

**City of Ottertail  
May 21, 2020  
Regular Meeting  
City Hall  
6:00 PM**

**Due to the COVID-19 virus pandemic this meeting was held as a videoconference for members of the public and those requesting a link via ZOOM.**

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

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

Also Present were Brian Koehn CPA, Auditor; Bob Schlieman, Apex, City Engineer; and Jake Huebsch, Planning and Zoning Consultant, Sourcewell.

Attending by ZOOM were Maintenance Coordinator, Loren Hawes; Traci Ryan, Ryan Consultants; and Jenna Baker from the Citizen's Advocate, official paper.

Notice to the public was posted on the City's Facebook page with interested persons to call City Hall for more information.

Call to Order by Mayor Lueders at 6 p.m.

**CONSENT AGENDA:**

Motion made by Grobeck and second by Windey to the consent agenda with additions. All voted in favor, motion carried.

- a. Approve Minutes of 04-16-2020 Regular Meeting.
- b. Financials & various reports
- c. Approve claims in the amount of \$ 71,652.31 and approval to pay late coming invoices.

**STAFF REPORTS:**

**Fire Department:** Chief Fleischauer gave report on recent fire calls. Two mutual aid calls, ditch fires, CO2 alarms and burns that got away with no burn permit. A request has been made for the department to fill swimming pools. Fleischauer thought this year due to COVID-19 would be a good service to provide since public pools will be closed. Discussed that a waiver or contract would be in order. Costs associated with the service would need to be determined. Service to our contract area only.

**City Hall:** Discussed the possibility of having a City planning and zoning workshop lead by Jake Huebsch, Sourcewell. This would be important information for council as well as our newer staff. A date in June will be looked at.

Motion by Carlson and second by Grobeck to allow Clerk to schedule time for new Maintenance Coordinator, Justin Lohse, to take the Class D Operators certification as soon as scheduled with Minnesota Department of Health. All voted in favor, carried.

**PRESENTATIONS:** Brian D. Koehn, CPA – Auditor for the City gave a brief and concise audit report for the 2019 fiscal year. A full audit report will be available for next week. A motion was made by Burlingame and second by Carlson to approve the brief version of the audit. All voted in favor, carried.

**OLD BUSINESS:**

**Tyler Wohlers Trail:** Bob Schlieman, City Engineer updated the Council on the trail. Plans were submitted to MnDOT. Their response was to build a bridge over the water at the area where the trail would parallel State Hwy 78 with a 5' separation. Engineers responded that since this trail will be mostly donated

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dollars, a bridge would be cost restrictive. An okay on the project came back from MnDOT. Currently Apex is waiting from a response from utilities in the area, after that Apex can go into design. Councilor Grobeck stated that Bernie Steeves has not had too much going in the donations due to the pandemic.

**Buchanan Road Maintenance.** Buchanan Road is currently listed on the City's CIP for maintenance in 2021. Given the lower cost of bituminous this year, Schlieman was asked to look at the road for an opinion. Structure is good, but a lot of cracking. His thoughts were an overlay would give 5-7 years extension compared to a complete reconstruction of 20 or more years. Council felt an overlay would make the most sense at this time considering it would not be assessed. Schlieman will gather the prices and come back in June with timeline and call for bids.

**Cozy Oak Drive Overlay:** Otter Tail Township is requesting shared costs for an overlay on Cozy Oak Drive which is shared with the City. Estimated project cost is \$22,950 for Ottertail City's portion. Motion made by Grobeck and second by Carlson to approve the 2020 paving project as estimated by Otter Tail Township. All voted in favor, carried.

**Traci Ryan Consulting.** Council reviewed compensation for services pricelist for Ryan's economic development services. Consensus was to continue per as needed.

**Housing Incentives:** Ryan lead the Council is discussion regarding incentives for 112 West Ave, 4 Lots on Arvilla Drive and six possible lots in Happy Acres. Ryan provided schedules for what actual to market values could be and possible dollars the City could use to leverage grants from Otter Tail County CDA. Council agreed with Ryan that this need not be rushed, but whatever the City could look at as far as abatement (Big Build), utilities or waiving the zoning permit fees are possibilities. Ryan will get a document together for the Council to review next meeting.

Clerk-Administrator Hanson reported that an offer had been made on Lot 10 on Arvilla, but Council declined reasoning the City should see first if there is an interest for a SF Home on the lot.

**OTBCA Music in the Park:** As of today, there will be no music in the park until July, Councilor Grobeck, representing the OTBCA asked for a \$500 donation to the group for the concerts for advertising and promotion of the City. Since it is uncertain, where the Governor's Executive Orders will take outdoor activities for this year, this was tabled until more information is known.

**Public Hearing:** Public hearing was opened on Jason Stowers junk vehicle ordinance violation. Jake Huebsch reviewed the letters and photos of the property in question. The next step would be for the Council to declare a public nuisance at which time Perham Chief of Police, Jason Hoaby can begin to act through court order and penalties. Mayor Lueders asked for comments. Councilor Windey thought that maybe we should send another letter, but with 4 letters already have been sent and no indication that Stowers wants to work with the City, that thought was moot. Motion to close the hearing was made by Burlingame and second by Carlson. Motion carried. With no other discussion a motion was made by Grobeck and second by Carlson to declare PID #74250410025 property owned by Jason Stowers at 326 N Hwy 78 in Ottertail a public nuisance and turned over to Perham Police Chief Jason Hoaby for action. All voted in favor, carried.

**112 West Demo:** Two bids were reviewed for demo on 112 West Ave. Ottertail Aggregate's bid for \$5313 was accepted. Motion was made by Carlson and second by Burlingame. Motion carried.

#### **NEW BUSINESS:**

**Maintenance Coordinator:** Motion to affirm Justin Lohse as the new Maintenance Coordinator replacing Loren Hawes as of Friday, May 29<sup>th</sup>. All voted in favor, carried.

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**Ottertail COVID-19 Response:** Ideas that could help some of the businesses directly affected by the pandemic were discussed. 1) Liquor Licenses for On-Sale to be prorated with a credit for 4 months. 2) City Hall will need a COVID-19 preparedness plan. Hanson will use the model put out by the League. Bathrooms in the park will stay closed until c 3) Hanson will be checking with Otter Tail Count CDA for grants to help with rent, mortgage and other costs associated with the pandemic. Grants for utilities for businesses directly affected by COVID-19 up to a maximum of \$250 per month for two months per business depending on water usage. 4) A letter to be signed by Mayor Lueders was written in support of Governor Walz reopening the restaurants, bars and other businesses that have been grossly restricted to the point of loss of livelihood. Motion was made by Carlson and second by Grobeck to pursue the above. All voted in favor, carried. It was also proposed to ask DOT to permit placing of picnic tables for outdoor dining at Betty's Pantry in 3 or 4 parking areas in the MN ROW. Hanson will check on this with MnDOT.

**Sale of Property:** A motion was made by Carlson and second by Grobeck to accept the purchase agreement from Eric Gabrielson for 315' on the East side of lot 4 on Eagles Trail in the amount of \$62,571.82. Motion carried. There was no indication regarding the shared survey which was originally discussed in the purchase agreement but council indicated that would include the survey if requested.

**Premise Permits:** Premise permits for The Wood Shed Bar and Grill and The Otter Supper Club & Lodge for outdoor seating of space concise and contiguous to their licensed establishments, along with administrative authorization for any extensions beyond June 18<sup>th</sup> was approved in a motion by Grobeck and second by Windey. All voted in favor, carried.

**KLM Inspection Agreement:** Motion by Windey and second by Carlson to enter into an 11-year inspection agreement commencing on December 31, 2021 with KLM Engineering, Inc. All voted in favor, carried.

**Ferguson Software Support:** Motion by Carlson and second by Grobeck to approve software support for N\_Sight program for water meter reading. All voted in favor, carried. Noted that Karen Olson from Ferguson will sometime make a presentation on new software that will be "CLOUD" based. The N\_Sight will no longer be updated after December of 2021.

**ZONING:**

2020-09	Glen & Susan Collins	211 Wallenberg Dr	New Home
2020-10	Donald & Carol Vancura	102 Portage Rd	Shed
2020-11	Troy Nelson	107 Lynn Rd	Home Addition
2020-12	James Luedtke	144 Sawmill Rd	Concrete Slab
2020-13	Tomas Lavelle	126 Shores Rd	Lean Shed
2020-14©	The Williams Company	101 West Main	Deck
2020-15	Jim Knapper	117 Lynn Rd	New Garage
2020-16	Scott Abraham	107 Long St	New Home
2020-17	Jason Dykhoff	114 Bay View Rd	Storage Shed/Moved On
2020-18	Fay Pary	104 Oak Ave	New Cement Steps
2020-19	Gary Zeise	111 Portage Rd	Movable Screen Porch
2020-20	Tim O'Keefe	121 Willow Rd	Storage Shed & Asphalt Driveway
2020-21	Robert & Kim Ludovissie	131 River View Rd	Concrete Driveway

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**CORRESPONDENCE/MEETINGS/TRAININGS/FYI**

- 1) Received a thank you letter from Otter Tail Lakes Country Association regarding economic growth.
- 2) Hanson shared an anecdote regarding clerks during Clerks Week and dealing with the COVID-19 pandemic.

With no other business to discuss, the Council adjourned at 8:10 p.m. a motion by Carlson and second by Grobeck. Meeting adjourned.

Respectfully submitted,

s/s \_\_\_\_\_  
Elaine Hanson, Clerk Administrator

s/s \_\_\_\_\_  
Myron J. Lueders, Mayor