

**Osakis City Council – Regular Meeting  
Community Center  
December 14, 2020  
7:00 PM**

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

Absent: None

Others Present: Angela Jacobson, Dan Wessel, Reenie Goodwin, Lynnette Swenstad, Craig Dropik, Tim Thornbloom, Jasmine Johnson, Darrin Quistorff, Dick Dunn, Derek Lang, Paul Barsness, Chad Gulbranson, Calvin Uhl, Sheila Krohse, Greg Gottwald, Dan Morrissette

The December 14<sup>th</sup>, 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 Backes, to approve the agenda as presented with the addition of Project #388 – TA for the Professional Union Contract. Motion Carries

Motion by Backes, seconded by Anderson, to approve the general consent items, including the November city bills in the amount of \$222,400.56, meeting minutes from October 29<sup>th</sup>, 2020, November 9<sup>th</sup>, 2020, November 12<sup>th</sup>, 2020 and the Overtime Report. Motion Carries

**Project #192 Truth in Taxation / #84 Budget / #358 Tax Levy – Public Hearing**

Motion by Anderson, seconded by Olson, to suspend the regular meeting and open the public hearing at 7:05 p.m. for the Truth in Taxation public hearing. Motion Carries

Council received a copy of the newspaper ad. All property owners received their proposed tax statement that also stated the date and time of this public hearing.

The purpose of the public hearing was to hear public comment on the proposed tax levy and budget for 2021. The hearing was not for value or classification of their property.

Council also received the tax capacity and tax rate for 2018 to 2020. The total the tax rate each year decreased by 1.88% to 70.819%.

Council received the notice of proposed total budget and property taxes:

<u>2020 Total Actual Budget</u>	<u>2021 Proposed Budget</u>	<u>Change from 2020 to 2021</u>
\$3,598,799	\$3,580,252	-.0051%
<u>2020 Property Taxes</u>	<u>2021 Proposed Property Taxes</u>	<u>Change from 2020 to 2021</u>
\$759,750	\$767,347	.0099%

Dick Dunn stated his concerns on taxes paid for in town vs. on the farm.

Tax rates and value was explained and Dunn was informed that he can come to the April meeting to discuss his concerns.

Dan Morrissette was in attendance and stated his taxes are high and he doesn't have water/sewer or blacktop.

Morrissette was also informed that he can come to the April meeting and voice his concerns about the road.

Council can discuss at another meeting – this hearing is for the tax the city will charge.

Motion by Dahlheimer, seconded by Olson, to close the public hearing and reopen the regular meeting at 7:20 p.m. Motion Carries

General Fund Proposed Budget for 2021:

- Expense \$1,324,451
- Revenue \$1,332,110
- Balance \$7,659.0

Motion by Dahlheimer, seconded by Anderson, to approve the 2021 Budget as presented. Motion Carries

Resolution 2020-30 was presented by Dahlheimer, seconded by Anderson, to approve the 2021 Tax Levy in the amount of \$767,347. When put to a vote, the resolutions passes unanimously.

Motion by Dahlheimer, seconded by Anderson, to approve the 2021 Budget as presented. Motion Carries

### **Project #24: Liquor Store**

Reenie Goodwin was in attendance.

Council received the following reports:

- Statement of Revenue & Expense
- Liquor Store 2 year Expenditures & Revenues
- Liquor Store Expenditures/Revenues for On/Off Sale
- Liquor Store Sales
- Inventory
- Bullet Points
- Cycle Counts
- YTD Over/Shortage
- Liquor Store Gambling Rent for November
- Profit Off-Sale \$5,195.49
- Profit On-Sale \$779.53
- Total profit for November is \$5,975.02

Goodwin informed the council that inventory will be on January 1<sup>st</sup> – Reenie, Jeff, Felicia, Sandy, Angela and Lynnette will be helping.

Goodwin commented that hopefully the Liquor Store will break even in December with the shut down.

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

Mark Grinstead was in attendance.

Council received the November report:

- 18 calls for the month, 1 no-shows (Saturday at 2 a.m.)
- 3.2 average member response per call.
- 1 call had a solo responder.
- 230 calls year to date.
- 30% of the calls were between 6 a.m. to 6 p.m.
- 39% were in town.
- 33% were in Leslie and Osakis Twps.
- Top Response Members for the month were Cory Dierks with 9, Kyle Swenstad and Jason Mounsdon with 8 each.
- FR meeting was held November 18<sup>th</sup>. Many members were missing due to Covid quarantine or work. The officer elections were postponed until January due to lack of attendance.
- Donations received - \$750 from Stearns Electric for Operation Roundup and \$500 from REA.
- EMR reflective coats were ordered for those who qualified.
- The new members have been great with responding to calls!
- Next meeting will be January 27<sup>th</sup>.

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

Craig Dropik was in attendance.

Council received the November Fire Department report. The department had 4 calls for the month.

Dropik informed the council of the following:

- 3,000 was used in November
- 69 calls for the year so far.

The Cares Act funds from Osakis Twp will be used to purchase radios, batteries, air pack bottle and filters

### **Project #435: MN DOT / Hwy 27 Project – Public Hearing**

Motion by Anderson, seconded by Backes, to suspend the regular meeting and open the public hearing at 7:30 p.m. Motion Carries

The purpose of the public hearing was to hear public comment on the proposed project from MN DOT / Hwy 27. MN DOT was unable to attend the hearing due to Covid, but Sheila Krohse was in attendance and presented the information on their behalf.

Items of discussion:

- The area that will be turned back to the city on Lake Street due to the widening of the right-of-way by the Franek property close to the end of city limits where 170<sup>th</sup> meets.

Krohse presented the following information:

- Resolution for the layout for approval.
- Hwy 27 Submittal letter.
- Hwy 27 Water/sewer crossing estimate.
- Hwy 27 Golf course crossing.
- Hwy 27 Road layout drawing.

- Turn back Lake Street area.
- MN State Statue.

1946 was the last time Hwy 27 was reconstructed in city limits. The shoulder is now 2 ft and will be widened to 8 ft. All will be within the existing road right-of-way. Bids will be received in December 2021 and the project will be in 2022.

Discussion was held regarding the traffic and if it would be detoured to Lake Street. It was also asked where the semi-trucks will be detoured to.

Krohse commented that normal detours are not made to go through town.

There was a concern regarding the trees on the north side of the highway which are a good sound barrier for the residential properties.

Traffic has increase on Hwy 27 from town to County Rd 4 in the past years. It was asked if the speed limit could be changed.

Krohse – MN DOT would need to do a speed survey in order to change any speed limit in any area of town and doesn't mean it will be changed.

Krohse informed the public that the city will be doing a small project that includes water/sewer extension across Hwy 27 by the golf course.

Easements are needed on a small park of Lake Street by the end of city limits. After the project is complete. The area will be turned back to the city.

Paul Barsness raised concerns about if they will be widening the road right-of-way. Krohse said that will not change in the right of way.

No other comments were made.

Motion by Dahlheimer, seconded by Olson, to close the public hearing and reopen the regular meeting at 7:46 p.m. Motion Carries

Resolution 2020-28 was presented by Dahlheimer, seconded by Backes, to approve the MN DOT layout as presented for the Hwy 27 project with additional comments regarding detouring semi-truck traffic on Lake Street, tree removal on the North side of Hwy 27 for sound barrier and for sewer line to the property. When put to a vote, the resolution passes unanimously.

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

Chad Gulbranson was in attendance.

Council received the November Police Report.  
Olson asked if Gulbranson was notified of Covid cases.

Gulbranson said they are not notified.

The Department of Health contacts them and the quarantine has changed to 10 days.

Gulbranson commented on the following:

- \$500 donation from REA for the DARE program.

- \$1,600 from the VFW and \$1,600 from Nelson Club for the purchase of 4 body cameras.

Gulbranson was asked about the time keeping program. Gulbranson stated the errors seem to happen after midnight when logging in. A programming issue.

Winning Edge redid the graphics on the squad car and was paid for the change.

Anderson commented – they did not make the mistake?

Gulbranson stated yes – we believe they did but now changed to black so they were paid to change it.

Anderson asked if forfeiture funds can pay for it and Gulbranson said it could be paid out of it.

### **Project #205: Public Works/City Crew**

Greg Gottwald was in attendance.

Council received the Public Works report for November.

Gottwald discussed the violation he received from Department of Health on sampling – submit to the capital but they are shut down so it was not on time and is not our fault. Will hear from them later this week. Discuss the MPCA at the workshop or at the next meeting in a closed session for the contested case and how to proceed.

Council received a bid for sanding attachments for the skid loader in the amount of \$4,100.

Motion by Anderson, seconded by Dahlheimer, to approve to purchase the sanding attachments in the amount of \$4,100 as presented.

The skating rink was discussed. Do we want to promote people congregating at the rink?

The council would like to see the rink installed. Families can get together there and it is an outdoor event. Parks did not close and this would be considered a park.

Motion by Dahlheimer, seconded by Backes, to install the ice rink for the 2020-2021 season. Motion Carries

Council would like to see it installed and done by Christmas.

### **Project #469: Award Board**

Council received a proclamation for Mayor Emerson to be added to the Award Board. The EDA Board received a nomination for Mayor Emerson and was approved to be added to the Award Board.

Backed commented – We wanted to recognize the mayor and council members more formerly but given the situation we will do something in the future. Keep an eye open for an open house to recognize them for their work.

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

Council received the Planning & Zoning minutes from November 19, 2020 and ordinance change #126 for section 10 of the Zoning Ordinances regarding Impervious Surfaces.

Council also was informed that Sam Larson has resigned from the Planning & Zoning Commission. A new member will be needed on the board. Also, Dahlheimer will no longer be on the council and a council member could take that position.

Motion by Backes, seconded by Anderson, to approve the Planning & Zoning meeting minutes from November 19, 2020 and Ordinance Change #126 to chapter 10 of the Zoning Ordinances. Motion Carries

**Project #373: Polices**

The council reviewed and approved a revised draft policy to the Timekeeping Policy on October 29, 2020. The draft policy was sent out to the employees and union to review and comment back for consideration at the December 14<sup>th</sup> 2020 meeting. This policy was reviewed by Brandon Fitsimmons from Flaherty and Hood and suggested changes.

The council received the draft policy.

Council also received responses from ASFCME and MAPE regarding the policy. Luke Langner from ASFCME highlighted some concerns he had with the policy. Rich Ransom from MAPE did not give any information of what portion of the policy is in violation of the contract.

The council can choose to revisit or can choose to adopt the policy as is or review the policy with some of the suggested items.

Anderson and Backes both commented they were not ready to adopt this policy and want to discuss with the supervisors before approval. Discussion will be at the workshop and department directors will review with the council.

Dahlheimer suggested for the workshop the new council and supervisors understand the context to review. Transition to the new group, work done, and also could put on the union tentative agreement for approval.

**Project #46: Water/Sewer Rates**

Council reviewed and have approved the rates for 2021 as presented:

<u>Water</u>	<u>2020</u>	<u>2021</u>
Base	\$30.50	\$31.72
1,000 to 5,000	\$3.50	\$3.75
5,000 to 10,000	\$3.80	\$3.95
10,000 to 20,000	\$4.10	\$4.25
20,000 and up	\$4.40	\$4.55
Bulk Water	\$.03	\$.05
EDU charge	\$30.50	\$31.72
Seasonal Water	\$30.50	\$31.72
<u>Sewer</u>		
Base	\$19.50	\$21.00
Per 1,000	\$2.80	\$3.02
Sewer Fixed	\$28.00	\$29.50
User Fee	\$8.50	\$8.50

Seasonal Sewer      \$16.50      \$17.50

The council had adopted these rates at the November meeting and they are effective January 2021.

**Project #196: Fee Schedule**

Council received the 2021 Fee Schedule with changes as discussed.

The council will officially adopt the 2021 Fee Schedule at the January meeting.

**Project #229: Election**

Minnesota State Statute 204B.16 requires each city to designate a polling place each year by December 31<sup>st</sup>. 2021 is not an election year but we are still required to designate a polling place in case there is a need for a special election.

Council received Resolution 2020-29 designating the Ed Pollard Community Center as the locations for elections.

Resolution 2020-29 was presented by Emerson, seconded by Dahlheimer, to designate the Ed Pollard Community Center located at 20 Nokomis Street West as the City of Osakis' polling place for 2021. When put to a vote, the resolution passes unanimously.

**Project #484: Osakis Logo**

The council asked the community for a new logo design to be used by the City of Osakis. The new logo will be used on letterhead and newsletters. The winner will receive \$100 Chamber Bucks.

Council received 11 designs and were asked to choose their top logo.

The council reviewed the designs and went with #11. If the design is too busy for letterhead then we will look at a more simple design.

Motion by Dahlheimer, seconded by Emerson, to approve #11 as the new logo if it is not too busy to use on items. Motion Carries

**Project #485 : Mural**

Council received an email regarding a Mural for the downtown area. A design option was also received but it sounds like the artist is willing to do a different design if requested.

Council will discuss this design and area for it at a future meeting.

It was brought up that Lakes Area Art Council may be willing to contribute to the project.

**Project #104: Mayor Appointments**

Council received a copy of the 2021 Mayor Appointments. The open positions were left blank for the new Mayor Dan Wessel to review before the January meeting.

**Project #444: Waste Water Project**

Council received bills from November and December from Flaherty and Hood for a total of \$20,209.90.

Motion by Dahlheimer, seconded by Backes, to approve the bills from Flaherty and Hood in the amount of \$20,209.90. Motion Carries

**Project #94: Gas Bids**

Bid requests for 2021 year fuel were sent out in November to the local gas stations. Bids were opened at the council meeting in December 14, 2020.

Deluxe Oil –	<u>Wholesale</u>	<u>Profit</u>	<u>Cost</u>	<u>Savings</u>
Gas	1.78	.18	1.908	.10
Diesel	2.108	.18	2.45	.029 after tax .214 before tax

Brothers Market – 3 cent discount off current pump price.

Council would like to see the form utilized in the future.

Motion by Anderson, seconded by Dahlheimer, to approve the low bid to Deluxe Oil for gas and diesel for 2021 for a savings of .101 per gallon for gas and .02 per gallon for diesel. Motion Carries

**Project #388: On Sale Liquor License/ Business License**

The council was informed that the Liquor License and Business Licenses will renew on January 15<sup>th</sup>, 2021. We have sent out applications for renewals and there is time for the council to review before the January 11<sup>th</sup>, 2021 council meeting.

One local business has expressed concerns about paying the full price for their Liquor License at this time since they cannot be open for normal business. Other businesses have paid the license fees in full.

Council discussed this matter and is ok with making the payment when things reopen.

**Project #102: EDA**

Council received the November 23<sup>rd</sup>, 2020 EDA meeting minutes.

The EDA Board discussed the following:

- Amending the creation of the EDA Commission. Changes that would make more sense for the future. The organizations that members represent have changes and would be better served with different roles. Council received Resolution 2020-27 with the proposed changes.
- Discussed selling of an Industrial Park lot to Dave Patterson. This lot is located on the corner of Rush Street and 3<sup>rd</sup> Avenue East. Patterson has requested a few amendments to the agreement –
  - Council received the Draft Purchase Agreement.
  - Amended Agreement stating the buyer would like to pay the assessment amount of \$34,137 by paying it on taxes twice a year at \$1,706.85 with no interest. This assessment is due to the city and the city would have to agree if they want to agree to Patterson terms. We have not collected any interest on this amount. When the bond for these assessments were set up it was for 6%. The EDA recently paid this bond off.
  - Amended Agreement stating the buyer would like to install culverts in the property for drainage. The Planning & Zoning may have to review this and see if this would be an issue for the city to approve.



Council would like Gottwald to review the drainage for the lot. Also the city engineer review and oked as long as the lot doesn't have an issue with drainage.

Council is ok with paying the assessment amount of \$34,137 with zero interest and put on taxes for 10 years.

Resolution 2020-27 was presented by Anderson, seconded by Dahlheimer, to approve amending the creation of the EDA Commission with the changes to the membership group representations and the pay per meeting. When put to a vote, the resolution passed unanimously.

Motion by Backes, seconded by Dahlheimer, to approve the culvert contingent on review of the city engineer and zero interest on the assessment to be paid in full. Motion Carries

Motion by Backes, seconded by Dahlheimer, to approve the November 23<sup>rd</sup> EDA meeting minutes. Motion Carries

**Items for Future Meetings**

None

Meeting adjourned at 8:58 p.m.

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Mayor – Keith E. Emerson

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City Clerk/Treasurer – Angela A. Jacobson