

**City of Ottertail
Regular Meeting
City Hall Wednesday, September 17, 2025 – 5:30 PM**

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

Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance and Joe Ahlfs, Fire Chief.

Others Present: Brian Koehn, City Auditor

Mayor Grobeck opened the regular council meeting at 5:30 pm and all recited the pledge of allegiance.

Mayor Grobeck asked for additions to the agenda. Council Member Windey made a motion to approve the consent agenda with additions; Martin seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 8-21-2025 Regular Meeting
- b. Approve Resolution 2025-29 Proposed Tax Levy for 2026 – TNT Hearing December 18 @ 6PM
- c. Approve New Liquor License for the Woodshed Bar & Grill
- d. Approve LG220 Exempt Permit Duck's Unlimited on 11/1/2025 @ Woodshed Bar
- e. Approve Corrections to Minutes from 5-15-25
- f. Monthly Financial Reports
- g. Monthly Schedule 1
- h. Monthly Services Sold Report (Water Fund)
- i. Monthly Permit Reports
- j. Approve Schedule 1
- k. Approve Claims 5217-5255 for \$78,010.38 with Additions and Approval to Pay Late Coming Invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported there were 5 medical calls. **2) Extraction Tool Quotes-** Motion made by Council Member Windey, seconded by Council Member Carlson to authorize Fire Chief Ahlfs to purchase a Vehicle Extrication Tool in the amount quoted, from Great Planes Fire Department. All voted in favor. Motion carried. **3) New Hire -** Motion made by Council Member Martin, seconded by Council Member Augustus for the Fire Department to hire of Christopher Simms. All voted in favor. Motion carried. **4) Insurance Service Office-** (ISO) inspection- An ISO inspection is scheduled for Thursday, September 25. The last inspection was completed ten years ago, at which time the City of Ottertail received a fire rating of 6. With new equipment purchases, better reporting and other improvements, the Fire Department is hopeful to achieve a Public Protection Classification rating of 4.

City Hall-1) Audit Report Auditor Koehn presented the 2024 Audit Report. Motion by Council Member Carlson, and seconded by Council member Augustus, to approve the 2024 Audit as presented. All voted in favor. Motion carried. **2) Work Budget Session -**After discussion, a work budget session is set for October 16 following regular council meeting.

OTCEPAC-No meeting. An OTCEPAC summit will be held on October 16 at the school in Pelican. Windey suggests all who can please attend.

Ottertail Tourism Board – A meeting will be held this fall. Three new Otter wood carvings will be installed this week. Mayor Grobeck also reported that the Shriners will participate in Otter Fest in 2026.

Public Forum and Comments – no comments

OLD BUSINESS

- a. **Engineer's Agenda/Bob Schlieman: 1) Deer Run Estates Water Easements – Update –** Easements are in the final phase. Jack, from Boundary Pro, is in the process of writing these easements. **2) Water Tower Warranty Work – Update:** Grant Re., the bond company, has been in Contact with Osseo at this time, Osseo is planning to return to complete the warranty work. Clerk Thorson reported that neither she nor Engineer Schlieman has had direct contact with Osseo and expressed concern regarding the lack of communication and that it may be time to get attorney Sam Felix involved.
- b. **WCI Donation Request for 2026-** Motion by Council Member Carlson, seconded by Council Member Augustus, to make a donation in the amount of \$640 to West Central Initiative for 2026. All voted in favor. Motin carried.

NEW BUSINESS

- a. **City ROW South End of Lake Ave S –** It was noted that there are several dead trees located withing the City right-of-way. A request was made to have the trees removed and the stumps ground. Motion by Council Member Augustus, seconded by Council Member Windey, to authorize Carr's Tree Service for removal of the dead trees and the grinding of the stumps. All voted in favor. Motion carried.
- b. **Single Sort Recycling-Otter Tail County 2027-** Motion by Council Member Carlson, seconded by Council Member Augustus, to allow Mayor Grobeck to send a letter to MPCA on behalf of the City, supporting Otter Tail County's application for a grant. If received, the City of Ottertail will participate in the curbside single-sort recycling program beginning January 2027. All voted in favor. Motion carried.
- c. **TIF 1-4 Transfer Request-** Ottertail Community Center has requested approval to transfer the TIF agreement from the Otter Fitness Garage to the Ottertail Community Center, a non-profit group that has purchased the Otter Fitness Garage. Motion made by Council Member Carlson, seconded by Augustus, to transfer the TIF agreement. All voted in favor. Motion carried.

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

- a. Henning Happenings Newsletter
- b. Seal Coat Projects Begin September 20 (weather permitting)
- c. Special Hearing September 24, 2025 @ 5:30pm /TIF 1-8 Ottertail Community Center

Council member Carlson made a motion to close the meeting. Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:20 PM.

Respectfully,

s/s
Amanda Thorson
Clerk-Treasurer
Prepared by D. Clerk Patty Hensel

s/s
Ron Grobeck
Mayor