

Mountain Lake City Council Meeting
Mountain Lake City Hall
Tuesday, December 20, 2016
6:30 PM

AGENDA

1. Meeting called to order by Mayor Mike Nelson
 *Further information on agenda item is attached.

2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s 9919435 - 9919478, 462E – 465E*(1-5)
 Payroll #'s 62866 - 62923
 - b. December 6, 2016 Council Minutes*(6-8)
 - c. November 23 Utilities Commission Minutes*(9-10)
 - d. November 22 Police Commission Minutes*(11)
 - e. November 14 Lake Commission Minutes*(12-13)
 - f. November 4 Economic Development Authority Board Minutes*(14-15)
 - g. Approval of 2017 Cigarette Licenses*(16)

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

4. Dog Park Presentation*(17-19) Additional information will be available prior to or at meeting

5. Sub-Station Project
 - a. Bid Update*(20)
 - b. OTC Payment Request*(21)

6. One-Way Alley east of Laker Apartments' Garage*(22)

7. Drug and Alcohol Policy*(23-26)

8. 2017 Budget and Levy Adoption*(27-29) See also budget hand-out

9. Law Enforcement Labor Services (LELS) and American Federation of State, County and Municipal Employees (AFSCME) Contract Negotiation – Meeting May be Closed.

10. Administrator

- a. Board of Appeal and Equalization Online Training*(30)
- b. Active Living Committee Meeting Notice*(31)
- c. 2016 Property Casualty Dividend*(32)
- d. Evaluation of the Clerk/Administrator – Meeting May be Closed.

11. Adjourn

***Check Detail Register©**

December 19, 2016
mtg
ck# 9919435 - 9919478
462E - 465E

December 2016

Check Amt Invoice Comment

10100 United Prairie

Paid Chk# 9919435 12/12/2016 COMMISSIONER OF REVENUE

G 101-21702 State Withholding	\$451.72
Total COMMISSIONER OF REVENUE	\$451.72

Paid Chk# 9919436 12/12/2016 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding	\$1,078.58
G 101-21703 FICA Tax Withholding	\$2,259.06
Total INTERNAL REVENUE SERVICE	\$3,337.64

Paid Chk# 9919437 12/8/2016 AFLAC

G 101-21713 AFLAC	\$192.74
Total AFLAC	\$192.74

Paid Chk# 9919438 12/8/2016 BCBS/HSA

G 101-21714 HSA	\$793.85
Total BCBS/HSA	\$793.85

Paid Chk# 9919439 12/8/2016 COMMISSIONER OF REVENUE

G 101-21702 State Withholding	\$746.41
Total COMMISSIONER OF REVENUE	\$746.41

Paid Chk# 9919440 12/8/2016 GISLASON & HUNTER

G 101-21712 Garnishments	\$362.72
Total GISLASON & HUNTER	\$362.72

Paid Chk# 9919441 12/8/2016 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding	\$1,708.29
G 101-21703 FICA Tax Withholding	\$2,192.84
Total INTERNAL REVENUE SERVICE	\$3,901.13

Paid Chk# 9919442 12/8/2016 LAW ENFORCEMENT LABOR SERV

G 101-21711 PD UNION DUES	\$147.00
Total LAW ENFORCEMENT LABOR SERV	\$147.00

Paid Chk# 9919443 12/8/2016 PERA

G 101-21704 PERA	\$4,142.00
Total PERA	\$4,142.00

Paid Chk# 9919444 12/8/2016 VALIC

G 101-21705 VALIC	\$388.00
Total VALIC	\$388.00

Paid Chk# 9919445 12/6/2016 KDOM RADIO

E 205-46500-430 Miscellaneous	\$108.00	179161141163 EDA-ADV
Total KDOM RADIO	\$108.00	

Paid Chk# 9919446 12/8/2016 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding	\$20.00
G 101-21703 FICA Tax Withholding	\$185.18
Total INTERNAL REVENUE SERVICE	\$205.18

Paid Chk# 9919447 12/16/2016 COUNTRY PRIDE SERVICES

E 221-42200-212 Motor Fuels	\$191.26	FIRE DEPT GAS
E 231-42154-212 Motor Fuels	\$127.71	AMB DIESEL
E 101-42100-212 Motor Fuels	\$81.50	PD-EXPEDITION GAS
E 101-42100-212 Motor Fuels	\$379.31	PD-EXPLORER GAS

(1)

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December 2016

		Check Amt	Invoice	Comment
E 101-45200-212	Motor Fuels	\$191.35		PARKS GAS
E 101-43100-212	Motor Fuels	\$562.77		ST DEPT GAS
E 101-43100-404	Repairs/Maint Machinery/Equip	\$74.56	093880,09375	TIRE REPAIR-PLOW TRUCK,TIRE REPAIR
E 101-42100-406	Vehicle Maint/Gen Repairs	\$240.00	093917,09386	INSTALLATION OF NEW TIRES ON BOTH POLICE VEHICLES
E 101-45186-400	Janitor-Repairs/Maint	\$41.95	169670,16988	COMM CTR-CLOCK & BATTERY,BAGS & CLEANER
E 211-45500-220	Repair/Maint Supply	\$29.35	169721	LIBRARY-CLEANERS & GARBAGE BAGS
E 101-00000-430	Miscellaneous	\$32.00	170166	QUICKCRETE-SIGN BY CASEYS
E 101-43124-216	Chemicals and Chem Products	\$44.37	170465	SALT FOR SIDEWALKS
E 607-46330-401	Repairs/Maint Buildings	\$712.46	170865,17019	WINDOWS 400B,HINGE,LOCKSET
E 101-41400-401	Repairs/Maint Buildings	\$120.17	170866	GUTTERS FOR CITY HALL
E 101-41400-401	Repairs/Maint Buildings	\$141.01	170867	COMM CTR-GUTTERS
E 608-46330-401	Repairs/Maint Buildings	\$176.11	170961	WASTE DISPOSER-APT 407
Total COUNTRY PRIDE SERVICES		\$3,145.88		
Paid Chk# 9919448 12/15/2016 MUNICIPAL UTILITIES				
R 101-00000-33408	PERA Rate Increase Aid	\$460.50		2ND HALF PERA RATE INCREASE AID
Total MUNICIPAL UTILITIES		\$460.50		
Paid Chk# 9919449 12/15/2016 A-1 CONCRETE GRINDING				
E 101-43150-220	Repair/Maint Supply	\$200.00	2710	STORM SEWER REPAIR-CORNER 3RD AVE BY C-STORE
Total A-1 CONCRETE GRINDING		\$200.00		
Paid Chk# 9919450 12/15/2016 ALPHA WIRELESS COMMUNICATIONS				
E 101-41400-430	Miscellaneous	\$137.69	202083	CITY HALL-RADIO #248 REPAIR
Total ALPHA WIRELESS COMMUNICATIONS		\$137.69		
Paid Chk# 9919451 12/15/2016 AMBULANCE FUND				
E 231-42154-430	Miscellaneous	\$3.51	12/12/16	FOOD ON AMBULANCE RUN
Total AMBULANCE FUND		\$3.51		
Paid Chk# 9919452 12/15/2016 AMERIPRIDE				
E 101-43100-215	Shop Supplies	\$32.98	2800698031	TOWELS FOR ST DEPT
E 101-41400-401	Repairs/Maint Buildings	\$45.62	2800698031	MATS FOR CITY HALL
Total AMERIPRIDE		\$78.60		
Paid Chk# 9919453 12/15/2016 CITIZEN PUBLISHING				
E 507-46103-430	Miscellaneous	\$69.30	250501	THIN ICE ADS
E 507-46103-430	Miscellaneous	\$69.30	250691	THIN ICE ADS
E 507-46103-430	Miscellaneous	\$20.00	251261	DIGITAL AD UPLOAD
Total CITIZEN PUBLISHING		\$158.60		
Paid Chk# 9919454 12/15/2016 COTTONWOOD COUNTY AUD/TREAS				
E 507-46103-430	Miscellaneous	\$32.00		8 TIRES TO LANDFILL-FROM LAKE
Total COTTONWOOD COUNTY AUD/TREAS		\$32.00		
Paid Chk# 9919455 12/15/2016 DUERKSEN ELECTRIC INC.				
E 101-45183-401	Repairs/Maint Buildings	\$94.62	1161117109	LABOR & MATERIAL TO REPLACE LIGHT FIXTURE ON CAMPGROUND BATHROOM
Total DUERKSEN ELECTRIC INC.		\$94.62		
Paid Chk# 9919456 12/15/2016 ERICKSON TRUCKS-N-PARTS				
E 101-43100-404	Repairs/Maint Machinery/Equip	\$293.91	1-4942	WINDOW REGULATOR AND GLASS-TRUCK #14
Total ERICKSON TRUCKS-N-PARTS		\$293.91		
Paid Chk# 9919457 12/15/2016 EXPERT T BILLING				

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December 2016

			Check Amt	Invoice	Comment
E 231-42154-300	Professional Svcs		\$324.00	3209	NOVEMBER AMB BILLING
	Total EXPERT T BILLING		\$324.00		
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Paid Chk# 9919458	12/15/2016	GOVERNMENT FORMS AND SUPPLIES			
E 101-41400-200	Office Supplies		\$161.40	0304181	8 1/2 X 11 BLACK MINUTE BOOK
	Total GOVERNMENT FORMS AND SUPPLIES		\$161.40		
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Paid Chk# 9919459	12/15/2016	HANSON PLUMBING			
E 101-00000-430	Miscellaneous		\$231.16	4160	SEWER CAMERA-STORM SEWER NEAR NEW SUBSTATION SITE ON COUNTY ROAD 1
	Total HANSON PLUMBING		\$231.16		
<hr/>					
Paid Chk# 9919460	12/15/2016	HEIMAN FIRE EQUIPMENT--USE THI			
E 221-42200-580	Other Equipment		\$6,033.00	0697573	6--TURNOUT GEAR FIRE DEPT
	Total HEIMAN FIRE EQUIPMENT--USE THI		\$6,033.00		
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Paid Chk# 9919461	12/15/2016	INDOFF INCORPORATED			
E 211-45500-200	Office Supplies		\$666.89		LIBRARY COPIER TONER
	Total INDOFF INCORPORATED		\$666.89		
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Paid Chk# 9919462	12/15/2016	INGRAM			
E 211-45500-590	Capital Outlay Books		\$296.42		LIBRARY BOOKS
	Total INGRAM		\$296.42		
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Paid Chk# 9919463	12/15/2016	KDOM RADIO			
E 101-00000-430	Miscellaneous		\$29.50	540161141058	MONTHLY ADV
	Total KDOM RADIO		\$29.50		
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Paid Chk# 9919464	12/15/2016	KING EGG ROLL			
E 101-41410-200	Office Supplies		\$93.63		FOOD-ELECTION DAY
	Total KING EGG ROLL		\$93.63		
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Paid Chk# 9919465	12/15/2016	LAKER GRILL			
E 101-41410-200	Office Supplies		\$76.63	11/8/16	FOOD FOR ELECTION
	Total LAKER GRILL		\$76.63		
<hr/>					
Paid Chk# 9919466	12/15/2016	LOHRENZ EXCAVATING INC.			
E 101-00000-430	Miscellaneous		\$6,102.69	6629	REPAIR STORM SEWER ON WEST SIDE OF COUNTY ROAD 1-NEAR NEW SUBSTATION SITE
	Total LOHRENZ EXCAVATING INC.		\$6,102.69		
<hr/>					
Paid Chk# 9919467	12/15/2016	MARK WARNER			
E 231-42154-308	Training & Instruction		\$79.82		AMB TRAINING REIMBURSEMENT
	Total MARK WARNER		\$79.82		
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Paid Chk# 9919468	12/15/2016	MAYNARDS FOOD CENTER			
E 101-41110-430	Miscellaneous		\$43.99	11/15/16	PLANNING MEETING
E 101-42100-430	Miscellaneous		\$2.12	11/23/16	PD-PLASTIC BAGS
E 101-41400-200	Office Supplies		\$6.38	11/29/16	SOAP-CITY HALL
E 101-41410-200	Office Supplies		\$16.16	11/7/16	ELECTION SUPPLIES
E 101-41410-200	Office Supplies		\$11.70	11/8/2016	DONUTS-ELECTION DAY
	Total MAYNARDS FOOD CENTER		\$80.35		
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Paid Chk# 9919469	12/15/2016	MIDWAY FARM EQUIPMENT			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$2.42	IM22341	ST DEPT-BOLT
E 101-43100-404	Repairs/Maint Machinery/Equip		\$155.34	IM22611	HOSE & ENDS-#14
E 507-45150-404	Repairs/Maint Machinery/Equip		\$13.53	IM22647	BOLTS-WEED HARVESTOR

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December 2016

			Check Amt	Invoice	Comment
E 507-45150-404	Repairs/Maint Machinery/Equip		\$18.26	IM22672	BOLTS-WEED HARVESTOR
E 101-43100-404	Repairs/Maint Machinery/Equip		\$72.89	IM22717	FILTER-#3
E 101-43100-404	Repairs/Maint Machinery/Equip		\$18.70	IM22751	OIL-ST55
Total MIDWAY FARM EQUIPMENT			\$281.14		
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Paid Chk# 9919470	12/15/2016	MUNICIPAL UTILITIES			
E 101-00000-361	General Liability Ins		\$5,977.21		ELEC-2016 PROPERTY & CASUALTY DIVIDEND
E 101-00000-361	General Liability Ins		\$2,831.31		WATER-2016 PROPERTY & CASUALTY DIVIDEND
E 101-00000-361	General Liability Ins		\$943.77		SEWER-2016 PROPERTY & CASUALTY DIVIDEND
Total MUNICIPAL UTILITIES			\$9,752.29		
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Paid Chk# 9919471	12/15/2016	NORTHLAND TRUST SERVICES			
E 460-46300-434	Project Expense		\$750.00	6469	BOND FEES-PANKRATZ INDUSTRIAL PARK
Total NORTHLAND TRUST SERVICES			\$750.00		
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Paid Chk# 9919472	12/15/2016	PETERSON DRUG & GIFTS			
E 101-41400-200	Office Supplies		\$10.08	11/14/16	SHIP CITY HALL RADIO TO MANKATO
E 231-42154-404	Repairs/Maint Machinery/Equip		\$5.04	11/21/16	FD-SHIP CITY HALL RADIO TO MANKATO
E 221-42200-404	Repairs/Maint Machinery/Equip		\$5.04	11/21/16	AMB-SHIP CITY HALL RADIO TO MANKATO
Total PETERSON DRUG & GIFTS			\$20.16		
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Paid Chk# 9919473	12/15/2016	RDO TRUST #80-5800			
E 101-43100-540	Heavy Machinery		\$73,391.00	E01834	2016 JD524K PAYLOADER
Total RDO TRUST #80-5800			\$73,391.00		
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Paid Chk# 9919474	12/15/2016	RED FEATHER PAPER			
E 101-45200-210	Operating Supplies		(\$14.15)	89614	RETURN TOLIET PAPER
E 101-43100-430	Miscellaneous		\$121.20	90518	ST DEPT-CALCIUM CHLORIDE & SNO MELT
E 101-41400-200	Office Supplies		\$29.70	90693	MOPS FOR CITY HALL
Total RED FEATHER PAPER			\$136.75		
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Paid Chk# 9919475	12/15/2016	THE SEED CENTER			
E 101-45200-402	Repairs/Maint- Ground		\$175.00	6943	GRASS SEED-PARKS
Total THE SEED CENTER			\$175.00		
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Paid Chk# 9919476	12/15/2016	VALLEY ASPHALT PRODUCTS INC.			
E 101-43121-224	Street Maint Materials		\$675.00	9186	WINTER ASPHALT MIX
Total VALLEY ASPHALT PRODUCTS INC.			\$675.00		
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Paid Chk# 9919477	12/15/2016	WCEC INC			
E 101-43121-225	Seal Coat/Crack Filling		\$57.99	0037	FC-SERVICES SEAL COAT PROJECT
E 101-43121-225	Seal Coat/Crack Filling		\$5,879.35	79466	SERVICES-SEAL COAT PROJECT
E 101-43121-225	Seal Coat/Crack Filling		\$4,200.00	79655	SERVICES-SEAL COAT PROJECT
Total WCEC INC			\$10,137.34		
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Paid Chk# 9919478	12/15/2016	ZIEGLER INC.			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$639.26	PC630086777	EDGES FOR GRADER
Total ZIEGLER INC.			\$639.26		
10100 United Prairie			\$129,515.13		

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December 2016

Check Amt Invoice Comment

Fund Summary

<u>10100 United Prairie</u>	
101 GENERAL FUND	\$119,784.13
205 ECONOMIC DEVELOPMENT AUTHORITY	\$108.00
211 LIBRARY FUND	\$992.66
221 FIRE DEPT FUND	\$6,229.30
231 AMBULANCE FUND	\$540.08
460 PANKRATZ INDUSTRIAL PARK	\$750.00
507 LAKE COMMISSION FUND	\$222.39
607 EDA---4 PLEX FUND	\$712.46
608 EDA---8 PLEX FUND	\$176.11
	<u>\$129,515.13</u>

Paid Chk# 000462E 12/1/2016 UNITED PRAIRIE BANK

E 101-41400-200 Office Supplies	\$20.00	YEARLY SAFE DEPOSIT BOX FEE
Total UNITED PRAIRIE BANK	<u>\$20.00</u>	

Paid Chk# 000463E 12/6/2016 UNITED PRAIRIE BANK

G 609-22800 Notes Payable - Current	\$440.79	MASON MANOR-PRINC PAYMENT
E 609-46330-610 Interest	\$849.74	MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK	<u>\$1,290.53</u>	

Paid Chk# 000464E 12/5/2016 USDA-RURAL DEVELOPMENT

E 221-42200-602 Other Long-Term Oblig Princ al	\$6,145.36	2016 PAYMENT ON 2015 CHEV PKUP
E 221-42200-610 Interest	\$1,043.64	2016 PAYMENT ON 2015 CHEV PKUP
Total USDA-RURAL DEVELOPMENT	<u>\$7,189.00</u>	

Paid Chk# 000465E 12/9/2016 PERA

E 231-42154-121 PERA	\$7,500.00	2ND HALF 2016 AMBULANCE PERA
Total PERA	<u>\$7,500.00</u>	

DRAFT
Mountain Lake City Council Meeting
Mountain Lake City Hall
Tuesday, December 6, 2016
6:00 PM

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

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator; Maryellen Suhrhoff, City Attorney, Muske, Muske, and Suhrhoff; Chief Doug Bristol, Will Pohlmann, Police Dept.; Rick Oeltjenbruns, Steve Peters, Daron Friesen, Street Dept.; Kevin Krahn, Dave Watkins, Water/Wastewater Dept.; Ron Melson, Pat Oja, Electric Dept.

Others Present: Dean Janzen, Allan Tellez, Doug Regehr, Betty Rempel, Doris Wenberg; Keith Ferrington, American Federation of State, County and Municipal Employees (AFSCME)

Public Meeting to Discuss 2017 Budget and Levy

The meeting was called to order at 6PM by Mayor Mike Nelson. The administrator briefly reviewed the preliminary budget and levy. There was discussion on adjustments to the budget and levy in preparation for adoption at the December 20 council meeting. The increase in value of property, public nuisances, wet basements and the possible 2017 public school referendum were discussed by Mt. Lake citizens. The meeting ended at 6:25PM.

Call to Order

The regularly scheduled council meeting called to order by Mayor Mike Nelson at 6:30AM.

Motion by Savage, seconded by Kass, to add 5B Farrabee Mechanical, Inc. payment request, to the agenda. Motion carried unanimously. Motion by Ysker, seconded by Kruser, to approve the consent agenda as presented and the agenda as amended. Motion carried unanimously.

Bills: Check #'s 9919388-9919434, 461E

Payroll #'s 62826-62865

November 21 Council Minutes

November 10 Utilities Commission Minutes

October 18 Police Commission Minutes

Approval of Brodar, Inc./The Laker Grill On/Off-Sale License

Public

Dean Janzen discussed the dog park currently under consideration. He listed his concerns – location, proximity to Lawcon Park’s shelter and playground equipment, potential damage to grass and trees, animal waste disposal, cost, run-off, and liability. He felt the site under consideration could be better used. He suggested the City of Windom be contacted because the city had considered a dog park but chose not to build one. Council Member Savage suggested that the City of Springfield, which constructed a dog park, also be contacted. The administrator will contact both cities.

Final Reading and Adoption of Ordinance 11-16, Amendment of Section 3.05, Subdivision 7, Paragraph E

The ordinance was read for a third and final time. Motion by Savage, seconded by Ysker, to adopt the ordinance. Motion carried unanimously.

Flexible Spending Account Contribution Limit

The 2017 Internal Revenue Service maximum contribution limit is \$2600. The current city limit is \$1500. This benefit is funded completely by the employee through payroll deductions. Motion by Kruser, seconded by Kass, to raise the limit to \$2600. Motion carried unanimously.

Per Diem Claim Form

An updated per diem claim form was reviewed. Improvements were suggested and will be added to the form.

2016 Audit Engagement

The document from Dennis E. Oberloh, Ltd. was reviewed. This is the final year of a three contract. Motion by Ysker, seconded by Kruser, to authorize the mayor to sign the document. Motion carried unanimously.

2017 Council Meeting Schedule

The schedule as presented was reviewed and revised. Motion by Kass, seconded by Kruser, to adopt the following 2017 schedule: the first and third Mondays of the month with the following exceptions: Tuesday, January 3 due to New Year’s Day observance; Tuesday, January 17 due to ML King Day observance; Tuesday, February 21 due to President’s Day observance; Wednesday, June 21 due to Pow Wow; Monday, July 10 and Monday July 24 due to Fourth of July observance the first week of July; Tuesday, September 5 due to Labor Day observance; and Tuesday December 5 and Tuesday, December 19 due to local school holiday events. Motion carried unanimously.

League of MN Cities Insurance Trust (LMCIT)

Information about 2016-2017 premium rates and the 2016 dividend were briefly reviewed.

Rustic Path Update

The matter was tabled because the Randy Markl Dept. of Natural Resources (DNR) has been out of the office.

Farrabee Mechanical Payment

Farrabee has completed the upgrades to the power plant's three Fairbanks-Morse generators to make them compliant with National Emission Standard Hazardous Air Pollutant (NESHAP) standards. Two of the engines were tested on December 6 and met the standards; the third will be tested on December Motion by Savage, seconded by Kruser, to pay Farrabee \$223,748.10 contingent on the third engine meeting standards and Mountain Lake Utilities receiving all certifications and other paperwork necessary to document compliance. Motion carried unanimously.

Law Enforcement Labor Services and American Federation of State, County and Municipal Employees (AFSCME) Contract Negotiation

Officer uniform allowance and a 'fitness-for-duty' memorandum of understanding were discussed by the council and the police chief. Motion by Ysker, seconded by Kass, to close the meeting at 6:53 PM and open the closed meeting pursuant to MN Statutes 179.01-179A.25 to prepare union contract offers and counter offers. Motion carried unanimously. Motion by Kruser, seconded by Kass, to close the close meeting and open the open meeting at 7:30 PM. Offers prepared by the city and AFSCME were exchanged, reviewed and discussed. It was agreed that a special meeting would be held Thursday, December 15 at 6 PM to continue negotiations. Motion by Kass, seconded by Ysker, to close the meeting at 9:16 PM and open the closed meeting pursuant to MN Statutes 179.01-179A.25 to prepare a counter offer. Motion by Kruser, seconded by Kass, to close the closed meeting and open the open meeting at 9:26 PM. Motion carried unanimously.

Adjourn

The meeting was adjourned at 9:27 PM.

ATTEST:

Mt. Lake Utilities Commission
Commission Meeting
Wednesday, November 23, 2016
7AM

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

Members Absent: Commissioner Mark Langland

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

Others Present: None

Call to Order

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

Approval of November 10 Minutes and Check Numbers 16686 - 16713

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

Sub-station Updates

Site prep, drive-ways, concrete work, the Klassen easement, transformer delivery and payment, and the 2017A Electric bonds were discussed.

Donated Generator

Years ago a single cylinder generator was donated to the Utility and is stored in the power plant. The donor met with Mark Langland and would like to see the generator cleaned up, painted and displayed. The matter was tabled because Langland was not present.

Generation during Transmission Voltage Fluctuation

The electric utility generated electricity for about four hours on November 18 because of 'flickering', caused by winter weather. The pros and cons of doing this or allowing the city to 'go black' before generating were discussed. By consensus it was agreed that the utility's job is to supply power to its customers and that Supt. Melson should use his judgement in determining when to generate locally.

MN Municipal Utility Association – Lineworker Apprenticeship Program

Pat Oja recently completed the program and will receive his diploma during MMUA's Technical and Operations Conference in December. Congratulations Pat!

Water/Wastewater Dept.

There were no updates.

Conservation Improvement Plan Goals

Progress to the 1.5% savings and spending goals were discussed. Preliminary numbers from Energy Insight indicate Mt. Lake will likely reach the 1.5% savings goal and will fall slightly short of the spending goal. Saving and spending goals are aggregated for CMPAs members and submitted to the state. By consensus it was agreed that the utility will not spend CIP dollars simply to meet the spending goal. The Commission was asked to suggest any CIP rebates or programs that should be changed or added in 2017.

Utility Costs

Mike Johnson asked the commission and staff to look for ways to save money. Residents have expressed their concern over the cost of utilities and property taxes.

Approved December 8, 2016.

ATTEST:

Wendy Meyer, Clerk/Administrator

Doug Bristol

From:
Sent: Thursday, November 24, 2016 8:09 AM
To: dbristol@mountainlakemn.com
Subject: Police Commission Minutes

Flag Status: Flagged

Police Commission Minutes
November 22, 2016

Present: Chris B., Doug B., Norm K., Garrett W., Wendy M.

Zuercher Report: 172 calls in October

Old Business:

Total of 6 applicants for the part time job.

The squad car has not been in for the recall issue yet. It's the computer in the transmission.

New Business:

Officer interviews held. Went with Anthony Daily and Ryan Hillesheim.

Dispatch \$2.25 per call instead of a flat fee of \$ 3,500.00 annually. \$ 500.00 for H.E.A.T.

Will pass on expenses to the Fire and Ambulance.

Adjourn: Garrett/Chris

Respectfully submitted,
Norm Kunkel

**Regular Lake Commission Meeting
Monday, Nov. 14, 2016**

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

Guests Present: Mike Nelson, Rachel Yoder

Chair Peterson called the meeting to order at 6:30 p.m. M/S/P Bucklin/Kruser to approve the minutes of the Oct. 11, 2016 meeting.

Treasurer's Report:

Bills:

Casey's - Gas to take cans to Mankato	\$42.15
Dept. of Unemployment - Weed Harvester Unem.	24.30
Midway Farm - Weed harvester parts	27.99

Income:

UPB - Interest	.83
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M/S/P Kruser/Bucklin to approve Treasurer's Report

Trail:

- Work on the walking bridge will have to wait until next summer due to the wet conditions.
- Mr. Funk's class will work on the island trail next spring. Dave Bucklin will cut some of the branches that are obstructing the island trail this fall.
- Jay Schied sent a letter noting some trail maintenance needs.
 - The maple tree by the Freedom Rider's clubhouse needs to be trimmed. Jason Kruser will take care of that.
 - Trees by Yoder's property need to be trimmed. Dave Bucklin will trim them.
 - The sign just north of the dam - the edge faces curve and is hazardous. Jim will talk to Ricky about moving it.
 - He was wondering if the "Trail Pals" volunteer program is still in effect. We are all "Trail Pals" and will continue to pick up litter along the trail. Anyone is welcome to be a "Trail Pal."
- Dave is waiting for contractor bids for: the sediment pond at the Golf Course; the culvert by Yoder's; and Lawcon Park. Rachel Yoder attended the meeting to discuss the drainage problem along the trail on their property. She asked to be contacted before the culvert is installed.

- There was discussion concerning mowing the trail up to the bench. Dave will get a copy of the boundary survey from Randy Markl. Jason suggested limiting the mowing to one side to disturb fewer habitats. We will get written documentation of the approval for mowing from Randy Markl. As it stands now, the Lake Commission has recommended mowing a loop up to the bench and back down to the trail. The commission is open to more discussion.
- Luke Winger is continuing to work on a bike trail proposal that will be on city property that does not include the island.

Lake:

- Aeration: Jim went to the Sportsmen's Club to ask for help with the aeration system. They offered to help with putting up "thin ice" signs and monitoring the system on a daily basis.
- "Thin Ice" ads will run in the newspaper for two consecutive weeks on Wed., Nov. 23 and 30. Dec. 1, 2016 - March 30, 2017 is the window of operation.
- Kevin Ella and Jim moved the fishing pier at the end of October.

Beach:

- Steve Funk is working on a cost estimate for benches and a fire pit at the beach.

Letter of Resignation: John Oeltjenbruns resigned from the Lake Commission on November 14, 2016. Many thanks to him for his years of service!

There is an opening for a new Lake Commission member.

Respectfully submitted,

Jean Haberman,
Secretary

REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY
November 4, 2016
12:00 Noon

PRESENT: Mark Hanson, Brian Harder, Vern Peterson, Darla Kruser, Mike Nelson, Jerry Haberman, and Steve Syverson and Brad Hanson and Clara Johnson, Advisories

ABSENT: Dean Janzen, Advisory

STAFF PRESENT: Rob Anderson and Marva Ott

CITY ADMINISTRATOR: Wendy Meyer

GUESTS: Cheryl Hiebert, Observer/Advocate;

1. Call to Order: Mark called the meeting to order.
2. Consent Agenda. Additional bills of \$245-cleaning at FCU, \$192.58-Electrical work at FCU and \$195-Dilly extra hours were presented for payment. Motion made and seconded by Mike and Brian to approve the Consent Agenda with the additional bills. Carried.
3. Industrial Park Development:
 - a. Next steps-city closed on the property this week.
 - b. City will annex the property-Wendy told the board how the annexation process will work and looking at what other property could be annexed for future development.
 - c. Ownership of the property-EDA or City? The board discussed what to do moving forward. If the EDA owned it they could be the developer. After more discussion, a motion was made and seconded by Steve and Darla to request at the November 7th city council meeting to have the city transfer the property to the EDA after annexation. Motion carried.
 - d. Bolton & Menk is recommending that we have a wetland delineation study done as soon as possible. The board discussed whether this is necessary and if the property would be wetland or not. It would cost roughly \$2,000.00-\$4,000.00 to do the study. The Pankratz property is already tiled. Dave Bucklin will be contacted to get his thoughts on this. Steve made a motion to do the study contingent on the findings of whether or not this area is wetland and Vern seconded the motion. Carried.
4. Balzer:

Watkins property-Watkins family is requesting that they be allowed to remove personal property from the property. Since the EDA hasn't purchased the property yet, the board has no issue with that. Rob reported that the Balzer owners want to wait till after January to decide whether they should move forward with the purchase from the EDA due to the Ag economy being down right now. They would be open to having someone else buy the property if another party wanted it. After brief discussion about the EDA owning the property so it would be available for industrial/commercial use, a motion was made and seconded by Steve and Jerry to move forward with the purchase by the EDA for \$60,000.00 on a contract for deed. Interest would be 5% for 6 years. Motion carried with Mark abstaining from the vote.
5. Custom Motors Agreement: The board agreed to accept Bill and Lisa Anderson's proposal by an email vote of 6 in favor and 1 against. The board needs to ratify this vote. Motion made and seconded by Mike and Vern to ratify the email vote. Carried.
6. Glennie Schroeder request for new flooring: Marva explained that Glennie has been in the apartments for over 16 years and the flooring is original. The EDA received compensation from

the contractors when the building was built for damage done to the vinyl during construction. Marva stated that there are a couple of other tenants that have been in the apartments a year or two less than Glennie so they may also want/need new flooring. After brief discussion, a motion was made and seconded by Brian and Mike to replace Glennie's flooring only for now. Motion carried.

7. Jenny's Subdivision EDA lots-request from Tom Brown to bail corn stalks and plant alfalfa and ask EDA to pay him for loss of crop if development occurs. After some discussion about what to do with the land, a motion was made by Mike and seconded by Vern to allow Tom or whoever to plant alfalfa at their own expense. Rob was directed to let Tom know that prior to signing an agreement with him or anyone else.
8. Karen's Little Care Bears Daycare-request for new fridge and clothes washer: Karen said both appliances went out and she needs to get them replaced as she does need them. She is okay with them not being commercial grade. After brief discussion a motion was made by Jerry and seconded by Brian to purchase a new standard size washer and refrigerator from Country Pride. Motion carried.
9. 2016 Strategic Planning Session- Rob stated that he needs those who are attending to do the online survey as soon as possible. The board was asked if they are attending and those who stated they were are Darla, Mark, Vern, Steve, Mike, Clara and Wendy and possible attendees are Brian, Jerry, Brad, and Cheryl.
10. TIF Redevelopment District: Sanford Clinic is still discussing this with their corporate people. Currently they are focusing on finding a doctor to replace Dr. Harder who is retiring at the end of the year. Bill Freitag is showing some interest in this project and could possibly be the developer.
11. General Discussion:
 - a. Fulda Credit Union is now open for business.
 - b. Lori Puente paid her property taxes on the café now and she is open to escrowing her property taxes from now on. A new addendum would have to be done on her contract for deed. Motion was made and seconded by Vern and Steve to do the addendum on her contract. Carried.
 - c. Pop'd Kerns building was leaking but they think they finally figured out that it is coming in some open area above the ceiling tiles so the contractor will seal up the openings and wait and see if this fixes it. Mark also discussed the leaking in the north wall of the Fulda Credit Union building. Care and Share is having Herrig's fix the issue on their building but we also need to address some roof repairs on the FCU building.
 - d. Next meeting is December 9th but Rob has asked to move it to December 2nd due to the CVN meeting on the 9th. Board agreed to this.
 - e. Art Ellingson has decided that he wouldn't need SCGF money for fixing up the old city hall building.
 - f. MSG is going to be doing an expansion project with 7 new jobs. They discussed getting a grant for financing but the owners stated that they don't need our help with this. They may be open to other incentives with job creation. Wendy discussed their expansion which will include additional electrical use to help pay for the new substation.

12. Nothing further. Meeting adjourned.

RE: Approval of 2017 Cigarette Licenses

DATE: 12-20-16

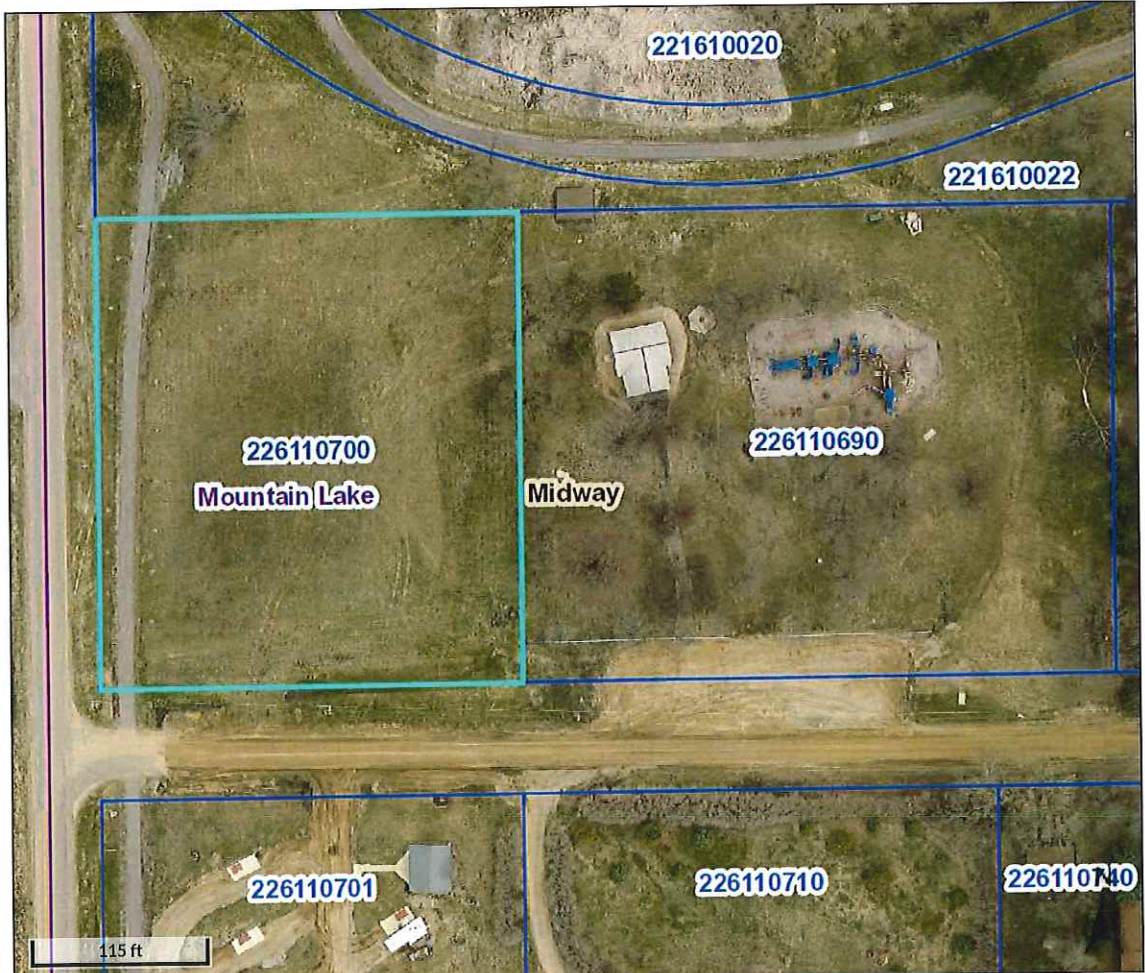
The following businesses have applied for cigarette licenses, completed the necessary documentation and paid the fee.

Cenex \$25

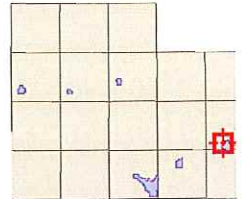
C-Store \$25

Maynard's \$25

Preferred Dog Park Location



Overview



Legend

- Corporate Limits
- Political Township
- Parcels

Parcel ID	226110700	Alternate ID	n/a	Owner Address	CITY OF MT LAKE
Sec/Twp/Rng	0-0-0	Class	MUNICIPAL PUBLIC SER ENT		930 3RD AVE
Property Address		Acreage	2.05		PO BOX C
					MOUNTAIN LAKE MN 56159

District: n/a
 Brief Tax Description: LOT 4 BLK 3
 (Note: Not to be used on legal documents)

Date created: 12/15/2016
 Last Data Uploaded: 12/10/2016 8:51:34 PM

Developed by
 The Schneider Corporation

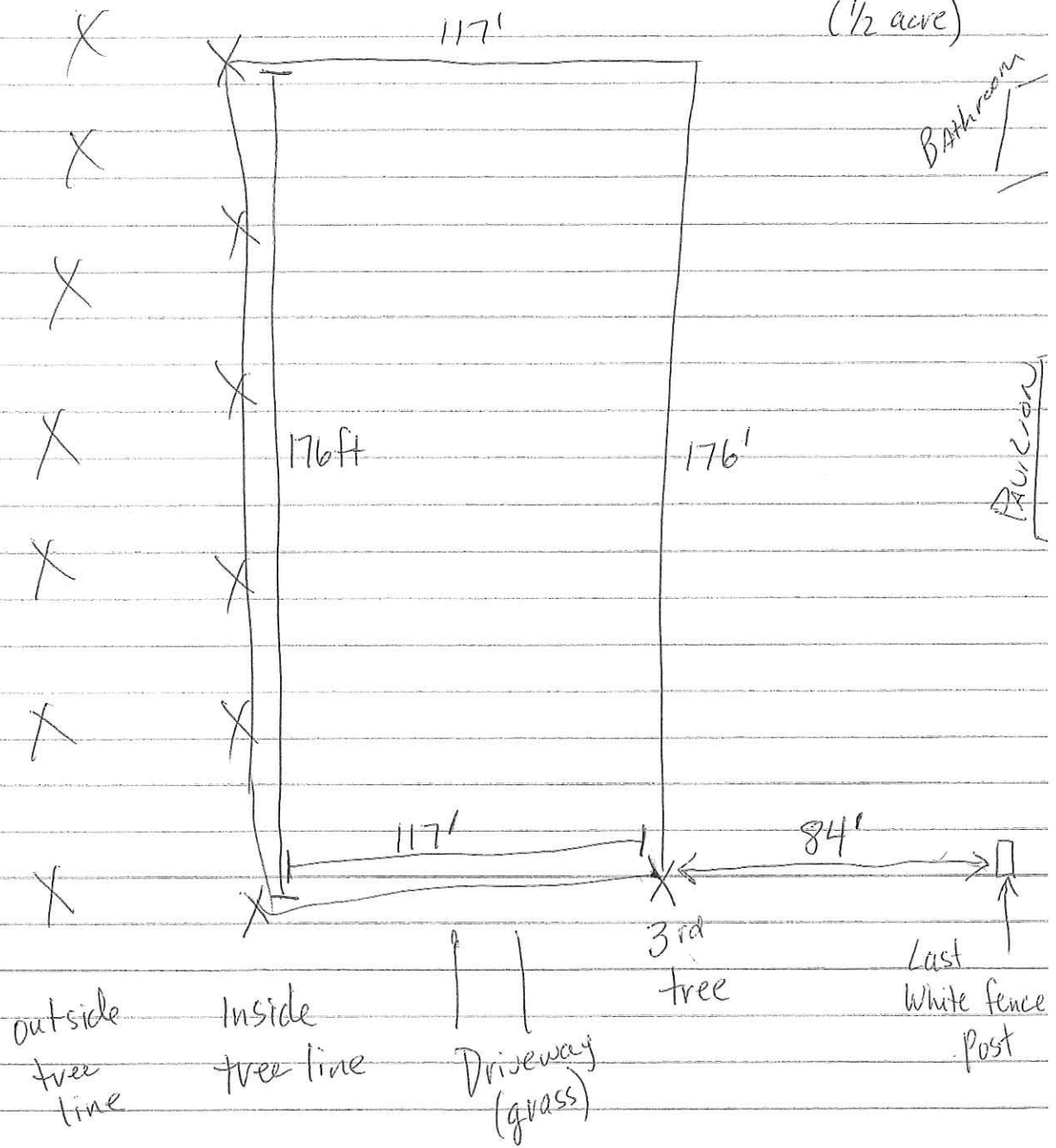
city-owned
 22.611.0700
 22.611.0690
 22.161.0020

DNR-owned
 22.161.0022 - 4 acres

Dog Park Proposal



~ 20,000 ft²
(1/2 acre)



Wendy Meyer

Subject: Dog Park

From: Amy Vogel [mailto:amy.vogel@springfieldmn.org]

Sent: Monday, December 12, 2016 2:12 PM

To: Wendy Meyer

Subject: RE: Dog Park

The dog park is going fine. It really wasn't finished until October so there really wasn't a "grand opening" of sorts. The water was never turned on yet. This will all happen in the spring.

People seem to like it. I haven't heard any negative comments yet. I would say that costs were about \$25,000 for the park.

Amy Vogel

City Clerk

City of Springfield

2 E Central St

Springfield, MN 56087

Phone (507) 723-3502

Fax (507) 723-6210

www.springfieldmn.org

*fence is 250' x 175' - an acre
and 6 ft. high*

Wendy Meyer

Subject: Dog park

From: Steve Nasby [mailto:snasby@windom-mn.com]

Sent: Friday, December 09, 2016 2:18 PM

To: 'Wendy Meyer'

Subject: RE: Dog park

Wendy –

You are correct, a Dog Park was discussed here. The City offered several possible locations, but the promoters wanted a location just off the highway to attract travelers (but did not have a site) and their second choice by the Windom Rec Area is in our well-field. When we did the State water plan the Council asked the consultant if a Dog Park should go on the City well field. The consultant said no so that shut down the Dog Park discussion.

Steve

19

ADDENDUM NUMBER 1

TO THE

SPECIFICATIONS

To

**Furnish Equipment, Materials and Labor
to Provide an Electrical Equipment
Enclosure, AC & DC Electrical, Ground Grid, Fencing, Steel
Structures and Foundations for the New
Electrical Substation and Storage Area**

FOR THE

Mountain Lake Municipal Utilities

Mountain Lake, MINNESOTA

2016

PROJECT NUMBER N16044

December 12, 2016

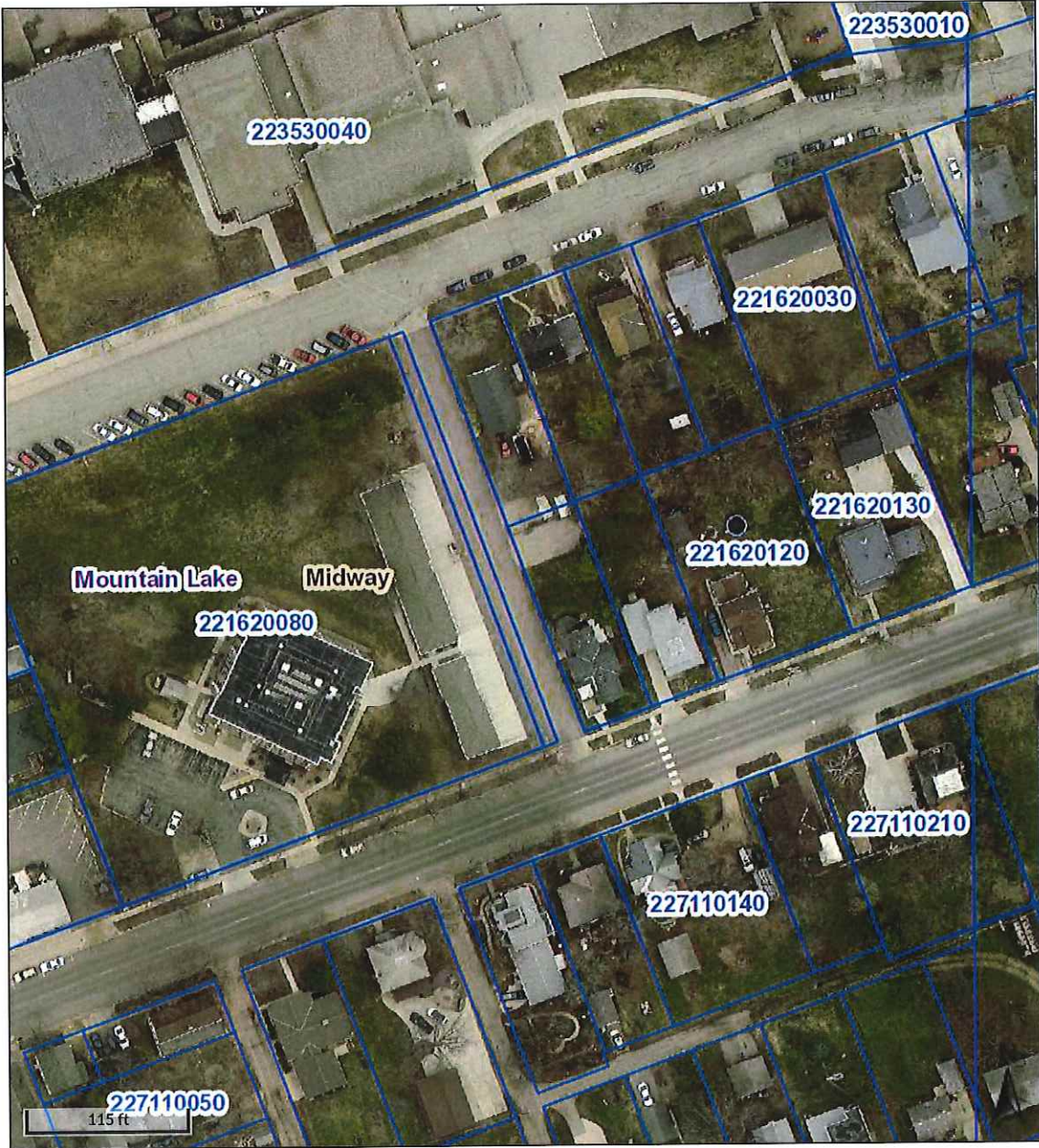
BID OPENING DATE

Time: 2:00 PM

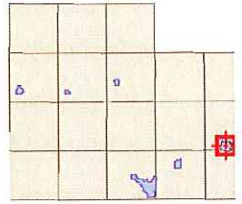
Place: Mountain Lake City Hall

Date: Jan 13th, 2016

1. Bid opening date changed to Jan 13th, 2016 at 2:00PM.



Overview



Legend

- Corporate Limits
- Political Township
- Parcels

Date created: 12/15/2016
 Last Data Uploaded: 12/10/2016 8:51:34 PM

Developed by
 The Schneider Corporation

Alley east side of Laker Apartments' garage

Alley is two 'pieces' with a total width of 30'

Fourth Avenue is 40' width at intersection with 12th Street

Fourth Avenue narrows to 34' east of the elementary school

Alley is one way, north only

22

DRAFT FOR December 20, 2016

**CITY OF MOUNTAIN LAKE
DRUG AND ALCOHOL POLICIES**

1. DRUG-FREE WORKPLACE

The City is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. It is recognized that alcohol abuse and drug use pose a significant threat to our goals. The City has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

To assist employees in understanding the perils of drug and alcohol abuse, the City has established a Drug and Alcohol Policy. This Drug and Alcohol Policy constitutes the City's drug free awareness program and fulfills the notification requirements of the federal Drug-Free Workplace Act of 1988. The City will use this program as an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The program will inform employees of the dangers of drug and alcohol abuse, explain the City's Drug and Alcohol Policy and the sanctions imposed for its violation, and highlight any treatment, counseling, and rehabilitation referral services that may be available to employees in the City. Employees and supervisors will receive mandatory annual training on this program/policy. Nothing set forth in this policy is intended to conflict with state law.

The Drug and Alcohol Policy does not apply to Police Department employees when the prohibited act or possession is performed in accordance with Police Department Policy, and such use or possession is necessary in connection with the investigation of illegal activities.

This policy does not apply to Economic Development Authority employees when working as part of their assigned job duties at Chamber events where alcohol is available to participants. EDA employees may consume alcoholic beverages at these events provided they use good judgment in their use of alcohol and uphold a positive public image of the City, the Authority and the Chamber.

This policy does not apply to members of the volunteer Fire Department. Firefighters, if called, are responsible for the safety for the community and their fellow firefighters. Firefighters that have used alcohol or drugs prior to a call-out have the duty to report such use to the Fire Chief. The Fire Chief may at his or her discretion refuse such firefighter's attendance at the fire call. Failure of a firefighter to notify the Chief violates the trust placed in the firefighter by the public and will not be tolerated by the Department or the City Council.

This policy applies to members of the Ambulance Dept. while on-call and during the four (4) hours prior to scheduled on-call.

2. DRUG AND ALCOHOL PROGRAM

Purpose

The purpose of this policy is to ensure a drug and alcohol free work environment and to eliminate drug and alcohol related accidents, injuries, fatalities and damage to City property resulting from the misuse of alcohol or use of controlled substances. It is the City's intention to comply fully with drug and alcohol

testing as authorized under Minnesota statutes. In the event the applicable Minnesota statute is amended, this policy and the requirements shall be deemed to have been amended automatically. Redrafting will not be necessary in order to reflect and be in compliance with Minnesota statutes. The City reserves the right to apply the amended requirements immediately, without giving prior notice to employees and/or applicants who may be covered by this policy, unless such notice is required by Minnesota statute or other applicable law.

The consumption, possession, distribution, manufacture or sale of alcohol or illegal drugs anywhere at work on City time, on City property while on City time, or in City vehicles is prohibited and considered a willful violation of City policy which can result in suspension or discharge.

Illegal use of prescription drugs by any employee is prohibited; however nothing in this policy precludes the appropriate use of legally prescribed medications. Employees are required to seek the advice of their doctor if there is any reason to believe that a prescription medication will result in safety concerns at work. The City reserves the right to require proof that it is safe for the employee to perform his or her duties while taking prescribed medications.

Reporting for work under the influence (at any level) of alcohol or illegal drugs is prohibited. This includes travel by City or personal vehicle if on City business.

If an employee is scheduled for a meeting or event outside the typical scheduled work hours to conduct City business including Council, board or commission, or other public meetings, reporting for work under the influence (at any level) of alcohol or illegal drugs is prohibited and is considered a willful violation of City policy which can result in suspension or discharge.

If any employee is the scheduled paid on-call employee, reporting for work under the influence (at any level) of alcohol or illegal drugs is prohibited and is considered a willful violation of City policy which can result in suspension or discharge.

In the event of an emergency call-out any employee who is not the scheduled paid on-call employee at the time of the call-out considers himself/herself as being under the influence of alcohol or drugs, must not report to work but must inform his/her supervisor immediately. No disciplinary action will be taken if supervisor is notified immediately.

The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees must, as a condition of employment, abide by terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Testing Policy

Types of Testing. Employees are subject to drug and alcohol testing in the following circumstances:

- a. Job Applicant/Pre-employment Testing. All job applicants who receive a contingent job offer from the City may be required to submit to and pass an alcohol and illegal drug, or their metabolites, urinalysis test with a negative test result, prior to commencing employment. Pre-employment

testing will be determined by city administrator in consultation with the supervisor and/or city attorney. The offer of employment is conditional upon a passing result. If the offer of conditional employment is subsequently withdrawn, the City will notify the applicant of the reason for the withdrawal.

- b. Routine Physical Examination Testing. An employee may be required to undergo drug and alcohol testing as part of a routine physical examination. The drug or alcohol test will be requested no more than once annually and the employee will be given at least two weeks' written notice that the test shall be required as part of the examination.
- c. Random Testing. An employee in a safety sensitive position, which includes Street Department, Utility Department, and Police Department employees, and members of the Fire and Ambulance Squads, in which impairment caused by drug or alcohol usage would threaten the health or safety of any person may be required to undergo random drug and alcohol testing. In addition, employees who are required to have commercial driver's licenses are subject to random testing as required by federal law. (Reference Policy Section 3 *Drug and Alcohol Program—Commercial Motor Vehicle Operator*.)
- d. Reasonable Suspicion Testing. An employee may be required to undergo drug and alcohol testing if there is a reasonable suspicion that the employee: (a) is under the influence of drugs or alcohol; or (b) has engaged in the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on City property or operating a City vehicle, machinery, or equipment; or (c) has sustained a personal injury arising out of and in the course of employment, or caused another person to sustain a personal injury; or (d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident (reference definition of "accident" in 10.2, Definitions, B). Reasonable suspicion testing for accidents outside of this definition may occur at the discretion of city administrator in consultation with the supervisor and/or the city attorney. A supervisor will transport or coordinate the same-sex transport of the employee to the clinic/hospital where the testing will occur.
- e. Treatment Program Testing. An employee may be required to undergo drug and alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under the City insurance, in which case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

Testing Procedure. The city administrator in consultation with the supervisor and/or the city attorney may order the drug and alcohol testing. Before undergoing drug or alcohol testing, the employee shall complete a form (1) acknowledging that the employee has seen a copy of the City's drug and alcohol policy, and (2) indicating consent to undergo the drug and alcohol testing.

Testing Laboratory. A laboratory meeting all requirements of state law, including those set forth in Minn. Stat. Sec. 181.953, shall handle all drug and alcohol testing.

Test Results. Within three days of obtaining the final test results, the testing laboratory shall provide the City with a written report indicating the drug(s), alcohol, or their metabolites tested for, the types of test conducted, and whether the test produced negative or positive test results. Within three working days after receipt of the test result report, the City shall inform the employee in writing of a negative test result on an initial screening test, or of a negative or positive test result on a confirmatory test.

Rights of Employees and Job Applicants. Employees and applicants have a right to request and receive a copy of the test result report. If an employee or applicant tests positive for drug use, the City will give written notice of the right to explain the positive test. Within three working days after notice of a positive test result on a confirmatory test, the employee or applicant may submit information to the City to explain that result or may, within five working days after notice of the positive test result, request a confirmatory retest at the employee's or the applicant's own expense. If the confirmatory retest does not confirm the original positive test result, the City will not take any adverse personnel action against the employee or applicant based on the original confirmatory test and will reimburse the employee for the expense of the retest.

Consequences for Refusal to Test. Employees and job applicants have the right to refuse to undergo drug and alcohol testing. However, failure to comply with the City's drug and alcohol policy, and refusal to take a drug and alcohol test upon request shall subject an employee to discipline, including discharge. If an applicant refuses to test, the job offer will immediately be withdrawn.

Discipline. An employee who has a positive test result on a confirmatory test, when this is the first such result for the employee, will be subject to discipline but shall not be discharged unless (1) the employee has been given an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency, and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program as evidenced by withdrawal from the program before its completion or has a positive test result on a confirmatory test after completion of the program. Participation in the specified program will be at the employee's own expense or pursuant to coverage under the City's insurance. The City may temporarily suspend the employee or transfer the employee (for whom this is the first such result for the employee) to another position at the same rate of pay pending the outcome of a confirmatory test and, if requested, the confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. An employee who has been suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

All other employees obtaining a positive test result and not participating in a rehabilitation program will be subject to discipline including discharge. An employee required to take time off in order to participate in a rehabilitation program will be permitted to use sick leave, vacation time, compensatory time, floating holidays, and/or unpaid leave. An employee who undergoes substance abuse treatment and counseling under this policy and who continues to work must meet all established standards of conduct and job performance.

Data Privacy

Test results and other information gathered under this policy will be treated as private data on individuals. Positive results will be disclosed to the employee/applicant, the employee's supervisor and the City Administrator. Results will not be disclosed to others unless requested in writing by the employee/applicant or as required by law.

URGENT

12-22-15
Adopted 12-22-15

2016 BUDGET AND TAXY LEVY FOR THE CITY OF MOUNTAIN LAKE									
CATEGORY	2016 BUDGET	2016 LGA	REVENUE	OTHER AID	ASSESSMENTS	transfer from reserves	2016 LEVY	2015 LEVY	
General Fund (101)	\$1,311,246.60	\$794,248.00	\$191,442.50	\$29,228.00		\$17,559.72	\$278,768.38	\$252,707.14	
Library Fund (211)	\$161,279.64	\$17,456.00	\$0.00	\$23,000.00			\$120,823.64	\$116,201.58	
Fire Fund (221)	\$137,816.80	\$34,912.00	\$51,370.00	\$14,000.00			\$37,534.80	\$45,944.48	
Ambulance Fund (231)	\$134,175.00	\$26,184.00	\$83,920.00	\$0.00			\$24,071.00	\$31,482.51	
Lake Commission (507)	\$13,000.00	\$0.00	\$11,500.00				\$1,500.00	\$1,500.00	
TOTAL	\$1,757,518.04	\$872,800.00	\$338,232.50	\$66,228.00			\$462,697.82	\$447,835.71	
Bond Funds									
2009A Jenny's (332)	\$26,425.15		\$0.00	\$1,733.25	\$0.00		\$24,691.90	\$15,831.85	
2006 Street Bond (308)	\$105,043.88		\$0.00	\$1,400.75	\$30,000.00		\$73,643.13	\$71,752.52	
Lakeview Estates (307)	\$53,224.17		\$0.00	\$8,047.00	\$3,000.00		\$42,177.17	\$38,687.25	
City Wide Project (312)	\$141,590.00				\$118,218.00		\$23,372.00	\$22,605.11	
Downtown Project									
Bond Fund Total	\$326,283.20						\$163,884.20	\$148,876.73	
SUBTOTAL	\$2,083,801.24						\$626,582.02	\$596,712.44	
EDA/Comm Dev (205)	\$136,222.20						\$8,482.36	\$8,110.89	
GRAND TOTAL W/EDA	\$2,220,023.44						\$635,064.38	\$604,823.33	

5%

CITY OF MOUNTAIN LAKE, MN

**Resolution #31-16
Resolution Adopting Property Tax Levy**

Be it resolved by the council of the City of Mt. Lake, County of Cottonwood, Minnesota, that the following sum of money be levied for the current year, collectible in 2017 upon taxable property in the City of Mt. Lake:

Total levy \$

The Clerk/Administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Cottonwood County, Minnesota.

Motion by Member:
Seconded by Member:

Voting Aye:
Voting Nay:

Absent:

Whereupon, said Resolution is hereby declared passed.

Adopted by the City Council on December 20, 2016.

Mayor Mike Nelson

ATTEST:

Wendy Meyer, Clerk/Administrator

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF MOUNTAIN LAKE

I, the undersigned, being the duly qualified and acting Administrator-Clerk of the City of Mountain Lake, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to adopting a maximum amount to be levied in 2017.

WITNESS my hand on December 20, 2016.

Administrator-Clerk



Property Tax Administrators

Last Updated: 12/1/2016

Board of Appeal and Equalization

Why do board members need to be trained?

Under state law, each Board of Appeal and Equalization meeting must include a voting member who has completed a Department of Revenue training course within the last four years. Each board must also certify by February 1 that the board has a trained member.

Requirement	If LBAE does not meet requirement	If CBAE does not meet requirement
Certify trained member by February 1	The board's powers are transferred to the county for the current assessment year	The boards's powers are transferred to a special board for the current assessment year
Trained member not present at the board of appeal meeting	Meeting is turned over to the county and becomes an open book meeting. The board's powers are transferred for the following assessment year as well.	Meeting is adjourned immediately and all taxpayers who would have appealed can appeal to the Commissioner of Revenue before August 1. A fee of \$500 per tax parcel that is appealed will be assessed to the county

How do I take the training?

You can take the Board of Appeal and Equalization training online using the link below.

[Take the Board of Appeal and Equalization Online Training](#)

Where can I check to see who is trained?

To help you comply with this requirement, listings of all LBAE and CBAE members who have taken the training in the last four years are posted below. We will update the certification lists at the end of each month. Feel free to use the filter and sort functions to find the information you need.

[Local Board Trained Member Roster](#) (updated December 1, 2016)

[County Board Trained Member Roster](#) (updated December 1, 2016)

What do I need to do to provide proof of certification?

All local boards of appeal and equalization and county boards of appeal and equalization must complete this form by February 1. Please print and complete the form. Local boards must submit to the county assessor and county boards must submit to the Commissioner of Revenue.

[LBAE Trained Member Certification](#)

[CBAE Trained Member Certification](#)

Questions?

Please email proptax.bae@state.mn.us or call 651-556-6104

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GET MOVING MOUNTAIN LAKE!

Help us make Mountain Lake more walkable and bike-friendly!

DID YOU KNOW?

A city-wide Active Living Plan was created for Mountain Lake in 2015 to identify projects to encourage walking and biking within city limits.

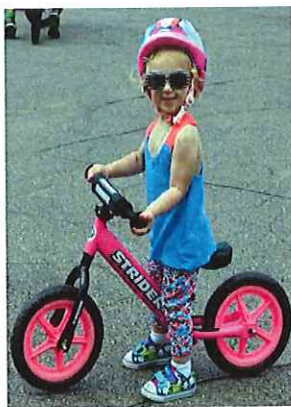
Many projects have been completed through the City Council and we're looking for community members to help us continue our progress!

Help us update Mountain Lake's Active Living Plan!

Monday, January 23rd

7:00

City Hall Meeting Room



The city needs **YOUR** input and passion to keep moving forward on these projects!

Questions? Call City Hall at (507) 427-2999

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2016 DIVIDEND CALCULATION
AT MAY 31, 2016**

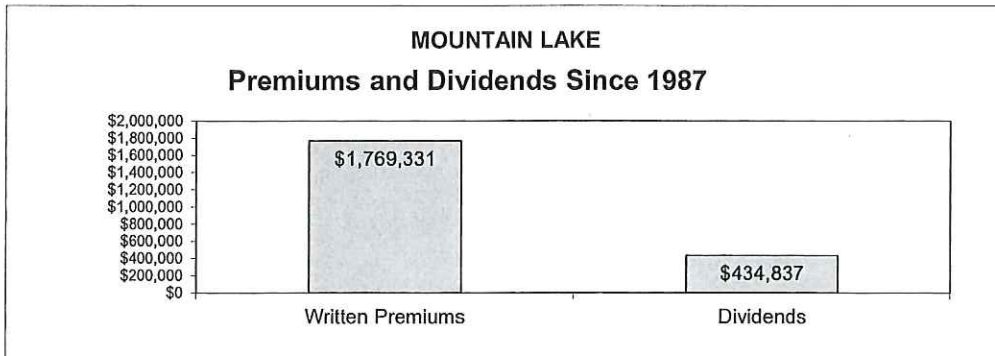
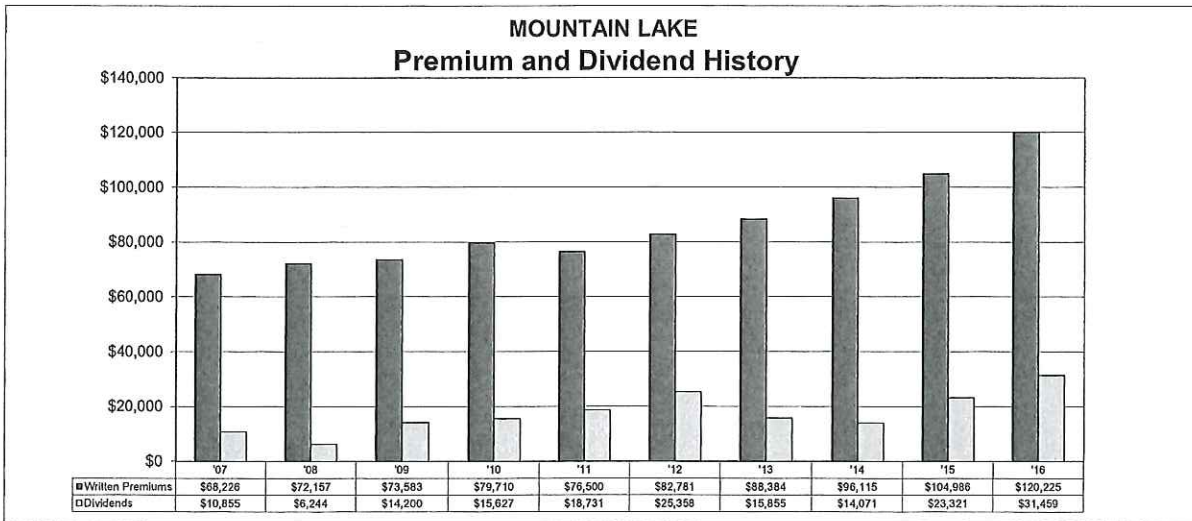
HANSON AGENCY

235 10TH ST

PO BOX 555

MOUNTAIN LAKE MN 56159-0555

Mountain Lake 930 3RD AVENUE PO BOX C MOUNTAIN LAKE, MN 56159-0320	GROSS EARNED PREMIUM ADJUSTED LOSSES MEMBERS DIVIDEND PERCENTAGE DIVIDEND AMOUNT	\$1,230,182 \$439,169 0.00125836848 \$31,459
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The "gross earned premium" figure is the member's total earned premiums as of May 31, 2016 for the past 20 years. This is the premium figure that's used in the dividend calculation. The "2016 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2016 (for most members, only a portion of that 2016 written premium would be earned as of May 31, 2016).

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