

**City of Ottertail
January 17, 2020
Organizational and
Regular Meeting – City Hall
6:00 PM**

Council present: Mayor Myron Lueders, Ronald Grobeck, Carlson, Judah Burlingame and Mike Windey.
Absent: None.

Staff present: Clerk Administrator, Elaine Hanson; Deputy City Clerk, Amanda Thorson; Maintenance Coordinator, Loren Hawes; Fire Chief, Stuart Fleischauer; City Engineer, Bob Schlieman, Apex Engineering Group.

Others present: Tom Behm, Bernie and Pat Steeves, Jenna Baker, Citizen’s Advocate;

Organizational Regular meeting of the Ottertail City Council was opened at 6 p.m. by Mayor Lueders with all present reciting the Pledge of Allegiance.

The following organizational business and resolutions were acted upon in one single motion by Carlson and second by Grobeck. All voted in favor, motion carried.

I. Council Designations/Meetings/Committees.

Meeting Schedule: 3rd Thursday – 6:00 p.m.
* Special Meetings Called by Mayor or two council members
City Hall unless specified elsewhere

Work Sessions: Posted as Special Meetings as needed

Deputy Mayor: Ronald Grobeck

Official Newspaper: Citizen’s Advocate

Official Depository: 1st National Bank – Ottertail

Weed Inspector: Mayor Myron Lueders

Emergency Services
Director: Mayor Myron Lueders

Fire Chief: Stuart Fleischauer (as voted by department)

Legal Advisor: Sam Felix, primary attorney, Office of Karkela, Hunt & Cheshire, PLLP

Auditor: Brian D. Koehn, CPA

Engineer: Bob Schlieman, Apex Engineering Group

Financial Advisor: Doug Green, primary contact for Baker-Tilley

Economic Development: Ryan Economic Development Consulting

Planning/Zoning: Jake Huebsch, Sourcewell

Personnel: Jill Carlson and Judah Burlingame

Fire Department: Mike Windey and Ron Grobeck

Ottertail Convention
& Tourism Rep: Jill Carlson

Otter Tail Co. EPAC: Mike Windey

History/Planning: Grobeck and Burlingame

Tri-City Living: Myron Lueders/Elaine Hanson

Mileage Rate: 2020 IRS rate .58¢/mile

II. Resolution 2020-01 Designation of Depository, Collateral Authority and Official Paper.

III. Resolution 2020-02 Authorizing Official Signatures of Mayor Myron Lueders, Deputy Mayor Ron Grobeck, Clerk Administrator Elaine Hanson, and Deputy Clerk Amanda Thorson.

IV. Resolution 2020-03 Adopting Assessments for Unpaid Water Bills.

IV. Resolution 2020-04 Approving Increase in Water Use Rate and Base Rate for Vacant Lots.

V. Resolution 2020-05 Approving Master Fee Schedule for 2020.

CONSENT AGENDA:

A motion to approve consent agenda with additions and corrections and payable items with additions

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including those regular that come late, was made by Burlingame and second by Carlson. All voted in favor, carried.

Following are consent items approved.

- a. Approve Minutes of Truth-In-Taxation Hearing and Regular Meeting 12-17-19
- b. 2020 3.2 Off Sale License – Carr’s Lake Country Supermarket 4-1-2020 to 3-31-2021 contingent on timely filing of paperwork.
- c. Lakes Country Services Cooperative – Annual Contract
- e. Month End Financials & various reports
- f. Approve **claims numbers of 2608-2634 and check #'s 17302 – 17317 as additions from the last meeting for a total of \$116,468.50** and approval to pay late coming invoices

STAFF REPORTS:

Fire Department: 1) Chief Fleischauer shared the department had 140+ Fire/Rescue calls for 2019. Grass calls have been down. A lot of medical. 2) One member has retired, and department will be looking for a replacement. 3) Questions still exist on TV for training. 4) Requested approval for members to attend training March 13th-14th in Duluth, room and mileage reimbursement. Motion by Grobeck and second by Burlingame to approve training/room & mileage. All voted in favor, carried. 5) Will be seeking grants for a Lucas Machine (does chest compressions.)

City Hall: No report.

Presentations/Public Forum:

OLD BUSINESS:

Water Contract: No news.

Junk Yard Complaint: Contact has been made, hopefully will have a meeting soon.

112 West Ave Property Donation: City needs to discuss at length what its goals are for the property and how it would fit in the “big build” program if at all. A meeting will be scheduled for 5:15 p.m. on February 11 at City Hall to discuss this and any other items that may come up.

Proposed Trail: Bob Schlieman, Apex Engineering Group presented a Preliminary Engineering Report for the proposed Tyler Wohlers Trail. The trail would be located on the West side of MN Hwy 78. Most of the utilities are located in this area also. The project was divided into three phases.

Phase 1: Pedestrian crossing with rapid flashing beacon sign activated by push buttons estimated at \$110,000.

Phase 2: 10 ft. Bituminous trail from Hwys 78/108 intersection to Bay View Road. Trail would stay on the most westerly side of the right-of-way keeping as far off the driving surface as possible. This portion is estimated at \$260,000.

Phase 3: From Bay View Road to the boat landing. Noting that in MnDOT District 4 notes that there should be a 5 ft. separation of the trail to the driving surface. Normally there is a 20 ft. separation. But because of the wetland and existing culvert, this separation could not be maintained unless a bridge or similar structure would be put in place. Estimated costs for this phase is \$210,000.

Total project is \$580,000 including all construction, engineering and contingency. There are grants, but usually these grants are very competitive and on a much larger scale. Schlieman noted that the trail should be able to fit inside the row so no acquisitions would be needed but some temporary easements would be required. It appears there would be great local interest in getting this funded, since state and federal funding could drive up the cost would it be of more interest to keeping it local. Councilperson Carlson thought it best to have a meeting with MnDOT to see if there are requirements since the trail would be located on their ROW.

Bernie Steeves, in the audience, would like to get going on the funding and could see funds being available almost immediately for the Phase I. He also felt there would be more funding once it gets started and people

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see it is a go. Steeves also felt that recognizing the young man that lost his life in this area would also bring more interest in support from not only the local area, but from the Wapeton area. A motion was made by Grobeck and second by Carlson to name the project The Tyler Wohler's Trail Project and authorize Mr. Steeves to proceed with funding from interested parties. All voted in favor, carried. Schlieman will set up another meeting with MnDOT staff to discuss the other parts of the project (utilities etc.) He will also provide more exhibits for Steeves when making a presentation for funding.

History Web-Page Project: It appears that Mr. Bob Ecklund still wants to be involved with the history group. The group will meet in February and will be part of the citizen planning group. Some work needs to be done on re-organizing the page and changing the focus of "collecting" data to scanning and organizing. Deputy Clerk Thorson and Clerk Administration Hanson worked on setting up an email address and investigated some of the equipment Mr. Ecklund feels is necessary. The History group will review and make recommendation.

NEW BUSINESS:

RESOLUTION 2020-06 Authorizing Employees for Credit Card: Motion by Burlingame and second by Windey to authorize city employees for credit card by adding Amanda Thorson. All voted in favor, carried.

HHHW Contract: Motion by Windey and second by Carlson to approve contract for Otter Tail County's Household Hazardous Waste Collection to be held on June 12th at the fire barn from 10-2 p.m. Host city is required to provide lunch and refreshments for all workers. All voted in favor, carried.

Data Practices Policies: Motion by Grobeck and second by Carlson to approve amending policies to update Deputy Clerk Thorson as added as additional designee and updated fees for actual cost of copies. All voted in favor, carried.

Ordinance 2020-01 Enacting and Adopting Supplement to the City Code: To officially adopt the supplement pages, an ordinance must be passed. The Ordinance will be acted upon at the next meeting after the official 10 Day Public Notification time period.

RESOLUTION 2020-07 Appointing Election Judges for the 2020 Presidential Nominating Primary to be held March 3rd. The following judges are appointed: Maria Thiesen, Sharon Fleischauer, Adam Wedde (HJ), Amanda Thorson and Elaine Hanson (EA). Motion by Windey and second by Grobeck approving the slate of judges. All voted in favor, carried.

CORRESPONDENCE/MEETINGS/TRAININGS/FYI & REMINDERS:

- a) City Hall will be closed January 17 for Dr. Martin Luther King observance.
- b) Joint Council meeting for Tri-City to be in Battle Lake, Wednesday, January 22 in Battle Lake 6-8:30 p.m.
- c) Clerk Administrator Hanson will be out for vacation February 17th – 21st and June 11th-22nd. Deputy Clerk Thorson will be taking minutes for council meetings.

With no other business to discuss, the Council adjourned at 7:17p.m. with a motion by Carlson and second by Burlingame. Meeting adjourned.

Respectfully submitted,

s/s _____
Elaine Hanson, MCMC
Clerk Administrator

s/s _____
Myron J. Lueders, Mayor