

**Regular City Council Meeting
Mountain Lake City Hall
Monday, October 5, 2020
6:30 p.m.**

***Call-in Number for Public Available Upon Request*
Please call 507-427-2999 ext.1 to learn more.**

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 #24105 – 24162, 689E – 691E (1-7)
 - b. Payroll: Checks #65578 – 65594
 - c. Approve April 27 Planning & Zoning Minutes (8-10)
 - d. Approve August 17 EDA Board Minutes (11-12)
 - e. Approve September 1 Police Commission Minutes (13)
 - f. Approve September 8 Special EDA Board Minutes (14-15)
 - g. Approve September 10 Utilities Commission Minutes (16-17)
 - h. Approve September 21 City Council Minutes (18-25)
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. Street Department Report – Daron Friesen, Street Superintendent
 - a. Discussion/Action – Approve Snow Removal Policy (26-28)
 - b. Discussion/Action – Approve 2020 – 2021 Winter Snow Agreement w/ Cottonwood Co. (29-32)
 - c. Discussion/Action – Review Storm Water Infrastructure Options
5. CARES Act Grants to Non-Profits & Businesses
 - a. Review – List of Requests & Information from Cottonwood County
 - b. Discussion/Action – Approve Grants to Qualified Non-Profits & Businesses
6. Wastewater Ponds Project
 - a. Review – Memo from John Graupman, Bolton & Menk (33)
 - b. Discussion/Action – Approve Pay Request #5 to Mathiowetz Construction (34-35)
7. Mountain Lake Public Library
 - a. Discussion/Action – Approve Bid to Replace North Entrance Windows (36-38)
8. City Attorney
9. City Administrator
10. Adjourn

CITY OF MOUNTAIN LAKE

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***Check Detail Register©**

October 5, 2020
CKS
CK# 24105 - 24162
089E-091E

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 United Prairie 10100					
24105	09/21/20	CITIZEN PUBLISHING CO.			
E 205-46500-343		Busnes Recrut/Comm De	\$73.80	304804	PROPOSALS-4 PLEX
		Total	\$73.80		
24106	09/21/20	CURT FAST			
E 607-46330-401		Repairs/Maint Buildings	\$20.00		DOOR 400B
E 609-46330-401		Repairs/Maint Buildings	\$40.00		CABINET DOOR,FACIA,TP HOLDER 1024
E 608-46330-401		Repairs/Maint Buildings	\$20.00		INSTALL NEW SMOKE DETECTOR 1619
		Total	\$80.00		
24107	09/21/20	HALLS HANDY HEATING & COOLING			
E 607-46330-401		Repairs/Maint Buildings	\$143.11		THERMOSTAT 400A
		Total	\$143.11		
24108	09/21/20	HANSON PLUMBING			
E 608-46330-401		Repairs/Maint Buildings	\$91.39	7325	APT 405 UNCLOG DRAIN
		Total	\$91.39		
24109	09/21/20	HANSON PLUMBING			
E 607-46330-401		Repairs/Maint Buildings	\$812.24		WATER HEATER-400D
		Total	\$812.24		
24110	09/21/20	HANSON PLUMBING			
E 609-46330-383		Gas Utilities	\$1,105.62	7254	WATER HEATER & GARBAGE DISPOSAL 1020 HERITAGE DRIVE
		Total	\$1,105.62		
24111	09/21/20	HANSON PLUMBING			
E 609-46330-383		Gas Utilities	\$83.05	7246	TOILET REPAIR-1024
		Total	\$83.05		
24112	09/21/20	HANSON PLUMBING			
E 607-46330-401		Repairs/Maint Buildings	\$75.00	7317	DRAIN ISSUES-400A
		Total	\$75.00		
24113	09/21/20	HANSON PLUMBING			
E 608-46330-401		Repairs/Maint Buildings	\$91.39	7313	401-UNCLOG DRAIN
		Total	\$91.39		
24114	09/21/20	KDOM RADIO			
E 205-46500-430		Miscellaneous	\$142.29		ADVERTISING-RED ROCK/GOOD NEWS
		Total	\$142.29		
24115	09/21/20	MOUNTAIN LAKE UTILITIES			
E 608-46330-380		Elec,Water,Sewer	\$17.18		HERITAGE DRIVE ST LITE
E 607-46330-380		Elec,Water,Sewer	\$8.85		HERITAGE DRIVE ST LITE
		Total	\$26.03		
24116	09/21/20	NORTHLAND SECURITIES INC.			
E 205-46500-343		Busnes Recrut/Comm De	\$1,522.50	6314	TAX ABATEMENT HOUSING PROJECT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,522.50		
24117	09/21/20	SMITH APPLIANCE			
E 608-46330-401		Repairs/Maint Buildings	\$799.00		407 DISHWASHER
E 608-46330-401		Repairs/Maint Buildings	\$80.00	053673	1623 FRIDGE REPAIR
Total			\$879.00		
24118	09/21/20	ST JAMES ELECTRIC			
E 608-46330-402		Repairs/Maint- Ground	\$209.87	449153	REPAIR 2 LIGHT POSTS-HERITAGE ESTATES
E 607-46330-402		Repairs/Maint- Ground	\$108.11	449153	REPAIR 2 LIGHT POSTS-HERITAGE ESTATES
Total			\$317.98		
24119	09/21/20	TABITHA GARLOFF			
E 607-46330-402		Repairs/Maint- Ground	\$120.00		APT MOWING
E 608-46330-402		Repairs/Maint- Ground	\$240.00		APT MOWING
E 609-46330-402		Repairs/Maint- Ground	\$120.00		APT MOWING
Total			\$480.00		
24120	09/24/20	AFLAC			
G 101-21713		AFLAC	\$237.51		
Total			\$237.51		
24121	09/24/20	COMMISSIONER OF REVENUE			
G 101-21702		State Withholding	\$928.79		
Total			\$928.79		
24122	09/24/20	FURTHER/SELECT			
G 101-21714		HSA	\$686.60		
Total			\$686.60		
24123	09/24/20	GISLASON & HUNTER			
G 101-21712		Garnishments	\$413.29		
Total			\$413.29		
24124	09/24/20	IRS-DEPT OF TREASURY			
G 101-21701		Federal Withholding	\$1,872.32		
G 101-21703		FICA Tax Withholding	\$2,846.78		
Total			\$4,719.10		
24125	09/24/20	LAW ENFORCEMENT LABOR SERV			
G 101-21711		PD UNION DUES	\$186.00		
Total			\$186.00		
24126	09/24/20	PERA			
G 101-21704		PERA	\$5,197.38		
Total			\$5,197.38		
24127	09/24/20	SW/WC SERVICE COOPERATIVES			
G 101-21708		Employee Paid Health Ins	\$2,311.18		
Total			\$2,311.18		
24128	09/24/20	VALIC			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21705		VALIC	\$63.00		
		Total	\$63.00		
24129	09/24/20	AFSCME COUNCIL 65			
G 101-21707		Union Dues	\$101.32		
		Total	\$101.32		
24130	10/01/20	SYNCHRONY BANK/AMAZON			
E 211-45500-530		Improvements Other Than	\$87.69		LIBRARY BOOKS
E 211-45500-592		A.V. Materials	\$13.00		LIBRARY AV
E 211-45500-434		Project Expense	\$16.91		LIBRARY PROJECT EXP
		Total	\$117.60		
24131	10/01/20	BARGEN INC			
E 101-43121-225		Seal Coat/Crack Filling	\$6,400.00	220450	32 INFRARED HEATS
		Total	\$6,400.00		
24132	10/01/20	CASEYS BUSINESS MASTERCARD			
E 101-42100-212		Motor Fuels	\$517.74		PD GAS
E 205-46500-430		Miscellaneous	\$75.27	9/8,9/14,9/21	EDA LUNCH
		Total	\$593.01		
24133	10/01/20	DENNIS HULZEBOS			
E 211-45500-400		Janitor-Repairs/Maint	\$345.00		OCTOBER MAINT AT LIBRARY
		Total	\$345.00		
24134	10/01/20	EARL F. ANDERSON			
E 101-43100-226		Sign Repair Materials	\$151.95	0124375-IN	STORM SEWER SIGN
E 101-45200-402		Repairs/Maint- Ground	\$186.45	0124444-IN	SIGNS
		Total	\$338.40		
24135	10/01/20	FARM & HOME PUBLISHERS			
E 221-42200-430		Miscellaneous	\$57.00		FD-WATOWAN COUNTY PLAT BOOK
		Total	\$57.00		
24136	10/01/20	FARMHOUSE STYLE			
E 211-45500-591		Periodicals	\$34.98		LIBRARY PERIODICALS
		Total	\$34.98		
24137	10/01/20	FIREMAN'S RELIEF ASSOC			
E 221-42200-124		Fire Pension Contributions	\$22,546.54		2020 FIRE STATE AID
E 221-42200-124		Fire Pension Contributions	\$4,976.90		2020 SUPP FIRE AID
		Total	\$27,523.44		
24138	10/01/20	FRONTIER COMMUNICATIONS			
E 101-41400-321		Telephone	\$197.33		CITY HALL PHONE-427-2999
E 101-42100-321		Telephone	\$219.29		POLICE DEPT PHONE-427-3403
E 101-43100-321		Telephone	\$75.14		STREET DEPT PHONE-427-2997
E 101-45186-321		Telephone	\$75.73		SR CTR PHONE-427-2151
E 205-46500-321		Telephone	\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430		Miscellaneous	\$108.03		UT-PHONE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$713.02		
24139	10/01/20	FRONTIER COMMUNICATIONS			
E 211-45500-321		Telephone	\$70.21		LIBRARY PHONE 427-2506
Total			\$70.21		
24140	10/01/20	GREATAMERICA FINANCIAL SVCS			
E 101-00000-430		Miscellaneous	\$8.43	27822816	CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200		Office Supplies	\$26.35	27822816	OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200		Office Supplies	\$8.78	27822816	PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430		Miscellaneous	\$91.31	27822816	UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200		Office Supplies	\$5.62	27822816	EDA-MONTHLY COLOR COPY MACHINE LEASE
Total			\$140.49		
24141	10/01/20	INDOFF INCORPORATED			
E 101-42100-430		Miscellaneous	\$10.46	3392436	PD-PAPER FOR SQUAD CAR
Total			\$10.46		
24142	10/01/20	INDOFF INCORPORATED			
E 101-41400-200		Office Supplies	\$64.47	3395165	CITY-FOLDERS, HIGHLIGHTERS, MARKERS
E 101-41400-200		Office Supplies	\$23.25	3402067	PD-DESK PAD
Total			\$87.72		
24143	10/01/20	JANZEN FABRICATION			
E 101-43100-404		Repairs/Maint Machinery/	\$321.65	3009	REPAIR GRAPPLE BUCKET FOR SKIDLOADER
Total			\$321.65		
24144	10/01/20	MAYNARDS FOOD CENTER			
E 101-41400-200		Office Supplies	\$15.64	9/21/20	COFFEE FOR MEETINGS
Total			\$15.64		
24145	10/01/20	MICHAEL WATKINS			
E 101-42100-430		Miscellaneous	\$80.00	1	PD-GAME CAMERA REPLACEMENT
Total			\$80.00		
24146	10/01/20	MID-AMERICAN RESEARCH CHEMICAL			
E 101-45200-210		Operating Supplies	\$151.03	0710788-IN	ALCO-SAN CLEANER FOR PARKS
Total			\$151.03		
24147	10/01/20	MIDSTATES			
E 101-43121-225		Seal Coat/Crack Filling	\$2,889.90	220841	MAXWELL GAP-2 PALLETS
Total			\$2,889.90		
24148	10/01/20	MINNESOTA ENERGY RESOURCES COR			
E 101-41400-383		Gas Utilities	\$66.40		CITY HALL GAS-ACCT#0505387558
E 221-42200-383		Gas Utilities	\$33.54		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383		Gas Utilities	\$16.52		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383		Gas Utilities	\$51.05		STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383		Gas Utilities	\$48.09		LIBRARY GAS-ACCT#0502593301
E 101-45186-383		Gas Utilities	\$63.22		COMM CTR GAS-ACCT#0504742031

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$278.82		
24149	10/01/20	MINNESOTA LIFE			
E 101-42100-135		Employer Paid Other	\$1.70		OCT BRIAN LUNZ LIFE INSURANCE
E 101-42100-134		Employer Paid Life	\$6.80		OCT LIFE INS-POLICE DEPT
E 211-45500-134		Employer Paid Life	\$1.70		OCT LIFE INS-LIBRARY
E 101-43100-134		Employer Paid Life	\$3.06		OCT LIFE INS-ST DEPT
E 101-41400-134		Employer Paid Life	\$3.40		OCT LIFE INS-OFFICE
E 101-45200-134		Employer Paid Life	\$1.02		OCT LIFE INS-PARKS DEPT
E 101-46200-134		Employer Paid Life	\$1.02		OCT LIFE INS-CEMETERY
E 205-46500-134		Employer Paid Life	\$1.70		OCT LIFE INS-EDA ROB ANDERSON
G 101-21706		Hospitalization/Medical Ins	\$40.10		OCT LIFE INS-ROBB ANDERSON
G 101-21706		Hospitalization/Medical Ins	\$17.30		OCT LIFE INS-DARON FRIESEN
G 101-21706		Hospitalization/Medical Ins	\$20.00		OCT LIFE INS-STEVE PETERS
Total			\$97.80		
24150	10/01/20	MOUNTAIN LAKE UTILITIES			
E 101-45200-380		Elec,Water,Sewer	\$1,456.21		LAWCON PARK LIGHT
E 101-41400-380		Elec,Water,Sewer	\$322.08		CITY HALL UT
E 101-45200-380		Elec,Water,Sewer	\$156.75		CITY PARK RESTROOMS UT
E 101-45186-380		Elec,Water,Sewer	\$374.79		SR CTR UT
E 101-43100-380		Elec,Water,Sewer	\$259.29		ST DEPT UT
E 221-42200-380		Elec,Water,Sewer	\$147.15		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380		Elec,Water,Sewer	\$72.48		AMB PORTION OF FIREHALL UT
E 211-45500-380		Elec,Water,Sewer	\$383.93		LIBRARY UT
E 101-45183-380		Elec,Water,Sewer	\$952.25		UT AT CAMPGROUND
E 101-45200-380		Elec,Water,Sewer	\$87.64		UT AT CITY PARK SHELTERHOUSE
Total			\$4,212.57		
24151	10/01/20	MOUNTAIN LAKE UTILITIES			
E 101-43160-381		Electric Utilities	\$3,059.33		AUGUST STREET LIGHTING
Total			\$3,059.33		
24152	10/01/20	MOUNTAIN LAKE UTILITIES			
E 101-41400-200		Office Supplies	\$133.95		CITY POSTAGE- 7-3-20 TO 9-30-20
E 101-42100-200		Office Supplies	\$6.00		PD-POSTAGE- 7-3-20 TO 9-30-20
E 205-46500-200		Office Supplies	\$17.95		EDA-POSTAGE- 7-3-20 TO 9-30-20
Total			\$157.90		
24153	10/01/20	MUSKE, SUHRHOFF & PIDDE			
G 101-15506		PREPAID-LEGAL FEES	\$1,400.00		OCTOBER RETAINER
Total			\$1,400.00		
24154	10/01/20	MUSKE, SUHRHOFF & PIDDE			
G 101-15506		PREPAID-LEGAL FEES	\$1,385.50		ADDITIONAL LEGAL FEES
Total			\$1,385.50		
24155	10/01/20	PLUM CREEK LIBRARY SYSTEM			
E 211-45500-200		Office Supplies	\$21.00		LIBRARY OFFICE SUPPLIES
Total			\$21.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
24156	10/01/20	PRAXAIR DISTRIBUTION INC.			
E 231-42154-210		Operating Supplies	\$140.74	99029817	OXYGEN FOR AMBULANCE DEPT
		Total	\$140.74		
24157	10/01/20	RDO EQUIPMENT CO			
E 101-43100-540		Heavy Machinery	\$2,942.25	E0269704	ST DEPT-ERSKINE AUGER ASSEMBLY
		Total	\$2,942.25		
24158	10/01/20	THE DEN LLC			
E 205-46500-430		Miscellaneous	\$60.15	09172020	COVID GRANT MEETING
		Total	\$60.15		
24159	10/01/20	THIRD AVENUE AUTO PARTS			
E 101-43100-404		Repairs/Maint Machinery/	(\$4.19)		CREDIT ON ACCT
E 101-45200-404		Repairs/Maint Machinery/	\$24.99	S182151	PARKS-TRX BIT SET
E 231-42154-404		Repairs/Maint Machinery/	\$12.00	S182226	AMB-CAR WASH
E 101-42100-406		Vehicle Maint/Gen Repair	\$73.44	S182396	PD-MOUNT & BALANCE TIRES
E 507-45150-404		Repairs/Maint Machinery/	\$63.18	S182578	LAKE COMM-SPARK PLUG & LABOR
E 101-42100-406		Vehicle Maint/Gen Repair	\$27.67	S182732	PD-GLASS CLEANER,GAL CAR WASH,REAR BLADE
E 101-42100-406		Vehicle Maint/Gen Repair	(\$19.49)	S182743	RETURN REAR BLADE
		Total	\$177.60		
24160	10/01/20	UNITED PRAIRIE BANK			
G 221-10400		Investments at Cost	\$18,445.00		ADD TO FD CD-2020 TOWNSHIP EQUIPMENT
		Total	\$18,445.00		
24161	10/01/20	WILLIAM POHLMAN			
E 101-42100-308		Training & Instruction	\$195.00		EMR TRAINING
		Total	\$195.00		
24162	10/01/20	WINDOM AREA HEALTH			
E 101-00000-430		Miscellaneous	\$525.00		WELLNESS SCREENINGS
		Total	\$525.00		
		10100 United Prairie 10100	\$93,755.78		

Fund Summary**10100 United Prairie 10100**

101 GENERAL FUND	\$40,100.63
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,936.78
211 LIBRARY FUND	\$1,022.51
221 FIRE DEPT FUND	\$46,206.13
231 AMBULANCE FUND	\$241.74
507 LAKE COMMISSION FUND	\$63.18
607 EDA---4 PLEX FUND	\$1,287.31
608 EDA---8 PLEX FUND	\$1,548.83
609 EDA-- MASON MANOR	\$1,348.67
	\$93,755.78

689 e	09/21/20	SELECT/FURTHER		
E 101-41400-141	Admin Fees-HSA	\$5.90	SEPT HSA ADMIN FEES	
E 101-42100-141	Admin Fees-HSA	\$11.80	SEPT HSA ADMIN FEES	
E 205-46500-141	Admin Fees-HSA	\$2.95	SEPT HSA ADMIN FEES	
E 211-45500-141	Admin Fees-HSA	\$2.95	SEPT HSA ADMIN FEES	
E 101-43100-141	Admin Fees-HSA	\$5.30	SEPT HSA ADMIN FEES	
E 101-46200-141	Admin Fees-HSA	\$1.78	SEPT HSA ADMIN FEES	
E 101-45200-141	Admin Fees-HSA	\$1.77	SEPT HSA ADMIN FEES	
	Total	\$32.45		
690 e	09/21/20	USDA-RURAL DEVELOPMENT		
E 211-45500-602	Other Long-Term Oblig Pri	\$4,617.10	2020 PAYMENT LIBRARY ROOF	
E 211-45500-610	Interest	\$1,461.90	2020 PAYMENT LIBRARY ROOF	
	Total	\$6,079.00		
691 e	10/01/20	UNITED PRAIRIE BANK		
E 101-41400-301	Auditing and Acct g Servic	\$30.00	SEPTEMBER ACH FEE	
	Total	\$30.00		

**City of Mountain Lake
Planning and Zoning Commission
Monday, April 27, 2020
Via Conference Call
5:30 p.m.
Call (978) 990-5000 PIN# 426588**

The Mayor and City Administrator determine that an in-person meeting or a meeting conducted under MN Statute section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 as stated in 13D.021. MN Statute 13D.021 will be followed for this meeting.

Members Present: Bryan Bargen, Dean Janzen, Doug Regehr, Nik Strom, Tim Swoboda

Members Absent: Sharron Hanson, Council Liaison Andy Ysker

Staff Present: Michael Schulte, Administrator/Clerk

Others Present: Joanne Karschnik, MLPS; Rod Fast

Call to Order

The meeting was called to order at 5:43 PM.

Adoption of Agenda

Motion by Janzen, seconded by Strom, to approve the agenda as presented. Motion carried 5 – 0.

Approval of November 25, 2019 Minutes

Motion by Swoboda, seconded by Janzen, to approve the November 25, 2019 minutes. Motion carried 5 – 0.

Review and Approval of Planning & Zoning Setbacks of Building Permits

Presented permits meet planning and zoning setbacks and building code. Motion by Strom, seconded by Janzen, to approve the planning and zoning setbacks of the listed building permits. Motion carried 5 – 0.

Conditional Use Permit – Mountain Lake Public Schools

Motion by Strom, seconded by Janzen, to open a public hearing to discuss a conditional use permit submitted by Mountain Lake Public Schools. Motion carried 5 – 0.

The city administrator reviewed the conditional use ordinance, permit application, public hearing form, notice of public hearing, and a draft finding of fact. Mountain Lake Public Schools must move their daycare this summer because of construction at the school. The Head Start building, already owned by the school, will host the daycare for the summer months. Joanne Karschnik, Mountain Lake Public Schools, spoke briefly on the application. Their hours will be from 6:30am to 5:30pm. The following numbers are anticipated maximum number of children that will be attending: 10 preschoolers, 4 infants, 6 toddlers, and 10 school-age. The planned hours for day care are from 6:30am to 5:30pm. Discussion ensued on allowing the conditional use for an indefinite or certain period of time. It was decided to allow the conditional use on the property for an indefinite period of time just in case the school needed to use the building again for day care in the future. MLPS is in the process of going through the requirements of the state to have the day care at this address. The criteria required to review to allow the conditional use permit was reviewed and no restrictions or conditions were found to object to the permit. No comments were made by the public and no comments were submitted to city hall prior to the hearing.

Motion by Janzen, seconded by Strom, to close the public hearing at 6:05 p.m. Motion carried 5 – 0.

Motion by Swoboda, seconded by Strom, to recommend to the City Council to approve the Conditional Use Permit submitted by Mountain Lake Public Schools with no additional restrictions or conditions. Motion carried 5 – 0.

Variance Permit – Rod Fast, 1014 9th Ave

Motion by Janzen, seconded by Swoboda, to open a public hearing at 6:08 p.m. to discuss a variance permit application submitted by Rod Fast, 1014 9th Ave. Motion carried 5 – 0.

The city administrator discussed the variance ordinance, variance permit application, notice of public hearing, draft findings of fact, and building permit information for the project. The property includes a residential house with an attached garage and a 26' 2" wide and 60' ½" long shed. The house includes 1350 square feet of dwelling space and 350 square feet of an attached garage. The shed on the property is just over 1,560 square feet. The combined square footage of the attached garage and the shed on the property totals 1,910 square feet, which is over the allowed square footage of accessory structures as stated in Chapter 9.11 Subdivision 4.5 on this property by approximately 560 square feet. The current shed is considered a non-conforming use structure as stated in Section 9.50 because it is over the allowed amount of square footage for accessory structures on the parcel and because the peak height is 20' 8" (allowed peak height is 18' as stated in Chapter 9.11 Subdivision 4.5). The owner wishes to build a new 26' wide by 60' long shed with a peak height of 19' approximately 12' east of the current shed in 2020. The current shed would be torn down in 2021. The new dimensions are slightly

smaller than the current structure. The current shed is 12' away from the west property line. Neighboring properties trees overhang on the property and cause damage to the roof. The new shed would be 50' away from the side-yard property line putting the shed in a better location than the current structure. The new shed exceeds the 18' peak height for an accessory structure, however, the peak height is less than the current shed's height of 20' 8", therefore, lessening the intensity of the non-conforming use structure currently on the property. Rod Fast provided additional information to the Commission. Fast bought the property which was a combined 3 parcels in 1988. The shed is believed to have been built in the 1950s and was used for a livestock feeding area and then shop work. City code allows property owners to rebuild a non-conforming use structure as long as it is within the same blueprint and does not add to the intensity of the non-conforming use. The variance is to move the non-conforming use blue print to the east, continue the non-conforming use of more square footage of an accessory structure than a dwelling, and continue to exceed the 18' peak height limit for accessory structure. The criteria required to allow a variance was reviewed and no objections were made. No comments from the public were submitted to city hall prior to the meeting and no comments from the public were made during the hearing.

Motion by Janzen, seconded by Strom, to close the public hearing at 6:27 p.m. Motion carried 5 – 0.

Motion by Strom, seconded by Swoboda, to approve the variance application permitted submitted by Rod Fast, 1014 9th Ave. Motion carried 5 – 0.

Adjourn

The meeting was adjourned at 6:31 p.m.

Approved September 15, 2020

ATTEST:

Michael Schulte Administrator/Clerk

Economic Development Authority
Monday, August 17, 2020
12:00 Noon
Mt. Lake City Hall
Council Chambers

PRESENT: Jerry Haberman, Chuck Stevensen, Vern Peterson, Darla Kruser, Mike Nelson and Steve Syverson. Clara Johnson, Advisor
ABSENT: Jason Flanagan and Dean Janzen, Advisor
STAFF: Rob Anderson and Tabitha Garloff
CITY ADMINISTRATOR: Michael Schulte
GUEST: Karen and Nathan Olson, party interested in buying JSK property. Rahn Larson, Observer/Advocate

1. CALL TO ORDER. Jerry called the meeting to order at 12:00.
2. Motion to Approve Consent Agenda
Consent Agenda:
 - a. Approval of July 20, 2020 Regular EDA Meeting Minutes.
 - b. Approval of Financial Reports and Bills. Motion made and seconded by Mike and Darla to approve the consent agenda. Carried.
2. JSK Bridal Building. Karen gave a brief overview of the business she would like to open. Karen and Nathan discussed concerns with the building that have been issues in the past and will need to be repaired. Karen gave an overview of her current position and stated she has built her customer base and she will retain her customers. The Olson's made an offer of \$43,000. The Olson's were excused from the meeting at 12:10 p.m. Discussion continued about the offer, value and amount needed to make the EDA whole with the sale of the building. Motion made and seconded by Vern and Mike to counter offer \$48,500 with gap financing upon request and offer a small cities rehab loan. Steve abstained. Carried. Rob stated he will be meeting with Jennifer Shouse-Klassen on September 1st to walk through the JSK building. Jennifer will have a check that day for inventory sold with the remaining balance paid back through a 2-3-year payment plan from the EDA.
3. 2021 Proposed EDA Budget. Rob reviewed the budget. Rob stated the budget reflects adding Tabitha as full-time beginning January 1, 2020. Rob stated with the housing project and more units to manage it will add more responsibility and time. Motion made and seconded by Vern and Mike to table for discussion at the August board meeting. The board would like more information on how the additional 10 hours would be used. Darla expressed concerns considering the Pow Wow renaming issues how long the Chamber fund would allow them to operate. Rob stated the Chamber has approximately 1 ½ years of funds to operate.
4. 2 4-Plex EDA Housing Project/Estate Drive. A purchase agreement to purchase the lot from Bargen for \$10,000 is ready to sign. Rob gave an update on the project and stated

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there are rules that need to be followed for bidding out the project. Rob explained the process. Training is required to accept building proposals. Motion made and seconded by Mike and Steve to approve training.

- a. Purchase Agreement for Lot 22-358-0050 from Barga, Inc., \$10,000. Motion made and seconded by Vern and Steve to approve the purchase of the lot. Carried.
- b. Financing. Rob reviewed the project financing.
- c. Conditional Use Permit. Michael will work with Rob to schedule any public meetings and items needed to prepare for city council approval.
- d. Floor Plan/Layout. Units will be 2-bedroom 1 bath with an open area concept.
- e. Calendar. Rob reviewed the calendar.
- f. Name of Town Homes. Board members were asked to think of names for the townhomes and bring to the next meeting.
- g. Other. Michael reviewed Covid-19 relief funds and how the funds can be used. Rob and Michael are working together on how to create a grant fund for businesses that have been directly impacted by Covid-19. Michael and the city council will give direction on how grant funds will be used and who will administer. The deadline to use the funds is November 15th. Mike stated Karen is keeping in touch with cold storage. They stated they are still interested however Covid-19 has put a hold on any further planning. Karen continues to keep in contact with other businesses that have showed interest in the commercial lots.

6. GENERAL DISCUSSION:

- a. Krienke Foods International Payment Plan. Rob gave an update on Krienke Foods payment agreement. Michael stated payments not being made could directly impact the 2021 budget. Vern suggested inviting Caleb to the next meeting.
- b. Next Regular Board Meeting is September 21, 2020
- c. Other Business

7. ADJOURN. Jerry adjourned the meeting at 1:30 p.m.

doug bristol

From: Chuck <chuck@charleswitt.com>
Sent: Saturday, September 19, 2020 11:53 PM
To: dbristol@mountainlakemn.com
Subject: August Police Commission Minutes

August Police Commission Minutes
Meeting: Sept. 1, 2020

1. Meeting Called to Order at 7:08 PM
2. Members Present:
 - a. Chad Eken, Chairman
 - b. Chuck Witt, Secretary
 - c. Jamie Boldt-Smith
 - d. Jason Flanagan
 - e. Dana Kass
 - f. Doug Bristol, Police Chief
3. Minutes:
 - a. July's minutes not available
4. Bills/Income/Expenses
 - a. Nothing unusual
 - b. Allowed to be accepted without motion
5. Chief's Report
 - a. Calls were above normal due to two TZD
6. Old Business
 - a. Older squad has approximately 90,000 miles
7. New Business
 - a. New squad car
 - i. Approximately 4 months from order to possession
 - ii. Costs
 1. Regular engine: Approx. \$33,800
 2. Hybrid engine: Approx. \$37,000
 - a. Estimated 18 months in gas savings to pay difference in cost
 - b. Warranty: 92 months or 100,000 on hybrid components
 - c. Checking on local Ford dealerships for mechanic training/experience
 - b. Squad Car Dash Cams
 - i. Looking to replace with better quality cameras
 - ii. Compatible with body cameras
 - iii. Easier data maintenance
 - iv. Possible replacement date of December 2020 or January 2021
 - c. Squad Car Computers
 - i. Looking to replace with Toughbooks
8. Items from Floor
 - a. None
9. Adjourn
 - a. Motion: Chuck Witt
 - b. Second: Jamie Boldt-Smith
 - c. Adjourned at 8:24 PM

Special Economic Development Authority Meeting

Tuesday, September 8, 2020

12:00 Noon

Council Chambers

PRESENT: Chuck Stevensen, Vern Peterson, Mike Nelson, Jerry Haberman, Jason Flanagan and Steve Syverson. Clara Johnson and Dean Janzen, Advisors.

ABSENT: Darla Kruser.

STAFF: Rob Anderson and Tabitha Garloff

CITY ADMINISTRATOR: Michael Schulte

GUEST: Bob Machacek, and Krista Lentner, Parties interested in purchasing lots and building twin homes at Lakeview Estates. Rahn Larson, Observer/Advocate.

1. CALL TO ORDER. Jerry called the meeting to order at 12:00 p.m.
2. Consider Proposal from Bob Machacek and Krista Lentner to Purchase Block 1, Lots 3, 4 and 5 Lakeview Estates for Construction of Two Twin Homes. Krista and Bob presented their proposal to the board. Discussion ensued on the proposal. Motion made and seconded by Mike and Jason to approve the combined square footage for the twin home project. Carried. Bob and Krista offered \$25,000 for lots 3, 4 and 5. Bob and Krista expressed interest in the downtown lot and building more homes in Mountain Lake in the future. Motion made and seconded by Mike and Steve to close public meeting at 12:35 p.m. to discuss land negotiations as allowed in MN Statute 13D.05 Subd.3. Present will be board members, advisors, and staff. Carried. Motion made and seconded by Vern and Mike to close the closed meeting public meeting at 12:45 p.m. Carried. Motion made and seconded by Mike and Vern to accept the offer contingent on the pitch of the roof. Krista and Bob will contact Rob with the pitch of the roof. Motion made and seconded by Steve and Jason to require a minimum 4/12 roof pitch for the twin home project. Carried.
3. Other. Rob stated there is a party interested in Lakeview Estates Block 2 Lot 5. Jadelle Morales would like to construct a carriage style home with living space above the garage. She would like to have most of the backyard consist of native grass and the field rock for the façade of the home. Discussion continued. Rob stated if the board is open to discussion, he will contact Jadelle and have her prepare plans and invite her to an EDA meeting. Steve stated the plans should include the location of the native grass.

Rob received a phone call from someone interested in the downtown lot to construct a coffee kiosk. Jerry suggested inviting her to the September 14th construction committee meeting to present her plan.

The deadline for proposals for the 2 twin homes project is today at 4:00 p.m. Rob stated he is expecting 3 companies to submit proposals.

The Olson's have declined further interest in the JSK Bridal building. Exit Realty will be listing the building for \$55,000. Rob stated there is work that needs to be done in the building. Tabitha will contact Curt Fast to see if he is interested in doing the work.

4. ADJOURN. Jerry adjourned the meeting at 1:30 p.m.

Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, September 10, 2020
7 AM

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

Members Absent: Randy Sawatzky

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

Others Present: None

Call to Order

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

Approval of Agenda, Minutes, and Bills

Motion by Janzen, seconded by Johnson, to add and approve Checks # 20181 – 20221, approve the agenda, and August 27 Minutes. Motion carried 4 – 0.

Electric Department

The department continues to work on phasing. Highline Construction is in town installing line south of town and making improvements in areas in city limits. Highline Construction is budgeted each year to do these types of improvements in the service area. An outage occurred in the past storm for a customer as the wire was burnt up to the property. Installing electric service at the wastewater ponds remains on hold.

Karr Tuckpointing

A contract with Karr Tuckpointing was received and reviewed. The contract discusses the work Karr Tuckpointing will conduct, project scheduling, their safety measures, and options of colors and materials to be selected. The cost of the project of tuckpointing the garage of the power plant will be \$26,158. The work would be placed on their schedule and most likely be completed in 2021. Motion by Garloff, seconded by Johnson, to approve the contract with Karr Tuckpointing with a project cost of \$26, 158. Motion carried 4 – 0.

Water/Wastewater Department

A proposal from Thein Well Company was reviewed and explained by Nesmoe. Thein Well will inspect the city's wells for \$465 each year to ensure all components are functioning properly and that there are no leaks. Watkins added it is a benefit to have an outside party inspect and review the wells as they work with wells on a daily basis and can catch an issue before it becomes more significant. Direction was given to move forward with the maintenance inspection program.

The detention tank and clear well were cleaned this past week. Next will be a cleaning of the R.O. system before the membranes are installed. The membranes should be installed in the next 2 weeks. The department has been replacing meters and worked with Shane from Computer Lodge on updating their computer.

Connection Fees for EDA Housing Project

The EDA is planning to build two four-plex structures on Estate Drive and advertised an RFP for contractors to submit a proposal. Questions were asked from contractors whether the city will charge a water/sewer connection fee for the public project. The connection fee is \$410 for each unit and the total would be \$3,280. Questions were asked if this covers the expense of connecting and the tarring. Council Liaison Savage suggested that if the contractor can re-tar the road on their own for a lower cost than the connection fee that we would waive the fee but if another bill is sent for re-tarring the road we could review if we only charge the fee and not the tarring. The administrator will speak with Lynda Cowell to determine if past EDA projects had the fee waived and if tarring is billed separately from the connection fee cost.

CMPAS Personnel

As sent in an email from CMPAS last week, Chris Kopel has resigned as CEO of CMPAS. Melinda Hibben, CFO, is now the interim CEO. A search committee has been put together to hire a new CEO and it is expected to take 5 – 6 months. Updates on the organization were discussed.

Adjourn

The meeting was adjourned at 7:44 a.m.

Approved September 24, 2020

ATTEST:

Michael Schulte, Administrator/Clerk

Regular City Council Meeting
Mountain Lake Community Center – 1027 Second Avenue
Tuesday, September 21, 2020
6:30 p.m.

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney, Rob Anderson, Community Development Director

Others Present: Dori Friesen, Pam Hoek, Trent Hoek, Ann Nelson, Ashley Jensen, Bruce Jensen, Kjell Eken, Chad Eken, Lori Paulsen, Bill Freitag, Wilcon Construction; Keith Willard, Matt James, Nicki James, Jerry Haberman, EDA Board President; Tammy Omdal, Northland Securities; Clara Johnson, EDA Advisory; Gloria McKissick, Aaron Sellers, Vonda Sellers, Dave Fjeld, Observer/Advocate; Chad Pederson, Doug Regehr, Steve Syverson, EDA Board Member; One Illegible Signature

Call to Order

The meeting was called to order by Mayor Nelson at 6:36 p.m.

Approval of Agenda & Consent Agenda

Motion by Kass, seconded by Savage, to add Resolution #27-20 - Approving Housing Finance Program under EDA Housing Project. Motion carried 5 – 0. Motion by Kass, seconded by Ysker, to approve the amended agenda and consent agenda. Motion carried 5 – 0.

Bills: Checks #24065 – 24104, 688E

Payroll: Checks #65555 – 65577

Approve July 22 Library Board Minutes, July Library Expenditures, July Monthly Report, August Library Expenditures, August Monthly Report

Approve August 10 Lake Commission Minutes

Approve August 27 Utilities Commission Minutes

Approve September 8 City Council Minutes

Accept Resignation of Melissa Klassen, EMT, Effective September 10, 2020

Public

No one spoke during this portion of the meeting.

Conditional Use Permit – Mountain Lake Economic Development Authority

Motion by Kass, seconded by Ysker, to open a public hearing to discuss a conditional use permit at 6:39 p.m. Motion carried 5 – 0.

The administrator explained the conditional use ordinance, conditional use permit application, the building plans, the notice sent to the surrounding property owners, the notice published in the Observer/Advocate, and the draft findings of fact. The project includes building two four-plex dwellings with one on the north side of Estate Drive that will include 4 units with a double car garage and the other will be east of Mason Manor which will include 4 units with single car garages. Each unit will have 2 bedrooms and include a living room space, dining room space, kitchen, and bathroom. The building plans meet all required setbacks and the plans have been reviewed by Steve Carson, the city's building inspector. The criteria that was reviewed by the Planning & Zoning Commission was listed in the ordinance and after public comment and the public hearing held at their meeting, the Commission voted to recommend to the City Council to approve the conditional use permit application with the conditions to allow public comment at the City Council meeting, to ensure that the sites during construction are kept clean and orderly, and to ensure storm water drainage will not negatively impact surrounding neighbors on both properties and that a proper storm water drainage plan is integrated in the building plans and building budget. Two options to address the storm water issues mentioned at the Planning & Zoning meeting were discussed.

Ann Nelson asked if there was a drainage plan for the site north of Estate Drive. Mayor Nelson responded that the Council would like to hear public comments first and then answer questions. Nelson stated some of the rules of the public hearing and its procedures and its intent.

Aaron Sellers stated he did not want to see the project in his backyard.

Nicole James stated she had concerns with the project as her kids play in the backyard which is east of the proposed four-plex north of Estate Drive and had concerns about water drainage. James stated all the neighbors are at this meeting and their voices should have weight.

Laurie Paulson stated she had concerns with flooding and the city has tried to fix it and it still has not been fixed. She said Jesse Koetzle, who could not attend the meeting, would say the same thing.

Pam Hoek explained her perspective of being on Mountain Lake Public School's school board when a \$20 million school project proposal came up fast and she voted against because not all the information was known at the time. Hoek requested the council to slow down, look at the water issues, and do a traffic assessment. Hoek stated there are two property owners planning to build \$200,000 - \$300,000 homes who had no idea of this project.

Trent Hoek stated concerns of how the outside of the buildings looked and the project cost of \$2 million. It was clarified the bonds to be purchased would be \$1.6 million. Hoek asked if this project just popped up and how long has it been considered?

Ashley Jensen stated concerns of Mayor Nelson trying to contact her by knocking on her door during the day when she worked night shifts and being contacted by a Facebook message. Nelson stated he was trying to get ahold of them by knocking and did not have a phone number for them when he was contacting property owners in the neighborhood in the early stages of determining land locations to build these two four-plex dwellings and apologized if it was taken the wrong way. Councilmember Savage asked what would have been a better approach to try to contact them. Jensen responded that a letter in the mail would have been preferred. Jensen stated concerns of trying to push this project through and if the Council is considering current neighbors or owners. Jensen stated it was ridiculous to push this through and that there is a hidden agenda. Jensen asked to reconsider and that they were not going to sell their property.

Jerry Haberman, EDA Board President, stated that the EDA has been reviewing housing projects opportunities since Mason Manor was built. Construction costs and interest rates have not allowed the EDA to build. Now that interest rates are very low, the project now cash flows and then Haberman stated interest rates are not guaranteed to stay. Haberman stated he respectfully disagrees with the statements made against the project.

Councilmember Savage added that through experience with these types of projects, if the project takes too long to plan or is not acted upon in a quick manner, the project falls apart because interest rates rise which makes the project unfeasible. Savage stated it may appear that the project may be moving quickly but it is because of these reasons from experience.

(Name was not stated) A question was asked about storm water re-routing and if other locations were considered.

Dori Friesen stated the council does not realize how much water sits there and that it is a kids swimming pool when a heavy rain occurs.

Bruce Jensen asked about a lot on 10th Avenue if that could possibly be purchased.

Steve Syverson, EDA Board Member, asked those in opposition to see this housing project from another level. The EDA continues to see issues with a lack of housing. Syverson wants to support schools and businesses and economic development on Highway 60. If employees cannot find housing, businesses may suffer from lack of employees because they cannot find a place to live. Construction bids have been reviewed over the years and have not worked. Syverson wants more families to live in Mountain Lake and wants to enhance Mountain Lake.

Mayor Nelson added that housing is the overall issue. Many individuals and families cannot build homes due to construction costs. Possible tenants are retirees that move off the farm or from a large home which opens new opportunities for families to move into those houses. Nelson stated residential property values have risen because the demand for housing causes home prices to rise.

Clara Johnson, EDA Advisory, stated that plans have been reviewed since 2005 and there have been bids multiple times and the projects do not cash flow. The EDA has been diligent and the community has lost opportunities because of a lack of housing.

Ann Nelson stated her perception of high end housing was different of what is being proposed.

Chad Eken asked what the monthly rent will be and will people be able to afford or will they be empty. Rent for the single car garages will be \$1,100 a month and the units with a double car garage will be \$1,200 a month.

Councilmember Savage stated that when a housing project was proposed in the downtown lot in the spring of 2019 that there were comments made that the housing itself was not a problem but the location was and that the project should be moved out to Mason Manor. He stated that many people support housing but "not in their backyard."

Trent Hoek asked when the project would start. If the conditional use permit and the financing are approved tonight, the project could start in early or mid-October.

Steve Syverson stated that this site east of Mason Manor has been bid before.

Mayor Nelson stated there is a sump pump from 1034 10th Avenue that is pumping water from their property onto the EDA's lot which contributes to the water issue on the lot. Lori Paulsen responded that the water from the sump pump is not the issue it is the water that sits near the intake.

Vonda Sellers stated concerns of adding two more duplexes in the same place.

Gloria McKissick stated concerns about low-income housing and for retired people.

Steve Syverson stated he wants to give options to seniors for housing and this project would provide one more option.

Other comments, concerns, and various answers were provided before the public hearing was closed.

Motion by Kruser, seconded by Kass to close the public hearing at 7:53 p.m. A motion was made by Ysker, seconded by Nelson, to approve Resolution #21-20 as written to approve the conditional use permit with the three included conditions determined by the Planning & Zoning Commission. Councilmember Kruser stated her concerns of the water issues east of Mason Manor and if the issues could be resolved before approving the conditional use permit. Councilmember Kruser asked if another location could be considered such as Jenny's Subdivision. The administrator explained that Jenny's Subdivision and the commercial park are zoned as Transitional Business in which multi-family dwellings are not a permitted or conditional use. Having housing in either area would require re-zoning the property or requesting a variance to build there. Discussion ensued on timelines, tabling the Resolution, and other possible options. Omdal explained that interest rates have remained stable but cautioned the Council that the election in November could drastically change the interest rate. Wilcon explained that their construction schedule would be affected and if it is delayed too long, they will not be able to do the dirt work or concrete pouring this fall. The administrator explained that there is a motion and second made and while the council can continue to discuss, the motion must be voted on or rescinded by the two who approved the motion. Before a vote or the motion rescinded, the administrator explained information provided by the League of Minnesota Cities on how to handle conditional use permits. The administrator read from a League memo that "a city must grant the conditional use permit if the applicant satisfies all the conditions and once issued, a CUP's conditions may not be unilaterally altered by the city, unless a violation of the CUP has occurred." The memo states that, "conditional uses, like permitted uses, must be allowed if the applicant can prove that the application meets all of the conditions and requirements of the city's ordinance and will not be detrimental to the health, safety, and welfare of the public" and "neighborhood opposition alone to a CUP does not authorize the rejection of an application for a CUP." The memo continues to state that, "a city may deny a CUP if the proposed use does not meet the specific standards or conditions established in the zoning ordinance, is not consistent with the city's officially adopted comprehensive plan, or endangers or is not compatible with the health, safety, and welfare of the public." The administrator explained that with any orderly development regarding storm water, each approved building permit in good faith provides a drainage plan for storm water and in cases where it affects city's storm infrastructure, the city adapts to changes to reroute or install more infrastructure. The administrator stated the applicant has a plan and there are also additional options to ensure storm water from the building itself does not flow onto the neighboring properties. Since the city has an in-take and drainage tile in this area, it is the city's responsibility to address the storm water drainage separate from this project. The applicant cannot be penalized because of an issue out of their control. The EDA has committed to not negatively impact surrounding properties with storm water and is willing to work with the contractor and city engineer to make this happen.

Discussion ensued on separately having Bolton & Menk come up with a plan to mitigate the water issues to update or fix existing infrastructure and to work with the contractor to ensure water issues would not worsen in this area. Upon further discussion, the motion and second continued. Motion approved 5 - 0 to approve Resolution #21-20 as written to approve the conditional use permit with the three included conditions determined by the Planning & Zoning Commission. Discussion ensued on the work Bolton & Menk would do. Motion by Kruser, seconded by Kass, to hire Bolton & Menk to review the area and create a plan to improve the storm drainage of the discussed area. Motion carried 5 – 0.

Housing Finance Program

Motion by Kruser, seconded by Savage, to open a public hearing to discuss the housing finance program associated with the proposed EDA housing project. Motion carried 5 – 0.

Tammy Omdal of Northland Securities explained the statute required to hold a public hearing to discuss the housing finance program. Minnesota Statutes, Chapters 469 and 462C, authorize the adoption of housing programs and the issuance of revenue bonds to finance such programs for the general purposes of planning, administering, making, or purchasing loans or other assistance with respect to one or more housing developments within the boundaries of the City, including without limitation residential rental housing programs and bonding. Discussion ensued on the proforma and rents and from questions from Chad Pederson.

Motion by Kruser, seconded by Kass, to close the public hearing at 8:42 p.m. Motion carried 5 – 0.

Property Tax Abatements for a Housing Project

Motion by Kass, seconded by Ysker, to open a public hearing at 8:43 p.m. to discuss property tax abatements for a housing project. Motion carried 5 – 0.

Tammy Omdal briefly explained Resolution #23-20. The resolution states, "The City proposes to approve tax abatements to finance the construction of two 4-plex buildings for a total of eight (8) residential housing units on land the owned by The Economic Development Authority of the City of Mountain Lake, Minnesota (the "Project"). The City proposes to use the abatement for the purposes provided for in the Abatement Law (as hereinafter defined), including the Project. The proposed term of the abatement will be for up to twenty (20) years in an amount not to exceed \$1,600,000. The abatement will apply to the City's share of the property taxes (the "Abatement") derived from the property described by property identification numbers on the attached "Exhibit A" (the "Property") located in the City. The city can abate up to \$200,000 and with the approval of this project, would be around the 50% mark of their abatement limit.

Motion by Kruser, seconded by Savage, to close the public hearing at 8:45 p.m. Motion carried 5 – 0.

Finance Plan – General Obligation Tax Abatement Bonds, Series 2020B

The finance plan for the project was explained by Tammy Omdal. An interest payment near \$13,000 would be paid in 2022 and the first full year debt service payment near \$95,000 a year would begin in 2023.

Resolution #23-20 – Approving Property Tax Abatements

Motion by Ysker, seconded by Kruser, to approved Resolution #23-20. Motion carried 5 – 0.

Resolution #24-20 – Trigger Resolution 2020B

Motion by Kass, seconded by Savage, to approved Resolution #24-20. Motion carried 5 – 0.

Finance Plan – General Obligation Tax Increment Refunding Bonds, Series 2020C

Tammy Omdal explained the finance plan and expected savings of \$186,000. The savings will apply to the developer but the savings will allow the property to be on the city's tax roll 4 years earlier than originally planned.

Resolution #25-20 – Trigger Resolution, 2020C

Motion by Ysker, seconded by Kass, to approve Resolution #25-20. Motion carried 5 – 0.

Retirement Letter from Carol Lehman

A retirement letter was submitted by Carol Lehman, Library Director, effective December 31, 2020. Motion by Kass, seconded by Ysker, to accept the retirement letter with an effective retirement date of December 31, 2020. Motion carried 5 – 0.

Library Job Description

A few updates were made to the Library Director job description as reviewed and edited by the administrator and library director. Motion by Savage, seconded by Kass, to approve the Library Director job description. Motion carried 5 – 0.

Posting/Advertisement of Library Director Position

Motion by Kruser, seconded by Ysker, to approve to post/advertise the Library Director position. Motion carried 5 – 0.

2021 Budget and Preliminary Levy

Direction from the last regular meeting was applied to the 2021 budget and preliminary levy. The levy originally allocated to the Pop'd Kerns Fund and Commercial Park Infrastructure Fund were

moved to the interfund transfer line item. An additional amount near \$2,000 was added to the Miscellaneous line item to set the preliminary levy at 8.5% over 2020's levy.

Resolution #26-20 Setting 2021 Preliminary Levy

Motion by Savage, seconded by Ysker, to approve Resolution #26-20. Motion carried 5 – 0. The resolution sets the preliminary levy at 8.5% over 2020's final levy.

Time & Date for Truth-In-Taxation (TNT) Meeting

Motion by Kruser, seconded by Ysker, to set the TNT meeting to 6:00 p.m. on Tuesday, December 1, 2020. Motion carried 5 – 0.

City Attorney

No further updates were given

City Administrator

No further updates were given.

Adjourn

The meeting was adjourned at 9:04 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk

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 are 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. Procedures

The Street Department Superintendent will decide when to begin snow or ice control operations. The criteria for that decision are:

- a. Snow accumulation of 2 inches or more.
- b. Drifting of snow that causes problems for travel.
- c. Ice conditions that seriously affect travel.

3. Method of Snow Removal

Snow will be plowed in a manner to minimize any traffic obstructions. Snow will be plowed from inside out except where it is windrowed and these areas are specified in item #4. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

4. Snow Removal and Schedule

- a. Start windrowing on 10th Street from 1st Avenue to 4th Avenue
- b. Plow the entire length of 10th Street
- c. Next windrow 3rd Avenue from 8th Street to 12th Street
- d. Plow 3rd Avenue (CR 27) from east Hwy 60 entrance to west Hwy 60 entrance
- e. Next windrow 11th Street from 4th Avenue to 2nd Avenue
- f. Next windrow 2nd Avenue from 10th Street to 12th Street
- g. Clean around the schools and 4th Avenue, then 5th Avenue, 6th Avenue, 7th Avenue, Prince Street, 9th Avenue, 10th Avenue, Midway Road
- h. Next area is South of railroad tracks, which includes Boxelder Street, Mountain Lake Road, etc.
- i. Meanwhile the snowplow truck is doing the north-south roads starting with 15th Street continuing west until they reach Golf Course Road.
- j. 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.

A snow emergency may be declared any time during the year at the discretion of the Street Superintendent when two or more inches of snow or ice have covered or drifted over a street.

5. 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.

6. 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.

7. Use of Salt Sand and Other Chemicals

The City will use sand, salt and other chemicals when there are 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. Automatic Parking Ban After Snowfall

No person shall park or leave standing any vehicle upon any street in the City of Mountain Lake after a snowfall of two (2) inches or more, nor upon any street which is covered or has deposited on it two (2) inches of snow or more, until snow removal comprising the full width of the public right-of-way (curb to curb) has been completed.

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.

14. 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 at its first regular meeting in October.



COTTONWOOD COUNTY PUBLIC WORKS

Nicholas Klisch P.E., Public Works Director
1355 9th Ave. Windom, MN 56101

Ph. (507) 831-1389

Fax (507) 831-2367

September 22, 2020

RE: Winter Snow Plowing Agreement

Dear: Michael Schulte

Please find attached the Winter Snow Agreement for the upcoming season. Please sign the agreement and return for a final signature. The document will then be copied and returned to you for your records. The cost per mile did not change from last year. If the city feels the reimbursement amount needs to be adjusted, please track actual costs for the county to review.

Sincerely,

Nicholas Klisch, P.E.
Cottonwood County Public Works Director

AGREEMENT

THIS AGREEMENT made and entered into by the County of Cottonwood, Minnesota, hereinafter referred to as the “**County**” and the City of Mt. Lake, Minnesota, hereinafter referred to the “**City**”.

WHEREAS, Pursuant to Minnesota Statutes of 2002, Section 162.17, Subdivision 3, the parties desire to enter into an agreement relating to the routine maintenance certain County State Aid Roadways as listed below, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, The parties do agree as follows:

SECTION I

The City will, during the term of the agreement, do the routine winter maintenance on those portions County State Aid Highways listed as follows:

<u>CSAH Number</u>	<u>Termini</u>	<u>Centerline Miles</u>
27	On 3 rd Avenue from west Jct. TH 60 to Jct. TH 60	2.19
29	On 10 th Street from CSAH 27 to Mt. Lake outlet Bridge	0.81
	Total	3.00

SECTION II

The routine maintenance to be performed by the City shall consist of the following:

- A. Keep the aforesaid portions of County State Aid Highways reasonably free and clear from ice and snow and undertake proper sanding/salting and hauling of snow when necessary. It shall be the City’s responsibility to maintain the fluid traffic lanes to their full width during the winter months within a reasonable period of time following each storm. The County will assist with the sanding/salting at the two intersections with State Highway 60.
- B. Furnish all labor, materials and other items necessary for the performance of the work provided for in this agreement.

SECTION III

The routine maintenance to be performed by the County shall consist of the following:

- A. Maintain said County roads so as to keep them smooth and in good repair for the passage of traffic.
- B. Do all extraordinary maintenance (such as seal coats, overlays, crack sealing) construction or reconstruction.
- C. Maintain all traffic signs, striping, and other marking according to the Minnesota Manual on Uniform Traffic Control Devices.

SECTION IV

A. Compensation

The County will pay the City for snow and ice control operations as specified in Section I and II of this agreement, the amount of One Thousand Two Hundred Dollars (1,200.00) per center line mile.

On this basis the County will reimburse the City for 3.00 miles of roadway the total Amount of \$3,600.00 for the year 2020-2021.

B. Terms of Payment

The City shall submit an invoice by November 1st to Cottonwood County Highway Department for the services provided in October, November and December 2020. The city shall submit another invoice by January 1st to the Cottonwood County Highway Department for services provided in January, February, March and April of 2021. Payment will be made within thirty (30) days after receipt of the invoice.

This agreement shall terminate on the 30th day April, 2021, provided, however, the parties may extend this agreement on a year basis, or modify the maintenance cost. However, a new agreement shall be executed by the parties if major terms of the agreement are to be changed.

IN TESTIMONY WHEREOF, The City and the County have caused these presents to be executed by their respected officers.

CITY OF MT.LAKE

ATTEST:

SIGNED:

By _____
City Clerk

By _____
Mayor

Date _____

Date _____

COUNTY OF COTTONWOOD

ATTEST:

SIGNED:

By _____
County Auditor

By _____
Chairperson of County Board

Date _____

Date _____

RECOMMENDED FOR APPROVAL:

County Engineer

Date _____

Approved as to form and execution

Cottonwood County Attorney

Date _____



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

CONSTRUCTION PROGRESS UPDATE MEMORANDUM

Date: September 28, 2020
To: Mayor and City Council
From: John Graupman, P.E., Bolton & Menk, Inc.
Subject: Wastewater Treatment Facility Improvements
City of Mountain Lake, Minnesota
BMI Project No. S14.110897

The project has proceeded well this month with the liner in the first pond completed effective Monday, September 28. The liner contractor is leaving the site and will return in the spring for the second pond. They are limited by cold weather and would not be guaranteed weather to finish the second pond at this time.

The building masonry and concrete are nearly 100% complete with walls and roof to follow this week.

Work at the existing ponds is nearly complete also. Riprap has been added to 2 of the ponds and control structure modifications are approximately 80% complete. Riprap is also ahead of the original schedule by a season.

Work will continue at a slower pace for the next 4-6 weeks. At that point the project will likely be idled until the spring.

Planned construction for next month:

- Finish control structures at existing ponds
- Riprap around last pond
- Begin filling new pond with water

The pay request is for \$1,071,147.09 which brings the project to approximately 65% complete. I have reviewed Partial Pay Application 5 and would recommend payment.

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 20500.5

To Owner: CITY OF MOUNTAIN LAKE
930 3RD AVENUE

Project: 2050.0 MOUNTAIN LAKE WWTF

5

Application No.:

Distribution to:
Owner ☐
Architect ☐
Contractor ☐

MOUNTAIN LAKE, MN 56159

From Contractor: The Mathiowetz Construction Company Via Architect: BOLTON & MENK

30676 County Road 24

Sleepy Eye, MN 56085

Contract For: MOUNTAIN LAKE WWTF

Project Nos: S14.110897

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

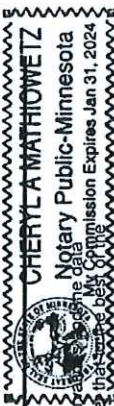
1. Original Contract Sum \$8,346,000.00
2. Net Change By Change Order \$0.00
3. Contract Sum To Date \$8,346,000.00
4. Total Completed and Stored To Date \$5,947,382.51
5. Retainage:
 - a. 5.00% of Completed Work \$283,265.65
 - b. 5.00% of Stored Material \$14,103.48
- Total Retainage \$297,369.13
6. Total Earned Less Retainage \$5,650,013.38
7. Less Previous Certificates For Payments \$4,578,866.29
8. Current Payment Due \$1,071,147.09
9. Balance To Finish, Plus Retainage \$2,695,986.62

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

CONTRACTOR: The Mathiowetz Construction Company

By: Jeffrey Tanasyn Date: 9/24/2020

State of: MN County of: Brown
Subscribed and sworn to before me this 24 day of Sept 2020
Notary Public: Cheryl A. Mathiowetz
My Commission expires 1-31-2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$1,071,147.09

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

ARCHITECT:

By: John A. Bolton Date: 9-24-20

OWNER:

By: _____ Date: _____

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

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

CONTINUATION SHEET

Page 2 of 2

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 5
Application Date: 09/22/20
To:
Architect's Project No.: S14.110897

Invoice #: 20500.5 Contract: 2050.0 MOUNTAIN LAKE WWTF

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)							
Bill Group:	1000 ORIGINAL BID ITEMS									
0010	MOBILIZATION, BONDS & INS. SUP, FIXED COSTS, FIELD OFFICE	429,992.19	365,493.36		21,499.61	0.00	386,992.97	90.00%	42,999.22	
0020	LIFT STATION, METER MH, VALVE VAULT AND FORCEMAIN	578,603.53	520,743.18		0.00	0.00	520,743.18	90.00%	57,860.35	
0030	LIFT STATION GENERATOR (ALL ELECTRICAL & GENERATORS)	715,991.94	0.00		143,198.39	0.00	143,198.39	20.00%	572,793.55	
0040	AGG SURFACING FOR ACCESS & SERVICE ROAD	91,715.11	0.00		0.00	0.00	0.00	0.00%	91,715.11	
0050	POND GRADING & SHAPING (6-FT VOLUME OVER 29.5 ACR) EV	928,308.76	928,308.76		0.00	0.00	928,308.76	100.00%	0.00	
0060	SAND CUSHION (6-INCH DEPTH) CV	729,023.21	437,413.93		0.00	0.00	437,413.93	60.00%	291,609.28	
0070	100 MIL HDPE LINER	1,097,946.07	219,589.21		439,178.43	282,069.68	940,837.32	85.69%	157,108.75	
0080	AERATION EQUIPMENT	446,578.79	0.00		0.00	0.00	0.00	0.00%	446,578.79	
0090	CHEMICAL FEED EQUIPMENT & BUILDING	865,791.45	303,027.01		216,447.86	0.00	519,474.87	60.00%	346,316.58	
0100	PERIMETER FENCE AND GATES	52,332.30	0.00		0.00	0.00	0.00	0.00%	52,332.30	
0110	SEEDING, TEMPORARY & PERM, SILT FENCE, EROSION BLKT	76,959.27	53,871.49		7,695.93	0.00	61,567.42	80.00%	15,391.85	
0120	ROCK CONST ENTRANCE, CULV, INLET PROTECTION, MISC.	27,821.29	27,821.29		0.00	0.00	27,821.29	100.00%	0.00	
0130	CONTROL STRUC, VALVES & OUTFALL PIPING	638,760.05	511,008.04		63,876.01	0.00	574,884.05	90.00%	63,876.00	
0140	TILE UNDER DRAIN (INCLUDES 6" & 8" CUT OFF TILE)	933,822.99	933,822.99		0.00	0.00	933,822.99	100.00%	0.00	
0150	WATER SUPPLY & WATER BALANCE TEST	43,610.25	0.00		0.00	0.00	0.00	0.00%	43,610.25	
0160	PIPING REHAB AT EXISTING PONDS	482,569.79	0.00		386,055.83	0.00	386,055.83	80.00%	96,513.96	
0170	RIPRAP EXISTING PONDS	106,173.01	0.00		53,086.51	0.00	53,086.51	50.00%	53,086.50	
0180	PROJECT SPECIFIED ALLOWANCE	100,000.00	33,175.00		0.00	0.00	33,175.00	33.18%	66,825.00	
	ORIGINAL BID ITEMS Totals	8,346,000.00	4,334,274.26		1,331,038.57	282,069.68	5,947,382.51	71.26%	2,398,617.49	297,369.13
Grand Totals		8,346,000.00	4,334,274.26		1,331,038.57	282,069.68	5,947,382.51	71.26%	2,398,617.49	297,369.13



Royal Glass LLC
853 Hale Place
Windom, MN 56101
5078328333

Estimate

Date	Estimate #
9/1/2020	64

E-mail
royalglassmn@gmail.com

Name / Address
Mountain Lake Public Library 1054 4th Ave. Mountain Lake, MN 56159

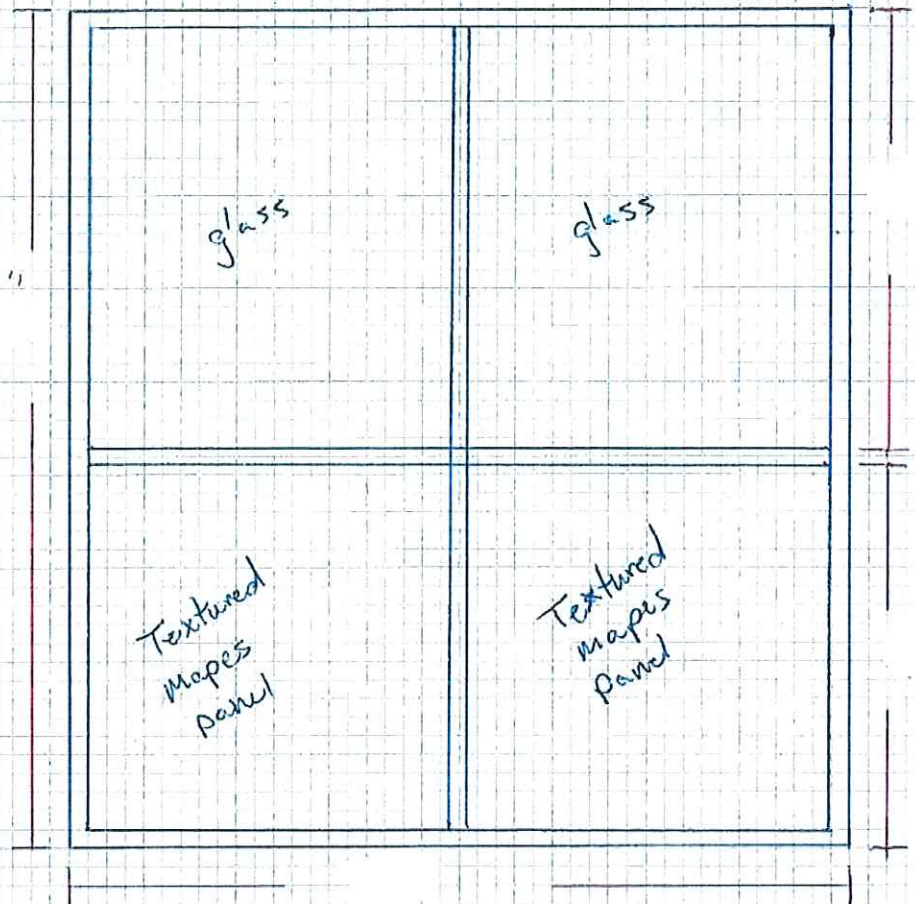
Project

Description	Qty	Rate	Total
(2) Dark Bronze frames (thermally broke) with Mapes panel on bottom, 1" Low E clear ann glass on top. 82x87 7/8		2,678.49	2,678.49T
sealant/backer rod		50.00	50.00T
screws/anchors		25.00	25.00T
Labor (two installers)		1,040.00	1,040.00
Disposal of existing frames/glass		100.00	100.00
No Sales Tax (Recurring)		0.00%	0.00
All estimates are honored for 60 days. Thank you for the opportunity to bid.		Total	\$3,893.49

Royal Glass - Window, MN

Job: Mnt. Lake Library

- DK bronze Frames (exterior)
- 1" OA Low E Clear Ann glass
- Quantity (2)





1240 Lake Avenue, PO Box 152
Fairmont, Minnesota 56031
(507) 235-6619 FAX (507) 235-9619

GLASS DIVISION – SIGN DIVISION – ART GLASS DIVISION

September 24, 2020		Proposal No:	20149B
Contractor:	Carol Lehman	Project:	Library Windows
			Mountain Lake, MN
		Addendum:	None
T:	507.427.2506	NOTE: Quote is good for 30 days from above date	
C:			
Email:	clehman@plumcreeklibrary.net		

We furnish material, labor for the following:

Aluminum storefront exterior windows:

- Kawneer Trifab 451T thermal framing, 2" x 4-1/2"
- Finish is #40 Dark Bronze anodized per existing windows
- Glazing – 1" clear tempered insulated units with Low-E at top sections
- 1" Textured Panel at bottom sections as requested
- Flashing at sill included
- Includes caulking at exterior and interior of window

2 – Windows to fit R.O. 6' 8" x 7' 2"

Included is labor to demo existing windows and replace with new.

TOTAL BASE BID \$8,370.00

Note:

- 1 – Is furnished by others Metal cap @ exterior brick sill. Note: At window sill flashing is included material and labor by Fairmont Glass.
- 2 – One trip included.

Items not included, unless noted above:

Any permits, bonds, or fees. Any federal / state or city tax, any union dues or workers. Any field or special testing fees. Any structural or engineered drawing fees. Any demolition, removal, or disposal of existing items. Any preparation of openings, anchor plates, back painting, fillers or spacing of supports to bring openings to size for items above. Any brake metal, flashing, or finish materials at perimeter of interior or exterior of above items. Any exit alarms, buzzers, or card control locks. Any mirrors, frames, hangers, or any installation. Any re-keying or master keys of locks (manufacturer's standard, keyed different). Any temporary enclosures or shelters. Any protecting of materials after installation. Any final cleaning of all materials. Any field verification, the general contractor is to hold openings to shop drawings. If different, delivery and installation may be affected from date verified.

General Contractor/Owner to verify that door hardware meets local codes or A.D.A. requirements.

Manufacturer's standard warranty on items unless otherwise noted.

This quote is good for 30 days from the above date.

Sincerely,

Steve Geiger
Co-Owner