

Osakis City Council – Regular Meeting
City Hall – 14 Nokomis Street East
June 12, 2023
7:00 PM

Present: Stephanie Finnegan, Dan Wessel, Alan Larson

Absent: Tim Thornbloom, Laura Backes

Others Present: Angela Jacobson, Craig Dropik, Chad Gulbranson, Eric Jacobson, Jason Schultz, (Echo Press)

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

Motion by Larson, seconded by Wessel, to approve the agenda as presented with moving Project #6 for #60 and #73 for First Responders as an in person discussion, Osakis Public School parking and MPCA bill for legal services. Motion Carried Absent: Thornbloom, Backes

Consent Staff Reports:

- #24 Liquor Store – monthly reports
- #73 First Responders – minutes and report
- #74 Fire Department – report
- #13 Fire Relief
- #76 Police Report and schedules for May and June
- #205 Public Works – monthly report

Motion by Larson, seconded by Finnegan, to approve the general consent items, including the May city bills in the amount of \$381,820.87 and meeting minutes from May 8, 2023 and May 15, 2023. Motion Carried Absent: Thornbloom, Backes

PROJECT #24: LIQUOR STORE

Council received the Liquor Store reports for May. Total profit was \$11,479.20.

Wessel discussed doing a deep cleaning at the Liquor Store. Wessel will help out cleaning until Goodwin finds a permanent person.

Motion by Larson, seconded by Finnegan, to approve to go out for bids for deep cleaning at the Liquor Store. Motion Carried Absent: Thornbloom, Backes

Other items for the council:

- New outside tables and chairs were purchased.
- New blower for inside and outside use was purchased.

Motion by Finnegan, seconded by Larson, to find people/company to stain the deck. Motion Carried Absent: Thornbloom, Backes

PROJECT #343: FIREWORKS

Cost for the fireworks is \$7,031.12.

Funds carried over from 2022 is \$2,209.37. Donations received from Osakis Lake Association, Nelson Community Club and Veterans Brigade were in the amount of \$1,000 each.

Motion by Larson, seconded by Finnegan, to approve the purchase of the fireworks in the amount of \$7,031.12. Motion Carried Absent: Thornbloom, Backes

PROJECT #60: ORDINANCE

Council received Ordinance and Administration Citations process information, Resolution 2023-19, and ordinance change #135 for code 10.98.

The ordinances the council is looking to apply the administrative citations are below:

- 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.

Council discussed:

- Ordinance and administrative citation fees were set at \$50 per day for a maximum of \$1,000.
- Chief Gulbranson received costs from 2 attorneys – Swenson Lervick Law Office (Alexandria) \$195 and Quin Livan & Hughs PA (Long Prairie) \$335.
- Remove 10.98E #6. 10.98F – change to \$1,000.
- Designate two attorneys from list of attorneys to use in appeal presented by Gulbranson.

PROJECT #73: FIRST RESPONDERS

Jason Schultz informed the council:

- Amber Kral has resigned due to not enough time.
- Ellie Pahl also resigned. Pahl will be moving out of Osakis.
- Schultz also will be resigning in November – will have 20 years in and is ready to be done.

PROJECT #25: DOGS

Dog Licenses were due May 1st. Residents received a notice in the Residential Letter sent out in March. Ads were put in the paper for the dog vaccination clinic in April.

Officer Gizinski made phone calls and had mailed letters to those that did not come in by May 1st to get their licenses. As of May 31st, all but one dog owner had been in to purchase their license and that person was issued a ticket.

PROJECT #292: HAZARDOUS BUILDING

Maynard Michels building was discussed. A Building Permit for the rear wall was submitted and Bill Barber (Commercial Building Inspector) has been working with Michels and the contractor to issue the permit. The back wall of the building has been removed.

Matt Kruse has completed the demolition of his building on Main Street East.

Chief Gulbranson had sent out letters to property owners for building repairs. Some are in bad condition but some have made contact with Gulbranson as to their plans for the repairs.

PROJECT #197: WATER PLANT

Rural Development is looking at a funding package for the water tower project.

Eric Mester will review the bids. The city then will award the project to the lowest responsible bidder.

Council received the letter sent to MN PFA to request to be put on the Intended Use Plan.

Resolution 2023-21 was presented by Larson, seconded by Finnegan, to approve to call for bids on the water tower bids to be opened on June 29th, 2023. When put to a vote, the resolution passed unanimously. Absent: Thornbloom, Backes

PROJECT #444: WASTE WATER PROJECT – MPCA

Motion by Larson, seconded by Finnegan, to approve the bill from Flaherty and Hood in the amount of \$1,950.00. Motion Carried Absent: Thornbloom, Backes

OPEN FLOOR:

No public requested to speak.

PROJECT #441: PARK COMMITTEE

Council received a bill from Widseth for Jillian Riener in the amount of \$387.50.

Council received the final First Right of Purchase Agreement for the Engfer property that the Osakis EDA has prepared and completed. Council has been asked if they are ok with having the EDA go through and handle this process.

A letter regarding the shared lane markers was sent to all the properties along Lake Street showing what the markings would look like. Rodger Larson discussed the option of connecting the bike area to the trail instead of the lane just being on Lake Street. Larson thought the bike markers would be better on a side street that has less traffic than on Lake Street.

Council feels it is a good location for connecting the beach, park. Public landing and the downtown. Easier to have a designated lane on the road.

Motion by Wessel, seconded by Finnegan, to approve to put symbols on Lake Street for the shared lane. Motion Carried Absent: Thornbloom, Backes

Motion by Finnegan, seconded by Larson, to approve the Widseth bill in the amount of \$387.50. Motion Carried Absent: Thornbloom, Backes

PROJECT #312: OSAKIS BEAUTIFICATION TEAM

Clerk Jacobson reviewed a Special Event application for August 17th, 2023. The event will be held at the Osakis Public Beach with a food truck at the beach.

Bids were submitted for electrical for the lighting, sand digging toys for the sand area and a mural on the Visitor's Center north wall.

Motion by Larson, seconded by Finnegan, to approve a Special Event application for Osakis Beautification Team for August 17th, 2023 at the Osakis Beach. Motion Carried Absent: Thornbloom, Backes

Motion by Larson, seconded by Finnegan, to approve to have a mural painted on the north wall of the Visitor's Center. Motion Carried Absent: Thornbloom, Backes

Motion by Larson, seconded by Finnegan, to approve lighting in the beach area with the ok of the Public Works Supervisor and bids for the lighting are submitted. Motion Carried Absent: Thornbloom, Backes

PROJECT #156: ENGINEER

No information.

PROJECT #262: SELLING OF CITY LAND

The EDA and Planning & Zoning boards have discussed the possibility of selling the city lot located at 704 Oak Street West. The city uses this lot for snow.

Planning & Zoning reviewed the lot dimensions and it will meet the R-1 (Low Density Residential) lot width and size to divide into two individual lots. The EDA would add the additional water line that would be needed for the second lot.

The EDA then would sell the land to Habitat for Humanity or work on putting housing on the lots.

Clerk Jacobson had discussed selling the lot with Gottwald and he felt it would be ok to sell. The city crew would find other areas to haul snow.

Motion by Finnegan, seconded by Larson, to approve to look at selling the lot and the EDA take care of the process to sell the lot on the corner of 8th Avenue West and Oak Street West. Motion Carried Absent: Thornbloom, Backes

PROJECT #42: CLEAN UP DAY

City wide clean-up day was held on May 20th, 2023.

Total funds collected was \$4,643.00 at the event. \$606 was collected from the curbside pickup. This was the most funds collected so far. We have not received a bill or breakdown from West Central Sanitation for the cost of the dumpsters. Expenses so far are in the amount of \$441.90.

During the pickup of the last dumpster, West Central Sanitation damaged the Liquor Store electronic sign. Damage to the sign is in the amount of \$22,000. West Central Sanitation has been notified of the damage but the city has not heard how they will be handling this.

PROJECT #21: STATE DEMOGRAPHER

Council received a letter from the MN State Demographic Center with the estimated population for the city of Osakis to be 1,808 for the year 2022.

PROJECT #229: ELECTION

Council received a Municipal Agreement for upgrades to the election poll pad. The upgrade will last seven to eight years for a cost of \$437.50.

Motion by Larson, seconded by Finnegan, to approve the Municipal Agreement for the election poll pad in the amount of \$437.50. Motion Carried Absent: Thornbloom, Backes

PROJECT #7: COMMUNITY CENTER

Council was informed of the approval of the Sourcewell Impact Funding Grant. The city will receive \$50,000. The project must be completed within one year.

Council member Larson discussed the following:

- Getting two bids for the cabinets.

- Getting a bid from Builders FirstSource for building a room for cleaning supplies.
- Looking at upgrading tables/chairs and a sound system.
- Purchase a scrubber from a local rep to get a price and repairs if needed.
- Doing something to with the walls – the items need to be able to be taken down and the space used for other events.
- Old cabinets can be placed in the back room for some storage.
- Working on organization of the back room.
- The door to the fire hall needs to be replaced. Getting a bid and cost for the door.

PROJECT #494: DEPARTMENT SUPERVISOR

Mayor Wessel and Thornbloom met with the supervisors on June 7th to have a discussion.

Mayor Wessel and Finnegan will be the personnel committee. More will be discussed at the July meeting.

PROJECT #145: EMPLOYEE SICK/VACATION

Calvin Uhl has asked to carry over vacation hours from last year. Uhl’s anniversary is on June 1st and has a total of 152.75 hours to carry over. Uhl’s contract allows him to carry over 96 hours for a remaining 56.75 hours that would be lost.

This last year, Uhl had to cover for Chief Gulbranson while he was on medical leave for four months, which limited Uhl to take time off.

Council tabled this discussion until a full council is present. Will check if others were granted to carry over extra hours of vacation.

PROJECT #373: POLICY

Juneteenth is now an official holiday authorized by the Federal Government and State of Minnesota. Being this is an official holiday, the city offices would not be open.

Each union has negotiated the Juneteenth holiday in their contract and the council will need to decide if those that are not in the union would receive holiday pay.

Motion by Larson, seconded by Finnegan, to approve Juneteenth as a holiday paid just like the other holidays. Motion Carried Absent: Thornbloom, Backes

Council received information regarding training reimbursement. The council does not have a set policy of how to treat training reimbursements. This was brought up during the policy discussion. Typically, employees that go to training receive per diem or reimbursement for the cost of mileage, meals and lodging if those items are not covered as part of the registration or are already paid. If an employee chooses not to take advantage of the meals provided they are not eligible for reimbursement. Alcohol is not reimbursed. Average allowances are around \$45 per day (breakfast \$11, lunch \$14 and dinner \$20)

Council received a reimbursement request from Calvin Uhl.

Council will discuss training reimbursement at the July meeting.

PROJECT #56: INSURANCE

Mayor Wessel discussed the insurance claim submitted by Calvin Uhl for damage to his personal truck while putting up a camera and moving the speed sign.

Council will see what the League of MN Insurance response is and the cost.

PROJECT #3: ELECTED OFFICIALS TRAINING & SUPERVISOR

Discussion and a power point presentation prepared by Clerk Jacobson regarding the understanding of an elected official and how it applies to the city of Osakis will be put on the July agenda when the full council is in attendance.

PROJECT #382: UNION CONTRACT – CITY

Discussion will be at the July meeting with a full council.

PROJECT #160: OSAKIS PUBLIC SCHOOL

Finnegan presented information from the school meeting:

- Area where the pickup/drop off is currently, is to be put to a school bus drop off/pickup. The entrance would be for buses only.
- The crosswalk in front of the elementary would be over the street.
- Discussed an ideas regarding traffic for pickup/drop offs.
- Discussed safe routes and crossing guards.

Wessel will talk to Justin Dahlheimer about this matter.

Motion by Finnegan, seconded by Larson, to adjourn the meeting at 8:56 p.m. Motion Carried Absent: Thornbloom, Backes

Mayor – Daniel J. Wessel

City Clerk/Treasurer – Angela A. Jacobson