

**City of Mountain Lake  
Regular City Council Meeting  
Mountain Lake City Hall – 930 Third Ave  
Monday, January 4, 2021  
6:30 p.m.**

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney (over conference call); Daron Friesen, Street Superintendent

Others Present: Doug Regehr

**Call to Order**

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

**Oath Of Office**

Mayor Mike Nelson, Councilmember Darla Kruser, and Councilmember Dean Janzen took their oath of office.

**Approval of Agenda & Consent Agenda**

Motion by Kass, seconded by Kruser, to approve the agenda and consent agenda as presented.

Motion carried 5 – 0.

Bills: Checks #24448 – 24524, 705E

Payroll: Checks #65748 – 65804

Approve October 27 Police Commission Minutes

Approve November 9 Lake Commission Minutes

Approve November 16 EDA Board Minutes

Approve December 3 Utilities Commission Minutes

Approve December 15 City Council Minutes

**Public**

No one spoke during this portion of the meeting.

**Street Department Report**

Daron Friesen provided a report of completed items in December. The snow hauler converted from the fire truck has worked well for the department. Another snow hauler floor was replaced.

There were two snow storms. The burn-site was closed on December 22 due to winter weather but was being used all the way up to the 22<sup>nd</sup>.

### **2021 Designations and Appointments**

Mayor Nelson provided an updated list of appointments. It was decided that Andy Ysker will be the Mayor Pro Tempore and was added to the designations. Dean Janzen will replace David Savage as one of the signers for checks for the city and utility. Motion by Kass, seconded by Kruser, to approve the 2021 designations and appointments as discussed. Motion carried 5 – 0.

Councilmember Ysker left the meeting at 6:49 p.m. to respond to an ambulance call.

### **Resolution #1-21 Minimum General Fund Balance and Assignment of General Funds**

The resolution includes general fund dollars, assignments, and designated minimum balance based on budgeted expenses as of 1/1/21. Motion by Kass, seconded by Kruser, to approve Resolution #1-21. Motion carried 4 – 0.

### **City Investment Policy**

The city annually reviews its investment policy. No changes were made from last year. Motion by Kruser, seconded by Kass, to approve the city's investment policy. Motion carried 4 – 0.

### **Ordinance #1-21 Establishing Rates, Fees, and Administrative Fines**

Water, wastewater, and IRS mileage rates were the only changes from 2020 along with clarifying language regarding lawn mowing rates. Motion by Kruser, seconded by Kass, to approve Ordinance #1-21. Motion carried 4 – 0.

### **Data Request Policies**

Data request policies must be reviewed and approved annually. The two policies include data requests from the public and data requests from employees. No changes were made from last year. Motion by Kruser, seconded by Janzen, to approve the data request policies. Motion carried 4 – 0.

### **2020 Building Permit Summary**

The summary was reviewed.

### **Seniority List as of 1/1/21**

The seniority list was reviewed.

### **Assistant Utilities Office Manager Job Description**

The job description was reviewed and discussed. Minor clarifications and changes were made. A pay scale was discussed and decided upon. Motion by Kruser, seconded by Kass, to approve the job description, pay scale, and procedures to advertise and fill the position. Motion carried 4 – 0.

### **2021 Utilities Budget**

The 2021 utilities budget was reviewed and discussed by the city administrator. The Utilities Commission approved to recommend to the council to approve the budget. Motion by Kruser, seconded by Janzen, to approve the 2021 utilities budget. Motion carried 4 – 0.

### **Pay Request #8 to Mathiowetz Construction**

A memo from John Graupman was reviewed on progress made on the new wastewater ponds and recommended payment for pay request #8 to Mathiowetz Construction. Motion by Kass, seconded by Kruser, to approve Pay Request #8 to Mathiowetz Construction for \$106,686.93. Motion carried 4 – 0.

### **City Attorney**

An old and new public nuisance were discussed and procedures of solving them.

### **Addendum with Community Asset Foundation**

During the refunding of a TIF bond completed this past fall, it was discovered that the actual TIF payment to Community Asset Foundation should have been 90% instead of 100% as it has since its origination. The agreement keeps their principal and interest payments to the city the same through February 2027 to recoup the \$15,030.49. The refunding of the bonds will eliminate payments from 2/1/2036 through 1/1/2039 and have savings of principal and interest from 3/1/2027 to 2/1/2036 and have the property on the city's tax roll 3 years earlier than planned. Motion by Kass, seconded by Kruser, to approve the addendum with Community Asset Foundation. Motion carried 4 – 0.

### **Annual Performance Evaluation of the City Administrator**

The council decided to postpone the evaluation to the next meeting.

### **Adjourn**

The meeting was adjourned at 7:34 p.m.

### **Approved January 19, 2021**

ATTEST:

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Michael Schulte, Administrator/Clerk