

**City of Ottertail  
Regular Meeting  
City Hall, January 20, 2022 - 6:00 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey and Jan Hill

Absent: Jill Carlson and Jessica Grimes.

Staff Present: Clerk-Administrator Elaine Hanson; Maintenance Coordinator Justin Lohse; Fire Chief Joe Ahlfs.

Also present: Bob Schlieman, City Engineer-Apex; Jenna Baker from the Citizen's Advocate, official paper; Amy Baldwin, Otter Tail County CDA.

Meeting was called to order by Mayor Grobeck with the pledge of allegiance.

**Organizational Items:**

The following resolutions were discussed and approved in a motion by Hill and second by Windey. Motion passed with a 3-0 Vote.

1. **Resolution 2022-01 Official Bank & Official Newspaper.** Designated bank as 1st National Bank and official newspaper as Citizen's Advocate.

2. **Resolution 2022-02 Authorizing Signatures** of Ron Grobeck, Mayor; Jill Carlson, Deputy Mayor; Elaine Hanson, Clerk-Administrator and Amanda Thorson, Deputy-Clerk.

3. **Resolution 2022-03 Authorizing Increase of Water Rates** and to be reviewed after rate recommendations from Financial Mgmt Plan.

4. **Resolution 2022-04 Approving Master Fee Schedule for 2022.**

**Committees and Designations:**

Meeting Schedule 3rd Thursday – 6:00 p.m. at City Hall. Special meetings called by either two council members or Mayor. Work sessions will be posted as special meetings.

Deputy Mayor – Jill Carlson

Personnel – Ron Grobeck and Jill Carlson

Fire Department – Mike Windey and Jan Hill

OT Convention & Tourism Board – Jill Carlson

OT County EPAC – Mike Windey and Justin Lohse

History Web Page – Ron Grobeck and Mike Windey

Planning Group – Ron Grobeck and Mike Windey

Water Committee – Ron Grobeck, Jill Carlson and Clerk-Treasurer

Weed Inspector – Ron Grobeck

Emergency Services Director – Ron Grobeck

Fire Chief – Joe Ahlfs

Legal Advisor – Sam Felix, primary Karkela, Hunt & Cheshire, PLLP

Auditor – Brian D. Koehn, CPA

Consulting:

Engineer – Bob Schlieman, Apex Engineering

Financial Advisor – Todd Hagen, Ehlers and Associates

Economic Development – Traci Ryan, Ryan Economic Development Consulting

Planning/Zoning – Jake Huebsch, Sourcewell

Mileage rate – 2022 IRS rate .585 cents

**CONSENT AGENDA:**

Motion by Hill and second by Windey to approve the consent agenda with additional items and payables. All voted in favor, motion carried.

- a. Approve Minutes of 12-16-2021
- b. Resolution 2022-05 Adopting Assessments for Unpaid Utility Bills
- c. Resolution 2022-06 Accepting Donation from Rod & Gun for Wohler's Trail
- d. LF220 Permit w/no wait – Ottertail DU Raffle – Thumper Pond 2/18/2022 at Thumper Pond
- e. Financials & various reports

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- f. Approve claims #3565-3604 in the amount of \$ 108,695.21 with additions and approval to pay late coming invoices

### **STAFF REPORTS:**

**Fire Department:** 1) Chief Joe Ahlfs was presented with a “Team Ottertail” t-shirt by Mayor Grobeck. 2) Reported that there were 10 medical calls and no fire calls for the month of January.

**City Hall:** 1) Clerk-Administrator Hanson requested that staff obtain quotes for new windows at the Community Center and new door at City Hall. Even to look to see why so much energy (propane and electrical) is being used albeit it has been very cold. Motion by Hill and second by Windey to allow the staff to get some prices and look into energy efficiency.

### **Reports-Forum-Presentations**

Amy Baldwin, OTC Community Development Director, came before the Council to update them on the programs and progress going on at the County. The new home tax abatement has been extended to 2024 and the County’s portion increased to \$10,000. The City has already updated the program materials to reflect the change. The County will be receiving \$ 2 million dollars in ARPA funds and will looking at infrastructure costs. A County-wide housing study will be available soon. The study was broke into 5 markets and will be using a 5-15 year analysis to find where the greatest need for housing is. The HRA will be creating a trust fund to support affordable housing. The CDA will again have a Housing Summit much like the one they had in December of 2019 to kick off the Big Build. We should be looking for more information on that sometime in April. Also the Community Development Program will be raising the amount to be applied for to \$50,000/yr. per community to be used for 2 projects or for two phases for one project. In a non-related topic, Council member Windey asked if the County was doing anything for electric charging stations. Baldwin said that this was not in the county’s program but Otter Tail Power has been placing charging stations in Perham and Fergus Falls. Council thanked Ms. Baldwin for coming and the updates.

### **OLD BUSINESS:**

**Water:** Reviewed resolution from Henning and a letter from the Mayor and Deputy Mayor stating that their committee will be looking forward to meeting with Ottertail’s committee and continuing discussion towards a new water agreement sometime in early February.

### **Engineering Agenda:**

**Water Tower Rehab:** Schlieman reviewed bids received January 19, 2022 with the highest coming in at \$482,530 and three others within the \$357,000 to \$368,00 range. Lowest bid was Osseo Construction at \$287,100. Estimated project budget was \$395,000 including engineering and a \$20,000 contingency. Project timeline is January 2022, award the project, Summer of 2022 construction with 35 calendar days to complete the work and be substantially done by September 2nd, completed and final payment by September 16, 2020. Preparations will need to be made for when the water tower is off-line. Correspondence is needed with RDO on removal of the radio equipment and replacement of such equipment at their cost. Motion to approve the low bid and award the contract to Osseo Construction was made by Hill and second by Windey. 3-0 Motion passed.

**Transportation Alternatives Grant:** Grant application was submitted last week. Application presentation is scheduled for February 2nd, no time has been determined.

**Tyler Wohler’s Trail:** Bidding documents have been updated. MnDOT has been notified of the City’s intent to move ahead with receiving construction bids. MnDOT has indicated they need to review the project again due to employee turnover. Once an OK is received, advertising can commence.

**Building Big:** Council reviewed thoughts from Traci Ryan regarding opening up a lot to a spec home building in Happy Acres 2nd Addition. Motion by Hill and second by Windey to approve the draft developer terms and conditions. 3-0 Motion passed.

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**NEW BUSINESS**

**Capital Projects List:** Hanson provided a draft spreadsheet of capital projects for the financial management plan with Ehlers which includes road projects from the CIP created with Apex Engineering, water tower upgrades and other plans discussed for the next couple years. Hanson will update the list and get that back to Ehlers for implementation. A work session is planned for March 14 at 5:39 p.m. with Todd Hagen to review the plan.

**Promotion of D-C to C-T: Resolution 2022-07 Allowing Promotion of Deputy-Clerk to Clerk-Treasurer Position** to be effective on June 1, 2022 was approved as long as Thorson is comfortable with the position. Hanson had check with other cities and this is common practice as we have spent time in training, she has good knowledge of what the position entails. It is also an approved process in the city's personnel policy to promote within or advertise. Motion made by Windey and second by Hill. 3-0 Motion carried.

**Polar Plunge:** Sheriff Barry Fitzgibbons asked if the City could plow the access to Otter Tail Lake for the 2022 Polar Plunge for the Special Olympics event. Hanson was going to bring to the council before work would be done, but the boys got on it and are working to keep the parking area clean and get a road and bleachers out to the plunge site.

**3.2% Malt Liquor:** Motion by Hill and second by Windey to approve the 3.2 license for Carr's Supermarket contingent on all paperwork filed in a timely manner. 3-0 Motion carried.

**2021 Audit Engagement:** Motion by Hill and second by Windey to approve the 2021 Letter of Understanding for Brian D. Koehn to conduct the 2021 Audit for the city. 3-0 Motion carried.

**Sheriff Open House:** Motion by Hill and second by Windey to partner with the Sheriff's Department for their open house on June 4th. 3-0 Motion carried.

**Aaron Menze:** Hanson provided a letter for request of information from Mr. Menze regarding an on-going dispute of his water curb-stop.

**Tax Abatement on Thumper Pond Homes:** Traci Ryan was unable to attend with information regarding additional homes to be built by Blue Spruce Properties. A draft map was provided. No action taken.

**Zoning:**

**Correspondence/Meetings/Training/FYI-reminders**

- a. Henning Fire and Ambulance Annual Meeting, February 28 at their community center at 7:00 pm.
- b. Battle Lake EDA Meeting invitation for February 3rd, rsvp by Jan 27 at the Shoreline in Battle Lake.

With no other business to discuss, the Council adjourned at 7:15 p.m. a motion by Hill and second by Windey. Carried.

Submitted by

\_\_\_\_\_  
\_s/s  
Elaine Hanson, MMMC  
Clerk-Administrator

Attested by

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\_s/s  
Ron Grobeck, Mayor