

**City of Ottertail,  
Regular Meeting  
City Hall, July 16, 2020 - 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; Fire Chief Stuart Fleischauer.

Also Present were: Bob Schlieman, Apex, City Engineer; Jake Huebsch, Planning and Zoning Consultant, Sourcewell; Bernie Steeves, Jason and Stephanie Ellingson-Dykoff, Eric Engler 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.

**PUBLIC HEARINGS:**

A. Single Family Housing Tax Abatement: 110 Park Circle, Travis Turchin. Removing old single wide mobile home and replacing with double-wide modular from Friendship Homes. No public comments. Fits with OTC Big Build. Abatement for City, up to \$5,000 and County, up to \$5,000. Motion to close Public Hearing A made by Windey and second by Burlingame. Motion carried.

Mayor Lueders opened public hearing:

B. The Rusty Anchor Trading Post CUP for flea/farmers market located at 227 West Main. Up to 10 small outbuildings and one hoop building. Flea/Farmers market would be open the 1<sup>st</sup> or 2<sup>nd</sup> week of June through the summer months. Major concerns were for congested parking. Her future plans are to add more buildings and possibly a trail around the property consisting of 4.62 acres. Hanson provided a staff report with 3 options for the Council to consider. No other concerns except parking and possible restroom facilities. No other discussion. Motion to close Public Hearing B made by Grobeck and second by Carlson. Motion carried.

Mayor Lueders opened public hearing:

C. CUP for Eric Engler who is purchasing 113 Lynn Road contingent on grade alteration more than 800 cu. yds. to cut back a hill and to even out the property to conform to existing properties surrounding. Jake Huebsch, Sourcewell and planning/zoning consultant for the City provided a staff report explaining the topography of the lot in relation to other lots. Opinion was sought by East Otter Tail Soil and Water and their recommendations. Staff report provided included 5 possible conditions to be placed on the property. Engler would start improving the lot after purchase and complete project in September. No other discussion. Motion to close Public Hearing C was made by Carlson and second by Burlingame. Motion carried.

Mayor opened the regular meeting.

**Action A:** Motion by Carlson and second by Grobeck to approve Resolution 2020-19A Tax Abatement for Single Family Housing for 110 Park Circle. All voted in favor, carried.

**Action B:** Motion by Burlingame and second by Carlson to approve the CUP for The Rusty Anchor Trading Post with the following conditions: 1) Project must meet all setbacks from all adjacent properties 2) Provide an approved parking plan to address the congested parking and vehicles blocking drive through on the front of the building. 3) Further expansion requires zoning permits, meeting all set back, height and impervious requirement. All voted in favor, carried.

**Action C:** Motion by Carlson and second by Grobeck to approve CUP for Land Alternation over 300 cu. yds. for Eric Engler contingent upon his purchase of 113 Lynn Road with the following 6 conditions. 1) Installation of silt fence in conjunction with project 2) Property to be seeded or hydro seeded within 15 days after grading and filling project is complete 3) Maintain the vegetative strip along the hillside. 4) Leave any existing shrubs (trees) and bulrushes, specifically on the NE corner of the property 5) Any alteration to the grade of the hillside leading to the shoreline be done in a way so that any stormwater runoff is not directed down the hillside. 6) Any steps should be built into the bank to do the least amount of damage to the existing embankment.

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**CONSENT AGENDA:**

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

- a. Approve Minutes of 06-18-2020 Regular Meeting and 6-29-2020 Work session notes
- b. 1) 2 AM License Renewal – The Otter Supper Club (signed 6-23-2020) 2) OTBCA - Ottertail Community Auction 3.2 Beer – Ottertail Lion’s Club
- c. Resolution 2020-21 Certify Delinquent Utilities
- d. Financials & various reports
- c. Approve claims in the amount of \$ 152,040.47 and approval to pay late coming invoices.

**STAFF REPORTS:**

**Fire Department:** Chief Fleischauer reported that there have been 25 medical calls and some false alarms for the Fire Department. In a conversation with Kenny Nelson about what the fire department needed brought a generous donation of \$50,000. Fleischauer provided a list of equipment estimated at \$58,000 to purchase with the funds. Items included were 1) \$17,000 for a Lucas Chest Compression System including the training. 2) \$10,000 for a 7 x 16 enclosed utility trailer 3) \$6,000 for upfitting the trailer with heater, cabinets, lights, tiedown systems and other items 4) \$15,000 for Newer Polaris Ranger for grass fires, to replace current vehicle 5) \$8,000 for newer Polaris Sportsman 4 wheeler set up for grass fires and searches. Council member Windey inquired about the need for PPE but the department is using throw-away, and they have plenty. Motion to approve **Resolution 2020-19B Accepting Donation from Kenneth L. and Kim M. Nelson Charitable Remainder Unitrust** and Chief Fleischauer moving forward on purchasing the equipment with the donated dollars from the Nelsons was made by Grobeck and second by Windey. Motion carried.

**City Hall:** 1) Hanson reported that the State Demographer has estimated Ottertail at 643 as of April 2019 with a household estimate of 277.

**PRESENTATIONS:** None.

**OLD BUSINESS:**

**Water Contract:** No update.

**Tyler Wohlers Trail:** At last months meeting the Council had decided to hold off on ordering final design of the trail pending fundraising efforts by Bernie Steeves. Because of the COVID-19 pandemic, funds for the trail have not been what was originally proposed. Efforts have been in place in Wohler’s home territory and fundraising will start soon in this area. A conference call was made with Tom Behm, former MnDOT District Engineer (Willmar) and resident of Ottertail area regarding moving forward on final design. Discussion with opinion of Bob Schlieman, city engineer, to look at possibly getting the base of the trail done yet this fall and do the bituminous next year and doing the project with quotes for the two phases to keep costs down. Schlieman would need to discuss this with MnDOT. Council instructed Schlieman to contact MnDOT to see if any of this is possible. Council affirmed that this was a great project.

**Buchanan Road Maintenance:** Three bids were received for the project. Ferguson Asphalt Paving, Inc. \$99,477, Central Specialties \$110,710 and Mark Sand and Gravel Co. \$152,798. Schlieman estimated the timeline on this project for Aug/Sept construction and to be complete in September allowing 1-2 days of paving. Motion by Grobeck and second by Windey to accept the lowest bid by Ferguson Asphalt Paving, Inc. for bituminous overlay and stripping. All voted in favor, carried.

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Hanson also informed Council that with the Buchanan Road project being complete, the City should develop another 5-year capitalization plan to keep up with repairs and improvements. Schlieman will meet with staff to review road conditions and come up with recommendations.

**COVID-18 Response:** Hanson shared that funds from the State of Minnesota CARES Act have been received. A plan to disburse the funds was presented. A committee consisting of Hanson, Thorson and Council member Carlson will review applications for the 0-payback loan of \$5000 to applicants that qualify. Motion by Grobeck and second by Windey to approve the Small Business Impacted by COVID-19 Relief Fund. All voted in favor, carried. A letter from Otter Tail County also offered that any small city that would rather, OTC would administer any funds that there are no eligible expenditures.

**Application for CDA Funding:** Application to Otter Tail County CDA was provided. The City will be applying for \$25,000 for expenses due to land purchase, road improvements and infrastructure costs. This will be the last of applications for the City for calendar year 2020.

**NEW BUSINESS:**

**Election Judges:** Resolution 2020-19A was approved for the 2020 Election Judges appointment in a motion by Windey and second by Carlson. All voted in favor, carried.

**Election Filing Dates:** Hanson shared that beginning date to file for re-election is Tuesday, July 28 through Tuesday, August 11<sup>th</sup> at 5:00 p.m. Seats up for re-election are Windey and Burlingame for 4-year council term and Lueders as Mayor for 2-year term.

**Water Main Leak:** Maintenance Coordinator Lohse shared that while doing maintenance on fire hydrants, it was determined that there is a water main leak on Three Lakes Road. There are different ways to detect the leak and staff is looking for direction from the Council on their preferences. Motion by Carlson and second by Windey to authorize staff look for the lowest and best way to fix it and get it done. All voted in favor, carried.

**Zero Out Fund:** Motion by Grobeck and second by Burlingame to authorize transfer from General Fund to General Debt Service Fund \$ 9,214.50 to zero out that fund. All voted in favor, carried.

**Coordinator Lohse Probation:** Hanson reported that Justin Lohse will have completed his 90 days of probation the 1<sup>st</sup> week of August. It is recommended that he move to Step 2 or \$19.39 for the remainder of the year along with all benefits afforded to his position. Motion made by Carlson and second by Windey to approve the recommendations. All voted in favor, carried.

**ZONING:**

2020-29	Mike Johnson	204 Oak Ave	Wood Fence
2020-30	Kim & Michele Hohenstein	153 Bay View Rd	Remove/Replace Shed
2020-31	Real Estate Results/Stanley Watkins	Hwy 108 & Hwy 55	For Sale Sign

In addition, zoning application was reviewed and approved for A & E Enterprises for improvements to Carr's Market and A & E Leasing for additions and a fuel service island. The applications were signed by Council.

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**CORRESPONDENCE/MEETINGS/TRAININGS/FYI**

Budget work session to be held on Wednesday, August 5<sup>th</sup> at 5 p.m.  
Otter Tail County Highway Department information regarding CSAH 1 mill and overlay to commence on August 3<sup>rd</sup>.

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

Respectfully submitted,

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s/s  
Elaine Hanson, Clerk Administrator

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s/s  
Myron J. Lueders, Mayor