

**Regular Council Meeting
Mountain Lake City Hall
Monday, November 20, 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 20524 – 20568; 511E *(1-5)
 - b. Approval of Payroll Checks #'s 63488 - 63522
 - c. Approval of November 6 Council Minutes*(6-8)
 - d. October 9 Lake Commission Minutes*(9-10)
 - e. October 13 EDA Minutes*(11-14)
 - f. October 12 Library Board Minutes, October Report and October Expenditures*(15-17)
 - g. Approval of 2018 On and Off Sale Liquor and Cigarette Licenses*(18)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
4. Public Hearing Floodplain Management, Ordinance #7-17*(19-30)
5. Lot 1, Block 2, Mt. Lake Commercial Park Purchase Agreement*(31-32)
Full Agreement – Separate Packet
6. Partial Pay Estimate #2, Mt. Lake Commercial Park Project*(33-36)
7. Progress Billing #2 Sub-Station Project*(37-39)
8. Call for Quotes, Library Project*(40-41)
9. Deferred Compensation*(42)
10. Bike Share Program*(43-46)
11. 2018
 - a. Review Meeting Schedule*(47)

- b. Review Appointments*(48-51)
- 12. City Attorney –Update
- 13. School Board Update
- 14. Coffee With The Council Topics
- 15. Administrator
 - a. Broadcasting Council Meetings
 - b. Memorandum of Understanding*(52-53)
- 16. Adjourn

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

- Upcoming Meetings
 - Regular School Board Meeting, 5:30 p.m. Monday November 20
 - Public Meeting to Discuss City Budget, 6 PM Tuesday, December 5
 - Regular School Board Meeting 5:30 p.m. Monday, December 18
 - Meeting with Mark Gabriel, WAPA CEO 2 p.m. at Lakefield Community Center

***Check Detail Register©**

*November 20, 2017
mtg
ck# 20524-20568
#511E*

November 2017

Check Amt Invoice Comment

10100 United Prairie

Paid Chk#	Date	Department	Account	Amount	Invoice	Comment
Paid Chk# 020524 11/13/2017 COMMISSIONER OF REVENUE						
G 101-21702		State Withholding		\$59.74		
Total COMMISSIONER OF REVENUE				\$59.74		
Paid Chk# 020525 11/13/2017 INTERNAL REVENUE SERVICE						
G 101-21703		FICA Tax Withholding		\$863.88		
G 101-21701		Federal Withholding		\$131.63		
Total INTERNAL REVENUE SERVICE				\$995.51		
Paid Chk# 020526 11/6/2017 ALPHA WIRELESS COMMUNICATIONS						
E 231-42154-404		Repairs/Maint Machinery/Equip		\$92.00	691985	PROGRAM AMBULANCE RADIOS
otal ALPHA WIRELESS COMMUNICATIONS				\$92.00		
Paid Chk# 020527 11/6/2017 AMERIPRIDE						
E 101-43100-215		Shop Supplies		\$39.12	2800816887	TOWELS FOR ST DEPT
E 101-41400-401		Repairs/Maint Buildings		\$49.53	2800816887	MATS FOR CITY HALL
Total AMERIPRIDE				\$88.65		
Paid Chk# 020528 11/6/2017 BARTSCH CONSTRUCTION						
E 231-42154-401		Repairs/Maint Buildings		\$550.00	226	LABOR TO FIX AMBULANCE DOOR
Total BARTSCH CONSTRUCTION				\$550.00		
Paid Chk# 020529 11/6/2017 CASEYS-CREDIT CARD DEPARTMENT						
E 101-00000-430		Miscellaneous		\$68.12	10/19/17	UT GAS
E 205-46500-430		Miscellaneous		\$9.27	10/23/17	DONUTS-EDA MTG WITH SANFORD
E 205-46500-430		Miscellaneous		\$29.90	10/23/17	PIZZA-EDA SPECIAL MTG
E 101-45200-212		Motor Fuels		\$23.34	10/9/17	PARKS GAS
otal CASEYS-CREDIT CARD DEPARTMENT				\$130.63		
Paid Chk# 020530 11/6/2017 DOUG BRISTOL						
E 101-42100-430		Miscellaneous		\$222.64	10/18/2017	GAS,MEAL-PICKUP NEW SQUAD CAR
Total DOUG BRISTOL				\$222.64		
Paid Chk# 020531 11/6/2017 KDOM RADIO						
E 101-00000-430		Miscellaneous		\$30.09	17100454	MONTHLY ADV
Total KDOM RADIO				\$30.09		
Paid Chk# 020532 11/6/2017 KDOM RADIO						
E 231-42154-430		Miscellaneous		\$269.28	17100633	FARM SAFETY ADS
Total KDOM RADIO				\$269.28		
Paid Chk# 020533 11/6/2017 MIKES LLC						
E 101-42100-550		Motor Vehicles		\$3,101.55	138	SET UP 2017 EXPLORER SQUAD CAR
Total MIKES LLC				\$3,101.55		
Paid Chk# 020534 11/6/2017 MINNESOTA ENERGY RESOURCE CORP						
E 101-41400-383		Gas Utilities		\$80.73		CITY HALL GAS-ACCT#0505387558
al MINNESOTA ENERGY RESOURCE CORP				\$80.73		
Paid Chk# 020535 11/6/2017 PLUNKETT S						
E 211-45500-401		Repairs/Maint Buildings		\$56.39	5793134	SERVICE AT LIBRARY
Total PLUNKETT S				\$56.39		
Paid Chk# 020536 11/6/2017 THIRD AVENUE AUTO PARTS						
E 101-45200-404		Repairs/Maint Machinery/Equip		(\$2.89)		CREDIT
E 101-42100-430		Miscellaneous		\$8.29	S163414	PD-AIR FRESHNER

(1)

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November 2017

			Check Amt	Invoice	Comment
E 507-45150-212	Motor Fuels		\$70.45	S163565	FILTERS & OIL FOR WEED HARVESTOR
E 507-45150-212	Motor Fuels		\$3.01	S163576	OIL FOR HARVESTOR
E 101-45200-404	Repairs/Maint Machinery/Equip		\$27.54	S163642	ANTI-FREEZE-PARK
E 101-45200-404	Repairs/Maint Machinery/Equip		\$5.99	S163814	TRIMMER LINE
E 101-45200-404	Repairs/Maint Machinery/Equip		\$22.95	S163848	ANTI-FREEZE-PARK
Total THIRD AVENUE AUTO PARTS			\$135.34		
<hr/>					
Paid Chk#	020537	11/9/2017	AFLAC		
G 101-21713	AFLAC		\$186.96		
Total AFLAC			\$186.96		
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Paid Chk#	020538	11/9/2017	BCBS/HSA		
G 101-21714	HSA		\$443.85		
Total BCBS/HSA			\$443.85		
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Paid Chk#	020539	11/9/2017	COMMISSIONER OF REVENUE		
G 101-21702	State Withholding		\$775.54		
Total COMMISSIONER OF REVENUE			\$775.54		
<hr/>					
Paid Chk#	020540	11/9/2017	GISLASON & HUNTER		
G 101-21712	Garnishments		\$382.54		
Total GISLASON & HUNTER			\$382.54		
<hr/>					
Paid Chk#	020541	11/9/2017	INTERNAL REVENUE SERVICE		
G 101-21701	Federal Withholding		\$1,753.48		
G 101-21703	FICA Tax Withholding		\$2,392.54		
Total INTERNAL REVENUE SERVICE			\$4,146.02		
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Paid Chk#	020542	11/9/2017	PERA		
G 101-21704	PERA		\$4,314.11		
Total PERA			\$4,314.11		
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Paid Chk#	020543	11/9/2017	VALIC		
G 101-21705	VALIC		\$388.00		
Total VALIC			\$388.00		
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Paid Chk#	020544	11/9/2017	AMERICAN ENGINEERING TESTING		
E 485-46300-434	Project Expense		\$1,181.15	805830	SOIL TESTING-COMMERICAL PARK
Total AMERICAN ENGINEERING TESTING			\$1,181.15		
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Paid Chk#	020545	11/9/2017	BRAUN INTERTEC		
E 303-47000-430	Miscellaneous		\$667.50	B108268	POPD KERNS MOISTURE INTRUSION ASSESSMENT
Total BRAUN INTERTEC			\$667.50		
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Paid Chk#	020546	11/9/2017	CARCHIOUS RODNEY		
E 607-46330-401	Repairs/Maint Buildings		\$40.00		OCTOBER/NOV MAINTENANCE
E 608-46330-401	Repairs/Maint Buildings		\$40.00		OCTOBER/NOV MAINTENANCE
E 609-46330-401	Repairs/Maint Buildings		\$40.00		OCTOBER/NOV MAINTENANCE
E 607-46330-401	Repairs/Maint Buildings		\$90.00		EXTRA HOURS OCTOBER
E 608-46330-401	Repairs/Maint Buildings		\$90.00		EXTRA HOURS OCTOBER
E 609-46330-401	Repairs/Maint Buildings		\$90.00		EXTRA HOURS OCTOBER
Total CARCHIOUS RODNEY			\$390.00		
<hr/>					
Paid Chk#	020547	11/9/2017	MIDWEST DUCT WORKS		
E 609-46330-401	Repairs/Maint Buildings		\$456.02		DRYER VENT CLEANING AT APARTMENTS
E 608-46330-401	Repairs/Maint Buildings		\$456.02		DRYER VENT CLEANING AT APARTMENTS
E 607-46330-401	Repairs/Maint Buildings		\$456.02		DRYER VENT CLEANING AT APARTMENTS

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			Check Amt	Invoice	Comment
Total MIDWEST DUCT WORKS			\$1,368.06		
Paid Chk# 020548	11/9/2017	STEVE FINNESTAD			
E 608-46330-401	Repairs/Maint Buildings		\$403.70	255540	LINOLEUM INSTALLATION APT 1623
Total STEVE FINNESTAD			\$403.70		
Paid Chk# 020549	11/17/2017	COUNTRY PRIDE SERVICES			
E 231-42154-212	Motor Fuels		\$301.18		AMBULANCE FUEL
E 101-42100-212	Motor Fuels		\$682.23		PD GAS
E 101-45200-212	Motor Fuels		\$224.65		PARKS GAS
E 101-43100-212	Motor Fuels		\$479.09		ST DEPT GAS
E 101-00000-430	Miscellaneous	\$258.96	184561		SUPPLIES FOR BENCHS ON TRAIL
E 101-41110-430	Miscellaneous	\$44.89	184821		FLAGS-LUKE WINGERT FOR DICK'S HILL
E 507-45150-404	Repairs/Maint Machinery/Equip	\$3.83	184936		ROPE CLIP-WEED HARVESTOR
E 608-46330-401	Repairs/Maint Buildings	\$111.03	184973		CARTRIDGES,FURNACE FILTERS
E 607-46330-401	Repairs/Maint Buildings	\$111.03	184973		CARTRIDGES,FURNANCE FILTERS
E 609-46330-401	Repairs/Maint Buildings	\$111.03	184973		CARTRIDGES,FURNACE FILTERS
E 235-46340-401	Repairs/Maint Buildings	\$154.38	185001		FREON IN AC-FULDA CREDIT BLDG
E 101-45186-220	Repair/Maint Supply	\$33.59	185266,18577		CLEANERS,PAPER TOWELS,VACCUM BAGS
E 608-46330-401	Repairs/Maint Buildings	\$568.16	185319		TOLIET-HALE APT,DISPOSAL LABOR-WASSMAN
E 101-41400-401	Repairs/Maint Buildings	\$339.09	185372		CITY HALL-LABOR ON FURNACE,FAUCET
E 609-46330-401	Repairs/Maint Buildings	\$78.00	185496		SMOKE/CO ALARM-HUDSON
E 101-45200-404	Repairs/Maint Machinery/Equip	\$70.88	185602,18536		KEY,FLANGE,GASKETS-PARKS BATHROOMS
E 231-42154-401	Repairs/Maint Buildings	\$424.05	185818		AMBULANCE DOOR SECTION
E 101-43100-404	Repairs/Maint Machinery/Equip	\$31.21	96083		SKIDLOADER TIRE REPAIR
Total COUNTRY PRIDE SERVICES			\$4,027.28		
Paid Chk# 020550	11/17/2017	A-1 CONCRETE GRINDING			
E 101-43150-220	Repair/Maint Supply		\$1,000.00	2786	RAISE CURBS & SAWCUT
Total A-1 CONCRETE GRINDING			\$1,000.00		
Paid Chk# 020551	11/17/2017	ADVANCED SYSTEMS INC			
E 101-41400-200	Office Supplies		\$65.00	577834	CHARGE TO REMOTE IN TO COMPUTER TO SET UP PRINTER
Total ADVANCED SYSTEMS INC			\$65.00		
Paid Chk# 020552	11/17/2017	BROWN NICOLLET ENVIRON HEALTH			
E 101-45183-433	Dues and Subscriptions		\$165.44		2018 CAMPGROUND LICENSE
Total BROWN NICOLLET ENVIRON HEALTH			\$165.44		
Paid Chk# 020553	11/17/2017	CITIZEN PUBLISHING			
E 101-45171-210	Operating Supplies		\$20.00		DIGITAL UPLOAD
E 101-45171-210	Operating Supplies		\$97.20	10/11/17	ICE RINK ATTENDANT AD
E 101-45171-210	Operating Supplies		\$97.20	10/18/17	ICE RINK ATTENDANT AD
Total CITIZEN PUBLISHING			\$214.40		
Paid Chk# 020554	11/17/2017	CITIZEN PUBLISHING			
E 211-45500-591	Periodicals		\$76.00		PERIODICALS-2YR
Total CITIZEN PUBLISHING			\$76.00		
Paid Chk# 020555	11/17/2017	COMPUTER LODGE			
E 101-41400-570	Office Equip and Furnishings		\$1,036.67	10191	DAWN COMPUTER & MONITOR
Total COMPUTER LODGE			\$1,036.67		
Paid Chk# 020556	11/17/2017	CREATIVE PRODUCT SOURCE			
E 101-42100-430	Miscellaneous		\$707.40	CP1068423	PD-VACUUM INSULATED BOTTLES

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			Check Amt	Invoice	Comment
Total CREATIVE PRODUCT SOURCE			\$707.40		
Paid Chk# 020557	11/17/2017	DUERKSEN ELECTRIC INC.			
E 101-45171-210	Operating Supplies		\$448.87	3060	LABOR & MATERIALS TO FLOW CABLE TO WARMING SHED
Total DUERKSEN ELECTRIC INC.			\$448.87		
Paid Chk# 020558	11/17/2017	EXPERT T BILLING			
E 231-42154-300	Professional Svcs		\$638.00	3926	OCTOBER AMB BILLING
Total EXPERT T BILLING			\$638.00		
Paid Chk# 020559	11/17/2017	INDOFF INCORPORATED			
E 211-45500-200	Office Supplies		\$666.89	3021756	LIBRARY SUPPLIES
Total INDOFF INCORPORATED			\$666.89		
Paid Chk# 020560	11/17/2017	INGRAM			
E 211-45500-590	Capital Outlay Books		\$639.62		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$54.98		LIBRARY AV
Total INGRAM			\$694.60		
Paid Chk# 020561	11/17/2017	KDOM RADIO			
E 221-42200-430	Miscellaneous		\$122.40	17100631	FIRE DEPT-FIRE PREVENTION WEEK ADS
Total KDOM RADIO			\$122.40		
Paid Chk# 020562	11/17/2017	MAYNARDS FOOD CENTER			
E 231-42154-430	Miscellaneous		\$12.50	10/11/17	PAPER TOWELS-FIRE/AMB HALL
E 221-42200-430	Miscellaneous		\$12.49	10/11/17	PAPER TOWELS-AMB HALL
E 221-42200-430	Miscellaneous		\$28.65	10/11/17	FIREHALL CLEANING SUPPLEIS
E 221-42200-430	Miscellaneous		\$16.98	10/13/17	GOODIES-FIRE PREVENTION WEEK
E 221-42200-430	Miscellaneous		\$25.25	10/13/17	FD-FOR FIRE PREVENTION WEEK
E 221-42200-430	Miscellaneous		\$12.84	10/13/17	GOODIES-FIRE PREVENTION WEEK
E 205-46500-430	Miscellaneous		\$28.15	10/13/17	EDA MTG LUNCH
E 101-41400-200	Office Supplies		\$26.45	10/26/17	TP,CLEANING SUPPLIES-CITY HALL
E 205-46500-430	Miscellaneous		\$36.68	10/31/17	EDA MTG LUNCH
E 101-41400-200	Office Supplies		\$25.87	10/6/17	CLEANING SUPPLIES FOR CITY HALL
Total MAYNARDS FOOD CENTER			\$225.86		
Paid Chk# 020563	11/17/2017	MUNICIPAL UTILITIES			
E 101-43100-430	Miscellaneous		\$35.00		PRESSURE VESSEL INSPECTION
Total MUNICIPAL UTILITIES			\$35.00		
Paid Chk# 020564	11/17/2017	NORTHLAND TRUST SERVICES			
E 312-47000-602	Other Long-Term Oblig Princ al		\$95,000.00		PRINCIPAL-12-14ST PROJ
E 312-47000-611	Bond Interest		\$22,820.00		INTEREST-12-14ST PROJ
Total NORTHLAND TRUST SERVICES			\$117,820.00		
Paid Chk# 020565	11/17/2017	PRAXAIR			
E 231-42154-210	Operating Supplies		\$125.21	79717955	OXYGEN FOR AMBULANCE
Total PRAXAIR			\$125.21		
Paid Chk# 020566	11/17/2017	RITWAY BUSINESS FORMS			
E 101-41400-200	Office Supplies		\$204.00	17-85340	W-2 & 1099 PLUS ENVELOPES
Total RITWAY BUSINESS FORMS			\$204.00		
Paid Chk# 020567	11/17/2017	SID EWERT			
E 507-45150-430	Miscellaneous		\$200.00		2017 WEED HARVESTOR STORAGE

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November 2017

		Check Amt	Invoice	Comment
Total SID EWERT		\$200.00		
Paid Chk#	020568	11/17/2017	WINDOM AREA HOSPITAL	
E 101-42100-430	Miscellaneous	\$40.00	300085353	PD-BLOOD DRAW
Total WINDOM AREA HOSPITAL		\$40.00		
10100 United Prairie		\$148,973.00		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$21,502.96
205 ECONOMIC DEVELOPMENT AUTHORITY	\$104.00
211 LIBRARY FUND	\$1,493.88
221 FIRE DEPT FUND	\$218.61
231 AMBULANCE FUND	\$2,412.22
235 SW HOUSING GRANT	\$154.38
303 TIF #1-5 POPD KERNS	\$667.50
312 CITY WIDE PROJ-DEBT SERV	\$117,820.00
485 ML COMM PARK-INFRASTRUCTURE	\$1,181.15
507 LAKE COMMISSION FUND	\$277.29
607 EDA----4 PLEX FUND	\$697.05
608 EDA----8 PLEX FUND	\$1,668.91
609 EDA-- MASON MANOR	\$775.05
	\$148,973.00

Paid Chk#	000511E	11/6/2017	UNITED PRAIRIE BANK	
G 609-22800	Notes Payable - Current	\$459.32		MASON MANOR-PRINC PAYMENT
E 609-46330-610	Interest	\$831.21		MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK		\$1,290.53		

5

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, November 6, 2017
6:30 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

Others Present: Jay Scheid, Jim Quiring, Doug Regehr, Gloria McKissick

Call to Order

The meeting was called to order by Mayor Nelson at 6:30 p.m. Motion by Savage, seconded by Kass, to add 11 f. Street Light Change Order, to the agenda. Motion carried. Motion by Kass, seconded by Ysker, to adopt the agenda as amended and to approve the consent agenda as presented. Motion carried.

Bills: Check #'s 20468 – 20523; 510E
Payroll Checks #'s 63472 - 63487
October 16 Council Minutes
August 22 Planning and Zoning Minutes
Building Permits, July 28 to October 19
September 19 Police Commission Minutes
October 12 Utility Commission Minutes

Public

Jay Scheid, 1249 Fourth Avenue, and Jim Quiring, 1515 Second Avenue, discussed excessive vehicle noise with the council. The problem will be brought to the Police Department. Gloria McKissick, 1302 Third Avenue, also commented on Third Avenue vehicle noise. McKissick also briefly discussed a utility bill issue and the limited space for the food shelf in the community center.

Ambulance Service, Sale of 2006 Ford Ambulance

An offer of \$7,500 for the 2006 Ford ambulance has been received from the City of Lynd. Motion by Ysker, seconded by Kruser, to approve the sale with the transfer to occur after the ambulance currently being built is put into service. Motion carried.

Second Reading, Floodplain Management, Ordinance #7-17

The ordinance was briefly reviewed.

Approval of Revised Emergency Management Plan

The plan is periodically revised to update contact information. There were no substantial changes. Motion by Kruser, seconded by Kass, to approve the updated plan. Motion carried.

Property Split Approval, Resolution #28-17 Harder and JLJR

The owners are trading similar shaped, same size parcels in order to create more usable lots. The maps and draft findings of fact were briefly discussed. Motion by Ysker, seconded by Kruser, to adopt Resolution #28-17 Approving the Subdivision of Parcel Numbers 22413.0050 and 22.413.0030, in Block 1 of Janzen's Subdivision #2. Motion carried.

Property Split Approval, Resolution #29-17, JLJR and Zaremba Group/Dollar General

JLJR intends to sell a 58,442 sq. ft. lot to Zaremba. The maps and draft findings of fact were briefly discussed. Motion by Kass, seconded by Savage, to adopt Resolution #29-17 Approving the Subdivision of Parcel Number 22.413.0030, Block 1, Janzen's Subdivision #2. Motion carried unanimously.

2017-2019 Auditing Agreement, Oberloh and Associates

Motion by Savage, seconded by Kruser, to enter into the auditing agreement for years ending December 31, 2017, 2018 and 2019. Yearly Tax Increment Financing (TIF) reports will be prepared by the city's financial advisor Northland Securities.

City Attorney

Several city legal matters were briefly discussed.

School Board Update

There was no update.

Broadcasting Council Meetings

The cost of equipment needed to livestream council meetings on the city's Facebook page and to store recorded meetings was discussed. A post to the page will be used to determine the public's interest in viewing council meetings.

Grant Applications

Three applications submitted in late October were briefly reviewed.

Resolution #30-17 Establishing 2018 Election Polling Place

A state law passed in 2017 requires city councils to designate polling places every year by December 31 for the following year even if the polling places have not changed. Motion by Kass, seconded by Ysker, to adopt Resolution #30. Motion carried. The city's polling place continues to be by the community center.

Year to Date Conservation Improvement Plan Tracking

The electric utility needs to achieve yearly spending and energy saving goals. To date the utility has exceeded the 2017 energy saving goal and will likely exceed the 2017 spending goal.

Review of 2017 Budget and Current Fund Cash Balances

The spread sheet was reviewed. No action taken.

Street Light Change Order

The city undercounted the farm style street lights and additional fixtures had to be purchased. Cost of additional fixtures is \$6,000. Motion by Savage, seconded by Kass, to approve the change order. Motion carried.

Adjourn

The meeting was adjourned at 7:30 p.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

**Regular Lake Commission Meeting
Monday, October 9, 2017, 6:30 p.m.**

Members Present: Jason Kruser, Jim Peterson, Jean Haberman, Dave Bucklin,
Mike James

Members Absent: Heather Funk, Jason Honkomp

Guests Present: Wendy Meyer, Rachel Yoder, Mike Nelson, Cheryl Hiebert

Open Forum:

Rachel Yoder expressed several concerns:

- Feels that the tree trimming done in the summer went beyond the north and south boundaries and that the debris should have been removed.
- Recommended planting grass on the shoulders of the trail.
- Would like to stay in the loop about fixing drainage problems at the end of her driveway.
- Requested a map of area to be transferred to the City.
- Requested that no benches be placed on their property.
- She has placed a "Pitch in-Pack Out-Thank You" receptacle close to the dam.

Chair Kruser called the meeting to order at 6:30 p.m. M/S/P Bucklin/James to approve the minutes of the Sept. 11, 2017 meeting.

Treasurer's Report:

Income:

UPB - Interest	8.42
Alter Recycling - 1,360 lbs @ .45	612.00

Expenses:

Caseys - Gas to take cans to Mankato	33.00
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Ending Balance:	\$13,229.96
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Savings Balance:	22,025.19
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M/S/P James/Peterson to approve the Treasurer's Report.

Project Update:

- Golf Course Project - Lohrenz Construction has completed the sediment basin, except for seeding the grass. The total project cost was \$11,727.50, of which \$7,200.00 will be requested from State Cost Share funds.
- Plunge Pool - Nickel Construction has repaired the plunge pool. The City was cautioned to be careful not to hit the anchor bolts when cleaning it out.

Beach:

- Steve Funk won't be able to build the pergola until spring. Wendy notified the Lions and Mountain Lake Foundation about the delay.

Trail:

- Jason K. will contact Bargaen to get an estimate for crack filling.

Lake:

- Jim and Jason K. will move the fishing pier at the end of October.
- The bills for the Invasive Species Grant have to be submitted by Oct. 15th.
- Wendy will renew the Invasive Species Grant permit.
- The City has winterized the harvester.
- Jim has been in contact with Inland Weed Control and Doyle Janzen about fixing the black control box. It would cost \$500 to have Inland bench test it, plus the cost for any needed repairs. A new box would cost \$675.00 plus postage. M/S/P James/Haberman to purchase a new control box.
- Dave sprayed the poison ivy by area around the aerator.
- Jason K. will send the application for the aeration permit this week.

Fishing Pier:

- Jason K. will find out if there are specific bench plans for the fishing pier and then, possibly, the City Crew could build it during the winter.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Jean Haberman,
Secretary

REGULAR MEETING
ECONOMIC DEVELOPEMENT AUTHORITY
October 13, 2017
12:00 NOON

PRESENT: Mark Hanson, Vern Peterson, Darla Kruser, Jerry Haberman, Brian Harder, Steve Syverson.
Dean Janzen, Brad Hanson and Clara Johnson, Advisors.

ABSENT: Mike Nelson

STAFF PRESENT: Rob Anderson and Tabitha Garloff

CITY ADMINISTRATOR: Wendy Meyer

GUESTS: Travis and Jamie Smith, Chuck Stevensen, Brandon Plombon, Cheryl Hiebert
(Observer/Advocate), Bill Strom (Mt Lake Public School), Julie Brugman (Mt Lake School Board)

1. Call to Order: Mark called the meeting to order at 12:06 p.m.
2. Consent Agenda: Motion made and seconded by Jerry and Brian to approve the Consent Agenda with 1 extra bill to Northland Securities for \$1,300.00 as presented. Carried.
3. Loan Request from Travis and Jamie Smith to Purchase the Laker Bar & Grill. Rob briefly described the loan request from the Smith's. The total funds needed to purchase The Laker Bar & Grill is \$203,500.00. The Smiths have applied for a loan with Fulda Area Credit Union (FACU) in the amount of \$124,500, an EDA loan in the amount of \$32,000 with a 4% interest, 3rd lien on assets and a 15 year amortization. The Smith's are also applying for a \$32,000 loan from the Southwest Initiative Foundation (SWIF) with 2nd collateral position and if approved the Smith's have \$15,000.00 of their own funds to put into the deal. The FACU has been approved and is conditional on the other loans being approved and FACU appraisal and lien on Smith's house. Travis was asked why he thought he could make the business a success. Travis stated that he has spent the last 8 months working at The Laker closely with the owners every day learning all aspect of the business. Travis stated that he has changes that he will make upon ownership to bring more customers in. Travis stated that they are going to focus on the family over the noon and supper hours and the adult crowd from 9 p.m. and later. Travis is also going to change to fresh made hamburgers instead of frozen to have more control over the taste. Vern asked Travis what his future projection for the business was and Travis stated that he is striving for 5% growth each year. It was also noted that PJ's in Bingham Lake is closing October 20th, 2017. Mark stated his concern about PJ's not being able to make it. Darla stated that she felt the poor service was a large part of PJ's troubles. Vern asked Travis if he was still working with electric motors and Travis stated that yes he was and it is good money when he does a motor. Mark stated he had concerns and did not want the Smith's to get in a large hole. Mark also asked about the Radtke's doing a Contract for Deed and Travis stated that the Radtke's just want to be done. If they don't sell the business they will wait till it's paid off and close the doors. Motion made and seconded by Vern and Darla to approve the loan subject to the FACU and SWIF loans. Carried.
4. Consider Purchase Offer from Casey's General Stores, Inc., Block 2, Lot 1, Mt. Lake Commercial Park. Rob stated that Casey's has made an offer of \$70,000.00 with conditions for Block 2, Lot 1 in the Mt. Lake Commercial Park. Rob stated they would like to start construction in May, 2018. Rob explained in detail the offer that was made and the restrictions Casey's in requesting. Jerry stated that he has concerns about the restrictions. Brian and Mark also stated they had

concerns about the restrictions. Rob stated that the prepared food restriction was possibly negotiable. Mark suggested that a counter offer be submitted. Vern stated that he understood Casey's position on the restrictions. Jerry suggested to remain at the \$40,000.00 per acre for the property purchase and negotiate the prepared food restriction. It was asked if the prepared food restriction was a deal breaker and Rob stated that he did not know. Rob stated that with Casey's agreeing to a higher counter offer they would basically be buying the ability to put on the prepared food restrictions. A motion was made and seconded by Jerry and Brian to counter offer for \$40,000.00 an acre, negotiate the prepared food restriction to read within the Mt. Lake Commercial Park (not within the 1 mile as stated in the offer) and Casey's must build a new store within one year from closing. Carried.

5. Mountain Lake Apartments Multi-Family Housing Property For Sale. Rob explained the meeting that he, Brad Hanson, Mark Hanson, Wendy Meyer and Tabitha had with Charles Phillips and Kathy Oertli from the USDA explaining the programs and process of purchasing the Mountain Lake Apartments. USDA offers 50 year loans at 1% interest. There are 24 units at the apartments and they are Rental Assistance (RA) Units. To continue to be RA units they must be purchased by a HRA/Public Non-Profit or EDA. Brad stated that the property needs to be offered to public non-profit like an EDA for the first 180 days before opening up to other markets. In order for these apartments to continue being RA units they would need to be purchased by a HRA/EDA. Brad stated that he has taken around 400 pictures and the apartments are in much better condition than expected. Brad also stated that the tenants received a letter informing them of the potential sale of the property. Mark stated that the EDA is already in the rental business so he feels it would be a good investment. Rob stated that there is potentially \$14,000 a month income. Approximate monthly debt service would be \$1,000 a month plus operating costs including taxes, insurance, repairs and management costs. Wendy stated that a management company would have to be hired because the paperwork required would be more than the EDA would want to take on. The management company would take care of everything required to run the apartments. Rob stated the Steve Carson (building official) has looked at the apartment and there are 4-5 apartments with mold issues and all of the apartments would need new outside doors and windows. The cost of these repairs would be around \$100,000 of which there are deferred loans thru the State of Minnesota available. Jerry asked if there was any outside interest in the purchase of the apartments. Brad stated that there has been some interest but not for low income housing. Jerry stated that two pluses are providing housing for low income residents and seed money for the construction of more apartments in the future. Brad feels if the City is involved in the purchase of the apartments that the apartments would be better managed because people fear the City. Steve stated that Good Samaritan Society is getting more involved with managing/buying these types of properties and they should be contacted about this opportunity. The current owner's loan renews in June of 2018 so if the EDA decides to pursue the purchase an extension will need to be filed to get the paperwork done. No decision was made at this time. Board members were instructed to take packet home and review and we will discuss further at the next board meeting.
6. Ratify September 27th Email Vote to Approve Sale of Lakeview Estates, Block 2, Lot 7 to Ahmad and Farima Yusuf for \$10,000. Motion made and seconded by Vern and Darla to approve the sale of Lakeview Estates, Block 2, Lot 7 to Ahmad and Farima Yusuf for \$10,000. Carried. Mark abstained. Vern stated Shelby Medina Windom Hospital Administrator would like to come to either an EDA Meeting or City Council Meeting. Rob said he will contact her for more details.

7. TIF District 1-8, Economic Development District No. 2 (Downtown Redevelopment Project):
 - a. Schedule. Construction is set to begin in spring of 2018. Rob has scheduled a meeting with the Project Architect, Northland Securities and Dale Friesen for October 23rd at 10 a.m. and invited the EDA Construction Committee of Mike, Brian and Jerry to attend.
 - b. Private Developer. Dale Friesen is still on board but has a few questions yet. Plan B if private developer and/or Sanford falls thru are apartments on the 1st and 2nd floor.
 - c. Other. Rob passed around the floor plans of the development and stated that there are 475 square feet that Sanford does not need. There were suggestions made for the space.

8. 12:30 p.m. Bill Strom, Mt. Lake Public School, Career Technical Educations Project/Update of Upcoming Referendum. Rob gave a brief explanation of the bus tour that he was invited to attend by the Windom School District to tour the Sioux Falls Career Technical Education Academy. Bill stated that there are 600 students at the school in Sioux Falls and it is similar to MN West. This program allows students to learn a trade enabling them to enter the work force upon graduation. Bill stated that Mt. Lake Public School is working with Windom School District and that Windom School has received a grant to help train kids for jobs in industries in our area right out of school. Bill also gave examples of people who have left and returned or stayed in the community after high school that are now working in the area. Mark stated that if this would keep 10% of the graduates in the community it would be a success. Vern asked if Mt. Lake Schools has decided to partner with Windom, will Mt. Lake apply for a grant also? Bill stated that right now he needs more information. Cheryl stated that programs like this sometime partner with a business and promise employment for the student. Darla asked if the students had been asked if this is a program they would be interested in. Bill stated no, but he feels this would be a well received and positive program for the students.

9. Mt. Lake Commercial Park:
 - a. Construction Schedule. Rob stated that even with the wet fall, the date for substantial completion date is 6 weeks out and the project looks to be on schedule. We will know in 4 weeks if they will need an extension.
 - b. Other. Nothing new to report.

10. Pop'd Kerns Lease Renewal: Rob met with Caleb Krienke and he stated things are going good. The business is growing and they are working with a large company to bring more corn based snacks into production. Rob stated that the design of the building was to allow for expansion if/when it was needed. The lease is up for renewal in October 2018; however, Pop'd Kerns would like to renew now and receive TIF in 2018. TIF payments were made for 2 years to Krienke Foods International that should have not been made until the lease renewal period resulting in a negative TIF balance of \$44,000. The good news is that the interfund loan has been paid down by approximately \$100,000 so funds are available to pay the TIF in 2018 if the lease is renewed.

11. General Discussion:
 - a. Pop'd kerns Water Intrusion Assessment. Braun Intertec had a meeting with the contractors of the building. Rob read a summary of the assessment findings and recommendations. Rob stated that the water intrusion seems to be addressed, but the flooring in their manufacturing area is still an issue. Rob passed around pictures of the repair that Holt's did for part of the flooring. As of now it is unlikely Pop'd Kern's would be able to pass USDA

inspection because of the flooring coming up. Holt's repair is holding however the cost to repair the entire area is substantial. After discussion it was decided to get an estimate on the cost of repair before making a decision.

- b. Next Regular Board Meeting is November 10th, 2017.
- c. Other Business. No other business came before the board.

12. President Hanson adjourned the meeting at 1:25 p.m.

Mountain Lake Public Library Board Minutes
October 12, 2017

Members Present: Marci Balderas, Dennis Cords, Diane Englin,
Carol Lehman-Director

Members Absent: Barrie Wright, Vickie Krueger

Others Present: Dana Kass

The meeting was called to order at 4:00 p.m. by acting chairman, Diane Englin.

M/S Balderas/Cords to approve the minutes of the September 21, 2017 meeting. **Motion carried.**

Carol presented the September monthly report indicating 2,291 total circulation and expenditures in the amount of \$1,700.79. **M/S Cords/Balderas** to accept the monthly report as given and to approve the September expenditures.

The board continued their review of library policies.

Library Activity Report:

09-27-17-1st graders (17+3 staff) visited the library and registered to get their own library cards.

09-28-17-1st graders (16+3 staff) visited the library and registered to get their own library cards.

09-28-17-Book Club met at River City Eatery to discuss The Nightingale by Kristin Hannah-11 attended.

The meeting adjourned at 4:30 p.m.

NEXT MEETING: November 8, 2017 – 4:00 p.m.

Respectfully submitted,



Marci Balderas, secretary

CITY OF MOUNTAIN LAKE
PUBLIC LIBRARY REPORT
MONTH OF October, 2017

CIRCULATION AND USE

Adult fiction			
Adult nonfiction			
Non print (includes videos, cassettes, art prints, etc.)			
Juvenile			
Periodicals			
TOTAL CIRCULATION			<u>2,521</u>
Interlibrary loan sent		<u>304</u>	
Interlibrary loan received		<u>303</u>	
TOTAL ILL			<u>607</u>
ILL NON SYSTEM			<u>68</u>

RECEIPTS

Cash income			<u>53.77</u>
Donations (monetary)			
County Revenue			
Misc. Revenue			
Fines			<u>30.00</u>
Meeting room rental			
Sale of supplies			
TOTAL RECEIPTS			<u>\$83.77</u>

EXPENDITURES

Books			<u>770.22</u>
Periodicals			<u>76.00</u>
32.04 Audio-visual			<u>272.03</u>
21.73 Supplies			<u>688.62</u>
Postage			
Miscellaneous			
Telephone			<u>68.56</u>
Repairs & maintenance			<u>345.00</u>
Repairs & maint. of equipment			
Project expense			
Capital outlay			
Automation			
Gas Utilities			<u>48.09</u>
TOTAL EXPENDITURES			<u>\$2,268.50</u>

(16)

LIBRARY DIRECTOR Carol Lehman

LIBRARY EXPENDITURES - OCTOBER 2017

Citizen Publishing Co.	Periodicals - 2 yr.	\$76.00
Frontier	Telephone Expenditures	\$68.56
Dennis Hulzebos	Repairs & Maint.-Janitorial	\$345.00
Indoff, Inc.	Supplies	\$666.89
Ingram	Books 639.62 / AV 54.98	\$694.60
MN Energy Resources	Gas Utilities	\$48.09
Synchrony Bank/Amazon	Books 130.60 / AV 185.01	<u>\$315.61</u>
	SUBTOTAL	<u>\$2,214.75</u>
	Cash Expenditures	\$53.77
	TOTAL	\$2,268.52

RE: Approval of 2018 Off-Sale and On-Sale Liquor, and Cigarette Licenses

The Den LLC, (dba The Laker Bar and Grill) has applied for both on and off-sale licenses.

Uncle B's Liquor, Inc. (dba Uncle B's Liquor) has applied for an off-sale license.

On and off-sale liquor licenses should be approved by the City Council contingent on completion of all forms, submittal of checks, and approval by the State of MN.

Local approval with contingencies enables a continuous process that ensures that State approval is received by Dec. 31.

Off-Sale \$100

On Sale \$400

The following businesses have applied for cigarette licenses, completed the necessary documentation, and paid the fee.

Cenex \$25

C-Store \$25

Maynard's \$25

CITY OF MOUNTAIN LAKE, MN

ORDINANCE #7-17

AN ORDINANCE OF THE CITY OF MOUNTAIN LAKE

ESTABLISHING SECTION 9.34

RESTRICTIVE FLOODPLAIN MANAGEMENT ORDINANCE

SUBDIVISION 1.0 STATUTORY AUTHORIZATION AND PURPOSE:

- 1.1 **Statutory Authorization:** The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462, delegated the responsibility to local government units to adopt regulations designed to minimize flood losses.
- 1.2 **Purpose:**
 - 1.21 This ordinance regulates development in the flood hazard areas of the City of Mountain Lake. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
 - 1.22 National Flood Insurance Program Compliance. This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community's eligibility in the National Flood Insurance Program.
 - 1.23 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

SUBDIVISION 2.0 GENERAL PROVISIONS:

- 2.1 **Lands to Which Ordinance Applies:** This ordinance applies to all lands within the jurisdiction of the City of Mountain Lake shown on the Flood Insurance Rate Maps adopted in Subdivision 2.2 as being located within the boundaries of the Floodplain District. The Floodplain District is an overlay district that is superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in this ordinance. In case of a conflict, the more restrictive standards will apply.
- 2.2 **Adoption of Flood Insurance Study and Maps:** The Flood Insurance Study for Cottonwood County, Minnesota, and Incorporated Areas, dated July 1980, and Flood Insurance Rate Map panel 2706220150B, dated January 2, 1981; prepared by the Federal Emergency Management Agency,

are hereby adopted by reference and declared to be a part of this ordinance and the Official Zoning Map. These materials are on file at Mountain Lake City Hall.

- 2.3 **Interpretation:** The boundaries of the Floodplain District are determined by scaling distances on the Flood Insurance Rate Map.
- 2.31 Where a conflict exists between the floodplain limits illustrated on the official zoning map and actual field conditions, the flood elevations must be the governing factor. The Zoning Administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program map showing the area within the regulatory floodplain, and other available technical data.
- 2.32 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the *City Council* and to submit technical evidence.
- 2.4 **Abrogation and Greater Restrictions:** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
- 2.5 **Warning and Disclaimer of Liability:** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create liability on the part of the City of Mountain Lake or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.
- 2.6 **Severability:** If any subdivision, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.
- 2.7 **Definitions:** Unless specifically defined below, words or phrases used in this ordinance must be interpreted so as to give them the same meaning as they have in common usage and so as to give this ordinance its most reasonable application.
- 2.711 Base Flood – the flood having a one percent chance of being equaled or exceeded in any given year.
- 2.712 Base Flood Elevation – The elevation of the “regional flood,” as defined. The term “base flood elevation” is used in the flood insurance survey.
- 2.713 Development – any man-made change to improved or unimproved real estate including, but not limited to, buildings, manufactured homes, and other structures, recreational vehicles, mining, dredging, filling, grading, paving, excavation, drilling operations, or storage of materials or equipment.
- 2.714 Farm Fence – A fence as defined by Minn. Statute §344.02 Subd. 1(a)-(d). An open type fence of posts and wire is not considered to be a structure under this

- ordinance. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are not permitted in the Floodplain District.
- 2.715 Flood Fringe – the portion of the floodplain located outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the Flood Insurance Study, Crow Wing County, Minnesota and Incorporated Areas.
- 2.716 Flood Insurance Rate Map - An official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).
- 2.717 Floodplain – the areas adjoining a watercourse which have been or hereafter may be covered by the regional flood.
- 2.718 Floodway – the bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.
- 2.719 Manufactured Home – a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include the term "recreational vehicle."
- 2.720 Obstruction – any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence (with the exception of farm fences), stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.
- 2.721 Recreational Vehicle – a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term "travel trailer/travel vehicle."
- 2.722 Regional Flood – a flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance / 100-year recurrence interval. Regional flood is synonymous with the term "base flood" used in the Flood Insurance Study.
- 2.723 Regulatory Flood Protection Elevation – an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.
- 2.724 Structure – anything constructed or erected on the ground or attached to the ground, including, but not limited to, buildings, factories, sheds, detached garages, cabins, manufactured homes, and other similar items.

- 2.725 Substantial Damage - damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
- 2.726 Substantial Improvement - within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:
- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.
 - (b) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure." For the purpose of this ordinance, "historic structure" is as defined in 44 Code of Federal Regulations, Part 59.1.

2.8. **Annexations:** The Flood Insurance Rate Map panels adopted by reference into Subdivision 2.2 above may include floodplain areas that lie outside of the corporate boundaries of the City of Mountain Lake at the time of adoption of this ordinance. If any of these floodplain areas are annexed into the City after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.

SUBDIVISION 3.0 ESTABLISHMENT OF FLOODPLAIN DISTRICT

- 3.1 **Areas Included:** The Floodplain District for the City of Mountain Lake includes those areas designated as Zone A on the Flood Insurance Rate Maps adopted in Subdivision 2.2, as well as other locations where the best available data identifies special flood hazard areas. The Floodplain District is an overlay district to all existing land use districts. The requirements of this ordinance apply in addition to other legally established regulations of the community. Where this ordinance imposes greater restrictions, the provisions of this ordinance apply.
- 3.2 **Compliance:** No new structure or land shall hereafter be used and no structure shall be constructed, located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations. Within the Floodplain District, all uses not listed as permitted uses in Subdivision 4.0 are prohibited.

SUBDIVISION 4.0 PERMITTED USES AND STANDARDS IN THE FLOODPLAIN DISTRICT:

- 4.1 **Permitted Uses:** The following uses are permitted within the Floodplain District without a permit provided that they are allowed in any underlying zoning district and not prohibited by any other ordinance; and provided that they do not require structures, fill, obstructions, excavations, drilling operations, storage of materials or equipment or any other form of development as defined in Subdivision 2.712 of this ordinance. If the use does require fill, obstruction, excavation, storage of

materials or any other form of development as defined in Subdivision 2.712 of this ordinance, a permit and compliance with Subdivision 4.2 of this ordinance is required. The permit requirement may be waived if there is an application for a public waters work permit from the Department of Natural Resources.

- 4.11 Agricultural uses such as general farming, pasture, grazing, forestry, sod farming, and wild crop harvesting. Farm fences that do not obstruct flood flows are permitted.
- 4.12 Outdoor plant nurseries and horticulture.
- 4.13 Private and public recreational uses such as golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, shooting preserves, target ranges, hunting and fishing areas, and single or multiple purpose recreational trails.
- 4.14 Lawns, gardens, parking areas, and play areas.
- 4.15 Railroads, roads, bridges, utility transmission lines, pipelines and other public utilities, provided that the Department of Natural Resources is notified at least ten (10) days prior to issuance of any permit.

4.2 Standards for Permitted Uses:

- 4.21 The use must have low flood damage potential.
- 4.22 The use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected. This provision applies to structures (temporary or permanent), fill (including fill for roads and levees), deposits, obstructions, storage of materials or equipment, and all other uses.
- 4.23 Floodplain developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- 4.24 Public utilities, roads, railroad tracks and bridges to be located within the floodplain must be designed in accordance with Subdivisions 4.22 and 4.23 above, or must obtain a Conditional Letter of Map Revision meeting the requirements of 44 CFR 603(d).
 - (a) When failure or interruption of these public facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area, such facilities must be elevated to the regulatory flood protection elevation.
 - (b) Where failure or interruption of service would not endanger public health or safety, minor or auxiliary roads, railroads or utilities may be constructed at a lower elevation.
- 4.25 New or replacement water supply systems and sanitary sewage systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.

SUBDIVISION 5.0 ADMINISTRATION

- 5.1 **Zoning Administrator:** A Zoning Administrator or other official designated by the City Council must administer and enforce this ordinance.

- 5.2 **Development Approvals:** Any construction, enlargement, alteration, repair, improvement, moving or demolition of any building or structure must comply with the requirements of this ordinance. No mining, dredging, filling, grading, paving, excavation, obstruction, drilling operation or other form of development as defined in Subdivision 2.0 of this ordinance are allowed, other than the uses permitted in Subdivision 4.1 and the activities allowed under Subdivision 6.

- 5.3 **Permit Required.** A permit must be obtained from the Zoning Administrator prior to conducting the following activities:
 - (a) Expansion, change, enlargement, or alteration of a nonconforming use as specified in Subdivision 6 of this ordinance. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in Subdivision 2.7 of this ordinance.
 - (b) Any use that requires fill, obstruction, excavation, storage of materials, or any other form of development as defined in Subdivision 2.7 of this ordinance.

- 5.31 Permit applications must be submitted to the Zoning Administrator on forms provided for that purpose and shall include the following where applicable: plans drawn to scale, showing the nature, location, dimensions, and elevations of the lot; existing or proposed structures, fill, or storage of materials; and the location of the foregoing in relation to the stream channel.

- 5.32 Prior to granting a permit, the Zoning Administrator must verify that the applicant has obtained all necessary state and federal permits.

- 5.4 **Variances:**
 - 5.41 An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with applicable state statutes and Subdivision 2 Section 9.70 of Chapter 9, Mt. Lake City Code.

 - 5.42 A variance must not allow a use that is not allowed in that district; permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.

 - 5.43 The following additional variance criteria of the Federal Emergency Management Agency must be met:
 - (a) Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

 - (b) Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in

exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(c) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

5.44 The City Council must submit hearing notices for proposed variances to the Department of Natural Resources sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

5.45 A copy of all decisions granting variances must be forwarded to the Commissioner of the Department of Natural Resources within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

5.46 The Zoning Administrator must notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and 2) Such construction below the base or regional flood level increases risks to life and property

5.47 The Zoning Administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

5.5 **Notifications for Watercourse Alterations:** Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statute, Chapter 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).

5.6 **Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations:** As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Zoning Administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

SUBDIVISION 6.0 NONCONFORMITIES

6.1 **Continuance of Nonconformities:** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance but which is not in conformity with the provisions of this ordinance may be continued subject to the following conditions. Historic structures, as defined in Subdivision 2.733(b) of this ordinance, are subject to the provisions of Subdivisions 6.11 – 6.14 of this ordinance.

6.11 A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its nonconformity. There shall be no expansion to the

outside dimensions of any portion of a nonconforming structure located within the Floodplain District.

- 6.12 The cost of all structural alterations or additions to any nonconforming structure over the life of the structure may not exceed 50 percent of the market value of the structure unless the conditions of this Subdivision are satisfied. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor. If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of the structure, then the structure must meet the standards of Subdivision 6.2 of this ordinance.
- 6.13 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance. The Assessor must notify the Zoning Administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.
- 6.14 If any nonconformity is substantially damaged, as defined in Subdivision 2.7 of this ordinance, it may not be reconstructed unless it is located in the flood fringe portion of the floodplain and it is reconstructed in accordance with the standards of Subdivision 6.2 of this ordinance
- 6.15 Any substantial improvement, as defined in Subdivision 2.7 of this ordinance, to a nonconforming structure, then the existing nonconforming structure must be located in the flood fringe portion of the floodplain and meet the requirements of Subdivision 6.2 of this ordinance.

6.2 **Standards for Reconstruction of Nonconforming Structures.** The following standards and procedures apply to nonconforming structures in the flood fringe portion of the floodplain, as allowed under Subdivision 6.1.

- 6.21 All structures, including manufactured homes, must be elevated on fill so that the lowest floor including basement floor is at or above the regulatory flood protection elevation. The finished fill elevation for structures shall be no lower than one foot below the regulatory flood protection elevation and the fill shall extend at such elevation at least 15 feet beyond the outside limits of the structure.
- 6.22 Fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.
- 6.23 Floodplain developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- 6.24 All manufactured homes must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.
- 6.25 On-site Sewage Treatment and Water Supply Systems: Where public utilities are not provided: 1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems; and 2) New or replacement on-site sewage

treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and they shall not be subject to impairment or contamination during times of flooding. Any sewage treatment system designed in accordance with the State's current statewide standards for on-site sewage treatment systems shall be determined to be in compliance with this Subdivision.

- 6.28 **Certification.** The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Floodproofing measures must be certified by a registered professional engineer or registered architect.
- 6.29 **Record of First Floor Elevation.** The Zoning Administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations to existing structures in the floodplain. The Zoning Administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.

SUBDIVISION 7.0 PENALTIES AND ENFORCEMENT

- 7.1 **Violation Constitutes a Misdemeanor:** Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances) constitutes a misdemeanor and is punishable as defined by law.
- 7.2 **Other Lawful Action:** Nothing in this ordinance restricts the City of Mountain Lake from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this ordinance and will be prosecuted accordingly.
- 7.3 **Enforcement:** In responding to a suspected ordinance violation, the Zoning Administrator and City Council may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The City must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

SUBDIVISION 8.0 AMENDMENTS

- 8.1 **Floodplain Designation – Restrictions on Removal:** The floodplain designation on the Official Zoning Map shall not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Commissioner of the Department of Natural Resources if the Commissioner determines that, through other measures, lands are adequately protected for the intended use.

- 8.2 **Amendments Require DNR and FEMA Approval:** All amendments to this ordinance must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption. The Commissioner of the DNR must approve the amendment prior to community approval.
- 8.3 **Map Amendments Require Ordinance Amendments.** The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Subdivision 2.2 of this ordinance.

EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law and/or charter.

Adopted by the Mountain Lake City Council this 20th of November, 2017.

Attest: _____, Mayor
Mike Nelson

Attest: _____, City Clerk/Administrator
Wendy Meyer

RESOLUTION #31-17

CITY OF MOUNTAIN LAKE

RESOLUTION TO APPLY TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM

WHEREAS, certain areas of Mountain Lake are subject to periodic flooding or flood-related erosion, causing serious damages to properties within these areas; and

WHEREAS, relief is available in the form of federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968; and

WHEREAS, it is the intent of the City Council of the City of Mountain Lake to require the recognition and evaluation of flood or flood-related erosion hazards in all official actions relating to land use in areas having these hazards; and

WHEREAS, this body has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Minnesota Statutes Chapters 103F and 462,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mountain Lake hereby:

1. Assures the Federal Emergency Management Agency that it will enact as necessary in those areas having flood or flood-related erosion hazards, adequate land use and control measures with effective enforcement provisions, including:
 - a. Require permits for all proposed construction or other development in the community so that it may determine whether such construction or other development is proposed with the floodplain.
 - b. Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law.
 - c. Review and maintain all permit applications to determine whether proposed building sites will be reasonably safe from flooding.
 - d. Review and maintain all permit applications to ensure that any development activities are consistent with criteria set forth in Section 60.3 of the National Flood Insurance Program Regulations.
2. Vests the City of Mountain Lake Planning and Zoning Administrator with the responsibility, authority, and means to:
 - a. Assist the FEMA Administrator, at his request, in his delineation of the limits of the area having special flood or flood-related erosion hazards.
 - b. Provide such information as the FEMA Administrator may request concerning present uses and occupancy of the floodplain or flood-related erosion areas.
 - c. Cooperate with federal, state and local agencies and private firms which undertake to

- study, survey, map and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation or existing hazards.
- d. Submit on the anniversary date of the community's initial eligibility an annual report to the FEMA Administrator on the progress made during the past year within the community in the development and implementation of floodplain management measures.
 - e. Upon occurrence, notify the FEMA Administrator, in writing, whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area. In order that all Flood Hazard Boundary Rate Maps accurately represent the community's boundaries, include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.
 - f. Ensure that the community's Flood Insurance Rate Maps are maintained and kept current by providing the Federal Emergency Management Agency with any new or updated flood risk data or any modified data reflecting natural or man-made changes to the floodplain.
3. Appoint the City of Mountain Lake Planning and Zoning Administrator to maintain for public inspection and to furnish upon request, for the determination of applicable flood insurance risk premium rates within all areas having special flood hazards identified on a Flood Hazard Boundary Map or Flood Insurance Rate Map, any certificates of flood-proofing, and information on the elevation (in relation to mean sea level) of the level of the lowest floor (including basement) of all new or substantially improved structures, and include whether or not such structures contain a basement, and if the structure has been flood proofed the elevation (in relation to mean sea level) to which the structure was floodproofed;
 4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

Adopted this 20th day of November, 2017.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

REAL ESTATE PURCHASE AGREEMENT

CASEY'S RETAIL COMPANY
One Convenience Boulevard S.E.
Ankeny, IA 50021

THIS IS A LEGALLY BINDING CONTRACT: IF NOT UNDERSTOOD, SEEK LEGAL ADVICE!

Casey's Retail Company ("Buyer" or "Casey's"), hereby agrees to buy and City of Mountain Lake ("Seller"), of Mountain Lake, Minnesota, hereby agrees to sell that certain real estate (the "Real Estate") located in or near the Town or City of Mountain Lake, Cottonwood County, Minnesota, described on Exhibit "A" attached hereto and by this reference incorporated herein, the street address or location of which is North East Corner of MN Hwy 60 and 570th Avenue, Mountain Lake, Cottonwood County, Minnesota, and which has a lot size of approximately 171.38 feet x 138.46 feet x 317.57 feet x 261.94 feet x 437.25 feet **together with** any easements and appurtenant servient estates and free from all liens and encumbrances, **subject to** only the following: (a) zoning and other ordinances acceptable to Buyer; (b) covenants of record acceptable to Buyer; and (c) easements of record for public utilities, roads and highways acceptable to Buyer; **provided** Buyer, on possession, is permitted to use the Real Estate to build and operate a convenience store which sells motor fuel, groceries, and prepared carry-out foods and has a package beer license, in accordance with Buyer's plan for development of the Real Estate. The terms and conditions of sale are as follows:

1. **Purchase Price.** The purchase price shall be Ninety Thousand (\$90,000.00) ("Purchase Price"), payable at Cottonwood County, Minnesota, as follows:
 - A. The sum of Three Thousand Dollars (\$3,000.00) shall be paid as a down payment, which shall be refunded to Casey's in the event this business transaction does not close (the "Earnest Money"). The Earnest Money shall be made payable to Commercial Partners Title, LLC (hereinafter the "Title Company").
 - B. The entire balance of the Purchase Price remaining after the aforementioned payment has been made shall be paid in full at Closing, upon delivery of a warranty deed, duly executed and in proper form, conveying full marketable title to the Real Estate.

2. **Closing and Possession.** Provided all contingencies and conditions to which this Agreement is subject have then been satisfied in full or waived in writing by Buyer, the parties shall close this transaction on May 28, 2018 (the "Projected Date of Closing"), or on such earlier date as the parties may agree. In the event that all of said conditions and contingencies have not been so satisfied or waived as of the Projected Date of Closing, then, subject to the remaining terms of this Agreement, Buyer shall nevertheless continue to diligently pursue the satisfaction of such conditions and contingencies, and closing shall occur when all conditions and contingencies not waived have been met (the "Closing"). However, if any such condition or contingency remains materially unsatisfied as of 90 days after the Projected Date of Closing and has not been waived by Buyer, then in that event this Agreement shall be deemed terminated and of no further force or effect, unless the parties agree in writing to further extend this Agreement.

PARTIAL PAY ESTIMATE NO.

2017-2018 MOUNTAIN LAKE COMMERCIAL PARK
MOUNTAIN LAKE, MN

BMI PROJECT No. S14-112575

FILENAME: H:\MTLKS141125753_Design\A_Calculations\112575 QUANT.xls\Partial Pay Est. #2B

WORK COMPLETED THROUGH OCTOBER 20, 2017

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE			
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
1	Mobilization & Traffic Control	\$21,750.00	1.00	Lump Sum	\$21,750.00	0.5	Lump Sum	\$10,875.00	0.75	Lump Sum	\$16,312.50
2	Clear & Grub Trees	\$4,000.00	1	Lump Sum	\$4,000.00	1	Lump Sum	\$4,000.00	1	Lump Sum	\$4,000.00
3	Remove Curb and Gutter	\$4.00	40	Linear Foot	\$160.00	0	Linear Foot	\$0.00	20	Linear Foot	\$80.00
4	Sawing Bituminous Pavement (Full Depth)	\$4.00	120	Linear Foot	\$480.00	0	Linear Foot	\$0.00	0	Linear Foot	\$0.00
5	Common Excavation (E.V.)	\$2.47	53,240	Cubic Yard	\$131,502.80	25,000	Cubic Yard	\$61,750.00	35,450	Cubic Yard	\$87,561.50
6	Subgrade Excavation (E.V.) (1)	\$2.50	940	Cubic Yard	\$2,350.00	0	Cubic Yard	\$0.00	0	Cubic Yard	\$0.00
7	Subgrade Correction (C.V.) (1)	\$2.76	940	Cubic Yard	\$2,594.40	0	Cubic Yard	\$0.00	0	Cubic Yard	\$0.00
8	Geotextile Fabric, Type V	\$1.50	9,680	Square Yard	\$14,520.00	0	Square Yard	\$0.00	0	Square Yard	\$0.00
9	Common Laborers (1)	\$62.50	20	Hour	\$1,250.00	17	Hour	\$1,062.50	17	Hour	\$1,062.50
10	3 Cu Yd Shovel (1)	\$300.00	10	Hour	\$3,000.00	17	Hour	\$5,100.00	17	Hour	\$5,100.00
11	Dozer/Blade (1)	\$140.00	10	Hour	\$1,400.00	0	Hour	\$0.00	0	Hour	\$0.00
12	10 Cu Yd Truck (1)	\$90.00	10	Hour	\$900.00	19	Hour	\$1,710.00	19	Hour	\$1,710.00
13	4.0 Cu Yd Front End Loader (1)	\$120.00	10	Hour	\$1,200.00	0	Hour	\$0.00	0	Hour	\$0.00
14	1/2 Cu Yd Skid Loader (1)	\$90.00	10	Hour	\$900.00	0	Hour	\$0.00	0	Hour	\$0.00
15	Salvage Aggregate Base, Class 5 (1)	\$6.00	900	Ton	\$5,400.00	0	Ton	\$0.00	0	Ton	\$0.00
16	Aggregate Base, Class 3	\$14.80	6,865	Ton	\$101,602.00	0	Ton	\$0.00	0	Ton	\$0.00
17	Aggregate Base, Class 5	\$15.50	4,550	Ton	\$70,525.00	0	Ton	\$0.00	0	Ton	\$0.00
18	Type SP 9.5 Wearing Course Mixture	\$67.20	1,130	Ton	\$75,936.00	0	Ton	\$0.00	0	Ton	\$0.00
19	Type SP 12.5 Non-Wearing Course Mixture	\$65.80	1,690	Ton	\$111,202.00	0	Ton	\$0.00	0	Ton	\$0.00
20	Concrete Curb and Gutter, Design B618	\$14.20	4,115	Linear Foot	\$58,433.00	0	Linear Foot	\$0.00	0	Linear Foot	\$0.00
21	7" Concrete Driveway Pavement	\$65.98	29	Square Yard	\$1,913.42	0	Square Yard	\$0.00	0	Square Yard	\$0.00
22	6" Perforated Pipe Edge Drain	\$7.75	4,120	Linear Foot	\$31,930.00	0	Linear Foot	\$0.00	0	Linear Foot	\$0.00
23	Storm Drain Inlet Protection	\$115.00	15	Each	\$1,725.00	2	Each	\$230.00	4	Each	\$460.00
24	Silt Fence Machine Sliced	\$1.50	4,500	Linear Foot	\$6,750.00	4,095	Linear Foot	\$6,142.50	4,095	Linear Foot	\$6,142.50
25	Filter Log Type Straw Bioroll	\$2.50	1,000	Linear Foot	\$2,500.00	0	Linear Foot	\$0.00	0	Linear Foot	\$0.00
26	Erosion Control Blanket, Category 0	\$1.50	15,200	Square Yard	\$22,800.00	0	Square Yard	\$0.00	0	Square Yard	\$0.00
27	Rock Construction Entrance	\$1,000.00	1	Each	\$1,000.00	1	Each	\$1,000.00	1	Each	\$1,000.00
28	Temporary Seeding	\$670.00	5.5	Acre	\$3,685.00	0	Acre	\$0.00	0	Acre	\$0.00
29	Permanent Seeding - Non-Agricultural	\$2,520.00	5.5	Acre	\$13,860.00	0	Acre	\$0.00	0	Acre	\$0.00

PARTIAL PAY ESTIMATE NO.

2017-2018 MOUNTAIN LAKE COMMERCIAL PARK
MOUNTAIN LAKE, MN

BMI PROJECT No. S14.112575

FILENAME: H:\MPL\K1514125759_DesignA_Calculations\112575 QUANT.xlsx Partial Pay Est. #2B

WORK COMPLETED THROUGH OCTOBER 20, 2017

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE			
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
30	Permanent Seeding - Agricultural	\$335.60	22.7	Acre	\$7,618.12	0	Acre	\$0.00	0	Acre	\$0.00
31	Wetland Restoration Seeding	\$675.00	0.3	Acre	\$202.50	0	Acre	\$0.00	0	Acre	\$0.00
32	Pond Skimmer Structures with Control Baffles & Grate	\$6,523.98	2	Each	\$13,047.96	0	Each	\$0.00	2	Each	\$13,047.96
33	4"-10" Tile Repair	\$18.00	200	Linear Foot	\$3,600.00	15	Linear Foot	\$270.00	15	Linear Foot	\$270.00
34	Remove Pipe Culverts	\$3.00	97	Linear Foot	\$291.00	0	Linear Foot	\$0.00	0	Linear Foot	\$0.00
35	6"x6" PVC Wye Branch, SDR 26	\$75.47	2	Each	\$150.94	2	Each	\$150.94	2	Each	\$150.94
36	10"x6" PVC Wye Branch, SDR 26	\$115.94	3	Each	\$347.82	2	Each	\$231.88	2	Each	\$231.88
37	10"x8" PVC Wye Branch, SDR 26	\$134.88	1	Each	\$134.88	1	Each	\$134.88	1	Each	\$134.88
38	10"x10" PVC Wye Branch, SDR 26	\$294.31	1	Each	\$294.31	0	Each	\$0.00	0	Each	\$0.00
39	12"x10" PVC Wye Branch, SDR 26	\$317.85	1	Each	\$317.85	2	Each	\$635.70	3	Each	\$953.55
40	6" Drain Tile	\$12.75	312	Linear Foot	\$3,978.00	287	Linear Foot	\$3,659.25	287	Linear Foot	\$3,659.25
41	8" Drain Tile	\$17.73	25	Linear Foot	\$443.25	5	Linear Foot	\$88.65	5	Linear Foot	\$88.65
42	10" Drain Tile	\$19.38	1,336	Linear Foot	\$25,891.68	0	Linear Foot	\$0.00	0	Linear Foot	\$0.00
43	12" STM	\$94.06	37	Linear Foot	\$1,260.22	0	Linear Foot	\$0.00	24	Linear Foot	\$817.44
44	12" RC Pipe Sewer Class V	\$46.28	101	Linear Foot	\$4,674.28	0	Linear Foot	\$0.00	101	Linear Foot	\$4,674.28
45	15" RC Pipe Sewer Class V	\$53.68	85	Linear Foot	\$4,562.80	0	Linear Foot	\$0.00	83	Linear Foot	\$4,455.44
46	18" RC Pipe Sewer Class III	\$55.12	387	Linear Foot	\$21,331.44	0	Linear Foot	\$0.00	387	Linear Foot	\$21,331.44
47	21" RC Pipe Sewer Class III	\$76.61	54	Linear Foot	\$3,110.94	0	Linear Foot	\$0.00	54	Linear Foot	\$3,110.94
48	24" RC Pipe Sewer Class III	\$63.99	92	Linear Foot	\$5,887.08	80	Linear Foot	\$5,119.20	80	Linear Foot	\$5,119.20
49	27" RC Pipe Sewer Class III	\$69.00	351	Linear Foot	\$24,219.00	0	Linear Foot	\$0.00	351	Linear Foot	\$24,219.00
50	15" RC Pipe Apron	\$330.54	2	Each	\$661.08	0	Each	\$0.00	2	Each	\$661.08
51	21" RC Pipe Apron	\$1,172.77	1	Each	\$1,172.77	0	Each	\$0.00	1	Each	\$1,172.77
52	24" RC Pipe Apron	\$1,208.06	2	Each	\$2,416.12	2	Each	\$2,416.12	2	Each	\$2,416.12
53	27" RC Pipe Apron	\$1,273.35	1	Each	\$1,273.35	0	Each	\$0.00	1	Each	\$1,273.35
54	Construct Drainage Structure, Design R-1	\$330.09	24.7	Linear Foot	\$8,153.22	0	Linear Foot	\$0.00	20	Linear Foot	\$6,601.80
55	Construct Drainage Structure, Design 48-4022	\$368.67	4.7	Linear Foot	\$1,732.75	0	Linear Foot	\$0.00	3.8	Linear Foot	\$1,400.95
56	Construct Drainage Structure, Design 48-4020	\$339.74	12.4	Linear Foot	\$4,212.78	0	Linear Foot	\$0.00	10	Linear Foot	\$3,397.40
57	Construct Drainage Structure, Design DI Conc	\$413.97	5.5	Linear Foot	\$2,276.84	10	Linear Foot	\$4,139.70	15.5	Linear Foot	\$6,416.54
58	Edge Drain Inlet	\$389.00	1	Each	\$389.00	0	Each	\$0.00	0	Each	\$0.00

PARTIAL PAY ESTIMATE NO.
 2017-2018 MOUNTAIN LAKE COMMERCIAL PARK
 MOUNTAIN LAKE, MN

BMI PROJECT No. S14.112575
 FILENAME: H:\M\K\SI141125753_DesignA_Calculations\112575 QUANT.xlsx\Partial Pay Est. #2B
 WORK COMPLETED THROUGH OCTOBER 20, 2017

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE			
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
59	Casting Assembly - Storm	\$691.35	10	Each	\$6,913.50	0	Each	\$0.00	0	Each	\$0.00
60	Random Riprap	\$49.97	30	Cubic Yard	\$1,499.10	0	Cubic Yard	\$0.00	0	Cubic Yard	\$0.00
61	Connect to Existing Sanitary Manhole	\$1,487.35	1	Each	\$1,487.35	1	Each	\$1,487.35	1	Each	\$1,487.35
62	Connect to Existing Sanitary Main	\$807.90	1	Each	\$807.90	1	Each	\$807.90	1	Each	\$807.90
63	8" PVC Pipe Sewer, SDR 35	\$39.37	1,586	Linear Foot	\$62,440.82	1,000	Linear Foot	\$39,370.00	1,580	Linear Foot	\$62,204.60
64	10" PVC Pipe Sewer, Trenchless Installation	\$34.42	130	Linear Foot	\$4,474.60	130	Linear Foot	\$4,474.60	130	Linear Foot	\$4,474.60
65	10" PVC Pipe Sewer, SDR 35	\$40.36	1,450	Linear Foot	\$58,522.00	1,448	Linear Foot	\$58,441.28	1,448	Linear Foot	\$58,441.28
66	6" PVC Sanitary Sewer Service, SDR 26	\$25.75	360	Linear Foot	\$9,270.00	266	Linear Foot	\$6,849.50	356	Linear Foot	\$9,167.00
67	8"x6" PVC Wye Branch, SDR 26	\$267.51	8	Each	\$2,140.08	6	Each	\$1,605.06	8	Each	\$2,140.08
68	Jack & Auger 24" Steel Casing	\$253.78	130	Linear Foot	\$32,991.40	130	Linear Foot	\$32,991.40	130	Linear Foot	\$32,991.40
69	Construct Drainage Structure, Design 4007C	\$236.72	110.3	Linear Foot	\$26,110.22	85.4	Linear Foot	\$20,215.89	105	Linear Foot	\$24,855.60
70	Casting Assembly - Sanitary	\$577.65	11	Each	\$6,354.15	0	Each	\$0.00	0	Each	\$0.00
71	Chimney Seals	\$210.00	3	Each	\$630.00	0	Each	\$0.00	0	Each	\$0.00
72	Connect to Existing Watermain	\$1,093.24	1	Each	\$1,093.24	1	Each	\$1,093.24	1	Each	\$1,093.24
73	6" PVC C900 Watermain	\$21.66	431	Linear Foot	\$9,335.46	12	Linear Foot	\$259.92	438.5	Linear Foot	\$9,497.91
74	10" PVC C900 Watermain	\$28.04	2,173	Linear Foot	\$60,930.92	280	Linear Foot	\$7,851.20	2,169	Linear Foot	\$60,818.76
75	6" Gate Valve & Box	\$1,175.99	13	Each	\$15,287.87	1	Each	\$1,175.99	13	Each	\$15,287.87
76	10" Gate Valve & Box	\$2,168.90	4	Each	\$8,675.60	1	Each	\$2,168.90	4	Each	\$8,675.60
77	Hydrant (8' Bury)	\$3,816.73	5	Each	\$19,083.65	1	Each	\$3,816.73	5	Each	\$19,083.65
78	Watermain Fittings (SBDI)	\$6.41	1,945	Pound	\$12,467.45	242	Pound	\$1,551.22	1,711	Pound	\$10,967.51
					\$1,179,435.91			\$292,876.50			\$551,028.20



Conductor Power LLC
4993 Gull Dam Road
Brainerd MN 56401
(218) 316-7801

Contract Invoice

Invoice#: 17-004S-002

Date: 10/30/2017

License:

Billed To: Mountain Lake Municipal Utilities Job
Utilities Plus Energy Services
18940 York Street NW
Elk River MN 55330

Project: 17-004S
Intersection of 1st Ave & Cty Rd 1
Mountain Lake MN 56159

Due Date: 11/29/2017

Terms: 30DY

Order#

<u>Description</u>	<u>Amount</u>
Progress Billing# 2	382,251.00

A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Sales Tax:	0.00
Invoice Total:	382,251.00
Retention:	38,225.10
Amount Paid:	0.00
Amount Due	344,025.90

37



Conductor Power LLC
4993 Gull Dam Road
Brainerd MN 56401
(218) 316-7801

Progress Billing

Application: 2

Period: 10/30/2017

License:

Owner: Mountain Lake Municipal Utilities Job
930 3rd Avenue
PO Box C
Mountain Lake MN 56159

Job Location: 17-004S
Intersection of 1st Ave & Cty Rd 1
Mountain Lake MN 56159

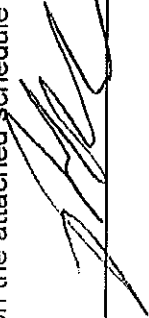
Client PO#:

Application For Payment On Contract

Original Contract.....	1,202,020.00
Net Change by Change Orders.....	0.00
Contract Sum to Date.....	1,202,020.00
Total Complete to Date.....	588,298.00
Total Retained.....	58,829.80
Total Earned Less Retained.....	529,468.20
Less Previous Billings.....	185,442.30
Current Payment Due.....	344,025.90
Balance on Contract.....	672,551.80

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: 

Date: 10-31-17

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: Conductor Power LLC

Thank you for your prompt payment.

300

SUBCONTRACTOR'S REQUEST FOR PAYMENT
DISTRIBUTION DETAIL

Application No.: 2
Application Date: 10/27/2017
Period To: 10/31/2017
Contractor's PO No.

CP Project No.
CP - 04 S

Project Name:
Mountain Lake

A	B	No. of Units	Labor	Materials	Labor & Materials	Work From Prev Applications	Labor This Period	Materials This Period	Total Completed	% (G divided by C)	Balance to Finish (C - G)	Retainage 5%
1	Mobilization/Demobilization/Site Setup	1	\$ 35,378.00	\$ 331.00	\$ 35,709.00	\$ 18,020.00	\$ 18,020.00	\$ 6,196.00	\$ 18,020.00	50.9%	\$ 17,689.00	\$ 1,802.00
2	HV Equipment	1	\$ 30,362.00	\$ 15,343.00	\$ 45,705.00	\$ 24,250.00	\$ 24,250.00	\$ 6,196.00	\$ 42,946.00	94.0%	\$ 2,759.00	\$ 2,147.50
3	Switch & Junction Cabinets	1	\$ 22,886.00	\$ 73,775.00	\$ 96,661.00	\$ 18,418.00	\$ 2,300.00	\$ -	\$ 20,718.00	21.4%	\$ 75,947.00	\$ 1,035.90
4	Steel Structures	1	\$ 14,959.00	\$ -	\$ 14,959.00	\$ 14,959.00	\$ -	\$ -	\$ 14,959.00	100.0%	\$ -	\$ 247.95
5	Electrical Bus System	1	\$ 3,376.00	\$ 5,013.00	\$ 8,389.00	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00	53.6%	\$ 3,889.00	\$ 225.00
6	Grounding	1	\$ 20,079.00	\$ 16,352.00	\$ 36,431.00	\$ 1,000.00	\$ 18,200.00	\$ 15,352.00	\$ 34,552.00	94.8%	\$ 1,879.00	\$ 1,727.50
7	Install GPS Antenna and Cable	1	\$ 588.00	\$ -	\$ 588.00	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 588.00	\$ -
8	Boring for MV Cable Installation	1	\$ 114,200.00	\$ 78,900.00	\$ 193,100.00	\$ 103,900.00	\$ 82,000.00	\$ 158,447.00	\$ 185,900.00	96.3%	\$ 7,200.00	\$ 9,295.00
9	MV Cable Installation	1	\$ 158,000.00	\$ 279,612.00	\$ 437,612.00	\$ 15,000.00	\$ 4,500.00	\$ 158,447.00	\$ 177,947.00	40.7%	\$ 259,665.00	\$ 8,897.35
10	MV Cable Terminations	1	\$ 91,700.00	\$ 40,260.00	\$ 131,960.00	\$ -	\$ 15,000.00	\$ 30,250.00	\$ 30,250.00	22.9%	\$ 101,710.00	\$ 1,512.50
11	Control Cable Install and Terminate	1	\$ 19,032.00	\$ 9,156.00	\$ 28,188.00	\$ 9,500.00	\$ -	\$ (344.00)	\$ 24,156.00	85.7%	\$ 4,032.00	\$ 1,207.80
12	Control Panel Modifications	1	\$ 5,556.00	\$ 7,131.00	\$ 12,687.00	\$ -	\$ -	\$ 7,131.00	\$ 7,131.00	56.2%	\$ 5,556.00	\$ 356.55
13	Transmission Line	1	\$ 25,232.00	\$ 21,985.00	\$ 47,217.00	\$ 1,000.00	\$ -	\$ 16,500.00	\$ 17,500.00	37.0%	\$ 29,737.00	\$ 875.00
14	Pole #1 & #2 Modifications	1	\$ 24,575.00	\$ 9,718.00	\$ 34,293.00	\$ -	\$ -	\$ 9,719.00	\$ 9,719.00	28.3%	\$ 24,575.00	\$ 485.95
15	Testing & Commissioning	1	\$ 78,496.00	\$ -	\$ 78,496.00	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 78,496.00	\$ -
Totals			\$644,442.00	\$557,578.00	\$1,202,020.00	\$206,047.00	\$134,500.00	\$247,751.00	\$588,298.00	48.9%	\$613,722.00	\$30,315.90
Change Orders/Alternates												
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
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			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Total of all Change Orders			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Adjusted Contract Amount Totals			\$644,442.00	\$557,578.00	\$1,202,020.00	\$206,047.00	\$134,500.00	\$247,751.00	\$588,298.00	48.9%	\$613,722.00	\$30,315.90

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Library Walls

Option 1 less expensive option

2-inch rigid Closed Cell foam (R-5) Furred out with 2 X 4" s 16 inches O.C anchored if you are want to hang shelving. With 5/8" Sheetrock (1/2 sheetrock would be ok and not much difference in price)

Tape and caulk all joints including flooring and ceiling. Paint.

Option 2

2" X 4" Furred wall 16 inches O.C. Anchored into the block to carry the load of the shelves. Use an Applied Closed Cell Polyurethane Spray Foam Insulation (Peremsulate 210 or equal Spray Foam) City can select thickness:

- 1" Thickness foam Dried-(R-5.8) or;
- 2" Thickness foam dried (R-12) or;
- 3.5" Thickness Foam Dried (R-23)

If the above brand name is used specifications call for a Spray Flame retardant .932 mils thick. Then apply the 5/8 sheetrock over the foam. (Again, the manufacturer calls for a minimum of 1/2 inch sheetrock). Paint.

Any of the above will give the library more heat/comfort than what is there now now. The existing block has an R-value of 2.61, therefore the Library feels cold most of the time.

If Option 1 is selected adding rigid insulation with an R-5 and to the existing wall the total R-value would increase to an 7.61 R-value.

The second option requires specialized equipment. The City would likely have more local contractors with the less expensive Option 1.

RE: Authorizing the establishment of a 457 Plan (Deferred Compensation)
Account with MN State Retirement System

At this time City of Mt. lake employees can participate in a 457 (deferred compensation plan) through Variable Annuity Life Insurance Co. (VALIC). Over the years the service provided by their representatives has gotten increasingly poor.

The MN State Report System also offers a deferred compensation plan. They have offices in Mankato. The City currently has access to their Health Care Savings Plan.

The **457 plan** is a type of nonqualified, tax advantaged deferred-compensation retirement plan that is available for governmental and certain non-governmental employers in the United States. The employer provides the plan and the employee defers compensation into it on a pre-tax or after-tax (Roth) basis. For the most part the plan operates similarly to a 401(k) or 403(b) plan most people are familiar with in the US. The key difference is that unlike with a 401(k) plan, there is no 10% penalty for withdrawal before the age of 55 (59½ for IRA accounts) (although the withdrawal is subject to ordinary income taxation). 457 plans (both governmental and non-governmental) can also allow independent contractors to participate in the plan where 401(k) and 403(b) plans cannot.

RE: Bike share

The Active Living Committee is requesting that the city council support the purchase of an bike share system. A large system would be purchased and divided between the Cities of Jackson and Mountain Lake. The Committee would apply for grant funds to pay for the system.

Below is information from Sleepy Eye on their program.

On Thu, Jul 27, 2017 at 3:54 PM, Max Kaufman <MaxK@swrdc.org> wrote:

Hi Wendy,

I just got off the phone with the Community Relations staff member at the Sleepy Eye Medical Center. She gave some more detail on how they run their bike share program. If you or the council have further specific questions her phone number at the Sleepy Eye Medical Center is [507-794-8475](tel:507-794-8475). Here are my notes from our call:

- Model: 6 bikes in single racks at one location [*On Bike Share does not list this as an option on their website from what I see*]
 - Some communities will do multiple locations, but with Sleepy Eye they did one location because of the bike trail location (on the lake with a campground). They might add one later depending on usage.
 - Mikayla recommends an area or location where people will see them and where they might also use them.
- Maintenance:
 - SEMC chose to set up an annual maintenance plan with a local bike shop. It will cost them \$100 per bike per year (\$600/year). This isn't a mandatory plan, they just chose to do it with a local bike shop.
 - SEMC itself has one maintenance staff member go out and check on the bikes once per week. This is just a part of his regular weekly duties.
 - The plan is that their bike rental fees will cover the maintenance costs.
- Issues so far:
 - One instance of someone breaking one of the steel locks, but they did not steal the bike.
 - The bike system comes with a one year warranty, but vandalism (like breaking the steel lock) was not covered under warranty.
 - Even if you put the bike back in the rack, you STILL have to end the rental on your phone or else it will keep charging you. Some people haven't done this, so they ended up getting charged after they had returned the bike, so Mikayla went into the system and refunded them easily. This is happening less as people are now getting automatic reminders from the app to end their rental via the app. There are also instructions on the racks and in the app there's now a prompt.
- Fees:
 - The system was funded through Sleepy Eye Healthcare Foundation

- The rental fee is for accountability and maintenance costs.
 - The system was \$8,300 total and the SEMC maintenance staff installed it.
 - Rental fee is \$1.50 + \$0.50 per half hour used. This is the cheapest fee that On Bike Share knows of any city doing.
 - It would take years to break even on the system if they hadn't used Foundation money and additionally they would have to increase their prices.
- Storage:
 - In the winter the city has volunteered to let SEMC use a storage shed for the bikes for free.
- Usage:
 - SEMC has had the system for only about a month now
 - So far they have had 50 unique users, and 170 total rentals in that one month (Note: 50 users just refers to the number of unique credit cards that have been used. For example, a person could check out for herself plus 2 others and it would be counted as "1 user, 3 rentals.")
 - The system gives each user's name, email, and phone number
 - That way, if you notice a problem during that rental you can always pinpoint the person if necessary and charge them for damages if necessary (though Mikayla suggested having a conversation with the person before going to that extreme of a measure).
 - One user can charge up to 3 rentals per credit card per time.
 - If something goes wrong, a user can "submit a ticket" to report what went wrong to the system administrator.
 - The software for the administrator has to go through a computer, but On Bike Share is making an app for the managers to get those notifications on their phone.
 - So someone should be checking this at least 5 days per week – it's not time-consuming.
 - The SEMC Community Relations staff takes turns checking the system each morning for errors. It is not time-consuming.
- Other Considerations:
 - You will need a flat cement slab to install the bikes and racks on. so that is another cost. The flatness is to ensure the racks lock properly. However, it does not need to be newly poured cement. They need to be installed in an area with direct sunlight for the solar panels that power the locking/app system.

Where can the bike stations be installed?

To set up a bike station, all you need is a level site to mount the bike racks - no power or internet is required. We offer 1-bike racks and 4-bike racks (bikes dock from two sides), so you can create bike stations of any size and in many different configurations. This enables you to put bike stations anywhere you need them so they are convenient and accessible to users. The more convenient the bikes are, the more likely they are to get used. The racks are surface mounted and are best installed into concrete/cement. They can also be installed into large paving stones with the right depth and material underneath. The racks cannot be installed into asphalt. For more information, download our [Bike Rack Installation and Site Planning Guide](#).

How do you checkout a bike?

Each bicycle has a Bluetooth lock attached to the front of the bike, and is used to 'dock' the bike into the rack. The phone App uses Bluetooth to unlock/lock the bike to the rack. Registered members of your bike share program can use the app to locate available bikes and checkout and return the bikes.

Do we get training on the system?

Yes. We provide free comprehensive web-based training with every system, including training on the App, Administration software, and bicycles as well as an overview of system operations. We are also available to come on-site to provide training and support you with bike assembly, system installation and program launch.

Can customers use a credit card to access and use the bike share system?

Yes. We offer a Billing Module that you can use to create a billing plan that your customer select when registering for your program. The Billing plan gives you the ability to create pay-per-use fees (charged based on usage), or recurring fees (such as monthly memberships). Riders enter their credit card information directly into the App, and any time they use the system, they get billed accordingly and the proceeds are deposited directly into your bank account. Credit card and service fees apply.

Can we use bikes we already have in the On Bike Share System?

Not with our Bluetooth locking system. The electronic Bluetooth lock is attached to our specially designed frames. And our racks are work as 'docking' stations for the bicycles. However, we do offer a [Do-it-Yourself Bike Share System](#) that will work with any existing fleet of bicycles.

What are the advantages of your bicycles for bike share use?

Our bicycles are specially made for bike share, and use components designed to be easy to operate and easy to maintain. They use a twist grip shifter on the right hand side to make shifting fast and convenient. Our bikes also use the Shimano 7-speed internal hub - so all the gearing is fully enclosed to eliminate maintenance prone gearing components like derailleurs. Our frames use oversized tubing with a non-remove seat post, and all cabling is routed through the frame for safety and durability. Our bikes also use puncture resistant tires to reduce flats and keep the bike running longer, fenders to protect riders from water spray and a basket for utility. Plus, with our bikes, they are more resilient to the elements, and can be left outside more of the year for longer riding seasons.

How many speeds do your bicycles have?

Our bicycles come standard with the Shimano 7-speed internal gearing. Our 7-speed models have a gear range comparable to 18-speeds of a chain bike, so they are suitable for moderately hilly terrain, and rides of moderate to long distances. Our 7-speed bikes offer a 40% wider gear range than a 3-speed bike, making them much more versatile, and suitable for a wider range of riders and riding abilities.

How do you shift gears?

The bicycles are equipped with a twist grip shifter located on your right hand. The shifter includes a gear indicator that always indicates what gear you are in. A simple twist of the wrist changes the gears. Best of all, with our bikes, you can change gears at any time - while pedaling, coasting or at a complete stop. This feature makes the bikes easy enough for beginners to gain confidence quickly.

How fast are your bikes?

Our bikes are designed for recreational rides, but is ultimately determined by the rider. An experienced rider can cruise at up to 20-mph on our 7-speed bikes; however most riders will likely cruise between 10-12 mph.

Are there any height restrictions to ride the bikes?

Our unisex 18" frame is designed for riders 5'0" to 6'5". The low step-thru frame design makes it accessible by a wide range of riders. It's easy to adjust the seat height, and the seat post also has a non-remove security feature so it can't be removed from the frame.

What maintenance is required for your bikes?

Our bicycles are designed to require less maintenance than traditional bikes, and they will be less expensive to maintain than almost every other bicycle on the market. In fact, maintenance on our bicycles is so easy, most of our customers do it themselves. For instance, the Shimano gearing is fully enclosed and pre-lubricated for several thousand miles of operation, and it does not have a regular maintenance schedule. Almost all the other bicycle components can be adjusted using the toolkit included with your system. However, you can also have any local bike shop provide you with periodic or on-call service. For our bikes, we recommend regular safety inspections of tire pressure and brakes. We also recommend a more thorough inspection/tune-up at least once per year. You can review a detailed [Bike Maintenance Schedule](#).

Who does the maintenance on the bikes?

It's your choice. We provide you with a toolkit, instructions and videos so you can do most everything on the bikes yourself. However, if you'd prefer to have someone else do it, that's no problem. We work with a nationwide network of certified bike mechanics that can come on-site to perform the bike maintenance. You can setup regularly scheduled safety inspections and bike tune-ups, or just call them when you need them. Either way, we have a solution for you.

What assembly is required for the bikes?

On Bike Share fully tunes and 85% assembles the bicycles prior to shipping. A complete toolkit and final assembly instructions are included with your bicycles. You can also watch our [Bike Assembly Video](#).

Can someone lock the bike somewhere other than to the bike station?

Yes. Our bikes have an integrated U-lock that is built into the frame - called OnLock(tm). This highly secure lock provides an easy way to secure the bikes to any standard bike rack. This lock features a non-remove key function that traps the key inside the lock on the frame until the U-bar is secured in the lock and the bike is disabled. When the bike is not locked to a rack, the u-bar stores neatly on the bike frame.

How long can someone keep a bike once they check it out?

This is entirely up to you. It's your bike share program. You set the policy for how long users can keep a bike before it needs to be checked back in. If you are using the Billing Module, they get charged according to the terms of your plan.

What happens if someone doesn't return the bike?

With the Admin software, you can see exactly who has bikes, and how long they have had them. For Amenity systems, you can contact your members directly to return the bike, and you can Blacklist them from the system if they are abusing the system. If you are using the Billing Module, you can charge riders the full replacement cost of the bike if it is not returned within the time limit you specify in your Terms and Conditions.

Do you offer financing for purchasing your system?

Yes. Our financing partner can offer financing of your On Bike Share system purchase up to \$25,000 for 24, 36 or 48 months. It's a simple 1-page application, and decisions are typically made with one business day. Call us for more details, or to receive the 1-page application.

2018 Tentative Meeting Dates

Government Forms & Supplies

County and Municipal Solutions



Jan.	Feb.	March	April	May
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
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Corporate Office	Maine Office	Texas Office
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www.GovernmentFormsAndSupplies.com

Corporate Office

Maine Office

Texas Office

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2017 Designations and Appointments

ELECTED OFFICIALS

Mayor Mike Nelson	Term ends 12/31/18
Council Member Andrew Ysker	Term ends 12/31/18
Council Member Dana Kass	Term ends 12/31/18
Council Member David Savage	Term ends 12/31/20
Council Member Darla Kruser	Term ends 12/31/20

ANNUAL DESIGNATIONS AND APPOINTMENTS

Street Department	*Mike Nelson
Acting Mayor	*David Savage
Official Legal Publication	*Observer/Advocate
City Attorney	*Muske, Muske & Suhrhoff, Ltd.
City Forester and Weed Inspector	*Rick Oeltjenbruns
Emergency Management Director	*Douglas Bristol
Fire Chief	*Tim Coners
Ambulance Corps Directors	*David Watkins
HIPAA Privacy Officer	*Wendy Meyer
Data Practices Compliance Officer	*Wendy Meyer
City Assessor	*Cottonwood County
Salary Negotiations	*Council
Official City Depository	*United Prairie Bank
	*Northland Securities

BOARDS AND COMMISSIONS

Library Board - 5 members, 3 year term

Dennis Chords	1/1/15 - 12/31/17
Marci Hernandez	1/1/16 - 12/31/18
Barrie Wright	1/1/16 - 12/31/18
*Diane Englin	1/1/17- 12/31/19
*Vicki Krueger	1/1/17 - 12/31/19
**Dana Kass, City Council Liaison	

*Reappointment

** New Appointment

✓ **Utilities Commission – 5 members, 3 year term**

Mark Langland 1/1/15 - 12/31/17
Brett Lohrenz 1/1/16 - 12/31/18
Todd Johnson 1/1/16 - 12/31/18
John Carrison 1/1/16 - 12/31/18
*Mike Johnson 1/1/17 - 12/31/19
*David Savage, City Council Liaison

Planning and Zoning Commission – 7 members, 3 year term

Tim Swoboda 1/1/15 - 12/31/17
Nik Strom 1/1/15 - 12/31/17
Sharron Hanson 1/1/16 - 12/31/18
Douglas Regehr 1/1/16 - 12/31/18
Dean Janzen 1/1/16 - 12/31/18
**Open Seat 1/1/17 - 12/31/19
*Bryan Bargaen 1/1/17 - 12/31/19
*Steve Carson, Building Inspector
**Andrew Ysker, Ex officio

Housing and Redevelopment Authority – 5 members, 5 year term

James Crawford 1/1/13 - 12/31/17
Stan Schroeder 1/1/14 - 12/31/18
Merv Rempel 1/1/15 - 12/31/19
Yvonne Hildebrandt 1/1/16 - 12/31/20
*Clara Johnson 1/1/17 – 12/31/21

Economic Development Authority – 7 members; appointed members, 6 year term; council representatives, 2 year term

*Darla Kruser, Council 1/1/17 - 12/31/18 ?
*Mike Nelson, Council 1/1/17 - 12/31/18 ?
Brian Harder 1/1/13 - 12/31/18
Steve Syverson 1/1/14 - 12/31/19
Vern Peterson 1/1/15 - 12/31/20
Jerry Haberman 1/1/15 - 12/31/20
*Mark Hanson 1/1/17 - 12/31/22
*Clara Johnson, Advisory
*Brad Hanson, Advisory
*Dean Janzen, Advisory

*Reappointment
** New Appointment

Lake Commission – 7 members, 3 year term

Jim Peterson 1/1/15 - 12/31/17

~~** Vincent Voelker~~ 1/1/15 - 12/31/17

Jason Honkomp

Jason Kruser 1/1/16 - 12/31/18

Mike James 1/1/16 - 12/31/18

David Bucklin 1/1/16 - 12/31/18

*Jean Haberman 1/1/17 - 12/31/19

*Heather Funk 1/1/17 - 12/31/19

*Lester Rupp, Advisory

*Tim Klassen, Advisory

*Christine Bennett, Advisory

*Mike Nelson, City Council Liaison

Police Commission - 5 members, 3 year term

Garret Wall 1/1/15 - 12/31/17

Charles Witt 1/1/15 - 12/31/17

Norm Kunkel 1/1/16 - 12/31/18

* Susan Garloff 1/1/17 - 12/31/19

~~** Open Seat~~ Brian Lutz 1/1/17 - 12/31/19

**Dana Kass, City Council Liaison

Tree Board, 5 members, 3 year term

David Bucklin 1/1/15 - 12/31/17

Jerry Logue 1/1/15 - 12/31/17

Gary Hildebrandt 1/1/16 - 12/31/18

*Steve Harder 1/1/17 - 12/31/19

**Open Seat 1/1/17 - 12/31/19

*Mike Nelson, City Council Liaison

*Rick Oeltjenbruns, Advisory

*Judy Harder, Advisory

Ambulance Service

*David Watkins, Captain

**Emily Adrian, Assistant Captain

*Tim Janzen, Secretary/Treasurer

*Paula Barnes,*Mark Warner, Training Officers

* Neal Wenner, Maintenance

*Reappointment

** New Appointment

Fire Department

- *Tim Coners, Chief
- *Patrick Oja, Asst. Chief
- *David Watkins, President
- **Tim Janzen, Treasurer
- *Jason Kruser, Secretary
- *Daron Friesen, Grass Rig Maintenance
- *Tim Janzen, New Pumper Maintenance
- **Jordan Brugman, Tanker Maintenance
- *Patrick Oja, Rescue Vehicle Maintenance
- *Andrew Ysker, Old Pumper Maintenance
- **Andrew Ysker, Air Pack Maintenance
- ** Taylor Nesmoe, 2015 Chevy Pick-up Maintenance
- *Robert Gohr, *Patrick Oja Training Officers

*Reappointment

** New Appointment

MEMORANDUM OF UNDERSTANDING

Between

CITY OF MOUNTAIN LAKE, MINNESOTA

and

THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO

LOCAL UNION NO. 578

This Memorandum of Understanding is entered into between City of Mountain Lake, Minnesota, "Employer" and AFL-CIO, Local Union No. 578, "Union" relating specifically to an offer of compensation for David Watkins, employee, as Superintendent of Municipal Water and Wastewater Departments of the City of Mountain Lake.

Whereas, Mr. Watkins has fulfilled the obligations and responsibilities of the water/wastewater worker position for seventeen years,

Whereas, Mr. Watkins has a commercial driver's license and Class B water and Class D wastewater licensure;

Whereas, Mr. Watkins has supervised the operation of the city's water and wastewater systems competently over 17 years in the absence of the Superintendent;

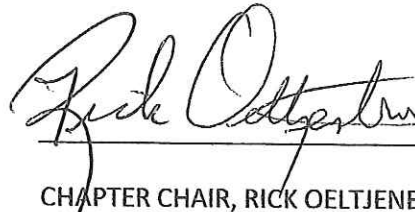
Whereas, finding a comparable candidate with such experience who is willing to relocate to a rural city will be difficult;

Whereas, the parties agree that in this unique situation, an increase step in compensation is warranted,

Therefore, the City shall offer Mr. Watkins the Superintendent position with compensation at the Step 4 Public Works 1 scale, rather than Step 3, subject to the understanding that this offer of compensation, which is at a higher level than dictates by the Union contract executed by both parties, shall not be interpreted as precedent-setting for filling future vacancies; that by offering such compensation, the city does not waive any rights it has under Minnesota statutes or under the Union contract; and the city shall not be prejudiced in any future negotiations with the Union by offering an increased step to Mr. Watkins.

In Witness Whereof, the parties have set their hands this 2nd day of November, 2017

CITY OF MOUNTAIN LAKE
MOUNTAIN LAKE, MINNESOTA



CHAPTER CHAIR, RICK OELTJENBRUNS



KEITH C FERRINGTON, LABOR REPRESENTATIVE
AFSCME MN COUNCIL 65