

**City of Ottertail
April 16, 2020
Regular Meeting
Electronic Format
6:00 PM**

Due to the COVID-19 virus pandemic this meeting was held as a videoconference. All members, staff and others were provided a link to access the meeting via ZOOM.

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

Staff Present were: Clerk-Administrator Elaine Hanson, Maintenance Coordinator Loren Hawes, and Deputy Clerk Amanda Thorson.

Also Present were: Bob Schlieman, City Engineer; Joe Hammers, Blue Spruce Properties; and Jenna Baker from the Citizen's Advocate, official paper. 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.

CONSENT AGENDA:

Motion made by Burlingame and second by Windey to the consent agenda with additions. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey, Grobeck. Against: None. Motion carried.

- a. Approve Minutes of 03-10-2020 Special Meeting; 03-19-2020 Regular Meeting.
- b. Mayors Determination Regarding Electronic Meetings.
- c. Financials & various reports
- d. Approve claims in the amount of \$ 122,421.71 which includes amount of Thumper Land Purchase of \$ 93,374.58 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: Chief Fleischauer, not in attendance, reported by email that members were doing training via electronic means.

City Hall: Authorization for Mayor and Clerk-Administrator to sign purchase agreement for Happy Acres/Sweere land purchase. Motion made by Carlson and second by Grobeck. Roll call vote: Voting in favor: Lueders, Carlson, Burlingame, Windey Grobeck. Against: None. Motion carried.

PUBLIC FORUM: Joe Hammers came before the Council to present his case to have signage and landscaping within the Right of Way on Eagles Trail. Mr. Hammers has not followed the process and obtained a ROW permit. Many issues were brought to the Council from staff, Jake Heusch, Planning & Zoning Consultant from Sourcewell and Bob Schlieman, City Engineer. Hanson will contact Sam Felix City Attorney to find out which direction would be the best, an easement or go through the permit process with required documentation. No action was taken until a permit application has been provided.

OLD BUSINESS:

Tyler Wohlers Trail: Bob Schlieman, City Engineer updated the Council on the trail. Plans have been submitted to MnDOT for an 8' wide trail from Bay View Road access to the landing. No information has been received from MnDOT. Schlieman responded to a question regarding known Indian Mounds that it was indicated by MnDOT when doing their feasibility study, there are no known mounds present in this area. More information will be available when MnDOT responds to the preliminary design.

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NEW BUSINESS:

Ottertail COVID-19 Response: Hanson reported that she has been meeting with Otter Tail County CDA and area cities on actions being taken for responding to businesses affected by COVID-19 virus. Currently Ottertail has responded by extending utility due dates and discontinued late fees until the emergency declaration has been rescinded. All employees are back in the office, but practicing social distancing to complete dock leases, golf cart permits and other essential business. One suggestion would allow students to access internet at the Community Center. Council member Burlingame said that although it would be a good gesture, most students wouldn't want to spend that much time in their car. Hanson continued to share what other cities are doing.

Otter Tail County SF Property Tax Abatement: Hanson reported that Otter Tail County has been removing the requirement that no work can start on a new home without a public hearing. A hearing will still be schedule, but the change will allow those that are still motivated to build to get an administrative approval until December 31, 2020. Hanson suggested that the City continue to mirror the county's program and provided Interim Program Guidelines for the City. A motion was made by Grobeck and second by Carlson to approve the interim guidelines to mirror the County. Roll Call Vote: In favor of: Lueders, Carlson, Burlingame, Windey and Grobeck. Against: None. Motion carried.

West Central Initiative: Established a 2020 Resiliency Fund to respond to immediate COVID-19 needs and long-term recovery for West Central Minnesota. An initial grant to support the fund of \$25,000 was made by WCI to provide food and shelter for those in crisis, care and education to children and a helping hand to those needed specific resources. They asked that the City consider a donation. No action taken.

Amendment to Developers Agreement: Resolution Amends the Developers Agreement between Blue Spruce Properties LLC and the City of Ottertail. Project description was changed. Motion to approve Resolution 2020-15 was made by Burlingame and second by Windey. Roll Call Vote: In favor: Lueders, Burlingame, Windey, Carlson and Grobeck. Against: None. Motion carried.

Authorization to Select Candidate: Motion made by Grobeck and second by Burlingame to authorize the Personnel Committee to offer position of Maintenance Coordinator/Public Works to whomever the committee sees as a suitable candidate. Roll Call Vote: In Favor: Lueders, Grobeck, Carlson, Burlingame and Windey. Against: None: Motion carried.

ZONING:

- a. 2020-05 – Paul & Carol Dreschel @ 124 Bay View Road – New Garage and Driveway
- b. 2020-06 Bill & Mary Jo Blixt @ 511 Three Lakes Road – Addition to Garage
- c. Blue Spruce Properties – 458 Eagles Trail – Duplex
- d. Blue Spruce Properties – 456 Eagles Trail – Duplex

CORRESPONDENCE/MEETINGS/TRAININGS/FYI

Thorson shared her experience with the Council on the Blandin Foundation Leadership Conference and thanked the Council for giving her the opportunity to attend.

With no other business to discuss, the Council adjourned at 6:53 p.m. a motion by Carlson and second by Windey. Meeting adjourned.

Respectfully submitted,

_____/s/_____
Elaine Hanson, Clerk Administrator

_____/s/_____
Myron J. Lueders, Mayor