

**City of Ottertail**  
**City Council Meeting and Public Hearing**  
**City Hall Thursday, July 18, 2024—5:30 PM**

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

Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Bob Schlieman, City Engineer; Joe Ahlfs, Fire Chief

Also Present: Chad Koenen-Citizen's Advocate, Bob Johnson, Joni Thorrien and Jess Greene of Sota Sown.

**PUBLIC HEARING:**

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

**Conditional Use Hearing – Johnson** An application for Conditional Use (CUP) was made by Robert & Margo Johnson at parcel 74000990778000, 140 Thalmann Dr to allow a garage to be built on the lot they own behind their parcel at 161 Thalmann Road. The council reviewed the staff report, providing 3 possible actions. A) Approve the CUP as is – with no conditions. The applicant has followed the ordinances of Chapters 151.02 Classifications and Uses; 151.029 (B) Standards; and 151.032 General Requirements, meeting all setbacks, and location for proposed building with detailed plans for future building, B) Deny the CUP for further information. C) Approve the CUP with the following conditions of ordinances listed above along with conditions that other required permits and fees are paid prior to beginning construction. Staff recommends Council approve C. Council member Carlson made a motion to close the public hearing at 5:34 PM. Augustus seconded the motion. All voted in favor; motion carried.

**REGULAR MEETING:**

Mayor Grobeck called the regular meeting to order at 5:37 PM. Motion made by Carlson and seconded by Hill to approve Ordinance 2024-21 CUP for Robert & Margo Johnson, all voted in favor. Hill made a motion to approve additions to the agenda and to approve the consent agenda; Carlson seconded. All voted in favor; motion carried.

- a. Approve Minutes 6-20-2024 Regular Meeting
- b. Approve Minutes 6-24-2024 Work Session
- c. Approve Minutes 6-21-2024 Special Meeting
- d. Resolution 2024-22 Donation from Ottertail Lions to Ottertail Fire Department
- e. Lakes County Service Coop IT Service Agreement \$900/12 mo. July 2024-June 2025
- f. OTBCA LG220 Bingo Permit August 10, 2024
- g. Consent to participate in a Solar Study for Community Center/Fire Hall & City Hall
- h. Monthly Financial Reports
- i. Approve claims 4677-4707 for a total of \$125,431.01 with additions and approval to pay late coming invoices

**Reports**

**Fire Department:** Chief Ahlfs reported 2 car accidents, 12 medical calls, 5 trees down on power lines bringing the total number of calls to 19 for the month. Engine Number 2 in having the AC fixed and will be brought in this Thursday. The refrigerator in the fire hall has been replaced. Maintenance was done on the SVBA gear at the fire hall therefore an invoice will be coming for this. Chief Ahlfs also commented

on OSHA changes and there just not being enough funding. If you have not made a comment yet, there is still time to go out and make a public comment. Please do so as there is a lot of opposition.

**City Hall – 1) Work Session with Tim McKenna** it was requested to have another work to see if council would look at an ordinance change for lot size requirements on multi-family dwellings. Council member Hill suggested Clerk Thorson call and ask for guidance from Traci Ryan of Ryan Consulting regarding her take on lot size change. Following discussion with Traci, Thorson will schedule a work session in August to revisit possible lot size change with Council members.

**2) Work Session for Budget** - Work session #1 for 2025 budget will be set for Monday, July 29 at 4:00 PM.

**3) Damage Assessment for 7-13-24 Storm** - Justin, along with Joe, did damage assessment in the city and sent report off to Patrick at OT County. May be assistance available to help with storm clean up. Thorson posted, no one add to brush pile after Monday, July 22 and weather permitting, the pile is to be burnt Wednesday, July 24<sup>th</sup>.

**4) Work Session for Ottetail Family Rec** – Thorson will contact Alex Rupe and schedule a work session for Monday, July 29 at 5:30 regarding Happy Acres.

**OTCEPAC:** Windey stated Emergency Preparedness Advisory Committee (EPAC) Moved to July 25<sup>th</sup> and it should be interesting as it will focus on Smart 911 and emergency sirens.

**Ottetail Tourism Board** – Carlson did not have anything to report.

#### **Public Forum:**

- 1) Joni Therrie – Quite Zones @ RR Crossings in Ottetail & Beyond – Ms. Therrie presented her concerns regarding noise from the train whistles here in Ottetail and proposed looking into a Quite Zone through Ottetail City. The council's concerns are cost, insurance, and liability issues as this will come out of city funds. Clerk Thorson also informed council and attendees that there are 3 crossing 600 feet, 700 feet, and 1300 feet outside city limits which Ottetail City has no control over.
- 2) Jess Greene - Approached council to sell THC off premises by changing Ordinance 2022-11 to allow THC Edibles and Beverages to be sold off site of the licensed business. Clerk Thorson will look more into this.

#### **Old Business**

##### **a. Engineer's Agenda/Bob Schlieman:**

- 1) Tyler Wohler's Trail
  - a. Motion made by Hill and seconded by Windey to approve Resolution 2024-23 LRIP Grant Terms and Conditions. All voted in favor.
  - b. Motion made by Hill and seconded Augustus by to pass Grant Agreement No. 1056908 funding through LRIP. All voted in Favor
  - c. Motion made by Hill and seconded by Augustus to approve task order No. 12 Wohler's Trail Construction Services – Apex Engineering. All voted in Favor.
- 2) Wollenberg Drive – pavement project is complete

**b. Habitat for Humanity lot Sale on Arvilla** – Clerk Thorson spoke with City Attorney Sam Felix, he suggested we put our conditions in the the purchase agreement giving 2 years. Thorson will reach out to Stan Carigan from Habitat in the next few months to see what they decide.

**c. Happy Acres -Clay Houselog & Neil Lewis** – Realtor Clay Houselog has decided to not work with Neil Lewis and Mn Work Force Housing. Proposal will not go forward.

**New Business**

- a. **Liberty Business Copier Agreement** – Motion made by Carlson and seconded by Augustus to approve a new agreement to purchase 3 refurbished Kyocera machines with Liberty Business System;. All voted in favor.
- b. **Lueders Road Wash Out** - Motion made by Hill and seconded by Carlson approve \$1,250 for Ottertail Aggregate to fix Lueders Drive. All voted in favor.

**Zoning**

- 2024-21 ▪ Brenda Dunn @ 166 E Cozy Oak – New 24' x 30' Storage & Bituminous Driveway
- 2024-22 ▪ Mike Leichter @ 115 River Views Rd – 20'x28', 9'x16' & 6'x8' Additions to House & Deck
- 2024-23 ▪ Ken Bakken @ 120 Thalmann Rd – 30' x 60' Storage Shed
- 2024-24 ▪ Ben Bethke @ 164 E Cozy Oak – 30' x 56' New Home with Class 5 Driveway
- 2024-25 ▪ Robert Johnson @ 161 Thalmann Rd – 10' x 10.5' Wood Deck
- 2024-26 ▪ Robertson Well Drilling @ Buchanan Rd - 191 – 50' x 120' Commercial Building
- 2024-27 ▪ Jordan Woessner @ 221 MN Hwy 78 N – Commercial Interior Remodel
- 2024-28 ▪ NEVO, LLC @ 322 Buchanan Rd – Chain Link Fence

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

- a. Affidavits of Candidacy begins 8am Tuesday July 30 - 5pm Tuesday August 13
- b. July 25, 2024, Alerts & Warnings Education Series from Otter Tail Emergency Management 11AM
- c. August 13, 2024, MN State Primary Elections

Mayor Grobeck asked for a motion to close the meeting. Hill made a motion to adjourn the meeting. Seconded by Windey. All voted in favor; motion carried.

Meeting adjourned 6:32 PM

Respectfully,

\_\_\_\_s/s\_\_\_\_\_  
Amanda Thorson  
Clerk-Treasurer

\_\_\_\_s/s\_\_\_\_\_  
Ronald Grobeck  
Mayor