

Mountain Lake City Council Meeting
Mountain Lake City Hall
Monday, June 6, 2016
6:30 p.m.

AGENDA

1. Meeting called to order by Mayor Mike Nelson
 - * Further information on agenda item is attached

2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s 9918805 – 9918850*(1-6)
 - b. Approval of Payroll Checks # 62479 - 62498
 - c. Approval of May 16 Council Minutes*(7-9)
 - d. Approval of May 12 Utility Commission Minutes*(10-11)
 - e. Adopt Resolution #14-16 Appointing Election Judges*(12)

3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.

4. Ordinance Revision
 - a. Final Reading - Ordinance #2-16 Encroachments*(13)
 - a. Final Reading – Ordinance #6-16 Telecommunication Towers*(14)

5. Utilities
 - a. Award Sub-Station Component Bids*(15-19)
 - b. Call for Bids to bring Three (3) Remaining Power Plant Engines into Compliance with National Emission Standards Hazardous Air Pollutants (NESHAP) Reciprocating Internal Combustion Engines (RICE) requirements*(20)
 - c. Wastewater Treatment Project Update And Adoption of Resolution #15-16*(21-24)

6. Review Data Practices Policies
 - a. Data Practices Policy for Data Subjects*(25-32)
 - b. Data Practices Policy for Members of the Public*(33-38)
 - c. Policy for Ensuring the Security of Not-Public-Data*(39-45)

7. Administrator
 - a. Transfer of Funds to Police and Street Reserves*(46-48)
 - b. Mayor and Council Member Salaries*(49-54)
 - c. Property Owner Request – 647 4th Ave.*(55-56)
 - d. 2017 Local Government Aid*(57)
 - e. Contract Negotiation Preparation Meetings
 - f. Yoder v City of Mt. Lake, Meeting will be Closed, Attorney/Client Privilege

8. Adjourn

DATES TO REMEMBER

THURSDAY JUNE 16 - Recycling Day at City of Mt. Lake Street Shop, Second Ave.
10 to Noon

THURSDAY JUNE 16 – Capital Improvement Planning Meeting 3PM

WEDNESDAY JUNE 22 – Council Meeting (date change due to Pow Wow)

TUESDAY JUNE 28 - Kuechle v City of Mt. Lake Mediation

TUESDAY OCTOBER 4 - CMPAS Annual Meeting, 3-7 PM, Mankato

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*June 6, 2016
mts*

May 2016 to June 2016

*436 E
9918805 - 9918850*

	Check Amt	Invoice	Comment
10100 United Prairie			
Paid Chk# 9918805	5/16/2016	KOLANDER TREE SERVICE	
E 101-45204-407	Tree Maintenance	\$5,350.00	1766 2016 TREE REMOVALS
R 101-45204-36200	Miscellaneous Revenues	(\$250.00)	1766 WOOD PURCHASED
Total KOLANDER TREE SERVICE		\$5,100.00	
Paid Chk# 9918806	5/16/2016	HOMETOWN SANITATION SERVICE	
E 101-43200-344	Property Cleanup	\$5,963.54	185391 2016 CITY WIDE CLEANUP
Total HOMETOWN SANITATION SERVICE		\$5,963.54	
Paid Chk# 9918807	5/16/2016	TITAN PRO	
E 101-45200-402	Repairs/Maint- Ground	\$127.63	8915 ROUNDUP FOR PARKS
Total TITAN PRO		\$127.63	
Paid Chk# 9918808	5/26/2016	AFLAC	
G 101-21713	AFLAC	\$192.74	
Total AFLAC		\$192.74	
Paid Chk# 9918809	5/26/2016	AFSCME COUNCIL 65	
G 101-21707	Union Dues	\$154.86	
Total AFSCME COUNCIL 65		\$154.86	
Paid Chk# 9918810	5/26/2016	BCBS/HSA	
G 101-21714	HSA	\$393.85	
Total BCBS/HSA		\$393.85	
Paid Chk# 9918811	5/26/2016	COMMISSIONER OF REVENUE	
G 101-21702	State Withholding	\$779.01	
Total COMMISSIONER OF REVENUE		\$779.01	
Paid Chk# 9918812	5/26/2016	GISLASON & HUNTER	
G 101-21712	Garnishments	\$362.72	
Total GISLASON & HUNTER		\$362.72	
Paid Chk# 9918813	5/26/2016	INTERNAL REVENUE SERVICE	
G 101-21703	FICA Tax Withholding	\$2,607.22	
G 101-21701	Federal Withholding	\$1,769.15	
Total INTERNAL REVENUE SERVICE		\$4,376.37	
Paid Chk# 9918814	5/26/2016	PERA	
G 101-21704	PERA	\$3,976.56	
Total PERA		\$3,976.56	
Paid Chk# 9918815	5/26/2016	SW/WC SERVICE COOPERATIVES	
G 101-21708	Employee Paid Health Insurance	\$1,169.90	
Total SW/WC SERVICE COOPERATIVES		\$1,169.90	
Paid Chk# 9918816	5/26/2016	VALIC	
G 101-21705	VALIC	\$388.00	
Total VALIC		\$388.00	
Paid Chk# 9918818	5/24/2016	COTTONWOOD COUNTY AUD/TREAS	
E 240-46500-354	Real Estate Taxes	\$40.44	LATE FEE CUSTOM MOTORS RE TAX
Total COTTONWOOD COUNTY AUD/TREAS		\$40.44	
Paid Chk# 9918819	6/3/2016	LEAGUE OF MN CITIES--INSURANCE	
E 101-00000-361	General Liability Ins	\$301.50	UT-BONDS INS

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May 2016 to June 2016

		Check Amt	Invoice	Comment
E 101-45200-362	Property Ins	\$3,441.00		PARKS PROP INS
E 101-45183-360	Insurance (GL &PROP)	\$816.00		INS BATHHOUSE AT CAMPGROUN
E 101-00000-361	General Liability Ins	\$1,406.25		UT-VEHICLE INS-WATER DEPT
E 101-41400-362	Property Ins	\$2,532.00		CITY HALL PROP INS
E 609-46330-362	Property Ins	\$2,692.00		MASON MANOR PROP INS
E 101-43100-362	Property Ins	\$2,795.00		ST DEPT PROP INS
E 235-46340-362	Property Ins	\$854.00		INS ON CUSTOM MOTORS BLDG
E 101-00000-361	General Liability Ins	\$13,323.00		UT-ELECT DEPT PROP INS
E 221-42200-363	Automotive Ins	\$2,519.63		FIRE DEPT VEHICLE INS
E 101-00000-361	General Liability Ins	\$222.71		UT-SEWER CAMERA MOBILE PROP INS-WATER
E 231-42154-363	Automotive Ins	\$1,332.63		AMB VEHICLE INS
E 101-00000-361	General Liability Ins	\$441.00		UT-MOBILE PROP INS
E 101-00000-361	General Liability Ins	\$2,039.25		UT-VEHICLE INS-ELEC
E 101-00000-361	General Liability Ins	\$6,824.00		UT-ELECT DEPT LIAB
E 607-46330-362	Property Ins	\$2,802.50		4-PLEX PROP INS
E 101-00000-361	General Liability Ins	\$4,444.00		UT-WATER DEPT PROP INS
E 240-46500-360	Insurance (GL &PROP)	\$426.00		JSK BRIDAL-206 10TH ST INS
E 101-00000-361	General Liability Ins	\$3,756.00		MISC CITY
E 211-45500-362	Property Ins	\$1,029.00		LIBRARY PROPERTY INS
E 101-42100-363	Automotive Ins	\$1,046.63		POLICE VEHICLE INS
E 101-00000-361	General Liability Ins	\$9,420.00		EXCESS LIABILITY INS-CITY
E 101-00000-361	General Liability Ins	\$441.00		MOBILE PROP INS LESS THAN \$25000
E 101-43100-363	Automotive Ins	\$2,521.54		MOBILE PROPERTY INS-CITY
E 101-43100-363	Automotive Ins	\$2,009.61		ST DEPT VEHICLE INS
E 231-42154-362	Property Ins	\$103.40		ZOLL 12 LEAD MONITOR & DEFIB-AMB
E 101-00000-361	General Liability Ins	\$7,963.50		UT-WATER DEPT LIAB INS
E 240-46500-360	Insurance (GL &PROP)	\$654.00		ML FITNESS BLDG INS
E 230-47001-362	Property Ins	\$1,520.00		HOMETOWN CAFÉ BLDG & CONTENTS INS
E 507-45150-360	Insurance (GL &PROP)	\$280.61		WEED HARVESTOR INS-LAKE COMM
E 101-45200-363	Automotive Ins	\$344.00		PARKS VEHICLE INS
E 341-47000-362	Property Ins	\$5,355.00		MT POWER BLDG INS
E 101-00000-361	General Liability Ins	\$199.10		UT-DIESEL GENERATOR W/W
E 101-00000-361	General Liability Ins	\$301.50		BONDS INS-CITY
E 101-45186-362	Property Ins	\$1,250.00		COMM CTR PROP INS
E 221-42200-362	Property Ins	\$430.14		FIRE DEPT PROP INS
E 303-47000-362	Property Ins	\$3,642.00		POPD KERNS BLDG INS
E 101-00000-361	General Liability Ins	\$22,305.50		CITY LIABILITY INS
E 231-42154-362	Property Ins	\$211.86		AMBULANCE PROP INS
E 221-42200-362	Property Ins	\$137.64		INS ON CASCADE SYSTEM-FD
E 608-46330-362	Property Ins	\$5,598.50		8-PLEX PROP INS
Total LEAGUE OF MN CITIES--INSURANCE		\$119,733.00		

Paid Chk# 9918820 6/3/2016 THIRD AVENUE AUTO PARTS

E 101-45200-404	Repairs/Maint Machinery/Equip	\$62.11	S152945	FILTER & OIL FOR MOWERS
E 101-45200-404	Repairs/Maint Machinery/Equip	\$7.16	S153418	OIL FOR TRIMMERS
E 101-42100-404	Repairs/Maint Machinery/Equip	\$179.42	S153496	BUGS B GONE, FRONT LOWER CENTRAL ARM FOR CHARGER
E 101-42100-404	Repairs/Maint Machinery/Equip	\$99.25	S153525	PD-FLOOR LINER-2016 EXPLORER
E 101-43100-404	Repairs/Maint Machinery/Equip	\$10.49	S153535	LIGHT-TRUCK #11
E 101-45200-404	Repairs/Maint Machinery/Equip	\$1.29	S153537	25FT FUEL HOSE-MOWERS
E 101-45200-404	Repairs/Maint Machinery/Equip	\$4.19	S153547	EDGE FOR TRIMMER
E 101-45200-404	Repairs/Maint Machinery/Equip	\$8.10	S153552	OIL FILTER #4
E 101-45200-404	Repairs/Maint Machinery/Equip	\$8.98	S153719	TRIMMER LINE
E 507-45150-404	Repairs/Maint Machinery/Equip	\$23.72	S153727	AIR FILTER & FUEL HOSE-WEED CUTTER
E 101-45200-404	Repairs/Maint Machinery/Equip	(\$4.49)	S153730	RETURN TRIMMER LINE
E 101-43100-215	Shop Supplies	\$3.89	S153785	STARTING FLUID

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May 2016 to June 2016

			Check Amt	Invoice	Comment
E 101-43100-215	Shop Supplies		\$12.38	S153798	TIRE FOAM
	Total THIRD AVENUE AUTO PARTS		\$416.49		
Paid Chk# 9918823	6/3/2016	MUNICIPAL UTILITIES			
E 101-43160-381	Electric Utilities		\$3,040.64		APRIL STREET LIGHTING
	Total MUNICIPAL UTILITIES		\$3,040.64		
Paid Chk# 9918824	6/3/2016	FRONTIER			
E 211-45500-321	Telephone		\$63.47		LIBRARY PHONE 507-427-2506
	Total FRONTIER		\$63.47		
Paid Chk# 9918825	6/3/2016	ADVANCED SYSTEMS INC			
E 101-41400-200	Office Supplies		\$438.79	476866	CITY-COPIES ON COLOR PRINTER 3/1/16 TO 5/31/16
E 205-46500-200	Office Supplies		\$136.86	476866	EDA-COPIES ON COLOR PRINTER 3/1/16 TO 5/31/16
E 101-42100-200	Office Supplies		\$3.70	476866	PD-COPIES ON COLOR PRINTER 3/1/16 TO 5/31/16
	Total ADVANCED SYSTEMS INC		\$579.35		
Paid Chk# 9918826	6/3/2016	ALPHA WIRELESS COMMUNICATIONS			
E 231-42154-404	Repairs/Maint Machinery/Equip		\$17.20	200897	REPAIR PAGER #206-M.PANKRATZ
E 231-42154-404	Repairs/Maint Machinery/Equip		\$24.50	683526	BATTERY-MARK W.
	otal ALPHA WIRELESS COMMUNICATIONS		\$41.70		
Paid Chk# 9918827	6/3/2016	AMAZON			
E 211-45500-592	A.V. Materials		\$217.15		LIBRARY AV
	Total AMAZON		\$217.15		
Paid Chk# 9918828	6/3/2016	BARCO MUNICIPAL PRODUCTS			
E 101-43100-430	Miscellaneous		\$162.58	IN-220206	36"BLUNT ASPHALT LUTE W/7FT ALUM HANDLE-ST DEPT
	Total BARCO MUNICIPAL PRODUCTS		\$162.58		
Paid Chk# 9918829	6/3/2016	BORDER STATES ELECTRIC			
E 231-42154-401	Repairs/Maint Buildings		\$182.57	911281358	LIGHTS FOR AMB GARAGE
E 231-42154-401	Repairs/Maint Buildings		\$266.42	911289124	LIGHTS FOR AMB GARAGE
	Total BORDER STATES ELECTRIC		\$448.99		
Paid Chk# 9918830	6/3/2016	BRITTON PANKRATZ			
E 211-45500-434	Project Expense		\$375.00		LIBRARY PROJECT EXPENSE
	Total BRITTON PANKRATZ		\$375.00		
Paid Chk# 9918831	6/3/2016	CARDMEMBER SERVICE			
E 101-42100-430	Miscellaneous		\$85.84		CLEANERS FOR GUNS
E 101-42100-308	Training & Instruction		\$272.19		PD-WILL-3 NIGHTS LODGING MARSHALL
	Total CARDMEMBER SERVICE		\$358.03		
Paid Chk# 9918832	6/3/2016	CITIZEN PUBLISHING			
E 101-41400-351	Legal Notices Publishing		\$53.90		ORDINANCE #4-16
E 101-42100-433	Dues and Subscriptions		\$42.00		PD-OBSERVER SUBSCRIPTION
E 101-41400-351	Legal Notices Publishing		\$80.85		ORDINANCE #3-16
E 101-41400-351	Legal Notices Publishing		\$69.30		ORDINANCE #5-16
	Total CITIZEN PUBLISHING		\$246.05		
Paid Chk# 9918833	6/3/2016	COMPUTER LODGE			
G 101-15500	Prepaid Items		\$3,400.00	5998	40 HR CONTRACT -COMPUTER SERVICE
	Total COMPUTER LODGE		\$3,400.00		
Paid Chk# 9918834	6/3/2016	DENNIS HULZEBOS			

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May 2016 to June 2016

			Check Amt	Invoice	Comment
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		JUNE MAINT AT LIBRARY
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		JUNE MAINT AT SR CTR
Total DENNIS HULZEBOS			\$595.00		
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Paid Chk# 9918835	6/3/2016	EXPERT T BILLING			
E 231-42154-300	Professional Svcs		\$378.00	2806	APRIL AMBULANCE BILLING
Total EXPERT T BILLING			\$378.00		
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Paid Chk# 9918836	6/3/2016	FRONTIER			
E 101-41400-321	Telephone		\$190.51		CITY HALL PHONE-427-2999
E 205-46500-321	Telephone		\$4.99		CHAMBER 800#
E 101-42100-321	Telephone		\$219.88		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$59.94		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$55.83		SR CTR PHONE-427-2151
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous		\$98.63		UT-PHONE
Total FRONTIER			\$667.28		
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Paid Chk# 9918837	6/3/2016	GREATAMERICA FINANCIAL SVCS			
E 101-00000-430	Miscellaneous		\$8.43		CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies		\$5.62		EDA-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous		\$91.31		UT-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies		\$8.78		PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies		\$26.35		OFFICE-MONTHLY COLOR COPY MACHINE LEASE
Total GREATAMERICA FINANCIAL SVCS			\$140.49		
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Paid Chk# 9918838	6/3/2016	INDOFF INCORPORATED			
E 211-45500-200	Office Supplies		\$105.54		LIBRARY OFFICE SUPPLIES
E 205-46500-200	Office Supplies		\$37.38	2799323	MARKERS,5160 LABELS
E 205-46500-200	Office Supplies		\$8.33	2799323	LEGAL PADS-EDA
Total INDOFF INCORPORATED			\$151.25		
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Paid Chk# 9918839	6/3/2016	JOHN YSKER			
E 101-43240-111	Contract		\$250.00		JUNE DUMP SALARY
Total JOHN YSKER			\$250.00		
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Paid Chk# 9918840	6/3/2016	KEEPRS, INC			
E 101-42100-205	Uniforms		\$239.82	308067	PD UNIFORMS-SHIRT,JACKET FOR WILL P.
Total KEEPRS, INC			\$239.82		
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Paid Chk# 9918841	6/3/2016	MIDWAY FARM EQUIPMENT			
E 101-45200-404	Repairs/Maint Machinery/Equip		\$339.92	IM18671	LAWN MOWER PARTS
E 507-45150-404	Repairs/Maint Machinery/Equip		\$124.00	IM18781	LAKE COMM-ROD ENDS FOR WEED HARVESTOR
E 101-43100-404	Repairs/Maint Machinery/Equip		\$105.50	TM1130	ADJUST CLUTCH PEDAL-ST DEPT TRACTOR
Total MIDWAY FARM EQUIPMENT			\$569.42		
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Paid Chk# 9918842	6/3/2016	MINNESOTA ENERGY RESOURCE CORP			
E 221-42200-383	Gas Utilities		\$54.58		FIRE DEPT PORTION OF FIREHALL GAS- ACCT#4296165-6
E 231-42154-383	Gas Utilities		\$26.89		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-43100-383	Gas Utilities		\$86.25		STREET GARAGE GAS-ACCT#4092120-7
E 211-45500-383	Gas Utilities		\$61.05		LIBRARY GAS-ACCT#4134278-3
E 101-45186-383	Gas Utilities		\$40.42		SR CTR GAS-ACCT#4010846-6
E 101-41400-383	Gas Utilities		\$60.99		CITY HALL GAS-ACCT#4346780-2
Total MINNESOTA ENERGY RESOURCE CORP			\$330.18		
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Paid Chk# 9918843	6/3/2016	MINNESOTA MUTUAL LIFE			

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May 2016 to June 2016

			Check Amt	Invoice	Comment
G 101-21706	Hospitalization/Medical Ins		\$25.30		JUNE LIFE INS-ROBB ANDERSON
E 101-42100-135	Employer Paid Other		\$1.70		JUNE BRIAN LUNZ LIFE INSURANCE
G 101-21706	Hospitalization/Medical Ins		\$10.90		JUNE LIFE INS-DARON FRIESEN
E 205-46500-134	Employer Paid Life		\$1.70		JUNE LIFE INS-EDA ROB ANDERSON
E 101-46200-134	Employer Paid Life		\$1.02		JUNE LIFE INS-CEMETERY
E 101-45200-134	Employer Paid Life		\$1.02		JUNE LIFE INS-PARKS DEPT
E 101-41400-134	Employer Paid Life		\$3.40		JUNE LIFE INS-OFFICE
E 101-43100-134	Employer Paid Life		\$3.06		JUNE LIFE INS-ST DEPT
E 211-45500-134	Employer Paid Life		\$1.70		JUNE LIFE INS-LIBRARY
E 101-41400-134	Employer Paid Life		\$1.70		JUNE WENDY FAST-LAKER APTS-LIFE INS
E 101-42100-134	Employer Paid Life		\$6.80		JUNE LIFE INS-POLICE DEPT
G 101-21706	Hospitalization/Medical Ins		\$12.00		JUNE LIFE INS-STEVE PETERS
Total MINNESOTA MUTUAL LIFE			\$70.30		
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Paid Chk#	9918844	6/3/2016	MUNICIPAL UTILITIES		
E 607-46330-380	Elec,Water,Sewer		\$1.74		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45200-380	Elec,Water,Sewer		\$0.13		UT AT CITY PARK SHELTERHOUSE
E 608-46330-380	Elec,Water,Sewer		\$3.38		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45200-380	Elec,Water,Sewer		\$8.50		LAWCON PARK LIGHTS
E 231-42154-380	Elec,Water,Sewer		\$51.15		AMB PORTION OF FIREHALL UT
E 221-42200-380	Elec,Water,Sewer		\$103.86		FIRE DEPT PORTION OF FIREHALL UT
E 101-43100-380	Elec,Water,Sewer		\$190.18		ST DEPT UT
E 101-45186-380	Elec,Water,Sewer		\$281.18		SR CTR UT
E 101-45200-380	Elec,Water,Sewer		\$116.90		CITY PARK RESTROOMS UT
E 101-41400-380	Elec,Water,Sewer		\$287.56		CITY HALL UT
E 211-45500-380	Elec,Water,Sewer		\$235.50		LIBRARY UT
E 101-45183-380	Elec,Water,Sewer		\$0.00		UT AT CAMPGROUND
Total MUNICIPAL UTILITIES			\$1,280.08		
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Paid Chk#	9918845	6/3/2016	MUSKE, MUSKE, SURHOFF		
E 101-41400-304	Legal Fees		\$1,400.00		JUNE LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF			\$1,400.00		
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Paid Chk#	9918846	6/3/2016	NICKEL CONSTRUCTION		
E 101-43100-430	Miscellaneous		\$1.00	16190	CEMENT DUMPING-ST DEPT
Total NICKEL CONSTRUCTION			\$1.00		
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Paid Chk#	9918847	6/3/2016	NORTH STAR FLAGS		
E 101-00000-430	Miscellaneous		\$117.00	370023	2 POLYESTER FLAGS
Total NORTH STAR FLAGS			\$117.00		
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Paid Chk#	9918848	6/3/2016	PRAXAIR		
E 231-42154-210	Operating Supplies		\$147.12	73192525	OXYGEN FOR AMB DEPT
E 231-42154-210	Operating Supplies		\$80.65	73235646	OXYGEN FOR AMB DEPT
Total PRAXAIR			\$227.77		
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Paid Chk#	9918849	6/3/2016	SW/WC SERVICE COOPERATIVES		
E 101-41400-131	Employer Paid Health		\$2,458.84		JULY HEALTH INS-OFFICE
E 101-42100-131	Employer Paid Health		\$3,224.16		JULY HEALTH INS-POLICE DEPT
E 101-43100-131	Employer Paid Health		\$2,212.96		JULY HEALTH INS-ST DEPT
E 211-45500-131	Employer Paid Health		\$1,229.42		JULY HEALTH INS-LIBRARY
E 101-45200-131	Employer Paid Health		\$737.66		JULY HEALTH INS-PARKS DEPT
E 205-46500-131	Employer Paid Health		\$1,229.42		JULY HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$420.50		JULY HEALTH INS-BRIAN LUNZ
E 101-46200-131	Employer Paid Health		\$737.64		JULY HEALTH INS-CEMETERY
Total SW/WC SERVICE COOPERATIVES			\$12,250.60		

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May 2016 to June 2016

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
9918850	6/3/2016	VERIZON			
E 101-42100-321	Telephone		\$35.01		PD-TABLET #2
E 101-42100-321	Telephone		\$35.01		PD-TABLET #1
E 231-42154-321	Telephone		\$9.16		AMB CELL PHONE
E 101-42100-321	Telephone		\$9.07		PD CELL PHONE
E 231-42154-321	Telephone		\$35.01		AMB JET PACK
Total VERIZON			\$123.26		
10100 United Prairie			\$170,899.52		

Fund Summary

<u>10100 United Prairie</u>		
101 GENERAL FUND		\$135,644.59
205 ECONOMIC DEVELOPMENT AUTHORITY		\$1,461.80
211 LIBRARY FUND		\$3,662.83
221 FIRE DEPT FUND		\$3,245.85
230 REVOLVING LOAN FUND		\$1,520.00
231 AMBULANCE FUND		\$2,866.56
235 SW HOUSING GRANT		\$854.00
240 PROTIENT--DTED LOAN		\$1,120.44
303 TIF #1-5 POPD KERNS		\$3,642.00
341 T.I.F.# 1-6 MT POWER		\$5,355.00
507 LAKE COMMISSION FUND		\$428.33
607 EDA----4 PLEX FUND		\$2,804.24
608 EDA----8 PLEX FUND		\$5,601.88
609 EDA-- MASON MANOR		\$2,692.00
		\$170,899.52

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
000436E	5/20/2016	SELECT ACCOUNT			
E 101-41400-141	Admin Fees-HSA		\$4.22		HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA		\$8.44		HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA		\$3.80		HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA		\$1.27		HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA		\$1.26		HSA ADMIN FEES
Total SELECT ACCOUNT			\$23.21		

DRAFT
Mountain Lake City Council Meeting
Mountain Lake City Hall
Monday, May 16, 2016
6:00 p.m.

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

Members Absent: None

Staff Present: Wendy Meyer Clerk/Administrator; Maryellen Suhrhoff, Muske, Muske and Suhrhoff.

Others Present: Emily Bentson; Shelley Ryan, Hoff, Barry and Kozar P. A.

Call to Order

Mayor Nelson called the meeting to order at 6:00 p.m.

Closed Meeting, Attorney/Client Privilege

Motion by Kass, seconded by Ysker, to closing the open meeting to discuss pending litigation as per MN Statutes 13D.05 Sub.3b, Kuechle vs. City of Mt. Lake with Shelley Ryan, Attorney; Hoff, Barry, and Kozar, P. A. Motion carried unanimously. Motion by Savage, seconded by Ysker, to close the closed meeting and open the open meeting at 7:14 PM. Motion carried unanimously.

Agenda and Consent Agenda

Motion by Kass, seconded by Kruser, to remove 2i. Resolution #13-16, from the consent agenda. Motion carried unanimously. Motion by Kass, seconded by Ysker, to approve the consent agenda as amended and the agenda as presented. Motion carried unanimously.

Check #'s 9918739 – 9918804, 434E & 435E

Payroll Checks # 62448 - 62478

May 2 & May 5 Council Minutes

April 28 Utility Commission Minutes and April 15 notes

April 14 Police Commission Minutes

April 11 Lake Commission Minutes

April 8 EDA Minutes

April 13 Library Board Minutes, April Library Report and April Expenditures

Request to Close Street for Pow Wow

Resignation of Dennis Siebert effective May 9, Ambulance Service

Fire Contracts (Mt. Lake, Midway, Selma, Lakeside Townships)
Ambulance Contracts (Mt. Lake, Delton, Carson, Midway, Selma, Lakeside
Townships)

Public

No one present addressed the council during this portion of the meeting.

2015 Audit, Dennis Oberloh, Dennis Oberloh Ltd.

The Auditor's Report, Financial Analysis, and Findings sections were reviewed. Additional attention was given to the general fund and utility funds balances. The city and utility are in good financial shape. Motion by Ysker, seconded by Savage, to accept the audit. Motion carried unanimously.

2016 Electric Rate Increase - Utilities

A sample bill (700 kwh electricity, 4000 gallons water, and sewer) for the second half of 2016, and 2017-2019 was reviewed. Transmission costs, solar installations, and the reasons for the base rate increase were discussed. Emily Bentson asked questions and offered suggestions about electric rates, the Utilities' Conservation Improvement Plan (CIP) program and communications with customers. Resolution #12-16 was reviewed. The Utility Commission is recommending that the discount for primary metering be removed. The rate change will take effective for energy used after July 1. Motion by Savage, seconded by Kass, to adopt Resolution #12-16 with the discount for primary metering removed. Motion carried unanimously.

Second Reading - Ordinance #2-16, Amending Section 9.11 Residential District regarding Residential Front Yard Encroachments

The ordinance was briefly reviewed. No action taken.

Final Reading - Ordinance #3-16, Amending Ch. 4, Section 4-07, Subdivision 17, Foundations, Exterior Walls and Roofs

The ordinance was briefly reviewed. Motion by Kass, seconded by Kruser, to adopt Ordinance #3-16 as presented. Motion carried unanimously

Final Reading - Ordinance #4-16, Ch. 8, Section 8.03, Subdivision 3, #7, Public Nuisances Affecting Health

The ordinance was briefly reviewed. Motion by Ysker, seconded by Savage, to adopt Ordinance #4-16 as presented. Motion carried unanimously.

Final Reading - Ordinance #5-16, Ch. 8, Section 8.17, Subdivision 1, Cutting and Removal of Grass, etc.

The ordinance was briefly reviewed. Motion by Kruser, seconded by Kass, to adopt Ordinance #5-16 as presented. Motion carried unanimously.

**Second Reading – Ordinance #6-16, Ch. 9, Section 9.34, Subdivision 1, #5,
Telecommunication Towers**

The ordinance was briefly reviewed. No action taken.

Capital Improvement Plan (CIP) Meeting Date

The meeting was scheduled for 3PM Thursday, June 16. Each department head will have 15 minutes to present their department's equipment and other capital needs to the council.

Viewing of Sewer Main Video Recording

A recording of the Third Avenue sewer main from Seventh to Eighth Street was viewed by the council. The recording was made on May 11, 2016 the day following heavy rainfall in the city. The majority of the private lines have clean water entering the main. These lines were televised/inspected in 2015 and will need to be replaced by October 1, 2016.

May 7, 2016 City-Wide Clean-up

Hometown Sanitation collected 43.47 tons of refuse; Cottonwood County collected 20 mattresses or box springs for recycling.

Cottonwood County Landfill Rules and Regulations

The information provided by the landfill was briefly discussed.

Closed Meeting, Attorney/Client Privilege

Motion by Kruser, seconded by Kass, to closing the open meeting at 8:37 PM to discuss pending litigation, as per Mn Statute 13D.05 Subd3b, Kenneth and Rachel Yoder vs. City of Mt. Lake with Maryellen Suhrhoff, City Attorney. Motion carried unanimously. Motion by Ysker, seconded by Kass, to close the closed meeting and open the open meeting at 9 PM. Motion carried unanimously.

Adjourn

Motion by Kass, seconded by Kruser, to adjourn at 9:01 PM.

ATTEST

Wendy Meyer, Clerk/Administrator

**Regular Meeting Minutes
Mt. Lake Utilities Commission
Thursday, May 12, 2016
7 AM**

Members Present: John Carrison, Mike Johnson, Todd Johnson, Mark Langland, Brett Lohrenz; David Savage, Council Liaison

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator; Lynda Cowell, Utilities Office Manager; Ron Melson, Electric Supt.; Patrick Oja, Lineman; Kevin Krahn, Water and Wastewater Supt.; David Watkins, Water and Wastewater Worker

Others Present: Caitlyn Johnson

Call to Order

The meeting was called to order at 7 AM.

Approval of Minutes and Bills

Motion by M. Johnson, seconded by Carrison, to approve the April 28 meeting minutes and Check Numbers 16179 – 16226 with the exception of voided Check Numbers 16193 and 16232. Motion carried unanimously.

Electric Dept. – Rate Study

Missouri River Energy Services, the author of the study, included a discount for primary metering, meters located in front of the transformer. The Utility has four primary metered accounts. Motion by Langland, seconded by M. Johnson, to recommend to the council that the primary metering discount be removed from Resolution #12-16, which increases electric rates for the remainder of 2016. Motion carried unanimously. A hypothetical customer utility bill was also reviewed and discussed.

Sub-Station and Reciprocal Internal Combustion Engine (RICE) Compliance Update

Melson reported that there has been good interest in the sub-station project from transformer and equipment manufacturers. The two engines being brought into RICE compliance were preliminarily tested and found to have high back pressure. Fairbanks-Morse, the contractor, has been notified that it needs to correct the problem before the required RICE compliance tests on May 30 and June 1.

Water/Wastewater Dept.

A video of the Third Avenue sewer main from Seventh to Eight Street taken by the utility's sewer camera on Wed. May 11 was viewed. Continuously running clean water was seen entering the main from private lines. The private lines were inspected by camera in 2015; most need to be replaced. Property owner have been notified that the poor quality lines must be replaced in 2016. Ritter and Ritter, Inc. will be returning to Mt. Lake to inspect private sewer lines on the east end of Third Avenue from Twelfth to Fifteen Street May 17, 18, and 19.

Certify Unpaid Utility Bill to Property Taxes for Collection

Motion by Lohrenz, seconded by M Johnson, to recommend to the city council that the unpaid bill of Account 9580-00-0 in the amount of \$631.25 be certified for collection with the property taxes. Motion carried unanimously.

Kuechle Underground, Inc. vs. City of Mt. Lake

Shelley Ryan of Hoff, Barry and Kozar will be meeting with the city council May 16 to prepare for court ordered mediation June 28.

Adjourn

The meeting was adjourned at 7:43 AM.

Approved May 26, 2016.

ATTEST:

Wendy Meyer, Clerk/Administrator

**Resolution #14-16
City of Mountain Lake, Minnesota
Appointing Election Judges**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN LAKE, MINNESOTA that pursuant to MN Statute 204B.21 the following individuals are hereby appointed as election judges for the primary and general elections to be held on August 9 and November 8, 2016.

Karen Bargaen
Lynda Cowell
Barbara Crawford
Dawn Fast
Vern Goehring
Nathan Harder
Heidi Jahnke
Mary Jefferson
Bertha Klassen
Loyal Klassen
Lois Korn
Linda Letellier
Jerry Logue
Pam Logue
Wendy Meyer
Jill Pankratz
Pam Radtke
Miranda Stoesz
Grace Telles
Eileen Thiessen
Mony Vetsouvanh
Jean Haberman
Marcia Fast

Adopted this 6th day of June 2016.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Administrator/Clerk

City of Mountain Lake, MN

Ordinance #2-16

**An Ordinance Amending Section 9.11 Residential District of the City Code
regarding Residential Front Yard Encroachments**

A new Subdivision 9 is thereby added to Section 9.11 to read as follows:

Subdivision 9 Encroachments

An unenclosed landing, patio, deck, porch, open steps or similar structure is allowed in the front yard setback of the residential district provided: the floor of the structure is no higher than the entrance floor of the building; any open railing is no higher than 3 feet, 6 inches; any overhang cannot extend more than 3 feet from the building and cannot be supported by any means other than bracing; is 64 square feet or less in size; and projects no more than 8 feet into the required front yard setback.

Adopted by the City Council this 6th day of June 2016.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Advocate _____, 2016.

CITY OF MOUNTAIN LAKE, MN

ORDINANCE #6-16

AN ORDINANCE AMENDING
MOUNTAIN LAKE CITY CODE

CHAPTER 9 Construction Land Use Regulation
SECTION 9.34 Telecommunication Towers and Antennae
SUBDIVISION 1 Definitions; #5 Telecommunication Tower

Be it ordained by the City Council of the City of Mountain Lake that #5, Subdivision 1 of Section 9.34 be amended to read as follows:

Language to be removed is underlined.

SECTION 9.43 TELECOMMUNICATION TOWERS AND ANTENNAE

SUBDIVISION 1 Definitions, #5 Telecommunication Tower:

Any ground or roof mounted pole, spire, self-supporting lattice, guyed or monopole structure, or combination thereof taller than 15', including support lines, cables, wires, braces, and masts, intended primarily for the purpose of mounting an antenna, meteorological device, or similar apparatus above grade. The term tower shall not include amateur radio operators' equipment, as licensed by the Federal Communications Commission (FCC).

Adopted by the Mountain Lake City Council this 6th day of June 2016.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Butterfield Advocate _____, 2016.

Wendy Meyer

From: Mike Thielen <mthielen@utilsplus.com>
Sent: Wednesday, June 01, 2016 5:38 PM
To: Wendy Meyer
Cc: Mountain Lake Electric Utilities; amartin@utilsplus.com; kkennedy@utilsplus.com
Subject: Award of contracts

Wendy

We recommend the award of the following bid items:

Bid Item 1, 10/14 MVA Transformer
Engineer's estimate \$ 480,000.00
Low evaluated bidder OTC services
Bid amount \$410,843.00
Sales tax \$28,245.46
Operating cost (losses) \$284,700.00
Total cost \$723,788.46
Delivery time 168 days

Bid Item 2 5KV switchgear
Engineers estimate \$400,000.00
Low evaluated bid States electric
Bid amount \$304,060.00
Alt A \$27,787.00
Alt B \$2,137.50
Total Cost \$333,984.50
Delivery 150 days or 12/1/16

Bid Item 3 Circuit switcher
Engineer's estimate \$75,000.00
Bidder Ahlstrom Grid LLC
Bid Amount \$29,850.00
Sales Tax \$2,052.19
Total cost \$31,902.19
Delivery 112-140 days
Only one bidder

Bid Item 4 600 amp switch
Engineer's estimate \$15,000.00
Bidder Royal switchgear
Bid amount \$7,150.00
Sales tax \$491.56
Total cost \$7,641.56
Only one bidder

Bid tabulation for switchgear and transformer to follow in a separate email

Mike Thielen P.E.
Senior Electrical Engineer

Transformer Bid Evaluation
 Mountain Lake Municipal Utilities
 Project No. N16044
 Prepared by Utilities Plus Energy services Inc.

Manufacturer/ Evaluated Cost	Bid Amount	No Load Loss		Load Loss	Extended Warranty	Payment Schedule	Sales Tax	Delivery Time	Bid Security	Addenda Acknowledged	Remarks
		7.93KW \$101,504	51.63KW \$263,313								
ABB \$1,037,707.34	\$629,605	7.93KW \$101,504	51.63KW \$263,313	YES	As Spec	\$43,285.34	168 days 22 weeks	YES	2	No exceptions	
OTC Services \$723,788.46	\$410,843	7.5KW \$110,080	37KW \$206,550	66 Month	10% Order Placement	\$28,245.46	168 Days	YES	2	66 Month in and out Warranty per Joe Farity	
Virginia Transformer \$961,790.35	\$411,241	7KW \$89,600	47KW \$239,700	EXC \$24,674 .46	As Spec	\$28,272.82	154 days	YES	2	Sweep Frequency at site. No 5 Year Warranty or Crane Service.	
Delta Star \$961,790.35	\$548,136	7.1KW \$90,880	55.9KW \$285,090	YES	60 Days of Delivery	\$37,684.35	224- 252 days	YES	2	Payment within 60 Days of delivery	
Weg Transformer Company \$791,378	\$447,875	8.6KW \$110,080	40.5KW \$206,550	1 Year \$26,873	100% Delivery	\$28,875	27-29 Weeks	YES	2	IN and Out warrantee for first year only. 6 % for in and out costs	
SPX \$939,747.66	\$531,675.00	9.4KW \$120,320	43KW \$219,300	Exc	As Spec	\$36,552.66	26-30 Weeks	YES	2	6% Extended Coverage	

Transformer Bid Evaluation
 Mountain Lake Municipal Utilities

Project No. N16044

Prepared by Utilities Plus Energy services Inc.

Shihlan Electric	\$546,572.64	10.5KW \$134,400	52.5KW \$267,760	Yes	As Spec	\$35,159.64	221 days	YES	Terms WESCO terms and conditions. No Exceptions to Bid per Shihlan Quote
\$983,881.64									

Notes:

*Sales tax included in original bid amount. (6.875%) Tax amount deducted from bid amount and shown in tax column.

No load loss evaluated at \$12800.00 per KW per specification

Load loss evaluated at \$5100.00 per KW per specification

Extended warrantee specified for 5 years to include in and out costs and transportation

Payment schedule 90 percent payment upon arrival of equipment on pad, the remainder to be paid upon dress out and assembly of transformer, receipt of instruction manuals and drawings

Switchgear Bid Evaluation
 Mountain Lake Municipal Utilities
 Project No. N16044
 Prepared by Utilities Plus Energy services Inc.

Manufacturer/ Evaluated Cost	Bid Amount	Sales Tax	Alternate A	Sales Tax	Alternate B	Sales Tax	Delivery Time	Bid Security	Addenda Acknowledged	Remarks
Meyers Power Products \$415,466	\$373,453.00	\$24,023	\$33,356	\$2,140	\$8657	\$557	210 Days	YES	2	Schmieder C.B (No Exceptions)
Primus Marketing \$342,199.85	\$243,030	\$16,708.31	\$37,696	\$2,591	\$39,461	\$2712.94	154 Days	YES	2	ABB
Border States \$460,206.49	\$427,960.76	\$27,549.64	\$22,764.14	\$1,464.36	\$9,339.61	\$660.79	26 Weeks	YES	1	Exceptions to Payment Terms
States Manufacturing \$333,984.50	\$304,060.00	\$19,560	27,787.00	1,787.00	\$2,000	\$137.50	150 Days 12/1/16	YES	2	(Alternate B \$2000 per email 6/1/16)
Crown Technical Sys. \$418,374.86	\$363,553.24	\$24,994.29	\$19,169.80	\$1,317.92	\$8738.82	\$600.79	182 Days 26 Weeks	YES	2	No Delivery to Pad, Exception to Payment Terms. Eaton
Harold K Scholz \$335,000.00	\$319,000.00	\$20,520.47	\$13,500	\$868.42	\$2500	\$160.82	110 days - 150 days	YES	2	Exceptions - No Low Frequency Hi Pot Test (60 HZ HI Potential or DC HI Potential Test

Switchgear Bid Evaluation
 Mountain Lake Municipal Utilities
 Project No. N16044

Prepared by Utilities Plus Energy services Inc.

Wesco Eaton	329,186.76	21,175.76	NO BID	-	NO BID	-	112 days	YES	2	Days after approval drawings FOB factory Instead of Pad (No Delivery to pad and different payment conditions)
Wesco Eaton Alternate	341,667.62	21,978.62	NO BID	-	NO BID	-	112 days	YES	2	FOB factory Instead of Pad (No Delivery to pad and different payment conditions)
Switchgear Power Systems	362,723.06	\$23,333.06	NO BID	-	NO BID	-	126 days	YES	2	FOB factory Instead of Pad (No Delivery to pad and different payment conditions)

Notes:

*Sales tax included in original bid amount. (6.875%) Tax amount deducted from bid amount and shown in tax column.

Payment schedule 90 percent payment upon arrival of equipment on pad, the remainder to be paid upon dress out and assembly of transformer, receipt of instruction manuals and drawings

Wendy Meyer

Subject: FW: Mt. Lake RICE bid

From: Bob Palmquist [mailto:repalmquist@comcast.net]
Sent: Thursday, June 02, 2016 12:30 PM
To: Wendy Meyer
Cc: Thielen, Mike; Vogen, Noel; Kennedy, Kip
Subject: Re: Mt. Lake RICE bid

Wendy,

As you know, emissions controls have been installed on the two Caterpillar engines at the Mountain Lake Municipal Power Plant. These have been installed to meet requirements by the EPA to reduce diesel engine electrical generating units emissions of CO by 70%, or to 23 ppm.

For each Caterpillar the installation consists of installing a diesel oxidation catalyst (DOC) in the exhaust pipe, in line with the existing exhaust silencer. Fairbanks-Morse installed these, and they agreed that the total back pressure would not exceed Caterpillar's recommendation, which is a maximum of 27". The back pressure has been measured at 30", with the new DOC's, so we have asked them to reduce this to at least 26.5", to provide some lee-way for a dirty DOC. They say they will make this change, but it has not yet been done. It has delayed the date of emissions tests for the Caterpillar engines.

For the remaining three Fairbanks-Morse engines the work will consist of removing the existing exhaust silencer, for each engine, and replacing it with a new exhaust silencer, which will include a catalyst element to reduce the emissions to the EPA requirements. Last December, Fairbanks-Morse provided an unsolicited price of \$313,000 for this work. We will send an Advertisement for Bids to Fairbanks-Morse, Midstates Erectors, and Ziegler, who are the three Contractors Mountain Lake received bids from for the Caterpillar engines, as well as to Farabee Mechanical, which is a firm that has done many of this type of job.

The bid opening at 2 pm on July 12 sounds good. I will be there for the bid opening, with bid tabulations, to record the bids.

Bob Palmquist



Drawer C
Mountain Lake, Minnesota 56159
(507) 427-2999 • Fax (507) 427-3327

May 23, 2016

Ms. Becky Sabie
MN Public Facilities Authority
1st National Bank Building
Suite E200
332 Minnesota Street
St. Paul, MN 55101-1351

RE: Placement on 2017 Intended Use Plan – Clean Water Revolving Loan Fund
2017-2019 Wastewater Treatment Facility Improvements
City of Mountain Lake, Minnesota

Dear Ms. Sabie:

Please consider this letter as the formal request from the City of Mountain Lake to be placed on the 2017 Intended Use Plan for the Clean Water Revolving Loan Fund (CWRP). The proposed project in this request is to construct enhancements to the wastewater treatment facility.

The following information is provided for placement on the IUP list.

Project Name
2017-2019 Wastewater Treatment Facility Improvements

Project Description
The project is located in the City of Mountain Lake. The improvements include the planning, design and construction of enhancements to the wastewater treatment facility.

Current Project Cost Estimate:	\$11,220,000
• New Wastewater Treatment Facility	\$11,220,000
• Other Improvements	\$0

Requested Loan Amount: **\$11,220,000**

Status of Other Funding Sources:

No other funding source has been identified at this time.

Project Components for Efficiency and Stormwater Mitigation:

The project is anticipated to have minimal components believed to meet the eligibility requirements for water efficiency, energy efficiency or storm water mitigation.

Project Schedule:

The City anticipates the following schedule to complete the improvements:

- | | |
|---|----------------------------|
| 1. Project Design | August, 2016 – March, 2017 |
| 2. Plan & Specifications to MPCA for Review | March, 2017 – May, 2017 |
| 3. Bid Advertising | June, 2017 – July, 2017 |
| 4. Bid Opening | July, 2017 |
| 5. Construction Start | July, 2017 |
| 6. Construction End | September, 2019 |

Should you have any questions, please feel free to contact our office at 507-427-2999, ext. 1 or our consulting engineer, Andrew R. Kehren P.E., Bolton & Menk, Inc., at 507-794-5541.

Thank you for your consideration of this funding request.

Sincerely,

CITY OF MOUNTAIN LAKE



Wendy Meyer
City Administrator

cc: Andrew R. Kehren P.E., Bolton & Menk, Inc.

RESOLUTION #15-16

CITY OF MOUNTAIN LAKE, MINNESOTA

A Resolution Adopting the Supplemental Information to the Preliminary Engineering Report and Facility Plan, Selecting Alternative #4 of said Plan as the City's Preferred Alternative and Directing Submittal of Plan to the MN Pollution Control Agency.

WHEREAS, The Council of the City of Mountain Lake recognizes the need to rehabilitate and upgrade the aged and deficient Wastewater Treatment Facility to achieve compliance with NPDES/SDS permit limits, and

WHEREAS, Bolton & Menk, Inc. has been retained as Consulting Engineers to prepare a Supplemental Information Report to the 2010-2013 Preliminary Engineering Report/Facility Plan for the purpose of submitting such updated plan to the Minnesota Pollution Control Agency, and

NOW THEREFORE, BE IT RESOLVED, By the Common Council in and for the City of Mountain Lake, Minnesota as follows:

1. The Common Council does hereby adopt the Supplemental Information to the Preliminary Engineering Report/Facility Plan, dated January 26, 2016 as presented by Bolton & Menk, Inc. as Consulting Engineers.
2. The Council, after considering the advantages and disadvantages of the four Alternatives found in the Plan, does hereby select Alternative #4 Expand Stabilization Pond Facility Re-Use Existing Two new 12 Acre Primary Ponds with Aeration and Synthetic Liner , as the preferred alternative.
3. That the appropriate City Officials are hereby authorized and directed to submit the City's Supplemental Information to the 2010-2013 Preliminary Engineering Report/Facility Plan to the Minnesota Pollution Control Agency for review and approval.

Said resolution was duly moved by Council Member _____.

Said resolution was duly seconded by Council Member _____ and put to vote.

Voting in favor thereof were Council Members _____,

_____, _____,
and Mayor _____.

Voting against said resolution - _____. Motion carried.

Approved this 6th day of June, 2016

Mike Nelson, Mayor

Attest:

Wendy Meyer, City Administrator

City of Mountain Lake, Minnesota
Data Practices Policy for Data Subjects

Reviewed and Adopted June 6, 2016

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you: the names of City of Mt. Lake employees.

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you: Social Security numbers.

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you: the identity of the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, you must make a *written request*. Make your request for data to the Responsible Authority as found in the Data Practices Contacts on page 6. You may make your request by mail, fax, or email using the data request form on page 8.

If you choose not use to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you *in writing* within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 7.

We also will arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Wendy Meyer, Clerk/Administrator

P. O. Box C

Mt. Lake, MN 56159

507-427-2999 Ext. 1

Fax: 507-427-3325

wmeyer@mountainlakemn.com

Responsible Authority Designees

Police Data

Doug Bristol, Chief

Utility Data

Lynda Cowell

City Data

Dawn Fast

Data Practices Compliance Official

Wendy Meyer, Clerk/Administrator

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.

Paper copies – 25 cents per page

Black and white letter or legal size paper copies cost 25 cents for a one sided copy, or 50 cents for a two-sided copy.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is \$25 per hour

Data Request Form – Data Subjects

Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: inspection is free but we charge for copies when the cost is over \$5.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

We will respond to your request within 10 business days.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

City of Mountain Lake, Minnesota

Data Practices Policy for Members of the Public

Reviewed and Adopted June 6, 2016

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that this government entity keeps, make a written data request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by mail, fax, or email, using the data request form on page 6.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies,

you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5.

We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.)

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Wendy Meyer, Clerk/Administrator
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 1
507-427-3327 Fax
wmeyer@mountainlakemn.com

Responsible Authority Designees

Police Data

Doug Bristol, Chief

Utility Data

Lynda Cowell

City Data

Dawn Fast

Data Practices Compliance Official

Wendy Meyer, Clerk/Administrator

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.

Paper Copies – 25 cents per page

Black and white letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$25 per hour.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: inspection is free but we *charge for copies when the cost is over \$5.00.*

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

Policy for Ensuring the Security of Not-Public-Data

Legal Requirement

The adoption of this policy by the City of Mt. Lake "The City" satisfies the requirement in Minnesota Statutes, section 13.05, Subd. 5, to establish procedures insuring appropriate access to not-public-data. By incorporating employee access to not-public-data in the City's Data Inventory (required by Minnesota Statutes, section 13.0225, Subd. 1), in the individual employee's position description, or both, the City's policy limits access to not-public-data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City of Mt. Lake's Data Practices Compliance Official (DPCO):

Wendy Meyer, Clerk/Administrator

wmeyer@mountainlakemn.com

507-427-2999 Ext. 1

Fax: 507-427-3327

P. O. Box C

930 Third Ave.

Mt. Lake, MN 56159

Procedures implementing this policy

Data Inventory

Under the requirement in Minnesota Statutes, section 13.025, Subd 1, the City has prepared a Data Inventory which identifies and describes all not-public-data on individuals maintain by the City. To comply with the requirements in section 13.05, Subd. 5, the City has also included in its Data Inventory employees who have access to not-public-data.

In the event of a temporary assignment an employee may access certain not-public-data when necessary.

In addition to the employees listed in the City's Data Inventory, the Responsible Authority/Data Practices Compliance Official and City Attorney may have access to all not-public-data

maintained by the City if necessary for specified duties. Any access to not-public-data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provision identifying any not-public-data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not-public-data in specific circumstances. Not-public-data may be shared with another entity if a federal or state law allows or mandates it. Individual will have noticed of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not-public-data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not-public-data are not access without a work assignment

When a work task is assigned to an employee that requires access to not-public-data the Clerk/Administrator or Department Head will inform the employee which data are not public and that the data may not be disclosed to anyone else including other city employees.

When not-public-data must be provided to county or state employees or to appointed or elected officials of the City, County or State, the Clerk/Administrator or Department Head shall inform the appointed or elected official which data are not public and that the data may not be disclosed to anyone else.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limit access to shared network drives, and implement password protections for not public electric data
- Password protecting employee computers and locking computers before leaving work stations
- Securing not-public-data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Notice of a Breach

If the City becomes aware of an unauthorized acquisition of not public data, City Staff shall take the following actions:

1. Send a Notice to the individual who is the subject of the data and whose private or confidential data was, or is reasonably believed to have been, acquired by an unauthorized person.
2. The Notice shall be in substantial form as the attached form and sent via First Class mail or e-mail.
3. The City shall conduct an investigation into any breach in the security of data.
4. After finishing the investigation, the City shall have a report prepared on the facts and results of the investigation. This report shall be made available to the subject of the data by U. S. mail or e-mail.
5. In compliance with MN Statutes Section 13.055 Subd. 2(b), the report must include at minimum;
 - a. A description of the type of data that were accessed or acquired;
 - b. The number of individuals whose data was improperly accessed or acquired;
 - c. If an employee has been disciplined for the improper access and there has been a final disposition of that discipline as defined in MN Statutes Section 13.43, the name of the employee responsible for the unauthorized access or acquisition and the final disposition of discipline.
 - d. If a contractor or agent of the government entity is responsible for the unauthorized access, whether the City has changed how it does business with that contractor.

Annual Security Assessment

The City of Mt. Lake staff shall annually conduct a security assessment of any personal information maintained by the City.

Penalty for Violation of this Policy

Violation of this policy by a City of Mt. Lake employee is just cause for suspension without pay or termination. Minnesota Statute Section 13.09 provides that anyone who willfully violates this policy or applicable Minnesota Statutes or whose conduct constitutes the knowing unauthorized acquisition of not public data, is guilty of a misdemeanor.

NOTICE TO INDIVIDUAL OF BREACH OF SECURITY

February 31, 2015

Joe Kerr
123 Comedy Street
Anytown, MN

Dear Joe Kerr:

On _____, 20___, the City of Mt. Lake learned that _____ data (about you) held by the City of Mt. Lake may have been accessed by an unauthorized person. The City of Mt. Lake is conducting an investigation to determine exactly what private or confidential data about you may have been accessed and how such data was used.

The name of the investigator is Buck Thorn and he may contact you as part of the investigation. Please forward to me a telephone number or e-mail address which our investigator can use to contact you.

A report of this investigation will be prepared and we will notify you when it is completed along with instructions outlining how you may obtain the report.

We apologize for this breach in security and we are working to restore the security of your data.

Very truly yours,

Rose Toes,
Mt. Lake Clerk/Administrator

City of Mt. Lake
Data Inventory
June 6, 2016

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Attorney Data	Dated related to attorney work product or data protected by attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments
Building Permit Applications	Data received from individuals during the process of applying for building permits	Public Non-Public	MS 13.37	City Hall staff on an as needed basis as part of specific work assignments
Security features of building plans	Security features of building plans, specifications and drawings	Non-Public	MS 13.64 Subd. 2(a)	Building Inspector and City Hall staff as needed basis as part of specific work assignments
Security Information	Data that would jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Social Security Numbers	Social Security Numbers assigned to individuals	Private	MS 13.355	Financial staff on an as needed basis as part of specific work assignments
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	MS 13.43 179A.03 Subd. 4	Certain employees on an as needed basis as part of specific work assignments
Benefits Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments

City of Mt. Lake
Data Inventory
June 6, 2016

Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of the city.	Private	MS 13.43, Subd. 17	Certain employees on an as needed basis as part of specific work assignments
City services transactions data	Credit card, charge card, debit card and other electronic transactions	Private	MS 16A.626	Certain employees on an as needed basis as part of specific work assignments
Responses to Request for Proposals (FFPs) and Requests for Bids	Trade secret data in response to Request for Proposal (RFP) and Requests for Bids	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Utility Services	Utility account applications and billings	Private	MS 13.03	Utility staff on an as needed basis as part of specific work assignments
Law Enforcement Data	Arrest data, calls for service	Public Private Confidential	MS 13.82	Police Dept. staff on an as needed basis as part of specific work assignments
Ambulance Data	Calls for service; medical data	Public Private Confidential	MS 13.82	Ambulance and City Hall staff on an as needed basis as part of specific work assignments
Fire Dept. Data	Calls for service	Public Private Confidential	MS 13.82	Fire and City Hall staff on an as needed basis as part of specific work assignments
Real Property Complaints	The identities of persons who register complaints with the city concerning violations of state laws/local ordinances	Private	MS 13.44	Certain employees on an as needed basis as part of specific work assignments
Economic Development	Trade Secrets, Loan Applications, Status of Loan Documents	Public Private Confidential	MS 13.44	EDA and City Financial staff on an as needed basis as part of specific work assignments

City of Mt. Lake
Data Inventory
June 6, 2016

Library Data	Card Applications, Data that links patron to Specific Subject	Public Private	MS 13.44	Library staff on an as needed basis as part of specific work assignments
Sealed Bids	Sealed bids, including the number of bids received, until the solicitation due date. Then, the names and dollar amounts become public while all other data are private until the completion of the selection process	Private/Public	MS 13.37 MS13.591	Certain employees on an as needed basis as part of specific work assignments
Requests for Proposals	All data are private until the end of the submission deadline, then the names become public. All other data remain private until the completion of the evaluation process.	Private/Public	MS 13.591	Certain employees on an as needed basis as part of specific work assignments

2015

	Budget	Actual	Gain/Loss	
Street Dept				Net 2015
<u>Revenue</u>				
	\$7,500.00	\$37,593.46	\$30,093.46	
<u>Expense</u>				
	\$226,727.29	\$191,339.09	\$35,388.20	
transferred to savings-state money			-\$30,859.00	\$34,622.66
Parks Department				
<u>Expense</u>				
	\$57,555.90	\$58,073.29	(\$517.39)	(\$517.39)
Cemetery Department				
<u>Revenue</u>				
	\$21,000.00	\$18,000.00	(\$3,000.00)	
<u>Expense</u>				
	\$44,391.73	\$42,893.02	\$1,498.71	
			(\$1,501.29)	(\$1,501.29)
Paved Streets				
<u>Expense</u>				
	\$50,000.00	\$43,690.08	\$6,309.92	\$6,309.92
Sidewalks				
<u>Expense</u>				
	\$1,500.00	\$143.40	\$1,356.60	\$1,356.60
Storm Sewer				
<u>Expense</u>				
	\$6,000.00	\$1,757.33	\$4,242.67	\$4,242.67
Street Lighting				
<u>Expense</u>				
	\$38,000.00	\$41,558.79	(\$3,558.79)	(\$3,558.79)
				\$40,954.38
CAMPGROUND				
<u>Revenue</u>				
	\$10,000.00	\$32,365.89	\$22,365.89	
<u>Expense</u>				
	\$10,192.50	\$16,325.23	-\$6,132.73	
			\$16,233.16	\$16,233.16

NET ALL DEPARTMENTS

Net Amount transferred to Street Savings **\$57,187.54**

2015

	Budget	Actual	Gain/Loss	Net 2015
Police Dept				
<u>Revenue</u>	\$33,400.00	\$33,132.46	\$267.54	
<u>Expense</u>	\$346,347.69	\$324,265.36	\$22,082.33	
			\$22,349.87	\$22,349.87 transfer to savings

2016 Ford Explorer -purchase costs

Nelson Auto Center-vehicle purchased	\$27,161.95
Northern Safety-equipment for vehicle	\$2,290.50
Mike's LLC-teardown and setup of equipment	\$2,974.46
Pro-Vision-camera for Explorer	\$2,723.24
Advanced Graphics-vehicle graphics	\$522.00
Northern Safety-equipment for vehicle	\$288.40
Pro-Vision-desk top charger for wireless audio transmitter	\$98.68
Mileage to pickup vehicle and deliver to Mankato	<u>\$112.76</u>
Total Cost	\$36,171.99

RELEVANT LINKS:

Minn. Stat. § 415.11. See "Changing City Council Salaries," *Minnesota Cities*, Sept. 2002.

Minn. Stat. § 415.11, subd. 3.

Minn. Stat. § 43A.17, subd. 10.

Minn. Stat. § 415.10.

See IRS Publication 2014-2015 Special Per Diem Rates. IRS Publication 463—Travel, Entertainment, Gift and Car Expenses. IRS Publication 15—Circular E, Employer's Tax Guide.

Minn. Stat. § 211B.10, subd. 2.

E. Salaries of mayor and councilmembers

The city council in Second Class, Third Class, and Fourth Class cities establishes, by ordinance, the salaries of the mayor and councilmembers in an amount that the council deems "reasonable." Generally, no change in salary shall take effect until after the next succeeding regular city election.

A city council, however, may adopt an ordinance to take effect before the next city election that reduces the salaries of the mayor and councilmembers. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the reduced salary reverts to the salary in effect immediately before the ordinance was adopted.

Salaries may be an annual or monthly sum, or a per-meeting rate. The ordinance should specify whether the per-meeting rate applies only to regular meetings or to both regular and special meetings.

Cities are prohibited from including provisions for vacation or sick leave in the compensation plan for councilmembers. Cities are also prohibited from reducing the salaries of councilmembers because of absences from official duties because of vacation or sickness.

Iron Range cities have special legislative authority to make per-diem payments to councilmembers up to \$25 per day, not to exceed \$250 per year, for absences from the city while on official city business.

Some non-Iron Range cities have sought to pay their councils using per-diem rates. Cities should be careful in this area. A per diem is an expense allowance or an advanced reimbursement for business travel away from home. The IRS has strict guidelines for per-diem pay, including dollar limits above which the per diem must be treated as wages for tax purposes. Cities wishing to establish per-diem rates for councilmembers should consult with their financial advisors or the IRS for further guidance.

An employer must allow a councilmember to take time off from regular employment to attend council meetings. The time off may be without pay, with pay or made up with other hours as agreed to between the employee and the employer. When the councilmember takes time off without pay, the employer must make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office.

49

City of Argyle

Population 639

Mayor \$300/month

Council \$150/month

No pay for special meetings.

\$60.00/day per diem for attending a meeting other than a Council meeting and

\$30.00/½ day per diem for attending a meeting other than a Council meeting

The City of Owatonna (population 26,000) pays the Mayor & Council each a set salary amount and not per meeting/special meeting.

Section 110: Amount of Salaries.

Subd. 1. Council Members The salary of each Council Member of the City of Owatonna, except the President of the Council and Vice President of the Council shall be \$650 per month from and after January 1, 2015.

Subd. 2. President of the Council. The salary of the President of the Council of the City of Owatonna shall be \$800 per month from and after January 1, 2015.

Subd. 3. Vice President of the Council. The salary of the Vice President of the Council of the City of Owatonna shall be \$750 per month from and after January 1, 2015.

Subd. 3 4. Mayor. The salary of the Mayor of the City of Owatonna shall be \$850 per month from and after January 1, 2015.

City of Pine River Pop 941

\$350 a month period

Mayor gets \$400 a month

Nothing for special meetings and they get paid whether they show up for the two meetings we have per month or not

City of International Falls Population: 6424

Mayor gets paid monthly: \$350

Councilor gets paid monthly: \$300

Mayor receives annual contingency of \$700

Councilor receives annual contingency of \$500

Neither of them are paid for meetings, special or otherwise.

Regular city council meetings are the 1st and 3rd Monday of each month.

City of Hancock

Mayor: \$425.00/ year

Councilmember: \$350.00/year

\$50.00 per meeting

Baudette pop. 1100

\$2400 Council

\$3000 Mayor

\$50 for special meetings/committees

Wabasso pop. 694

Mayor \$1600 per year paid quarterly,

Council \$1200 per year

paid quarterly,
Special meetings \$20.00 each and per diem-out of town meetings \$75.00

Eyota pop. 2,040

(a) Mayor: The Mayor shall be paid \$150.00 for each regular meeting attended. Attendance at special meetings will be compensated \$100.00 per meeting. Attendance as a Council Representative to other city board meetings will be compensated the same amount as the appointed board members.

(b) Council Members: Each Council member shall be \$100.00 for each regular meeting attended. Attendance at special meetings will be compensated at \$75.00 per meeting. Attendance as a Council Representative to other city board meetings will be compensated the same amount as the appointed board members.

City of Gilbert, 1799 pop

Mayor \$200/mo. \$2400 annually
Councilor \$150/mo. \$1800 annually

Heron Lake, pop. 700

Mayor - \$2,000 per year
Council members - \$50 per meeting

Littlefork pop. 647

Councilors are paid \$1250 per year and the Mayor is paid \$1500 per year. An additional \$20 for each special meeting or committee meeting attended within the City, \$50 for each out of town meeting.

Elected Officials

Council

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Lakefield	Southwest	1,657	18	\$1,419,117	4	\$1,560.00	\$65 per meeting	NA			X	

Elected Officials

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Appleton	Southwest	2,319	23	\$1,921,881	4	\$2,400.00	\$50				X	
Eagle Lake	Southwest	2,800	14	\$2,594,259	4	\$2,700.00	\$50.00				X	1/1/2010
Le Center	Southwest	2,389	24	\$1,908,475	4	\$2,400.00	\$25.00	N/A			X	
Olivia	Southwest	2,528	46	\$7,787,854	4	\$2,550.00	\$75				X	
✓ Springfield	Southwest	2,096	115	\$2,034,567								
✓ Tracy	Southwest	2,163	16	\$7,640,741	6	\$2,000.00	\$20 PER MTG				X	

Elected Officials

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Blue Earth	Southwest	3,332	39	\$4,002,676								
✓ Jackson	Southwest	3,413	25	\$12,576,913	6	\$3,240.00	\$50	none provided for Council			X	
✓ Sleepy Eye	Southwest	3,521	40	\$3,508,869	5	\$2,400.00					X	

Elected Officials

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Luverne	Southwest	4,745	78	\$19,792,483	4	\$5,000.00	\$35 for less than 4 hour				N	1/1/2014
✓ Pipestone	Southwest	4,324	53	\$5,931,462	4	\$2,880.00	\$20				X	
✓ St. James	Southwest	4,473	50	\$14,507,080	5	\$3,000.00	0	N/A	\$0.00	\$0.00	N	1/1/2014
✓ Windom	Southwest	4,630	77	\$19,799,247	5	\$4,000.00	\$50 in town \$75 out of to				X	

Mayor

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
✓ Lakefield	Southwest	1,657	18	\$1,419,117	1	\$4,000.00	NA	NA			N	1/1/2012

Elected Officials

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Appleton	Southwest	2,319	23	\$1,921,881	1	\$3,000.00	\$50				X	
Eagle Lake	Southwest	2,800	14	\$2,594,259	1	\$3,300.00	\$50.00				X	1/1/2010
Le Center	Southwest	2,389	24	\$1,908,475	1	\$3,600.00	\$25.00	N/A			X	
✓ Olivia	Southwest	2,528	46	\$7,787,854	1	\$3,600.00	\$75				X	
✓ Springfield	Southwest	2,096	115	\$2,034,567								
✓ Tracy	Southwest	2,163	16	\$7,640,741	1	\$2,500.00	\$25 PER MTG				X	

Elected Officials

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Blue Earth	Southwest	3,332	39	\$4,002,676								
✓ Jackson	Southwest	3,413	25	\$12,576,913	1	\$4,920.00	\$50	None provided for Mayor			X	
✓ Sleepy Eye	Southwest	3,521	40	\$3,508,869	1	\$3,000.00					X	

Elected Officials

Print Close

Elected Officials

Organization	Region	Population	Full Time Employees	Total Budget	Number of Elected Officials	Annual Wages	Payment Special Meetings	Health Provider	Annual Cost Single Health	Annual Cost Family Health	Elected Officials Allowed to Participate	Org Contract Date
Luverne	Southwest	4,745	78	\$19,792,483	1	\$5,900.00	\$35 less than 4 Hrs.				N	1/1/2014
Pipestone	Southwest	4,324	53	\$5,931,462	1	\$4,200.00	\$25				X	
✓ St. James	Southwest	4,473	50	\$14,507,080	1	\$4,000.00	0	N/A	\$0.00	\$0.00	N	1/1/2014
✓ Windom	Southwest	4,630	77	\$19,799,247	1	\$4,600.00	\$50 in town \$75 out of town				X	

CITY OF MOUNTAIN LAKE, MINNESOTA

Ordinance #3-12

**An Ordinance Amending Subdivision 1 Section 2.13, Chapter 2
Mountain Lake City Code**

**Salaries of Mayor, Council Members, and Members of Board and
Commissions**


The City Council of the City of Mt. Lake ordains as follows:

Section 2.13, Subdivision 1, is amended to read:

The monthly salary of the Mayor shall be \$290. The monthly salary of each Council Member shall be \$170.

Said amendment shall take effect January 1, 2013.

Passed and approved this 7th day of May 2012.


Dean Janzen, Mayor

ATTEST:


Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Butterfield Advocate on 5-16-12.

Timothy and Johanna Ruby
507-236-5275
647 4th Ave
Mountain Lake, MN 56159

To whom it may concern,

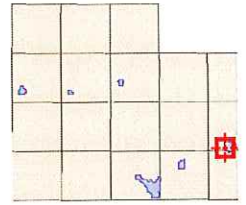
We would like permission to remove the sidewalk in front of our house. There is not a continuing sidewalk on either neighbor's property next to us.

Thank you for the consideration,
Tim and Johanna Ruby

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Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Date created: 6/2/2016

 Developed by
The Schneider Corporation

Ruby
PIN 22.413.0510 - 647 4th Ave

PIN 22.413.0500 - 645 4th Ave.
Council agreed to allow sidewalk
removal

2017 LGA - current law vs the HF848 conference committee report

Cityname	2014 Population	Certified 2016 LGA	2017 LGA Baseline	2017 LGA under HF848-ccr.	Increase in 2017 LGA	Per capita 2017 LGA increase
	(1)	(2)	(3)	(4)	(5=4-3)	(6=5/1)
KASOTA	671	171,766	172,230	178,526	6,296	9.38
KEEWATIN	1,077	382,879	383,472	391,505	8,033	7.46
KENYON	1,828	528,405	529,621	546,099	16,478	9.01
KERKHOVEN	736	222,485	223,051	230,716	7,665	10.41
KIESTER	487	167,592	167,872	171,662	3,790	7.78
LAFAYETTE	486	131,624	131,804	134,232	2,428	5.00
LAKE BENTON	674	227,946	228,431	234,996	6,565	9.74
LAKE PARK	800	256,819	257,310	263,958	6,648	8.31
LAKEFIELD	1,712	656,643	657,311	666,353	9,042	5.28
LAMBERTON	810	306,523	306,750	309,827	3,077	3.80
LANESBORO	755	211,025	211,219	213,850	2,631	3.48
LECENTER	2,506	794,085	795,243	810,923	15,680	6.26
LEROY	938	326,556	327,018	333,268	6,250	6.66
LITTLE FALLS	8,807	2,499,302	2,506,330	2,601,514	95,184	10.81
LITTLEFORK	624	237,466	237,747	241,558	3,811	6.11
LONG PRAIRIE	3,421	951,082	954,698	1,003,669	48,971	14.31
LUVERNE	4,704	1,379,639	1,382,576	1,422,367	39,791	8.46
LYLE	551	182,254	182,589	187,121	4,532	8.23
MABEL	768	261,386	262,018	270,577	8,559	11.14
MADELIA	2,320	926,446	927,493	941,672	14,179	6.11
MADISON	1,500	744,319	744,548	747,656	3,108	2.07
MAHNOMEN	1,208	636,454	636,936	643,476	6,540	5.41
MARBLE	703	244,778	245,189	250,753	5,564	7.91
MCINTOSH	630	223,510	223,947	229,877	5,930	9.41
MENAHGA	1,342	356,723	357,942	374,454	16,512	12.30
MILACA	2,911	781,544	784,036	817,783	33,747	11.59
MINNEOTA	1,378	465,263	466,166	478,403	12,237	8.88
MINNESOTA LAKE	674	164,001	164,681	173,887	9,206	13.66
MONTEVIDEO	5,327	2,031,309	2,036,744	2,110,346	73,602	13.82
MONTGOMERY	2,970	756,605	759,650	800,896	41,246	13.89
MOOSE LAKE	2,796	799,654	802,660	843,372	40,712	14.56
MORA	3,523	888,624	891,807	934,909	43,102	12.23
MORGAN	885	326,968	327,486	334,507	7,021	7.93
MORRIS	5,436	2,283,161	2,285,367	2,315,241	29,874	5.50
MORRISTOWN	999	284,367	285,178	296,174	10,996	11.01
MOUNTAIN LAKE	2,149	872,800	874,016	890,489	16,473	7.67
NASHWAUK	990	383,680	373,780	373,780	0	0.00
NEW LONDON	1,312	314,070	314,888	325,968	11,080	8.45
NEW RICHLAND	1,214	386,750	387,842	402,630	14,788	12.18
NEW YORKMILLS	1,227	382,235	382,847	391,142	8,295	6.76
OLIVIA	2,445	780,615	781,683	796,157	14,474	5.92
ONAMIA	876	266,124	266,673	274,110	7,437	8.49
ORTONVILLE	1,871	738,490	738,883	744,206	5,323	2.85
OSAKIS	1,753	444,187	445,367	461,359	15,992	9.12
PARKERS PRAIRIE	1,016	261,289	261,982	271,370	9,388	9.24
PAYNESVILLE	2,443	722,959	723,840	735,775	11,935	4.89
PELICAN RAPIDS	2,498	959,633	960,494	972,156	11,662	4.67
PENNOCK	515	132,679	133,081	138,526	5,445	10.57
PIERZ	1,378	416,816	417,598	428,189	10,591	7.69
PINE RIVER	942	276,963	277,528	285,190	7,662	8.13

*Certified prior
\$1,216 increase*

*HF848
\$17,689 increase +2%*

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