

**Regular City Council Meeting**  
**Mountain Lake City Hall**  
**Monday, March 20, 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 Agenda and Consent Agenda
  - a. Bills: Checks # 27010-27049, 880E-881E (1-6)
  - b. Payroll: Checks #67240 – 67273
  - c. Approve January 9 Tree Commission Minutes (7-8)
  - d. Approve February 13 Lake Commission Minutes (9-10)
  - e. Approve February 21 Library Board Minutes, February Report & Expenditures (11-14)
  - f. Approve February 21 EDA Board Minutes (15-16)
  - g. Approve March 6 City Council Minutes (17-18)
  - h. Approve Fair Housing Policy (19-20)
  - i. Approve Small Cities Development Program (SCDP) Income Reuse Plan (21)
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 – Ballot Question
6. Roundtable
  - a. Discussion – Commissions/Boards Update
7. Adjourn

**Mountain Lake Tree Commission**  
**Monday, January 9, 2023**  
**7:00 PM**  
**Mountain Lake City Hall**

Members Present: David Bucklin, Jerry Logue, Joey Morey

Members Absent: Nathan Harder

Staff Present: Michael Mueller, Administrator/Clerk

Others Present: Mike Nelson, Mayor

**Call to Order**

Bucklin called the meeting to order at 7:00 PM.

**Minutes and Agenda**

Motion by Logue, seconded by Morey, to approve the October 11 Minutes and Agenda as presented. Motion carried 3 – 0.

**2023 Tree Program**

All tree removal and planting requests received to-date were reviewed. Bucklin visited the sites and provided a spreadsheet of which requests were eligible, ineligible, and could be possible in future years. Various utility trees were reviewed and they will be reviewed by the electric department to see if they are eligible. Bucklin is working on locations to plant new trees; the City was awarded \$5,000. The golf course was awarded \$1,500 from Mountain Lake Foundation, which will assist in planting approximately 60-80 new trees on the golf course. Emerald Ash Borer was found three miles north from Mountain Lake and now is in Butterfield. It will be expected to be in our community soon.

**Pruning Date**

A pruning date is TBD. The best conditions are when the area is dry.

**Commission Members**

There is one vacancy to be filled. Any ideas of someone to fill the vacancy should contact Mayor Nelson.

**Next Meeting**

The next meeting will be Monday, March 13, 2023 after the Lake Commission meeting which is projected to be 7:30 p.m.

**Adjourn**

The meeting was adjourned at 7:51 p.m.

**Approved March 13, 2023**

ATTEST:

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Michael Mueller, Administrator/Clerk

**Lake Commission Meeting**  
**Monday, February 13, 2023, 6:30 p.m.**

**Members Present:** Dave Bucklin, Jean Haberman, Janell Bargaen, Kim Syverson,  
 Nathan Harder

**Members Absent:** Randy Loewen, Joey Morey

**Guests Present:** Michael Mueller (City Administrator)

Chair Bucklin called the meeting to order at 6:30 p.m. M/S/P Bargaen/Syverson to approve the agenda and minutes of the January 9, 2023 meeting.

**Treasurer's Report (2/13/23)**

**Weed Harvester Income / Expenses:**

<b>Beginning Balance:</b>	<b>85,641.61</b>
MN DNR – Aquatic Plant Management Permit	(35.00)
<b>Ending Balance</b>	<b>\$85,606.61</b>

**Trail Income / Expenses:**

<b>Beginning Balance:</b>	<b>(186,894.71)</b>
MN DNR – Boardwalk Grant Reimbursement	165,375.00
<i>Anticipated Odell Grant</i>	5,000.00
<i>City Contribution – Boardwalk</i>	49,392.14
MN Boardwalk, LLC – Final Payment	(32,850.00)
Country Pride – STD Filter	(22.43)
<b>Ending Balance</b>	<b>0.00</b>

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

**Project Update:**

- **Aeration:**
  - The aeration system was turned off for a short time, but is back on.
- **Trail:**
  - MN Boardwalk, LLC completed the boardwalk at the end of January. There is some additional work to complete when spring comes...to elevate the trail asphalt and to build a structure/gate to detour vehicles from driving on the bridge.
  - The Odell Wind Farm Community Fund awarded a \$5,000 grant to help with boardwalk expenses.

- M/S/P Syverson/Bargen to approve up to \$100 reimbursement to Jay Schied for chemicals used to eradicate Buckthorn. Nathan commented that chemicals are best applied when the temperature is 50 degrees or higher. It was suggested to do some research to determine the most effective time to apply Round-up. Dave suggested asking Jay if he would cut and apply chemical to the sandbar willows that are encroaching on the trail.
- There was discussion about snowmobiling in the Wildlife Management Area and on private property. Dave will look into the DNR rules for snowmobiling and Janell will post it on Facebook. No snowmobiling is allowed on the trail.
- **Lake:**
  - Michael Mueller received an Aquatic Plant Management permit to remove invasive vegetation.
  - Michael Mueller will apply for a Cottonwood County Aquatic Invasive Species grant in the amount of \$20,000 to help with harvesting expenses.

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

Respectfully submitted,

Jean Haberman,  
Secretary/Treasurer

**MOUNTAIN LAKE PUBLIC LIBRARY BOARD MINUTES**  
**February 21<sup>st</sup>, 2023**

11

**Members Present:** Rick H., Carol L., Rochelle M., Rachel S.

**Members Absent:** Rachel B.

**Staff Present:** Daniel Mick

**Others Present:** Michael Mueller, Andy Ysker

**Others Absent:**

The meeting was called to order at 4:30 pm by Chairperson Rachel S. / Rick H.

**Reports:**

Rachel S. / Rochelle M. approved minutes after minor correction for January 10<sup>th</sup>, 2023 meeting minutes.

Daniel M. presented the January Monthly reports indicating 2525 total circulation and expenditures in the amount of \$3757.53. M/S Carol L. / Rick H. to accept the January reports as given and to approve the January expenditures, Motion carried.

**Old Business:** NONE

**In New Business:** Daniel M. broke down a plan for the funding of new children bin browsing shelves. He suggested a “Buy a bin” plan to personalize the shelves with inscribed or engraved plates to be added to the shelves similar to park donation walls.

- The Friends of the Library would like to have a member recruitment/ social event. Possible programs are: Paint Party, author visit, historian presentation. A date has not been chosen but will be announced when one is settled on.
- The Plum Creek Library approved a new Hotspot and Portable Device policy. Daniel M. suggested the additions of signature and patron information space. M/S Carl L. / Rachel S. approval and posting of new policies.
- Daniel M. discussed that the Delivery Matrix will become active at the beginning of March to better spread out the levels of holds between all the libraries as well as shorten transit times for closer items to requesting library.

**Director Check In:** Daniel M. discussed about the finalization of the SRP incentive and programming schedule and listed a list of possible crafts but is open for suggestions. The Library will participate in Pow Wow this year and have a craft at their table. The Friends of the Library purchased two new computer booths for a better updated and private look for the library. Daniel M. also discussed what he learned at the Youthcon the prior week and that he will be working to incorporate several ideas into SRP and the library as a whole.

**Materials Suggested:** NONE

The meeting was adjourned at 5:30 PM

Respectfully submitted,

Daniel Mick

Mountain Lake  
Public Library  
February 2023

Children	
Audio	19
Books	1131
DVDs	164
Non Print	0
Multi Media	2
Periodicals	7
<b>ADULT</b>	
Audio	25
Books	698
DVDs	208
Non Print	10
Multi Media	0
Periodicals	21
Other Physical Media	0
<b>SUBTOTAL:</b>	<b>2285</b>
Ebooks	47
Downloadable Audio	83
<b>TOTAL CIRCULATION:</b>	<b>2825</b>
ILLN	25
Interlibrary Loan Sent	207
Interlibrary Loan Received	159
ILL Non System	19

REVENUE	
Cash Income	\$ 64.41
County Revenue	\$ -
Donations (Monetary)	\$ -
Fines	\$ 53.99
Misc. Revenue	\$ -
Meeting Room Rental	\$ -
Sale of supplies	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 118.40</b>
EXPENDITURES	
Books	\$ 2,148.54
Periodicals	\$ 159.00
Audio/Visual	\$ 266.25
Gas Utilities	\$ 340.78
Janitorial Supplies	\$ 398.22
Office Supplies	\$ 179.49
Library Supplies	\$ 81.36
Postage	\$ -
Project Expense	\$ 1,085.08
Repairs & Maintenance	\$ -
Repairs & Maint-Janitorial	\$ -
Tech/Automation Expense	\$ 4,630.00
Telephone	\$ -
Travel	\$ -
MISC.	\$ 583.96
PCLS Delivery	\$ 2,040.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,912.68</b>

LIBRARY EXPENDITURES			
AB	Monthly Bill - #200		\$59.91
MN Energy	Monthly Bill - #383		\$340.78
Plum Creek	Auto Fee(#309), Delivery Fee(#307), Digital Materials(#590), It Services(#309)		\$8,055.00
		#307	\$2,040.00
		#309	\$4,630.00
		#590	\$1,385.00
Indoff	Office Supplies - #200		\$68.60
Country Pride	Janitor Supplies - #400		\$41.73
Ingram	Monthly Bill - #590		\$608.80
Janitor Pay	Dennis - #400		\$345.00
Abe Books	Book Order - #590		\$132.77
Real Simple	Subscription Renewal - #591		\$15.00
Amazon Order 4257807	Craft Supplies, Misc., DVDs - #430, #434, #592		\$184.83
		#200	\$10.99
		#430	\$17.99
		#434	\$79.30
		#592	\$76.55
IRead	SRP Incentives - #434		\$255.02
Home Depot	Workstation & Shelves - #430		\$376.43
Oriental Trading	SRP Incentives - #434		\$389.86
Amazon Order	Floor Mat - #200		\$22.39
Amazon Order	Book Order - #590		\$9.98
Amazon Order	Kite, Decorations, Library Supplies - #200, #430		\$96.94
		#200	\$35.98
		#430	\$41.97
		#434	\$18.99
Amazon Order	Library Supples - #200		\$22.99
Amazon Order	Decorations, Library Supplies - #200, #430		\$102.97
		#200	\$39.99
		#430	\$62.98
Amazon Order	DVD Order - #592		\$43.84
Etsy	Beads - #434		\$50.76
Promotional Keychain	SRP Dog Tags - #434		\$147.46



Amazon Order	Beads & Book - #434, #590				\$84.70
		#434	\$72.71		
		#590	\$11.99		
Amazon Order	Bead Program Supplies - #434				\$70.98
Amazon Order	DVD Order - #592				\$33.67
Amazon Order	DVD Order - #592				\$112.19
National Geographic	Kids & Little Kids Renewal - #591				\$90.00
Amazon Order	Coat Rack, Doorbell & Cleaning Supples - #400, #430				\$96.08
		#400	\$11.49		
		#430	\$84.59		
Citizen Publishing	Newspaper Renewal				\$54.00
				Total:	\$11,912.68

### LIBRARY REVENUE

Fines	Fine Revenue - #35000				\$53.99
Prints	Print Revenue - #36200				\$64.41
				Total:	\$118.40

Economic Development Authority  
Tuesday, February 21, 2023  
12:00 Noon to 1:00 p.m.  
Mt. Lake City Hall

PRESENT: Jerry Haberman, Phil Skow, Mitch Schroeder, Steve Syverson, Darla Kruser, Eileen Augustin and Clara Johnson, Advisor.

ABSENT: Mike Nelson, Vern Peterson, Advisor.

STAFF: Rod Hamilton and Tabitha Garloff

CITY ADMINISTRATOR: Michael Mueller

1. CALL TO ORDER: President Haberman called the meeting to order at 12:01 p.m.
2. Motion to Approve Consent Agenda  
Consent Agenda:
  - a. Approval of January 17, 2023, Meeting Minutes.
  - b. Approval of Financial Reports and Bills. Motion made by Steve to approve the consent agenda as presented. Seconded by Mitch. Motion carried.
3. Election of Officers. Motion made by Steve to nominate Jerry as president, Seconded by Mitch. Motion carried. Motion made by Mitch to nominate Steve as vice president. Seconded by Phil. Motion carried.
4. Ratify Email Loan Approval for Nora Ibarra, Owner La Tejanita #2. Motion made by Steve to approve email vote loan approval to Nora Ibarra, Owner La Tejanita #2. Seconded by Mitch. Motion carried.
5. 2023 Work Plan. Staff provided an updated 2023 Work Plan for EDA boards review. Board was directed to review for March meeting.
6. Commercial Park. Reviewed car wash, laundry mat, pet wash proposal from Bramer Powers, BMP Investments LLC. Motion made by Mitch to approve Bramer's offer of \$167,225.60 for Lot 1 Block 1. Seconded by Darla. Motion carried. Motion made by Steve to revise the previous motion to include construction must begin within 6 months. Seconded by Mitch. Motion carried.
7. South Commercial Park
  - BDPI Grant. Staff will continue to review and apply for grants available.
  - TEDI Grant. Staff will continue to review and apply for grants available.
  - TIF Clarification. Staff will discuss TIF details regarding the development of the north commercial park with Tammy Omdahl, Northland Securities.
8. Krienke Foods International, Inc. Krienke Foods is current on lease payments.
9. Little Care Bears Daycare/Mountain Lake Christian School (MLC). Little Care Bears update. Little Care Bears daycare loan payments are currently 5 months delinquent and lease payment are 2 months delinquent. EDA board directed staff to request financials from Little Care Bears daycare. MLC contacted EDA staff about potentially opening a daycare

center and inquired about available properties in Mountain Lake. Rod met with Mountain Lake Christian School's head of school and school board to discuss how the EDA could assist MLC. Discussion continued.

10. Downtown Rehab Project 10<sup>th</sup>/4<sup>th</sup>. The survey has been completed and provided to Krystal Kapital. Krystal Kapital is working on drafting plans and bids. Upon completion of the survey on the downtown lot it was discovered that Kayleigh's K-9 building owned by Kayleigh Oeltjenbruns, encroaches the EDA's property by 1.2' on the west end and 1.4' on the east end. To rectify the issue EDA board motioned to deed 2' to Kayleigh Oeltjenbruns/Kayleigh's K-9. Motion made by Darla to approve deeding 2' of property to Kayleigh Oeltjenbruns/Kayleigh's K-9. Seconded by Phil. Motion carried.
11. Update on Developer Visit. EDA staff met with a potential developer, and her associate. Discussed potential projects and needs in Mt Lake including work force housing, senior housing, and Hotel. Discussed potential developers and investors.
12. Update on Southwest Minnesota Housing Partnership. EDA staff attended a zoom call with Southwest Minnesota Housing Partnership and discussed the decision from our previous meeting on housing. SWMHP stated they are on board to develop the previous planned construction of 4 twin homes at Lakeview Estates on Golf Course Road. If lots are still available construction would be in 2024 due to SWMHP's 2023 committed building schedule.
13. Investors Group. EDA staff is diligently working to develop and investment group.
14. EDA Apartment Tenant Requested Changes and EDA Recommendations. Discussed tenants request for added/changed items in apartments. Tabitha was instructed to review lease agreements and report back to the board as needed.
15. Broadband Committee Report/SDN Project in Commercial Park/LTD Broadband. Update. Nothing new to report.
16. GENERAL DISCUSSION:
  - a. Next Regular Board Meeting is March 20, 2023.
  - b. Other Business. Community Venture Network (CVN) Membership. Discussed benefits of renewing 2023 CVN Membership. Decision is to not renew 2023 CVN membership and reevaluate 2024 CVN membership if needed.
17. ADJOURN. President Haberman adjourned the meeting at 1:22 p.m.

**City of Mountain Lake  
Regular City Council Meeting  
Mountain Lake City Hall – 930 Third Ave  
Monday, March 6, 2023  
6:30 p.m.**

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

Members Absent: Bryan Bargen

City Staff Present: Michael Mueller City Administrator

Others Present: Joel Alvstad, Tom Appel, Sue Garloff, 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 add Chamber of Commerce gambling permit request and On-Sale Sunday Liquor License Special Election to the agenda. Motion carried 4 – 0.

Motion by Kruser, seconded by Janzen to approve the agenda and consent agenda as amended. Motion carried 4 – 0.

Bills: Checks #26968-27009, 874E-879E

Payroll: Checks #67226 – 67239

Approve February 9 Utilities Commission Minutes

Approve February 21 City Council Minutes

Approve February Street Department Report

**Public**

No comments

**City Attorney**

No update was given.

**Chamber of Commerce**

The Chamber of Commerce had to cancel their event on February 23<sup>rd</sup>, due to the blizzard, and they are requesting a new date for their gambling permit for March 16<sup>th</sup>. Motion by Janzen, seconded by Ysker to approve the date change for their gambling permit. Motion carried 4 – 0.

**Resolution # 8-23 Establishment of Tax Increment Financing District No. 2-1 (Commercial Park)**

The Resolution calls for a public hearing on the proposed establishment of Tax Increment Financing District No. 2-1 on Monday April 3, 2023, at approximately 6:30pm. Motion by Kruser, seconded by Janzen to approve Resolution #8-23 Calling for a Public Hearing on a Proposed Establishment of Tax Increment Financing District No. 2-1. Motion carried 4 – 0.

**City Administrator**

Discussion/Action – Training & Education Policy

Discussion/Action – On-Sale Sunday Liquor License Special Election

The City Administrator discussed the Training and Education Policy, reviewing the changes and updates from the previous travel policy. Motion by Ysker, seconded by Janzen to approve the Training & Education Policy. Motion carried 4 – 0. An update was given to Council regarding the potential On-Sale Sunday Liquor License Special Election. After recent discussions with the Secretary of State, Cottonwood County, and Midway Township, it was advised to wait until 2024, due to absentee ballot training, cost of the special election, and the uncertainty of the outcome of the special election. Council agreed to wait until 2024 to put the question on the ballot to ask the voters if they would authorize Sunday intoxicating liquor licenses in Mountain Lake.

**Roundtable**

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

**Adjourn**

The meeting was adjourned at 7:02 p.m.

ATTEST:

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Michael Mueller, Administrator/Clerk

**CITY OF MOUNTAIN LAKE  
ADOPTED  
FAIR HOUSING POLICY**

The purpose of this policy statement is to formally declare the conviction and the intention of the City of Mountain Lake to further the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development for the promotion and assurance of equal opportunity in housing with regard to race, color, religion, sex, handicap, familial status, national origin, or public assistance status. For the purposes of this public policy statement the following definitions will apply.

1. "Discriminatory Housing Practices" means any act that is unlawful under the Fair Housing Act.
2. "Dwelling" means any building, structure or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families.
3. "Fair Housing Act" means Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3600-3620).
4. "Familial Status" means one or more individuals (who have not attained the age of 18 years) being domiciled with -
  - (a) A parent or another person having legal custody; or
  - (b) The designee of such parent or other person having such custody, with the written permission of such parent or other person.
5. "Handicap" means, with respect to a person, a physical or mental impairment, which substantially limits one or more major life activity.

It will be the public policy of the City of Mountain Lake to formally support equal opportunity for all residents or persons who wish to become residents of the City of Mountain Lake and to ensure their rights to obtain decent, safe, and sanitary housing. The City of Mountain Lake will not tolerate discriminatory practices within its jurisdiction. The following practices have been declared to be discriminatory and unlawful under the Fair Housing Act:

1. To refuse to sell or rent or to negotiate for the sale or rental of any property based on race, creed, color, sex, religion, national origin, marital status, familial status, handicap, or in regard to public assistance.
2. To discriminate in terms, conditions, and privileges and in services and facilities.
3. To engage in any conduct which makes dwellings unavailable or denies dwellings to persons.

4. To make, print, or publish or cause to make, print, or publish discriminatory advertisements.
5. To represent that a dwelling unit is not for sale or rent when in fact it is.
6. To engage in blockbusting.
7. To deny access to or membership or participation in, or to discriminate against any person in his or her access to or membership or participation in, any multiple-listing service, real estate broker's association, or other service organization or facility relating to the business or selling or renting a dwelling or in the terms or conditions or membership or participation.

Whenever a complaint alleging a discriminatory housing practice is received within the jurisdiction of the City of Mountain Lake, the City will assist households who may have been discriminated against by providing the following services:

1. The City of Mountain Lake will provide Fair Housing information (pamphlets) to all interested parties.
2. The City of Mountain Lake will provide referral information concerning the ability of alleged discriminated households to make formal complaints to the State of Minnesota Department of Employment and Economic Development (DEED) and Federal Department of Housing and Urban Development (HUD).
3. The City of Mountain Lake will provide referral information enabling alleged discriminated households to contact Legal Services and the Minnesota Migrant Council.

This Fair Housing Policy is formally adopted by the City Council on behalf of the City of Mountain Lake this 20th day of March, 2023

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Administrator

## City of Mountain Lake

### Small Cities Development Program (SCDP) Income Reuse Plan

All income and repayments received through the Small Cities Development Program (SCDP) loans will be used for further rehabilitation activities and will be consistent with the federal requirements. If income received exceeds \$35,000 in any given federal fiscal year (Oct. 1 – Sept. 30), the funds will follow federal policies regarding federal objectives, tiered environmental reviews, lead base paint, and federal labor standards. If income received is below the \$35,000 threshold, it will still be used for rehabilitation activities, but following federal policies is not required.

A SCDP Post Closeout Program Income Report will be accurately completed and submitted to the Minnesota Department of Employment and Economic Development (DEED) by October 15 each year.

This Income Reuse Policy is formally adopted by the City Council on behalf of the City of Mountain Lake this 20<sup>th</sup> day of March, 2023

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Administrator