

Osakis City Council – Regular Meeting
November 4, 2019
7:00 PM

Present: Keith Emerson, Laura Backes, Jerry Olson, Randy Anderson, Justin Dahlheimer (arrived at 7:05 p.m.)

Absent: None

Others Present: Angela Jacobson, Reenie Goodwin, Chad Gulbranson, Travis Middendorf, Calvin Uhl, Mark Grinstead, Sheila Krohse, Mike Shrode, Lil Ortendahl, Osakis Review Reporter

Meeting was 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. All Ayes Absent: Dahlheimer

Motion by Backes, seconded by Anderson, to approve the general consent items, including the October city bills in the amount of \$293,650 and meeting minutes from October 14th, 2019. All Ayes Absent: Dahlheimer

Project #24: Liquor Store

Reenie Goodwin was in attendance. Council received the following:

- Statement of Revenue & Expense
- Liquor Store Expenditures and Revenue spread sheet
- November Bullet Points
- Liquor Store Sales for the month
- Exp/Rev On Sale
- Exp/Rev Off Sale
- Inventory Totals
- Sales statistics Session Summary Liquor Store
- Inventory cycle counts
- Sales for the month totaled \$3,041

Goodwin discussed other items:

- Goodwin and Lund Completed the Beer Inventory. This took about 3 hours and did correct some errors in the system. Some of the inventory was not taken correctly in the system.
- The Poker Run will start for 6 months. This month it ends at the Liquor Store. About 30 to 40 people are involved in the Poker Run.
- Bargo has started.
- Some bulk buying has been used for getting discounts.

Project #73: First Responders

Mark Grinstead was in attendance. Council received the October run reports.

Grinstead reviewed the reports:

- 8 calls for the month.
- Received a \$500 donation from West Union Combined Charities.
- Had multiply crisis drills.
- Training on ASHER will be on November 23rd, 2019.
- For 5 home football games the First Responders will receive \$500 for being in attendance.
- New First Responder members are needed.

Project #74: Fire Department

Travis Middendorf was in attendance.

Middendorf informed the council of the calls:

- 8 calls for October.
- ASHER training on November 23rd, 2019.

Middendorf is requesting funds for new turnout gear. The cost of the new gear is \$59,140 and will take 8 to 10 weeks to receive the gear.

The 20 year budget for the Fire Department was presented at the township meetings. The turnout gear budgeted at \$60,000.

Motion by Anderson, seconded by Dahlheimer, to approve the bid for new turnout gear in the amount of \$59,140.00. All Ayes

Project #76: Police

Chad Gulbranson was in attendance. Council received the October Police report.

Gulbranson reviewed the following:

- Mandatory CIT training was held. Gulbranson, Uhl & Grinstead attended.
- Grinstead attended the TZD Conference in St. Cloud.
- November 23rd will be active shooter training at school.

Gulbranson informed a School Resource Officer was approved for January 2020. Funds will be for 10 hours in 2020 and 12 hours in 2021. The school and city will have to work out the details regarding how to administer the grant.

Gulbranson also informed the council that there were 15 other department assists for October.

Olson asked – How far do you travel out of town? Gulbranson replied that there is no requirement but most do not go any further than 2 miles. Sometimes going out farther than the 2 miles is needed.

Gulbranson asked (on behalf of the officers) if the officers could punch in to the time keeping system in their squads. After going live with the system, they can't punch in or out while they are in the squad.

Gulbranson stated that they can check on with the county while in the squad car via radio. The county tracks the location of the officer.

Council will discuss this matter at the workshop meeting.

Project #205: City Crew

Greg Gottwald was not in attendance. Council received the October Public Works report.

The council was informed that the old dump truck and lawn mower will be put on the K-Bid Auction to sell in November.

Project #444: Waste Water Project

Council received a bill from Hall and Associates for September in the amount of \$818.07.

Motion by Dahlheimer, seconded by Anderson, to approve the bill for Hall and Associates in the amount of \$818.07. All Ayes

Project #467: 2017 Project

Sheila Krohse was in attendance regarding the 2017 Project. Krohse had no updates and this project number will be removed from future council agendas unless needed.

There will be one improvement in the Downtown in 2020.

Project #249: Planning & Zoning

Council received the October 17th, 2019 Planning & Zoning meeting minutes and Resolution 2019-18. The resolution is to approve to amend the Comprehensive Future Land Use Map for the property owned by Ashley and Michael Shrode. If approved, they will be allowed to split their property. A section will remain slotted for future land development and a section will be for single family residential use.

Dahlheimer explained that the Comprehensive Plan needs to be updated. Shrodes entire property is slated for a multi-family residential development and they want to split the property so they can be allowed to build their house.

The long term goal will be a single-family residential development which Shrodes plan to work on.

Shrodes have been informed that when more houses are built, they themselves will have to hookup to the city water and sewer and they understand this.

Anderson asked about wellhead protection.

The Wellhead Protection Plan tries to keep the wellhead area safe and to minimize the impact on the aquifer.

Resolution 2019-18 was presented by Anderson, seconded by Backes, to approve to amend the future land use map for a section of the property owned by Ashley and Michael Shrode and to minimize the wells put in. When put to a vote, the resolution passed unanimously.

Project #102/456: EDA/Land Purchase

Council received the EDA minutes from October 14th, 2019 and October 28th, 2019.

The council was informed that the EDA signed a purchase agreement for land they are proposing to purchase from Carol Marthaler. The purchase consists of 22 acres of tillable land for a cost of \$71,500.00. The seller will take care of any taxes owed on the property and survey costs.

Council received a map of the area including the 22 acres which is located to the west of the Lions Park.

The deadline has passed to be able to request the land to be tax exempt for 2020. The city will have to pay the tax if the property is purchased this year.

The EDA will purchase the land using their housing funds. They will look into renting the land for farm use in 2020 and will be planning a future development for this area.

Motion by Anderson, seconded by Emerson, to approve the EDA to purchase 22 acres of land from Carol Marthaler for a cost of \$71,500 using funds in the housing TIF Fund. All Ayes

Project #408: Vacate Street (4th Avenue East) Haglund

Council received a request to vacate 4th Avenue East from Kevin Haglund.

The request included the following:

- Petition to vacate a portion of 4th Avenue East
- Map of the area to vacate
- Legal description of the area to vacate
- Clarks Addition Plat that shows the area to vacate along 4th Avenue East and Lake Osakis
- Letter that will be sent to the DNR after approval of the hearing for the vacation of 4th Avenue East

The city is required to notify the DNR 60 days before the hearing and the public 10 days before the hearing with a notice in the paper at least 2 weeks before the hearing. This is why the hearing would be set for January 13th, 2020 if approved by the council.

Motion by Anderson, seconded by Backes to approve the petition for a public hearing to consider the vacation of a portion of 4th Avenue East on January 13th, 2020 at 7:00 p.m. All Ayes

Project #388: On-Sale Liquor License

Jeff and Pat Kalpin are requesting a refund for their On-Sale Liquor License for O-Town Tavern as of September 30th, 2019.

Council received the ordinance regarding refunds and a refund may occur for a portion of the license fee on a quarterly basis.

Council received the section of state statute that the ordinance refers to – 340A.408 sub. 5.

The rate of the refund would be \$550.00.

Motion by Anderson, seconded by Dahlheimer, to approve a refund of \$550.00 to Jeff and Pat Kalpin for their On-Sale Liquor License for O-Town Tavern. All Ayes

Project #464: Solar Energy – Novel

At the last council meeting, Clerk Jacobson presented information on solar energy with Novel. The city attorney received the contract to review. Tom Klecker had stated some of the information he could not state if he felt it made sense because he is not knowledgeable on solar power and how it works.

Council received an email from Rick Masloski regarding the questions that the council had at the last meeting.

Clerk Jacobson reached out to a couple of cities that have worked with Novel to see if they had and comments or issues.

This matter was tabled until the city attorney has more information regarding the company and contract.

Project #224: Tax Forfeited Land

Council received a letter from Douglas County regarding Tax Forfeited land in Douglas County Parcel #93-0341-000 in the name of Steven & Gina Lang.

The city can have the property conveyed to the city, but then the property must be used for a public purpose.

Resolution 2019-19 was presented by Anderson, seconded by Dahlheimer, to approve to put Tax Forfeited land parcel #93-0341-000 up for public auction. When put to a vote, the resolution passed unanimously.

Project #97: Delinquent Bills

Council received the list of the 2019 delinquent bills for the city. These consist of utility bills and general service bills that have not been paid. Each year in the month of October, the city sends delinquent letters to residents that are past due. Residents have to pay by November 15th, 2019 or the amount will be put on their taxes for the next year.

Council reviewed the delinquent list for the 2020 taxes.

Any payments that the city receives between now and November 15th will be taken off the list for certification to the county.

Motion by Backes, seconded by Anderson, to approve the 2019 delinquent list to be put on the 2020 taxes. All Ayes

Project #196: Fee Schedule

Council received the proposed Fee Schedule for 2020 and the changes suggested.

Clerk Jacobson is proposing an additional fee of \$2.00 for each on-line credit /debit card transaction that we input for customers. This would mean if customers come into city hall or call to have us input their information and payment through the on-line payment system, they would be charged \$2.00 per transaction. There would be no fee if they input the information and payment themselves.

Council will discuss this matter at the next workshop.

Project #46: Water Rates

Council received the water rate sheet for the city. This shows the proposed water/sewer rates for 2020. Clerk Jacobson suggested that this matter be discussed at the December meeting to see if anyone from the public has questions on the water rate change.

Project #229: Election

Minnesota state statute requires each city to designate a polling place each year for elections. With the 2020 Election, the city will be holding 3 separate elections for the following:

- March 3rd, 2020 – Presidential Primary
- August 11th, 2020 – Primary Election
- November 3rd, 2020 – General Election

Council received the resolution to designate the Ed Pollard Community Center as the location for the elections for 2020.

Resolution 2019-17 was presented by Backes, seconded by Emerson, to approve to designate the Ed Pollard Community Center located as 20 Nokomis Street West as the City of Osakis polling place for 2020. When put to a vote, the resolution passed unanimously

Project #435: MN DOT (Hwy 27)

Council was reminded of the open house at the Community Center on Wednesday, November 20th, 2019 from 5:00 p.m. to 7:00 p.m. regarding the Hwy 27 project plans.

Project #233: Watershed

The Sauk River Watershed District will be holding their next meeting at the Community Center in Osakis on November 19th, 2019 beginning at 6:00 p.m.

Information will be put on the city website and Facebook for citizens to view.

Project #242: West Central Initiative

Council received a letter from Rebecca Peterson from West Central Initiative. Peterson attended the September council meeting and would like the council to make a decision as to where the \$500.00 contribution should go.

The funds can be donated to the Annual Operating Support which 100% goes to economic development each year. Or the funds can be donated to the Endowment Support which goes into a savings and 5% is spent on economic development each year.

Motion by Emerson, seconded by Olson, to approve to make a contribution of \$500.00 to West Central Initiative to the Annual Operating Support. All Ayes

Project #80: Garbage (Organics)

Earlier this spring, Pope/Douglas was at our council meeting to discuss the organics program. They discussed the city continuing with the program of supplying the organic bags or putting in a site for the residents to drop compostable items.

In 2018, the city received a grant for \$10,000 to pay for the program's organic bags. In 2018, most of the funds were spent on the first round of organic bags, but the utilization of the program was not as high as expected, so the city did not have the funds to pay for the full second year of the program.

In July, the organics company mailed out new bags to all the residents that had signed up for the program in 2018. Many residents did not want to continue with the program, and they were contacted to turn in the bags to city hall so we would not be billed for the cost.

In the spring of 2020, the council will need to consider if we want to continue the organics program as it is and increase garbage rates to cover the cost of the compost bags or have the residents that are participating in the program purchase their own bags or be put in a centrally located compost site to drop the organic items.

Items to Consider:

Anderson received a letter from an architect regarding discussion of improvements to the city hall building and will discuss this matter at the workshop meeting.

Lil Ortendahl discussed the Community Center:

- Bob (CC janitor) does a good job
- The Galeon has racks of tables. New tables for the CC.
- Replace 1 metal cart.
- Wash bins are needed.
- Need pot holders and mitts for the kitchen.
- Janitor needs a metal rack in the back for mops.
- Can opener is needed or the blade replaced.

Items for council to consider for future:

None

Meeting was adjourned at 7:55 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson