

Acting Mayor Don Maslow called the regular council meeting to order at 7:00 p.m. on Tuesday, January 9, 2024, with Council members Majorie Quammen, Ryan Christensen, and Julia DeMars present. Absent was Mayor Rich Bullard. Also present at City Hall were Clerk/Treasurer, Val Martin; Public Works Superintendent, Chris Johnson; and Attorney Crystal Lemmer in place of City Attorney, JJ Cline.

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

**Visitors**

Members of the Battle Lake Pickleball Club were in attendance to discuss the location of the proposed pickleball courts. The original location on the north side of Lions Park was not suitable because an old theater was buried there and it would increase the cost quite a bit to remove the unstable ground and replace it with good fill. Members of the club worked with a local excavator and found a site at the south end of the park that is much more suitable with so apparent fill issues. They feel it is important to find the location as they work to solicit funds for the courts. They are hoping to raise \$175,000 for the courts. Once the funds have been raised and the pickleball courts have been installed, they ask the City to take over the ongoing maintenance. Johnson said the location should work fine with no drainage or water issues. Any overflow parking can be in the grass. Christensen made a motion to approve the new location of the pickleball courts. DeMars seconded. MCU

Pickleball Club

John Olson and others were in attendance to discuss the dock location as it came out of the lake. They stated it is on the grounds of the Veterans Memorial which they stated goes to the fence. Johnson invited Olson to come to the meeting so he had the opportunity to speak on the subject. Johnson agreed that it would be moved and would not be placed in that location again.

Veterans Memorial

**Jade Berube, City Engineer Report:**

• **Water System:**

- Funding opportunities for water system improvements are currently being researched. The Minnesota Pollution Control Agency (MPCA) funding for communities impacted by PFAS contamination is the primary program being researched, however, funding through the program may be limited if the alternative selected does not remove the PFAS from the water supply (a new well outside of the plume). The scope of the funding request will be reviewed upon verification of what is eligible before proceeding.

Water System

• **Olaf Avenue:**

- *All paperwork for the improvements has been completed and submitted to the Otter Tail County Highway Department for completion of the funding and distribution from the Local Road Improvement Program. The final payment application is for \$60,677.80.*

Olaf Ave

Christensen made a motion to approve the final payment for Olaf Avenue in the amount of \$60,677.80. Quammen seconded. MCU

• **Lead Service Line Inventory:**

- *This afternoon, we received the Engagement Request from the Minnesota Department of Health to assist the City in completing its Lead Service Line Inventory on all of the water services within the system. A budget is currently being prepared for the inventory assistance, which will include scanning existing service documents, inventory of existing service information, mailings or online surveys, and possible inspection of service materials to determine the materials in accordance with the requirements of the United States Environmental Protection Agency.*
- *As part of the inventory, a GIS mapping system for the water services will also be developed and housed online for city use. The State of Minnesota will pay for one year of online licensing through ArcGIS, the software company approximately \$1,500 to utilize the system. Following the year of use, the City can determine the use and future licensing.*

Lead Service Lines

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

Consent Agenda

- *Treasurer's Report*
- *Claims List*
- *Minutes*

- *Extra Hours Report*
- *Work Log Compilation*
- *Approve Martin to Continue Serving on the Otter Tail County CDA Board*

**DEPARTMENT HEAD REPORTS:**

Month – December			
Sales	149,675	+ 10,035	+ 7.1%
Transactions	4,049	+ 292	+ 7.7%
Average Sale	\$36.97	- 0.20	
Gross Profit	31.36%		

**Liquor  
Store  
Report**

Year			
Sales	2,398,900	+ 169,934	+ 7.6%
Transactions	64,827	+ 2,991	+ 4.8%

**Police Report**

**Police  
Report**

Accident-1050-MV-Rec Veh	3
Assistance-Public	1
Assistance	11
Civil Dispute	1
Driving Complaint	2
EMS-Injury Accident	1
EMS-Medical	7
EMS-Transport	1
Fire-Hazardous Material	1
Handgun Applications	1
Other Calls For Service	2
Prints Finger	1
Programs-Tours-Events	1
Records Check	10
Resid/Busin/Area Checks	8
School Assistance	11
School Bus Stop Arm Activ	1
Suspicious Activity	4
Traffic Stop Citation	1
Unlock	1
Warning-Traffic	33
Welfare Check	2
	104

**Public Works Report**

**Public  
Works  
Report**

- *Working with Jade and Minnesota pump works on lift station generator sets.*
- *Worked with MDH on sampling for PFAs and other year-end tests.*
- *Staff worked on adding storage shelves at the farm garage to add needed storage for gas and miscellaneous parts.*
- *Worked with MNDOT on the sign by the corner of 78 and Henning and washout on Hwys 78 and Gilbertson.*

- *Cleaning out Files as per record retention.*
- *Preparing for year-end reporting.*
- *Met with Dan from the Pickle Ball Club and John from Christenson Construction on a possible new location for courts at Lions Park.*
- *Still enjoying the warm temps and trimming, signs, and cleanups that are easier without snow.*

DeMars made a motion to approve the resignation of Chris Johnson effective February 5, 2024. Seconded by Christensen. MCU

Johnson said they've had several businesses request the City sand their parking lots. They've done this in the past but he felt the council might prefer that public works direct them to private businesses to get their sanding done. Council members were in agreement that sanding lots for private businesses should no longer be done by City staff.

**Administration Report – Val Martin**

**Report from Otter Tail County Community Development Agency (CDA) – December 18, 2023**

Admin  
Report

- *Provided with a list from Children's First finance on deficits for childcare in Otter Tail County.*
- *Youth Center Demo soon to be completed.*
- *Approved a grant for New York Mills in the amount of \$25,000 for a funding pool for downtown revitalization. NYM will match the funds. It will be a fully forgivable grant after five years.*
- *Henning was approved for a similar project but it was geared towards businesses that will be affected by the Highway 108 construction project. It will provide funds for signage and business access off of the main highway.*
- *CDA priorities for next year include the Battle Lake youth center project and the Pelican Lake housing project.*
- *Other priorities will be for the "Empowering Workers" program, new opportunities in childcare and ongoing assistance to communities.*
- *Pelican Rapids has been funded for three homes through MN Housing similar to the Hidden Meadows project in Battle Lake.*
- *Private developer John Hanson was awarded funds for a similar project in Vergas at \$119,000 per home.*

**Other Activities to note:**

- *Economic Development Authority.*
  - *General phone calls and requests for information*
  - *Staff continue to keep the information kiosk filled with visitor info.*
  - *Sent out Christmas cards.*
  - *Prepared Annual meeting postcard to go with Christmas card.*
- *Planning and Zoning:*
  - *Zoning Questions*
  - *Comprehensive Plan meeting.*
  - *Research – dock slip and access rental – contact with DNR*
- *2024 meeting calendar*
- *OTC Tourism meeting*
- *Ordinance committee meeting*
- *Codification items – made notes.*
- *Review Short-term rental rentals*
- *Liquor licensing and garbage haulers.*
- *Police Chief job – prepare and place items on the website. Received phone calls and questions.*
- *Year-end abatement and TIF claims*
- *Completed Levy to County and TNT info to the State.*
- *Updates to several forms*
- *Personnel policy and drug policy completed and distributed to staff.*
- *Research election grants for auto door opener.*
- *Research DNR grant for parks*

**EDA – Minutes and financials**

**BLAFRA – Maslow reported**

**Lakes Area Community Center (LACC) – DeMars reported**

LACC

**Art Advisory Committee – no meeting held**

**UNFINISHED BUSINESS:**

**Natural Gas Rate:** February 2023 Rate: \$1.57; March 2023 Rate: \$1.61; April 2023 Rates: \$1.56; 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

Gas Rates

Discussion/Language on rental of dock slips and lake access and sample language were again reviewed. There will be a joint meeting of the Council and Planning Commission on January 23<sup>rd</sup> and a public hearing on February 13, 2024, for the proposed changes.

Shoreland Mgmt

The council reviewed the re-codification report. The research Attorney Cline needed to do and his recommendations were presented. Quammen made a motion to approve the ordinance recodification. Maslow seconded. MCU

Re-codification

**New Business**

Christensen made a motion to approve the committees and appointments including newspaper, City Attorney, and website as presented. DeMars seconded. MCU

Committees & Appt

DeMars made a motion to approve **Resolution 2024-01-09-24A Appointing Official Depositories.** Christensen seconded. With a roll call vote, those in favor include DeMars, Christensen, Maslow, and Quammen with no members voting no. MCU.

Depositories

DeMars made a motion to set the regular meeting day and time for 2024 for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 p.m. with the exception of the March meeting and the August meeting to be held on March 13<sup>th</sup> and August 14<sup>th</sup> due to elections. Christensen seconded. MCU

Set meeting day and time

Quammen made a motion to approve **Resolution 2024-01-09B PERA for Todd Quaintance.** Maslow seconded. With a roll call vote, those in favor include DeMars, Christensen, Maslow, and Quammen with no members voting no. MCU.

PERA – Quaintance

Appointment of election judges was tabled.

DeMars made a motion to approve the replacement of the automatic door opener from Fargo Glass for \$3,400. Quammen seconded. MCU It was noted that it was difficult to find a vendor to do this work so a second quote was not possible.

Auto door

**NOTICES/ANNOUNCEMENTS/CORRESPONDENCE:**

- Comprehensive Plan Update Meeting – Wednesday, January 17, 2024 – 7 pm
- Council Meeting – January 23, 2024 – 7 pm
- Council Meeting – February 13, 2024 – 7 pm
- EDA Annual Meeting – February 1, 2024, at Noon at the School's Media Center– Please RSVP if you would like to come.

Adjourn 7:45 p.m.

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Valerie Martin, Clerk/Treasurer