

**City of Ottertail
Regular Meeting
August 19, 2021
6:00 PM**

Council Members Present: Mayor Ron Grobeck, Jill Carlson, Mike Windey, Judah Burlingame and Jan Hill.
Absent: None

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

Also present: Sam Felix, City Attorney; Bob Schlieman, City Engineer-Apex; Jenna Baker from the Citizen's Advocate, official paper; Jack Rosenthal, Compass Consultants; Delbert Thalmann; Doug & Amanda Fisher; Whitey Schuett; Chris Anderson; Martha Robertson; Kevin Swann; David Sethre; Tom & Robin Wilson; Brad Carr; Kim Ludovissie; Gary Duncan; Andy Billie; Kellie Kringle; John Carlson; Jim Sartell; Jack Bjerk; Glen Fritz; Dennis McIntire; Dustin Lunning.

CALL TO ORDER: by Mayor Grobeck at 6 p.m. with the Pledge of Allegiance.

PUBLIC HEARING: A public hearing to review a Conditional Use Application by Delbert Thalmann to move a garage currently located on Lot 2 Thalmann Farmsted 2nd Addition to Lot 5 Thalmann Farmstead 3rd Addition at 100 Thalmann Road –prior to an erecting a dwelling as per Zoning Ordinance. Parcel is located within 1000' of Buchanan Lake and meets the required size. Recommendations of staff were A: Approve the CUP as is with no special conditions or provisions or B: Deny the CUP for further details. Limited discussion. Motion to close the public hearing was made by Carlson and second by Windey. Carried.

OPEN REGULAR MEETING: Mayor Grobeck opened the regular meeting. Motion made by Carlson and second by Hill to approve the Conditional Use Permit to Delbert Thalmann to move garage to Lot 5 Thalmann Farmstead 3rd Addition. Carried.

(Due to many members of the public the topic of Otter Tail River was moved up on the agenda to accommodate those attendees.)

Mayor Grobeck opened the discussion regarding what, if any, restoration can or should be done to the river, specifically between the outlet near Co. Hwy 1 (the unnatural mouth) and River View Road (the natural mouth) and what the City's part should play. It was noted that there have been and are problems with the river which has been ongoing and are serious, including wild rice and stagnant water between the property shore and the Otter's Tail which hasn't been helped by the recent drought conditions of the area. One option explored was a passive overflow system which works like a waterfall and puts water directly back into the lake so the island part isn't under water. Concerns with this system by the public is that it would essentially close the outlet. Several members of the public thought that dredging the river could be part of the overall fix as well as clean up of the river bottom. After discussion with the Council, it was determined that further research would be needed and meeting with engineers, DNR hydrologists would be the next step to make an informed decision. Mayor Grobeck felt this issue should not be kicked down the road again and meetings with the public and experts should be arranged. Once a meeting day and time can be arranged, the public will be notified.

CONSENT AGENDA:

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

- a. Approve Minutes of July 15, 2021
- b. Amend Polka Days 3.2 Beer to a 1 Day Temporary.
- c. Donations **Resolution 2021-27 Ottertail Rod & Gun** (\$10k) and **Resolution 2021-28 Ottertail Lions** (\$40k) for Grass Rig.
- d. 2 a.m. License/Permit renewal-The Otter; LG220 Permit with no wait Conservation Officers Raffle at Thumper Pond.
- e. Financial and various reports; TIF Report- Summary Letter; Fire PERA Report

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- f. **Resolution 2021-29** Adopting Unpaid Water Utility Assessments.
- c. Approve claims #3369-3401 with additions totaling \$58,745.71 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: Chief Fleischauer gave a brief report on the activity of the department. No acceptable grass rigs are available at this time.

City Hall: 1) Hanson reported that stop signs were stolen by the railroad tracks on Three Lakes Road and they have been replaced. 2) Fire restrictions have moved up to no campfires.

Otter Tail County EPAC: Cities are to be looking at their emergency plan and getting it updated. September is National Emergency Preparedness Month. Will be a training session on building damage assessment. Communication preparation during a disaster information is available. Currently there have been 26,587 residents with 2 shots in Otter Tail County.

OLD BUSINESS:

Engineering Agenda:

Water Rates: Set September 8, 2021 at 7 p.m. for a public information meeting on water rates and the contract negotiations to date.

Water Tower Alarm. Proposal by Automatic Systems for \$13,965 which includes construction, materials and supplies and 1 year monitoring services on the Cloud. A\$50 phone service fee also was approved in a motion by Burlingame and second by Hill. Carried.

Water Tower Inspection/KLM. Schliemann reviewed the highlights from the water tower inspection. Recommendations from KLM were to perform the work in 2022 season anticipating full exterior coating replacement to be in sync with the interior touch-ups. Cost for this work is \$275,000 - \$295,000 and does not include costs of engineering and inspection services. Will need to think about how to provide water while this work is being done. Along with that the city will need to decide on the design for painting the exterior based on some of the recommendations by KLM. Motion by Carlson and second by Windey to authorize engineering specifications for the September meeting to be completed by Apex Engineering. Staff will begin looking for funding options.

Happy Acres 2nd Addition. Work has begun on the road and water improvements. Reviewed descriptions easement parcels and location on the proposed plat. Motion made by Burlingame and second by Windey to approve the Preliminary Plat form for the Final Plat form. Carried. Motion by Carlson and second by Windey to authorize drafting **Resolution 2021-31 Approving Right-of-Way-Roadways, Drainage and Easement Vacations** located in the recorded plat named Happy Acres, Inc. and authorizing deeds to be drafted except as identified as easements in Lot 1 of Block One and Lots 1 & 2 of Block Two. Carried.

ARPA Funds: Discussed use of American Rescue Plan Funds in the among of approximately \$68,000. 1st payment has been received, 2nd will come next year. After visiting with KLM, staff is confident they can be used for OSHA compliance on the water tower as long as it is documented as safety.

NEW BUSINESS

Small Cities Assistance Program: For cities that do not receive municipal state aid for streets. Ottertail has received \$15,661-1st half payment with 2nd have due in December. Council noted that it should be used for street maintenance.

Call for Hearing: Motion by Burlingame and second by Carlson to set September 16, 2021 during the regular meeting to have a hearing on Re-Zoning AG property in the Deer Run Estates area to single family. Carried.

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Smart Room: A letter from Otter Tail County stated that it would assist cities or townships administer their funds if needed to help ensure the funds are spent in Otter Tail County if there is any need. Otter Tail County was using their funds to help invest in Broadband throughout the county and had inquired about a smart room in Ottertail such as the ones that were done with COVID money in Battle Lake, New York Mills and Vergas. Staff shared cost information with Council stating that these costs would be funded by the County along with a stipend for a table, chairs and costs of internet for a limited time. A motion was made by Carlson and second by Hill to approve **Resolution 2021-30 Declaring Surplus Equipment** of miscellaneous office furniture to be sold to make room in the now copier room. Carried. In a related topic. LMC has suggested that cities budget for IT. Since the person the city has been using is now retiring, the city needs to consider putting an amount in the budget. Staff has asked for a proposal from Arvig Communications for this service.

Budget Work Session: Set Tuesday, August 31 at 5 p.m. for budget discussions and preliminary levy.

Call for Hearing: Motion by Carlson and second by Windey to set September 16, 2021 during the regular meeting for a tax abatement hearing for Duane and Linda Fraki as part of the Building Big in Ottertail and Big Build program of Otter Tail County. Carried.

660: Learned from Clerk Administrator Hanson that the population of Ottertail has increased by 88 persons.

Pickle Ball Court: Planning committee has designed an additional pickle ball court to be placed in the park next to the current pickle ball/basketball/tennis court. Cost is approximately \$18K – \$20K. City could pay part with reserved capital outlay funds. A motion was made by Carlson and second by Hill to allow Windey and Grobeck to continue working with the planning committee to come with a final proposal on site and costs. Carried.

Call for Hearing: Motion by Burlingame and second by Hill to call for tax abatement hearing on September 16, 2021 during the regular meeting for Duane and Linda Fraki for a new home with the Building Big program for Ottertail City and Otter Tail County's Big Build. Carried.

Zoning:

2021-38 Ron Behl – 132 Bay View Rd – 12' x 16' Shed & 16' x 36' Garage

2021-39 Adam Wedde – 105 Jackson Ave N – Porch Addition & New Garage

2021-40 Ted Strand – 418 MN Hwy 78 N – 3 Additions, Apron to Garage & Deck

2021-41 Gabrielson Properties – 300??? Eagles Trl – 4-Plex Townhome

2021-42 Shon Thole – 201 Hilltop Rd – 22' x 16' Covered Porch/Lakeside & Reside Cabin

2021-43 Ricky & Karen Looock – 128 Lynn Rd – 300' x 6' Wood Privacy Fence in Backyard

2021-44 Ben Bethke – 101 Lynn Rd – 16' x 150' Concrete Driveway, 16' x 24' Concrete Pad, 3' x 23' Concrete Sidewalk, 4' x 16' Concrete Pad

2021-45 Duane Fraki – 520 Three Lakes Rd – Construct New Home w/ Attached Garage

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 8.03 p.m. a motion by Carlson and second by Burlingame. Carried.

Submitted by

_s/s

Elaine Hanson, MMMC
Clerk-Administrator

Attested by

_s/s

Ron Grobeck, Mayor