

## City of Battle Lake Council Meeting – February 28, 2023 – Strategic Planning

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Mayor Richard Bullard called the regular council meeting to order at 7:00 p.m. on Tuesday, February 28, 2023, with Council members Julia DeMars, Don Maslow, and Ryan Christensen attending. Marjorie Quammen was absent. Also present at City Hall were Clerk/Treasurer, Val Martin; Public Works Superintendent, Chris Johnson, Police Chief, Todd Quaintance; and City Attorney, JJ Cline.;

Maslow made a motion to approve the agenda. DeMars seconded. MCU

Maslow made a motion to approve the claims list as presented. DeMars seconded. MCU

The Special Event Ordinance, along with changes to Ordinance #92 were discussed:

- Proof of insurance is required but do we need this or can we request this on private property? By providing a permit, are we setting the City up for liability? Martin will check with the LMCIT.
- Leave the permit fee as free but add an addendum to the permit that lists actual costs to the City. i.e. porta-potties, staff time and equipment, etc.
- If someone requests the use of picnic tables or other items out of the trailer, they would get the whole trailer. Council felt that Public Works does not need to take the time to pick apart items out of the trailer and use of the trailer and contents would be first come, first served. There will be a \$200 deposit fee for the trailer and the end user will be responsible for the cost of replacing any broken items.
- The changes to the two ordinances and a new form will be presented to the council for approval at the next meeting.

Martin prepared a financial statement showing the cost for snow removal now in comparison to contracting with Motor Patrol. The comparison shows the cost is about the same, taking everything into consideration plus the end product is better. There have been a number of compliments on the new process with very few criticisms.

### STRATEGIC PLANNING

Council discussed the consideration of a building inspector. The process would require the council to adopt the state building code and this usually requires a jump in fees for construction to pay for the inspector. There is also a risk to the City if something passes inspection but there is an issue down the road. Council was not comfortable with making that change but would like someone that might be able to do on-site inspections for new construction and additions for the following: footing installation, after it's framed, and when it's completed. This would be especially important after a variance has been granted. This person would check the stormwater management, This would not require a building inspector but someone who has some type of construction experience. Martin will do some additional checking on this. There was also a discussion on how to locate property lines. Is there a need to start requiring a survey? Is it appropriate for staff to help find property pins?

Capital needs and funds available were reviewed.

The Otter Tail Mitigation plan for Battle Lake was reviewed. There are a few items on the list that might make sense to move forward on including the storm shelter. If the school decided to build an addition or make changes to its facility plan, would it make sense to build a multi-use structure that could also serve as a storm shelter? Martin will check with the County to see what the process might be to be considered for grant funds from FEMA.

American Rescue Funds has a balance of \$92,540.20. Bullard made a motion to approve use of the funds as follows: \$30,000 for radios for the Police Department and \$62,540.20 to help pay for lift station generators. DeMars seconded. MCU

Council reviewed the Strategic Plan below – highlighted items were discussed.

## 2023 - PROJECTS UNDERWAY/ONGOING AND ANTICIPATED PROJECTS

- 1 COMPREHENSIVE ORDINANCE REVIEW AND UPDATE - LAND USE, UTILITIES, LIQUOR ETC.**  
Consideration of moving to state building code and contracting a building inspector – **DISCUSSED EARLIER IN MEETING**
  
- 2 FACILITIES AND SERVICES**  
Complete and close out Well Project and Lake Shore/North Shore Drive Project  
Complete Olaf Ave./Memory Lane Project  
Stormwater Management - Planning grant application submitted  
City Hall - Possible roof work - consider new flooring and work in bathrooms. There will be a need for additional storage space soon for permanent records. **NO BIDS ON OUTSIDE STRUCTURE. COUNCIL DISCUSSED CARPET REPLACEMENT IN THE ADMINISTRATION AND OTHER OFFICES. MAY LOOK AT CARPET TILES. BATHROOM TILES ARE BROKEN NEXT TO THE FLOOR – VINYL BASEBOARD MAY COVER THIS UP AND COULD BE ANY OPTION RATHER THAN REPLACING ALL THE TILE.**  
Well house building - additional work needed  
Lift Station Rehab, notification system and generators **DISCUSSED**  
Large water meter replacement - school and Good Sam - **DISCUSSED**
  
- 3 CAPITAL IMPROVEMENTS/CAPITAL FINANCIAL PLANNING**  
Update to Capital Improvement Plan yearly  
Identify additional capital needs and funding  
Complete Capital Improvement projects
  
- 4 PARK ADVISORY COMMITTEE**  
Consideration of amenities in 2020 Park - benches, bushes, flowers and or renaming the park  
Pickleball Court in Lions Park - Private Developer interested in building an indoor space - is this a better option? **HELPING AN INVESTOR PAY FOR A BUILDING IS NOT AN OPTION, OTHER THAN ASSISTING THROUGH ABATEMENT OR TIF. MARTIN HAS APPLIED FOR A COUPLE DIFFERENT GRANTS – NO WORD YET. JOHNSON WILL CONTINUE TO WORK WITH A VOLUNTEER GROUP FOR DONATIONS TO THE PROJECT.**  
Paving balance of Halvorson Park parking lot **WILL GET QUOTES FOR THIS**
  
- 5 COMPREHENSIVE PLAN IMPLEMENTATION: LAND-USE ORDINANCES NEED UPDATING**  
Consideration of Comprehensive Plan Update - Review the plan each time we hold a 2nd meeting of the month **COUNCIL WILL MEET MARCH 28<sup>TH</sup> TO DISCUSS THIS PROJECT. MARTIN WILL GO THROUGH THE PLAN AND HIGHLIGHT THOSE ITEMS THAT HAVE NOT BEEN DONE.**  
Put a general plan in place to do this.
  
- 6 EMERGENCY MANAGEMENT PLAN: MONITOR, UPDATE AS NEEDED; CONSIDERATION OF A STORM SHELTER AND WORKING WITH OTC EMERGENCY MANAGEMENT. A SHELTER AT THE SCHOOL OR AN ADDITIONAL DOWNTOWN RESTROOM THAT CAN ALSO BE USED AS A STORM SHELTER?**
  
- 7 WELLHEAD PROTECTION PLAN - ONGOING IMPLEMENTATION ACTIVITIES**  
Update to Wellhead Protection Plan in 2023 -has been delayed due to the new well

**8 GLENDALOUGH/HALVERSON PARK TRAILS/SIDEWALKS**

Develop sidewalk plan and/or trail plan with CIP plan **DISCUSSED**

**9 PERSONNEL/HR ISSUES**

Updates to Personnel Policy as needed

Review and Update Job Descriptions as needed - consider new wage study in 2023? **MARTIN**  
**WILL GET PRICE QUOTES**

**10 ADMINISTRATION -**

Consider Investment Policy

Consider Assessment Policy

Document imaging program for permanent records **PRICING TO COME**

Continually update other policies as needed

**11 INSURANCE:**

Continually monitor yearly insurance renewal to make sure everything is included

**12 SAFE ROUTES TO SCHOOL**

Meet Quarterly

**13 GOOD SAM EXPANSION PLANS**

Get updates and assist as needed for any upcoming projects

**14 BL ARTS ADVISORY COMMITTEE (BEAUTIFICATION COMMITTEE, NETWORK BATTLE LAKE) PROJECTS**

Yearly Clean-up Day with school and volunteers was shifted from NBL to City

**15 HOUSING**

Continue working on options for new housing - both single-family and rental

**16 CHILDCARE SHORTAGE**

Continue to work with OTC CDA - Other thoughts?

**17 AMERICAN RESCUE PAN FUNDING**

Adjourn at 9:27 p.m.

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Valerie J. Martin, Clerk/Treasurer