

**City of Ottertail**  
**Regular Meeting**  
**City Hall Tuesday, February 16, 2024—5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, and Elizabeth Augustus  
Absent: Council Members Jan Hill and Jill Carlson  
Staff Present: Amanda Thorson, Clerk-Treasurer; Joe Ahlfs, Fire Chief, and Engineer Bob Schlieman, Apex Engineering by speaker phone

**REGULAR MEETING**

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

- a. Approve Minutes 1-18-2024 Regular Meeting
- b. Approve Work Session Minutes 2-5-2024
- c. Approve Resolution 2024-05 Acceptation Donation from LREC Operation Round-Up
- d. Approve Resolution 2024-06 PNP Election Judges
- e. Approve Resolution 2024-07 Ottertail Lions Donation to purchase Warming House
- f. Monthly Financial Reports
- g. Approve claims 4499-4529 for \$64,966.98 with additions and approval to pay late coming invoices

Councilmember Windey made a motion to approve the additions and the consent agenda with the additions. Augustus seconded the motion. All voted in favor; motion carried.

**Reports**

**Fire Department:** Chief Ahlfs reported the Fire Department had been on 4 medical calls this month. Sickness is still going around. Clayton Noland and Andy Gregor passed their Fire Fighter Exams. Chief Ahlfs requested new gear be purchased for newest member Andy Gregor, Councilmember Windey made a motion to purchase gear, Councilmember Augustus seconded the motion. All voted in favor; motion carried. Windey followed up with Chief Ahlfs about the mental health of the Fire Department volunteers and being proactive with annual mental health checkups. Chief Ahlfs was going to touch base with Marie Thorson who is a volunteer with the fire department and works for the dispatch at Wadena where they have had the mental health counselors and help before.

**City Hall:** Augustus made a motion to donate a city mug to Winding River Mosaic Art at their request. Windey seconded the motion. All voted in favor; motion carried. After a brief discussion, the council decided not to donate to the Civil War Prospect House (museum) in Battle Lake.

**OTCEPAC:** Windey shared with council and staff that there is an elected official training session on February 29<sup>th</sup>. Clerk Thorson stated that since the session is a specific invite for elected officials that she would post it as a work session and therefore it would be a paid meeting if attended either virtually or in person.

**Old Business**

**Apex:** City Engineer Schlieman gave council an update on Wohler's Trail, the overall cost and estimated funding has not changed. Finalization of the bidding documents are close and once approval from MnDOT and other organizations taken care of, Engineer Schlieman request the Council to allow moving forward with advertising for bids once we receive approval from all organizations. Councilmember Windey made a motion to advertise for bids for the Tyler Wholer's Trail. Augustus seconded the motion. All voted in favor; motion carried. Schlieman also ask the council approve the purchase of easement agreement needed along Wholer's Trail for \$2,989.84, which is determined by property value and square footage needed for the easement, this formula is customary in situations like this. Windey made a motion to approve the easement agreement pending Attorney approval. Grobeck seconded the motion.

All voted in favor; motion carried. Schlieman also reported that the City of Ottertail needed to adopt Resolution 2024-08 approving plans and specifications and ordering advertisement of bids for Wallenberg Dr. Councilmember Augustus made a motion to approve resolution 2024-08. Windey seconded the motion. All voted in favor; motion carried. Schlieman presented Task Order No.10 the agreement to a professional relationship with the City of Ottertail and Apex Engineer for Wallenberg Dr project. Windey made a motion to accept Task Order No.10 from Apex Engineering. Augustus seconded the motion. All voted in favor; motion carried. Clerk Thorson informed council the final payment to Osseo Construction for work on the water tower in 2022 is being held for the time being due to discrepancies in suppliers for Osseo not being paid, Clerk Thorson is in communication with the City's attorney on how to move forward.

**Ottertail Daycare & Family Center:** Clerk Thorson presented resolution 2024-09 to the council. This resolution states the support of the Ottertail Family and Recreational Center. Augustus made a motion to approve the resolution. Windey seconded the motion. All voted in favor; motion carried. Clerk Thorson also made mention of offering Lynette Kingsman's phone number to Alex Rupe in case they wanted to look into purchasing the land from her. If they were to acquire the land, the City would revisit donating the neighboring land for their project.

### **New Business**

Clerk Thorson presented ordinance 2024-01 Amending Title XI chapter 115 Regulating The Sale Of Tetrahydrocannabinol Products, this amendment is to remove the portion stating licenses shall not be issued to exclusive liquor stores. Augustus made a motion to approve ordinance 2024-01. Windey seconded the motion. All voted in favor; motion carried.

Website Redesign: Council had a brief discussion on whether money spend to update the website would be needed. Clerk Thorson did suggest that the City website is somewhat outdated. Councilmember Augustus felt it would be good to update the site. The examples provided were much more user friendly than the one that is in place. Mayor Grobeck stated that he was convinced the redesign of the website would be in the best interest of the city. Augustus made a motion to approve the redesign of the City's website and the 4-year contract. Windey seconded the motion. All voted in favor; motion carried.

### **Zoning**

2024-01 ▪ Hume Plumbing @ 239 W Main St – Sign Permit

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

- a. City Hall Closed Monday February 19<sup>th</sup> – President's Day
- b. Ottertail City Regular Council Meeting moved to March 14<sup>th</sup>, 2024 at 5:30
- c. February 29, 2024 – Role of Elected & Senior Officials Workshop (virtual option available) (this will be posted as a Work Session for Council Members)

Augustus made a motion to close the meeting. Windey seconded the motion. Meeting adjourned at 6:05 PM.

Respectfully,

\_\_\_\_s/s\_\_\_\_\_

Amanda Thorson  
Clerk-Treasurer

\_\_\_\_s/s\_\_\_\_\_

Ronald Grobeck  
Mayor