

**City of Ottertail
Regular Meeting
July 15, 2021
6:00 PM**

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

Absent: Judah Burlingame.

Staff Present: Clerk-Administrator Elaine Hanson; Maintenance Coordinator Justin Lohse; Deputy Clerk Amanda Thorson; Fire Chief, Stuart Fleischauer.

Also present: Bob Schlieman, City Engineer-Apex; Jenna Baker from the Citizen's Advocate, official paper.

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

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 June 17, 2021
- b. 3.2 Beer – Auction, July 17 (Lions) and Otter Fest August 14, (Lions)
- c. Consumption & Display Permit plus 3.2 Beer – Lions Polka Daze, Sept. 9, 10, 11
- d. **Resolution 2021-24 Donation** for Landscaping at CC & FH from OTBCA
- e. **Resolution 2021-25 Donation** to Fire Department from Peg Raney
- f. Financials & various reports
- c. Approve claims #3325-3365 with additions totaling \$198,241.68 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: Stuart reported on activity of the department since January. 12 Fire calls this year. Requested to update grass fire rig this year. Estimated cost is \$100,000 with equipment desired. Donations from clubs would be around \$50,000 with the city to contribute the remainder unless more donations come in. Other projects are still in the works such as a rescue boat and radios. Clerk-Administrator Hanson voiced concerns on the fund balance for the fire department with the intended costs. A motion was made by Carlson and second by Windey to authorize Fleischauer to look for the equipment and get quotes up to \$100,000 new or used. All voted in favor, carried. Clerk-Administrator Hanson said the old truck and trailer should be declared surplus equipment to put out for sale to the general public stating that a sale cannot be made in-house. Motion by Hill and second by Carlson to declare the old truck and the old side-by-side trailer to be declared surplus equipment and advertised for sale on social media. All voted in favor, carried. Windey questioned whether the department's ISO rating could change with the newer equipment. Fleischauer stated that insurance companies do not use that rating as much as they used to.

City Hall: 1) Upcoming water rate meeting will be held in Battle Lake with the City of Henning on Tuesday the 20th of July.

Otter Tail County EPAC: Coordinator Lohse reported on the action review for Mitigation. Each community has updated their plan. There are plans to create a "play book on disasters" with planned scenarios on how a disaster could be managed efficiently.

OLD BUSINESS:

Engineering Agenda:

Wohler's Trail. Schlieman reviewed the project to date. The City has a little over 40 days to award the contract. A letter was received by the Wohler's Trail committee stating that the project had not met the expectations as diminished by the costs and required additional funding. Three options were provided.

- 1) Continue the project for one year with aggressive project campaign.
- 2) Interface the project with a future plan.
- 3) Close out the project and save some of the engineering for future use.

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The Tyler Wohler's committee would prefer to add this project to the future plan the city has for walkways and crossings. They stated that the remaining \$81,774 collected would remain in the bank assigned to this project and then when completed, this trail will be named "Tyler Wohler's Trail". Discussion revolved around the costs for engineering that the city has already expended. Clerk-Administrator Hanson thought that the "funds" should be transferred to the City for past and any future costs associated with the project, otherwise the project should be closed out after the expenses paid. Mayor Grobeck asked for the fund amounts expended to date. Hanson will provide that number after the latest bill has been paid. Motion was made by Carlson to put the project on hold due to the funds not coming in and not benefiting the majority of people. Windey disagreed and said it will actually benefit residents people coming into town. Discussion regarding the donations of date and what donors would like to have done with their funds after city expenses are paid. Mayor Grobeck will have a conversation with Bernie Steeves on the funds and Clerk-Administrator will contact the donors to let them know the situation. A motion had been made by Carlson to put the Tyler Wohler's Trail project on hold and a second was made by Hill. Carried.

Water Tower Alarm. Proposal is to put infrastructure in the fire hall to read the level of the water tower. A new transducer and electrical panel to give Lohse the ability to view the water level at any given time. Each high or low would send an alarm. Estimated cost is \$15,000 to \$20,000 with bidding additional \$3800 and a monthly service fee of \$150 per month. Windey suggested waiting until the city could get a firm cost on the improvements, which was what Schlieman provided. Motion to authorize Apex to authorize design of this project was made by Hill to go ahead with design for total cost and get quotes for the improvements. Second by Windey, carried.

Lake Levels. Schliemann is waiting to hear from DNR. They are sending a group out to document the OHWL for Donald's, Portage and Long Lake.

Happy Acres. OT Agg will be having the pipe delivered in a few days. The hydrants that were planned are not available so some adjustments will be made on the type of hydrant to be used. More discussion on the plat will be reviewed on Tuesday at the work session.

Improvement Request Policy: Council did not have any additions or comments for this policy which will set a 10% escrow for projects that are requested by members of the public, outlining how a project will be prioritized and additional criteria for a project to be considered by the City Council. Motion made by Carlson and second by Hill to approve the policy as written and with no other discussion, all voted in favor, carried.

NEW BUSINESS

Call For Hearing: Motion by Carlson and second by Windey to call for a Conditional Use Hearing for Delbert Thalmann to move-on a shed from Thalmann Farmstead Lot 2 to Thalmann Farmstead Third Addition Lot 5 to be held on Thursday, August 19th at 5:30 p.m. All voted in favor, carried.

Tri-City Website: Motion by Hill and second by Windey to approve Ottertail's share of domain and website costs estimated at \$60.00. All voted in favor, carried.

ACH Ceiling: Motion to approve **Resolution 2021-26 Increasing the ceiling for ACH** for utility billing/direct deposits to \$15,000 per month as suggested by 1st National Bank, was made by Carlson and second by Hill. All voted in favor, carried.

Records Management Policy: Amendment was reviewed and a motion was made by Windey and second by Hill to approve to the policy to reflect what the staff does for records management. All voted in favor, carried.

Post Office Request: A letter was received requesting the mayor have a conversation with Mr. Greg Shelton of the United States Post office regarding finding a suitable location for a post office. The current site is too small

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and they are requesting some assistance. Motion by Carlson and second by Hill to authorize the mayor to contact Mr. Shelton to see what it is they are looking for. All voted in favor, carried.

Zoning:

2021-34	Candice & Ryan Guck-200 Wallenberg Dr.	100'x4' Chain Link Fence
2021-35	Dan & Candy Lachowitzer-101 Sunset Dr.	75'x6' Privacy Fence
2021-36	Woessner Const. (Gene O'Dell) 119 Riverview Rd.	Replace pergola on existing slab
2021-37	Scott Myers – 103 Long St.	floating slab for basketball court

Correspondence/Meetings/Training/FYI-reminders

- a. Reminder of Water committee meetings next week, Monday, July 19, and Tuesday July 20th.
- b. A letter was received from the League regarding increase in dues for FY 2021-2022.
- c. City Council and staff are invited to retirement party for Vi Manderud at the Otter Tail County's Auditor's Office. Vi has worked for the County as election administrator for 47 years.

With no other business to discuss, the Council adjourned at 6:47 p.m. a motion by Carlson and second by Hill. Carried.

Respectfully submitted,

S/S _____
Elaine Hanson, MMMC
Clerk-Administrator

S/S _____
Ron Grobeck, Mayor