Regular Council Meeting
Mountain Lake City Hall
Monday, November 19, 2018
6:30 p.m.

AGENDA

1. Meeting Called to Order:
   *Further information on agenda item is attached

2. Approval of Agenda and Consent Agenda
   a. Bills Check #21781 – 21587, 572E – 574E (1-7)
   b. Payroll Checks #64201 - 64237
   c. Approval of October 8 Lake Commission Minutes (8-9)
   d. Approval of October 11 Utilities Commission Minutes (10-11)
   e. Approval of October 11 EDA Minutes (12-14)
   f. Approval of October 23 Special EDA Minutes (15-16)
   g. Approval of November 5 City Council Minutes (17-19)
   h. Approval of 2019 Cigarette Licenses (20)
   i. Approval of Resolution #25-18 To Accept a $5,000 Gift from the Mountain Lake Fire Relief Association (21)

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. 6:40 P.M. Public Hearing – Assessment Roll for Mountain Lake Commercial Park Project
   a. Final Assessment Roll (22)
   b. EDA Request – Rob Anderson (23)
   c. Notice of Hearing on Proposed Assessment (24-25)
   d. Special Assessment Policy (26-30)
   e. Resolution #26-18 - Resolution Adopting Assessment (available at meeting)

5. 2019 Ambulance Rates (31)

6. Community Center
   a. Discussion/Action – Phase #2 Flooring – Sharron Hanson (32-33)
   b. Discussion/Action – New Furnace Quote (34-35)

7. Election
   a. Resolution #22-18 Certifying Results of November 6, 2018 Election (36-37)
   b. Resolution #23-18 Setting Polling Place for Any Possible 2019 Special Elections (38)

8. Resolution #24-18 – Certification of Unpaid Utility Charges (39)

9. City Attorney
   a. Second Reading – Ordinance #4-18 Right-of-Way Management (40-50)

10. City Administrator
    a. 2019 Tentative City Council Meeting Dates (51)
    b. Review Appointments (52-56)

11. Adjourn
### CITY OF MOUNTAIN LAKE

*Check Detail Register©*

November 2018

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**Paid Chk# 021781 11/1/2018 MOUNTAIN LAKE AUTOMOTIVE**
- E 101-42100-406 Vehicle Maint/Gen Repairs $41.10 85220 PD-CHG OIL & GREASE
- E 231-42154-404 Repairs/Maint Machinery/Equip $77.56 85253 LUBE,OIL,FILTER-2010 AMBULANCE
- **Total MOUNTAIN LAKE AUTOMOTIVE $118.66**

**Paid Chk# 021782 11/1/2018 MIDWAY FARM EQUIPMENT**
- E 101-43100-212 Motor Fuels $8.27 IM34441 ST DEPT-2 GAL DEF
- E 101-43100-212 Motor Fuels $8.27 IM34524 ST DEPT-2 GAL DEF
- E 101-43100-212 Motor Fuels $8.27 IM34992 ST DEPT-2 GAL DEF
- **Total MIDWAY FARM EQUIPMENT $24.81**

**Paid Chk# 021783 11/12/2018 COMMISSIONER OF REVENUE**
- G 101-21702 State Withholding $51.19
- **Total COMMISSIONER OF REVENUE $51.19**

**Paid Chk# 021784 11/12/2018 INTERNAL REVENUE SERVICE**
- G 101-21703 FICA Tax Withholding $728.34
- G 101-21701 Federal Withholding $64.68
- **Total INTERNAL REVENUE SERVICE $793.02**

**Paid Chk# 021785 11/8/2018 AFLAC**
- G 101-21713 Aflac $249.64
- **Total AFLAC $249.64**

**Paid Chk# 021786 11/8/2018 BCBS/HSA**
- G 101-21714 HSA $731.59
- **Total BCBS/HSA $731.59**

**Paid Chk# 021787 11/8/2018 COMMISSIONER OF REVENUE**
- G 101-21702 State Withholding $807.68
- **Total COMMISSIONER OF REVENUE $807.68**

**Paid Chk# 021788 11/8/2018 GISLASON & HUNTER**
- G 101-21712 Garnishments $398.90
- **Total GISLASON & HUNTER $398.90**

**Paid Chk# 021789 11/8/2018 INTERNAL REVENUE SERVICE**
- G 101-21703 FICA Tax Withholding $2,389.70
- G 101-21701 Federal Withholding $1,520.76
- **Total INTERNAL REVENUE SERVICE $3,910.46**

**Paid Chk# 021790 11/8/2018 LAW ENFORCEMENT LABOR SERV**
- G 101-21711 PD UNION DUES $147.00
- **Total LAW ENFORCEMENT LABOR SERV $147.00**

**Paid Chk# 021791 11/8/2018 PERA**
- G 101-21704 PERA $4,513.97
- **Total PERA $4,513.97**

**Paid Chk# 021792 11/8/2018 VALIC**
- G 101-21705 VALIC $263.00
- **Total VALIC $263.00**

**Paid Chk# 021793 11/8/2018 ARLENE OTT**
- G 608-22000 Deposits $625.00 DAMAGE DEPOSIT REFUND
- E 608-46330-615 Rent Deposit Interest $18.72 DAMAGE DEPOSIT REFUND-INTEREST
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## Check Detail Register

### CITY OF MOUNTAIN LAKE

**November 2018**

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# Check Detail Register

**November 2018**

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# CITY OF MOUNTAIN LAKE

*Check Detail Register®*  
November 2018

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Paid Chk# 021854 11/15/2018 THE DEN LLC  
E 101-41410-200 | $94.32 | Office Supplies FOOD FOR ELECTION DAY |
| Total THE DEN LLC | $94.32 |                       |

Paid Chk# 021856 11/15/2018 ZOLL MEDICAL CORPORATION  
E 231-42154-404 | $246.29 | Repairs/Maint Machinery/Equip BATTERIES-AMB DEPT |
| Total ZOLL MEDICAL CORPORATION | $246.29 |                       |

Paid Chk# 021856 11/15/2018 PAM LOGUE  
E 101-41410-100 | $135.00 | Wages and Salaries 13.5 ELECTION JUDGE HOURS |
| Total PAM LOGUE | $135.00 |                       |

Paid Chk# 021857 11/15/2018 PAM RADTKE  
E 101-41410-100 | $90.00 | Wages and Salaries 9 ELECTION JUDGE HOURS |
| Total PAM RADTKE | $90.00 |                       |

10100 United Prairie $64,049.92

## Fund Summary

### 10100 United Prairie

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Paid Chk# 000572E 11/1/2018 UNITED PRAIRIE BANK  
E 101-41400-301 | ($15.00) | Auditing and Acct g Services RETURN ACH FEE |
| Total UNITED PRAIRIE BANK | ($15.00) |                       |

Paid Chk# 000573E 11/8/2018 UNITED PRAIRIE BANK  
G 609-22800 | $480.42 | Notes Payable - Current MASON MANOR-PRINC PAYMENT |
E 609-46330-610 | $819.11 | Interest MASON MANOR-INTEREST PAYMENT |
| Total UNITED PRAIRIE BANK | $1,299.53 |                       |

Paid Chk# 000574E 11/20/2018 SELECT/FURTHER  
E 101-41400-141 | $5.90  | Admin Fees-HSA HSA ADMIN FEES |
E 101-42100-141 | $11.80 | Admin Fees-HSA HSA ADMIN FEES |
E 205-46500-141 | $2.95  | Admin Fees-HSA HSA ADMIN FEES |
E 211-45500-141 | $2.95  | Admin Fees-HSA HSA ADMIN FEES |
E 101-43100-141 | $5.30  | Admin Fees-HSA HSA ADMIN FEES |
E 101-45200-141 | $1.77  | Admin Fees-HSA HSA ADMIN FEES |
E 101-46200-141 | $1.78  | Admin Fees-HSA HSA ADMIN FEES |
| Total SELECT/FURTHER | **$32.45** |                       |
Regular Lake Commission Meeting  
Monday, October 8, 2018, 6:30 p.m.

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

Guests Present: Michael Schulte, Mike Nelson, Cheryl Hiebert

Chair Kruser called the meeting to order at 6:30 p.m.

M/S/P Peterson/Honkomp to approve the minutes of the Sept. 10, 2018 meeting.

Treasurer's Report:
Income:
  UPB – Interest 28.49

Expenses:
  Casey’s – Gas to take cans to Mankato 61.35
  Cottonwood Co. – Permit for pergola at beach 20.00
  Third Avenue – Filters for weed harvester 56.00

Ending Balance: $30,310.48

Savings Balance 22,025.19
Weed Harvester replacement fund 20,000.00
Total Savings Balance: 42,025.19

Old Business:

Pergola: The permit has been obtained. Ricky will be contacted to place the fill this fall so it can settle until spring. The access to the trail from the pergola will be determined later and also what kind of surface it will have. Herrig Construction will be contacted to do the cement work in spring. Jason Honkomp has access to a fire pit we can use.

Can Bin: Jason K, Jim, and Jean cleaned out the can bin on Wed., Sept. 26th. There is a problem with the big cans getting stuck. It might be helpful to wet or grease the pipe.

Grill: It is recommended that the grill be installed at Lawcon Park, rather than the City Park.

Trash Bins: Ricky is going to check on the status of the two trash bins that are on order.
**Boardwalk:** We need to get an estimate for boardwalk materials and installation so we can apply for a Federal Recreation Trail Grant. The grant will be available to download in December. Max Kauffman has completed a 2018 grant application to aide us in completing the 2019 application.

**Trail Ordinance:** Michael Schulte will write up an ordinance that will allow emergency, maintenance, and handicapped mobility vehicles on the trail as needed. That will allow police to issue citations to those vehicles that don't fall under those guidelines.

**Culvert by Yoder's:** Michael Schulte presented a plan for a culvert on the north side of the lake. After some discussion, it was tabled until next meeting.

**New Business:**

**Aeration Training:** Jason K. and Jim will attend the aeration training on Oct. 23, at 6:30 p.m., in the Community Center.

**Fishing Pier:** The pier will be moved to its winter location at the end of October or beginning of November.

**Weed Harvester:** The weed harvester is in storage. M/S/P to pay Tony Ewert $200.00 for the 2019 rent.

Respectfully submitted,

Jean Haberman,
Secretary/Treasurer
Mountain Lake Municipal Utilities Commission Meeting
Mountain Lake City Hall
Thursday, October 11, 2018
7 AM

Members Present: John Carrison, Dean Janzen, Todd Johnson, Mark Langland, Brett Lohrenz, Council Liaison David Savage

Members Absent: None

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

Others Present: None

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

Approval of Minutes and Bills
Motion by Carrison, seconded by Lohrenz, to add Check Numbers 018447 - 018449 to the agenda. Motion approved. Motion by Carrison, seconded by Lohrenz, to approve the September 27 Minutes and Check Numbers 018402 – 018440. Motion carried. The next Utilities Commission meeting will start at check number 018441 and will include 018447 – 018449 but the three added to the agenda were time sensitive.

Electric Department
Ron Melson, Electric Superintendent, gave an update on the search and purchase of a tractor. Various tractors from various equipment dealers were looked at, tested, and compared. A John Deere tractor for sale for $13,500 from St. James with 0% financing over 60 months was selected. Various components such as a mower, set of hydraulics, front end loader, block heater, and pallet forks were added for a total cost of $20,845. $1500 was offered for the trade in of the current tractor for a final price of $19,345 which was under the $20,000 limit the Commission set at the previous meeting.

Melson then informed the Commission that a private business was interested in purchasing or leasing the Hiebert greenhouses. The company has intentions to invest and fix up a part of the greenhouses and acquire more electrical power to service the greenhouses. Practices in the past have been that the Electric Department will provide power up to a business’s electric room and then it is the company’s obligation to hire an electrician to finish the work. Ownership, leasing,
EDA loans, contracts, and history of the property were discussed. The company will be in contact with Melson to figure costs and logistics if the project were to take place. No action taken.

**Water/Wastewater Department**
Two City/Utilities employees signed the posting for the Water/Wastewater Superintendent position. The Superintendent position requires a minimum Class B Water license and a Class D Wastewater license. The two employees were notified of the minimum requirements. The two employees will be placed in the pool of applicants but advertising externally will take place. Dave Watkins gave an update on Water/Wastewater operations. Sewer cleaning continues to take place and the department is waiting for an electrician for sensors.

**Christmas at the Village**
A request was sent to Mountain Lake Municipal Utilities to sponsor a building at the Heritage Village or to provide a monetary donation for Christmas at the Village was reviewed and discussed. No further action was taken.

**Wastewater Treatment Facility Project Land Purchase PIN 11.028.1000 and 11.028.0400**
Motion by Lohrenz, seconded by Carrison, to close the public meeting as allowed in MN Statutes 13D.05 Subd. 3 at 7:30 a.m. Motion carried. Motion by Lohrenz, seconded by Carrison to open the meeting at 8:06 a.m. Motion carried. No action taken.

**Adjourn**
The meeting was adjourned at 8:07 a.m.

**Approved November 8, 2018**

ATTEST:

______________________________
Michael Schulte, Administrator/Clerk
REGULAR MEETING
ECONOMIC DEVELOPMENT AUTHORITY
October 11, 2018
12:00 NOON

PRESENT: Vern Peterscn, Mike Nelson, Brian Harder, Jerry Haberman, Darla Kruser, Dean Janzen and Clara Johnson.
ABSENT: Mark Hanson, Steve Syverson and Brad Hanson.
STAFF PRESENT: Rob Anderson and Tabitha Garloff
CITY ADMINISTRATOR: Michael Schulte

1. Call to Order. Vern called the meeting to order at 12:02 p.m.

2. Motion to Approve Consent Agenda. Motion made and seconded by Brian and Mike to approve the consent agenda. Carried. Rob stated that the Puente’s are delinquent two months on the restaurant contract for deed, small cities loan, Lakeview Estates payment and restaurant property tax escrow payment. Rob also stated they are behind on their utilities and could potentially be shut off Friday at noon if not paid. Mike recommended giving her written options to buy back the Lakeview Estates lot (principal payments made) minus delinquent payments, delinquent utilities and any filing fees. Motion made and seconded by Brian and Jerry to have Rob put together a buy back offer minus delinquent payments including utilities and have Mike meet with the Puente’s to present the offer. Carried.

3. Daycare Building Water in Basement:
   a. Michael Tennyson Invited to Attend Meeting. Rob stated Michael Tennyson confirmed attending the EDA meeting; however, he did not show up.
   b. Plumbing Bid from Hanson Plumbing. Hanson Plumbing submitted a bid to disconnect and reconnect plumbing in the kitchen area to allow for water intrusion work to be completed. Included in the bid is a new water heater. The current water heater is 10 years old and leaking and needs to be replaced.
   c. Award Bid(s). Per the boards requested Rob verified with Complete Basement Systems that their bid includes 2 sump pumps and the discount if work is completed in January/February is 10% with a bid amount of $13,258.80 with discount. American Water Works bid of $11,234.40 includes 1 standard sump pump with a triple safe sump pump upgrade option available for an additional $1,155. Tennyson’s bid is $5,980; however, there are additional recommendations of things that should be done that are not included in the bid. Tennyson was not present to give better clarification on their bid. Jerry stated that the warranties need to be considered when deciding. All have transferrable warranty. Tabled until next meeting. Funds for the repairs will be funded from the Balzer fund.

4. TIF District 1-8, Economic Development District No. 2 (Downtown Redevelopment Project). Rob stated he is still working on numbers to determine if the project is feasible.

5. Krienke Foods International, Inc. Lease Renewal:
   a. Resolution Authorizing Execution of A First Amendment to Lease Agreement. Rob stated this is not a new lease, it is an extension with different terms. The difference is the amount of rent will increase and then remain the same for the remainder of the 10
year lease. Rob stated Caleb had a few questions about the lease agreement. One is the water issue. Rob stated that the water issue continues to be worked on. Rents being collected reflect the bond payments being issued. Motion made and seconded by Mike and Brian to approve the Resolution Authorizing Execution of A First Amendment to Lease Agreement. Carried.

b. First Amendment to Lease Agreement. Motion made and seconded by Jerry and Darla to approve the First amendment to lease agreement. Carried. Caleb asked if the flooring issue agreement between the EDA and Krienke Foods could be included in the lease agreement. The EDA previously agreed on the EDA and Krienke Foods each paying half the repairs. Jerry suggested making a separate agreement. The EDA will pay the whole amount and Krienke will make their half of the repair in installments to the EDA. Motion made and seconded by Vern and Darla to reapprove the flooring agreement. Carried.

6. Lakeview Estates Deadline Failure to Commence Construction of a Single-Family Residence, Block 1, Lot 2, James and Shannon Dick, Jorge and Lori Puente and Ahmad and Farima Yusuf. Tabled from September 13th meeting. Rob stated that the Puente’s should be resolved with the EDA’s offer and Yusuf’s lot has been transferred back to the EDA. The Dick’s are waiting for a decision from the board. Jerry stated we need to come up with a plan that does not get us in the situation we are currently in. Jerry also feels the EDA should buy back the Dick property and if it is still available when the Dicks are ready to build they can buy it back. Darla mentioned doing the extension with a fee. There was continued discussion what the extension fee cost would be base on. Tabled until next meeting.

7. Mountain Lake Commercial Park. Rob stated he has had email conversations with the owner of Windom’s Subway son(s). The son of the owner and his brother are in the process of buying out their father. They would like to have some track record going and then Mountain Lake Commercial Park would be their next area of concentration to build.

8. Apartment HVAC Maintenance Contract. Tabled from last meeting. The EDA is not able to do a maintenance plan through MN Energy. Hall’s Handy Heating and Cooling offers 3 plans. Motion made and seconded by Darla and Vern to approve enrolling in the Gold Maintenance Plan with Hall’s Handy Heating and Cooling. Carried.

9. General Discussion.
   a. Next Regular Board Meeting is November 8, 2018.
   b. Other business. Brian asked about the lights at the Commercial Park. Rob stated that Dilly is still working on the cement base for the light poles; however, he is very busy. Mike stated the lights would be a selling point to the lots. Snick Signs is working on the lots available sign but is behind schedule. Suggestion was made to contact other sign companies. Brad Bargen have shown interest in a lot in the commercial park.
   c. Rob stated he has been contacted by a partnership about purchasing the greenhouse. They have been in direct contact with Marge and she is not interested in selling at this time. They have the resources to have the building up and ready to go by spring; however, they want to buy not lease. They are concerned about putting a large amount of money into the building and property and not owning it. They would bring 20 jobs to the area and keep the building a greenhouse along with some food processing. Brian
stated Marge told him she has a young couple that would like to rent it. Mike asked how
dilapidated it needs to be before it is condemned.
d. There was discussion on the amount of rents being charged at Heritage Estates and
Mason Manor. Rob will put on next meeting agenda.
e. Jerry asked if it could be reconsidered moving the meeting back to Fridays. Rob will put
on the agenda for the next meeting

10. Adjourn. Vern adjourned the meeting at 1:02 p.m.
SPECIAL MEETING
ECONOMIC DEVELOPMENT AUTHORITY
October 23, 2018
12:00 NOON

PRESENT: Mark Hanson, Vern Peterson, Brian Harder, Jerry Haberman, Steve Syverson, Brad Hanson and Clara Johnson
ABSENT: Mike Nelson, Darla Kruser and Dean Janzen
STAFF: Rob Anderson and Tabitha Garloff
CITY ADMINISTRATOR: Michael Schulte
GUEST: Sharron Hanson and Cheryl Hiebert

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

2. Consider Request from Citizen’s Group to Renovate Mt. Lake Community Center. Request is for $5,000 contribution to Renovation Project from 2018 EDA Business Recruitment/Community Development Budget. Sharron Hanson gave a summary of the request being made. Sharron stated that the renovations needed are more than just painting. Sharron stated they would like to start with the interior walls and have volunteers come in and help with removing the existing paneling off the walls and painting. Sharron stated the dining room carpet is in fair condition, but she would like to see it eventually replaced with a hard surface flooring. Sharron and Mark have purchased and replaced some of the ceiling tiles that were bad. The Lion’s Club has donated $500 to start the project. There are grants available; however, to apply for those grants the group needs some seed money. Sharron is requesting, on the group’s behalf, a donation from the EDA towards the renovation project. Sharron presented a drawing of the proposed changes. Sharron stated there are several community members and groups that have volunteered to help with the project. The Food Shelf, The Legion and the pool players have their own areas. Each group is responsible for their own area. Michael has a meeting scheduled with senior dining to clarify the responsibilities of senior dining and the City. Steve stated the EDA needs to set a precedence for other groups. The building is owned by the City and budgets for a maintenance person and utilities. The part-time maintenance person is responsible for checking the building daily and before and after events. The kitchen is maintained by senior dining. Steve suggested looking at raising rent for 2019 to help cover expenses. Motion made and seconded by Vern and Brian to approve the request of $5,000 contribution to the citizen’s group to be used to renovate the Mt. Lake Community Center. Mark abstained. Carried.

3. Day Care Building Water in Basement. Consider Awarding Contract. Rob stated that the EDA needs to make a decision on which company to hire before the quotes expire. Three quotes have been received, Tennyson, American Waterworks and Complete Basement Systems. Hanson Plumbing also provided a bid to disconnect and reconnect kitchen appliances, plumbing and to replace the existing water heater that is leaking. There was discussion on the need for
daycare in the community. Motion made and seconded by Jerry and Vern to hire American Waterworks provided the quote is still valid. Brian stated adding a completion date of March 1st, 2019 to the quote. Carried. Motion made and seconded by Brian and Steve to approve the quote from Hanson Plumbing to disconnect and reconnect kitchen appliances, plumbing and replace water heater. Mark abstained. Carried.

4. Other. Brian asked if the cement bases for the street lights in the commercial park are completed. Rob stated that the bases are completed.

5. Adjourn. Mark adjourned the meeting at 12:37 p.m.
Regular Council Meeting
Mountain Lake City Hall
Monday, November 5, 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, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney; Andy Kehren, City Engineer; Rick Oeltjenbruns, Street Superintendent

Others Present: Doug Regehr, Sharron Hanson, Cheryl Hiebert, Rachel Yoder, John Oeltjenbruns, Ellie Schulte, Maria Schulte

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

Approval of Agenda and Consent Agenda
Motion by Kass, seconded by Kruser, to add City Employee Questionnaires under City Administrator. Motion carried. Motion by Savage, seconded by Ysker, to approve the agenda and consent agenda as amended. Motion carried.

- Bills: Check #21723 – 21780, 571E
- Payroll Checks #64184 – 64200
- Approval of September 12 Library Board Minutes, September Library Report, & September Library Expenditures
- Approval of October 15 City Council Minutes
- Approval to Submit Grant Application to the Mountain Lake Area Foundation requesting $5,000
- Approval to Submit South Central Electric Association Trust Grant Application Requesting $2,500

Public
Cheryl Hiebert asked the Council about ordinances regarding “tiny houses.” City Attorney Suhrhoff directed Hiebert to check Chapter 9 of city code.

Street Department Report
Rick Oeltjenbruns, Street Superintendent, handed out a list of activities the Street Department completed in October. Electricity is now off at the campground and the remaining RV owners have paid the $100 fee to store their RV on the campground over winter.
Community Center
Sharron Hanson provided the Council quotes from Bargan Inc. Phase #1 includes painting the main room and included additional options for other work. Phase #1 painting total is $3,895 with additional options with varying amounts. Phase #1A includes painting the hallway. Phase #2 is replacing the main room’s carpet with a Congoleum Armor Core floor at a price of $7,400. Hanson explained the work and the funding to accomplish such a project. All the project costs will be from donations and grants. The EDA approved $5,000 to the project. Other foundations are being approached to support the overall project. Questions from the Council included the strength of the flooring and if it could handle the amount of foot traffic, along with epoxy flooring, start dates, scheduling, and other logistics. Hanson will look into the flooring on the quote and other flooring options and will work with City Administrator Schulte to bring back more information to the Council. John Oeltjenbruns asked if the new pool room could be extended to make the pool room larger to have both tables sit north-south if the pool project could be funded by the pool players. The Council directed Oeltjenbruns to look into this and bring the Council more information. Carpet cleaning quotes were presented but since the floor may be replaced in the near future, cleaning the carpet is on hold. Motion by Ysker, seconded by Kass, to grant permission for wall painting in the main room and hallway when resources and scheduling allow.

Close City Hall
Motion by Kass, seconded by Ysker to close City Hall on Friday, November 23. Employees have the option of working or using a personal/vacation day.

Coffee with the Council
There was no turnout at the October 24th Coffee with the Council. Advertising with fliers, the public TV channel, and Facebook will be used near the next date. Setting the next date will be determined after the holidays in January/February.

City Attorney Report
Ordinance #4-18 Right-of-Way Management was read for the first time. Discussion was held about small cells, municipal poles, federal legislation, and cell carriers.

City Administrator Report
Information from a recent regional meeting held in Mankato put on by the League of Minnesota Cities was presented and discussed.

City Employee Questionnaires
A questionnaire was handed out to city employees in October. The Council passed the completed questionnaires out to each councilmember to read and review. Mayor Nelson will compile and summarize the answers and meet with City Administrator Schulte.
Adjourn
The meeting was adjourned at 7:56 p.m.

ATTEST:

______________________________
Michael Schulte, Administrator/Clerk
RE: Approval of 2019 Cigarette Licenses

The following businesses have applied for cigarette licenses, completed the necessary documentation, and paid the fee.

- Cenex $25
- Casey’s $25
- Maynard’s $25
RESOLUTION #25-18

CITY OF MOUNTAIN LAKE, MINNESOTA

RESOLUTION TO ACCEPT A $5,000 GIFT FROM
THE MOUNTAIN LAKE FIRE RELIEF ASSOCIATION

Whereas, the Mountain Lake Fire Relief Association has a valid license to conduct lawful gambling at “The Den, LLC” located in the City of Mountain Lake; and

Whereas, money raised from lawful gambling can be used for ‘lawful purposes’; and

Whereas, a contribution to the City of Mountain Lake is a ‘lawful purpose’ in accordance with MN Statute 349.12, Subd. 25; and

Whereas the Mountain Lake Fire Relief Association has stated its intent to assist the City of Mountain Lake by gifting funds for Mountain Lake Fire Department capital purchases.

Therefore, be it resolved that the Mountain Lake City Council accept the gift of $5,000 from the Mountain Lake Fire Relief Association; and

Be it further resolved that said funds be reserved for future Mountain Lake Fire Department capital purchases; and

Be it further resolved that the Mountain Lake City Council thanks the Mountain Lake Fire Relief Association for their gift.

Adopted this 19th day of November, 2018.

_________________________________________
Mike Nelson, Mayor

ATTEST:

_________________________________________
Michael Schulte, Administrator/Clerk
### Final Assessment Roll

**Mountain Lake Commercial Park**
City of Mountain Lake, MN
BML Project No.: S14.112575

| Lot No. | Parcel No. | Owner | Mailing Address | City | State | Zip | Property Address | Property Description | Abutting Lot Length (L.F.) | New Commercial Lot | Assessed Value | Cost Per L.F. | Total Assessment Amount |
|--------|------------|-------|----------------|------|-------|-----|-----------------|----------------------|--------------------------|---------------------|---------------|---------------|-----------------|-------------------------|
| 1      | 2252550100 | Casey's Retail Co. | 1 Convenience Blvd SE | Anoka | MN | 55307 | Lot 1, Blk 1, Mountain Lake Commercial Park | 250.00 | $12,127.48 | $48.50 | $1,476.90 | $13,604.38 |
| 2      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 2, Blk 1, Mountain Lake Commercial Park | 265.30 | $12,081.55 | $48.50 | $1,476.90 | $13,604.38 |
| 3      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 3, Blk 1, Mountain Lake Commercial Park | 360.00 | $14,000.75 | $48.50 | $1,476.90 | $13,477.65 |
| 4      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 4, Blk 1, Mountain Lake Commercial Park | 352.00 | $14,012.10 | $48.50 | $1,476.90 | $13,477.65 |
| 5      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 5, Blk 1, Mountain Lake Commercial Park | 100.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 6      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 6, Blk 1, Mountain Lake Commercial Park | 250.00 | $14,125.00 | $48.50 | $1,476.90 | $13,477.65 |
| 7      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 7, Blk 1, Mountain Lake Commercial Park | 245.30 | $14,000.75 | $48.50 | $1,476.90 | $13,477.65 |
| 8      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 8, Blk 1, Mountain Lake Commercial Park | 352.00 | $14,012.10 | $48.50 | $1,476.90 | $13,477.65 |
| 9      | 2252550100 | Eau Des Authority - Mt. Lake | PO Drawer C | Mountain Lake | MN | 56169 | Lot 9, Blk 1, Mountain Lake Commercial Park | 478.77 | $241,756.65 | $48.50 | $1,476.90 | $13,477.65 |
| 10     | 2252550100 | **Total Assessment** | | | | | | | | $3,413,807.35 | $7,028.50 | $44,994.00 | $65,840.55 | $9,475,090.30 |
November 8, 2018

Honorable Mike Nelson, Mayor
& City Council Members
City of Mountain Lake
930 Third Avenue, Drawer C
Mountain Lake, MN 56159

NOTICE OF HEARING ON PROPOSED ASSESSMENTS
CITY OF MOUNTAIN LAKE, MINNESOTA

Parcel No.: 225250060, Lot 2, Block 2, Mountain Lake Commercial Park, Assessment Roll Line No.: 2
Parcel No.: 225250070, Lot 3, Block 2, Mountain Lake Commercial Park, Assessment Roll Line No.: 3
Parcel No.: 225250080, Lot 4, Block 2, Mountain Lake Commercial Park, Assessment Roll Line No.: 4
Parcel No.: 225250120, Outlot B, Assessment Roll Line No.: 5
Parcel No.: 225250010, Lot 1, Block 1, Mountain Lake Commercial Park, Assessment Roll Line No.: 6
Parcel No.: 225250020, Lot 2, Block 1, Mountain Lake Commercial Park, Assessment Roll Line No.: 7
Parcel No.: 225250030, Lot 3, Block 1, Mountain Lake Commercial Park, Assessment Roll Line No.: 8
Parcel No.: 225250040, Lot 4, Block 1, Mountain Lake Commercial Park, Assessment Roll Line No.: 9

Dear Mayor Nelson and City Council Members:

At the November 8, 2018 Mountain Lake Economic Development Authority (EDA) Board of Directors meeting, the EDA Board of Directors voted unanimously to request the City of Mountain Lake defer all assessments, interest free, for the Mountain Lake Commercial Park, parcels listed above until the date each lot is sold. Please consider this correspondence as the EDA’s formal request to defer Mountain Lake Commercial Park assessments, interest free, until date each lot is sold at which time it is likely the EDA will enter into a Tax Abatement Development Agreement with the business purchasing the lot to pay the assessments over a period of up to twenty (20) years at an interest rate of three and a quarter percent (3.25%) per annum from the date of the Abatement Agreement, first payable in the year following the Abatement Agreement.

Sincerely,

Rob M. Anderson
Community Development Director
Notice of Hearing on Proposed Assessment

City of Mountain Lake, Minnesota
October 15, 2018

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Council will meet at 6:40 p.m. on November 19, 2018 in the City Hall located at 920 3rd Avenue, to consider, and possibly adopt, the proposed assessment for the Mountain Lake Commercial Park project. Adoption by the council of the proposed assessment may occur at the hearing. The following is the area proposed to be assessed:

- Mountain Lake Road from 7th Street to 300 feet to the west;
- 7th Street between Mountain Lake Road and Cottonwood Road;
- Cottonwood Road between CSAH 27 and 7th Street

Such assessment is proposed to be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable in 2019 in conjunction with property tax payments, and will bear interest at the rate of 3.25 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 3.25 percent per year. The right to partially prepay the assessment is available.

The proposed assessment roll is on file for public inspection at the City Clerk’s office. The total amount of the proposed assessment is approximately $1,475,000. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination, and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such
testimony as the objector desires. The same procedure for questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota rules of evidence will not be strictly applied; however, they may be considered and argued to the council as to the weight of items of evidence or testimony presented to the council.

5. The entire proceedings will be tape-recorded (video-taped).

6. At the close of presentation of evidence, the objector may make a final presentation to the Council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the Mayor or Clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

Michael Schulte
City Administrator/Clerk

Published: October 31, 2018
Introduction

Special assessment is a device used primarily by municipal government as a means to finance specific improvements. The use of the special assessment dates back to colonial times, and during the past years as an essential and considerable portion of municipal finance.

It is important to recognize that although special assessments are billed to the property owner along with real estate taxes, there is a distinct difference between taxes and special assessments. Real estate taxes are a function of the real estate as determined by the County Assessor, while special assessments are a direct function of the enhancement of value or the benefit, which a special improvement gives the property.

Once initiated the assessment is dependent upon equitable and consistent methods of levying costs of specific improvements. State statutes and the courts have extended wide latitudes of authority to municipal councils for deterring assessment methods and policies. It is therefore possible that assessment methods and policies vary from one municipality to another and the resulting lack of uniform methods and policies on a statewide or at least area wide basis tends to create confusion among citizens.

In view of the foregoing, it has been deemed desirable to set forth the updated general assessment methods and policies practiced in the City of Mountain Lake. It is emphasized that the following summarization is general in nature and that certain circumstances may justify deviations from stated policy, as determined by the City Council.
1. **Curb and Gutter and Sidewalk**

   The cost of construction of the above items will be charged in total on a per foot basis against the abutting property owner.

2. **Catch Basins and Catch Basin Leads:**

   The cost of construction of the above items will be charged in total on a per foot basis against the benefiting property owner.

3. **Streets:**

   The cost of the street is allocated to the property owners at 25% of the total running foot frontage on each side and the City of Mountain Lake paying the other 50%. If the street is to be more than a 7-ton street the City will determine the assessment on a case-by-case basis.

   The general method of assessment will be on a per foot basis, however, in order to assure that costs are equitably assessed, it may be necessary for the City Council to assess on a per lot or square footage basis.

   Ordinary maintenance of such streets shall be the responsibility of the City but overlays of the bituminous materials periodically required shall be assessed using this policy.

   The cost of street intersections and those portions of the street, which abut alley right-of-way, will be paid for by the City of Mountain Lake.

4. **Sanitary Sewer**

   Sewer hookup fees will be determined, collected and administered by the Mountain Lake Sewer Department. Sewer hook up fees for all single-family dwellings, mobile homes, and multiple family dwellings up to and including fourplexes shall be established by the utility commission.

5. **Storm Sewer**

   The City of Mountain Lake currently does not assess storm sewer

6. **Water main**

   Water hookup fees will be determined, collected and administered by the Mountain Lake Water Department.
7. General:

The assumed life expectancy of curb, gutter and sidewalk, catch basins and catch basin leads, streets sanitary sewer, storm sewer and water main shall be for a period of 50 years. The City shall be responsible for general repair and replacement, which is not a result of negligence of the property owner, during that time.

The above policy statements supersede all previous assessment policies and will be in effect upon adoption by the Council and all storm and sanitary sewers, curb and gutter, sidewalk, water main, and catch basins and catch basin leads, and streets will be deemed to be new construction commencing upon the date they were originally installed.

These are policy guides alone and shall not constitute reason of public knowledge or otherwise a contract or agreement binding upon the City of Mountain Lake.

Such City within the extent permitted by law shall have full power to modify, change or abrogate any part of portion of these policy standards.

When aid or grant funding is received for an improvement, the applicable assessments shall be reduced by the amount commensurate with aid or grant funding received.

Alleyways and sidewalks. Property owners may petition the City to improve alleyways and sidewalks. Petitioned street improvements will be assessed at the same rate as any other improvements. The cost would be assessed 25% over a maximum of a twenty-year period. Alleyway petitions may arrange an assessment allocation in a manner agreed upon by the abutting neighbors. Alternatively, alleyway petitions may be accepted by the City Council when at least 51% of the abutting frontage property owners sign the petition. The assessment allocation would be 25 % assessed on a per foot basis for those with a direct benefit (garage access) and a 25 % assessed on a per foot basis for those with an indirect benefit (potential garage access). The total assessment to all property owners would have to cover 50 % of the costs. Sidewalks may petition for by individual property owners. The total assessment to the property owner would have to cover 100% of the costs, except for the sidewalk improvement in the boulevard that would install handicap accessible approaches.

Dust Control

The City Council has determined that dust control is only a temporary measure to alleviate the problem of dust on unsurfaced streets or alleys. The City will only do one application of dust control in any year.
Where the City approves a request for dust control, the cost will be billed to the abutting property in proportion to the footage similar to a street or alley assessment procedure. Homeowners must apply to the City of Mountain Lake for dust control before March 31 of each year. The homeowner will be responsible for 100% of the cost of the dust control application. In no case shall dust control cover less than one block.
# Special Assessment Policy

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<th>IMPROVEMENT</th>
<th>NEW CONSTRUCTION ASSESSMENT RATE</th>
<th>RECONSTRUCTION ASSESSMENT RATE</th>
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<td>Bituminous Overlay</td>
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Remarks:
1. When the improvement includes full removal and reconstruction of the street surfacing, sidewalk, driveway, and curb and gutter removals shall be considered a part of the street surfacing cost. When the improvements primarily involves the spot removal and repair of the sidewalk, driveway, and curb and gutter with minimal street surfacing construction, then the removal of the existing sidewalk, driveway, and curb and gutter shall be assessed.
2. Aggregate driveway approaches generally are included as part of the street cost.
3. Removal costs are included in the assessment.
4. Reconstruction of storm sewer may be assessed under certain circumstances.
5. For assessment purposes, the construction of bituminous pavement on an existing gravel roadway shall be considered "Reconstruction".
<table>
<thead>
<tr>
<th></th>
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<td>Jackson</td>
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<tr>
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<tr>
<td>Sherburn</td>
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<td>Sherburn</td>
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<tr>
<td>Sleepy Eye</td>
<td>$640.00</td>
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<td>$14.85</td>
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<tr>
<td>Winthrop</td>
<td>$600.00</td>
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<td>$15.00</td>
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<tr>
<td>Average</td>
<td>$627.08</td>
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<td>$14.61</td>
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In 2017 we had a 96% collection rate, national average is 80-85%

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<tr>
<th>2018 Rates are:</th>
<th>Medicare BLS Super rural:</th>
<th>$457.57</th>
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<tbody>
<tr>
<td>Mileage:</td>
<td>$11.18 for 1st 17 miles, $7.45 every mile after</td>
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</tr>
<tr>
<td>ML Amb:</td>
<td>$600- contract $700 non contract (since 2015)</td>
<td></td>
</tr>
<tr>
<td>ML Amb Mileage:</td>
<td>$11.18 (since 2018)</td>
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</tr>
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2019 rate recommendation to City council:

<table>
<thead>
<tr>
<th></th>
<th>Contract</th>
<th>Non-Contract</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain Lake Ambulance</td>
<td>$650</td>
<td>$750</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
November 8, 2018

Project Summary
Phase #1 & #2
Painting Main Room & Hallway

Senior Citizen Center Building
11th Street
Mt. Lake, MN 56159

Phase #1
Wall Painting Estimate, Main Room & Hallway

- Sherwin Williams Paint Main Room & Hallway Only as well as additional items: caulk, tape, plastic, brushes, rollers, pans, etc., Will Need to Verify Est. Only $1,295
- Removal of all Baseboard Main room and Hallway By Others
- Removal of pictures, Window covers, emergency fixtures, handrail etc. By Others
- New Pine Chair Railing, Provided Billed by Coop Lumber Main Rm. Est. Only $225
- Labor for painting Large East Double doors & Trim at Kitchen Serving Doors $500
- Labor for New chair railing, removing & Installing & caulking Main Area Only $900
- Labor Estimate to plastic, tape off and Painting $5,200
- Donation Credit by Brad Bargen for Paint used in Senior Citizen Center <$1,000>

Options Main Room Only:
- Window coverings, and wall hangings are expected to be removed by others. Any drywall wall, paneling, existing door window trim replacement or repairs have not been included in this paint estimate at this time.

The above Project Phase #1 as described are hereby accepted. You are authorized to proceed as specified above.

Date of Acceptance

Customer Signature

Authorized Signature

I am confident you will be happy with our work if you should choose to proceed with us. We strive to do quality work, to complete the work in a neat and timely fashion. Thank you for the opportunity to provide this quotation. I hope we can work for you!

Sincerely,

Randy Strom
Sales & Design
Bargen Inc.
Phase #2
Flooring Estimate Please Verify Style

Allowances Only: All pricing below + tax and Shipping (Need to verify exact Size & Quantity of Areas)
- Congoleum Armor Core LC241 (Light Commercial) Warm Driftwood $6,500
- Entire Main Rm & Hallway Congoleum Armor Core LC241 (Light Commercial) Flooring Est. $990
- Floor Primer & Floor Adhesive Allowance Estimate $500
- 4" Vinyl Wall Cove Allowance Main Room $250
- Flooring Disposal & Landfill Estimated Costs, Need to Verify Need to Verify
- City of Mt. Lake Building Permit Need to Verify
- Estimated Shipping & Freight Charges, Need to Verify Need to Verify

Flooring Allowance $8,175

Flooring Project Options: Select one

VCT Flooring Material Option
1. Entire Main Room & Hallway Flooring "VCT Commercial Grade 12" x12" Tile" Est. $3,200

Legacy Vision 30 yr Commercial Material Option
2. Entire Main Room & Hallway Flooring Legacy Vision Commercial Plank Est. $6,900

Labor Flooring
- Installation Billed Directly to Owners Estimate for Installing Vinyl, verify $1.00 - $1.75/Sqft
  o Main Room Labor Est. will verify $2,904 - $5,082
  o Hallway Area Labor Est. will verify $432 - $756
- Add Existing Floor Tear Out Costs Estimate need to verify $1,985
- Add Floor Adhesive Cut off, if Needed, Labor & Machine Rental Est. will verify $1,240

The above Project Phase #2 as described are hereby accepted. You are authorized to proceed as specified above.

Date of Acceptance

Customer Signature

Authorized Signature

I am confident you will be happy with our work if you should choose to proceed with us. We strive to do quality work, to complete the work in a neat and timely fashion. Thank you for the opportunity to provide this quotation. I hope we can work for you!

Sincerely,

Randy Strom
Sales & Design
Bargen Inc.
ESTIMATE

ADDRESS
The City of Mountain Lake
930 Third Ave
Mountain Lake, MN 56159
United States

ESTIMATE # 1234
DATE 11/08/2018

Please detach top portion and return with your payment.

ACTIVITY

The following estimate is for the replacement of the furnace in the community center. We recommend using a TM9E100C20MP12. It will come with a 10 year parts warranty and a 2 year labor warranty. The electrical is to be done by others and is not included in the price.

95% ECM 100K
TM9E100C20MP12 95% efficient ECM furnace

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>95% ECM 100K</td>
<td>1</td>
<td>4,155.00</td>
<td>4,155.00</td>
</tr>
</tbody>
</table>

Thank you for allowing us to present you with this estimate. Upon approval a down payment of 50% of the total cost is required for us to obtain your materials and equipment and commence work. The remainder will be due upon completion and start up. We look forward to working with you!

Accepted By

Accepted Date

Interest rate of 18% APR will be charged monthly if payment not made within 30 days.
CITY OF MOUNTAIN LAKE

RESOLUTION #22-18

RESOLUTION TO CERTIFY RESULTS OF THE TUESDAY,
NOVEMBER 6, 2018 ELECTION
(Canvass Election)

WHEREAS: The City of Mountain Lake held an election for the office of Mayor and two (2) 4 year Council Members on Tuesday, November 6, 2018, during the General Election with 788 persons voting, this includes 83 absentee votes.

WHEREAS: On this 19th day of November, 2018 the City Council has met to canvass said election results;

WHEREAS: The votes tabulated at said election were:

Mayor
Mike Nelson 445
Dean W. Janzen 325
Write-Ins 4
Over Votes 0
Under Votes 12

2--4 year Council Seats
Dana Kass 421
Chad Eken 232
Andy Ysker 318
Brian Schultz 247
Jason "Fish" Kruser 107
Hugh Simon 82
Write-Ins 7
Over Votes 0
Under Votes 139

THEREFORE BE IT RESOLVED by the Mountain Lake City Council that the official election results for the office of Mayor for the term of 2018-2019 shall be Mike Nelson.

BE IT FURTHER RESOLVED by the Mountain Lake City Council that the official election results for offices of Council Member for the term of 2017-2020 shall be Dana Kass and Andy Ysker.

Adopted this 19th day of November, 2018
We, the legally constituted canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each for each office voted on at the General Election held on Tuesday, November 6, 2018.

As appears by the returns of the election precinct voting in this election, duly returned to, filed, opened, canvassed, and now remaining on file in the office of the City of Mountain Lake Clerk. Witness our official signature at The City of Mountain Lake in Cottonwood County this 19th day of November, 2018.

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board
CITY OF MOUNTAIN LAKE, MN
RESOLUTION #23-18

A Resolution Establishing the City of Mountain Lake Polling Place
for any possible special elections in 2019.

Whereas, in 2006 the City of Mountain Lake, determined it would purchase combined voting
equipment for future elections with Mountain Lake Township and Midway Township, and

Whereas, the City of Mountain Lake in 2006 also elected to combine with Mountain Lake
Township and Midway Township and share a single polling place, and

Whereas, it was determined that the Mountain Lake Community Center, 1027 Second Avenue,
had sufficient space for the voters of the three units of local government, and

Whereas, the City Council of the City of Mountain Lake did on May 1, 2016 adopt Resolution
#14-06 establishing the Mountain Lake Community Center as the City of Mountain Lake’s
polling place, and

Whereas, the Mountain Lake Community Center has sufficient space and is able to continue
serving as the polling place for the three units of local government.

Therefore, Be It Resolved by the City Council of the City of Mountain Lake that the City’s polling
place for any possible special elections remain the Mountain Lake Community Center located at
1027 Second Avenue, Mountain Lake.

Adopted this 19th day of November, 2018.

__________________________  ______________________________
Mike Nelson, Mayor  Michael Schulte, City Administrator/Clerk
Resolution #24-18
Certification of Unpaid Utility Charges
City of Mountain Lake, MN

WHEREAS the City Council of the City of Mountain Lake, Minnesota acknowledges that the Mountain Lake Utilities Accounts listed below have unpaid utility charges; and

<table>
<thead>
<tr>
<th>Parcel Identification Number</th>
<th>Amount Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.520.1070</td>
<td>$5.00</td>
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<td>22.520.1070</td>
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<td>$302.40</td>
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<tr>
<td>22.520.1090</td>
<td>$68.72</td>
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</table>

WHEREAS the cost of the utilities has been billed to the account holders and to this date remain unpaid; and

WHEREAS Minnesota Statutes, Chapter 444.075 (Subd. 3e) allows unpaid utility charges to be certified to the county auditor for collection as other taxes are collected and provides a procedure for such certification; and

WHEREAS City Ordinance 3.05 Subd. 8 allows unpaid utility charges to be made a lien upon the premises served and provides a procedure for certification;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Lake, Minnesota that it approves the certification as listed above, payable in a single installment at an annual rate of 0% interest beginning on January 1, 2019.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to certify the same to the County Auditor.

Adopted by the Council this 19th day of November 2018.

_________________________          ATTEST:
Mike Nelson, Mayor               Michael Schulte Administrator/Clerk
ORDINANCE NO. 4-18

AN ORDINANCE TO ENACT A NEW CHAPTER OF THE MOUNTAIN LAKE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHT-OF-WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS.

THE CITY COUNCIL OF MOUNTAIN LAKE, MINNESOTA ORDAINS:

Chapter 12 of Mountain Lake City Code of Ordinances (hereafter “this code”) is hereby repealed in its entirety, and is replaced by the following new Chapter 1 (hereafter “this chapter”), to read as follows:

Chapter 1

Right-of-Way Management

Sec. 1.01. Election to Manage the Public Rights of Way.
In accordance with the authority granted to the city under state and federal statutory, administrative, and common law, the city hereby elects, pursuant to this chapter to manage rights of way within its jurisdiction for new or expanded above-ground or wireless installation and services.

Sec. 1.02. Definitions.
The definitions included in Minnesota Statute Section 237.162, Minnesota Rules 7810.0100, subps. 1 through 23, and Minnesota Rules 7560.0100 subps. 1 through 12 are hereby adopted by reference and are incorporated into this chapter as if set out in full.

Sec. 1.03. Permit Requirement.
Subd. 1. Permit Required. Except as otherwise provided in this code, no person may obstruct or excavate any right of way or install or place facilities in the right of way without first having obtained the appropriate permit from the city.

(a) Excavation Permit. An excavation permit is required to excavate that part of the right of way described in such permit and to hinder free and open passage over the specified portion of the right of way by placing facilities described therein, to the extent and for the duration specified therein.

(b) Obstruction Permit. An obstruction permit is required to hinder free and open passage over the specified portion of right of way by placing equipment described therein on or over the right of way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.

(c) Small Wireless Facility Permit. A small wireless facility permit is required to place a new wireless support structure (collocate) in the right-of-way managed, with the exception that a permit is not required for the installation, placement, maintenance,
operation, or replacement of micro wireless facilities suspended on cables strung between existing utility poles in compliance with national safety codes.

(d) *Small Wireless Special or Conditional Land Use Permit.* A special or conditional land use permit is required to install a new wireless support structure in a right-of-way where the underlying district or area is zoned for single-family residential use or is in a historic district established by federal or state law or city ordinance.

**Subd. 2. Permit Extensions.** No person may excavate or obstruct the right of way beyond the date or dates specified in the permit unless (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

**Subd. 3. Delay Penalty.** In accordance with Minnesota Rule 7819.1000, subp. 3 and notwithstanding Subd. 2 of this section, the city shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by city council resolution.

**Subd. 4. Permit Display.** Permits issued under this chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the city.

**Sec. 1.04. Permit Applications.**
Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

(a) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities, and the following information:

1. Each permittee’s name, Gopher One-Call registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.

2. The name, address and email address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of Application.

3. A certificate of insurance or self-insurance:

   i. Verifying that an insurance policy has been issued to the permittee by an insurance company licensed to do business in the state of Minnesota, or a form of self-insurance acceptable to the city.

   ii. Verifying that the permittee is insured against claims for personal injury, including death, as well as claims for property damage arising out of the:
"
officers, agents, employees, and permittees, and
b) Placement and use of facilities and equipment in the right of way
by the permittee, its officers, agents, employees, and permittees,
including, but not limited to, protection against liability arising
from completed operations, damage of underground facilities, and
collapse of property;

iii. Naming the city as an additional insured as to whom the coverages
required herein are in force and applicable and for whom defense will be
provided as to all such coverages;

iv. Requiring that the city be notified thirty (30) days in advance of
cancellation of the policy or material modification of a coverage term;

v. Indicating comprehensive liability coverage, automobile liability
coverage, workers’ compensation and umbrella coverage established by
the city in amounts sufficient to protect the city and the public and to carry
out the purposes and policies of this chapter.

(4) A copy of the actual insurance policies.

(5) If the person is a corporation, a copy of the certificate required to be filed under
Minn. Stat. 300.06 as recorded and certified to by the Secretary of State.

(6) A copy of the person's order granting a certificate of authority from the Minnesota
Public Utilities Commission or other applicable state or federal agency, where the
person is lawfully required to have such certificate from said commission or other
state or federal agency.

(b) A Small Wireless Facility Permit applicant may file a consolidated Small Wireless Permit
Application to collocate up to 15 small wireless facilities provided that all the small
wireless facilities in the application:

(1) are located within a two-mile radius;
(2) consist of substantially similar equipment; and
are to be placed on similar types of wireless support structures.
(3) The City may approve a permit for some small wireless facilities and deny a
permit for others, but the City may not use denial of one or more permits as a
basis to deny all the small wireless facilities in the application.

(c) Payment of money due the city for

(1) permit fees, estimated restoration costs and other management costs,
(2) any undisputed loss, damage, or expense suffered by the city because of applicant's
prior excavations or obstructions of the rights-of-way or any emergency actions taken by
the city;
(3) franchise fees, or other charges, if applicable.
(4) inspection fees, if applicable and if not included in the permit fee.

Sec. 1.05. Issuance of Permit; Conditions.
Subd. 1. Permit Issuance. If the applicant has satisfied the requirements of this chapter, the city shall issue a permit.
Subd. 2. Permit Conditions Generally. The city may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right of way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minnesota Statutes Section 216D.01 - .09 (Gopher One Call Excavation Notice System) and Minnesota Rules, Chapter 7560.

Subd. 3. Additional Small Wireless Facility Conditions. In addition to subdivision 2, the erection or installation of a wireless support structure, or the collocation of a small wireless facility, shall be subject to the following conditions:
(a) A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.
(b) No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city’s written authorization, and further provided that an applicant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
(c) No wireless facility may extend more than 10 feet above its wireless support structure.
(d) Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such support structures and any existing wireless support structure or other facilities in and around the right-of-way.
(e) Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, the city may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure.
(f) Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
(g) The execution of a Small Wireless Facility Collocation Agreement that incorporates any additional terms and conditions mutually agreed upon by the city and the applicant. A small wireless facility collocation agreement is considered public data not on individuals and is accessible to the public under section 13.03. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant.

Subd. 4. Payment of Rent.
(a) For collocations of small wireless facilities, the city can, either in its permit or in a standard collocation agreement, require annual rental payments for the small wireless collocations of up to:
   a. $150 per year for rent to collocate on the city structure.
   b. $25 per year for maintenance associated with the collocation.
c. A monthly fee for electrical service as follows:
   i. $73 per radio node less than or equal to 100 maximum watts;
   ii. $182 per radio node over 100 maximum watts; or
   iii. The actual cost of electricity if the actual cost exceeds the foregoing

(b) For collocations or placements, other than of small wireless facilities, the city can charge a mutually agreed upon rent reached between the city and the applicant.

Subd. 5. Trenchless Excavation. As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to horizontal directional drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating as determined by the city.

Sec. 1.06. Timeline for Action on Permit Applications.
Subd. 1. Denial in General. The city may deny a permit for failure to meet the requirements and conditions of this chapter or if the city determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.

Subd. 2. Procedure for Denial on Permits other than Small Wireless Facilities Permits. The denial of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant or right-of-way user in writing within three business days of the decision to deny a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

Subd. 3. Procedure for Denial on Small Wireless Facilities Permits. The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application, unless the collocation is on a support structure that already qualifies as an existing wireless tower or base station under Section 6409(a), codified at 47 U.S.C. 1455(a), which, in those instances, the city shall approve or deny the small wireless facility permit within 60 days. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.

Subd. 4. Tolling of Deadline on Small Wireless Facility Permit. The deadline for action on a small wireless facility permit application may be tolled if:
   a) The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days and shall inform the affected applicant in writing of such extension.
   b) The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt the
application. Upon submission of additional documents or information, the city shall have
ten days to notify the applicant in writing of any still-missing information.
c) The city and a small wireless facility applicant agree in writing to toll the review period.

**Sec. 1.07. Permit Fees.**

**Subd. 1. Excavation Permit Fee.** The city shall establish an excavation permit fee in an amount
sufficient to recover the following costs:
(a) the city management costs;
(b) degradation costs, if applicable.

**Subd. 2. Obstruction Permit Fee.** The city shall establish an obstruction permit fee in an amount
sufficient to recover the city management costs.

**Subd 3. Small Wireless Facility Permit Fee.** The city shall impose a one-time small wireless
facility permit fee at the time of approval of the collocation application in an amount sufficient to
recover:
(a) management costs;
(b) restoration costs or degradation fee, if applicable,
(c) inspection fees, if applicable,
(d) city engineering, make-ready, and construction costs associated with collocation of small
wireless facilities.

The city will not impose a small wireless facility permit fee for any of the following activities:

(1) routine maintenance of a small wireless facility;

(2) replacement of a small wireless facility with a new facility that is substantially similar
or smaller in size, weight, height, and wind or structural loading than the small wireless
facility being replaced; or

(3) installation, placement, maintenance, operation, or replacement of micro wireless
facilities that are suspended on cables strung between existing utility poles in compliance
with national safety codes.

**Subd. 4. Payment of Permit Fees.** No excavation permit or obstruction permit shall be issued
without payment of excavation or obstruction permit fees. The city may allow applicant to pay
such fees within thirty (30) days of billing.

**Subd. 5. Non-Refundable.** Permit fees that were paid for a permit that the city has revoked for a
breach as stated in Section 1.14 are not refundable.

**Subd. 6. Application to Franchises.** For right-of-way users subject to a franchise, management
costs may be charged separately from and in addition to the franchise fees imposed on a right-
of-way user in the franchise, unless otherwise agreed to in the franchise.

**Subd. 7. Rules.** All permit fees shall be established consistent with the provisions of Minnesota
Rule 7819.1000, when applicable.
Sec. 1.08. Right-of-Way Patching and Restoration.
Subd. 1. Timing. The work to be done under the excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonable or unreasonable.

Subd. 3. Standards. The permittee shall perform patching and restoration according to the standards and with the materials specified by the city and shall comply with Minnesota Rule 7819.1100

Subd. 4. Duty to correct defects. The permittee shall correct defects in patching, or restoration performed by permittee or its agents. Permittee, upon notification from the city, shall correct all restoration work to the extent necessary, using the method required by the city. Said work shall be completed within five (5) calendar days of the receipt of the notice from the city, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable.

Subd. 5. Failure to Restore. If the permittee fails to restore the right-of-way in the manner and to the condition required by the city, or fails to satisfactorily and timely complete all restoration required by the city, the city at its option may do such work. In that event the permittee shall pay to the city, within thirty (30) days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the city may exercise its rights under the construction performance bond.

Section 1.09. Permit Limitations.
Subd. 1. Limitation on Area. A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area
a) make application for a permit extension and pay any additional fees required thereby, and
b) be granted a new permit or permit extension.

Subd. 2. Obstruction from Small Wireless Facility Work. City will not require an additional small wireless facility permit fee or require a new collocation agreement for routine maintenance of a small wireless facility, for replacement of a small wireless facility with a new facility that is substantially similar or smaller in size, weight, height, and wind or structural loading than the small wireless facility being replaced; or for installation, placement, maintenance, operation, or replacement of micro wireless facilities that are suspended on cables strung between existing utility poles in compliance with national safety codes. The city may require advance notification, however, of these activities if the work will obstruct the public right-of-way.

Subd. 3. Limitation on Dates. A right-of-way permit is valid only for the dates specified in the permit. For a Small Wireless Facility Permit, the term of the permit is equal to the length of time that the small wireless facility is in use, unless the permit is revoked under this section. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must
apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

Section 1.10. Installation Requirements.
The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100, when applicable, and other local requirements, when applicable, and in so far as they are not inconsistent with the Minnesota Statutes Sections 237.162 and 237.163.

Section 1.11. Inspection
Subd. 1. Notice of Completion. When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rules 7819.1300.

Subd. 2. Site Inspection. Permittee shall make the work-site available to city personnel and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

Subd. 3. Authority of City.
   a) At the time of inspection, the city may order the immediate cessation of any work, which poses a serious threat to the life, health, safety, or well-being of the public.

   b) The city may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the city that the violation has been corrected. If such proof has not been presented within the required time, the city may revoke the permit pursuant to Sec. 1.215

Sec. 1.12. Work Done Without a Permit.
Subd. 1. Emergency Situations. Each person with facilities in the right-of-way shall immediately notify the city of any event regarding its facilities that it considers being an emergency. The owner of the facilities may proceed to take whatever actions are necessary to respond to the emergency. Within two business days after the occurrence of the emergency the owner shall apply for the necessary permits, pay the fees associated therewith and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

If the city becomes aware of an emergency regarding facilities, the city will attempt to contact the local representative of each facility owner affected, or potentially affected, by the emergency. In any event, the city may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the person whose facilities occasioned the emergency.

Subd. 2. Non-Emergency Situations. Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit, and as a penalty pay double the normal fee for said permit, pay double all the
other fees required by this code, deposit with the city the fees necessary to correct any damage to
the right-of-way and comply with all the requirements of this chapter.

Sec. 1.13. Supplementary Notification.
If the obstruction or excavation of the right-of-way begins later or ends sooner than the date
given on the permit, permittee shall notify the city of the accurate information as soon as this
information is known.

Sec. 1.14. Revocation of Permit
Subd. 1. Substantial Breach. The city reserves its right, as provided herein, to revoke any right-
of-way permit, without a fee refund, if there is a substantial breach of the terms and conditions of
any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial
breach by permittee shall include, but shall not be limited to, the following:

a) The violation of any material provision of the right-of-way permit;

b) An evasion or attempt to evade any material provision of the right-of-way permit, or the
perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;

c) Any material misrepresentation of fact in the application for a right-of-way permit;

d) The failure to complete the work in a timely manner; unless a permit extension is
obtained or unless the failure to complete work is due to reasons beyond the permittees
control; or

e) The failure to correct, in a timely manner, work that does not conform to a condition of
the permit

Subd. 2. Written Notice of Breach. If the city determines that the permittee has committed a
substantial breach of a term or condition of any statute, ordinance, rule, regulation or any
condition of the permit the city shall make a written demand upon the permittee to remedy such
violation. The demand shall state that continued violations might be cause for revocation of the
permit.

Subd. 3. Procedural Requirements. If the city decides to revoke the permit, the revocation must
be made in writing and must document the basis for the revocation. The city must notify the
right-of-way user in writing within three business days of the decision to revoke a permit.

Subd. 4. Reimbursement of City Costs. If a permit is revoked, the permittee shall also reimburse
the city for the city's reasonable costs, including restoration costs and the costs of collection and
reasonable attorneys' fees incurred in connection with such revocation.

Subd. 5. Limitation of Space. Subject to Minnesota Statutes Section 237.163, to protect health,
safety, and welfare or when necessary to protect the right-of-way and its current use, the city
shall have the power to deny permits and the city shall strive to the extent possible to
accommodate all existing and potential users of the right-of-way, but shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future city plans for public improvements and development projects which have been determined to be in the public interest.

Sec. 1.15. Damage to Other Facilities.
When the city does work in the right-of-way and finds it necessary to maintain, support, or move facilities to protect it, the city shall notify the local representative as early as is reasonably possible and placed as required. The costs associated therewith will be billed to that facility owner and must be paid within thirty (30) days from the date of billing. Each facility owner shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages. Each facility owner shall be responsible for the cost of repairing any damage to the facilities of another caused during the city's response to an emergency occasioned by that owner's facilities.

Sec. 1.16. Right-of-Way Vacation.
Reservation of Right. If the city vacates a right-of-way that contains facilities, the facility owner's rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

Sec. 1.17. Indemnification and Liability.
By applying for and accepting a permit under this chapter, a permittee agrees to defend and indemnify the city in accordance with the provisions of Minnesota Rule 7819.1250.

Sec. 1.18. Abandoned Facilities.
Removal of Abandoned Facilities. Any person who has abandoned facilities in any right-of-way shall remove them from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless the city waives this requirement.

Sec. 1.19. Appeal.
A right-of-way user that: (1) has been denied a permit; (2) has had permit revoked; or (3) believes that the fees imposed are invalid may have the denial, revocation, or fee imposition reviewed, upon written request, by the City council. The city council shall act on a timely written request at its next regularly scheduled meeting. A decision by the city council affirming the denial, revocation, or fee imposition will be writing and supported by written findings establishing the reasonableness of the decision.

Sec. 1.20. Reservation of Regulatory and Police Powers.
A permittee's rights are subject to the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.
Passed by the City Council of Mountain Lake, Minnesota this _____ day of December, 2018.

________________________
Mayor

Attest:

________________________
City Administrator
2018 Designations and Appointments

ELECTED OFFICIALS

Mayor Mike Nelson  Term ends 12/31/18
Council Member Andrew Ysker  Term ends 12/31/18
Council Member Dana Kass  Term ends 12/31/18
Council Member David Savage  Term ends 12/31/20
Council Member Darla Kruser  Term ends 12/31/20

ANNUAL DESIGNATIONS AND APPOINTMENTS

Street Department  *Mike Nelson
Acting Mayor  *David Savage
Official Legal Publication  *Observer/Advocate
City Attorney  *Muske, Suhrhoff, & Pidde Ltd.
City Forester and Weed Inspector  *Rick Oeltjenbruns
Emergency Management Director  *Douglas Bristol
Fire Chief  *Tim Coners
Ambulance Corps Director  *David Watkins
HIPAA Privacy Officer  *Wendy Meyer
Data Practices Compliance Officer  *Wendy Meyer
City Assessor  *Cottonwood County
Salary Negotiations  *Council
Official City Depositry  *United Prairie Bank
*Northland Securities

SOCIAL MEDIA ADMINISTRATORS

Police Department Facebook & Nixle  Douglas Bristol
Emily Mathiowetz
Will Pohlmann
Jacob Vitzum
Ryan Hillesheim

City Facebook  Rob Anderson
Tabitha Garloff

*Reappointment
** New Appointment

**BOARDS AND COMMISSIONS**

**Library Board - 5 members, 3 year term**
- Marci Hernandez 1/1/16 - 12/31/18
- Barrie Wright 1/1/16 - 12/31/18
- Diane Englin 1/1/17 - 12/31/19
- Vicki Krueger 1/1/17 - 12/31/19
- Dennis Chords 1/1/18 - 12/31/20
- Dana Kass, City Council Liaison

**Utilities Commission – 5 members, 3 year term**
- Brett Lohrenz 1/1/16 - 12/31/18
- Todd Johnson 1/1/16 - 12/31/18
- John Garrison 1/1/16 - 12/31/18
- Mike Johnson 1/1/17 - 12/31/19
- Mark Langland 1/1/18 - 12/31/20
- David Savage, City Council Liaison

**Planning and Zoning Commission – 7 members, 3 year term**
- Sharron Hanson 1/1/16 - 12/31/18
- Douglas Regehr 1/1/16 - 12/31/18
- Dean Janzen 1/1/16 - 12/31/18
- Shelby Medina 1/1/17 - 12/31/19
- Bryan Bargen 1/1/17 - 12/31/19
- Tim Swoboda 1/1/18 - 12/31/20
- Nik Strom 1/1/18 - 12/31/20
- Steve Carson, Building Inspector
- Andrew Ysker, Ex officio

**Housing and Redevelopment Authority – 5 members, 5 year term**
- James McDonald 1/1/14 - 12/31/18
- Merv Rempel 1/1/15 - 12/31/19
- Yvonne Hildebrandt 1/1/16 - 12/31/20
- Clara Johnson 1/1/17 - 12/31/21
- James Crawford 1/1/18 - 12/31/22
*Reappointment
** New Appointment

**Economic Development Authority – 7 members; appointed members, 6 year term; council representatives, 2 year term**

*Darla Kruser, Council 1/1/17 - 12/31/18
*Mike Nelson, Council 1/1/17 - 12/31/18
Brian Harder 1/1/13 - 12/31/18
Steve Syverson 1/1/14 - 12/31/19
Vern Peterson 1/1/15 - 12/31/20
Jerry Haberman 1/1/15 - 12/31/20
*Mark Hanson 1/1/17 - 12/31/22
*Clara Johnson, Advisory
*Brad Hanson, Advisory
*Dean Janzen, Adviser

**Lake Commission – 7 members, 3 year term**

Jason Kruser 1/1/16 - 12/31/18
Mike James 1/1/16 - 12/31/18
David Bucklin 1/1/16 - 12/31/18
Jean Haberman 1/1/17 - 12/31/19
Heather Funk 1/1/17 - 12/31/19
*Jim Peterson 1/1/18 - 12/31/20
*Jason Honkomp 1/1/18 - 12/31/20
*Lester Rupp, Advisory
*Tim Klassen, Advisory
*Christine Bennett, Advisory
*Mike Nelson, City Council Liaison

**Police Commission - 5 members, 3 year term**

Norm Kunkel 1/1/16 - 12/31/18
Susan Garloff 1/1/17 - 12/31/19
Brian Lunz 1/1/17 - 12/31/19
*Garret Wall 1/1/18 - 12/31/20
*Charles Witt 1/1/18 - 12/31/20
*Dana Kass, City Council Liaison
*Reappointment
** New Appointment

**Tree Commission, 5 members, 3 year term**

Gary Hildebrandt 1/1/16 - 12/31/18
Steve Harder 1/1/17 - 12/31/19
Shelby Medina 1/1/17 - 12/31/19
*David Bucklin 1/1/18 - 12/31/20
*Jerry Logue 1/1/18 - 12/31/20
*Mike Nelson, City Council Liaison
*Rick Oeltjenbruns, Advisory
*Judy Harder, Advisory

**Ambulance Service**
*David Watkins, Captain
*Emily Adrian, Assistant Captain
*Tim Janzen, Secretary
**Darla Kruser, Treasurer
*Mark Warner, Training Officer
* Neal Wenner, Maintenance

**Fire Department**
*Tim Coners Chief
**Andrew Ysker Asst. Chief
*David Watkins President
*Tim Janzen Treasurer
*Jason Kruser Secretary
*Treyy Hopwood Air Pack Maintenance
*Tim Janzen Air Pack Maintenance

*Robert Gohr Training Officer
* Jordan Brugman Training Officer
*Andrew Windschitl Training Officer

* Taylor Nesmoe “Grass Rigs” Maintenance
*Andrew Ysker Old Pumper Maintenance
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