

**City of Ottertail  
Regular Meeting  
November 17, 2016  
7:00 PM**

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

Absent: Jill Carlson.

Staff present: City Clerk/Treas. Elaine Hanson; Deputy Clerk, Shari Wheeler; Maintenance/Zoning Coordinator, Loren Hawes; Stuart Fleischauer, Fire Chief; Bob Schlieman, Apex Engineering.

Others present: Traci Ryan, Ryan Development Consultants; Brandon Currie, Stephanie Ellingson, Jason Dykhoff, Michael T. Windey, Vanessa Neels, Stacy Olson, 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 Woessner and second by Rosenthal. Motion carried.

a. Minutes of October 20<sup>th</sup> Regular Mtg; November 4<sup>th</sup> Special Mtg/Work session.

b. 1) **Resolution #2016-30 Adopting Assessments for Unpaid Water Bills.**

2) **Resolution #2016-35 Acknowledging Donation from Ottertail Lions Club, \$3000 2017 Otterfest**

c. d. Month End Financials

d. Payables of \$\$48,780.99

**PRESENTATIONS/PUBLIC FORUM/STAFF REPORTS:**

Bob Schlieman, Apex Engineering, presented the Council with a preliminary engineering report for Maple Avenue, the alley between Maple Avenue and Lake Avenue and Lake Avenue Surface Improvements. Schlieman went over different challenges if the City were to move forward with design in relationship to drainage. Costs were broke down by zone which Schlieman had discussed with City staff. A motion to approve the preliminary engineering report was made by Rosenthal and second by Woessner. Motion Carried.

Hanson requested the council consider an RFP for Financial Advisors. A motion was made by Rosenthal and second by Woessner to send out the request to David Drown, Ehlers, Springsted and Norhtland Securities.

All voted in favor, carried.

Council heard that confirmation from one homeowner with a non-compliant system has made arrangements to update their system after a stern letter from the City Attorney.

Fire Chief Fleischauer requested a meeting with one council member, mayor and clerk. November 30<sup>th</sup> at 6:45 a.m. was scheduled. Fleischauer also provided a report of October calls which includes calls to the various townships served. Approval to allow 3 members and their families to attend training in Alexandria and hotel to stay at Arrowwood Conference Center. Motion was made by Rosenthal and second by Grobeck to approve training including hotel. All voted in favor, carried.

A training burn is slated for December 15<sup>th</sup>. Extraction gear needs to be updated. Fleischauer provided a donation from the Otter Tail Lakes Property Owners in the amount of \$1000, Relief Association will provide \$2,000 and Fleischauer requested to use \$6,000 from the Tools & Training budgets for the remaining costs. Council felt this was acceptable.

Deputy Clerk Wheeler reported that the City is at the end of the 3 yr. plan (which took 4 years) to inspect all the septic systems in the City. There were only a handful of non-compliant systems and to date there are only two that have not updated, but have made or are making arrangements to do so.

Ken Loock had made a request to staff for reimbursement for over-charge on this vacant lot. Wheeler went back as far as when the City took over the billing. A motion was made by Grobeck and second by Rosenthal to reimburse Loock for \$1,029.32. All voted in favor, carried.

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Council viewed the Tri-City Living website which is now live. Hanson reported that Erik Osberg would like some input from the Council on what they would like to have for their two 30 second video slots.

**OLD BUSINESS:**

Traci Ryan, consultant for Economic Development, reviewed documents with the City Council related to Thumper Pond Land purchase. 1) Amended Purchase Agreement. This document outlines the additional land for the City Road in front of the first right of refusal property. 2) Sign Easement. Allowing for the existing sign to remain on the Ottetail Property. 3) Sewer Easement. Granting access to Thumper Pond for repairs and maintenance to their system under public road right-of-way. 4) Second Supplemental Declarations. Reviewed and recommended by the committee to define areas that are to be purchased, allowed uses/covenants and other declarations pertaining to the purchased property. 5) Dally Purchase Agreement. Terms have been approved with the development agreement. Ryan suggested the City close with Dally on the same day when it closes with Thumper Pond. Ryan also stated that at some point, plans and specs to support the infrastructure proposed will be needed from our City Engineer, Apex. Although the Council did not have time to review the documents specifically, they felt comfortable enough with the Committee recommendations. A motion to execute the documents was made by Rosenthal and second by Grobeck. Voting in favor of said motion was Rosenthal, Grobeck and Woessner. Lueders abstained. Motion carried. A motion was made by Woessner and second by Grobeck to authorize Apex to do field work on the frontage road and combine with project on the South side of Hwy 108 in Ottetail. All voted in favor. Carried. Ryan will contact Marc Sugden, attorney on this project, to set up a closing date.

Hanson asked the Council to consider a public hearing on the proposed assessment policy by resolution. Ryan explained that an assessment policy is a tool which is applied evenly throughout the City. It was decided to add the question *"How do you feel about an assessment policy?"* to the RFP for financial advisors in addition to the other questions on the request. The resolution failed to pass.

Heard that Stephan Sweere, developer for Happy Acres, and Scott Wilson have requested placement on the December 15<sup>th</sup> agenda. In a written request, Wilson asked if the City would vacate Railroad Avenue next to the railroad to allow the Lot size to be increased to meet zoning requirements and will the City allow the lot size at a minimum of 26,400 square feet? 66% of 40,000 sq. feet. Motion was made by Grobeck and second by Rosenthal instructing Clerk to let Mr. Wilson know that they will consider vacating the dedicated street next to the railroad when a preliminary concept plan is received for the entire development and reducing the lots from the required size would be allowed to the extent that the DNR would allow, which currently is 26,400 sq. ft. with 99 ft. frontage. All voted in favor, carried.

Hanson reported on the findings of electric usage at the Pull Park for a proposed ice skating rink. Hawes had turned power on to four lights and ran for 5 hours at a cost of \$66.79 for the time not including the base rate. It is unknown the wattage of the lights, Mike Windey, in the audience, said that at the time those lights were installed, ESPN required enough lighting and they very easily could be more watts than what Council member Grobeck was getting for an estimate from Otter Tail Power of 1000 watts. The demand for a regulation sized ice/hockey skating rink has not been determined.

The committee of Grobeck, Carlson and Hanson will meet with Rick Adams, wireless consultant to review cell tower ordinances on November 29 or 30<sup>th</sup> which ever works out for the group.

Clarification was asked for the amount of gallons commercial user will get with the base rate. Currently, residential will drop from 2000 gallons to 1000. Was it the Council's intent to reduce the commercial also 1000 gallons, so they would continue at 1500 gallons instead of the 2500 gallons? Council concurred. No action is necessary. Clerk also requested the council consider raising the Off-Sale only license to \$200 per year up from \$100 because of additional administration to renew licenses. Temporary licenses up \$5.00. No action will be taken on this right now, but January 2018 would see the increases by ordinance.

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## **NEW BUSINESS:**

Vanessa Neels asked the Council hear her request for the Auction Committee to place another piece of equipment in the City Park. Also the Auction Committee will be purchasing additional Christmas décor and they would like to attach to the new poles in the downtown area. Neels was informed that she should make arrangements with Otter Tail Power to make sure they were okay with Lake Region placing the lighting.

Staff reported that water samples had been taken at two sites due to complaints regarding the water. Results back from RMB Laboratories in Detroit Lakes showed no bacteria in the water. Communication will be sent to the residents with complaints. Hawes reported he was just finishing up flushing hydrants.

Motion made by Rosenthal and second by Grobeck to approve the renewals for combination liquor licenses for 2017 for The Otter Supper Club, Thumper Pond Resort and Hoot-n-Holler contingent upon all documents and licenses fees delivered on time. All voted in favor, carried.

A request for Lot Split and Variance Hearing was made by Stephanie Ellingson, owner of Periwinkle place. The application is to split the building and lot and to create a lot less than the required 20,000 sq. ft. A motion to Call for Hearing Resolution #2016-32 was made by Grobeck and second by Woessner calling the hearing at the next regular meeting. All voted in favor. Carried. Hanson will proceed with mailings and publishing of the Variance hearing as required.

Brandon Currie, having met the requirements for a background investigation for an exclusive liquor store, would like to have a license approved contingent upon all documentation to be provided for the license application and approval from the State of MN. A motion was made by Rosenthal to approve the license with the contingencies and was seconded by Grobeck. Carried.

Resolution 2016-33 to Call for Public Hearing on the business to operate an Exclusive Liquor store at the building to be subdivided by Stephanie Ellingson was motioned by Rosenthal and second by Grobeck. All voted in favor. This hearing will take place at the next regular meeting in December. Hanson will proceed with mailings and publishing of the CUP Hearing as required.

Fire Department Officers were approved in a motion by Woessner and second by Grobeck as follows: Stuart Fleischauer, Fire Chief; 1<sup>st</sup> Assistant, Matt Thorson; 2<sup>nd</sup> Assistant, Nick Torgerson; Rescue Captain, Lisa Augustus; Training Officers/Safety, Troy Thorson & Justin Gunkel; Secretary, Marie Thorson. Offices for a two year term. All voted in favor, carried.

Resolution 2016-34 to Canvas the 2016 Municipal Election as follows: Myron Lueders 317 votes, 11 write-ins and 39 under votes; Heather Rosenthal 248 votes, Michael T. Windey 203 votes, 26 write-ins, 257 under votes. Myron Lueders will be Mayor, two year term and Council seats for Heather Rosenthal and Michael T. Windery for four year terms. Swearing in will be in December. Motion to accept the results was made by Grobeck and second by Woessner. All voted in favor.

## **Zoning Permits:**

- a. Sisters Grain Bin – 5 x 5 sign (mini-mall) – Council signed off.
- b. Hilltop Lumber – 88’ x 125’ Commercial Building (noting that impervious is over by 1.25% but a storm water run-off plan is in place.) Council signed off.
- c. Jason Resler – 203 Wallenberg Dr. – replace current manufactured home with 16’ x 80’, 16 x 20 deck, 8 x 10 shed and 30 x 40 garage.

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

Friday, December 9th, 6:45 a.m. - Work session: Topic to be determined

Next Regular Meeting: Thursday, December 15 – Truth-In-Taxation public hearing as well as others.

With no other business to discuss, the Council adjourned at 9:25 p.m. with a motion by Rosenthal and second by Woessner. Meeting adjourned.

Respectfully submitted,

s/s

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Elaine Hanson, MCMC  
Clerk-Treasurer

s/s

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Myron Lueders, Mayor