

**City of Ottertail
Regular Meeting
City Hall Wednesday, October 16, 2025 – 5:30 PM**

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

Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Bob Schleman, City Engineer, and Joe Ahlfs, Fire Chief.

Others Present: Whitey Schuett; Chad Koenen-Henning Advocate

PUBLIC HEARING

Mayor Grobeck opened the regular council meeting at 5:30 pm and all recited the pledge of allegiance.

Conditional Use Hearing – An application for a Conditional Use Permit was made by K & K Ventures, LLC for excess of 300 cubic yards of grading and filling to construct a parking pad area and widen the driveway access. The council reviewed the staff report, providing 3 possible actions. A) Approve the CUP as presented. B) Table CUP until more information is available C) Approve the CUP with the conditions: a) applicant will note that additional permits will be required for phase III; b) Applicant will apply for and pay for any fees that are required by the City; c) Applicant agrees to all conditions above that the City deems appropriate for permission of the CUP.

After hearing no other comments from the council or the public, Acting Mayor Carlson asked for a motion to close the public hearing, Council member Martin made a motion, council member Carlson seconded, all voted in favor. The meeting was closed at 5:37 p.m.

REGULAR MEETING

Mayor Grobeck opened the regular meeting at 5:37 pm.

Council had no further discussion regarding the CUP for 322 Buchanan Road, Council Member Martin made a motion to approve Resolution 2025-33 with staff opinion of C seconded by Council Member Carlson. All voted in favor, resolution passed.

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

Mayor Grobeck asked for additions to the agenda. Council Member Windey made a motion to approve the consent agenda with additions; Martin seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 9-17-2025 Regular Meeting
- b. Approve Minutes 9-24-2025 Public Hearing
- c. Annual Thumper Pond Snow Agreement 2025-26
- d. Annual Winter Maintenance Contract Otter Tail County Resolution 2025-31
- e. Approve 60-month Contract for phone from Arvig
- f. Approve Resolution 2025-32 Accepting Donation
- g. Approve Voter Account of Allocation to Otter Tail County
- h. Monthly Financial Reports
- i. Monthly Schedule 1
- j. Monthly Services Sold Report (Water Fund)
- k. Monthly Permit Reports

I. Approve Claims 5256-5283 for a total of 54,071.60 with Additions and Approval to Pay Late Coming Invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported there were 8 medical calls. **2) New Hire Equipment Purchase-** Motion made by Council Member Carlson, seconded by Council Member Windey to authorize Fire Chief Ahlfs to purchase turn out gear for the new hire. All voted in favor. Motion carried. Fire Chief Ahlfs encouraged council members to attend a meeting at 7:00 pm October 20th at Henning City Hall for discussion on the “what and why” of the Sprint Medic program. The Sprint Medic is a grant funded program that provides a roaming paramedic to assist local rescue squads and Basic Life Support (BLS) ambulance services by offering Advanced Life Support (ALS) capabilities at medical calls. The program is designed to enhance patient care by making ALS resources available in the field without requiring a separate ALS ambulance to respond in addition to the BLS service on scene.

City Hall-1) Clerk Attendance MCFOA Region 1 Meeting, a Motion by Council Member Augustus and seconded by Council member Carlson, for approval of Clerk Thorson to attend Region Meeting October 23 in Bemidji. All voted in favor. Motion carried. **2) Lions Shelter Misuse** -Clerk Thorson informed Council that the vandalism at the City Park was reported to authorities. Damage occurred to both the roof of the Lions shelter and the picnic tables. Discussed placing a trail camera that covered the roof of the shelter if vandalism continues. **3) Arvig Internet Increase** – Clerk Thorson informed Council of the upcoming internet rate increase scheduled for this year.

OTCEPAC- Council Member Windey and City Coordinator Lohse attended the 2025 OTCEPAC Emergency Management Summit held earlier in the day at the Pelican Rapids School. The event highlighted the importance of coordinated emergency preparedness efforts, strategies for community economic recovery, and available resources for family assistance during crisis situations.

Ottertail Tourism Board – Council Member Carlson – no report

Public Forum and Comments – no comments.

OLD BUSINESS

- a. **Engineer’s Agenda/Bob Schlieman: 1) 2026 Capital Improvement Plan Presentation** – City Engineer distributed a Capital Improvement packet summarizing the five-year CIP plan to Council, explaining that it is a living document and changes can be made as needed.
2) Water Tower Warranty Work – Update: Osseo contacted the City via email and confirmed they will be completing the warranty work on the water tower. The work will not be done this fall, hoping plans will be in place to begin repairs in the spring.
3) Deer Run Estates Water Easement – City Engineer Schlieman explained that when Deer Run Estates was originally platted, water easements were not fully recorded. As a result, portions of the water distribution line run through private property, and the City does not currently have full access for maintenance. Apex Engineering and City Engineer Bob Schlieman have prepared easement documents for each affected property owner, providing reimbursement of \$1.00 for the necessary easement. Schlieman noted that if any maintenance or repairs are required prior to the recording of these easements, the cost of such repairs could fall on the property owner due to lack of proper access.
- b. **Fire Hall Expansion Meeting Schedule** – Meeting is scheduled for Tuesday November 18 at 6pm in the Community Center training room.

- c. **TIF 1-8 Development Agreement** - Motion by Council Member Carlson, seconded by Council Member Augustus, to approve Clerk Thorson and Mayor Grobeck to sign the development agreement for TIF District 1-8 between the City of Ottertail and the Ottertail Community Center (Project). All voted in favor. Motion carried.

NEW BUSINESS

- a. **Hydrant Buddy Purchase** – Coordinator Lohse explained the benefits of having a Hydrant Buddy with Council including reduction of injuries and increased productivity. Motion by Council Member Windey, seconded by Council Member Augustus, to authorize the purchase of the Hydrant Buddy and gate valve key along with needed accessories. All voted in favor. Motion carried.
- b. **Ottertail History Project Funding Request** – Clerk Thorson presented Council with a letter from Robert Ecklund requesting funds for the Ottertail History Project. Clerk Thorson also presented a letter she had prepared stating that, as of 2024, the City will no longer support the project. Council agreed to have Clerk Thorson send the letter to Ecklund without issuing any payment.
- c. **Premier Pyrotechnics 2026 Contract** - Motion made by Council Member Carlson, seconded by Council Member Augustus, for approval Clerk Thorson to sign the Premier Pyrotechnics 2026 Contract. All voted in favor. Motion carried. Thorson also informed council that the Ottertail Lions have increased their donation for the fireworks by 10%. The city also received a sizeable donation from Roy Nielsen for the last 2025 show and towards both 2026 shows.
- d. **Hazard Mitigation Grant** – Council Member Windey, seconded by Council Member Augustus, to approve Resolution 2025-34 and allow Clerk Thorson to prepare and submit an application for funding to Otter Tail County and authorize Mayor Grobeck the designated Authorized Representative. All voted in favor. Motion carried.

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

- a. Habitat for Humanity needs volunteers Tuesday, Wednesday, & Thursdays in Oct. & Nov
- b. Ottertail Hydrant Flushing October 21st & 22nd
- c. Tri City Group Meeting of Collaboration Monday October 27 @ 6:00 pm
- d. Trunk or Treat – October 31 Hosted by Ottertail Lions @ Community Center
- e. Election Day November 4 (no local elections are being held)
- f. Funding Summit hosted by Senator J. Rasmusson at Thumper Pond on Nov 6
- g. City Hall Closed November 11th – Veterans Day – Please look for local events that day in support of our veterans.

Council member Carlson made a motion to close the meeting. Martin seconded the motion. Motion carried. The meeting was adjourned at 6:33 PM.

Respectfully,

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

____s/s_____
Ron Grobeck
Mayor