

**City of Ottertail,
Regular Meeting
May 20, 2021
6:00 PM**

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

Absent: Jill Carlson

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

Also present were: Sam Felix, City Attorney; Bob Schlieman, City Engineer-Apex; Eric and Lisa VanWatermuelen; Bruce Strand and 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 Burlingame and second by Hill approve the consent agenda with additional items and payables. All voted in favor, motion carried.

- a. Approve Minutes of 4-15-2021 & 4-29-2021
- b. **Resolution 2021-21** Donation from Lions for Music in the Park
- c. LG220 (2) Ottertail DU – Raffles & Bingo @ Woodshed 5/15/21 & 5/22 /21
- d. Financials & various reports
- e. Approve claims #3256-3281 with additions totaling \$40,030.38 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: No Report

City Hall: 1) Motion by Burlingame and second by Windey to approve a wage of \$19.00 per hour for Shari Wheeler who will be filling in for Hanson and Thorson when they are away to Clerk's Conference for MCFOA. All voted in favor.

OTEPAC Report: No report from Councilmember Windey. OTC Emergency Director Patrick Woletzko is starting plans for 2022.

OLD BUSINESS:

Engineering: 1) Big Housing Initiative - Happy Acres: Bob Schlieman, Apex, reported bidding results for Happy Acres 2nd Addition. Council could wait to award for another 75 days but with the prices rising he recommended not waiting. Estimated cost overall is \$245,000 which is an increase from \$210,000. Motion made by Windey and second by Burlingame to approve **Resolution 2021-21 Awarding Bid for Happy Acres 2nd Addition water** distribution system and road to Central Specialties of Alexandria, MN for a total of \$199,720.30. contingent on all the agreements in order. All voted in favor. It was noted that Ottertail Aggregate will be doing grading as a sub-contractor of CSI. Schlieman provided a task order to go with this project.

2) Tyler Wohlers Trail – Design is 95% complete. Waiting to hear from OT County on the mitigation for wet lands. Otter Tail Power will need to get permits from MnDOT for moving the power poles. After some discussion it was decided that the City should call for bids to see where the costs will fall ultimately to know how much fund raising still needs to be done by the Wohler's Trail committee headed by Bernie Steeves. Estimated costs at present are \$225,000. Motion by Hill and second by Burlingame to authorize Schlieman to move forward with advertising for bids for the trail. All voted in favor, carried.

3) Water Levels of Long Lake, Donald and Portage Lakes. A letter was received by Bill Blixt whose property is located in the vicinity of these three lakes. The water levels are causing concerns for the road and private property even without significant rainfall or snow level. Some options to alleviate the problem are 1) raising the roads which would be very expensive, or 2) try to put in culverts to regulate the levels. Both options would need

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some input from DNR. Hill made a motion and second by Burlingame to authorized Schlieman to contact Julie Aadland to start a discussion to look into the level issue. All voted in favor, carried.

4) Well-Vault-tower PPL etc. – Schlieman suggested looking into an alarm system for high and low levels in the tower. This alarm would cost between \$7500 or \$10,000 and they would help with this process. Lohse will look into the process on his own and then contact Apex if he needs help. Projects have been listed in a Project Priority List but does not commit the city to do the projects.

Community Center Landscaping Quote: Motion by Hill and second by Windey to approve the quote provided by Outdoor Renovations for \$3125 for work to commence in July. All voted in favor, carried.

Well #4 Billing from Henning: Council discussed this bill and decided it was not in the scope of the contract as recommended by City Attorney Felix.

Bench Placement at Park: Ottetail Rod and Gun requested placing a bench in the City Park in memorial for Lola & Albert Comer. Motion to allow a bench placed in the park at 100% funded by Rod & Gun by Burlingame and second by Hill. All voted in favor, carried.

NEW BUSINESS

Woodshed Bar & Grill new owners: Eric & Lisa VanWatermuelen will be purchasing the business and they will need to apply for a new license. Possession of the business will be June 15th if possible. Motion to approve the license contingent on all satisfactorily paperwork being filed with the City and a favorable background check was made by Burlingame and second by Windey. All voted in favor, carried.

Cross Walks on Main Issues: This issue was discussed at the last meeting. Staff wanted to report that some complaints were heard. The signs have created some issues with large trucks and their turning radius. The signs are pretty indestructible, so there should be no concern. They do create a safe place for pedestrians to cross by slowing the traffic as mandated by state law for pedestrians in the cross walk.

Call for Variance Hearing: Motion made by Burlingame and second by Hill to call for a variance hearing for Hilltop Lumber for increased impervious for their parking area. All voted in favor, carried. Hilltop has applied for a zoning permit for expansion of their showroom. Hearing will be on June 10, 2021 before the regular meeting convenes at 6 p.m.

Zoning:

2021-17	Ardell Paulson-110 Thalmann Road	Storage Shed
2021-18	Glen Collins-211 Wallenberg	New Garage & Steps towards lake
2021-19-C	Otter Suppler Club-306 Hwy 78 N	New Patio Structure for guests
2021-20	Justin Mattson-131 Donald's Rd	New 20x40 Home, septic & well
2021-21	Dennis Christenson-112 West Ave	New 28x44 Home w/attached 25x26 garage
2021-22	Bill Neumeister-111 Long Blvd	New 26x40 Garage, 20x18 Side Garage & entry
2021-23	Troy Thorson-543 Three Lakes Rd	32x40 Garage/shed
2021-24	City & OT County-202 Maple Ave	Chain Link Fence 100'
2021-25-C	Gabrielson Properties-532/530 Eagles Trail	New Twin Home
2021-26	Dale Nelson-105 St. Paul Dr.	2 Patios, 2 sidewalks, Garage Apron
2021-27	Randy & Shelly Dale-131 Bay View	New Detached garage 20x24
2021-28	John Sakry-103 Portage Rd	New 10x16 Shed on blocks
2021-29-C	Hilltop Lumber – 208 Main St. W	Addition to showroom & Parking
2021-30-C	Gabrielson properties- 542/540 Eagles Trail	New Twin Home
2021-31	Robert Bjorklund -624 Three Lakes Rd.	Driveway and Approach

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2020 Audit Report- Brian D. Koehn, PLLC provided a condensed version of the 2020 Audit and provided a full report digitally for record. The report was favorable with the 3 material weaknesses the City receives each year for 1) Lack of segregation of duties due to our small office setting. 2) Year-End closing procedures for material adjustments for reclassification and cash-to-accrual conversion entries due to our small CTAS Cash only finance program. 3) City relies on the audit firm to prepare the annual financial report which may cause the City to detect a material misstatement in the annual financial statement. Going over the financial information in summary to make Council aware of financial trends, favorable and unfavorable using data compiled under consistent accounting principals and audited under Govt. Auditing Standards. Overall each of the Government Funds perceived to be favorable. Koehn thanked the Council and City Staff for the opportunity to provide the audit for 2020 and the work that is being done by City staff to ensure a clean audit. Motion to accept the audit was made by Windey and second by Burlingame. All voted in favor, carried.

Correspondence/Meetings/Training/FYI-reminders

- a. Deputy Sheriff invitation for ride-around.
- b. LMC Annual Conference is virtual. Interested councilmembers should let Hanson know for registration.

With no other business to discuss, the Council adjourned at 7:03 p.m. a motion by Burlingame and second by Hill. Carried.

Respectfully submitted,

_s/s
Elaine Hanson, Clerk-Administrator

_s/s
Ron Grobeck, Mayor