

**City of Ottertail
Regular Meeting
City Hall Monday April 17, 2025 – 5:30 PM**

Council Members Present: Acting Mayor Jill Carlson, Mike Windey, Elizabeth Augustus, and Jerry Martin
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Coordinator and Joe Ahlfs, Fire Chief.
Others Present: Tyler Rupe; Maren Roehrich

PUBLIC HEARING

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

VACATION HOME RENTAL ORDINANCE 2025-01 -Clerk Thorson presented the second reading of Vacation Home Rental Ordinance 2025-01.

Conditional Use Hearing – An application for a Conditional Use Permit was made by Chad Soupir to relocate an existing 24'x28' garage from 140 Lueders Rd to parcel he owns at 143 Lueders Rd. The parcel already contains a stand-alone garage. The council reviewed the staff report, providing 3 possible actions. A) Approve the CUP as is – with no conditions. B) Deny the CUP for further information. C) Approve the CUP with conditions and applicants are to follow the detailed site plan provided to staff. After hearing no other comments from the council or the public, Acting Mayor Carlson asked for a motion to close the public hearing, Council member Windey made a motion, council member Augustus seconded, all voted in favor. The meeting was closed at 5:35p.m.

REGULAR MEETING

Acting Mayor Carlson opened the regular meeting at 5:35 PM.

Council members had a few questions for staff regarding Ordinance 2025-01, Clerk Thorson informed council and other present the intent of the ordinance is not prohibiting short term rental, but to make sure the general welfare of the public is looked after. Motion made by Augustus and seconded by Martin, all voted in favor to approve Ordinance 2025-01, motion carried.

Council had no further discussion regarding the CUP for 143 Lueders Rd, Windey made a motion to approve Resolution 2025-09 with staff option C, seconded by Martin, all voted in favor, resolution passed. Motion made by Windey to approve Resolution 2025-10 summary of Vacation Home Rental Ordinance for publication was seconded by Martin, all voted in favor, resolution passed.

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

- a. Approve Minutes 3-17-2025 Regular Meeting
- b. Approve Minutes 3-31-2025 Special Meeting
- c. Approve date change for LG220 Lawful Gambling Permit Ottertail Ducks Unlimited from 4/12/2025 to 5/3/2025 @ The Woodshed
- d. Approve Mobile Collection of HHW contract on June 12, 2025, between 10am-2pm
- f. Approve Open Air Market for June thru August at 321 MN Hwy 78 N
- g. Resolution 2025-11 Amending the Master Fee Schedule to include VHR License
- h. Approve Internal Transfer of funds from Comm. Dev. Fund to General Fund
- h. Monthly Financial Reports
- i. Monthly Schedule 1
- j. Monthly Services Sold Report (Water Fund)
- k. Approve claims 5037-5061 for a total of \$145,120.81 with approval to pay late coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported there was 6 calls with 1 mutual aid grass fire North of Rush Lake. The others were medical. Chief Ahlfs state he completed the Fire Officer 1 course and passed the test. 2) Purchase of 4 pagers -Motion by Martin, seconded by Augustus to authorize the OT Fire Chief, Ahlfs to purchase 4 pagers from Brandon Communications as presented. All voted in favor.

3) Hire of B Loch and M Stein- Motion by Martin, seconded by Windey to approve the hire of Brian Loch and Mark Stein for the OT Fire Department upon the passing of the drug test and medical physical. All voted in favor.

City Hall-1) Clerk Thorson reported Council member Augustus to attend LMC Annual Conference. Motion by Martin, seconded by Windey, to cover the attendance cost of LMC and the accrued expenses for Augustus to attend the LMC Annual Conference. All voted in favor.

2) Henning Ambulance Remount-Clerk Thorson reported the payment of \$9,048.00 is due to Henning in 2026. She also noted that the city may reduce the annual budgeted amount for the Henning ambulance remount, as there is currently approximately \$90,000 in reserves allocated in that account.

3) Clerk Thorson reported the Coalitions of Greater MN Cities (CGMC) Summer will be held July 23-25 in Bemidji. Council members who are interested in attending let her know. At this time the conference agenda is not yet available, but Clerk Thorson will forward it to the council as soon as it is released.

OTCEPAC-Windey reported discussion was mostly about volunteerism. He also reported that only about half of the \$100,000 in grant money was claimed, as only two cities applied. The city should consider applying for a grant to fund emergency sirens, as there is a need for two, the grant application will open again at a later date. It may also be worthwhile to explore the possibility of securing a backup generator for the city office. Clerk Thorson will investigate these options.

Ottertail Tourism Board- Carlson – nothing to report

OLD BUSINESS

a. Engineer's Agenda/Bob Schlieman:

Update Ottertail Capital Improvement Plan- Engineer Schlieman and Coordinator Lohse did a "drive around" of the city to review the condition of the city infrastructure. A Capital Improvement Plan (CIP) with the list of projects, locations of projects, and estimated costs was summarized.

Motion made by Martin, seconded by Augustus to allow Engineer Schlieman to update the CIP for the city of Ottertail. All voted in favor.

Motion made by Windey, seconded by Augustus to approve the order and application of class 5 on roads that are in dire need of improvement. All voted in favor.

b. Three Little Otters Work Session for Layout-will be held May 5, 2025 at 5:00 pm. Rupe reported there will be two layout designs available for review.

NEW BUSINESS

Commercial Rehabilitation Application – The Otter Supper Club - A motion was made by Windey and seconded by Augustus to approve the Deferred Loan Program application for The Otter Supper Club and Lodge. The project involves upgrades to the parking area. All voted in favor; motion carried.

ZONING

2025-04 ▪ Cedric Rossow @ 529 Three Lakes Rd – Replace 8' x 8' Bath House with 10' x 10'

2025-05 ▪ Habitat for Humanity @ 101 Arvilla Dr – New Single-Family Home

2025-06 ▪ Marge's Diner @ 102 Main St W – (Commercial) Interior Remodel

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

- a. City Hall Closed April 18, 2025-Observance of Good Friday
- b. OTBCA Easter Egg Hunt – April 19 @ 12pm - Ottertail Community Center
- c. OTBCA Annual Membership Dinner – April 21 @ 5:30pm – Ottertail Community Center
- d. Otter Tail County Housing Summit – May 14 @ Thumper Pond
- e. World Otter Day is May 28, 2025
- f. City Wide Clean Up Day – Collection is June 7th, 2025
- g. Tri-City Garage Sale is planned for June 21, 2025
- h. Henning Happenings

Augustus made a motion to close the meeting. Windey seconded the motion. Motion carried. The meeting was adjourned at 6:08 PM.

Respectfully,

____s/s_____

Amanda Thorson
Clerk-Treasurer

Prepared by D. Clerk Patty Hensel

____s/s_____

Jill Carlson
Acting Mayor