

**Regular Council Meeting
Mountain Lake City Hall
Monday, April 2, 2018
6:30 p.m.**

AGENDA

1. Meeting Called to Order
 - * Further information on agenda item is attached
2. City Hall Approval of Agenda and Consent Agenda
 - a. Bills: check # 21008 - 21053, Payroll #63795 - 63809*(1-6)
 - b. Approval of March 19 Council Minutes*(7-8)
 - c. March 8, 2018 Utility Commission Minutes *(9-10)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
4. Community Center, Pool Players, and Loaves and Fishes Food Shelf
8. Street Department
 - a. Lawnmower Purchase*(11)
 - b. 200 Block of 10th St. N.*(12-13)
 - c. Billing Street Patching Costs*(14)
 - d. Truck Routes*(15)
 - e. Banners
 - f. Right-of-Way Ordinance Issues
9. Review of First Quarter 2018 Budget Revenue and Expenses – Separate Packet
10. Reports
 - a. From the City Attorney
 - b. From Mt. Lake Public School Representative
11. City Administrator Interview Schedule*(16)
12. Administrator
 - a. Compensation Study
 - b. Nelson Auto Center Reimbursement*(17-18)
 - c. Cottonwood County Building Burning Memo*(19-21)
13. Adjourn

Upcoming Events:

- Local Board of Adjustment and Equalization, Thursday, May 3, 5:30 p.m. City Hall

***Check Detail Register©**

April 2, 2018 mtg

March 2018 to April 2018

*21008 - 21053
530E - 533E*

			Check Amt	Invoice	Comment
10100 United Prairie					
Paid Chk#	021008	3/19/2018	EMILY MATHIOWETZ		
E 101-42100-205	Uniforms		\$352.14		BODY GUARD BACKUP DUTY WEAPON,HOLSTER,TOURNIQUEST
	Total	EMILY MATHIOWETZ	\$352.14		
Paid Chk# 021009 3/19/2018 INDOFF INCORPORATED					
E 101-41400-200	Office Supplies		\$8.00	3078773	CITY-RECEIPT BOOK .
E 101-42100-200	Office Supplies		\$29.81	3080598	CD'S FOR POLICE DEPT
	Total	INDOFF INCORPORATED	\$37.81		
Paid Chk# 021010 3/19/2018 MARK WARNER					
E 231-42154-308	Training & Instruction		\$350.00		AMBULANCE CPR & AED
	Total	MARK WARNER	\$350.00		
Paid Chk# 021011 3/19/2018 VERIZON					
E 101-42100-321	Telephone		\$9.10		POLICE CELL PHONE
E 231-42154-321	Telephone		\$9.55		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		\$35.01		AMB JET PACK
E 101-42100-321	Telephone		\$9.06		POLICE CELL PHONE
E 231-42154-321	Telephone		\$9.40		AMB CELL PHONE
E 101-42100-321	Telephone		\$35.03		PD TABLET #1
E 101-42100-321	Telephone		\$35.01		PD TABLET #2
E 231-42154-321	Telephone		\$35.03		AMB JET PACK
E 231-42154-321	Telephone		(\$35.03)		void ck
E 101-42100-321	Telephone		(\$35.01)		void ck
E 101-42100-321	Telephone		(\$35.03)		void ck
E 231-42154-321	Telephone		(\$9.40)		void ck
E 101-42100-321	Telephone		(\$9.06)		void ck
E 231-42154-321	Telephone		(\$35.01)		void ck
E 101-42100-321	Telephone		(\$35.01)		void ck
E 101-42100-321	Telephone		(\$35.01)		void ck
E 231-42154-321	Telephone		(\$9.55)		void ck
E 101-42100-321	Telephone		(\$9.10)		void ck
	Total	VERIZON	\$0.00		
Paid Chk# 021012 3/19/2018 WILLIAM POHLMAN					
E 101-42100-205	Uniforms		\$219.23	3/2/2018	PLATE CARRIER & ARMOR PACKAGE
	Total	WILLIAM POHLMAN	\$219.23		
Paid Chk# 021013 3/19/2018 VERIZON					
E 101-42100-321	Telephone		\$9.06		POLICE CELL PHONE
E 231-42154-321	Telephone		\$9.40		AMB CELL PHONE
E 101-42100-321	Telephone		\$35.03		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	\$123.53		
Paid Chk# 021014 3/22/2018 SW/WC SERVICE COOPERATIVES					
E 101-42100-131	Employer Paid Health		\$3,541.96		APRIL HEALTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health		\$2,723.40		APRIL HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health		\$2,451.06		APRIL HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$817.02		APRIL HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$1,361.70		APRIL HEALTH INS-LIBRARY

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March 2018 to April 2018

			Check Amt	Invoice	Comment
E 101-46200-131	Employer Paid Health		\$817.02		APRIL HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,361.70		APRIL HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$481.50		APRIL HEALTH INS-BRIAN LUNZ
Total SW/WC SERVICE COOPERATIVES			\$13,555.36		
<hr/>					
Paid Chk# 021015	3/29/2018	AFLAC			
G 101-21713	AFLAC		\$249.64		
Total AFLAC			\$249.64		
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Paid Chk# 021016	3/29/2018	BCBS/HSA			
G 101-21714	HSA		\$1,008.39		
Total BCBS/HSA			\$1,008.39		
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Paid Chk# 021017	3/29/2018	COMMISSIONER OF REVENUE			
G 101-21702	State Withholding		\$957.58		
Total COMMISSIONER OF REVENUE			\$957.58		
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Paid Chk# 021018	3/29/2018	GISLASON & HUNTER			
G 101-21712	Garnishments		\$398.90		
Total GISLASON & HUNTER			\$398.90		
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Paid Chk# 021019	3/29/2018	INTERNAL REVENUE SERVICE			
G 101-21703	FICA Tax Withholding		\$2,692.58		
G 101-21701	Federal Withholding		\$1,809.14		
Total INTERNAL REVENUE SERVICE			\$4,501.72		
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Paid Chk# 021020	3/29/2018	PERA			
G 101-21704	PERA		\$4,674.90		
Total PERA			\$4,674.90		
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Paid Chk# 021021	3/29/2018	VALIC			
G 101-21705	VALIC		\$388.00		
Total VALIC			\$388.00		
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Paid Chk# 021022	4/2/2018	ALEX AIR APPARATUS INC.			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$178.09	INV-35915	FIRE DEPT-LABOR,DRIVE BELT
Total ALEX AIR APPARATUS INC.			\$178.09		
<hr/>					
Paid Chk# 021023	4/2/2018	ALPHA WIRELESS COMMUNICATIONS			
E 221-42200-323	Radio/Pager maintenance		\$68.62		BATTERY & ANTENNA-FD J.BRUGMAN
Total ALPHA WIRELESS COMMUNICATIONS			\$68.62		
<hr/>					
Paid Chk# 021024	4/2/2018	AMAZON			
E 211-45500-590	Capital Outlay Books		\$88.68		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$230.23		LIBRARY AV
Total AMAZON			\$318.91		
<hr/>					
Paid Chk# 021025	4/2/2018	BOUND TREE MEDICAL			
E 231-42154-210	Operating Supplies		\$203.38	82801623	SANITIZER,EXTRICATION COLLARS-AMB
E 231-42154-210	Operating Supplies		\$558.26	82804968	SUPPLIES FOR AMB
Total BOUND TREE MEDICAL			\$761.64		
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Paid Chk# 021026	4/2/2018	CARDMEMBER SERVICE			
E 101-00000-430	Miscellaneous		\$19.98		MONTHLY CRASH PLAN
E 101-42100-430	Miscellaneous		\$463.81		SAFES FOR PD
E 101-42100-430	Miscellaneous		\$34.13		TAG,RING,TAPE,KEY

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March 2018 to April 2018

			Check Amt	Invoice	Comment
Total		CARDMEMBER SERVICE	\$517.92		
Paid Chk#	021027	4/2/2018	CHARLES LEHMAN		
E	211-45500-404	Repairs/Maint Machinery/Equip	\$305.98		BENCHES FOR LIBRARY
Total		CHARLES LEHMAN	\$305.98		
Paid Chk#	021028	4/2/2018	CREATIVE PRODUCT SOURCE		
E	101-42100-430	Miscellaneous	\$382.91		PD-PENCILS
Total		CREATIVE PRODUCT SOURCE	\$382.91		
Paid Chk#	021029	4/2/2018	DAVID BORSGARD		
E	211-45500-520	Buildings and Structures	\$160.69		BLUE PAINT-LIBRARY
E	211-45500-520	Buildings and Structures	\$262.50		RE-DO OF BLUE PAINT AT LIBRARY
Total		DAVID BORSGARD	\$423.19		
Paid Chk#	021030	4/2/2018	EMILY MATHIOWETZ		
E	101-42100-205	Uniforms	\$95.35		KEY RING HOLDER,FLASHLIGHT-UNIFORMS
Total		EMILY MATHIOWETZ	\$95.35		
Paid Chk#	021031	4/2/2018	FARM & HOME PUBLISHERS		
E	221-42200-430	Miscellaneous	\$107.80		FD-COTTONWOOD COUNTY PLAT BOOKS
Total		FARM & HOME PUBLISHERS	\$107.80		
Paid Chk#	021032	4/2/2018	FRONTIER		
E	101-41400-321	Telephone	\$129.46		CITY HALL PHONE-427-2999
E	101-42100-321	Telephone	\$185.35		POLICE DEPT PHONE-427-3403
E	101-43100-321	Telephone	\$71.15		STREET DEPT PHONE-427-2997
E	101-45186-321	Telephone	\$70.26		SR CTR PHONE-427-2151
E	205-46500-321	Telephone	\$37.50		EDA PORTION OF DSL & 427-2999
E	101-00000-430	Miscellaneous	\$74.09		UT-PHONE
Total		FRONTIER	\$567.81		
Paid Chk#	021033	4/2/2018	FRONTIER		
E	211-45500-321	Telephone	\$64.10		LIBRARY PHONE
Total		FRONTIER	\$64.10		
Paid Chk#	021034	4/2/2018	GREATAMERICA FINANCIAL SVCS		
E	101-00000-430	Miscellaneous	\$8.43	22337842	CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E	101-41400-200	Office Supplies	\$26.35	22337842	OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E	101-42100-200	Office Supplies	\$8.78	22337842	PD-MONTHLY COLOR COPY MACHINE LEASE
E	101-00000-430	Miscellaneous	\$91.31	22337842	UT-MONTHLY COLOR COPY MACHINE LEASE
E	205-46500-200	Office Supplies	\$5.62	22337842	EDA-MONTHLY COLOR COPY MACHINE LEASE
Total		GREATAMERICA FINANCIAL SVCS	\$140.49		
Paid Chk#	021035	4/2/2018	JAY SCHIED		
E	101-45210-402	Repairs/Maint- Ground	\$95.45		REIMBURSE FOR MATERIALS USED TO REMOVE TREES CROWDING TRAIL
Total		JAY SCHIED	\$95.45		
Paid Chk#	021036	4/2/2018	KEEPRS, INC		
E	101-42100-205	Uniforms	\$153.88	369296	UNIFORMS FOR WILL P.
Total		KEEPRS, INC	\$153.88		
Paid Chk#	021037	4/2/2018	LAWSON PRODUCTS		
E	101-43100-215	Shop Supplies	\$111.91	9305663326	ST DEPT-CARRIAGE BOLTS
Total		LAWSON PRODUCTS	\$111.91		

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March 2018 to April 2018

			Check Amt	Invoice	Comment
Paid Chk#	021038	4/2/2018	LEAGUE OF MN CITIES-FINANCE		
E	101-42100-308	Training & Instruction	\$20.00	270022	SAFETY & LOSS WORKSHOP-DOUG B
	Total	LEAGUE OF MN CITIES-FINANCE	\$20.00		
Paid Chk#	021039	4/2/2018	MACQUEEN EQUIPMENT		
E	101-43100-404	Repairs/Maint Machinery/Equip	\$136.01	P11509	SCRAPER-DIRT SHOES FOR SWEEPER
	Total	MACQUEEN EQUIPMENT	\$136.01		
Paid Chk#	021040	4/2/2018	MID-AMERICAN RESEARCH CHEMICAL		
E	101-45183-401	Repairs/Maint Buildings	\$64.54	0630948-IN	SANITIZER FOR CAMPGROUND
	Total	MID-AMERICAN RESEARCH CHEMICAL	\$64.54		
Paid Chk#	021041	4/2/2018	MINNESOTA ENERGY RESOURCE CORP		
E	101-41400-383	Gas Utilities	\$324.41		CITY HALL GAS-ACCT#0505387558
E	221-42200-383	Gas Utilities	\$328.41		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E	231-42154-383	Gas Utilities	\$161.75		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E	101-43100-383	Gas Utilities	\$588.99		STREET GARAGE GAS-ACCT#0503270939
E	211-45500-383	Gas Utilities	\$208.61		LIBRARY GAS-ACCT#0502593301
E	101-45186-383	Gas Utilities	\$299.03		COMM CTR GAS-ACCT#0504742031
	Total	MINNESOTA ENERGY RESOURCE CORP	\$1,911.20		
Paid Chk#	021042	4/2/2018	MINNESOTA MUTUAL LIFE		
E	101-42100-135	Employer Paid Other	\$1.70		APRIL BRIAN LUNZ LIFE INSURANCE
E	101-42100-134	Employer Paid Life	\$6.80		APRIL LIFE INS-POLICE DEPT
E	211-45500-134	Employer Paid Life	\$1.70		APRIL LIFE INS-LIBRARY
E	101-43100-134	Employer Paid Life	\$3.06		APRIL LIFE INS-ST DEPT
E	101-41400-134	Employer Paid Life	\$3.40		APRIL LIFE INS-OFFICE
E	101-45200-134	Employer Paid Life	\$1.02		APRIL LIFE INS-PARKS DEPT
E	101-46200-134	Employer Paid Life	\$1.02		APRIL LIFE INS-CEMETERY
E	205-46500-134	Employer Paid Life	\$1.70		APRIL LIFE INS-EDA ROB ANDERSON
G	101-21706	Hospitalization/Medical Ins	\$25.30		APRIL LIFE INS-ROBB ANDERSON
G	101-21706	Hospitalization/Medical Ins	\$10.90		APRIL LIFE INS-DARON FRIESEN
G	101-21706	Hospitalization/Medical Ins	\$12.00		APRIL LIFE INS-STEVE PETERS
	Total	MINNESOTA MUTUAL LIFE	\$68.60		
Paid Chk#	021043	4/2/2018	MUNICIPAL UTILITIES		
E	101-41400-380	Elec,Water,Sewer	\$309.13		CITY HALL UT
E	101-45200-380	Elec,Water,Sewer	\$188.48		CITY PARK RESTROOMS UT
E	101-45186-380	Elec,Water,Sewer	\$341.67		SR CTR UT
E	101-43100-380	Elec,Water,Sewer	\$248.02		ST DEPT UT
E	221-42200-380	Elec,Water,Sewer	\$99.05		FIRE DEPT PORTION OF FIREHALL UT
E	231-42154-380	Elec,Water,Sewer	\$48.79		AMB PORTION OF FIREHALL UT
E	211-45500-380	Elec,Water,Sewer	\$397.21		LIBRARY UT
E	607-46330-380	Elec,Water,Sewer	\$7.91		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E	608-46330-380	Elec,Water,Sewer	\$15.35		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E	101-45200-380	Elec,Water,Sewer	\$22.59		UT AT CITY PARK SHELTERHOUSE
E	609-46330-380	Elec,Water,Sewer	\$17.21		EDA-1024 ESTATE DRIVE
E	101-45171-380	Elec,Water,Sewer	\$108.77		UT AT ICE RINK
	Total	MUNICIPAL UTILITIES	\$1,804.18		
Paid Chk#	021044	4/2/2018	MUNICIPAL UTILITIES		
E	101-41400-200	Office Supplies	\$199.93		CITY-POSTAGE 12/30/17 TO 3/28/18
E	101-42100-200	Office Supplies	\$1.15		PD-POSTAGE 12/30/17 TO 3/28/18
E	205-46500-200	Office Supplies	\$23.84		EDA-POSTAGE 12/30/17 TO 3/28/18

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March 2018 to April 2018

		Check Amt	Invoice	Comment
Total MUNICIPAL UTILITIES		\$224.92		
Paid Chk#	021045	4/2/2018	MUSKE, MUSKE, SURHOFF	
G	101-15506	PREPAID-LEGAL FEES	\$1,400.00	APRIL LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF		\$1,400.00		
Paid Chk#	021046	4/2/2018	NAM DESIGN	
E	231-42154-430	Miscellaneous	\$135.00	5793 JACKET AMBULANCE-K.GOHR
Total NAM DESIGN		\$135.00		
Paid Chk#	021047	4/2/2018	NATIONAL PEN COMPANY	
E	101-42100-430	Miscellaneous	\$157.64	109901530 PAPER CADDY-POLICE DEPT
Total NATIONAL PEN COMPANY		\$157.64		
Paid Chk#	021048	4/2/2018	POLICEONE.COM	
E	101-42100-308	Training & Instruction	\$225.00	TASER RE-CERTIFICATION-PD EMILY M
Total POLICEONE.COM		\$225.00		
Paid Chk#	021049	4/2/2018	PRAXAIR	
E	231-42154-210	Operating Supplies	\$107.22	82005392 OXYGEN FOR AMBULANCE
Total PRAXAIR		\$107.22		
Paid Chk#	021050	4/2/2018	RED FEATHER PAPER	
E	101-41400-200	Office Supplies	\$35.60	98210 OFFICE-TOWELS FOR DISPENSERS
Total RED FEATHER PAPER		\$35.60		
Paid Chk#	021051	4/2/2018	STREICHERS	
E	101-42100-430	Miscellaneous	\$149.98	11306781 SHIRTS FOR PD
Total STREICHERS		\$149.98		
Paid Chk#	021052	4/2/2018	WEBICINE	
E	101-41400-320	Internet	\$100.00	6291 CITY-ANNUAL WEB HOSTING
E	205-46500-343	Busnes Recrut/Comm Dev	\$100.00	6291 EDA-ANNUAL WEB HOSTING
E	101-00000-430	Miscellaneous	\$100.00	6291 UT-WEB HOSING
Total WEBICINE		\$300.00		
Paid Chk#	021053	4/2/2018	ZIESKE LAND SURVEYING INC	
E	101-41910-430	Miscellaneous	\$1,550.00	UPDATE ZONING & CITY MAPS
Total ZIESKE LAND SURVEYING INC		\$1,550.00		
10100 United Prairie		\$39,401.14		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$32,358.11
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,530.36
211 LIBRARY FUND	\$3,081.40
221 FIRE DEPT FUND	\$781.97
231 AMBULANCE FUND	\$1,608.83
607 EDA----4 PLEX FUND	\$7.91
608 EDA----8 PLEX FUND	\$15.35
609 EDA-- MASON MANOR	\$17.21
	\$39,401.14

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Paid Chk# 000530E 2/28/2018 UNITED PRAIRIE BANK

E 101-41400-301 Auditing and Acct g Services \$25.00
Total UNITED PRAIRIE BANK \$25.00

FEBRUARY ACH FEE

Paid Chk# 000531E 3/6/2018 UNITED PRAIRIE BANK

G 609-22800 Notes Payable - Current \$466.25
E 609-46330-610 Interest \$824.28
Total UNITED PRAIRIE BANK \$1,290.53

MASON MANOR-PRINC PAYMENT
MASON MANOR-INTEREST PAYMENT

Paid Chk# 000532E 3/21/2018 SELECT ACCOUNT

E 101-41400-141 Admin Fees-HSA \$5.90
E 101-42100-141 Admin Fees-HSA \$11.80
E 205-46500-141 Admin Fees-HSA \$2.95
E 211-45500-141 Admin Fees-HSA \$2.95
E 101-43100-141 Admin Fees-HSA \$5.30
E 101-45200-141 Admin Fees-HSA \$1.77
E 101-46200-141 Admin Fees-HSA \$1.78
Total SELECT ACCOUNT \$32.45

MARCH HSA ADMIN FEES
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Paid Chk# 000533E 3/24/2018 SELECT ACCOUNT

G 101-21710 Employee Flex Plan \$372.25
Total SELECT ACCOUNT \$372.25

EMPLOYEE FLEX PLAN

6

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, March 19, 2018
6:30 p.m.

AGENDA

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

Members Absent: None

Staff Present: Dawn Fast, Deputy Clerk/Treasurer; Maryellen Suhrhoff, City Attorney

Others Present: Liza Donabauer, David Drown Associates; Al O'Bannon, Ron Becker, Rich Gisch, Brian Bergling, Rachel Yoder, Vicki Beckendorf

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 9aa. Resolution#6-18 Motion carried. Motion by Kass, seconded by Ysker, to adopt the agenda and approve the consent agenda as amended. Motion carried.

Bills: Check #'s 20959 – 221007

Payroll Checks #'s 63757-63794

March 5, 2018 Council Minutes

February 8, 2018 Utility Commission Minutes

February 12, 2018 Lake Commission Minutes

February 20, 2018 Police Commission Minutes

February 9, 2018 EDA minutes

Accept resignation of Fireman Pat Oja effective 12-31-1017

Accept resignation of Fireman Lance Bartel effective 3-2-2018

Public

Rachel Yoder expressed concerns about snowmobiles on trail and had concerns about replacing the foot bridge, she feels the current bridge is adequate.

Letter from MPCA regarding Steel Shot at Trap Range

Received letter from Minnesota Pollution Control Agency with respect to the use of steel shot by Mountain Lake, Odin, Ormsby, Sportsmen's Club near the City's Wastewater Treatment Facility. MPCA does not have concerns relating to comply with requirements listed in the City's NPDES/SDS discharge permit, therefore the City can enter into lease agreement with the Mountain Lake, Odin, Ormsby, Sportsmen's Club. City Attorney presented a draft of the 99 year lease for trap shooting range. Motion by Ysker, seconded by Kruser to move ahead with the lease as presented. Motion carried.

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Resolution #6-18-PIN 22.610.0803 Special Assessments

Motion by Kass, seconded by Savage to adopt resolution. Motion carried.

Report from the City Attorney

City Attorney Suhrhoff reported she was working on land acquisition for sewer ponds.

David Drown Associates-Liza Donabauer

There were 8 applicants for the City Administrator position. Each council member received a video of each applicant and from the video they were to choose their top 3 candidates. Council decided to interview all the candidates that received a vote. Interviews for the City Administrator position will be held at City Hall on April 5 from 9-3. At 4 p.m. council will meet to offer the position to a candidate. The applicants will be reimbursed up to \$100 for food and lodging upon completion of a reimbursement form.

Loaves and Fishes Food Shelf - Mt. Lake Community Center

Motion by Savage, seconded by Ysker to swap space in Community Center for Loaves and Fishes and Pool Room using plans as discussed, necessary remodeling of Legion Room will be done as funds are determined. Motion carried.

Street Department

The Street Departments activity list was presented. Concerns have been received about the condition of the curb along the one-way street and the water/ice along pooling along curb near the Post Office. Will discuss this with Street Superintendent, Rick Oeltjenbruns at the next council meeting.

Compensation Study

Compensation study is on hold at this time.

Adjourn

The meeting was adjourned at 7:58 p.m.

ATTEST:

Dawn Fast, Deputy Clerk/Treasurer



Mountain Lake Utilities Commission Meeting

Mountain Lake City Hall

Thursday, March 8, 2018

7AM

Members Present: John Carrison, Todd Johnson, Mark Langland, Council Liaison David Savage

Members Absent: Brett Lohrenz, Mike Johnson

Staff Present: Lynda Cowell, Utilities Office Manager; Ron Melson, Electric Superintendent; Dave Watkins, Water/Wastewater Superintendent; Tristan Varpness, Lineman; Taylor Nesmoe, Water/Wastewater Worker

Others Present: None

Call to Order

The meeting was called to order at 7 AM.

Approval of Minutes and Bills

Motion by John Carrison seconded by Todd Johnson, to approve the March 8 minutes and Check Numbers 17827-17897. Motion carried.

Water/Wastewater Department

Motion by Mark Langland seconded by Todd Johnson to hire Empire Pipe Services, North Mankato, MN to televise/inspect the properties on Third Ave in the 2018 project list. Motion carried. They will be televising the sanitary services via Lateral Launch on (2) city blocks.

Dave let the Commission know that the RO probes need to be replaced and he is getting pricing. The Commission gave Dave the go ahead to replace the probes.

Electric Department

Motion by Mark Langland seconded by Todd Johnson to purchase the SEL-2523 Advanced Annunciator Panel (36 position) model. Motion carried. This one will give us the capability to separate out alarms from the new sub-station so we would have a better idea of the issues that arise. This will bring the existing alarms into the Scada system with ability to alert via text or email.

Farabee Mechanical was here last week to test the 10 cycle and 12 cycle engines. They both looked good and Farabee will be sending the reports when finished.

Adjourn

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

ATTEST:

Lynda Cowell, Utilities Office Manager

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Midway Farm Equipment

PO Box 482

Phone: 507-427-3414

602 County Road 1 N

Toll Free: 800-657-3249

Mountain Lake, MN 56159

Fax: 507-427-3415

www.midwayfarmequip.com

Email: midway@rconnect.com

Quotation from the desk of: Kyle Smith

City of Mountain Lake

New Simplicity Cobalt zereturn mower

\$11,267

- 28hp 2 cylinder Vtwin Briggs & Stratton EFI engine
- 61" mowing deck
- 24" turf tires
- 10mph ground speed
- 4 year/500 hour warranty, parts & labor machine
- 3 year warranty, parts & labor engine

Freight + \$300

\$11567

Less Discount - \$2817

Retail Price \$8750

Less Trade In -\$3950

Trade Difference \$4800

Option to Ferris IS2100 29hp Kawaski EFI (same as Cobalt) + \$600

Option to Ferris IS3200 37hp Briggs EFI, 61" + \$1600

x
2

\$9600⁰⁰

Trade in:

2014 Simplicity Cobalt zereturn mower \$3950

45200-500 - \$10,000 in 2018 Parks Budget

Assuming trade in is serviced & cleaned up

Quotation prepared by:

Kyle Smith

Date:

10-16-17

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Preliminary Project Cost Estimate
10th Street Reconstruction Between 2nd Avenue and 3rd Avenue
- 53' Roadway with diagonal parking; Truck Route pavement design
Mountain Lake, MN

Date: March 21, 2018

H:\MTLK_General\10th Street 2018\QUANT 10th St.xlsx\PREL COST EST

BID ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL AMOUNT
Street Improvements					
1	Mobilization	1	Lump Sum	\$20,000.00	\$20,000.00
2	Traffic Control	1	Lump Sum	\$5,000.00	\$5,000.00
3	Remove Curb & Gutter	660	Linear Foot	\$5.00	\$3,300.00
4	Remove Concrete Pavement (Overlaid)	1,900	Square Yard	\$12.00	\$22,800.00
5	Remove Concrete Driveway Pavement	40	Square Yard	\$10.00	\$400.00
6	Remove Concrete Walk	4,810	Square Foot	\$3.00	\$14,430.00
7	Sawing Concrete Pavement (Full Depth)	50	Linear Foot	\$4.00	\$200.00
8	Common Excavation	1,260	Cubic Yard	\$12.00	\$15,120.00
9	Subgrade Excavation	180	Cubic Yard	\$12.00	\$2,160.00
10	Stabilizing Aggregate	180	Cubic Yard	\$24.00	\$4,320.00
11	Geotextile Fabric	2,200	Square Yard	\$1.50	\$3,300.00
12	Common Laborers	20	Hour	\$75.00	\$1,500.00
13	3 Cu Yd Shovel	10	Hour	\$200.00	\$2,000.00
14	10 Cu Yd Truck	10	Hour	\$100.00	\$1,000.00
15	4.0 Cu Yd Front End Loader	10	Hour	\$180.00	\$1,800.00
16	Dozer or Compactor	10	Hour	\$180.00	\$1,800.00
17	1/2 Cu Yd Skid Loader	10	Hour	\$110.00	\$1,100.00
18	Aggregate Base Class 5 (16" Depth)	2,180	Ton	\$18.00	\$39,240.00
19	Type SP 9.5 Wearing Course Mix (2" Thickness)	240	Ton	\$75.00	\$18,000.00
20	Type SP 12.5 Non Wearing Course Mix (3" Thickness)	360	Ton	\$70.00	\$25,200.00
21	7" Concrete Driveway Pavement	40	Square Yard	\$74.00	\$2,960.00
22	5" Concrete Walk	4,810	Square Foot	\$7.00	\$33,670.00
23	Concrete Curb & Gutter	660	Linear Foot	\$16.00	\$10,560.00
24	Erosion Control Blanket, Category 1	100	Square Yard	\$2.50	\$250.00
25	Perimeter Sediment Control	1	Lump Sum	\$1,000.00	\$1,000.00
26	Storm Drain Inlet Protection	3	Each	\$150.00	\$450.00
27	Permanent and Temporary Turf Restoration	1	Lump Sum	\$500.00	\$500.00
Street Improvements Subtotal					\$232,060.00
Storm Sewer Improvements					
28	Salvage & Reinstall Casting	2	Each	\$500.00	\$1,000.00
29	6" PE Pipe Drain Clean Out	2	Each	\$200.00	\$400.00
30	6" PE Pipe Drain	660	Linear Foot	\$10.00	\$6,600.00
31	Clean Out Casting Assembly	2	Each	\$200.00	\$400.00
32	4" - 10" PVC Pipe Sewer / Tile Repair (SDR 26)	50	Linear Foot	\$25.00	\$1,250.00
33	12" - 18" PVC Pipe Sewer / Tile Repair (SDR 26)	50	Linear Foot	\$50.00	\$2,500.00
Storm Sewer Improvements Subtotal					\$12,150.00
Sanitary Sewer Improvements					

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Preliminary Project Cost Estimate
10th Street Reconstruction Between 2nd Avenue and 3rd Avenue
- 53' Roadway with diagonal parking; Truck Route pavement design
Mountain Lake, MN

Date: March 21, 2018

H:\MTLK\General\10th Street 2018\QUANT 10th St.xlsx\PREL.COST.EST

BID ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL AMOUNT
34	Remove Sanitary Manhole	1	Each	\$400.00	\$400.00
35	8" PVC SDR 35	350	Linear Foot	\$35.00	\$12,250.00
36	6" PVC SDR 26	300	Linear Foot	\$30.00	\$9,000.00
37	8" x 6" PVC Wye Branch	10	Each	\$250.00	\$2,500.00
38	Construct Sanitary Manhole	10	Linear Foot	\$275.00	\$2,750.00
39	Casting Assembly	1	Each	\$750.00	\$750.00
	Sanitary Sewer Improvements Subtotal				\$27,650.00
	Watermain Improvements				
40	Remove Gate Valve & Box	1	Each	\$175.00	\$175.00
41	Adjust Gate Valve Box	2	Each	\$150.00	\$300.00
42	6" PVC Watermain, C900	320	Linear Foot	\$30.00	\$9,600.00
43	Watermain Fittings (MJ Ductile Iron)	161	Pound	\$8.00	\$1,288.00
44	6" Gate Valve & Box	2	Each	\$2,500.00	\$5,000.00
45	1" Corporation Stop & Saddle	10	Each	\$300.00	\$3,000.00
46	1" Curb Stop & Box	10	Each	\$300.00	\$3,000.00
47	1" Water Service	300	Linear Foot	\$25.00	\$7,500.00
48	Curb Box Casting	10	Each	\$200.00	\$2,000.00
	Watermain Improvements Subtotal				\$31,863.00

Subtotal	\$303,723.00
Contingency for Incidental and Unforeseen Items of Work	\$30,372.30
Total Estimated Construction Cost	\$334,095.30
Preliminary, Design and Construction Phase Engineering	\$60,137.15
City Administration, Legal, Permits, Financial and Other Soft Costs	\$13,363.81
Total Estimated Project Cost	\$407,596.27

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RE: Street Patching

Currently, when a street needs to be patched because it was opened at the request of the homeowner/utility/contractor, etc. the requester only pays for the asphalt. In 2017 this was about \$79/ton. A ton, 4" thick, covers about 40 sq. ft.

Other costs incurred that are not billed are:

Roller @\$50/hr.

Truck @ \$125/hr.

Skidloader @ \$120/hr.

Employee time \$31.50/hr.

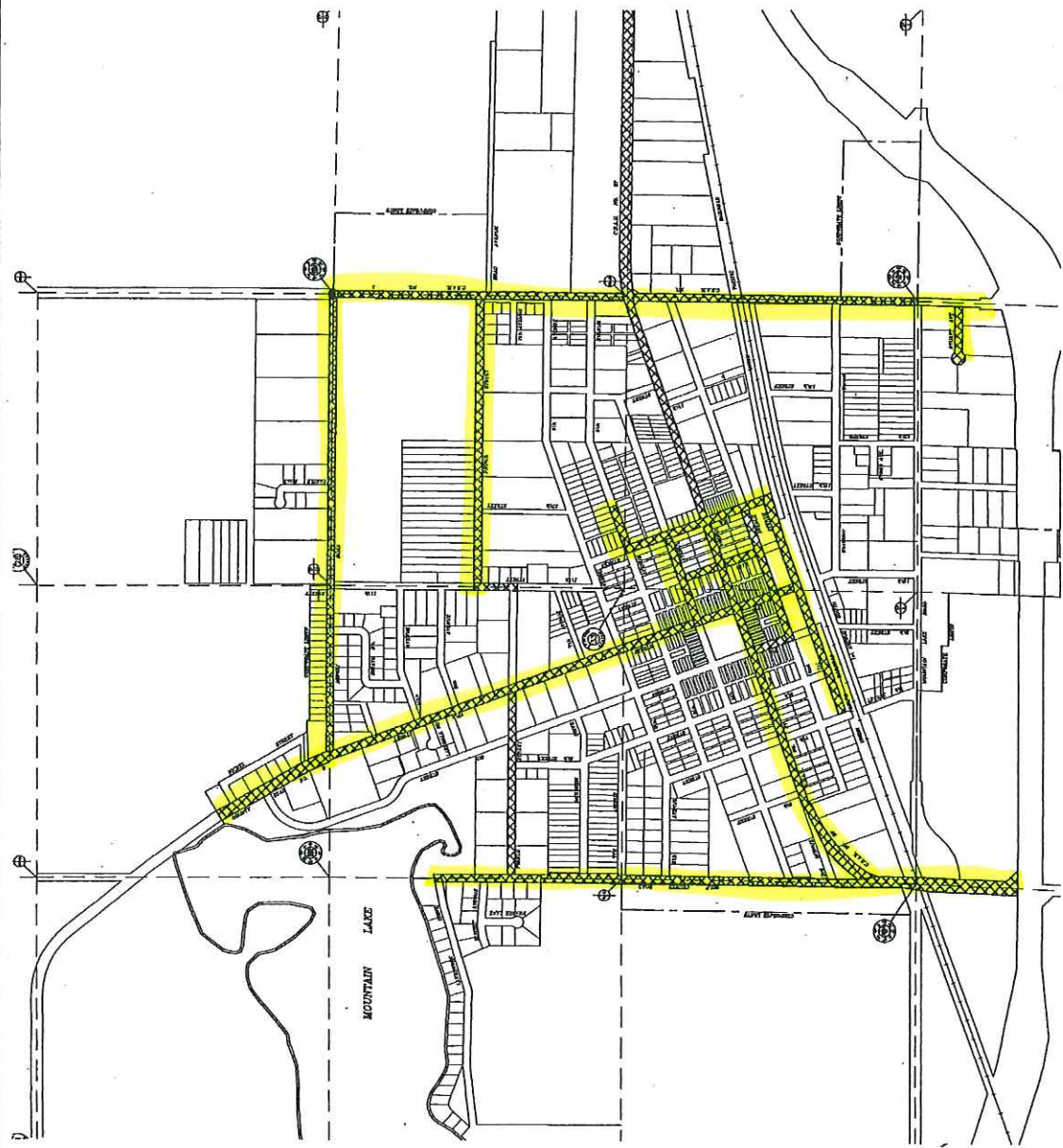
Below are the actual cost of a job that requires 8 tons, 4" thick, to cover a 320 sq. ft. area (18' by 18')

Roller, 1 hr.	\$50
Truck, 3 hrs.	\$375
Skidloader, 2 hrs.	\$240
Employee Time, 3 hrs.	\$95
<u>8 ton hot mix</u>	<u>\$632</u>
TOTAL	\$1,392

This works out to approximately \$4.30/sq. ft.



TRANSPORTATION LEGEND
 [Cross-hatched box symbol] - TRUCK ROUTE



SHEET		XX	
CITY OF MOUNTAIN LAKE, MINNESOTA			
2009-2011 INFRASTRUCTURE IMPROVEMENTS			
EXHIBIT XX - TRUCK ROUTE			

BOLTON & MENK INC.
 Consulting Engineers & Surveyors
 MINNAPOLIS, MN FARGO, MN SLEEPY CREEK, MN WILLMAR, MN
 BURNING WOOD, MN CHISHOLM, MN MAUST, MN AMES, IA

0 500 1000
 FEET
 SCALE

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 10/10/10 11:00 AM 2/7/10 1:52 PM

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Drawer C
Mountain Lake, Minnesota 56159
(507) 427-2999 • Fax (507) 427-3327

City of Mountain Lake staff:

On Thursday April 5th the City Council will be conducting interviews throughout the day. Before each interview there will be a half hour Meet & Greet for each candidate in the conference room at City Hall. You're not expected to be there, but you are invited to come if you're interested and it works into your schedule. After the morning and afternoon interviews, there will be an opportunity for you to give your opinions to the Council, if you so desire.

The day's schedule will look like this:

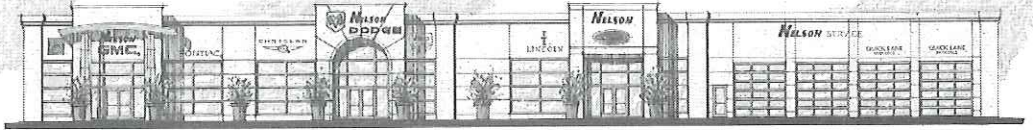
8:30 – 9:00	Meet & Greet for candidate #1
9:30 – 10:00	Meet & Greet for candidate #2
10:30 – 11:00	Meet & Greet for candidate #3
11:45	Share thoughts with the Council
12:30 – 1:00	Meet & Greet for candidate #4
1:30 – 2:00	Meet & Greet for candidate #5
2:30 – 3:00	Meet & Greet for candidate #6
3:45	Share thoughts with the Council

On behalf of the City Council, I want to take the opportunity to thank you for all that you do to make Mountain Lake a great place to live!

Sincerely,

Mike Nelson
Mayor

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2228 College Way • PO Box 635 • Fergus Falls, MN 56538-0635
218-998-8878 • 800-477-3013 • Fax 218-998-8810 • www.nelsonfergusfalls.com

City of Mountain Lake
Douglas Bristol
P.O. Box C
Mountain Lake, MN 56159

RE: Case Description: State of Minnesota vs Gerald Glen Worner
Co. Atty. File: 17F-288EV
Court File No: 56-CR-17-2211
Charge(s): 5 Counts of Theft-By Swindle

Dear Valued Customer:

As you are aware, the Otter Tail County Attorney's office began a criminal prosecution against Gerald Worner concerning, and the State of Minnesota commenced an investigation regarding, certain charges for certain vehicles sold under State contracts administered by Mr. Worner, a former employee of Nelson Auto Center. In connection with those proceedings, audits were completed which conclude that certain charges are appropriate to be reimbursed to end purchasers, of which your agency is one. Nelson Auto Center, the Otter Tail County Attorney's office and the State of Minnesota have cooperated to assure that appropriate reimbursements are being made.

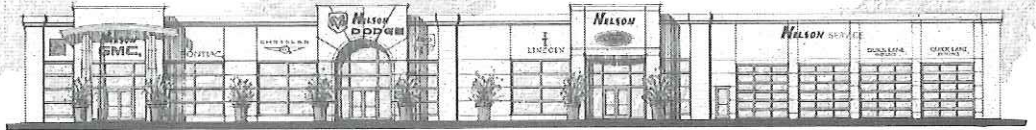
In compliance with the completed audits, we are sending the attached check for reimbursement for calculated overcharges on police units over the model years that were audited (2010 – 2017). The reimbursement includes the amount determined by the audit performed by the Minnesota Department of Administration Internal Auditor and the audit completed by the Minnesota Bureau of Criminal Apprehension (BCA), both completed in 2017. The MN Department of Administration audited contracts 440560, 438513, 56582, 89303, and 37669. The Minnesota BCA audited contract 83065.

Based on the State's audit report and the BCA's audit report the aggregate total due your department is:

Unit count: 1
Calculated overcharge reimbursement: \$341

Thank you for your patience as we all have waited for the audit results and final authority to release these funds. Your acceptance of the enclosed sum represents full and final acceptance of all restitution, repayment, or reimbursement due to you for all out-of-pocket

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2228 College Way • PO Box 635 • Fergus Falls, MN 56538-0635
218-998-8878 • 800-477-3013 • Fax 218-998-8810 • www.nelsonfergusfalls.com

expenses arising out of above indicated vehicle(s). Please return to the above address a signed copy of the enclosed Reimbursement Acceptance Form, as evidence that payment has been made to you.

If you disagree with in amounts indicated you are owed, or if you have any questions regarding this letter, please contact me at the below number or email and I will be able to coordinate getting questions answered with the State of Minnesota and/or County Attorney's office. We appreciate your attention to this matter, as well as your continued business.

Respectfully,

Scott Tietz
Commercial & Fleet Manager
218-998-8878 ext. 8846
stietz@nelsonfleet.com

CC Betsy Hayes, State Procurement Officer
Michelle Eldien, Otter Tail County Attorney's Office

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COTTONWOOD COUNTY PUBLIC WORKS DEPARTMENT

Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator
1355 9th Ave □ WINDOM, MN 56101

Ph. (507) 831-1389

Fax (507) 831-2367

February 27, 2018

Re: Building burning

This letter is sent as a reminder that the burning of buildings as a demolition method is illegal in Cottonwood County and is enforced by the Minnesota Pollution Control Agency along with County forces.

The Cottonwood County Solid Waste Department provides a **free** building inspection service which should be utilized prior to any building demolition. This inspection ensures that all hazardous materials, including asbestos, has been removed prior to demolition. Asbestos can be brought to the Cottonwood County Landfill, but must be done separately from the building itself. These measures improve safety for the demolisher, and is environmentally safer for everyone.

The only situation where the burning of a building is lawful under state & federal rules is if ALL prohibited materials are removed, an asbestos survey has been completed, and a 10 day notice has been completed prior to the burn and the resulting structure is clean, unadulterated wood.

NOTE: Fire training burns are still allowed if all of the standard requirements have been met prior to the burn.

If you need additional information or would like an inspection of a building please call the Cottonwood County Landfill at (507) 831-3781.

Feel free to contact myself or Donna Stresemann with any questions you may have regarding this matter.

Thank you,

Kyle Pillatzki
Assistant County Engineer/Solid Waste Administrator

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Pre-renovation or demolition requirements

Scope of this guidance

In Minnesota, hazardous and other problem wastes must be removed from a structure before it is renovated or demolished. The removed wastes must be managed properly through recycling or disposal. This fact sheet provides guidance in identifying hazardous and problem wastes and determining their proper disposal, but does not supersede any state or federal regulatory requirements applicable to a renovation or demolition project.

The Minnesota Pollution Control Agency's (MPCA) pre-renovation or demolition requirements apply to all structures in Minnesota, including residential, agricultural, governmental, commercial, and industrial structures. Note that there is no exemption from these requirements in Minnesota for farm buildings.

In addition to the Minnesota requirements, certain buildings built before 1978 may also be subject to federal requirements under the Repair, Renovation, and Painting Rule (RRP) of the U.S. Environmental Protection Agency (EPA). For more information on the RRP, visit the EPA at <http://www.epa.gov>.

Burning structures

In Minnesota, it is illegal for anyone to intentionally burn any structure, including a farm building. The only exception to this prohibition is for legitimate firefighter training. A legitimate firefighter training burn must include a prepared curriculum, specific training objectives, and documented post-training assessment. Burning a structure for disposal is not legitimate training. All of the pre-demolition requirements, including an asbestos survey and abatement, must be followed and a specific fire training burn permit obtained from the Minnesota Department of Natural Resources (DNR) prior to a legitimate firefighter training burn. For more information, contact the DNR as listed at the end of this fact sheet.

Notification

If you are going to renovate, demolish, or burn for legitimate fire training any structure regulated under the Federal National Emission Standard for Hazardous Air Pollutants (NESHAP) for asbestos, notify the MPCA at least ten working days prior to the start of the work. This NESHAP is found at 40 Code of Federal Regulations, Part 61, Subpart M. In general, all structures in Minnesota are regulated under this NESHAP except for residences having four dwelling units or less.

Note - Residential units may remain NESHAP-regulated under the following conditions: if they were converted from prior regulated uses regardless of the number of units; the demolition of multiple structures owned by the same party; or the demolition of any number of houses as part of an urban renewal project, a highway construction project; or a project to develop a shopping mall, industrial facility, or other commercial development.

Remember that whether subject to the NESHAP or not, asbestos work in structures may still be regulated under Minnesota Department of Health (MDH) requirements. For more information, contact the MDH as listed at the end of this fact sheet.

- For a renovation and for MDH-regulated work, notify the MPCA and MDH by submitting MPCA form #w-sw4-06, Notification of Asbestos Work, at <http://www.pca.state.mn.us/publications/w-sw4-06.pdf>.
- For a demolition or legitimate training burn, notify the MPCA by submitting MPCA form #w-sw4-21, Notification of Intent to Perform a Demolition, at <http://www.pca.state.mn.us/publications/w-sw4-21.pdf>.



Common wastes that must be removed before demolition

Type of waste	More information
Appliances; such as air conditioners and furnaces.	See MPCA hazardous waste fact sheet #w-hw3-02, <u>Recycling Appliances</u> , at http://www.pca.state.mn.us/publications/w-hw3-02.pdf .
Asbestos; such as pipe lagging and furnace flues. <i>*If any asbestos-containing material (ACM) is left in place in the portion of structure to be demolished, then all resulting debris must be managed and disposed as ACM.</i>	See MPCA webpage #482, <u>Asbestos Program</u> , at http://www.pca.state.mn.us/tchy7f7 .
Electronics; such as smoke alarms and home entertainment systems.	See MPCA hazardous waste fact sheet #w-hw4-15, <u>Managing Electronic Wastes</u> , at http://www.pca.state.mn.us/publications/w-hw4-15.pdf .
Environmental and safety system controls; such as thermostats and manometers.	See MPCA hazardous waste fact sheet #w-hw4-62, <u>Managing Universal Wastes</u> , at http://www.pca.state.mn.us/publications/w-hw4-62.pdf .
Hazardous waste; such as lawn chemicals and paints.	See MPCA hazardous waste fact sheet #w-hw3-12, <u>Managing Waste from Residential Properties</u> , at http://www.pca.state.mn.us/publications/w-hw3-12.pdf .
Lead-containing items; such as pipes and roof flashing. <i>*Lead paint may remain on the structure.</i>	See MPCA hazardous waste fact sheet #w-hw4-23, <u>Lead Paint Disposal</u> , at http://www.pca.state.mn.us/publications/w-hw4-23.pdf .
Lighting components; such as fluorescent/HID lamps and ballasts.	See MPCA hazardous waste fact sheet #w-hw4-62, <u>Managing Universal Wastes</u> , at http://www.pca.state.mn.us/publications/w-hw4-62.pdf .
Oils; such as fuel oil and hydraulic fluids.	See MPCA hazardous waste fact sheet #w-hw4-30, <u>Used Oil and Related Wastes</u> , at http://www.pca.state.mn.us/publications/w-hw4-30.pdf .
Refrigerants and halons; such as chillers and halon fire extinguishing equipment.	See MPCA webpage #62, <u>Chlorofluorocarbons (CFCs)</u> , at http://www.pca.state.mn.us/yhiz4b8 .
Solid wastes; such as furniture and window treatments.	
Submersible well pumps, which may contain polychlorinated biphenyls (PCBs) or mercury.	Search for MDH publication #141-0434, 'Sealing Unused Wells', at http://www.health.state.mn.us/ .
Any other wastes not acceptable at a disposal facility; such as radioactive or infectious wastes.	

Wastes that do not need to be removed before demolition

You do not need to test paint for lead or remove suspected or known lead paint from a structure if you are going to demolish the structure or if it will be burned for a legitimate firefighter training burn.

You also do not need to test caulking or paints for polychlorinated biphenyls (PCBs) or remove suspected or known PCB caulking or paint if you are going to demolish the structure. If the structure will be burned for firefighter training, however, the caulking and other sealants must be tested for PCBs and any PCB-containing caulking removed prior to the burn.

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