

**Regular City Council Meeting  
Mountain Lake City Hall  
Monday, January 5, 2026  
5:45 p.m.**

**AGENDA**

1. Meeting Called to Order \*Additional information on agenda item is attached or at City Hall
2. Approval of Agenda and Consent Agenda
  - a. Bills: Checks #29681-29737, 1639E-1669E (1-11)
  - b. Payroll: Checks #69254-69277
  - c. Approve November 18 Library Minutes, Report, & Expenditures (12-14)
  - d. Approve December 11 Utilities Commission Minutes (15-16)
  - e. Approve December 15 City Council Minutes (17-18)
  - f. Approve December Street Department Report (19)
  - a. Hire Victoria Gonzalez, Ice Rink & Warming House Attendant, effective 12/17/25
  - b. Approve Surplus - 2006 Chevy Silverado – Street Department
  - c. Accept Bruno Retirement 12/31/2025 & Sale to Louis Norell
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
4. 2026 Organizational Items
  - a. Discussion/Action – Approve 2026 Designations and Appointments\* (20-24)
  - b. Discussion/Action – Approve Resolution #1-26 Minimum General Fund Balance and Assignment of General Funds\* (25)
  - c. Discussion/Action – Adopt Investment Policy (26-29)
  - d. Discussion/Action – Ordinance #1-26 – Establishing Rates, Fees, and Administrative Fines\* (30-35)
  - e. Discussion/Action – Approve Data Request Policies (36-55)
  - f. Review – 2025 Building Permit Summary (56-57)
  - g. Review – Seniority List as of 1/1/26 (58)
5. City Administrator
  - a. Discussion/Action – Personnel Policy – Vacation Maximum Accumulation
6. Roundtable
  - a. Discussion – Commissions/Boards Update
7. Adjourn

**MOUNTAIN LAKE PUBLIC LIBRARY BOARD MINUTES**  
**November 18<sup>th</sup>, 2025**

12

**Members Present:** Rachel B., Loida G.Q, Rick H., Rochelle M.

**Members Absent:**

**Staff Present:** Daniel Mick

**Others Present:**

**Others Absent:** Michael Mueller, Andy Ysker

**Reports:** Rochelle M./ Loida G.Q. approved the October 14<sup>th</sup>, 2025 minutes. Motion carried.

Daniel M. presented the October reports indicating 2806 total circulation. The expenses for October was \$4018.56. M/S Rachel B./Rochelle M. to accept the October report as given and to approve the September expenditures, Motion carried.

**Unfinished Business:** Nothing to Report.

**In New Business:** Daniel M. is looking into grants to replace the current windows with more energy efficient and well-sealed windows. The first step is to find a quote, Daniel M. contacted Fairmont Glass and they were happy to return to our library and see what work needed to be done. During the expectation no rot was found on the structure of the windows they checked but leaking is evident, this may be due to the lack of caulking done around the windows on the exterior. If a grant cannot be obtained, caulking the windows would be a temporary fix to help stop the water running down the beams inside.

Daniel M. updated the board on his request for a new cleaner, Ashley is ok as a cleaner but several things get missed or are not well done. Instead of improvement we are met with indifference and "That is the best I can do." To the library staff they believe the cleaning could be better. Currently Daniel M. is working with Dana Schroeder to create an efficient cleaning schedule that will insure the library is cleaned to their expectations. The target cost would be \$100 a month or \$1200 a year, a position that would offer extra money for those that are in need.

**Director Check In:** Daniel M. reported that progress of in-house projects are starting off well and after school started again it has become a bit quieter at the library and is currently waiting on a few quotes on other projects. Daniel M. also brought up the question about the next board meeting, instead of the December 9<sup>th</sup>, why not December 16<sup>th</sup> to give a little more time between the meetings and so he would have more to update the board with. The motion was carried with unanimous agreement between all present members.

**Materials Suggested:** NONE

The meeting was adjourned at 5:15 PM

Respectfully submitted,

Daniel Mick

NOVEMBER LIBRARY EXPENDITURES			
Expenditure	Description	Budget #	Total
Walmart	New Office Chair	200	\$74.69
Peterson Pharmacy	9V Battery	200	\$11.75
Amazon	Label Covers	200	\$21.53
Amazon	Bulletin Board Cover-0915421	200	\$27.76
Amazon	Book Corner Protectors	200	\$26.95
Amazon	Label sheet-3938663	200	\$15.99
Google	Chat GPT Subscription	200	\$21.71
Demco	Library Supplies	200	\$137.98
A&B	Printer Bill	200	\$90.06
Bitdefender	Bitdefender Renewal	309	\$117.55
City of MT. Lake	Utiletes	380	\$366.60
MN Energy	Gas Bill	383	\$94.33
Amazon	7935413-Bleach Wipes	400	\$14.97
Amazon	Thermastat	430	\$18.99
Amazon	4353841-Digging Clay	430	\$27.98
Amazon	25842- Christmas Lights & WRP Pri	430	\$75.98
Roll 20	D&D Library Book	430	\$48.31
Amazon	Penelope Food-0429836	430	\$42.54
Amazon	5053863-Books	590	\$51.88
Amazon	3199433-Book	590	\$27.03
Amazon	Books-8651419	590	\$50.73
Amazon	Books-2390636	590	\$39.84
Amazon	Book-8607411	590	\$26.74
Amazon	0317076-Book	590	\$16.47
Amazon	6230648-Books	590	\$32.14
Amazon	Books-4269000	590	\$129.22
Amazon	Book-3698602	590	\$12.73
Amazon	Book-3721855	590	\$19.69
Ingram	Monthly Book Order	590	\$279.43
Popular Mechanics	Renwal	591	\$29.97
Time Magazine	Renewal	591	\$57.71
Amazon	5053863-Movie	592	\$10.91
Amazon	DVDs-9704249	592	\$120.36
Amazon	DVD-8265052	592	\$17.95
Sub-Total:			\$2,158.47

# Mountain Lake Public Library - November 2025 Report

Children	
Audio	9
Books	920
DVDs	96
Non Print	2
Multi Media	15
Periodicals	3
ADULT	
Audio	8
Books	420
DVDs	121
Non Print	7
Multi Media	0
Periodicals	25
Other Physical Media	0
<b>SUBTOTAL:</b>	1626
Ebooks	61
Downloadable Audio	92
<b>TOTAL CIRCULATION:</b>	2294
ILLN(MNLink)	45
Interlibrary Loan Sent	289
Interlibrary Loan Received	181

REVENUE	
Cash Income	\$ -
County Revenue	\$ -
Donations (Monetary)	\$ -
Fines	\$ -
Misc. Revenue	\$ -
Meeting Room Rental	\$ -
Sale of supplies	\$ -
<b>TOTAL REVENUE</b>	\$ -
EXPENDITURES	
Books	\$ 685.90
Periodicals	\$ 87.68
Audio/Visual	\$ 149.22
Gas Utilities	\$ 64.33
City Utilities	\$ 366.60
Janitorial Supplies	\$ 14.97
Office Supplies	\$ 225.97
Library Supplies	\$ 202.45
Postage	\$ -
Project Expense	
Repairs & Maintenance Building	\$ -
Repairs & Maint-Materials	\$ -
Tech/Automation Expense	\$ 117.55
Telephone	\$ -
Training, Instruction & Milage	\$ -
MISC.	\$ 213.80
PCLS Delivery	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 2,128.47

**Mountain Lake Utilities Commission Meeting  
Mountain Lake City Hall  
Thursday, December 11, 2025  
7 AM**

Members Present: Todd Johnson; Dean Janzen; Mark Langland; Sue Garloff; David Savage

Members Absent: City Council Liaison Jeff Jack

Staff Present: Michael Mueller; City Administrator; Jill Falk; Utility Office Manager;  
Lane Anderson; Lineman; Steve Peters; Lineman; Taylor Nesmoe;  
Water/Wastewater Foreman; Scott Pankratz; Water/Wastewater

Others Present:

**Call to Order**

The meeting was called to order at 7 AM.

**Approval of Minutes and Bills**

Motion by Janzen, seconded by Johnson, to approve November 26<sup>th</sup> Minutes and Check Numbers 24528 -24556 (825E-830E). Motion carried.

**Electric Department**

Watkins is attending a conference in St. Cloud and has been out of the office for most of the week. Anderson mentioned that cement is being poured at the power plant, and dirt will be brought in to backfill the footers. Depending on the weather, the sewer and water lines will begin being set. The transformer for the hotel has also been connected to power. Milk Specialties has a new transformer that has been set up as well.

**Water/Wastewater**

After some communication errors, the quote was received by Automatic Solutions for the repairs on Well #7. The repairs were previously approved, so work should begin shortly. The annual well inspection was completed. Well #6 will need to have levels readjusted slightly, as it is overcompensating to help recover from #7 being down. Nesmoe stated that he would like to set up a complete clean-out for #6 to flush, and adjust levels and chemicals. Flexible Pipe provided a quote for a brand new Jetter as a comparison to the used one already quoted. Macqueen has yet to provide its quote for a new or used truck.

**City Administrator**

The utilities budget was presented for final review. With the additional well maintenance discussed, Nesmoe mentioned increasing the fund, as the #6 cleaning will use most of the 2026 budget. The recommended rate increases for electric charges are 16% and 0% for both water and sewer. These rates are based on interfund transfers to help cover the costs of the power plant. Langland discussed budgeting for the Breaker Testing annually instead of once every five years. The substation was just tested, and the new plant will not need to be tested for a few years. It was decided to leave the 2026 breaking testing fund at \$0 and revisit it for the 2027 budget. **A**

**motion was made by Janzen to approve the 2026 utilities budget. Motion was then seconded by Johnson and the motion passed. Janzen also made a motion to increase rates 16%/0%/0% with the ability to transfer funds internally to help cover costs. There was no discussion and the motion was seconded by Savage; the motion passed.** Mueller received a grant for the utilities for \$202,605.20. This will pay 70% of the costs for two 40 kW solar panels, one at the ponds and the other at the water treatment facility. He hopes to apply for direct pay, which is not guaranteed funding. If it is approved, the federal government would cover the remaining 30% of the solar panels.

### **Adjourn**

The meeting was adjourned at 7:27 a.m.

ATTEST:

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Jill Falk, Utilities Office Manager

**City of Mountain Lake  
Regular City Council Meeting  
Mountain Lake City Hall – 930 Third Ave  
Monday, December 15, 2025  
5:45 p.m.**

Members Present: Bryan Bargen, Andrew Ysker, Darla Kruser, Jeff Jack, Mike Nelson

Members Absent: None

City Staff Present: Michael Mueller City Administrator

Others Present: Scott Raabe, Katie Johnson, Audrey Dick, Halie Kruger

**Call to Order**

The meeting was called to order by Mayor Nelson at 5:45 p.m.

**Approval of Agenda & Consent Agenda**

Motion by Bargen, seconded by Jack to approve the agenda and consent agenda as presented.

Motion carried 5 – 0.

Bills: Checks #29655-29680, 1619E-1638E

Payroll: Checks #69212-69253

Approve November 10 Lake Commission Minutes

Approve November 17 EDA Minutes

Approve November 26 Utilities Commission Minutes

Approve December 1 City Council Minutes

Approve Resolution #23-25 Unpaid Public Nuisance Abatement Charges – Lawn

Approve Resolution #24-25 – Unpaid Utility Bills

Approve Resolution #25-25 – \$9,000 Fire Relief Donation

**Public**

No comment

**Utilities**

The 2026 Utilities budget was reviewed. Motion by Bargen, seconded by Kruser to approve the 2026 Utilities Budget. Motion carried 5 – 0.

The rate increases are necessary to operate and maintain the city's water, sanitary sewer, and electric systems to maintain reserves and to repay debt incurred to improve the systems. Water and sewer rates will remain the same, electric rates will increase 16% in 2026. The Mountain Lake Utilities Commission has considered and recommended the rate increases for 2026.

Motion by Ysker, seconded by Jack to approve 2026 Electric, Water, & Wastewater Rates.  
Motion carried 5 – 0.

**City Administrator**

There was a first reading regarding the disruptive intoxication ordinance. No comment or concerns were raised.

**Roundtable**

An update was given to the council regarding board and commission meetings.

**Adjourn**

The meeting was adjourned at 6:15 p.m.

ATTEST:

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Michael Mueller, Administrator/Clerk



### **December Street Dept. Report**

- Snow removal, clean sidewalks, parking lots, salt sand roads
- Pick up branches at parks and cemetery
- Wash equipment
- Maintenance on equipment
- Dig and close 2 graves
- Remove tile flooring in break room and office at street shop
- Fix rear brakes on #17 snow hauler
- Maintenance on 310SJ backhoe, wash and clean interior
- Maintenance on 524 KII payloader (oil, grease, axels)
- Maintenance on sweeper and cleanup

## 2026 Designations and Appointments as

### ELECTED OFFICIALS

Mayor Mike Nelson	Term ends 12/31/26
Council Member Andrew Ysker	Term ends 12/31/26
Council Member Bryan Barga	Term ends 12/31/26
Council Member Darla Kruser	Term ends 12/31/28
Council Member Jeff Jack	Term ends 12/31/28

### ANNUAL DESIGNATIONS AND APPOINTMENTS

Acting Mayor	*Andy Ysker
Street Department	*Daron Friesen
Official Legal Publication	*Observer/Advocate
City Attorney	*Campbell Knutson
City Forester and Weed Inspector	*Daron Friesen
Emergency Management Director	**Louis Norell
Fire Chief	*Tim Coners
Ambulance Corps Director	*Emily Adrain
Water License Holder	**Taylor Nesmoe
Wastewater License Holder	*Taylor Nesmoe
HIPAA Privacy Officer	*Michael Mueller
Data Practices Compliance Officer	*Michael Mueller
City Assessor	*Cottonwood County
Salary Negotiations	*Council
Official City Depository	*United Prairie Bank
	*Northland Securities
	*LMC 4M Fund

### SOCIAL MEDIA ADMINISTRATORS

Police Department Facebook & Nixle	*Louis Norell
	*Jordan Ellis
	*Adam Watkins
	*Ben McHenry
City Facebook	*Tabitha Garloff
	*Michael Mueller

\*Reappointment | \*\* New Appointment

## BOARDS AND COMMISSIONS

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

*Loida Garcia Quiroga	1/1/25 - 12/31/27
*Rick Herrig	1/1/25 - 12/31/27
**Rachel Bucklin	1/1/23– 12/31/26
<b>**VACANT</b>	<b>1/1/26 - 12/31/28</b>
**Sally Ewert	1/1/26 - 12/31/28
*Andrew Ysker, City Council Liaison	

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

*David Savage	1/1/24– 12/31/26
*Mark Langland	1/1/24 - 12/31/26
*Susan Garloff	1/1/25 - 12/31/27
*Todd Johnson	1/1/25 - 12/31/27
*Dean Janzen	1/1/25 - 12/31/27
*Jeff Jack, City Council Liaison	

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

*Hugh Simon	1/1/26– 12/31/28
*Andy Ysker, Council	1/1/24 - 12/31/26
*Nik Strom	1/1/24 - 12/31/26
*Travis Smith	1/1/25 - 12/31/27
*Douglas Regehr	1/1/25 - 12/31/27
*Dean Janzen	1/1/25 - 12/31/27
Bryan Bargaen, Council	1/1/26– 12/31/28
*Steve Carson, Building Inspector	

\*Reappointment

\*\* New Appointment

**Economic Development Authority – 7 members; appointed members, 3 year term; council representatives, 2 year term**

*Darla Kruser, Council	1/1/25 - 12/31/26
*Mike Nelson, Council	1/1/25 - 12/31/26
**Travis Smith	1/1/24 - 12/31/26
*Steve Syverson	1/1/25– 12/31/27
**Eileen Augustin	1/1/23 - 12/31/25
**Kyle Smith	1/1/25 - 12/31/27
**Phil Skow	1/1/23 - 12/31/25
*Vern Peterson, Advisory	
*Clara Johnson, Advisory	

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

*VACANT	1/1/26– 12/31/28
*Randy Loewen	1/1/26– 12/31/28
*Stan Bennet	1/1/24 - 12/31/26
*Chad Klassen	1/1/24 - 12/31/26
*Jon Beyer	1/1/25 - 12/31/27
*Janell Bargaen	1/1/25 - 12/31/27
*David Bucklin	1/1/25 - 12/31/27
*Tim Klassen, Advisory	
*Christine Bennett, Advisory	
*Mike Nelson, City Council Liaison	

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

*Jason Kruser	1/1/26– 12/31/28
*Jamie Boldt-Smith	1/1/26– 12/31/28
*Jason Flanagan	1/1/24 - 12/31/26
**Kristopher Thompson	1/1/25 - 12/31/27
**Jacob Samdal	1/1/25 - 12/31/27
**Darla Kruser, City Council Liaison	

\*Reappointment

\*\* New Appointment

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

\*\*Daron Friesen 1/1/25– 12/31/27  
 \*Nathan Harder 1/1/26– 12/31/28  
 \*David Bucklin 1/1/24 - 12/31/26  
 \*Jerry Logue 1/1/24 - 12/31/26  
 \*Chad Klassen 1/1/26 - 12/31/28  
 \*Mike Nelson, City Council Liaison  
 \*Daron Friesen, Advisory

**Pow Wow Board**

Mike Nelson, Council  
 Darla Kruser, Council  
 Tabitha Garloff, Secretary/Treasurer

**Ambulance Service**

\*Emily Adrian, Captain  
 \*\*Melissa Henry, Assistant Captain  
 \*Natalie Karschnik, Secretary  
 \*\*Kris Thompson, Training Officer  
 \*Andrew Ysker, Maintenance  
 \*Scott Pankratz, Maintenance

**Fire Department**

*Tim Coners	Chief
*Andrew Ysker	Asst. Chief
*Taylor Nesmoe	President
* Scott Pankratz	Treasurer
* Mark Pankratz	Secretary
*Trey Hopwood	Air Pack Maintenance
*Joey Morey	Air Pack Maintenance

* Dylan Oeltjenbruns	Training Officer
* Richard Barnett	Training Officer

\*Reappointment  
 \*\* New Appointment

* Jacob Karschnik	“Grass Rigs” Maintenance
* Scott Pankratz	Pumper Unit 18 Maintenance
*Dylan Oeltjenbruns	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance
*John Turner	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance
*John Carrison	Rescue Unit 17 Pumper Unit 02 Vehicle Maintenance
*Alex Schultz	Tanker Maintenance

**Relief Association (separate)**

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

**Gambling (separate)**

Steve Peters  
 Jacob Karschnik  
 Trey Hopwood

\*Reappointment  
 \*\* New Appointment

## City of Mountain Lake, Minnesota

### Resolution #1-26

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

**Whereas**, the City of Mountain Lake needs adequate liquidity and working capital to operate because its main sources of revenue are not received until the fifth month of a six-month cycle; and

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

**Therefore be it resolved** that the City of Mountain Lake designates 50% of its current year general fund expenditure budget as a minimum fund balance for working capital to meet liquidity and working capital needs.

**Be it further resolved** that the City of Mountain Lake assign funds held in savings accounts and certificates of deposit to be used for specific projects.

This resolution was adopted and approved the City Council on this 5<sup>th</sup> day of January 2026.

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

ATTEST:

\_\_\_\_\_  
Michael Mueller, City Administrator/Clerk

*January 1, 2026 General Fund (cash, general fund savings, investments) Balance - \$1,144,678.15*

*The 2026 general fund expenditures budget is \$1,896,102.25*

*Unassigned 50% is \$948,051.13*

**General Fund Cash, Assignments, Savings**

*\$221,041.81 – Cash*

*\$280,615.06 – General Fund Savings*

*\$208,572.95 – Police Fund Savings*

*\$157,045.57 – Street Department Savings*

*\$174,297.34 – Cemetery Savings*

*\$555,899.03 – LMC 4M Fund*

*\$87,122.25 – Investments at Northland Securities*

**Total General Fund: \$1,684,594.01**

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

**Reviewed and adopted by the Mountain Lake City Council on January 5, 2026.**

This policy covers all monies of the City of Mountain Lake and includes deposits and investments of funds deposited in interest bearing accounts.

It is a common occurrence for the City of Mountain Lake to have cash balances in various fund accounts, which, though allocated for a specific purpose, are temporarily not needed. It is the policy of the City that any fund with a cash balance which will remain unexpended for a reasonable period of time, shall be invested in a manner as outlined below.

The investment policy of the City of Mountain Lake encompasses the following principles:

1. Safety of principal
2. Chief Investment Officer
3. Consultants
4. Collateralization
5. Authorized investments
6. Prohibited investments
7. Maximum investments
8. Pooling of investments
9. Liquidity
10. Local investments
11. Maximum interest earnings
12. Annual review

### CHIEF INVESTMENT OFFICER

The chief investment officer will be the City Administrator/Clerk-Treasurer, who will assure compliance with this policy and further develop and maintain adequate controls, procedures and methods assuring safe and accurate accounting on a day to day basis, with the approval of the Mountain Lake City Council. In the absence of the City Administrator/Clerk-Treasurer the Mountain Lake City Council will appoint a designee. The City Administrator/Clerk-Treasurer will provide the Mountain Lake City Council on a quarterly basis, all and any information requested by the Council in relation to this policy.

### CONSULTANTS

The retention of consultants, agreements with money managers etc. will not be authorized without the express consent of the Council.

### SAFETY OF PRINCIPAL

Safety of principal is the first priority in investing City funds. The City invests only in those investment instruments authorized by State Statute. Minnesota Statutes Chapter 471.56 and 475.66 set forth the authorized investments for a municipality. Depositories as designated shall have insurance through the FDIC (Federal Insurance). To ensure safety, it is the policy of the



City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of the insurance limits are not made in the same institution unless collateralized as outlined below.

### **COLLATERALIZATION**

All City funds must be deposited in financial institutions that provide \$250,000 in government insurance protection. At no time will deposits in any one institution exceed \$250,000 unless such excesses are protected by pledged securities.

### **Securities Pledged as Collateral**

Pledged securities, computed at market value will be limited to the following:

1. U. S. Treasury Bills, Notes or Bonds all of which mature within five years. Such securities pledged must cover all City deposits in the amount of 110%.
2. U. S. Agency securities guaranteed by the U. S. Government. Such securities pledged must cover all City deposits in the amount of 120%.
3. Repurchase Agreements, with maturities not exceeding one year, secured by U. S. Government Bills, Notes or Bonds.
4. Municipal General Obligation Bonds, rated "A" or better by Moody's, provided no single issue exceeds \$200,000 with maturities not exceeding five years. Such municipal bonds pledged must cover all City deposits in the amount of 125%.

No other collateral except as designated in 1, 2, 3, or 4 above will be authorized.

Securities detailed above under 1 and 2 may be purchased directly by the City when deemed feasible.

### **AUTHORIZED INVESTMENTS**

Examples of authorized investments are as follows:

1. Direct U. S. Government obligations
  - a. Treasury Bills
  - b. U. S. Treasury Certificates
  - c. Treasury Notes
  - d. Treasury Bonds
2. Federal Agency Issues
  - a. Federal Home Loan Bank Notes
  - b. Federal National Mortgage Associations (FNMA)
  - c. Federal Intermediate Credit Banks Debentures
  - d. Federal Farm Credit Bank Discount Notes or Bonds
  - e. Federal Home Loan Mortgage Corporation Notes or Bonds
  - f. Government National Mortgage Association Notes (GNMA)

3. Shares in investment companies, including Minnesota Municipal Joint Powers Investment Trust, whose only investments are in U. S. Government and agency issues and whose investments are in financial instruments with a final maturity no longer than 13 months.
4. General Obligations of the State of Minnesota, rated "A" or better by Moody's provided no single issue exceeds \$200,000.00 with maturities not exceeding five years.
5. Bankers acceptance of U. S. banks eligible for purchase by the Federal Reserve System.
6. Commercial Paper – rated A-1, P-1, and F-1 for maturities of 90 days or less.
7. Interest bearing deposits – (checking account, Certificates of Deposit, money market savings, and ordinary savings) must be collateralized at a minimum of 110% of face value.
8. Repurchase Agreements (Repos's) – Repo transactions are restricted to:
  - a. A primary reporting dealer in U. S. government securities who reports to the Federal Reserve Bank of New York or
  - b. National or state bank in the U. S. which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000.
  - c. A securities broker/dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the Securities and Exchange Commission (SEC) and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.
  - d. The City of Mountain Lake shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the repo.

### **PROHIBITED INVESTMENTS**

It is the City's policy to refrain from investing in banks, savings and loan associations, or credit unions whose equity to asset ratio is less than 6.0%.

### **MAXIMUM INVESTMENT**

It is the policy of the City to determine its cash balance on a daily basis for the purpose of investing excess funds.

### **POOLING OF INVESTMENTS**

For the purpose of making a maximum amount of funds available for investment, the cash for all City funds can be pooled in an investment account. Interest earnings are allocated amount the various funds based upon their average cash balance.

**LIQUIDITY**

The purpose of having part of the City's investment portfolio in very liquid funds is to ensure that funds will be available should unexpected large bills be presented for payment.

**MAXIMUM INTEREST EARNINGS**

After the liquidity needs, and scheduled maturity needs are satisfied, the balance of the funds available for investment are placed with institutions that offer the greatest safety and highest rate of return consistent with the maturities as determined by the City. Quotations or telephone bids are normally taken for all investments, whether they are short term or long term. This alleviates the problem of whom to place the investment with.

**ANNUAL REVIEW**

It shall be the practice of the City Council to review and approve the investment policy each year on the first regular meeting of January.

CITY OF MOUNTAIN LAKE  
Ordinance 1-26  
Establishing Rates, Fees and Administrative Fines

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

WATER, SEWER AND ELECTRIC UTILITIES

Water Service:

(effective January 1, 2026)

Residential

Base	\$35.00
1,000 to 6,999 gals.	\$8.09 per 1,000
7,000 to 12,999 gals.	\$9.06 per 1,000
13,000 to 25,999 gals.	\$10.35 per 1,000
26,000 gals. and up	\$11.65 per 1,000

Rural

Base	\$37.00
1,000 to 6,999 gals.	\$9.06 per 1,000
7,000 to 12,999 gals.	\$10.35 per 1,000
13,000 to 25,999 gals.	\$11.65 per 1,000
26,000 gals. and up	\$12.93 per 1,000

Industrial/Commercial

Base	\$35.00
1,000 to 50,999 gals.	\$8.73 per 1,000
51,000 gals. and up	\$8.95 per 1,000

Sewer:

Residential:	\$47.55 per month
Rural:	\$50.73 per month
Commercial:	\$50.73 minimum first 3,000 gallons of water used
	\$9.51 excess water usage per 1,000 gallons

Electric:

\*\* All rates shown are subject to a fuel and/or purchased cost adjustment and states sales tax.

\*\* Energy charge is in addition to the minimum charge.

## Residential:

Customer Base Charge	\$21.00
All Energy	15.80 cents per KWH

## Rural Residential:

Customer Base Charge	\$25.00
All Energy	15.80 cents per KWH

## Commercial under 20kW

Customer Base Charge	\$32.00
All Energy	15.50 cents per KWH

## Large Commercial &amp;

## Large Rural Commercial Over 20kW

Customer Base Charge	\$64.00
Demand Charge	\$29.80 per kW
Energy Charge	5.60 cents per KWH

## City Facilities and Street Lighting:

Customer Base Charge	\$32.00
Energy Charge	13.50 cents per KWH

Conservation Improvement Plan Surcharge  
(effective Jan. 1, 2015)

1.5% of electric bill

Deposits:

Landlord	\$100 per unit, up to \$500 maximum
Homeowner	\$150
Tenant	\$250
Tenant with electric heat	\$300
Contract for Deed Vendor	\$0
Contract for Deed Vendee	\$250

Other Charges:

Late payments charge for payment not received or postmarked after the due date	10% of the bill
Processing delinquent notices fee	\$25
Shut-off fee	\$25
Re-connect fee	\$25
Water line tapping fee	\$205 per connection
Sewer line tapping fee	\$205 per connection

Small Cell

Rent to Collocate on the City Structure	\$270 per year
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Maintenance Associated with the Collocation	\$25 per year
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Monthly fee for electrical service as follows:

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

FIRE DEPARTMENT

Fire Call (0-8 hours)	\$1,000 minimum
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Fire Call (8 hours or more) *additional charges	
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\$200 per truck, except the grass rig, per hour over 8 hours

\$25 per person per hour over 8 hours

Pool Filling Rates (CC meeting minutes 7/17/2023)

**\*\*only available for rural residents within the fire department service area who do not have water serviced by a water meter.**

1-10,000 gallons	\$200.00
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10,000-15,000 gallons	\$300.00
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15,000-20,000 gallons	\$400.00
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AMBULANCE DEPARTMENT

Ambulance Call	\$850 Base Rate \$20 per loaded mile
	\$950 Non-Contract Area
	\$200 – Per Lift Assist

PUBLIC WORKS (all prices includes employee):

Sweeper rental:	\$250 per hour
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Blade rental:	\$250 per hour
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Roller rental:	\$100 per hour
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Sidewalk Grinding:	\$40 for first crack
	\$20 for each following

Salt/Sand Spreading:	\$400.00 Per Lot
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Snow Removal Hauling:	\$300 per hour
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Mowing	\$100 per lawn under 1 hour, \$100 per additional hour
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Sewer Camera	\$.50 per foot, minimum \$250 per hour
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Jet Rodder/Vactor	\$250 per hour
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Bucket Truck	\$250 per hour
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Boom Truck	\$250 per hour
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Skid Loader	\$250 per hour
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<b>Patching Streets</b>	<b><del>\$10.50</del> \$11.00 per square foot</b>
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Stripping	\$.75 per foot
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Backhoe	\$250 per hour
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Small Vac	\$150 per hour
-----------	----------------

**\*\*Picnic table delivery??? \$10/TABLE**

**CEMETERY**

Grave Lot	\$700 each
Grave Open/Close Rates	\$600 weekdays (traditional and cremation)
	\$800 weekends (traditional and cremation)
	\$100 additional fee when ground needs to be heated

**ALCOHOL AND TOBACCO LICENSES AND PERMITS**

On-sale liquor license, annual fee	\$400
Off-sale liquor license, annual fee	\$100
On-sale Sunday liquor license, annual fee	\$100

Cigarette sales, annual fee	<b>\$100</b>
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**ADMINISTRATIVE FEES AND MISCELLANEOUS CHARGES**

Copies	\$.25 per page
Public Data Requests and City Business Copies	1-19 pgs. – no cost
	20 or more pgs. – \$.25/pg.
Faxes (incoming and outgoing)	\$3.00 per page
Laminate (8" by 10")	\$3.00
Laminate (11" by 14")	\$3.50
Property Assessment Search	\$30.00
Room Rent (City Hall and Community Center)	\$200.00+ \$200.00 Damage Deposit
Returned Check Fee (Bounced Check Fee)	\$30.00

**POLICE SERVICES**

Accident Reports	1-19 pgs. – no cost
	20 or more pgs. - \$.25/pg.
Animal Transport	\$50.00
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	\$30 Lifetime
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Solicitor Registration	\$25.00
Golf Cart Permit	\$10.00 annually
Sale of Legal Fireworks License (8.05)	\$5.00

#### POLICE DEPARTMENT ADMINISTRATIVE FINES - See attached

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

#### ADMINISTRATIVE FINES

Bypass/Tamper with Utility Services (Curb Stop/Water/Sewer/Electric Meter)	\$1,000.00 Fine Per Each Violation
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#### TRAVEL BY ELECTED OFFICIALS OR EMPLOYEES

IRS Mileage Reimbursement Rate	\$0.70 per mile
IRS Meal Reimbursement Rate	
Breakfast	\$16.00
Lunch	\$19.00
Dinner	\$28.00
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	\$40.00 per building
Fence under 7 Feet	\$25.00
Siding or Shingles	\$45.00 (includes state surcharge)
Temporary Family	
Health Care Dwelling	\$50.00
Sheds less than 200 sq. ft.	\$0



Building Permit Fees	See attachment, excludes state surcharge
Moving Permit	Actual Costs
Planned Unit Development Application Fee	\$250.00
Utility Water Line Tapping Fee	\$205.00
Utility Sewer Line Tapping Fee	\$205.00
Backyard Chickens License	\$30.00 Lifetime
Small Cell Application	\$100.00

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

Per Night	\$35
Monthly	\$600
Seasonal (May 1 – October 1)	\$2,000
Winter Storage	\$200
Electric Car Charging	\$30

Adopted by the City Council this 5<sup>th</sup> day of January 2026.

ATTEST:

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

\_\_\_\_\_  
Michael Mueller, City Administrator



## **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”?

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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

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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 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:

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

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## Your Rights Under the Government Data Practices Act

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As a data subject, you have the following rights.

### Access to Your Data

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

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

### Access to Data on Minor Children

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

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

### When We Collect Data From You

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

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

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

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## 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

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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.

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*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.*

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

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

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

## How We Respond to a Data Request

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Upon receiving your request, we will review it.

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

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

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- 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.*

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

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

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

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

## Data Practices Contacts

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### Responsible Authority

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

### Data Practices Compliance Official

Michael Mueller

### Data Practices Designees By Division

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#### City of Mountain Lake:

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

#### Mountain Lake Municipal Utilities:

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

#### Mountain Lake Police Department

Louis Norell  
 930 Third Ave.  
 P. O. Box C  
 Mt. Lake, MN 56159  
 507-427-2999 Ext. 2  
[lnorell@mountainlakemn.com](mailto:lnorell@mountainlakemn.com)

## Copy Costs – Data Subjects

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

Policy and procedures required by Minnesota Statutes, sections 13.025 and 13.03 (July 2025)

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*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.*

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### **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.

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

*Copy Charges Set by Ordinance = \$0.25 per page*

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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

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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**

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### To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

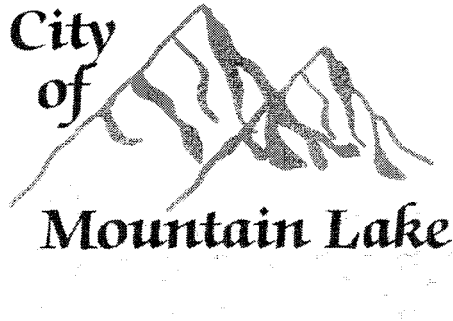
## Standards For Verifying Identity

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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.



## **Data Practices Policy: City of Mountain Lake**

### **Data Practices Policy For the Public**

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

## Your Right to See Public Data

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

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

## How to Request Public Data

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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

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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) upon request, if we keep the data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 10 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.
- If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

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

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

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

## Requests for Summary Data

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

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

## Data Practices Contacts

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### Responsible Authority

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

### Data Practices Compliance Official

Michael Mueller

### Data Practices Designees By Department

#### City of Mountain Lake:

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

#### Mountain Lake Municipal Utilities:

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

#### Mountain Lake Police Department

Louis Norell  
 930 Third Ave.  
 P. O. Box C  
 Mt. Lake, MN 56159  
 507-427-2999 Ext. 2  
 Fax: 507-427-3327  
[lnorell@mountainlakemn.com](mailto:lnorell@mountainlakemn.com)

## Copy Costs – When You Request Public Data

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

### **For 100 or fewer paper copies – 25 cents per page**

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

### **Most other types of copies – actual cost**

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

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

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

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

## City of Mountain Lake Data Request Form – Requesting Public Data

---

**Request date:**

**The data I am requesting:**

Describe the data you are requesting as specifically as possible.

**I am requesting access to data in the following way:**

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: Inspection is free but we will charge for copies if the total charges are \$5.00 or more.

**Contact information (optional)\***

Name:

phone number: email

address:

address:

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

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



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

## **Legal Requirement**

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

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

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

## **Procedures implementing this policy**

### **Data Inventory**

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

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

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

### **Employee position descriptions**

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

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

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

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

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

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

Recommended actions for ensuring appropriate access include:

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

### **Notice of a Breach**

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

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

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

### **Annual Security Assessment**

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

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

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



## NOTICE TO INDIVIDUAL OF BREACH OF SECURITY

January 1, 2025

Joe Smith  
123 Comedy Street  
Anytown, MN

Dear Joe Smith:

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

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

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

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

Sincerely,

Michael Mueller  
City Administrator

## Request to Release Private Data

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

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

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

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

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

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

Questions should be directed to:

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

## 2012 – 2025 City of Mt. Lake Building, Shingling and Siding Permit Summary

2025 Building Permits	18 Permits, Value of \$6,956,848.08
2025 Shingling/Siding Permits	16 Permits
2025 Mechanical Permits	0 Permits
2025 Fence Permits	2 Permits
2025 Shed Permits	1 Permits
2025 Deck Permits	2 Permits
2024 Building Permits	27 Permits, Value of \$2,076,991
2024 Shingling/Siding Permits	22 Permits
2024 Mechanical Permits	3 Permits
2024 Fence Permits	4 Permits
2024 Shed Permits	1 Permits
2024 Deck Permits	5 Permits
2023 Building Permits	24 Permits, Value of \$1,288,280.06
2023 Shingling/Siding Permits	20 Permits
2023 Mechanical Permits	1 Permits
2023 Fence Permits	2 Permits
2023 Shed Permits	3 Permits
2023 Deck Permits	2 Permits
2022 Building Permits	19 Permits, Value of \$1,199,991.42
2022 Shingling/Siding Permits	28 Permits
2022 Mechanical Permits	6 Permits
2022 Fence Permits	2 Permits
2022 Shed Permits	1 Permits
2022 Deck Permits	0 Permits
2021 Building Permits	28 Permits, Value of \$2,398,468.19
2021 Shingling/Siding Permits	12 Permits
2021 Mechanical Permits	9 Permits
2021 Fence Permits	4 Permits
2021 Shed Permits	1 Permits
2021 Deck Permits	3 Permits
2020 Building Permits	18 Permits, Value of \$3,105,845.17
2020 Shingling/Siding Permits	16 Permits
2020 Mechanical Permits	20 Permits

2020 Fence Permits	3 Permits
2020 Shed Permits	0 Permits
2020 Deck Permits	5 Permits
2019 Building Permits	13 Permits, Value of \$1,851,283.32
2019 Shingling/Siding Permits	20 Permits
2019 Mechanical Permits	25 Permits
2019 Fence Permits	3 Permits
2019 Shed Permits	3 Permits
2019 Deck Permits	3 Permits
2018 Building Permits	18 Permits, Value of \$752,457.87
2018 Shingling/Siding Permits	16 Permits
2018 Mechanical Permits	16 Permits
2018 Fence Permits	4 Permits
2018 Shed Permits	2 Permits
2017 Building Permits	22 Permits, Value of \$482,561
2017 Shingling/Siding Permits	19 Permits
2017 Mechanical Permits	20 Permits
2017 Fence Permits	5 Permits
2017 Shed Permits	3 Permits
2016 Building Permits	28 Permits, Value of \$409,613
2016 Shingling/Siding Permits	30 Permits
2016 Mechanical Permits	4 Permits
2016 Fence Permits	11 Permits
2015 Building Permits	27 Permits, Value of \$227,170.75
2015 Shingling/Siding Permits	50 Permits
2014 Building Permits	29 Permits, Value of \$4,652,923.11
2014 Shingling/Siding Permits	50 Permits
2013 Building Permit	28 Permits, Value of \$1,192,830
2013 Shingling/Siding Permit	138 Permits
2012 Building Permits	47 Permits, Value of \$2,937,999
2012 Shingling/Siding Permits	38 Permits

**Seniority List for the City of Mountain Lake**  
1/1/2026

<u>Date of Hire</u>	<u>Years of Service</u> <u>Last Anniversary</u>	<u>Name</u>	<u>Department</u>
03/04/96	29 years	David Watkins	Electric Dept. Head
12/19/00	25 years	Daron Friesen	Street Dept. Head
10/13/03	22 years	Steve Peters	Lineman
7/17/17	8 years	Tabitha Garloff	EDA
1/2/18	7 years	Taylor Nesmoe	Water/Wastewater Foreman
9/10/18	7 years	Lane Anderson	Lineman
8/5/19	6 years	Scott Pankratz	Water/Wastewater Worker
5/4/20	5 years	Jacob Karschnik	Street Department
12/13/20	5 years	Adam Watkins	Police Officer
4/5/21	4 years	Jill Falk	Utilities Office Manager
6/5/21	4 years	Ben McHenry	Police Officer
11/9/21	4 years	Michael Mueller	City Administrator
2/22/22	3 years	Alyssa Nesmoe	Deputy Clerk/Treasurer
2/22/22	3 years	Mark Pankratz	Street Department
8/15/22	3 years	Daniel Mick	Library Director
8/1/23	2 years	Louis Norell	Police Chief
7/15/24	1 years	Jordan Ellis	Police Officer
<b>Part-Time/Seasonal</b>			
8/23/18	7 years	Dana Schroder	Assistant Library Director
1/23/23	2 years	Sara Nickel	Library Assistant
8/04/25	0 years	Carl Strike	Library Assistant
4/24/23	2 years	Ashley Mullen	Com. Center/ City Hall Mnt

**Contract**

Rod Hamilton, EDA Director  
 Steven Carson, Building Official  
 Logan Davids, MMUA Safety Coordinator  
 Soren Mattick, Campbell Knutson, City Attorney  
 Owen Todd, Bolton & Menk, City Engineer

1-3 Summer Employees