

**City of Ottertail
Special Meeting
January 9, 2017
5:00 PM**

Council present: Mayor Myron Lueders, Ron Grobeck, Jill Carlson and Michael T. Windey

Absent: Heather Rosenthal.

Staff present: City Clerk/Treas. Elaine Hanson; Deputy Clerk, Shari Wheeler; Maintenance/Zoning Coordinator, Loren Hawes; Consultants: Bob Schlieman, Apex Engineering; Doug Green, Springsted; Traci Ryan, Ryan Development Consulting.

Others present: Heidi Kratzke and Kyle Davis, residents; Chad Koenen, Citizen's Advocate, official paper;

At 5 p.m. the special meeting was called to order by Mayor Lueders, all recited the pledge of allegiance.

Doug Green, consulting financial planner, opened with a Capital Improvement slide presentation regarding how cities borrow money, what type of bonds are issued, where and how bonds are issued as well as other types of debt obligation bonds or loans. Reviewed assumptions for the city based on previous budget and spending. Green provided scenarios and impacts on the reserves of the city due to projects that are coming up. Consensus was the council would like to stay in the 125% of budget reserves. To maintain that, the city needs to look at how much of reserves verses assessing part of the project to meet that goal and what the impact would be to the city tax rate based on assumptions.

Bob Schlieman, city engineer, led the discussion on the draft special assessment policy as it appeared that the city should consider at least assessing part of the project on south of 108 and north of 108. Heidi Kratzke and Kyle Davis provided their concerns with the policy. Following that discussion, Grobeck made a motion to approve the 2017 Special Assessment Policy with a change of the Street Reconstruction percentages to 25% assessable and 75% city share. Second by Carlson, all voted in favor, motion carried. It was noted, as a policy, although it is not always possible, can be deviated from. Also that the road surface throughout the city is 22' and any other surfacing beyond that would be assessed at 25% with Maple Ave. N in mind which is proposed at 58' for the benefit of Hilltop Lumber. The alley would remain at 100% assessable.

Following the discussion on the assessment policy, Schlieman reminded the council that certain steps needed to be followed according for MN Statutes 429. With that in mind, the various documents were acted upon:

As updated to 1-9-2017;

Resolution #2017-01 Ordering Preparation of Report on Improvement for Elm Avenue South, Second Street South, Lake Avenue South and Hilltop Road. Motion by Carlson, second by Grobeck, all voted in favor, carried. *(Note there was action on this prior to this meeting, but because of the 429 Statutes, a resolution must be in place.)*

Resolution #2017-02 Receiving Feasibility Report and calling Hearing on Improvement for Elm Ave South, Second Street South and Lake Avenue South. (Hilltop excluded). Hearing to take place on Wednesday, February 1st, 2017 at the Community Center, 6:00 p.m., contingent upon 4/5 of the council being present. Motion made by Grobeck, second by Windey. All voted in favor, carried.

Resolution #2017-03 Ordering Preparation of Report on Improvement for Maple Avenue North, Lake Avenue North and Alley North of Main Street Between Maple Avenue North and Lake Avenue North. Motion by Carlson, second by Windey. All voted in favor, carried.

Resolution #2017-04 Receiving Feasibility Report and Calling for Hearing on Improvement for Maple Avenue North, Lake Avenue North and Alley North of Main Street Between Maple Avenue North and Lake Avenue North. Hearing to take place on February 1st, 2017 at the Community Center, 7:00 p.m. contingent upon 4/5 of council being present. Motion by Grobeck and second by Windey. All voted in favor, carried.

Schlieman said he would provide a power point presentation at the hearing for attendees and be available to answer any questions posed by the public.

A special meeting was called in a motion by Grobeck and second by Carlson for 8:00 p.m. or soon after the public hearings close, in case of needed action. All voted in favor, carried.

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A motion was made by Carlson and second by Windey to authorize Plans and Specs from Apex Engineering for Fairway View Addition and Eagles Trail. All voted in favor, carried.

With no other business to discuss, the Council adjourned at 7:30 p.m. with a motion by Grobeck and second by Carlson. Meeting adjourned.

Respectfully submitted,

s/s

Elaine Hanson, MCMC
Clerk-Treasurer

s/s

Myron Lueders, Mayor

Contingency: February 1st date was changed to January 30th due to unavailability of council members and to have a quorum needed. Approved by Mayor Lueders

s/s

Myron Lueders, Mayor