

**City of Ottertail  
Public Hearing  
Regular Meeting  
City Hall Thursday January 15, 2026 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Michael Windey, Elizabeth Augustus, and Jerry Martin  
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Coordinator, and Bob Schleman & Sam Ruppert of Apex Engineering  
Others Present: Terry Lorentz, Beth Lorentz, Lisa Augustus, Terry Wagenman, Cedar Walters of West Central Initiative

**PUBLIC HEARING**

Mayor Grobeck opened the public hearing at 5:30 pm and all recited the pledge of allegiance.

**Street Improvements on Ottertail Ave & China Street-** After presentations from Ruppert of Apex Engineering and much discussion from the public and council, Council Member Martin made a motion to close the public meeting. Council Member Augustus seconded the motion. Motion carried. The public hearing was closed at 6:14 pm.

**REGULAR MEETING**

Mayor Grobeck opened the regular meeting at 6:14 pm.

Council Member Windey made a motion to approve the consent agenda with additions and corrections; Council Member Augustus seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 12-18-2025 Regular Meeting
- b. Approve Minutes 12-18-2025 Truth in Taxation Hearing
- c. Resolution 2026-01 Official Designation for City of Ottertail
- d. Resolution 2026-02 Authorizing Signatures
- e. Resolution 2026-03 Procedure to Comply with Regulations for Reimbursement of Bonds
- f. Resolution 2026-05 Accepting Donations
- g. 3.2 Off-Sale for Carr Enterprises 2026-2027 contingent on paperwork and fee paid
- h. Resolution 2026-06 Limited Use Permit with MnDOT for City Sign
- i. Monthly Financial Reports
- j. Monthly Schedule
- k. Monthly Services Sold Report (Water Fund)
- l. Monthly Zoning Permits
- m. Approve Claims 5375-5410 for \$163,797.63 with additions and approval to pay late coming invoices

**REPORTS**

**Fire Department-1)** Maintenance Coordinator Lohse reported on behalf of Fire Chief Ahlfs there were 6 medical calls, 1 car accident and 2 rollover accidents at the snowmobile races on Sunday.

**City Hall-1)** Approve Staff Training on March 31, 2026, Mahnomen. Motion by Council Member Augustus, seconded by Council Member Martin, to close City Hall on March 31, 2026, for staff to attend Safety and Loss training in Mahnomen and to cover travel costs along with accrued expenses associated with this training. All voted in favor. Motion carried. **2)** Approve MCFOA Conference attendance - Motion by Council Member Windey, seconded by Mayor Grobeck, to cover the travel and accrued expenses for Clerk Thorson to attend the MCFOA Annual 2026 Conference. All voted in favor. Motion carried.

**OTCEPAC-** Council Member Windey – No meeting but discussed email sent regarding FEMA and other monetary cuts and the hardship this causes the County.

**Ottertail Tourism Board** – No report

**Public Forum and Comments** – no comments.

### **OLD BUSINESS**

**Resolution 2026-04**– Ordering Improvements to Street Surfaces on Ottertail Avenue and China Street to Hong Kong Street, motion by Council Member Martin, seconded by Council Member Augustus, to adopt Resolution 2026-04 with amended description of improvements to Hong Kong St authorizing approval of the design and preparation of plans and specifications for street improvements to China Street and Ottertail Avenue, including installation of water services to Lots 2 and 10 within the project area.

### **Engineer's Agenda**

- a. **Ottertail Ave & China Street Surface Improvements Task Order #12-** Council Member Augustus made a motion to execute Task Order No. 12, which sets forth the scope of design services and details for engineering improvements to China Street and Ottertail Avenue along with addition of water services to lots 2 and 10. Council Member Windey seconded the motion. All voted in favor. Motion carried.
- b. **Lead Service Line Replacement Project Task Order #13:** Council Member Windey made a motion to approve Task Order No.13, which sets forth the details and services of the engineer for performing replacement of lead and galvanized service lines within the City of Ottertail. Council Member Martin seconded the motion. All voted in favor. Motion carried.
- c. **Agreement for services between City of Ottertail & Design Intent Architect of Fergus Falls –** Upon discussion, a work session will be held with Design Intent, City Attorney, and City Council for more discussion on the fire hall expansion on Monday, January 26, at 4:30 p.m. at City Hall.
- d. **Solar on Community Center** – On behalf of Griffin Peck and WCI, Cedar Walters addressed the Council, office staff, and members in attendance regarding the solar analysis for the fire hall and community center. Council Member Windey motioned to approve putting the details of the potential project into a cooperative RFP lead by Lakes Country Coop Services, with Council Member Martin seconding. All voted in favor. Motion carried.

### **NEW BUSINESS**

- a. **2026 Liaisons** – The 2026 list of Liaisons and Consultants was reviewed by council and staff. Council Member Windey motioned to approve the 2026 liaison list as presented, with Council Member Augustus seconding. All voted in favor. Motion carried.

#### **2026 Liaisons**

##### **Deputy Mayor:**

Jill Carlson

##### **Personnel:**

Jill Carlson and Jerry Martin

##### **Fire Department:**

Jerry Martin and Elizabeth Augustus

##### **Ottertail Convention**

##### **& Tourism Rep:**

Jill Carlson

##### **Otter Tail Co. EPAC**

Mike Windey & Justin Lohse

##### **Planning Group Representative**

Ron Grobeck & Mike Windey

**Water Committee**

Ron Grobeck, Jill Carlson & Clerk-Treas.

**Weed Inspector:**

Mayor Ron Grobeck (Statutory)

**Emergency Services Director:**

Mayor Ron Grobeck (Statutory)

**Fire Chief**

Joe Ahlfs

**Legal Advisor**

Sam Felix, primary,

Karkela, Hunt & Cheshire, PLLP

**Auditor**

Brian D. Koehn, CPA

**Consultants**

Engineer: Bob Schlieman, Apex Engineering Group  
 Financial Advisor: Todd Hagen, Ehlers and Associates  
 Economic Development: Traci Nelson of Ryan Economic Development Consultant  
 Planning/Zoning: Scott Saehr, Saehr Consulting  
 Mileage Rate: 2026 IRS rate .72 ½ ¢/mile

- b. **2026 Regular Meeting Schedule** – The 2026 Meeting dates were reviewed by council and staff. Council Member Windey motioned to approve the 2026 regular meeting dates along with the additional informational dates. Council Member Augustus seconded. All voted in favor. Motion carried.

**Meeting Schedule:**

**Third Thursday of the Month 5:30 pm unless otherwise scheduled**

**\*Special Meetings:** Called by Mayor or Two Council Members\*

Location: City Hall unless specified elsewhere. – Work Sessions: Posted as Special Meetings as needed.

January	15	July	16
February	19	August	20
March	19	September	17
April	16	October	15
May	21	November	19
June	18	December	17

**Correspondence/Meetings/Training/FYI-reminders/Local Events**

- a. City Hall Closed Monday January 19, 2026 - Martin Luther King Jr Day
- b. City Hall Closed February 16, 2026 – Presidents Day
- c. Ottertail Polar Plunge February 7, 2026- Registration 11am/Plunge Begins @ Noon

Council Member Martin made a motion to close the meeting. Council Member Augustus seconded the motion. Motion carried. The meeting was adjourned at 7:05 P.M.

Respectfully,

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Amanda Thorson  
 Clerk-Treasurer (Prepared by D. Clerk Patty Hensel)

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Ron Grobeck  
 Mayor