

City of Ottertail
October 15, 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; Loren Hawes, Maintenance Coordinator; Stuart Fleischauer, Fire Chief.

Others present: Bob Schlieman, Apex Engineering; Karen Tolkkinen, Citizen's Advocate; Heidi Kratzke, Focus.

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

A motion was made by Woessner and second by Carlson to approve the consent agenda. Carried.

Consent Agenda:

- a. Approve Minutes 9-17-2015 Regular Meeting; 10-09-2015 Work Session Notes; 10-12-2015 Sp. Meeting (closed).
- b. LG220 Application with No-Wait Permit/Rocky Mtn Elk Foundation-Raffle 12-5-2015 Thumper Pond.
- c. Month End/ Quarter End Financials.
- d. Approve bills with additions in the amount of \$31,962.62.

PRESENTATIONS/STAFF REPORTS/PUBLIC FORUM:

Bob Schlieman, Apex Engineering, shared information received from Lori Vanderhider, MnDOT Project Manager responsible for Downtown Project. According to Vanderhider, the project costs came in higher than they anticipated. This was mostly because of the decision by the council to include improvements to the East from Lake to Elm Street. She communicated the improvements that MnDOT would be willing to participate in as:

- 100% Curb and Gutter
- 100% 4 ft. Standard Shoulder
- 90% 22' Angled Parking Width (single block of main only)
- 90% Sidewalk Replacement and
- Removal of Fuel tank in front of Wiebe's Garage.

Any additional pavement would be 100% City estimated to about 4 ft. She also indicated that MnDOT is willing to pay for a portion of storm sewer between Maple and Lake Ave. The remaining would be the responsibility of the City. MnDOT feels that they do not currently have a drainage issue on this section on the highway and any improvements would be for the parking area to drain more effectively. They felt that proposed curb and gutter to the east of Lake Avenue would block natural drainage from sheet flowing to natural low areas. MnDOT also feels that the proposed cost estimates will not be much benefit to MnDOT to warrant amending their ROW width orders so they would retain that width. Also the mountable curb in front of Olson Tire would not be allowed. New angle parking East of Olson's would not be approved. Discussed the drainage swale that is working according to MnDOT. Photos shows that the water still sits and does not drain away.

Schlieman went on to discuss the project with the council to get an idea where they wanted to go from here. Council indicated the project should be scaled down a bit taking away the drive over curb and curb along the proposed new angled parking. Council thought that to just use black top with no curb and parking can continue as it does now and the same in front of Olson's. With those suggestions, Schlieman will come back later with updated schematic and costs for the city to consider.

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Councilmember Grobeck provided planning committee minutes. Costs for the proposed Picnic Shelter were too restrictive. The planning group is now looking for community support from Non-Profit groups for a new fire hall and to remodel the Community Center. Members are now looking at benches for the bike path and a new story board. Clerk Hanson asked Grobeck to remind the committee that anything in the State ROW needs a permit. Heard that the Auction Committee will commit \$5000 each year in improvements to the park. Keith Fleischauer of the committee is also looking into an art project to access funds from the Otter Tail Arts Council.

Hanson gave a report on the Tri-City Group's activity for the past month. A survey will be going out to major employers (over 20 employees) to see if the City and group would qualify for various criteria for DEED grants for Workforce Housing. Also the group will be surveying vacancy rates for rental properties. The group is still pursuing 4-8 Units of housing and may try to incorporate this component into an application.

Staff Reports: Council heard that a session attended by Hanson and Grobeck on Business Retention and Expansion was interesting but will not be pursued through the Tri-City Group at this time. Hanson and Wheeler attended a MAVA (Minnesota Association Volunteer Administration) session. Many good ideas on how to tap into volunteers and a possible grant from this organization could be used for a 5 year strategic plan for the planning committee if this group would be interested. Motion made by Woessner and second by Rosenthal to register into an organizational membership for 1-3 staff members. All voted in favor, carried.

Phase III of the Landscape Partnership Grant Funding will be pursued for 2016. Council indicated that Phase III should only include the east side of Hwy 78 and depending on the businesses responses, could include portions of the west side if watering issues can be resolved. A motion was made by Rosenthal and second by Carlson to adopt Resolution 2015-21 Authorizing the Application and Primary Contact Persons as Loren Hawes and Elaine Hanson to apply for the funding on behalf of the City and act as contacts for the City. All voted in favor, carried.

Council heard that the Werre issue has been resolved and the water and sewer has been removed from his WOAS at 427 MN Hwy 78 S.

OLD BUSINESS:

Lueders, Rosenthal and Hanson will be traveling to Bloomington for mediation on the bike path on October 19th.

Reviewed a draft policy for Accepting Designated Roads/Streets. Questions arose on why the city would want to accept a road that isn't built at a "to be paved" section and at what point would it be accepted if ever, if it was not built to that spec. This item was tabled to gather more information to discuss at an upcoming work session.

Tabled a discussion on the Road Survey sheets handed in from Carlson, Woessner and Rosenthal for condition of the roads in the city.

Ottertail Convention and Tourism Board will pay for ½ the re-facing of "Welcome To Ottertail" signs. Motion by Grobeck and second by Woessner to authorize the other ½ to be done at J H Signs. All voted in favor, carried.

Reviewed water budget and Fire Budgets. No action taken.

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NEW BUSINESS:

Discussed water rate study information. A letter explaining any increases will need to be worked out explain those increases to be approved by the council with opinion of City Attorney on the uniform base rates and water gallons that is included.

Heard a report from Fire Chief Fleischauer on the Otto Township public meeting that he and Mayor Lueders attended. Otto Township will not be pulling their contract from the city. Township/City meetings will be scheduled in January to keep the lines of communication open and to provide billing information to the townships. Fleischauer reported there were no fire calls in the past month and 10-12 rescue calls. A new tanker was demonstrated on October 12th. This truck retailed at \$400-\$500,000 could be customized. There are no Fire Truck Grants available through 2018. No report from ISO has been received which would be a great help in determining the weak spots of the FD and want the department needs vs what the department wants. At that time it was suggested a council committee work with the FD committee to make that determination.

Information on the 2016 MS Bike Tram coming to Ottetail in the summer of 2016 was discussed. Information will be provided to the Business Community and churches by Grobeck to welcome this group as Host City during this designated rest stop of the ride.

Hanson informed the council that a parcel coming up on the tax forfeit sale should be looked into by the city to consider for purchase perhaps with the intention of economic development. She will get more information. Tax sale is December 16th, 9 a.m. at Otter Tail County Government Center.

Zoning Permits:

Wheeler presented the following zoning permits which were issued.

- a. Eric Lilly – Mud Room and Porch – 117 Sunset Dr.
- b. Pat Hunke – Retaining Wall – 421 MN Hwy 78 S

Correspondence/Reminders:

*Council set Friday, November 13, 7:00 a.m. for its next work session.

*LMC Regional meeting in Battle Lake on October 21st. Hanson, Grobeck, Carlson and Lueders remain as those attending.

*OT County is having a “Roles & Responsibilities for Elected Officials & Senior Leaders” on October 27 at the Government Services Center in Fergus Falls 1-3 p.m. Grobeck will attend.

* Day Care Summit in Battle Lake on Thursday, October 22nd 6 p.m. – Carlson will attend.

With no other business to discuss, a motion was made by Woessner to adjourn. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor