

**Regular City Council Meeting**  
**Via GoTo Meeting / Conference Call**  
**Monday, June 1, 2020**  
**6:30 p.m.**

The Mayor and City Administrator determine that an in-person meeting or a meeting conducted under MN Statute section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 as stated in 13D.021. MN Statute 13D.021 will be followed for this meeting. See next page for more information on how to attend this meeting.

**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 #23683 – 23728, 670E – 671E
  - b. Payroll: Checks #65333 – 65350
  - c. Approve March 9 Lake Commission Minutes
  - d. Approve May 14 Utilities Commission Minutes
  - e. Approve May 18 City Council Minutes
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 – Daron Friesen, Street Superintendent
  - a. Discussion/Action – Bids for Repaving Alleyways
5. City Attorney
6. City Administrator
  - a. Discussion/Action – Wastewater Ponds Pay Request #1 – Mathiowetz Construction
  - b. Discussion/Action – Partially Close Alleyway Request & Expand On-Sale Liquor License to Outdoor Seating – The Den
  - c. Discussion/Action – Approve Reopening Plan of Center Point Church
  - d. Discussion/Action – Approve Job Description of City Hall & Community Center Maintenance
  - e. Discussion/Action – Review & Update City of Mountain Lake COVID-19 Virus Continuity of Operations Plan
  - f. Discussion/Action – Consider Date Change for Next City Council Meeting
7. Discussion/Action - Land Negotiations Parcel ID: 22.520.0080, 22.520.0081, 22.520.0083, 22.520.0084 (meeting may be closed as allowed in MN Statutes 13D.05 Subd. 3)
8. Adjourn

# MEETING INFORMATION

Mountain Lake City Council Meeting  
Mon, Jun 1, 2020 6:30 PM - 9:30 PM (CDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/724709229>

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If you have a smart phone, you can access the meeting by downloading the app (link above) and clicking on the meeting link above. The app looks like this:



If you do not want to use a computer, tablet, or phone, you can simply call the phone number above and type in the pin. You will be able to hear and speak but not see anyone.

Any questions prior to the meeting, please contact the city administrator at 507-427-2999 ext.1.

**\*Check Detail Register©**

June 1, 2020  
mk  
ck # 23683 - 23728  
670E-671E

May 2020 to June 2020

Check Amt Invoice Comment

**10100 United Prairie**

Paid Chk#	Date	Entity	Check Amt	Invoice	Comment
<b>10100 United Prairie</b>					
Paid Chk# 023683	5/14/2020	MN BUREAU OF CRIMINAL APPREHEN			
E 101-45200-430		Miscellaneous	\$7.50		HISTORY RECORD-J KARSCHNIK
E 101-46200-430		Miscellaneous	\$7.50		HISTORY RECORD-J KARSCHNIK
Total MN BUREAU OF CRIMINAL APPREHEN			\$15.00		
<hr/>					
Paid Chk# 023684	5/18/2020	CITIZEN PUBLISHING			
E 205-46500-343		Busnes Recrut/Comm Dev	\$559.10		ADVERTISING/SPRING HOUSING EDITION
Total CITIZEN PUBLISHING			\$559.10		
<hr/>					
Paid Chk# 023685	5/18/2020	CITY OF MOUNTAIN LAKE			
E 607-46330-402		Repairs/Maint- Ground	\$1,250.00		SNOW REMOVAL
E 608-46330-402		Repairs/Maint- Ground	\$1,250.00		SNOW REMOVAL
Total CITY OF MOUNTAIN LAKE			\$2,500.00		
<hr/>					
Paid Chk# 023686	5/18/2020	COTTONWOOD COUNTY AUD/TREAS			
E 205-46500-354		Real Estate Taxes	\$1,466.00		JSK BRIDAL-22.520.0380 RE TAXES
Total COTTONWOOD COUNTY AUD/TREAS			\$1,466.00		
<hr/>					
Paid Chk# 023687	5/18/2020	DANIEL MELHEIM			
E 607-46330-402		Repairs/Maint- Ground	\$70.00		SNOW REMOVAL
E 608-46330-402		Repairs/Maint- Ground	\$140.00		SNOW REMOVAL
E 609-46330-402		Repairs/Maint- Ground	\$70.00		SNOW REMOVAL
Total DANIEL MELHEIM			\$280.00		
<hr/>					
Paid Chk# 023688	5/18/2020	KDOM RADIO			
E 205-46500-343		Busnes Recrut/Comm Dev	\$50.49		RED ROCK AD
Total KDOM RADIO			\$50.49		
<hr/>					
Paid Chk# 023689	5/18/2020	TABITHA GARLOFF			
E 607-46330-402		Repairs/Maint- Ground	\$213.33		MOWING
E 608-46330-402		Repairs/Maint- Ground	\$213.33		MOWING
E 609-46330-402		Repairs/Maint- Ground	\$213.34		MOWING
Total TABITHA GARLOFF			\$640.00		
<hr/>					
Paid Chk# 023690	5/18/2020	MINNESOTA ENERGY RESOURCE CORP			
E 608-46330-383		Gas Utilities	\$37.84		GAS 1621 5TH AVE
Total MINNESOTA ENERGY RESOURCE CORP			\$37.84		
<hr/>					
Paid Chk# 023691	5/18/2020	MUNICIPAL UTILITIES			
E 607-46330-380		Elec,Water,Sewer	\$8.85		HERITAGE DRIVE ST LITE
E 608-46330-380		Elec,Water,Sewer	\$17.18		HERITAGE DRIVE ST LITE
E 608-46330-362		Property Ins	\$102.77		1621 5TH AVE
Total MUNICIPAL UTILITIES			\$128.80		
<hr/>					
Paid Chk# 023692	5/18/2020	NORTHLAND SECURITIES			
E 485-46300-434		Project Expense	\$1,155.00	6115	COMMERCIAL PARK DEVELOPMENT
Total NORTHLAND SECURITIES			\$1,155.00		
<hr/>					
Paid Chk# 023693	5/18/2020	HANSON AGENCY			
G 235-10684		BRAD & KELLY HANSON-HANSON	\$8,245.30		NEW LOAN
Total HANSON AGENCY			\$8,245.30		
<hr/>					
Paid Chk# 023694	5/18/2020	P&P COMPANY			
G 235-10664		P&P-HVAC LOAN	\$16,200.00		NEW LOAN
Total P&P COMPANY			\$16,200.00		

**\*Check Detail Register©**

May 2020 to June 2020

			Check Amt	Invoice	Comment
Paid Chk#	023695	5/21/2020		AFLAC	
	G 101-21713	AFLAC	\$237.51		
		Total AFLAC	\$237.51		
Paid Chk#	023696	5/21/2020		AFSCME COUNCIL 65	
	G 101-21707	Union Dues	\$101.32		
		Total AFSCME COUNCIL 65	\$101.32		
Paid Chk#	023697	5/21/2020		CITY OF MOUNTAIN LAKE	
	G 101-21710	Employee Flex Plan	\$55.00		
		Total CITY OF MOUNTAIN LAKE	\$55.00		
Paid Chk#	023698	5/21/2020		COMMISSIONER OF REVENUE	
	G 101-21702	State Withholding	\$920.62		
		Total COMMISSIONER OF REVENUE	\$920.62		
Paid Chk#	023699	5/21/2020		FURTHER/SELECT	
	G 101-21714	HSA	\$686.60		
		Total FURTHER/SELECT	\$686.60		
Paid Chk#	023700	5/21/2020		GISLASON & HUNTER	
	G 101-21712	Garnishments	\$413.29		
		Total GISLASON & HUNTER	\$413.29		
Paid Chk#	023701	5/21/2020		INTERNAL REVENUE SERVICE	
	G 101-21701	Federal Withholding	\$1,958.35		
	G 101-21703	FICA Tax Withholding	\$2,955.08		
		Total INTERNAL REVENUE SERVICE	\$4,913.43		
Paid Chk#	023702	5/21/2020		PERA	
	G 101-21704	PERA	\$4,995.58		
		Total PERA	\$4,995.58		
Paid Chk#	023703	5/21/2020		SW/WC SERVICE COOPERATIVES	
	G 101-21708	Employee Paid Health Insurance	\$2,226.50		
		Total SW/WC SERVICE COOPERATIVES	\$2,226.50		
Paid Chk#	023704	5/21/2020		VALIC	
	G 101-21705	VALIC	\$63.00		
		Total VALIC	\$63.00		
Paid Chk#	023705	5/20/2020		ZINNIEL TREE SERVICE	
	E 101-45204-407	Tree Removals	\$3,750.00		TREE REMOVAL
	E 101-45200-402	Repairs/Maint- Ground	\$800.00		PARK-TREE REMOVAL
	E 211-45500-430	Miscellaneous	\$300.00		LIBRARY-TREE REMOVAL
		Total ZINNIEL TREE SERVICE	\$4,850.00		
Paid Chk#	023706	6/1/2020		ALEX AIR APPARATUS INC.	
	E 221-42200-404	Repairs/Maint Machinery/Equip	\$1,816.00	INV-41578	FD-CARGING ADAPTER HP FOR COMPRESSOR, 6 CABLES-CONECTOR MOTOROLA JEDI
		Total ALEX AIR APPARATUS INC.	\$1,816.00		
Paid Chk#	023707	6/1/2020		AMAZON	
	E 211-45500-590	Capital Outlay Books	\$44.85		LIBRARY BOOKS
	E 211-45500-592	A.V. Materials	\$73.15		LIBRARY AV
	E 211-45500-430	Miscellaneous	\$128.42		PPE FOR COVID-MASKS, BAGS

**\*Check Detail Register©**

May 2020 to June 2020

			Check Amt	Invoice	Comment
<b>Total AMAZON</b>			<b>\$246.42</b>		
Paid Chk#	023708	6/1/2020 ANGELA BRAUN			
R 101-45186-36221	Rent		\$150.00		REFUND COMMUNITY CENTER RENT
<b>Total ANGELA BRAUN</b>			<b>\$150.00</b>		
Paid Chk#	023709	6/1/2020 CASEYS BUSINESS MASTERCARD			
E 101-42100-212	Motor Fuels		\$311.22		PD GAS
<b>Total CASEYS BUSINESS MASTERCARD</b>			<b>\$311.22</b>		
Paid Chk#	023710	6/1/2020 DENNIS HULZEBOS			
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		JUNE MAINT AT LIBRARY
<b>Total DENNIS HULZEBOS</b>			<b>\$345.00</b>		
Paid Chk#	023711	6/1/2020 FASTENAL COMPANY			
E 211-45500-430	Miscellaneous		\$42.75	MNWOR15667	LIB-GAL HAND SANITIZER
E 101-45186-220	Repair/Maint Supply		\$42.75	MNWOR15667	COMM CTR-GAL HAND SANITIZER
E 101-41400-200	Office Supplies		\$85.50	MNWOR15667	CITY HALL-2 GAL HAND SANITIZER
<b>Total FASTENAL COMPANY</b>			<b>\$171.00</b>		
Paid Chk#	023712	6/1/2020 FRONTIER			
E 101-41400-321	Telephone		\$193.11		CITY HALL PHONE-427-2999
E 101-42100-321	Telephone		\$217.17		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$66.07		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$70.33		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$105.92		UT-PHONE
<b>Total FRONTIER</b>			<b>\$690.10</b>		
Paid Chk#	023713	6/1/2020 FRONTIER			
E 211-45500-321	Telephone		\$73.52		LIBRARY PHONE-427-2506
<b>Total FRONTIER</b>			<b>\$73.52</b>		
Paid Chk#	023714	6/1/2020 GREATAMERICA FINANCIAL SVCS			
E 101-00000-430	Miscellaneous		\$8.43		CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35		OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78		PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31		UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62		EDA-MONTHLY COLOR COPY MACHINE LEASE
<b>Total GREATAMERICA FINANCIAL SVCS</b>			<b>\$140.49</b>		
Paid Chk#	023715	6/1/2020 INDOFF INCORPORATED			
E 101-41400-200	Office Supplies		\$17.06	3363392	NOTEBOOKS
E 101-41400-200	Office Supplies		\$45.38	3365090	CLIPS, CLOROX
<b>Total INDOFF INCORPORATED</b>			<b>\$62.44</b>		
Paid Chk#	023716	6/1/2020 INLAND LAKE HARVESTER INC			
E 507-45150-404	Repairs/Maint Machinery/Equip		\$156.57	3089	FRONT CONVEYOR PLASTIC STRIPS-WEED HARVESTOR
<b>Total INLAND LAKE HARVESTER INC</b>			<b>\$156.57</b>		
Paid Chk#	023717	6/1/2020 JANZEN FABRICATION			
E 507-46103-430	Miscellaneous		\$76.04	2837	SIDE PLATES FOR WALKING BRIDGE
<b>Total JANZEN FABRICATION</b>			<b>\$76.04</b>		
Paid Chk#	023718	6/1/2020 K & J SEAMLESS GUTTERS			
E 101-41400-401	Repairs/Maint Buildings		\$160.00	20012	REPAIR GUTTER ON CITY HALL

**\*Check Detail Register©**

May 2020 to June 2020

			Check Amt	Invoice	Comment
<b>Total</b>		<b>K &amp; J SEAMLESS GUTTERS</b>	<b>\$160.00</b>		
Paid Chk#	023719	6/1/2020	<b>MID-AMERICAN RESEARCH CHEMICAL</b>		
E 101-41400-200	Office Supplies		\$30.15	0698524-IN	CITY-HALL SOAP DISPENSERS
E 211-45500-430	Miscellaneous		\$30.18	0698524-IN	LIBRARY-SOAP DISPENSERS
E 101-45186-220	Repair/Maint Supply		\$60.36	0698524-IN	COMM CTR-SOAP DISPENSERS
E 221-42200-210	Operating Supplies		\$15.09	0698524-IN	FD-SOAP DISPENSERS
E 231-42154-210	Operating Supplies		\$15.09	0698524-IN	AMB-SOAP DISPENSERS
E 101-00000-430	Miscellaneous		\$60.36	0698524-IN	SOAP DISPENSERS
<b>Total</b>		<b>MID-AMERICAN RESEARCH CHEMICAL</b>	<b>\$211.23</b>		
Paid Chk#	023720	6/1/2020	<b>MINNESOTA ENERGY RESOURCE CORP</b>		
E 101-41400-383	Gas Utilities		\$117.90		CITY HALL GAS-ACCT#0505387558
E 221-42200-383	Gas Utilities		\$100.29		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383	Gas Utilities		\$49.39		AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383	Gas Utilities		\$101.52		STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383	Gas Utilities		\$65.36		LIBRARY GAS-ACCT#0502593301
E 101-45186-383	Gas Utilities		\$134.48		COMM CTR GAS-ACCT#0504742031
<b>Total</b>		<b>MINNESOTA ENERGY RESOURCE CORP</b>	<b>\$568.94</b>		
Paid Chk#	023721	6/1/2020	<b>MUNICIPAL UTILITIES</b>		
E 101-45200-380	Elec,Water,Sewer		\$26.78		LAWCON PARK LIGHT
E 101-41400-380	Elec,Water,Sewer		\$302.19		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$128.33		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$279.02		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$221.01		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$131.59		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$64.81		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$276.28		LIBRARY UT
E 101-45200-380	Elec,Water,Sewer		\$24.36		UT AT CITY PARK SHELTERHOUSE
<b>Total</b>		<b>MUNICIPAL UTILITIES</b>	<b>\$1,454.37</b>		
Paid Chk#	023722	6/1/2020	<b>MUNICIPAL UTILITIES</b>		
E 101-43160-381	Electric Utilities		\$3,126.95		APRIL STREET LIGHTING
<b>Total</b>		<b>MUNICIPAL UTILITIES</b>	<b>\$3,126.95</b>		
Paid Chk#	023723	6/1/2020	<b>MUNICIPAL UTILITIES</b>		
E 101-42100-430	Miscellaneous		\$12.08		POLICE DOOR HANGERS
E 101-43100-430	Miscellaneous		\$39.95		WAVE PETUNIAS-ST SHOP
<b>Total</b>		<b>MUNICIPAL UTILITIES</b>	<b>\$52.03</b>		
Paid Chk#	023724	6/1/2020	<b>MUSKE, MUSKE, SURHOFF</b>		
G 101-15506	PREPAID-LEGAL FEES		\$1,400.00		JUNE RETAINER
<b>Total</b>		<b>MUSKE, MUSKE, SURHOFF</b>	<b>\$1,400.00</b>		
Paid Chk#	023725	6/1/2020	<b>NORTHLAND TRUST SERVICES</b>		
E 341-47000-430	Miscellaneous		\$187,691.93		RESERVE FUNDS FOR REFINANCE
<b>Total</b>		<b>NORTHLAND TRUST SERVICES</b>	<b>\$187,691.93</b>		
Paid Chk#	023726	6/1/2020	<b>PETERSON DRUG</b>		
E 231-42154-210	Operating Supplies		\$449.10	3/16/20	AMB-EPINEPHRINE
E 231-42154-210	Operating Supplies		\$13.22	3/16/20	AMB-HAND SOAP,TP
E 101-43100-200	Office Supplies		\$1.24	3/23/20	ST OFFICE SUPPLIES
<b>Total</b>		<b>PETERSON DRUG</b>	<b>\$463.56</b>		
Paid Chk#	023727	6/1/2020	<b>STEPHANIE WILLABY</b>		

**\*Check Detail Register©**

May 2020 to June 2020

			Check Amt	Invoice	Comment
R 101-45186-36221	Rent		\$150.00		REFUND COMM CTR DEPOSIT
Total STEPHANIE WILLABY			\$150.00		
<hr/>					
Paid Chk# 023728	6/1/2020	TITAN PRO			
E 101-45200-402	Repairs/Maint- Ground		\$55.80	216117	GRASS SEED
E 101-45200-402	Repairs/Maint- Ground		\$277.08	216118	BUCCANEER-PARKS
Total TITAN PRO			\$332.88		
10100 United Prairie			\$250,591.07		

**Fund Summary**

<u>10100 United Prairie</u>		
101 GENERAL FUND		\$27,326.79
205 ECONOMIC DEVELOPMENT AUTHORITY		\$2,118.71
211 LIBRARY FUND		\$1,379.51
221 FIRE DEPT FUND		\$2,062.97
231 AMBULANCE FUND		\$591.61
235 SW HOUSING GRANT		\$24,445.30
341 T.I.F.# 1-6 MT POWER		\$187,691.93
485 ML COMM PARK-INFRASTRUCTURE		\$1,155.00
507 LAKE COMMISSION FUND		\$232.61
607 EDA----4 PLEX FUND		\$1,542.18
608 EDA----8 PLEX FUND		\$1,761.12
609 EDA-- MASON MANOR		\$283.34
		<hr/>
		\$250,591.07

Paid Chk# 000670E	5/18/2020	UNITED PRAIRIE BANK			
E 101-45200-430	Miscellaneous		\$1.25		D&A CLEARING--ACH FOR CDL
Total UNITED PRAIRIE BANK			\$1.25		

Paid Chk# 000671E	5/22/2020	SELECT/FURTHER			
E 101-41400-141	Admin Fees-HSA		\$5.90		HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA		\$8.85		HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA		\$2.95		HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA		\$2.95		HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA		\$5.30		HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA		\$0.60		HSA ADMIN FEES
Total SELECT/FURTHER			\$26.55		

**Regular Lake Commission Meeting  
Monday, March 9, 2020, 6:30 p.m.**

**Members Present:** Jason Kruser, Dave Bucklin, Janell Bargaen, Randy Loewen, Jim Peterson, Jean Haberman

**Members Absent:** Jason Honkomp

**Guests Present:** Mike Nelson, Michael Schulte

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

M/S/P Bucklin/Bargaen to approve the minutes of the Feb. 10, 2020 meeting.

**Treasurer's Report (3/6/2020):**

**Income:**

UPB Interest 58.66

**Expenses:**

MN DNR – Aquatic Plant Management Permit 35.00

**Ending Balance:** **\$40,998.85**

Savings Balance 22,025.19

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

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

Weed Harvester replacement funds from Cot. Co. (Oct. 2019) 20,000.00

Total Savings Balance: **72,025.19**

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

Chad Nuenberg volunteered to put 4 or 5 wood duck houses along the trail.

**Wild Parsnip Management:** Brian Nyborg, the Area Wildlife Manager, was unable to attend the March meeting, but offered to issue a Special Use Permit to allow the spraying of Escort on the Wild Parsnip. Jean will contact him to see if he can attend the April meeting to discuss wild parsnip and the mowing along the trail.

**Can Bin & Trailer:** Steve Peters got an estimate of \$476.00 from Country Pride for wood to fix the trailer. M/S/P Kruser/Bargaen to have Steve order the supplies. Jim will talk to Steve to schedule a work day.

**Aquatic Invasive Species Grant:** Dave Bucklin checked into applying for the grant, however, the funding was already gone.



**Aerator:** Jason turned off the aerator on March 9, 2020.

**Weed Harvesting:** The weed harvesting job will be posted. Michael Schulte has received one application. The job pays \$15 an hour. The harvesting will begin the end of April or beginning of May.

**Native Plant Grant:** Dave is looking into a grant for installing native plants along the east shoreline.

**Golf Course Trail Spur:** The Golf Course Board will meet on Wed., March 11<sup>th</sup> and will discuss the trail spur through the golf course.

**Water Depth Gauge:** Randy Loewen will contact Katie Wiggin to get a lake depth gauge installed near his dock. He will start Secchi disk readings as soon as the lake opens up.

**Pergola/Fire Pit Project:** After much discussion, it was M/S/P Peterson/Bargen to drop the pergola and fire pit project.

**Grill:** In 2015, the Lake Commission had as a goal to develop the beach area with picnic tables, grill, and sand volleyball. The grill was ordered in March 2016. It was not installed at that time. Michael Schulte will look into the status of the grill.

Respectfully submitted,

Jean Haberman  
Secretary/Treasurer

**Mountain Lake Municipal Utilities Commission Meeting**  
**Via Conference Call**  
**Thursday, May 14, 2020**  
**7 AM**  
**Call (978) 990-5000 PIN# 426588**

**The Utilities Commission Chair and City Administrator determine that an in-person meeting or a meeting conducted under MN Statute section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 as stated in 13D.021. MN Statute 13D.021 will be followed for this meeting.**

Members On-Call: Dean Janzen, Todd Johnson, Mark Langland, Council Liaison David Savage, Sue Garloff

Members Absent: Randy Sawatzky

Staff On-Call: Michael Schulte, Administrator/Clerk; Lynda Cowell, Utilities Office Manager; Ron Melson, Electric Superintendent; David Watkins, Electric Lineman; Lane Anderson, Electric Lineman; Taylor Nesmoe, Water/Wastewater Foreman; Scott Pankratz, Water/Wastewater Operator

Others Present: None

**Call to Order**

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

**Approval of Agenda, Minutes, and Bills**

Motion by Johnson, seconded by Janzen, to approve the agenda, April 23 Minutes, and Bills #019858 - 019908. Motion carried 4 – 0.

**Electric Department**

The department has been preparing infrastructure for the Dollar General project with directional boring up to the location. A permit from the county was obtained. Locates continue to be conducted.

**Water/Wastewater Department**

The meter on the #6 well has been creating difficulties. The department is looking at selecting a different style meter that will be more accurate. Three quotes were presented to the commission. Nesmoe is going to be reviewing each quote and the company to select the best option. Direction was given to select the best fit for the well. The backwash system has stopped working in which

the system has to be ran manually. The fix may be near \$8,000 and the technician that will be looking at it will be here tomorrow. Mathiowetz has started moving dirt at the new wastewater ponds location.

### **Mountain Lake 2019 Drinking Water Report**

The report was completed and was sent to the city. The city has posted it on its website and a notice will be given in the utility's newsletter as a requirement from the state. The report can be reviewed by anyone by request.

### **Suzlon Maintenance Agreement**

Suzlon reached out to the administrator and stated the maintenance agreement of the wind turbine expires on May 31. Suzlon sent the administrator two offers going forward. Currently, the agreement includes scheduled maintenance, small correctives, large correctives, 24/7 monitoring, a 96% availability guarantee, for a total annual fee of \$52,530. Offer 1 includes scheduled maintenance and 24/7 monitoring for an annual fee of \$25,000. Offer 2 includes the same as offer 1 with the addition of small correctives for a total annual fee of \$44,000. Discussion ensued on repairs, costs, history, and plans going forward. There has been little major component work on the wind turbine and has been operating very well. Small component work has ranged from \$9,000 - \$15,000 over the past 5 years. Direction was given to seek more information on small correctives, the life span of the wind turbine, and if there were any other services that provide the same work. Direction was given to pursue offer 1 and bring the agreement to the next meeting to review.

### **Apex Clean Energy Easement**

Apex is re-visiting the plan to have an easement where the new wastewater pond site will be to connect from the west to the southeast. A draft agreement was reviewed. Under the agreement, a \$1,000 pre-construction payment, an installation payment of \$1.00 per linear foot, a crane path fee of \$1,000 and an annual payment of \$2,000 for 57 years would occur. Direction was given to ask about damages, the voltage of the line, and its depth.

### **Land Negotiations of Parcel ID: 22.520.0084, 22.520.0083, 22.520.0080, 22.520.0081**

Motion by Janzen, seconded by Johnson, to close the public meeting at 8:06 a.m. to discuss land negotiations of Parcel ID: 22.520.0084, 22.520.0083, 22.520.0080, 22.520.0081. Motion carried 4 – 0. Motion by Janzen, seconded by Garloff, to close the closed meeting and open the public meeting at 8:18 a.m. Motion carried 4 – 0. Direction was given to the administrator to continue to the negotiation process with the property owner.

### **Wastewater Ponds Project**

Mathiowetz Construction has started to move dirt and begin the wastewater ponds project. The driveway to the ponds will be moved to the south to avoid conflicts with the neighbor to the

west. The first reimbursement of costs (\$1,135,511.99) over the past few years was processed through the PFA.

**Utility Dropbox**

The idea of installing a new utility drop box to have the drop box attached to the outside of the building to have the box internally in the building to empty. Wind, rain, ice, and snow often makes it difficult to empty the content in the box on a daily basis. Having the box internally also would provide extra security. Discussion ensued on having it in place of the window in the council chambers. Direction was given to pursue ideas and install the best option.

**Adjourn**

The meeting was adjourned at 8:35 a.m.

**Approved May 28, 2020**

ATTEST:

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Michael Schulte, Administrator/Clerk

**Regular City Council Meeting  
Via Go-To Meeting / Conference Call  
Monday, May 18, 2020**

**6:30 p.m.**

**Call +1 (646) 749-3122 Access Code: 431-029-157**

**The Mayor and City Administrator determine that an in-person meeting or a meeting conducted under MN Statute section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 as stated in 13D.021. MN Statute 13D.021 will be followed for this meeting.**

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney

Others Present: Ron Klassen, Rachel Yoder, Representative Rod Hamilton

**Call to Order**

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

**Approval of Agenda & Consent Agenda**

Motion by Kass, seconded by Savage, to approve the agenda and consent agenda. Motion carried 5 – 0.

Bills: Checks #23644 – 23682, 668E – 669E (1-5)

Payroll: Checks #65305 – 65332

Approve April 23 Utilities Commission Minutes (6-8)

Approve April 23 Board of Appeal & Equalization Minutes (9-12)

Approve May 4 City Council Minutes (13-17)

Hire Adam Watkins, Part-Time Police Officer, effective date May 7, 2020

Hire Chad Neuenburg, Weed Harvester Operator, effective date May 9, 2020

Hire Brett Willaby, Seasonal Street Worker, effective date May 26, 2020

Approve Resolution #14-20 to Accept a \$3,000 Donation from the Mountain Lake Fire Relief Association

**Public**

Ron Klassen asked questions about his property (Parcel ID: 22.004.1030) being annexed into city limits. The property is 13.5 acres south of the commercial park and south of Highway 60. A joint resolution (1-17) was passed between the city and Mountain Lake Township to annex land

for the commercial park and land bordering the commercial park for potential expansion of the commercial park. The administrator provided information on the notices, public hearing, mailing labels, and procedures of annexing the land. Klassen explained that the land was bought by contract for deed in 2016 and was officially paid for in 2018. The mailed notification of potential annexation and the public hearing was mailed to the property owner he purchased the land from. Klassen stated the previous property owner was not aware of the annexation. The council explained that the property was annexed as part of potential expansion of the commercial park and the city must pay the township over time for loss of property taxes. Klassen stated the land should be de-annexed until the city is ready to develop the land to the south. Mayor Nelson stated that the city does not necessarily have to purchase and develop the land as it can be developed or sold to another entity if desired at any time. Discussion ensued on taxes, annexation procedures, and future plans. The city attorney stated some more information on the annexation procedures. Direction was given to the city attorney to investigate what options are available and the costs and effects of those options.

#### **City Attorney**

There was no new information from the city attorney to report.

#### **Ambulance/Fire Contracts with Townships**

The township contracts were signed by all the township officials and sent back to city hall. A summary of the payments by each township were reviewed. Motion by Kass, seconded by Ysker, to approve all the listed contracts with the listed townships. Motion carried 5 – 0.

#### **Discussion/Update with MN Representative Rod Hamilton & Resolution #15-20**

Representative Rod Hamilton provided an update from the state legislature. The session ended last night. Hamilton explained the difficulties and issues the state is dealing with. By not having in-person voting, all voting was done by roll-call in which each vote took around 11 minutes for each bill. A special session is likely on June 12<sup>th</sup> to continue discussions on a bonding bill, COVID-19, and other issues. The state was looking at a 1.5 billion surplus and are now looking at a deficit. Over 600,000 in Minnesota have applied for unemployment. The administrator asked if Hamilton knew anything additional about the CARES Act in which funds are potentially going to be sent to cities to help respond to COVID-19. Questions were asked of what it could be used for. Hamilton encouraged to learn more from the governor's website as he did not want to provide any misinformation about the funds, when they would be distributed, and what they could be used for as it has not been officially decided yet. Mayor Nelson sent the resolution that the EDA passed at their meeting today and Hamilton stated it was a well-written resolution that does not encourage breaking the law but encourages to balance health and economic needs. The resolution was sent to the council to review. Upon further discussion, it was decided to pass the same resolution by the city council. Motion by Nelson, seconded by Kruser, to approved Resolution #15-20 Supporting Mountain Lake Businesses and Urging Governor Tim Walz to

Expedite the Re-Opening of All Minnesota's Economy in a Manner that Balances Economic and Public Health Needs. Motion carried 5 – 0.

### **COVID-19**

The city's operation plan was reviewed. The following updates were decided: City Hall will remain closed tentatively until the first week of June when safety glass and other safety measures were installed. Pick-ups at the library will begin on May 20. The community center will remain closed through June 1<sup>st</sup> but reservations that are under 10 people and allow proper social distancing will be reviewed on a case-by-case basis. The pool players may use their room as long as they stay under 10 people and surfaces used are properly sanitized. The city campground will remain closed for recreational campers due to the governor's restrictions through June 1<sup>st</sup>. Public bathrooms including the campground bathroom/shower house will be open on May 20. Park equipment will be open on May 20. All residents are asked to use the bathrooms at their own risk as bathrooms will be cleaned only at their normal routinely schedule. The park equipment will not be specially sanitized. Residents are asked to use at their own risk and follow proper social distancing. Public meetings will be conducted electronically through June 1. The City Council will review the plan again on June 1. Motion by Savage, seconded by Ysker, to approve the updated city operation plan. Motion carried 5 – 0.

### **Adjourn**

The meeting was adjourned at 8:03 p.m.

ATTEST:

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Michael Schulte, Administrator/Clerk

# MAY Report / Street Dept

- Crack Seal, 2nd, 4<sup>th</sup> Ave, One Way St  
11<sup>th</sup>, 12<sup>th</sup> street, 6<sup>th</sup> Ave @ Golf Course Rd, 2622 Feet  
used Bergen Cap\*201 Product, County Meter.
- Jake K Started MAY 4<sup>th</sup>, Training all Eq
- Remove Cable Plunge Pool Area, Replace Poles
- Mow Cemetery, Parks, West End, City Hall, Lib, Ct Rd 1
- Weed whip Cemetery, Campground
- Get Campground up @ Running, Water, Bath House
- Got 2nd Bid For City Hall Ally / Nielsen Black Topping Inc
- Post Hole Asgar Price Golf Window for SKI loader, Apr 18 2200
- Dile 3 graves / close Pack @ Sees Dirt Work
- Add Gravel to 9<sup>th</sup>, Prince, Castle Dr, 1<sup>st</sup> Ave S. Klien @ Blade
- Open Parks Bath Rms, Put up Covid Signs
- Sweep Streets
- Bring Cans For lake Commission to Mankato
- Mower Maint, Clean shop, Pickups
- Brett Willaby (Summer Help) Started MAY 26<sup>th</sup>
- Empty Weed Haulers, Daily?



**Nielsen Blacktopping, Inc**  
 305 Industrial St. E  
 Kasota, MN 56050-2055

# Estimate

Date	Estimate #
5/14/2020	20-286

Name / Address
City of Mountain Lake Mountain Lake Street & Alley Improv.

*Trust Nielsen 507-469-0498*  
 OFFICE PHONE: (507) 931-6115 or (507) 345-1499  
 FAX: (507) 931-1180  
 E-MAIL: nielsenblacktopping@msn.com

Description	Total
<b>City Hall Alley</b> 8400 SF Remove existing surface, excavate for proper base/elevation Furnish & place base material as needed, grade & compact Furnish & place 4" asphalt mat (2" & 2")	31,500.00
<b>Alley Between 8th &amp; 7th</b> 4765 SF Remove existing surface, excavate for proper base/elevation Furnish & place base material as needed, grade & compact Furnish & place 3" asphalt mat	16,100.00
<b>Alley Between 12th &amp; 13th</b> 4765 SF Remove existing surface, excavate for proper base/elevation Furnish & place base material as needed, grade & compact Furnish & place 3" asphalt mat	16,100.00
Price does not include back fill of drive unless otherwise stated in description.	
<b>Total</b> <span style="float: right;"><b>\$63,700.00</b></span>	

**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.  
 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.

## Street and Alley Bid

Daron, attached is the quote you requested. Let me know if you have any questions, about discounting for mobilization and removals. Thanks for the opportunity. Brian

**Brian Griebel**  
M.R. Paving & Excavating  
2020 No. Spring St.  
New Ulm, MN 56073  
Mobile (507) 376-2078  
Email [brg@mrpaving.com](mailto:brg@mrpaving.com)

### M.R.

PAVING & EXCAVATING, INC.

2020 North Spring Street

P.O. Box 181

New Ulm, MN 56073

Web: [www.mrpaving.com](http://www.mrpaving.com)

Phone (507) 354-4171  
Fax (507) 376-4136

**Proposal**  
M.R. PAVING & EXCAVATING  
Job Code: 3020 Mountain Lake Street and Alley Improvements  
Description: Remove and Replace 3 alleys and Mill and Overlay Street

Line No.	Description	Quantity	Unit of Measure	Unit Price	Total Price
	<b>Subtotal Description</b>				
1	City Hall Alley	1.00	LS	30,390.00	30,390.00
2	Alley between 8th and 7th	1.00	LS	15,700.00	15,700.00
3	Alley between 12th and 13th	1.00	LS	15,700.00	15,700.00
4	Mill and Overlay Mountain Lake Road	1.00	LS	39,665.00	39,665.00
				<b>GRAND TOTAL:</b>	<b>101,455.00</b>

#### Proposal Certification

1. Remove and replace 6400 S.F. 4" HMA
2. Remove and replace 4768 S.F. 3" HMA
3. Remove and replace 4768 S.F. 3" HMA
4. Mill and overlay 26320 S.F. 2" HMA

Any work done by the city will be discounted prior to starting of the projects.  
The price is subject to change if not accepted in 30 days.

# Progress Bill

From:



The Mathiowetz Construction Company  
30676 County Road 24  
Sleepy Eye, MN 56085

Invoice: 20500.1  
Date: 05/27/20  
Application #: 1

To: CITY OF MOUNTAIN LAKE  
930 3RD AVENUE  
MOUNTAIN LAKE, MN 56159

Start Date: Notice to Proceed  
End Date: 05/25/20

Invoice Due Date: 06/26/20  
Payment Terms: NET 30 DAYS

Contract: 2050.0 MOUNTAIN LAKE WWTF

Item	Description	Contract Quantity	U/M	Contract Amount	Quantity JTD	Unit Price	Total Completed And Stored To Date	%	Materials On-Site	Amount Previous	Quantity This Period	Amount This Period
<b>ORIGINAL BID ITEMS</b>												
0010	MOBILIZATION, BONDS & INS, SUP, FIXED C	1.00	LSM	429,992.19	0.30	429,992.19	128,997.66	30.00%	0.00	0.00	0.30	128,997.66
0020	LIFT STATION, METER MH, VALVE VAULT AI	1.00	LSM	578,603.53	0.15	578,603.53	86,790.53	15.00%	0.00	0.00	0.15	86,790.53
0030	LIFT STATION GENERATOR (ALL ELECTRIC,	1.00	LSM	715,991.94	0.00	715,991.94	0.00	0.00%	0.00	0.00	0.00	0.00
0040	AGG SURFACING FOR ACCESS & SERVICE	1.00	LSM	91,715.11	0.00	91,715.11	0.00	0.00%	0.00	0.00	0.00	0.00
0050	POND GRADING & SHAPING (6-FT VOLUME	1.00	LSM	928,308.76	0.15	928,308.76	139,246.31	15.00%	0.00	0.00	0.15	139,246.31
0060	SAND CUSHION (6-INCH DEPTH) CV	1.00	LSM	729,023.21	0.00	729,023.21	0.00	0.00%	0.00	0.00	0.00	0.00
0070	100 MIL HDPE LINER	1.00	LSM	1,097,946.07	0.00	1,097,946.07	0.00	0.00%	0.00	0.00	0.00	0.00
0080	AERATION EQUIPMENT	1.00	LSM	446,578.79	0.00	446,578.79	0.00	0.00%	0.00	0.00	0.00	0.00
0090	CHEMICAL FEED EQUIPMENT & BUILDING	1.00	LSM	865,791.45	0.00	865,791.45	0.00	0.00%	0.00	0.00	0.00	0.00
0100	PERIMETER FENCE AND GATES	1.00	LSM	52,332.30	0.00	52,332.30	0.00	0.00%	0.00	0.00	0.00	0.00
0110	SEEDING, TEMPORARY & PERM, SILT FENC	1.00	LSM	76,959.27	0.10	76,959.27	7,695.93	10.00%	0.00	0.00	0.10	7,695.93
0120	ROCK CONST ENTRANCE, CULV, INLET PR	1.00	LSM	27,821.29	0.50	27,821.29	13,910.65	50.00%	0.00	0.00	0.50	13,910.65
0130	CONTROL STRUC, VALVES & OUTFALL PIP	1.00	LSM	638,760.05	0.25	638,760.05	159,690.01	25.00%	0.00	0.00	0.25	159,690.01
0140	TILE UNDER DRAIN (INCLUDES 6" & 8" CU'	1.00	LSM	933,822.99	0.60	933,822.99	560,293.79	60.00%	0.00	0.00	0.60	560,293.79
0150	WATER SUPPLY & WATER BALANCE TEST	1.00	LSM	43,610.25	0.00	43,610.25	0.00	0.00%	0.00	0.00	0.00	0.00
0160	PIPING REHAB AT EXISTING PONDS	1.00	LSM	482,569.79	0.00	482,569.79	0.00	0.00%	0.00	0.00	0.00	0.00
0170	RIPRAP EXISTING PONDS	1.00	LSM	106,173.01	0.00	106,173.01	0.00	0.00%	0.00	0.00	0.00	0.00
0180	PROJECT SPECIFIED ALLOWANCE	1.00	LSM	100,000.00	0.00	100,000.00	0.00	0.00%	0.00	0.00	0.00	0.00
							<b>1,096,624.88</b>	<b>13.14%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,096,624.88</b>

Total for ORIGINAL BID ITEMS

Total Billed To Date:

1,096,624.88

# Progress Bill

From:



The Mathiowetz Construction Company  
30676 County Road 24  
Sleepy Eye, MN 56085

Invoice: 20500.1  
Date: 05/27/20  
Application #: 1

To: CITY OF MOUNTAIN LAKE  
930 3RD AVENUE  
MOUNTAIN LAKE, MN 56159

Invoice Due Date: 06/26/20  
Payment Terms: NET 30 DAYS

Contract: 2050.0 MOUNTAIN LAKE WWTF

Less Retainage:	54,831.25
Less Previous Applications:	0.00
<b>Total Due This Invoice:</b>	<b>1,041,793.63</b>

Alley

Dumpsters & Recycling

Dining Tent

Restaurant

DINING

2nd Ave

sidewalk

10th Street North



## CENTERPOINTCHURCH

May 27, 2020

Dear Mountain Lake Mayor and City Councilmembers,

We would like to inform you of Phase 1 of our COVID-19 Reopening Plan. In light of the occupancy restrictions of the Governor's Executive Order and out of concern for the health of our congregation, we have come up with a plan that will allow the maximum number of people to participate as safely as possible with our worship services.

To this end we plan to erect a large white pole tent on our back parking lot. This tent would be used to hold a weekly worship service at 10:00AM each Sunday starting June 7<sup>th</sup>. Aware of the potential impact on neighbors we have begun contacting the residents along the alley that will be most impacted. We have also designed our layout to direct the sound away from nearby homes.

During these unique times we hope you will find our plan acceptable. If you have any concerns or objections to our plan or if there is anything more we need to do to proceed, please let us know. Thank you for your consideration.

Sincerely,

Pastor David Savage  
Center Point Church

Third Ave



Eighth St N

Eighth St N

STAGE

BIG  
TOP  
TENT

DRIVE-IN PARKING ONLY

Second Ave

72°

## City of Mountain Lake Job Description

**Job Title:** Com. Center & City Hall Maintenance

**Department:** City/Community Center

**Supervisor:** City Administrator

**Classification:** Part-time, non-union, non-exempt

### **Work Schedule**

Hours of work are structured to meet service demands and the needs of the community center and city hall. The incumbent will be scheduled for variable hours. Evening/morning and weekend hours may be necessary.

### **Description of Work**

Under direct supervision of the City Administrator, the Community Service Maintenance Position will include: all cleaning and general maintenance services, including minor repairs, within the Community Center & City Hall including, but not limited to, the following: (1) general dusting of equipment, furniture and fixtures; (2) cleaning and vacuuming of all floors and carpets; (3) cleaning and general maintenance of all windows, doors and walls; (4) replacement of light bulbs and tubes; (5) cleaning and upkeep of all bathrooms and bathroom fixtures (6) sanitizing of counters, door handles, and high use areas; (7) other work as needed as apparent or assigned

### **Essential Functions of the Job**

- Daily general cleaning at City Hall during closed hours.
- Routine checkups of the community center for cleanliness, general maintenance, security, and lighting.
- General dusting of equipment, furniture, fixtures and other needed areas.
- Cleaning and vacuuming of all floors and carpets regularly and before and after events as needed
- Cleaning and general maintenance of all windows, doors, walls, and floors.
- Replacement of all light bulbs, tubes, furnace filters, and needed cleaning supplies.
- Cleaning and upkeep of all bathrooms and bathroom fixtures and restocking supplies as needed.
- Prepare space for scheduled events and ensure cleanliness prior to event.
- Place recycling tubs outside on scheduled pick-up days
- Inform supervisor of ordering various supplies, needed large repairs, and other pertinent information.
- Comply with appropriate local, state, and federal safety rules, regulations and statutes.
- Perform physical demands and work environment requirements for this position.
- Work with and comply with regular community center users and groups and city staff.
- Regular attendance during routine hours and outside of routine hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers, requiring professionalism, tact and courtesy.

### **Additional Functions of the Job**

- Other maintenance and cleaning duties that may arise.
- Unexpected maintenance or cleaning issues.
- Recommend to supervisor when an outside contractor is needed.

### **Required Knowledge and Abilities**



- Ability to use cleaning supplies necessary to fulfill essential functions of the job.
- Basic mechanic and maintenance skills such as using hand tools to fix routine or minor repairs.
- Ability to diagnose and fix problems not covered in job description that may arise over time or recommend to supervisor when an outside contractor is needed.
- Punctuality and thoroughness of functions of job.

**Minimum Qualifications**

- High school diploma or equivalent.
- General maintenance experience

**Preferred Qualifications**

- Mechanical skills and experience
- 1 year of cleaning and maintenance experience

**Conditions of Employment**

- Must comply with city and organizational policies.
- Must be able to transport oneself to and from work site.

**Physical Demands/Work Environment**

- Requires incumbent to work inside, independently, and have contact with the public.
- Work hours may vary but may be flexible, when beneficial to the city and when coordinated with the supervisor.
- Activities that occur occasionally (from 1 to 2 hours per shift) are: use of arms to clean, repair, and maintain, and standing and walking throughout building,
- Activities that occur up to 60 minutes per shift are: vacuuming, cleaning, using ladder to replace lightbulbs.
- Activities that may occur on occasion, but not on a daily basis, include: kneeling; pushing; pulling; and lifting and carrying materials up to 50 pounds.

**Equipment**

Equipment and items used to perform the job duties include: basic cleaning tools, mops, brooms, vacuums, and basic hand tools.

**Job Location**

This position will be located at the Mountain Lake Community Center, 1027 2<sup>nd</sup> Ave and Mountain Lake City Hall, 930 3<sup>rd</sup> Ave.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Mountain Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City of Mountain Lake  
930 Third Ave – Drawer C  
Mountain Lake, Minnesota 56159  
Phone (507) 427-2999 • Fax (507) 427-3327

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### City of Mountain Lake COVID-19 Virus Continuity of Operations Plan

1. The City needs to protect its available workforce in order to maintain government services while doing its part to contain the outbreak and reduce its impact on public health. Depending upon the severity of the outbreak, these measures will be implemented and amended as necessary.
2. As information and recommendations become available from The Centers for Disease Control and Prevention, Minnesota Department of Health, and the state and federal government, operation plans and actions may be amended as recommended or mandated. This plan will be adjusted as needed.
3. **City Hall** will remain closed to the public **tentatively until the first week of June once safety glass and other protection measures are installed. An official re-opening date will be publicized once known.** Office staff will continue to work to carry out critical city operations. City staff will implement social distancing as allowed, clean and sanitize work areas, practice hygiene guidelines, stay home when ill, and take other pre-cautions as they become available. Staff can be contacted by the public via telephone or email during normal working hours.
  - Utility Billing – Utility billing will be sent at its normal mailing dates. Utility bills will still be due on its normal due dates. Bills can be paid online on our website via credit or debit card. Processing fees will arise when customers pay but the Utility will take the fee paid and apply it as a credit to the customer's next bill. The drop box outside city hall is available to drop off payments. Late fees will still be applied unless the customer contacts staff prior to the due date to arrange a payment agreement. More information will be posted on the city's website.
  - Energy Rebate Forms – Energy rebate forms are available on our website to print and fill out. Forms can be dropped off in the city drop box, mailed to city hall, or scanned and emailed to city staff. Forms can be mailed to requester if desired.
  - Employment Opportunities – Employment opportunities are posted on our website. City applications are available on our website or can be mailed if requested.

Applications can be dropped off in the city drop box, emailed to staff, or mailed to city hall.

- Building Permits – Building permits will be made available online for residents to print and fill out. Building permits will be sent via mail or email to residents if requested. Residents can contact city staff on proper procedures to fulfill permit requirements and will be handled in a timely manner by staff.
- Cemetery – Sale of cemetery plots and opening/closing of graves will continue and be processed as much as reasonably possible over the phone or email but will be handled on a case-by-case basis with scheduled appointments at city hall.
- Dog Licenses – Dog license forms can be mailed or emailed to residents. Residents can call city staff on how to properly obtain a dog license.
- Golf Cart Permits – A golf cart permit is available on our website to print and fill out. Forms can be dropped off in the city drop box, mailed to city hall, or scanned and emailed to city staff. Forms can be mailed to requester if desired. Proof of insurance is required with the application.
- Data Requests – Members of the public can contact city staff via phone or email on data requests.
- Other Permits & Licenses – Residents can contact city staff on other permits and licenses.
- Other Requests – Residents can contact city staff on all other requests.

4. **Mountain Lake Public Library** will be closed to the public until further notice. Online resources (e-books, audio books, etc.) will still be made available. Books can be dropped off in the drop-box at the library at any time. **Curbside pick-ups will resume on Wednesday, May 20. Mountain Lake residents can call the library to place an order and arrange a curbside pick-up time. Curbside pickup hours will vary or be amended by staff.** A Mountain Lake Library Facebook page will be established to post virtual and e-learning items for residents to do from their homes.

5. **Mountain Lake Community Center** is closed to the public until further notice and no reservations or events will be allowed through **June 1<sup>st</sup>**. All scheduled reservations through **June 1<sup>st</sup>** will be refunded. The food shelf will have the option to remain open or closed during this time. No in-house meals for Senior Dining will be allowed but the kitchen can be utilized to deliver meals on wheels. Reservations past **June 1<sup>st</sup>** will be reviewed **at the next Council meeting. Reservations that include less than 10 people and practice social distancing protocols may be allowed if deemed suitable by city staff. Pool**

players may utilize their pool room as long as the group number is less than 10 people, social distancing occurs, and areas used are sanitized after use.

6. **City Parks & Public Spaces** – City park equipment and public restrooms will be open effective May 20, 2020. Playground equipment will not be sanitized. The public is asked to play on playground equipment at their own risk. Public restrooms will be cleaned as normally scheduled. The public is asked to use public restrooms at their own risk. The public is asked to not play on the equipment or use the restrooms if you are sick, to practice social distancing, and to wash/sanitize hands before and after use. User discretion and warning signs will be posted at each park and restroom.
7. **City-Wide Cleanup Dates** are being determined for a city-wide cleanup on a Saturday in July or August with the understanding that it may be postponed to a later date. No rescheduled date has been set officially.
8. **City Campground** – The city campground will remain closed for recreational campers until Governor Walz lifts the restrictions on recreational camping. If restrictions are lifted or modified from the governor, the city campground will follow what is allowed. Campers who rely on their campsite as a primary residence that are seasonal renters (at least one month or more) or by campers who require shelter for the purposes of critical work (such as construction workers) are allowed to stay at the city campground starting May 6, 2020. The bathroom/shower house will be open on May 20<sup>th</sup>. The bathroom/shower house will be cleaned daily. Campers are asked to use at their own risk. User discretion and warning signs will be posted. Same listed rates apply.
9. **Outside Employees** – Residents are asked to keep distance of at least 6 feet from public employees working on public infrastructure outside.
10. **Utilities** – Normal operations for electric, water, and wastewater will continue to ensure reliable service for all customers. Projects or items involving face-to-face interactions will be avoided as much as possible or require social distancing of at least 6 feet. In drastic emergencies, neighboring communities (such as members in Central Municipal Power Agency/Services) will be contacted to help assist carrying out critical functions.
11. **Streets/Storm Sewers** – Streets and storm sewers will be maintained as normal to ensure reliable street access and proper drainage of storm water. Projects or items involving face-to-face interactions will be avoided as much as possible or require social distancing of at least 6 feet. In drastic emergencies, neighboring communities (such as members in Central Municipal Power Agency/Services) will be contacted to help assist carrying out critical functions.
12. **Emergency Services (Ambulance, Fire, Police)** Emergency services will continue operations to keep the public safe during this pandemic. Responders may ask the caller if

they have been diagnosed with COVID-19 or have symptoms of COVID-19 to properly prepare and address the situation. For police calls, non-life threatening matters may be reviewed on a case-by-case basis on whether face-to-face interaction or social distancing is needed to address the situation or if phone or email interactions can be utilized to protect police officer health.

13. **Public Meetings** will be conducted via conference call or other electronic means (MN Statute 13D.021) **through June 1<sup>st</sup> and will be reviewed at the next Council meeting.** Proper notices and procedures will still apply as stated in Minnesota Statutes. Non-critical meetings will be reviewed on a case-by-case basis to be postponed to a later date.
14. **Temporary COVID-19 Employee Sick Leave Policy (separate document)** will be implemented as a supplement to normal personnel policies until further notice. Changes and amendments as more information becomes available can be implemented as needed.
15. **Local Declaration of Emergency** may occur if determined necessary by the mayor to be able to provide services and continue operations as allowed in Minnesota Statutes.
16. **Items Not Addressed** – Items not directly addressed in this plan will be reviewed and determined by the city administrator, mayor, or department head on the best course of action or require an emergency or special city council meeting to determine solutions if needed.

**Approved by the City Council of Mountain Lake on March 26, 2020.**  
**Updated April 20, 2020**  
**Updated May 4, 2020**  
**Updated May 18, 2020**