

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, November 21, 2024 – 5:30 P.M.

1. CALL TO ORDER – ALL RECITE PLEDGE OF ALLEGIANCE

2. 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 10-15-2024 Work Session [pg. 3](#)
- b. Approve Minutes 10-17-2024 Regular Meeting [pg. 4-7](#)
- c. Approve Minutes 10-25-2024 Public Hearing & Special Meeting [pg. 8](#)
- d. Approve Minutes 10-28-2024 Work Session [pg. 9](#)
- e. Approve Minutes 11-13-2024 Special Meeting [pg. 10](#)
- f. Approve Minutes 11-13-2024 Work Session [pg. 11](#)
- g. Approve Dakota Storage Shed Contract [pg. 12-13](#)
- h. Approve 2025 Insurance Premiums [pg. 14](#)
- i. Approve Resolution 2024-44 Accepting Donation from Ottertail Rod & Gun Club Ice Rink Warming House [pg. 15](#)
- j. Approve Resolution 2024-45 Accepting Donation from Ottertail Lions Club for 2025 Fireworks [pg. 16](#)
- k. Renew 2025 Liquor Licenses: The William Company (On-Sale & Sunday Sale Liquor License), The Otter Supper Club, Thumper Pond LLC, The Woodshed Bar & Grill (Combination Sunday, Off-Sale/On Sale), Ottertail Liquors (Off-Sale) contingent on all forms and fees filed and paid
- l. Renew Retail Sale of Edible THC License for Sota Sown & Ottertail Liquors, contingent on all forms and fees filed and paid
- m. Monthly Financial Reports [pg. 17-29](#)
- n. Monthly Services Sold Report [pg. 30-33](#)
- o. Monthly Schedule 1 [pg. 34](#)
- p. Approve claims with additions and approval to pay late incoming invoices [pg. 35](#)

3. Reports

- a. Reports **Fire Department - 1)** Report 2) Purchase chainsaws w/ donation from Ottertail Rod & Gun [pg. 36-37](#)
City Hall – 1) Approve AI Training for Clerk [pg. 38](#)
OTCEPAC – Windey/Lohse
Ottertail Tourism Board – Carlson

4. 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.

5. Old Business

- a. ENGINEER'S AGENDA/Bob Schlieman **pg. 39**
 - 1) Wallenberg Drive Surface Improvements
Resolution 2024-34 Adopting Assessments for Wallenberg Dr Improvements **pg. 40**
 - 2) Tyler Wohlers Trail Construction
 - 3) East Cozy Oak Drive Surface Improvements – On Hold till 2025
- b. Proposed Hoot Ln as City Designated Street
- c. Land Survey of Parcel 74-000-1400-28-000 **pg. 41**
- d.

6. New Business

- a. OTBCA Replace Triple Slide with Rope Based Play Equipment **pg. 42-43**
- b. WCI Transfer of Funds Intended for OTBCA **pg. 44-45**
- c. Declare Vacancy of Council Seat Resolution 2024-46 **pg. 46**
- d. Move from Accrual Base to Cash Base beginning with 2024 Audit **pg. 47**
- e. Partner with Otter Tail County Single Family Property Tax Abatement Program **pg. 48-50**
- f. Regulating Retail Sale of Cannabis and Lower-Potency Hemp Edible Resolution
Resolution 2024-47 Registration Authority Delegation to Otter Tail County **pg. 51**
- g. Future of www.ottertailhistory.com & payment request by Robert Ecklund **pg. 52-53**

7. Zoning

- 2024-52 ▪ Tara Thom @ 105 St. Paul Dr – Paver Driveway
- 2024-53 ▪ Olson Tire @ 101 E Main St – New Business Sign
- 2024-54 ▪ Jamie Vaughn @ 209 1st St W - Two 5' x 10' Concrete Slabs
- 2024-55 ▪ Glen Ramstad @ 121 Lynn Rd – 14' Paver Fire Pit & 90' x 4' Paver Walkway (Variance Approved)
- 2024-56 ▪ Jordan Woessner @ 221 MN Hwy 78 N – 1,300 sq ft Class 5 Drive-Thru (Variance Approved)

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

- a. City Hall Closed November 28th & 29th in observance of Thanksgiving
- b. Truth in Taxation Hearing December 19th 6pm, Ottertail City Hall
- c. Otterdazzle – December 7th – Ottertail Community Center **pg. 54**

9. Adjourn.

Respectfully,

[Amanda Thorson](#)

Clerk-Treasurer