Regular Council Meeting
Mountain Lake City Hall
Thursday, March 21, 2019
6:30 p.m.

AGENDA

1. **Meeting Called to Order** *Additional information on agenda item is attached or at City Hall

2. **Approval of Agenda and Consent Agenda**
   a. Bills: Checks #22224 – 22280, 596E – 597E (1-5)
   b. Payroll: Checks #64474 – 64509
   c. Approval of February 15 EDA Board Minutes (6-8)
   d. Approval of February 25 Special EDA Board Minutes (9-11)
   e. Approval of February 28 Utilities Commission Minutes (12-14)
   f. Approval of March 4 City Council Minutes (15-17)

3. **Public** – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.

4. **City Attorney**

5. **City Administrator**
   a. Upcoming 2019 Events (18)

6. **Water/Wastewater Department**
   b. Water/Wastewater License Holder Designation
   c. Land Negotiations (meeting may be closed as allowed in MN Statutes 13D.05 Subd. 3)

7. **Adjourn**
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### March 2019

**CITY OF MOUNTAIN LAKE**

*Check Detail Register*

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**Paid Chk# 022250 3/18/2019**

- **BOUND TREE MEDICAL**
  - Operating Supplies: $319.32
    - 63139740
    - GLOVES, HEAD IMMOBILIZER, GLOVES-AMB

**Total** **BOUND TREE MEDICAL** $319.32

**Paid Chk# 022251 3/18/2019**

- **CASEYS-CREDIT CARD DEPARTMENT**
  - Motor Fuels: $274.49
  - FD GAS
  - $3.31
  - UT GAS
  - Miscellaneous: $111.00

**Total** **CASEYS-CREDIT CARD DEPARTMENT** $388.80

**Paid Chk# 022252 3/18/2019**

- **CITIZEN PUBLISHING**
  - Legal Notices Publishing: $40.50
    - 285638
    - ORDINANCE #2-19
  - $373.00
    - 285718
    - VISITORS GUIDE-CAMPGROUND
  - Legal Notices Publishing: $15.00
    - 285788
    - DIGITAL UPLOAD

**Total** **CITIZEN PUBLISHING** $423.50

**Paid Chk# 022253 3/18/2019**

- **COMPUTER LODGE**
  - Worker's Comp Ins Prem: $15.00
    - MSP-14299
    - MAYOR-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
  - Office Supplies: $48.75
    - MSP-14299
    - EDA-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
  - Office Supplies: $48.75
    - MSP-14299
    - PD-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
  - Miscellaneous: $63.75
    - MSP-14299
    - UT-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES
  - $15.00
    - 285788
    - OFFICE-WEEKLY WORKSTATION UPDATES AND MONTHLY SERVER UPDATES

**Total** **COMPUTER LODGE** $225.00

**Paid Chk# 022254 3/18/2019**

- **COUNTRY PRIDE SERVICES**
  - Motor Fuels: $408.45
    - AMB FUEL
  - Motor Fuels: $165.72
    - AMB FUEL
  - Motor Fuels: $3,499.72
  - Repairs/Maint Machinery/Equip: $1,124.58
    - 099138, 09922
    - ST DEPT TIRES #14, SKIDLOADER TIRE REPAIR
  - Repairs/Maint Buildings: $26.71
    - 204027
    - HERITAGE ESTATES-PORTABLE HEATERS
  - Repairs/Maint Buildings: $53.43
    - 204027
    - HERITAGE ESTATES-PORTABLE HEATERS
  - Repairs/Maint Buildings: $26.71
    - 204027
    - MASON MANOR-PORTABLE HEATERS
  - Repair/Maint Supply: $28.28
    - 204035
    - LIBRARY-TRASH BAGS & CLEANERS
  - Repair/Maint Supply: $40.13
    - 204040, 20406
    - LAKE COMM-AERATORS-PAINT, LOCKSET, ICE MELT
  - Repair/Maint Supply: $117.55
    - 204140
    - TORCH KIT-CEMETERY
  - Repairs/Maint Machinery/Equip: $67.39
    - 204142, 20419
    - FIRE DEPT-DRILL SET, STEPLADDER TREAD, 25' EXT CORD
  - Repairs/Maint Buildings: $3.52
    - 204223
    - AMB-WINDSHIELD DE-ICER
  - Repair/Maint Supply: $51.13
    - 204260, 20471
    - COMM CTR-SOAP, FAN SWITCH, GARBAGE BAGS
  - Chemicals and Chem Products: $37.13
    - 204420
    - SALT FOR SIDEWALKS
  - Miscellaneous: $54.88
    - 204728, 20473
    - ST DEPT-MAILBOX REPAIR, LETTERS, TORX SCREWS

**Total** **COUNTRY PRIDE SERVICES** $5,728.33

**Paid Chk# 022255 3/18/2019**

- **COUNTRY SAMPLER**
  - Periodicals: $35.98
    - LIBRARY PERIODICALS

**Total** **COUNTRY SAMPLER** $35.98

**Paid Chk# 022256 3/18/2019**

- **DEMCO, INC**
  - Office Supplies: $324.05
    - LIBRARY OFFICE SUPPLIES
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CITY OF MOUNTAIN LAKE

*Check Detail Register*

March 2019

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Paid Chk# 000596E  3/6/2019  UNITED PRAIRIE BANK

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Paid Chk# 000597E  3/21/2019  SELECT/FURTHER

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5
REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY
February 15, 2019
12:00 NOON

PRESENT: Mike Nelson, Jerry Haberman and Darla Kruser
ABSENT: Mark Hanson, Vern Peterson, Steven Syverson, Jason Flanagan, Clara Johnson, Dean Janzen and Brad Hanson, Advisors.
STAFF PRESENT: Rob Anderson and Tabitha Garloff
CITY ADMINISTRATOR: Michael Schulle
GUEST: Dave Bucklin, Cottonwood Soil and Water Conservation District.

1. Call to Order: Mike called the meeting to order at 12:05 p.m. No quorum present.

2. Motion to Approve Consent Agenda
   Consent Agenda:
   a. Approval of January 18, 2019 Regular EDA Meeting Minutes. Tabled until next meeting due to no quorum.
   b. Approval of Financial Reports and Bills. Our Hometown Café – 4 months delinquent on Contract for Deed, SCDP and Property Tax Escrow Payments. Rob stated Maryellen Suhrhoff first sent a letter notifying the Puente’s of the delinquent payments owed. Today the Puente’s will receive notice of default of the Contract for Deed and loan payments owed in the amount of $4,024.58. The Puente’s have 60 days, starting today, to right the delinquent amount. Full payment of the current amounts owed must be made to stop the foreclosure process. The delinquent amount will continue to increase if payments are not made. Tabled until next meeting due to no quorum. Rob stated that another restraunt has shown interest in going into that location if it becomes available.

3. Mt. Lake Commercial Park.
   a. Trees around North Retainage Pond. Dave Bucklin in Attendance. Dave stated he would be responsible for finding the funding for the project. Jerry stated he has concerns with the height of the trees. There are no boulevards the lots run curb to curb. Dave stated that Mountain Lake is a Tree City USA Community and trees would be 100 foot back from the road, will not obstruct visibility and short species trees can be planted. Dave is looking for approval to move forward planning the project. There is a deadline to ordering trees. Jerry stated he feels the EDA has too much invested in the east commercial park area to turn into a park or trails at this time.
   b. Casey’s Construction Update. Rob stated he and Michael have had conversations with Casey’s architectural firm about building permits. The building permit will be issued as soon as payment has been received. Rob stated Steve Caron would like to have a pre-construction conference before construction is started.
   c. Strategic Planning. Rob stated it was mentioned in our last meeting that the board would like to have in our work plan the development of a plan for filling the lots in the commercial park. In the past we have had success with the University of Minnesota Extension Office in helping develop a plan like they did with the Mountain Lake 2026. Rob stated he has been in contact with Neil Linscheid and Rob feels that he can provide a marketing plan exactly like we need at an affordable price. For $2,500 he would facilitate a focus group and strategic planning meeting, preliminary work such as a survey of public and business leaders and
contact other communities in Southern Mn that have commercial parks to find out what they did to develop their commercial parks. Rob stated there is $10,000 in the community development fund and Neil could begin gathering information in late April. Rob will have a proposal for consideration at the next meeting.

d. Other. Mike stated that Dave Bucklin will help with the landscape planning and planting of trees/bushes/evergreens around the Welcome Sign. Rob stated he and Michael will be attending an Opportunity Zone workshop at Jackpot Junction on February 28th put on by the Southwest Initiative Foundation. The commercial park is the only part of Mt. Lake that is included in the opportunity zone.


5. Milk Specialties Global Highway 60 Building Sold. New Owner Requires an Assignment and Assumption of Development Agreement / EDA Resolution Approving the Assignment and Assumption of Development Agreement. Briggs & Morgan has prepared the agreement. Lease agreement transfers to new owner per previous signed agreement. Tabled until next meeting due to no quorum.

6. TIF District 1-8, Economic Development District No. 2 (Downtown Redevelopment Project), Update. Rob stated he received a call from Wilcon Construction that they have the cost estimates ready, however; Rob has not received any of the information. Rob stated he is communicating with Chad from Fulda Area Credit Union and they are very interested in the property. Rob stated he verified with Northland Trust the 5-year rule and the deadline is April 1st, 2021.

7. Welcome Sign. Report From 2/5/2019 Committee Meeting. Rob stated the committee met and discussed who was going to build the sign, where the sign would be located and when construction would begin. Rob stated he had concerns on the structure and the engineering. Rob has been in contact with Owen Todd from Bolton & Menk and asked what they can do within a $5,000 budget. Owen stated not to worry about the budget they would help us. Bolton & Menk will do a site survey and soil samples when the snow melts. Rob stated he feels having a written plan will result in a more successful construction of the welcome sign. Plans are to begin construction in Spring 2019. Dave Bucklin will help with tree/bush planting/landscaping around the Welcome Sign.

8. GENERAL DISCUSSION:
   a. Hanson Plumbing/American Waterworks work at Daycare Building next week. Rob stated Hanson Plumbing is doing the prep work for American Waterworks. Once American Waterworks is finished with their part Hanson Plumbing will finish up. Rob stated American Waterworks requires balance due at completion of work and an additional bill is included in the packet.
   b. Heritage Estates & Mason Manor, New Leases for Tenants. Rob stated that Tabitha is preparing new leases for each tenant that is impacted by the rent increase per the lease agreement. It has come to Rob and Tabitha’s attention that there is someone that has a dog and the lease states no pets. Discussion on how to handle the situation. Tabitha and Rob will do a surprise visit to verify if there is a dog. Tabled until next meeting.
   c. Next Regular Board Meeting is March 18th, 2019.
Special Board Meeting February 25th, 2019.
d. Other Business.

9. Adjourn. Mike adjourned the meeting at 12:53 p.m.
SPECIAL MEETING  
ECONOMIC DEVELOPMENT AUTHORITY  
February 25, 2019  
12:00 NOON 

PRESENT: Mike Nelson, Jerry Haberman, Jason Flanagan, Steve Syverson and Darla Kruser. Dean Janzen, Advisor.  
ABSENT: Mark Hanson and Vern Peterson. Clara Johnson and Brad Hanson, Advisors.  
STAFF PRESENT: Rob Anderson and Tabitha Garloff  
CITY ADMINISTRATOR: Michael Schulte  
GUEST: Rahn Larson, Citizen Publishing and Deanna Anderson, Observer Advocate.  

1. Call to Order: Mike called the meeting to order at 12:00 p.m.  

2. Motion to Approve Consent Agenda  
   Consent Agenda: 
   a. Approval of January 18, 2019 Regular EDA Meeting Minutes.  
   b. Approval of Financial Reports and Bills. Tabitha stated there was an error in billing from Dan’s Appliance, the previous check has been voided and there is a new check being issued for the correct dollar amount. Motion made and seconded by Jerry and Darla to approve the minutes and financials. Carried. Rob gave an update on Our Hometown Café. Rob stated he received a call from Lori, and she had some questions about the process and the amount owed. Rob explained the process and amounts owed and she stated she is not sure what her plans are, and she wanted to talk to Jorge. They are also behind on utility payments and the EDA as property owner is responsible for the payments if not made. Rob stated he has not heard back from her and he will continue to attempt to contact her. Amounts owed will increase if monthly payments are not made.  

3. Mt. Lake Commercial Park.  
   a. Trees Around North Retainage Pond. Rob gave a brief update from the last meeting on Dave Bucklin’s proposal for trees around the retaining pond. Rob stated that Dave needed a decision, so trees are able to be ordered to meet deadlines. There was no quorum to decide at the last meeting; however, the attending board members did not see an issue with moving forward with the project. Dave contacted Rob and stated he will obtain funding for the project. Dave stated at the previous meeting that concerns of visibility can be addressed by planting a lower profile variety tree.  
   b. Casey’s Construction Update. Rob stated he and Michael have had conversations with Casey’s architectural firm about building permit. The building permit has been approved and will be issued as soon as payment has been made for the permit. Rob stated Steve Carson would like to have a pre-construction conference before construction is started.  
   c. Strategic Planning. Rob stated since the last meeting he has received a proposal from Neil Linscheid, University of Minnesota Extension Office. The $2,500 fee can be taken from available funds in the Business Recruitment/Community Development EDA budget. Motion made and seconded by Steve and Darla to approve the Strategic Planning contract with the University of Minnesota Extension. Carried.  
   d. Other. Mike stated that Dave Bucklin will help with the landscape planning and planting of trees/bushes/evergreens around the Welcome Sign. Rob stated he, Michael and Darla will be attending an Opportunity Zone workshop at Jackpot Junction on February 28th put on by
the Southwest Initiative Foundation. The commercial park is the only part of Mt. Lake that is included in the opportunity zone.


5. **Milk Specialties Global Highway 60 Building Sold.** The Milk Specialties building has recently been sold. New Owner Requires an Assignment and Assumption of Development Agreement / EDA Resolution Approving the Assignment and Assumption of Development Agreement. Briggs & Morgan has prepared a resolution. No change in operation only ownership. Lease agreement transfers to new owner per previous signed agreement. In Mark’s absence Rob is asking for a motion to allow Mike to sign the agreement. Motion made and seconded by Steve and Darla to allow Mike to sign the resolution. Carried. Motion made and seconded by Darla and Jason to approve the resolution. Carried.

6. **TIF District 1-8, Economic Development District No. 2 (Downtown Redevelopment Project), Update.** Rob stated Fulda Area Credit Union (FACU) has an interest in the property; however, they are not ready to build a facility themselves yet. FACU would be interested in discussing the EDA building the building with a lease to own option. Rob stated the Chad is talking to other FACU Branch offices on how to proceed, who they used for builders, etc. Rob stated that we are still looking into building housing and getting the project to cash flow. Rob stated he has verified with Northland Securities the TIF deadline is April 1st, 2021.

7. **Welcome Sign. Report From 2/5/2019 Committee Meeting.** Rob stated the committee met and had discussion on the plan and design. Rob stated he had concerns on the structure and the engineering. Rob has been in contact with Owen Todd from Bolton & Menk regarding building the sign and asked what they can do for a $5,000 budget. Owen stated not to worry about the budget they would help us. Bolton & Menk will do a site survey and soil samples when the snow melts. Rob stated he feels having a written plan will result in a more successful welcome sign. All contractors have been contacted and they are ready to start when weather permits. Plans are to begin construction in spring 2019.

8. **GENERAL DISCUSSION:**
   a. **Hanson Plumbing/American Waterworks Work at Daycare Building next week.** Rob stated the project is completed. Rob stated the only unexpected cost that occurred was the water heater for the bathrooms was rusted out. Rob gave the ok to run lines from the recently installed new water heater in the kitchen to the bathroom. Karen stated the system was working before they were completed.
   b. **Heritage Estates & Mason Manor, New Leases for Tenants.** Tabitha is preparing new leases for each tenant that is impacted by the rent increase per the lease agreement and will begin hand delivering them the 26th. It has come to Rob and Tabitha’s attention that there is someone that has a dog and the lease states no pets. Tabitha will do a surprise visit while delivering leases to verify if there is a dog. Tabled until next meeting.
   c. **Next Regular Board Meeting is March 18th, 2019.**
   d. **Other Business.** Country Pride is having a community meeting on March 6th at the community center at 1:30 p.m. Rob stated from his understanding the Co-op Board Members are discussing possibly closing the C-Store. The reason for considering closing
the store is due to gas tanks that need upgrading per state rules and regulations and the cost of the upgrades may be more cost prohibitive than keeping the store open. The second part of the meeting is the possibility of closing the automotive department. The reason for considering closing the automotive department is due to having a hard time getting and keeping employees. Some of the services have previously been moved to Windom. There has not been talk of closing the hardware store currently. Dean stated that when the food was removed from the c-store it had a huge impact on the business. Dean stated that KBQ has installed their own diesel which took away income from the c-store. Darla suggested the EDA help get the word out. Rob will put some type of notice of the meeting on the Chamber facebook site.

9. Adjourn. Mike adjourned the meeting at 12:35 p.m.
Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, February 28, 2019
7 AM

Members Present: Dean Janzen, Todd Johnson, Mark Langland, Council Liaison David Savage, Randy Sawatzky

Members Absent: Sue Garloff

Staff Present: Michael Schulte, Administrator/Clerk; Lynda Cowell, Utilities Office Manager, Ron Melson, Electric Superintendent; Dave Watkins, Electric Lineman; Lane Anderson, Electric Lineman; Taylor Nesmoe, Water/Wastewater

Others Present: None

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

Election of Officers
Motion by Janzen, seconded by Johnson, to nominate Mark Langland for Chair. No other nominations were made. Voting aye: Janzen, Johnson, and Sawatzky. Voting nay: None. Abstain: Langland. Motion carried.

Motion by Johnson, seconded by Langland, to nominate Dean Janzen for Vice-Chair. No other nominations were made. Voting aye: Johnson, Langland, and Sawatzky. Voting nay: None. Abstain: Janzen. Motion carried

Approval of Minutes and Bills
Motion by Janzen, seconded by Johnson, to approve the February 14 Minutes and Bills #018741 – 018776 as presented. Motion carried.

Electric Department
On Tuesday this past week the three Fairbanks engine ran for five hours for testing. Everything ran well. With the new substation being live, there were some different procedures to open and close the circuit. The engines have not run since the URGE test last fall.
Water/Wastewater Department
R.O. cleaning will take place at the water plan in the next 2 weeks. Dave Watkins and Ron Melson asked the commission about the planned generators for the new pond project. Currently the plans call for two stand-by generators, one to be located by the lift station and the other to operate the aerators. Both asked the Commission if they wanted to have portable generators instead of the stand-by generators. The portable generators can be stored indoors throughout the year and pulled out when necessary for either the new ponds or for other areas within the city. The costs for either the stand-by or the portable are similar. There would be room to store them in the new shed planned to be built at the new ponds. Direction was given to Watkins to contact Bolton & Menk and arrange to have portable generators instead of the stand-by generators in the building plans.

Water/Wastewater Department Vacancy
Union members met on February 6 and the presented job description and pay scale were approved. In addition, a $0.50 per water and wastewater license were approved by union members. For each obtained water or wastewater license would include an added $0.50 to the employee’s hourly wage. City Administrator Schulte met with Mayor Mike Nelson and Councilmember David Savage to discuss the job description, pay scale, and licenses. Nelson and Savage reviewed and approved the job description and pay scale but wanted to have more discussion on the license premiums. St. James and Windom both have additional pay for water and wastewater licenses. The city of Lakefield was discussed. Lakefield contracts through PeopleService for a 40 hour/week worker/license holder for an annual contract of $150,000 a year. Savage stated that approving the license premiums could take place during negotiations later this year and we could focus on filling the vacant position currently. Watkins stated that the job description, pay scale, and license premiums were approved by the union and if the license premiums are changed or not approved that it would need to go back to the union to discuss and renegotiate. Licenses, the job description, and the city’s systems were discussed. Motion by Janzen, seconded by Johnson, to recommend to approve to the City Council of the union-approved job description, pay scale, and license premiums as presented. Motion carried.

Utility Revenue & Expenses
Questions were asked about the capital improvement project line items in the electric and sewer department. The electric side included expenses for the new substation project. The sewer line item included items for the new pond project. The city’s auditor will be visiting and doing work in mid-March. The final audit will then be given around mid-May.

CMPAS Sale of UPES
CMPAS sold their ownership portion of UPES a few years ago in which the $2 million sale has been debated on how to use or be distributed. It was voted by the board to distribute the $2 million by 12 equal shares - $166,666.67 to each city. The money has been deposited into the
Utility’s account. Direction was given to create a new line item to post the revenue and wait to decide if it will be needed for any specific purposes.

**SUZLON January Report**
The January SUZLON report was reviewed.

**Adjourn**
The meeting was adjourned at 7:50 a.m.

**ATTEST:**

_________________________________
Michael Schulte, Administrator/Clerk
DRAFT
Regular Council Meeting
Mountain Lake City Hall
Monday, March 4, 2019
6:30 p.m.

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

Members Absent: Dana Kass

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

Others Present: Doug Regehr

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 Savage, seconded by Kruser, to add 2.A Checks #22176 – 22223, 595E and 2.B Payroll Checks #64456 – 64473 to the consent agenda. Motion carried. Motion by Ysker, seconded by Kruser, to approve the agenda and consent agenda as amended. Motion carried.

- Bills: Checks #22176 – 22223
- Payroll Checks #64456 – 64473
- Approval of January 18 EDA Minutes
- Approval of February 14 Utilities Commission Minutes
- Approval of February 19 City Council Minutes

Public
No one spoke during this portion of the meeting.

Mountain Lake Community Center
City Administrator Schulte provided an update on the community center. The new pool room walls on the exterior and the interior have been completed. Leftover paint was used to blend in the new wall with the existing walls. The garage door to be purchased and donated by Loyal Klassen will be installed when warmer weather conditions occur. Cots used for stranded motorists during winter storms or for campground users during severe weather in the summer were placed up in the loft in the garage section of the building when volunteers were organizing the space. Direction was given to the city administrator to contact the volunteers to move the cots to the floor for quick accessibility in case of emergencies.
Street Department Report
Rick Oeltjenbruns, Street Superintendent, provided a report of activities completed from February 5 – March 4. Plowing snow, hauling snow, cleaning sidewalks, sanding, and moving snow have been constant in February due to multiple snow storms and constant drifting snow. Close to every day a street department employee has had to work to plow and remove snow. Mayor Mike Nelson and Councilmember David Savage relayed positive comments from multiple residents about the prompt snow removal.

Water/Wastewater Department
The presented Water/Wastewater Foreman job description and pay scale were approved by the union members. The job description and the pay scale were then reviewed by the Utilities Commission and approved to recommend to the Council to approve. City Administrator Schulte explained the background of the new position and how it progressed. Back in October/November, advertising for the Water/Wastewater Superintendent occurred. Two individuals applied and were interviewed but the position was not filled. The interview committee and the Utilities Commission gave direction to the city administrator to create a Water/Wastewater Foreman position which includes similar responsibilities as a Superintendent but does not require the water and wastewater licenses from the start. City Administrator Schulte met with Mayor Nelson and Councilmember Savage to review and edit the job description. A pay scale between the Public Works I and Public Works II was proposed. The Foreman position would report to the City Administrator and the city’s designated water and wastewater license holder. Currently Dave Watkins is the city’s license holder for both water and wastewater. In addition, the union members approved a $0.50/hour premium for each water and wastewater license held which was approved to recommend by the Utilities Commission to the City Council. Other cities were researched, including Windom and St. James, and offer similar license premiums. The city of Lakefield was discussed. Lakefield has a contract with PeopleService who provides a 40 hour/week worker with the city’s required wastewater licenses for a contract of approximately $150,000/year. Lakefield is also looking at a similar contract for their water system. Licenses, premiums, state requirements, the city’s water and wastewater systems, and other discussion ensued. Motion by Vsker, seconded by Savage, to approve the presented job description, pay scale, and license premiums and to post the job internally per union policy to fill and advertise externally to fill if needed. Motion carried.

City Attorney
A letter was sent to the greenhouse property owners regarding their property, but a response has not been sent back yet. Suhrhoff will contact Building Inspector Steve Carson regarding possible next steps. A meeting was held with a property owner near the wastewater ponds to discuss the background of the wastewater pond project and options moving forward regarding the property.
City Administrator
An email update from Elizabeth Wefel, Senior Attorney/Lobbyist from Flaherty & Hood was read regarding PFA funding. The State Senate and the House may have reached a compromise to resolve the dispute over the ENRTF appropriation bonds. The House Ways & Means Committee passed H.F. 80 to the General Register. This bill converts the ENRTF appropriation bonds to General Obligation bonds. The Senate Republicans held a press conference today stating that they had reached a compromise with the governor and the house to resolve this issue. They are going to convert the LCCMR bonds to GO bonds and pass them off the floor today. Updates over the next few days will be provided from Wefel.

The League of Minnesota Cities wrote an article about the certified 2019 property tax levy report. Levies for all cities increased by 5.6%, or $133.2 million, over the 2018 levies. According to the report, 216 cities, or 25 percent of all cities, either froze or reduced their final certified 2019 property tax levy. Another 334 cities, or 39 percent, had a final levy increase between 0 and 5 percent. Cities with levy increases between 5 and 10 percent totaled 226, or 27 percent of all cities. A total of 77 cities, or 9 percent, proposed increases of more than 10 percent.

Coffee with the Council
The date has been rescheduled to 5:30PM-6:30PM on March 27 at The Den. Councilmember Kruser and Ysken wil. attend.

Adjourn
The meeting was adjourned at 7:28 p.m.

ATTEST:

Michael Schulte, Administrator/Clerk
Upcoming 2019 Events

March 27, 2019 – Coffee with the Council at The Den

May 4, 2019 – City-Wide Cleanup

May 9, 2019 – Board of Appeal and Equalization Meeting - 5:30PM

June 14-18, 2019 – Pow Wow

June 26-28, 2019 – League of Minnesota Cities Summer Conference – Duluth, MN

July 24-26, 2019 – Coalition of Greater Minnesota Cities Summer Conference – Bemidji, MN

August 19-21, 2019 – Minnesota Municipal Utilities Association Summer Conference – Breezy Point, MN

November 13-15, 2019 – Coalition of Greater Minnesota Cities Fall Conference – Alexandria, MN
FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN
THE CITY OF MOUNTAIN LAKE, MINNESOTA
AND
NORTHLAND SECURITIES, INC.

FINANCIAL PLANNING SERVICES

This Agreement made and entered into by and between the City of Mountain Lake, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning for the municipal water system and the municipal sanitary sewer system (together, the "Utilities"), including planning for capital improvements and debt financing and user charges and rates (hereinafter the "Project");

WHEREAS, the Project is intended solely for financial planning and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue; and

WHEREAS, NSI desires to furnish services to the City as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The scope of work to be performed by NSI is based on the following factors:

1. User charges for the Utilities needs to be reviewed to ensure adequate operating revenues to cover operations, capital, and debt service, while maintaining sufficient reserves.
2. The analysis of user charges must consider current and future capital improvements.
3. The impacts of changes to user charges on local residents and businesses must be clearly understood and managed.

NSI will undertake the following tasks:
1. Conduct kick off conference call with City staff to review project objectives, set meeting schedule, define parameters for scenarios to be reviewed, and collect background data.

2. Review background information about the Utilities. The City has the responsibility for collecting and providing NSI with information needed for the Project. Information sought by NSI includes the following:
   a. Annual financial statements for the Utilities for years 2016 and 2017, and preliminary statements for year 2018, if final statements are not available.
   c. Prior years 2017 and 2018, and current year 2019 user rate schedules for the Utilities.
   d. Customer data for the Utilities including number of customers by type, and quantity of water and wastewater billed in 2017 and 2018.
   e. Plans for capital improvements for the Utilities for years 2019 through 2023 and future years (ten year planning horizon, if available) including type of improvements, estimated cost, funding source, and timing.
   f. Schedule of outstanding debt supported by revenue from the Utilities, by specific revenue source.

3. Prepare spreadsheet model for projecting the flow of funds for the Utilities. Key variables in the model will be number of residential equivalent billing units, amount of utility charges, cost of system improvements, timing of improvements, means of funding improvements, and annual operation and maintenance expense.

4. Prepare initial utility rate scenario that illustrate the key financial issues for the Utilities. Separate scenarios will be prepared for the water system and the sanitary sewer system.

5. Prepare a preliminary draft memorandum along with reports that explains the assumptions used and observations from the analysis. The analysis of the water system and the sanitary sewer system shall be reported on separately.

6. Conference call with City staff to review preliminary draft report and to identify a potential alternative funding scenarios for the analysis. The City is to define the parameters for alternative funding scenarios.

7. Perform additional funding analysis based on City staff input and direction.

8. Prepare final draft memorandum and reports and submit to City staff.

9. Conduct follow up analysis and investigations as needed from City staff input.

10. Finalize memorandum and reports for consideration by the City Council. Memorandum and reports will contain conclusions and recommendations, including amounts for future fees and charges for the Utilities, and a summary of the work performed in the study including key assumptions. The analysis of the water system and the sanitary sewer system shall be reported on separately.
11. Present report to City Council. The scope of work includes attendance at one meeting to present the memorandum and reports to the City Council.

**COMPENSATION**

For the services specified, NSI shall be paid an amount not to exceed $7,300. This includes $6,300 for the sanitary sewer system and $1,000 for the water system. The amount is based on the estimated number of hours to complete these tasks at an hourly billing rate of $210 per hour plus reimbursable expenses for travel, printing, and mailing. NSI will bill on a monthly basis for actual services performed and reimbursable expenses. The bill from NSI shall break-out the billing for the sanitary sewer system and the water system. The total amount billed may be less but not greater than the not to exceed amount.

The City may at its discretion authorize NSI to undertake additional tasks, including meeting attendance, beyond the tasks and meetings listed above. Additional planning services will be billed monthly at a rate of $210 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed.

**ASSIGNED NORTHLAND EMPLOYEE**

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Tammy Omdal.

**SUCCESSORS OR Assigns**

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

**DISCLAIMER**

In performing service under this agreement, NSI is relying on the accuracy of information provided by the City and the services provided by Northland are based on current State Law. The parties agree that the Minnesota municipal utility law and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The City recognizes and accepts that changes to utility rates and usage may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

**TERM OF THIS AGREEMENT**

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI. In the event of early termination by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should early termination occur.
Dated this ___ day of __________, 2019.

Northland Securities, Inc.

By: [Signature]
Tammy Omdal
Managing Director, Public Finance

City of Mountain Lake, Minnesota

By: _______________________________
Michael Schulte
City Administrator