

May 19, 2022

**City of Ottertail
Regular Meeting
City Hall, May 19, 2022 – 5:30 PM**

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

Absent: None

Staff Present: Elaine Hanson, Clerk Administrator; Amanda Thorson, Deputy Clerk; Nessa Burlingame, Office Mgr.; Justin Lohse, Maintenance Coordinator; Bob Schlieman, City Engineer; and Samuel Felix, City Attorney

Also Present: Chad Koenen – Citizen’s Advocate, Doug Fischer, Amana Fischer, Sue Alberts, TJ Bergeron, Sue Avelsgaard, Mike Avelsgaard, John Carlson, Bruce Hurt, Mike Leichleiter, Jo Leichleiter, Gene O’Dell, Dennis McIntire, Kevin Swann, Barb Swann, Tom Lavalle, Roberta Carlson, Caryn Avelsgaard, Tom Avelsgaard, Roxanne Jacobs, Kevin Ternus, Brad Carr, Roxane Carr, Bill Neumeister, and Tom Wilson

PUBLIC HEARINGS:

Interim Use (IUP) – Leah Davis massage therapy business in residential

Representatives present: Kyle Davis and Leah Davis

Mayor Grobeck opened the meeting at 5:00 pm. Council discussed the nature of the business and parking conditions and how that would affect the right-of-way with the Davis’.

After discussion Carlson made a motion to close the hearing, Hill seconded the motion, all voted; motion carried.

SPECIAL MEETING:

Carlson made the motion to approve the IUP with the following special conditions:

- a. Parcel to be combined with adjacent parcel to be in compliance with Shoreland Ordinance standard of 40,000 sq. ft.
- b. Any future signage is limited to 6 sq. ft. as provided in Chapter 154 and will meet requirement for set-back for City right-of-way.
- c. The IUP would be good for 2-years from the date approved.
- d. In two years from the approved date, the City will review and address any potential impact to the residential area prior to renewal of IUP.
- e. Applicant agrees that IUP will terminate upon change of ownership of the property or upon violation of city ordinances or upon change of the City’s zoning regulations which render the use non-conforming or the redevelopment of the use and property upon which it is located to be permitted.
- f. Client parking shall be limited to one car in the driveway at all times to avoid congestion in the City right-of-way.
- g. The applicant agrees to all conditions above that the City deems appropriate for permission of the use.

Windey seconded the motion to approve the IUP. All voted; carried.

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Hill made the motion to close the special meeting, Carlson seconded the motion. All voted; motion carried.

COUNCIL MEETING:

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

CONSENT AGENDA:

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

- a. Approve Work session Notes 3-14-2022; Public Hearing 3-31-2022; Minutes 4-21-2022: 5-5-2022
- b. Resolution 2022-16 Adopt Otter Tail County Mitigation Plan
- c. Financials & various reports
- d. Approve claims with additions and approval to pay late coming invoices

REPORTS-FORUM-PRESENTATIONS:

REPORTS

City Hall: 1) Discussed purchasing a postage meter and purchasing a bulk amount of postage before prices change. Council and staff agreed not to purchase a postage meter at this time as it will not save money in the long run. Council and staff also agreed to purchase the large quantity of postage as it will save money. 2) Whitney Pittman along with a small group from Farmer's Bureau will be coming to add flowers around the flagpole at city hall and helping with a city cleanup at the park and the community center. They will also help clean up at the recycling center. 3) June 4th is city wide clean up day. Postcards went out to residents with more information on how to participate if wanted.

OTCEPAC: 1) Windey and Lohse informed the council, staff, and public present of the Otter Tail County Sheriff's Office open house on Saturday, June 4 from 12:00-2:00 PM.

PUBLIC FORUMS/PRESENTATIONS

Brian Koehn, CPA: Brian D. Koehn, PLLC provided a condensed version of the 2021 Audit and will provided a full report digitally for record. The report was favorable with the 3 material weaknesses the City receives each year for 1) Lack of segregation of duties due to our small office setting. 2) Year-End closing procedures for material adjustments for reclassification and cash-to-accrual conversion entries due to our small CTAS Cash only finance program. 3) City relies on the audit firm to prepare the annual financial report which may cause the City to detect a material misstatement in the annual financial statement. Going over the financial information in summary to make Council aware of financial trends, favorable and unfavorable using data compiled under consistent accounting principles and audited under Govt. Auditing Standards. Overall, each of the Government Funds perceived to be favorable. Koehn thanked the Council and City Staff for the opportunity to provide the audit for 2021 and the work that is being done by City staff to ensure a clean audit. Motion to accept the audit was made by Hill and second by Grimes. All voted in favor, carried.

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Aaron Menze: Presented his belief that he should not be paying for the water access fee at his property on Elevator Drive and challenging the ordinance that is in place for curb stops. He also claims that he does not use the water and therefore should not have to pay the curb stop/water access fee. The city currently working on a water study with Ehler's. The council will review the water study and the curb stop policy.

OLD BUSINESS:

Engineer's Agenda: Bob Schlieman: 1) Water tower is set to be recoated early to mid-July. 2) Thalmann Rd was discussed. Heavy snow this winter has caused a significant amount of runoff and more rain this spring, has caused the road to wash out with a large amount of sand and gravel now in the nearby yard of Delbert Thalmann. Bob recommends that a culvert be put in place under Hilltop Rd and Thalmann into a ditch. It was also mentioned to possibly change the ordinance to include culverts in future roads. A motion was made by Hill to approve Apex engineering to work with the City's maintenance coordinator on communicating with Delbert Thalmann and reviewing the area with GPS if a culvert, swale or ditch would work best. Seconded by Grimes. All voted; motion carried

Anglum CUP deny or approve: Carlson made a motion to deny the CUP as it was for insurance purposes that it was requested, and the council would like to see it stay commercial. Seconded by Hill. All voted in favor; motion carried.

Rod and Gun Club/Demo Derby: Grimes made the motion to approve the proposed changes to the Demo Derby area made by Dave Walden at April's council meeting. Seconded by Carlson. All voted; motion carried.

Adopt Ordinance #2022-01 New Zoning Map: Windey made a motion to approve the new zoning map. Seconded by Carlson. All voted; motion carried.

Ottertail River/John Carlson: Requested the council give permission to close the opening from the Ottertail River into Otter Tail Lake on the north end to bring the "tail" back to its natural state. John claims the DNR put the decision on the City of Ottertail. John believes the best choice of action is to close the "unnatural" opening and open up the "natural" opening of the river flowing into the lake. Many other residents gave their opinion from both agreeing and opposing sides. Sam Felix, City's attorney, advised that even though the property in question is within city limits it is not city property, and the City should not participate in any way and to not take any action. The council made the decision to have a work session with the DNR, city's attorney, and city's engineer present.

NEW BUSINESS:

Solar Ordinance: Ordinance was reviewed by council. More review of the ordinance is scheduled for the work session on May 23rd, final reading and public hearing will at the June 16th council meeting.

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Swearing in new Clerk and Deputy Clerk: Amanda Thorson was sworn in as the new City of Ottertail Clerk-Treasurer and Nessa Burlingame was sworn in as the new City of Ottertail Deputy Clerk.

Ordinance Book Revision Goals: Ordinances to be reviewed at the work session include shoreland requirements and duplex and twin homes within Thumper Pond along with others.

Transfers: Carlson made the motion to approve the transfer from General Fund (100) to General Capital Projects Fund (425). Seconded by Windey. All voted; motion carried.

Zoning:

- 2021-13 ▪ 123 Shores Rd – “L” Shaped Addition to Home (Extension from 2021)
- 2022-07 ▪ 206 South Maple Ave – 12’ x 20’ Utility Shed
- 2022-08 ▪ 108 Lueders Rd – New Home 37’ x 38’ on Slab
- 2022-09 ▪ 107 Sunset Dr – 30’ x 66’ Chain Link Fence (Fence Permit)
- 2022-10 ▪ 340 West Main St – 40’ x 62; Single Family W/ Garage
- 2022-11 ▪ 203 Lake Ave S – 14’ x 30’ Garage on Slab
- 2022-12 ▪ 101 East Main St – 40’ x 50’ Building Addition (Commercial)
- 2022-13 ▪ 322 Buchanan Rd – 40’ x 80’ Building (Commercial) approved 5/5/2022
- 2022-15 ▪ 235 River View Rd – 70’ x 6’ Composite Privacy Fence (Fence Permit)
- 2022-16 ▪ Near 211 N Mn Hwy 78 – Replace 4’ x 8’ Advertising Sign (Sign Permit)

CORRESPONDENCE/MEETINGS/TRAINING/FYI-REMINDERS

- a. May 26 – Open House for Elaine – Otter Supper Club
- b. Otter Tail County Open House – June 4th, 2022, 12pm-2pm @ Ottertail Operations Center
- c. Ottertail City Wide Clean-Up Day – June 4th, 2022 (items need to be at curb w/ postcard by 7am)
- d. Household Hazardous Waste Collection – June 10th, 2022 @ Ottertail Community Center (10am-2pm)
- e. Work Session May 23rd – Jake Hubesch and Traci Ryan along with staff and council members
- f. Close City Hall Tuesdays and Wednesdays at 2 for staff training

Hill motioned for the meeting to be adjourned at 7:27 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