

**Regular Council Meeting
Mountain Lake City Hall
Monday, November 5, 2018
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 #21723 – 21780, 571E (1-6)
- b. Payroll Checks #64184 – 64200
- c. Approval of September 12 Library Board Minutes, September Library Report, & September Library Expenditures (7-9)
- d. Approval of October 15 City Council Minutes (10-12)
- e. Approval to Submit Grant Application to the Mountain Lake Area Foundation requesting \$5,000 (13-18)
- f. Approval to Submit South Central Electric Association Trust Grant Application Requesting \$2,500 (19-20)

3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.

4. Street Department Report – Rick Oeltjenbruns

5. Community Center

- a. Discussion/Action – Phase #1 Wall Painting & Phase #2 Flooring – *Sharron Hanson* (21-23)
- b. Discussion/Action – Professional Carpet Cleaning Quotes (24-25)

6. Approve to Close City Hall – Friday, November 23

7. Coffee with the Council

- a. Recap of October 24 Coffee with the Council
- b. Set Next Date

8. City Attorney Report

- a. First Reading – Ordinance #4-18 Right-of-Way Management (26-36)

9. City Administrator Report

- a. League of Minnesota Cities Information & Handouts (37-43)

10. Adjourn

***Check Detail Register©**

October 2018 to November 2018

November 5, 2018
 CK# 21723-21780
 571E

			Check Amt	Invoice	Comment
10100 United Prairie					
Paid Chk#	021723	10/11/2018	CASEYS-CREDIT CARD DEPARTMENT		
E 101-00000-430	Miscellaneous		\$230.30		UT GAS
E 101-45200-212	Motor Fuels		\$87.14	9/26/18	PARKS GAS
Total	CASEYS-CREDIT CARD DEPARTMENT		\$317.44		
Paid Chk#	021724	10/12/2018	BETTY BRAUN		
E 101-45186-400	Janitor-Repairs/Maint		\$62.50		OCTOBER MAINT AT COMM CTR-1 WEEK
Total	BETTY BRAUN		\$62.50		
Paid Chk#	021725	10/16/2018	CITY OF MOUNTAIN LAKE		
E 307-46300-510	Land		\$1,000.00		HOMETOWN CAFÉ SEPT & OCT 2018 CONTRACT FOR DEED PAYMENT
E 307-46300-510	Land		\$200.00		HOMETOWN CAFÉ SEPT & OCT ROOF LOAN SMALL CITIES
E 307-46300-510	Land		\$517.34		HOMETOWN CAFÉ-SEPT & OCT PROPERTY TAX ESCROW PAY
E 307-46300-510	Land		\$20.00		HOMETOWN CAFÉ-CONTRACT FOR DEED LATE PAYMENT
Total	CITY OF MOUNTAIN LAKE		\$1,737.34		
Paid Chk#	021726	10/16/2018	COTTONWOOD COUNTY AUD/TREAS		
E 307-46300-510	Land		\$1.65		DEED TAX PUENTE LOT IN LAKEVIEW ESTATES
Total	COTTONWOOD COUNTY AUD/TREAS		\$1.65		
Paid Chk#	021727	10/16/2018	COTTONWOOD COUNTY RECORDER		
E 307-46300-430	Miscellaneous		\$46.00		RECORD PUENTE QUIT CLAIM DEED-LAKEVIEW ESTATES LOT
Total	COTTONWOOD COUNTY RECORDER		\$46.00		
Paid Chk#	021728	10/16/2018	LORI & JORGE PUENTE		
E 307-46300-510	Land		\$7,664.20		BUY BACK LOT 1 BLOCK 2 LAKEVIEW ESTATES
Total	LORI & JORGE PUENTE		\$7,664.20		
Paid Chk#	021729	10/16/2018	MUNICIPAL UTILITIES		
E 307-46300-510	Land		\$2,525.22		UTILITY BILL FOR HOMETOWN CAFÉ
Total	MUNICIPAL UTILITIES		\$2,525.22		
Paid Chk#	021730	10/25/2018	AFLAC		
G 101-21713	AFLAC		\$249.64		
Total	AFLAC		\$249.64		
Paid Chk#	021731	10/25/2018	AFSCME COUNCIL 65		
G 101-21707	Union Dues		\$157.86		
Total	AFSCME COUNCIL 65		\$157.86		
Paid Chk#	021732	10/25/2018	BCBS/HSA		
G 101-21714	HSA		\$731.59		
Total	BCBS/HSA		\$731.59		
Paid Chk#	021733	10/25/2018	COMMISSIONER OF REVENUE		
G 101-21702	State Withholding		\$776.96		
Total	COMMISSIONER OF REVENUE		\$776.96		
Paid Chk#	021734	10/25/2018	GISLASON & HUNTER		
G 101-21712	Garnishments		\$398.90		
Total	GISLASON & HUNTER		\$398.90		

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October 2018 to November 2018

		Check Amt	Invoice	Comment
Paid Chk#	021735	10/25/2018	INTERNAL REVENUE SERVICE	
G 101-21703	FICA Tax Withholding	\$2,361.90		
G 101-21701	Federal Withholding	\$1,438.36		
Total INTERNAL REVENUE SERVICE		\$3,800.26		
Paid Chk#	021736	10/25/2018	PERA	
G 101-21704	PERA	\$4,428.24		
Total PERA		\$4,428.24		
Paid Chk#	021737	10/25/2018	SW/WC SERVICE COOPERATIVES	
G 101-21708	Employee Paid Health Insurance	\$2,307.14		
Total SW/WC SERVICE COOPERATIVES		\$2,307.14		
Paid Chk#	021738	10/25/2018	VALIC	
G 101-21705	VALIC	\$263.00		
Total VALIC		\$263.00		
Paid Chk#	021739	10/25/2018	INTERNAL REVENUE SERVICE	
G 101-21703	FICA Tax Withholding	\$8.14		
Total INTERNAL REVENUE SERVICE		\$8.14		
Paid Chk#	021740	10/30/2018	DENNIS HULZEBOS	
E 211-45500-400	Janitor-Repairs/Maint	\$345.00		OCTOBER LIBRARY MAINTENANCE
Total DENNIS HULZEBOS		\$345.00		
Paid Chk#	021741	11/1/2018	AMAZON	
E 211-45500-590	Capital Outlay Books	\$14.36		LIBRARY BOOKS
E 211-45500-200	Office Supplies	\$269.00		LIBRARY-PRINTER
Total AMAZON		\$283.36		
Paid Chk#	021742	11/1/2018	AMBULANCE FUND	
E 231-42154-430	Miscellaneous	\$14.09		FOOD ON AMBULANCE RUN
Total AMBULANCE FUND		\$14.09		
Paid Chk#	021743	11/1/2018	AMERIPRIDE	
E 101-43100-215	Shop Supplies	\$35.24	2800947131	TOWELS FOR ST DEPT
E 101-41400-401	Repairs/Maint Buildings	\$42.04	2800947131	MATS FOR CITY HALL
Total AMERIPRIDE		\$77.28		
Paid Chk#	021744	11/1/2018	CITIZEN PUBLISHING	
E 101-41400-200	Office Supplies	\$46.00		OBSERVER RENEWAL
Total CITIZEN PUBLISHING		\$46.00		
Paid Chk#	021745	11/1/2018	COMPUTER LODGE	
E 101-41110-151	Worker s Comp Ins Prem	\$15.00	MSP-13008	MAYOR-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 205-46500-200	Office Supplies	\$48.75	MSP-13008	EDA-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-42100-200	Office Supplies	\$48.75	MSP-13008	PD-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-00000-430	Miscellaneous	\$63.75	MSP-13008	UT-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-41400-200	Office Supplies	\$48.75	MSP-13008	OFFICE-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
Total COMPUTER LODGE		\$225.00		
Paid Chk#	021746	11/1/2018	COUNTRY WOMAN	

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October 2018 to November 2018

			Check Amt	Invoice	Comment
E 211-45500-591	Periodicals		\$15.00		LIBRARY PERIODICALS-2 YR
	Total COUNTRY WOMAN		\$15.00		
Paid Chk# 021747	11/1/2018	DEMCO, INC			
E 211-45500-151	Worker s Comp Ins Prem		\$597.44		LIBRARY OFFICE SUPPLIES
	Total DEMCO, INC		\$597.44		
Paid Chk# 021748	11/1/2018	DENNIS HULZEBOS			
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		NOVEMBER LIBRARY MAINTENANCE
	Total DENNIS HULZEBOS		\$345.00		
Paid Chk# 021749	11/1/2018	DUERKSEN ELECTRIC INC.			
E 101-45183-402	Repairs/Maint- Ground		\$55.00	3788	REPLACE BREAKER AT CAMPGROUND
	Total DUERKSEN ELECTRIC INC.		\$55.00		
Paid Chk# 021750	11/1/2018	DUININCK			
E 101-43121-224	Street Maint Materials		\$794.74	533811	TAR
E 101-43121-224	Street Maint Materials		\$820.02	533813	TAR
	Total DUININCK		\$1,614.76		
Paid Chk# 021751	11/1/2018	FRONTIER			
E 101-41400-321	Telephone		\$147.68		CITY HALL PHONE-427-2999
E 101-42100-321	Telephone		\$194.46		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$65.63		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$62.88		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$83.21		UT-PHONE
	Total FRONTIER		\$591.36		
Paid Chk# 021752	11/1/2018	FRONTIER			
E 211-45500-321	Telephone		\$68.36		LIBRARY PHONE-507-427-2506
	Total FRONTIER		\$68.36		
Paid Chk# 021753	11/1/2018	GOOD HOUSEKEEPING			
E 211-45500-591	Periodicals		\$8.00		PERIODICALS-1 YR
	Total GOOD HOUSEKEEPING		\$8.00		
Paid Chk# 021754	11/1/2018	GREATAMERICA FINANCIAL SVCS			
E 101-00000-430	Miscellaneous		\$8.43		CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35		OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78		PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31		UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62		EDA-MONTHLY COLOR COPY MACHINE LEASE
	Total GREATAMERICA FINANCIAL SVCS		\$140.49		
Paid Chk# 021755	11/1/2018	HGTV MAGAZINE			
E 211-45500-591	Periodicals		\$15.00		LIBRARY PERIODICALS-1 YR
	Total HGTV MAGAZINE		\$15.00		
Paid Chk# 021756	11/1/2018	INDOFF INCORPORATED			
E 211-45500-200	Office Supplies		\$28.20		LIBRARY OFFICE SUPPLIES
	Total INDOFF INCORPORATED		\$28.20		
Paid Chk# 021757	11/1/2018	INDOFF INCORPORATED			
E 101-41400-200	Office Supplies		\$23.81	3157729	BINDER, 8 1/2 X 14 PAPER
E 101-41400-200	Office Supplies		(\$40.17)	3159630	RETURN PLANNER
E 101-41400-200	Office Supplies		\$8.00	3160670	FILE FOLDERS-P&Z

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October 2018 to November 2018

			Check Amt	Invoice	Comment
E 205-46500-200	Office Supplies		\$28.04	3161678	EDA-PLANNER,FILE TABS
E 101-41400-200	Office Supplies		\$66.46	3161678	LEGAL SIZE FILE FOLDERS
E 101-41400-200	Office Supplies		\$27.24	3164714	PLASTIC STORAGE FILE
E 205-46500-200	Office Supplies		\$36.60	3164714	EDA-CARD READER
E 205-46500-200	Office Supplies		(\$6.62)	3166042	RETURN DESK CALENDAR
Total INDOFF INCORPORATED			\$143.36		
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Paid Chk# 021758	11/1/2018	INGRAM			
E 211-45500-590	Capital Outlay Books		\$376.48		LIBRARY BOOKS
Total INGRAM			\$376.48		
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Paid Chk# 021759	11/1/2018	JOHN YSKER			
E 101-43240-111	Contract		\$250.00		NOVEMBER DUMP SALARY
Total JOHN YSKER			\$250.00		
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Paid Chk# 021760	11/1/2018	MARCIA NIESSEN			
R 221-42200-34200	Public Safety Charges for Srvs		\$1,000.00		REFUND-ACCIDENT CALL INSURANCE PAID
Total MARCIA NIESSEN			\$1,000.00		
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Paid Chk# 021761	11/1/2018	MICHAEL SCHULTE			
E 101-41400-331	Travel Expenses		\$148.79		MILEAGE TO MEETINGS
Total MICHAEL SCHULTE			\$148.79		
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Paid Chk# 021762	11/1/2018	MID-AMERICAN RESEARCH CHEMICAL			
E 101-45183-402	Repairs/Maint- Ground		\$94.70	0648422-IN	DISENFECTANT FOR CAMPGROUND
Total MID-AMERICAN RESEARCH CHEMICAL			\$94.70		
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Paid Chk# 021763	11/1/2018	MIDSTATES			
E 101-43100-580	Other Equipment		\$3,900.00	218800	GRACO SPRAYER-ST DEPT
Total MIDSTATES			\$3,900.00		
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Paid Chk# 021764	11/1/2018	MIDWEST LIVING			
E 211-45500-591	Periodicals		\$11.00		LIBRARY PERIODICALS-2 YR
Total MIDWEST LIVING			\$11.00		
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Paid Chk# 021765	11/1/2018	MINNESOTA ENERGY RESOURCE CORP			
E 101-41400-383	Gas Utilities		\$118.59		CITY HALL GAS-ACCT#0505387558
E 221-42200-383	Gas Utilities		\$107.26		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383	Gas Utilities		\$52.83		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383	Gas Utilities		\$63.92		STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383	Gas Utilities		\$45.32		LIBRARY GAS-ACCT#0502593301
E 101-45186-383	Gas Utilities		\$47.73		COMM CTR GAS-ACCT#0504742031
Total MINNESOTA ENERGY RESOURCE CORP			\$435.65		
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Paid Chk# 021766	11/1/2018	MINNESOTA MUTUAL LIFE			
E 101-42100-135	Employer Paid Other		\$1.70		NOVEMBER BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$6.80		NOVEMBER LIFE INS-POLICE DEPT
E 211-45500-134	Employer Paid Life		\$1.70		NOVEMBER LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.06		NOVEMBER LIFE INS-ST DEPT
E 101-41400-134	Employer Paid Life		\$3.40		NOVEMBER LIFE INS-OFFICE
E 101-45200-134	Employer Paid Life		\$1.02		NOVEMBER LIFE INS-PARKS DEPT
E 101-46200-134	Employer Paid Life		\$1.02		NOVEMBER LIFE INS-CEMETERY
E 205-46500-134	Employer Paid Life		\$1.70		NOVEMBER LIFE INS-EDA ROB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$25.30		NOVEMBER LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$10.90		NOVEMBER LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$12.00		NOVEMBER LIFE INS-STEVE PETERS

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October 2018 to November 2018

			Check Amt	Invoice	Comment
E 101-41400-134	Employer Paid Life		(\$3.40)		CREDIT SEPT OCT
	Total MINNESOTA MUTUAL LIFE		\$65.20		
Paid Chk# 021767	11/1/2018	MUNICIPAL UTILITIES			
E 101-45200-380	Elec,Water,Sewer		\$97.26		LAWCON PARK
E 101-41400-380	Elec,Water,Sewer		\$265.13		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$136.51		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$426.65		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$191.51		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$131.19		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$64.61		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$366.43		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$7.82		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$15.17		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer		\$625.45		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$89.85		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380	Elec,Water,Sewer		\$21.38		UT AT ICE RINK
	Total MUNICIPAL UTILITIES		\$2,438.96		
Paid Chk# 021768	11/1/2018	MUNICIPAL UTILITIES			
E 101-43160-381	Electric Utilities		\$2,838.96		SEPTEMBER STREET LIGHTING
	Total MUNICIPAL UTILITIES		\$2,838.96		
Paid Chk# 021769	11/1/2018	MUSKE, MUSKE, SURHOFF			
G 101-15506	PREPAID-LEGAL FEES		\$1,400.00		NOVEMBER LEGAL RETAINER
	Total MUSKE, MUSKE, SURHOFF		\$1,400.00		
Paid Chk# 021770	11/1/2018	NORTHLAND TRUST SERVICES			
E 312-47000-602	Other Long-Term Oblig Princ al		\$95,000.00		2012-14 STREET PROJECT
E 312-47000-611	Bond Interest		\$22,297.50		2012-14 STREET PROJECT
	Total NORTHLAND TRUST SERVICES		\$117,297.50		
Paid Chk# 021771	11/1/2018	PETERSON DRUG & GIFTS			
E 231-42154-210	Operating Supplies		\$9.07	9/20/18	LENS FILTERS-AMB
E 231-42154-210	Operating Supplies		\$7.99	9/26/18	BATTERIES-AMB
	Total PETERSON DRUG & GIFTS		\$17.06		
Paid Chk# 021772	11/1/2018	PRAXAIR			
E 231-42154-210	Operating Supplies		\$116.52		OXYGEN FOR AMBULANCE
	Total PRAXAIR		\$116.52		
Paid Chk# 021773	11/1/2018	SCHWALBACH HARDWARE			
E 101-45186-400	Janitor-Repairs/Maint		\$149.61		VACUUM CLEANER--COMM CTR
	Total SCHWALBACH HARDWARE		\$149.61		
Paid Chk# 021774	11/1/2018	ST JAMES ELECTRIC			
E 101-45186-401	Repairs/Maint Buildings		\$155.80	397135	REPAIR LIGHTS AT COMMUNITY CENTER
	Total ST JAMES ELECTRIC		\$155.80		
Paid Chk# 021775	11/1/2018	TASTE OF HOME SIMPLE & DELICIO			
E 211-45500-591	Periodicals		\$24.98		LIBRARY PERIODICALS-2 YR
	Total TASTE OF HOME SIMPLE & DELICIO		\$24.98		
Paid Chk# 021776	11/1/2018	THIRD AVENUE AUTO PARTS			
E 101-43100-404	Repairs/Maint Machinery/Equip		(\$9.72)		EARLY PAY CREDIT
E 101-43100-404	Repairs/Maint Machinery/Equip		\$27.54	S170304	ANTI-FREEZE-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip		\$27.54	S170391	ANTI-FREEZE-ST DEPT

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October 2018 to November 2018

			Check Amt	Invoice	Comment
E 101-43100-404	Repairs/Maint Machinery/Equip		\$3.06	S170426	SHARPEN CHAIN SAW
E 101-43100-404	Repairs/Maint Machinery/Equip		\$6.20	S170429	OIL FILTER-#20
E 101-43100-404	Repairs/Maint Machinery/Equip		\$20.99	S170477	NEUTRA-ST DEPT
E 101-42100-406	Vehicle Maint/Gen Repairs		\$4.59	S170723	PD-CAR WASH SOLUTION
E 101-43100-404	Repairs/Maint Machinery/Equip		\$18.54	S170735	WASHER FLUID-ST DEPT
Total THIRD AVENUE AUTO PARTS			\$98.74		
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Paid Chk# 021777	11/1/2018	THIS OLD HOUSE			
E 211-45500-591	Periodicals		\$29.95		PERIODICALS-2 YR
Total THIS OLD HOUSE			\$29.95		
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Paid Chk# 021778	11/1/2018	TOWNS EDGE AUTO			
E 101-42100-406	Vehicle Maint/Gen Repairs		\$41.10	85220	PD-CHG OIL & GREASE
E 231-42154-404	Repairs/Maint Machinery/Equip		\$77.56	85253	LUBE,OIL,FILTER-2010 AMBULANCE
Total TOWNS EDGE AUTO			\$118.66		
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Paid Chk# 021779	11/1/2018	VERIZON			
E 101-42100-321	Telephone		\$9.07		POLICE CELL PHONE
E 231-42154-321	Telephone		\$9.07		AMB CELL PHONE
E 101-42100-321	Telephone		\$35.01		PD TABLET #1
E 101-42100-321	Telephone		\$35.01		PD TABLET #2
E 231-42154-321	Telephone		\$35.03		AMB JET PACK
Total VERIZON			\$123.19		
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Paid Chk# 021780	11/1/2018	WEBICINE			
E 101-41400-320	Internet		\$126.98	6487	RENEWAL OF DOMAIN NAME
Total WEBICINE			\$126.98		
10100 United Prairie			\$161,307.51		
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Fund Summary					
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10100 United Prairie					
101 GENERAL FUND			\$27,674.58		
205 ECONOMIC DEVELOPMENT AUTHORITY			\$151.59		
211 LIBRARY FUND			\$2,561.22		
221 FIRE DEPT FUND			\$1,238.45		
231 AMBULANCE FUND			\$386.77		
307 LAKEVIEW ESTATES-2007-2015A			\$11,974.41		
312 CITY WIDE PROJ-DEBT SERV			\$117,297.50		
607 EDA----4 PLEX FUND			\$7.82		
608 EDA----8 PLEX FUND			\$15.17		
			\$161,307.51		
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Paid Chk# 000571E	10/31/2018	UNITED PRAIRIE BANK			
E 101-41400-301	Auditing and Acct g Services		\$47.50		OCTOBER ACH FEE
Total UNITED PRAIRIE BANK			\$47.50		

**Mountain Lake Public Library Board Minutes
September 12, 2018**

Members Present: Dennis Cords, Marci Balderas, Vickie Krueger, & Carol Lehman, director

Members Absent: Barrie Wright, Diane Englin

Others Present: Dana Kass

The meeting was called to order at 4:05 p.m. by chairman, Vickie Krueger.

M/S Balderas/Cords to approve the minutes of the July 25 and August 13, 2018 meetings.
Motion carried.

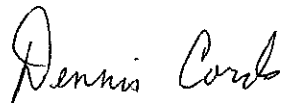
Carol presented the July and August monthly reports indicating 3,296 / 2,747 total circulation and **July and August expenditures** in the amounts of \$873.41 / \$6,091.41. **M/S Cords/Balderas** to accept the July and August reports as given and to approve the expenditures. **Motion carried.**

The board discussed hosting a library open house later this fall to celebrate the 50th anniversary of the library building and the recent renovation. Carol will look into a speaker or performer for the entertainment.

NEXT MEETING: WEDNESDAY, OCTOBER 24, 2018 – 4:00 P.M.

Respectfully submitted,

Dennis Cords, secretary

A handwritten signature in cursive script that reads "Dennis Cords".

CITY OF MOUNTAIN LAKE
PUBLIC LIBRARY REPORT
MONTH OF September, 2018

CIRCULATION AND USE

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

TOTAL CIRCULATION 2,205

Interlibrary loan sent
Interlibrary loan received

258
350

TOTAL ILL

608

ILL NON SYSTEM 47

RECEIPTS

Cash income 17.06
Donations (monetary)
County Revenue 12,165.05
Misc. Revenue
Fines _____
Meeting room rental _____
Sale of supplies _____

TOTAL RECEIPTS

\$12,182.11

EXPENDITURES

Books 438.65
Periodicals 103.93
Audio-visual 226.71
17.06 Supplies 650.06
Postage _____
Miscellaneous _____
Telephone 75.18
Repairs & maintenance 345.00
Repairs & maint. of equipment _____
Project expense _____
Capital outlay _____
Automation _____
Gas Utilities 20.52
TOTAL EXPENDITURES \$1,860.05

LIBRARY DIRECTOR

Carol Lehman
8

LIBRARY EXPENDITURES - SEPTEMBER 2018

Country Woman	Periodicals - 2 yr.	\$15.00
Demco	Office Supplies	\$597.44
Frontier	Telephone Expense	\$75.18
Good Housekeeping	Periodicals - 1 yr.	\$8.00
HGTV Magazine	Periodicals - 1 yr.	\$15.00
Dennis Hulzebos	Repairs & Maintenance - Janitorial	\$345.00
Indoff, Inc.	Office Supplies	\$35.56
Ingram	Books	\$376.48
Midwest Living	Periodicals - 2 yr.	\$11.00
MN Energy Resources	Gas Utilities	\$20.52
Synchrony Bank/Amazon	Books 62.17 / AV 226.71	\$288.88
Taste of Home Simple & Delicious	Periodicals - 2 yr.	\$24.98
This Old House	Periodicals - 2 yr.	<u>\$29.95</u>
	Subtotal	\$1,842.99
	Cash Expenditures	<u>\$17.06</u>
	TOTAL	\$1,860.05

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, October 15, 2018
6:30 p.m.

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney; Andy Kehren, City Engineer

Others Present: Doug Regehr (7:00PM)

Call to Order

The meeting was called to order by Councilmember Savage at 5:48 p.m. (Mayor Nelson met the Council at the street shop).

Street Shop and Food Shelf Tour

Rick Oeltjenbruns, Street Superintendent, gave a tour of the street shop. Each piece of equipment was labeled to show which year it was made. An inventory of each item such as tools and equipment are kept. When work is performed on equipment everything is tracked and kept in a file. The shop's layout, equipment, tools, history of the department, and other miscellaneous items were explained and discussed.

Jerry Logue, Mary Oeltjenbruns, and Bertha Klassen gave a tour of the new food shelf room. Food items, the number of families that utilize the food shelf, new shelves, new refrigerators, and other components of the food shelf were discussed and explained. The new room has worked very well and efficiently for their operations and the volunteers thanked the Council for listening to their needs.

Approval of Agenda and Consent Agenda

Motion by Kass, seconded by Ysker, to add Resolution #20-18 Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Resolution #21-18 Hearing on Proposed Assessment under City Engineer, and item Public Nuisances under City Administrator. Motion carried. The Lakeview lots and how they are listed online were discussed. Motion by Kass, seconded by Ysker, to approve the agenda and consent agenda as amended. Motion carried.

Bills: Check #21668-21722, 566E – 570E

Payroll Checks #64147 – 64183

Approval of July 9, 2018 Tree Commission Minutes

Approval of September 10 Lake Commission Minutes

Approval of September 13 EDA Minutes

Approval of September 27 Utilities Commission Minutes

Approval of October 1 Special EDA Minutes

Approval of October 1 City Council Minutes

Approval to Hire Scott Pankratz, Community Center Maintenance, as of October 8, 2018

Public

No one addressed the Council during this time.

City Engineer

Andy Kehren, City Engineer, presented a map of the new EDA commercial park lots and surrounding land owners along with a final assessment roll for review. Kehren explained the lots, assessments, numbers, and history of the project. Past street projects, payment terms, interest rates, and the two resolutions were discussed. The Council must decide the interest rate and the amount of years the assessments can be paid off in annual installments to be inserted in Resolution #20-18. This information will then be mailed to the property owners listed on the final assessment roll. Motion by Nelson, seconded by Savage, to have the assessments be payable in equal installments extending over a period of 20 years and to set the interest rate at 3.25% per annum from the date of the adoption of ordinance. Voting aye: Nelson, Savage, Kruser, Ysker. Voting nay: Kass. Deferring agriculture land from assessments until the land is developed was discussed. This has been a practice used in the past. Motion by Kass, seconded by Kruser, to defer Parcel ID 22.610.1094 from assessments until land is developed. The two resolutions were discussed further. Resolution #20-18 is a resolution declaring cost to be assessed and ordering preparation of proposed assessment. Resolution #21-18 states when a public hearing will be held for involved property owners to be given an opportunity to be heard with reference to such assessment. Motion by Savage, seconded by Ysker, to approve Resolution #20-18. Motion approved. Motion by Kruser, seconded by Kass, to approve Resolution #21-18. Motion carried. Kehren and City Administrator Schulte will be sending letters to the affected property owners to inform them of the proposed assessments, amount of years the assessments can be paid off, and the interest rate. Final numbers and details can still be changed by the Council after the public hearing before the figures are passed in a final resolution.

Community Center

Scott Pankratz recently began the maintenance position at the community center. City Administrator Schulte informed the Council of complaints about the carpet. The last professional cleaning of the carpet was paid by Senior Dining in 2017. Requests were made to various professional carpet cleaners in the area but no quotes have been sent. Once quotes are sent to

City Hall they will be presented to the Council. Community center rental rates were discussed. Due to ongoing maintenance costs at the community center, discussion was held to raise the rates from its current \$125 rate to near \$150. This will be discussed further when rates are set at the beginning of the fiscal year in January.

City Accounts & Funds

2017 expenses and revenues for the Police and Street Department were reviewed. When these two departments come in under budget after everything has been calculated, action is needed by the Council to move the funds from the general fund to the respective saving accounts. The savings accounts allow the departments to purchase items listed on the capital improvement plan and can be used for emergencies. If equipment is not needed or no emergencies occur, some budgeted line items are not used. Due to cuts made in 2019's budget, these numbers will most likely be lower when these numbers are presented again next year. Motion by Savage, seconded by Kass, to transfer \$13,811.07 to the Police Department savings account and \$62,706.07 to the Street Department savings account. Motion carried.

Third Quarter Revenue & Expenses

Revenues and expenses up to October 11 were reviewed. No action taken.

City Attorney Report

Bradley DeWolf, President/CEO of Bolton & Menk and Kuechle Underground have come to an agreement on 2nd Avenue and the other punch list items in the city. Kuechle will send a crew to 2nd Ave before winter to take out tar, lower the manhole, and level out some gravel for vehicles and snowplows to travel through during the winter. In the spring of 2019, 2nd Avenue and the various punch list items will be fixed at no cost to the city.

City Administrator Report

Various nuisances were discussed. Trail ordinances, hazardous tree ordinances, and small cell ordinances are being researched.

Adjourn

The meeting was adjourned at 7:58 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk



Mountain Lake Area Foundation

An Affiliate of Southwest Initiative Foundation

GRANT APPLICATION

Grant # FY _____

Applicant Information

Name of Organization/Grantee	City of Mountain Lake
Federal Tax Exempt ID# We MUST have this number. If you, the applicant, are not a 501(c)(3) organization, a unit of government or a public agency, this number should be the number of a "fiscal sponsor." What is a fiscal sponsor? See page 2 for more information.	Tax ID # <u>41-6005401</u> <input checked="" type="checkbox"/> We are a 501(c)(3), a unit of government or a public agency <input type="checkbox"/> We are using a fiscal sponsor (see page 2)
Contact Name	Michael Schulte
Title	City Administrator
Mailing Address	930 Third Avenue Box C
City, State ZIP	Mountain Lake, MN 56159
Phone and Fax	Phone: (407)427-2999 Ext. 1 Fax: (507)427-3327
Email	mschulte@mountainlakemn.com
Website	www.mountainlakemn.com

Tax Status (please select appropriate type)

<input type="checkbox"/> 501(c)(3) Public Charity	<input type="checkbox"/> Public Agency
<input checked="" type="checkbox"/> Unit of Government	<input type="checkbox"/> Other (please describe and attach appropriate documentation)

Complete the Fiscal Sponsor Information only if you, the applicant, are not a 501(c)(3) public charity, a unit of government or a public agency.

Due to IRS regulations, your application will require a "fiscal sponsor" partnership. A fiscal sponsor is a non-profit entity (i.e. a 501(c)(3) public charity, a unit of government or a public agency) that accepts responsibility for the project/activities of an organization that does not have tax-exempt status, but whose project clearly demonstrates a public benefit.

You, the applicant, are responsible for understanding fiscal sponsorship and securing your local fiscal sponsor prior to application to the community foundation. If your project or idea will result in a tangible asset and/or capital improvement, the entity that ultimately owns (or will own) that tangible asset needs to be your fiscal sponsor. For example, the City would need to be the fiscal sponsor for a grant related to new playground equipment located in a city-owned park.

Fiscal Sponsor Information (if applicable)

Name of Organization	
Federal Tax ID # (required)	
Mailing Address	
City, State ZIP	
Website	
Contact Name with this Organization	
Contact Title	
Contact Phone	
Contact Email	
Signature	

Proposal Information

Project Title	Community Center Renovation		
Project Start Date	January, 2019	Project End Date	May, 2019
Provide a brief summary of the request (150 words or less):			
Grant funds are being requested from the Mountain Lake Area Foundation to assist a group of Mountain Lake citizens with the costs to renovate the Mountain Lake Community Center. Although the Community Center is an asset of the City of Mountain Lake, it has become in dilapidated over the years due to lack of city funding to make renovation upgrades. The city does provide annual funding for maintenance and utilities; however, budgetary constraints prevent funding for much needed renovations to the most commonly used areas of the center including the dining room, food shelf and pool room. The citizens group is proposing to renovate the most used areas of the building with new flooring, wall and window furnishings, new ceiling tiles and an energy efficient air conditioner. Most of the labor will be in-kind, donated by community members.			
Counties served by this project: Cottonwood and surrounding counties.			
Indicate the projected number to be served by your project:			
2,500	People	10	Agencies
		150	Businesses
		4	Communities
Amount Requested: \$ 5,000		Total Project Cost: \$ 30,000	

Proposal Narrative

Provide a brief narrative that addresses each of the following points. Submit one original and one copy of your proposal. This narrative should include the following:

1. **Organizational History:** Briefly describe your organization. Attach a copy of your IRS Determination Letter or documentation from your fiscal sponsor as outlined on page 2.

The City of Mountain Lake was organized in 1886. It is led by the City Council composed of the mayor and four council members. City government is composed of 10 departments including a 25 member on-call fire department and a 20 member paid on-call ambulance department. Council and staff are committed to providing excellent services at reasonable costs.

2. **Program Goals:** What do you hope to accomplish through the project? What is the focus?

The community center citizens group hopes to raise funds to provide much needed renovations to the Mountain Lake Community Center that the city is unable to provide due to budgetary constraints. The citizens group has developed the list of costs for the improvements and a plan to raise the needed funding. That plan involves leveraging \$5,000 cash contributed by the Mountain Lake Economic Development Authority (EDA) to secure grants from the MLAF, Odell Wind Farm Community Fund, and Blg Bend Wind Farm Community Fund. Other donations and in-kind labor will complete the project.

The focus is to make the Mountain Lake Community Center a point of pride for the community. This building is used by one group or another, sometimes several groups at one time, over 300 days of the year. Reality is that the building has been allowed to deteriorate over the years and is not currently a point of pride for the community. The plan outlined in this grant application will accomplish the goal of renovating the building. This project cannot be successful without the help of many volunteers. The Mountain Lake Food Shelf is located in the community center. This organization is run entirely by volunteers. The renovation project will rely on volunteers to provide sweat equity. Many skilled craftsman from within the community have verbally committed to helping purchase paint, replace ceiling tiles, remove old flooring and painting to name a few jobs. It may be necessary to hire a person to lay the new flooring, all other labor will be provided in-kind.

3. Methods: How are you going to accomplish the goals? What combination of activities and strategies have you selected to bring about the desired results? Why did you select this approach?

A committee made up of volunteers from the community have come together to identify needs and plan for an orderly renovation project. It may take completing projects in stages if grant funding isn't available at the same time, but the renovations goals will not change.

As mentioned previously, the Mountain Lake EDA will contribute \$5,000 toward project costs. Grants will be applied for from local grant sources including MLAF, Odell Wind Farm Community Fund, and Big Bend (Apex) Wind Farm Community Fund. Grant funding along with \$5,000 from the Mt. Lake EDA and in-kind labor will bring about the desired result of providing the necessary funding to renovate the community center.

This approach was selected due to its likelihood of success and lack of funds available from the city. A key component of the approach is to have the city continue to pay for a maintenance person that has the ability to maintain and repair, ensuring that the renovations completed with grant dollars and volunteer sweat equity will be kept-up and enjoyed by area citizens for many years to come.

4. Evaluation: How will you measure your results/impact?

Results and project impact will be measured by the use and enjoyment of many individuals and groups of area residents that use the community center on a daily basis for wedding and graduation receptions, fund raisers, educational activities, 4H, food shelf and senior dining meal site.

Here is a list of groups that use the Mountain Lake Community Center on a regular/daily basis:

Community Education
Early Childhood Family Education
Pool Players (free use of the pool room)
Blood Mobile (Quarterly)
4H
Bone Builders
Senior Dining
Food Shelf
American Legion
Mountain Lake Ambulance (for training)
Lao Community

These folks deserve a nice community center to have their events - many of the events are crucial to a high quality of life enjoyed by all Mountain Lake residents.

5. **Budget:** Please complete the attached budget on page 6 of this grant application. In addition, you may wish to provide a budget narrative, detailing the items on the budget page (i.e. a consultant hired for 200 hours at \$75/hour).

Please see page 6.

Budget	
*A. How much will your total project cost?	\$ 30,000.00
*B. How much are you requesting from the Community Foundation?	\$ 5,000.00
*C. Describe how the money from the community foundation (in Item B) would be used.	Money from the community foundation and other sources would be used to pay for renovations materials including flooring, wood for wall improvements, new window furnishings, ceiling tiles and window air conditioner.
*D. How much have or will you receive from others?	\$ 25,000.00
*E. Describe how the money from others (in Item D) would be used.	Money from the community foundation and other sources would be used to pay for renovations materials including flooring, wood for wall improvements, new window furnishings, ceiling tiles and window air conditioner.
F. How many hours do you estimate that people will spend working on this project?	100.00
F. List any "in-kind" contributions (in-kind contributions are gifts of goods/services instead of cash)	In-kind contributions will be made by area residents that will help with paying for paint, installing ceiling tiles, remove old flooring and painting. In-kind labor may be used to install new flooring, but it might be best to have this service hired out to a qualified business. Every effort will be made by the committee to use in-kind labor when feasible.

Authorization	
<i>I certify that the information contained in this grant application is true and correct to the best of my knowledge. I have the authority to apply for the dollars requested.</i>	
Name of top paid staff or board chair: Michael Schulte	Title: City Administrator
Signature: _____	Date: October 24, 2018

Submit your Completed Application to:
Mountain Lake Area Foundation PO Box 123 Mountain Lake, MN 56159

South Central Electric Association Trust Grant Application Form

PROFILE INFORMATION:

Applicant Organization: City of Mountain Lake

Address: 930 Third Avenue, PO Box C
Mountain Lake, MN 56159

Contact Person: Michael Schulte Title: City Administrator

Telephone: (507)427-2999, Ext. 1 Fax: (507)427-3327

Tax Status: Check one ☐ Non-profit ☒ Governmental Organization

PROJECT DESCRIPTION:

Please check the appropriate category:

- ☐ Community Service ☐ Education and Youth ☐ Environment
☐ Community Economic Assistance ☐ Emergency Assistance and Disaster Relief

Project Title: Mountain Lake Community / Senior Center Renovation

Statement of Project Purpose/Objectives:

The Mountain Lake Community / Senior Center is used by many community groups including being area senior citizens, senior dining and food shelf. The building is owned by the City of Mountain Lake, but over time the city has not been able to adequately keep up with needed renovations due to budgetary constraints. A group of local concerned citizens has undertaken the task of raising funds to make the needed renovations, developed a plan and obtained cost estimates from local companies. The plan involves leveraging \$5,000 cash contributed by the Mountain Lake Economic Development Authority (EDA) to secure grants from the Mountain Lake Area Foundation, Odell Wind Farm Community Fund, and Big Bend Wind Farm Community Fund. Other donations and in-kind labor will complete the project.
(If additional space is needed to indicate objective please attach additional page.)

Geographic Area to be served by Project: City of Mountain Lake, Cottonwood County and surrounding areas.

Project Start Date: January, 2019 Project End Date: March, 2019

Amount Requested: \$2,500

Other Revenue Sources: City of Mountain Lake EDA (\$5,000 – Committed), Mountain Lake Area Foundation (\$5,000 – grant applied for), Odell Wind Farm Community Fund (\$5,000 – grant deadline in January, 2019), Big Bend Wind Farm Community Fund (\$5,000 – grant applied for), South Central Electric Association Trust (\$2,500), in-kind labor and monetary donations, \$7,500 = \$30,000 Total Project Cost

South Central Electric Association Trust
Operation Round® Up Application Form
Page 2

Please provide two reference:

<u>Mark Hanson</u>	<u>(507)227-6792</u>	<u>Mountain Lake, MN</u>
Name	Phone	Town

<u>Mike Nelson</u>	<u>(507)381-7986</u>	<u>Mountain Lake, MN</u>
Name	Phone	Town

ATTACHMENTS:

Please attach the following to this application:

1. Detailed budget showing how requested funds would be spent.
2. Copy of IRS tax-exempt letter if appropriate.

CERTIFICATION:

In submitting this application the applicant agrees that it will spend funds solely for the purposes stated in the application and will refund the unexpended portion of such funds, if any. The applicant will provide a final summary, in writing, at the end of the project to the Trust Board. In addition, the applicant will not discriminate as to race, age, religion, sex, or national origin.

Authorized Signature

Date

Title

Return completed form and attachments to:
South Central Electric Association
Attn: Jim Haler
P.O. Box 150
71176 Tiell Dr.
St. James, MN 56081

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

Members National Association of Home Builders
MN Building Contractor License #20125765

October 31, 2018

Project Summary Revised Congoleum Armor Core

Senior Citizen Center Building
11th Street
Mt. Lake, MN 56159

Email: sharron56159@yahoo.com
Cell 507-822-0424

Phase #1
Wall Painting Estimate, Main Room

Paint and Paint Supplies

- Estimating a total of 12 Gallons, Sherwin Williams Paint. 9 Gallons of low luster washable top coat paint & 3 gallons of Extreme Bond Tinted primer/sealer. We propose to single (1) coat the upper 6' drywall section and double (2) coat the lower wood paneling, all trim & door jams only. At this time the existing door slabs are not painted. Also included is 2 rolls of 4mil. Plastic, 6 rolls of blue tape and paint rollers. *Window coverings, and wall hangings are expected to be removed by others. Any drywall wall, paneling, existing trim replacement or repairs have not been included in this paint estimate at this time.

• Sherwin Williams Paint and materials Estimate	\$ 895
• Labor Estimate to plastic, tape off and Painting	<u>\$3,000</u>
Phase #1 Painting Total	\$3,895

Options:

Possible Paint Savings (need to verify) by selecting True Value Primer & Paint Credit \$200

Phase #2
Flooring Estimate:

Allowances Only: All pricing below + tax and Shipping (Need to verify exact Size & Quantity of Areas)

• Congoleum Armor Core LC241 Warm Driftwood	
o Main Room Congoleum Only Approx 2,904 Sft.	\$ 5,660
o Floor Primer & Floor Adhesive Allowance Estimate	\$ 990
• 4" Vinyl Wall Cove Allowance Main Room	\$ 500
• Flooring Disposal & Landfill Estimated Costs, Need to Verify	\$ 250
• City of Mt. Lake Building Permit	Need to Verify
• Estimated Shipping & Freight Charges, Need to Verify	<u>Need to Verify</u>
Flooring Allowance	\$ 7,400

Project Options:

• Pool Room Flooring 396sqft. Cong. Armor Core LC241 Warm Driftwood Est.	\$ 775
• Est Hallway to 11St. Exit 432sqft. Cong. Armor Core LC241 Warm Driftwood Est.	\$ 841
• Installation Billed Directly to Owners Estimate for Installing Vinyl, verify	\$1.00 - \$1.75/Sqft
• Add Existing Floor Tear Out Costs Estimate	\$ 1,985
• Add Floor Adhesive Cut off, if Needed, Labor & Machine Rental Est.	\$ 1,240

The above Project as described are hereby accepted. You are authorized to proceed as specified above.

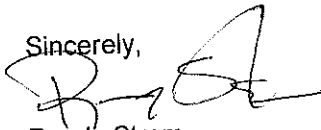
Date of Acceptance _____

Customer Signature _____

Authorized Signature _____

I am confident you will be happy with our work if you should choose to proceed with us. We strive to do quality work, to complete the work in a neat and timely fashion. Thank you for the opportunity to provide this quotation. I hope we can work for you!

Sincerely,



Randy Strom
Sales & Design
Bargen Inc.

Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

23



CleanRite ChemDry
 PO Box 485
 Fairmont, MN 56031
507-236-0713

Quote

Date:	Oct	23
Crew:		
Source:	Michael	
Sales Rep:	Chris	

Name: City of Mountain Lake

Address: Community Center, Mountain Lake MN

Phone: _____

Value Packages			Terms																															
Basic Our Best Basic Clean ~ Pre-Vacuum ~ Apply exclusive, patented Carbonation solution ~ Thoroughly clean exposed carpet ~ Remove most spots ~ Brush or rake carpet pile grooming Price _____	Stain Fighter Clean and Protect Carpet ~ Pre-Vacuum ~ Apply exclusive, patented carbonation solution ~ Thoroughly clean exposed carpet using PowerHead system for deepest soil removal PLUS: ~ Apply Chem-Dry Protectant Price _____	Restorative Cleaning Recommended for homes with toddlers, pets or allergy sufferers ~ Includes all items in the Stain Fighter and Basic Packages PLUS: ~ Move most furniture - sofas, tables chairs, except entertainment centers hutches, etc. ~ Apply professional strength deodorizer/sanitizer to treat your carpet Price _____	Upholstery Package <table style="width:100%;"> <tr> <th style="text-align: left;">Furniture</th> <th style="text-align: left;">Cleaning Price</th> </tr> <tr> <td>Sectional Sofa</td> <td>_____</td> </tr> <tr> <td>Sofa (up to 8')</td> <td>_____</td> </tr> <tr> <td>Loveseat (upto 5')</td> <td>_____</td> </tr> <tr> <td>Chairs</td> <td>_____</td> </tr> <tr> <td colspan="2">TOTAL _____</td> </tr> </table>	Furniture	Cleaning Price	Sectional Sofa	_____	Sofa (up to 8')	_____	Loveseat (upto 5')	_____	Chairs	_____	TOTAL _____																				
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Owned by Chris and Wendy Voss, Voss Cleaning Inc. DBA CleanRite ChemDry Authorized Acceptance By: X _____			All ChemDry franchises are independently owned and operated Serving Martin, Faribault and Watonwan Counties																															

Holt's Cleaning Service, Inc.



BUSINESS AND RESIDENTIAL
CARPET AND UPHOLSTERY CLEANING



45213 County Rd 15 • Windom, MN 56101
Phone 507-831-2128

Name <u>Mt. Lake Community center</u>		Date <u>10/23/18</u>		
Address				
City <u>Mt. Lake</u>		Phone		
CARPET <input type="checkbox"/> UPHOLSTERY <input type="checkbox"/> TILE FLOOR <input type="checkbox"/>				
Room	Measurement	Sq. Ft.	Per Sq. Ft.	Total
<u>Senior Dining</u>	<u>38 X 43</u>	<u>1634</u>	<u>.30</u>	<u>490²⁰</u>
	<u>21 X 42</u>	<u>882</u>		
	<u>13.5 X 16</u>	<u>216</u>		
<u>Hall</u>	<u>5 X 40</u>	<u>200</u>		
		<u>1298</u>	<u>.30</u>	<u>389⁴⁰</u>
FURNITURE		Carpet Total		
Couch	<u>Est.</u>	Furniture Total		
Loveseat		SUB TOTAL <u>879⁶⁰</u>		
Chair(s)				
Misc.		TAX <u>60⁴⁷</u>		
		Mileage <u>10⁰⁰</u>		
Furniture Total		TOTAL <u>\$950⁰⁷</u>		

Windom Quick Print 1-800-650-1445

Thank You

ORDINANCE NO. 4-18

AN ORDINANCE TO ENACT A NEW CHAPTER OF THE MOUNTAIN LAKE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHT-OF-WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS.

THE CITY COUNCIL OF MOUNTAIN LAKE, MINNESOTA ORDAINS:

Chapter 12 of Mountain Lake City Code of Ordinances (hereafter “this code”) is hereby repealed in its entirety, and is replaced by the following new Chapter 1 (hereafter “this chapter”), to read as follows:

Chapter 1

Right-of-Way Management

Sec. 1.01. Election to Manage the Public Rights of Way.

In accordance with the authority granted to the city under state and federal statutory, administrative, and common law, the city hereby elects, pursuant to this chapter to manage rights of way within its jurisdiction for new or expanded above-ground or wireless installation and services.

Sec. 1.02. Definitions.

The definitions included in Minnesota Statute Section 237.162, Minnesota Rules 7810.0100, subps. 1 through 23, and Minnesota Rules 7560.0100 subps. 1 through 12 are hereby adopted by reference and are incorporated into this chapter as if set out in full.

Sec. 1.03. Permit Requirement.

Subd. 1. Permit Required. Except as otherwise provided in this code, no person may obstruct or excavate any right of way or install or place facilities in the right of way without first having obtained the appropriate permit from the city.

- (a) *Excavation Permit.* An excavation permit is required to excavate that part of the right of way described in such permit and to hinder free and open passage over the specified portion of the right of way by placing facilities described therein, to the extent and for the duration specified therein.
- (b) *Obstruction Permit.* An obstruction permit is required to hinder free and open passage over the specified portion of right of way by placing equipment described therein on or over the right of way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.
- (c) *Small Wireless Facility Permit.* A small wireless facility permit is required to place a new wireless support structure (collocate) in the right-of-way managed, with the exception that a permit is not required for the installation, placement, maintenance,

operation, or replacement of micro wireless facilities suspended on cables strung between existing utility poles in compliance with national safety codes.

- (d) *Small Wireless Special or Conditional Land Use Permit.* A special or conditional land use permit is required to install a new wireless support structure in a right-of-way where the underlying district or area is zoned for single-family residential use or is in a historic district established by federal or state law or city ordinance.

Subd. 2. Permit Extensions. No person may excavate or obstruct the right of way beyond the date or dates specified in the permit unless (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

Subd. 3. Delay Penalty. In accordance with Minnesota Rule 7819.1000, subp. 3 and notwithstanding Subd. 2 of this section, the city shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by city council resolution.

Subd. 4. Permit Display. Permits issued under this chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the city.

Sec. 1.04. Permit Applications.

Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

- (a) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities, and the following information:
 - (1) Each permittee's name, Gopher One-Call registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.
 - (2) The name, address and email address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of Application.
 - (3) A certificate of insurance or self-insurance:
 - i. Verifying that an insurance policy has been issued to the permittee by an insurance company licensed to do business in the state of Minnesota, or a form of self-insurance acceptable to the city.
 - ii. Verifying that the permittee is insured against claims for personal injury, including death, as well as claims for property damage arising out of the:
 - a) Use and occupancy of the right of way by the permittee, its

- officers, agents, employees, and permittees, and
- b) Placement and use of facilities and equipment in the right of way by the permittee, its officers, agents, employees, and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities, and collapse of property;

- iii. Naming the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;
- iv. Requiring that the city be notified thirty (30) days in advance of cancelation of the policy or material modification of a coverage term;
- v. Indicating comprehensive liability coverage, automobile liability coverage, workers' compensation and umbrella coverage established by the city in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter.

(4) A copy of the actual insurance policies.

(5) If the person is a corporation, a copy of the certificate required to be filed under Minn. Stat. 300.06 as recorded and certified to by the Secretary of State.

(6) A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency, where the person is lawfully required to have such certificate from said commission or other state or federal agency.

(b) A Small Wireless Facility Permit applicant may file a consolidated Small Wireless Permit Application to collocate up to 15 small wireless facilities provided that all the small wireless facilities in the application:

- (1) are located within a two-mile radius;
- (2) consist of substantially similar equipment; and
are to be placed on similar types of wireless support structures.
- (3) The City may approve a permit for some small wireless facilities and deny a permit for others, but the City may not use denial of one or more permits as a basis to deny all the small wireless facilities in the application.

(c) Payment of money due the city for

- (1) permit fees, estimated restoration costs and other management costs,
- (2) any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights-of-way or any emergency actions taken by the city;
- (3) franchise fees, or other charges, if applicable.

(4) inspection fees, if applicable and if not included in the permit fee.

Sec. 1.05. Issuance of Permit; Conditions.

Subd. 1. Permit Issuance. If the applicant has satisfied the requirements of this chapter, the city shall issue a permit.

Subd. 2. Permit Conditions Generally. The city may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right of way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minnesota Statutes Section 216D.01 - .09 (Gopher One Call Excavation Notice System) and Minnesota Rules, Chapter 7560.

Subd. 3. Additional Small Wireless Facility Conditions. In addition to subdivision 2, the erection or installation of a wireless support structure, or the collocation of a small wireless facility, shall be subject to the following conditions:

- (a) A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.
- (b) No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, and further provided that an applicant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
- (c) No wireless facility may extend more than 10 feet above its wireless support structure.
- (d) Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such support structures and any existing wireless support structure or other facilities in and around the right-of-way.
- (e) Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, the city may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure.
- (f) Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
- (g) The execution of a Small Wireless Facility Collocation Agreement that incorporates any additional terms and conditions mutually agreed upon by the city and the applicant. A small wireless facility collocation agreement is considered public data not on individuals and is accessible to the public under section 13.03. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant.

Subd. 4. Payment of Rent.

- (a) For collocations of small wireless facilities, the city can, either in its permit or in a standard collocation agreement, require annual rental payments for the small wireless collocations of up to:
 - a. \$150 per year for rent to collocate on the city structure.
 - b. \$25 per year for maintenance associated with the collocation.

- c. A monthly fee for electrical service as follows:
 - i. \$73 per radio node less than or equal to 100 maximum watts;
 - ii. \$182 per radio node over 100 maximum watts; or
 - iii. The actual cost of electricity if the actual cost exceeds the foregoing
- (b) For collocations or placements, other than of small wireless facilities, the city can charge a mutually agreed upon rent reached between the city and the applicant.

Subd. 5. Trenchless Excavation. As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to horizontal directional drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter. 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating as determined by the city.

Sec. 1.06. Timeline for Action on Permit Applications.

Subd. 1. Denial in General. The city may deny a permit for failure to meet the requirements and conditions of this chapter or if the city determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.

Subd. 2. Procedure for Denial on Permits other than Small Wireless Facilities Permits. The denial of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant or right-of-way user in writing within three business days of the decision to deny a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

Subd. 3. Procedure for Denial on Small Wireless Facilities Permits. The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application, unless the collocation is on a support structure that already qualifies as an existing wireless tower or base station under Section 6409(a), codified at 47 U.S.C. 1455(a), which, in those instances, the city shall approve or deny the small wireless facility permit within 60 days. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.

Subd. 4. Tolling of Deadline on Small Wireless Facility Permit. The deadline for action on a small wireless facility permit application may be tolled if:

- a) The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days and shall inform the affected applicant in writing of such extension.
- b) The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt the

application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.

- c) The city and a small wireless facility applicant agree in writing to toll the review period.

Sec. 1.07. Permit Fees.

Subd. 1. *Excavation Permit Fee.* The city shall establish an excavation permit fee in an amount sufficient to recover the following costs:

- (a) the city management costs;
- (b) degradation costs, if applicable.

Subd. 2. *Obstruction Permit Fee.* The city shall establish an obstruction permit fee in an amount sufficient to recover the city management costs.

Subd 3. *Small Wireless Facility Permit Fee.* The city shall impose a one-time small wireless facility permit fee at the time of approval of the collocation application in an amount sufficient to recover:

- (a) management costs;
- (b) restoration costs or degradation fee, if applicable,
- (c) inspection fees, if applicable,
- (d) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

The city will not impose a small wireless facility permit fee for any of the following activities:

- (1) routine maintenance of a small wireless facility;
- (2) replacement of a small wireless facility with a new facility that is substantially similar or smaller in size, weight, height, and wind or structural loading than the small wireless facility being replaced; or
- (3) installation, placement, maintenance, operation, or replacement of micro wireless facilities that are suspended on cables strung between existing utility poles in compliance with national safety codes

Subd. 4. *Payment of Permit Fees.* No excavation permit or obstruction permit shall be issued without payment of excavation or obstruction permit fees. The city may allow applicant to pay such fees within thirty (30) days of billing.

Subd. 5. *Non-Refundable.* Permit fees that were paid for a permit that the city has revoked for a breach as stated in Section 1.14 are not refundable.

Subd. 6. *Application to Franchises.* For right-of-way users subject to a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way user in the franchise, unless otherwise agreed to in the franchise.

Subd. 7. *Rules.* All permit fees shall be established consistent with the provisions of Minnesota Rule 7819.1000, when applicable.

Sec. 1.08. Right-of-Way Patching and Restoration.

Subd. 1. *Timing.* The work to be done under the excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonable or unreasonable.

Subd. 3. *Standards.* The permittee shall perform patching and restoration according to the standards and with the materials specified by the city and shall comply with Minnesota Rule 7819.1100

Subd. 4. *Duty to correct defects.* The permittee shall correct defects in patching, or restoration performed by permittee or its agents. Permittee, upon notification from the city, shall correct all restoration work to the extent necessary, using the method required by the city. Said work shall be completed within five (5) calendar days of the receipt of the notice from the city, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable.

Subd. 5. *Failure to Restore.* If the permittee fails to restore the right-of-way in the manner and to the condition required by the city, or fails to satisfactorily and timely complete all restoration required by the city, the city at its option may do such work. In that event the permittee shall pay to the city, within thirty (30) days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the city may exercise its rights under the construction performance bond.

Section 1.09. Permit Limitations.

Subd. 1. *Limitation on Area.* A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area

- a) make application for a permit extension and pay any additional fees required thereby, and
- b) be granted a new permit or permit extension.

Subd. 2. *Obstruction from Small Wireless Facility Work.* City will not require an additional small wireless facility permit fee or require a new collocation agreement for routine maintenance of a small wireless facility, for replacement of a small wireless facility with a new facility that is substantially similar or smaller in size, weight, height, and wind or structural loading than the small wireless facility being replaced; or for installation, placement, maintenance, operation, or replacement of micro wireless facilities that are suspended on cables strung between existing utility poles in compliance with national safety codes. The city may require advance notification, however, of these activities if the work will obstruct the public right-of-way.

Subd. 3. *Limitation on Dates.* A right-of-way permit is valid only for the dates specified in the permit. For a Small Wireless Facility Permit, the term of the permit is equal to the length of time that the small wireless facility is in use, unless the permit is revoked under this section. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must

apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

Section 1.10. Installation Requirements.

The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100, when applicable, and other local requirements, when applicable, and in so far as they are not inconsistent with the Minnesota Statutes Sections 237.162 and 237.163.

Section 1.11. Inspection

Subd. 1. Notice of Completion. When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rules 7819.1300.

Subd. 2. Site Inspection. Permittee shall make the work-site available to city personnel and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

Subd. 3. Authority of City.

- a) At the time of inspection, the city may order the immediate cessation of any work, which poses a serious threat to the life, health, safety, or well-being of the public.
- b) The city may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the city that the violation has been corrected. If such proof has not been presented within the required time, the city may revoke the permit pursuant to Sec. 1.215

Sec. 1.12. Work Done Without a permit.

Subd. 1. Emergency Situations. Each person with facilities in the right-of-way shall immediately notify the city of any event regarding its facilities that it considers being an emergency. The owner of the facilities may proceed to take whatever actions are necessary to respond to the emergency. Within two business days after the occurrence of the emergency the owner shall apply for the necessary permits, pay the fees associated therewith and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

If the city becomes aware of an emergency regarding facilities, the city will attempt to contact the local representative of each facility owner affected, or potentially affected, by the emergency. In any event, the city may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the person whose facilities occasioned the emergency.

Subd. 2. Non-Emergency Situations. Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit, and as a penalty pay double the normal fee for said permit, pay double all the

other fees required by this code, deposit with the city the fees necessary to correct any damage to the right-of-way and comply with all the requirements of this chapter.

Sec. 1.13. Supplementary Notification.

If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, permittee shall notify the city of the accurate information as soon as this information is known.

Sec. 1.14. Revocation of Permit

Subd. 1. *Substantial Breach.* The city reserves its right, as provided herein, to revoke any right-of-way permit, without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:

- a) The violation of any material provision of the right-of-way permit;
- b) An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;
- c) Any material misrepresentation of fact in the application for a right-of-way permit;
- d) The failure to complete the work in a timely manner; unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittees control; or
- e) The failure to correct, in a timely manner, work that does not conform to a condition of the permit

Subd. 2. *Written Notice of Breach.* If the city determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit the city shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations might be cause for revocation of the permit.

Subd. 3. *Procedural Requirements.* If the city decides to revoke the permit, the revocation must be made in writing and must document the basis for the revocation. The city must notify the right-of-way user in writing within three business days of the decision to revoke a permit.

Subd. 4. *Reimbursement of City Costs.* If a permit is revoked, the permittee shall also reimburse the city for the city's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

Subd. 5. *Limitation of Space.* Subject to Minnesota Statutes Section 237.163, to protect health, safety, and welfare or when necessary to protect the right-of-way and its current use, the city shall have the power to deny permits and the city shall strive to the extent possible to

accommodate all existing and potential users of the right-of-way, but shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future city plans for public improvements and development projects which have been determined to be in the public interest.

Sec. 1.15. Damage to Other Facilities.

When the city does work in the right-of-way and finds it necessary to maintain, support, or move facilities to protect it, the city shall notify the local representative as early as is reasonably possible and placed as required. The costs associated therewith will be billed to that facility owner and must be paid within thirty (30) days from the date of billing. Each facility owner shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages. Each facility owner shall be responsible for the cost of repairing any damage to the facilities of another caused during the city's response to an emergency occasioned by that owner's facilities.

Sec. 1.16. Right-of-Way Vacation.

Reservation of Right. If the city vacates a right-of-way that contains facilities, the facility owner's rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

Sec. 1.17. Indemnification and Liability.

By applying for and accepting a permit under this chapter, a permittee agrees to defend and indemnify the city in accordance with the provisions of Minnesota Rule 7819.1250.

Sec. 1.18. Abandoned Facilities.

Removal of Abandoned Facilities. Any person who has abandoned facilities in any right-of-way shall remove them from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless the city waives this requirement.

Sec. 1.19. Appeal.

A right-of-way user that: (1) has been denied a permit; (2) has had permit revoked; or (3) believes that the fees imposed are invalid may have the denial, revocation, or fee imposition reviewed, upon written request, by the City council. The city council shall act on a timely written request at its next regularly scheduled meeting. A decision by the city council affirming the denial, revocation, or fee imposition will be writing and supported by written findings establishing the reasonableness of the decision.

Sec. 1.20. Reservation of Regulatory and Police Powers.

A permittee's rights are subject to the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

Passed by the City Council of Mountain Lake, Minnesota this _____ day of December, 2018.

Mayor

Attest:

City Administrator

NEWLY ELECTED OFFICIALS: 2019 LEADERSHIP CONFERENCE



THE ELECTION IS JUST AROUND THE CORNER!

Help your new mayors and councilmembers get a good start at the 2019 Leadership Conference

During this two-day crash course in effective governance, newly elected officials will learn essential leadership skills to help them do their job well, including:

- How to be effective in their new city role
- Ins and outs of city taxes and budgets
- How to comply with the Open Meeting Law and data practices
- And much more!

Plus, newly elected officials will create connections with other city leaders from across the state and meet League staff.

CONFERENCE DATES & LOCATIONS:

Jan. 25-26
Mankato

Feb. 1-2
Plymouth

Feb. 22-23
Brainerd

—O Registration opens soon!

Find out more about this conference—and access resources to help your newly elected officials with good governance—at www.lmc.org/goodstart.

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LEAGUE OF MINNESOTA CITIES 2019 ANNUAL CONFERENCE

JUNE 26-28, 2019—DULUTH



Three images above by Todd Myra Photography

Get ready to head up to the lake for the 2019 Annual Conference in Duluth!

You'll discover tools to help you in your role, hear from inspiring speakers, celebrate city achievements, and create connections with city officials from across the state.

Registration opens in March 2019!

Watch for more information at
www.lmc.org/events

COLLABORATION SERVICES



For more information, contact:

Pam Whitmore
League of Minnesota Cities
Insurance Trust Collaboration
& Mediation Manager
 (651) 281-1224 (office)
 (612) 816-7386 (cell)
 (800) 925-1122 (toll free)
pwhitmore@lmc.org



Working collaboratively helps bridge divides.

Get the help you need to work together, understand roles, be transparent, and avoid conflict in your city.

Strong opinions can lead to lively discussions and promote the exchange of new ideas and creative solutions. However, when those discussions start to lead to conflict, where can your city turn for help? You can receive guidance from a qualified neutral and experienced facilitator who will meet with your city to provide personalized workshops and facilitated discussions as a part of LMCIT's Collaboration Services.

When should your city call LMCIT Collaboration Services?

- **If your city has a conflict.** When your city is having issues with communication and trust, problems understanding roles and responsibilities, or struggling with complex topics like the Open Meeting Law or data practices, you can work with LMCIT's Collaboration Services to learn how to work together, engage more respectfully, and get the tools you need to govern more effectively.
- **If your city wants to prevent conflicts from forming.** When your city needs some extra help understanding tricky topics, wants to proactively learn communication skills to better engage in discussions, needs to get a leg-up on good governance, or wants to avoid conflict before it starts, LMCIT's Collaboration Services offers tools to help everyone work toward an integrative solution. Workshops can cover a wide range of topics that will keep your city running effectively.
- **If your city needs assistance with specific issues.** Cities sometimes experience conflict when a lack of understanding of new and difficult issues causes distrust. LMCIT's Collaboration Services can provide your city with needed assistance, such as finding a mentor, getting referrals, sharing written resources, and mediation.

For more information visit www.lmc.org/collabservicesinfo

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.



COLLABORATION SERVICES

**LMCIT: LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST**

When to Use LMCIT's Collaboration Services

If you're saying:

- We've got to get everybody discussing the issues, not each other
- Our councilmembers really do not understand their roles
- Our council meetings run too long
- We don't completely understand the Open Meeting Law
- Where can we find training on good governance
- How can we learn more about data practices law
- I wish our council could get things done efficiently
- We need a third party to come in and help us communicate better

...then you can get help from LMCIT's Collaboration Services!

Some common offerings include:

- Problem solving
- Working together within conflict
- Good governance & understanding council roles
- Respectful communication & working collaboratively
- Data practices & Open Meeting Law pitfalls
- Meeting & public comment management
- Formal qualified neutral services

Additional resources to help your city:

- www.lmc.org/goodstartpdf
- www.lmc.org/conflictresolutionpdf
- www.lmc.org/dutiespage
- www.lmc.org/conflictinterestpdf
- www.lmc.org/councilauthoritypdf

You can find more resources at www.lmc.org/collabservicesinfo

Five Qualities of a 'Premier' City

BY DAVID UNMACHT

As I write this column, I am traveling around the state to attend the League of Minnesota Cities 2017 Regional Meetings. My staff and I are energized by the interactions we have with city leaders from across the state.

Quite simply, it's fun to see old friends and meet new ones. More than that, though, Regional Meetings are an important component of the League's work. It is no secret that we learn as much about your issues, ideas, and concerns as you learn about our board and staff's work at the League.

Traveling with my peers offers a perfect opportunity to think and reflect. I am fortunate to have a long history of working with civic leaders from all parts of our state. Over 34 years in local government, I have witnessed firsthand the best practices of municipal government, not only in Minnesota, but across the country. Like many of you, I find that optimal learning opportunities come not from textbooks, but from the "school of hard knocks."

Over the past few years I have begun collecting, organizing, and speaking publicly about best practices in Minnesota city governments. To that end, I have created a short list of important qualities that on a macro scale define the nature of a city government's work.

To enhance the credibility and reliability of this model, I have shared these ideas in work sessions with countless city managers, mayors, councilmembers, and city staff. Here are five qualities that can define best practices in governing and leading Minnesota's cities. I refer to cities that achieve these qualities as "premier."

1. Establish clear roles and expectations.

The best cities ensure that the duties and responsibilities of each city official are clear and well-understood. The mayor doesn't try to be the city administrator, and the public works director doesn't try to make policy as a councilmember.

A leading indicator of city hall troubles is a lack of clarity and understanding in the roles of city officials. In reading about cities that struggle, take note of how often



the issue has to do with what individuals perceive their roles to be.

2. Endorse and manage change.

The best cities are not afraid of change to ensure they operate in an optimal manner. No city official wants to work in an inefficient and ineffective manner. However, the difference is clear: some officials talk and some act. Implementing change doesn't happen by wishing or wanting; it happens with deliberate and managed action.

Asking good questions about how work is done in your city is a healthy step toward ensuring that your operations are efficient and effective.

3. Emphasize communication.

The best cities understand the value and importance of communication. City officials understand that sharing information is not "an extra," but a primary purpose of their work. With the emphasis today on social media, the function of communication has changed significantly just in the past few years.

Training in media relations and communicating your message is an important priority, not fluff. Ask yourself: Is your

city ready if CNN—or even your local newspaper—shows up at city hall?

4. Share common values.

The best cities have the capacity to reach consensus through shared community values around common goals. City officials respect differences and individual opinions and work to collaborate and find common ground on important issues.


Do leaders in your city have the capacity to disagree, debate, and act without personal animosity?

5. Plan for the future.

The best cities focus on planning. This includes financial planning—balancing short- and long-term operational and capital resources. It also includes land use plan-

ning—ensuring that zoning codes and the comprehensive plan are up to date and effective in guiding the development of the city.

How well does your city fund and plan for short- and long-term operational and capital needs? Are your zoning and land use plans up to date and current?

Remember, you won't find this list in a textbook. I encourage you to talk to your colleagues in city hall about how well you do in each of these five areas and, ultimately, ask the question: "Are we a premier city? If not, why not?" 



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Stepping Up Member Outreach and Engagement

BY DAVID UNMACHT

In one of my first magazine columns as executive director, I discussed the “power of one.” I talked about how much stronger the League of Minnesota Cities (LMC) could be if we had one more city official in each member city engaged in League services or activities.



The math is easy: 833 more individuals participating in our programs, accessing our website, attending training sessions, volunteering time on a committee, or serving on our boards. The impact of this is immeasurable.

The foundation for making this happen is to promote a two-way partnership. You serving and benefiting your city; the League, with your involvement, serving and benefiting all cities. I am pleased to report that we are making exciting progress.

The League keeps track of a lot of data, most notably our communication with you. We track city trends, questions, inquiries, and participation in League-sponsored events. We are continuously assessing trends at the macro level to ensure we're getting the big picture of what is happening in our cities. We use this information to help us prioritize staff resources for conducting research, developing communication tools, preparing legislative proposals, and coordinating education and training programs.

Our goal is twofold. First, to be the go-to resource for your needs by providing you with the most up-to-date information on all topics relevant to city government. Second, to stimulate your interest and involvement in League work.

We want to capture the hearts and minds of our city officials, causing you to see the League as an institution of value during your tenure as a city official, whether it's for one year or 50 years.

Every day our team engages with city officials about many different aspects of your business. Let's define this as reactive engagement. This form of service is our gold standard, and we will always be there when you need us!

Yet, our dual goal is to connect and communicate with you in a more deliberate and personal way. Let's define this as proactive engagement. We've always done this, but we are now amplifying our intentions and focus. That's the difference. Think about this idea in the context of how you conduct citizen engagement in your city—the similarities between the two are clear.

At the LMC Annual Conference in St. Cloud last June, I said, “We welcome an invitation from you to visit your city and region, but don't be surprised if we invite ourselves.” I'm serious about that. We've been doing much more of this over the past six months. We know by visiting, listening, and taking a tour of your city, we see firsthand the challenges you face. Many of the issues overlap among cities in Minnesota; it's the scale that makes them unique to your community.

When you engage with us, we better understand your needs and we can be more effective in serving you. The data we collect allows us to identify trends about what has happened, but meeting with local officials helps us to be more intuitive and offers us a glimpse into what you are thinking about for the future. In other words, the data tells us how we've been doing, and the conversations with you offer insights into what we should do next.

Minnesota is a large state, and we at the League want to apply our resources in a smart way. To better serve you, we recently moved Heather Corcoran into a new staff position called engagement manager. Some of you may know

Heather from her eight years of service with the League. In her new role, Heather's primary goals are to work directly with city officials, our affiliates, and even the business community to ensure League efforts produce positive results.

We know by visiting, listening, and taking a tour of your city, **we see firsthand the challenges you face.**

Heather's duties include merging our data with the knowledge we gain from personal meetings and conversations to better serve all members. We know that each individual communicates and learns in a different way, requiring a variety of creative means to connect with you—in person, online, with videos, podcasts, and more. The work of the engagement manager, along with creative connection tools, opens the door for new outreach and engagement possibilities.

What an opportunity we have! I'm excited to be part of this outreach. It's our privilege to serve you and our pleasure to travel this great state to make personal connections, say hello to good friends, and meet new friends, all with the goal to help you be successful in your role as a city and community leader. ☒



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Qualities of an Effective Governing Body

BY DAVID UNMACHT

I previously wrote a column titled “Five Qualities of a ‘Premier’ City,” in which I described my experiences gathering information on the best practices of Minnesota city governments (Nov-Dec 2017 issue of *Minnesota Cities*). Now I want to focus on the qualities of effective governing bodies.

Much has been written and attempted when it comes to building an effective governing body (city council, county board, etc.). There is no magic potion that makes it happen; it requires hard work, deliberate change when needed, and most importantly, a commitment from all participants. The role of staff in encouraging or inhibiting effective governance cannot be understated; it is truly a joint effort.

I started collecting information on governing body best practices when I worked in Scott County (1997-2008). During much of my tenure as county administrator, the County Board and staff had an excellent working relationship. During one of my performance reviews, Commissioner Jon Ulrich asked me, “What works in this county? Can you define why we are a strong team?” The answer was, “Yes,” and my staff and I put together a list of qualities to share with the Board.

Over time, I have evaluated and tested these principles for authenticity and validity. The list is not perfect, nor does it apply to every situation, but the ideas work and, indeed, they make a difference. The original list included more than a dozen examples of effective qualities of a governing body. I will review the most important ones here.

Clear staff expectations

The fundamental role of a governing body is to identify clear goals, expectations, and accountabilities for your staff. Dysfunction is a symptom of confusion about duties and responsibilities. For example, councilmembers performing the roles of staff while staff is too deeply involved in policy or politics. Conflict is a certainty when expectations are unclear. Make sure there is consensus about expectations.

Agree to disagree

One of the fundamentals of our democracy and representative government is differing opinions. Debate and disagreement are healthy and can lead to better policy and informed decisions. However, when they become personal, the effectiveness of the governing body collapses. Effective leaders leave personal animosity and lingering disputes outside the front door of city hall.

Personal responsibility

Being an effective leader of a city council requires personal accountability and responsibility. Key components of responsibility include the importance of respectful public decorum during meetings; the ability to bring levity and humor to the workplace; and a genuine job of both holding staff accountable for mistakes, while also making sure they get credit for good work.

Effective governing bodies don't look to blame. Instead, they learn from their mistakes and move forward. Reflect on how well you and your peers represent these values at city hall.

Stay connected to residents

There is an underlying distinctiveness that elected officials have in relationships with residents that a city staff member does not and will not ever have. Yes, good staff work includes knowing and understanding what residents want, but that is not its primary role.

Elected officials must stay connected to the community and ensure that all voices are represented at city hall. Create positive and constructive ways to listen, engage, and communicate with all constituents. Effective governing bodies balance the interests of everyone and not just those who are most vocal.


Be human

Elected officials and city staff form a partnership through relationships and responsibilities. With that come principles, including those that appear to be obvious, but not always practiced: honesty, open communication, transparency,

Elected officials must stay connected to the community and ensure that all voices are represented at city hall. **Create positive and constructive ways to listen, engage, and communicate with all constituents.**

and having the ability to admit when you are wrong. Effective governing bodies are made up of human beings, not robots.

Why is it that some governing bodies have dysfunctional qualities? Experience shows it is likely a combination of personal agendas, long-held animosities, lack of clear goals and expectations, and other reasons unique to each city. Sadly, there are some that revel in chaos and conflict; certainly, our current political culture reflects this state. But it does not have to be this way.

I close this column as I closed the earlier one—by encouraging you to talk to your colleagues at city hall about how well you execute each of these qualities and, ultimately, ask the questions: Are we an effective governing body? If not, why not? 



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