

**City of Ottertail
Regular Meeting
City Hall Thursday November 21, 2024 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Elizabeth Augustus, and Jan Hill.
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Coordinator; Joe Ahlfs, Fire Chief and Bob Schlieman, Apex Engineer,
Others Present: John Greene

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:00 PM. Hill made a motion to approve the consent agenda; Augustus seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 10-15-2024 Regular Meeting
- b. Approve Minutes 10-17-2024 Work Session
- c. Approve Minutes 10-25-2024 Public Hearing & Special Meeting
- d. Approve Minutes 10-28-2024 Work Session
- e. Approve Minutes 11-13-2024 Special Meeting
- f. Approve Minutes 11-13-2024 Work Session
- g. Approve Dakota Storage Shed Contract
- h. Approve 2025 Insurance Premiums
- i. Approve **Resolution 2024-44** Accepting Donation from Ottertail Rod & Gun Club Ice Rink Warming House
- j. Approve **Resolution 2024-45** Accepting Donation from Ottertail Lions Club for 2025 Fireworks
- 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
- n. Monthly Services Sold Report
- o. Monthly Schedule 1
- p. Approve claims 4835-4881 for \$274,343.69 with additions and approval to pay late incoming invoices

REPORTS-FORUM-PRESENTATIONS

Fire Department-1) Fire Chief Ahlfs reported one false fire alarm and ten medical calls, bringing the department's total to approximately 170 calls for the year, consistent with last year. The rescue vehicle is in for an oil change, and all vehicles are now on a scheduled maintenance routine.

Chief Ahlfs reported Ottertail Rod and Gun Club donated funds to purchase two extraction chainsaws. Motion by Hill, seconded by Windey, to authorize the purchase of two chainsaws (Stihl and Milwaukee) from Carr's Tree Service & Hilltop Lumber for \$1,300.00, as presented by Fire Chief Ahlfs, all voted in favor.

City Hall-1) Clerk Thorson requested permission to attend AI Training January 28, 2025. Motion by Augustus, seconded by Hill; all voted in favor.

OTCEPAC-Windey reported the meeting held earlier in the day had discussion regarding educational recovery preparedness; long-term commitment for cities to get back to regular daily operations; importance of individual household preparedness; and the importance of communication. Still ongoing discussion regarding solar energy.

Ottetail Tourism Board-Carlson was absent, but Grobeck commented on the warming house donated to Thumper Pond (donated by Ottetail Rod & Gun and Ottetail Lions).

OLD BUSINESS

Engineer's Agenda/Bob Schlieman:

- 1) Wallenberg Drive Surface Improvement project: Hill made a motion to approve **Resolution 2024-34** Adopting Assessments for Wallenberg Dr Surface Improvements, seconded by Augustus. Motion carried. Public hearing was held at November regular council meeting.
- 2) Tyler Wohlers Trail Construction is substantially complete apart from turf which will be established in spring/summer 2025. A change order is needed to take down a tree and add markers and delineators to the fence, this needed to be approved prior by MnDOT.
- 3) Clerk Thorson and Council member Windey met with Bernie Steeves about dedicating the trail. Wohler's family and Steeves would like to see a memorial rock and maybe a memorial bench placed. A dedication is planned for June of 2025 invitation will go out to Senator Rasmusson and other major players involved in implementing the trail. Next meeting with Steeves will be January 15, 2025, at city hall.
- 4) East Cozy Oak Drive Surface Improvements – on hold until 2025

Proposed Hoot Ln as City Designated Street: After council discussion, Hill motioned to decline the request of Randy & Joan Hutmacher to assume responsibility of Hoot Lane "as it is" because it does not meet the city's ordinance standards or dedicated road policy at this time; Augustus seconded. Motion carried

Land Survey of Parcel 74-00091400-28-000: Motion was made by Hill to move forward with survey of parcel 74-000-91400-28-000; seconded by Grobeck. Motion carried.

NEW BUSINESS

OTBCA New Playground Equipment: Motion made by Hill to approve Ottetail Business & Community Association to purchase a new playground equipment for the park that will be donated to the City. Augustus seconded. Motion carried.

WCI Return of Funds Intended for OTBCA: Funds donated to WCI in 2020 were mistakenly received by the City of Ottetail. These funds have since been requested to be returned to OTBCA on behalf of WCI. A motion made by Hill and seconded by Carlson to return funds, motion was unanimously approved, and carried. Clerk Thorson requested the City resume budgeting for the Deferred Loan Program again to continue this program in absence of the funds, council agreed.

Declare Vacancy of Council Seat: Windey made motion to approve **Resolution 2024-46** Declaring a Vacancy of Council Seat, Hill seconded. Motion carried. The council seat will be vacant January 2025, at which time the City Council may appoint an eligible individual to fill the vacancy until a special election is held in November of 2026.

Accrual Base to Cash Base annual Audit: Motion made by Hill and seconded by Augustus to approve a move from accrual base accounting to regulatory cash base accounting starting January 1, 2024. Motion carried.

Partner with Otter Tail County Single Family Property Tax Abatement Program: A motion made by Windey, seconded by Hill for Mayor Grobeck and Clerk Thorson accept and sign a letter requesting a partnership with Otter Tail County for the property tax rebate program for New Single-Family homes between January 1, 2025, and December 31, 2029. Motion carried. Augustus motioned; seconded by Windey to accept the rebate program rules, motion carried.

Regulating Retail Sale of Cannabis and Lower Potency Hemp Edible: Hill made a motion to approve **Resolution 2024-47** - delegating the City of Ottetail’s registration authority for the retail sale of cannabis and lower-potency hemp edibles to Otter Tail County. Seconded by Windey, discussion on the two businesses in town and if they would be allowed to continue with the sale of low-potency edible items, Clerk Thorson informed council and others present that yes, low-potency items will not be subject to the 500 foot buffer zone near a trail that has been presented in the Draft Rules by Otter Tail County, all voted in favor, motion carried.

Future of www.ottetailhistory.com & Robert Ecklund payment: Motion was made by Windey to pay Mr. Ecklund for the 2023 fees he accrued associated with maintenance of the www.ottetailhistory.com website; seconded by Hill. Motion carried. After discussion, Council decided they will no longer contribute to this website for several reasons such as: lack of interest, lack of ability to maintain and keep up the site. Clerk Thorson will reach out to Ecklund thanking him for his dedication to the project and offer to put information already obtained onto our current city web page.

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)

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, Ottetail City Hall
- c. Otter Dazzle December 7, 2024 – Ottetail Community Center

Hill made a motion to close the meeting. Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:20 PM.

Respectfully,

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

s/s
Ronald Grobeck
Mayor