

Osakis City Council – Regular Meeting
October 6, 2014
7:00 PM

Present: Kyle Kostrzewski, Kip Emerson, Bruce Pederson, Jerry Olson

Absent: Randy Anderson

Others Present: Angela Jacobson, Chad Gulbranson, Kurt Haakinson, Craig Dropik, Jon Backes, Chad Mathews, Jim Snyder, Roberta Olson, Tom Klemenhagen, Calvin Uhl, Chris Stoetzel, Rita Stoetzel

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

Pledge of Allegiance was spoken.

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

Motion by Pederson, seconded by Kostrzewski, to approve the general consent items, including the September city bills in the amount of \$347,979.27, and September 2, 2014 meeting minutes. All Ayes Absent: Anderson

Project #24: Liquor Store

Julie Blair was not attendance.

Council received the September Revenue and Expenditures report. Total profit for the month was \$8,223.75.

Kelly Rustad has resigned from the part-time bartender position at the liquor store. Blair has been looking for a replacement for her. Ads have been put in the newspaper with a deadline set for October 15, 2014.

The council discussed the past project of the liquor store parking lot seal coating. Emerson will check with Blair regarding this issue.

Project #73: First Responders

Craig Dropik was in attendance. Council received the September run report. The First Responders had 13 calls for September and 152 total calls for the year.

Dropik informed the council that the First Responders have applied for a grant for new radios. The matching grant can be up to \$1,000.00. Council received the quote for the radios which does not include the \$1,000.00 discount. Total cost to the city will be \$1,838.50. This will be taken out of the First Responder's savings fund.

Project #74: Fire Department

At the September council meeting, the council approved to go out for bids on a new fire truck.

Bid opening was held on October 1, 2014. Three companies had requested the specs but only one bid was received from Custom Fire for \$300,000.00. \$95,000.00 is due to Custom Fire on delivery of the

chassis to the plant and the remaining balance due when the truck is finished. Completion date is estimated at 120 to 140 days.

The fire truck committee had reviewed the bid from Custom Fire and recommended approval to the council. If a 50% down payment is made, then the city would receive 6% off the price.

Motion by Emerson, seconded by Pederson, to approve Custom Fire to build the new fire truck for \$300,000.00 as per bid. Abstained: Kostrzewski Absent: Anderson

The old truck will be put on 4-Bid or K-Bid to sell.

Project #76: Police

Chad Gulbranson was in attendance. Council received the September police report.

Council received a copy of a letter that was sent to Josh Leithe in reference to the property previously owned by Randy Leithe. Josh Leithe was sent this letter notifying him that the property needs to be maintained. If he does not respond, the city can take the next step to abate the property.

Gulbranson also discussed purchasing a third squad vehicle for the police department in 2015. Gulbranson will wait to purchase the vehicle until next June.

Motion by Kostrzewski, seconded by Pederson, to approve to move forward with the abatement process which includes a search warrant for the property at 309 3rd Avenue West for an inspection being done by Gulbranson and Dan Marthaler. All Ayes Absent: Anderson

Project #444: Waste Water Project

Council received information from the MPCA regarding our discharge permit and an email from Holly Christensen and Kris Swanson.

The information states that our limit will be staying the same. They have changed the designation of Clifford Lake to Clifford Wetland in which there are no limits for wetlands so they base the designation off of the flow that goes into Faille Lake.

Swanson is planning to be at the November or December council meeting to discuss this issue. Clerk Jacobson feels it would be best to forward this information to Steven Nyhus. Nyhus will inform the city as to how to handle this issue.

Council will discuss this at the meeting that Swanson attends.

Project #205: City Crew

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

Haakinson informed the council that the copper samples were high, so more poly will be added to the water.

Project #454: 2014 Improvements

Tom Klemenhausen was in attendance. Also in attendance was Chris Stoetzel to discuss the project and his concerns.

Stoetzel wanted some answers regarding the costs of the easement and running a sewer line in.

Stoetzel's cost to install a sewer line is estimated at \$8,000.00.

An agreement will be drafted by Clerk Jacobson regarding the low area which will be taken care of by Stoetzel when the sewer line is put in. Stoetzel will be responsible for seeding and taking care of the low area. The easement is 30 ft. This agreement will give Stoetzel access to maintain lines in the future. Stoetzel will put the sewer line in a proper place inside this area to have access to the city line.

Olson questioned the size of trees that were replaced on Alan Hunt's property. The trees are 2 ft to 4 ft that were put in. Olson stated that 4 ft trees were going to be put in as Klemenhagen stated at the April 7, 2014 council meeting.

Motion by Pederson, seconded by Emerson, to approve the city to pay for the easement cost and draft an agreement with Chris Stoetzel for the installation of a sewer line and correction of the low area approved by the engineer. All Ayes Absent: Anderson

Project #455: Demolition Projects (Old Water Plant)

Council received Change Order #2 to increase the size of the fencing for the impound lot. The increase is \$6,156.70.

Also received in Pay Application #1 to Mark Lee for the demo project for \$57,361.00 and a bill from Landteam for the engineering for \$2,029.35.

Motion by Kostrzewski, seconded by Emerson, to approve the bills for Landteam for \$2,029.35 and Pay Application #1 to Mark Lee for \$57,361.00. All Ayes Absent: Anderson

A Resolution was present by Kostrzewski, seconded by Emerson, to approve Change Order #2 for \$6,156.70 to install the impound fence around the entire area. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Project #460: 2016 Downtown Project

A meeting was held regarding the 2016 Downtown Project. Those in attendance were Haakinson, Clerk Jacobson and Emajean Zweig (DO Cty HRA). In order to apply for any grants for the project, an evaluation must be done for each property that is interested in a grant. Zweig, Haakinson and Clerk Jacobson will be visiting each business to discuss the grant information with them in October.

Council received a letter from Zweig explaining the grant. Final recommendation will be presented at the November council meeting.

Motion by Emerson, seconded by Kostrzewski, to approve to start the process for the preliminary proposal for the DEED Small Cities Grant Application. All Ayes Absent: Anderson

Project #283: Snow Removal

Council received the Snow Removal Ordinance that was approved in May of 2014.

Haakinson, Gulbranson and Clerk Jacobson met with Dave Robley (DO Cty Engineer) regarding the snow removal issue that George Bender had brought to his attention. Robley is ok with the city handling this issue however we want, but to make sure it is done consistently.

Before the snow season begins, the council should discuss the process of how they would like this issue handled.

The ordinance states that the snow must be removed 24 hours after the snow has stopped falling. All of the streets listed in the ordinance should have their sidewalks cleaned 24 hours after the snow has stopped falling, or they will be given a notice to remove it, or it will be removed at their expense.

Haakinson will plow the streets as he has done in the past from curb to curb. The city crew will haul out the snow if it gets built up too high, but it will not be done for every snowfall. Haakinson will clean the downtown area as they have done in the past.

Emerson stated that he doesn't want angry people showing up at the council meetings about the snow issues this year.

Haakinson will get a cost for equipment to clean the sidewalks and a cost for a contractor to do the snow removal on the boulevards along Co Rd 82 and Co Rd 3. Haakinson will also find out if we can bill the county for the cost of the cleaning.

Project #18: Lake Street Bridge

The Lake Street Bridge replacement has been started. During the removal of the old bridge, the sewer line was hit. The contamination from the sewer line was contained. Haakinson called the duty officer and R&J Septic to pump the area. Haakinson is keeping a log of what has happened and the contractor will pay the costs associated with hitting the sewer line.

The contract has a contingency statement that states if the sewer line needed to be moved, the cost would be an additional \$7,458.00 to the city. It has been decided that it will need to be moved and the city will pay the additional cost.

After the council approved the bridge project amount and grant amount, the state made an error in the costs. This error will increase the grant amount from \$168,868.00 to \$176,868.00. With this change, the council needs to approve a resolution for the change. The agreement will reflect this change.

Haakinson informed the council that last weekend there was a diesel fuel overflow. The diesel fuel had overflowed into the water. The contractor called in a company to clean up the 18 gallons of diesel fuel.

A Resolution was presented by Kostrzewski, seconded by Olson, to approve Resolution 2014-31 for the Bridge Grant of \$176,868.00. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Project #158: Annexation

Council received a letter from James and Dorothy Gmyrek. They are required to update their sewer system on their property at 12502 170th Street. Dorothy Gmyrek will be going to the township meeting to ask for their approval to allow them to be annexed into the city so they can receive city sewer.

Landteam can conduct a feasibility study for the project. Landteam will determine if it is feasible for them to hookup to the city. The total cost would be the responsibility of the Gmyreks.

Council discussed this and would like the Gmyreks to petition the properties next to her. The cost to the Gmyreks would be less and they could all share in the cost to bore under the highway. Clerk Jacobson will discuss this with them.

Project #22: Clerks

Clerk Jacobson belongs to the MCFOA (Minnesota Clerks Finance Officers Association). This organization holds the annual conference that Clerk Jacobson attends and the education classes for her Certified Municipal Clerk Title. This organization has committees and board members that run the organization.

Clerk Jacobson would like the council to approve her to be an active member in the organization.

Council is glad to hear that Clerk Jacobson wants to be involved in the organization.

Motion by Pederson, seconded by Kostrzewski, to approve Mayor Emerson to give a written letter supporting Clerk Jacobson to be an active member with MCFOA. All Ayes Absent: Anderson

Project #43: Board of Review

The Board of Review training for Kostrzewski is scheduled for October 29, 2014.

Project #134: County Commissioner

Council received a letter from Bev Bales notifying the city what the County Commissioners had addressed in the last few months.

Project #167: Tax Increment

Council received a resolution to review for decertifying TIF 1-4 Marthaler (Kirckof Townhomes). The required payments on the TIF district will be paid by the end of 2014 and the resolution states the district will be decertified as of December 31, 2014.

Resolution 2014-30 was presented by Emerson, seconded by Kostrzewski, to approve decertifying TIF District 1-4 as of December 31, 2014. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Project #263: Police Union

The Police Union negotiation meeting has been set for October 8, 2014 at 4:30 p.m. Council received the proposal for the 2015 contract.

Project #382: City Union

Council received a letter from MAPE. The letter is to open the bargaining agreements for the city contracts.

Project #299: Bonds

Council received a letter from David Drowns regarding the 2014A crossover bond. Council had approved the refinancing of the bond at the September meeting.

Project #393: 2 AM Closing

The council received the 2 AM Closing requests.

The VFW and the Osakis Liquor Store are requesting approval for a 2 AM Closing time for 2014 and 2015.

Motion by Emerson, seconded by Olson, to approve the 2 AM Closing for the VFW and Osakis Liquor Store. All Ayes Absent: Anderson

Project #456: Land Purchase

Council received a purchase agreement with KBHL Radio.

The EDA negotiated a purchase price for the approximate 5.86 acres of land. The land will be surveyed and a legal description will be prepared. The land purchase is estimated at \$49,725.00

Project #229: Election

Council received the election judge list for the general election held on November 4, 2014.

Motion by Kostrzewski, seconded by Olson, to approve the election judges as presented for the 2014 General Election. All Ayes Absent: Anderson

Project #243: Convass Votes

Council has set the date of November 10, 2014 at 3:30 p.m. to canvass votes from the general election for the council and mayor positions.

Other Information:

OSHA 50% Matching Grant – Haakinson would like to get hi visibility shirts and jeans for the city crew. Haakinson said that they would do their own laundry and not do the uniforms through Ameripride. The current cost for the uniforms is \$1,200.00 per year.

Council is ok to purchase clothing through the OSHA grant and do not do uniforms.

Engineering RFP for the 2016 projects will be on the November agenda.

Motion by Pederson, seconded by Olson, to adjourn the meeting at 8:40 p.m. All Ayes Absent: Anderson

Mayor – Keith E. Emerson

City Clerk – Angela A. Jacobson