

Regular City Council Meeting
Mountain Lake City Hall
Tuesday, February 21, 2023
6:30 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 #26930 – 26967, 871E – 873E (1-6)
 - b. Payroll: Checks #67198 – 67225
 - c. Approve January 9 Lake Commission Minutes (7-8)
 - d. Approve January 10 Library Board Minutes, January Report, & January Expenditures (9-12)
 - e. Approve January 17 EDA Board Minutes (13-14)
 - f. Approve January 26 Utilities Commission Minutes (15-16)
 - g. Approve February 6 City Council Minutes (17-18)
 - h. Approve Resolution #6-23 \$10,000 Fire Relief Donation (19)
 - i. Approve Phil Skow to the Economic Development Authority effective 2/21/23
 - j. Approve On-Sale Liquor License for Santos & Laguna 7 LLC; La Tejanita – 1205 3rd Ave
 - k. Approve Resolution #7-23 Joint Powers Agreement (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. City Attorney

5. City Administrator
 - a. Discussion/Action – Training & Education Policy (21-24)

6. Roundtable
 - a. Discussion – Commissions/Boards Update

7. Adjourn

Board of Appeal & Equalization Meeting – Thursday, May 4, 2023 at 5:30PM

Lake Commission Meeting
Monday, January 9, 2023, 6:30 p.m.

Members Present: Dave Bucklin, Jean Haberman, Janell Borgen, Joey Morey

Members Absent: Nathan Harder, Kim Syverson, Randy Loewen

Guests Present: Michael Mueller (City Administrator), Mike Nelson (Mayor)

Chair Bucklin called the meeting to order at 6:30 p.m. M/S/P Borgen/Morey to approve the agenda and minutes of the December 12, 2022 meeting.

Treasurer's Report (1/6/23)

Weed Harvester Income / Expenses:

Interest	5.33
Property/Casualty Insurance Dividend	<u>32.37</u>
Ending Balance	\$85,641.61

Trail Income / Expenses:

Interest	5.33
SWIF – Boardwalk Grant	1,500.00
Cot. Co. – 2 nd Half Property Tax Refund	3,000.00
Borgen – Replay Sealcoat (Trail 2 nd & Final Payment)	(28,884.00)
Cottonwood Co. Recycling – Dispose Boardwalk Materials	(16.10)
MN Boardwalk – 2 nd Payment	(90,000.00)
Country Pride – Fuel to bring cans to Mankato	(86.47)
Citizen Publishing -Thin Ice Ads	<u>(176.60)</u>
Ending Balance	(\$186,894.71)

M/S/P Bucklin/Borgen to approve the Treasurer's Report.

Project Update:

- **Aeration:**
 - Randy, Joey, Kevin Ella, and John Beyers put out the thin ice signs on December 31st.
- **Trail:**
 - MN Boardwalk, LLC has completed the boardwalk, except for the handrails and side curbs.
 - Mountain Lake Foundation awarded a \$1,500.00 grant to the Lake Commission.

- Many thanks to Jay Schied for volunteering 67 days in 2022 removing 3,400 Buckthorn plants. He has removed 20,000 Buckthorn plants since 2013.

Next meeting is **Monday, February 13, 2023** at 6:30 p.m.

Respectfully submitted,

Jean Haberman,
Secretary/Treasurer

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MOUNTAIN LAKE PUBLIC LIBRARY BOARD MINUTES
January 10, 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:

The meeting was called to order at 4:23 pm by Chairperson Rachel S.

Additions to the Agenda: Daniel M. brought up the trial run and continuation of Amazon Prime to help elevate the shipping cost from Ingram. Rachel S. suggested keeping an eye on it and see if it continues to be helpful or just a waste due to the loss of 2-day shipping.

M/S Rachel S. / Rick H. to approve the minutes of the December 13th, 2022 meeting.

Reports: Daniel M. presented the December Monthly reports indicating 2474 total circulation and expenditures in the amount of \$2,149.94. M/S Rick H. / Carol L. to accept the December reports as given and to approve the December expenditures, Motion carried.

Questions were raised about the library's Janitor Dennis. It was addressed by Daniel M. that the library was not fully happy with his work. But due to not having a replacement it is hard to reprimand him, it was asked of Michael M. if the city had made any head way on finding a cleaner. He stated it would be a monthly cleaning and it would be from the Windom service Holt. He would reach out with the specifics if the city agreed to follow through.

Old Business: The Library Board reviewed the interview with Sara Nickel. It was agreed she would be a benefit to the library and everyone agreed they would be happy to see her helping the library. We are excited to see what she brings to the library. M/S Rachel S. /Rick H. to hire Sara Nickel as a Library Assistant at \$14.08 per hour. Michael M. will take the motion to the city board for approval.

In New Business: Daniel M. said the Santa Story Time was not as good as he thought. Due to having to move the event to the following week due to bad weather and the night of the event it still was not the best weather but there were a total of 8 children and Rick H. discussed how he enjoyed being Santa.

Daniel M. continued the discussion about Amazon prime and what went into make the decision. It was agreed to watch it closely and cancel the subscription if needed.

Materials Suggested: Rick H. would like to see the Muppets Christmas Movie in the library and Racheal B. suggested more Little Blue Truck Board books for the library.

The meeting was adjourned at 5:02 PM

Respectfully submitted,

Daniel Mick

Mountain Lake
Public Library
January 2023

Children	
Audio	29
Books	992
DVDs	107
Non Print	-
Multi Media	20
Periodicals	5
ADULT	
Audio	10
Books	626
DVDs	131
Non Print	4
Multi Media	-
Periodicals	20
Other Physical Media	1
SUBTOTAL:	1945
Ebooks	55
Downloadable Audio	94
TOTAL CIRCULATION:	2525
ILLN	24
Interlibrary Loan Sent	193
Interlibrary Loan Received	195
ILL Non System	19

REVENUE	
Cash Income	\$ -
County Revenue	\$15,522.19
Donations (Monetary)	\$ -
Fines	\$95.00
Misc. Revenue	\$ 624.07
Meeting Room Rental	\$ -
Sale of supplies	\$ -
TOTAL REVENUE	\$ 16,241.26
EXPENDITURES	
Books	\$ 884.22
Periodicals	\$ 696.80
Audio/Visual	\$ 198.21
Gas Utilities	\$ 456.51
Janitorial Supplies	\$ 345.00
Office Supplies	\$ 91.87
Library Supplies	\$ 414.34
Postage	\$ -
Project Expense	\$ -
Repairs & Maintenance	\$ -
Repairs & Maint-Janitorial	\$ -
Tech/Automation Expense	\$ -
Telephone	\$ -
Travel	\$ -
MISC.	\$ 670.58
PCLS Delivery	\$ -
TOTAL EXPENDITURES	\$ 3,757.53

LIBRARY EXPENDITURES

MN Energy	Monthly Bill - #383	\$456.51
Indoff	Office Supplies - #200	\$91.87
Display2Go	Computer Desks - #430	\$531.58
Ingram	Monthly Bill - #520	\$711.19
StarTribune	Yearly Subscription - #591	\$696.80
Demco	Library Supplies - #200	\$255.19
Janitor Pay	Dennis - #400	\$345.00
Amazon Order	Prime Membership - #430	\$139.00
Amazon Order	Movie Order - #592	\$92.76
Amazon Order	Book Order - #520	\$44.07
Amazon Order	Movie & Supply Order - #592 & #200	\$216.69
Amazon Order	Book Order - #520	\$8.97
Amazon Order	Book Order - #520	\$50.56
Amazon Order	Book Order - #520	\$35.98
Amazon Order	Book Order - #520	\$33.45
Amazon Order	DVD Order - #592	\$47.91

Total \$3,757.53

LIBRARY REVENUE

Friend of the Library	Refund for new Computer Desks - #430	\$531.58
Cottonwood County	County Revenue - #33620	\$15,522.19
Fines	Fine Revenue - #35000	\$92.49
Prints	Print Revenue - #36200	\$95.00

Total: \$16,241.26

Economic Development Authority
Tuesday, January 17, 2023
Mt. Lake City Hall
Council Chambers

PRESENT: Vern Peterson, Jerry Haberman, Mitch Schroeder, Mike Nelson and Darla Kruser.
Clara Johnson, Advisor.

ABSENT: Steve Syverson

STAFF: Rod Homilton and Tabitha Garloff

CITY ADMINISTRATOR: Michael Mueller

GUEST: Bruce Prachomphonh

1. CALL TO ORDER: President Haberman called the meeting to order at 12:00 p.m.
2. Motion to Approve Consent Agenda
Consent Agenda:
 - a. Approval of November 21, 2022, Meeting Minutes.
 - b. Approval of Financial Reports and Bills. Motion made by Vern to approve the minutes and financials as presented. Seconded by Mitch. Motion carried.
3. Commercial Park. Rod reported there are three solid contacts for potential businesses. A current business has expressed interest in building a showroom/warehouse on Block 2 Lot 4. A private developer is working with a supplier on plans for an automatic automobile wash on Block 1 Lot 1 and local entrepreneur is discussing plans for a drive through coffee shop on Block 1 Lot 2. The EDA has had conversations with a hotel investor/developer on constructing a hotel in the commercial park on Block 2 Lot 3.
4. South Commercial Park. Discussed grants available for infrastructure. EDA staff will research grant requirements.
 - BDPI Grant
 - TEDI Grant
5. Commercial Park Lots. Discussed lot cost, assessments and TIF financing.
6. Krienke Foods International, Inc. Rod stated that he and Tabitha toured Krienke Foods and learned how the facility operates. Discussed the importance of being current on payments and how it impacts the city. Rod encouraged Caleb to contact Southwest Initiative Foundation regarding funding available for businesses and additional resources. Directed Caleb to contact AURI regarding use of innovative products. Discussed flooring issues in the building.
7. Little Care Bears Daycare. Rod and Tabitha met with Karen to discuss past due lease and loan payments. Tabitha will research current daycare rates in the area and send to Karen for reference.

Discussed being consistent on sending legal notices on past due lease and loan payments.

Discussed charging late fee on late payments for all leases and loans with the EDA. Tabled until February meeting.

8. Downtown Rehab Project 10th/4th. A survey map is needed for the potential developer to move forward with their plans. Tabitha will contact Brunton Architect about obtaining a survey map.
9. Lakeview Estates Phase 2. Discussed potential private investors purchasing and developing Lakeview Estates Phase 2.
10. Investors Group. Rod and Tabitha are continuing to move forward with plans to for an investors group.
11. Broadband Committee Report/SDN Project in Commercial Park/LTD Broadband. Nothing new to report.
12. GENERAL DISCUSSION:
 - a. Next Regular Board Meeting is February 21, 2023.
 - b. Other Business. Rod stated he has been in discussion with Ivan Harder regarding his desire to construct solar panels or sell his land that is adjacent to the commercial park.
Approval of By-Law corrections. Motion made by Mike to approve the By-Laws as presented with updates. Seconded by Vern. Motion carried.
 - c. The EDA will have an informational spot in the utility newsletter beginning in March 2023.
13. ADJOURN. President Haberman adjourned the meeting at 1:19 p.m.

**Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Thursday, January 26, 2023
7 AM**

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

Members Absent: Brian Janzen

Staff Present: Jill Falk; Utilities Office Manager; Dave Watkins; Electric Superintendent; Steve Peters; Lineman; Taylor Nesmoe; Water/Wastewater Superintendent; Scott Pankratz; Water/Wastewater Worker

Call to Order

The meeting was called to order at 7 AM.

Approval of Minutes and Bills

Motion by Johnson seconded by Garloff to approve the January 12th Minutes, and Check Numbers 22283-22315 (442E-443E). Motion carried.

Electric Department

Watkins has begun working on the plans for the underground project and reviewing the inventory for materials needed. The cost of transformers has tripled since the last purchase. He has updated the prices in our inventory and ordered another 10 units. These can take up to a year to arrive, and the total cost will be approximately \$50,000 once delivered. He also discussed the option to sell off the excess capacity within the CMPAS group. As an example, Kasson does not generate nor have any plans to begin generating. A contract could be created to sell the excess capacity at a guaranteed price. Currently, the excess is being sold to MISO at the market cost. More discussion is needed until any decision can be made. Watkins stated that CMPAS as well as the engineers will be present at the next commission meeting on February 9th to discuss any questions relating to the generator project. Langland did notice that the pricing for a CAT engine was around \$500,000 less than the MTU engine.

Water/Wastewater Department

Six new Metron water meters have been installed in the residences of city employees. This will make it easier to access the meters as well as monitor them daily. Nesmoe mentioned that Their Well has been contacted regarding the maintenance needed for Well #1. The cost for the

cleaning and maintenance will be about \$4000. Since it is located indoors, it should be able to be completed this winter.

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
Monday, February 6, 2023
6:30 p.m.**

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

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

Others Present: Doug Regehr

Call to Order

The meeting was called to order by Mayor Nelson at 6:30 p.m.

Approval of Agenda & Consent Agenda

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

Motion carried 5 – 0.

Bills: Checks # 26872-26929, 866E-870E

Payroll: Checks #67181-67197

Approve January 12 Utilities Commission Minutes

Approve January 17 City Council Minutes

Approve January Street Department Report

Approve Hiring Jessica Blount & Samantha Spiker, EMT, effective 02/01/2023

Approve Resolution #5-23 Approve Project No.017-627-004

Accept/Update Emergency Management Operation Plan

Public

No comments

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

Motion by Kruser, seconded by Bargen to increase the ambulance contract rates from \$4 to \$5, a \$1 increase per capita. Motion carried 5 – 0.

Roundtable

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

Adjourn

The meeting was adjourned at 6:52 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

RESOLUTION #6-23

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 21st day of February, 2023.

Mike Nelson, Mayor

ATTEST:

Michael Mueller, Administrator/Clerk

RESOLUTION NO. 7-23**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF MOUNTAIN LAKE ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Mountain Lake on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Mountain Lake, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Mountain Lake on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Chief of Police, Douglas Bristol, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the City Attorney, Maryellen Suhrhoff, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That Michael Nelson, the Mayor for the City of Mountain Lake, and Michael Mueller, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 21st day of February, 2023

CITY OF MOUNTAIN LAKE

By: Michael Nelson
Its Mayor

ATTEST: _____
By: Michael Mueller
Its City Administrator

TRAINING AND EDUCATION POLICY

Employee Training and Education Policy

Reimbursements of training and education expenses are intended to refund actual costs incurred by City employees and officials while traveling as authorized representatives of the City of Mountain Lake. To qualify for reimbursement, trips must have a completed expense reimbursement form approved by the Department Head and/or City Administrator.

Original detailed receipts are required for all related travel costs including shuttle service or taxi fare, parking ramp fees, lodging and program material. Exceptions to this requirement include metered parking, bus fares, telephone calls, gratuities 20% for meal service and generally accepted amounts for baggage handling or maid service and similar expenses.

Training & Education Expense Form

A properly completed Expense Form, listing itemized expenses, shall be submitted to the Department Head/City Administrator for review and approval within ten business days following the date of return from an authorized trip. The expense form shall be accompanied by receipts for:

- a. Transportation costs to and from the destination via coach, tourist, or economy class transportation or via city vehicle, private vehicle or car rental.
- b. Lodging costs not to exceed a reasonable single-occupancy rate as determined herein.
- c. Conference or meeting registration fees.
- d. Meal costs.
- e. Any unusual items for which advance approval has been obtained from the City Administrator.

TRANSPORTATION

Employees are encouraged to travel by the most economical means available. The most economical means depends upon cost of mileage and the length of time the employee will be required to travel. If a City vehicle is available, it is expected that the City vehicle will be used for travel. Employees will be reimbursed for fuel expenses and must provide receipts with their reimbursement request. If a City credit card is available, an employee may check out the card for travel expenses. Receipts must be retained, recorded and attached to the Expense Reimbursement Form.

If a city vehicle is unavailable, or an employee receives approval to use a personal vehicle, employees will be reimbursed only for mileage at the approved IRS mileage reimbursement rate. If driving their personal vehicle, the employee will be responsible for all traffic fines, damages and liability due to an accident. If an employee receives a citation for a DWI while operating a City vehicle or personal vehicle while on a business trip applicable disciplinary measures will be taken.

If it is most economical to travel by air, the employee shall be required to travel by air. If the employee chooses to drive their personal vehicle, the employee will be reimbursed the lowest cost of the airfare (lowest cost airfare available for one person traveling from boarding port to the port of destination and return).

If a reduced airfare requires an employee to spend an additional non-work day (e.g. a Saturday overnight

stay) in the destination city, and if the reduced airfare totals more than the lodging and meals expense for the additional day, then the employee will be reimbursed for the extra day's expenses for lodging and meals. For employees traveling by air, expense guidelines for taxi or automobile rental are:

Taxi

Taxi fare will be reimbursed for transportation from the destination airport to the place of lodging and to the meeting site (or vice versa). The public purpose for any other taxi fares must be explained. Receipts are required for all fares.

Automobile Rental

Prior approval, by the Department Head/City Administrator, is needed when automobile rental expense is anticipated. Automobile rental should be considered when taxi usage costs would be greater than automobile rental cost. The employee will be responsible for all fines, damages and liability due to an accident.

Mileage

Personal vehicle use for authorized trips, meetings, work, etc., will be reimbursed at the rate consistent with IRS regulations. The mileage reimbursement request should be documented with a mileage calculation from a source such as MapQuest, Google Maps, etc., to authenticate actual mileage driven. Discrepancies from the expected mileage should be explained. Mileage reimbursement requests must be submitted using the expense reimbursement form. Use of personal vehicle for training/education purposes must be pre-approved by the City Administrator or his/her designee.

HOTEL/LODGING

A hotel/motel for overnight lodging will be permitted only with department head approval under the following circumstances:

1. When the conference lasts longer than one day.
2. If the conference/training session is more than 100 miles traveling distance from Mountain Lake and the total amount of hours worked would exceed 10 hours in one day, including traveling distance, or
3. The cost of the lodging would be less than the overtime pay required if the employee traveled to the site the morning of the conference.

Lodging expense incurred enroute to a final destination will not be reimbursed. Any exceptions must be approved by the City Administrator.

Actual costs for lodging for the employee will be reimbursed, but charges shall be reasonable and consistent with the facilities available. To keep costs to a minimum, employees shall stay at the conference's host hotel or motel, **or** one at lesser cost at the discretion of the employee's Department Head up to \$150/night (excluding taxes).

If an employee is attending a conference, reimbursement will be made for the single (one person) room rate at the conference facility. A conference facility either is directly at the site of the conference or listed in the conference brochure as a conference hotel. A two-person room rate will be reduced to a single person room rate if one of the persons staying in the room is a non-city employee.

The City will not reimburse for personal expenses such as in-room movies, water park passes or other hotel

amenities or expenses, with the exception of parking and access to the hotel's "Business Center".

Long distance phone call charges will be reimbursed if they are incurred regarding a City business matter. One "safe arrival" call and/or "change of plans" call will also be reimbursed. Internet access and service charges related to City business will also be reimbursed.

BUSINESS MEALS (updated February 21, 2023)

Reimbursement for meals while on authorized travel will be for actual expenditures. Reimbursement for actual meal costs will be made only when documented by detailed receipts. If a City credit card is available, an employee may check out the card for travel expenses. All original receipts must be retained, recorded and attached to the Expense Reimbursement Form.

Meals will be reimbursed under the following conditions:

- Breakfast – When required to leave home before 6:00 a.m. or away overnight.
- Lunch – When out of the city on business or involved in a work-related lunch meeting.
- Supper – when unable to return home from out of the city until 6:00 p.m. or later, or away on business overnight.
- Meals – In accordance with the Federal Internal Revenue Service (IRS) Code Guidelines and the U.S. General Services Administration (GSA) for 2023 the maximum standard rate for meal allowance, including gratuities is \$59 per day. The daily allowance may be split among the three meals at the individual's discretion. The first and last day of travel is 75% of the total Meals & Incidentals (M&IE) . The table below shows the current maximum standard meal rate allowance:

M&IE Total	\$59
Breakfast	\$13
Lunch	\$15
Dinner	\$26
Incidental Expenses	\$5
First & Last Day of Travel	\$44.25

- These amounts will be adjusted of the maximum daily meal allowances if the IRS Guidelines change. This amount may be adjusted for travel outside Minnesota or to a 'high cost area' by the City Administrator.
- Reimbursement is not allowed for alcoholic beverages.
- If meals are included in tuition or registration fees, the daily maximum reimbursement allowance will be reduced per the allowance for the meal that is included in tuition or registration.

MISCELLANEOUS EXPENSES

Tolls

Reimbursement for toll fees will be made when traveling with your personal vehicle or city-owned

vehicle.

Parking

Parking expense incurred at the final destination place of lodging is reimbursable when traveling by personal or city-owned vehicle. Airport parking expense is reimbursable. Other parking fees associated with a city travel purpose, such as parking at a training site, will also be reimbursed. Receipts are required for all parking fee reimbursements.