

November 10, 2022

City of Ottertail
Regular Meeting & Special Hearing
City Hall, November 10, 2022 – 5:30 PM

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jan Hill, and Jessica Grimes

Absent: Jill Carlson

Staff Present: Amanda Thorson, Clerk-Treasurer; Justin Lohse, Maintenance Coordinator; and Bob Schlieman, City Engineer.

Also Present: Elizabeth Augustus

COUNCIL MEETING

Motion made by Grimes to approve the agenda with additional items and payables, seconded by Hill, all voted; motion carried.

- a. Approve Minutes 10-20-2022, Work Session 10-02-2022
- b. Resolution 2022-41 Acknowledging Donation from Ottertail Lions Club
- c. Resolution 2022-42 Acknowledging Donation from Full Arena Promotions
- d. Approve claims 3964-3992 for \$49,655.06 with additions and approval to pay late coming invoices.

REPORTS-FORUM-PRESENTATIONS

Fire Department: 1) Chief Ahlfs was unable to attend and present monthly reports. 2) Clerk Thorson presented a request from the fire department to purchase a Thermal Camera with funds that will be donated from Ottertail Rod and Gun Club. Motion made by Grimes and seconded by Windey to allow Ottertail Fire Department to purchase camera with donated funds donated, all voted in favor, motion carried. 3) Mayor Grobeck presented information to council about a security camera that could be placed near the fire door to monitor traffic in and out of the Fire Door bays. After discussion, Clerk Thorson will gather more information on several systems and further have discussion on security.

City Hall: 1) Clerk Thorson introduced newly elected Ottertail City Council Member Elizabeth Augustus. **2)** Work Session for December is scheduled for Wednesday December 7, 4:30 p.m.

OTCEPAC: Council member Windey request the council review our Emergency Management Plan at our next work session.

OLD BUSINESS:

Engineer's Agenda: 1) City Engineer Schlieman provided council with an update on the water tower. KLM did a final walk thru the week prior and found several corrections to be repaired or finished, and request the council hold payment No. 4 from Osseo Construction till corrections are made . **2)** Capital Improvement Planning-Schliemann updated council on Maple Ave and Community Center Alley that a majority of the field work has been complete, Schliemann also wanted to update council on the city's assessment policy. Council agreed the Hwy 108/Hwy 78 trail will need to have crack seal, then replay applied in 2023, Schlieman requested to move forward with gathering estimates for this process. Lynn Road maintenance was also discussed for 2023 crack sealing and seal coating, a motion made by Hill and

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seconded by Windey to approve Resolution 2022-45 from Otter Tail County to partner on a seal coat project for Lynn Road, all voted in favor, motion carried.

Discussion was held by council to possibly put restrictions on heavy machinery that moves on Donalds Road to prevent further deterioration of Donalds Road. Motion by Hill and seconded by Windey for Schlieman to do soil boring/sampling to find out what is beneath the road for future repair cost, all voted in favor, carried.

Wohler's Trail: Clerk-Thorson informed council that earlier in the day she received notice from City Engineer Bob Schlieman the permit submitted to MnDOT for Wohler's Trail by Apex Engineering on behalf of the City of Ottertail was approved. The review came back with no effect to cultural resources. The next step will be to discuss how the trail will be financed and making the \$50,000 deposit to finalize the permit. Clerk Thorson will inform the Wohler's Trail Committee of the approval and invite them to the next work session in December. Schlieman informed council the city could apply for 2 grants, only we will have to move quickly. Motion by Grimes and seconded by Hill to move forward to apply for both grants subject to Wohler's Trail Committee agreeing to cover all expenses generated by submitting the grants.

Community Center Window & Doors: Thorson presented an estimate to replace 9 windows in the community center for \$19,277.00 from Schwartz Built LLC. After discussion it was decided to not move forward with replacing windows at this time.

Basketball Court Relocation: The Basketball Court relocation has been finished. The broken hoop has been taken down. It was requested by Gabriel Leonhard to keep the broken hoop. With no value to the city, a motion was made by Grimes and seconded by Windey to allow Mr. Leonard to keep the broken hoop if he removes it, all voted in favor, carried.

Otter Tail Restoration Update: DNR sent notice of satisfactory restoration.

Resolution 2022-43 Resolution Adopting the Sale of \$1 City Lots: Discussion by council to allow Non-Homesteaders to purchase a city owned lot for \$5,000 with conditions of putting a home on the lot within 1 year from purchase, follow covenants and assume all assessments on the lot. Motion made by Hill and seconded by Grimes, all voted in favor, resolution carried. Mayor Grobeck would like council to continue thinking about senior housing on large available lot in Happy Acres II.

NEW BUSINESS

Postage Rates: Rates will increase on January 22, 2023. Clerk Thorson requested the council to approve 6 month purchase of postage at the current rate, motion made by Hill and seconded by Windey, all in favor, carried. Motion by Hill and seconded by Grimes to allow a one-time \$5.00 credit for water accounts to go paperless all voted in favor, carried.

Council Equipment Purchase: Clerk Thoron requested the approval to purchase tables for council use. Motion by Hill and seconded by Grimes to allow Thorson to purchase tables for council up to \$275.00 per tables. All voted in favor, carried.

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Shelving Purchase for New Shop: Maintenance Coordinator requested council to approve purchase of shelving for new city shop, motion by Windey and seconded by Hill to allow for the purchase of shelving up to \$1,000.00 for the new city shop, all voted in favor, carried.

CUP Hearing for Hilltop Lumper: Hearing scheduled for November 29, 2022 at 3:00 p.m.

Ottertail Lions Polka Fest Cost: Clerk Thorson presented council with final numbers from the cost of Polka Fest in 2022. Electricity was \$394.66 and additional dumpster pickup was \$34.00.

RDO Water Tower Lease Agreement: Motion by Hill and seconded by Grimes to approve the new five year lease agreement with RDO Equipment for space provided by the City of Ottertail on the water tower. All voted in favor, carried.

Lakes County Service Coop IT Services Agreement: Clerk Thorson presented council with an agreement from Lakes County Service Coop for on demand IT services at \$85.00 an hour. With this agreement Thorson also request that the city become members of Lakes County Services Coop. Motion made by Hill and seconded by Grimes to approve annual membership to Lakes County Service Coop and IT Service agreement. All voted in favor, carried.

Premier Pyrotechnics Annual Contract: Motion by Hill and second by Grimes to approve annual fireworks contract for Otter Dazzle and Otter Fest for 2023.

Ordinance 2022-11 Regulating the Sale of Tetrahydrocannabinol Products in the City of Ottertail: Thorson presented an amendment of Ottertail City Code to add Chapter 115. Council reviewed ordinance and suggested to increase fees for violations, Thorson will verify with attorney if they can be increased. Clerk also felt that the wording for inspections by clarified. Second reading/Public Hearing will be November 29, 2022 at 3:00 p.m.

Annual Thumper Pond Snow Removal Agreement: Motion by Grimes and seconded by Windey, all voted in favor, carried.

Bad Debt-239 Main St W: Thorson request the council to approve \$72.82 to be moved to bad debt. Motion by Grimes and seconded by Windey, all voted in favor, carried.

Minnesota-MS Bike Run: Clerk Thorson presented council with some exciting news that Ottertail City is on the list of possible host cities for the annual Bike MS: Ride Along Minnesota. This will require the use of the community center, and some volunteer time. Riders will come into Ottertail on Sunday evening or Monday morning and return on Friday afternoon. It will be an opportunity for local organizations to get involved in the event also. More information to come.

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ZONING

- 2021-55 ▪ 239 W Main St – 40’ x 70’ Commercial Office & Storage Space
- 2022-56 ▪ 113 Spruce Trail – 48’ x 50’ L-Shaped Addition to Garage
- 2022-57 ▪ 151 Co Hwy 55 – Commercial Sign Permit
- 2022-58 ▪ 101 E Main St – Fence Permit
- 2022-59 ▪ 102 Pottery Dr – Remove Old Home & Reside Shop, New Windows & Doors
- 2022-60 ▪ 531 E Main St – New 24’ x 24’ Garage/Remove Existing
- 2021-22 ▪ (Renew) 111 Long Blvd – 24’ x 40’ Garage (CUP was approved 4-15-2021)

CORRESPONDENCE/MEETINGS/TRAINING/FYI-REMINDERS

- a. City Hall Closed November 11, 2022 – Observance of Veterans Day
- b. Amanda out of Office November 15 – City Hall Closed/By Appointment Only
- c. MNRW Asset Class Bemidji November 22 – City Hall Closed/By Appointment Only
- d. MCFOA Region Meeting December 1 – City Hall Closed/By Appointment Only
- e. Truth in Taxation Hearing December 15, at 6:30 p.m.
- f. 2040 Otter Tail County Transportation Plan Update:
Monday Nov 14 @ 5:00 pm & Tuesday Nov 15, 2022 @ 5:00 pm

Motion made by Windey seconded by Grimes. All voted; motion carried.

Meeting adjourned at 7:14 PM

Respectfully,

s/s _____

Amanda Thorson
Clerk-Treasurer

s/s _____

Ronald Grobeck
Mayor