

City of Ottertail
March 21, 2016
SPECIAL MEETING
3:30 PM – CITY HALL

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

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

Others present: Chad Koenen, Citizen's Advocate, official paper; Rick Adams, Community Wireless Consultants; Jerry Martin, planning committee; Bob Schlieman, Apex Engineering; Dan Whitehead, Williams Co. Store.

A Special Meeting, called by and posted of the Ottertail City Council, was called to order at 3:30 p.m. with the Pledge of Allegiance recited by all present.

Rick Adams, representing Community Wireless Consultants reviewed documents with the City Council which contained an agreement for consulting services and the scope of their work to establish a relationship with wireless providers in the city of Ottertail. According to Adams, his firm would help the city to write an ordinance and establish a working relationship through a pre-application process. The application would provide fees billed to the communications provider which would cover any costs to the city for CWC's services. The city also could build into the fees administrative charges to cover costs for staff. Adam's reviewed some of the points of the 1996 Telecommunications Act and responsibilities of both the provider and local governments. He also provided information on communication tower types and application process. It is noted that his associate Joe Egge, had approached city staff regarding placement of a tower prior to the February meeting, not disclosing at that time the name of communication provider. Clerk Hanson stated she had spoken with a league attorney, Quinn O'Reilly who recommended City Attorney Karkela to get in touch with the League. Karkela had suggested the council listen to Adams to see what they provided. Clerk Hanson was instructed by the Council to contact Karkela again with the information provided and also speak with other cities about their ordinances and that may have encountered this issue.

Bob Schlieman, Apex provided copies of the design documents for the Downtown Project. In reviewing with the Council the cost participation with MnDOT, Schlieman said he learned from Lori VanderHeider at MnDOT, their policy reads any project that is initiated by a LGU (Local Government Unit) typically has no cost sharing on the engineering fees. This would increase the share of the City by \$45,000. The breakdown would come in approximately \$170,444 City; \$243,156 MnDOT for a total of \$413,600 for the project. A motion to enter into an agreement with the Minnesota Department of Transportation (MnDOT) for the improvements of Downtown by was made by Rosenthal and second by Grobeck by adopting Resolution No. 216-07 MnDOT Agreement No. 1002902. Schlieman again reviewed the projected schedule. Dan Whitehead, whose store is on the south side of the street, came before the Council and expressed his concern with the project starting after the 5th of July affecting the busiest time of the year for all the businesses. He would like the Council to consider an alternative start date that would not interfere. Schlieman felt that pushing back the date to after Otterfest would still work, timeline would continue as given with a start date of August 15th. It was agreed by the Council present that this would be acceptable.

Briefly discussed zoning, zoning map and capital improvement project ideas with Schlieman, any language to the zoning ordinance to allow for IUP (Interim Use Permits) could be done at one time when making changes for a tower ordinance.

With no other business to discuss the council adjourned at 4:50 p.m. with a motion by Carlson and second by Rosenthal. Meeting adjourned.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor