

**City of Ottertail,
Public Hearing on Assessments for Happy Acres 2nd Addition
5:30 PM**

Public hearing on public improvements for the affected parcels in the Happy Acres 2nd Development. Bob Schlieman, Apex Engineering and City Engineer provided background information on the proposed improvements and estimated project costs. Included were the assessment methodology, estimated cost sharing and rates. Estimated cost for the project which includes street, water main and services was \$207,000 to be 100% assessed to the benefiting properties. Members of the affected properties in attendance were Mike Johnson and UMC representative, Lance Wohlwend. Schlieman answered questions from the audience. Hearing was closed at 5:55 PM.

**Regular Meeting
City Hall, March 18, 2021 - 6:00 PM**

Council Members Present were: Mayor Ron Grobeck, Mike Windey, Janet Hill, Jill Carlson, and Judah Burlingame.

Staff Present were: Clerk-Administrator Elaine Hanson; Maintenance Coordinator Justin Lohse; Deputy Clerk Amanda Thorson; Fire Chief Stuart Fleischauer.

Also Present were: Bob Schlieman, City Engineer-Apex; Jenna Baker from the Citizen's Advocate, official paper.

Call to Order by Mayor Grobeck at 6 p.m. with the Pledge of Allegiance.

CONSENT AGENDA:

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

- a. Approve Minutes of 2-18-2021 Regular Meeting and 3-2-2021 Work Session Notes.
- b. Resolution 2021-14 \$2500 Donation from Rod and Gun for floatation boat.
- c. Financials and various reports
- f. Approve claims #3177-3200 with additions totaling \$31,795.91 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: 1) No fire reports. The trailer for the new side-by-side has been ordered.

City Hall: 1) Permission granted to do a flower bed at City Hall and to complete the landscaping at the Community Center with pre-approval from Council when a quote has come in.

OTEPAC Report: No Report.

BID OPENING FOR POLARIS RANGER: No sealed bids were received. Decided to take the first \$3000 offered. Hanson will put an ad in the paper.

OLD BUSINESS:

Water Contract: No update.

Tyler Wohlers Trail: Bob Schlieman reported that the City will be authorized to purchase wetland credits as required by the Army Corp of Engineers the final permits will be obtained. No word from Bernie Steeves on donations.

Happy Acres: 1) **Resolution 2021-15 Ordering Improvements and Preparation of Plans for Happy Acres, Inc., and Happy Acres 2nd Addition.** Motion to the resolution was made by Burlingame and second by Carlson.

March 18, 2021

All voted in favor, carried. 2) Motion by Burlingame and second by Carlson to approve Task Order Agreement with Apex Engineering for services for the Improvements and Preparation of Plans. All voted in favor carried.

Building Big Housing Initiative: Hanson provided up-to-date financials for the Community Growth Partnership Grant from Otter Tail County. Due to costs, it was decided to not do anything about Wallenberg Drive and Arvilla Drive for bituminous coverage at this time. Arvilla will be graded and possibly some fill.

Big Cat Disc Golf IUP: Motion by Burlingame and second by Hill to approve continuation of 5 years for an Interim Use Permit for Brett Burch business located in Park Circle. No concerns have been raised. All voted in favor, carried.

City-Wide Clean-Up: Staff reported on meeting held with Steve's Sanitation for a curb-side program similar to what Perham has been doing. Cards will be mailed out and residents will mark the card for the items to be picked up. Steve's will bill the City according to the items removed and City will bill the property owners. Curbside will be on June 5th Motion by Hill and second by Carlson to approve the program. All voted in favor, carried.

NIMS: Hanson shared a letter from Patrick Woletzko, Otter Tail County Emergency Services Director, on required courses for national incident management with regards to City Council and staff. Baseline courses for Council include G-402 ICS Overview for Executives and Senior Officials and ICS 100 & 700 normally for staff. Woletzko offered to help with small group setting for Council.

NEW BUSINESS

Flagpole: At staff request a new flagpole will be purchased to replace the telescoping one which is difficult, if not impossible to fly at half-mast. Along with this a better lighting system to be put into place. Motion by Windey and second by Burlingame to purchase a new pole and lighting. All voted in favor, carried.

City Tax Abatement Program: Otter Tail County amended their program to include the changes that were made due to the COVID-19 outbreak. As the City does mirror the County a motion was made by Carlson and second by Burlingame to amend the City's program as well and to call for a hearing on eligible parcels that are owned by the City for the abatement program. All voted in favor, carried.

Fire Contract Billings: A report on billings to the townships served was presented by Hanson. A meeting will be held with Otter Tail Township representative Tim Lueders the next day to review the Capital Costs that are billed to the Townships. Hanson will report next month.

Recycling Area: Motion made by Carlson and second by Burlingame to partner with the County on the area that is now served by the recycling bins for up to \$1,500 for crushed concrete fill and a cyclone fence. All voted in favor, carried. It was suggested that perhaps the Boy Scouts would be interested in taking care of the area as a service project or possibly Productive Alternatives.

CUP Hearing: Motion to call for a hearing for William Neumeister at 109 Long Street for a garage/storage building located on a lot adjacent to his home was made by Windey and second by Burlingame. All voted in favor, carried.

Zoning:

2021-05 Blue Spruce Properties, 4-Plex Townhome (450 Eagles Trail)

2021-06 George and Linda Myhre, Concrete Patio, lake side 19'x24'/324 sq. ft. in OHWL (118 Lueders Rd).

2021-07 Little Otters Daycare – 3' Chain link fence (201 Lake Ave. S.)

March 18, 2021

Correspondence/Meetings/Training/FYI-reminders

- a. Request moving the regular meeting of June 17th to June 10th as MCFOA Conference is the week of the 15th-18th in St. Cloud.

With no other business to discuss, the Council adjourned at 7:40 p.m. a motion by Burlingame and second by Hill. Carried.

Respectfully submitted,

s/s _____
Elaine Hanson, Clerk-Administrator

s/s _____
Ron Grobeck, Mayor