

City of Ottertail
December 17, 2015
7:00 PM

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

Absent: Jill Carlson

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

Others present: Traci Ryan, Ryan Development; Tom Behm, Planning; Dan Whitehead, OTBCA; Chad Koenen, 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.

Pursuant to posted and due call, Mayor Lueders opened the 2015 Truth in Taxation hearing on the 2016 budget. With no discussion from the floor, a motion made by Woessner and seconded by Grobeck to close the hearing. All voted in favor.

Continuing with the regular meeting and for convenience prior to approval of the consent agenda, Traci Ryan spoke with the council on information regarding Tax Increment Financing and a potential developer. Ryan provided a proposed timeline for adopting a TIF if an agreement can be reached.

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

Consent Agenda:

- a. Approve Minutes 11-19-2015 Regular Meeting; 12-11-2015 Work Session Notes.
- b. Resolution #2015-27 Adoption of Assessments for Unpaid Sewer Inspection Bills.
- c. LG220 Application for Exempt Permit with no-wait/OT Ducks Unlimited Raffle/ Otter Supper Club, 1-22-2016
- d. Lake Country Services Cooperative annual membership.
- e. Month End/ Quarter End Financials.
- f. Approve bills with additions in the amount of \$96,621.78 check ranges 14413 to 14488.

PRESENTATIONS/STAFF REPORTS/PUBLIC FORUM:

Motion made by Woessner and second by Grobeck directed Maintenance Coordinator Hawes use direct negotiations with Maguire Iron for a contract for water tower repairs according to MN Statutes 471.345 Uniform Municipal Contracting Sub. 5b Water tank service contract.

Councilman Grobeck reviewed Planning Committee notes and projects being considered.

A motion made by Grobeck and second by Rosenthal to approve portable lighting for the Fire Department at a cost of \$2500. All voted in favor, carried. Will gather at next work session to discuss Fire Department equipment needs.

OLD BUSINESS:

Motion to approve Resolution #2015-28 Certifying the Final Levy to the Otter Tail County Auditor in the amount of \$376,760 was made by Rosenthal and second by Woessner. Carried.

Motion to approve Resolution #2015-29 which includes a 3% Salary Increase and step for 2016 Employee Salary with recommendation by the Personnel Committee of Rosenthal and Woessner in addition to the 2016 Budgets for General Fund (\$31,384), Fire Fund (\$51,875) and Water Fund (\$249,457) was made by Grobeck and second by Woessner. Motion carried.

Tabled Water Rate discussion pending meeting with Henning.

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Tabled meeting with Otter Tail Township pending further word on a date.

Motion to allow Councilman Grobeck to pursue funding and support for an ice skating/hockey rink located at the pull site subject to conditions of proposal provided by Grobeck was made by Woessner and second Rosenthal. Carried.

A motion was made by Grobeck and second by Woessner to Repeal Chapters §52.20 and §52.21 of Title V: Public Works: Sewers and Amend Chapter §52.07 and §52.08 of the same in the City Code. All voted in favor. Carried.

Two residences will be notified of the City doing the repairs/installation of septic systems to bring into compliance. Repairs will be assessed.

Motion to amend Appendix C: Minimum Road Standards in the Subdivision Controls chapter of the city code was made by Rosenthal and second by Grobeck. Carried.

Motion by Rosenthal and second by Woessner to authorize Mayor to sign the ACH Agreement between the city and 1st National Bank for automatic drafts for utility payments. Carried.

Motion by Woessner and second by Grobeck to approve 2016 Contract for mowing and street/snow maintenance with Ottertail Aggregate, noting an increase of mowing to \$90/hr. Motion carried.

Motion to approve attendance to the MN State Fire Chiefs Association Officer School for Stuart Fleischauer which will include lodging and mileage was made by Grobeck and second by Rosenthal. Carried.

Motion to adopt Policy for Electronic Funds Transfers was made by Rosenthal and second by Woessner. Carried.

Tabled Performance Management System. Will be discussed at an upcoming work session.

Instructed Clerk to indicate to Otter Tail County Solid Waste Department that whatever day works for them is acceptable for the annual Household Hazardous Waste Collection as there will be NO clean-up days this year.

Motion by Rosenthal and second by Woessner to allow Clerk Hanson to take HR Classes with League of MN Cities, 3 on-line classes totaling \$90.00. Carried.

Motion to approve two 1-4 Day Temporary Liquor Licenses for Ottertail Lions Club. January 30th – Tonya Buising benefit and February 20th – Mardi Gras contingent upon all documents are filed on time was made by Rosenthal and second by Woessner. Carried.

Deputy Clerk /Zoning Administrator Wheeler presented a commercial zoning permit for Pete Thiel/Firestarters Worship Center zoning permit to renew and finish a 10x14 Addition. Council members signed.

Changes of council meetings request was made by Clerk Hanson to allow attendance to the 2016 MCFOA Conference in March and a personal request for April. Changes will be approved at the organizational meeting in January.

Correspondence/Reminders:

*Council set Friday, January 15, 7:00 a.m. for its next work session to discuss fire department needs and if time – Step Management Program.

*Authorized any council member to attend LMC Experienced Official Conference in Brooklyn Center in January in a motion made by Rosenthal and second by Grobeck. Carried.

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*Clerk Hanson provided a 2015 Year in Review.

*City Hall will be closed Christmas Eve December 24th and Christmas Day December 25th as well as closing at noon on December 31st (New Year's Eve) and January 1 (New Year's Day).

With no other business to discuss, a motion was made by Woessner to adjourn, second by Rosenthal. Carried. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor