

**City of Ottertail**  
**May 19, 2016**  
**7:00 PM**

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

Absent: None

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

Others present: Traci Ryan, Ryan Development; Dexter Brown, Otter Supper Club; Chris Schulke, Otter Tail County Historical Society; Chad Koenen, Citizen's Advocate, official paper; Heidi Kratzke, Perham Focus.

Regular meeting of the Ottertail City Council was called to order at 7 p.m. with the Pledge of Allegiance recited by all present.

Additions and corrections were made to the Consent Agenda. Noted that 3.2 license for Auction by Lions is July 9 (day not available at time of agenda completion). A motion to approve consent agenda items was made by Carlson and second by Rosenthal. Motion carried.

- a. Minutes April 14 Special; April 14 Regular Meeting; May 6 Work Session Notes.
- b. Resolution #2016-08 Certify Delinquent Sewer Insp. Fees.
- c. PERA Report – Voluntary Statewide Volunteer Firefighter Retirement Fund.
- d. Temporary Access and Construction Easement/B Hahn.
- e. Lions Auction 3.2 Beer, July 9, 2016; Lions Otterfest 3.2 Beer August 13, 2016.
- f. Month End Financials
- e. Payables of \$63,882.49.

**PRESENTATIONS/PUBLIC FORUM:**

No updates available from Apex Engineering on Downtown Project. Still working with MnDOT on minor adjustments to plan.

Motion by Wossener and second by Carlson to set a cap on flowers and pots for City Hall and Community Center of \$500.00. All voted in favor, carried.

Dexter Brown from Otter Supper Club presented a Special Event Permit for the annual outdoor concert at the Otter on Friday, July 29 in their parking lot. Event will be the same as last year. No food outside. Brown was reminded to have insurance showing the extended serving area is covered. A motion was made by Woessner and second by Carlson to approve the event and Premise permit extension. All voted in favor, carried.

**OLD BUSINESS:**

Motion made by Carlson and second by Rosenthal to call for a public hearing on the proposed base rate structure after reviewing recommended increase. All voted in favor, carried. Public hearing will be advertised by posting and publishing.

Tower ordinance, zoning map and IUP language was tabled pending information from City Attorney Karkela.

After discussion a motion was made by Rosenthal and seconded by Grobeck to pay 50% on the cost of getting a water service line to the cul-de-sac on Wallenberg Drive stating that it should have been done when the water system went in. All voted in favor, carried.

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After a presentation by Council member Grobeck a motion was made by Grobeck and second by Carlson to put a handicapped porta-potty at the Pelican Bay Fishing Pier at an approximate cost of \$500 for the season unless the Rod & Gun wishes to continue this as part of the pier project. All voted in favor, carried.

Motion to call for a preliminary engineering report for Elm St. and a portion of 2<sup>nd</sup> to Shores Road for an overlay of the blacktop was made Rosenthal and second by Carlson. All voted in favor, carried.

Motion to approve Resolution 2016-09 calling for Sewer System repair or upgrade to be completed by City and assessed to property located at 213 Lake Avenue S. Voting of said motion was Lueders, Carlson, Grobeck and Woessner. Rosenthal abstained. Carried.

Listened to Traci Ryan, Ryan Development Consultants on the possibility of the City to acquire property for housing development from Thumper Pond located on T.H. 108. City would recoup its costs through a TIF program. She also presented a proposal to facilitate the work needed to delegate and work on feasibility. Proposal for her services would not exceed \$3500 including mileage which fees could be recouped through the TIF. Ryan also suggested the council appoint a council member to work with her on the project.

A motion was made by Grobeck and second by Rosenthal to accept Ryan's Proposal and delegate Council Member Darold Woessner as representative of the council. All voted in favor, carried. The council will look at establishing a TIF district for this area at the next city council meeting. There has been some discussion with Randy Hutmacher on a Single Family Dwelling TIF district in the Deer Run Estates area as well. Ryan also informed the council that there may be a tax abatement request at the June meeting.

Council reviewed a proposed addition to the zoning ordinance outlining restrictions on the Otter's Tail. Discussion revolved around the walk bridges as structures which are not allowed in the restrictions currently in place. Walk bridges are approved by DNR and the thought was the bridges should be an exception. It was decided to clarify that removal of trees and shrubs could be done as long as there was damage caused by nature. Also to clarify "permanent" and add no temporary in buildings and structures in regards to fish houses. Review again in June.

In regards to insurance for use of the public property for the Woessner wedding in October, to contact Woessners and have them pay \$1.00 rent at which time his insurance should cover any liability. According to LMCIT's Loss Control attorney, they did not see a lot of risk for the City, but the additional insurance would provide greater protection. A motion was made by Grobeck and second by Carlson to contact Woessner's regarding the \$1.00 rent and request a copy of their declarations page for their insurance. All voted in favor, carried.

#### **NEW BUSINESS:**

Chris Schulke, Otter Tail County Historical Society, reviewed the mission and activities of his department. A request for an annual support for funding the activities was made. A motion was made by Woessner and second by Rosenthal to appropriate the same as last year (\$500.) All voted in favor, motion carried.

Joe Ingebrand, LMCIT Loss Control Specialist, visited with the clerk during a basic Data Security survey. Implementation of the points stressed in the field notes should be completed within 60 days. Some of the recommendations were placing safeguards for storage on external drives, computer use policy, network mapping, virus protections in a data response plan, general security for private data, training of employees and council on data practice issues, and adopting a social media policy. Another recommendation is that city council each have a designated "city" email address. Hanson will put together a binder with training information for each employee/council similar to the AWAIR training manual.

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Motion was made by Rosenthal and second by Carlson to purchase a fire proof, 3 drawer, locking file cabinet for private data storage as the first step in complying with LMCIT recommendations. All voted in favor, carried.

A request was made by Jamie Fischer and Brenda and Terry Dunn to place slow signs or children at play signs and lower the speed limit on Cozy Oak Drive W. Both written concerns stated the vehicles are traveling at higher speeds than allowed and their children and others could be at risk. Council Member Woessner said also that people are not slowing down on Bay View Road. It also appears that vehicles need to slow down on Maple Ave. by the park. As a safety issue, Hawes was directed to purchase two "caution – children at play" signs and check into some removable speed bumps for Bay View which could be moved around.

Council decided not to do anything with the VRBO issue that seems to be a big topic. Hanson shared information regarding the legislation that recently passed to require cities to allow by permit temporary living quarters as transitional housing for seniors. According to the League, local governments may opt out of the program if it is determined that this type of land use is not well suited for the community. To opt out a city must draft an ordinance specifically opting out, otherwise the law will require the city to issue permits to qualified applicants starting September of this year.

The council will not advertise in the county plat book as requested.

Heard that Jerry & Linda Martin will be taking on the custodial duties which Vicky Gunkel has resigned. Hanson provided an updated job description for approval. Motion was made by Carlson and second by Rosenthal to accept the job description and hire Jerry & Linda as custodians with starting pay at \$10.35 according to the step structure of the city. All voted in favor, carried.

**Zoning Permits:**

- a. O'Sullivan Trust, 85' x 5' fence, 151 Bay View Rd. (2016-08)
- b. Virgil Miller, 22' x 24' cement slab, 127 Lynn Rd (2016-09)
- c. Dan Hurder (OSCAL), 8' x 16' freezer room addition, 306 MN Hwy 78 N (2016-10)council signatures
- d. Baumberger, 12' diameter patio, 126 Lueders Rd (2016-11) approved upon payment
- e. Dale Denny, fence, 107 West Ave (2106-12)

**Correspondence/Meetings/Trainings/FYI-reminders**

Next work session is scheduled for May 10. Bob from Apex will go through assessments and talk about a policy.

Council was asked to put Monday, June 20<sup>th</sup> on their calendar for a joint meeting with the councils and EDA's of Henning and Battle Lake at Thumper Pond.

With no other business to discuss the council adjourned at 8:30 p.m. with a motion by Woessner and second by Rosenthal. Meeting adjourned.

Respectfully submitted,

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Elaine Hanson, MCMC  
Clerk-Treasurer

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Myron Lueders, Mayor