

**DRAFT**  
**Regular Council Meeting**  
**Mountain Lake City Hall**  
**Monday, August 22, 2018**  
**6:30 p.m.**

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

Members Absent: None

City Staff Present: Michael Schulte, Administrator/Clerk; Maryellen Suhrhoff, City Attorney;  
Dave Watkins, Water/Wastewater Superintendent

Others Present: Jerry Logue, Tom Appel, Karen Stoesz, Mary Oeltjenbruns

**Call to Order**

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

**Approval of Agenda and Consent Agenda**

Motion by Kass, seconded by Ysker, to add items 4C – Community Center Bill, 5C – Hire Dana Schroeder starting date August 23<sup>rd</sup>, and 6B – Memorandum of Understanding to the agenda.

Motion carried. Motion by Kruser, seconded by Savage, to adopt the agenda as amended and approve the consent agenda. Motion carried.

Bills: Check #21483-21522, 558E to 561E

Approval of Payroll Check #64046-64080

Approval of July 12 EDA Minutes

Approval of July 26 Utilities Commission Minutes

Approval of August 6 City Council Minutes

**Public**

Karen Stoesz gave an update on J-Turns. Stoesz visited Farmfest and received support and signatures opposing the J-Turns and will be attending the State Fair to do the same. Tom Appel stated the district engineer attended a county commissioner's meeting and they are going to do more research and stay patient on this matter. The current signs at the intersection of County Road 1 and Highway 60 are a part of a 5 year study with federal funding so they will not be taken out until the research is complete at the end of 2019. Karen Stoesz then presented photos and videos of Kuechle Underground performing their work on 2<sup>nd</sup> Avenue at the time of construction. Stoesz believes the ground was not packed properly at the site of the current issues which caused the ground to sink and that the city should not have settled with them.

### **Community Center – Hallway Proposal**

Jerry Logue thanked the council for the recognition and attention to their needs for the food shelf. Logue presented a proposal to renovate the east side of the community center to include a new hallway to the new food shelf room. This would cut into the new Legion room but would provide direct access to the food shelf room instead of having users come around the hallway. Logue stated the Legion room was measured and the space with the hallway renovations would be adequate for the Legion's needs. The current storage for chairs and other items would not need to be moved with this proposal. Logue stated they have found a carpenter that would donate his time to create this hallway and there would be no costs to the city. Storage, moving pool tables, carpet, shelves, the garage, and logistics of moving each group around were discussed. Direction was given to move forward with the proposal.

### **Community Center – Job Description**

A job description for the community center maintenance job description was presented. City Administrator Schulte presented the job description that was reviewed by the League of Minnesota Cities and explained the position. A change will be made to state no more than 20 hours a month rather than 5 hours a week to provide more flexibility in hours worked over the month. Motion by Kass, seconded by Ysker, to approve the job description as amended. Motion carried.

### **Community Center – Bill**

A bill mailed to City Hall was clarified. The bill was from Duerksen Electric after the work Curt Fast finished on removing the furnace room.

### **Electric Department**

A memorandum of understanding was presented. Dave Watkins, current Water/Wastewater Superintendent, met with Ron Melson, Electric Superintendent, to discuss the transition plan and operating the essentials of the Water/Wastewater Department with Watkins' licenses. The memorandum was reviewed and probation periods were discussed. A 6-month probation will not apply since Watkins is transferring and not a new employee. #4 of the presented memorandum was struck because it did not apply. August 20<sup>th</sup> will be the initial starting date to begin the 30 day trial period per Union policies. Watkins will have 30 days to try the new position and the advertisement for the Water/Wastewater position cannot begin until after the 30 days and the 10 days of the internal posting per Union policies. Motion by Kass, seconded by Kruser, to approve the memorandum of understanding as amended and have the effective date of the transfer to the Electric Department be August 20, 2018. Motion carried.

### **Public Library Part-Time Library Assistant**

Carol Lehman, Library Director, and the city administrator reviewed the step plan of the part-time library assistant and upon further research of neighboring libraries and their wages, the library is requesting to move the starting wage for this position to Step 2 of the step plan which is \$10.10. Motion by Savage, seconded by Kruser, to begin the starting wage at Step 2. Motion carried. Motion by Kass, seconded by Ysker, to hire Dana Schroeder as the Part-Time Library Assistant with a starting date of August 23. Motion carried.

### **Review of Section 2.13 of City Code**

Information from the League of Minnesota Cities about procedures of changing how city council members and the mayor get paid along with current city codes and ordinances were presented and discussed. Employers are required to give time off for city council members meeting and other civic duties per Minnesota statute. Attendance, vacation time, councilmember duties, payments, and meetings were discussed. Section 2.13 of city was reviewed. It was requested to add “city council” between special and meetings under Subdivision 3.A and to strike “out of town” and replace it with “city related” under Subdivision 3.B. An ordinance will be presented for a first reading at the next meeting.

### **2019 Budget & Capital Improvement Plan Review**

The 2019 budget and capital improvement plan were reviewed. Various department budgets, new bond payments, tax levies, expenses, revenues, savings, increasing costs, specific line items, the school referendum, and the 2018 levy were discussed. With the budget presented, the 2019 levy will be \$837,319.35 compared to the 2018 levy of \$644,431.94, an increase of \$192,887.41. Two new bond payments for the commercial park are the primary reasons for the increase. Direction was given to ask department heads to find areas in their budget that can be cut or lowered that will not critically hinder services and operations and to bring various options to the table at the next meeting. A special meeting may be scheduled in September to further review the overall budget.

### **City Attorney Report**

The city attorney gave an update on her communication with Kuechle Underground in regards to 2<sup>nd</sup> Avenue. Their parties requested various information in which Andy Kehren, City Engineer, and the city attorney provided. A meeting will be set up in September to discuss the matter with all parties involved. Questions were asked about the cost estimate to repair the street as the number to the council appeared to be low. Packing, tarring, bids, quotes, and repairs were discussed. Direction was given to the city administrator to ask the city engineer about the estimate and for the city attorney to inform the council on the meeting time.

### **City Administrator Report**

City Administrator Schulte gave a brief report of the recently attended MMUA Conference and other city operations.

**City Council Meeting Time**

A reminder was given that the next meeting will be on Tuesday, September 4, 2018 at 6:30PM due to the Labor Day holiday.

**Adjourn**

The meeting was adjourned at 9:22 p.m.

ATTEST:

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Michael Schulte, Administrator/Clerk