

Regular City Council Meeting
Mountain Lake City Hall – 930 Third Avenue
Tuesday, July 6, 2021
6:30 p.m. – Regular Meeting
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 #25061 – 25112, 730E – 732E (1-6)
 - b. Payroll: Checks #66077 – 66096
 - c. Approve May 25 Police Commission Minutes (7)
 - d. Approve June 10 Utilities Commission Minutes(8-9)
 - e. Approve June 23 City Council Minute (10-12)
 - f. Approve June 29 Special City Council Minutes (13)
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. Street Department Report – *Daron Friesen* (14)
5. City Attorney
6. Interim City Administrator
 - a. Update – Building Inspection Services
 - b. Update – City Administrator Search
 - c. Discussion/Action – Set Capital Improvement Planning Meeting
7. Adjourn

CITY OF MOUNTAIN LAKE

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***Check Detail Register©**

Batch: 6-21-21cks,7-1-21cks,7-1-21WH

*July 6, 2021 mtg
25061 - 25112
730E - 732E*

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 United Prairie 10100					
25061	06/21/21	ARAMARK UNIFORM			
E 101-43100-215		Shop Supplies	\$59.47	2801292965	TOWELS FOR ST DEPT
E 101-41400-401		Repairs/Maint Buildings	\$34.19	2801292965	MATS FOR CITY HALL
		Total	\$93.66		
25063	06/23/21	COMMUNITY ASSET DEVELOPMENT			
E 342-47000-300		Professional Svcs	\$14,948.35		1ST HALF 2021 TIF
		Total	\$14,948.35		
25064	06/23/21	JAND DEVELOPMENT			
E 470-49000-300		Professional Svcs	\$5,445.23		1ST HALF 2021 TIF
		Total	\$5,445.23		
25065	06/23/21	MOUNTAIN POWER HYDRAULICS			
E 320-47200-300		Professional Svcs	\$26,967.88		1ST HALF 2021 TIF
		Total	\$26,967.88		
25066	06/23/21	MOUNTAIN LAKE UTILITIES			
R 101-00000-31000		General Property Taxes	\$1,578.83		22123--ATTACH "C" SEWER
		Total	\$1,578.83		
25067	06/23/21	MOUNTAIN LAKE UTILITIES			
R 101-00000-31000		General Property Taxes	\$1,668.98		22112--ATTACH "A"
		Total	\$1,668.98		
25068	06/23/21	MOUNTAIN LAKE UTILITIES			
R 101-00000-31000		General Property Taxes	\$7,333.35		22126--ATTACH "F"
		Total	\$7,333.35		
25069	06/23/21	MOUNTAIN LAKE UTILITIES			
R 101-00000-31000		General Property Taxes	\$45.86		22108--ATTACH "D"
		Total	\$45.86		
25070	06/23/21	PINEBROOK			
E 360-47000-300		Professional Svcs	\$4,625.21		PINEBROOK 1ST HALF TIF
		Total	\$4,625.21		
25071	07/01/21	AFLAC			
G 101-21713		AFLAC	\$230.62		
		Total	\$230.62		
25072	07/01/21	COMMISSIONER OF REVENUE			
G 101-21702		State Withholding	\$1,120.95		
		Total	\$1,120.95		
25073	07/01/21	FURTHER			
G 101-21714		HSA	\$769.23		
		Total	\$769.23		
25074	07/01/21	GISLASON & HUNTER			
G 101-21712		Garnishments	\$445.66		

CITY OF MOUNTAIN LAKE

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Batch: 6-21-21cks,7-1-21cks,7-1-21WH

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$445.66		
25075	07/01/21	IRS-DEPT OF TREASURY			
G 101-21701		Federal Withholding	\$2,169.40		
G 101-21703		FICA Tax Withholding	\$3,283.64		
Total			\$5,453.04		
25076	07/01/21	LAW ENFORCEMENT LABOR SERV			
G 101-21711		PD UNION DUES	\$190.50		
Total			\$190.50		
25077	07/01/21	PERA			
G 101-21704		PERA	\$5,754.86		
Total			\$5,754.86		
25078	07/01/21	VALIC			
G 101-21705		VALIC	\$63.00		
Total			\$63.00		
25079	07/01/21	SYNCHRONY BANK/AMAZON			
E 211-45500-590		Capital Outlay Books	\$155.04		LIBRARY BOOKS
E 211-45500-592		A.V. Materials	\$229.09		LIBRARY AV
Total			\$384.13		
25080	07/01/21	BERKLEY RISK ADMINISTRATORS CO			
E 101-43100-151		Worker s Comp Ins Prem	\$1,818.88		ST 20-21 WORK COMP AUDIT
E 231-42154-151		Worker s Comp Ins Prem	\$3,728.02		AMB 20-21 WORK COMP AUDIT
E 101-00000-361		General Liability Ins	\$2,674.25		SEWER 20-21 WORK COMP AUDIT
E 101-00000-361		General Liability Ins	(\$1,513.09)		ELEC 20-21 WORK COMP AUDIT
E 101-42100-151		Worker s Comp Ins Prem	\$1,263.21		PD 20-21 WORK COMP AUDIT
E 101-45200-151		Worker s Comp Ins Prem	(\$889.93)		PARKS 20-21 WORK COMP AUDIT
E 221-42200-151		Worker s Comp Ins Prem	\$7.60		FD 20-21 WORK COMP AUDIT
E 211-45500-151		Worker s Comp Ins Prem	\$35.30		LIB 20-21 WORK COMP AUDIT
E 205-46500-151		Worker s Comp Ins Prem	\$99.69		EDA 20-21 WORK COMP AUDIT
E 101-41400-151		Worker s Comp Ins Prem	\$199.38		OFFICE 20-21 WORK COMP AUDIT
E 101-00000-361		General Liability Ins	\$99.69		UT OFFICE20-21 WORK COMP AUDIT
Total			\$7,523.00		
25081	07/01/21	CASEYS BUSINESS MASTERCARD			
E 101-42100-212		Motor Fuels	\$258.25		PD GAS
E 231-42154-212		Motor Fuels	\$86.00		AMB FUEL
E 205-46500-430		Miscellaneous	\$14.11	6/16/21	EDA LUNCH
Total			\$358.36		
25082	07/01/21	DEMCO, INC			
E 211-45500-200		Office Supplies	\$272.82		LIBRARY--
Total			\$272.82		
25083	07/01/21	DENNIS HULZEBOS			
E 211-45500-400		Janitor-Repairs/Maint	\$345.00		JULY MAINTENANCE AT LIBRARY
Total			\$345.00		

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Batch: 6-21-21cks,7-1-21cks,7-1-21WH

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25084	07/01/21	DENNIS HULZEBOS			
	E 211-45500-400	Janitor-Repairs/Maint	\$345.00		JUNE LIBRARY MAINTENANCE
		Total	\$345.00		
25085	07/01/21	DOROTHY PASSER			
	R 231-42154-34205	Ambulance Services	\$163.50		REFUND OVERPAYMENT ON AMBULANCE BILL
		Total	\$163.50		
25086	07/01/21	FRONTIER COMMUNICATIONS			
	E 101-41400-321	Telephone	\$171.64		CITY HALL PHONE 427-2999
	E 101-42100-321	Telephone	\$206.43		POLICE DEPT PHONE 427-3403
	E 101-43100-321	Telephone	\$128.46		ST DEPT PHONE 427-2997
	E 101-45186-321	Telephone	\$77.86		SR CTR PHONE 427-2151
	E 205-46500-321	Telephone	\$37.50		EDA PORTION OF DSL & 427-2999
	E 101-00000-430	Miscellaneous	\$95.19		UT PHONE
		Total	\$717.08		
25087	07/01/21	FRONTIER COMMUNICATIONS			
	E 211-45500-321	Telephone	\$63.05		LIBRARY PHONE--507-427-2506
		Total	\$63.05		
25088	07/01/21	HERMEL WHOLESALE			
	E 101-45200-210	Operating Supplies	\$392.08	880768	TP & PAPER TOWELS-PARKS
		Total	\$392.08		
25089	07/01/21	INDOFF INCORPORATED			
	E 101-41400-200	Office Supplies	\$16.22	3471805	PENS
	E 205-46500-200	Office Supplies	\$10.68	3474126	EDA-WALL KEYS
	E 101-41400-200	Office Supplies	\$35.38	3474875	PAPER, GREEN LABELS
	E 101-41400-200	Office Supplies	\$31.93	3477102	PENS, LEDGER SHEERS
		Total	\$94.21		
25090	07/01/21	INGRAM DISTRIBUTION GROUP INC.			
	E 211-45500-590	Capital Outlay Books	\$390.89		LIBRARY BOOKS
		Total	\$390.89		
25091	07/01/21	MARQUIS X ERICKSON ARCHITECT			
	E 101-41400-520	Buildings and Structures	\$1,500.00	148-2021	CONTRACT ADMINISTRATION PHASE
		Total	\$1,500.00		
25092	07/01/21	MAYNARDS FOOD CENTER			
	E 101-41400-200	Office Supplies	\$15.33	6/15/21	HAND SOAP-OFFICE
	E 101-41400-200	Office Supplies	\$21.97	6/17/21	GARBAGE BAGS-CITY HALL
	E 101-41400-200	Office Supplies	\$8.54	6/28/21	BOUNTY-OFFICE
	E 101-41400-200	Office Supplies	\$14.42	6/4/21	COFFEE-OFFICE
	E 205-46500-200	Office Supplies	\$19.85	6/5/21	MIDWAY ESTATES OPEN HOUSE
	E 101-41400-200	Office Supplies	\$10.02	6/8/21	PINESOL-OFFICE
		Total	\$90.13		
25093	07/01/21	MIDWAY AUTO BODY & GLASS			
	E 231-42154-404	Repairs/Maint Machinery/	\$1,000.00		DEDUCTIBLE ON AMB CLAIM

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Batch: 6-21-21cks,7-1-21cks,7-1-21WH

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,000.00		
25094	07/01/21	MINNESOTA ENERGY RESOURCES COR			
E 101-45186-383		Gas Utilities	\$71.82		COMM CTR GAS-ACCT#0504742031
E 211-45500-383		Gas Utilities	\$19.24		LIBRARY GAS-ACCT#0502593301
E 101-43100-383		Gas Utilities	\$52.29		STREET GARAGE GAS-ACCT#0503270939
E 231-42154-383		Gas Utilities	\$17.84		AMB PORTION OF FIREHALL GAS
E 221-42200-383		Gas Utilities	\$36.22		FIRE DEPT PORTION FIREHALL GAS
E 101-41400-383		Gas Utilities	\$64.20		CITY HALL GAS-ACCT#0505387558
Total			\$261.61		
25095	07/01/21	MINNESOTA LIFE INSURANCE CO			
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 (4)
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
E 101-46200-134		Employer Paid Life	\$1.02		JULY LIFE INS-CEMETERY
E 205-46500-134		Employer Paid Life	\$3.40		JULY LIFE INS-EDA ROB & TABITHA
G 101-21706		Hospitalization/Medical In	\$104.10		JULY LIFE INS-ROB ANDERSON
G 101-21706		Hospitalization/Medical In	\$17.30		JULY LIFE INS-DARON FRIESEN
G 101-21706		Hospitalization/Medical In	\$20.00		JULY LIFE INS-STEVE PETERS
G 101-21706		Hospitalization/Medical In	\$16.00		JULY LIFE INSURANCE-TABITHA GARLOFF
Total			\$179.50		
25096	07/01/21	MINNESOTA WEST-CANBY			
E 221-42200-305		Dispatching Fees	\$650.00	00262964	FD-ELECTRIC HYBRID VEHICLE TESTING
Total			\$650.00		
25097	07/01/21	MOUNTAIN LAKE AUTOMOTIVE LLC			
E 101-43100-404		Repairs/Maint Machinery/	\$520.01	94642	REPAIR SENSORS--#20
Total			\$520.01		
25098	07/01/21	MOUNTAIN LAKE UTILITIES			
E 101-45200-380		Elec, Water, Sewer	\$103.74		LAWCON PARK LIGHT
E 101-41400-380		Elec, Water, Sewer	\$335.34		CITY HALL UT
E 101-45200-380		Elec, Water, Sewer	\$135.20		CITY PARK RESTROOMS UT
E 101-45186-380		Elec, Water, Sewer	\$292.07		SR CTR UT
E 101-43100-380		Elec, Water, Sewer	\$237.17		ST DEPT UT
E 221-42200-380		Elec, Water, Sewer	\$146.96		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380		Elec, Water, Sewer	\$72.39		AMB PORTION OF FIREHALL UT
E 211-45500-380		Elec, Water, Sewer	\$299.07		LIBRARY UT
E 101-45183-380		Elec, Water, Sewer	\$763.41		UT AT CAMPGROUND
E 101-45200-380		Elec, Water, Sewer	\$24.36		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380		Elec, Water, Sewer	\$58.30		UT AT SKATING RINK
Total			\$2,468.01		
25099	07/01/21	MOUNTAIN LAKE UTILITIES			
E 101-00000-361		General Liability Ins	\$2,674.25		WATER/SEWER 20-21 WORK COMP AUDIT

CITY OF MOUNTAIN LAKE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-00000-361		General Liability Ins	\$99.69		UT OFFICE 20-21 WORK COMP AUDIT
E 101-00000-361		General Liability Ins	(\$1,513.09)		ELEC 20-21 WORK COMP AUDIT
		Total	\$1,260.85		
25100	07/01/21	MOUNTAIN LAKE UTILITIES			
E 101-41400-200		Office Supplies	\$142.27		OFFICE 4-1-21 TO 7-1-21 POSTAGE
E 101-42100-200		Office Supplies	\$17.19		POLICE-4-1-21 TO 7-1-21 POSTAGE
E 205-46500-200		Office Supplies	\$23.22		EDA-4-1-21 TO 7-1-21 POSTAGE
		Total	\$182.68		
25101	07/01/21	MUSKE, SUHRHOFF & PIDDE			
G 101-15506		PREPAID-LEGAL FEES	\$1,400.00		JULY 2021 LEGAL FEES
		Total	\$1,400.00		
25102	07/01/21	NORTHLAND TRUST SERVICES INC.			
E 320-47100-611		Bond Interest	\$16,945.00		INTEREST-303 POPD
E 320-47200-611		Bond Interest	\$13,392.50		INTEREST--341 MTPWR
E 320-47300-611		Bond Interest	\$3,795.00		INTEREST-361 PANKRATZ
E 320-47100-620		Fiscal Agent s Fees	\$165.00		AGENT FEE
E 320-47200-620		Fiscal Agent s Fees	\$165.00		AGENT FEE
E 320-47300-620		Fiscal Agent s Fees	\$165.00		AGENT FEE
		Total	\$34,627.50		
25103	07/01/21	NORTHLAND TRUST SERVICES INC.			
E 610-46330-610		Interest	\$30,880.02		INTEREST MIDWAY ESTATES
		Total	\$30,880.02		
25104	07/01/21	NORTHLAND TRUST SERVICES INC.			
E 342-47000-610		Interest	\$6,000.00		INTEREST--LODGE
		Total	\$6,000.00		
25105	07/01/21	NORTHLAND TRUST SERVICES INC.			
E 308-47000-611		Bond Interest	\$1,552.50		INTEREST
		Total	\$1,552.50		
25106	07/01/21	NORTHLAND TRUST SERVICES INC.			
E 385-47000-611		Bond Interest	\$37,475.00		INTEREST COMMERCIAL PARK
E 385-43160-611		Bond Interest	\$1,900.00		INTEREST-ST LITES
E 385-47000-620		Fiscal Agent s Fees	\$247.50		AGENT FEES
E 385-47000-620		Fiscal Agent s Fees	\$247.50		AGENT FEES
		Total	\$39,870.00		
25107	07/01/21	PRAXAIR DISTRIBUTION INC.			
E 231-42154-210		Operating Supplies	\$190.63		OXYGEN FOR AMB
		Total	\$190.63		
25108	07/01/21	PUBLIC SAFETY CENTER			
E 101-42100-430		Miscellaneous	\$86.29	6006657	POLICE/CRIME SCENE TAPE
		Total	\$86.29		
25109	07/01/21	SANFORD HEALTH			

CITY OF MOUNTAIN LAKE

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Batch: 6-21-21cks,7-1-21cks,7-1-21WH

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42100-260		Recruitment	\$100.00	5/10/21	BEN MCHENRY-EMPLOYMENT EXAM
		Total	\$100.00		
25110	07/01/21	STREICHERS			
E 101-42100-205		Uniforms	\$81.98	I1508642	SHIRT,FLAG GOLD BORDER-BEN MCHENRY
E 101-42100-205		Uniforms	\$1,227.00	I1509921	VEST-BEN MCHENRY
		Total	\$1,308.98		
25111	07/01/21	THIRD AVENUE AUTO PARTS			
E 101-43100-404		Repairs/Maint Machinery/	(\$3.44)		CREDIT
E 101-43100-404		Repairs/Maint Machinery/	\$41.68	S186628	FUEL FILTER #9
E 101-45200-404		Repairs/Maint Machinery/	\$4.99	S186800	MINI-LITE #4
E 507-45150-404		Repairs/Maint Machinery/	\$39.68	S187029	FUEL FILTER-WEED HARVESTOR
		Total	\$82.91		
25112	07/01/21	DEPARTMENT OF TREASURY			
E 101-00000-430		Miscellaneous	\$117.04		2021 PCORI TAX
		Total	\$117.04		
10100 United Prairie 10100			\$212,112.99		

Fund Summary

10100 United Prairie 10100					
101	GENERAL FUND		\$38,692.81		
205	ECONOMIC DEVELOPMENT AUTHORITY		\$208.45		
211	LIBRARY FUND		\$2,156.20		
221	FIRE DEPT FUND		\$840.78		
231	AMBULANCE FUND		\$5,258.38		
308	2011 BOND REFUND-06 ST PROJ		\$1,552.50		
320	2020A--303- 341- 361		\$61,595.38		
342	2020C--THE LODGE		\$20,948.35		
360	T.I.F. #1-3 PINEBROOK		\$4,625.21		
385	ML COMM PARK-DEBT SERV INFRAST		\$39,870.00		
470	T.I.F. #1 HOSPITAL PROJECT FND		\$5,445.23		
507	LAKE COMMISSION FUND		\$39.68		
610	EDA-MIDWAY ESTATES		\$30,880.02		
			\$212,112.99		
730 e	06/21/21	SELECT/FURTHER			
E 101-41400-141		Admin Fees-HSA	\$5.50		JUNE HSA ADMIN FEES
E 101-42100-141		Admin Fees-HSA	\$8.25		JUNE HSA ADMIN FEES
E 205-46500-141		Admin Fees-HSA	\$2.75		JUNE HSA ADMIN FEES
E 101-43100-141		Admin Fees-HSA	\$4.95		JUNE HSA ADMIN FEES
E 101-46200-141		Admin Fees-HSA	\$1.65		JUNE HSA ADMIN FEES
E 101-45200-141		Admin Fees-HSA	\$1.65		JUNE HSA ADMIN FEES
		Total	\$24.75		
731 e	06/30/21	UNITED PRAIRIE BANK			
E 101-41400-301		Auditing and Acct g Servic	\$47.50		JUNE ACH FEES
		Total	\$47.50		
732 e	07/01/21	FURTHER			
E 101-41400-130		Employer Paid HSA	\$3,300.00		OFFICE 2ND HALF 2021 HSA
E 205-46500-130		Employer Paid HSA	\$1,650.00		EDA 2ND HALF 2021 HSA
E 101-42100-130		Employer Paid HSA	\$3,800.00		PD- 2ND HALF 2021 HSA
E 101-43100-130		Employer Paid HSA	\$2,970.00		ST- 2ND HALF 2021 HSA
E 101-45200-130		Employer Paid HSA	\$300.00		PARKS 2ND HALF 2021 HSA
E 101-46200-130		Employer Paid HSA	\$530.00		CEMETERY 2ND HALF 2021 HSA
		Total	\$12,550.00		
10100 United Prairie 10100			\$22,504.28		

doug bristol

From: Chuck Witt <chuck@charleswitt.com>
Sent: Tuesday, June 22, 2021 2:26 PM
To: dbristol@mountainlakemn.com
Subject: May Police Commission Minutes

Flag Status: Flagged

May Police Commission Minutes
Meeting: May 25, 2021

1. Meeting Called to Order at 7:10 PM
2. Members Present:
 - a. Chuck Witt, Secretary
 - b. Jason Flanagan
 - c. Randy Junker
 - d. Chad Eken, Chair
 - e. Doug Bristol, Police Chief
3. Minutes:
 - a. Not available
4. Bills/Income/Expenses
 - a. Nothing unusual
 - b. Motion Jason, second Randy
5. Chief's Report
 - a. Call volume down
 - b. More odd calls than usual
6. Old Business
 - a. New officer passed physical and drug screening
7. New Business
 - a. Firearms purchase
 - i. Six new Glock pistols with trade-in of five existing
 - ii. Arrive in approximately 60 days and including holsters
 - b. Full Metal Jacket ammunition ordered in Jan. 2020 arrived
 - c. Ordered 5.56mm ammunition for AR-15
 - d. Old squad sold for \$6,800 – pending receipt and clearance of check
8. Items from Floor
 - i. No items from floor
9. Adjourn
 - a. Adjourned at 7:34 PM

Chuck Witt

Owner | Charles Witt Communications, LLC | 507-382-0186
414 11th Street N | Mountain Lake, MN 56159
www.charleswitt.com

Instructor | Mountain Lake Firearms Academy | 507-327-2807
<http://www.mountainlakefirearms.com>

"The right to keep and bear arms shall not be infringed." - 2nd Amendment

"Laws that forbid the carrying of arms...disarm only those who are neither inclined nor determined to commit crimes. Such laws make things worse for the assaulted and better for the assailants, they serve rather to encourage than to prevent

Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, June 10, 2021
7 AM

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

Members Absent: None

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

Others Present: None

Call to Order

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

Approval of Agenda, Minutes, and Bills

Motion by Garloff, seconded by Savage, to approve the agenda with the addition of the City Audit Presentation by Sara Oberloh, the May 26 Minutes, and Bills #20878 - 20928. Motion carried 5 – 0.

2020 City Audit

Sara Oberloh, the city’s auditor, presented the 2020 city audit. Oberloh reviewed and explained various components of the audit including revenues, expenses, budgeted amounts for various departments, and various funds. Various graphs and line items of revenues and expenses were presented and explained. The city’s financial position remains strong and no issues or causes of concern were found. Oberloh presented to the City Council on Monday and the audit was approved. Motion by Johnson, seconded by Garloff, to approve the 2020 audit. Motion carried 5 – 0.

Electric Department

The department is waiting for figures from Alex Martin on potential costs of installing a CAT engine and the other various options discussed last meeting. Alex was recently promoted and are short an engineer at the moment. A representative from Interstate Power Systems visited the power plant and discussed the possibility of installing a natural gas engine. Right now, the

department has a contract with Minnesota Energy in which during high demand times the department could be curtailed of their natural gas supply which would not be feasible to operate an engine. A new contract with Minnesota Energy would have to be negotiated. The cost of a natural gas system costs higher than a diesel engine but the price of gas and maintenance would be lower. Since the engines are stand-by engines only, the costs most likely would not be recuperated and the power plant is currently set up to run on diesel engines with a stand-by diesel engine tank. Farabee Mechanical provided a quote to remove the Fairbanks engine at a cost between \$225,000 to \$275,000.

Water/Wastewater Department

The department is working on replacing valves. The sand filters at the water plant are near the end of their life in which the department met with the R.O. system rep and Bolton & Menk to discuss options. The second pond is currently being lined and a meeting with John Graupman at the ponds is set for 8:30am today.

Resignation of the City Administrator Michael Schulte

The city administrator submitted his 4-week notice of his resignation to Mayor Nelson on June 3 and informed staff and the council on June 4. The city administrator's last day will be July 2 and will start as the city administrator for the city of Volga, SD on July 6. The city administrator stated there were multiple factors in the decision but the primary reason was to be closer to family, primarily on his wife's side. The city administrator thanked the Utilities Commission for the opportunity to serve the utility the past 3 years and stated he is willing to help in any way possible before and after July 2.

Adjourn

The meeting was adjourned at 7:35 a.m.

ATTEST:

Michael Schulte, Administrator/Clerk

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

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk

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

Call to Order

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

Work Session – City Administrator Search

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

Approval of Agenda & Consent Agenda

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

Motion carried 5 – 0.

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

Payroll: Checks #66046 – 66076

Approve May 10 Lake Commission Minutes

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

Approve May 17 EDA Board Minutes

Approve May 26 Utilities Commission Minutes

Approve June 7 City Council Minutes

Approve June 15 Special City Council Minutes

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

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

Approve Agreement between EDA & City – Midway Estates

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

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

Public

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

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

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

City Hall Renovation Project

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

construction. Motion carried 5 – 0. The administrator will inform the architect of the decision and the architect will work on a contract with Ankeny Builders.

City Attorney

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

Ordinance #2-21 Amending Flood Plain Ordinance

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

Items from Work Session

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

Adjourn

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

ATTEST:

Michael Schulte, Administrator/Clerk

**City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Tuesday, June 29, 2021
6:30 p.m. – Regular Meeting**

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

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk

Others Present: Joe McCabe

Call to Order

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

Approval of Agenda

Motion by Kruser, seconded by Kass, to approve the agenda. Motion carried 5 – 0.

Approve Interim City Administrator

Joe McCabe submitted a proposal to the City Council to serve as an interim part-time for Mountain Lake while the Council conducts a search for the permanent administrator. McCabe served as the city administrator for Madelia for 20 years and then the city manager for St. James for 10 years. He also returned to St. James to serve as an interim city administrator and the interim EDA director. McCabe introduced himself and explained his background. McCabe will continue serving as the St. James chamber director in the mornings part-time and then come to Mountain Lake in the afternoons to serve as the interim city administrator. Motion by Kass, seconded by Kruser, to approve the proposal submitted by Joe McCabe and approve the stipulations of the proposal. Motion carried 5 – 0. McCabe will visit with the current administrator this week in the afternoons before starting next Tuesday.

Adjourn

The meeting was adjourned at 5:55 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk

JUNE Street Dept

- Remove Memorial Day Decorations (Cemetery)
- Mow @ Trim Cemetery, Camp Ground, Locon Park
- City Park, Memory Park, Shop Area, New Detachment
- Stripe Crosswalks, Curbs yellow
- Fill Rain Garden For EDA New Apts (Estate Dr)
- Dig, Close, Pack + Seed 5 Graves
- Locates
- Round up Curbs, Allys, Fire Hall, EDA lot
- Purchase New Trailer GDF
- New Wood chips City Park, Remove Playground Eq
- Pow Wow Prep, Picnic Tables, Garbage Cans, Signs Etc
- Routine Campground Maint, Replace Breaker, Trim Tree
- Empty Weeds For Lake Commission, Fix #9
- ORDER Playground Eq, Locon Park (SLIDES)
- Flags 3rd Ave
- Clean Storm Sewers