

**Regular Council Meeting  
Mountain Lake City Hall  
Monday, March 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 # (Available at Meeting)
  - b. Payroll: Checks # (Available at Meeting)
  - c. Approval of January 18 EDA Minutes (1-3)
  - d. Approval of February 14 Utilities Commission Minutes (4-5)
  - e. Approval of February 19 City Council Minutes (6-8)
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 – *Rick Oeltjenbruns, Street Superintendent*
5. Mountain Lake Community Center
  - a. Update
6. Water/Wastewater Department
  - a. Water/Wastewater Foreman Job Description (9-11)
  - b. Proposed Pay Scale (12)
  - c. Licenses
7. City Attorney
8. City Administrator
  - a. Public Facilities Authority Funding Update
  - b. Set Coffee with the Council Date
9. Adjourn

REGULAR MEETING  
ECONOMIC DEVELOPMENT AUTHORITY  
January 18, 2019  
12:00 NOON

PRESENT: Vern Peterson, Jerry Haberman, Darla Kruser, Jason Flanagan, Mike Nelson, Steven Syverson and Dean Janzen, Advisor.

ABSENT: Mark Hanson, Brand Hanson, Brian Harder and Clara Johnson, Advisors.

STAFF PRESENT: Rob Anderson and Tabitha Garloff

CITY ADMINISTRATOR: Michael Schulte

GUEST: Lexy Hudson, Mason Manor Tenant and Dave Bucklin, Cottonwood Soil and Water Conservation District.

1. Call to Order: Welcome New Board Member Jason Flanagan. Vern called the meeting to order at 12:00 p.m. Rob introduced and welcomed new board member Jason Flanagan. Board members introduced themselves to Jason.
2. Motion to Approve Consent Agenda  
Consent Agenda:
  - a. Approval of December 17<sup>th</sup>, 2018 Regular EDA Meeting Minutes.
  - b. Approval of Financial Reports and Bills. Our Hometown Café -3 months delinquent on Contract for Deed, SCDP and Property Tax Escrow Payments. Rob stated there was an additional bill for 2018 property taxes on the Puente lot that was not paid by the Puente's. Motion made and seconded by Mike and Darla to approve the consent agenda. Carried. Rob stated the property tax payment of approximately \$2,500 will be due in May and only three property tax escrow payments have been received. The EDA pays in full in May. Rob stated the total they are behind is about \$3,000 on payments. Lori does not respond when he attempts to contact her. Steve suggested sending correspondence certified mail and regular mail. Jerry asked what steps need to be taken to cancel the contract for deed? Rob stated there is a process to follow, upon notice she has 60 days to right the amount of debt owed. The Board instructed Rob to contact Maryellen and have her prepare a letter starting the foreclosure process. Rob expressed concerns of equipment being removed and concerns with the food inventory. Darla mentioned the possibility of selling the food inventory to The Den. Jerry stated to have in the letter that equipment is part of the collateral. Discussion followed on the balances owed.
3. Election of 2019 Officers. Floor was opened for election of 2019 officers. Motion made and seconded by Mike and Steve to maintain the same slate of officers as 2018. Carried.
4. Apartment Rent Increase (Sample Letter Sent to Tenants Enclosed, One or More Tenants Expected to Attend). Lexy Hudson was present and addressed the board regarding the rent increase effective March 1<sup>st</sup>, 2019. Lexy read a letter she wrote to the board. Lexy stated her garage door opener does not work and has not worked for several years unless she is parked ½ block away, she has black matter in her water pipes and her furnace filter has not been changed. Lexy stated she has mentioned the issues, and nothing has been done. Tabitha stated this is the first time she has heard of these issues and will get them taken care of right away. Vern added the reasons for the rent increase are to cover rising costs of maintaining the buildings and replacing furnaces and appliances. Vern stated even with the rent increase rent being charged

at Mason Manor and Heritage Estates are still well below market rents in the area. Lexy stated the rent increase violates the lease agreement. The lease agreement states the landlord has the right to increase rent one time a year with a 60-day notice.

5. 2018 Work Plan Year End Report. Rob reviewed the 2018 work plan. The work plan is based on Mountain Lake 2026 which is the plan developed by a group of citizens, individuals, members of the EDA board and City Council. Vern asked if technology is up to speed with other communities. Rob stated that we have access high speed internet. Rob stated there may be opportunities in the future to work with companies that put high speed lines in. Rob and Michael met with the company that installed the fiberoptic lines at the school in 2018. Jerry stated frontier has issues once it reaches the city limits and repair service is hard to get. Rob stated MVTV Wireless is also an option. Steve stated Mediacom is substantially better than frontier for businesses. Steve asked if there were any new updates on Casey's. Rob stated there are no new updates. Rob will reach out to Casey's before the next meeting. Vern mentioned a spec building. Rob stated Jackson and St. James have both built spec buildings at a cost of about 2 million dollars. There was discussion on the utility rate increase. Michael stated the utility increase was based on 2016 rate study and there will be another utility rate study in 2019. The 2019 work plan will be based on Mountain Lake 2026. Focus will be on the Commercial Park Project/Strategic Planning. Motion made and seconded by Darla and Steve to approve the work plan. Carried.
6. TIF District 1-8, Economic Development District No. 2 (Downtown Redevelopment Project), Update. Rob stated he met with Wilcon Construction. They have proposed 4 prefab twin homes, total of 8 2-bedroom, 1 stall garage units. Rob stated he does not have a cost yet but will have for the next meeting. Jerry stated we need to look at all options. Rob stated Fulda Area Credit Union is very interested in a lease to own option for a commercial building. The EDA would build the building and then lease to Fulda Area Credit Union with a purchase agreement. Chad Eken stated that he has had conversation with upper management and stated he sees no reason why the EDA should not start looking at designs, cost and debt service. Fulda is not interested in apartments on the second floor. Rob stated if the EDA is still interested in apartments there are other locations available for housing within the community.
7. Welcome Sign. Need to schedule a committee meeting. The committee was made up of Brian Harder, Mike Nelson, Chuck Stevensen and Michelle Larson. Jason will replace Brian on the committee. Next meeting is February 5<sup>th</sup>, 2019, 12 noon at The Den.
8. Mt. Lake Commercial Park
  - a. Trees Around North Retainage Pond. Dave Bucklin was in attendance to present 2 potential tree projects. The first area is within the Mountain Lake Commercial Park. Dave provided a map of each location. Dave is proposing planting trees around the storm water retaining pond. Dave stated he would find the funding. The trees will help keep the water cooler making the water healthier for the lake. Approximately 42 trees with 35 foot spacing would be planted. Dave stated it's a great visible area to plant trees. The second area is located by Krienke Foods. There is a slope to the land and not a prime spot for a commercial building. Dave asked if he could come up with some funding would the EDA be interested in turning the area into a water storage area and turning part of the area into a city park. Rob stated there is \$100,000 invested into that lot so it would be difficult to donate to turn it into a city park. The area with a slope could be an area that could be used. Steve and Judy Harder

would be interested in donating their connecting property to be used for storm water holding area, city park or part of Mt. Lake Trail. Vern stated the board will discuss the second location further at the next meeting. Tabled until next meeting. Rob stated Dave would like a decision by January 28<sup>th</sup> on the first project. Steve suggested doing an email vote on planting trees around the water storage pond in the commercial park allowing board members time to look closer at the location. Rob will send out an email vote.

b. Other. No other discussion.

9. GENERAL Discussion:

- a. Next Regular Board Meeting is February 18, 2019, President's Day, City Hall Closed, Pick Alternate Date. Next meeting will be February 15<sup>th</sup>, 2019, 12 noon.
- b. Other Business. Heritage Estates and Mason Manor appliances. Tabitha provided price comparisons from 3 different businesses. The appliances are getting to the age of needing to be replaced. Tabitha reviewed the 3 different options and quotes received. Rob stated at the very least we need a refrigerator for Leola Gohr's Heritage Estates Apartment. Continued discussion on appliances and pricing. Motion made by Mike and seconded by and Jason to purchase 1 set of appliances from Affordable Appliances to start with to see what the quality is. Carried.

10. ADJOURN. Vern adjourned the meeting at 1:20 p.m.

**Mountain Lake Municipal Utilities Commission Meeting**  
**Mountain Lake City Hall**  
**Thursday, February 14, 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: None

**Call to Order**

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

**Approval of Minutes and Bills**

Motion by Janzen, seconded by Johnson, to approve the January 24 Minutes and Bills #018692 – 018740 as presented. Motion carried.

**Electric Department**

The EDA is working on plans to fill the vacant downtown lot. Housing is a possibility but there are no concrete plans currently.

**Mountain Lake Water Plan**

The Mountain Lake Water Plan was reviewed. The plan was worked on and submitted by the previous city administrator and water/wastewater superintendent. Feedback was given to the city from the DNR to clarify a few line items. Due to staff turnover at the DNR, a second review was delayed until the end of 2018. The plan has now been edited, clarified, and approved by the DNR. The City Council approved the water plan in January. The plan will not need to be worked on and approved again for around another 10 years.

**Curb Stop Invoice**

An invoice for \$712.79 was sent to MLMU to repair a curb stop for hook-up to an RV that will be located across the street from Mountain Lake Automotive for 3-months. The owner has filled out a RV permit and will be located on the lot up to three months with full utility hook-ups (per

city ordinance) and then move to the campground for the summer. Usually MLMU pays for items like these but since this is not a permanent dwelling or business in which the costs will be recuperated by water/wastewater usage over time, it is a unique situation. What work was completed, the RV permit, future plans for the lot, and the invoice were discussed. Motion by Langland, seconded by Janzen, to pay half of the invoice (\$356.39) now and if a permanent structure will be constructed in the future, MLMU will reimburse the property owner \$356.39. Voting aye: Langland, Janzen. Voting nay: None. Abstaining: Johnson. Motion carried.

**Land Negotiations – Closed Meeting (as allowed in MN Statutes 13.D.05 Subd. 3)**

Motion by Janzen, seconded by Johnson, to close the public meeting at 7:20am. Motion carried.

Motion by Janzen, seconded by Johnson, to open the public meeting at 7:35am. Motion carried.

**Water/Wastewater Department Vacancy**

A meeting was held by all union members on February 6. Keith Ferrington will be contacting the city administrator of the results of the meeting regarding the water/wastewater department vacancy.

**SUZLON December Report**

The December SUZLON report was reviewed.

**Utility Revenue & Expenses**

Due to time constraints, this line item was tabled to the next meeting.

**Adjourn**

The meeting was adjourned at 7:45 a.m.

ATTEST:

---

Michael Schulte, Administrator/Clerk

**DRAFT**  
**Regular Council Meeting**  
**Mountain Lake City Hall**  
**Tuesday, February 19, 2019**  
**6:30 p.m.**

Members Present: Dana Kass, Darla Kruser, Mike Nelson

Members Absent: David Savage, Andrew Ysker

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney

Others Present: Doug Regehr

**Call to Order**

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

**Approval of Agenda and Consent Agenda**

Motion by Kruser, seconded by Kass, to add 2.O - Appointment of Randy Sawatzky to the Utilities Commission to the consent agenda and to add 6.C Street Lights to the agenda. Motion carried. Motion by Kass, seconded by Kruser, to approve the agenda and consent agenda as amended. Motion carried.

Bills: Checks #22132 – 22175, 591E – 594E

Payroll: Checks #64418 – 64455

Approval of January 9 Library Board Minutes, Library Report, & Library Expenditures

Approval of January 14 Lake Commission Minutes

Approval of January 24 Utilities Commission Minutes

Approval of February 4 City Council Minutes

Approval of Resolution #4-19 – To Accept a \$500 Gift from the Mtn. Lake Fire Relief Association

Approval of Resolution #5-19 – Accepting Donations to the City: Com. Center Renovation Project

Accepting Resignation from Susan Garloff of the Police Commission

Accepting Resignation from Heather Funk of the Lake Commission

Approval of Appointment of Chad Eken to the Police Commission

Approval of Appointment of Randy Junker to the Police Commission

Approval of Appointment of Susan Garloff to the Utilities Commission

Approval to Submit Community Wellness Partners Active Living Mini-Grant Application  
Approval of Appointment of Randy Sawatzky to the Utilities Commission

### **Public**

No one spoke during this portion of the meeting.

### **Federal Recreational Trail Program – Mountain Lake Recreational Trail Boardwalk Reconstruction**

Members of the Lake Commission have worked on a federal recreational trail program application to apply for funds to construct a new boardwalk on the west side of the lake. Due to flooding and old age, the current bridge has been swept away with flooding waters and has been damaged. The Lake Commission desires to submit the presented application along with additional pictures and letters of support. The grant will provide 75% of the needed funds with a matching portion of 25% needed by the city or with donated funds. Motion by Kruser, seconded by Kass, to approve to submit the application. Motion carried.

### **Resolution #6-19 - Supporting Trail Grant Application**

Motion by Kruser, seconded by Kass, to approve Resolution #6-19. Motion carried.

### **Community Center Renovation**

The Mountain Lake Community Center will be closed to most activities from a tentative timeframe of March 21 - April 5. Depending on carpet removal and installation will determine the exact timeframe of when the community center will need to be closed.

A request has been made by Sharron Hanson and Linette Walzak to purchase wall décor for the community center. Some ideas included pictures of Mountain Lake in black and white or sepia on canvas. Motion by Kass, seconded by Kruser, to approve the request up to \$500 in donated funds. Motion carried.

### **City Administrator**

The Local Board of Adjustment and Equalization meeting will be at City Hall at 5:30PM on Thursday, May 9th. Due to the weather forecasted on Wednesday, February 20th, Coffee (Dinner) with the Council will be postponed to a date to be determined.

### **Street Lights**

The city administrator recently met with Ron Melson, Electric Superintendent, to discuss the street lights that were installed in the fall of 2017. Some of the street lights have gone out and the extra replacement fixtures given to the city have been used up. Various parts have a 5-10 year warranty in which the defective part must be sent back in order to be credited. Some parts may

not be covered under warranty. Melson will continue to fix the lights as needed but wanted to inform the Council that this was occurring. The company that the parts were purchased from stated to Melson that after 2 years after installation all the defective lights should be known and the problems should not be occurring afterwards.

**City Attorney**

A contract for deed, the greenhouse property, various criminal cases, and land negotiations have been worked on by the city attorney over the past few weeks.

**Land Negotiations**

Motion by Kruser, seconded by Kass, to close the public meeting at 7:02p.m. as allowed in MN Statutes 13D.05 Subd. 3. Motion carried. Motion by Kruser, seconded by Kass, to open the public meeting at 7:13p.m. Motion carried. Direction was given to the city administrator and the city attorney to continue the land negotiation process.

**Adjourn**

The meeting was adjourned at 7:14 p.m.

ATTEST:

---

Michael Schulte, Administrator/Clerk

**Mountain Lake Municipal Utilities  
DRAFT Job Description**

<b>Job Title:</b> Water/Wastewater Foreman	<b>Department:</b> Water/Wastewater
<b>Supervisor:</b> City Administrator/Designated Water/Wastewater License Holder	<b>Classification:</b> Full-time, union, non-exempt

**Work Schedule**

As established by Union contract a normal work week is generally comprised of forty (40) hours, five (5) eight (8) hour days. Hours of work shall typically 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 the general supervision of the City Administrator and the designated Water/Wastewater License Holder, the Water/Wastewater Foreman is responsible for performing operational and maintenance duties for the Water/Wastewater Department; complying with local, state and federal laws and regulations; administering the Department's budget; directing personnel matters; assisting other City departments; and performing other related functions as assigned or apparent.

**Essential Functions of the Job**

- Performs operational duties for the Water/Wastewater Department. Performs work necessary for the operation and maintenance of the water and wastewater treatment facilities. Inspects operations being carried out by employees within the department. Directs the daily operation of the water and wastewater utility to provide maximum return on invested capital.
- Directs all maintenance requirements for the Water/Wastewater Department. Prepares maintenance schedules for all equipment. Determines operational status of equipment through periodic inspections. Maintains and reviews maintenance records and monthly reports. Requests and coordinates necessary electrical, mechanical, and instrumentation repairs. Maintains an inventory of supplies necessary for the efficient operations of the Water/Wastewater treatment plants. Orders, receives, examines and controls materials and supplies as needed for use within the department.
- Complies with local, state and federal laws and regulations. Prepares technical reports and performs a variety of operational calculations to ensure compliance with State and Federal requirements. Performs testing per Minnesota Pollution Control Agency (MPCA) standards and the Minnesota Department of Health. Works under the city's designated Water/Wastewater License Holder and follows procedures and duties set by license holder. Maintains liaison with local, state and federal regulatory agencies regarding water and wastewater treatment requirements. Keeps current of procedures and policies for the safety of personnel and the efficiency of operations.
- Administers the water/wastewater treatment department budget. Prepares the budget request, including a capital improvement plan. Monitors and administers the budget. Supervises purchasing and advises the Utilities Commission, City Administrator, and City Council of the financial condition.
- Directs departmental personnel matters. Manages the departmental workforce within the scope of city personnel rules. Determines departmental staffing needs and makes appropriate hiring recommendations to the City Administrator. Directs the work of staff. Conducts performance evaluations, disciplinary and suspension actions and makes recommendations for termination. Approves staff training and conference requests.
- Assists other departments in maintenance tasks in emergency situations.

- 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 licenses.
- Performs other related functions as assigned or apparent.

#### **Required Knowledge and Abilities**

- Knowledge of the operating principles, practices, and maintenance requirements of water and wastewater treatment plants and the mechanical, electrical, chemical, and instrumentation equipment.
- Knowledge of functions, collection and pumping of water systems and lift stations.
- Knowledge of the operation and maintenance of sanitary sewer systems.
- Knowledge of safety regulations, occupational hazards, precautions and the promotion of safety.
- Ability to apply laws, rules, and regulations relevant to wastewater disposal and irrigation.
- Ability to interpret maps, blueprints, and aerial photos.
- Ability to troubleshoot problems of various water and wastewater treatment processes and equipment, and to provide appropriate recommendations.
- Ability to train, supervise, schedule and coordinate employees to accomplish assigned tasks.
- Ability to keep accurate records and prepare detailed reports.
- Ability to understand and control requisitioning and use of supplies and materials.
- Ability to read meters.
- Ability to work with computers and various software packages.
- Ability to perform basic arithmetic.
- Ability to communicate with emergency response personnel and with the public during trouble events.
- Ability to listen, comprehend, and effectively communicate information both written and orally to all individuals.
- Ability to establish and maintain effective working relationships.

#### **Minimum Qualifications**

One (1) to three (3) years of direct experience working with municipal water and waste water departments, knowledge of reverse osmosis water systems, lagoons, lift stations, wells, and working experience with a personal computer including word and excel.

#### **Preferred Qualifications**

Bachelor's degree in engineering, physical science, or related field.

### **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.
- Must possess Class D wastewater licensure or have the ability to be licensed within 18 months.
- Must possess Class D water licenses or have the ability to be licensed within three (3) years.
- Must be making progress towards obtaining a Class B water license.
- 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 or clients.
- While performing the essential functions, this position may be exposed to all weather conditions including heat and cold, wetness, humidity, and marked changes in humidity. There may also be daily exposure to infectious diseases and irritants such as dust, dirt, gases, chemicals and fumes. The incumbent will also be exposed to noise and sufficient vibration.
- The job duties require the incumbent to work with or around pressurized equipment, explosive material/equipment, burning material/equipment and moving objects.
- Activities that occur continuously (more than 7 hours) are: talking; hearing; using near vision; and using color vision.
- Activities that occur frequently (from 4 to 7 hours) are: walking; using fingers and hands for repetitive, non-repetitive, or consistent actions; handling; using right foot; using far vision; using field of vision/peripheral vision; using sense of smell; and carrying and lifting up to 24 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are: sitting; standing; bending/stooping; squatting; crouching; reaching at, above and below shoulder level with both arms together and/or independently; fine manipulating with fingers; using sense of touch; using left foot and/or both feet together at the same time; using depth perception; rapidly adjusting eyes to varying distances; and carrying and lifting up to 75 pounds.
- Activities that occur infrequently (up to 60 minutes) are: kneeling; pushing; pulling; twisting; climbing staircases; climbing heights other than stair cases; and carrying and lifting over 75 pounds.

### **Equipment**

This position is located at the Mountain Lake Water/Wastewater Treatment Plants. Equipment used to perform the job duties generally includes power tools, air tools, hand tools, locating equipment, heavy equipment, emergency pumps, chemical pumps, jack hammers, mowers, weed eaters, shoring equipment, two-way radios, computers, backhoes, jettors, rodders, pumps, trenchers, and blowers. This position requires the operation of an automobile and vehicles requiring a Commercial Driver's License (CDL).

### **Job Location**

This position is located at the Mountain Lake Water/Wastewater Treatment Plants and requires work throughout town 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.

**APPENDIX A**  
**AFSCME 2017 - 2019 Pay Schedule**

	K	L	M	N	O	P	Q	R	S
		Step 1 0-6 months. (90%)	Step 2 6-12 months (95%)	Step 3 1 year to end of year (100%)	Step 4 Jan. 1	Step 5 Jan. 1	Step 6 Jan. 1	Step 7 Jan. 1	Step 8 Jan. 1
1	<b>WATER/WASTEWATER FOREMAN</b>	-	-	-	-	-	-	-	-
2	<b>2016</b>	-	-	-	-	-	-	-	-
3	<b>2017 - -1% over 2016 + Step</b>	-	-	-	-	-	-	-	-
4	<b>2018 - 1% over 2017 + Step</b>	-	-	-	-	-	-	-	-
5	<b>2019 - 2% over 2018 + Step</b>	\$19.56	\$20.70	\$21.77	\$22.21	\$22.43	\$22.65	\$22.88	\$23.11
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									