

**City of Ottertail**  
**January 15, 2015**  
**7:00 PM**  
**Organizational Meeting**

Council present: Mayor Myron Lueders, Heather Rosenthal, Jill Carlson and Ronald Grobeck.  
Absent: Darold Woessner.

Staff present: City Clerk/Treas., Elaine Hanson; Maintenance/Zoning Coordinator, Loren Hawes;

Others present: Pam Scheer; Susan Hanson; Jerry Martin, planning rep; Mike Windey; Bob Schlieman, P.E.-Apex Engineering; Karen Tolkkinen, Citizen's Advocate and Heidi Kratzke, Perham Focus.

Regular meeting of the Ottertail City Council was called to order at 7 p.m. with the Pledge of Allegiance by all present reciting. New council members Carlson and Grobeck were welcomed.

Organization appointments were authorized by Resolution #2015-01 as follows:

Meeting Schedule:	3 <sup>rd</sup> Thursday – 7:00 p.m.
	Special Called by Mayor or two council members
	City Hall unless specified elsewhere
Deputy Mayor:	Heather Rosenthal
Official Newspaper:	Citizen's Advocate
Official Depository:	1 <sup>st</sup> National Bank – Ottertail
Weed Inspector:	Mayor Myron Lueders
Emergency Services	
Director:	Stuart Fleischauer
Legal Advisor:	Karkela, Hunt, Cichosz & Jenson, Terry Karkela as Primary City Attorney
Auditor:	Brian D. Koehn, CPA
Planning Committee:	Keith Fleischauer, Chair           Tom Behm Jerry Martin                           Richard Bosse Vanessa Neels                       Marnie Whitehead Michael T Windey Ronald Grobeck, Council ex-officio Loren Hawes, City Maintenance/Zoning Coordinator
Personnel Committee:	Heather Rosenthal and Darold Woessner
Ottertail Convention	
& Tourism Rep:	Jill Carlson
Mileage Rate:	2015 IRS rate 57.5 ¢/mile

A motion was made by Grobeck and second by Carlson to approve **Resolution No. 2015-01** Appointments and Designations. All voted in favor, motion carried.

A motion made by Rosenthal and second by Grobeck to approve **Resolution No. 2015-02** Authorizing Official Signatures of Mayor Myron Lueders, Deputy Mayor Heather Rosenthal, City Clerk-Treasurer Elaine Hanson and Deputy Clerk Shari Wheeler. All voted in favor, motion carried.

Additions were made to the Consent Agenda. A motion to approve consent agenda items was made by Grobeck and second by Carlson. All voted in favor, motion carried.

Consent Agenda:

- a. Minutes of December 19, 2014 T-N-T and Regular Meeting
- b. Resolution #2015-03 Acknowledging Donation from OT Lions Club – fireworks
- c. Month End – Dec/Quarter End/Year End Financials
- d. Approved bills of \$28,879.68

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**PRESENTATIONS/PUBLIC FORUM:**

Susan Hanson and Pam Scheer were recognized by Mayor Lueders. Hanson reiterated concern of water quality in Lake Buchanan and asked the city to consider measures to protect the lake from possible future contamination from agriculture practices and apologized for making the impression that the groups comments were against Dan Dreyer personally. Concerns were noted.

**OLD BUSINESS:**

No word on the Bike Path correspondence sent to Central Specialties.

No recent communication from City Attorney Karkela on 101 Park Circle.

Council reviewed the rental agreement for the Pull Park area which will be provided to any for-profit event to be held or used. As discussed at the December meeting, rental will be \$1000 per event with a \$500 deposit. Rental will include electric utilities and water if needed. A motion was made by Carlson and second by Grobeck to accept terms as set forth in the agreement to be agreed upon by the renter. All voted in favor, motion carried.

Bob Schlieman, PE, Apex Engineering was introduced. Apex will be providing a proposal on engineering services for the Downtown Project. A motion was made by Grobeck and second by Rosenthal to authorize Apex to do a Preliminary Engineering Report for the area of the block located on Main in the downtown section of Ottertail. All voted in favor, motion carried.

At the last meeting through election of officers the following Fire Department appointments were offered for approval by the council:

Fire Chief – Stuart Fleischauer  
1<sup>st</sup> Asst. Chief – Matt Thorson  
2<sup>nd</sup> Asst. Chief – Tim Lueders  
Rescue Captain – Lisa Augustus  
Training Officer – Adam Wedde  
Secretary – Marie Thorson  
Co-Safety Officer/2<sup>nd</sup> Training Officer – Troy Thorson and  
Mark Bolland

A motion was made by Carlson and second by Rosenthal to approve the officers as presented. All voted in favor, motion carried.

A change is noted for the Ottertail City-Wide Clean-Up Days. The event will now take place on June 12-13<sup>th</sup> at the recommendation of the Lion's Club. The HHW Collection will take place on Friday, June 12<sup>th</sup>. The County has been notified and date changed. Amor Township has made a request for the City to pay a larger share thus alleviating costs to Otter Tail and Amor Townships. A financial report from the Lions provided to Val Dietz showed a profit to the Lion's Club of \$838. In 2014 the council the amount of \$500 was agreed upon and that if expense exceeded receipts the council may consider more. Rosenthal suggested that the city wait and see what happens this year and consider changes after a financial report for 2015 is provided.

**NEW BUSINESS:**

Reviewed information from Patrick Waletzko, Otter Tail County Emergency Management Director on possible goals for the Otter Tail County Wide Strategic Plan. Feedback on the goals and objectives would be greatly appreciated.

**Resolution No. 2015-03** Authorizing Application for the 2015 Community Landscape Partnership Program with MnDOT as well as authorizing City Clerk-Treasurer Elaine Hanson and

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Maintenance/Zoning Coordinator Loren Hawes as primary contact persons for the project April 2014-October 2015 was motioned by Rosenthal and second by Grobeck. All voted in favor, carried.

Copier/Lease proposals were provided from Marco and Liberty Business Systems. The proposals were obtained too late to review with the council. After some demos the staff will be in a better position at the next meeting to provide a recommendation.

City Clerk-Treasurer Hanson reported that a projector had been purchased to provide better information and presentations to the council making it a valuable tool. Now a screen would be nice in the council chambers. The projector could also be used at the community center for rentals for an additional charge. Hanson also asked if the council would allow staff to get prices on carpet and do some remodeling of the chambers to make the space more efficient. A motion was made by Carlson and second by Rosenthal to purchase the screen and authorize staff to work on remodeling. All voted in favor, motion carried.

Motion to approve 3.2 Off-Sale for Carr's Lake Country Supermarket and Lakes Area Cooperative contingent upon on documents and signatures are provided by made by Rosenthal and second by Grobeck. All voted in favor, carried.

A motion was made by Carlson and second by Rosenthal to approve **Resolution No. 2015-04** Adopting Assessments for Unpaid Water Bills/Water Meters/E911 Signs for Pay 2015. All voted in favor, motion carried.

A proposal for consulting services from Traci Ryan of Ryan Consulting was offered to the council. The Mayor Lueders, City Clerk-Treasurer Hanson and Mike Windey have been meeting with the cities of Battle Lake and Henning looking for common ground on housing. It has been a worthwhile effort. A motion was made by Carlson and second by Rosenthal to authorize the expenditure for \$500 per month or 1/3 of the cost. All voted in favor, carried.

Communication from Paul Ness, HR For You went over the Pay Equity Reporting results and procedure to be in compliance. According to Ness the city would be out-of-compliance if salary amounts were submitted as they are as of December 31<sup>st</sup>. Non-compliance could trigger a huge fine. Two options were provided with doing nothing. The council had thought to review the Step Salary Proposal from Ness after some type of determination was made. After some discussion the following motions were made:

**Motion #1:** Accept Pay Structure Report, which includes the internal job structure, including point ratings for each job class, as designed and evaluated by the city's HR consultant, Paul Ness and laid out in the report dated October 1, 2014. Accepting the Step Pay Structure designed by the same consultant as indicated in the final report. Implementing the structure with relevant step placements effective December 31, 2014. Motioned and seconded Rosenthal/Grobeck.

**Motion #2:** Adopt the Modified Princeton Job Evaluation System as the City's job evaluation methodology to be used in determining each regular job's comparable work value and reporting for pay equity purposes. Motion and seconded Rosenthal/Grobeck.

**Motion #3:** Notifying Pay Equity Coordinator of changes made to the job evaluation system and submit the Pay Equity Report with the changes as of December 31, 2014 as described. Motion and seconded Rosenthal/Grobeck.

All voted in favor of Motions 1-2-3. Motions carried.

### **Zoning Permits:**

City Clerk-Treasurer Hanson presented the following zoning permit which was issued.

- a) Tommy & Laura Merickel – 84x94 Dwelling w/garage & basement@432 Thumper Lodge Rd.

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Reminder that the Newly Elected conference sponsored by the League of MN Cities will be held at Arrowwood in Alexandria on February 20-21. Carlson and Grobeck will both be attending.

With no other business to discuss, a motion was made by Rosenthal to adjourn. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

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Elaine Hanson, MCMC  
Clerk-Treasurer

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Myron Lueders, Mayor