

**City of Ottertail
Regular Meeting
City Hall Thursday January 16, 2025 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Elizabeth Augustus, and Jill Carlson.
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Coordinator and Joe Ahlfs, Fire Chief.
Others Present: Jerry Martin and Tyler Rupe

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:30 PM.

Vacant Seat: Four people expressed an interest by letter to the council for the open seat vacated by Write-In's from the general election in November. Janet Hill-Three Lakes Rd, Jerry Martin- West Ave, Candace Rastedt – Elm Ave and Ruth Bosse – Lake Blvd. A silent vote was taken with Jerry Martin having two votes, Jan Hill received one vote and Candance Rastedt received one vote. Mr. Martin was sworn in by Clerk Thorson and took his place at the council table.

Oath of Office: The following were sworn in for Council Seats by Clerk-Treasurer Thorson:

Ronald J Grobeck – Mayor - 2 year Term
Michael Windey – Council 4 year term
Jerry Martin – 2 year, Special Term

Carlson made a motion to approve the consent agenda with addition to payables; Windey seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 12-19-2024 Regular Meeting
- b. Approve Minutes 12-19-2024 Truth in Taxation Public Hearing
- c. Resolution 2025-01 Official Designation for City of Ottertail
- d. Resolution 2025-02 Authorizing Signatures
- e. Resolution 2025-03 Procedure to Comply with Regulations to Reimbursement of Bonds
- f. Resolution 2025-04 Accepting Donation Estate of Martha Anderson
- g. LG220 Application for Exempt Permit - Duck Unlimited Thumper Pond 2-21-2025
- h. 3.2 Off-Sale for Carr Enterprises 2025-2026 contingent on paperwork and fee paid
- i. Monthly Services Sold Report (Water Fund)
- j. Monthly Financial Reports
- k. Monthly Schedule 1
- l. Approve claims 4931-4962 for a total of \$93,276.45 with approval to pay late coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported 3 medical calls, 1 mutual agreement fire structure call with the City of Perham **2)** Motion by Windey, seconded by Martin to authorize Fire Chief Ahlfs to purchase tires as presented in the packet. All voted in favor. **3)** Grass 1 rig recalls fixed; engine brought in to have alternator fixed, the fuel pump was fixed; new life jackets were implemented. **4)** Billing for Thumper Ice Rink fill will be revisited after season.

City Hall-1) Clerk Thorson requested permission to attend the Ehlers 2025 MN Public Finance Seminar February 6-7 in Edina; Cybersecurity for local government course February 12-13 in Waite Park, 2025 MCFOA Conference March 18-21 in Brooklyn Center. Carlson motioned; Augustus seconded; all voted in favor. **2)** Motion made by Carlson, seconded by Martin to close City Hall for Clerk Thorson, Deputy Clerk

Hensel, and Maintenance Coordinator, Lohse to attend 2025 Safety and Loss Control Workshop March 26 in Alexandria. All voted in favor.

OTCEPAC-Windey reported no meeting in January. Next meeting will be held February 19, 2025. He did attend a solar meeting, mentioning there is money available to use for the fire station remodel. He would like to see council form a planning committee for the remodel of the fire department and implementation solar energy. Suggested Griffen Peck come out and speak to council regarding solar energy at a council meeting.

Ottertail Tourism Board- Carlson reported there were no meetings after the weekend of COR Powersports Snowmobile races but there was a good turn-out and great benefit to the community. Mayor Grobeck stated the Easter Egg Hunt is set for April 19, 2025, and 5 of the 6 bands have been booked for the 2025 Music in the Park.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman: Nothing to report

Ottertail Daycare & Family Center: Tyler Rupe reported for Daycare and Family Center plans to move forward, a soil boring and septic design is needed. A purchase agreement is needed. Rupe will draw up the purchase agreement, with contingencies, the purchase agreement will then be reviewed for accuracy by the city's attorney.

NEW BUSINESS

2025 Meeting Dates: The 2025 meeting dates were reviewed by council and staff. Windey made a motion to approve the dates; Carlson seconded the motion. All voted in favor; motion carried.

2025 Liaisons and Consultants: The 2025 list of Liaisons and Consultants was reviewed by council and staff. Augustus made a motion to approve the list with the changes considered. Carlson seconded the motion. All voted in favor; motion carried.

2025 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: Ryan Economic Development Consultant
Planning/Zoning: Scott Saeher, Saeher Consulting
Mileage Rate: 2025 IRS rate .70¢/mile

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	16	July	17
February	20	August	21
March	17-three days early	September	17-this is one day early
April	17	October	16
May	15	November	20
June	18-one day early	December	18

ZONING

2025-01 ▪ BVH, LLC (Ottertail Bakery) @ 221 N State Hwy 78 – Sign Permit

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

- a. City Hall Closed Monday, January 20, 2025, in observance of Martin Luther King Jr. Day
- b. City Hall Closed Monday, February 17, 2025, in observance of President’s Day
- c. Ottertail Polar Plunge February 1, 2025 – Registration 11am/Plunge Begins @ Noon

Carlson made a motion to close the meeting. Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:27 PM.

Respectfully,

s/s
Amanda Thorson
Clerk-Treasurer
Prepared by D. Clerk Patty Hensel

s/s
Ronald Grobeck
Mayor