

Regular City Council Meeting
Mountain Lake City Hall
Monday, January 3, 2022
6:30 p.m.
AGENDA

1. Meeting Called to Order *Additional information on agenda item is attached or at City Hall
2. Approval of Agenda and Consent Agenda
 - a. Bills: Checks #25640-25671, 766E-769E (1-4)
 - b. Payroll: Checks #66428-66463 (5)
 - c. Approve November 23 Police Commission Minutes (6)
 - d. Approve December 9 Utilities Commission Minutes (7-8)
 - e. Approve December 21 City Council Minutes (9-10)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
4. Street Department Report – *Daron Friesen, Street Superintendent (11)*
5. 2022 Organizational Items
 - a. Discussion/Action – Approve 2022 Designations and Appointments* (12-16)
 - b. Discussion/Action – Approve Resolution #1-22 Minimum General Fund Balance and Assignment of General Funds* (17)
 - c. Discussion/Action – Adopt Investment Policy (18-21)
 - d. Discussion/Action – Ordinance #1-22 – Establishing Rates, Fees, and Administrative Fines* (22-27)
 - e. Discussion/Action – Approve Data Request Policies (28-43)
 - f. Review – 2021 Building Permit Summary (44-45)
 - g. Review – Seniority List as of 1/1/22 (46)
6. Utilities
 - a. Discussion/Action – Approve 2022 Utilities Budget (47-57)
7. City Attorney
8. City Administrator
 - a. Discussion/Action – Pay Equity Report (58-60)
 - b. Discussion/Action – Resolution #2-22 EDA Housing Grant (61-66)
 - c. Discussion/Action – Employee Updates
 - d. Discussion – Upcoming Events
9. Adjourn

doug bristol

From: Chuck Witt <chuck@charleswitt.com>
Sent: Friday, December 3, 2021 6:31 PM
To: dbristol@mountainlakemn.com
Subject: November Police Commission Minutes

Police Commission Minutes
 Meeting: November 23, 2021

1. Meeting Called to Order at 7:08 PM
2. Members Present:
 - a. Chuck Witt, Secretary
 - b. Chad Eken, Chair
 - c. Randy Junker
 - d. Dana Kass
 - e. Doug Bristol, Police Chief
 - f. Michael Mueller, City Administrator
3. Minutes:
 - a. October minutes read and approved
 - i. Motion: Dana
 - ii. Second: Chuck
4. Bills/Income/Expenses
 - a. Bills reviewed and approved
 - i. Motion: Chuck
 - ii. Second: Randy
5. Chief's Report
 - a. Call volume down – no TZDs
 - i. Motion: Chuck
 - ii. Second: Randy
6. Old Business
 - a. Chief still going through city ordinances for chargeable offenses
 - b. Two residential property clean-ups happening:
 - ✓ i. Netsch
 - ✓ ii. Garza
7. New Business
 - a. Snow tires ordered for squad cars
8. Items from Floor
 - a. None
9. Adjourn
 - a. Adjourned at 7:33 PM
 - i. Motion: Randy
 - ii. Second: Chuck

Chuck Witt

Owner | Charles Witt Communications, LLC | 507-382-0186
 414 11th Street N | Mountain Lake, MN 56159
www.charleswitt.com

Instructor | Mountain Lake Firearms Academy | 507-327-2807
<http://www.mountainlakefirearms.com>

Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Thursday December 9, 2021
7 AM

Members Present: Sue Garloff, David Savage, Todd Johnson, Mark Langland, Brian Janzen
 Members Absent: City Council Liaison Dean Janzen

Staff Present: Michael Mueller; Clerk/Administrator; Jill Falk; Utilities Office Manager,
 Dave Watkins; Electric Superintendent; Lane Anderson; Lineman; Steve
 Peters; Lineman; Taylor Nesmoe; Water/Wastewater Superintendent;
 Scott Pankratz; Water/Wastewater Worker

Others Present: Jon Graupman

Call to Order

The meeting was called to order at 7 AM. Nothing added to the agenda.

Approval of Minutes and Bills

Motion by Johnson seconded by Garloff, to approve the November 23rd Minutes, and Check Numbers 21323-21384. Motion carried.

Electric Department

An updated contract has been received from STAR Energy. Almost all the concerns that MaryEllen originally had with the previous contract have been revised, and she has approved the new verbiage. The only concern now is with the Limited Liability. Basically, the only cost that they will be liable for would be based on the amount we spend. Watkins does not foresee this being an issue. Janzen made a motion to accept the contract and it was seconded by Garloff. Motion approved

Water/Wastewater Department

Both Nesmoe and Pankratz were out all last week with Covid, so Watkins was handling any water or sewer emergencies. Jon Graupman was present to discuss the ponds. As of November 2nd, the ponds were fully operational. With such a dry summer, the pond levels were not as high as expected so there will be some minor modifications made in the Spring. The total pond project came in below budget. It was also discussed that the new SIU payment plan has been approved for MSC. The new charges will be implemented in December for the November usage. There is still a discussion regarding Bergen Meats. Windom is planning on taking a portion of the waste, but it is unclear if Jackson will as well. Even though the samples have higher content, the volume of discharge will be low.

City Administrator

- A) Mueller stated that the Electric Revenue bonds 2012C and 2015 are callable bonds and suggested to pay off the debt of \$266,000. This would save over \$10,000 in interest. He has discussed with Tammy at Northland and will bring a resolution to the table.
- B) 2022 Budget
- a. Water – The Water Tower had a budget of \$1000 for 2021 and has since been increased to \$20,000 for 2022. There are currently not any repairs needed, however, if anything does happen to go wrong, it is probable that the cost would be well over \$1,000. Garloff questioned if there is an account set up or if this would be placed in reserves.
 - b. Sewer – Even with the additional revenue from MSC, the Sewer budget is still showing a Loss for \$272,000
 - c. Electric – Mueller recommended a 2% increase in Electric rates in addition to the water and sewer increase. This would be less than \$0.01 increase per kwh and estimated around \$2 for the average utility bill. The rates have not been increased in four years and with a negative Power Cost Adjustment almost every month, we are barely covering the cost of the purchased electric. Currently rates are being decreased with a negative power cost adjustment, so customers are paying less than the posted rates. A motion was made by Savage to keep rates the same every month and only increase for a positive PCA, motion was seconded by Garloff, motion approved. Another motion was made by Savage to increase Electric, Water and Sewer rates 2% for 2022, motion was seconded by Garloff, motion approved.

Adjourn

The meeting was adjourned at 7:47 a.m.

ATTEST:

Jill Falk, Utilities Office Manager

**City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Tuesday, December 21, 2021
6:30 p.m.**

Members Present: Dean Janzen, Darla Kruser, Andrew Ysker, Mike Nelson, Dana Kass

City Staff Present: Michael Mueller City Administrator; Maryellen Suhrhoff City Attorney

Others Present: Doug Regehr

Call to Order

The meeting was called to order by Mayor Nelson at 6:30 p.m.

Approval of Agenda & Consent Agenda

Motion by Janzen, seconded by Kass, to add Fire Relief Association and 6.d SWMHP to the consent agenda. Motion carried 5– 0. Motion by Janzen, seconded by Ysker to approve the agenda and consent agenda as amended. Motion carried 5– 0.

Bills: Checks #25598 – 25639, 757E – 765E

Payroll: Checks #66393 – 66427

Approve Library Board November 9, Minutes, November Report, and November Expenditures

Approve October 18 & November 15 EDA Minutes

Approve November 8 Lake Commission Minutes

Approve December 7 City Council Minutes

Approve Resolution #30-21 Certification of Unpaid Public Nuisance Abatement Charges

Public

No comments

Fire Relief Association

Motion by Kass, seconded by Janzen, to increase the Fire Relief's Association benefit level from \$1,200 to \$1,400, a \$200 increase. Motion carried 5– 0.

2022 Items

Discussion/Action – Approve 2022 Wages, Salaries, & Step Changes

Discussion/Action – Approve Resolution #31-21 2022 Electric, Water, & Wastewater Rates

Motion by Kruser, second by Ysker to approve 2022 wages, salaries, and step changes accordingly for each employee. Motion carried 5 – 0. Motion by Janzen, second by Kruser to approve Resolution #31-21 2022 Electric, Water, & Wastewater Rates. Motion carried 5 – 0.

City Attorney

An update was given to the council regarding civil processes on various properties, public nuisances, current processes, court procedures, agreements, and plans. There was a second reading regarding a proposed ordinance regarding unsafe buildings.

City Administrator

Discussion/Action – Approve Resolution Calling for the Redemption of the Outstanding Electric Revenue Refunding Bonds, Series 2015B & 2012C
 Review – LMCIT Dividend
 Review – Board/Commission Appointments for 2022
 Discussion– SWMHP

Motion by Janzen, second by Kruser, to approve Resolution Calling for the Redemption of the Outstanding Electric Revenue Refunding Bonds, Series 2015B & 2012C. Motion carried 5-0. LMCIT dividend was reviewed. The Board/Commission Appointments for 2022 was reviewed. A discussion was held regarding Southwest Minnesota Housing Partnership (SWMHP), they are working with the EDA to write a grant to help build new duplexes in Mountain Lake.

Adjourn

The meeting was adjourned at 7:09 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

DECEMBER STREET Dept Report

- New Strobe light 524 KII / Wash / Grease
- Clean Plunge Pool
- Measure Roads For Sealcoat ChipSeal (2022)
- Dile 3 Graves
- Clean heavens hiburgy, City hall,
- Trim Trees Sealcoat Route, 9th St N
- Wash Trucks, Pickups, EQ
- Clean Shop
- City Hall Work, Remove, Hang holders, Boards
- Plow Snow, Clean Side Walks, City P.Lots 12-11/12-27
- Haul Snow
- Paint Sid Bulet / New Cutting Edge Reflective Tape
- ORDER TIRES BackHOE 12-22-21 (CO-OP)

2022 Designations and Appointments as

ELECTED OFFICIALS

Mayor Mike Nelson	Term ends 12/31/22
Council Member Andrew Ysker	Term ends 12/31/22
Council Member Dana Kass	Term ends 12/31/22
Council Member Darla Kruser	Term ends 12/31/24
Council Member Dean Janzen	Term ends 12/31/24

ANNUAL DESIGNATIONS AND APPOINTMENTS

Street Department	*Mike Nelson
Acting Mayor	**Andy Ysker
Official Legal Publication	*Observer/Advocate
City Attorney	*Muske, Suhrhoff, & Pidde Ltd.
City Forester and Weed Inspector	*Daron Friesen
Emergency Management Director	*Douglas Bristol
Fire Chief	*Tim Coners
Ambulance Corps Director	**Emily Adrian
Water License Holder	*David Watkins
Wastewater License Holder	*Taylor Nesmoe
HIPAA Privacy Officer	*Michael Mueller
Data Practices Compliance Officer	*Michael Mueller
City Assessor	*Cottonwood County
Salary Negotiations	*Council
Official City Depository	*United Prairie Bank
	*Northland Securities

SOCIAL MEDIA ADMINISTRATORS

Police Department Facebook & Nixle	*Douglas Bristol
	*Will Pohlmann
	*Andrew Kinnetz
	**Adam Watkins
City Facebook	*Rob Anderson
	*Tabitha Garloff
	*Michael Mueller

*Reappointment | ** New Appointment

BOARDS AND COMMISSIONS

Library Board - 5 members, 3 year term

*Rachel Simon	1/1/22 - 12/31/24
Rick Herrig	1/1/22 - 12/31/24
Sarah Morey	1/1/20– 12/31/22
Vicki Krueger	1/1/20 - 12/31/22
*Dennis Chords	1/1/21 - 12/31/23
*Dana Kass, City Council Liaison	

Utilities Commission – 5 members, 3 year term

**David Savage	1/1/21– 12/31/23
*Mark Langland	1/1/21 - 12/31/23
Susan Garloff	1/1/22 - 12/31/24
Todd Johnson	1/1/22 - 12/31/24
*Brian Janzen	1/1/22 - 12/31/24
*Dean Janzen, City Council Liaison	

Planning and Zoning Commission – 7 members, 3 year term

**Amy Graw	1/1/21– 12/31/23
Bryan Bargen	1/1/20– 12/31/22
**Jason Flanagan	1/1/21 - 12/31/23
*Nik Strom	1/1/21 - 12/31/23
*Travis Smith	1/1/22 - 12/31/24
Douglas Regehr	1/1/22 - 12/31/24
**VACANT	1/1/22 - 12/31/24
*Steve Carson, Building Inspector	
*Andrew Ysker, Ex officio	

Housing and Redevelopment Authority – 5 members, 5 year term

Paul Janzen	1/1/20– 12/31/24
*Yvonne Hildebrandt	1/1/21 – 12/31/25
Clara Johnson	1/1/22 – 12/31/26
James Crawford	1/1/18 - 12/31/22
James McDonald	1/1/19 - 12/31/23

*Reappointment

** New Appointment

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

*Darla Kruser, Council	1/1/21 - 12/31/22
*Mike Nelson, Council	1/1/21 - 12/31/22
**Tim Swoboda	1/1/19 - 12/31/24
Steve Syverson	1/1/20– 12/31/22
*Vern Peterson	1/1/21 - 12/31/25
*Jerry Haberman	1/1/21 - 12/31/25
Chuck Stevenson	1/1/17 - 12/31/22
*Clara Johnson, Advisory	
*Chad Eken, Advisory	

Lake Commission – 7 members, 3 year term

Jean Haberman	1/1/20– 12/31/22
Randy Loewen	1/1/20– 12/31/22
**Joey Morey	1/1/21 - 12/31/23
**Tim Rahn	1/1/21 - 12/31/23
**VACANT	1/1/22 - 12/31/24
Janell Bargaen	1/1/22 - 12/31/24
David Bucklin	1/1/22 - 12/31/24
*Tim Klassen, Advisory	
*Christine Bennett, Advisory	
*Mike Nelson, City Council Liaison	

Police Commission - 5 members, 3 year term

Chad Eken	1/1/20– 12/31/22
Jamie Boldt-Smith	1/1/20– 12/31/22
*Jason Flanagan	1/1/21 - 12/31/23
*Charles Witt	1/1/21 - 12/31/23
Randy Junker	1/1/22 - 12/31/24
*Dana Kass, City Council Liaison	

*Reappointment

** New Appointment

Tree Commission, 5 members, 3 year term

**Joey Morey 1/1/20– 12/31/22
 **Tim Rahn 1/1/20– 12/31/22
 *David Bucklin 1/1/21 - 12/31/23
 *Jerry Logue 1/1/21 - 12/31/23
 **VACANT 1/1/22 - 12/31/24
 *Mike Nelson, City Council Liaison
 *Daron Friesen, Advisory

Ambulance Service

**Emily Adrian, Captain
 **Al O'Bannon, Assistant Captain
 **Natalie Karschnik, Secretary
 **Darla Kruser, Training Officer
 **Ashley Jensen, Training Officer
 **Andrew Ysker, Maintenance

Fire Department

*Tim Coners	Chief
*Andrew Ysker	Asst. Chief
*Jordan Brugman	President
*Scott Pankratz	Treasurer
*Jason Kruser	Secretary
*Trey Hopwood	Air Pack Maintenance
*Tim Janzen	Air Pack Maintenance
*Andrew Ysker	Air Pack Maintenance
*Robert Gohr	Training Officer
*Mark Pankratz	Training Officer
*Garret Wall	Training Officer
*Andrew Windschitl	Training Officer
*Taylor Nesmoe	“Grass Rigs” Maintenance
*Andrew Ysker	Pumper Unit 18 Maintenance

*Reappointment

**** New Appointment**

*Brian Janzen	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance
*Bob Gohr	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance
*Andrew Klassen	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance
*John Carrison	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance

*Jordan Brugman	Tanker Maintenance
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Relief Association (separate)

President – Taylor Nesmoe
 Vice President – Mark Pankratz
 Secretary – John Carrison
 Treasurer – Dean Willaby

Gambling (separate)

Steve Peters
 Daron Friesen
 Trey Hopwood

*Reappointment

** New Appointment

City of Mountain Lake, Minnesota

Resolution #1-22

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

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

Therefore be it resolved that the City of Mountain 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 Mountain 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 2022.

Mike Nelson, Mayor

ATTEST:

Michael Mueller, City Administrator/Clerk

January 1, 2022 General Fund (cash, general fund savings, investments) Balance - \$1,714,060.18

The 2022 general fund expenditures budget is \$1,675,348.17

Unassigned 50% is \$837,674.09

General Fund Cash, Assignments, Savings

\$989,627.62 - Cash

\$280,615.04 – General Fund Savings

\$89,162.04 – Police Fund Savings

\$123,235.05 – Street Department Savings

\$12,891.99 – Cemetery Savings

\$443,817.52 – Investments at Northland Securities

Total General Fund: \$1,939,349.26

City of Mountain Lake Investment Policy

Reviewed and adopted by the Mountain Lake City Council on January 3, 2022.

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 1-22
Establishing Rates, Fees and Administrative Fines

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

WATER, SEWER AND ELECTRIC UTILITIES

Water Service: (effective January 1, 2022)

Residential

Base	\$32.92
1,000 to 6,999 gals.	\$7.62 per 1,000
7,000 to 12,999 gals.	\$8.53 per 1,000
13,000 to 25,999 gals.	\$9.75 per 1,000
26,000 gals. and up	\$10.98 per 1,000

Rural

Base	\$34.13
1,000 to 6,999 gals.	\$8.53 per 1,000
7,000 to 12,999 gals.	\$9.75 per 1,000
13,000 to 25,999 gals.	\$10.98 per 1,000
26,000 gals. and up	\$12.19 per 1,000

Industrial/Commercial

Base	\$32.92
1,000 to 50,999 gals.	\$8.23 per 1,000
51,000 gals. and up	\$8.43 per 1,000

Sewer: (effective January 1, 2022)

Residential:	\$44.81 per month
Rural:	\$47.80 per month
Commercial:	\$47.80 minimum first 3,000 gallons of water used
	\$8.96 excess water usage per 1,000 gallons

Electric: (effective January 1, 2022)

** 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	\$14.28
All Energy	11.53 cents per KWH

Rural Residential:

Customer Base Charge	\$17.34
All Energy	11.53 cents per KWH

Commercial under 20kW

Customer Base Charge	\$24.48
All Energy	11.12 cents per KWH

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

Customer Base Charge	\$56.10
Demand Charge	\$14.28 per kW
Energy Charge	5.92 cents per KWH

City Facilities and Street Lighting:

Customer Base Charge	\$24.48
Energy Charge	8.77 cents per KWH

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

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

Small Cell

Rent to Collocate on the City Structure	\$270 per year
Maintenance Associated with the Collocation	\$25 per year

Monthly fee for electrical service as follows:

- i. \$73 per radio node less than or equal to 100 maximum watts;
- ii. \$182 per radio node over 100 maximum watts; or
- iii. The actual cost of electricity if the actual cost exceeds the foregoing.

FIRE DEPARTMENT

Fire Call	\$1,000
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AMBULANCE DEPARTMENT

Ambulance Call	\$650 Base Rate \$15.00 per loaded mile \$750 Non-Contract Area \$150 – Lift Assist
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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	\$200
Large Lot	\$300
Snow Removal Hauling:	\$300 per hour
Mowing	\$100 per lawn under 1 hour, \$100 per additional 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
Patching Streets	\$10.50 per square foot

CEMETERY

Grave Lot	\$500 each
Grave Open/Close Rates	\$600 weekdays (traditional and cremation) \$800 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)	\$150.00 + \$150.00 Damage Deposit

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		
Public Nuisance	\$100.00		

TRAVEL BY ELECTED OFFICIALS OR EMPLOYEES

IRS Mileage Reimbursement Rate	\$0.585 per mile
IRS Meal Reimbursement Rate	
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
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	\$20.00 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, excludes 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
Backyard Chickens License	\$10.00
Small Cell Application	\$100.00

Island View Campground – All fees must be paid at the beginning of stay.

Per Night	\$20
Monthly	\$450
Seasonal (May 1 – October 1)	\$1,700
Winter Storage	\$100

Adopted by the City Council this 3rd day of January 2022.

ATTEST:

Mike Nelson, Mayor

Michael Mueller, City Administrator/Clerk



Data Practices Policy: City of Mountain Lake

Data Practices Policy For the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the Department of Administration (“Admin”) must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our office or ask for copies of public data that we keep. Data requests must be in writing, and must be mailed or emailed to Admin’s Data Practices Compliance Official (“DPCO”) or another appropriate designee listed in the Data Practices Contacts on page 4. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample **Data Request Form – Members of the Public** on page 6. If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will tell you as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or

- Tell you the amount you owe for copy costs, and then provide you with copies of the data as soon as reasonably possible after you pay them. You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 10 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.
- If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will create summary data if you request it in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Michael Mueller
 Administrator/Clerk
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 1
 Fax: 507-427-3327
mmueller@mountainlakemn.com

Data Practices Compliance Official

Michael Mueller

Data Practices Designees By Department

City of Mountain Lake:

Dawn Fast
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 7
dfast@mountainlakemn.com

Mountain Lake Municipal Utilities:

Jill Falk
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 6
jfalk@mountainlakemn.com

Mountain Lake Police Department

Douglas Bristol
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 2
 Fax: 507-427-3327
dbristol@mountainlakemn.com

Copy Costs – When You Request Public Data

We charge for copies of government data when the total charges are \$5.00 or more. Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies. Multiple requests made within the same 10 business-day period will be treated as a single request, for the purposes of calculating whether the \$5.00 minimum is met. Copy costs must be paid in full before Admin will provide the requested copies. Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

City of Mountain Lake Data Request Form – Requesting Public Data

Request date:

The data I am requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: Inspection is free but we will charge for copies if the total charges are \$50.00 or more.

Contact information (optional)*

Name:

phone number: email

address:

address:

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.



Data Practices Policy: City of Mountain Lake

Requests for Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

What is a “Data Subject”?

When government has information recorded in any form (paper, harddrive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When Admin Has Data About You

The City of Mountain Lake has data on many people, such as employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

The following is are examples of public data about you: [Your name on an application for a license from the city](#) or [the names of all City of Mountain Lake employees](#).

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following is an example of private data about you that we might have:

The following is an example of private data about you: [Social Security Numbers](#).

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff

who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

The following is an example of confidential data about you: *The identity of the subject of an active criminal investigation.*

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data From You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want us to release data to another person, you must use the consent form we provide.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request For Your Data

You can ask to look at (inspect) data at our office, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

Make a written request. You may make your request by mail, fax, email, or in person during City Hall hours to the Data Practices Compliance Officer, using the data request form on page 8.

We recommend using the sample **Data Request Form – Data Subjects** on page 8. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.

If we do not have the data, we will notify you in writing within 10 business days.

- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
 - Arrange a date, time, and place to inspect data in our offices, for free, or
 - Provide you with the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format

We will provide notice to you about our requirement to prepay for copies.

Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

Michael Mueller
 Administrator/Clerk
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 1
 Fax: 507-427-3327
mmueller@mountainlakemn.com

Data Practices Compliance Official

Michael Mueller

Data Practices Designees By Division

City of Mountain Lake:

Dawn Fast
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 7
dfast@mountainlakemn.com

Mountain Lake Municipal Utilities:

Jill Falk
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 6
jfalk@mountainlakemn.com

Mountain Lake Police Department

Douglas Bristol
 930 Third Ave.
 P. O. Box C
 Mt. Lake, MN 56159
 507-427-2999 Ext. 2
 Fax: 507-427-3327
dbristol@mountainlakemn.com

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we will give them to you.

We do not charge for copies if the request is less than 20 pages.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is \$25.00 per hour.

Copy Charges Set by Ordinance = \$0.25 per page

We do not charge for other types of copies if the cost is less than \$5.00

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieve portion of the copy charge in at the higher salary/wage.

Data Request Form – Data Subject

Request date: _____ **Contact information:** _____

Data Subject Name:

Parent/Guardian Name (if applicable):

phone number/email address:

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

The data I am requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Standards For Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

2011 – 2021 City of Mt. Lake Building, Shingling and Siding Permit Summary

2021 Building Permits	28 Permits, Value of \$2,398,468.19
2021 Shingling/Siding Permits	12 Permits
2021 Mechanical Permits	9 Permits
2021 Fence Permits	4 Permits
2021 Shed Permits	1 Permits
2021 Deck Permits	3 Permits
2020 Building Permits	18 Permits, Value of \$3,105,845.17
2020 Shingling/Siding Permits	16 Permits
2020 Mechanical Permits	20 Permits
2020 Fence Permits	3 Permits
2020 Shed Permits	0 Permits
2020 Deck Permits	5 Permits
2019 Building Permits	13 Permits, Value of \$1,851,283.32
2019 Shingling/Siding Permits	20 Permits
2019 Mechanical Permits	25 Permits
2019 Fence Permits	3 Permits
2019 Shed Permits	3 Permits
2019 Deck Permits	3 Permits
2018 Building Permits	18 Permits, Value of \$752,457.87
2018 Shingling/Siding Permits	16 Permits
2018 Mechanical Permits	16 Permits
2018 Fence Permits	4 Permits
2018 Shed Permits	2 Permits
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

Seniority List for the City of Mountain Lake

1/1/2022

<u>Date of Hire</u>	<u>Years of Service</u> <u>Last Anniversary</u>	<u>Name</u>	<u>Department</u>
08/26/91	30 years	Dawn Fast	Deputy Clerk/Administrator
03/04/96	25 years	David Watkins	Electric Dept. Head
12/15/97	24 years	Doug Bristol	Police Chief
12/19/00	21 years	Daron Friesen	Street Dept. Head
10/13/03	18 years	Steve Peters	Lineman
01/03/06	15 years	Robert Anderson	EDA Director
8/10/15	6 years	William Pohlmann	Police Officer
7/17/17	4 years	Tabitha Garloff	EDA
1/2/18	3 years	Taylor Nesmoe	Water/Wastewater Foreman
9/10/18	3 years	Lane Anderson	Lineman
8/5/19	2 years	Scott Pankratz	Water/Wastewater Worker
10/22/19	2 years	Andrew Kinnetz	Police Officer
5/4/20	1 years	Jacob Karschnik	Street Department
12/7/20	1 years	Kari Hanson	Library Director
12/13/20	1 years	Adam Watkins	Police Officer
4/5/21	0 years	Jill Falk	Utilities Office Manager
11/9/21	0 years	Michael Mueller	City Administrator
Part-Time/Seasonal			
1/94	27 years	Sandra Schroder	Assistant Library Director
8/23/18	3 years	Dana Schroder	Library Assistant
6/5/21	0 years	Ben McHenry	Police Officer
6/7/21	0 years	Karin Stoesz	Library Assistant
9/9/21	0 years	Cindy Hiebert	Com. Center/ City Hall Mnt.

Contract

Dennis Hulzebos, Custodial - Library

Steven Carson, Building Official

Brad Gunderson, MMUA Safety Coordinator

Maryellen Suhrhoff, Muske, Suhrhoff, and Pidde, City Attorney

Bolton & Menk, City Engineer, Owen Todd

1-3 Summer Employees

**MTN. LAKE MUNICIPAL UTILITIES
REV SHEETS FOR BUDGET(3 year)ALL**

Current Period: December 2021

Account	Source Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
Fund 601 WATER FUND							
Dept 49400 Water Utilities (GENERAL)							
R 601-49400-33100	Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-33408	PERA RATE INCREASE	\$148.13	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-33410	PFA LOAN FOREGIVENESS G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-33422	Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-36200	Miscellaneous Revenues	\$105.00	\$1,596.30	\$592.69	\$0.00	\$100.00	
R 601-49400-36210	Interest Earnings	\$1,772.10	\$1,208.15	\$460.73	\$1,000.00	\$1,000.00	ckbk int & sweep int.
R 601-49400-37100	Residential Sales	\$499,326.98	\$521,439.90	\$443,737.60	\$502,000.00	\$543,134.82	2% increase 2022
R 601-49400-37110	Commercial/ Rural Comm (<	\$90,206.23	\$88,974.73	\$102,226.81	\$99,000.00	\$125,125.60	2% increase 2022
R 601-49400-37120	Rural Sales	\$3,642.12	\$3,182.56	\$2,977.16	\$4,000.00	\$3,644.09	2% increase 2022
R 601-49400-37150	Taps Installed	\$410.00	\$410.00	\$1,845.00	\$0.00	\$0.00	
R 601-49400-37170	Late Fees	\$3,856.51	\$540.45	\$2,542.75	\$2,000.00	\$2,000.00	
R 601-49400-37190	Miscellaneous Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-37224	MVTV ANTENNA ON WATER	\$0.00	\$0.00	\$750.00	\$0.00	\$1,200.00	100x12
R 601-49400-39101	Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-39998	OFFSET BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-39999	Offset to capital outlay	\$0.00	\$0.00	\$0.00	\$20,000.00	\$32,500.00	same \$amt as 601-49430-530
Dept 49400 Water Utilities (GENERAL)		\$599,467.07	\$617,352.09	\$555,132.74	\$628,000.00	\$708,704.51	
Fund 601 WATER FUND							
Fund 602 SEWER FUND							
Dept 49460 Sewer -Admin and General							
R 602-49460-39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49460 Sewer -Admin and General		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49470 Sewer Department							
R 602-49470-33408	PERA RATE INCREASE	\$148.12	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49470-36101	SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49470-36200	Miscellaneous Revenues	\$2,018.12	\$4,075.36	\$1,356.54	\$0.00	\$0.00	
R 602-49470-36210	Interest Earnings	\$7,569.23	\$5,148.96	\$1,961.37	\$5,000.00	\$2,500.00	
R 602-49470-37100	Residential Sales	\$383,113.66	\$388,037.05	\$334,271.71	\$380,000.00	\$409,148.56	2% increase 2022
R 602-49470-37110	Commercial/ Rural Comm (<	\$460,354.50	\$431,576.98	\$407,263.33	\$435,000.00	\$461,728.66	2% increase 2022
R 602-49470-37111	MSC SURCHARGE FEE	\$185,759.65	\$182,063.77	\$154,448.71	\$5,000.00	\$0.00	might be lower when ponds get going
R 602-49470-37112	MSC BASE SIU MONTHLY FE	\$0.00	\$0.00	\$0.00	\$70,360.00	\$210,000.00	
R 602-49470-37120	Rural Sales	\$8,107.20	\$7,632.11	\$6,560.40	\$8,000.00	\$8,029.44	2% increase 2022
R 602-49470-37150	Taps Installed	\$410.00	\$410.00	\$1,215.00	\$0.00	\$0.00	
R 602-49470-37170	Late Fees	\$3,279.93	\$505.25	\$2,114.85	\$1,000.00	\$1,500.00	
R 602-49470-37190	Miscellaneous Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

**MTN. LAKE MUNICIPAL UTILITIES
REV SHEETS FOR BUDGET(3 year)ALL**

Current Period: December 2021

Account	Source Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
R 602-49470-37225	Credit/Debit Card 3% fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49470-37272	Sewer Infrastructure	\$52,031.48	\$47,947.67	\$43,582.84	\$50,000.00	\$40,000.00	\$5
R 602-49470-37273	Sewer Infrastructure (Assess	\$17,395.91	\$32,196.27	\$9,683.50	\$18,500.00	\$18,500.00	loan repay
R 602-49470-37274	MPFA-CWRF (LOAN) NEW P	\$0.00	\$5,842,796.74	\$899,623.48	\$0.00	\$0.00	
R 602-49470-37275	MPFA-PSIG (GRANT) NEW P	\$0.00	\$1,876,864.87	\$288,983.48	\$0.00	\$0.00	
R 602-49470-37276	APEX EASEMENT THRU NE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	
R 602-49470-39101	Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49470-39998	OFFSET BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49470-39999	Offset to capital outlay	\$0.00	\$0.00	\$0.00	\$15,000.00	\$22,500.00	same \$amt as 602-49460-530
Dept 49470 Sewer Department		\$1,120,187.80	\$8,820,255.03	\$2,151,065.21	\$987,860.00	\$1,173,906.66	
Fund 602 SEWER FUND		\$1,120,187.80	\$8,820,255.03	\$2,151,065.21	\$987,860.00	\$1,173,906.66	
Fund 604 ELECTRIC FUND							
Dept 49510 Electric - General							
R 604-49510-33400	State Grants and Aids	\$0.00	\$13,136.27	\$0.00	\$0.00	\$0.00	
R 604-49510-33408	PERA RATE INCREASE	\$1,072.75	\$212.00	\$0.00	\$0.00	\$0.00	
R 604-49510-36200	Miscellaneous Revenues	\$10,897.61	\$25,480.29	\$38,315.94	\$1,000.00	\$1,000.00	Recycling Junk(3000)
R 604-49510-36201	SKATTING RINK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-36210	Interest Earnings	\$7,349.92	\$4,980.92	\$1,886.09	\$5,000.00	\$2,000.00	CD int, ckbk int, sweep int
R 604-49510-36220	Other Rents and Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37100	Residential Sales	\$905,209.65	\$956,136.63	\$801,086.42	\$930,000.00	\$975,236.93	Res/All Elec Res
R 604-49510-37110	Commercial/ Rural Comm (<	\$172,317.13	\$165,307.10	\$137,648.03	\$170,000.00	\$168,481.15	Commercial
R 604-49510-37120	Rural Sales	\$43,442.90	\$41,232.17	\$34,226.33	\$45,000.00	\$41,892.99	Rural/All Elec Rural
R 604-49510-37160	Energy Conservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37165	Light Bulb Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37170	Late Fees	\$6,638.14	\$1,174.87	\$7,307.67	\$500.00	\$5,000.00	Late Fees
R 604-49510-37171	Reconnect fees	\$450.00	\$100.00	\$500.00	\$250.00	\$250.00	
R 604-49510-37172	Hanger - deliquent notices	\$6,725.00	\$1,225.00	\$3,650.00	\$1,000.00	\$1,000.00	
R 604-49510-37173	Shut off fees	\$625.00	\$100.00	\$675.00	\$500.00	\$500.00	
R 604-49510-37174	Attach Current Limiter	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37175	Remove Current Limiter	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37190	Miscellaneous Services	\$0.00	-\$5.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37200	Lg. Comm/Rural lg Comm(>	\$1,584,519.82	\$1,475,469.82	\$1,265,239.77	\$1,500,000.00	\$1,548,653.52	Lg Comm/Rural lg Comm
R 604-49510-37210	City Facilities/Street Lights	\$44,144.08	\$53,387.33	\$49,425.07	\$45,000.00	\$60,496.32	City Facilities/ St. Lighting
R 604-49510-37219	CMPAS REG ASSET FUND PA	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37220	Energy Capacity Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37221	GREEN TAGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	not unless we sell
R 604-49510-37222	REPI	\$0.00	\$0.00	\$853.50	\$0.00	\$0.00	not likely
R 604-49510-37223	Transmission Line Payment	\$55,399.16	\$119,439.60	\$178,587.50	\$90,000.00	\$188,000.00	transmission joint pricing zone agree
R 604-49510-37226	CAP-X TRANSMISSION LINE	\$479.53	\$6,675.39	\$20,221.54	\$0.00	\$0.00	

**MTN. LAKE MUNICIPAL UTILITIES
REV SHEETS FOR BUDGET(3 year)ALL**

Current Period: December 2021

Account	Source Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
R 604-49510-37227	UPES SALE MTN LAKE PORT	\$166,666.67	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-37228	MISO TU&UNDER RECOVER	\$0.00	\$252,087.81	\$203,014.33	\$0.00	\$0.00	
R 604-49510-37229	CMPAS DUES & FEES REFUN	\$0.00	\$0.00	\$41,856.54	\$0.00	\$0.00	
R 604-49510-37230	Interdearmental charges	\$36,851.46	\$37,160.61	\$29,196.15	\$30,000.00	\$30,000.00	MISO true up & recovery (RESOL pay electricity wells/lifts/waterplant pumpin
R 604-49510-37240	City Wide equipment charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-39101	Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-39998	OFFSET BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-39999	Offset to capital outlay	\$0.00	\$0.00	\$0.00	\$10,000.00	\$45,000.00	same \$amt as 604-49550-530
Dept 49510 Electric - General		\$3,065,288.82	\$3,153,300.81	\$2,813,689.88	\$2,828,250.00	\$3,067,510.91	
Dept 49515 CIP							
R 604-49515-37241	CIP Plan	\$1,113.53	\$928.57	\$983.71	\$1,000.00	\$0.00	
R 604-49515-37242	CIP 2010	\$48,527.27	\$32,764.27	\$33,031.15	\$40,000.00	\$36,000.00	
Dept 49515 CIP		\$49,640.80	\$33,692.84	\$34,014.86	\$41,000.00	\$36,000.00	
Fund 604 ELECTRIC FUND		\$3,114,929.62	\$3,186,993.65	\$2,847,704.74	\$2,869,250.00	\$3,103,510.91	
Fund 605 RECYCLING BINS							
Dept 49500 Refuse/Garbage (GENERAL)							
R 605-49500-37330	Garbage bags/bins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49500 Refuse/Garbage (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fund 605 RECYCLING BINS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fund 605 RECYCLING BINS		\$4,834,584.49	\$12,624,600.77	\$5,553,902.69	\$4,485,110.00	\$4,986,122.08	

MTN. LAKE MUNICIPAL UTILITIES
sheets to use for budgets(3 year)ALL

Current Period: December 2021

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
Fund 601 WATER FUND							
Dept 47000 Debt Service (GENERAL)							
E 601-47000-600	Debt Srv Principal (GENERAL)	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	
E 601-47000-601	2011A ST & UT IMP	\$20,925.00	\$21,700.00	\$22,475.00	\$22,475.00	\$23,250.00	2011A ST & UT IMP(2006 st/ut project)
E 601-47000-602	2009 A refinanced project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-47000-603	Princ 2021A (12-14 st. 2013A)	\$85,000.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	2021A principal(REFINANCED2013A 12-14 project)
E 601-47000-605	2015 A (PRINCIPAL)	\$5,200.00	\$4,160.00	\$5,200.00	\$5,200.00	\$30,000.00	2015A (principal)
E 601-47000-606	Water Treatment Plant Bond	\$162,000.00	\$164,000.00	\$166,000.00	\$166,000.00	\$169,000.00	Drinking Water Rev. Fund(PFA)
E 601-47000-609	12-14 St. & Ut Proj Princ	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	PFA drinking water loan 12-14 project
E 601-47000-610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-47000-611	Bond Intt 2011A ST & UT IMP	\$2,157.03	\$663.40	\$1,360.90	\$1,012.15	\$348.75	2011A,ST & UT IMP (2006 st/ut project)
E 601-47000-612	Bond Interest 2009A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-47000-613	Bond Int. 2021A (12-14pro201	\$39,365.00	\$38,175.00	\$18,390.00	\$36,780.00	\$27,000.00	2021A interest(REFINANCED 2013A 12-14 project)
E 601-47000-615	Bond Interest 2015A	\$234.00	\$1,184.30	\$48.10	\$48.10	\$6,780.00	2015A (interest)
E 601-47000-616	Bond Int. Water Treatment Pla	\$11,897.60	\$9,581.00	\$7,235.80	\$7,235.80	\$4,862.00	Drinking Water Rev Fund (PFA)
E 601-47000-619	12-14 St. & Ut Proj. Int.	\$239.38	\$222.38	\$205.38	\$205.38	\$188.38	PFA drinking water loan 12-14 project
E 601-47000-620	Fiscal Agent s Fees	\$123.75	\$123.75	\$0.00	\$150.00	\$150.00	agent fees
E 601-47000-621	Bond Issuance Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-47000-622	Well # 7 Bond principal	\$1,965.00	\$1,965.00	\$1,965.00	\$1,965.00	\$1,965.00	PFA well #7 principal
E 601-47000-623	Well #7 Bond interest	\$314.12	\$294.48	\$274.82	\$274.82	\$255.18	PFA well #7 interest
E 601-47000-630	DISCOUNT AMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 47000 Debt Service (GENERAL)		\$331,120.88	\$333,769.31	\$224,855.00	\$333,046.25	\$355,499.31	
Dept 49400 Water Utilities (GENERAL)							
E 601-49400-420	Depreciation Expense	\$237,497.04	\$236,561.40	\$201,196.10	\$240,000.00	\$240,000.00	
E 601-49400-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49400 Water Utilities (GENERAL)		\$237,497.04	\$236,561.40	\$201,196.10	\$240,000.00	\$240,000.00	
Dept 49410 Water-Pumping/Treatment Produc							
E 601-49410-210	Operating Supplies (GENERAL)	\$0.00	\$8.99	\$0.00	\$300.00	\$300.00	shipping
E 601-49410-211	Cleaning Supplies	\$230.32	\$360.36	\$277.22	\$300.00	\$300.00	shop towels,p.towels,t. paper, 25 lbs absorbent
E 601-49410-217	Safety Clothing	\$296.85	\$542.25	\$191.97	\$600.00	\$600.00	steel toe shoes/safety glasses,fire ext insp
E 601-49410-229	Fuel Oil/Diesel	\$91.27	\$435.93	\$0.00	\$500.00	\$500.00	fuel for backup generator
E 601-49410-240	Small Tools and Minor Equip	\$405.04	\$417.81	\$487.63	\$1,000.00	\$700.00	marking paint/ cutter,air filter, tools
E 601-49410-310	Meetings,Meals & Travel	\$975.96	\$300.00	\$1,967.25	\$1,000.00	\$1,000.00	reservations
E 601-49410-313	MMUA Safety fees	\$0.00	\$292.67	\$1,123.64	\$0.00	\$1,056.44	
E 601-49410-383	Natural Gas	\$3,606.49	\$4,179.42	\$3,569.70	\$3,000.00	\$3,000.00	garage & water plant natural gas
E 601-49410-386	Power for Pumping	\$31,606.78	\$32,367.28	\$25,930.57	\$30,000.00	\$30,000.00	power for pumping wells/water plant
E 601-49410-401	Repairs/Maint Buildings	\$21,786.08	\$20,058.64	\$17,032.99	\$22,000.00	\$22,000.00	ro maint/oxygen/concrete/generator maint.,pumps
E 601-49410-405	Repairs/Maint -Wells	\$6,676.80	\$10,721.42	\$6,549.76	\$4,000.00	\$8,000.00	well maint., caulk

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
E 601-49410-430	Miscellaneous (GENERAL)	\$209.71	\$394.73	\$7.46	\$200.00	\$200.00	ice/key/battery,junk to landfill,hose,valve
Dept 49410	Water-Pumping/Treatment Produ	\$65,885.30	\$70,079.50	\$57,138.19	\$62,900.00	\$67,656.44	
Dept 49420	Water -Distribution						
E 601-49420-101	Wages and Salaries	\$33,597.13	\$49,912.29	\$48,690.13	\$49,067.20	\$55,452.00	Taylor/Scott-Reg hrs.
E 601-49420-102	Full-Time Employees Overtime	\$227.05	\$95.14	\$105.03	\$1,000.00	\$1,600.00	Taylor/Scott - OT (30 hrs)
E 601-49420-121	PERA Expense (Utilities Share)	\$2,538.54	\$3,751.38	\$3,661.38	\$3,680.04	\$4,280.00	PERA - 7.5%%
E 601-49420-122	FICA Expense (Utilities Share)	\$2,267.18	\$3,433.14	\$3,333.43	\$3,753.64	\$4,365.00	FICA - 7.65%
E 601-49420-131	Health Insurance	\$18,243.43	\$20,473.85	\$23,491.83	\$21,035.50	\$22,299.72	Health Ins
E 601-49420-132	HSA Contribution	\$1,867.88	\$3,481.50	\$3,481.50	\$3,300.00	\$3,800.00	HSA (Taylor/Scott) 3300 x 2 500.x2
E 601-49420-133	Life Insurance	\$20.40	\$20.41	\$20.65	\$25.00	\$20.40	Life Ins(1.70x2x12/2)
E 601-49420-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49420-136	HSA ADMIN FEE	\$20.71	\$41.41	\$30.36	\$25.00	\$33.00	HSA admin fee (2.75x2x12/2)
E 601-49420-216	Chemicals and Chem Products	\$35,908.22	\$44,400.55	\$39,995.70	\$43,500.00	\$40,000.00	chlorine,hydro acid,potassium
E 601-49420-310	Meetings,Meals & Travel	\$23.23	\$996.61	\$23.22	\$2,000.00	\$100.00	meals pd thru payroll(1 day mtg or trips)
E 601-49420-311	Water Testing	\$808.36	\$678.31	\$976.60	\$5,000.00	\$2,500.00	coliform, water sampling
E 601-49420-321	Telephone	\$2,192.31	\$2,123.98	\$2,043.41	\$2,300.00	\$2,300.00	cell phone reimbursement/water treatment plant
E 601-49420-400	TRUCK REPAIR/TESTING	\$5,366.12	\$1,123.72	\$918.79	\$5,000.00	\$5,000.00	batteries/bulb/tire repair/tr. Insp/tires/filter
E 601-49420-406	Repair/Maint-Water Tower	\$787.50	\$3,075.00	\$0.00	\$1,000.00	\$20,000.00	water tower
E 601-49420-407	Repair/Maint-Mains	\$11,824.69	\$12,490.91	\$11,894.85	\$15,000.00	\$15,000.00	gravel/tar/rooft control
E 601-49420-408	Repair/Maint-Hydrants	\$0.00	\$145.91	\$4,730.30	\$1,000.00	\$1,000.00	hose, nozzle, o-rings
E 601-49420-409	Repair/Maint-Meters	\$491.53	\$3,389.65	\$1,060.39	\$1,500.00	\$1,500.00	orings/plate/thermwire
E 601-49420-410	Repairs/Maint-Service	\$1,376.38	\$695.53	\$847.44	\$1,500.00	\$1,500.00	curb boxes, meter
E 601-49420-426	Pickup (Elec#1, W/WW #6)	\$0.00	\$0.00	\$101.39	\$750.00	\$750.00	#6 Pickup, repairs
E 601-49420-430	Miscellaneous (GENERAL)	\$509.36	\$186.73	\$154.50	\$303.58	\$300.00	locates/blue flags/markng paint
Dept 49420	Water -Distribution	\$118,070.02	\$150,516.02	\$145,560.90	\$158,939.96	\$181,800.12	
Dept 49430	Water-Admin and General						
E 601-49430-101	Wages and Salaries	\$12,128.98	\$12,585.51	\$14,847.66	\$17,947.49	\$14,316.00	Michael & Jill, 1/2 person
E 601-49430-102	Full-Time Employees Overtime	\$551.51	\$925.25	\$242.32	\$500.00	\$150.00	Jill -OT
E 601-49430-106	Boards and Salaries	\$220.50	\$216.00	\$0.00	\$300.00	\$300.00	Comm. Salaries
E 601-49430-121	PERA Expense (Utilities Share)	\$622.95	\$686.82	\$850.24	\$1,383.56	\$1,085.00	PERA - 7.5%
E 601-49430-122	FICA Expense (Utilities Share)	\$599.98	\$650.28	\$770.13	\$1,411.23	\$1,107.00	FICA -7.65%
E 601-49430-130	Employer Paid Ins (GENERAL)	\$0.00	-\$512.00	\$0.00	\$0.00	\$0.00	past employee Health ins
E 601-49430-131	Health Insurance	\$3,670.26	\$2,969.99	\$1,788.20	\$7,573.50	\$6,355.18	Health Ins - Michael & Jill, 1/2 person
E 601-49430-132	HSA Contribution	\$495.00	\$495.00	\$742.50	\$1,188.00	\$1,710.00	HSA (Jill -Michael)
E 601-49430-133	Life Insurance	\$4.32	\$4.16	\$5.20	\$5.00	\$7.65	Life Ins - Michael & Jill
E 601-49430-134	Employer Paid Life	\$0.00	\$1.70	\$0.00	\$0.00	\$0.00	past employee Life Ins.
E 601-49430-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49430-136	HSA ADMIN FEE	\$5.72	\$5.28	\$6.56	\$5.00	\$7.00	2.75 x2.5 (Michael, Jill & 1/2 person)
E 601-49430-150	Workers Compensation Insura	\$1,344.86	\$2,212.84	-\$68.03	\$1,500.00	\$1,500.00	Work Comp.
E 601-49430-200	Office Supplies (GENERAL)	\$796.62	\$1,316.43	\$863.33	\$1,000.00	\$1,000.00	fax cart/copies/photo/cks made/pencils/paper
E 601-49430-208	Computer Supplies	\$1,982.49	\$1,802.95	\$4,363.28	\$2,500.00	\$4,000.00	mens internet/battery for backup

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
E 601-49430-212	Motor Fuels	\$1,460.01	\$1,066.09	\$1,735.83	\$2,000.00	\$2,000.00	gas for vehicles
E 601-49430-300	Professional Svcs (GENERAL)	\$2,063.55	\$1,250.00	\$0.00	\$1,600.00	\$1,000.00	attorney fees
E 601-49430-301	Auditing and Acct g Services	\$5.63	\$1,688.00	\$1,700.00	\$0.00	\$1,700.00	auditors fees
E 601-49430-310	Meetings,Meals & Travel	\$402.77	\$0.00	\$754.72	\$500.00	\$1,000.00	conference/mileage
E 601-49430-312	Fees and Dues	\$1,810.18	\$5,028.65	\$2,684.31	\$2,000.00	\$2,000.00	clues/donations/permits/licensesafety comp/drug&alc
E 601-49430-321	Telephone	\$64.92	\$68.73	\$289.53	\$100.00	\$300.00	phone/cell/dsl charge
E 601-49430-322	Postage	\$957.52	\$1,266.04	\$1,835.39	\$1,100.00	\$2,500.00	qtrly postage/bulk permit/postage for machine
E 601-49430-340	Advertising	\$683.76	\$66.97	\$418.61	\$500.00	\$500.00	ads in paper/kdom
E 601-49430-361	General Liability Ins	\$3,329.31	\$6,366.84	\$7,217.38	\$5,000.00	\$8,000.00	Insurance
E 601-49430-430	Miscellaneous (GENERAL)	\$3.69	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49430-432	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49430-530	Capital Improvement Projects	\$1,427.12	\$54,843.09	\$20,576.59	\$0.00	\$100,000.00	Sand filters
E 601-49430-531	2012 PUBLIC IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49430-580	Capital Outlay-Equipment	\$12,726.16	\$7,902.06	\$2,055.80	\$20,000.00	\$32,500.00	RRmeters \$10,000 + pickup \$20,000
Dept 49430 Water-Admin and General		\$47,357.81	\$102,906.68	\$63,679.55	\$68,113.78	\$183,037.83	
Dept 49460 Sewer -Admin and General		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49460-135 OPEB COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49460 Sewer -Admin and General		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49999 Contribution of debt from City		\$4,723.75	\$0.00	\$0.00	\$5,000.00	\$0.00	done
E 601-49999-000 Contribution of Debt to City		\$4,723.75	\$0.00	\$0.00	\$5,000.00	\$0.00	
Dept 49999 Contribution of debt from City		\$804,654.80	\$893,832.91	\$692,429.74	\$867,999.99	\$1,027,993.71	
Fund 601 WATER FUND							
Fund 602 SEWER FUND							
Dept 47000 Debt Service (GENERAL)							
E 602-47000-600 Debt Srv Principal (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-601 2011A ST & UT IMP		\$20,925.00	\$21,700.00	\$22,475.00	\$22,475.00	\$23,598.75	2011A St. & UT IMP (2006 st/ut project)
E 602-47000-602 2009 A refinanced project		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-603 Princ 2021A (12-14 st. 2013A)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-605 2015 A (PRINCIPAL)		\$62,000.00	\$62,000.00	\$62,400.00	\$62,000.00	\$30,000.00	2015A PINCIPAL
E 602-47000-609 12-14 St. & Ut Proj Princ		\$348,000.00	\$352,000.00	\$355,000.00	\$355,000.00	\$359,000.00	PFA - Clean Water
E 602-47000-610 Interest		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-611 Bond Intnt 2011A ST & UT IMP		\$2,157.02	\$4,124.56	\$663.40	\$1,012.15	\$348.75	2011A St & UT IMP (2006 st/ut project)
E 602-47000-612 Bond Interest 2009A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-613 Bond Int. 2021A (12-14pro201		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-615 Bond Interest 2015A		\$9,967.40	\$9,301.60	\$7,747.20	\$7,743.50	\$6,780.00	2015A INTEREST
E 602-47000-618 2020 NEW PONDS(PRINCIPAL		\$0.00	\$2,787.00	\$385,000.00	\$385,000.00	\$389,000.00	New Pond principal
E 602-47000-619 12-14 St. & Ut Proj. Int.		\$52,090.00	\$48,610.00	\$45,090.00	\$45,090.00	\$41,540.00	PFA - clean Water
E 602-47000-620 Fiscal Agent s Fees		\$123.75	\$123.75	\$0.00	\$150.00	\$150.00	
E 602-47000-621 Bond Issuance Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-624 2020 NEW PONDS(INTEREST)		\$0.00	\$4,388.12	\$55,204.98	\$69,643.12	\$76,310.00	New Pond interest

53

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
Dept 47000	DISCOUNT AMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 47000	Debt Service (GENERAL)	\$495,263.17	\$505,035.03	\$933,580.58	\$948,113.77	\$926,727.50	
Dept 49440	Sewer-Pumping/Treatment Produc						
E 602-49440-210	Operating Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5 yr oxygen contract
E 602-49440-211	Cleaning Supplies	\$211.23	\$281.66	\$243.27	\$250.00	\$250.00	shop towels
E 602-49440-217	Safety Clothing	\$266.92	\$194.44	\$191.96	\$500.00	\$600.00	Steel Toe Boots/Safety Glasses
E 602-49440-240	Small Tools and Minor Equip	\$252.15	\$303.51	\$400.92	\$300.00	\$700.00	Marking Paint/Cutter
E 602-49440-310	Meetings,Meals & Travel	\$1,568.31	\$455.57	\$1,890.00	\$1,800.00	\$1,800.00	Safety Comp/Registrations/Dr&Alic Testing/MWQA Mtg
E 602-49440-313	MMUA Safety fees	\$0.00	\$292.67	\$1,123.63	\$0.00	\$1,056.44	
E 602-49440-383	Natural Gas	\$962.94	\$351.91	\$496.69	\$750.00	\$750.00	Garage Nat. Gas
E 602-49440-386	Power for Pumping	\$4,333.45	\$3,657.29	\$2,321.29	\$4,000.00	\$4,000.00	Power for Pumping Lifts
E 602-49440-387	Power for Aerators	\$20,324.56	\$18,604.70	\$16,282.51	\$25,000.00	\$40,000.00	So Central Power to Aerators,surcharge fees
E 602-49440-400	TRUCK REPAIR/TESTING	\$83.64	\$192.73	\$843.69	\$1,000.00	\$0.00	Batteries/tr. Inspection/tire rep/filter/selant
E 602-49440-419	Maint of Lift Stations	\$29,096.06	\$6,185.45	\$15,437.90	\$35,000.00	\$35,000.00	degreaser/ valve/\$3927Safety Doors
E 602-49440-421	Maint of Ponds	\$36,971.66	\$2,392.04	\$14,190.99	\$15,000.00	\$15,000.00	chemicals and surcharge fees
E 602-49440-422	Maint of Backhoe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49440-440	MSC/Treatment upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49440-532	Maint/Purchase Aerators	\$17.98	\$349.05	\$205.34	\$500.00	\$500.00	maint of aerators
Dept 49440	Sewer-Pumping/Treatment Produc	\$94,088.90	\$33,261.02	\$53,628.19	\$84,100.00	\$99,656.44	
Dept 49450	Sewer - Distribution						
E 602-49450-101	Wages and Salaries	\$33,597.05	\$49,911.84	\$48,690.09	\$49,067.20	\$55,452.00	Taylor/Scott - Reg. Hrs.
E 602-49450-102	Full-Time Employees Overtime	\$227.05	\$95.14	\$105.03	\$500.00	\$1,600.00	Taylor/Scott - OT (30 hrs)10.50+9.64=20.14x30*2
E 602-49450-121	PERA Expense (Utilities Share)	\$2,538.51	\$3,750.94	\$3,661.41	\$3,680.04	\$4,280.00	PERA - 7.5%
E 602-49450-122	FICA Expense (Utilities Share)	\$2,267.08	\$3,433.24	\$3,333.35	\$3,753.64	\$4,365.00	FICA - 7.65%
E 602-49450-131	Health Insurance	\$18,243.43	\$20,473.85	\$23,228.87	\$21,037.50	\$20,270.00	Health Ins
E 602-49450-132	HSA Contribution	\$1,650.00	\$3,050.00	\$1,650.00	\$3,300.00	\$3,800.00	HSA (Taylor/Scott)
E 602-49450-133	Life Insurance	\$20.40	\$20.40	\$20.40	\$25.00	\$20.40	Life Ins (1.70x2x12/2)
E 602-49450-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49450-136	HSA ADMIN FEE	\$20.59	\$17.64	\$15.07	\$25.00	\$25.00	
E 602-49450-310	Meetings, Meals & Travel	\$23.20	\$378.17	\$50.70	\$100.00	\$100.00	meals pd thru payroll (1 day mtg or trips)
E 602-49450-311	Water Testing	\$6,203.00	\$3,776.33	\$3,944.00	\$6,000.00	\$6,000.00	sampling/CBOD/TSS/Fecal Coliform/Ice/
E 602-49450-321	Telephone	\$170.00	\$250.00	\$240.00	\$250.00	\$250.00	cell phone reimbursement (20x12/2)
E 602-49450-400	TRUCK REPAIR/TESTING	\$214.48	\$2,186.26	\$58.73	\$750.00	\$750.00	tire repair/ battery
E 602-49450-407	Repairs/Maint-Mains	\$19,327.50	\$23.31	\$9,230.49	\$5,000.00	\$5,000.00	manholes
E 602-49450-410	Repairs/Maint-Service	\$47.30	\$631.15	\$0.00	\$500.00	\$500.00	dye/services installed/
E 602-49450-423	Maint of Vactor	\$2,209.30	\$390.60	\$15,521.70	\$1,500.00	\$1,500.00	filter/oil/inspection
E 602-49450-424	Maint of Ditchswitch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49450-426	Pickup (Elec#1, W/WW #6)	\$0.00	\$0.00	\$101.37	\$500.00	\$500.00	#6 Pickup, repairs
E 602-49450-430	Miscellaneous (GENERAL)	\$247.80	\$359.57	\$106.65	\$500.00	\$500.00	gopher locates/cement/cement & padlock drop box
E 602-49450-438	Sewer Infrastructure (Loans)	\$2,525.91	\$11,221.59	\$9,036.05	\$0.00	\$0.00	
E 602-49450-441	Sewer Infrastructure (grant)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

54

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
Dept 49450 Sewer - Distribution		\$89,532.60	\$99,970.03	\$118,993.91	\$96,488.38	\$104,912.40	
Dept 49460 Sewer -Admin and General							
E 602-49460-101	Wages and Salaries	\$12,128.94	\$12,585.51	\$14,847.63	\$17,947.49	\$14,316.00	Michael & Jill, 1/2
E 602-49460-102	Full-Time Employees Overtime	\$551.51	\$925.25	\$242.32	\$500.00	\$150.00	Jill - OT
E 602-49460-106	Boards and Salaries	\$220.50	\$216.00	\$0.00	\$250.00	\$250.00	Comm. Salaries
E 602-49460-121	PERA Expense (Utilities Share)	\$622.95	\$686.82	\$850.24	\$1,383.56	\$1,085.00	PERA - 7.5%
E 602-49460-122	FICA Expense (Utilities Share)	\$599.98	\$650.28	\$770.13	\$1,430.36	\$1,107.00	FICA -7.65%
E 602-49460-131	Health Insurance	\$3,670.14	\$2,969.89	\$2,051.13	\$7,573.50	\$6,355.18	Health Ins -Michael & Jill, 1/2
E 602-49460-132	HSA Contribution	\$712.87	\$926.50	\$2,574.00	\$1,188.00	\$1,710.00	HSA (Jill -Michael, 1/2)
E 602-49460-133	Life Insurance	\$4.20	\$4.10	\$5.45	\$5.00	\$5.00	Life Ins - Michael & Jill, 1/2
E 602-49460-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49460-136	HSA ADMIN FEE	\$5.72	\$28.83	\$21.63	\$5.00	\$5.00	
E 602-49460-150	Workers Compensation Insura	\$1,581.45	\$2,460.07	\$358.96	\$1,700.00	\$1,500.00	Work Comp.
E 602-49460-200	Office Supplies (GENERAL)	\$774.03	\$1,310.96	\$1,132.71	\$1,250.00	\$1,000.00	copies/fax cart/checks made/paper/link/pencils
E 602-49460-208	Computer Supplies	\$837.28	\$827.83	\$2,272.55	\$900.00	\$2,000.00	mens internet/battery for backup/module(74.50)
E 602-49460-212	Motor Fuels	\$1,941.04	\$1,124.43	\$2,738.70	\$2,000.00	\$2,000.00	gas for vehicles
E 602-49460-300	Professional Svcs (GENERAL)	\$2,177.45	\$388.15	\$0.00	\$1,500.00	\$1,500.00	attorney fees/
E 602-49460-301	Auditing and Acct g Services	\$5.62	\$1,687.00	\$4,700.00	\$0.00	\$5,000.00	auditors
E 602-49460-310	Meetings,Meals & Travel	\$0.00	\$0.00	\$65.52	\$100.00	\$100.00	conference
E 602-49460-312	Fees and Dues	\$3,419.43	\$3,201.48	\$1,434.31	\$3,000.00	\$3,000.00	dues/donation/license/box rent/computer support
E 602-49460-321	Telephone	\$64.86	\$68.69	\$289.47	\$200.00	\$400.00	telephone
E 602-49460-322	Postage	\$957.49	\$1,210.07	\$1,755.05	\$1,100.00	\$1,500.00	postage for machine/bulk permit/qtrly charge
E 602-49460-340	Advertising	\$683.69	\$66.95	\$418.68	\$350.00	\$400.00	ads
E 602-49460-361	General Liability Ins	\$5,875.34	\$2,397.90	\$2,904.78	\$7,000.00	\$4,000.00	Insurances
E 602-49460-430	Miscellaneous (GENERAL)	\$3.68	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49460-530	Capital Improvement Projects	\$147,829.38	\$6,885,746.14	\$1,558,380.92	\$0.00	\$0.00	
E 602-49460-531	2012 PUBLIC IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49460-580	Capital Outlay-Equipment	\$312.50	\$6,320.37	\$169.52	\$15,000.00	\$22,500.00	pickup + ??
Dept 49460 Sewer -Admin and General		\$184,980.05	\$6,925,803.22	\$1,597,983.71	\$64,382.91	\$69,883.18	
Dept 49470 Sewer Department							
E 602-49470-420	Depreciation Expense	\$243,676.20	\$240,861.60	\$197,948.10	\$245,000.00	\$245,000.00	depreciation
E 602-49470-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49470 Sewer Department		\$243,676.20	\$240,861.60	\$197,948.10	\$245,000.00	\$245,000.00	
Dept 49999 Contribution of debt from City							
E 602-49999-000	Contribution of Debt to City	\$4,724.00	\$0.00	\$0.00	\$6,500.00	\$0.00	done
Dept 49999 Contribution of debt from City		\$4,724.00	\$0.00	\$0.00	\$6,500.00	\$0.00	
Fund 602 SEWER FUND		\$1,112,264.92	\$7,804,930.90	\$2,902,134.45	\$1,444,585.06	\$1,446,179.5	
Fund 604 ELECTRIC FUND							
Dept 47000 Debt Service (GENERAL)							

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Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
E 604-47000-600	Debt Srv Principal (GENERAL)	\$28.95	\$0.00	\$139.00	\$0.00	\$0.00	
E 604-47000-604	Elec Rev Bond of 2012C	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$65,000.00	2012C(2007A) Elec Rev. Bond Project
E 604-47000-607	2007B Elec Rev Crebs Bond	\$128,750.00	\$128,750.00	\$128,750.00	\$128,750.00	\$128,750.00	2007B Elec Rev. Greb Bond
E 604-47000-608	2015B MSC FEEDER LINE	\$45,000.00	\$44,000.00	\$48,000.00	\$48,000.00	\$47,000.00	2015B MSC FEEDER PRINCIPAL (2009B)
E 604-47000-610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-47000-614	Bond Int Elec Rev Bd 2012C	\$7,165.00	\$6,085.00	\$4,765.00	\$4,765.00	\$3,445.00	2012C(2007A) Elec Rev. Refunding Bond
E 604-47000-617	2015B MSC FEEDER LINE INT	\$6,567.00	\$5,712.00	\$4,876.00	\$4,876.00	\$3,604.00	2015B MSC FEEDER INTEREST (2009B)
E 604-47000-620	Fiscal Agent s Fees	\$1,370.00	\$1,370.00	\$1,370.00	\$1,000.00	\$450.00	
E 604-47000-621	Bond Issuance Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-47000-630	DISCOUNT AMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-47000-631	2017A PRINC NESHAP & SUB-	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	2017A NESHAP/SUB-STATION
E 604-47000-632	2017A INT NESHAP & SUB-ST	\$105,245.00	\$104,870.00	\$104,495.00	\$104,495.00	\$104,120.00	2017A NESHAP/SUB-STATION
E 604-47000-633	2021A PRINCIPAL GENERATO	\$0.00	\$0.00	\$0.00	\$0.00	\$34,800.00	
E 604-47000-634	2021A INTEREST GENERATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 47000	Debt Service (GENERAL)	\$369,125.95	\$365,787.00	\$367,395.00	\$366,886.00	\$402,169.00	
Dept 49510	Electric - General						
E 604-49510-430	Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49510-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49510-720	Operating Transfers	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	Transfer to City (100000.00 x 12)
Dept 49510	Electric - General	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
Dept 49515	CIP						
E 604-49515-200	Office Supplies (GENERAL)	\$0.00	\$0.00	-\$35.26	\$0.00	\$0.00	
E 604-49515-310	Meetings, Meals & Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-316	CMMPA/CIP Assessments	\$12,483.38	\$10,944.35	\$9,924.59	\$13,000.00	\$13,000.00	
E 604-49515-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-401	Repairs/Maint Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-402	Repairs/Maint Structures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-428	REBATES	\$14,516.11	\$22,185.63	\$6,571.60	\$20,000.00	\$20,000.00	income is in 49515-37242
E 604-49515-429	Air Conditioning check ups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-439	Energy Audit/CEE/MERC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49515-580	Capital Outlay-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49515	CIP	\$26,999.49	\$33,129.98	\$16,460.93	\$33,000.00	\$33,000.00	
Dept 49520	Electric-Pump/treatment/produ						
E 604-49520-200	Office Supplies (GENERAL)	\$0.00	\$167.52	\$472.48	\$1,100.00	\$1,100.00	Mailing tape, shipping, paper
E 604-49520-210	Operating Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	flags, 5yr oxygen contract, record forms, batteries
E 604-49520-211	Cleaning Supplies	\$909.03	\$1,005.15	\$591.15	\$1,000.00	\$1,000.00	shop towels,paper towels,windex,t.paper,duct tape
E 604-49520-217	Safety Clothing	\$2,807.48	\$4,390.66	\$3,722.34	\$3,500.00	\$4,500.00	steel toe boots,testing,extinguisher insp.
E 604-49520-229	Fuel Oil/Diesel	\$17,411.16	\$0.00	\$0.00	\$10,000.00	\$10,000.00	fuel oil
E 604-49520-240	Small Tools and Minor Equip	\$2,592.04	\$1,291.61	\$4,802.54	\$6,000.00	\$6,000.00	knife,pliers,scewdrivers,dig multimeter

56

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
E 604-49520-310	Meetings,Meals & Travel	\$1,160.98	\$416.39	\$1,534.48	\$3,000.00	\$6,000.00	workshops,motels, meals
E 604-49520-313	MMUA Safety fees	\$9,931.77	\$4,892.25	\$4,432.25	\$9,000.00	\$5,000.00	safety comp,job training,drug consortium,
E 604-49520-383	Natural Gas	\$16,746.96	\$14,852.04	\$13,702.99	\$17,000.00	\$17,000.00	natural gas
E 604-49520-388	Purchased Power	\$1,324,212.25	\$1,287,659.11	\$1,118,872.01	\$1,400,000.00	\$1,500,000.00	power bills& CMMPA dues/scheduling fees
E 604-49520-390	Solar Refund	\$977.04	\$2,269.93	\$1,844.92	\$1,300.00	\$1,300.00	harder solar refund
E 604-49520-401	Repairs/Maint Buildings	\$7,895.89	\$10,318.77	\$34,447.03	\$26,000.00	\$10,000.00	paint,switch gear rm,radiator bldg,windows,tuckpoin
E 604-49520-410	Repairs/Maint-Service	\$636.75	\$1,500.00	\$0.00	\$0.00	\$0.00	
E 604-49520-411	Maintenance of Engines	\$4,094.29	\$9,407.65	\$39,354.13	\$20,000.00	\$20,000.00	fuel tank clean, maint.,rice stand,cooling tower,
E 604-49520-412	Maintenance of Boilers	\$1,207.98	\$0.00	\$0.00	\$3,000.00	\$3,000.00	boiler repairs & inspections,water treatment
Dept 49520 Electric-Pump/treatment/produ		\$1,390,583.62	\$1,338,171.08	\$1,223,776.32	\$1,501,200.00	\$1,585,200.00	
Dept 49530 Electric-Distribution/collect							
E 604-49530-101	Wages and Salaries	\$168,229.23	\$205,192.84	\$151,831.34	\$201,302.40	\$178,027.20	Steve, Lane & Dave- Reg hrs
E 604-49530-102	Full-Time Employees Overtime	\$5,159.95	\$3,047.41	\$3,151.63	\$6,000.00	\$6,000.00	Steve,Lane & Dave 30 hrs OT
E 604-49530-103	Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Summer Help -
E 604-49530-121	PERA Expense (Utilities Share)	\$12,479.30	\$15,618.09	\$10,925.25	\$15,097.48	\$13,352.04	PERA -7.5%
E 604-49530-122	FICA Expense (Utilities Share)	\$12,117.62	\$15,261.95	\$10,942.69	\$15,399.63	\$13,619.08	FICA - 7.65%
E 604-49530-126	Other Street/Utilities Help	\$635.70	\$0.00	\$319.84	\$2,000.00	\$0.00	extra dept help for elec projects
E 604-49530-131	Health Insurance	\$17,715.60	\$25,649.06	\$46,716.36	\$63,112.50	\$66,899.16	Health Ins (Steve, Lane & Dave)
E 604-49530-132	HSA Contribution	\$5,450.00	\$4,300.00	\$5,950.00	\$8,750.00	\$11,400.00	HSA Contribution (Steve, Lane & Dave)
E 604-49530-133	Life Insurance	\$35.70	\$61.20	\$51.00	\$50.00	\$75.00	Life Ins.(Steve, Lane & Dave)
E 604-49530-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49530-136	HSA ADMIN FEE	\$97.35	\$70.80	\$68.75	\$100.00	\$100.00	
E 604-49530-306	Plant Breaker Testing	\$0.00	\$3.74	\$0.00	\$14,000.00	\$15,000.00	Breaker maint. At Power Plant, relay testing
E 604-49530-310	Meetings,Meals & Travel	\$626.61	\$1,065.75	\$165.00	\$1,000.00	\$500.00	meal reimbursement
E 604-49530-321	Telephone	\$700.00	\$720.00	\$580.00	\$720.00	\$720.00	cell phone reimbursement
E 604-49530-389	Street Lighting and Signal	\$7,039.52	\$1.90	\$292.50	\$2,000.00	\$2,000.00	rods, replace lamps/poles
E 604-49530-400	TRUCK REPAIR/TESTING	\$85,125.06	\$56,849.63	\$18,731.81	\$20,000.00	\$20,000.00	truck rep/testing
E 604-49530-409	Repair/Maint-Meters	\$13,055.74	\$18,938.61	\$12,286.61	\$10,000.00	\$16,000.00	new meter program
E 604-49530-424	Maint of Ditchwitch	\$0.00	\$10,073.97	\$1,524.42	\$6,000.00	\$6,000.00	
E 604-49530-425	Tree Replacement	\$2,600.00	\$1,550.00	\$0.00	\$5,000.00	\$5,000.00	Tree CommissionReplacement
E 604-49530-426	Pickup (Elec#1, W/WW #6)	\$0.00	\$0.00	\$418.59	\$2,000.00	\$2,000.00	#1 Pickup, repairs, tires
E 604-49530-427	WIND TOWER MAINT.	\$54,395.96	\$64,898.64	\$32,239.76	\$60,000.00	\$60,000.00	Suzlon, Phone
E 604-49530-430	Miscellaneous (GENERAL)	\$1,579.35	\$1,022.54	\$1,893.05	\$2,000.00	\$2,000.00	flags/x-mas lights
E 604-49530-433	Tree Trimming	\$0.00	\$4,955.37	\$2,050.00	\$5,000.00	\$5,000.00	Tree Trimming
E 604-49530-434	Locating	\$524.64	\$48.37	\$168.75	\$1,500.00	\$1,500.00	Locating
E 604-49530-435	Pow-Wow	\$77.71	\$36.85	\$138.90	\$500.00	\$500.00	Pow-Wow
E 604-49530-442	Interdepartmental Charge	\$1,464.00	\$1,545.22	\$1,237.36	\$2,000.00	\$2,000.00	Signs,ut garage, cold storage, sportsman club,&CIP
E 604-49530-443	BEEHIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49530-444	PCB TESTING	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	PCB TESTING
E 604-49530-445	SUBSTATION,LINE MAINT,PO	\$0.00	\$0.00	\$163,402.48	\$60,000.00	\$60,000.00	SUBSTATION,LINE MAINT,POLE REPAIR
Dept 49530 Electric-Distribution/collect		\$389,109.04	\$430,911.94	\$464,756.09	\$515,532.01	\$499,692.48	

Account	Object Descr	Prior Yr YTD Amount	2020 YTD Amt	2021 YTD Amt	2021 Budget	2022 Budget	Comment
Dept 49550 Electric-Administration/Genera							
E 604-49550-101	Wages and Salaries	\$56,601.78	\$58,731.89	\$69,288.19	\$83,754.94	\$66,812.00	Michael, Jill & 1/2 person - reg hrs
E 604-49550-102	Full-Time Employees Overtime	\$2,573.69	\$4,317.70	\$1,130.76	\$2,000.00	\$2,000.00	Jill- OT
E 604-49550-106	Boards and Salaries	\$1,029.00	\$1,008.00	\$0.00	\$1,260.00	\$1,260.00	Comm.- Salaries
E 604-49550-121	PERA Expense (Utilities Share)	\$2,907.34	\$3,205.74	\$3,967.38	\$6,431.62	\$5,010.90	PERA - 7.5%
E 604-49550-122	FICA Expense (Utilities Share)	\$2,799.93	\$3,034.42	\$3,594.15	\$6,656.64	\$5,111.12	FICA - 7.65%
E 604-49550-130	Employer Paid Ins (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	other insured
E 604-49550-131	Health Insurance	\$17,127.50	\$18,089.14	\$25,525.40	\$35,343.00	\$29,657.00	Health Ins - Michael, Jill & 1/2 person
E 604-49550-132	HSA Contribution	\$3,194.25	\$3,157.00	\$4,312.00	\$5,544.00	\$4,389.00	HSA (Michael, Jill & 1/2 person)
E 604-49550-133	Life Insurance	\$20.04	\$19.61	\$26.16	\$25.00	\$35.70	Life Ins - Michael, Jill & 1/2 person
E 604-49550-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49550-136	HSA ADMIN FEE	\$26.91	\$24.84	\$30.88	\$35.00	\$20.00	
E 604-49550-150	Workers Compensation Insura	\$3,819.57	\$2,511.42	\$6,168.02	\$4,000.00	\$700.00	Work compensation
E 604-49550-200	Office Supplies (GENERAL)	\$3,650.76	\$3,977.70	\$2,146.19	\$4,000.00	\$2,500.00	copies,fax cart.,pencils,paper
E 604-49550-207	Refund card fees	\$0.00	\$8,553.50	\$10,996.00	\$6,000.00	\$11,000.00	
E 604-49550-208	Computer Supplies	\$6,340.43	\$3,831.43	\$5,143.76	\$5,000.00	\$5,000.00	internet,computer repairs,software
E 604-49550-212	Motor Fuels	\$2,836.31	\$2,610.91	\$2,262.64	\$3,500.00	\$3,500.00	gas for vehicles
E 604-49550-300	Professional Svcs (GENERAL)	\$4,900.42	\$162.50	\$919.00	\$1,000.00	\$500.00	attorney fees,surveyors,study fee
E 604-49550-301	Auditing and Acct g Services	\$26.25	\$3,375.00	\$3,400.00	\$3,500.00	\$3,500.00	auditors
E 604-49550-310	Meetings, Meals & Travel	\$2,997.45	\$642.74	\$599.20	\$2,500.00	\$2,500.00	meetings,meals,travel
E 604-49550-312	Fees and Dues	\$6,697.07	\$7,664.16	\$7,745.63	\$8,000.00	\$8,000.00	chamber/donations,elec ut dues,licenses,cmpa,mmtg
E 604-49550-314	Land Rent for Wind Turbine	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	wind turbine rent of land
E 604-49550-321	Telephone	\$4,855.13	\$4,833.94	\$5,133.97	\$4,500.00	\$5,000.00	light plant phone
E 604-49550-322	Postage	\$4,488.12	\$3,433.84	\$3,562.04	\$5,000.00	\$5,000.00	postage
E 604-49550-340	Advertising	\$238.58	\$212.07	\$1,658.61	\$1,000.00	\$2,000.00	advertising
E 604-49550-361	General Liability Ins	\$29,436.01	\$28,947.40	\$37,446.37	\$30,500.00	\$40,000.00	vehicle,error/omissions,property,indep contractors
E 604-49550-430	Miscellaneous (GENERAL)	\$4,805.99	\$2,748.03	\$3,228.16	\$5,000.00	\$5,000.00	
E 604-49550-432	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 604-49550-530	Capital Improvement Projects	\$33,204.16	\$342,081.27	\$12,043.57	\$24,000.00	\$24,000.00	URD up grades
E 604-49550-580	Capital Outlay-Equipment	\$2,143.24	\$12,640.75	\$7,667.22	\$10,000.00	\$45,000.00	pickup (40,000)
Dept 49550 Electric-Administration/Genera		\$200,719.93	\$523,815.00	\$221,995.30	\$262,550.20	\$281,495.72	
Dept 49599 Depreciation							
E 604-49599-420	Depreciation Expense	\$271,781.88	\$360,076.68	\$300,724.10	\$270,000.00	\$360,869.00	depreciation(23440x12)
Dept 49599 Depreciation		\$271,781.88	\$360,076.68	\$300,724.10	\$270,000.00	\$360,869.00	
Fund 604 ELECTRIC FUND		\$2,768,319.91	\$3,171,891.68	\$2,715,107.74	\$3,069,168.21	\$3,282,426.21	
Fund 605 RECYCLING BINS							
Dept 49500 Refuse/Garbage (GENERAL)							
E 605-49500-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 605-49500-210	Operating Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49500 Refuse/Garbage (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Compliance Report

Jurisdiction: Mountain Lake
 930 - 3rd Avenue

 Drawer C
 Mountain Lake, MN 56159

Report Year: 2022
 Case: 1 - 2022 DATA (Private (Jur Only))

Contact: Michael Mueller

Phone: (507) 427-2999

E-Mail: mmueller@mountainlakemn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	9	5	0	14
# Employees	13	5	0	18
Avg. Max Monthly Pay per employee	5040.27	4018.91		4756.56

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 111.1111 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	4	2
c. TOTAL	9	5
d. % Below Predicted Pay (b divided by c = d)	44.44	40.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16	Value of T = 0.195
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- a. Avg. diff. in pay from predicted pay for male jobs = 43
- b. Avg. diff. in pay from predicted pay for female jobs = 7

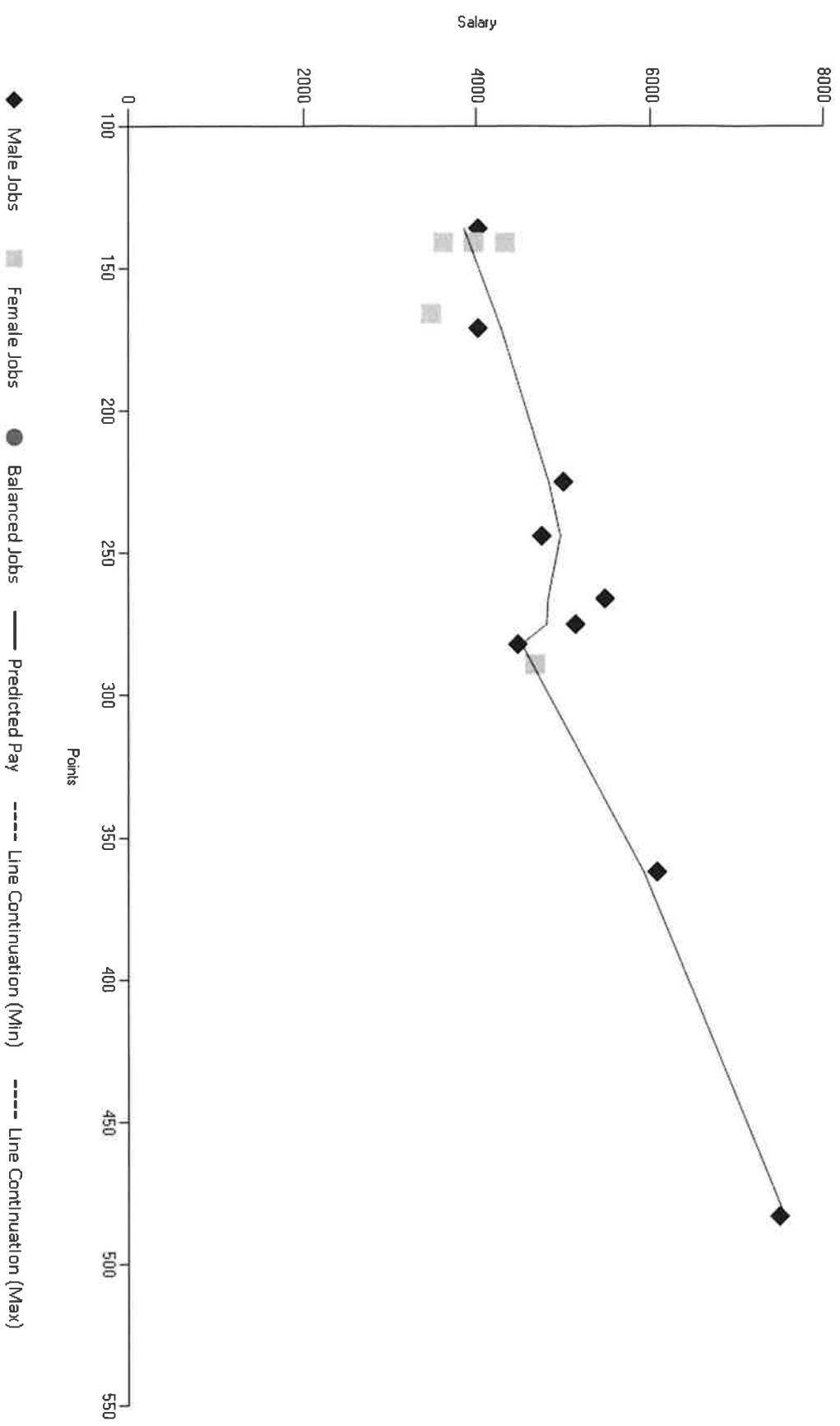
III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 7.00
- B. Avg. # of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 0.00 *
 - B. % of female classes receiving ESP = 0.00
- *(If 20% or less, test result will be 0.00)

Predicted Pay Report for: Mountain Lake Case: 2022 DATA





Predicted Pay Report for: Mountain Lake

Case: 2022 DATA

Job Nbr	Job Title	Nbr			Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
		Males	Females	Non-Binary						
1	Public Works Worker	1	0	0	1	Male	136	4019,6000	3856,5092	163,0908
2	Economic Development Assistant	0	1	0	1	Female	141	3620,9300	3918,1767	-297,2467
3	Utility Billing Clerk	0	1	0	1	Female	141	3974,5300	3918,1767	56,3533
4	Deputy City Administrator	0	1	0	1	Female	141	4331,6000	3918,1767	413,4233
5	Assistant Library Director	0	1	0	1	Female	166	3484,0000	4226,7283	-742,7283
6	Water/Wastewater Worker	1	0	0	1	Male	171	4019,6000	4288,3958	-268,7958
7	Lineperson	2	0	0	2	Male	225	5007,6000	4840,0352	167,5648
8	Police Officer	3	0	0	3	Male	244	4759,7300	4974,3638	-214,6338
9	Electric Utility Super.	1	0	0	1	Male	266	5486,0000	4833,2586	652,7414
10	Eco. Devo. Coordinator	1	0	0	1	Male	275	5146,2700	4817,6093	328,6607
11	Public Works Superintendent	2	0	0	2	Male	282	4482,4000	4529,3693	-46,9693
12	Library Director	0	1	0	1	Female	289	4683,4700	4078,2330	605,2370
14	Police Chief	1	0	0	1	Male	362	6084,0000	5931,0695	152,9305
15	City Administrator	1	0	0	1	Male	483	7508,8000	7569,7382	-60,9382

Job Number Count: 14

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. Proceed to **BOX C**. Include a copy of your certificate with your response.
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). Proceed to **BOX C**.
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to **BOX C**. Contact the Minnesota Department of Human Rights for assistance. (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. Proceed to **BOX C**.

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: City of Mountain Lake Date 1/3/2022

Authorized Signature: _____ Telephone number: (507) 427-2999, Ext. 1

Printed Name: Michael Mueller Title: City Administrator

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services

Mail: The Freeman Building 625 Robert Street North, Saint Paul, MN 55155 TC Metro: (651) 296-5663 Toll Free: 800-657-3704

Web: www.humanrights.state.mn.us Fax: (651) 296-9042 TTY: (651) 296-1283

Email: compliance.mdhr@state.mn.us

**CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE
MEMBERS OF MOUNTAIN LAKE CITY COUNCIL**

Resolution 2-22

I HEREBY CERTIFY, that I am the duly elected Secretary and keeper of the records of the **City of Mountain Lake**, a municipal corporation ("Recipient"), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the **Mountain Lake City Council** of Recipient on **January 3, 2022**, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of Recipient; that such Resolutions do not conflict with any laws of Recipient nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of Recipient, as of the aforementioned date, and that the members of the **Mountain Lake City Council** of Recipient have, and at the time of adoption of such Resolutions, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

WHEREAS, Recipient has submitted an application (the "Application") for a project (the "Project") pursuant to the Workforce Housing Development Program ("Program") in order to obtain funding from the Minnesota Housing Finance Agency ("Minnesota Housing").

WHEREAS, on this **3rd day of January, 2022**, there has been presented to the meeting of the **Mountain Lake City Council** of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter in to a Grant Contract/Funding Agreement pursuant to the Program in order to obtain funding from Minnesota Housing .

NOW, THEREFORE, BE IT RESOLVED, that Recipient is authorized to enter into a Grant Contract/Funding Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$ _____ (the "Grant/Loan").

BE IT FURTHER RESOLVED, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

BE IT FURTHER RESOLVED, that Recipient certifies that it will use the Grant/Loan for qualified expenditures for the Project to serve employees of business located in the **City of Mountain Lake** or surrounding area.

BE IT FURTHER RESOLVED, that the Grant/Loan will be matched by \$ (local unit of government, business, or nonprofit organization) with at least \$1 for every \$2 provided.

BE IT FURTHER RESOLVED, that Recipient certifies that the average vacancy rate for rental housing located in the **City of Mountain Lake**, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

BE IT FURTHER RESOLVED, that the Grant/Loan will not exceed 25 percent of the Project costs.

BE IT FURTHER RESOLVED, that the **Mayor and City Administrator**, or their successors in office, are hereby authorized to execute the Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

BE IT FURTHER RESOLVED, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

ATTEST:

Mike Nelson, Mayor

Dawn Fast, Deputy Clerk/Treasurer

Michael Mueller, City Administrator

Dated: January 3, 2022

Instructions: Applicants must complete, sign, and submit this Certification Form with their application for Workforce Housing Development Program funds.

Eligible Project Area

The applicant certifies that the application being submitted is for the following eligible project area type:

- A home rule charter or statutory city located outside of the metropolitan area with a population exceeding 500; or
- A community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city, located outside the metropolitan area; or
- An area served by a joint county-city economic development authority

Vacancy Rate

The applicant certifies that the average vacancy rate for rental housing located in the eligible project area, and in any other city located within 15 miles of the boundaries of the area, has been 5% or less for at least the prior two-year period.

Qualified Expenditures

The applicant certifies that the Workforce Housing Development Program funds requested will be used for project-specific costs resulting in the direct development of market rate residential rental properties to serve employees of businesses located in the eligible project area or surrounding area.

Environmental Issues

The applicant certifies that any known environmental issues, and any issues discovered during project construction, will be mitigated in accordance to all local, state, and federal laws.

Building Standards

The applicant certifies that the developer, architect, general contractor, and all other parties will adhere to the local building code. If an eligible project area does not have a local building code, the applicant certifies that the developer, architect, general contractor, and all other parties will adhere to the state of Minnesota building code.

Compliance with Local, State and Federal Laws

The applicant certifies that the project will be completed in accordance with all local, state, and federal laws, as well as applicable Minnesota Housing policies.

Maximum Grant Funds

The applicant certifies that the amount of a grant funds may not exceed 25% of the rental housing development project cost.

Eligible Properties

The applicant certifies that funds will only be used for market rate residential rental properties, which are properties that are rented at market value, including new modular homes, new manufactured homes, and new manufactured homes on leased land or in a manufactured home park. Properties may include rental developments that have a portion of income-restricted units.ⁱ

Matching Funds

The applicant certifies that the source of matching funds is not from the developer or from an entity affiliated with the developer.

Signature

I certify and acknowledge that:

- A. The statements and information contained on this Workforce Housing Certification Form, based upon reasonable inquiry and belief, are true, accurate, and complete.

The applicant will promptly notify the Minnesota Housing Finance Agency (Minnesota Housing) in writing of a change of any fact or circumstance represented in this certification form, or in any other document furnished in connection with their application, which is reasonably likely to have a material effect on the information contained in their application.

	Michael Mueller
Authorized Signatory	Printed Name
City Administrator	1/3/2022
Title	Date

ⁱ For projects funded with Workforce Housing Development Program state appropriations awarded after 2019, a portion of the units may also have rent restrictions. Any project proposing units with rent restrictions must obtain Minnesota Housing's prior written consent, which consent may be withheld at Minnesota Housing's sole discretion.



Equal Employment Opportunity Policy Statement

Development Information	
Minnesota Housing Development Number	
Development Name	
Development Address	
Total Number of Units	
Dollar Amount of Rehab \$	Dollar Amount of Project \$

Property Owner Information	
Property Owner Name	Mountain Lake EDA
Phone Number	(507) 427-2999, Ext. 4
Minority Property Owner?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please enter racial/ethnic code:

Development Team Information	
Equal Employment Opportunity Officer Name	Rob Anderson
Phone Number	(507) 427-2999, Ext 4
General Contractor Name	Chad Adams
Phone Number	(507) 836-1602
Minority General Contractor?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please enter racial/ethnic code:

Racial/Ethnic Codes	
1. Black or African American	2. Asian
3. American Indian or Alaskan Native	4. Native Hawaiian or Other Pacific Islander
5. Hispanic or Latino	

Policy Statement
<p>I hereby certify that it is the policy of the undersigned to comply with all existing laws prohibiting discrimination in all aspects of employment due to race, color, creed, sex, age, religion, familial status, sexual orientation, national origin, marital status, status with regard to public assistance, or disability. This shall be accomplished substantially by the following actions: Nondiscrimination in RECRUITING, HIRING, TRAINING, PROMOTING, SUBCONTRACTING, DEMOTION, LAYOFF, and/or TERMINATION. Whenever possible, I will also take affirmative action to include in our workforce minorities, females, and those who are disabled.</p>

	1/3/2022
Property Owner or General Contractor Signature (entity completing form)	Date

	1/3/2022
Equal Employment Opportunity Officer Signature	Date

Minnesota Housing Finance Agency (Minnesota Housing) is committed to fair housing and equal opportunity in employment. Anyone that does business with Minnesota Housing is required to share this commitment.