

**City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Wednesday, June 23, 2021
5:30 p.m. – Work Session
6:30 p.m. – Regular Meeting**

Members Present: Dean Janzen, Mike Nelson, Darla Kruser, Dana Kass, Andrew Ysker

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk

Others Present: Mike Humpal – South Central Service Cooperative; Doug Regehr; Rachel Yoder

Call to Order

The meeting was called to order by Mayor Nelson at 5:30 p.m.

Work Session – City Administrator Search

Mike Humpal, South Central Service Cooperative (SCSC), introduced himself and the services SCSC provides. SCSC is currently doing the search for Gaylord, MN and recently completed the city administrator search for New Richmond and Blue Earth. Humpal had the Council write down characteristics, priorities to focus on, technical skills, and other information to bring to this meeting to help form the community profile. The administrator met with Humpal last week to update community information to assist finishing the community profile quicker to have ready to advertise. A draft timeline of events was discussed. The tentative schedule is to gather information and input through the end of the month and have the position advertised beginning in July for 30 days. In August, there will be a review process, leadership management assessment completed by the narrowed down field of candidates, and background checks. Interviews will take place in the middle of September. Depending on the selected start date for the chosen candidate, the new administrator would begin in late September or middle of October. The job description, pay scale, timeline, and interview process were discussed. Humpal explained that he typically has the interview process a two-day event in which there is an informal meet and greet with the Council, staff, and community stakeholders on the first day and then the interviews the next day with the council. The Council can decide at a later time of the format of meeting and interviewing candidates.

Approval of Agenda & Consent Agenda

Motion by Kass, seconded by Ysker, to approve the agenda and consent agenda as presented.

Motion carried 5 – 0.

Bills: Checks #25008 – 25060, 728E – 729E

Payroll: Checks #66046 – 66076

Approve May 10 Lake Commission Minutes

Approve May 11 Library Board Minutes, May Expenditures, and May Library Report

Approve May 17 EDA Board Minutes

Approve May 26 Utilities Commission Minutes

Approve June 7 City Council Minutes

Approve June 15 Special City Council Minutes

Approve Resolution #13-21 Accepting \$10,000 donation from Fire Relief Association

Approve Resolution #14-21 Approving PILOT of EDA Midway Estates

Approve Agreement between EDA & City – Midway Estates

Hire Ben McHenry, Part-Time Police Officer, effective June 5, 2021

Hire Annelise Regier, Part-Time City Hall & Community Center Custodian, effective June 14, 2021

Public

Rachel Yoder spoke to the Council about wooded structures she built next to the trail on the northeast side of the lake. The DNR informed Rachel Yoder that the structures are on DNR owned land and that they must be removed by June 28th or the DNR will be informing the DNR Conservation Officer of the Division of Enforcement. Yoder asked if a city official contacted the DNR on this topic. Those in attendance informed her that no one on the Council called the DNR. Yoder discussed other concerns with the Council. No action taken.

Resolution #15-21 Approve Re-Assessing Original Assessments to Parcels

All four tax forfeited properties in city limits were sold. It was discussed at the last Council meeting that the original assessments would be re-assessed if sold without asking the Council for any variance from those assessments. Motion by Kruser, seconded by Janzen, to approve Resolution #15-21. Motion carried 5 – 0.

City Hall Renovation Project

A bid opening occurred last Thursday at city hall. 4 bid submissions were opened. Ankeny Builders, out of Blue Earth, MN, had the lowest total bid with a base bid of \$76,700 for the renovation project and \$9,800 add-on to upgrade all the lighting in city hall to LEDs. The original projected budgeted amount was \$120,000. As part of their bid, Ankeny Builders, stated they would need 28-35 days for shop drawings preparation and 35 days for construction. Discussed ensued on the timeline and logistics. Motion by Kruser, seconded by Ysker, to approve Ankeny Builders for the city hall renovation project of a base bid not to exceed \$76,700 and an alternate project of updating all lighting at city hall not to exceed \$9,800, have the total project cost paid 50% by the city and 50% by the utility, to allow staff to make internal decisions on whether to close city hall during construction or relocate traffic accordingly during construction. Motion carried 5 – 0. The administrator will inform the architect of the decision and the architect will work on a contract with Ankeny Builders.

City Attorney

Maryellen Suhrhoff had a conflict and was not able to attend the meeting.

Ordinance #2-21 Amending Flood Plain Ordinance

Motion by Kass, seconded by Kruser, to open a public hearing to discuss Ordinance #2-21 at 7:07 p.m. Motion carried 5 – 0. The administrator stated a public hearing is needed prior to approving the ordinance. No changes were made to the ordinance. No public comments or questions were made. Motion by Kass, seconded by Kruser, to close the public hearing at 7:08 p.m. Motion carried 5 – 0. Motion by Janzen, seconded by Kass, to approve Ordinance #2-21 Amending Flood Plain Ordinance. Motion carried 5 – 0.

Items from Work Session

The administrator informed the Council that he sent an email to all the listed interim city administrators that the League of Minnesota Cities sent. Most are in the metro area or in northern Minnesota which prevented many from submitting a proposal. Many others were already serving in an interim role. One proposal was sent from the list and another submitted through communication with David Drown Associates. The administrator stated there potentially could be one more proposal who lives closer to Mountain Lake. Direction was given to schedule a Special City Council meeting for Tuesday, June 29 at 5:30pm at City Hall to review and approve a proposal for the interim city administrator position.

Adjourn

The meeting was adjourned at 7:14 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk