

**The Battle Lake City Council met in regular session on Tuesday, April 11, 2017 at 7:00 p.m. at the Battle Lake City Hall.** Mayor Gene Kelm called the meeting to order at 7:00 p.m. with Council members John A. Salveold, Marjorie Quammen, Don Maslow and Ryan Christensen present. Also present were City Attorney, Paul Jensen (sitting in for JJ Cline); Clerk/Treasurer, Val Martin; Police Chief, Kent Kortlever; and Public Works Superintendent, Steve Seufert. Additional visitors were also in attendance.

The pledge of allegiance was recited.

Christensen moved to approve the agenda, Maslow seconded. MCU

## **VISITORS**

**Dr. Theodore Van Erp** was presented with a Life Saving Award by Chief Kortlever. Amanda Kaste (wife of Phillip Kaste) was in attendance for the presentation as Phillip was not available to attend. The award was as follows:

VanErp Life Saving Award

### **LIFE SAVING AWARD** *Presented to Dr. Theodore Van Erp*

*At approximately 0137 hours on Sunday, May 15, 2016, the Battle Lake Police Department and the Battle Lake Area Rescue Squad were paged to East Henning Street and South Lake Avenue in the City of Battle Lake. It was reported that a male subject had been shot in the chest. Dr. Theodore VanErp learned of this call through his son, Petric Van Erp who is a member of the Battle Lake Area Rescue Squad. Dr. Van Erp also responded to the call knowing of the severity of the injury in order to provide emergency medical assistance to the injured victim. It is without question that the training, skills, and diligence of Dr. Van Erp contributed immensely to saving the life of Phillip Kaste.*

*Signed: Police Chief, Kent Kortlever*

Craig Haukebo, Annette Hochstein, Reba Gilliland and John Oleson from Art of the Lakes were in attendance to present a building plan for an addition to Art of the Lakes building. They recently received a grant to hire an architect to draw up plans for the addition. The plan utilizes all of the space they own for an addition. The addition includes artist work space and additional display space. They are requesting the council consider extending the deadline for a permit (one year deadline after application is submitted) as they will be working on a capital campaign to raise funds for the addition. It was noted that the addition will be built on property that is already impervious. After a lengthy discussion, Quammen moved to approve the permit with the following contingencies:

Art of the Lake building permit

1. Owner must present a plan for excavation and how they will handle securing the structures that are adjacent to the property.
2. When excavating is taking place, fill must be removed and kept off-site and the alley must be kept open.
3. Notification to zoning officer when they are ready to build and submit payment for the permit.
4. Any damage to the pavement in the alley must be repaired by Art of the Lakes.
5. Construction must be substantially started within 5 years of this date.
6. Permit cannot transfer to another property owner.

Christensen seconded. MCU

Ramon Lopez-Moen was in attendance to get an update on his request to make a welcome to Battle Lake sign for his Eagle Scout project. He will need to work with Steve, Val and MnDOT on the location. Once a location is chosen, MnDOT will be notified for approval and the plan will be brought back to the City council.

Eagle Scout project for sign

Maslow moved to approve the consent agenda:

- *Treasurer's Report*
- *Minutes from Last 2 Meetings*
- *Claims List with bills totaling \$123,223.97*
- *Extra Hours Report*
- *Quarterly Financial Reports*

Salveold seconded. MCU

Consent Agenda

**Liquor Store Report:**

Freyholtz was not at the meeting but submitted a written report. Sales for March were up 9.7% over last year's sales. Yearly sales are up 3.8% overall. Alcohol server training will be May 8<sup>th</sup> at City Hall.

LQ Report

**Police Department Report:** Police Chief Kent Kortlever reported on March activities, mileage and training. April 29<sup>th</sup> is National Prescription Drug Take-Back Day where people are encouraged to drop off their medication at City Hall. Kortlever explained the scenario around the reported abduction that happened last Friday. After going through the investigation, they came to the conclusion that what the kids reported seeing is not what actually happened and there was no actual abduction.

PD Report

**Rescue Squad Report:** February and March written reports were received

Rescue

**Fire Department Report:** Written report received

FD Report

**Public Works Report:** Lawn Mower – a clarification was made on the need for the lawn mower as council had a question about how much it was used last month and Seufert was not there to report information on their question. The mower is used at the shop and the airport so it would not make sense to sell it. An older mower has the broom attachment and used only for that.

Public Works Report

Seufert presented 2 quotes for work on Garfield and Main. The work will be to remove excess dirt and reshape to improve stormwater flow. Maslow made a motion to approve the lowest price from Don Schmidt Excavating for \$3,000. Quammen seconded. MCU

Garfield/ Main Dirt Work

Hydrant flushing will start in the next couple of weeks. There have been some complaints about the snow plow damaging/removing some of the pavement this winter. They are starting to clean parks and bathrooms to get ready for the new season. They are also fixing the shoreline at the access with damage being much less than years past.

**Project List:** Still waiting on MnDOT for final inspection.

**COMMITTEE REPORTS:**

**BL Motor Patrol:** Christensen reported that BL Motor Patrol decided to enter into a lease to purchase agreement for a new road grader and trade in the current one as the warranty will be expiring and there have been continued issues with this model. The motor has changed on the new model and the issues should be fixed. They also decided to add the warranty upgrade. Christensen also reported that he has been pressuring the committee to raise rates to cover future equipment needs. Christensen made a motion to pay the City's share of the first lease payment on the new road grader, not to exceed \$10,000. Quammen seconded. MCU

BL Motor Patrol

Christensen also reported that the Motor Patrol Committee is requesting that the balance of the money in the building fund be paid to Nidaros Township as they felt they did not benefit from the City's buyout of their portion of the fire hall building. Martin suggested the council table this decision until she can provide financial information. Council agreed and tabled this decision. City attorney suggested that it make more sense to keep the funds in the Motor Patrol for future building repairs.

Christensen also reported that the Motor Patrol Committee requested each entity takes a turn in making the annual lease payment and the City can have the 5<sup>th</sup> payment. It gives us some time to prepare financially for the payment. Payments are all amortized equally. Maslow made a motion to approve the City pay the 5<sup>th</sup> payment for the new road grader. Salvevold seconded. MCU

**BL Area Fire & Rescue –** Maslow reported that the open house was well attended. There was a request from the Fire Chief Derek to spend funds from the Department's budget without prior authorization. Council agreed that the Fire Chief, as other department heads, has to follow the City's Purchasing Policy.

BLAFRA

BLAFRA Yearly Fee

Salvevold made a motion to approve the City of Battle Lake's 2017 membership fee to BLAFRA at \$21,412.14. Maslow seconded. MCU

Martin, Maslow and Seufert reported that a meeting was held with Jeremy Anderson, JJ Cline, Jim Adamietz, and Jeff Stabnow to discuss the fire hall stormwater situation. There continues to be questions on whether the requirements for the stormwater are being met after the building was completed. During the meeting, this committee came to the conclusion that a study of the stormwater runoff should be done in order to get accurate information on the runoff prior to the new building and the runoff after the new building was constructed. Design Tree Engineering will charge \$2500 for the study. A discussion followed on who should pay for it, the City or BLAFRA. Ultimately, the council decided to pay the fee. Quammen moved to authorize Design Tree to get CAD files from the architectural firm and do a report on the stormwater from the fire hall at a cost of \$2,500. Salvevold seconded. MCU

Fire hall  
stormwater

**LACC:** No meeting was held

LACC

**Tri-City Housing Meeting –** Minutes received. Martin and Kelm reported.

Tri-City

**Economic Development Authority:** Minutes and financials received. Martin presented report.

EDA

**UNFINISHED BUSINESS:**

Maslow moved to approve the Wright final plat as presented. Christensen seconded. MCU

Wright Final  
Plan

Martin updated the council on the special event permit request made by Brian Jenc approved at the last council meeting with contingencies. He has provided the appropriate insurance paperwork for the permit. Martin notified him that he can move forward with his special event.

Martin reported that the Stormwater ordinance needs to be updated to reflect some changes that were made in the Shoreland Ordinance. A hearing will be held at the next council meeting and the planning commission will review prior to the hearing. Martin said that some minor changes may be needed to update some of the other zoning chapters.

Stormwater  
ordinance

The street committee reported on their meeting for the discussion of the amenity zone in the downtown area. A number of options were discussed including making a request to businesses for donations to help purchase new benches. The council decided to invite the downtown area business to a meeting with the council to work on the specifics for the purchase of benches and/or flower pots. Salvevold made a motion to hold a special meeting on Wednesday, April 19, 2017. Christensen seconded. MCU Martin will send written and e-mail notices to the businesses that are within the area that has the amenity zone.

Amenity  
Zone

The engineering search committee gave an update on their progress. Four firms have been selected for interviews on April 26, 2017. They have all been asked to not contact council members during this process. The committee would more than likely choose the top two firms to be interviewed by the full council on May 9, 2017.

Engineering

The League of Minnesota Cities Conference is June 14-16, 2017. Early bird deadline is May 1<sup>st</sup> and council members should let Martin know before the deadline if they want to go.

LMC  
Conference

Martin presented the Quarterly Project List.

Quarterly  
Project List

Christensen made a motion to approve Martin going to the International Institute of Municipal Clerks Conference in Montreal, May 21-25. She won the training through the annual Clerk's Conference and the MCFOA will pay for airline, mileage, hotel and registration. Maslow seconded. MCU

Martin-  
IIMC  
Conference

Salvevold made a motion to approve changing the May 25, 2017 council meeting to 6:00 p.m. Quammen seconded. MCU

Christensen made a motion to approve the 2017 Ice Damage Repair Policy as presented. Salvevold seconded. MCU They asked Martin to do follow-up visits after the repairs are complete.

Dates to Remember:

- April 25<sup>th</sup>*     **Next Council Meeting** - Economic Development Informational Session with Council, EDA, & businesses - 7:00 p.m. Battle Lake City Hall - Facilitated by Dan Malmstrom - Other speakers include Traci Ryan & Greg Wagner
- May 4<sup>th</sup>*         Tri-City Annual Meeting with Ben Winchester speaking - 5:00 at Thumper Pond
- May 9<sup>th</sup>*         Council Meeting

Adjourn at 9:02 p.m.

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Valerie J. Martin  
Clerk/Treasurer