

**Regular Council Meeting
Mountain Lake City Hall
Monday, February 4, 2019
6:30 p.m.**

AGENDA

1. Meeting Called to Order *Additional information on agenda item is attached or at City Hall
2. Approval of Agenda and Consent Agenda
 - a. Bills: Checks #22097 – 22131 (1-4)
 - b. Payroll: Checks #64401 – 64417
 - c. Approval of December 17 EDA Minutes (5-6)
 - d. Approval of January 10 Utilities Commission Minutes (7-9)
 - e. Approval of January 22 City Council Minutes (10-13)
 - f. Approval of Resolution #3-19 Accepting Donations to the City (14).
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. 6:35PM Public Hearing - Placing Additional Parcel of Land in the Rural Service District – PIN 22.032.0600 (15)
5. Ordinance #2-19 Placing Additional Parcel of Land in the Rural Service District – Third Reading/Action (16)
6. Street Department Report – Rick Oeltjenbruns, Street Superintendent
7. Community Center Renovations
 - a. Update – Community Center Donations Received
 - b. Discussion/Action – Community Center Flooring Installation (17)
8. City Attorney
9. City Administrator
 - a. Review – Bonded Indebtedness as of 12/31/18 (18-19)
 - b. Updates – Minnesota Municipal Utilities Association Legislative Conference
10. Adjourn

***Check Detail Register©**

*February 4, 2019
mtg
Ch #22097-22131*

Closing 2018 to February 2019

			Check Amt	Invoice	Comment
10100 United Prairie					
Paid Chk#	022097	1/18/2019		MUNICIPAL UTILITIES	
E 101-43160-381		Electric Utilities	\$2,642.81		DECEMBER STREET LIGHTING
		Total MUNICIPAL UTILITIES	\$2,642.81		
Paid Chk#	022098	1/18/2019		NORTHLAND SECURITIES	
E 101-00000-430		Miscellaneous	\$2,500.00		ANNUAL DISCLOSURE REPORT
		Total NORTHLAND SECURITIES	\$2,500.00		
Paid Chk#	022099	1/18/2019		VERIZON	
E 101-42100-321		Telephone	\$9.08		POLICE CELL PHONE
E 231-42154-321		Telephone	\$9.08		AMB CELL PHONE
E 101-42100-321		Telephone	\$35.01		PD TABLET #1
E 101-42100-321		Telephone	\$35.01		PD TABLET #2
E 231-42154-321		Telephone	\$35.03		AMB JET PACK
		Total VERIZON	\$123.21		
Paid Chk#	022100	1/18/2019		WILLIAM POHLMAN	
E 101-42100-205		Uniforms	\$49.06		UNIFORMS-GLOVES
		Total WILLIAM POHLMAN	\$49.06		
Paid Chk#	022101	1/24/2019		GISLASON & HUNTER	
G 101-21712		Garnishments	\$398.90		REISSUE CK#21911
		Total GISLASON & HUNTER	\$398.90		
Paid Chk#	022102	1/31/2019		AFLAC	
G 101-21713		AFLAC	\$280.78		
		Total AFLAC	\$280.78		
Paid Chk#	022103	1/31/2019		COMMISSIONER OF REVENUE	
G 101-21702		State Withholding	\$998.93		
		Total COMMISSIONER OF REVENUE	\$998.93		
Paid Chk#	022104	1/31/2019		FURTHER/SELECT	
G 101-21714		HSA	\$948.47		
		Total FURTHER/SELECT	\$948.47		
Paid Chk#	022105	1/31/2019		GISLASON & HUNTER	
G 101-21712		Garnishments	\$413.02		
		Total GISLASON & HUNTER	\$413.02		
Paid Chk#	022106	1/31/2019		INTERNAL REVENUE SERVICE	
G 101-21701		Federal Withholding	\$1,912.05		
G 101-21703		FICA Tax Withholding	\$2,814.76		
		Total INTERNAL REVENUE SERVICE	\$4,726.81		
Paid Chk#	022107	1/31/2019		PERA	
G 101-21704		PERA	\$4,987.11		
		Total PERA	\$4,987.11		
Paid Chk#	022108	1/31/2019		VALIC	
G 101-21705		VALIC	\$263.00		
		Total VALIC	\$263.00		
Paid Chk#	022109	1/30/2019		SW/WC SERVICE COOPERATIVES	
E 101-42100-131		Employer Paid Health	\$223.52		HEALTH INS-POLICE DEPT
E 101-41400-131		Employer Paid Health	\$171.68		HEALTH INS-OFFICE

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Closing 2018 to February 2019

			Check Amt	Invoice	Comment
E 101-43100-131	Employer Paid Health		\$154.52		HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$51.50		HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$85.84		HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health		\$51.50		HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$85.84		HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$30.50		HEALTH INS-BRIAN LUNZ
E 101-41400-135	Employer Paid Other		\$30.50		HEALTH INS-WENDY MEYER
Total SW/WC SERVICE COOPERATIVES			\$885.40		
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Paid Chk#	022110	2/1/2019	ALPHA WIRELESS COMMUNICATIONS		
E 221-42200-580	Other Equipment		\$1,792.07	MN-740	INSTALL RADIO IN NEW PUMPER #18
Total ALPHA WIRELESS COMMUNICATIONS			\$1,792.07		
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Paid Chk#	022111	2/1/2019	AMAZON		
E 211-45500-590	Capital Outlay Books		\$129.32		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$76.02		LIBRARY AV
Total AMAZON			\$205.34		
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Paid Chk#	022112	2/1/2019	DANS APPLIANCE		
E 608-46330-560	Furniture and Fixtures		\$827.23	01269002	NEW REFRIGERATOR-
Total DANS APPLIANCE			\$827.23		
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Paid Chk#	022113	2/1/2019	DEMCO, INC		
E 211-45500-200	Office Supplies		\$287.60		LIBRARY OFFICE SUPPLIES
Total DEMCO, INC			\$287.60		
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Paid Chk#	022114	2/1/2019	DENNIS HULZEBOS		
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		FEBRUARY MAINT AT LIBRARY
Total DENNIS HULZEBOS			\$345.00		
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Paid Chk#	022115	2/1/2019	FRONTIER		
E 101-41400-321	Telephone		\$148.56		CITY HALL PHONE-427-2999
E 101-42100-321	Telephone		\$194.90		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$73.08		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$71.65		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$83.65		UT-PHONE
Total FRONTIER			\$609.34		
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Paid Chk#	022116	2/1/2019	FRONTIER		
E 211-45500-321	Telephone		\$67.22		LIBRARY PHONE-507-427-2506
Total FRONTIER			\$67.22		
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Paid Chk#	022117	2/1/2019	GREATAMERICA FINANCIAL SVCS		
E 101-00000-430	Miscellaneous		\$8.43		CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35		OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78		PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31		UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62		EDA-MONTHLY COLOR COPY MACHINE LEASE
Total GREATAMERICA FINANCIAL SVCS			\$140.49		
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Paid Chk#	022118	2/1/2019	HEIMAN FIRE EQUIPMENT--USE THI		
E 221-42200-580	Other Equipment		\$489.00	0875563	FIRE DEPT -5" X 25' RUBBER COVERED HOSE
Total HEIMAN FIRE EQUIPMENT--USE THI			\$489.00		
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Paid Chk#	022119	2/1/2019	INDOFF INCORPORATED		
E 101-41400-200	Office Supplies		\$8.75	3197192	EXPANDING FOLDER

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			Check Amt	Invoice	Comment
E 101-41400-200	Office Supplies		\$87.54	3199486	BOX EXPANDING FLDRS
	Total INDOFF INCORPORATED		\$96.29		
Paid Chk# 022120	2/1/2019	INDOFF INCORPORATED			
E 211-45500-200	Office Supplies		\$74.80		LIBRARY OFFICE SUPPLIES
	Total INDOFF INCORPORATED		\$74.80		
Paid Chk# 022121	2/1/2019	LEAGUE OF MN CITIES-FINANCE			
E 101-41400-308	Training & Instruction		\$99.00	287679	CONFERENCE FOR MICHAEL
	Total LEAGUE OF MN CITIES-FINANCE		\$99.00		
Paid Chk# 022122	2/1/2019	MINNESOTA ENERGY RESOURCE CORP			
E 101-41400-383	Gas Utilities		\$390.68		CITY HALL GAS-ACCT#0505387558
E 221-42200-383	Gas Utilities		\$473.01		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383	Gas Utilities		\$243.67		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383	Gas Utilities		\$881.49		STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383	Gas Utilities		\$273.95		LIBRARY GAS-ACCT#0502593301
E 101-45186-383	Gas Utilities		\$372.27		COMM CTR GAS-ACCT#0504742031
	Total MINNESOTA ENERGY RESOURCE CORP		\$2,635.07		
Paid Chk# 022123	2/1/2019	MINNESOTA MUTUAL LIFE			
E 101-42100-135	Employer Paid Other		\$1.70		FEB BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$6.80		FEB LIFE INS-POLICE DEPT
E 211-45500-134	Employer Paid Life		\$1.70		FEB LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.06		FEB LIFE INS-ST DEPT
E 101-41400-134	Employer Paid Life		\$3.40		FEB LIFE INS-OFFICE
E 101-45200-134	Employer Paid Life		\$1.02		FEB LIFE INS-PARKS DEPT
E 101-46200-134	Employer Paid Life		\$1.02		FEB LIFE INS-CEMETERY
E 205-46500-134	Employer Paid Life		\$1.70		FEB LIFE INS-EDA ROB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$25.30		FEB LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$10.90		FEB LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$12.00		FEB LIFE INS-STEVE PETERS
	Total MINNESOTA MUTUAL LIFE		\$68.60		
Paid Chk# 022124	2/1/2019	MUNICIPAL UTILITIES			
E 101-45200-380	Elec,Water,Sewer		\$22.52		LAWCON PARK
E 101-41400-380	Elec,Water,Sewer		\$242.42		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$129.43		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$251.20		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$215.00		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$134.92		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$66.45		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$278.25		LIBRARY UT
E 608-46330-380	Elec,Water,Sewer		\$15.27		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 607-46330-380	Elec,Water,Sewer		\$7.87		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer		\$5.49		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$23.50		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380	Elec,Water,Sewer		\$909.53		UT AT SKATING RINK
	Total MUNICIPAL UTILITIES		\$2,301.85		
Paid Chk# 022125	2/1/2019	MUNICIPAL UTILITIES			
R 101-00000-31000	General Property Taxes		\$334.25		JANUARY SETTLEMENT-PRIVATE SEWER LINE #22123
	Total MUNICIPAL UTILITIES		\$334.25		
Paid Chk# 022126	2/1/2019	MUNICIPAL UTILITIES			

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			Check Amt	Invoice	Comment
R 101-00000-31000	General Property Taxes		\$274.64		JANUARY SETTLEMENT-#22013
	Total MUNICIPAL UTILITIES		\$274.64		
Paid Chk# 022127	2/1/2019	MUNICIPAL UTILITIES			
E 101-43100-308	Training & Instruction		\$760.00		2ND QTR-2019 SAFETY TRAINING
E 101-45200-308	Training & Instruction		\$253.34		2ND QTR-2019 SAFETY TRAINING
E 101-46200-308	Training & Instruction		\$253.33		2ND QTR-2019 SAFETY TRAINING
E 101-00000-430	Miscellaneous		\$1,266.67		2ND QTR-2019 SAFETY TRAINING
	Total MUNICIPAL UTILITIES		\$2,533.34		
Paid Chk# 022128	2/1/2019	MUSKE, MUSKE, SURHOFF			
G 101-15506	PREPAID-LEGAL FEES		\$1,400.00		FEBRUARY LEGAL RETAINER
G 101-15506	PREPAID-LEGAL FEES		\$256.74		ADDITIONAL LEGAL FEES
	Total MUSKE, MUSKE, SURHOFF		\$1,656.74		
Paid Chk# 022129	2/1/2019	PRAXAIR			
E 231-42154-210	Operating Supplies		\$132.35	87192681	OXYGEN FOR AMBULANCE
	Total PRAXAIR		\$132.35		
Paid Chk# 022130	2/1/2019	TEXAS REFINERY CORP			
E 101-43100-215	Shop Supplies		\$234.40	167244	GREASE-ST DEPT
	Total TEXAS REFINERY CORP		\$234.40		
Paid Chk# 022131	2/1/2019	ZIESKE LAND SURVEYING INC			
E 101-46200-500	Capital Outlay		\$3,297.00		CEMETERY PLAT SURVEY-NEW ADDITION TO NORTH
	Total ZIESKE LAND SURVEYING INC		\$3,297.00		
	10100 United Prairie		\$37,719.12		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$31,742.81
205 ECONOMIC DEVELOPMENT AUTHORITY	\$130.66
211 LIBRARY FUND	\$1,619.70
221 FIRE DEPT FUND	\$2,889.00
231 AMBULANCE FUND	\$486.58
607 EDA----4 PLEX FUND	\$7.87
608 EDA----8 PLEX FUND	\$842.50
	\$37,719.12

REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY
December 17, 2018
12:00 NOON

PRESENT: Darla Kruser, Mark Hanson, Vern Peterson, Mike Nelson, Jerry Haberman Brad Hanson and Dean Janzen, advisors.

ABSENT: Steve Syverson, Brian Harder and Clara Johnson

STAFF PRESENT: Rob Anderson and Tabitha Garloff

CITY ADMINISTRATOR: Michael Schulte

1. Call to Order. Mark called the meeting to order at 12:03 p.m.
2. Motion to Approve Consent Agenda. Motion made and seconded by Vern and Mike to approve the Consent Agenda. Carried. Rob stated the Lori Puente has not made November and December payments on the Contract for Deed, Small Cities Loan and Property Tax Escrow. Rob stated he has tried to call and email her. Jerry stated she is having health issues. Mike stated that because of her health issues the board should revisit the issue at January's EDA Board Meeting. Board agreed.
3. TIF District 1-8, Economic Development District No. 2 (Downtown Redevelopment Project), Update. Rob stated he is continuing to work with Brunton on plans for the downtown area. Rob provided a design for a 4-plex single story unit with 2 phases. Proposed units are 2 bedroom with 1,050 square foot living area and attached garage. Projected cost of the project is \$1,133,136 at \$172 per square foot. Projected annual income is \$52,800. Rob stated that Bill Freitag saw the newspaper article regarding the downtown redevelopment project and wanted to meet with Rob. Rob stated that he and Bill met Thursday, December 13th and Bill stated he feels his company can cut building cost. Construction cost continue to rise yearly. Rob stated another option exist for the property. Fulda Area Credit Union has shown interest in building in 3 years. Rob stated the EDA could offer the lot for good deal to Fulda Area Credit Union and use a 26 year TIF for repayment to the city. Jerry stated that selling the lot would solve the lot issue but would not help solve the housing issue. Mark stated he would rather see the lot used for commercial use than housing. Mike stated the EDA could let Fulda Area Credit Union out of their remaining lease early if they decided to build before the lease was up. There are no other commercial lots available that fit Fulda Area Credit Unions needs. Vern stated the EDA should make a proposal to Fulda Area Credit Union. Brad stated the EDA could build a building to be leased/lease to own to Fulda Area Credit Union. Jerry stated it would have to be a lengthy lease to make that work.
4. Brian Harder EDA Term Expiration. Mike stated that he talked to Brian and Brian is interested in serving as an advisor. It was mentioned having shorter terms. Jerry stated that there are many long-term projects and a person doesn't get a good understanding for a couple of years. Rob stated it is the mayor's responsibility to appoint and approve EDA board members.
5. Little Care Bear's Lease Renewal (Lease is Enclosed) Rob stated Karen is behind on payments. Rob stated she has been behind on payments in the past and she communicates with Rob her intentions and follows through. Motion made and seconded by Darla and Mike to approve lease renewal. Carried.

6. Discuss Apartment Rent Rate Adjustments (Information Provided at Meeting) Rob gathered rent rates from Windom, St. James and Jackson per the board's request at the November meeting. Rob stated Jackson's rental rates range from \$735 to \$780 a month, St. James range from \$675 to \$720 a month and Windom ranges are \$920 to \$960 a month for similar units. Rent at Freitag units on 5th Ave., similar to Heritage Estates, is \$875 a month. Rob provided a handout with several different options of possible rent increases. Vern made motion to increase rent \$25 a month per unit in March and review rent increases annually, motion seconded by Mike. Carried. Tabitha will send out the rental increase letter in December/January including an explanation of rent increase.
7. Mt. Lake Commercial Park. Rob attended the November city council meeting to make a formal request of the City to defer lot assessments until lots are sold. Rob stated he has initiated conversations with several businesses about building in the commercial park. Discussed Opportunity Zone program. Rob stated he is aware of the program and the commercial park is included in that zone. The Opportunity Zones program provides a tax incentive for investors to re-invest their capital gains into new development projects.
8. GENERAL DISCUSSION:
 - a. Next Regular Board Meeting is January 18th, 2019.
 - b. Other business. Rob stated that Dave Stenzle was not able to come to a lease agreement with Marge Christianson with the greenhouse. Rob read an email received from Dave stating he thanked the EDA/City for everything they did. Unfortunately, he and the Christianson's were unable to come to an agreement. Tabitha stated that Hall's Handy Heating and Cooling has completed the furnace inspections. One furnace located at 405 Heritage Estate did not pass inspection and was found to have a crack in the heat exchanger requiring the furnace to be replaced. Estimate for furnace replacement was \$3,130 and was replaced on December 11th.
9. Adjourned. Mark adjourned the meeting at 1:10 p.m.

Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, January 10, 2019
7 AM

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

Members Absent: (2 vacant positions)

Staff Present: Michael Schulte, Administrator/Clerk; Lynda Cowell, Utilities Office Manager, Ron Melson, Electric Superintendent; Dave Watkins, Electric Lineman; Lane Anderson, Electric Lineman; Taylor Nesmoie, Water/Wastewater

Others Present: Kyle Haemig, CMPAS

Call to Order

The meeting was called to order at 7:05 a.m.

Approval of Minutes and Bills

Names of the motions on the December 27 minutes were adjusted. Motion by Janzen, seconded by Johnson, to add 7.C - CMPAS Update and 7.D – Vacancies to the agenda and approve the December 27 minutes and agenda as amended. Motion carried.

Long Term Power Supply – Wind Products

Kyle Haemig, Resource Planner/Economist from CMPAS, presented long term power supply wind products. CMPAS acts as Mountain Lake's agent to secure power supply deals. Members of CMPAS have roughly 70% of portfolio cost hedged or fixed. CMPAS is asking members if they would like to get long-term insurance on around 10% more. Three options were explained. The first is to "do nothing" and possibly pursue other options. The second is to pursue a Wind Purchased Power Agreement (PPA). The third is to pursue a Wind Shape Product. Various charts, pros and cons of each option, and portfolio information were explained. The options were explained in order of options as no supplemental insurance, standard supplemental insurance, and the "gold plan" of supplemental insurance. No decisions were required at this time. The options will be revisited again in February. CMPAS hopes to execute with an option for each member by the end of Quarter 1 of 2019.

Electric Department

Ron Melson, Electric Superintendent, reported that various city street LED lights that were installed in the fall of 2017 have been failing. The city purchased these lights and the warranties should be reviewed and the company that installed them should be contacted.

Water/Wastewater Department

Dave Watkins reported that the #6 well down by the lake was worked on and the department will be switching over sensors on the RO system next week in which there may be a day or two where the water may not be as pristine as normal.

Office

Letters will be sent out today to each of the undercharged large commercial and large rural commercial over 20kW accounts along with a total bill invoice. The letter includes an invoice and the amount to be paid off over 11 months if the customer chooses to select the option of paying over 11 months. The letter also states that the customer can arrange a different payment arrangement, whether it is shorter or longer than 11 months, or to pay off the bill entirely.

Water/Wastewater Department Update

A draft job description and pay scale have been created. A meeting with Keith Ferrington of Council 65 AFSCME Union will be arranged to go over the new proposed position.

2019 Voluntary Assessment for Environmental Actions Funds

The Coalition of Greater Minnesota Cities voted at its July 2018 membership meeting to establish a voluntary assessment to continue funding for a more proactive environmental program. The voluntary assessment recommended amount is \$747. City Administrator Schulte explained more of the fund and the work the CGMC has done and continues to do for the wastewater project and working to create common sense principals and regulations for cities. Motion by Janzen, seconded by Johnson, to approve to pay the voluntary assessment of \$747 to the Coalition of Greater Minnesota Cities Environmental Action Fund. Motion carried.

CMPAS Update

At the January 9 CMPAS monthly board meeting, it was voted by its members to divide the two-million-dollar sale of the board's share of Utilities Plus Energy Services. The sale has been in an account for several years. Mountain Lake Municipal Utilities has the option to utilize its share of about \$167,000 by check or another option such as earning a credit on monthly invoices from CMPAS. More information about the share of money will be brought up at a future meeting.

Utilities Commission Vacancies

Commissioners Brett Lohrenz and John Carrison have decided not to pursue another three-year term. Possibilities of new commissioners were mentioned which will be relayed to the mayor.

Adjourn

The meeting was adjourned at 8:24 a.m.

Approved January 24, 2019

ATTEST:

Michael Schulte, Administrator/Clerk

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Tuesday, January 22, 2019
6:30 p.m.

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

Members Absent: David Savage

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney; Doug Bristol, Police Chief

Others Present: Landon Boldt, Cheryl Hiebert, Observer/Advocate; Jason Kruser, Keith Ramm, Daniel Smith, Scott Smith, Travis Smith, Rachel Yoder

Call to Order

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

Approval of Agenda and Consent Agenda

Motion by Kass, seconded by Kruser, to add Reappointment of James McDonald to the Housing Redevelopment Authority to the consent agenda and item 7.A Discussion - Data Request Harassment to the agenda. Motion carried. Motion by Kruser, seconded by Ysker, to approve the agenda and consent agenda as amended. Motion carried.

Bills: Checks #22038 – 22096, 588E – 590E

Payroll: Checks #64364 – 64400

Approval of October 8 Tree Commission Minutes

Approval of November 12 Lake Commission Minutes

Approval of December 27 Utilities Commission Minutes

Approval of January 7 City Council Minutes

Reappointment of James McDonald to the Housing Redevelopment Authority

Public

Cheryl Hiebert stated she would like to speak during the community center and data request harassment portions of the meeting. Rachel Yoder discussed her concerns about the Lake Commission minutes. Jason Kruser responded to her statement.

Community Center Rental Fee Waiver Requests

Daniel Smith requested to the Council if the rental fee could be waived for the Boy Scout pancake breakfast that will be held from 9AM-1PM on Sunday, February 24 at the community

center. Landon Boldt also came in later with the same request. Both boy scouts are working on earning badges and explained what the fundraiser funds will be used for. The Mountain Lake Area Foundation has also made a request to have the rental fee waived for their foundation dinner on April 6. The proceeds from this dinner will go towards the community center renovation project. The last request is from the Mountain Lake Chamber. They desire to have the fee waived for a bake potato feed and silent auction fundraiser from 5-7PM on March 9. Funds raised from this event will go towards Pow Wow 2019. Motion by Ysker, seconded by Kruser, to waive the rental fee and deposit for all three events. Motion carried.

Community Center Donations & Flooring

An update on funds raised for the community center was presented by the city administrator. As of January 22, a grand total of \$21,261.55 has been raised. Total expenses are \$7,141.36 for the labor of painting and window tint combined. \$14,120.19 remain after expenses. \$4,102.81 is needed to be able to cover the costs of the flooring and flooring installation. The Odell board was scheduled to meet earlier today but due to the weather the meeting has been moved to the following Tuesday. A request for the community center project for \$5,000 has been made to the Odell board. The Council decided to wait to hear an update from their board meeting before giving the approval to go ahead with the floor installation to ensure enough funds are in place.

Community Center Garage Door

Loyal Klassen desires to purchase and install a new garage door on the southeast side of the building in which the food shelf uses to bring in food items and use for storage. The current door has aged and according to Klassen, who met with the city administrator this past week, the new door will be easier to manually move up and down. The door will be white with two windows. No city funds or received donation funds will be used. Motion by Ysker, seconded by Kass, to accept the garage door donation. Motion carried.

Data Request Harassment

City Attorney Suhrhoff, Chief of Police Doug Bristol, and City Administrator Michael Schulte explained various data requests being made by an individual with harassment-like behavior and words by calling personal cell phones, leaving voicemails, and sending emails. The data requests have all been responded to appropriately and all communication received and sent has been documented. Cheryl Hiebert stated that the same individual also calls and emails the Observer/Advocate. A letter has been prepared by City Attorney Suhrhoff to send to the individual stating that the behavior will not be tolerated, and all communication must go through her office. Direction was given to send the letter to the individual.

Ordinance #2-19 Placing Additional Parcel of Land in the Rural Service District – Second Reading

Ordinance #2-19 Placing Additional Parcel of Land in the Rural Service District was read for the second time. A public hearing is scheduled at the next City Council meeting.

Pay Equity Report

A pay equity report needs to be completed and sent to the state every three years. The city administrator stated the report includes matching job descriptions with a state-set point system and listing the minimum and maximum salaries and wages of each employee. The data was sent to the state in which the state formulas determined that the city is in compliance. The report was posted on the employees' bulletin board and needs to be officially approved by the City Council to send an implementation report back to the state. Motion by Kruser, seconded by Kass, to approve the pay equity report. Motion carried.

Mountain Lake Data Request Policies

The League of Minnesota-Cities advises every city to update and approve their data request policies. One policy is for the public and the other policy is for data subjects. Minnesota State Statutes, sections 13.025 and 13.03 require this policy. Templates that cover required state laws from the Minnesota Government Data Practices Act (MGDPA) were used and modified to create the policies. Updated contact information was also listed. Motion by Kruser, seconded by Kass, to approve both data request policies presented. Motion carried.

Mountain Lake Water Plan

A water plan required by the Department of Natural Resources (DNR) has been worked on by the previous water/wastewater superintendent and administrator and current staff. A submission of the plan was submitted last spring in which some additional information and requests were sent back for the city to work on. Due to staff turnover at the DNR, clarifications were needed to address the additional requests from the DNR. A new staff member was assigned and contacted late in 2018 and the water plan has been approved by the DNR and now needs council approval. Motion by Kass, seconded by Kruser, to approve the Mountain Lake water plan. Motion carried.

Review of 2018 Fourth Quarter Revenue & Expenses

Fourth quarter revenue and expenses were reviewed. The numbers presented are not the final numbers for 2018 as the city's auditor will adjust numbers and line items. Final numbers will be known after the city's audit is completed.

Coffee with the Council

The next Coffee with the Council will be on Wednesday, February 20 from 5:30PM-6:30PM at The Den. Councilmember Kruser and Ysker will attend. The event will be published in the newspaper and posted on Facebook and bulletin boards around town.

Adjourn

The meeting was adjourned at 7:25 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk

RESOLUTION #3-19

RESOLUTION ACCEPTING DONATIONS TO THE CITY.

WHEREAS, the City of Mountain Lake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city to be used solely for the Mountain Lake Community Center renovation project:

<u>Name of Donor</u>	<u>Amount</u>
Southwest Initiative Foundation	\$2,063.55
Sanford Health	\$2,500.00
Good Samaritan Society	\$500.00

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to improve the community center for use by all residents.
2. The Mountain Lake City Council thanks all donors for their gift towards the Mountain Lake Community Center.

Passed by the City Council of Mountain Lake, Minnesota this 4th day of February, 2019.

Mayor Mike Nelson

Attest:

Michael Schulte, City Administrator/Clerk

December 22, 2018


City of Mountain Lake
930 Third Avenue
Mountain Lake, MN 56159

Re: Esther Janzen LE

Property ID: 22-032-0600

This letter is to request reclassification of the property of Esther Janzen LE, located at Section 32, Township 106, Range 34, Tract in SE 1/4, 8.74 acres, to Rural Service District for reduction of taxes.

Respectfully yours,


Sandra K Janzen


Barbara J Janzen


Curtis D Janzen


Glenda M Janzen


Esther V Janzen

City of Mountain Lake, MN

Ordinance #2-19

**An Ordinance Placing Additional Parcel of Land within the City
in the City of Mountain Lake Rural Service District,
with the Amendment of Ordinance #7-12
'Establishing a Rural Service District'**

Be it ordained by the City Council of the City of Mountain Lake that Paragraph 3b of Section 9.08 of Chapter Nine (9) of City Code is amended with the addition of the following parcel of land within the city to the City of Mountain Lake Rural Service District.

Parcel ID No. 22.032.0600 8.74 acres

Adopted by the Mountain Lake City Council this 4th day of February, 2019.

Mike Nelson, Mayor

Attest:

Michael Schulte, Administrator/Clerk

BARGEN INCORPORATED

GENERAL CONSTRUCTION DIVISION

A Design-Build Company • Get the job done right the first time!

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

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

November 26, 2018

Flooring Summary

Community Center Building
11th Street
Mt. Lake, MN 56159

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

Flooring Materials Estimated Costs: Flooring materials provided by Bargaen Inc.

Legacy Vision 30 yr. Commercial Material, Dining Rm, East Hallway & South Entry Area Only. 2'x2' Carpet Squares for Center Section & Small Sitting Area of Main Room, Per Plan. This is a Flooring Allowances Only, will verify all quantities & final costs – See Proposed Floor Plan 11/20/18.

- *Legacy Vision Main Rm Dining, Hallway & South Entry Area materials 7-1/4" x 48" Plank Design \$6,479
- *Carpet Squares 2'x2' Flooring, Center Section of Main Room & Sitting Area, Floor materials only \$1,679
- Floor Primer & Floor Adhesive Allowance Estimate \$ 990
- 4" Vinyl Wall Cove Allowance Main Room & Hallway Estimate \$ 500
- Estimated Tax, Shipping, Fuel & Freight Charges for all materials are not included at this time Will Need to Verify
- Material Estimate \$9,648

*Pricing Good Until Dec 21st

Flooring Installation Estimated Costs: Installation & Labor provided by Bicknase Flooring LLC.

All Labor Costs will be billed directly to the building owners. Additional flooring materials, if needed, will be provided & billed by Bargaen Inc. Final Estimated costs for installing flooring & the 4" vinyl base cove molding as discribed above is listed below.

- Flooring Tear out, main room and hallway only
 - Flooring Disposal & Landfill Estimated Costs, Need to Verify
 - Miscellaneous flooring prep after tear out & clean up items estimate, will need to verify
 - 11th Street Entrance Ramp Work, Additional Labor / Material Costs Estimate
 - Installation Estimate, Community Center Main Room and East Hallway, per plan
 - Bicknase Flooring Remove Wood Ramp in Main Room near East 5' Wide Double door Area
- | | |
|-----------------------|----------------------------|
| | By Others |
| | \$250 - \$350 |
| | \$125 - \$175 |
| | \$275 - \$350 |
| | \$7,700 |
| | <u>Will Need to Verify</u> |
| Installation Estimate | \$8,350 - \$8,575 |

The above Project Phase #2 as described are hereby accepted. You are authorized to proceed as specified above.

Date of Acceptance _____

Customer Signature _____

Authorized Signature 

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

Sincerely,

Randy Strom
Sales & Design
Bargaen Inc.

Our Mission

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

Website: www.bargaeninc.com
Email: bargaen@bargaeninc.com

City of Mountain Lake Bonded Indebtedness as of 12/31/18

Title	Purpose	Issued	Balance as of 12/31/17	2018 Principal Payment	Balance as of 12/31/18	Type
2007B Clean Renewable Energy (Revenue) Bonds	Wind Turbine Project (last payment 2023)	\$2,060,000.00	\$772,500.00	\$128,750.00	\$643,750.00	10
Essential Function Housing Dev. Revenue Bond of 2009	Mason Manor (last payment 2040)	\$254,700.00	\$220,735.39	\$5,669.24	\$215,066.15	10
2011A Crossover Refunding Bonds	Street and Storm Sewer portion of 2006 St. & Ut. Project; replaces 2006 GO Corp. Purpose (67% street, 33% storm) (last payment 2022)	\$845,000.00	\$495,000.00	\$95,000.00	\$400,000.00	8 & 13
2011A Crossover Refunding Bonds	Water and Sewer portion of 2006 St. & Utill Project; places 2006 GO Corp. Purpose (60% water, 50% sewer) (last payment 2022)	\$370,000.00	\$215,000.00	\$40,000.00	\$175,000.00	9 & 13
Series 2012A GO Housing Revenue Ref. Bonds	was 1998 Essential Function Housing Development Bond 4 PLEX (last payment 2026)	\$190,000.00	\$130,000.00	\$15,000.00	\$115,000.00	10 & 13
Series 2012A GO Housing Revenue Ref. Bonds	was 2001 Essential Function (last payment 2026) Housing Development Bond 8 PLEX	\$430,000.00	\$330,000.00	\$20,000.00	\$310,000.00	10 & 13
TIF Bonds 2012B	The Lodge/Good Samaritan (last payment 2039)	\$830,000.00	\$760,000.00	\$25,145.84	\$734,854.16	7
Electric Refund 2012C	was 2007A Electric Refunding Bonds (last payment 2023)	\$645,000.00	\$370,000.00	\$60,000.00	\$310,000.00	9 & 13
Series 2013A GO Bonds	2012-14 Util & St. Project (Street-15%, Storm Sewer - 85%) (last payment 2035)	\$2,180,000.00	\$1,900,000.00	\$95,000.00	\$1,805,000.00	8
Series 2013A GO Bonds	2012-14 Util & St. Project (Water portion) (last payment 2035)	\$2,060,000.00	\$1,720,000.00	\$85,000.00	\$1,635,000.00	10
Series 2013B GO TIF Bonds	Pop'd Kerns Project (last payment 2029)	\$1,310,000.00	\$1,160,000.00	\$80,000.00	\$1,080,000.00	7
Series 2014A GO TIF Bonds	Mt. Power TIF (last payment 2028)	\$2,040,000.00	\$1,795,000.00	\$125,000.00	\$1,670,000.00	7
2015A GO Refunding Bonds	was 2009A (Jennie's, \$190,000, last payment 2021), 2007C (Lakeview, \$265,000 last payment 2020) and 2001 GO (SE Sewer, \$430,000, last payment 2029) (LAST PAYMENT 2015A 2029) 44% of Jennie's portion (2009A), 39% of Lakeview portion (2007C) is transportation related	\$885,000.00	\$690,000.00	\$110,000.00	\$580,000.00	6 & 13
2015B Electric Refunding Bonds	was 2009B Electric Refunding Bonds, Feeder #8, (last payment 2024)	\$391,000.00	\$314,000.00	\$41,000.00	\$273,000.00	10 & 13
Series 2016A	Mt. Lake Commercial Subdivision Land Purchase (last payment 2032)	\$366,000.00	\$366,000.00	\$17,000.00	\$349,000.00	6
Series 2017A Electric Revenue	Existing Engines EPA compliant; East Sub-station (last payment 2036)	\$3,000,000.00	\$2,955,000.00	\$15,000.00	\$2,940,000.00	10
Series 2017B GO	Mt. Lake Commercial Subdivision Infrastructure (last payment 2043) Transportation 57%, Sanitary Sewer 16%, Storm sewer 13%, Watermain 12%	\$2,285,000.00	\$2,285,000.00	\$0.00	\$2,285,000.00	8
Series 2017B GO	Street Lights (last payment 2027)	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	6
TOTAL BONDS		\$20,341,700.00	\$16,678,235.39	\$957,565.08	\$15,720,670.31	

City of Mountain Lake Bonded Indebtedness as of 12/31/18

NOTES	Title	Purpose	Issued	Balance as of 12/31/17	2018 Principal Payment	Balance as of 12/31/17	Type
	MN PFA (GO Revenue Note)	Water Treatment Plant (last payment 2023)	\$2,985,751.17	\$991,000.00	\$159,000.00	\$832,000.00	15
	MN PFA (GO Revenue Note) 2012	Sewer Infrastructure (last payment 2032)	\$7,280,435.40	\$5,554,000.00	\$345,000.00	\$5,209,000.00	15
	MN PFA (GO Revenue Note) 2012	Water Infrastructure (last payment 2032)	\$33,778.04	\$25,638.04	\$1,700.00	\$23,938.04	15
	USDA Note Payable 2012	Library Roof (last payment 2021)	\$70,000.00	\$50,539.61	\$4,310.11	\$46,229.50	15
	USDA Note Payable 2014	Fire Truck (last payment 2019)	\$32,000.00	\$13,554.47	\$6,646.82	\$6,907.65	15
	MN PFA (GO Revenue Note) 2014	Well #7 (last payment 2034)	\$38,786.30	\$33,377.30	\$1,985.00	\$31,412.30	15
	USDA Note Payable 2018	2018 Pumper Fire Truck (first payment begins in 2019) (last payment 2033)	\$125,000.00	\$0.00	\$0.00	\$125,000.00	15
	TOTAL NOTES		\$10,565,750.91	\$6,668,109.42	\$518,621.93	\$6,274,487.49	
	TOTAL INDEBTEDNESS		\$30,907,450.91	\$23,346,344.81	\$1,476,187.01	\$21,995,157.80	