

Regular Council Meeting
Mountain Lake City Hall
Tuesday, January 2, 2018
6:30 p.m.

AGENDA

1. Meeting Called to Order
 - * Further information on agenda item is attached

2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s 20671 - 20715, 518E-521E *(1-5)
 - b. Approval of Payroll Checks #'s 63601 - 63637
 - c. Approval of December 19 Council Minutes*(6-8)
 - d. December 14 Utility Commission Minutes*(9-11)
 - e. November Library Report, Expenditures and November 8 Library Board Minutes*(12-14)
 - f. Hire Taylor Nesmoie, Water/Wastewater Worker as of 1/2/18

3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.

4. 2018 Organizational Items
 - a. Approve Designations and Appointments*(15-19)
 - b. Review and adopt Investment Policy*(20-23)
 - c. Ordinance #1-17, Establishing Rates, Fees, and Administrative Fines*(24-31)
 - d. Approve Resolution #1-17 Minimum General Fund Balance and Assignment of General Funds*(32)
 - e. 2018 Wages and Salaries

5. Reports
 - a. From the City Attorney
 - b. From Mt. Lake Public School Board Representative

6. Administrator
 - a. LMCIT 2018 Property/Casualty Dividend*(33-35)
 - b. FYI – Seniority List as of 1/1/18*(36)
 - c. 2017 Building Permit Summary*(37-38)
 - d. Set Next ‘Coffee With The Council’

7. Adjourn

Board of Appeal and Equalization Training: <http://www.revenue.state.mn.us>

- Upcoming Meetings
 - School Board Organizational Meeting, 5:30 p.m. Friday, January 8
 - SW Regional Development Commission Regional Legislative Forum, 1:30 p.m. Monday, January 8, Slayton
 - Regular School Board Meeting 5:30 p.m. Tuesday, January 16

CITY OF MOUNTAIN LAKE

***Check Detail Register©**

January 2, 2018
ck# 20671-20715
mtg
518E to 521E

December 2017 to January 2018

Check Amt Invoice Comment

10100 United Prairie

Paid Chk# 020671	12/21/2017	AFLAC		
G 101-21713		AFLAC	\$186.96	
		Total AFLAC	\$186.96	

Paid Chk# 020672	12/21/2017	AFSCME COUNCIL 65		
G 101-21707		Union Dues	\$157.86	
		Total AFSCME COUNCIL 65	\$157.86	

Paid Chk# 020673	12/21/2017	BCBS/HSA		
G 101-21714		HSA	\$443.85	
		Total BCBS/HSA	\$443.85	

Paid Chk# 020674	12/21/2017	COMMISSIONER OF REVENUE		
G 101-21702		State Withholding	\$791.27	
		Total COMMISSIONER OF REVENUE	\$791.27	

Paid Chk# 020675	12/21/2017	GISLASON & HUNTER		
G 101-21712		Garnishments	\$382.54	
		Total GISLASON & HUNTER	\$382.54	

Paid Chk# 020676	12/21/2017	INTERNAL REVENUE SERVICE		
G 101-21703		FICA Tax Withholding	\$2,359.76	
G 101-21701		Federal Withholding	\$1,804.47	
		Total INTERNAL REVENUE SERVICE	\$4,164.23	

Paid Chk# 020677	12/21/2017	PERA		
G 101-21704		PERA	\$4,392.59	
		Total PERA	\$4,392.59	

Paid Chk# 020678	12/21/2017	SW/WC SERVICE COOPERATIVES		
G 101-21708		Employee Paid Health Insurance	\$2,307.14	
		Total SW/WC SERVICE COOPERATIVES	\$2,307.14	

Paid Chk# 020679	12/21/2017	VALIC		
G 101-21705		VALIC	\$388.00	
		Total VALIC	\$388.00	

Paid Chk# 020680	12/19/2017	AMBULANCE FUND		
E 231-42154-430		Miscellaneous	\$11.96	12/15/17 FOOD ON AMBULANCE RUN
		Total AMBULANCE FUND	\$11.96	

Paid Chk# 020681	12/19/2017	FRONTIER		
E 211-45500-321		Telephone	\$66.40	LIBRARY PHONE-427-2506
		Total FRONTIER	\$66.40	

Paid Chk# 020682	12/19/2017	MUNICIPAL UTILITIES		
E 101-43160-381		Electric Utilities	\$3,685.83	NOVEMBER STREET LIGHTING
		Total MUNICIPAL UTILITIES	\$3,685.83	

Paid Chk# 020683	12/19/2017	PIONEER WOMAN		
E 211-45500-591		Periodicals	\$56.00	LIBRARY MAGAZINES-4 YRS
		Total PIONEER WOMAN	\$56.00	

Paid Chk# 020684	12/21/2017	INTERNAL REVENUE SERVICE		
G 101-21703		FICA Tax Withholding	\$1,140.70	
G 101-21701		Federal Withholding	\$20.00	

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CITY OF MOUNTAIN LAKE

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December 2017 to January 2018

			Check Amt	Invoice	Comment
Total	INTERNAL REVENUE SERVICE		\$1,160.70		
Paid Chk#	020685	12/27/2017	MUNICIPAL UTILITIES		
E 101-00000-361	General Liability Ins		\$1,508.06		ELECTRIC DEPT-PROP/CASUALTY DIVIDEND
E 101-00000-361	General Liability Ins		\$458.98		WATER DEPT-PROPERTY CASUALTY DIVIDEND
E 101-00000-361	General Liability Ins		\$218.56		SEWER DEPT-PROPERTY CASUALTY DIVIDEND
	Total MUNICIPAL UTILITIES		\$2,185.60		
Paid Chk#	020686	12/27/2017	MUNICIPAL UTILITIES		
R 101-00000-33408	PERA Rate Increase Aid		\$460.50		2ND HALF PERA
	Total MUNICIPAL UTILITIES		\$460.50		
Paid Chk#	020687	12/28/2017	AMAZON		
E 211-45500-590	Capital Outlay Books		\$148.60		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$99.94		LIBRARY AV
	Total AMAZON		\$248.54		
Paid Chk#	020688	12/28/2017	ANTHONY FAUGLID JR		
E 101-42100-430	Miscellaneous		\$50.00		POLICE COMPLIANCE CHECKS
	Total ANTHONY FAUGLID JR		\$50.00		
Paid Chk#	020689	12/28/2017	BOLTON & MENK INC.		
E 485-46300-434	Project Expense		\$20,969.00	0211073	ENGINEERING COMMERCIAL PARK
	Total BOLTON & MENK INC.		\$20,969.00		
Paid Chk#	020690	12/28/2017	BOUND TREE MEDICAL		
E 231-42154-210	Operating Supplies		\$241.78	82709438	AMBULANCE SUPPLIES
	Total BOUND TREE MEDICAL		\$241.78		
Paid Chk#	020691	12/28/2017	CAROL LEHMAN		
E 211-45500-331	Travel Expenses		\$253.69		2017 MILEAGE
	Total CAROL LEHMAN		\$253.69		
Paid Chk#	020692	12/28/2017	CITIZEN PUBLISHING		
E 211-45500-430	Miscellaneous		\$72.00		LIBRARY QUOTES
E 101-41400-351	Legal Notices Publishing		\$32.00		HOLIDAY GREETING
E 101-41400-351	Legal Notices Publishing		\$20.00		DIGITAL AD UPLOAD
	Total CITIZEN PUBLISHING		\$124.00		
Paid Chk#	020693	12/28/2017	EARL F. ANDERSON		
E 101-43100-226	Sign Repair Materials		\$93.30	0116454-IN	VEHICLE NOISE LAW SIGNS
	Total EARL F. ANDERSON		\$93.30		
Paid Chk#	020694	12/28/2017	FRONTIER		
E 101-41400-321	Telephone		\$167.79		CITY HALL PHONE-427-2999
E 101-42100-321	Telephone		\$209.51		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$71.63		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$70.10		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$88.26		UT-PHONE
	Total FRONTIER		\$644.79		
Paid Chk#	020695	12/28/2017	GOSEWISCH CONSTRUCTION INC.		
E 101-43100-401	Repairs/Maint Buildings		\$2,374.00		ST DEPT-WALK DOOR ADJACENT TO OVERHEAD DOOR
	Total GOSEWISCH CONSTRUCTION INC.		\$2,374.00		

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December 2017 to January 2018

			Check Amt	Invoice	Comment
Paid Chk# 020696 12/28/2017 GREATAMERICA FINANCIAL SVCS					
E 101-00000-430	Miscellaneous		\$8.43	21826762	CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35	21826762	OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78	21826762	PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31	21826762	UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62	21826762	EDA-MONTHLY COLOR COPY MACHINE LEASE
Total GREATAMERICA FINANCIAL SVCS			\$140.49		
Paid Chk# 020697 12/28/2017 INDOFF INCORPORATED					
E 211-45500-200	Office Supplies		\$37.90		LIBRARY SUPPLIES
Total INDOFF INCORPORATED			\$37.90		
Paid Chk# 020698 12/28/2017 INDOFF INCORPORATED					
E 101-41400-200	Office Supplies		\$4.47	3036910	PENCILS-OFFICE
E 101-43100-200	Office Supplies		\$89.51	3036910	BATTERIES FOR ST DEPT
E 101-42100-200	Office Supplies		\$12.29	3036910	BATTERIES FOR POLICE DEPT
E 101-41400-200	Office Supplies		\$3.20	3041495	STAPLES
E 101-43100-200	Office Supplies		\$50.16	3044655	CASTERS FOR ST DEPT CHAIR
Total INDOFF INCORPORATED			\$159.63		
Paid Chk# 020699 12/28/2017 MCKINSTRY					
E 485-43160-434	Project Expense		\$184,802.00	20024699	NEW STREET LIGHTS
Total MCKINSTRY			\$184,802.00		
Paid Chk# 020700 12/28/2017 MINNESOTA ENERGY RESOURCE CORP					
E 101-41400-383	Gas Utilities		\$258.14		CITY HALL GAS-ACCT#0505387558
E 221-42200-383	Gas Utilities		\$214.99		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383	Gas Utilities		\$105.89		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383	Gas Utilities		\$381.78		STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383	Gas Utilities		\$194.74		LIBRARY GAS-ACCT#0502593301
E 101-45186-383	Gas Utilities		\$137.60		SR CTR GAS-ACCT#0504742031
al MINNESOTA ENERGY RESOURCE CORP			\$1,293.14		
Paid Chk# 020701 12/28/2017 MUNICIPAL UTILITIES					
E 101-45200-380	Elec,Water,Sewer		\$90.00		LAWCON PARK
E 101-41400-380	Elec,Water,Sewer		\$270.17		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$112.48		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$304.58		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$197.64		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$116.80		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$57.53		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$292.06		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$6.62		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$12.84		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer		\$0.00		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$18.18		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380	Elec,Water,Sewer		\$29.81		ICE RINK
Total MUNICIPAL UTILITIES			\$1,508.71		
Paid Chk# 020702 12/28/2017 PHYSIO-CONTROL					
E 231-42154-404	Repairs/Maint Machinery/Equip		\$247.44	417181209	ANNUAL MAINTENANCE AMBULANCE EQUIPMENT
Total PHYSIO-CONTROL			\$247.44		
Paid Chk# 020703 12/28/2017 VERIZON					
E 101-42100-321	Telephone		\$11.22		POLICE CELL PHONE

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CITY OF MOUNTAIN LAKE

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December 2017 to January 2018

			Check Amt	Invoice	Comment
E 231-42154-321	Telephone		\$9.26		AMB CELL PHONE
E 101-42100-321	Telephone		\$35.01		PD TABLET #1
E 101-42100-321	Telephone		\$35.01		PD TABLET #2
E 231-42154-321	Telephone		\$35.03		AMB JET PACK
Total VERIZON			\$125.53		
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Paid Chk# 020704	12/28/2017	ZIESKE LAND SURVEYING INC			
E 101-45210-100	Wages and Salaries		\$1,636.00		SURVEY-TRAIL ADDITIONAL AREAS TO NORTH FOR DRAINAGE PROBLEMS
Total ZIESKE LAND SURVEYING INC			\$1,636.00		
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Paid Chk# 020705	1/2/2018	COALITION OF GREATER MN CITIES			
E 101-41400-433	Dues and Subscriptions		\$1,068.00		2018 DUES
Total COALITION OF GREATER MN CITIES			\$1,068.00		
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Paid Chk# 020706	1/2/2018	DENNIS HULZEBOS			
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		JANUARY MAINT AT SR CTR
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		JANUARY MAINT AT LIBRARY
Total DENNIS HULZEBOS			\$595.00		
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Paid Chk# 020707	1/2/2018	GOVERNMENT FORMS AND SUPPLIES			
E 101-41400-200	Office Supplies		\$229.62	0307590	LARGE MINUTE BOOK
Total GOVERNMENT FORMS AND SUPPLIES			\$229.62		
<hr/>					
Paid Chk# 020708	1/2/2018	MINNESOTA AMBULANCE ASS N			
E 231-42154-433	Dues and Subscriptions		\$373.50		2018 AMBULANCE DUES
Total MINNESOTA AMBULANCE ASS N			\$373.50		
<hr/>					
Paid Chk# 020709	1/2/2018	MINNESOTA DEPARTMENT OF AGRIC			
E 101-43100-433	Dues and Subscriptions		\$10.00		2018 PESTICIDE LICENSE-DARON FRIESEN
Total MINNESOTA DEPARTMENT OF AGRIC			\$10.00		
<hr/>					
Paid Chk# 020710	1/2/2018	MINNESOTA DEPARTMENT OF AGRIC			
E 101-43100-433	Dues and Subscriptions		\$10.00		2018 PESTICIDE LICENSE-RICK O.
Total MINNESOTA DEPARTMENT OF AGRIC			\$10.00		
<hr/>					
Paid Chk# 020711	1/2/2018	MINNESOTA DEPARTMENT OF AGRIC			
E 101-45200-433	Dues and Subscriptions		\$10.00		2018 PESTICIDE LICENSE-STEVE P.
Total MINNESOTA DEPARTMENT OF AGRIC			\$10.00		
<hr/>					
Paid Chk# 020712	1/2/2018	MINNESOTA MUTUAL LIFE			
E 101-42100-135	Employer Paid Other		\$1.70		JANUARY BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$6.80		JANUARY LIFE INS-POLICE DEPT
E 211-45500-134	Employer Paid Life		\$1.70		JANUARY LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.06		JANUARY LIFE INS-ST DEPT
E 101-41400-134	Employer Paid Life		\$3.40		JANUARY LIFE INS-OFFICE
E 101-45200-134	Employer Paid Life		\$1.02		JANUARY LIFE INS-PARKS DEPT
E 101-46200-134	Employer Paid Life		\$1.02		JANUARY LIFE INS-CEMETERY
E 205-46500-134	Employer Paid Life		\$1.70		JANUARY LIFE INS-EDA ROB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$25.30		JANUARY LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$10.90		JANUARY LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$12.00		JANUARY LIFE INS-STEVE PETERS
Total MINNESOTA MUTUAL LIFE			\$68.60		
<hr/>					
Paid Chk# 020713	1/2/2018	MINNESOTA STATE FIRE DEPT ASSO			
E 221-42200-433	Dues and Subscriptions		\$187.00		2018 FIRE DEPT DUES

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December 2017 to January 2018

	Check Amt	Invoice	Comment
Total MINNESOTA STATE FIRE DEPT ASSO	\$187.00		
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Paid Chk# 020714 1/2/2018 MUSKE, MUSKE, SURHOFF			
E 101-41400-304 Legal Fees	\$1,400.00		JANUARY LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF	\$1,400.00		
<hr/>			
Paid Chk# 020715 1/2/2018 ROSENBAUER SOUTH DAKOTA LLC			
E 221-42200-550 Motor Vehicles	\$85,329.00	72914	FD-2018 FREIGHTLINER CHASIS
Total ROSENBAUER SOUTH DAKOTA LLC	\$85,329.00		
10100 United Prairie	\$325,072.09		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$30,738.60
205 ECONOMIC DEVELOPMENT AUTHORITY	\$44.82
211 LIBRARY FUND	\$1,568.03
221 FIRE DEPT FUND	\$85,847.79
231 AMBULANCE FUND	\$1,082.39
485 ML COMM PARK-INFRASTRUCTURE	\$205,771.00
607 EDA----4 PLEX FUND	\$6.62
608 EDA----8 PLEX FUND	\$12.84
	\$325,072.09

Paid Chk# 000518E 12/21/2017 SELECT ACCOUNT			
E 101-41400-141 Admin Fees-HSA	\$4.22		HSA ADMIN FEES
E 101-42100-141 Admin Fees-HSA	\$8.44		HSA ADMIN FEES
E 205-46500-141 Admin Fees-HSA	\$2.11		HSA ADMIN FEES
E 211-45500-141 Admin Fees-HSA	\$2.11		HSA ADMIN FEES
E 101-43100-141 Admin Fees-HSA	\$3.80		HSA ADMIN FEES
E 101-45200-141 Admin Fees-HSA	\$1.27		HSA ADMIN FEES
E 101-46200-141 Admin Fees-HSA	\$1.26		HSA ADMIN FEES
Total SELECT ACCOUNT	\$23.21		

Paid Chk# 000519E 12/13/2017 UNITED PRAIRIE BANK			
E 101-41400-430 Miscellaneous	\$8.00		2 NSF CHECKS (PUENTE)
Total UNITED PRAIRIE BANK	\$8.00		

Paid Chk# 000520E 11/30/2017 UNITED PRAIRIE BANK			
E 101-41400-301 Auditing and Acct g Services	\$25.00		NOVEMBER ACH SERVICE CHARGE
Total UNITED PRAIRIE BANK	\$25.00		

Paid Chk# 000521E 12/27/2017 STATE OF MINNESOTA			
G 101-20802 Sales Tax Payable	\$228.00		4TH QTR CAMPGROUND TAX
Total STATE OF MINNESOTA	\$228.00		

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Tuesday, December 19, 2017
6:30 p.m.

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

Members Absent: Andrew Ysker

Staff Present: Wendy Meyer, Clerk/Administrator; Maryellen Suhrhoff, City Attorney, Muske, Suhrhoff and Pidde; Rick Oeltjenbruns, Street Superintendent; Carol Lehman, Library Director

Others Present: Drake Borsgard, Rick Borsgard, Doug Regehr

Call to Order

The meeting was called to order by Mayor Nelson at 6:30 p.m. Motion by Savage, seconded by Kass, to adopt the agenda and the consent agenda as presented. Motion carried.

Bills: Check #'s 20613 – 20670, 513E-517E

Payroll Checks #'s 63564 - 64600

December 5 Council Minutes

November 9 EDA Minutes

November 13 Lake Commission Minutes

November 22 Utility Commission Minutes

Public

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

Public Hearing - MediaCom Franchise Agreement

Motion by Kass, seconded by Savage, to open the public hearing at 6:32 p.m. There were no comments from the public. The agreement was briefly discussed. Motion by Kass, seconded by Kruser, to close the public hearing at 6:34 p.m. Motion carried. Motion by Savage, seconded by Kruser, to approve the agreement and authorize signatures. Motion carried.

Street Department – Rick Oeltjenbruns, Superintendent

The recent activities report was reviewed and discussed. Work on the downtown park bathrooms, the ice skating rink and asphaltting the driveway into the campground from Prince St. were discussed. The campground quote will be presented at the next council meeting.

Campground Income and Expenses

The 2017 amounts, and the amounts going back to 2006, the first year the campground was in operation, were reviewed. Campground rates for 2018 will be discussed at the January 2 council meeting.

Resolution # 37-17 Attach Unpaid Mowing Bills

Motion by Savage, seconded by Kruser, to approve Resolution #37-17. Motion carried.

Library Project Award – Quotes will be Available at Meeting

The quotes received from five contractors, and the library's financials were reviewed and discussed. The second option, using spray foam insulation, was selected. The administrator was directed to obtain carpeting quotes. Motion by Kass, seconded by Kruser, to hire Borsgard Construction at a cost of \$19,474.26 which includes coving. Motion carried.

2018 City Budget

The draft budget was reviewed. No adjustments have been made since the preliminary budget was adopted in September. Total budget is \$2,237,607.24 a 2.9% increase over 2017. Motion by Savage, seconded by Kruser, to adopt the budget as presented. Motion carried.

Wastewater Treatment Facility Project

Bolton and Menk, the city's engineers, is preparing applications to the Public Facilities Authority (PFA) and MN Pollution Control Agency (MPCA). Motion by Kruser, seconded by Kass, to adopt Resolution #35-17 Authorizing Submission of Clean Water Application to Public Facilities Authority. Motion carried. Motion by Kass, seconded by Savage, to authorize the signing of Forms 5 and 6, part of the PFA application. Motion carried.

Approve Utility Budgets

Water, sewer, and electric financial information and the proposed 2018 budgets were reviewed and discussed. Motion by Kruser, seconded by Kass, to adopt the budgets as presented and recommended by the Utility Commission.

2018 Water, Sewer and Electric Rates

The proposed rate increases were discussed. In 2012 it was determined that the city would need to increase water and sewer rates 2% a year in order to make bond payment, operate the departments and maintain cash reserves. In Resolution #33-12 the city pledged to make the needed increases. A 4.5 % average across all classes electric increase is being recommended for 2018. This is the recommendation from a rate study conducted in 2016 by Missouri River Energy Services (MRES). Bond commitments, debt ratios, late fees, penalties, and shut-off fees were also discussed. Motion by Savage, seconded by Kruser, to adopt the 2018 water, sewer, and electric rates as presented and recommended by the Utility Commission. Motion carried.

Report from the City Attorney

The committee tasked with writing a right-of-way ordinance was discussed.

Invasive Species Grant

The MN Department of Natural Resources (DNR) no longer has an invasive species grant program. There is now a grant program administered by Cottonwood County Planning and Zoning. Motion by Kass, seconded by Kruser, to submit the grant application. Motion carried.

Approve 2018 Council Meeting Calendar

Motion by Kass, seconded by Kruser, to adopt the schedule as presented. Motion carried.

Council meetings will be held the first and third Mondays of the month at 6:30 p.m. with the following exceptions:

- The January meetings to be held Tuesday, the 2nd, and Tuesday the 16, due to New Year's Day and Martin Luther King Day observance.
- The second February meeting to be held on Tuesday, the 20th, due to Presidents' Day observance.
- The second June meeting to be held on Monday June 25 due to Pow Wow.
- The July meetings to be held on Monday July 9 and Monday July 23.
- The first September meeting to be held on Tuesday, September 4th due to Labor Day observance.
- The December meetings to be held Tuesday December 4 and Tuesday December 18 due to school events.

'Coffee with the Council'

The event will next be held in February. The administrator will contact the restaurant owner to determine a suitable date and time.

Other

The process of hiring a new administrator was briefly discussed.

Adjourn

The meeting was adjourned at 8:08 p.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

DRAFT
Mountain Lake Utilities Commission Meeting
Thursday, December 14, 2017
Mountain Lake City Hall
7 AM

Members Present: John Carrison; Mike Johnson; Todd Johnson; Mark Langland; Brett Lohrenz; Council Liaison David Savage

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator; Lynda Cowell, Utilities Office Manager; Ron Melson, Electric Superintendent; Kevin Krahn, Water/Wastewater Superintendent; Dave Watkins, Water/Wastewater Superintendent

Others Present: None

Call to Order

The meeting was called to order at 7 AM. There were no additions to the agenda.

Approval of November 22 Minutes and Bills: Check Numbers 17613 - 17670

Motion by M. Johnson, seconded by Carrison, to approve the minutes and pay the bills. Motion carried.

Wastewater Treatment Facility Update

The council will authorize submitting a loan application to the Public Facilities Authority (PFA) at the December 19 council meeting. The administrator, chair and council liaison participated in a conference call with PFA, MN Pollution Control Agency (MPCA) and Bolton and Menk on December 5. The project timeline including plan approval, funding notification, land purchase bidding, and start date were discussed. PFA is requiring that the appraisals performed by Foster Appraisals be reviewed by another licensed appraiser. The administrator was directed to get quotes for the next commission meeting.

Inspection of Private Sewer Lines

The status of sewer lines inspected by camera in 2015 and 2016 was briefly reviewed. David Watkins has determined that properties east of the area inspected in 2016 continuing toward County Road #1 will be inspected in 2018. Ritter and Ritter, the company that has done the inspection in the past has been contacted.

Adrian Property, 58566 Co. Rd#27, PIN 11.0340.0100

The owner is asking to connect a private line to a water main on the edge of town. Motion by Lohrenz, seconded by M. Johnson, to allow the connection provided Adrian pays all cost associated with the connection. The property owner needs to be aware that if the area is annexed and the public main extended the connection will likely need to be replaced. Motion carried.

Krahn Retirement

Langland thanked Kevin for his years of service and wished him well as he begins retirement.

Sub-station Update

Melson updated the commission on sub-station construction and completed. He noted that Milk Specialties usage is meeting expectations. Two detailed change orders were submitted for the commission's approval by Utilities Plus Energy Services (UPES) the project's engineers. The commission took no action; they are requesting Mike Thielen, UPES engineer provide an explanation by phone or in person at the next commission meeting.

Transfer of Funds from Utility to City

Motion by M. Johnson, seconded by Lohrenz, to continue the transfer to the city at the budgeted amount in 2018 and form a committee composed of commission and council members to determine the 2019 transfer. Motion carried.

Water, Sewer and Electric Rates

The departments' cash balances since January 1, 2012, Resolution 33-12 pledging rate increases through 2023 for operating and bond payments, revenue sufficiency covenants and default language in recent bonds sale agreements and electric department coverage ratios were reviewed. The proposed 2018 rates were discussed. Motion by Langland, seconded by T. Johnson, to recommend to the council the adoption of the 2018 rates as presented. Motion carried.

2018 Budgets

The 2018 proposed budgets were reviewed. Expenses and revenue for the departments was discussed. Motion by Langland, seconded by Lohrenz, to recommend to the council approval of the 2018 budgets as presented. Motion carried.

Water/Wastewater Position Update

Interviews will be conducted Saturday morning, December 16.

Next Meeting Date

The commission will meet 7AM Wednesday, December 27.

Mark Gabriel, Western Area Power Agency Chief Executive Office at Lakefield

Gabriel will be meeting with area WAPA customers at the Lakefield Community Center 2p.m.
Wednesday, December 20.

Adjourn

The meeting was adjourned at 8:15 a.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

CITY OF MOUNTAIN LAKE
PUBLIC LIBRARY REPORT
MONTH OF November, 2017

CIRCULATION AND USE

Adult fiction			
Adult nonfiction			
Non print (includes videos, cassettes, art prints, etc.)			
Juvenile			
Periodicals			
TOTAL CIRCULATION			<u>2,192</u>
Interlibrary loan sent		<u>256</u>	
Interlibrary loan received		<u>244</u>	
TOTAL ILL			<u>500</u>
ILL NON SYSTEM			<u>50</u>

RECEIPTS

Cash income			<u>45.21</u>
Donations (monetary)			
County Revenue			
Misc. Revenue			
Fines			
Meeting room rental			
Sale of supplies			
TOTAL RECEIPTS			<u>45.21</u>

EXPENDITURES

Books			<u>622.35</u>
Periodicals			<u>59.87</u>
Audio-visual			<u>274.51</u>
Supplies			
Postage			
Miscellaneous			
Telephone			<u>68.47</u>
Repairs & maintenance			<u>345.00</u>
Repairs & maint. of equipment			
Project expense			
Capital outlay			
Automation			
Gas Utilities			<u>177.51</u>
TOTAL EXPENDITURES			<u>\$1,547.71</u>

(12)

LIBRARY DIRECTOR Carol Lehman

LIBRARY EXPENDITURES - NOVEMBER 2017

Frontier	Telephone Expense	\$68.47
Dennis Hulzebos	Repairs & Maint.-Janitorial	\$345.00
Ingram	Books	\$486.84
MN Energy Resources	Gas Utilities	\$177.51
The Pioneer Woman Magazine	Periodicals - 4 yr.	\$56.00
Synchrony Bank/Amazon	Books 117.76 / AV 250.92	<u>\$368.68</u>
	SUBTOTAL	\$1,502.50
	Cash Expenditures	<u>\$45.21</u>
	TOTAL	\$1,547.71

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**Mountain Lake Public Library Board Minutes
November 8, 2017**

Members Present: Marci Balderas, Dennis Cords, Diane Englin, Barrie Wright, Vickie Krueger, Carol Lehman-Director

Members Absent: None

Others Present: None

The meeting was called to order at 4:06 p.m. by chairman, Barrie Wright.

M/S Englin/Cords to approve the minutes of the October 12, 2017 meeting. **Motion carried.**

Carol presented the October monthly report indicating 2,521 total circulation and expenditures in the amount of \$2,268.52. **M/S Cords/Krueger** to accept the monthly report as given and to approve the October expenditures. **Motion carried.**

M/S Wright/Cords to proceed with obtaining quotes for the library insulation/sheetrock project and also quotes for carpet replacement. **Motion carried.** The request for quotes will be advertised locally and the request and specs will also be sent to area contractors.

Other upcoming library needs were discussed including the purchase of carbon monoxide detectors and new chairs for the public computer desks. Carol received a request from the Cottonwood County Law Library Board to house a collection of legal reference books and self-help legal information and legal forms. They will be sending more detailed information regarding this possible collaboration.

The library activity report was given.

The meeting adjourned at 5:10 p.m.

NEXT MEETING: December 20, 2017 – 4:00 p.m.

Respectfully submitted,

Marci Balderas, secretary

2018 Designations and Appointments

ELECTED OFFICIALS

Mayor Mike Nelson	Term ends 12/31/18
Council Member Andrew Ysker	Term ends 12/31/18
Council Member Dana Kass	Term ends 12/31/18
Council Member David Savage	Term ends 12/31/20
Council Member Darla Kruser	Term ends 12/31/20

ANNUAL DESIGNATIONS AND APPOINTMENTS

Street Department	*Mike Nelson
Acting Mayor	*David Savage
Official Legal Publication	*Observer/Advocate
City Attorney	*Muske, Suhrhoff, & Pidde Ltd.
City Forester and Weed Inspector	*Rick Oeltjenbruns
Emergency Management Director	*Douglas Bristol
Fire Chief	*Tim Coners
Ambulance Corps Director	*David Watkins
HIPAA Privacy Officer	*Wendy Meyer
Data Practices Compliance Officer	*Wendy Meyer
City Assessor	*Cottonwood County
Salary Negotiations	*Council
Official City Depository	*United Prairie Bank
	*Northland Securities

SOCIAL MEDIA ADMINISTRATORS

Police Department Facebook & Nixle	Douglas Bristol Emily Mathiowetz Will Pohlmann Jacob Vitzum Ryan Hillesheim
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City Facebook	Rob Anderson Tabitha Garloff
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*Reappointment

** New Appointment

BOARDS AND COMMISSIONS

Library Board - 5 members, 3 year term

Marci Hernandez 1/1/16 - 12/31/18
Barrie Wright 1/1/16 - 12/31/18
Diane Englin 1/1/17- 12/31/19
Vicki Krueger 1/1/17 - 12/31/19
*Dennis Chords 1/1/18 - 12/31/20
*Dana Kass, City Council Liaison

Utilities Commission – 5 members, 3 year term

Brett Lohrenz 1/1/16 - 12/31/18
Todd Johnson 1/1/16 - 12/31/18
John Carrison 1/1/16 - 12/31/18
Mike Johnson 1/1/17 - 12/31/19
*Mark Langland 1/1/18 - 12/31/20
*David Savage, City Council Liaison

Planning and Zoning Commission – 7 members, 3 year term

Sharron Hanson 1/1/16 - 12/31/18
Douglas Regehr 1/1/16 - 12/31/18
Dean Janzen 1/1/16 - 12/31/18
**Open Seat 1/1/17 - 12/31/19
Bryan Bargaen 1/1/17 - 12/31/19
*Tim Swoboda 1/1/18 - 12/31/20
*Nik Strom 1/1/18 - 12/31/20
*Steve Carson, Building Inspector
*Andrew Ysker, Ex officio

Housing and Redevelopment Authority – 5 members, 5 year term

James McDonald 1/1/14 - 12/31/18
Merv Rempel 1/1/15 - 12/31/19
Yvonne Hildebrandt 1/1/16 - 12/31/20
Clara Johnson 1/1/17 – 12/31/21
*James Crawford 1/1/18 - 12/31/22

*Reappointment

** New Appointment

Economic Development Authority – 7 members; appointed members, 6 year term; council representatives, 2 year term

*Darla Kruser, Council 1/1/17 - 12/31/18
*Mike Nelson, Council 1/1/17 - 12/31/18
Brian Harder 1/1/13 - 12/31/18
Steve Syverson 1/1/14 - 12/31/19
Vern Peterson 1/1/15 - 12/31/20
Jerry Haberman 1/1/15 - 12/31/20
*Mark Hanson 1/1/17 - 12/31/22
*Clara Johnson, Advisory
*Brad Hanson, Advisory
*Dean Janzen, Advisory

Lake Commission – 7 members, 3 year term

Jason Kruser 1/1/16 - 12/31/18
Mike James 1/1/16 - 12/31/18
David Bucklin 1/1/16 - 12/31/18
Jean Haberman 1/1/17 - 12/31/19
Heather Funk 1/1/17 - 12/31/19
*Jim Peterson 1/1/18 - 12/31/20
*Jason Honkomp 1/1/18 - 12/31/20
*Lester Rupp, Advisory
*Tim Klassen, Advisory
*Christine Bennett, Advisory
*Mike Nelson, City Council Liaison

Police Commission - 5 members, 3 year term

Norm Kunkel 1/1/16 - 12/31/18
Susan Garloff 1/1/17 - 12/31/19
Brian Lunz 1/1/17 - 12/31/19
*Garret Wall 1/1/18 - 12/31/20
*Charles Witt 1/1/18 - 12/31/20
*Dana Kass, City Council Liaison

*Reappointment

** New Appointment

Tree Commission, 5 members, 3 year term

Gary Hildebrandt 1/1/16 - 12/31/18
Steve Harder 1/1/17 - 12/31/19
**Open Seat 1/1/17 - 12/31/19
*David Bucklin 1/1/18 - 12/31/20
*Jerry Logue 1/1/18 - 12/31/20
*Mike Nelson, City Council Liaison
*Rick Oeltjenbruns, Advisory
*Judy Harder, Advisory

Ambulance Service

*David Watkins, Captain
*Emily Adrian, Assistant Captain
*Tim Janzen, Secretary
**Darla Kruser, Treasurer
*Mark Warner, Training Officer
* Neal Wenner, Maintenance

Fire Department

*Tim Coners	Chief
**Andrew Ysker	Asst. Chief
*David Watkins	President
*Tim Janzen	Treasurer
*Jason Kruser	Secretary
*Trey Hopwood	Air Pack Maintenance
*Tim Janzen	Air Pack Maintenance
*Robert Gohr	Training Officer
* Jordan Brugman	Training Officer
*Andrew Windschitl	Training Officer
* Taylor Nesmoe	“Grass Rigs” Maintenance
*Andrew Ysker	Old Pumper Maintenance

*Reappointment
** New Appointment

*Brian Janzen Rescue Vehicle Maintenance
*Jason Sumner Rescue Vehicle Maintenance
*John Carrison Rescue Vehicle Maintenance

* Jordan Brugman Tanker Maintenance

*Brian Janzen New Pumper Maintenance
*Jason Sumner New Pumper Maintenance
*John Carrison New Pumper Maintenance

*Reappointment
** New Appointment

City of Mountain Lake Investment Policy

Reviewed and adopted by the Mt. Lake City Council on January 3, 2017.

This policy covers all monies of the City of Mountain Lake and includes deposits and investments of funds deposited in interest bearing accounts.

It is a common occurrence for the City of Mountain Lake to have cash balances in various fund accounts, which, though allocated for a specific purpose, are temporarily not needed. It is the policy of the City that any fund with a cash balance which will remain unexpended for a reasonable period of time, shall be invested in a manner as outlined below.

The investment policy of the City of Mountain Lake encompasses the following principles:

1. Safety of principal
2. Chief Investment Officer
3. Consultants
4. Collateralization
5. Authorized investments
6. Prohibited investments
7. Maximum investments
8. Pooling of investments
9. Liquidity
10. Local investments
11. Maximum interest earnings
12. Annual review

CHIEF INVESTMENT OFFICER

The chief investment officer will be the City Administrator/Clerk-Treasurer, who will assure compliance with this policy and further develop and maintain adequate controls, procedures and methods assuring safe and accurate accounting on a day to day basis, with the approval of the Mountain Lake City Council. In the absence of the City Administrator/Clerk-Treasurer the Mountain Lake City Council will appoint a designee. The City Administrator/Clerk-Treasurer will provide the Mountain Lake City Council on a quarterly basis, all and any information requested by the Council in relation to this policy.

CONSULTANTS

The retention of consultants, agreements with money managers etc. will not be authorized without the express consent of the Council.

SAFETY OF PRINCIPAL

Safety of principal is the first priority in investing City funds. The City invests only in those investment instruments authorized by State Statute. Minnesota Statutes Chapter 471.56 and 475.66 set forth the authorized investments for a municipality. Depositories as designated shall have insurance through the FDIC (Federal Insurance). To ensure safety, it is the policy of the

City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of the insurance limits are not made in the same institution unless collateralized as outlined below.

COLLATERALIZATION

All City funds must be deposited in financial institutions that provide \$250,000 in government insurance protection. At no time will deposits in any one institution exceed \$250,000 unless such excesses are protected by pledged securities.

Securities Pledged as Collateral

Pledged securities, computed at market value will be limited to the following:

1. U. S. Treasury Bills, Notes or Bonds all of which mature within five years. Such securities pledged must cover all City deposits in the amount of 110%.
2. U. S. Agency securities guaranteed by the U. S. Government. Such securities pledged must cover all City deposits in the amount of 120%.
3. Repurchase Agreements, with maturities not exceeding one year, secured by U. S. Government Bills, Notes or Bonds.
4. Municipal General Obligation Bonds, rated "A" or better by Moody's, provided no single issue exceeds \$200,000 with maturities not exceeding five years. Such municipal bonds pledged must cover all City deposits in the amount of 125%.

No other collateral except as designated in 1, 2, 3, or 4 above will be authorized.

Securities detailed above under 1 and 2 may be purchased directly by the City when deemed feasible.

AUTHORIZED INVESTMENTS

Examples of authorized investments are as follows:

1. Direct U. S. Government obligations
 - a. Treasury Bills
 - b. U. S. Treasury Certificates
 - c. Treasury Notes
 - d. Treasury Bonds
2. Federal Agency Issues
 - a. Federal Home Loan Bank Notes
 - b. Federal National Mortgage Associations (FNMA)
 - c. Federal Intermediate Credit Banks Debentures
 - d. Federal Farm Credit Bank Discount Notes or Bonds
 - e. Federal Home Loan Mortgage Corporation Notes or Bonds
 - f. Government National Mortgage Association Notes (GNMA)

3. Shares in investment companies, including Minnesota Municipal Joint Powers Investment Trust, whose only investments are in U. S. Government and agency issues and whose investments are in financial instruments with a final maturity no longer than 13 months.
4. General Obligations of the State of Minnesota, rated "A" or better by Moody's provided no single issue exceeds \$200,000.00 with maturities not exceeding five years.
5. Bankers acceptance of U. S. banks eligible for purchase by the Federal Reserve System.
6. Commercial Paper – rated A-1, P-1, and F-1 for maturities of 90 days or less.
7. Interest bearing deposits – (checking account, Certificates of Deposit, money market savings, and ordinary savings) must be collateralized at a minimum of 110% of face value.
8. Repurchase Agreements (Repos's) – Repo transactions are restricted to:
 - a. A primary reporting dealer in U. S. government securities who reports to the Federal Reserve Bank of New York or
 - b. National or state bank in the U. S. which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000.
 - c. A securities broker/dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the Securities and Exchange Commission (SEC) and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.
 - d. The City of Mountain Lake shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the repo.

PROHIBITED INVESTMENTS

It is the City's policy to refrain from investing in banks, savings and loan associations, or credit unions whose equity to asset ratio is less than 6.0%.

MAXIMUM INVESTMENT

It is the policy of the City to determine its cash balance on a daily basis for the purpose of investing excess funds.

POOLING OF INVESTMENTS

For the purpose of making a maximum amount of funds available for investment, the cash for all City funds can be pooled in an investment account. Interest earnings are allocated amount the various funds based upon their average cash balance.

LIQUIDITY

The purpose of having part of the City's investment portfolio in very liquid funds is to ensure that funds will be available should unexpected large bills be presented for payment.

MAXIMUM INTEREST EARNINGS

After the liquidity needs, and scheduled maturity needs are satisfied, the balance of the funds available for investment are placed with institutions that offer the greatest safety and highest rate of return consistent with the maturities as determined by the City. Quotations or telephone bids are normally taken for all investments, whether they are short term or long term. This alleviates the problem of whom to place the investment with.

ANNUAL REVIEW

It shall be the practice of the City Council to review and approve the investment policy each year on the first regular meeting of January.

DRAFT

CITY OF MOUNTAIN LAKE

Ordinance 1-18

Establishing Rates, Fees and Administrative Fines

The Mountain Lake City Council hereby establishes the following rates, fees and administrative fines:

(Changes from 2017 have been bolded.)

WATER, SEWER AND ELECTRIC UTILITIES

Water Service:

(effective January 1, 2018)

Residential

Base	\$30.41
1,000 to 6,999 gals.	\$7.04 per 1,000
7,000 to 12,999 gals.	\$7.88 per 1,000
13,000 to 25,999 gals.	\$9.01 per 1,000
26,000 gals. and up	\$10.14 per 1,000

Rural

Base	\$31.53
1,000 to 6,999 gals.	\$7.88 per 1,000
7,000 to 12,999 gals.	\$9.01 per 1,000
13,000 to 25,999 gals.	\$10.14 per 1,000
26,000 gals. and up	\$11.26 per 1,000

Industrial/Commercial

Base	\$30.41
1,000 to 50,999 gals.	\$7.60 per 1,000
51,000 gals. and up	\$7.88 per 1,000

Sewer:

(effective January 1, 2018)

Residential:	\$41.40 per month
Rural:	\$44.15 per month
Commercial:	\$434.16 minimum 1st 3,000 gallons of water used
	\$ 8.27 excess water usage per 1,000 gallons

Electric:

(effective January 1, 2018)

**** All rates shown are subject to a fuel and/or purchased cost adjustment and states sales tax.**

**** Energy charge is in addition to the minimum charge.**

Residential:

Customer Base Charge \$11.00
All Energy 10.75 cents per KWH

Rural Residential:

Customer Base Charge \$14.00
All Energy 10.95 cents per KWH

Commercial under 20kW

Customer Base Charge \$20.00
All Energy 10.8 cents per KWH

**Large Commercial &
 Large Rural Commercial Over 20kW**

Customer Base Charge \$50.00
Demand Charge \$10.55 per kW
Energy Charge 6.5 cents per KWH

City Facilities and Street Lighting:

Customer Base Charge \$20.00
Energy Charge 7.6 cents per KWH

Conservation Improvement Plan Surcharge 1.5% of electric bill
 (effective Jan. 1, 2015)

Deposits:

Landlord \$100 per unit, up to \$500 maximum
Homeowner \$150
Tenant \$250
Tenant with electric heat \$300
Contract for Deed Vendor \$0
Contract for Deed Vendee \$250

Other Charges:

Late payments charge for payment not received 10% of the bill
or postmarked after the due date
Processing delinquent notices fee \$25
Shut-off fee \$25
Re-connect fee \$25
Water line tapping fee \$205 per connection
Sewer line tapping fee \$205 per connection

FIRE DEPARTMENT

Fire Call \$1,000

AMBULANCE DEPARTMENT

Ambulance Call \$454.06 Medicare plus \$11.02 per loaded mile
\$700 Private Insurance – Butterfield Call
\$600 Private Insurance in remainder of Service
District except Butterfield
\$150 – Lift Assist

PUBLIC WORKS (all prices includes employee):

Sweeper rental: \$250 per hour
Blade rental: \$250 per hour
Roller rental: \$100 per hour
Sidewalk Grinding: \$40 for first crack
\$20 for each following

Salt/Sand Spreading:
 Small Lot \$150
 Large Lot \$250
Snow Removal Hauling: \$250 per hour
Mowing \$75 per lawn, less than a half hour
\$150 per hour
Sewer Camera \$.50 per foot, minimum \$250 per hour
Jet Rodder/Vactor \$200 per hour
Bucket Truck \$250 per hour
Boom Truck \$250 per hour

CEMETERY

Grave Lot \$400 each
Grave Open/Close Rates \$500 weekdays (traditional and cremation)
\$700 weekends (traditional and cremation)

ALCOHOL AND TOBACCO LICENSES AND PERMITS

On-sale liquor license, annual fee \$400
Off-sale liquor license, annual fee \$100

Cigarette sales, annual fee \$25.00

ADMINISTRATIVE FEES AND MISCELLANEOUS CHARGES

Copies \$.25 per page
Public Data Requests and City Business Copies 1-19 pgs. – no cost
20 or more pgs. – \$.25/pg.
Faxes (incoming and outgoing) \$3.00 per page
Laminate (8" by 10") \$3.00
Laminate (11" by 14") \$3.50

Room Rent (City Hall and Community Center) \$125.00

The City does not provide copying services for non-city government business.

POLICE SERVICES

Accident Reports	1-19 pgs. – no cost 20 or more pgs. - \$.25/pg.
Animal Transport	\$50.00
Local Background Check	\$5.00
(no charge for federal, state and local agencies)	\$5.00
Driving Record	\$10.00
False Alarm	\$50.00
Funeral Escort	No Charge
Home Checks	No Charge
ICR/Investigations Reports	\$5.00 + 25 cents per page over 3 pages
Digital Photos	\$2.00 each, printed on standard copy paper

LICENSE AND PERMIT FEES

Alcohol Related Items:

Investigation for initial application	\$50.00
Event permit (with alcohol)	\$250.00 + police coverage costs
Event permit (w/o liquor)	\$150.00 + police coverage costs as determined by the Chief of Police

Other:

Cat/dog Licenses	\$15 biennially
Solicitor Registration	\$25.00
Golf Cart Permit	\$10.00 annually
Sale of Legal Fireworks License (8.05)	\$5.00

POLICE DEPARTMENT ADMINISTRATIVE FINES - See attached

	1 st Offense	2 nd Offense	3 rd Offense
Social Host (City Code 5.18)	\$100.00		
Address Numbers	\$60.00		

TRAVEL BY ELECTED OFFICIALS OR EMPLOYEES

IRS Mileage Reimbursement Rate	\$.54.5 per mile
IRS Meal Reimbursement Rate	
Breakfast	\$11.00
Lunch	\$12.00
Dinner	\$23.00
Incidentals	\$5.00

PLANNING AND ZONING

Rezoning of property	\$100.00
Conditional Use Permit	\$100.00

Subdivision of Property	\$100.00
Variance	\$100.00
Special meeting by request	\$125.00
Appeals	\$100.00
Excavation Permit	no fee
Building Permit Extension (6 mos.)	no fee
Demolition Permit	No fee
Preliminary Plat	\$150 + \$1 per lot
Final Plat	\$100.00
Minor Subdivision Plat	\$100.00
Street/alley Vacation	\$200.00
Annexation	\$250.00 + costs
Failure to obtain building permit	Two (2) times the building fee applicable to the project
Rental License	\$10.00 per building
Fence under 7 Feet	\$25.00
Siding or Shingles	\$45.00 (includes state surcharge)
Temporary Family Health Care Dwelling	\$50.00
Sheds less than 120 sq. ft.	\$0
Building Permit Fees	See attachment, includes state surcharge
Moving Permit	Actual Costs
Planned Unit Development Application Fee	\$250.00
Utility Water Line Tapping Fee	\$205.00
Utility Sewer Line Tapping Fee	\$205.00
Island View Campground – All fees must be paid at the beginning of stay.	
One Night	\$20
Weekly	\$120
Monthly	\$450
Seasonal (May 1 – October 1)	\$1,700
Winter Storage	\$100

Adopted by the City Council this 2nd day of January 2018.

ATTEST:

Mike Nelson, Mayor

Wendy Meyer, Clerk/Administrator

Mt. Lake Building Permit Fees effective Sept. 12, 2007

Reviewed and Adopted January 3, 2017

VALUE	FEE	VALUE	FEE	VALUE	FEE
100,001 - 101,000	643.00	140,001-141,000	783.00	170,001-171,000	888.00
101,001 - 102,000	646.50	141,001-142,000	786.50	171,001-172,000	891.50
102,001 - 103,000	650.00	142,001-143,000	790.00	172,001-173,000	895.00
103,001 - 104,000	653.50	143,001-144,000	793.50	173,001-174,000	898.50
104,001 - 105,000	657.00	144,001-145,000	797.00	174,001-175,000	902.00
105,001 - 106,000	660.50	145,001-146,000	800.50	175,001-176,000	905.50
106,001 - 107,000	664.00	146,001-147,000	804.00	176,001-177,000	909.00
107,001 - 108,000	667.50	147,001-148,000	807.50	177,001-178,000	912.50
108,001 - 109,000	671.00	148,001-149,000	811.00	178,001-179,000	916.00
109,001 - 110,000	674.50	149,001-150,000	814.50	179,001-180,000	919.50
110,001-111,000	678.00	150,001-151,000	818.00	180,001-181,000	923.00
111,001-112,000	681.50	151,001-152,000	821.50	181,001-182,000	926.50
112,001-113,000	685.00	152,001-153,000	825.00	182,001-183,000	930.00
113,001-114,000	688.50	153,001-154,000	828.50	183,001-184,000	933.50
114,001-115,000	692.00	154,001-155,000	832.00	184,001-185,000	937.00
115,001-116,000	695.50	155,001-156,000	835.50	185,001-186,000	940.50
116,001-117,000	699.00	156,001-157,000	839.00	186,001-187,000	944.00
117,001-118,000	702.50	157,001-158,000	842.50	187,001-188,000	947.50
118,001-119,000	706.00	158,001-159,000	846.00	188,001-189,000	951.00
119,001-120,000	709.50	159,001-160,000	849.50	189,001-190,000	954.50
120,001-121,000	713.00	160,001-161,000	853.00	190,001-191,000	958.00
121,001-122,000	716.50	161,001-162,000	856.50	191,001-192,000	961.50
122,001-123,000	720.00	162,001-163,000	860.00	192,001-193,000	965.00
123,001-124,000	723.50	163,001-164,000	863.50	193,001-194,000	968.50
124,001-125,000	727.00	164,001-165,000	867.00	194,001-195,000	972.00
125,001-126,000	730.50	165,001-166,000	870.50	195,001-196,000	975.50
126,001-127,000	734.00	166,001-167,000	874.00	196,001-197,000	979.00
127,001-128,000	737.50	167,001-168,000	877.50	197,001-198,000	982.50
128,001-129,000	741.00	168,001-169,000	881.00	198,001-199,000	986.00
129,001-130,000	744.50	169,001-170,000	884.50	199,001-200,000	989.50
130,001-131,000	748.00	\$100,001.00 to \$500,000.00 - \$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00			
131,001-132,000	751.50				
132,001-133,000	755.00				
133,001-134,000	758.50	\$500,001.00 to \$1,000,000.00 - \$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00			
134,001-135,000	762.00				
135,001-136,000	765.50				
136,001-137,000	769.00				
137,001-138,000	772.50				
138,001-139,000	776.00	\$1,000,000.00 and up- \$3,539.50 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00, or fraction thereof			
139,001-140,000	779.50				

MOUNTAIN LAKE POLICE FINES

Adopted January 3, 2017.

Section	Offense	Base Fine	SC/LL	Total
8.01	Storage Deposit Dispose Refuse 1st Off	100	75+5	180
8.01	Storage Deposit Dispose Refuse 2nd Off	200	75+5	280
8.02	Abandoned Vehicle	100	75+5	180
8.03	Public Nuisance 1st Offense	100	75+5	180
8.03	Public Nuisance 2nd Offense	200	75+5	280
8.04	Obstruction/Dump on Public Property 1st Off	100	75+5	180
8.04	Obstruction/Dump on Public Property 2nd Off	300	75+5	380
8.05s1	Dangerous Weapons	300	75+5	380
8.05s3	Discharge Firearm, Explosive, Dang Weapon	300	75+5	380
8.05s4	Possess Discharge Fireworks	100	75+5	180
8.05s5	Sale of Fireworks	50	75+5	130
8.06	Dangerous Trespass/Other Acts	300	75+5	380
8.08	Disorderly Conduct	300	75+5	380
8.09	Disorderly Conduct - Noise 1st Offense	50	75+5	130
8.09	Disorderly Conduct - Noise 2nd Offense	100	75+5	180
8.09	Disorderly Conduct - Noise 3rd Offense	150	75+5	230
8.10s2	Tobacco Possession by Minor	Juv Court		
8.10s3	Tobacco Use by Minor	Juv Court		
8.10s4	Procurement by/for Minor	Juv Court		
8.10s5	Tobacco-False ID	Juv Court		
8.11	Curfew 1st Offense	Juv Court		
8.11	Curfew 2nd Offense	Juv Court		
8.12s3	Dog Running 1st Offense	20	75+5	100
8.12s3	Dog Running 2nd Offense	40	75+5	120
8.12s3	Dog Running 3rd Offense	60	75+5	140
8.12s4	Animal License 1st Offense	20	75+5	100
8.12s4	Animal License 2nd Offense	40	75+5	120
8.12s4	Animal License 3rd Offense	60	75+5	140
8.12s5	Number of Animals	100	75+5	180
8.12s8	Animal Tag	20	75+5	100
8.12s14	Animal - Unlawful Acts	100	75+5	180
8.12s15	Non-Domestic Animals	60	75+5	140
8.12s21	Animal Waste	100	75+5	180
8.12s22	Dog Barking 1st Offense	20	75+5	100
8.12s22	Dog Barking 2nd Offense	40	75+5	120
8.12s22	Dog Barking 3rd Offense	60	75+5	140
8.12s23	Animal Damage to Property	100	75+5	180
8.12s24	Staking of Animals	100	75+5	180
8.12s25	Kennels	100	75+5	180
8.13	Animals & Fowl Violations	50	75+5	130
8.15	Open Burning 1st offense	50	75+5	130
8.15	Open Burning 2nd offense	75	75+5	155
8.15	Open Burning 3rd Offense	100	75+5	180
8.15s3	Firewood Storage 1st Offense	100	75+5	180
8.15s3	Firewood Storage 2nd Offense	300	75+5	380
8.15s4	Careless Fire	100	75+5	180
11.02s6	U-Turns	50	75+5	130
11.02s7	Exhibition Driving	100	75+5	180
11.03s2	General Parking	13	12	25
11.03s4	Angle Parking	13	12	25
11.03s9	Truck Parking	13	12	25
11.05s2	Handicapped Parking	100	75+5	180
11.05s3	Fire Lane Parking	13	12	25
11.06	Snow Parking	13	12	25
11.07	Recreational Vehicle Parking	50	75+5	130

City of Mountain Lake, Minnesota

Resolution #1-18

A Resolution Providing for a Minimum General Fund Balance for Working Capital and Assignment of General Funds for Projects

Whereas, the City of Mt. Lake needs adequate liquidity and working capital to operate because its main sources of revenue are not received until the fifth month of a six-month cycle; and

Whereas, the City of Mt. Lake does, on occasion, experiences unexpected and unbudgeted expenditures.

Therefore be it resolved that the City of Mt. Lake designates 50% of its current year general fund expenditure budget as a minimum fund balance for working capital to meet liquidity and working capital needs.

Be it further resolved that the City of Mt. Lake assign funds held in savings accounts and certificates of deposit to be used for specific projects.

This resolution was adopted and approved the City Council on this 2nd day of January 2018.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

The 2018 general fund expenditures budget is \$1,293,767.

Designated 50% is \$646,883

January 1, 2018 General Fund Balance - \$2,037,691

Assigned

\$50,781 - Police Equipment

\$270,880 - Street Dept. Equipment

\$86,388.44 - Cemetery Savings

\$110,439 - (Northland) Future Street Projects

\$306,961 - (Northland) Transfer if Required to Eliminate Downtown Ross Project Deficit.

\$330,698.00 - 2018 Bond Payments

\$234,563 - Unbudgeted Expenditures



CONNECTING & INNOVATING
SINCE 1913

2016 - 31,459
2017 - \$6,830

December 13, 2017

To: LMCIT Property/Casualty Members

From: LMCIT Board of Trustees

Jake Benson, Councilmember, Proctor
Clint Gridley, Administrator, Woodbury
Rhonda Pownell, Mayor, Northfield
Dave Unmacht, Executive Director, LMC

Dave Callister, Manager, Plymouth
D. Love, Councilmember, Centerville
Todd Prafke, Administrator, St. Peter

Re: **2017 Property/Casualty Dividend**

We are pleased to enclose a check for your share of the \$6 million dividend the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program is returning for 2017. The loss control efforts you and other members have undertaken helped make this dividend possible, and we look forward to continuing to assist you in this important work.

Also included in this mailing are:

- A memo providing background on the dividend and an explanation of how dividends are calculated.
- A summary of the earned premium and loss data used to calculate your dividend and your premium and dividend history.

Your insurance agent will receive a copy of this information and we encourage you to share it with your city council or other governing body.

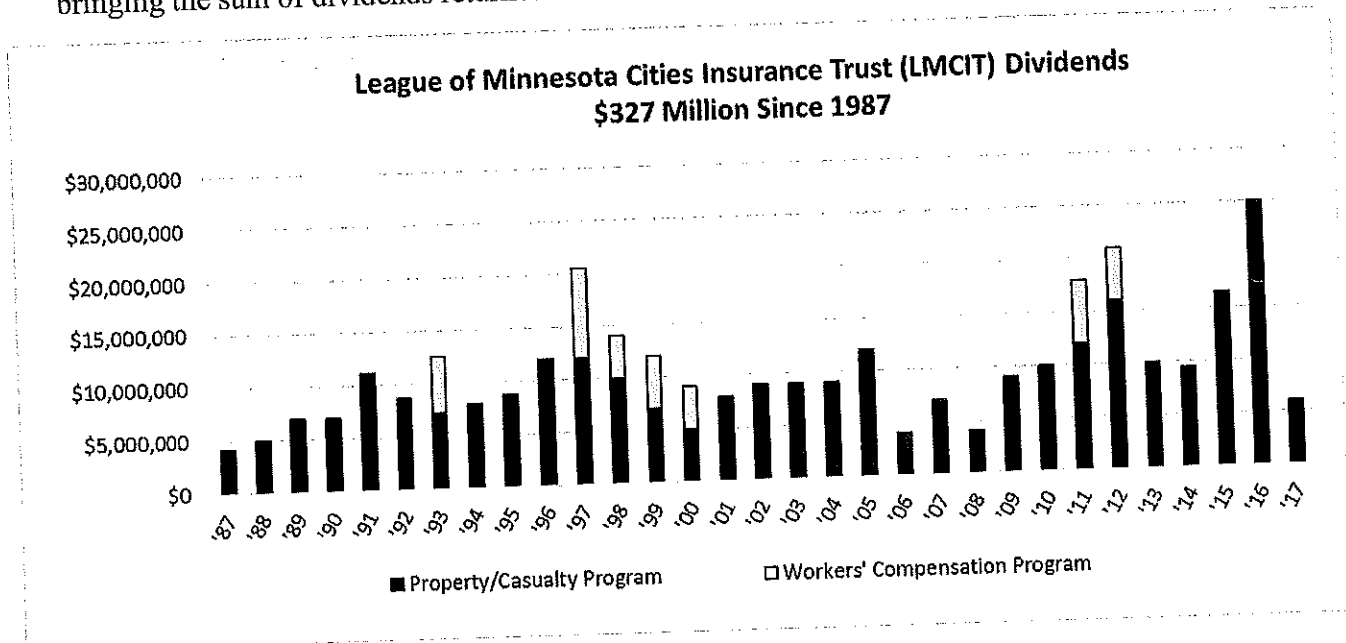
We want to thank you again for your continued participation in LMCIT. Please feel free to contact Laura Honeck, LMCIT Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions or need additional information.

Congratulations on another successful year!

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League of Minnesota Cities Insurance Trust (LMCIT) 2017 Property/Casualty Dividend

Members of the LMCIT property/casualty program will share in a \$6 million dividend this year, bringing the sum of dividends returned to members since 1987 to \$327 million.



Factors Driving the 2017 Dividend

Every year the LMCIT Board determines whether a dividend can be returned, and if so, how much. Several considerations are weighed, with the ultimate decision involving a comparison of the LMCIT year-end fund balance (also known as member equity or surplus) to a targeted amount of fund balance.

Typically, the major driver behind whether a dividend can be returned is how rates in recent years compare to LMCIT's loss experience. Premium rates are designed to pay for projected losses, expenses, and a safety margin in case losses turn out to be greater than expected. If losses turn out to be at or below LMCIT's projections, the safety margin isn't needed and can either be returned to members as a dividend or used to strengthen LMCIT's fund balance.

As the graph shows, LMCIT returned particularly high dividends in 2015 and 2016. In 2015, estimates of LMCIT's outstanding liability for claims incurred before May 31, 2014 decreased about \$8 million because of favorable claim development. In 2016, favorable loss development continued and, in addition, several favorable court decisions allowed LMCIT to release a significant portion of funds it had reserved for claims related to the Drivers' Privacy Protection Act (DPPA).

33A

In November 2016, rates were set for the coming year to produce a safety margin of \$7 million, which included interest on investments. When the LMCIT Board conducted its annual financial review of the property/casualty program for 2017, actuarial estimates, interest earning, and members' losses (claims related to property, police liability, employment liability and auto physical damage were less favorable) were evaluated, and it was determined that a \$6 million dividend could be returned to members while maintaining appropriate rate stability going forward.

Of course, LMCIT's hope is that loss development for prior years is better than expected as time goes on, just as it hopes losses for the coming year are better than expected, both of which would potentially allow LMCIT to return larger dividends to members in future years.

Dividend Calculation

The first step the LMCIT Board takes in determining the dividend amount is to look at LMCIT's actual fund balance compared to the fund balance targets the Board has established. This year the Trustees determined that \$6 million could be returned to members.

The next step is to calculate the dividend. The formula for calculating the dividend is designed to return proportionally greater amounts to members that have been with LMCIT for a longer period and that have been most successful in avoiding and controlling losses. Here are the steps to determine the dividend for each individual member:

- Step 1: Each member's adjusted losses are subtracted from its gross earned premiums.
- Step 2: After calculating Step 1, the remaining dollar amount for each member is added together. This is the total that is used to calculate each individual dividend amount.
- Step 3: The amount for each member calculated in Step 1 is then divided by the sum of all members calculated in Step 2. This results in each member's percentage, or share, of the \$6 million total that's available as a dividend this year.

The enclosed data sheet shows the exact figures, including your percentage of the dividend share, that were used to calculate your dividend. A few definitions may help as you look at this information:

- *Gross Earned Premium*: This figure is your total of all earned premiums through May 31 for the past 20 years.
- *Adjusted Loss*: This figure is your losses for the past 20 years, minus applicable deductibles, and after capping each individual large loss. Each individual loss is capped at the lesser of \$200,000 or 200 percent of the member's annual premium for the year of the loss. Without this cap, a small or mid-sized entity that experiences a catastrophic loss might not receive any dividend for many years.

Future Dividends

The goal of LMCIT is to manage *risk* – in other words, uncertainty. There's no guarantee a dividend will always be returned to members because it is impossible to know precisely what losses will occur or cost. Dividend amounts will vary from year to year just as they have in the past.

With that said, LMCIT will do its best to estimate and project what loss costs will be, and will continue to return to members any funds that aren't needed for losses, expenses, or reserves. While it can't guarantee future dividends, members should be proud of their success accomplished in controlling losses during 2017.

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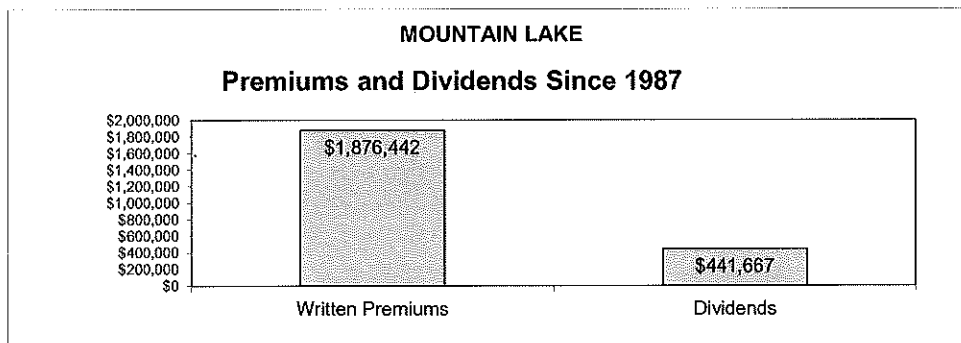
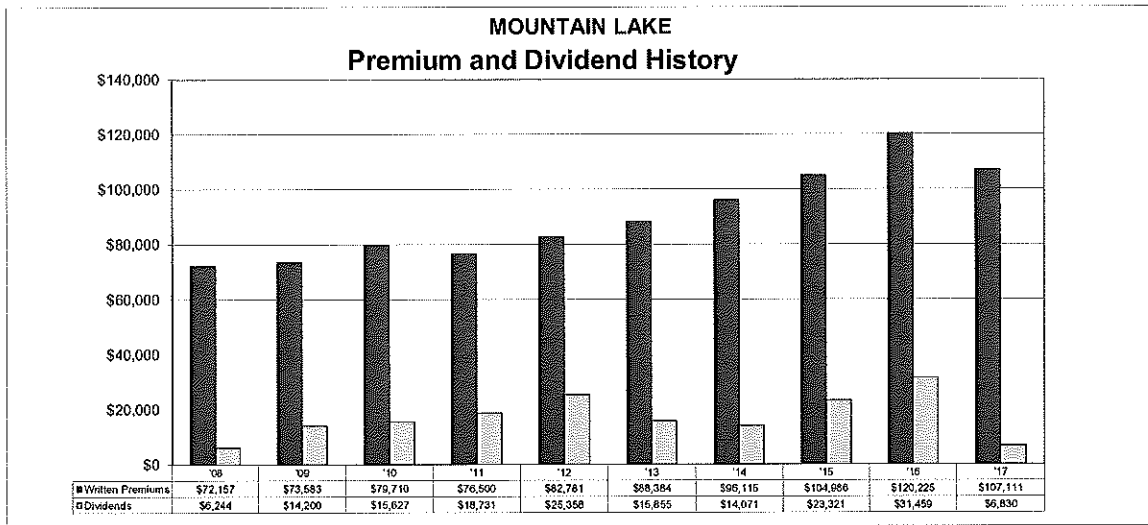
**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2017 DIVIDEND CALCULATION
AT MAY 31, 2017**

Hanson Agency

Po Box 555

Mountain Lake MN 56159-0555

Mountain Lake	GROSS EARNED PREMIUM	\$1,307,029
<i>Po Box C</i>	ADJUSTED LOSSES	\$569,488
	MEMBERS DIVIDEND PERCENTAGE	0.00113826311
<i>Mountain Lake, MN 56159-0320</i>	DIVIDEND AMOUNT	\$6,830



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2017 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2017 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2017 (for most members, only a portion of that 2017 written premium would be earned as of May 31, 2017).

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Seniority List for the City of Mt. Lake
1/1/18

<u>Date of Hire</u>	<u>Years of Service Last Anniversary</u>	<u>Name</u>	<u>Department</u>
06/27/84	33 years	Lynda Cowell	Utilities
06/01/91	26 years	Rick Oeltjenbruns	Street Dept. Head
08/26/91	26 years	Dawn Fast	Deputy Clerk/Administrator
09/01/91	26 years	Carol Lehman	Library Director
03/04/96	21 years	David Watkins	Water/Sewer
12/15/97	20 years	Doug Bristol	Police Chief
04/17/00	17 years	Ronald Melson	Electric Dept. Head
12/19/00	17 years	Daron Friesen	Street Dept.
10/13/03	14 years	Steve Peters	Street Dept.
12/01/05	12 years	Wendy Meyer	Clerk/Administrator
01/03/06	11 years	Robert Anderson	Community Development
04/09/12	5 years	Emily Mathiowetz	Police Officer
8/10/15	2 years	William Pohlmann	Police Officer
11/30/15	2 years	Jacob Vitzthum	Police Officer
9/5/17	0 years	Tristan Varpness	Lineman
Part-time			
1/94	23 years	Sandra Schroder	Assistant Library Director
5/08	9 years	Rosie Dick	Library Assistant
3/27/17	0 years	Candace James	Library Assistant
2/26/17	0 years	Ryan Hillesheim	Police Department

Contract

Dennis Hulzebos, Custodial
 Steven Carson, Building Official
 Ryan Mihalak, MMUA Safety Coordinator
 Maryellen Suhrhoff, Muske, Suhrhoff, and Pidde, City Attorney
 Bolton & Menk, City Engineer, Andrew Kehren
 John Ysker, Burn site attendant

Two Summer Employees

2011 – 2017 City of Mt. Lake Building, Shingling and Siding Permit Summary

2017 Building Permits	22 Permits, Value of \$482,561
2017 Shingling/Siding Permits	19 Permits
2017 Mechanical Permits	20 Permits
2017 Fence Permits	5 Permits
2017 Shed Permits	3 Permits
2016 Building Permits	28 Permits, Value of \$409,613
2016 Shingling/Siding Permits	30 Permits
2016 Mechanical Permits	4 Permits
2016 Fence Permits	11 Permits
2015 Building Permits	27 Permits, Value of \$227,170.75
2015 Shingling/Siding Permits	50 Permits
2014 Building Permits	29 Permits, Value of \$4,652,923.11
2014 Shingling/Siding Permits	50 Permits
2013 Building Permit	28 Permits, Value of \$1,192,830
2013 Shingling/Siding Permit	138 Permits
2012 Building Permits	47 Permits, Value of \$2,937,999
2012 Shingling/Siding Permits	38 Permits

2011 Building Permits

24 Permits, Value \$300,520

2011 Shingle/Siding Permits

60 Permits