

**Regular City Council Meeting  
Mountain Lake City Hall – 930 Third Ave.  
Monday, June 15, 2020  
6:30 p.m.**

**\*Call-in Number for Public Available Upon Request\*  
Please call 507-427-2999 ext.1 to learn more.**

**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 #23729 – 23770, 672E – 674E (1-6)
  - b. Payroll: Checks #65351 – 653860
  - c. Approve May 21 Lake Commission Minutes (7-9)
  - d. Approve May 28 Utilities Commission Minutes (10-12)
  - e. Approve June 1 City Council Minutes (13-17)
  - f. Approve to Submit Application for COVID-19 Health Care Response Grant – Minnesota Department of Health on Behalf of Mountain Lake Ambulance Service
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. 2019 City Audit (available at meeting)
  - a. Presentation of 2019 Audit – *Sara Oberloh, Oberloh & Oberloh, Ltd.*
  - b. Discussion/Action – Approve 2019 City Audit
5. City Attorney
  - a. Update – Court Process Update – Hiebert Greenhouses
6. City Administrator
  - a. Discussion/Action – Review OSHA Grant Guidelines & Security Cameras at City Hall (18-22)
  - b. Discussion/Action – Allow Use of Space at 115 10<sup>th</sup> Street North June 19-20 – The Den
  - c. Discussion/Action – Confirm City of Mountain Lake’s COVID-19 Preparedness Plan (23-27)
  - d. Discussion/Action – Review & Update City of Mountain Lake COVID-19 Virus Continuity of Operations Plan (28-31)
  - e. Discussion/Action – Set Capital Improvement Plan Meeting in July
7. Adjourn

**\*Check Detail Register©**

June 2020

Check Amt Invoice Comment

*June 15, 2020*  
*Chk 23729 to*  
*23770*  
*6072E - 6074E*

**10100 United Prairie**

Paid Chk# 023729 6/1/2020 BOUND TREE MEDICAL

E 231-42154-210 Operating Supplies \$57.69 83632976 AMB-RESPIRATOR  
 Total BOUND TREE MEDICAL \$57.69

Paid Chk# 023730 6/1/2020 CITIZEN PUBLISHING

E 101-42100-433 Dues and Subscriptions \$46.00 OBSERVER SUBS-PD  
 Total CITIZEN PUBLISHING \$46.00

Paid Chk# 023731 6/1/2020 COMPUTER LODGE

E 205-46500-200 Office Supplies \$170.98 17582 WATCHGUARD VPN LICENSE-ROB & TABITHA  
 Total COMPUTER LODGE \$170.98

Paid Chk# 023732 6/1/2020 MAYNARDS FOOD CENTER

E 101-41400-200 Office Supplies \$6.40 5/12/20 TP-CITY HALL  
 E 101-43100-200 Office Supplies \$50.89 5/22/20 PAPER TOWELS & TP-ST DEPT  
 Total MAYNARDS FOOD CENTER \$57.29

Paid Chk# 023733 6/1/2020 MCMA SECRETARIAT

E 101-41400-433 Dues and Subscriptions \$100.00 DUES-MICHAEL 5/1/20 TO 4/30/20  
 Total MCMA SECRETARIAT \$100.00

Paid Chk# 023734 6/1/2020 MID-AMERICAN RESEARCH CHEMICAL

E 231-42154-210 Operating Supplies \$205.03 0697988 ROOM SERVICE TOTAL REL DISINF-AMB  
 Total MID-AMERICAN RESEARCH CHEMICAL \$205.03

Paid Chk# 023735 6/1/2020 THE SEED CENTER

E 101-46200-402 Repairs/Maint- Ground \$462.50 GRASS SEED-CEMETERY  
 Total THE SEED CENTER \$462.50

Paid Chk# 023736 6/1/2020 THIRD AVENUE AUTO PARTS

E 101-43100-404 Repairs/Maint Machinery/Equip (\$3.64) CREDIT  
 E 101-43100-212 Motor Fuels \$10.92 S179935 ST DEPT - OIL  
 E 101-42100-406 Vehicle Maint/Gen Repairs \$25.77 S180071 PD-RAGS,CLEANER  
 E 101-43100-404 Repairs/Maint Machinery/Equip \$17.69 S180160 BALL MOUNT REDUCER-ST  
 E 101-45200-404 Repairs/Maint Machinery/Equip \$39.54 S180355 TRIMMER LINE-PARKS  
 Total THIRD AVENUE AUTO PARTS \$90.28

Paid Chk# 023737 6/1/2020 VERIZON

E 101-42100-321 Telephone \$44.56 POLICE CELL PHONE #1  
 E 101-42100-321 Telephone \$44.56 POLICE CELL PHONE #2  
 E 231-42154-321 Telephone \$44.56 AMB CELL PHONE  
 E 101-42100-321 Telephone \$35.01 PD TABLET #1  
 E 101-42100-321 Telephone \$35.01 PD TABLET #2  
 Total VERIZON \$203.70

Paid Chk# 023738 6/1/2020 WINDOM TOWING

E 101-42100-430 Miscellaneous \$212.84 10485 PD-TOWING WHITE VAN (GARZA)  
 Total WINDOM TOWING \$212.84

Paid Chk# 023739 6/8/2020 COMMISSIONER OF REVENUE

G 101-21702 State Withholding \$128.45  
 Total COMMISSIONER OF REVENUE \$128.45

Paid Chk# 023740 6/8/2020 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding \$182.08  
 G 101-21703 FICA Tax Withholding \$1,030.88

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June 2020

		Check Amt	Invoice	Comment
<b>Total INTERNAL REVENUE SERVICE</b>		<b>\$1,212.96</b>		
Paid Chk# 023741	6/4/2020 AFLAC			
G 101-21713	AFLAC	\$237.51		
<b>Total AFLAC</b>		<b>\$237.51</b>		
Paid Chk# 023742	6/4/2020 COMMISSIONER OF REVENUE			
G 101-21702	State Withholding	\$947.01		
<b>Total COMMISSIONER OF REVENUE</b>		<b>\$947.01</b>		
Paid Chk# 023743	6/4/2020 FURTHER/SELECT			
G 101-21714	HSA	\$686.60		
<b>Total FURTHER/SELECT</b>		<b>\$686.60</b>		
Paid Chk# 023744	6/4/2020 GISLASON & HUNTER			
G 101-21712	Garnishments	\$413.29		
<b>Total GISLASON &amp; HUNTER</b>		<b>\$413.29</b>		
Paid Chk# 023745	6/4/2020 INTERNAL REVENUE SERVICE			
G 101-21701	Federal Withholding	\$2,032.60		
G 101-21703	FICA Tax Withholding	\$2,963.68		
<b>Total INTERNAL REVENUE SERVICE</b>		<b>\$4,996.28</b>		
Paid Chk# 023746	6/4/2020 LAW ENFORCEMENT LABOR SERV			
G 101-21711	PD UNION DUES	\$186.00		
<b>Total LAW ENFORCEMENT LABOR SERV</b>		<b>\$186.00</b>		
Paid Chk# 023747	6/4/2020 PERA			
G 101-21704	PERA	\$5,140.31		
<b>Total PERA</b>		<b>\$5,140.31</b>		
Paid Chk# 023748	6/4/2020 VALIC			
G 101-21705	VALIC	\$63.00		
<b>Total VALIC</b>		<b>\$63.00</b>		
Paid Chk# 023749	6/15/2020 AMERIPRIDE			
E 101-43100-215	Shop Supplies	\$30.19	2801165235	TOWELS FOR ST DEPT
E 101-41400-401	Repairs/Maint Buildings	\$54.24	2801165235	MATS FOR CITY HALL
<b>Total AMERIPRIDE</b>		<b>\$84.43</b>		
Paid Chk# 023750	6/15/2020 BOUND TREE MEDICAL			
E 231-42154-210	Operating Supplies	\$173.07		AMB-RESPIRATOR
<b>Total BOUND TREE MEDICAL</b>		<b>\$173.07</b>		
Paid Chk# 023751	6/15/2020 COMPUTER LODGE			
E 101-41110-200	Office Supplies	\$15.00	MSP-17630	MAYOR-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 205-46500-200	Office Supplies	\$48.75	MSP-17630	EDA-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-42100-200	Office Supplies	\$48.75	MSP-17630	PD-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-00000-430	Miscellaneous	\$78.75	MSP-17630	UT-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-41400-200	Office Supplies	\$48.75	MSP-17630	OFFICE-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
<b>Total COMPUTER LODGE</b>		<b>\$240.00</b>		
Paid Chk# 023752	6/15/2020 COTTONWOOD SWCD			

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June 2020

			Check Amt	Invoice	Comment
E 101-45204-435	Tree Purchase		\$1,460.00		2020 TREE PROGRAM
E 101-45204-435	Tree Purchase		\$2,000.00		TREES-STORM POND
	<b>Total COTTONWOOD SWCD</b>		<b>\$3,460.00</b>		
<b>Paid Chk# 023753</b>	<b>6/15/2020</b>	<b>COUNTRY PRIDE SERVICES</b>			
E 221-42200-212	Motor Fuels		\$89.16		FIRE DEPT GAS
E 101-42100-212	Motor Fuels		\$138.37		PD GAS
E 507-45150-212	Motor Fuels		\$71.27		WEED HARVESTOR FUEL
E 507-45150-212	Motor Fuels		\$55.01		WEED HAULER #9 FUEL
E 101-43121-225	Seal Coat/Crack Filling		\$56.94		GAS & LP-CRACKFILLING
E 101-43100-212	Motor Fuels		\$346.72		ST DEPT GAS
E 101-45200-212	Motor Fuels		\$269.43		PARKS GAS
E 101-43100-404	Repairs/Maint Machinery/Equip		\$57.96	221672,22291	ST-LP,SCREWS,FLATBAR,RUBBERCOATING
E 211-45500-200	Office Supplies		\$22.49	221778	LIBRARY CLEANING SUPPLIES
E 101-45200-210	Operating Supplies		\$78.49	221908,22217	PARKS-PINESOL,TREATED POSTS,SPRAYER,GRANULE
E 507-45150-404	Repairs/Maint Machinery/Equip		\$5.12	222164	FUNNEL WEED HARVESTOR
E 101-46200-430	Miscellaneous		\$158.71	222191	NYLON CORD-CEMETERY FLAG
E 101-45200-402	Repairs/Maint- Ground		\$51.28	222418	PARK-LAWNFOOD
E 101-45183-401	Repairs/Maint Buildings		\$104.69	222591,22260	CAMPGROUND-ELBOW,NIPPLE,BREAKER,COUPLING
E 507-46103-430	Miscellaneous		\$49.42	222822	LAKE COMM-SCREWS/BOLTS FOR BRIDGE
E 101-43100-430	Miscellaneous		\$64.10	223039,2.13	ST-LOCATE FLAGS,KEY,GLOVES
E 507-46103-212	Motor Fuels		\$35.50	5/26/20	GAS-CANS TO MANKATO
	<b>Total COUNTRY PRIDE SERVICES</b>		<b>\$1,654.66</b>		
<b>Paid Chk# 023754</b>	<b>6/15/2020</b>	<b>DEPARTMENT OF HUMAN SERVICE</b>			
E 231-42154-430	Miscellaneous		\$346.00		AMBULANCE SUPPLEMENTAL PAY
	<b>Total DEPARTMENT OF HUMAN SERVICE</b>		<b>\$346.00</b>		
<b>Paid Chk# 023755</b>	<b>6/15/2020</b>	<b>EXPERT T BILLING</b>			
E 231-42154-300	Professional Srvs		\$360.00	7012	MAY AMBULANCE BILLING
	<b>Total EXPERT T BILLING</b>		<b>\$360.00</b>		
<b>Paid Chk# 023756</b>	<b>6/15/2020</b>	<b>GORDON FLESCH COMPANY</b>			
E 101-41400-200	Office Supplies		\$580.10	12953928	CITY-COPIES ON COLOR PRINTER 2/24/20 TO 5/28/20
E 205-46500-200	Office Supplies		\$35.52	12953928	UT-COPIES ON COLOR PRINTER 2/24/20 TO 5/28/20
E 101-42100-200	Office Supplies		\$0.11	12953928	PD-COPIES ON COLOR PRINTER 2/24/20 TO 5/28/20
	<b>Total GORDON FLESCH COMPANY</b>		<b>\$615.73</b>		
<b>Paid Chk# 023757</b>	<b>6/15/2020</b>	<b>HANSON PLUMBING</b>			
E 101-45200-402	Repairs/Maint- Ground		\$66.10	7045	SERVICE CALL TO PARK
	<b>Total HANSON PLUMBING</b>		<b>\$66.10</b>		
<b>Paid Chk# 023758</b>	<b>6/15/2020</b>	<b>HOMETOWN SANITATION SERVICE</b>			
E 101-45183-384	Refuse/Garbage Disposal		\$216.77	371892	CAMPGROUND GARBAGE
	<b>Total HOMETOWN SANITATION SERVICE</b>		<b>\$216.77</b>		
<b>Paid Chk# 023759</b>	<b>6/15/2020</b>	<b>KDOM RADIO</b>			
E 101-00000-430	Miscellaneous		\$30.09	20050152	MONTHLY ADV
	<b>Total KDOM RADIO</b>		<b>\$30.09</b>		
<b>Paid Chk# 023760</b>	<b>6/15/2020</b>	<b>LEAGUE OF MN CITIES--INSURANCE</b>			
E 101-00000-361	General Liability Ins		\$17,051.50		CITY LIABILITY INS
E 101-45200-363	Automotive Ins		\$258.00		PARKS VEHICLE INS
E 231-42154-363	Automotive Ins		\$879.38		AMB VEHICLE INS
E 221-42200-363	Automotive Ins		\$1,797.38		FIRE DEPT VEHICLE INS
E 101-43100-363	Automotive Ins		\$2,288.36		ST DEPT VEHICLE INS

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June 2020

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E 101-00000-361	General Liability Ins	\$258.00		BONDS INS-CITY
E 101-43100-363	Automotive Ins	\$377.00		MOBILE PROPERTY INS-CITY
E 101-00000-361	General Liability Ins	\$6,231.00		EXCESS LIABILITY INS-CITY
E 101-42100-363	Automotive Ins	\$2,321.38		POLICE VEHICLE INS
E 211-45500-362	Property Ins	\$1,105.00		LIBRARY PROPERTY INS
E 235-46340-362	Property Ins	\$913.00		INS ON FULDA CREDIT BUILDING
E 101-45186-362	Property Ins	\$1,346.00		COMM CTR PROP INS
E 221-42200-362	Property Ins	\$461.63		FIRE DEPT PROP INS
E 507-45150-360	Insurance (GL &PROP)	\$310.76		WEED HARVESTOR INS-LAKE COMM
E 608-46330-362	Property Ins	\$5,756.00		8-PLEX PROP INS
E 231-42154-362	Property Ins	\$227.37		AMBULANCE PROP INS
E 101-45200-362	Property Ins	\$3,675.00		PARKS PROP INS
E 101-43100-362	Property Ins	\$2,980.00		ST DEPT PROP INS
E 101-41400-362	Property Ins	\$2,728.00		CITY HALL PROP INS
E 607-46330-362	Property Ins	\$2,878.00		4-PLEX PROP INS
E 101-00000-361	General Liability Ins	\$3,613.25		UT-ELECT DEPT LIAB
E 101-00000-361	General Liability Ins	\$1,390.75		UT-VEHICLE INS-ELEC
E 101-00000-361	General Liability Ins	\$258.00		UT-BONDS INS
E 101-00000-361	General Liability Ins	\$4,683.00		UT-WATER DEPT PROP INS
E 101-00000-361	General Liability Ins	\$26,314.00		UT-ELECT DEPT PROP INS
E 101-00000-361	General Liability Ins	\$1,390.25		UT-WATER DEPT LIAB INS
E 609-46330-362	Property Ins	\$2,878.00		MASON MANOR PROP INS
E 101-45183-360	Insurance (GL &PROP)	\$874.00		INS BATHHOUSE AT CAMPGROUN
E 101-00000-361	General Liability Ins	\$902.75		UT-VEHICLE INS-WATER DEPT
E 221-42200-362	Property Ins	\$154.37		INS ON CASCADE SYSTEM-FD
E 240-46500-360	Insurance (GL &PROP)	\$215.00		ML FITNESS BLDG INS
E 101-00000-361	General Liability Ins	\$247.42		UT-DIESEL GENERATOR W/W
E 303-47000-362	Property Ins	\$3,892.00		POPD KERNS BLDG INS
E 240-46500-360	Insurance (GL &PROP)	\$455.00		JSK BRIDAL BLDG-206 10TH ST INS
E 231-42154-362	Property Ins	\$116.95		ZOLL 12 LEAD MONITOR & DEFIB-AMB
E 231-42154-362	Property Ins	\$189.20		LUCAS-AMB
E 101-00000-361	General Liability Ins	\$264.00		UT-VEHICLE #3
E 341-47000-362	Property Ins	\$5,724.00		INS ON MT POWER BLDG
E 101-45171-362	Property Ins	\$42.00		INS BLDG BY SKATING RINK
E 101-46200-362	Property Ins	\$9.00		BLDG AT CEMETERY
E 101-00000-361	General Liability Ins	\$3,978.00		MISC CITY
E 101-00000-361	General Liability Ins	\$2,233.00		SEWER BACKUP
E 608-46330-362	Property Ins	\$230.34		STORAGE SHED & STORM SHELTER-HERITAGE
E 607-46330-362	Property Ins	\$118.66		ESTATES-66%
E 221-42200-362	Property Ins	\$581.05		STORAGE SHED & STORM SHELTER AT HERITAGE
E 101-00000-361	General Liability Ins	\$154.41		ESTATES-34%
E 101-00000-361	General Liability Ins	\$221.63		FIRE DEPT-SCBA
E 101-00000-361	General Liability Ins	\$2,191.21		UT-2019 DITCHWITCH & 2004 DITWITCH
E 101-00000-361	General Liability Ins			UT-SEWER CAMERA
				CITY MOBILE PROP
<b>Total LEAGUE OF MN CITIES--INSURANCE</b>		<b>\$117,164.00</b>		
<hr/>				
Paid Chk# 023761	6/15/2020	MEGAN JANZEN		
R 101-45186-36221	Rent	\$150.00		REFUND COMMUNITY CENTER RENT
<b>Total MEGAN JANZEN</b>		<b>\$150.00</b>		
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Paid Chk# 023762	6/15/2020	MT LAKE LIONS CLUB		
E 507-46103-430	Miscellaneous	\$1,200.00		LAKE COMM-RETURN MONEY DONATED TO LAKE
<b>Total MT LAKE LIONS CLUB</b>		<b>\$1,200.00</b>		COMMISSION

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Paid Chk#	023763	6/15/2020	PRAXAIR	
E 231-42154-210	Operating Supplies	\$125.10	96727031	OXYGEN FOR AMBULANCE
	<b>Total PRAXAIR</b>	<b>\$125.10</b>		
Paid Chk#	023764	6/15/2020	RANDY CURRY	
E 231-42154-308	Training & Instruction	\$823.75		MILEAGE TO EMT CLASS-1432.6 MILES
	<b>Total RANDY CURRY</b>	<b>\$823.75</b>		
Paid Chk#	023765	6/15/2020	ROYAL GLASS	
E 101-41400-401	Repairs/Maint Buildings	\$2,225.62	275	GLASS FOR CITY HALL
	<b>Total ROYAL GLASS</b>	<b>\$2,225.62</b>		
Paid Chk#	023766	6/15/2020	RUNNINGS	
E 101-45200-430	Miscellaneous	\$71.98	5/21/20	JAKE SAFETY CLOTHING
E 101-46200-430	Miscellaneous	\$47.99	5/21/20	JAKE SAFETY CLOTHING
E 101-45200-430	Miscellaneous	\$28.19	5/5/20	JAKE SAFETY CLOTHING
E 101-46200-430	Miscellaneous	\$18.79	5/5/20	JAKE SAFETY CLOTHING
	<b>Total RUNNINGS</b>	<b>\$166.95</b>		
Paid Chk#	023767	6/15/2020	SANFORD HEALTH OCCUPATIONAL ME	
E 101-45200-430	Miscellaneous	\$15.00		DOT-J.KARSCHNIK
E 101-46200-430	Miscellaneous	\$10.00		DOT-J.KARSCHNIK
	<b>Total SANFORD HEALTH OCCUPATIONAL ME</b>	<b>\$25.00</b>		
Paid Chk#	023768	6/15/2020	SOUTH CENTRAL REGIONAL FIRE	
E 221-42200-433	Dues and Subscriptions	\$50.00		2020 FIRE DEPT DUES
	<b>Total SOUTH CENTRAL REGIONAL FIRE</b>	<b>\$50.00</b>		
Paid Chk#	023769	6/15/2020	SW DUST TREATMENT INC.	
E 101-43121-225	Seal Coat/Crack Filling	\$5,050.50	9859	2020 DUST TREATMENT
	<b>Total SW DUST TREATMENT INC.</b>	<b>\$5,050.50</b>		
Paid Chk#	023770	6/15/2020	SW/WC SERVICE COOPERATIVES	
E 101-42100-131	Employer Paid Health	\$4,153.08		JULY HEALTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health	\$3,193.44		JULY HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health	\$2,874.10		JULY HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health	\$287.89		JULY HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health	\$479.82		JULY HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health	\$511.27		JULY HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health	\$1,596.72		JULY HEALTH INS-EDA
E 101-42100-135	Employer Paid Other	\$564.50		JULY HEALTH INS-BRIAN LUNZ
E 101-41400-135	Employer Paid Other	\$564.50		JULY HEALTH INS-WENDY MEYER
E 101-45200-131	Employer Paid Health	\$287.89		JAKE K -MAY HEALTH INSURANCE-PARKS
E 101-46200-131	Employer Paid Health	\$191.93		JAKE K-MAY HEALTH INSURANCE-CEMETERY
E 101-45200-131	Employer Paid Health	\$287.89		JAKE K-JUNE HEALTH INSURANCE-PARKS
E 101-46200-131	Employer Paid Health	\$191.93		JAKE K-JUNE HEALTH INS-CEMETERY
	<b>Total SW/WC SERVICE COOPERATIVES</b>	<b>\$15,184.96</b>		
	<b>10100 United Prairie</b>	<b>\$165,030.45</b>		

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**Fund Summary****10100 United Prairie**

101 GENERAL FUND	\$130,102.40
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,851.97
211 LIBRARY FUND	\$1,607.31
221 FIRE DEPT FUND	\$3,133.59
231 AMBULANCE FUND	\$3,548.10
235 SW HOUSING GRANT	\$913.00
240 PROTIENT--DTED LOAN	\$670.00
303 TIF #1-5 POPD KERNS	\$3,892.00
341 T.I.F.# 1-6 MT POWER	\$5,724.00
507 LAKE COMMISSION FUND	\$1,727.08
607 EDA---4 PLEX FUND	\$2,996.66
608 EDA---8 PLEX FUND	\$5,986.34
609 EDA-- MASON MANOR	\$2,878.00
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	\$165,030.45

Paid Chk# 000672E 5/30/2020 UNITED PRAIRIE BANK

E 101-41400-301 Auditing and Acct g Services	\$20.00	MAY ACH FEE
Total UNITED PRAIRIE BANK	\$20.00	

Paid Chk# 000673E 6/3/2020 PERA

E 231-42154-121 PERA	\$7,500.96	1ST HALF 2020 AMB PERA
Total PERA	\$7,500.96	

Paid Chk# 000674E 6/8/2020 UNITED PRAIRIE BANK

G 609-22800 Notes Payable - Current	\$515.83	MASON MANOR-PRINC PAYMENT
E 609-46330-610 Interest	\$774.70	MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK	\$1,290.53	

**Lake Commission Meeting via GoToMeeting  
Thursday, May 21, 2020, 6:30 p.m.**

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

**Members Absent:** Jason Honkomp, Janell Borgen, Randy Loewen

**Guests Present:** Michael Schulte, Rachel Yoder

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

M/S/P Peterson/Haberman to approve the minutes of the March 9, 2020 meeting.

**Treasurer's Report (5/18/2020):**

**Income:**

UPB Interest	96.19
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**Expenses:**

Crysteel – Weed harvester hitch	42.37
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Crysteel – Weed harvester hitch	64.00
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Janzen Fabrication – Weed harvester hitch	60.12
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Stick-It-Decals – Banner for Aluminum Can Bin	<u>35.00</u>
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<b>Ending Balance:</b>	<b>\$40,893.55</b>
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Savings Balance	22,025.19
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Weed Harvester replacement funds from Cot. Co. (2018)	20,000.00
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Weed Harvester replacement funds from Cot. Co. (Jan. 2019)	10,000.00
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Weed Harvester replacement funds from Cot. Co. (Oct. 2019)	<u>20,000.00</u>
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Total Savings Balance:	<b>72,025.19</b>
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M/S/P Peterson/Bucklin to approve Treasurer's Report.

**Wild Parsnip Management:** Brian Nyborg, the Area Wildlife Manager, has issued a Special Use Permit to allow the spraying of Escort on the Wild Parsnip. Michael Schulte will contact Brian to get more information about spraying guidelines.

**Weed Harvesting:** Jim Peterson trained Chad Nuenberg on the weed harvester. He has been harvesting whenever he can. More help is needed. Jean will contact Jason Hanchett to see if he is still interested.

Rachel Yoder suggested that it might be helpful to unload on the west end of the lake to lessen the time it takes for Chad to run loads back to the dock by the beach. After discussion it was thought to be too shallow on the west end.



A new hitch was purchased for the weed harvester. New pads for the elevator have been ordered.

**Aluminum Bin:** Jason, Jim, Janell, and Jean emptied the can bin on Wed., May 6<sup>th</sup>. The trailer needs to be fixed after the City crew takes the aluminum to Mankato. Janell put a new step by the can bin. Jason is going to put up the new banner.

**Golf Course Spur:** Jason reported that the Golf Course Board voted against having a trail on the golf course due to liability.

**Beach:** Jean suggested that a picnic table and grill or fire ring be put by the beach. The grill was purchased in March or April 2016 for \$267.00. A motion was made in May 2016 to recommend to the City Council to place the grill at Lawcon Park. To date, a place for it has not been determined. Jason Honkomp will be contacted to see if a fire ring is still available.

Jim raised a concern about the Lions Club donation for the pergola. Jason talked to Jim McDonald to see if the donation could be used for a future project or if it should be returned to them. He will contact Jim again to see if it was discussed at a Lions meeting.

**Weed Barrier:** There are two rolls of GroundBreaker Foundation & Insulation Protection Liner stored in Haberman's shed. They are 50' long and 4' wide. They were purchased from Country Pride on July 13, 2016 for \$615.60. Jean suggested selling them on Facebook's Buy Sell Trade.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Jean Haberman,  
Secretary/Treasurer

**Can Bin & Trailer:** Steve Peters got an estimate of \$476.00 from Country Pride for wood to fix the trailer. M/S/P Kruser/Bergen 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/Bergen 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 28, 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, Randy Sawatzky

Members Absent: None

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 Janzen, seconded by Johnson, to approve the agenda, May 14 Minutes, and Bills #019909 - 019944. Motion carried 5 – 0.

**Electric Department**

The department continues to conduct phasing and marking with the borrowed equipment from Fairfax. The project is about 90% done and they plan to return the equipment back to Fairfax next week. Locates continue. Boring has been done for Dollar General and bringing power to the new store continues.

**Water/Wastewater Department**

The backwash system was fixed. Mowing and locates continue. A manhole was identified at 553 3<sup>rd</sup> Avenue in which the department does not know what sits at the bottom. The property owner was notified that the department will jet out the hole to see if a sewer line needs to be capped or

if other action is needed once it is drier. Private sewer line inspection notices were sent to various property owners on 9<sup>th</sup> Street. Some questions have been answered from the property owners.

### **Suzlon Maintenance Agreement**

As discussed from the last meeting, 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. Suzlon sent some more information and an agreement that reflects Offer 1. The wind turbine has been in operation since 2007 and 20 years is the expected lifetime of the turbine, however, many turbines have gone longer than 20 years. Other information was discussed. The agreement is being reviewed by the city attorney today. Direction was given to insert the farthest date out the agreement would stay in effect as Suzlon would allow. Motion by Janzen, seconded by Johnson, to approve the service agreement contingent upon the length of the agreement and changes recommended by the city attorney. Motion carried 5 – 0.

### **Apex Clean Energy Easement**

As discussed at the last meeting, 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 new 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. Damages would be paid by Apex. The voltage of the line will be 34.5kV. The crane path will be about a 50' wide corridor used to walk the crane from turbine to turbine. Motion by Janzen, seconded by Sawatzky, to recommend to the city council to approve the easement agreement. Motion carried 5 – 0.

### **Wastewater Ponds Project**

A meeting is scheduled at 9am to meet with Mathiowetz and Bolton & Menk to discuss progress made on the wastewater ponds project.

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

Motion by Garloff, seconded by Johnson, to close the public meeting at 7:43 a.m. to discuss land negotiations of Parcel ID: 22.520.0084, 22.520.0083, 22.520.0080, 22.520.0081. Motion carried 5 – 0. Motion by Janzen, seconded by Johnson, to close the closed meeting and open the public meeting at 8:01 a.m. Motion carried 5 – 0. Direction was given to the administrator to continue

the negotiation process with the property owner and bring to the city council for discussion and action if offer was accepted by the property owner.

**Adjourn**

The meeting was adjourned at 8:02 a.m.

**Approved June 11, 2020**

ATTEST:

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Michael Schulte, Administrator/Clerk

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

**Call +1 (669)-224-3412 Access Code: 724-709-229**

**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, Daron Friesen, Street Superintendent

Others Present: John Graupman, Bolton & Menk; Doug Regehr

**Call to Order**

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

**Approval of Agenda & Consent Agenda**

Motion by Savage, seconded by Kass, to add 5.A Apex Clean Energy Easement and 6.G Utility Dropbox to the agenda. Motion carried 5 – 0. Motion by Nelson, seconded by Kass, to approve the agenda and consent agenda as amended. Motion carried 5 – 0.

Bills: Checks #23683 – 23728, 670E – 671E

Payroll: Checks #65333 – 65350

Approve March 9 Lake Commission Minutes

Approve May 14 Utilities Commission Minutes

Approve May 18 City Council Minutes

**Public**

No one spoke during this portion of the meeting.

**Street Department Report**

Daron Friesen provided the council an update of items completed in the month of May. Crack sealing, mowing, sweeping, and opening up parks and the campground were some of the items completed. The new full-time and seasonal employee began in May. Bids for repaving alleyways were discussed. Friesen stated that the city hall alley, the alley between 12<sup>th</sup> and 13<sup>th</sup>, and the

alley between 7<sup>th</sup> and 8<sup>th</sup> were the most needed in that order. Expenses to date were reviewed. The EDA is also interested in having a turn-around for semi-trucks on the northeast corner of the commercial park. The gravel turnaround would allow semi-trucks to go north on Cottonwood Road, turn west, turn around, and go back south and west towards Casey's. Upon further discussion, direction was given to wait on the alleyways and focus on establishing the turnaround and maintaining other streets with what was budgeted and possibly review again later this summer.

### **Wastewater Ponds Pay Request #1**

John Graupman, Bolton & Menk, provided an update of the wastewater ponds project. Work began at the beginning of May and dirt work and tiling are ongoing. As the spring weather has been very decent, the project is on schedule and possibly a little ahead of schedule. Graupman explained the pay request and procedures of the requests. Each month a request will be made in which the council will approve. The cost is then submitted to the Public Facilities Authority to request reimbursement in which the funds will be deposited to the utility to pay the request. The first requests will be fairly large. Graupman stated the first pay request has been reviewed and recommended to approve by the council. Motion by Kruser, seconded by Ysker, to approve Pay Request #1 of \$1,041,793.63 to Mathiowetz Construction Company. Motion carried 5 – 0. All pay requests will be paid by wastewater funds.

### **Big Bend Wind, LLC / Apex Clean Energy Easement**

As discussed at multiple Utilities Commission meetings, 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. Damages would be paid by Apex. The voltage of the line will be 34.5kV. The crane path will be about a 50' wide corridor used to walk the crane from turbine to turbine. The city attorney expressed some recommended changes to final site location and giving the Utility final approval on location. It was recommended by the Utilities Commission to approve the agreement. Motion by Savage, seconded by Kass, to approve the easement agreement with the recommended changes by the city attorney. Motion carried 5 – 0. The city attorney will make the changes and send to the city administrator.

### **City Attorney**

The city attorney provided an update on Klassen's inquires of his parcel being annexed into city limits from last meeting. The property owner was properly notified of the annexation. The contract for deed for the land was not recorded and did not appear on the tax records. Klassen has the option to petition to de-annex with action by the council or the council can petition with Klassen to de-annex. No action was taken by the council. Citations have been issued to property owners with violations of the junk ordinance. It was requested by the council to send a list of the

properties. An oral argument has been set for June 11 regarding the greenhouse property. Councilmember Ysker left the meeting at 7:10 p.m. to respond to an ambulance call.

### **The Den**

Due to restrictions and what the governor has allowed, The Den is looking to install a tent on the west side of their property in which a portion will go out onto the city alleyway. This will allow the restaurant to serve customers outside. The Den is then requesting to expand their liquor license to outside seating in which is covered under their liability insurance. The Den is also looking ahead of either hosting an event if allowed or simply having expanded seating if the city would allow 2<sup>nd</sup> Avenue from the 10<sup>th</sup> Street intersection to the alleyway to be closed off on June 19 and June 20. Motion by Kruser, seconded by Kass, to approve partially closing the alleyway to allow a tent to be installed, to expand the liquor license to outdoor seating following any state laws or guidelines, and closing 2<sup>nd</sup> Avenue from the 10<sup>th</sup> Street intersection to the alleyway on June 19 and June 20. Motion carried 4 – 0.

### **Center Point Church**

Center Point Church submitted a letter requesting to allow a large white tent to be installed in their parking lot to hold weekly worship service at 10:00am each Sunday starting June 7<sup>th</sup>. This is Phase 1 of their reopening plan to safely allow their congregation to participate. They have contacted neighbors of their plans and plan to direct the sound away from nearby homes. Motion by Nelson, seconded by Kruser, to approve Center Point Church's submitted plan. Voting aye: Nelson, Kruser, Kass. Voting nay: None. Abstain: Savage.

### **City Hall & Community Center Custodian Position**

Scott Pankratz, the current community center maintenance person, informed the city administrator that he plans to resign from the position but will stay on until the city hires a new person to replace him. After a brief discussion from last meeting of having someone clean city hall, the job description was modified to clean both city hall and the community center. Pay will be \$15.00/hour. While exact hours are not known at this time, it is projected 5 – 10 hours a week will be able to cover both buildings. Motion by Kass, seconded by Savage, to approve the job description and advertise the City Hall & Community Center Custodian position. Motion carried 4 – 0.

### **COVID-19**

The city's operation plan was reviewed. The following updates were decided: City Hall will be open to the public at its normal hours (9AM - 4PM Monday - Friday) starting on Wednesday, June 3<sup>rd</sup>. Those who visit city hall will be asked to use hand sanitizer and keep at least 6 feet distance between them and others in the lobby area. Safety glass has been installed at the front counter. Those who enter are asked to follow posted instructions when entering the lobby. The city encourages those who can utilize the drop box, communicate through email or phone, or



avoid entering city hall to please do so. The city asks those who are sick or have been exposed to COVID-19 to not enter city hall. Curbside pickups will continue until further notice at the public library. The community center will remain closed through June 15<sup>th</sup> but events under 10 people will be considered on a case-by-case basis. The Bone Builder group will be allowed to use the large room as long as they stay under 10 people, practice social distancing, and sanitize any areas used. A rescheduled city-wide cleanup date has tentatively been set for Saturday, July 18<sup>th</sup>. The city and Hometown Sanitation will determine later this month if circumstances allow to hold the clean-up on July 18<sup>th</sup>. The date may be postponed again. If the traditional city-wide cleanup is not possible this season, an alternative method of having multiple drop-off locations with a Hometown Sanitation attendant at each location for a time period on a specific day will be held. The city campground will open for all recreational campers with posted guidelines in place effective June 2, 2020. Guidelines include proper social distancing, not using the bathroom / shower house if sick, and respecting space and areas of other campers. Public Meetings may be conducted via conference call or other electronic means (MN Statute 13D.021) or be held in person at the council chambers. The chair / director of each public board or commission may decide how each meeting is held. The City Council will meet in person starting on June 15<sup>th</sup> and also have a call-in number for those who may not want to attend in person. Motion by Kruser, seconded by Kass, to approve the updated operations plan. Motion carried 4 – 0.

### **Second June Council Meeting**

As Pow Wow has been cancelled, it was decided to change the next meeting, originally scheduled for Wednesday, June 17<sup>th</sup> to Monday June 15<sup>th</sup>.

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

Motion by Savage, seconded by Kass, to close the public meeting and open a closed meeting to discuss land negotiations of the listed parcels at 8:31 p.m. Motion carried 4 – 0. Motion by Nelson, seconded by Savage, to close the closed meeting and open the public meeting at 8:37 p.m. Motion carried 4 – 0. Motion by Savage, seconded by Kruser, to approve the purchase of the listed parcels for \$200,000, Seller and Buyer pay customary closing costs, prorated taxes as of closing date, and owner to provide abstract of title or title insurance. Motion carried 4 – 0.

The land will be purchased with electric funds. The funds used to purchase the Lohrenz property were directly from Central Municipal Power Agency Services. In 2019, the board voted to allocate the funds from a business service sale (approximately \$2 million about 5+ years ago) evenly to its 12 members which was \$166,666. There have also been some other one-time or limited opportunities through various processes in which the utility has received funds from the agency to be over the \$200,000 mark. The Utilities Commission decided to set these funds aside for large projects or equipment purchases. There will be no need to raise electric rates because of the purchase due to these available funds.

**Adjourn**

The meeting was adjourned at 8:38 p.m.

ATTEST:

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Michael Schulte, Administrator/Clerk

## Applying for a safety grant

To be considered for a safety grant, a grant application must be completed and signed, with all required attachments included, and the applicant must be financially able to complete the project. Applications are accepted continuously and are reviewed every two months.

Grant monies may be used for:

- all or part of the cost of purchasing and installing recommended safety equipment;
- the cost of operating or maintaining such equipment;
- the cost of property, if the property is necessary to meet safety inspection recommendations;
- the cost of training tied to equipment; and
- tuition reimbursement.

The recipient has 120 days from the date of the last contract signature to complete the project.

The application and further information about the Safety Grants Program are available at [www.dli.mn.gov](http://www.dli.mn.gov).

For an alternative format (audio, Braille, large print) call 651-284-5060 or 800-342-5354.

# OSHA

## WORKPLACE SAFETY CONSULTATION

### Free assistance for small businesses

Workplace Safety Consultation (WSC) provides free voluntary and confidential workplace safety and health assistance to Minnesota businesses, with a priority for small businesses.

WSC provides a wide variety of free services, including on-site consultation, training, education and outreach in general industry and in construction settings. Services are provided by safety and health experts who are highly qualified occupational safety and health professionals.

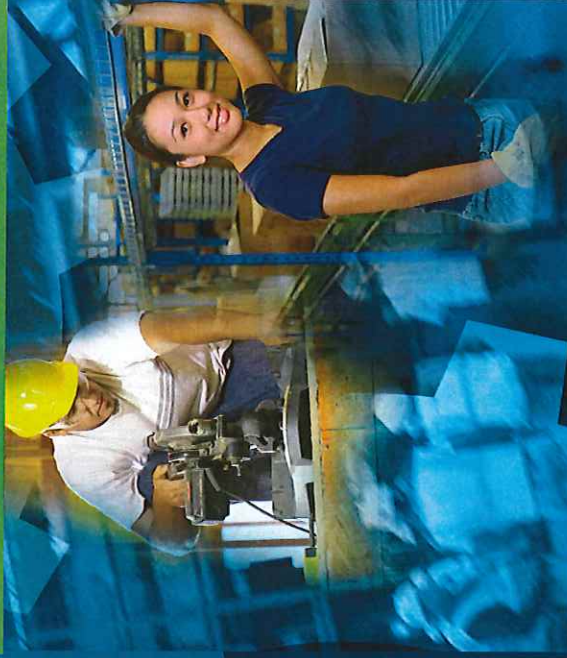
WSC is the consultation arm of Minnesota OSHA, yet its services are completely separate from MNOSHA Compliance. No citations or fines are issued, provided the employer agrees to correct all serious hazards identified by Workplace Safety Consultation.

### Contact information

MNOSHA Workplace Safety Consultation  
443 Lafayette Road N., St. Paul, MN 55155  
Phone: 651-284-5060 or 800-657-3776  
Email: [osha.consultation@state.mn.us](mailto:osha.consultation@state.mn.us)  
Website: [www.dli.mn.gov](http://www.dli.mn.gov)

# OSHA

## WORKPLACE SAFETY CONSULTATION



### SAFETY GRANT PROGRAM







## About the Safety Grant Program

The Minnesota Department of Labor and Industry created a program in 1993, designed to assist employers in making their workplaces safer and healthier.

The Safety Grants Program awards funds, with a dollar-for-dollar match up to \$10,000, to qualifying employers for projects designed to reduce the risk of injury or illness to their employees.

To qualify, employers must:

- have current workers' compensation insurance (including the Assigned Risk Plan or approved self-insured employer);
- be an employer with at least one employee;
- have an on-site safety survey conducted by Minnesota OSHA or another approved entity listed within the application; and
- have on-site safety survey results that recommend specific equipment or practices that will reduce the risk of injury or illness to employees.

## Priority

Grants will be prioritized and awarded based on need, desirability and the following priorities.

1. Projects at a location where a significant proportion of jobs are in goods producing, manufacturing or processing.
2. Worksites that are included in Minnesota OSHA's strategic plan.
3. Projects at a location where jobs have been lost or are in jeopardy because of problems relating to safety shortcomings that will be addressed by the project.
4. Other projects meeting criteria specified elsewhere.

## Other terms

- An employer that has received a grant for a particular worksite will not be eligible to receive another grant for that worksite during the two years after the date of the award.
- Whether your grant application is approved or not, in no way diminishes, delays or absolves you of any obligation to abate hazards as required by law. No state funds will be distributed until all grant documents are signed by all parties; funds expended before that must not rely on grant approval.

## Criteria

The commissioner of the Department of Labor and Industry shall award grants based on the following criteria.

- The project is feasible and consistent with the recommendations resulting from the on-site safety survey.
- The employer has the experience and knowledge to complete the project and is committed to its implementation.
- The project will reduce the risk of injury or illness to employees.
- The employer has sufficient funds to cover all estimated project costs.
- The project is supported by all public entities involved and complies with federal, state and local regulations.

*The Safety Grant Program is authorized by Minnesota Statutes § 79.253 and is governed by Minnesota Rules, Parts 5203.0010 through 5203.0070. Copies of these laws are available for review at the Minnesota Department of Labor and Industry. They are also available on the Office of the Revisor of Statutes website at [www.revisor.mn.gov](http://www.revisor.mn.gov).*





Phone:

Email:

donnier@alpha-wireless.com

Web:

www.alpha-wireless.com

## **We have prepared a quote for you**

### **Avigilon Camera System - City Hall**

Quote # 000688

Version 1

Prepared for:

### **Mountain Lake City Of**

Michael Schulte

mschulte@mountainlakemn.com

## Products

Description	Price	Qty	Ext. Price
HD Video Appliance 8-port 8TB unit, NA. ACC licenses sold separately, 3 year factory warranty.	\$2,283.55	1	\$2,283.55
ACC 7 Standard Edition camera license	\$141.12	7	\$987.84
12.0 MP, Fisheye Camera, Day/Night, 1.45mm f/2.2, Integrated IR, 3 year factory warranty.	\$923.68	1	\$923.68
2.0 MP Indoor Dome, WDR, LightCatcher, Day/Night, Indoor Dome, 3-9mm f/1.4, Integrated IR	\$380.59	2	\$761.18
5.0 MP Bullet, WDR, LightCatcher, Day/Night, Indoor/Outdoor Bullet Camera, 3.1-8.4mm f/1.6, Integrated IR	\$573.03	4	\$2,292.12
Junction Box for Bullet Camera	\$76.97	4	\$307.88
NPT adapter for use with H4F cameras	\$51.32	1	\$51.32
NPT adapter for use with H4SL cameras	\$25.66	2	\$51.32
Pendant wall arm for H4 Fisheye (needs H4F-MT-NPTA1), H4SL (needs H4SL-MT-NPTA1), H4 PTZ or H3-xMH-DP-B cameras.	\$59.87	3	\$179.61
Installation of NVR and setup/configuration, installation of 7 cameras. Ethernet cable needs to be ran by "others" and pulled from each camera location back to where NVR appliance will be located.	\$1,225.00	1	\$1,225.00
Compute stick -used for HDMI TV or display into an entry-level computer, HDMI over Ethernet extender adapter, 22 inch Hi-def monitor, wireless mouse/keyboard, HDMI cable, patch cables.	\$780.00	1	\$780.00
Subcontracted Labor - Ron's Electric - installation of necessary cabling for the cameras, NVR, monitor.	\$3,700.00	1	\$3,700.00
Subtotal:			\$13,543.50



Phone:

Email: [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web: [www.alpha-wireless.com](http://www.alpha-wireless.com)

## Avigilon Camera System - City Hall



Prepared by:

**Mankato**

Donnie Rooney

800-967-1778

[donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Prepared for:

**Mountain Lake City Of**

930 3rd Avenue

PO Box C

Mountain Lake, MN 56159

Michael Schulte

(507) 427-2999

[mschulte@mountainlakemn.com](mailto:mschulte@mountainlakemn.com)

Quote Information:

**Quote #: 000688**

Version: 1

Delivery Date: 06/05/2020

Expiration Date: 07/07/2020

### Quote Summary

Description	Amount
Products	\$13,543.50
Total:	\$13,543.50

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Mankato**

**Mountain Lake City Of**

Signature:

Name:

Donnie Rooney

Title:

Sales

Date:

06/05/2020

Signature:

Name:

Michael Schulte

Date:

## COVID-19 Preparedness Plan for City of Mountain Lake

The **City of Mountain Lake** is committed to providing a safe and healthy workplace for all our workers and residents. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. City employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and the public. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Our workers are our most important assets. We are serious about safety and health and keeping our workers working at the **City of Mountain Lake**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **purchasing hand sanitizer, masks, hand sanitizer dispensers, gloves, safety glass at city hall and the library, and proper cleaning supplies**. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

### Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **Employees are asked to stay at home** from work if they are experiencing symptoms of COVID-19, the disease caused by the Coronavirus. Symptoms include, but are not limited to, the following:

- Persistent cough, runny nose, or sore throat
- Diarrhea within the last 24 hours as a result of an illness or unidentified cause
- Fever over 100.4° (oral) or 100.8° (rectal) within the last 24 hours
- Shortness of breath or chest pains
- Vomiting within the last 24 hours as a result of an illness or unidentified cause
- Body aches and chills



**City of Mountain Lake** has implemented a temporary COVID-19 employee sick leave policy that promotes workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. **The policy follows the federal Emergency Family and Medical Leave and Emergency Paid Sick Leave Acts.** The policy addresses hygiene protocols and other information regarding the policy.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are encouraged to wash their hands for at least 20 seconds with soap and water frequently or apply hand sanitizer throughout the day. All customers and visitors to the workplace will be asked to sanitize their hands prior to entering city hall. A hand-sanitizer dispenser (that use sanitizers of greater than 60% alcohol) is at the entrance in the main entryway at city hall, at the entrance of the library, and entrances of the community center so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## Respiratory etiquette: Cover your cough or sneeze

Workers, customers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers, and visitors.

## Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: Safety glass has been installed to separate visitors from staff, markers have been placed on the ground to encourage distance, permits and forms have been uploaded online to encourage contactless services, a drop box is available outside to drop off bills, permits, and other items, and signs have been placed at the parks and campground of encouraging social distancing, limiting the size of groups, and using public spaces at their own risk. Rules have been posted at the city campground to create social distancing and use the bathroom / shower house (cleaned daily) at your own risk.

## Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, counter spaces, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated to all workers on **June 2, 2020**. Communication and training will be ongoing **as information evolves** and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: using hand sanitizer when entering, keeping proper distance when in public areas, and avoiding public areas if sick. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signs have been posted and advisement has been posted on social media. Managers and supervisors are to monitor how effective the program has been implemented by providing feedback and suggesting any needed changes. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **City of Mountain Lake** management and was posted at city hall It will be updated as necessary.

Certified by:

**Michael Schulte**

**City Administrator**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](https://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](https://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### **Businesses**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](https://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](https://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](https://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](https://www.osha.gov)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](https://www.youtube.com/watch?v=LdQuPGVcceg)

### **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](https://www.health.state.mn.us/diseases/coronavirus/prevention.html)



## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)



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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 be open to the public at its normal hours (9AM - 4PM Monday - Friday) starting on Wednesday, June 3<sup>rd</sup>. Those who visit city hall will be asked to use hand sanitizer and keep at least 6 feet distance between them and others in the lobby area. Safety glass has been installed at the front counter. Those who enter are asked to follow posted instructions when entering the lobby. The city encourages those who can utilize the drop box, communicate through email or phone, or avoid entering city hall to please do so. The city asks those who are sick or have been exposed to COVID-19 to not enter city hall. 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 **still** 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. **It is highly encouraged to continue to pay your bill electronically, by mail, or through the utility drop box outside city hall.**



- All Other Inquires – Permits, forms, and other requests will still be available on our website and can be processed via phone or email if possible if residents do not want to visit city hall.
- 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 continue until further notice.** 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.
- 5. **Mountain Lake Community Center** is closed to the public until further notice and no reservations or events will be allowed through **June 15<sup>th</sup>**. All scheduled reservations through **June 15<sup>th</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 15<sup>th</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 and **the Bone Builder group may use the large 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** **A rescheduled city-wide cleanup date has tentatively been set for Saturday, July 18<sup>th</sup>. The city and Hometown Sanitation will determine later this month if circumstances allow to hold the clean-up on July 18<sup>th</sup>. The date may be postponed again. If the traditional city-wide cleanup is not possible this season, an alternative method of having multiple drop-off locations with a Hometown Sanitation attendant at each location for a time period on a specific day will be held.**
- 8. **City Campground** – **The city campground will open for all recreational campers with posted guidelines in place effective June 2, 2020. Guidelines include proper social distancing, not using the bathroom / shower house if sick, and respecting space and areas of other campers.** The bathroom/shower house will be open. 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** **may** be conducted via conference call or other electronic means (MN Statute 13D.021) **or be held in person at the council chambers. The chair / director of each public board or commission may decide how each meeting is held. The City Council will meet in person starting on June 15<sup>th</sup> and also have a call-in number for those who may not want to attend in person.** Proper notices and procedures will still apply as stated in Minnesota Statutes.
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

Updated June 1, 2020