

Regular Council Meeting
Mountain Lake City Hall
Monday, May 1, 2017
6:30 p.m.

AGENDA

1. Meeting Called to Order
 - * Further information on agenda item is attached

2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s 9919899 – 9919935 (1-4)
 - b. Approval of Payroll Checks #'s 63133 - 63148
 - c. Approval of April 17 Council Minutes*(5-8)
 - d. Approval of March 8 Library Board Minutes, March Library Report, and March Library Expenditures*(9-11)
 - e. Approval of January 9, 2017 Tree Commission Minutes*(12)
 - f. Approve Street Closing for The Laker *(13)

3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council

4. Ordinance Revision
 - a. Utility*(14)
 - b. Sunday Off-Sale*(15)
 - c. Fire*(16-18)

5. 2017 Dust Control*(19-20)

6. Personnel
 - a. Summer Help
 - b. Economic Development Assistant Job Description*(21-23)
 - c. AFSCME Contract Approval – Contract is currently being reviewed.
 - d. Non-Union Wages

7. Council Organizational Items
 - a. Requests from Mt. Lake Public School Board*(24)
 - b. Consider Request for Proposals for City Attorney
 - c. Consider Video/Audio broadcasting/rebroadcasting Council Meetings*(25-26)
 - d. Consider Individual Council Member Facebook Pages

- e. Consider 'Coffee With the Council'

- 8. Administrator
 - a. Approve Revenue Recapture Contracts*(26-36)
 - b. FYI - Southwest Regional Development Commission (SRDC) Budget and Public Hearing*(27-28)

- 9. Adjourn

Upcoming Meetings:

Congressman Tim Walz, Southern MN Way of Life Tour, Tues. May 2, 1 to 2:30 pm,
City Hall

Local Board of Appeal and Equalization - Thurs. May 4, 5:30 – 6PM, City Hall

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*May 1, 2016
mtg
9919899-9919935*

April 2017 to May 2017

			Check Amt	Invoice	Comment
10100 United Prairie					
Paid Chk#	9919899	4/17/2017			AMBULANCE FUND
	E 231-42154-430	Miscellaneous	\$11.66		FOOD ON AMB RUN
		Total AMBULANCE FUND	\$11.66		
Paid Chk#	9919900	4/17/2017			DEMCO, INC
	E 211-45500-200	Office Supplies	\$142.03		LIBRARY OFFICE SUPPLIES
		Total DEMCO, INC	\$142.03		
Paid Chk#	9919901	4/17/2017			GUMDROP BOOKS
	E 211-45500-590	Capital Outlay Books	\$1,662.08		LIBRARY BOOKS
		Total GUMDROP BOOKS	\$1,662.08		
Paid Chk#	9919902	4/17/2017			HEIMAN FIRE EQUIPMENT--USE THI
	E 221-42200-404	Repairs/Maint Machinery/Equip	\$127.51	0856908-IN	FD-GLOVES
		Total HEIMAN FIRE EQUIPMENT--USE THI	\$127.51		
Paid Chk#	9919903	4/17/2017			INGRAM
	E 211-45500-590	Capital Outlay Books	\$467.25		LIBRARY BOOKS
	E 211-45500-592	A.V. Materials	\$21.98		LIBRARY AV
		Total INGRAM	\$489.23		
Paid Chk#	9919904	4/17/2017			SEBCO BOOKS
	E 211-45500-590	Capital Outlay Books	\$489.58		LIBRARY BOOKS
		Total SEBCO BOOKS	\$489.58		
Paid Chk#	9919905	4/17/2017			SOUTH CENTRAL REGIONAL FIRE
	E 221-42200-433	Dues and Subscriptions	\$50.00		2017 FIRE DEPT DUES
		Total SOUTH CENTRAL REGIONAL FIRE	\$50.00		
Paid Chk#	9919906	4/17/2017			VERIZON
	E 101-42100-321	Telephone	\$9.05		PD CELL PHONE
	E 231-42154-321	Telephone	\$9.05		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
		Total VERIZON	\$123.13		
Paid Chk#	9919907	4/27/2017			AFLAC
	G 101-21713	AFLAC	\$186.96		
		Total AFLAC	\$186.96		
Paid Chk#	9919908	4/27/2017			AFSCME COUNCIL 65
	G 101-21707	Union Dues	\$154.86		
		Total AFSCME COUNCIL 65	\$154.86		
Paid Chk#	9919909	4/27/2017			BCBS/HSA
	G 101-21714	HSA	\$443.85		
		Total BCBS/HSA	\$443.85		
Paid Chk#	9919910	4/27/2017			COMMISSIONER OF REVENUE
	G 101-21702	State Withholding	\$771.95		
		Total COMMISSIONER OF REVENUE	\$771.95		
Paid Chk#	9919911	4/27/2017			GISLASON & HUNTER
	G 101-21712	Garnishments	\$362.72		

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April 2017 to May 2017

			Check Amt	Invoice	Comment
Total GISLASON & HUNTER			\$362.72		
Paid Chk#	9919912	4/27/2017	INTERNAL REVENUE SERVICE		
	G 101-21701	Federal Withholding	\$1,773.83		
	G 101-21703	FICA Tax Withholding	\$2,447.06		
	Total INTERNAL REVENUE SERVICE		\$4,220.89		
Paid Chk#	9919913	4/27/2017	PERA		
	G 101-21704	PERA	\$4,369.48		
	Total PERA		\$4,369.48		
Paid Chk#	9919914	4/27/2017	SW/WC SERVICE COOPERATIVES		
	G 101-21708	Employee Paid Health Insurance	\$1,373.66		
	Total SW/WC SERVICE COOPERATIVES		\$1,373.66		
Paid Chk#	9919915	4/27/2017	VALIC		
	G 101-21705	VALIC	\$388.00		
	Total VALIC		\$388.00		
Paid Chk#	9919916	5/1/2017	MUNICIPAL UTILITIES		
	E 101-43160-381	Electric Utilities	\$3,495.17		MARCH STREET LIGHTING
	Total MUNICIPAL UTILITIES		\$3,495.17		
Paid Chk#	9919917	5/1/2017	MUNICIPAL UTILITIES		
	E 101-00000-430	Miscellaneous	\$341.98		5 YR PRAXAIR LEASE
	Total MUNICIPAL UTILITIES		\$341.98		
Paid Chk#	9919918	5/1/2017	FRONTIER		
	E 211-45500-321	Telephone	\$68.67		LIBRARY PHONE BILL-507-427-2506
	Total FRONTIER		\$68.67		
Paid Chk#	9919919	5/1/2017	AMAZON		
	E 211-45500-590	Capital Outlay Books	\$368.34		LIBRARY
	Total AMAZON		\$368.34		
Paid Chk#	9919920	5/1/2017	DENNIS HULZEBOS		
	E 101-45186-400	Janitor-Repairs/Maint	\$250.00		MAY MAINT AT SR CTR
	E 211-45500-400	Janitor-Repairs/Maint	\$345.00		MAY MAINT AT LIBRARY
	Total DENNIS HULZEBOS		\$595.00		
Paid Chk#	9919921	5/1/2017	EXPERT T BILLING		
	E 231-42154-300	Professional Svcs	\$621.00	3501	MARCH AMBULANCE BILLING
	Total EXPERT T BILLING		\$621.00		
Paid Chk#	9919922	5/1/2017	FRONTIER		
	E 101-41400-321	Telephone	\$165.32		CITY HALL PHONE-427-2999
	E 101-42100-321	Telephone	\$208.28		POLICE DEPT PHONE-427-3403
	E 101-43100-321	Telephone	\$71.51		STREET DEPT PHONE-427-2997
	E 101-45186-321	Telephone	\$68.00		SR CTR PHONE-427-2151
	E 205-46500-321	Telephone	\$37.50		EDA PORTION OF DSL & 427-2999
	E 101-00000-430	Miscellaneous	\$87.03		UT-PHONE
	Total FRONTIER		\$637.64		
Paid Chk#	9919923	5/1/2017	GREATAMERICA FINANCIAL SVCS		
	E 101-00000-430	Miscellaneous	\$8.43	20511721	CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
	E 101-41400-200	Office Supplies	\$26.35	20511721	OFFICE-MONTHLY COLOR COPY MACHINE LEASE
	E 101-42100-200	Office Supplies	\$8.78	20511721	PD-MONTHLY COLOR COPY MACHINE LEASE

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April 2017 to May 2017

			Check Amt	Invoice	Comment
E 101-00000-430	Miscellaneous		\$91.31	20511721	UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62	20511721	EDA-MONTHLY COLOR COPY MACHINE LEASE
Total GREATAMERICA FINANCIAL SVCS			\$140.49		
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Paid Chk#	9919924	5/1/2017	INDOFF INCORPORATED		
E 101-41400-200	Office Supplies		\$11.52	2932267	2 REAMS COLORED PAPGER
Total INDOFF INCORPORATED			\$11.52		
<hr/>					
Paid Chk#	9919925	5/1/2017	JOHN YSKER		
E 101-43240-111	Contract		\$250.00		MAY DUMP SALARY
Total JOHN YSKER			\$250.00		
<hr/>					
Paid Chk#	9919926	5/1/2017	MINNESOTA ENERGY RESOURCE CORP		
E 101-41400-383	Gas Utilities		\$150.34		CITY HALL GAS-ACCT#4346780-2
E 221-42200-383	Gas Utilities		\$122.59		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#4296165-6
E 231-42154-383	Gas Utilities		\$60.38		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-43100-383	Gas Utilities		\$199.28		STREET GARAGE GAS-ACCT#4092120-7
E 211-45500-383	Gas Utilities		\$103.49		LIBRARY GAS-ACCT#4134278-3
E 101-45186-383	Gas Utilities		\$79.50		SR CTR GAS-ACCT#4010846-6
al MINNESOTA ENERGY RESOURCE CORP			\$715.58		
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Paid Chk#	9919927	5/1/2017	MINNESOTA MUTUAL LIFE		
E 101-42100-135	Employer Paid Other		\$1.70		MAY BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$6.80		MAY LIFE INS-POLICE DEPT
E 101-41400-134	Employer Paid Life		\$1.70		MAY WENDY FAST-LAKER APTS-LIFE INS
E 211-45500-134	Employer Paid Life		\$1.70		MAY LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.06		MAY LIFE INS-ST DEPT
E 101-41400-134	Employer Paid Life		\$3.40		MAY LIFE INS-OFFICE
E 101-45200-134	Employer Paid Life		\$1.02		MAY LIFE INS-PARKS DEPT
E 101-46200-134	Employer Paid Life		\$1.02		MAY LIFE INS-CEMETERY
E 205-46500-134	Employer Paid Life		\$1.70		MAY LIFE INS-EDA ROB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$25.30		MAY LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$10.90		MAY LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$12.00		MAY LIFE INS-STEVE PETERS
Total MINNESOTA MUTUAL LIFE			\$70.30		
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Paid Chk#	9919928	5/1/2017	MUNICIPAL UTILITIES		
E 101-45200-380	Elec,Water,Sewer		\$16.90		LAWCON PARK
E 101-41400-380	Elec,Water,Sewer		\$324.38		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$126.22		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$307.56		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$229.28		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$113.53		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$55.92		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$260.01		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$6.64		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$12.88		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45200-380	Elec,Water,Sewer		\$16.77		UT AT CITY PARK SHELTERHOUSE
Total MUNICIPAL UTILITIES			\$1,470.09		
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Paid Chk#	9919929	5/1/2017	MUSKE, MUSKE, SURHOFF		
E 101-41400-304	Legal Fees		\$1,400.00		MAY LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF			\$1,400.00		
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Paid Chk#	9919930	5/1/2017	PETERSON DRUG & GIFTS		

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April 2017 to May 2017

	Check Amt	Invoice	Comment
E 101-42100-200 Office Supplies	\$8.54	3/16/17	PD-BATTERY
E 231-42154-210 Operating Supplies	\$7.78	3/20/2017	AMB-GARBAGE BAGS,BANDAIDS
E 101-45183-430 Miscellaneous	\$4.79	3/24/2017	CAMPGROUND-THUMBSTACKS,PUSHPINS
Total PETERSON DRUG & GIFTS	\$21.11		
Paid Chk# 9919931 5/1/2017 PRAXAIR			
E 231-42154-210 Operating Supplies	\$122.98	76936320	OXYGEN FOR AMBULANCE
Total PRAXAIR	\$122.98		
Paid Chk# 9919932 5/1/2017 ROGOTZKE COMMUNICATIONS			
E 101-45183-530 Improvements Other Than Bldgs	\$425.00		INSTALL TOWER AT CAMPGROUND
Total ROGOTZKE COMMUNICATIONS	\$425.00		
Paid Chk# 9919933 5/1/2017 SECRETARY OF STATE			
E 211-45500-430 Miscellaneous	\$40.00		UCC FILING FEE FOR LIBRARY ROOF LOAN
Total SECRETARY OF STATE	\$40.00		
Paid Chk# 9919934 5/1/2017 TITAN PRO			
E 101-45200-402 Repairs/Maint- Ground	\$250.00	24639	PARKS-GRASS SEED
E 101-45200-402 Repairs/Maint- Ground	\$54.01	25199	PARKS-24D
Total TITAN PRO	\$304.01		
Paid Chk# 9919935 5/1/2017 TODD HINES REPAIR LLC			
E 101-43100-404 Repairs/Maint Machinery/Equip	\$193.50		DOT 7,11,14
Total TODD HINES REPAIR LLC	\$193.50		
10100 United Prairie	\$26,659.97		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$21,288.09
205 ECONOMIC DEVELOPMENT AUTHORITY	\$44.82
211 LIBRARY FUND	\$3,970.13
221 FIRE DEPT FUND	\$413.63
231 AMBULANCE FUND	\$923.78
607 EDA----4 PLEX FUND	\$6.64
608 EDA----8 PLEX FUND	\$12.88
	\$26,659.97

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, April 17, 2017
6:30 p.m.

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

Members Absent: Mike Nelson

Staff Present: Wendy Meyer, Clerk/Administrator; Maryellen Suhrhoff, City Attorney, Muske, Muske, and Suhrhoff; Doug Bristol, Police Chief; Tim Coners, Fire Chief

Others Present: Rachel Yoder, Gloria McKissick, Doug Regehr

Call to Order

The meeting was called to order by Acting Mayor David Savage at 6:30 P.M. Motion by Kass, seconded by Ysker, to add to the agenda 2P. Appoint Jim McDonald to the Housing and Redevelopment Authority Board; 4B. Fire Department Equipment Purchase; 6A. Resolution #7-17 Discussion; and 9C. Resignations; and remove 4A. Oath of Office. Motion carried unanimously. Motion by Ysker, seconded by Kass, to adopt the agenda as amended and approve the consent agenda as amended. Motion carried unanimously.

Bills: Check #'s 9919849 - 9919898; 482E

Payroll Checks #'s 63103 - 63132

April 3 Council Minutes

March 7 Police Commission Minutes

March 23 Utility Commission Minutes

March 13 Lake Commission Minutes

March 10 EDA Minutes

Authorize Rural Fire Dept. Volunteer Fire Assistance Matching Grant Proposal

Accept Resignation of Wendelyn Voshage, Ambulance Service, as of Jan. 1, 2017

Hire Candace James, Library Assistant, as of March 29, 2017

Hire Ryan Hillesheim, Part-Time Police Officer, as of March 31, 2017

Approve Street Closings for Pow Wow, June 18 through June 20

Adopt Resolution #10-17, Permit Pow Wow Raffle

Adopt Resolution #9-17, Declaring April 28 Arbor Day in Mt. Lake

Approve Fire and Ambulance Contracts

DRAFT

Appoint Jim McDonald to Housing and Redevelopment Authority Board, term ends 12/31/18

Public

Rachel Yoder, member of the Friends of the Pool discussed the swimming beach at Lawcon Park with the council.

Police Department Squad Car Purchase

Chief Bristol reviewed the squad state bid price and vehicle equipment quotes with the council. Total cost is \$40,338; funds from the police savings account will cover the cost. Motion by Ysker, seconded by Kass, authorizing the chief to order a 2017 Ford Explorer and the other needed equipment. Motion carried unanimously. Vehicle delivery is expected no sooner than 90 days.

Fire Department Equipment Purchase

Chief Coners presented three quotes for a customized bed for the 2005 pick-up. The department purchased a bed for the 2015 pick-up and now wants one for the second pick-up as it allows for better storage and quicker access to equipment. Motion by Kruser, seconded by Kass, to purchase a customized bed from Janzen Fabrication and Repair at a cost of \$7,500. Motion carried unanimously. Charitable gambling proceeds and department reserves will pay for the purchase.

Friends of the Pool Proposal

The Friends want to give a heated warming house to the city to be placed at the ice rink on public school property. The school district is willing to allow the building on their property if the city furnishes liability insurance, electricity and any necessary supervision. A volunteer floods the rink and will continue to do so. Finding a person to provide supervision and warming house hours were discussed. Motion by Kass, seconded by Ysker, to accept the warming house, and furnish liability insurance, electricity, and supervision as requested by the school. Motion carried unanimously.

Resolution #7-17, Approving the Issuance of General Obligation Bonds, Series 2017B

The bonds, not to exceed \$3,000,000, are being sold to pay for infrastructure in the city's new commercial/industrial park at the southwest corner of the city. Kruser state her concerns with the bond sale due to the lack of a clear plan to market and sell lots in the park; and the lack of businesses that have committed to locating there. Various aspects, costs and concerns of the project including delaying the bond sale and development of the park for a year or two were discussed. Construction of a spec building on the remaining lot in Jenny's Subdivision is another

DRAFT

concern. Rob Anderson, Mt. Lake EDA, attends quarterly Community Venture Network meetings where growing metro area businesses and out-state MN communities have an opportunity to meet and explore expansion opportunities in out-state MN. Anderson has offered that many of the businesses need an existing building that is tenant ready; there is no EDA plan in place to build a spec building. Motion by Kruser, seconded by Kass, to rescind Resolution #7-17. Voting Aye: Kass, Kruser. Voting Nay: Savage, Ysker. Motion failed due to a tie.

McKinstry Essention LLC Contract

The city will be replacing all street light lamps with light emitting diodes (LEDs) and is hiring McKinstry to assist with the purchase and installation. The LEDs will be paid for through electricity savings. Motion by Ysker, seconded by Kass, to approve the contract with McKinstry. Motion carried unanimously.

Second Reading Ordinance #2-17, Chapter 3, Utility Bills and Contract for Deed

The ordinance makes both vendors (sellers) and vendees (buyers) in contract for deed agreements responsible for the payment of utilities. There were no comments or questions from the public. No action taken.

Second Reading, Ordinance #3-17, Chapter 5, Alcoholic Beverages Licensing and Regulation

Amendments are needs to the chapter conforms to the state statute regarding Sunday off-sale liquor that becomes effective July 1, 2017. There were no comments or questions from the public. No action taken.

Second Reading, Ordinance #4-17 Establishing Fees For Emergency Protection Fire Services

The current ordinance, #2-17, does not give the city the authority to certify unpaid fire service charges for collection with property taxes. State law gives the city this power if adopted by municipal ordinance. There were no comments or questions from the public. No action taken.

Review of Fund Balances as of 4-12-17 and First Quarter 2017 Revenues and Expenditures

First quarter revenue, expenses and fund balances were reviewed and discussed. No action taken.

Summer Employment

The number of applications received and the hiring process were briefly discussed.

Lawcon Park Beach Project

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The Lake Commission intends to increase the usage of the beach area in Lawcon Park with the addition of benches and a fire ring. An agriculture class at Mt. Lake Public School would provide the labor. A grant application is being prepared for submission to the Mt. Lake Area Foundation. Motion by Kass, seconded by Kruser, to approve the project and submit the grant. Motion carried unanimously.

Marva Ott Retirement

Ott's last day of work is June 30. Motions by Kruser, seconded by Kass, to accept the letter of retirement, thank Marva for her 15 years of service to the city, Economic Development Authority and Chamber of Commerce, and authorize filling the position. Motion carried unanimously. The process to fill the position will begin immediately.

Kevin Krahn Retirement

Krahn's last day of work is December 31. Motion by Ysker, seconded by Kruser, to accept the letter of retirement, thank Kevin for his 28 years of service to the city and utility, and authorize filling the position. Motion carried unanimously.

American Federation of State, County and Municipal Employees (AFSCME) Mediation and Tentative Agreement

Motion by Kass, seconded by Ysker, to adjourn the meeting. Motion carried unanimously. Immediately following adjournment it was realized that the tentative agreement with the union reached earlier in the day during mediation had not been approved. Motion by Ysker, seconded by Kruser, to re-open the meeting. Motion carried unanimously. The agreement calls for the establishment of a nine step salary matrix. Placement on the matrix will be determined by years of service in ten year increments. There are changes to the division of health care premium costs between employee and employer, an increase in on-call pay, and contract language changes. Motion by Ysker, seconded by Savage, to approve the agreement. Motion carried unanimously. The complete contract will be approved by the council after it is received and reviewed.

Adjourn

The meeting was adjourned at 8:45 PM.

ATTEST:

Wendy Meyer, Clerk/Administrator

Mountain Lake Public Library Board Minutes
March 8, 2017

Members Present: Marci Balderas, Dennis Cords, Barrie Wright, Diane Englin, Carol Lehman, director

Members Absent: Vickie Krueger

Others Present: None

The meeting was called to order at 4:07 p.m. by chairman, Barrie Wright.

M/S/P Englin/Cords to approve the minutes of the February 8, 2017 meeting.

Carol presented the February monthly report indicating 2,695 total circulation and expenditures in the amount of \$1,869.12. **M/S/P Cords/Balderas** to accept the February report as given and to approve the February expenditures.

Old Business: The PCLS bus trip to see West Side Story at the Ordway Theater is scheduled for Saturday, April 9, 2017. The drawing for 6 local ticket winners will be March 27. This event is funded with money from Minnesota's Arts and Cultural Heritage Fund.

New Business: Stan Tekiela, naturalist, photographer, and author will present a library program during National Library Week. His program will be "Uncommon Facts about Common Birds" on Tuesday, April 11, 2017 at 6:30 pm.

Library activity report for February was given.

Meeting adjourned at 5:30 p.m. by chairman, Barrie Wright.

NEXT MEETING: April 12, 2017 – 4:00 p.m.

Respectfully submitted,

Marci Balderas, secretary

CITY OF MOUNTAIN LAKE

PUBLIC LIBRARY REPORT

MONTH OF March, 2017

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____
TOTAL CIRCULATION	<u>3,086</u>

Interlibrary loan sent	<u>351</u>
Interlibrary loan received	<u>320</u>
TOTAL ILL	<u>671</u>
ILL NON SYSTEM	<u>71</u>

RECEIPTS

Cash income	<u>206.00</u>
Donations (monetary)	_____
County Revenue	_____
Misc. Revenue	<u>2.75</u> (Print outs)
Fines	<u>9.50</u>
Meeting room rental	_____
Sale of supplies	_____
TOTAL RECEIPTS	<u>\$218.25</u>

EXPENDITURES

Books	_____
Periodicals	<u>20.00</u>
Audio-visual	<u>174.21</u>
Supplies	<u>142.03</u>
206. Postage	<u>206.00</u>
Miscellaneous	_____
Telephone	<u>63.89</u>
Repairs & maintenance (painter)	<u>345.00</u>
Repairs & maint. of equipment	_____
Project expense	_____
Capital outlay	_____
Automation	_____
Gas Utilities	<u>163.61</u>
TOTAL EXPENDITURES	<u>\$3,952.38</u>

(10)

LIBRARY DIRECTOR Carol Lehman

LIBRARY EXPENDITURES - MARCH 2017

Demco	Supplies	\$142.03
Frontier	Telephone Expense	\$63.89
Gumdrop Books	Books	\$1,662.08
Dennis Hulzebos	Repairs & Maint. - Janitorial	\$345.00
Ingram	Books 467.25 / AV 21.98	\$489.23
The Magnolia Journal	Periodicals - 2 yr.	\$20.00
MN Energy Resources	Gas Utilities	\$163.61
Sarah Morey	Books	\$38.97
Sebco Books	Books	\$489.58
Synchrony Bank/Amazon	Books 179.76 / AV 152.23	<u>\$331.97</u>
		\$3,746.36
	Cash Expenditures	<u>\$206.00</u>
	TOTAL	\$3,952.36

City of Mountain Lake
Tree Commission meeting
1-9-17

Members present: David Bucklin, Steve Harder, Gary Hildebrandt, Jerry Logue

Others present: Mike Nelson

-David Bucklin called the meeting to order

-David Bucklin was unanimously elected as Chairman

-Motion to accept minutes by Jerry. Second by Steve. Carried.

-\$3000 Budget was discussed

-2017 Tree Program

-David went over the prioritized list of trees that meet the removal and replacement requirements.

7 trees met these requirements - See list of approved applicants.

5 trees go to the Heritage Village (trees were removed in 2016 but not replaced)

6 more possibly to utilities, if residents choose to replant

1 more to a resident who is not removing a tree

-approximately 30 trees were ordered

-looking for more possible planting locations

-Discussed the need for one more member. If you know of someone that would be interested let Mike know.

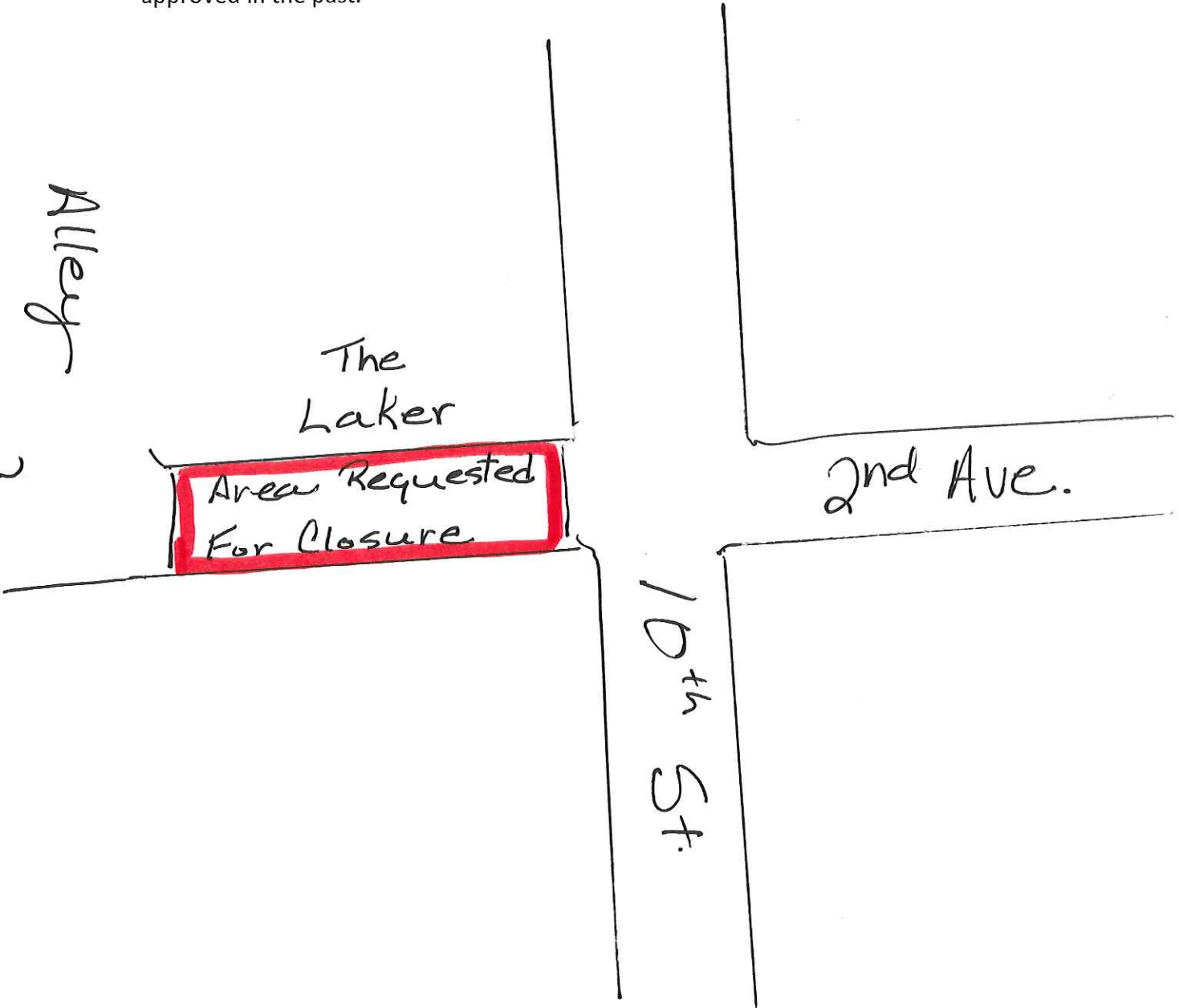
-Meeting adjourned

Minutes approved April 18, 2017.

RE: The Laker Request to Close Street

The City has received a request from Diane Radtke, The Laker Bar and Grill, to close a portion of Second Avenue on Monday, June 19 for Pow Wow from 5PM to 12:30 AM.

The area being requested for closure has the same boundaries as the area requested and approved in the past.



CITY OF MOUNTAIN LAKE, MN

ORDINANCE #2-17

AN ORDINANCE AMENDING MOUNTAIN LAKE CITY CODE

CHAPTER 3
MUNICIPAL UTILITIES - RULES AND REGULATIONS,
RATES, CHARGES AND COLLECTIONS

SECTION 3.05
RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES.

SUBDIVISION 8
MUNICIPAL UTILITY SERVICES AND CHARGES A LIEN

Be it ordained by the City Council of the City of Mountain Lake that existing Subdivision 8 of Section 3.05 of Mountain Lake City code is amended by adding a new Paragraph D. and re-lettering existing paragraph D to E and existing paragraph E. to F.

Subdivision 8 Municipal Utility Services and Charges a Lien

D. Contract for Deed: Both vendors (sellers) and vendees (buyers) are responsible for payment of utilities. Vendors are responsible to pay in the event a contract is cancelled for default. In any case, unpaid utilities may be made a lien upon the premises as provided in Paragraph E of this section.

Adopted by the Mountain Lake City Council this First day of May, 2017.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Butterfield Advocate on _____, 2017.

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CITY OF MOUNTAIN LAKE, MN

ORDINANCE #3-17

**AN ORDINANCE OF THE CITY OF MOUNTAIN LAKE AMENING
REGULATION OF OFF-SALE BEER AND LIQUOR SALES.**

The City Council of the City of Mountain Lake ordains that Section 5.33 and Section 5.41 of Chapter 5 of the Mountain Lake City Code are amended as follows:

SECTION 5.33 HOURS AND DAYS OF BEER SALES.

No sale of beer shall be made between the hours of 1:00 o'clock a.m. and 8:00 o'clock a.m. on any day, Monday through Saturday, inclusive. Neither shall any on-sale beer sale be made on any Sunday. Off-sale beer sales may be made on Sunday between the hours of 11:00 o'clock a.m. and 6:00 o'clock p.m.

SECTION 5.41 HOURS AND DAYS OF LIQUOR SALES

No sale of liquor shall be made between the hours of 1:00 o'clock a.m. and 8:00 o'clock a.m. on any day, Monday through Saturday, inclusive. Neither shall any on-sale liquor sale be made on any Sunday. Off-sale liquor sales may be made on Sunday between the hours of 11:00 o'clock a.m. and 6:00 o'clock p.m.

Passed and approved this First day of May, 2017.

Mike Nelson, Mayor

ATTEST:

City Administrator

Published in the Mountain Lake Observer on _____, 2017.

ORDINANCE NO. 4-17
AN ORDINANCE ESTABLISHING FEES
FOR EMERGENCY PROTECTION FIRE SERVICES

**THE CITY COUNCIL OF THE CITY OF MOUNTAIN LAKE, MINNESOTA
DOES ORDAIN:**

SECTION ONE: PURPOSES AND INTENT

This ordinance is adopted for the purpose of authorizing the City of Mt. Lake to charge for fire service as authorized by Minn. Stat. §§ 366.011, 366.012, and 415.01.

SECTION TWO: DEFINITIONS

(A) "Fire service" means any deployment of fire fighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area threatened by fire. It also includes the deployment of firefighting personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occasionally occur.

(B) "Fire service charge" means the charge imposed by the City for receiving fire service.

(C) "Motor vehicle" means any self-propelled vehicle designed and originally manufactured to operate primarily upon public roads and highways, and not operated exclusively upon railroad tracks. It includes semi-trailers. It does not include snowmobiles, manufactured homes, all-terrain vehicles, or park trailers.

(D) "Fire protection contract" means a contract between the City and a township or other city for the City to provide fire service.

(E) "Mutual aid agreement" means an agreement between the City and a township or other city for the City's fire department to provide assistance to the fire department of a township or other city.

SECTION THREE: PARTIES AFFECTED

(A) Owners of property within the City who receive fire service.

(B) Anyone who receives fire service as a result of a motor vehicle accident or fire within the City.

(C) Owners of property in townships or cities to which the City provides fire service pursuant to a fire protection contract.

SECTION FOUR: BILLING AND COLLECTION

(A) Parties requesting and receiving fire services will be directly billed by the City of Mountain Lake within 14 days of the fire service. Additionally, if the party receiving fire services did not request services but a fire or other situation exists, which at the discretion of the fire department personnel in charge requires fire service; the party will be charged and billed. All parties will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a party's insurance remains a debt of the party receiving the fire service.

(B) Parties billed for fire service will have 45 days to pay. If the fire service charge is not paid by that time, it will be considered delinquent and the City will send a notice of delinquency.

(C) If the fire service charge remains unpaid for 30 days after this notice of delinquency is sent, the City will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection cost incurred by the City including, but not limited to, reasonable attorney fees and court costs.

(D) If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also before the end of each year certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with taxes. The county auditor is responsible for remitting to the city all charges collected on behalf of the city. The City must give the property owner notice of its intent to certify the unpaid fire service charge prior to certifying the unpaid charge to the county auditor.

(E) False alarms will be billed the same as a fire call. Fire service charges will be determined by the City Council. . .

SECTION FIVE: MUTUAL AID AGREEMENT

When the City fire department provides fire service to another fire department pursuant to a Mutual Aid Agreement, the billing will be determined by the Mutual Aid Agreement.

SECTION SIX: APPLICATION OF COLLECTIONS TO BUDGET

All collected fire charges will be city funds and used to offset the expenses of the City fire department in providing fire services.

SECTION EIGHT: EFFECTIVE DATE

The ordinance shall become effective upon publication in the Mt. Lake/Butterfield Observer/Advocate.

Passed by the Council this First day of May, 2017.

Mike Nelson, Mayor

Attest:

Wendy Meyer, Clerk/Administrator

NOTICE OF ADOPTION

CITY OF MOUNTAIN LAKE, MN

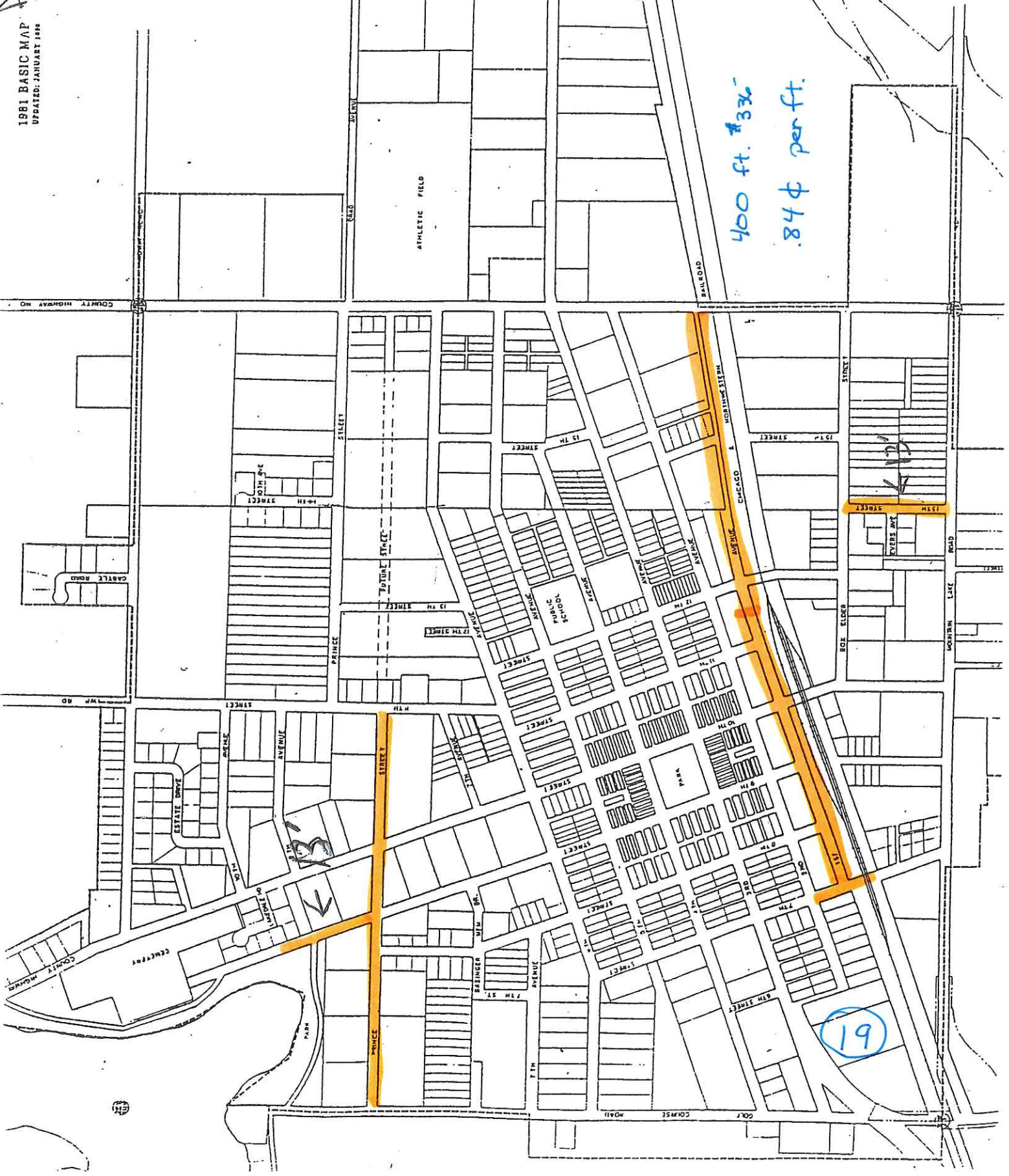
ORDINANCE #4-17

**AN ORDINANCE AMENDING ORDINANCE #2-07 ESTABLISHING FEES FOR
EMERGENCY PROTECTION FIRE SERVICES**

The City of Mountain Lake Council at its May 1, 2017 meeting adopted Ordinance #4-17. The ordinance removes the fire service charge of \$500. The fee will now be reviewed and set by the Mt. Lake City Council on a yearly basis in conjunction with the review and setting of other city and utility fees. Ordinance #4-17 also enables the City Council to certify any unpaid fire service charge to the county auditor in which the recipient of the service owns real property for collection with taxes if the recipient does not paid the charge within the timelines currently in Ordinance #2-07. The city must give the property owner notice of its intent prior to the certification of the unpaid charge. A complete copy of the entire ordinance is available at Mountain Lake City Hall, 930 Third Avenue, Mountain Lake, MN.

Next Century 2017

1981 BASIC MAP
UPDATED: JANUARY 1986



400 ft. \times 336
.84¢ per ft.

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Act Code	Last Dim Descr	2017 Budget	2017 YTD Amt	Balance	2018 Budget
Dept 42110 Police Commission					
101-42110-100	Wages and Salaries	\$550.00	\$0.00	\$550.00	\$0.00
101-42110-122	FICA	\$42.00	\$0.00	\$42.00	\$0.00
Dept 42110 Police Commission		\$592.00	\$0.00	\$592.00	\$0.00
Dept 42500 Civil Defense					
101-42500-404	Repairs/Maint Machinery/E	\$0.00	\$1,017.45	-\$1,017.45	\$0.00
Dept 42500 Civil Defense		\$0.00	\$1,017.45	-\$1,017.45	\$0.00
Dept 43100 Hwys, Streets, & Roads					
101-43100-100	Wages and Salaries	\$80,814.24	\$24,465.60	\$56,348.64	\$0.00
101-43100-102	Full-Time Employees Overti	\$4,000.00	\$852.42	\$3,147.58	\$0.00
101-43100-121	PERA	\$6,061.07	\$1,898.79	\$4,162.28	\$0.00
101-43100-122	FICA	\$6,182.29	\$1,632.84	\$4,549.45	\$0.00
101-43100-130	Employer Paid HSA	\$5,940.00	\$2,970.00	\$2,970.00	\$0.00
101-43100-131	Employer Paid Health	\$26,556.00	\$11,728.62	\$14,827.38	\$0.00
101-43100-134	Employer Paid Life	\$41.00	\$12.24	\$28.76	\$0.00
101-43100-141	Admin Fees-HSA	\$46.00	\$11.40	\$34.60	\$0.00
101-43100-151	Worker s Comp Ins Prem	\$7,000.00	\$0.00	\$7,000.00	\$0.00
101-43100-200	Office Supplies	\$250.00	\$194.46	\$55.54	\$0.00
101-43100-212	Motor Fuels	\$14,000.00	\$2,480.67	\$11,519.33	\$0.00
101-43100-215	Shop Supplies	\$750.00	\$238.26	\$511.74	\$0.00
101-43100-226	Sign Repair Materials	\$500.00	\$1,113.48	-\$613.48	\$0.00
101-43100-303	Engineering Fees	\$250.00	\$0.00	\$250.00	\$0.00
101-43100-308	Training & Instruction	\$2,650.00	\$1,800.00	\$850.00	\$0.00
101-43100-321	Telephone	\$650.00	\$210.23	\$439.77	\$0.00
101-43100-323	Radio/Pager maintenance	\$324.00	\$0.00	\$324.00	\$0.00
101-43100-361	General Liability Ins	\$250.00	\$0.00	\$250.00	\$0.00
101-43100-362	Property Ins	\$3,000.00	\$0.00	\$3,000.00	\$0.00
101-43100-363	Automotive Ins	\$4,800.00	\$0.00	\$4,800.00	\$0.00
101-43100-380	Elec,Water,Sewer	\$2,300.00	\$685.67	\$1,614.33	\$0.00
X 101-43100-383	Gas Utilities	\$5,500.00	\$1,560.39	\$3,939.61	\$0.00
101-43100-384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00
101-43100-401	Repairs/Maint Buildings	\$1,000.00	\$317.33	\$682.67	\$0.00
101-43100-404	Repairs/Maint Machinery/E	\$13,000.00	\$7,626.26	\$5,373.74	\$0.00
101-43100-410	Rentals/Lease	\$500.00	\$0.00	\$500.00	\$0.00
101-43100-430	Miscellaneous	\$1,000.00	\$440.42	\$559.58	\$0.00
101-43100-433	Dues and Subscriptions	\$75.00	\$20.00	\$55.00	\$0.00
101-43100-510	Land	\$0.00	\$0.00	\$0.00	\$0.00
101-43100-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00
101-43100-530	Improvements Other Than	\$0.00	\$0.00	\$0.00	\$0.00
101-43100-540	Heavy Machinery	\$25,000.00	\$0.00	\$25,000.00	\$0.00
101-43100-550	Motor Vehicles	\$20,000.00	\$0.00	\$20,000.00	\$0.00
101-43100-560	Furniture and Fixtures	\$0.00	\$0.00	\$0.00	\$0.00
101-43100-580	Other Equipment	\$6,500.00	\$0.00	\$6,500.00	\$0.00
Dept 43100 Hwys, Streets, & Roads		\$238,939.60	\$60,259.08	\$178,680.52	\$0.00
Dept 43121 Paved Streets					
101-43121-224	Street Maint Materials	\$20,000.00	\$62.50	\$19,937.50	\$0.00
* 101-43121-225	Seal Coat/Crack Filling	\$30,000.00	\$15,201.50	\$14,798.50	\$0.00
101-43121-403	Improvements Other Than	\$0.00	\$0.00	\$0.00	\$0.00
101-43121-500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Dept 43121 Paved Streets		\$50,000.00	\$15,264.00	\$34,736.00	\$0.00
Dept 43124 Sidewalks and Crosswalk					
101-43124-216	Chemicals and Chem Produ	\$1,500.00	\$72.80	\$1,427.20	\$0.00
101-43124-530	Improvements Other Than	\$0.00	\$0.00	\$0.00	\$0.00

**City of Mountain Lake
Job Description**

Job Title: Economic Development Assistant **Department:** Economic Development

Supervisor: Economic Development Coordinator **Classification:** Part-time; Non-Union; Non-exempt

Work Schedule

Hours of work are structured to meet service demands and the needs of the public served. The incumbent will be scheduled for variable hours, not to exceed 20 hours per week, Monday-Friday. Evening and weekend hours may be required.

Description of Work

Under direct supervision of the Economic Development Coordinator, the Economic Development Assistant is responsible for assisting the Economic Development Coordinator in carrying out duties for the department; assisting in marketing functions; assisting in the loan application process and collecting payments; performing preparation and follow up functions for Economic Development Authority meetings; assisting the Mountain Lake Chamber of Commerce; overseeing financial obligations and marketing efforts for Heritage Estates and Mason Manor; carrying out management duties for Heritage Estates and Mason Manor; and performing other related functions as assigned or apparent.

Essential Functions of the Job

- Assists the Economic Development Coordinator in carrying out duties for the department. Performs basic office duties including answering telephones, drafting correspondences, preparing documents and reports, and maintaining an accurate filing system. Assists in new housing development and oversees construction projects. Assists the Economic Development Coordinator in preparing the department's budget. Performs research for various projects requested by the Economic Development Coordinator. Files required reports with the MN Department of Employment and Economic Development (DEED). Meets with the Economic Development Coordinator and Economic Development Authority board members throughout the course of performing required activities.
- Assists in marketing functions. Assists in drafting brochures, posters, certificates and other materials as needed. Develops ways to market the community and businesses.
- Assists in the loan application process and in collecting payments. Drafts documents as related to loans or purchases by the Economic Development Authority. Keeps track of loan payments and contacts payees to keep loans current. Reviews all legal documents and real estate transactions and contacts attorney as needed.
- Performs preparation and follow up functions for Economic Development Authority meetings. Schedules meetings and notifies board and committee members of meeting times and dates. Attends all EDA and committee meetings and other meetings as directed. Records minutes and financial notes for all meetings. Keeps minutes up to date on the City's website.
- Assists the Mountain Lake Chamber of Commerce. Prepares all financial reports and produces copies for Chamber meetings. Balances the Chamber's checkbook and bank statements. Drafts and sends invoices, Certificates of Membership, gift certificates and correspondences as necessary or directed by the Economic Development Coordinator. Assists in all aspects of the Pow Wow, Golf Outing, Wine Tasting Event, Fall Festival, Christmas Event, Easter Event, Country Music Show and any other Chamber activities as directed. Assists the Economic Development Coordinator on miscellaneous Chamber activities as needed.

- Oversees the financial obligations for Heritage Estates and Mason Manor. Makes sure bills and bond payments are paid on a timely basis and maintains records of such payments. Drafts CRP's for tenants each year. Drafts and pays PILOT payment agreements. Records and enforces timely rent payments.
- Oversees the marketing efforts for Heritage Estates and Mason Manor. Oversees, updates and maintains brochure packets for potential tenants. Advertises Heritage Estates and Mason Manor units as needed. Displays units to potential tenants and screens tenants' applications.
- Carries out management duties for Heritage Estates and Mason Manor. Assists potential and current tenants by overseeing maintenance issues, contacting the necessary maintenance personnel, drafting correspondences to tenants, and carrying out all other apartment management duties. Maintains records of all construction, maintenance and other issues with apartment. Involved in all aspects of new construction for apartments.
- 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

- Assists in updating the City website and in providing information to other agencies for their website.
- Performs other related functions as assigned or apparent.

Required Knowledge and Abilities

- Knowledge in preparing financial documents and complying with reporting requirements for rental properties.
- Ability to compile and analyze facts and related data.
- 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

Associates Degree in an Administrative, Office Management, or related field.

Preferred Qualifications

Two (2) years experience in an office management setting. Experience working with Quicken, Microsoft Word, Publisher and Excel. Experience working with boards, taking minutes and working with the public.

Conditions of Employment

- Must possess a valid Minnesota Drivers License.
- Must comply with organizational and departmental policies.

Physical Demands/Work Environment

- Requires incumbent to work inside, outside, on uneven ground, alone, with others, around others, and have contact with the public.

- Exposes the incumbent to dust, dirt, fumes, gases, chemicals, other substances, heat, and coldness.
- Requires incumbent to occasionally work with or around moving objects such as construction equipment.
- Activities that occur frequently (from 4 hours) are: sitting; using fingers and hands for repetitive, non-repetitive, or consistent actions; handling; fine manipulating; talking; hearing; using near vision, far vision, depth perception, accommodation, color vision, and field of vision/peripheral vision; and lifting and carrying up to 10 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are: standing and walking.
- Activities that occur infrequently (up to 60 minutes) are: bending/stooping; squatting; crouching; kneeling; twisting; climbing; reaching at, above and below shoulder level with both arms together and/or independently; using the sense of touch; using feet/foot for repetitive movements at the same time and independent of one another; and lifting and carrying up to 34 pounds.

Equipment/Job Location

This position will be located in the City of Mountain Lake City Hall. On occasion the Economic Development Assistant is required to do site visits on properties located in Mountain Lake and Economic Development Authority project sites and properties. Uses common office supplies and equipment, including telephone, adding machine, typewriter, computer, fax machine, copier, camera, and scanner to perform required functions. This position **does** require the operation of an automobile.

The job 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.

Revised: December 2012

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April 19 School Board Minutes

C. City Council Member as Member of the MLPS Building Committee

Background: School Board Chair, Chad Pedersen, and Superintendent, Bill Strom, attended a City Council meeting on Monday, April 3, 2017 to discuss growing current and ongoing dialogue between the City Council and the school district. The topics we addressed with the City Council included: finding common ground, working together, communications, taxation rates, holding joint meetings, adjusting meeting times so that representatives from each group can attend the others' meetings, utility costs, building projects, priorities, seeking approval for a City Council member to attend Building Committee meetings, etc.

Recommended Motion: Upon receipt from the Mountain Lake City Council of the name of a City Council member who can attend and become a member of the MLPS Building Committee, the MLPS School Board will take action on this recommended City Council member to serve on the MLPS Building Committee at the May 2017 School Board meeting. *

Motion by: NA

Second by: NA

Results of vote: NA

D. Coordination of School Board Meeting Time and City Council Meeting Time

Background: School Board Chair, Chad Pedersen and Superintendent, Bill Strom attended a Mountain Lake City Council meeting on Monday, April 3, 2017 to discuss ways of growing the current and ongoing dialogue between the City Council and the school district. The topics addressed by Pedersen and Strom with the City Council included: finding common ground, working together, communications, taxation rates, holding joint meetings, adjusting meeting times so that representatives from each group can attend the others' meetings, utility costs, building projects, priorities, seeking approval for a City Council member to attend MLPS Building Committee meetings, etc.

Motion: In order to foster and grow the current and ongoing dialogue between the Mountain Lake City Council and the school district, the Mountain Lake Public Schools will change its regular School Board meeting time, which is the third Monday of each month from 6:00 PM to 5:30 PM, contingent upon similar action by the Mountain Lake City Council to likewise adjust its regular meeting time from 6:30 PM to 7:00 PM. *

Motion by: Doug Standerwick

Second by: Matt Gohr

Results of vote: 7-0 / Approved

CITY OF MOUNTAIN LAKE
Expenditure Guideline-ALL ACCTS

Act Code	Last Dim Descr	2017 Budget	2017 YTD Amt	Balance	2018 Budget
FUND 101 GENERAL FUND					
Dept 00000 UNALLOCATED					
101-00000-361	General Liability Ins	\$24,000.00	\$0.00	\$24,000.00	\$0.00
101-00000-430	Miscellaneous	\$16,499.70	\$8,465.17	\$8,034.53	\$0.00
101-00000-510	Land	\$0.00	\$0.00	\$0.00	\$0.00
Dept 00000 UNALLOCATED		\$40,499.70	\$8,465.17	\$32,034.53	\$0.00
Dept 41110 Mayor and Council					
101-41110-100	Wages and Salaries	\$12,140.00	\$0.00	\$12,140.00	\$0.00
101-41110-120	Employer Contrib Retirement	\$0.00	\$0.00	\$0.00	\$0.00
101-41110-122	FICA	\$930.00	\$0.00	\$930.00	\$0.00
101-41110-151	Worker s Comp Ins Prem	\$250.00	\$0.00	\$250.00	\$0.00
101-41110-200	Office Supplies	\$100.00	\$0.00	\$100.00	\$0.00
101-41110-308	Training & Instruction	\$1,500.00	\$225.00	\$1,275.00	\$0.00
101-41110-331	Travel Expenses	\$1,500.00	\$316.38	\$1,183.62	\$0.00
101-41110-361	General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00
101-41110-430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
101-41110-433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41110 Mayor and Council		\$16,420.00	\$541.38	\$15,878.62	\$0.00
Dept 41400 Administration					
101-41400-100	Wages and Salaries	\$116,422.57	\$29,962.06	\$86,460.51	\$0.00
101-41400-102	Full-Time Employees Overti	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-121	PERA	\$8,731.69	\$2,560.48	\$6,171.21	\$0.00
101-41400-122	FICA	\$8,906.33	\$2,133.10	\$6,773.23	\$0.00
101-41400-130	Employer Paid HSA	\$6,600.00	\$3,080.00	\$3,520.00	\$0.00
101-41400-131	Employer Paid Health	\$29,182.08	\$12,048.34	\$17,133.74	\$0.00
101-41400-134	Employer Paid Life	\$40.80	\$8.84	\$31.96	\$0.00
101-41400-141	Admin Fees-HSA	\$51.00	\$12.66	\$38.34	\$0.00
101-41400-151	Worker s Comp Ins Prem	\$750.00	\$0.00	\$750.00	\$0.00
101-41400-200	Office Supplies	\$4,500.00	\$1,355.40	\$3,144.60	\$0.00
101-41400-301	Auditing and Acct g Service	\$8,000.00	\$0.00	\$8,000.00	\$0.00
101-41400-304	Legal Fees	\$12,000.00	\$4,443.85	\$7,556.15	\$0.00
101-41400-308	Training & Instruction	\$500.00	\$20.00	\$480.00	\$0.00
101-41400-310	Computer Contract Service	\$3,000.00	\$103.50	\$2,896.50	\$0.00
101-41400-320	Internet	\$600.00	\$100.00	\$500.00	\$0.00
101-41400-321	Telephone	\$2,000.00	\$737.61	\$1,262.39	\$0.00
101-41400-331	Travel Expenses	\$150.00	\$0.00	\$150.00	\$0.00
101-41400-351	Legal Notices Publishing	\$1,000.00	\$556.65	\$443.35	\$0.00
101-41400-354	Real Estate Taxes	\$100.00	\$58.00	\$42.00	\$0.00
101-41400-356	Abatements	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-362	Property Ins	\$2,600.00	\$0.00	\$2,600.00	\$0.00
101-41400-380	Elec,Water,Sewer	\$3,500.00	\$891.35	\$2,608.65	\$0.00
101-41400-383	Gas Utilities	\$3,000.00	\$857.75	\$2,142.25	\$0.00
101-41400-384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-386	Other Utilities	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-400	Janitor-Repairs/Maint	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-401	Repairs/Maint Buildings	\$2,000.00	\$1,768.87	\$231.13	\$0.00
101-41400-414	Banyon Computer Contract	\$800.00	\$795.00	\$5.00	\$0.00
101-41400-430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-433	Dues and Subscriptions	\$2,500.00	\$0.00	\$2,500.00	\$0.00
101-41400-510	Land	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-530	Improvements Other Than	\$0.00	\$0.00	\$0.00	\$0.00

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Act Code	Last Dim Descr	2017 Budget	2017 YTD Amt	Balance	2018 Budget
101-41400-560	Furniture and Fixtures	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-570	Office Equip and Furnishing	\$1,000.00	\$0.00	\$1,000.00	\$0.00
101-41400-599	Leasehold Improvements	\$0.00	\$0.00	\$0.00	\$0.00
101-41400-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41400 Administration		\$217,934.47	\$61,493.46	\$156,441.01	\$0.00
Dept 41410 Elections					
101-41410-100	Wages and Salaries	\$0.00	\$0.00	\$0.00	\$0.00
101-41410-122	FICA	\$0.00	\$0.00	\$0.00	\$0.00
101-41410-200	Office Supplies	\$0.00	-\$57.33	\$57.33	\$0.00
101-41410-208	Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41410 Elections		\$0.00	-\$57.33	\$57.33	\$0.00
Dept 41910 Planning and Zoning					
101-41910-100	Wages and Salaries	\$850.00	\$0.00	\$850.00	\$0.00
101-41910-111	Contract	\$4,500.00	\$0.00	\$4,500.00	\$0.00
101-41910-122	FICA	\$56.00	\$0.00	\$56.00	\$0.00
101-41910-200	Office Supplies	\$150.00	\$0.00	\$150.00	\$0.00
101-41910-308	Training & Instruction	\$1,000.00	\$0.00	\$1,000.00	\$0.00
101-41910-344	Property Cleanup	\$15,000.00	\$0.00	\$15,000.00	\$0.00
101-41910-430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41910 Planning and Zoning		\$21,556.00	\$0.00	\$21,556.00	\$0.00
Dept 42100 Police Administration					
101-42100-100	Wages and Salaries	\$197,413.92	\$59,131.38	\$138,282.54	\$0.00
101-42100-102	Full-Time Employees Overt	\$9,000.00	\$3,660.31	\$5,339.69	\$0.00
101-42100-103	Part-Time Employees	\$6,000.00	\$629.00	\$5,371.00	\$0.00
101-42100-121	PERA	\$37,292.67	\$10,219.40	\$27,073.27	\$0.00
101-42100-122	FICA	\$3,763.00	\$930.16	\$2,832.84	\$0.00
101-42100-130	Employer Paid HSA	\$8,600.00	\$4,300.00	\$4,300.00	\$0.00
101-42100-131	Employer Paid Health	\$37,954.08	\$16,396.85	\$21,557.23	\$0.00
101-42100-134	Employer Paid Life	\$80.00	\$27.20	\$52.80	\$0.00
101-42100-135	Employer Paid Other	\$0.00	\$430.00	-\$430.00	\$0.00
101-42100-141	Admin Fees-HSA	\$101.28	\$25.32	\$75.96	\$0.00
101-42100-151	Worker s Comp Ins Prem	\$9,000.00	\$0.00	\$9,000.00	\$0.00
101-42100-200	Office Supplies	\$900.00	\$42.86	\$857.14	\$0.00
101-42100-205	Uniforms	\$2,700.00	\$508.11	\$2,191.89	\$0.00
101-42100-212	Motor Fuels	\$12,300.00	\$1,794.25	\$10,505.75	\$0.00
101-42100-260	Recruitment	\$0.00	\$2,003.09	-\$2,003.09	\$0.00
101-42100-300	Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00
101-42100-304	Legal Fees	\$6,500.00	\$3,648.00	\$2,852.00	\$0.00
101-42100-305	Dispatching Fees/H.E.A.T.	\$3,500.00	\$0.00	\$3,500.00	\$0.00
101-42100-308	Training & Instruction	\$5,000.00	\$1,017.20	\$3,982.80	\$0.00
101-42100-310	Computer Contract Service	\$1,400.00	\$273.50	\$1,126.50	\$0.00
101-42100-321	Telephone	\$2,800.00	\$1,097.20	\$1,702.80	\$0.00
101-42100-323	Radio/Pager maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00
101-42100-363	Automotive Ins	\$1,000.00	\$0.00	\$1,000.00	\$0.00
101-42100-404	Repairs/Maint Machinery/E	\$0.00	\$0.00	\$0.00	\$0.00
101-42100-406	Vehicle Maint/Gen Repairs	\$4,500.00	\$1,700.04	\$2,799.96	\$0.00
101-42100-410	Rentals/Lease	\$0.00	\$0.00	\$0.00	\$0.00
101-42100-430	Miscellaneous	\$6,000.00	\$253.09	\$5,746.91	\$0.00
101-42100-433	Dues and Subscriptions	\$1,000.00	\$840.00	\$160.00	\$0.00
101-42100-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
101-42100-570	Office Equip and Furnishing	\$0.00	\$0.00	\$0.00	\$0.00
101-42100-580	Other Equipment	\$0.00	\$195.20	-\$195.20	\$0.00
Dept 42100 Police Administration		\$357,804.95	\$109,122.16	\$248,682.79	\$0.00

26

Wendy Meyer

From: Minnesota Department of Revenue <mnrevenue@public.govdelivery.com>
Sent: Thursday, April 20, 2017 3:01 PM
To: city@mountainlake.govoffice.com
Subject: Announcement: Changes to Revenue Recapture



Announcement: Changes to Revenue Recapture

Revenue Recapture is a process where the Minnesota Department of Revenue can take (“recapture”) tax refunds and use them to pay debt claims filed by qualified agencies, including yours. Based on over 214,000 claims filed by agencies in 2016, we collected more than \$80 million. This is a valuable tool, which helps all of us resolve unpaid debts.

As the administrator of the program, we need to make sure all participants follow the laws that govern Revenue Recapture. After reviewing the program, we are making changes to the way we protect private data and the way your agency interacts with the system.

This notice details the changes to the program and what your agency needs to do.

Authorized Users

Only authorized users who are employed by a qualified claimant agency are allowed to manage Revenue Recapture claims. Each authorized user must have their own User ID and password, which must not be shared. All access must be for business purposes only.

During our review of the program laws and requirements, we identified that some claimant agencies have contracted with third party companies to administer their Revenue Recapture claims. Third-party access to Revenue Recapture claims is not allowed. The law permits an authorized user to be an employee of the agency who submitted the claim.

What does my agency have to do?

We want to ensure all qualified claimant agencies use this program successfully and follow the law. To do that, your agency must meet the following requirements before June 5, 2017:

(27)

- If your agency uses a third party to manage claims, their access to our system will end on June 5, 2017. You need to notify them and identify employees of your agency to be authorized users and manage your claims.
- All administrators and authorized users who manage your agency's claims must attend an online training session. We will be offering nine different sessions. The training will cover how to access Revenue Recapture, manage claims, protect private data and meet the program requirements.
- Your agency must sign and return an updated Service Level Agreement (SLA).

To register for online training, and print the SLA, go to our website, www.revenue.state.mn.us, and type **revenue recapture training** into the Search box.

What happens if I do not attend a training session?

We will place a hold on the *user* account of anyone who does not complete the training before June 5, 2017. If we place a hold on your user account, you cannot manage your agency's existing claims or file new claims.

What happens if my agency does not sign and return an updated SLA?

We will place a hold on the *agency* account if we do not receive an updated SLA before June 5, 2017. If we place a hold on your agency account, you cannot manage your agency's existing claims or file new claims.

We will continue to apply refunds to existing claims, but our records will not reflect interest updates or payments made directly. As a result, your final claim payment from us may not match your agency records, or your agency may need to return overpayments.

Agency Audits

All of us are responsible to protect private data and accurately use this program. To ensure the integrity of the Revenue Recapture program, we will conduct audits of all claimant agencies. We will provide information on the audit process before we begin.

We are committed to work with you to ensure proper training and administration of the Revenue Recapture Act. We are available to provide assistance and answer questions you may have about this program and other tools that may assist you in the collection of your debt.

If you have questions, contact us at revenue.recapture@state.mn.us or call 651-556-3037.

Visit our website:

Questions?
[Contact Us](#)

www.revenue.state.mn.us





**Service Level Agreement
Administration of Revenue Recapture**

Date _____

State of Minnesota
Minnesota Department of Revenue

And

Agency Name

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Introduction

This Revenue Recapture Service Level Agreement between _____ (claimant agency, you, your) and the Minnesota Department of Revenue (the department, we, us) defines the statutes and policies you must follow when using Revenue Recapture to resolve debts.

Statutory Authorization

Minnesota Statutes, Chapter 270A, also known as the Revenue Recapture Act, authorize the commissioner of revenue to collect debts for claimant agencies. Minnesota Administrative Rules 8150.0100 – 8150.0400 provide additional guidelines for managing agency access.

Definitions

The following definitions apply to this Service Level Agreement:

- A. **Claimant Agency**
Any agency qualified to submit Revenue Recapture claims.
- B. **Commissioner**
The Commissioner of Revenue.
- C. **Contested Claim**
A claim in which the debtor has disputed the validity of the claim.
- D. **Debtor**
A natural person who owes a debt to a claimant agency.
- E. **Debt**
A specific amount of money a natural person is legally obligated to pay a claimant agency.
- F. **e-Services**
The online system claimant agencies use to manage Revenue Recapture claims. You must use this system to manage claims submitted to us.
- G. **Notice to Debtor**
Notice you must provide a debtor when using Revenue Recapture to collect a debt.
- H. **Priority of Claim**
The order in which debts are paid.
- I. **Refund**

Income tax refund, political contribution refund, property tax credit or refund, sustainable forest incentive payment, lottery prize, or payment made by recommendation of the Joint House-Senate Subcommittee on Claims.

J. Revenue Recapture

The department can take (recapture) state refunds and use them to pay claimant agencies through the Revenue Recapture process.

K. Service Level Agreement

The document describing the duties and responsibilities of the department and the claimant agency.

L. Statute of Limitations

The time a debt can legally be collected.

M. Reconciliation Report

A report in e-Services available to you to reconcile Revenue Recapture claims.

Limitations

- A. Claims submitted for Revenue Recapture must be at least \$25.
- B. We will close claims when the balance is less than \$15.

Duties of Claimant Agency

- A. The law requires an authorized user to be an employee within your agency. Third party access to Revenue Recapture is not allowed.
- B. Attend mandatory training annually, which includes anti-browsing, disclosure, and Revenue Recapture training to maintain access to e-Services.
- C. Update Revenue Recapture administrators and e-Services users when changes in staff occur.
- D. Each authorized user must have their own User ID and password. They may not be shared. All access must be for business purposes only.
- E. Ensure all debts referred to Revenue Recapture meet the following statutory requirements:
 - a. The statute of limitations for collecting the debt has not expired.
 - b. There is not a written payment agreement in place that prohibits use of Revenue Recapture.

- c. The collection attempt will not result in the loss of federal funds.
 - d. The debtor's name, and social security number are available to submit with the claim.
 - e. The debt is not barred by statute.
- F. Send Notice to Debtor no later than five (5) days after filing the claim. If the notice was not delivered, you must resend the letter to the debtor's last known address we have on file.
- G. The Notice to the Debtor must include, at a minimum, the following information:
- a. Your intent to request refunds to pay the debt until the account is paid in full or the statute of limitations has expired.
 - b. State law allows refunds to be applied to the debt as provided in Minnesota Statutes, Chapter 270A.
 - c. Why the debt is owed.
 - d. The total amount of the claim, including the amount and date of each debt included in the claim.
 - e. The debtor has the right to contest the validity of the debt at a contested case hearing through the Office of Administrative Hearings.
 - f. According to Minnesota Statute 270A.02 Subd. 5, a debtor may be exempt from Revenue Recapture if:
 - i. The debt is based on overpayment of an assistance grant, the debtor is a current recipient of assistance and that payment is based on a client waiver or there is an administrative or judicial finding of an intentional program violation.
 - ii. The debt is owed to a program and the debtor is a client of that program at the time of notification, and the debtor is a current recipient of food stamps or food support, transitional childcare, or transitional medical assistance.
 - iii. The debt is for an obligation to pay medical care, including hospitalization and the debtor's income is below specified levels at the time of service.
- H. Notify us when a debt has been fully satisfied or the balance has changed within 30 days of the change.
- I. Adhere to the priority of claims by:
- a. Sending a Notice to Debtor for each claim filed.
 - b. Submitting Revenue Recapture claims for each debt.
 - c. Contacting us before issuing any refund of Revenue Recapture overpayment to the debtor.
- J. Have procedures to administer a contested case hearing.
- K. Comply with department audits and correct issues found within the time limits given.

- L. Notify us if you no longer qualify to participate in Revenue Recapture. Existing claims must be ceased.

Duties of the Minnesota Department of Revenue

- A. Provide mandatory training and support for agency staff who administer Revenue Recapture.
- B. Send debtors a Revenue Recapture notice when a refund has been applied to a debt. This written notice must include the following information:
 - a. The refund amount that applied to the debt.
 - b. Your address and phone number.
 - c. The right of the debtor to contest the validity of the Revenue Recapture claim.
 - d. For joint refunds, a non-liable spouse has the right to request their portion of the refund.
- C. Process Revenue Recapture claims and account updates you submit by the next business day.
- D. Remit refund payment(s) to you each business day.
- E. Make Reconciliation Reports available to you through e-Services.
- F. Notify you before making changes to Revenue Recapture requirements or procedures and provide an anticipated schedule for the changes.
- G. Audit you to ensure compliance with Minnesota Statutes and this Service Level Agreement.
- H. Make annual training available via Computer Based Training.
- I. Inactivate users who have not accessed e-Services in fifteen (15) months.

Data Practice Responsibilities

- A. Private and confidential data on individuals may be exchanged between the department, the Taxpayer Rights Advocate, the Attorney General, the claimant agency, and the debtor as necessary to accomplish the intent of collecting debts using Revenue Recapture.
- B. Data we collect from you relating to claims filed under Revenue Recapture are private data on individuals.

- C. Revenue Recapture claims must be administered by employees of the claimant agency.
- D. Claimant agency employees who access the database must have disclosure and anti-browsing training within their agency.
- E. Any person employed by, or formerly employed by, a claimant agency who discloses any such information for other reason than collecting debts using Revenue Recapture, will be subject to civil and criminal penalties (Minnesota Statutes 270A.11).

Legal Requirements

- A. This agreement is effective for three (3) years unless canceled by either party.
- B. You will be suspended from participation in Revenue Recapture for a violation of the act. We will send you due notice, providing you an opportunity for a hearing before we suspend you.
- C. The authorized agent(s) for _____ (Agency Name)
is/are: _____ (User Name)

The authorized agent for the Minnesota Department of Revenue is the Director of the Collection Division.

- D. You may not assign or transfer any rights or obligations under this Service Level Agreement without prior written approval of the department.
- E. The claimant agency and the department agree each party is responsible for their own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of any others and the results thereof.
- F. Any amendments to this agreement must be in writing and must be executed by the same parties who executed the original agreement or their successors in office.

This agreement must be signed by your authorized agent and returned to us by 4:00 p.m. Friday, June 2, 2017. This agreement will become effective on the date signed by the Director of the Minnesota Department of Revenue Collection Division. This agreement supersedes all prior formal and/or informal agreements between the two agencies.

AGENCY NAME: _____

SIGNATURE: _____ DATE: _____

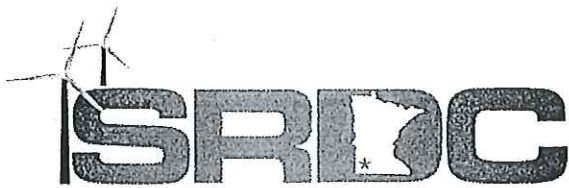
NAME (Printed): _____ TITLE: _____

EMAIL: _____ PHONE: _____

APPROVED BY:
Department of Revenue
Collection Division

Sara Westly
Director

DATE _____



Southwest Regional Development Commission

Cottonwood • Jackson • Lincoln • Lyon • Murray • Nobles • Pipestone • Redwood • Rock

April 20, 2017

MEMO TO: County Auditors, County Coordinators, City Clerks, and
Township Association Chairs in Region 8

MEMO FM: Rhonda L. Wynia, SRDC Administrative Specialist

MEMO RE: Public Hearing Notice

PUBLIC HEARING NOTICE

The Southwest Regional Development Commission (SRDC) will hold a public hearing on its budget for Fiscal Year 2018 (July 1, 2017 through June 30, 2018) on Thursday, May 11, 2017 at the Walnut Grove Community Center, 311 6th Street, Walnut Grove, MN. The Hearing will begin at 3:30 p.m. and continue until all persons wishing to offer testimony have been heard. Copies of the proposed budget may be obtained at the Southwest Regional Development Commission Office, 2401 Broadway Avenue, Slayton, Minnesota. Copies of the proposed budget are also on file with each county auditor, county coordinator, city clerk, and township association chairs in Region 8.

/rw

Attachment: SRDC FY'2018 Proposed Budget

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

July 1, 2017 - June 30, 2018

Revenues	FY2018 PROPOSED BUDGET
Tax Levy	361600
Current Contracts	289784
MN Department of Transportation	75000
Transportation-Safe Routes to School	16000
Economic Development Administration	70000
CERTS Funds	50029
REAP funds	20292
PACE loan orig/int/misc	23729
Interest Earned & Miscellaneous	4822
Total Revenues	911256
Expenditures	FY2018 PROPOSED BUDGET
Committee Expense	31900
Salaries & Fringe	798742
Staff Travel	43078
Office Space	37064
Postage	5112
Communications	6112
Print/Publication	7550
Insurance	5074
Supplies-Mtg/Wkshp Expenses	12620
Computer	15120
Audits	7300
Consultant/Contracted Services/Legal	21350
Other	4675
Seed grants/Energy audits	15000
Building updates	2000
PACE loan interest	3206
Debt Service-Principal & Interest	11664
Building Lease Principal Payment	15753
Total Expenditures	1043320
Overall Balance	-132064
Anticipated Reserve Changes by Category	
Incr/(Decr) in Equipment Reserve	-1444
Incr/(Decr) in Building Reserve	9642
Incr/(Decr) in Human Service Dedicated Funds	0
Incr/(Decr) in PACE Adm for Interest	54
Incr/(Decr) in Unrestricted Reserve	-140316

Estimated Inkind Match for Budgeted Programs 49600

Loan Budget-EDA RLF 250000

Loan Budget-PACE RLF 300000