

**City of Ottertail
Regular Meeting
City Hall Thursday February 20, 2025 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Elizabeth Augustus, Jerry Martin, and Jill Carlson.

Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Coordinator and Joe Ahlfs, Fire Chief.

Others Present: Chad Koenen, Kenny Nelson, and Tyler Rupe

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:30 PM.

Carlson made a motion to approve the consent agenda with addition to payables Windey seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 1-16-225 Regular Meeting
- b. LG220 Application for Exempt Permit - Ottertail Lakes NWTf @ Thumper Pond 3-21-2025
- c. Resolution 2025-05 Accepting Donation from Lake Region Electric Cooperative
- d. Resolution 2025-06 Accepting Donation from Ottertail Convention & Tourism Board
- e. Monthly Financial Reports
- f. Monthly Schedule 1
- g.
- h. Approve claims with additions and approval to pay late coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported 3 medical calls, 1 barn fire, and 1 car accident **2)** Met with MSA dealer regarding the breathing apparatus. They now make an insert for those who wear glasses the fire department will look into.

City Hall-1) Clerk Thorson reported the utility billing software transition to iWorQ's has been a bumpy road. Taxes were not correct on the commercial accounts and a few other issues. If the council hears of complaints, please have the residents or business call the office.

OTCEPAC-Windey reported that the board did a preview of 2025 of work plans, topics, and items that need to be addressed. Also discussed open projects from 2024 and a follow up of what has been done. An FYI, there are 62 townships in Otter Tail County divided into East and West.

Ottertail Tourism Board- Carlson had no report.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman: Nothing to report

Ottertail Daycare & Family Center Purchase agreement review – Concerns regarding the purchase agreement were discussed between both the city and Mr. Rupe. A couple of the concerns voiced were dual representation, land value, examination of title and who will pay for the closing to name a few. Clerk Thorson will set up a meeting with City attorney Sam Felix, Tyler Rupe and herself the coming week to go over some of the purchase agreement issues and then set up a work session. Council Member Martin questioned if the soil borings, drain field, water flow and septic designs have been completed and they have not. Tyler Rupe was also excited to announce the State of Minnesota along with Otter Tail County awarded the childcare \$250,000 grant to help with building the daycare portion of their project. A work session will be set up to discuss the family center and that time the fire hall expansion can be discussed

also with. Moving along, discussion was made on the survey. Originally Clerk Thorson presented a drawing of 100' by 615', when the survey was completed it was 183' going over the proposed 100'. That extra 83' brings a range of issues that were not of concern at 100' including but not limited to the moving of the refrigerator, utilities, the light pole and the osprey nest atop the pole. Mr. Rupe did say the Ottertail Daycare & Family Center would pay for the moving of the utilities.

NEW BUSINESS

East Otter Tail County Fair Donation Request – Carlson motioned to approve a donation in the amount of \$550 to the East Otter Tail County Fair; Windey seconded. All voted in favor.

Prospect House Donation Request was declined at this time.

MnDOT limited Use Sign Permit- Windey motioned to approve the renewal of the Limited Use Permit from the MnDOT for the Municipal ID Entrance Sign. Second, Augustus. Motion carried. Amanda will take care of the renewal of this. Council Member Windey also commented the sign on 108 needs to be trimmed around and the lighting should be changed to the “bright white” lights. Maintenance Coordinator Lohse will get this taken care of.

ZONING

2025-02*John Therrien @ 209 Hilltop Rd - New Garage & Home Addition

2025-03*Blue Spruce Properties @ 340 W Main St – New Single-Family Home (renewed)

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

- a. Reminder – March Council Meeting is Monday March 17 @ 5:30pm
- b. Annual Ambulance Meeting – Henning Monday February 24, 7PM
- c. MNRW Tech Conf. St Cloud March 4-6

Carlson made a motion to close the meeting. Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:18 PM.

Respectfully,

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

_____/s/_____
Ronald Grobeck
Mayor