

**Regular City Council Meeting
Mountain Lake City Hall
Monday, July 20, 2020
6:30 p.m.**

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

AGENDA

1. Meeting Called to Order *Additional information on agenda item is attached or at City Hall
2. Approval of Agenda and Consent Agenda
 - a. Bills: Checks #23843 – 23891, 679E – 681E (1-6)
 - b. Payroll: Checks #65432 – 65466
 - c. Approve June 25 Utilities Commission Minutes (7-9)
 - d. Approve July 6 City Council Minutes (10-13)
 - e. Accept Resignation of Scott Pankratz, Community Center Custodian, effective July 11, 2020 (14)
 - f. Approve to Hire Mark Pankratz, City Hall / Community Center Custodian, effective July 13, 2020
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
4. EDA – Interfund Operating Transfer of Funds
 - a. Discussion – Cash Flow of Funds (15-26)
 - b. Discussion/Action - Resolution #16-20 Authorizing the Interfund Transfer of Funds (27)
5. Tax Forfeited Properties
 - a. Discussion – List of Properties (28-33)
 - b. Discussion/Action – Resolution #17-20 Tax Forfeited Property (34)
6. City Attorney
7. City Administrator
 - a. Discussion/Action – Review & Update City of Mountain Lake COVID-19 Virus Continuity of Operations Plan (35-39)
8. Adjourn

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July 2020

July 20, 2020 mtg
 CK# 23843 - 23891
 679E-681E

Check Amt Invoice Comment

10100 United Prairie

Paid Chk# 023843 7/13/2020 COMMISSIONER OF REVENUE

G 101-21702 State Withholding \$167.66
 Total COMMISSIONER OF REVENUE \$167.66

Paid Chk# 023844 7/13/2020 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding \$251.83
 G 101-21703 FICA Tax Withholding \$1,295.92
 Total INTERNAL REVENUE SERVICE \$1,547.75

Paid Chk# 023845 7/16/2020 AFLAC

G 101-21713 AFLAC \$237.51
 Total AFLAC \$237.51

Paid Chk# 023846 7/16/2020 COMMISSIONER OF REVENUE

G 101-21702 State Withholding \$979.75
 Total COMMISSIONER OF REVENUE \$979.75

Paid Chk# 023847 7/16/2020 FURTHER/SELECT

G 101-21714 HSA \$686.60
 Total FURTHER/SELECT \$686.60

Paid Chk# 023848 7/16/2020 GISLASON & HUNTER

G 101-21712 Garnishments \$413.29
 Total GISLASON & HUNTER \$413.29

Paid Chk# 023849 7/16/2020 INTERNAL REVENUE SERVICE

G 101-21701 Federal Withholding \$2,071.72
 G 101-21703 FICA Tax Withholding \$3,142.60
 Total INTERNAL REVENUE SERVICE \$5,214.32

Paid Chk# 023850 7/16/2020 PERA

G 101-21704 PERA \$5,263.20
 Total PERA \$5,263.20

Paid Chk# 023851 7/16/2020 SW/WC SERVICE COOPERATIVES

G 101-21708 Employee Paid Health Insurance \$2,311.18
 Total SW/WC SERVICE COOPERATIVES \$2,311.18

Paid Chk# 023852 7/16/2020 VALIC

G 101-21705 VALIC \$63.00
 Total VALIC \$63.00

Paid Chk# 023853 7/20/2020 AMERIPRIDE

E 101-43100-215 Shop Supplies \$52.03 2801173893 TOWELS FOR ST DEPT
 E 101-41400-401 Repairs/Maint Buildings \$30.02 2801173893 MATS FOR CITY HALL
 Total AMERIPRIDE \$82.05

Paid Chk# 023854 7/20/2020 ASHELY JENSEN

E 231-42154-308 Training & Instruction \$80.00 6/29/20 NREMT TESTING FEE-AMB
 Total ASHELY JENSEN \$80.00

Paid Chk# 023855 7/20/2020 BOUND TREE MEDICAL

E 231-42154-210 Operating Supplies \$120.49 83680285 AMB---I-GEL
 E 231-42154-210 Operating Supplies \$40.72 83680285 AMB-ELECTRODE
 Total BOUND TREE MEDICAL \$161.21

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July 2020

			Check Amt	Invoice	Comment
Paid Chk#	023856	7/20/2020	CITIZEN PUBLISHING		
E 101-41400-351	Legal Notices Publishing		\$123.20	6/10/20	CUSTODIAN AD
E 101-41400-351	Legal Notices Publishing		\$41.00	6/10/20	ORDINANCE #3-20
E 101-41400-351	Legal Notices Publishing		\$41.00	6/10/20	ORDINANCE #4-20
E 101-41400-351	Legal Notices Publishing		\$123.20	6/17/20	CUSTODIAN AD
E 101-41400-351	Legal Notices Publishing		\$15.00	6/29/20	DIGITAL UPLOAD
	Total CITIZEN PUBLISHING		\$343.40		
Paid Chk#	023857	7/20/2020	COMPUTER LODGE		
E 101-41110-200	Office Supplies		\$15.00	MSP-17804	MAYOR-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 205-46500-200	Office Supplies		\$48.75	MSP-17804	EDA-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-42100-200	Office Supplies		\$48.75	MSP-17804	PD-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-00000-430	Miscellaneous		\$78.75	MSP-17804	UT-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
E 101-41400-200	Office Supplies		\$48.75	MSP-17804	OFFICE-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
	Total COMPUTER LODGE		\$240.00		
Paid Chk#	023858	7/20/2020	COTTONWOOD COUNTY SHERIFF		
E 101-42100-305	Dispatching Fees		\$2,040.75		PD DISPATCHING FEES JAN-JUNE2020
E 231-42154-305	Dispatching Fees		\$261.00		AMB DISPATCHING FEES JAN-JUNE 2020
E 221-42200-305	Dispatching Fees		\$20.25		FD DISPATCHING FEES- JAN -JUNE 2020
	Total COTTONWOOD COUNTY SHERIFF		\$2,322.00		
Paid Chk#	023859	7/20/2020	COUNTRY PRIDE SERVICES		
E 231-42154-212	Motor Fuels		\$106.97		AMBULANCE FUEL
E 221-42200-212	Motor Fuels		\$28.82		FIRE DEPT FUEL
E 101-42100-212	Motor Fuels		\$317.09		PD GAS
E 101-43100-212	Motor Fuels		\$573.69		ST DEPT GAS
E 101-45200-212	Motor Fuels		\$419.34		PARKS GAS
E 101-43100-404	Repairs/Maint Machinery/Equip		\$87.79	223111,22328	ST DEPT-ELBOW,PAINT,TREATED POSTS,BRUSH
E 101-45200-402	Repairs/Maint- Ground		\$131.62	223408,22369	PARKS-PAINT,TRIMMER LINE, WOOD
E 608-46330-401	Repairs/Maint Buildings		\$204.98	223510,22480	EDA-SMOKE ALARM,DEADBOLT,LOCKSET,SCREWS
E 240-46500-401	Repairs/Maint Buildings		\$18.70	223616	SCREWS/BOLTS-JSK BRIDAL BLDG
E 101-45186-400	Janitor-Repairs/Maint		\$32.02	224253,22400	COMM CTR-CLEANERS & KEY
E 101-41400-401	Repairs/Maint Buildings		\$42.62	224387	BALLAST & BULB-POLICE GARAGE
E 101-42100-430	Miscellaneous		\$12.81	224489	PD-9 VOLT BATTERY
E 101-45183-384	Refuse/Garbage Disposal		\$17.38	224622	CAMPGROUND-WALL PLATE,VACUUM BREAKER
E 507-45150-212	Motor Fuels		\$91.74	6/13,6/1,6/24	WEED HARVESTOR FUEL
	Total COUNTRY PRIDE SERVICES		\$2,085.57		
Paid Chk#	023860	7/20/2020	DARON J. FRIESEN		
E 101-43100-404	Repairs/Maint Machinery/Equip		\$359.24	05524-603242	WINDSHIELD #11-2004 INTERNATIONAL INSTALLED BY SAFELITE
	Total DARON J. FRIESEN		\$359.24		
Paid Chk#	023861	7/20/2020	EXPERT T BILLING		
E 231-42154-300	Professional Srvs		\$780.00	7117	JUNE AMB BILLING
	Total EXPERT T BILLING		\$780.00		
Paid Chk#	023862	7/20/2020	HANSEN CONCRETE CO		
E 101-46200-402	Repairs/Maint- Ground		\$122.00	17032	CEMENT FOR LOT NUMBERS IN NEW SECTION
E 101-00000-430	Miscellaneous		\$122.00	17032	CEMENT UT DROP BOX
E 101-00000-430	Miscellaneous		\$244.00	17032	CEMENT-J KARSCHNIK

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July 2020

		Check Amt	Invoice	Comment
Total HANSEN CONCRETE CO		\$488.00		
Paid Chk# 023863	7/20/2020 HOMETOWN SANITATION SERVICE			
E 101-45183-384	Refuse/Garbage Disposal	\$120.00	375918	JULY CAMPGROUND GARBAGE
Total HOMETOWN SANITATION SERVICE		\$120.00		
Paid Chk# 023864	7/20/2020 JANZEN FABRICATION			
E 101-43100-404	Repairs/Maint Machinery/Equip	\$119.74	2896	REPAIR SNOW PLOW BRACE #11
Total JANZEN FABRICATION		\$119.74		
Paid Chk# 023865	7/20/2020 KDOM RADIO			
E 101-00000-430	Miscellaneous	\$30.09		MONTHLY ADV
Total KDOM RADIO		\$30.09		
Paid Chk# 023866	7/20/2020 L & S CONSTRUCTION			
E 101-43121-224	Street Maint Materials	\$7,065.16		CLASS 5 GRAVEL @\$11.95
E 485-46300-434	Project Expense	\$3,532.58		GRAVEL FOR TURN AROUNDIN COMMERCIAL PARK
Total L & S CONSTRUCTION		\$10,597.74		
Paid Chk# 023867	7/20/2020 MACQUEEN EQUIPMENT			
E 101-43100-404	Repairs/Maint Machinery/Equip	\$17.86	P27432	ST DEPT-SHEER PIN ASSEMBLY
Total MACQUEEN EQUIPMENT		\$17.86		
Paid Chk# 023868	7/20/2020 MIDSTATES			
E 101-43100-404	Repairs/Maint Machinery/Equip	\$16.95	220556	TWO CYCLE OIL
Total MIDSTATES		\$16.95		
Paid Chk# 023869	7/20/2020 MUNICIPAL UTILITIES			
E 101-41400-200	Office Supplies	\$195.00		CITY-POSTAGE 3-28-20 TO 7-2-20
E 101-42100-200	Office Supplies	\$12.50		PD-POSTAGE 3-28-20 TO 7-2-20
E 205-46500-200	Office Supplies	\$6.15		EDA-POSTAGE 3-28-20 TO 7-2-20
Total MUNICIPAL UTILITIES		\$213.65		
Paid Chk# 023870	7/20/2020 NICKEL CONSTRUCTION			
E 101-45200-404	Repairs/Maint Machinery/Equip	\$63.20	22314-C	PVC PIPE-LAWCON PARK
Total NICKEL CONSTRUCTION		\$63.20		
Paid Chk# 023871	7/20/2020 NORTHLAND SECURITIES			
E 470-49000-301	Auditing and Acct g Services	\$990.00	6171	TIF #1 ANNUAL TIF REPORT
Total NORTHLAND SECURITIES		\$990.00		
Paid Chk# 023872	7/20/2020 NORTHLAND SECURITIES			
E 450-46300-301	Auditing and Acct g Services	\$990.00	6177	TIF#1-8 ANNUAL TIF REPORTING
Total NORTHLAND SECURITIES		\$990.00		
Paid Chk# 023873	7/20/2020 NORTHLAND SECURITIES			
E 415-46300-301	Auditing and Acct g Services	\$990.00	6176	TIF#1-7 ANNUAL TIF REPORTING
Total NORTHLAND SECURITIES		\$990.00		
Paid Chk# 023874	7/20/2020 NORTHLAND SECURITIES			
E 360-47000-301	Auditing and Acct g Services	\$990.00	6172	TIF#1-3 ANNUAL TIF REPORTING
Total NORTHLAND SECURITIES		\$990.00		
Paid Chk# 023875	7/20/2020 NORTHLAND SECURITIES			
E 342-47000-301	Auditing and Acct g Services	\$990.00	6173	TIF#1-4 ANNUAL TIF REPORTING
Total NORTHLAND SECURITIES		\$990.00		

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			Check Amt	Invoice	Comment
Paid Chk#	023876	7/20/2020	NORTHLAND SECURITIES		
E	303-47000-301	Auditing and Acct g Services	\$990.00	6174	TIF#1-5 ANNAUL TIF REPORTING
	Total	NORTHLAND SECURITIES	\$990.00		
Paid Chk#	023877	7/20/2020	NORTHLAND SECURITIES		
E	341-47000-301	Auditing and Acct g Services	\$990.00	6175	TIF#1-6 ANNUAL TIF REPORTING
	Total	NORTHLAND SECURITIES	\$990.00		
Paid Chk#	023878	7/20/2020	NORTHLAND TRUST SERVICES		
E	608-46330-610	Interest	\$3,878.75		8-PLEX INTEREST
E	607-46330-610	Interest	\$1,110.00		4-PLEX INTEREST
	Total	NORTHLAND TRUST SERVICES	\$4,988.75		
Paid Chk#	023879	7/20/2020	NORTHLAND TRUST SERVICES		
E	385-43160-611	Bond Interest	\$2,055.00		ST LITE INTEREST
E	385-47000-611	Bond Interest	\$37,978.75		COMM PARK INTEREST
E	385-47000-620	Fiscal Agent s Fees	\$495.00		AGENT FEES
	Total	NORTHLAND TRUST SERVICES	\$40,528.75		
Paid Chk#	023880	7/20/2020	NORTHLAND TRUST SERVICES		
E	342-47000-610	Interest	\$15,073.75		LODGE INTEREST
E	342-47000-620	Fiscal Agent s Fees	\$495.00		LODGE AGENT FEES
	Total	NORTHLAND TRUST SERVICES	\$15,568.75		
Paid Chk#	023881	7/20/2020	NORTHLAND TRUST SERVICES		
E	341-47000-611	Bond Interest	\$29,612.50		MT POWER INTEREST
	Total	NORTHLAND TRUST SERVICES	\$29,612.50		
Paid Chk#	023882	7/20/2020	NORTHLAND TRUST SERVICES		
E	332-47000-617	Interest	\$22.20		INTEREST
	Total	NORTHLAND TRUST SERVICES	\$22.20		
Paid Chk#	023883	7/20/2020	NORTHLAND TRUST SERVICES		
E	308-47000-611	Bond Interest	\$2,953.20		INTEREST
E	308-47000-620	Fiscal Agent s Fees	\$247.50		AGENT FEES
	Total	NORTHLAND TRUST SERVICES	\$3,200.70		
Paid Chk#	023884	7/20/2020	NORTHLAND TRUST SERVICES		
E	303-47000-611	Bond Interest	\$21,118.75		POPD KERNS INTEREST
	Total	NORTHLAND TRUST SERVICES	\$21,118.75		
Paid Chk#	023885	7/20/2020	NORTHLAND TRUST SERVICES		
E	303-47000-611	Bond Interest	\$4,895.22		POPD KERNS INT
E	341-47000-611	Bond Interest	\$4,245.94		MT PWR INT
E	361-47000-611	Bond Interest	\$1,161.33		PANKRATZ LAND COMM PARK INT
	Total	NORTHLAND TRUST SERVICES	\$10,302.49		
Paid Chk#	023886	7/20/2020	PETERSON DRUG		
E	221-42200-323	Radio/Pager maintenance	\$5.96	6/15/20	FD-SEND S.PANKRATZ RADIO TO ALPA
E	231-42154-323	Radio/Pager maintenance	\$5.95	6/15/20	AMB-SEND S.PANKRATZ RADIO TO MANKATO
	Total	PETERSON DRUG	\$11.91		
Paid Chk#	023887	7/20/2020	RUNNINGS		
E	101-45200-430	Miscellaneous	\$23.99		JAKE SAFETY CLOTHES
E	101-46200-430	Miscellaneous	\$15.99		JAKE SAFETY CLOTHES
	Total	RUNNINGS	\$39.98		

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July 2020

			Check Amt	Invoice	Comment
Paid Chk# 023888	7/20/2020	SW/WC SERVICE COOPERATIVES			
E 101-42100-131	Employer Paid Health		\$4,153.08		HEALTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health		\$3,193.44		HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health		\$2,874.10		HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$287.89		HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$479.82		HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health		\$511.27		HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,596.72		HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$564.50		HEALTH INS-BRIAN LUNZ
Total SW/WC SERVICE COOPERATIVES			\$13,660.82		
Paid Chk# 023889	7/20/2020	THE DEN LLC			
E 101-41410-200	Office Supplies		\$57.39	3/3/20	FOOD FOR ELECTION
Total THE DEN LLC			\$57.39		
Paid Chk# 023890	7/20/2020	WINDOM AREA HEALTH			
E 231-42154-430	Miscellaneous		\$234.68		NURSE ON AMBULANCE TRANSFER
E 231-42154-430	Miscellaneous		(\$234.68)		void check
Total WINDOM AREA HEALTH			\$0.00		
Paid Chk# 023891	7/20/2020	WINDOM TOWING			
E 101-42100-430	Miscellaneous		\$210.54	480051	TOWING-2020 CONTINENTAL ICR20060128
Total WINDOM TOWING			\$210.54		
10100 United Prairie			\$181,258.49		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$41,556.00
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,651.62
211 LIBRARY FUND	\$479.82
221 FIRE DEPT FUND	\$55.03
231 AMBULANCE FUND	\$1,395.13
240 PROTIENT--DTED LOAN	\$18.70
303 TIF #1-5 POPD KERNS	\$27,003.97
308 2011 BOND REFUND-06 ST PROJ	\$3,200.70
332 2002 STREET IMPROV	\$22.20
341 T.I.F.# 1-6 MT POWER	\$34,848.44
342 T.I.F.#1-4 GOOD SAM	\$16,558.75
360 T.I.F.#1-3 PINEBROOK	\$990.00
361 PANKRATZ LAND-DEBT SERV	\$1,161.33
385 ML COMM PARK-DEBT SERV INFRAST	\$40,528.75
415 TIF#1-7 MILK SPECIALTIES	\$990.00
450 DOWNTOWN-PROJECT TIF #1-8	\$990.00
470 T.I.F.#1 HOSPITAL PROJECT FND	\$990.00
485 ML COMM PARK-INFRASTRUCTURE	\$3,532.58
507 LAKE COMMISSION FUND	\$91.74
607 EDA----4 PLEX FUND	\$1,110.00
608 EDA----8 PLEX FUND	\$4,083.73
Total	\$181,258.49

Paid Chk# 000679E 7/6/2020 UNITED PRAIRIE BANK

G 609-22800	Notes Payable - Current	\$517.77	MASON MANOR-PRINC PAYMENT
E 609-46330-610	Interest	\$772.76	MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK		\$1,290.53	

Paid Chk# 000680E 7/7/2020 STATE OF MINNESOTA

G 101-20802	Sales Tax Payable	\$1,101.00	2ND QUARTER CAMPGROUND TAX
Total STATE OF MINNESOTA		\$1,101.00	

Paid Chk# 000681E 7/20/2020 SELECT/FURTHER

E 101-41400-141	Admin Fees-HSA	\$5.90	JULY HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA	\$11.80	JULY HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA	\$2.95	JULY HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA	\$2.95	JULY HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA	\$5.30	JULY HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA	\$1.78	JULY HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA	\$1.77	JULY HSA ADMIN FEES
Total SELECT/FURTHER		\$32.45	

Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, June 25, 2020
7 AM

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

Members Absent: Randy Sawatzky

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

Others Present: None

Call to Order

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

Approval of Agenda, Minutes, and Bills

Motion by Johnson, seconded by Janzen, to add discussion on late fees and discussion on A/C rebates to the agenda. Motion carried 4 – 0. Motion by Johnson, seconded by Garloff, to approve the agenda, June 11 Minutes, and Bills #019982 - 020009. Motion carried 4 – 0.

Electric Department

The department has been focusing most of its time at the A&W project installing infrastructure on the back side of the lot. The department is waiting on a transformer for the Dollar General project expected to arrive this week.

Water/Wastewater Department

Nesmoe provided an update on the R.O. system. Alarms have been going off stating low pressure in the system. The department's R.O. representative visited the water treatment plant to review whether a cleaning or if new membranes were needed. Nesmoe provided a quote of replacing membranes. Each membrane is \$657 and 66 were quoted. With parts and labor, the cost would be \$49,357 not including taxes, freight, and other costs. The last membranes were replaced about 4 years ago and have a life expectancy of 5 years. The last round of membranes lasted 7 years but Watkins explained that is because the system was at its beginning stages. Nesmoe and Watkins stated the membranes could last another 6 months and they will continue to do testing to ensure proper water quality. Membranes, costs, and other water treatment items were discussed.

Motion by Johnson, seconded by Garloff, to approve to purchase the quote amount of materials and labor as quoted to be ordered when Watkins and Nesmoe determine the best time to order and install. Motion carried 4 – 0.

Nesmoe mentioned that the filter room floor and dehumidifiers will also need addressing sometime in the future. One is new and an older one are both running. The treatment plant originally had 4 but two are performing now but 1-2 new ones may need to be purchased next year.

Nesmoe stated that the roof at the cemetery pump house needs to be replaced. Nesmoe provided a quote for shingles for \$435.78 and a steel roof for \$622.74. Direction was given to install a steel roof.

Credit Card Fees for Utility Bills

As discussed at the last meeting, as city hall was closed since March 18, the Utility has been paying the credit card fees associated with bills paid through GovPay. The change was made to encourage people to pay from home and provide a more convenient option as city hall was closed to the public. Last meeting direction was given to continue to have the Utility pay the fees unless the bill payer comes to city hall to have the payment processed by office staff in which the fee would be added to the user's bill. Staff contacted AllPaid, formerly GovPayNet, and asked if it was possible to switch the system so the utility would pay the fees and not the customers. AllPaid is offering a 60 day period where they will do this but their main business model is to have the customer pay the fee. The administrator has asked other utilities what they use but has only heard back from one other city. Direction was given to review other companies and utilize the best option that staff discover.

Late Fees

Late fees and hanger fees have not been added since March due to COVID-19. The administrator stated that other cities have started to apply late fees in June or will start in July. Bills have been paid in full more than before the pandemic began. 21 hangers were given but all either paid or made proper arrangements. Utilizing credit cards without extra fees may be a factor of more people paying in full. Direction was given not to apply late or hanger fees in the month of July.

Blanket Purchase Order Maximum – SUZLON Wind Turbine

The administrator was contacted by SUZLON to request a maximum blanket order purchase for repairs and maintenance on the wind turbine. As small and large correctives are not included in the new maintenance agreement, each repair and maintenance items will be billed to the utility. A standard amount of \$10,000 was recommended by SUZLON. This would allow SUZLON to make repairs and execute maintenance items in a timely manner versus waiting for approval by

the commission. Repairs, costs, and maintenance items were discussed. Motion by Janzen, seconded by Garloff, to set the maximum purchase order at \$10,000.

Wastewater Ponds Project

Dirt work continues for the ponds project. Tiling has been installed and the ponds on the north side of the project area are taking shape. A buried farm site was found in which materials needed to be hauled to the county landfill. About 40 loads were transported. John Graupman did not expect to affect the overall project cost but will know more once costs are finalized. The project is ahead of schedule due to favorable weather.

A/C Checks

At the last meeting, it was decided to offer the A/C check program with the same guidelines and restrictions to the first 25 customers that call MLMU this summer. Further repairs would be the responsibility of the home owner. When discussing more with Margit Barot of Energy Insight and Amber Patten of CMPAS, Barot provided guidelines and the 2020 CIP spending goal. The utility has spent \$9,814.89 in rebates in 2020. The spending goal for Mountain Lake is \$32,451. Barot expected \$15,000 in rebates from the Mountain Lake Public School renovation project and \$5,000 in delivery costs leaving about \$2,636.11 left to spend in 2020. The administrator mentioned to Barot that Dollar General and A&W are under construction and would likely have rebates to process. It was explained that the rebates for Dollar General and A&W may be able to processed in 2021 to apply to next year's goal or can be used in 2020. To qualify the spending, a condenser coil cleaning, filter change, refrigerant charge correction, and air flow correction would need to be conducted. The administrator has not spoken to any HVAC contractors on what the cost would be for each tune-up. Upon further discussion, direction was given to find out the approximate amounts of the rebates for the Dollar General and A&W project before implementing the A/C checks.

Adjourn

The meeting was adjourned at 8:06 a.m.

ATTEST:

Michael Schulte, Administrator/Clerk

**Regular City Council Meeting
Mountain Lake City Hall
Monday, July 6, 2020
6:30 p.m.**

Members Present: Mike Nelson, Darla Kruser, Andrew Ysker

Members Absent: Dana Kass, David Savage

City Staff Present: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney, Daron Friesen, Street Superintendent

Others Present: Rachel Yoder, Doug Regehr, Gloria McKissick, John Hall, Troy Hinrichs

Call to Order

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

Approval of Agenda & Consent Agenda

Motion by Kruser, seconded by Ysker, to add 2.H – Hire Ashley Jensen, EMT, effective July 6, 2020 to the consent agenda, to add 6.B First Reading - Ordinance 5-20 Amending Section 8.01 of City Code to the agenda, and to add 7.G Update – Coronavirus Relief Funds to the agenda. Motion carried 3 – 0. Motion by Ysker, seconded by Kruser, to approve the agenda and consent agenda as amended. Motion carried 3 – 0.

Bills: Checks #23771 void, 23772 – 23842, 675E – 678E

Payroll: Checks #65387 – 65431

Approve March 12 Library Board Minutes, & March, April, and May Reports & Expenditures

Approve May 18 EDA Board Minutes

Approve June 11 Utilities Commission Minutes

Approve June 15 City Council Minutes

Approve to Submit Application for to Odell Wind Farm Community Fund on behalf of Mountain Lake Chamber for \$1,500

Approve to Hire Ashley Jensen, EMT, effective July 6, 2020

Public

Rachel Yoder expressed concerns and suggestions regarding the beach, road safety near the lake, the dam, and wild parsnip. Mayor Nelson stated some of the items will be discussed at the next Lake Commission meeting. Gloria McKissick expressed concerns regarding her neighbor. Various items will be reviewed by the city administrator and police chief.

Street Department Report

A report was presented by the street superintendent. Mowing, weed whipping, spraying wild parsnip, and placing gravel for the commercial park turnaround were some of the items completed. The weed harvester operator has been actively removing weeds from the lake over the weekends. Street repairs were discussed. At the first June council meeting, it was not known whether the commercial park turnaround and signs could be used out of the commercial park infrastructure funds or if it would need to come from the street budget. It has been confirmed that the funds can be used out of the commercial park fund. The department also used some crushed rock that was leftover from PCI in Jerry Haberman's lot that was used as a base that saved on costs. Just over \$10,000 has been used to-date on street repairs and materials with about an expected bill of \$6,000 for gravel to be used around the city. If one of the alleyways was redone it would cost \$15,700. The alleyway next to city hall between 2nd and 3rd Avenue would be over \$30,000. The department plans to do more crack sealing and infrared thermal bond patching this year. After further discussion it was decided to not do any alleyways this year and if the line items come under budget this year to use those funds put into savings to pay for the city hall alleyway next year.

Pay Request #2 – Mathiowetz Construction and Wastewater Ponds Project

A memo was submitted by John Graupman from Bolton & Menk providing an update on the wastewater ponds. According to Graupman, Mathiowetz Construction has made good progress in the last month with good weather conditions. Drain tile is completed, forcemain piping is completed and significant pond shaping has occurred. In addition, the river crossing to replace corrugated metal pipe laying exposed on the river floor with a deep HDPE pipe was also completed via trenchless construction methods. Progress has held to the original schedule and the contractor is considering trying to complete the pond liners yet this year (rather than next spring) if weather conditions hold. The control building construction will start in early July also. Construction completed to date: Perimeter drain tile, forcemains, control structure placement, river crossing directional drill, and pond shaping. Planned construction for next month: Continue pond shaping, begin building construction, set additional control structures, and manholes. A second payment request was submitted by Mathiowetz Construction and recommended by Graupman to approve after his review. Motion by Ysker, seconded by Kruser, to approve Pay Request #2 of \$972,752.39 to Mathiowetz Construction. Motion carried.

City Attorney

A decision by the court of appeals has not been determined yet regarding the Hiebert Greenhouses. Three court dates for public nuisances are scheduled for August 12. Property owners were invited to attend the next meeting to discuss their properties before the court date.

Ordinance #5-20 Amending Section 8.01

The city attorney presented and explained the ordinance. The ordinance eliminated the definition of “abandoned vehicle” as it is detailed later in the section and adds more language under the definition of “inoperable” and “junk vehicle.” The city attorney is requesting that the third reading be waived at the next meeting to have the ordinance passed at the next meeting.

Street Closing Request – Center Point Church

A request was submitted by David Savage to close 2nd Avenue from 8th Street to 10th Street on Sunday, July 26th from 8:00am to 2:00pm. On that Sunday, Center Point Church would like to host Church Under The Big Top: Bike Blessing Edition. This church service would encourage people to attend with their motorcycle (or bicycle) and we would bless the bikes (and biker) at the end of the service. Following the service, they would like to offer three separate dining options including The Den, Angela’s Eggroll Food Truck, and the Caribbean Kitchen Food Truck. The Den would follow all its COVID-19 protocols. The Food Trucks would be spaced nearly a block apart and offer their usual curbside options. They would also like to provide some (social distanced) picnic tables near each dining option. All three food vendors are supportive of this plan. While they do not anticipate exceeding the 250 person limit currently in place, they would limit the number of people outside of their vehicles to 250 and require remaining attendees of the worship service to remain in their vehicle and listen on the radio. An RSVP to the event will be encouraged to properly manage the crowd size. Motion by Kruser, seconded by Andy, to close 2nd Avenue as stated in the request. Motion carried.

COVID-19 Continuity of Operations Plan

No updates or edits were made to the plan.

2nd Quarter Revenues & Expenses

Revenues and expenses to-date were reviewed.

Capital Improvement Plan Meeting

The Capital Improvement Plan meeting was confirmed to be from 1:00p.m. – 3:00 p.m. on Thursday, July 23rd.

2020 Election Filing

The filing period for the 2020 election is from July 28th to August 11th at 5:00 p.m. Councilmember Kruser and Savage along with Mayor Nelson’s seat are up for election this year. The cost to file is \$2 along with filling out and submitting an affidavit of candidacy form.

League of Minnesota Cities Dues

The League Board decided to freeze its dues for the 2020-2021 year. A letter from the League was reviewed.

Coronavirus Relief Funds – CARES Act

The city of Mountain Lake received \$158,817 through the state of Minnesota originated from the CARES Act. The funds are designated to pay for expenses incurred for items not budgeted for caused by the coronavirus pandemic. The Department of Treasury, the League of Minnesota Cities, and the Coalition of Greater Minnesota Cities will continue to provide updates to better guide how funds can be properly used to follow federal law and guidelines. A meeting has been scheduled by Paul Johnson to meet with officials in the county to discuss and learn more about the funds on July 14th at 6:30 p.m.

Adjourn

The meeting was adjourned at 7:50 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk

To the City of Mountain Lake,

I am writing to you in regards to the Mountain Lake Community Center custodial position I currently fulfill. With many recent changes in our household with careers and family needs, I am hereby submitting my resignation and relinquishing my duties as of July 11th, 2020, for a new candidate to assume the rolls.

I would like to take this opportunity to convey my gratitude and appreciation for the opportunity you gave me to help the city in this role.

Respectfully,

Scott Pankratz

607 Cash Flow

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	-8,087	7,452	6,091	4,730	3,369	2,008		
2. CASH RECEIPTS								
Rents	2,700	2,700	2,700	2,700	2,700	2,700	16,200	44.75%
Transfer from 608	20,000						20,000	55.25%
3. TOTAL RECEIPTS	22,700	2,700	2,700	2,700	2,700	2,700	36,200	
4. TOTAL CASH	14,613	10,152	8,791	7,430	6,069	4,708		
5. CASH PAID OUT								
Management Fees	300	300	300	300	300	300	1,800	4.97%
Real Estate Taxes	336	336	336	336	336	336	2,016	12.44%
Property Insurance	0	0	0	0	0	0	0	0.00%
Elec/Water/Sewer	7	7	7	7	7	7	42	0.26%
Gas/Utilities	9	9	9	9	9	9	54	0.33%
Building Repairs/Maint.	60	60	60	60	60	60	360	2.22%
Grounds Repair/Maint.	400	400	400	400	400	400	2,400	14.81%
Rent Deposit Interest	0	0	0	0	0	0	0	0.00%
Miscellaneous (Builer Windows)	3,300	200	200	200	200	200	4,300	26.54%
SUBTOTAL	4,412	1,312	1,312	1,312	1,312	1,312	10,972	
DEBT SERVICE								
Principal	2,500	2,500	2,500	2,500	2,500	2,500	15,000	41.44%
Interest	208	208	208	208	208	208	1,248	3.45%
Fiscal Agent's Fees	41	41	41	41	41	41	246	0.68%
6. TOTAL CASH PAID	7,161	4,061	4,061	4,061	4,061	4,061	27,466	75.87%
7. CASH POSITION	7,452	6,091	4,730	3,369	2,008	647		

607 Cash Flow

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	647	10,421	10,195	9,969	9,743	9,517	9,291	9,065	8,839	8,513	8,387	8,161		
2. CASH RECEIPTS														
Rents	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	33,600	77.06%
Transfer from 608	10,000												10,000	22.94%
3. TOTAL RECEIPTS	12,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	43,600	
4. TOTAL CASH	13,447	13,221	12,995	12,769	12,543	12,317	12,091	11,865	11,639	11,413	11,187	10,961		
5. CASH PAID OUT														
Management Fees	300	300	300	300	300	300	300	300	300	300	300	300	3,600	8.26%
Real Estate Taxes	336	336	336	336	336	336	336	336	336	336	336	336	4,032	9.25%
Property Insurance	250	250	250	250	250	250	250	250	250	250	250	250	3,000	6.88%
Elec/Water/Sewer	7	7	7	7	7	7	7	7	7	7	7	7	84	0.25%
Gas/Utilities	9	9	9	9	9	9	9	9	9	9	9	9	108	0.25%
Building Repairs/Maint.	60	60	60	60	60	60	60	60	60	60	60	60	720	1.65%
Grounds Repair/Maint.	400	400	400	400	400	400	400	400	400	400	400	400	4,800	11.01%
Rent Deposit Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	5.50%
SUBTOTAL	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	18,744	
DEBT SERVICE														
Principal	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	34.40%
Interest	173	173	173	173	173	173	173	173	173	173	173	173	2,076	4.76%
Fiscal Agent's Fees	41	41	41	41	41	41	41	41	41	41	41	41	492	1.13%
6. TOTAL CASH PAID	3,026	3,026	3,026	3,026	3,026	3,026	3,026	3,026	3,026	3,026	3,026	3,026	36,312	83.28%
7. CASH POSITION	10,421	10,195	9,969	9,743	9,517	9,291	9,065	8,839	8,613	8,387	8,161	7,935		

607 Cash Flow

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	7,935	7,837	7,739	7,641	7,543	7,445	7,347	7,249	7,151	7,053	6,955	6,857		
2. CASH RECEIPTS														
Rents	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	34,800	100.00%
Transfer from 608	0												0	0.00%
3. TOTAL RECEIPTS	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	34,800	
4. TOTAL CASH	10,835	10,737	10,639	10,541	10,443	10,345	10,247	10,149	10,051	9,953	9,855	9,757		
5. CASH PAID OUT														
Management Fees	300	300	300	300	300	300	300	300	300	300	300	300	3,600	10.34%
Real Estate Taxes	336	336	336	336	336	336	336	336	336	336	336	336	4,032	11.59%
Property Insurance	250	250	250	250	250	250	250	250	250	250	250	250	3,000	8.62%
Elec/Water/Sewer	7	7	7	7	7	7	7	7	7	7	7	7	84	0.24%
Gas/Utilities	9	9	9	9	9	9	9	9	9	9	9	9	108	0.31%
Building Repairs/Maint.	60	60	60	60	60	60	60	60	60	60	60	60	720	2.07%
Grounds Repair/Maint.	400	400	400	400	400	400	400	400	400	400	400	400	4,800	13.79%
Rent Deposit Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	6.90%
SUBTOTAL	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	1,562	18,744	
DEBT SERVICE														
Principal	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	43.10%
Interest	145	145	145	145	145	145	145	145	145	145	145	145	1,740	5.00%
Fiscal Agent's Fees	41	41	41	41	41	41	41	41	41	41	41	41	492	16.97%
6. TOTAL CASH PAID	2,998	2,998	2,998	2,998	2,998	2,998	2,998	2,998	2,998	2,998	2,998	2,998	35,976	103.38%
7. CASH POSITION	7,837	7,739	7,641	7,543	7,445	7,347	7,249	7,151	7,053	6,955	6,857	6,759		

607 Cash Flow

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	6,759	7,295	7,831	8,367	8,903	9,439	9,975	10,511	11,047	11,583	12,119	12,655		
2. CASH RECEIPTS														
Rents	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	100.00%
Transfer from 608	0												0	0.00%
3. TOTAL RECEIPTS	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	
4. TOTAL CASH	9,759	10,295	10,831	11,367	11,903	12,439	12,975	13,511	14,047	14,583	15,119	15,655		
5. CASH PAID OUT														
Management Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Real Estate Taxes	336	336	336	336	336	336	336	336	336	336	336	336	4,032	11.20%
Property Insurance	250	250	250	250	250	250	250	250	250	250	250	250	3,000	8.33%
Elec/Water/Sewer	7	7	7	7	7	7	7	7	7	7	7	7	84	0.23%
Gas/Utilities	9	9	9	9	9	9	9	9	9	9	9	9	108	0.30%
Building Repairs/Maint.	60	60	60	60	60	60	60	60	60	60	60	60	720	2.00%
Grounds Repair/Maint.	400	400	400	400	400	400	400	400	400	400	400	400	4,800	13.33%
Rent Deposit Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
SUBTOTAL	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	12,744	
DEBT SERVICE														
Principal	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	41.67%
Interest	111	111	111	111	111	111	111	111	111	111	111	111	1,332	3.70%
Fiscal Agent's Fees	41	41	41	41	41	41	41	41	41	41	41	41	492	16.40%
6. TOTAL CASH PAID	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	29,568	82.13%
7. CASH POSITION	7,295	7,831	8,367	8,903	9,439	9,975	10,511	11,047	11,583	12,119	12,655	13,191		

608 Cash Flow

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	46,363	25,396	24,429	23,462	22,495	21,527		
2. CASH RECEIPTS								
Rents	5,600	5,600	5,600	5,600	5,600	5,600	33,600	224.03%
Transfer to 607	-20,000						-20,000	-133.35%
Loan Pay. from 609	233	233	233	233	233	233	1,398	9.32%
3. TOTAL RECEIPTS	-14,167	5,833	5,833	5,833	5,833	5,833	14,998	
4. TOTAL CASH	32,196	31,229	30,262	29,295	28,328	27,360		
5. CASH PAID OUT								
Management Fees	600	600	600	600	600	600	3,600	24.00%
Real Estate Taxes	697	697	697	697	697	697	4,182	12.45%
Property Insurance	0	0	0	0	0	0	0	0.00%
Elec/Water/Sewer	86	86	86	86	86	86	516	1.54%
Gas/Utilities	18	18	18	18	18	18	108	0.32%
Building Repairs/Maint.	400	400	400	400	400	400	2,400	7.14%
Grounds Repair/Maint.	733	733	733	733	733	733	4,398	13.09%
Rent Deposit Interest	16	16	16	16	16	16	96	0.29%
Miscellaneous	200	200	200	200	200	200	1,200	3.57%
SUBTOTAL	2,750	2,750	2,750	2,750	2,750	2,750	16,500	
DEBT SERVICE								
Principal	3,333	3,333	3,333	3,333	3,334	3,334	20,000	133.35%
Interest	676	676	676	676	676	676	4,056	27.04%
Fiscal Agent's Fees	41	41	41	41	41	41	246	1.64%
6. TOTAL CASH PAID	6,800	6,800	6,800	6,800	6,801	6,801	40,802	272.05%
7. CASH POSITION	25,396	24,429	23,462	22,495	21,527	20,559		

608 Cash Flow

	YEAR												% OF RENTS
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
1. CASH ON HAND	20,559	11,003	11,447	11,891	12,335	12,779	13,223	13,667	14,111	14,556	15,001	15,446	
2. CASH RECEIPTS													
Rents	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	69,600
Transfer to 607	-10,000												-10,000
Loan Pay. from 609	233	233	233	233	233	233	233	233	233	233	233	233	2,796
													4.48%
3. TOTAL RECEIPTS	-3,967	6,033	6,033	6,033	6,033	6,033	6,033	6,033	6,033	6,033	6,033	6,033	62,396
4. TOTAL CASH	16,592	17,036	17,480	17,924	18,368	18,812	19,256	19,700	20,144	20,589	21,034	21,479	
5. CASH PAID OUT													
Management Fees	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Real Estate Taxes	697	697	697	697	697	697	697	697	697	697	697	697	8,364
Property Insurance	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Elec/Water/Sewer	86	86	86	86	86	86	86	86	86	86	86	86	1,032
Gas/Utilities	18	18	18	18	18	18	18	18	18	18	18	18	216
Building Repairs/Maint.	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Grounds Repair/Maint.	733	733	733	733	733	733	733	733	733	733	733	733	8,796
Rent Deposit Interest	16	16	16	16	16	16	16	16	16	16	16	16	192
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400
													3.85%
SUBTOTAL	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000
DEBT SERVICE													
Principal	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,666	1,666	1,666	1,666	20,000
Interest	631	631	631	631	631	631	631	631	631	631	631	631	7,572
Fiscal Agent's Fees	41	41	41	41	41	41	41	41	41	41	41	41	492
													8.16%
6. TOTAL CASH PAID	5,589	5,589	5,589	5,589	5,589	5,589	5,589	5,589	5,588	5,588	5,588	5,588	67,064
7. CASH POSITION	11,003	11,447	11,891	12,335	12,779	13,223	13,667	14,111	14,556	15,001	15,446	15,891	

608 Cash Flow

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	15,891	16,572	17,253	17,934	18,615	19,296	19,977	20,658	21,339	22,021	22,703	23,385		
2. CASH RECEIPTS														
Rents	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000	96.26%
Transfer to 607	0												0	0.00%
Loan Pay. from 609	233	233	233	233	233	233	233	233	233	233	233	233	2,796	3.74%
3. TOTAL RECEIPTS	6,233	6,233	6,233	6,233	6,233	6,233	6,233	6,233	6,233	6,233	6,233	6,233	74,796	
4. TOTAL CASH	22,124	22,805	23,486	24,167	24,848	25,529	26,210	26,891	27,572	28,254	28,936	29,618		
5. CASH PAID OUT														
Management Fees	600	600	600	600	600	600	600	600	600	600	600	600	7,200	9.63%
Real Estate Taxes	697	697	697	697	697	697	697	697	697	697	697	697	8,364	11.18%
Property Insurance	500	500	500	500	500	500	500	500	500	500	500	500	6,000	8.02%
Elec/Water/Sewer	86	86	86	86	86	86	86	86	86	86	86	86	1,032	1.43%
Gas/Utilities	18	18	18	18	18	18	18	18	18	18	18	18	216	0.29%
Building Repairs/Maint.	400	400	400	400	400	400	400	400	400	400	400	400	4,800	6.42%
Grounds Repair/Maint.	733	733	733	733	733	733	733	733	733	733	733	733	8,796	11.76%
Rent Deposit Interest	16	16	16	16	16	16	16	16	16	16	16	16	192	0.26%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	3.21%
SUBTOTAL	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000	
DEBT SERVICE														
Principal	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,666	1,666	1,666	1,666	20,000	26.74%
Interest	594	594	594	594	594	594	594	594	594	594	594	594	7,128	9.53%
Fiscal Agent's Fees	41	41	41	41	41	41	41	41	41	41	41	41	492	7.89%
6. TOTAL CASH PAID	5,552	5,552	5,552	5,552	5,552	5,552	5,552	5,552	5,551	5,551	5,551	5,551	66,620	89.07%
7. CASH POSITION	16,572	17,253	17,934	18,615	19,296	19,977	20,658	21,339	22,021	22,703	23,385	24,067		

608 Cash Flow

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	24,067	24,994	25,921	26,848	27,775	28,702	29,629	30,556	31,483	32,411	33,339	34,267		
2. CASH RECEIPTS														
Rents	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	74,400	96.38%
Transfer to 607	0												0	0.00%
Loan Pay. from 609	233	233	233	233	233	233	233	233	233	233	233	233	2,796	3.62%
3. TOTAL RECEIPTS	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	77,196	
4. TOTAL CASH	30,500	31,427	32,354	33,281	34,208	35,135	36,062	36,989	37,916	38,844	39,772	40,700		
5. CASH PAID OUT														
Management Fees	600	600	600	600	600	600	600	600	600	600	600	600	7,200	9.33%
Real Estate Taxes	697	697	697	697	697	697	697	697	697	697	697	697	8,364	10.83%
Property Insurance	500	500	500	500	500	500	500	500	500	500	500	500	6,000	7.77%
Elec/Water/Sewer	86	86	86	86	86	86	86	86	86	86	86	86	1,032	1.39%
Gas/Utilities	18	18	18	18	18	18	18	18	18	18	18	18	216	0.28%
Building Repairs/Maint.	400	400	400	400	400	400	400	400	400	400	400	400	4,800	6.22%
Grounds Repair/Maint.	733	733	733	733	733	733	733	733	733	733	733	733	8,796	11.39%
Rent Deposit Interest	16	16	16	16	16	16	16	16	16	16	16	16	192	0.25%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	3.11%
SUBTOTAL	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000	
DEBT SERVICE														
Principal	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,666	1,666	1,666	1,666	20,000	25.91%
Interest	548	548	548	548	548	548	548	548	548	548	548	548	6,576	8.52%
Fiscal Agent's Fees	41	41	41	41	41	41	41	41	41	41	41	41	492	7.65%
6. TOTAL CASH PAID	5,506	5,506	5,506	5,506	5,506	5,506	5,506	5,506	5,505	5,505	5,505	5,505	66,068	85.58%
7. CASH POSITION	24,994	25,921	26,848	27,775	28,702	29,629	30,556	31,483	32,411	33,339	34,267	35,195		

609 Cash Flow

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	26,146	26,508	26,870	27,232	27,594	27,955		
2. CASH RECEIPTS								
Rents	2,880	2,880	2,880	2,880	2,880	2,880	17,280	100.00%
3. TOTAL RECEIPTS	2,880	2,880	2,880	2,880	2,880	2,880	17,280	
4. TOTAL CASH	29,026	29,388	29,750	30,112	30,474	30,835		
5. CASH PAID OUT								
Management Fees	183	183	183	183	184	184	1,100	6.37%
Real Estate Taxes	287	287	287	287	287	287	1,722	9.97%
Property Insurance	0	0	0	0	0	0	0	0.00%
Elec/Water/Sewer	0	0	0	0	0	0	0	0.00%
Gas/Utilities	0	0	0	0	0	0	0	0.00%
Building Repairs/Maint.	24	24	24	24	24	24	144	0.83%
Grounds Repair/Maint.	300	300	300	300	300	300	1,800	10.42%
Rent Deposit Interest	0	0	0	0	0	0	0	0.00%
Miscellaneous	200	200	200	200	200	200	1,200	6.94%
SUBTOTAL	994	994	994	994	995	995	5,966	
DEBT SERVICE								
Principal	518	520	522	524	526	528	3,138	18.16%
Interest	773	771	769	767	765	763	4,608	26.67%
Loan from 608	233	233	233	233	233	233	1,398	8.09%
6. TOTAL CASH PAID	2,518	2,518	2,518	2,518	2,519	2,519	15,110	87.44%
7. CASH POSITION	26,508	26,870	27,232	27,594	27,955	28,316		

609 Cash Flow

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	28,316	28,530	28,744	28,958	29,172	29,386	29,600	29,814	30,028	30,241	30,454	30,667		
2. CASH RECEIPTS														
Rents	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	35,760	100.00%
3. TOTAL RECEIPTS	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	35,760	
4. TOTAL CASH	31,296	31,510	31,724	31,938	32,152	32,366	32,580	32,794	33,008	33,221	33,434	33,647		
5. CASH PAID OUT														
Management Fees	183	183	183	183	183	183	183	183	184	184	184	184	2,200	6.15%
Real Estate Taxes	287	287	287	287	287	287	287	287	287	287	287	287	3,444	9.63%
Property Insurance	250	250	250	250	250	250	250	250	250	250	250	250	3,000	8.39%
Elec/Water/Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Gas/Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Building Repairs/Maint.	24	24	24	24	24	24	24	24	24	24	24	24	288	0.81%
Grounds Repair/Maint.	300	300	300	300	300	300	300	300	300	300	300	300	3,600	10.07%
Rent Deposit Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	6.71%
SUBTOTAL	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,245	1,245	1,245	1,245	14,932	
DEBT SERVICE														
Principal	528	530	532	534	536	538	540	542	544	546	548	550	6,468	18.09%
Interest	761	759	757	755	753	751	749	747	745	743	741	739	9,000	25.17%
Loan from 608	233	233	233	233	233	233	233	233	233	233	233	233	2,796	93.83%
6. TOTAL CASH PAID	2,766	2,766	2,766	2,766	2,766	2,766	2,766	2,766	2,767	2,767	2,767	2,767	33,196	92.83%
7. CASH POSITION	28,530	28,744	28,958	29,172	29,386	29,600	29,814	30,028	30,241	30,454	30,667	30,880		

609 Cash Flow

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	30,880	31,192	31,504	31,816	32,128	32,440	32,752	33,064	33,376	33,687	33,998	34,309		
2. CASH RECEIPTS														
Rents	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	36,960	100.00%
3. TOTAL RECEIPTS	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	3,080	36,960	
4. TOTAL CASH	33,960	34,272	34,584	34,896	35,208	35,520	35,832	36,144	36,456	36,767	37,078	37,389		
5. CASH PAID OUT														
Management Fees	183	183	183	183	183	183	183	183	184	184	184	184	2,200	5.95%
Real Estate Taxes	287	287	287	287	287	287	287	287	287	287	287	287	3,444	9.32%
Property Insurance	250	250	250	250	250	250	250	250	250	250	250	250	3,000	8.12%
Elec/Water/Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Gas/Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Building Repairs/Maint.	24	24	24	24	24	24	24	24	24	24	24	24	288	0.78%
Grounds Repair/Maint.	300	300	300	300	300	300	300	300	300	300	300	300	3,600	9.74%
Rent Deposit Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	6.49%
SUBTOTAL	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,245	1,245	1,245	1,245	14,932	
DEBT SERVICE														
Principal	554	556	558	560	562	564	566	568	570	572	574	576	6,780	18.34%
Interest	737	735	733	731	729	727	725	723	721	719	717	715	8,712	23.57%
Loan from 608	233	233	233	233	233	233	233	233	233	233	233	233	2,796	90.78%
6. TOTAL CASH PAID	2,768	2,768	2,768	2,768	2,768	2,768	2,768	2,768	2,769	2,769	2,769	2,769	33,220	89.88%
7. CASH POSITION	31,192	31,504	31,816	32,128	32,440	32,752	33,064	33,376	33,687	33,998	34,309	34,620		

609 Cash Flow

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YEAR TOTALS	% OF RENTS
1. CASH ON HAND	34,620	35,033	35,446	35,859	36,272	36,685	37,098	37,511	37,924	38,336	38,748	39,160		
2. CASH RECEIPTS														
Rents	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	38,160	100.00%
3. TOTAL RECEIPTS	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	3,180	38,160	
4. TOTAL CASH	37,800	38,213	38,626	39,039	39,452	39,865	40,278	40,691	41,104	41,516	41,928	42,340		
5. CASH PAID OUT														
Management Fees	183	183	183	183	183	183	183	183	184	184	184	184	2,200	5.77%
Real Estate Taxes	287	287	287	287	287	287	287	287	287	287	287	287	3,444	9.03%
Property Insurance	250	250	250	250	250	250	250	250	250	250	250	250	3,000	7.86%
Elec/Water/Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Gas/Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Building Repairs/Maint.	24	24	24	24	24	24	24	24	24	24	24	24	288	0.75%
Grounds Repair/Maint.	300	300	300	300	300	300	300	300	300	300	300	300	3,600	9.43%
Rent Deposit Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Miscellaneous	200	200	200	200	200	200	200	200	200	200	200	200	2,400	6.29%
SUBTOTAL	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,245	1,245	1,245	1,245	14,932	
DEBT SERVICE														
Principal	579	581	583	585	587	589	591	593	595	597	599	601	7,080	18.55%
Interest	711	709	707	705	703	701	699	697	695	693	691	689	8,400	22.01%
Loan from 608	233	233	233	233	233	233	233	233	233	233	233	233	2,796	87.92%
6. TOTAL CASH PAID	2,767	2,767	2,767	2,767	2,767	2,767	2,767	2,767	2,768	2,768	2,768	2,768	33,208	87.02%
7. CASH POSITION	35,033	35,446	35,859	36,272	36,685	37,098	37,511	37,924	38,336	38,748	39,160	39,572		

**CITY OF MOUNTAIN LAKE, MINNESOTA
RESOLUTION #16-20**

**A RESOLUTION AUTHORIZING THE
INTERFUND OPERATING TRANSFER OF FUNDS
FROM HERITAGE ESTATES FUND 608 TO HERITAGE ESTATES FUND 607
MOUNTAIN LAKE, MN
ECONOMIC DEVELOPMENT AUTHORITY FUNDS**

WHEREAS, the Board of Directors of the Mountain Lake Economic Development Authority (EDA) has determined that it is in the best interest of the financial management of Heritage Estates Apartment Funds 607 and 608 to initiate interfund operating transfers of \$20,000 in July 2020, and \$10,000 in January, 2021 in order to ensure the long-term financial stability of fund 607 outlined below, and

WHEREAS, rent increases/income of fund 607 (Heritage Estates 4-Plex) has not kept pace with expenses due mostly to age of the units constructed in 1999, long-term tenants moving out, and need to replace expensive items in the apartments such as flooring and appliances, and

WHEREAS, fund 608 (Heritage Estates 8-Plex) has had fewer long-term tenants moving out, less maintenance expenses and more units resulting in a favorable cash position, and

WHEREAS, cash flow projections demonstrate that Interfund Operating Transfers are in the best interest of fund 607, coupled with strong management, and a regular rent increase schedule will result in a year-end positive operating balance and long-term financial stability of the fund, and

THEREFORE, BE IT RESOLVED, that the City Council authorizes the transfer not to exceed \$20,000 in July 2020, and \$10,000 in January 2021, from fund 608 to 607.

Adopted this 20th day of July 2020.

Mike Nelson, Mayor

ATTEST:

Michael Schulte, City Administrator/Clerk

Office of
Cottonwood County Auditor/Treasurer

07/07/2020

900 Third Ave
Windom MN 56101

TO: TOWN & CITY CLERKS

Phone 507.831.1905
Fax 507.831.4553

RE: TAX FORFEITED PROPERTY

Donna Torkelson
Auditor Treasurer
507.832.8798

ENCLOSED IS A CLASSIFICATION LIST OF NON-CONSERVATION LAND LOCATED IN YOUR MUNICIPALITY. THE DESCRIBED PARCELS HAVE BEEN FORFEITED TO THE STATE OF MINNESOTA FOR NON-PAYMENT OF PROPERTY TAXES.

Brenda Anderson
Deputy Auditor Treasurer
507.832.8801

AS PROVIDED IN MN. STATUTE 282.01, I REQUEST THAT YOU APPROVE THE FOLLOWING PARCEL(S) FOR PUBLIC AUCTION. THIS STATUTE GIVES YOU 60 DAYS TO MAKE THIS APPROVAL, BUT DUE TO THE MINIMUM NUMBER OF PARCELS INVOLVED, I AM REQUESTING YOU TO WAIVE THIS 60 DAY PERIOD AND MAKE YOUR APPROVAL AS SOON AS POSSIBLE. IF THIS IS ACCEPTABLE, PLEASE INDICATE THAT IN YOUR RESOLUTION, ALONG WITH YOUR INTENTION TO REASSESS SPECIAL ASSESSMENTS, IF APPLICABLE.

Susan Ebeling
Deputy Auditor Treasurer
507.832.8803

Tina Peiffer
Deputy Auditor Treasurer
507.832.8802

SINCERELY,

Carly Pohlman
Auditor Treasurer
Technician
507.832.8799

**DONNA TORKELSON
COUNTY AUDITOR TREASURER**

LIST OF TAX-FORFEITED LAND #21 FOR PUBLIC SALE

MUNICIPALITY ADDRESS	PID #	VALUE	ASSESSMENTS BEFORE FORFEITURE
1070 2 nd St Bingham Lake, MN	19-751-0050	100.00	19101 – Demo: 12,650.85 19103 – Mow: 255.00 72300 – Co. Ditch #23: 1.32 TOTAL ASSMTS: 12,907.17
Bare Lot Bingham Lake, MN	19-751-0090	100.00	72300 – Co. Ditch #23: 1.20 TOTAL ASSMTS: 1.20
205 Clark St W Jeffers, MN	21-414-0340	100.00	0
Whited St Jeffers, MN	21-414-1210	100.00	21206 – 2010 Str Imp: 432.42 Str. Imp Rem Bal: 2418.67 TOTAL ASSMTS: 2,851.09
Bare lot Mt. Lake, MN	22-138-0030	100.00	22124 – 2012/2013 Infra: 345.26 2012/2013 Infra. Rem Bal: 2171.80 TOTAL ASSMTS: 2,517.06
1014 Boxelder St Mt. Lake, MN	22-161-0380	100.00	0
1111 Mt. Lake Rd Mt. Lake, MN	22-161-0470	2500.00	0
412 – 7 th St N Mt. Lake, MN	22-520-1740	100.00	22101 – Mowing: 310.00 22121 – Mowing: 225.00 22125 – Demo (Rem. Bal): 21,196.89 TOTAL ASSMTS: 21,731.89
Bare lot Westbrook, MN	24-390-0030	100.00	24108 – Mow: 1,793.25 24109 – 2010 Street: 157.78 2010 Street Rem. Bal: 625.00 TOTAL ASSMTS: 2,576.03
Bare lot Westbrook, MN	24-390-0031	100.00	24108 – Mow: 1,661.89 24109 – 2010 Street: 158.35 2010 Rem. Bal: 625.57 TOTAL ASSMTS: 2,445.81
653 Adams Westbrook, MN	24-825-0690	100.00	24109 – 2010 Street: 149.84 2010 Street Rem. Bal: 617.06 TOTAL ASSMTS: 766.90
633 Bell Ave Westbrook, MN	24-828-0060	100.00	24109 – 2010 Street: 112.32 2010 Street Rem. Bal: 579.54 TOTAL ASSMTS: 691.86
70 – 11 th St Windom, MN	25-352-0050	100.00	25112- Snow/mow: 200.00 25100 – Mow: 200.00 25616 – Mow: 200.00 TOTAL ASSMTS: 600.00
169 Quevli Ave Windom, MN	25-651-0010	100.00	25003 – 2012 River Rd/6 th St: 1,120.30 2012 St Rem Bal: 4,140.85 TOTAL ASSMTS: 5,261.15

mt. Lake City



Overview



Legend

- Corporate Limits
- Political Township
- Parcels

Parcel ID	221380030	Alternate ID	n/a	Owner Address	KLASSEN/LOYAL & BERTHA
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL/SINGLE UNIT		306 GOLF COURSE RD
Property Address		Acres	n/a		MOUNTAIN LAKE MN 56159
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 3/9/2020
Last Data Uploaded: 3/6/2020 7:18:37 PM

Developed by Schneider
GEO SPATIAL

Mt. Lake City



Overview



Legend

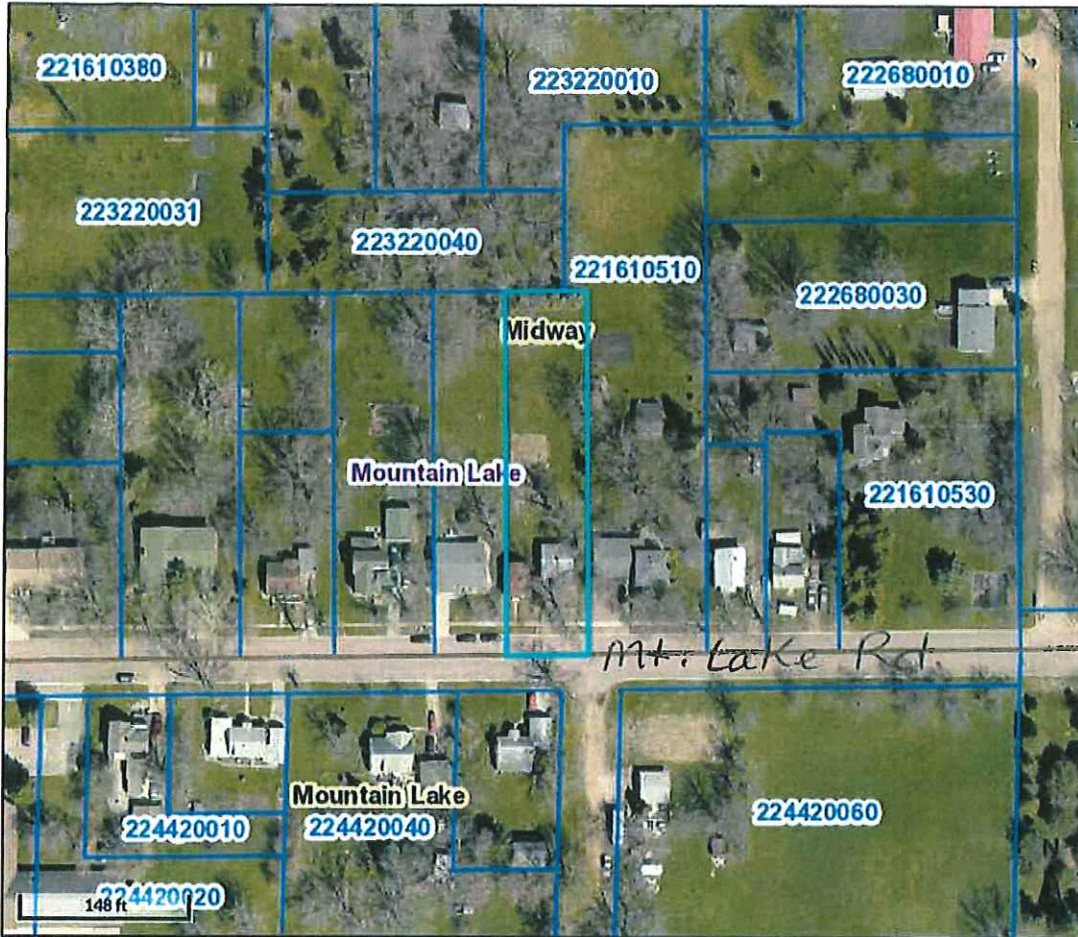
- Corporate Limits
- Political Township
- Parcels

Parcel ID	221610380	Alternate ID	n/a	Owner Address	HERNANDEZ/JOSE
Sec/Twp/Rng	0-0-0	Class	RESIDENTIALSINGLE UNIT		703 N 4TH ST
Property Address	1014 BOXELDER ST 56159	Acreage	0.2		MANKATO MN 56001
District	n/a				
Brief Tax Description	S104' & W79 1/2' OF N160'				
	<i>(Note: Not to be used on legal documents)</i>				

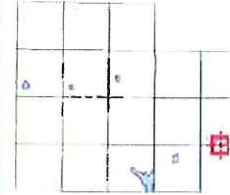
Date created: 3/9/2020
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 GEOSPATIAL

Mt Lake



Overview



Legend

- Corporate Limits
- Political Township
- Parcels

Parcel ID **221610470** Alternate ID n/a
 Sec/Twp/Rng 0-0-0 Class RESIDENTIAL\ SINGLE UNIT
 Property Address **1111 MTLAKE RD** Acreage 0.24
 56159
 District n/a
 Brief Tax Description E50' LOT 29; W18.75' OF S302.5' LOT 30
 (Note: Not to be used on legal documents)

Owner Address STATE OF MINNESOTA (TF)

Khamsene Singnola

Date created: 3/6/2020
Last Data Uploaded: 3/5/2020 7:20:21 PM

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mt. Lake City



Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Parcel ID	225201740	Alternate ID	n/a	Owner Address	KRUGER/ERICH
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL VACANT LAND		N10364 SUNSET VIEW ST
Property Address	412 7TH ST N 56159	Acreage	n/a		BESSEMER MI 49911-9652
District	n/a				
Brief Tax Description	N67' OF S84' W1/2 ALLEY BTW LOTS 10,11; N67' OF S84' LOTS 11,12 BLK 20 <i>(Note: Not to be used on legal documents)</i>				

Date created: 3/9/2020
Last Data Uploaded: 3/6/2020 7:18:37 PM

Developed by  Schneider
GEO SPATIAL

CITY OF MOUNTAIN LAKE, MINNESOTA

RESOLUTION #17-20

TAX FORFEITED PROPERTY

WHEREAS, there is non-conservation land within the city limits of Mountain Lake, Minnesota as follows:

Parcel #22.138.0030; Lot 3, Buller's Subdivision, 4th Avenue

Parcel #22.520.1740; Lot 12, Block 20, Mountain Lake Orig. Twnst.
N67' OF S84' W1/2 ALLEY BTW LOTS 10,11; N67' OF S84' LOTS 11,12 BLK 20
; 412 7th Street N

Parcel #22.161.0380; Lot 26, CNTY AUD SUBD 1,
S104' & W79 1/2' OF N160', 1014 Boxelder Street

Parcel #22.161.0470; Lot 30. CNTY AUD SUBD 1; E50' LOT 29; W18.75' OF S302.5'
LOT 30; 1111 Mountain Lake Road

WHEREAS, the parcels described above have been forfeited to the State of Minnesota for non-payment of property taxes.

NOW THEREFORE, BE IT RESOLVED, that the City of Mountain Lake approves for sale the parcels listed above; and

BE IT FURTHER RESOLVED that the City of Mountain Lake intends to reassess special assessments on said parcels, and

BE IT FURTHER RESOLVED that the City of Mountain Lake waives the 60 day period as provided in MN Statute 282.01.

Adopted this 20th day of July, 2020.

Mike Nelson, Mayor

ATTEST: _____
Michael Schulte, City Administrator/Clerk



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

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

1. The City needs to protect its available workforce in order to maintain government services while doing its part to contain the outbreak and reduce its impact on public health. Depending upon the severity of the outbreak, these measures will be implemented and amended as necessary.
2. As information and recommendations become available from The Centers for Disease Control and Prevention, Minnesota Department of Health, and the state and federal government, operation plans and actions may be amended as recommended or mandated. This plan will be adjusted as needed.
3. **City Hall** will be open to the public at its normal hours (9AM - 4PM Monday - Friday) starting on Wednesday, June 3rd. Those who visit city hall will be asked to use hand sanitizer and keep at least 6 feet distance between them and others in the lobby area. Safety glass has been installed at the front counter. Those who enter are asked to follow posted instructions when entering the lobby. The city encourages those who can utilize the drop box, communicate through email or phone, or avoid entering city hall to please do so. The city asks those who are sick or have been exposed to COVID-19 to not enter city hall. City staff will implement social distancing as allowed, clean and sanitize work areas, practice hygiene guidelines, stay home when ill, and take other pre-cautions as they become available. Staff can still be contacted by the public via telephone or email during normal working hours.
 - Utility Billing – Utility billing will be sent at its normal mailing dates. Utility bills will still be due on its normal due dates. Bills can be paid online on our website via credit or debit card. Processing fees will arise when customers pay but the Utility will take the fee paid and apply it as a credit to the customer's next bill **only if the customer processes the payment. If paid by credit card or debit card and processed by staff at city hall, a processing fee will be added.** The drop box outside city hall is available to drop off payments. Late fees will still be applied unless the customer contacts staff prior to the due date to arrange a payment agreement. More information will be posted on the city's website. **It is highly encouraged to continue to pay your bill electronically, by mail, or through the utility drop box outside city hall.**

- All Other Inquires – Permits, forms, and other requests will still be available on our website and can be processed via phone or email if possible if residents do not want to visit city hall.

4. **Mountain Lake Public Library** will be open to the public with limited services starting on June 17. Hours will be 10:00 a.m. – 5:30 p.m. Monday – Friday. Curbside pick-ups are still available and will continue until further notice. Building capacity is limited to a maximum of 10 patrons at any given time. Visitors are asked to limit library visits to 20 minutes or less. Family “Browse & Go” sessions are available by appointment. Please call the library to reserve a time to bring your children to the library to pick out library materials. Social distancing is required in the library. 6 feet apart and 1 person per book aisle. Public computers are available to adults only for essential/emergency use only (filing taxes, unemployment, etc.). One 20 minute session allowed per person per day. No gaming, social media, videos, etc. will be allowed at this time. If you are sick or are in a household with someone that is sick, please refrain from using the library to help keep others healthy. Please follow posted rules and guidelines when entering the library. For any questions regarding library hours and procedures, please call 507-427-2506.
5. **Mountain Lake Community Center** is open for limited reservations starting on Wednesday, June 17. Based on square footage and use of the large room, no more than 88 people at a time are allowed. When making a reservation, the type of event must be known and the occupancy may change depending on the type of event. Hand sanitizer dispensers are installed at the east and south entrances. Proper social distancing must occur. When making a reservation, please use the community center at your own risk. Cleaning and sanitizing will occur at its normal routine schedule. Senior Dining does not plan to return to in-house meals at this time. Pool players may utilize their pool room and the Bone Builder group may use the large room as long as social distancing occurs and areas used are sanitized after use.
6. **City Parks & Public Spaces** – City park equipment and public restrooms will be open effective May 20, 2020. Playground equipment will not be sanitized. The public is asked to play on playground equipment at their own risk. Public restrooms will be cleaned as normally scheduled. The public is asked to use public restrooms at their own risk. The public is asked to not play on the equipment or use the restrooms if you are sick, to practice social distancing, and to wash/sanitize hands before and after use. User discretion and warning signs will be posted at each park and restroom.
7. **City-Wide Cleanup** A rescheduled city-wide cleanup date has tentatively been set for Saturday, July 18th. The city and Hometown Sanitation will determine later this month if circumstances allow to hold the clean-up on July 18th. The date may be postponed again. If the traditional city-wide cleanup is not possible this season, an alternative method of

having multiple drop-off locations with a Hometown Sanitation attendant at each location for a time period on a specific day will be held.

8. **City Campground** – The city campground will open for all recreational campers with posted guidelines in place effective June 2, 2020. Guidelines include proper social distancing, not using the bathroom / shower house if sick, and respecting space and areas of other campers. The bathroom/shower house will be open. The bathroom/shower house will be cleaned daily. Campers are asked to use at their own risk. User discretion and warning signs will be posted. Same listed rates apply.
9. **Outside Employees** – Residents are asked to keep distance of at least 6 feet from public employees working on public infrastructure outside.
10. **Utilities** – Normal operations for electric, water, and wastewater will continue to ensure reliable service for all customers. Projects or items involving face-to-face interactions will be avoided as much as possible or require social distancing of at least 6 feet. In drastic emergencies, neighboring communities (such as members in Central Municipal Power Agency/Services) will be contacted to help assist carrying out critical functions.
11. **Streets/Storm Sewers** –Streets and storm sewers will be maintained as normal to ensure reliable street access and proper drainage of storm water. Projects or items involving face-to-face interactions will be avoided as much as possible or require social distancing of at least 6 feet. In drastic emergencies, neighboring communities (such as members in Central Municipal Power Agency/Services) will be contacted to help assist carrying out critical functions.
12. **Emergency Services (Ambulance, Fire, Police)** Emergency services will continue operations to keep the public safe during this pandemic. Responders may ask the caller if they have been diagnosed with COVID-19 or have symptoms of COVID-19 to properly prepare and address the situation. For police calls, non-life threatening matters may be reviewed on a case-by-case basis on whether face-to-face interaction or social distancing is needed to address the situation or if phone or email interactions can be utilized to protect police officer health.
13. **Public Meetings** may be conducted via conference call or other electronic means (MN Statute 13D.021) or be held in person at the council chambers. The chair / director of each public board or commission may decide how each meeting is held. The City Council will meet in person starting on June 15th and also have a call-in number for those who may not want to attend in person. Proper notices and procedures will still apply as stated in Minnesota Statutes.

14. **Temporary COVID-19 Employee Sick Leave Policy (separate document)** will be implemented as a supplement to normal personnel policies until further notice. Changes and amendments as more information becomes available can be implemented as needed.
15. **Local Declaration of Emergency** may occur if determined necessary by the mayor to be able to provide services and continue operations as allowed in Minnesota Statutes.
16. **Items Not Addressed** – Items not directly addressed in this plan will be reviewed and determined by the city administrator, mayor, or department head on the best course of action or require an emergency or special city council meeting to determine solutions if needed.

Approved by the City Council of Mountain Lake on March 26, 2020.

Updated April 20, 2020

Updated May 4, 2020

Updated May 18, 2020

Updated June 1, 2020

Update June 15, 2020