
CITY OF OTTERTAIL
2021 Improvement Request Policy

I. PURPOSE

The purpose of this policy is to provide a clear and concise opinion of the Ottertail City Council when a request is made from the public to create or improve non-budgeted infrastructure or buildings for Public use.

II. PLANNING AND PRIORITIZING

The long-term expense of infrastructure expansion and the corresponding assumptions for induced growth and enhanced tax base need to be evaluated prior to every proposed project that adds new infrastructure or buildings to be maintained. When projects are funded, especially with outside dollars (grants, low-interest loans or direct private sector investment in a project), the City needs to consider the long-term obligations of infrastructure maintenance instead of solely on potential short-term gains from increases in tax base. As infrastructure completes its life cycle, projected maintenance and/or replacement costs – which are typically a city obligation – can grow to unaffordable levels. Before additional obligation is added, it is critical that the City Council analyzes the long-term financial implications.

III. PRIORITY CONSIDERATIONS

When reviewing a proposed project, the following will be considered in the following manner, with 1 being the most critical.

1. To address public safety.
2. Replacement due to disaster or loss.
3. Correct existing deficiencies or repair/replace inadequate equipment, facilities, or infrastructure.
4. Scheduled (major) maintenance to ensure or lengthen the life of an existing asset.
5. Mandatory project.
6. A needed service to residents.
7. Promote economic growth.
8. Project with prior commitment.
9. Project for which grant funding becomes available.
10. Projects that will assist or compliment orderly development.

IV. ADDITIONAL CRITERIA TO BE CONSIDERED

In addition, projects will be considered when they meet or exceed one or more of the following:

1. Available Funding
2. Funding Assistance
3. Strong Community Support
4. Manageable ongoing maintenance requirements
5. Improve service delivery
6. Creation of Jobs
7. Housing Development
8. Transportation benefits

V. APPLICATION

A request to consider a project will be submitted by the requestor on a form provided by the City which will include a narrative of the project, estimated cost, funding sources, assistance from the City (if any), location, description, and the perceived need for the project.

VI. PLAN AND REVIEW

The City Council will utilize an improvement request form to assist in making determinations and work with industry professionals (engineers, planning & zoning, economic development consultants, attorneys) to determine reliable costs estimates.

VII. ESCROW FEE

An escrow fee to consider a project will be required prior to utilizing professionals of 10% of an estimated total cost of project will be required prior to the City to begin the planning and review process. If the project does not advance past the review process, a refund will be made less the costs incurred by the City of Ottertail.

VIII. APPROVAL

In the event a project is approved, necessary committed funds will be required and will be the determining factor whether to proceed with the project.

IX. EFFECTIVE DATE OF POLICY:

This policy was adopted and shall be effective upon approval by the Ottertail City Council this 15th day of July, 2021.

s/s _____
Ron Grobeck, Mayor

Attest:

s/s _____
Elaine Hanson, Clerk-Administrator

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