

City of Ottertail
October 20, 2016
7:00 PM

Council present: Mayor Myron Lueders, Ron Grobeck, Heather Rosenthal, Jill Carlson, and Darold Woessner.
Absent: None.

Staff present: City Clerk/Treas. Elaine Hanson; Maintenance/Zoning Coordinator, Loren Hawes; Bob Schlieman, Apex Engineering.

Others present: Brad Prescher; Rick Adams, Verizon Wireless; Dan Whitehead, Williams Company Store; Chad Koenen, Citizen's Advocate, official paper; Heidi Kratzke, independent reporter.

At 7 p.m. the regular meeting was opened by Mayor Lueders, all recited the pledge of allegiance.

CONSENT AGENDA:

A motion to approve consent agenda and payables items including those regular that come late, was made by Rosenthal and second by Carlson. Motion carried.

- a. Minutes September 15, 2016 as corrected; Regular Mtg; September 21, 2016 Special Mtg; October 5, 2016 Work Session.
- b. **Resolution #2016-28 Approving Election Administrator's Appointments for Election Judges**
- c. **Resolution#2016-29 Otter Tail County Highway Dept. Winter Maintenance Agreement**
- d. Month End Financials/Quarter End Financials
- e. Payables of \$51,367.90

PRESENTATIONS/PUBLIC FORUM:

Dan Whitehead appeared before the city Council to report on the annual Pumpkin Fest held on October 15th. Money raised was going to the United Way Backpack Fund and a portion to the Ottertail Ice Rink project. Whitehead said the rink funds would go to site prep at the Pull Park site and flooding the rink and 90% of the funds have been raised for a warming shed. He showed his appreciation to Mayor Lueders for being the "pie in the face" guy by presenting him with an "edible pie".

STAFF REPORTS:

Hawes mentioned that an owner of a residence in Park Circle had a water leak and he was asked to inquire whether the city would back off on some of the water costs. Unfortunately, this water has gone through the meter and the Council historically does not credit if the water was metered.

Bob Schlieman, Apex Engineering, brought before the Council the preliminary engineer report that was requested at the last Council meeting in September. Schlieman explained the report and estimated costs for improvements to streets South of Hwy 108: Elm Ave, Lake Avenue and Second St.; and also Hilltop Road from Buchanan Road to Lamplight Dr. Existing conditions were reviewed and proposed improvements. If the Council would decide to assess any of the improvements they would need to follow the Chapter 429 Statutes for a hearing process.

Feasibility study for the Hilltop improvements were estimated at \$165,000, the Council felt with the amount of properties in favor of the project it did not warrant the improvements at this time and instructed the clerk to write a letter requesting that 100% of owners would need to be in favor to move forward with Hilltop improvements.

A motion was made by Rosenthal and second by Carlson to accept the preliminary engineering report and ordered the design phase of improvements to those streets South of Hwy 108. All voted in favor, carried.

Statute 429 in reference to special assessments, two hearings are required, one before construction and one after prior to assessment. The Council has not made the decision on whether or not to assess this project.

October 20, 2016

Hanson reported on receiving a request form Otter Tail County Highway Department for traffic marking and seal coating and recommended not doing any of this for 2017.

Brad Prescher appeared before the Council inquiring as to the possibility of obtaining a variance to split a lot (75 ft) owned by the Jack Krogman estate and add to a parcel that he has retained after sale of his main home which was located at 312 County Hwy 1. According to Shoreland Rules and city ordinance, lots on Otter Tail Lake, a general development lake are required to have a 100 ft. of shoreline. He would be just short of the 40,000 square ft. also required. The Krogman estate would need to apply for the variance to the subdivision ordinance creating a lot of less than 2 ½ acres with a certificate of survey. When Mr. Prescher sold his main property, he created a sub-standard lot in the back. Council suggested Mr. Prescher contact the Krogman estate and see if he can purchase 100 ft. instead of the 75 ft. frontage which would give him the square footage he needs and 100 ft. frontage, no variance would be needed. It is noted that Attorney Karkela did not advise a variance and Otter Tail County said they would not allow it, but the City has the final say in its own jurisdiction. DNR is involved when granting a variance within 1000' of Otter Tail Lake.

OLD BUSINESS:

Council member Grobeck provided materials and information on funding of an ice skating rink on the Pull Park site. The site would need to be leveled at a cost of \$800. A warming house on skids would be available for other groups to use as well. Grobeck showed pictures of the proposed rink backer boards and liner.

A private donor has ordered and purchased a 16x20 warming house with heating system donated by All Seasons Heating. A 66" ice cleaner could be purchased to level the ice. 40% of the project is funded. Other ideas to obtain funding were provided. Rosenthal felt that the Council did not authorize the ice skating rink due that there was not enough information on use and other unanswered questions. Carlson stated that when she looked back at the minutes the Council only gave approval to pursue funding. Grobeck cited a proposal that was provided last year. A question on how much exactly would the lighting cost was an issue and Rosenthal suggested doing a test to see how much electricity the lights would use. The biggest concerns were what the extra costs would be pertaining to the lighting and do a test run, and also what the actual use of the rink would be. Woessner suggested calling Fergus Falls Park and Rec to see what they do to get their rinks ready. Other unknown questions to be answered are how many gallons will take to fill it, liability and other supplies as needed. Remaining Council members felt they needed this information to make an informed decision. Rosenthal suggested that perhaps a one-year trial run to see how much it is used, before much money is put into it. A motion was made by Rosenthal and second by Carlson to move forward with Loren re-wiring the lights and test to determine those costs. All voted in favor, carried.

Rick Adams, representing Verizon, approached the Council with news that Verizon has pulled their application for a CUP to place a cellular communications tower located on property owned by Ron Heikes (No official letter had been received for this meeting). Adams provided the Council with location maps showing how a site is determined. Verizon would like the city to consider leasing public property, for instance, near the water tower. Staff suggested that maybe Adams could look at the ball field since this area would be closer to a black topped road (Buchanan Road). Once a location has been determined, the CUP process would start all over. A ground rental rate would be negotiated. On the 25 year lease Verizon would have a right to sublet space on the tower and should a building be required there could be additional ground rental. Adams will look at the sights and will move ahead with a proposal for a lattice type tower. Adams noted that the Heikes site is still a viable site for future use. For a 2018 siting there is much work to be done for deed and titling documents, lease exhibits and archeological survey. A CUP would probably come next summer.

After reviewing legal fees for the Cell Tower Ordinance, it was determined that the costs are becoming too much. The Council could move forward using what has been done so far and allow the committee of Ron and Jill to work with Adams in developing an ordinance that all parties could work with. A motion was made by Carlson and second by Rosenthal to write a letter to Attorney Dan Carlisle and inform him his services are no longer needed. All voted in favor, carried.

October 20, 2016

Hanson provided quotes from EJ's Floor Covering and Sperling Modern Home to replace the carpeting in the community center, entry and training room. The low quote was by EJ's Floor Covering for \$8089 with Hawes removing the old carpet and base. A motion was made by Carlson and second by Rosenthal to accept the EJ's Floor Covering quote for the regular carpeting. All voted in favor. A 50% down payment is due when ordering the carpet with remainder after installation, which will most likely be after the Lion's Mardi Gras event. If the carpet doesn't come up easily – additional funds may be needed for removal if it becomes difficult to remove. Carpet tile was not chosen due to the chance of color discoloration over time.

NEW BUSINESS:

Council reviewed the proposed budgets for the Water Fund and Fire Fund for 2017. This information was for review. Projection for 2016 shows a loss of approximately \$12,000 in the water which was anticipated but with the new rates should bring revenue back in the black. The Fire Fund projects an approximate \$7,299 coming out of Fire Fund reserves for the purchase of the new fire apparatus.

Hanson reported that Perham Food Shelf will be converting an Ice Castle Fish House as a mobile food pantry and will be coming to the United Methodist Church Parking Lot on December 6th 9 a.m.-11:30 if everything goes as planned.

Zoning Permits:

- a. Hank & Anne Kohler – Replace Deck – 11'6" x 14'6" – 708 Three Lakes Road
- b. Mike & Amy Ahlfs – 58'x64' home and 32'x48' shed – 533 Main St. E.
- c. Delores Morten – 3'6"x52' Concrete sidewalk ; 11'x20' driveway – 921 Three Lakes Rd
- d. Matthew & Jessica Grimes – 70'x84' home w/garage – 111 Lynn Rd
- e. Waterside Enterprises – demolition of At The Hop Rest., br. storage shed & well house – 102 Co. Hwy 1

Correspondence/Meetings/Trainings/FYI-reminders

Friday, November 4th, 7:00 a.m. - Work session: Topic is Fire Department reporting/CUP Processes & planning for development;

Tuesday, November 8th – Election Day

Thursday, November 17th – Regular Meeting with canvassing of election results.

With no other business to discuss, the Council adjourned at 9:23 p.m. with a motion by Rosenthal and second by Carlson. Meeting adjourned.

Respectfully submitted,

s/s

Elaine Hanson, MCMC
Clerk-Treasurer

s/s

Myron Lueders, Mayor