

Osakis City Council – Regular Meeting
Held Via Virtual Meeting Zoom
August 10, 2020
7:00 PM

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

Absent: None

Others Present: Angela Jacobson, Reenie Goodwin, Chad Gulbranson, Craig Dropik, Mark Grinstead, Janet Steinbauer, Penny Kessler, Zach Bruns, Tim Servin, Jared Rubado, Sheila Krohse, Peter Koel, Tim Thornbloom, Jeremy Wagner, Caren, Anne Marie Loehning, Mike Manders, Jeremy Thorson

The August 10th, 2020 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 Olson, to approve the agenda as presented with the addition of Garbage at the Boat Landing, Website and Vacate Street. All Ayes – Motion Carries

Motion by Anderson, seconded by Backes, to approve the general consent items, including the July city bills in the amount of \$526,661.96, meeting minutes from July 13th, 2020. All Ayes – Motion Carries

Project #24: Liquor Store

Reenie Goodwin was in attendance.

Council received the following reports:

- Statement of Revenue & Expense
- 2 Year Liquor Store Expenditures & Revenues
- Bullet Points
- Inventory
- Liquor Store Sales
- Exp/Rev On Sale
- Exp/Rev Off Sale
- Sales for the month total \$28,365.86.

Goodwin informed the council of the following:

- July was excellent – Hopefully get out of the negative from the results of Covid.
- Getting 5 E-Tab machines to use.
- Hiring one more part-time employee to cover shifts and time offs – Should be able to cover shifts as long as they stay working.

Backes said – Great job from last month. Glad the pull-tabs are working out and keep up the good work.

Project #73: First Responders

Mark Grinstead was in attendance.

Council received the July reports:

- 26 calls for the month, had 9 calls in two days.
- Typically average 16 calls per month.
- 3.2 average member response per call.
- 3 calls had a solo responder.
- 151 calls year to date.
- 64% of the calls were between 6 a.m. to 6 p.m.
- 38% were in town.
- 34% were in Osakis Twp.

Grinstead informed the council of the following:

- The July 29th meeting was at the Community Center using social distancing. Discussed the recent corn bin training which was very educational.
- New members Shannon Graff and Amber Kral have been doing great on calls.
- Paid almost \$3,000 in mechanical repairs for the First Responder rig.
- Clerk Jacobson has ordered the training simulator mannequin.
- Interviewing a new applicant at the August meeting.

Project #74: Fire Department

Craig Dropik was in attendance via phone.

Council received the July Fire Department report. The department had 8 calls for the month.

Dropik informed the council that a Grain Bin Rescue Kit Grant was awarded in August to the Osakis Fire Department.

Project #76: Police

Chad Gulbranson was in attendance.

Council received the following:

- Police Report for July.
- Resolution 2020-14 – for Daniel Walker to be allowed into Police PERA.
- Resolution 2020-15 – for Preston Oetterer to be allowed into Police PERA.

Gulbranson informed the council of the following:

- Police Department had 316 calls for July.
- Cards for coffee were given to the Police Department and First Responders.

Anderson asked if the council received samples of the decals as requested and getting different samples of the decals cut, so we can see the color and not a computer image.

Gulbranson said he will see if Winning Edge has a picture of the one he was looking at in Metallic gray.

Council want to see a dark grey sample.

Gulbranson asked about the pay scale for part-time officers – from \$19 to the first step of a full-time officer.

Dahlheimer said the not used hours of previous hours worked would still meet budget numbers if we go to the next increase.

Resolution 2020-14 and 2020-15 was presented by Anderson and seconded by Backes to approve Daniel Wacker and Preston Oetterer to be allowed in PERA. When put to a vote, the resolutions passed unanimously.

Dahlheimer and Backes do not want hours from previously worked to count towards more pay. Start at \$23.00 – step one in 2020.

Emerson asked if they did a background check.

Oetterer was an officer for Long Prairie and was let go. Gulbranson does not feel the reason he was let go is strong enough to not hire him.

Wacker resigned from Douglas County – a change he needed but wants to keep PERA for law enforcement retirement and wants to pick up hours.

Motion by Dahlheimer, seconded by Anderson, to approve starting at step one of the full-time employee for part-time officers. Motion Carries

Project #205: Public Works/City Crew

Greg Gottwald was not in attendance.

Council received the monthly Public Works Report.

Council mentioned that the residents on Queen Street really like the overlay that was completed.

Project #249: Planning & Zoning

Council received the July 16, 2020 Planning & Zoning meeting minutes.

The council was informed that Tyler Dahlheimer resigned from the Planning & Zoning Board due to moving out of city limits.

Discussion was held that a new member will be needed. Ads will be put out to come to the Planning & Zoning Meeting if interested and fill out a form.

Council also received the following regarding Idlewilde Resort:

- Email from Callie Bruns and pictures of other rental project they did.
- Email from Zach Bruns and pictures of the existing parking area.
- Idlewilde Development Agreement – Includes #18 G, regarding the language to the sunset clause for the resort.

Discussion was held on Idlewilde Resort.

Dahlheimer discussed the following:

- All parties need to agree on a timeline for the items to be fixed and agree with a sunset clause time change.
- Have the Building Inspector or consultant work with them to accomplish the resort conversion.

Zach Bruns was in attendance and stated that the water/sewer lines will be completed in the spring with the poolhouse down the road.

Home Owners Association – Development Agreement of the timeline is needed to accomplish the necessary items.

Dahlheimer – We can eliminate the sunset clause date in the Development Agreement and set timelines to get items complete. If not completed, then the council can reinstate the sunset clause date.

Anne Marie Loehning – If the sunset clause is dropped completely, the property values will be effected.

Penny Kessler owns cabin #7 – Have been renting 3 days and 1 to 2 weeks at a time and were not told about a sunset clause. Kessler said they will be putting in a natural gas line in September.

It was discussed to have a sunset clause date if the timeline is not met – otherwise remove it.

Submit a timeline to Jacobson by September – include a water/sewer plan, green space plan and future plans for the pool house.

Motion by Anderson, seconded by Backes, to approve the July 16th, 2020 Planning & Zoning meeting minutes. Motion Carries

Project #482: COVID-19

Council received Resolution 2020-16. Approval of the resolution designates our Election Cares Act funding to Douglas County. The county takes care of a lot of the election supplies and will be supplying the needed items for the election in November.

Resolution 2020-16 was presented by Backes, seconded by Olson, to approve the Election Cares Act funding to Douglas County. When put to a vote, the resolution passed unanimously.

Council also received a revised copy of the Preparedness Plan for the city in response to Covid-19. Changes were made after the council discussion: mask and face covering, screening for employees, and the last page acknowledgement form.

Also note – the CDC guideline sheets that the council received are meant to be posted at each work location as a reference. The document can be removed and put up at work locations as a reference. The preparedness plan is what is to be followed.

Dahlheimer stated – Adhere to this guideline if adopted – Best example for the community and should be wearing masks for public view. Those that need to wear masks should be wearing them.

Motion by Anderson, seconded by Olson, to approve the City of Osakis Preparedness Plan for Covid-19. All Ayes – Motion Carries

Project #481: Water and Sewer/Private Connection

Joe Ecklund would like to put in a holding tank on his property at 1720 State Hwy 27.

Council received his drawing and the ordinance.

The property is 371 feet from the closest sewer manhole.

Council would like to see size meet at least the minimum regulation.

Jacobson stated they would need to have a plan drawn up by the county.

Motion by Backes, seconded by Anderson, to approve Joe Ecklund to proceed with a holding tank installation on his property at 1720 State Hwy 27 due to the distance from the manhole being more than 300 ft. Motion Carries

Project #167: Tax Increment Financing

Council received the Tax Increment Financing Report that was discussed at the budget meeting.

The report states that the Downtown TIF is recommended for decertification.

Current balance is -\$3,724 due to the \$7,388 tax payment received in 2020. This is the first we have received taxes for this TIF district and the tax debt needs to be paid.

Jacobson talked to Jason Murray and after digging out the old TIF plan, Murray agreed we can use this TIF for project levy costs. We cannot use the TIF funds for parks or city buildings according to the TIF state rules but funds that are saved in the levy could be used for park improvements.

Project #197: Water/Sewer Rates

Council discussed rates at the budget meeting.

Current and proposed rates are as follows:

	Current	Proposed
• Water Base Rate	\$30.50	\$32.00
• 1,000 to 5,000	\$3.50 per each 1,000 gal	\$3.75 per each 1,000 gal
• 5,001 to 10,000	\$3.80 per each 1,000 gal	\$3.95 per each 1,000 gal
• 10,001 to 20,000	\$4.10 per each 1,000 gal	\$4.25 per each 1,000 gal
• 20,001 and up	\$4.40 per each 1,000 gal	\$4.55 per each 1,000 gal
• Sewer Base Rate	\$19.50	\$21.00
• 1,000 and up	\$2.80 per each 1,000 gal	\$2.90 per each 1,000 gal

In 2019, the water fund lost \$28,000. Cost of projects, debt, increased production cost for plant are due to the lost funds. In 2023, the \$41,000 bond payment will be coming off.

The sewer fund has also lost money due to debt and legal fees. The reserve sewer fund has been decreasing. In 2017, it had the highest fund balance of \$524,000 and currently the funds are at \$149,000. Rates will need to increase to keep the funds to go up. In 2017, the PFA debt added \$15,000. To cover these costs, an increase would need to be \$1.50 each month.

Legal fees are a big part of the fund changes. They are as follows:

2020 – so far	\$72,873
2019	\$30,000
2018	\$48,599
2017	\$88,595
2016	\$28,078
2015	\$15,663
Total to date is –	\$283,808

Council requested a debt projection for the next meeting.

Project #84: Budget

Council met on August 6th, 2020 to review the budget. Council will receive an updated budget at the September council meeting.

The council will need to officially approve the 2021 Preliminary Budget at the September meeting. It must be certified by September 30th.

The proposed levy and only be decreased and not increased in December.

Project #50: Transfers

The council received the following transfer per the 2020 Budget:

<u>Amount</u>	<u>Fund</u>	<u>Reason</u>
\$10,000	601 to 512	Bond Payment
\$2,000	502 to 100	TIF Admin Expense
\$200	510 to 100	TIF Admin Expense
\$200	517 to 100	TIF Admin Expense

Motion by Emerson, seconded by Dahlheimer, to approve the 2020 transfers as presented. All Ayes – Motion Carries

Project #382: Union

Council received a letter from Luke Langner informing the council of the intent to negotiate for the AFSCME Bargaining Unit.

Project #319: Website

Council received the proposal for an updated website by Cyber Sprout. They have produced the website for the City of Alexandria.

This was brought up to the council in the past and the council asked for references.

Jacobson reached out to some other cities and they were very happy with their websites and the maintenance of the website and would recommend Cyber Sprout.

The cost for the website creation and ADA would be \$5,670. We currently have \$2,700 budgeted for the website and could take the remaining \$2,970 out of capital outlay.

Motion by Anderson, seconded by Dahlheimer, to approve a new website by Cyber Sprout. Motion Carries

Project #408: Vacate Street

In May, the council discussed the vacation request by Bryan Lashinski to vacate the end of 4th Avenue East to the lake between his property and Kevin Haglund's property.

The council voted to have a public meeting but wanted to hold the hearing when it could be an in person public hearing. The DNR needs to have a 60 day notice so the public hearing can be scheduled for the November 6th council meeting.

Motion by Olson, seconded by Anderson, to approve to hold a public hearing for the vacation of a portion of 4th Avenue East on November 9th, 2020. All Ayes – Motion Carries

Other Items for Discussion:

Boat Landing Garbage – the garbage is piling up by the shelter. Have had in the past, a small garbage container but was filled with fish and garbage.

It was stated that trash cans at the landing get filled with other garbage from around the area. Trig Hanson (DNR) – They have at the other landing garbage cans.

Nathan Rienbold (Pope-Douglas) has been working on a compost site in Osakis – Maybe they would put a compostable container there for garbage.

Items for Future Meetings:

Department heads – report on what is done for Covid-19 at the next council meeting.

Meeting adjourned at 8:55 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson