

**Council:** Grobeck, Carlson, Windey, Hill, Augustus  
**Staff:** Thorson, Lohse, Hensel  
**Fire Chief:** Ahlfs

**FILE COPY \* PUBLIC \* ADVOCATE**  
**Attorney:** Felix **Engineer:** Schlieman  
**Economic Dev. Consultant:** Ryan

**City of Ottertail**  
**REGULAR CITY COUNCIL MEETING AGENDA**  
**CITY HALL Thursday, October 17, 2024 – 5:30 P.M.**

**1. CALL TO ORDER – ALL RECITE PLEDGE OF ALLEGIANCE**

**2. OPEN PUBLIC HEARING(S) 5:30 pm**

- a. Hearing on Proposed Assessments for Wallenberg Dr Project [pg. 3-4](#)
- b. Tax Abatement Hearing – PID 74-000-99-0714-001 • 114 Thumper Pond Rd
- c. Tax Abatement Hearing – PID 74-000-99-0715-001 • 124 Thumper Pond Rd
- d. Ordinance Hearing Amend Chapter 152.50 Streets [pg. 5-7](#)
- e. Variance Hearing – Ramstad @ 121 Lynn Rd [pg. 8-14](#)

**OPEN PUBLIC HEARING(S) 5:45 pm**

- f. Variance Hearing – Ottertail Bakery @ 221 Mn Hwy 78 N [pg. 15-19](#)

**3. CLOSE PUBLIC HEARING(S)**

**4. DECISION(S) FOR PUBLIC HEARING**

- a. Resolution 2024-34 - Wallenberg Drive Assessments [pg. 20](#)
- b. Resolution 2024-35 – 114 Thumper Pond Rd • Tax Abatement [pg. 21-24](#)
- c. Resolution 2024-36 – 124 Thumper Pond Rd • Tax Abatement [pg. 25-28](#)
- d. Ordinance – 2024-06 Amend Chapter 152.50 Streets [pg. 29-31](#)
- e. Resolution 2024-37 – Ramstad Variance Request [pg. 32-34](#)
- f. Resolution 2024-38 – Ottertail Bakery Variance Request [pg. 35-37](#)

**5. ADDITIONS TO AGENDA AND APPROVAL OF CONSENT AGENDA**

*The following items are considered routine or non-controversial by the Council and will be approved with one motion. **There will be no separate discussion of these items unless a council member, city staff or citizen requests**, in which case the item(s) will be removed from the consent agenda and be considered in its normal sequence in the agenda.*

- a. Approve Minutes 9-19-2024 Regular Meeting [pg. 38-40](#)
- b. Annual Thumper Pond Snow Agreement for 2024-2025 [pg. 41](#)
- c. Annual Winter Maintenance Contract Otter Tail County Resolution 2024-39 [pg. 42](#)
- d. Monthly Financial Reports [pg. 43-55](#)
- e. Approve claims with additions and approval to pay late incoming invoices [pg. 56](#)

**6. Reports**

- a. Reports **Fire Department 1)** Report **2)** West Central MN EMS Grant [pg. 57](#)  
**City Hall – 1)** Repair Breakroom Sink  
**OTCEPAC – Windey/Lohse 1)**  
**Ottertail Tourism Board – Carlson**

**7. Public Forum & Comment /Presentations**

*The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee's names may be used. **Please do not expect action from the Council this evening regarding your concerns.** We also request that your comments be limited to four (4) minutes. **Council members may ask clarifying questions but is not intended to be a back-and-forth discussion.** At this time, we ask that anyone who would like to address the City Council to please step up*

and state your name and address for the record. We ask that citizens maintain social distancing and that all comments remain respectful.

This agenda item is intended to provide an opportunity for citizens to address the City Council. The topics can include any agenda item or general comment they would like to share with the City Council. We do expect that all participants provide a name and address of their residence and expect that all parties remain respectful and adhere to the four-minute period to permit all to participate. This is the only portion of the meeting where public comments are allowed.

a.

## 8. Old Business

- a. ENGINEER'S AGENDA/Bob Schlieman [pg. 58](#)
  - 1) Wallenberg Drive Surface
  - 2) Tyler Wohler's Trail [pg. 59](#)
  - 3) East Cozy Oak Drive Surface Improvements [pg. 60-75](#)  
Resolution 2024-40 Calling for a Hearing on Improvements for East Cozy Oak Drive [pg. 76](#)
- b. Randy Hutmacher – Hoot Lane & Deer Run Estates 4<sup>th</sup> Addn – Schedule a work session (October 22 @ 5pm)
- c. Habitat for Humanity Fergus Falls – Arvilla Lot Purchase Agreement [pg. 77-81](#)
- d. Ottertail Family & Recreational Center
- e. Ottertail Fire Hall & Community Room Expansion  
Request a motion to move forward with preliminary work by Apex Engineering

## 9. New Business

- a. Agenda Request – Lueders Rd [pg. 82-85](#)
- b. 2025 Seal Coat Road Projects – Resolution 2024-40 [pg. 86](#)
- a. Premier Pyrotechnics – 2025 Contract [pg. 87](#)
- b. Canvassing November 5, 2024 Election Results (November 13 @ 10am)
- c. Otter Tail County – Tax Rebate Program Ending [pg. 88](#)

## 10. Zoning

- 2024-44 ▪ Ardell Paulson @ 110 Thalmann Rd – Garden Shed & Garage
- 2024-45 ▪ Matthew Thalman @ 620 Buchanan Rd – New Cabin
- 2024-46 ▪ Glen Collins @ 211 Wallenberg – Storage Shed & Deck
- 2024-47 ▪ Jerilynn Munson @ 345 Co Hwy 55 - Deck
- 2024-48 ▪ Ben Bethke @ 164 Cozy Oak Dr E – Storage Shed & Apron
- 2024-49 ▪ Tim Jensen @ 208 Cozy Oak Dr W – Enclose Porch
- 2024-50 ▪ Ron Heikes @ 321 Hwy 78 N – Steel Storage Building
- 2024-51 ▪ Tom Wilson @ 314 Co Hwy 1 – Sidewalk, Apron & Retaining Wall

## 11. Correspondence/Meetings/Training/FYI-reminders/Local Events

- a. General Elections November 5 – Ottertail Community Center 7am-8pm
- b. City Staff (Clerk & D. Clerk) out of office for training October 24 – Hancock, MN
- c. City Hall Closed November 11, 2024, in observance of Veterans Day
- d. Wednesday October 23, 6pm – Otter Tail County Highway Plan – Thumper Pond Resort [pg. 89](#)
- e. Ottertail Lions "Trunk for Treats" October 31 from 5pm-7pm [pg. 90](#)
- f. **Variance Hearing October 25, 9am Ottertail City Hall**

## 12. Adjourn.

Respectfully,

[Amanda Thorson](#)

Clerk-Treasurer