



**REGULAR CITY COUNCIL MEETING AGENDA  
OSAKIS CITYHALL  
14 NOKOMIS STREET E  
MONDAY APRIL 14, 2025  
7:00 P.M.**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE  
ROLL CALL  
APPROVE AGENDA**

**CONSENT AGENDA (MINUTES & REPORTS):**

Approve bills \$353,692.24

Approve City council minutes: 3-10-25

#174 Overtime Report March (at meeting)

#73 First responders (February & March)

#74 Fire Department

#76 Police Department

#102 EDA minutes 3-24-25

#489 Main lift station

April calendar

**PUBLIC HEARING:** None

**PETITIONS, REQUESTS, COMMUNICATIONS:**

#79 Audit – Dean Berkeland Carlson SV

**ORDINANCE & RESOLUTIONS:**

#249 Planning and zoning – cannabis ordinance

**STAFF/COMMITTEE/BOARDS REPORT:**

#22 Clerk

#24 Liquor Store

#205 Public Works

#197 Water plant/water tower

#444/419 Waste Water Project/ MPCA

#60 Ordinance – administrative citation

#312 Beautification team – Amber Kral

#441 Park committee

#263 Police Union - LELS

**RESPONSE FROM PUBLIC COMMENT:** None

**PUBLIC COMMENT:** Items for council to consider for future meetings.

**UNFINISHED BUSINESS:**

- #505 Lavens lakeview drive
- #275 Pike street project
- #203 Snow removal ordinance
- #42 Clean up day
- #213 Beach - lifeguards

**NEW BUSINESS:**

- #124 Sign
- #286 Donations
- #321 Visitor center
- #468 Special event
- #110 Gambling
- #110 Gambling – Knight of Columbus
- #472 MCPP

**MISC:**

**ADJOURN**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 489**

**PROJECT NAME: Main lift station**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Have not received any update on the Main lift station project.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**I SUGGEST THE FOLLOWING SOLUTION:**

**A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes**

**ACTION**

**4-14-2024**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 79**

**PROJECT NAME: Audit**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: 2025 Audit Report**

Dean Berkeland from Carlson SV will be in attendance to present the audit for 2024.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 249**

**PROJECT NAME: Planning and Zoning - Cannabis Ordinance**

**INFORMATION FOR THE COUNCIL:**

**ATTACHEMENT: Planning and Zoning minutes/ Cannabis Business Ordinance/  
Resolution 2025-05 summary publication**

The planning and zoning board held a public hearing on the Cannabis Business ordinance. Per discussion with the city attorney, the planning and zoning commission held the meeting with the full ordinance located in chapter 125 of the city code, and not in the zoning ordinance.

The council may choose to read the summary publication at the meeting due to the length of chapter 125, this is allowed by state statute 412.191. The council is not required to read the summary publication.

The full ordinance is located on the city website and at cityhall for any public who would like to review the ordinance.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

The council will need to review and approve:

- Ordinance amendment number 142 for chapter 125 Cannabis Ordinance
- Resolution 2025-05 summary publication Cannabis Ordinance
- Planning and Zoning 3-20-25 meeting minutes.

Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ approve Ordinance amendment 142 for chapter 125 cannabis business. All Ayes

Resolution was presented by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve Resolution 2025-5 summary publication of Cannabis ordinance  
Resolution passes unanimously

Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve planning and zoning minutes from 3-20-25 All Ayes.

**ACTION**

**4-14-25**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 22**

**PROJECT NAME: Clerk**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

New part-time employees for council approval.

- A background, drug test, and psychological for David Detterman have been completed. David will work part-time for the Osakis Police Department. David has not started yet. Council will need to approve part-time officer David Detterman at a wage of the step of the police officer wage for 2025, and pass the PERA resolution to include him in PERA
- A background, drug test, and hiring process has been completed for Morgan Bitzan. Council will need to approve hiring Morgan as a part-time bartender at \$13 per hour. She has started training in at the Liquor Store.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                    2<sup>nd</sup> by  
morgan Bitzan at \$13 per hour.  
All Ayes

to hire David Determan at step 1 and

Resolution was presented by  
David Determan.  
Pass unanimously

2<sup>nd</sup> by

to approve the PERA resolution for

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 24**

**PROJECT NAME: Liquor Store**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Liquor Store Reports.**

- Statement of Revenue and Expense
- Liquor Store 2 year Expenditures and Revenue
- Liquor Store Exp./Rev. On-Off Sale
- Liquor Store Sales
- Inventory
- Gambling Rent February \$2,958

Troy Benning will discuss paving the liquor store parking lot. Because of the size of the property the project will likely be over \$100,000 so it requires a bidding process. The council will need to approve to call for bids for liquor store parking lot. Troy can lay out specifications on what needs to be included in the bidding.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny

All Ayes  
ACTION

4-14-2025

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 197**

**PROJECT NAME: Water plant – Water tower**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Eagle Construction**

Review Eagle Construction bill for approval

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A Motion by 2<sup>nd</sup> by  
amount of \$145,900.43.  
All Ayes

to approve Eagle Construction bill in the

**ACTION**

**4-14-2025**



**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 444/419**

**PROJECT NAME: Waste Water Project I &I/MPCA**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:**

Eric Mester and Paul Sandy attend the February meeting. They discussed the MPCA (MN pollution control) Inflow and Infiltration requirements.

Eric explained the city settled with the MPCA and is required to complete tasks for compliance.

There are no updates for April.

Task	Timeframe/Date
Submit Facility Plan Amendment	April 2024
Develop And Implement Updated I&I Ordinances	May 2024 to January 2025
Televiser Sewer Service Laterals	March 2025 to May 2025
Design Sewer Main Improvements	June 2025 to January 2026
Bid Sewer Main Improvements	February to March 2026
Construction Sewer Main Improvements	April 2026 to November 2026
Design WWTF Improvements	June 2025 to January 2026
Bid WWTF Improvements	February to March 2026
Construct WWTF Improvements	April 2026 to November 2026
Sewer Service Lateral Replacement Program	June 2025- November 2027

**MY CONCERN/QUESTION/SUGGESTION IS:**

**I SUGGEST THE FOLLOWING SOLUTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2024**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 60**

**PROJECT NAME: Ordinance – Administrative Citation**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:**

Chad did a drive around with Steve from Sourcewell in April and Steve prepared letters for the city to send out to property owners, so they can use cleanup day to clean up their properties.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 312**

**PROJECT NAME: Beautification Team**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:** March 2025 spreadsheet

Amber Kral will be in attendance to update the council.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 441**

**PROJECT NAME: Park Committee**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: 3-25-25 minutes, WSB billing**

MN DNR Grant for Park Osagi has been submitted.

The Park Committee discussed banners to be put up in town during the summer months. Jason Brown from the Osakis Anchor has samples for the council to review and choose a design. Attached are the banner options for the council to review.

Cost for banners would be \$35 each a total of \$2,600. This is not a budgeted item. Does the council want to request funds for banners to help pay this extra cost?

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

Choose a banner design from the two options from the Osakis Anchor. Request funding from gambling organizations for banner cost.

A motion by                      2<sup>nd</sup> by                      to approve minutes from 3-25-25  
All Ayes

A motion by                      2<sup>nd</sup> by                      to approve wsb design invoice \$10,972.25  
and grant writing application invoice \$1,191.00

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 263**

**PROJECT NAME: Police Union - LELS**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

The union negotiating committee Judy Dvorsak and Randy Anderson met with LELS and have a tentative agreement. This agreement is being finalized and will be sent out to the council before the meeting.

Council will need to review the redline changes and make a motion to approve the contract.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

Motion by                      2<sup>nd</sup> by                      to approve LELS Union Contract for 2025-  
2026  
All Ayes

**ACTION**

**4-14-25**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 505**

**PROJECT NAME: Lavens Lakeview Drive**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Public Improvement Procedure**

The Public Improvement Procedure attached indicates the steps for the public improvement.

- The council received a petition for improvements
- The council then ordered a feasibility study
- **The next step**
- Council accepts or rejects the feasibility report. If accepted the council orders the improvements. If feasibility is rejected the council can then decide to order cost estimates for the improvements discussed. (frost boils, gravel, ditch drainage)

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to deny the feasibility study for Lavens Lakeview drive and order cost estimates for fixing the frost boils and additional gravel and look into the drainage of the ditch areas.  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 275**

**PROJECT NAME: Pike Street Project**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Tabled at the march meeting. Council can discuss the next steps in the project.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A Motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 203**

**PROJECT NAME: Snow Removal Ordinance**

**INFORMATION FOR THE COUNCIL:**

**ATTACHEMENT: Ordinance 92.21 and 92.02, Melrose & Albany ordinance, sidewalk snow clearing guide (sent by email)**

Albany and Melrose have ordinance language for sidewalk maintenance. Clerk Jacobson sent the council a sidewalk clearing guide regarding the different ways cities approach snow removal.

I would recommend the council setup a committee with Chad Gulbranson, Darrin Quistorff, and Angela Jacobson to go through these scenarios and discuss what has worked in the past and what as not. This committee can then bring back information to the council.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

Motion by                      2<sup>nd</sup> by                      approve/deny  
All Ayes

**ACTION**

**4-14-25**



**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 42**

**PROJECT NAME: Clean Up Day**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:**

Clean up Day is set for May 17<sup>th</sup> 9am to 11am. The Lions are able to help. STS Todd County will help and Pope/Douglas Incinerator will have their hazardous trailer there.

At the last meeting the council approved a 1-year trial with the Lake Association members.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**I SUGGEST THE FOLLOWING SOLUTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2024**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 213**

**PROJECT NAME: Beach - Lifeguards**

**INFORMATION FOR THE COUNCIL:  
ATTACHEMENT:**

Judy discussed the concerns with Angela and we will have a meeting before lifeguards start with expectations.

Currently we have two lifeguards returning for 2025. Connor Gulbranson, and Aaron Collins. Both are certified lifeguards. Current starting wage is \$14.50, returning lifeguard \$15, and head lifeguard \$16. I would request we give each lifeguard \$1 per hour increase. We have had only one person pick up an application. We have put out ads for lifeguards and put information at the school.

In the past years we have had beach hours 11 am to 7pm. Council should consider reducing hours for week days if we only have these lifeguards, with reduced hours some of the funds could be used for summer lawn mowing.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

Motion by                      2<sup>nd</sup> by                      approve/deny   All Ayes

**ACTION**

**4-14-25**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 124**

**PROJECT NAME: Sign – Welcome to Osakis**

**INFORMATION FOR THE COUNCIL:**

**ATTACHEMENT: MN DOT Entrance sign permit**

The MN DOT has a permit for the entrance sign in Osakis that will renew in February of 2026. The council discussed this in November last year and wanted to see if a group wanted to work to get this updated. Lions were willing to help with funding, and the beautification group could help.

Reminder to keep working on this.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 286**

**PROJECT NAME: Donations**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:** Resolution

The staff has received donation funds for the Osakis First Responders, Police Department, and Osakis Beatification Team. These donations help to keep the programs operating in our community. Osakis First Responders donations help with much needed equipment, supplies, and training. The Police Department received a donation for a taser from the VFW.

Osakis Beatification Team does community programs throughout our city and operates solely on donations.

Both donations are much appreciated and the Osakis First Responder, Police Department and Beautification Team are thankful for the community support and generosity.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

Resolution 2025-09 by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve donations to the City of Osakis for the purposes of the 1<sup>st</sup> Responders (equipment, supplies, training), and Beautification Team (Park Equipment and Improvements), and Police Department (Taser)  
Passes Unanimously.

**ACTION**

**4-14-25**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 321**

**PROJECT NAME: Visitor Center**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Last year we had the visitor center open on a part-time basis as we had funds to cover the cost of staffing. Does the council want to do the same this year? Council budgeted for some staffing costs of \$4,000, another \$2,000 of donations towards staffing, funds would need to be requested.

Last year we paid the Visitor Center part-time help staff \$12.50 to \$14.00. I would request that we give a \$1 increase if they are returning in 2025. Jackie and Anna will be returning for 2025.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve to \$1 increase for Anna and Jackie.

Motion by                      2<sup>nd</sup> by                      to approve to request funds for staffing of the visitor center.  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 468**

**PROJECT NAME: Special Event**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Special Event applications**

In order for the clerks office to process, the Council needs to approve the special event applications:

- Osakis Days Parade – June 22 – Block parade route
- Culpeper Circus - July 22 – Panther lot
- Halloween Truck or Treat – October 31 – block Main and Central
- Holiday Light Parade – December 5 – block parade route

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve special events for the Osakis parade, Circus, Truck or Treat, and Holiday light parade and block city streets contingent on receiving all necessary approvals and insurance for events.

All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 110**

**PROJECT NAME: Gambling**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Mayor Dvorsak would like to request the council and EDA meet with the gambling organizations for the quarterly meeting on Monday May 19<sup>th</sup>. Would 5:30 or 6pm work for the council?

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 110**

**PROJECT NAME: Gambling**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Mayor Dvorsak would like to request the council and EDA meet with the gambling organizations for the quarterly meeting on Monday May 19<sup>th</sup>. Would 5:30 or 6pm work for the council?

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**



**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 472**

**PROJECT NAME: Minnesota Housing 2025 Minnesota City Participation Prog (MCP)  
Application**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: 2025 MCP usage**

The city enrolled in the Minnesota Housing program in January. Clerk Jacobson received an updated report the city already met the required match for 2025. We have loaned out a total of \$164,000. Great news that the program is used and we will be eligible to offer it again in 2026.

**MY CONCERN/QUESTION/SUGGESTION IS:**

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve/deny  
All Ayes

**ACTION**

**4-14-2025**