

**Osakis City Council – Regular Meeting**  
**Ed Pollard Community Center – 14 Nokomis Street East**  
**December 13, 2021**  
**7:00 PM**

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

Absent: None

Others Present: Angela Jacobson, Craig Dropik, Travis Middendorf, Chad Gulbranson, Jason Schultz, Josh Martin, Reenie Goodwin, Ila Anderson, Sheila Krohse, Al Neumann, Mary Ann Shrode, Jason Brown, Travis (Echo Press)

The December 13th, 2021 meeting was called to order at 7:00 p.m. by Mayor Dan Wessel.

Pledge of Allegiance was spoken.

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

Motion by Larson, seconded by Anderson, to approve the general consent items, including the November city bills in the amount of \$326,845.81, meeting minutes from November 8<sup>th</sup>, 2021 and December 1<sup>st</sup>, 2021 special meeting minutes. Motion Carries

**Public Hearing – Truth in Taxation**

Motion by Backes, seconded by Thornbloom, to suspend the regular meeting open the Truth in Taxation public hearing at 7:04 p.m. Motion Carries

The purpose of the hearing was to hear public comment on the proposed tax levy for 2022.

Each property owner received a notice of the hearing with their proposed tax statement.

Council received a copy of the ad that was put in the paper and a copy of the Osakis Highlights Budget that was sent out with the fall newsletter.

Jacobson reviewed the Budget highlights for the public that was present.

No public comments were made.

Motion by Backes, seconded by Anderson, to close the public hearing and open the regular meeting at 7:06 p.m. Motion Carries

Other items for the budget that were discussed:

- The budget sheet does not include an increase in the election judge pay. This will be an increase in the budget of \$5,021.00.
- Jacobson requested an increase in wages for Ila Anderson to \$16.50 per hour. Also requesting if she can have a few more hours to work on promotion of the Community Center and see if we can get more rentals out of the center.
- The budget also needs to be adjusted for the union contract negotiations that were approved. The total increase for this would be \$3,000.
- Adding an additional \$1,800 for the cemetery increase.

The council reviewed the 2022 Budget and Resolution 2021-35 for a 2% increase in tax levy of \$15,347.00.

There were other budget items on the agenda for this meeting. Final budget approval will be at the end of the meeting.

Resolution 2021-35 was presented by Anderson, seconded by Thornbloom, to approve the Final Tax Levy for 2022 with a 2% increase or \$15,347.00. Motion Carries

Motion by Backes, seconded by Thornbloom, to approve an increase in wage for Ila Anderson to \$16.00 per hour for 2022 and a few more hours. Motion Carries

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

Angela Jacobson requested approval for the purchase of a used Ricoh copier from Metro Sales in the amount of \$4,759.00

Motion by Backes, seconded by Larson to approve the purchase of a Ricoh copier in the amount of \$4,759.00. Motion Carries

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

Reenie Goodwin was in attendance.

Council received the following reports:

- Statement of Revenue & Expense
- Statement of Revenue and Expense (60% to 40% 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 – \$95,166.81
- Session Summary – 11/1/21 to 11/30/21
- Gambling Rent last year
- Cycle Counts
- Off-Sale Loss -\$894.51
- On-Sale Profit of \$20.69
- Total Loss November -\$870.82

Goodwin informed the council of the following:

- Counting inventory on January 1
- Purchase shingles for the Liquor Store in December and have them installed in 2022. The quote for the shingles was \$34 per sq ft. Total cost would be \$6,834.
- Over because of the payout per contract in November for Goodwin's vacation.
- Bargo did not go out again on Saturday (12-19-21)
- Sales are over one million for the year. This is the first time ever for the Liquor Store.

Motion by Backes, seconded by Larson, to approve to purchase the shingles for the Liquor Store in 2021 for an estimate cost \$6,834.00. Motion Carries

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

Jason Schultz was in attendance.

Council received the November reports:

- Total calls for the year is 221
- Payable calls is 214
- City limit calls is 64.22%
- Calls between 7 am to 6 pm is 60.45%
- There were 6 no show calls.

Schultz discussed concerns with four members not meeting the 20%. Bylaws state members need to make 20% to receive a stipend.

The council agreed with the recommendation by Schultz to follow the bylaws and not pay out the stipend to the four members that did not meet the 20%.

Motion by Anderson seconded by Larson, to approve the First Responders officers for 2022 – President Jason Schultz, Vice President Brenda Majerus and Secretary Hattie Thorson. Motion Carries

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

Craig Dropik was in attendance.

Council received the November report.

Dropik discussed the purchase of a new truck. The cost of the new truck is \$491,740.40. Part of the financing is with Community Leasing Partners for 5 years at an interest rate of 2.4%. A down payment of \$250,000.00 is required. Dropik stated they have enough funds to pay off the truck in 2 years.

Dropik also mentioned that some of the equipment from the old truck could transfer to the new one, however, there will be some new equipment to purchase. The new equipment may cost about \$60,000.00.

Motion by Larson and seconded by Thornbloom, to approve to purchase a new fire truck in the amount of \$491,740.40 and to have it paid off within 3 years. Motion Carries

The new fire fighters will be finalizing their training with a live burn in January to finish their class.

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

Chad Gulbranson was in attendance.

Council received the November Police report:

- Officer Oetterer will start DARE classes after Christmas break.
- Officer Uhl had an open house with information relating to drugs on December 10<sup>th</sup>. Uhl will have this again in the spring.
- Discussed that going forward, if an on-duty officer is having a meal at a restaurant and another patron offers to pay for their meal, the officer must leave a gratuity equal or greater than the cost

of their meal. If a gift card is received, the officer will return it to the business and have it given to someone in need.

- Wessel mentioned the vacant house by the Galeon that cats are occupying. Gulbranson will look into this.

Discussion was held regarding the police phones being rolled over to the city office during business hours. Gulbranson stated that the Douglas County dispatch had informed him that they were getting swamped with calls from telemarketers.

The police phone is rolled over to the city office and Gulbranson will review with the city office personnel on how to transfer an emergency call to the dispatch. The city office personnel will keep a log as to what calls come in and how they were handled regarding informing the police officer of the message. Wessel stated that he wants to be involved in this process.

Gulbranson mentioned the citizen complaint process. People with general complaints need to fill out the complaint form and sign it. The process will include how the complaint was handled and a timeline. City hall will receive the forms from Gulbranson to finalize the process.

For complaints on city employees – Jacobson will keep these forms in her office. The policy on officer complaints is in the manual to follow and these forms must also be signed by the person submitting the form. The forms will be reviewed and changed if necessary.

#### **Project #205: Public Works**

Greg Gottwald was not in attendance.

Council received the November Public Works report.

#### **Project #94: Gas Bids**

Jacobson reported that fuel bids were sent out in November to the local gas stations. No bids were received by the deadline of December 13<sup>th</sup>, 2021.

This was tabled until the next council meeting in order to resend the requests out for bids.

#### **Project #242: West Central Initiative – Community Fund**

Samantha Vanwechel-Meyer was in attendance at the November meeting.

Council received the following information:

- Standard Component Fund Agreement
- Confidentiality Statement
- Investment Strategy. The Investment fee is .13% to .72%. West Central Initiative charges 1% on top of that.
- Resolution 2021-27
- Advisory Board Members

The council adopted Resolution 2021-27 at the November meeting to move forward with the community fund. The council is the advisory board with Wessel and Jacobson the contacts for the fund.

Motion by Larson, seconded by Anderson, to approve the West Central Initiative Community Fund as presented. Motion Carries

### **Project #441: Park Improvements/Parks**

Amber Kral was not in attendance.

Council received two quotes for the addition of the public restrooms in the Visitors Center:

- #1 - \$30,500
- #2 - \$35,500

Both have totals for each service to have the bathroom installed and complete.

Council received a spreadsheet from Jacobson of the fund totals. Jacobson will provide this to the council each month so they can see the total of the fund and any donations.

The City Park Committee met on Monday, November 30<sup>th</sup> with Jillian Reiner from Hagstrom Engineering regarding the park plans for the city. Council received a proposal for a park master plan. Estimated cost is \$9,800.

Larson said that Reiner was very knowledgeable with working on the plans and applying for funds and grants.

Council would like to see actual bids for the contractors to review in the future, not a summary.

Motion by Anderson, seconded by Wessel, to move forward with the park plan as presented by Hagstrom Engineering in the amount of \$9,800.00. Motion Carries

Jacobson will check with Sourcewell to see what other grants or funding is available for this project.

Motion by Backes, seconded by Anderson, to accept the donation funds for the Osakis City park improvements, to approve to use \$20,000.00 from the COVID funds and to approve Bid #1 in the amount of \$30,500. Motion Carries

### **Project #482: COVID-19 Rescue Funds**

The city received information from the State of MN regarding unclaimed funds at the state level. The city received an additional \$3,021.67 for COVID-19 Rescue Funds. These funds will be added to the \$184,544.90 total.

All funds spent will need to be tracked and reported to the state annually.

Resolution 2021-33 was presented by Larson, seconded by Backes, to approve acceptance of the redistribution for the unrequested corona virus recovery funds from the American Resuce Plan in the amount of \$3,021.67. When put to a vote, the resolution passed unanimously.

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

A public hearing for the Rental Ordinance was held December 1<sup>st</sup>, 2021.

Council received the following:

- Final Private/Vacation Rental Ordinance, amended ordinance #131 to the Planning & Zoning chapter #153.

- Comprehensive Plan Tourism Chapter pages.
- Memo of Agreement between Horizon Public Health and the City of Osakis.

Motion by Anderson, seconded by Thornbloom, to approve amended Ordinance #131, Private/Vacation Home Rental to be included in the Planning and Zoning section of the City Ordinance #153 chapter 32.23. Motion Carries

### **Project #7: Community Center**

Al Neumann was in attendance. Neumann met with two electricians to get estimates for upgrading the lights and outlets at the Community Center.

Council received the following:

- Alexandria Electric – quote to change out the lights to LED is \$4,200. Final cost after rebate is \$3,561.78.
- Alexandria Electric – quote to update the kitchen circuits and exit signs is \$2,300.
- Xcel rebate is \$638.22 and energy savings.
- Engle Electric – quote for everything is \$7,012.
- Engle Electric – update the kitchen area and emergency exits is \$1,370.

Motion by Backes, seconded by Larson, to approve the bid from Engle Electric for \$1,370.00 for the kitchen area updates and the exit signs updates and the bid from Alexandria Electric for \$3,561.78 (\$4,200 less Xcel rebate of \$638.22) to change to LED lighting. Motion Carries

### **Project #219: State Hwy 27 Project**

Sheila Krohse from Bolton & Menk was in attendance to update the council on the Hwy 27 Project.

Krohse informed the council of the following:

- Project was supposed to open on December 3<sup>rd</sup> but was postponed until January 7<sup>th</sup>.
- From February to May – start removing trees and moving small utility lines.
- Approval of permit from MN Dept of Health.
- MPCA – need to get approval.
- Small utilities – do not have much to do with city utilities.
- C&L should fix the curb on the corner of Central and Main per contract.

### **Project #460: Downtown Project Issues**

Council said that if the curb is not done by spring, Bolton and Menk will have it done to get the project complete. Bolton and Menk will then collect from C&L.

### **Project #196: Fee Schedule**

Council received the fee schedule proposed for 2022.

Jacobson suggested an internet access fee of \$20. Jacobson explained that we have had a few groups requesting access to the internet at the Community Center. We are working to see what can be done to get access to the Community Center side and doing this will add additional cost to the monthly internet bill.

Council would like to get the internet to the Community Center and then look at a rate increase.

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

Council received a current list of Mayor Appointments for 2021. The mayor will designate the 2022 Mayor Appointments in January.

Council was asked to review the appointments and discuss any changes with Wessel.

Backes mentions an appointment for the Long Prairie Leader.

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

Council reviewed the water/sewer rates they had discussed at the budget meeting.

The water plant project will cost an additional \$25,500 per year starting in 2023. This would mean about \$2.65 per connection. The increase presented is proposing \$1.28. This would put the funds in reserve for future replacement of equipment and variable chemical costs for 2022.

The amount proposed for the sewer increase is \$1.75 per month. The funds are depleted and a pilot study is being looked at on the ponds. This increase will generate about \$15,000 per year and will only cover the additional chemical costs.

Motion by Larson, seconded by Anderson, to approve the increase to the water and sewer rates as presented. Motion Carries

### **Project #452: Townships**

In 2019, the council negotiated a 3 year agreement with Gordon Township to maintain 8<sup>th</sup> Avenue East. The last 3 years the fee has been at \$500.

Gottwald will review the information and see if he feels \$500 is enough for the time they spend plowing and grading the road.

### **Project #122: Cemetery**

Mike Didier is requesting an increase of his fees for the Sexton of the cemeteries for the city. The current fee is \$6,500 and Didier is requesting an increase to \$8,300. This would be an increase of \$150.00 per month.

Motion by Larson, seconded by Thornbloom, to approve the request from Mike Didier for a \$150.00 per month increase for the Cemetery Sexton. Motion Carries

### **Project #488: Newspaper**

Jason Brown was in attendance. Brown is with the Long Prairie Leader and will be publishing the Osakis Anchor for residents with an Osakis zip code.

Brown is looking for an office area to use a few days a week in Osakis and is asking about the Visitor's Center offices. Brown will only be needing a desk and a space to do some work, meet and have interviews with people. They will not be storing anything on site and have their own equipment.

The Osakis Anchor will be free to residents and paid for by advertisements. It will be distributed two times a month on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays. They will do the printing out of the Long Prairie Leader as a

market for revenue and will see if enough printing comes from Osakis. The paper will include meeting minutes from the school, City of Osakis and Todd County.

Motion by Anderson, seconded by Thornbloom, to approve the Long Prairie Leader to use an office at the Visitor's Center for \$100.00 per month for 2022 and to reevaluate at the end of 2022 for the year 2023 to work on the Osakis Anchor. Motion Carries

### **Project #472: Housing Assistance-MCPP**

The council discussed the Housing Assistance program in November. The City of Osakis was enrolled in the program in 2019 and 2020 but was unable to participate in 2021 because we did not meet the 50% requirement.

Council will review this information and discuss and approve at the January meeting.

### **Project #152: Broadband Services/Internet**

Todd County is working on a grant to put in Broadband Internet services for the area of the county that does not have access or has limited access to the internet.

Todd County is asking for support letters as part of the grant process. They are asking the city to pass a resolution to support the grant and need for internet services.

Resolution 2021-24 was presented by Backes, seconded by Larson, to approve supporting the Broadband Internet services in Todd County. When put to a vote, the resolution passed unanimously.

### **Project #260: Council Information**

The council received information on upcoming classes that are available from the League of MN Cities for training:

- 2022 Elected Leaders Foundation program – February 4<sup>th</sup> and 5<sup>th</sup>, 2022 (\$275)
- 2022 Elected Leaders Advanced program – February 4<sup>th</sup> and 5<sup>th</sup>, 2022 (\$275)
- Personnel Management information

Council will discuss this information and decide who wants to attend at the January council meeting.

### **Project #43: Board of Review**

Council was reminded of the Board of Review training. This training is online by the State of MN and members must be trained by February 1<sup>st</sup>, 2022 to count.

Currently, Backes is trained until 2022 and Larson is trained until 2024. One more council member must be trained to hold the Board of Review in April.

Council will discuss at the January meeting.

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

Council received a bill from Flaherty and Hood in the amount of \$28,398.70 and from Hall and Associates in the amount of \$2,576.25 and \$330.00.

Council received a letter from MPCA regarding the response to our letter we sent after our meeting with our legislators.

Motion by Backes, seconded by Thornbloom, to approve the bills from Flaherty and Hood in the amount of \$28,398.70 and from Hall and Associates in the amount of \$2,906.25. Motion Carries

**Project #376: Capital Improvement**

**Project #84: Budget**

Motion by Anderson, seconded by Larson, to approve the Final Budget for 2022 with increases to Election Judge personal services in the amount of \$5,021, City Clerk personal services in the amount of \$3,000 and Cemetery personal services in the amount of \$1,800.00. Motion Carries

**Project #360: Employee/Police Department**

This portion of the meeting is closed pursuant to state statute 13.D.05.

Motion by Larson, seconded by Backes, to suspend the regular meeting and open the closed meeting at 10:00 p.m. Motion Carries

Council held discussion on Police personnel and Josh Martin.

Motion by Backes, seconded by Thornbloom, to close the closed meeting and open the regular meeting At 10:05pm Motion Carries

Motion by Anderson seconded by Thornbloom to terminate Josh Martin, when put to a vote Backes Abstained. Motion Carries

Motion by Thornbloom, seconded by Anderson, to adjourn the meeting at 10:35 p.m. Motion Carries

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Mayor – Daniel J. Wessel

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City Clerk/Treasurer – Angela A. Jacobson