

City of Ottertail
May 21, 2015
7:00 PM

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

Absent: None

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

Others present: Chris McConn, Interstate Engineering; Bob Schlieman, Apex Engineering; Ed Smith; Karen Tolkkinen, Citizen's Advocate; Heidi Kratzke, Perham Focus.

Mayor Lueders opened the regular meeting. The pledge of allegiance was recited by all present. Additions were made to the Consent Agenda with one item from #2b to removed. A motion was made by Grobeck and second by Rosenthal to approve the consent agenda. Carried.

Consent Agenda:

- a. Minutes 04-16-2015 Regular & Notes from 05-01-15 Work Session.
- b. Resolution #2015-11, Acknowledgement for Donation from OTLPOA for \$800 to F.D./Rescue
Resolution #2015-13 Certify approval of Renewal Optional Liquor 2 AM
- c. Month End Financials
- d. Approve \$31,167.36 in bills.

A motion was made by Carlson and second by Grobeck to approve Resolution #2015-12 Contract with Council Member & Affidavit for use of watering equipment owned by Mayor Lueders for \$250.00. Voting in favor of motion, Rosenthal, Woessner, Grobeck and Carlson. Lueders abstained. Carried.

PRESENTATIONS/STAFF REPORTS/PUBLIC FORUM:

Auditor Brian D. Koehn, CPA presented a preliminary audit report to make the council aware of financial condition trends, both favorable and/or unfavorable. The complete report will be provided at the next regular meeting in June. No action needed.

Bob Schlieman from Apex Engineering reported to the council of the communication so far with MnDOT on the downtown project. Correspondence with Lori Vanderhider of District 4 MnDOT indicated that she would be willing to come before the council to answer any questions the council may have. Other options for MnDOT involvement have been discussed with staff. One suggestion was for the state to turn back all but the 32 ft. driving lane to the city. MnDOT would be willing to provide some cost sharing on the underground tanks and sidewalk improvements. Council agreed that it would be helpful for Ms. Vanderhider to attend the upcoming June council meeting. Schlieman will set this up.

Heard that the fence to be placed on the Pull Park will be shorter than previously stated. There will be some playground equipment to be removed from the Lions Park, some have expressed an interest in its purchase. A motion made by Rosenthal and second by Woessner to declare various playground equipment as excess property. City will take bids on the playground equipment when a list is provided to the City Clerk by planning committee member Neels. A liability waiver will be required from successful bidder to release the city from any and all liability due to the condition of the equipment. All voted in favor, carried.

A proposal for consulting services from Ryan Consulting which would include Assessment Policy, Capital Improvement Planning, Financial Services and other items was tabled.

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Hanson provided budget financial data year to date and reminded the council that the budget process will begin in June. If they had any questions they should let her know.

OLD BUSINESS:

Reviewed a draft of a job description for Fire Chief. Hanson is to obtain information from area cities on the pay for the fire chief. Decided to include this topic into the next work session on June 5th at 7 a.m. In other Fire Department business, Chief Fleischauer requested the city pay the mutual aid bills for the area departments when they come in. A motion was made by Rosenthal and second by Woessner to grant that request. Carried.

The Multi-Use Trail suit is still in the discovery of information stage.

101 Park Circle will be removed from the agenda until something new happens.

Chris McConn presented a Preliminary Engineering Report on water main extensions per the council's request. After reviewing the 3 options and discussion, Hanson was requested to send a letter to the affected property owners to see if they would be in favor of the improvement to their properties. McConn will get an estimate ready for Hanson to include in the letter. No other action was taken.

A motion by Grobeck and second by Woessner to approve certain amendments to the Zoning Ordinance Chapter 154 Signs. Specifically the section on temporary signs was changed from 120 to 30 days in a calendar year. Other changes were more for clarification. The changes will be in effect after the required publication of the amendments.

Hanson reported to the council that the Lions will not sign the contract for Clean-Up Days. They will still volunteer, but they do not want to be responsible for any of the bills. Hanson's understanding is the Lions will pay to the city the amount collected from the townships and the two day activities and the city will pay the Steve's Sanitation bill as it was done in the past.

Motion to rescind the CUP approved at the May meeting for Nick Opatz due to non-payment of taxes was made by Carlson and second by Rosenthal. Carried. It is noted that the CUP will not be required any longer as Opatz sold the building and they want to keep it commercial.

NEW BUSINESS:

Staff was given permission to purchase entry way rugs for city hall and the community center by a motion made by Carlson and second by Grobeck. All voted in favor. Carried.

A policy to restrict use of city property to be used on city property only was approved in a motion by Grobeck and second by Carlson. All voted in favor, carried.

Reviewed items from the League of MN Cities for changes to the MN Liquor Statute for Sunday operation hours. The city follows the State rules as they may be changed from time to time. Hanson requested that amendments be made to the Sewer ordinance in order to be more in line with the County. Deputy Clerk/Zoning Administrator Wheeler also asked whether the city would amend the Zoning Ordinance in regards to impervious limits in Shoreland. These items will be discussed at the next work session on June 5th at 7 a.m.

Hanson gave a quick report regarding the Public Works, Parks & Recreation General Liability Survey completed on April 28th with Joe Ingebrand, Senior Loss Control Consultant for the League of MN Cities. Recommendations for reducing certain hazards had been discussed and all but one has been completed.

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Ingebrand suggested the city purchase cones and barricades for the public works department to reasonably safeguard employees working in the ROW. A motion was made by Rosenthal and second by Grobeck to purchase the safety equipment. All voted in favor, carried.

Motion by Carlson and second by Grobeck to approve the Property Use Agreement between the City and Loren Hawes for the Cul-de-Sac on Sunset Drive. All voted in favor, carried.

Motion made by Grobeck and second by Woessner to approve purchase of trees to replace the ones damaged by the DuPont chemical and to purchase flowers for city hall and the community center flower pots. Carried. Auction Committee ~~OTBCA~~ will be giving the city a donation towards the flower pot flowers.

A request for a Variance Hearing was made by Ed Smith on Lot 25, Block One – Woessner Island Addition. After much discussion a motion was made by Rosenthal and second by Grobeck to grant the request for the hearing to take place on June 18th at 7:00 p.m. after notification by mail and publication. All voted in favor. Carried.

Motion to adopt Resolution #2015-14 to Certify Delinquent Sewer Inspections to Otter Tail County for collection was made by Grobeck and second by Carlson. Carried.

Motion to amend the City Fee Schedule by Ordinance for the change in water costs was made by Woessner and second by Rosenthal. Water base rate of \$4.07/1000 gal for water and \$340.00 for water meters. All voted in favor, carried.

A request to allow a business to use part of City Hall property for a boat dock/lift display was denied.

Zoning Permits:

In the absence of Zoning Administrator Wheeler, City Clerk-Treasurer Hanson presented the following zoning permits which were issued.

- a) Move on two sheds – Jensen, 114 Cozy Oak Dr. W
- b) Three Rail Fence – Jensen, 114 Cozy Oak Dr. W
- c) Fence – Knudson, 145 Bay View Rd
- d) Deck – Spanswick, 128 Bay View Rd
- e) Garage – Bethke/Dokken, 109 Lynn Rd

Correspondence/Reminders:

Citizen/Volunteer Appreciation Open House will be held on Thursday, June 25th at City Hall from 11 a.m. – 1:00 p.m.

Next work session was scheduled for Friday, June 5th at 7:00 a.m. to fire chief job description and changes to Sewer, Liquor and Zoning Ordinance.

Hawes and Wheeler will be attending various Planning and Zoning Workshops presented by GTS (Government Training Services).

With no other business to discuss, a motion was made by Carlson to adjourn. Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor