

City of Ottertail
Regular Meeting & Public Hearing
City Hall Thursday, March 14, 2024—5:30 PM

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jill Carlson, Elizabeth Augustus, and Jan Hill

Staff Present: Amanda Thorson, Clerk-Treasurer; Nessa Burlingame, Deputy Clerk; Justin Lohse, Maintenance Coordinator; Joe Ahlfs, Fire Chief

Also Present: Delbert Thalmann, Marvin Vareberg, Sarah Vareberg, and Wyatt Vareberg

PUBLIC HEARING

Mayor Grobeck opened the public meeting at 5:30 PM. All present recited the pledge of allegiance. Clerk Thorson reviewed the big build application for Randy Kosak. Resolution 2024-11 is for approving Tax Abatement on 122 Bay View Rd. Kosak will be building a new house with attached garage. Clerk Thorson also reviewed the staff report for rezoning property East of Buchanan Lake and North of Highway 108. Potential buyer, Marvin Vareberg, would like to purchase the property for his well drilling business. The rezoning would be from single family to commercial. Staff recommendation is for the City Council to review the report and decide based on the content provided and consider any public testimony during the public hearing. Two neighboring landowners shared their views on the rezone via email since they were not able to attend the hearing. They are not in favor of the rezone. Marvin Vareberg addressed the possible noise issue address in the two letters with a commitment to border the property with trees to reduce noise and help in the concealment of his equipment any the small amount of outside storage he would have. Council also discussed with Vareberg the weight and frequency of large trucks on the road. Vareberg compared the well-drilling truck(s) to that of garbage, delivery, or dump/gravel trucks that use the same road periodically. He also stated that his truck(s) would only be out about once or twice a day. After hearing all comments from the present public, Mayor Grobeck closed the public hearing at 5:48 PM.

REGULAR MEETING

Mayor Grobeck opened the regular scheduled council meeting.

Discussion on the existing congestion on Bay View Rd, the only concern for approving tax abatement for Kosak was if the lot size and build were within the proper limitations. Lohse confirmed that he reviewed the building marked out at 122 Bay View Rd and that it follows city ordinance. Hill made a motion to approve Resolution 2024-11 approving tax abatement for 122 Bay View Rd. Carlson seconded the motion. All voted in favor; motion carried.

The council discussed the pros and cons of allowing a business to be established next to residential zoning. Hill mentioned that with the trees providing a border much like a privacy fence, that it would be acceptable. Carlson made a motion to approve the rezone of parcel 74000990805000 and 74000990804000 on Buchanan Rd from residential to commercial. Hill seconded the motion, all voted in favor; motion carried.

Clerk Thorson reviewed the consent agenda and any additions to the agenda with the council

- a. Approve Minutes 2-13-2024 Regular Meeting
- b. Approve Minutes from 2-29-2024 Elected Officials Meeting
- c. Approve Temporary Liquor License to Ottertail Firefighters Relief Association – April 10, 2024
- d. Approve 3.2 Off-Sale for Carr Enterprises contingent on paperwork
- e. Approve Sota Sown Special Event Permit for April 20, 2024, 8am-10pm
- f. Amend Resolution 2024-06 Appointing Election Judges to reflect Judge pay

- g. Approve Payment to Houston Engineering, Inc. for \$12,207.24 received pmnt from WCI
- h. Approve LG220 Application for Exempt Permit-Ottertail Ducks Unlimited on 4/6/2024
- i. Approve Special Event Permit Farmers Market on Friday & Saturdays June-August 2024
- j. Approve Household Hazardous Waste Contract for 2024
- k. Approve Resolution 2024-10 Accepting Donation for Ottertail Fire Department from Barbara Leopold
- l. Approve Resolution 2024-12 Accepting Donation from Kenny & Kim Nelson to Ottertail Fire Department
- m. Monthly Financial Reports
- n. Approve claims 4530-4558 for \$61,224.64 with additions and approval to pay late coming invoices

Hill made a motion to approve the additions and the consent agenda. Windey seconded the motion. All voted in favor; motion carried.

REPORTS

Fire Department: Chief Ahlfs reported 6 medical calls, 2-3 grass fires where 1 was mutual aid with Perham, and a call for a broken sprinkler line at Thumper Pond. Chief Ahlfs expressed the need for the fire department to purchase new gloves, hoods, and a couple more backpacks. Since the cost would be over \$10,000 two quotes were obtained. Hill made a motion to accept the quote from Alex Air Apparatus 2 to purchase the items needed plus the additional backpacks. Augustus seconded the motion; all voted in favor, motion carried. Chief Ahlfs stated that he is still seeking who to bring in for mental health counseling. Councilmember Windey also mentioned that someone from the fire department should look into attending the annual emergency summit meeting on April 19th in Perham.

A brief discussion was held about the need for extending the fire hall. Clerk Thorson informed council that planning will begin with the 2025 budget process in August 2024.

City Hall: Clerk Thorson shared with council upcoming dates for trainings. Lohse and Thorson will attend the safety conference in Alexandria March 27th. Burlingame will attend a Land Use 101 class at Sourcewell in Staples on March 27th as well. Staff request to close city hall for this day. Lohse attended the MRWA Tech conference. Clerk Thorson shared notes on the 2023 Henning Ambulance Report. The city of Henning is moving forward with obtaining a new ambulance truck. The plan will be to buy a new cab and keep the box. Estimated time to complete ambulance upgrade is 2 years. Clerk Thorson presented the idea of Ottertail doing an annual city-wide rummage sale. Citizens who wish to participate would contact City Hall for their address to be placed on a list that will be posted on the City's website and Facebook page. City staff stated that this would be a trail run to see if it will be an annual occurrence. Clerk Thorson stated that the city-wide sale would be scheduled for May 18th. City council agreed that it sounded like a good idea. Clerk Thorson presented sweepstake rules for those wanting to participate in winning a car roadside kit. A few tweaks to the rules will be made. The raffle will be held from April 1st through April 30th.

OTCEPAC: Councilmember Windey reported on upcoming safety events. He mentioned that the City of Ottertail should get together with public and private services to plan about possible emergencies. Chief Ahlfs mentioned that all local fire departments were getting together with local services and creating contracts with them to plan for potential emergencies that would require their services.

Tourism Board: Nothing to report.

OLD BUSINESS

Engineer's Agenda/Apex: Wallenberg-Clerk Thorson spoke on behalf of Schlieman who was not present. Bids will open for the pavement project on Wallenberg Dr on Monday March 18th. Wohler's Trail-As of

now the City of Ottertail is waiting for the finalization of the easement acquisition for Wholer's Trail on private property. Bids may be opening beginning of May.

Ottertail Daycare & Family Center: Nothing new to report. Clerk Thorson did receive a call from Chris LaClaire who called about septic design for the project. LaClaire stated that the licensing would depend on the amount of water usage for the building. If the water usage is over 10,000 gallons a day, the approval for the septic would need to come from the state of Minnesota rather than Otter Tail County.

Neptune 360: The current meter read system for reading water meters is due for an upgrade by Neptune. This will be an upgrade to the software and handheld device for reading meters. No meters will need to be replaced for this upgrade. The Neptune 360 upgrade is scheduled for April of 2024.

NEW BUSINESS

Otter Tail Power Franchise: Otter Tail Power was unable to make this month's meeting. This topic has been rescheduled for April's meeting.

East Otter Tail County Ag Society Donation Request: The council briefly discussed donating more than usual to EOT County Ag Soc. Carlson made a motion to donate \$550 to East Otter Tail County Ag Society. Augustus seconded the motion. All voted in favor; motion carried.

First Reading of Ordinance 2024-03: The council reviewed the first reading of amending ordinance 2024-03 for Subdivision Control. A public meeting will be held in April at the Regular scheduled meeting.

Habitat for Humanity: Stan Carignan with Habitat for Humanity is seeking a parcel to place a home that is almost complete in being built. The 3-bedroom 2-bathroom home being built by a team at Battle Lake High School. Carignan is looking for land to be either donated or for sale at lower cost. The City of Ottertail has a lot available for consideration on Arvilla Dr, Lot 10 Blk 2 of Lakeview Heights. After council's discussion, a public hearing will be held in April at regular scheduled meeting.

ZONING

2024-02 ▪ Randy Kosak @ 122 Bay View Rd – New Construction Home

2024-03 ▪ Olson Tire @ 101 E Main St – Three (3)New Concrete Pads/Total 1190 sq. ft.

2024-04 ▪ Carr's Supermarket @ 320 MN Hwy 78 N – Commercial Interior Remodel

Correspondence/Meetings/Training/FYI-reminders/Local Events

- a. City Staff out of Office for Training March 27, 2024
- b. 10th Annual EM Summit – April 18, 2024 @ PACC in Perham (register at Otter Tail County Website).
- c. Amanda in St. Paul March 19th – 22nd –MCFOA Conference

Hill made a motion to close the meeting. Carlson seconded the motion. Meeting adjourned at 6:51 PM.

Respectfully,

____s/s_____
Amanda Thorson
Clerk-Treasurer

____s/s_____
Ronald Grobeck
Mayor