

Osakis City Council – Regular Meeting
City Hall – 14 Nokomis Street East
August 9th, 2021
7:00 PM

Present: Alan Larson, Dan Wessel, Tim Thornbloom, Laura Backes, Randy Anderson

Absent: None

Others Present: Angela Jacobson, Chad Gulbranson, Reenie Goodwin, Craig Dropik, Kyle Swenstad, Dakotah Revering, Austin Beier, Preston Oetterer, Jim Snyder, Bev Snyder, Paul Hartmann, Jan Moore, Sheila Krohse, Amber Kral, Travis (Echo Press)

The regular meeting of the city council was called to order at 7:00 p.m. by Mayor Dan Wessel.

Motion by Larson, seconded by Anderson, to approve the agenda as presented. Motion Carries

Motion by Anderson, seconded by Backes, to approve the general consent items, including the July city bills in the amount of \$483,861.08, meeting minutes from July 12, 2021, Overtime Report, EDA meeting minutes from July 26, 2021 and Planning & Zoning meeting minutes from July 15, 2021. Motion Carries

Project #84: Budget/Clerk

Council received the following for the 2021 Budget:

- Expenditure Budget
- Revenue Budget
- Savings Balances
- Checking Balances

Council will set a date to have a budget meeting in August. The preliminary levy needs to be sent to the county no later than September 30th, 2021.

Jacobson will reach out and setup a date for the meeting.

Project #24: Liquor Store

Reenie Goodwin was in attendance.

Council received the following reports:

- Statement of Revenue & Expense
- Statement of Revenue and Expense (70% to 30% split in labor and utilities)
- Liquor Store 2 year Expenditures & Revenues
- Liquor Store Expenditures/Revenues for On/Off Sale
- Liquor Store Sales
- Bullet Points
- Inventory
- Session Summary – 7/1/21 to 8/1/21
- Over & Short
- Cycle Counts
- Off-Sale Profit of \$21,578.21

- On-Sale Profit of \$8,883.52
- Total Profit for July was \$30,461.73

Other items Goodwin present to the council:

- Sales report from 1/1/2021 to 7/31/2021 – compared to 2020.
- Need to have the roof redone in 2022.
- MMBA Conference will be held September 26th, 2021 at Arrowwood. Goodwin and Jeff Lund would like to attend. Cost is \$125 per person.
 - Goodwin and Lund will report back the highlights from the conference.

Motion by Anderson, seconded by Larson, to approve Jeff Lund and Reenie Goodwin to attend the MMBA Conference on September 26, 2021 at a cost of \$125 per person. Motion Carries

Project #73: First Responders

Jason Schultz was not in attendance.

Council received the July report.

Schultz had requested council's comments about the use of donated funds and needed pagers.

Shultz had requested pagers to purchase.

Council will discuss these items when Schultz is in attendance.

Project #74: Fire Department

Craig Dropik was in attendance.

Dropik reviewed the July Fire Department report.

Dropik introduced the new firefighters Austin Beier, Dakota Revering and Kyle Swenstad. Beier is fully trained, Revering and Swenstad will start their training.

Dropik thanked the council for their support for National Night Out.

The fire department is planning to build a new rescue truck and will get drawings to the council before year end.

Dropik also informed the council that they had compliments on handling the fire at the Manor Apartments.

Project #76: Police

Chad Gulbranson was in attendance.

Council received the July Police report.

Gulbranson requested the council to approve a purchase of 4 new radios. Council received bids.

Gulbranson is also requesting donations from the area gambling organizations and using the funds from the forfeiture fund to help pay for this purchase.

In 2020, the squad decals were replaced at a cost of \$492.31. Council had requested to use forfeiture funds for this purchase.

Council received a resolution to allow part-time officer Josh Martin to enroll in Police PERA.

Gulbranson informed the council of the following:

- Juveniles were brought in for the vandalism of property and are to take care of the damages to the property.
- Good turnout for National Night Out.
- Taste of Osakis will be held next month. Will have extra coverage on Friday and Saturday nights for the event.

Gulbranson discussed an annual dog license:

- Communities have annual or lifetime licenses. All require proof of rabies vaccination to get a tag. It is on the owner to get the information to the city regarding the rabies vaccination date when renewed.
- 200 dogs did not have their tags and now only about 50 left. They will be ticketed if not done soon.

Gulbranson discussed the radios. The last pursuit in town we could not switch to encrypted channels for discussion with the county and state for the stop. The current radios are out of date. Bids for one radio is \$3,800 with the charger.

Motion by Larson, seconded by Anderson, to approve 3 radios at a cost of \$3,800 each. Motion Carries

Motion by Larson, seconded by Backes, to approve to transfer \$492.31 from the forfeiture fund to the 100 fund to pay for the new squad decals purchased in 2020. Motion Carries

Resolution 2021-14 was presented by Anderson, seconded by Backes, to approve part-time officer Josh Martin to enroll in Police PERA. When put to a vote, the resolution passed unanimously. Motion Carries

Project #205: Public Works / City Crew

Greg Gottwald was not in attendance.

Council received the July Public Works report at the meeting.

Gottwald council not attend the meeting due to working on the lift station since early morning.

Items for the Council to Consider for Future Meetings (Open Floor)

Amber Kral (16209 130th Avenue, Osakis, MN 56360) was in attendance.

Kral discussed a proposal for the parks in Osakis.

- Central Park – waterpark nozzle spray with turf for the water area and band stand.
- Park Osagi – stairs down to the lake with a fishing dock, bigger kid event like Brophy Park – kids race place, ninja play area.

Kral is asking the council for permission to use the land.

Larson stated he will work with the group to help with the planning.

A meeting has been scheduled with Brad from Douglas County.

Osakis Women's Assoc. (OWA) will help with the fundraising.

Wessel stated that Amber has done a great job getting things cleaned up.

The picnic tabled and shelters need to be painted. The school will help with this project and Kyle Kostrzewski will help sand the tables and paint to get them refinished.

Kral will submit a water park plan and sketch drawing to show how it fits on the parks to the council from approval.

Project #435: MN DOT / Hwy 27 Project

Sheila Krohse was in attendance.

Council had a workshop meeting on August 5, 2021 and discussed the options for the water and sewer lines. Council decided to move forward with the line in the same location that had been planned.

Krohse commented that she is working on the easement – only use the land and are not buying the land. The market value for the golf course land is valued at \$5,600 for one acre. The land needed is .67 acres for a cost of \$3,753.55 for the lines to the Liquor Store for the project.

The lines could potential run south at the west side of Hwy 27. Then would never be able to hook up to the golf course's sewer. Should be able to hookup existing lines to do per scripted easement.

Paul Hartmann is requesting \$200,000 for the golf course easement.

Krohse said this is out of line and too costly to do.

A club meeting will be held on August 18th at the golf course at 6:00 p.m.

Krohse will not be able to make that meeting but wanted the council to look at prescriptive easement for hookups of existing lines. Move forward with just getting across the road.

Project #335: Comprehensive Plan

Council received a draft copy of the updated Comprehensive Plan. The Planning & Zoning held a public hearing on July 15th, 2021 and recommended adoption by the city council.

Council also received an email with the video created for the Comprehensive Plan highlighting Osakis. When the Comprehensive Plan is approved by the council, the video will be put on the city website.

Planning & Zoning have spent a lot of time reviewing and putting together the updated Comprehensive Plan with the help of Sourcewell.

Motion by Backes, seconded by Anderson, to approve Resolution 2021-15 for the Comprehensive Plan and video as presented. When put to a vote, the resolution passed unanimously. Motion Carries

Project #60: Ordinance – Rental

The council met at a workshop to discuss the short term rental and decided to move forward with an ordinance similar to Douglas County's short term rental ordinance and wanted to receive information on the enforcement of the ordinance. Suggested changes with the agreement from Horizon Public Health.

Horizon Public Health stated that they would do the licensing and inspections of the homes. If there are complaints on the property the following steps are taken:

1. The homeowner (rental landlord) is required to notify the neighbors of a contact number if there are any issues at the home of the vacation rental place. The neighbors are to call the owner before calling anyone else.
2. If there is an issue with the building, then Horizon Public Health would review.
3. If there is a complaint that does not meet the ordinance, the police would be called to address because it is the city's ordinance and the police would enforce the ordinance.
4. If someone is renting out and does not have a license, the city would send them a letter reminding them of the ordinance and to contact Horizon Public Health to be licensed. If that is not done, the police would enforce the ordinance.

Horizon would have an agreement with the city on how they would handle the licensing and inspection of the vacation homes. Council received a copy of the City of Alexandria's memo agreement that Horizon thought was a good agreement to compare to.

Horizon also suggested we look at Pope County's ordinance for vacation rental. Their ordinance is only 3 pages and is a simple ordinance that he felt would fit Osakis. Council received a copy to review and discuss.

Horizon Public Health would only license and inspect vacation rentals in Douglas County. Jacobson contacted Todd County and at this time, they do not take care of licensing or inspections for any vacation rental in Todd County. They stated they have only discussed this in the office and it has not been discussed at a board level. The council would have to consider how Todd County residents would be licensed if they wanted to have a vacation rental.

Council reviewed the following:

- Memo Agreement with Horizon Public Health with the City of Alexandria.
- Douglas County Vacation Rental Ordinance.
- Pope County Vacation Rental Ordinance.
- Violation Ordinance Language.
- Horizon Private/Vacation Home Rental Licensing.
- City of Alexandria Registration Form.

Project #197: Water Plant Improvements

Council approved the Water Plant (agreement between Owner and Engineer for professional services) at the July meeting. Rural Development informed Eric Meester this was an old form and Rural Development needs to approve the contract before the city signed it.

Council received an updated form with the same information:

- Rural Development breaks out the Resident Project Representative effort from the design.
- Page 41 \$184,314 – for the study, design, bidding and construction services.
- Page 44 \$109,246 – for Resident Project Representatives.

- Page 46-47 Additional services \$42,211.82 – for reimbursement of pilot study already paid to Nero Engineering. This version of the RD contract list the additional services, but the cost of the pilot study was included in the project cost of the PER. Jeff had previously indicated to include the pilot study as Additional Services.

Council discussed a motion to be made to authorize Mayor Wessel and Greg Gottwald to sign after approval by Rural Development.

Motion by Backes, seconded by Larson, to approve to authorize Mayor Wessel and Greg Gottwald to sign the agreement after Rural Development approval. Motion Carries

Project #185: Water Tower Maintenance

In June the council put out a request to the community for designs concepts for the water tower and the one chose would receive \$100 Chamber Bucks.

Council received the design options that were submitted in number order. Some are just logo type designs and some are ideas for the entire tower.

Several designs were submitted and Jacobson asked the council to narrow their picks to 3 or 4. If there is a design that is chosen, we can have the drawing drafted to see how it would look on the water tower.

Project #488: Newspaper

Council requested to look into a new paper as our official paper for our publications.

The Long Prairie Leader has been contacted because the City of Osakis is located in both Douglas and Todd counties. The editor was going to check into if there was any legal reason why they could not be our official paper. He did comment that he felt it would be a good fit and feels that if their paper were to cover our publications and council meetings, we would fit well with the other communities they cover.

The Long Prairie Leader is a smaller paper and do not have as many staff to cover meetings. Our meeting would conflict with the City of Long Prairie's. What they do with other communities, is the week after the meeting, he would sit down with someone from the city and go over they meeting and put the information in the paper that way.

The council discussed if they would be interested in pursuing the Long Prairie Leader and if legally allowed, does the council want them to cover the events of Osakis and the council meetings.

Motion by Backes, seconded by Thornbloom, to approve to move forward with making the Long Prairie Leader the official newspaper of the City of Osakis. Motion Carries

Project #112: Emergency Management

Council received the Douglas County Emergency Operation Plan. The City of Osakis has involvement in the plan in the highlighted areas.

Council reviewed Resolution 2021-13.

Resolution 2021-13 was presented by Larson, seconded by Anderson, to approve the Douglas County Emergency Operation Plan. Motion Carries

Project #167: Tax Increment Financing (TIF)

Council received the TIF report from David Drowns for 2020. This report shows the activity of our TIF funds we have in Osakis. Each year, we are required to report this information to the state separately from our city audit.

Jacobson reviewed the report and can discuss any recommendations at the budget meeting.

Project #373: Policies

The city attorney is still reviewing the policy that we sent him. Their office has been busy with property sales and has had limited time to work on this.

Jacobson requested a draft copy. The city attorney is reviewing it and putting in the changes and will send for us to review soon.

Project #50: Transfers

Council received the following transfers to approve per the 2021 Budget:

- \$10,000 from the 601 sewer fund to the 512 bond fund.
- \$3,600 from the 502 fund to the 100 fund for TIF admin expenses.
- \$200 from the 570 fund to the 100 fund for TIF admin expenses.
- \$200 from the 571 fund to the 100 fund for TIF admin expenses.

Motion by Backes, seconded by Thornbloom, to approve the budget transfers as presented above.
Motion Carries

Project #310: Blacks Blocking Lake Street

Black's RV Resort is requesting to block Lake Street on Saturday, October 2nd, 2021 to take docks out.

Motion by Backes, seconded by Thornbloom, to approve Black's RV Resort to block Lake Street on October 2nd, 2021 but if the weather does not cooperate to have them give us a new date. Motion Carries

Project #487: Mission Statement

The mission statement has been put on the city website. A printed version will be ordered and put up in the council chambers.

Project #486: Mayor Proclamation

Council received an email requesting the city to adopt October 15th as Pregnancy and Infant Loss Remembrance Day.

If the council approves, Jacobson will draft a proclamation for the Mayor to sign remembering October 15th.

Motion by Backes, seconded by Larson, to approve October 15th, Proclamation as Pregnancy and Infant Loss Remembrance Day. Motion Carries

Project #444: MPCA Lawsuit

The council had a workshop meeting and discussed the MPCA lawsuit and waste water project.

There are pros and cons to move forward with the lawsuit.

Contact Ingebretson, Gazalka and Franson involved in the process before the 30 day time frame is up to get help.

Project #376: Capital Improvements

Continue to work on the capital improvement plans for the city.

Motion by Backes, seconded by Thornbloom to adjourn the meeting at 8:50 p.m. Motion Carries
Absent: Anderson

Mayor – Daniel J. Wessel

City Clerk/Treasurer – Angela A. Jacobson