

**City of Ottertail  
Regular Meeting  
City Hall, February 17, 2022 - 6:00 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jill Carlson, and Jessica Grimes.

Absent: Jan Hill.

Staff Present: Clerk-Admin. Elaine Hanson; Amanda Thorson, Deputy Clerk; Maintenance Coordinator Justin Lohse; Fire Chief Joe Ahlfs.

Also present: Ron Heikes; Jenna Baker from the Citizen's Advocate, official paper.

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

**CONSENT AGENDA:**

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

- a. Approve Minutes of 1-20-2022
- b. Resolution 2022-08 Accepting Donation to FD from Lake Region Electric of \$500.00.
- c. Financials & various reports
- d. Approve claims #3613-3644 in the amount of \$ 53,190.83 with additions and approval to pay late coming invoices

**STAFF REPORTS:**

**Fire Department:** Heard from Chief Joe Ahlfs who reported that the Sheriff Dept. Polar Plunge exceeded its target by collecting \$70,000 for MN Special Olympics. The rescue rig has been taken in for repairs. April 13 is the Fire Relief Assn annual Turkey Feed. There were 5 rescue runs and one mutual aid call for the month.

**City Hall:** 1) Clerk-Administrator Hanson suggested the city look into a Planned Unit Development Ordinance (PUD). There is no official documentation that one was adopted and with all the building and inquiries, it would be better to have one in place. This will be discussed at a future meeting. In the meantime, staff will work on some examples. 2) Hanson reported on a letter received from Otter Tail County Auditor/Treasurer regarding a tax court settlement for the Perham Hospital District. Approximately \$25,000 will be paid back of tax collections for the city through our county settlement.

**OTCEPAC:** Council member Mike Windey reported. April 21 is the Annual Summit to be held at Thumper Pond, suggested that both Deputy Clerk Thorson and Maintenance-Coordinator Lohse both attend. An assessment survey will be held county-wide for its needs including Ottertail City, Otter Tail County will be reaching out in order to have interactive plans. Windey also reported that state-wide medical care costs are up 25% and cities are having a hard time keeping EMT's. In June there will be Shelter Operations training in Fergus Falls. Other trainings in the near future are Alert/Warning Training, Search and Rescue and Elected Officials training. June 4th is the County Operations Center Open House and we are asked to help getting the word out about Smart911.

**Reports-Forum-Presentations**

Ron Heikes, property owner, came before Council to explain his issue with paying for 3 curb stops on 3 lots he just purchased when the lots are considered non-compliant as separate lots. The 3 lots are vacant and could be combined to create one compliant lot, or two could be combined but then one would be considered non-compliant with Shoreland

Rules. Councilmember Carlson stated that the council has considered looking into the unused curb-stop situation at a work session in the near future.

**OLD BUSINESS:**

**Engineering Agenda:** Hanson reported the bid opening for the Tyler Wohler's Memorial Trail will be on Wednesday, March 9, 9 a.m. at City Hall.

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**Amend Resolution 2022-04:** Motion by Carlson and second by Grimes to amend the resolution which includes the base rate number for commercial properties. 4-0 Motion carried.

**IT Services:** Motion to upgrade the Microsoft 365 to Business Premium was made by Grimes and second by Carlson. 365 will cost considerably less than contracting with High Plains Technology managed services. 365 provides remote work, cyber-threat protection and device management. Thorson felt that the \$2400 service from HPT was more than the City needs vs 365 which could be easily managed “in-office” with 365 For Business cost of \$720 for all 3 computers in the office. Motion 4-0 Motion carried.

**NEW BUSINESS**

**Hiring Procedure:** Council reviewed recommendations from the personnel committee on hiring of replacement for Deputy Clerk Thorson who will be promoted to Clerk-Treasurer when Clerk-Administrator Hanson retires at the end of May. Incoming Clerk-Treasurer will step up to Pay Grade 4 on June 1. Committee also recommended amending the personnel policy vacation daytime accumulation retroactive to the beginning of the year. Vacation will also be prorated for mid-year hiring. Schedule reviewed with advertising to commence on February 21 in the Henning Advocate, official paper, Battle Lake Review, Perham Focus, Facebook, and web page. New hire estimated to start on April 4th. An amended job description was also reviewed. Motion to accept the recommendations from the personnel committee was made by Windey and second by Grimes. 4-0 Motion carried.

**HHW Agreement:** Motion by Carlson and second by Windey to approve the agreement with Otter Tail County for the Household Hazardous Waste Mobile collection on Friday, June 10 from 10 am to 2 pm. 4-0 Motion carried.

**Funds:** Motion by Carlson and second by Grimes to transfer \$12,000 from the General Fund to the Community Development Fund for 2021 and 2022 budgeted transfers. Also, because there is no stream of revenue it is suggested Fund 301 be closed until a new project needs the number. 4-0 Motion carried.

**PFA Bond:** Motion by Grimes and second by Windey to make final payment to the Minnesota Public Facilities Authority for the GO Water Bond of \$82,999.99 plus accumulated interest, in addition Hanson is instructed to cash in Water Fund CD #61091 as it is due to renew for upcoming water tower painting project. 4-0 Motion carried.

**EOT Fair:** Motion by Carlson and second by Grimes to approve annual appropriation to East Otter Tail County Fair board as provided in MN Statutes §38.12 to County Fairs who are in close proximity of the city limits. 4-0 Motion carried.

**Zoning:**

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

Henning Fire and Ambulance Annual Meeting, February 28 at their community center at 7:00 pm.

March 14 Work session at 5:30 with Todd Hagen of Ehlers to go over financial mgmt. plan

March 1-3, MWRA Conference – Justin will be attending.

March 22-25, MCFOA Conference – Amanda will be attending.

March 30 - LMC Loss and Safety Workshop in Alexandria, Amanda and Justin will be attending.

With no other business to discuss, the Council adjourned at 6:40 p.m. a motion by Carlson and second by Grimes. Carried.

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

Attested by  
s/s \_\_\_\_\_  
Ron Grobeck, Mayor