

Osakis City Council – Regular Meeting
City Hall – 14 Nokomis Street East
January 8, 2024
7:00 PM

Present: Dan Wessel, Laura Backes, Tim Thornbloom, Stephanie Finnegan, Al Larson
Others Present: Angela Jacobson, Greg Gottwald, Tonya Danielson,, Reenie Goodwin, Travis Middendorf, Jason Brown, Chad Gulbranson

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

Motion by Larson, seconded by Finnegan, to approve the agenda as presented with the addition of MMBA, Liquor Store cleaning & Flaherty & Hood. Motion Carried

Motion by Backes, seconded by Finnegan, to approve the general consent items, including the December city bills in the amount of \$293,303.50 and meeting minutes from December 12, 2023. Motion Carried

Consent Staff Reports:

- #74 Fire Department – report
- #13 Fire Relief
- #76 Police Report and schedules

Motion by Backes, seconded by Larson, to approve the bill from Flaherty & Hood in the amount of \$423.75. Motion Carried

PROJECT #74: LIQUOR STORE

Council received Liquor Store reports. Sales for 2023 was 1.2 million.

Discussed MMBA coming to do a review of the Liquor Store operations and give recommendations for improvements.

Goodwin received 2 quotes for cleaning at the Liquor Store:

- Servepro - \$5,214.95 (does not include cleaning the tables and chairs)
- Peggy Kortuem - \$5,300 (includes cleaning the tables and chairs)

It was suggested an employee's cleaning checklist to completed. This will help keep the cleaning costs down.

Motion by Larson, seconded by Finnegan, to approve to hire Peggy Kortuem to clean the Liquor Store at \$5,300.00. Motion Carried

Council received a list of Nelson's Community Assoc. donations to the Osakis community.

PROJECT #74: FIRE DEPARTMENT

Fire Department Officers are as follows:

- Chief – Travis Middensorf
- 1st Asst. Chief – Adam Trisco

- 2nd Asst. Chief – Kyle Kostrzewski
- Training Officer – Eric Zwilling

Relief Association Board:

- President – Kyle Kostrzewski
- Vice-President – Ryan Larson
- Treasurer – Bob Kallstrom
- Secretary – Craig Schultz
- Board Member 1 – Adam Trisco
- Board Member 2 – Matt Kral

Motion by Backes, seconded by Larson, to approve the Fire Department officers and Relief Association Board members for 2024 as presented. Motion Carried

PROJECT #76: POLICE

Discussion of part-time wage changes for years of service. Gulbranson feels if wages increase, he could get more part-time help to cover shifts.

Motion by Larson, seconded by Finnegan, to approve to move the 2 part-time officers with experience to step 3 and based on experience for new part-time help. Motion Carried Opposed: Backes

PROJECT #60: ORDINANCE ADMINISTRATIVE CITATION

Gulbranson – working to integrate into the system. City attorney is reviewing. Gulbranson and Swenstad have not done a ride around yet. Will notify the residents of the ordinance change. Jake Heusch will put together a list of those to enforce.

PROJECT #73: FIRST RESPONDERS

Resignation letters from Jason Schultz and Brenda Majerus.

Backes will meet with Shannon Graff to discuss First Responders.

Motion by Backes, seconded by Thornbloom, to approve the resignation letters with regret from Jason Schultz and Brenda Majerus. Motion Carried

PROJECT #151: STREET REPAIR – PLANNING

Gottwald will have WSB in the next week to get information on Pike Street, city shop and the water service line on 8th Avenue and Oak Street.

PROJECT #197: WATER PLANT

Council was informed that mid-April will break ground for the project.

OPEN FLOOR

Tonya Danielson (609 7th Avenue West) expressed her concerns about the cost of a PO Box for the Chamber. Wessel will discuss with the post office.

Danielson also mentioned a meeting that will be at Osakis Pub on January 31st at 6:00 regarding Taste of Osakis. Need chairs to run the committees.

PROJECT #152: BROADBAND SERVICES

Motion by Thornbloom, seconded by Finnegan, to approve a letter of support for broadband services for Todd County residents. Motion Carried

PROJECT #3: ELECTED OFFICIALS TRAINING

Council was reminded of the Elected Leaders Training on February 23rd and 24th. No council members will be able to attend.

PROJECT #229: ELECTION

Council received the corrected resolution from December regarding the requirement to count all write in votes in any given local election.

Council received a list of election judges for the 2024 election year.

Motion by Larson, seconded by Finnegan, to rescind the motion for Resolution 2023-42. Motion by Finnegan, seconded by Larson, to approve Resolution 2024-04 for election write-in votes. Motion Carried

Motion by Backes, seconded by Thornbloom, to approve the election judges for 2024 PNP/Primary and General Election. Motion Carried

PROJECT #488: NEWSPAPER

Motion by Backes, seconded by Finnegan, to approve the 2024 official newspaper bid from Long Prairie Leader/Osakis Anchor. Motion Carried

PROJECT #451: COUNCIL MEETINGS

Council reviewed a list of the 2024 regular meetings. Veteran's Day falls on Monday, November 11th and will be moved to Tuesday, November 12th.

Motion by Backes, seconded by Thornbloom, to approve the second Monday of each month at 7:00 p.m. at city hall for the 2024 city council meetings. Motion Carried

PROJECT #196/46: FEE SCHEDULE/WATER & SEWER RATES

Motion by Backes, seconded by Thornbloom, to approve the 2024 Fee Schedule. Motion Carried

Motion by Backes, seconded by Thornbloom, to approve the 2024 water and sewer rate increase. Motion Carried

PROJECT #104: MAYOR APPOINTMENTS

The 2024 Mayor Appointments will be reviewed in February.

PROJECT #109: LICENSES

Council received a list of the 2024 Licenses submitted.

Motion by Backes, seconded by Finnegan, to approve the 2024 Licenses as presented. Motion Carried

PROJECT #286: DONATIONS

Council reviewed a resolution for donations made to the city since October 2023.

Resolution 2024-01 and Resolution 2024-02 were presented by Backes, seconded by Thornbloom, to approve donations to the City of Osakis for the purposes of Park Equipment and Improvements, First Responders, General Donations and Police Department. Motion Carried

PROJECT #406: EASEMENT

Council received an Easement Encroachment Agreement for parcel #93-0279-000. The agreement has been reviewed by the city attorney and had no issues with approving.

Motion by Larson, seconded by Thornbloom, to approve the Easement Encroachment Agreement for parcel #93-0279-000. Motion Carried

PROJECT #387: CROSSWALK

Mayor Wessel is looking into flashing lights by Brothers Market.

PROJECT #124: SIGN

Mayor Wessel is still working to get other businesses to advertise on the west side sign.

PROJECT #312: PARK BEAUTIFICATION TEAM

No updates.

PROJECT #441: PARK COMMITTEE

Draft language for the park commission was reviewed by the council.

Jacobson commented that the council should review the language and adoption at the February meeting after the Park Committee discusses who they want to commit to being on the board.

PROJECT #7: COMMUNITY CENTER

Horizon Public Health reviewed the bid for the kitchen cabinets and Doug stated that everything looked great. An award letter and deposit check was sent to Howard Swenstad.

The flooring and white milk board in the kitchen will also be replaced. The ceiling grid will try to be cleaned and painted or it may need to be replaced also.

PROJECT #472: MN HOUSING/2024 MN CITY PARTICIPATION PROGRAM (MCP)

Anyone in the state of Minnesota is eligible to participate in the MN Housing program. The city of Osakis is on the approved participation list and has the first option to the funds as the general public.

The program allocates funds to your community through the state program to use for first time home buyers for a down payment or help with closing costs.

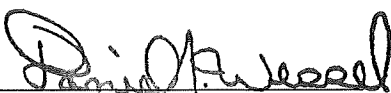
The city of Osakis was enrolled in the program in 2023 and by the end of the year the city met the requirement of more than the 50% of the allocated funds and are able to apply for the 2024 program.

Motion by Larson, seconded by Finnegan, to approve the MCP application program. Motion Carried

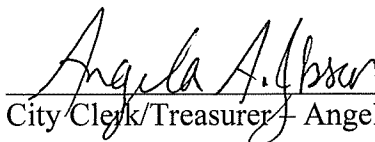
PROJECT #321: VISITOR'S CENTER

Motion by Backes, seconded by Finnegan, to approve the bid from Hennen Floor Covering in the amount of \$5,716 and to get it scheduled. Motion Carried

Motion to adjourn the meeting at 8:35 p.m. Motion Carried



Mayor – Daniel J. Wessel



City Clerk/Treasurer – Angela A. Jacobson