

**City of Ottertail,
Regular Meeting
City Hall, August 20, 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.

Also Present were: Bob Schlieman, Apex, City Engineer; Traci Ryan, Economic Development Consultant; Amy Baldwin, Otter Tail County Community Development Director; Bernie Steeves, 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 07-16-2020 Regular Meeting and 08-05-2020 Work session notes.
- b. After-the-fact 3.2 Beer – Ottertail Lion's Club – Otterfest August 8, 2020
- c. Financials & various reports
- d. Approve claims in the amount of \$ 72,141.99 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: No report.

City Hall: 1) Hanson provided a letter to be sent to the property owner on S Portage Road who inquired about maintenance. This area has had similar requests in the past, but because there are only seasonal homes, and the road has never been "taken over" also it is a dedicated road. The City's policy is to take over a road when at least 3 full time permanent dwellings are on the dedicated street. The only way to get to S Portage is by accessing a minimum maintenance road in Ottertail Township and the remaining is half and half Leaf Lake Township and the city. The property owner also asked what his taxes then paid for and Hanson explained a formula was obtained from the Otter Tail County Auditor. The letter will explain this. A motion to approve and send the letter was made by Carlson and second by Burlingame. No other discussion. Motion carried.

2) A request was made by the Henning Area Christian Fellowship group to hold church services at the community center on Sundays. The group would be charged \$35.00 for each Sunday unless another event was schedule, they would have to pay \$75.00 to keep their time slot.

3) Vanessa Neels suggested that the OTBCA help pay for new landscaping at the community center/fire hall. Hanson explained that this type of maintenance the city does budget for. Hanson will get quotes and provide at the next council meeting. This would also include replacing trees on the Multi-Use Trail.

4) A request was made by Otter Tail County Recycling to find an area to place the recycling roll-offs somewhere visible to the public. One thought was at the Lion's shed on city property by the ball field. No information was available about maintenance of the site. Hanson will check with the contact at Otter Tail County.

5) Another request was made by Neels to share in the cost of cleaning the city side of the shed at the ballpark. Some city stuff and non-profit items should be tossed. She asked that Justin help. Council agreed this would be acceptable.

PRESENTATIONS: None.

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OLD BUSINESS:

Water Contract: No update.

Tyler Wohlers Trail: Bob Schlieman returned to report to the council about the problems being encountered by trying to do the trail in two phases. Permits are being held up, an easement is needed to negotiate, and Otter Tail Power needs to get their permits from MnDOT. Schlieman recommended that the city wait until next Spring to realize a cost savings of not doing permits and mobilization twice. Bernie Steeves wondered why the cost is so high and said that he had some people, “contractors” that may like to do some of the work as “in-kind”. Not knowing how this will work Council member Carlson indicated there seems to be a lot more work to do. Apex will finish up the design and get it to Steeves who then can provide to those contractors who wished to be anonymous at this time. Steeves asked to be kept in the loop. Motion by Grobeck and second by Burlingame to authorize Mayor Myron Lueders to sign the amended LUP from MnDOT for the South 78 Trail to be added. No further discussion. All voted in favor, carried.

Buchanan Road Maintenance: Schlieman reported that a pre-construction meeting will be held on Wednesday, August 26th at 2 p.m. Projected start date for the overlay is September 7th.

Economic Development:

I. Lot development: Discussed a marketing plan for city owned lots. Currently there has been no word from Sam Felix on the purchase of Happy Acres. No money has exchanged hands other than the earnest dollar. Some information is needed from Felix such as covenants and how to vacate a plat. Hanson will check again with the attorney.

II. Amy Baldwin, Otter Tail County CDA Director, was in attendance to congratulate and provide an agreement to the city for its housing initiative which was approved by the Community Development Agency on August 5th. The board was incredibly supportive of the city’s initiative and felt this is exactly what the County was hoping would happen in other cities. There may be other programs from MN Housing that would help in this initiative. Ottertail was cited as the “poster child” for the funds and how the board hopes they are to be used. \$25,000 max for each city and therefore Ottertail City has maxed out the funds for 2020. Motion to approve Mayor Lueders to sign the agreement was made by Carlson and second by Grobeck. No further discussion. Motion carried.

III. As far as Happy Acres and the cost of infrastructure, Schlieman said he could have some preliminary numbers for next meeting and other field work can be done, once we know where the City stands on the purchase. Motion to approve the proposed revised plat quote from Compass Consultants contingent on the city’s receiving title. No further discussion. Motion carried.

COVID-19 Cares Act: Information was received from Minnesota’s Secretary of State regarding available funds for election grant funds to off-set extra costs for elections. Four options were available for disbursement of the grant dollars. Hanson recommended taking option 3 which would provide 100% of the \$575.11 allocated to Ottertail City and transfer to Otter Tail County as they take the brunt of the absentee voting. Motion made by Grobeck and second by Windey to transfer the City allocated funds to the Otter Tail County Auditors office. No further discussion. Motion carried.

CARES Act Business Relief Grants: Motion to approve grant funds in Resolution 2020-21 was made by Grobeck and second by Carlson to approve Business Relief funds to Betty’s Pantry, The Wood Shed Bar and Grill and The Otter Supper Club all for \$5,000 for business interruptions during the period of March 1 through July 1, 2020 due to the COVID-19 pandemic. No other discussion. Motion carried.

Water Main Leak: Maintenance Coordinator Lohse updated the Council on the water main situation. Lohse is still working with MN Rural Water to locate the problem and repair without digging.

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Cozy Oak Overlay: Motion to approve final payments to J.K. Stabnow PE for engineering in the amount of \$1,700 and Ferguson Asphalt in the amount of \$21,938.85 for overlaying and City share of Cozy Oak Road was made by Burlingame and second by Carlson. No further discussion. Carried.

NEW BUSINESS:

2021 Proposed Levy: Hanson provided 3 scenarios for preliminary levy for the general fund. Options were for 1 – 2 - & 3% increases, noting that a levy can go down but cannot go up after the preliminary has been certified. Motion by Grobeck and second by Carlson to set the proposed levy at 3% increase or an amount of \$489,033. No further discussion. Motion carried.

2020 Truth in Taxation and Budget Setting: Motion by Carlson and second by Burlingame to set December 17, 2020 at 6 p.m. for public hearing on the final levy and budgets for General, Fire and Water Funds. No other discussion. Motion carried.

Newsletter: Discussed increasing the newsletter from semi-annually to quarterly. Consensus that this would be money well spent to keep the public informed. Motion made by Grobeck and second by Windey. Motion carried.

3.2 Beer Applications: Motion to authorize Hanson to approve 3.2 Beer Applications and report back to council for events that are common was made by Carlson and second by Burlingame. All temporary liquor will still need to go through council for approval. All voted in favor, carried.

2019 TIF Reporting: Report provided for council by Traci Ryan Consulting. No questions, no discussion.

After-The-Facts: Three after-the-fact permits were reviewed. Hammers – ROW permit; Rusty Anchor – Excessive Cu. Yds of Fill (since has been handled); Fire Starters Worship Center – second story no permit.

Deferred Loan Application: Staff report by Traci Ryan on All Season’s Heating and AC. Need updated quotes, but recommended the Council approve the deferred loan in the amount \$3000 contingent upon the quotes. Motion by Grobeck to approve the deferred loan and second by Burlingame. No other discussion. Carried.

ZONING:

- 2020-32 Carr’s Supermarket – 320 Hwy 78 N - Addition on store/Add fuel island (commercial)
- 2020-33 A & E Ventures – 316 Hwy 78 N - Addition of shop (commercial)
- 2020-34 Ben Bethke – structure
- 2020-35 Grey Duck, Amy Foley - Sign on building (commercial)
- 2020-36 All Seasons – 216 Main St. W – Asphalt Driveway and Parking
- 2020-37 Daniel Reek – 211 Hilltop Rd - Asphalt Driveway & Parking
- 2020-38 Gary Godel – 220 Hilltop Rd – Add 12 x 16 Walkout basement
- 2020-39 Jerry Jenkins (Bladow Construction) – 117 Long St. – Remove home and build new
- 2020-40 Kyle Davis – 207 2nd St. W – Garage with living space, bathroom & office
- 2020-41 Troy Christensen – 101 Pelican Rd – Storage Shed on improved lot.

CORRESPONDENCE/MEETINGS/TRAININGS/FYL-REMINDERS

Hanson will be gone next month’s meeting; Deputy Clerk Thorson will be contact for agenda items. Windey shared information regarding Otter Tail County Hazard Mitigation Planning, next meeting on September 23rd, Justin Lohse will represent city.

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Windey also shared that October 15 there will be a virtual summit with Otter Tail County.

With no other business to discuss, the Council adjourned at 7:35 p.m. a motion by Carlson and second by Burlingame. Meeting adjourned.

Respectfully submitted,

Elaine Hanson, Clerk Administrator

Myron J. Lueders, Mayor