

Osakis City Council – Regular Meeting
Osakis City Hall – 14 Nokomis Street East
January 13, 2025
7:00 PM

Present: Judy Dvorsak, Laura Backes, Tim Thornbloom, Stephanie Finnegan, Randy Anderson
Others Present: Angela Jacobson, Paul Sandy, Calvin Uhl, Don Williamson, Jeff Bertram, Sharon Fredrickson, Natasha Seidel, Shirley Stern, Craig Dropik, Tonya Danielson, Chub Hensley, Margaret Senn, Lisa Johnson, Paul Hartmann, Sharon Dirkes, Eric Jacobson, Chad Redetzke, Joe Nathe, Curtis Nagel, Mike Kral (Scouts and Leaders – Dan Finnegan, Dan Nelson, MaKayla Finnegan, Skylar Larson, Thomas Finnegan, Ashton Pastian, Jared Nelson)

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

Motion by Finnegan, seconded by Thornbloom, to approve the agenda as presented. All Ayes

Motion by Anderson, seconded by Backes, to approve the general consent items, including the December city bills in the amount of \$449,924.14, meeting minutes from December 10, 2024. All Ayes

PROJECT #76: POLICE

Backes wanted to discuss the AVLs in the police squads as previous discussion at the December meeting.

Gulbranson – AVL had technical issues last year and the licensed expired. It was looked into and renewal sent out the information to a wrong email.

Gulbranson – will get it fixed by the end of the week and all squads will have AVL working.

PROJECT #196: FEE SCHEDULE

Council received the 2025 Fee Schedule.

PROJECT #368: XCEL ENERGY

Council received a letter from Xcel Energy regarding rate increases.

PROJECT #414: SURPLUS SALE

The total of the surplus sale was \$7,064.04.

PROJECT #451: COUNCIL MEETINGS / SCHEDULE FOR 2025

Council received a 2025 Meeting Calendar and January Event Calendar. Location of the meetings unless otherwise posted is Osakis City Hall, 14 Nokomis Street East, Osakis, MN 56360.

Time of the meeting is at 7:00 p.m. on the 2nd Monday of each Month.

The only council meeting that falls on a holiday is October 13th (Columbus Day). The council can hold meetings on this day according to state statute.

Motion by Backes, seconded by Finnegan, to approve the 2025 regular council meeting schedule as listed within the staff report. All Ayes

PROJECT #104: MAYOR APPOINTMENTS

Mayor Dvorsak put together her recommendations for the 2025 Mayor Appointments. The only position open is the Industrial Park Representative for the EDA. The EDA requests interest from property owners in the Industrial Park and both Joachim Wiener and David Schroers would be willing to be on the board.

The EDA will meet to approve an Industrial Park Representative.

Motion by Backes, seconded by Thornbloom, to table the recommendation for the 2025 Mayor Appointment approval until the February meeting. All Ayes

PROJECT #109: LICENSES

Council received the 2025 License renewals. The renewals for the licenses have provided the required documentation to renew the license with one business still needing to provide sales information.

Motion by Finnegan, seconded by Anderson, to approve the 2025 License renewals as presented as long as all license application information has been submitted. All Ayes

PROJECT #488: NEWSPAPER

All statutory cities are required to designate an official newspaper annually. All required legal documents and notices for the City of Osakis will be published in the official newspaper.

Mayor Dvorsak opened the sealed bid:

- Long Prairie Leader - \$8.50 for 1 in column. This is an increase of \$1.00. Weekly newspaper.

Motion by Thornbloom, seconded by Finnegan, to approve the Long Prairie Leader as the official newspaper for the City of Osakis for 2025. All Ayes

PROJECT #22: CLERK

Council received Electronic Funds Transfer Form, Resolution and 2024 Budget.

Motion by Finnegan, seconded by Thornbloom to approve the Electronic Funds Transfer Form for 2025 to authorize City Clerk Angela Jacobson. All Ayes

Resolution 2025-02 was presented by Finnegan, seconded by Anderson, to approve official depositories of the City of Osakis. When put to a vote, the resolution passed unanimously.

Motin by Thornbloom, seconded by Backes, to approve Clerk Jacobson to attend the Clerks Conference to be held March 18th to the 21st in Brooklyn Center at a cost of \$495.00. All Ayes

PROJECT #24: LIQUOR STORE

Council received the following Liquor Store reports:

- Statement of Revenue and Expense.
- Liquor Store – 2 year Revenue and Expenditures.
- Liquor Store Revenue and Expenditure On/Off Sale.
- Liquor Store Sales
- Session Summary for 2024
- January 1st Inventory – difference of \$-15,366.34.

- Gambling Rent.
- December Off Sale \$-27,799.23
- December On Sale \$-14,739.77
- Total Loss \$-45,002.42
- Cost for installing holding tanks \$44,771.50

Troy Benning has only been at the Liquor Store for a month and has been working with the Liquor Store Committee (Backes, Thornbloom and Jacobson).

Inventory was completed on January 1st. Council received a copy of the inventory before and after completed.

Inventory variations will be reviewed by the auditors.

PROJECT #73: FIRST RESPONDERS

Council received the First Responder report for December.

Motion by Backes, seconded by Finnegan, to approve the First Responder officers for 2025. All Ayes

PROJECT #74: FIRE DEPARTMENT

Fire Department Officers for 2025:

- Chief – Craig Dropik
- 1st Asst. Chief – Travis Middendorf
- 2nd Asst. Chief – Kyle Kostrzewski
- Training Officer – Allan Stoll
- Treasurer – Bob Kallstrom
- Secretary – Craig Schultz

Relief Association Board:

- President – Kyle Kostrzewski
- Vice-President – Matt Kral
- Board Member 1 – Adam Trisco
- Board Member 2 – Chad Zimmer

Meeting with the townships is scheduled for February 19th, 2025 at 7:00 p.m. Mayor Dvorsak and Councilmember Backes should attend the meeting. May 4th is scheduled for the Fire Department Pancake Breakfast.

Motion by Anderson, seconded by Thornbloom, to approve the Fire Department Officers and Relief Association Board Members for 2025. All Ayes

PROJECT #60: ORDINANCE / ADMINISTRATIVE CITATION

Council received a list of the properties that had been sent an administrative letter.

Gulbranson gave an update on the progress of the Administrative Citation Ordinance. There were no changes – attachment is the same as last month.

Gulbranson will have Steve Jones (Sourcewell) do a ride along in March or April to get anyone that was not on the list.

PROJECT #197: WATER PLANT / WATER TOWER

Motion by Finnegan, seconded by Thornbloom, to approve Pay Application #13 for Eagle Construction in the amount of \$78,375.00. All Ayes

PROJECT #275: PIKE STREET PROJECT / INDUSTRIAL PARK

Paul Sandy updated the council on the progress for the DEED Grant and the Pike Street Project:

- Project is designed.
- Grant is prepared – waiting on the county for the value if developed. Will submit the grant when completed.

PROJECT #505: LAVENS LAKEVIEW DRIVE

Paul Sandy updated the council on the concept of Lavens Lakeview Drive:

- Comprehensive Review – limited number of rural properties is not feasible.
- High level view of costs – expensive to put in a road.
- Dirt road – no public utilities. Closest location is at the Osakis Country Club. Look at the direction to bore water/sewer (sewer – put in private pump)
- Storm Sewer: 8th Avenue – rural section/Lavens Lakeview Drive – more curb and gutter.
- Size is based on the size of 8th Avenue. East.
- Costs – Roadway and Storm Sewer is \$1,878,903.00. 6” sewer is \$809,784 for public side. Connect 6” water line for \$1,052,506.00.
- Total cost is \$3,741,213.12

Local improvement policy: Sewer installation to property for service line – assumes you already have a main line in the roadway.

Notation of the ordinance – so if paving, all services are out of the roadway for connection.

For the roadway – 75% of the cost is to the property owner. For the Storm Sewer – 25% of the cost is to the property owner.

Would be high assessments – large lots so the cost is a lot greater.

Paul Sandy can do an estimate of the assessments per lot.

Discussed scheduling a public hearing date of sending our letters. Will work with Paul Sandy to get estimated to send out letters to property owners.

PROJECT #441: PARK COMMITTEE

The Park Committee is applying for a DNR Outdoor Recreation Grant in the amount of \$225,000. The grant has a matching component of 50%. We have been approved to designate matching funds from the Olson Funds to the project.

Council reviewed Phase I and Phase II of the project:

- Phase I includes large picnic shelter with garage doors, restroom and kitchenette space, water and sewer, concrete pavement around the shelter and a walkway to the overlook.
- Phase II is being applied for by the DNR Grant consisting of demo or current shelter, general earthwork, landscaping, seeding, splash pad area with a flow through system, decorative concrete, water line, bituminous pavement and parking area.

Motion by Finnegan, seconded by Backes, to approve WSB proposal for Phase I Final Design in the amount of \$53,610. All Ayes.

OPEN FLOOR

Paul Hartmann commented to use recycled asphalt for the base of the street, pack it well for a solid base.

Hartmann – don't touch the trees, they help keep from erosion. It was stated that not all they trees will be cleared. Just taking care of the brush to have a view of the lake. Dead trees will be cleared and plant new trees.

April 8th is the school referendum vote. Asked if a tax payer forensic audit can be put on the ballot.

Clerk Jacobson stated there is a time line for when something else can be put on their ballot.

Natasha Seidel – lives on the road to Lavens Lakeview Drive. Would like the paper work of the feedback on the process to see if people support it.

PROJECT #312: OSAKIS BEAUTIFICATION TEAM

Council received a letter from the Osakis Beautification Team and the 2024 funds spreadsheet.

Hootenanny is scheduled for February 22nd.

PROJECT #7: COMMUNITY CENTER

The Community Center backroom has been completed. Final bills have not been received. Al Neumann discussed having cabinets for groups to keep their items in and also janitorial items.

Mayor Dvorsak mentioned the old folding chairs and tables – store or sell them?

PROJECT #213: BEACH / HOUSEBOAT

Jeff Martin was not in attendance to discuss the houseboat idea. Will try to make in for the February meeting.

PROJECT #126: SPEED

Shirley Stern was in attendance to discuss speeding and lack of attention to the speeding on Hwy 82 by 301 Nokomis Street East.

Stern – speeding is bad going out of town. Asked about the 40 mph speed sign by 4th Avenue – could it be lowered to 30 mph?

Douglas County Public Works had solar speed signs on 82.

City would have to petition the county / state to do a speed study. When the police are parked there, there are no speeders when they see the cops.

Stern said she is concerned about kids on foot.

Gulbranson stated – can put sign up a digital speed sign with the electric sign, data can be pulled.

PROJECT #80: GARBAGE SERVICE

Council received a RFP (Request for Proposal) draft copy and 2028 contract pages with pricing.

The garbage contract with West Central Sanitation is from April 2018 to April 2025. This was a 7 year contract and is time to negotiated the contract or go out for RFP's from all garbage companies.

Jeff Burtram (West Central Sanitation) was in attendance and stated they have raised rates only 3% in the last 7 years.

Motion by Thornbloom, seconded by Anderson, to approve a sub committee meet with Jeff Burtram. All Ayes.

Mayor Dvorsak will contact Burtram when to meet.

PROJECT #249: PLANNING & ZONING

The December Planning & Zoning meeting was cancelled.

Council received a draft copy of the proposed Cannabis Ordinance. A public hearing will be scheduled January 16th, 2025 at 7:00 p.m. at the Ed Pollard Community Center.

PROJECT #102: EDA

The EDA has a lot for sale:

- 505 8th Avenue West – asking price is \$30,000.
- Is for sale to build a dwelling on.
- EDA is asking for offers to be submitted by their next meeting on January 27th, 2025.

Anyone with concerns of selling the lot can attend the EDA meeting.

Motion by Finnegan, seconded by Backes to approve the December 16, 2024 EDA minutes with changing Thornbloom in the minutes. All Ayes

PROJECT #472: MINNESOTA HOUSING 2025 / MINNESOTA CITY PARTICIPATION PROGRAM (MCP) APPLICATION

The City of Osakis was enrolled in the program in 2023 and 2024. We have met the requirement of more than the 50% of the allocated funds so the city is able to apply for the program for 2025.

Motion by Thornbloom, seconded by Anderson, to approve the City of Osakis to participate in the MCP Program for 2025 and authorize Clerk Jacobson to submit the application. All Ayes

PROJECT #286: DONATIONS

Donations have been received for the Osakis First Responders and Osakis Beautification Team. These donations help keep the programs operating in our community.

Resolution 2025-01 was presented by Finnegan, seconded by Backes, to approve donations to the City of Osakis for the purposes of the Osakis First Responders for equipment, supplies and training and to the Osakis Beautification Team for park equipment and improvements. When put to a vote, the resolution passed unanimously.

PROJECT #373: POLICIES

Council reviewed the draft copy of the Personnel Policy with Christina from Flaherty and Hood in September.

Council would like to discuss at a workshop to review.

Motion by Finnegan, seconded by Thornbloom, to table the Personnel Policies for discussion at a workshop. All Ayes

PROJECT #260: COUNCIL INFORMAITON

Mayor Dvorsak discussed the following:

- Live Stream the meetings – Mayor Dvorsak would like to do this for council meetings.
- Council emails
- Council packet on the city website – not proprietary items.
- FFA presentation of parliamentary procedures – will be February 6th at the school. 7:15 a.m. or 3:30 p.m. Will take about 30 to 45 minutes.

PROJECT #110: GAMBLING

Discussed a priority list for gambling and goals. The gambling groups will meet in the 2nd quarter and work on priorities with the EDA.

PROJECT #43: BOARD OF REVIEW

The council was informed they will receive an email with a link to the Board of Review Training. Currently, Backes is the only council member trained until 2026.

PROJECT #3: ELECTED OFFICIALS TRAINING

Council members are required to attend the League of MN Cities training. City pays the cost of the training and mileage.

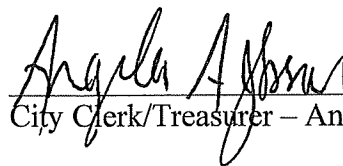
Online training begins February 19th and in person training is February 28th and March 1st.

Mayor Dvorsak will attend.

Motion by Finnegan, seconded by Thornbloom, to adjourn the meeting at 9:00 p.m. All Ayes



Mayor – Judy Dvorsak



City Clerk/Treasurer – Angela A. Jacobson

