

Osakis City Council
Regular Meeting
February 4, 2013
7:00 PM

Present: Bruce Pederson, Keith Emerson, Kyle Kostrzewski, Randy Anderson, Jerry Olson
Absent: None

Others Present: Angela Jacobson, Julie Blair, Kurt Haakinson, Craig Dropik, Chad Gulbranson, Chad Mathews, Jim Snyder, Kris Swanson, Roberta Olson, Al Kral, Jeremy Anderson, Brenda Dillehay, Chub Hensley

Meeting called to order at 7:00 p.m. by Mayor Emerson.

Pledge of Allegiance was spoken.

Motion by Anderson, seconded by Kostrzewski, to approve the agenda as presented. All Ayes

Motion by Pederson, seconded by Olson, to approve the general consent items, including January city bills in the amount of \$450,456.83, January 7, 2013 and January 14, 2013 meeting minutes. All Ayes

Project #388: On-Sale Liquor License

Motion by Anderson, seconded by Emerson, to suspend the regular meeting and open the public hearing at 7:02 p.m. All Ayes

The purpose of the public hearing is to receive public comment on the proposed increase of the license fee.

The Walleye Lodge received a letter notifying Deb Schmidt that the council was having a public hearing to discuss raising the On-Sale Liquor License fee from \$1,500 per year to \$2,000 per year.

No comments from the public.

Motion by Anderson, seconded by Olson, to close the public hearing and reopen the regular meeting at 7:04 p.m. All Ayes

Motion by Kostrzewski, seconded by Anderson, to approve the increase of fee for the On-Sale Liquor License to \$2,000 per year. All Ayes

Council received information regarding the On-Sale Liquor Ordinance changes:

- Attorney letter on comments for the ordinance, and answers to the questions the council had at the special meeting.
- Revised ordinance changes for the liquor ordinance.
- Application for a liquor license.

The forms reflect the changes discussed at the special meeting and the application includes one additional item the attorney included. This item is that the applicant would also be required to provide with the application a copy of the restaurant license for the property.

Other information regarding the On-Sale Liquor Requirements:

- Intoxicating liquor licenses can only be given to hotels, clubs, and restaurants that regularly prepare food at the premises. This cannot be a short order grill or food that is simply warmed up. If they are not licensed as a full restaurant the city cannot legally give out an intoxicating liquor license.
- Must serve at least 30 guests at one time.
- Sunday liquor license can only be obtained if food is prepared at the same time that the liquor is served and must seat at least 30 guests.
- The city cannot give out an Off-Sale license.

Mayor Emerson read the first reading for the On-Sale Liquor Ordinance as presented.

Motion by Anderson, seconded by Olson, to waive the second reading. All Ayes

The On-Sale Liquor Ordinance will be published in the paper on February 13, 2013 to make the ordinance official.

Project #24: Liquor Store

Julie Blair was in attendance.

Council received the monthly reports for January 2013.

Blair informed the council that the floor in the on-sale by the dishwasher is being looked at. The floor will need to be fixed.

Blair also informed the council that the camera system needs a new mother board. It should be repaired in the next week.

Sales for January were -\$14,108.59.

Project #73: First Responders

Craig Dropik was in attendance. Council received the January run report. There were 12 calls in January.

Dropik informed the council that no First Responders have had Hepatitis B shots or tetanus shots. The cost is \$200 per person for a series of 3 shots. Total cost would be about \$1,200.

Consensus of the council is to allow the First Responders to receive the Hepatitis B shots.

Project #74: Fire Department

Chad Mathews was in attendance.

The Fire Department will be hosting an open house on Wednesday, February 20, 2013 at 7:00 p.m. The Fire Department has invited two members of each township that the department serves to come visit the fire hall, view the equipment and ask questions. Pederson and Emerson will attend.

Public Health will be coming to the fire hall and give the Hepatitis B shots and tetanus shots for the Fire Department and First Responder members that need them.

The Fire Department had 4 calls in January.

Project #76: Police

Chief Gulbranson was in attendance. Council received the January police report.

Gulbranson said that Officer Larson may need to have the Hepatitis B shot also.

Gulbranson informed the council that Officer Josh Lamski will be going to the State Patrol Academy in February and has been replaced by Daniel Wacker.

Project #205: City Crew

Kurt Haakinson was in attendance. Council received the January public works report and the bids for the demolitions of the old water plant building and old sewer treatment building.

Council will discuss the costs of the demolitions at their next meeting.

Haakinson asked the council about the boat landing improvements. To improve the landing use riprap or does the council have another idea.

Project #293: Ditching – West Osakis

Tom Klemenhagen, Clerk Jacobson and Haakinson had discussed cleaning out of the ditch on the west side of town. This ditch goes from the “O” by Hwy 27 or County Road 82 on Stan Kirckof’s land and runs to 8th Avenue West to the West Side Pond on Rollie Walsh’s property.

This ditch has not been cleaned out for many years and the flow is slow and backing up. Klemenhagen has talked to Kirckof. Kirckof has given the city a verbal go ahead to go on his property and clean out the ditch.

The council feels the city needs written permission from Stan Kirckof regarding the cleaning before proceeding.

Project #444: Waste Water Project

Three engineering firms had been interviewed by Haakinson, Clerk Jacobson and Council Member Anderson.

The following are the engineering firms that had been interviewed:

- Design Tree with Bolten & Menk
- Landteam with WSN
- Ulteig

The firm that was chosen is Design Tree with Bolten & Menk. Council received a price for a Facility Plan.

Kris Swanson was in attendance and presented the council with a cost estimate to do the Facility Plan and a PER.

These are two different plans for construction for the project. The Facility Plan is more basic and is not so in depth with what is required by the MPCA for funding.

PER is more advanced and answers more questions regarding the construction and is a requirement to apply for Rural Development funding.

A PER can be used in place of a Facility Plan but the Facility Plan cannot be used in place of the PER.

The cost of \$38,500 includes the Facility Plan and PER. \$11,000 is the Facility Plan only. MPCA has a grant program for the TMDL and Prosperous.

The median household income in the 2010 census data shows an increase since the 2000 census making RD not as feasible.

RD funds for forty years. PFA has more to offer for this study. PFA financing is for twenty years which may make the payment higher. Clerk Jacobson and Kris Swanson will get numbers to see if it is cost effective to do a PER.

Motion by Anderson, seconded by Kostrzewski, to approve Design Tree with Bolten & Menk for the engineering firm for the Facility Plan of \$11,000 to also include the option plan for \$3,000 for the rural sewer study for a total of \$14,000. All Ayes

Project #372: VFW

Al Kral was in attendance to discuss the lighting at the Veteran's Memorial in the Lion's Park.

Xcel employee Wayne Nielsen was contacted for lighting. The lights would include 250 watt directional lighting and ground lighting. Some underground digging would be required for the installation. Haakinson will get a cost for the ground lighting and what is needed for 250 watt directional lighting and work with Al Kral on the cost.

Project #170: Chamber of Commerce

Justin Dahlheimer was at the January meeting to discuss with the council a need for someone to chair the 2013 parade.

As of this time, no one has shown an interest.

Project #22: Clerks

Council received an agenda for the Clerk's Conference in March. The convention will be held in St. Cloud and the cost for attending is \$210.00. Clerk Jacobson is requesting to go but will not be staying overnight.

Motion by Emerson, seconded by Olson, to approve Clerk Jacobson to attend the Clerk's Convention in March. All Ayes

Project #43: Board of Review

The Board of Review and Equalization will be held on April 9, 2013 at 9:00 a.m. The city must have a quorum at this meeting and one member must have attended the training.

Project #66: Lake Street

At the January council meeting, the council discussed the sewer connection cost for Donald Ostlie for the cabin that burnt last summer.

Motion by Emerson, seconded by Pederson, to approve the \$2,500 hook up fee to be billed to Donald Ostlie per the normal assessment policy. All Ayes

Project #69: Information to the Council

Council received a letter from the City Attorney regarding the Central Allied property. Last year, the council asked for information as to what the city can do to get the property cleaned up.

Anderson will call and talk to the owner to see his plans for the property.

Project #140: Todd County

Council received a letter from Todd County on their 3rd Annual meeting to be held on February 25, 2013 at 7:00 p.m. if any council members would like to attend.

Project #143: Cable TV

Council received a letter from Charter.

Project #197: Water Plant

Council received a final invoice from Landteam for the Water Plant project. Council must approve this final payment in order for the project to be finalized.

Motion by Emerson, seconded by Kostrzewski, to approve the final engineering payment to Landteam for \$6,420.00. All Ayes

Project #249: Planning & Zoning

Planning & Zoning did not have a meeting in January.

Council received Resolution 2013-04 for approval of the rezoning the property at 201 Nokomis Street West from R-1 to C-3.

Resolution 2013-04 was presented by Anderson, seconded by Olson, to approve rezoning the property at 201 Nokomis Street West to C-3 (Highway Commercial). When put to a vote, the Resolution passed unanimously.

Project #299: Bonds

The water plant has been finalized and the city is required to close on the loan with Rural Development. The original loan rate was 3.25% but due to the rates decreasing, our new rate will be 2.50% for 40 years.

This will close out our temporary loan with Rural Water.

Council received Resolution 2013-05 for approval of finalizing the Rural Development loan for \$1,275,000 for 40 years at 2.50% and Resolution 2013-06 for \$433,000 at 2.50%.

Resolutions were presented by Emerson, seconded by Anderson, to approve Resolution 2013-05 for \$1,275,000 to Rural Development for 40 years at 2.5% and Resolution 2013-06 for \$433,000 for a total of \$1,708,000 and to approve the Post Issuance Compliance Policy. When put to a vote, the Resolutions passed unanimously.

Project #360: Employee

Clerk Jacobson informed the council that she is expecting a baby on June 15, 2013.

Family Medical Leave Act allows for 12 unpaid weeks of leave for the birth of a child.

Clerk Jacobson plans on taking off eight weeks and two half weeks for a total of nine weeks of leave. She also would like to use the rest of her Family Medical Leave time to take one day off per week for about four months. This time would be unpaid.

During her time off, Clerk Jacobson will be coming in to do payroll. She will have access to emails and will stop in weekly to address items that need her attention.

Clerk Jacobson feels that we do need to hire a part timer person to fill in during her leave. Clerk Jacobson suggests hiring someone at \$15.00 per hour.

Clerk Jacobson thanks the council for their understanding and willingness to work with her in the past and now.

Motion by Anderson, seconded by Olson, to approve Clerk Jacobson's leave and to hire a part time person to fill in for the summer. All Ayes

Motion Anderson, seconded by Olson, to adjourn the meeting at 8:30 p.m. All Ayes

Mayor – Keith Emerson

City Clerk – Angela Jacobson