CALL TO ORDER
PLEDGE OF ALLEGIANCE
APPROVE AGENDA
VISITORS
  o Consideration of Conditional Use Permit – McCoss – Presented by Pat Morstad, Precision Landscaping  PAGES 2 - 15
  o Sourcewell – Proposal for Review of Zoning Ordinances  PAGES 16 - 21
  o Mikel Olson, Otter Tail County HRA
  o Jade Berube, Apex Engineering
    ▪ Resolution Calling for Hearing on Assessments PAGE 22
REQUEST APPROVAL–CONSENT AGENDA (All Items can be Approved with One Motion)
  ▪ Treasurer’s Report  PAGE 23 - 24
  ▪ Claims List  PAGE 25
  ▪ Minutes  PAGES 26 - 29
  ▪ Extra Hours Report  PAGE 30
  ▪ Public Works/Administration Hourly Distribution
  ▪ Special Event Permit for Swimming Lessons July 8 – July 19  PAGES 31 - 34
  ▪ Special Event Permit – Wenonga Days 5K/10K on July 27  PAGES 35 - 38
  ▪ Special Event Permit – Prospect House Civil War Celebration – Firing of the Cannon  PAGES 39 - 40
  ▪ Approval of $500 donation for Wenonga Days and three porta-potties  PAGE 41
  ▪ Special Event Permit – Wenonga Parade and Craft Fair  PAGES 42 - 48
LIQUOR STORE REPORT  PAGES 49 - 51
POLICE DEPT REPORT  PAGES 52 - 53
  ▪ Part-time Position
PUBLIC WORKS REPORT
ADMINISTRATION REPORT  PAGE 54
COMMITTEE REPORTS:
  ▪ BL Motor Patrol: minutes, financials if available; monthly report  PAGES 55 - 58
  ▪ BLAFRA: minutes, financials, if available; monthly report
  ▪ LACC: minutes  PAGES 59 - 62
  ▪ Tri-City Housing Group: minutes  PAGES 63 - 64
    ▪ Blandin Leadership Program
  ▪ EDA: minutes and financials  PAGES 65 - 67
    ▪ Experience Thursdays/Block Parties
UNFINISHED BUSINESS:
1. Hatchery Row
2. PartnerSHIP 4Health Grant
NEW BUSINESS:

1. EDA Commissioners – Resignation of Jeff Drake and Sara Boyum
   a. Request Approval to Appoint Darren Kern to replace Drake
   b. Recommendations for Replacement of Boyum to Come from EDA
   c. Thank You from Jeff Drake
2. Outdoor Dance Permit – Shoreline Restaurant
3. Review of Campers/RCU Requirements
4. Request from Andrew Broughton PAGES 68 - 69

NOTICES/ANNOUNCEMENTS:

- Open House for Jeff Drake – Thursday, June 13th 7:30 to 9:00 a.m. at Shoreline
- Next Council Meeting – July 9, 2019 at 7 p.m.
- Community Fish Fry – August 7th
- Staff/Council Fish Fry – August 22nd

ADJOURN
## BATTLE LAKE CITY COUNCIL
### BACKGROUND INFORMATION
### JUNE, 2019

**AGENDA ITEMS:**

### Visitors:
- We will consider a Conditional Use Permit - Hearing was held at the Planning Commission Meeting
- Sourcewell provides planning and zoning services and will be here to discuss a proposal
- Mikel Olson will be here to explain use of the commercial Small Cities grant funds
- Jade will be here to discuss the project and we will need to pass a resolution calling for the hearing on Hidden Meadows assessments

### Unfinished Business:
1. Hatchery Row
2. We have received a grant from PartnerSHIP 4Health

### New Business:
1. Jeff Drake is done on the EDA with his move to the new job in Fergus Falls and Sara Boyum has also resigned from the EDA
2. Shoreline is requesting a permit for an outdoor dance
3. Discussion on use of campers in shoreland management
APPLICATION FOR CONDITIONAL USE PERMIT

City of Battle Lake
108 E Main
PO Box 386
Battle Lake, MN 56515
PH/FAX (218) 864-0424

*** Complete this application in black ink***

Property Owner: David J. McCoss, Trustee
Daytime Phone: (507) 401-6090

Address: 535 Summit St. E., Battle Lake, MN 56515

Prevision Landscape Carpet, Net

LEGAL DESCRIPTION

Section 03 Township 132 Range 040

PARCEL NUMBER

EXPLAIN YOUR REQUEST (In order that your request may be fairly evaluated, please provide as much supplementary information as possible such as: maps, drawings, information about surrounding property, etc.)

SILT FENCE AT BEACH AREA —
REMOVE ICE RIDGE AT LAKE — LEAVE EXISTING TREES AT LAKE — PULL THIS AREA BACK FROM WATER EDGE TO LEVEL LOT AREA — PUT SOIL ON TO CREATE A MEDIUM FOR TURF TO GROW — USE EROSION CONTROL BLANKETS AND HYDE SEEDING TO ESTABLISH TURF — REMOVE APPROXIMATELY 15 TO 18 TREES AND STUMPS TO AID IN LEVELING THIS 70' AREA — LEVEL THIS LOT FOR EASE OF USE AND ACCESSIBILITY FOR RECREATION. SOIL TO BE Brought in is approximately 200 YARD) SCREENED SOIL FOR TURF ESTATEMENT

I understand that I have applied for a Conditional Use Permit from the City of Battle Lake. I also understand that it is my responsibility to obtain any other permits that may be required.

Signature of property owner: ______________________ Date: 5-5-19

APPLICANT MUST BE PRESENT AT THE HEARING
APPLICATION FOR ZONING

Property Owner: DAVID J McCoss

Address: 1506 WESTWOOD DR

City, State, Zip: MARSHALL MN 56258

Street Address where construction is taking place: 535 SUMMIT ST E, B.L. 56258

Legal Description: SEC: 03 TOW: 132 RANGE: 040

MARC ACDN LOT 2 BLK 1

Property ID: 6300990377000

Proposed Project (Circle or fill in all that apply)
1. New Dwelling
2. Addition to Dwelling
3. Replacement Dwelling
4. Garage (Attached)
5. Demolition (specify)

TOTAL PROJECT COST: $40,000.00

Proposed project: New Dwelling

Additional Information (Circle all that Apply)
1. Basement
2. Walk-out Basement
3. Slab-on-Grade Structure
4. Residential Use
5. Non-Residential Use
6. Commercial Use

SCALE DRAWING OR MAP OF SITE PLAN IS REQUIRED. PROPOSED SITE MUST BE STAKED OUT AND AN ON-SITE REVIEW CONDUCTED BY THE CITY ZONING OFFICER NEEDS TO BE DONE PRIOR TO ISSUANCE OF ANY PERMIT.

SET-BACK REQUIREMENTS

Non-Shoreland Areas
Front (ROW): 30 feet
Side yard (interior): 10 feet
Alley: 20 feet
Lot Depth: 100 feet
Lot Width: 75 feet
Minimum width of single family structure: 20 feet

Impervious Surface cannot exceed 40%

Shoreland Management Area (Single-Family West Battle Lake Area)
Served/riparian lots: Lot Area: 15,000 sq. ft. -- Lot Width: 75 ft. -- Setback from ordinary high-water level: 60 ft. -- Setback from right of way: 50 ft. -- Rear-yard setback: 20 feet -- Interior side yard setback: 10 feet -- Corner setback: 30 feet -- Set-back from top of bluff: 30 feet

Lowest floor of structure must be at least 3 feet above the highest know water level. -- Impervious surface cannot exceed 25%.

Unserved/riparian lots: Lot Area: 20,000 sq. ft. -- Lot Width: 100 ft. -- Setback from ordinary high-water level: 75 ft. -- Setback from right of way: 50 ft. -- Rear-yard setback: 20 feet -- Interior side yard setback: 10 feet -- Corner setback: 30 feet -- Impervious surface cannot exceed 25%

Impervious surface cannot exceed 25%

Excavation:
Type of Excavation: Basement

Volume of Dirt to be:
Imported: 200 yds.
Displaced: 200 yds

Restoration/Stabilization Plan:
SILT FENCE AT BEACH - EROSION CONTROL BURLAP
SEED + HYDROSEED ALL DUNGED AREAS

Disposal Location: NA

Signature of Applicant: 5-3-2019

City Zoning Officer: Date

This application has been reviewed and an on-site inspection has been completed. I hereby authorize issuance of a Zoning Permit for the above referenced activity within 10 Days.
SCALE DRAWING FORM

Tax Parcel #: 63000990377000
Property Owner: DAVID J McCROSS TRUST

Your scale drawing must include: Outside dimensions of lot, drawing of new structure within the dimensions of the lot, show existing structures, distance to all set-backs including front yard, side yard and back yard. Please include area and descriptions of any cutting or filling on lot.

Impervious Surface Calculation (see worksheet on other side):

Approximate Area Of Lake:

SILT EROSION
LEAVE TREES IN PANS AREA
Reroute Drainage
Small Stumps
Soil & Hydraulics

Soil Ridge
Move Top of Ridge Back 10' Ridge in Levee

Some trees around
Soil & Hydraulics

Grading of these areas will be away from lake - no direct water run off to lake.
**IMPERVIOUS SURFACE CALCULATION WORKSHEET:**

List of Onsite (Existing and Proposed) Impervious Surfaces (must show on scale drawing on other side).

- Structures: __________________ sq ft.
- Deck(s): __________________ sq ft.
- Driveway(s): ____________ sq ft.
- Patio(s): ______________ sq ft.
- Sidewalk(s): ____________ sq ft.
- Stairway(s): ______________ sq ft.
- Retaining Wall(s): __________ sq ft.
- Other: _______________ sq ft.

**Total Impervious Surface:** ____________ sq ft.

**Lot Area:** ______________ sq ft.

\[
\frac{\text{Total Impervious Surface}}{\text{Lot Area}} \times 100 = \% \text{ Impervious Surface Ratio}
\]

**NOTES:** Currently exists on this lot
State of Minnesota  
Council of Battle Lake  

Valerie J. Martin, being first duly sworn, deposes and says:

I am a United States citizen, over 18 years of age, and the Clerk/Treasurer of the City of Battle Lake, Minnesota.

On May 24, 2019 acting on behalf of the said city, I deposited in the United States Post Office at Battle Lake, Minnesota, copies of the attached notice of a hearing on proposed improvements, enclosed in envelopes, with postage thereon fully prepaid, addressed to the following persons at the addresses appearing opposite their respective names:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Physical Address</th>
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<tbody>
<tr>
<td>CARY A &amp; KARI J KNUJON</td>
<td>1926 KEMPTON CT</td>
<td></td>
<td>FERGUS FALLS</td>
<td>MN</td>
<td>56537</td>
<td>533 SUMMIT ST E</td>
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<tr>
<td>DAVID J MCCOSS TRUSTEE</td>
<td>7505 WESTWOOD DR</td>
<td></td>
<td>MARSHALL</td>
<td>MN</td>
<td>56538</td>
<td>535 SUMMIT ST E</td>
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<tr>
<td>DAVID L FLY</td>
<td></td>
<td>PO BOX 575</td>
<td>BATTLE LAKE</td>
<td>MN</td>
<td>56515</td>
<td>302 LAKEWOOD DR</td>
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<tr>
<td>DEAN H &amp; MAVIS L NORDSTROM</td>
<td>528 SUMMIT ST E</td>
<td></td>
<td>BATTLE LAKE</td>
<td>MN</td>
<td>56515</td>
<td>528 SUMMIT ST E</td>
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<tr>
<td>GARY &amp; KRISTEN VIPOND</td>
<td>531 SUMMIT ST E</td>
<td></td>
<td>BATTLE LAKE</td>
<td>MN</td>
<td>56515</td>
<td>531 SUMMIT ST E</td>
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<tr>
<td>JAMES R JENSEN II</td>
<td>3802 KENILWORTH DR</td>
<td></td>
<td>WOODBURY</td>
<td>MN</td>
<td>55125</td>
<td></td>
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<td>JEFFREY &amp; GWENDOLYN ROBLEY</td>
<td>27891 LIV LN</td>
<td></td>
<td>EDEN PRAIRIE</td>
<td>MN</td>
<td>55346</td>
<td>539 SUMMIT ST E</td>
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<td>JEROME J POSS ET AL</td>
<td>538 SUMMIT ST E</td>
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<td>BATTLE LAKE</td>
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<td>56515</td>
<td>538 SUMMIT ST E</td>
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<tr>
<td>KARL &amp; MICHELE A BIEDERMAN</td>
<td>203 FOX RUN</td>
<td></td>
<td>PERHAM</td>
<td>MN</td>
<td>56573</td>
<td>509 FRONT ST E</td>
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<tr>
<td>MERRILL J MIRANOWSKI ET AL</td>
<td>5552 270TH ST</td>
<td></td>
<td>BRECKENRIDGE</td>
<td>MN</td>
<td>56520</td>
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<td>MICHAEL E &amp; LISA A SCHOLTEN</td>
<td>526 SUMMIT ST E</td>
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<td>BATTLE LAKE</td>
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<td>56515</td>
<td>526 SUMMIT ST E</td>
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<tr>
<td>PAUL W &amp; LINDA R ROBERTS</td>
<td>536 SUMMIT ST E</td>
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<td>BATTLE LAKE</td>
<td>MN</td>
<td>56515</td>
<td>536 SUMMIT ST E</td>
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<tr>
<td>THOMAS L &amp; BETH B NELSON</td>
<td>103 LAKEWOOD DR</td>
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<td>BATTLE LAKE</td>
<td>MN</td>
<td>56515</td>
<td>303 LAKEWOOD DR</td>
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<tr>
<td>WILLIAM L &amp; JANE L KLAERS</td>
<td>104 LAKEWOOD DR</td>
<td></td>
<td>BATTLE LAKE</td>
<td>MN</td>
<td>56515</td>
<td>304 LAKEWOOD DR</td>
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<tr>
<td>Precision Landscaping</td>
<td>102 County Hwy 1</td>
<td></td>
<td>Ottertail</td>
<td>MN</td>
<td>56571</td>
<td>Contractor</td>
</tr>
</tbody>
</table>

Signature

Subscribed and sworn to before me this 28th day of May, 2019.

Notary Public

[Signature]

[Signature]
Notice of Hearing on Conditional Use

Pursuant to City Code #152.064 of the City of Battle Lake, you are hereby notified of a hearing on a Conditional Use permit of the following nature:

David J. McCoss, Trustee at 535 Summit St. East is requesting a Conditional Use Permit for work within the shore impact zone and behind the impact zone. The request is to remove the ice ridge by the lake; leave existing trees at the lake; pull this area back from the water’s edge to level lot area; and put soil on to create a medium for turf to grow. They will use erosion control blankets and hydro-seeding to establish turf. They will remove approximately 15 to 18 trees and stumps to aide in leveling this 70 foot area. The leveling is done for ease of use and accessibility for recreation. Soil to be brought in is approximately 200 yards of screened soil for turf establishment. Silt fence will be used at the beach area.

Details for the above application are available for inspection at the City Clerk’s office at 108 Main St East, Battle Lake, MN.

The Battle Lake Planning Commission Hearing will be Tuesday, June 4, 2019 at City Hall at 108 E Main, Battle Lake, Minnesota at 7:00 pm. The City Council will consider the Planning Commission’s recommendation at 7:00 p.m., June 11, 2019 at City Hall.

The Planning Commission will view the request at the property location an hour prior to the hearing.

Any objections to the granting of this conditional use permit may be made in person at the time of the said hearing, or by letter to the Clerk-Treasurer of the City of Battle Lake, PO Box 386, Battle Lake, MN 56515-0386 on or before June 4, 2019.

By Order of the City Council
Valerie J. Martin
Clerk-Treasurer
City of Battle Lake
**STAFF REPORT**

**Application:** Conditional Use Permit

**Applicant/Property Owner:** David J. McCoss, Trustee

**Background:** David J. McCoss, Trustee has applied for a Conditional Use Permit and is working with Precision Landscape to do the work within the shore impact zone and beyond.

David J. McCoss, Trustee at 535 Summit St. East is requesting a Conditional Use Permit for work within the shore impact zone and behind the impact zone. The request is to remove the ice ridge by the lake; leave existing trees at the lake; pull this area back from the water's edge to level lot area; and put soil on to create a medium for turf to grow. They will use erosion control blankets and hydro-seeding to establish turf. They will remove approximately 15 to 18 trees and stumps to aide in leveling this 70 foot area. The leveling is done for ease of use and accessibility for recreation. Soil to be brought in is approximately 200 yards of screened soil for turf establishment. Silt fence will be used at the beach area.

**Applicable Ordinances:** Chapter 151 – Shoreland Management

§ 150.037 SHORELAND ALTERATIONS.

Alterations of vegetation and topography will be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, and protect fish and wildlife habitat.

(A) Vegetation alterations.

(1) Vegetation alteration necessary for the construction of structures and sewage-treatment
systems and the construction of roads and parking areas regulated by § 150.038 are exempt from
the vegetation alteration standards that follow.

(2) Removal or alteration of vegetation is allowed subject to the following standards:
   (a) Intensive vegetation clearing within the shore and bluff impact zones and on steep
       slopes is not allowed. Intensive vegetation clearing for forest land conversion to another use outside of
       these areas is allowable as a conditional use if an erosion control and sedimentation plan is developed
       and approved by the soil and water conservation district in which the property is located; and
   (b) In shore and bluff impact zones and on steep slopes, limited clearing of trees and
       shrubs and cutting, pruning, and trimming of trees is allowed to provide a view to the water from the
       principal dwelling site and to accommodate the placement of stairways and landings, picnic areas,
       access paths, beach and watercraft access areas, and permitted water oriented accessory structures or
       facilities, provided that:
           1. The screening of structures, vehicles, or other facilities as viewed from the
              water, assuming summer, leaf-on conditions, is not substantially reduced; and
           2. The above provisions are not applicable to the removal of trees, limbs, or
              branches that are dead, diseased, or pose safety hazards.

(B) Topographic alterations/lot alteration.
   (1) Lot alteration excavating necessary for the construction of structures, sewage-treatment
       systems, and driveways under validly issued construction permits for these facilities does not require the
       issuance of a separate lot alteration permit. However, the lot alteration standards in this section must
       be incorporated into the issuance of permits for construction of structures, sewage-treatment systems,
       and driveways.
   (2) Public roads and parking areas are regulated by § 150.038.
   (3) Notwithstanding subsections (1) and (2) above, a lot alteration permit will be required
       for:
           (a) The movement of more than ten cubic yards of material on steep slopes or within
               shore or bluff impact zones; and
           (b) The movement of more than 300 cubic yards of material outside of steep slopes and
               shore and bluff impact zones. Property owner must apply and receive a Conditional Use Permit prior
               to receiving a permit for the movement of more than 300 cubic yards of material.
   (4) The following considerations and conditions must be adhered to during the issuance of
       site permits, lot alteration permits, conditional or special use permits, variances and subdivision
       approvals:
           (a) Grading or filling in any type 2, 3, 4, 5, 6, 7 or 8 wetland must be evaluated to
ten  
            determine how extensively the proposed activity would affect the following functional qualities of the
            wetland:
                1. Sediment and pollutant trapping and retention;
                2. Storage of surface runoff to prevent or reduce flood damage;
                3. Fish and wildlife habitat;
                4. Recreational use;
                5. Shoreline or bank stabilization; and
                6. Noteworthiness, including special qualities such as historic significance,
critically  
            habitat for endangered plants and animals, or others.
               7. This evaluation must also include a determination of whether the wetland
             alteration being proposed requires permits, reviews, or approvals by other local, state, or federal
             agencies such as a watershed district, the Minnesota Department of Natural Resources, or the United
             States Army Corps of Engineers. The applicant will be so advised.
           (b) Alterations must be designed and conducted in a manner that ensures only the
               smallest amount of bare ground is exposed for the shortest time possible;
           (c) Mulches or similar materials must be used, where necessary, for temporary bare
               soil coverage, and a permanent vegetation cover must be established as soon as possible;
           (d) Methods to minimize soil erosion and to trap sediments before they reach any

June, 2019 Battle Lake City Council    PAGE 9
surface water feature must be used;

(e) Altered areas must be stabilized to acceptable erosion control standards consistent with the field office technical guides of the local soil and water conservation districts and the United States Soil Conservation Service;

(f) Fill or excavated material must not be placed in a manner that creates an unstable slope;

(g) Plans to place fill or excavated material on steep slopes must be reviewed by qualified professionals for continued slope stability and must not create finished slopes of 30% or greater;

(h) Fill or excavated material must not be placed in bluff impact zones;

(i) Any alterations below the ordinary high-water level of public waters must first be authorized by the Commissioner under M.S. § 103G.245, as it may be amended from time to time.

(j) Alterations of topography must only be allowed if they are accessory to permitted or conditional uses and do not adversely affect adjacent or nearby properties; and

(k) Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, is permitted if the finished slope does not exceed three feet horizontal to one foot vertical, the landward extent of the riprap is within ten feet of the ordinary high-water level, and the height of the riprap above the ordinary high-water level does not exceed three feet.

(5) Excavations where the intended purpose is connection to a public water, such as boat slips, canals, lagoons, and harbors, must be controlled by local shoreland controls. Permission for excavations may be given only after the Commissioner has approved the proposed connection to public waters.

§ 150.041 CONDITIONAL USES.

Conditional uses allowable within shoreland areas shall be subject to the review and approval procedures, looking at compatibility of uses, and criteria and conditions for review of conditional and special uses established community-wide. The following additional evaluation criteria and conditions apply within shoreland areas:

(A) Evaluation criteria. A thorough evaluation of the waterbody and the topographic, vegetation, and soil conditions on the site must be made to ensure:

(1) The prevention of soil erosion or other possible pollution of public waters, both during and after construction;

(2) The visibility of structures and other facilities as viewed from public waters is limited;

(3) The site is adequate for water supply and on-site sewage treatment; and

(4) The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.

(B) Conditions attached to conditional and special use permits. The City Council upon consideration of the criteria listed above and the purposes of this section, shall attach such conditions to the issuance of the conditional use permits as it deems necessary to fulfill the purposes of this section. Such conditions may include, but are not limited to, the following:

(1) Increased setbacks from the ordinary high-water level;

(2) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted; and

(3) Special provisions for the location, design, and use of structures, sewage-treatment systems, watercraft launching and docking areas, and vehicle parking areas.

Chapter 152 - Zoning

§ 152.064 Conditional Uses.

A. A conditional use is a use that is permitted within the applicable zoning district but which may be, or could become, incompatible under certain conditions with adjacent uses or generally with other uses within the applicable zoning district. As a result, a public review shall be required before the land may be used for the specified purpose. Review of the proposed site design, and conditions on the use of the property or lot under consideration may be added
before approval is granted.

B. Procedure. The applicant shall complete and submit to the Zoning Officer a conditional use permit application form, any additional information reasonably requested by the Planning Commission or the Zoning Officer and a fee to be set by the City Council by ordinance. The Zoning Officer shall determine if the application is complete prior to setting a hearing date and time and referring the application to the Planning Commission. The Planning Commission shall hold a public hearing on the proposal after notification of the date, time and place of the hearing is published in the city’s official newspaper at least ten days before the hearing. In addition, persons who own property situated wholly or partly within 350 feet of the affected parcel or parcels shall receive similar, individual notifications by mail. The petitioner or his representative shall appear before the Planning Commission in order to answer questions concerning the proposed conditional use permit. The Commission’s recommendation shall be presented to the Council. The City Council shall make findings of fact and approve or deny a request for a conditional use permit within 60 days after receipt of the complete application. If it grants the permit, the City Council impose conditions it considers necessary to protect the public health, safety and welfare and such conditions may include a time limit for the use to exist or operate.

C. Requirements. An accurate property description and a site design plan showing existing or proposed buildings, streets, access parking spaces, signs, and landscaping screening plans shall be required to be submitted along with the application form.

D. Standards. The Planning Commission shall recommend a conditional use permit and the City Council order the issuance of such permit only if it finds that such use at the proposed location:

a. Will be harmonious with the comprehensive plan of the City and this Chapter;
b. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the surrounding area and will not change the essential character of that area;
c. Will not be hazardous, unhealthy or unsafe to existing or future neighboring uses;
d. Will be served adequately by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems, and schools;
e. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;
f. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare because of excessive production of or offensive traffic, noise, smoke, fumes, dust, glare, vibrations, odors or other pollutants;
g. Will have vehicular approaches to the property which are so designed as not to create traffic congestion or an interference with traffic on surrounding public thoroughfares;
h. Will not result in the destruction, loss or damage of a natural, scenic, or historic feature of major importance;
i. Will be compatible with surrounding buildings, circulation, open space, landscaping, parking, and compatible with existing natural topography, natural water courses, vegetation, exposure to sunlight and wind, and views.

E. Conditions. In recommending or approving any conditional use permit, the Planning and Zoning Commission and the City Council may impose conditions which it considers necessary to meet the standards of this Chapter and to protect the best interests of the surrounding area or the City as a whole. Such conditions as are imposed shall bind any successors and shall not be affected by any subsequent transfer of ownership. Violation of any such condition is a
violation of this Chapter. These conditions may include but are not limited to the following:
a. Ingress and egress modifications to the property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe;
b. Changes to off-street parking and loading areas where required with particular attention to the related noise, glare, or odor effects on nearby property;
c. Changes to refuse and service with particular attention to ingress and egress;
d. Modification in utility plans with reference to location, availability, and compatibility;
e. The addition of fencing, screening, landscaping or other facilities to protect or buffer abutting or adjacent property;
f. Modification to proposed signs, if any, and proposed exterior lighting with reference to glare, traffic safety, and compatibility and harmony with properties in the district;
g. Changes in required yards and other open space;
h. Controls on the hours of operation of all or portions of a particular use.

STAFF FINDINGS:
1. The subject property is legally described as Marci Addn Lot 2, Block 1 and is currently zoned as Seasonal Residential Recreational and a bare lot.
2. A portion of the work is within the Shore Impact Zone with movement of more than 10 cubic yards, thus the requirement for a Conditional Use Permit.
3. The new owner is requesting the permit to repair several years of ice damage.
4. The owner is working with a contractor that will use proper measures to protect the lake – silt fence, erosion control blankets, and hydro-seed area as soon as landscaping is completed.
CITY OF BATTLE LAKE
PLANNING COMMISSION

The Battle Lake Planning Commission met Tuesday, June 4, 2019. Present were Commissioners Chuck Reeve, Dawn Swisher, Gary Dirckx, Gene Kelm, Greg Maynard and Don Maslow. Absent was Bert Olson. Also present were Val Martin, Clerk/Treasurer/Zoning Officer; Steve Seufert, Public Works Superintendent; Pat Morstad, Precision Landscaping; and Jim and Jenny Jenson.

The meeting was called to order by Dirckx.

Kelm moved to approve the agenda. Maslow seconded. MCU Reeve moved to approve the minutes. Swisher seconded. MCU

The Planning Commission held a hearing to review a Conditional Use Permit Request: David J. McCoss, Trustee at 535 Summit St. East is requesting a Conditional Use Permit for work within the shore impact zone and behind the impact zone. The request is to remove the ice ridge by the lake; leave existing trees at the lake; pull this area back from the water’s edge to level lot area; and put soil on to create a medium for turf to grow. They will use erosion control blankets and hydro-seeding to establish turf. They will remove approximately 15 to 18 trees and stumps to aide in leveling this 70 foot area. The leveling is done for ease of use and accessibility for recreation. Soil to be brought in is approximately 200 yards of screened soil for turf establishment. Silt fence will be used at the beach area.

Some members of the planning commission met at the site prior to the meeting (6:00 p.m.) to review the request.

Presentation of Application:

- Pat Morstad from Precision Landscaping presented the request as stated in the application. The work also includes about 25 feet of the adjacent property.
- Tree removal will not be in the shore impact zone.
- They will use add 4 to 6 inches of black dirt after they have repaired the ice damage to have a good base for grass. This will be done from the shoreland all the way back to the end of the project area. They will hydro-seed and use erosion control blankets.
- Pat has recommended rip-rap to the owner but the owner does not want to do it at this time.
- The shoreline is sandy with some rock.

Staff Report

1. The subject property is legally described as Marci Addn Lot 2, Block 1 and is currently zoned as Seasonal Residential Recreational and a bare lot.
2. A portion of the work is within the Shore Impact Zone with movement of more than 10 cubic yards, thus the requirement for a Conditional Use Permit.
3. The new owner is requesting the permit to repair several years of ice damage.
4. The owner is working with a contractor that will use proper measures to protect the lake – silt fence, erosion control blankets, and hydro-seed area as soon as landscaping is completed.

Dirckx called for public comment.

- Jim and Jenny Jensen own property down the hill from the lot and have concerns about additional water issues onto their property. They would like to see a water retention area to keep water on the property.
- They continue to see more and more water issues on their property due to what they feel is the addition of impervious surface coming from new homes over the last 20 years.
- They also feel a berm would assist in controlling water.

Seufert mentioned that water tables all over are high and this may be a large portion of their water issues and is probably contributing to the expansion of the wetlands on their property.

The commission members discussed several options to aid in the stormwater issue. It was noted that the Jensen’s property is downhill from all the others and they naturally get much of the stormwater from the properties uphill from them.

One of the commissioners asked if 200 yards of fill will be enough to get the job done. Morstad said that he is going to repair the ice damage by pulling back the dirt from that area. The finished project will not be totally level, there will still be natural topography. He said that the majority of the fill will be used to add 4 to 6 inches of soil to the project area to establish turf. There was a discussion on whether he can use more than 200 yards with this project. Martin stated that he can only add the 4 to 6 includes of soil in the shore impact zone but outside of that point he doesn’t need to have a permit.
to fill in that area. He could use up to 300 yards without a permit. It seems that a swale, with the establishment of turf will certainly assist in slowing water movement to the adjacent property.

Commissions reviewed the findings of fact:

1. Will the requested use create an unreasonably excessive burden on existing streets or other utilities? **No, not with the assistance of some water retention controls.**
2. Is the requested use in any incompatible with surrounding areas? **No, it should help the slow-down of water**
3. Will the intended use have an appearance that will unreasonably, adversely affect nearby properties? **No, it will be an improvement**
4. Will the intended use create an unreasonably adverse effect because of noise, odor, glare or general unsightliness, for nearby property owners? **No, it will be an improvement**
5. Is the intended use, in the opinion of the Planning Commission, reasonably related to the existing land use and environment? **Yes**
6. Is the intended use consistent with the Battle Lake Land Use Ordinance? **Yes**

It was noted that more than 300 yards of fill would need a separate CUP.

Reeve made a motion to recommend approval of the CUP with the following conditions: The contractor must create a natural swale to keep water off the east side and within the project area to help control water run-off to the adjacent property. The contractor will need to get written permission from the owner at 533 Summit to do the additional work (about 25 feet) that has the same type of damage to match the work he is doing. Maynard seconded. MCU

Martin made a request for the commissioners to review the regulations regarding Campers/RCU's. Changes were made to the ordinance in 2016. Some questions have come up and Martin would like to revisit the ordinance regulation. Commissioner agreed.

**RECREATIONAL CAMPING UNIT (RCU).** A relocatable single-family dwelling unit, less than 40 ft. in length, which in the traveling mode, is less than 8 ½ body ft. in width, and is less than 399 square feet when erected onsite, including, but not limited to tents, motor homes and travel trailers.

(5) Storage and use of fish houses and RCU's. The storage and use of fish houses and RCU's are allowed with the following provisions:

(a) It meets set back requirements.
(b) Cannot be connected to water or sewer.
(c) The lot is compliant with all area, water frontage and width of the requirements of this ordinance.
(d) Use of an RCU, that meets the above provisions, will be allowed on a temporary basis, not to exceed 10 days.

Adjourn – 7:45 p.m.
Valerie J. Martin, Zoning Officer/Secretary
Planning and Zoning Services

Sourcewell at your Service

April 26, 2019

City of Battle Lake
108 Main Street East
PO Box 386
Battle Lake, MN 56515
Proposition to Perform Planning and Zoning Services to the **City of Battle Lake**

<table>
<thead>
<tr>
<th>Date</th>
<th>Services Performed By:</th>
<th>Services Performed For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26, 2019</td>
<td>Sourcewell</td>
<td>City of Battle Lake</td>
</tr>
<tr>
<td></td>
<td>202 12th Street NE</td>
<td>108 Main St E</td>
</tr>
<tr>
<td></td>
<td>Staples, MN 56479</td>
<td>PO Box 386</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Battle Lake, MN 56515</td>
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**Proposal Overview**

Sourcewell proposes to provide Zoning Consultant services to the City of Battle Lake. These services will be provided on a contractual, hourly basis agreed upon by the City of Battle Lake. The contract can be very flexible, including on an interim basis or permanent basis.

**Sourcewell’s City and County Solutions Department**

Sourcewell is one of nine Minnesota Service Cooperatives that offers regionally focused programs for our government and education members that comprise an area known as "Region 5." We successfully aid our local members in the planning, development, and provision of valued services in a vast array of fields, as well as regional programs for Insurance, Educational Solutions, IT support, Cooperative Purchasing, and more.

In an effort to reinvest in the Region, Sourcewell has committed to offering various programs and services to City and County Members. It has been our goal to establish these programs and services with your participation and input. With your feedback, we have been able to create programs and services that we hope will be valuable to you.
Period of Performance

The services are available immediately. If there is a format you prefer, please notify Sourcewell and we will accommodate your needs.

Current Projects and Engagement Resources

Sourcewell currently provides Zoning Administration Services for the following communities: Cities of Crosby, Deerwood, Emily, Fifty Lakes, Garrison, Jenkins, Pequot Lakes, Trommald, Manhattan Beach, Wahkon, Isle, Sebeka, Genola, Osakis, Nisswa, Buckman, Ironton, Remer, Pine River, Ottertail and Crow Wing Township.

Sourcewell currently provides Planning Services for the following communities: Cities of Brainerd, Staples, Isle, Nisswa, Frazee, Jenkins and Breezy Point.

PLANNING AND ZONING SERVICES
Sourcewell offers Planning and Zoning Specialist’s dedicated to offering planning and zoning services in the Region. These staff are made available to Cities, Counties, and Townships. Sourcewell offers this service on contract with Cities and Counties or on a project basis. Through this service, Sourcewell can offer assistance with:

- Zoning Reviews (Variances, Conditional Use Permits)
- Permitting
- Ordinance Reviews/Amendments
- Project/City Planning
- Plat and Subdivision Reviews
- Park, Trail and Open Space Plans
- Community Engagement
- Downtown Plans
- Comprehensive Planning
- Mapping Services
- More at Request

At Sourcewell, our mission is to build valued relationships and deliver innovative solutions with integrity, exceeding the expectations of our members.
Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

*Land Use Planning
City ordinance development, review and recommendations.

*Sourcewell staff anticipates most of this work to be done remotely but would be available on-site as needed.*

**Zoning Administration
Permit review
Legal notifications
Preparation of monthly agendas
Preparation and Distribution of Staff Reports for public hearing applications (variances, plats, etc...)
Site inspections
Violation enforcement

**As needed and as requested under this agreement, but separate from the ordinance review and update project**

Fee Schedule

This engagement will be conducted on an hourly basis in (15-minute increments). Sourcewell does not charge for drivetime, however on-site meetings/visits after 5:00pm are billed with a 2-hour minimum.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Hourly Rate</th>
<th>Anticipated Number of Hours</th>
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</thead>
<tbody>
<tr>
<td>Ordinance Development Review, and Recommendation*</td>
<td>$60.00</td>
<td>40</td>
</tr>
<tr>
<td>General Zoning Administration Assistance</td>
<td>$60.00</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

*Sourcewell will only bill for time on the project and to complete the project not to exceed $2,400*. 
Invoice Procedures

The City of Battle Lake will be invoiced monthly for the zoning ordinance development services provided by Sourcewell. Invoices are due upon receipt. There will be no retainer fee or out-of-pocket expenses charged to the City of Battle Lake. The hourly rate is the only charge to be invoiced.

<table>
<thead>
<tr>
<th>Bill to Address</th>
<th>Bill from Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Battle Lake</td>
<td>Sourcewell</td>
</tr>
<tr>
<td>108 Main St E</td>
<td>202 12th Street NE</td>
</tr>
<tr>
<td>PO Box 386</td>
<td>Staples MN 56479</td>
</tr>
<tr>
<td>Battle Lake, MN 56515</td>
<td></td>
</tr>
</tbody>
</table>

Proposal Acceptance

IN WITNESS WHEREOF, the parties hereto have caused this proposal to be accepted as of the______(day), ________(month) and_______(year) first written above. A Sourcewell Shared Services Agreement will follow.

City of Battle Lake

By:____________________________________
Name:__________________________________
Title:__________________________________

Sourcewell

By:____________________________________
Name:__________________________________
Title:__________________________________
CITY OF BATTLE LAKE  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA  

RESOLUTION #2019-06-11A  

Resolution in the Matter of Accepting Bids and Calling for an Assessment Hearing for Proposed Assessments for Improvements to Hidden Meadows Drive, Battle Lake, Minnesota  

WHEREAS, pursuant to a resolution passed by the council May 14, 2019, advertisement for bids for the above referenced improvements, bids were received, opened and tabulated on the 30th day of May, 2019 according to law and the attached bids were received complying with the advertisement:  

See Attachment “A”  

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BATTLE LAKE, MINNESOTA:  

1. An Assessment Hearing shall be held at 7:00 p.m. on the 9th day of July, 2019 in the Council Chambers of City Hall, 108 Main Street East, Battle Lake, Minnesota 56515 to pass upon such proposed assessment and at such time and place, all persons owning property effected by such improvements will be given an opportunity to be heard with reference to such assessments.  

2. The city clerk is hereby directed to cause a notice of hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing and such notice shall state the total cost of the improvement. The city clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.  

3. The owner of any property so assessed, may at any time prior to the certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest incurred to the date of the payment. No interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. Such property owners may at any time thereafter, pay the unpaid balance with interest accrued to December 31st of the year in which such payment is paid. Payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.  

Adopted by the City Council on this 11th day of June, 2019.  

______________________  
Mayor  

______________________  
City Clerk
# City of Battle Lake
## Cash Balances
### 1/1/2019 to 12/31/2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>Debits</th>
<th>Credits</th>
<th>Ending Balance</th>
</tr>
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<tbody>
<tr>
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$1,309,220.02 $2,078,503.42 $1,988,670.02 $1,399,053.42
City of Battle Lake  
Cash Balances  
1/1/2019 to 12/31/2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>Debits</th>
<th>Credits</th>
<th>Ending Balance</th>
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<td>5/30/2019</td>
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<td>LPI</td>
<td>$371.00</td>
<td>Advertising</td>
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<td>41702</td>
<td>McKinnon Co, Inc</td>
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City of Battle Lake Council Meeting May 14, 2019

The Battle Lake City Council met in regular session on Tuesday, April 9, 2019 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 Don Maslow, Marjorie Quammen, Ryan Christensen and John A. Salvevold present. Also present were City Attorney, JJ Cline; Clerk/Treasurer, Val Martin; Police Chief, Kent Kortlever; Public Works Superintendent, Steve Seufert and Jade Berube, City Engineer. Members from the EDA present were Randy Dorn, Sara Boyum, with Don Maslow and Gene Kelm as council representatives. Other people were also in attendance from the community.

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

Joint EDA and Council Meeting was Called to Order

Dorn discussed the Cranston property that is part of the Hatchery Row project. This project calls for a swap of property with a $25,000 payment for the owner to move the building or re-build it. The owner lives in Wisconsin and is available this summer to work on moving the building over to the lot that is being sub-divided. Dorn suggested it was important that we get the switch done as soon as possible. Randy made a motion for the EDA to execute the purchase agreement with Cranston’s. Boyum seconded. MCU With all EDA members present voting yes. Maslow made a motion for the council to approve the EDA’s execution of the purchase agreement with Cranston’s. Quammen seconded. MCU Christensen made a motion to start the platting process for the lot needed with the switch. Salvevold seconded. Joint EDA/Council meeting adjourned with Dorn and Boyum leaving.

Visitors

Sharri Martyn from Rustic Lilly submitted a request for a commercial permit. She would like to purchase a lot on Lake Avenue and will bring in an airstream trailer that has been revamped to accommodate a women’s clothing, accessories, gifts boutique. She plans to do some landscaping and make it look very professional. She will be open Memorial Day to Labor Day, seven days a week. She may keep the camper parked over the winter in the lot but would move it towards the back of the lot. Christensen made a motion to approve the permit. Quammen seconded. MCU

Chris Green asked if the council would consider putting a garbage container at the old Youth Center. Kids still use the outside equipment and leave trash there. As Bethel Church owns the property, council felt they should take care of it. Martin will contact them.

Mikel Olson from HRA was in attendance to discuss the upcoming community fish fry. August 7th from 6:00 to 7:30 was set as the date. Full menu will be determined at a later date. It will be held in the parking lot across from the LACC. We want to encourage people who either live here year-round or those that live here more than the live in a winter home to fill out a survey for the Small Cities rehab grant. We want to gather as many surveys as possible even if people don’t qualify. It can help with the application. He will bring several staff members to assist and answer questions. Olson will do a press release, posters and a mailing will be used to get the information out. Council, City Attorney and Staff will also make phone calls to encourage residents to attend.

Mikel Olson informed the council that the Williams Company sold and they paid the obligation for the commercial rehab grant. It will be about $14,000 and can be used for another commercial property. The bank has made a request to help pay for the roof at the old bakery building. They will be making office spaces inside the building. Olson is checking to see if this would be legal.

Water/Sewer Project

Jade Berube, Apex Engineering, was in attendance to give an update on the upcoming water/sewer project:

- Plans have been approved by MDH and we are waiting for approval from MPCA.
- Plans have been submitted to the County with comments expected this week.
- MnDOT review will commence after County review.
- Once the reviews are complete, we can clarify timeframe for bidding.
- Highway 78 permits are expected mid-June.
Quammen made a motion to approve Resolution 2019-05-14B Resolution for Parallel Parking Only. Salvevold seconded. Mayor Kelm called for a roll call vote with Christensen, Quammen, Salvevold, Kelm and Maslow voting yes and no members voting no. MCU

Maslow made a motion to approve Resolution 2019-05-14C Approving County Project with Corporate Limits. Salvevold seconded. Mayor Kelm called for a roll call vote with Christensen, Quammen, Salvevold, Kelm and Maslow voting yes and no members voting no. MCU

Christensen made a motion to approve Resolution 2019-05-14D Approving Plans and Ordering Bids for Hidden Meadows. Quammen seconded. Mayor Kelm called for a roll call vote with Christensen, Quammen, Salvevold, Kelm and Maslow voting yes and no members voting no. MCU

The council discussed options available to get a water/sewer stub in the right-of-way outside of the paved area for the property located just south of Hidden Meadows. This would save someone $5000 or so if they don’t have to open up the pavement to get at the services. There are a couple issues with bringing in the service from the west as the elevation is not right and may require a lift station. There are some options available that would require an easement from one of the property owners. This was tabled so someone could discuss the possibility of an easement with the property owners.

Christensen made a motion to approve the consent agenda:
- Treasurer’s Report
  - Claims List totaling $256,595.71
- Minutes
- Extra Hours Report
- Public Works/Administration Hourly Distribution
- Gambling Permit – Battle Lake American Legion Raffle on July 28, 2019
- Special Event Permit for Ag Country – Use of Lions Park on July 23, 2019
- Gambling Permit for Battle Lake Sporting Club Ice Fishing Contest- February 8, 2020
- Special Event Permit for Battle Lake Lions – West Battle Lake Walleye Tournament on Jun 15th and 16th
- Special Event Permit – Turtle Races on Thursday Mornings

Maslow seconded. MCU

Liquor Store Report: A written report was presented. Sales were up 19% for April over last year and overall sales for the year are up 9.3% over last year.

Police Report: Kortlever provided a report of activities for the month of April.

Public Works Report:
- Seufert presented a municipex water pipe to the council that he would like to use in the new project. The material is a little more expensive than poly but also costs much less than copper and will last longer. Council agreed and Berube will put in the bid documents.
- Seufert received quotes from two different entities for porta-potties with Barry’s Rentals coming in cheaper at $825 for all porta-potties needed. Christensen made a motion to approve. Maslow seconded. MCU
- Public Works has tried to get more than one quote for seal-coating. They have requested quotes from Aztec three times and they have not submitted a quote. Morris Seal Coat is used by the County and other entities in the area and have been recommended by other contractors. Christensen made a motion to accept the bid from Morris Seal Coat with the additional fog seal at $78,070. Maslow seconded. MCU
- Maslow made a motion to approve the lowest bidder, Ness Backhoes, to do some reshaping, ditch and dirt work as presented. Christensen seconded. MCU

Administration Report:
Martin presented a report for the council on her time served on the West Central Initiative (WCI) Board and the Otter Tail County Community Development Authority (CDA) Board.

Maslow made a motion to approve the hiring of Tamara Olson at Pay Grade 4, Step 2. Christensen seconded. MCU
Battle Lake Motor Patrol: Meeting will be next Monday.

BLAFRA: Maslow reported.

LACC: no report. The meetings have been changed to the 3rd Tuesday of each month at 5:30 p.m.

Tri-City Housing: Kelm and Martin reported.

Economic Development Authority: Martin reported.

Emergency Management: Kortlever reported.

Unfinished Business:

Hatchery Row – No news

A staff/council fish fry is scheduled for August 22nd at 6:00 p.m. at Sand Bay Park. It will be potluck and will include planning commission and EDA members as well.

New Business:

Christensen made a motion to approve Resolution 2019-05-14A Resolution Requesting Comprehensive Road and Transit Funding. Salvevold seconded. Mayor Kelm called for a roll call vote with Christensen, Quammen, Salvevold, Kelm and Maslow voting yes and no members voting no. MCU

Council received follow-up information from this year's Loss Control visit. No recommendations were made.

Maslow made a motion to approve the Ice Damage Policy for 2019. Salvevold seconded. MCU

Quammen made a motion to approve waiving the natural gas rental deposit for Tiny Tykes. The Battle Lake Youth Center, LLC owns the building and has signed off that they will be responsible for any natural gas fees that don't get paid by Tiny Tykes. Maslow seconded. MCU

Maslow made a motion to approve the Wine/3.2% liquor license for Lake Dog Deli. Salvevold seconded. MCU

Quammen made a motion to approve Outdoor Liquor and Special Event permits for BL Block Parties to be scheduled for June 13th – Rusty Nail, July 18th – Shoreline and August 15th – Boathouse & to allow LACC use of street one each of those dates. The permits are contingent on appropriate insurance and paperwork requirements. Council will also waive the fee but the business must take care of the garbage from the event and clean-up everything when the event is complete. Maslow seconded. MCU

Christensen made a motion to approve an Outdoor Liquor Permit for DanceBARN on July 27th and to waive the fee. Salvevold seconded.

Martin will work with the ordinance committee to revisit the Outdoor Liquor Permit requirements. Some changes may need to be made.

Kelm attended a MnDOT meeting in Detroit Lakes regarding right-of-way requirements and some possible changes in the future.
**Notices/Announcements:**

- Thank you from Prospect House Museum
- Blandin Leadership Informational Meeting – May 16, 2019
- Next Council Meeting – June 11, 2019
- Governor’s Fishing Opener 2020 will be held in Otter Tail County
- 

Adjourn 9:50 p.m.

______________________________________  Valerie J. Martin, Clerk/Treasurer
Extra Hours Report  
May, 2019  
(includes overtime paid out or converted to comp-time and holiday time)

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<th>Employee</th>
<th>Position</th>
<th>Total Overtime</th>
<th>Converted to Comp-time</th>
<th>Paid out as Overtime</th>
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<td>Jack Uselman</td>
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<td>Karalee Brandner</td>
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**Note:**
Compensatory time (comp-time) is earned at the rate of 1.5 times the hours worked over 40 per week. It may be used in the same manner as vacation time. Time-off for holidays, sick-leave, comp-time cannot be used in the calculation of the 1.5 times rate. Auditors recommend the pay-out of comp-time at the end of the year but policy does allow employees to carry-over up to 40 hours of comp-time into a new fiscal year.

When the City is reimbursed for T2D hours for the police department, it is at 1 1/2 times. During a holiday week, they will be paid for this overtime at 1 1/2 times to match up with the reimbursement we get from the County.

The Liquor Store Manager is responsible for scheduling the hours of the part-time clerks, however in some instances such as illness or bad weather, he might have to fill in for another employee.

Public Works employees may be required to work evening and/or weekends to check sewer lifts, clean park restrooms, pick up garbage, check the irrigation system and handle snow removal. Special projects, emergency call-outs and meetings may also require the Public Works Director to work additional hours.

Police Department employees are sometimes required to spend extra hours at the County Jail following an arrest, have emergency call-outs and may also be required to appear in Court at times.

The Clerk-Treasurer’s extra hours are usually involved with Council, Planning and Committee meetings, training and informational meetings, personnel, elections and special projects. At fiscal year-end (December – January), during the annual audit (April-May) and budget time (July-November) the workload is considerably higher.

Val Martin
### Special Event Permit Application

**Name of Event:** Swimming Lessons  
**Date of Event:** July 8 - July 19  
**Time of Event:** Afternoons  
**Estimated Attendance (If applicable):** 30 - 40

**Type of Event (Picnic, Concert, 5K, Food Vendor, etc) List all activities - use additional paper if necessary**

**Location of Event:** West Battle Lake  
**Contact:** Kathy Kensing er  
**Organization:** Battle Lake Com. Ed.  
**Address:** 402 W. Summit  
**City, State, Zip:** Battle Lake, MN 56515  
**Phone:** 218-862-4603  
**Cell Phone:**  
**e-mail address:** kensing er@isd542.org  

**Street closures requested:**

**Type of Assistance Requested from (be specific):**

- Access to restrooms
- If possible, warn swimmers of severe weather with lightning or strong wind.

**Other:** (Rescue Squad)

**Are you serving as a Sponsor (Umbrella Organization) for the whole event?** Yes [X] No

**Liability Insurance Information:** Agency (contact name and phone #)

**Dates of coverage:** 4/19 - 7/20  
**Contact info attached.**

Must provide insurance certificate with City of Battle Lake listed as additional insured if event is held on public property.

**Council approval date:**  
**Date received:**

Please turn over and sign Hold Harmless Agreement.
# Certificate of Liability Insurance

**Date (MM/DD/YYYY): 05/09/2019**

**Producer:** FIRST LAKES AGENCY  
SIA OF THE GREAT LAKES  
PO BOX 38  
BATTLE LAKE, MN 56515

**Insured:** ISD #542 BATTLE LAKE  
402 SUMMIT STREET W  
BATTLE LAKE, MN 56515

**Coverages: Certificate Number:**

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<td>E.L. DISEASE - POLICY LIMIT</td>
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**Description of Operations / Locations / Vehicles:** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Certificate Holder:**

CITY OF BATTLE LAKE  
PO BOX 366  
108 E MAIN STREET  
BATTLE LAKE, MN 56515

**Cancellation:**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**Authorized Representative:**

**ACORD 25 (2016/03)**

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Red Cross Swimming Lessons -- Taught by YMCA Instructors

Swimming lessons will meet five times for 45 minutes each time. (Preschool lessons are 30 minutes each.) Instructors will not have much time between lessons, so swimmers are asked to be ready to begin their lesson immediately at their start time. Parents are encouraged to stay and watch lessons. If parents leave the swimming area during lessons, they are asked to be back promptly at the end of the lesson. Instructors will not be able to supervise swimmers in the water who are not in a lesson. Swimming lessons meet regardless of weather. If it is unsafe to swim due to weather, safety skills will be taught in the shelter located near each beach.

Class Descriptions

Preschool—approximate ages 2 1/2 to 5 years. Learn water adjustment skills, front and back float. Learn to move in the water on front and back. Learn to be comfortable in the water. Lessons meet Monday through Friday, five lessons of 30 minutes each. Limited enrollment; register early.

Level 1: Introduction to Water Skills — approximate ages 5-7. This level is ideal for the child who has not had previous swim instruction or is unable or uncomfortable with putting their entire face in the water. The purpose of this level is for students to become more comfortable in the water. Students will become proficient in skills such as: entering and exiting the water safely, submerging entire face, using a life jacket, and beginning front and back float.

Level 2: Fundamental Aquatic Skills — approximate ages 7 & 8. This level is ideal for the child who is able to put their face in the water but is unable to independently float on their front and back. The purpose of this level is for students to begin to develop fundamental water skills. In this level, students will learn to swim unaided 15 feet on either their front or back as well as entering the water by jumping or stepping from the side, treading water, roll over from back to front and front to back.

Level 3 Stroke Development — approximate ages 8 & 9. In this level, students will continue to build on the fundamentals learned in the previous levels. The skills mastered in this level include: rotary breathing, front and back crawl, butterfly kick and body motion, survival float, tread water for 30 seconds, as well as emergency situation Check—Call—Care.

Level 4: Stroke Improvement — approximate ages 9 & 10. In this level, students develop confidence in the skills learned in previous levels as well as improve other aquatic skills. The skills mastered in this level include: swimming 25 yards of front and back crawl as well as 15 yards of butterfly, breaststroke, and elementary backstroke. In addition to these skills, water safety will also be implemented through the learning of a throwing assist, safe diving rules, and how to care for a choking victim.

Level 5: Stroke Refinement — approximate ages 9-12
In this level, students will further coordinate and refine skills they have learned in past levels. Students will master the following skills: front and back crawl, sidestroke, breaststroke, front flip turn, and elementary backstroke.

Level 6: Swimming and Skill Proficiency — approximate ages 11-13
In this level, students will focus on endurance and stroke technique. The purpose of this level is for students to refine strokes and be able to swim with ease, efficiency, power and effectiveness over great distances. Some skills for lifeguarding and fitness will be taught.
Red Cross Swimming Lessons instructed by staff from the Fergus Area Family YMCA

Cost: $52  Levels 1-6  5 lessons of 45 minutes.
Cost: $40  Preschool  5 lessons of 30 minutes

Locations: West Battle Lake across from Lions Park in Battle Lake or Ottertail Lake at Amor Park Beach. (Please note: West Battle Lake lessons will be earlier in July, and Ottertail Lake later.)

Registration: Registrations and payment can be made online by going to the Battle Lake School website www.battlelake.k12.mn.us and choose online payment on the lower right side. Registration may also be sent to Battle Lake Community Education, 402 W. Summit, Battle Lake, MN 56515 with a check made payable to Battle Lake School. All registrations must be made in advance. Registrations are not accepted at the beach.

1. Please check one of the blanks below which indicates the date and time.
2. Please circle the level below.
3. Complete the registration at the bottom.
4. Return to the Battle Lake Community Education Office with payment or register online at the Battle Lake School website www.battlelake.k12.mn.us choose online payment.
5. Please be aware of the cancellation policy, which appears at the front of this newsletter.

July 8—July 12 - West Battle Lake

3:15-4 pm—Level 1, 3, 5&6 combination
4:05-4:50 pm -- Level 2, 4
4:05-4:25 pm--Level Preschool
4:55-5:40 pm--Level 1, 2, 3

July 15-19 - West Battle Lake

3:15-4 pm—Level 1, 3, 5&6 combination
4:05-4:50 pm -- Level 2, 4
4:05-4:35 pm -- Preschool

July 22-26 - Otter Tail Lake

3:15-4 pm—Level 1, 3, 5&6 combination
4:05-4:50 pm -- Level 2, 4
4:05-4:35 pm--preschool

July 29 - Aug. 2 - Ottertail Lake

3:15-4 pm—Level 1, 3, 5&6 combination
4:05-4:50 pm -- Level 2, 4
4:05-4:35 pm--preschool

Name__________________________________________________________________________
age: __________
Address______________________________________________________________________
E-mail_______________________________________________________________________

Emergency Contact Information

Parent_________________________________________________________________________Cell __________________________
home ___________________________________ work __________________________
2nd Contact__________________________Cell __________________________
home ___________________________________ work __________________________

YMCA staff and Battle Lake Public School will take every step possible to provide adequate supervision. However, as with any physical activity, there is a certain amount of risk of injury. The participating individual, parent, or guardian agrees not to hold the YMCA, Battle Lake School, employees, contractors, and volunteers responsible for claims resulting from training, attendance in, or participation in swimming lessons.

Parent/Guardian Signature _____________________________ Date __________
SPECIAL EVENT PERMIT APPLICATION

Name of Event: BL542 Education Foundation Wenonga Day 5K/10K

Date of Event: July 27, 2019 Time of Event: 7 am registration

Estimated Attendance (If applicable) 150

Type of Event (Picnic, Concert, 5K, Food Vendor, etc) List all activities - 5K Walk/Run

Location of Event: Start/Finish @ BLHS Football concession stand

Contact: Jeff Luken Organization: BL542 Ed. Foundation

Address: PO Box 184

City, State, Zip: Battle Lake, MN 56515

Phone: Cell Phone: 218-639-1328

e-mail address: jalblvc@prtel.com

Street closures requested: Route will cross St. Hwy 78 @ Rusty Nail + Wenonga Park

Type of Assistance Requested from (be specific):

Street/Park Department staff -

Police Department - Traffic control for crossing St. Hwy 78 @ the Rusty Nail and Wenonga Park

Other: (Rescue Squad) BL Rescue Squad members will follow participants around the route to provide assistance when necessary.

Are you serving as a Sponsor (Umbrella Organization) for the whole event? ☐ Yes ☐ No

West Central Initiative is the sponsor, liability insurance will be under their policy.

Liability insurance information: Agency (contact name and phone #)

Dates of coverage:

Must provide insurance certificate with City of Battle Lake listed as additional insured if event is held on public property.

Council approval date: Date received:

Please turn over and sign Hold Harmless Agreement.
SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgement costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law. Permittee agrees to provide a certificate of insurance with the City of Battle Lake listed as an additional insured.

Permittee Signature

Battle Lake 542 Education Foundation
Name of Organization Permittee is Representing

5-15-19
Date

THE CITY OF

Battle Lake

108 East Main, PO Box 386
Battle Lake, MN 56515
218-864-0424 (Fax and Phone)
blcity@eot.com
Google Maps

WENONGA DAY 5K COURSE

Measure distance
Total distance: 3.11 mi (5.00 km)
**SPECIAL EVENT PERMIT APPLICATION**

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Civil War Celebration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event:</td>
<td>7-27-19</td>
</tr>
<tr>
<td>Time of Event:</td>
<td>10AM - 5PM</td>
</tr>
<tr>
<td>Estimated Attendance (If applicable)</td>
<td>300</td>
</tr>
</tbody>
</table>

**Type of Event (Picnic, Concert, 5K, Food Vendor, etc) List all activities - House Tours + Civil War Reenactment of firing a Cannon**

<table>
<thead>
<tr>
<th>Location of Event:</th>
<th>Prospect House Museum Cannon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Abby Johnson</td>
</tr>
<tr>
<td>Organization:</td>
<td>PHM</td>
</tr>
<tr>
<td>Address:</td>
<td>703 Lake Ave N</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Battle Lake, MN 56515</td>
</tr>
<tr>
<td>Phone:</td>
<td>218-864-4005</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>218-535-1588</td>
</tr>
<tr>
<td>e-mail address:</td>
<td><a href="mailto:abby@braxtonjohnson.com">abby@braxtonjohnson.com</a></td>
</tr>
<tr>
<td>Street closures requested:</td>
<td>No</td>
</tr>
</tbody>
</table>

**Type of Assistance Requested from (be specific):**

- Street/Park Department staff-
- Police Department -
- Other: (Rescue Squad)

Are you serving as a Sponsor (Umbrella Organization) for the whole event? [X] Yes [ ] No

**Liability insurance information:**

<table>
<thead>
<tr>
<th>Agency (contact name and phone #)</th>
<th>Tom Swedlund/underwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of coverage:</td>
<td>July 2019</td>
</tr>
<tr>
<td>218 820 4772</td>
<td></td>
</tr>
</tbody>
</table>

Must provide insurance certificate with City of Battle Lake listed as additional insured if event is held on public property.

Council approval date:                        Date received: 

Please turn over and sign Hold Harmless Agreement.
SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgement costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law. Permittee agrees to provide a certificate of insurance with the City of Battle Lake listed as an additional insured.

Permittee Signature

Prospect House Museum

Name of Organization Permittee is Representing

5-9-19

Date

THE CITY OF

Battle Lake

108 East Main, PO Box 386
Battle Lake, MN 56515
218-864-0424 (Fax and Phone)
blcity@eot.com
Battle Lake City Council,

The Battle Lake Wenonga week events are scheduled for the weekend of July 26-28th 2019.

This is the annual request for a donation for funding the event. I am requesting the same amount of $500 as last year.

I am also requesting the restroom facilities for this event for Saturday July 27th. We would appreciate 3 locations as in the previous years located in the Craft area, Kids Carnival area/Handicap accessible and on the parade line-up route as indicated on the map provided.

The donation to the parade and facilities are greatly appreciated, as this annual event could not go on without them.

This will be my last year coordination this event. I would like to thank the City of Battle Lake for supporting this event and me over the years. Moving forward the craft Fair will be managed by the Lakes Area Community Center with Chelsey Norberg chairing the event. I have not had anyone contact me about coordinating the parade. Maurice Skogen plans to continue to provide sound for the parade. He is the only one so far committed beyond 2019. I would love to attend a city council meeting in August to discuss the future. I would like to recommend having someone oversee the event as a whole since the parade and craft fair responsibilities will be divided moving forward. I plan to be available for questions to whoever takes on this event for the first year and provide them with as much information as I can. Unfortunately, my computer hard drive crashed in April and I lost the information for 2017-18. There is still plenty of information to work from including this year.

Thank you for allowing me to serve this community by coordinating this event for the past 23 years!

Thank You,

Jen Knudson 218-731-8578
Event Coordinator
## SPECIAL EVENT PERMIT APPLICATION

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Wenonga Days Craft &amp; Vendor Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event:</td>
<td>July 27 2019</td>
</tr>
<tr>
<td>Time of Event:</td>
<td>6:00am-3:00pm</td>
</tr>
<tr>
<td>Estimated Attendance</td>
<td>approx 2000</td>
</tr>
<tr>
<td>Type of Event</td>
<td>Craft Fair</td>
</tr>
<tr>
<td>Location of Event</td>
<td>SEE MAP</td>
</tr>
<tr>
<td>Contact:</td>
<td>Jen Knudson</td>
</tr>
<tr>
<td>Organization:</td>
<td>Wenonga Days</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>e-mail address:</td>
<td><a href="mailto:battlelakeparade@gmail.com">battlelakeparade@gmail.com</a></td>
</tr>
<tr>
<td>Street closures requested</td>
<td>SEE MAP</td>
</tr>
<tr>
<td>Street/Park Department staff:</td>
<td>Baricade Craft area and Pedistrian walk way 6 Picnic tables in food vender area of craft fair on Main street. Restroom facilities in craft area upper parking lot by LACC same as last year</td>
</tr>
<tr>
<td>Police Department</td>
<td>Street closers, no parking in city lot starting at 12am, assistance moving parked cars if left behind at 8am if needed. Street Closer request: City parking lot across from LACC, west main from Hwy 78 to Lincoln, Lincoln starting at West Main to Holdt street. Henning street from Lincoln to Garfield. The Kid activities will be located in the Orange area of Rail road park on the map and utilize the art of the lakes power, Lincoln street from West main to Hwy 83 will become a pedestrian walk way to connect the craft fair and Kid activities from the hours of 10am-2pm as indicated in blue on the map</td>
</tr>
<tr>
<td>Other: (Rescue Squad)</td>
<td></td>
</tr>
</tbody>
</table>

| Are you serving as a Sponsor (Umbrella Organization) for the whole event? | Yes | X | No |

| Liability insurance information: | Agency (contact name and phone #) |
| Dates of coverage:               |                                  |

Must provide insurance certificate with City of Battle Lake listed as additional insured if event is held on public property.

Council approval date: Date received:

Please turn over and sign Hold Harmless Agreement.

V:\Front\Forms\Special event permit app 2015
SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgement costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law. Permittee agrees to provide a certificate of insurance with the City of Battle Lake listed as an additional insured.

Permittee Signature

[Signature]

Name of Organization Permittee is Representing

[Name]

Date

6/7/19

THE CITY OF

Battle Lake

108 East Main, PO Box 386
Battle Lake, MN 56515
218-864-0424 (Fax and Phone)
blcity@eot.com
SPECIAL EVENT PERMIT APPLICATION

Name of Event: Wenonga Days Parade

Date of Event: July 27 2019 Time of Event: 5:30-8:30pm

Estimated Attendance (If applicable) approx 4000

Type of Event (Picnic, Concert, 5K, Food Vendor, etc) List all activities -
use additional paper if necessary
Parade

Location of Event: SEE MAP

Contact: Jen Knudson Organization: Wenonga Days

Address: PO Box 243

City, State, Zip: Battle Lake, MN 56515

Phone: Cell Phone: 218-731-8578

e-mail address: battlelakeparade@gmail.com

Street closures requested: SEE General map

Type of Assistance Requested from (be specific):

Street/Park Department staff- Arrange for streets to be swept the week of event. Request Rest room facilities for parade route to be placed according to the map on Summit Street E

Street closers, no parking signs on 78 and portion of parade route.

Police Department
Street closer requests as follows: Yellow Detour area as marked on map. Green area as marked on general map. Red area One Way Traffic only (parade staff will post signs) during line-up and parade starting at beginning of registration time 5pm. Parade units will be parked on left side. Traffic will be directed to Jefferson by parade staff heading north to exit parade area. Request assistance removing any parked cars in Green area after no parking goes into effect.

Other: (Rescue Squad)

Are you serving as a Sponsor (Umbrella Organization) for the whole event? Yes No

Liability insurance information: Agency (contact name and phone #)

Dates of coverage:

Must provide insurance certificate with City of Battle Lake listed as additional insured if event is held on public property.

Council approval date: Date received:

Please turn over and sign Hold Harmless Agreement.
SPECIAL EVENT PERMIT HOLD HARMLESS FORM

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[Signature]
Permittee Signature

B.L. Weeners Days / B.L. Liens
Name of Organization Permittee is Representing

6/7/19
Date

THE CITY OF
Battle Lake

108 East Main, PO Box 386
Battle Lake, MN 56515
218-864-0424 (Fax and Phone)
blcity@eot.com

V:\Front\Forms\Special event permit app 2015
# BATTLE LAKE LIQUOR STORE PROFIT/LOSS REPORT

<table>
<thead>
<tr>
<th>DATE</th>
<th>REVENUE</th>
<th>EXPENDITURE</th>
<th>PROFIT (LOSS)</th>
<th>TRANSFERS</th>
<th>INVESTMENT ACTIVITY</th>
<th>CASH BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-18</td>
<td>$63,409.36</td>
<td>$57,661.36</td>
<td>$5,748.02</td>
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<td></td>
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<tr>
<td>Feb-18</td>
<td>$58,001.70</td>
<td>$92,588.65</td>
<td>($34,586.95)</td>
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<tr>
<td>Mar-18</td>
<td>$66,436.22</td>
<td>$64,773.18</td>
<td>$1,663.04</td>
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<td></td>
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<tr>
<td>Apr-18</td>
<td>$64,522.47</td>
<td>$94,658.28</td>
<td>($30,135.81)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May-18</td>
<td>$153,684.64</td>
<td>$106,043.37</td>
<td>$47,641.27</td>
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<tr>
<td>Jun-18</td>
<td>$217,031.04</td>
<td>$253,100.43</td>
<td>($36,069.39)</td>
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<tr>
<td>Jul-18</td>
<td>$328,522.18</td>
<td>$197,979.87</td>
<td>$130,542.31</td>
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<td>$138,798.00</td>
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<td>Aug-18</td>
<td>$222,058.37</td>
<td>$210,119.85</td>
<td>$11,938.52</td>
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<td>$141,296.00</td>
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<td>Sep-18</td>
<td>$124,257.82</td>
<td>$145,043.93</td>
<td>($20,786.11)</td>
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<td>$111,105.00</td>
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<tr>
<td>Oct-18</td>
<td>$84,222.46</td>
<td>$81,079.24</td>
<td>$3,143.22</td>
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<td>$110,457.00</td>
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<tr>
<td>Nov-18</td>
<td>$80,052.18</td>
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<td>($13,873.33)</td>
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<td>$95,810.00</td>
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<tr>
<td>Dec-18</td>
<td>$97,528.96</td>
<td>$84,668.71</td>
<td>$12,860.25</td>
<td>($65,000.00)</td>
<td>$43,867.70</td>
<td>$88,950.43</td>
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<tr>
<td>Totals</td>
<td>$1,559,727.42</td>
<td>$1,481,642.38</td>
<td>$78,085.04</td>
<td>($65,000.00)</td>
<td>$43,867.70</td>
<td></td>
</tr>
</tbody>
</table>

Includes expenses of ProFloor & Tile ($10,165) & Butch's Elec ($1803)

---

<table>
<thead>
<tr>
<th>DATE</th>
<th>REVENUE</th>
<th>EXPENDITURE</th>
<th>PROFIT (LOSS)</th>
<th>TRANSFERS</th>
<th>INVESTMENT ACTIVITY</th>
<th>CASH BALANCE</th>
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</thead>
<tbody>
<tr>
<td>Jan-19</td>
<td>$68,592.06</td>
<td>$54,105.51</td>
<td>$14,486.55</td>
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<td>Feb-19</td>
<td>$61,619.45</td>
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<td>($24,337.12)</td>
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<td>$69,260.19</td>
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<td>($22,355.59)</td>
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<td>$53,459.40</td>
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<td>Apr-19</td>
<td>$76,814.43</td>
<td>$101,603.49</td>
<td>($24,789.06)</td>
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<td></td>
<td>$29,669.49</td>
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<tr>
<td>May-19</td>
<td>$154,634.79</td>
<td>$100,922.33</td>
<td>$53,712.46</td>
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<td>$90,361.47</td>
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<tr>
<td>Jun-19</td>
<td>-</td>
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<tr>
<td>Jul-19</td>
<td>-</td>
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<tr>
<td>Aug-19</td>
<td>-</td>
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<tr>
<td>Sep-19</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Oct-19</td>
<td>-</td>
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<tr>
<td>Nov-19</td>
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<tr>
<td>Dec-19</td>
<td>-</td>
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<tr>
<td>Totals</td>
<td>$430,920.92</td>
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<td>($3,282.76)</td>
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<td></td>
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</tbody>
</table>
# Municipal Liquor Fund

## Monthly Statement of Revenue & Expenditures

<table>
<thead>
<tr>
<th>Account</th>
<th>Apr 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Liquor Store</strong></td>
<td></td>
</tr>
<tr>
<td>Beer Sales -Off Sale</td>
<td>35,444.76</td>
</tr>
<tr>
<td>Liquor Sales -Off Sale</td>
<td>25,398.91</td>
</tr>
<tr>
<td>Misc Liquor Store Revenues</td>
<td>23.20</td>
</tr>
<tr>
<td>Non-Taxable Sales</td>
<td>613.19</td>
</tr>
<tr>
<td>Now Acct Interest</td>
<td>10.64</td>
</tr>
<tr>
<td>Other Merchandise -Off Sale</td>
<td>133.04</td>
</tr>
<tr>
<td>Soft Drinks -Off Sale</td>
<td>1,064.39</td>
</tr>
<tr>
<td>Wine Sales -Off Sale</td>
<td>14,126.30</td>
</tr>
</tbody>
</table>

**Liquor Store Totals** $76,814.43

**Total Revenue** $76,814.43

**Total Gross Profit** $76,814.43

<table>
<thead>
<tr>
<th>Account</th>
<th>Apr 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Liquor Store</strong></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>96.60</td>
</tr>
<tr>
<td>Beer For Resale</td>
<td>35,647.34</td>
</tr>
<tr>
<td>Credit Card Discount/Fees</td>
<td>1,208.12</td>
</tr>
<tr>
<td>Electric Utilities</td>
<td>790.71</td>
</tr>
<tr>
<td>Employer Paid Dental</td>
<td>45.60</td>
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<tr>
<td>Employer Paid Health</td>
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<td>FICA</td>
<td>810.63</td>
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<tr>
<td>Freight And Express</td>
<td>681.35</td>
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<tr>
<td>Heating Utilities</td>
<td>165.57</td>
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<tr>
<td>Liquor For Resale</td>
<td>30,867.95</td>
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<tr>
<td>Medicare</td>
<td>189.57</td>
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<tr>
<td>Miscellaneous</td>
<td>80.02</td>
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<tr>
<td>Office Equipment Rental</td>
<td>69.79</td>
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<tr>
<td>Operating Supplies</td>
<td>130.46</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>511.65</td>
</tr>
<tr>
<td>Other Items For Resale</td>
<td>427.99</td>
</tr>
<tr>
<td>PERA</td>
<td>1,024.23</td>
</tr>
<tr>
<td>Personnel Expenses</td>
<td>1,080.00</td>
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<tr>
<td>Postage</td>
<td>1.30</td>
</tr>
<tr>
<td>Refuse/Garbage Disposal</td>
<td>249.00</td>
</tr>
<tr>
<td>Repairs &amp; Maint</td>
<td>136.60</td>
</tr>
<tr>
<td>Small Tools And Minor Equip</td>
<td>157.87</td>
</tr>
<tr>
<td>Soft Drinks/Mix For Resale</td>
<td>900.94</td>
</tr>
</tbody>
</table>
## Municipal Liquor Fund
### Monthly Statement of Revenue & Expenditures

<table>
<thead>
<tr>
<th>Account</th>
<th>Apr 2019</th>
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</thead>
<tbody>
<tr>
<td>Software Maintenance</td>
<td>250.90</td>
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<tr>
<td>Telephone</td>
<td>89.73</td>
</tr>
<tr>
<td>Wages and Salaries</td>
<td>14,501.32</td>
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<tr>
<td>Wine For Resale</td>
<td>8,461.36</td>
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</table>

Liquor Store Totals $101,603.49

Total Expenses $101,603.49

Total Revenue Less Expenditures ($24,789.06)

Total Net Change in Fund Balance ($24,789.06)

### Fund Balances
- Beginning Fund Balance 396,911.87
- Net Change in Fund Balance (24,789.06)
- Ending Fund Balance 372,122.81
POLICE DEPARTMENT
COUNCIL REPORT FOR DEPARTMENT ACTIVITY
June 11, 2019

Total miles driven for the month of May was 723 miles for squad 101 and 1302 miles for squad 102 for a total of 2025 miles.

May 3rd       ATV Laws class in Otter Tail.
May 9th       Advanced Gun Laws class in Otter Tail.
May 14th      Kent and Tim testified at a jury trial on a domestic assault case.
May 14th      Council meeting and report.
May 15th      Provided Alcohol Server Training at City Hall. 24 attendees/ 6 businesses.

Month of May we had 80 calls for service.

Seatbelt TZD Enforcement period ran from May 20th through June 2nd.

Sent out 13 letter to residents regarding yard and junk waste.

All officers completed firearms qualifications for normal weather and daylight as required by POST.

Background check completed on part time police officer applicants. We will not be hiring anyone at this time based on those backgrounds. There will be a need for extra hours to cover shifts and calls.

X
Kent Kostiever, Police Chief
<table>
<thead>
<tr>
<th>Activity</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
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<td>Animal Call</td>
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<td>Assistance-Public</td>
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<td>EMS-Injury Accident</td>
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<td>EMS-Medical</td>
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<td>Parking Comp/Privileg</td>
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<td>Unlock</td>
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<td>2</td>
</tr>
</tbody>
</table>

Days Total: 2 9 8 13 17 12 19 80
Report for Battle Lake City Council – June 11, 2019
Submitted by Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer

Report from Otter Tail County Community Development Agency (CDA) – May 1, 2019
- Reviewed Otter Tail County demographics
- CDA priorities – continue to work on these
  - Housing
    - Amy Baldwin shared some ideas
  - Promote business development
  - Foster coordination of public/private resources
    - Communication Ideas – E-newsletter, Hold a County summit revolved around house, meet with community groups one-on-one
- Need to work with HRA on resolution they need to pass regarding the CDA’s powers or restructure the CDA

Report from West Central Initiative Meeting
Board members are either on the grant committee or the loan committee and those groups meet prior to the board meeting to make recommendations to the full board. I am on the grant committee and we review larger requests or applications that don’t fit into the guidelines. Typical board meetings include approving financials, reviewing staff reports, and discussing some loan and grant requests along with any new business for the meeting. Of interest from the last meeting:
- Discussion of personnel compensation
- Presentation by financial advisor – investments
- Review and discussion of loans and grants
Battle Lake Motor Patrol Assn.

Minutes – 4/8/19

Present – Heath West, Dallas Grewe, Marilyn Kruschke, Jennie Mills, Ryan Christensen (6:55),
Craig Hanson, Harris Grewe, Donovan Grewe

6:30 p.m. – Meeting called to order by Vice Chairman Heath West.

Minutes for 3/19/19 meeting read and approved. Marilyn/Dallas. MC/U.
Financial reports reviewed and approved. Heath/Marilyn. MC/U.
May pay the March bills and April payroll. Heath/Marilyn. MC/U.

Received the bill from Otter Tail Power for the light pole that was hit with a snowplow truck. The bill
was submitted to the insurance company.

Craig reported that he had visited with residents about pushing snow on the roads. He did not attend
the Drug and Alcohol Recognition Training on 4/2. Requested the MP acquire autofill cards at Cenex for
refueling the trucks in the winter after hours. Ziegler removed the wing and installed the walk and roll
bracket. Blading roads. Brandon Communications updated the radios. Discussion of the building’s big
doors and applying some gravel.

The city will chloride their roads and they will not need to be bladed unless they call to have it done.

Will have the insurance company check the roof for hail damage received on 8/31/18.

Discussion of having an extra part time person to blade during the summer.

May train Donovan and Larris to run/drive the road grader. Heath/Dallas. MC/U.

Next meeting – Monday, May 13 at 6:30 p.m.

Meeting adjourned.

Jennie Mills
Sec./Treas.

_________________________
Ryan Christensen
Chairman
### Battle Lake Motor Patrol Assoc.
#### Profit & Loss
January through April 2019

<table>
<thead>
<tr>
<th>Income</th>
<th>Jan - Apr 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Income/Expense</td>
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</tr>
<tr>
<td>Miscellaneous Income</td>
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<tr>
<td>Dividend/Refund</td>
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<td>Total Miscellaneous Income</td>
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<tr>
<td>Road Grading</td>
<td>6,675.00</td>
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<td>Snowplowing</td>
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<tr>
<td>Sand</td>
<td>12,061.50</td>
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<tr>
<td>Snowplowing - Other</td>
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<td>Total Snowplowing</td>
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<tr>
<td>Total Income</td>
<td>168,051.50</td>
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</table>

<table>
<thead>
<tr>
<th>Expense</th>
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<tbody>
<tr>
<td>140MC Road Grader</td>
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<td>Fuel</td>
<td>5,430.94</td>
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<tr>
<td>Service &amp; Repair</td>
<td>475.32</td>
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<tr>
<td>Total 140MC Road Grader</td>
<td>5,906.26</td>
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<td>95 MAC Truck maintenance</td>
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<td>Fuel</td>
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<tr>
<td>Service &amp; Repair</td>
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<tr>
<td>Total 95 MAC Truck maintenance</td>
<td>11,513.44</td>
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<tr>
<td>96 Ford Truck Maintenance</td>
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<td>Fuel</td>
<td>3,102.91</td>
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<tr>
<td>Service &amp; Repair</td>
<td>8,382.03</td>
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<td>Total 96 Ford Truck Maintenance</td>
<td>11,484.94</td>
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<tr>
<td>97 Autocar Truck Maintenance</td>
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<tr>
<td>Fuel</td>
<td>2,877.03</td>
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<tr>
<td>Service &amp; Repair</td>
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<td>Total 97 Autocar Truck Maintenance</td>
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<td>Insurance Expense</td>
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<tr>
<td>Bond</td>
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<tr>
<td>Total Insurance Expense</td>
<td>100.00</td>
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</tbody>
</table>

| Miscellaneous Expense                       |              |
| Drug Testing                                | 267.00       |
| Mailbox                                     | 50.00        |
| Mileage                                     | 349.34       |
| Shop                                        | 3,585.77     |
| Total Miscellaneous Expense                 | 4,252.11     |

| Office Expense                              | 116.70       |

| Payroll Expenses                            |              |
| Board Salaries                              | 860.00       |
| Secretary Salary                            | 1,500.00     |
| Payroll Expenses - Other                    | 45,822.31    |
| Total Payroll Expenses                      | 47,982.31    |

| Road Grader Payment                         | 69,633.15    |
| Sand                                        | 1,012.85     |
| Telephone Expense                           |              |
| Cellphone                                   | 75.16        |
| Land Line                                   | 403.04       |
| Total Telephone Expense                     | 478.20       |

<p>| Towing                                      | 2,100.00     |</p>
<table>
<thead>
<tr>
<th></th>
<th>Jan - Apr 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td>509.49</td>
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<tr>
<td>Natural Gas</td>
<td>2,653.74</td>
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<tr>
<td><strong>Total Utilities</strong></td>
<td>3,163.23</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>162,300.90</td>
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<td><strong>Net Ordinary Income</strong></td>
<td>5,750.60</td>
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<td><strong>Other Income/Expense</strong></td>
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<td>Other Income</td>
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<td><strong>Net Other Income</strong></td>
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<td>5,903.61</td>
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<td>Customer</td>
<td>Income Jan - Apr 19</td>
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<td>--------------------------</td>
<td>---------------------</td>
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<td>City of Battle Lake</td>
<td>17,687.50</td>
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<td>City of Clitherall</td>
<td>4,735.00</td>
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<td>City of Vining</td>
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<tr>
<td>Clitherall Township</td>
<td>50,897.50</td>
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<td>Everts Township</td>
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<tr>
<td>Girard Township</td>
<td>342.50</td>
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<tr>
<td>Nidaros Township</td>
<td>47,950.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>167,581.50</strong></td>
</tr>
</tbody>
</table>
Call To Order: 5:35 p.m. by Casey

Members Present: Casey, Molly, Tim, Bill, Julie, Kari, Chelsey, Todd, & Wendy

Secretary Report: M/M Molly, M/S Todd to approve the minutes of the March 1st, 2019, Passed


Reports, Updates:
March contracted facility use: Bethel (625) Yoga (65), Barre Dance Class (35), AA (10), Bookmobile (10), Bethel Youth Group (120).

Total contracted usage: 865


Total Facility Usage: 1,000

Restroom usage, Tourist information, and WIFI usage 0

Total Usage: 1,000


Other:
- Molly has created a Board Committee sign up sheet and the members present completed them. Todd, Arlyn, Archie, Casey, & Roger have not yet completed them. I have attached a copy of this form, please fill it out and email the information to me. I have also attached a copy of the current contact info. For those members who filled out the form please review and make sure I have all your info. correct, if not please let me know.

- Molly applied for a grant for LACC through the Lake Region Arts Council. We were denied the grant this year but she has an artist lined up for this coming May to paint murals on the walls of the LACC regardless.

- Molly attended the Battle Lake City Council Meeting and requested that they again contract with us for the amount of $5,000. We were awarded that amount and the majority of that money (if not all) will go towards rebuilding the LACC website (which is already underway). The board agreed to hire Julia Everts to complete this for us.

- Todd has the Come to the Lakes Concert Series nearly completed for the summer of 2019. Molly will complete the Business Sponsorship letters this week and I will get them mailed out. After they have been mailed Molly & Todd will visit the local businesses in person in hopes of a better turn out. I have attached this letter.

- M/M Julie, M/S Tim to approve the 2019 budget, Passed.

- Upon reviewing the LACC policies and bylaws with the new board members it was discovered that having Gene as a member of the board of the LACC is a conflict of interest. M/M Molly, M/S Julie to remove Gene as a board member, Passed. Casey will notify him of this change.

- Our roof is still in need of repairs and Casey will contact contractors to give us some estimates of these repairs.
• Bill will notify Master Rick Denzel and inform that if he is no longer renting space from us to teach his class that he must remove his many things stored at our facility.

• The LACC Board agreed to change their monthly meeting dates and times to better accommodate the members. The monthly meetings will now be the 3rd Tuesday of the month at 5:30 p.m. It was discussed that sometimes we only need to meet every other month unless there is a specific reason (with the months of June, July, & August being the exceptions).

• In the spirit of “Going Green” I will be emailing the Treasurer’s report as well as the Office Manager’s report along with the Agenda so there will be no need to print several copies of each for future board meetings.

Meeting Adjourned: 6:55 p.m.
Next Meeting: Tuesday, May 21st 5:30 p.m.

Respectfully submitted,
Wendy Nosbish
LAKES AREA COMMUNITY CENTER BOARD MINUTES
MAY 21st 2019

Call To Order: 5:35 p.m. by Casey

Members Present: Casey, Molly, Kari, Chelsey, Roger, Archie, & Wendy

Secretary Report: M/M Kari, M/S Molly, to approve the minutes of the April 23rd, 2019, Passed


Reports, Updates:
April contracted facility use: Bethel (650) Yoga (65), AA (48), Bookmobile (30) Bethel Youth Group (120).

Total contracted usage: 913


Total Facility Usage: 1,305

Restroom usage, Tourist Information, and WIFI usage 0

Total Usage: 1,305


Other:
• We are on target for the launching of our new website. It should be completed on or before June 1st. (Yaaayyyyy) Julia Everts is also going to redo some of our signage which will be included in the price of the website.

• The board member terms of Roger Wold and Arlyn Hustad (Vice-Chair) were due to be renewed. Neither one of them were interested in serving another term. M/M Kari, M/S Chelsey to elect Molly as the new Vice-Chair, Passed.

• Casey was approached about the LACC doing Turtle Races at the Parkers Prairie Days. He will find out more details on that and Casey & myself agreed to run them if it is feasible.

• Casey is waiting to hear back from contractors about repairing the damage done to our roof.

• Mitch Koep of A Better Wireless presented the board with offering us free Wi-Fi services in exchange for the use of our parking lot during the school year as a “safe internet” for children of families without. M/M Archie, M/S Karl to accept his offer, Passed.

• In the future I will break down the deposit information rather than just giving a total so the board can see where the funds are coming from.

• Chelsey has been working with Jen Knudson for LACC to take over the vendor portion of Wenongla Days.

• Molly has been meeting with some local businesses to plan a “Block Party” at the LACC three times this summer. The parties will take place on the same evenings as our Kids Karaoke/Family Fun night from 7 – 10 p.m. Games, music, food, & beverages will all be provided to the public. The food and beverages will be provided by local businesses. The dates and hosts for these

**Next Meeting:** Tuesday, June 18th at 5:30p.m.

Respectfully submitted,

Wendy Nosbish
Meeting Minutes

May 22, 2019 in Battle Lake

The Tri-City group met at the Battle Lake City Hall at 2:00 p.m. Those attending were Val Martin, Battle Lake; Elaine Hanson and Myron Lueders, Ottertail; Nick Leonard, Otter Tail County; and Traci Ryan, Ryan Development Consulting. Gene Kelm from Battle Lake and Kim Schroeder and Darren Wiese from Henning were absent.

Minutes from the last meeting were reviewed.

The group discussed different projects going on in Battle Lake and Ottertail. Ottertail will be getting a new Dollar General. Battle Lake has been working on a promotional project that includes Thursday evening events.

Nick Leonard – Otter Tail County

- Nick wondered if the group was okay with the attendance from Otter Tail County switching between him, Erik Osberg and Amy Baldwin. Everyone was okay with this and with each person bringing something different to the meeting, it could be a benefit. We will continue to keep Otter Tail County on the agenda. Working side-by-side is the best way to work.
- CDA Update – Working on developing a strategic plan for meeting the needs of the entities in the County. The CDA Board received information on the County’s strategic plan. The outcome of this process could be beneficial and can assist in the CDA’s strategic plan.
- Broadband – There is currently 55 million in the legislative budget this year. The County is working with Mitch Koep to provide service in pocket areas and they are asking providers to work with them on installation in areas that need service.

Randy Hutmacher has built spec homes in Ottertail and may be willing to do more.

HRA home is Ottertail may have sold.

The memorial tree for former Mayor Jim has been purchased at Swedberg’s and they will work with Henning city staff on the location and installation.

Home Price Contest

- Battle Lake and Ottertail agreed to move forward with the contest and commit to $1000 each, with both entities having pledges close to that amount. We’ll have to the end of the year to get the rest. Henning will have to decide if they want to participate and commit the $1000 needed.
- There will be a winner from each City that will receive $1,000 in gift certificates to be spent at any of the sponsors with a minimum of $400 at each lumberyard.
- The Home Pride announcement will be posted on Facebook and as a press release with a link to the Tri-City Living page where they can get the rules and application.
- Val will set up a g-mail account for the project and get everyone the access information.
- Posting on Tuesdays to promote the contest with each community posting their own.
- Each community will post their own applicants but will keep in contact with other Cities via e-mail.
- Copies of the rules and applications will be at the banks, lumberyards, City Hall and sponsors.
• Traci will work on posters, applications, rules, etc. and she will get to Otter Tail County to add to the Tri-City web-site.
• The group discussed having Erik do a voice-over with the aerial video he completed of the three communities. Nick suggested a photo might be more effective – maybe a dilapidated house. Traci will come up with some pictures to use for the promo.

**Tri-City Thursday Branding**
• Val mentioned that she received a complaint on Facebook that one of the tag lines was being used too much. After discussion, the group decided that continued use of the same tag lines makes sense and part of the branding process.
• Traci will reach out to Jess in Henning to see if she will continue posting Tri-city photos.

**MN Housing Fix-Up Fund**
• Traci visited with Mike at the HRA and people do use the program especially for energy project. The program can be cumbersome but is not income restrictive. Would it be better to just mention the banks have home loan opportunities?

**Other discussion/projects**
• Press release for the Small Cities project was reviewed with a couple changes made.
• Target marketing? We can get specific information on aging properties that need improvements.
• Continue supporting renovation projects with the HRA.
• Nick will work on the best options for the Tri-city web-site. He will contact the IT person at the County and see if it could be part of the County’s server, saving the group hosting fees.

Next meeting – June 26th at 2:00 p.m. in Henning.

Val Martin, Clerk
City of Battle Lake
City of Battle Lake
Economic Development Authority
Thursday, June 4, 2019

The Battle Lake Economic Development Authority met in regular session on Thursday, June 4, 2019. Randy Dorn called the meeting to order at 7:00 a.m. with Commissioners Don Maslow, Jeff Drake, Gene Kelm, Steve Young and Leigh Shebeck. Absent was Sara Boyum. Also present was Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer.

Young made a motion to approve the agenda. Dorn seconded. MCU

Maslow made a motion to approve the minutes. Shebeck seconded. MCU

Kelm made a motion to approve the financials. Dorn seconded. MCU

Updates:

2019 Goals and Priorities
- Housing Options
  - Possible habitat home in Hidden Meadows.
  - Several ideas were discussed with the group zeroing in on the need for a developer. Perham has been very successful with an investors' group for housing. Martin will contact Dave Schornack to see if he will come speak at our next meeting.
  - The EDA will change the focus on housing to developing an investors' group.

- Promotional Committee
  - Experience Battle Lake coupons and list of events is ready to distribute. This is becoming a joint effort with NBL and the EDA.
  - Martin proposed that we contract with S & G Distribution to distribute our brochures with the calendar/coupon insert. He has three main routes. The commissioners were in agreement to contract for the Perham and Detroit Lakes routes.
  - Experience Thursday in Battle Lake promotion starts today with the first block party happening next week.

- Connecting with Business Owners
  - Martin will divide up the business listing limited to Battle Lake businesses at this point. She will also contact Ryan Pesch with some follow up questions from the BR&E program to ask each business owner.

- Connecting with Townships
  - Shebeck has been in contact with both Everts and Clitherall Township officials and they hope to have him come to a meeting soon.

Hatchery Row
- Martin is still trying to connect with developer to hold an EDA/Council meeting to discuss the agreement. The EDA Commissioners would like this meeting to take place by July 1st. Dorn will work on making contact with the developer.
- Cranston purchase agreement has been executed with closing set for July 15th. Apex is working on the subdivision with hearing scheduled for July 11th.
- Warren Prahamm has passed away. Martin will connect with the City Attorney to see if this would affect the option to purchase.

Otter Tail County CDA
- Martin reported that the commissioners are still working on priorities and initiatives.
Graduate Gifts
• Martin and Kelm presented cards and keychains to the graduates. It was well received.

Other Updates:
• This is Jeff Drake’s last meeting. Martin and the commissioners thanked him for his valuable service to the EDA. He will be missed. Drake thanked the group and felt he has learned more than he has contributed.

Adjourn at 8:05 a.m. Next meeting will be July 11, 2019 at 7:00 a.m.

Valerie J. Martin, Clerk/Treasurer/EDA Director/Zoning Officer
## Economic Development Authority
### Fund # 240
#### Statement of Revenue and Expenditures

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<tr>
<th>Dept</th>
<th>Acct</th>
<th>Revenue &amp; Expenditures</th>
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<th>Year-To-Date</th>
<th>Annual Budget</th>
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**Ck To:**

- 15-May 41628 Larry's Foods 10.27 Misc. Items
- 15-May 41637 North Point Professionals 131.00 Update to brochure
- 15-May 41655 U.S. Bank 676.62 Information Kiosk Items
June 8, 2019

Dear Counsel

My name is Andrew Broughton, I live at 104 Pheasant Ln in Battle Lake. I moved into a house that the sewer line from the house to the main sewer line was bad. We did not know this when we moved in. Needless to say we had to pay quite a bit to get it repaired. In this project Broguard’s had to tear up some of the lawn near the street. This in turn caused me to plant grass seed that needed water. My Water Usage went up from Aprils usage 4500 gallons. This was used for watering this patch of lawn. Its just my wife and I living at this address and we don’t wash that much clothing or dishes to use over 7000 gallons of water.

I’m asking that you forgive this above normal usage, specifically in the sewer usage as this was lawn repair reasons of the 4500 gallons. We feel this is a reasonable request and certainly fair.

Thank you very much

The Broughtons
### June 2019 Battle Lake City Council

**ACCOUNT # 0283**

**SERVICE FROM** 04/01/2019 TO 04/30/2019  
**BILLING DATE** 05/01/2019  
**SERVICE AT** 104 PHEASANT LANE

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Before 05/20/2019 pay 139.96  
After 05/25/2019 pay 153.97

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### June 2019 Battle Lake City Council

**ACCOUNT # 0283**

**SERVICE FROM** 05/01/2019 TO 05/31/2019  
**BILLING DATE** 05/31/2019  
**SERVICE AT** 104 PHEASANT LANE

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Before 06/20/2019 pay 192.44  
After 06/25/2019 pay 211.69