

**City of Ottertail
Regular Meeting
December 15, 2016
7:00 PM**

Council present: Mayor Myron Lueders, Ron Grobeck, Jill Carlson, Heather Rosenthal, Darold Woessner.
Staff present: City Clerk/Treas. Elaine Hanson; Deputy Clerk, Shari Wheeler; Maintenance/Zoning Coordinator, Loren Hawes; Bob Schlieman, Apex Engineering.

Others present: Tyler Currie, Brandon Currie, Stephanie Ellingson, Jason Dykhoff, Michael T. Windey, Diane Windey, Bill & Mary Warner, Laurie Woessner, Jerry Martin, Judy Dirosu, Stephen Sweere, Scott Wilson, Jack Rosenthal of Compass Surveyors, Chad Koenen, Citizen's Advocate, official paper; Heidi Kratzke, independent reporter.

At 7 p.m. public hearings were opened by Mayor Lueders, all recited the pledge of allegiance.

Variance to Subdivision Ordinance: Stephanie Ellingson applied to vary from the Subdivision Ordinance by splitting a lot less than 2 ½ acres creating an additional commercial property in an existing building. The lot would be 18,623 sq. ft. according to certificate of survey. Mayor Lueders asked for comments from attendees. No comments were made.

Conditional Use: Tyler and Brandon Currie requested to have an exclusive liquor store in the building/lot created by Stephanie Ellingson. All liquor requirements have been met. The brothers wish to begin remodeling of the property and feel this would be great addition to the city. Mayor Lueders asked for comments from attendees. Clerk Hanson read a letter from Dan Hurder, owner of the Otter Supper Club & Lounge which stated his opinion that another off-sale in Ottertail cannot allow him to sustain his business. Another letter from Carr's Enterprise did not oppose. No other comments came from the public.

Truth-In-Taxation: Clerk Hanson provided the council and all in attendance a copy of the proposed levy of \$414,381 which is a 9.98% increase from last year due to abatements and fire truck purchase. Total Revenue and expense of \$460,031 for the General Fund. Fire Fund reserves down \$7,400. Water Fund as budgets would gain approximately \$20,000. Mayor Lueders asked for comments from the audience. No comments on the 2017 Budget/Levy.

Preliminary Plat Approval: A preliminary plat was provided to the Council prior to the hearing. Jack Rosenthal of Compass Surveying presented the plat for the City to be called Fairway View Addition. Mayor Lueders asked if the council or anyone from the public wished to comment, no additional comments were made. Council was reminded that they have the authority to approve the plat as final.

Public Hearings were closed motioned by Lueders, second by Rosenthal.

A motion was made by Rosenthal and second by Woessner to approve the Variance by adopting **Resolution 2016-39 Adopting Findings of Fact and Reason for Approval for Variance Application and Lot Split** for Stephanie Ellingson. All voted in favor, carried.

A motion was made by Rosenthal and second by Grobeck to **grant the Conditional Use** for the exclusive liquor store to be operated at 328 Hwy 78 N, known as Ottertail Liquors by Tyler and Brandon Currie. All voted in favor, carried.

A motion was made by Woessner and second by Carlson to approve **Resolution 2016-40** and approve the preliminary plat for **Fairway View Addition** as the Final plat as presented. All voted in favor, carried.

CONSENT AGENDA:

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

a. Minutes of November 17, 2016 Regular Mtg; December 9, 2016 Special Mtg/Work session.

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- b. 1) **Resolution #2016-36 Acknowledging \$1000 Donation from Otter Tail Lakes Property Owners**
- c. d. Month End and Financial Statements
- d. Payables of \$252,390.36 with authorization to pay expected invoices.

PRESENTATIONS/PUBLIC FORUM/STAFF REPORTS:

Bob Schlieman, Apex Engineering reviewed the Downtown Project. MnDOT requested that the city adopt a new resolution/agreement for the project in which now MnDOT will reimburse the City instead of the other way around. The City will now be in the lead and will also include language on the street lighting. Motion was made by Rosenthal and second by Grobeck to adopt Resolution # 2016-41 Amending MnDOT Agreement No. 1002902. Schlieman provided a project breakdown on costs and discussed the type of lighting as well as electrical outlet for hanging decorations.

Regarding the preliminary design for N. Maple and alley behind Hilltop Lumber, the City Council will need to decide soon to combine with the streets South of Hwy 108. A revised design due to frost depths and the water main needs to be considered. Two options 1) To install the insulation over the main, but it can't be guaranteed there would be no problems down the road. 2) Lower the main by replacement. The assumption here is to replace and go down a depth of 9 ft. It will be necessary to get Hilltop and the Council's feedback and, of course, decide who would pay for what. No decision was made.

A letter was presented by Wheeler regarding the curb stops that will be billed to Deer Run Addition for the Councils own information.

OLD BUSINESS:

Scott Wilson came before the Council to discuss Happy Acres. After a meeting with Julie Aadland, Wilson felt the DNR would allow lots of 30,000 sq. ft. although Aadland would not commit. Wilson said his nephew purchased the lots in good faith thinking he had 18 lots. According Shoreland Ordinance rules allows 40,000 sq. ft. lots within 1000 ft. of lakeshore, this being Donald Lake. He felt Sweere would not be able to combine the lots to meet the standards and still come out financially. They did not want to re-plat as then they would have to abide by the ordinance. Combining the lots he could possibly get 8-9 lots. Wilson asked if the Council would consider the 30,000 sq. ft. lots, vacate the railroad, pay for the design and go 50/50 on the infrastructure, water and street. At present Sweere has a 30 day window to move forward or return the property to the seller. (Spire Credit Union.) Sweere paid \$40,000 for the entire unfinished development. Laurie Woessner, Boll Realty asked why other non-conforming lots had been sold. Hanson provided a history on how the plat was adopted and why at the time they were allowed by the then City Council. Council asked Wilson to provide a rough draft design of what he had in mind as soon as possible without going through an engineer or surveyor. Wilson also just learned that there was no water line, but because the lots are within 400 ft. of the main, they would be required as part of the development costs. A special meeting may be called and fees waived if and when Wilson gets the drawing together.

Hanson reported the Thumper Pond Property purchase had been finalized on Monday, December 12th. A proposal was made by Ryan Development to develop a packet to administer the Housing TIF program and a proposed TIF Assistance Program for Home Owners will need to be acted on soon, after some of the language is cleaned up. No action taken on these items.

The committee on the Cell Tower Ordinance will be meeting on Tuesday, December 20th.

A motion was made by Rosenthal and second by Grobeck to approve Resolution # 2016-37 Certifying the Final Levy at \$414,381. Carried.

A motion was made by Carlson and second by Woessner to approve Resolution #2016-38 for 2017 budgets as presented. All voted in favor, carried.

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A motion was made by Woessner and second by Rosenthal to approve the increases Step Schedule for 2017 as presented for city employees. All voted in favor, carried.

After reviewing proposals for Financial Advisor, a motion was made by Carlson and second by Grobeck to authorize Hanson to contact Springsted to serve as the City's Financial Advisor based on feedback received. All voted in favor, motion carried.

NEW BUSINESS:

Mayor Lueders and Heather Rosenthal (incumbents) and Michael T. Windey were sworn in for council by the clerk. Lueders term is 2 years to 2018, Rosenthal and Windey terms is four years to 2020.

Motion made by Rosenthal and second by Grobeck to approve the engagement of Brian D. Koehn for the 2016 Fiscal Year Audit. All voted in favor, motion carried.

Darold Woessner was presented with a certificate and applause for his service to the residents of Ottertail for the past 4 years as Council member.

Zoning Permits: None

Correspondence/Meetings/Trainings/FYI-reminders

Next work session will take place 1 hour before the City Council meeting on January 19th

League of MN Cities Newly Elected Conference in January for anyone interested. Mike Windey stated he thought that the "For Experienced Officials" conference in February might be worth going to.

With no other business to discuss, the Council adjourned at 8:25 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