

**City of Ottertail**  
**April 20, 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: Doug Green, Springsted; Chad Koenen, Citizen's Advocate, official paper; Heidi Kratzke, independent reporter; Jerry Martin, Keith Fleischauer, Gordon & Lorna Bradbury; Tom Behm; Vanessa Neels.

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 March 9.
- b. Lodging Tax Annual Report
- c. Month End Financials & various reports
- h. Approve payables of \$44,532.01.

**PRESENTATIONS/PUBLIC FORUM/STAFF REPORTS:**

Gordon and Myrna Bradbury presented a plan to the City Council for an improvement on Bay View Road which would include some landscaping, parking, bench and signage on Otter Tail Lake. The area would be improved for a park area and would meet goals of public safety, aesthetic and bank stabilization. Cost of the improvements were estimated at \$10,450 with Soil and Water Conservation District picking up \$6285.46 for the bank stabilization. Volunteers would work with SWCD on planting as well as maintaining the weeding and watering for the 1<sup>st</sup> year. It was expressed that improvement would not include a swimming area but for residents to enjoy and reflect. Remaining financing would be donated. A motion was made by Grobeck and second by Carlson to approve the project subject to financing. All voted in favor. Carried.

Tom Behm and Vanessa Neels requested the City consider a plan for restrooms at the Community Park. The proposed block structure would sit south of the picnic shelter and have an approved septic system. An existing building which houses an old well that would need to be sealed and building demolished. Cost was estimated at \$65,000. Behm suggested a "design/build" contract be pursued. There would be two bathrooms (his & hers) and a mechanical/storage room between. Neels said the majority of the funds would come from donations but asked that the City would participate in funding until donations came in at which time the city would be reimbursed. Mayor Lueders reminded the audience that the City sets a budget and needs to follow it. Neels offered that the City could apply for an Espland Foundation grant. They would like to see the project take place this summer. A motion to approve the project subject to financing was made by Gobeck and second by Rosenthal. All voted in favor. Carried.

**Engineering:**

Schlieman reported the test for asbestos was negative on the coal chute at Wiebe's garage. An outline was provided on Eagles Trail. Bids came in significantly lower than anticipated. Projected timeline was project completion by the end of May or mid-June. A motion to adopt **Resolution 2017 Accepting Bid for Elm Ave. S, Second St., Lake Ave. S and Eagles Trail** was made by Carlson and second by Rosenthal thereby awarding the contract to Ottertail Aggregate, lowest bidder at \$283,217.70. All voted in favor. Carried.

*April 20, 2017*

Schlieman reminded the Council that an engineering agreement had yet to be signed for the project listed above. A Task Order outlining the agreement dated March 16, 2016 was provided. After review a motion was made by Rosenthal and second by Grobeck to approve the task order as presented. All voted in favor. Carried.

An outline was provided for Trunk Highway 108 (Main Street) Surface Improvements. Lowest bidder was Anderson Brothers Construction out of Brainerd at \$280,085.96 again, significantly lower than first estimated. Projected completion would be May/June. A motion was made by Rosenthal and second by Carlson to adopt **Resolution 2017-18 Accepting Bid for Main Street (Trunk Highway 108)** and thereby awarding the bid to Anderson Brothers. All voted in favor. Carried.

Council heard that the City is required by MnDOT to have construction materials testing on the Main Street (Trunk Highway 108) project. A proposal was obtained by Braun Intertec for \$10,134 to do the required testing and recommended by Apex Engineering. A motion was made by Carlson and second by Windey to authorize the testing for this project. All voted in favor, carried.

A letter was received from MnDOT, Jeff Perkins concurring and authorizing the City to award the contract to the lowest bidder, Anderson Brothers. The City, according to Schedule I of the agreement provides the City to request funding from MnDOT for their portion of the project. A letter will be sent to the store front owners to inform them of the upcoming schedule when known.

Lastly, an outline for Maple Avenue North was provided by Schlieman. After the last meeting the City agreed to pave Maple Avenue North and increase the driving surface of the ROW to 35 ft. This was acceptable to Hilltop Lumber. They may still want to pave the alley eventually but not right now. Schlieman suggested drilling some test holes to see where the water line sits to determine whether insulating alone will be enough to protect the water main from freezing. Ottertail Aggregate will dig the test holes not to exceed \$3000. Motion to approve testing was made by Grobeck and second by Carlson. All voted in favor. Carried. On the cost sharing estimates the City could again see significantly less cost which would allow the City to order a change order to include Maple Avenue North to the South of 108 project. A motion to approve **Resolution 2017-20 Ordering Improvement and Preparation of Plans for Maple Avenue North and Alley North of Main Street between Maple Avenue and Lake Avenue** was made by Grobeck and second by Rosenthal. All voted in favor. Carried.

Doug Green, Springsted Financial, in light of the change with Maple Avenue North suggested the Council delay setting the time/date for the bond sale until more information is received on costs for this street. The caveat will be that the City may need to cash flow the projects until funding is received. There should be a great change before then. Two schedules were provided with most recent project costs options not including and also including Maple Ave. North. We do not need bids in hand to set the bond sale time and date. Green will update the calendar and official statement to include Maple Avenue North when that information is available.

#### **Staff Reports:**

Fire Department: Chief Fleischauer gave a report on number of incidents and calls in February and March and number of personnel responding. New truck should be coming in August. May 13<sup>th</sup> there will be a training burn. The brown grass rig has had some repairs and is now up and running.

Clerk's Office:

A resolution was provided for the Council to consider from Minnesota Association of Small Cities (MAOSC) and the League of Minnesota Cities regarding decision making authority to answer to recent

legislation that is being considered in St. Paul. A motion to adopt Resolution 2017-19 Supporting Location Decision Making Authority was made by Windey and second by Carlson. All voted in favor.  
*April 20, 2017*

Carried. Councilmember Windey offered to write a letter for the City and also to address the legislation that was discussed last month regarding labor standards asking our Legislators to vote against and Governor to veto any legislation. His offer was accepted.

Clerk reviewed information from Loss and Safety workshop in regards to certificate of insurance and liability limits. Fireworks will need to be added to our policy since the City writes the check. Each occurrence is \$250.00 for a total of \$500 for the year.

#### **OLD BUSINESS:**

Reviewed draft lease for Verizon Wireless. Councilmembers Carlson and Grobeck met with Rick Adams, staff and engineer Bob Schlieman. Changes from Marc Sugden, Pemberton Law and the League of MN Attorneys were incorporated. Recently it appeared that some cities are leasing at much higher rates than was offered to Ottetail. Council agreed to set the rental rate at \$24,000 per year or \$2,000 per month. Lease will be sent on to Mr. Adams for Verizon comment.

Clerk reported that she had talked to Pete Babler from RD Offutt regarding the expired lease on the water tower. Changes were made to the document considering an increase to \$1200 annually and liability limits to 2 million. Hanson will send the lease off to RD Offutt and wait for any comments they may have.

Jerry Martin reported that he has obtained funding through the Ottetail Foundation for \$4,000 to be used for tables, chairs and carpeting at the community center as well as additional funds for fire department equipment. The City will also be receiving a donation from the Ottetail Lions for an additional \$4,491.57 for the tables and chairs at the community center. Martin will bring the invoice to City Hall and Clerk will order the new chairs and tables.

It was decided not to sell the old tables and chairs, they will be retained and stored by the City to be used for outdoor events in the future. The deadline was missed for the K-Bid Auction for the generator.

Council reviewed the sample RFP for City Attorney services. Letters will be sent out to area attorneys and information will be placed on the League's website. A special work session will allow Council to review proposals after the May 17 deadline.

Councilmember Carlson will check with the Rod & Gun to see if placement of Porta Potty at the Pier will be a project. Mayor Lueders said to check to see if they would also like to be in charge of snow removal at the access.

#### **NEW BUSINESS:**

Motion to approve the lease for the Ball Park Shed with the Lion's which term will be coming up in August was made by Grobeck and second by Rosenthal. All voted in favor. Carried.

Motion to approve lawn mowing contract with SB Lawn Care with no changes in rates for 2017 season was made by Carlson and second by Windey. All voted in favor, motion carried. Clerk noted that next season the general liability insurance will increase to the standard \$1,000,000 and that there was a type-o in the original contract. Contract will be honored for this season.

Hanson informed the Council that according to the League, there may need to be a change in the Liquor Code. Although we do not have to make changes for day and time of sale for Sunday Off-Sale, we should include provisions that do not allow alcohol deliveries to off-sale licenses and order solicitation/merchandising by wholesalers, both on Sundays. Clerk will watch for sample language and present to the council at a later time.

*April 20, 2017*

Viewed a request for donation to the Finn Creek Open Air Museum located near New York Mills. City will consider at budget time.

Motion to approve the Special Event Application for Thumper Pond's summer kick-off "Hairball" concert on Saturday, May 27<sup>th</sup> in the parking lot was made by Carlson and second by Rosenthal. All voted in favor. Carried.

**Zoning Permits:**

Michael & Carrie Johnson, 36' x 44' house at 129 Shores Rd (2017-03)

Michael & Carrie Johnson, 50' x 80' garage at 204 Oak Ave (2017-04)

Tim & Linda Dally, 4' x 8' sign at 420 Eagle's Trail (2017-05)

Matthew & Jessica Grimes, basement and 30' x 56' garage w/ manufactured home at 111 Lynn Rd (2017-06)

George & Linda Myhre, 43' x 106' house/basement at 118 Lueders Rd. (2017-07)

**Correspondence/Meetings/Trainings/FYI-reminders**

- Mayor Lueders gave an report on Otter Tail County's 3<sup>rd</sup> Annual Countywide Emergency Management Summit, "Dopelius Rising"
- Received communication from Fergus Falls/County HRA regarding funds available for low interest business loans.
- Reminder that Tri-City Living will have its annual meeting on Thursday, May 4<sup>th</sup> 5 p.m. featuring speaker Ben Winchester

With no other business to discuss, the Council adjourned at 9:10 p.m. with a motion by Grobeck and second by Rosenthal. Meeting adjourned.

Respectfully submitted,

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Elaine Hanson, MCMC  
Clerk-Treasurer

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Myron Lueders, Mayor