

**Regular Council Meeting  
Mountain Lake City Hall  
Tuesday, January 3, 2017  
6:30 p.m.**

**AGENDA**

1. Meeting called to order by Mayor Mike Nelson
  - \* Further information on agenda item is attached
  
2. Approval of Agenda and Consent Agenda
  - a. Bills: Check #'s 9919479 - 9919528; 466E-468E\*(1-5)
  - b. Approval of Payroll Checks #'s 62924-62959
  - c. Approval of Dec. 20 Council Minutes\*(6-8)
  - d. Approval of Dec. 8 Utility Commission Minutes\*(9-10)
  
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
  
4. 2017 Organizational Items
  - a. Approve Designations and Appointments\*(11-14)
  - b. Review and adopt Investment Policy\*(15-18)
  - c. Ordinance #1-17, Establishing Rates, Fees, and Administrative Fines\*(19-26)
  - d. Approve Resolution #1-17 Minimum General Fund Balance and Assignment of General Funds\*(27)
  - e. FYI – Previously Adopted Meeting Schedule \*(28)
  - f. FYI – 2017 Budget – separate packet
  
5. Administrator
  - a. FYI – Nominee to Represent Cottonwood County Municipalities on SW Regional Development Commission\*(29-33)
  - b. FYI – Fire Relief Investment Report Card\*(34-36)
  - c. FYI – Tree Program Thank You\*(37)
  
6. Law Enforcement Labor Services (LELS) and American Federation of State, County and Municipal Employees (AFSCME) Contact Negotiation – Meeting May be Closed.
  
7. Adjourn

**\*Check Detail Register©**

January 3, 2017  
 ck #9919479-9919528  
 466E-468E

December 2016

Check Amt Invoice Comment

10100 United Prairie			
Paid Chk#	Date	Department	
<b>Paid Chk# 9919479 12/19/2016 CASEYS-CREDIT CARD DEPARTMENT</b>			
E 101-45200-212	Motor Fuels	\$18.65	PARKS GAS
E 101-00000-430	Miscellaneous	\$71.13	UT GAS
E 101-43100-212	Motor Fuels	\$34.13	ST DEPT GAS
E 205-46500-430	Miscellaneous	\$26.25	EDA MTG
<b>Total CASEYS-CREDIT CARD DEPARTMENT</b>		<b>\$150.16</b>	
<b>Paid Chk# 9919480 12/19/2016 EVEREX</b>			
E 211-45500-592	A.V. Materials	\$9.99	LIBRARY AV
<b>Total EVEREX</b>		<b>\$9.99</b>	
<b>Paid Chk# 9919481 12/19/2016 FRONTIER</b>			
E 211-45500-321	Telephone	\$65.59	LIBRARY PHONE-507-427-2506
<b>Total FRONTIER</b>		<b>\$65.59</b>	
<b>Paid Chk# 9919482 12/19/2016 P&amp;P COMPANY</b>			
G 235-10696	P&P Company(Peterson Drug)	\$9,250.00	NEW LOAN-SMALL CITIES
G 235-10696	P&P Company(Peterson Drug)	(\$9,250.00)	VOID CHECK
<b>Total P&amp;P COMPANY</b>		<b>\$0.00</b>	
<b>Paid Chk# 9919483 12/22/2016 AFLAC</b>			
G 101-21713	AFLAC	\$192.74	
<b>Total AFLAC</b>		<b>\$192.74</b>	
<b>Paid Chk# 9919484 12/22/2016 AFSCME COUNCIL 65</b>			
G 101-21707	Union Dues	\$154.86	
<b>Total AFSCME COUNCIL 65</b>		<b>\$154.86</b>	
<b>Paid Chk# 9919485 12/22/2016 BCBS/HSA</b>			
G 101-21714	HSA	\$793.85	
<b>Total BCBS/HSA</b>		<b>\$793.85</b>	
<b>Paid Chk# 9919486 12/22/2016 COMMISSIONER OF REVENUE</b>			
G 101-21702	State Withholding	\$817.43	
<b>Total COMMISSIONER OF REVENUE</b>		<b>\$817.43</b>	
<b>Paid Chk# 9919487 12/22/2016 GISLASON &amp; HUNTER</b>			
G 101-21712	Garnishments	\$362.72	
<b>Total GISLASON &amp; HUNTER</b>		<b>\$362.72</b>	
<b>Paid Chk# 9919488 12/22/2016 INTERNAL REVENUE SERVICE</b>			
G 101-21701	Federal Withholding	\$1,897.63	
G 101-21703	FICA Tax Withholding	\$2,389.30	
<b>Total INTERNAL REVENUE SERVICE</b>		<b>\$4,286.93</b>	
<b>Paid Chk# 9919489 12/22/2016 PERA</b>			
G 101-21704	PERA	\$4,309.40	
<b>Total PERA</b>		<b>\$4,309.40</b>	
<b>Paid Chk# 9919490 12/22/2016 SW/WC SERVICE COOPERATIVES</b>			
G 101-21708	Employee Paid Health Insurance	\$1,169.90	
<b>Total SW/WC SERVICE COOPERATIVES</b>		<b>\$1,169.90</b>	
<b>Paid Chk# 9919491 12/22/2016 VALIC</b>			
G 101-21705	VALIC	\$388.00	

1

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December 2016

			Check Amt	Invoice	Comment
<b>Total VALIC</b>			<b>\$388.00</b>		
Paid Chk#	9919492	12/20/2016	<b>MUNICIPAL UTILITIES</b>		
	R 101-00000-31000	General Property Taxes	\$1,587.51		22112-ASSESSMENT
		<b>Total MUNICIPAL UTILITIES</b>	<b>\$1,587.51</b>		
Paid Chk#	9919493	12/20/2016	<b>MUNICIPAL UTILITIES</b>		
	R 101-00000-31000	General Property Taxes	\$12,712.06		22123-ASSESSMENT
		<b>Total MUNICIPAL UTILITIES</b>	<b>\$12,712.06</b>		
Paid Chk#	9919494	12/20/2016	<b>MUNICIPAL UTILITIES</b>		
	R 101-00000-31000	General Property Taxes	\$107.12		22015-ASSESSMENT
		<b>Total MUNICIPAL UTILITIES</b>	<b>\$107.12</b>		
Paid Chk#	9919495	12/20/2016	<b>MUNICIPAL UTILITIES</b>		
	R 101-00000-31000	General Property Taxes	\$529.68		22117-ASSESSMENT
		<b>Total MUNICIPAL UTILITIES</b>	<b>\$529.68</b>		
Paid Chk#	9919496	12/20/2016	<b>AMBULANCE FUND</b>		
	E 231-42154-430	Miscellaneous	\$15.91	12/19/16	FOOD ON AMBULANCE RUN
		<b>Total AMBULANCE FUND</b>	<b>\$15.91</b>		
Paid Chk#	9919497	12/20/2016	<b>COMMUNITY ASSET DEVELOP GROUP</b>		
	E 342-47000-300	Professional Srvs	\$12,176.32		2ND HALF (DEC 16) TIF PAYMENT
		<b>Total COMMUNITY ASSET DEVELOP GROUP</b>	<b>\$12,176.32</b>		
Paid Chk#	9919498	12/20/2016	<b>JAND DEVELOPMENT</b>		
	E 470-49000-300	Professional Srvs	\$5,195.08		2ND HALF 2016 TIF
		<b>Total JAND DEVELOPMENT</b>	<b>\$5,195.08</b>		
Paid Chk#	9919499	12/20/2016	<b>MOUNTAIN POWER HYDRAULICS</b>		
	E 341-47000-300	Professional Srvs	\$24,446.95		DEC 2016 TIF
		<b>Total MOUNTAIN POWER HYDRAULICS</b>	<b>\$24,446.95</b>		
Paid Chk#	9919500	12/20/2016	<b>MUNICIPAL UTILITIES</b>		
	R 101-00000-31000	General Property Taxes	\$190.12		ASSESSMENT #22102
		<b>Total MUNICIPAL UTILITIES</b>	<b>\$190.12</b>		
Paid Chk#	9919501	12/20/2016	<b>PINEBROOK</b>		
	E 360-47000-300	Professional Srvs	\$3,349.37		2ND HALF 2016 TIF
		<b>Total PINEBROOK</b>	<b>\$3,349.37</b>		
Paid Chk#	9919502	12/20/2016	<b>POPD KERNS-KRIENKE FOODS</b>		
	E 303-47000-300	Professional Srvs	\$11,131.52		2ND HALF 2016 TIF
		<b>Total POPD KERNS-KRIENKE FOODS</b>	<b>\$11,131.52</b>		
Paid Chk#	9919503	12/23/2016	<b>INTERNAL REVENUE SERVICE</b>		
	G 101-21703	FICA Tax Withholding	\$1,081.84		
		<b>Total INTERNAL REVENUE SERVICE</b>	<b>\$1,081.84</b>		
Paid Chk#	9919504	12/23/2016	<b>REHNELT EXCAVATING LLC</b>		
	E 450-46300-354	Real Estate Taxes	\$3,218.97		FINAL PAY ON ROSS PROJECT
		<b>Total REHNELT EXCAVATING LLC</b>	<b>\$3,218.97</b>		
Paid Chk#	9919505	12/23/2016	<b>MUNICIPAL UTILITIES</b>		
	E 101-43160-381	Electric Utilities	\$3,618.85		NOVEMBER STREET LIGHTING
		<b>Total MUNICIPAL UTILITIES</b>	<b>\$3,618.85</b>		

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December 2016

			Check Amt	Invoice	Comment
Paid Chk# 9919506	12/23/2016	CAROL LEHMAN			
E 211-45500-331	Travel Expenses		\$353.59		2016 MILEAGE TO MONTHLY PLUM CREEK ADVISORY MEETINGS
	<b>Total CAROL LEHMAN</b>		<b>\$353.59</b>		
Paid Chk# 9919507	12/30/2016	ALPHA WIRELESS COMMUNICATIONS			
E 231-42154-404	Repairs/Maint Machinery/Equip		\$120.50	202030	AMB-REPAIR D WATKINS RADIO
E 221-42200-404	Repairs/Maint Machinery/Equip		\$120.50	202030	FIRE-REPAIR D WATKINS RADIO
	<b>otal ALPHA WIRELESS COMMUNICATIONS</b>		<b>\$241.00</b>		
Paid Chk# 9919508	12/30/2016	AMAZON			
E 211-45500-590	Capital Outlay Books		\$233.36		LIBRARY BOOKS
	<b>Total AMAZON</b>		<b>\$233.36</b>		
Paid Chk# 9919509	12/30/2016	BOLTON & MENK INC.			
E 460-46300-434	Project Expense		\$4,694.95	0197562	SERVICES AT PANKRATZ INDUSTRIAL PARK
	<b>Total BOLTON &amp; MENK INC.</b>		<b>\$4,694.95</b>		
Paid Chk# 9919510	12/30/2016	BOUND TREE MEDICAL			
E 231-42154-210	Operating Supplies		\$582.04	82347010	AMB-GLOVES, GUAZE
E 231-42154-210	Operating Supplies		\$17.22	82347011	AMB-FIRST AID KIT
	<b>Total BOUND TREE MEDICAL</b>		<b>\$599.26</b>		
Paid Chk# 9919511	12/30/2016	CARDMEMBER SERVICE			
E 101-00000-430	Miscellaneous		\$19.98	2863	MONTHLY BACKUP-CRASH PLAN
	<b>Total CARDMEMBER SERVICE</b>		<b>\$19.98</b>		
Paid Chk# 9919512	12/30/2016	DEMCO, INC			
E 211-45500-590	Capital Outlay Books		\$150.07		BOOKS
	<b>Total DEMCO, INC</b>		<b>\$150.07</b>		
Paid Chk# 9919513	12/30/2016	FRONTIER			
E 101-41400-321	Telephone		\$182.63		CITY HALL PHONE-427-2999
E 101-42100-321	Telephone		\$215.93		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$69.19		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$63.80		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$94.68		UT-PHONE
	<b>Total FRONTIER</b>		<b>\$663.73</b>		
Paid Chk# 9919514	12/30/2016	GOVERNMENT FORMS AND SUPPLIES			
E 101-41400-200	Office Supplies		\$198.39	0304283	8X14 MINUTE BOOK
	<b>otal GOVERNMENT FORMS AND SUPPLIES</b>		<b>\$198.39</b>		
Paid Chk# 9919515	12/30/2016	GREATAMERICA FINANCIAL SVCS			
E 101-00000-430	Miscellaneous		\$8.43	19876941	CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35	19876941	OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78	19876941	PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31	19876941	UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62	19876941	EDA-MONTHLY COLOR COPY MACHINE LEASE
	<b>Total GREATAMERICA FINANCIAL SVCS</b>		<b>\$140.49</b>		
Paid Chk# 9919516	12/30/2016	INDOFF INCORPORATED			
E 101-43100-430	Miscellaneous		\$38.32	2886427	AA & D BATTERIES-ST DEPT
	<b>Total INDOFF INCORPORATED</b>		<b>\$38.32</b>		
Paid Chk# 9919517	12/30/2016	KENNEDY & GRAVEN, CHARTERED			

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December 2016

			Check Amt	Invoice	Comment
E 101-45210-304	Legal Fees		\$105.00	134884	LEGAL FEES-YODER CONDEMNATION
<b>Total KENNEDY &amp; GRAVEN, CHARTERED</b>			<b>\$105.00</b>		
Paid Chk#	9919518	12/30/2016	<b>LARAWAY ROOFING INC.</b>		
E 235-46340-401	Repairs/Maint Buildings		\$624.00	1-02213	REPAIRS TO FULDA CREDIT UNION BLDG
<b>Total LARAWAY ROOFING INC.</b>			<b>\$624.00</b>		
Paid Chk#	9919519	12/30/2016	<b>MINNESOTA ENERGY RESOURCE CORP</b>		
E 101-41400-383	Gas Utilities		\$270.02		CITY HALL GAS-ACCT#4346780-2
E 221-42200-383	Gas Utilities		\$269.76		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#4296165-6
E 231-42154-383	Gas Utilities		\$132.86		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-43100-383	Gas Utilities		\$352.21		STREET GARAGE GAS-ACCT#4092120-7
E 211-45500-383	Gas Utilities		\$281.84		LIBRARY GAS-ACCT#4134278-3
E 101-45186-383	Gas Utilities		\$155.87		SR CTR GAS-ACCT#4010846-6
<b>al MINNESOTA ENERGY RESOURCE CORP</b>			<b>\$1,462.56</b>		
Paid Chk#	9919520	12/30/2016	<b>MUNICIPAL UTILITIES</b>		
E 101-45200-380	Elec,Water,Sewer		\$12.18		LAWCON PARK
E 101-41400-380	Elec,Water,Sewer		\$280.12		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$114.85		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$303.93		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$201.37		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$118.97		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$58.59		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$322.67		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$5.13		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$9.95		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45200-380	Elec,Water,Sewer		\$15.40		UT AT CITY PARK SHELTERHOUSE
<b>Total MUNICIPAL UTILITIES</b>			<b>\$1,443.16</b>		
Paid Chk#	9919521	12/30/2016	<b>MUSKE, MUSKE, SURHOFF</b>		
E 101-41400-304	Legal Fees		\$280.15		LEGAL FEES
<b>Total MUSKE, MUSKE, SURHOFF</b>			<b>\$280.15</b>		
Paid Chk#	9919522	12/30/2016	<b>NORTH STAR FLAGS</b>		
E 101-00000-430	Miscellaneous		\$43.00	727074	4x6 POLYESTER FLAG
<b>Total NORTH STAR FLAGS</b>			<b>\$43.00</b>		
Paid Chk#	9919523	12/30/2016	<b>PLUM CREEK LIBRARY SYSTEM</b>		
E 211-45500-308	Training & Instruction		\$351.69		DIGITAL AUDIO BOOKS
<b>Total PLUM CREEK LIBRARY SYSTEM</b>			<b>\$351.69</b>		
Paid Chk#	9919524	12/30/2016	<b>PRAXAIR</b>		
E 231-42154-210	Operating Supplies		\$122.98	75305597	OXYGEN FOR AMBULANCE
E 231-42154-210	Operating Supplies		\$110.62	75419908	OXYGEN FOR AMBULANCE
<b>Total PRAXAIR</b>			<b>\$233.60</b>		
Paid Chk#	9919525	12/30/2016	<b>RDJ SPECIALTIES</b>		
E 101-42100-430	Miscellaneous		\$427.76	482211	PD--PENCILS
<b>Total RDJ SPECIALTIES</b>			<b>\$427.76</b>		
Paid Chk#	9919526	12/30/2016	<b>RITEWAY BUSINESS FORMS</b>		
E 101-41400-200	Office Supplies		\$243.00	16-85377	W-2 & 1099'S
<b>Total RITEWAY BUSINESS FORMS</b>			<b>\$243.00</b>		
Paid Chk#	9919527	12/30/2016	<b>STEVE FINNESTAD</b>		

4

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December 2016

		Check Amt	Invoice	Comment
E 607-46330-401	Repairs/Maint Buildings	\$618.00	124341	FLOORING INSTALLATION HERITAGE ESTATES 400D
Total STEVE FINNESTAD		\$618.00		
<hr/>				
Paid Chk# 9919528	12/30/2016 VERIZON			
E 101-42100-321	Telephone	\$9.05		POLICE CELL PHONE
E 231-42154-321	Telephone	\$9.21		AMB CELL PHONE
E 101-42100-321	Telephone	\$35.03		PD TABLET #1
E 101-42100-321	Telephone	\$35.07		PD TABLET #2
E 231-42154-321	Telephone	\$35.01		AMB JET PACK
Total VERIZON		\$123.37		
10100 United Prairie		\$105,351.30		

**Fund Summary**

<b>10100 United Prairie</b>		
101 GENERAL FUND		\$36,328.72
205 ECONOMIC DEVELOPMENT AUTHORITY		\$69.37
211 LIBRARY FUND		\$1,768.80
221 FIRE DEPT FUND		\$509.23
231 AMBULANCE FUND		\$1,204.94
235 SW HOUSING GRANT		\$624.00
303 TIF #1-5 POPD KERNS		\$11,131.52
341 T.I.F.# 1-6 MT POWER		\$24,446.95
342 T.I.F. #1-4 GOOD SAM		\$12,176.32
360 T.I.F. #1-3 PINEBROOK		\$3,349.37
450 DOWNTOWN-ROSS PROJECT		\$3,218.97
460 PANKRATZ INDUSTRIAL PARK		\$4,694.95
470 T.I.F. #1 HOSPITAL PROJECT FND		\$5,195.08
607 EDA----4 PLEX FUND		\$623.13
608 EDA----8 PLEX FUND		\$9.95
		\$105,351.30

Paid Chk# 000466E	12/21/2016 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# 000467E	12/22/2016 SELECT ACCOUNT			
G 101-21710	Employee Flex Plan	\$124.00		EMPLOYEE FLEX PLAN
Total SELECT ACCOUNT		\$124.00		

Paid Chk# 000468E	12/22/2016 STATE OF MINNESOTA			
G 101-20802	Sales Tax Payable	\$77.00		4TH QUARTER CAMPGROUND TAX
Total STATE OF MINNESOTA		\$77.00		

5

**DRAFT**  
**Mountain Lake City Council Meeting**  
**Mountain Lake City Hall**  
**Tuesday, December 20, 2016**  
**6:30 PM**

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

Members Absent: None

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

Others Present: Emily Bentson, Bethany Boldt, Jaque Radtke, Khya Boldt, Jamie Boldt Smith, Jason Kruser, Jay Schied, Doug Regehr, Chad Pedersen, Daintri Pedersen, Cheryl Hiebert, Mt. Lake/Butterfield Observer/Advocate

**Call to Order**

The meeting called to order by Mayor Mike Nelson at 6:30AM. Motion by Kass, seconded by Kruser, to add 6B Alley west of the Public School Bus Garage and 10E Draft Annexation Resolution to the agenda. Motion carried unanimously. Motion by Savage, seconded by Ysker, to approve the consent agenda as presented and the agenda as amended. Motion carried unanimously.

Bills: Check #'s 9919435 - 9919478, 462E – 465E

Payroll #'s 62866 - 62923

December 6, 2016 Council Minutes

November 23 Utilities Commission Minutes

November 22 Police Commission Minutes

November 14 Lake Commission Minutes

November 4 Economic Development Authority Board Minutes

Approval of 2017 Cigarette Licenses

**Public**

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

**Dog Park Presentation**

Members of the volunteer committee spearheading the creation of a dog park were present to explain their plans to the council. The committee is requested the park be located in the southwest corner of Lawcon Park. If given the approval to move ahead with the project the committee will set a budget and raise the needed funds, no city funds will be used. The

committee intends to install the fence, benches and other amenities. They also intend to hold an annual fundraising event for on-going dog park needs. Emily Bentson and Jason Kruser reviewed a hand-out including a map with the council. Pros and cons of dog parks, size of areas for large and small dogs, park rules, fencing details, including or excluding the trees on the west side of the site, and lighting were discussed. David Bucklin, Cottonwood County Soil and Water will be contacted about the trees; Water/Wastewater Superintendent Kevin Krahn should be contacted if the committee decides to install water fountains. Jay Scheid discussed issues the Three Rivers Park District dealt with at its Bryant Lake dog park when he was a district employee. Motion by Kass, seconded Kruser, directing the committee to move forward with the project at the Lawcon Park site as outlined. Motion carried. Voting Aye: Kass, Kruser, Nelson, and Savage. Voting Nay: Ysker. The committee will provide updates to the council as the project and fund raising move forward.

### **Electric Sub-Station Project**

The bids for the electric equipment enclosure, AC and DC electrical, ground grid, fencing, steel structure, and foundations for the new substation and storage area were scheduled to opened at 2PM December 20 and awarded at this evening's council meeting. Based on the responses from contractors and the recommendation of the project's engineer, Mike Thielen, Utilities Plus Energy Services (UPES), the bid opening has been moved to 2PM Friday, January 13, 2017.

### **OTC Payment Request – Sub-Station Project**

The transformer for the project is finished and ready for shipment. Motion by Savage, seconded by Kass, authorizing payment of \$331,164 to OTC Services Inc., the transformer manufacturer. Motion carried unanimously.

### **Alleys**

Removing the one-way designation on the alley on the east side of Laker Apartments (Lot 8 County Auditor's Subdivision #2) and a request to add a one way designation to the alley on the west side of the public school's bus garage (Block 15, Original Town Site) were discussed. The city will arrange a meeting with the school to discuss these items.

### **Drug and Alcohol Policy**

Changes to the policy were reviewed. Motion by Kruser, seconded by Savage, to adopt the revised policy. Motion carried unanimously.

### **2017 Budget and Levy Adoption**

Reductions to the budget made to achieve a 0% the levy increase over 2016 were discussed. Restoring those cuts would require a levy increase of slightly less than 2%, no more than \$12,701.28. The pool discussion at the December 19 school board meeting was summarized by council members who attended that meeting. Motion by Savage, seconded by Kruser, to remove \$15,000 from line item 101-45171-210 School Swimming Pool, restore the cuts that were made



to achieve the 0% levy increase, set the 2017 levy at \$635,064.38, a 0% increase over 2016, and the budget at \$2,174,632.18 a 2.1% decrease over 2016. Motion carried unanimously.

**Law Enforcement Labor Services (LELS) and American Federation of State, County and Municipal Employees (AFSCME) Contract Negotiation**

Possible dates to meet with the two groups were discussed. Motion by Kass, seconded by Kruser, to close the meeting at 8:07PM and open the closed meeting pursuant to MN Statutes 179.01-179A.25 to prepare union contract offers and counter offers. Motion carried unanimously. Motion by Kass, seconded by Ysker, to close the closed meeting and open the open meeting at 8:11PM. Motion carried unanimously.

**Board of Appeal and Equalization Online Training**

Council members who have not taken the on-line training were encouraged to do so. At least one member of the council present when the council sits as the Board of Appeal and Equalization must be trained and certified. Currently two members are certified; their training expires in September of 2017.

**Active Living Plan Committee Meeting Notice**

The committee will meet January 23 to update the current plan. Two residents are interesting in joining the committee. Current members will be notified of the meeting.

**2016 Property Casualty Dividend**

The City will be receiving a \$31,459 property/casualty dividend from its insurer, League of MN Cities Insurance Trust (LMCIT).

**Annexation Resolution Draft**

The draft prepared by the city attorney was reviewed and discussed. Other aspects of the industrial park projects were also discussed.

**Evaluation of the Clerk/Administrator**

The meeting was closed at the request of the administrator. Meeting reopened at 9:01PM. No action taken.

**Adjourn**

The meeting was adjourned at 9:10PM.

ATTEST:

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Wendy Meyer, Clerk/Administrator



**Mt. Lake Utilities Commission  
Commission Meeting  
Wednesday, December 8, 2016  
7AM**

Members Present: Commissioners 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 Supt.; Patrick Oja, Lineman; Kevin Krahn, Water and Wastewater Supt.; Dave Watkins, Water and Wastewater Dept.

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 23 Minutes and Check Numbers 16714 – 16753**

Motion by M. Johnson, seconded by Lohrenz, to approve the minutes and bills. Motion carried unanimously.

**Electric Dept. Updates**

The Fairbanks engines were tested on December 6 and 7 and met National Emissions Standards for Hazardous Air Pollutants (NESHAP). Payment to the Farrabee Mechanical, the contractor, of \$223,718.10 has been approved by the council contingent on compliance and receipt of documentation. Fairbanks-Morse continues to work on the problem that prevented the Caterpillar engines from meeting NESHAP requirements.

**Sub-station Update**

Soil compaction testing needs to be done before the contractor can be paid. Masonry bids have been called for and will be opened Tuesday December 20.

**Donated Generator**

Years ago a single cylinder generator was donated to the Utility and is stored at the power plant. The donor met with Mark Langland and would like to see the generator cleaned up, painted and displayed. It was agreed that the Utility will continue to keep the gift at the power plant, and as time permits do the necessary preservation work and find a suitable a place for display.

**Water/Wastewater Dept. Updates**

There were no updates.

**Budgets**

Draft 2017 water, sewer, and electric budgets were reviewed.

**Adjourn**

The meeting was adjourned at 8:13 AM.

**Approved December 22, 2016.**

ATTEST:

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Wendy Meyer, Clerk/Administrator

# 2017 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, Muske & Suhrhoff, Ltd.
City Forester and Weed Inspector	*Rick Oeltjenbruns
Emergency Management Director	*Douglas Bristol
Fire Chief	*Tim Coners
Ambulance Corps Directors	*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

## BOARDS AND COMMISSIONS

### Library Board - 5 members, 3 year term

Dennis Chords	1/1/15 - 12/31/17
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
*Darla Kruser, City Council Liaison	

\*Reappointment

\*\* New Appointment

**Utilities Commission – 5 members, 3 year term**

Mark Langland 1/1/15 - 12/31/17  
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  
\*David Savage, City Council Liaison

**Planning and Zoning Commission – 7 members, 3 year term**

Tim Swoboda 1/1/15 - 12/31/17  
Nik Strom 1/1/15 - 12/31/17  
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  
\*Steve Carson, Building Inspector  
\*Dana Kass, Ex officio

**Housing and Redevelopment Authority – 5 members, 5 year term**

James Crawford 1/1/13 - 12/31/17  
Stan Schroeder 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

**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

\*Reappointment  
\*\* New Appointment

**Lake Commission – 7 members, 3 year term**

Jim Peterson 1/1/15 - 12/31/17  
\*\* Vincent Voelker 1/1/15 - 12/31/17  
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  
\*Lester Rupp, Advisory  
\*Tim Klassen, Advisory  
\*Christine Bennett, Advisory  
\*Mike Nelson, City Council Liaison

**Police Commission - 5 members, 3 year term**

Garret Wall 1/1/15– 12/31/17  
Charles Witt 1/1/15 - 12/31/17  
Norm Kunkel 1/1/16 - 12/31/18  
\* Susan Garloff 1/1/17 - 12/31/19  
\*\*Open Seat 1/1/17 - 12/31/19  
\*Andrew Ysker, City Council Liaison

**Tree Board, 5 members, 3 year term**

David Bucklin 1/1/15 - 12/31/17  
Jerry Logue 1/1/15 - 12/31/17  
Gary Hildebrandt 1/1/16 - 12/31/18  
\*\*Open Seat 1/1/17 - 12/31/19  
\*\*Open Seat 1/1/17 - 12/31/19  
\*Mike Nelson, City Council Liaison  
\*Rick Oeltjenbruns, Advisory  
\*Judy Harder, Advisory

**Ambulance Service**

\*David Watkins, Captain  
\*\*Emily Adrian, Assistant Captain  
\*Tim Janzen, Secretary/Treasurer  
\*Paula Barnes, \*Mark Warner, Training Officers  
\* Neal Wenner, Maintenance

\*Reappointment  
\*\* New Appointment

## **Fire Department**

- \*Tim Coners, Chief
- \*Patrick Oja, Asst. Chief
- \*David Watkins, President
- \*\*Tim Janzen, Treasurer
- \*Jason Kruser, Secretary
- \*Daron Friesen, Grass Rig Maintenance
- \*Tim Janzen, New Pumper Maintenance
- \*\*Jordan Brugman, Tanker Maintenance
- \*Patrick Oja, Rescue Vehicle Maintenance
- \*Andrew Ysker, Old Pumper Maintenance
- \*\*Andrew Ysker, Air Pack Maintenance
- \*\* 2015 Chevy Pick-up, Taylor Nesmoe
- \*Robert Gohr, \*Patrick Oja, Training Officers

- \*Reappointment
- \*\* New Appointment

# City of Mountain Lake Investment Policy

Reviewed and adopted by the Mt. Lake City Council on January 4, 2016.

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.

CITY OF MOUNTAIN LAKE

Ordinance 1-17

Establishing Rates, Fees and Administrative Fines

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

(Changes from 2016 have been bolded.)

WATER, SEWER AND ELECTRIC UTILITIES

Water Service:

(effective January 1, 2017)

**Residential**

<b>Base</b>	<b>\$29.81</b>
<b>1,000 to 6,999 gals.</b>	<b>\$6.90 per 1,000</b>
<b>7,000 to 12,999 gals.</b>	<b>\$7.73 per 1,000</b>
<b>13,000 to 25,999 gals.</b>	<b>\$8.83 per 1,000</b>
<b>26,000 gals. and up</b>	<b>\$9.94 per 1,000</b>

**Rural**

<b>Base</b>	<b>\$30.91</b>
<b>1,000 to 6,999 gals.</b>	<b>\$7.73 per 1,000</b>
<b>7,000 to 12,999 gals.</b>	<b>\$8.83 per 1,000</b>
<b>13,000 to 25,999 gals.</b>	<b>\$9.94 per 1,000</b>
<b>26,000 gals. and up</b>	<b>\$11.04 per 1,000</b>

**Industrial/Commercial**

<b>Base</b>	<b>\$29.81</b>
<b>1,000 to 50,999 gals.</b>	<b>\$7.45 per 1,000</b>
<b>51,000 gals. and up</b>	<b>\$7.73 per 1,000</b>

Sewer:

(effective January 1, 2017)

<b>Residential:</b>	<b>\$40.59 per month</b>
<b>Rural:</b>	<b>\$43.30 per month</b>
<b>Commercial:</b>	<b>\$43.30 minimum 1<sup>st</sup> 3,000 gallons of water used</b>
	<b>\$ 8.11 excess water usage per 1,000 gallons</b>

**Electric:**

(effective January 1, 2017)

**\*\* 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 \$9.00  
All Energy 10.3 cents per KWH

**Rural Residential:**

Customer Base Charge \$11.50  
All Energy 10.75 cents per KWH

**Commercial under 20kW**

Customer Base Charge \$16.00  
All Energy 10.6 cents per KWH

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

Customer Base Charge \$45.00  
Demand Charge \$8.75 per kW  
Energy Charge 6.65 cents per KWH

**City Facilities and Street Lighting:**

Customer Base Charge \$16.00  
Energy Charge 7.2 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 or postmarked after the due date 10% of the bill  
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

PUBLIC WORKS (all prices includes employee):

Sweeper rental: \$150 per hour  
Blade rental: \$250 per hour  
Roller rental: \$75 per hour  
Sidewalk Grinding: \$20 for first crack  
\$10 for each following  
Salt/Sand Spreading:  
    Small Lot \$150  
    Large Lot \$200  
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

21

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Social Host (City Code 5.18)	\$100.00		
Address Numbers	\$60.00		

**TRAVEL BY ELECTED OFFICIALS OR EMPLOYEES**

<b>IRS Mileage Reimbursement Rate</b>	<b>\$.535 per mile</b>
IRS Meal Reimbursement Rate	
Breakfast	\$11.00
Lunch	\$12.00
Dinner	\$23.00
Incidentals	\$5.00

**PLANNING AND ZONING**

Rezoning of property	\$100.00
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22

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)
<b>Temporary Family Health Care Dwelling</b>	<b>\$50.00</b>
<b>Sheds less than 120 sq. ft.</b>	<b>\$0</b>
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

Adopted by the City Council this 3rd day of January 2017.

ATTEST:

\_\_\_\_\_  
Mike Nelson, Mayor

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

23





# 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	<b>\$100,001.00 to \$500,000.00 -</b> \$639.50 for the first			
131,001-132,000	751.50				
132,001-133,000	755.00				
133,001-134,000	758.50				
134,001-135,000	762.00	<b>\$500,001.00 to \$1,000,000.00 -</b>			
135,001-136,000	765.50	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each			
136,001-137,000	769.00	additional \$1,000.00, or fraction thereof, to and			
137,001-138,000	772.50	including \$1,000,000.00			
138,001-139,000	776.00				
139,001-140,000	779.50	<b>\$1,000,000.00 and up-</b>			
		\$3,539.50 for the first \$1,000,000.00 plus \$2.00 for each			
		additional \$1,000.00, or fraction thereof			

25

## MOUNTAIN LAKE POLICE FINES

2016

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

26

**City of Mountain Lake, Minnesota**

**Resolution #1-17**

**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, experience 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 3rd day of January 2017.

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Mike Nelson, Mayor

ATTEST:

---

Wendy Meyer, Clerk/Administrator

*The 2017 general fund expenditures budget is \$1,266,511.27.*

*Designated 50% is \$633,255.64.*

*January 1, 2016 General Fund Balance - \$1,913,587.04*

*Assigned*

*\$61,729.44 - Police Equipment*

*\$240,387.44 - Street Dept. Equipment*

*\$86,388.44 - Cemetery Savings*

*\$174,858.04 - (Northland) Future Street Projects*

*\$239,112.26 - (Northland) Transfer if Required to Eliminate Downtown Ross Project Deficit.*

*\$308,981.73 - 2017 Bond Payments*

*\$168,874.05 - Unbudgeted Expenditures*

# Council Meeting Dates

## 2017

### January

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### July

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### August

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### December

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



## Southwest Regional Development Commission

Cottonwood \* Jackson \* Lincoln \* Lyon \* Murray \* Nobles \* Pipestone \* Redwood \* Rock

**ATTENTION CITY CLERKS / PLEASE PROVIDE THIS INFORMATION TO YOUR MAYOR FOR YOUR NEXT CITY COUNCIL MEETING. Note Deadline of January 11, 2017. Thank you.**

December 20, 2016

MEMO TO: Cottonwood County Mayors

MEMO FM: Jayme Trusty, SRDC Executive Director

MEMO RE: Nominee to Represent Cottonwood County  
Municipalities on SRDC

Please be advised that the Southwest Regional Development Commission is seeking nominations to fill the Cottonwood County Municipalities representative vacancy, effective 12-31-16, on our Commission (Brian Cooley, City of Windom was your former representative). The one requirement is the nominee(s) must be an elected municipal official from within Cottonwood County, Minnesota.

One of the goals of the SRDC and its staff is to be responsive to our members needs and concerns. To accomplish this goal we need representation from and participation by the cities in Cottonwood County. Some general background information on being an SRDC member is enclosed.

**Please discuss this with your City Council at your next City Council meeting** and then submit your nominee's name on the enclosed form **(return to SRDC Office by January 11, 2017)**. After we have received all of the nominees, we will send out ballots so that you can vote on your representative. The nominee with the highest number of votes becomes the new Cottonwood County Municipalities representative on the Commission.

Thank you and, if you have any questions, please contact Rhonda Wynia at the SRDC Office (507/836-1644).

JT/rw  
Enclosures

29

## *Mission Statement*

*“Providing professional expertise and leadership to enhance regional opportunities”*

## *Statutory Purpose*

*To “work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical and governmental concerns”*

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**  
2401 Broadway Avenue, Suite 1  
Slayton, MN 56172-1142

Phone: 507-836-8547

Fax: 507-836-8866

E-mail: [srdc@swrdc.org](mailto:srdc@swrdc.org)

Website: [www.swrdc.org](http://www.swrdc.org)

## *Mission Statement*

*“Providing professional expertise and leadership to enhance regional opportunities”*

## *Statutory Purpose*

*To “work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical and governmental concerns”*

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

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**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

The Southwest Regional Development Commission (SRDC) is a nine county development agency providing services to local units of government. Its membership is comprised of representatives of townships, cities, counties, school boards, and public interest groups. Geographically, we represent the counties of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, and Rock.

A Joint Meeting of the SRDC Board of Directors and the Full Commission (35 members) meets on the second Thursday of every other month at 3:30 p.m. During the winter months (January-March-November) the meetings are held at the SRDC Office in Slayton. During the months of May-July-September, the meetings are rotated throughout the nine county region. All Commissioners are paid a \$50.00 per diem, mileage (IRS mileage reimbursement rate), and meal cost (if applicable) for this attendance.

~~The Board of Directors (13 members) meets on the second Thursday of the months when there is not a Joint Meeting of the SRDC Board of Directors / Full Commission (February, April, June, August, October, and December). These Board of Directors meetings are held at 3:30 p.m. at the SRDC Office in Slayton. Per Diem (\$50) and mileage is provided for these meetings also.~~

Also, Commissioners are appointed to serve on one of our Standing Committees. Our Committees reflect the diverse nature of our Commission's Work Program. They include: Aging, Budget & Personnel, Community Economic Development Strategy (CEDS), Legislative, Revolving Loan Fund, and Transportation. These Committees generally meet on a quarterly basis and a mileage reimbursement and \$50.00 per diem is provided for this activity as well.

(continued)

Page 2

All of these areas to one degree or another effect elementary, secondary, and post secondary educational activities within the Region. The voice of an interested active district representative is considered a valuable asset to the Commission. In addition to the service duties of the Commission, the individual qualified and elected is expected to communicate issues of concern or interest to the area's districts.

If you have any questions in relation to this correspondence please contact the Southwest Regional Development Commission at 507/836-1644.



REBECCA OTTO  
STATE AUDITOR

## STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
[state.auditor@osa.state.mn.us](mailto:state.auditor@osa.state.mn.us) (E-mail)  
1-800-627-3529 (Relay Service)

### Volunteer Fire Relief Association Investment Report Card

The Office of the State Auditor is providing the attached “Investment Report Card” as an educational tool for your relief association. The report card provides one-year and multi-year rates of return calculated for your relief association, as well as a custom benchmark rate of return. The custom benchmark rate of return can be used to measure your relief association’s actual investment performance for 2015 against market returns. This cover document provides information to help your relief association understand its individualized report card. It does not contain investment or legal advice and should not be relied upon in lieu of investment or legal advice.

#### Rates of Return

The one-year rate of return is the return calculated based on your relief association’s Special Fund investments for calendar year 2015. The three-year, five-year, ten-year, and fifteen-year rates of return are also provided, which show the average annual returns for the respective periods.

**Custom Benchmark:** The custom benchmark rate of return shows what your relief association could have earned had it invested its assets passively for the entire year. A passive investment strategy is more commonly called indexing. Indexing is an investment management approach that seeks to replicate the rates of return of a particular benchmark or index. The management style is considered passive because portfolio managers do not make decisions about which securities to buy and sell. Instead, managers simply copy the index by purchasing the same securities included in a particular stock or bond market index. Index funds are widely available for stocks and bonds (e.g., Russell 3000, Barclays Capital Aggregate). For cash, a relief association could invest in a money market fund or shop for the highest returning certificate of deposit.

The benchmark return is calculated for your relief association by multiplying your association’s asset class proportions by the rate of return earned on a common benchmark index for each asset class. If your relief association changed investment strategies during the year, the calculated benchmark return does not reflect the changes.

#### **Benchmark Calculation Example:**

January 1, 2015 Asset Allocation	Benchmark	Return	(a) x (b)
(a)		(b)	(c)
Domestic Stock	Russell 3000	0.48%	0.20%
International Stock	MSCI ACWI ex. U.S.	-5.66%	-0.57%
Bonds	Barclays Capital Aggregate	0.55%	0.14%
Cash	90-Day U.S. T-Bill	0.05%	0.01%
Other	Russell 3000	0.48%	0.02%
<b>Benchmark Return</b>		Sum (c) =	<b>-0.20%</b>

34

## Asset Allocation

The beginning of year and end of year asset allocations show the percentage of your relief association's portfolio that was invested in various asset classes. By diversifying an asset base, the goal is to create a favorable risk/reward ratio for the portfolio. When returns for one asset class decline, the expectation is that returns for another asset class will increase, offsetting the loss. The "other" asset class includes all investments besides cash, stocks, and bonds, including small allocations to this class within mutual funds.

## Benchmark Information

Rates of return are provided for each index used to calculate your relief association's custom benchmark rate of return. Rates of return for the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan and State Board of Investment accounts are also provided for reference purposes.

**2015 Index Returns:** The benchmark indices used to calculate your relief association's custom benchmark rate of return are provided in the Benchmark Information section of the attached report card, along with the rate of return for each respective index.

- **Russell 3000 Index** – A performance measure of the overall U.S. stock market. This index includes the 3000 largest publicly traded U.S. companies.
- **MSCI ACWI ex. U.S. Index** – A performance measure of international stocks, including developed markets and emerging markets. This index does not include the U.S. stock market's performance.
- **Barclays Capital Aggregate U.S. Index** – A performance measure of the U.S. investment grade bond market, including corporate and government bonds.
- **90-Day U.S. T-Bill** – A performance measure of short term cash investments.

**2015 State Board of Investment Returns:** Relief associations are authorized to invest assets in the State Board of Investment (SBI) Supplemental Investment Fund. There are six investment accounts, or investment options, within the Supplemental Investment Fund that are available for relief association investment. It is not the intent of the SBI to advise relief associations regarding their choice among accounts. Relief associations may wish to consult an investment advisor for guidance. The SBI Returns section of the attached report card provides the rates of return for the six SBI accounts. The SBI rates of return serve as a good benchmark for your relief association, showing returns that were available during 2015. The six accounts are listed below.

- **Bond Fund** – Bonds
- **U.S. Stock Index Fund** – Domestic Stock (Passively Managed)
- **U.S. Stock Actively Managed Fund** – Domestic Stock (Actively Managed)
- **Balanced Fund** – Balanced
- **Broad International Fund** – International Stock
- **Money Market Account** – Cash



REBECCA OTTO  
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state.auditor@osa.state.mn.us (E-mail)  
1-800-627-3529 (Relay Service)

**Investment Report Card**

Mountain Lake Fire Relief Association  
For the Year Ended December 31, 2015

Rates of Return

One-Year	-1.50%
Three-Year	-0.25%
Five-Year	0.57%
Ten-Year	1.79%
Fifteen-Year	2.22%
Custom Benchmark (One-Year)	0.05%

Asset Allocations

	Domestic Stock	International Stock	Bonds	Cash	Other
As of 01/01/15	0.00%	0.00%	0.00%	100.00%	0.00%
As of 12/31/15	11.03%	3.50%	3.43%	81.01%	1.03%

Benchmark Information

2015 Index Returns	Voluntary Statewide Plan
Russell 3000 (Domestic Stock)	2015 State Board of Investment Returns
MSCI ACWI ex. U.S. (International Stock)	SBI Bond Fund
Barclays Capital Aggregate (Bonds)	SBI U.S. Stock Index Fund
90-Day U.S. Treasury Bill (Cash)	SBI U.S. Stock Actively Managed Fund
Russell 3000 (Other)	SBI Balanced Fund
	SBI Broad International Fund
	SBI Money Market Account
	0.09%
	0.68%
	0.52%
	0.13%
	0.59%
	-2.88%
	0.18%

This Investment Report Card is provided for informational purposes and should not be construed as containing investment or legal advice, and its contents are subject to revision.

36

Thank you for  
the Tree Removal  
program and  
your work to  
keep our city  
looking so nice.

Louidy R. Hibert

