

**Regular Council Meeting
Mountain Lake City Hall
Monday, July 2, 2018
6:30 p.m.**

AGENDA

1. Meeting Called to Order
 - * Further information on agenda item is attached

2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #21333-21357 (1-3)
 - b. Approval of June 14 Utilities Commission Minutes (4-5)
 - c. Approval of June 25 City Council Minutes (6-9)
 - d. Approval of May 2018 Library Expenditures (10)
 - e. Resignation of Tristian Varpness from the Mountain Lake Fire Department (11)

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

4. Community Center
 - a. Update

5. City Attorney Report
 - a. Final Reading of Ordinance No. 2-18 (12-13)
 - b. Approval of Ordinance No. 2-18

6. City Administrator Report
 - a. Update

7. Adjourn

***Check Detail Register©**

*July 2, 2018
mtg
ck # 21333 to
21357*

June 2018 to July 2018

Check Amt Invoice Comment

10100 United Prairie

Paid Chk# 021333	6/22/2018	ALEX AIR APPARATUS INC.			
E 221-42200-404	Repairs/Maint Machinery/Equip	\$206.00	36948		FIRE DEPT-SERVICE CALL ON BREATHING AIR HOSE
Total ALEX AIR APPARATUS INC.		\$206.00			

Paid Chk# 021334	6/22/2018	COMMUNITY ASSET DEVELOP GROUP			
E 342-47000-300	Professional Svcs	\$12,972.59			1ST HALF 2018 TIF
Total COMMUNITY ASSET DEVELOP GROUP		\$12,972.59			

Paid Chk# 021335	6/22/2018	FARM & HOME PUBLISHERS			
E 221-42200-430	Miscellaneous	\$107.80	629987		WATONWAN COUNTY PLAT BOOKS-FIRE DEPT
Total FARM & HOME PUBLISHERS		\$107.80			

Paid Chk# 021336	6/22/2018	FRONTIER			
E 101-41400-321	Telephone	\$146.84			CITY HALL PHONE-427-2999
E 101-42100-321	Telephone	\$194.04			POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone	\$72.75			STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone	\$70.02			SR CTR PHONE-427-2151
E 205-46500-321	Telephone	\$37.50			EDA PORTION OF DSL & 427-2999
E 101-00000-430	Miscellaneous	\$82.79			UT-PHONE
Total FRONTIER		\$603.94			

Paid Chk# 021337	6/22/2018	GREATAMERICA FINANCIAL SVCS			
E 101-00000-430	Miscellaneous	\$8.43			CHAMBER-MONTHLY COLOR COPY MACHINE LEASE
E 101-41400-200	Office Supplies	\$26.35			OFFICE-MONTHLY COLOR COPY MACHINE LEASE
E 101-42100-200	Office Supplies	\$8.78			PD-MONTHLY COLOR COPY MACHINE LEASE
E 101-00000-430	Miscellaneous	\$91.31			UT-MONTHLY COLOR COPY MACHINE LEASE
E 205-46500-200	Office Supplies	\$5.62			EDA-MONTHLY COLOR COPY MACHINE LEASE
Total GREATAMERICA FINANCIAL SVCS		\$140.49			

Paid Chk# 021338	6/22/2018	INDOFF INCORPORATED			
E 205-46500-570	Office Equip and Furnishings	\$723.33	3109414		ROB & TABITHA-OFFICE CHAIRS
E 101-41400-200	Office Supplies	\$3.09	3111498		CALCULATOR RIBBON
E 101-41400-200	Office Supplies	\$24.25	3117025		POST IT NOTES
E 101-41400-200	Office Supplies	\$413.15	3119218		2500 REGULAR ENVELOPES
Total INDOFF INCORPORATED		\$1,163.82			

Paid Chk# 021339	6/22/2018	JAND DEVELOPMENT			
E 470-49000-300	Professional Svcs	\$10,222.09			1ST HALF 2018 TIF
Total JAND DEVELOPMENT		\$10,222.09			

Paid Chk# 021340	6/22/2018	MINNESOTA ENERGY RESOURCE CORP			
E 101-41400-383	Gas Utilities	\$64.76			CITY HALL GAS-ACCT#0505387558
E 221-42200-383	Gas Utilities	\$34.38			FIRE DEPT PORTION OF FIREHALL GAS-ACCT#0507634940
E 231-42154-383	Gas Utilities	\$16.93			AMB PORTION OF FIREHALL GAS-ACCT#0507634940
E 101-43100-383	Gas Utilities	\$56.27			STREET GARAGE GAS-ACCT#0503270939
E 211-45500-383	Gas Utilities	\$20.52			LIBRARY GAS-ACCT#0502593301
E 101-45186-383	Gas Utilities	\$49.81			COMM CTR GAS-ACCT#0504742031
Total MINNESOTA ENERGY RESOURCE CORP		\$242.67			

Paid Chk# 021341	6/22/2018	MOUNTAIN POWER HYDRAULICS			
E 341-47000-300	Professional Svcs	\$24,632.58			1ST HALF 2018 TIF
Total MOUNTAIN POWER HYDRAULICS		\$24,632.58			

Paid Chk# 021342	6/22/2018	MUNICIPAL UTILITIES			
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***Check Detail Register©**

June 2018 to July 2018

			Check Amt	Invoice	Comment
E 101-41400-380	Elec,Water,Sewer		\$292.94		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$128.43		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$337.99		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$198.94		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$141.07		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$69.48		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$247.59		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$7.84		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$15.23		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer		\$561.87		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$81.76		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380	Elec,Water,Sewer		\$21.38		ELEC AT SKATING RINK
Total MUNICIPAL UTILITIES			\$2,104.52		
Paid Chk# 021343 6/22/2018 PINEBROOK					
E 360-47000-300	Professional Svcs		\$3,508.20		1ST HALF 2018 TIF
Total PINEBROOK			\$3,508.20		
Paid Chk# 021344 6/22/2018 SOUTHWEST REGIONAL DEVELOPMENT					
E 101-41400-308	Training & Instruction		\$18.00		MICHAEL SCHULTE MEETING
Total SOUTHWEST REGIONAL DEVELOPMENT			\$18.00		
Paid Chk# 021345 6/22/2018 STREICHERS					
E 101-42100-430	Miscellaneous		\$92.99	I1318644	PD-SHIRT
Total STREICHERS			\$92.99		
Paid Chk# 021346 6/22/2018 VERIZON					
E 101-42100-321	Telephone		\$9.08		POLICE CELL PHONE
E 231-42154-321	Telephone		\$9.51		AMB CELL PHONE
E 101-42100-321	Telephone		\$35.01		PD TABLET #1
E 101-42100-321	Telephone		\$35.01		PD TABLET #2
E 231-42154-321	Telephone		\$35.01		AMB JET PACK
Total VERIZON			\$123.62		
Paid Chk# 021347 6/25/2018 HAILEY PIDDE					
E 101-42100-430	Miscellaneous		\$20.00		PD-TOBACCO COMPLIANCE
Total HAILEY PIDDE			\$20.00		
Paid Chk# 021348 6/27/2018 AMAZON					
E 211-45500-590	Capital Outlay Books		\$170.79		LIBRARY BOOKS
Total AMAZON			\$170.79		
Paid Chk# 021349 6/27/2018 JOHN YSKER					
E 101-43240-111	Contract		\$250.00		JULY DUMP SALARY
Total JOHN YSKER			\$250.00		
Paid Chk# 021350 6/27/2018 MIKE NELSON					
E 101-41110-430	Miscellaneous		\$64.02		CANDY FOR POW-WOW
Total MIKE NELSON			\$64.02		
Paid Chk# 021351 6/27/2018 MINNESOTA MUTUAL LIFE					
E 101-42100-135	Employer Paid Other		\$1.70		JULY BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$6.80		JULY LIFE INS-POLICE DEPT
E 211-45500-134	Employer Paid Life		\$1.70		JULY LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.06		JULY LIFE INS-ST DEPT
E 101-41400-134	Employer Paid Life		\$3.40		JULY LIFE INS-OFFICE
E 101-45200-134	Employer Paid Life		\$1.02		JULY LIFE INS-PARKS DEPT

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June 2018 to July 2018

			Check Amt	Invoice	Comment
E 101-46200-134	Employer Paid Life		\$1.02		JULY LIFE INS-CEMETERY
E 205-46500-134	Employer Paid Life		\$1.70		JULY LIFE INS-EDA ROB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$25.30		JULY LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$10.90		JULY LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$12.00		JUNE LIFE INS-STEVE PETERS
Total MINNESOTA MUTUAL LIFE			\$68.60		
<hr/>					
Paid Chk# 021352	6/27/2018	MUNICIPAL UTILITIES			
R 101-00000-31000	General Property Taxes		\$11,917.99		SEWER ASSESSMENTS-#22123
Total MUNICIPAL UTILITIES			\$11,917.99		
<hr/>					
Paid Chk# 021353	6/27/2018	MUNICIPAL UTILITIES			
R 101-00000-31000	General Property Taxes		\$3,147.77		PRIVATE LINE SEWER ASSESSMENTS-#22126
Total MUNICIPAL UTILITIES			\$3,147.77		
<hr/>					
Paid Chk# 021354	6/27/2018	MUNICIPAL UTILITIES			
R 101-00000-31000	General Property Taxes		\$540.26		SEWER ASSESSMENTS-22112
Total MUNICIPAL UTILITIES			\$540.26		
<hr/>					
Paid Chk# 021355	6/27/2018	MUNICIPAL UTILITIES			
R 101-00000-31000	General Property Taxes		\$429.14		UNPAID UTILITY BILLS-22018
Total MUNICIPAL UTILITIES			\$429.14		
<hr/>					
Paid Chk# 021356	6/27/2018	MUNICIPAL UTILITIES			
R 101-00000-31000	General Property Taxes		\$0.20		PAY UT
Total MUNICIPAL UTILITIES			\$0.20		
<hr/>					
Paid Chk# 021357	6/27/2018	MUSKE, MUSKE, SURHOFF			
E 101-41400-304	Legal Fees		\$1,400.00		JULY LEGAL FEE RETAINER
Total MUSKE, MUSKE, SURHOFF			\$1,400.00		
10100 United Prairie			\$74,148.08		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$20,960.62
205 ECONOMIC DEVELOPMENT AUTHORITY	\$768.15
211 LIBRARY FUND	\$440.60
221 FIRE DEPT FUND	\$489.25
231 AMBULANCE FUND	\$130.93
341 T.I.F. # 1-6 MT POWER	\$24,632.58
342 T.I.F. #1-4 GOOD SAM	\$12,972.59
360 T.I.F. #1-3 PINEBROOK	\$3,508.20
470 T.I.F. #1 HOSPITAL PROJECT FND	\$10,222.09
607 EDA----4 PLEX FUND	\$7.84
608 EDA----8 PLEX FUND	\$15.23
	\$74,148.08

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Mountain Lake Utilities Commission Meeting

Mountain Lake City Hall

Thursday, June 14, 2018

7 AM

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

Members Absent: Mike Johnson

Staff Present: Michael Schulte, Administrator/Clerk; Lynda Cowell, Utilities Office Manager, Ron Melson, Electric Superintendent; Dave Watkins, Water/Wastewater Superintendent; Taylor Nesmoie, Water/Wastewater Worker

Others Present: None

Call to Order

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

Approval of Minutes and Bills

Motion by Lohrenz, seconded by Carrison, to approve the May 24 Minutes and Check Numbers 18098 – 18148. Motion carried.

Electric Department

Ron Melson, Electric Superintendent, gave an update on the substation. The project is basically finished besides a few small items. Various bills and billing were discussed. Melson would like to give a tour to the members of the substation in the future. An update on an outage on Memorial Day was given and Melson stated how it is important to have personnel near the city to run the engines when the power goes out. Electric personnel were then discussed. Melson recommends hiring two linemen due to workload and pattern of resignations. Other cities and their personnel, timetables for hiring, history of the position, and wages were discussed. Melson will be attending the next council meeting to address the issue.

Water/Wastewater Department

A quote from Emery Nelson, Inc. was discussed. Meters are still an issue and not working properly. About 800 meters have been installed and direction was given to wait on installing the rest due to the technical difficulties. Melson stated he has about \$5000 worth of meters sitting and Watkins stated he has around \$15,000. Some original problems were solved but new problems have come up. Questions were asked if we can return or sell the meters. A month

timetable was discussed for the issues to be fixed or other options will be pursued. A water bill concern was discussed. Direction was given to collect.

Northland Securities

A conference call with Chris Boris from Northland Securities took place. Boris gave some background on the various investment accounts the city and the utilities have. Various options were given on the investment timeframes. Direction was given to the city administrator to place matured amounts back into CDs.

City Administrator

Michael Johnson's resignation letter was presented. Dean Janzen was mentioned to fill the role. The Utilities Commission thanked Michael Johnson for serving. A public hearing will be held for the city's conditional use permit for the wastewater ponds on June 15th.

Adjourn

The meeting was adjourned at 8:14 a.m.

ATTEST:

Michael Schulte, Clerk/Administrator

DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, June 25, 2018
6:30 p.m.

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

Members Absent: Andrew Ysker

City Staff Present: Michael Schulte, Administrator/Clerk; Maryellen Suhrhoff, City Attorney, Ron Melson, Electric Superintendent; David Watkins, Water/Wastewater Superintendent

Others Present: Sara Beavers, Dennis E. Oberloh, Ltd., Doug Regehr, Jay Schied, David Kass, Dainitri Pederson

Call to Order

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

Approval of Agenda and Consent Agenda

Motion by Savage, seconded by Kass, to pull items I-K from Consent Agenda to Personnel under City Administrator, add resignation of Dennis Hulzebos, Maintenance of Community Center and Appoint Dean Janzen to Utilities Commission under Personnel under City Administrator Report, add Resolution #16-18 to the agenda, and strike Street Update. Motion Carried. Motion by Kass, seconded by Kruser to adopt the agenda as amended and approve the consent agenda as presented. Motion carried.

- a. Bills: Check #21250-21332, 546E-551E *(1-9)
- b. Approval of Payroll Checks #63916-63968
- c. Approval of April 30 Planning & Zoning Minutes
- d. Approval of May 11 Economic Development Agency Minutes
- e. Approval of May 24 Utilities Commission Minutes
- f. Approval of June 4 City Council Minutes
- g. Approval of June 11 Lake Commission Minutes
- h. Approval 2018 City Wide Cleanup Statistics
- i. Hire Vincent Voelker, Seasonal Lake Weed Harvester as of June 4th, 2018

Public

Jay Schied had questions about the Pow Wow races and the city's role. Kruser had a question about the 2nd Ave manhole. Direction was given to the city administrator to contact Andy Kehren, city engineer about the manhole and the trail and culverts in Lawcon Park.

Electric Department Personnel

Ron Melson, Electric Superintendent, spoke to the council about the vacant electric lineman position. Melson stated it takes 3-4 months to fill the position because of the advertising and interviewing process. The 2-week internal posting was waived. Due to recent events, increased work load, and not having a second man during the summer for the second summer in the row, Melson recommended hiring two electric linemen. A handout of other city's utilities personnel was given to the council. Journeyman programs, wages, benefits, training, the step plan, the union, and ideal candidate qualifications were discussed. Motion by Savage, seconded by Kass, to approve the resignation of Tristian Varpness and give the Utilities Commission the latitude to hire up to two linemen. Motion carried.

Public Hearing for Variance for Parcel 22.413.0480

Motion by Kruser, seconded by Kass to open the Public Hearing at 7:03p.m. Motion carried. The variance application and the project were discussed among the council. Because of the current garage on the property already and the hardship and costs of building in its current location, the Planning & Zoning Commission took the necessary steps to review the application, maps, and descriptions. The ordinances not allowing an accessory use prior to a dwelling unit were discussed. The Planning & Zoning Commission voted on June 11th to recommend approving the variance from accessory structure standards. No public comments were made. Motion by Kass, seconded by Kruser to close the Public Hearing at 7:08p.m. Motion carried.

Resolution #14-18 to Approve a Variance from Accessory Structure Standards

Motion by Kruser, seconded by Kass, to approve Resolution #14-18. Motion carried.

2017 Audit Presentation

Sara Beavers from Dennis E. Oberloh, Ltd. presented the 2017 audit for the city and utilities of Mountain Lake. Various figures were explained and questions were asked. Motion by Kruser, seconded by Savage to approve the 2017 audit as presented. Motion carried.

Castle Drive Concerns

Kass and members of the public shared their concerns and issues of recent rain and flooding causing standing water issues near and around Castle Drive. A packet of images was presented. Tiling, culverts, surrounding farm land, basements, and water flow were discussed. Direction was given to the city administrator to contact Andy Kehren, City Engineer, to investigate the issues and meet with Castle Drive citizens to learn more. Kass will email images to Kehren.

Tax Abatement Agreement

An updated tax abatement agreement between the city of Mountain Lake and Casey's Retail Company was presented. Motion by Savage, seconded by Kass, to approve the tax abatement agreement contingent upon the real estate transaction closing as agreed upon.

Resolution #15-18 Approving Property Tax Abatements

Motion by Kass, seconded by Kruser, to approve Resolution #15-18 contingent upon the real estate transaction closing as agreed upon.

Second Reading of Ordinance No. __-18

A second reading of Ordinance No. __-18 took place.

City Attorney Report

A letter was sent to a citizen of not using the fire hall for business purposes. No additional communication has taken place.

Mountain Lake Public Library

Motion by Kass, seconded by Kruser, to accept the resignation of Candace James, part-time librarian, and advertise to fill the position.

Utilities Commission

Motion by Savage, seconded by Kass, to accept the resignation of Michael Johnson and appoint Dean Janzen to the Utilities Commission. Motion carried.

Community Center

The vacant maintenance position and the kitchen were discussed. Direction was given to seek the job duties of the maintenance position, figure out how the bids of the floor were directed. The furnace room and the inner rehab were also discussed. Nelson reached out to Curt Fast and asked for a bid to take out the furnace and rehab the room around it. Motion by Kruser, seconded by Savage, to spend up to \$1200 to take out the furnace, rehab the space, buy materials from co-op to be billed to the city and be done by July 31st. Motion carried.

Resolution #16-18

Motion by Kruser, seconded by Kass, to approve Resolution #16-18. Motion carried.

Meetings

An update was given on the conditional use permit public hearing. Due to conflicting schedules and future lack of a quorum it was agreed upon to delay the Capital Improvement Plan meeting

to a date to be determined in July and then move the city council meetings dates to July 2nd and July 16th.

Adjourn

The meeting was adjourned at 8:31 p.m.

ATTEST:

Michael Schulte, Clerk/Administrator

LIBRARY EXPENDITURES - MAY 2018

Bergen, Inc.	Building & Structures (carpet)	\$20,723.00 ✓
Demco	Project Expense	\$439.33 ✓
Demco	Building & Structures (shelving)	\$4,539.00 ✓
✓ Frontier	Telephone Expense	\$74.88
Hall's Handy Heating & Cooling	Building & Structures (new furnace)	\$1,927.00 ✓
✓ Dennis Hulzebos	Repairs & Maint. - Janitorial	\$345.00
Ingram	Books 560.91 / AV 23.63	\$584.54 ✓
✓ MIN Energy Resources	Gas Utilities	\$29.18
PCLS	MN Writes MN Reads 49.00 - misc IT Service Fee 150.00 - automation	\$199.00
✓ Synchrony Bank/Amazon	Books 125.72 / AV 113.06 / Project Expense 135.31	<u>\$374.09</u>

TOTAL \$29,235.02

Frontier	telephone	71.66 ✓
S+S Worldwide Inc	project expense	237.47
Luke Wingert	project expense	250.00
Lynn Stoerking	project expense	250.00

Dear: Mountain Lake Fire Department

I am writing this letter to inform you of my resignation from the fire department I thank you all for the opportunity and wish I could have done more but I have excepted a job in a new town and will be moving. Thanks again!!

Sincerely

A handwritten signature in cursive script, appearing to read "Justin Vaughs", with a long horizontal flourish extending to the right.

SECTION 7.03 SIDEWALK REGULATIONS

Subdivision 1. Snow and Ice on Sidewalks.

1. The owner of any property abutting a public sidewalk shall keep, or cause to be kept, such sidewalks free of snow and ice, and safe for pedestrians.
2. It is the duty of the City to make such inspections as are necessary to determine that such public sidewalks are kept free of snow and ice and safe for pedestrians. If it is found that any sidewalk abutting on private property in said Districts is not free of snow and ice, and is unsafe for public travel, the City shall cause a notice to be served by certified mail, or by personal service, upon the record owner of the property, or the occupants, ordering such owner to have the sidewalk free of snow and ice, and made safe for public travel within 24 hours and stating that if the owner fails to do so, the City will do so, and the expense thereof must be paid by the owner in single installment; and that if unpaid, it will be made a special assessment against the property concerned.
3. If the sidewalk is not so made free of snow and ice within 24 hours after receipt of the notice, the City shall remove any snow or ice therefrom, and make it safe for pedestrians, or order the work done by contract. The City Clerk shall keep record of the total cost of snow and ice removal, attributable to each lot or parcel of property, and report such information to the Council.

ORDINANCE No. 2-18

THE CITY OF MOUNTAIN LAKE, MINNESOTA ORDAINS:

Paragraph 2 of Section 7.03 of the Mountain Lake City Code is amended as follows”

SECTION 7.03 SIDEWALK REGULATIONS

Subdivision 1. Snow and Ice on Sidewalks.

1. The owner ~~owner, lessee or occupant~~ of any property abutting a public sidewalk shall keep, or cause to be kept, such sidewalks free of snow and ice, and safe for pedestrians.
2. It is the duty of the City to make such inspections as are necessary to determine that such public sidewalks are kept free of snow and ice and safe for pedestrians. If it is found that any sidewalk abutting on private property in said Districts is not free of snow and ice, and is unsafe for public travel, the City shall cause a notice to be served by ~~certified mail,~~ by written notice, telephone, personal service or posting the premises

upon the owner, lessee or occupant or any person having the care or control of any such lot or land ordering such person to have the sidewalk free of snow and ice, and made safe for public travel within 24 hours and stating that if such person fails to do so, the City will do so, and the expense thereof must be paid by the owner in single installment; and that if unpaid, it will be made a special assessment against the property concerned.

Passed by the Mountain Lake City Council this _____ Day of _____ 2018.

Mayor

ATTEST:

City Administrator

Motion Carried:

Ayes _____
Nays _____
Abstain _____

Published in the Mountain Lake Observer on _____, 2018.