

**City of Ottertail**  
**Regular Meeting**  
**City Hall Thursday, April 18, 2024 - 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Jan Hill, Mike Windey, and Elizabeth Augustus

Absent: Council Member Jill Carlson

Staff Present: Amanda Thorson, Clerk-Treasurer; Nessa Burlingame-Deputy Clerk; Joe Ahlfs, Fire Chief, and Engineer Bob Schlieman, Apex Engineering

Also present: Matt Bueler & Siri Thorstad from Otter Tail Power, William Layman, and Chad Kohnen-Henning Advocate

**REGULAR MEETING**

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

Item Otter Tail Power Franchise – Ordinance 2024-02 was moved up on the agenda to accommodate members of the audience.

Matt Bueler & Siri Thorstad of Otter Tail Power presented Ordinance 2024-02, this will allow OTP to operate, repair and maintain transmission lines throughout the city. Ordinance will be in effect for 20 years from the date of approval. Motion made by Windey and seconded by Augustus, ordinance passed.

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

- a. Approve Minutes 3-14-2024 Regular Meeting
- b. LG230 Approval of Off-Site Gamily for Ottertail Lions
- c. LG220 Approval for Exempt Gambling on May 10, 2024 @ Thumper Pond Lodge
- d. Approval to waive Liability Coverage from LMCIT
- e. Monthly Financial Reports
- f. Approve claims 4559 – 4598 for a total of \$83,658.28 with additions and approval to pay late coming invoices

**REPORTS-FORUM-PRESENTATIONS**

**Fire Department-1) Report:** Chief Ahlfs reported that there were 2 medical calls and 2 fire calls this month. New member Clayton Noland has completed his fire fighter TWO. Also the newest member Andy Gregor is now a certified trainer and will be able to help the Ottertail Fire Department with trainings.

**City Hall-1) Website Update:** Clerk Thorson reported that we should get updates next week. **2) Lead and Copper Rule-**Mandated by the state of Minnesota, the Lead and Copper Rule put forth by the Environmental Protection Agency, is to reduce the amount of lead in drinking water. Apex will assist Ottertail in listing all curb stops, hydrants and gate valves in Ottertail to GPS and to gather inventory of every service line. Apex will be leading the project, and the Minnesota Department of Health will be funding the project. **3) Deputy Clerk Resignation-**Nessa Burlingame, the current deputy clerk, has given her resignation. Clerk Thorson presented the deputy clerk title description to discuss any revisions needed to be made. One sections is to be revised. Mayor Grobeck made a motion to accept and apply the changes to the description. Augustus seconded the motion. All voted in favor; motion carried. Clerk Thorson is looking to hold interviews either May 14<sup>th</sup> or May 15<sup>th</sup>. Clerk Thorson would also like to meet with the personnel committee to discuss and plan the interviews. The hopeful goal is to accept a candidate at the May council meeting and have the start date be after Memorial Day.

**OTCEPAC**-Lohse, Windey, Chief Ahlfs, and Jake Layman all attended the annual emergency preparedness meeting. Lohse reported several potential disasters were discussed. Discussion to look into storm sirens with available grants was discussed. Chief Ahlfs and Clerk Thorson also discussed the importance of short-term rental homes being licensed with the county in case of emergencies. Chief Ahlfs also stated the responder panel at the meeting including different public works from the city was the most important part of the meeting. Windey suggested having a work session with fire department personnel and Otter Tail County's Emergency Manager, Patrick Waletzko to discuss potential disasters specific to Ottertail and have hands on training.

### **OLD BUSINESS**

**Engineer's Agenda/Apex-Bob Schlieman-1) Wallenberg Dr**—Bids were opened on the project on March 18, 2024, with a total of 3 bids submitted. Ottertail Aggregate presented the lowest bid at \$124,971.54. Councilmember Hill made a motion to accept and implement Resolution 2024-13 to accept the bid from Ottertail Aggregate and authorize the award of contract for Wallenberg Drive Surface Improvements. Windey seconded the motion. All voted in favor; motion carried. Along with accepting Resolution 2024-13, Schlieman informed the council and staff that if the city would like to move forward with the project, approval of Task Order No. 11 from Apex Engineering should be accepted. Hill made a motion to accept Task Order No. 11. Augustus seconded the motion. All voted in favor; motion carried. **2) Tyler Wohler's Trail**—Schlieman updated the council and staff on the progress of constructing the Tyler Wohler's Trail. Otter Tail Power needs to move some lines before MnDOT will approve the final draft. Apex is working with MnDOT and OTP regarding the right-of-way at Hwy 78 Public Access. Hill made a motion for Clerk Thorson and Mayor Grobeck to sign the final agreement with MnDOT to move forward with Tyler Wohler's Trail once it is prepared. Grobeck seconded the motion. All voted in favor; motion carried.

**Habitat for Humanity**-The purchaser of the home that was built would like to be closer to Barnesville. However, Habitat for Humanity is aware of our availability. Staff and council decided to table for now.

### **NEW BUSINESS**

**Ottertail Liquors**-Ottertail Liquors has applied to obtain a license in the retail sale of edible THC. Augustus made a motion to approve the license for Ottertail Liquors. Hill seconded the motion. All voted in favor; motion carried.

**Ordinance 2024-04**-Clerk Thorson presented the revised ordinance for private docks specifically adjusting the increase of required insurance coverage from \$300,000 to \$1,000,000. Hill made a motion to approve Ordinance 2024-04. Augustus seconded the motion. All voted in favor; motion carried.

**Full Arena Promotions**-Hill made a motion to approve the rental of the Demo Derby area to Full Arena Promotions in October of 2024. Windey seconded the motion. All voted in favor; motion carried.

**Otter Tail County Operations Open House**-Clerk Thorson presented plastic logoed cups to hand out at the Open House. The council decided between two designs, both temperature color changing cups. Hill made a motion to purchase 500 full blue color changing cups with the Ottertail logo. Augustus seconded the motion. All voted in favor; motion carried.

**Playground Mulch**-Every 3 years the City of Ottertail replenishes the wood chips/mulch at the city playground. The playground is due for new mulch this year. In past years, Ottertail has partnered with Battle Lake to split the cost of one load. At this moment, Ottertail has not heard back from Battle Lake. Hill made a motion to purchase the mulch with or without Battle Lakes partnership since it is needed. Windey seconded the motion. All voted in favor; motion carried.

**Community Center Highchairs**-The council was presented with two different options to replace the old highchairs at the community center, wooden or plastic. Hill made a motion to purchase 4 wooden highchairs to replace the old ones at the community center. Windey seconded the motion. All voted in favor; motion carried.

**Access Control**-Clerk Thorson presented the cost to implement key fob access to the employee entrance at the back of the building for City Hall. The access control would bring more safety to city staff and the cost was more reasonable than expected at a total of \$451.00. Hill made a motion to approve the purchase and installation of the access control for the employee entrance of City Hall. Augustus seconded the motion. All voted in favor; motion carried.

**Right-of-Way Cleanup**-Ottertail citizens brought concern to city staff of potential hazards of overgrown brush and trees near roadways. Clerk Thorson contacted Carr's Tree Service for a quote on removing brush from the right-of-way at Elm Ave S and 2<sup>nd</sup> St and the Donald's Lake access on Donalds Rd (removing two trees). Hill made a motion to approve the hiring of Carr's Tree Service to remove the brush and trees at the two sites. Grobeck seconded the motion. All voted in favor; motion carried.

### Zoning

2024-05 ▪ Patrick Kovash @ 102 Pottery Dr – New Commercial Sign

2024-06 ▪ Greg Baumbreger @ 126 Lueders Rd – Enclosed Porch Under Existing Deck

2024-07 ▪ Paul Friedrich @ 101 Buchanan Rd– 32'x60' Accessory Structure

2024-09 ▪ OSCAL Inc. @ 102 W. Main St – New Commercial Sign

2024-10 ▪ Patrick Kovash @ 102 Pottery Dr – New Concrete Pads around Building Remodel

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

Senior Driving Classes—Underwood April 23, 2024

Clerk-Amanda Thorson will be out of the office April 19-28

Council Member Mike Windey will not be in attendance for the July council meeting

At this point in the meeting, Mayor Grobeck requested a motion be made to table the regular meeting. Augustus made a motion to table the regular meeting in order to open the public hearing. Hill seconded the motion. All voted in favor; motion carried.

Mayor Grobeck opened the public hearing at 6:49 pm. Clerk Thorson presented to the council ordinance 2024-03 amending Title XV Chapter 152 Subdivision Control. There was no discussion from the audience. Hill made a motion to close the public hearing. Windey seconded the motion. All voted in favor; motion carried.

Mayor Grobeck re-opened the regular meeting, Hill made a motion to accept Ordinance 2024-03 amending Title XV Chapter 152 Subdivision Control. Augustus seconded the motion. All voted in favor; motion carried.

Hill made a motion to close the meeting. Windey seconded the motion. The meeting was adjourned at 6:53pm.

Respectfully,

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s/s  
Amanda Thorson  
Clerk-Treasurer

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s/s  
Ronald Grobeck  
Mayor