

September 15, 2022

**City of Ottertail
Regular Meeting
City Hall, September 15, 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; and Bob Schlieman, City Engineer

Also Present: Jenna Baker – Citizen’s Advocate, Chris Gilleland, Maddie Gilleland, Dave Rogers, Lora Rogers, Jason Greenwaldt, Jason Haugen, Curtis Haugen, Greg Swanberg, Randy Beyer, Adam Jacobson, Greg Smith, Tyler Scheidecker, Dave Hanson, Rick Pedersen, Joe Rice, Eugene George, Josh Stock, John Jorgenson, Darold Woessner, and Aaron Menze.

COUNCIL MEETING

Meeting was called to order by Mayor Grobeck at 5:30 PM. All present recited the pledge of allegiance.

The meeting started with opening the sealed bids for the Ottertail Fire Department 1980 Chevrolet Grass Rig truck by Clerk, Thorson. A total of 16 bids were submitted with \$4201.95 being the highest bid. Participants that were present were given the opportunity to raise their bid once by silent submission. There was a total of 10 raised bids with the winning bid being \$7850.00 by Jason Greenwaldt. A motion was made by Windey and seconded by Hill to accept the bid. All voted; motion carried.

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

- a. Approve Minutes 8-18-2022, Work Session 9-1-2022
- b. Resolution 2022-28 Sponsoring 2022 Community Growth partnership Application for Williams & Company Rehab Project
- c. Resolution 2022-29 Accepting Donation from the Ottertail Lions Club for Pickleball Court Improvements
- d. Resolution 2022-30 Preliminary Levy – General Fund
- e. Resolution 2022-31 Call for Hearing Amending TIF District 1-7 to include Hume Plumbing & Services
- f. Resolution 2022-32 Acknowledging Donation from WCI/Kenny Nelson
- g. 1-4 Temp Liquor License Birak Shrine Club October 15, 2022
- h. Application to approve Bingo Event Gambling @ Woodshed Bar & Grill October 10, 2022
- i. Financials & various reports
- j. Approve claims 3893-3927 for \$189,581.57 with additions and approval to pay late coming invoices

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REPORTS-FORUM-PRESENTATIONS

Fire Department: 1) The fire department had 14 medical calls, 1 fire call, and 1 gas call for the month of September. This brings it to a total of 138 calls for the year so far.

City Hall: 1) Restoration Letter Update Clerk, Thorson presented council with a letter received at City Hall regarding the letter Council and Mayor Grobeck sent to four property owners on the far North-West section of the Otter's Tail. 2) AllPaid will be establishing a higher rate of 2.95%, previously 2.65% for Tax & Utility payments applied on our behalf that will go into effect on or about October 4, 2022. 3) Bog on Donald's Lake was removed on 8/26/2022 by Ottetail Aggregate at the request of the City. The City obtained the proper permit from the DNR in order to have the work completed. Cost of removal was \$1,766.00 4) An email was sent to Bernie Steeves from the City of Ottetail concerning the development of Wholer's Trail. Bernie had not responded to the email. Mayor Grobeck stated that Steeves spoke with him and said that Steeves had problems with the letter (email). Mayor Grobeck said a meeting needs to be set up with council, city staff, and Bernie and Jeff to discuss the matter. Council disagreed. Council stated that the City should know how much funding is actually available to go towards the project before moving forward. Windey agreed and stated that from here on out it is all "brand new", especially working with the potential burial grounds. 5) Clerk Thorson proposes monthly work sessions to discuss situations and plans so that council meetings could progress more efficiently and be kept strictly for making decisions. Council agreed on the idea. Work sessions will be held on the 2nd Tuesday of each month at 4:00 PM. The 1st work session scheduled is October 11th of 2022, Mayor Grobeck agreed that a work session would work for Wholer's Trail since Bernie Steeves would be welcome to come.

OTCEPAC: Council Member Windey announced that the work session scheduled for October was cancelled.

OLD BUSINESS:

Engineer's Agenda: 1) Water tower improvements update-the original completion date has passed. A letter presented by Osseo Construction requested an extension for the work to be complete on September 26th, 2022. Council agreed that it needs to be completed. Carlson made a motion to approve the request of extension with the completion date being September 26th. Grimes seconded. All voted; motion carried. 2) Capital Improvement Planning-Schleiman presented numerous areas in town that need improving. After the council reviewed the plan they agreed that the entire City needed to be assessed and then a new plan be presented.

Demo Derby: The council reviewed the rental agreement for Full Arena Promotions with Josh Stock for the Demo Derby on October 15th 1pm-5pm. Full Arena Promotions will pay \$500.00 for the lease of City Land known as Derby Park. \$400.00 is a pre-payment for utility services at the park, if the amount is more, a final payment will be made. A motion was made by Carlson to approve the rental of the Demo Derby arena and it was seconded by Hill. All voted; motion carried.

Basketball Court Relocation: Mayor Grobeck presented a plan of creating a half basketball court next to the pavilion and pickleball courts at the city park. Mayor Grobeck, Council member Windey, and Darold Woessner met at the park to create the plan. Mayor Grobeck also requested a quote from Pete Thiel for concrete. Mayor Grobeck said the Ottetail Lions Club are willing to donate up to \$12,500 and Ottetail

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Community Foundation is willing to donate up to \$5,000 to the project. Woessner said that it would be more than enough to cover both the work that he would provide plus the quote from Pete Thiel on concrete. Hill, Grimes, and Carlson all agreed that the work should be put on hold until Spring of 2023 and that they could decide later. More discussion was passed with conflicting opinions. Clerk Thorson provided the 2021 Improvement Request Policy to review considering the half court construction. It was suggested that matter be brought to the next work session but, Mayor Grobeck wanted the decision done sooner so work on the court could start sooner rather than in the Spring next year. Council Member Carlson made a motion to approve the new half court basketball relocation plan if quotes and labor did not cost more than the \$17,500 the Ottetail Lions are willing to donate. Grimes seconded. All voted; motion carried.

NEW BUSINESS

Ottertail Opportunity Funds – Application increase: Council was presented with new application fees due to the increase in cost associated with recording the loans at the County. Commercial Rehabilitation Deferred Loans application fee of \$75.00, New Business/Construction Deferred Loan application fee of \$100.00 and Community Enhancement Grant application fee of \$100.00. Hill made a motion to approve the increase of application fees. Seconded by Grimes. All voted; motion carried.

First Reading of amending ordinances 2022-09 and 2022-10: Ordinance 2022-09 – Amending Chapter 151.028 Table I, council agreed the table needed to be updated to reflect the councils prior decision to remove Cluster Development from the City Code. Ordinance 2022-10 – Amending Chapter 151, it was agreed to discuss further in detail at the work session in October.

Community Center/Recycling Area Clean Up: Lohse, the City’s maintenance coordinator, reached out to Carr’s Tree service for a quote on cleaning up brush behind the alley way behind William’s Co. and the community center. Stumps could be removed, weeds sprayed and eliminated, quote included the overgrown weeds at recycling bins by the water tower. Quote of \$625.00 to complete the jobs. Hill made a motion to approve hiring Carr’s Tree service to complete the jobs. Carlson seconded. All voted; motion carried.

ZONING

- 2022-45 ▪ 202 Cozy Oak Dr E – New Home
- 2022-46 ▪ 144 Sawmill Rd – Pergola
- 2022-47 ▪ 909 Three Lakes Rd – Garage w/Living Space
- 2022-48 ▪ 111 West Ave – Garden Shed
- 2022-49 ▪ 907 Three Lakes Rd – Concrete Patio
- 2022-50 ▪ 105 Buchanan Rd – Wood Shed
- 2022-51 ▪ 618 Three Lakes Rd – Garage with 770’ Living Space
- 2022-52 ▪ 314 MN Hwy 78 N – Internal Remodel (Commercial)

CORRESPONDENCE/MEETINGS/TRAINING/FYL-REMINDERS

Otter Tail County Work Force Summit: October 26th – Thumper Pond, all day

MCFOA Learning Session: September 29th – Vergas, all day

Clerk, Amanda Thorson will be attending both sessions.

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Hill made a motion to close the meeting. Seconded by Carlson. All voted; motion carried.

Meeting adjourned at 6:48 PM

Respectfully,

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

S/S _____
Ronald Grobeck
Mayor