

**City of Ottertail,
Special Meeting
April 15, 2021
5:30 PM**

A special meeting was called to order by Mayor Ron Grobeck. City Attorney Sam Felix requested the meeting be closed regarding Client/Attorney privileges subject to MN Statutes §13D.05 to discuss water contract. Due to time constraints the closed meeting would continue after the regular meeting.

**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.

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

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

Public Hearing on Tax Abatements: Council reviewed list of eligible properties for the Big Build-Otter Tail County and Building Big – Ottertail City tax abatements. The following are those properties eligible for a 5 year or \$5,000 tax abatement from each entity for a total of \$10,000 or 5 years, whichever comes first.

74000990572000 121 Lynn Road, Donald Lake Estates Lot 4 -Bruce & Cindy Hurt

74000990468011 112 West Avenue – City of Ottertail, purchase pending

74000990344000 Block 2 Lot 10 Lakeview Heights - City of Ottertail

74000990338000 Block 2 Lot 4 Lakeview Heights – City of Ottertail

Parcel A Lakeview Heights – City of Ottertail

Parcel B Lakeview Height – City of Ottertail

No further discussion.

Public Hearing on Conditional Use Permit – William Neumeister. Mr. Neumeister applied for a CUP to build a garage/storage shed on a parcel without a principal dwelling. Because the lot is described at metes and bounds it was not able to be combined with the adjoining lot in which the residence is located, the city ordinance requires that any storage building to be built without a principal dwelling requires a CUP. All set-back will be met. Council reviewed staff report.

No further discussion. A motion was made by Carlson and second by Windey to close the Public Hearings and open the regular meeting. All voted in favor, carried.

Tax Abatements: Motion by Burlingame and second by Carlson to approve **Resolution 2021-16 Approving Tax Abatements** to be levied by the City for parcels listed. All voted in favor, carried.

Neumeister CUP: Motion by Hill and second by Burlingame to approve **Resolution 2021-17 Approving CUP for William Neumeister** as recommended by the staff report with the additional condition, to supply a detailed site plan and completed application with all fees and permits submitted. All voted in favor, carried.

CONSENT AGENDA:

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

- a. Approve Minutes of 3-18-2021
- b. LG220 Application for Exempt Permit – NWTF raffle at Thumper 9/21/2021
- c. Consumer Confidence Report (CCR available at City Hall for review)

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- d. Financials & various reports
- e. Approve claims #3206-3234 with additions totaling \$33,055.36 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: 1) Side-by-side was sold for \$3,000.00.

City Hall: 1) Coordinator Lohse report there were issues one day when the water tower was seen to be overflowing. A call was made to Tim Boehmer, who has been used in the past to look at the altitude valve. Lohse will continue to work with Boehmer to replace a faulty spring. Also issues with the vault. There is no alert system, and the City does not own a gas meter to check for above levels of gas. MRWA technician Ben Osien was surprised that an above ground vault had not been used to begin with. Council asked Bob Schlieman, City Engineer, if he could look at it sometime to see what it would take to bring it up to safer standards. 2) Provided Council with Sanitary Survey from MDH summarizing a recent inspection. The survey recommended a valve exercising program be initiated. Lohse will check with MRWA for prices and a schedule. 3) Due to recent discussions, Schlieman will look at getting the City on the PFA Project Priority List. 4) Hanson provided the Council with an idea to place hop-sotch games along the multiuse trail. Using a stencil, will paint the designs using some volunteer help. Council liked this idea and gave the green-light.

OTEPAC Report: Council reflected on the success of the Otter Tail County Emergency Response Summit that was held that day virtually.

OLD BUSINESS:

Happy Acres: 1) Much discussion was around the fact Ms. Kinsman has decided not to be part of the plat even though she signed an agreement. Therefore some changes need to be made to the approved plat and therefore according to legal advice, the plat will need to be amended and another hearing must take place when the lines have been refigured if necessary. This will allow the City now to include the most recent purchase from Mr. Sweere and vacate some additional area in the plat. Schlieman said they could go ahead with the engineering plan and if need be a change order can be done. A motion was made by Carlson and second by Burlingame to approve **Resolution 2021-18 Approving Plans and Specifications and Ordering Advertisement for Bids for Happy Acres, Inc. and Happy Acres 2nd Addition.** Bids to be opened on May 12th at 10:00 a.m. All voted in favor, carried. A note from the United Methodist Church with recommendations were reviewed and were not of concern for the project.

Tyler Wohlers Trail: Design of the trail is 95% complete. Mitigation of wetlands was approved by the Army Corps of Engineers. Otter Tail Power needs to move poles and there is a few permitting items to be taken care of. At this time the City is waiting to hear from the organizers on funds as this will determine whether the City can move forward with bidding.

Big Housing Initiative: 1) Quotes were received from Ottertail Aggregate and Brogard Plumbing for 2 curb stops to be put in on the Arvilla and Maple Ave lots. Ottertail Aggregate had the lower bid of \$1500 each. Motion by Carlson and second by Burlingame to accept the quote from Ottertail Aggregate. All voted in favor, carried.

2) Motion made by Hill and second by Windey to approve the Purchase Agreement with Dennis & Linda Christenson for Lot 12 of Out lot F – Three Lakes Retreat (112 West Ave). This is the first of the \$1 Building Big Lots the City is marketing for Single Family homeownership. All voted in favor, carried. 3) Motion by Carlson and second by Hill to approve the Developers agreement for the same property (112 West Ave) with Dennis and Linda Christenson. All voted in favor, carried. 4) Hanson requested approval for additional advertising of the lots to get to a bigger audience. Motion by Burlingame and second by Carlson to approve the same. All voted in favor, carried. 5) Discussed the timeline for opening the \$1 lots to developers that would like to build spec

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homes. For now Council felt that waiting until December of 2022 would give ample time for prospective homeowners to access the program before opening it up to builders.

Water Contract: Discussed a conversation staff had with Luke Hoffman from MDH on the nitrates in well water and what the City would need to know if it entertained the idea of its own water system. Schlieman offered to do the paperwork to get the City on the Project Priority List (PPL) just in case the contract negotiations go south and do some further research on costs and requirements. Council thought this would be a good path.

Community Center Landscaping: Lohse obtained a quote from Erik Ness who does landscaping for plants, rock and edging with three options. Motion was made by Hill and second by Carlson to go with the River Rock for \$5635. All voted in favor. Carried. Councilmember Hill suggested someone look at the brick work on the sign at the Community Center also for some repairs that should be done there. *(After note: It was determined that the landscaper that we had received the quote from was not licensed or bonded, staff will look for an alternative contractor.)*

Recycling Area: Hanson reported that the invoice for gravel at the recycling around the bins was sent to Otter Tail County Recycling. She has not been contacted on the price of the fence. Hanson also made Council aware that she had ordered some Class 5 gravel to be placed from the recycling area to the water tower as a road over the black dirt that was there.

NEW BUSINESS

CUP Hearing: Motion by Burlingame and second by Hill to call for a Conditional Use Hearing on Thursday, April 29, 2021 at 5:30 p.m. for Ardell and Holly Paulson to build a shed on Parcel ID 74000990781000 Lot 4 block 1 Thalmann Farmstead 3rd Addition a garage/storage building prior to a principal dwelling. The parcel is located across Thalmann Road on a back lot. Windey and second by Burlingame. All voted in favor, carried.

Tax Abatement Hearing: Motion by Carlson and second by Burlingame to call for a tax abatement hearing for the Otter Tail County Build Big Program and the City's Building Big in Ottertail Program. The hearing for Ardell and Holly Paulson will be right after the CUP hearing on Thursday, April 29, 2021 at 5:30 p.m. to build on their lot on Buchanan Lake at 111 Thalmann Road. All voted in favor, carried.

Seal Coat Cozy Oak: Hanson received a call from Otter Tail Township clerk, Greg Swanberg regarding the shared cost for seal coating Cozy Oak. No dollar amount was provided, but will be handled the same as the black topping last year.

N-Sight Software Support: Hanson and Thorson shared the quote for the water meter software support. The program will not be updated from now on, but support will continue until we start having issues with the reader.

Park Mulch: Hanson stated that she has spoke with Vanessa Neels on mulch for the playground which is in need of refurbishing. Last time we shared a truck with Battle Lake. Hanson contacted Chris at Battle Lake and he will coordinate the purchase. Last time in 2018 the mulch was just under \$1200 and is certified playground mulch. Lohse will need to organize some volunteers to spread it out when we know when it will be delivered.

Crosswalks: Heather Haugen had called the office to inquire about cross walk signs in the block of Main Street by Betty's/Williams Store. Speed has been an issue. She spoke with MnDOT and they informed her that the City would need to get a permit. Hanson sent in the work and is waiting for permit. Council thought this was a good idea for safety sake even though no costs yet have been obtained. Motion by Carlson and second by Burlingame to go ahead and purchase the signs. All voted in favor, carried.

Zoning:

2021-10	Jamie Vaughn-209 First St E	New Garden Shed
2021-11	Julie Thompson-108 Park Circle	Addition to Mobil Home
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2021-12	Daniele Denny-209 Wallenberg Dr	Remove Old & Replace Shed W/ New
2021-13	Marge Ewy-123 Shores Rd	2-Story Addition to Home
2021-14	Gabrielson Properties-510 Eagles Trl	New Twinhome (2 of 6)
2021-15	Merle Meece-120 Sawmill Rd	New Shed
2021-16	Ardell Paulson-111 Thalmann Rd	New Home w/ Attached Garage

Correspondence/Meetings/Training/FYI-reminders

- a. Reported that there will be a change in water sampling with MDH.
- b. Thorson will be on vacation next week.

With no other business to discuss, the Council adjourned at 7:23 p.m. a motion by Burlingame and second by Carlson. Carried.

Respectfully submitted,

s/s _____
Elaine Hanson, Clerk-Administrator

s/s _____
Ron Grobeck, Mayor

Special/Closed Meeting

Continuation of closed meeting:

The closed meeting was re-convened at 7:25. At 7:45 the closed meeting was adjourned.