

**City of Ottertail  
Regular Meeting  
City Hall Thursday, August 15, 2024 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Elizabeth Augustus, and Jill Carlson  
Staff Present: Amanda Thorson, Clerk-Treasurer; Justin Lohse, Maintenance Coordinator; and Bob Schlieman, Apex Engineer, Joe Ahlfs; Fire Chief  
Others Present: William Layman, Brian Koehn; Brian D. Koehn, CPA, PLLC, Rudy & Adele Butenas, Randy & Joan Hutmacher, Chad Koenen; Citizen's Advocate

**PUBLIC HEARING**

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

**Conditional Use Hearing** – An application for Conditional Use (CUP) was made by Rudy & Adele Butenas 151 Hilltop Rd, Parcel 74-000-99-0799-000 to allow a storage building prior to a dwelling. The council reviewed the staff report, providing 3 possible actions. A) Approve the CUP as is – with no conditions. B) Deny the CUP for further information. C) Approve the CUP with conditions applicant to follow the detailed site plan provided to staff, agree any future improvements will require permits, and other applications. Staff recommends Council approve C.

**Housing Tax Rebate**- Clerk Thorson presented an application from Dean Wagner for a new home to be built at 206 Wallenberg Dr, parcel 74-000-99-0346-000. The application request will be to abate the taxes up to \$5,000 or 5 years on the improved value of the parcel.

With no comment from the public, Council member Windey made a motion to close the public hearing at 5:38 PM. Carlson seconded the motion. All voted in favor; motion carried.

**REGULAR MEETING**

Mayor Grobeck opened the meeting at 5:38 PM. Motion made by Carlson and seconded by Augustus to approve staff recommendation C) for Butenas, all voted in favor, carried. Council member Carlson made a motion to approve the tax abatement for Dean Wagner at 206 Wallenberg Dr, Windey 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 7-18-2024 Regular Meeting
- b. Approve Minutes 7-29-2024 Work Session
- c. 2023 TIF Reporting
- d. Approve Ottertail Lions Temp 1-4 Day Consumption Liquor License Sept 5, 6, & 7
- e. Approve Ottertail Lions Consumption and Display Temp Liquor License Sept 5, 6, & 7
- f. Approve 2am License/Permit for Otter Supper Club & Lounge
- g. Resolution 2024-26 Approving 2% Water Rate Increase for 2025
- h. Resolution 2024-27 Adopting Proposed Tax Levy for 2025

TNT Hearing will be December 19, 2024 @ 6pm at Ottertail City Council Chambers in Ottertail

- i. Monthly Financial Reports
- j. Approve claims 4708-4753 for a total of \$204,305.70 with additions and approval to pay late coming invoices

## **REPORTS-FORUM-PRESENTATIONS**

**Fire Department-1)** Chief Ahlfs informed all present there has been 7 medical calls and 2 car accidents this month. Council was also informed that newest member Andrew Gregor will be leaving the department in the next few months.

**City Hall-1) 90 Day Pay Increase D. Clerk** Thorson requested council approve with Personnel Liaisons recommendation to move Patty Hensel to PG 4 Step 2 instead of Step 1. Patty has shown tremendous skills and is an incredible addition the team. Motion made by Carlson and seconded by Augustus to move Deputy Clerk Hensel to PG 2 on Sept 1, after her probation period has ended, all voted in favor. **2)**

**Long Street Speed Reduction** Clerk Thorson received a request from residents down Long Street to reduce the speed from 30 MPH to 20 MPH. Several homes have smaller children, and some have experienced high speeds by through traffic. Staff recommends the speeds be reduced, there are several other streets in city limits that have speeds of 20 MPH. Motion by Windey, seconded by Carlson all voted in favor.

**OTCEPAC**-Windey reported the meeting held earlier in the day had discussion regarding protocols and policies from the Sheriff Dept. when there are issues with Election Polling Places and when there are Civil Disobedience withing the city limits. Once these policies reports are received by Council Member Windey, he will share with Clerk Thorson.

**Ottertail Tourism Board**-Carlson reported the group will be meeting after Labor Day

## **OLD BUSINESS**

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

- 1) Tyler Wohler's Trail —Construction is projected to start August 20, 2024. Motion made by Carlson and seconded by Augustus to approve proposal from Bruan Intertec, Inc for the material testing of Wohler's Trail.
- 2) Wallenberg Drive Surface Improvements—Construction is substantially competed; assessment hearing will take place this fall.
- 3) Water Tower Improvement 2022-Scheiman presented an invoice from Apex and the Final payment from Osseo Construction. Apex invoice includes KLM Engineering unpaid amount by Osseo Construction which was withheld from the final payment to Osseo. Motion made by Carlson to approve the final payment of 2,967.68 to Osseo Construction and Apex Engineering for KLM of \$11,387.12 was seconded by Augustus all voted in favor.
- 4) Maple Ave South & Alley-Final payment to Ottertail Aggregate was presented and approved under Consent Agenda.

## **NEW BUSINESS**

**Deer Run Estates-** Randy Hutmacher presented a request for the City to take over the proposed newly named Hoot Lane that runs through the Preliminary Plat of Deer Run Estates Plat. With out known material and base on the road in question, the council denied taking over the road. Council will hold a public work session on September 9<sup>th</sup> at 5pm. Council will discuss the City Policy on Accepting Designated Roads at this work session and the future of Deer Run Estates.

**Approve 2023 Audit**-Brian Koehn presented council with 2023 Financial Summary for 2023. Governmental Revenues are up slightly from 2022, expenditures for 2023 increased over 2022. In the Enterprise Fund for water, sales did not increase, and expenditures increased in 2023. Two additional finds were presented in 2023, one for violation of City Personnel Policy and second for Bid Law violation. Motion by Carlson and second by Windey to allow Clerk-Treasurer to approve final 2023 audit, all voted in favor.

**ZONING**

- 2024-29 ▪ Robert Johnson @ 140 Thalmann Rd – New 40' x 32' Storage Building
- 2024-33 ▪ Seth Dokken @ 109 Lynn Rd- New Garage 30' x 42' with Concrete Pad
- 2024-34 ▪ Kevin Chisholm @ 212 County Rd 1 – Concrete Pad & Driveway
- 2024-35 ▪ Jeff Partington @ 913 Three Lakes Rd – Bituminous Driveway
- 2024-36 ▪ Doug Johnson @ 111 Lynn Rd – Bituminous Driveway
- 2024-20 ▪ Ken Kangas @ 538 Three Lakes Rd – 12' x 28' Deck & Concrete Driveway

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

- a. Ottetail Lions Polka Daze September 5-7

Carlson made a motion to close the meeting. Augustus seconded the motion. The meeting was adjourned at 6:28 PM.

Respectfully,

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Amanda Thorson  
Clerk-Treasurer

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Ronald Grobeck  
Mayor