

**City of Ottertail
Regular Meeting and Public Hearing(s)
City Hall Thursday, October 17, 2024 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Jan Hill, and Jill Carlson
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Auditor; Justin Lohse, Fire Chief
Maintenance Coordinator; and Bob Schlieman, Apex Engineer,
Others Present: Jennifer Thalmann, Glenn Ramstad, Victoria Lindeman, Edie Ramstad, Jim Jones, Mike
Peschel, Jordan Woessner, Bob Waters, Chris Donley, Delana Patnode, Alex Rupe, Tyler Rupe, Tommy
Merickel, Harry Merickel, Kenny Nelson, William Layman and Chad Koenen

PUBLIC HEARING

Mayor Grobeck opened the meeting at 5:30 PM. All present recited the pledge of allegiance.

Proposed Assessment for Wallenberg Dr Resolution 2024-34 – Schlieman presented the proposed assessments for Wallenberg Dr. which included improvements constructed, final project costs, assessment methodology, assessable cost sharing, overall project cost, assessment rates, percentage of interest, how assessment per parcel is calculated and answer questions or concerns (2 submitted).

Housing Tax Abatement- 114 Thumper Pond Dr Resolution 2024- - Clerk Thorson presented a tax abatement on 114 Thumper Pond Rd, parcel 74-000-99-0714-001. The application request will be to abate the taxes up to \$5,000 or 5 years on the improved value of the parcel as this is the other half of a split parcel that an abatement program was given to about 24 months ago.

Housing Tax Abatement- 124 Thumper Pond Dr Resolution 2024- - Clerk Thorson presented a at 124 Thumper Pond Rd, parcel 74-000-99-0175-001. The application request will be to abate the taxes up to \$5,000 or 5 years on the improved value of the parcel as this is the other half of a split parcel that an abatement program was given to about 24 months ago.

Ordinance 2024- Amend Chapter 152.50 Streets – Public hearing for the second viewing of street standards; adjust the max grade and minimum grade alley way, local street, collector street and cul-de-sac and a better definition to what those streets are. Removed appendix C standards and placed these in Chapter §152K.

Variance Hearing– Ramstad – 121 Lynn Road - Variance request from Glenn & Edie Ramstad, 121 Lynn Rd, Parcel 74-000-99-0781-000 is to increase allowable impervious coverage within 2nd half of lake shore setback and to allow impervious coverage withing 1st half of lake shore setback for a pathway. Pathway is requested by Mr. Ramstad to aid in navigation to the lakeshore. Staff requests the council to review staff report and review the letter from the DNR.

Variance Hearing 5:45PM – Ottertail Bakery – 221 MN Hwy 78 N. Variance request by Jordan Woessner, 221 MN Hwy 78 N, Parcel 74-000-99-0325-003, to exceed maximum impervious surface of more than 25% coverage in lakeshore and to reduce lot line setbacks for a 1,300 sq foot drive thru lane located 0 feet from south property line where 10 feet is required. Staff requests the council review staff reports and review the letter from the DNR.

With no comment from the public, Council member Carlson made a motion to close the public hearing at 5:52 PM. Windy seconded the motion. All voted in favor; motion carried.

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:52 PM.

After discussion and review of submitted letters in objection of assessments, council member Hill made motion to table Resolution 2024-34 until the November meeting; Carlson seconded, all voted in favor. Council member Hill made a motion to approve the tax abatement for Property 74-000-99-0714-001, 114 Thumper Pond Dr., **Resolution 2024-35**, Carlson seconded, all voted in favor. Motion carried.

Council member Hill made a motion to approve the tax abatement for Property 74-000-99-0715-001, 124 Thumper Pond Dr., **Resolution 2024-36**, Carlson seconded, all voted in favor. Motion carried.

Hill made a motion to approve **Ordinance 2024-06** to Amend Chapter 152.50 Streets Final Revision of standards for streets; seconded by Grobeck, all voted in favor. Motion carried.

Motion made by Hill and seconded by Carlson to approve **Resolution 2024-37** for Edie and Glen Ramstad 121 Lynn Road, with staff recommendation, also including the reduction of the firepit to 14', a special provision recorded with the county to remove the pathway when property is sold by Mr. Ramstad, all voted in favor, motion carried.

Motion made by Carlson and seconded by Hill to approve **Resolution 2024-38** for Ottertail Bakery, with staff recommendation including a letter of agreement from neighboring properties and business owners regarding traffic, stormwater management plan, the remaining lawn be converted into native grass pollinator plot and an approval letter from OTWMD, all voted in favor. Motion carried.

Carlson made a motion to approve additions to the agenda and to approve the consent agenda; Hill seconded the motion. All voted in favor. Motion carried.

- a. Approve Minutes 9-19-2024 Regular Meeting
- b. Annual Thumper Pond Snow Agreement for 2024-2025
- c. Approve Winter Maintenance Contract Otter Tail County Resolution 2024-39
- d. Monthly Financial Reports
- e. Approve claims 4792-4834 for \$104,304.94 with additions and approval to pay late incoming invoices

REPORTS-FORUM-PRESENTATIONS

Fire Department-1) Fire Chief Ahlfs reported there were 7 medical, one mutual aid fire call with Battle Lake, and one laundry mat fire call. The council was also informed that we are still in an extreme fire danger, campfires are permitted keeping in mind 3' is an approved fire pit.

2) Council member Carlson made a motion and Windey seconded to Apply for the West Central EMS Grant for a suction device with the city paying half of \$817.77. All voted in favor.

City Hall-1) Clerk Thorson reported a \$300 repair was made to the City Hall sink.

OTCEPAC-Windey reported the meeting held earlier that day had discussion regarding emergency management and mutual aid agreement for county and city memorandum of understanding. Discussed the importance of security; the importance of community lifeline; the change happening with the wordage within the National Weather Service and the importance of Smart 911. Carlson brought up the importance of sirens and would like to see a work session regarding the cost.

Ottertail Tourism Board-Carlson reported the meeting was rescheduled for November.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman:

- 1) Wallenberg Drive Surface Improvement project – Construction is substantially completed.
- 2) Tyler Wohler's Trail – primarily paved; fence will be put up the week of October 21st, 2024. Extension needed to November 1, 2024. Motion made by Windey and seconded Hill to grant contractual substantial completion date altered from September 27, 2024, to November 1, 2024; all voted in favor. Motion carried.
- 3) East Cozy Oak Drive Surface Improvements –Engineer Bob S Schlieman presented council with 4 scenarios on possible improvements to Cozy Oak East council agreed more discussion is need as to who would be assessed for improvements, resolution 2024-40 was tabled.
- 4) Deer Run Estate-Clerk Thorson put an email into Amy Baldwin at Otter Tail County regarding a dollar for dollar grant for possible infrastructure improvements. A work session is scheduled for October 28, 2024, at 5:30PM Ottetail City Hall Mr., Hutmacher will be invited to this meeting to discuss the future of Deer Run Estates.

Habitat for Humanity Fergus Falls: Motion made by Carlson; seconded by Hill to allow Clerk Thorson and Mayor Grobeck to sign purchase agreement for Arvilla lot between City and Habitat for Humanity. All voted in favor. Motion carried.

Ottetail Family & Recreational Center At this time council shows support for the project and would like more discussion, a work session is set for November 13, 2024, at 5:30PM.

Ottetail Fire Hall and Community Room Expansion: - Motion made by Hill to move forward with preliminary work by Apex Engineering for the Ottetail Fire Hall expansion and Community Room remodel; seconded by Carlson. All voted in favor. Motion carried.

NEW BUSINESS

Agenda Request – Lueders Rd – Lueders Rd resident Bob Waters requested the council to look at adding a significantly large amount of class 5 to Lueders Rd in 2025; council asked Justin to keep an eye on Lueders. Clerk Thorson advised slower speeds will help in the washboard, but due to the lack of rain many roads in the area are in similar shape.

2025 Seal Coat Road Project(s) - Motion made by Hill; seconded by Windey for **Resolution 2024-41** to Request Otter Tail County to Seal Coat Shores Road and River View Road for the 2025 Seal Coat Road Project(s). All voted in Favor; motion carried.

Premier Pyrotechnics-2025 Contract: Motion made by Windey to allow Clerk Thorson to sign and pay Premier Pyrotechnics 2025 Contract, seconded by Carlson. All voted in favor. Motion carried.

Canvassing for 2024 General Elections: Special Meeting will be November 13, 2024, 5:00PM at City Hall.

Otter Tail County – Tax Rebate Program Ending: Program is coming to an end, Clerk Thorson will look into the possibility of continuing the program if the council fees this would be a good incentive for new homes within Ottetail City.

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 De 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

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

- 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
- e. Ottetail Lions “Trunk for Treats” October 31 from 5pm-7pm
- f. Variance Hearing October 25, 9am Ottetail City Hall

Carlson made a motion to close the meeting. Hill seconded the motion. Motion carried. The meeting was adjourned at 7:13 PM.

Respectfully,

s/s
Amanda Thorson
Clerk-Treasurer
Submitted by Patty Hensel-Deputy Clerk

s/s
Ronald Grobeck
Mayor