

**City of Ottertail
Regular Meeting
City Hall Thursday, May 16, 2024 – 5:30 PM**

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

Staff Present: Amanda Thorson, Clerk-Treasurer; Justin Lohse, Maintenance Coordinator; Joe Ahlfs, Fire Chief; and Bob Schlieman, Apex Engineer.

Others Present: Chad Kohnen, Henning Advocate

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:30 PM. All present recited the pledge of allegiance. Carlson made a motion to approve additions to the agenda and to approve the consent agenda; Augustus seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 4-18-2024 Regular Meeting
- b. Approve LG230 for Ottertail Rod & Gun Raffle for Demo Derby 8/9/2024
- c. Monthly Financial Reports
- d. Approve claims 4599 – 4638 for a total of \$63,157.43 with additions and approval to pay late coming invoices

REPORTS-FORUM-PRESENTATIONS

Fire Department-1) Fire Chief reported one medical call and one mutual aid fire call with Underwood. Chief Ahlfs connected with Faul Psychological to provide services when needed, he will get Clerk Thorson needed contract paperwork. Chief Ahlfs recommends discussing what is needed at a work session and that the cost is \$200 a visit.

City Hall-1) Deputy Clerk Position Clerk Thorson reported that the City received 3 applications for the open Deputy Clerk position and the interviews will be held on Monday, May 20, 2024. Clerk Thorson requested a special meeting so the personnel committee can present a nomination to the council for the open position. Wednesday, May 29, 2024, at 5:00 PM will be the special meeting to decide on a candidate. **2) MnDOT Historic Marker at MN 78 and Hwy 108** Clerk Thorson informed the council that Minnesota Department of Transportation will be working on the historical marker area at the intersection of MN Highway 78, State Highway 108, and Bay View Rd. The work is in the state right of way, so no permit is needed for Ottertail. **3) Small Cities 2024/2025 Forecast Funding** Clerk Thorson provided a forecast of the Small Cities Street Funding from the State of MN **4) Postage Increase** Clerk Thorson reminded the council of their approval in the consent agenda to purchase postage for 6-8 months, postage will increase in July 2024.

OTCEPAC-Windey reported an hour session this month discussing the National Incident Management System. He also reported that there will be sub-training courses coming up in the near future.

Ottertail Tourism Board-Carlson did not have anything to report. Mayor Grobeck shared about “Otters in Action”. These would be Otter statues scattered throughout the city with specific art pertaining to different organizations within the city. Grobeck says this would be a tourist attraction for the city. Grobeck is meeting with an artist from Bemidji and will be getting a quote together.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman:

- 1) Wallenberg Drive Surface Improvements—Contracts are close to being executed. After they are executed, a pre-construction meeting will be held with Ottertail Aggregate.
- 2) Tyler Wohler's Trail—Schlieman reported they are hoping to advertise for bids this month. Schlieman requested the council approve resolution 2024-14 Entering into MnDOT Agreement 1053739 for LPP Funds. MnDOT also requires a certification of resolution 2024-14. Hill made a motion to approve Resolution 2024-14 Entering into MnDOT agreement 1053739 for LPP Funds. Carlson seconded the motion. All voted in favor; motion carried. Bid opening is scheduled for June 12, 2024 at 2pm.

Habitat for Humanity Lot Sale on Arvilla Clerk Thorson reported that Stan Carignan would still like to work with the City of Ottertail for a future home. Carignan is asking the council if the City would like to go into a purchase agreement for 2 to 3 years where he would purchase the Arvilla lot for \$2,000 and would pay for the closing costs. If after 3 years a build does not happen, he would forfeit the \$2,000 and the property would go back to the City. Mayor Grobeck showed concern that the lot would be "tied" up for 2-3 years. Carlson recommends Clerk Thorson contact Sam Felix, the City's attorney, to see what his advice on the matter would be.

Full Arena Promotions Clerk Thorson informed the council that the October date for the fall demo derby was cancelled. Josh has requested to rent the arena space May 9th through May 11th, 2025 for a full weekend event. When there is a more concrete plan, Clerk Thorson will present it to the council. Clerk Thorson spoke with a member of the Rod & Gun Club to see if the date(s) would be a problem and the member did not think so. The council agreed with Clerk Thorson that there is no need to rush into the contract for May with Full Arena Promotions.

County Wide Seal Coat Project Clerk Thorson requested a motion be made to allow the county to move forward with the seal coating of the 2017 and 2019 road projects and proposed last year. Hill made a motion to move forward, Augustus seconded the motion. All voted in favor; motion carried.

NEW BUSINESS

Greasy Grimy Gopher Feet Clerk Thorson has spoken with other townships to see how much they pay for bounty of Gophers, and they pay \$5 a pair. Carlson made a motion to increase the City of Ottertail's Gopher Bounty to \$5 a pair. Hill seconded the motion. All voted in favor; motion carried. Citizens are allowed to trap gophers in town. Council member Hill wants Lohse to be informed of anyone utilizing traps.

Ordinance 2024-05 Amend Chapter 151 Subdivision Control This is the first presentation of the amending of this ordinance. The amendment will better represent different size parcels within the city requesting for an accessory structure prior to a dwelling.

Township Fire Contracts 2024-2034 Fire Chief Ahlfs and Clerk Thorson visited each township meeting in May to presented the contracts with the addition of 1% increase to the replacement cost of equipment and structures after it has been fully depreciated. The total of 2% will be placed in a restricted fund to be used the first year help townships with the cost of new equipment when purchased. Hill made a motion to approve 2024-2034 Township Fire Contracts. Windey seconded the motion. All voted in favor; motion carried.

Donation of Children's Playhouse to City of Ottertail Former council member Jessica Grimes would like to donate a children's playhouse to the City of Ottertail. Clerk Thorson stated that the children's playhouse is nice but there is not room at the City park for it, liability was also a concern of Clerk Thorson. Council Member Windey suggested it be donated to the OTBCA and can be auctioned off in July. Mayor Grobeck will speak with the owners of the playhouse.

OTBCA Outlet Request The OTBCA has requested the approval to add an additional outlet to the storage building at their cost. Hill made a motion to approve the addition of an electrical outlet at the City owned shed. Carlson seconded the motion. All voted in favor; motion carried.

ZONING

- 2024-11 ▪ Robert Turchin @ 152 E Cozy Oak Dr – New Driveway
- 2024-12 ▪ Kirk Buehler @ 532 Main St E – Green House/3600 sq ft
- 2024-13 ▪ Jim Werre @ 427 S Hwy 78 – Ice Damage Repair to Shoreline
- 2024-14 ▪ Nash & Ella Mercantile @ 227 W Main St – Sign Permit

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

- a. City Wide Rummage Sale – May 18th, 2024 – Look for FB & website for postings
- b. City Hall Closed May 27, 2024, in observance of Memorial Day
- c. City Wide Clean Up – City of Ottertail June 1, 2024 (cards went out Friday May 10th)
- d. Otter Tail County Open House June 8, 2024
- e. Household Hazardous Waste Collection – Ottertail Community Center 10am-2pm June 13, 2024

Hill made a motion to close the meeting. Windey seconded the motion. The meeting was adjourned at 6:10 PM.

Respectfully,

_s/s
Amanda Thorson
Clerk-Treasurer

____s/s
Ronald Grobeck
Mayor