

**Osakis City Council – Regular Meeting**  
**September 4, 2018**  
**7:00 PM**

Present: Jim Snyder, Keith Emerson, Justin Dahlheimer, Jerry Olson, Randy Anderson  
Absent: None

Others Present: Angela Jacobson, Julie Didier, Chad Gulbranson, Greg Gottwald, Travis Middendorf, Jason Schultz, Mark Grinstead, Sheila Krohse, Ken Grossell, Dave Rost, Jim Bridenstine, Danny Dillabough, Al Edenloff - 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 Olson, to approve the agenda as presented with the addition of 212 8<sup>th</sup> Avenue East house and workshops. All Ayes

Motion by Snyder, seconded by Anderson, to approve the general consent items, including the August city bills in the amount of \$368,614.16, August 6<sup>th</sup>, 2018 and August 23<sup>rd</sup>, 2018 meeting minutes. All Ayes

**Project #24: Liquor Store**

Julie Didier was in attendance. Council received the August Liquor Store reports.

Council also received cycle counts completed in August.

On-sales for August were \$3,298. Off-sales for August were \$3,477. Total profit was \$6,775.11.

Inventory was also increased by \$4,819 in August.

Council discussed an advertising promotion: Monday drawing – if your name is drawn, drinks are \$2 for the week.

Motion by Olson, seconded by Snyder, to approve Didier and Clerk Jacobson to attend the Regional MMBA meeting to be held in Alexandria. All Ayes

Clerk Jacobson will schedule dates for special Liquor Store meetings/workshops for discussion of input/comments after the Public Hearing.

**Project #73: First Responders**

Jason Schultz was in attendance. Schultz informed the council of the runs for August. The First Responders had 30 calls for August. 130 calls for the year so far. There has been 8 no shows for the year. The no shows occur during the daytime (8 am to 5 pm Monday through Friday).

Mike Haburn will be starting the First Responders classes.

A donation was received from Edna Sargent in the amount of \$1,000.

### **Project #74: Fire Department**

Travis Middendorf was in attendance.

Middendorf informed the council of the following:

- 6 calls for August (3 were false alarms, 1 hay bale fire and 2 car accidents/fire.
- 10 possible candidates for 3 positions. Interviews will begin Thursday for the 1<sup>st</sup> half and Monday for the 2<sup>nd</sup> half.
- Airpacks have been received.

### **Project #76: Police**

Chad Gulbranson was in attendance. Council received the August reports.

Gulbranson informed the council of the following:

- A donation of \$1,000 was received from Edna Sargent.
- Post Board certificate – 5 year check update and training required was approved.
- Had 4 DUI's in August.
- Park bathroom vandalism – caught the suspect and the issues has been fixed.
- Police respond to medical calls during the day time hours if possible.
- Discuss police schedule at a workshop.

Snyder asked about the calls per officer.

Gulbranson was asked about the property at 212 8<sup>th</sup> Avenue East. The property owner was going out for bids to demo the house on their own. Gulbranson will give them another 2 weeks to show they have received bids or Gulbranson will get bids to tear it down.

Letter have been sent to clean up the property.

Other items Gulbranson informed the council of:

- Moonshine Madness is this coming weekend.
- Training on computer to pay for upgrades. Use forfeiture DWI funds.
- New squad was damaged. It will be 6 weeks before it is fixed. A cement pillar was hit when the officer was backing up on the trail. \$6,000 in damage.
- Council will receive the rental ordinance at the October meeting. After review, may have a public hearing.

### **Project #205: Public Works**

Greg Gottwald was in attendance. Council received the August Public Works report.

Gottwald's vacation time renewed in August and is only allowed to carry forward 48 hours of vacation to the next year without approval. Gottwald has a remaining 56.5 hours of vacation time and according to the union contract, he can request to have 50% of the hours paid out. Gottwald would like to request a payout instead of carrying the hours over because he does not feel he will use the time. Payout for the 50% vacation time.

Gottwald reviewed the public works report.

Anderson would like to discuss the following at a workshop:

- Priority of job duties.
- Lift station repair. Quote received and look at saving costs.
- Water plant discussion.

Motion by Anderson, seconded by Olson, to approve 56.5 hours vacation time at 50% of time for wages for Gottwald. All Ayes

Gottwald discussed the lift station attachments for the removal and repair of the pump. This would only be for lifting and repairing the pumps. The pump station is a confined space and if they need to enter, the lift station will be hired out. This

The main lift station pump was installed on September 4<sup>th</sup>.

Gottwald would like to have a loader grapple bucket built instead of purchasing a new one for cleanup at the beach and compost site. The cost to make the bucket would be \$4,900.

Motion by Snyder, seconded by Anderson, to approve to make a grapple bucket for the loader for a cost of \$4,900. All Ayes

#### **Project #444: Waste Water Project**

Council received a bill from Flaherty & Hood in the amount of \$2,063.10 and a bill from Hall & Associates in the amount of \$4,377.34.

Offset calculations have been submitted. Submitted show proof of the calculations for Faille Lake were wrong and hopefully change the water designation.

Motion by Dahlheimer, seconded by Olson, to approve the bills from Flaherty & Hood in the amount of \$2,063.10 and from Hall & Associates in the amount of \$4,377.34. All Ayes

#### **Project #460: Downtown Project**

Sheila Krohse was in attendance.

Council received pay application #9 and final pay application in the amount of \$151,046.57. Clerk Jacobson has reviewed the final pay amounts for the county, city and PFA. Jacobson informed the council that all look fine to be approved.

The lighting issue has been figured out and all are working.

Council received a letter from Mike Dolan that was sent to Jenna Barnes regarding the insurance claims.

Council received a bill from Osakis True Service that has not been paid for the 2016 project. The bill was for hooking services in the buildings. Clerk Jacobson was understanding that this cost was supposed to be paid by the property owners. Council agrees that Osakis True Service should bill the property owner directly.

The final bill is slightly over the contract amount. \$41,000 was the city costs for the road and utilities over the quantities.

Motion by Snyder, seconded by Dahlheimer, to approve pay application #9 and final pay application for C & L Excavating in the amount of \$151,046.57. All Ayes

### **Project #467: 2017 Project**

Sheila Krohse was in attendance.

The property complaints from last month have not been addressed.

The boat landing rip-rap has not been started and no quotes have been received for approved contractors.

Krohse informed the council that she told Riley Brothers that have 1 week to get things done or another contractor will be hired to get the issued fixed and the costs will be taken out of the retainage.

Properties that need repair include:

- 310 Main Street West
- 312 Main Street West
- 400 Main Street West
- Galeon

Liquid damages for the engineering costs are still being looked into.

Clerk Jacobson will check dates that work for all council members to set for final assessment hearing.

Received a quote from Ferguson Brothers in the amount of \$79,000 for shoreline restoration.

Erosion is eating away the shoreline and trees are falling into the lake. This was more of an issue before the parking lot was installed but will continue to erode the shoreline if not restored.

Motion by Dahlheimer, seconded by Snyder, to approve the bid for the shoreline restoration at a cost of \$78,978 for low bid to Ferguson Brothers. All Ayes Abstain: Olson

### **Project #249: Planning & Zoning**

Council received the August 16<sup>th</sup>, 2018 Planning & Zoning meeting minutes and zoning amendment #117 to change ordinance 31.06 regarding accessory structures.

The Planning & Zoning held a public hearing for the zoning amendment on August 16<sup>th</sup>, 2018.

Dahlheimer read the ordinance change.

Council also received copies of the violations that were sent to property owners. The violations are for living in campers.

Motion by Emerson, seconded by Dahlheimer, to approve Ordinance Amendment #117 amending 31.06 Accessory Structures. All Ayes

Motion by Anderson, seconded by Emerson, to approve the August 16<sup>th</sup>, 2018 Planning & Zoning meeting minutes. All Ayes

**Project: Sauk River Watershed District**

Council received a letter from the Sauk River Watershed District regarding the maintenance of the JD2 ditch and the City of Osakis assessment to that cost of the ditch.

Council received a response from the city attorney regarding the Sauk River Watershed District letter.

Council discussed this matter and feels that Sauk River Watershed can bill the properties for the fees.

**Project #84/358: Budget/Tax Levy**

Council received the preliminary budget after adjustments from the last budget meeting.

- General Fund Revenue                      \$1,266,190
- General Fund Expenditures              \$1,266,179
- General Fund Balance                      \$11

Council reviewed the preliminary budget as presented for 2019.

Part of balancing the 2019 Budget was a proposed 3% tax levy increase of \$21,500. This increases the general levy from \$573,000 to \$594,500.

Motion by Emerson, seconded by Dahlheimer, to approve the preliminary budget as presented for 2019. All Ayes

Resolution 2018-22 was presented by Dahlheimer, seconded by Anderson, to approve the 2019 preliminary levy. When put to a vote, the resolution passed unanimously.

**Project #451: Council Meetings**

The council discussed the time and date of the city council meetings because of the time to receive the monthly reports. Clerk Jacobson suggested the council discuss this matter.

The council meeting time and day is normally set at the first meeting of the year.

Motion by Dahlheimer, seconded by Snyder, to approve to change the city council meetings to the second Monday of the month at 7:00 p.m. beginning January 1<sup>st</sup>, 2019. All Ayes

Council discussed workshop meetings to be held the week before the regular city council meetings. An agenda would be prepared for the workshop.

**Project #254: Office Programs**

Clerk Jacobson viewed a demo of the K-Pay system. This system has several options and will take some time to get used to how time is implemented and processed. This will be a learning curve for all employees.

The company did indicate we could stay with bi-monthly payroll. The date of the payroll would change, but it could still be processed bi-monthly.

At the last meeting, the council indicated that they liked option #2. Electronic timekeeping and processing payroll. The approximate cost per year is \$1,232 with a one-time setup of \$300.

The company will setup the payroll system with all our information. This process will take 6 weeks to 2 months to complete.

Motion by Anderson, seconded by Dahlheimer, to approve option #2 for a new payroll system. All Ayes

### **Project #310: Blacks Resort Blocking Lake Street East**

Black's Resort would like to block Lake Street East on October 5<sup>th</sup> and October 6<sup>th</sup>.

Motion by Snyder, seconded by Olson, to approve to block Lake Street on October 5<sup>th</sup> and October 6<sup>th</sup>. All Ayes

### **Project #263: Police Union**

LELS would like to set up dates to meet to start Police negotiations.

Anderson and Dahlheimer will check for dates.

### **Project #415: Membership**

Council received a letter from the Coalition of Greater MN Cities requesting the City of Osakis become a member of the organization. Cost of the membership is \$3,828 and due by February 1, 2019.

Council asked if there was a discount membership for coming back. Clerk Jacobson will check.

Motion by Snyder, seconded by Emerson, to approve for the City of Osakis to become a member of the Coalition of Greater MN Cities for 2019 in the amount of \$3,828. All Ayes Opposed: Olson

### **Project #140: Todd County**

Council received two correspondences from Todd County:

- Todd County Coil & Water Conservation District requesting funds for the Enviro-fest of \$200.
- Letter on the Multi-Hazard Mitigation Plan.

Council did not vote on this matter.

### **Open Floor**

#### Downtown Lot

Snyder brought up the downtown lot:

- Turn the lot into a park.
- Grants can be used for parks from the legacy funds. Bill Ingebretson is the chair of the board.

- Clerk Jacobson talked to Bill Ingebretson about the likelihood of funds for Osakis and if the lot would be dedicated as a park.

#### Rental Background Checks

Ken Grosse was in attendance and asked about rental background checks and if there are requirements for the city.

At this time, nothing is required but the city is looking into a rental ordinance.

#### Award Board

Motion by Snyder, seconded by Dahlheimer, to nominate Mathew Ramey to the Award Board. All Ayes

Meeting adjourned at 8:40 p.m.

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Mayor – Keith E. Emerson

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City Clerk/Treasurer – Angela A. Jacobson