

**City of Ottertail
September 15, 2016
7:00 PM**

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

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

Others present: Phil Klimek, Brian Klimek (Hilltop Lumber); Tyler Currie & Brandon Currie; 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. A conditional use hearing for Hilltop Lumber was called to order. No public comment, hearing was closed at 7:05 p.m.

Council discussed with Klimeks their plan, Mayor Lueders commented that moving forward, he would like to keep dialogue open during the expansion of Hilltop Lumber. Brian Klimek noted that no elevations have been done on the site. City Engineer Schlieman was concerned about the drainage and will work with them to make sure no problems will be created and it will drain properly. They would like for the city to consider paving Maple Avenue North and possibly the alley which should work with the anticipated downtown improvements. They also noted that the memorial for Lowell Dreyer will need to be moved. Hawes will check with the snowmobile clubs. A motion was made by Woessner and second by Carlson to approve the Conditional Use contingent upon the actual sale of the property to Hilltop from Ottertail Aggregate. All voted in favor, carried.

In related matter, an application was made by Ottertail Aggregate to split their lot into two parcels to which one will be purchased by Hilltop Lumber for their new building. The split would create a parcel of 4.2 acres leaving a remaining parcel of 6.56 acres. A certificate of survey was provided. A motion was made by Woessner and second by Rosenthal to approve the lot split to be recorded contingent upon the sale of the property. All voted in favor, carried.

CONSENT AGENDA:

Moving on with the regular meeting, additions were made to the Consent Agenda and payables. 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 August 18, 2016 Regular Mtg; August 26, 2016 Special Mtg; September 9, 2016 Work Session.
- b. **Resolution #2016-24 Acknowledging Donation from Ottertail Lions \$3000 for Otter Fest Fireworks; \$3000 for Otter Dazzle Fireworks and \$25,000 for Fire Department Equipment.**
Resolution#2016-25 Acknowledging Donation from Auction Committee.
- c. LG220 Application for Exempt Permit with no wait – East Otter Tail Jaycees – Oct. 8-Thumper Pond Raffle.
- d. Month End Financials
- e. Payables of \$221,350.94

PRESENTATIONS/PUBLIC FORUM:

No new news on the downtown project. Staff notes made by Hawes: Picnic tables have been donated by the Lions and Rod & Gun to replace some damaged ones. Gas lines around Three Lakes area are nearing completion and the water tower is still leaking, but McGuire is sending someone out to look at it. Hanson reported that the Otter Tail County Auditor was required by legislation to adopt an Election Emergency Plan for the 2016 election. A copy of this plan will be on file at City Hall with the city's emergency plan.

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There was an interest by the Krogman Estate and Brad Prescher on Cty Rd. 1 to split a lot. Not a lot of information on what the intent is, but according to Shoreland Rules a non-riparian lot cannot be less than 40,000 sq. ft., although it can be attached to a contiguous lot.

In a related matter, Hanson informed the council that a developer who purchased Happy Acres had inquired about streets. After some investigation, here to, the lots are to be 40,000 sq. ft. The subdivision was approved with 20,000 sq. ft. lots in 2005 when it appeared that the lots were going to be served by the Thumper Pond sewer system. Hanson had drafted a letter to send to Mr. Sweere regarding compliance to the ordinance after advisement from City Attorney Karkela.

OLD BUSINESS:

A motion was made by Rosenthal and second by Woessner to adopt the language for the amendment to Title XI: Business Regulations Chapter 112.20 Number of Licenses Which May Be Approved, adding “Exclusive Liquor Store” as an approved license type for the city. All voted in favor, carried.

Brandon Currie and his brother, Tyler, appeared before the council to report their proposed location for the exclusive liquor store. Currie is planning to purchase and remodel the southern half of the building owned by Stephanie Ellingson and the Periwinkle Store. There are a few questions yet to be answered regarding the septic system. Hanson, upon providing him with an application for liquor license, explained that a lot split and variance to the sub-division ordinance (creating a lot less than 2 ½ acres), a conditional use hearing and liquor license hearing will need to be addressed as well.

Council reviewed the proposed budget for 2017. A motion was made by Woessner and second by Carlson to set the 2017 Preliminary Levy at \$414,381 which includes a levy for the new fire truck for \$18,512 with any additional funding needed for the payment to come out of Fire Department reserves. The levy also reflects the Pay 2017 tax abatement of \$12,100 on existing taxes for Thumper Pond to help with cash flow attributed to the roof collapse of the water park in 2015, noting that this abatement is for 5 years and will be paid back in full at the end of 10 years. All voted in favor of said motion, carried.

A motion made by Rosenthal and second by Carlson to set December 15, 2016 at 7 p.m. at the council’s regular meeting for the Truth-In-Taxation hearing and budget/levy approval. All voted in favor, carried.

Hanson requested making some changes to the Zoning tables to reflect the actual information. It appears there was some errors that were not caught prior to printing and weren’t realized until the staff were comparing with the county. Motion was made by Carlson and second by Rosenthal to correct the tables and to add Multi-Unit Housing in the Uses table. All voted in favor.

Council discussed a proposed Assessment Policy. Schlieman, Apex Engineering, went through the policy but noted that the council seemed uncomfortable considering a policy at this time. Several street improvements have been discussed most recently Hilltop road. Schlieman had readied a resolution anticipating adopting the draft assessment policy, but given the council indecision, suggested they not adopt it. Residents on Hilltop (consisting of 8 owners of 17) have sent letters requesting the road to be paved. Given this information, Schlieman suggested that if the council had an idea what these and the other improvements were going to cost, it may help with their decision on a written policy. In the past the previous councils seem to go with a 29%/71% split. A motion was made by Rosenthal and second by Carlson to order a preliminary engineering report by Apex Engineering for the following:

- Elm Avenue from Main Street (Trunk Highway 108) to Lake Boulevard
- Second Street South from Maple Avenue to Oak Avenue
- Lake Avenue from Main Street (Trunk Highway 108) to Lake Boulevard
- Maple Avenue from Main Street (Trunk Highway 108) to a appoint 260 feet north of Main Street (Trunk Highway 108)

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- The alley north of Main Street (Trunk Highway 108) from Maple Avenue to Lake Avenue
- Lake Avenue from Main Street (Trunk Highway 108) to the alley north of Main Street (Trunk Highway 108)
- Hilltop Road from Buchanan Road to Lamplight Drive

Schlieman will split each project out to ascertain costs for each, noting that the council will need to discuss parking, alley and greenspace for the Hilltop Lumber project. All voted in favor, carried.

NEW BUSINESS:

Hanson asked if she could get a couple quotes for replacement of the community center carpet. Jerry Martin, custodian, will touch up the paint to make it look more presentable. Council agreed that the City should do its best to keep the building looking good.

A motion by Rosenthal and second by Woessner to transfer \$35,977 from the General Fund to the Fire Fund for part of the down payment on the new fire truck. All voted in favor, carried.

Zoning Permits:

- a. Lauris Woessner – 96 Bayview Road – 30’x 5’ fence. #2016-20

Correspondence/Meetings/Trainings/FYI-reminders

Work session is scheduled for Wednesday, October 5, 6:45 a.m. - Ottertail Area Community Foundation/Tom McSparron, West Central Initiative.

Reminder of Public Hearing on the TIF District on Wednesday, September 21, 2016. Also included in a special meeting will be purchase feasibility for the Thumper Pond lots and Cell Tower Ordinance.

Council was reminded the LMC Regional Meeting will be held at Fergus Falls, Bigwood Event Center on October 12 from 12 p.m.-6 p.m. Council members interested in going should let Hanson know.

With no other business to discuss, the council adjourned at 7:55 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