

**City of Ottertail
March 19, 2020
Regular Meeting
6:00 PM**

Due to the COVID-19 virus pandemic this meeting was held as a teleconference. All members called into to City Hall. Present were: Mayor Myron Lueders, Clerk-Administrator Elaine Hanson and Maintenance Coordinator Loren Hawes.

Calling in were: Council members Jill Carlson, Judah Burlingame, Mike Windey and Ron Grobeck. Other calling in were Samuel Felix, City Attorney, Amanda Thorson, Deputy Clerk and Jenna Baker from the Citizen's Advocate. Notice to the public was posted on the City's Facebook page with interested persons to call City Hall for more information.

Call to Order by Mayor Lueders at 6 p.m. First item was Resolution 2020-14 Declaring a Local Emergency in order for the City to conduct its meeting via teleconferencing due to the COVID-19 coronavirus spreading globally and identified as a pandemic. Motion to adopt Resolution 2020-14 was made by Grobeck second by Windey. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Mayor Lueders then opened the Public Hearing for proposed tax abatement for single family home at 107 Portage Road, Scott and Molly Abrahamson. There were no objections or comments from call ins or mail. No comments from the Council. Motion to close the public hearing was made by Carlson and second by Burlingame. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Motion to continue the regular meeting was made by Grobeck second by Carlson. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Regular Meeting

CONSENT AGENDA:

Minutes of the March 10 meeting were questioned by Grobeck. Minutes will be corrected and available at the next meeting. The remaining items and payables with changes and additions including those regular that come late, was made by Grobeck and second by Windey. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

- a. Approve Minutes of 02-20-2020 Regular Meeting; 03-10-2020 Special Meeting (tabled)
- b. Community Central Rental with Alcohol (serve only) Beth Swanberg 4/4/2020 Birthday Party.
Resolution 2020-10 Acknowledge Donation for FD Supplies
- c. Financials & various reports
- d. Approve claims in the amount of \$ 68,994.30 and additional approximate amount of Thumper Land Purchase of \$ 91,150 plus closing costs for a total of \$ 160,144.30 and approval to pay late coming invoices.

STAFF REPORTS:

City Hall: Pandemic Policy as Related to Coronavirus COVID-19 to determine critical services and steps necessary for essential services. Motion to approve policy was made by Carlson and second by Grobeck. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

OLD BUSINESS:

Tyler Wohlers Trail: Agreement from Apex Engineering to provide design services at a cost of \$9500. Motion by Windey and second by Burlingame. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

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Grant Funding: Motion by Grobeck and second by Carlson to allow interested persons to apply for a grant in the name of the City of Ottertail for the Tyler Wohlers trail from Tri-County Health Services Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

OTBCA Special Events Insurance. After quick discussion it was decided to table this topic.

NEW BUSINESS:

Insurance Policies: Work Comp, Property/Liability/Auto Insurance Renewals were provided. Liability Coverage Waiver motioned by Carlson to indicate the City DOES NOT WAIVE THE MONETARY LIMITS AS SET BY STATUE. Second to the motion by Burlingame. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

East Otter Tail County Fair: Motion by Carlson and second by Grobeck to approve appropriation of \$500.00 to the fair. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Transfer: Motion to approve \$6,000 transfer to the Community Development Fund as budgeted was made by Grobeck second by Windey. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Otter Tail County CSAH 1 Project: Motion by Carlson and second by Burlingame to approve **Resolutions 2020-11 and 2020-12** for mill and overlay project in the city by the county. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Bike Path Fund: Motion by Burlingame and second by Grobeck to recreate Bike Path Fund to track revenue and expenses for the Tyler Wohlers Trail. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

107 Long St. Single Family Home Abatement: Motion by Grobeck and second by Carlson to approve **Resolution 2020-13 Approving Property Tax Abatement** for Scott and Molly Abrahamson. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

Hawes Job Description: Motion by Windey and second by Carlson to approve proposed job description and help wanted ad as recommended by the Personnel Committee. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None.

ZONING:

- a. 2020-03 - John Brake – 115 Lake Blvd W. – 6 x 24 deck
- b. 2020-04 Stephanie Ellingson – 227 Main St. W – Sign for Rusty Anchor

CORRESPONDENCE/MEETINGS/TRAININGS/FYI

None

With no other business to discuss, the Council adjourned at 6:45 p.m. a motion by Burlingame and second by Carlson. Meeting adjourned.

Respectfully submitted,

s/s _____
Elaine Hanson, Clerk Administrator

s/s _____
Myron J. Lueders, Mayor