

**City of Ottertail**  
**July 16, 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; Stuart Fleischauer, Fire Chief.

Others present: Bob Schlieman, Apex Engineering; Mike Windey, planning committee; Brian D. Koehn, CPA; Karen Tolkkinen, Citizen's Advocate; Heidi Kratzke, Perham Focus.

The regular meeting was called to order by Mayor Lueders. The pledge of allegiance was recited by all present.

Corrections were made to minutes of June 18, 2015. A motion was made by Grobeck and second by Carlson to approve the consent agenda. Carried.

**Consent Agenda:**

- a. Approve Minutes 06-18-15 Regular Meeting.
- b. Resolution 2015-16 Acknowledging A Donation from OT Rod & Gun - \$11,710.04/fence & Dr. Wojcik, \$100/FD and Resolution 2015-17 Acknowledging A Donation from OT Community Auction Committee - \$1,788.31 for mulch for City Park
- c. 3.2 Beer permit for Lion's Club - Otterfest
- d. Quarter End/Month End Financials
- e. Approve bills with additions in the amount of \$139,665.73.

**PRESENTATIONS/STAFF REPORTS/PUBLIC FORUM:**

Auditor Brian D. Koehn, CPA presented the final audit going through the various financial statements. All required information had been obtained. No action was needed as the audit was approved under authority of the council by the city clerk.

Bob Schlieman, Apex Engineering answered questions from the council regarding the downtown street improvements and drainage. Direction from the council on the scope of the project is needed. Council asked for a preliminary report for the one block of downtown with addition of the 2 blocks to the east. Council was open to postponing the project if it would mean greater participation by MnDOT. Schlieman will begin the preliminary and will send proposal for work to Hanson to be approved by the council.

Councilmember Grobeck reported on the planning committee projects. An open floor plan picnic shelter similar to Elmer's Texas BBQ which could include drinking fountain, bathrooms and the feasibility of such will be explored by planning member Keith Fleischauer. Keith will gather up a separate committee. Jerry Martin has offered to water trees again. The existing Welcome to Ottertail signs will get "spruced up" with repainting, reflecting and repair.

Mayor Lueders and Clerk Hanson reported on the Tri-City Group. Terry Roach (developer) is very interested in the Thumper Pond site right on Hwy 108. The Happy Acres site was unfavorable due to the close proximity of the railroad. Lueders will direct information regarding purchase to Thumper Pond. City's involvement could be TIF or tax abatement. Roach inquired whether the city would be interested in owning the units. The group is also working on a Tax Abatement Policies to present to Otter Tail County commissioners for Day Care and Single Family Home Renovation. Superintendents of Schools for Battle Lake, Henning and Perham will be invited to the table to discuss abatements and/or TIF.

**OLD BUSINESS:**

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

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Fire Chief Fleischauer reported that the department chiefs are reviewing the job description and will be segregating the duties. The department agreed to even year elections with elected officers with unlimited term to be approved by the council. No hiring procedure will be used. Fleischauer also reported the ISO meeting on Wednesday went well. A report will be submitted to the council in 4 – 6 months. This is the first rating the fire department will have had in 11 years. If an ISO rating goes down, usually insurance rates for homeowners goes up, usually only changes in equipment/services will trigger a change in the ISO.

In a motion made by Grobeck and seconded by Rosenthal, Jerry Martin and possibly another will be hired on a temporary seasonal basis to help with the watering/maintenance of trees on the bike path which will free Hawes up for other duties. All voted in favor, carried.

**NEW BUSINESS:**

Because some changes due pay-off of the City Hall building and adjustments to line items were made for the change-over in the CTAS financial software in the budget, a motion was made by Carlson and second by Grobeck to approve amendments to the 2015 Budget. No changes in the bottom line. All voted in favor, carried.

Hanson provided preliminary information for the 2016 Budget to review. Spreadsheets showing Capital Outlay balances as well as restricted cash were provided. Step increases were briefly discussed. Councilmember Rosenthal requested information on addition to step increase a 1%, 2% and 3% COLA. The council will now look over the estimated numbers and discuss in upcoming meetings. The preliminary levy is required to be certified to the county auditor by September 30.

Hanson was charged to look into the CIP Grant program through West Central Initiative.

Discussed the Overnight Camping Fee that was paid to Minnesota Department of Health by Joe Rice for the Otter Jam concert. Staff was not aware of the fee. A motion was made by Grobeck and second by Woessner to reimburse Rice for the fee of \$200 and another means to recoup the amount from all groups that use the site for camping will be discussed later. All voted in favor, carried.

Motion was made by Grobeck and second by Woessner to allow a holding tank at Olson Tire if there is no other option for an individual septic system. All voted in favor.

Hanson reported that an LG220 Exempt Permit with No-Wait had been signed for the Ottertail Community and Business Assn. for bingo/raffle at Otterfest.

**Zoning Permits:**

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

- a. Greg Baumberger, 10 x 12 deck – 126 Lueders Rd. 2015-23
- b. Thumper Pond-4 x 8 sign for RV Park 2015-24

**Correspondence/Reminders:** None.

With no other business to discuss, a motion was made by Rosenthal to adjourn. Meeting adjourned at 8:10 p.m.

Respectfully submitted,

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Elaine Hanson, MCMC  
Clerk-Treasurer

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Myron Lueders, Mayor