

**City of Ottertail
Regular Meeting
City Hall Monday March 17, 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: Tyler Rupe

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:30 PM, all recited the Pledge of Allegiance.

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

- a. Approve Minutes 2/20/2025 Regular Meeting
- b. Approve Work Session Minutes from 3/6/2025 held at Ottertail Community Center
- c. Approve On-Sale Liquor License/Sunday Sale for Marge's Diner pending application approval by AGE of MN and license payment
- d. Approve LG220 Lawful Gambling Permit Ottertail Ducks Unlimited for 4/12/2025 @ The Woodshed
- e. Approve Resolution 2025-07 Off Site Gambling Permit for Ottertail Rod & Gun Club for 4/26/ 2025
- f. Temp 1-4 Day Liquor License for OT Firefighters Relief Assoc. Permit for 4/16/ 2025-Appreciation Dinner
- g. Temp 1-4 Day Liquor License for Ottertail Firefighters Relief Assoc. Permit for 4/26/ 2025-Menze Benefit
- h. Approve LG220 Lawful Gambling Permit for Art of the Lakes for 5/9/2025 @ Thumper Pond
- i. Approve LG220 Lawful Gambling Permit for OT Firefighters Relief Assoc. for 4/26/2025-Menze Benefit
- i. Monthly Financial Reports
- j. Monthly Schedule 1
- k. Monthly Services Sold Report (Water Fund)
- l. Approve claims 5010-5036 for a total of \$69,171.48 with approval to pay late coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported 6 medical calls and 1 alarm call at the County Operation Center.

City Hall-1) Clerk Thorson reported she went to the annual Henning Ambulance meeting. 12.77% of the calls were for Ottertail and Joe also said, out of 130 medical calls in 2024, Henning supported 71 of them. The chase for Henning's new ambulance will be here in 2026 (2 years 4 months to get). **2)** Clerk Thorson requested for the office to be closed Good Friday; employees would use vacation time. Carlson made a motion to close the office for Good Friday, Windey seconded the motion. All voted in favor, motion carried.

OTCEPAC-Windey reported that the board discussed climate change. The projected changes in temperature and in precipitation and how that will impact our region. Windey also stated Patrick Waletzko; Otter Tail County Emergency Manager would like to host a summit in Ottertail.

Ottertail Tourism Board- Carlson reporting there is a meeting scheduled for April.

OLD BUSINESS

Engineer’s Agenda/Bob Schlieman: Nothing to report

Ottertail Daycare & Family Center Purchase agreement review – Tyler Rupe stated they want to move forward with the purchase agreement so the 3 Little Otter’s Day Care project can get started. Clerk Thorson proposed purchasing the lots in sections would be more favorable, council agreed with staff. If the Arvilla lots and the Maple lot was purchased first, lots would stay zoned residential and only need a variance for the lot size. The other request from the city would be to have a minimum of 2 septic’s, one for each duplex. Mr. Rupe said he is still waiting for a response from Chris LeClair at Otter Tail County regarding the septic system. After discussion, Thorson will revise the purchase agreement and a special meeting is set up for March 31, 2025 at 4:30 P.M to review the purchase agreement to review the lots on Arvilla and Maple Ave for the day care, to allow that project can get started.

OTBCA Donation Funds Council Member Martin made a motion to purchase a \$100K CD from 1st National Bank with the funds the city received from West Central Initiative intended for the OTBCA with the understanding that the City of Ottertail will manage these funds until OTBCA requests them for use in a public purpose; seconded by Carlson. All voted in favor. Motion carried.

NEW BUSINESS

New Vacation Home Rental Ordinance – First viewing of the Vacation Home Rental Ordinance #2025-01 took place. No license will be issued without the licensing authority first issuing a Lodging License. License will be good for one year; discussed if there will be an administration fee for the license; let the owner/renter know what is expected of the property; will help give city leverage if violations are made; fire department would like a list of contact information. Public Hearing is scheduled for April 17.

Shores Rd Mastic - Windey made a motion to move forward with Lot Pros, Inc to apply on Shores Road; seconded by Carlson. All voted in favor. Motion carried.

Record Covenants on Happy Acres II- Carlson motioned to approve the recording of covenants for Happy Acres II Addition by Karkela, Hunt & Cheshire, PLLP. Augustus seconded the motion. All voted in favor. Motion carried.

ZONING

None

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

- a. Community Open House by Otter Tail County Commissioners March 31, 2025 @ 7pm-9pm in Henning
- b. Brian Koehn in Office Field Work for 2024 Audit March 27 & 28th
- c. City Hall Closed March 26, 2025-Sfaff out for Training *Safety & Loss Training in Alex
- d. Ottertail Fire Relief Association Appreciation Feed April 16, 2025

Carlson made a motion to close the meeting. Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:33 PM.

Respectfully,

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

_____/s/_____
Ronald Grobeck
Mayor