

**City of Ottertail
Regular Meeting**

City Hall Thursday March 19, 2026 – 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 and Sam Rupert and Bob Schleiman, Apex Engineering

REGULAR MEETING

Mayor Grobeck opened the regular meeting at 5:30 pm.

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

- a. Approve Minutes 2-19-2026 Regular Meeting
- b. Approve Minutes 3-12-2026 Work Session on Fire Hall Expansion
- c. Approve Temp Liquor License for Ottertail Fire Dept Fire Feed April 15, 2026
- d. Special Event Permit Approval for “Open Air Market” May -September 2026
- e. Resolution 2026-09 Approve Donations to City of Ottertail & Fire Dept
- f. Monthly Financial Reports
- g. Monthly Schedule 1a
- h. Monthly Zoning Permits
- i. Monthly Services Sold Report (Water Fund)
- j. Approve claims 5462-5496 for \$193,820.83 with approval to pay late-coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported there were 3 medical calls and 2 fire calls. Fireman Mike Stein has completed all training. Fire Department is in the process of pre-planning inspections regarding updating the business and commercial buildings in town.

City Hall-1) Approval for Clerk to attend MCFOA Region 1 meeting on April 23, 2026 - Motion by Carlson, seconded by Windey, for approval of Clerk Thorson to travel and to attend meeting. In Park Rapids, MN. All voted in favor. Motion carried. **2)** Equipment Purchase – Motion by Council Member Martin, seconded by Council Member Carlson to approve purchase of transitional pump to aide in draining of fire hydrants and two batteries from Ferguson Waterworks. All voted in favor. Motion carried. **3)** Clerk Thorson informed the Council of an insurance claim on January 24, 2026; there was a water line break inside the water tower and provided a breakdown of the insurance payment from LMCIT for damages. She further noted the claim will not result in an increase in our rates. **4)** Arc GIS Credits – Motion by Council Member Windey, seconded by Council Member Martin to allow Clerk Thorson to purchase credits up to \$500 from Arc GIS. All voted in favor. Motion carried.

OTCEPAC- Council Member Windey – no report

Ottertail Tourism Board –Next tourism meeting will be April 6, Council Member Carlson will report to council at April’s meeting.

Public Forum and Comments – no comments.

OLD BUSINESS

Engineer’s Agenda

- a. **1) Resolution 2026-10 Accepting Bids and Authorizing Award of Contract for Ottertail Ave & China St** –Council Member Windey made a motion to approve Resolution 2026-10, accepting bids and authorize award of contract to Ottertail Aggregate for China Street and Ottertail Avenue. Council Member Carlson seconded the motion. All voted in favor. Motion carried. Clerk Thorson noted bid was under the expected dollar amount.

- 2) **Task Order #14 Agreement** –Council Member Carlson made a motion to accept Task Order #14, agreement between City of Ottertail and Apex Engineering for professional services regarding China Street & Ottertail Avenue improvements. Council Member Augustus seconded the motion. All voted in favor. Motion carried.
- 3) **Resolution 2026-13 MN PFA Loan** – Council Member Martin made a motion to adopt Resolution 2026-13, for the City of Ottertail to apply to the MN Public Facilities Authority for a grant from the Drinking Water Revolving Fund for loan application for lead service line replacement. Council Member Augustus seconded the motion. All voted in favor. Motion carried.
- b. **Class 5 on Lueders Rd** – tabled to April Agenda-Class 5 not available until April.
- c. **Ottertail Fire Hall Expansion** – Clerk Thorson recapped the Fire Hall Expansion meeting earlier in the day, and presented the revised layout for council review. Updated layout removed bump outs to station exterior and removes shifting of interior walls.

NEW BUSINESS

- a. **Ordinance 2026-01** – Motion Council Member Windey, seconded by Council Member Augustus to approve amended Ordinance 2023-04 Chapter 33.05; section E, Emergency Protection and Fire Service billing and collection. All voted in favor. Motion carried.
- b. **Resolution 2026-11** – Motion by Council Member Carlson, seconded by Council Member Augustus for approval of amended master fee schedule for 2026. All voted in favor. Motion carried.
- c. **Resolution 2026-12** and Letter of Support- Council Member Carlson, seconded by Council Member Augustus to approve updated Resolution 2026-12, with adjustment to wording, for Support of Ottertail Community and Wellness Center Project on a grant they are applying for. All voted in favor. Motion carried. Council Member Carlson, seconded by Council Member Augustus, motioned to allow Mayor Grobeck to sign letter of support, on behalf of the city of Ottertail, in support to send with grant application and resolution. All voted in favor. Motion carried.
- d. Request to allocate a \$100,000 donation made to the City on behalf of OTBCA to the Ottertail Community Wellness Center, statute §471.935, permits cities to allocate funds to community centers. Council Member Carlson moved to approve the appropriation and was seconded by Council Member Martin. All members voted in favor, motion carried.

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

- a. Ottertail City Hall Closed – March 31, 2026; Staff at training (LMC Safety & Loss)
 - b. Ottertail City Hall Closed – April 3, 2026
 - c. Ottertail Community & Business Association Annual Easter Egg Hunt – April 4, 2026
 - d. Home Energy Workshop – April 11, 2026 - 10:00am-2:00pm Community Center
 - e. Ottertail Community & Business Association Annual Membership Banquet -April 20, 2026
- Council Member Augustus made a motion to close the meeting. Council Member Martin seconded the motion. Motion carried. The meeting was adjourned at 6:08 P.M.

Respectfully,

c/c
Amanda Thorson
Clerk-Treasurer
(Prepared by D. Clerk Patty Hensel)

c/c
Ron Grobeck
Mayor