

**City of Ottertail
Regular Meeting
October 21, 2021
6:00 PM**

Council Members Present: Mayor Ron Grobeck, Jill Carlson, Mike Windey and Jan Hill.

Absent: None

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

Also present: Bob Schlieman, City Engineer-Apex; Jenna Baker from the Citizen's Advocate, official paper; Seth Dokken, Merle Meece, Jessica Grimes, Brad Carr, Darrell Woessner, Bob & Kathy Waters, George & Linda Myhre, and Jeff & Holly Weller.

CALL TO ORDER: by Mayor Grobeck at 6 p.m. with the Pledge of Allegiance.

CONSENT AGENDA:

Motion by Carlson and second by Windey to approve the consent agenda with additional items and payables. All voted in favor, motion carried.

- a. Approve Minutes of September 16, 2021.
- b. Resolution 2021-35 Annual Setting Polling Place for 2022.
- c. Financial and various reports.
- d. Approve claims #3549-3484 with additions totaling \$129,111.99 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: 1) Chief reported that a grass rig has yet to be located that will fit their needs. 2) New radios are needed. There is a possibility of the OT Relief Association to donate one-half the cost for 6 radios.

City Hall: 1) Lead and Copper information was provided to Council 2) For review: Negative sick policy.

Otter Tail County EPAC: Council member Windey reported work continuing on the Hazardous Mitigation Plan with Otter Tail County and area cities. Public input is soon to be requested. Suggested the city keep a notebook on valuation of properties/assets and to continue with thoughts on "what would you do if..." scenarios. More education coming on Smart911. Next step is a press release and then a resolution to accept the plan.

Planning Group: 1) Darrell Woessner presented a preliminary plan on expansion of pickle ball courts to be located at the City Park. Costs could easily be between \$50,000 - \$60,000 all depending on what the costs for materials and supplies come to. He also thought that the project could be done in stages. Council member Hill thought that would be good considering the cost. Some work could be done with volunteers.

2) Mayor Grobeck shared information on tourism projects that the planning group has been studying such as statues of prominent folk in Ottertail's history along the walking path, miniature buildings with a narrative of history. A VERY large Adirondack chair placed somewhere for photo opportunities and Otters in Action, small figures of otters to promote Ottertail all in conjunction with the Otter Trail Scenic ByWay. These are all in early stages of thought and development.

PUBLIC FORUM: 1) Samantha VanWechel-Meyer gave a presentation on West Central Initiative and the work that is being done in the region. 2) Bob Waters requested work be done to Lueders Road. Hanson stated that she had spoke with City Engineer Bob Schlieman and he said it definitely could use some Class 5 material added. Unfortunately, there won't be time or material to add this year. Ottertail Aggregate could not supply a quote at this time. A motion was made by Hill and second by Carlson to order the Class 5 material for next year and also to see that the road is graded this year going into winter. All voted in favor, carried. 3) For review only, a letter was received from Jim Krause regarding the Ottertail River.

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OLD BUSINESS:

Water: Monday, December 6th a closed meeting will be held for mediation starting at 8:30 a.m. location to be determined. No rate increase will be discussed until after.

Engineering Agenda:

Happy Acres 2nd Addition. Bituminous and seeding has been completed. Contract will be finalized in the Spring of 2022. Overall the project cost is \$235,100 (under budget of \$245,000). If the city wishes to move forward with final assessments proceedings it was recommended to pass **Resolution 2021-38 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment for Happy Acres, Inc. and Happy Acres 2nd Addition.** At this point it was asked, after reviewing the proposed assessments if the Council preferred to assess the United Methodist Church for street only or if the assessment would be waived. After some discussion, a motion was made by Carlson and second by Hill to approve Resolution 2021-38 with option B to assess the church for street only improvements to include the updated descriptions of the parcels to be assessed. All voted in favor, carried. In related a motion was made by Hill and second by Windey to adopt **Resolution 2021-39 Hearing on Proposed Assessment for Happy Acres, Inc and Happy Acres 2nd Addition** revising the hearing time to 5:30 p.m. on November 18th and that the resolution will reflect the updated parcel descriptions. All voted in favor, carried. It is noted that the City will be deferring assessments to the undeveloped properties that are owned by the city until the parcel is sold, ownership of the parcel changes, a structure is placed on the parcel or 15 years pass from the date the council adopts the assessment role and then if needed re-assessed. Terms are for 15 years with an interest rate of 3.5%. It is also proposed to forgive interest on deferred assessments through December 31st of the year before the first installment comes due.

Transportation Alternatives Grant: Earlier this year the city submitted a grant application for a TA grant for trail adjacent to MN Hwy 78 intersection of MN Hwy 108 to Bayview Road. A grant could again be pursued and to also include the Tyler Wohlers section. A letter of intent is due by November 1, 2021 if the city wishes to pursue the funds which would be available in 2025 IF a grant was awarded. Council agreed to have Apex Engineering submit the letter of intent and submit the application by January 14, 2022.

Water Tower Improvements: Apex has been working on a color scheme per specifications provided at the last meeting and should have something to review by November. Apex is also working on the preliminary engineering report for a water treatment plant.

Interfund Loan. In working with Ehler's, Hanson reported a recommendation was made to adopt a resolution for internal loan for the Happy Acre infrastructure so that in the future if the city so desired the costs for street and water improvements could be included in a bond issue. A motion to adopt **Resolution 2021-37 Approving the Terms of an Internal Loan in Connection with Municipal Street and Water Project for Happy Acres Second Addition** was made by Windey and second by Hill. All voted in favor, carried. The resolution states the terms of repayment to the general fund and the temporary terms to finance the project.

Call for Hearing: Motion by Hill and second by Carlson to set a hearing date on November 18th during the regular city council meeting for an IUP for the drive-through coffee shop to be operated by Stephanie Jorgenson and leased from Stephanie Ellingson. All voted in favor, carried. Hanson updated the council regarding property to be leased from the city so that appropriate egress and ingress can happen safely. The City attorney is working on a lease which would include and liability considerations.

2022 Preliminary Budget Reviews: Copies of the Water Fund and Fire Fund preliminary budgets were provided. Action on the budgets will take place at the December meeting. Hanson also explained that the \$12,100 Tax Abatement for Market Value Assessment will now be a revenue from Thumper Pond Resort and not an expense. Decision on how the council wants to handle the excess can be made in December.

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NEW BUSINESS

Vacant Seat: Four persons expressed an interest by letter to the council for the open seat vacated by Judah Burlingame. Merle Meece-Sawmill Road, Jessica Grimes- Lynn Road, Seth Dokken – Lynn Road and Brad Carr – Co. Hwy 1. A silent vote was taken with Jessica Grimes having 4 votes. Ms. Grimes was sworn in by Clerk Hanson and took her place at the council table.

Call for Hearing: Motion by Carlson and second by Hill to call for a hearing for a public nuisance violation at 101 N Lake, Ottertail, on November 18th during the regular city council meeting All voted in favor, carried.

Winter Maintenance Agreement: Motion to approve **Resolution 2021-36 for Winter Maintenance** materials from Otter Tail County Highway was made by Winey and second by Hill, all voting in favor, carried.

Lot Splits: 1) An application for a Lot-Split was made by Bruce Carr to create two residential lots of approved size from a parcel that is listed as metes and bounds. A certificate of survey was provided with descriptions. Council finding no objections a motion was made by Carlson and second by Hill to approve the lot split. All voted in favor, carried. 2) An application for a Lot-Split was made by Myron Lueders to create a parcel located in Govt. Lot 3 Section 11, Township 134, Range 39. The parcel meets the requirements with 2.54 acres and is of approved size. A certificate of survey and description was provided. Council finding no objections, a motion was made by Carlson and second by Hill to approve the lot split. All voted in favor, carried.

Zoning:

Auto Fix – Jeff and Holly Weller came before the council with a plan to locate a new business for auto repair on the corner of MN Hwy 108 and County Road 55. The Wellers submitted a plan for council to review and to see if this would be a good place to have their second location. The Wellers introduced what their business is about and a preliminary site permit. For them to move forward with purchase of the property they were looking for a good response from the council. At this time, the Wellers have not submitted a completed zoning application as they are looking for that pre-approval. Council welcomed the Wellers to Ottertail and voiced that this would be a good addition to Ottertail.

2021-50 Mark Preuss – 118 Long St. – Add 5 decks w/ steps to home

2021-51 Ben Bethke – 212 Cozy Oak Dr. E – new home 30’x70’ w.2 decks & sunroom

2021-52 Mike Yaggie – 409 MN Hwy 78 S – Replace existing patio, install fire pit & outdoor kitchen

2021-53 Robert Vacanti – 104 Lake Ave S. – Install steps to 2nd story, remove window & replace with door.

2021-54 Samantha Miller – 105 Portage Rd – New Home 36 x 46 w/46x14 deck lakeside

Correspondence/Meetings/Training/FYI-reminders

a. Next meeting on November 18th starting at 5:30 for Assessment Hearing.

With no other business to discuss, the Council adjourned at 7:20 p.m. a motion by Hill and second by Carson. Carried.

Submitted by

s/s _____
Elaine Hanson, MMMC
Clerk-Administrator

Attested by
s/s _____
Ron Grobeck, Mayor