

City of Ottertail
January 19, 2017
7:00 PM
Organizational Meeting

Council present: Mayor Myron Lueders, Heather Rosenthal, Jill Carlson, Ronald Grobeck, and Mike Windey.
Staff present: City Clerk/Treas. Elaine Hanson; Deputy Clerk, Shari Wheeler; Maintenance/Zoning Coordinator, Loren Hawes; Fire Chief Stuart Fleischauer.

Others present: Brad Stevens, General Mgr. Thumper Pond; Dan Hurder, owner, The Otter Supper Club; Jenna Escala, Citizen's Advocate, official paper; Heidi Kratzke, independent reporter.

Regular meeting of the Ottertail City Council was called to order at 7 p.m. by Mayor Lueders, with the Pledge of Allegiance recited by all.

A motion to approve Organization appointments and meeting & planning schedules was made by Carlson and second by Grobeck. All voted in favor, carried.

Meeting Schedule: 3rd Thursday – 7:00 p.m. except for exceptions of
Thursday, March 9th
* Special Meetings Called by Mayor or two council members
City Hall unless specified elsewhere

Work Sessions: 1 Hour Prior to Council/Winter
Deputy Mayor: Heather Rosenthal
Official Newspaper: Citizen's Advocate
Official Depository: 1st National Bank – Ottertail
Weed Inspector: Mayor Myron Lueders
Emergency Services
Director: Mayor Myron Lueders
Legal Advisor: To Be Determined as needed
Auditor: Brian D. Koehn, CPA
Personnel: Heather Rosenthal and Jill Carlson
Fire Department: Myron Lueders and Ron Grobeck
Non-Profits: Myron Lueders and Heather Rosenthal
Ottertail Convention
& Tourism Rep: Jill Carlson
Mileage Rate: 2017 IRS rate .535 ¢/mile

A motion was made by Rosenthal and second by Carlson to approve **Resolution #2016-05 Adopting 2017 Designation of Official Depository, Designation of Official Newspaper for the City of Ottertail.** All voted in favor, motion carried.

A motion made by Carlson and second by Windey to approve **Resolution No. 2016-06 Authorizing Official Signatures** of Mayor Myron Lueders, Deputy Mayor Heather Rosenthal, City Clerk-Treasurer Elaine Hanson and Deputy Clerk Shari Wheeler. All voted in favor, motion carried.

A motion was made by Grobeck and second by Windey to approve an amendment to Chapter 11.01 Fee Schedule amending fees for water residential and commercial and lowering base rate water to 1000 gallons; Off-Sale Liquor License to \$200 (effective 2018); cost associated with Water Meter – Non-refundable deposit (5/8 in) to Amount dependent upon materials used. All voted in favor, carried. Effective immediately. Amendment to be published.

CONSENT AGENDA:

A motion to approve consent agenda with additions and corrections and payable items with additions and corrections including those regular that come late, was made by Windey and second by Carlson. Motion carried. Following are consent items approved.

January 19, 2017

- a. Approve Minutes- Regular Meeting, December 15, 2016; Special Meeting, January 9th, 2017
- b. **Resolution 2017-07 Acknowledgement of Donation** from Ottertail Rod & Gun - \$3000 for fire truck
- c. **Resolution #2017-08 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code.** (As advised by bond counsel)
- d. **Resolution 2017-09 Resolution Adopting Assessments for Unpaid Water Bills**
- e. **Resolution 2017-10 Resolution Adopting Assessments for Unpaid Sewer Inspection Fees**
- f. LG220 Application for Exempt Permit-Ducks Unlimited 2-17-2017/Otter-Raffle
LG220 Application for Exempt Permit- West Central MN, Friends 4-20-2017-Thumper Pond-Raffle
- g. Quarter End/Month End Financials
- h. Approve payable of \$60,337.28.

PRESENTATIONS/PUBLIC FORUM/STAFF REPORTS:

No new report from Apex Engineering on Downtown project.

Staff Reports:

Fire Department: Chief Fleischauer informed the council of a grant from OneOK Partners (Viking Gas Transmission Co.-Frazee) that he is interested in applying for to help pay for extrication equipment. Money has been and will be donated for the equipment from Otter Tail Lake Property Owners Association as well as the Fire Relief Assn. The city would be responsible for amount due after the grant. A motion was made by Grobeck and second by Windey to allow Fleischauer with assistance from the Clerk-Treasurer to apply for the grant. All voted in favor, carried. Fleischauer provided a report with fire calls/rescue runs, number of members responding to the various townships served. Henning will be having their annual fire/rescue meeting on Monday, February 27th Council and interested persons are welcomed to attend.

Clerks Office: Clerk-Treasurer Hanson reported that she is having some computer issues. Council suggested getting a couple quotes.

Utility Billing: Deputy Clerk Wheeler stated that another vacant lot had been charged the residential rate and requires a refund. This amount had been added to the payables.

OLD BUSINESS:

It was decided to not impose vacant curb stop rate to vacant lots owned by developers until reviewed further at the next work session.

Rick Adams went over the Cell Tower Ordinance. After a meeting to discuss the ordinance, Adams volunteered to put ideas and preferences together and in doing so provided Ordinance 2017-01 Adopting Performance Standards for Wireless Communication Towers for the City of Ottertail. Adams also suggested the City consider the model Right-Of-Way Ordinance from the League to be adopted with Underground Options to prevent companies putting a certain type of tower in the ROW and to relax the set-backs on the Monopoles to keep them off the ROW. Other than a couple of type-o's the Cell Tower Ordinance was met with approval by the council. A public hearing will need to be held since this would be part of the Zoning Chapter of the Code. Clerk Hanson also suggested that the Ordinance be re-numbered to represent its own chapter in the code for future amendments. A motion was made by Windey and second by Carlson to call for the public hearing at the next regular meeting on February 16th. All voted in favor, carried.

Due to an unknown utility easement on the railroad ROW for access to the favored site, Adams will have the Verizon attorneys pursue an easement on City property.

NEW BUSINESS:

After discussion at the prior work session regarding snow removal on the roads in Thumper Pond at the request of General Manager Brad Stevens, a motion was made by Rosenthal and second by Windey to proceed with an agreement for snow removal that would indicate that the City would undertake the cost of snow removal but not general maintenance on the roads only, not the parking lot.. All voted in favor, carried.

January 19, 2017

A motion was made by Carlson and second by Rosenthal to allow a 1 Day Temporary Liquor License to Ottertail Lions for Mardi Gra celebration on February 18th at the Community Center. All voted in favor, carried.

Motion to approve the 2017-2018 3.2 License to Carr's Lake Country Supermarket contingent on all documents received was made by Carlson and second by Grobeck. Carried.

Dan Hurder, owner of the Otter Supper Club & Lodge presented information regarding liquor delivery in the City and was inquiring if this would be a possibility in order for him to supplement his off-sale license. State statute allows for liquor delivery if allowed in the municipality. Hanson contacted the League of MN Cities and is waiting for more information. If the City decides this would be a good fit, the ordinance would need to be amended. More investigation is needed.

Friday, June 9th was selected as the day for Household Hazardous Waste Collection. The date has been cleared with Otter Tail County. There has been no inquiry of having a clean-up day.

Zoning Permits:

a. Currie Ottetail Properties LLC – 328 MN Hwy 78 N – Suite A. Building remodel – no change in impervious. Council members approved with signatures.

Correspondence/Meetings/Trainings/FYI-reminders

Next work session will take place 1 hour before the City Council meeting on February 16 (6 p.m.)

Public Hearings on Improvements and Special Meeting on Monday, January 30th beginning at 6 p.m. at the Community Center.

Reminder of the Henning Fire/Rescue Annual Meeting, Monday, February 27th at the Henning Community Center 7 p.m.

With no other business to discuss, the Council adjourned at 7:50 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