

Osakis City Council – Regular Meeting
March 12, 2018
7:00 PM

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

Others Present: Angela Jacobson, Julie Didier, Greg Gottwald, Travis Middendorf, Chad Gulbranson, Sheila Krohse, Sharon Fredrickson, Bev Snyder, Jill Ramey, Matt Ramey, Danny Dillabough, Jon Backes, Darrin Hensley, Jason Schultz, Paul Hartmann, Beth - Osakis Review

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

Pledge of Allegiance was spoken.

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

Motion by Dahlheimer, seconded by Olson, to approve the general consent items, including the February city bills in the amount of \$185,234.25, and February 5th, 2018 meeting minutes. All Ayes Absent: Anderson

Project #24: Liquor Store

Julie Didier was in attendance. Council received the February Liquor Store reports and February 2nd, 2018 cycle count sheets.

- Revenue for Off-Sale \$25,413.00
- Expenses for Off Sale \$28,228.00
 - Total Off Sale -\$2,815.00

- Revenue for On-Sale \$16,596.14
- Expenses for On-Sale \$16,941.63
 - Total On-Sale -\$345.49

Clerk Jacobson did some research on the Liquor Store sales and according to state law, the council is required to have a public hearing regarding the Liquor Store by November 2018. The law does not state what we need to do after the public hearing, just that we need to hold one. The council can call a public hearing for April or we can discuss this matter at the special meeting in March.

Geoff Zibell from BNG has been working on the computer at the Liquor Store and has helped Didier correct some issues with the reports.

Council discussed cycle counts and would like Didier to have the inventory counted by the end of April. After that, Didier will do spot checks on the inventory.

Clerk Jacobson has not had the spot check sheets turned into her as of this meeting and Clerk Jacobson informed the council that there will be no opinion in the 2017 Audit for the Liquor Store. Another full count or cycle count needs to be completed in order to rectify the count and their opinion in the audit.

Project #73: First Responders

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

Schultz informed the council of the following:

- Received a \$500 donation from West Union Township.
- Profit for Donkeyball was \$4,300.
- Stipend was figured for 18 calls for the month. Total was far under the amount.

Project #74: Fire Department

Travis Middendorf was in attendance.

Council received a copy of the quote for a new air compressor.

Informed the council of the following:

- \$106,000 over 5 years. If the department receives the FEMA grant, it would cover the cost of replacing the air packs.
- Township meeting went well. Working with Clerk Jacobson on Budget items.

Motion by Dahlheimer, seconded by Olson, to approve to purchase a compressor at a cost of \$28,550 and explore other bids for air packs. All Ayes Absent: Anderson

Project #76: Police

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

At the last council meeting, discussion was held regarding the Police Department having 3 police vehicles or 2. When the city purchased the truck in 2015, the old Crown Vic was kept because it was not worth selling.

At the February council meeting, a motion was made to purchase a new vehicle and go down to 2 vehicles but the motion failed for lack of majority.

The council then decided to approve to purchase a new vehicle and discuss the number of the vehicles at the March meeting.

Gulbranson informed the council of the following:

- Two DWI arrest in February. This takes a minimum of 2 hours and the reports take about 2 hours. Full reports are needed for the attorney and court.
- The color of the new police vehicle and decals will be discussed at the Wednesday meeting.
- Chief's conference is in April. Gulbranson will be attending. Grinstead and Uhl will also be attending to get more information.

Project #205: City Crew

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

Gottwald informed the council of the following:

- Looking into solutions for the water plant issues.
- Main lift station – checking into costs for replacement.

- Will be doing some shoreline restorations in the spring at the boat landing.
- Creating a schedule for equipment repair.
- Creating a schedule for equipment replacement.

Project #191: Skating Rink

Gottwald has been still working on gathering information for the skating rink. This will be discussed at the Wednesday meeting.

Project #471: Decorations

Gottwald and Clerk Jacobson are working on information and costs for decorations and will update the council at the April meeting.

Project #460: Downtown Project

Sheila Krohse was in attendance.

Since our last council meeting, C & L Excavating has not paid Robert Schultz for the bill from the dirt work done at Howard Swenstad's building. A check has been written out for Schultz and the amount will be taken out of the retainage at the end of the project.

The brick on the front of the building at 21 Main Street East will be removed this week and the new brick should be installed shortly after.

We continue to see issues with a few of the downtown lights. We have not had any success in getting the company out here to fix these lights. We would like to see them fixed before the warrantee is up so we don't continue to have issues.

We will look at this issue when we are closing the project. We will check into the supplier warrantee for the lighting.

Council received information on the grant program.

Council received a quote for the installation of the downtown clock at the location it was before the downtown project. The quote is from JWeiner Construction for \$2,142.

Motion by Olson, seconded by Dahlheimer, to approve the bid for the downtown clock in the amount of \$2,142 from JWeiner Construction. All Ayes Absent: Anderson

Project #467: 2017 Project

Council received our PFA award letters for funding the 2017 water and sewer portion of the 2017 Street Project.

Council received and reviewed the resolutions:

- Resolution 2018-04 – PFA funding of \$653,961 for the sewer portion of the 2017 Street Project. This amount will be approved at a 1% interest rate for 18 years.
- Resolution 2018-03 – PFA funding for \$475,604 for the water portion of the 2017 Street Project. This amount will be approved at a 1% interest rate for 18 years.

Any curb and gutter will get fixed if needed. Robert Schultz's curb and driveway apron will be replaced.

The Sauk River Watershed District will pay up to half of the cost of the shoreline restoration with a contract.

Resolution 2018-4 was presented by Dahlheimer, seconded by Olson, to approve the PFA funding in the amount of \$653,961 for the sewer portion of the 2017 Street Project at a 1% interest rate. When put to a vote, the resolution passed unanimously. Absent: Anderson

Resolution 2018-3 was presented by Dahlheimer, seconded by Snyder, to approve the PFA funding in the amount of \$475,604 for the water portion of the 2017 Street Project at a 1% interest rate. When put to a vote, the resolution passed unanimously. Absent: Anderson

Project #441: Park Osagi

Matt Ramey was in attendance to present an Eagle Scout project to the council. The project includes installation of a flag pole and the US flag in Park Osagi with a retaining wall and landscaping.

Ramey would also install a solar light on the top of the flag pole to light the flag.

Council discussed the location. The project will be located by the north east side shelter.

A plaque will be located on the pole that includes who completed the project and date.

Cost of the project is about \$800. The taller flag pole is 15 feet.

Motion by Olson, seconded by Emerson, to approve the Eagle Scout project of a flag pole, flag and landscaping to be located at location #1 in Park Osagi. All Ayes Absent: Anderson

Council members feel this will be a good addition in the park.

Project #102: EDA

Council received the February 26, 2018 EDA meeting minutes.

The EDA Board have been discussing a community housing assistance program to help build new homes, demolish old homes, and make exterior improvements to properties in the city. This program will utilize the TIZ 1-5 funds generated from Osakis Properties.

Clerk Jacobson has drafted a policy and application that the EDA Board has been working on. Clerk Jacobson would like the council to review the policy and the requirements for the application. In order to utilize the TIF funds for a housing assistance project, the city is required to hold a public hearing to change the TIF plan to include this type of use of funds. This requires a notice to the county of 45 days.

Clerk Jacobson will draft a resolution for the next special meeting. If the council is ok with the information, a public hearing will be scheduled.

Motion by Dahlheimer, seconded by Emerson, to approve the EDA minutes from February 26, 2018. All Ayes Absent: Anderson

Project #249/255: Planning & Zoning/Consultant

Council received the Planning & Zoning meeting minutes from February 15, 2018.

The Planning & Zoning Commission reviewed quotes from consultants at their February 15, 2018 meeting. The Planning & Zoning Commission decided to invite Justin Burslie from NJPA to their March meeting.

In the past, the city has contracted with John Anderson from Municipal Development Group.

Burslie and the NJPA office is located in Staples.

The Planning & Zoning Commission looked at 3 different options – zoning, building and consultant.

Motion by Snyder, seconded by Olson, to approve the Planning & Zoning meeting minutes from February 15, 2018. All Ayes Absent: Anderson

Project #291: Surveys

At the last Planning & Zoning meeting, discussion was held regarding a community survey presented by Shane Massman and Karlee Hoffarth.

Council received a copy of the survey to review.

Dahlheimer said that Massman and Hoffarth are planning a trip to Washington D.C. for school and are working on a service project for the trip.

This is a vision survey for the city and Massman and Hoffarth will gather the information for the survey. They will be using a website to input the collected data from the survey.

The students will present an updated copy of the survey to the council at their April meeting for review.

Project #198: Special Meeting

Clerk Jacobson would like the council to set up a special meeting in March to discuss the following:

- Liquor Store operations – public hearing required.
- Waste Water project.
- Policy update for Comp/Overtime.
- Housing Rehab Policy.
- Other department discussion.

Clerk Jacobson would like to have a monthly “workshop” meeting. Workshop meetings will allow each department to discuss items with the council and no decisions are made. This could be held the same day of the regular council meeting or earlier if needed.

The council scheduled a workshop meeting on Wednesday, March 14th, 2018 at 1:00 p.m.

Project #42: Clean Up Day

The council discussed the clean-up day at their last meeting.

Clerk Jacobson checked with the hazardous waste trailer and it is available May 12th. This is also the date of the fishing opener weekend. Last year, we also held it on fishing opener weekend and it seemed to go well.

Council reviewed the clean-up day flyer and the hazardous waste ad.

Council received a picture of the recycling trailer. This trailer is available for the summer months on Wednesdays if the council feels it would be a valuable asset to have in town. The trailer would be staffed by a Pope/Douglas employee. The trailer could be parked at the Liquor Store, city shop or any place the council feels it would work.

Motion by Olson, seconded by Snyder, to approve to schedule the city wide clean-up day form May 12th, 2018 from 9:00 a.m. to 11 a.m. All Ayes Absent: Anderson

Project #213: Lifeguards/Summer Help

Clerk Jacobson informed the council that she will be contacting the lifeguards from last summer to see if they would like to return for the 2018 season.

Last year the city paid:

- \$10 per hour for the lifeguards.
- \$10.50 per hour for the head lifeguard.

Clerk Jacobson would like to raise the hourly rate by \$.25.

Motion by Emerson, seconded by Snyder, to approve the hourly rate for the lifeguards to \$11.00 and the head lifeguard to \$11.50. All Ayes Absent: Anderson

Project #143: Cable TV

Council received the Charter Franchise Agreement.

The last time the council received this information was 2016. Charter has been reorganizing for quite some time, and this is the third person that Clerk Jacobson has worked with to get the agreement corrected.

Changes from the last draft:

- They are not willing to give advance notice when they want to construct or maintain the cable system before they come out to do the work.
- They are willing to compensate the city for any damage they cause when trimming trees in the city streets, they took out the obligation to compensate “any private property owner”.
- They removed the confidentiality paragraph entirely. The city does not supply Charter with any private information.
- They removed the expiration date, so this agreement would remain in effect indefinitely until one party cancels it.

Megan Burkhammer from Thornton, Dolan & Reif, has reviewed the contract and feels it would be ok for the council to approve.

Motion by Dahlheimer, seconded by Emerson, to approve the Charter Franchise Agreement and read at the April meeting. All Ayes Absent: Anderson

Project #143: Cable TV

Council received a letter from Charter with a channel change.

Because Charter has a franchise agreement with the city, Clerk Jacobson gives the council all the updates from them.

The council agrees that they do not need to continue to receive this information.

Project #321: Visitor's Center Staffing

Last fall, the council discussed the use of the Visitor's Center for the 2017 summer. After that meeting, the council was in agreement to staff the center for another year.

Clerk Jacobson has contacted the groups that were involved last year and received the following donations:

- \$1,000 donation from the Elks.
- \$500 donation from the VFW.

The following commitments up to:

- Lake Osakis Resort Association (LORA) - \$1,700 or staffing time.
- \$1,000 from the Chamber.
- \$2,139 from the EDA.
- \$1,700 from the EDA for OEDC.
- \$1,000 from the City of Osakis.
- No funds from the Heritage Center at this time.

Clerk Jacobson calculated the total and feels this will be close to covering the cost of staffing for the 2018 season.

The Visitor's Center staffing will start the last Saturday in April to get things rolling for the summer. They will only be open for weekends until mid- May. Clerk Jacobson suggest to hire Nikki Nessman again this year with the help of Carrie Moundson.

Clerk Jacobson asked the council permission for funds from the USBC Bowling organization for funds for the Visitor's Center for supplies and promotions/events for the summer. Clerk Jacobson suggests to ask for \$1,000 to cover these costs.

Council is ok with requesting funds from the USBC Bowling organization.

Project #69: Information to the Council

At the last council meeting, the idea of a speaker system was brought up for the council to use during the meetings.

Clerk Jacobson found a wireless speaker and mic system with a Bluetooth connection for a cost of \$102.95. The council reviewed the information.

Motion by Snyder, seconded by Dahlheimer, to approve to purchase the speaker and mic system for a cost of \$102.95. All Ayes Absent: Anderson

Project #429: Election Grant

Last November, the council approved to participate in a grant for new election voting equipment.

Council received a letter from Todd County with a notice that they were awarded the grant. The City of Osakis will receive matching funds of \$3,100 for 2018 and \$3,500 for 2019.

Douglas County also received the grant and will implement the tabulator and polls book for the 2018 election with no required matching funds.

By 2019, the city should have the funds available to pay for these costs.

Council received a picture of the tabulator and electronic poll books.

This information is good news for the city.

Project #464: Solar Energy (Sunshare)

In February, the final documents were signed for the Solar Energy from Sunshare. The city should soon be receiving the solar benefits on our energy bills from Xcel Energy.

Project #147: First Avenue East

At the last meeting, the council discussed the use of First Avenue East as a Truck Route.

Clerk Jacobson contacted the Public Works Superintendent with Douglas County. Steve Johanson checked into the truck route and informed us that the Douglas County Sign Department will make up sign that says (Truck Route) with an arrow to the East and post it on the County Road 3 sign. Johanson stated that later in the spring he will also put an I-94 sign on the same post with an arrow. Hopefully, this will make a difference and decrease the truck traffic on First Avenue East.

Because First Avenue East is a county state aid road, the city cannot remove semi-trucks completely from using it.

Project #43: Board of Review

The Board of Review meeting will be held on Tuesday, April 19th, 2018.

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

Project #297: Summer Recreation

Council received information regarding a Joint Powers meeting to be held with the school for summer rec. Snyder is the school liaison and is able to attend the meeting.

Last year, the city paid \$10 per child for summer rec for those children that live in the City of Osakis.

Open Floor

Discussion was held regarding costs and budgets of departments.

Danny Dillabough was in attendance and brought up city hall. Feels the city should use the Visitor's Center or look into the empty lot. Make use of the building and it will be more effective.

Snyder commented that it has been discussed and the building is not adequate for city operations and serves as a visitor's center.

Dahlheimer would like the city to look into Rental and Lake Ordinances. Feels this would help properties and crime.

Discussion was held regarding the difference between the tax bases of Osakis and Alexandria.

Jon Backes brought up the snow removal ordinance. Not removing the snow is a step backwards. If snow falls on the sidewalks or is plowed, Backes feels people should remove it.

Meeting adjourned at 9:00 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson