

**City of Ottertail  
Special Meeting  
City Hall, June 3, 2025 – 3:00 PM**

Council Members Present: Mayor Ron Grobeck, Jill Carlson, Elizabeth Augustus, Michael Windy and Jerry Martin

Staff Present: Clerk-Treasurer Amanda Thorson, Deputy Clerk Patty Hensel, and Maintenance Coordinator Justin Lohse

Others Present: Chad Bormann; Hammers Construction, and Alec Rupe; Ottertail Family and Recreation Center

**PUBLIC MEETING**

Mayor Grobeck opened the special meeting at 3:00 pm The pledge of allegiance was recited.

Repeal Chapter 115 – Low Potency Hemp – Clerk Thorson explained the need to repeal the City Ordinance because Ottertail City is no longer licensing those types of businesses. In November of 2024, Ottertail City Council moved to have Otter Tail County license any business that wanted to sell low-potency hemp or any new cannabis business in town.

**Variance Request**

223/225 Maple Ave S – Vary from Standards of Lot Width and Lot Size Requirements

227/229 Maple Ave S – Vary from Standards of Lot Width and Lot Size Requirements

Clerk Thorson presented staff reports for Lot A and Lot B for the planned day care units for Ottertail Family Daycare and Recreation Center. Lot A requests a variance from lot width from 265' to 109.50 ft for a duplex. Also requested for Lot A was variance from standards for lot area from 80,000 sq ft reduced to 35,444 sq ft. Lot B had similar variance requested from lot width of 265' to 103.56 ft and a lot size reduction from 80,000 sq ft to 38,572 sq ft. Council member Martin requested that if both variances were approved for the lots a condition be that if any structure or site changes are made they may also need to be reviewed and approved by council. Council member Windey questioned if there was more thought into putting a safe room in each of the 4 units. Chad Bormann informed Windey, the council and staff that it was decided hurricane clips will be installed at each rafters for added reinforcement. He also noted that including a safe room in each unit was challenging due to space constraints and the additional funding required.

**Conditional Use Permit Request**

223/225 Maple Ave S – Construct Multi-Family Dwelling and require 300+ cu. yds fill

227/229 Maple Ave S – Construct Multi-Family Dwelling and require 300+ cu. yds fill

Clerk Thorson presented two CUP applications for each Lot A and Lot B. Conditional Use Permits are required for a multi-unit dwelling, and each duplex will require more than 300 cu. yd. of fill. Reviewing the staff reports, Clerk Thorson presented that Lot A will require approximately 2,580 cu. yds. of fill for the project. Maple Ave lot is a very low-lying lot and will need to be raised significantly to accommodate a building. Lot B will require approximately 1,574 cu yard

of fill. With no further questions from the audience or council a motion made by Carlson and seconded by Augustus to close the public hearing, all voted in favor, hearing was closed at 3:12 pm.

Mayor Grobeck opened the special meeting, a motion by Martin and seconded by Windey to approve the repeal of City Code Chapter 115 – Low Potency Hemp, all voted in favor, motion carried. Council member Carlson made a motion to approve resolution 2025-14 CUP for Construction and Operations of Day Care Units for Lot A, motion was seconded by Windey, all voted in favor. Council member Windey made a motion to approve resolution 2025-15 approval of variance from Lot width and lot size for Lot A and was seconded by Martin, all voted in favor. Council member Augustus made a motion to approve resolution 2025-16 a CUP for construction and operation of day care units on Lot B, seconded by Carlson, all voted in favor. Council member Carlson made a motion to approve resolution 2025-17 the approval of a variance for lot width and lot size for Lot B, motion was seconded by Augustus, all voted in favor.

Council member Carlson made a motion to close the special meeting, seconded by Augustus, all voted in favor. Meeting was closed at 3:15pm

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Amanda Thorson  
Clerk-Treasurer