

Regular City Council Meeting
Mountain Lake City Hall
Tuesday, February 22, 2022
6:30 p.m. – Small Cities Development Grant Program Public Hearing
6:30 p.m. - Regular City Council Meeting
AGENDA

1. Meeting Called to Order *Additional information on agenda item is attached or at City Hall
2. 6:30PM – Approval of Agenda & Small Cities Development Grant Program Public Hearing
3. Approval of Consent Agenda
 - a. Bills: Checks #25800 – 25839, 779E – 780E (1-5)
 - b. Payroll: Checks #66511 – 66543 (6)
 - c. Approve January 10 EDA Board Minutes (7-8)
 - d. Approve January 10 Lake Commission Minutes (9-10)
 - e. Approve January 11 Library Board Minutes, January Report, & January Expenditures (11-13)
 - f. Approve January 20 Utilities Commission Minutes (14-15)
 - g. Approve February 7 City Council Minutes (16-17)
 - h. Approve Resolution #5-22 \$5000 Fire Relief Donation (18)
4. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
5. City Attorney
 - a. Discussion – Public Nuisances
6. City Administrator
 - a. Discussion/Action – Utility Commission ARPA Request
 - b. Discussion/Action – GIS (19-21)
 - c. Discussion/Action – City Council Chairs
7. 3-Month Performance Evaluation of City Administrator (meeting may be open or closed as allowed in MN Statutes 13D.05 as requested by city administrator)
8. Adjourn

Board of Appeal & Equalization Meeting – Thursday, April 28, 2022 at 5:30PM

Economic Development Authority
Monday, January 10, 2022
12:00 Noon to 1:00 p.m.
Mt. Lake City Hall

PRESENT: Jerry Haberman, Vern Peterson, Chuck Stevensen, Mike Nelson. Clara Johnson and Chad Eken, Advisors.

ABSENT: Steve Syverson and Darla Kruser

STAFF: Rob Anderson and Tabitha Garloff

CITY ADMINISTRATOR: Michael Mueller

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 December 13, 2021, Regular Meeting Minutes.
 - b. Approval of Financial Reports and Bills. Motion made and seconded by Vern and Chuck to approve the minutes and financials as presented. Carried.
3. Election of 2022 Officers. Rob stated he received a letter of resignation from the EDA Board or Directors from Tim Swoboda. Motion made and seconded by Chuck and Mike to maintain current officers for 2022. Carried. Motion made and seconded by Mike and Vern to accept Tim's resignation from the EDA board. Carried. Discussed filling the open EDA board of director's spot.
4. 2021 EDA Work Plan Year End Report. Discuss 2022 EDA Work Plan. Rob reviewed the 2021 work plan. Motion made and seconded by Mike and Chuck to approve the 2021 work plan. Carried. Rob gave an update to changes in ownership, management, and employment at several businesses. Discussed 2022 work plan. The welcome sign funds were discussed. Rob stated the funds were used to pay Krienke Foods delinquent property taxes. Rob will find out where the funds were put when Krienke made the property tax payment to the EDA. Discussed current signs on highway 60. Rob will add the welcome sign to the 2022 work plan presented at the February EDA meeting.
5. Krienke Foods International, Inc. December/January Lease Payment. Rob reported that Caleb has requested another week to make the payment and is planning on making the payment by Friday. The payment amount due of \$15,750. Motion made and seconded by Mike and Chuck to extend the due date to Tuesday, January 18th at 12 noon. If payment is not received Rob will contact Maryellen Suhrhoff to send an eviction letter to Caleb/Krienke Foods. Carried.
6. MVTV Wireless Memorandum of Understanding/Steering Committee – First Committee Meeting Scheduled for January 12th.
7. SCDP Housing/Commercial Rehab Application – Approved to Submit Full Application to DEED. The application deadline is March 11th, 2022. Rob stated \$800,000 in grant funds will be applied for with \$100,000 funds from the EDA. Those funds will allow for rehabbing 30 homes and 5-7 commercial properties if approved. Grant application surveys will be accepted through the end of February.

8. Low Income/Multi-Family Housing Need/Housing Study. Rob stated he has not moved forward with the housing study.
9. Minnesota Housing Workforce Housing Development Program Grant Application – Update and Ratify December 14th Email Vote to Apply for Grant. Motion made and seconded by Vern and Mike to rarify the December 14th email vote to apply for the Minnesota Housing Workforce Housing Development Program Grant. Carried. Rob provided a site plan and floor plan for 4 twin homes located at Lakeview Estates. Lakeview Estates is owned by the EDA. The project cost is 2.4 million with \$580,000 grant funds and the remaining cost would be financed with tax abatement general obligation bonds. Rob stated he has contacted Northland Securities and verified funds available for the project. Rob is working with United Prairie Bank to buy the bonds. Bonds would be at 3 to 3½% interest for 20 years. Tammy Omdal is preparing the bank offer. If the grant funds are awarded, and financing is approved the project could start late summer. The project meets Lakeview Estates covenants with roof pitch, masonry fronts. The EDA would be the owner and the manager of the twin homes. Rob visited with Steve Syverson and Steve stated it's a good project and he is in favor or it.
10. Jenny's Subdivision Lots 2 and 3 for Potential Fire/Ambulance Hall Location. Nothing new to report.
11. Little Care Bears Lease Renewal. Discussion continued from December 13th meeting. Motion made and seconded by Mike and Chuck to raise the monthly lease amount to \$450 with a deduction of \$100 a month if Karen takes care of her own snow removal. Lease agreement would be effective March 1st, 2022. Carried. Rob will contact Karen and update with new lease agreement terms.
12. Mountain Lake Commercial Park:
 - a. Internet/Data Infrastructure. Covered in #6.
 - b. Update City/Commercial Park Video. Mike stated he and Ethan Clerc are working on the updated video.
13. GENERAL DISCUSSION:
 - a. Next Regular Board Meeting is February 21st, Presidents' Day, Consider Rescheduling Meeting to February 14th. Approved.
 - b. Other Business. Rob stated the old Casey's building has been listed for sale for \$75,000. Casey's has listed restrictions on what can be sold on that location.
14. ADJOURN. President Haberman adjourned the meeting at 1:20 p.m.

Lake Commission Meeting
Monday, January 10, 2022, 6:30 p.m.

Members Present: Jason Kruser, Janell Bargaen, Joey Morey, Dave Bucklin, Tim Rahn, Randy Loewen, Kim Syverson, Jean Haberman

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

Chair Kruser called the meeting to order at 6:30 p.m.

M/S/P Rahn/Bargaen to approve the minutes of the December 13, 2021 meeting.

Treasurer's Report (1/6/22)

Income:

UPB - Interest	10.35
Cottonwood County - 2 nd Half Tax	3,000.00
League of MN Cities - Dividend	56.33

Expenses:

Citizen Publishing - Thin ice ads	<u>171.20</u>
Ending Balance	\$34,986.02

Savings Balance	22,025.19
Weed Harvester replacement funds from Cot. Co. (2018)	20,000.00
Weed Harvester replacement funds from Cot. Co. (Jan. 2019)	10,000.00
Weed Harvester replacement funds from Cot. Co. (Oct. 2019)	20,000.00
Weed Harvester replacement funds from Cot. Co. (Nov. 2021)	<u>20,000.00</u>
Total Savings Balance:	\$92,025.19

M/S/P Loewen/Rahn to approve Treasurer's Report.

Election of Officers: M/S/P Loewen/Morey to cease nominations and cast a unanimous ballot for Dave Bucklin as Chair. M/S/P Loewen/Bargaen to cease nominations and cast a unanimous ballot for Joey Morey as Vice Chair and Jean Haberman as Secretary/Treasurer.

Dave suggested that Lake Commission duties be assigned to each member. He also suggested making a calendar of when things need to be done.

Members: A big thank-you to Jason Kruser for doing a great job as Chair. Welcome to Kim Syverson as a new Lake Commission member.

Weed Harvester: Joey and Jason covered the weed harvester with the tent that was donated by the Freedom Riders. After some strong winds, Randy and Tim had to tie it down again. Randy will fix the leak in the hose for the hydraulic motor and will install LED lights in the spring before launching the harvester.

Oximeter: Randy contacted Marlin Palm about the old oximeter and Marlin said it was broken and discarded. M/S/P Haberman/Morey to have Randy purchase an oximeter.

Aerator: Jason and Randy installed the thin ice signs and started the aerator on Jan. 2nd. Randy checks it daily. The DNR was notified that it was turned on. The DNR will inspect it approximately two times during the winter. The DNR will also have to be notified when it is turned off. Jason ordered more thin ice decals and they are on backorder.

Trail Grant: Jean will contact Daniel Golner at the DNR to see if the Lake Commission can submit an application for a Local Trail Connection Grant. The application deadline is March 31, 2022.

Respectfully submitted,

Jean Haberman,
Secretary/Treasurer

Mountain Lake Public Library Board Minutes
January 11, 2022

Members Present: Rachel Simon, Sarah Morey, Rick Herrig, Dennis Cords

Staff Present: Kari Hanson, Director

Members Absent: Vickie Krueger

The meeting was called to order at 4:32 p.m. by chair Rick Herrig.

M/S R. Simon/S. Morey to approve the minutes of the December 14, 2021. Motion carried.

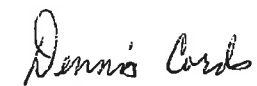
Kari presented the December monthly reports indicating 1598 total circulation and expenditures in the amount of \$1258.62. M/S D. Cords/R. Herrig to accept the December reports as given and to approve the December expenditures. Motion carried.

New business included discussion of Lego Club for ages 6 and above. This will start the end of January, meeting once a month.

Kari shared that the library has a new program paid for by Plum Creek Library System for the first year. Wowbrary is a nonprofit company that helps libraries inform patrons of new items added to the catalog, through a widget on the library website and an electronic newsletter.

The meeting adjourned at 5:06 p.m.

Respectfully submitted,



Dennis Cords, secretary

Next meeting will be February 8, 2022, at 4:30 PM.

LIBRARY EXPENDITURES - JANUARY 2021

A & B Business	Office Supplies / Copier Contract	\$54.46
Car & Driver Magazine	Periodical	\$8.00
Country Pride/True Value	Janitorial Supplies	\$29.35
Demco	Miscellaneous	\$307.00
Dennis Hulzebos	Repairs & Maint. - Janitorial	\$345.00
Frontier	Telephone Expense	\$72.86
Indoff	Office Supplies	\$33.52
Ingram	Books	\$525.62
Mary Jane's Farm	Periodical	\$29.95
MN Energy Resources	Gas Utilities	\$381.13
Plum Creek Library System	Automation 4200.00/Del. 1920.00 Digital (Books)1385.00/IT Fee (tech)225.00	\$7,730.00
ReveaL Magazine	Periodical	\$20.00
Star Tribune	Periodical	\$648.86
Synchrony Bank/Amazon	Books 192.09 /AV \$254.98/PER \$29.99 Project 671.96	\$1,149.02
	TOTAL	\$11,334.77

Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Thursday, January 20, 2022
7 AM

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

Members Absent:

Staff Present: Jill Falk; Utilities Office Manager, Steve Peters; Lineman; Lane Anderson

Others Present:

Call to Order

The meeting was called to order at 7 AM. Nothing added to the agenda.

Approval of Minutes and Bills

Motion by Johnson, seconded by Garloff, to approve the January 6th Minutes, and Check Numbers 21451-21480. Motion carried.

Electric Department

Received a proposal from Barr Engineering Co offering their engineering services to assist with CE Power with the Generator Project. The proposal is for \$75,000 for the first steps for the removal and replacement of the generator. These tasks include site visits, concept drawings, permitting, etc. and is necessary to move forward with the project. A motion was made by Garloff to accept the proposal from Barr, motion was seconded by Johnson. Motion carried.

Water/Wastewater Department

As both Nesmoe and Pankratz were out sick; received an email from Nesmoe advising of a water main break on 8th and Basinger that took several days to locate, and a leak detection company was brought in to assist. Approximately 600,000 gallons of water was lost during that time, in which the RO had to be shut down to conserve water. Nickel Construction came to help dig it up and repairs were made. Everything is back to normal operations.

His email also stated that the red “trash pump” quit working at the last Elmendorf fire. They have looked into it and found that the pump is bad; however, the motor is still good. Unfortunately, parts cannot be found for the pump as it was a government surplus deal. In talks with Butterfield and they have an identical pump with a bad motor but does have a good pump though. Hoping they can purchase from Butterfield to get one good pump out of the deal.

Only other item for discussion is the Jetter truck. Flexible Pipe had a rep stop down to look at it and he was baffled by the situation. He is going to talk to the “specialist” and get back to us and may need to bring into their shop for repairs.

Adjourn

The meeting was adjourned at 7:06 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 7, 2022
6:30 p.m.**

Members Present: Dean Janzen, Dana Kass, Andrew Ysker, Mike Nelson

Members Absent: Darla Kruser

City Staff Present: Michael Mueller City Administrator; Maryellen Suhrhoff City Attorney;
Daron Friesen, Street Superintendent

Others Present: Doug Regehr, Gloria Mckissick

Call to Order

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

Approval of Agenda & Consent Agenda

Motion by Kass, seconded by Janzen, to add discussion of chairs to the consent agenda. Motion carried 4– 0. Motion by Janzen, seconded by Kass to approve the agenda and consent agenda as amended. Motion carried 4– 0.

Bills: Checks #25738 – 25799, 776E – 778E

Payroll: Checks #65836 – 65850

Approve December 22 Police Commission Minutes

Approve January 6 Utilities Commission Minutes

Approve January 18 City Council Minutes

Public

No comments

Street Department Report

Daron Friesen, Street Superintendent, provided a report of completed items in January. Snow removal was discussed.

Fire Department

The rates for a fire call were increased, any call over 8 hours, there would be an additional charge of \$200 per truck, except the grass rig, per hour, as well as \$25 per person per hour for a call over 8 hours. In addition, Council increased the Island View Campground rates, \$25 per night, \$500 monthly, \$1900 seasonal, and \$200 winter storage. Motion by Kass, second by Ysker to approve Ordinance #3-22- Establishing Rates, Fees, and Administrative Fines with the

changes discussed. Motion carried 4 – 0. Motion by Janzen, second by Ysker to approve the fire contracts. Motion carried 3 – 0 and 1 abstain.

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

Discussion/Action – Approve Resolution #4-22 – In Support of a Small Cities Development Program Project
Review – Bonded Indebtedness
Discussion – City Website
Discussion – Chairs

Motion by Janzen, second by Ysker to approve Resolution #4-22 – In Support of a Small Cities Development Program Project. Motion carried 4 – 0. The City Administrator briefly explained the Bonded Indebtedness Report. The report is required to submit to the County each January. The report includes all bonds and notes issued with the City and Utility. The City website conversion is complete and live, for security reasons, we moved our platform to WordPress. Council discussed updating the Council Chamber chairs and will review two different chairs at the next meeting.

Adjourn

The meeting was adjourned at 7:28 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

RESOLUTION #5-22

CITY OF MOUNTAIN LAKE, MINNESOTA

**RESOLUTION TO ACCEPT A \$5,000 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 \$5,000 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 22nd day of February, 2022.

Mike Nelson, Mayor

ATTEST:

Michael Mueller, Administrator/Clerk



Real People. Real Solutions.

1243 Cedar Street NE
Sleepy Eye, MN 56085

Ph: (507) 794-5541
Fax: (507) 794-5542
Bolton-Menk.com

February 16, 2022

Michael Mueller
City Administrator/Clerk
City of Mountain Lake

RE: Proposal for Cemetery Management - GIS System

Dear Mr. Mueller,

Bolton & Menk recognizes the increased efficiency that comes from managing geospatial data in an easy to use Web GIS Application. While GIS can be thought of as a mapping tool, it is also a powerful database tool that provides additional information pertinent to municipal features. This may include, but is not limited to, cemetery information, taxpayer information for parcels, zoning information, maintenance records, pipe sizes, or manhole depths for utilities.

Based on our meeting with City Staff and with our internal Project Delivery Team we understand the current initiative related to mapping the Mountain Lake cemetery. The city is interested in managing occupation status within all cemetery plots in Block D Addition. The city has in their possession a set of hard copy maps of the existing cemetery layout. We propose to take the existing layout and convert to a hosted GIS layer within an ArcGIS Online web GIS application deployed by Bolton & Menk. The GIS application will provide a user interface to manage the cemetery plot occupancy status into the future. Outlined below are the tasks required to complete this project.

Task 1 – Existing Cemetery Map Migration

The City has provided Bolton & Menk scanned documents containing the layout of the existing Mountain Lake cemetery Block D Addition. To facilitate the addition of this map and information to the city's GIS, it must be first migrated to a digital format. To complete the digitization of the existing cemetery map, Bolton & Menk survey staff will request CAD files from surveyor for Block D Additions. The existing Block D Additions to the cemetery will then be re-drafted based on the noted dimensions from the provided documents. All information including block, lot and plot will be preserved through the digitization process in a CAD format. Bolton & Menk cannot guarantee that the digitized lot corners will match the lot corners in the field but will instead be a schematic representation of the existing cemetery.

Task 2 – Cemetery GIS Migration

Upon acceptance by city staff, the cemetery plot layout will be converted to individual polygons for management in GIS. Each plot polygon will be assigned a unique ID which consists of Block, Lot and Plot. Through the web GIS application all burial plot polygons will be editable, this will allow city staff to update all recorded information related to the plot. **The city will be responsible for all attribute data entry.** The attribute information will include at a minimum plot status, deceased name, purchase date, etc. Bolton & Menk will coordinate with city staff on required attribute data fields.

Name: Mr. Michael Mueller, City Administrator/Clerk

Date: February 16, 2022

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Task 3 – ArcGIS Online Subscription

Bolton & Menk has long used the industry standard GIS platform by Esri. Esri provides the ArcGIS Online cloud-based software suite that delivers a GPS data collection software application. As with most software as a service, these products are licensed by username. Based on current need, Bolton & Menk estimates 1 user licenses to support city needs. Our GIS Staff will facilitate the quote, purchase and deployment of the ArcGIS Online platform for the City of Mountain Lake. The ArcGIS Online platform would not only serve the cemetery mapping, but also a future mapping tool related to utilities and infrastructure.

The estimated purchase price of \$700 annually will be purchased from and supported directly through Esri.

Task 4 – ArcGIS Online Integration

Our GIS staff will incorporate the Mountain Lake cemetery plot polygons into an ArcGIS Online hosted web GIS application for the city. This Cemetery layer will include the ability to edit burial or ownership attribute information through the GIS application. We will also color code the burial polygons based on For Sale, Occupied, Sold or Do Not Sell so that the City can easily determine and maintain the current status.

Project Cost

Compensation for selected tasks shall be based on our hourly rates. Any additional tasks requested by the City of Mountain Lake and outside the scope of this proposal will be performed at our regular hourly fee schedule.

Task 1 – Existing Cemetery Map Migration (Block D Additions)	\$2,000.00
Task 2 – Cemetery GIS Migration (Block D Additions)	\$1,800.00
Task 3 – ArcGIS Online Subscription	\$700.00
Task 4 – Web GIS Integration	\$1,800.00
Estimate Cost	\$6,300.00

Name: Mr. Michael Mueller, City Administrator/Clerk

Date: February 16, 2022

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We appreciate the opportunity to provide you with this proposal for services. If you have any questions or comments regarding this proposal, please feel free to call me at 507-381-8094 or Owen Todd.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read "John Shain". The signature is written in a cursive style with a large initial "J" and "S".

John Shain, GISP

Principal, GIS Workgroup Leader

Cc: Owen Todd, P.E., Principal Engineer