

**Osakis City Council – Regular Meeting**  
**Held Via Virtual Meeting Zoom**  
**April 13, 2020**  
**7:00 PM**

Present via Virtual meeting: Keith Emerson, Randy Anderson, Laura Backes, Justin Dahlheimer, Jerry Olson

Absent: None

Others Present: Angela Jacobson

Others Present – conference via phone: Reenie Goodwin, Greg Gottwald, Chad Gulbranson, Craig Dropik, Jeff Lund, Mark Grinstead, Becky Hensley, Krystal Boogaard, Jared Rubado, Sheila Krohse

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

Roll Call – All present as indicated above

Pledge of Allegiance was spoken.

Motion by Anderson, seconded by Backes, to approve the agenda as presented with the addition of Project #55, OEDC. Roll Call Vote – Motion carries

Motion by Backes, seconded by Olson, to approve the general consent items, including the March city bills in the amount of \$225,059.34, meeting minutes from March 9, 2020, March 18, 2020, April 8, 2020 and the March Overtime Report. Roll Call Vote – motion carries

No Meetings were held in March for the following:

- EDA
- Health & Safety Committee
- Planning & Zoning (continue to work on the Comp Plan update and a second survey will be sent out in the next few weeks)

**Project #24: Liquor Store**

Reenie Goodwin was in attendance via phone.

Council received the following reports for February:

- Statement of Revenue & Expense
- 2 Year Liquor Store Expenditures & Revenues
- Bullet Points
- Liquor Store Sales for March
- Exp/Rev On Sale
- Exp/Rev Off Sale
- Inventory cycle counts for March 9<sup>th</sup> and March 13<sup>th</sup>
- Sales for the month total -\$3,564.00 before payment of flooring from capital outlay.
- OEDC – February Rent / Discuss Pull-tab Booth
- Probation for Jeff Lund will be on April 18<sup>th</sup>, Goodwin is asking to release him from probation and advance to Step 3 (\$15.96 per hour)

Goodwin informed the council that the floor in complete and looks good.

Backes had questions regarding OEDC rent for February. The total amount was \$2,274 and Backes thought it was high.

The report from OEDC shows electronic pull-tabs were up in February so the rent is up also.

Olson stated that the closing of bars and restaurants has been extended to May 16<sup>th</sup>.

Motion by Dahlheimer, seconded by Backes, to table the discussion regarding Jeff Lund's probation period until the workshop. Roll Call Vote – motion carries

### **Project #73: First Responders**

Mark Grinstead was in attendance via phone.

Council received the March run reports:

- 13 calls for the month, 1 no-show on a Wednesday at 8 a.m.
- 2 average member response per call.
- 3 calls had 1 responder.
- 60 calls year to date.
- 61% of the calls were between 6 a.m. to 6 p.m.
- 46% of the calls were in town.
- 23% were in Gordon Township.

Grinstead discussed the Covid-19 protection for the First Responders;

- Borrowed a few pairs of goggles from the high school science class for the calls.
- Received a donation of surgical masks from Aimee Goodwin's New Hope Healing & Resource Center-Lyme Disease Treatment Center.
- Purchased safety glasses from Builder's First Source.
- Mitch Ahrendt's family sewed medical gowns.
- Received a donation of surgical masks from an anonymous business owner.
- We have an Osakis resident on a doctor's quarantine at home until April 15<sup>th</sup> due to symptoms of fever and cough. The resident did not qualify for Covid-19 testing according to their doctor. The resident is now getting better.

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

Craig Dropik was in attendance via phone.

Council received the March Fire Department report.

Dropik informed the council of the following:

- The department had 1 call for the month.
- The department is having small work night groups and the trainings are in thirds of the department.
- The department will try a Zoom meeting this month with all Fire Department members.

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

Chad Gulbranson was in attendance via phone. Council received the Month End Report for March and the monthly schedule for April.

Council also received:

- Resolution 20-05 to deposit \$2,664.40 into the Forfeiture Fund.
- DWI 2019 Disbursements.
- Overtime Policy change requested by Gulbranson.

Gulbranson discussed the Overtime Policy changes:

- An officer will be called out if there is an alarm – there will be a penalty if there are 3 calls or more per year.
- An officer will be called out for risk to life, limb, or property, domestics, accidents, burglary in progress.

Backes asked about overtime for training as discussed earlier.

Gulbranson said that it is in the union contract what is required and we will follow the progress.

Dahlheimer would like all departments to review the Overtime Policy before approval.

Gulbranson informed the council of the following:

- Calls are down from the previous year – not as many stops.
- Mental & Health detox calls are up.
- Had 6 call outs for the month.

Resolution 20-05 was presented by Anderson, seconded by Backes, to approve the remaining forfeiture funds of \$2,664.40 to be transferred from 100 fund to 102 fund. When put to a vote, the resolution passed unanimously by Roll Call Vote.

### **Project #197: Water**

Greg Gottwald was in attendance via phone.

Gottwald is requesting the following:

1. Pilot Study/PER scope and fees – A condensed copy of the Osakis Biological Pilot Study has been provided for review by the council and has also been submitted to the MDH for review. The request is for the council to review and approve the contract provided by NERO Engineering to continue our work towards funding our water treatment and storage proposed improvements.

Council received:

- The NERO Engineering report.
- The proposed cost from NERO Engineering is \$14,567. This is a report that is needed to apply for Rural Development Funds.

Sheila Krohse asked to give an estimate for the cost of the PER project to get a shot at doing it.

Motion by Dahlheimer, seconded by Backes, to approve to move forward with NERO Engineering at a cost of \$14,567 for continuing the Pilot Study. Roll Call Vote – motion carried

### **Project #205: City Crew**

Greg Gottwald was in attendance via phone.

Council received the March Public Works report.

Gottwald informed the council of the following:

- Requesting to purchase a 60 inch mower. State bid is \$12,530.50
- Requesting approval to spend up to \$10,000 for a trailer to be used for hauling pumps for ponds and for storm water issues in town. The last 2 years we have borrowed a trailer from Perham. The cost to repair the waste water aeration trailer is \$1,000 this year because some items broke.
- Cole Johnson will not be returning this summer – We are looking to fill that position. In the budget, a seasonal person was approved for up to 6 months.
- Asking to adjust hours for the summer for the public works.
- Requesting release of Derek Lang from his probation period. Lang attended the MN Rural Water conference in March for education.

Seasonal Mower has a few people interested– offer \$15.00 per hour. If 2 guys want to work together for the job, they must stay within the budget.

Public works would like to adjust their hours during the week to work longer so the hours would be shortened at the end of the week. Council wants them to be here 5 days a week.

Council discussed Lang’s probation period. Lang was taking classes but now all water/waste water classes have been suspended. Greg would like to release probation and put him to step 2, Randy concerned if release that we need to have something to be able to get his license complete. It is a big step to 3 but a memo of understanding can be put in place after Lang receives his license then advance to step 3.

Motion by Anderson, seconded by Olson, to approve Gottwald to purchase a trailer for the pump up to \$10,000 and if over that amount, Anderson will review. Roll Call Vote – motion carries

Motion by Emerson, seconded by Backes, to approve the purchase of a new mower at state bid of \$12,530.50. Roll Call Vote – motion carries

Motion by Emerson, seconded by Olson, to approve to allow Derek Lang to be at step 2 with a memo of understanding be put in place to go to step 3 after he received his license. Roll Call Vote – motion carries

### **Project #435: MN DOT – Hwy 27 Project**

Sheila Krohse was in attendance via phone.

Krohse discussed the options for the MN DOT Hwy 27 water/sewer extension project.

Krohse also discussed the following:

- Complaint regarding the sidewalk by the Galeon that may need some work this spring.
- Plans and location have been discussed with Jacobson and Gottwald. This information will be brought to the workshop if needed.
- Stub to cross Hwy 27 to keep costs down and lines can be run to service the businesses.

C & L Excavating need to fix the corner by Central and Main Street. This is part of the Downtown Project.

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

Council received a letter from MPCA on February 25th stating we would like to meet with them.

Council received a bill from Flaherty and Hood in the amount of \$2,049.60.

Council will discuss meeting with the MPCA at their workshop and options moving forward.

Motion by Backes, seconded by Anderson, to approve the bill from Flaherty and Hood in the amount of \$2,049.60. Roll Call Vote – Motion Carried

**Project #55: OEDC**

Becky Hensley was in attendance via phone. Hensley stated that the gambling manager has resigned.

An OEDC meeting will be held Thursday evening and the board will try to figure out how to proceed with replacing Krystal Boogaard following the state shutdown.

Hensley informed the council that they were not notified that the booth was going to be moved. Hensley also said the cash machine was not plugged in. Jeff Lund needed to plug it in and when Gretta checked today it was not plugged in which is a violation. Goodwin has it plugged in now.

Emerson said that he was told Boogaard turned off the cash machine inside the unit.

Hensley said that they are not using the Liquor Store Wi Fi, we have our own and we are not going to do gambling if no manager is here for OEDC.

Emerson said that the booth is back together but has been moved back. There was no conversation about moving it.

Backes thought things were getting better regarding communication.

Dahlheimer explained that Gretta was not happy of how Lund spoke to her. The pull tab booth makes a lot of money each year to the Liquor Store and there continues to be issues and problems.

Hensley said the OEDC will meet Thursday and decide what to do moving forward.

The council will schedule a workshop after the OEDC meets and decide what to do.

Hensley will forward a meeting notice to Jacobson.

Goodwin stated that the conversation goes both ways. Goodwin could communicate better but Boogaard was contacted and did not get back to her.

Boogaard stated that Goodwin never tried to contact her until after the booth was moved.

Boogaard stated she was not told the booth was going to be moved.

**Project #482: MN DOT COVID-19 Pandemic**

Council received Resolution 20-04 regarding a Mayor Proclamation and Declaration of an Emergency. The proclamation allows the city to operate as we feel is the best way to protect the public health and

that we are not required to go through bidding or have extra approvals as needed to make purchases or protect the public.

The resolution includes the discussion of the council on March 18<sup>th</sup> to allow conference meetings and social distancing and directs staff to review policy and process changes as needed.

Council reviewed the resolution.

Resolution 20-04 was presented by Anderson, seconded by Backes, to approve the Mayor Proclamation and Declaration of an Emergency. When put to a vote, the resolution passed unanimously by Roll Call Vote.

Other topics regarding the COVID-19 that the council discussed:

- Shelter at Home Extension – On April 8<sup>th</sup>, Governor Walz announced that he extended the Shelter at Home to continue until May 4<sup>th</sup>. City operations will continue as we have done the last 2 weeks and notices on the city hall doors will be changed to May 4<sup>th</sup>.
- Dog License – The city will not be holding a dog vaccination clinic. Deadline for the dog licenses has been changed from May 1<sup>st</sup> to August 1<sup>st</sup>.
- City Wide Clean Up Day – The city will be postponing the city wide cleanup day that has been held in May. Council will revisit this matter in July and see if it can be scheduled in September.
- Visitor's Center – In the past the Visitor's Center has opened in May. No funding has been received for 2020 staff. Council may revisit this at a future meeting.
- City Beach – In the past years the beach has been staffed with lifeguards. Council discussed if they want to open the beach "Swim at your own Risk". Clerk Jacobson has heard that other municipal beaches will not be opening up. Council would like Jacobson to contact the lifeguards and ask if they could work later in the summer.
- City Park & Equipment – Council suggested that Gottwald put up signs for social distancing and police will watch activity.
  - Anderson suggested that the park and beach have signs to use at your own risk and use social distancing.
  - Spray down the equipment with bleach.
  - Signage for playgrounds that police will be monitoring and if it becomes an issues then the police will review and possibly have to shut down.
- Fireworks – In the past, the money that is raised from the cleanup day goes towards the fireworks. Every year, Jacobson requests funds from the OEDC, VFW and Elks to help pay for the cost of the fireworks. Council would like Jacobson to request funding again this year. A comment can be put on the utility bills to request for donations. Those that donate will receive recognition.

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

Discussion was held regarding the flowers for the downtown area:

- Looking at a few varieties of flowers for the hanging baskets that will last longer.
- Would like to try a different variety that will hopefully last longer than years before and will look fuller through the summer months.
- The cost of this variety is \$1,450. Last year's flower baskets cost \$800.
- Treetop in Sauk Center has the larger baskets.

Council would like to try the longer lasting baskets this year but no need to have the sidewalk planters this year.

### **Project #446: Boat Landing – DNR**

Gottwald and Jacobson have been working with the DNR and Douglas County to install a CD3 cleaning unit on the boat landing property.

Council received the agreement from the DNR regarding the maintenance for the unit. The agreement covers the maintenance items that we take care of already for the DNR. The city however, is clarifying the information on the dock at the access. We want it to be clear that the DNR owns the dock and the city installs and maintains it only. If the dock needs to be replaced, it is not a cost to the city.

Council received a lease agreement with the DNR for 5 years to install the CD3 unit. This is an agreement so Douglas County can install the unit on the property.

Council discussed a few items:

- Dock repair costs are covered by the city.
- Dock replacement is covered by the DNR. This would be part of the maintenance agreement.
- The city will take care of CD3 it is clean and no garbage. If there are issues, the city will call the county.

The council is ok with Jacobson drafting an agreement to the county for the CD3 unit. Final copy will be reviewed by the council.

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

Blacks Resort is asking to block Lake Street the end of April to put in their docks.

They also asked if the city had a conversation regarding limiting those that are traveling to their lake homes. There have been cities that have been discouraging travel to these lake cabins because it brings more exposure of COVID-19 to the area and the outstate areas do not have the hospitals to meet the extra needs.

Jacobson checked to see if Governor Walz said anything about travel to these cabins and the statement below is what was found regarding his executive order:

#### Can I travel to and from my cabin?

Although the executive order doesn't prohibit traveling to or from a cabin, the Governor strongly urges all Minnesotans to stay in their primary residences. Staying home helps protect your neighbors from spreading COVID-19 and also avoids crowding rural medical facilities. Avoiding this kind of travel makes us all safer and healthier.

Council discussed this matter and feels the docks can go in but wants to discourage the use of the cabins as stated in the executive order.

Jacobson will contact Neil about the council's request.

Motion by Olson, seconded by Backes, to approve the request from Black's Resort to block Lake Street to put in their docks but is discouraging unnecessary travel as stated in Governor Walz's executive order. Roll Call Vote – motion carried

### **Project #319: Website**

Council received a proposal from Cybersprouts from Alexandria.

The current website needs to be updated and some items that a new website will accomplish:

- Drop down list for businesses/residents/forms/to do
- Calendar
- Fillable forms
- Ad for community after the comp plan is complete
- Easier to navigate and find items
- Fresh look
- Link to other pages
- Designated page for the Liquor Store for updates and promotions
- All departments/council and board members will have pictures and information
- Emergency information to the public
- Contact information for employees and council

Jacobson has budgeted \$2,700 for the new website. \$3,000 that we saved from the audit could also be used.

Jacobson would also like to create a new logo for the City of Osakis. The current logo is very old and a new logo could be used on all communications. Winning Edge Graphics would give us some ideas for \$150.

Council would like to discuss this matter at their workshop.

#### **Other Items for the Council to Consider for Future**

Workshop will be scheduled after the OEDC meeting to discuss what to do after OEDC decision and a closed discussion on personnel.

Meeting was adjourned at 9:05 p.m.

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Mayor – Keith E. Emerson

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City Clerk/Treasurer – Angela A. Jacobson