

**Regular Council Meeting
Mountain Lake City Hall
Monday, May 15, 2017
7 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 9919936 – 991987*(1-6)
 - b. Approval of Payroll Checks #'s 63149 - 63181
 - c. Approval of April May 1 and May 4 Council Minutes*(7-11)
 - d. Approval of April 12 Library Board Minutes, March Library Report, and March Library Expenditures*(12-14)
 - e. Approval of April 10 Planning and Zoning Commission Minutes*(15)
 - f. Approval of April 14 EDA Minutes*(16-17)
 - g. Approval of April 10 Lake Commission Minutes*(18-19)
 - h. Approval of April 13 Utility Commission Minutes*(20-21)
 - i. Adoption of Resolution #11-17, Attachment of Unpaid Utility Bills*(22)
 - j. Adoption of Resolution #14-17 Accepting Gift of \$15,000 from Mt. Lake Fire Relief Association*(23)
 - k. Rescind appointment of V. Voelker to Lake Commission
 - l. Appoint Jason Honkomp to Lake Commission
 - m. Approve Cottonwood County Aquatic Invasive Species Grant Application*(24-25)

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

4. EDA/Chamber Staffing, Rob Anderson and Marva Ott
 - a. Economic Development Assistant Job Description*(26-28)
 - b. Economic Development Coordinator Job Description*(29-31)
 - c. Economic Development Assistant Job Opening Update

5. Mt. Lake Commercial Park Improvement
 - a. Petition For Improvements*(32-34)
 - b. Adoption of Resolution #12-17*(35-37)
 - c. Presentation of Report, Andy Kehren, Bolton and Menk, city engineer*(38-46)

- d. Adoption of Resolution #13-17*(47)
6. Set Date for Ordinance #5 Rural Service District Amendment Public Hearing*(48-55)
7. Video/Audio Broadcasting/Rebroadcasting Council Meeting and Individual Council Member Facebook Pages
8. Personnel
 - a. Resignation of Patrick Oja, Lineman, Utilities*(56)
 - b. AFSCME Contract discussion*(57)
 - c. Non-Union Wages
 - d. DRAFT Request for Proposals for City Attorney*(58-62)
9. Report from Mt. Lake School Board Meeting
10. Administrator
 - a. Memo from Ambulance Department*(63)
 - b. Dust Control Update*(64-65)
 - c. Zoning Issue, PIN 22.413.0030*(66)
 - d. Schedule Capital Improvement Plan Planning Session
11. Adjourn

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May 15, 2017
9919936 - 9919987
483E - 485E

May 2017

Check Amt Invoice Comment

10100 United Prairie

Paid Chk# 9919936 5/1/2017 AMBULANCE FUND					
E 231-42154-430	Miscellaneous	\$4.51	4/26/17		FOOD ON AMBULANCE RUN
Total AMBULANCE FUND		\$4.51			
Paid Chk# 9919937 5/1/2017 CARDMEMBER SERVICE					
E 101-00000-430	Miscellaneous	\$19.98			MONTHLY COMPUTER CRASH PLAN
Total CARDMEMBER SERVICE		\$19.98			
Paid Chk# 9919938 5/1/2017 MILLER SELLNER EQUIPMENT					
E 101-43100-404	Repairs/Maint Machinery/Equip	\$1,545.04	16919B		REPAIR TRUCK #11
Total MILLER SELLNER EQUIPMENT		\$1,545.04			
Paid Chk# 9919939 5/1/2017 PRO-VISION					
E 101-42100-550	Motor Vehicles	\$2,723.24	014800		CAMERA FOR 2017 EXPLORER
Total PRO-VISION		\$2,723.24			
Paid Chk# 9919940 5/1/2017 SANFORD HEALTH					
E 101-42100-430	Miscellaneous	\$313.00	1/26/2017		PD-PHYSICAL FOR RYAN HILLESHEIM
Total SANFORD HEALTH		\$313.00			
Paid Chk# 9919941 5/1/2017 THIRD AVENUE AUTO PARTS					
E 101-42100-430	Miscellaneous	\$100.00	S159821		STORAGE OF VEHICLE
E 101-45200-404	Repairs/Maint Machinery/Equip	\$9.46	S159842		SPARK PLUG WIRE,CLEARANCE LIGHT,WING NUT
E 101-45200-404	Repairs/Maint Machinery/Equip	\$11.95	S160157		ST-WHEEL STUD
E 101-43100-404	Repairs/Maint Machinery/Equip	\$39.45	S160165		OIL & FUEL FILTER FOR SKID STEER
E 101-43100-215	Shop Supplies	\$5.29	S160232		ST-PRM PS FLD 32OZ
Total THIRD AVENUE AUTO PARTS		\$166.15			
Paid Chk# 9919942 5/1/2017 UNION PACIFIC RAILROAD					
E 460-46300-434	Project Expense	\$505.00	FOLDER #029		PERMIT FOR NEW INDUSTRIAL PARK
Total UNION PACIFIC RAILROAD		\$505.00			
Paid Chk# 9919943 5/1/2017 ZOLL MEDICAL CORPORATION					
E 231-42154-404	Repairs/Maint Machinery/Equip	\$285.00	2514063		AMB DEFIB REPAIR
Total ZOLL MEDICAL CORPORATION		\$285.00			
Paid Chk# 9919944 5/2/2017 DAVID JUNGAS LAW TRUST ACCOUNT					
E 485-46300-434	Project Expense	\$25,938.94			PURCHASE 85' STRIP LAND FROM IVAN HARDER NE 1/4 NW 1/4 4-105-34
Total DAVID JUNGAS LAW TRUST ACCOUNT		\$25,938.94			
Paid Chk# 9919945 5/8/2017 COMMISSIONER OF REVENUE					
G 101-21702	State Withholding	\$33.54			
Total COMMISSIONER OF REVENUE		\$33.54			
Paid Chk# 9919946 5/8/2017 INTERNAL REVENUE SERVICE					
G 101-21701	Federal Withholding	\$82.68			
G 101-21703	FICA Tax Withholding	\$751.28			
Total INTERNAL REVENUE SERVICE		\$833.96			
Paid Chk# 9919947 5/11/2017 AFLAC					
G 101-21713	AFLAC	\$186.96			
Total AFLAC		\$186.96			
Paid Chk# 9919948 5/11/2017 BCBS/HSA					
G 101-21714	HSA	\$443.85			

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		Check Amt	Invoice	Comment
Total BCBS/HSA		\$443.85		
Paid Chk#	9919949 5/11/2017	COMMISSIONER OF REVENUE		
G 101-21702	State Withholding	\$740.29		
Total COMMISSIONER OF REVENUE		\$740.29		
Paid Chk#	9919950 5/11/2017	GISLASON & HUNTER		
G 101-21712	Garnishments	\$362.72		
Total GISLASON & HUNTER		\$362.72		
Paid Chk#	9919951 5/11/2017	INTERNAL REVENUE SERVICE		
G 101-21701	Federal Withholding	\$1,703.52		
G 101-21703	FICA Tax Withholding	\$2,428.02		
Total INTERNAL REVENUE SERVICE		\$4,131.54		
Paid Chk#	9919952 5/11/2017	LAW ENFORCEMENT LABOR SERV		
G 101-21711	PD UNION DUES	\$147.00		
Total LAW ENFORCEMENT LABOR SERV		\$147.00		
Paid Chk#	9919953 5/11/2017	PERA		
G 101-21704	PERA	\$4,252.47		
Total PERA		\$4,252.47		
Paid Chk#	9919954 5/11/2017	VALIC		
G 101-21705	VALIC	\$388.00		
Total VALIC		\$388.00		
Paid Chk#	9919955 5/12/2017	BOLTON & MENK INC.		
E 485-46300-434	Project Expense	\$9,536.00	0202479	ENGINEERING COMMERCIAL PARK
Total BOLTON & MENK INC.		\$9,536.00		
Paid Chk#	9919956 5/12/2017	CARCHIOUS RODNEY		
E 608-46330-401	Repairs/Maint Buildings	\$69.30		APRIL MAINTENANCE
E 607-46330-401	Repairs/Maint Buildings	\$35.70		APRIL MAINTENANCE
Total CARCHIOUS RODNEY		\$105.00		
Paid Chk#	9919957 5/12/2017	CITIZEN PUBLISHING		
E 205-46500-343	Busnes Recrut/Comm Dev	\$197.00	257265	ADS FOR HOUSING EDITION
Total CITIZEN PUBLISHING		\$197.00		
Paid Chk#	9919958 5/12/2017	CITY OF MOUNTAIN LAKE		
E 608-46330-402	Repairs/Maint- Ground	\$1,320.00		SNOW REMOVAL HERITAGE ESTATES
E 607-46330-402	Repairs/Maint- Ground	\$680.00		SNOW REMOVAL HERITAGE ESTATES
Total CITY OF MOUNTAIN LAKE		\$2,000.00		
Paid Chk#	9919959 5/12/2017	DARON J. FRIESEN		
E 608-46330-402	Repairs/Maint- Ground	\$72.60		MOWING HERITAGE ESTATES
E 607-46330-402	Repairs/Maint- Ground	\$37.40		MOWING HERITAGE ESTATES
E 609-46330-402	Repairs/Maint- Ground	\$170.00		MOWING MASON MANOR
Total DARON J. FRIESEN		\$280.00		
Paid Chk#	9919960 5/12/2017	EDAM		
E 205-46500-308	Training & Instruction	\$305.00		CONFERENCE ROB ANDERSON
Total EDAM		\$305.00		
Paid Chk#	9919961 5/12/2017	GRAND VIEW LODGE		
E 205-46500-308	Training & Instruction	\$340.38		LODGING-ROB EDAM CONFERENCE

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			Check Amt	Invoice	Comment
Total GRAND VIEW LODGE			\$340.38		
Paid Chk#	9919962	5/12/2017	ST JAMES ELECTRIC		
E 608-46330-401	Repairs/Maint Buildings		\$98.13		DOOR BELL, KITCHENLIGHT-HERITAGES ESTATES
E 607-46330-401	Repairs/Maint Buildings		\$141.69	032458	DOOR BELL, KITCHENLIGHT-HERITAGES ESTATES
Total ST JAMES ELECTRIC			\$239.82		
Paid Chk#	9919963	5/11/2017	SELECT ACCOUNT		
E 101-41400-141	Admin Fees-HSA		\$4.22		HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA		\$8.44		HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA		\$3.80		HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA		\$1.27		HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA		\$1.26		HSA ADMIN FEES
Total SELECT ACCOUNT			\$23.21		
Paid Chk#	9919964	5/11/2017	LEAGUE--WC/INS		
E 101-41110-151	Worker s Comp Ins Prem		\$42.48		WORK COMP INS 4/1/17- 4/1/2018
E 101-41400-151	Worker s Comp Ins Prem		\$547.13		WORK COMP INS 4/1/17- 4/1/2018
E 101-45200-151	Worker s Comp Ins Prem		\$1,837.90		WORK COMP INS 4/1/17- 4/1/2018
E 101-42100-151	Worker s Comp Ins Prem		\$6,562.29		WORK COMP INS 4/1/17- 4/1/2018
E 205-46500-151	Worker s Comp Ins Prem		\$364.75		WORK COMP INS 4/1/17- 4/1/2018
E 231-42154-151	Worker s Comp Ins Prem		\$9,750.09		WORK COMP INS 4/1/17- 4/1/2018
E 221-42200-151	Worker s Comp Ins Prem		\$4,474.35		WORK COMP INS 4/1/17- 4/1/2018
E 211-45500-151	Worker s Comp Ins Prem		\$412.32		WORK COMP INS 4/1/17- 4/1/2018
E 101-43100-151	Worker s Comp Ins Prem		\$5,289.27		WORK COMP INS 4/1/17- 4/1/2018
E 101-00000-361	General Liability Ins		\$1,323.12		WORK COMP INS 4/1/17- 4/1/2018
E 101-00000-361	General Liability Ins		\$3,393.81		WORK COMP INS 4/1/17- 4/1/2018
E 101-00000-361	General Liability Ins		\$1,464.57		WORK COMP INS 4/1/17- 4/1/2018
E 507-45150-151	Worker s Comp Ins Prem		\$218.00		WORK COMP INS 4/1/17- 4/1/2018
E 101-00000-361	General Liability Ins		\$163.92		WORK COMP INS 4/1/17- 4/1/2018
Total LEAGUE--WC/INS			\$35,844.00		
Paid Chk#	9919965	5/11/2017	COUNTRY PRIDE SERVICES		
E 221-42200-212	Motor Fuels		\$189.69		FD GAS
E 231-42154-212	Motor Fuels		\$189.00		AMB DIESEL
E 101-43100-212	Motor Fuels		\$380.05		ST DEPT GAS
E 101-45200-212	Motor Fuels		\$53.61		PARKS GAS
E 101-42100-212	Motor Fuels		\$567.87		PD GAS
E 221-42200-404	Repairs/Maint Machinery/Equip		\$27.77	094789	FD-MENDTITE-PUMPER 92
E 101-45200-404	Repairs/Maint Machinery/Equip		\$31.03	094796	PARKS-LAWNMOWER TIRE REPAIR
E 101-45200-401	Repairs/Maint Buildings		\$45.95	175689	PARKS-PLYWOOD
E 101-45200-430	Miscellaneous		\$25.64	176021	PARKS-DRUM LINER
E 609-46330-401	Repairs/Maint Buildings		\$70.00	176077	MASON MANOR-LABOR MOY APT
E 221-42200-404	Repairs/Maint Machinery/Equip		\$44.64	176099	FD-TORCH,GAS CUYLINDER,FLUID
E 101-45186-220	Repair/Maint Supply		\$18.98	176320	COMM CTR-CLEANERS
E 101-45200-401	Repairs/Maint Buildings		\$74.52	176346	FOR LAWCON PARK SHELTAH HOUSE
E 607-46330-401	Repairs/Maint Buildings		\$657.87	176359	WATER HEATER-HOTZLER APT
E 211-45500-220	Repair/Maint Supply		\$33.61	176617	LIBRARY CLEANERS
E 608-46330-401	Repairs/Maint Buildings		\$114.30	176689	TOLIET REPAIR-#407
E 221-42200-401	Repairs/Maint Buildings		\$80.08	176834	FIREHALL-ANTI-FREEZE SCREWDRIVER
E 101-45183-401	Repairs/Maint Buildings		\$78.54	176888,17688	CAMPGROUND-SHOWERHEAD,BREAKER,TRASH BAGS
E 507-46103-212	Motor Fuels		\$8.85	4/5/17	BOAT GAS

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		Check Amt	Invoice	Comment
Total COUNTRY PRIDE SERVICES		\$2,692.00		
Paid Chk#	9919966	5/11/2017	AMERIPRIDE	
E	101-43100-215	Shop Supplies	\$45.60	2800747733 TOWELS FOR ST DEPT
E	101-41400-401	Repairs/Maint Buildings	\$33.00	2800747733 MATS FOR CITY HALL
Total AMERIPRIDE		\$78.60		
Paid Chk#	9919967	5/11/2017	BEDFORD TECHNOLOGY LLC	
E	101-45200-500	Capital Outlay	\$1,752.00	55040 TRASH CANS FOR PARK
Total BEDFORD TECHNOLOGY LLC		\$1,752.00		
Paid Chk#	9919968	5/11/2017	BOUND TREE MEDICAL	
E	231-42154-210	Operating Supplies	\$66.00	82484662 EXTRICATION COLLARS
Total BOUND TREE MEDICAL		\$66.00		
Paid Chk#	9919969	5/11/2017	CASEYS-CREDIT CARD DEPARTMENT	
E	101-45200-212	Motor Fuels	\$181.52	PARKS GAS
E	101-00000-430	Miscellaneous	\$106.10	4/10/17 UT GAS
E	507-46103-212	Motor Fuels	\$42.25	4/3/17 LAKE COMM-GAS TO TAKE CANS TO MANKATO
Total CASEYS-CREDIT CARD DEPARTMENT		\$329.87		
Paid Chk#	9919970	5/11/2017	CITIZEN PUBLISHING	
E	101-41400-351	Legal Notices Publishing	(\$12.00)	VISITORS GUIDE CREDIT
E	101-41400-351	Legal Notices Publishing	\$97.20	256777 SHOPPER-SUMMER HELP AD
E	101-41400-351	Legal Notices Publishing	\$48.60	256903 OBSERVER-SUMMER HELP AD
E	101-41400-351	Legal Notices Publishing	\$93.60	257031 RESOLUTION #8-17
E	101-41910-200	Office Supplies	\$88.00	257470 STORAGE SHED APPLICATIONS
E	101-41400-351	Legal Notices Publishing	\$178.20	257584 EDA-ASSISTANT AD
E	101-41400-351	Legal Notices Publishing	\$27.00	257705 DIGITAL UPLOAD
Total CITIZEN PUBLISHING		\$520.60		
Paid Chk#	9919971	5/11/2017	COUNTRY PRIDE SERVICES	
E	607-46330-401	Repairs/Maint Buildings	\$75.00	19162 SERVICE CALL FOR STOVE AT APT 400C
Total COUNTRY PRIDE SERVICES		\$75.00		
Paid Chk#	9919972	5/11/2017	DARON J. FRIESEN	
E	101-43100-430	Miscellaneous	\$179.99	SAFETY SHOES
Total DARON J. FRIESEN		\$179.99		
Paid Chk#	9919973	5/11/2017	EXPERT T BILLING	
E	231-42154-300	Professional Svcs	\$459.00	3522 APRIL BILLING
Total EXPERT T BILLING		\$459.00		
Paid Chk#	9919974	5/11/2017	GDF ENTERPRISES, INC	
E	101-43100-404	Repairs/Maint Machinery/Equip	\$275.69	A11691 CUTTING EDGE FOR SKIDLOADER SNOWBLOWER
Total GDF ENTERPRISES, INC		\$275.69		
Paid Chk#	9919975	5/11/2017	HANSON PLUMBING	
E	101-45183-402	Repairs/Maint- Ground	\$86.22	4453 FAUCETS FOR CAMPGROUND
Total HANSON PLUMBING		\$86.22		
Paid Chk#	9919976	5/11/2017	HOMETOWN SANITATION SERVICE	
E	101-45183-384	Refuse/Garbage Disposal	\$120.00	0000246997 MAY GARBAGE AT CAMPGROUND
Total HOMETOWN SANITATION SERVICE		\$120.00		
Paid Chk#	9919977	5/11/2017	KDOM RADIO	
E	101-00000-430	Miscellaneous	\$29.50	540170442342 MONTHLY ADV

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			Check Amt	Invoice	Comment
Total KDOM RADIO			\$29.50		
Paid Chk#	9919978	5/11/2017	MAYNARDS FOOD CENTER		
E 101-41400-200	Office Supplies		\$16.21	4/11/17	OFFICE CLEANING SUPPLIES
E 101-41400-200	Office Supplies		\$9.99	4/18/17	OFFICE-GARBAGE BAGS
Total MAYNARDS FOOD CENTER			\$26.20		
Paid Chk#	9919979	5/11/2017	MIDWAY FARM EQUIPMENT		
E 101-43100-404	Repairs/Maint Machinery/Equip		\$42.28	IM23914	END, HIGH PRESSURE HOSE
E 101-43100-404	Repairs/Maint Machinery/Equip		\$75.88	IM24110	BATTERY
E 101-43100-404	Repairs/Maint Machinery/Equip		\$102.39	IM24187	COBALT-G-6
E 101-45200-404	Repairs/Maint Machinery/Equip		\$2.19	IM24360	LUG NUT FOR LAWNMOWER
E 101-43100-404	Repairs/Maint Machinery/Equip		\$8.27	IM24500	FOR 524K
Total MIDWAY FARM EQUIPMENT			\$231.01		
Paid Chk#	9919980	5/11/2017	NORTHERN SAFETY CO		
E 101-43100-430	Miscellaneous		\$179.09	902403783	SAFETY CLOTHING-ST/PARKS
E 101-45200-430	Miscellaneous		\$179.09	902403783	SAFETY CLOTHING-ST/PARKS
Total NORTHERN SAFETY CO			\$358.18		
Paid Chk#	9919981	5/11/2017	NORTHLAND TRUST SERVICES		
E 312-47000-611	Bond Interest		\$22,820.00		INTEREST-2012-14 BOND
Total NORTHLAND TRUST SERVICES			\$22,820.00		
Paid Chk#	9919982	5/11/2017	PETERSON DRUG & GIFTS		
E 221-42200-404	Repairs/Maint Machinery/Equip		\$4.73	4/15/17	FD-SHIP M.PANKRATZ RADIO TO ALPA
E 231-42154-404	Repairs/Maint Machinery/Equip		\$4.72	4/15/17	AMB-SHIP M. PANKRATZ RADIO TO ALPHA
E 231-42154-404	Repairs/Maint Machinery/Equip		\$10.67	4/25/17	AMB-BATTERIES FOR GLUCOSE METERS
Total PETERSON DRUG & GIFTS			\$20.12		
Paid Chk#	9919983	5/11/2017	PRAXAIR		
E 231-42154-210	Operating Supplies		\$85.70	77046238	OXYGEN FOR AMBULANCE
Total PRAXAIR			\$85.70		
Paid Chk#	9919984	5/11/2017	RED FEATHER PAPER		
E 101-45200-210	Operating Supplies		\$347.80	92765	TOWELS & TP FOR PARK
Total RED FEATHER PAPER			\$347.80		
Paid Chk#	9919985	5/11/2017	SW/WC SERVICE COOPERATIVES		
E 101-42100-131	Employer Paid Health		\$3,248.67		JUNE HEALTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health		\$2,603.50		JUNE HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health		\$2,343.14		JUNE HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$781.05		JUNE HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$1,301.75		JUNE HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health		\$781.06		JUNE HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,301.75		JUNE HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$430.00		JUNE HEALTH INS-BRIAN LUNZ
Total SW/WC SERVICE COOPERATIVES			\$12,790.92		
Paid Chk#	9919986	5/11/2017	TOWNS EDGE AUTO		
E 101-42100-406	Vehicle Maint/Gen Repairs		\$40.14	78582	PD-OIL CHANGE 2016 EXPLORER
E 221-42200-404	Repairs/Maint Machinery/Equip		\$83.39	78584	FD-#92 CHANGE OIL
Total TOWNS EDGE AUTO			\$123.53		
Paid Chk#	9919987	5/11/2017	WINDOM FARM SERVICE		
E 101-43100-404	Repairs/Maint Machinery/Equip		\$4.07	165400	OIL FILTER-ST DEPT

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Total WINDOM FARM SERVICE	\$4.07		
10100 United Prairie	\$135,363.60		

Fund Summary

<u>10100 United Prairie</u>	
101 GENERAL FUND	\$52,732.45
205 ECONOMIC DEVELOPMENT AUTHORITY	\$2,510.99
211 LIBRARY FUND	\$1,749.79
221 FIRE DEPT FUND	\$4,904.65
231 AMBULANCE FUND	\$10,854.69
312 CITY WIDE PROJ-DEBT SERV	\$22,820.00
460 PANKRATZ LAND PURCHASE	\$505.00
485 ML COMM PARK-INFRASTRUCTURE	\$35,474.94
507 LAKE COMMISSION FUND	\$269.10
607 EDA----4 PLEX FUND	\$1,627.66
608 EDA----8 PLEX FUND	\$1,674.33
609 EDA-- MASON MANOR	\$240.00
Total	\$135,363.60

<u>Paid Chk# 000483E 4/21/2017 SELECT ACCOUNT</u>			
E 101-41400-141	Admin Fees-HSA	\$4.22	HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA	\$8.44	HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA	\$2.11	HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA	\$2.11	HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA	\$3.80	HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA	\$1.27	HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA	\$1.26	HSA ADMIN FEES
Total	SELECT ACCOUNT	\$23.21	

<u>Paid Chk# 000484E 5/8/2017 UNITED PRAIRIE BANK</u>			
G 609-22800	Notes Payable - Current	\$449.12	MASON MANOR-PRINC PAYMENT
E 609-46330-610	Interest	\$841.41	MASON MANOR-INTEREST PAYMENT
Total	UNITED PRAIRIE BANK	\$1,290.53	

<u>Paid Chk# 000485E 5/11/2017 UNITED PRAIRIE BANK</u>			
G 101-21710	Employee Flex Plan	\$383.25	EMPLOYEE FLEX
Total	UNITED PRAIRIE BANK	\$383.25	

6

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

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

Members Absent: None

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

Others Present: Sharron Hanson, Dean Janzen, Gloria McKissick, Chad Petersen, Doug Regehr, Margo Stoesz and Jessie Jeppsen

Call to Order

The meeting was called to order by Mayor Nelson at 6:30 P.M. Motion by Savage, seconded by Kruser, to adopt the agenda and approve the consent agenda as presented. Motion carried unanimously.

Bills: Check #'s 9919899 – 9919935

Payroll Checks #'s 63133 - 63148

April 17 Council Minutes

March 8 Library Board Minutes, March Library Report, and March Library Expenditures

January 9, 2017 Tree Commission Minutes

Approve Street Closing for The Laker

Public

Gloria McKissick asked about the cost of the police car ordered at the last council meeting, and what happens to excess funds in the police department reserves and commented on Ordinance #2-17 which amends Chapter 3 Municipal Utilities and addresses contract for deeds.

Final Reading and Adoption of Ordinance #2-17, Chapter 3, Utilities 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. Motion by Savage, seconded by Kass, to adopt Ordinance #2-17 and publish the ordinance. Motion carried unanimously.

DRAFT

Final Reading and Adoption of Ordinance #3-17, Chapter 5, Alcoholic Beverages Licensing and Regulations

Amendments are needed so the chapter conforms to the state statute regarding Sunday off-sale liquor that becomes effective July 1, 2017. Motion by Kass, seconded by Ysker, to adopt Ordinance #2-17 and publish the ordinance. Motion carried. Voting Aye: Kass, Kruser, Nelson, Ysker. Voting Nay: Savage.

Final Reading and Adoption of Ordinance #4-17, Establishing Fees for Emergency Fire Protection Services

The current ordinance, #2-07, 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. Motion by Kruser, seconded by Ysker, to adopt the ordinance and publish the summary. Motion carried unanimously.

2017 Dust Control

The map with the streets to be treated with dust control in 2017 was reviewed. Questions were raised about streets that are and are not treated. The Street Superintendent will be asked to reduce the areas treated on First Avenue N. east of 12th Street so that Castle Drive could be treated. The matter will be discussed at the next council meeting.

Summer Help

The council was updated on the status of summer help hiring.

Economic Development Authority/Chamber

The job descriptions of the coordinator and assistant were reviewed. Making Chamber activities the primary responsibility of the assistant thus allowing the coordinator to focus on the EDA workload was discussed. The coordinator and assistant will be asked to attend the next council meeting.

American Federation of State, County, and Municipal Employees (AFSCME) Contract Approval

Changes to the contract were reviewed. Motion by Savage, seconded by Kass, to approve the 2017-2019 contract. Motion carried unanimously.

Non-Union Wages

The council requested additional information. The matter will be considered at the next council meeting.

Request from Mt. Lake Public School Board

DRAFT

The School Board has agreed to change its regular meeting time from 6 PM to 5:30 PM, the third Monday of the month contingent on the council adjusting its regular meeting time from 6:30PM to 7 PM. This will enable representatives from each group to attend the meeting of the other. Motion by Kruser, seconded by Kass, to set 7 PM as council meeting start time. Motion carried unanimously. Mike Nelson will attend the May 15 school board meeting. The report will be a standing agenda item.

Consider Request for Proposals for City Attorney

The current arrangement was discussed. Motion by Kruser, seconded by Kass, to issue a request for proposal for city attorney. Motion carried unanimously. The request will be reviewed at the next meeting prior to publication.

Video/Audio Broadcasting/Rebroadcasting Council Meetings and Individual Council Member Facebook Pages

The topics were discussed and will be considered again at the next council meeting.

‘Coffee with the Council’

This opportunity to meet informally with Mt. Lake residents was discussed. The council agreed to move forward with the idea. The first ‘Coffee with the Council’ will be held 3 PM Wednesday, May 18 at Our Hometown Café with David Savage and Dana Kass present.

Approve Revised Revenue Recapture Contracts

The Revenue Recapture Act authorizes the MN Commissioner of Revenue to collect debts for claimant agencies from state income tax refunds. The city uses the Act to collect unpaid utility and ambulance service bills. Motion by Savage, seconded by Kruser, to approve the contracts for the city and utility. Motion carried unanimously.

Upcoming Meetings

Southwest Regional Development Commission (SRDC) Budget and Public Hearing will be held May 11 in Walnut Grove. The council was reminded of Congressman Tim Walz’ Southern MN Way of Life Tour listening session at City Hall on Tues. May 2, 1 to 2:30 pm, and the Local Board of Appeal and Equalization Thurs. May 4, 5:30 – 6PM at City Hall.

Adjourn

The meeting was adjourned at 8:27 PM.

ATTEST:

DRAFT
Mountain Lake City Council
Board of Appeal and Equalization
Thursday May 4, 2017
5:30 p.m.

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

Members Absent: None

Staff Present: Wendy Meyer, Administrator

Others Present: Gale Bondhus, County Assessor; Allan Coners and Karla Ambrose, Assessors; Scott Nesmoe, Chad Klassen

Mayor Nelson called the Board of Review to order at 5:30 p.m.

Board of Review

Gale Bondhus, County Assessor, introduced herself, Karla Ambrose, and Allan Coners.

Bondhus explained that the 2017 residential assessments for taxes payable in 2018 are based on residential sales occurring between Oct. 1, 2015 and Sept. 30, 2016. Residential and commercial/industrial values were stable. Definitions of 'refused entry/no response' and 'open sale' were explained. 'Refused entry/no response' values cannot be appealed. The city's current market value is over \$68,000,000 with several small categories of specialized values still need to be added.

Scott Nesmoe, PIN 22.613.0190, 2504 Third Avenue questioned the increased value of the property. The property had been inspected in the last year and improvements were found. The property has a machine shed. According to the county assessor the value of machine sheds across the county were raised 15% - 20%.

Chad Klassen, PIN 22.413.0610, 510 Sixth Avenue discussed the history of the valuation of his property. Values of homes over \$100,000 were discussed.

The Assessor's Office requested market value corrections for two properties:

PIN 22.161.0160, James and Carol Flaming, 323 Tenth Street. The 'no response' penalty of \$1,000 should be removed.

PIN 22.611.0180, Brendan Knapper 1424 Sixth Avenue. The property is undergoing significant renovation. The value should be reduced \$39,800.

Motion by Kass, seconded by Ysker, to remove the 'no response' penalty from the value of PIN 22.161.0160 adjusting the value from \$14,800 to \$13,800 as recommended by the County Assessor. Motion carried unanimously.

Motion by Kruser, seconded by Savage, to reduce the value of PIN 22.611.0180 from \$62,400 to \$22,600 as recommended by the County Assessor. Motion carried unanimously.

Motion by Savage, seconded by Ysker, to make no adjustments to the value of 22.613.0190. Motion carried unanimously.

Motion by Ysker, seconded by Kass, to make no adjustments to the value of 22.413.0610. Motion carried unanimously.

Motion by Savage, seconded by Ysker, to accept the remainder of the assessments as presented. Motion carried unanimously.

Adjourn

The meeting was adjourned at 6:35 p.m.

ATTEST:

Wendy Meyer, Administrator/Clerk

**Mountain Lake Public Library Board Minutes
April 12, 2017**

Members Present: Dennis Cords, Diane Englin, Vickie Krueger, Carol Lehman, director

Members Absent: Barrie Wright, Marci Balderas

Others Present: Dana Kass

The meeting was called to order at 4:15 p.m. by vice-chair, Vickie Krueger.

M/S Englin/Cords to approve the minutes of the March 8, 2017 meeting. Motion carried.

Carol presented the March monthly report indicating 3,086 total circulation and expenditures in the amount of \$3,952.38. **M/S Englin/Cords** to accept the March report as given and to approve the March expenditures. Motion carried.

Carol reported that the state annual report was submitted by the April 1st deadline and gave an overview of the 2016 report.

Old Business:

The Winter Reading Program concluded the end of March with approximately 60 adults participating, and of those, 45 participants turned in reading records totaling 655 books read.

Carol reported that the April 8th PCLS bus trip to the Ordway Theatre went very well and those attending really appreciated this opportunity which was funded by Minnesota's Arts & Cultural Heritage Fund.

Approximately 50 people attended the Stan Tekiela program, Uncommon Facts About Common Birds, on April 11. It was an excellent program and many in attendance requested another Tekiela program in the future. This program was also funded by Minnesota's Arts & Cultural Heritage Fund.

New Business:

M/S Krueger/Cords to hire Candace James to fill the part-time library aide position. Motion carried.

Carol shared copies of the new Minnesota Public Library Trustee Handbook.

Plans are underway for the Summer Reading Program and this year's theme is "Reading by Design."

The library activity report was reviewed.

The meeting adjourned at 5:10 p.m.

NEXT MEETING: WEDNESDAY, MAY 10, 2017 – 4:00 P.M.

Respectfully submitted,

Diane Englin, acting secretary



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CITY OF MOUNTAIN LAKE
PUBLIC LIBRARY REPORT
MONTH OF April, 2017

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____
TOTAL CIRCULATION	<u>2,602</u>

Interlibrary loan sent	_____
Interlibrary loan received	<u>306</u>
TOTAL ILL	<u>361</u> <u>667</u>

ILL NON SYSTEM 33

RECEIPTS

Cash income	_____
Donations (monetary)	<u>19.83</u>
County Revenue	_____
Misc. Revenue	_____
Fines	_____
Meeting room rental	<u>6.00</u>
Sale of supplies	_____
TOTAL RECEIPTS	<u>25.83</u>

EXPENDITURES

Books	_____
Periodicals	<u>519.80</u>
Audio-visual	_____
Supplies	<u>232.42</u>
Postage	<u>22.51</u>
Miscellaneous	_____
Telephone	_____
Repairs & maintenance	<u>68.67</u>
Repairs & maint. of equipment	_____
19.83 Project expense	<u>19.83</u>
Capital outlay	_____
Automation	_____
Gas Utilities	<u>103.49</u>
TOTAL EXPENDITURES	<u>\$ 966.72</u>

(13)

LIBRARY DIRECTOR Carol Lehman

LIBRARY EXPENDITURES - APRIL 2017

Frontier	Telephone Expense	\$68.67
Indoff, Inc.	Supplies	\$22.51
Ingram	Books 329.58 / AV 21.99	\$351.57
MN Energy Resources	Gas Utilities	\$103.49
Sebco Books	Books	\$32.01
Synchrony Bank/Amazon	Books 158.21 / AV 210.43	<u>\$368.64</u>
		\$946.89
	Cash Expenditures	<u>\$19.83</u>
	TOTAL	\$966.72

City of Mountain Lake
Planning and Zoning Commission
Monday, April 10, 2017
5:30 PM
City Hall

Members Present: Bryan Bargaen, Dean Janzen, Doug Regehr, Nik Strom, Tim Swoboda

Members Absent: Sharron Hanson

Staff Present: Wendy Meyer, Clerk/Administrator

Others Present: None

Call to Order

Bargaen called the meeting to order at 5:30 PM.

Additions to the Agenda

There were no additions to the agenda. Motion by Janzen, seconded by Strom, to adopt the agenda as presented.
Motion carried unanimously.

Draft Ordinance Section 9.25

The draft ordinance was reviewed. The administrator explained that based on the discussion from the March 27 the new sub-division should provide for a wide variety of commercial activities with opportunity for a more limited list of industrial uses. The current Section 9.21 General Commercial (c-2) language with some changes was used as the basis for permitted uses in the new district. Conditional uses in the new district were based on permitted uses from the Industrial District (I) language. The title 'Transitional Business' was discussed. Modifications to the draft language were discussed and agreed upon. Automobile wrecking and junkyards will be neither a permitted nor a conditional use. Housing of any type will not be allowed in the district. Screening with either vegetation or fencing was discussed in detail. Parking, height limitations, lot coverage, lot size, lot width and depth were also discussed. Maximum height was set at 45 ft. Section 9.56 Performance Standards was also discussed. The administrator will research other cities' codes on the topics discussed and provide that information to the commission prior to the next meeting.

Next Meeting

Due to conflicting schedules the next meeting will be held 5:30 PM Monday, May 1.

Adjourn

The meeting was adjourned at 6:35 PM.

Approved May 1, 2017.

ATTEST:

Wendy Meyer, Clerk/Administrator

REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY

April 14, 2017

12:00 Noon

PRESENT: Darla Kruser, Mark Hanson, Brian Harder, Vern Peterson, Steve Syverson, Jerry Haberman, and Brad Hanson and Dean Janzen, Advisors

ABSENT: Mike Nelson and Clara Johnson, Advisor

STAFF PRESENT: Rob Anderson and Marva Ott

GUESTS: Cheryl Hiebert, Observer/Advocate; Chuck Stevensen-UPB;

1. Call to Order: Mark called the meeting to order.
2. Consent Agenda. Motion made and seconded by Steve and Brian to approve the Consent Agenda as presented. Carried.
3. Daycare building painting bids: no bids were received. Rob was directed to call school teachers that paint during the summer including Shawn Naas and Paul Metcalf.
4. Mountain Lake Commercial Park Development:
 - a. Additional land purchase: Purchase Agreement which was prepared by David Jungas for a strip of land owned by Ivan Harder was included in the packet and reviewed. Ivan won't take the option on the additional land purchase later but would sell it now if we want it. After more discussion a motion was made and seconded by Steve and Jerry to approve buying the 1.77 acre strip for \$25,134.00 plus expenses. They ask that Ivan pay property taxes. Motion carried.
 - b. Integrated Project Schedule reviewed. Everything is on track to advertise for bids in May with infrastructure to be completed yet this year except paving of roads.
 - c. Coop Board meeting: Jerry and Rob attended the meeting and thought it went well. Several questions were asked by the coop board. The consensus was that if it was going to cost too much that they won't be interested. The board also discussed Casey's and the possibility of them putting in a new gas station in this development. Rob was directed to contact them again. We should also put a plan together on traffic counts and do visits with Casey's, Kwik Trip, Kum & Go, etc. to see if anyone would be interested. Rob also told the board that the group for Dollar General has agreed to buy the land from Lauren Harder across the road from our commercial park on the corner of Hwy 60 and CR#27. Mr. Harder knows that this company has a reputation of backing out of deals they make.
 - d. Other-Discussed other lots in Jenny's subdivision and whether we should be marketing these lots first. Maybe we should look at putting up a spec building on Jenny's lots. Also discussed was whether we should look into having someone seed alfalfa on these lots. The board discussed having Snick Signs make a sign for Jenny's lots and also the commercial park. Steve made a motion to seed Jenny's lots in alfalfa and Brian seconded the motion. Motion carried. Jerry will see if he can find someone to do this and make a deal on costs.
5. Mt. Lake Foundation request to contribute funds for new doctor housing through the EDA: Vern explained the doctor situation and how hard it is to get one to come to a small town. Several things were talked about regarding this. Rob was directed to contact the city attorney to see that there would be no issue with the EDA being a pass through entity with parameters. Dawn was asked to

come in to tell the board about what she found out from the city auditors regarding this. They told her that the money can't be given directly to the doctor but needs to be run through the entity as a pass through. Several ideas were discussed on this matter.

6. TIF District 1-8, Downtown Redevelopment: Rob stated that he is still waiting for Sanford yet. Hopefully we should know by July at the latest if they are going to go ahead with a new clinic building.
7. Custom Motors Default/Collection/Hire Collection Company: Since Custom Motors defaulted we are still waiting for another court date yet. Attorney seems to not be in any hurry to get this done. Darla will talk to attorney to see if she can't get something done. It's been dragging on long enough. Rob reported that he contacted a few collection companies and they told him that this would be a specialized debt collection so they would probably take at least ½ of what is ever collected. No action taken.
8. General Discussion:
 - a. Next meeting will be May 12th.
 - b. Jerry stated that his son does not want to farm the area behind the daycare any longer as it doesn't produce anything but weeds.
 - c. Nothing further. Meeting adjourned.

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**Regular Lake Commission Meeting
Monday, April 10, 2017**

Members Present: Jason Kruser, Jim Peterson, Jean Haberman, Dave Bucklin,
Heather Funk

Members Absent: Mike James, Vince Voelker

Guests Present: Wendy Meyer, Cheryl Hiebert, Rachel and Ken Yoder

Chair Kruser called the meeting to order at 6:30 p.m.

Open Forum:

Rachel and Ken Yoder were present to discuss several trail issues: (1) They would like to be consulted before any tree trimming is done in that area south of the trail to the lake, (2) Concerning the new easement, they would like defined boundaries on the both the north and south side of the trail, (3) Concerning the installation of a new culvert, they would like to communicate with the contractor to make sure it is in compliance with the DNR and meets the buffer strip regulations. They requested a liaison from the Lake Commission so they have someone to communicate with concerning trail issues.

M/S/P Peterson/Funk to approve the minutes of the March 13, 2017 meeting.

M/S/P Bucklin/Peterson to approve the minutes of the February 13, 2017 meeting.

Treasurer's Report:

Income:

UPB – Interest	3.42
Alter Recycling – 1300 lbs @ .45 (4/3/17)	585.00

Ending Balance: \$6,421.06

M/S/P Peterson/Funk to approve the Treasurer's Report.

Lake:

- Can bin was emptied on Sat., April 1. Jim, Dave, Jean and Adam Watkins helped.
- Jim, Kevin and Jason Ella, and Jason picked up the thin ice signs.
- The fishing pier will be moved back when there is time on a calm day.
- Mike James offered to take Secchi disk readings this summer. Jean will contact PCA to let them know who the new volunteer is.
- The weed harvester will be gotten out of storage, paddle put on, and launched after May 1st.
- Wendy received three applications for weed harvester operators. Jim will help train them and go over the harvesting operation. Jason Kruser would also like to be trained as an operator.

- M/S/P Kruser/Haberman to have Dave apply for an Aquatic Invasive Species Grant administered by Cottonwood County Soil and Water in the amount of \$12,000 to replace weed harvester when needed and to pay for some operating hours if needed.
- Wendy reported that currently there is \$10,025 set aside in a special fund for the future replacement of the harvester.
- Lake Clean-up will be April 26, from 3:15-4:30. Jason will ask the Boy Scouts and Steve Funk will ask the FFA students to help.

Trail:

- The City Council accepted bids for two projects: (1) Lohrenz Construction will build the Golf Course sediment pond, and (2) Nickel Construction will repair the plunge pool and replace some riprap.
- Bolton & Menk will do some engineering to develop new specs for the culvert on the trail by Yoder's property and the drainage at Lawcon Park. Then the City will request bids for those projects.
- The Golf Course sediment pond will probably have to wait until fall. Jason will contact Brian Hopwood to come up with a date.
- Dave has done more clean-up work at the island and trail looks to be in pretty good shape.

Beach:

- Steve Funk presented an estimate of material costs for the fire pit and benches by the beach. Wendy will submit an application to the Mountain Lake Foundation by May 1st. The concrete and benches will be put in this summer and the pergola in fall.

Other Business:

- Steve Funk asked if there were any projects he and his FFA students could work on Friday, April 14. Several projects were mentioned: (1) remove volunteer trees and brush growing south of the dam, (2) clean trash on the island and surrounding beach, and (3) clean up the beach area.
- Wendy reported that she has received three applications for summer help for the trail and parks.
- It was decided not to have a Pow Wow parade entry.
- Wendy suggested having an article in the newspaper explaining that the harvesting removes bad aquatic vegetation, but that new good vegetation will continue to grow and cause some problems.
- Jason asked if controlled burns would improve the grassy area on the west end of the lake. Dave said that it would probably not help.
- M/S/P to have Wendy contact Vince Voelker to see if he is still interested in being on the Lake Commission since he has missed four meetings. If not, we recommend that the mayor and City Council appoint a new member.

Respectfully submitted,

Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Thursday, April 13, 2017

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

Members Absent: Mike Johnson, Brett Lohrenz

Staff Present: Wendy Meyer, Clerk/Administrator; Lynda Cowell, Utilities Office Manager; Ron Melson, Electric Supt.; Kevin Krahn, Water and Wastewater Supt.; Dave Watkins, Water and Wastewater Dept.; Pat Oja, Lineman

Others Present: Andy Ristau, Energy Analyst, Central MN Power and Services (CMPAS)

Call to Order

The meeting was called to order at 7 AM. There were no additions to the agenda.

Approval of March 23 Minutes, and Bills, Check Numbers 17023 – 17071

Motion by T. Johnson, seconded by Carrison, to approve the minutes and bills. Motion carried unanimously.

Electric Dept.

Installation of the sub-station ground grid began on April 10th. Melson and Oja traveled to Golden Valley to inspect the switchgear with Alex Martin, Utilities Plus Energy Services (UPES) engineer on April 7th. Electric poles have been replaced from the corner of 3rd Ave. and Co. Rd. #1 to the county highway shop at 2603 3rd Ave.

Water/Wastewater Dept. CR# 1 Project Update

The pre-construction meeting is scheduled for Tuesday, April 18 at city hall.

Wastewater Treatment Facility Project

Bolton and Menk has suggested that the utility commission authorize the archeological survey that will be required prior to construction. The location of the proposed ponds, land ownership of the site and other property in the area, the electric service territory map, and the status of the state bonding bill were reviewed. Motion by Langland, seconded by Carrison, to wait and consider authorizing the survey after the current legislative session ends and the existence and amount of the Public Facilities Authority (PFA) funding is known. Motion carried unanimously.

Kevin Krahn Retirement

Krahn present his letter of retirement to Langland who read it to those present. His last day of work will be December 31. 2017. There will be more discussion at future meetings.

2016 Billing Summary

The summary prepared by CMPAS shows amount, cost, and sources of power purchased by the utility in 2016.

2016 Wind Turbine Summary

The summary shows amount of power produced by the utility’s wind turbine, revenue and expenses.

February and March Turbine Reports

The reports and other maintenance reports not in the packet were briefly reviewed.

Generation Interconnection Study Presentation, Andy Ristau, Energy Analyst, CMPAS

The generating capacity of the Mt. Lake power plant, current Mt. Lake utility customer needs, the resulting extra capacity and the value of this extra capacity were discussed. If a generation interconnection study was performed by the Midwest Independent System Operator (MISO) the plant’s excess generation could be sold by negotiated agreement to another utility needing capacity. This sale would offset the cost of the upgrades recently completed to make the power plant engines meet emission standards. The utility’s application has been prepared by CMPAS, is ready for submittal, and can be submitted at any time once the number of excess megawatts to be studied is determined. Study application fee is \$5,000 and due June 16. A funding deposit of up to \$50,000, some of which is refundable, will also be required later in the 18 month study process. Motion by Carrison, seconded by T. Johnson, to apply to have two megawatts studied, to submit the application as soon as possible, to submit the application fee June 16, and review the number of megawatts to be studied at the May 11 utility commission meeting. Motion carried unanimously.

Adjourn

The meeting was adjourned at 8:10 AM.

Approved May 11, 2017.

ATTEST:

Wendy Meyer, Clerk/Administrator

Resolution #11-17

Certification of Unpaid Utility Charges

City of Mt. Lake, MN

WHEREAS the City Council of the City of Mountain Lake, Minnesota acknowledges that the Mt. Lake Utilities Accounts listed below have unpaid utility charges; and

Parcel Identification Number	Account Number	Amount Attached
22.520.1910	02-00004280-01-9	\$651.13
22.161.0370	00-00009240-00-7	\$469.12
22.520.1930	00-00004300-01-0	\$389.16

WHEREAS the cost of the utilities has been billed to the account holders and to this date remain unpaid; and

WHEREAS Minnesota Statutes, Chapter 444.075 (Subd. 3e) allows unpaid utility charges to be certified to the county auditor for collection as other taxes are collected and provides a procedure for such certification; and

WHEREAS City Ordinance 3.05 Subd. 8 allows unpaid utility charges to be made a lien upon the premises served and provides a procedure for certification;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Lake, Minnesota that it approve the certification as listed above, payable in a single installment at an annual rate of 0% interest.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to certify the same to the County Auditor.

Adopted by the Council this 15th day of May, 2017.

Mike Nelson, Mayor

ATTEST: _____
Wendy Meyer, Administrator/Clerk

RESOLUTION # 14-17

CITY OF MOUNTAIN LAKE, MINNESOTA

**RESOLUTION TO ACCEPT A \$15,000 GIFT FROM
THE MOUNTAIN LAKE FIRE RELIEF ASSOCIATION**

Whereas, the Mountain Lake Fire Relief Association has a valid license to conduct lawful gambling at “The Laker Bar and Grill” located in the City of Mountain Lake; and

Whereas, money raised from lawful gambling can be used for ‘lawful purposes’; and

Whereas, a contribution to the City of Mountain Lake is a ‘lawful purpose’ in accordance with MN Statute 349.12, Subd. 10; and

Whereas the Mountain Lake Fire Relief Association has stated its intent to assist the City of Mountain Lake by gifting funds for Mountain Lake Fire Department capital purchases.

Therefore, be it resolved that the Mountain Lake City Council accept the gift of \$15,000 from the Mountain Lake Fire Relief Association; and

Be it further resolved that said funds be reserved for future Mountain Lake Fire Department capital purchases; and

Be it further resolved that the Mountain Lake City Council thanks the Mountain Lake Fire Relief Association for their gift.

Adopted this 15th day of May, 2017.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Administrator/Clerk



COTTONWOOD COUNTY
AQUATIC INVASIVE SPECIES GRANT
APPLICATION

Please Return Completed
Application to:
Cottonwood County P&Z
339 9th Street.
Windom, MN 56101

NAME OF ORGANIZATION: City of Mt. Lake
NAME OF CONTACT: Wendy Meyer Clerk/Adm.
ADDRESS: P.O. Box C 930 3rd Ave.
PHONE: (507) 427-2999 TAX STATUS: government
XI

PROPOSAL INFORMATION

PROJECT TITLE: Mt. Lake In-Lake Weed Harvester
PROJECT START DATE: approx June 1, 2017
PROJECT END DATE: approx Oct. 1, 2017
PROJECT DESCRIPTION: The City owns and operates a weed harvester to remove curly-leaf pond weed from its namesake lake. Funds from this grant program will be used to fund in part 2017 operation and maintenance expenses. The remainder will be set-aside for the eventual purchase of a new harvester

PROJECT GOALS (Objectives and Means of Measurement): The goal is to reduce the growth of curly-leaf pond weed an invasive weed, and build a fund to purchase a new weed harvester to continue the work.

WATERBODY IMPACTED: Mountain Lake DOW 17000300

OTHER ORGANIZATIONS COLLABORATING: _____

Mt. Lake Lake Commission

MN Dept. of Natural Resources (DNR)

BUDGET

TOTAL COST OF THE PROJECT: 2017 harvester operation and maintenance is estimated at \$7,000, new harvester
AMOUNT REQUESTED: \$12,000 \$100,000+

OTHER CONTRIBUTIONS: ① DNR - invasive species grant - maximum of \$4,999

② City of Mt. Lake Street Dept. - in-kind

use of shop and equipment: labor

③ Lake Commission volunteers - servicing and maintenance of equipment
HOW WILL GRANT CONTRIBUTIONS BE SPENT: _____

\$2,000 to operation and maintenance; remainder to reserves

TOTAL HOURS SPENT ON PROJECT: 200 - 250 hrs. - harvester operator
40 - 80 hrs - harvester maintenance

AUTHORIZATION

I hereby certify that the information contained in this grant application to be true and correct to the best of my knowledge. I have the authority to apply for the funds requested.

Name and title of Applicant: _____

Signature of Applicant: _____

Date: / /

If applicant needs more space to fill out the application, please attach another sheet of paper stapled to the upper left hand corner of the page. Please return to the Cottonwood County Planning and Zoning at 339 9th Street, Windom, MN 56101. Please Call 507-831-1153 with any questions.

**City of Mountain Lake
Job Description**

Job Title: Economic Development Coordinator **Department:** Economic Development
Supervisor: Economic Development Authority **Classification:** Full-Time, Non-Union, Exempt

Work Schedule

The typical work hours for this position are 8:00 a.m. through 4:30 p.m., Monday-Friday. Evening, weekend, and additional hours will be required.

Description of Work

Under general supervision of the Economic Development Authority, the Economic Development Coordinator supervises and administers economic development plans, programs and services; directs departmental personnel matters; administers the Economic Development Department's budget; develops and implements marketing plans; meets and collaborates regularly with a variety of governmental agencies on issues involving economic development; and performs other related functions as assigned or apparent.

Essential Functions of the Job

- Supervises and administers economic development plans, programs and services. Develops and coordinates the implementation of short and long range plans, operational priorities and objectives for economic development in the City of Mountain Lake. Conducts surveys and technical studies. Researches and prepares economic development policy and implementation proposals. Ensures the maintenance of accurate and complete records of department activities. Provides information for all aspects of industrial development, including financing and governmental bonding, taxation policies, business counseling and general information on community facilities and amenities. Participates in and schedules industrial and commercial location visits.
- Directs departmental personnel matters. Manages the departmental workforce within the scope of City personnel rules. Determines departmental staffing needs and makes appropriate hiring recommendations to the City Council. Conducts performance evaluations, disciplinary and suspension actions and makes recommendations for termination. Approves staff training and conference requests. Interprets personnel rules and ensures staff accountability to policies and procedures. Provides interpretation of relevant rules, statutes, and policies to staff specific to their program area. Recruits and supervises volunteers.
- Administers the Economic Development Department's budget. Prepares annual program budget for submittal to the Economic Development Authority, City Council, and funding agencies. Prepares and administers state and federal grants. Ensures that all administrative and regulatory requirements of the grants are fulfilled. Supervises and participates in the preparation of grant applications, tax increment financing plans, loan documents and on-going administration and reporting of grants, tax increment financing and loan programs.
- Develops and implements marketing plans. Reviews promotional brochures and videos and keeps the information updated. Manages and markets Economic Development Authority owned properties, development programs, and facilities, including Heritage Estates. Manages and markets the disposition and acquisition of real estate for economic development and housing programs. Identifies and contacts prospective and existing businesses to encourage location and expansion in the City of Mountain Lake. Cooperates with financial institutions to prepare financial packages for businesses interested in relocating.
- Meets and collaborates regularly with a variety of governmental agencies on issues involving economic development. Works with participating governmental and private bodies to help them develop plans for dealing with prospective companies. Coordinates economic development

activities with existing economic authorities or organizations within the county and other governmental agencies. Maintains a daily log designating hours spent on EDA/Chamber activities.

- Coordinates and oversees all Chamber of Commerce activities.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours, and outside regular hours as necessary.

Additional Functions of the Job

- Updates the City website and provides information to other agencies for their websites.
- Performs other related functions as assigned or apparent.

Required Knowledge and Abilities

- Knowledge of federal, state, and local regulations governing economic development programs.
- Knowledge of research and statistical analysis techniques.
- Knowledge of principals and practices of real estate, including appraisals, price valuations and negotiations of vacant, residential and commercial properties.
- Ability to formulate project goals, analyze data, and draw logical conclusions.
- Ability to organize, motivate, and direct subordinates.
- Ability to communicate effectively both orally and in writing,
- Ability to establish and maintain effective relations with supervisors, coworkers, and subordinates.

Minimum Qualifications

Bachelor degree in public administration, urban studies, or related field, OR at least two (2) years experience in economic development or related activities

Preferred Qualifications

Masters degree in public administration, urban studies, or related field; at least five (5) years experience in economic development related activities; at least two (2) years supervisory experience; experience working with the Minnesota Department of Employment and Economic Development (DEED); U.S. Department of Housing and Urban Development (HUD); and/or Minnesota Housing Finance Agency (MHFA); and working experience with a computer in Word, Excel, Publisher, and/or Quicken.

Conditions of Employment

- Must possess a valid license to drive in the state of Minnesota.
- Must comply with organizational and departmental policies.

Physical Demands / Work Environment

- Requires incumbent to work inside, outside, in confined spaces, on uneven ground, alone, with others, around others, and have contact with the public.
- Activities that occur continuously (more than 7 hours) are: sitting, talking, hearing; use of smell; and use of near vision, far vision, depth perception, field of vision/peripheral vision, accommodation, and color vision.
- Activities that occur frequently (from 4 to 7 hours) are: fine manipulating.
- Activities that occur infrequently (up to 60 minutes) are: standing; walking; handling; use of the left, right, and both feet for repetitive movements; and lifting up to 10 pounds.

Equipment / Job Location

This position will be located in the City of Mountain Lake City Hall. On occasion, the Economic Development Coordinator 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, computer, fax, copier, and printer 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.

Reviewed December 2012.

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**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

Petition For Local Improvement

Mt. Lake Economic Development Authority
Mt. Lake, Minnesota
May 12, 2017

To the City Council of Mt. Lake, Minnesota,

The undersigned owner of not less than 35 percent in frontage of the real property abutting proposed Cottonwood Road, between Mt. Lake Road and 570th Avenue and at least 35 percent of the land area affected by the proposed improvements abutting the following roads:

- Mountain Lake Road from 7th Street to 300 feet to the west
- Proposed 7th Street between Mountain Lake Road and Proposed Cottonwood Road
- Proposed Cottonwood Road between 3rd Avenue (CSAH 27) and Proposed 7th Street

hereby petition the Mountain Lake City Council for the following improvements pursuant to Minnesota Statutes, Chapter 429:

asphalt surfacing, installation of curbs and gutters, and construction of water, wastewater and storm water infrastructure; site grading and drainage improvements.

Signature of Owner (one owner):

Mark Hanson, Mt. Lake EDA Board President

Description of Property:

That part of the North Half the Northwest Quarter of Section 4, Township 105 North Range 34 West, Cottonwood County, Minnesota, described as:

Commencing at the Northwest corner of said Section 4; thence North 89 degrees 57 minutes 54 seconds East, (assumed bearing), along the north line of the Northwest Quarter of said Section 4, a distance of 1421.00 feet to a point hereinafter referred to as Point "A"; thence South 89 degrees 57 minutes 54 seconds West, back along said north line, a distance of 1421.00 feet to the northwest corner of said Section 4; thence South 02 degrees 27 minutes 18 seconds West, along the west line of the Northwest Quarter of said Section 4, a distance of 1535.00 feet; thence South 89 degrees 39 minutes 35 seconds East, 1429.50 feet to a point distant 1544.00 feet southerly of the above described Point "A" as measured along a straight line from said Point "A"; thence North 02 degrees 07 minutes 33 seconds East, along said straight line, 634.36 feet to the point of intersection with the northerly right of way line of State Highway No. 60 according to Minnesota Department Of Transportation Right Of Way Plat No. 17-6, on file and of record with the Cottonwood County Recorder, said point being the point of

beginning; thence North 89 degrees 55 minutes 00 seconds West, along said right of way line, 1266.05 feet to monument B19 of said right of way plat; thence North 43 degrees 43 minutes 52 seconds West, along said right of way line, 138.46 feet to monument B18 of said right of way plat; thence North 02 degrees 27 minutes 18 seconds East, along said right of way line, 419.52 feet to monument B17 of said right of way plat, said point being on a circular curve which center of radius bears North 01 degrees 13 minutes 58 seconds East; thence northeasterly, along said right of way line, along a 469.26 foot radius curve, central angle = 47 degrees 16 minutes 40 seconds, an arc distance 387.21 feet to the point of tangency of said curve, said point being monument B16 of said right of way plat; thence North 43 degrees 57 minutes 18 seconds East, along said right of way line, along the tangent of said curve, 107.34 feet to monument B15 of said right of way plat, said point being the point of curvature of a circular curve to the right; thence northeasterly, along said right of way line, along a 349.26 foot radius curve, central angle = 46 degrees 00 minutes 36 seconds, an arc distance of 280.46 feet to the point of tangency of said curve, said point being monument B14 of said right of way plat; thence North 00 degrees 02 minutes 06 seconds West, along said right of way line and radially to said curve, 10.00 feet to monument B13 of said right of way plat; thence North 89 degrees 57 minutes 54 seconds East, along said right of way line, 217.60 feet to monument B12 of said right of way plat; thence North 00 degrees 02 minutes 06 seconds West, along said right of way line, 50.00 feet to monument B11 of said right of way plat, said point being on the north line of the Northwest Quarter of said Section 4; thence North 89 degrees 57 minutes 54 seconds East, along said north line 486.34 feet to the above described Point "A"; thence South 02 degrees 07 minutes 33 seconds West, 909.64 feet to the point of beginning.

Said parcel contains 24.48 acres, subject to an easement for Township Road purposes over and across the northerly boundary. ALSO subject to any other easements of record.

- AND -

That part of Tract A and Tract B described below:

Tract A That part of the Northeast 1/4 of the Northwest 1/4 of Section 4, Township 105 North, Range 34 West, Cottonwood County, Minnesota, described as follows: Measuring from a point on the North section line of Section 4, Township 105, Range 34, 22 rods and 13 feet West of the Northeast corner of the NW 1/4 of Section; thence following the Section line West to the point of commencement which is on said Section line 34 and 12/13 rods West of said point; thence in a southerly direction parallel with the East line of said quarter section 39 rods; thence in a westerly direction parallel with the North line of said Section 16 and 16/39 rods; thence in a Northerly direction parallel with the East line of said quarter section to the Section line; thence following the Section line to the point of beginning, EXCEPTING THEREFROM, however, the following: Commencing at the northeast corner of said NW 1/4, thence North 90°00'00" West, assumed bearing along the North line of said NW 1/4, a distance of 952.23 feet to the point of beginning; thence South 01°53'00" West, parallel with the East line of said NW 1/4, a distance of 225.00 feet; thence North 90°00'00" West, parallel with the North line of said NW 1/4, a distance of 193.60 feet; thence North 01°53'00" East, parallel with said East line a distance of 225.00 feet to a point on the North line of said NW 1/4; thence North 90°00'00" East, along said North line, a distance of 193.60 feet to the point of beginning,

Tract B Commencing at the Southeast corner of the Northwest Quarter (NW1/4) of Section Number Four (4), Township Number One Hundred Five (105), Range Number Thirty-four, (34), thence west along the South line of said Northwest Quarter (NW 1/4) Sec. 4 a distance of Three Hundred Seventy-five (375) feet, this being the point of beginning; thence west along the south line of said NW 1/4 Sec. 4, a distance of Eight Hundred Forty-seven (847) feet; thence north and parallel to the East line of said NW 1/4 Sec. 4, a distance of One Thousand Nine Hundred Thirty-three and Five tenths (1933.5) feet; thence east and parallel to the North line of said NW 1/4 Sec. 4 a distance of Eight Hundred Forty-seven (847) feet; thence south on a straight line to the point of beginning.

Which lies West and North of Line 1 described below.

Line 1 Commencing at the North Quarter corner of said Section 4; thence North 89 degrees 19 minutes 18 seconds West on the north line of the Northwest Quarter, a distance of 1145.83 feet to the point of beginning of the line to be described; thence South 01 degrees 12 minutes 02 seconds West, a distance of 909.65 feet to the north line of Trunk Highway No 60, as per Minnesota Department of Transportation Right of Way Plat 17-6; thence South 89 degrees 26 minutes 24 seconds West on said north line, a distance of 76.32 feet to the west line of the hereinbefore described Tract B and there terminating.

Parcel contains 1.61 acres.

Certification:

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned therefor.

City Administrator

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DRAFT

City of Mountain Lake, Minnesota

Resolution #12-17

Resolution Declaring Adequacy of Petition and Ordering Preparation of Report

BE IT RESOLVED BY THE CITY COUNCIL of Mountain Lake, Minnesota:

1. A certain petition requesting the improvement of real property legally described in Attachment A with the installation of asphalt surfacing, installation of curbs and gutters, and construction of water, wastewater and storm water infrastructure; site grading and drainage improvements filed with the council May 12, 2017 is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minn. Stat. § 429.035.

2. The petition for proposed 2017-2018 Mountain Lake Commercial Park Improvement is hereby referred to Andrew Kehren, City Engineer, Bolton and Menk and that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; the availability of money in the general fund to pay the city's share of the cost; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the Council this 15th day of May, 2017.

ATTEST:

Mike Nelson, Mayor

Wendy Meyer, Clerk/Administrator

ATTACHMENT A

That part of the North Half the Northwest Quarter of Section 4, Township 105 North Range 34 West, Cottonwood County, Minnesota, described as:

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Parcel contains 1.61 acres.



**BOLTON
& MENK**

Real People. Real Solutions.

Preliminary Engineering Report

2017-2018 MOUNTAIN LAKE COMMERCIAL PARK IMPROVEMENTS

Mountain Lake, Minnesota

S14.112575

Submitted by:

Bolton & Menk, Inc.

1243 Cedar St. NE

Sleepy Eye, MN 56085

P: 507-794-5541

F: 507-794-5542



Preliminary Engineering Report
2017-2018 Mountain Lake Commercial Park
Improvements
Mountain Lake, Minnesota

Including

- Mountain Lake Road from 7th Street to 300-feet to the west
- Proposed 7th Street between Mountain Lake Road and Proposed Cottonwood Road
- Proposed Cottonwood Road between 3rd Avenue (CSAH 27) and Proposed 7th Street
- Site grading and drainage improvements

May, 2017

Preliminary Engineering Report
2017-2018 Mountain Lake Commercial Park Improvements
Mountain Lake, Minnesota

Including:

- Mountain Lake Road from 7th Street to 300-feet to the west
- Proposed 7th Street between Mountain Lake Road and Proposed Cottonwood Road
- Proposed Cottonwood Road between 3rd Avenue (CSAH 27) and Proposed 7th Street
- Site grading and drainage improvements

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

By: Andrew R. Kehren
Andrew R. Kehren, P.E.
Registration No. 19871

Date: 5-10-2017

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FIGURE NO. 1: Mountain Lake Commercial Park Preliminary Plat
FIGURE NO. 2: Mountain Lake Commercial Park Preliminary Plans for Street & Utility
Improvements

EXHIBIT NO. 1: Mountain Lake Commercial Park Wetlands No Loss Application/Type
Boundary Application
EXHIBIT NO. 2: Detailed Project Cost Estimate
EXHIBIT NO. 3 Summary of Special Assessment Policy

Background Information

The Mountain Lake City Council has authorized the Preliminary Engineering Report in accordance with the Assessment Policy and Minnesota Statutes Chapter 429. Portions of the costs for the improvements as described herein are proposed for assessment to the benefiting properties. Consideration for the proposed improvements has been initiated in response to a petition for improvements.

The petition for improvements requests the construction of municipal infrastructure in support of the proposed Mountain Lake Commercial Park, see Figure No. 1, Preliminary Plat. The proposed municipal infrastructure improvements includes streets and utilities. The areas of work include the following:

- Mountain Lake Road from 7th Street to 300-feet to the west
- Proposed 7th Street between Mountain Lake Road and Proposed Cottonwood Road
- Proposed Cottonwood Road between 3rd Avenue (CSAH 27) and Proposed 7th Street
- Site grading and drainage improvements

This report will present preliminary investigations, discoveries and design considerations for use in determining the engineering feasibility of the construction of the referenced work. In addition, preliminary project cost approximations will be presented for use in determining the financial feasibility of the proposed improvements. The scope of the proposed improvements includes street, sanitary sewer, watermain, storm sewer, storm water management, service connection construction and site grading.

Proposed Improvements

Streets

The westerly 1,000-foot of Mountain Lake road is proposed to be eliminated with a new roadway alignment created to re-create the connection with 3rd Avenue. The new roadway alignments are shown on the Preliminary Plat. The westerly 1000-foot of Mountain Lake Road roadway will be eliminated and the existing right-of-way will be vacated. The proposed development is a commercial/industrial park. Therefore, the new roadways will be designed as a truck route. 3rd Avenue and 7th Street are existing truck routes, completing the truck route loop through the commercial park.

The new streets are proposed to be 44-foot wide roadways, consistent with the roadway width provided in the Jenny's Subdivision industrial development, see Figure 2, Preliminary Plans for Street and Utility Improvements. The width of the new Mountain Lake Road street would vary less than 44-foot wide as the transition is made to match the width of the existing 36-foot wide roadway at the 7th Street intersection.

The following roadway section is proposed:

44' Roadway Truck Route Section

- Concrete Curb & Gutter, Design B618
- Edge Drain
- 2" Bituminous Wear Course Mixture
- 3" Bituminous Non-Wearing Course Mixture
- 6" Aggregate Base, Class 5
- 12" Aggregate Base, Class 3
- Type V, Geotextile Fabric

The geotextile fabric would be used only if the existing subgrade is soft and lacks stability. This determination would be made during construction.

Utilities

See Figure No. 2, Preliminary Plans for Street and Utility Improvements

Sanitary Sewer The sanitary sewer main located at the existing intersection of 7th Street and Mountain Lake Road has inadequate depth to provide gravity service to the entire development area. The existing sanitary sewer located at the west end of 2nd Avenue has adequate depth to provide gravity service to the development. A 10-inch diameter sanitary sewer main is proposed to be installed from the west end of 2nd Street, then south along the east line of Lot 1, Block 1 of Janzen's 2nd Subdivision, then west along the south line of Lots 1, 2 and 3, Block 1 of Janzen's 2nd Subdivision, then south across the Union Pacific Railroad property to the centerline of the new Cottonwood Road. An 8-inch diameter sanitary sewer main would be installed within Cottonwood Road to provide service to the new commercial lots. The sanitary sewer within Cottonwood Road will have adequate depth to provide gravity sanitary sewer depth to the undeveloped area located west, south and east of the proposed commercial development.

An 8-inch diameter sanitary sewer main will be installed within Mountain Lake Road from 7th Street to about 325-feet west to provide service to the 3.97 acre undeveloped parcel referenced as Lot 37 of Prince's Outlots.

Six inch diameter sanitary sewer services will be installed into each of the new lots. The service lines will terminate 10-feet inside the lot at the limits of the platted municipal use easement.

A wetland exists along the south line of Lots 1, 2 and 3 of Janzen's 2nd Subdivision. A wetland delineation has been made and an application for a No Net Loss approval has been submitted to the wetlands Local Governing Unit (LGU), see Exhibit No. 1. The wetland will be temporarily disturbed and then restored. Therefore, approval of the No Net Loss application is anticipated.

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Watermain An 8-inch diameter, PVC watermain is proposed to be installed within the new roadways, terminating on the east side of 3rd Street. The new watermain at 3rd Street will extend to the north right-of-way line in anticipation of the future installation of a watermain that will loop into the existing watermain located near the intersection of Golf Course Road. Hydrants and valves will be installed in conjunction with the new watermain installation.

Six inch diameter water services will be installed into each of the new lots. The service lines will terminate 10-feet inside the lot at the limits of the platted municipal use easement. A gate valve will be installed at the end of each service. The larger diameter water services are proposed in anticipation that sprinkler systems will be required in the future commercial/industrial buildings.

Storm Sewer and Site Grading The development site is located within two watersheds. The westerly portion of the site drains to Mountain Lake. The easterly portion of the site drains to the CD 21 ditch system. Branch F-8 of CD 21 terminates in the easterly portion of the development area. It is anticipated that the portion of Branch F-8 located within the proposed development will be abandoned. Local tile maps indicate private tile work has been performed within the development area.

The proposed development will create more than one acre of new impervious surfacing. Therefore, the project must include storm water treatment as described in the MPC's NPDES rules for Construction Activities. Because the storm water runoff from the site drains into two separate watersheds, two storm water treatment ponds are proposed to be constructed. The storm water treatment ponds will have a permanent pool depth varying from three to four feet. The permanent pool will have a minimum volume equal to 1,800 cubic feet for each acre that drains into the pond and a water quality treatment volume equal to 1-inch of runoff over the future anticipated new impervious area. The water quality treatment volume will drain from the ponds within 48-hours after the storm event. The existing tile systems will be utilized as the outlet for discharging the water quality treatment volume. During large rainfall events storm water will spill out of the ponds and flow along the pre-existing drainage route.

Several private tiles cross under TH 60 and 3rd Avenue draining into the development site. The private tiles will be re-routed along the perimeter of the site and reconnected to the tile system into which they historically have drained.

Storm water draining to Mountain Lake will be captured in a storm water treatment pond located south of the railroad tracks and east of 3rd Avenue. Storm water draining to CD 21 will be captured in a storm water treatment pond located along the east line of the development area and south of Cottonwood Road.

Various diameter storm sewer mains and catch basins are proposed to be installed within the new roadways and municipal use easements. Edge drains will be installed behind the back of the new curb, connecting to the storm sewer system.

An existing gas main crosses the development area. As part of the basic construction of the project the gas main will need to be relocated. Minnesota Energy Resources, owners of the gas main, are planning for the relocation of the gas main during the fall of 2017.

Summary of Probable Approximation of Project Costs:

Included herein is a detailed summary of the estimated items of work as identified in this report along with their associated approximate cost, see Exhibit No. 2. The estimate is a probable approximation of the project cost based upon current, average, municipal bidding prices and are subject to variations based on several conditions including: construction bidding environment, construction time period, scope of work, economic conditions, inflation and unforeseen items of work not identified in this report. It is recommended that the City include a reasonable contingency to compensate for variations in construction bidding, interim financing, etc. The summary of the estimated project costs is as follows:

• Surfacing Construction	\$1,023,500
• Sanitary Sewer Construction	\$240,400
• Watermain Construction	\$168,200
• Storm Sewer Construction	<u>\$368,500</u>
Total Estimated Project Cost	\$1,800,500

A detailed summary of the estimated items of work, quantities of work and cost for the work is included as Exhibit 1.

Proposed Project Schedule

The following is a proposed project schedule for the work:

May 15, 2017	Call for Preliminary Improvement Hearing
June 5, 2017	Hold Preliminary Improvement Hearing
	Authorize the Preparation of Plans & Specifications
	Council Approves Plans & Specifications
	Council Authorizes Advertisement for Bids
July 7, 2017	Bid Opening
July 10, 2017	Council Considers Bids and Award Contract
July 24, 2017	Begin Construction
November 17, 2017	Complete Underground Construction, Grading & Graveling
June 29, 2018	Final Completion of Construction
September 18, 2018	Call for Final Hearing on Assessment
October 15, 2018	Final Hearing on Assessment
November 19, 2018	Council Certifies Assessment Roll

Permit Requirements

The following permits are anticipated to be required for the project.

- National Pollutant Discharge Elimination System (NPDES) Application for General Storm-Water Permit for Construction Activity.
- Minnesota Department of Health Permit for Watermain Construction.
- Minnesota Pollution Control Agency Permit for Sanitary Sewer Construction.
- Utility Permit on County Highway Right Of Way.

Discussions and Recommendations

The proposed improvements are feasible from an engineering perspective and are practical for meeting the needs of the City. If the proposed improvements are determined to be financially feasible, it is recommended that the City authorize the preparation of construction plans and specifications and proceed to advertise the proposed work for competitive bids.

A summary of the assessment policy is included as Exhibit No. 3.

DRAFT

City of Mountain Lake, Minnesota

Resolution #13-17

Resolution Receiving Feasibility Report and Calling Hearing on Improvement

WHEREAS, pursuant to Resolution #12-17 adopted by the City Council of Mountain Lake MN, a report has been prepared by Bolton and Menk with reference to proposed 2017-2018 Mountain Lake Commercial Park Improvement. The report was received by the council on May 15, 2017. The Improvement includes:

- Mountain Lake Road from 7th Street to 300 feet to the west;
- Proposed 7th Street between Mountain Lake Road and Proposed Cottonwood Road;
- Proposed Cottonwood Road between 3rd Avenue (CSAH 27) and Proposed 7th Street;

affecting real property legally described on attached Schedule A.

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN LAKE, MINNESOTA:

1. The council will consider the improvement of such streets and infrastructure in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,800,500.

2. A public hearing shall be held on such proposed improvement on the 5th day of June 2017, in the council chambers of the city hall at 7 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 15th day of May, 2017.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, City Clerk/Administrator

DRAFT

City of Mountain Lake, MN

Ordinance # 5-17

**An Ordinance Placing Additional Parcels of Land within the City
in the City of Mountain Lake Rural Service District,
with the Amendment of Ordinance #7-12
'Establishing a Rural Service District'**

Be it ordained by the City Council of the City of Mountain Lake that Paragraph 3b of Section 9.08 of Chapter Nine (9) of City Code is amended with the addition of the following parcels of land within the city to the City of Mountain Lake Rural Service District.

Parcel ID No. 22.004.1000	4.5 acres
Parcel ID No. 22.004.1030	13.5 acres
Parcel ID No. 22.004.1040	2.5 acres
Parcel ID No. 22.004.1060	3.8 acres
Parcel ID No. 22.004.0900	.34 acres
Parcel ID No. 22.004.0800	.33 acres

Adopted by the Mountain Lake City Council this 10th day of July, 2017.

Mayor

Attest:

Clerk/Administrator



**ORDINANCE NO. 7-12
AN ORDINANCE ESTABLISHING
RURAL SERVICE TAXING DISTRICT**

Be it ordained by the City Council of the City of Mountain Lake that Chapter Nine (9) of the City Code is amended to add Section 9.08 as follows:

TAXING DISTRICTS

Be it ordained by the City Council of the City of Mountain Lake as follows:

1. **ESTABLISHMENT OF TAXING DISTRICTS.** The city is hereby divided into an Urban Service District and Rural Service District, pursuant to M.S. § 272.67, as it may be amended from time to time, for the purpose of all municipal property taxes, except those levied for the payment of bonds and judgments and interest thereon.
2. **URBAN SERVICE DISTRICT.** The Urban Service District shall include all property within the limits of the city, except those set forth by ordinance as the Rural Service District.
3. **RURAL SERVICE DISTRICT.** The Rural Service District is comprised as follows:
(A) The Rural Service District shall include unplatted lands which need not be contiguous to one another and platted lands which are not developed, as in the judgment of the Council are rural in character, and are not developed for commercial, industrial or urban residential purposes and for these reasons are not benefitted to the same degree as other lands by municipal services financed by general taxation.

(B) The rural service district as of the date of adoption of this Ordinance shall be comprised of the following parcels of land within the city:

Parcel ID No. 22.034.0502	2.75 acres
Parcel ID No. 22.034.0700	2.71 acres
Parcel ID No. 22.137.0010	10.73 acres
Parcel ID No. 22.137.0020	9.19 acres
Parcel ID No. 22.033.0100	44.00 acres

4. **BENEFITS TAX RATIO.** The city hereby determines that the ratio between the benefits resulting from tax supported municipal services to parcels of land of like market value, situated in the Rural Service District and in the Urban Service District, respectively is .15 to 1.
5. **MODIFICATION OF DISTRICTS AND BENEFITS RATIO.** By amendment of this ordinance, land may be added to or removed from the Rural Service Taxing District and the benefit ratio may be changed. Whenever any parcel of land included in the Rural Service District is platted in whole or in part and developed; or whenever application is made for a permit for construction of a commercial, industrial, residential or agricultural building or

improvement; or whenever the improvement or building is commenced without a permit; the governing body shall transfer the parcel or part thereof from the Rural Service District to the Urban Service District.

6. **SERVICES PROVIDED.** Except for fire, police and planning services, the City of Mountain Lake will provide no other services to the lands in the rural service district beyond those customarily provided by the township in which the lands are located.

Adopted by the City Council this 17th day of Sept., 2012.

Debra M. Jansen
Mayor

Attest:

Wendy Meyer
City Clerk

Published in the 9-24-12
Observer/Advocate.

**Pay 2016 Property Tax Comparisons
Mt. Lake Township Rate
Mt. Lake City Rate**

Mt. Lake City Rural Service District Rate (RSD)

Prepared by the Cottonwood County Assessor

Parcel ID#	Ownership	Acres	Pay 2016 Tax Capacity	Pay 2016 Township Tax	Pay 2016 ML City Tax	Pay 2016 ML City Tax (RSD)
12.004.0500	City of Mt. Lake	26.10	2354	\$110.21	\$2,640.53	\$391.66
12.004.1000	Johnson/Berg	2.20	504	\$23.60	\$565.35	Not eligible for RSD
12.004.0702	Goertzen	2.16	119	\$5.57	\$133.48	\$19.80
12.004.0800	Goertzen	2.68	151	\$7.07	\$169.38	\$25.12
12.004.0302	Harder	5.75	585	\$27.39	\$656.21	\$97.33
12.004.1100	Harder	3.77	421	\$19.71	\$472.24	\$70.04
12.004.0600	Harder	3.00	316	\$14.80	\$354.46	\$52.58
12.004.0601	Adkins	1.00	223	\$10.44	\$250.14	Not eligible for RSD
12.004.0502	MNDOT/Midway	10.78	0	\$0.00	\$0.00	\$0.00
12.004.0504	Pankratz	13.50	1444	\$67.61	\$1,619.76	\$240.25
	TOTAL	87.61		\$286.40		

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272.67 DIVISION OF LAND IN CITIES INTO RURAL AND URBAN DISTRICTS.

Subdivision 1. **City powers.** Any city however organized, except in those counties situated in a metropolitan area as defined in Minnesota Statutes 1961, section 473.02, subdivision 5, which contain cities of the first class, may by ordinance adopted in the manner provided in this section divide its area into an urban service district and a rural service district, constituting separate taxing districts for the purpose of all municipal property taxes except those levied for the payment of bonds and judgments and interest thereon. In proceedings for annexation, incorporation, or consolidation being conducted pursuant to chapter 414, the chief administrative law judge of the state Office of Administrative Hearings may divide a municipality into an urban service district and a rural service district, such districts to be designated in accordance with the criteria set out in subdivision 2. Thereafter, said urban service district and rural service district may be changed in the same manner that an ordinance or amendment is changed in accordance with this section.

Subd. 2. **Division of lands by ordinance.** The rural service district shall include only such unplatted lands as in the judgment of the governing body at the time of the adoption of the ordinance are rural in character, and are not developed for commercial, industrial, or urban residential purposes, and for these reasons are not benefited to the same degree as other lands by municipal services financed by general taxation. The rural service district may include lands which are not contiguous to one another. The ordinance may designate lands outside the city which, if annexed, shall be included within the rural service district. The urban service district shall include all lands within the boundaries of the city which are not included in the rural service district. The ordinance shall determine the approximate ratio which in the judgment of the governing body exists between the benefits resulting from tax-supported municipal service to parcels of land of like market value, situated in the rural service district and in the urban service district, respectively. By amendment of the ordinance this benefit ratio may be changed, and lands may be added to or removed from the rural service district; but no amendment shall be required to remove lands by the procedure provided in subdivision 5.

Subd. 3. **Publication; public hearing.** Every ordinance and amendment introduced under subdivision 2, before final adoption, shall be published in the official newspaper of the city, with notice of the time and place of a hearing thereon which shall be held by the governing body not less than 30 days after the publication. At the hearing, which may be adjourned from time to time by public announcement to those present, the governing body shall give reasonable hearing and consideration to all objections to and comments on the ordinance or amendment, made by or on behalf of any resident or taxpayer of the city or of any outside area described in the ordinance or amendment, whether presented orally or by written communication to the municipal clerk. Objections may be addressed to the establishment or extension of the rural service district as a whole, or to the inclusion or exclusion of any specified lands, or to the benefit ratio proposed to be established by the ordinance. They may be based on the character of the lands included or excluded or on the relative nature and extent of tax-supported municipal service and benefit to lands of rural and urban character.

Subd. 4. **Publication of final ordinance; appeal.** At or after the hearing the governing body shall modify the ordinance in any respect and to any extent which it considers equitable, and shall cause it to be published in the form in which it is finally adopted, and a copy mailed to each person entitled to appear at the hearing who has requested a copy at the hearing or by written notice to the clerk. Within 30 days after the publication of the ordinance or amendment, any person entitled to appear at the hearing may appeal to the district court by serving a notice upon the clerk of the city, stating the grounds for such appeal, specifying the provisions of the ordinance or amendment which are claimed to be unreasonable, and alleging the facts on the basis of which such claim is made. The notice shall be filed with the court administrator of the district court within ten days after its service. It may be filed by the appellant not only for the appellant but also on behalf of all

others of the class to which the appellant belongs, as described in the notice of appeal. The clerk of the city shall furnish the appellant certified copies of all proceedings and records in the clerk's custody which are reasonably required to present the appeal. The appeal shall be placed upon the calendar of the next general term commencing more than ten days after the date of serving the notice and shall be tried in accordance with the provisions of the district court Rules of Civil Procedure. If the appellant does not prevail upon the appeal, the costs incurred shall be taxed by the court and judgment entered therefor. All objections to the ordinance or amendment shall be deemed waived unless presented on such appeal; except that any person having any estate, right, title, or interest in or lien upon any parcel of land, who claims that any provision of the ordinance is unreasonable and that, by reason of such provision, any tax upon such parcel exceeds the amount which would be taxable thereon but for such provision, may have the validity of the claim determined by the district court in the manner provided in chapter 278, if the claimant alleges and proves to the satisfaction of the court that the claimant had no actual notice of the hearing held thereon pursuant to this section, and the claimant's rights were not adequately protected as a member of any class of persons for whom an appeal was taken pursuant to this section.

Subd. 5. Development of land in rural district. Whenever any parcel of land, owned by one person or by two or more persons jointly or in common at the time of its inclusion in the rural service district, is platted, in whole or in part, and whenever application is made for a permit for the construction of a commercial, industrial, or urban residential development or improvement to be situated on such parcel or any part thereof, the board or officer approving such plat or building permit shall report this to the governing body, which shall make and enter an order transferring such parcel from the rural service district to the urban service district.

Subd. 6. Filing with county auditor; allocation of taxes. A certified copy of every ordinance, amendment, and order adopted or entered under this section shall be filed with the county auditor before it becomes effective. For the purposes of taxation, if the ordinance, amendment, or order is certified on or before August 1 of a levy year, it may be implemented that same levy year. If the ordinance, amendment, or order is certified after August 1 of a levy year, it may not be implemented until the following levy year. The amount of taxes levied each year by each city shall be certified to the county auditor in the manner now or hereafter provided by law. Taxes levied for payment of bonds and judgments and interest thereon shall continue to be spread upon all taxable property within the boundaries of the city in proportion to the net tax capacity thereof. The remaining amount of the taxes levied each year shall be allocated by the county auditor to the urban service district and the rural service district in amounts proportionate to the current benefit ratio times the current ratio between the market values of all taxable property within the urban service district and all taxable property within the rural service district. Within each district, the amount so allocated shall be spread upon all taxable property in proportion to the net tax capacity thereof.

Subd. 7. Tax classification of parcels not affected. This section does not affect the classification of individual parcels of land for purposes of taxation under the provisions of section 273.13. No law or charter limiting the incurring of indebtedness or the levy of taxes by any city by reference to its population or the net tax capacity of taxable property therein is amended by this section in its application to any city whose area is divided into urban and rural service districts.

Subd. 8. Platted parcels. Notwithstanding the provisions of subdivisions 2 and 5, a rural service district established by any city may include platted parcels of land which the governing body determines to be rural in character and not developed for urban residential, commercial, or industrial purposes. Whenever any lot or portion of a platted parcel which is included in the rural service district is developed for commercial, industrial or urban residential purposes, or basic urban services such as sewer, water, or street improvements are extended to any such lot or portion, the governing body shall transfer the entire platted parcel to the

urban service district. The governing body of such city shall annually review the tax ratio applicable to such platted parcels as determined under subdivision 2, and shall annually review the status of all such platted parcels to determine whether such parcels continue to qualify for inclusion in the rural service district.

History: 1965 c 712 s 1; 1971 c 569 s 1; 1971 c 778 s 1; 1973 c 123 art 5 s 7; 1975 c 271 s 6; 1975 c 339 s 8; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1988 c 719 art 5 s 84; 1989 c 329 art 13 s 20; 1991 c 291 art 12 s 7; 2003 c 2 art 5 s 4; 2008 c 196 art 2 s 3

5/8/2017

City of Mountain Lake
930 3rd Ave.
Mountain Lake, MN 56159

Please accept this letter as formal notification that I am resigning from my position as a Lineman for the City of Mountain Lake. My last day will be May 19th, 2017.

Thank you so much for the opportunity to work in this position for the past six and a half years. I've greatly enjoyed and appreciated the opportunities I've had in the Electric Department. My Supervisor, Ron Melson, has been a great role model and mentor.

Please let me know if there's anything else I can do to aid during the transition. I wish the City of Mountain Lake continued success, and I hope to stay in touch in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pat Oja', written in a cursive style.

Pat Oja

RE: AFSCME Contract

Prior to approving the 2017-19 contract at the May 1 council meeting I shared with you an issue with “Temporary Performance of Electric Department Duties” language.

When reviewing the draft 2017-19 contract prior to signature I discovered the “Temporary Performance of Electric Department Duties” was not addressed in light of the establishment of salary schedules. Keith Ferrington, Business Agent, for the AFSCME local, and I agreed that Step 4 Lineman would be acceptable. The 2017-2019 contract language was amended as found below.

The 2017-19 contract has not been signed by the local unit because they want the language from the 2014-16 contract in the new contract.

2017-2019 Contract as approved by the council May 1, 2017

Temporary Performance of Electric Department Duties

Employees in Public Works 1 and Public Works II classifications who are working with the Lineman or Lineman Lead performing electrical department duties for a minimum of two (2) hours or more shall be paid at the rate of Step 4 Lineman hourly rate of pay, as set out in ~~Appendix A above~~ the attached salary schedule for all hours worked while assisting with electrical department duties.

Language from the 2014-2016 Contract

Temporary Performance of Electric Department Duties

Employees in Public Works I and Public Works II classifications who are working with the Lineman or Lineman Lead performing electrical department duties for a minimum of two (2) hours or more shall be paid the Lineman hourly rate of pay, as set out in Appendix A above, for all hours worked while assisting with electrical department duties.

DRAFT

CITY OF MOUNTAIN LAKE

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR LEGAL SERVICES

INTRODUCTION

The City of Mountain Lake is requesting qualifications and proposals for Legal services from firms experienced in municipal law.

BACKGROUND

The City of Mountain Lake is Statutory Plan B Weak Mayor-Council form. The City Council consists of five (5) members, a mayor and four council members. All are elected at large, the mayor for a two-year term and the council for four-year terms. The most recent population estimate is 2146. The City has a stable to slightly increasing population. The City includes a municipal utility that provides water, sewer and electricity to residents and a few customers outside city limits. The City has a police department, volunteer fire department, volunteer ambulance department, economic development authority, public library, streets parks and cemetery department, and office staff. There are 16 full-time employees plus a part-time staff that varies from 6-8 and the paid on-call fire and ambulance volunteers. The City has adopted and enforces the State Building Code. The City has six boards or commissions: utility commission, lake commission, police commission, planning and zoning commission, economic development authority, and tree commission.

BASIC SERVICES REQUESTED

- Basic services, for the purpose of this proposal shall include those legal services generally understood within the field of municipal law to fall within the category of 'general counsel' work and shall include, but is not necessarily limited to the following:
- Routine legal advice, telephone and personal consultation with the Council, City Clerk/Administrator or other authorized representatives.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds, Tax Increments, Tax Abatement and other documents required by the City.
- Legal advice and opinions concerning legal matters, statutes, ordinances, rules and regulations and other legal interpretations that affect the City.
- Legal work pertaining to property acquisitions, property disposals, public improvements, etc.
- Legal advice and assistance concerning the collection of the utility bills, illegal water and sewer connections, theft of water, sewer and electricity, shut-off policies and Cold Weather Rules.
- Ability to work with other counsel (bond or utility) or League of Mn Cities Legal Department as needed.
- Investigate and evaluate all claims by the City against others and recommended appropriate course of action and attempt to collect all proper claims including litigations where necessary.
- Initiate litigation on behalf of the city as requested by the city Council;

- Defend the city in limitation except in those cases where insurance companies are required to provide defend.
- Prosecution of all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City for citizen complaints and Building Code and City Code.
- Examine petitions for improvements as needed, for validity, to assist the City Engineer in preparing preliminary reports as to legal cost, easement cost, assessment methodology and assessment area, and prepare or review such routine legal notices for posting, publishing or mailing as needed and required by the statutory assessment process.
- Represent the City pertaining to Developer Agreements, Planned Unit Developments, Plats, Subdivisions, Shoreline Use, variances, rezoning, special permits, etc. as required by the City's Zoning Ordinance.
- Attendance at regular City Council meetings is expected. Attendance at special council meetings and meetings of the city's boards and commissions as requested to provide advice on the matters of proceedings and actions of the board or commission.
- Research and submit legal opinions on municipal or other legal matters as requested by the City Council or the Clerk/Administrator.
- Provide advice on open meeting law, data practice parliamentary procedure, records retention and privacy issues, including HIPPA.
- Provide and represent, as need, the city in employment related issues, including labor negotiations, arbitration, administrative hearings, PERA, labor agreements, personnel policy, FMLA, workers compensation and Veterans' Preference and in litigation involving the same.

The firm shall not subcontract out or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the application.

Describe the nature of your practice or your law firm's practice and your qualifications for providing City Attorney services. Include a resume for the individual who will be designated to serve as City Attorney as well as others whom you anticipate being involved with legal services to the city. Include the following:

- Professional affiliations
- Knowledge of and expertise with Minnesota municipal law or of other public sector experience.
- Litigation experience.
- knowledge and practice of law related to land use and planning, environmental law, risk management, general plans, real estate and other related law.
- Experience in Municipal contract law.
- Experience in the area of personnel, disability law rights and obligations, work compensation, employee relations and negotiations and employee discrimination claims.

- Experience in preparation and review of ordinances and resolutions.
- Office locations and accessibility.

CITY/CITY ATTORNEY RELATIONSHIP

- Describe clientele represented and years representing such.
- Describe any municipal litigation handled in the last 5 years and types of cases tried.
- Describe how you would structure the working relationship between the city Attorney and the city Council Coker, Administrator and other staff members.
- Define the time frames for response by the City Attorney to direction and/or inquiry from the City Council or City Clerk/Administrator.
- Describe the system that would be established for reporting or status of project requests and litigation.
- Demonstrate knowledge of the following:
 - Zoning and Land Use Laws
 - Platting and Land Development issues
 - Municipal Finance (MN tax increment law; tax abatement law, general experience in municipal bonds) and collection laws.
 - Specialized issues that may relate to municipal law outlined in this section.
- Describe your computer resources. The City requires compatibility with MS Word as well as the internet services, such as e-mail and files can be transmitted between City staff and City Attorney.
- Provide a reference list of three (3) recent (within 5 years) municipal clients. If municipal clients are not available, other major clients may be submitted. Particular attention will be given to municipal client references.

COMPENSATION

City Attorney-firms desiring to be considered for City Attorney services must indicate an hourly rate. Please indicate the hourly rate for City Attorney and other attorneys and support staff that may be working on City business. Alternatively, firms may propose monthly retainer rates for services and what would be outside the scope of the retainer.

- Please describe how the firm intends to provide legal services, either on a retainer or hourly basis. For retainer purposes, the following general legal matters are considered under the retainer:
 - Attendance at City Council, and board and commission meetings as needed and generally only when requested;
 - General advice related to personnel (in respect to municipal employment matters including but not limited to PERA, labor agreements personnel policy, FLSA, Veteran's Preference, workers compensation and unemployment compensation);
 - Phone calls and meetings with staff;
 - Review and provide advice on ordinance, resolutions and correspondence;
 - Review council agendas, council packets and minutes as needed;

- Review and comment on municipal contracts such as contracts for public improvements, joint powers, construction, purchase of equipment, etc.
- Provide legal opinions on open meeting law and data practice issues
- Review and comment on permits and documents for easement, ROW vacation or acquisition, development agreements, subdivision or zoning, condition uses, variances and violations thereof.

All other legal services are proposed to be done on an hourly basis and hourly rates for these services should be provided.

- If the hourly rate billing is preferred over the retainer rate, then state the hourly rates for the designated City Attorney and associates for general work and for special services such as litigation.
- Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents, and clerical charges. Firms shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.
- The City requires a monthly billing statement which:
 - Itemized the date of service
 - Topic and description of services performed
 - Personnel providing service
 - Time spend
 - Fees for those services

CONFLICT OF INTEREST STATEMENT

- Indicate whether your firm currently represents, or has represented any clients where representation may conflict with your ability to serve as City Attorney
- Indicate what procedures your firm would utilize to identify and resolve conflict of interest.

EVALUATION AND SELECTION PROCESS

The City will establish a committee consisting of two council members and the Clerk/Administrator to review the proposals received. A recommendation to the City Council will come from this committee. If necessary a short list of two or three firms will be determined.

- Qualifications will be verified and checked.
- The City Council will select the firm or individual it believes would best meet the City's needs by considering the following:
 - The depth, experience and expertise in the practice of law specifically in those areas most often encountered in municipal government;
 - The capacity to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner;

- The degree of availability for quick response to inquiries that arise in day to day operations;
- The degree which the firm or individual attorneys stay current with municipal law through continued professional development and communication with other municipal law practitioners
- Communication skills
- Cost of services
- Other qualifications/criteria, as deemed appropriate by the City Council.

CONTRACT AWARD

The City intends to award a contract to the firm best qualified to perform the work for the City, cost and other factors considered. The City reserves the right to reject any and all proposals or request additional information. Once a contract is awarded, the term of contract during shall be subject to on-going review and evaluation.

The contract will require the individual or law firm selected as city attorney to maintain general liability, automobile, workers compensation and errors and omissions insurance. The contract will also contain provisions the firm or individual to indemnify the City and provide that the City attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the contract, at its sole discretion, upon the provision of notice.

GENERAL INSTRUCTIONS

Law firms or individuals interested in submitting proposals for City Attorney shall submit five (5) complete copies of the proposal along with a proposed contractual agreement, in a sealed envelope identified as "City Attorney Proposal" by 4 pm _____ The envelope should be delivered to:

Wendy Meyer, Clerk/Administrator
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159

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To the City Council:

The Mountain Lake Ambulance at their May meeting unanimously voted in favor of migrating our run reports to an electronic system through the Ambulance's billing agent Expert T Billing. We have placed an order for one Panasonic Toughbook to be used to capture the patient information. While we have 2 ambulances we feel that having 2 laptops would not be a wise use of our budget. Expert T has confirmed that we can do both paper and electronic run reports.

When we finish filling a run report out it will automatically be sent to Expert T, along with the required data to the State of Minnesota's MNStar system. Both of those things Dawn presently does manually, this shift to using electronic run reports will take some ambulance work load off of Dawn, however, she will still have to enter the paper run reports when we use them. This system will also allow us to capture the patient's insurance information.

On behalf of the Ambulance department I would like to thank the council for their support of the ambulance throughout the years. We look forward to working with the council in the years to come.

Tim Janzen

Secretary- Mountain Lake Ambulance

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RE: Dust Control Update

Once dust control is applied it is best not to blade the road as blading removes the coating.

'Patch' spraying makes blading more difficult.

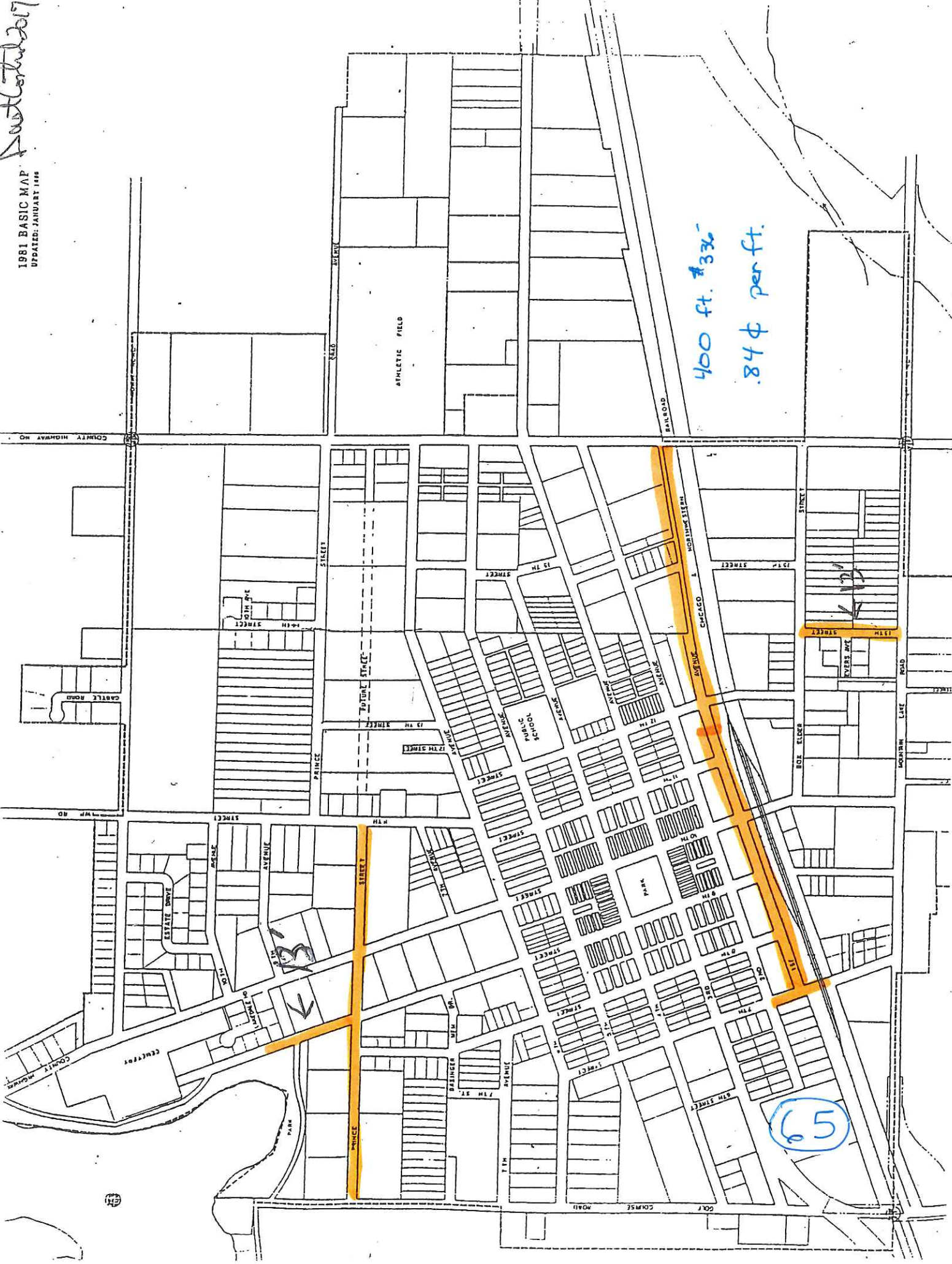
Some city streets receive dust control 13' on center (9th St. N.) while others 18' on center (Prince St.).

Rick Oeltjenbruns, Street Supt. , is asking the council to consider applying 13' on center on both 1st Ave. N. from 12th St. to Co. Rd. 1 and Castle Dr. rather than patch spray.

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Just Controlling

1981 BASIC MAP
UPDATED: JANUARY 1986

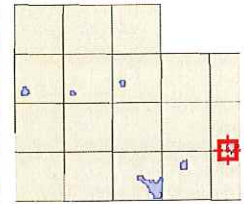


400 ft. \times 336'
.84¢ per ft.

65



Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Parcel ID	224130030	Alternate ID	n/a	Owner Address	JLJR MIDWAY, LLC
Sec/Twp/Rng	0-0-0	Class	COMM LAND/BLD		COUNTY RD 1 N
Property Address		Acreeage	n/a		PO BOX 482
					MOUNTAIN LAKE MN 56159
District	n/a				
Brief Tax Description	750.73' FRT HWY #60 FROM SW CORNER LOTS 1,2 & 3 BLK 1 (TRACT A - SURVEY)				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 5/11/2017
 Last Data Uploaded: 5/6/2017 8:02:36 PM

 Developed by
 The Schneider Corporation

RE: Use of Parcel 22.413.0030

The concrete contractor for the Hwy. 60 project would like to set up a temporary plant on Parcel Number 22.413.0030.

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The parcel is zoned General Commercial. The use being proposed is not a permitted use.