

Mayor Rich Bullard called the regular council meeting to order at 7:00 p.m. on Wednesday, March 13, 2024, with Council members Majorie Quammen, Don Maslow, Ryan Christensen, and present. Absent was Julia Maslow. Also, present at City Hall were Clerk/Treasurer, Val Martin; Public Works Superintendent, Trevor Meece; Chief of Police, Eric Dison; and JJ Cline, City Attorney joining virtually.

The Pledge of Allegiance was recited. Quammen made a motion to approve the agenda. Maslow seconded. MCU

Jade Berube, City Engineer Report:

• **South Battle Lake Trail and Stormwater Handling:**

- Two grant applications were submitted over the course of the past month. One for the “Local Trail Connections” program through the Minnesota Department of Natural Resources and one to the Legislative-Citizen Commission on Minnesota Resources. The future of the projects will be determined based on funding status when the program awards are announced.

City Engineer

• **Lead Service Line Inventory:**

- Updated mapping as part of the Lead Service Line Inventory has started. The City’s GIS system will be upgraded and a license will be paid for by the State for a year to determine the use of the system.
- Following the initial mapping review, surveys will be sent out to all properties with homes built before 1986 to determine the water service piping material at the meter. This information is required by the State by July 15th, 2024.

Lead Service Line

• **Street and Drainage Capital Improvement Plan:**

- Trevor and I have been discussing the Street and Drainage Capital Improvement Plan and will be reviewing the roadways within the next few weeks to determine the impact of the winter on the areas of concern along Summit and other streets. Following the review, a small improvement plan will be discussed to repair sections of the roadways and review other scheduled improvements for a project to be bid/quoted yet this year.

CIP Plan

Quammen made a motion to approve the Consent Agenda. Christensen seconded. MCU

- *Treasurer’s Report*
- *Claims List*
- *Minutes*
- *Extra Hours Report*
- *Work Log Compilation*
- *Quarterly Reports*
- *Special Event Permits for the LACC:*
 - *Battle Lake Market – Every Saturday 9-1 at Railroad Park March 25 – October 26*
 - *Turtle Races-Lakes Country on Mail Parking Lot –Thursdays 6/6 to 8/29 10 am-2 pm*
 - *Jack-O-Lantern Jubilee – October 19 at Creative Arts Center 12 pm – 4 pm*
 - *Wenonga Days Parade – July 27th*
 - *Wenonga Days Activities – July 27th*

Consent Agenda

DEPARTMENT HEAD REPORTS:

Liquor Store Report – Adam Freyholtz

Liquor Store Report

Month – March			
Sales	111,588	+ 13,780	+ 14.0%
Transactions	3,391	+ 465	+ 15.8%
Average Sale	\$32.91	- 0.52	
Gross Profit	30.97%		

Year			
Sales	308,496	+ 18,922	+ 6.5%
Transactions	9,709	+ 977	+ 11.1%

Met with Swedberg's Nursery to discuss new landscaping in front of the store. Currently, landscaping and plants are from when the store was built in 2000.

Maslow made a motion for approval to Hire Rick Loock and Stacy Stibal for part-time, seasonal, Liquor Store Clerks at Pay Grade 2, Step 1 *and for the resignation of Traci-Massie Brown.* Christensen seconded. MCU

Police Report – Eric Dison

PD Report

CALLS FOR SERVICE	Battle Lake PD
Alarm-Burglary	3
Assistance	4
Assistance-Public	3
Civil Dispute	1
Driving Complaint	1
EMS-Injury Accident	3
EMS-Medical	5
Fire Call-Other	1
Fire-Alarm	2
Harassment/Stalking	3
Info For Officers	1
Other Calls For Service	3
Parking Comp/Privileges	2
Police Escort	1
Records Check	3
Resid/Busin/Area Checks	10
Road/Street Hazard	1
School Assistance	27
Suspicious Activity	1
Terroristic Threats	1
Theft/Fraud Rep	1
Traffic Stop Citation	1
Unlock	2
Vandalism	1
Vehicle Off Rd/non Rep Cr	1
Warning-Traffic	12
Warrant	1
Welfare Check	3
TOTAL	98

Dison also reported that he has organized records and the evidence room. He will soon be attending a Train the Trainer event for alcohol server training and can then put on classes for the liquor store and bars. No one has applied for the full-time position. Chris Estes has agreed to work more shifts.

Public Works Report – Trevor Meece

- *Adam is now a certified Class D Water Operator.*
- *Andrew started April 1st. He is learning quickly. He will be a good fit.*
- *Met with Jade and went over all the projects we are working on.*
- *Working with Jade on the Lead Service Line Inventory. This needs to be done by October 31st, 2024. MDH would like it to be done by July this year. We are getting a grant to help fund this process. Every house built prior to 1986 needs to be inspected to see if it has a lead service line.*
- *We got the specs for the generators and will now be working on getting quotes to purchase and install the generators.*

PW Report

- *Helping Adam F. with the liquor store landscaping. Hoping to have a couple of quotes in the next couple of months.*
- *We are starting to get things ready for spring.*
 - *Boat landing will be installed within the next couple of weeks.*
 - *Hydrant Flushing is scheduled for April 15th-19th.*
 - *Bathrooms will be open no earlier than May 1st.*
- *Finally getting enough parts to put natural gas service lines in. It has been a few years since we've been able to get all the parts ourselves. In the past, we've had to source parts from Perham and Arvig.*

Mayor Bullard congratulated Meece and the Public Works Department on earning the Wastewater Treatment Facility Operational Award.

Wastewater Award

There was a discussion on a portion of Lake Shore that has a very slow drain. Berube will check on it.

The boat landing was discussed and the low lake levels. Otter Tail County had sent a warning regarding low lake levels. West Battle access is extremely difficult to launch a boat and impossible in some situations. The council wondered if it would make sense to dredge the access to make more room. Meece will discuss with the DNR to see if this is allowed and if it would even last and will also get some quotes on it.

WBL Access

Administration Report – Val Martin

Report from Otter Tail County Community Development Agency (CDA) Did not attend the March meeting

Clerk Report

Other Activities to note:

- Economic Development Authority.
 - Work on yearly calendar of events and coupon flyer.
 - Compile business survey results – present to EDA.
- Planning and Zoning:
 - Zoning Questions and site visits
 - Beecher project – Sand Bay – working with attorneys – attended Zoom meeting,
 - Continue to work on shoreland management changes- letter sent to property owners with final changes, certification sent to DNR.
 - Commercial applications – Axelson.
- Elections: prep for election day, serve as an election judge, and bring items to Ottertail.
- Training – Clerks Conference
- Grant app – completed AARP grant for pickleball courts.
- Items related to public works hiring -scoring, interview, paperwork, etc.
- Completed DNR grant app. and LCCMR grant with Jade's help and submitted.
- Review cannabis/cannabinoid regulations.
- Fireworks – request sent out to businesses and WBL Lakeshore Assoc.
- Gambling report.
- Wenonga Days meeting with LACC/Staff/Art of the Lakes.
- Grant app – Lake Region Electric for Pickle Ball.
- Delinquent certification completed and to the auditor.

Economic Development: No Meeting

BLAFRA – minutes Maslow reported that they will be giving Galloping Goose an easement to come in from a different way to ease congestion and issues with fire trucks off Lincoln Avenue.

BLAFRA

Lakes Area Community Center (LACC) – Minutes

LACC

Art Advisory Committee – Quammen reported

AAC

UNFINISHED BUSINESS:

Natural Gas Rate: May 2023 Rate: \$1.02; June 2023 Rate: \$.99; July 2023 Rate: \$1.02; August 2023 Rate: \$1.04; September 2023 Rate: \$1.04; October 2023 Rate: \$1.05; November 2023 Rate: \$1.02; December 2023 Rate \$1.19; January 2024 Rate \$1.18; February 2024 Rate: \$1.24; March, 2024 Rate: \$1.22; April Rate: \$1.19

NG RATES

EMT Service - Christensen discussed with Clitherall and Everts Township representatives and they had meetings this week to discuss. Martin presented a letter from Ringdahl Ambulance and they requested someone from each township and City attend a meeting on April 24th. Christensen and Quammen will attend.

EMT services

Maslow made a motion to hire Compass Surveyors with the lowest quote to do the survey work for the Beecher property including the easement for the City. The City will pay for both. Christensen seconded. MCU

Sand Bay survey

The council discussed their future plans for cannabis and THC products as the County has removed the moratorium. The council has not decided what direction to go yet and would like to move forward with a moratorium. Martin and Cline will work on this.

**THC
Moratorium**

New Business

Christensen made a motion to approve the 2024 Ice Damage Repair Policy as presented. Maslow seconded. MCU

**Ice Damage
Policy**

Council members were presented with the natural gas survey that was mailed out. Several mentioned they remembered receiving them in the mail.

NG Policy

Christensen made a motion to make changes to the Utility Billing Policy as presented. The change clarified that the \$200 natural gas deposit for rental properties applied to both residential and commercial. Maslow seconded. MCU

**Utility Billing
Policy**

NOTICES/ANNOUNCEMENTS/CORRESPONDENCE:

- Comprehensive Plan Meeting Monday, April 15, 2024
- Council Meeting – Tuesday, April 23, 2024
- Council Meeting – Tuesday, May 14, 2024

Adjourn 8:02 p.m.

Valerie Martin, Clerk/Treasurer