

Osakis City Council
Regular Meeting & Public Hearing
January 7, 2008
7:00 PM

Present: Emerson, Tholen, Astleford. Pederson
Absent: Hagemann

Mayor Gary Astleford called the meeting to order at 7:00 pm

The pledge of Allegiance was spoken.

Motion by Emerson, seconded by Pederson to approve agenda with the addition of Lodging Tax. All Ayes. Absent: Hagemann

Motion by Pederson, seconded by Tholen to approve the consent items including City bills in the amount of \$243,577.39, Fire Department bills for November for the amount of \$298.56, December 3, 2007, meeting minutes and all other Consent items as presented. All Ayes. Absent: Hagemann

Project #325: Ordinance Book

Motion by Pederson, seconded by Tholen to suspend the regular meeting and open the public hearing at 7:03 p.m. All Ayes. Absent: Hagemann

The purpose of the public hearing is to hear the public ask questions regarding the new ordinance book.

All present had the opportunity to be heard.

Motion by Emerson, seconded by Pederson to close the public hearing at 7:09 p.m. All Ayes. Absent: Hagemann

Motion by Tholen, seconded by Pederson to reopen the regular meeting at 7:11 p.m. All Ayes. Absent: Hagemann

Motion by Pederson, seconded by Tholen to approve the summary ordinance #3.01 to be published in the Osakis Review. All Ayes. Absent: Hagemann

Motion by Emerson, seconded by Tholen to approve Ordinance #3 to adopt the new Code of Ordinances for the City of Osakis. All Ayes. Absent: Hagemann

Project #73: First Responder – Officers

The 2008 First Responder Officers are:

President/Vice President:	Rob Engfer
Secretary/Treasurer:	Pete Erickson

Requesting approval from the Council to transfer \$1,123.99 from the Ambulance savings account to the checking account to pay for the new Defibulator they have received.

Council Member Emerson will talk with the First Responders regarding their accounts.

Motion by Emerson, seconded by Tholen to approve transfer of \$1,123.99 from the Ambulance savings account to the checking account to pay for the new Defibulator. All Ayes. Absent: Hagemann

Project #74: Fire Department – Officers

The 2008 Fire Department Officers are:

Chief:	Mark Pomerleau
1 st Assistant:	Howard Swenstad
2 nd Assistant:	Chad Mathews
Training Officer:	Jon Backes
Secretary:	Mark Ferris
Treasurer:	Vic Perushek

The 2008 Fire Department Relief Association Officers are:

President:	John Swenstad
Vice President:	Chris Randall
Board Member:	Lenny Boogaard
Board Member:	Jon Backes
Secretary:	Mark Ferris
Treasurer:	Vic Perushek
Ex-Official Officer:	Mark Pomerleau

At the last meeting Mayor Astleford and Council Member Hagemann were going to talk to the Fire Department about the money being transferred from the Fire Department to the City's account. This item has been in the audit for many years.

Council received the 2006 audit. These items apply to the Fire Department and First Responders.

The monies would be put in the Fire Department fund so they can at any time see what they have available to them.

Council discussed with the Fire Department regarding how the transfer of funds would work.

Fire Chief Mark Pomerleau and 1st Assistant Chief Howard Swenstad are asking the Council to postpone until January 1, 2009, the start of the transfer.

Council suggests working on the transfer now and have issues discussed in the next 90 days to satisfy both parties, and if there are issues to sit down and discuss them.

Motion by Pederson, seconded by Tholen to initiate the process to transfer the Fire Department funds to the City and have our City Clerk work with the Fire Department on the procedures, and have the City Clerk and Fire Department report to the Council at the April meeting. All Ayes. Absent: Hagemann

Project #76: Police

Chief Gilson was not in attendance.

Council received the December Police Report.

Chief Gilson is requesting the Council to increase the part-time officer's wage from \$11.00 per hour to \$12.00 per hour. The part-time officer works about 60 to 80 hours a month. The last raise was given in 2004 from \$10.50 to \$11.00.

Motion by Emerson, seconded by Tholen to approve an increase of the part-time officer's wage from \$11.00 per hour to \$12.00 per hour. All Ayes. Absent: Hagemann

Project #205: City Crew

Ron Kleinschmidt was in attendance.

Council received the December reports and an estimate for the demolition of the old wastewater building.

Ron explained that the DNR Report has us account for the water pumped each year. With regenerated water from the softener, which is about 9,000 gallons a time, we can account for 76% of the water pumped.

Angela and Ron will review the cost for the demolition of the old wastewater building and see if they can locate money for the cost of the demolition.

Ron also stated that the City of Long Prairie is selling its Jetter. It will be up for sale in two weeks. Council will discuss the Jetter at the February meeting.

Project #396: 8th Avenue East, Osage Street, Nestor Street Project

Tom Klemenhausen was in attendance to discuss the Feasibility Study for 8th Avenue East Project.

Council discussed the road project and the assessments for each property. The current road is not aligned correctly, and the road will look like it is much closer to the buildings on some properties.

Council discussed post-poning the project until 2009.

A Resolution was presented by Pederson, seconded by Tholen to approve the Feasibility Study, as presented, and to call for a Public Hearing regarding the Feasibility Study on the 8th Avenue East Project on February 11, 2008, at 7:00 p.m. at the Community Center. When put to a vote, the Resolution passed unanimously. Absent: Hagemann

Project #147: First Avenue East

Tom Klemenhausen was in attendance regarding the agreement with Douglas County on the First Avenue East Project.

A Resolution was presented by Pederson, seconded by Tholen to accept the agreement between Douglas County and the City of Osakis for the First Avenue East Project. When put to a vote, the Resolution passed unanimously. Absent: Hagemann

Project #249: Planning and Zoning

There were no minutes from the December 20, 2007 Planning and Zoning meeting. They had met and were informed about the new Charter School Project.

Mike Helberg was at the December Council meeting. He was requesting approval for a Building Permit to build an 18' x 24' addition to his existing garage.

Mike Helberg was not in attendance at this meeting.

Mike had stated, at the December Council meeting, that he will not be doing any body shop work in his garage. The addition is for his personal storage.

The Council had voted at the December meeting to discuss this at the January meeting. Mike was going to have letters from his neighbors regarding this project and bring them to the meeting.

Motion by Astleford, seconded by Emerson to approve the Building Permit for Mike Helberg for the garage addition with the stipulation that no Body or Repair Shop will be in the garage. All Ayes.

Absent: Hagemann

Project #7: Community Center

Jan Davis has used the Community Center for making her Golden Crunch.

She has used the Community Center on the days listed below:

November 27, 2007	7 hours
November 29, 2007	12 hours
December 6, 2007	11 hours
December 8, 2007	11 hours
December 9, 2007	11 hours
December 10, 2007	7 hours

Normally the City charges \$75.00 per day. Jan Davis is requesting the two 7 hour days be counted as one day.

Motion by Tholen, seconded by Pederson to approve to keep the fees as they are now and to charge the days accordingly. All Ayes. Absent: Hagemann

Project #69: Information to the Council

Council received a letter from the League of Minnesota Cities regarding continued education for elected officials.

Currently the Council members receive a copy of the League Magazine, and can also receive the League Bulletin that is published every week. This bulletin is only mailed electronically. The Council would need to give their e-mail addresses to the Clerk for the bulletin to be e-mailed.

Council stated that they would like to receive the League Bulletin electronically.

Project #84: Budget

Council received a revised Budget for 2008. An error was made on the Fire Relief Aid. It was not included in the original Expenditure Budget.

Motion by Emerson, seconded by Tholen to approve to amend the 2008 Budget with the error of the Fire Relief Aid. All Ayes. Absent: Hagemann

Project #94: Gas Bid

The Clerk mailed a notice along with a form to the three gas stations in town regarding their gas bids for the year 2008.

Only one bid was received from Deluxe Oil. The bid is for a profit of \$.12 per gallon on gas and diesel.

Motion by Emerson, seconded by Tholen to approve to accept the gasoline and diesel fuel bid from Deluxe Oil for the year 2008. All Ayes. Absent: Hagemann

Project #104: Mayor Appointments

Council received the list of the Mayor Appointments.

Clerk suggested that one member of the Council be a liaison on the Planning and Zoning Commission or that a member of the Planning and Zoning Board attend the Council meetings to give input to the Council.

Council stated that they will review the Planning and Zoning minutes and if they have any questions will call before the Council meeting.

Clerk is asking if the City wants to publish the City Council meeting minutes in the Osakis Review. The proposal from the Osakis Review would be \$175.00 per month.

Motion by Tholen, seconded by Emerson not to publish the Council minutes in the Osakis Review. When put to a vote – For: Astleford, Emerson, Tholen Against: Pederson Absent: Hagemann

Motion by Pederson, seconded by Emerson to approve the Mayor Appointments as presented for 2008. All Ayes. Absent: Hagemann

Project #110: Gambling

Council received a Gambling Application from the Sauk Valley Gobblers. The raffle will be held at the VFW on March 1, 2008.

Motion by Emerson, seconded by Pederson to approve the Gambling Application for the Sauk Valley Gobblers with no waiting period. All Ayes. Absent: Hagemann

Project #140: Todd County

Council received a Comprehensive Plan Survey for Todd County. Please fill out the form and return it to the Clerk or it can be filled out on-line by January 18, 2008.

Project #174: Overtime Report

Council received the Overtime Report for the month of December.

Ron Kleinschmidt explained the Overtime Report for snowplowing and hauling.

Project #196: Fee Schedule

Council received:

- Fee Schedule for 2008
- Utility Rate Sheet
- Water Rate Comparison Sheet (with other cities)
- Building Permit Fees

The Fee Schedule has been changed to include more items that are found in our Ordinance Book, and fees that the City has charged for in the past.

Please note that the Fee Schedule includes the 2008 Utility Fees. These can be changed if the Council desires after reviewing the Water Rate Comparison Sheet.

Motion by Pederson, seconded by Tholen to approve to adopt the Fee Schedule for 2008 as presented. All Ayes. Absent: Hagemann

Project #254: Office Equipment

Council received a quote for two computers and software installed. The total cost is \$4,498.69. This will allow the Clerk and Deputy City Clerk to update our website with the meeting minutes, to improve our options to print, scan and fax to our existing copy machine using wireless technology. The current computers are from 2000.

Council also received a quote for a new color laser printer, with a wireless adapter. The total cost is \$1,122.54.

The file cabinets in our file room can not hold hanging files. At the present time, all of the file cabinets just have folders in them and we would like to get them more organized by using hanging files. Clerk would like to purchase six to eight new file cabinets at a cost of \$200.00 per file cabinet.

After discussing these items, the Clerk will check on fire proof file cabinets and internet firewalls for the computers.

Motion by Emerson, seconded by Pederson to approve to order new computers with updated software and a color printer, and to check on fire proof file cabinets and have the Clerk use her own judgment on ordering what is needed. All Ayes. Absent: Hagemann

Project #397: Senior Club

Council received a letter from the Osakis Senior Club requesting \$600.00 for the new storage cabinets.

Clerk suggested that the City have the EDA put this on their schedule if they have extra money from the OEDC money in 2008.

Mayor Astleford and Council Member Emerson will bring this issue up at the next EDA meeting.

Project #22: City Clerk

Clerk is asking permission to attend the Annual Conference held on March 11, 2008 to March 14, 2008 at Arrowwood Resort in Alexandria.

Cost for the conference is \$200.00.

Cost for the hotel room is \$103 per night, for a two night stay.

Motion by Emerson, seconded by Pederson to approve to attend the Clerks Conference. All Ayes.
Absent: Hagemann

Project # : Lodging Tax

Pederson commented on an article that he read in the Echo Press regarding the history of Lodging Tax.

Pederson would like to know how much money is collected, how and what the money is spent on.

Did the City or LORA (Lake Osakis Resort Association) organize the Lodging Tax Fund? Also
Pederson would like to know who pays Lodging Tax.

Clerk will have information regarding Lodging Tax for the next Council meeting.

Motion by Emerson, seconded by Tholen to adjourn meeting at 8:52 p.m. All Ayes. Absent:
Hagemann

Mayor - Gary L. Astleford

City Clerk – Angela A. Jacobson