AERATION	
E 101-45200-404	Repairs/Maint Machinery/Equip	\$5.00	S137950	ALL IN ONE KIT-TRAILER	
Total THIRD AVENUE AUTO PARTS		\$150.74			

Paid Chk#	3/13/2014	TOWNS EDGE AUTO			
E 101-43100-404	Repairs/Maint Machinery/Equip	\$4,657.86	68840	WORK ON #15	
E 101-43100-404	Repairs/Maint Machinery/Equip	\$254.51	69316	REPAIR #12	
E 231-42154-404	Repairs/Maint Machinery/Equip	\$147.46	69359	CHANGE OIL,FILTER,GREASE-2010AMB	
E 231-42154-404	Repairs/Maint Machinery/Equip	\$199.79	69372	CHANGE OIL,FILTER,GREASE-06 AMB	
E 101-42100-406	Vehicle Maint/Gen Repairs	\$212.79	69427	BATTERY FOR DODGE SQUAD CAR	
Total TOWNS EDGE AUTO		\$5,472.41			

10100 United Prairie \$56,831.71

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$41,369.54
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,149.96
211 LIBRARY FUND	\$5,917.11
221 FIRE DEPT FUND	\$925.45
231 AMBULANCE FUND	\$2,871.54
240 PROTIENT-DTED LOAN	\$709.94
441 MT POWER CONST ACCT	\$139.65
507 LAKE COMMISSION FUND	(\$1.03)
607 EDA----4 PLEX FUND	\$870.03
608 EDA----8 PLEX FUND	\$2,639.52
609 EDA-- MASON MANOR	\$240.00
	\$56,831.71

Paid Chk# 000341E 3/6/2014 UNITED PRAIRIE BANK

E 609-46330-610 Interest	\$900.95	MASON MANOR-INTEREST PAYMENT
G 609-22800 Notes Payable - Current	\$389.58	MASON MANOR-PRINC PAYMENT
Total UNITED PRAIRIE BANK	\$1,290.53	

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DRAFT
Mt. Lake City Council
Mt. Lake City Hall
Monday, March 3, 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, Cindy Garcia, Steve Harder, John Oeltjenbruns; Allan Coners; Rachel Yoder

Call to Order

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

Bills: Check #'s 9915772 - 9915811; 340E

Payroll: Check #'s 60969 - 60984

Feb. 18 Council Minutes

Feb. 13 Utility Commission Minutes

Jan. 27 Planning and Zoning Commission Minutes

Public

John Oletjenbruns and Allan Coners discussed their problems with the public access channel provided by MediaCom. Discussion was held on moving the equipment, now housed at Mt. Lake Public School, to city hall.

Public Hearing, Ordinances #2-14, #3-14 and #4-14 Animal Regulation

Mayor Janzen opened the public hearing at 6:45 p.m. The ordinances were reviewed. Ordinance #2-14 establishes an Animal Overlay District in Section 9.10; #3-14 Regulates Animals (Section 8.12) and Potentially Dangerous and Dangerous Dogs (Section 8.13) and #4-14 amends Section 9.51 Fences specifically those sections that relate to #2-14 and #3-14. The public hearing was closed at 6:53 p.m. Motion by Schultz, seconded by Ysker, to adopt Ordinance #2-14, Establishing an Animal Overlay District; Ordinance #3-14, Animal Regulation, and Regulation of Potentially Dangerous and Dangerous Dogs; Ordinance #4-14 Amending Those Sections of

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Mt. Lake Code Relating to Ordinances #2-14 and #3-14. Voting Aye: Nickel, Savage, Schultz, Ysker. Voting Nay: Janzen. Motion carried.

2012-14 Utility and Street Project - Private Sewer Line Replacement Update

The private sewer lines of 115 properties in the project were inspected by camera in 2012. Thirty-three met city ordinance and did not need replacement; 21 received a recommendation to replace the line; 68 did not meet city code and were given one year, to the fall of 2013, to replace. Of these 68, 29 have had the line replaced; 12 are on contractor's waiting list to have the line replaced in 2014; 3 have had the deadline extended; and 17 have taken no action. The Utility Commission at its Feb. 27 meeting directed that the 17 that have taken no action be sent a letter giving those 30 days to notify the city of their plans, specifically if they have contacted a contractor to replace the line in 2014. If they do not contact the city, the city will hire a contractor and bill or special assess the costs to the property.

One-hundred-thirty-nine sewer lines were inspected in 2013. Eighty of those properties need to replace their lines and must do so before the end of the 2014 construction season.

Re-alignment of Ambulance Primary Service Area

The Jeffers Ambulance Service is no longer in operation. That service area was divided by the MN Emergency Medical Services Regulation Board (EMSRB) among neighboring services. Discussion was held on other services in the area that are experiencing a shortage of personnel. At this time Mt. Lake Ambulance Service has an adequate number of Emergency Medical Technicians (EMT) on its roster but could use more.

Miscellaneous

Law Enforcement Labor Services (LELS) is requesting arbitration for a grievance filed by a LELS member and denied by the City. The wastewater treatment needs of Milk Specialties and the city's plans to address these needs were reviewed.

Adjourn

Motion by Schultz, seconded by Nickel, to adjourn at 7:20 p.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

(7)

SPECIAL UTILITIES COMMISSION MEETING
THURSDAY, FEBRUARY 27, 2014
7:00 A.M.

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

ABSENT: None

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

OTHERS: None

Bryan Bergen - Chairman called the special meeting of the Utilities commission for February 27, 2014 to order at 7:00 a.m.

1. Minutes and Bills: Motion by Mark Langland seconded by John Carrison to accept the minutes and bills as presented. Motion carried. Checks #14171-14208.
2. Water/Wastewater Department:

Frozen Water Lines: After some discussion the commission agreed that water bills will be averaged and customers not charged for extra water if they notify the utility at the time the line is freezing/frozen.

Sewer loan update: The commission reviewed the list. Seventeen of the property owners who were notified that they must replace their private sewer line have not taken any action that the utility is aware of. A letter will be sent giving them 30 days to get on a contractor list for replacement in 2014, or to notify the utility that they are already on a list.

3. Electric Department

KVA/UNIT Service fee: The commission has been considering ways to recoup funds spent on upgrading commercial/industrial services that generate little additional income for the utility. Ron handed out a spreadsheet with the size of and number of commercial/industrial amp meters in the city. The spreadsheet also included the amount of money that would raise each month and year depending upon where the cost per amp that was set. The spreadsheet was discussed; questions were raised and answered. A copy of the So. Central Rural Electric Coop's rate sheet and Kenyon Municipal Utilities policy will be sent to the commission and considered at the March 13 meeting.

4. Meeting adjourned.

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Police Commission Mtg
February 13, 2014

Members Present: Norm Kunkel, Darryl Bargaen, Wendy Myers, Garrett Wall, Sue Garloff, William Phanlauangsouk, Doug Bristol

Call to Order: Norm Kunkel

1. January minutes read: no additions or corrections
 - a. Motion to approve: Darryl Bargaen: Seconded: Sue Garloff
2. Budget Expenditures
 - a. Lump sum for insurance in January on the budget
 - b. Citations are parking and animal
3. Chief's Report
 - a. Mileage at expected levels
 - b. New battery in Charger/ 2 years average life
4. New Business
 - a. Record Management System
 - Phone conference
 - Additional features will delay install
 - Modules have to be done by dept. (dog licenses)
 - Upgrade on computers will save \$2500 for a server
 - b. Tough Tablets
 - Current tablets are dated
 - New tablets would have several USB connections
 - New tablets would contain Verizon card, printer hook up
And security features
 - Doug will look at Tough tablet options and cost
 - c. Key Fobs
 - Minimum of 2 needed
 - \$70 per fob
 - \$100 service fee per fob
 - d. Printers
 - Possibly part of printer cost covered by program
 - E- tickets are part of the future
 - e. Snowmobile Ordinance
 - Snowmobiles are allowed only on the streets
 - f. Sidewalk Maintenance
 - not strictly enforced

Motion to Adjourn: Darryl Bargaen: Seconded: Garrett Wall

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LIBRARY EXPENDITURES - FEBRUARY 2014

Discovery Girls	Periodicals - 2 yr.	\$29.95
Frontier	Telephone Expense	58.48
GECRB/Amazon	Books 738.58 / AV 135.79	874.37
Dennis Hulzebos	Repairs & Maint. - Janitorial	345.00
Ingram	Books	111.70
Laker Electric, Inc.	Repairs & Maintenance	45.00
Maynard's	Project Expense	56.68
MN Energy Resources Corp.	Gas Utilities	431.98
National Geographic Society	Periodicals - 1 yr.	39.00
PCLS	Supplies 69.00 / Delivery 1,155.00 Automation 2,450.10 / Books 855.23 Project Exp. 25.00	4,554.33
		<hr/>
		6,546.49
	Cash Expenditures	52.49
		<hr/>
	Total	\$6,598.98

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REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY
February 14, 2014
12:00 Noon

PRESENT: Vern Peterson, Dean Janzen, Brian Harder, Jerry Haberman, Steve Syverson and Clara Johnson and Deb Englund, Advisors
ABSENT: Mark Hanson and Audi Nickel
STAFF PRESENT: Rob Anderson and Marva Ott
CITY ADMINISTRATOR: Wendy Meyer
GUESTS: Todd and Jill of Wilcon Construction; Loren Mifek- Mt. Power Hydraulics; Brian Hopwood-MLGC; Eric Olfert-MS

1. Call to Order: Vern called the meeting to order.
2. Consent Agenda: 4 extra bills were added to the agenda for payment. Motion made and seconded by Dean and Steve to approve the minutes, bills and financials with the additional bills as presented. Carried. Rob told the board that no payment had been received by Custom Motors. The board directed Rob to have Mr. Anderson attend March's meeting to let them know what was going on.
3. Mt. Power Hydraulics expansion: Rob stated that the bids had been received and opened yesterday. Todd and Jill were pleased at how the bids came in.
 - a. Budget: \$1,297,303.00. Sources and use of fund handed out for board review. Rob stated that the lease payment figured out to be approximately \$9,500 per month with 3% annual increase.
 - b. Award bids: Jill went through the bid packages with the proposed low bids as follows:
 - Pkg 1: Ground Zero bid of \$153,536.00
 - Pkg 2: Voss Concrete bid of \$263,107.00
 - Pkg 3: Evenson Concrete bid of \$36,300.00
 - Pkg 4: no bid received for carpentry but Wilcon may do this again like Pop'd Kerns building.
 - Pkg 5: Fairmont Glass bid of \$12,000.00
 - Pkg 6: Garage Door Store bid of \$11,420.00 with an additional door added
 - Pkg 7: Pietch Construction bid of \$6,800.00
 - Pkg 8: Bruellman Floors bid of \$2,660.00
 - Pkg 9: Star Equipment bid of \$10,150.00
 - Pkg 10: Salonek Const. bid of \$607,878.00 with \$99,000.00 deduct, \$13,000 add on and \$1400.00 deduct for windows
 - Pkg 11: Viking Sprinkler bid of \$39,445.00
 - Pkg 12: Elite Mechanical bid of \$50,413.00

(11)

- Pkg 13: S&S Thermo Dynamics bid of \$44,000.00. (Jill suggested we don't award this bid at this time due to some bid issues)
- Pkg 14: Knickreim Electric bid of \$202,500.00 and take a \$24,000.00 deduct
- Total bid package is \$1,473,828.00 less \$100,959.00 in deducts

Jill is suggesting that we award all bids except of Pkg #4 (leave open) and pkg #13. A motion was made and seconded by Jerry and Brian to award the bids as presented except for pkg #4 and #13. Carried.

Rob stated that we are still waiting for SBA approval of the property split. Loren will donate the land to the EDA and once we receive the deed the TIF can be approved. Bonds will be received about the middle of May and construction can begin the first part of April. No other discussion on this so Todd, Jill and Loren were excused.

4. Mt. Lake Golf Club loan request: Brian Hopwood appeared representing the golf board. Rob explained that the club is asking for a loan to pay for a new roof for the clubhouse, work on the well, new equipment needed and to pay off notes to others. If approved the new loan would be in the amount of \$70,000.00 at 2% interest with annual payments of \$5,405.52. The board asked several questions regarding collateral, positions, etc. The EDA would have 1st position on the equipment but may have to subordinate to the bank for operating loans. More discussion continued and with no further questions of Brian he was excused so the board could discuss the loan request. After brief discussion about whether to limit how much money the golf club could borrow for operating a motion was made and seconded by Jerry and Dean to approve the loan with a covenant in the agreement that stated that the golf club can't additionally borrow more than \$10,000.00 per year for five years for operating. Motion carried with Steve abstaining from the vote.
5. Milk Specialties Global expansion. Rob reviewed the plan of expansion and the financing plan to the board. The construction amount is estimated to be \$1.5 million. The existing building is valued at \$357,000.00 and the TIF amount could bring in \$400,000.00 or more in revenue. The city's bonding limits could be limited if we do this project by bonding. Rob stated that the corporate person of MSC asked for the value of the existing building and Rob told him we figured we could sell it for \$450,000.00. MSC is asking if the EDA would donate the existing building to them and then they would do the construction without EDA assistance on finance. Rob handed out and income/expense spreadsheet for the board to review. Total rent income received to date is \$200,039.72; loans against the property is \$447,850.88; taxes paid to date: \$74,030.00; Dock cost: \$35,834.42; Total owed to the EDA: \$357,675.58 and estimated TIF would be \$450,000.00. Several options were discussed. Eric stated that MSC corporate is still deciding which way to proceed so the matter will be tabled until a decision is made by them.
6. Pop'd Kerns fire: Rob told the board previously about the fire at Pop'd Kerns. A bid was received from ServiceMaster for restoration in the amount of \$37,406.80 with a

\$1,000.00 deductible to be paid by the EDA. Krienke will pay for his equipment damage. Rob said there is no 911 protection on the sprinkler system and he wondered if we shouldn't have this. He received a quote for this type of monitoring to 911 in the amount of \$375.00 annual fee and a one-time set up fee of \$150.00. After discussing this further a motion was made and seconded by Dean and Steve to have this monitoring. Motion carried. Discussion continued about having it in the lease agreement for the future to make the company leasing responsible for our deductible or other expenses in case of fire or damage to our buildings caused by them. No action taken at this time.

7. 2014 EDA work plan approval: Motion made and seconded by Dean and Jerry to approve the plan as presented. Carried.

8. General Discussion:

- a. BB's Diner: Brenda Harder and her daughter want to buy it for \$75,000.00-\$100,000.00 but would need EDA assistance. BB's is asking \$165,000.00 for it. Several options were discussed after which Vern suggested that he, Steve, Jerry, and Rob meet and come up with an offer to give to Brandi and Blair for the building.
- b. Leroy Radtke is willing to sell his lot in Jenny's Subdivision for \$63,821.56 which is his cost to date plus assessments of \$7,162.10 to be paid by the EDA. A motion is needed to pay the assessments, legal fees and commission on the lot. The board wanted to know what the commission would be to Mark Hanson so the matter was tabled till next month before being approved. Jim Sneer was willing to donate his lots if we pay assessments and other fees.
- c. Daycare situation in town: Beth Smith is quitting daycare in July and is willing to sell her property setup but it would need some updates. Rob stated that we could use commercial rehab money to pay for the updates. The Smith's are willing to mentor anyone who might be interested in taking over. There is a dire need for daycare as the school is full and people are having to turn down employment due to lack of daycare in town. Several ideas were discussed including looking into the old Elizabeth House daycare facility to see if the owners would be willing to sell and we could lease it to someone who might be interested in doing daycare. Depending on the condition of the building that may be a better suited place for daycare. Jerry suggested that Rob speak with Jean Haberman about some ideas she may have. The EDA may have to be the catalyst to get the daycare going.

Several board members had to leave due to it being 1:30 so meeting was adjourned.

Next meeting will be March 14, 2014.

SPECIAL MEETING
ECONOMIC DEVELOPMENT AUTHORITY
March 4, 2014
12:00 Noon

PRESENT: Audi Nickel, Mark Hanson, Brian Harder, Vern Peterson, Dean Janzen, Jerry Haberman and Clara Johnson and Deb Englund, Advisors

ABSENT: Steve Syverson

STAFF PRESENT: Rob Anderson and Marva Ott

CITY ADMINISTRATOR: Wendy Meyer

GUESTS: None

1. Call to Order: Mark called the meeting to order.
2. BB's Diner: Rob updated the board on the committee's (Jerry, Vern and Steve) recommendation. Brenda Harder has offered \$75,000.00 to the Grove's but they have turned down the offer. They are asking \$165,000.00. The committee is recommending that the board approve a buyout agreement to offer the Grove's. (See attached). There are no other liens or judgments recorded against the property other than the bank's mortgage. If the board approves the recommendation Rob will send it to the Grove's for their approval. The board discussed several options after which a motion was made and seconded by Jerry and Dean to approve the agreement and present it to the Grove's. After brief discussion Jerry amended his motion to include giving them till noon on March 14th to respond either way. Closing costs are usually paid by the sellers. Repayment terms of the \$25,000.00 buyout will be negotiated if they accept the proposal.
3. Jim Sneer Lot: Jim will gift the lot in Jenny's Subdivision if the EDA will pay the assessments remaining plus the 5% commission to Mark. Mark stated that it would be a minimum of \$1,000.00. The total cost will be \$7,293.64 for assessments and \$1,000.00 to Mark. Jerry made a motion to accept the donation from Jim Sneer and pay the assessments and commission to Mark. Brian seconded the motion and the motion carried with Mark abstaining from the vote.
4. Other: Pop'd Kerns insurance will pay for the damage from the fire. Ceiling tiles may be replaced as the cleaning service is not able to get them cleaned.
Mt. Power Project discussed briefly. No action.
Wendy discussed MSC sewer issue briefly but no action.

Meeting adjourned.

Rob told the board that a tenant at Heritage Estates had furnace trouble last week and is maybe going to be asking for the EDA to pay her electric bill for space heaters used and also part of her rent. No action taken.

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**Regular Lake Commission Meeting
Monday, February 10, 2014**

Members Present: Jim Peterson, Jay Schied, Greg Hildebrandt, Jean Haberman

Guests Present: Wendy Meyer

Chair Peterson called the meeting order at 6:35 p.m. M/S/P Schied/Hildebrandt to approve the minutes of the January 13, 2014 meeting.

Treasurer's Report:

Cash Balance (\$68,965.33)

Bills:

WCR#54 – tabs for alum. can trailer	16.00
Citizen Publishing – thin ice ads	65.70
Country Pride – items for aeration	147.96

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

Lake: Wendy submitted the invasive species permit and grant application.

Aeration: The second floater has been shut off. Two out of four are running.

Trail: Received grant from Mountain Lake Foundation for marking distances on the trail and brochures for trail and disc golf course.

The SHIP grant that Judy Harder submitted for a bike ride during Pow Wow was not approved. Other avenues of funding will be explored.

The Yoder's are appealing Judge Gross' decision to the Minnesota State Court of Appeals.

Wendy will talk to Curt Fast about the wording on the signs on his property.

Wendy asked Jim to come up with a "to do" list for Ricky, including moving the trail sign to the beach area and putting up brochure containers for the trail and the disc golf course.

Aluminum: Jay and Jim moved some of the cans from the bin into the trailer to make room for more aluminum.

Can bin roof is collapsing again. Jim, Jay, and Greg will work on it Saturday morning.

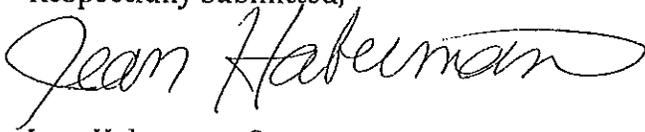
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4th of July: Jim will talk to Becky and Sarah to see if they will help with the Kid's Fishing Contest. Marlin Palm offered to help, too. There was discussion about prizes and drawings.

New Business:

Jay brought up an idea to have a "Year of the....." promotion each year. There would be a new theme every year. This year could be the "Year of the Invasive Exotic Species." We could schedule work times to remove Wild Parsnip, Poison Ivy, etc. This could be advertised in the newspaper, on Kris Langland's news site, in the utility bills, posters, and on the web page.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Haberman". The signature is written in black ink and is positioned above the typed name.

Jean Haberman, Secretary

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