

**Osakis City Council – Regular Meeting**  
**Osakis City Hall – 14 Nokomis Street East**  
**February 10, 2025**  
**7:00 PM**

Present: Judy Dvorsak, Laura Backes, Tim Thornbloom, Stephanie Finnegan, Randy Anderson  
Others Present: Angela Jacobson, John Peterka, Eric Meester, Paul Sandy, Paulette Dunn, Jeremy Pedersen, Taylor Williams, Don Williams, Justin Dahlheimer, Lisa Johnson (Echo Press) Chad Gulbranson, Mark Reicks, Karen Reicks, Craig Dropik, Amber Kral, Troy Benning, Kevin Helm, Sierra Helm, Calvin Uhl

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

Motion by Backes, seconded by Anderson, to approve the agenda as presented with the removal of Project #213, Beach Houseboat. All Ayes

Motion by Finnegan, seconded by Backes, to approve the general consent items, including the January city bills in the amount of \$583,268.38, Inspectron's bill in the amount of \$11,029.82 and meeting minutes from January 13, 2025. All Ayes

**PROJECT #104: MAYOR APPOINTMENTS**

Mayor Dvorsak put together her recommendations for the 2025 Mayor Appointments.

EDA made a recommendation to change their by-laws to add one more position – Community at Large. EDA board recommended Joachim Wiener and David Schroers to fill the positions.

Stephanie Finnegan was removed from the negotiating committee. Backes or Anderson will be added depending on availability.

Motion by Backes, seconded by Thornbloom, to approve the 2025 Mayor Appointments. All Ayes

**PROJECT #22: CLERK**

Clerk Jacobson reviewed the checking and savings balances.:

- City receives taxes and LGA (December and June). Funds help cash flow from month to month.
- Through negotiations with the local bank, the city received an additional \$137,000 interest for all funds in 2024, of that \$67,948 in the general fund.
- These funds help to save for equipment and projects so funds do not need to be increased annually.
- Will see savings higher to capture as much as we can in interest.

Motion by Finnegan, seconded by Thornbloom, to approve to transfer \$50,388.15 from the 518 fund to the 519 fund for the Main Lift 2022A Bond. All Ayes

**PROJECT #373: POLICY**

As of January 2025, changes were made to the ESST language:

- If an employer provides employees with sick or other paid leave that is more than the amount required under the ESST law for absences due to personal illness or injury, the additional sick time must meet the same requirements as the ESST hours, other than the ESST accrual requirements when it is used for an ESST qualifying purpose.

- With the law changes for ESST and sick requirements, they can be combined into one balance. Motion by Thornbloom, seconded by Anderson, to approve to combine the sick time and ESST time balances into one category. All Ayes

**PROJECT #24: LIQUOR STORE**

Council received the January Liquor Store reports. Clerk Jacobson noted the January rent in the amount of \$4,797.26 from the Nelson Community Assoc. was not included.

Troy Benning has the discretion to spend up to \$5,000. Can complete Mission Mechanical project for upgrades to the water line leaks and the ice maker.

Finnegan asked about the shortage for the pull tabs for January. Benning said the pull-tab ticket and receipt tag was gone so that was not accounted for. Benning will work on a policy to address a process to follow.

Finnegan discussed the article in the paper regarding inventory.

Benning stated he is working with BNG. The cost is being put in but not pulling the product right. Invoices may not have been put in correctly. Quarterly inventories will focus on the items with mistakes. BNG – can only do 1/2 price. Is no buy one get one free. Overpouring will be changed. There will be an upcharge for those who want more liquor in their drinks. Benning is training the employees to pour correctly.

Benning discussed the camera – it only retains images in the camera for 2 weeks. Benning would like to look into a new camera system.

Also discussed promotions – will be doing sales and advertising on the radio, digital sign, local paper and Facebook. Some events to include wine tasting and bourbon tasting in the future.

**PROJECT #60: ORDINANCE – ADMINISTRATIVE CITATION**

Gulbranson updated the council on the progress of the Administrative Citation Ordinance.

Gulbranson will get together with Steve Jones (Sourcewell) to do a drive through the town in April.

**PROJECT #76: POLICE**

Council received a resolution to approve part-time officer Austin Becker to be in the Police PERA. Becker finished up training last week.

Gulbranson said the speed sign was put up last week on County Road 82 before the 30-mph speed zone. It flashes when they hits 30-mph.

Tasers are 20 years old, cost to replace is \$1,800 each. Gulbranson will be asking the gambling organizations for funds to help pay for them. Balance could come out of the forfeiture funds.

AVL is all up and functioning – no issues.

Resolution 2025-04 was presented by Finnegan, seconded by Anderson, to approve part-time officer Austin Becker to be in the Police PERA. When put to a vote, the resolution passed unanimously.

### **PROJECT #203: SNOW REMOVAL ORDINANCE**

Council received snow removal ordinances 92.21 and 92.02 and an email from Justin Dahlheimer regarding sidewalk snow removal.

Council was reminded that in 2018 the council made a motion to not enforce ordinance 92.21 because of a discussion of clearing of County Road 82 and downtown.

Justin Dahlheimer spoke – the school has a group of students that go downtown for class. Dahlheimer sent an email to Chief Gulbranson to ask to keep the sidewalks as clear as possible and encourage people to do the right thing. Wanted to see the route for the students is cleared for a safe route to downtown and back to school.

Backes believes we should have clean sidewalks for pedestrians.

Council will review ordinances 92.21 and 92.02 at their next meeting.

### **PROJECT #205: PUBLIC WORKS**

Council received a request from Darrin Quistorff to purchase a 60” new John Deere mower. State bid is \$15,500. Quistorff would like to trade in the current mower at a trade-in price of \$4,000.

Quistorff would also like to purchase a 40’ pull-behind lift at an estimated cost of \$29,950. This amount is not the state bid price but wanted to get approval to move forward to get state pricing. This lift would be used for putting up banners and Christmas decorations and tree trimming.

Motion by Backes, seconded by Anderson, to approve to purchase of a 60” replacement mower and 40’ pull-behind lift. All Ayes

### **PROJECT #489: MAIN LIFT STATION**

Eric Meester gave an update on the Main Lift station project:

- Design is done.
- Will advertise for bids in April.

Will include cost of a backup generator for the water plant.

### **PROJECT #197: WATER PLANT – WATER TOWER**

Meester updated the council:

- Replaced the resin in the softener. Found corrosion in the bottom.
- Change order submitted.
- KLM will do a tank inspection and integrity test, then weld new coating, and fill the bottom with concrete. The cost is \$85,000 per vessel to do.
- The vessel should have been a 30-year vessel but only lasted 12 years.

Saved money on the project for the following:

- \$50,000 interim – interest not used.
- \$20,000 for engineer costs – not used.
- Legal fees contingency – not used. Most should be grant funds.

Motion by Thornbloom, seconded by Finnegan, to approve Eagle Constructions change order #2 in the amount of \$170,000 and extend the completion date to September/October 2025. All Ayes

### **PROJECT #444/419: WASTE WATER PROJECT / MPCA**

Eric Meester and Paul Sandy discussed the MPCA (MN Pollution Control) Inflow and Infiltration requirements.

The city settled with the MPCA and is required to complete tasks for compliance and update them annually.

Improvements for the sewer drain on the west side of town are needed this spring.

Main Street discussion: designing sewer main, clay tile sewer in that location, and water main replacement – on the project priority list for PFA funding.

The project will be put on the intended use plan when we are going to do the project.

### **PROJECT #444/60: WASTE WATER PROJECT I & I / ORDINANCE**

The Council adopted the I & I ordinance in December and must be published in the paper. Council received a summary of the I & I ordinance that can be used for publication.

The proposal from Johnson Jetline includes:

- 3-year project.
- \$250 per service lateral.
- \$.75 per foot – main line.
- \$45,000 to \$50,000 – each year cost.

The sump pump inspection done by December 2025. Penalty if not done.

Resolution 2025-03 was presented by Thornbloom, seconded by Backes, to approve the summary of the I & I ordinance and change #140 for Chapter 55 to add I & I Ordinance. When put to a vote, the resolution passed unanimously.

### **OPEN FLOOR**

At the January meeting, a question was asked to put a question on the April ballot with the school election.

The response from Vicki Doehling regarding the special election deadline – The deadline to notify the county of intent to conduct a special election was January 14, 2025. I had to have the Title of the ballot question and the exact verbiage by the 14<sup>th</sup>. If the Osakis City Council has not adopted the ballot question by January 14<sup>th</sup>, it's too late to conduct that special election at the same time as the school district.

No other public comments.

### **PROJECT #312: OSAKIS BEAUTIFICATION TEAM**

Amber Kral was in attendance and updated the council:

- Beach equipment and the digger will be ordered. Should receive the items in April.
- Hootenanny is February 22<sup>nd</sup>.
- Help raise money for the overlook at Park Osagi. Council is ok with going ahead with this.

### **PROJECT #7: COMMUNITY CENTER**

Clerk Jacobson, Anderson and Al Neumann will work on discussing the final steps in the backroom.

**PROJECT #213: BEACH / HOUSEBOAT**

Jeff Martin was not in attendance and was pulled from the agenda.

**PROJECT #505: LAVENS LAKEVIEW DR**

Paulette Dunn was in attendance – costs of water/sewer are a concern. Asked about road maintenance – frost heaves and the road has no crown on it. It’s a good road, just not paved. Taxes pay for the road maintenance.

Will be on the March agenda – need to have good maintenance to get the rain to run off. Put on a schedule.

Paul Sandy said to fix the boils, contractors need to dig them out, add 2 ft of fabric, sand and gravel. Add gravel for the crown.

**PROJECT #441: PARK COMMITTEE**

The park committee met on January 28, 2025. Working to get funding for Park Osagi: plan to have funds donated.

Dahlheimer stated the park was designed through a process of planning – park had public input sessions to decide on what the public wanted.

Some trees need to come down to fit the design – want to keep as many trees as possible.

Motion by Backes, seconded by Thornbloom, to approve the January 28, 2025 minutes. All Ayes

**PROJECT #80: GARBAGE SERVICE**

Mayor Dvorsak and Anderson met with Taylor Williams and Don Williams.

West Central Sanitation has served Osakis for 17 years. Total increase of 8%. Could have asked of 11% as per the contract. Only asked for an increase as needed.

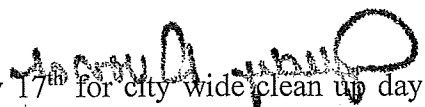
No services have changed in the contract.

Backes stated – have had receptacles for community events and really appreciate WCS support for all the events.

Motion by Thornbloom, seconded by Finnegan, to approve to renew the contract with West Central Sanitation for 7 years. All Ayes

**PROJECT #42: CLEAN UP DAY**

Motion by Anderson, seconded by Thornbloom, to approve May 17<sup>th</sup> for city wide clean up day. All Ayes



**PROJECT #249: PLANNING & ZONING**

Council received Cannabis Ordinance and comments from the city attorney.

David Assaf (city attorney) suggested a few changes to the ordinance that could be amended upon adoption by the council.

Council would like the Planning & Zoning to review the comments at their February meeting.

Motion by Backes, seconded by Finnegan, to approve the January 16, 2025 Planning & Zoning meeting minutes. All Ayes

**PROJECT #43: BOARD OF REVIEW**

Todd County Board of Appeals will be held on April 8<sup>th</sup>, 2025 at 9:00 a.m. They requested that Douglas County start at 10:30 a.m.

Mayor Dvorsak, Anderson and Backes will attend training.

**PROJECT #452: TOWNSHIP / GORDON**

Council received the Road Maintenance Agreement 2025-2027 with Gordon Township.

**PROJECT #3: ELECTED OFFICIALS TRAINING**

Mayor Dvorsak and Anderson will attend the Elected Officials training in February.

**PROJECT #260: COUNCIL INFORMATION**

At the January meeting, the following items were brought up for discussion:

- Live Stream the meetings.
- Council – emailed agenda.
- Council packet on the website.
- FFA presentation of parliamentary procedures – to be held February 6<sup>th</sup> at 7:15 a.m.

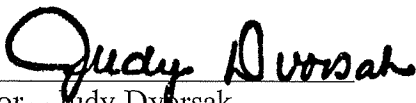
Live stream / recorded – comment in person only.

Discussed emails, packets, and agendas.

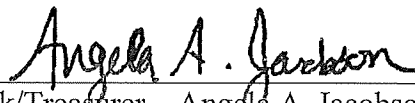
Try for 6 months – info on website.

Motion by Finnegan, seconded by Backes, to approve to look into options for live streaming and recording, city email contact Clerk Jacobson and agendas online by Wednesday and council summary cover sheets online by Friday. All Ayes

Motion by Finnegan, seconded by Anderson, to adjourn the meeting at 9:30 p.m. All Ayes



Mayor – Judy Dvorsak



City Clerk/Treasurer – Angela A. Jacobson