

**City of Ottertail
Regular Meeting
City Hall Thursday, September 19, 2024 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Mike Windey, Elizabeth Augustus, and Jill Carlson
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Auditor; Justin Lohse, Maintenance Coordinator; and Bob Schlieman, Apex Engineer,
Others Present: Tyler Rupe, Jim Jones, Ken Nelson, Tommy Merickel, Aaron Paulson

PUBLIC HEARING

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

Housing Tax Rebate- Clerk Thorson presented an application from David & Stacy Windsperger for a new home to be built at 207 Hill Top Rd, parcel 74-000-99-0615-000. The application request will be to abate the taxes up to \$5,000 or 5 years on the improved value of the parcel.

Housing Tax Rebate- Clerk Thorson presented an application from Fergus Falls Area Habitat for Humanity for a new home to be built at 101 Arvilla Dr, parcel 74-000-99-0344-000. The application request will be to abate the taxes up to \$5,000 or 5 years on the improved value of the parcel.

Conditional Use Hearing – An application to amend Conditional Use Permit was made by Ardell and Holly Paulson 110 Thalman Rd, Parcel 74-000-99-0781-000 to replace hoop shed with a new 26x40 garage/shop. 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 B.

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

REGULAR MEETING

Mayor Grobeck opened the meeting at 5:38 PM. Council member Carlson made a motion to approve the tax abatement for Dean Wagner at 207 Hilltop Rd, Resolution 2024-28, Windey seconded, all voted in favor.

Council member Carlson made a motion to approve the tax abatement for FF Habitat for Humanity at 101 Arvilla Dr, Resolution 2024-29, Augustus seconded, all voted in favor.

Motion made by Windy and seconded by Carlson to approve Resolution 2024-30 staff recommendation B) for Paulson, all voted in favor, carried.

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

- a. Approve Minutes 8-15-2024 Regular Meeting
- b. Approve Minutes 9-9-2024 Work Session
- c. Approve LG220 Gambling Permit for Ottertail Ducks Unlimited
- d. Monthly Financial Reports
- e. Approve claims 4754-4791 for a total of \$136,019.96 with additions and approval to pay late incoming invoices

REPORTS-FORUM-PRESENTATIONS

Fire Department-1) Clerk Thorson reported on behalf of Chief Ahlfs there was 1 mutual aid fire call with Henning, one mutual aid fire call with Battle Lake, there were 9 medical calls. The council was also informed that Andy Gregor turned in his pager.

City Hall-1) Community Center Windows have been measured and at this time Thorson has provided the information to Woessner Construction. **2) Clerk Thorson** requested permission for her and Deputy Clerk Hensel to attend a Region 3 training course regarding land use that will be very beneficial October 24. Motion by Carlson, seconded by Windey, all voted in favor. **3). Clerk Thorson** asked for approval to swap out her current phone for the phone city ordered for meter reading (the phone ordered is not compatible with the Neptune 360 system) and asked for reimbursement for 1/5 of her Verizon bill for the usage of the 5th line used to read meters. 1/5 of the plan would be \$29.00. Motion by Carlson to reimburse Thorson for 1/5 of the cell phone bill for the meter reading phone, seconded by Windey, all voted in favor.

OTCEPAC-Windey reported the meeting held earlier in the day had discussion regarding volunteers and donations from authorized nonprofit and nonauthorized nonprofit. Most large communities or counties have a human resource department that takes care of this, but small communities may not. There needs to be a plan of action. Solar Energy was also discussed.

Ottertail Tourism Board-Carlson reported the meeting was rescheduled for October.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman:

- 1) Wallenberg Drive Surface Improvement project is substantially complete. The estimate was \$165,000 and at project came in at \$156,000. Carlson made a motion to approve Resolution 2024-31 declaring cost to be special assessed, Windey seconded. Motion carried. Augustus made a motion to approve Resolution 2024-32 setting assessment hearing October 17, 2024, 5:30PM, Carlson seconded. motion carried.
- 2) Tyler Wohlers Trail Construction will not be done by Sept 27, an extension will be requested.
- 3) East Cozy Oak Drive Surface Improvements have been discussed, Windey made motion to approve Resolution 2024-33 for order of preparation of report from East Cozy Oak Drive to West Ave, Carlson seconded. Motion carried. Carlson made a motion for Apex to proceed with preliminary report for East Cozy Oak Dr., Augustus seconded. Motion carried.

Deer Run Estates: Randy Hutmacher is looking at plating lots on the north end of Hoot Lane and has requested the city pay for infrastructure. Infrastructure for water would cost approximately \$150,000 to \$175,000, this is a very preliminary estimate. More discussion will be held at a later date.

Habitat for Humanity Fergus Falls: Clerk Thorson will have a purchase agreement ready for review at the October Regular Meeting.

Ottertail Family & Recreational Center Work Session Request: After discussion, a work session is set for October 15, 2024 at 5:30PM

NEW BUSINESS

Ordinance 2024-06 Amending Title XV Chapter 152.5 Subdivision Controls- Streets: Council reviewed and discussed standards for streets in new subdivision within Ottertail. Clerk Thorson will revise standards and present final ordinance at October Meeting with a public hearing.

WCI 2025 Donation Request: Council Member Carlson made motion to approve a donation in the amount of \$600 to West Central Initiative in January of 2025, Augustus seconded. Motion carried.

UP Max Transition to gWorks: Thorson requested council to make a motion for council to approve purchase of iWorq billing program for \$5,000 and permit management enforcement program for \$2,400 and for Thorson to sign the contract. Carlson made motion to approve transition to iWorq billing and zoning program and for Thorson to sign contract, Augustus seconded. Motion carried.

ZONING

- 2024-37 ▪ Dave Windsperger @ 207 Hilltop Rd – New Home
- 2024-38 ▪ Sheila Hammlett @ Sunset Dr – Paver Driveway
- 2024-39 ▪ Bernice Pehl @ 100 Thalmann Rd – Move in Cabin
- 2024-40 ▪ K & K Ventures LLC @ 322 Buchanan Rd - Commercial Sign
- 2024-41 ▪ Glen Ramstad @ 121 Lynn Rd – Cement Addition to Patio on Lake Side
- 2024-42 ▪ K & K Ventures LLC @ 322 Buchanan Rd – Bituminous Driveway & Parking Area
- 2024-43 ▪ Dean Kip @ 102 Lon Boulevard -New Home w/Detached Storage Unit

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

- a. City Hall Closed October 14, 2024 in Observance of Columbus Day
- b. October 17, 2024 Lions Blood Drive @ Ottertail Community Center 2:25pm – 5:45pm
- c. There will be a variance hearing next month

Carlson made a motion to close the meeting. Augustus seconded the motion. Motion carried. The meeting was adjourned at 6:30PM.

Respectfully,

____s/s_____
Amanda Thorson
Clerk-Treasurer

____s/s_____
Ronald Grobeck
Mayor