

City of Ottertail
June 16, 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: Matt Thorson, Asst. Fire Chief; Brian D. Koehn, Auditor; Tom McSparron, West Central Initiative; Roxanne Busing, Scott & June Smith, Brad Hahn and Dan Schultz, residents & property owners; Connie Vandermay, Citizen's Advocate, official paper;

A public hearing was called to order by Mayor Myron Lueders. The Pledge of Allegiance was recited by all present.

Clerk Hanson provided information regarding a proposed base rate change for the water utility reasoning due to increased expenses for maintenance costs as well as for future expansion and depreciation which was not included in the last increase. Council had reviewed the rate changes. No questions came from the attendees. The public hearing then closed at 7:05 p.m.

Regular meeting of the Ottertail City Council was called to order following the public hearing.

Additions and corrections were made to the Consent Agenda. A motion to approve consent agenda items was made by Grobeck and second by Woessner. Motion carried.

- a. Minutes May 19 Regular Meeting; June 10 Work Session Notes
- b. Date change in 3.2 Permit for Auction to July 16th
- c. Month End Financials
- d. Payables of \$47,378.86

PRESENTATIONS/PUBLIC FORUM:

Downtown Project Update: According to Bob Schlieman, Apex Engineering, they are waiting for ADA comments from MnDOT.

Hanson reported on finding received from League Loss Control & Safety that speed bumps are ineffective to control traffic speeds and can be a liability. A copy of the report was provided to the Council members. The report said that radar signs were most effective. Hanson also checked with Bob Schlieman, City Engineer regarding the effectiveness and he concurred with the League. Council directed staff to check into the cost of the radar sign. A sample policy was also provided which answered frequent questions regarding signage and how the public goes about requesting a sign.

Tom McSparron, West Central Initiative gave an update on the activities of WCI highlighting several initiatives which they have invested through the past year. WCI appreciated the City's past support and asked to be placed in the budget again for 2017. A motion was made by Rosenthal and second by Woessner to appropriate \$500 in support for WCI for the next year. All voted in favor, carried.

Brian D. Koehn, CPA, City Auditor presented the 2015 Audited Financials. Koehn went over the new GASB 68 and 71 requirements for PERA liability. The 2015 was a favorable audit with no Material Weaknesses or findings other than those that are atypical of small cities which include lack of segregation of duties, preparation of the financial statement and year end closing procedures cash basis. Koehn reported the city is in good shape. A motion was made by Carlson and second by Rosenthal to accept the audit as presented. Motion carried.

Roxane Busing addressed the City Council regarding her displeasure with the added electric poles placed in the right-of-way in order for Otter Tail Power to re-route the line for the downtown project. She also voiced her displeasure of the power company cutting down the mature tree. Hawes explained that the extra poles are to provide stability for the corner pole and nothing else could be done.

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In an unrelated matter, Buising called the council to act upon the aerial spraying that is done within the city limits by RDO. Having spent time in Mayo with patients suffering from the effects of chemical spray, she felt the council should do something to limit this practice. Council directed Clerk Hanson to write a letter to RDO and request they use ground application methods in concern for the health, safety and welfare of our residents.

OLD BUSINESS:

Council set a special meeting to review a request for Tax Abatement from Thumper Pond, to review platting quotes and to discuss feasibility of land purchase by the city for housing development. Meeting set for 7:00 AM on Wednesday, June 22 at City Hall.

Tower Ordinance tabled.

Reviewed the Ordinance Enforcing Restrictive Covenants on Empire Addition and Woessner Island Addition with changes as made by the Council. Karkela had suggested adding the development description in the title of the ordinance. Ordinance will need to go through the public hearing process as it is part of the Zoning Ordinance.

Hanson presented a Data Response & General Security Plan as recommended by Loss & Safety of LMCIT. A policy for Social Media/Digital Images will be included in the 3-Ring Binder which will be a training tool for all city employees and council. Other recommendations that have been addressed is a fire-proof locking file cabinet, city-only email accounts, IPAD recommendations for secured data and other information to be included in the binder. A motion was made by Woessner and second by Carlson to approve the Social Media/Digital Images Policy and the Data Response & General Security Plan as presented. All in favor, carried.

More discussion on whether a new (\$479,000) or used pumper is needed for the fire department. Chief Fleischauer and Assistant Chief Matt Thorson said they had no new information but that the truck they are looking at, as well as the other amenities already talked about, would have the capability to fill the SCBA tanks on site. A new truck could be demoed by the truck company to obtain a \$3,000 discount. Councilmember Grobeck felt that a new truck was warranted. After much discussion, it was decided to contact the townships to see if they were on board with a new truck. Contracts would increase by at least \$10,000 for Otter Tail and around \$1000 for the next 20 years for Otto and whether new could be afforded was a concern. Hanson will draft a letter to get their feedback by the August meeting or earlier if possible.

Council reviewed quotes for soil borings as part of the proposed Elm Street project in order for Apex to do the preliminary. Terracon quoted \$2900 and Braun Intertec for "not to exceed" \$3997. Schlieman indicated to Hanson that in this instance he would recommend Terracon. A motion was made by Rosenthal and second by Grobeck to go with Terracon as recommended by Apex. All voted in favor, carried.

NEW BUSINESS:

Motion to approve the following Election Judges and to give Hanson authority to appoint additional judges as needed for the Primary and General Elections in Resolution #2016-10 made by Carlson and second by Woessner. All voted in favor, carried.

Co-Head Judges: Diane Sherman & Linda Martin; Election Judges: Willard Sanders, Kathleen Grobeck, Adam Wedde, Sharon Fleischauer, Shari Wheeler and Elaine Hanson, Election Administrator.

Scott & June Smith made a request for a second driveway for their property on Willow Road. The Smith's explained the reason for the request for easier access to the shed they have turned into living space. Smith will place a culvert under the driveway to avoid water back-up. Smith was directed to stop by City Hall for a zoning permit and/or grade and fill dependent on what his project entails. Council saw no reason to deny this request.

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A bill for a sign originally used by the Business Association for Smokin' Iron that is in State ROW downtown near Maple was received from MnDOT. The only time the sign is used is for Otter Jam. The \$30 annual permit is required. Council directed Hawes to remove the sign posts.

Council approved the increase in base rates and volume charge as presented in Resolution #2016-11 in a motion made by Rosenthal and second by Grobeck to take effect January 1, 2017. Increases to bring rates up to equal amounts for New Developments, Vacant Curb-Stop to \$31.41 in increments same as Residential User Rate and Commercial User-Private to the same as Commercial User \$35.89. All voted in favor, carried.

Brad Hahn and Daniel Schultz were present to discuss the water main extension on Wallenberg Drive to their two prospective properties. Since only the two properties would be affected by the extension, Hanson said that the City Engineer had informed her that the two owners could sign a waiver agreement which in effect waives a right to a public hearing which is part of Chapter 429 of the State Statutes that addresses special assessments. The City Council last month voted to pay 50% of the cost approximately 7500. Additionally the cost of the preliminary engineering agreement would be added to this amount and split. Both Hahn and Schultz would be responsible for service to their properties beyond the curb stop. The cost of the extension would be assessed to their properties for 4 years beginning in taxes payable 2017 at 6% interest. Both men were agreeable to these terms. A motion was made by Woessner and second by Grobeck to sign and record the document and have the amount to be determined assessed to their taxes.

Hahn also mentioned a few items regarding dead trees floating in Donald Lake and asked for a speed limit sign on Donald's Road. Going back to the rumble strips and the effectiveness of signs, the clerk was directed to look into a radar sign and its cost.

Zoning Permits:

- a. Christine Patterson – fence – 343 Co. Hwy 55
- b. Seth Dokken – concrete driveway – 109 Lynn Rd.
- c. Zoning Administrator Wheeler sought input from Council on height restriction clarification within 1000 ft. of shoreline regarding a building to be constructed on Co. Rd 1 by Kevin Chisholm. Mr. Chisholm was told last year he must combine his lots, but he is looking to put up a building that is over the 20' restriction in the Code, but it was noticed that there is an exception for building over 400 ft. from the lakeshore. Wheeler will seek advice from Bill Kalar at the county and also City Attorney Karkela.

Correspondence/Meetings/Trainings/FYI-reminders

No work session for July or August.

Monday, June 20th joint meeting with the councils and EDA's of Henning and Battle Lake at Thumper Pond.

A report from the State Demographer for April of 2015 says Ottertail has grown to 609 in population. 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,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor