

**Regular Council Meeting
Mountain Lake City Hall
Monday, October 2, 2017
6:30 p.m.**

AGENDA

1. Meeting Called to Order
 - * Further information on agenda item is attached
2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s 20378 - 20407; 503-505E *(1-4)
 - b. Approval of Payroll Checks #'s 63422 - 63436
 - c. Approval of September 18 Council Minutes*(5-8)
 - d. July 26 Library Board Minutes, July and August Library Report, July and August Expenditures*(9-13)
 - e. August 15 Police Commission Minutes*(14)
 - f. September 14 Utility Commission Minutes*(15-16)
 - g. Accept Jon Gerdes Resignation – Fire Department, effective Sept. 25, 2017*(17)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
4. National Flood Insurance Program (NFIP) Paul Johnson, Cottonwood County Emergency management Director*(18)
5. Ambulance Change Order*(19-20)
6. Public Nuisance Update*(21)
7. 805 Basinger Memorial Dr. Resolution to Defer Attachment*(22)
8. Approve Updated Active Living Plan – separate packet
9. Review and Adopt Snow Removal Policy*(23-26)
10. Cash And Investment Fund Balances*(27-28)
11. City Attorney –Update
12. School Board Update
13. Personnel
 - a. Water/Wastewater Superintendent Opening-Meeting May Be Closed*
 - b. Ice Rink Warming House Attendant*(29-30)

14. Administrator

- a. Authorize Odell Wind Farm Community Fund Applications for Fire Dept. Turn-Out Gear and Ambulance Radios
- b. Broadcasting Council Meetings
- c. Community Center*(31-32)

15. Adjourn

Board of Appeal and Equalization Training: <http://www.revenue.state.mn.us>

• Upcoming Meetings

- School Board Meeting, 5:30 p.m. Monday October 16
- School Board Meeting, 5:30 p.m. Monday November 20
- Coffee with the Council, 12 noon, Friday, November 17, The Laker

***Check Detail Register©**

October 2, 2017
 CK# 20378-20407
 503E-505E

September 2017 to October 2017

	Check Amt	Invoice	Comment
10100 United Prairie			
Paid Chk# 020378 9/28/2017 AFLAC			
G 101-21713 AFLAC	\$186.96		
Total AFLAC	\$186.96		
Paid Chk# 020379 9/28/2017 AFSCME COUNCIL 65			
G 101-21707 Union Dues	\$157.86		
Total AFSCME COUNCIL 65	\$157.86		
Paid Chk# 020380 9/28/2017 BCBS/HSA			
G 101-21714 HSA	\$443.85		
Total BCBS/HSA	\$443.85		
Paid Chk# 020381 9/28/2017 COMMISSIONER OF REVENUE			
G 101-21702 State Withholding	\$786.55		
Total COMMISSIONER OF REVENUE	\$786.55		
Paid Chk# 020382 9/28/2017 GISLASON & HUNTER			
G 101-21712 Garnishments	\$382.54		
Total GISLASON & HUNTER	\$382.54		
Paid Chk# 020383 9/28/2017 INTERNAL REVENUE SERVICE			
G 101-21703 FICA Tax Withholding	\$2,374.22		
G 101-21701 Federal Withholding	\$1,779.15		
Total INTERNAL REVENUE SERVICE	\$4,153.37		
Paid Chk# 020384 9/28/2017 PERA			
G 101-21704 PERA	\$4,273.87		
Total PERA	\$4,273.87		
Paid Chk# 020385 9/28/2017 SW/WC SERVICE COOPERATIVES			
G 101-21708 Employee Paid Health Insurance	\$2,060.22		
Total SW/WC SERVICE COOPERATIVES	\$2,060.22		
Paid Chk# 020386 9/28/2017 VALIC			
G 101-21705 VALIC	\$388.00		
Total VALIC	\$388.00		
Paid Chk# 020387 10/1/2017 ACTIVE911 INC			
E 231-42154-433 Dues and Subscriptions	\$205.62		FIRE & AMB SUBSCRIPTION
E 221-42200-433 Dues and Subscriptions	\$217.38		FIRE & AMB SUBSCRIPTION
Total ACTIVE911 INC	\$423.00		
Paid Chk# 020388 10/1/2017 AMBULANCE FUND			
E 231-42154-430 Miscellaneous	\$7.74		FOOD ON AMBULANCE RUN
Total AMBULANCE FUND	\$7.74		
Paid Chk# 020389 10/1/2017 COTTONWOOD COUNTY AUD/TREAS			
G 230-15502 Prepaid RE Tax-Hometown Café	\$776.01		22.320.0040 HOMETOWN CAFÉ 2ND HALF TAX
G 230-10675 Puente-Hometown Café contract	\$737.99		HOMETOWN CAFÉ 2ND HALF TAX
Total COTTONWOOD COUNTY AUD/TREAS	\$1,514.00		
Paid Chk# 020390 10/1/2017 COTTONWOOD COUNTY AUD/TREAS			
G 240-15501 Prepaid RE Tax-ML FITNESS	\$405.00		22.520.0370 ML FIT 2ND HALF TAX
G 240-15501 Prepaid RE Tax-ML FITNESS	\$315.00		22.520.0360 ML FIT 2ND HALF TAX
Total COTTONWOOD COUNTY AUD/TREAS	\$720.00		



***Check Detail Register©**

September 2017 to October 2017

			Check Amt	Invoice	Comment
Paid Chk# 020391	10/1/2017	DENNIS HULZEBOS			
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		OCTOBER MAINT AT SR CTR
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		OCTOBER MAINT AT LIBRARY
	Total DENNIS HULZEBOS		\$595.00		
Paid Chk# 020392	10/1/2017	DUININCK			
E 101-43121-224	Street Maint Materials		\$1,741.50	528524	TAR--MT LAKE ROAD
	Total DUININCK		\$1,741.50		
Paid Chk# 020393	10/1/2017	EMILY ADRIAN			
E 231-42154-308	Training & Instruction		\$198.33	9/15-17	AMB-MEMSA CONFERENCE EXPENSES
	Total EMILY ADRIAN		\$198.33		
Paid Chk# 020394	10/1/2017	FRONTIER			
E 101-41400-321	Telephone		\$166.79		CITY HALL PHONE-427-2999
E 101-42100-321	Telephone		\$209.01		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$63.84		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$62.23		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$87.76		UT-PHONE
	Total FRONTIER		\$627.13		
Paid Chk# 020395	10/1/2017	GREATAMERICA FINANCIAL SVCS			
E 101-00000-430	Miscellaneous		\$8.43		CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35		OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78		PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31		UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62		EDA-MONTHLY COLOR COPY MACHINE LEASE
	Total GREATAMERICA FINANCIAL SVCS		\$140.49		
Paid Chk# 020396	10/1/2017	INDOFF INCORPORATED			
E 211-45500-200	Office Supplies		\$36.23	3000932	LIB-10 REAMS PAPER
E 101-42100-200	Office Supplies		\$36.23	3000932	POLICE-10 REAMS PAPER
E 101-00000-430	Miscellaneous		\$217.38	3000932	UT-60 REAMS PAPER
E 101-41400-200	Office Supplies		\$326.08	3000932	UT-90 REAMS PAPER
E 205-46500-200	Office Supplies		\$108.69	3000932	EDA-30 REAMS PAPER
E 101-41400-200	Office Supplies		\$13.35	3001562	PENS-OFFICE
E 101-41400-200	Office Supplies		\$0.74	3004073	BINDER CLIPS-OFFICE
	Total INDOFF INCORPORATED		\$738.70		
Paid Chk# 020397	10/1/2017	JOHN YSKER			
E 101-43240-111	Contract		\$250.00		OCTOBER DUMP SALARY
	Total JOHN YSKER		\$250.00		
Paid Chk# 020398	10/1/2017	MID-AMERICAN RESEARCH CHEMICAL			
E 101-43100-430	Miscellaneous		\$168.68	0617449-IN	HOT SHOT-ST SUPPLIES
	Total MID-AMERICAN RESEARCH CHEMICAL		\$168.68		
Paid Chk# 020399	10/1/2017	MINNESOTA MUTUAL LIFE			
E 101-42100-135	Employer Paid Other		\$1.70		OCTOBER BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$6.80		OCTOBER LIFE INS-POLICE DEPT
E 211-45500-134	Employer Paid Life		\$1.70		OCTOBER LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.06		OCTOBER LIFE INS-ST DEPT
E 101-41400-134	Employer Paid Life		\$3.40		OCTOBER LIFE INS-OFFICE
E 101-45200-134	Employer Paid Life		\$1.02		OCTOBER LIFE INS-PARKS DEPT
E 101-46200-134	Employer Paid Life		\$1.02		OCTOBER LIFE INS-CEMETERY

***Check Detail Register©**

September 2017 to October 2017

			Check Amt	Invoice	Comment
E 205-46500-134	Employer Paid Life		\$1.70		OCTOBER LIFE INS-EDA ROB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$25.30		OCTOBER LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$10.90		OCTOBER LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$12.00		OCTOBER LIFE INS-STEVE PETERS
Total MINNESOTA MUTUAL LIFE			\$68.60		
<hr/>					
Paid Chk#	020400	10/1/2017	MUNICIPAL UTILITIES		
E 101-45200-380	Elec,Water,Sewer		\$100.07		LAWCON PARK
E 101-41400-380	Elec,Water,Sewer		\$392.83		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$137.77		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$399.55		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$209.71		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$134.09		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$66.04		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$339.28		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$6.50		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$12.63		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer		\$409.09		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$17.22		UT AT CITY PARK SHELTERHOUSE
Total MUNICIPAL UTILITIES			\$2,224.78		
<hr/>					
Paid Chk#	020401	10/1/2017	MUNICIPAL UTILITIES		
E 101-43160-381	Electric Utilities		\$2,589.52		JULY STREET LIGHTING
E 101-43160-381	Electric Utilities		\$3,389.75		AUGUST STREET LIGHTING
Total MUNICIPAL UTILITIES			\$5,979.27		
<hr/>					
Paid Chk#	020402	10/1/2017	MUSKE, MUSKE, SURHOFF		
E 101-41400-304	Legal Fees		\$1,400.00		OCTOBER LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF			\$1,400.00		
<hr/>					
Paid Chk#	020403	10/1/2017	NICKEL CONSTRUCTION		
E 101-45200-402	Repairs/Maint- Ground		\$3.00	17995	ST DEPT-CEMENT DUMPING
Total NICKEL CONSTRUCTION			\$3.00		
<hr/>					
Paid Chk#	020404	10/1/2017	SOUTH CENTRAL COLLEGE		
E 231-42154-308	Training & Instruction		\$1,660.59	00157326	EMILY BENTSON-EMT INITIAL
E 231-42154-308	Training & Instruction		\$1,660.59	00157326	ASHLEY KROEGER-EMT INITIAL
E 231-42154-308	Training & Instruction		\$1,660.59	00157326	MARYLOU LUNA-EMT INITIAL
Total SOUTH CENTRAL COLLEGE			\$4,981.77		
<hr/>					
Paid Chk#	020405	10/1/2017	STEVE PETERS		
E 101-45200-430	Miscellaneous		\$144.50	9/23/17	SAFETY BOOTS
Total STEVE PETERS			\$144.50		
<hr/>					
Paid Chk#	020406	10/1/2017	TEXAS REFINERY CORP		
E 101-43100-215	Shop Supplies		\$454.50	136233	BIG RED CLEANER-ST DEPT
Total TEXAS REFINERY CORP			\$454.50		
<hr/>					
Paid Chk#	020407	10/1/2017	VERIZON		
E 101-42100-321	Telephone		\$9.58		PD CELL PHONE
E 231-42154-321	Telephone		\$9.50		AMB CELL PHONE
E 101-42100-321	Telephone		\$35.01		PD-TABLET #1
E 101-42100-321	Telephone		\$35.01		PD-TABLET #2
E 231-42154-321	Telephone		\$35.01		AMB JET PACK
Total VERIZON			\$124.11		

***Check Detail Register©**

September 2017 to October 2017

Check Amt Invoice Comment

10100 United Prairie \$35,338.32

Fund Summary

10100 United Prairie

101 GENERAL FUND	\$26,353.99
205 ECONOMIC DEVELOPMENT AUTHORITY	\$153.51
211 LIBRARY FUND	\$722.21
221 FIRE DEPT FUND	\$351.47
230 REVOLVING LOAN FUND	\$1,514.00
231 AMBULANCE FUND	\$5,504.01
240 PROTIENT--DTED LOAN	\$720.00
607 EDA----4 PLEX FUND	\$6.50
608 EDA----8 PLEX FUND	\$12.63
	<hr/>
	\$35,338.32

Paid Chk# 000503E 9/19/2017 UNITED PRAIRIE BANK

E 101-41400-301	Auditing and Acct g Services	\$25.00	AUGUST MONTHLY ACH FEE
	Total UNITED PRAIRIE BANK	\$25.00	

Paid Chk# 000504E 9/21/2017 SELECT ACCOUNT

E 101-41400-141	Admin Fees-HSA	\$4.22	SEPT HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA	\$8.44	SEPT HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA	\$2.11	SEPT HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA	\$2.11	SEPT HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA	\$3.80	SEPT HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA	\$1.27	SEPT HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA	\$1.26	SEPT HSA ADMIN FEES
	Total SELECT ACCOUNT	\$23.21	

Paid Chk# 000505E 9/21/2017 USDA-RURAL DEVELOPMENT

E 211-45500-602	Other Long-Term Oblig Princ al	\$4,164.36	LIBRARY ROOF LOAN PAYMENT
E 211-45500-610	Interest	\$1,914.64	LIBRARY ROOF LOAN PAYMENT
	Total USDA-RURAL DEVELOPMENT	\$6,079.00	

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, September 18, 2017
7 p.m.

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

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator; Maryellen Suhrhoff, City Attorney, Muske, Muske and Suhrhoff, Rick Oeltjenbruns, Street Superintendent

Others Present: Tammy Omdal, Northland Securities; Matt Gohr, Mt. Lake Public School Board Member; Brian Thilges, RDO Equipment, Mankato; Doug Regehr

Call to Order

The meeting was called to order by Mayor Nelson at 7 p.m. Motion by Kass, seconded by Kruser, to adopt the agenda and approve the consent agenda as presented. Motion carried.

Bills: Check #'s 20336 – 20377; 502E
Approval of Payroll Checks #'s 63388-63421
Approval of September 5 Council Minutes
August 4 EDA Minutes
August 10 Utility Commission Minutes
August 15 Lake Commission Minutes
Hire Tristan Varpness, Lineman, effective Sept. 5, 2017
Adopt Resolution #24-17 Consent to Levy

Public

No one present addressed the council during this portion of the meeting.

Downtown Redevelopment Project, Resolutions #23-17 and #25-17

Motion by Savage, seconded by Kruser, to open the public hearing. Motion carried. Tammy Omdal, Northland Securities, explained that modifications to Tax Increment District 1-8 are needed because the project and the amount of increment expected to be generated have changed since the district was established and the plan was approved several years ago. The sections of the TIF plan to be modified were reviewed. The project under consideration was briefly discussed. The EDA is also seeking city authorization to use money from two of its funds to cover start-up development costs. TIF increment and/or income received once the project has

tenants will pay back the interfund loan. There were no questions or comments from the public. Motion by Kass, seconded by Ysker, to close the open meeting. Motion by Kruser, seconded by Kass, to adopt Resolution #23-17, approving modification of the District 1-8 TIF plan. Motion carried. Motion by Ysker, seconded by Savage, to adopt Resolution #25-17 authorizing transfer, loan and repayment of EDA funds. Motion carried.

Grader Purchase, Street Department

The city's motor grader is 20 years old, and the company that manufactured the grader, Champion, no longer exists. The city's 2018 Capital Improvement Plan, previously adopted by the council, has the grader scheduled for replacement in 2018, 2019 or 2020. Brian Thilges, salesman for RDO/John Deere told the council he wanted to make them aware that the 2017 state bid year ends September 30 and that prices will be increasing 5 to 7% in the new bid year that begins October 1. If their intention was to purchase a new grader in 2018 they should consider purchasing now, and paying for it and taking possession after the first of the year. State bid quotes for a JD 672G and a Caterpillar 12M3 were reviewed and discussed. The number of hours a year the grader is used; waiting for a better time to buy; buying a slightly cheaper JD 672 with less technology; selling the Champion instead of trading it; and the size of the street department's reserves currently and after purchasing a grader were considered. John Deere is offering \$33,000 trade-in value on the Champion. It is possible the city could sell the Champion for more than that. Motion by Savage, seconded by Ysker, to purchase a 2018 John Deere 672G grader with attachments at a cost of \$284,846 without trade-in and \$251,846 with trade in; and that the city will attempt to sell the Champion prior to the delivery of the new grader. If the city is unable to sell the grader for more than \$33,000 it will be traded in. Voting Aye: Kass, Nelson and Savage. Voting Nay: Kruser and Ysker. Motion carried. Thilges volunteered to help staff advertise the Champion on websites that sell used construction equipment. There is no cost to the city.

Resolution #22-17, Loan Resolution Security Agreement, Fire Dept. Pumper

The city is purchasing a new pumper at a cost of \$325,000. The fire department will use reserves and a \$125,000, 3.25%, 15 year loan from US Dept. of Agriculture – Rural Development to purchase the pumper. Motion by Kruser, seconded by Kass, to approve Resolution #22-17. Motion carried.

805 Basinger Memorial Dr.

The tax statement, a list of repairs drafted by the Building Official, and two bids to demolish the house and garage were reviewed. Curt Fast is interested in buying the property from the current owner and substantially repairing the buildings. He is willing to pay the back taxes. He is asking that the city waive the interest and penalties and an attachment that is the result of closing a well on the property. Motion by Savage, seconded by Ysker, that the Fast is responsible for the taxes, interest and penalties; that the city will defer collection of the well closing bill for two years

provided that at that time the repairs must be complete; that Fast submit a repair plan that is approved by the city's building official; that the property must be purchased, the taxes, interest and penalties paid, and the repair plan approved by Wednesday, September 27; and to award the demolition bid to Lohrenz Construction at cost \$7,250 if these items are not accomplished by September 27. Motion carried.

Preliminary 2018 Budget

A preliminary budget summary with a levy increase of 3% was reviewed. The final levy will be set in December. The final levy can be less but not more than the preliminary levy. Motion by Ysker, seconded by Savage, to adopt Resolution #26-17, setting the preliminary levy at \$650,688.56, an increase of 4 percent. Motion carried unanimously. The preliminary budget was set at \$2,243,863.86, a 3.1 percent increase. A public meeting to discuss the levy and budget, and invite public input will be held on Tuesday, December 5 at 6 PM one-half hour prior to the regular council meeting.

City Attorney

The draft agreement with the local sportsmen's club was briefly discussed. The draft has been forwarded to the MN Pollution Control Agency (MPCA) for their review. The council asked that a summary of 2018 public nuisances be provided at the next council meeting.

Community Center

Issues raised at the August 'Coffee with the Council' and a recent Senior Club meeting were discussed. The administrator has asked a local contractor for a quote to replace the south entry door. Quotes for new kitchen flooring and new blinds for the large south windows and the community center budget were reviewed. The administrator was instructed to bring the quotes for the door and installation of the floor to the next council meeting for further discussion.

Approve Band Shell Tuck-pointing Grant Applications

Motion by Ysker, seconded by Kass, authorizing the submission of grant applications to the Odell Wind Farm Community Trust, the Robert and Helen Remick Charitable Foundation Trust, and the Mt. Lake Area Foundation. Motion carried.

Consider Council Start Time

Earlier this year the public school board and city council adjusted their start times to 5:30PM and 7PM respectively, on the third Monday of the month. The change would enable a representative of each group to attend the meeting of the other group. The meetings continue to overlap making it difficult for the representative to be present the entire meeting. It was agreed that the school board should be a standing item on the city's agenda. This will give the school board representative a few minutes whenever they arrive at the city council meeting to update the council on items the school board is currently dealing with. Motion by Kruser, seconded by

Kass, to move the start time of remaining 2017 council meetings to 6:30 PM. Motion carried unanimously.

Coffee with the Council

The next event was tentative scheduled for 12 noon, Friday, November 17 at The Laker with Kruser and Ysker in attendance. The Laker will be contacted.

October 16 School Board Meeting

Ysker will attend on behalf of the council.

Motion to Reconsider Motor Grader Purchase

Motion by Kass, seconded by Kruser, to reconsider the motion to purchase a new grader. Voting Aye: Kass, and Kruser. Voting Nay: Nelson, Savage, and Ysker. Motion failed.

Adjourn

The meeting was adjourned at 9:18 PM.

ATTEST:

Wendy Meyer, Clerk/Administrator

**Mountain Lake Public Library Board Minutes
July 26, 2017**

Members Present: Diane Englin, Barrie Wright, Vickie Krueger, Dennis Cords
Carol Lehman, director

Members Absent: Marci Balderas

Others Present: None

The meeting was called to order at 4:15 p.m. by chairman, Barrie Wright.

M/S Cords/Englin to approve the minutes of the June 14, 2017 meeting.

Carol presented the June monthly report indicating 2,880 total circulation and expenditures in the amount of \$1,637.55. **M/S Englin/Cords** to accept the June report as given and to approve the June expenditures. **Motion carried.**

Carol reported that she and the Windom and Westbrook directors recently met with PCLS administrator, Jim Trojanowski to discuss county library services and funding. Trojanowski and the library directors will attend the August 15, 2017 County Commissioners budget meeting.

The proposed 2018 library budget was reviewed and discussed.

June and July library activity and program reports were given.

The meeting adjourned at 5:35 p.m. by chairman, Barrie Wright.

NEXT MEETING: September 13, 2017 – 4:00 p.m.

Respectfully submitted,



Vickie Krueger, acting secretary

CITY OF MOUNTAIN LAKE

PUBLIC LIBRARY REPORT

MONTH OF July, 2017

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____

TOTAL CIRCULATION 2,856

Interlibrary loan sent	<u>269</u>
Interlibrary loan received	<u>300</u>

TOTAL ILL 569

ILL NON SYSTEM 56

RECEIPTS

Cash income	<u>61.89</u>
Donations (monetary)	_____
County Revenue	_____
Misc. Revenue	<u>81.42</u>
Fines	_____
Meeting room rental	_____
Sale of supplies	_____

(PCLS - Credit Books - Stan Tekiela books purchased w/ Legacy #)

TOTAL RECEIPTS \$143.31

EXPENDITURES

Books	<u>96.08</u>
Periodicals	_____
Audio-visual	<u>50.59</u>
16.17 Supplies	<u>156.77</u>
Postage	_____
Miscellaneous	_____
Telephone	<u>69.07</u>
Repairs & maintenance (Janitor)	<u>345.00</u>
Repairs & maint. of equipment	_____
45.72 Project expense	<u>45.72</u>
Capital outlay	_____
Automation / Tech Services	<u>300.00</u>
Gas Utilities	<u>15.96</u>

\$1,079.19

LIBRARY DIRECTOR

Carol Lehman

10

LIBRARY EXPENDITURES - JULY 2017

Frontier	Telephone Expense	\$69.07
Dennis Hulzebos	Repairs & Maint. - Janitorial	\$345.00
MN Energy Resources	Gas Utilities	\$15.96
PCLS	Tech Services	\$300.00
Schilling Supply Co.	Supplies - paper towels	\$140.60
Synchrony Bank/Amazon	Books 96.08 / AV 50.59	<u>\$146.67</u>
	SUBTOTAL	\$1,017.30
	Cash Expenditures	<u>\$61.89</u>
	TOTAL	\$1,079.19

CITY OF MOUNTAIN LAKE

PUBLIC LIBRARY REPORT

MONTH OF August 2017

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____
	<u>3,084</u>
TOTAL CIRCULATION	
Interlibrary loan sent	<u>291</u>
Interlibrary loan received	<u>322</u>
	<u>613</u>
TOTAL ILL	
	<u>45</u>
ILL NON SYSTEM	

RECEIPTS

Cash income	_____
Donations (monetary)	_____
County Revenue	_____
Misc. Revenue	_____
Fines	_____
Meeting room rental	_____
Sale of supplies	_____
	<u>- 0 -</u>
TOTAL RECEIPTS	

EXPENDITURES

Books	<u>963.67</u>
Periodicals	<u>90.00</u>
Audio-visual	<u>177.61</u>
Supplies	<u>13.66</u>
Postage	_____
Miscellaneous	_____
Telephone	<u>69.32</u>
Repairs & maintenance	<u>345.00</u>
Repairs & maint. of equipment	_____
Project expense	<u>275.00</u>
Capital outlay	_____
Automation	_____
Gas Utilities	<u>48.09</u>
TOTAL EXPENDITURES	<u>\$1,982.35</u>

LIBRARY DIRECTOR Carol Lehman
(12)

LIBRARY EXPENDITURES - AUGUST 2017

Frontier	Telephone Expense	\$69.32
The Globe	Periodicals - 1 yr.	\$90.00
Dennis Hulzebos	Repairs & Maint. - Janitorial	\$345.00
Indoff, Inc.	Supplies	\$13.66
Ingram	Books 911.31 / AV 16.49	\$927.80
MN Energy Resources	Gas Utilities	\$48.09
Graylyn Morris	Project Expense - "Brodini" 8-8-17	\$275.00
Synchrony Bank/Amazon	Books 52.36 / AV 161.12	<u>\$213.48</u>
	TOTAL	\$1,982.35

doug bristol

From:
Sent: Wednesday, September 13, 2017 7:26 PM
To: dbristol@mountainlakern.com
Subject: Police Commission Minutes

August 15th , 2017

Present : Dana K., Brian L., Garrett W., Doug B., Wendy M., Sue G. & Norm K.

Zuercher report : 181 calls.

Aug. 28th is Sunflower Day , starts @ 5:00 p.m. Request an officer be present .

Ottertail County sent us a notice that we were over charged for the squad we ordered through Nelson Ford . No amount was given .

The intern the Dept. had this summer has put in all his hrs.

Doug wants to put a scope on one of the M-16s at a cost of \$800 to \$1,000.

Motion to adjourn : Garrett ; 2nd Brian

Respectfully submitted
Norm K.

DRAFT
Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Thursday, September 14, 2017
7 AM

Members Present: Commissioners John Carrison, Mike Johnson, Todd Johnson, Brett Lohrenz; Council Liaison David Savage

Members Absent: Mark Langland

Staff Present: Wendy Meyer, Clerk/Administrator; Lynda Cowell, Utilities Office Manager; Ron Melson, Electric Supt.; Tristan Varpness, Lineman; Kevin Krahn, Water and Wastewater Supt.; Dave Watkins, Water and Wastewater Dept.

Others Present: Rob Anderson, Mt. Lake Economic Development Authority; MaryAnn Wervey, Zaremba Development Group on behalf of Dollar General, Andy Kehren, city engineer, Bolton and Menk

Call to Order

The meeting was called to order at 7 AM. There were no additions to the agenda.

Approval of August 10 Minutes and Bills, Check Numbers 17380 – 17447

Motion by M. Johnson, seconded by Lohrenz, to approve the minutes and bills. Motion carried unanimously.

New Employee

Melson introduced Tristan Varpness, lineman. His first day of work was September 5.

Substation Update

Farabee Mechanical has finished their part of the project. Conductor Power will begin the feeder tie portion in a couple of weeks.

Capital Improvements – Tuck-pointing and Power Plant Ceiling

The costs of the two projects were discussed. The cost to complete the tuck-pointing is approximately \$48,000. To this point the electric department has budgeted for \$15,000 worth of tuck-pointing to be done each year. Motion by M. Johnson, seconded by Lohrenz, to hire Karr Tuck-pointing to do \$15,000 worth of work in 2017 and include the remainder of the work in the 2018 budget. Motion carried.

1417 Second Avenue

The utility account at this property has been billed for theft of utilities as found in Mt. Lake Code Section 3.05, Subdivision 7. The person whose name is on the account wished to appeal to the commission and was told the appeal would be heard at the September 14 meeting. The individual did not attend.

801 Fourth Avenue

The utilities to this property were wrongly disconnected. The residents were on vacation and the mistake was not immediately discovered. The utility has replaced the refrigerator with a similar one. The residents also gave the utility a list of food that had to be destroyed. By consensus the commission agreed to pay \$250 for the food.

Dollar General Development

The water and wastewater plans prepared by the Zaremba Group and Bolton and Menk were reviewed. Andy Kehren, city engineer, found Zaremba wastewater plan acceptable provided there is an easement from the property owner. The water plan is not acceptable. A water line needs to be extended across the front of the lot for fire protection. Future development of property to the south of the area where Zaremba/Dollar General intends to build was discussed. Tax Increment Financing, tax abatement and voluntary special assessments were considered. The administrator will research mechanisms to fund the project. Mary Ann Wervey, Zaremba Retail Development discussed the project and Zaremba's issues. She will provide the city with utility usage data from other Dollar General stores. Motion by M. Johnson, seconded by T. Johnson, that the Zaremba Group confirm the property owner's intent to grant the easement needed for the wastewater line; that the Zaremba Group provided updated plans and cost estimates for a water line that extends across the front of the lot and meets Bolton and Menk's recommendation; that Bolton and Menk review the plans and provide recommendation to the utility commission; and that the Zaremba Group/Dollar General determine if they will agree to be voluntarily assessed for the costs of the project. Motion carried.

Billing Temporary Users

Businesses that locate temporary facilities in the city will be billed monthly for their actual usage.

1406 Third Avenue

The owner of the property contacted Kevin Krahn after they received a letter following the August 10 council meeting. The issue has been explained in detail to the owner. The private sewer line has been scheduled for an inspection.

Adjourn

The meeting was adjourned at 8:04 AM.

ATTEST:

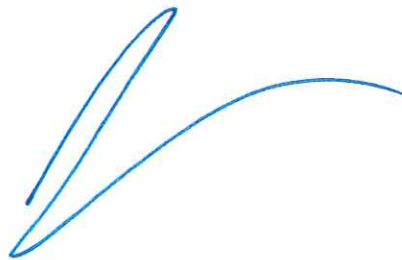
16

To : Mountain Lake Fire Dept.

As of September 25 2017 I am officially retiring from the Mt Lake fire dept. I wish you all the best.

Kind regards,

Jon Gerdes.

A handwritten signature in blue ink, consisting of a stylized, cursive 'J' followed by a long, sweeping horizontal stroke that curves slightly upwards at the end.

Wendy Meyer

From: Paul Johnson <Paul.Johnson@co.cottonwood.mn.us>
Sent: Monday, September 25, 2017 10:17 AM
To: Wendy Meyer
Subject: National Flood Insurance Program Participation
Attachments: nfip-status.pdf

Good Morning Wendy,

Cottonwood County is in the process of updating its flood insurance rate (FIRM) maps for the county. I am learning about the National Flood Insurance Program (NFIP) in this process and I have learned some information that may be helpful to you.

The City of Mountain Lake does not participate in the NFIP. This means that people who live in the city cannot purchase flood insurance. One of the misconceptions about flood insurance is you have to live in a flood plain in order to purchase it. You can buy it anywhere that participates, but the city has to participate.

I am reaching out to you to see if enrolling in the program is something you and your council would like to pursue. I would recommend enrollment. I realize that the city likely has a very low flood risk, however rains have changed in the last 20 years. We receive a lot more 5 inch plus rain events than we did in the past. These kinds of rain can lead to flash flooding. Flash floods can flood basements that aren't in the flood plain, and homeowners insurance does not cover that kind of loss. The way it sits now, people who live in Mountain Lake cannot even purchase flood insurance to cover something like a flooded basement. Enrolling in the NFIP would give your citizens that option.

To enroll, the city has to complete an application, adopt a resolution of intent to participate, and adopt an ordinance compliant with Federal and State standards required for participation in the NFIP.

Let me know what your wishes are. I can assist in getting you enrolled if you would like. Below is some more information from the Minnesota DNR regarding the NFIP, and attached is a spreadsheet that shows communities that do and do not participate in the NFIP.

http://www.dnr.state.mn.us/waters/watermgmt_section/floodplain/flood_insurance.html

Thanks,

Paul A. Johnson

Cottonwood County Emergency Management Director
Phone: (507)832-8255
Fax: (507)832-8254



Wendy Meyer

Subject: FW: Re: questions

Ambulance Change Orders

From: "David Fleener" <david.fleener@everestev.com>

Date: Sep 27, 2017 20:04

Subject: Re: questions

To: "Timothy Janzen"

Hi Tim, I won't know till Monday final number but it should be around \$3,200. I will know Monday exact amount.

On Sep 27, 2017, at 8:03 AM, Timothy Janzen wrote:

I was asked by my director to find out if you have heard any info from the factory about re upgrading the suspension. There is a Council meeting this coming Monday and they would like to put that on the agenda and include info in the packet which goes out tomorrow morning.

Also were you going to send me a proof from the graphix shoppe?

On Mon, Sep 18, 2017 at 12:27 PM, David Fleener <david.fleener@everestev.com> wrote:

Tim,

Still waiting on the factory for pricing. They are behind on everything due to the hurricane and power outage, should have something soon though.

From: Timothy Janzen

Sent: Monday, September 18, 2017 11:36 AM

To: David Fleener <david.fleener@everestev.com>

Subject: Re: questions

Any word from the factory on how the build is going? What would it cost to have the factory upgrade the suspension during the build, VS having Everest do it when the truck makes it to the cities?

Also would you be willing to let us know what the value would be on our old ambulance? I can send you pics when you want.

Tim

On Wed, Sep 13, 2017 at 9:56 AM, David Fleener <david.fleener@everestev.com> wrote:

Hi Tim,

I got your email yesterday morning and called the factory yesterday morning on my way to an appointment in Iowa. They are checking on where they are at on the build process on your ambulance.

Yes, we can always do a "Change Order" and add during the build process. The additional price is based on where they are at on the build process plus the actual parts. The further down the line, the higher the price is to change as it stops production and would need to be pulled out of the assembly line and send back across the street to chassis preparation.

I am waiting on the factory currently to get some further information and pricing.

Another option is wait and after delivery to Everest EV, we install the suspension upgrades.

David Fleener

Sales Representative

Everest Emergency Vehicles, Inc.

From: Timothy Janzen
Sent: Tuesday, September 12, 2017 6:53 AM
To: David Fleener <david.fleener@everestev.com>
Subject: questions

Dave, at last night's ambulance meeting the suspension was brought up. Can you tell me if it can be changed to what you originally quoted us, both physically and dollars wise?

Also if we were to trade our old one in, what value would it hold? We have roughly 50K on it and it has very little cosmetic damage, and the tires are 60-70%. A trade isn't for sure, we might try and find a department that cannot afford a ambulance vehicle and either sell it direct to them, or donate it to them. If we go the donation route is there a way that either Everest or Graphix Shoppe would be willing to donate some services? Maybe take it through the shop and spruce it up a bit (i.e. change the name on the side of the box, make sure all the lights work correctly, things like that?) I have some contacts to find services that are in need, but like I said it would at the very least be good to know what it is worth.

Thanks!

2017 Public Nuisance Summary

701 Mt. Lake Road						
1203 Boxelder Street	Residents were first given a verbal warning. If the nuisance was abated no letters were sent or tickets issued.					
1215 Mt. Lake Road						
1315 Mt. Lake Road	The addresses listed here received warning letters and if the					
1407 Mt. Lake Road	problem was not abated additional steps were taken.					
501 Klein	Two addresses 1406 Third Avenue and 807 Sixth Avenue had more than one violation and received more than one warning letter.					
1310 Third Avenue						
1406 Third Avenue						
1406 Third Avenue						
1406 Third Avenue						
1411 Third Avenue						
701 Fourth Street						
705 Fifth Avenue						
524 Sixth Avenue						
807 Sixth Avenue						
807 Sixth Avenue						
209 Ninth Street						
201 Tenth Street						
309 Tenth Street						
502 Tenth Street						
601 Tenth Street						
716 Tenth Street						
806 Tenth Street						
819 Eleventh Street North						
116 Fifteenth Street						
200 County Road #1						

CITY OF MOUNTAIN LAKE
RESOLUTION #27-17

A Resolution Removing an Attachment to Property Taxes for Collection
and Deferring Said Attachment for Collection to 2020

WHEREAS, the City Council of the City of Mountain Lake did adopt Resolution #33-15 Attaching Well Closing Costs to Property Taxes for Collection for 805 Basinger Memorial Drive; PIN 22.415.0010; S127' of W 119' of E235', Block 1, F. J. Janzen's Subdivision; and

WHEREAS, the property taxes for the above named taxes, including said attachment, remain unpaid; and

WHEREAS, Curtis D. Fast, a licensed contractor, has stated his intention to purchase the property, pay all property taxes, penalties and interest, and rehabilitate the property within two years of purchase; and

WHEREAS, Fast has petitioned the City Council of the City of Mountain Lake to remove said attachment.

THEREFORE BE IT RESOLVED that the City Council of the City of Mountain Lake orders that said attached assessment for well closing costs be temporarily removed and deferred two years, and

BE IT FURTHER RESOLVED that the City of Mountain Lake will permanently waive the attachment and forgive the obligation to pay the same if the property is rehabilitated to its satisfaction by October 2, 2019; and

BE IT FURTHER RESOLVED that the clerk shall transmit these changes to the county auditor.

Adopted by the Mt. Lake City Council on this 2nd day of October, 2017.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

City of Mountain Lake Snow Removal Policy

1. Introduction

The City of Mountain Lake believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on the city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and/or private contractors to provide this service.

2. Public Notification

- a. Beginning Oct. 1 of each year residents shall be notified of City Ordinances 11.06, 11.03 Subd. 10 and this policy regarding snow emergencies, street parking during a snow emergency, and the ticketing and towing of vehicles left on city streets during a snow emergency.
- b. Notices will be placed in the October utility bill, on the city's website, on the public access cable channel, in the Mt. Lake official city newspaper, on the local media outlets, and by other suitable means as determined by city staff.
- c. During the month of November the police department will place notices on cars left on city streets between the hours of midnight and 6 am as time and workload permits.

3. Procedures

- a. The Street Department Superintendent will call a snow emergency when the following conditions are present on city streets: snow, freezing rain, sleet, ice or snow drifts, or other natural phenomenon which create or are likely to create hazardous road conditions.
- b. In most cases a snow emergency will begin at 12:01 a.m. Unless there are reasons to the contrary, a snow emergency will be declared at least three hours prior to the beginning of the snow emergency.
- c. The Street Department Superintendent will notify the police department and local media immediately following the declaration of a snow emergency.
- d. By ordinance the snow emergency parking ban will begin at 12:01 a.m. and continue to 3 p.m. Ticketing and towing will begin after 12:01 a.m.

4. Method of snow removal

Snow will be plowed in a manner so as to minimize any traffic obstructions. Snow will be plowed from inside out except where it is windrowed and these areas are specified in item #5. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

5. Snow Removal and Schedule

- a. Remove snow from emergency vehicle garage doorways at the Fire/Ambulance Hall and City Hall.
- b. Start windrowing on 10th Street from 1st Avenue to 4th Avenue

- c. Plow the entire length of 10th Street
- d. Next windrow 3rd Avenue from 8th Street to 12th Street
- e. Plow 3rd Avenue (CR 27) from east Hwy 60 entrance to west Hwy 60 entrance
- f. Next windrow 11th Street from 4th Avenue to 2nd Avenue
- g. Next windrow 2nd Avenue from 10th Street to 12th Street
- h. Clean around the schools and 4th Avenue, then 5th Avenue, 6th Avenue, 7th Avenue, Prince Street, 9th Avenue, 10th Avenue, Midway Road
- i. Next area is South of railroad tracks, which includes Boxelder Street, Mountain Lake Road, etc.
- j. Meanwhile the snowplow truck is doing the north-south roads starting with 15th Street continuing west until they reach Golf Course Road.
- k. Then alleys and parking lots are done.

The Street Department Superintendent will determine when snow will be removed by truck from the area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other operations have been completed. Snow removal operations may be delayed depending on weather conditions and personnel availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located as to minimize environmental problems.

The City has classified city streets based on the importance and the welfare of the community. These are streets of the city that provide access for emergency fire, police and medical services.

The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots. Once the snow is hauled away we will start to sand the streets and clean sidewalks and alleys.

6. Work Schedule for Snow Plow Operators

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes may have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operators shall work more than a twelve (12) hour shift in any twenty four (24) hour period. Operators will take a fifteen (15) minute break every two (2) hours and with a half hour meal break after four (4) hours. After a twelve (12) hour day, the operators will be replaced if additional qualified personnel are available.

7. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include, severe cold, significant winds and limited visibility.

8. Use of Salt Sand and Other Chemicals

The City will use sand, salt and other chemicals when there is hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

9. Sidewalks

The City will maintain the following sidewalks: City hall, street department sidewalks, community center, fire hall, library, city park, light plant, former water treatment plant and finally the water tower. As there are a limited number of personnel available the city will only maintain these sidewalks after the streets have been plowed.

10. Parking Lots, Entrances, and Driveways

Responsibility for private parking lots, entrances to lots and driveways shall rest with the individual property owners. This includes the clearing of additional snow that may accumulate once the city plows have gone by.

City snow plowing crews will be responsible for plowing the City Hall parking lot and the downtown municipal lot. All other parking lots plowed by the city will be billed at an hourly rate.

11. Placement of Snow on Public Property or Obstructing Views

In accordance with the provisions of the City code and state law it is unlawful for any person to place snow or ice upon public property, including public streets. Furthermore, cleared snow shall be piled and accumulated in a manner, which does not block visibility of drivers on public streets and alleys or cause other hazardous conditions. The Street Department Superintendent shall have the authority to notify property owners who violate this section, and shall require them to remedy the situation.

12. Property Damage

The City recognizes that on occasion private property is damaged during snow and ice control operations. Where this happens it shall be the policy of the City to handle damages in the following manner:

1. Mailboxes. Where mailboxes are placed adjacent to the street, it shall be the policy of the City that snow shall be plowed as close as practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

Where damage to mailboxes occurs, the Street Department Superintendent shall investigate such damage. Where evidence indicates that physical contact occurred between the plow and the mailbox the City would assume responsibility for repair.

2. Boulevard Sod. It shall be the policy of the City to repair any damage to sod where curbs are in place by:

- a. Street maintenance will repair the damage by re-laying the turned up pieces or placing black dirt and grass seed
- b. The property owner may elect to do the repair using commercial sod. The City will reimburse the property owner the cost of the sod (no labor costs will be reimbursed). Reimbursement must be approved by the City Administrator prior to the commencement of the corrective work or purchasing of the sod. The property owner shall supply an estimate of the

cost of the sod. After approval by the City administrator the property owner must present an invoice to the Administrator before payment will be made.

3. Curbs. Concrete curbs will not be replaced unless the curb back is broken.
4. Driveway Ramps. The City will not repair damage caused to driveway ramps of fillets where mountable curb is in place, unless authorized by either the City Administrator or the Street Department Superintendent.

13. Parking Restrictions During Winter Months

Parking in the downtown commercial district shall be prohibited between the hours of 2:00 A.M. and 6:00 A.M. between the dates of November 15 and April 15.

14. Automatic Parking Ban After Snowfall

No person shall park or leave standing any vehicle upon any street in the City of Mountain Lake between midnight and 3 p.m. after the declaration of a snow emergency.

Any motor vehicle parked in violation of this section is deemed to be a nuisance that interferes with snow removal from public rights-of-way. Any Police Officer may remove any such vehicle by means of towing or other means in order to facilitate proper snow removal.

15. Annual Review of Snow Removal Policy and Procedures

The City Council shall annually review and adopt by resolution the City's Snow Removal Policy and Operational Guidelines during a regularly scheduled meeting in October.

	2015		2016		2017	
	Beginning Year	Beginning Year	Beginning Year	Beginning Year	Balance	Balance to date
	Balance	Balance	Balance	Balance		
General Fund (Fund 101)	\$1,592,169.24	\$1,615,779.13	\$1,517,082.40	\$1,344,247.00		
Includes unallocated, council, elections, planning & zoning, administration, police department, street department, paved streets, sidewalks, storm sewer, street lighting, city wide cleanup, tree dump, Summer Rec & POW WOW road race, skating rink, campground, Community Center, parks, Tree Commission, Trail, cemetery, transfers						
Police Dept savings	\$83,809.16	\$68,987.30	\$61,729.44	\$91,041.10		
Street Dept savings	\$239,755.10	\$299,646.53	\$326,777.87	\$337,770.68		
Small Cities (Fund 292)	(\$35,341.36)	(\$40,576.15)	(\$7,192.83)	\$163,049.51		
EDA (Fund 205)	\$22,586.64	\$25,192.64	\$50,326.04	\$64,993.07		
Library (Fund 211)	\$142,969.75	\$150,860.15	\$159,235.14	\$134,829.00		
Fire Dept (Fund 221)	\$192,100.31	\$264,726.05	\$307,072.33	\$363,198.20		
Revolving Loan (Fund 230)	\$167,610.23	\$149,820.04	\$172,750.51	\$231,773.59		
Ambulance (Fund 231)	\$229,083.75	\$276,467.98	\$287,498.42	\$316,609.73		
SW Housing Loan (Fund 235)	\$20,271.42	\$16,871.58	\$14,556.27	\$12,766.98		
Protient Loan (Fund 240)	\$35,685.48	\$45,856.23	\$86,222.39	\$138,461.53		
MSC Loan (Fund 280)	\$220,426.82	\$220,960.07	\$221,541.49	\$221,947.72		
TIF #1-5 Popd Kerns (Fund 303) Bond 2013B	\$132,836.08	\$150,830.61	\$72,035.70	(\$9,859.10)		
Lakeview Estates (Fund 307) Bond 2007C	\$14,909.76	\$23,210.91	\$33,728.02	\$12,328.90		
2006 ST Project (Fund 308) Bond 2011A	\$115,853.43	\$105,550.47	\$90,208.18	\$41,576.92		
2014-16 Street Project (Fund 312) Bond 2013A	\$120,813.58	\$527,266.56	\$523,158.24	\$569,470.21		
EDA-City Hall (Fund 320) Bond 2008A	(\$8,965.03)	(\$6,723.78)	(\$4,959.25)	(\$4,959.25)		

25

	2015		2016		2017	
	Beginning Year Balance	Beginning Year Balance	Beginning Year Balance	Beginning Year Balance	Beginning Year Balance	Balance to date
2002 Jennie's Project (Fund 332) Bond 2009A	\$167,797.98	\$42,897.92	\$45,794.39	\$47,033.12		
TIF#1-6 MT Power (Fund 341) Bond 2014A	\$209,470.52	\$282,405.09	\$257,677.09	\$189,334.22		
TIF #1-4 Good Sam (Fund 342) Bond 2012B	\$36,852.49	\$51,614.57	\$34,263.93	\$18,941.46		
TIF#1-3 Pinebrook (Fund 360)	\$5,310.54	\$5,992.42	\$6,745.36	\$7,144.11		
TIF#1-7 MSC (Fund 415)	(\$11,575.00)	(\$11,575.00)	(\$2,024.00)	\$27,507.41		
Downtown Project/Ross Corner (Fund 450)	\$0.00	(\$109,874.19)	(\$258,116.84)	(\$269,611.28)		
Commerical Park/Land (Fund 361) Bond 2016A	\$0.00	\$0.00	\$10,972.37	\$13,383.22		
TIF#1 Hospital Project (Fund 470)	\$14,708.42	\$15,877.09	\$17,054.00	\$17,657.27		
Commerical Park/Infrastructure Bond 2017B	\$0.00	\$0.00	\$0.00	\$2,362,107.19		
Capital Revolving (Fund 501)	\$299,207.27	\$299,771.05	\$109,127.37	\$109,332.74		
Lake Commission (Fund 507)	(\$76,573.43)	\$16,215.71	\$16,424.57	\$34,643.15		
EDA-4plex (Fund 607)	\$30,711.50	\$24,819.99	\$38,315.00	(\$8,936.21)		
EDA-8plex (Fund 608)	\$56,465.38	\$44,706.97	\$64,850.00	\$27,610.29		
EDA-Mason Manor (Fund 609)	\$17,599.43	\$22,213.31	\$23,000.43	\$24,638.42		
Total	\$4,036,549.46	\$4,579,791.25	\$4,275,854.03	\$6,630,030.90		

DRAFT

City of Mountain Lake

Job Description

Job Title: Ice Rink and Warming House Attendant

Department: Streets, Parks, Cemetery

Supervisor: Street Superintendent, City Administrator

Classification: Part-time, Non-union, Non-exempt

Work Schedule

This is a part-time, seasonal/temporary position. The length of the season and the hours of operation are dependent on weather conditions. It is expected that the warming house will open by mid-December and remain open until early March. Warming house hours are 4-7 Mon. – Fri. and 1 to 4 on Sat. and Sun. during the skating season but may be adjusted to better serve skaters.

Description of Work

Under the supervision of the Street Superintendent and City Administrator the Ice Rink and Warming House Attendant is responsible for the supervision of the warming house and ice rink; reporting of maintenance and upkeep problems as they occur; and performing other related functions as may be assigned or as apparent.

Essential Job Functions:

- Open warming house at least five minutes prior to scheduled open time and closed at the scheduled time.
- Adjust schedule according to weather conditions in consultation with the City Administrator.
- Tour the ice at beginning and end of shift to make certain that there is nothing on the ice or that any dangerous conditions exist. Report dangerous conditions to Street Superintendent.
- Maintain a clean warming house and skating area by keeping all areas free of debris and garbage.
- Clean snow and ice from the door and entryway.
- Supervise use of the warming house and the outside skating area.
- Maintain control and discipline.
- Assure safety of all skaters.
- Practice good public relations with participants, parents and other using the facilities.

Minimum Qualifications

- Ability to work independently with minimal supervision.
- Ability to relate and interact with all ages.
- Ability to communicate effectively.
- Ability to maintain order and safety.
- Ability to use common sense and good judgment.
- Willingness to work afternoons, evenings, and weekends.
- Minimum age: 18 years.
- Ability to pass a background check.

Work Environment

Work is performed in an inside temperature controlled environment with period work performed in an outside temperature uncontrolled environment when checking the ice rink. Though accidents may occur at the rink, position is not expected to act as a first responder to provide first aid.

Essential Physical Requirements:

The physical demands are those encountered while performing the listed essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, stand, walk, use hands to move equipment, reach with hands and arms, balance, stoop and kneel.

29

City of Mt. Lake

Seasonal Employment

Ice Rink and Warming House Attendant

Part-time, approximately 20 hours a week, seasonal employee to supervise warming house and skating area adjacent to the Mt. Lake Public School with a mid-December expected start date. Start date and hours may vary due to weather conditions.

Application and complete job description are available at City Hall, 930 Third Ave. Mountain Lake, MN 56159 and on the city's website www.mountainlakemn.com

Must be at least 18 years of age.

Applications accepted until position is filled.

The City of Mountain Lake is an equal opportunity employer.

**COUNTRY PRIDE TRUE VALUE BUILDING CENTER
1100 3RD AVE**

**MOUNTAIN LAKE MN
PHONE: (507) 427-2333**

VILLAGE OF MTN. LAKE

CUST#: 157500
TERMS: NET DUE 15TH
P.O.#: Mohawk

DOC #: 841044
DATE : 9/20/17 TIME : 3:06
CLERK: 9 TERM#552

EXP. DATE: 9/ 8/17

TAX : 001 MN SALES TAX

Senior Center Kitchen

EST.#: 841044

* ESTIMATE *

LN#	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	21	EA	55	Mohawk 'Bowman' LVT	21		70.00 /EA	1,470.00
2				36 sqft per ctn / Full ctns only				
3				This is a commercially rated LVT				
4				wood plank visual. 12mm				
5				Urethane wear layer, glue down				
6				product. Eased edge and ends				
7				6 yr commercial warranty				
8				Slip resistant				
9	1	EA	55	M700 Adhesive 4gal.	1		189.00 /EA	189.00
10				220-260 sqft/gallon				
11	84	EA	LABOR	Labor charge per yard	84	50.00	15.00 /EA	1,260.00
12				Labor will be billed by Steve				
13				Finnistad.				
14				Labor price is included on this				
15				estimate for your convenience				
16				only.				

TAXABLE 2919.00
NON-TAXABLE 0.00
SUBTOTAL 2919.00

** ESTIMATE ** ESTIMATE ** ESTIMATE ** ESTIMATE **

TAX AMOUNT 200.68
TOTAL AMOUNT 3119.68

X
Received By _____ (31)

HAMMERS FURNITURE

**327 9TH ST
WINDOM, MN 56101
PHONE: 507-831-4420**

Job Estimate

DATE	INVOICE #
9/11/2017	4976

BILL TO
Mt Lake Community Center 1027 2nd Ave Mt Lake, MN 56159

*heavier headrail
wand & cord in one
piece
vinyl*

	P.O. NO.	TERMS	PROJECT
DESCRIPTION	QTY	RATE	AMOUNT
Vertical / Vinyl / with deluxe paramount headrail (cord and wand self contained) / no valance	2	470.00	940.00T
Vertical / Vinyl / with deluxe paramount headrail (cord and wand self contained) / no valance	1	140.00	140.00T
Window Labor / take down old, dispose, install new	3	40.00	120.00
SALES TAX		6.875%	74.25
		Total	\$1,274.25

32