

City of Ottertail
Assessment Hearing followed by Regular Meeting
November 18, 2021
5:300 PM

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

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; Traci Ryan, Ryan Consulting; Jenna Baker from the Citizen's Advocate, official paper; Larry Sarai; Stan Smith, Bill Scharfer (UMC Representatives); Jason Dykoff and Stephanie Ellingson-Dykoff; Stephanie Jorgenson (Drive-Thru Coffee Shop; Seth Dokken,

ASSESSMENT HEARING: Called to order by Mayor Grobeck at 5:30.

Bob Schlieman presented a power point and reviewed the final costs for each assessment and methodology used to determine assessments. Terms are 15 years at 3.5% beginning in 2022 or when the lot is improved. Discussion revolved around the United Methodist Church and their belief that they had already paid for a roadway on an easement to their church. This pavement was removed by the City while completing the improvements for Happy Acres. Their assessment for street only was \$10,564.30. Representatives from the church requested the City Council reduce the amount of their assessment but not wanting the amount of the reduction to affect the other properties in the development. With no further discussion. Hill made a motion to close the hearing with Carlson second, carried.

6:00 PM

Mayor Grobeck opened scheduled hearing.

INTERIM USE PERMIT HEARING: Clerk-Administrator Hanson reviewed the staff report for the IUP for a Drive-Through Coffee Shop that would utilize city property for the drive-through. Hanson gave a brief history of discussions with Stephanie Ellingson-Dykoff and Stephanie Jorgenson. Ellingson-Dykoff agreed with the findings and recommendations. Motion by Windey and second by Carlson to close the hearing. Carried.

PUBLIC NUISANCE HEARING: Mayor Grobeck called the hearing to order. No one representing the concerned parcel was in attendance. Clerk-Administrator Hanson review the letters that had been sent to 101 Lake Avenue North.. At this time a summary of enforcement was recommended by staff. The enforcement will include the City hiring a third party to clean-up the property and those costs to be billed to the property owner or if after 30 days to be assessed. A motion made by Carlson and second by Hill to Close the hearing. Carried.

REGULAR MEETING. Called to order by Mayor Grobeck with the pledge of allegiance.

Interim Use Permit. Council reviewed the staff recommendations

1. Zoning application as required for commercial properties for changes to their building.
2. Lease agreement to be agreed upon by the City of Ottertail and owner of the building, Stephanie Ellingson-Dykoff for a pre-determined term with considerations in case the building is sold or transferred.
3. Drive-thru specifications consisting of a bituminous surface, barriers for existing infrastructure or facilities and appropriate signage for traffic flow.
4. Signage is limited to 6 sq. ft. as provided in Chapter 154 and will meet requirement for set-back for City and State of Minnesota right-of-way.
5. Proprietor will follow all State, County and local health rules.
6. IUP will require a follow-up in five years for potential impact prior to renewal of IUP.
7. Applicants agrees that IUP for the business will terminate upon change of ownership of or upon violation of city ordinances or upon change of the City's zoning regulations which render the use non-conforming or the redevelopment of the use and property upon which it is located to be permitted.
8. Snow removal will be the responsibility of the building owner and not cause issues with traffic flow for the City or other businesses in the vicinity.

9. The applicant agrees to all conditions above that the City deems appropriate for permission of the use.

Council also added an additional provision that if the business is sold or building is sold or transferred, the property shall be put back in its original condition. Motion made by Carlson and second by Grimes. Carried.

Public Nuisance. Motion by Hill and second by Carlson to move forward with abatement of the public nuisance at 101 Lake Avenue North by contracting with a third part for removal. Carried.

Happy Acres Assessments: Motion by Hill and second by Carlson to approve **Resolution 2021-41 Adopting Assessments for Happy Acres, Inc. and Happy Acres 2nd Addition** as provided except reduce the amount of assessment to the Methodist Church by \$5,000 leaving a balance to be assessed at \$5,562.30. Carried.

CONSENT AGENDA:

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

- a. Approve Minutes of 10/21/2021
- b. Annual Agreement for Snow Removal at Thumper Pond
- c. Approve 2021 Liquor Licenses: Ottertail Liquors (Off-Sale); The Otter Supper Club, *Thumper Pond Resort*, The Woodshed Bar & Grill (Combination Sunday, Off-Sale/On-Sale; The Williams Company (Wine & Strong Beer) contingent on all forms and fees filed and paid.
- d. **Resolution 2021-40 Accepting Donation from OT Lions for Fireworks 2022 and Resolution 2021-43 Accepting Donation from OTLPOA to Ottertail Fire Department**
- e. Financials & various reports
- f. Approve claims #3503-3521 in the amount of \$70,189.35 with additions and approval to pay late coming invoices

STAFF REPORTS:

Fire Department: 1) Chief Stuart presented check for a donation for radios from Otter Tail Lakes Property Owners Association. 2) New fire department member, Michael Love, to be approved at a future date. 3) Update on radios. Motorola has state bid for radios approximately \$2,500 each. Quote was provided for \$12,961.15 for 5 radios. Motion by Carlson and second by Grimes to purchase the radios at state bid price. Motion carried.

City Hall: 1) Maintenance Coordinator Lohse was given the nod to get quotes for a city/shop building. 2) Discussed street marking in the area of Main Street downtown. Specs were received from MnDOT. 3) Staff was given the go ahead to check with MnDOT on a speed posting sign. Discussed parking issues and speed. Windey suggested looking into a back-in option.

OLD BUSINESS:

Water: Monday, December 6th a closed meeting will be held for mediation starting at 8:30 a.m. location to be held at the office of Karkela, Hunt & Cheshire, 450 W. Main, Perham.

Engineering Agenda:

Transportation Alternatives Grant: Schlieman reported that a letter of intent was submitted and presented **Resolution 2021-42 Supporting the TA Grant and Agreeing to Fund and Maintain such Project.** The resolution is required to provide to Otter Tail County who is required to be the fiscal manager of the grant. Motion by Hill and second by Windey to approve the resolution and move forward with the application. Carried.

Water Tower Rehab: Discussed the design of the water tower. Plans and specs will be ready for next council meeting.

Alarm System: System has been installed and is working properly. Quick discussion entailed regarding SE quadrant of the intersection on Hwy 78 & 108 landscaping grant.

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Building Big: Traci Ryan was present to open discussion on selling lots to developers for spec homes. Now that the project is complete, it would be a good time to try to get a home built. Several builders have inquired. Council agreed that it would be beneficial to get a home or two complete for single family homes. Ryan will review the developer agreement and report back after discussion with staff.

NEW BUSINESS

LMC Easy Learn: Hanson provided information for Council regarding LMC programs for elected officials. Smart Room is available for those tele-distant classes.

Otter Tail County/City Tax Rebate Program: Otter Tail County changed their program so in order to mirror the County, an amended form was presented. Otter Tail County will now be offering an addition \$5,000 for a maximum County share of \$10,000. The City is not obligated to raise their rebate. Motion by Carlson and second by Hill to amend the City’s program to reflect this change. Carried.

Credit Cards: Deputy Clerk Thorson provided information about taking credit card/debit card payments for permits and other city fees as well as additional utility payments. There is no cost to the City, all expense is borne on the user. Motion by Hill and second by Grimes to authorize the clerk to sign the contracts when it is received to enter into the Credit Card Payment contract with AllPaid. Carried.

Revenue Note: Motion by Carlson and second by Windey to authorize Mayor and Clerk to sign the Tax Increment Revenue Note for TIF 1-6 89 Bayview Road (Lakeview Trust & Estate Law Project). Carried.

Call for Hearing: Motion by Hill and second by Carlson to call for a variance hearing for All Seasons Heating

Zoning:

2021-55 – **Mike Johnson** 401 2nd St E - 20’ x 58’ Bituminous Driveway

2021-56 – **Ronald Kane** 118 Portage Dr S - 14’x16’ Paver Patio

2021-57 – **United Methodist Church** 110 Shores Rd - Bituminous Parking Lot

Correspondence/Meetings/Training/FYI-reminders

- a. T-N-T Hearing, Final Levy Certification and Budget approvals- December 16 – 6:00 pm
- b. Amanda & Elaine to MCFOA Regional Meeting Nov. 19 (ARPA & TIF topics)
- c. City Hall Closed 11-25 & 11-26

With no other business to discuss, the Council adjourned at 7:15 p.m. a motion by Carlson and second by Hill. Carried.

Submitted by

s/s
Elaine Hanson, MMMC
Clerk-Administrator

Attested by

s/s
Ron Grobeck, Mayor