

**City of Ottertail,
Regular Meeting
June 10, 2021
6:00 PM**

Council Members Present were: Mayor Ron Grobeck, Jill Carlson and Mike Windey.

Absent: Janet Hill and Judah Burlingame.

Staff Present were: Clerk-Administrator Elaine Hanson; Maintenance Coordinator Justin Lohse; Deputy Clerk Amanda Thorson.

Also present were: Bob Schlieman, City Engineer-Apex; Brian Klimek, Hilltop Lumber; Bruce Strand; Gary Hunter and Jenna Baker from the Citizen's Advocate, official paper.

Call to Order by Mayor Grobeck at 6 p.m. with the Pledge of Allegiance.

PUBLIC HEARING: Variance for Hilltop Lumber.

Brian Klimek, Hilltop Lumber requested a variance from Chapter 151.048 Storm Water Management which would increase the impervious parking area adjacent to a new showroom. Impervious would increase from 41.5% to 53.5% in a commercial area, specifically, the downtown area. No public concerns. Staff noted that usually in the commercial areas that an increase is reasonable if the business has a storm water run-off plan which this plan had. Based on the unique size of the property and of surrounding business staff recommended the variance be granted as long as the water run-off did not flow to and under Highway 108. With no further comment a motion was made by Windey and second by Carlson to close the public hearing. All voted in favor, carried.

Open regular meeting.

Motion was made by Carlson and second by Windey to adopt **Resolution 2021-23** Approving the Variance with the only condition that the Storm Water Plan would be in the site plan, which it is. All voted in favor carried.

CONSENT AGENDA:

Motion by Carlson and second by Windey approve the consent agenda with additional items and payables. All voted in favor, motion carried.

- a. Approve Minutes of May 20, 2021
- b. Financials & various reports
- c. Approve claims #3288-3318 with additions totaling \$67844.55 and approval to pay late coming invoices.

PUBLIC FORUM:

1. Vanessa Neels addressed the council with the displeasure she had that the City allowed a food truck to park across the street of her business. She was unhappy that the Council didn't forbid the truck or at least have restricted the hours and days of operation. City had enacted a Peddler's and Transient Merchants Ordinance in December to help protect the brick and mortar buildings businesses by charging a fee to park a food truck on private property if the owner agreed. Carlson said the Council can review the ordinance. Council will look at it and discuss it at a TBD date for a work session.
2. Gary Hunter presented a plan to the Council to move the Demo Derby to the old Pull Park site and use the existing area for a pit. No finite plans on how much it would cost, but Rod & Gun will finance 100% with no contribution by the City. Motion was made by Carlson and second by Windey to allow the Rod & Gun to re-purpose the area. All voted in favor, carried.

STAFF REPORTS:

Fire Department: No Report

City Hall: 1) Hanson informed the Council on the American Rescue Plan Act which would provide funding from the US Treasury to be distributed this summer and next summer. Ottertail could obtain funds to use for economic recovery, pandemic expenditures and infrastructure. Complete guidelines have yet to be obtained, but to apply for

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the funds the City will need to assign an authority to sign the ARPA documents and another to be the contact person. A motion was made by Carlson and second by Windey to appoint Mayor Grobeck as the authorized person and Elaine Hanson, Clerk-Administrator as contact person. All voted in favor, carried.

2) The curb-side pick up program went well. 50 households used the blue cards to put unwanted junk out for Steve's Sanitation to pick-up. Side note that they like the cards so much, they will be suggesting to the City of Perham.

3) Landscaping was finished at the Community Center. Staff suggested placing larger rock around in the edging instead of flowers or plants. This met with approval by the Council. It was suggested that perhaps clubs would like to paint a rock.

Ottertail Convention and Tourism: Carlson reported that the executive committee has finally met and is working on updating the by-laws and bank account information. She will provide any financials she obtains and report back to the City.

OTEPAC Report: No report.

OLD BUSINESS:

Engineering Agenda: 1) Big Housing Initiative - Happy Acres: Bob Schlieman, Apex, updated the Council on the pre-construction meeting to be held on Monday, June 14th. The project should be substantially complete by October 21, 2021. Motion to approve a Task Order for the construction was made by Carlson and second by Windey, motion carried.

2) Tyler Wohlers Trail – bids were opened on Wednesday, June 9th with the lowest bid being made by Ottertail Aggregate for \$152,179.14 which along with engineering made the engineers estimate very close. The City now has 75 days to award the construction bid. Mayor Grobeck said that Bernie Steeves needs the number now to see if there is additional funding to be obtained. The City will need to determine whether or not to move ahead very soon. Schlieman will tell OT Power to hold off on moving the poles to see if the funding will come through.

3) Lake water levels correspondence was sent to MNDnR regarding the high water levels. Julie Aadland had responded to Schlieman that typically the DNR will not stand in the way if a city needs to raise a road, but that permits would need to be obtained to shoulder out the road into the wetlands. Another option is to create a culvert between the lakes to help level out the OHWL amongst the lakes, but this too takes time and permitting. With as dry as it has been, it is possible the water will recede.

4) A committee of Grobeck, Burlingame, staff and Schlieman are meeting on June 14th to review existing City infrastructure regarding the installation of a water tower level alarm system.

Water Meeting: A letter was received by Sam Felix, City Attorney from Henning's attorney Marc Sugden of Pemberton Law requesting the City appoint a representative to work with a Henning representative to determine a fair and acceptable rate for water purchased from Henning. Henning's representative will be Darren Wiese, mayor. After discussion the following was decided:

- 1) Ottertail Council will appoint 2 representatives to discuss the water rate. Mayor Ron Grobeck and Councilperson Jill Carlson. We suggest that Henning has two representatives as well.
- 2) Clerks must attend for recording notes and input as needed.
- 3) No discussion on a rate that would include their infrastructure cost or debt service. Documentation is required.
- 4) Results or recommendations by each city's committee should be shared only with each city's respective council for their response.
- 5) Joint committee should meet in a neutral location. We suggest asking Battle Lake if we can meet at their city hall.

Motion was made by Windey and second by Carlson to instruct the City Attorney to send a letter to Henning with these points. All voted in favor, carried.

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NEW BUSINESS

Community Center: Alcohol pre-approval for a private event at the center by Jodi Menze on August 6th. Motion made by Carlson and second by Windey to approve. All voted in favor, carried.

Annual Transfers: Motion by Windey and second by Carlson to approve annual transfers to the Fire Department Fund for truck payment and fire services. all voted in favor, carried.

Work session: Tentatively set a work session date for July 12th at 5:30 p.m. for planning and zoning.

LMCIT Insurance: Motion to DO NOT WAIVE the monetary limits on municipal tort liability established by MN Statutes 466.04 was made by Windey and second by Carlson. Carried.

Improvement Request Policy: Clerk-Administrator Hanson presented a policy for the Council to consider at another meeting to help with expenses that may or may not lead up to infrastructure expansion but will provide funds from the requestor in case expenses are incurred by consulting. Given the Tyler Wohlers fund situation, this may alleviate any miscommunication for projects to be funded by private parties.

Zoning:

2021-32	Scott Abraham, 107 Long St.	10’x18’ Storage Shed
2021-33	Debra Christiansen, 710 Three Lakes Rd.	Paving Existing Driveway

Correspondence/Meetings/Training/FYI-reminders

- a. Reminder that Hanson and Thorson will be away next week for MCFOA Conference. Lohse, Shari Wheeler and Mayor Grobeck will watch the office.
- b. HHHW on Friday, June 11th (tomorrow).

With no other business to discuss, the Council adjourned at 7:15 p.m. a motion by Carlson and second by Windey. Carried.

Respectfully submitted,

_s/s
Elaine Hanson, Clerk-Administrator

_s/s
Ron Grobeck, Mayor