

**City of Ottertail
Regular Meeting
City Hall Thursday, June 20, 2024 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Elizabeth Augustus, and Jill Carlson
Staff Present: Amanda Thorson, Clerk-Treasurer; Deputy Clerk, patty Hensel; Justin Lohse, Maintenance Coordinator; and Bob Schlieman, Apex Engineer.
Others Present: Beth Carlson, Kaycee Carlson and Peter Carlson

PUBLIC HEARING

Mayor Grobeck opened the public hearing at 5:30 pm all recited the pledge of allegiance. Clerk Thorson presented the second reading of City Zoning Ordinance 2024-05 to remove parcels more than 3 ½ acres from needing a CUP if placing an accessory structure prior to a dwelling. No comment from the public. Clerk Thorson reviewed the Big Build Application for Chris Hutmacher at xxx Hoot Lane for a Shouse to be built on the parcel. Council questioned whether the living space will be large enough to meet City Code. Thorson assured council that the square footage of the living space is presented at 2,000 square feet and will exceed the requirements needed for living space.

After hearing no other comments from council or the public, Mayor Grobeck asked for a motion to close the public hearing, Council member Carlson made a motion, member Windey seconded, all voted in favor. Meeting was closed at 5:33 p.m.

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:33 PM. Motion made by Carlson and seconded by Augustus to approve Ordinance 2024-05, all voted in favor. Council member Windy made a motion to approve the tax abatement for Chris Hutmacher at xxx Hoot Lane, Carlson seconded, all voted in favor.

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

- a. Approve Minutes 5-16-2024 Regular Meeting
- b. Approve Minutes 5-16-2024 Work Session
- c. Approve Minutes 5-29-2024 Special Meeting
- d. Approve 1-4 Day Temporary Liquor License Ottertail Lions, Ottertail Community Auction July 20, 2024
- e. Approve 1-4 Day Temporary Liquor License Ottertail Rod & Gun Club, Demo Derby August 9, 2024
- f. Approve 1-4 Day Temporary Liquor License Ottertail Lions, Otterfest August 10, 2024
- g. Approve Special Event Permit Ottertail Rod & Gun Club August 9, 2024 – Annual Demo Derby
- h. Approve LG220 Rocky Mountain Elk Foundation Raffle Permit for December 6, 2024
- i. Resolution 2024-16 Appoint State Primary and General Election Judges
- j. Resolution 2024-17 Authorizing Signatures for City of Ottertail
- k. Resolution 2024-18 Authorizing Deputy Clerk City Issued Credit Card
- l. Resolution 2024-19 Finance Policy (replace 2005-04)
- m. Approve Internal Transfer from GF to Fire for Annual Fire Contract
- n. Approve Internal Transfer from GF to Fire for Annual Fire Truck Payment
- o. January - May 2024 Services Sold Enterprise Account (Water Fund)
- p. Monthly Financial Reports
- q. Approve claims 4639 – 4676 for a total of \$131,330.29 with additions and approval to pay late coming invoices

REPORTS-FORUM-PRESENTATIONS

Fire Department-1) Clerk Thorson presented on behalf of Chief Ahlfs there were six medical calls last month, and one alarm at the Otter. Also, the AC Compressor has gone out in the new Engine, TNT in Henning can replace it, truck will be out of service for a day to two days. The cost is estimated around \$1,000.

City Hall-1) Schedule Work Session Property owner Tim McKenna would like to have a discussion with council regarding the lot size requirements within Park Circle. He currently has six properties and would like to build a duplex on each of the parcels, Ottetail City Code does not allow this. Session is scheduled for Monday June 24, 2024 at 4pm, City attorney will also be available for this meeting. **2) July 5th-Office Closed** Clerk request that City Hall be closed on July 5th in addition to observing the 4th of July on Thursday, council was in favor of closing the office. **3) Bike Path-Replacing of Trees** Clerk Thorson let the council know the trees that were removed last year have been replaced. MnDOT approved a permit for placement of 22 new trees on the bike path. Funding will come out of the remaining balance from the DuPont Settlement years ago. **4) 2023 Ottetail Population** The State Demographic Center sent out an estimate for 2023 Ottetail population is at 694, with an estimate of 307 households. **5) Hydrant Repair** In the week prior the hydrant near downtown was struck by a car, it has since been repaired and has been paid for, insurance was not involved.

OTCEPAC-Windey reported the meeting held earlier in the day was busy. Two overviews of emergencies in the county were discussed that Smart 911 was used to keep residence in place. It was reported that Otter Tail County will be receiving just over one million from the state for EMS Service, this will help provide more advanced care on the scene. Discussion today was also help regarding a mutual agreement with Otter Tail County similar to what the City of Perham has in place in case of a large citywide disaster. More discussion will be held in the future.

Ottetail Tourism Board-Carlson did not have anything to report.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman:

- 1) Tyler Wohler's Trail — Construction bids were received on June 12, 2024, with two bids from Ottetail Aggregate for \$228,156.04 and Williams Excavation LLC for \$251,070.74. Engineer Schlieman also presented a funding source with funding from LLP, and LRIP and the Local contribution to the project. Motion was made by Carlson and seconded by Windey to award the construction contract to Ottetail Aggregate, all in favor, carried. Apex will take care of finalizing the agreements for the LLP and LRIP Funds awarded to the City of Ottetail.
- 2) Wallenberg Drive Surface Improvements—Pre-Construction meeting was held on June 13th. Project should take just under one week once mobilization can be scheduled.

Habitat for Humanity Lot Sale on Arvilla Nothing to Report

Signs @ Pickleball Courts Clerk Thorson presented a request for signs at the courts. It was suggested that wording be changed, and open hours be removed. 218 Designs will volunteer time if the city purchases the blank signs and vinyl. Motion by Carlson and seconded by Windey to approve the purchase of vinyl and signs for the pickleball courts, all in favor.

Happy Acres – MN Work Force Housing Nothing to Report

NEW BUSINESS

Otter Tail Power Easement Purchase/Agreement Otter Tail Power has presented an easement purchase agreement to the City of Ottertail for 3,250 feet for the need to bury lines. Clerk Thorson had a discussion with city attorney regarding the contract and purchase amount. It was decided that some wording be changed. Clerk Thorson also presented a revised amount for the agreement to align with the current value of the property. Member Windey made a motion to allow Clerk Thorson to sign the revised contract with the new agreed value for the easement, seconded by Augustus, all voted in favor.

ZONING

- 2024-15 ▪ Chris Hutmacher @ xxx Hoot Ln – 40’ x 100’ Shouse w/ Entry & Class 5 Driveway
- 2024-16 ▪ Keith Van Dyke @ 118 Shores Rd – 24 x 10 Shed with Concrete Pad & Pavers
- 2024-17 ▪ Ryan Hunke @ 203 River View Rd – 20’ x 40’ Home, 12 ’x 40’ Deck &12’ x 16’ Shed
- 2024-18 ▪ Monty Meyer @ 225 Hilltop Rd – 32’ x 32’ New Garage with Concrete Pad
- 2024-19 ▪ Randy Kosak @ 133 Bay View Rd – 117 sq. ft. Apron to Garage
- 2024-20 ▪ Ken Kangas @ 538 Three Lakes Rd – 12’ x 28’ Deck & Concrete Driveway

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

- a. Public Hearing June 21, 2024 @ 10am – Ottertail City Hall
- b. East Otter Tail County Fair July 25th-28th
- c. City Hall Closed Thursday July 4th

Carlson made a motion to close the meeting. Augustus seconded the motion. The meeting was adjourned at 6:21 PM.

Respectfully,

____s/s_____
Amanda Thorson
Clerk-Treasurer

____s/s_____
Ronald Grobeck
Mayor