

TO: OSAKIS COUNCIL

PROJECT NUMBER: 489

PROJECT NAME: Main lift station

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Advertising for bids will be completed in June. July the council will have a bid to approve.

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 22

PROJECT NAME: Clerk

INFORMATION FOR THE COUNCIL:

ATTACHMENT: MMMC, Camera policy

MMMC:

- Copy of the MN Master Municipal clerk title for Clerk Jacobson

Camera Policy:

The policy draft from LMC outlines the requirements of the cameras. These cameras are installed for security measures to enhance safety and protect property. If the council feels it is necessary to have an internal camera with audio, I would ask for further discussion.

This is a draft policy received from the LMC and the city attorney will need to review the policy for legal requirements.

Cameras at the Osakis Liquor Store should also be updated to be able to view activity if there is an issue that arises.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 154

PROJECT NAME: Employee Hiring

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

The Osakis Liquor store would like to hire part-time employee Abigail Uhlenkamp at a rate starting at \$13 per hour

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve hiring Abigail Uhlenkamp at a rate of \$13 per hour contingent on the passing of a drug test and background check.
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 84

PROJECT NAME: Budget - Amendment

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 2025 Expenditure and Revenue

After the settlement of union contracts for 2025. There will need to be a budget amendment to be in line with the contracts.

Clerk Jacobson has included the full report for the council to review.

\$77,141 general fund difference

-13,872.91 fund left from what was designed for wages from fund 106 (COVID funds)

63,268.09 left to balance the general fund budget for 2025.

The Council has a few options to consider in order to balance the 2025 budget—utilizing reserve funds, allocating funds from the liquor store, or making adjustments to other areas of the budget. This amendment does not include a set timeline, only that the necessary changes must be in place before the end of 2025. Council can choose to make those decisions now or wait to address them at a later date.

Clerk Jacobson will discuss at the meeting.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

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 \$4,611.92

No new prices on paving.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes
ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 205

PROJECT NAME: Public Works

INFORMATION FOR THE COUNCIL:

ATTACHMENT: May report

Update: Darrin is getting a quote for the purchase of a trailer lift from Sauk Centre rental. The council previously approved to purchase a lift trailer to be used for banners and Christmas lights, and we have applied for an OSHA grant to use toward the purchase of this piece of equipment.

Compost Site:

The compost site has a big pile of sand that he would like to haul out. Roger Larson has contacted him about hauling it out of town to get rid of it. This sand is too dirty to put at the beach, and sand does not work for road surfacing, and he would need to get rid of the pile. He wants council input if you would allow hauling it out of town.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 197

PROJECT NAME: Water

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Eagle Construction #17, Nero Engineer

Bill from Eagle Construction for the water plant improvements is \$18,168.75 for May. The total project is \$1,859,507.54. Total completed so far, including retainage, is \$1,788,360.19. We have a remaining balance on the project of \$160,565.36

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve Eagle Construction bill #17 for
\$18,168.75
All Ayes

A motion by 2nd by to approve Nero Engineer for \$28,269.20.
All Ayes

ACTION

6-9-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance – Administrative Citation

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Property list

At the May meeting the council received a report there are a few properties left to clean up or citations will be issued.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: May 2025 spreadsheet

Amber Kral will be in attendance to update the council.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 441

PROJECT NAME: Park Committee

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 5-27-25 minutes, WSB billing, Osakis bike mock up

Billing from WSB for \$834.75

Banners are being reordered to replace the current banners. The glued area will also be stitched to hold together better in the weather. There is no additional cost for the reorder. The city has not been billed or made a payment for the banners.

We did received donations from the Nelsons Community Club for \$250 and Osakis VFW for \$650, and the EDA will cover the remaining cost of the banners. Thank you letters have been sent to each group on behalf of the City Council.

The committee has been discussing a bike share program through Horizon SHIP program. Mock up of the design is attached.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve minutes from 5-27-25
All Ayes

A motion by 2nd by to approve WSB design invoice \$834.75
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 505

PROJECT NAME: Lavens Lakeview Drive

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Gravel has been spread on Laven's.

Darrin is meeting with MBC drainage on the drainage/ditching. He will get a cost estimate on what needs to be done. He has reached out to Punky Didier also.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by to deny/approve
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 203

PROJECT NAME: Snow Removal Ordinance

INFORMATION FOR THE COUNCIL:

ATTACHEMENT:

The committee met last week. Judy can update the council on our discussion.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by approve/deny
All Ayes

ACTION

6-9-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 42

PROJECT NAME: Clean Up Day

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Clean up Day was held for May 17th 9am to 11am. The Lions, STS, and Lake Association volunteered to help.

Total of 66 loads came through clean-up day

6 from the Lake Association

Collected a total of \$3,615 for both clean-up day and pre-pickup.

Expenses for ads and refreshments \$402.50

Total \$3,212.50

Have received not report or invoice from West Central.

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 343

PROJECT NAME: Fireworks

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

We received donations from Lake Association, VFW, and Nelson Community club each giving \$1,000 for fireworks. We carried over a total of \$7,151. Adding in the cleanup day amount of \$3,212.50. Total \$13,363.50.

Last month the council approved \$8,000 for fireworks, Craig will need a final amount to purchase the fireworks for the end of June.

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

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

ACTION

6-9-2025

PROJECT NUMBER: 444/419

INFORMATION FOR THE COUNCIL:

Kevin Kruger from WSB will be in attendance to go over the planning for the I & I project. At the May meeting the council approved to televise the lateral lines on the east side of town by the Main Street Improvement area. Estimated cost \$8,750 or 35 homes.

- | 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 |

I SUGGEST THE FOLLOWING SOLUTION:

A motion by **2nd by** **to approve/deny. All Ayes**
ACTION **6-9-2025**

TO: OSAKIS COUNCIL

PROJECT NUMBER: 376

PROJECT NAME: Capital Improvement Planning/ Needs Assessment

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Bollig Task Order

Laura Ostlie from Bollig was at the May meeting regarding the housing grant. The council also received information about the needs assessment and funding analysis Bollig would provide. I have included that information again for the council's discussion.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by approve/deny
All Ayes

ACTION

6-9-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 444/60

PROJECT NAME: Waste Water Project I &I/ordinance

INFORMATION FOR THE COUNCIL:

ATTACHMENT: I & I page 3 and 8

The I & I ordinance was passed in January. Requires sump pump compliance and lateral line compliance in town, and when selling your home. We are seeing more of these compliance checks coming up, Clerk Jacobson will discuss this at the meeting.

With the ordinance, there are fees that need to be set for non-compliance. See page 3 and 8.

- “The City will conduct inspections for a fee established in Osakis’ Fee Schedule. The City will provide an inspection form if a property owner wishes to have the inspection conducted by an independent inspector.” *The city does not have a way to do the inspection. The fee should be the amount it cost for a contractor to do the inspection.*
- “The fee for a Certificate of Compliance and for inspections by the city is stated in the City's fee schedule.” *Would the council want to see a fee for the city to review the inspection report and issue a certificate of compliance?*
- “A monthly surcharge in an amount duly adopted by the City Council and outlined in the City's fee schedule shall be assessed against any property on which clear water is discharged in violation of this ordinance. The monthly surcharge will be charged on the property’s municipal utility billing statement if one or more of the following conditions apply.” *Other cities are charging \$40 a month for the first year (\$20 if they can provide that they are working on it), and \$200 after the first year.*

MY CONCERN/QUESTION/SUGGESTION IS:

The council discuss the fees you would like to establish for these items.

I SUGGEST THE FOLLOWING SOLUTION:

A motion by 2nd by to approve/deny. All Ayes

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 468

PROJECT NAME: Special Event

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Special event application, resolution 2025-15

For the clerks' office to process, the Council needs to approve the special event application:

- O Town Tavern Street Dance – July 12th will be holding a street dance and bean bag tournament on Central Ave in front of O Town Tavern on Main Street East. The street will be blocked on Saturday. Liquor sales will be held from 11am July 12th to 1 am July 13th. Liquor must be held in a controlled area. The area must not be accessed without entering through the entrance and exit for the event. Alcohol cannot be consumed outside of this area.

This event must also be declared a community festival for liquor service on the street.

- Council will need to pass resolution 25-15 for the event.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by _____ 2nd by _____ to approve special event for O Town Tavern on July 12th, 2025 and block Main Street, contingent on receiving all necessary approvals and insurance for events.

All Ayes

Resolution was presented by _____ 2nd by _____ to approve the 2025-15 to declare the Osakis Car show a community festival event.
Passes unanimously.

ACTION

6-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 21

PROJECT NAME: Demographer

INFORMATION FOR THE COUNCIL:

ATTACHMENT: State Demographer letter

Updated census estimate, information for the council.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny
All Ayes

ACTION

6-9-25