

Osakis City Council – Regular Meeting
April 2, 2018
7:00 PM

Present: Keith Emerson, Jerry Olson, Jim Snyder, Randy Anderson
Absent: Justin Dahlheimer

Others Present: Angela Jacobson, Julie Didier, Greg Gottwald, Travis Middendorf, Jason Schultz, Sharon Fredrickson, Bev Snyder, Danny Dillabough, Lil Ortendahl, Adam Hjelm, Mark Grinstead, Brad Hoffarth, Shane Massman, Austin Kulzer, Beth - Osakis Review

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

Pledge of Allegiance was spoken.

Motion by Anderson, seconded by Snyder, to approve the agenda as presented and to remove Planning & Zoning for discussion. All Ayes Absent: Dahlheimer

Motion by Anderson, seconded by Olson, to approve the general consent items, including the March city bills in the amount of \$170,654.29, and February 5th, 2018 meeting minutes. All Ayes Absent: Dahlheimer

Project #24: Liquor Store

Julie Didier was in attendance. Council received the March Liquor Store reports. They included Inventory, Sunday Sales, Hourly Sales and Sales by Group.

- Total On Sale \$7,316.77
- Total Off Sale -\$4,831.00
 - Total Profit \$2,485.77

After the last meeting, Didier did a full inventory count on March 19th. The auditors came that day and did their test count. They did find a few errors bur none were that significant.

The time spent on the first count and second count for inventory will cost us an additional \$2,500 in auditor's fees.

After this meeting, the council gave Didier some ideas to move forward with. The council discussed how they want to monitor this progress.

Didier is going through inventory and checking dollar amounts for prices and quantity amounts.

Other items Didier is checking:

- Tally sheets available for broken or under scanned items.
- One incident – someone did not finalize transaction. They need to make sure the final button is pushed and comes to clear.
- If the reports are not showing the correct transactions, Didier looks at the camera to see what happened.

Project #73: First Responders

Jason Schultz was in attendance. Council received the run report for March.

Schultz informed the council of the following:

- The First Responders had 18 calls for the month.
- A total of 43 calls for the year so far.
- Selena Hanson and Tim Kirk are resigning.
- Chad Gulbranson and Brenda Majerus will join the First Responders.
- Todd County – No show in a day hours at 10 a.m.
- Donations received for the First Responders:
 - Leslie Twp. \$2,250
 - Gordon Twp. \$2,250
 - Osakis Twp. \$2,250
 - West Union Twp. \$500

Project #74: Fire Department

Travis Middendorf was in attendance.

Middendorf informed the council of the following:

- No calls for the month of March.
- No word on the FEMA Grant.
- Chad Zimmer and Mike Lloyd both passed their Fire Fighter I training.

Project #76: Police

Mark Grinstead was in attendance. Council received the March police report.

Grinstead informed the council that there are more calls per officer. The officers are being more proactive.

Council asked about the overtime for training would like the officers to switch shifts or try to use it.

Grinstead stated that there was no one to work that shift.

Grinstead informed the council of the following:

- TZD - will be coming up soon for distracted drivers. Texting while driving seems to be a problem.
- The Bike Rodeo will be held again this year. Officer Uhl is getting the event organized.
- DARE graduation is coming up. Grinstead will be in charge of this.
- A new part-time officer has been hired. Training will start soon for this officer.

Council asked what areas are getting more calls and why are they on the rise.

Grinstead stated he would research this matter or have Chief Gulbranson check into it.

Olson asked if the old equipment will fit into the new squad.

Grinstead said that the old items and wiring doesn't work in the new squad as well and may have problems.

Olson thought the cost for the new equipment get to be expensive.

Grinstead – the police can assist on Interstate 94 if requested.

Grinstead stated that the police have an open door if any council members have questions. Grinstead would like the council to talk to them if they hear anything. They would like to squish the rumors that are not true and that do not serve any purpose.

Project #205: City Crew

Greg Gottwald was in attendance. Council received the March public works report.

Olson asked if Lake Street can be widened so people can get to their mailboxes.

Gottwald informed the council of the following:

- Taking samples at the water plant – backflow issues.
- A quote was received for programming the ammonia analyzer to adjust the chlorine feed. The amount is \$3,000.
- Looking into a new laptop for the water reading program.
- Checking the wastewater ponds and monitoring the sludge.
- The city crew have plowed three times for the month and have jetted some of the frozen storm drains.

Snyder thanked Gottwald and the city crew for the work they do.

Gottwald thanked the council for the equipment they use and are allowed to purchase to get the work done will no break downs.

Ben Deters has been working on an equipment repair schedule.

Motion by Anderson, seconded by Snyder, to approve to purchase the programming for monitoring the ammonia/chlorine feed at a cost of \$3,000 and install for time and material. All Ayes Absent: Dahlheimer

Project #460: Downtown Project

Sheila Krohse was not in attendance.

Council received an email regarding the project from Krohse – Krohse has finalized all project quantities with the general contractor and subcontractors. The general contractor is working on gathering all necessary contract closing documents. Krohse stated that they will have a final pay request and project closeout submitted for the May council meeting.

Project #467:

Sheila Krohse was not in attendance. The council was informed that the PFA Loan was finalized at the end of March. A request will be put in for funds to be paid in April.

Tryg Hansen from the DNR had contacted Clerk Jacobson and Gottwald last week. Hansen stated that the riprap we were going to do on the lakeshore is in a sensitive area and the DNR will need to do a study on the effects before proceeding with the riprap project. Because of this, it will push the portion of the project back. Hansen assured Clerk Jacobson that the study should not take too long to complete.

The council was informed that the riprap was going to be done at the same time as the 2017 project was finishing up to keep the costs down.

Council received an email regarding the 2017 Project and Shoreline Restoration from Krohse – At the May meeting, Krohse stated that we should have a schedule from the contractor on when they plan to start the remaining project items. Jonas, Gottwald and Krohse will also walk all sidewalks and mark any cracked segments for replacement. In addition to the last bituminous course, the contractor will be completing the remaining concrete crosswalk by the Post Office and the concrete repairs by Robbie Schultz's building.

Krohse will be checking in with the DNR to see what other information they need so we can get going on that work as well.

Council received a copy of the permit from the DNR from the fall of 2017 for the work to be completed.

Krohse also submitted a Cost Share Application to the Sauk River Watershed District on March 19, 2018 to help offset the costs of this project. Krohse should have more information at the May meeting.

Project #79: Audit

The council was informed that because of the recount at the Liquor Store and finalizing the PFA loan documents, the 2017 Audit has not yet been completed.

Clerk Jacobson had a conference call last week with the auditor's regarding the compliance findings and other loose ends for the audit.

The audit will be presented at the May meeting.

Project #291: Surveys

At the March meeting, the council reviewed and discussed the survey that Shane Massmann and Karlee Hoffarth presented. At that time, the council wanted more information regarding the survey and invited them to the April meeting. Clerk Jacobson had contacted them to attend the meeting.

Shane Massmann, Brad Hoffarth and Austin Kulzer were in attendance.

The council was informed that eight senior students took a US government and history class. Those students have taken a trip to Washington D.C. and they wanted to work on a project to get involved in city government.

The survey handout was given to the council to review.

Motion by Emerson, seconded by Anderson, to approve to move forward with the survey and allow the students to create the survey form, conduct the survey and tabulate the results. All Ayes Absent: Dahlheimer

The students will use an online application from google forms. A link will be on the city website for residents to type in the survey. Information will be on the water bills, with the residential spring mailing, city website and on the Facebook page. A deadline of April 12th, 2018 was given to the students to have it with the residential letter that is sent out this spring.

Cable TV: Project #143

At the March meeting, Clerk Jacobson presented an ordinance change to the council regarding Charter Cable.

Amanda Duerr from Charter Cable was not in attendance.

Council received a summary publication of Ordinance Change #115 that was read at the meeting.

Council received a full publication of Ordinance Change #115 for reference and the public to view.

Clerk Jacobson read the Ordinance Change #115.

Anderson asked about the 5% charge.

Clerk Jacobson said that it is consistent with the franchise with Arvig. They have to keep them the same.

Resolution 2018-06 was presented by Anderson, seconded by Snyder, to approve the franchise agreement Ordinance #115 with Charter Cable and to approve to waive the second reading. When put to a vote, the resolution passed unanimously. Absent: Dahlheimer

Project #464: Solar Energy (Sunshare)

Clerk Jacobson received a notice from Sunshare informing us that their company had been bought out by Cypress Creek Renewable.

Council received a resolution requesting a change to the name on our solar energy contract from Sunshare. The change is to Lake Horseshoe 31, LLC, part of the Cypress Cree Renewable Company.

Resolution 2018-07 was presented by Anderson, seconded by Emerson, to approve the first amendment to the community solar agreement. When put to a vote, the resolution passed unanimously. Absent: Dahlheimer

Project #444: Waste Water Project

Council received a bill in the amount of \$3,817.11 from Hall and Associates for their work with the MPCA matter.

Motion by Olson, seconded by Anderson, to approve the bill from Hall and Associates in the amount of \$3,817.11. All Ayes Absent: Dahlheimer

Project #297: Summer Recreation

Snyder attended the Summer Recreation joint powers meeting.

Snyder said there is no request for more money per student this year.

Project #42: Clean Up Day

Clean Up Day is scheduled for May 12th, 2018 from 9 a.m. to 11 a.m. This will also be the same day for leaf pickup and the Hazardous Waste collection.

The Osakis Police Department will be helping to pick up items that residents are not able to take themselves to the drop site.

The Osakis Lions Club and Sentence to Serve will be helping again this year.

Project #472: Housing Assistance

At the March special meeting, the council called for a public hearing to be held on May 7th, 2018 regarding the Housing Assistance Program created from TIF 1-5 Osakis Properties.

Council received an updated policy and application to review.

In the EDA minutes, a few changes were made to the final draft:

1. The assistance money was generated in Douglas County to it has to stay in Douglas County.
2. The demo of a home must include the building of a new home to be funded or it does not meet the TIF las of creating single family homes.

Because of the notice time, we have to move the hearing to June.

Motion by Anderson, seconded by Emerson, to approve the public hearing to be scheduled on June 4th, 2018 for the Housing Assistance Program. All Ayes Absent: Dahlheimer

Project #309: City Hall

Clerk Jacobson and Deputy Clerk Swenstad would like to request again this year to have summer hours from Memorial Day to Labor Day. This would be the 7th year for summer hours which are from 7 a.m. to 3:30 p.m.

This has worked well for citizens and city staff. More traffic is seen in the morning hours during the summer months.

Discussion was held regarding staggering the starting times, but with only two full-time staff members it is difficult to have the hours posted for that time when one is on vacation or time off comes up.

Clerk Jacobson will look into a longer day one day a week if it works with summer help to set a daily schedule.

Motion by Snyder, seconded by Emerson, to approve summer hours for city hall staff from Memorial Day to Labor Day from 7 a.m. to 3:30 p.m. All Ayes Absent: Dahlheimer

Clerk Jacobson will keep track of traffic in city hall and times and days.

Project #109/110: Liquor License/Gambling License

A request has been submitted from Immaculate Conception Church for a one day liquor license and a one day gambling license for July 8th, 2018.

Resolution 2018-08 was presented by Olson, seconded by Anderson, to approve a one day Gambling and Liquor License for Immaculate Conception Church for July 8th, 2018. When put to a vote, the resolution passed unanimously. Absent: Dahlheimer

Project #310: Blacks Resort/Blocking Lake Street

Blacks Resort would like approval to block Lake Street to put in docks the following days:

- Friday, April 20th, from noon to 6 p.m.
- Saturday, April 21st, from 7 a.m. to noon

Motion by Olson, seconded by Anderson, to approve to block Lake Street on Friday, April 20th, from noon to 6 p.m. and Saturday, April 21st, from 7 a.m. to noon. All Ayes Absent: Dahlheimer

If the ice is not out on the lake, the council will allow moving the dates to a different weekend.

Clerk Jacobson will let the council and Jason Schultz know if they need to move it.

Project #25: Dogs

The annual Dog Vaccination Clinic will be held in the city hall garage on April 25th, 2018 from 6 p.m. to 8 p.m. This clinic is for anyone who would like to vaccinate their dogs. Flyers will be sent to all residents with the spring newsletter in April.

Project #43: Board of Review

The Board of Review meeting will be held on Tuesday, April 10th, 2018.

- Todd County – 9:00 a.m.
- Douglas County – 10 a.m.

Council received the 2018 summary of changes for Douglas Council to review.

Project #154: Employee Hiring

Ben Deters was hired on October 8th, 2017. Deters 6 month probationary period is on April 8th, 2018.

Gottwald completed a review of Deters performance.

Both Gottwald and Clerk Jacobson recommend to end Deters probationary period as of April 8th, 2018. Deters performance has been above standard and he is willing to complete many tasks given to him with a great attitude.

Gottwald stated that Deters has great experience, higher qualifications from working in St. Cloud and Mora and would like to request to end Deters probationary period and to move him to step 3 of the wages.

Motion by Olson, seconded by Snyder, to approve to end the probationary period for Ben Deters as of April 8th, 2018 and to move him to wage step 3 as of April 9th, 2018. All Ayes Absent: Dahlheimer

Project #249: Planning & Zoning

Council received the Planning & Zoning minutes from March 15th, 2018.

Discussion was held regarding the minutes from the March 15th, 2018 meeting and Kevin Haglund's property at 15 4th Avenue East.

Gottwald would like an ordinance to regulate driveways that are in road right-of-ways instead of a letter for each property as stated in the minutes. Also, the issue of the underground utilities has not been resolved. The new driveway that is planned is located over the utility lines.

Motion by Anderson, seconded by Olson, to approve the Planning & Zoning minutes from March 15th, 2018 without 15 4th Avenue East and for the Planning & Zoning to revisit this issue. All Ayes Absent: Dahlheimer

Open Floor

Mayor Emerson stated that a time limit will be placed on open floor discussion and if there are statements made, the council will take it under consideration.

Ortendahl stated that Habitat for Humanity has a program for elderly or disabled residents for fixing up their homes. The program is a \$3,000 loan and have up to 10 years to pay it back. They work with those in need and Ortendahl wanted the city to be aware if this.

Meeting adjourned at 8:07 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson