

Osakis City Council – Regular Meeting
May 4, 2015
7:00 PM

Present: Kip Emerson, Jim Snyder, Kyle Kostrzewski, James Snyder, Jerry Olson

Absent: Randy Anderson

Others Present: Angela Jacobson, Kurt Haakinson, Jon Backes, Brian Schablin, Chad Gulbranson, Julie Blair, Roberta Olson, Aaron Meyer, Sheila Krohse, Adrian Panther, Jim Leigh, David Pease, Lil Ortendahl, Matt Kruse, Genny LeBrun, 5 Students

Meeting called to order by Mayor Kip Emerson at 7:00 p.m. The council introduced themselves to the students.

Pledge of Allegiance was spoken.

Motion by Kostrzewski, seconded by Olson, to approve the agenda as presented with the addition of Gambling License. All Ayes Absent: Anderson

Motion by Kostrzewski, seconded by Olson, to approve the general consent items, including the April city bills in the amount of \$213,973.24, and council meeting minutes from April 6, 2015 and April 14, 2015. All Ayes Absent: Anderson

Project #24: Liquor Store

Julie Blair was in attendance. Council received the Liquor Store reports for April.

Reports for April are as follows:

- On-Sale -\$2,909.54
- Off-Sale -\$7,018.16
- Total of -\$9,927.70

Blair reported that off-sale and on-sale were slower for the month.

Blair would like to have an Old Timers Run which would include a 3x3 fire rig to have a campfire and overnight camping at the Liquor Store.

Council is ok with this in June.

Project #73: First Responders

Brian Schablin was in attendance. Council received the April run report.

Schablin informed the council of the following:

- The First Responders had 8 calls in April.
- Still waiting to hear from FEMA for a grant for the rig.
- The rig is in for repairs at this time. Checking on the transmission for problems. There may be some repairs.
- Adam Trisco resigned the end of April.
- E-Dispatching to I phones and smart phones was researched. Cost would be \$10 to \$15 per year per member. This would be a good item to add for dispatching.

Project #74: Fire Department

Jon Backes was in attendance to update the council of the following:

- The department has 19 members at the present time.
- The department has posted information to add one firefighter.
- Eleven applications have been turned in so far.
- Trucks that respond to calls in I-94 are #1102, #1103, and the rescue truck. The Jaws of Life are needed on these trucks to respond to these calls. The cost of a new Jaws of Life will be checked into and brought to the next council meeting.
- No news on the FEMA grant.

Project #76: Police

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

Gulbranson informed the council that 772 letters were sent out to notify residents of the cleanup day. The letter stated that residents could get help with items they wanted to get rid of. In addition to the cleanup day information, two ordinances were also added. The ordinances were in regards to yards and building appearance.

Gulbranson would like to redo the ordinance language to read as originally stated in old ordinance book.

Council will receive the ordinance change at the June meeting.

The Police Department will be putting on the Bike Rodeo again this year at the end of May.

Project #205: City Crew

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

Haakinson informed the council of the following:

- The fire hall leak has been fixed.
- Xcel rebates for the city buildings will be presented at the June meeting.

Lil Ortendahl stated that the city crew did a good cleaning up by the trail.

Project #19: Wellhead Protection

At the March meeting, the council approved Part I of the Wellhead Protection Plan. The next step in updating our plan is to have a public informational meeting.

Aaron Meyer from MN Rural Water Association was in attendance. Meyer informed the council about the Wellhead Protection Plan and why the city needs to have it updated.

Council received the letter that was sent to the surrounding committee chair members inviting them to attend the public informational meeting.

Aaron Meyer reviewed the following steps:

- #1 & #2 – Delineate and do the city's vulnerability assessment. This has been completed.
- #3 – Find and identify sources of contamination.
- #4 – Management plans for action to improve inventory of contaminated sources.

- #5 – Contingency plan.
- #6 – Implementation to carry out the plan.

Project #460: Downtown Project 2016

The visioning meeting for the Downtown Project 2016 was held on Tuesday, April 28th at 7:00 p.m. at the community center. Residents and business owners attended the informal visioning meeting to give ideas for the downtown.

Sheila Krohse from Bolton and Menk was in attendance. Krohse asked the council for approval to go ahead with the survey for downtown. Normally this is done at a later time in the process, but Bolton and Menk need the actual numbers to start laying out the design.

Emma Jean Zweig from Douglas County HRA will be writing the grant for downtown and residential funding again this year. Zweig would like to setup a meeting with a couple council members and city staff to discuss how the city feels what would be best to focus the grant area on.

Krohse discussed the following:

- Application for drinking water funding was put in last week.
- Dave Robley from Douglas County will pay 50% of removal and for street and sidewalk installation.
- A public hearing will be scheduled in June to talk about the money and funding for approval.
- Data collection for a mapping system will be started next week.

Snyder discussed downtown parking. The downtown parking seems to be an issue and businesses will need to be talked to for parking issues.

Krohse will work on these issues to find what is needed as we get into the process and staging the project.

A resolution by Kostrzewski, seconded by Snyder, to approve Bolton and Menk to start the downtown survey for the street project and call for a feasibility study, when put to a vote the resolution passed unanimously. Absent: Anderson

Project #444: Waste Water Project

At the last meeting, the city received a response from the MPCA. Dates are trying to be worked out for a meeting with all the necessary people attending.

Council received a proposed draft agenda and the previous letter from the MPCA. Three council members, Snyder, Kostrzewski, and Emerson will attend the meeting.

Project #457: 5K Run (Color Dash)

Genny LeBrun from the Osakis Wrestling Club is requesting council approval for the Color Dash to be scheduled for May 23, 2015.

- It is scheduled at 8:00 a.m. The race begins at 10:00 a.m.
- Volunteers will be at each station and will clean up their area after the race.
- Council received the route which is the same as last year.
- 25% of the money raised goes to the weight room.

Consensus of the council is to approve the Color Dash race for May 23, 2015.

Project #42: Clean Up Day

Clean up day will be held on Saturday, May 16th from 9 a.m. to 11 a.m.

Pope Douglas Incinerator had contacted Clerk Jacobson stating they have received a grant to pay for the disposal of e-waste.

E-waste includes the following:

- Tube TVs and tube computer monitors are free.
- Flat screens TVs, VCRs, DVDs, computer towers, and laptops will cost \$5.00 each.
- The date to bring your items to Douglas County is June 27th from 8 a.m. to noon.

Currently, the city is charging \$16.00 for a TV and \$12.00 for a computer set. If the city wants to be involved in the e-waste disposal we can take the items at our cleanup day at the above costs, but we would then have to keep them until June 27th for disposal.

Council received the letter that was sent to all city residents.

Emerson informed the council that the Osakis Lions Club will help again this year.

Clerk Jacobson will put an ad in the paper for the TV and computer changes.

Project #46: Summer Rate

In the past, the council has approved to offer a discount on the sewer charge for those that water their lawns and gardens. The discount was offered for June, July, August and September. This would apply to residential properties only.

Motion by Olson, seconded by Kostrzewski, to approve the summer sewer rate of \$26.00 for June to September. All Ayes Absent: Anderson

Project #56: Insurance

Council received the city worker's compensation renewal. The cost to include the council and the mayor is \$20.00 for the year.

Resolution 2015-06 was submitted by Emerson, seconded by Olson to approve the worker's compensation renewal including elected officials. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Project #140: Todd County

Council received a letter from Shannon Wettstien, Todd County Planner, with an update to the water plan.

Project #204: Computer/Software Updates

At the April meeting, Clerk Jacobson presented the costs for upgrading the computers and software at city hall. The estimated cost is \$7,040.00. At that time, the council wanted Clerk Jacobson to check into upgrading our payroll software including direct deposit.

Council received the quote for upgrading:

- Electronic Timecard Module - \$2,690.00
- Direct Deposit Module - \$995.00

Motion by Kostrzewski, seconded by Emerson, to approve new city hall computers at a cost of \$7,040.00 and upgrades to the software and direct deposit at a cost of \$995.00. All Ayes Absent: Anderson

Project #213: City Beach/Lifeguard

At the last council meeting, the council approved to advertise for lifeguards for the city beach. Deadline is May 8th.

As of the date of this council meeting, two applications have been turned in. The applicants are Jordan Gulbranson and Nils Hagen.

The YMCA offers lifeguard classes. The cost for one is \$240.00 and \$400 for two.

The first session is on Saturday, May 9th (8-5), Sunday, May 10th (12-6), Saturday, May 16th (8-5) and Sunday, May 17th (12-6). The second session runs from June 8th to June 11th (8-5 each day).

Council discussed the following:

- Number of lifeguards.
- Swimming equipment. The council feels the slide could be used. May check into a U-shaped dock if the beach is used. A lifeguard tower would also need to be installed.
- Hourly rate. Council discussed the rate to be from \$8 to \$10 per hour.
- Hours for the beach to be open. Start with 10:00 a.m. to 6:00 p.m. daily. May be open longer if beach is used.

Kostrzewski will work with Clerk Jacobson and Haakinson about job duties, time schedules, supplies, opening times and equipment needed.

Project #249: Planning & Zoning

Council received the Planning & Zoning meeting minutes from April 16, 2015.

The Planning & Zoning Commission approved a variance of 20 feet on the front side of the property at 10 1st Avenue East.

Resolution 2015-05 was submitted by Kostrzewski, seconded by Snyder, to approve the variance of 20 feet on the front side of the property at 10 1st Avenue East. When put to a vote, the resolution passed unanimously. Absent:

Motion by Kostrzewski, seconded by Snyder to approve the Planning & Zoning meeting minutes from April 16, 2015. All Ayes Absent: Anderson

Jim Leigh was in attendance. Leigh stated to the council that he turned Idlewilde Resort into a PRDO (Planned Residential Development Overlay) in 2012. Leigh did not have his sale until June of 2014.

With the Agreement, there are several improvements that were required to be completed by certain dates. Leigh has worked on one of the rain gardens and parking. Punky Didier will give Leigh a bid for the water and sewer lines for each property.

Leigh is asking for an extension on the time to complete the required improvements.

Motion by Olson, seconded by Snyder, to approve to extend the completion date of his improvements to May 4th, 2016. All Ayes Absent: Anderson

Leigh also asked about approval to combine lots 8 and 9. Leigh stated this was approved in October 2013. Leigh wants to know if he can combine them or if he will need to replot. Clerk Jacobson will check into what was approved.

Project #309: City Hall

Clerk Jacobson and Deputy Clerk Swenstad requested summer hour again this year. City hall hours would be from 7 a.m. to 3:30 p.m. from Memorial Day to Labor Day.

This will be the 4th year for these hours and it has worked very well in the past.

Motion by Emerson, seconded by Olson, to approve the summer hours from 7 a.m. to 3:30 p.m. from Memorial Day to Labor Day. All Ayes Absent

Project #325: Ordinance Book

Council received the ordinance book updates for supplement 4. These are the ordinance changes that were made in 2014.

Motion by Kostrzewski, seconded by Olson, to approve the ordinance book updates for supplement 4. All Ayes Absent: Anderson

Project #389: Trail Head

At the April meeting, the council discussed supporting the DNR's purchase of the property currently owned by Rod Grove on the corner of Central Avenue and Lake Street.

Snyder is inquiring about a grant to help out with this project.

Project #393: 2 AM Closing

Council received an application from Knight's Pub & Grub requesting a 2 AM License.

Motion by Olson, seconded by Emerson, to approve the 2 AM Closing License for Knight's Pub & Grub. All Ayes Absent: Anderson

Project #461: Panther Distillery

Clerk Jacobson had received a notice from the MN Beverage Association regarding the governor's signature on changes to liquor laws.

Adrian Panther was in attendance to discuss this new change with the council. Panther stated that on Friday, May 1st, 2015, the governor signed a law to allow off-sale at micro-distilleries. The off-sale is for 375 ml bottles to be sold during off-sale hours.

Sunday liquor was also changed from 10 a.m. to 8 a.m.

Council wishes to have the ordinance changed to reflect these state law changes. Clerk Jacobson will have the changes prepared for the June council meeting.

Project #60: Ordinance Changes

David Pease was in attendance. Pease informed the council about his neighbor's trailer and fish house that is parked on the property line next to his property. The neighbor's are accusing Pease of looking into the windows of the trailer.

Pease does not want the city to change ordinance #90.19 or #90.21 so the trailer would have to be moved. Pease stated that Carly Lang is living in the trailer and he has had some issues with her.

Chief Gulbranson will check to see if Lang is living in the camper. This is not allowed by ordinance.

Project #110: Gambling License

Ducks Unlimited has submitted a Gambling License request for a gun raffle on September 12, 2015, during Moonshine Madness.

A Resolution was presented by Olson, seconded by Emerson, to approve the Gambling License for Ducks Unlimited on September 12th, 2015. When put to a vote, the resolution passed unanimously.
Absent: Anderson

Motion by Olson, seconded by Snyder, to adjourn the meeting at 8:45 p.m. All Ayes Absent: Anderson

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson