

The Battle Lake City Council met in regular session on Tuesday, June 13, 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. Salvevold, Don Maslow and Ryan Christensen present. Absent was Marjorie Quammen. Also present were City Attorney, Paul Jensen (sitting in for JJ Cline); Clerk/Treasurer, Val Martin; Police Chief, Kent Kortlever; Liquor Store Manager, Adam Freyholtz; 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

Roger Barth was in attendance to discuss the council's decision on his request to reduce their water bill. He had been charged only for the base rate over the last 15 months with no usage or estimated usage. Public Works needed to get in their house and read the meter as the radio reader was not working. He felt City staff did not do their best to get ahold of them and get in. He also stated that someone in the office told him their bill includes 3000 gallons each month so he was not worried about it. This is not the case and Martin is not sure who would tell him that as all office staff would know that residents are billed for all their usage. Seufert said Public Works did stop at their house a few times to get a reading with no answer. Mr. Barth continued discussing his issues he had with staff including an ACH going through the bank with the total bill amount. At the last council meeting, the council did vote to put together a payment plan so they would not need to pay it all at once. Martin explained that there are several ACH accounts that go through with this automated system. Office staff did apologize to them and cleared up the situation right away. Attorney Jensen explained that the Barth's are responsible to pay their bill according to state statute and the City Council does not have the authority to negotiate a different price for them. Short of a meter failure, they are legally responsible to pay the bill and the city has every right to estimate their usage. No action was taken on Mr. Barth's request.

Roger
Barth,
water bill

Paul Boyum and Traci Ryan were in attendance to discuss a proposed TIF development on Memory Lane, between the West Tool Building and Battle Lake Oasis. Mr. Boyum plans to construct a building for manufacturing and sales of his metal artwork. The proposed TIF district will include the West Tool property in case the Childcare Center decides to request TIF help rather than abatement. There is no extra cost to do this and the cost for the development of the district can be shared between Mr. Boyum and the Childcare center, if the Childcare Center would decide to go that route. It will be a Small Cities TIF project with nine year duration. A hearing is set for July 25, 2017 at 7:00 p.m. where more information on the specifics of the plan will be discussed. Maslow made a motion to approve **Resolution 2017-06-13A Calling a Public Hearing on the Proposed Establishment of TIF 7-1** Salvevold seconded. Roll call vote: those voting for – Maslow, Christensen, Kelm and Salvevold. Those voting against: none. MCU

Boyum
TIF 7-1
Call for
Hearing

Dean Birkeland from Carlson & Company was in attendance to present the City's audit report. Mr. Birkeland reported that the City received a "clean opinion" which is as good as it gets. He also reported that the audit went very well and they had no issues with administration. He stated two findings were part of the report as they have been in the past. The first was "preparation of financial statements and related footnotes." This means that administration does not prepare the audit report. This is also what we hire Carlson and Company to do. The second finding was "segregation of duties." Although the City has excellent internal controls in place, we do not have the staff to provide the needed segregation of duties to eliminate this finding. Both findings are standard findings for a City our size. Christensen moved to approve the audit report as presented. Maslow seconded. MCU

Audit
Report

Jim Adamietz was in attendance from BLAFRA to request the council approve an additional 4 feet onto the area in the right-of-way approved by the council last month to assist with parking. It will still be sloped from the road to flow into the retention pond. Salvevold moved to approve. Maslow seconded. MCU

BLAFRA
Request

Reba Gilliland from the City's Art Advisory Committee was in attendance to request approval for Molly Johnston's screening project to be shown in Art Alley on July 29, 2017. As it is a project under the Art Advisory Committee's direction, there is no need to provide insurance information. Christensen moved to approve. Salvevold seconded. MCU

Molly
Johnston
Dance
Barn
Screening

Christensen moved to approve the consent agenda:

Consent
Agenda

- *Treasurer's Report*
- *Minutes*
- *Claims List with bills totaling \$330,225.63*
- *Extra Hours Report*
- *Request for \$500 donation for Wenonga Days*
- **ALL SPECIAL EVENT PERMITS APPROVED CONTINGENT ON RECEIVING ALL APPROPRIATE PAPERWORK:**

- *Special Event Permit Application – Wenonga Days Craft/Vender Fair Special Event Permit Application – Wenonga Days Parade*
- *Special Event Permit Application – BL 542 Education Foundation Wenonga Days 5K*
- *Special Event Permit Applications – Battle Lake Lions Club for:*
 - *Wenonga Day Food Stand – July 22*
 - *Wenonga Day Pancakes @ Lions Park– July 23*
 - *Senior Citizen Fish Fry @ Lions Park– August 21*
 - *Pillow Cleaning @ Lions Park – August 26*
 - *Labor Day Weekend Pancakes @ Lions Park– September 3*
- *Special Event Permit Application – Battle Lake Summer Recreation for Swimming Lessons, July 24 to August 4, 2017*
- *Special Event Permit Application – Art of the Lakes/Art and Craft Affair – August 12, 2017*
- *Special Event Permit Application – Worship on the Lake June 25, July 16 and August 20, 2017*
- *Special Event Permit Application – Sod House Theater Play – An Enemy of the People at Lions Park*

Maslow seconded. MCU

Liquor Store Report:

LQ Report

Freyholtz reported on the municipal liquor store. Sales for May were up 1.8% over last year's sales. Yearly sales are up 3.8% overall. Incentives and prices changes are now in effect. Weekly sampling each Friday afternoon continues.

Police Department Report: Police Chief Kent Kortlever reported on May activities, mileage and training.

PD Report

Rescue Squad Report: No report.

Rescue
Report

Fire Department Report: Written report received.

FD Report

Public Works Report: Seufert presented 2 bids for shingling the building by the water tower. Christensen moved to approve the bid from Lill Construction which provided detailed work to be done at \$2,558.47. Salvevold seconded. MCU

Public
Works
Report

- Seufert reported that the cost to put new steamer valves on 10 hydrants is about \$5,000.
- A few signs need to be repainted in Lions Park. Martin said that administrative staff should be able to do it.
- Seufert asked the council if there was some interest in putting chloride on gravel roads. Adjacent property owners complain about the dust issue. The cost is 63 cents a lineal foot or about \$4300 for all gravel roads. If we put the chloride down, you cannot grade the road or it will basically remove it. Christensen moved to approve EDA and Moen Drive only and to take the money out of the street capital improvement funds.
- The Water/Sewer Committee met earlier today to discuss bulk water purchases and how to handle them. It's been an honor system with people using the hydrant on the very west end of Main (on the gravel). This does not track utilization as close as we may want and there is a small chance of back flow into the water system. The committee suggests the City Council purchase a hydrant meter to track usage and to prevent back-flow. The committee also suggested a separate rate for bulk water of \$25 per load per time no matter the size of the truck. Christensen made a motion to approve the new rate. Maslow seconded. MCU The hydrant on the west edge of Main will be installed with the new hydrant meter. The council also discussed water usage from other hydrants. Residents would have to contact

Chloride
on Gravel
Roads

Bulk
Water

Public Works for this request and they would get charged for the water used plus the rate for the public works to handle it as listed in the fee ordinance.

- Christensen moved to approve the purchase of new steamer valves for fire hydrants at a cost of about \$5,000; replacement of the fire hydrant by Larry's at a cost of about \$4,000 and a new hydrant meter as discussed with check-valve at a price of \$1,740 and to also build a frame for it. Maslow seconded. MCU
- The bike fix-it station at Halverson Park has been installed. Benches have been installed on the new trail from the school to Halverson Park.
- Otter Tail Power had a planned outage this morning. Public Works came early this morning and pumped down all lift stations ahead of time and made sure the City Hall generator was working.

Purchases –
Steamer
Valves,
Hydrant,
Hydrant
Meter

Project List: Seufert and Martin met with the new city attorney to discuss upcoming projects, utility maps, etc. he will be attending the next city council meeting.

Seufert reported that Jeremy Anderson from Design Tree notified him that a walk-through of the Safe Routes to School project was completed with MnDOT. He was informed after the fact and was not aware that it was going to happen. The final bill had not been paid and there are a few items that need to be fixed. A letter will be sent to Anderson with this information:

SRTS

- Poor job on topsoil
- Gate at the football field needs to be fixed
- Water issues by the Arvig property
- Sidewalk approach on Olaf and Main still needs to be fixed.

COMMITTEE REPORTS:

BL Motor Patrol: Christensen reported that they had the annual meeting last night. The new road grader's total price came in at \$167,390 after trade-in. This is \$41,850 per entity. Everts and Clitherall are paying their share up front this year. There was a discussion on whether or not to pay the full amount next year for the City's payment. There is \$15,000 budgeted this year with an additional \$26,850 needed in next year's budget to make this payment. Council tabled discussion until budget time.

BL Motor
Patrol

BL Area Fire & Rescue – minutes received. Maslow reported on the last meeting. The board would like to purchase a truck chassis at \$34,000. Money is in the account but approval is needed from each entity. Maslow moved to approve. Salvevold seconded. MCU

BLAFRA

Changes to the Fire Chief Job Description and Rescue Squad Regulations as presented by the BLAFRA committee were reviewed. Salvevold moved to approve. Maslow seconded. MCU The changes will be presented to the BLAFRA Board for approval before they come become effective.

FD Chief
Job
Description
Changes to
Rescue
Regulations

Christensen moved to approve the new rescue squad members (contingent on background check) – additionally the two new members that are 16 will only be able to participate in training and meetings (contingent on BLAFRA approving changes to Rescue regulations at their meeting).

- *Theresa Ukkelberg*
- *Michael Werner*
- *Elias Blees*
- *Alexis Newark*
- *Brett Feda*
- *Lily Johnson*

New Rescue
Squad
members

Salvevold seconded. MCU

LACC: Salvevold presented on meeting – it was very short with mostly a discussion on their brochure.

LACC

Tri-City Housing Meeting – Minutes received. Next meeting will be held tomorrow at Battle Lake Boathouse.

Tri-City

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

EDA

UNFINISHED BUSINESS:

No word from MnDOT on the Limited Use Permit.

Martin thanked the council for allowing her to attend the International Institute of Municipal Clerks Conference in Montreal. Martin won the trip from the MN Clerks and Finance Officers Association at the state conference will majority of the costs (airline, mileage, room, registration) being paid by the association. It was an excellent conference to attend.

**IMC
Conf.**

Martin informed the council that the Battle Lake Oasis has not followed-through with the requirements of their variance. They were supposed to install a berm by June 1st. Attorney Jensen stated that the council could consider an extension. Once the extension is over and if the work is not completed, the variance would become void and they would need to re-apply in order to get another variance or they will need to remove some impervious surface. Christensen moved to approve an extension until August 1, 2017 for the Battle Lake Oasis variance. Salvevold seconded. MCU Martin will send them a letter.

**Battle
Lake Oasis
Variance
Extension**

NEW BUSINESS

Martin presented a quote from Arvig for a new lap top. It has been 5 years since it was replaced. The price of \$1,625.99 includes set up and software. Salvevold moved to approve. Maslow seconded. MCU Council requested that Martin check to see if the set up might be included with our monthly Arvig contract.

Laptop

The League of MN Cities Loss Control visit and recommendations were reviewed. This year’s visit was focused on handicapped accessibility and ADA requirements. The City is in excellent shape with most of the requirements. It was recommended that the City consider fixing the cement in front of the doors as there is a raised edge that is too high for the requirements. Seufert said that public works will work on sanding down the edge. The raised edge is due to settling of the building. Because of the settling, we do have issues with the south door sticking. Kelm and Seufert will work on this.

**LMC Loss
Control**

Christensen moved to approve the raffle request from Our Lake of the Lakes Catholic Church with drawing to be held on September 30, 2017. Maslow seconded. MCU

Raffle

Elle Grewe submitted a written request for a back-board to the tennis court for those singles that would like to practice. The backboard would be made out of plywood and attached to the fence. Seufert was concerned about the stability with the board creating wind resistance which could cause issues with the posts. He will do some more research. Council tabled it to get more information.

**Tennis
Court
Request**

Martin asked the council if they would be okay with administration doing council payroll on a quarterly basis. Some individuals council members request payment throughout the year, which is not a problem, but the system is set up to pay annually so if we pay quarterly, the software can be configured that way. Once set up this way and paid quarterly, the appropriate amount of taxes are taken out. Council was in agreement that this was ok.

**Council
Payroll
Quarterly**

Martin reported that a developer had called asking about the back lot in Lions Park. He said there was some discussion a few years back about it being turned in an RV park. Council was in agreement that they are not interested in a developer putting an RV park in Lions Park but it might be worth the City looking into building an RV park when we are working on a big water/sewer project down the road.

RV Park

A letter was received from MN Pollution Control which outlined some future rules and standards that may soon be put in place.

**MPCA
Letter**

The Battle Lake to Ashby Trail Open House will be held on June 26, 2017 from 6:30 to 8:30 p.m.

**Trail Open
House**

Next council meeting will be held July 11th and there will also be a 2nd council meeting on July 25th.

Adjourn at 9:40 p.m.

Valerie J. Martin - Clerk/Treasurer