

City of Ottertail
March 9, 2017
7:00 PM

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; Bob Schlieman, Apex.

Others present: Chad Koenen, 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.

CONSENT AGENDA:

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

- a. Approve Minutes- Work Session and Regular Meeting of February 16.
- b. 1 Day Temporary Liquor Licenses/Ottertail Lions Club – April 12th Fire Relief Assn Annual Meeting; April 22nd Rod & Gun Turkey Feed both at the community center.
- c. Month End Financials & various reports
- h. Approve payables of \$28,107.87.

PUBLIC HEARING:

Motion by Carlson and second by Rosenthal to open the hearing on **2017-2021 Street Reconstruction Plan**, all voted in favor. Carried.

Clerk Hanson provided a **Public Hearing Narrative** to those in attendance.

Minnesota Statutes 475.58, Subdivision 3, authorizes cities to issue general obligation bonds for street improvements without holding a referendum. Bonds issued under this authority are referred to as General Obligation Street Reconstruction Plan Bonds. The statute requires cities to produce a five-year Street Reconstruction Plan and approve the plan at a public hearing. The City Council must approve the plan and intent to issue bonds by a unanimous vote of those members. Following the public hearing, the plan and the issuance of bonds are subject to a reverse referendum. If a petition bearing the signatures of at least 5 percent of the votes cast in the last general election requesting a vote on the issuance of bonds is received by the municipal clerk within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be called.

There were no questions from attendees. A motion to close the hearing was made by Rosenthal and second by Carlson. All voted in favor, carried.

Motion made by Carlson and second by Windey to approve **Resolution #2017-14 Adopting A Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds**. All voted in favor, carried.

PRESENTATIONS/PUBLIC FORUM/STAFF REPORTS:

Bob Schlieman provided updated estimates on projects of South of 108 (S. Elm, 2nd and S. Lake) as well as Eagle's Trail. Current estimated budgets are \$384,000 for South of 108 and \$185,000 for Eagle's Trail which is less than before. Schlieman asked to review the tentative schedule for bidding. April 11 Open the Bids by Clerk & Engineer; April 13th review and award the bids by Council; May 2017 Start; and July 2017 End.

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Schlieman also asked for council's consideration and action on a \$500 quote from Terracon to test a concrete chute located on the Downtown project site that MnDOT is requiring the City to test for asbestos. Motion by Grobeck and second by Windey to accept the quote and to authorize Schlieman to get the testing done. All voted in favor, carried.

Two resolutions were presented to proceed with advertising for bids noting that wording needs to be changed to "time to be determined" for tabulating the bids for each. A motion was made by Carlson and second by Windey to adopt **Resolution 2017-15 Approving Plans and Specifications and Ordering Advertisement for Bids – Main Street Trunk Hwy 108** with change and dependent upon results from Terracon. All voted in favor, carried.

A motion was made by Grobeck and second by Rosenthal to adopt **Resolution 2017-16 Approving Plans and Specifications and Ordering Advertisement for Bids – Elm Ave. S, 2nd Street & Lake Ave. S.; and Eagle's Trail** with changes regarding time for tabulating to be determined. All voted in favor, carried.

Staff Reports:

Fire Department: No report available from the Fire Chief. Clerk provided history spreadsheet on amounts billed to the townships and net operating amounts for the department.

Clerk's Office: Hanson reported that a letter from Paul Hunt regarding City Attorney Karkela and health issues which is causing him to retire. A letter also was received from Samuel Felix, an associate in the same office, stating he would be interested in serving the city's needs. Staff recently has met with Pemberton's Marc Sugden, who helped with the Thumper Pond land purchase and said they were willing to work with this firm. It was agreed that an RFP for City Attorney should be drafted and sent to area attorneys for comparison. Hanson will get an RFP ready for council to review.

There will be an annual meeting of councils for the Tri-City Living Group on May 4th at Thumper Pond to see a presentation from Ben Winchester, U of M. Some members have already heard Mr. Winchester and thought it worthwhile for all the council members, EDA members, County Officials to listen to him. The Fergus Falls HRA will be providing refreshments. Presentation will begin at 5:00 p.m. with a short update on the group's activities. Also on April 19th a social media workshop will be held in Henning.

Hanson also reported that the audit fieldwork has been completed as of this day.

OLD BUSINESS:

ROW Ordinance/Draft lease for Verizon tower has not been scheduled, so there was nothing to report at this time.

Closing on Lot 3, Fairway View Addition will be held tomorrow, March 10th at the Henning bank, to Tim and Linda Dally. Dally is planning on removing the stumps starting Monday and is trying to coordinate with the State and Indian Affairs. As a footnote, the City needs to make sure that any potential developers need to get involved sooner with plans to the State regarding the Indian Burial Mounds. Dally has met with Hawes and Schlieman regarding the water and sewer connections. Currently there are enough interested parties to fill up two buildings or 8 units. Dally is confident that he go with the second lot in 2018.

NEW BUSINESS:

Motion by Grobeck and second by Windey to approve renewal of membership with Lakes County Service Cooperative. All voted in favor, carried.

Hanson reported that the employee's health coverage will be moved from Blue Cross to Preferred One to keep costs down for the city. The coverage will be approximately an additional \$72.00 overall per month.

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In reviewing the lease for Verizon, Hanson recommended the Council review the rate that is charged annually to RDO for use of the water tower. There has been no change since 2005 and the most recent communication with them has never been answered. Council member Rosenthal suggested calling them to start the conversation and to see what other cities charge for this type of lease.

Since the Ottertail Foundation will be looking at replacement of the tables and chairs at the community center, Hanson provided a possible advertisement for excess equipment. Council member Grobeck would like to see them donated to Henning's Save the Trinity building group. According to State Statute, the city is not authorized to "donate" items to anyone or entity. Hanson was directed to check to see if there have been any changes to this law. Staff will investigate what would be the best way to advertise an unused generator from the Fire Department as well as the tables & chairs.

Motion by Rosenthal and second by Carlson to adopt **Resolution 2016-42 Donation from OTLPA for \$1000 to the fire department** from May 2016 which was missed. All voted in favor, carried.

Zoning Permits:

2017-02 – Units 1-8, Tim Dally Apartments – 420 Eagle's Trail was presented for the Council to approve with signatures as required for a commercial property.

Correspondence/Meetings/Trainings/FYI-reminders

- Hanson reported she will be out of the office March 11-21.
- Otter Tail County will present a free Invasive Species workshop at Thumper Pond, April 6th 5 p.m. – 6:30 p.m. appetizers and cash bar. RSVP required.
- Otter Tail County 3rd Annual Countywide Emergency Management Summit, Thursday, April 20th 9 a.m. to 3 p.m. Staff and Mayor are encouraged to attend.
- No work sessions until further notice unless they are needed and then will be treated as a special meeting.

With no other business to discuss, the Council adjourned at 7:49 p.m. with a motion by Rosenthal and second by Carlson. Meeting adjourned.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor