

**City of Ottertail,
Regular Meeting
City Hall, November 19, 2020 - 6:00 PM**

Council Members Present were: Mayor Myron Lueders, Jill Carlson (via Zoom), Ron Grobeck, Judah Burlingame, and Mike Windey.

Absent: None

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

Also Present were: Todd Hagen, Ehlers & Associates (via Zoom); Bob Schlieman, Apex-City Engineer; Jake Huebsch, Sourcewell- Planning & Zoning; Janet Hill (via Zoom); Jon Ewy, Mike Johnson 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 HEARING: Staff brought forth a proposal to re-zone Parcel ID 74000100003003 and 74000100003017 owned by the City of Ottertail and Eric Gabrielson on Eagles Trail. Currently the lots are zoned commercial and will be zoned R-2 for multi-unit housing. There were no other comments or other discussion.

Motion to close the public hearing was made by Grobeck and second by Burlingame. All voted in favor.

PUBLIC HEARING: Re-Plat for Happy Acres. Jon Ewy, resident voiced concerns of the increased traffic due to additional housing and Mike Johnson opined that the road should be named as a continuance of 2nd St. Clerk-Administrator Hanson provided a letter from City Attorney Sam Felix. The letters requested that the Council not approve the preliminary plat in order that the Clerk and himself can secure waiver for damage agreements relating to the vacation of the roadway as well as anticipated assessments from some property owners in Happy Acres. Motion to continue the public hearing on December 17th at the next meeting and authorize the Clerk and Attorney to pursue the agreements for the waivers was made by Grobeck and second by Windey. All voted in favor of said continuation.

Motion to Open the Regular meeting was made by Burlingame and second by Grobeck. All voted in favor.

Re-Zone: A motion was made by Windey and second by Grobeck to approve the re-zone the two parcels described and with that to make the change on the Zoning Map. All voted in favor, carried.

CONSENT AGENDA:

Motion by Grobeck and second by Burlingame to amend the minutes from the October 15, 2020 minutes to reflect a change in the LGU for the Wet Land Conservation Act from East Otter Tail County Soil and Water to Otter Tail County. All voted in favor, carried.

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

- a. Approve Minutes of 10-15-2020 Regular Meeting; Special Meeting of 10-27-2020; Canvas of Elections 11-13-2020.
- b. Annual Snow Removal Agreement with Thumper Pond.
- c. 2021 Liquor Licenses approval contingent on required documentation provided.
- d. Financials & various reports
- e. Approve claims in the amount of \$ 59,978.88 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: 1) Chief Fleischauer reported on elections for fire officers. Fire Chief – Stuart Fleischauer; 1st Assistant – Joe Ahlfs; 2nd Assistant – Brandon Menze; First Responder Captain – Mark Bolland; Training Officers – Ryan Hammer and Tyler Ruppe; Secretary – Marie Thorson. Fleischauer plans to step down as captain next year and will train the two assistants then choosing the best candidate after a year. Motion by Windey and second by Grobeck to approve the slate of officers. Carried 2) Plans are being made to use some of the money

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donated from Kenny & Kim Nelson along with a Lions Club donation to purchase a hovercraft. 3) There will be no training meetings until further notice due to COVID-19.

City Hall: 1) Motion to authorize Clerk-Administrator Hanson to sign the Continuing Disclosure agreement with Ehlers Financial was made by Grobeck and second by Burlingame. Motion carried. 2) Hanson was notified by Jerry Smith of the Lions that they will no longer pay the city's insurance costs for having the fireworks, unless the city takes it out of the donation. Hanson said that since there wasn't going to be an OTC On-Ice this year, the insurance amount could be coded to that account.

OLD BUSINESS:

Water Contract: No Updates.

Tyler Wohlers Trail: No updates. Hanson reported that donations were received from Kenny & Kim Nelson and KLN Family Brands for a total of \$5,000.00

Housing Initiative: Marketing materials were included in the packet.

Happy Acres: Bob Schlieman, City Engineer presented **Resolution 2020-32 for Preparation of Report on Improvement for Happy Acres Development** to set in motion the finalization of the design. Completed report will be available at the December 17 meeting. Motion by Grobeck and second by Windey to approve Resolution 2020-32. All voted in favor, carried.

Ordinance 2020-02 Peddler, Solicitor & Transient Merchants 2nd Reading: After 10-day public notice, this ordinance may be approved at the December 17th regular meeting.

Call for Hearing: Staff presented a proposed ordinance amending and adding requirement for patios that are proposed in the OHWL. Motion by Carlson and second by Grobeck to call for a public hearing on **Ordinance 2020-05** concerning setbacks of patios in the lakeshore district. All voted in favor

Refund 2012A GO REV BOND: Todd Hagen, representing Ehlers and Associates provided information and rating summary on the bond sale. S & P gave the city an "AA" rating which is very good. There were four bidders with Northland Securities securing the lowest bid at 1.6% for a total savings to the city of approximately \$ 118,000. In a motion to approve **Resolution 2020-33 Provided for the Issuance and Sale of \$ 745,000 of General Obligation Water Revenue Refunding Bonds Series 2020A and Pledging for the Security there of Net Revenues and Payment** by Grobeck and second by Windey will also authorize signatures and other closing documents by the Mayor and Clerk. All voted in favor, carried.

Final Cares Act Funding: Motion to approve **Resolution 2020-34 Approving Final Distribution of CARE-Act Funds** to the City of Ottertail for \$212.64 was made by Grobeck and second by Burlingame. All voted in favor, carried.

Transportation Alternative Grant: Schlieman presented information regarding an application for TA funding on Phase II and Phase III plan for a trail to connect the Tyler Wohlers Memorial Trail to the existing Multi Use Trail and River View Road. A timeline for the grant application was reviewed. A proposal for Apex Engineering to complete the grant application was also presented. Motion by Burlingame and second by Grobeck to approve **Resolution 2020-35 Supporting the Transportation Alternatives Grant Project** and Agreeing to Fund and Maintain Such Project as well as accepting the proposal for grant administration by Apex Engineering. All voted in favor, carried. Council member Burlingame shared that in his experience, testimonies for the grant would make a very good impression on the grant acceptance committee.

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NEW BUSINESS:

Call for Hearing: For clarity and uniformity staff suggested that an amendment be made to the requirements of notifications to be changed for Variances, Conditional Use and Subdivision to 500 ft. A motion to call a public hearing to present **Ordinance 2020-03 Amending Chapter 151.114** was made by Windey and second by Burlingame. All voted in favor of motion. Carried.

Limiting Animal Units: 1st Reading of changes to amend Chapter 91.04 Keeping of Farm Animals was reviewed. Adoption of this amendment can be made after the 10-day notification process.

SF Housing Abatement Hearing: Motion by Burlingame and second by Grobeck to call for a hearing on a SF Housing Abatement for 117 Long St. on December 17, 2020 during the Regular City Council meeting. All voted in favor, carried.

Resignation & Declare Vacancy: Motion to approve **Resolution 2020-36** Accepting the resignation of Ron Grobeck Council effective December 31 and declare a vacancy was made by Windey and second by Burlingame. All voted in favor. Council may select a candidate to fulfill the two-year seat vacated by Grobeck effective 12-31-2020 at the next regular meeting.

Annual Polling Place Designation: Motion to approve **Resolution 2020-27** Designating the Community Center at 93 Lake Avenue as the official polling place in Ottertail. All voted in favor, carried.

ZONING:

Warren Wang – 127 Shores Road – 12 x 16 Storage Shed
John Therrien – 215 Hilltop Circle – 30 x 50 Shouse
Carr’s Supermarket – 320 MN Hwy 78 N – Sign on Diesel Island Canopy
A & E Ventures – 316 MN Hwy 78 N – Replace face on highest directory sign
Otter Supper Club – 306 MN Hwy 78 N – Remove & Replace existing Supper Club sign
Wayne Snyder – 908 Three Lakes Road – 20’ x 30’ chain link fence for Lola, their service dog.

CORRESPONDENCE/MEETINGS/FYI-REMINDERS

Truth In Taxation Hearing: Next meeting.

City Hall will be closed: From noon on Wednesday the 25 – Friday the 28th for Thanksgiving.

Pandemic Details for Otter Tail County from MDH.

2020 Elected Leaders Institute: Foundational Program for newly elected. Registration will start in December. No **OTC-On Ice** this year. There will be a Polar Plunge as of yet.

City Hall Tree: Motion by Carlson and second by Burlingame to allow city staff to replace the artificial tree.
Carried.

With no other business to discuss, the Council adjourned at 7:00 p.m. a motion by Grobeck and second by Burlingame Meeting adjourned.

Respectfully submitted,

s/s _____
Elaine Hanson, Clerk-Administrator

s/s _____
Myron J. Lueders, Mayor