

Osakis City Council – Regular Meeting
City Hall – 14 Nokomis Street East
October 9, 2023
7:00 PM

Present: Dan Wessel, Alan Larson, Laura Backes, Tim Thornbloom, Stephanie Finnegan
Others Present: Angela Jacobson, Reenie Goodwin, Eric Jacobson, Moli Swenstad, Becky Hensley, Tonya Danielson, Lori Koenig, Calvin Uhl, Chad Gulbranson, Amber Kral, Jeremy Pederson (Osakis Anchor), Greg Gottwald (arrived 7:27)

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

Motion by Backes, seconded by Thornbloom, to approve the agenda as presented with the addition of Nero Engineering bill, First Responder minutes, October overtime report. Motion Carried

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
- #205 Public Works – monthly report

Council discussed the overtime report:

- Liquor Store – overtime in the amount of \$1,919.
 - Jessica was out – Goodwin has the schedule
 - Extra shift is the reason for the overtime. Need to clarify what reason for the overtime of extra shift is.

Motion by Backes, seconded by Finnegan, to approve the general consent items, including the September city bills in the amount of \$264,928.25 and meeting minutes from September 11, 2023 and October overtime report and #73 First Responder minutes. Motion Carried

PROJECT #84: BUDGET

Council discussed the spending limit of a supervisor before approval is required. In the past, the amount has been \$2,500. Council has discussed an increase to \$4,000 or \$5,000.

Motion by Larson, seconded by Thornbloom, to approve to allow a supervisor to spend up to \$5,000 before council approval. Motion Carried

PROJECT #24: LIQUOR STORE

Goodwin showed the council the schedule for last month and the reason regarding overtime.

Discussed scheduling a meeting about the Liquor Store to talk about concerns, issues and how much profit.

Goodwin stated last year at this time, profits were \$22,400. Sales are \$160,000 more than last year at this time.

Customer appreciation day will be October 14, 2023:

PROJECT #76: POLICE

Chad Gulbranson reviewed information on a suggested wage change of part-time police officers.

Discussed part-time police officers wage – part-time should not be making more than other full-time police department officers. Longevity experience would be needed to make a step to the next level.

Liquor Store is having the same issues with employees.

Council wants to see part-time officer’s wages form similar communities to compare.

Council reviewed the quotes for the impound fence removal:

- Fence All \$8,111.64
- Century Fence \$9,977.00

Costs seem to be high and would like to see if someone could remove it cheaper. Possibly the city crew.

A call was questioned by the council – city police were called to a call out of city limits for loud music.

OPEN FLOOR:

Lori Koenig commented on trucks driving on 2nd Avenue East and Pike Street East – these are residential streets – not the same as a highway.

If they have a CDL they know what streets they can drive and can’t drive in residential areas.

Koenig commented that 22 kids live within a block of her house and is concerned for the kids and pets.

Becky Hensley asked about the Safety Resource Officer (SRO) and if it is on hold.

Gulbranson said the legislation is clarifying it and they are waiting on the changes.

Hensley stated that others have reinstated the SRO in schools. Osakis High School feels it’s clarified.

Gulbranson hasn’t received anything but will check tomorrow.

Calvin Uhl stated he was the union steward and should have had a signed complaint regarding the clarification of a July 24th call for the Osakis Police Department that was out of town.

Backes stated it was a question on a call that was responded to.

Calvin Uhl discussed the damage to his trailer that happened on May 2nd, and wants Mayor Wessel to pay for it.

Mayor Wessel and Uhl will meet themselves to discuss.

Fire Department open house will be on Wednesday, October 11th from 3:00 p.m. to 6:00 p.m.

PROJECT #60: ORDINANCE ADMINISTRATIVE CITATION

Gulbranson and Jacobson updated the council:

- Gulbranson will do the administrative citation system – Megan will review for accuracy.
- Jake Huebsch road with Gulbranson and stated the community looks good.

- Huebsch, Gulbranson and Lynnette Swenstad will go around and look at all. Remind residents of the administrative citation and educate on this process. Property owners will be sent letters not in compliance. Huebsch will come in the spring for another ride along. At this point, he will send out the letters to fix or a fine may be assigned.

Jacobson stated that the administration citation ordinance was codified.

PROJECT #197: WATER / WATER PLANT PROJECT

Motion by Thornbloom, seconded by Backes, to approve pay application #1 to Eagle Construction for the water plant in the amount of \$47,500 and the bill for Nero Engineering in the amount of \$16,575. Motion Carried

When the tank arrives, they can get started on the water plant project.

PROJECT #205: PUBLIC WORKS

Highest number of flow this spring in the ponds. Discharged with no treatment.

Discussed the pumps needed for the water plant – Will check with David Patterson if he has pumps and not so much lead time.

PROJECT #216: EMPLOYEE PAY / ON CALL PAY

Gottwald discussed the on call pay for the public works department.

Discussed drafting language – talk to other cities about what they have.

Mayor Wessel asked about parameters – policy to follow if on call.

The city can figure out if they need to follow a policy. Contract he saw states if follows a substance abuse policy.

PROJECT #468: SPECIAL EVENT

Council reviewed applications for Trunk & Treat and for the Holiday Light Parade.

Trunk & Treat will be on October 31 from 3 p.m. to 5:00 p.m. Requesting to close Central Avenue and Main Street East.

The Chamber is also requesting the run the fireworks for the Holiday Light Parade through the cities insurance. The Osakis Fire Department will set of the fireworks and the Chamber will pay for them.

Motion by Finnegan, seconded by Larson, to approve the Special Event Licenses for Trunk & Treat on October 31 from 3:00 p.m. to 5:00 p.m. on Central Avenue and Main Street East and the Holiday Light Parade on December 1st from 5:30 p.m. to 9:00 p.m. and blocking of the streets and for the city to carry the insurance for the fireworks. Motion Carried

PROJECT #312: PARK BEAUTIFICATION TEAM

The dock will not go in until next spring.

PROJECT #441: PARK COMMITTEE

The park committee met on September 26th and discussed the park planning process.

The group discussed the park planning phases. The group was in favor of doing Phase I that includes Park Osagi.

The group recommended the most cost effective option which is WSB. WSB also stated they would apply for the grant for free.

Motion by Backes, seconded by Thornbloom, to approve the Master Park Plan process with WSB for Phase I to Park Osage and Phase II to Central Park for \$20,164 and apply for the grant for the projects at the same time. Motion Carried

Motion by Backes, seconded by Finnegan, to approve to pay the July and September bills from Widseth in the amount of \$1,315. Motion Carried.

PROJECT #294: TRUCK TRAFFIC

A meeting was held October 2nd, 2023 to discuss truck traffic on 1st Avenue East by the school. Local businesses and trucking companies attended.

Outcome of the meeting:

- Tim Erickson (DO Cty Engineer) will put together information for google and apple to change the route to the 4 way stop if allowed.
- Erickson will look into signage for “no through traffic” or “local traffic only” on 1st Avenue East/Co Rd 3.
- Al Larson will contact companies that are commonly seen on the street and let dispatch know there is a better more efficient route to get through the city faster.
- Residents with concerns were contacted to attend the October 9th meeting for the council to give information on how they will move forward to try to alleviate the traffic concerns.

Other discussion included:

- School speed zone by the school – reduce during school hours or during in and out hours.
- Flashing lights for school zone ahead – installed to slow traffic during designated hours.
- Research of common truck users of 1st Avenue East – contact their dispatch to inform them of an alternative route.

Moli Swenstad commented about the jake breaking in town. Noise ordinance should be enforced.

PROJECT #124: SIGN

Council reviewed a quote for flashing lights on Hwy 27.

Jacobson updated the council – the 2 flashing lights were ordered. Douglas County will install them once they are here and also install 2 flashing lights on the county road. Cost of the lights was \$3,485.60

PROJECT #156: ENGINEER – WSB ENGINEERING / BOLTON & MENK

Council would like to try WSB on the park planning project at this time.

PROJECT #7: COMMUNITY CENTER

Larson has been working on receiving quotes for the kitchen, storage room and scrubber.

The quotes will be available for the next council meeting.

Mayor Wessel will get a final price on the floor scrubber to order.

PROJECT #196: FEE SCHEDULE

Council reviewed the proposed 2023 Fee Schedule. Discussed FEMA charges and county. Data request fee is not needed – on the form to request data.

PROJECT #3: ELECTED OFFICIALS / TRAINING

Practical Leadership for Building Engaged Teams is open for registration. The training will be held on November 2, 2023 from 8:30 a.m. to 3:00 p.m.

PROJECT #286: DONATIONS

Resolution 2023-34, 38 was presented by Larson, seconded by Finnegan, to approve donations to the city of Osakis for the purposes of DARE, the Bike Rodeo, National Night Out, general donations and Park Equipment and Improvements. When put to a vote, the resolutions passed unanimously.

PROJECT #309: CITY HALL

Quotes were received for the replacement of the city hall parking lot:

- Paul Swartz Asphalt Paving – \$27,780
- Mark Lee Asphalt – \$25,600
- Swanson Concrete – \$18,460 (this was for replacing only the drive lane with concrete and if we want to replace the entire lot the cost is \$36,920)

Gottwald mentioned that his budget and the small city aid money would be enough to cover the cost of the parking lot and the road repairs for this year.

Council approved to use the old police vehicle for travel uses. Total estimate for repairs is \$1,348.00.

Council stated that no personal use of vehicle / trailers for any city purposes are to be used from this day forward unless a city vehicle is not available for travel.

Motion by Backes, seconded by Thornbloom, to approve to have Ultimate Auto Care fix the old police vehicle issues and can be used for travel by all city employees and volunteers. Motion Carried

Motion by Larson, seconded by Backes, to approve Mark Lee Asphalt’s quote for \$25,600 for replacing the city hall parking lot. Motion Carried

PROJECT #242: WEST CENTRAL INITIATIVE

Council received a letter from West Central requesting funds to help with their projects.

Council would like the EDA to discuss this request.

PROJECT #321: VISITOR’S CENTER

Council received the tally of visitors for the 2023 season.

Total cost for staffing was \$4,635.00. Donations received for staffing was \$1,700.

Council reviewed a quote to replace the carpet and tile in the entry, bathroom and kitchen in the amount of \$5,716.11.

Council requested to get another quote.

Council will discuss at a future meeting the use of the Visitor’s Center and if they want to continue staffing during the summer and if there is another use for the building.

PROJECT #213: BEACH / LIFEGUARD

Council received the tally of visitors for the 2023 season. Total cost for staffing was \$9,661.

Larson talked about the school building a structure for a pop machine and vending machine. Could use for a fund raiser for both.

Council took a five minute recess.

Motion by Larson, seconded by Finnegan, to close the regular meeting and open a closed meeting to discuss personnel subject to authority – Liquor Store manager. Motion Carried

Motion by Backes, seconded by Larson, to close the closed meeting and reopen the regular meeting. Motion Carried

Council discussed sending out notices to all employees to refrain from discussion of political views while at work.

Motion by Larson, seconded by Thornbloom, to adjourn the meeting at 9:45 p.m. Motion Carried

Mayor – Daniel J. Wessel

City Clerk/Treasurer – Angela A. Jacobson