

**City of Ottertail,
Regular Meeting
City Hall, September 17, 2020 - 6:00 PM**

Council Members Present were: Mayor Myron Lueders, Jill Carlson, Ron Grobeck, Judah Burlingame and Mike Windey.

Staff Present were: Clerk-Administrator Elaine Hanson (via Zoom); Maintenance Coordinator Justin Lohse; Deputy Clerk Amanda Thorson; Fire Chief Stuart Fleischauer.

Also Present were: Traci Ryan, Economic Development Consultant; Bernie Steeves, Patti Steeves and Jenna Baker from the Citizen's Advocate, official paper.

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

CONSENT AGENDA:

Motion made by Grobeck and second by Windey to the consent agenda with additions. All voted in favor, motion carried.

- a. Approve Minutes of 08-17-2020 Regular Meeting.
- b.
- c. Financials & various reports
- d. Approve claims in the amount of \$ 59,508.71 and approval to pay late coming invoices.

STAFF REPORTS:

Fire Department: 1) Chief Fleischauer reported he did not have a call sheet for council, stating he is having a hard time reporting calls without violating HIPAA laws. Mayor Lueders asked if there could be a spreadsheet that could council the type of call, equipment used in call, how many in department answered call, and if/how much property loss was associated with each call. Clerk-Administrator Hanson spoke via Zoom saying that she would get together with Chief Fleischauer and work out a spreadsheet. Chief Fleischauer is having 2 training each month, rescue and fire. 2) Fleischauer spoke to allocating some or all of the remaining CARES Funds to pay for the Lucas Machine, allowing the Nelson Gift to be used on other essential items the Fire Department needs. Hanson provided that there were enough funds in the CARES Account to cover the cost of the Lucas Machine. 3) Fleischauer spoke to the loss that occurred on August 29, 2020; City Pumper truck went off roadway on Donald's Rd and was damaged. The truck was out on a birthday drive by when the accident happened. Fleischauer apologized to the council and community for the accident. Donald's Rd also received damage at this time, Deputy Clerk Thorson provided council with an estimate of \$7,640.00 to repair the road. Council agreed that with water so high it would not be a proper time to make repairs to road. A motion to approve up to \$1000.00 in fill be brought in for fill along the road this fall, and to address the road repairs in the spring was made with Carlson and second by Windey, all in favor, carried.

City Hall: 1) Thorson presented a letter from Sourcewell for a new service agreement. Council was informed that cost per hour will increase by \$5.00 to \$75.00. Motion by Grobeck and second by Carlson, all in favor carried.

Recycling Bins: Discussion was made after several phone call between Mayor Lueders, Clerk Hanson and Reanna from Otter Tail County regarding the location of the dumpers once they are moved from Carr's Supermarket. Final decision was to temporally place the dumpsters near the water tower on Ottertail City property.

PRESENTATIONS: None.

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OLD BUSINESS:

Water Contract: No update.

Tyler Wohlers Trail: Bernie and Patti Steeves were present to speak more on starting the project this fall. Steeves mentioned that he spoke with Darrel Woessner, from Woessner Construction and a contractor that would do much of the grading and gravel work in-kind. After some discussion regarding how much funds have been collected and where costs could be minimized, a work session was suggested to review with Bob Schlieman, Apex, the costs related to the trail. Deputy Clerk Thorson will call Schlieman and set up a day with 3 days posted notice for the work session and let everyone know.

Happy Acres II:

I. Concept Plan: A new concept map was presented to council. It was mentioned that Jack Rosenthal from Compass Consultants was able to get 9 lots at 40,000 sq ft or a little above. Discussion was made regarding the narrowness of lot 6. Thought was to verify with Rosenthal to verify that whoever purchases that specific lot would be able to meet city ordinance and setbacks on their driveway. It was also pointed out that landowners of Happy Acres Lot 3 would gain 9,953 additional sq feet, owners of Lot 2 would gain 4,812 feet of land, and owner of Lot 8 would also gain sq feet on their property.

II. Kinsman Land Swap/Sweere Inquiry: Council was informed that the owner of Lots 3 and 11 which has been previously purchased by Lynnette Kinsman were included in the new concept map. She agreed to a land swap to help keep lines uniform. Kinsman would also gain the vacated street just north of her lot 3 and have a slight loss of property on her lot 11. Additionally, council was informed of an email sent by Stephen Sweere, reaching out to see if the city wanted to purchase his remaining lots to aid in creating a new plat for Happy Acres. Council decided to decline the purchase because there was property owned by others between his and the city owned parcels. Clerk Hanson will send an email in the following week.

III. Soil Sample: Council was informed that both Tracy Ryan, Economic Development Consultant and Bob Schlieman, City Engineer felt it would be a good idea to have the soil sampled for installations of septic in the new lots.

IV. Covenants/Marketing: Traci Ryan, Ryan Consulting was present to discuss the potential need for covenants on the new Happy Acres city owned lots. With the tax incentives being offered and the lots sold for \$1 dollar, there is need for a guarantee for homes to be built within 1 year and other contingencies. Ryan presented a few potential flyers to council and spoke to the need to advertise the lots and their incentives.

Landscaping quotes: Deputy Clerk Thorson informed council that 3 requests for quotes were sent out with no responses. Council suggested several names, staff will look into them the following week.

Swedberg Nursery quote: Council was given a copy of the proposed quote to replace dead trees along bike path. Motion by Grobeck and seconded by Carlson, to accept estimate from Swedberg Nursery, all in favor

CARES Act Business Relief Grants: Motion to approve Resolution 2020-23 Approving Non-Repayable Funds to Businesses was made by Carlson and second by Windey approving Business Relief funds to The Grain Bin for \$5,000, and City of Ottetail for \$638.10. Discussion was made regarding The Williams Company application, committee informed council that the application was not complete. Application deadline for business was September 15th, but their application was received prior to the 15th and could still be eligible if received prior to October 15th, 2020. All voted in favor, motion carried.

NEW BUSINESS:

Variance Hearing: Motion by Windey and second by Carlson for and October 8th Hearing at 7pm in City Hall for Kyle and Leah Davis, and October 15th at 6 p.m. for George and Linda Myhre, no further discussion. All voted in favor, motion carried.

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Peddlers Business Permits: Thorson informed council of a request to have a mobile hair salon within the city limits. Currently the City does not have an ordinance for peddlers and transient merchants or anyone selling products door to door. Council member Carlson stated that she was contacted by concerned residents regarding two men selling cleaning products door to door on River View Rd the prior weekend. Business such as Food Trucks in the past had to have permission from the property owner where they were parking their vehicles. Without some type of registration or permit fee, brick and mortar businesses have felt they are penalized because they are required pay taxes. Council agreed there needs to be further discussion on this topic. Clerk Hanson (via Zoom) said a sample ordinance will be available at the next meeting in October.

ZONING:

- 2020-42 Anthony Budak – 905 Three Lakes Road – Deck with Roof, Replace Concrete Drive
- 2020-43 George Myhre – 118 Lueders Road - Patio (Variance application)
- 2020-44 Fire Starters Worship Center – 107 Main St. W2nd Story to building (after-the-fact)
- 2020-45 Roger Schmitz – 912 Three Lakes Rd – Bituminous Driveway
- 2020-46 Ardell & Holly Paulson – 111 Thalmann Rd – Add lean-to on storage shed
- 2020-47 Rusty Anchor – 227 Main St W. – Add 2 Garages for future retail
- 2020-48 Blue Spruce Properties – 454 Eagles Trail - 3 of 4 twin homes
- 2020-49 Blue Spruce Properties – 452 Eagles Trail – 4 of 4 twin homes
- 2020-50 Lynn & Linda Hillestad – 219 Hilltop Rd – Build onto existing home
- 2020-51 Blue Spruce Properties – 460 Eagles Trl – Property Sign

With no other business to discuss, the Council adjourned at 7:40 p.m. a motion by Carlson and second by Burlingame. Meeting adjourned.

Respectfully submitted,

Amanda Thorson, Deputy Clerk

Myron J. Lueders, Mayor