

**City of Ottertail
Regular Meeting
City Hall Thursday December 18, 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 Coordinator, Bob Schleman, City Engineer, and Joe Ahlfs, Fire Chief.

Others Present: Chad Koenen-Henning Advocate; Sam Ruppert, Apex Engineering

PUBLIC HEARING

Mayor Grobeck opened the public hearing at 5:30 pm and all recited the pledge of allegiance.

Review of Ordinance 2025-03- Amend Farm Animal Ordinance. No public comment was made. Confirmation the ordinance was to read 6(six) hens max. Council Member Windey made a motion to close the public meeting. Council Member Carlson seconded the motion. Motion carried. The public hearing was closed at 5:34 pm.

REGULAR MEETING

Mayor Grobeck opened the regular meeting at 5:34 pm.

Ordinance 2025-03 – Amended Farm Animal Ordinance decision- Motion by Council Member Martin, seconded by Council Member Augustus to accept to amend Title IX Chapter 91: Animals, Ordinance 2025-03. All voted in favor. Motion carried.

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

- a. Approve Minutes 11-20-2025 Regular and Public Hearing
- b. Approve Work Session Minutes 11-18-2025 Fire Hall Expansion
- c. Approve Resolution 2025-44 Designation of Polling Place for 2026
- d. Approve Resolution 2025-45 Certify Delinquent Utility
- e. Approve Resolution 2025-46 Donations to City of Ottertail
- f. Approve Special Event Permit Application for Snowmobile Races on Ottertail Lake Jan 10-11, 2026
- g. Monthly Financial Reports
- h. Monthly Schedule 1
- i. Monthly Permit Report
- j. Monthly Services Sold Report (Water Fund)
- k. Approve Claims 5284-5321 for \$112,089.95 with additions and approval to pay late coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported 7 medical calls and 1 residential fire alarm. To date, 2025 has had 175 calls totaling 146 medical and 29 fire related including 9 mutual aids assistance. **2)** Mike Stein completed first aid responder class and will complete his firefighter classes in March of 2026. **3)** Ron Thunder is the new name of the Otter at the firehall donated by Ottertail Tourism Board. **4)** Wildland gear will be purchased with donation from the Rod and Gun club.

City Hall-1) Nothing to report.

OTCEPAC- Council Member Windey – Covered the importance of maintaining an up-to-date AI policy, the impacts of the federal shutdown on county programs, the need for comprehensive evacuation plans, and concerns regarding insufficient funding for the Hazard Mitigation Grant Program.

Ottertail Tourism Board – Council Member Carlson reported COR Powersports Snowmobile Races will take place on Otter Tail Lake Saturday & Sunday January 10-11, 2026. COR has signed a five-year commitment to hold this event on Otter Tail Lake.

Public Forum and Comments – no comments.

Engineer’s Agenda

- a. **Review Preliminary Report for Ottertail Ave & China Street** – Apec Engineer Rupert reviewed the preliminary improvement report for China Street and Ottertail Avenue, including four proposed improvement options, their associated costs, and the proposed cost-sharing for each option.
- b. **Resolution 2025-47 Receiving Report & Calling for Hearing on Improvements:** Motion by Council Member Carlson, seconded by Council Member Windey to accept Resolution 2025-47, receiving feasibility report and call for hearing on improvement for China Street and Ottertail Avenue. All voted in favor. Motion carried.

Old Business

- c. **Fire Hall Expansion Budget Planning** – Clerk Thorson reviewed with Council the differences between bonding and a ½-cent sales tax as funding options to cover the cost of the fire hall expansion project. Council directed Clerk Thorson to proceed with the bonding option, as sales tax revenue would not cover the bond payment each year.
- d. **Perham ALS Funding Request** – tabled

NEW BUSINESS

- a. **Resolution 2025-45 Accepting Donations from Kenny & Kim Nelson** – Motion by Council Member Augustus; seconded by Council Member Windey to approve Resolution 2025-45 accepting donations to the city. All voted in favor. Motion carried. Motion by Council Member Carlson; seconded by Council Member Windey, under \$471,935, authorizing Clerk Thorson to appropriate funds to the Ottertail Community and Wellness Center. All voted in favor. Motion carried.
- b. **Approve Terms of Engagement with Brian D. Koehn CPA, PLCC for 2025 Audit Year** – Motion by Council Member Martin seconded by Council Member Carlson to authorize Clerk Thorson to approve and sign the terms of engagement for Brian D Koehn, CPA. All voted in favor. Motion carried.

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

- a. City Hall Closed December 24 at Noon, thru December 26 in observance of Christmas
- b. City Hall Closed January 1, 2026, in observance of New Years Day
- c. COR Powersports Ottertail 100 Snowmobile Races on Otter Tail Lake January 10-11, 2026
- d. City Hall Closed Monday January 19, 2026, in observance of Martin Luther King Jr. Day
- e. Tri-City Collaboration rescheduled for Monday, January 12 in Henning 5:30

Council Member Carlson made a motion to close the meeting. Council Member Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:19 PM.

Respectfully,

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

s/s
Ron Grobeck
Mayor