

**Mountain Lake City Council Meeting**  
**Mountain Lake City Hall**  
**Monday, September 19, 2016**  
**6:30 p.m.**

**AGENDA**

1. Meeting called to order by Mayor Mike Nelson  
\* Further information on agenda item is attached
2. Approval of Agenda and Consent Agenda
  - a. Approval of Bills: Check #'s 9919157 - 9919203, 451E – 452E\*(1-5)  
Payroll #'s 62686 - 62716
  - b. Approval of September 6 Council Minutes\*(6-8)
  - c. Approval of July 20 Library Board Minutes, July and August Library Report,  
and July and August Expenditures\*(9-13)
  - d. Approval of August 5 and August 24 Economic Development Authority  
(EDA) Minutes\*(14-16)
  - e. Approval of August 8 Lake Commission Minutes\*(17-18)
  - f. Approval of August 25 Utilities Commission Minutes\*(19-20)
  - g. Appoint Dean Janzen, Advisory Member EDA
  - h. Accept Resignation of Gloria Klassen, Library, effective October 1
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
4. 6:40 PM Final Reading and Public Hearing, Ordinance #9-16, Temporary Family Health Care Dwelling\*(21-23)
5. Extension of Brad Avenue, Andy Kehren, Bolton and Menk\*(24-32)
6. Lake Commission, Dave Bucklin
  - a. Golf Course Sediment Basin\*(33-38)
  - b. Trail Drainage Improvements at Lawcon Park & Yoder Easement
  - c. Invasive Species Control Grant Application\*(39-42)
7. Street Department, Equipment Purchase, Rick Oeltjenbruns\*(43)
8. Second Reading, Ordinance #10-16 Amending Section 2.13 Salaries of Mayor, Council Members, and Members of Boards and Commissions\*(44)

9. EDA New Industrial Park Land Purchase
  - a. Project Update and Timeline\*(45)
  - b. Adopt Resolution #23-16 Calling for a Public Hearing on the Proposed Adoption of a Redevelopment Plan\*(46-48)
  
10. 2017 Budget
  - a. Review Summary\*(49)
  - b. Set Public Meeting Date to Discuss Budget\*(50-51)
  - c. Prince St. Replay Application, Bargaen, Inc.\*(52-53)
  - d. Local Blue Cross/Blue Shield Agent\*(24)
  
11. Administrator
  - a. Public Nuisance Update
  - b. Results of Monitoring of Grantee Performance, Mountain Lake Comprehensive Project\*(54-58)
  - c. Results of MN Board of Peace Officer Standard and Training (POST) Compliance Review\*(59)
  
12. Preparation for Union Negotiations – Meeting May be Closed.
  
13. Adjourn

**\*Check Detail Register©**

*September 19, 2016*  
*9919157 - 9919203*  
*451E - 452E*

September 2016

Check Amt Invoice Comment

**10100 United Prairie**

Paid Chk#	9919157	9/6/2016	<b>BARCO MUNICIPAL PRODUCTS</b>		
E 101-43150-220	Repair/Maint Supply		\$241.60	IN-221547	FLUORESCENT MARKING PAINT
<b>Total BARCO MUNICIPAL PRODUCTS</b>			\$241.60		

Paid Chk#	9919158	9/6/2016	<b>CITIZEN PUBLISHING</b>		
E 101-41400-351	Legal Notices Publishing		\$57.75	8/10/16	ORDINANCE-7#16 PUBLISHING
E 101-41400-351	Legal Notices Publishing		\$61.60	8/31/16	TRAIL REMINDER
<b>Total CITIZEN PUBLISHING</b>			\$119.35		

Paid Chk#	9919159	9/6/2016	<b>DEMCO, INC</b>		
E 211-45500-200	Office Supplies		\$186.88		LIBRARY SUPPLIES
<b>Total DEMCO, INC</b>			\$186.88		

Paid Chk#	9919160	9/6/2016	<b>MILLER SELLNER EQUIPMENT</b>		
E 221-42200-404	Repairs/Maint Machinery/Equip		\$7,875.10	15741B	REPAIR FD PETERBUILT RESCUE
<b>Total MILLER SELLNER EQUIPMENT</b>			\$7,875.10		

Paid Chk#	9919161	9/12/2016	<b>COMMISSIONER OF REVENUE</b>		
G 101-21702	State Withholding		\$24.29		
<b>Total COMMISSIONER OF REVENUE</b>			\$24.29		

Paid Chk#	9919162	9/12/2016	<b>INTERNAL REVENUE SERVICE</b>		
G 101-21701	Federal Withholding		\$45.40		
G 101-21703	FICA Tax Withholding		\$622.12		
<b>Total INTERNAL REVENUE SERVICE</b>			\$667.52		

Paid Chk#	9919163	9/9/2016	<b>CARCHIOUS RODNEY</b>		
E 607-46330-401	Repairs/Maint Buildings		\$20.40		AUGUST HERITAGE ESTATES MAINT
E 608-46330-401	Repairs/Maint Buildings		\$49.50		EXTRA HOURS AT HERITAGE ESTATES
E 607-46330-401	Repairs/Maint Buildings		\$25.50		EXTRA HOURS AT HERITAGE ESTATES
E 608-46330-401	Repairs/Maint Buildings		\$39.60		AUGUST HERITAGE ESTATES MAINT
<b>Total CARCHIOUS RODNEY</b>			\$135.00		

Paid Chk#	9919164	9/9/2016	<b>COTTONWOOD COUNTY ABSTRACT CO</b>		
E 450-46300-354	Real Estate Taxes		\$105.00	9987-C	ABSTRACT CONTINUATION-ROSS CLEANERS BUILDING
<b>Total COTTONWOOD COUNTY ABSTRACT CO</b>			\$105.00		

Paid Chk#	9919165	9/9/2016	<b>DARON J. FRIESEN</b>		
E 609-46330-402	Repairs/Maint- Ground		\$340.00	266277	MOWING MASON MANOR
E 608-46330-402	Repairs/Maint- Ground		\$145.20	266277	MOWING HERITAGE ESTATES
E 607-46330-402	Repairs/Maint- Ground		\$74.80	266277	MOWING HERITAGE ESTATES
<b>Total DARON J. FRIESEN</b>			\$560.00		

Paid Chk#	9919166	9/9/2016	<b>HERRIGS CONSTRUCTION INC.</b>		
E 235-46340-401	Repairs/Maint Buildings		\$16,543.07	1088	REMODELING/SIDEWALK REPAIR-FORMER CUSTOM MOTORS BUILDING
<b>Total HERRIGS CONSTRUCTION INC.</b>			\$16,543.07		

Paid Chk#	9919167	9/9/2016	<b>HOLT S CLEANING SERVICE INC.</b>		
E 235-46340-401	Repairs/Maint Buildings		\$462.72	2607	CLEAN CARPETS IN FORMER CUSTOM MOTORS BUILDING
<b>Total HOLT S CLEANING SERVICE INC.</b>			\$462.72		

Paid Chk#	9919168	9/9/2016	<b>PEST PRO</b>		
E 607-46330-401	Repairs/Maint Buildings		\$78.20	80143	SPRAY FOR BUGS-HERITAGE ESTATES

1

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September 2016

			Check Amt	Invoice	Comment
E 608-46330-401	Repairs/Maint Buildings		\$151.80	80143	SPRAY FOR BUGS-HERITAGE ESTATES
E 609-46330-401	Repairs/Maint Buildings		\$130.00	80143	SPRAY FOR BUGS-MASON MANOR
	<b>Total PEST PRO</b>		<b>\$360.00</b>		
<hr/>					
Paid Chk# 9919169	9/9/2016	<b>ST JAMES ELECTRIC</b>			
E 235-46340-401	Repairs/Maint Buildings		\$2,555.00	144281	ELECTRICAL WORK IN FORMER CUSTOM MOTORS BUILDING
	<b>Total ST JAMES ELECTRIC</b>		<b>\$2,555.00</b>		
<hr/>					
Paid Chk# 9919170	9/9/2016	<b>KDOM RADIO</b>			
E 205-46500-343	Busnes Recrut/Comm Dev		\$330.00	179160840301	EDA ADVERTISING
	<b>Total KDOM RADIO</b>		<b>\$330.00</b>		
<hr/>					
Paid Chk# 9919171	9/9/2016	<b>CITIZEN PUBLISHING</b>			
E 205-46500-343	Busnes Recrut/Comm Dev		\$49.00	247083	VISITORS GUIDE
	<b>Total CITIZEN PUBLISHING</b>		<b>\$49.00</b>		
<hr/>					
Paid Chk# 9919172	9/15/2016	<b>AFLAC</b>			
G 101-21713	AFLAC		\$192.74		
	<b>Total AFLAC</b>		<b>\$192.74</b>		
<hr/>					
Paid Chk# 9919173	9/15/2016	<b>AFSCME COUNCIL 65</b>			
G 101-21707	Union Dues		\$154.86		
	<b>Total AFSCME COUNCIL 65</b>		<b>\$154.86</b>		
<hr/>					
Paid Chk# 9919174	9/15/2016	<b>BCBS/HSA</b>			
G 101-21714	HSA		\$393.85		
	<b>Total BCBS/HSA</b>		<b>\$393.85</b>		
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Paid Chk# 9919175	9/15/2016	<b>COMMISSIONER OF REVENUE</b>			
G 101-21702	State Withholding		\$807.33		
	<b>Total COMMISSIONER OF REVENUE</b>		<b>\$807.33</b>		
<hr/>					
Paid Chk# 9919176	9/15/2016	<b>GISLASON &amp; HUNTER</b>			
G 101-21712	Garnishments		\$362.72		
	<b>Total GISLASON &amp; HUNTER</b>		<b>\$362.72</b>		
<hr/>					
Paid Chk# 9919177	9/15/2016	<b>INTERNAL REVENUE SERVICE</b>			
G 101-21703	FICA Tax Withholding		\$2,394.58		
G 101-21701	Federal Withholding		\$1,868.30		
	<b>Total INTERNAL REVENUE SERVICE</b>		<b>\$4,262.88</b>		
<hr/>					
Paid Chk# 9919178	9/15/2016	<b>PERA</b>			
G 101-21704	PERA		\$4,300.20		
	<b>Total PERA</b>		<b>\$4,300.20</b>		
<hr/>					
Paid Chk# 9919179	9/15/2016	<b>SW/WC SERVICE COOPERATIVES</b>			
G 101-21708	Employee Paid Health Insurance		\$1,169.90		
	<b>Total SW/WC SERVICE COOPERATIVES</b>		<b>\$1,169.90</b>		
<hr/>					
Paid Chk# 9919180	9/15/2016	<b>VALIC</b>			
G 101-21705	VALIC		\$388.00		
	<b>Total VALIC</b>		<b>\$388.00</b>		
<hr/>					
Paid Chk# 9919181	9/15/2016	<b>COUNTRY PRIDE SERVICES</b>			
E 231-42154-212	Motor Fuels		\$181.91		AMB DIESEL
E 101-43100-212	Motor Fuels		\$640.11		ST DEPT GAS

2



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September 2016

			Check Amt	Invoice	Comment
E 101-42100-212	Motor Fuels		\$415.45		OD-EXPLORER GAS
E 101-42100-212	Motor Fuels		\$48.00		PD-EXPEDITION GAS
E 101-45200-212	Motor Fuels		\$217.13		PARKS GAS
E 221-42200-212	Motor Fuels		\$70.18		FD GAS
E 101-45200-210	Operating Supplies		\$8.53	165117,16575	PARKS-LADIES SIGN,WHITE MARKING PAINT
E 101-41410-200	Office Supplies		\$4.26	165375	TAPE FOR ELECTION
E 231-42154-404	Repairs/Maint Machinery/Equip		\$34.18	165443	AAA BATTERIES FOR AMB
E 101-43100-215	Shop Supplies		\$43.78	165550	CLEANERS,BAGS,EARPLUGS-ST SHOP
E 608-46330-401	Repairs/Maint Buildings		\$602.33	165752,16598	PATIO DOOR SCREEN-1625,LABOR-KRINGLE,LABOR-GOHR
E 101-43150-220	Repair/Maint Supply		\$6.40	165957	GREEN MARKING PAINT-STORM SEWER
E 221-42200-404	Repairs/Maint Machinery/Equip		\$28.84	166228,16546	FD-1X300 RED STRAPPING,FUSE
E 607-46330-401	Repairs/Maint Buildings		\$418.42	166338,16598	TOLIET-HOTZLER,LABOR SCHROEDER
<b>Total COUNTRY PRIDE SERVICES</b>			<b>\$2,719.52</b>		
<b>Paid Chk# 9919183 9/16/2016 ALPHA WIRELESS COMMUNICATIONS</b>					
E 221-42200-404	Repairs/Maint Machinery/Equip		\$86.56	685129	RADIO BATTERIES
E 231-42154-404	Repairs/Maint Machinery/Equip		\$86.56	685129	RADIO BATTERIES
<b>otal ALPHA WIRELESS COMMUNICATIONS</b>			<b>\$173.12</b>		
<b>Paid Chk# 9919184 9/16/2016 AMBULANCE FUND</b>					
E 231-42154-430	Miscellaneous		\$13.56	9/8/16	FOOD ON AMBULANCE TRANSFER
<b>Total AMBULANCE FUND</b>			<b>\$13.56</b>		
<b>Paid Chk# 9919185 9/16/2016 AMERIPRIDE</b>					
E 101-41400-401	Repairs/Maint Buildings		\$41.78	2800667514	MATS FOR CITY HALL
E 101-43100-215	Shop Supplies		\$30.16	2800667514	TOWELS FOR ST DEPT
<b>Total AMERIPRIDE</b>			<b>\$71.94</b>		
<b>Paid Chk# 9919186 9/16/2016 AVENET, LLC</b>					
E 101-00000-430	Miscellaneous		\$180.00	39473	UT GOV OFFICE EMAIL UNTIL SEPT 17
E 205-46500-200	Office Supplies		\$360.00	39473	EDA GOV OFFICE EMAIL THRU SEPT 17
E 101-41400-320	Internet		\$360.00	39473	OFFICE GOV OFFICE EMAIL UNTIL SEPT 17
<b>Total AVENET, LLC</b>			<b>\$900.00</b>		
<b>Paid Chk# 9919187 9/16/2016 CASEYS-CREDIT CARD DEPARTMENT</b>					
E 101-45200-212	Motor Fuels		\$212.94		PARKS GAS
E 101-00000-430	Miscellaneous		\$61.83		UTILITIES GAS (BILLED THEM)
E 101-43100-212	Motor Fuels		\$101.95		ST DEPT GAS
E 205-46500-430	Miscellaneous		\$17.09	8/5/16	8-5-16 EDA LUNCH
<b>otal CASEYS-CREDIT CARD DEPARTMENT</b>			<b>\$393.81</b>		
<b>Paid Chk# 9919188 9/16/2016 COTTONWOOD COUNTY HIGHWAY</b>					
E 101-43121-225	Seal Coat/Crack Filling		\$19,373.95		SEALT COAT
<b>Total COTTONWOOD COUNTY HIGHWAY</b>			<b>\$19,373.95</b>		
<b>Paid Chk# 9919189 9/16/2016 DAVID BUCKLIN</b>					
E 101-45210-402	Repairs/Maint- Ground		\$96.83	8/10/16	REIMBURSE FOR MATERIALS USED ON BRIDGE
<b>Total DAVID BUCKLIN</b>			<b>\$96.83</b>		
<b>Paid Chk# 9919190 9/16/2016 EXPERT T BILLING</b>					
E 231-42154-300	Professional Svcs		\$297.00	3040	AUGUST AMB BILLING
<b>Total EXPERT T BILLING</b>			<b>\$297.00</b>		
<b>Paid Chk# 9919191 9/16/2016 FARM &amp; HOME PUBLISHERS</b>					
E 221-42200-430	Miscellaneous		\$77.40		FD-WATONWAN CTY PLAT BOOKS

3

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September 2016

		Check Amt	Invoice	Comment
<b>Total FARM &amp; HOME PUBLISHERS</b>		<b>\$77.40</b>		
Paid Chk#	9919192	9/16/2016	<b>HOMETOWN SANITATION SERVICE</b>	
E 101-45183-384	Refuse/Garbage Disposal	\$120.00	202596	SEPTEMBER CAMPGROUND GARBAGE
<b>Total HOMETOWN SANITATION SERVICE</b>		<b>\$120.00</b>		
Paid Chk#	9919193	9/16/2016	<b>KDOM RADIO</b>	
E 101-00000-430	Miscellaneous	\$172.00	540160840197	MONTHLY ADV
<b>Total KDOM RADIO</b>		<b>\$172.00</b>		
Paid Chk#	9919194	9/16/2016	<b>LAKER GRILL</b>	
E 205-46500-430	Miscellaneous	\$62.90	9/8/16	9-8-16 EDA SPECIAL MTG LUNCH
<b>Total LAKER GRILL</b>		<b>\$62.90</b>		
Paid Chk#	9919195	9/16/2016	<b>MAYNARDS FOOD CENTER</b>	
E 101-41400-200	Office Supplies	\$7.79	8/18/16	OFFICE-TP
E 205-46500-430	Miscellaneous	\$24.53	8/24/16	EDA SPECIAL MTG LUNCH
E 101-41400-200	Office Supplies	\$4.25	8/24/16	OFFICE-HAND CLEANER
E 101-41410-200	Office Supplies	\$34.68	8/8/16	PRIMARY ELECTION SUPPLIES
<b>Total MAYNARDS FOOD CENTER</b>		<b>\$71.25</b>		
Paid Chk#	9919196	9/16/2016	<b>MILLENNIUM CREDIT CONSULTANTS</b>	
E 231-42154-430	Miscellaneous	\$12.50		AMB COLLECTION-ADELA ROSARIO
<b>Total MILLENNIUM CREDIT CONSULTANTS</b>		<b>\$12.50</b>		
Paid Chk#	9919197	9/16/2016	<b>MUNICIPAL UTILITIES</b>	
E 312-47000-430	Miscellaneous	\$31,250.00		1/2 KUECHLE SETTLEMENT 2012-14 STREET PROJECT
<b>Total MUNICIPAL UTILITIES</b>		<b>\$31,250.00</b>		
Paid Chk#	9919198	9/16/2016	<b>NATIONAL GOVERNMENT SERVICE</b>	
R 231-42154-34205	Ambulance Services	\$327.60		RETURN MEDICARE PAYMENT-WILLIAM WATKINS
<b>Total NATIONAL GOVERNMENT SERVICE</b>		<b>\$327.60</b>		
Paid Chk#	9919199	9/16/2016	<b>PRAXAIR</b>	
E 231-42154-210	Operating Supplies	\$122.98	74269640	OXYGEN FOR AMB
<b>Total PRAXAIR</b>		<b>\$122.98</b>		
Paid Chk#	9919200	9/16/2016	<b>RED FEATHER PAPER</b>	
E 101-45200-210	Operating Supplies	\$113.50	88720	TP FOR PARKS
<b>Total RED FEATHER PAPER</b>		<b>\$113.50</b>		
Paid Chk#	9919201	9/16/2016	<b>SW/WC SERVICE COOPERATIVES</b>	
E 101-46200-131	Employer Paid Health	\$737.64		OCT HEALTH INS-CEMETERY
E 101-42100-131	Employer Paid Health	\$3,224.16		OCT HEALTH INS-POLICE DEPT
E 101-41400-131	Employer Paid Health	\$2,458.84		OCT HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health	\$2,212.96		OCT HEALTH INS-ST DEPT
E 211-45500-131	Employer Paid Health	\$1,229.42		OCT HEALTH INS-LIBRARY
E 205-46500-131	Employer Paid Health	\$1,229.42		OCT HEALTH INS-EDA
E 101-42100-135	Employer Paid Other	\$420.50		OCT HEALTH INS-BRIAN LUNZ
E 101-45200-131	Employer Paid Health	\$737.66		OCT HEALTH INS-PARKS DEPT
<b>Total SW/WC SERVICE COOPERATIVES</b>		<b>\$12,250.60</b>		
Paid Chk#	9919202	9/16/2016	<b>TASER</b>	
E 101-42100-430	Miscellaneous	\$69.37	SI1450126	PD-TASER BATTERY
<b>Total TASER</b>		<b>\$69.37</b>		

4



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Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
9919203	9/16/2016	WCEC INC			
E 101-43121-225		Seal Coat/Crack Filling	\$71,883.70	79108	PLUNGE POOL CLEANUP FROM SEAL COAT PROJECT
Total WCEC INC			\$71,883.70		
10100 United Prairie			\$182,820.54		

**Fund Summary**

Fund	Amount
<b>10100 United Prairie</b>	
101 GENERAL FUND	\$117,125.39
205 ECONOMIC DEVELOPMENT AUTHORITY	\$2,072.94
211 LIBRARY FUND	\$1,416.30
221 FIRE DEPT FUND	\$8,138.08
231 AMBULANCE FUND	\$1,076.29
235 SW HOUSING GRANT	\$19,560.79
312 CITY WIDE PROJ-DEBT SERV	\$31,250.00
450 DOWNTOWN-ROSS PROJECT	\$105.00
607 EDA----4 PLEX FUND	\$617.32
608 EDA----8 PLEX FUND	\$988.43
609 EDA-- MASON MANOR	\$470.00
<b>Total</b>	<b>\$182,820.54</b>

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
000451E	9/6/2016	UNITED PRAIRIE BANK			
G 609-22800		Notes Payable - Current	\$435.87		MASON MANOR-PRINC PAYMENT
E 609-46330-610		Interest	\$854.66		MASON MANOR-INTEREST PAYMENT
Total UNITED PRAIRIE BANK			\$1,290.53		

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
000452E	9/21/2016	SELECT ACCOUNT			
E 101-45200-141		Admin Fees-HSA	\$1.27		HSA ADMIN FEES
E 101-43100-141		Admin Fees-HSA	\$3.80		HSA ADMIN FEES
E 211-45500-141		Admin Fees-HSA	\$2.11		HSA ADMIN FEES
E 205-46500-141		Admin Fees-HSA	\$2.11		HSA ADMIN FEES
E 101-42100-141		Admin Fees-HSA	\$8.44		HSA ADMIN FEES
E 101-41400-141		Admin Fees-HSA	\$4.22		HSA ADMIN FEES
E 101-46200-141		Admin Fees-HSA	\$1.26		HSA ADMIN FEES
Total SELECT ACCOUNT			\$23.21		

5

**DRAFT**  
**Mountain Lake City Council Meeting**  
**Mountain Lake City Hall**  
**Tuesday, September 6, 2016**  
**6:30 p.m.**

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

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator; Maryellen Suhrhoff, City Attorney, Muske, Muske, and Suhrhoff; Chief Tim Coners, Dave Watkins, Pat Oja, and Jason Kruser, Mountain Lake Fire Department

Others Present: Doug Regehr; Allen Rahn

**Call to Order**

Mayor Nelson called the meeting to order at 6:30 p.m.

**Agenda and Consent Agenda**

Motion by Kass, seconded by Ysker, approve the consent agenda and adopt the agenda as presented. Motion carried unanimously.

Bills: Check #'s 9919105 – 9919156, 447E – 450E

Payroll #'s 62651 - 62685

August 15 Council Minutes

July 28 Utility Commission Minutes

Close a Portion of Eighth Street, Sunday, September 11

Accept Resignation, Levi Grams, Trails, as of September 8, 2016

**Public**

Allen Rahn told the council about unlicensed vehicles on an unidentified property in his neighborhood that have not been moved in several years. He has discussed the problem with the Police Department. The administrator will contact the Police Department.

**Mountain Lake Fire Department**

Chief Tim Coners and other department members present reviewed the draft 2017 budget with the council. The status of the township equipment fee, repair and maintenance of equipment, and the department's reserves were reviewed and discussed. The old pumper needs to be replaced and is listed on the city's capital purchase plan. Cost, financing, and possibly purchasing a used vehicle were discussed. The new vehicle will likely be delivered a year after it is ordered.



Motion by Kruser, seconded by Kass, to call for bids for a new pumper. Motion carried unanimously.

**Final Reading, Ordinance #8-16, Amending Section 7.04 Cemetery Regulation**

The ordinance was reviewed a final time. Motion by Kass, seconded by Savage, to adopt Ordinance #8-16. Motion carried unanimously.

**Adoption of Resolution #21-16, Establishing Salaries for City of Mountain Lake Commission and Board Members**

The resolution was reviewed and discussed. Motion by Ysker, seconded by Kass, to adopt Resolution #21-16. Motion carried unanimously.

**First Reading, Ordinance #10-16 Amending Section 2.13 Salaries of Mayor, Council Members, and Members of Boards and Commissions**

The ordinance was reviewed and discussed. After further consideration the council agreed that the Paragraph B should be revised to read '*compensation for attending out-of-town meetings less than four (4) hours shall be \$40; out-of-town meetings over four (4) hours shall be \$80*'.

**Economic Development Authority (EDA) Land Purchase for New Industrial Park**

The EDA has been negotiating the purchase of a 24 acre parcel just southwest of Mountain Lake and has reached a tentative agreement with the owner. The project, especially financing, was discussed. No action taken.

**2017 Preliminary Budget and Levy, Resolution #22-16**

The preliminary budget summary sheet was reviewed. As presented the budget decrease is \$13,940.61 or .63 percent from 2016. As presented the levy increase is \$35,054.08 or 5.5% from 2016. No cuts have been made to the draft budget. Possible cuts were identified. There was discussion on dollar amount at which the preliminary levy should be set. The preliminary levy must be set by September 30. The final levy will be adopted in mid-December. The final levy can be less than but not more than the preliminary levy. Motion by Savage, seconded by Ysker, adopt Resolution #22-16 setting the 2017 preliminary levy at \$679,518.89, a 7% increase over 2016. Motion carried unanimously. It is expected that the final levy will be less than the preliminary levy.

**Kuechle Settlement Payment**

The Utility Commission has requested the Kuechle Underground v. the City of Mountain Lake settlement amount of \$62,500 be divided equally between the city and utility. Motion by Ysker, seconded by Savage, to divide the cost equally with the utility. Voting Aye: Kass, Nelson, Savage, and Ysker. Voting Nay: Kruser.

### **Community Center Use**

A resident is interested in offering dance classes two or three late afternoons a week at the community center. Community Center rent is \$125 per event with a refundable \$125 damage deposit. Rental fees are not waived for business. Discussion was held on a reasonable fee for the dance studio. The council wants to support new businesses and activities that draw people to Mountain Lake. By consensus it was agreed that the rent for the dance studio be set a \$10/day, plus the \$125 damage deposit for its first year. The fee will be revisited next summer before classes begin again in the fall.

### **Street Department, Seal Coating Update**

The League of Minnesota Cities Insurance Trust, the city's insurers, notified the City on August 23 that the City has coverage for the incident. The clean-up is mostly complete. The material collected needs to be disposed of at an approved landfill, and the collection booms at the plunge pool outlet are still in place and being monitored until late September when they should be removed.

### **Public Nuisance Update**

The city attorney updated the council on the status of the on-going public nuisance abatement at 1406 Third Avenue.

### **CMPAS Annual Membership Meeting Invitation & CenterPoint Church Invitation**

The two invitations were briefly discussed.

### **Preparation for Union Negotiations**

Motion by Kass, seconded by Ysker, to close the meeting at 8:07 PM and open the closed meeting pursuant to MN Statutes 179A.01 – 179A.25 to consider union contract negotiation strategies. Motion carried unanimously.

Motion by Ysker, seconded by Kass, to close the closed meeting and open the open meeting at 8:45 PM.

### **'Notice of Desire to Negotiate'**

Motion by Savage, seconded by Ysker, authorizing the sending of Notice of Desire to Negotiate to the local American Federation of State, County and Municipal Employees (AFSCME) and Law Enforcement Labor Services (LELS) unions. Motion carried unanimously.

### **Adjourn**

The meeting was adjourned at 8:47 PM.

ATTEST:



**Mountain Lake Public Library Board Minutes  
July 20, 2016**

**Members Present:** Dennis Cords, Diane Englin, Vickie Krueger, Barrie Wright,  
Carol Lehman, director

**Members Absent:** Marci Hernandez

**Others Present:** None

The meeting was called to order at 4:10 p.m. by chairman, Barrie Wright.

**M/S/P Cords/Englin** to accept the minutes of the June 8, 2016 meeting.

**Carol presented the June monthly report** indicating 3,042 total circulation and expenditures in the amount of \$2,409.22. **M/S/P Englin/Cords** to accept the report as given and approve the June expenditures.

The remainder of the meeting was spent reviewing and discussing the proposed 2017 budget.

Meeting adjourned at 5:20 p.m.

**NEXT MEETING: Wednesday, September 14, 2016 – 4:00 p.m.**

Respectfully submitted,

Diane Englin, acting secretary



CITY OF MOUNTAIN LAKE

PUBLIC LIBRARY REPORT

MONTH OF July, 2016

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____

TOTAL CIRCULATION 2,902

Interlibrary loan sent  
Interlibrary loan received

<u>253</u>
<u>214</u>
<u>487</u>

TOTAL ILL

ILL NON SYSTEM 74

RECEIPTS

Cash income	<u>407.87</u>
Donations (monetary)	_____
County Revenue	_____
Misc. Revenue	_____
Fines	_____
Meeting room rental	_____
Sale of supplies	_____

TOTAL RECEIPTS

\$407.87

EXPENDITURES

Books	<u>153.03</u>
Periodicals	_____
Audio-visual	<u>149.09</u>
Supplies	<u>157.29</u>
2.61 Postage	<u>2.61</u>
Miscellaneous	_____
Telephone	<u>63.02</u>
Repairs & maintenance (sanitor)	<u>345.00</u>
Repairs & maint. of equipment	_____
405.26 Project expense	<u>405.26</u>
Capital outlay	_____
Automation	_____
Gas Utilities	<u>52.89</u>
TOTAL EXPENDITURES	<u>\$1,328.19</u>

(10)

LIBRARY DIRECTOR Carol Lehman



CITY OF MOUNTAIN LAKE

PUBLIC LIBRARY REPORT

MONTH OF August, 2016

CIRCULATION AND USE

Adult fiction \_\_\_\_\_  
 Adult nonfiction \_\_\_\_\_  
 Non print (includes videos, cassettes, art prints, etc.) \_\_\_\_\_  
 Juvenile \_\_\_\_\_  
 Periodicals \_\_\_\_\_

TOTAL CIRCULATION 3,055

Interlibrary loan sent  
Interlibrary loan received

330  
332

TOTAL ILL

662

ILL NON SYSTEM 51

RECEIPTS

Cash income  
 Donations (monetary)  
 County Revenue  
 Misc. Revenue  
 Fines  
 Meeting room rental  
 Sale of supplies

4.57  
2,504.65 (County Rev - 2nd check for Jan-  
100.00 (SAMMIE Grant) June 2016)  
15.00 Credit Project Exp.

TOTAL RECEIPTS

\$2,624.22

EXPENDITURES

Books  
 Periodicals  
 Audio-visual  
 Supplies  
 1.57 Postage  
 Miscellaneous/Mileage  
 Telephone  
 Repairs & maintenance (Janitor)  
 Repairs & maint. of equipment  
 3.00 Project expense  
 Capital outlay  
 Automation  
 Gas Utilities  
 TOTAL EXPENDITURES

799.33  
142.20  
216.50  
229.63  
1.57  
53.67  
65.24  
345.00  
3.00  
52.89

\$1,909.03

11

LIBRARY DIRECTOR

Carol Lehman

**LIBRARY EXPENDITURES - JULY 2016**

<b>Frontier</b>	<b>Telephone Expense</b>	<b>\$63.02</b>
<b>Dennis Hulzebos</b>	<b>Repairs &amp; Maintenance - Janitorial</b>	<b>\$345.00</b>
<b>Indoff</b>	<b>Supplies</b>	<b>\$120.86</b>
<b>Ingram</b>	<b>Books</b>	<b>\$146.39</b>
<b>Maynard's</b>	<b>Supplies</b>	<b>\$36.43</b>
<b>MN Energy Resources</b>	<b>Gas Utilities</b>	<b>\$52.89</b>
<b>Synchrony Bank/Amazon</b>	<b>Books 6.64 / AV 149.09</b>	<b>\$155.73</b>
		<hr/>
		<b>\$920.32</b>
	<b>Cash Expenditures</b>	<b>\$407.87</b>
		<hr/>
	<b>Total</b>	<b>\$1,328.19</b>

## LIBRARY EXPENDITURES - AUGUST 2016

Daily Globe	Periodicals - 1 yr.	\$142.20
Demco	Supplies	\$186.88
Frontier	Telephone Expense	\$65.24
Dennis Hulzebos	Repairs & Maintenance - Janitorial	\$345.00
Indoff, Inc.	Supplies	\$25.43
Ingram	Books	\$765.56
MN Energy Resources	Gas Utilities	\$52.89
Peterson Drug	Supplies	\$17.32
Sandy Schroeder	Mileage - RT to Slayton = 99.4 miles	\$53.67
Synchrony Bank/Amazon	Books 33.77 / AV 216.50	\$250.27
		<hr/>
		\$1,904.46
	Cash Expenditures	\$4.57
		<hr/>
	Total	\$1,909.03

REGULAR MEETING  
ECONOMIC DEVELOPMENT AUTHORITY

August 5, 2016

12:00 Noon

PRESENT: Vern Peterson, Mike Nelson, Jerry Haberman, Brian Harder, and Brad Hanson, Advisory  
ABSENT: Mark Hanson, Steve Syverson, Darla Kruser and Clara Johnson, Advisory  
STAFF PRESENT: Rob Anderson and Marva Ott  
GUESTS: Cheryl Hiebert, Observer/Advocate

1. Call to Order: Vern called the meeting to order.
2. Consent Agenda. One invoice was added for \$420.00 to KDOM for Good News ad. Motion made and seconded by Mike and Brian to approve the Consent Agenda and additional invoice as presented. Carried.
3. Industrial Park: The Pankratz Family may possibly be interested in selling their land on Highway 60 now. Rob handed out cost estimates and the map layout that was done a year ago with Bolton & Menk. Brian gave an update on his conversations with Steve Pankratz. There is approximately 25-36 acres. The board discussed what price the land would be selling for if it was being sold as farmland. Rob stated that we would have to bond for the total project of land costs and development costs so it could be a 3 million dollar bond project. We could take the land by condemnation but we would have to annex it first. The board also discussed purchasing the land and holding it until we could develop it once we secure businesses to build out there. If we paid \$15,000.00 per acre our land cost would be \$375,000.00 on 25 acres. Several comments made and discussion continued. After several minutes of discussion about negotiating the price with an option to get some of the land on the south side of the highway too along with asking Jim Sneer to buy the land or finance it, the matter was tabled. Rob, Mike and Brian were instructed to negotiate with Steve Pankratz on price. Brian will talk to Steve first and see if he is willing to sit down with the others on this. Mike will talk to Jim Sneer also.
4. Fulda Area Credit Union: Lease was signed so we are moving forward with the remodeling. Payments will begin October 1<sup>st</sup>. Rob stated that the ceiling tiles are bad and Herrig's submitted a proposal to replace all the tiles at a cost of \$5,385.60. There was discussion about getting another bid and also to get a breakdown on labor and materials from Herrig's. Several other comments made including asking Fulda Credit Union to share the costs. Several board members felt we should not do it unless Fulda requested it. Rob was instructed to have them come and look at it and to try and negotiate costs with Herrig's if it was necessary to have the tiles done. Matter was tabled until Fulda has the chance to view it again.
5. Balzer Request for Subordination of 1<sup>st</sup> collateral position on loan: a. Balzer is requesting the EDA to subordinate 1<sup>st</sup> position on the loan for the office building in order for Balzer to get a loan from their bank. Several comments made about the Ag economy and how Balzer has been a good business and paid their loans on a timely basis. A motion was made and seconded by Vern and Mike to grant the subordination of 1<sup>st</sup> position on the loan. More discussion continued but motion carried unanimously.  
b. Watkins Property: Brad asked if the EDA would be willing to buy the property on a contract for deed for \$10,000.00 per year for 6 years and charge Balzer \$4,000-\$5,000 per year for an option to buy when they are ready. The board discussed what to do with the property and whether

14

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we needed to clear the land for development. Rob was given authority to work on a proposal with Balzer and bring an option to the next meeting.

6. Dilly Rodney Apartment Maintenance: After the issue of shingling the apartments and Dilly wanting to quit doing maintenance the board discussed giving him more money to keep him on. After several comments and ideas a motion was made by Brian and seconded by Mike to give Dilly \$60 per month guaranteed and \$30 per hour for any extra time and let him do any maintenance items unless it amounts to over \$5,000.00 then it would have to be bid out. Carried.

7. Mt. Lake 2026 Strategic Planning: Rob contacted the U of M Extension office that did our previous planning session and set up October 11, 2016 for a session from 1-4:30 p.m. at a cost of \$1,500.00. Rob stated we could take the cost out of our business recruitment line in our budget. After discussion about the date not working, it was decided to try and move the session to November instead. Motion made and seconded by Brian and Jerry to approve the session at a cost of \$1,500.00. Carried. Rob will work on changing the date to November.

8. TIF District 1-8 Redevelopment District: Sanford is moving forward but process is very slow.

9. Lakeview Estates Lots: Puente's and Dick's extensions to build were discussed. Several comments made after which a motion was made and seconded by Jerry and Brian that extensions that have been granted will cap at 5 years from the date of purchase. The house construction must begin within that time frame or the lot will be forfeited back to the EDA. Lots can also be sold to another party if parties can't provide plans to build by then. Carried. Rob was instructed to send a letter to both parties stating the terms of the motion.

10. General Discussion:

a. Custom Motors. Rob stated that the city attorney hasn't done anything yet as far as he knew. We can't seem to get her to get going on this and other things too. Mike will speak to Wendy about this to see about how to get the lawsuit started.

b. Puente's property taxes: restaurant and Lakeview lot taxes haven't been paid. Discussed what to do on this. Rob was instructed to tell Lori that she needs to pay the restaurant taxes and tell her she is in violation of her agreement. The EDA can take the Lakeview lot back for failure to pay taxes.

c. Pop'd Kerns Water Leak. Another window was replaced and so far no leaks. The epoxy floor on the other hand is a mess and nothing seems to work on that. Holt's are frustrated.

d. Next meeting is September 9<sup>th</sup>.

e. Casey's and Cenex are not interested in partnering with Subway.

f. Rob stated that the county wants to know if the EDA is interested in participating in a county wide tax abatement. Matter was tabled till next month due to lack of time.

g. Prime Pork and housing issues were briefly discussed. No action taken.

11. Meeting adjourned at 1:35 p.m.

SPECIAL MEETING  
ECONOMIC DEVELOPMENT AUTHORITY

August 24, 2016

12:00 Noon

PRESENT: Darla Kruser, Mike Nelson, Vern Peterson, Mark Hanson, Brian Harder, Jerry Haberman, Steve Syverson and Clara Johnson and Brad Hanson Advisors.

ABSENT: None

STAFF PRESENT: Rob Anderson and Marva Ott

CITY ADMINISTRATOR: Wendy Meyer

GUESTS: Cheryl Hiebert-O/A

1. Call to Order: Mark called the meeting to order.
2. The purpose of the meeting was to discuss possible purchase of the Pankratz property. Rob stated that the construction committee had met to discuss the purchase, financing and timeline. The committee feels we should also get the south side of Hwy 60 (approximately 500 feet). Pankratz's are asking \$14,250.00 per acre. Jim Sneer may be interested in helping finance this project either himself or through United Prairie Bank. If the EDA wanted to buy all 39 acres at \$14,250.00 per acre the cost would be \$555,750.00 for the land. Rob stated he had spoken with Jeremy Janssen at UPB about what the possible terms would be for this. The bank could finance the entire amount for 20 years at 4.75% fixed for 5 years and then a fixed rate for 10 years to coincide with the treasury rate. Payments on this amount would be \$3,591.31 per month or \$43,096.61 annually. Financing options were discussed with some feeling that we should be able to get the interest down to 3% or less at the bank. Other ideas discussed were eminent domain and annexation of property. The Helferich property and property owned by MnDot were briefly discussed but no action on this. The entire project would cost approximately \$65,000.00 per acre so land would not be free to any business. The total project cost for land and infrastructure is 2.5 million dollars. The dollar amount of \$14,250.00 per acre is very high so we should try and negotiate a lower price. Several ideas were discussed re: infrastructure and development. After more discussion, the board decided that we should just concentrate on the north side of the highway for now. Vern made a motion to have Rob and Jerry negotiate with Steve Pankratz at a price beginning at \$12,500.00 up to \$14,250.00 for 24 acres contingent on financing. No second received so motion died. Darla then made the same motion except changing the dollar amounts to \$10,000.00 up to \$13,000.00 per acre but no second received so motion died. Brian then made the same motion except the dollar amounts were changed to \$13,000.00 up to \$14,250.00. Vern seconded the motion and motion carried with Jerry and Darla opposing. This will all be contingent on financing and council approval. The next step if Pankratz agrees to a price would be to sign a purchase agreement and get council approval. Rob and Jerry will talk to Steve Pankratz as soon as possible.
3. Nothing further. Meeting adjourned.

*After the meeting adjourned Rob and Jerry were able to get Steve Pankratz on the phone to discuss offer.*

16

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**Regular Lake Commission Meeting  
Monday, Aug. 8, 2016**

Members Present: Jim Peterson, Dave Bucklin, Jason Kruser, Jean Haberman, Heather Funk, and Mike James

Guests Present: Wendy Meyer, Cheryl Hiebert, Brian Schultz, and Steven Funk

Chair Peterson called the meeting to order at 6:30 p.m. M/S/P Bucklin/Kruser to approve the minutes of the July 11, 2016 meeting.

**Treasurer's Report:**

**Bills:**

Country Pride - grease, bolts & oil for weed harvester	46.27
Country Pride - gas for weed harvester	359.99
Casey's - Fuel for dump truck to haul weeds	22.75
Dept. of Employment - Harvester unemployment ins.	4.05
Municipal Utilities - Postage 4/1/16 - 7/12/16	2.85

**Income:**

UPB - Interest	1.08
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Christy Bennett donated \$180.00 for harvester storage this winter to be paid to Sid Ewert.

M/S/P Bucklin/Kruser to approve Treasurer's Report

**Lake:**

- Jay brought to our attention a PCA lake study that listed Mountain Lake on the impaired water list. Brian Schultz explained that Mountain Lake appeared on the list due to a fish biological assessment that PCA conducted. There aren't enough fish species in the lake. Brian said that our lake was claimed and has a dam; therefore, the only fish in it are the ones that are stocked. He said not to worry about it. The high phosphorus level is another reason our lake is listed.
- Jay and Dave are willing to keep working on cutting buckthorn. Wendy said the City would apply for an Invasive Species Grant.

**Trail:**

- Nickel Construction will work on straightening and repairing the footbridge on Saturday at 8:00 a.m. Lake Commission members will help.
- Wendy said that a new part-time employee will begin working on Aug. 9 to help with parks and trail maintenance.

- Discussion was held about installing a culvert on the trail by Yoder's property where there is a problem with runoff. Dave will get information about the size of culvert needed.
- The solution to the runoff problem by Lawcon Park might be tile.
- The grass clippings on the trail by Curt Fast's property are a safety issue. The clippings need to be swept or blown off on a regular basis.
- An attempt was made to put in a root barrier by the willows, however, it was too wet at the time. We will try again in fall if it dries out.
- Jason suggested making the footbridge higher.

#### **Beach:**

- Steve Funk was on hand to offer in-kind labor from the Ag. classes to build benches and a fire pit by the beach. He will get cost estimates for the lumber and supplies. Wendy will apply for grants from the Mountain Lake Foundation and Remick Foundation.
- He also is starting a program with FFA called "Living to Serve Days." The students are interested in doing some lake/trail projects. He requested a checklist of things that could be done on the island or other places.

#### **Sediment Pond:**

- The sediment pond by Golf Course will cost approximately \$26,600. Dave and Jim will attend the Golf Course meeting on Wed., Aug. 10th to discuss the project. Dave will ask for State Cost Share to help with expenses. The City could haul the dirt. It might be possible to use the excavated dirt to make some hills on the Golf Course.

#### **Budget:**

- It was decided to ask for a budget of \$5,000 for Plunge Pool; \$4,000 for culvert and tile; and \$2,000 for benches and fire pit - for a total of \$12,000.

#### **New Business:**

- We welcome our new Lake Commission member, Mike James.
- Jason reminded us to put "hunting" notices in the utility bills, on the Public TV channel, City website, and Lake Commission website.
- Mike Nelson told us about a "Bike Around Minnesota" group who will be visiting Mountain Lake on August 20<sup>th</sup>. They will visit the Heritage Village and bike around the trail if the bridge is fixed.

Respectfully submitted,

Jean Haberman,  
Secretary



**Mt. Lake Utilities Commission  
Mt. Lake City Hall  
Thursday, August 25, 2016  
7AM**

Members Present: Commissioners John Carrison, Mike Johnson, Todd Johnson, Brett Lohrenz, David Savage, Council Liaison

Members Absent: Mark Langland

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

Others Present: None

**Call to Order**

The meeting was called to order at 7 AM. KDOM Red Rock Boosters advertising was added to the agenda.

**Approval of July 28 Minutes and Check Numbers 16424 – 16487**

Check # 16448, MN Energy Resource Corp., specifically the power plant portion for heating the boiler, was discussed briefly. Motion by T Johnson, seconded by Lohrenz, to approve the minutes and bills. Motion carried unanimously.

**Ziegler/Cat Head Gasket Replacement**

Melson explained that a coolant leak led to the need to replace the gaskets. Various aspects of the problem and repair cost were discussed. Motion by T. Johnson, seconded by Carrison, to hire Ziegler/Cat at a cost of \$27,657.09. Motion carried unanimously.

**Project Updates**

Fairbanks-Morse is completed the additional work needed to bring the Cat engines into National Emission Standards for Hazardous Air Pollutants (NESHAP) compliance. Sub-station soil boring has been scheduled. Line maintenance work is being done in an area located roughly between Second Avenue and Third Avenue from Twelfth Street to County Road #1.

**Televised Line Update – west Third Avenue**

The private sewer lines of homes from Twelfth Street to Fifteen Street have been televised/inspected. At some properties the line could not be televised/inspected because of existing plumbing. It was agreed that these homes would receive replacement letters based on the as-builts in the file. Three properties were not televised/inspected because the owner of two said they have not been notified; and the third denied access. These properties will be contacted for televising/inspection in 2017. If the properties are again not televised/inspected the matter will be turned over to the city attorney.

**22.004.1000 Loan Request**

The new owner of the property wants to connect to city sewer and correct the location of their city water line. Due to the cost the owner is asking for a ten year rather than a five year term on the Utility's 2% interest private line loan. It was noted that the project cost is about four times higher than the average private sewer line replacement. Motion by Carrison, seconded by T. Johnson, to extend the loan term to ten years due to the size and cost of the project. Voting Aye: Carrison, M. Johnson, T. Johnson. Abstaining: Lohrenz. Motion carried. It is the city's intention to annex this property and others near the city's southwest corner north of Highway 60.

**Kuechle Underground Inc. v. City of Mountain Lake Settlement**

Discussion was held on where the funds to pay the city's portion of the \$62,500 settlement should be taken. Motion by Lohrenz, seconded by T. Johnson, to offer a 50%/50% Utility/ City split to the City Council for their consideration. Motion carried unanimously.

**Budgets**

The 2016 water, sewer, and electric budgets were reviewed. It was noted that in many areas actual revenues are less than expected. The KDOM Red Rock Boosters advertising was discussed. By consensus it was agreed that the Utility should continue to participate with the City.

**Central MN Power Agency and Services (CMPAS)**

The annual membership meeting scheduled for October 4 was discussed.

**Adjourn**

The meeting was adjourned at 7:50 AM.

**Approved September 8, 2016.**

ATTEST:

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Wendy Meyer, Clerk/Administrator

**Ordinance #9-16**  
**An Ordinance of the City of Mt. Lake**  
**Establishing Section 9.16**  
**Temporary Family Health Care Dwelling**

**The City Council of City of Mt. Lake ordains that Section 9.16 be adopted to read as follows:**

**Subd. 1 Definitions**

For the purposes of this section the following terms have the meanings given.

- A. "Caregiver" means an individual 18 years of age or older who:
  - 1. Provides care for a mentally or physically impaired person; and
  - 2. Is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.
- B. "instrumental activities of daily living" has the meaning given in MN Statutes 256B.0659, Subd. 1, paragraph (i).
- C. "Mentally or physically impaired person" means a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified in writing by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state.
- D. "Relative" means a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew, or niece of a mentally or physically impaired person. Relative includes half, step, and in-law relationships.
- E. "temporary family health care dwelling" means a mobile residential dwelling providing an environment.

**Subd. 2 Permit Required**

A person may not use a temporary family health care dwelling to house a relative as defined in Subd. 1e without first obtaining a permit.

**Subd. 3 Requirements**

A temporary family health care dwelling must meet the following requirements:

- A. Be limited to one (1) occupant
- B. Be occupied no more than six months
- C. Provide a site map that shows size and location of health care dwelling and all other construction on the lot
- D. Be in compliance with residential setback requirements
- E. Be Located on property owned or rented by the care giver



- F. Provide written certification that the mentally or physically impaired person requires assistance with two or more instrumental activities of daily living as certified in writing by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state.
- G. Provide documentation that abutting property owners have been notified of the applicant's intent
- H. Be primarily assembled at the location other than its site of installation:
- I. Be no more than 300 gross square feet:
- J. Not be attached to a permanent foundation;
- K. Be universally designed and meet state-recognized accessibility standards;
- L. Have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;
- M. Have a minimum insulation rating of R-15
- N. Be able to be installed, removed, and transported by a one-ton pickup truck as defined in MN Statutes section 168.002, subdivision 21b, a truck as defined in MN Statutes section 168.002, subdivision 37 or a truck tractor as defined in MN Statutes section 168.002, subdivision 38
- O. Be built to either MN Rules, chapter 1360 or 1361, and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2; and
- P. Provide access to water and electric utilities by connecting in some manner approved by the Electric Superintendent and Water/Wastewater Superintendent to Mountain Lake Municipal Utilities.
- Q. Be equipped with a backflow check valve
- R. Provide proof of adequate method of sewage disposal

Subd. 4. Application and Issuance

- A. Application for a permit must be made to the zoning administrator and must demonstrate that the requirements of Subd. 3 have been met.
- B. Upon receipt of a complete application the zoning administrator shall refer it to other departments to determine if requirements have been met.
- C. If it is determined all requirements have been met the matter will be placed on the agenda of the next city council for approval.

Subd. 5. Duration

The term of the permit is no more than six months. Permits cannot be renewed or in any way extended. The dwelling shall be removed no more than 60 days after it is vacated by the occupant so identified in the permit application.

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

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Mike Nelson, Mayor

ATTEST:

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Wendy Meyer, Clerk/Administrator

Published in the Mountain Lake Advocate/Butterfield Observer on \_\_\_\_\_, 2016.

RE: Brad Avenue

Youth for Christ (YFC) was recently given Parcel # 11.034.0200 which is located outside city limits. There are no plans to annex this property.

The utility will provide electricity via the driveway that north runs to the township road. Because it appears that portions of the YFC property is being farmed by the neighbors, the Electric Supt. is required Youth for Christ to have the driveway surveying prior to the setting of any poles.

YFC intends to connect to Red Rock Rural Water and install their own wastewater treatment system.

Brad Avenue currently ends at the entrance to the football field parking lot. YFC is asking that Brad Avenue be extended out to Parcel #11.034.0200. They want to give kids riding bikes a shorter, more direct access to the property than riding around to the north driveway.

The city owns four parcels that are 69' at widest, and 5.5' at the narrowest that extend to the edge of the city. The existing Brad Avenue is located a portion of two of these parcels.

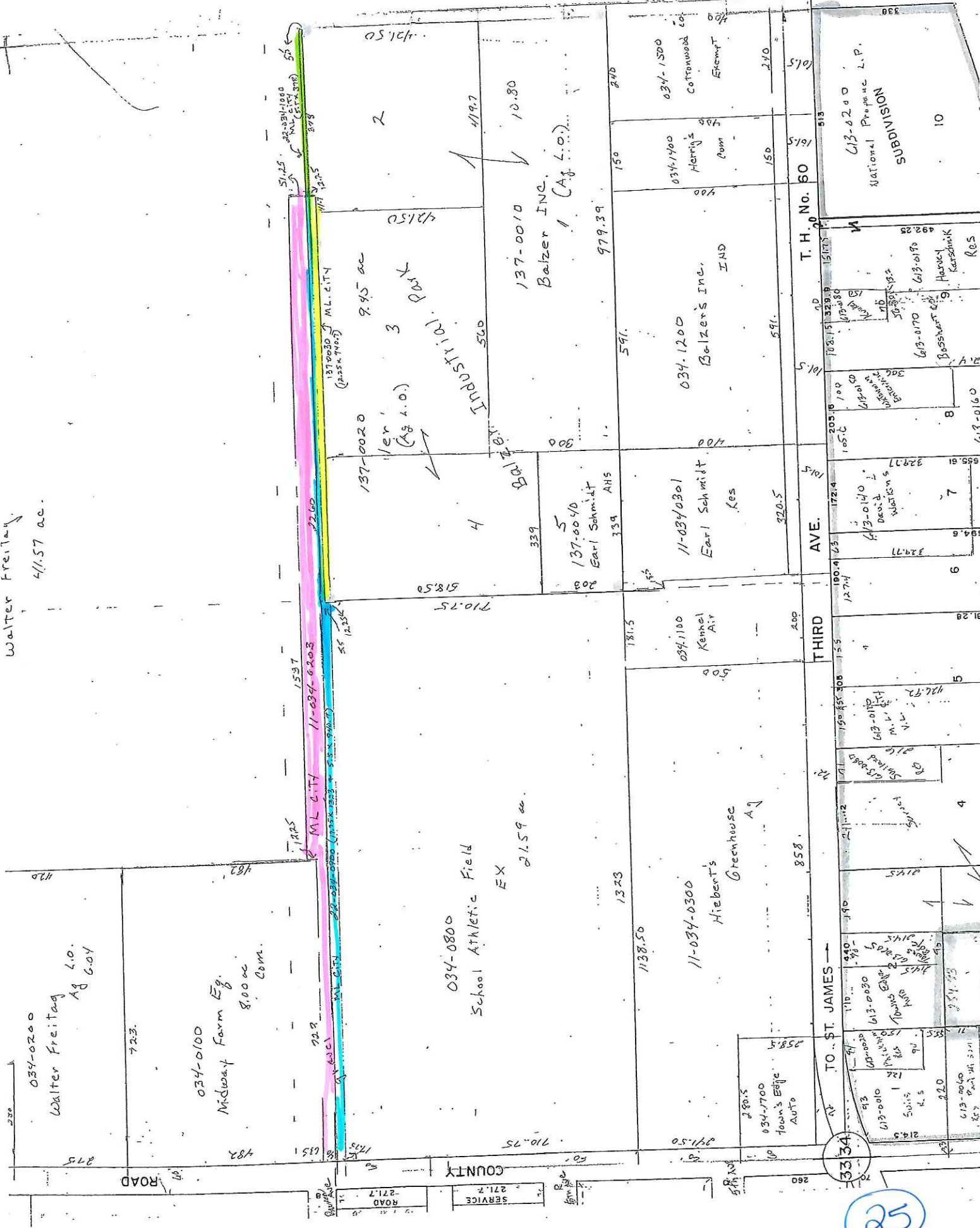
Andy Kehren, Bolton and Menk, has prepared a cost estimate for discussion purposes.

RE: Local Blue Cross/Blue Shield Insurance Agent

It has come to staff's attention that the local agent receives \$22/mo./contract. The city seldom uses the local agent; Tom Toupal, Senior Client Executive with Blue Cross Blue Shield of Minnesota is usually the city's first contact. Staff is recommending that the city no longer have a local agent. Mountain Lake Public Schools did this a few years ago.

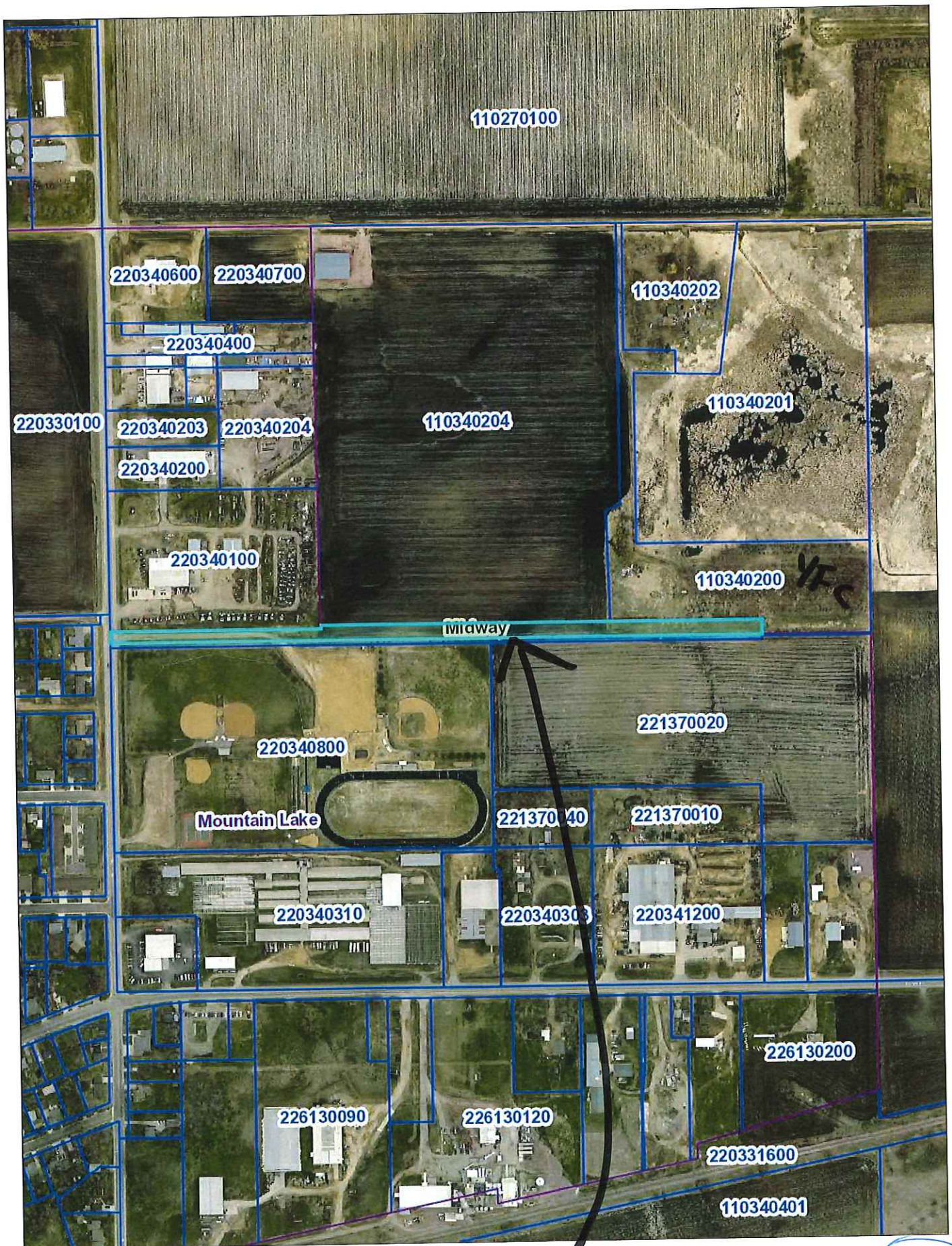


Walter Freitag  
41.57 ac.



25

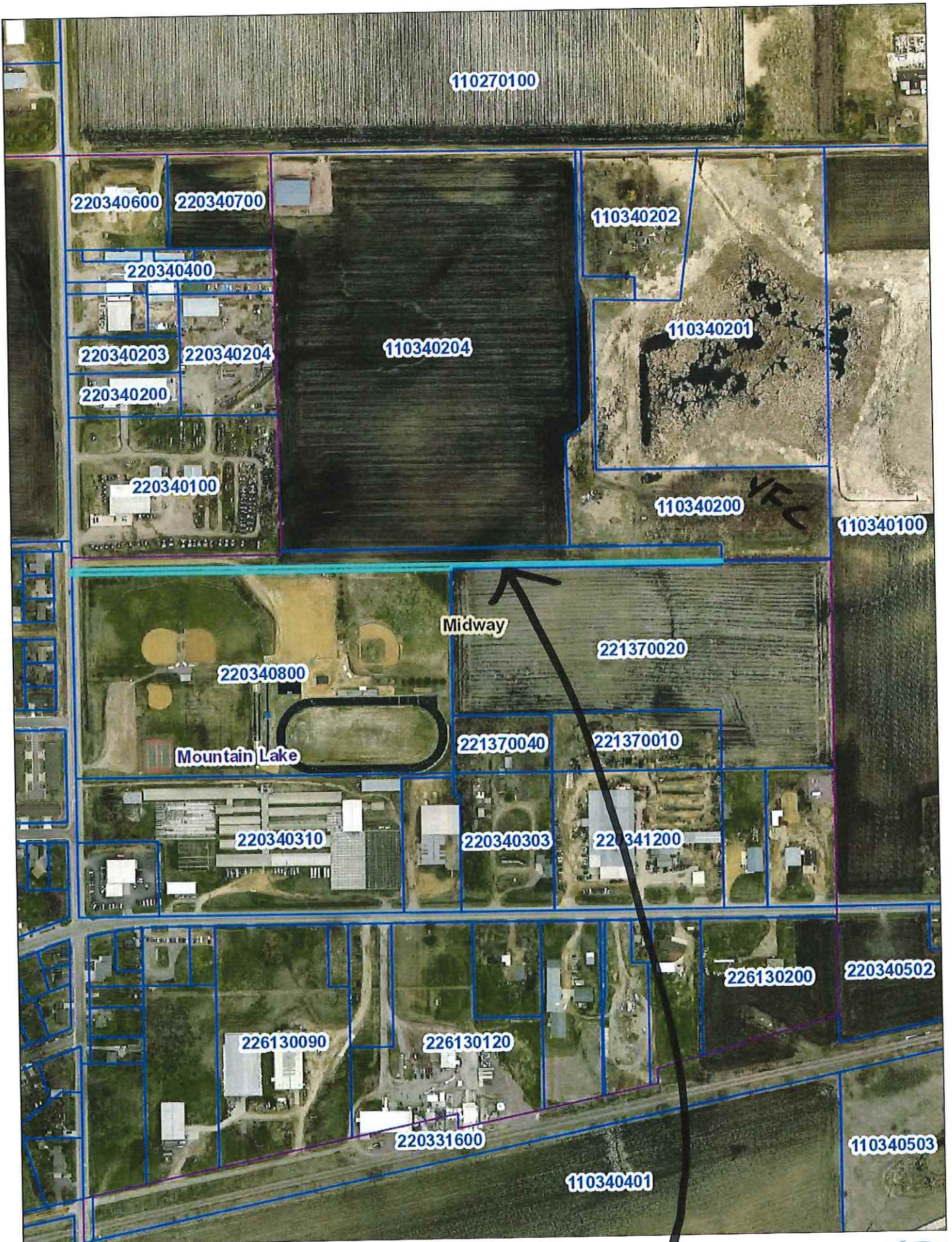




PIN 11.034.0203

26





PIN 22.034.0900

27





PIN 22.137.0030





PIN 22.034.1000 (29)



## Wendy Meyer

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**From:** Andy Kehren <andyke@bolton-menk.com>  
**Sent:** Wednesday, September 14, 2016 4:29 PM  
**To:** 'Wendy Meyer'  
**Subject:** Brad Avenue - Preliminary Project Cost Estimate  
**Attachments:** BRAD AVE.pdf; Preliminary Project Cost Est. Brad Ave.pdf

Hi Wendy

Attached is the Preliminary Project Cost Estimate for Brad Avenue. An exhibit showing the work area is also attached.

The cost estimate assumes a 24-foot wide gravel roadway. A gravel depth of 12-inches was assumed.

The exhibit does not show a cul-de-sac at the east terminus of the roadway. If the project was to proceed, we would need to formalize traffic expectations. Typically there would be a cul-de-sac at the end of the roadway to allow maneuvering space for the general public and emergency services vehicles.

The cost estimate includes 275 cubic yards of subgrade excavation and stabilizing aggregate. These line items of work are included to correct soft spots in the road subgrade base that are encountered during construction. Based on this summer's consistent wet weather, the quantity might be underestimated. It is assumed that all construction activity will enter the site and exit the site from Brad Avenue onto CSAH 1. The Contractor will need to be cautious when proceeding with the work to protect the subgrade from potential damage caused by the construction traffic.

Please advise as to any questions or comments.

Andy

**Andrew R. Kehren, P.E.**  
Senior Principal Project Manager  
**Bolton & Menk, Inc.**  
Consulting Engineers & Surveyors  
140 First Avenue North/P.O. Box 434  
Sleepy Eye, MN 56085  
P: (507) 794.5541 ext 2284  
M: (507) 380.1158  
F: (507) 794.5542  
email: [andyke@bolton-menk.com](mailto:andyke@bolton-menk.com)  
[www.bolton-menk.com](http://www.bolton-menk.com)

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For more information please visit <http://www.symanteccloud.com>

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**Preliminary Project Cost Estimate**

**24' Gravel Roadway on Brad Avenue from Softball Fields to 1500-foot East**

City of Mountain Lake, Minnesota

BMI Project No. - General

September 14, 2016

H:\AMTLK\_General\2016 General Engineering\BRAD AVE\BRAD AVE - QUANT.xlsx\Preliminary Project Cost Est

Item No.	Item	Unit	Estimated Unit Price	Total Estimated Quantity	Total Estimated Cost
1	Mobilization and Traffic Control	Lump Sum	\$5,000.00	1	\$5,000.00
2	Common Excavation - EV - Plan	Cubic Yard	\$6.00	2,300	\$13,800.00
3	Common Borrow - CV - Plan	Cubic Yard	\$10.00	1,350	\$13,500.00
4	Subgrade Excavation and Stabalizing Aggregate	Cubic Yard	\$30.00	275	\$8,250.00
5	Geotextile Fabric, Type V	Sq Yd	\$1.00	4,150	\$4,150.00
6	Common Laborer	Hour	\$65.00	4	\$260.00
7	Dozer	Hour	\$120.00	2	\$240.00
8	Skidloader	Hour	\$120.00	2	\$240.00
9	Aggregate Base, Class 5	Ton	\$15.00	2,670	\$40,050.00
10	Silt Fence, Type Machine Sliced	Lin Ft	\$3.50	1,500	\$5,250.00
11	Sediment Control Log, Type Wood Chip	Lin Ft	\$3.50	50	\$175.00
12	Stabilized Construction Entrance	Each	\$1,000.00	1	\$1,000.00
13	Storm/Tile Drain Inlet Protection	Each	\$150.00	1	\$150.00
14	Erosion Control Blanket, Category 1	Sq Yd	\$2.00	100	\$200.00
15	Turf Establishment - Temporary	Lump Sum	\$1,000.00	1	\$1,000.00
16	Turf Establishment - Permanent	Lump Sum	\$2,000.00	1	\$2,000.00
17	12" CS Pipe Apron	Each	\$150.00	4	\$600.00
18	12" CS Pipe Culvert	Lin Ft	\$25.00	80	\$2,000.00
19	Tile Repair, 4"-12" Diameter	Lin Ft	\$20.00	100	\$2,000.00
	Subtotal				\$99,865.00
	Contingency for Incidental and Unforeseen Items of Work	10%			\$9,986.50
	<b>Total Estimated Construction Cost</b>				<b>\$109,851.50</b>
	Engineering, Administration and Other Soft Costs	20%			\$21,970.30
	<b>Total Estimated Project Cost</b>				<b>\$131,821.80</b>

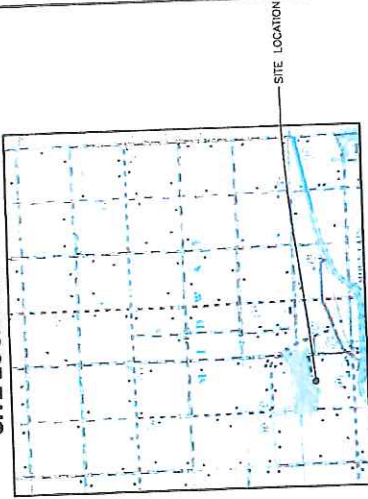
32

# MT. LAKE GOLF COURSE SEDIMENT BASIN

LOCATION:

NE 1/4 OF SECTION 32  
T. 106 N. R. 34 W.  
MIDWAY TOWNSHIP  
COTTONWOOD COUNTY, MN

SITE LOCATION MAP



I understand that it is my responsibility to locate, clearly mark, and protect all private utility facilities and the lines within the work area. I understand that the Southwest Prairie Technical Service Area and the COTTONWOOD Soil and Water Conservation District assume no responsibility for damage to existing utilities and the lines. I understand that before the start of construction, the owners of any utilities in the project area must be notified. The excavator is responsible for giving notice by calling the Gopher State One Call system at 1-800-252-1166 at least 48 hours prior to any excavation. No approval to begin excavation work can be granted until Southwest Prairie Technical Service Area or the COTTONWOOD Soil and Water Conservation District has been properly notified. FAILURE TO COMPLY WITH GSOC REGULATIONS MAY RESULT IN TERMINATION OF SWPTSA ASSISTANCE.

SHEET INDEX	
SHEET NO.	SHEET TITLE
1	COVER
2	CROSS-SECTION (1)

TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, AND BELIEF, THESE PLANS MEET APPLICABLE NRCS STANDARDS.

MIN NRCS JOB CLASS II

DRAWN BY: M. HOOGENDOORN 07/18  
CHECKED BY: R. HOOGENDOORN 07/18  
DATE: 08/18  
PROJECT ID: 171503

## MT. LAKE GOLF COURSE SEDIMENT BASIN

COTTONWOOD COUNTY SOIL & WATER CONSERVATION DISTRICT  
COTTONWOOD COUNTY, MINNESOTA

COVER

SHEET 1 OF 2



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
PRINT NAME: BISSELL D. HOOGENDOORN, P.E.  
SIGNATURE: *B. Hoogendoorn*  
DATE: 8/18/18 LICENSE NO. 18775

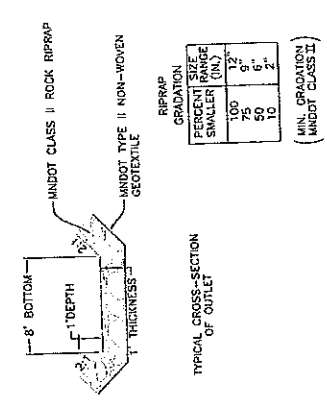
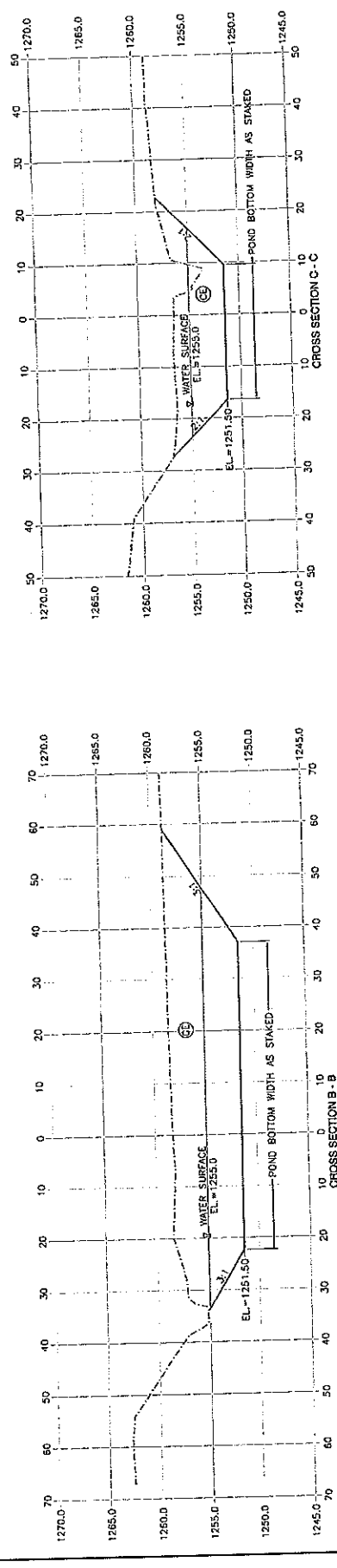
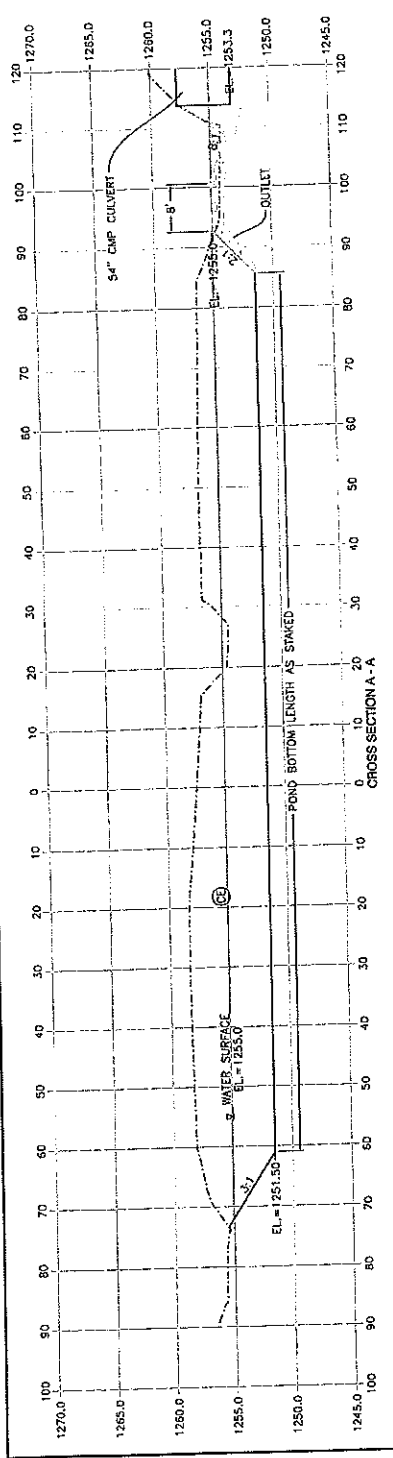
REVISIONS:	DATE:	DESCRIPTION:
BY:		

PREPARED BY:  
**SOUTHWEST PRAIRIE  
TECHNICAL SERVICE AREA**  
SLAYTON, MN 56172  
2740 22ND ST. SUITE #4  
OFFICE: (507) 836-6061 CELL: (507) 829-3359 FAX: (507) 836-6697



TECHNICAL SERVICE AREA #9





PERCENT SIZE SMALLER (IN)	GRADATION
100	1 1/2"
75	9"
50	6"
10	2"

(MIN. GRADATION) (MINUT CLASS II)

**CROSS-SECTION LEGEND:**

- ORIGINAL GROUND
- WATER SURFACE
- PROPOSED GRADE
- CLASS OF FILL
- COMMON EXCAVATION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: RUSSELL D. HOOGENDOORN, P.E.  
 SIGNATURE: *Russell D. Hoogendoorn*  
 DATE: 7/2/01 LICENSE NO. 95725

DATE: 9/7/01  
 SHEET: 01/0  
 PROJECT ID: 171903

**MT. LAKE GOLF COURSE  
 SEDIMENT BASIN**  
 COTTONWOOD COUNTY SOIL & WATER CONSERVATION DISTRICT  
 COTTONWOOD COUNTY, MINNESOTA  
 CROSS-SECTION (1)  
 SHEET 2 OF 2

**COST ESTIMATE**  
**Project ID: 171503**  
**Mt Lake Golf Course Sediment Basin**  
**Sec 32 Midway Township**  
**Cottonwood County, Minnesota**

9/12/2016

ITEM NO.	WORK OR MATERIAL	SPECS	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<b>EARTHWORK</b>					
1	COMMON EXCAVATION (TO BE HAULED AWAY)	MN-21	1750	CU. YDS.	\$4.00	\$7,000.00
	<b>WEIR STRUCTURE</b>					
2	F&I MNDOT TYPE IV GEOTEXTILE	MN-95	49	SQ.YDS.	\$4.50	\$220.50
3	F&I MNDOT CLASS II ROCK RIPRAP	MN-61	14	CU. YDS.	\$60.00	\$840.00
	<b>SEEDING</b>					
4	SEEDING & FERTILIZING DISTURBED AREA		2420	SQ.YDS.	\$0.15	\$363.00
					<b>NET SUB-TOTAL</b>	<b>\$8,423.50</b>
					<b>20% CONTINGENCY</b>	<b>\$1,684.70</b>
					<b>TOTAL</b>	<b>\$10,108.20</b>

## UTILITY EASEMENT

This agreement and easement is made on the 15 day of September, 2016, between Mountain Lake Golf Development, Inc., Lakeshore Drive, City of Mountain Lake, State of Minnesota, (hereinafter "MLGD"), Grantor and the City of Mountain Lake, Drawer C, City of Mountain Lake, State of Minnesota, Grantee, (hereinafter "City").

The undersigned Grantor, being owners of certain real estate through which the City of Mountain Lake desires to install and maintain a sediment basin, in consideration of One Dollar (\$1.00) and the provisions set forth below, do hereby grant and convey to City, a municipal corporation under the laws of the State of Minnesota, its successors and assigns, Grantee, a permanent easement as follows:

### I.

#### EASEMENT DESCRIPTION

1. Permanent Easement:

A permanent easement for public utility purposes over, under, and across Grantor's land described as follows:

The Northeast Quarter of Section 32, Township 106 North, Range 34 West, in Midway Township, Cottonwood County, Minnesota



V.

TIMING OF CONSTRUCTION AND MAINTENANCE

It is anticipated that construction will commence in the fall of 2016 and shall be complete by the fall of 2017. Timing of construction and maintenance of the sediment basin will be mutually agreed upon and not unreasonably interfere with use and enjoyment of the golf course by patrons.

VI.

RIGHTS OF USE

Grantor, its successors and assigns, shall have the right to full use and enjoyment of the premises, except for such use as may unreasonably interfere with Grantee's exercise of its utility easement. Grantor shall not construct or permit to be constructed any structure or obstruction on or over or interfere with the construction, maintenance, repair, or other operation of the utility infrastructure constructed pursuant to this instrument. Grantor further agrees that Grantor will not change, or permit to be changed, the ground elevation in the easement area without the prior written consent of Grantee, which consent shall not be unreasonably withheld.

VII.

PERMANENT EASEMENT

The permanent easement herein granted is binding upon and beneficial to the Grantor and Grantee, their heirs, successors, and assigns and shall run with the land.

as depicted on the attached aerial map.

II.

EXPENSES

Grantee shall pay all costs associated with the granting of such easement, and the construction, operation and maintenance of the sediment pond.

III.

RESTORATION

Grantor shall permit Grantee to spread the excavated soil over the adjacent golf course grounds. Grantee shall spread and reseed the disturbed area and restore it to the satisfaction of Grantor, as golf course grounds.

IV.

COVENANTS

Grantor covenants that it is the owner of the real estate on which the above-described easement is located. Grantor further covenants that all utility facilities constructed in the easement area shall remain the property of Grantee. Grantee shall have the right to install, construct, inspect, rebuild, remove, repair, improve, and make such changes, alterations, substitutions, and additions in and to its utility infrastructure as the Grantee may from time to time deem advisable. Grantee shall have the right to enter on the easement area and the adjacent premises of Grantor for the purpose of making any necessary connection, re-connection, replacement, repair or maintenance to the utility infrastructure. Specifically, the sediment basin will need to be dredged and cleaned intermittently.



**Project Name: Invasive Species Control through Removal, Replacement, and Education.**

**Project Description:** This project proposes to control invasive species on city and state owned lands around Mountain Lake. (See map) The targeted species of concern are Buckthorn, Wild Parsnip, Leafy Spurge, Poison Ivy, and may include others. When areas are cleared of the non-native plants native tree species will be planted. This work will take place in 2016-18 after grant approval.

The control will take the form of physically removing plants in conjunction with a chemical treatment, chemical treatment alone, and educating local residents in the identification of the plants and basic management that can help mitigate the negative effects of invasive plants and non-native plants in the environment.

Education will take the form of working with the high school classes in Mountain Lake for in field or classroom demonstrations. We will give presentations to the City Council, Lake Commission, and Tree Commission and to the broader community through newspaper and radio updates.

Equipment purchases will be stored at the Cottonwood SWCD. This equipment will be used for this invasive control project and with the High School classes on field days. We anticipate the projects lasting beyond the grant dates and will continue to use the equipment for the invasive control work.

A DNR permit has been secured for the work on the state land. Much of this work will compliment previous invasive species control work and native plantings. This work will open new areas for planting and guarantee success of previous work through continued invasive species control.

**Budget:**

Plant Removal with chain saw @\$50.00 per hour- 80 hours	= \$5,000.00
Plant Removal w/o chain saw with chemical treatment @\$30.00 per hour- 40 hours	= \$1,200.00
Education @\$25.00 per hour- 25 hours	= \$650.00
Grant bookwork (city) 4 hours at \$25.00 per hour	= \$100.00
Advertizing, tree purchase	= \$300.00
Chemical purchase	= \$100.00
Equipment Purchase	= \$500.00
	-----
Total Project Cost	= \$7,850.00
Inkind will be 50% of the labor and education hours.     \$6850.00 X .5=	- \$3,425.00
Total CWMA Grant Funds Requested	\$4,425.00

# STATE COST-SHARE ASSISTANCE CONTRACT

## GENERAL INFORMATION

Conservation District County number	Cottonwood 033	Contract No.	Individual / Group City	Federal or other state Cost-Share? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board meeting date(s):
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## APPLICANT

Applicant City of Mountain Lake	Address 930 3 <sup>rd</sup> Ave	City/State Mountain Lake, MN	ZIP 56159
------------------------------------	------------------------------------	---------------------------------	--------------

\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement.

## CONSERVATION PRACTICE LOCATION

Township Name Midway	Township 106	Range 34	Section 28-33	1/4,1/4	County Number 033	Minor Watershed Number 31058
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## CONTRACT INFORMATION

I (we), the undersigned, do hereby request cost-share assistance to help defray the cost of installing the following CWMA Invasive Species Education and Control practices/practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier or landowner is responsible for the operation and maintenance of practices applied under this program to ensure that the conservation objective of the practice is met and the effective life is achieved.

In no case shall a conservation district provide cost-share assistance to a land occupier or landowner for the reapplication of a practice that was removed by the land occupier or landowner during its effective life without consent of the conservation district board or that failed due to improper maintenance. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the conservation district technical representative. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier or landowner who signed this contract to advise the new owner that this contract is in force.

2. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: CWMA GBERBA Standards
3. Increases in the practice units or cost must be approved by the conservation district board as a condition to increase the cost-share payments by amendment.
4. This contract, when approved by the conservation district board, will remain in effect unless canceled by mutual agreement, except where installations of practices covered by this contract have not been started by (date), this contract will be automatically terminated on that date.
5. Practices will be installed by (date) unless this contract is amended by mutual consent to reschedule the work and funding.
6. Items of cost for which reimbursement is claimed on the Voucher and Practice Certification Summary Form are to be supported by invoices/receipts for payments and will be verified by the conservation district board as practical and reasonable. The district board has the authority to make adjustments to the costs submitted for reimbursement.



### APPLICANT SIGNATURES

The landowner's and land occupier's signature indicates their agreement to:

1. Grant the conservation district's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the conservation district technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of 75 percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.

Date	Landowner/Spokesperson	Address	City/State/Zip Code
Date	Land Occupier	Address	City/State/Zip Code

### CONSERVATION PRACTICE

The conservation practice category for which cost-share is requested is CWMA.

Eligible component(s) Education, Invasive Species Removal, Native Species Replacement	Other recognized technical practice <b>NA</b>	Engineered Practice ( <input type="checkbox"/> yes or <input checked="" type="checkbox"/> no) Ecological practice ( <input checked="" type="checkbox"/> yes or <input type="checkbox"/> no)	Total Cost Estimate <b>\$7,850</b>
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### TECHNICAL ASSESSMENT AND COST ESTIMATE

I have reviewed the site where the above listed conservation practice(s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

Conservation District Technical Representative	Date

### AMOUNT AUTHORIZED FOR COST-SHARE (ENCUMBRANCE)

Cost-sharing not to exceed \$4,425 or 75 percent of the total eligible cost, which ever is less.

Conservation District Board, Chair	Board Meeting Date

The United States Department of Agriculture  
Natural Resources Conservation Service

**Cottonwood County  
Minnesota**

Section 28-33 Midway Township

Date: Mar 25, 2014



**Legend**

-  County
-  Section

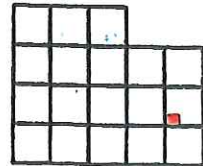
0 500 1,000 2,000 Feet



Projection: UTM NAD83 Zone 15



**Location Map**



Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, NRCS cannot assume liability for any damages caused by any errors or omissions in the data nor as a result of the failure of the data to function on a particular system. NRCS makes no warranty, expressed or implied, nor does the fact of distribution constitute such a warranty. The data on this map were compiled at a scale of 1:24,000 in spring 1991 imagery. This data and the most current official data are available from the National Resources Conservation Service, Cottonwood County, Minnesota.

42





# Investment Proposal (Quote)

RDO Equipment Co.  
 1910 LorRay Drive  
 North Mankato MN, 56003  
 Phone: (507) 387-1836 - Fax: (507) 387-1838

Proposal for:  
 CITY OF MOUNTAIN LAKE  
 930 3RD AVE  
 PO BOX DRAWER C  
 MOUNTAIN LAKE, MN, 56159  
 COTTONWOOD  
 (507) 427-2999

Investment Proposal Date: 9/15/2016  
 Pricing Valid Until: 10/15/2016  
 Deal Number: 908449  
 Customer Account#: 2999016  
 Sales Professional: Brian Thilges  
 Phone: (507) 387-1836  
 Fax: (507) 387-1838  
 Email: BThilges@rdoequipment.com

## Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD	0	New 2016 JOHN DEERE 524K	\$147,891.00
<b>Equipment Subtotal:</b>				<b>\$147,891.00</b>

## Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Value	Trade In Hours
1DW444KHHA0629114	2010 JOHN DEERE 444K	\$0.00	(\$74,500.00)	1813
<b>Trade Subtotal:</b>				<b>\$74,500.00</b>

## Purchase Order Totals

Balance:	\$73,391.00
Total Taxable Amount:	\$147,891.00
Tax Rate 3: ( 0%)	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$73,391.00
Cash with Order:	\$0.00
Balance Due:	\$73,391.00

*Funding*  
 2016 Budget \$51,500  
 #2 fund 32,000

43

DRAFT

CITY OF MOUNTAIN LAKE, MN

ORDINANCE #10-16

AN ORDINANCE AMENDING MOUNTAIN LAKE CITY CODE

CHAPTER 2 ADMINISTRATION AND GENERAL GOVERNMENT

Section 2.13 Salaries of Mayor, Council Members,  
and Members of Boards and Commissions

Be it ordained by the City Council of the City of Mountain Lake that Subdivision 3 of Section 8.17 be amended with that addition of Paragraph B, which reads as follows:

B. Compensation for attending out-of-town meetings of less than four (4) hours shall be \$40; out-of-town meetings over four (4) hours shall be \$80.

Adopted by the Mountain Lake City Council this 3rd day of October, 2016.

\_\_\_\_\_  
Mike Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Butterfield Advocate on \_\_\_\_\_, 2016.

44



MOUNTAIN LAKE DEVELOPMENT AUTHORITY  
PROPOSED ESTABLISHMENT OF A REDEVELOPMENT PROJECT  
AREA AND THE REDEVELOPMENT PLAN THEREFOR

(INDUSTRIAL PARK PROJECT)

PROPOSED SCHEDULE AS OF SEPTEMBER 9, 2016

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The pertinent dates in connection with the above referenced matter are listed below:

- 09/09/2016: EDA adopts Resolution Initiating Process for Establishment of a Redevelopment Plan.
- 09/19/2016: City Council adopts Resolution Calling a Public Hearing (Redevelopment Plan must be on file 10 days prior to public hearing).
- 09/26/2016: Planning Commission adopts Resolution Concerning Redevelopment Project Area and recommends approval to City.
- 09/21/2016: Publish Notice of Public Hearing on Redevelopment Plan (Not less than 10 nor more than 30 days before hearing date) (City responsibility).
- 10/03/2016: City Council holds a public hearing on Redevelopment Plan.
- 10/03/2016: City adopts Resolution Approving Redevelopment Project Area and Plan.
- 10/14 /2016: EDA adopts Resolution Approving Redevelopment Project Area and Plan.
- 10/14/2016: EDA adopts Resolution Authorizing Issuance of the Note [the Bond].
- 10/17/2016: City adopts Resolution Authorizing Issuance of the Note [the Bond] by the EDA and Approving Levy and Levy Agreement.
- 11/1/2016: EDA Closes in the Acquisition of Land.

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF  
MOUNTAIN LAKE, MINNESOTA

HELD: September 19, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Mountain Lake, Cottonwood County, Minnesota, was duly called and held at the City Hall on Monday, the 19th day of September, 2016 at 5:30 o'clock P.M. for the purpose, in part, of calling a public hearing on the proposed adoption of a Redevelopment Plan and the establishment of a Redevelopment Project Area.

The following Councilmembers were present:

and the following were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

Resolution #23-16

RESOLUTION CALLING PUBLIC HEARING ON THE  
PROPOSED ADOPTION OF A REDEVELOPMENT PLAN

WHEREAS, the Mountain Lake Economic Development Authority proposes to undertake a certain redevelopment project within the City pursuant to Minnesota Statutes, Section 469.001 to 469.047 (the "HRA Law"); and

WHEREAS, Minnesota Statutes, Section 469.028 requires, among other things, that when an authority determines to undertake a redevelopment project it must apply to the governing body of the city for approval, and that the governing body of the city must hold a public hearing on the redevelopment plan prior to approving the redevelopment plan; and

WHEREAS, the City Council of the City of Mountain Lake, Minnesota, desires to call a public hearing on October 3, 2016, on the proposed redevelopment plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Mountain Lake, Minnesota, as follows:

1. Public Hearing on Plan. This Council shall meet at the time and place specified in the form of notice attached hereto as Exhibit A for the purpose of holding a public hearing on the proposed adoption of a Redevelopment Plan and the establishment of a Redevelopment Project Area, pursuant to and in accordance with Minnesota Statutes, Section 469.028, Subdivision 1.

2. Notice of Hearing; Filing of Plan. The actions of the City Administrator-Clerk in causing the notice of the hearing, substantially in the form attached hereto as Exhibit A, to be



published once not less than 10 nor more than 30 days prior to the hearing are hereby ratified. The Administrator-Clerk is hereby directed to place a copy of the proposed Redevelopment Plan on file in the City Administrator-Clerk's Office at City Hall and to make such copies available for inspection by the public.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

CITY OF MOUNTAIN LAKE  
COUNTY OF COTTONWOOD  
STATE OF MINNESOTA  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Mountain Lake, Cottonwood County, Minnesota, will hold a public hearing on Monday, October 3, 2016 at 5:30 p.m., at City Hall Council Chambers, 930 3<sup>rd</sup> Avenue, in Mountain Lake, Minnesota, relating to the proposed approval of a Redevelopment Plan proposed by the Mountain Lake Economic Development Authority and establishment of a Redevelopment Project Area within the City, pursuant to Minnesota Statutes, Section 469.001 through 469.047. Copies of the Redevelopment Plan as proposed to be approved will be on file and available for public inspection at the office of the City Administrator-Clerk at City Hall.

The property proposed to be included in the Redevelopment Project Area is on file in the office of the Clerk/Administrator.

All interested persons may appear at the hearing and present their views orally or in writing.

Dated: September 19, 2016

BY ORDER OF THE CITY COUNCIL

/s/ Wendy Meyer \_\_\_\_\_  
City Administrator-Clerk



Preliminary Budget adopted September 6, 2016

CATEGORY	2017 BUDGET	2017 LGA	REVENUE	OTHER AID	ASSESSMENTS	transfer from reserves	2017 LEVY	2016 LEVY
General Fund (101)	\$ 1,271,788.21	\$ 795,351.83	\$ 192,217.50	\$ 29,228.00		\$0.00	\$ 254,990.88	\$ 278,768.38
Library Fund (211)	\$ 164,877.72	\$ 17,480.26	\$ -	\$ 20,000.00			\$ 127,397.46	\$ 120,823.64
Fire Fund (221)	\$ 121,891.80	\$ 34,960.52	\$ 31,735.00	\$ 14,000.00			\$ 41,196.28	\$ 37,534.80
Ambulance Fund (231)	\$ 153,775.00	\$ 26,220.39	\$ 93,944.00	\$ -			\$ 33,610.61	\$ 24,071.00
Lake Commission (507)	\$ 17,800.00	\$ -	\$ 6,500.00				\$ 11,300.00	\$ 1,500.00
<b>TOTAL</b>	<b>\$ 1,730,132.73</b>	<b>\$ 874,013.00</b>	<b>\$ 324,396.50</b>	<b>\$ 63,228.00</b>			<b>\$ 468,495.23</b>	<b>\$ 462,697.82</b>
<b>Bond Funds</b>								
2009A Jenny's (332)	\$ 2,649.85			\$1,733.25			\$ 916.60	\$ 24,691.90
2006 Street Bond (308)	\$ 103,249.88			\$1,400.75	\$ 15,000.00		\$ 86,849.13	\$ 73,643.13
Lakeview Estates (307)	\$ 53,040.00			\$8,047.00	\$ 3,000.00		\$ 41,993.00	\$ 42,177.17
City Wide Project (312)	\$ 140,640.00				\$118,218.00		\$ 22,422.00	\$ 23,372.00
Downtown Project								
Industrial Park Develop	\$ 40,000.00					\$0.00	\$ 40,000.00	
<b>Bond Fund Total</b>	<b>\$ 339,579.73</b>						<b>\$ 192,180.73</b>	<b>\$ 163,884.20</b>
<b>SUBTOTAL</b>	<b>\$ 2,059,712.46</b>						<b>\$ 660,675.96</b>	<b>\$ 626,582.02</b>
EDA/Comm Dev (205)	\$ 136,370.37						\$ 9,442.50	\$ 8,482.36
<b>GRAND TOTAL W/EDA</b>	<b>\$ 2,206,082.83</b>					<b>5.5%</b>	<b>\$ 670,118.46</b>	<b>\$ 635,064.38</b>
Additional undesignated preliminary levy						<b>7%</b>	\$ 9,400.43	679,518.89

**RELEVANT LINKS:**

2016 Minn. Laws Ch. 87 to be codified as Minn. Stat. § 471.3459.

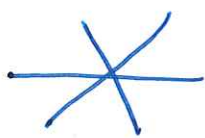
City Spot Café: Surplus Equipment Donation.

Minn. Stat. § 275.065, subd. 1.

Minn. Stat. § 275.066.

See LMC model Resolution Adopting Final Property Tax Levy.

Minn. Stat. § 275.07, subd. 1.



**Surplus equipment donation.** Effective August 1, 2016, cities may donate surplus equipment to one or more nonprofit organizations. Prior to donating the equipment, the city must adopt a policy on how it will determine what equipment is surplus eligible and how it will determine which organizations will receive the equipment. The policy must also include the city's obligations to disclose to the recipient of the equipment that the equipment may be defective and cannot be relied upon for safety purposes.

**IV. Taxation notification procedure**

The table below outlines the annual taxation notification procedure and deadlines (sometimes called "truth in taxation" or "TNT"). The deadline to adopt the preliminary tax levy and certify it to the county auditor is Sept. 30. The deadline for "special taxing districts," such as economic development authorities (EDAs), housing and redevelopment authorities (HRAs), port authorities, and others, remains Sept. 15.

According to the Department of Revenue, cities with populations of 500 or less and all special taxing districts (except the Metropolitan Council, the Metropolitan Airports Commission, and the Metropolitan Mosquito Control Commission) are exempt from the requirement to hold a meeting with public input prior to adoption of the final levy. All cities, including cities with populations of 500 or less, must still certify proposed property tax levies to the county auditor on or before Sept. 30, 2016, and special taxing districts must do so by Sept. 15, 2016.

All cities and special taxing districts must certify the final property tax levy to the county auditor by Dec. 28, 2016 (five working days after Dec. 20). If this deadline is missed, the final levy for 2016 will stay the same as it was in 2015.

<b>Date</b>	<b>Action</b>
On or before Sept. 15	Special taxing districts (EDAs, HRAs, port authorities, etc.) must adopt any proposed property tax levy and certify the proposed levy to the county auditor.
On or before Sept. 30	At one meeting, the city council adopts the proposed property tax levy and <u>announces the time and place of a future city council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination.</u> This public input meeting must occur after Nov. 24 and <u>must start at or after 6 p.m.</u> The time and place of the public input meeting must be included in the minutes but newspaper publication of the minutes is not required.

December council meetings are  
Tues. Dec. 6 and Tues. Dec. 20



RELEVANT LINKS:

Date	Action
On or before Sept. 30	<p>Cities must provide the county auditor with the following information:</p> <ul style="list-style-type: none"> <li>• The time and place of the meeting at which the budget and levy will be discussed and public input allowed. (Again, meeting must occur after Nov. 24, and must not start before 6 p.m.)</li> <li>• A phone number that city tax payers may call if they have questions related to the auditor's property tax notice; this does not require listing a private phone number.</li> <li>• An address where comments will be received by mail; this does not require listing a private address.</li> </ul>
Nov. 11 to Nov. 24	County auditor prepares and sends parcels specific notices.
Nov. 25 to Dec. 28	Cities of population greater than 500 hold meeting (at 6 p.m. or later) to discuss the budget and property tax levy and, before a final determination, allows public input.
On or before Dec. 28	Cities must also file the certificate of compliance (Form TNT) with the Department of Revenue by Dec. 28, 2016.

26 U.S.C.A. § 3121  
(b)(7)(F)(iv). Circular  
E Employers' Tax Guide  
(IRS Publication 15).  
PERA Election Judges.

Social Security  
Administration, Election  
Workers.

Internal Revenue Service,  
*Election Workers:  
Reporting and  
Withholding.*

## V. Election judge wages and withholding

**Income tax withholding.** Election judges' pay is exempt from state and federal income tax withholding. Election judges are responsible for declaring the wages as personal income and may have to pay income tax depending on the judge's personal situation—but the city need not withhold income taxes.

**Federal and/or state tax withholding, including withholding for Social Security and Medicare.** If an election judge is paid less than \$1,700 in 2016, no Social Security or Medicare taxes are withheld. So cities do not need to issue W-4s for judges earning less than \$1,700. At the time of publication, the threshold for 2017 had not been established.

**Issuing W-2s.** If an election judge earns more than \$600 in a year, cities must issue that person a W-2. According to IRS contacts, W-2s may be issued to judges earning less than \$600 for software and bookkeeping purposes.

**PERA withholding.** According to the Public Employees Retirement Association (PERA), election judges are local governmental employees, but the wages earned in these positions are not subject to PERA withholding. For example, if a city employee is also employed by the city as an election judge, the wages earned as a city employee are subject to PERA withholding (assuming the earnings threshold is met).

# BARGEN INCORPORATED

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606 County Road 1  
Phone (507) 427-2924  
Mountain Lake, MN 56159

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September 13, 2016

City of Mt. Lake  
Attn: Wendy  
PO Box C  
Mt. Lake, MN 56159

Wendy,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote for your city streets. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

#### RePlay Procedure

We will clean the area in preparation for the Seal Coat. The RePlay Agricultural Oil Seal and Preservation Agent will be spray applied in one coat. RePlay is designed to extend the life of new and existing asphalt surfaces. **(Note: will cure in less than 3 hours)**

**Project Prices** - Our price includes all materials, applicable taxes and labor to complete the project as explained.

*Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.*

**The price to RePlay on Prince Street, from County Road 1 to 11<sup>th</sup> Street will be \$10,934.40.**  
8,160 sq. yds @ \$1.34/sq. yd. sprayed at the rate of .025

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

52



**Acceptance of proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance \_\_\_\_\_ PO # \_\_\_\_\_ (if applicable)

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke  
BARGEN, INC.

JVD/lh

**Project for City of Mt. Lake – RePlay on Prince Street**

### Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

53

Website: [www.bargeninc.com](http://www.bargeninc.com)  
Email: [bargen@bargeninc.com](mailto:bargen@bargeninc.com)



September 12, 2016

The Honorable Mike Nelson  
Mayor, City of Mountain Lake  
P.O. Box C  
Mountain Lake, MN 56159

**RE: Results of Monitoring of Grantee Performance, Mountain Lake Comprehensive Project  
Project Grant #CDAP-13-0062-O-FY14**

Dear Mayor:

On August 16, 2016 and August 17, 2016, the Department of Employment and Economic Development (DEED), Office of Business and Community Development (BCD) monitored the housing component of the above grant by conducting an on-site visit with Stephen Moline of Pettipiece and Associates LLC, Jeff Gladis and Jeff Buesing of Western Community Action and with Dawn Fast, Deputy Clerk/Treasurer of City of Mountain Lake. Our primary concern is to help the city meet the objectives set forth in the grant agreements and to ensure compliance with the Federal Objective, Eligibility and all applicable regulations so that the city derives full benefit from the Small Cities Development Grant Program.

Overall, our office felt that the housing and public facility projects will have a substantial effect on the city and have been administered excellently to date. The City, Pettipiece and Associates, LLC. and Western Community Action are to be congratulated on their efforts to implement these projects in an organized and conscientious manner. Please see the attached monitoring report for details related to the monitoring.

If you have any questions, please feel free to contact me at [Natasha.Kukowski@state.mn.us](mailto:Natasha.Kukowski@state.mn.us) or at (651) 259-7461.

Sincerely,

*Natasha D. Kukowski*

Natasha D. Kukowski  
Community and Business Development Representative

Enclosure

cc: Stephen Moline  
Jeff Gladis  
Dawn Fast

54

**Business and Community Development Division**

1st National Bank Building ■ 332 Minnesota Street ■ Suite E200 ■ Saint Paul ■ Minnesota 55101-1351  
651-259-7114 PHONE ■ 800-657-3858 TOLL FREE ■ 651-296-1290 FAX ■ 651-296-3900 TTY ■ <http://mn.gov/deed>

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER



**MINNESOTA SMALL CITIES DEVELOPMENT PROGRAM**

# **MONITORING REPORT**

## **City of Mountain Lake**

City of Mountain Lake Comprehensive Project

**CDAP-13-0062-O-FY14**

Prepared by **Natasha D. Kukowski**

**September 12, 2016**

**Minnesota Department of Employment and Economic Development  
Division of Business and Community Development  
Office of Community Finance  
1st National Bank Building,  
332 Minnesota Street, Suite E200  
Saint Paul, MN 55101**



## INTRODUCTION

On August 16<sup>th</sup> 2016 and August 17<sup>th</sup> 2016, Natasha Kukowski from the Department of Employment and Economic Development (DEED), Business and Community Development Division (BCD) met with Jeff Gladis and Jeff Buesing of Western Community Action, Stephen Moline of Pettipiece & Associates, LLC. and Dawn Fast, Deputy Clerk/Treasurer at City of Mountain Lake's City Hall. The purpose of the visit was for on-site monitoring of the Small Cities Development Program, (SCDP) Grant CDAP-13-0062-O-FY14) in the areas of Grant and Financial Management, Fair Housing and Equal Opportunity Employment, Environmental, Public Facility, Labor Standards, Owner Occupied Housing Rehabilitation and Lead Remediation. An exit meeting was conducted on the August 17<sup>th</sup>, 2016.

### GRANT MANAGEMENT

Relevant grant documents were found in the files that are maintained by Pettipiece & Associates, LLC. These included the approved application, signed agreement, annual progress reports and reimbursement request forms that were submitted to DEED. All policies were in order. These included drug-free workplace, prohibition of excessive force policies, displacement minimization plan and program income plan.

There were no findings or concerns in this area.

### FINANCIAL MANAGEMENT

Invoices and copies of cancelled checks were located in the Mountain Lake City Hall's records to document SCDP payments. There was no evidence of ineligible costs detected in three randomly owner occupied selected projects and two public facility draws. Copies of all pay request to DEED were located as well. Federal debarment checks were being performed on contractors.

Annual reports for period ending September 30, 2014 and September 30, 2015 have been received by DEED. The next annual report for period ending September 30, 2016 will be submitted to the SCDP by October 15, 2016. If the activity is completed prior to that date, a final report will be submitted at that time.

A-133 audit reports for fiscal year ending December 31, 2014 and December 31, 2015 were not submitted as federal funds did not exceed the reporting threshold. An email from Dawn Fast, City Clerk/Treasurer of the City of Mountain Lake indicated that an A-133 for 2016 might not be needed as they do not anticipate the City of Mountain Lake receiving over \$750,000 in federal funds in 2016. This will be reported in the final annual report.

There were no Findings or Concerns in this area.

### FEDERAL OBJECTIVE

Owner-occupied housing rehabilitation meets the federal objective of benefit to low and moderate income persons on an individual household basis as per Federal Regulations.

56



Three randomly-selected owner-occupied housing rehabilitation files were inspected for compliance with the federal objective. All three showed applicants' sources of income, household size, and third-party income verification. Inspection of those files showed that all households met the criteria of a low and moderate income household based on applicable income limits for Cottonwood County determined by the Department of Housing and Urban Development (HUD).

The well and water line activities meet the federal objective of benefit to low and moderate income persons on an area basis. The water treatment plant and water distribution lines benefit the entire city and 2010 Census information shows that 53.4 percent of residents are low and moderate income.

There were no Findings or Concerns in these areas.

### **ENVIRONMENTAL**

A centralized file was maintained by Pettipiece & Associates, LLC. and all records were reviewed for accuracy. The DEED clearance was located in the county's environmental review record. No draws from DEED were made for any construction-related expenses before the date of the environmental clearance. Individual project files showed evidence that the tier-review process, including SHPO (historical) clearances were being used and completed.

There were no Findings or Concerns in this area.

### **LABOR STANDARDS**

A copy of DEED "On Site Labor Standards Monitoring" form was located in the file to document that the correct wage decision and the Department of Labor's "Employees Rights" poster was posted on the job site.

Interviews were completed and compared to payroll reports. The correct wage decision and HUD 4010 forms were found in the construction contract.

Final Labor Standards compliance report has been submitted to DEED. Wage restitution was necessary for one subcontractor's employee. Pettipiece & Associates, LLC. took the necessary steps to ensure that the wage restitution were made and submitted all reports to DEED.

There were no Findings or Concerns in these areas.

### **OWNER-OCCUPIED HOUSING REHABILITATION**

The goal for owner occupied housing rehabilitation is 20 projects with a total of 8 completed, 13 projects in construction stage. Projects are progressing timely and will most likely exceed the goal set for the grant.

57



Completed applications, inspection reports, and work specifications that corresponded with the inspections were all located in the individual project files. The program policies conformed to the application to the SCDP, and file inspection indicated that implementation matched policies.

Payments were not made to contractors until completion certificates were signed by all parties.

Lead Applicability Forms were not present in each individual project file. A discussion was held regarding the importance of this form as it is the first step in the lead process.

It was also recommended that a project payment summary sheet should be attached to each invoice and disbursement record to properly document requested payment items.

All individual project files will be maintained by Western Community Action until their associated deferred loans have expired.

Natasha Kukowski conducted 2 on-site visits on August 16th, 2016 and met with homeowners who were very satisfied working with the administrators, the contractor's quality of rehabilitation work and the opportunity to access this grant.

There were no Findings or Concerns in these areas.

### **CONSTRUCTION OF PUBLIC FACILITY – WELL AND WATER LINES**

The construction of the well and water distribution lines is complete and operational. All SCDP funds have been disbursed.

A site visit was conducted on August 17<sup>th</sup>, 2016.

There were no Findings or Concerns in these areas.

### **FAIR HOUSING AND EQUAL OPPORTUNITY**

Contracts between homeowners and contractors included equal employment opportunities language. Section 3 certification forms and Women or Minority-Owned business reporting forms from contractors were being collected.

Annual reporting indicated that there were fair housing activities for 2014 and 2015.

There were no Findings or Concerns in these areas.

### **SUMMARY**

We wish to thank Stephen Moline, Jeff Gladis, Jeff Buesing and Dawn Fast for their assistance and cooperation during the monitoring visit. The project has been administered successfully to date and the completed projects will have a clear impact on the City.

58





## Minnesota Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200  
St. Paul, MN 55104-3825  
(651) 643-3060 • Fax (651) 643-3072  
[www.post.state.mn.us](http://www.post.state.mn.us)

July 29, 2016

Mike Nelson- Mayor  
City of Mountain Lake  
930 Third Avenue  
Mountain Lake, MN 56159

Dear Mr. Nelson;

The Minnesota Board of Peace Officer Standards and Training (POST Board) is the occupational regulatory agency charged with the vital responsibility of maintaining , selection, education and licensing standards for the 445 Minnesota law enforcement agencies that employ over 10,500 peace officers across our state.


While the POST Board performs many functions, a significant portion of the POST's responsibility is dedicated to conducting "compliance reviews" of Minnesota law enforcement agencies to ensure they are meeting legislatively mandated training and department policies on *Use of Force/Firearms training, Emergency Vehicle Operation and Pursuit Driving training and mandated departmental policies.*

On July 25, 2016, a POST Board Standards Coordinator conducted a review at the Mountain Lake Police Department. After a comprehensive review of their records concerning mandated employee training and department policies, I am pleased to inform you that your Police Department **passed the review.**

Ensuring all law enforcement agencies around the state are in compliance plays a pivotal role in maintaining the high level of professionalism we have enjoyed in Minnesota for many years and that professionalism translates into quality law enforcement services for the citizens of Minnesota.

Please take a moment to recognize your Police Department for this important accomplishment.

Sincerely,

  
Nathan R. Gove  
Executive Director

59