# Regular City Council Meeting Mountain Lake City Hall – 930 Third Avenue Monday, May 6, 2024

### 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 #28255 28315, 1065E 1074E (1-12)
  - b. Payroll: Checks #68031 68062
  - c. Approve April 11& 17 Utilities Commission Minutes (13-15)
  - d. Approve April 15 City Council Minutes (16-17)
  - e. Approve April 23 Board of Appeal & Equalization Minutes (18)
  - f. Approve April Street Department Report Daron Friesen, Street Superintendent (19)
  - g. Approve Resolution #7-24 Arbor Day (20)
  - h. Approve \$300 Donation to Pow Wow Road Race and Fitness Walk (21)
  - i. Approve Mental Health Month Proclamation (22)
- 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. Fire Department
  - a. Discussion/Action Wages & Purchases (23-25)
- 5. Chamber of Commerce
  - a. Discussion/Action Memorial Walk Park
- 6. Street Department
  - a. Discussion/Action City Park Trails (26-28)
  - b. Discussion/Action Street/Overlay Projects (29)
- 7. Police
  - a. Discussion/Action -Hiring/Planned Retirement
- 8. <u>City Attorney</u>
- 9. <u>City Administrator</u>
  - a. Discussion/Action Summer Program Contribution
- 10. Adjourn

#### Mountain Lake Utilities Commission Meeting Mountain Lake City Hall Thursday, April 11, 2024 7 AM

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

City Council Liaison Dean Janzen

Members Absent:

Staff Present: Michael Mueller; Clerk/Administrator; Jill Falk; Utilities Office Manager;

Dave Watkins; Electric Superintendent; Lane Anderson; Lineman; Steve Peters; Lineman; Taylor Nesmoe; Water/Wastewater Superintendent;

Scott Pankratz; Water/Wastewater

Others Present:

#### Call to Order

The meeting was called to order at 7 AM.

#### **Approval of Minutes and Bills**

Motion by Langland seconded by Garloff to approve the March 28<sup>th</sup> Minutes with revisions and Check Numbers 23331-23367 (542E-547E). Motion carried.

#### **Electric Department**

The engineers have not yet recommended a bid for the substation transformer. As of now, the bid through Virginia is the bid of choice, even though there are some exceptions with the language. The delivery time is just over a year while the other bid will not be available for three years. The attorney is working with Qualus with the hope of getting the legal issues and language agreed upon. As the bid is only valid for 30 days, a special meeting has been scheduled for Wednesday, April 17<sup>th</sup> at 7 am to approve the bid for the Transformer. Watkins stated that the generators were running this week. Generator #2 seems to be working correctly and the stack test is scheduled for May. Watkins also stated that the underground project for Tenth Street and Ninth Avenue will begin next week.

#### Water/Wastewater Department

Automatic System provided a quote to repair the control panel for the water plant. The main panel was quoted at \$53,000 and then an additional \$30,000 for the R.O. Panel. This will upgrade the software as well. Even though the panels are still working, it will be harder to replace parts for them in the future. The contract will need to be signed by December to lock in the 2024 rates, but the cost will then be included in the 2025 budget. Also, while discussing the budget, Nesmoe mentioned that the white coating for the roof could be delayed until next year, however, it could cost an additional \$2000-\$2500. A motion was made by Langland to approve the roof repairs and white coating. The motion was seconded by Brian Janzen, and the motion passed. When asked about the new pickup, Nesmoe stated that there have been

no issues and that it is running well. He said there was a short in the wiring that was causing the issue. The truck still needs to be taken into Crysteel to have the organization drawers repaired.

#### **City Administrator**

Mueller is in the process of attempting to attain a \$50,000 grant from MPCA. The hope is to use these funds towards wind tower maintenance as well as making City Hall more energy efficient with the roofing and HVAC. A request was received from the Pow Wow committee asking for donations to help with the event. In the past, the Commission has made donations to the Chamber, but Pow Wow and the Chamber are now two separate entities. It was decided that no action would be taken, and no donation given, as the utilities and labor are provided for the event. Falk has been working with Paya/Nuvei to create a Citizen Portal for utility residents (<a href="http://mountainlakemn.payacp.com">http://mountainlakemn.payacp.com</a>). This will allow residents to log in using a username and password to access account information. They will be able to view bills, make payments, set up E-billing, and many other features. The credit card processing fee will be reduced to 2.99% for all transactions, which will benefit those making payments as well as the utilities. Another feature available is outgoing messages. Using email addresses or text messages, mass messages can be sent out regarding payments, outages, or even construction or maintenance work to be completed.

#### Adjourn

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

Jill Falk, Utilities Office Manager

# In Mountain Lake Special Utilities Commission Meeting Mountain Lake City Hall Wednesday, April 17, 2024 7 AM

Members Present:

Todd Johnson; Sue Garloff; Mark Langland; David Savage; City Council

Liaison Dean Janzen

Members Absent:

Brian Janzen

Staff Present:

Michael Mueller; Clerk/Administrator; Dave Watkins; Electric

Superintendent; Steve Peters; Lineman

Others Present:

#### Call to Order

The meeting was called to order at 7 AM.

#### **Electric Department**

While Mike Thielen was reviewing the proposals, he determined that the bids from OTC and Virginia Transformer were very close. The evaluated cost for Virginia was \$1,556.55 lower when you add transformer loss evaluation and sales tax. The big issue is the delivery time. Virginia Transformer delivery time is 1.92 years (700 days) less than the OTC proposal. Both manufacturers took many of the same exceptions to our Specifications. The additional costs for Virginia bids were:

- 5-year warrantee \$20,150.00 which does not include the disconnection or reconnection of control and power cables but does include crane and linehaul transportation.
- The transportation charges are estimated at 16,000.00 where the owner is to pay the actual cost of shipping and crane services plus a 15 % markup at the time of shipment. Virginia will plan arrangements for crane service and line haul transportation for the transformer.
- Sales tax to be paid by Mountain Lake Utilities.

The cost quoted for the transformer is firm if the delivery date does not extend beyond the promised delivery date. The payment schedule shall be 30% payment with order, 30% drawing submittal, 30% upon shipment, and then the remaining 10 % upon delivery not to exceed 60 days from delivery. The bid amount of the transformer is \$1,343,500.00. Thielen recommended accepting proposal #M240606A from Virginia, including the 5-year warranty (\$20,150.00). The transportation charge and sales tax are to be paid by the Mountain Lake Municipal Utilities. A motion was made by Garloff to accept the bid from Virginia. The motion was then seconded by Johnson and the motion passed.

#### Adjourn

The meeting was adjourned at 7:05 a.m.

ATTEST:

### City of Mountain Lake **Regular City Council Meeting** Mountain Lake City Hall – 930 Third Ave Monday, April 15, 2024 5:45 p.m.

Members Present:

Andrew Ysker, Dean Janzen, Darla Kruser, Bryan Bargen, Mike Nelson

Members Absent:

None

City Staff Present:

Michael Mueller City Administrator; Maryellen Suhrhoff City Attorney;

Rod Hamilton EDA Director; Ben McHenry Police Officer

Others Present:

Tom Appel

#### Call to Order

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

#### Approval of Agenda & Consent Agenda

Motion by Bargen, seconded by Janzen to approve the agenda and consent agenda as presented. Motion carried 5-0.

Bills: Checks #28208 - 28254, 1058E - 1064E

Payroll: Checks #67997 – 68030

Approve March 18 EDA Board Minutes

Approve March 28 Utilities Commission Minutes

Approve April 1 City Council Minutes

Approve Ambulance Contracts

Approve Ambulance & Fire Contract Rates

Approve Resolution #5-24 \$15,000 Fire Relief Donation

Approve Deanna Anderson, Police Commission, effective 4/15/2024

#### **Public**

No comment

#### **EDA**

EDA Director Rod Hamilton informed the Council on a grant submission for the Southwest Minnesota Housing Partnership. The intent of the grant is to assist with providing funds for the construction of a 12 unit apartment complex. The City would have to apply for the grant. The EDA has already approved a \$50,000 loan for the project. Motion by Janzen, seconded by Ysker to approve Resolution #6 -24. Motion carried 4 - 0. Councilmember Bargen abstained.

#### **MnDOT**

Concerns were raised about MnDOT plans and where they are proposing changes to our three corridors, to make those entrances in and out of Mountain Lake safer. The MnDOT advisory panel has not been satisfied with their options.

Discussions occurred at the EDA meeting, they plan to provide recommendations to the City Council on how this could be detrimental to our town and commercial park. A potential proposal to MnDOT from our City would be installing acceleration and deceleration lanes, with no other changes to our entrances.

#### **City Attorney**

An update was given to the council regarding civil processes on various properties, public nuisances, current processes, court procedures, agreements, and plans.

The meeting was closed due to pending litigation. Motion by Bargen, seconded by Janzen to approve the agreement. Motion carried 5-0.

#### **City Administrator**

Michael Mueller, City Administrator, provided an update on the 2024 Q1 Revenues and Expenditures, there were no concerns, the departments are staying on budget.

#### Roundtable

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

#### Adjourn

The meeting was adjourned at 6:56 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

Board of Appeal & Equalization Meeting - Tuesday, April 23, 2024 at 5:30PM

## Board of Appeal and Equalization Mountain Lake City Council Tuesday, April 23, 2024 5:30 p.m.

Members Present:

Mike Nelson, Bryan Bargen, Darla Kruser, Dean Janzen, Andrew

Ysker

Members Absent:

None

Staff Present:

Michael Mueller, City Administrator

Others Present:

David Grev, County Assessor; Sarah Lanier, CMA, Carly

Pohlman, CMA

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

#### **Board of Review**

David Grev, County Assessor, introduced himself.

Grev stated that the City of Mountain Lake had 18 sales of residential property that they considered "good sales". These sales were open market that took place between October 1, 2022, and September 30, 2023. To now have a significant increase in values for a particular class, the median ratio of those 18 sales would have had to be between 90% and 105%. The ratio on the 18 sales was 91.77%. Based on the 18 sales, their office set the residential values to decrease by 2%. The value decreases were on the residential buildings – not on the land. Their new ratio reflecting those changes is 91.66%. Ag properties decreased 7%. The City of Mountain Lake's Estimate Market Value (EMV) for 2023 was \$124,560,800, and in 2024 decreased to \$124,452,400. Various properties and their values were discussed.

There were no appeals by property owners.

#### Adjourn

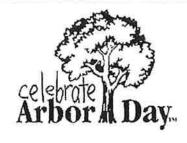
The meeting was adjourned at 6:00 p.m.

ATTEST:

Michael Mueller, Administrator/Clerk

# APRIL STREET DEPT / Report

- Coment Host Site, Campround
- DPEN Campround Furn Water ON Dray Gravel Rds, STalls Prep Batt House
- Sweep STRBETS
- Coin Patch Pot Holes
- Firish Community Center Batterons, LUT Walls, Ceiling, Vanity, Phinting Sinks
- Add Gravel to Truck TURN Around Drag
- Blade @ Add Gravel to All Gravel Roads
- Remove Plous Wirks Sanderbate
- Service Pickups Rotate Tires
- Maintain Tree Domp
- DREN STORM SEWERS Vactor Truck
- Park Bios Mains SLOB Walks, Newson MR, Kulstitt
- Remove le ASH Tret's LOCON Park, Clean up Dirt Work, Seep
- Pick up Sticks Branches All City Grounds, Parks, Cometary
- OVER Lay 115+ For DID ROADS,



Whereas,	In 1872, J. Sterling Morton proposed to the Agriculture that a special day be set aside for and			
Whereas,	this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and			
Whereas,	Arbor Day is now observed throughout the r	nation and the world, and		
Whereas,	trees can reduce the erosion of our precious water, cut heating and cooling costs, modera produce life-giving oxygen, and provide hab	te the temperature, clean the air,		
Whereas,	trees are a renewable resource giving us pap fuel for our fires and countless other wood p			
Whereas,	trees in our city increase property values, en business areas, and beautify our community,	•		
Whereas,	trees, wherever they are planted, are a source renewal.	e of joy and spiritual		
Now, There	efore, I, Mike Nelson	Mayor of the City of		
	Mountain Lake, MN	, do hereby proclaim		
	May 2, 2024	as		
	In the City of Mountain Lake citizens to celebrate Arbor Day and to support eftrees and woodlands, and	, and I urge all		
Further,	I urge all citizens to plant trees to gladden the of this and future generations.	e heart and promote the well-being		
Dated this	Mayor Myster Mayor	May		

#### Run Mountain Lake

Herron, Tim <THerron@unitedprairieinsurance.com>

Thu 4/25/2024 10:35 AM

To:Dawn Fast <dfast@mountainlakemn.com>;miken.homeoffice@gmail.com <miken.homeoffice@gmail.com> Hi Dawn,

Thanks for helping last year with Run Mountain Lake and the donation of \$300. Could the City of Mt. Lake please help again this year? We would certainly appreciate it!

Kindly,

Tim Herron & the Run Mountain Lake Board

#### Tim Herron

Risk Advisor | United Prairie Insurance 1141 Third Avenue, PO Box 430, Mountain Lake, MN 56159

Direct: 507-303-1526 Mobile: 507-822-9140 Main: 507-427-1190

Email: THerron@unitedprairieinsurance.com

Visit us at unitedprairieinsurance.com



A First MainStreet Agency

Please note you cannot alter, bind, or purchase coverage by email. This e-mail message, including any attachments, may contain privileged and confidential information. It is intended only for the use of the individual or entity to which it is addressed. Any unauthorized review, use, disclosure, or distribution of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy any and all copies of the original message.



#### **Mental Health Month Proclamation 2024**

WHEREAS, there is a proven connection between good mental health and overall personal health; and

WHEREAS, mental illnesses affect almost every family in America; and

WHEREAS, people with mental illnesses recover if given the necessary services and support in their communities; and

WHEREAS, people with mental illnesses make important contributions to our families and our communities; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year; and

WHEREAS, only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help; and

WHEREAS, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses; and

WHEREAS, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses;

**NOW, THEREFORE,** I, Mike Nelson, Mayor, on behalf of Mountain Lake, MN, do hereby proclaim the month of May 2024 as a MENTAL HEALTH MONTH. As the Mayor, I also call upon all Mountain Lake, MN citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

Sign:	Date:





Proposed Fire dept wage increase

Current members are paid as follows

\$10 per meeting/practice

\$10 per responding to a call

\$20 per call that covers the first 2 hours, after 2 hours is \$10 an hour, Most calls are between 1-2 hours

Also currently Training officer is an unpaid Position, We would like to make that A \$600 per year position

Proposed wage changes

\$20 per meeting/practice

\$20 per responding to call

\$40 per call that covers the first 2 hours, after 2 hours \$20 an hour

We are not in it for the money but as it gets harder to find members to put in the time this should help some, as well as help cover with the expenses firefighters occur responding to calls/meetings (fuel, wear and tear on vehicles, clothing, ect)

# Jefferson

Jefferson Fire and Safety, Inc. 7620 Donna Drive Middleton, WI, 53562 Phone: 608-836-0068 Web: www.jeffersonfire.com

PLA PP-HOL-PSP50-V

# Invoice

 Invoice No:
 PB001765

 Invoice Date:
 4/24/2024

 Due Date:
 4/24/2024

 Salesperson:
 Kurt Nelson

 Customer ID:
 06347

AllL (10)		SHIP TO:	Man Sa		
Mountain Lake Fire Department 356 11th Street Mountain Lake MN 56159		Mountain Lake Fire Department 356 11th Street Mountain Lake MN 56159			
CUSTOMER P.O. NO.	Net 20 Days		CONT		
FOB POINT	SHIPPING TERMS		SHIP		
HOL 159.000.063	ITEM DESCRIPTION Holmatro PCU50 Pentheon iCutter		1.00	10,380.75	10,380.75
HOL 159.000.207	Holmatro PTR50 Pentheon Telescopic R	Ram	1.00	8,697.75	8,697.75
HOL 151,001,902	Holmatro TRE05 Pentheon Extension Pi	ipe	1.00	810.00	810,00
HOL 151,000.583	Holmatro PBPA287 Battery		6.00	711.00	4,266.00
HOL 151.000.742	Holmatro PBCH2 Battery Charger, 115 \	/AC	3.00	488.00	1,464.00
HOL 151.000.499	Holmatro POTC1 On Tool Charging Con	d	3.00	85.00	255,00
HOL 151.000.503	Holmatro DCPC1 Pentheon Daisy Chain	Power Cord	2.00	12.00	24,00
HOL 150.182.044	Holmatro Tool Station Tarp		1.00	0.00	0.00
HOL 159.000.181-D	Holmatro PSP50 Pentheon Spreader		1.00	11,070.00	11,070.00
PLA PP-HOL-PCU50-V	Plastix Plus Horizontal Bracket for Holma Pentheon Cutter - Vertical	atro PCU50	1.00	207.09	207.09
PLA PP-HOL-PTR50-U	Plastix Plus Horizontal Bracket for Holm Pentheon Ram (Upright Version)	natro PTR50	1.00	202.80	202.80
PLA PP-HOL-TRE05-EXT Plastix Plus Horiz. \ Vertical Bracket F Pentheon Ram Extension		Holmatro Tre05	1.00	156.00	156.00

Plastix Plus Vertical Bracket for PSP50 Pentheon Spreader

1.00

207.09

207.09

<sup>\*\*\*</sup> Credit card payments will incur a 3% processing fee \*\*\*



Jefferson Fire and Safety, Inc. 7620 Donna Drive Middleton, WI, 53562 Phone: 608-836-0068 Web: www.jeffersonfire.com

# Invoice

Invoice No: Invoice Date: Due Date: Salesperson:

**Customer ID:** 

**PB001765 4/24/2024**4/24/2024
Kurt Nelson

06347

Mountain Lake Fire Department 356 11th Street Mountain Lake MN 56159		Mountain Lake Fire Department 356 11th Street Mountain Lake MN 56159		
CUSTOMER P.O. NO.	TERMS Net 20 Days	CONTACT		
FOB POINT	SHIPPING TERMS	SHIP VIA UPS		
ITEM ITE	M DESCRIPTION	QTY. UNIT PRICE EXT PRICE		

Signature

\*\*\* Credit card payments will incur a 3% processing fee

\*\*\*

Sales Total: 37,740,48

Freight: 0.00
Tax Total: 0.00
Total (USD): 37,740,48

## Nielsen Blacktopping, Inc

305 Industrial St. E Kasota, MN 56050-2055

# **Estimate**

Date	Estimate #
3/28/2024	24-292

Name / Address	
City of Moutain Lake	

OFFICE PHONE: (507) 931-6115 or (507) 345-1499

FAX:

(507) 933-9280

E-MAIL:

nielsenblacktopping@msn.com

Description		Total
Mobilization		2,500.00
TRAILS		
4300 SF		13,437.00
Mill edges, Clean area	1	15,107100
Furnish & apply bituminous tack coat		
Furnish & place 1.5" - 2" asphalt overlay		
Around Picnic Shelter		
4350 SF	Į.	14,000.00
Grade & compact		- 1,1 - 1 - 1
Furnish & place 3" asphalt mat		
	l	
	1	
Price does not include back fill of drive unless otherwise stated in description.		
NOTICE OF LIEN RIGHTS:		
A. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS,	Total	\$29,937.00
A TRIDER MANIESOTA I AND MALLIANE THE RIGHT TO DAY REDSONE MILO CURN FEB. (ADD. OR MATERIALS FOR THE		

B. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Estimate must be accepted within 15 days of above date. Acceptance of Proposal: The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Balance DUE ON COMPLETION. 1.5% monthly service charge will be applied to all accounts 30 days past due.

Signature	•		
		Date	

All materials is guaranteed to be as specified for a one-year period from date of installation. All work to be completed in a workmanlike manner to standard construction practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.



Phone (507) 354-4171 Fax (507) 359-4156

2020 North Spring Street P.O. Box 787 New Ulm, MN. 56073

Web: www.mrpaving.com

Proposal
M.R. PAVING & EXCAVATING

Job Code: 2024 Mountain Lake Park Trails

Description: Remove and Replace Trail 4640 SF 3" HMA

Position Description Quantity Unit of Unit Price Total Price Code Measure Subtotal Description	1	Remove & Replace Trail 3" HMA 4640 SF	19,500.00	19,500.00
	Position Code	Description	Unit Price	Total Price

### **Proposal Certification**

Notes:

One mobilization trip included.

Remove and Replace Trail.

Pave 4640 SF of 6' Wide Trail.

Pave 3" HMA B Oil.

No Restoration of Edges Included.

Pricing is valid if accepted within 15 days.

Please call with any questions.

Submitted By: Brian Griebel

507-276-2078

Signed:	i:	
Date:	:	



# Estimate

Concrete Walkway	City Perk		Quantity:	Price:	Total:
110			Quantity:	Price:	Total:
4,398 Sq. F+ \$	6.3 Sq. Ft.		Quantity: <u>4,398</u>	Price: <u>6,3</u>	Total: 27,707,40
5	salk Small Pad in Middle				
			Quantity:	Price:	Total:
Cart Busgies R	ental for aweek		Quantity:	Price: 540	Total: <u>540</u>
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
			Quantity:	Price:	Total:
				Total: 🔰 Z	8,247.40
Signature:		Date:			
Nick Kulseth	Fully Licensed & Insured	(	Customer's Address	City of r	11. Lake
1409 6 <sup>th</sup> Ave	Cell: 507-822-0626		Der	on Friesen	
Windom, MN, 56101					

# OVERLAY hist

- 3 Blocks
- 4 Blocks
- 3 Blocks
- 4 Blocks
- 1 Block
- 2 Blocks
- 5 Blocks
- 2 Blocks
- le Blocks
- 2 Blocks
- 1 Block
- le Blacks
- 2 Black
- 2 Blocks
- 2 Blocks
45 Blocks TOTAL