

June 16, 2022

**City of Ottertail
Regular Meeting
City Hall, June 16, 2022 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jill Carlson, Jan Hill, and Jessica Grimes

Absent: None

Staff Present: Amanda Thorson, Clerk-Treasurer; Nessa Burlingame, Deputy Clerk; Justin Lohse, Maintenance Coordinator; Joe Ahlfs, Fire Chief; Bob Schlieman, City Engineer; and Samuel Felix, City Attorney

Also Present: Jenna Baker – Citizen’s Advocate, Ronald Lester, Cherie Drytor, Rhonda Mahlem, Janet Evans, Pat Steeves, Bernie Steeves, Brian McDonald, Brian Steeves, Tom Avelsgaard, Caryn Avelsgaard, Rudy Butenas, Adele Butenas, Michael Avelsgaard, Coleen Behm, Tom Behm, Kent Quamme, Susan Quamme, Kenny Nelson, and Robert Ecklund

PUBLIC HEARING:

Mayor Grobeck opened the public meeting at 5:30 pm. All present recited the pledge of allegiance.

Butenas: Council reviewed staff report on variance request, the applicant is seeking a variance to reduce setback requirements by approximately 10-feet to allow a 12’ x 26’ addition on lake side of home. Staff findings were read by Thorson, and council was also informed of the DNR’s response to the variance stating that according to Minnesota Rule 6120.3300 Subp. 3d A. Structure Setbacks, the addition is an allowed use by DNR standards.

Solar Ordinance: Council read Ordinance 2022-02 for a second reading and reviewed any adjustments. Council Member Hill brought up decommissioned solar panels. Clerk Thorson informed Hill and council that at this time there is not a way to know if a system is decommissioned but will continue to stay informed on it.

Carlson made a motion to close the public hearing, Windey Seconded the motion, all voted; motion carried.

COUNCIL MEETING:

Meeting was called to order by Mayor Grobeck at 5:40 PM.

Motion made by Grimes to approve the agenda with additional items and payables. Seconded by Hill. All voted; motion carried.

- a. Approve Minutes 5-19-2022
- b. Resolution 2022-17 Appointing Election Judges
- c. Resolution 2022-18 Assess Past Due Water
- d. Approve 1-4 Temp Liquor License for Ron-N-Gun Demo Derby 8/12/2022, Ottertail Lions/Chamber Auction Event 7/16/2022 & Otterfest 8/13/2022
- e. Special Event Permit Application Approval for Rod-N-Gun Demo Derby Event, Chamber Auction Event, Chamber Otterfest Event
- f. Financials & various reports
- g. **Approve claims** with additions and approval to pay late coming invoices

REPORTS-FORUM-PRESENTATIONS:

Butenas: Motion made by Grimes to approve the variance request. Seconded by Carlson. All voted; motion carried.

Solar Ordinance: Motion made by Hill to adopt the for regulating and adopting performance standards for solar energy systems with the consideration of monitoring decommissioned solar panels. Seconded by Windey. All voted; motion carried.

June 16, 2022

REPORTS

Fire Department: 1) Two rescue calls this month 2) Council agreed to donating six to eight radios to Bluffton Fire. 3) Otter Tail County Operations Center as storm shelter; Windey to discuss specifics with Sheriff. Smart 911 needs to be promoted for more people to use. There are plans to have a booth at Otterfest for Smart 911.

City Hall: 1) Staff requesting to be closed on June 20th in observance to Juneteenth, which falls on June 19th. Staff will take as a paid vacation day. Grimes made a motion to approve City Hall being closed on June 20th in observance of Juneteenth and Windey seconded. All voted; motion carried 2) Arvig to install fiber at City Hall within the next two weeks.

OTCEPAC: Windey – Ottetail needs to work on their plan of emergency awareness. Five-year plan put in to place for hazardous mitigation. Request made at meeting for cities to adopt the resolution for hazardous mitigation. Training scheduled for September 12th for city officials and staff. Remind citizens of Smart 911 and resources available on Otter Tail County website.

PUBLIC FORUM/PRESENTATIONS

Robert Ecklund, 2019 Ottetail History Project: 1) Wanting to know if there is still interest in maintaining the website and city's involvement in the project 2) Robert paid the bill for the website then sent the bill to the city. Motion was made by Carlson to pay Ecklund the difference of what he's owed and the August 2022 payment to keep the website going, totaling in \$457.70. Seconded by Hill. All voted; motion carried.

OLD BUSINESS:

Ottetail River: Work session to be scheduled to discuss river tail and openings.

Engineer's Agenda, Bob Schlieman: 1) Water tower – improvement to start July 4th with a projected completion date of August 21st with a tank drain date of July 18th. Hill made a motion to accept quote for Altitude Valve Improvements at \$2,860.00. Windey seconded. All voted; motion carried. 2) Motion made by Windey to pay remaining amount to Central Specialties, Inc. for \$8,835.91 for construction phase services. Seconded by Carlson. All voted; motion carried. 3) Thalmann Rd culvert: Mr. Thalmann agreed with Bob and Justin on culvert plans. An easement to the lake would need to be made. Council approved the staff and city engineer to move forward with approaching landowner about city easement to allow culvert system. Windey made a motion to approve the payment of \$598.50 to Delbert Thalmann for the repair of his lot from road washout. Seconded by Carlson. All voted; motion carried.

Bernie Steeves: Tyler Wholer's Project – Bernie presented a new plan of action to the council. Instead of going with Apex and the city, he requested the city turn over Apex Engineering Final Design Plans to Jeff Stabnow who would oversee the project as professional engineer and use two quotes rather than go through bids. Bob from Apex mentioned permits and bonds are required to work on MNDot Right-of-ways and a government sponsor maybe required along with insurance. Bob also advised that quotes would not work when the overall cost is over \$175,000. Bernie believes they can get the project done under \$185,000. Council and city attorney, Felix asked if MNDot will approve Bernie and Jeff's approach and if it would be fully funded. Council requested Stabnow and Steeves get a few more questions answered before any decisions were made.

Pickle Ball Court: A motion was made by Windey to approve the Purchasing Agent Agreement for the improved pickle ball court. Grimes seconded the motion. All voted; motion carried.

City Shop/Slammers Contract & Final Price: Motion was made by Carlson to approve the Purchasing Agent Agreement for the construction of the City shop and the final pricing. Hill seconded. All voted; motion carried.

June 16, 2022

NEW BUSINESS:

Curb painting: Yellow paint will be painted on each of the four corners on Main Street near William’s Company, Betty’s Pantry, Hilltop Lumber Yard, and Ottertail Creamery. The yellow paint will go around each curb and up to the first parking spot on each corner. A motion was made by Hill to approve planned curb painting. Seconded by Carlson. All voted; motion carried.

Amending ordinances: A public hearing is set for June 30th, 2022 at 4:00 PM to amend and remove the following ordinances:

- Amend Chapter 151.032 General Requirements of all Zoning Districts
- Amend Chapter 151.048 Store Water Management
- Amend Chapter 150.007 Zoning and Sewer Permits
- Amend Chapter 151.028 Table I Classification and Uses for Lakes
- Remove Chapter 151.066 Cluster Developments
- Remove Chapter 74: Bicycles, Roller Blades, Roller Skates, Roller Skies and Skateboards

Repair blacktop: Several locations around the city need blacktop repair. Justin will contact Dan with Performance Paving for pricing and schedule. Carlson motioned for a \$15,000 allowance to repair city’s blacktop. Hill seconded. All voted; motion carried.

Clerk, Amanda Thorson mentioned dumping of rancid garbage on Donald’s Rd. Maintenance coordinator, Lohse cleaned up earlier in the week. Be on the lookout for anyone unlawfully disposing of waste.

ZONING:

- 2021-17 ▪ 520 Three Lakes Rd – 20’ x 40’ Bituminous Apron
- 2022-18 ▪ 107 Lynn Rd – 15’ x 20’ Patio Block Pavers
- 2022-19 ▪ 110 Hilltop Rd – 36’ x 26’ Garage
- 2022-20 ▪ 128 Lynn Rd – 16’ x 36’ Garage
- 2022-21 ▪ 119 Lynn Rd – 22’ x 20’ Concrete Slab & Blacktop Driveway
- 2022-22 ▪ 201 River View Rd – 120’ x 6’ Fence
- 2022-23 ▪ 102 Long Blvd – 20’ x 6’ Privacy Fence
- 2022-24 ▪ 106 Thumper Lodge Rd – New Single Family (Twin Home)
- 2022-25 ▪ 108 Thumper Lodge Rd – New Single Family (Twin Home)
- 2022-26 ▪ 110 Thumper Lodge Rd – New Single Family (Twin Home)
- 2022-27 ▪ 112 Thumper Lodge Rd – New Single Family (Twin Home)

CORRESPONDENCE/MEETINGS/TRAINING/FYI-REMINDERS

Amanda: Clerk Amanda will be in Duluth June 22nd – June 24th for LMC Conference

Bike Run: The Habitat for Humanity fundraiser 200-Mile Bike Ride is scheduled for July 16th through Ottertail. The United Methodist Church will be facilitated as an “aid center” during the bike ride.

Hill motioned for the meeting to be adjourned at 7:40 PM. Grimes seconded the motion. All voted; motion carried.

Respectfully,

S/S _____
Amanda Thorson
Clerk-Treasurer
(written by Nessa Burlingame)

S/S _____
Ron Grobeck
Mayor