

**Osakis City Council – Regular Meeting
Community Center – 20 Nokomis Street West
March 13, 2023
7:00 PM**

Present: Laura Backes, Dan Wessel, Tim Thornbloom, Alan Larson, Stephanie Finnegan
Others Present: Angela Jacobson, Chad Gulbranson, Jeremy Pederson (Osakis Anchor)
OTHERS PRESENT?

Meeting was called to order at 7:00 p.m.

Motion by Backes, seconded by Thornbloom, to approve the agenda as presented with the addition of insurance damage, BCA, Police, chair bids, correspondence. Motion Carried

Motion by Larson, seconded by Finnegan, to approve the general consent items, including the February city bills in the amount of \$243,601.09 and meeting minutes from February 13, 2023. Motion Carried

PROJECT #24: LIQUOR STORE

Council received Liquor Store reports.

February Off-Sale profit \$627.28 and On-Sale profit \$2,248.082.

PROJECT #73: FIRST RESPONDERS

Council received the February First Responder reports.

Backes informed the council the First Responders ordered a new defibrillator. The old one will go to the Fire Department.

PROJECT #74: FIRE DEPARTMENT

Council received the February report.

Bids were received for the damaged fire truck. League MN insurance adjustor will be in Osakis March 14, 2023 to look at the fire truck.

PROJECT #76: POLICE

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

Gulbranson explained the invoice received from MN BCA for the city's subscription to the BCA's echarging service. The fee will be out of the police budget.

PROJECT #292: HAZARDOUS BUILDING

Gulbranson informed the council that Matt Kruse submitted a demo permit application for the property at 21 Main Street East. Maynard Michels submitted a building permit application for reroofing. Did not include anything more at this time.

PROJECT #60: ORDINANCE

Gulbranson presented the council with an Ordinance and Administration Citations. The police met and discussed how to handle the administrative citations and have recommendations of enforcement to each of the ordinances the administrative citation would apply:

- 90.21 Building maintenance and appearance.
- 90.19 Nuisance parking and storage.

- 93.22 Dog nuisances
- 93.20 Dogs running at large.
- 90.20 Inoperable vehicles.
- 91.01 Abandonment of vehicles.
- 90.39 Elimination of nuisance cases by weeds and grass.

Jacobson suggested that the police send out letters for all the nuisance ordinances listed above.

Council also received a recommendation for the building and zoning enforcement process. Jacobson will send out letters for these.

Council will consider if they want to see a signed complaint form or complaint driven enforcement or be proactive enforcement of the ordinances.

PROJECT #205: PUBLIC WORKS

Council received the Public Works report.

PROJECT #79/22: AUDIT/CLERK

Dean Birkeland (CarlsonSV) was in attendance to review the 2022 draft audit.

Birkeland explained the financial statements:

- Fairly state – no better opinion that you can get.
- Government funds stated are very similar to last year's balance.
- Enterprise fund – is a cash position and has increased.
- Bond issued – funds are in the sewer fund.
- Findings:
 - Lack of segregation of duties – 95% of audits receive this finding.
 - Preparation of financial statements – good audit and found no issues. Great job on getting paperwork in order by Angela and staff.
- Angela will review and approve the audit with the final information.

PROJECT #197/185: WATER PLANT AND WATER TOWER PROJECT

Council received a notice from USDA Rural Development regarding the projects for the water plant and water tower. The notice states that bids they are opening for other projects are coming in higher than the approval of the loan/grant award.

Eric Mester (Nero Engineering) was in attendance and discussed the finding issues with Rural Development:

- Federal infrastructure money is regulated under the Build America Buy America act.
- Plans approved prior to this funding requirement were budgeted for.
- Need to hold off on the bids to see about a waiver for those projects already approved.
- If a waiver is not received, have to go to Plan B – funding the water plant project under the prior rules.
- Reapply for the water tower project – this should be a faster turnaround because we bid, we would likely get the same amount of funding and grant percentage as the first application.
- If we do not receive any waivers from the federal government, then the project will not be done for years because we will not be able to get parts.
- Suggest to get on the PFA list for the project priority list – apply this week for another option of funding.
- Need to look at Plan B if we have no answer by May 1st from Rural Development.

OPEN FLOOR

Brent Kohler was in attendance to discuss the parking ordinance. At the last Planning & Zoning meeting, the members suggested asking an adjacent property owner to sell him some land to allow for more off-street parking for his apartment buildings on Main Street West. Kohler said the owner does not want to sell at this time.

The city ordinance does not allow for on-street parking from December 1st to April 1st. Council will discuss this matter at a later date and how to move forward.

Planning & Zoning want Kohler to add parking off-street and not change the parking ordinance.

Judd Hoff spoke to the council and informed them of state statute 609.24 regarding altered flag designs. Hoff wants the blue line flag on the police patch removed and to admit to an incorrect flag.

PROJECT #441: PARK COMMITTEE

Jillian Reiner was in attendance for the public hearing. At that meeting, Reiner presented Phase I of the trail project.

At the February meeting, the council discussed having the Park Committee to move forward with submitted an application for the DNR Outdoor Recreation Grant to purchase 20 acres of land from Rick Engfer. Authorizing Reiner to submit for a grant for this project was tabled. After the council meeting, the park committee decided to slow down the process and get a plan in place for what they want to see on the property and other park properties. The committee would like to go through the planning process but have a First Right to Purchase on the property for the campground project.

Other information the council was informed of:

- Council authorized \$10,000 for the park plan when it was started. 50% of that cost was from Sourcewell.
- Applying for the MN DOT Active Transportation grant was separate from those funds and was approved by the council.
- At this time, a total of \$19,501 has been spent for both items. \$4,625 has been received in grant funding. (part of the cost of the park plan)
- Consultant budget for 2023 is \$5,500. So far we have spent \$1,380. Starting in July, the city will receive an additional \$5,000 in consultant grants from Sourcewell this is a 50/50 match.
- The park budget and savings for capital improvements is \$12,890.

Council can evaluate a budget for park planning spending, grant applications, and proposed projects to see if additional funds are needed.

Backes suggested that someone from Lake Street and other streets that are impacted by these projects be on the committee to keep them involved.

Motion by Backes, seconded by Larson, to expand our park committee to include someone from the streets that the proposed projects touch. Motion Carries

Motion by Backes, seconded by Finnegan, to approve the bills for WSN and Jillian Reiner in the amounts of \$542.50 and \$697.50. Motion Carries

PROJECT #147/29: 1ST AVENUE EAST/LAKE STREET OVERLAY

Tim Erickson (Douglas County Engineer) and Jake Hoffman were in attendance to discuss the plans for mill and overlay on 1st Avenue East and Lake Street.

Erickson showed the council plans of a change to an exit proposed by the Osakis Public School to funnel traffic to the south and to keep vehicles from turning to the left. In the spring before school is out, the proposed plan will be painted on the street with cones set out to see how the traffic flows. Erickson explained that any curb not up to ADA compliance will need to be updated. Council reviewed Resolution 2023-07 to do the project and to use state aid money for the project.

Resolution 2023-07 was presented by Backes, seconded by Larson, to approve Douglas County to mill and overlay 1st Avenue East and Lake Street using state aid money for the project. When put to a vote, the resolution passed unanimously.

PROJECT #312: OSAKIS BEAUTIFICATION TEAM

Amber Kral was not in attendance. Council received a quote from Shrode Concrete to put in a walking path to the fishing pier.

Kral was to get one more quote for the concrete and designs for moving the monument located by the city shop.

PROJECT #249: PLANNING & ZONING

Council reviewed meeting minutes from February 16, 2023. Council also received a resolution to rezone a section of the property Mick Miller is purchasing from the EDA and a resolution to approve a Conditional Use Permit for Miller. The property is located at 398 Pike Street East and will be split into two sections.

In the Planning & Zoning's discussion, concerns were brought up about truck traffic on Pike Street East off of 1st Avenue East. Signs may need to be put up to notify the trucks not to use that route for access the Industrial Park businesses and the police would need to monitor this if the council chooses to address this.

Planning & Zoning met with Brent Kohler of Lake Terrace Apartments and informed Kohler to request a variance to add more parking or obtain an agreement with neighbors for parking.

Resolution 2023-08 was presented by Backes, seconded by Thornbloom, to approve rezoning the 4.16 acre section of 398 Pike Street East to Industrial. When put to a vote, the resolution passed unanimously.

Resolution 2023-09 was presented by Backes, seconded by Thornbloom, to approve a Conditional Use Permit for the 1.74 acre section of 398 Pike Street East to allow for storage units. When put to a vote, the resolution passed unanimously.

Motion by Backes, seconded by Larson, to approve the February 16, 2023 Planning & Zoning meeting minutes. Motion Carries

PROJECT #156: ENGINEER

Sheila Krohse was not in attendance. No information for the council.

PROJECT #146/60: LODGING TAX/ORDINANCE CHANGE

Council received the revised Lodging Tax Ordinance to be read and adopted.

Motion by Larson, seconded by Backes, approving to adopt Ordinance Amendment #134. Motion Carries

PROJECT #213: LIFEGUARD/CITY BEACH

The lifeguards from last summer were contacted if they wanted to work at the beach for the 2023 season. Connor Gulbranson has informed the city that he will return and work at the beach.

New lifeguard training is April 14th to April 16th and May 19th to May 21st.

Motion by Wessel, seconded by Larson, to approve a wage increase of \$1.00 per hour for all life guard positions. Motion Carries

PROJECT #42: CLEAN UP DAY

Clean Up Day has been scheduled for May 20th, 2023. Council received a flyer with information of the event.

PROJECT #427: RESIDENTIAL LETTER

Council received the residential letter for spring and summer. Council suggested some changes.

PROJECT #112: EMERGENCY MANAGEMENT

Julie Anderson (emergency manager from Douglas County) is asking to have the support of the city of Osakis for the Douglas County mitigation and emergency management plan.

Resolution 2023-10 was presented by Wessel, seconded by Larson, to approve the Douglas County emergency management plan as presented. When put to a vote, the resolution passed unanimously.

PROJECT #43: BOARD OF REVIEW

The Board of Review meeting will be held on Tuesday, April 11th, 2023.

- Todd County – 9 a.m.
- Douglas County – 10 a.m.

Council received a letter from Tracy Honkomp (Douglas County Assessor) regarding the tax changes for 2023.

PROJECT #7: COMMUNITY CENTER

Council member Larson has been working on getting a bid on the back door at the Community Center. Larson is also looking into a sweeper/scrubber for the building.

Mayor Wessel talked to a guy he uses at the Galeon. Wessel said what they use works well on the floors and Larson will meet with him on Thursday and check into costs.

PROJECT #444: WASTE WATER PROJECT

Wessel updated the council on the progress with the MPCA negotiations. A proposal is being prepared to present to the EPA.

CORRESPONDENCE

Backes talked about a letter request from a student about a recreational center in Osakis. She will request the public school students will get costs.

OTHER ITEMS FOR COUNCIL DISCUSSION

Four bids for the Liquor Store chairs were received:

- Bid #1 –\$25 each, Bid #2 –\$20 each, Bid #3 –\$15 each, Bid #4 –\$5 per chair. Highest bid will get first pick.

Next council meeting is April 10th, 2023.

Motion to adjourn the meeting at 9:11 p.m. Motion Carries

Mayor – Daniel J. Wessel

City Clerk/Treasurer – Angela A. Jacobson