

Regular City Council Meeting
Mountain Lake City Hall
Tuesday, December 19, 2023
5:45 p.m.

AGENDA

1. Meeting Called to Order *Additional information on agenda item is attached or at City Hall
2. Approval of Consent Agenda
 - a. Bills: Checks #27840-27893, 993E-999E (1-6)
 - b. Payroll: Checks #67761-67800
 - c. Approve November 13 Lake Commission Minutes (7-8)
 - d. Approve November 14 Library Minutes, Report, & Expenditures (9-13)
 - e. Approve November 20 EDA Minutes (14-15)
 - f. Approve November 22 Utilities Commission Minutes (16-17)
 - g. Approve December 5 City Council Minutes (18-20)
 - h. Approve Resolution #35-23 – Adopting an Expense Report (21-26)
 - i. Approve Resolution #36-23 – \$10,000 Fire Relief Donation (27)
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. City Insurance Agent
 - a. Discussion/Action – Resolution#37-23 Appoint a City Insurance Agent (28-29)
5. Fire & Ambulance Hall
 - a. Discussion/Action – Fire & Ambulance Hall Next Steps
6. City Attorney
 - a. Discussion/Action – Greenhouse Update
7. City Administrator
 - a. Review – Board/Commission Appointments for 2024*
 - b. Discussion/Action – Sunday On Sale Liquor
8. Roundtable
 - a. Discussion – Commissions/Boards Update
9. Adjourn

Lake Commission Meeting
Monday, November 13, 2023, 6:30 p.m.

Members Present: Dave Bucklin, Janell Bargaen, Jon Beyer, Randy Loewen, Jean Haberman

Member Absent: Nathan Harder

Guests Present: Michael Mueller, City Administrator; Stan Bennett

Chair Bucklin called the meeting to order at 6:30 p.m. M/S/P Loewen/Beyer to approve agenda and minutes of the Sept. 11, 2023 meeting.

Treasurer’s Report (11/8/23)

Weed Harvester Income/Expense:

Beginning Balance:	\$20,248.48	
Interest Income	138.45	
Ending Balance	\$20,386.93	\$

Trail Income/Expense:

Beginning Balance:	\$809.92	
Interest Income – May 2023	138.46	
Aluminum Cans – 1,320 lbs @\$.35	462.00	
Country Pride – Screws	(23.00)	
Country Pride – Fuel for can hauling	(125.81)	
Jay Schied – Round-up for Buckthorn Removal	(75.00)	
Ending Balance	\$1,186.57	\$

M/S/P Bucklin/Beyer to approve Treasurer’s Report.

Lake Projects:

- **Fishing Pier:** Hoek Outdoors will be moving the fishing pier to its winter location.
- **Thin Ice Signs:** Dave ordered 25 thin ice signs and Stan Bennett donated plywood for 50 signs. Dave will get 2X2s for the posts.
- **City Boat:** The boat motor is broken. A new motor will cost from \$2,500 to \$4,000. The boat is used to move the fishing pier in spring and fall, installing and collecting thin ice signs, and for general lake usage. Randy will get estimates for a new motor and then will apply for a grant to cover the cost.
- **Weed Harvester:** Randy reported that a used elevator for the weed harvester will cost \$40,000 to \$50,000. It was decided to hold off on purchasing an elevator until we see if there is a weed problem next summer. Randy also reported that there might be someone interested in purchasing the old harvester.

Trail:

- M/S/P Loewen/Buckin to approve a memorial bench policy and application. It will be brought before the City Council to approve.
- Pam Radtke is interested in donating a tree in memory of DeLyle Radtke. Dave will recommend a tree and a place to plant it near the lake or along the trail.
- A spur trail segment leading up to the bench on the north side was discussed. Brian Nyberg will be consulted about mowing a path up to the bench where the trail was originally.

M/S/P Loewen/Beyen to approve Stan Bennett as a Lake Commission member. Welcome Stan!

Next Lake Commission meeting is December 11, 2023 at 6:30 p.m.

Respectfully submitted,

Jean Haberman,
Secretary/Treasurer

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**MOUNTAIN LAKE PUBLIC LIBRARY BOARD MINUTES
November 14th, 2023**

Members Present: Rachel B., Rick H., Carol L., Rochelle M., Rachel S.

Members Absent:

Staff Present: Daniel Mick

Others Present: Michael Mueller

Others Absent: Andy Ysker

The meeting was called to order at 4:31 PM by Chairperson Rachel S.

Additions:

Reports: Rachel B. / Rochelle M. approved minutes for October 10th, 2023 meeting minutes.

Daniel M. presented the September Monthly reports indicating 2337 total circulation. The expenses for September was \$3576.80. M/S Carol L. / Rachel B. to accept the October reports as given and to approve the October expenditures, Motion carried.

Old Business: Daniel M. reported that the search for new library assistant has come up with 6 interviewees and would like the interviews 10/24/2023. He asked for volunteers to sit in and help with the process. Several board members agreed to attend (Rick H., Rachel S., and Rochelle M.).

Daniel M. announced that Sally Ewert officially announced Sally Ewert was wired to be the new Library Assistant and her training has gone well and Daniel believes she will be an excellent addition to the library staff members. It was also confirmed that Sally Ewert would have a starting hourly pay of \$14.07 M/S Rochelle M. / Rachel S. Daniel M. also reported a successful Allen Eskens and Paint Party Programs. The author visit had a healthy amount of people and had people stay afterwards for almost an hour discussing and talking to Mr. Eskens. The Paint party as always was at its max and everyone seemed to have enjoyed themselves. Daniel reported the circulation cabinet (after a minor error corrected) is successfully installed and the business office cabinets would be expected the 28th and should be installed without issues.

In New Business:

Upcoming program with Colin Mustful will be November 16th, Daniel M. suspects a decent turnout or at least good discussion amongst the writer and audience.

Daniel M. presented the 2024 WRP incentives that included, purple notepads, leather coasters, the returning coffee cup with the new theme of "Read-A-Latte" as well as coco bombs being available for readers to earn. Daniel hopes to have a Credit Policy created and ready for the board's review for the December 12th meeting.

Director Check In: Daniel M. reported a calm month of October, between preparing for the upcoming programs and preparing for the renovation the library has been busy. Daniel continues to look for a solution for the fiction lighting issues

Materials Suggested: NONE

The meeting was adjourned at 5:00 PM

Respectfully submitted,

Daniel Mick

Mountain Lake
Public Library
November 2023

Children	
Audio	8
Books	839
DVDs	104
Non Print	0
Multi Media	3
Periodicals	6
ADULT	
Audio	6
Books	531
DVDs	91
Non Print	6
Multi Media	0
Periodicals	24
Other Physical Media	16
SUBTOTAL:	1634
Ebooks	62
Downloadable Audio	96
TOTAL CIRCULATION:	2235
ILLN(MNLlink)	23
Interlibrary Loan Sent	255
Interlibrary Loan Received	165

REVENUE	
Cash Income	\$ 33.25
County Revenue	\$ -
Donations (Monetary)	\$ -
Fines	\$ 25.00
Misc. Revenue	\$ 1,000.00
Meeting Room Rental	\$ -
Sale of supplies	\$ -
TOTAL REVENUE	\$ 1,058.25
EXPENDITURES	
Books	\$ 790.32
Periodicals	\$ 131.68
Audio/Visual	\$ 175.53
Gas Utilities	\$ 105.76
Janitorial Supplies	\$ 119.79
Office Supplies	\$ 36.26
Library Supplies	\$ -
Postage	\$ -
Project Expense	\$ 10,426.41
Repairs & Maintenance Building	\$ -
Repairs & Maint-Materials	\$ -
Tech/Automation Expense	\$ 120.00
Telephone	\$ -
Training & Instruction	\$ -
MISC.	\$ 743.46
PCLS Delivery	\$ -
TOTAL EXPENDITURES	\$ 12,649.21

LIBRARY CASH EXPENDITURES			
Expenditure	Description		Total
		Sub-Total:	\$0.00
		Final Total:	\$12,649.21
LIBRARY REVENUE			
Revenue	Description	Budget #	Total
Prairelands Library Exchange	\$1000 MLA Scholarship	36200	\$1,000.00
Fine Drop	Monthly Fines	35000	\$25.00
Cash Drop	Monthly Misc Revenue	36200	\$33.25
		Total:	\$1,058.25

November 2023		
Items purchased from Amazon using Visa Card Last Digits: 5136 for the Mountain Lake Public Library.		
Billing Address:		
Michael Mueller		
415 8th Street N		
Mountain Lake, MN 56159		
#200		
Zazzle	PAID Stamp	\$23.45
#309		
Faronics	Deep Freeze Program	\$120.00
#400		
Amazon	Snow Shovel-8259400	\$39.91
#434		
Unistruct	Shelving HArduare	\$1,370.27
#520		
Amazon	Book-3056224	\$8.88
Amazon	Book-8228211	\$5.70
Amazon	Book-6151423	\$34.74
Amazon	Book-9219467	\$14.99
Amazon	Books-2717822	\$54.17
Amazon	Book-5073001	\$8.49
Amazon	Book-1683424	\$27.98
#591		
Citizen Publishing	Renewal	\$90.00
Time	Renewal	\$41.68
#592		
Amazon	DVD-4545805	\$19.95
Amazon	DVD-8131434	\$19.96
Amazon	DVD-6502606	\$42.74
Amazon	DVDs-2119453	\$37.94
Amazon	DVDs-2464232	\$54.94
Total:		\$2,015.79

Economic Development Authority
Monday, November 20, 2023
Mt. Lake City Hall
Council Chambers

PRESENT: Mitch Schroeder, Mike Nelson, Steve Syverson, Darla Kruser, Phil Skow, arrived at 12:20 p.m. Clara Johnson, Advisor.

ABSENT: Jerry Haberman, Vern Peterson, and Eileen Augustin.

STAFF: Rod Hamilton and Tabitha Garloff

CITY ADMINISTRATOR: Michael Mueller

GUEST: Danica Dick

1. CALL TO ORDER: Steve called the meeting to order at 12:00 p.m.
2. Motion to Approve Consent Agenda
Consent Agenda:
 - a. Approval of October 16th, 2023, Meeting Minutes and November 8, 2023, Special Meeting Minutes.
 - b. Approval of Financial Reports and Bills. Motion made Mitch to approve the consent agenda with 2 additional bills. Seconded by Darla. Motion carried.
3. Danika Dick Loan Request. Danica gave a brief presentation of her business, business plan and loan request. Danica was excused and the discussion continued. Motion made by Mike to approve the loan request from Danica for \$50,000 and to approve the funds transfer from fund 230 to fund 235 to fulfill the loan request. Seconded by Mitch
4. Little Care Bears Operating Loan Payments. September, October, and November loan payments have not been received and are in default. Maryellen has sent letters to Karen with no response. Maryellen will begin court proceedings.
5. Krienke Foods International, Inc. Rod gave a brief update stating that Maryellen has been sending monthly "notice of default and intent to evict" notices and Caleb waits for those letters and deadline to pay dates to make payments. Rod stated he had a discussion with Caleb and notified him that the EDA board will enforce the lease agreement. Discussed passing legal fees on to Caleb. Staff will check with Maryellen to see if we can go back to the first of the year and charge legal fees to Caleb.
6. Small Cities Interfund Loan. See #3 above for action.
7. Business Incubator. Discussed the need for retail space for businesses wanting to come to Mountain Lake. Discussion continued on what the EDA can do to build retail space such as a business incubator or strip mall.
8. Hotel Update/Discussion. The next hotel investors meeting is November 21st, 6:00 p.m. at United Prairie Bank. David Harchanko will be leading the informational meeting.

9. Rent Incentive Special. Rod and Tabitha were directed at the October meeting to discuss ideas to fill the available units. After discussion Tabitha recommends offering a rent incentive of 1 month free with a 12-month signed lease and 2 months free with an 18-month signed lease. The free months would be divided out over the lease period and would decrease the monthly rents paid by the appropriate dollar amount. Motion made by Phil to approve the rent incentive as presented. Seconded by Darla. Motion carried.

10. Commercial Park. Previously discussed.

11. Business Leads. Previously discussed.

10. GENERAL DISCUSSION:

- a. Next Regular Board Meeting is December 11th, 2023
- c. Other Business. Nora Ibarra stated that La TeJanita has decided to close as of the first of the year. Nora stated the food truck has been very successful. She will continue to make loan payments until the loan is paid in full.

11. ADJOURN. Vice President Syverson adjourned the meeting at 1:16 p.m.

**Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Wednesday, November 22, 2023
7 AM**

Members Present: Todd Johnson; Sue Garloff; David Savage; City Council Liaison Dean Janzen; Mark Langland; Brian Janzen

Members Absent:

Staff Present: Michael Mueller; Clerk/Administrator; Jill Falk; Utilities Office Manager; Dave Watkins; Electric Superintendent; Lane Anderson; Lineman; Steve Peters; Lineman; Taylor Nesmoe; Water/Wastewater Superintendent; Scott Pankratz; Water/Wastewater

Others Present:

Call to Order

The meeting was called to order at 7 AM.

Approval of Minutes and Bills

Motion by Johnson seconded by Janzen to approve the November 9th Minutes, and Check Numbers 22991-23022 (511E-512E). Motion carried.

Electric Department

Langland started the meeting by wishing everyone a Happy Thanksgiving. Watkins then discussed some issues regarding the Wind Tower. There have been intermittent connection issues which have caused the turbine to go down for periods of time. Frontier Communications has removed and repairing their modem currently used. CMPAS has connected a modem with cell-based internet. This does allow Midwest Power Partners to connect and view wind tower activity as well. The goal is to provide a connection for WAPA, so all tracking can be connected through the same source. With CMPAS providing the modem, the Frontier account and charge can then be cancelled. The bond for the turbine has been paid in full, and \$60,000 is budgeted each year for maintenance. There have not been many repairs have been needed to date. However, the bearings will need to be replace and other upgrades will be needed in the near future. These cost for any of other these items will be at least \$25, 000. As the wind tower is not running at full capacity, it is in great condition, and should continue running smoothly for another 20 years or more.

Water/Wastewater Department

Nesmoe mentioned that well #1 has a small leak and parts will need to be ordered through Janzen Fabricating. He also stated that they have been transferring the ponds and one more discharge may be needed. They have been replacing the radios for the walking route as well as adding them to the new twin homes. This should help the reading process for the meters. No progress has been made for the testing of the new well. We are still waiting to receive the most recent invoice so that it can be paid.

City Administrator

Mueller discussed potential new contracts for purchasing power. With the turbine paid off, wind power is the lowest cost, at \$0.02 per kilowatt. The current nuclear contract is \$69 MWh, which is good through 2033. There was one nuclear contract coming in around \$86 per MWh., with the plant operational in 2030, to provide a cost comparison. WAPA contract is good through 2050. Mueller informed the Commission that contract prices are rising and sooner or later we need to know what type of power contract we should purchase or keep an eye on (wind, solar, nuclear, etc.). This is an item that can be tabled as no contracts are about to expire.

Adjourn

The meeting was adjourned at 7:20 a.m.

ATTEST:

Jill Falk, Utilities Office Manager

City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Tuesday, December 5, 2023
5:45 p.m. – Regular City Council Meeting
6:30 p.m. – Truth In Taxation Meeting

Members Present: Andrew Ysker, Dean Janzen, Darla Kruser, Bryan Bargen, Mike Nelson

Members Absent: None

City Staff Present: Michael Mueller City Administrator; Maryellen Suhrhoff City Attorney

Others Present: Doug Regehr, Joel Alvstad

Call to Order

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

Approval of Agenda & Consent Agenda

Motion by Janzen, seconded by Kruser to approve the agenda and consent agenda as presented.

Motion carried 5 – 0.

Bills: Checks #27792-27839, 987E-992E

Payroll: Checks #67744 – 67760

Approve November 9 Utilities Commission Minutes

Approve November 20 City Council Minutes

Approve November Street Department Report

Approve Resolution #31-23 – Unpaid Public Nuisance Abatement Charges (Sidewalk Repair)

Approve Resolution #32-23 – Unpaid Utility Bills

Approve Resolution #33-23 – Unpaid Public Nuisance Abatement Charges (Lawn Mowing)

Hire Ken Classen, Jean Haberman & Nathan Fast, Cheryl Hiebert, Ice Rink & Warming House Attendant, effective 12/5/23

Public

A letter was presented to the council from Michele Griffith regarding the sidewalk repair assessment.

Fire & Ambulance Hall

The city administrator has been waiting to hear back from EPS, Bulter Steel, and Lester Buildings on estimated costs and specs for the Fire & Ambulance Hall. There were no additional

updates. The city administrator will continue to research building materials, costs and financing options.

2024 Items

Motion by Janzen, second by Barga to approve 2024 wages, salaries, and step changes accordingly for each employee. Motion carried 5 – 0.

City Attorney

An update was given to the council regarding civil processes on various properties, public nuisances, current processes, court procedures, agreements, and plans.

City Administrator

The council reviewed a list of meeting dates for 2024.

Roundtable

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

A list of expiring and vacancies for the various city boards and commissions were briefly discussed. Mayor Nelson is still working on the list and contacting those whose term expires at the end of this year and finding vacancies.

Truth In Taxation Public Hearing To Discuss 2024 Budget & Levy

Review – Preliminary 2024 Summary Budget and Tax Levy

Review – Local Government Aid

Review – 2024 Capital Improvement Plan

Review – 2024 Budget Packet

The administrator reviewed and explained the preliminary 2024 summary budget and tax levy, Local Government Aid, levy information, the 2024 Capital Improvement Plan, and the 2024 budget packet as approved in September. The preliminary levy was set at a 4.9% increase. The total levy is \$1,023,779.56, a \$48,252.87 increase from last year. No public questions regarding the budget and levy increase. A large amount of the levy increase, \$35,000.00, will be budgeted towards a new building for the Fire & Ambulance Hall. No changes were made to the levy or budget.

Resolution #34-23 - 2024 Final Levy & 2024 Budget

Motion by Ysker, seconded by Kruser, to approve Resolution #34-23 – 2024 Final Levy & 2024 Budget. Motion carried 5– 0.

Adjourn

The meeting was adjourned at 6:45 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

RESOLUTION NO. 35-23

A RESOLUTION ADOPTING AN EXPENSE REPORT FOR COSTS INCURRED IN CARRYING OUT AND ENFORCING THE HAZARDOUS BUILDING PROCEEDINGS AGAINST THE PROPERTY LOCATED AT 58571 COUNTY RD 27, Mountain Lake, MN 56159.

WHEREAS, pursuant to Minn. Stat. § 463.22, the city council has kept an accurate account of the expenses incurred in carrying out and enforcing the hazardous building proceeding against the property located at 58571 County Rd 27, Mountain Lake, MN..

WHEREAS, documentation to support the expenses and costs are attached to this resolution as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN LAKE, MINNESOTA AS FOLLOWS:

1. That the following expenses were incurred in carrying out and enforcing the hazardous building proceeding against the property located at (address):

Filing fees	\$ 295.00
Service fees	\$00
Publication fees	\$00
Attorney's fees	\$290.00
Appraisers' fees	\$00
Witness fees (including expert witness fees)	\$00
Traveling expenses incurred by the city from the time the order was originally made	\$00
Demolition and disposal	\$16,244.86
Credit for property/salvage sold at auction	- \$
TOTAL:	\$16,829.86

Passed by the City Council of Mountain Lake, Minnesota this 19th day of December, 2023.

Mayor

Attested:

City Administrator

YSKER PROPERTY EXPENSES

58571 County Road 27

Dan Harley Excavation-demo & Removal	\$7,402.50
Cttwd County-landfill costs	\$3,933.19
Dan Harley Excavation-demo & Removal	\$2,445.00
Cttwd County-landfill costs	\$2,464.17

Legal fees

9/7/23 Preparation of service letter	\$30.00
8/7/23 Preparation of Certificate of Representation	\$30.00
8/10/23 Preparation of Affidavit of Service	\$15.00
8/10/23 Preparation of service letter	\$30.00
8/10/23 E-file notice of Motion, Motion and proposed Order	\$45.00
8/3/23 Cash advance to Court for filing fee	\$295.00
8/10/23 Cash advance to Court for motion fee	\$80.00
7/6/23 Phone conference with Anthony ysker and letter to Sheriff for service	\$30.00
6/19/23 Phone conference with Anthony Ysker	\$30.00

\$16,829.86

Cottonwood County Solid Waste

900 3rd Ave
 Windom, MN 56101

STATEMENT

Reference: 5185
 Statement Date: 10/01/2023
 Telephone: 507-831-3781

To: CITY OF MT LAKE
 903 3RD AVENUE
 Mountain Lake, MN 56159

Account: 036
 Terms: Net 20th of the Month

Date	Description	Ref	Bal Fwd	Credits	Due	0 - 30	31 - 60	61 - 90	Over 90
09/25/2023	Invoice	6447	3,899.54						
			3,899.54	0.00	\$3,899.54	3,899.54	0.00	0.00	0.00
Account Total			3,899.54	0.00	\$3,899.54	3,899.54	0.00	0.00	0.00
Finance Charge					\$0.00				
Total Amount Due					\$3,899.54				
					+ 33.65				
					<u>3933.19</u>				

+ 33.65 Backfill

3933.19 TOTAL DUE

Cottonwood County Solid Waste

Detailed Charges Report

Order: by Account (036) by Material Type: Receivables
From 12/04/2023 to 12/06/2023

CITY OF MT LAKE (036)

MSW Public (101)

			----- Charges -----									
<u>Site-Ticket</u>	<u>Date</u>	<u>Acct</u>	<u>Code</u>	<u>Qty</u>	<u>Base Matr</u>	<u>GMCF</u>	<u>DEMO</u>	<u>Freight</u>	<u>Added</u>	<u>Frnt Tax</u>	<u>Tax</u>	<u>Total</u>
S-58218	12/04/23	036	101	13.55	858.12	90.38	0.00	0.00	0.00	0.00	145.88	1094.38 E
S-58226	12/04/23	036	101	16.96	1074.08	113.12	0.00	0.00	0.00	0.00	182.59	1369.79
MSW Public (101) Totals												
				30.51	1932.20	203.50	0.00	0.00	0.00	0.00	328.47	2464.17

CITY OF MT LAKE (036) Totals

				30.51	1932.20	203.50	0.00	0.00	0.00	0.00	328.47	2464.17
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				<u>Qty</u>	<u>Base Matr</u>	<u>GMCF</u>	<u>DEMO</u>	<u>Freight</u>	<u>Added</u>	<u>Frnt Tax</u>	<u>Tax</u>	<u>Total</u>
Grand Total				30.51	1932.20	203.50	0.00	0.00	0.00	0.00	328.47	2464.17

RESOLUTION #36-23**CITY OF MOUNTAIN LAKE, MINNESOTA****RESOLUTION TO ACCEPT A \$10,000 GIFT FROM
THE MOUNTAIN LAKE FIRE RELIEF ASSOCIATION**

Whereas, the Mountain Lake Fire Relief Association has a valid license to conduct lawful gambling at “The Den” located in the City of Mountain Lake; and

Whereas, money raised from lawful gambling can be used for ‘lawful purposes’; and

Whereas, a contribution to the City of Mountain Lake is a ‘lawful purpose’ in accordance with MN Statute 349.12, Subd. 25; and

Whereas the Mountain Lake Fire Relief Association has stated its intent to assist the City of Mountain Lake by gifting funds for Mountain Lake’s Fire Hall Building Fund.

Therefore, be it resolved that the Mountain Lake City Council accept the gift of \$10,000 from the Mountain Lake Fire Relief Association; and

Be it further resolved that said funds be reserved for future development of Mountain Lake’s Fire Hall Building; and

Be it further resolved that the Mountain Lake City Council thanks the Mountain Lake Fire Relief Association for their gift.

Adopted this 19th day of December, 2023.

Mike Nelson, Mayor

ATTEST:

Michael Mueller, Administrator/Clerk

RESOLUTION #37-23

CITY OF MOUNTAIN LAKE, MN

**A RESOLUTION TO APPOINT A CITY INSURANCE AGENT FOR
THE YEARS 2024 THROUGH 2026**

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) requires cities to use the services of an agent to participate in the LMCIT property/casualty program; and

WHEREAS, the City Council has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

WHEREAS, the City Council on December 20, 1993 approved a three-year rotation among qualified insurance agents within the City of Mt. Lake for the Agent of Record for the City's property/casualty insurance; and

WHEREAS, United Prairie Insurance Agency has agreed that they are willing to provide to the city the services listed below under the terms and conditions listed below;

The City Council of the City of Mountain Lake, Minnesota resolves as follows:

Appointment

1. The City of Mountain Lake, Minnesota hereby appoints as its agent for purposes of the City's participation in the LMCIT property/casualty the United Prairie Insurance Agency effective ~~April~~ January 1, 2024.
2. This appointment shall remain effective until ~~March~~ December 31, 2026.

Compensation

3. As compensation for the services provided to the city as described in Paragraph 4 below, the agent will receive annually a fee equal to ~~ten~~ (10) percent of the annual premiums paid by the city to LMCIT for property, liability, and automotive coverages. This fee shall be included in the amounts billed to the city by LMCIT and shall be paid to the agent by LMCIT on the city's behalf.

Services

4. The agent will perform the following services:

- a. Advise and assist the city in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
- b. Advise and assist the city in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
- c. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- d. Advise the city on potential gaps or overlaps in coverages.
- e. Assist the city as requested in submitting claims and interpreting coverage as applied to claims.
- f. Review loss reports for correct reporting, appropriate reserves, etc.
- g. Assist as requested with safety and loss control activities.
- h. Assist the city in identifying risk exposures and developing appropriate strategies to address those exposures.

Adopted by the City Council of the City of Mountain Lake, Minnesota, on this 19th day of December 2023.

Mike Nelson, Mayor

Attest:

Michael Mueller, City Administrator