

City of Ottertail
Work Session & Special Meeting
City Hall, January 26, 2026, 4:30 PM

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jill Carlson, Elizabeth Augustus, and Jerry Martin

Staff Present: Amanda Thorson, Clerk-Treasurer; and Patty Hensel, Deputy Clerk

Other's Present: Bob Schleiman, Apex Engineering; Sam Felix, City Attorney; and Scott DeMartelaere, Design Intent Architects

WORK SESSION

Council was presented a contract from Design Intent for the design and architect work for the fire hall expansion that has been proposed. Council reviewed the contract by line item with discussion on items throughout the contract.

SPECIAL MEETING

Mayor Grobeck opened the special meeting at 6:05 pm. Council member Carlson made a motion to move forward with the contract from Design Intent with the revisions that were discussed at the earlier work session. Motion was seconded by Council Member Augustus, all voted in favor, motion passed.

Clerk Thorson presented a contract for Jayhawk Utility Billing services. It has been requested by staff to not continue services from iWorq when the contract is finished at the end of September 2026. iWorq has not performed as expected as utility billing software and therefore the request to move utility billing to Jayhawk. After initial purchase of software and conversion, Jayhawk's annual support will cost significantly less than the annual support from iWorq. Motion was made by Council Member Carlson and seconded by Martin to allow Clerk-Treasurer Thorson to sign the presented agreement with Jayhawk Software. All voted in favor, motion passed.

Motion made by Carlson, and seconded by Martin to close the special meeting at 6:10 PM, all voted in favor, motion carried.

Respectfully,

Amanda Thorson
Clerk-Treasurer

Ronald Grobeck
Mayor