

Osakis City Council – Regular Meeting
City Hall – 14 Nokomis Street East
March 14, 2022
7:00 PM

Present: Alan Larson, Randy Anderson, Laura Backes, Dan Wessel, Tim Thornbloom
Others Present: Angela Jacobson, Craig Dropik, Reenie Goodwin, Jason Schultz, Chad Gulbranson, Kyle Kostrzewski, Greg Gottwald, Amber Kral, Rodger Larson, Dean Birkeland, Dirk Hagedon, Alisha - Osakis Anchor, Layla Risemon

Mayor Dan Wessel called the meeting to order at 7:00 p.m.

Motion by Backes, seconded by Larson, to approve the agenda as presented with the addition of Aaron Gould correspondence. Motion Carries

Motion by Larson, seconded by Thornbloom, to approve the general consent items, including the February city bills in the amount of \$230,649.20, meeting minutes from February 14, 2022. Motion Carries

PROJECT #79/#22: AUDIT REPORT / CLERKS

Dean Birkeland from Carlson SV Audit Firm reviewed the 2021 Audit. The city had a clean opinion which is the best opinion you can get for an audit.

Birkeland explained the city reports on a cash basis and had a net increase in the general fund balance of \$110,884. The sewer fund changed the most with a decrease of \$257,374.

Other items reported:

- Finding internal controls – lack of segregation of duties. 95% of audits have this finding and is very common.
- Preparation of financial statement – required to report for preparing the report.
- Nothing is misstated, no reports for disagreeing with management.

Birkeland commented that he had good help from office staff. They do a good job.

Discussed help in segregation and to have 2 or 3 signing checks. City council sees all checks. Would be best if different people take mail, make deposits, accounts receivable/payable to have adequate segregation which would mean adding staff.

PROJECT #24: LIQUOR STORE

Council received the Liquor Store reports for February.

- Off Sale loss of \$-4,039.90
- On Sale loss of \$3,015.89
- Total loss for February \$-1,024.01

Goodwin asked the council for a cost of living raise for Randy Rahlf who has been employed at the Liquor Store for one year. Goodwin suggest a \$.25 per hour raise for Rahlf and \$.40 per hour raise for Felicia Turnquist. Turnquist has been with the city since 2018 and her last raise was in 2019.

Motion by Backes, seconded by Larson, to approve allowing Goodwin to hire Liquor Store employees based on their experience from \$12 to \$13.50 without extra council approval. Motion Carries

Motion by Larson, seconded by Anderson, to approve a \$.25 per hour raise for Randy Rahlf. Motion Carries

Motion by Thornbloom, seconded by Larson, to approve a \$.40 per hour raise for Felicia Turnquist. Motion Carries

PROJECT #73: FIRST RESPONDERS

Council received the February First Responder reports.

Jason Schultz stated Mike Haburn was sent a probation letter regarding the number of calls that are needed to stay active.

Donations received: \$2,250 from Leslie Twp, \$1,500 from West Union Twp and \$500 from Little Sauk Twp.

PROJECT #74: FIRE DEPARTMENT

Council received the February Fire Department report. The department had six calls for the month.

Council reviewed Resolution 2022-09 approving a Master Equipment Lease Purchase Agreement for a 2022 fire truck. The total acquisition cost is \$491,740.40. The city will be putting \$300,000 done on the truck. The remaining balance of \$191,740.40 will be a lease over 3 years.

Resolution 2022-09 was presented by Backes, seconded by Anderson, to approve the Master Equipment Lease Purchase Agreement for the 2022 fire truck purchase. When put to a vote, the resolution passed unanimously.

The city buildings were discussed. Waiting for feedback regarding moving the monument to a different location for more room on the site.

PROJECT #13: FIRE RELIEF

Kyle Kostrzewski asked the council for an increase to \$4,800 in Fire Relief funds for 2023.

The firemen joined PERA in 2012. To receive retirement payout, a firemen must have 20 years of service and 50 years old. Discussed looking at a small bump for retirement every year or a larger bump every few years.

Resolution 2022-12 was presented by Larson, seconded by Backes, to approve an increase to \$4,800 for Fire Relief for January 2023. When put to a vote, the resolutions passed unanimously.

PROJECT #76: POLICE

Council received the February Police report and schedule for March and April.

Gulbranson presented a bid for a new squad. The 2015 squad was damaged in two separated incidences but was not totaled. The insurance company is working on getting it resolved.

Gulbranson asked about a car purchase:

- \$12,000 would be coming from the insurance company instead of fixing the 2015 squad.
- The cost of a 2022 Ford Explore is \$38,000. Will all the lights, camera and computer the cost would be \$53,000.

Backes stated if it will be new or used – black with white decals. Wessel also wanted to know what we did for repairs and costs for the 2015 squad. Gulbranson will check to see if there are any used squads available and to get costs on a used one for the next meeting.

PROJECT #292: HAZARDOUS & SUBSTANDARD BUILDING

Council received two resolutions to review and pass to be able to move forward with the process of getting the properties cleaned up. If the owners fail to clean up the property after the property notice, the council can order an abatement to the properties.

The two properties include:

- 112 Queen Street West – owned by David Serger and Joanna Serger.
- 21 Main Street East – Nicolas and Nicole Leitch.

Both properties have been inspected and conditions that need to be corrected noted in the letter that was sent to each property owner. The orders require the property owners to fix all the issues within 90 days of the order or the city can pursue legal options to rectify the problem.

Resolution 2022-07 was presented by Anderson, seconded by Larson, to approve the Determination of a Hazardous Building at 112 Queen Street West for David Serger and Joanna Serger. When put to a vote, the resolution passed unanimously.

Resolution 2022-08 was presented by Anderson, seconded by Larson, to approve the Determination of a Hazardous Building at 21 Main Street East for Nicolas and Nicole Leitch, Mathew and Karen Kruse and MN Department of Revenue (Lien Holder). When put to a vote, the resolution passed unanimously.

PROJECT #205: PUBLIC WORKS

Council received the February Public Works report.

Gottwald will need to contact Henningsuard regarding the cattle exclusion approved from the MPCA.

Gottwald wanted to change some items so all the lift stations have the same setups. Gottwald needs to evaluate what needs to be done and should be changed from a light and alarm to a dialer.

Gottwald is looking at catchers to put in the sewers to try to narrow down the issues of rags being flushed down the toilets.

PROJECT #185: WATER TOWER MAINTENANCE

The council wanted a new design for the water tower when it is repainted. KLM will put together a design sketch to review but wanted the council to review the cost of the design. Their email stated that a more intricate logo would be about \$27,000 more. A less intricate logo would be from \$12,000 to \$15,000.

At this time, we are not aware what RD will pay for until we have the design submitted for funding.

Other discussion is to have lights on the tower. Gottwald will talk to the neighbors and see if they felt it would be an issue.

Eric Meester will be at the council meeting next month to give updates.

Motion by Anderson, seconded by Larson, to approve up to \$27,000 for a more intricate water tower logo. Motion Carries

PROJECT #441: PARK IMPROVEMENTS / PARKS / PARK COMMITTEE

Amber Kral updated the council regarding the Park Beautification progress:

- Quote received from Mark Lee for paving the parking lot at the beach. Waiting on another quote from Riley Brothers. Kral is looking for some city help for the cost.
- Drawing of a pergola with concrete pad was show to the council and where she would like to place is on the property.
- DNR application for a fishing dock has been submitted. When they have a dock available, the DNR will inform us how much they will cover and the council will then need to sign a commitment. The site assessment and grant is due March 31st.
- Bid received for pressure washing the park gazebo.
- Park/rec improvement spreadsheet showing expenses and revenues.

On May 18th, students and boy scouts will help with a community cleanup project.

Jacobson had informed the council at the last meeting of a grant in the amount of \$10,000 from Sourcewell that could be used for the downtown bathrooms.

Larson would like to involve Reiner to review the permanent structures. Next month, Kral will show the council what the plan is for the structures on city property.

The beautification group meets Wednesdays – doing a Facebook survey for public input.

Kral will send Larson an update after their meeting on Wednesday.

Resolution 2022-10 was presented by Thornbloom, seconded by Larson, to approve the Sourcewell Community Matching Funds grant for the downtown bathrooms. When put to a vote, the resolution passed unanimously.

PROJECT #7: COMMUNITY CENTER

Jacobson informed the council of the internet options at the Community Center. We have used a mifi air pack from Verizon that costs \$34.99 per month. This is a unit they need to check out at city hall and would return it when they are done.

Dropik will talk to Tony Van Acker about wireless and possibly moving the Fire Department router to see if reception is better for guest access.

PROJECT #25: DOGS

Council requested that dog licensing be put on the agenda again. Rodger Larson was at the last council meeting to ask for a lifetime dog license.

After checking, the city attorney recommended we stay with the annual dog license we currently have. Surrounding communities were also asked and they have annual dog licenses.

Rodger Larson stated the council needs to look at other ordinances are enforced on our books. Keep enforcing the ordinances and all are treated the same.

Motion by Wessel, seconded by Larson, to approve to keep the dog ordinance as is and that the police keep track of the license to control all dogs are licensed. Motion Carries Opposed: Backes

PROJECT #213: LIFEGUARD / CITY BEACH

Layla Rismoen has purchased property on Lake Street to rent out for a VRBO and does not have enough space on the property for parking. Rismoen is asking the council if she could lease part of the parking area by the city beach. 5 to 6 spaces are needed and have them marked out that they are for her resort. It was mentioned that Rismoen would need a variance for parking by the road by her property.

The city is looking for lifeguards for the 2022 season. A flyer has been put on Facebook, city website and sent to the school to post. At this time, no applications have been submitted.

Motion by Backes, seconded by Anderson, to approve the lifeguard wages for 2022 from \$11.50 to \$14 per hour.

PROJECT #249: PLANNING & ZONING

Council reviewed an agreement from Neighbor Realty to allow the split of the property for Dirk Hagedon so he can close on the property at 411 2nd Avenue East. When the corrections have been made to the title, the property will then be recombined.

Resolution 2022-11 was presented by Anderson, seconded by Backes, to approve the lot split for Dirk Hagedon for the property at 411 2nd Avenue East. When put to a vote, the resolution passed unanimously.

Motion by Anderson, seconded by Backes, to approve the February 17, 2022 Planning & Zoning meeting minutes. All Ayes

PROJECT #373: POLICIES

Council reviewed some policy information:

- Employee complaint policy – city attorney commented that he would not suggest the city should have to follow a particular process each time because misconduct could have a wide range of serious or minor violations. This could be over burdensome if a complainant wants to file false and minor complaints. The city should have some leeway to treat it based on the nature of the violation. Also, many city employees are covered by the union contract and will need to be handled according to the contract.
- Drug and alcohol policy – rather than having the attorney put together a full policy, the council can review his comments and some of the requirements is drug testing to see if the council wants to move forward with a policy.

Council will discuss this matter at the next workshop.

PROJECT #219: STATE MN DOT HWY 27

Sheila Krohse updated the council. Construction meetings will be setup in April. Then a public hearing date set with weekly constructions meetings.

Council received the final design options for the bridge and would like to also add “Welcome to Osakis” on the right side of each side and move the trail to the left.

Council received a bill from MN DOT for the cost of the line to be put under Hwy 27. MN DOT is willing to work with the city and would like to see payment by the end of June.

Council will discuss how to pay for this project at their next workshop.

PROJECT #42: CLEAN UP DAY

Clean Up Day has been set for Saturday, May 21st, 2022 from 9 am to 11 am.

Council discussed having the police pickup at curbside with the help of volunteers, Having a truck go through town to pick up, having a drop site or having everything on Saturday.

Details will be worked out.

Motion by Larson, seconded by Anderson, to approve to raise the cost of each item by \$5. Motion Carries

PROJECT #60: ORDINANCE CHANGE

The city attorney commented that he does not believe the City is required to have server training for all employees in an alcohol establishment in the city.

Wessel read the ordinance change for the first time.

Motion by Backes, seconded by Larson, to approve to adopt Ordinance Change #132, having read it one time and reading the second time at the April meeting. Motion Carries

PROJECT #109: LIQUOR LICENSE

The Osakis Lake Association submitted an application for a 1 day liquor license for May 21, 2022 for the Community Center for their annual meeting.

Resolution 2022-06 was presented by Larson, seconded by Backes, to approve a 1 day liquor license for Osakis Lake Association for May 21, 2022 at the Community Center. When put to a vote, the resolution passed unanimously.

PROJECT #196: FEE SCHEDULE

Council discussed rates for garbage as of April 1, 2022:

- 35 gallon – changing to \$15.64
- 65 gallon – changing to \$17.92
- 95 gallon – changing to \$19.81

Motion by Larson, seconded by Thornbloom, to approve the fee schedule change as of April 1st, 2022 for garbage rates as presented above. Motion Carries

PROJECT #326: PRECINCT BOUNDARIES

Resolution 2022-04 was presented by Larson, seconded by Anderson, to approve reestablishing precincts and polling place for Douglas County, City of Osakis. When put to a vote, the resolution passed unanimously.

Resolution 2022-05 was presented by Larson, seconded by Anderson, to approve reestablishing precincts and polling place for Todd County, City of Osakis. When put to a vote, the resolution passed unanimously.

PROJECT #482: COVID-19 RESCUE FUNDS

Funds update.

PROJECT #43: BOARD OF REVIEW

Council received notice for the Board of Review meetings that will be held on April 12th, 2022. Meetings will be held at city hall – Todd County at 9 am and Douglas County at 10 am.

PROJECT #310: BLACKS RESORT / BLOCKING LAKE STREET

Motion by Larson, seconded by Backes, to approve blocking Lake Street for one day in April for installing docks at Blacks Resort. Motion Carries

PROJECT #444: WASTE WATER PROJECT

Motion by Larson, seconded by Thornbloom, to approve the bill from Flaherty and Hood in the amount of \$5,530.78. Motion Carries

INFORMATION FOR THE COUNCIL

Council received an email from Aaron Gould regarding the article of the \$1,000 fine for individuals who do not receive a building permit.

Council commented that the fine is meant for intentionally not obtaining a license/permit. Residents/property owners must follow the rules or there are consequences. \$1,000 fine if you don't do a permit when you have been told to get one.

Motion by Backes, seconded by Larson, to adjourn the meeting at 10:00 p.m. Motion Carries

Mayor – Daniel J. Wessel

City Clerk/Treasurer – Angela A. Jacobson