

**Regular Council Meeting
Mountain Lake City Hall
Monday, September 17, 2018
6:30 p.m.**

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

Members Absent: None

City Staff Present: Michael Schulte, Administrator/Clerk; Maryellen Suhrhoff, City Attorney; Andy Kehren, City Engineer

Others Present: Marty Sifer, Coalition of Greater Minnesota Cities; Keith Ramm, Rachel Yoder

Call to Order

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

Approval of Agenda and Consent Agenda

Motion by Kass, seconded by Kruser, to add item 9. Electric Department Personnel and item 13. Community Center to the agenda. Motion approved. Motion by Savage, seconded by Ysker, to approve the agenda and consent agenda as amended. Motion carried.

Bills: Check #21561 – 21621, 562E to 564E

Payroll Check #64095-64130

Approval of July 25 Library Board Minutes

Approval of August 13 Special Library Board Minutes

Approval of July and August Library Report and July Expenditures

Approval of August 9 EDA Minutes

Approval of August 13 Lake Commission Minutes

Approval of August 14 Special EDA Minutes

Approval of August 23 Utilities Commission Minutes

Approval of September 4 City Council Minutes

Approval of September 12 Special City Council Minutes

Public

Rachel Yoder asked if she would be able to ask questions about the trail culvert listed on the agenda and was told that she could.

Coalition of Greater Minnesota Cities - Legislation Report

Marty Sifer, Coalition of Greater Minnesota Cities, handed out a legislative session report written by the Coalition of Greater Minnesota Cities to the Council and the public. The report

contained Mountain Lake's Local Government Aid (LGA) history, state LGA appropriation history, outcomes of CGMC priorities, 2018 CGMC wastewater accomplishments and activities, activities across the state, and various bill updates. The CGMC Fall Conference will be held in Alexandria, MN on November 15-16 in which Sifer encouraged any city staff member or councilmember to attend.

City Engineer Update

Andy Kehren, City Engineer, gave an update and discussed 2nd Avenue, the commercial park, and a trail culvert. A meeting was held on September 13th with Jeremy Kuechle from Kuechle Underground, Dan Gregerson and Ryan Springer representing Employers Mutual Casualty Company (EMC), Andy Kehren and David Palm from Bolton and Menk, Maryellen Suhrhoff representing the city, along with David Savage, Mike Nelson, City Administrator Schulte, and the Street Department. EMC suggested that Kuechle create some estimates on how much it will 1) cost to fix the immediate area of the broken road and 2) how much it will cost to redo a large section of the road past the immediate area. To get this completed before winter, it was suggested from EMC that Kuechle fix the road if they believe it is doable and fair and that the costs will be figured out at a later time to decide who is liable to pay it. If Kuechle agrees, they may fix it and be paid by the city for the initial costs but the city would be paid back at a later time that may be split between Kuechle and Bolton & Menk. The problem area may be dug up and leveled with gravel over winter if it cannot be completely fixed by winter in order for the snow plows to move through. The city is waiting from a response from Kuechle Underground to see if they are willing to fix the road and the city is also waiting on a response from EMC on what EMC believes are the next steps.

The work on the commercial park is almost complete. Kehren stated a few punch list items are left to complete along with a few final payments. Kehren asked if the city had any franchise agreements with utilities because a culvert apron was hit and damaged. The city will look into their agreements and notify the company that hit it.

A proposed trail culvert on the north side of the lake was discussed in the past and Mayor Nelson asked if Kehren had any drawings. Kehren stated he would email what he has to the city administrator. Rachel Yoder asked a few questions about the culvert and where it would be placed and stated some other concerns.

Partial Pay Estimate #5 – Commercial Park

Andy Kehren presented Partial Pay Estimate #5 and recommended the amount be approved and paid to the contractor. Motion by Kass, seconded by Savage, to approve to pay Partial Pay Estimate #5 in the amount of \$88,383.86. Motion carried.

Mountain Lake Public School Street Closing Request

Bill Strom, Mountain Lake Public School Superintendent, met with the city administrator about closing 4th Avenue between 12th Street North and 13th Street North in order to have a construction staging area for the construction companies making renovations to the school. The proposed closure would be from the start of construction around May 17, 2019 to October/November 2020. Doug Bristol, Police Chief, Rick Oeltjenbruns, Street Superintendent, Steve Peters, Street Department, and City Administrator Schulte met with Strom and school staff on September 7th to discuss the closure, parking, bus routes, and drop off zones. Possible options include turning 4th Avenue from 15th Street North to 12th Street North into a one-way street running from east to west and reversing the one-way on 13th Street North from north to south. Parking and drop-off and pick-up areas were discussed. Additional parking may be added by the school north of 5th Avenue in the current grass area owned by the school. The plans for parking and bus routes are not finalized yet but the school desires to at least seek approval to close 4th Avenue in order to notify their construction companies. Motion by Savage, seconded by Kruser, to close 4th Avenue from 12th Street North to 13th Street North at the beginning of construction (around May 17, 2019) until completion (October/November 2020), and grant permission if it suites the school's plans to convert 4th Avenue to a one-way street from 15th Street North to the staging area at the beginning of construction (around May 17, 2019) and reverse the one-way on 13th Street North at the beginning of construction (around May 17, 2019). Motion carried.

Police Department

Doug Bristol, Police Chief, has discussed with the Police Commission about posting for an additional casual/substitute police officer due to changing circumstances and to lower overtime for full-time officers. There are currently 3 full-time police officers in addition to the Police Chief and one casual/substitute police officer to help fill in when needed. The Police Commission voted to recommend to the City Council of posting for an additional casual/substitute police officer. Motion by Kruser, seconded by Savage, to approve the posting of an additional casual/substitute police officer. Motion carried.

Electric Department

Dave Watkins, who transferred over to the Electric Department on August 20, 2018, has agreed to continue in the agreed upon position and continue the memorandum of understanding. According to the Union personnel policy, Watkins has 30 days to decide if he desires to stay in the new position or return to his old position. The Council also can decide if Watkins can stay in the new position or return to his old position. The 30 days from the start date commences on September 20, 2018. Motion by Savage, seconded by Kruser, to approve the continuation of Dave Watkins in his new position after September 20, 2018, post internally after September 20 for a new Water/Wastewater Superintendent for 10 days per Union policy, and post externally if needed. Motion carried.

2019 Budget

The budget cuts made at the Special City Council meeting on September 12th were placed in the 2019 budget. A total of \$57,041.80 in expense cuts were made and revenues were adjusted to increase by \$8,305. \$5,000 from the Police Department savings were also used to assist the 2019 budget. With the adjustments made, the levy stood at \$772,263.47, about a 20% increase from 2018. With commercial park expenses coming to an end and construction bids coming in lower than anticipated, there are funds that can be used to assist paying off debt or perform additional work at the commercial park, conduct any street related projects throughout the city, and perform other approved improvements listed in the bond agreement. Tammy Omdal from Northland Securities spoke with Rob Anderson, EDA Director, and City Administrator Schulte about what improvements and options can be used from the funds. City Administrator Schulte will forward the information from Omdal to the Council. In 2019 a total levy of \$107,265 for the debt payment toward the infrastructure portion of the commercial park and \$22,620 for the debt payment for street lights were new additions to the 2019 budget that were not a part of the 2018 budget. A decision was made to use \$69,832.66 from the commercial park infrastructure fund to help pay the debt payment for 2019. This would leave the total tax levy at \$702,430.81, an increase of \$57,998.87 (9%) from 2018.

Resolution #19-18 Adopting Proposed Preliminary Property Tax Levy

Motion by Ysker, seconded by Kass, to approve Resolution #19-18, setting the preliminary levy at \$702,430.81. Motion carried. The preliminary budget was set at \$2,402,506.82. The final levy will be set in December. The final levy can be less but not more than the preliminary levy.

Public Meeting to Discuss the Levy and Budget

A public meeting to discuss the levy and the budget was set for Tuesday, December 4th at 6PM in the City Hall Chambers, 30 minutes prior to the regular city council meeting. This meeting is open to the public and public input prior to the meeting can be called in or mailed to City Hall.

City Attorney Report

A second reading of Ordinance #3-18 – Clarifying Compensation for Mayor & City Council was read.

City Administrator Report

The step schedule for the city administrator position was reviewed at the last meeting and discussed again. The salary range was approved for the city administrator position prior to hiring a new city administrator but a step schedule was not established. The step schedule includes the approved salary range with the formulas used for each city employee. Motion by Savage, seconded by Kruser, to approve the step schedule as presented. Motion carried.

A house in the city with defects that are not following structure safety ordinances was discussed. It was recommended by Building Inspector Steve Carson to find an organization or church that

may be willing to fix the issue instead of pushing the issue through court. Councilmember Savage stated he would reach out to the church community to seek assistance.

Community Center

A group of citizens are seeking to clean and improve the community center with donations and volunteer work. The Council granted permission to allow the group to make improvements and make it a group effort without the use of city funds. The south door is currently out of order. A company is scheduled to look at the door and provide options on what kind of door should be installed. Direction was given to accept their recommendation and find the proper solution to fix the south door.

Adjourn

The meeting was adjourned at 8:09 p.m.

Approved October 1, 2018

ATTEST:

Michael Schulte, Administrator/Clerk