

Regular Council Meeting
Mountain Lake City Hall
Tuesday, May 21, 2019

6:30 p.m.

AGENDA

1. Meeting Called to Order *Additional information on agenda item is attached or at City Hall
2. Approval of Agenda and Consent Agenda
 - a. Bills: Checks #22411 – 22449, 604E – 605E (1-4)
 - b. Payroll: Checks #64578 – 64613
 - c. Approval of June 11, 2018 Planning & Zoning Commission Minutes (5-6)
 - d. Approval of April Library Board Minutes, April Library Report, & April Library Expenditures (7-9)
 - e. Approval of April 9 Lake Commission Minutes (10-11)
 - f. Approval of April 25 Utilities Commission Minutes (12-13)
 - g. Approval of May 6 City Council Minutes (14-16)
 - h. Approval of May 9 Board of Appeal & Equalization Minutes (17-19)
 - i. Approval to Submit Grant Application to the Mountain Lake Area Foundation on Behalf of the Active Living Committee for \$1,000 (20-25)
 - j. Approval to Submit Grant Application to the Mountain Lake Area Foundation for \$5,000 (26-31)
 - k. Approval of Resolution #15-19 Accepting \$5,000 Donation from Mountain Lake Fire Relief Association (32)
 - l. Approval of Resolution #16-19 Accepting \$500 Donation from SWIF (33)
 - m. Approval of Resolution #17-19 Accepting \$11,000 in Donations for Bike Rental System (34)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
4. Street Department Report – *Rick Oeltjenbruns, Street Superintendent*
 - a. Discussion/Action - Seasonal Summer Help
5. City Attorney
 - a. Update – Hiebert Greenhouse Property
 - b. Third Reading/Discussion/Action – Ordinance #3-19 Amending Right-Of-Way Ordinance (35-39)
6. City Administrator
7. Adjourn

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May 20, 2019 mtg
22411-22449
LOO 4 E-605E

May 2019

Check Amt Invoice Comment

10100 United Prairie				
Paid Chk#	022411	5/9/2019	AFLAC	
G 101-21713	AFLAC			\$280.78
	Total AFLAC			\$280.78
Paid Chk#	022412	5/9/2019	COMMISSIONER OF REVENUE	
G 101-21702	State Withholding			\$848.25
	Total COMMISSIONER OF REVENUE			\$848.25
Paid Chk#	022413	5/9/2019	FURTHER/SELECT	
G 101-21714	HSA			\$948.47
	Total FURTHER/SELECT			\$948.47
Paid Chk#	022414	5/9/2019	GISLASON & HUNTER	
G 101-21712	Garnishments			\$413.02
	Total GISLASON & HUNTER			\$413.02
Paid Chk#	022415	5/9/2019	INTERNAL REVENUE SERVICE	
G 101-21703	FICA Tax Withholding			\$2,529.82
G 101-21701	Federal Withholding			\$1,585.83
	Total INTERNAL REVENUE SERVICE			\$4,115.65
Paid Chk#	022416	5/9/2019	LAW ENFORCEMENT LABOR SERV	
G 101-21711	PD UNION DUES			\$153.00
	Total LAW ENFORCEMENT LABOR SERV			\$153.00
Paid Chk#	022417	5/9/2019	PERA	
G 101-21704	PERA			\$4,795.98
	Total PERA			\$4,795.98
Paid Chk#	022418	5/9/2019	VALIC	
G 101-21705	VALIC			\$263.00
	Total VALIC			\$263.00
Paid Chk#	022419	5/13/2019	COMMISSIONER OF REVENUE	
G 101-21702	State Withholding			\$63.65
	Total COMMISSIONER OF REVENUE			\$63.65
Paid Chk#	022420	5/13/2019	INTERNAL REVENUE SERVICE	
G 101-21703	FICA Tax Withholding			\$751.18
G 101-21701	Federal Withholding			\$84.48
	Total INTERNAL REVENUE SERVICE			\$835.66
Paid Chk#	022421	5/20/2019	BOLTON & MENK INC.	
E 205-46500-530	Improvements Other Than Bldgs		\$1,816.50	0232193 WELCOME SIGN DESIGN/PLACEMENT
	Total BOLTON & MENK INC.		\$1,816.50	
Paid Chk#	022422	5/20/2019	DANS APPLIANCE	
E 608-46330-401	Repairs/Maint Buildings		\$1,327.47	04159004 REFRIGERATOR & STOVE APT #1625
	Total DANS APPLIANCE		\$1,327.47	
Paid Chk#	022423	5/20/2019	ESSEX CAPITAL LLC	
E 205-46500-433	Dues and Subscriptions		\$2,500.00	EDA-COMMUNITY VENTURE NETWORK MEMBERSHIP 6/1/19 - 5/31/20
	Total ESSEX CAPITAL LLC		\$2,500.00	
Paid Chk#	022424	5/20/2019	HANSON PLUMBING	

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May 2019

			Check Amt	Invoice	Comment
E 607-46330-401	Repairs/Maint Buildings		\$173.00	6043	WORK IN APT 400D
	Total HANSON PLUMBING		\$173.00		
Paid Chk# 022425	5/20/2019	JEANETTE HALE			
E 608-46330-380	Elec,Water,Sewer		\$25.84		REIMBURSE FOR UTILITIES DUE TO FURNACE ISSUE
	Total JEANETTE HALE		\$25.84		
Paid Chk# 022426	5/20/2019	KDOM RADIO			
E 205-46500-343	Busnes Recrut/Comm Dev		\$30.09	19040585	RED ROCK BOOSTER AD
	Total KDOM RADIO		\$30.09		
Paid Chk# 022427	5/20/2019	LUCAN COMMUNITY TV			
E 230-47001-401	Repairs/Maint Buildings		\$122.10	427	REPIN CYLINDER,CHANGE LOCKS AT HOMETOWN CAFÉ
	Total LUCAN COMMUNITY TV		\$122.10		
Paid Chk# 022428	5/20/2019	MUNICIPAL UTILITIES			
G 230-10675	Puente-Hometown Café contract		\$1,761.21		OUR HOMETOWN CAFÉ DELINQUENT UTILITY BILL
	Total MUNICIPAL UTILITIES		\$1,761.21		
Paid Chk# 022429	5/20/2019	ROBERT ANDERSON			
E 205-46500-304	Legal Fees		\$211.40	2/28 & 4/12	MILEAGE TO MEETINGS
	Total ROBERT ANDERSON		\$211.40		
Paid Chk# 022430	5/20/2019	TIM BRUNNER			
E 607-46330-401	Repairs/Maint Buildings		\$75.00		MARCH APT MAINTENANCE
E 608-46330-401	Repairs/Maint Buildings		\$195.00		MARCH APT MAINTENANCE
E 609-46330-401	Repairs/Maint Buildings		\$60.00		MARCH APT MAINTENANCE
E 230-47001-401	Repairs/Maint Buildings		\$1,140.00		WORK ON DAYCARE FLOORING
E 230-47001-401	Repairs/Maint Buildings		\$1,575.00		WORK AT DAYCARE
	Total TIM BRUNNER		\$3,045.00		
Paid Chk# 022431	5/16/2019	AGCO FINANCE-AGCOPLUS			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$19.01	IM37075	VEHICLE EMB-FOR PAYLOADER
E 101-43100-404	Repairs/Maint Machinery/Equip		\$8.27	IM37076	2 GAL DEF
E 101-43100-404	Repairs/Maint Machinery/Equip		\$15.00	IM37092	BOLTS FOR ST DEPT
	Total AGCO FINANCE-AGCOPLUS		\$42.28		
Paid Chk# 022432	5/16/2019	AMERIPRIDE			
E 101-43100-215	Shop Supplies		\$35.24	2801011783	TOWELS FOR ST DEPT
E 101-41400-401	Repairs/Maint Buildings		\$42.04	2801011783	MATS FOR CITY HALL
	Total AMERIPRIDE		\$77.28		
Paid Chk# 022433	5/16/2019	BUREAU OF CRIMINAL APPREHENSIO			
E 101-00000-430	Miscellaneous		\$15.00		BACKGROUND CHECK JAY SCHIED
	otal BUREAU OF CRIMINAL APPREHENSIO		\$15.00		
Paid Chk# 022434	5/16/2019	CASEYS BUSINESS MASTERCARD			
E 101-45200-212	Motor Fuels		\$160.68		PARKS GAS
E 101-43100-212	Motor Fuels		\$26.00		ST DEPT GAS
E 101-00000-430	Miscellaneous		\$250.04	3/26/19	GAS FOR UT
E 205-46500-430	Miscellaneous		\$27.77	4/15/19	FOOD FOR EDA LUNCH
E 221-42200-212	Motor Fuels		\$25.95	4/8/19	FIRE DEPT GAS
	Total CASEYS BUSINESS MASTERCARD		\$490.44		
Paid Chk# 022435	5/16/2019	COMPUTER LODGE			
E 101-00000-430	Miscellaneous		\$32.06	14808	UT-WI-FI UNIT AT CITY HALL

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			Check Amt	Invoice	Comment
E 101-41400-200	Office Supplies		\$32.06	14808	CITY-WI-FI UNIT AT CITY HALL
E 101-42100-200	Office Supplies		\$32.06	14808	WI-FI UNIT AT CITY HALL
E 205-46500-200	Office Supplies		\$32.06	14808	EDA*-WI-FI UNIT AT CITY HALL
Total COMPUTER LODGE			\$128.24		
Paid Chk# 022436	5/16/2019	COUNTRY PRIDE SERVICES			
E 231-42154-212	Motor Fuels		\$175.81		AMBULANCE FUEL
E 101-42100-212	Motor Fuels		\$650.00		PD GAS
E 101-43100-212	Motor Fuels		\$1,254.05		ST DEPT GAS
E 101-45186-400	Janitor-Repairs/Maint		\$107.34	205976,20601	COMM CTR-FELT PADS,SWIFFER,HINGE
E 101-43100-404	Repairs/Maint Machinery/Equip		\$116.48	206113	ST DEPT-MINI TRANSFER PUMP
E 608-46330-401	Repairs/Maint Buildings		\$67.41	206218,20642	CO2 & SMOKE DETECTORS,FLUSH LEVER
E 211-45500-220	Repair/Maint Supply		\$30.43	4/6/19	VACUUM CLEANER BAGS FOR LIBRARY
E 221-42200-212	Motor Fuels		\$64.49	4/8/2019	FIRE DEPT GAS
Total COUNTRY PRIDE SERVICES			\$2,466.01		
Paid Chk# 022437	5/16/2019	EXPERT T BILLING			
E 231-42154-300	Professional Svcs		\$600.00		APRIL AMB BILLING
Total EXPERT T BILLING			\$600.00		
Paid Chk# 022438	5/16/2019	JACOB VITZTHUM			
E 101-42100-308	Training & Instruction		\$557.89		PD TRAINING IN ST. CLOUD 4/30/19 TO 5/3/19
Total JACOB VITZTHUM			\$557.89		
Paid Chk# 022439	5/16/2019	KDOM RADIO			
E 101-00000-430	Miscellaneous		\$30.09	19040371	MONTHLY ADV
Total KDOM RADIO			\$30.09		
Paid Chk# 022440	5/16/2019	MCFOA			
E 101-41400-433	Dues and Subscriptions		\$45.00		MICHAEL S. MEMBERSHIP 7-1-19 TO 6-30-19
Total MCFOA			\$45.00		
Paid Chk# 022441	5/16/2019	MIDWAY AUTO BODY & GLASS			
E 231-42154-404	Repairs/Maint Machinery/Equip		\$325.69	3207	REPAIR AMBULANCE BUMPER
Total MIDWAY AUTO BODY & GLASS			\$325.69		
Paid Chk# 022442	5/16/2019	MUNICIPAL UTILITIES			
E 231-42154-404	Repairs/Maint Machinery/Equip		\$149.98	P13497301	BATTERIES FOR AMBULANCE PURCHASED FROM BATTERIES PLUS
Total MUNICIPAL UTILITIES			\$149.98		
Paid Chk# 022443	5/16/2019	PRO-RIDER INC.			
E 101-42100-430	Miscellaneous		\$233.00	75847	HELMETS FOR BIKE RODEO
E 101-42100-430	Miscellaneous		\$152.35	76058	HELMETS FOR BIKE RODEO
Total PRO-RIDER INC.			\$385.35		
Paid Chk# 022444	5/16/2019	SW/WC SERVICE COOPERATIVES			
E 101-42100-131	Employer Paid Health		\$3,765.48		MAY HEALTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health		\$2,895.08		MAY HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health		\$2,605.58		MAY HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$868.52		MAY HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$1,447.54		MAY HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health		\$868.52		MAY HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,447.54		MAY HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$512.00		MAY HEALTH INS-BRIAN LUNZ
E 101-41400-135	Employer Paid Other		\$512.00		MAY HEALTH INS-WENDY MEYER

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May 2019

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Total SW/WC SERVICE COOPERATIVES \$14,922.26

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 022445	5/16/2019	SW/WC SERVICE COOPERATIVES			
E 101-42100-131		Employer Paid Health	\$3,765.48		JUNE HEALTH INS-POLICE DEPT
E 101-41400-131		Employer Paid Health	\$2,895.08		JUNE HEALTH INS-OFFICE
E 101-43100-131		Employer Paid Health	\$2,605.58		JUNE HEALTH INS-ST DEPT
E 101-45200-131		Employer Paid Health	\$868.52		JUNE HEALTH INS-PARKS DEPT
E 211-45500-131		Employer Paid Health	\$1,447.54		JUNE HEALTH INS-LIBRARY
E 101-46200-131		Employer Paid Health	\$868.52		JUNE HEALTH INS-CEMETERY
E 205-46500-131		Employer Paid Health	\$1,447.54		JUNE HEALTH INS-EDA
E 101-42100-135		Employer Paid Other	\$512.00		JUNE HEALTH INS-BRIAN LUNZ
E 101-41400-135		Employer Paid Other	\$512.00		JUNE HEALTH INS-WENDY MEYER
Total SW/WC SERVICE COOPERATIVES			\$14,922.26		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 022446	5/16/2019	TODD HINES REPAIR LLC			
E 101-43100-404		Repairs/Maint Machinery/Equip	\$0.00		UNIT #9 & UNIT #11 DOT INSPECTION
Total TODD HINES REPAIR LLC			\$0.00		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 022447	5/16/2019	ZINNIEL TREE SERVICE			
E 101-45204-407		Tree Removals	\$3,925.00		2019 ASH REMOVALS
E 101-45204-407		Tree Removals	\$2,775.00		2019 REMOVALS
Total ZINNIEL TREE SERVICE			\$6,700.00		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 022449	5/16/2019	TODD HINES REPAIR LLC			
E 101-43100-404		Repairs/Maint Machinery/Equip	\$120.00		UNIT#9 & UNIT #11 DOT INSPECTIONS
Total TODD HINES REPAIR LLC			\$120.00		
10100 United Prairie			\$65,707.84		

Fund Summary

Fund	Amount
10100 United Prairie	
101 GENERAL FUND	\$47,405.48
205 ECONOMIC DEVELOPMENT AUTHORITY	\$7,512.90
211 LIBRARY FUND	\$2,925.51
221 FIRE DEPT FUND	\$90.44
230 REVOLVING LOAN FUND	\$4,598.31
231 AMBULANCE FUND	\$1,251.48
607 EDA----4 PLEX FUND	\$248.00
608 EDA----8 PLEX FUND	\$1,615.72
609 EDA-- MASON MANOR	\$60.00
Total	\$65,707.84

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 000604E	5/20/2019	SELECT/FURTHER			
E 101-41400-141		Admin Fees-HSA	\$5.90		MAY HSA ADMIN FEES
E 101-42100-141		Admin Fees-HSA	\$11.80		MAY HSA ADMIN FEES
E 205-46500-141		Admin Fees-HSA	\$2.95		MAY HSA ADMIN FEES
E 211-45500-141		Admin Fees-HSA	\$2.95		MAY HSA ADMIN FEES
E 101-43100-141		Admin Fees-HSA	\$5.30		MAY HSA ADMIN FEES
E 101-45200-141		Admin Fees-HSA	\$1.77		MAY HSA ADMIN FEES
E 101-46200-141		Admin Fees-HSA	\$1.78		MAY HSA ADMIN FEES
Total SELECT/FURTHER			\$32.45		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 000605E	5/6/2019	UNITED PRAIRIE BANK			
G 609-22800		Notes Payable - Current	\$489.50		MASON MANOR-PRINC PAYMENT
E 609-46330-610		Interest	\$801.03		MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK			\$1,290.53		

**City of Mountain Lake
Planning and Zoning Commission
Monday, June 11, 2018
5:30 PM
City Hall**

Members Present: Bryan Bargen, Dean Janzen, Doug Regehr, Nik Strom, Tim Swoboda, Sharron Hanson

Members Absent: Council Liaison Andy Ysker

Staff Present: Michael Schulte, Administrator/Clerk

Others Present: Mike Nelson

Call to Order

The meeting was called to order at 5:30 PM.

Approval of April 30, 2018 minutes

Motion by Janzen, seconded by Hanson, to approve the minutes. Motion carried.

Review and Approval of Building Permits, April 27 through June 6, 2018

The permits were reviewed. All projects meet the requirements found in city code. Motion by Janzen, seconded by Hanson, to approve the permits as presented. Voting Yes: Janzen, Regehr, Strom, Swoboda, Hanson. Voting No: None. Abstain: Bargen.

Consideration of Variance Petition 22.413.0480

Mike Nelson submitted a petition to build an accessory structure prior to the time of construction of the principal building or structure. Nelson intends to build a 22 foot wide by 30 feet long unattached garage north of the existing garage. The garage will have 10 foot sidewalls and a peak of 16 feet. The roof will be 32 feet wide with a 6/12 pitch that overhangs the sidewalls by 1 foot. The petition, plot map, dimensions, and other information were reviewed and discussed. The commission considered the facts and conditions as required in Chapter 9, Section 9.70, Subdivision 2, Letter C (Ordinance #11-09). The commission also reviewed Section 9.50, Subdivision 2 Letter D (Ordinance #12-09). The current garage is a legal non-conforming use since it is an accessory structure without a primary dwelling. The primary dwelling was torn down, but the garage remained. The floor space for the new garage matches the existing garage. Due to the slope where the existing garage sits, a new garage on the same site would increase costs and hardships. Discussion was held to review Chapter 9, Section 9.11, Subdivision 4.5, #4, at a future meeting. Hanson stated that is important for the board to encourage people for change and improvements in the city. Frost protected footings were discussed to be required if Chapter

9, Section 9.11, Subdivision 4.5, #4, were to be changed in the future. Administrator Schulte asked the commission of any similar situations or properties to Nelson's lot. Janzen stated he has not noticed any sitting garages on empty lots. Criteria and direction for empty lots in the future was discussed. Motion by Janzen, seconded by Swoboda, recommending the approval of the variance provided that: the existing garage be torn down within 6 months, the new garage be constructed with the same square footage as the existing garage, the new garage include frost footings, the lot still be able to build a new house in the future, and the building permit be approved by the city building inspector and city department heads.

Adjourn

The meeting adjourned at 6:10 p.m.

Approved May 13, 2019

ATTEST:

Michael Schulte Administrator/Clerk

Mountain Lake Public Library Board Minutes

April 17, 2019

Members Present: Dennis Cords, Diane Englin, Marci Balderas, Rick Herrig, Vickie Krueger,
Carol Lehman, director

Members Absent: None

Others Present: Dana Kass, Michael Schulte

The meeting was called to order at 4:04 p.m. by chairman, Diane Englin.

M/S Kass/Balderas to approve the minutes of the March 20, 2019 meeting. Motion carried.

Carol presented the March monthly report indicating 2,771 total circulation and expenditures in the amount of \$2,106.35. M/S Cords/Balderas to accept the March report as given and to approve the March expenditures. Motion carried.

Carol reported that PCLS director, Jim Trojanowski resigned and has accepted a position in the Northwest Regional Library System in Thief River Falls, MN. A search is underway to fill this vacancy.

Carol reminded the board that the April 10th Doug Ohman library program was postponed due to poor weather conditions and has been re-scheduled to Wednesday, April 27 at 6:30 p.m.

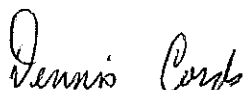
Carol reviewed the recently submitted 2018 state library report with the board.

The summer reading program planning is underway and will include a weekly craft day, story times, a weekly book club for 2nd grade and older, and various performers throughout June and July as well as activities for Teens & Tweens. The 3 Cottonwood County public libraries (Mountain Lake, Westbrook, and Windom) will again sponsor Library Day at the Cottonwood County Fair on Thursday, August 15, 2019. This event is funded with money from Minnesota's Arts & Cultural Heritage Fund.

The board spent the remainder of the meeting working on a library mission statement. M/S Herrig/Englin to approve the following mission statement: "The Mountain Lake Public Library is a strong community partner providing programs and services that bring people together, foster creativity, and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future." Motion carried.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,



Dennis Cords, secretary

MOUNTAIN LAKE PUBLIC LIBRARY
MONTHLY REPORT
APRIL 2019

<u>CIRCULATION</u>	<u>AUDIO</u>	<u>BOOKS</u>	<u>NON PRINT</u>	<u>MULTI MEDIA</u>	<u>PERIODICALS</u>	<u>VIDEOS</u>	<u>TOTALS</u>
Children's	21	890	0	8	16	262	1,197
Adult	33	653	3	1	51	420	1,161
Other Physical Media							<u>29</u>
eBooks							2,387
Downloadable Audio							47
TOTAL CIRCULATION							<u>62</u>
						SUBTOTAL	2,496

INTERLIBRARY LOAN

Sent	253
Received	347
ILL Non System	44

REVENUE

Cash Income	
County Revenue	
Donations (monetary)	
Fines	\$13.00
Misc. Revenue	\$232.00
Meeting Room Rental	
Sale of Supplies	
TOTAL REVENUE	<u>\$245.00</u>

EXPENDITURES

Books	\$139.27
Periodicals	
Audio/Visual	\$293.00
Supplies	\$134.57
Postage	
Telephone	\$74.67
Janitor	\$345.00
Rep&Maint	
Project Exp	\$296.46
Tech/Aut Exp	
Gas Utilities	\$126.35
Misc	
TOTAL	\$1,409.32

Library Director



LIBRARY EXPENDITURES - APRIL 2019

Demco	Office Supplies	\$134.57
Frontier	Telephone Expense	\$74.67
Dennis Hulzebos	Repairs & Maint - Janitorial	\$345.00
Illinois Library Association	Project Expense - SRP incentives	\$296.46
MN Energy Resources	Gas Utilities	\$126.35
Synchrony Bank/Amazon	Books 139.27 / AV 293.00	\$432.27
		<hr/>
	TOTAL	\$1,409.32

**Regular Lake Commission Meeting
Tuesday, April 8, 2019, 6:30 p.m.**

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

Members Absent: Jason Honkomp

Guests Present: Mike Nelson (Mayor), Michael Schulte (City Admin.), Cheryl Hiebert (Observer), Judy and Steve Harder, Rachel Yoder, Jay Schied

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

M/S/P Bucklin/Haberman to approve the minutes of the January 14, 2019 meeting. The Feb. meeting was held on Feb. 11, 2019, however, since there wasn't a quorum there are no official minutes. The March meeting was cancelled due to a lack of quorum.

April Treasurer's Report:

Income:

UPB – Interest 37.58

Expenses:

Country Pride – paint, lockset, ice melt for aerators 40.13

Ending Balance: 40,252.41

Savings Balance: 22,025.19

Weed Harvester replacement funds from Cot. Co. (2018) 20,000.00

Weed Harvester replacement funds from Cot. Co. (2019) 10,000.00

Total Savings Balance: **52,025.19**

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

Aeration: The aeration system was turned off on 3/27/19. It ran for approximately two months. The thin ice signs will be removed soon.

Beach Fire Pit/Benches: Jason Honkomp donated a fire pit. It was decided to put three benches on a 20' X 20' cement foundation. Nickel will do some landscaping.

Trail Spur Through Golf Course: There was discussion on how to proceed with the trail spur through the golf course. Judy and Steve Harder expressed interest in setting up a meeting with the Lake Commission and the Golf Course Board to discuss possible trail routes. Jason K. will set up a meeting with the Golf Course Board and will let Judy and Steve know about the meeting.

Boardwalk Grant: The DNR 2019 Federal Recreational Trail Grant application has been submitted. The awarded grants will be announced in July.

Trail/Boardwalk: Jay has removed the volunteer willow trees that were blocking the channel on the SW end of the trail. Jean reported that the debris blocking the culverts needs to be cleaned out. The boardwalk received some damage during the recent floods due to melting snow. One of the signs will need to be replaced.

M/S/P to accept the resignation of Heather Funk on the Lake Commission. The commission would like to thank her for her service and dedication.

Lake Clean-up: Jason K. and the Boy Scouts will head the lake clean-up. The Boy Scouts want to work on the requirements for the Citizenship in the Community Merit Badge. He will let the Lake Commission members know when they are going to do the clean-up. Michael Schulte will put the notice in the utility bills asking for community participation.

Weed Harvesting: Vince Voelker and Bob Ewert are interested in running the weed harvester next summer. It was suggested to contact Travis to see if he is interested in helping with the weed harvesting.

M/S/P Bucklin/Haberman to recommend to the City Council that Jay Schied be hired to do part-time trail maintenance with the salary to be negotiated.

Fishing Pier: Jim will contact Kevin Ella to help with getting the boat ready and moving the fishing pier back into place the first part of next week.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Jean Haberman,
Secretary

Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, April 25, 2019
7 AM

Members Present: Sue Garloff, Dean Janzen, Todd Johnson, Mark Langland, Council Liaison David Savage, Randy Sawatzky

Members Absent: None

Staff Present: Michael Schulte, Administrator/Clerk; Ron Melson, Electric Superintendent; Dave Watkins, Electric Lineman; Lane Anderson, Electric Lineman

Others Present: None

Call to Order

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

Approval of Minutes and Bills

Motion by Janzen, seconded by Johnson to add 5.D Resolution #1-19 and Bills #018885-018928 to the agenda and strike 5.B – Update – Wastewater Rates from the agenda. Motion carried.

Motion by Johnson, seconded by Janzen, to approve the April 15 Minutes and amended agenda. Motion carried.

Substation Project

MLMU has received an email update from Conductor Power regarding the invoices sent from MLMU. Conductor Power made comments on each invoice in which the electric superintendent and city administrator will review. One of the invoices was sent from Lohrenz Excavating to Conductor Power for \$600 and has not been paid by Conductor Power. Motion by Janzen, seconded by Sawatzky, to pay Lohrenz Excavating \$600 and to add the invoice with the others to Conductor Power. Motion carried.

10th Street Lights

Electric Superintendent Melson received quotes for new fixtures, boaring, piping, and concrete for new lights along 10th Street between 2nd and 3rd Avenue. The following prices were received: Fixtures - \$4,924; Boaring - \$5,250; Piping - \$315; and Concrete - \$1,500. The current wiring and structures are beyond repair and need action to be able to have lit street lights. Discussion ensued about costs and ownership of the lights. The City has paid for the street lights in the past and pays the electric bills for the lights. MLMU has maintained and repaired the lights. Motion

by Janzen, seconded by Johnson, for MLMU to pay for the boaring, piping, and concrete for a total cost of \$7,065 and for the city to pay for the fixtures for a total cost of \$4,924. Motion carried.

Water/Wastewater Department

The ponds are in the discharge process. Sampling have been sent to the MPCA for review.

Appraiser Search

Quotes to conduct an appraisal were presented: \$2,500 – Dan Pike, \$2,000 – Kelly Lindstrum, \$825 – Jay Grandprey. Discussion ensued about the appraisals and costs. Motion by Garloff, seconded by Johnson, to approve Jay Grandprey to conduct the appraisal at a cost of \$825. Motion carried.

Mountain Lake Chamber Request

A donation request was sent to MLMU from the Chamber. Direction was given to look to see what MLMU did last year and bring this request again to the next meeting.

Resolution #1-19 Designating MMGA Representatives

The resolution designates the city administrator and the electric superintendent as representatives of the Midwest Municipal Gas Agency (MMGA). Motion by Johnson, seconded by Garloff, to approved Resolution #1-19. Motion carried.

Adjourn

The meeting was adjourned at 7:42 a.m.

Approved May 9, 2019

ATTEST:

Michael Schulte, Administrator/Clerk

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, May 6, 2019
6:30 p.m.

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk; Will Pohlmann, Police Officer; Maryellen Suhrhoff, City Attorney

Others Present: Gloria McKissick, Kade Wassman

Call to Order

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

Approval of Agenda and Consent Agenda

Motion by Kass, seconded by Ysker, to remove Street Department Report (moved to next meeting) and to add 7.F Discussion – Bike Rental System to the agenda. Motion carried. Motion by Savage, seconded by Kruser, to approve the agenda and consent agenda as amended. Motion carried.

Bills: Checks #22350 – 22410, 602E – 603E

Payroll: Checks #64562 – 64577

Approval of March Library Board Minutes, March Library Report, & March Library Expenditures

Approval of March 18 EDA Board Minutes

Approval of April 15 Utilities Commission Minutes

Approval of April 15 City Council Minutes

Public

Nobody spoke during this portion of the meeting

Community Center Renovation Project

More projects are desired by the volunteer group to occur at the community center. The Mountain Lake Area Foundation is accepting grant applications for items/projects. The administrator asked the Council if they desired to apply for more funds now or wait to apply in the future. Projects, costs, and items were discussed. Direction was given to receive an official list of future projects and items and apply for funds to the Mountain Lake Area Foundation.

Ambulance/Fire Contracts

The ambulance/fire contracts were reviewed. Each contract has been signed by each township representatives. Motion by Kass, seconded by Kruser, to approve the contracts. Motion carried.

Water/Wastewater Foreman & Water/Wastewater Worker

Taylor Nesmoe has worked 30 days in the Water/Wastewater Foreman position. He has met with the administrator and desires to continue in his current position. The Council has the option to keep an employee in the new position or place the employee back in the former position per union policy. Motion by Savage, seconded by Kass, to continue to keep Taylor Nesmoe in the Water/Wastewater Foreman position, and to post internally and externally (if needed) for the Water/Wastewater Worker position. Motion carried.

10th Street Lights

The 10th Street Lights between 3rd Avenue and 2nd Avenue are in very poor condition and the wiring and conduit are beyond repair. Replacing the fixtures, boaring, pipe, and concrete have been discussed at the past few Utilities Commission meetings. The Utilities Commission has agreed to cover the costs of the boaring (\$5,250), pipe (\$315), and concrete (\$1,500) for a total of \$7,065 if the city will cover the costs on the fixtures (\$4,924). Light repairs were not a budgeted item in 2019's budget. Motion by Kass, seconded by Ysker, to pay \$4,924 for the fixtures as an unbudgeted expense. Motion carried.

Citizen Engagement Online Questionnaire

As requested at a previous meeting, a citizen engagement questionnaire is being created. The administrator asked the council if they desired any specific questions or wanted to request any data. Direction was given to the administrator on some components of the questionnaire.

Future Events

Future events were reviewed. The May 21st Council meeting will stay on this date as planned. The EDA Strategic Planning meeting will be posted as a public meeting for both the EDA and the City Council.

Bike Rental System

A concrete pad is needed for the bike racks for the new bike rental system. The city administrator will be receiving an estimated cost of the concrete pad. The administrator asked the Council if they would like to apply for grant funds through the Mountain Lake Area Foundation on behalf of the Active Living Committee. Direction was given to the administrator to apply for funds for the concrete pad.

City Attorney

The city attorney provided an update on the greenhouse property. The owners were served a letter by the sheriff on April 19. The property owners now have 20 days to respond or a court

hearing will be set. An ordinance was presented that changes payable offenses to a mandatory court appearance. This change is to speed up the process of various public nuisances such as junk vehicles on residential lots. Junk vehicles, junk in backyards, and other public nuisances were discussed. The council requested a list from the Police Department of various addresses that they are working on to eliminate junk and other nuisances. Motion by Kruser, seconded by Kass, to approve Ordinance #4-19. Motion carried.

Second Reading – Ordinance #3-19 Amending Right-Of-Way Ordinance

Ordinance #3-19 was read for the second time.

Adjourn

The meeting was adjourned at 7:36 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk

Mountain Lake City Council
Board of Appeal and Equalization
Thursday May 9, 2018
5:30 p.m.

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

Members Absent: Andrew Ysker

Staff Present: Michael Schulte, City Administrator

Others Present: Gale Bondhus, County Assessor; Allan Coners, Karla Ambrose, David Grev, Appraisers; Gilbert Penner, Janice Wojahn, Orville Wojahn, Hugh Simon, Rebekah Simon

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, Allan Coners, and David Grev.

Bondhus explained that the 2019 residential assessments for taxes payable in 2020 are based on residential sales occurring between Oct. 1, 2017 and Sept. 30, 2018. Residential values were increased by 3.1%. Commercial/industrial values were increased approximately 14%. Sales Ratio System and the printed handouts were explained. Railroad 2019 EMV will be received in July. The city's current market value is over \$73,000,000 with several small categories of specialized values still need to be added. Formulas and processes were explained.

Gilbert Penner asked why his valuation went up \$10,000 for parcel 22.413.0330.

Janice and Orville Wojahn asked questions regarding their parcel, 22.520.0680.

Hugh & Rebekah Simon asked questions regarding their parcel for 22.520.1271 & 22.520.1560.

All the appraisers explained that the properties are evaluated once every five years. Due to the number of parcels in the county and according to state law, a property is evaluated every 5 years. When a parcel is evaluated, new construction, new windows, furnaces, siding, shingles, etc. all affect the value of the property. Other factors such as sales prices, depreciation, values of comparable properties, and value criteria also affect the values of the properties. Questions were answered to the residents. A suggestion was made to the

county to provide short explanations of the changes in value on the statements received in the mail or posted on their website.

A letter from Thongbai Southichak was given to the administrator to give to the council. He asked for a request to make smaller payments on the special assessments on his property, 22.520.1560. His special assessments will be reviewed by the administrator, but no action can be taken on the request at this meeting as it does not pertain to the value of the property.

Joseph & Beverly Boike, 22.161.0031; Myrna Long, 22.520.0020; and Judith Walter, 22.611.1120, contacted the county directly to discuss their properties. Karla Ambrose provided the council a synopsis of each property and provided recommendations for the council to act on for each.

Motion by Savage, seconded by Kass, to make no changes to parcel 22.413.0330. Motion carried.

Motion by Kass, seconded by Kruser, to make no changes to parcel 22.520.0680. Motion carried.

Motion by Kass, seconded by Savage, to make no changes to parcel 22.520.1271 and 22.520.1560. Motion carried

Motion by Savage, seconded by Kruser, to make no changes to parcel 22.520.1560. Motion carried.

Motion by Kass, seconded by Kruser, to readjust parcel 22.161.0031 (valued at \$112,700) by changing the building value to \$94,500. Motion carried. The effective age was too high for the building.

Motion by Kruser, seconded by Savage, to readjust parcel 22.520.0020 (valued at \$96,300) by changing the property from a 1 ¼ story to a 1 story and removing the 75% basement functional for a total value of \$90,700. Motion carried. The appraisers felt the property should be considered a one story with unfinished attic rather than the current value as a one and a quarter house and appraisers also assessed the basement and the 75% functional for unfinished basement is to be removed as the basement is 100% functional on finished areas.

Motion by Kass, seconded by Kruser, to refer parcel 22.611.1120 to the county. Motion carried. The property will be reevaluated by the appraisers and adjusted accordingly.

Motion by Savage, seconded by Kass, to approve the listed assessments as presented.
Motion carried.

Adjourn

The meeting was adjourned at 6:40 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk



Mountain Lake Area Foundation

An Affiliate of Southwest Initiative Foundation

2019

GRANT APPLICATION

Grant # FY _____

Applicant Information

Name of Organization/Grantee	Mountain Lake Active Living Committee
Federal Tax Exempt ID# We MUST have this number. If you, the applicant, are not a 501(c)(3) organization, a unit of government or a public agency, this number should be the number of a "fiscal sponsor." What is a fiscal sponsor? See page 2 for more information.	Tax ID # <u>416005401</u> <input type="checkbox"/> We are a 501(c)(3), a unit of government or a public agency <input checked="" type="checkbox"/> We are using a fiscal sponsor (see page 2)
Contact Name	Michael Schulte
Title	City Administrator
Mailing Address	930 Third Avenue Drawer C
City, State ZIP	Mountain Lake, MN 56159
Phone and Fax	507-427-2999
Email	mschulte@mountainlakemn.com
Website	https://www.mountainlakemn.com/

Tax Status (please select appropriate type)

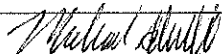
<input type="checkbox"/>	501(c)(3) Public Charity	<input type="checkbox"/>	Public Agency
<input checked="" type="checkbox"/>	Unit of Government	<input type="checkbox"/>	Other (please describe and attach appropriate documentation)

Complete the Fiscal Sponsor Information only if you, the applicant, are not a 501(c) (3) public charity, a unit of government or a public agency.

Due to IRS regulations, your application will require a "fiscal sponsor" partnership. A fiscal sponsor is a non-profit entity (i.e. a 501(c)(3) public charity, a unit of government or a public agency) that accepts responsibility for the project/activities of an organization that does not have tax-exempt status, but whose project clearly demonstrates a public benefit.

You, the applicant, are responsible for understanding fiscal sponsorship and securing your local fiscal sponsor prior to application to the community foundation. If your project or idea will result in a tangible asset and/or capital improvement, the entity that ultimately owns (or will own) that tangible asset needs to be your fiscal sponsor. For example, the City would need to be the fiscal sponsor for a grant related to new playground equipment located in a city-owned park.

Fiscal Sponsor Information (if applicable)

Name of Organization	City of Mountain Lake
Federal Tax ID # (required)	416005401
Mailing Address	930 Third Avenue
City, State ZIP	Mountain Lake, MN 56159
Website	https://www.mountainlakemn.com/
Contact Name with this Organization	Michael Schulte
Contact Title	City Administrator
Contact Phone	507-427-2999
Contact Email	mschulte@mountainlakemn.com
Signature	

Proposal Information

Project Title	Active Living Committee Summer Projects		
Project Start Date	6/1/2019	Project End Date	7/31/2019
Provide a brief summary of the request (150 words or less):			
<p>The Mountain Lake Active Living Committee has purchased a 4-bike, Bluetooth-enabled bike rental system to promote biking opportunities for residents and visitors. The committee has worked alongside the city staff to determine the location of the rental system to be at the Island View Campground; however, the desired site would require a pad of concrete (11'x7'x4") to be poured along with additional prep work to level the site before installing the rental system. The committee is also taking the lead on promoting outdoor pickle ball opportunities to residents of all abilities and ages. We have received approval from school administration to paint pickle ball courts on the current tennis courts by Munson Field. We are looking for funding for the paint and court lining equipment needed for this project.</p>			
Counties served by this project:			
Cottonwood			
Indicate the projected number to be served by your project:			
<u>2,600</u> People	<u>2</u> Agencies	<u>1</u> Businesses	<u>1</u> Communities
Amount Requested: \$ <u>1,000</u>		Total Project Cost: \$ <u>1,000</u>	

Proposal Narrative

Provide a brief narrative that addresses each of the following points. Submit one original and one copy of your proposal. This narrative should include the following:

1. **Organizational History:** Briefly describe your organization. Attach a copy of your IRS Determination Letter or documentation from your fiscal sponsor as outlined on page 2.

The Mountain Lake Active Living Committee was established in January 2017 with the goal to create and promote active living opportunities for residents of Mountain Lake. This committee was an extension from the city's Active Living Plan created in May 2015 and has since created additional projects and goals after completing many of the original projects identified in the Plan. We have created surveys for community members to identify possible future active living projects. We currently have 10 committee members representing community organizations including Community Education, ECFE, ECI, Sanford Clinic- Mtn. Lake, Windom Area Health, the City of Mountain Lake, the Mountain Lake Police Department, the Observer/Advocate, the Lake Commission, and dedicated community members. Our committee has worked alongside these organizations to introduce and promote events such as the Mountain Lake bike rodeo and Move to School Day and is currently taking the lead on organizing a sand volleyball league, outdoor pickle ball promotion, and the bike rental system.

2. **Program Goals:** What do you hope to accomplish through the project? What is the focus?

The overall goal of these projects will be to encourage physical activity for both residents and visitors of Mountain Lake. The bike rental system's placement has been determined largely due to the high number of campers and the proximity of the system to the 5.2-mile lake trail to encourage campers to ride around the lake trail even if they didn't bring a bicycle with them. The committee has also voted to keep the rental costs minimal at this time to encourage bike usage and has conferred with other areas communities who have purchased similar systems to learn from their experiences. There is potential to expand the system in the future as we have received interest from community organizations and businesses as increased biking has been shown to also increase business in bike-friendly communities.

Pickle ball is a rapidly-growing sport in our area and many communities around us have established indoor pickle ball opportunities. While securing indoor space during cold-weather months proves to be a barrier for our committee at this time, we are excited to promote the sport during the spring and summer months by creating pickle ball courts on the current tennis courts by Munson Field. We have received approval from the school board and administration to paint pickle ball court lines on the tennis courts at this time. Once these lines are painted, we are hoping to host a community pickle ball clinic to build up interest in the game and, hopefully, provide an impetus to secure a day and time for indoor pickle ball opportunities during the winter. As pickle ball is meant to be a multi-generational recreational activity, we believe this is an ideal activity to promote for our residents.

We are launching our first summer sand volleyball league for our community set to start in late May/early June on Thursday evenings and currently have 7 teams registered from the Windom/Mountain Lake area. While we've been fortunate to secure a sand volleyball court at Cornerstone Bible Church, the current net is in need of repair and is a racquetball net. By purchasing an official volleyball net, we believe that this will enhance the volleyball league and stimulate future growth. We are charging a nominal fee for teams to purchase volleyballs but are unable to fully fund the net at this time. This physical activity opportunity will target the younger demographic of Mountain Lake and surrounding areas; we feel as though the combination of these three major projects will allow for physical activity opportunities for residents of all ages and would be grateful to see them come to fruition after a lot of planning and evaluating by our committee.

3. Methods: How are you going to accomplish the goals? What combination of activities and strategies have you selected to bring about the desired results? Why did you select this approach?

Our committee has already conferred with Herrig Construction to secure the estimate for the concrete pad and the Observer/Advocate has written an article with information about the bike rental system. Brochures and educational material will also be provided at the bike racks to educate visitors and residents on how to rent a bike from the system. Based on feedback from other communities, there will likely be a learning curve for visitors and software administrators of the system but we will push out as much education as possible through utility bills, the school, and print materials to promote usage of the bike rental system among residents as well as visitors. We will also be promoting the bike rental system through social media to attempt to catch all generations.

For the pickle ball court project, we are planning to promote the game of pickle ball once the court lines are painted. We believe the best way to do this would be by offering a pickle ball clinic for the community to attend and learn the game. We have community members who are willing to teach the game and are excited to be able to offer this activity for community members.

We believe we've had a successful turn-out for sand volleyball registration for its first year due to heavy promotion by the league coordinators through social media and print advertising. At the end of the season, we will evaluate and gather feedback from the teams to see what things they enjoyed and what could be improved for future volleyball seasons.


4. Evaluation: How will you measure your results/impact?

The bike rental system will track usage for our committee. For our pickle ball promotion, it will be tracking the number of people playing pickle ball to determine if there is a need to create an indoor space/time to continue playing pickle ball through the winter months. In terms of the sand volleyball league, follow up surveys and feedback from the teams during this first season will be integral in continuing to develop the league.

5. **Budget:** Please complete the attached budget on page 6 of this grant application. In addition, you may wish to provide a budget narrative, detailing the items on the budget page (i.e. a consultant hired for 200 hours at \$75/hour).

All budget details necessary are provided on page 6.

Budget	
*A. How much will your total project cost?	\$ 1,000.00
*B. How much are you requesting from the Community Foundation?	\$ 1,000.00
*C. Describe how the money from the community foundation (in Item B) would be used.	The money would be used to create new physical activity opportunities for all residents of Mountain Lake. Specifically, it would be for installing a 11'x7'x4" concrete pad, purchasing pickle court lining equipment, and purchasing an official sand volleyball net for our sand volleyball league. \$650 is the price for a new concrete pad and labor.
*D. How much have or will you receive from others?	\$ 11000
*E. Describe how the money from others (in Item D) would be used.	This is the amount that we were able to secure for funding the actual bike rental system through multiple grants, donations, and in partnership with the Friends of the Jackson County Trails committee.
F. How many hours do you estimate that people will spend working on this project?	14.00
F. List any "in-kind" contributions (<i>in-kind contributions are gifts of goods/services instead of cash</i>)	Lining the pickle ball courts and setting up the sand volleyball net will be completely dependent on volunteers.

Authorization	
<i>I certify that the information contained in this grant application is true and correct to the best of my knowledge. I have the authority to apply for the dollars requested.</i>	
Name of top paid staff or board chair: <u>Michael Schulte</u>	Title: <u>City Administrator</u>
Signature: <u></u>	Date: <u>5-10-19</u>

Submit your Completed Application to:
Mountain Lake Area Foundation PO Box 123 Mountain Lake, MN 56159



Mountain Lake Area Foundation

An Affiliate of Southwest Initiative Foundation

GRANT APPLICATION

Grant # FY 2019

Applicant Information

Name of Organization/Grantee	City of Mountain Lake
Federal Tax Exempt ID# We MUST have this number. If you, the applicant, are not a 501(c)(3) organization, a unit of government or a public agency, this number should be the number of a "fiscal sponsor." What is a fiscal sponsor? See page 2 for more information.	Tax ID # <u>41-6005401</u> <input checked="" type="checkbox"/> We are a 501(c)(3), a unit of government or a public agency <input type="checkbox"/> We are using a fiscal sponsor (see page 2)
Contact Name	Michael Schulte
Title	City Administrator
Mailing Address	930 3rd Ave P.O. Box C
City, State ZIP	Mountain Lake, MN 56159
Phone and Fax	507-427-2999 ext.1
Email	mschulte@mountainlakemn.com
Website	www.mountainlakemn.com

Tax Status (please select appropriate type)

<input type="checkbox"/>	501(c)(3) Public Charity	<input type="checkbox"/>	Public Agency
<input checked="" type="checkbox"/>	Unit of Government	<input type="checkbox"/>	Other (please describe and attach appropriate documentation)

Complete the Fiscal Sponsor Information only if you, the applicant, are not a 501(c)(3) public charity, a unit of government or a public agency.

Due to IRS regulations, your application will require a "fiscal sponsor" partnership. A fiscal sponsor is a non-profit entity (i.e. a 501(c)(3) public charity, a unit of government or a public agency) that accepts responsibility for the project/activities of an organization that does not have tax-exempt status, but whose project clearly demonstrates a public benefit.

You, the applicant, are responsible for understanding fiscal sponsorship and securing your local fiscal sponsor prior to application to the community foundation. If your project or idea will result in a tangible asset and/or capital improvement, the entity that ultimately owns (or will own) that tangible asset needs to be your fiscal sponsor. For example, the City would need to be the fiscal sponsor for a grant related to new playground equipment located in a city-owned park.

Fiscal Sponsor Information (if applicable)

Name of Organization	
Federal Tax ID # (required)	
Mailing Address	
City, State ZIP	
Website	
Contact Name with this Organization	
Contact Title	
Contact Phone	
Contact Email	
Signature	

Proposal Information

Project Title	Community Center Renovation Projects		
Project Start Date	Ongoing	Project End Date	Ongoing
Provide a brief summary of the request (150 words or less):			
The volunteer group desires to continue renovation projects at the Mountain Lake Community Center. Next projects include: installing new flooring in the bathrooms, installing new kitchen flooring, a new sound system, new LED lighting, new ceiling tiles, a new flat-screen TV, more tables, and repairing current tables and chairs.			
Counties served by this project: 1 (more if people or outside events come to Mountain Lake to rent community center)			
Indicate the projected number to be served by your project:			
2,000	10	30	5
People	Agencies	Businesses	Communities
Amount Requested: \$ 5,000		Total Project Cost: \$ 5,000	

Proposal Narrative

Provide a brief narrative that addresses each of the following points. Submit one original and one copy of your proposal. This narrative should include the following:

1. **Organizational History:** Briefly describe your organization. Attach a copy of your IRS Determination Letter or documentation from your fiscal sponsor as outlined on page 2.

The City of Mountain Lake serves over 2,000 residents and provides various local government services. The Mountain Lake Community Center is home to Senior Dining, the Food Shelf, the Legion, a pool players group, and many events. Anyone can rent the community center for an event, a party, or a meeting. The City takes care of the cleaning and maintenance of the building, pays for the utility bills of the building, and coordinates schedules and events.

2. **Program Goals:** What do you hope to accomplish through the project? What is the focus?

The Community Center renovation project has been ongoing since a volunteer group wanted to take action to truly change the community center for the better last fall. The overall goal of the renovation project is to provide a community center that everyone can take pride in and use for many years to come. The community center has taken many large steps with new painting and new flooring and now the intentions are to keep improving the community center with the items listed above.

3. **Methods:** How are you going to accomplish the goals? What combination of activities and strategies have you selected to bring about the desired results? Why did you select this approach?

The desired "wish list" is ongoing. Many volunteers have stepped up and volunteered their time to volunteering at the community center or coordinating various projects or purchasing items. Volunteers and city officials will continue to support each project item to see the end results. The project has been and continues to be a true community project.

4. **Evaluation:** How will you measure your results/impact?

Funds that have been raised and donated have been tracked by the city along with the expenses to-date. Results and the impact will come from feedback from community residents and possibly the increase in usage and rent over the next few years.

5. **Budget:** Please complete the attached budget on page 6 of this grant application. In addition, you may wish to provide a budget narrative, detailing the items on the budget page (i.e. a consultant hired for 200 hours at \$75/hour).


Exact costs of all the items listed above are not specifically known. Any funds received from the MLAF will go towards the list of items desired and will always be specifically used for the community center renovation project. \$5,000 has been requested but can be adjusted to any amount as desired by the MLAF. The funds that are received will determine how far and how fast the items and projects can be achieved.

Budget

*A. How much will your total project cost?	\$ 5,000.00
*B. How much are you requesting from the Community Foundation?	\$ 5,000.00
*C. Describe how the money from the community foundation (in Item B) would be used.	\$900 - labor for flooring installation (materials are already available) \$1,000 - \$1,500 for new sound system \$1,000 - New lighting \$1,500 - Labor for new flooring in kitchen (materials will need to be purchased) Kitchen flooring, ceiling tiles, TV, etc are unknown specific costs
*D. How much have or will you receive from others?	\$ 27,261.00
*E. Describe how the money from others (in Item D) would be used.	The money raised so far has gone towards new painting and labor, new flooring materials and labor, new window tint, and new photos in frames.
F. How many hours do you estimate that people will spend working on this project?	25.00
F. List any "in-kind" contributions (in-kind contributions are gifts of goods/services instead of cash)	Bargan has provided in-kind donations of paint and carpet removal fees. Many volunteers have helped remove carpet, flooring, and arranging items to renovate the community center.

Authorization

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

Name of top paid staff or board chair: Michael Schulte Title: City Administrator
 Signature:  Date: 5-10-19

Submit your Completed Application to:

Mountain Lake Area
 Foundation
 PO Box 123
 Mountain Lake, MN 56159

RESOLUTION #15-19

CITY OF MOUNTAIN LAKE, MINNESOTA

**RESOLUTION TO ACCEPT A \$5,000 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 Den” 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. 25; 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 \$5,000 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 21st day of May, 2019.

Mike Nelson, Mayor

ATTEST:

Michael Schulte, Administrator/Clerk

RESOLUTION #16-19

RESOLUTION ACCEPTING DONATIONS TO THE CITY.

WHEREAS, the City of Mountain Lake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city to be used solely for the Mountain Lake Community Center renovation project:

<u>Name of Donor</u>	<u>Amount</u>
Southwest Initiative Foundation	\$500

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to improve the community center for use by all residents.
2. The Mountain Lake City Council thanks all donors for their gift towards the Mountain Lake Community Center.

Passed by the City Council of Mountain Lake, Minnesota this 21st day of May, 2019.

Mayor Mike Nelson

Attest:

Michael Schulte, City Administrator/Clerk

RESOLUTION #17-19

RESOLUTION ACCEPTING DONATIONS TO THE CITY.

WHEREAS, the City of Mountain Lake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts;

WHEREAS, the Active Living Committee of Mountain Lake and the Jackson County Trails Association have worked jointly to purchase and split an 8-bike rental system (4 bikes for each city), and

WHEREAS, the following entities have offered to contribute the cash amounts set forth below to the city to be used solely for the Active Living Committee Bike Rental System:

<u>Name of Donor</u>	<u>Amount</u>
Sanford Health	\$5,000
Windom Area Health	\$500
Jackson County Trails Association	\$1,400
Community Wellness Partners	\$500
Odell Wind Farm	\$3,500

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to purchase and place a bike rental system within city limits for use by all residents.
2. The Mountain Lake City Council thanks all donors for their gift towards the Active Living Committee Bike Rental System.

Passed by the City Council of Mountain Lake, Minnesota this 21st day of May, 2019.

Mayor Mike Nelson

Attest:

Michael Schulte, City Administrator/Clerk

CITY OF MOUNTAIN LAKE, MN

ORDINANCE #3-19

**AN ORDINANCE OF THE CITY OF MOUNTAIN LAKE AMENDING CHAPTER 12:
RIGHT-OF-WAY MANAGEMENT**

The City Council of the City of Mountain Lake ordains that Section 1.04, Section 1.05 Subd. 2, Section 1.05 Subd. 3, Section 1.05 Subd. 4, and Section 1.18 of Chapter 12 of the Mountain Lake City Code include the following additions and amendments as follows:

Added language is *italicized*.

Sec. 1.04. Permit Applications.

- v. Indicating comprehensive liability coverage, automobile liability coverage, workers' compensation and umbrella coverage established by the city in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter:

	<i>Public Liability, including premises, products and complete operations</i>
<i>GENERAL LIABILITY</i>	<i>Bodily Injury Liability \$1,000,000 each person, \$2,000,000 each occurrence</i>
	<i>Property Damage Liability \$3,000,000 each occurrence</i>
	<i>In lieu of (1) and (2) Bodily Injury and Property Damage Combined \$2,000,000 single limit</i>
	<i>Automobile Liability Insurance, including owned, non-owned and hired vehicles</i>
<i>COMPREHENSIVE:</i>	<i>Bodily Injury Liability \$1,000,000 each person, \$2,000,000 each occurrence</i>
	<i>Property Damage Liability \$2,000,000 each occurrence</i>
	<i>In lieu of (1) and (2) Bodily Injury and Property Damage Combined \$2,000,000 single limit</i>

Sec. 1.05. Issuance of Permit; Conditions.

Subd. 2. Permit Conditions Generally. The city may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right of way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minnesota Statutes Section 216D.01 - .09 (Gopher One Call Excavation Notice System) and Minnesota Rules, Chapter 7560. *All permits issued and all registrations made under this Section shall be subject to the following requirements:*

- A. *All permits issued under this Section or a copy of the permit shall be conspicuously displayed*

or otherwise available at all times at the indicated project work site and shall be available for inspection immediately upon request by the city administrator or his/her designee.

B. If the obstruction or excavation of the public right-of-way begins later or ends sooner than the dates specified in the permit, the permittee shall promptly notify the city administrator.

C. Installation, placement, location, and relocation of equipment and facilities shall comply with all federal, state and local laws.

D. Public right-of-way restoration shall be in accordance with the restoration regulations set forth in this Section.

E. Installation of all underground utilities shall be in accordance with the underground utilities regulations set forth in this Section and all other applicable federal, state and local laws.

F. Precautions shall be taken as are necessary to avoid creating unsafe or unsanitary conditions and a permittee shall not obstruct a public right-of-way, except as expressly authorized by the permit, so as to hinder the natural free and clear passage of water through the gutters or other waterways. Personal vehicles of those doing work in the public right-of-way may not be parked within or next to a permit area, unless parked in conformance with City parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

G. Project operations and work shall be conducted in a manner so as to insure the least obstruction to and interference with present and continued use of the public right-of-way.

H. Precautions shall be taken to assure the safety of the general public, employees, invitees and those who require access to abutting property, including appropriate signage.

I. The permittee shall notify abutting property owners with a 48-hour written notice prior to commencement of any project work that may disrupt the use of and access to the abutting property.

J. The permittee involved in underground projects shall register with Gopher State One Call and comply with the requirements thereof.

K. The permittee shall comply with the Uniform Traffic Manual for Traffic Control at all times during any project work and shall protect and identify excavations and work operations with barricade flags in the daylight hours and by warning lights at dusk and night.

L. The permittee shall comply with all conditions of the permit.

M. When any trail or drive has been cut, the appropriate signage must be kept in place and maintained until restoration is complete.

N. The permittee shall provide proper trench protection as required by O.S.H.A. to prevent any cave-in; injury to property or persons; or enlargement of the excavation.

O. Excavations, trenches and jacking pits off the roadway surface area or adjacent to the roadway or curbing shall be sheathed and braced. When unattended, all excavations, trenches and jacking pits shall be protected to prevent surface drainage.

P. The permittee shall protect the root growth of significant trees and shrubbery located within the public right-of-way and adjacent thereto.

Q. The permittee shall coordinate project work and installation of facilities in co-locations involving other public right-of-way users.

R. The permittee shall maintain access to all properties and cross streets during project work, including emergency vehicle access.

S. The permittee shall physically locate property lines abutting the project work. The permittee shall replace, with the services of a Minnesota-licensed surveyor, any property corners or monuments disturbed as a result of the project.

T. The permittee shall complete restoration of the public right-of-way in conformance with this Section.

U. No permittee, or any agent, subcontractor or employee thereof, shall use lugs (steel tracks) on any roadway surfaces.

V. The permittee shall remove daily all dirt or debris from sidewalks, trails, public and private roadway surfaces and curbs and gutters during project work.

W. The permittee shall obtain all other necessary permits, licenses and approvals, pay all required fees therefore and comply with all requirements of local, state and federal laws.

X. The permittee shall not do any work outside the project area as specified in the permit.

Y. The permittee shall screen all aboveground facilities and make reasonable accommodations for decorative enclosures, support structures or signs, as required by the director of public works, to be aesthetically compatible with existing streetscape and the ornamental design or theme of the immediate area. Screening methods shall include the use of shrubs, trees and/or with landscape rock or installation using stealth or camouflaged forms of the facility. The director may also impose reasonable restocking, replacement, or relocation requirements when a new support structure is placed in a public right-of-way. No equipment or facilities shall visibly or physically block or in any manner interfere with any existing streetscape, ornamental structures or displays, or other amenities located within the city's right of way.

Z. Any facility collocated on a city-owned support structure shall be of a color and design so to match the color, design and pattern of the existing support structure(s) and any replacement structures after the issuance of the permit. Any new support structure, and any facility located thereon, erected within a city-owned right of way shall be of a color and design so to match the color, design and pattern of existing structures (e.g. light/lampposts) and any replacement structures after the issuance of the permit.

AA. Small wireless facilities shall be subject to the regulations set forth in Minnesota Statutes, Ch. 237, if not otherwise set forth herein.

BB. The city may impose other reasonable conditions to protect the public health, safety and welfare or, when necessary, to protect the right of way and its current and future use.

Subd. 3. Additional Small Wireless Facility Conditions. In addition to subdivision 2, the

erection or installation of a wireless support structure, or the collocation of a small wireless facility, shall be subject to the following conditions:

(d) Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such support structures and any existing wireless support structure or other facilities in and around the right-of-way. *Notwithstanding, there shall be no less than 600 linear feet between each support structure on which a small wireless facility(s) is located.*

(h) *No more than three (3) small wireless facilities shall be collocated on a single support structure.*

Subd. 4. Payment of Rent.

(a) For collocations of small wireless facilities, the city can, either in its permit or in a standard collocation agreement, require annual rental payments for the small wireless collocations of up to:

- a. \$150 \$270.00 per year for rent to collocate on the city structure.
- b. \$25 per year for maintenance associated with the collocation.
- c. A monthly fee for electrical service as follows:
 - i. \$73 per radio node less than or equal to 100 maximum watts;
 - ii. \$182 per radio node over 100 maximum watts; or
 - iii. The actual cost of electricity if the actual cost exceeds the foregoing
- d. *The application fee for collocation or new support structures within City property shall be established by City Council ordinance (\$100).*

Sec. 1.18. Abandoned Facilities.

~~**Removal of Abandoned Facilities.** Any person who has abandoned facilities in any right-of-way shall remove them from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless the city waives this requirement.~~

- a. *Notification. The permittee shall notify the City when facilities are, abandoned. The permittee shall submit to the city administrator a plan for the removal of the abandoned equipment or facility. The city administrator may require the permittee to post a bond in an amount sufficient to reimburse the City for reasonably anticipated costs to be incurred in removing the equipment and facilities if the permittee user fails to do so.*
- b. *Removal of abandoned facilities. The permittee shall notify the City when facilities are to be abandoned. The permittee that has abandoned facilities in the right-of-way shall remove them from that right-of-way if required in conjunction with other right-of-way repair, excavation or construction, at right-of-way user's expense, unless the City waives this requirement. The permittee that has abandoned facilities in the right-of-way shall continue to comply with and complete a "locate" and map/mark the location of the abandoned facility upon all locate requests/orders as required by Minnesota law. When the permittee fails to complete a locate of an abandoned facility when requested or upon issuance of a locate order and such failure results in a city project to be delayed, the permittee shall pay for the City's costs, claims and damages, including the loss of*

revenue of its project contractors, for forced delay on project due to failure to locate and map abandoned facilities as required herein.

Passed by the City Council of Mountain Lake, Minnesota this 21st day of May, 2019.

Mike Nelson, Mayor

Attest:

Michael Schulte, City Administrator