

**Osakis City Council – Regular Meeting**  
**Held Via Virtual Meeting Zoom**  
**May 11, 2020**  
**7:00 PM**

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

Absent: None

Others Present: Angela Jacobson

Others Present – conference via phone: Reenie Goodwin, Greg Gottwald, Chad Gulbranson, Craig Dropik, Mark Grinstead, Ila Anderson, Jared Rubado, Steve Mihalchick, Sharon Fredrickson, Andy ?, Sheila Krohse, Melanie Stier, Becky Hensley, Tonya Danielson, Kathy Darrington

May 11<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 Backes, seconded by Anderson, to approve the agenda as presented with the addition of Summer Sewer Rate and SRWD. Roll Call Vote – Motion Carries

Motion by Backes, seconded by Olson, to approve the general consent items, including the April city bills in the amount of \$242,912.70, meeting minutes from April 13, 2020 and April 21, 2020. Roll Call Vote – Motion Carries

**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 April
- Exp/Rev On Sale
- Exp/Rev Off Sale
- Inventory cycle counts
- Sales for the month total -\$15,986 after the flooring cost of \$10,800
- A Sneeze Guard has been put in place at the Liquor Store Off-Sale counter. A person who tested positive for COVID-19 that is from Osakis had been in the Liquor Store sometime in the last couple of weeks

Goodwin brought up the following:

- Moving of the booth – still is in place. Asked the council if she is supposed to call the OEDC to move the booth. It needs to be moved out to setup and finish the baseboard. Backes said she will call them.
- Looking at pull-tabs with the Nelson’s Community Association to come in. No POS System at this time. They will be getting one for the Liquor Store.

- Sauk Centre Fire Department were told no to the pull-tabs because we were going with the VFW.

It was mentioned that the salary in April came out of both the on & off funds.

Resolution 2020-09 was presented by Anderson, seconded by Olson, to approve the Gambling License with the Nelson's Community Association to be at the Liquor Store. When put to a Roll Call Vote, the resolution passed unanimously. Motion Carries

Goodwin mentioned information regarding the ATM:

- Working with Cartraunics
- There would be a transaction fee of \$.50
- They handle the money and equipment upkeep.
- The city doesn't handle anything with the ATM

Goodwin asked for clarification regarding the letter she received for the verbal documentation for her file. It was a verbal reprimand.

Dahlheimer asked with off-sale only, what is staffing like?

Goodwin stated that she only has one person working Sunday through Thursday. Now only one person is on the weekends during this time so there should not be a lot of change.

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

Mark Grinstead was in attendance via computer.

Council received the April run reports:

- 15 calls for the month, zero no-shows.
- 3 average member response per call.
- 4 calls had a solo responder.
- 75 calls year to date.
- 63% of the calls were between 6 a.m. to 6 p.m.
- 53% of the calls were in town.
- 33% were in Leslie and Gordon Township.

Grinstead informed the council of the following:

- The First Responders had their April meeting via Zoom. Reviewed COVID-19 protocols and discussed equipment needs.
- The Osakis resident that had not been tested for COVID-19 is out of quarantine and is fine. We do have one confirmed COVID-19 case in town. The person is in home quarantine as of May 1<sup>st</sup>, 2020 and is expected to make a full recovery.
- We have no new COVID-19 protocols.
- Funding was received from Osakis, Orange and Little Sauk Townships. \$350 was received from a grant that went toward the recent pager purchase.
- Helping Hands of Osakis donated gift cards for all of the First Responder members.
- The rig needs work done. Cost at Ultimate Auto is \$2,500. Finds in the First Responder account will pay for the repair costs.

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

Craig Dropik was in attendance via phone.

Council received the April Fire Department report. The department had 10 calls for the month of April.

Dropik is requesting approval of the following:

- Repair the chairs in the fire hall meeting room. The Hot Rod shop in town will fix and recover them. Savings fund for these type of items is \$7,000.
- Repair the lights on the truck #1105.
- Budget if \$9,000. The department has currently spent \$700 to date.

Motion by Anderson, seconded by Backes, to approve repairing the fire hall chairs in the amount of \$4,406 and repair of the lights on #1105 for \$2,529. Roll Call Vote – Motion Carries

### **Project #343: Fireworks**

Craig Dropik was in attendance via phone.

Dropik informed the council that he will need to order fireworks for 2020 by the end of this month.

Council discussed if they want to proceed with the fireworks and lease the Osakis Country Club this year. If the fireworks cannot be held with people in attendance, should they still have them?

Jacobson has requested funds for the fireworks this year. So far we have \$2,000. Last year we spent \$7,000.

Dropik stated that last year we spent \$7,250 and feels we should still put on the fireworks show. People can watch from their cars and homes.

Dropik said they wouldn't do a finally box – bigger boxes at the end of the show that would go higher and can be set off on the hill.

Dropik will get costs for the fireworks. If changes are made, he will stay in the same ball park amount as last year.

Jacobson has requested funds from the VFW and Elks for the fireworks.

Steve mentioned the VFW did approve \$2,000 at their last meeting.

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

Chad Gulbranson was in attendance via phone.

Council received the following:

- Police Report for April
- Monthly schedule for May
- Report on the Crown Vic that was damaged. The numbers came back with the Crown Vic being totaled. The options would be to buy the Crown Vic back and repair it or look at replacing it

with something used. The last time the council discussed replacement of a squad car, it was discussed the need of the 3<sup>rd</sup> car. They council stated at that time, they would revisit this matter.

- List of properties that will be sent letters for property clean-up and other nuisances in town.

Gulbranson included in the letters:

- City Ordinance
- Flyers for Housing Grant information.
- West Central Community Action information regarding help with improvements.

Gulbranson informed the council that no one has responded as of today.

Gulbranson reviewed the information for the Crown Vic. Insurance will pay \$7,800. The Crown Vic is considered totaled. If we would buy it back, we would use up the \$7,800 and is only worth \$3,000 at auction.

Gulbranson informed the council that Douglas County has a 2015 Ford Explorer with 108,000 miles for sale in the amount of \$8,000. This vehicle is fully equipped with 2 cages. We would need to put in the computer and radar and put on new decals for a cost of about \$2,000. If we purchased the 2015 Ford Explorer Gulbranson explained that Douglas County would not have to strip or sent the vehicle out to auction. Normally, the transfer would cost \$3,300 but if we purchased it the transfer cost would be \$1,000.

If a replacement squad is not purchased, \$7,800 would go into the equipment fund.

Council raised questions if it needs to be replaced. When we kept the Crown Vic we said when it was out of service then we would be done with that car.

Council brought up to look at discussion for contract and discuss what is needed.

Motion by Olson, seconded by Dahlheimer, to approve to discuss the police squad car at the next workshop meeting. Roll Call Vote – Motion Carries

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

Greg Gottwald was in attendance via phone.

Council received the monthly Public Works Report.

The following items were reviewed:

- Good numbers regarding the phosphorous removal. They are following a different process for removing the phosphorous which seems to be working well.
- A meeting is being scheduled for May 20<sup>th</sup> with the MPCA.
- Took the ice rink off Central Park early and put some grass seed done.
- The portable generator is now in use for the portable welder. This will be useful at the boat landing and beach.
- Getting quotes for the cost of the dump site removal.

Gottwald discussed with the council if they would like him to turn the water on at the beach and park or if turning the water on would encourage people to attend the parks and use the facilities at this time during the Covid-19 outbreak.

Gottwald also asked the council if signs at the beach should be posted “Swim at your Own Risk” and if the beach should be cleaned.

Council would like Gottwald to turn on the water at the park and beach. Both places will be sanitized in the morning and again at noon. Bathrooms will be cleaned once a day around noon.

Police will monitor and clean in the evening and then lock the bathrooms.

### **Project #22: City Clerk**

Clerk Jacobson is requesting to carry over 32 hours of vacation. Jacobson had planned to take some time off in April but due to Covid-19 was not able to with the reduced hours and extra work.

Motion by Olson, seconded by Emerson, to approve Jacobson to carry over 32 hours of vacation. Roll Call Vote – Motion Carries

### **Project #60: Rental Ordinance**

The council discussed the Rental Ordinance and VRBO Ordinance at the April 21<sup>st</sup> workshop.

Mark Harren, MN Code Enforcement, was present and explained what he has dealt with in other towns and the issues that not having a Rental Ordinance brings.

Harren’s company is not interested in taking on the inspections of any Rental Ordinance, but it sounded like he would work with the city to review examples of Rental Ordinances.

Council discussed how they want to proceed. Dahlheimer will work with Harren with sample ordinances to review with the council.

The council would review the Rental Ordinance first and then the Planning & Zoning would review and approve.

### **Project #110: Gambling License**

The VFW is requesting Gambling Premise Licenses for the following:

- The Bowling Barn & Grill at 40 Main Street East.
- O’Town Tavern at 17 Main Street East.

Steve Mihalchick was in attendance via phone to discuss this matter.

Also in attendance were Kathy Darrington from O’Town Tavern and Tonya Danielson from The Bowling Barn & Grill.

Mayor Emerson stated that he was disappointed that the VFW did not want to have pull-tabs at the Liquor Store. He would have liked it to work out.

Resolution 20-06 was presented by Anderson, seconded by Olson, to approve a Gambling Licenses for the VFW to sell pull-tabs at O’Town Tavern located at 17 Main Street East. When put to a vote, the resolution passed unanimously. Roll Call Vote – Motion Carries

Resolution 20-07 was presented by Anderson, seconded by Olson, to approve a Gambling Licenses for the VFW to sell pull-tabs at The Bowling Barn & Grill located at 40 Main Street East. When put to a vote, the resolution passed unanimously. Roll Call Vote – Motion Carries

The Osakis Sportsman’s Club requested a Gambling License for March 27, 2020 and is requesting to change the date to June 13, 2020.

Resolution 20-08 was presented by Olson, seconded by Anderson, to approve a Gambling Licenses for the Osakis Sportsmen’s Club to be held at the VFW on June 13, 2020. When put to a vote, the resolution passed unanimously. Roll Call Vote – Motion Carries

**Project #481: Water and Sewer/Private Line**

Brian Helberg informed the city that he needs to update his sewer system.

Council received a picture of the property and measurement of the distance to the street. Helberg’s house is located behind Hensley Trucking and does not have his own access to the street.

Council received Ordinance 32.14 regarding hooking up to city services.

Helberg is asking the council to allow him to update his sewer as is.

Motion by Dahlheimer, seconded by Backes, to approve to allow Brian Helberg to have the sewer upgrade as is based on his property being over 300 ft from city service hookups. Roll Call Vote – Motion Carries

**Project #197: Water – Stier**

Melanie Stier has purchased the property located on the corner of Queen Street West and 3<sup>rd</sup> Avenue West. The property only has a shed on it. Stier would like to install water and sewer lines into the building to put a bathroom in.

The current city fees are \$1,500 for water and \$1,500 for sewer.

Stier is asking if the council would be willing to reduce the fees for hookups because there is only a shed on the property and they would not be using as much water and sewer as a standard house but with the understanding, that if they ever build a house, they would have to pay the extra.

The council raised concerns about future owners living in the building. It is difficult to see if someone is living in the building if there is water and sewer services to the building. Council is concerned that this could happen if allowed to put in the lines.

Council would like to see a house on the property and discussed if the water and sewer connection applications should include a Building Permit for a house,

Jacobson stated that they are willing to pay the hookup fees and put in water and sewer lines according to city ordinances and believes they will have to be allowed to put it in.

### **Project #408: Vacating Street or Alley**

Council received a petition from Kevin Haglund and Bryan Lashinski to vacate a portion of 4<sup>th</sup> Avenue East. The petition is for the part of the street at the end of 4<sup>th</sup> Avenue East that runs into Lake Osakis next to K Street.

The council discussed this petition and to move forward, the DNR would need to be sent a letter requesting their option on the proposed vacation and must be sent at least 60 days before the public hearing. The council can then schedule a public hearing to review the proposed vacation. If approved, the abutting property owners would then be able to claim the property and for this process the city would not pay for it.

Council considered the following:

- Sending a letter to the DNR for the proposed vacation.
- Holding a public hearing and if it should be postponed until later in the year so a normal meeting can be held.

Motion by Olson, seconded by Dahlheimer, to approve to postpone the public hearing for this proposed vacation until later in the year when a normal public hearing can be held. Roll Call Vote – Motion Carries

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

Sheila Krohse presented the council a plan to bring an 8 inch sewer line and 6 inch water line from 8<sup>th</sup> Avenue East across Hwy 27 to the Osakis Country Club. This plan includes extending the line into the Osakis Country Club building to the Liquor Store and up to the VFW property.

Krohse informed the council that the cost for the project is \$506,000 but this includes jacking and boring which is not necessary when the line is open and steel casing. Without the need to do those items the cost is about \$400,000 to do all the lines.

The estimate to cross Hwy 27 is about \$121,000. The rest could be done at a future date or when the city would create a project for it depending on the need or future growth at the golf course.

Council was fine with the plan to cross the Hwy 27 and to go to MNDOT and see where the bid comes in at when bid for 2022.

### **Project #477: Haglund Lawsuit**

Council was informed that Kevin Haglund and Jim Snyder have a water/sewer conflict.

Krohse had a plan to run an 8 inch sewer from Lake Street up 4<sup>th</sup> Avenue East to reach Haglund's property on 4<sup>th</sup> Avenue East. Both Snyder and Haglund would then have their own line.

The water line is currently a 1 inch line that runs from the south side of Lake Street to Haglund's property. The line would be used but they would each have their own connection and shut off. The city would service the line from Lake Street to the curb stops as a service line.

The estimated cost is \$13,000. For construction, the normal assessment policy is by linear foot but this could be discussed what the costs are and split the costs. If the property owners agree, then there is no

need to have a public hearing. Otherwise would be approved by a resolution process and hearing for assessments.

Gottwald will contact the two parties and discuss the costs with them and see what can be worked out.

### **Project #360: Employee**

At the April meeting and workshop, the council discussed employee probations for Jeff Lund and Derek Lang.

Clerk Jacobson reached out to the union to work out the language for Lang and how to proceed with Lund.

Luke Langner from AFSCME responded with the following:

- Derek Lang – The council motioned to allow him to end his probation period and to put a memo of understanding together to get his licenses when the training classes opened up. The union does not like that they were not contacted to extend the probation period in December or April. Jacobson explained in the past, we have not as long as the employee agrees. But it sounds like they are willing to discuss this and work something out. The council will need to outline a timeframe they are comfortable with to get this done.
- Jeff Lund – At the workshop, the council received Jeff’s review done by his supervisor Reenie. There was additional discussion on continuing employment and the council did not make a motion to extend probation or to terminate the employee during probation so the union views this as he is off his probation. Because the council did not make a motion I need direction on how the council would like to proceed. The council can discuss this at open meeting unless discussion regarding performance that could lead to discipline is needed for Jeff it should be done at a closed session which the council can make a motion to go into closed session during a regular meeting with a majority vote. I did not include the information from the 4/21 workshop in this agenda, but if anyone needs another copy please let me know.

Also note in this email, that he states that both of these employees should have received a step in pay as of January 1, 2020 according to the contract and not after probation period is ended. This may be something to discuss if someone is hired at the last part of the year. Should they receive a step on January 1<sup>st</sup>. This would give Clerk Jacobson some direction. The back pay will need to be paid out but Jacobson wanted the council to discuss this matter before it was.

Langner also noted that if we are looking to extend a probation of an employee in the future, we should have discussion with the union before bringing it to the council, so the details are worked out before the meeting.

Jacobson reviewed Langner’s comments with the council.

Council wants Lang to work on steps to get his license. They will not fight the union regarding probation or back pay from January 1<sup>st</sup>, 2020.

The council is in agreement that Lang will have no future steps until he achieves getting his license.

Motion by Dahlheimer, seconded by Backes, to approve Derek Lang to receive step 2 but no future steps until Lang gets his license. Roll Call Vote – Motion Carries

The council is frustrated and feels they should have a say in the process when someone is on probation and do not feel they should be paid from January 1<sup>st</sup> when on probation.

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

Council was informed that a virtual meeting has been set up on May 20<sup>th</sup> with the MPCA, Bill Ingebretson, Gottwald, Jacobson, Emerson and Anderson to discuss the lawsuit and limit given to the city from the MPCA.

Council received the following bills:

- Flaherty and Hood in the amount of \$2,049.60
- Hall and Associates in the amount of \$300.
  
- Motion by Olson, seconded by Emerson, to approve the bills from Flaherty and Hood in the amount of \$2,049.60 and Hall and Associates in the amount of \$300. Roll Call Vote – Motion Carries

## **Project #104: Mayor Appointments**

The Mayor Appointments are adopted in January of each year. In January 2020, we designated the Osakis Review to be the official newspaper for the city and are now no longer issuing a paper copy. The city must now choose another official paper where all legal notices will be for the city.

Council received the listed Mayor Appointments with the Echo Press listed at the official paper where all legal notices will be published.

Council is ok with this change.

## **Other Items for Discussion:**

Becky Hensley wrote a letter about the School Resource Officer (SRO). Officer Mark Grinstead is doing an outstanding job being the School Resource Officer and is helping out where needed.

Emerson asked if we have been paid for the cost of the SRO hours.

Gulbranson said the school has not yet billed Douglas County for their hours yet. We will keep working on it.

Summer Water – Council agrees to allow summer sewer rate for the months of June, July, August and September.

Randy Anderson was accepted to the Sauk River Watershed District Advisory Board. The council was glad to hear this.

## **Items for Future Meetings:**

No comments for future items.

Meeting adjourned at 9:40 p.m.

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Mayor – Keith E. Emerson

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City Clerk/Treasurer – Angela A. Jacobson