

Regular City Council Meeting
Mountain Lake City Hall
Monday, January 4, 2021
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 # (available at meeting)
 - b. Payroll: Checks # (available at meeting)
 - c. Approve October 27 Police Commission Minutes
 - d. Approve November 9 Lake Commission Minutes
 - e. Approve November 16 EDA Board Minutes
 - f. Approve December 3 Utilities Commission Minutes
 - g. Approve December 15 City Council Minutes
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. Street Department Report – Daron Friesen, Street Superintendent
6. 2021 Organizational Items
 - a. Discussion/Action – Approve 2021 Designations and Appointments (at meeting)
 - b. Discussion/Action – Approve Resolution #1-21 Minimum General Fund Balance and Assignment of General Funds (at meeting)
 - c. Discussion/Action – Adopt Investment Policy
 - d. Discussion/Action – Ordinance #1-21 – Establishing Rates, Fees, and Administrative Fines
 - e. Discussion/Action – Approve Data Request Policies
 - f. Review – 2020 Building Permit Summary
 - g. Review – Seniority List as of 1/1/21
7. Utilities
 - a. Discussion/Action – Approve Assistant Utilities Office Manager Job Description
 - b. Discussion/Action – Approve 2021 Utilities Budget
8. Wastewater Ponds Project
 - a. Review – Update Memo from Bolton & Menk
 - b. Discussion/Action – Approve Pay Request #8 to Mathiowetz Construction
9. City Attorney
10. City Administrator
 - a. Discussion/Action – Approve Addendum with Community Asset Foundation
11. Annual Performance Evaluation of City Administrator (meeting may be open or closed as allowed in MN Statutes 13D.05 as requested by city administrator)
12. Adjourn

Meeting Minutes

Tuesday October 27th 2020

7:00 PM

In attendance:

Dana Kass

Doug Bristol

Michael Shulte

Jamie Boldt

Randy Yunker

Jason Flanagan

1. Meeting Called to order 7:07 PM
 - a. Minutes were approved- motion by Dana and second by Randy
2. Bills/Finance- Discussion on camera purchase/repair as well as year-end budget close and any possible surplus
3. Chief's Report- Call amount was pretty normal, slightly higher traffic issues noted and an increase in the severity of the calls.
4. Old Business- Dash cam purchase discussed
5. New Business- Possible firearms purchase coming up
6. Floor-
7. Adjourn- Jason motion/Dana second

**Lake Commission Meeting (Amended Dec. 14, 2020)
Monday, Nov. 9, 2020, 6:30 p.m.**

Members Present: Dave Bucklin, Jim Peterson, Jason Honkomp, Jean Haberman

Members Absent: Jason Kruser, Janell Barga, Randy Loewen

Guests Present: Michael Schulte, Rachel Yoder, Alex Melson

Vice-Chair Bucklin called the meeting to order at 6:30 p.m.

M/S/P Honkomp/Peterson to approve the minutes of the Oct. 13, 2020 meeting.

Treasurer's Report (11/5/2020):

Income:

UPB Interest 18.11

Ending Balance: \$39,180.88

Savings Balance	22,025.19
Weed Harvester replacement funds from Cot. Co. (2018)	20,000.00
Weed Harvester replacement funds from Cot. Co. (Jan. 2019)	10,000.00
Weed Harvester replacement funds from Cot. Co. (Oct. 2019)	<u>20,000.00</u>
Total Savings Balance:	72,025.19

M/S/P Peterson/Honkomp to approve Treasurer's Report.

Trail:

Sediment Removal: The city is either planning to remove or has removed sediment from the creek on the southwest side of the trail.

Boardwalk: Dave will check with Katie Wiggins about the status of a DNR permit for a new boardwalk that will be placed 15 to 20 feet upstream from the existing boardwalk. There will be a condition in the permit that we stay far away from the fen.

Nickel Construction has plans to prop up the existing boardwalk this fall if they have time.

Historical Marker: Dave will check with Nickel Construction about the status of a sign and historical marker honoring Ray Dick.

Lake:

Harvesting: Jim Peterson reported that the harvester has been covered with a tarp and the electrical system has been covered. He is going to look into purchasing a bigger, sturdier tarp.

Chad Nuenberg will not be running the harvester next summer. We will need to find new people to do the harvesting.

Aeration: M/S/P Peterson/Haberman to run "Thin Ice" ads in the Observer the last two consecutive weeks in November.

Cemetery Trees: M/S/P Bucklin/Haberman to give \$1,000 to the cemetery tree planting project for well-head protection, if needed.

Golf Course Sediment Pond: Dave Bucklin checked the sediment pond at the golf course and noted that it is not full of sediment. He will report his findings to Austin Hopwood.

Can Bin: The bin needs to be emptied if there are enough helpers.

Snowmobile Signs: Jason Honkomp will look into "No Snowmobiling" signs for the trail.

Yoder Culvert: Rachel Yoder is concerned about an ongoing drainage problem. **Yoder's do not want a culvert and want to explore other solutions to the drainage problem on the north side of their property.** She maintains that a culvert is dangerous and makes farming difficult.

She also requested that two missing signs be replaced, "Respect Private Property...Stay on Trail" and "All Pets Must Be Kept on Leash...Please Clean Up After Your Pet." Michael Schulte will look into ordering replacement signs.

Meeting adjourned.

Respectfully submitted,

Jean Haberman,
Secretary/Treasurer

Economic Development Authority
Monday, November 16, 2020
Mt. Lake City Hall
Council Chambers

PRESENT: Vern Peterson, Chuck Stevensen, Mike Nelson, Steve Syverson, and Darla Kruser
ABSENT: Jerry Haberman, Clara Johnson and Dean Janzen, advisors
STAFF: Rob Anderson and Tabitha Garloff
CITY ADMINISTRATOR: Michael Schulte
GUESTS: Kayleigh Fritz and her Grandmother

1. CALL TO ORDER: Vern called the meeting to order at 12:03 p.m.
2. Motion to Approve Consent Agenda
Consent Agenda:
 - a. Approval of October 19, 2020 Regular Meeting Minutes.
 - b. Approval of Financial Reports and Bills. Motion made and seconded by Mike and Steve to approve the consent agenda as presented. Carried.
3. Public Hearing on EDA Sale of Property Located at 206 North 10th Street to Mitch Schroeder. Motion made and seconded by Chuck and Steve to close the public meeting at 12:04 p.m. No one spoke. Motion made and seconded by Mike and Steve to open the closed public meeting at 12:05. Carried.
4. Consider Loan Request from Kayleigh Fritz, d.b.a., Kayleigh's K-9 Kare, LLC. Rob introduced Kayleigh. Kayleigh gave a brief description of her business plan and what services she will provide. Kayleigh is in the process of purchasing the 10th Street Pickers building where she will operate a pet grooming salon, retail pet items and obedience training. Kayleigh is requesting a loan from the EDA in the amount of \$6,000 to help transition into the new business. Kayleigh and her Grandmother were excused from the meeting. Rob stated if approved the loan would be a 10-year loan at 3% interest and the EDA would hold second collateral position. Motion made and seconded by Steve and Chuck to approve the loan as presented. Carried.
5. Midway Estates:
 - a. Construction Progress. Rob gave an update on the project and stated they are behind 1-1 ½ weeks due to the weather.
 - b. Report from Construction Committee. The construction committee picked out inside finishes. Rob requested approval from the board to allow the construction committee to pick the appliances. Motion made and seconded by Steve and Chuck to approve allowing the construction committee to make the final decision on the appliances. Carried.
 - c. Construction Change Orders. Motion made and seconded by Chuck and Mike to approve change order #8 for an entry door with a window. Carried.

- d. Other. Discussion continued from previous meeting on what rooms should have carpet. Decision was made to install carpet in the bedrooms and living room with remaining rooms being LVT. Rob reviewed the project funds remaining after current change orders.
6. Apartment Rent Rate Adjustment. Rob stated that the rent projections that were done previously were based on an annual rent increase of \$25 per month per unit for 2021. Motion made and seconded by Mike and Steve to approve the \$25 a month per unit annual rent increase. Carried.
7. Job Fair with Chamber of Commerce December 8, 2020 @ Center Point Church. Due to Covid-19 the EDA and Chamber decided to postpone the event.
8. GENERAL DISCUSSION:
 - a. Krienke Foods International Payment. Rob gave an update on Krienke Foods payments. Caleb is asking for a 1-week extension. Discussion continued. Motion made and seconded by Mike and Vern to approve extending the payment Date to November 23rd. Carried.
 - b. Next Regular Board Meeting is December 21, 2020
 - c. Other Business
9. ADJOURN. Motion made and seconded by Steve and Chuck to adjourn the meeting at 12:42 p.m.

Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, December 3, 2020
7 AM

Members On-Call: Mark Langland, Sue Garloff, Todd Johnson, Dean Janzen, Council Liaison David Savage

Members Absent: Randy Sawatzky

Staff On-Call: Michael Schulte, Administrator/Clerk; David Watkins, Electric Lineman; Lane Anderson, Electric Lineman; Taylor Nesmoe, Water/Wastewater Foreman; Scott Pankratz, Water/Wastewater Operator

Others Present: None

Call to Order

The meeting was called to order at 7:00 a.m.

Approval of Agenda, Minutes, and Bills

Motion by Janzen, seconded by Johnson, to add 5.D – Discussion – Wind Turbine to the agenda, approve the agenda, November 19 Minutes, and to approve Bills #20391 – 20424. Motion carried 4 – 0.

Electric Department

The department is installing electric line to the 4-plexes and finished hanging Christmas lights. The controls in the switch room were updated.

Water/Wastewater Department

A small leak on Boxelder was detected. A leak detection company came and pinpointed the leak. The same company offers to detect the whole city's water infrastructure either every year, every 3 years, or every 5 years. The cost is \$1500 a year. Rural water has done similar services in the past. Depending on the year there is typically 4 – 5 breaks a year. Direction was given to have them inspect next year. A discharge to the wastewater ponds occurred last week and should be set for winter.

Wastewater Ponds Project

John Graupman provided a memo update for the wastewater ponds. Water was pumped from the river west of the site to the pond. Additional water will be pumped in the spring after ice is out as needed for the water balance. Painting and interior work will continue inside the building. Riprap

repairs on the existing ponds will be performed if adequate frost is set prior to snow cover. A request of \$319,291.88 was made by Mathiowetz Construction. Graupman recommended to approve. The City Council approved the payment on Monday.

2021 Electric, Water, & Wastewater Rates

According to the study conducted by Missouri River Energy Resources in December of 2019, the study recommends that 2021 rates stay the same as 2020 rates. The 2020 rates for 2021 rates were presented. According to the study conducted by Northland Securities in the middle of 2019, they recommend 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 Garloff, to recommend to the City Council to approve the presented 2021 Electric, Water, and Wastewater rates. Motion carried 4 – 0.

2021 Utilities Budget

Budgets for each department were presented and discussed. Questions on various line items were discussed. As approved by the Utilities Commission a few months ago, salaries and wages for office personnel were split 50% electric, 25% water, and 25% wastewater. The administrator explained that splitting the office personnel wages drastically impacts the water and wastewater budgets as their budgets are tighter than the electric budget due to the nature of the types of services. The administrator recommended that wages for office personnel remain at 70% electric, 15% water, and 15% wastewater and that these percentages represent a more accurate picture of time allocated for each department. Items used by all three departments will remain at 50-25-25%. The wastewater budget will continue to develop and change as the wastewater ponds project is ongoing and operation costs for a whole year will not be known until the ponds are operational for a full year. The monthly base payment from Milk Specialties will begin once the new ponds are operational. Staff will continue to monitor revenues and expenses to see where changes may be needed. Direction was given to make the recommended changes and bring the updated budget to the next meeting.

Wind Turbine

The administrator was informed yesterday afternoon that SUZLON will be letting go of their employees in the Pipestone office by December 9 and it appears that operations in the US are coming to a halt. The administrator contacted the SUZLON representative that assisted in the agreement approved this past summer as this representative switched to World Wind & Solar. He is currently putting together a proposal to the utility. Other companies will be contacted today. The contract with SUZLON has a section on defaults and voluntary termination and will be reviewed further with staff and the city attorney. The wind turbine is currently offline as SUZLON was in the process of obtaining a part from Germany but from discussions over the phone yesterday they will not be fixing the turbine before December 9. More information will be discussed at the next meeting.

Adjourn

The meeting was adjourned at 7:49 a.m.

Approved December 17, 2020

ATTEST:

Michael Schulte, Administrator/Clerk

**City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Tuesday, December 15, 2020
6:30 p.m.**

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

Members Absent: Andrew Ysker

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney; David Watkins, Ambulance Captain

Others Present: Doug Regehr

Call to Order

The meeting was called to order by Mayor Nelson at 6:00 p.m.

Approval of Agenda & Consent Agenda

Motion by Savage, seconded by Kass, to add 2.J Resolution #40-20 Accepting Donation to Lake Commission to the consent agenda. Motion carried 4 – 0. Motion by Kruser, seconded by Kass, to approve the agenda and consent agenda as amended. Motion carried 4 – 0.

Bills: Checks #24394 – 24447, 697E – 704E

Payroll: Checks #65712 – 65747

Approve Library Board November 10, 12, and 17 Minutes, November Report, and November Expenditures

Approve November 19 Utilities Commission Minutes

Approve December 1 City Council Minutes

Accept Resignation of Chad Neuenburg, Tree Commission, effective November 4, 2020

Accept Resignation of Gary Hildebrandt, Tree Commission, effective October 13, 2020

Approve Resolution #39-20 Accepting Donation to Ambulance Department

Approve 2021 Tobacco and Liquor Licenses

Approve Resolution #40-20 Accepting Donation to Lake Commission

Public

No one spoke during this portion of the meeting.

2021 City Budget

Amendments to the budget discussed at the last meeting were made along with adjusting ambulances wages accordingly. The 3.5% levy increase over 2020 was applied to the budget for a total budget of \$2,691,103.31. It was noted that the transfer line item sits at \$120,950.34 to be used where needed in 2021 with unknowns in multiple revenues and expenses including LGA. Approximately \$104,000 is earmarked to transfer to the commercial park infrastructure bond fund account. Motion by Kass, seconded by Savage, to approve the 2021 city budget as presented. Motion carried 4 – 0.

2021 Wages, Salaries, & Step Changes

The 2021 wages, salaries, and steps were approved last year for years 2020, 2021, and 2022. A motion to approve will make the change as planned according to the union and non-union pay scales. Motion by Kruser, seconded by Savage, to approve 2021 wages, salaries, and step changes accordingly for each employee.

2021 Electric, Water, & Wastewater Rates

According to the study conducted by Missouri River Energy Resources in December of 2019, the study recommends that 2021 electric rates stay the same as 2020 rates. The 2020 rates for 2021 rates were presented. According to the study conducted by Northland Securities in the middle of 2019, they recommend continuing to raise water and sewer rates by 2% for the next 5 years from the time of the study. Motion by Kruser, seconded by Kass, to approve the 2021 electric, water, and wastewater rates as presented. Motion carried 4 – 0.

Mountain Lake Ambulance

Councilmember Savage and Mayor Nelson discussed a consulting group, Silver Fox Safety, that works with rural ambulances on assisting or improving leadership, culture, operations, clinical care, finances, and community engagement. The group can provide a rural ambulance service assessment or provide staff and stakeholder workshops along with ongoing mentoring and support. Councilmember Savage explained that he wants to strengthen the department because of many tragic events that occurred this past year, to ensure all EMTs are healthy, to continue to gain new EMTs, and ensure long-term success for the department. Councilmember Kruser stated that many of the challenges discussed are challenges all across ambulance departments across the country, and not just for Mountain Lake. Councilmember Savage stated that possibly hiring consulting group is not because of any disrespect to the department but because he supports the ambulance department and wants to be able to provide more support than just on-call wages, which he supported, which were approved at the last meeting. Ambulance Captain David Watkins explained the challenges of ambulance departments, where the department sits right now, and that there will be new leadership as Watkins is stepping down from his position at the end of the year. Watkins stated he is for any evaluations or support but would like to learn more and ask other cities who used this group to see what the results were of hiring this group. He would also like to mention it to the department as feedback from the department will be valuable

on receiving positive results. It was mentioned that Jackson may have used the group. Mayor Nelson will contact Silver Fox Safety to learn more and see what other groups may be available.

City Attorney

A house burnt by a fire this summer was discussed. The administrator had contact with a sibling corresponding with the property but the number is disconnected and has not had contact from another sibling involved despite multiple phone calls and a letter. There is interest from Center Point Church to acquire and demolish the house on the property but it legally needs to be transferred to them. It was mentioned by a family member to do this and that a family member would come to Mountain Lake to figure items out. Possible plans of the property were discussed including the possibility of condemnation by the city if no correspondence is received. City Attorney Suhrhoff will try to contact the property owners and figure out possible next steps.

Ice Skating Rink & Warming House

The administrator will check into the new executive order to be delivered on Wednesday by Governor Walz to see if any regulations regarding ice rinks has changed. One applicant has applied for the position and applications are being accepted until December 18 or until filled.

LMCIT Dividend.

The LMCIT dividend was reviewed.

Board & Commissions

Mayor Nelson provided a brief update on who he has contacted. More names of interested individuals is welcomed by Mayor Nelson. Mayor Nelson will provide of list of appointments by the end of the month.

Councilmember David Savage

Councilmember David Savage decided not to run for another term as councilmember and this would be his last meeting. Mayor Nelson thanked and presented David Savage with a certificate of appreciation for his 12 years of service.

Adjourn

The meeting was adjourned at 7:24 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk

City of Mountain Lake Investment Policy

Reviewed and adopted by the Mountain Lake City Council on January 4, 2021.

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.



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

Data Practices Compliance Official

Michael Schulte

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:

Lynda Cowell
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 6
lcowell@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 Tennessee 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 Schulte
Administrator/Clerk
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 1
Fax: 507-427-3327
mschulte@mountainlakemn.com

Data Practices Compliance Official

Michael Schulte

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:

Lynda Cowell
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 6
lcowell@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.

CITY OF MOUNTAIN LAKE
Ordinance 1-21
Establishing Rates, Fees and Administrative Fines

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

(Changes from 2020 have been bolded.)

WATER, SEWER AND ELECTRIC UTILITIES

Water Service:

(effective January 1, 2021)

Residential

Base	\$32.27
1,000 to 6,999 gals.	\$7.47 per 1,000
7,000 to 12,999 gals.	\$8.36 per 1,000
13,000 to 25,999 gals.	\$9.56 per 1,000
26,000 gals. and up	\$10.76 per 1,000

Rural

Base	\$33.46
1,000 to 6,999 gals.	\$8.36 per 1,000
7,000 to 12,999 gals.	\$9.56 per 1,000
13,000 to 25,999 gals.	\$10.76 per 1,000
26,000 gals. and up	\$11.95 per 1,000

Industrial/Commercial

Base	\$32.27
1,000 to 50,999 gals.	\$8.07 per 1,000
51,000 gals. and up	\$8.26 per 1,000

Sewer:

(effective January 1, 2021)

Residential:	\$43.93 per month
Rural:	\$46.86 per month
Commercial:	\$46.86 minimum first 3,000 gallons of water used
	\$8.78 excess water usage per 1,000 gallons

Electric:

(effective January 1, 2021)

**** 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	\$14.00
All Energy	11.30 cents per KWH
Rural Residential:	
Customer Base Charge	\$17.00
All Energy	11.30 cents per KWH
Commercial under 20kW	
Customer Base Charge	\$24.00
All Energy	10.90 cents per KWH
Large Commercial & Large Rural Commercial Over 20kW	
Customer Base Charge	\$55.00
Demand Charge	\$14.00 per kW
Energy Charge	5.80 cents per KWH
City Facilities and Street Lighting:	
Customer Base Charge	\$24.00
Energy Charge	8.60 cents per KWH
Conservation Improvement Plan Surcharge (effective Jan. 1, 2015)	1.5% of electric bill
<u>Deposits:</u>	
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
<u>Other Charges:</u>	
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

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
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	\$0.25 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 \$0.56 per mile

IRS Meal Reimbursement Rate

Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00
Incidentals	\$5.00

PLANNING AND ZONING

Rezoning of property	\$100.00
Conditional Use Permit	\$100.00
Subdivision of Property	\$100.00
Variance	\$100.00
Special meeting by request	\$125.00
Appeals	\$100.00
Excavation Permit	no fee
Building Permit Extension (6 mos.)	no fee
Demolition Permit	No fee
Preliminary Plat	\$150 + \$1 per lot
Final Plat	\$100.00
Minor Subdivision Plat	\$100.00
Street/alley Vacation	\$200.00
Annexation	\$250.00 + costs
Failure to obtain building permit	Two (2) times the building fee applicable to the project
Rental License	\$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 4th day of January 2021.

ATTEST:

Mike Nelson, Mayor

Michael Schulte, City Administrator/Clerk

2011 – 2020 City of Mountain Lake Building, Shingling and Siding Permit Summary

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 (zoning)
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 (zoning)
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 shed 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

1/1/21

<u>Date of Hire</u>	<u>Years of Service</u> <u>Last Anniversary</u>	<u>Name</u>	<u>Department</u>
06/27/84	36 years	Lynda Cowell	Utilities
08/26/91	29 years	Dawn Fast	Deputy Clerk/Administrator
03/04/96	24 years	David Watkins	Electric/Water/Sewer
12/15/97	23 years	Doug Bristol	Police Chief
04/17/00	20 years	Ronald Melson	Electric Dept. Head
12/19/00	20 years	Daron Friesen	Street Dept. Head
10/13/03	17 years	Steve Peters	Street Department
01/03/06	14 years	Robert Anderson	EDA
8/10/15	5 years	William Pohlmann	Police Officer
7/17/17	3 years	Tabitha Garloff	EDA
1/2/18	2 years	Taylor Nesmoe	Water/Wastewater Foreman
4/26/18	2 years	Michael Schulte	City Administrator/Clerk
9/10/18	2 years	Lane Anderson	Lineman
8/5/19	1 years	Scott Pankratz	Water/Wastewater Worker
10/22/19	1 years	Andrew Kinnetz	Police Officer
5/4/20	0 years	Jacob Karschnik	Street Department
12/7/20	0 years	Kari Hanson	Library Director
12/13/20	0 years	Adam Watkins	Police Officer
Part-Time/Seasonal			
1/94	26 years	Sandra Schroder	Assistant Library Director
8/23/18	2 years	Dana Schroder	Library Assistant
7/13/20	0 years	Mark Pankratz	Com. Center / City Hall Mnt.

Contract

Dennis Hulzebos, Custodial – Library
 Steven Carson, Building Official
 Ryan Mihalak, MMUA Safety Coordinator
 Maryellen Suhrhoff, Muske, Suhrhoff, and Pidde, City Attorney
 Bolton & Menk, City Engineer, Owen Todd

1-3 Summer Employees

City of Mountain Lake
Job Description

Job Title: Assistant Utilities Office Manager **Department:** Administration
Supervisor: City Administrator / Utilities Office Manager **Classification:** Full-time, Non-Union, Non-exempt

Work Schedule

The typical work hours for this position are 8:00 a.m. through 4:30 p.m., Monday-Friday. Additional and evening hours may be required as assigned.

Description of Work

Under the direct supervision of the City Administrator and Utilities Office Manager, the Assistant Utilities Office Manager is responsible for working with the Utilities Office Manager with the Utility Department's accounting operations including accounts receivable, billing invoices, and reconciling accounts; overseeing payroll functions for the Utility Department; performing secretarial and clerical duties; providing customer service; and performing other related functions as assigned or apparent. This position may be considered for the Utilities Office Manager position when current Utilities Office Manger retires.

Essential Functions of the Job

- Works under the direction of the Utilities Office Manager of the Utility Department's accounting operations including assisting with accounts receivable, accounts payable, billing invoices, and reconciling accounts. Posts payments and maintains Utility fund accounts, which includes all aspects of accounts receivable and accounts payable, according to established account classifications. Examines, reconciles, and balances utility bank accounts and records. Maintains and processes Utility investment records and schedules. Coordinates accounting activities with Utility departments, divisions and sections. Initiates, processes, and follows up on purchase orders and requisitions. Assists with sending shut off notices and other information to the public. Makes deposits at the bank. Participates in the preparation of financial statements, journal entries, schedules, and other statistical and financial reports; prepares a variety of State, Federal and Local statements, reports, and tax returns.
- Oversees payroll functions. Prepares Utility department payroll from time reports and personnel transactions submitted after verifying accuracy of data. Reviews and verifies payroll records of vacation and sick-time and maintains leave records. Processes payroll adjustments. Research questions from employees regarding their payroll records.
- Assists and performs secretarial and clerical duties. Reports internal telephone problems to the Information Technology Department. Monitors fax machine transmissions. Types, proofreads, distributes and mails letters, proposals, reports, and other materials as requested by the City Administrator. Assists in the preparation of materials needed by the Utility Commission. Assists with meeting packets. Enters data and compiles a variety of reports and other materials including budget preparation, staff reports, confidential reports, special projects, charts and graphs. Orders and inventories needed supplies and services. Tracks special projects.
- Performs customer service duties. Greets and routes visitors. Responds to customer and client questions, concerns, and requests regarding utility bills and related issues. Assists visitors at the public counter and telephone callers. Receives and processes applications for utility services.
- Manages Conservation Improvement Program (CIP), rebates, and CIP reporting.
- Assists with state and federal reports and documents related to the Utility.
- Assists city administrator with research, projects, tasks, or specific assignments.
- Assists other departments as needed.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.

- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

Additional Functions of the Job

- Performs dispatch for city employees.
- Participates in training and education opportunities to maintain and improve proficiency and required licenses.
- Performs other related functions as assigned or apparent.
- Performs election judge duties if needed.

Required Knowledge and Abilities

- Knowledge of various computer programs and software including Microsoft Word, Excel and Publisher, and Banyon accounting software.
- Knowledge of modern office methods, procedures and practices.
- Knowledge of municipal accounting system requirements and procedures.
- Ability to provide appropriate information to the public and other City divisions and/or departments in handling citizen inquiries and requests for service.
- Ability to maintain financial and statistical records.
- Ability to analyze and interpret financial documents and reports.
- Ability to make mathematical calculations rapidly and accurately
- Ability to maintain complex filing systems including confidential personnel files.
- Ability to multi-task.
- Ability to provide excellent customer service to the City customers.
- Ability to keep personal financial information confidential.
- Ability to establish and maintain effective working relationships.
- Ability to listen, comprehend, and effectively communicate information both written and orally to all individuals.

Minimum Qualifications

Possession of post-secondary degree or certification in secretarial, accounting, finance, or related field. Minimum of two (2) years of secretarial, receptionist, and/or clerical experience.

Preferred Qualifications

Three (3) years of experience in municipal utilities, finance, accounting, or related field. Three (3) years of experience in a clerical, secretarial, accounts payable/receivable, payroll, or related field.

Conditions of Employment

- Must be a certified Minnesota Notary Public or the ability to obtain certification within 30 days.
- Must possess a valid Minnesota driver license.
- Must comply with organizational and departmental policies.

Physical Demands/Work Environment

- Requires incumbent to work inside, alone, with others, around others, and have contact with the public.
- Activities that occur continuously (more than 7 hours) are: using fingers and hands for repetitive, non-repetitive, or consistent actions; handling; hearing; using near vision, far vision, depth perception, accommodation, color vision, and/or field of vision/peripheral vision; and using the sense of smell.
- Activities that occur frequently (from 4 to 7 hours) are: sitting.
- Activities that occur occasionally (from 1 to 3 hours) are: standing; and walking.
- Activities that occur infrequently (up to 60 minutes) are: bending/stooping; squatting; crouching; kneeling; pushing; pulling; twisting; reaching at, above, and below shoulder level with right and left shoulders together and/or independent of one another; fine manipulating with fingers; talking; and lifting and carrying up to 34 pounds.

Equipment/Job Location

This position will be located in the City of Mountain Lake City Hall – 930 Third Avenue. Uses common office supplies and equipment, including telephone, adding machine, computer, fax, copier, scanner, laminator, till, communication radio, and postage machine to perform required functions. This position **does** require the operation of an automobile.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed December 2020.

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

Current Period: December 2020

Account	Source Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
Fund 604 ELECTRIC FUND							
Dept 49510 Electric - General							
R 604-49510-33400	State Grants and Aids	\$0.00	\$0.00	\$13,136.27	\$0.00	\$0.00	
R 604-49510-33408	PERA RATE INCREASE	\$664.34	\$1,072.75	\$212.00	\$0.00	\$0.00	
R 604-49510-36200	Miscellaneous Revenues	\$1,921.63	\$10,897.61	\$23,122.69	\$1,000.00	\$1,000.00	Recycling Junk(3000)
R 604-49510-36201	SKATING RINK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-36210	Interest Earnings	\$4,441.64	\$7,349.92	\$4,378.29	\$5,000.00	\$5,000.00	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	\$866,986.35	\$905,209.65	\$795,129.02	\$930,000.00	\$930,000.00	Res/All Elec Res
R 604-49510-37110	Commercial/ Rural Comm (<20	\$144,285.66	\$172,317.13	\$137,299.19	\$170,000.00	\$170,000.00	Commercial
R 604-49510-37120	Rural Sales	\$43,736.73	\$43,442.90	\$34,345.29	\$45,000.00	\$45,000.00	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	\$7,693.31	\$6,638.14	\$1,174.87	\$5,000.00	\$500.00	Late Fees
R 604-49510-37171	Reconnect fees	\$575.00	\$450.00	\$100.00	\$250.00	\$250.00	
R 604-49510-37172	Hanger - delinquent notices	\$7,330.57	\$6,725.00	\$1,175.00	\$5,000.00	\$1,000.00	
R 604-49510-37173	Shut off fees	\$1,146.18	\$625.00	\$100.00	\$750.00	\$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	\$0.00	-\$5.00	\$0.00	\$0.00	
R 604-49510-37200	Lg. Comm/Rural lg Comm(>20	\$1,361,108.63	\$1,584,519.82	\$1,210,679.36	\$1,500,000.00	\$1,500,000.00	Lg Comm/Rural lg Comm
R 604-49510-37210	City Facilities/Street Lights	\$47,884.44	\$44,144.08	\$46,964.83	\$45,000.00	\$45,000.00	City Facilities/ St. Lighting
R 604-49510-37219	CMPAS REG ASSET FUND PAY	\$0.00	\$22,500.00	\$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	\$0.00	\$0.00	\$0.00	not likely
R 604-49510-37223	Transmission Line Payment	\$30,754.58	\$55,399.16	\$96,806.79	\$80,000.00	\$90,000.00	transmission joint pricing zone agreement 69v line
R 604-49510-37226	CAP-X TRANSMISSION LINE	\$1,609.77	\$479.53	\$6,675.39	\$2,100.00	\$0.00	
R 604-49510-37227	UPES SALE MTN LAKE PORTIO	\$0.00	\$166,666.67	\$0.00	\$0.00	\$0.00	
R 604-49510-37228	MISO TU&UNDER RECOVERY(\$0.00	\$0.00	\$203,062.37	\$0.00	\$0.00	
R 604-49510-37230	Interdepartmental charges	\$28,815.88	\$36,851.46	\$30,561.96	\$25,000.00	\$30,000.00	electricity wells/lifts/waterplant pumping
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 Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 604-49510-39200	Interfund Operating Transfers	\$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	\$10,000.00	
Dept 49510 Electric - General		\$2,548,954.71	\$3,065,288.82	\$2,604,918.32	\$2,824,100.00	\$2,828,250.00	
Dept 49515 CIP							
R 604-49515-37241	CIP Plan	\$869.28	\$1,113.53	\$1,010.99	\$0.00	\$1,000.00	
R 604-49515-37242	CIP 2010	\$35,621.61	\$48,527.27	\$25,979.68	\$40,000.00	\$40,000.00	

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

Current Period: December 2020

Account	Source Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
Dept 49515 CIP		\$36,490.89	\$49,640.80	\$26,990.67	\$40,000.00	\$41,000.00	
Fund 604 ELECTRIC FUND		\$2,585,445.60	\$3,114,929.62	\$2,631,908.99	\$2,864,100.00	\$2,869,250.00	
		\$2,585,445.60	\$3,114,929.62	\$2,631,908.99	\$2,864,100.00	\$2,869,250.00	

((Fund="604"))

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

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
Fund 604 ELECTRIC FUND							
Dept 47000 Debt Service (GENERAL)							
E 604-47000-600	Debt Srv Principal (GENERAL)	\$0.00	\$28.95	\$0.00	\$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	\$60,000.00	2012C(2007A) Elec Rev. Bond Project
E 604-47000-607	2007B Elec Rev Crebbs 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	\$44,673.00	\$45,000.00	\$44,000.00	\$44,000.00	\$48,000.00	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	\$8,245.00	\$7,165.00	\$6,085.00	\$6,085.00	\$4,765.00	2012C(2007A) Elec Rev. Refunding Bond
E 604-47000-617	2015B MSC FEEDER LINE INT	\$3,673.00	\$6,567.00	\$5,712.00	\$5,712.00	\$4,876.00	2015B MSC FEEDER INTEREST (2009B)
E 604-47000-620	Fiscal Agent s Fees	\$875.00	\$1,370.00	\$1,370.00	\$1,000.00	\$1,000.00	
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	\$105,620.00	\$105,245.00	\$104,870.00	\$104,870.00	\$104,495.00	2017A NESHAP/SUB-STATION
Dept 47000	Debt Service (GENERAL)	\$366,836.00	\$369,125.95	\$365,787.00	\$365,417.00	\$366,886.00	
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 (10000.00 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)	\$3.20	\$0.00	\$0.00	\$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	\$11,025.10	\$12,483.38	\$10,303.38	\$10,000.00	\$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	\$19,545.08	\$14,516.11	\$21,520.63	\$15,000.00	\$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	\$30,573.38	\$26,999.49	\$31,824.01	\$25,000.00	\$33,000.00	
Dept 49520 Electric-Pump/treatment/produc							
E 604-49520-200	Office Supplies (GENERAL)	\$20.79	\$0.00	\$167.52	\$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	\$813.42	\$909.03	\$1,005.15	\$1,000.00	\$1,000.00	shop towels,paper towels,windex,t,paper,duct tape
E 604-49520-217	Safety Clothing	\$4,155.19	\$2,807.48	\$4,107.66	\$3,500.00	\$3,500.00	steel toe boots,testing,extinguisher insp.

MTN. LAKE MUNICIPAL UTILITIES

sheets to use for budgets(3 year)

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019		2020		2021		Comment
			YTD Amt	YTD Amt	Budget	Budget	Budget	Budget	
E 604-49520-229	Fuel Oil/Diesel	\$13,787.85	\$17,411.16	\$0.00	\$12,000.00	\$10,000.00	\$10,000.00	fuel oil	
E 604-49520-240	Small Tools and Minor Equip	\$5,348.41	\$2,592.04	\$1,260.63	\$6,000.00	\$6,000.00	\$6,000.00	knife,pliers,scewdrivers,dig multimeter	
E 604-49520-310	Meetings,Meals & Travel	\$4,057.23	\$1,160.98	\$416.39	\$3,000.00	\$3,000.00	\$3,000.00	workshops,motels, meals	
E 604-49520-313	MMUA Safety fees	\$7,222.41	\$9,931.77	\$4,892.25	\$9,000.00	\$9,000.00	\$9,000.00	safety comp,job training,drug consortium,	
E 604-49520-383	Natural Gas	\$16,399.63	\$16,746.96	\$13,601.87	\$17,000.00	\$17,000.00	\$17,000.00	natural gas	
E 604-49520-388	Purchased Power	\$1,402,839.57	\$1,324,212.25	\$1,275,535.52	\$1,400,000.00	\$1,400,000.00	\$1,400,000.00	power bills& CMMPA dues/scheduling fees	
E 604-49520-390	Solar Refund	\$1,095.64	\$977.04	\$2,269.93	\$1,300.00	\$1,300.00	\$1,300.00	harder solar refund	
E 604-49520-401	Repairs/Maint Buildings	\$30,918.65	\$7,895.89	\$5,482.30	\$20,000.00	\$20,000.00	\$20,000.00	paint,switch gear rm,radiator bldg.windows,tuckpoint	
E 604-49520-410	Repairs/Maint-Service	\$597.00	\$636.75	\$1,500.00	\$500.00	\$500.00	\$500.00		
E 604-49520-411	Maintenance of Engines	\$32,394.44	\$4,094.29	\$9,407.65	\$20,000.00	\$20,000.00	\$20,000.00	fuel tank clean, maint.,rice stand,cooling tower,	
E 604-49520-412	Maintenance of Boilers	\$30.00	\$1,207.98	\$0.00	\$4,000.00	\$3,000.00	\$3,000.00	boiler repairs & inspections,water treatment	
Dept 49520	Electric-Pump/treatment/product	\$1,519,680.23	\$1,390,583.62	\$1,319,646.87	\$1,498,700.00	\$1,501,200.00	\$1,501,200.00		
Dept 49530	Electric-Distribution/collecti								
E 604-49530-101	Wages and Salaries	\$110,643.79	\$168,229.23	\$190,082.42	\$196,664.00	\$201,302.40	\$201,302.40	Ron & Lane & Dave- Reg hrs	
E 604-49530-102	Full-Time Employees Overtime	\$5,408.04	\$5,159.95	\$2,997.23	\$2,000.00	\$6,000.00	\$6,000.00	Ron & Lane & Dave 30 hrs OT	
E 604-49530-103	Part-Time Employees	\$4,822.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Summer Help -	
E 604-49530-121	PERA Expense (Utilities Share)	\$8,811.93	\$12,479.30	\$14,481.02	\$14,749.80	\$15,097.48	\$15,097.48	PERA - 7.5%	
E 604-49530-122	FICA Expense (Utilities Share)	\$8,838.00	\$12,117.62	\$14,147.45	\$15,044.80	\$15,399.63	\$15,399.63	FICA - 7.65%	
E 604-49530-126	Other Street/Utilities Help	\$1,606.48	\$635.70	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	extra dept help for elec projects	
E 604-49530-131	Health Insurance	\$16,426.24	\$17,715.60	\$22,841.94	\$38,321.40	\$63,112.50	\$63,112.50	Health Ins	
E 604-49530-132	HSA Contribution	\$3,800.00	\$5,450.00	\$4,300.00	\$6,600.00	\$8,750.00	\$8,750.00	Life Ins.	
E 604-49530-133	Life Insurance	\$28.90	\$35.70	\$61.20	\$50.00	\$50.00	\$50.00		
E 604-49530-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
E 604-49530-136	HSA ADMIN FEE	\$78.81	\$97.35	\$59.00	\$100.00	\$100.00	\$100.00		
E 604-49530-306	Plant Breaker Testing	\$0.00	\$0.00	\$3.74	\$14,000.00	\$14,000.00	\$14,000.00	Breaker maint. At Power Plant, relay testing	
E 604-49530-310	Meetings,Meals & Travel	\$837.14	\$626.61	\$1,530.75	\$1,000.00	\$1,000.00	\$1,000.00	meal reimbursement	
E 604-49530-321	Telephone	\$575.21	\$700.00	\$720.00	\$720.00	\$720.00	\$720.00	cell phone reimbursement	
E 604-49530-389	Street Lighting and Signal	\$983.02	\$7,039.52	\$1.90	\$3,000.00	\$2,000.00	\$2,000.00	rods, replace lamps/poles	
E 604-49530-400	TRUCK REPAIR/TESTING	\$62,462.51	\$85,125.06	\$56,793.67	\$150,000.00	\$20,000.00	\$20,000.00	truck rep/testing	
E 604-49530-409	Repair/Maint-Meters	\$10,934.56	\$13,055.74	\$18,938.61	\$10,000.00	\$10,000.00	\$10,000.00	new meter program	
E 604-49530-424	Maint of Ditchwitch	\$0.00	\$0.00	\$10,073.97	\$0.00	\$6,000.00	\$6,000.00		
E 604-49530-425	Tree Replacement	\$0.00	\$2,600.00	\$1,550.00	\$5,000.00	\$5,000.00	\$5,000.00	Tree CommissionReplacement	
E 604-49530-426	Pickup (Elec#1, W/WWW #6)	\$23.88	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	#1 Pickup, repairs, tires	
E 604-49530-427	WIND TOWER MAINT.	\$56,850.23	\$54,395.96	\$47,048.14	\$60,000.00	\$60,000.00	\$60,000.00	Suzlon, Phone	
E 604-49530-430	Miscellaneous (GENERAL)	\$915.83	\$1,579.35	\$931.00	\$2,500.00	\$2,000.00	\$2,000.00	flags/x-mas lights	
E 604-49530-433	Tree Trimming	\$3,625.00	\$0.00	\$4,955.37	\$5,000.00	\$5,000.00	\$5,000.00	Tree Trimming	
E 604-49530-434	Locating	\$631.04	\$524.64	\$48.37	\$1,500.00	\$1,500.00	\$1,500.00	Locating	
E 604-49530-435	Pow-Wow	\$489.00	\$77.71	\$36.85	\$500.00	\$500.00	\$500.00	Pow-Wow	
E 604-49530-442	Interdepartmental Charge	\$1,339.08	\$1,464.00	\$1,518.57	\$2,000.00	\$2,000.00	\$2,000.00	Signs,ut garage, cold storage, sportsman club,&CIP	
E 604-49530-443	BEEHIVE	\$10,050.42	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00		

MTN. LAKE MUNICIPAL UTILITIES

sheets to use for budgets(3 year)

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019		2020		2021		Comment
			YTD Amt	Budget	YTD Amt	Budget	Budget	Budget	
E 604-49530-444	PCB TESTING	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	SUBSTATION,LINEMAINT,POLE REPAIR
Dept 49530 Electric-Distribution/collect		\$310,181.61	\$389,109.04	\$393,121.20	\$534,750.00		\$515,532.01		
Dept 49550 Electric-Administration/Genera									
E 604-49550-101	Wages and Salaries	\$53,197.10	\$56,601.78	\$54,161.98	\$56,508.41		\$83,754.94	\$83,754.94	Michael & Lynda - reg hrs
E 604-49550-102	Full-Time Employees Overtime	\$2,976.28	\$2,573.69	\$4,108.05	\$1,000.00		\$2,000.00	\$2,000.00	Lynda- OT
E 604-49550-106	Boards and Salaries	\$1,008.00	\$1,029.00	\$0.00	\$1,260.00		\$1,260.00	\$1,260.00	Comm.- Salaries
E 604-49550-121	PERA Expense (Utilities Share)	\$2,737.14	\$2,907.34	\$2,974.17	\$4,238.13		\$6,431.62	\$6,431.62	PERA - 7.5%
E 604-49550-122	FICA Expense (Utilities Share)	\$2,640.09	\$2,799.93	\$2,739.03	\$4,322.89		\$6,656.64	\$6,656.64	FICA - 7.65%
E 604-49550-130	Employer Paid Ins (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	other insured
E 604-49550-131	Health Insurance	\$15,716.37	\$17,127.50	\$16,765.50	\$20,117.76		\$35,343.00	\$35,343.00	Health Ins - Michael & Lynda
E 604-49550-132	HSA Contribution	\$2,618.00	\$3,194.25	\$3,080.00	\$3,234.00		\$5,544.00	\$5,544.00	HSA (Lynda & Michael)
E 604-49550-133	Life Insurance	\$20.04	\$20.04	\$19.13	\$25.00		\$25.00	\$25.00	Life Ins - Michael & Lynda
E 604-49550-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
E 604-49550-136	HSA ADMIN FEE	\$24.83	\$26.91	\$20.70	\$25.00		\$35.00	\$35.00	
E 604-49550-150	Workers Compensation Insura	\$2,878.30	\$3,819.57	\$2,511.42	\$4,300.00		\$4,000.00	\$4,000.00	Work compensation
E 604-49550-200	Office Supplies (GENERAL)	\$3,792.60	\$3,650.76	\$3,352.59	\$4,000.00		\$4,000.00	\$4,000.00	copies, fax cart., pencils, paper
E 604-49550-207	Refund card fees	\$0.00	\$0.00	\$7,312.50	\$0.00		\$6,000.00	\$6,000.00	
E 604-49550-208	Computer Supplies	\$5,487.69	\$6,340.43	\$3,656.71	\$5,000.00		\$5,000.00	\$5,000.00	internet, computer repairs, software
E 604-49550-212	Motor Fuels	\$2,694.53	\$2,836.31	\$2,376.65	\$3,500.00		\$3,500.00	\$3,500.00	gas for vehicles
E 604-49550-300	Professional Svcs (GENERAL)	\$4,905.00	\$4,900.42	\$162.50	\$5,000.00		\$1,000.00	\$1,000.00	auditors, attorney fees, surveyors, study fee
E 604-49550-301	Auditing and Acct g Services	\$0.00	\$26.25	\$3,375.00	\$0.00		\$3,500.00	\$3,500.00	
E 604-49550-310	Meetings, Meals & Travel	\$2,397.10	\$2,997.45	\$642.74	\$2,000.00		\$2,500.00	\$2,500.00	meetings, meals, travel
E 604-49550-312	Fees and Dues	\$6,151.68	\$6,697.07	\$7,664.16	\$9,000.00		\$8,000.00	\$8,000.00	chamber/donations, elec ut dues, licenses, cmta, 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	\$4,000.00	wind turbine rent of land
E 604-49550-321	Telephone	\$4,392.55	\$4,855.13	\$4,673.18	\$4,500.00		\$4,500.00	\$4,500.00	light plant phone
E 604-49550-322	Postage	\$4,632.00	\$4,488.12	\$3,325.36	\$5,000.00		\$5,000.00	\$5,000.00	postage
E 604-49550-340	Advertising	\$743.67	\$238.58	\$197.03	\$1,200.00		\$1,000.00	\$1,000.00	advertising
E 604-49550-361	General Liability Ins	\$29,662.84	\$29,436.01	\$31,212.97	\$30,500.00		\$30,500.00	\$30,500.00	vehicle, error/omissions, property, indep contractors
E 604-49550-430	Miscellaneous (GENERAL)	\$2,429.03	\$4,805.99	\$2,733.31	\$1,000.00		\$5,000.00	\$5,000.00	
E 604-49550-432	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
E 604-49550-530	Capital Improvement Projects	\$1,150,946.96	\$33,204.16	\$342,081.27	\$24,000.00		\$24,000.00	\$24,000.00	City Rd 1 Urd, 6th ave URD, 5th Ave. URD update
E 604-49550-580	Capital Outlay-Equipment	\$9,700.58	\$2,143.24	\$12,393.25	\$10,000.00		\$10,000.00	\$10,000.00	equipment fund, bucket tr, flat bed pickup(10,000)
Dept 49550 Electric-Administration/Genera		\$1,315,752.38	\$200,719.93	\$515,539.20	\$203,731.19		\$262,550.20	\$262,550.20	
Dept 49599 Depreciation									
E 604-49599-420	Depreciation Expense	\$271,781.88	\$271,781.88	\$300,063.90	\$270,000.00		\$270,000.00	\$270,000.00	depreciation(23440x12)
Dept 49599 Depreciation		\$271,781.88	\$271,781.88	\$300,063.90	\$270,000.00		\$270,000.00	\$270,000.00	
Fund 604 ELECTRIC FUND		\$3,934,805.48	\$2,768,319.91	\$3,045,982.18	\$3,017,598.19		\$3,069,168.21	\$3,069,168.21	

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

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019		2020		2021		Comment
			YTD Amt	Budget	YTD Amt	Budget	YTD Amt	Budget	
		\$3,934,805.48	2,768,319.91	\$3,045,982.18	\$3,017,598.19	\$3,069,168.2			

((Fund='604'))

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

Current Period: December 2020

Account	Source Desc	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 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	\$211.83	\$148.13	\$0.00	\$0.00	\$0.00	
R 601-49400-33410	PFA LOAN FOREGIVENESS GR	\$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	\$125.00	\$105.00	\$1,466.30	\$0.00	\$0.00	
R 601-49400-36210	Interest Earnings	\$1,062.46	\$1,772.10	\$1,060.79	\$1,000.00	\$1,000.00	ckbk int & sweep int.
R 601-49400-37100	Residential Sales	\$493,805.49	\$499,326.98	\$438,270.54	\$500,000.00	\$502,000.00	
R 601-49400-37110	Commercial/ Rural Comm (<20	\$93,400.30	\$90,206.23	\$74,530.05	\$97,000.00	\$99,000.00	
R 601-49400-37120	Rural Sales	\$3,643.54	\$3,642.12	\$2,633.16	\$3,600.00	\$4,000.00	
R 601-49400-37150	Taps Installed	\$660.00	\$410.00	\$410.00	\$0.00	\$0.00	
R 601-49400-37170	Late Fees	\$4,289.31	\$3,856.51	\$540.45	\$4,000.00	\$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 WATERTO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100x12
R 601-49400-39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49400-39200	Interfund Operating Transfers	\$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	\$20,000.00	
Dept 49400 Water Utilities (GENERAL)		\$597,197.93	\$599,467.07	\$518,911.29	\$625,600.00	\$628,000.00	
Fund 601 WATER FUND		\$597,197.93	\$599,467.07	\$518,911.29	\$625,600.00	\$628,000.00	
		\$597,197.93	\$599,467.07	\$518,911.29	\$625,600.00	\$628,000.00	

((Fund='601'))

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

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019		2020		2021		Comment
			YTD Amt	YTD Amt	Budget	Budget	Budget	Budget	
Fund 601 WATER FUND									
Dept 47000 Debt Service (GENERAL)									
E 601-47000-600	Debt Srv Principal (GENERAL)	\$10.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-47000-601	2011A ST & UT IMP	\$20,925.00	\$20,925.00	\$21,700.00	\$21,700.00	\$21,700.00	\$22,475.00	\$22,475.00	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	\$0.00	\$0.00	
E 601-47000-603	Princ 2013A (12-14 st. project	\$85,000.00	\$85,000.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	2013A (principal) 12-14 project
E 601-47000-605	2015 A (PRINCIPAL)	\$4,550.00	\$5,200.00	\$4,160.00	\$4,160.00	\$4,160.00	\$5,200.00	\$5,200.00	2015A (principal)
E 601-47000-606	Water Treatment Plant Bond	\$159,000.00	\$162,000.00	\$164,000.00	\$164,000.00	\$164,000.00	\$166,000.00	\$166,000.00	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	\$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	\$0.00	\$0.00	
E 601-47000-611	Bond Intt 2011A ST & UT IMP	\$2,622.60	\$2,157.03	\$663.40	\$2,393.98	\$2,393.98	\$1,012.15	\$1,012.15	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	\$0.00	\$0.00	
E 601-47000-613	Bond Interest 2013A (12-14 pr	\$40,427.50	\$39,365.00	\$38,175.00	\$38,175.00	\$38,175.00	\$36,780.00	\$36,780.00	2013A (interest) 12-14 project
E 601-47000-615	Bond Interest 2015A	\$312.00	\$234.00	\$1,184.30	\$1,184.30	\$1,184.30	\$48.10	\$48.10	2015A (interest)
E 601-47000-616	Bond Int. Water Treatment Pla	\$14,171.30	\$11,897.60	\$9,581.00	\$9,581.00	\$9,581.00	\$7,235.80	\$7,235.80	Drinking Water Rev Fund (PFA)
E 601-47000-619	12-14 St. & Ut Proj. Int.	\$256.38	\$239.38	\$222.38	\$222.38	\$222.38	\$205.38	\$205.38	PFA drinking water loan 12-14 project
E 601-47000-620	Fiscal Agent s Fees	\$123.75	\$123.75	\$123.75	\$123.75	\$150.00	\$150.00	\$150.00	
E 601-47000-621	Bond Issuance Costs	\$0.00	\$0.00	\$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	\$1,965.00	\$1,965.00	PFA well #7 principal
E 601-47000-623	Well #7 Bond interest	\$333.78	\$314.12	\$294.48	\$294.48	\$294.48	\$274.82	\$274.82	PFA well #7 interest
E 601-47000-630	DISCOUNT AMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 47000 Debt Service (GENERAL)		\$331,397.31	\$331,120.88	\$333,769.31	\$335,526.14	\$335,526.14	\$333,046.25	\$333,046.25	
Dept 49400 Water Utilities (GENERAL)									
E 601-49400-420	Depreciation Expense	\$237,497.04	\$237,497.04	\$197,134.50	\$240,000.00	\$240,000.00	\$240,000.00	\$240,000.00	
E 601-49400-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49400 Water Utilities (GENERAL)		\$237,497.04	\$237,497.04	\$197,134.50	\$240,000.00	\$240,000.00	\$240,000.00	\$240,000.00	
Dept 49410 Water-Pumping/Treatment Produc									
E 601-49410-210	Operating Supplies (GENERAL)	\$2.30	\$0.00	\$8.99	\$300.00	\$300.00	\$300.00	\$300.00	shipping
E 601-49410-211	Cleaning Supplies	\$250.87	\$230.32	\$360.36	\$300.00	\$300.00	\$300.00	\$300.00	shop towels,p.towels,t. paper, 25 lbs absorbent
E 601-49410-217	Safety Clothing	\$628.39	\$296.85	\$521.25	\$600.00	\$600.00	\$600.00	\$600.00	steel toe shoes/safety glasses,fire ext insp
E 601-49410-229	Fuel Oil/Diesel	\$229.67	\$91.27	\$435.93	\$1,000.00	\$1,000.00	\$500.00	\$500.00	fuel for backup generator
E 601-49410-240	Small Tools and Minor Equip	\$1,192.90	\$405.04	\$410.44	\$300.00	\$300.00	\$1,000.00	\$1,000.00	marking paint/ cutter,air filter, tools
E 601-49410-310	Meetings,Meals & Travel	\$685.03	\$975.96	\$300.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	reservations
E 601-49410-313	MMUA Safety fees	\$0.00	\$0.00	\$292.67	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49410-383	Natural Gas	\$1,743.68	\$3,606.49	\$4,179.42	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	garage & water plant natural gas
E 601-49410-386	Power for Pumping	\$22,985.03	\$31,606.78	\$26,351.95	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00	power for pumping wells/water plant
E 601-49410-401	Repairs/Maint Buildings	\$24,385.02	\$21,786.08	\$19,758.64	\$20,000.00	\$20,000.00	\$22,000.00	\$22,000.00	ro maint/oxygen/concrete/generator maint.,pumps
E 601-49410-405	Repairs/Maint -Wells	\$61.98	\$6,676.80	\$10,721.42	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	well maint., caulk

MTN. LAKE MUNICIPAL UTILITIES

sheets to use for budgets(3 year)

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
E 601-49410-430	Miscellaneous (GENERAL)	\$52.96	\$209.71	\$383.01	\$200.00	\$200.00	ice/key/battery,junk to landfill,hose,valve
Dept 49410 Water-Pumping/Treatment Produc		\$52,217.83	\$65,885.30	\$63,724.08	\$57,200.00	\$62,900.00	
Dept 49420 Water -Distribution							
E 601-49420-101	Wages and Salaries	\$35,405.27	\$33,597.13	\$46,156.20	\$45,841.63	\$49,067.20	Taylor/Scott-Reg hrs.
E 601-49420-102	Full-Time Employees Overtime	\$252.09	\$227.05	\$43.54	\$2,000.00	\$1,000.00	Taylor/Scott - OT (30 hrs)
E 601-49420-121	PERA Expense (Utilities Share)	\$2,675.62	\$2,538.54	\$3,465.79	\$3,438.12	\$3,680.04	PERA - 7.55%
E 601-49420-122	FICA Expense (Utilities Share)	\$2,413.78	\$2,267.18	\$3,164.05	\$3,506.89	\$3,753.64	FICA - 7.65%
E 601-49420-131	Health Insurance	\$17,107.09	\$18,243.43	\$18,282.45	\$19,160.70	\$21,035.50	Health Ins
E 601-49420-132	HSA Contribution	\$2,475.00	\$1,867.88	\$3,465.00	\$3,300.00	\$3,300.00	HSA (Taylor/Scott)
E 601-49420-133	Life Insurance	\$19.55	\$20.40	\$20.41	\$25.00	\$25.00	Life Ins(2.00x2x12/2)
E 601-49420-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49420-136	HSA ADMIN FEE	\$26.62	\$20.71	\$35.49	\$25.00	\$25.00	
E 601-49420-216	Chemicals and Chem Products	\$39,306.17	\$35,908.22	\$44,400.55	\$41,000.00	\$43,500.00	chlorine,hydro acid,potassium
E 601-49420-310	Meetings,Meals & Travel	\$15.99	\$23.23	\$996.61	\$200.00	\$200.00	meals pd thru payroll(1 day mtg or trips)
E 601-49420-311	Water Testing	\$693.17	\$808.36	\$638.31	\$2,000.00	\$5,000.00	coliform, water sampling
E 601-49420-321	Telephone	\$2,256.92	\$2,192.31	\$2,123.98	\$240.00	\$2,300.00	cell phone reimbursement/water treatment plant
E 601-49420-400	TRUCK REPAIR/TESTING	\$2,766.66	\$5,366.12	\$1,123.72	\$1,000.00	\$5,000.00	batteries/bulb/tire repair/tr. Insp/tires/filter
E 601-49420-406	Repair/Maint-Water Tower	\$0.00	\$787.50	\$3,075.00	\$5,000.00	\$1,000.00	water tower
E 601-49420-407	Repair/Maint-Mains	\$12,785.72	\$11,824.69	\$11,628.41	\$5,000.00	\$15,000.00	gravel/tar/root control
E 601-49420-408	Repair/Maint-Hydrants	\$521.81	\$0.00	\$145.91	\$5,000.00	\$1,000.00	hose, nozzle, o-rings
E 601-49420-409	Repair/Maint-Meters	\$1,666.72	\$491.53	\$3,389.65	\$750.00	\$1,500.00	orings/plate/thermwire
E 601-49420-410	Repairs/Maint-Service	\$183.69	\$1,376.38	\$695.53	\$1,000.00	\$1,500.00	curb boxes, meter
E 601-49420-426	Pickup (Elec#1, W/WW #6)	\$20.18	\$0.00	\$0.00	\$2,000.00	\$750.00	# 6 Pickup, repairs
E 601-49420-430	Miscellaneous (GENERAL)	\$90.71	\$509.36	\$180.32	\$150.00	\$303.58	locates/blue flags/markng paint
Dept 49420 Water -Distribution		\$120,682.76	\$118,070.02	\$143,030.92	\$140,637.34	\$158,939.96	
Dept 49430 Water-Admin and General							
E 601-49430-101	Wages and Salaries	\$11,399.45	\$12,128.98	\$11,606.23	\$12,110.00	\$17,947.49	Michael & Lynda
E 601-49430-102	Full-Time Employees Overtime	\$637.78	\$551.51	\$880.32	\$500.00	\$500.00	Lynda -OT
E 601-49430-106	Boards and Salaries	\$216.00	\$220.50	\$0.00	\$300.00	\$300.00	Comm. Salaries
E 601-49430-121	PERA Expense (Utilities Share)	\$586.57	\$622.95	\$637.22	\$908.25	\$1,383.56	PERA - 7.5%
E 601-49430-122	FICA Expense (Utilities Share)	\$565.72	\$599.98	\$586.98	\$926.42	\$1,411.23	FICA -7.65%
E 601-49430-130	Employer Paid Ins (GENERAL)	\$0.00	\$0.00	-\$512.00	\$0.00	\$0.00	past employee Health ins
E 601-49430-131	Health Insurance	\$3,367.85	\$3,670.26	\$2,874.18	\$4,023.56	\$7,573.50	Health Ins - Michael & Lynda
E 601-49430-132	HSA Contribution	\$561.00	\$495.00	\$495.00	\$495.00	\$1,188.00	HSA (Lynda -Michael)
E 601-49430-133	Life Insurance	\$4.32	\$4.32	\$4.06	\$5.00	\$5.00	Life Ins - Michael & Lynda
E 601-49430-134	Employer Paid Life	\$0.00	\$0.00	\$1.70	\$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	\$5.29	\$5.72	\$4.40	\$5.00	\$5.00	
E 601-49430-150	Workers Compensation Insura	\$1,532.59	\$1,344.86	\$2,212.84	\$1,600.00	\$1,500.00	Work Comp.

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

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
E 601-49430-200	Office Supplies (GENERAL)	\$809.55	\$796.62	\$1,003.89	\$1,000.00	\$1,000.00	fax cart/copies/photo/cks made/pencils/paper
E 601-49430-208	Computer Supplies	\$1,897.27	\$1,982.49	\$1,715.59	\$3,000.00	\$2,500.00	mens internet/battery for backup
E 601-49430-212	Motor Fuels	\$1,401.66	\$1,460.01	\$992.41	\$2,000.00	\$2,000.00	gas for vehicles
E 601-49430-300	Professional Svcs (GENERAL)	\$1,065.64	\$2,063.55	\$1,250.00	\$1,500.00	\$1,600.00	attorney fees/auditors/
E 601-49430-301	Auditing and Acct g Services	\$0.00	\$5.63	\$1,688.00	\$0.00	\$0.00	conference/mileage
E 601-49430-310	Meetings,Meals & Travel	\$28.33	\$402.77	\$0.00	\$100.00	\$500.00	dues/donations/permits/licensesafety comp/drug&alc
E 601-49430-312	Fees and Dues	\$2,027.49	\$1,810.18	\$5,028.65	\$4,400.00	\$2,000.00	
E 601-49430-313	MMUA Safety fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49430-321	Telephone	\$81.65	\$64.92	\$53.24	\$1,900.00	\$100.00	phone/cell/dsl charge
E 601-49430-322	Postage	\$981.86	\$957.52	\$1,211.80	\$1,100.00	\$1,100.00	qtrly postage/bulk permit/postage for machine
E 601-49430-340	Advertising	\$505.71	\$683.76	\$59.45	\$1,200.00	\$500.00	ads in paper/kdom
E 601-49430-361	General Liability Ins	\$3,385.33	\$3,329.31	\$6,870.30	\$5,000.00	\$5,000.00	insurance
E 601-49430-430	Miscellaneous (GENERAL)	\$22.74	\$3.69	\$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	\$6.22	\$1,427.12	\$54,843.09	\$0.00	\$0.00	
E 601-49430-531	2012 PUBLIC IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49430-580	Capital Outlay-Equipment	\$19,771.82	\$12,726.16	\$7,778.31	\$20,000.00	\$20,000.00	RRmeters \$10,000
Dept 49430 Water-Admin and General		\$50,861.84	\$47,357.81	\$101,285.66	\$62,073.23	\$68,113.78	
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		\$4,862.50	\$4,723.75	\$0.00	\$5,000.00	\$5,000.00	307(4023.50),308(700.25),332(138.75)
E 601-49999-000 Contribution of Debt to City		\$4,862.50	\$4,723.75	\$0.00	\$5,000.00	\$5,000.00	
Dept 49999 Contribution of debt from City		\$797,519.28	\$804,654.80	\$838,944.47	\$840,436.71	\$867,999.99	
Fund 601 WATER FUND		\$797,519.28	\$804,654.80	\$838,944.47	\$840,436.71	\$867,999.99	

((Fund='601'))

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

Current Period: December 2020

Account	Source Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
Fund 602 SEWER FUND							
Dept 49460 Sewer -Admin and General							
R 602-49460-39200	Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49460 Sewer -Admin and General							
Dept 49470 Sewer Department							
R 602-49470-33408	PERA RATE INCREASE	\$211.83	\$148.12	\$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	\$1,857.44	\$2,018.12	\$1,245.27	\$0.00	\$0.00	
R 602-49470-36210	Interest Earnings	\$4,530.20	\$7,569.23	\$4,523.18	\$5,000.00	\$5,000.00	
R 602-49470-37100	Residential Sales	\$375,719.38	\$383,113.66	\$323,385.51	\$375,000.00	\$380,000.00	
R 602-49470-37110	Commercial/ Rural Comm (<20	\$416,039.67	\$460,354.50	\$385,627.45	\$435,000.00	\$435,000.00	
R 602-49470-37111	MSC SURCHARGE FEE	\$12,408.38	\$185,759.65	\$182,063.77	\$5,000.00	\$5,000.00	
R 602-49470-37112	MSC BASE SIU MONTHLY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$70,360.00	
R 602-49470-37120	Rural Sales	\$7,948.80	\$8,107.20	\$6,345.79	\$8,000.00	\$8,000.00	
R 602-49470-37150	Taps Installed	\$410.00	\$410.00	\$0.00	\$0.00	\$0.00	
R 602-49470-37170	Late Fees	\$3,708.91	\$3,279.93	\$505.25	\$3,500.00	\$1,000.00	
R 602-49470-37190	Miscellaneous Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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	\$48,479.99	\$52,031.48	\$39,278.67	\$50,000.00	\$50,000.00	\$5
R 602-49470-37273	Sewer Infrastructure (Assessm)	\$29,891.37	\$17,395.91	\$22,792.43	\$21,000.00	\$18,500.00	loan repay
R 602-49470-37274	MPFA-CWRF (LOAN) NEW PON	\$0.00	\$0.00	\$5,588,296.68	\$0.00	\$0.00	
R 602-49470-37275	MPFA-PSIG (GRANT) NEW PON	\$0.00	\$0.00	\$1,795,112.55	\$0.00	\$0.00	
R 602-49470-37276	APEX EASEMENT THRU NEW P	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	
R 602-49470-39101	Sales of General Fixed Assets	\$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	\$15,000.00	
Dept 49470 Sewer Department							
		\$901,205.97	\$1,120,187.80	\$8,350,586.55	\$917,500.00	\$987,860.00	
Fund 602 SEWER FUND							
		\$901,205.97	\$1,120,187.80	\$8,350,586.55	\$917,500.00	\$987,860.00	
		\$901,205.97	\$1,120,187.80	\$8,350,586.55	\$917,500.00	\$987,860.00	

((Fund="602"))

MTN. LAKE MUNICIPAL UTILITIES

sheets to use for budgets(3 year)

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
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	\$20,925.00	\$21,700.00	\$21,700.00	\$22,475.00	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 2013A (12-14 st. project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-605	2015 A (PRINCIPAL)	\$55,500.00	\$62,000.00	\$62,000.00	\$62,000.00	\$32,400.00	2015A PINCIPAL
E 602-47000-609	12-14 St. & Ut Proj Princ	\$345,000.00	\$348,000.00	\$352,000.00	\$352,000.00	\$355,000.00	PFA - Clean Water
E 602-47000-610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-611	Bond Intt 2011A ST & UT IMP	\$2,622.60	\$2,157.02	\$4,124.56	\$2,393.98	\$1,012.15	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 Interest 2013A (12-14 pr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-47000-615	Bond Interest 2015A	\$8,380.00	\$9,967.40	\$9,301.60	\$8,890.50	\$299.70	2015A INTEREST
E 602-47000-618	2020 NEW PONDS(PRINCIPAL	\$0.00	\$0.00	\$2,787.00	\$0.00	\$385,000.00	
E 602-47000-619	12-14 St. & Ut Proj. Int.	\$55,540.00	\$52,090.00	\$48,610.00	\$48,610.00	\$45,090.00	PFA - clean Water
E 602-47000-620	Fiscal Agent s Fees	\$123.75	\$123.75	\$123.75	\$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	\$0.00	\$4,388.12	\$0.00	\$69,643.12	
E 602-47000-630	DISCOUNT AMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 47000 Debt Service (GENERAL)		\$488,091.35	\$495,263.17	\$505,035.03	\$495,744.48	\$911,069.97	
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	\$146.51	\$211.23	\$266.71	\$250.00	\$250.00	shop towels
E 602-49440-217	Safety Clothing	\$591.49	\$266.92	\$194.44	\$600.00	\$500.00	Steel Toe Boots/Safety Glasses
E 602-49440-240	Small Tools and Minor Equip	\$165.06	\$252.15	\$296.15	\$300.00	\$300.00	Marking Paint/Cutter
E 602-49440-310	Meetings, Meals & Travel	\$940.06	\$1,568.31	\$455.57	\$2,000.00	\$1,800.00	Safety Comp/Registrations/Dr&A/c Testing/MWOA Mtg
E 602-49440-313	MMUA Safety fees	\$0.00	\$0.00	\$292.67	\$0.00	\$0.00	
E 602-49440-383	Natural Gas	\$229.75	\$962.94	\$351.91	\$500.00	\$750.00	Garage Nat. Gas
E 602-49440-386	Power for Pumping	\$3,381.04	\$4,333.45	\$3,183.04	\$3,000.00	\$4,000.00	Power for Pumping Lifts
E 602-49440-387	Power for Aerators	\$20,593.12	\$20,324.56	\$18,604.70	\$20,000.00	\$25,000.00	So Central Power to Aerators,surcharge fees
E 602-49440-400	TRUCK REPAIR/TESTING	\$555.65	\$83.64	\$192.73	\$1,500.00	\$1,000.00	Batteries/tr. Inspection/tire rep/filter/selant
E 602-49440-419	Maint of Lift Stations	\$42,519.65	\$29,096.06	\$4,435.45	\$20,000.00	\$35,000.00	degreaser/ valve/\$3927Safety Doors
E 602-49440-421	Maint of Ponds	\$249.45	\$36,971.66	\$2,329.73	\$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	\$0.00	\$17.98	\$192.62	\$1,000.00	\$500.00	maint of aerators
Dept 49440 Sewer-Pumping/Treatment Produc		\$69,371.78	\$94,088.90	\$30,795.72	\$64,150.00	\$84,100.00	
Dept 49450 Sewer - Distribution							

MTN. LAKE MUNICIPAL UTILITIES

sheets to use for budgets(3 year)

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
E 602-49450-101	Wages and Salaries	\$35,405.24	\$33,597.05	\$46,155.79	\$45,841.63	\$49,067.20	Taylor/Scott - Reg. Hrs.
E 602-49450-102	Full-Time Employees Overtime	\$252.07	\$227.05	\$43.54	\$2,000.00	\$500.00	Taylor/Scott - OT (30 hrs)10.50+9.64=20.14x30*2
E 602-49450-121	PERA Expense (Utilities Share)	\$2,675.39	\$2,538.51	\$3,465.41	\$3,438.12	\$3,680.04	PERA - 7.5%
E 602-49450-122	FICA Expense (Utilities Share)	\$2,413.46	\$2,267.08	\$3,164.12	\$3,506.89	\$3,753.64	FICA - 7.65%
E 602-49450-131	Health Insurance	\$17,107.09	\$18,243.43	\$18,282.45	\$19,160.70	\$21,037.50	Health Ins
E 602-49450-132	HSA Contribution	\$2,475.00	\$1,650.00	\$3,050.00	\$3,300.00	\$3,300.00	HSA (Taylor/Scott)
E 602-49450-133	Life Insurance	\$19.55	\$20.40	\$20.40	\$24.00	\$25.00	Life Ins (2.00x2x12/2)
E 602-49450-135	OPEB COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49450-136	HSA ADMIN FEE	\$26.48	\$20.59	\$14.70	\$25.00	\$25.00	
E 602-49450-310	Meetings, Meals & Travel	\$15.98	\$23.20	\$378.17	\$200.00	\$100.00	meals pd thru payroll (1 day mtg or trips)
E 602-49450-311	Water Testing	\$5,093.18	\$6,203.00	\$3,242.33	\$4,000.00	\$6,000.00	sampling/CBOD/TSS/Fecal Coliform/Ice/
E 602-49450-321	Telephone	\$230.00	\$170.00	\$250.00	\$240.00	\$250.00	cell phone reimbursement (20x12/2)
E 602-49450-400	TRUCK REPAIR/TESTING	\$1,320.86	\$214.48	\$461.19	\$500.00	\$750.00	tire repair/ battery
E 602-49450-407	Repair/Maint-Mains	\$189.26	\$19,327.50	\$0.00	\$3,000.00	\$5,000.00	manholes
E 602-49450-410	Repairs/Maint-Service	\$0.00	\$47.30	\$619.40	\$500.00	\$500.00	dye/services installed/
E 602-49450-423	Maint of Vactor	\$721.51	\$2,209.30	\$390.60	\$1,000.00	\$1,500.00	filter/oil/inspection
E 602-49450-424	Maint of Ditchwitch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49450-426	Pickup (Elec#1, W/WW #6)	\$45.80	\$0.00	\$0.00	\$2,000.00	\$500.00	#6 Pickup, repairs
E 602-49450-430	Miscellaneous (GENERAL)	\$116.29	\$247.80	\$353.15	\$400.00	\$500.00	gopher locates/cement/cement & padlock drop box
E 602-49450-438	Sewer Infrastructure (Loans)	\$19,108.07	\$2,525.91	\$11,221.59	\$0.00	\$0.00	
E 602-49450-441	Sewer Infrastructure (grant)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49450 Sewer - Distribution		\$87,215.23	\$89,532.60	\$91,112.84	\$89,136.34	\$96,488.38	
Dept 49460 Sewer - Admin and General		\$11,399.35	\$12,128.94	\$11,606.23	\$12,110.00	\$17,947.49	Michael & Lynda
E 602-49460-101	Wages and Salaries	\$637.78	\$551.51	\$880.32	\$500.00	\$500.00	Lynda - OT
E 602-49460-102	Full-Time Employees Overtime	\$216.00	\$220.50	\$0.00	\$300.00	\$250.00	Comm. Salaries
E 602-49460-106	Boards and Salaries	\$586.57	\$622.95	\$637.22	\$908.25	\$1,383.56	PERA - 7.5%
E 602-49460-121	PERA Expense (Utilities Share)	\$565.72	\$599.98	\$586.98	\$926.42	\$1,430.36	FICA - 7.65%
E 602-49460-122	FICA Expense (Utilities Share)	\$3,367.84	\$3,670.14	\$2,874.09	\$4,023.56	\$7,573.50	Health Ins -Michael & Lynda
E 602-49460-131	Health Insurance	\$561.00	\$712.87	\$910.00	\$495.00	\$1,188.00	HSA (Lynda -Michael)
E 602-49460-132	HSA Contribution	\$4.20	\$4.20	\$4.00	\$5.00	\$5.00	Life Ins - Michael & Lynda
E 602-49460-133	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49460-135	OPEB COST	\$5.28	\$5.72	\$25.01	\$5.00	\$5.00	
E 602-49460-136	HSA ADMIN FEE	\$1,675.39	\$1,581.45	\$2,460.07	\$1,700.00	\$1,700.00	Work Comp.
E 602-49460-150	Workers Compensation Insura	\$809.39	\$774.03	\$998.42	\$1,250.00	\$1,250.00	copies/fax cart/checks made/paper/ink/pencils
E 602-49460-200	Office Supplies (GENERAL)	\$922.07	\$837.28	\$740.50	\$750.00	\$900.00	mens internet/battery for backup/module(74.50)
E 602-49460-208	Computer Supplies	\$1,896.89	\$1,941.04	\$877.67	\$2,000.00	\$2,000.00	gas for vehicles
E 602-49460-212	Motor Fuels	\$1,096.86	\$2,177.45	\$338.15	\$1,500.00	\$1,500.00	auditors/attorney fees/
E 602-49460-300	Professional Svcs (GENERAL)	\$0.00	\$5.62	\$1,687.00	\$0.00	\$0.00	conference
E 602-49460-301	Auditing and Acct g Services	\$28.32	\$0.00	\$0.00	\$100.00	\$100.00	
E 602-49460-310	Meetings, Meals & Travel						

MTN. LAKE MUNICIPAL UTILITIES

sheets to use for budgets(3 year)

Current Period: December 2020

Account	Object Descr	Prior Yr YTD Amount	2019 YTD Amt	2020 YTD Amt	2020 Budget	2021 Budget	Comment
E 602-49460-312	Fees and Dues	\$1,510.56	\$3,419.43	\$3,201.48	\$3,000.00	\$3,000.00	dues/donation/license/box rent/computer support
E 602-49460-313	MMUA Safety fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49460-321	Telephone	\$81.58	\$64.86	\$53.20	\$200.00	\$200.00	telephone
E 602-49460-322	Postage	\$983.58	\$957.49	\$1,155.84	\$1,100.00	\$1,100.00	postage for machine/bulk permit/qtrly charge
E 602-49460-340	Advertising	\$545.86	\$683.69	\$59.42	\$600.00	\$350.00	ads
E 602-49460-361	General Liability Ins	\$7,146.69	\$5,875.34	\$2,481.81	\$7,000.00	\$7,000.00	insurances
E 602-49460-430	Miscellaneous (GENERAL)	\$0.00	\$3.68	\$0.00	\$0.00	\$0.00	
E 602-49460-530	Capital Improvement Projects	\$243,135.04	\$147,829.38	\$6,868,777.97	\$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	\$4,850.28	\$312.50	\$6,196.62	\$15,000.00	\$15,000.00	pickup
Dept 49460 Sewer -Admin and General		\$282,026.25	\$184,980.05	\$6,906,552.00	\$53,473.23	\$64,382.91	
Dept 49470 Sewer Department							
E 602-49470-420	Depreciation Expense	\$243,676.20	\$243,676.20	\$200,718.00	\$245,000.00	\$245,000.00	depreciation (8202 x 12)
E 602-49470-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49470 Sewer Department		\$243,676.20	\$243,676.20	\$200,718.00	\$245,000.00	\$245,000.00	
Dept 49999 Contribution of debt from City							
E 602-49999-000	Contribution of Debt to City	\$6,318.50	\$4,724.00	\$0.00	\$6,500.00	\$6,500.00	307(4023.50),308(700.50),332(1594.50)
Dept 49999 Contribution of debt from City		\$6,318.50	\$4,724.00	\$0.00	\$6,500.00	\$6,500.00	
Fund 602 SEWER FUND		\$1,176,699.31	\$1,112,264.92	\$7,734,213.55	\$954,004.05	\$1,407,541.21	
		\$1,176,699.31	\$1,112,264.92	\$7,734,213.55	\$954,004.05	\$1,407,541.21	

((Fund="602"))



Real People. Real Solutions.

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Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

CONSTRUCTION PROGRESS UPDATE MEMORANDUM

Date: December 22, 2020
To: Mayor and City Council
From: John Graupman, P.E., Bolton & Menk, Inc.
Subject: Wastewater Treatment Facility Improvements
City of Mountain Lake, Minnesota
BMI Project No. S14.110897

Work throughout the last month was primarily related to the chemical building and completing riprap at the existing ponds. The conditions for placing riprap were very good and this went very well with minimal damage to the roads. This was completed ahead of the original schedule.

The remaining work throughout the winter and next spring is primarily electrical, aerator placement, HDPE liner installation and waterbalance testing. Overall the project is ahead of the original schedule.

The current Partial Pay Request No. 8 is for \$106,686.93. This is primarily riprap with some chemical building finish work. We have reviewed this application and recommend payment.

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 20500.8

To Owner: CITY OF MOUNTAIN LAKE
930 3RD AVENUE

Project: 2050.0 MOUNTAIN LAKE WWTF
MOUNTAIN LAKE, MN 56159

Application No.: 8
Period To:
Project Nos.: S14.110897
Contract Date:

From Contractor: The Mathiowetz Construction Comj Via Architect: BOLTON & MENK
30676 County Road 24
Sleepy Eye, MN 56085
Contract For: MOUNTAIN LAKE WWTF

Distribution to:
Owner
Architect
Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached

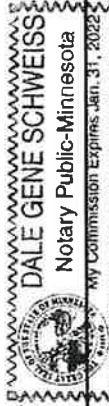
- 1. Original Contract Sum \$8,346,000.00
- 2. Net Change By Change Order \$0.00
- 3. Contract Sum To Date \$8,346,000.00
- 4. Total Completed and Stored To Date \$6,810,942.62
- 5. Retainage:
 - a. 5.00% of Completed Work \$326,443.68
 - b. 5.00% of Stored Material \$14,103.48
- Total Retainage \$340,547.16
- 6. Total Earned Less Retainage \$6,470,395.46
- 7. Less Previous Certificates For Payments \$6,363,708.53
- 8. Current Payment Due \$106,686.93
- 9. Balance To Finish, Plus Retainage \$1,875,604.54

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: The Mathiowetz Construction Company

By: Jacque Tarasyn Date: 12/21/2020

State of: MN County of: Brown
Subscribed and sworn to before me this 21 day of Dec
Notary Public: Paul Schmitt
My Commission expires: 1/31/22



ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$106,686.93

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

ARCHITECT: John Thompson Date: 12-21-20

OWNER: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8
 Application Date : 12/21/20
 To:
 Architect's Project No.: S14.110897

Invoice # : 20500.8 Contract : 2050. 0 MOUNTAIN LAKE WWTF

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	% (G / C)					
Bill Group:	1000 ORIGINAL BID ITEMS								
0010	MOBILIZATION, BONDS & INS. SUP., FIXED COSTS, FIELD OFFICE	429,992.19	386,992.97	0.00	0.00	0.00	386,992.97	42,999.22	
0020	LIFT STATION, METER MH, VALVE VAULT AND FORGEMAIN	578,603.53	549,673.35	0.00	0.00	0.00	549,673.35	28,930.18	
0030	LIFT STATION GENERATOR (ALL ELECTRICAL & GENERATORS)	715,991.94	429,595.16	0.00	0.00	0.00	429,595.16	286,396.78	
0040	AGG SURFACING FOR ACCESS & SERVICE ROAD	91,715.11	9,171.51	0.00	0.00	0.00	9,171.51	82,543.60	
0050	POND GRADING & SHAPING (6-FT VOLUME OVER 29.5 ACR) EV	928,308.76	928,308.76	0.00	0.00	0.00	928,308.76	0.00	
0060	SAND CUSHION (6-INCH DEPTH) CV	729,023.21	437,413.93	0.00	0.00	0.00	437,413.93	291,609.28	
0070	100 MIL HDPE LINER	1,097,946.07	658,767.64	0.00	0.00	282,069.68	940,837.32	157,108.75	
0080	AERATION EQUIPMENT	446,578.79	44,657.88	0.00	0.00	0.00	44,657.88	401,920.91	
0090	CHEMICAL FEED EQUIPMENT & BUILDING	865,791.45	735,922.73	43,289.58	0.00	0.00	779,212.31	86,579.14	
0100	PERIMETER FENCE AND GATES	52,332.30	0.00	0.00	0.00	0.00	0.00	52,332.30	
0110	SEEDING, TEMPORARY & PERM, SILT FENCE, EROSION BLKT	76,959.27	69,263.34	0.00	0.00	0.00	69,263.34	7,695.93	
0120	ROCK CONST ENTRANCE, CULV, INLET PROTECTION, MISC.	27,821.29	27,821.29	0.00	0.00	0.00	27,821.29	0.00	
0130	CONTROL STRUC, VALVES & OUTFALL PIPING	638,760.05	606,822.05	0.00	0.00	0.00	606,822.05	31,938.00	
0140	TILE UNDER DRAIN (INCLUDES 6" & 8" CUT OFF TILE)	933,822.99	933,822.99	0.00	0.00	0.00	933,822.99	0.00	
0150	WATER SUPPLY & WATER BALANCE TEST	43,610.25	10,902.56	0.00	0.00	0.00	10,902.56	32,707.69	
0160	PIPING REHAB AT EXISTING PONDS	482,569.79	482,569.79	0.00	0.00	0.00	482,569.79	0.00	
0170	RIPRAP EXISTING PONDS	106,173.01	69,012.46	69,012.45	0.00	0.00	138,024.91	-31,851.90	
0180	PROJECT SPECIFIED ALLOWANCE	100,000.00	35,852.50	0.00	0.00	0.00	35,852.50	64,147.50	
	ORIGINAL BID ITEMS Totals	8,346,000.00	6,416,570.91	112,302.03		282,069.68	6,810,942.62	1,535,057.38	340,547.16
	Grand Totals	8,346,000.00	6,416,570.91	112,302.03		282,069.68	6,810,942.62	1,535,057.38	340,547.16

ADDENDUM TO DEVELOPMENT AND LOAN AGREEMENT BY AND BETWEEN THE
CITY OF MOUNTAIN LAKE, MINNESOTA AND COMMUNITY ASSET FOUNDATION
DATED AS OF JULY 1, 2020

ADDENDUM TO DEVELOPMENT AND LOAN AGREEMENT

THIS ADDENDUM made as of the 15th of December, 2020, by the City of Mountain Lake, Minnesota (the “City”) a municipal corporation and political subdivision organized and existing under the Constitution and laws of the State of Minnesota, and Community Asset Foundation, a Minnesota nonprofit corporation (the “Developer”):

WITNESSETH:

WHEREAS, The City entered into a Development and Loan Agreement with Community Asset Foundation (the “Developer”) on July 1, 2012; and

WHEREAS, Section 4.3 of the agreement states, in part, that the parties expect that the annual Tax Increments to be derived from the Tax Increment District in each year prior to the maturity date for the Bonds will be less than the amount needed to pay when due all principal and interest maturing in that year on the Bonds; and

WHEREAS, As and for repayment of the Loan Amount, on or before the 1st day of each month the Developer shall make loan repayments to the City in an amount which will equal (i) one-sixth (1/6th) of the amount payable as interest on the Bonds on the next succeeding interest payment date and (ii) one-twelfth (1/12th) of the amount payable as principal on the Bonds on the next succeeding principal payment date, including principal due pursuant to any mandatory redemption schedule; and

WHEREAS, On February 1 and August 1 of each year continuing until to the final maturity date of the Bonds the City will pay to the Developer 90% of the tax increments received by the City for TIF District 4 in the previous six-month period; and

WHEREAS, the City approved Resolution #25-20 Trigger Resolution 2020C and Resolution #33-20 Issuance & Sale of General Obligation Tax Increment Refunding Bonds, 2020C, which refinanced the 2012B bonds through \$710,000 G.O. Tax Increment Refunding Bonds, Series 2020C

WHEREAS, the city incorrectly paid the Developer 100% of the tax increments received by the City for TIF District 4 in the previous six-month period since the agreement was in place instead of 90% and desires to be reimbursed for the correct amount since the beginning of the Development and Loan Agreement with Community Asset Foundation; and

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as the City and Developer agree to the new payment schedule of principal, interest, and TIF reimbursements listed as Exhibit E

IN WITNESS WHEREOF, the City has caused this Addendum to be duly executed in its name and on its behalf and its seal to be hereunto duly affixed, and the Developer has caused this Addendum to be duly executed in its name and on its behalf, on or as of the date first above written.

CITY OF MOUNTAIN LAKE, MINNESOTA

By _____
Its Mayor

By _____
Its Administrator-Clerk

(SEAL)

STATE OF MINNESOTA :
: SS
COUNTY OF COTTONWOOD :

The foregoing instrument was acknowledged before me on the ____ day of _____, 2020 by Mike Nelson, its mayor, and Michael Schulte, Administrator-Clerk, of the City of Mountain Lake, Minnesota, a municipal corporation and political subdivision organized and existing under the Constitution and laws of the State of Minnesota.

Notary Public

STATE OF MINNESOTA :
 : SS
COUNTY OF HENNEPIN :

The foregoing instrument was acknowledged before me on the ____ day of _____, 2020 by Bruce Lundgren. Chairman of Community Asset Foundation, a Minnesota nonprofit corporation on behalf of such corporation.

Notary Public

Drafted By:
Michael Schulte
City of Mountain Lake
930 Third Avenue
P. O. Box C
Mountain Lake, MN 56159
(507-427-2999)