

**Regular City Council Meeting**  
**Mountain Lake City Hall**  
**Monday, January 3, 2023**  
**6:30 p.m.**  
**AGENDA**

1. Meeting Called to Order \*Additional information on agenda item is attached or at City Hall
2. Oath of Office
3. Approval of Agenda and Consent Agenda
  - a. Bills: Checks #26778-26835, 850E-857E (1-8)
  - b. Payroll: Checks #67116-67147
  - c. Approve December 8 Utilities Commission Minutes (9-10)
  - d. Approve December 20 City Council Minutes (11-12)
  - e. Approve December Street Department Report\*
  - f. Review 2022 LMC Dividend Amount \$15,447 (13-14)
  - g. Approve Resolution #2-23 Unpaid Public Nuisance Abatement Charges (15)
  - h. Approve Resolution #3-23 Adopt A Maximum Valuation Cap (16-17)
  - i. Approve Hiring Jake Karschnik & Alexander Schultz, EMT, effective 1/3/23
4. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
5. 2023 Organizational Items
  - a. Discussion/Action – Approve 2023 Designations and Appointments\* (18-22)
  - b. Discussion/Action – Approve Resolution #1-23 Minimum General Fund Balance and Assignment of General Funds\* (23)
  - c. Discussion/Action – Adopt Investment Policy (24-27)
  - d. Discussion/Action – Ordinance #1-23 – Establishing Rates, Fees, and Administrative Fines\* (28-33)
  - e. Discussion/Action – Approve Data Request Policies (34-53)
  - f. Review – 2022 Building Permit Summary (54-55)
  - g. Review – Seniority List as of 1/1/23 (56)
6. City Attorney
7. City Administrator
8. Roundtable
  - a. Discussion – Commissions/Boards Update
9. Adjourn

# OATH OF OFFICE

STATE OF MINNESOTA  
COUNTY OF COTTONWOOD

CITY OF MOUNTAIN LAKE

I, Bryan Bargaen, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of councilmember of the City of Mountain Lake, Minnesota to the best of my judgment and ability, so help me God.

\_\_\_\_\_  
Bryan Bargaen

Subscribed and sworn to before me this 3<sup>rd</sup> day of January, 2023

Witness: \_\_\_\_\_

# OATH OF OFFICE

STATE OF MINNESOTA  
COUNTY OF COTTONWOOD

CITY OF MOUNTAIN LAKE

I, Mike Nelson, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of mayor of the City of Mountain Lake, Minnesota to the best of my judgment and ability, so help me God.

\_\_\_\_\_  
Mike Nelson

Subscribed and sworn to before me this 3<sup>rd</sup> day of January, 2023

Witness: \_\_\_\_\_

# OATH OF OFFICE

STATE OF MINNESOTA  
COUNTY OF COTTONWOOD

CITY OF MOUNTAIN LAKE

I, Andrew Ysker, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of councilmember of the City of Mountain Lake, Minnesota to the best of my judgment and ability, so help me God.

\_\_\_\_\_  
Andrew Ysker

Subscribed and sworn to before me this 3<sup>rd</sup> day of January, 2023

Witness: \_\_\_\_\_

**Mountain Lake Utilities Commission Meeting**  
**Mountain Lake City Hall**  
**Thursday, December 8, 2022**  
**7 AM**

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

Members Absent: Todd Johnson

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

**Call to Order**

The meeting was called to order at 7 AM.

**Approval of Minutes and Bills**

Motion by Garloff seconded by Johnson to approve the November 23<sup>rd</sup> Minutes, and Check Numbers 22178-22200 (430E-432E). Motion carried.

**Electric Department**

Peters stated that they have received several new auto-read meters. The next step is to switch out and replace some of the older meters that are not working as efficiently.

**Water/Wastewater Department**

The bids for the sand filters have been received and a motion was made by Brian Janzen to accept the bid from Hydro-Klean, LLC for \$136,000. The motion was seconded by Garloff; motion carried. With the purchase of the sand filters, Nesmoe requested to have the membranes for the RO replaced as well. The original budget for these was \$80,000, however, he believes the cost will actually be closer to around \$60,000. He is hoping to get the sand filters completed and installed this winter and then the membranes replaced in the spring. It was also mentioned that 20 new smart water meters have been ordered as a trial process. The goal is to eventually be able to switch out all water meters for smart meters with real-time readings.

A water leak was noticed on Tenth Street. Delmar Schultz contacted Elite Mechanical to replace a water line to the curb, however, the curb stop was not blocked. During the process, Kolander tree service knowingly drove over the open curb stop which caused the damage. Nesmoe advised that Nickel Construction has completed the repairs, but he would like to pass the bill along to Kolander to cover the costs.

Mueller has been verifying all licenses held by employees for accuracy in pay. After investigation, it seems that Pankratz was not given an increase in pay in December 2020 when he received his Wastewater D license. It was agreed that he is eligible for all the back pay from December 2020-November 2022 which is estimated around \$2100.

**City Administrator**

The 2023 revenue and budget were presented to include a 2% increase for all of the utilities. A motion was made by Savage to accept the budget. The motion was seconded by Garloff; motion carried. Following up on a previous discussion regarding the Pole attachment policy, the FCC has regulations stating that we cannot deny services to any provider unless it is due to a safety hazard. Access to the poles will be granted to LTD Broadband, however, the contract should include an agreement stating that work should be completed, and services must be provided within one year. It was also recommended to increase the cost of the pole attachment from \$3.50 to \$10-\$15 per pole. Granite Falls charges \$13 per pole, and Mueller will contact other surrounding areas to determine a reasonable price. A notice will then be sent to Mediacom advising them of the increase for next year.

**Adjourn**

The meeting was adjourned at 7:35 a.m.

ATTEST:

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Jill Falk, Utilities Office Manager

**City of Mountain Lake  
Regular City Council Meeting  
Mountain Lake City Hall – 930 Third Ave  
Tuesday, December 20, 2022  
6:30 p.m.**

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

Members Absent: Darla Kruser

City Staff Present: Michael Mueller City Administrator; Maryellen Suhrhoff City Attorney;  
Daron Friesen Street Superintendent

Others Present: Marty Seifert, Doug Regehr

**Call to Order**

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

**Approval of Agenda & Consent Agenda**

Motion by Janzen, seconded by Kass, to add the Coalition of Greater MN Cities to the agenda.  
Motion carried 4– 0. Motion by Kass, seconded by Ysker to approve the agenda and consent  
agenda as amended. Motion carried 4– 0.

- Bills: Checks #26732-26777, 842E-850E
- Payroll: Checks #67081 – 67115
- Approve Library Board November 8, Minutes, November Report, and November Expenditures
- Approve November 14 Lake Commission Minutes
- Approve November 21 EDA Minutes
- Approve November 23 Utilities Commission Minutes
- Approve December 6 City Council Minutes
- Approve Hiring Melissa Henry, EMT, effective 12/20/22
- Approve Resolution #28-22 Extending Participation in the Cottonwood County Home Initiative Program

**Public**

No comments

**Street Department**

Daron Friesen, Street Superintendent, provided a report on all vehicles in the Street Department’s fleet. The Street Department will be selling the 1973 International and looking to

replace it with a used plow truck. Motion by Janzen, seconded by Ysker to approve the Street Department to purchase a used plow truck, not to exceed their reserve budget. Motion carried 4-0.

### **Coalition of Greater Minnesota Cities**

Marty Seifert with the Coalition of Greater Minnesota Cities provided a recap of the 2022 Legislative Session for the council.

### **Utilities – 2023 Electric, Water, & Wastewater Rates**

The 2023 rates were presented. The Northland Securities study in mid-2019, recommended to continue to raise water and sewer rates by 2% for the next 5 years from the time of the study. Motion by Janzen, seconded by Ysker, to approve the 2023 budget and Resolution #27-22 electric, water, and wastewater rates as presented. Motion carried 4 – 0.

### **City Attorney**

An update was given regarding civil processes on various properties, public nuisances, current processes, court procedures, agreements, and plans.

### **City Administrator**

A list of expiring and vacancies for the various city boards and commissions were briefly discussed. Mayor Nelson is still working on the list and contacting those whose term expires at the end of this year and finding vacancies.

### **Adjourn**

The meeting was adjourned at 7:52 p.m.

ATTEST:

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Michael Mueller, Administrator/Clerk





**DIVIDEND ANNOUNCEMENT**  
**DECEMBER 7, 2022**

Dear Member,

**We are pleased to enclose a check for your share of the \$10 million dividend being returned to members of the League of Minnesota Cities Insurance Trust’s property/casualty program.** Since 1987, the property/casualty program has returned a total of \$315 million in dividends, and the workers’ compensation program has returned an additional \$38 million.

Along with your check, also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your agent will also receive this information, and we encourage you to share it with your city council or other governing body.

**Why is a dividend being returned?**

If the Trust’s fund balance reaches a level where it’s more than sufficient to pay claims and plan for contingencies, the Trust can return funds to its members. We re-evaluate every year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust’s long-term strategic direction.

**What is the dividend formula?**

Dividends are calculated based on a formula that recognizes members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. The breakdown of your share is shown on the enclosed information sheet.

**Is there any pattern or trend to the amount of dividend to expect in the future?**

Yearly fluctuation in dividend returns is to be expected, and members should not include dividend returns in their yearly budget projections.

Thank you for your continued membership and confidence in the Trust. We are honored to partner with you to serve your community. Feel free to contact Sarah Fredericks, Program Assistant, at [sfredericks@lmc.org](mailto:sfredericks@lmc.org) or (651) 281-1228 if you have any questions.

The League of Minnesota Cities Insurance Trust Board of Trustees

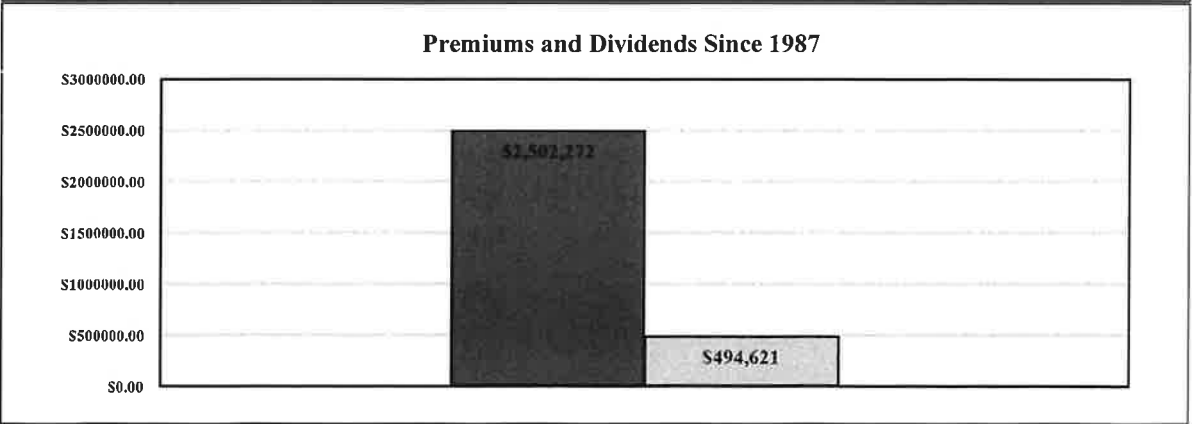
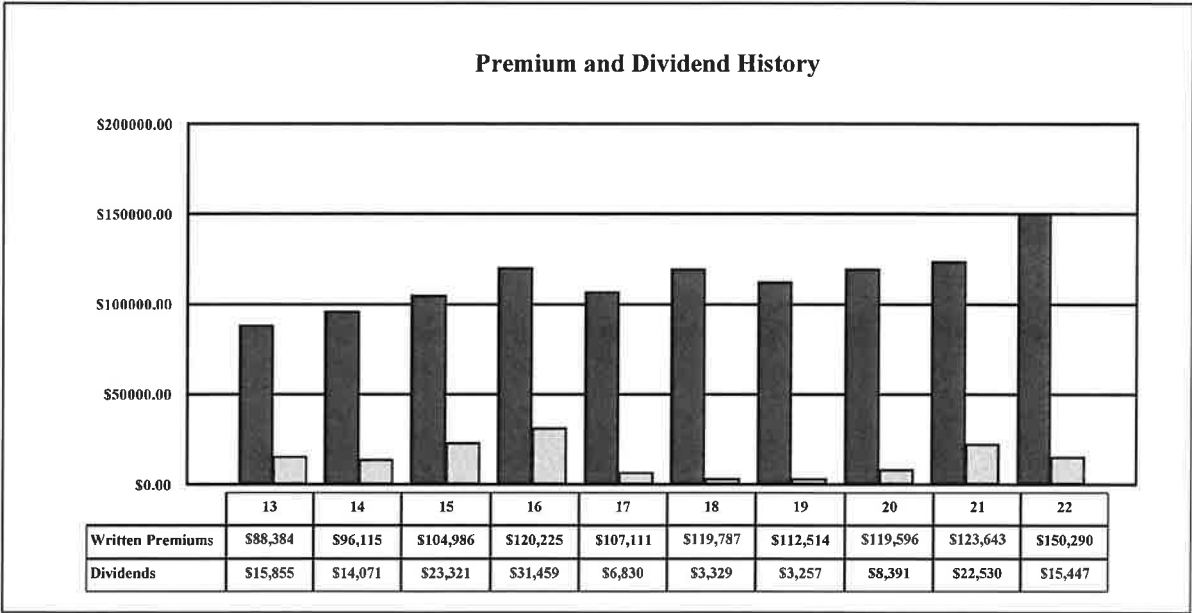
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|--|--|
| Jake Benson, Councilmember, Proctor    | D. Love, Mayor, Centerville            |
| Dave Callister, Manager, Plymouth      | Dave Unmacht, Executive Director, LMC  |
| Clint Gridley, Administrator, Woodbury | Alison Zelms, Administrator, Rochester |
| Anna Gruber, Administrator, Sartell    |  |

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST  
PROPERTY/CASUALTY  
2022 DIVIDEND CALCULATION  
AT MAY 31,2022**

**Hanson Agency**  
Po Box 555  
Mountain Lake MN 561590555

**Mountain Lake**  
PO Box C  
Mountain Lake, MN 561590320

**GROSS EARNED PREMIUM** \$1,737,798  
**ADJUSTED LOSSES** \$516,999  
**MEMBERS DIVIDEND PERCENTAGE** 0.00154465000  
**DIVIDEND AMOUNT** \$15,447



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2022 for the past 20 years. This is the premium figure that's used in the dividend calculation.  
The "2022 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2022 (for most members, only a portion of that 2022 written premium would be earned as of May 31, 2022)

**Resolution #2-23**  
**Certification of Unpaid Public Nuisance Abatement Charges**  
**City of Mountain Lake, MN**

**WHEREAS** the City Council of the City of Mountain Lake, Minnesota acknowledges that the properties located in the City of Mountain Lake listed below failed to abate public nuisances when notified of their existence, and

<b>Parcel Number</b>	<b>Amount</b>
22.520.0600	\$200.00

**WHEREAS** the City did abate the public nuisances whose costs have been billed to the property owners and to this date are unpaid; and

**WHEREAS** Minnesota Statutes, Chapter 429.101 allows these unpaid costs to be certified to the county auditor for collection as other taxes are collected and provides a procedure for such certification; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mountain Lake, Minnesota that it approve the certification as listed above, payable in a single installment at an annual rate of 0% interest.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to certify the same to the County Auditor.

Adopted by the Council this 3<sup>rd</sup> day of January, 2023.

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

ATTEST: \_\_\_\_\_  
Michael Mueller, Administrator/Clerk

**CITY OF MOUNTAIN LAKE, MINNESOTA**

**MOUNTAIN LAKE CITY COUNCIL**

**RESOLUTION #3-23**

**A RESOLUTION AMENDING RESOLUTION #28-22 TO ADOPT A  
MAXIMUM VALUATION CAP FOR NEW APPLICATIONS IN THE  
COTTONWOOD COUNTY HOME INITIATIVE PROGRAM**

WHEREAS, on December 20, 2022, the Mountain Lake City Council adopted Resolution #28-22 approving the Guidelines and extending participation in the Cottonwood County Home Initiative Program for another three-year period to commence on January 1, 2023; and

WHEREAS, in that Resolution, no valuation cap was included; and

WHEREAS, since that time, the City of Mountain Lake has been informed that the Cottonwood County Commissioners, the School Board for the Windom Public School District, and the City Council of the City of Windom, Minnesota, all adopted caps of \$320,000 as the maximum valuation on which a new single-family home is eligible to receive tax abatement from the various taxing entities; and

WHEREAS, it is in the best interests of the City of Mountain Lake and its citizens that the maximum valuation of a new single-family home eligible for tax abatement by the City of Mountain Lake is capped at \$320,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN LAKE, MINNESOTA, AS FOLLOWS:

1. The language in Paragraph No. 1 of Resolution #28-22 is hereby amended to read as follows: "The Cottonwood County Home Initiative Program Guidelines (January 1, 2023 – December 31, 2025) are hereby approved".
2. A new No. 3 is added which shall read as follows: "The maximum valuation of a new single-family home eligible for tax abatement by the City of Mountain Lake is capped at \$320,000 for the three-year period to commence on January 1, 2023."
3. Paragraphs Nos. 3. and 4. of Resolution #28-22 are renumbered as Paragraphs Nos. 4 and 5.
4. All other provisions of Resolution #28-22 adopted on December 20, 2022, remain in full force and effect.

Adopted this 3rd day of January, 2023.

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

ATTEST: \_\_\_\_\_  
Michael Mueller, City Administrator

## 2023 Designations and Appointments as

### ELECTED OFFICIALS

Mayor Mike Nelson	Term ends 12/31/24
Council Member Andrew Ysker	Term ends 12/31/26
Council Member Bryan Bargaen	Term ends 12/31/26
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
	*Andrew Kinnetz
	*Adam Watkins
	**Ben McHenry
City Facebook	*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
**Rachel Bucklin	1/1/23– 12/31/25
**Carol Lehman	1/1/23 - 12/31/25
**Rochelle Maxwell	1/1/21 - 12/31/23
**VACANT, 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

**Hugh Simon	1/1/23– 12/31/25
Bryan Bargen, Council	1/1/23– 12/31/25
**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 McDonald	1/1/19 - 12/31/23
**VACANT	1/1/23 - 12/31/27

\*Reappointment

\*\* New Appointment

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

\*Darla Kruser, Council 1/1/23 - 12/31/24  
 \*Mike Nelson, Council 1/1/23 - 12/31/24  
 \*\*Mitchell Schroeder 1/1/19 - 12/31/24  
 \*Steve Syverson 1/1/23– 12/31/28  
 \*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  
 \*\*VACANT, Advisory

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

Jean Haberman 1/1/23– 12/31/25  
 Randy Loewen 1/1/23– 12/31/25  
 \*\*Joey Morey 1/1/21 - 12/31/23  
 \*\*Nathan Harder 1/1/21 - 12/31/23  
 \*\*Kim Syverson 1/1/22 - 12/31/24  
 Janell Barga 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**

\*\*Jason Kruser 1/1/23– 12/31/25  
 \*Jamie Boldt-Smith 1/1/23– 12/31/25  
 \*Jason Flanagan 1/1/21 - 12/31/23  
 \*\*VACANT 1/1/21 - 12/31/23  
 Randy Junker 1/1/22 - 12/31/24  
 \*\*VACANT, City Council Liaison

\*Reappointment

\*\* New Appointment



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

- \*\*Joey Morey 1/1/23– 12/31/25
- \*\*Nathan Harder 1/1/23– 12/31/25
- \*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
- \*\*Tim Janzen, Training Officer
- \*Andrew Ysker, Maintenance

**Fire Department**

- \*Tim Coners Chief
- \*Andrew Ysker Asst. Chief
- \*\*Taylor Nesmoe President
- \*Scott Pankratz Treasurer
- \*\*Mark Pankratz 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

**Relief Association (separate)**

\*\*President – Alex Schultz  
 \*\*Vice President – Dylan Oeltjenbruns  
 Secretary – John Carrison  
 \*\*Treasurer – Tim Janzen

**Gambling (separate)**

Steve Peters  
 Jacob Karschnik  
 Trey Hopwood

\*Reappointment  
 \*\* New Appointment

**City of Mountain Lake, Minnesota**

**Resolution #1-23**

**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 3<sup>rd</sup> day of January 2023.

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Mike Nelson, Mayor

ATTEST:

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Michael Mueller, City Administrator/Clerk

***January 1, 2023 General Fund (cash, general fund savings, investments) Balance - \$1,641,507.22***

***The 2023 general fund expenditures budget is \$1,787,751.15***

***Unassigned 50% is \$893,875.58***

***General Fund Cash, Assignments, Savings***

***\$917,058.51 - Cash***

***\$280,615.06 – General Fund Savings***

***\$88,478.37 – Police Fund Savings***

***\$154,404.70 – Street Department Savings***

***\$138,180.68 – Cemetery Savings***

***\$443,833.65 – Investments at Northland Securities***

***Total General Fund: \$2,022,570.97***

## **City of Mountain Lake Investment Policy**

**Reviewed and adopted by the Mountain Lake City Council on January 3, 2023.**

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 1-23  
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, 2023)

Residential

Base	\$33.58
1,000 to 6,999 gals.	\$7.77 per 1,000
7,000 to 12,999 gals.	\$8.70 per 1,000
13,000 to 25,999 gals.	\$9.95 per 1,000
26,000 gals. and up	\$11.20 per 1,000

Rural

Base	\$34.81
1,000 to 6,999 gals.	\$8.70 per 1,000
7,000 to 12,999 gals.	\$9.95 per 1,000
13,000 to 25,999 gals.	\$11.20 per 1,000
26,000 gals. and up	\$12.43 per 1,000

Industrial/Commercial

Base	\$33.58
1,000 to 50,999 gals.	\$8.39 per 1,000
51,000 gals. and up	\$8.60 per 1,000

Sewer:

Residential:	\$45.71 per month
Rural:	\$48.76 per month
Commercial:	\$48.76 minimum first 3,000 gallons of water used
	\$9.14 excess water usage per 1,000 gallons

Electric:

- \*\* 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	\$14.57
All Energy	11.76 cents per KWH

**Rural Residential:**

Customer Base Charge	\$17.68
All Energy	11.76 cents per KWH

**Commercial under 20kW**

Customer Base Charge	\$24.97
All Energy	11.34 cents per KWH

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

Customer Base Charge	\$57.22
Demand Charge	\$14.57 per kW
Energy Charge	6.04 cents per KWH

**City Facilities and Street Lighting:**

Customer Base Charge	\$24.97
Energy Charge	8.95 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 (0-8 hours) \$1,000 minimum

Fire Call (8 hours or more) \*additional charges

\$200 per truck, except the grass rig, per hour over 8 hours

\$25 per person per hour over 8 hours

## AMBULANCE DEPARTMENT

Ambulance Call \$650 Base Rate \$15.00 per loaded mile

\$750 Non-Contract Area

\$150 – Lift Assist

## PUBLIC WORKS (all prices includes employee):

Sweeper rental: \$250 per hour

Blade rental: \$250 per hour

Roller rental: \$100 per hour

Sidewalk Grinding: \$40 for first crack

\$20 for each following

Salt/Sand Spreading:

Small Lot \$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~~ **\$250 per hour**

Bucket Truck \$250 per hour

Boom Truck \$250 per hour

Patching Streets \$10.50 per square foot

**Stripping \$.75 per foot**

**Backhoe \$250 per hour**

**Small Vac \$150 per hour**

## 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
<del>Local Background Check</del>	<del>\$5.00</del>
<del>(no charge for federal, state and local agencies)</del>	<del>\$5.00</del>
<del>Driving Record</del>	<del>\$10.00</del>
False Alarm	\$50.00
Funeral Escort	No Charge
Home Checks	No Charge
ICR/Investigations Reports	\$5.00 + 25 cents per page over 3 pages
Digital Photos	\$2.00 each, printed on standard copy paper

## LICENSE AND PERMIT FEES

## Alcohol Related Items:

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

## Other:

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

## POLICE DEPARTMENT ADMINISTRATIVE FINES - See attached

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Social Host (City Code 5.18)	\$100.00		
Address Numbers	\$60.00		
Public Nuisance	<del>\$100.00</del>	\$300.00	
	\$120.00		

## TRAVEL BY ELECTED OFFICIALS OR EMPLOYEES

IRS Mileage Reimbursement Rate	<del>\$0.625</del> per mile	\$0.655
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 200 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	\$25
Monthly	\$500
Seasonal (May 1 – October 1)	\$1,900
Winter Storage	\$200

Adopted by the City Council this 3<sup>rd</sup> day of January 2023.

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

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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

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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

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### 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](mailto: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](mailto:dfast@mountainlakemn.com)

#### City of Mountain Lake:

Alyssa Nesmoe  
 930 Third Ave.  
 P. O. Box C  
 Mt. Lake, MN 56159  
 507-427-2999 Ext. 6  
[anesmoe@mountainlakemn.com](mailto:anesmoe@mountainlakemn.com)

#### Mountain Lake Municipal Utilities:

Jill Falk  
 930 Third Ave.  
 P. O. Box C  
 Mt. Lake, MN 56159  
 507-427-2999 Ext. 8  
[jfalk@mountainlakemn.com](mailto: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](mailto:dbristol@mountainlakemn.com)

## Copy Costs – When You Request Public Data

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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

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**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 \$5.00 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:

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*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:

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

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### 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

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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

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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

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*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

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### 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](mailto:mmueller@mountainlakemn.com)

### Data Practices Compliance Official

Michael Mueller

### Data Practices Designees By Division

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#### 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](mailto: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](mailto:jfalk@mountainlakemn.com)

#### City of Mountain Lake:

Alyssa Nesmoe  
 930 Third Ave.  
 P. O. Box C  
 Mt. Lake, MN 56159  
 507-427-2999 Ext. 6  
[anesmoe@mountainlakemn.com](mailto:anesmoe@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](mailto:dbristol@mountainlakemn.com)

## Copy Costs – Data Subjects

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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.

# Policy for Ensuring the Security of Non-Public-Data

## Legal Requirement

The adoption of this policy by the City of Mountain Lake “The City” satisfies the requirement in Minnesota Statutes, section 13.05, Subd. 5, to establish procedures insuring appropriate access to non-public data. By incorporating employee access to non-public data in the City’s Data inventory (required by Minnesota Statutes, section 13.0225, Subd. 1), in the individual employee’s position description, or both, the City’s policy limits access to non-public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City of Mountain Lake’s Data Practices Compliance Official (DPCO):

Michael Mueller, City Administrator  
[mmueller@mountainlakemn.com](mailto:mmueller@mountainlakemn.com)  
 507-427-2999 Ext. 1  
 Fax: 507-427-3327  
 P.O. Box C  
 930 Third Ave.  
 Mountain Lake, MN 56159

## Procedures implementing this policy

### **Data Inventory**

Under the requirement in Minnesota Statutes, section 13.025, Subd. 1, the City has prepared a Data Inventory which identifies and describes all non-public data on individuals maintain by the City. To comply with the requirements in section 13.05, Subd. 5, the City has also included in its Data Inventory employees who have access to non-public data.

In the event of a temporary assignment an employee may access certain non-public data when necessary.

In addition to the employees listed in the City’s Data Inventory, the Responsible Authority/Data Practices Compliance Official and City Attorney may have access to all non-public data maintained by the City if necessary for specified duties. Any access to non-public data will be strictly limited to the data necessary to complete the work assignment.

### **Employee position descriptions**

Position descriptions may contain provisions identifying any non-public data accessible to the employee when a work assignment reasonably requires access.

## **Data sharing with authorized entities or individuals**

State of federal law may authorize the sharing of non-public data in specific circumstances. Non-public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will be notified of any sharing in applicable Tennessee warnings ( see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of non-public data will be strictly limited to the data necessary or required to comply with the applicable law.

## **Ensuring that non-public data are not access without a work assignment**

When a work task is assigned to an employee that requires access to non-public data the City Administrator or Department Head will inform the employee which data are non-public and that the data may not be disclosed to anyone else including other city employees.

When non-public data must be provided to county or state employees or to appointed or elected officials of the City, County or State, the City Administrator or Department Head shall inform the appointed or elected official which data are non-public and that the data may not be disclosed to anyone else.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limit access to shared network drives, and implement password protections for non-public electric data
- Password protecting employee computers and locking computers before leaving work stations
- Securing non-public data within locked work spaces and in locked file cabinets
- Shredding non-public documents before disposing of them

## **Notice of a Breach**

If the City becomes aware of an authorized acquisition of non-public data, City Staff shall take the following actions:

1. Send a Notice to the individual who is subject of the data and whose private or confidential data was, or is reasonable believed to have been, acquired by an unauthorized person.
2. The Notice shall be in substantial form as the attached form and sent via First Class mail or email.
3. The City shall conduct an investigation into any breach in the security of data.
4. After finishing the investigation, the City shall have a report prepared on the facts and results of the investigation. This report shall be made available to the subject of the data by U.S. mail or email.

5. In compliance with MN Statutes Section 13.055 Subd. 2(b), the report must include at minimum;
  - a) A description of the type of data that were accessed or acquired;
  - b) The number of individuals whose data was improperly accessed or acquired;
  - c) If an employee has been disciplined for the improper access and there has been a final disposition of that discipline as defined in MN Statutes Section 13.43, the name of the employee responsible for the unauthorized access or acquisition and the final disposition of discipline.
  - d) If a contractor or agent of the government entity is responsible for the unauthorized access, whether the City has changed how it does business with that contractor.

### **Annual Security Assessment**

The City of Mountain Lake staff shall annually conduct a security assessment of any personal information maintained by the City.

### **Penalty for Violation of this Policy**

Violation of this policy by a City of Mountain Lake employee is just cause for suspension without pay or termination. Minnesota Statute Section 13.09 provides that anyone who willfully violates this policy or applicable Minnesota Statutes or whose conduct constitutes the knowing unauthorized acquisition of non-public data, is guilty of a misdemeanor.



**NOTICE TO INDIVIDUAL OF BREACH OF SECURITY**

January 1, 2023

Joe Smith  
123 Comedy Street  
Anytown, MN

Dear Joe Smith:

On \_\_\_\_\_, 20\_\_\_\_, the City of Mountain Lake learned that \_\_\_\_\_ data (about you) held by the City of Mountain Lake may have been accessed by an unauthorized person. The City of Mountain Lake is conducting an investigation to determine exactly what private or confidential data about you may have been accessed and how such data was used.

The name of the investigator is \_\_\_\_\_ and they may contact you as part of the investigation. Please forward to me a telephone number or email address which our investigator can use to contact you.

A report of this investigation will be prepared and we will notify you when it is completed along with instructions outlining how you may obtain the report.

We apologize for this breach in security and we are working to restore the security of your data.

Sincerely,

Michael Mueller  
City Administrator



## Request to Release Private Data

You are requesting the City of Mountain Lake to release your private data to an outside entity or person. Because the City of Mountain Lake does not have statutory authority to release the data, it must get your written informed consent.

I, \_\_\_\_\_, give my permission for the City of Mountain Lake to release data as described below about me to \_\_\_\_\_.

1. The specific data I want the City of Mountain Lake to release:
  
2. I understand that I have asked the City of Mountain Lake to release the data.
  
3. I understand that although the data are classified as private at the City of Mountain Lake, the classification/treatment of the data elsewhere may change due to laws or policies of other entities or persons.

This authorization to release expires \_\_\_\_\_.  
(Date/Time of Expiration)

Individual data subject's signature \_\_\_\_\_  
Date

Parent/guardian's signature \_\_\_\_\_  
Date

Questions should be directed to:

Michael Mueller  
 Administrator/Clerk, City of Mountain Lake  
 930 Third Ave. P. O. Box C  
 Mountain Lake, MN 56159  
 507-427-2999 Ext. 1 Fax: 507-427-3327  
[mmueller@mountainlakemn.com](mailto:mmueller@mountainlakemn.com)

## 2011 – 2022 City of Mt. Lake Building, Shingling and Siding Permit Summary

2022 Building Permits	19 Permits, Value of \$1,199,991.42
2022 Shingling/Siding Permits	28 Permits
2022 Mechanical Permits	6 Permits
2022 Fence Permits	2 Permits
2022 Shed Permits	1 Permits
2022 Deck Permits	0 Permits
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

1/1/2023

<u>Date of Hire</u>	<u>Years of Service Last Anniversary</u>	<u>Name</u>	<u>Department</u>
08/26/91	31 years	Dawn Fast	Deputy Clerk/Administrator
03/04/96	26 years	David Watkins	Electric Dept. Head
12/15/97	25 years	Doug Bristol	Police Chief
12/19/00	22 years	Daron Friesen	Street Dept. Head
10/13/03	19 years	Steve Peters	Lineman
7/17/17	5 years	Tabitha Garloff	EDA
1/2/18	4 years	Taylor Nesmoe	Water/Wastewater Foreman
9/10/18	4 years	Lane Anderson	Lineman
8/5/19	3 years	Scott Pankratz	Water/Wastewater Worker
10/22/19	3 years	Andrew Kinnetz	Police Officer
5/4/20	2 years	Jacob Karschnik	Street Department
12/13/20	2 years	Adam Watkins	Police Officer
4/5/21	1 years	Jill Falk	Utilities Office Manager
6/5/21	1 years	Ben McHenry	Police Officer
11/9/21	1 years	Michael Mueller	City Administrator
2/22/22	0 years	Alyssa Nesmoe	Assistant Office Manager
2/22/22	0 years	Mark Pankratz	Street Department
8/15/22	0 years	Daniel Mick	Library Director
<b>Part-Time/Seasonal</b>			
8/89	33 years	Sandra Schroder	Assistant Library Director
8/23/18	4 years	Dana Schroder	Library Assistant
9/9/21	1 years	Cindy Hiebert	Com. Center/ City Hall Mnt

### Contract

Rod Hamilton, EDA Director

Dennis Hulzebos, Custodial - Library

Steven Carson, Building Official

Rustin Kaderabek, MMUA Safety Coordinator

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

Bolton & Menk, City Engineer, Owen Todd

1-3 Summer Employees