

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

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

Others Present: Angela Jacobson, Kurt Haakinson, Craig Dropik, Chad Gulbranson, Chad Mathews, Jim Snyder, Susan Nienaber, Bria Nienaber, Brook Waldorf, Lil Ortendahl, Don Hinrichs, Jacob Wiener

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

Pledge of Allegiance was spoken.

Motion by Anderson, seconded by Olson, to approve the agenda as presented and add on-call to the end of the agenda. All Ayes

Motion by Pederson, seconded by Kostrzewski, to approve the general consent items, including February city bills in the amount of \$155,439.34, and February 4, 2013 meeting minutes. Mayor Emerson wanted the on-call cost noted. The pay is spendy and if this amount continues, you are looking at an additional \$9,000.00 for the chief and \$4,000.00 for each officer. When put to a vote: Ayes: Pederson, Kostrzewski, Olson, Anderson Opposed: Emerson, because of what was noted

Project #79: Audit

Michael Bosl from KDV was in attendance to review the 2012 Audit Report.

Council received the 2012 Audit Reports prepared by KDV.

Bosl went through each audit and noted that the city is in very good financial position. The city does a very good job of budgeting. No amendments were made to the 2012 Budget.

Bosl also noted the items in the management letter, lack of segregation of duties and preparation of financial statements, are always noted with small cities. Also an internal audit adjustment was done for items that are not routine.

Bosl would like to thank Deputy Clerk Swenstad and Clerk Jacobson for all the work they did preparing for the audit.

Project #24: Liquor Store

Julie Blair was not in attendance.

The council received the monthly reports for February 2013.

Blair is still waiting for the contractor to have time to work on the floor.

Project #73: First Responders

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

Dropik informed the council that three new people have applied to be a First Responder member and will be interviewed this next week.

Project #74: Fire Department

Chad Mathews was in attendance.

The Fire Department responded to two calls in February. The first was on I-94 but had been cancelled and the second call was at Battlepoint on Lake Osakis for a snowmobile accident. When arriving, no one was around.

The department has had a total of six calls for the year.

On Wednesday, February 20, 2013, the Fire Department held an open house for township attendees. Mathews felt this went very well.

The Fire Department and First Responders will be getting their Hepatitis B shots and tetanus shots given by Public Health.

Project #76: Police

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

Gulbranson informed the council that there has been an increase in calls compared to the last two years.

A donation from the VFW was received for safety warning articles, key chains and pencils. The donation from the VFW covered the cost of those items.

Gulbranson has a new schedule for March for the on-call and will lengthen the shifts. This should reduce call outs and make the on-call time equal between officers. Call outs for February were more because of the night shift coverage. The part-timers were not available but the department has been training a new one that will be more available.

Mayor Emerson noted that the council meeting charging 2.5 hrs. Gulbranson can give the report to the council and not to attend the meeting unless requested.

Gulbranson would just do straight time, hour for hour, for attending the council meeting if ok with the council.

The consensus of the council was to allow Gulbranson hour for hour to attend the meetings.

Project #205: City Crew

Kurt Haakinson was in attendance. Council received the February public works report.

At the last meeting the council received the bids for the demolitions of the old water plant building and old sewer treatment building. It has been asked if the council want to demolish the buildings.

Other items discussed:

- Water Tower maintenance – inspection, cleaning & painting. \$2,800 for the inspection.
- Tuesday thru Thursday of this week will be water school.
- Haakinson would like to see the old water plant and water tower taken down this year. The consensus of the council was to look at the demolitions as a 2013 priority.
- Working with the comprehensive road maintenance plan and vehicle replacement schedule.
- Old water plant used 2 hours per day for weekends. The city crew can go to 1 hour for the new water plant since it is running good.
- Anderson asked about time off or leaving early. If you work the weekend, you get off half that day of the week before or the weekend off for working it the previous week.

Project #3: Elected Officials Conference

Council received information from the MN Association of Township Elected Officers.

The three hour course will be held in Walker and Grand Rapids this year if anyone is interested in attending.

None of the council members are interested in attending.

Project #43: Board of Review

The Board of Review and Equalization will be held on April 9, 2013.

- Todd County will be held at 9:00 a.m.
- Douglas County will be held at 10:00 a.m.

The city must have a quorum at this meeting and one member must have attended the training.

Project #66: Lake Street

Council received a Thank You letter from Donald Ostlie.

Project #69: Information to the Council

The April council meeting is scheduled for April 1, 2013. Easter this year will be March 31, 2013. Does this conflict with anyone's holiday schedule? Would the council like the meeting moved to April 2, 2013?

Council wants the meeting on April 1, 2013 as scheduled.

Project #242: West Central Initiative

Council received a letter from West Central Initiative asking for \$500.00 of the \$2,500.00 commitment.

Motion by Anderson, seconded by Olson, to approve to pay West Central Initiative \$500.00 for the 2013 commitment. All Ayes

Project #249: Planning & Zoning

Council received meeting minutes from the February 21, 2013 meeting & public hearing.

At this meeting, the Planning & Zoning discussed the skate park. They approved the variance for the skate park and for Susan Nienaber to fill out the required forms from SRWD.

Council received a letter from Donna and John Nalewaja regarding their disapproval of the skate park.

Nienaber stated that she needs the city to submit the storm water permit to SRWD for hydrology and will take 30 to 60 days for the SRWD to make their decision.

Haakinson stated that he will be talking to the SRWD regarding riprap. Rip rapping would improve the erosion on the lake shore

Hydrology cannot be done until the snow melts and then the final decision of the permit will be made.

It has been stated that the girl scouts do not have extra money for the cost of the rain garden.

Motion by Emerson, seconded by Pederson, to approve the recommendation of the Planning & Zoning.
All Ayes

The next step is to apply with the hydrology work when the snow melts. Nienaber stated they could donate their time to install the rain garden but will not do anymore fundraising.

Emerson stated that this is not a city project but we will do our best to accommodate it.

Snyder feels an attractive skate park is a nice thing for the town.

An application for money from the EDA can be submitted to help with funding the rain garden and Olson will check with the VFW for funding.

This project is in the cities hands now until we hear differently from the SRWD regarding the permit.

Project #286: Donation

The council received a request from Lil Ortendahl for Easter Day. In the past, the city has given a donation of \$150.00 for this event.

Motion by Olson, seconded by Pederson, to approve a donation of \$150.00 to the Easter Day. All Ayes

Project #443: 2012 Improvements (Oak St West, 8th Ave West & 2nd Ave E)

Don Hinrichs was in attendance regarding this project. Hinrichs lives at 601 Oak Street West,

Hinrichs stated that the street has been lowered 8 inches which will cut off his driveway. There has been a change in elevation on the street from the plan that was presented at the public hearing. Hinrichs wanted to bring this to everyone's attention now before construction is done.

Haakinson will work on the elevation issue and have it taken care of. He will talk to Klemenhagen regarding this issue and see why it was lowered and what can be done.

Council received pay application #3 for Larson Excavating for \$23, 826.88 for work done through December 31, 2012.

Motion by Kostrzewski, seconded by Anderson, to approve the pay application #3 for Larson Excavating for the work done through December 31, 2012. All Ayes

Project #170: Chamber

Vicki Hinrichs contacted Clerk Jacobson and said she would volunteer to organize the parade if no one else has stepped forward to chair the activity.

Council is not aware of anyone else that is interested. Council would like to thank Hinrichs for volunteering to organize the parade.

Project #76 & #174: Overtime Report & On-Call

Mayor Emerson spoke and feels something has to be resolved. Emerson suggests that the police do not have any on-call time.

Gulbranson said \$17,500 was budgeted for on-call but part of the amount should have been budgeted to overtime. The correct amount for on-call would be \$13,500.

Gulbranson feels that no on-call time will affect the city because the county will have to cover the emergency calls and will have longer response time.

The sheriff would respond to calls. The city can try it and see if they start charging. Dispatch has a call list and will call each officer. It will mean that they might reach an officer or they may not reach anyone. If an officer is in a position that they cannot respond they are not to respond.

The police department is not required to be on-call. The city will pay call back pay but are not required to pay on-call.

It was stated that there is no reason that the city should have to pay an officer 2 hrs of overtime to unlock someone's car. No one should get upset about it. In an emergency situation, they can go out if they are able or it would have to wait for the county.

Anderson feels we need to back the decisions of the chief.

The consensus of the council is to try it with no on-call.

Anderson noted that he wanted it in the minutes, that if something happens, it is not Chief Gulbranson's fault. This was a council decision.

Council and dispatch will have a copy of the schedule. Dispatch will call each person to respond.

Gulbranson does not want any hard feelings over this.

The new schedule has two days where one hour is not covered. This would allow the second shift to stay on later.

Council wants it to be handled the same way. Not with on-call, but if someone can respond or the night shift will take care of it.

Crosby has three hours that are not covered and the neighboring cities cover them. The neighboring communities are tired of responding.

Gulbranson noted that the city does not have any daily impound fees. Gulbranson had talked to Alexandria, and they charge \$25.00 per day.

Council is ok with the charge of \$25.00 per day. Gulbranson will look at the ordinance to make sure the fee is being covered.

Other Items:

Ortendahl noted that the City of Alexandria joined the Greater MN Coalition of Cities & Economic Development. Ortendahl feels the EDA group may want to look into this.

Motion Anderson, seconded by Olson, to adjourn the meeting at 8:50 p.m. All Ayes

Mayor – Keith Emerson

City Clerk – Angela Jacobson