

City of Ottertail
February 19, 2015
7:00 PM

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

Staff present: City Clerk/Treas., Elaine Hanson; Coordinator, Loren Hawes; Deputy Clerk Shari Wheeler.

Others present: Mike Haspel, Brad Hahn, Mike Windey; Bob Schlieman, P.E.-Apex Engineering; Karen Tolkkinen, Citizen's Advocate and Heidi Kratzke, Perham Focus.

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

Consent Agenda:

- a. Minutes of January 15, 2015 Regular Meeting
- b. LG550 Applications for Exempt Permits with no wait for MN Snowmobilers Assn. Raffle at Thumper Pond on July 11, 2015 and Ottertail Chapter of the National Wild Turkey
- c. Month End – Dec/Quarter End/Year End Financials
- d. Approved bills of \$35,953.94

PRESENTATIONS/STAFF REPORTS/PUBLIC FORUM:

Clerk Hanson gave a report regarding Data Practices and requested the Council change some of the information in the policy to remove the name from the Data Practices Responsible Authority to be only the City Clerk-Treasurer and to add the Ottertail Fire Chief as another Data Practices Designee for the fire department. A motion was made by Rosenthal and second by Carlson to amend the policy as such. All voted in favor, carried.

Hanson also provided a draft Information Technology Policy which will replace and expand the Computer Use Policy which is contained in the Personnel Policy. The new policy would affect all persons that have access to City's computers, email, internet, printers, software accessory drives, telephone, voice-mail and other IT. This policy would work with the Records Retention Schedule to provide management of emails. Council was asked to review the policy and to consider action at the next city council meeting. A Model Digital Image/Social Media Policy for Fire Departments/EMS has also been advised by the League of Minnesota Cities as well as a Policy for Ensuring the Security for Not-Public Data will also be compiled in the near future for consideration by the Council.

Hanson and Maintenance/Zoning Coordinator Hawes requested the council authorize purchase of an F-150 Truck for use by Hawes in the amount of \$30,000. A tool box and pipe rack will be added. A motion was made by Woessner and second by Rosenthal to authorize the purchase. All voted in favor, carried.

Planning committee notes were provided to the council. A request from Rod & Gun to place a fence on the Pull Park west side is being considered. In other planning items, Council member Grobeck, on behalf of the planning committee, told the rest of the council that the Landscape Partnership Grant with MnDOT will work the same as last year and there is no need for a new application. The consensus of the Council was to go with Swedberg's Nursery as last year and will be located on State Hwy 108 East from Geo-Thermal to Hilltop.

Hawes reported that he had Carr's Tree Service do some brush and tree clean-up on Willow Road.

January 15, 2015

OLD BUSINESS:

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

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

Hanson provided two quotes for leasing a copier. Liberty Business Services allowed staff to demo a copier for 3 weeks and proposed at 28 ppm new Lanier for \$144.65 per month. Marco gave a demonstration at their office in Detroit Lakes and proposed a new Konica at 30 ppm for \$218.71 or a pre-owned for \$146.84. A motion was made by Carlson and second by Grobeck to enter into a lease agreement on a new copier from Liberty Business Solutions as recommended by Hanson. All voted in favor, motion carried.

Bob Schlieman, PE from APEX Engineering gave a Preliminary Engineering Report on the Downtown Project. Existing conditions were reviewed along with the improvement needed for the existing area by improving the sidewalks for ADA and storm water run-off. Proposed improvements would replace the existing sidewalks and adding sidewalk along Maple Avenue all in accordance with ADA. Drainage improvements would be installing curb & gutter and storm sewer along Main St. routing the water to the west. Ideally MnDOT would be a partner in the improvements. Estimated costs for the project including engineering are approximately \$193,000. There would be some cost sharing through assessments. MnDOT could be approached with a request for assistance since the project is on the State ROW. With anticipation of assessments, a Public Hearing would need to be called with appropriate notification according to MN Statutes 429. Since this would be the big project for the year and has been discussed many times, a motion was made by Rosenthal and second by Carlson to move forward with the project. All voted in favor, carried. A 4/5 vote is required of all council members to assess the project after the hearing. A motion was made by Woessner and second by Grobeck to approve **Resolution #2015-06 Receiving Preliminary Engineering Report and Calling for a Hearing on Improvements of Main Street Sidewalk and Drainage Improvements** with all members voting in favor, motion carried. The public hearing will be on April 2, 2015 at 6 p.m. in the Council chambers.

A motion was made by Grobeck and second by Carlson to place Custodian Vicky Gunkel on pay grade 2, step 2 of the Salary Step Structure adopted at the January 15th Council meeting. All voted in favor, motion carried. This will place Gunkel at \$10.98 with an approximate 30 cent increase.

NEW BUSINESS:

Hanson reviewed with the council some of the changes to the account number for the new CTAS-V8 financial software. Some of the expense account amounts were re-assigned for a clearer budget picture. The final budget numbers are the same.

Learned that the Landscape Partnership Grant final draft of will be reviewed at the planning committee's March 16th meeting.

Heard a request from Fire Chief Stuart Fleischauer to purchase equipment for the 6 wheeler. A donation of \$500 will be made from the Relief Association. The equipment consisting of directional lights, flashing lights and tires would cost between \$1500-\$2000. Motion made by Grobeck and second by Carlson to approve the purchase. All voted in favor, carried.

Fleischauer also requested prepaid gas cards for the fire trucks. After some discussion on its necessity, Woessner motioned to approve the gas cards with a second from Carlson. Carried.

Hanson requested the Council authorize improvements for City Hall, carpet, paint and council table for \$10,000. Samples had been requested and the three quotes were all very similar with Periwinkle coming

February 19, 2015

in at \$4800 for sealing the wallpaper and painting the council chamber and two offices along with painting the trim and ceilings which includes all materials and supplies. Installation of new carpeting for the council chambers, Hawes' office, hallway and entry way, \$3575 from Cullen's. Motion was made by Grobeck and second by Woessner to authorize the Clerk to spend the \$10,000 in improvements.

At the suggestion of Mayor Lueders the council will begin to meet for work sessions and strategic planning to work on tax incentives for economic development and other important issues. Dates to be determined later

Motion made by Rosenthal and second by Carlson to appropriate \$500 each to the East Otter Tail Ag Society and Otter Tail County Historical Society as provided in the budget. All voted in favor, carried.

Brad Hahn spoke with the council regarding water on a lot that he is purchasing on Donald Road. He will be closing in March and would like to start parking his RV on the lot this summer. Currently there is no water main close enough without obtaining easement from his neighbors so he was inquiring whether he would be able to put in a private well if needed. The council agreed that they would like to work with Mr. Hahn and, therefore, not opposed to a well. He was directed to get feedback from his neighbors and estimates of hooking up to the main.

Hanson reported that the health insurance policy that the city carries for employees will be discontinued. She will be looking into other options and will present to the council when quotes are obtained.

Joe Rice "Otter Jam" inquired with the clerk about putting up temporary signs on the Welcome to Ottertail signs at the four locations. The consensus of the council was that it may set a precedence and that Rice should decide for another place for the signs and then come back with a plan of where he would like the temporary signs.

Zoning Permits:

Zoning Administrator Wheeler presented the following zoning permits which were issued.

- a) Carr's Tree Service – Shop and & addition
- b) Bruce Hurt – 119 Riverview Road – dwelling
- c) Jason Stowers - sign

Discussed a new sign at Carr's Supermarket. The existing sign is non-conforming. Any change in size requires a CUP. After some discussion regarding changing the ordinance, it was agreed that Carr's should apply for a CUP.

Reminder that the Newly Elected conference sponsored by the League of MN Cities will be held at Arrowwood in Alexandria on February 20-21. Loss and Safety Control workshops will start in March and April. Council was encouraged to attend. Hanson and Wheeler will be attending St. Cloud in April and Hawes will be going to Mahnomon in March.

With no other business to discuss, a motion was made by Rosenthal to adjourn. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor