

Regular City Council Meeting
Mountain Lake City Hall – 930 Third Avenue
Monday, May 4, 2026
5:45 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 #29935 – 29967, 1802E – 1816E (1-7)
 - b. Payroll: Checks #69492 – 69506
 - c. Approve April 9 Utilities Commission Minutes (8-9)
 - d. Approve April 20 City Council Minutes (10-11)
 - e. Approve April 21 Board of Appeal & Equalization Minutes (12-13)
 - f. Approve April Street Department Report – *Daron Friesen, Street Superintendent* (14)
 - g. Approve Resolution #8-26 Arbor Day (15)
 - h. Approve rehire of Jacob Samdal, temporary police officer, effective 05/05/26
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. Building Official, *Matt Fast* (16-18)
5. Pow Wow – Beer Garden Request, *Karina Bryant* (19-25)
6. City Administrator
 - a. Discussion/Action – Updated Personnel Policy*
 - b. Discussion/Action – Annexations*
 - c. Discussion/Action – Potential Land Purchase*
 - d. Discussion/Action – Transition to Open Book (26-28)
 - e. Discussion/Action – Resolution #8-26 MMGA (29-30)
 - f. Discussion/Action – Utilities
7. Roundtable
 - a. Discussion – Commissions/Boards Update
8. Adjourn

Mountain Lake Utilities Commission Meeting
Mountain Lake City Hall
Thursday, April 9, 2026
7 AM

Members Present: David Savage; Dean Janzen; Mark Langland; Sue Garloff; Todd Johnson

Members Absent: City Council Liaison Jeff Jack

Staff Present: Michael Mueller; City Administrator; Jill Falk; Utility Office Manager; David Watkins; Electric Superintendent; Lane Anderson; Lineman; Taylor Nesmoe; Water/Wastewater Foreman; Scott Pankratz; Water/Wastewater

Others Present: Students from Mt Lake Christian

Call to Order

The meeting was called to order at 7 AM.

Approval of Minutes and Bills

Motion by Janzen, seconded by Garloff, to approve March 26th Minutes and Check Numbers 24746 - 24766 (925E-936E). Motion carried.

Electric Department

Construction on the power plant has begun, and walls have started to go up. Once the building is up, the crane will then load the transformer for transport. Watkins mentioned that Federated Broadband has started their underground work for the fiber wireless. Gopher locates have already started coming through, and the underground work should last about ten weeks.

Water/Wastewater

Nesmoe advised that they are still working on the air compressor and will need to replace the fuse. Unfortunately, the fuse may not be available until May, so different options are being looked into. Currently, the backup compressor is being used, so hopefully it will remain functional until the new fuse is installed. The issue with the discolored water should be resolved. The reclaim tank had to be backed up manually, and the chemical balance was incorrect. The issue was resolved, and the water should be normal. The water samples from the ponds came back clear, and the first discharge will begin today. There have been some complaints about the smell from the ponds. Nesmoe said that the bugs were used again this year and should start taking care of the sludge and reduce the smell.

City Administrator

Mueller stated that the Data Center is moving forward. CMPAS is continuing to review the numbers and should have the final numbers this week and be ready for a contract. Garloff mentioned that there were complaints from residents about not being informed and feeling that the project is being kept secret. Mueller pointed out that there were public hearings and residents were able to voice their concerns. The paper is hoping to print an article soon once the contract is completed.

Adjourn

The meeting was adjourned at 7:21 a.m.

ATTEST:

Jill Falk, Utilities Office Manager

**City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Monday, April 20, 2026
5:45 p.m.**

Members Present: Andrew Ysker, Jeff Jack, Mike Nelson, Bryan Bargaen, Darla Kruser

Members Absent: None

City Staff Present: Michael Mueller City Administrator; Ben McHenry Police Officer

Others Present: Doug Regehr

Call to Order

The meeting was called to order by Mayor Nelson at 5:45 p.m.

Approval of Agenda & Consent Agenda

Motion by Kruser, seconded by Jack to add Potential Land Purchase to the agenda. Motion carried 5 – 0. Motion by Bargaen, seconded by Kruser to approve the agenda and consent agenda as amended. Motion carried 5 – 0.

Bills: Checks #29910 – 29934, 1773E – 1801E

Payroll: Checks #69460 – 69491

Approve February 9 Lake Commission Minutes

Approve March 10 Library Board Minutes, Report & Expenditures

Approve March 16 EDA Board Minutes

Approve March 26 Utilities Commission Minutes

Approve April 6 City Council Minutes

Approve Resolution #6-26 Display State Flag

Approve Resolution #7-26 Administration of the MN Wetland Conservation Act

Public

No comment

City Administrator

Michael Mueller, City Administrator, provided an update on the 2026 Q1 Revenues and Expenditures, there were no concerns, the departments are staying on budget.

There are several parcels owned by the City of Mountain Lake that are currently located outside the city limits. It was brought to the City Council’s attention to determine whether there is any interest in annexing these properties into the city limits. Item was tabled for further discussion.

A potential land purchase was discussed; item was tabled.

Roundtable

An update was given to the council regarding board and commission meetings.

Adjourn

The meeting was adjourned at 6:24 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

**Board of Appeal and Equalization
Mountain Lake City Council
Tuesday, April 21, 2026
5:30 p.m.**

Members Present: Mike Nelson, Bryan Bargaen, Darla Kruser, Jeff Jack, Andrew Ysker

Members Absent: None

Staff Present: Michael Mueller, City Administrator

Others Present: David Grev, County Assessor; Carly Pohlman, CMA; Matthew Banks; Dana Kass; Daniel Bargaen; Scott Raabe; Randy Curry

Councilmember Ysker called the Board of Review to order at 5:30 p.m.

Motion by Kruser, seconded by Bargaen to approve the agenda as presented. Motion carried 3 – 0.

Board of Review

David Grev, County Assessor, introduced himself.

Grev reported that the City of Mountain Lake had 24 residential property sales deemed “good sales.” These were open-market transactions occurring between October 1, 2024, and September 30, 2025. For there to be a significant value change within this class, the median ratio of these sales would need to fall between 90% and 105%. The calculated median ratio for the 24 sales was 98.5%. Based on this analysis, the office determined that overall residential values would remain unchanged. Any adjustments made were limited to residential buildings rather than land, and no overall market value change was identified.

There was a 2% increase in the Estimate Market Value (EMV) for commercial/industrial properties, and a 2% EMV decrease in apartments in Mountain Lake. The final median ratio is 97.2%. Ag median sales adjusted ratio decreased 8.96% from the previous year. The final median sales ratio is 95.6%. Overall, tillable land in Cottonwood County was not changed for assessment year 2026.

The City of Mountain Lake’s Estimate Market Value (EMV) for 2025 was \$126,726,700, and in 2026 increased to \$128,135,900.

Mayor Nelson arrived at 5:42 pm.

Matthew Banks (22.395.0020), Daniel Bargaen (22.611.0670), Scott Raabe (22.395.0050), Randy Curry (22.520.0060 & 22.610.0747), had questions and made comments regarding their property. Grev provided various responses, answers, comparable sales, explanations, and calculations to the various questions by property owners listed above. Motion by Kruser, seconded by Ysker, to make no changes to parcel 22.395.0020; 22.611.0670; 22.395.0050; 22.520.0060 & 22.610.0747 . Motion carried 4 – 0.

Cottonwood County Assessor's office re-evaluated three properties, the building's valuation, and they recommended changing the value of these buildings, located on parcel ID: 22.613.0020, 22.034.0501, and 22.611.1150.

Motion by Bargaen, seconded by Ysker, to change the valuation from \$66,600 to \$51,900, \$14,700 decrease in building value on parcel 22.613.0020. Motion carried 4 – 0.

Motion by Ysker, seconded by Kruser, to change the valuation from \$52,000 to \$41,300, \$10,700 decrease in building value on parcel 22.034.0501. Motion carried 4 – 0.

Motion by Bargaen, seconded by Kruser, to change the valuation from \$178,800 to \$176,500, \$2,300 decrease in building value on parcel 22.611.1150. Motion carried 4 – 0.

Grev stated that Councilmember Ysker is certified until July 1, 2027, and preferably there should be one more councilmember trained for next year, to stagger training.

Adjourn

The meeting was adjourned at 6:55 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

April Street Department Report

- Paint park garbage cans
- Pick up sticks at parks and city grounds
- Set up new mowers
- Open storm sewers
- Locates
- Remove stumps, clean up, dirt work, seed Heppners Point area
- Finish clean up, dirt work at Lawcon Park, Heppners Point
- Cold patch potholes
- Clean up burn site
- Sweep streets
- Playground inspections
- Open campground, parks
- Fix drinking fountain city park
- Vehicle maintenance
- Clean shop
- Drag, blade gravels

INDEPENDENT CONTRACTOR AGREEMENT

Certified Building Official

This Independent Contractor Agreement ("Agreement") is entered into as of the date of last signature below by and between the **City of Mountain Lake, Minnesota** ("City") and **Matt Fast** ("Contractor").

I. Position and Scope of Work

The Contractor is engaged as a **Certified Building Official** and shall perform duties including, but not limited to:

- Building inspections and plan reviews
- Enforcement of the Minnesota State Building Code
- Preparation of written reports and documentation
- Attendance at meetings as reasonably requested by the City
- Rental housing inspections and enforcement per City Ordinance

The Contractor shall perform all services in a professional and timely manner consistent with industry standards.

II. Compensation

The Contractor shall be compensated at a rate of **\$70.00 per hour**.

- Compensation includes mileage unless otherwise agreed in writing
 - The Contractor shall submit detailed invoices (hours worked, tasks performed)
 - Payment shall be made within **30 days of invoice approval**
 - The City reserves the right to review and approve all submitted hours
-

III. Performance Review

The City may conduct performance evaluations periodically. Performance standards include:

- Timeliness of work
- Accuracy and compliance with applicable codes
- Professional communication

If performance deficiencies are identified, the Contractor shall be given an opportunity to correct them.

IV. Licensing and Compliance

The Contractor shall:

- Maintain a valid Certified Building Official license at all times
 - Notify the City immediately of any suspension, revocation, or disciplinary action
 - Comply with all continuing education requirements
-

V. Compliance with Minnesota Law

The Contractor shall perform all services in accordance with:

- Minnesota Rules, Chapter 1300
- Minnesota Department of Labor and Industry regulations
- The Minnesota State Building Code

The Contractor may provide interpretations of the Code, provided such interpretations do not waive or contradict Code requirements.

VI. Independent Contractor Status

The Contractor is an **independent contractor**, not an employee of the City. The Contractor is solely responsible for:

- Payment of all federal and state taxes
- Insurance coverage

- Benefits including health, retirement, and workers' compensation

The City does not control the means or methods of work, only the results.

VII. Insurance

The Contractor shall maintain liability insurance with minimum coverage of:

- **\$1,000,000 per occurrence**

The Contractor shall provide proof of insurance upon request and name the City as an additional insured if required.

VIII. Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the City from any claims, damages, or liabilities arising from the Contractor's performance or failure to perform under this Agreement.

IX. Records and Documentation

All inspection reports, records, and documentation created under this Agreement shall be considered property of the City and maintained in accordance with applicable laws.

X. Conflict of Interest

The Contractor shall disclose any potential conflicts of interest and shall not perform services on projects in which they have a financial interest without prior written approval from the City.

XI. Termination

This Agreement may be terminated:

- **With cause:** Immediately upon written notice
- **Without cause:** With **14 days' written notice**

Upon termination, the Contractor shall be compensated for approved work completed up to the termination date.

XII. Governing Law

This Agreement shall be governed by the laws of the **State of Minnesota**.

XIII. Entire Agreement

This Agreement constitutes the entire understanding between the parties and may only be modified in writing signed by both parties.

SIGNATURES

City of Mountain Lake, Minnesota

Name: _____

Title: _____

Signature: _____

Date: _____

Contractor (Matt Fast)

Signature: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/09/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Next Insurance US Company 16285 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Fast Inspections LLC 33090 665th Ave Butterfield, MN 56120		

COVERAGES **CERTIFICATE NUMBER:** 705295161 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X			04/09/2026	04/09/2027	EACH OCCURRENCE \$1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00						
	MED EXP (Any one person) \$15,000.00						
	PERSONAL & ADV INJURY \$1,000,000.00						
							GENERAL AGGREGATE \$2,000,000.00
							PRODUCTS - COMP/OP AGG \$2,000,000.00
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A			PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is Mountain Lake. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Additional Insured privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER **CANCELLATION**

Mountain Lake
930 3rd Ave
Mountain Lake, MN 56159


LIVE CERTIFICATE



[Click or scan to view](#)

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



“Party in the Park” - Beer Garden Proposal

Mountain Lake Pow Wow – City Park – June 20, 2026

Executive Summary

The purpose of “Party in the Park” at Pow Wow is to create a signature event that brings people together to reconnect with friends, enjoy live music, and celebrate community in the heart of Mountain Lake. It also serves as a welcoming attraction for visitors from surrounding communities throughout the weekend.

Last year many people were excited about Red Dirt Road, but did not want to stay late on a Tuesday night. Creating another event on Saturday opens up many peoples’ schedules to be able to stay and enjoy the day full of activities.

The creation of the beer garden will bring the crowds from both Botanist and the Den together for one joint summer celebration with music and refreshments. The event is about community, with the option to enjoy a drink if desired. The event is intended to draw a crowd and could likely become a revenue source in the future, helping to bring in funds to support the event.

Item	Approval Needed
Permission to use park	Requested today
Insurance	Will be purchased by Botanist (included in event license)
Event Liquor License granted to Botanist	Requested today

Who Would Operate It:

Combined effort of The Den and Botanist, with Botanist obtaining the required licenses

Event Dates & Hours:

June 20, 2026 from 3p until 11p, with most people expected to leave by midnight.

Contingency Plan:

Option 1: Pause the event during inclement weather, continue the event if possible using tents and the shelter house

Option 2: Reschedule the bands to a later date (Monday or next year) in case of severe weather.

Proposed Location in City Park

Description of the Chosen Area

The entire area in front of the stage would be partitioned off, with all entrants being carded and given a wrist band (red for underage, green for 21 and above). Individuals selling drinks and those monitoring the area would very easily be able to see if someone with a red wristband was consuming alcoholic beverages.

Map / Layout

Exhibit A : Including shelter house



Exhibit B: Not including shelter house

- Menu approach: *Beer, seltzer, basic mixed drinks- think: rum and coke, tiki drinks*
- Fencing type: 4 foot snow fence
- Entry/exit plan: *Single controlled gate*
- *Capacity 1 person per 5 square feet. Not anticipating any space/capacity limits.*

Security & Incident Response

- Number of security staff: (to be discussed upon approval)
- Coordination with police/EMS: 911 call for emergencies
- Incident handling: Zero tolerance for unruly behavior, will ask people to leave.

Operations Plan

Hours of Operation

- Friday: *3pm - 11pm*

Staffing

- Bar manager: Travis Smith and Den staff, Adam Bryant, Cooper Kohnen, and Brady Thompson, other help from the den (to be discussed)
- Bartenders: 3
- Barbacks/runners: *1 runner*
- Security: 4 (*looking for volunteers*)
- Volunteers/support: (looking for volunteers)

Infrastructure

- Bar setup: (*Trailer, portable bar, tents*)
- Equipment: (*Coolers, kegerators, POS, ice bins*)
- Signage: (*Entry rules, menu boards*)
- Waste management: (*Trash, recycling plan - request for Pow Wow to handle*)
 - *Volunteers to pick up trash before Sunday morning event*
- Signage at the park

Financial Structure

Revenue Model

- Botanist will pay licensing fees
- Botanist will pay insurance fees
- Staff will be paid, overhead will be paid and proceeds will be split between the Botanist and the Den

Sponsorship Opportunities

- We welcome other entities to join as sponsors if they would like to do so
- Money donated to Pow Wow can be allocated to entertainment
- Donations over \$300 will be recognized

MOUNTAIN LAKE POW WOW PRESENTS...

PARTY
IN THE PARK

POW WOW
PARTY IN THE PARK

SATURDAY, JUNE 20

MISGUIDED @ 3
HOLY ROCKA ROLLAZ @ 5:30
BOB THE BEACHCOMBER @ 8
THREE FEET DEEP @ 10

SUNDAY, JUNE 21

LEVI JAHNKE @ 3
SAM & GRACE @ 5

MONDAY, JUNE 22

GROOVE INC.
WENDINGER BAND
GABRIEL MICHAEL

CITY PARK
MOUNTAIN LAKE, MN
SEE FULL EVENT SCHEDULE AT
MTLPOWWOW.COM
FREE TO ATTEND



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
<input type="text"/>		<input type="text"/>	<input type="text"/>
Organization Address (No PO Boxes)		City	State
<input type="text"/>		<input type="text"/>	MN <input type="text"/>
Name of person making application		Business phone	Home phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
<input type="text"/>	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	MN <input type="text"/>	<input type="text"/>
Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	MN <input type="text"/>	<input type="text"/>
Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	MN <input type="text"/>	<input type="text"/>

Location where permit will be used. If an outdoor area, describe.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

_____ City or County approving the license	_____ Date Approved
_____ Fee Amount	_____ Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ City or County E-mail Address
_____ Current population of city	_____ Signature City Clerk or County Official
_____ Please Print Name of City Clerk or County Official	

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

Township Transition to Open Book

Assessor Operations Manual Section

Purpose

This section outlines the steps for a township to transition from Local Board of Appeal and Equalization (LBAE) to Open Book in Minnesota.

Step 1: Township Board Decision

The Township Board decides to move from LBAE to Open Book. Common reasons include easier scheduling, no training requirements, and consistent valuation review.

Step 2: Adopt Township Resolution

Township Board must adopt a formal resolution stating the township elects to use Open Book and identifying the effective assessment year.

Sample Resolution Language

The Township Board of (Township Name) elects to conduct Open Book meetings in lieu of the Local Board of Appeal and Equalization beginning with the (Year) assessment.

Step 3: Notify County Assessor

Township must notify the County Assessor and County Auditor of the decision.

Step 4: Notify Minnesota Department of Revenue

Send resolution to Minnesota Department of Revenue Property Tax Division.

Step 5: Schedule Open Book

Open Book must occur after valuation notices are mailed and allow time for taxpayer review.

Step 6: Public Notice

Provide notice including date, time, and contact information.

Step 7: Appeals Process

Appeals proceed from Open Book to County Board of Appeal and Equalization and then Minnesota Tax Court.

Important Notes

Township no longer holds LBAE meeting and training is not required.

Township Open Book Guide

Assessor Operations Manual Section

Township Open Book Checklist

- Township Board discusses Open Book option
- Township Board votes to move to Open Book
- Township adopts formal resolution
- Resolution includes effective assessment year
- Notify County Assessor
- Notify County Auditor
- Send resolution to Minnesota Department of Revenue
- Schedule Open Book meeting
- Publish required public notice
- Conduct Open Book
- Document valuation decisions
- Direct appeals to County Board of Appeal and Equalization

Sample Township Resolution - Open Book

RESOLUTION TO ADOPT OPEN BOOK
TOWNSHIP OF _____

WHEREAS, Minnesota Statutes allow townships to conduct Open Book meetings in lieu of the Local Board of Appeal and Equalization; and

WHEREAS, the Township Board believes conducting Open Book meetings will improve efficiency and provide better service to taxpayers;

NOW, THEREFORE, BE IT RESOLVED that the Township Board of _____ Township elects to conduct Open Book meetings in lieu of the Local Board of Appeal and Equalization beginning with the _____ assessment year.

BE IT FURTHER RESOLVED that the County Assessor shall conduct Open Book meetings for the township.

Adopted by the Township Board this ____ day of _____, 20__.

Township Chair

Township Clerk

Township Supervisor

JOINT RESOLUTION No. R-26-8
OF THE CITY OF MOUNTAIN LAKE and
THE PUBLIC UTILITIES COMMISSION OF THE CITY OF MOUNTAIN LAKE
TERMINATING THE AGENCY AGREEMENT OF THE
MIDWEST MUNICIPAL GAS AGENCY

WHEREAS, City of Mountain Lake (“City”) is a member of the Midwest Municipal Gas Agency (“MMGA”), a Minnesota municipal gas agency organized under sections 453A.01-453A.12 of the Minnesota Statutes, and, as such, a party to the Agency Agreement, dated October 1, 1997, as amended, which is on file with the Minnesota Secretary of State (the “Agency Agreement”);

WHEREAS, Article XVI of the Agency Agreement provides that the Agency Agreement may be terminated provided that the Agency has paid all its debts and that termination has been approved by two-thirds of its members as evidenced by resolutions of their governing bodies;

WHEREAS, the Agency’s member representatives have determined that the Agency no longer serves a useful purpose and therefore have recommended that the members approve termination of the Agency Agreement with the intent of effectuating the dissolution of the Agency;

WHEREAS, the Agency has informed its members that the Agency has paid all its debts and that all monies in Agency accounts will be distributed to current members on a pro rata basis upon the Agency’s dissolution net of the administrative costs associated with the dissolution.

NOW, THEREFORE, BE IT RESOLVED by the Public Utilities Commission of the City of Mountain Lake and the City Council of the City of Mountain Lake, as follows:

Section 1. The City hereby approves the termination of the Agency Agreement.

Section 2. The City Administrator is authorized to certify this termination resolution and cause it to be transmitted to the Board of Directors of the Agency.

Adopted by the Mountain Lake City Council and the Public Utilities Commission of the City of Mountain Lake this 4th day of May, 2026.

CITY OF MOUNTAIN LAKE

BY: _____

Mike Nelson, Mayor

Attest

BY: _____

Michael Mueller, City Administrator

PUBLIC UTILITIES COMMISSION OF THE CITY OF MOUNTAIN LAKE

BY: _____

Attest: _____

BY: _____