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

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

Members Absent: Andrew Ysker

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

Others Present: Sharron Hanson, Dave Green, Darlene Green

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 Six Month Performance Review under City Administrator. Motion carried. Motion by Savage, seconded by Kass, to approve the agenda and consent agenda as amended. Motion carried.

Bills: Check #21781 – 21587, 572E – 574E
Payroll Checks #64201 - 64237
Approval of October 8 Lake Commission Minutes
Approval of October 11 Utilities Commission Minutes
Approval of October 11 EDA Minutes
Approval of October 23 Special EDA Minutes
Approval of November 5 City Council Minutes
Approval of 2019 Cigarette Licenses
Approval of Resolution #25-18 To Accept a $5,000 Gift from the Mountain Lake Fire Relief Association

Public
No one addressed the Council during this portion of the meeting.

Community Center Flooring
Sharron Hanson provided the Council a quote from Bargan Inc for Phase #2 of the community center project. The quote included cost of a commercial dining floor and carpet for the south side of the community center. Hanson gave an update on the various donors and grants that have contributed to the project and the grants still being pursued. Fulda Area Credit Union has contributed $1,000 earmarked for window tint on the south windows. A quote of $741.36 for
window tint from Midwest Audio & Video was presented. The window tint will be applied when schedules allow in the upcoming weeks. Carpet samples and a hardwood floor sample were also presented. Placement of flooring and carpet were discussed. There is potential to save $1,985 if volunteers can rip out the current carpet. The material estimate for the flooring is estimated between $9,590 - $9,690 and labor is estimated between $6,561 - $9,063. The flooring installation may take place in January. Hanson will contact Bargan to request an updated quote and floorplan of having hard floor near the two entrances on the south side of the building.

Public Hearing – Assessment Roll for Mountain Lake Commercial Park Project
Motion by Kass, seconded by Savage, to open the public hearing at 6:47 p.m. Motion carried.

Andy Kehren, City Engineer, handed out a sideshow presentation discussing the improvement area, project costs, the city’s special assessment policy, assessment terms, assessment procedures, and the overall project. The final assessment roll was presented and discussed. The roll includes 12 different parcels with one being owned by Casey's, eight by the EDA, and three by individual property owners.

Darlene and Dave Green (PIN 22.610.1092) explained their property location and assessment. Their property was assessed from the 2006 street project to be paid off over 15 years with 6% interest. According to the city’s assessment book from Cottonwood County published on February 6, 2017, their property has a balance of $3,787.77 remaining. The last assessment to be paid off would be 2023. The total assessment amount from the commercial park project is $8,166.08. The Green’s requested if the new assessments could be deferred until the 2006 project assessments are paid off in 2023.

Rob Anderson, EDA Director, presented a written request on behalf of the Economic Development Authority Board of Directors. 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 owned by the EDA until each lot is sold. Tax abatements, business development, project bonds, timelines, and the overall project were discussed. How tax abatements are executed were explained by Anderson and Kehren.

Motion by Kruser, seconded by Savage, to close the public hearing at 7:37 p.m. Motion carried.

Resolution #26-18 Adopting Assessment
Motion by Savage, seconded by Kass, to amend Resolution #26-18 by adding a deferment of assessments interest free until the current 2006 street project assessments are paid off (last assessment payment is due in 2021) for PIN 22.610.1092 and approving the resolution as amended. Motion carried.
2019 Ambulance Rates
Ambulance rates of neighboring cities and Mountain Lake’s current rates were presented. Mileages, contracts, non-contracts, and the collection rate were discussed. Currently, Mountain Lake’s rates are $11.18 for mileage, $600 for contracts, and $700 for non-contracts. Proposed rates include $650 for contract, $750 for non-contract, and $15.00 for mileage. Councilmember Kruser explained the current rates and proposed rates. Current rates are below average with surrounding communities. Mountain Lake has a 96% collection rate which is above the national average collection rate of 80-85%. The efficient collection rate is due to proper file management, billing, and collection of information from the ambulance department and city staff. Motion by Kass, seconded by Savage, to approve the 2019 ambulance rates as presented. Motion carried.

Community Center Furnace
The furnace at the community center recently stopped working. To keep the building heated for scheduled events that were to take place, a part for the heater from Hall’s Handy Heating & Cooling was purchased and installed. A quote from John Hall was presented to replace the furnace. The furnace is over 30 years old. Hall is willing to buy back the part if the city decides to purchase a new furnace. The quote for a new furnace is $4155. The new part was $630. Central air, furnaces, and rebates were discussed. Direction was given to the city administrator to contact Hall’s to seek more information about the furnace, available rebates, buying back the new part, and central air.

Resolution #22-18 Certifying Results of November 6, 2018 Election
Motion by Savage, seconded by Kruser, to approve Resolution #22-18. Motion carried.

Resolution #23-18 Setting Polling Place for Any Possible 2019 Special Elections
A new Minnesota statute requires municipalities to approve a polling place for the following year whether or not an election is scheduled. Motion by Kruser, seconded by Kass, to approve Resolution #23-18. Motion carried.

Resolution #24-18 Certification of Unpaid Utility Charges
Property owners listed on Resolution #24-18 have been notified by mail of unpaid utility bills. Minnesota Statutes Chapter 444.075 (Subd. 3e) allows unpaid utility charges to be certified to the county auditor for collection. The Utilities Commission has reviewed but not officially approved the certification. They will review the amounts at their next meeting. Motion by Savage, seconded by Kruser, to approve Resolution #24-18 as presented contingent upon the approval of the Utilities Commission. Motion carried.

City Attorney
Ordinance #4-18 Right-of-Way Management was read for the second time.
2019 City Council Meeting Dates
2019 tentative City Council meeting dates were presented and discussed. Various dates were discussed and changes to the schedule were made. An updated schedule will be presented at the next meeting before being approved.

2019 Designations and Appointments
A list of current appointments of various city boards and commissions were presented and discussed. Mayor Nelson will begin contacting individuals who are near the end of their term and begin reaching out to any new individuals interested in serving.

City Administrator
Mayor Nelson and Councilmember Savage met with City Administrator Schulte for a six-month performance review required in the position’s contract. A summary of responses from city staff and councilmembers of areas the city administrator does well and areas that can be improved upon were discussed during this meeting. The past six months, 2019’s budget, wastewater ponds, litigation over 2nd Ave, and other areas were discussed. Motion by Kruser, seconded by Kass, to complete and approve the performance review, move the city administrator’s salary to Step 2 of the city administrator’s pay scale and to complete a retroactive payment to the 6-month mark of employment (October 26, 2018). Motion carried.

Adjourn
The meeting was adjourned at 8:37 p.m.

Approved December 4, 2018

ATTEST:

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Michael Schulte, Administrator/Clerk