

**City of Ottertail,
Regular Meeting
City Hall, December 17, 2020 - 6:00 PM**

Council Members Present were: Mayor Myron Lueders, Ron Grobeck, Judah Burlingame, and Mike Windey.

Absent: Jill Carlson

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

Also Present were: Jake Huebsch, Sourcewell- Planning & Zoning; Janet Hill (Council Elect) Kathy Grobeck 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: Truth-In-Taxation Hearing. Hanson reviewed budget and levy numbers.

General Fund - Revenues: \$ 565,270.00 and Disbursements: \$ 560,525.00 Amount to be levied \$ 489,030.00

Fire Department – Revenues: \$ 102,162.00 and Disbursements: \$ 102,162.00 Fire Truck levy of \$ 18,512.00 is included in general fund levy.

Water Fund – Revenues: \$ 243,700.00 and Disbursements: \$ 240,008.00. Water fund to be amended due to refunding the Bond.

No comments from the general public. A motion to close the hearing made by Grobeck and second by Burlingame. All voted in favor, carried.

PUBLIC HEARING: Zoning Ordinance 2020-03 Notifications and 2020-05 Setbacks for Patios. Council had reviewed at the last meeting. No comments from the general public. 10 Day Notification has been completed. Motion to close the hearing made by Windey and second by Burlingame. All voted in favor, carried.

PUBLIC HEARING: Re-Plat for Happy Acres. No additional information was provided. One agreement has been returned. No other comment from the general public. Motion made by Grobeck and second by Burlingame to close the public hearing. All voted in favor, carried.

PUBLIC HEARING: Single Family Housing Tax Abatement for the Big Build initiative for up to \$10,000 in tax abatement for 117 Long Street. No public comment was offered. Motion by Burlingame and second by Grobeck to close the public hearing, carried.

Mayor Lueders opened the Regular meeting.

CONSENT AGENDA:

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

a. Approve Minutes of 11-19-2020 Regular Meeting

b. Resolutions for donations: 2020-38 - \$2,500 from KLN Family Brands for Tyler Wohlers Trail; 2020-39 \$6,000 from Ottertail Lions Club for 2021 Fireworks; 2020-40 \$2,500 from Kenny and Kim Nelson for Tyler Wohlers Trail.

c. Ottertail Ag contracts for Street/Snow/Mowing and Premier Pyrotechnics for fireworks.

d. Financials & various reports

e. Approve claim numbers 3066 - 3092 equaling the amount of \$ 811,798.43 (this includes 2012A Bond payoff) and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: 1) Changes in plans for equipment purchases was explained. No hovercraft, but a inflatable boat will be purchased. This will fit in the trailer which will be smaller. No ranger, but a 4-wheeler with tracks will be a substitute. 2) Radios will need to be replaced, will do this as needed.

December 17, 2020

City Hall: Final Eagles Trail lot will be purchased by Eric Gabrielson for \$67,178.16. A thousand dollars earnest money has been paid the balance due on closing which will be sometime in February. Motion by Grobeck and second by Windey to authorize signatures by the Clerk and Mayor for the Purchase Agreement. All voted in favor, carried.

OTEPAC Report: Council member Windey reported on the monthly meeting for the Otter Tail County Emergency Preparedness Advisory Committee. Reviewed confirmed, no longer contagious, total contagious and deaths for Otter Tail County. Discussed shot distribution coordination. The Hazard Mitigation planning has been completed. A 2021 Emergency Strategic Planning conference is planned for March-May. If the city wants to be eligible for FEMA money it needs to adopt the County plan. Next meeting for OTEPAC will be February 18 and the workshop training April 1st is contingent on COVID pandemic.

OLD BUSINESS:

Water Contract: No Updates.

Tyler Wohlers Trail: An additional \$10,000 has been donated by the Espland Foundation for the Tyler Wohler's Memorial Trail.

Housing Initiative: 1) Hanson, Bob Schlieman and Lohse met with Tom Ahlfs at the Arvilla cul-de-sac site. Lohse will be working on finding the property pins. An electrical panel will need to be moved. Ahlfs graded the area but the ground was too hard now. 2) It was decided that a Shouse will not be allowed in the Happy Acres development as it does not meet the concept of the proposed area. Motion made by Burlingame and second by Grobeck to amend the covenants that Shouse buildings are prohibited. All voted in favor, carried. 3) Council was not in favor of selling all the lots to one developer, but maybe 2 or 3. 4) Motion by Grobeck and second by Burlingame to approve **Resolution 2020-44 Regarding the Re-Platting of Happy Acres** and request the preliminary plat be approved contingent upon all the agreements being signed. All voted in favor, carried.

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: Motion by Grobeck and second by Windey to approve Ordinance 2020-02 with publication of the ordinance in the official paper. All voted in favor, carried.

Ordinance 2020-03 Notification Requirements and Ordinance 2020-05 Patios: Motion made by Burlingame and second by Grobeck to approve the ordinances with publication of the ordinance in the official paper, noting that DNR has given its approval. All voted in favor, carried.

Ordinance 2020-04 Amendment for Farm Animals: Burlingame made a motion to approve said motion and Grobeck seconded. Ordinance will be in effect as of publishing in the official paper. All voted in favor, carried.

2021 Salaries: Motion by Windey and second by Burlingame to approve the 2021 Salaries for staff as presented in the 2021 Step Program. All voted in favor, carried.

2021 Budget: Motion by Grobeck and second by Burlingame to approve Resolution 2020-41 Setting the 2021 Budget as presented. All voted in favor, carried.

Levy Certification: Motion to approve Resolution 2020-42 Certifying the 2021 Final Levy of \$489,030 was made by Burlingame and second by Grobeck. All voted in favor, carried.

December 17, 2020

NEW BUSINESS:

Resolution 2020-43 Appointing Vacancy. Motion was by Grobeck and second by Windey to appoint Council member Burlingame to vacant council seat left by Grobeck. Voting in favor of said motion was Lueders, Grobeck and Windey. Burlingame abstained. Motion carried.

Swearing in of Newly Elected: The following were sworn in for Council Seats by Clerk-Administrator Hanson:
Ronald J. Grobeck – Mayor – 2 yr. term
Janet M. Hill – Council 4 yr. term
Michael T. Windey – Council 4 yr. term
Judah Burlingame – 2 yr. term

Master Fee Schedule: Reviewed proposed changes to the 2021 Master Fee Schedule. Jake Huebsch explained the reasoning for the change in the zoning rates. Fees, if the council decides to approve, would be based on square footage instead of dollar cost of the project. This item will be tabled until next month in order for the council to consider.

SF Housing Tax Abatement: Motion by Grobeck and second by Windey to approve Resolution 2020-46 Granting City tax abatement to 117 Long Street, contingent on the property being classified as a permanent residence

Audit Engagement: Motion by Burlingame and second by Grobeck to enter into an Audit Engagement for 2020 with Brian D. Koehn, CPA of Parkers Prairie. All voted in favor, carried.

Call for Hearings: Motion by Grobeck and second by Burlingame to call for a Variance to the Subdivision Ordinance for Bruce Carr on January 21, 2021 at 6 p.m. All voted in favor, carried.

Assignment of TIF Agreement: Motion made by Burlingame and second by Windey to approve Resolution 2020-45 Authorizing the Assignment of the Tim and Linda Dally (Linda Lowe) TIF to Blue Spruce Properties (Joe Hammers). All voted in favor, carried.

ZONING:

Kevin Swann – 316 Co. Hwy 1 – New 36’x44’ Storage Shed
Jason Dykhoff - 114 Bay View Road - New 40’x40’ Storage Shed

CORRESPONDENCE/MEETINGS/FYI-REMINDERS

City Hall will be closed at noon 12/24 and all day 12/25 for Christmas and 1/31 at noon and all day 1/1/2021.

With no other business to discuss, the Council adjourned at 6:55 p.m. a motion by Grobeck and second by Burlingame

Respectfully submitted,

S/S
Elaine Hanson, Clerk-Administrator

S/S
Ronald J. Grobeck, Mayor