

December 19, 2022

City of Ottertail
Regular Meeting & TNT Hearing
City Hall, December 19, 2022 – 5:30 PM
Rescheduled from December 16, 2022 due to weather

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jan Hill, Jill Carlson, and Jessica Grimes
Staff Present: Amanda Thorson, Clerk-Treasurer; Justin Lohse, Maintenance Coordinator; Joe Ahlfs, Fire Chief; and Bob Schlieman, City Engineer.

Also Present: Elizabeth Augustus

COUNCIL MEETING

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

- a. Approve Minutes 11-10-2022, Special Meeting 11-14-2022, Public Hearing 11-29-2022, and Work Session 12-07-2022
- b. Approve 2023 The Williams Company; On-Sale, Sunday Sale (Note: On-Sale is replacing Strong-Wine License) contingent on all forms and fees filed and paid.
- c. Approve 2023 Liquor Licenses: Ottertail Liquors (Off-Sale); The Otter Supper Club, Thumper Pond Resort, The Woodshed Bar & Grill (Combination Sunday, Off-Sale/On-Sale) contingent on all forms and fees filed and paid.
- d. Ottertail Aggregate 2023 Mowing Contract & Maintenance Service Contract
- e. Resolution 2022-46 Donation from Ottertail Rod & Gun Club
- f. Resolution 2022-48 Polling Precinct Location
- g. Resolution 2022-49 Granting Conditional Use Permit to Hilltop Lumber
- h. Resolution 2022-52 Donation from Ottertail Rod and Gun Club for Demo Arena
- i. Transfer from General Fund (100) to Fire Fund (425) #1
- j. Transfer from General Fund (100) to Fire Fund (425) #2
- k. Transfer from General Fund (100) to Water Fund (601) #3
- l. Agreement for Audit Services from Brian D. Koehn for Audit Year 2022
- m. Monthly Reports
- n. Approve claims 3993-4036 for \$133,554.95 and approval to pay late coming invoices

REPORTS-FORUM-PRESENTATIONS

Fire Department: 1) Chief Ahlfs reported eight rescue calls, zero fire calls and a mutual aid with Perham. 2) New rescue boat is in service and on a fire members trailer for now, when spring comes the department may need to purchase a trailer. 3) New officers for 2023; Joe Ahlfs will remain Fire Chief, 1st assistant chief is Brandon Menze, 2nd assistant chief is Troy Thorson, each will take office when finished with required training in January. 4) Clerk Thorson presented an option for security cameras in the fire hall. Motion made by Hill and seconded by Grimes to purchase three Blink Cameras and needed accessories for the fire hall, all voted in favor, motion carried.

City Hall: 1) Clerk Thorson informed council tablets were purchased. They will be set up and ready for January regular meeting. 2) Clerk Thorson requested a new sit/stand desk, Mayor Grobeck approved

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the purchase prior to tonight's re-scheduled regular meeting due to sale ending, motion made by Carlson and seconded by Grimes to approve post purchase of desk, motion carried. 3) Thorson informed council Maintenance Coordinator Lohse is in need to a new laptop, motion made by Carlson and seconded by Windey, all voted in favor to purchase a refurbished Dell laptop from a private party in Fargo, motion carried.

OTCEPAC: Meetings held the prior Wednesday & Thursday. Windey presented a packet of information including a checklist for emergency preparedness.

Ottertail Tourism Board: Carlson let the council know planning is underway for COR Sports 100 Snowmobile Race being held on Otter Tail Lake January 7th and 8th.

OLD BUSINESS:

Engineer's Agenda: 1) Engineer Schlieman reported the field work is complete for possible improvements to Maple Ave and Community Center alley. If the city wishes to assess these improvements a preliminary Engineering Report will need to be completed. Motion made by Carlson and seconded by Grimes to allow Schlieman to complete the (PER), all voted in favor, motion carried. 2) Two agreements were presented to council to move forward with geotechnical evaluation work for Donalds Rd North of Lynn Rd, Maple Ave between Main and 1st Street, and Three Lakes Rd between Long Blvd and Portage Rd. Terracon - \$9,021.50 and Braun Intertec - \$9,520.00; motion made by Hill and seconded by Carlson to approve Terracon proposal, all voted in favor, motion carried.

Wohler's Trail: Clerk Thorson had a discussion with Wohler's Trail Committee, they have decided to not move forward with applying for any grant applications.

NEW BUSINESS

Hume Plumbing Application for Ottertail Opportunity Fund: Clerk Thorson presented a staff report prepared by Economic Development Consultant, Traci Ryan. Hume Plumbing does meet each of the requirements for approval, including new commercial building in our community and creating three or more jobs. Motion made by Hill and seconded by Carlson to approve the application for Hume Plumbing; all voted, carried.

West Central Initiative Apple Trees: WCI is offering two apple trees to donate to communities they serve. Discussion as where to place the trees, thoughts were on the bike trail. Motion made by Hill and seconded by Grimes to accept the apple trees; all voted in favor, motion carried.

Deer Run and Thumper Pond Vacant Lots: Clerk Thorson informed council of several sales of lots in Thumper Pond and Deer Run Estates that have curb stops. Verifying previous minutes, the consensus is when a vacant lot is sold in either development to a private party, that is when the curb stop availability fee begins. Council approved the letter to be mailed out to new lot owners informing them of the curb stop/water availability fee. Clerk Thorson will move forward with mailing out letters.

Rescind Motion: Motion made by Carlson and seconded by Hill to rescind motion made at the May 19, 2022 meeting to approve general fund transfer, all voted in favor, carried.

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Resolution 2022-53 Approving 2023 Master Fee Schedule: Motion made by Hill and seconded by Windey to approve 2023 Master Fee schedule with discussed changes, carried.

West Central Initiative Yearly Donation: Motion made by Carlson to make a \$500 donation to WCI for 2023. Seconded by Windey, motion carried.

Oath of Office: The following were sworn in for Council Seats by Clerk-Treasurer Thorson:

Ronald J. Grobeck – Mayor – 2 yr. term

Jill T Carlson – Council 4 yr. term

Elizabeth J Augustus – Council 4 yr. term

ZONING

2022-61 ▪ 208 W Main St – 100' x 310' Lumber Storage Space

2022-62 ▪ 310 Co. Hwy 1 – 20' x 60' Concrete Slab

CORRESPONDENCE/MEETINGS/TRAINING/FYI-REMINDERS

- a. City Hall Closed December 23rd, 26th, 30th, and January 2nd (In Observance of Christmas & New Year's)
- b. Nessa Returns January 3rd, 2023

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

Meeting adjourned at 6:01 PM

Respectfully,

s/s _____

Amanda Thorson
Clerk-Treasurer

s/s _____

Ronald Grobeck
Mayor

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PUBLIC HEARING: Truth-In-Taxation Hearing, opened by Mayor Grobeck at 6:01 PM

Amount to be levied \$ 590,502.00 which includes \$56,244.00 for 2017 GO Bond and is a 15% increase from 2022.

General Fund – Revenues and Disbursements balanced at \$ 681,837.00

Fire Department – Revenues: \$ 93,587 and Disbursements: \$ 124,200 Fire Truck levy of \$ 18,512.00 is included in general fund levy and will be transferred to Fire Fund.

Water Fund – Revenues: estimated at \$283,375.00 and Disbursements: \$280,200 due to unknown factors for the new water rates.

2023 Budget: Motion by Carlson and second by Hill to approve Resolution 2022-50 setting the 2023 Budget as presented. All voted in favor, carried.

Levy Certification: Motion to approve Resolution 2022-51 Certifying the 2023 Final Levy of \$590,502.00 was made by Hill and second by Windey. All voted in favor, carried.

Motion made by Carlson seconded by Hill. All voted; motion carried.

Meeting adjourned at 6:06 PM

Respectfully,

s/s _____

Amanda Thorson
Clerk-Treasurer

s/s _____

Ronald Grobeck
Mayor