

**Regular City Council Meeting**  
**Mountain Lake City Hall**  
**Monday, March 2, 2020**  
**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 #23403-23443
  - b. Payroll: Checks #65198-65213
  - c. Approve February 6 Utilities Commission Minutes
  - d. Approve February 18 City Council Minutes
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. Street Department Report – Daron Friesen, Street Superintendent
5. Street Department
  - a. Discussion/Action – 30 Day Review – Street Superintendent
  - b. Discussion/Action – Review Street Worker / Public Works II Job Description
  - c. Discussion/Action – Approve Procedures to Fill Street Worker / Public Works II Vacancy
6. City Attorney
7. City Administrator
  - a. Discussion/Action – Utilities Easement Agreement (at meeting)
  - b. Update – American Public Power Association Legislative Rally
8. Adjourn

**\*Check Detail Register©**

February 2020 to March 2020

March 2, 2020  
into  
CK# 23403-23443

Check Amt Invoice Comment

**10100 United Prairie**

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
<b>10100 United Prairie</b>					
Paid Chk# 023403	2/18/2020	SW/WC SERVICE COOPERATIVES			
E 101-42100-131	Employer Paid Health		\$3,673.26		MARCH HLTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health		\$3,193.44		MARCH HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health		\$1,437.05		MARCH HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$958.03		FEB HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$479.82		MARCH HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health		\$798.36		MARCH HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,596.72		MARCH HEALTH INS EDA
E 101-42100-135	Employer Paid Other		\$564.50		MARCH HEALTH INS-BRIAN LUNZ
E 101-41400-135	Employer Paid Other		\$564.50		MARCH HEALTH INS-WENDY MEYER
E 101-42100-131	Employer Paid Health		(\$564.50)		FEB CREDIT JAKE V. HEALTH INS
E 101-43100-131	Employer Paid Health		\$1,878.50		MARCH RICK O. HEALTH INSURANCE
<b>Total SW/WC SERVICE COOPERATIVES</b>			<b>\$14,579.68</b>		
Paid Chk# 023404	2/14/2020	SCOTT PANKRATZ			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$643.12		BATTERY CHARGER FOR FIRE TRUCK
<b>Total SCOTT PANKRATZ</b>			<b>\$643.12</b>		
Paid Chk# 023405	2/19/2020	ALEX AIR APPARATUS INC.			
E 221-42200-580	Other Equipment		\$80,200.00	INV-40935	SCBA--FIRE DEPT PARTIAL PAYMENT
<b>Total ALEX AIR APPARATUS INC.</b>			<b>\$80,200.00</b>		
Paid Chk# 023406	2/24/2020	DANIEL MELHEIM			
E 607-46330-402	Repairs/Maint- Ground		\$400.00		JANUARY SNOW REMOVAL
E 608-46330-402	Repairs/Maint- Ground		\$800.00		JANUARY SNOW REMOVAL
E 609-46330-402	Repairs/Maint- Ground		\$400.00		JANUARY SNOW REMOVAL
<b>Total DANIEL MELHEIM</b>			<b>\$1,600.00</b>		
Paid Chk# 023407	2/24/2020	HALLS HANDY HEATING & COOLING			
E 235-46340-401	Repairs/Maint Buildings		\$430.22	6538697	REPAIR FURNACE AT FULDA CREDIT UNION
<b>Total HALLS HANDY HEATING &amp; COOLING</b>			<b>\$430.22</b>		
Paid Chk# 023408	2/24/2020	KDOM RADIO			
E 205-46500-343	Busnes Recrut/Comm Dev		\$50.49	20010449	RED ROCK AD
<b>Total KDOM RADIO</b>			<b>\$50.49</b>		
Paid Chk# 023409	2/24/2020	LEOLA GOHR			
G 608-22000	Deposits		\$580.00		RETURN RENT DEPOSIT
E 608-46330-615	Rent Deposit Interest		\$46.08		RENT DEPOSIT INTEREST
E 608-46330-401	Repairs/Maint Buildings		(\$86.96)		REPAIR HOLE IN GARAGE WALL
<b>Total LEOLA GOHR</b>			<b>\$539.12</b>		
Paid Chk# 023410	2/24/2020	MINNESOTA ENERGY RESOURCE CORP			
E 607-46330-383	Gas Utilities		\$53.16		GAS 400A
<b>Total MINNESOTA ENERGY RESOURCE CORP</b>			<b>\$53.16</b>		
Paid Chk# 023411	2/24/2020	MUNICIPAL UTILITIES			
E 608-46330-380	Elec,Water,Sewer		\$17.14		HERITAGE DRIVE ST LITE
E 607-46330-380	Elec,Water,Sewer		\$8.83		HERITAGE DRIVE ST LITE
<b>Total MUNICIPAL UTILITIES</b>			<b>\$25.97</b>		
Paid Chk# 023412	2/24/2020	REGENTS OF THE UNIV OF MN			
E 205-46500-343	Busnes Recrut/Comm Dev		\$2,500.00	0300024458	STRATEGIC PLANNING-COMMERCIAL PARK
<b>Total REGENTS OF THE UNIV OF MN</b>			<b>\$2,500.00</b>		

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February 2020 to March 2020

			Check Amt	Invoice	Comment
Paid Chk#	023413	2/24/2020	<b>ROBERT ANDERSON</b>		
E 205-46500-331	Travel Expenses		\$154.56		MILEAGE TO MEETINGS
	<b>Total</b>	<b>ROBERT ANDERSON</b>	<b>\$154.56</b>		
Paid Chk#	023414	2/24/2020	<b>TIM BRUNNER</b>		
E 608-46330-401	Repairs/Maint Buildings		\$2,565.00		WORK IN 1621
E 607-46330-401	Repairs/Maint Buildings		\$105.00		400C-BLIND & DOOR SEAL,400B-DOORBELL
E 607-46330-401	Repairs/Maint Buildings		\$60.00		CHANGE FILTERS & SMOKE ALARM BATTERIES
E 608-46330-401	Repairs/Maint Buildings		\$120.00		CHANGE FILTERS & SMOKE ALARM BATTERIES
E 609-46330-401	Repairs/Maint Buildings		\$60.00		CHANGE FILTERS & SMOKE ALARM BATTERIES
	<b>Total</b>	<b>TIM BRUNNER</b>	<b>\$2,910.00</b>		
Paid Chk#	023415	2/27/2020	<b>AFLAC</b>		
G 101-21713	AFLAC		\$237.50		
	<b>Total</b>	<b>AFLAC</b>	<b>\$237.50</b>		
Paid Chk#	023416	2/27/2020	<b>AFSCME COUNCIL 65</b>		
G 101-21707	Union Dues		\$101.32		
	<b>Total</b>	<b>AFSCME COUNCIL 65</b>	<b>\$101.32</b>		
Paid Chk#	023417	2/27/2020	<b>COMMISSIONER OF REVENUE</b>		
G 101-21702	State Withholding		\$822.97		
	<b>Total</b>	<b>COMMISSIONER OF REVENUE</b>	<b>\$822.97</b>		
Paid Chk#	023418	2/27/2020	<b>FURTHER/SELECT</b>		
G 101-21714	HSA		\$686.60		
	<b>Total</b>	<b>FURTHER/SELECT</b>	<b>\$686.60</b>		
Paid Chk#	023419	2/27/2020	<b>GISLASON &amp; HUNTER</b>		
G 101-21712	Garnishments		\$414.26		
	<b>Total</b>	<b>GISLASON &amp; HUNTER</b>	<b>\$414.26</b>		
Paid Chk#	023420	2/27/2020	<b>INTERNAL REVENUE SERVICE</b>		
G 101-21701	Federal Withholding		\$1,898.75		
G 101-21703	FICA Tax Withholding		\$2,532.42		
	<b>Total</b>	<b>INTERNAL REVENUE SERVICE</b>	<b>\$4,431.17</b>		
Paid Chk#	023421	2/27/2020	<b>PERA</b>		
G 101-21704	PERA		\$4,915.63		
	<b>Total</b>	<b>PERA</b>	<b>\$4,915.63</b>		
Paid Chk#	023422	2/27/2020	<b>SW/WC SERVICE COOPERATIVES</b>		
G 101-21708	Employee Paid Health Insurance		\$2,141.82		
	<b>Total</b>	<b>SW/WC SERVICE COOPERATIVES</b>	<b>\$2,141.82</b>		
Paid Chk#	023423	2/27/2020	<b>VALIC</b>		
G 101-21705	VALIC		\$63.00		
	<b>Total</b>	<b>VALIC</b>	<b>\$63.00</b>		
Paid Chk#	023424	3/2/2020	<b>ALPHA WIRELESS COMMUNICATIONS</b>		
E 221-42200-323	Radio/Pager maintenance		\$542.00	5766	RADIO REPAIR-T.CONERS
	<b>Total</b>	<b>ALPHA WIRELESS COMMUNICATIONS</b>	<b>\$542.00</b>		
Paid Chk#	023425	3/2/2020	<b>AMAZON</b>		
E 211-45500-590	Capital Outlay Books		\$145.49		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$50.35		LIBRARY AC

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February 2020 to March 2020

		Check Amt	Invoice	Comment
<b>Total AMAZON</b>		<b>\$195.84</b>		
Paid Chk#	023426	3/2/2020	<b>BOUND TREE MEDICAL</b>	
E	231-42154-210	Operating Supplies	\$42.15	83504739 AMB-NEBULIZER,BLANKET
<b>Total BOUND TREE MEDICAL</b>		<b>\$42.15</b>		
Paid Chk#	023427	3/2/2020	<b>CASEYS BUSINESS MASTERCARD</b>	
E	101-42100-212	Motor Fuels	\$555.04	POLICE DEPT GAS
<b>Total CASEYS BUSINESS MASTERCARD</b>		<b>\$555.04</b>		
Paid Chk#	023428	3/2/2020	<b>COTTONWOOD COUNTY AUD/TREAS</b>	
E	101-43150-390	Ditch/Road Assessments	\$0.50	ROAD BENEFITS-DITCH 1
<b>Total COTTONWOOD COUNTY AUD/TREAS</b>		<b>\$0.50</b>		
Paid Chk#	023429	3/2/2020	<b>COTTONWOOD COUNTY HIGHWAY</b>	
E	101-43100-404	Repairs/Maint Machinery/Equip	\$1,027.95	CARBIDES & BUFFER BLADE
E	101-43100-404	Repairs/Maint Machinery/Equip	\$87.96	9FT WING
<b>Total COTTONWOOD COUNTY HIGHWAY</b>		<b>\$1,115.91</b>		
Paid Chk#	023430	3/2/2020	<b>DOUG BRISTOL</b>	
E	101-42100-212	Motor Fuels	\$33.50	2/20/20 GAS-TRIP TO BCA
<b>Total DOUG BRISTOL</b>		<b>\$33.50</b>		
Paid Chk#	023431	3/2/2020	<b>FRONTIER</b>	
E	101-41400-321	Telephone	\$240.74	CITY HALL PHONE-427-2999
E	101-42100-321	Telephone	\$240.99	POLICE DEPT PHONE-427-3403
E	101-43100-321	Telephone	\$73.88	STREET DEPT PHONE-427-2997
E	101-45186-321	Telephone	\$72.87	SR CTR PHONE-427-2151
E	205-46500-321	Telephone	\$37.50	EDA PORTION OF DSL & 427-2999
E	101-00000-430	Miscellaneous	\$129.74	UT-PHONE
<b>Total FRONTIER</b>		<b>\$795.72</b>		
Paid Chk#	023432	3/2/2020	<b>FRONTIER</b>	
E	211-45500-321	Telephone	\$73.71	LIBRARY PHONE 507-427-2506
<b>Total FRONTIER</b>		<b>\$73.71</b>		
Paid Chk#	023433	3/2/2020	<b>GREATAMERICA FINANCIAL SVCS</b>	
E	101-00000-430	Miscellaneous	\$8.43	26504244 CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E	101-41400-200	Office Supplies	\$26.35	26504244 OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E	101-42100-200	Office Supplies	\$8.78	26504244 PD-MONTHLY COLOR COPY MACHINE LEASE
E	101-00000-430	Miscellaneous	\$91.31	26504244 UT-MONTHLY COLOR COPY MACHINE LEASE
E	205-46500-200	Office Supplies	\$5.62	26504244 EDA-MONTHLY COLOR COPY MACHINE LEASE
<b>Total GREATAMERICA FINANCIAL SVCS</b>		<b>\$140.49</b>		
Paid Chk#	023434	3/2/2020	<b>INDOFF INCORPORATED</b>	
E	205-46500-200	Office Supplies	\$111.68	3332911 BLACK REPORT COVERS-EDA
E	205-46500-200	Office Supplies	\$21.92	3335174 TABS & BINDER
E	101-41400-200	Office Supplies	\$5.09	3337754 PENCILS
E	231-42154-210	Operating Supplies	\$12.47	3342059 AMB-RING BINDER & TABS
<b>Total INDOFF INCORPORATED</b>		<b>\$151.16</b>		
Paid Chk#	023435	3/2/2020	<b>MID-AMERICAN RESEARCH CHEMICAL</b>	
E	101-45200-210	Operating Supplies	\$405.14	0687818-IN PARKS SUPPLIES
<b>Total MID-AMERICAN RESEARCH CHEMICAL</b>		<b>\$405.14</b>		
Paid Chk#	023436	3/2/2020	<b>MIDWAY AUTO BODY &amp; GLASS</b>	
E	231-42154-404	Repairs/Maint Machinery/Equip	\$184.00	3369 STRAIGHTEN HINGE ASSEMBLY-2010 AMB

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February 2020 to March 2020

		Check Amt	Invoice	Comment
<b>Total</b>	<b>MIDWAY AUTO BODY &amp; GLASS</b>	<b>\$184.00</b>		
<b>Paid Chk#</b>	<b>023437</b>	<b>3/2/2020</b>	<b>MINN CHIEFS OF POLICE</b>	
E 101-42100-433	Dues and Subscriptions	\$199.00	9847	2020 MEMBERSHIP
	<b>Total MINN CHIEFS OF POLICE</b>	<b>\$199.00</b>		
<b>Paid Chk#</b>	<b>023438</b>	<b>3/2/2020</b>	<b>MINNESOTA ENERGY RESOURCE CORP</b>	
E 101-41400-383	Gas Utilities	\$306.27		CITY HALL GAS-ACCT#0505387558
E 221-42200-383	Gas Utilities	\$232.64		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383	Gas Utilities	\$114.59		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383	Gas Utilities	\$638.56		STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383	Gas Utilities	\$171.38		LIBRARY GAS-ACCT#0502593301
E 101-45186-383	Gas Utilities	\$189.13		COMM CTR GAS-ACCT#0504742031
	<b>al MINNESOTA ENERGY RESOURCE CORP</b>	<b>\$1,652.57</b>		
<b>Paid Chk#</b>	<b>023439</b>	<b>3/2/2020</b>	<b>MUNICIPAL UTILITIES</b>	
E 101-45200-380	Elec,Water,Sewer	\$27.95		LAWCON PARK LIGHT
E 101-41400-380	Elec,Water,Sewer	\$348.95		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer	\$171.60		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer	\$466.58		SR CTR UT
E 101-43100-380	Elec,Water,Sewer	\$266.29		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer	\$158.13		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer	\$77.88		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer	\$438.43		LIBRARY UT
E 101-45200-380	Elec,Water,Sewer	\$24.51		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380	Elec,Water,Sewer	\$1,794.51		UT AT SKATING RINK
	<b>Total MUNICIPAL UTILITIES</b>	<b>\$3,774.83</b>		
<b>Paid Chk#</b>	<b>023440</b>	<b>3/2/2020</b>	<b>MUNICIPAL UTILITIES</b>	
E 101-43160-381	Electric Utilities	\$4,600.54		JANUARY ST LIGHTING
	<b>Total MUNICIPAL UTILITIES</b>	<b>\$4,600.54</b>		
<b>Paid Chk#</b>	<b>023441</b>	<b>3/2/2020</b>	<b>MUSKE, MUSKE, SURHOFF</b>	
G 101-15506	PREPAID-LEGAL FEES	\$1,400.00		MARCH LEGAL RETAINER
	<b>Total MUSKE, MUSKE, SURHOFF</b>	<b>\$1,400.00</b>		
<b>Paid Chk#</b>	<b>023442</b>	<b>3/2/2020</b>	<b>PRAXAIR</b>	
E 231-42154-210	Operating Supplies	\$167.83	94767524	OXYGEN FOR AMB
	<b>Total PRAXAIR</b>	<b>\$167.83</b>		
<b>Paid Chk#</b>	<b>023443</b>	<b>3/2/2020</b>	<b>VERIZON</b>	
E 101-42100-321	Telephone	\$9.13		POLICE CELL PHONE
E 231-42154-321	Telephone	\$9.13		AMB CELL PHONE
E 101-42100-321	Telephone	\$35.03		PD TABLET #1
E 101-42100-321	Telephone	\$35.03		PD TABLET #2
E 231-42154-321	Telephone	\$35.27		AMB JET PACK
	<b>Total VERIZON</b>	<b>\$123.59</b>		
	<b>10100 United Prairie</b>	<b>\$133,654.11</b>		

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February 2020 to March 2020

Check Amt Invoice Comment

**Fund Summary**

<b>10100 United Prairie</b>	
101 GENERAL FUND	\$39,838.76
205 ECONOMIC DEVELOPMENT AUTHORITY	\$4,478.49
211 LIBRARY FUND	\$1,359.18
221 FIRE DEPT FUND	\$81,775.89
231 AMBULANCE FUND	\$643.32
235 SW HOUSING GRANT	\$430.22
607 EDA----4 PLEX FUND	\$626.99
608 EDA----8 PLEX FUND	\$4,041.26
609 EDA-- MASON MANOR	\$460.00
	<b>\$133,654.11</b>

**Mountain Lake Municipal Utilities Commission Meeting**  
**Mountain Lake City Hall**  
**Thursday, February 6, 2020**  
**7 AM**

Members Present: Sue Garloff, Dean Janzen, Todd Johnson, Mark Langland

Members Absent: Council Liaison David Savage, Randy Sawatzky

Staff Present: Michael Schulte, Administrator/Clerk; Lynda Cowell, Utilities Office Manager; David Watkins, Electric Lineman; Lane Anderson, Electric Lineman; Taylor Nesmoe, Water/Wastewater Foreman; Scott Pankratz, Water/Wastewater Operator

Others Present: Burton Stoesz

**Call to Order**

The meeting was called to order at 7:00 a.m.

**Approval of Agenda, Minutes, and Bills**

Motion by Janzen, seconded by Johnson, to approve the agenda, January 23 Minutes, and Bills #019612 - 019660. Motion carried 4 – 0.

**Electric Department**

The department has been cleaning up the cold storage building and testing generators.

Burton Stoesz was present to discuss his electric bill. Stoesz provided a spreadsheet of kWh used, demand charges, and total costs over the past 5 years. Stoesz explained that the cost per kWh has risen each year along with demand charges. The commission and administrator explained that a rate study was conducted in 2016 which recommended rate increases for the next 4 years. Demand charges were discussed. Customers are placed in the one of the various classes depending on their usage each month. The 2016 rate study viewed past data and placed accounts into the classes based on their criteria. Staff will review Stoesz's bill history, its usage, demand charges, and the electric meter to ensure billing is accurate.

**Water/Wastewater Department**

Nesmoe has been researching and contacting other cities on water meters. More information will continue to be gathered.

### **Lawn Mower**

Quotes on various lawn mowers were reviewed. Discussion ensued on lawn mowing hours, parts, and options buying new or used. Motion by Janzen, seconded by Johnson, to trade-in the utility's current lawn mower and purchase a new Ferris IS3200 zero-turn mower for \$10,000. Motion carried 4 – 0.

### **Interconnection Policies & Average Retail Utility Energy Rates**

A spreadsheet of conducting average retail utility energy rates was incorporated from another city to set average retail utility energy rates for 2020. The rates used will be published for any interconnections in the electric system. The policies are the same as last year and are advised to be reviewed annually. All information will be placed on the NOVA Power Portal. Motion by Janzen, seconded by Johnson, to approve the average retail utility energy rates and interconnection policies. Motion carried 4 – 0.

### **Wastewater Ponds Project**

An updated was given by the administrator. Documents have been sent to the Public Facilities Authority for review. The PFA loan officer has been unexpectedly out of the office the past week which has delayed feedback. Once the PFA reviews the documents, the administrator will work with the city engineer and city attorney on any items that need to be addressed.

### **Survey of Parcel ID #11.028.0201.**

An option agreement was approved at a recent council meeting with Shirley Riihl. A part of the agreement was to convey the 3.54 acre parcel owned by the city to Ms. Riihl. A legal description is needed to do so. Direction was given to contact Bolton & Menk or another land surveyor to obtain a legal description.

### **Refunds of 2019 Dues & Fees**

A list of CMPAS dues and fees that were returned to Mountain Lake were reviewed. The CMPAS board voted to return dues and fees to members and will review to do this annually. \$41,856.54 was refunded.

### **Adjourn**

The meeting was adjourned at 8:01 a.m.

ATTEST:

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Michael Schulte, Administrator/Clerk



**Regular City Council Meeting  
Mountain Lake City Hall  
Tuesday, February 18, 2020  
6:30 p.m.**

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

Members Absent: David Savage

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney; William Pohlmann, Police Officer

Others Present: Deanna Anderson, Observer/Advocate; Doug Regehr, John Graupman, Bolton & Menk

**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 Ysker, to approve the agenda and consent agenda as presented.

Motion carried 4 – 0.

Bills: Checks #23366 – 23402, 656E – 660E

Payroll: Checks #65166 – 65197

Approve January 13 Lake Commission Minutes

Approve January 15 Library Board Minutes, January Expenditures, & January Report

Approve January 23 Utilities Commission Minutes

Approve February 3 City Council Minutes

**Public**

No one spoke during this portion of the meeting.

**Wastewater Ponds Project**

John Graupman, Bolton & Menk, provided the council an update on the wastewater ponds project. The bid opening occurred on January 10<sup>th</sup>. There was one contractor who bid on the new pond construction contract and there were three bids on the dredging contract. One contractor had a bid 1 million dollars less than the estimated price which brought concerns on the bid's accuracy. The contractor was contacted to review the numbers and later a letter was sent to the administrator and the engineer of withdrawing their bid. The next bidder was nearly 3 million

instead of \$80,000. Voting aye: Nelson, Kruser, Kass. Voting nay: None. Abstain: Ysker. Motion carried 3 – 0.

**Presidential Primary Election**

The administrator briefly explained the presidential primary on Tuesday, March 3<sup>rd</sup>. Polls will be open at the community center from 7:00am to 8:00pm like a normal election. Voters must choose a Democrat or Republic ballot and vote for one presidential candidate.

**Adjourn**

The meeting was adjourned at 7:11 p.m.

ATTEST:

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Michael Schulte, Administrator/Clerk

dollars higher. With the two contracts together, the project would be over the estimated 11.5 million dollars. The total project cost would likely result in raising sewer rates for rate payers and Milk Specialties who will be a significant user and paying a portion of the project. Upon thorough discussions between the administrator and engineer, the option of postponing the dredging to a later date to keep rates stable was the most feasible option. The Utilities Commission agreed and provided direction to postpone the dredging. Dredging is not mandatory at this time as the biosolids are under the 2 foot MPCA limit by 4-6 inches. With two new ponds to be built, the accumulation of biosolids should decrease its buildup in the current ponds. In 2032, nearly \$500,000 of debt service will expire in which the department could be more flexible to execute another project and be able to keep revenue and expenses in line. The biosolids would be monitored each year to ensure it does not reach above the 2 foot limit. A pro forma was presented to the council that uses 2% increases for all rate payers continuously and uses projected revenues and expenses for the next 20 years. If numbers meet projections, there will be no issues of paying the debt service of the PFA loan over 20 years. Motion by Kass, seconded by Ysker, to award Mathiowetz Construction Co. of a total project base bid price of \$8,346,000 to construct two new wastewater ponds and improvements contingent upon final loan application and project approval by the Public Facilities Authority. Motion carried 4 – 0. Motion by Kruser, seconded by Kass, to reject all bids submitted for the biosolids dredging project. Motion carried 4 – 0.

### **City Attorney**

An agreement was signed between a property owner along 10<sup>th</sup> Street and the attorney on behalf of the city which states that only 4 registered vehicles on a gravel or paved driveway can reside on the property, that all garbage and construction materials must be cleaned up by March 7<sup>th</sup>, and that no cars can sit on the front yard. If any violation of the agreement occurs within the next year the city has the right to enter the property and remove the vehicles or materials. The agreement will be brought to the judge tomorrow for approval. If the agreement is not approved, the city attorney has a compliance agreement prepared between the city and the property owner to offer to the property owner to sign. Option agreement letters will be sent to the property owners tomorrow to purchase the land for the wastewater ponds. Councilmember Kruser asked about a public nuisance along 3<sup>rd</sup> Ave. The administrator and attorney will discuss further with Chief Bristol.

### **SCBAs – Fire Equipment**

The council approved to purchase self-contained breathing apparatus equipment with a down payment of \$80,000 in August of 2019. The remaining balance will be paid off over the next 5 years. As paperwork went through, shipping charges of \$200 were not added to the original amount. To accurately track the expense, a new motion is being requested. Motion by Kruser, seconded by Kass, to purchase the SCBA fire equipment with a down payment of \$80,200

**City of Mountain Lake  
Job Description**

**Job Title:** Street Worker / Public Works II      **Department:** Street, Parks, Cemetery, Trail, Campground  
**Supervisor:** Street Superintendent                      **Classification:** Full-time, Union, Non-exempt

**Work Schedule**

As established by Union contract a normal work week is comprised of forty (40) hours, five (5) eight (8) hour days. Hours of work shall be 7:00 a.m. to 12:00 noon, and 12:30 p.m. to 3:30 p.m. Monday through Friday. Hours of work may change if mutually agreed upon by the Union and Employer. Additional hours may be required.

**Description of Work**

Under general supervision of the Street Superintendent, the Street Worker is responsible for the maintenance and upkeep of city property; providing technical support in park and street services; and performing other related functions as assigned or apparent.

**Essential Functions of the Job**

- Provides maintenance and upkeep to city property. Maintains the appearance of city streets, storm sewers, park buildings, park grounds, campgrounds, cemeteries, picnic areas, and trails. Assists in the maintenance, repair and upkeep of campground buildings. Assists in ordering and receiving materials and supplies. Assists in keeping accurate records for the department. Assists in regular maintenance and repair of city park and street equipment.
- Provides technical support services to the city. Provides technical assistance during inclement weather conditions, makes emergency repairs as needed, and investigates trouble calls.
- Assists other departments as needed.
- Maintains cemetery grounds. Responsible for the maintenance and upkeep of the cemetery grounds.
- Complies with appropriate local, state, and federal safety rules, regulations, and statutes.
- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

**Additional Functions of the Job**

- Participates in training and education opportunities to maintain and improve proficiency and required licenses.
- Performs other related functions as assigned or apparent.

**Required Knowledge and Abilities**

- Knowledge in materials, methods, techniques, and equipment used in constructing, maintaining, repairing and cleaning streets, sidewalks, curbs, gutters, storm sewers, and tree trimming.
- Knowledge in noxious weeds, tree care, horticulture practices, pesticides and herbicides.
- Ability to prepare and maintain accurate records.
- Ability to be on call on a rotation basis.
- Ability to establish and maintain effective working relationships
- Ability to assist other departments in maintenance tasks as assigned in emergency situations or to balance seasonal workloads and schedules.

**Minimum Qualifications**

Possession of a high school diploma or equivalent. At least one (1) year experience in construction, carpentry, or related field.

**Preferred Qualifications**

At least one (1) year experience working with hand tools and operating heavy equipment. At least one (1) year experience in street maintenance and repair.

**Conditions of Employment**

- Must possess a valid Class B Minnesota Commercial Driver's License (CDL). New hires must possess CDL within 6 months of hire date.
- Possession of a Noncommercial Pesticide license within 90 days of employment.
- Must comply with organizational and departmental policies.
- Must meet a 15 minute on-call/emergency response time within 6 months of employment.

**Physical Demands/Work Environment**

- Requires incumbent to work inside, outside, on uneven ground, underground, in confined areas, alone, with others, around others, and have contact with the public.
- Requires incumbent to work with or around pressurized equipment, burning material/equipment and moving objects.
- Exposes the incumbent to dust, dirt, fumes, gases, chemicals, excessive noise, vibration, infectious diseases, heat, cold, wetness, humidity, and marked changes in temperature or humidity.
- Activities that occur continuously (more than 7 hours) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision; and use of smell.
- Activities that occur frequently (from 4 to 7 hours) are: bending/stooping; squatting; crouching; using fingers and hands for repetitive, non-repetitive, or consistent actions; handling; use of left and right feet independently and/or together; use of far vision; sitting; and walking.
- Activities that occur occasionally (from 1 to 3 hours) are: pushing; pulling; twisting; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; fine manipulating with fingers; using sense of touch; lifting and/or carrying up to 10 pounds; talking; and standing.
- Activities that occur infrequently (up to 60 minutes) are: kneeling; climbing staircases; and lifting and/or carrying up to 24 pounds.
- Activities that may occasionally occur, but not on a daily basis, include lifting and/or carrying up to 34 pounds.

**Equipment**

Uses equipment including: telephone, adding machine, computer, power drills, air tools, weed whips, power pruners, communication radios, chop saws, chain saws, skill saws, jig saws, band saws, hedge trimmers, power washers, jack hammers, weed sprayers, 3pt drags, 3pt mowers, 2 ton hoists, stripers, jib cranes, floor jacks, snow blowers, shovels, rakes, pay loader, backhoe, sweeper, dump truck, riding lawn mower, skid loader, roller, motor grater, and small tractor to perform required functions. This position **does** require the operation of an automobile and vehicles requiring a Commercial Driver's License (CDL).

**Job Location**

This position is located at the Mountain Lake Street Shop and requires work throughout the city where needed.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Mountain Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.