

**City of Ottertail
January 21, 2021
Public Hearing,
Organizational and
Regular Meeting – City Hall
6:00 PM**

Council present: Mayor Ronald Grobeck, Council members; Jill Carlson, Judah Burlingame, Mike Windey and Janet Hill.

Absent: None.

Staff present: Clerk Administrator, Elaine Hanson; Deputy City Clerk, Amanda Thorson; Maintenance Coordinator, Justin Lohse; City Engineer, Bob Schlieman, Apex Engineering Group; Jake Huebsch, Sourcewell.

Others present: Brad and Roxanne Carr; Jenna Baker, Citizen's Advocate.

Public Hearing for Variance to the subdivision ordinance was called to order by Mayor Grobeck with the pledge of allegiance.

Staff reviewed the report for the variance in which Brad Carr requested variance from the subdivision ordinance chapter 152. The variance would allow two parcels less than the minimum lot size in non-riparian shoreland on a general development lake. The variance proposes a use that is reasonable for the area not permitted by the ordinance and will not alter the essential character of the locality. The properties are now zoned agricultural but will be re-zoned residential to be more in-line with the area properties. Approving the variance would straighten out some of the parcel boundary. The following conditions apply:

1. The parcels shall be granted a permanent access easement along the adjacent existing private road located on parcel 74000100005902
2. The parcels shall be limited to a storage structure; no dwelling or livable space shall be created.
3. No subsurface sewage treatment systems or wells shall be constructed
4. No commercial activity shall be allowed
5. A conditional use permit shall **NOT** be required for the construction of a storage building on the proposed parcel(s). (typically, a conditional use permit would be required to construct a storage building without the establishment of a primary dwelling first)
6. Any approved conditions shall be disclosed by the seller to the proposed buyer if the property is sold.

One letter was written in opposition of the variance. There were several inquiries. Motion/second to close the Public Hearing and open the regular meeting was made by Carlson/Windey. All voted in favor, carried.

VARIANCE TO SUBDIVISION ORDINANCE. With further discussion regarding future requests for dwellings, the variance was approved with the following conditions in a motion/second by Carlson/Burlingame. 1. Parcels will be limited to storage structures, no dwelling or living space shall be created. 2. No water service, wells or sub-surface sewage system shall be constructed. 3. No commercial activity allowed. 4. Parcels shall be granted a permanent access easement along the adjacent existing private road located on PID 74000100005902. 5. A conditional use permit shall NOT be required to construct a storage building on the proposed parcel(s). (Typically, a conditional use permit would be required to construct a storage building without the establishment of a primary dwelling first.). 6. Any approved conditions shall be disclosed by the seller to the proposed buyer if the property is sold. All voted in favor, carried.

RE-ZONING. Motion/second by Hill/Carlson to re-zone the area from agricultural to residential. All voted in favor, carried.

ORGANIZATIONAL.

The City Council continued with the following organizational business and resolutions.

January 21, 2021

I. **Council Designations/Meetings/Committees.** Motion/second Hill/Burlingame to approve the following with all members voting in favor.

Meeting Schedule: 3rd Thursday – 6:00 p.m.
* Special Meetings Called by Mayor or two council members.
City Hall unless specified elsewhere.

Work Sessions: Posted as Special Meetings as needed.

Deputy Mayor: Jill Carlson

Official Newspaper: Citizen’s Advocate

Official Depository: 1st National Bank – Ottertail

Weed Inspector: Mayor Ron Grobeck

Emergency Services
Director: Mayor Ron Grobeck

Fire Chief: Stuart Fleischauer (as voted by department)

Legal Advisor: Sam Felix, primary, Office of Karkela, Hunt & Cheshire, PLLP

Auditor: Brian D. Koehn, CPA

Engineer: Bob Schlieman, Apex Engineering Group

Financial Advisor: Todd Hagen, Ehlers and Associates

Economic Development: Ryan Economic Development Consulting

Planning/Zoning: Jake Huebsch, Sourcewell

Personnel: Jill Carlson and Judah Burlingame

Fire Department: Mike Windey and Janet Hill

Ottertail Convention
& Tourism Rep: Jill Carlson

Otter Tail Co. EPAC: Mike Windey & Justin Lohse

History/Planning: Grobeck and Burlingame

Mileage Rate: 2021 IRS rate .58¢/mile

II. **Resolution 2021-01 Designation of First National Bank as Depository, Collateral Authority and Citizen’s Advocate as Official Paper.** Motion/second by Burlingame/Windey. All voting in favor.

III. **Resolution 2021-02 Authorizing Official Signatures** of Mayor Ron Grobeck, Deputy Mayor Jill Carlson, Clerk Administrator Elaine Hanson, and Deputy Clerk Amanda Thorson. Motion/second by Hill/Carlson. All voting in favor.

IV. **Resolution 2021-03 Approving Master Fee Schedule for 2021.** Motion/second by Carlson/Hill. All voted in favor, carried.

V. Clerk-Administrator Hanson reviewed Council Orientation packet with new and re-elected members of the council.

CONSENT AGENDA:

Motion/second by Carlson/Windey to approve consent agenda with additions and corrections and payable items with addition including those regular that come late. All voted in favor, carried.

Following are consent items approved.

- a. Approve Minutes of Truth-In-Taxation Hearing and Regular Meeting 12-17-20
- b. **Resolution 2021-04** Amending the Water Operational Budget for 2021 due to change in Water Bond.
- c. **Resolution 2021-05** Acknowledging Donation from Espeland Family Foundation of \$10,000 for the Tyler Wohler’s Memorial Trail.
- d. **Resolution 2021-06** Adopting Assessments for Unpaid Water Bills.
- e. Month End Financials & various reports

January 21, 2021

- f. Approve claims numbers of 3066-3092 and check #'s 18081– 18092 including EFT's to PERA, State of Minnesota and IRS as additions from the last meeting for a total of \$117,916 and approval to pay late coming invoices

STAFF REPORTS:

Fire Department: 1) No report.

City Hall: 1) Council reviewed current TIF Payment Obligations report. 2) Hanson informed Council that a report from MMB is available for the State of MN COVID Spending. 3) City staff will be painting the front office.

Emergency Planning Advisory Committee (EPAC): Windey report there will be a meeting in February.

Presentations/Public Forum: None

OLD BUSINESS:

Water Contract: No news from Sam Felix. An interesting article was in the official paper where it looks like the Mayor of Henning is negotiating through the article.

Tyler Wohlers Memorial Trail. Bob Schlieman, Apex said a meeting between his office, the Army Corps of Engineers and County will be held to discuss the delineation report now that Otter Tail County has taken over as LGU for the City. Plan has been 95% complete since August. In a side note, the TA Grant presentation with West Central Initiative will take place remotely due to COVID concerns.

Big Build Housing Initiative. Hanson said there was not much to report. Waiting to get the plat finalized so that marketing the lots can take place.

2021 Fund Balance Policy. Under advisement of Ehlers and Associates, a revised Fund Balance Policy was reviewed. Changes as recommended. Motion/second by Burlingame/Carlson to approve the policy. All voted in favor, carried.

2021 Check Writing Policy. Motion/second by Carlson/Windey to approve repealing the 2005 version of the check writing policy and adopting the 2021 version of the check writing policy. The revision removes, names and payment types to be more up to date. All voted in favor, carried.

Sweere Lots. Hanson reported that Stephen Sweere had not signed the waiver for the Happy Acres Re-Plat. Stephen said he would be at this meeting but did not attend. Sweere suggested to Hanson that the city should purchase the remaining 3 lots. After some discussion with the City Attorney, Hanson had determined what the city paid per sq. ft. (\$2083) per lot and provided this number to Sweere. Sweere offered that the city could purchase the 3 lots for \$2250 which originally had been \$3000 per lot. By purchasing the lots and including the street to be vacated, there would be approximately 90,000 sq. ft. total. Motion/second by Hill/Burlingame to agree to the purchase price of \$2250. All voted in favor, carried. Hanson will get a purchase agreement together. On advisement of City Attorney Sam Felix said, unless Sweere signed the waiver or the purchase agreement for the City to purchase the final 3 lots, the plat should not be approved at this time.

Street Name Change. After discussing with Compass Consultants (Jack Rosenthal) it was determined that the street in Happy Acres should be East 2nd Street continuing from the west. County GIS suggested to Hanson that it would make sense for Oak Street that goes east from East 2nd St. should be renamed to East 2nd Street as well. Motion/second by Windey/Burlingame to approve Resolution 2021-07 Renaming the east/west portion of Oak St. to East 2nd St. All voted in favor, carried. Stop signs and street signs as well as notifying the United Methodist Church that their street address will change due to the name change.

January 21, 2021

Happy Acres Plat. This item to be continued until next month until purchase agreement or waiver agreement is signed by Sweere.

NEW BUSINESS:

PAY EQUITY REPORTING. Motion/second by Carlson/Windey to authorize submission of the report to the State of Minnesota Pay Equity Division. All voted in favor, carried.

Thumper Pond Tax Re-evaluation. Hanson reported that Thumper Pond has had the property tax value reduced in tax court 3M dollars. Therefore, \$19,231 is the city share to be paid back. In a letter from Wayne Stein, County Auditor, this amount will be subtracted from the City's June settlement. An invitation to Bill Schultz, President of Thumper Pond Resort, LLC will be extended to discuss any concerns.

Destruction Record. Staff has been looking for a better way to destroy records other than shredding in office. Deputy Clerk Thorson will check into various vendors, but at this time, council will approve destruction as record. Motion/second by Carlson/Hill to destroy records as provided in the Retention Schedule for the year 2020. All voted in favor, carried.

Hearing Called. Motion/second by Hill/Carlson to call for an IUP (Interim Use Permit) for Hannah Augustus to operate a daycare business in a residential area at the February 18 council meeting a 6 p.m. as required by Chapter 151 of the Zoning Ordinance for business in shoreland district. All voted in favor, carried.

Zoning.

2021-01 (C) Morstad Realty (Precision Landscaping) 101 Otter Drive for fence with 2 gates.
2021-02 (C) Periwinkle Mini Mall, 231 MN Hwy 78 N, New roof, siding and windows, add a bathroom.

CORRESPONDENCE/MEETINGS/TRAININGS/FYI & REMINDERS:

Lohse's MRWA certification test cannot be scheduled in March as planned as the class is full. Lohse has been placed on a waiting list for perhaps fall.
Lohse will be out of office February 24th – 28th. Arrangements have been made for Myron Lueders to fill in.

With no other business to discuss, the Council adjourned at 7:10 p.m. with a motion/second by Carlson/Burlingame. Meeting adjourned.

Respectfully submitted,

s/s _____
Elaine Hanson, MCMC
Clerk Administrator

s/s _____
Ron Grobeck, Mayor