

**City of Ottertail
Regular Meeting
City Hall, April 21, 2022 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jill Carlson, Jan Hill, and Jessica Grimes
Absent: None

Staff Present: Elaine Hanson, Clerk Administrator; Amanda Thorson, Deputy Clerk; Nessa Burlingame, Office Mgr.; Justin Lohse, Maintenance Coordinator; Joe Ahlfs, Fire Chief; Bob Schlieman, City Engineer, Apex; and Traci Ryan, Economic Development Consultant.

Also Present: David Walden, Harry Merickel, Denise Menze, John Jorgenson, Emily Stock, Joshua Stock, Seth Dokken

Meeting Was called to order by Mayor Grobeck. All present recited the pledge of allegiance.

PUBLIC HEARINGS:

Motion to approve the 2022-12 Resolution Approving Property Tax Abatements considering 102 Acorn Trail and 108 Lueders Road made by Carlson and seconded by Grimes. Motion carried.

Public hearings were closed. Mayor Ron Grobeck opened the regular meeting with all citing the pledge of allegiance.

CONSENT AGENDA:

Motion by Windey to approve the agenda with additional items and payables with the adjustment to table the approval of the Work Session Notes of 3-14 that were not included. Seconded by Carlson. Motion carried.

- a. Approve Minutes 3-17-22
- b. ARBITRAGE AGREEMENT – Ehlers
- c. Financials & various reports
- d. Approve claims # 3686 – 3718 with additions and approval to pay late coming invoices.

NEW BUSINESS- agenda items moved.

Changes to Demo Derby Area plan: Rod and Gun Club, President Dave Walden, presented a change in the plan to improve the existing Demo Derby Arena. Improvements would include the following: 1) Increase the size of the arena by changing the shape from oval to rectangle. 2) Improve arena safter by adding additional concrete blocks. 3) Change the surface area by removing the 6” of clay from Tractor Pull area and adding it to the demo derby arena. 4) Remove the metal barrier on south side of Tractor Pull arena. Dave was informed that he would need to get a fill permit in order to move the clay level from the Tractor Pull arena to the Demo Derby arena. Other matters discussed; considering the arena were drainage plan, tractor pull area to park cars, knocking down or using the announcer stand, not to move lights, condition of stacked picnic tables, and still using the fridge where it is. Dave’s purpose of presenting to the council is to keep the city informed of what is planned.

Rental of Demo Park October 15th 2022: Josh Stock from Full Arena Promotions requested the approval for a Demo Derby on October 15th, 2022. He would also like to partner with the Rod and Gun Club during Otterfest of 2023 for a three-day Demo Derby event. Proceeds from the event will be divided between the children’s hospital, Rod and Gun Club, and Full Arena Promotions. Proceeds will also pay for the expenses of the event. Full Arena Promotions is also prepared to pay expenses for utilities and insurance for the city. No action was taken by the council at this time as the Rod and Gun club will need to meet about the event first.

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REPORTS-FORUM-PRESENTATIONS:

4-H Club: Denise Menze made a request to do a community service project for the Ottetail 4- H group. They would like to paint/stain the picnic table in the park. The Ottetail Lions Club will be buying the materials to complete the project. The club will start on the project May, 21st. Council agreed and thanked Menze for her dedication and to the group for the offer.

STAFF REPORTS

Fire Department: 1) Chief Ahlfs reported finding the equipment and graphics to equip the newly purchased Dodge pickup. The total of the grass rig and equipment with graphics along with the purchase of the truck came under the given budget of \$100,000. 2) Report of 6 calls this month

City Hall: 1) Four letters went out to commercial properties in Ottetail to clean up their lots/land. They were given until June 1st. Commercial properties include lots on Lueders Rd, Elevator Rd, and Willow Rd.

2) A work session date was set to meet with Jake Heubsch from Sourcewell on May 23rd at 5:15 pm to discuss PUD, solar ordinances, and ordinances that could be adjusted to accommodate senior living in Happy Acres.

3) Council gave the approval to upgrade City Hall's Wi-Fi speed from 10Mb to 50Mb. This will raise the monthly bill \$10.

OTCEPAC: 1) Council member Windey, Justin Lohse, Thorson, and Burlingame reported on the Emergency Management Summit that was attended the same day. Great information shared and a good refresher for standard practice during different types of emergencies.

OLD BUSINESS:

Engineer's Agenda: Bob Schlieman: 1) Wohler's Trail & 2) Steeves Donation A bid was presented by Bob of Apex Engineering from William's Excavation for \$180,347.35 at the lowest out of four different contractors. An email from Bernie Steeves was also presented showing what funds have been donated. A conclusion was made that the funds provided do not meet the needs of past bids and the bid presented at this meeting. The council discussed rejecting all builds until more money is presented. A motion by Grimes to suspend construction of the trail and reject all builds until more funds are available. Hill seconded the motion. All voted in favor, motion carried.

Adopt Financial Management Plan: A motion was made by Carlson to adopt the Ehler's Financial Management Plan for the City without the fire station. Grimes seconded the motion. All voted in favor, motion carried.

Quotes for Maintenance Building/Design-Build: An estimate was presented by Justin Lohse from Slammer Construction at a total cost of \$91,2143.00 that would not include dirt work and plumbing. The council discussed that it was a fair estimate. Windey made a motion to accept the bid. Jill Carlson seconded the motion. All voted in favor, motion carried.

Public Nuisance Assessment: Resolution 2022-14 101 Lake Ave N Abated Public Nuisance: Hill made a motion to adopt the resolution. Grimes seconded the motion. All voted in favor, motion carried.

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ARPA Funds – Electing Standard Allowance: Clerk-Administrator Hanson reviewed the meaning of electing the standard allowance for revenue loss under the COVID Fiscal Recovery Fund. Discussion early on that the funds could only be used for approved project. The water tower improvements for safety would qualify. Grimes motioned and Hill second to adopt **Resolution 2022-13 To Elect the Standard Allowance Under Revenue Loss Provision of the Corona Virus Local Fiscal Recovery Funds (ARPA)**. All voted in favor, motion carried.

NEW BUSINESS:

ECONOMIC DEVELOPMENT- Traci Ryan, Ryan Consulting.

Call for TIF District Hearing: A new TIF District was introduced to Council by Ryan for Auto Fix (Auto repair shop) and NEVO (Neighborhood Electric Vehicle-Ottertail) which would create a new economic development district. Ryan would provide a final resolution at the next special meeting to adopt the district, meeting will be held on May 23rd, 2022 at 5:15 pm. A motion was made by Carlson to adopt Resolution 2022-15 Calling for the Hearing to create the economic TIF district for Auto Fix and NEVO. Motion second by Hill. Motion carried.

Building Big Developers Agreement: A motion was made by Carlson to amend the home ownership TIF 1-3 to accommodate the increased costs and time of home building to \$21,000 for the Pay As You Go TIF Note and the building value to \$250,000. Hill seconded the motion. All voted in favor, motion carried.

Nelson Donation: Heard that WCI was in possession of a sizeable donation from Kenny Nelson for the City for business enhancements and improvements in the community. The plan would disburse funds through deferred loans, new business start-up and community enhancements. Once the use of the funds is approved by Nelson's legal staff the funds will be disbursed to the City. Hill motioned The Kenny Nelson Opportunity Fund proposal be approved contingent on the legal approval, second by Grimes. Motion carried.

Hawes Cul-de-sac Agreement: A motion was made by Carlson to approve Loren Hawes request to renew the contract for 5 years and increase the lease of the turn-around at the end of Sunset Drive from \$100 to \$150 annually. The motion was seconded by Windey. All voted in favor, motion carried.

Lease Agreement for Drive-through Coffee: Clerk Administrator Hanson reviewed the proposed lease with council. The lease would be \$100/year with the annual taxes on the leased property (to be determined) paid by Stephanie Ellingson. Hanson also noted that Ellingson had informed staff that she would not be putting in bituminous which was part of the IUP conditions. Council could consider allowing the drive to be gravel with plans to pave after the 1st five years which is yet to be discussed with Ellingson. Council agreed this would be a good alternative. Carlson moved to approve commercial use of public property through the lease, Grimes seconded the motion. All voted in favor, motion carried.

2022-2023 LMCIT Property Schedules for Renewal: Clerk Administrator Hanson presented a schedule for city insurance which will be coming up in June.

Call for CUP Hearings: Motion to call for a special hearing for Auto Fix CUP and Variance as well as Hammer's Construction CUP for Grade & Fill concerning NEVO on May 5th, 2022 at 5:15pm. was made by Carlson and seconded by Grimes. All voted in favor, motion carried.

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Call for IUP Hearing: Leah Davis, Ottertail Therapeutic Massage to be held on May 19th, 2022 at 5:00pm. The motion to call for the hearing was made by Carlson and seconded by Grimes. All in favor, motion carried.

ZONING:

- 2022-01 ▪ 102 Acorn Trl – New Home
- 2022-02 ▪ 112 West Ave – New Storage Shed & Driveway
- 2022-03 ▪ 520/522 Eagles Trl – New Duplex (Commercial)
- 2022-04 ▪ 614 Three Lakes Rd – New Breezeway & 3 Stall Garage
- 2022-05 ▪ 911 Three Lakes Rd – New Addition to Home
- 2022-06 ▪ 529 Three Lakes Rd – Remove Two Shed, Replace w One New Shed

CORRESPONDENCE/MEETINGS/TRAINING/FYI-REMINDERS

Amanda Thorson will be out of the office May 7th – May 13th at MCFOA Clerk’s Institute.

Grimes motioned for the meeting to be adjourned at 7:32 pm. Carlson seconded the motion. Motion carried.

Respectfully,

Attested by

_s/s/

s/s

Elaine Hanson, MMMC
Clerk Administrator
(written by Nessa Burlingame)

Ron Grobeck, Mayor