

**City of Ottertail,  
June 18, 2020  
Regular Meeting  
City Hall  
6:00 PM**

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.

Also Present were: Bob Schlieman, Apex, City Engineer; Jake Huebsch, Planning and Zoning Consultant, Sourcewell; Bernie & Pat Steeves, Tom LaValle, Ron Johnson, Bruce Strand and Jenna Baker from the Citizen's Advocate, official paper.

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

**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 05-21-2020 Regular Meeting.
- b. Financials & various reports
- c. Approve claims in the amount of \$ 121,095.59 and approval to pay late coming invoices.

**STAFF REPORTS:**

**Fire Department:** No report. Hanson reported FD received a refund for training that was cancelled due to the COVID-19.

**City Hall:** 1) Will be extending premise permits for The Otter and Woodshed Bar & Grill until December 31, 2020. 2) City Park bathrooms will be opened on June 22<sup>nd</sup>. 3) MCFOA Clerks Institute (Amanda Training) has been cancelled. 4) MCFOA Annual Conference (Elaine) will be refunded. 5) Motion by Burlingame and second by Carlson to purchase a chainsaw at approximately \$400 for the City. All voted in favor, carried. 6) Coordinator Lohse has been working with MWRA to repair some hydrants that were damaged. Will also contract with MWRA for either one day @ \$175/day or \$800/week to exercise the gate valves which have never been done and recommended each year.

**PRESENTATIONS:** None.

**OLD BUSINESS:**

**Water Contract:** City Attorney Sam Felix reported on phone conversations with Marc Sugden and Ryan Fullerton, Pemberton Law Office and representing the City of Henning. The attorneys met with Kurt Haakinson, MWRA. The goal is to work out a new long-term contract that will be acceptable to both cities. Looking to put into place industry standards which at the time the original contract was formulated was not considered. This new contract may include a joint board consisting of Staff, Council members and respective attorneys. A draft hopefully will be available at the July meeting.

**Tyler Wohlers Trail:** Bob Schlieman, City Engineer updated the Council on the trail. Plans were approved by MnDOT. Most of the utilities have responded, and there are no major concerns. The City at this time can proceed with final design, although most of it has been done. Current estimated cost is \$210,000. Bernie Steeves, fund raising organizer, reported a Go Fund Me page has been started with a goal of \$75,000. Hanson corrected Steeves regarding the starting and stopping point of this phase of the trail. Phase one will

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start at Bay View Road and go to the Lake Access. Steeves asked if there was a way to get the cost down as in hiring a local contractor. According to bidding laws in Minnesota, any project over \$100,000 is required to have sealed bids subject to public notice. Fundraising in the Ottertail area will begin next week. News channel WDAY will be looking to do an interview with a city leader as they move forward with the fundraising. Steeves will continue to keep Council abreast of the effort. Currently the City has invested \$17,000 in engineering fees, so for now no further work will be authorized until funds are obtained.

**Buchanan Road Maintenance:** Design documents were provided by Schlieman for Buchanan Road, from Hwy 108 to Lamplight Drive. Estimated project cost for completing a 1.5” bituminous overlay is \$135,000 which includes \$19,000 for engineering services. If the Council is interested in moving forward it was recommended to authorize advertisement for bids. Proposed timeline is June 18, 2020 – receive authorization; July 14 – open bids; July 16 – Award construction contract; August/September – overlay. A task order to be signed was provided. Motion made by Carlson and second by Grobeck to proceed. All voted in favor, carried.

**Fire Department Pool Filling Policy:** Motion by Grobeck and second by Burlingame to approve the policy and waiver forms for filling pools by the Fire Department. All voted in favor, carried.

**Application for CDA Funding:** Motion by Windey and second by Carlson to authorize Traci Ryan Consulting to apply for funding for lot development from the OT CDA in the amount of \$19,000. All voted in favor, carried.

**OTBCA Music in the Park:** Hanson informed Council if funds are not being “given away” as in scholarships, the City is authorized by statute to provide music/artistic events for the public. Motion by Carlson and second by Burlingame to appropriate \$500 to the OTBCA for Music in the Park as authorized by MS §471.94 and MS §412.221 subd. 15. All voted in favor, motion carried.

#### **NEW BUSINESS:**

**Ottertail COVID-19 Response:** Information has been received regarding CARES Act funds that will come directly to the City from the State of Minnesota to help with expenses not budgeted for and economic relief for some businesses that have experienced business interruption. Otter Tail County will be available to help with finding the proper distribution of the funds. Anything that is not used must be returned. Otter Tail County also has set up a business relief fund for businesses that have been directly affected by COVID-19. MN DEED will have a competitive grant up to \$10,000 for first come first serve applications. This information is being passed on to the business community when received. Deputy Clerk Thorson provided a list of business utility costs that have been credited to their accounts. Final COVID-19 Preparedness Plan for Ottertail City was provided.

Council member Mike Windey reported on the new Smart911 & RAVE program for weather and emergency notification. Otter Tail County will be starting the new system on July 1. Code Red will go away. Staff will be reviewing a training on Monday June 22<sup>nd</sup>. The County will also be updating their Hazard Mitigation Plan this fall.

Motion by Carlson and second by Windey to rescind Resolution 2020-14 Emergency Declaration Due to COVID-19 Pandemic. All voted in favor, carried.

**Party on Bayview:** Hanson informed the Council that a resident had inquired about having a block party on Bay View Road the end of June.

**Transfers:** Motion by Burlingame and second by Carlson to authorize transfer of \$23,048.06 from General Fund to Fire Fund for contract services. All voted in favor, carried. Motion by Grobeck and second by

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Windey to authorize transfer of \$18,512 from General Fund to Fire Fund for fire truck levy. All voted in favor, carried.

**Land Use Application reform:** Jake Huebsch introduced a new form for staff to use which is more comprehensive than the one that is currently being used. Another one will be developed for small projects like fences and signs. Council was asked to review and discuss again in July.

**Authorize Credit Card:** Motion to approve Resolution 2020-16 adding Justin Lohse, Coordinator/Public Works as an authorized user for City credit card was made by Grobeck and second by Windey. All voted in favor, carried.

**Replay on 2019 Street Project:** Motion by Burlingame and second by Carlson to authorize Bargaen Inc. for up to 6000 sq. ft. at \$2.50/sq. ft. for application of the product. All voted in favor, carried.

**Calcium Chloride:** Received a quote from North Central for dust control on Willow, Sawmill, Park Circle and Hilltop Road for .68 per linear ft. There have been some requests already. Carlson motioned to hire North Central/Curt Osterfield again. Second made by Grobeck. Carried. Lohse will coordinate with Ottertail Aggregate to get the roads bladed prior to application.

**2<sup>nd</sup> Meter for Irrigation:** Hammers Construction inquired about installing a second meter for irrigation of his townhomes after he was denied drilling a separate well. This would save the gallons pumped for irrigation that would normally be billed to sewer from Thumper Pond. Grobeck motioned to approve Resolution 2020-17 authorizing city staff to allow a second meter the requesters cost for properties zoned multi-family and single family if being metered for sewer, Carlson second. Motion carried.

**Call for Hearings on July 16:**

Motion to call for hearing by Carlson and second by Windey for **SF Home Abatement** for 110 Park Circle, Travis Turchin. Carried

Motion to call for hearing by Grobeck and second by Carlson for a **Conditional Use Permit** for land alteration more than 300 cu. yds. At 113 Lynn Road, Erick & Rebecca Engler. Carried.

Motion to call for hearing by Carlson and second by Windey for **Conditional Use Permit** for flea/farmers market at Rusty Anchor Trading Post, 227 West Main and for up to 10 units. Carried.

**ZONING:**

2020-24©	CBD Health Products	211 State Hwy 78	Sign Permit
2020-25	Michael & Kari Sanders	235 River View Rd	Remove & Replace with New Home
2020-26©	Jessica Thompson	103 Main St	Replace Windows & Entrance Concrete & Remove Trees
2020-27©	Karla Kupfer	231 State Hwy 78 N	Sign Permit
2020-28	Travis Turchin	110 Park Circle	Remove/Replace Home

**CORRESPONDENCE/MEETINGS/TRAININGS/FYI**

Heard from Otter Tail County that they have received grant funding to install street lighting through out the county and the intersection of 108 and Co. Rd. 1 is one of those intersections.

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