

**City of Ottertail
June 15, 2017
7:00 PM**

Council present: Mayor Myron Lueders, Heather Rosenthal, Jill Carlson, Ronald Grobeck, and Mike Windey.

Staff present: Clerk-Treasurer, Elaine Hanson' Deputy Clerk, Shari Wheeler; Maintenance/Zoning Coordinator, Loren Hawes; Fire Chief, Stuart Fleischauer; Engineer, Bob Schlieman-Apex.

Absent:

Others present: Jerry Smith and Jerry Martin, Ottertail Lions; Jenna Esala, Citizen's Advocate, official paper.

CALL TO ORDER

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

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 Windey and second by Grobeck. Motion carried. Following are consent items approved.

- a. Approve Minutes- Regular meeting of May 18, 2017.
- b. **Resolution #2017-25** Adopting Assessments for Unpaid Water Bills.
- c. Approval of Alcohol Permits for Ottertail Lions; July 15th Community Auction; Aug. 12th, Otterfest; (3.2 Beer) and Sept. 7th-9th Polka Daze (1-4 Day Temp, 1-4 Day Consumption & Display, 3.2 Beer)
- d. Month End Financials & various reports
- e. Approve payables of \$353,412.11 and authorization to pay late coming regular bills.

PRESENTATIONS/PUBLIC FORUM/STAFF REPORTS:

Staff Reports:

Fire Department: Chief Fleischauer provided a report for May of runs made by the 1st Responders, no fire runs on the report. Hanson and Fleischauer said they had met with Pat Conroy, Widseth, Smith and Nolting regarding a FEMA 95/5 split grant for PPE and SCBA. Total estimated for this expense is \$136,000. Grant application period starts in September with awards in May or June. The application doesn't mean an award. The current equipment is due to expire within a year. After discussion a motion was made by Grobeck and second by Rosenthal to allow Hanson and Fleischauer to pursue a grant writer and to offer an agreement to whomever they see fit. All voted in favor. Carried.

Clerk's Office: Internal transfer needed for fire truck payment. Motion made by Grobeck and second by Windy to approve a transfer from the General Fund to the Fire Fund for the 1st fire truck payment in the amount of \$18,512 levied amount for the \$40,080 payment. All voted in favor, carried.

Engineering: Bob Schlieman, Apex, updated Council on the projects at hand. Trunk Hwy 108 (Downtown) is substantially complete but an extension was requested to allow for back ordered street lights. The extension requested by the contractor is 10 working days which would be June 30th and final day July 4th. Some concrete needs correction as it was out of MnDOT tolerance. Completion of those corrections should be by Tues/Wed the week of June 19th.

2017 Utility and Street Improvements (Eagles Trail, 2nd St., Elm and Lake) North Maple Avenue.

Reviewed original contract amounts. Schlieman suggested executing a change order to add surface improvements to N. Maple consisting of \$39,900.90. Change order would also indicate Eagle's Trail and North Maple would be substantially complete by September 30th. Insulating the water main on North Maple and the alley costs are estimated at \$8,121. South of 108 (Old Town) streets have the Class 5 in place and will be paving the last week of June.

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Motion was made by Carlson and second by Windey to execute change order for North Maple and approve the requested extension for contractor completion date change as presented. All voted in favor, carried.

Motion was made by Grobeck and second by Carlson to authorize Ottertail Aggregate to complete the insulation of the water main on North Maple and alley between North Maple and North Lake, and including extending completion date for North Maple and Eagle's Trail. All voted in favor, carried.

Hanson provided a copy of a letter to be sent to the downtown businesses drafted by Schlieman regarding MnDOT's policy in regard to signs, billboards and other items placed on MnDOT right-of-way.

Public Forum:

Mayor Lueders made a presentation of appreciation to Jerry Martin and Jerry Smith for donations made from the Ottertail Lions and Ottertail Community Foundation. to go towards Community Center improvements and Fire Department.

OLD BUSINESS:

In a conference call with Doug Green, Springsted Financial, Green shared with the Council the results of the bidding for the Street Reconstruction Bonds. In that process the City has obtained a "AA" rating by S & P Global Ratings. To his knowledge this is the 1st credit rating the city has ever received all due to a conservative approach in its financial policy. The winning bidder was United Bankers Bank at a rate of 2.7% which is very good. A motion was made by Rosenthal and second by Windey to adopt **Resolution 2017-26 Providing for the Issuance and Sale of \$770,000 General Obligation Bonds, Series 2017A, Pledging for the Security Thereof Special Assessments and Levying a Tax for the Payment Thereof**, all voted in favor, motion carried. Motion to approve Agreement for Municipal Advisor Services with Springsted, Inc. with authorization for Clerk to sign was made by Rosenthal and second by Grobeck. All voted in favor, carried.

After reviewing the Request for Proposals for City Attorney and discussing pros and cons of each applicant at the work session prior to the regular meeting, a motion was made by Grobeck and second by Windey to enter into an agreement for the remainder of the year with Karkela, Hunt and Cheshire, PLLP with Paul Hunt and Samuel D. Felix as representatives of the firm. All voted in favor, carried. Clerk was instructed to write a letter to the firm and to include appreciation for Terry Karkela's service to the city.

Clerk reported a complaint that was made by a person that wanted to access Otter Tail Lake on the property owned by the City. It was alleged that the property owner next to the city property came out and did not allow them to access the water on the public property. The information was turned over to Council member Windey who will call the person and invite them to a citizen's planning meeting to discuss those concerns.

NEW BUSINESS:

Motion made by Carlson and second by Windey to create funds 301 Street Reconstruction and 405 TIF-Thumper Pond 1-3 to track funds for these projects. All voted in favor, carried.

Clerk informed the Council of new legislation passed at the State of Minnesota which will require City Councils to notify the public within 10 days of scheduling a final vote on new proposed ordinances and proposed amendments to existing ordinances. Requirements are to be made by email, posting in the same location of other public notices, or updating the city website with proposed language. The League of Minnesota Cities opposed this legislation. This law will take effect July 1st.

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Council also heard that concerning the new Sunday Liquor Sales law, the statutes were amended to allow cities to limit the days and hours of on and off sales of alcohol. Ottetail references the Statutes. Council agreed to make no changes.

Clerk suggested the council should consider placing in the 2018 Budget funds for updating the 2012 City Code. We will have a better idea on cost of the updates when the most recent amendments and new ordinances are finished (most likely in August) and we can send to American Legal Publishing.

Council learned that arrangements have been made by the League of Minnesota Cities to have the fall regional meeting in Ottetail at Thumper Pond. It was suggested that we could come up with a take away item for our guests and maybe get some of the businesses involved with a "Welcome To Ottetail" bag of goodies. The regional meeting is typically in October.

ZONING PERMITS

Jacqueline Koehler – move on 24 x 28 garage and 28 x 38 house at 648 Buchanan Rd.

Ron & Michelle Behl – new 20 x 13 deck at 132 Bay View Rd.

Jason & Randi Resler – 48 x 5 fence at 203 Wallenberg

Pete Thiel - Firestarters – sidewalks and planters at the Creamery Downtown. (Council approved)

Staff suggested looking at the height and distance to right-of-way of fencing in the city's ordinance.

Correspondence/Meetings/Trainings/FYI-reminders

- Zoning committee needs to meet prior to work session to review some updates.
- Next work session new City Attorney will be invited to attend. Discuss Zoning changes/amendments and any other items that come up between now and then.
- Heard Estimated 2016 Population and Households from the State Demographer is 623 and 266 respectively.

With no other business to discuss, the Council adjourned at 8:03 p.m. with a motion by Carlson and second by Rosenthal. Meeting adjourned.

Respectfully submitted,

Elaine Hanson, MCMC
Clerk-Treasurer

Myron Lueders, Mayor