

PROJECT NUMBER: 7

INFORMATION FOR THE COUNCIL:

Per the council's discussion at the budget meeting, we requested an increase in the per-meal rate with Nutrition Services for the use of the community center. Beginning in January 2026, the rate will increase to \$0.80 per meal.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by **2nd by** **to approve/deny**
All Ayes

ACTION

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 124

PROJECT NAME: Sign – Welcome to Osakis

INFORMATION FOR THE COUNCIL:

ATTACHMENT: MN DOT email, Resolution 2025-23, Limited-use permit

The MN DOT has a permit for the entrance sign in Osakis that will be expiring in February 2026. The council discussed changes to the sign last November. The sign on Hwy 27 on the way to the interstate had a pole that was leaning. This was corrected and put back in place.

Clerk Jacobson received a call from MN DOT stating that they will be renewing our permit and will include both welcome signs, the one on the way to the interstate and the other on the East side between Hwy 27 and Lake Street. This is the time to make any changes to the sign before the permit is renewed.

Both signed have been looked at and updated as needed.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A resolution 2025-23 by 2nd by to approve limited-use permit
2113-0051 with the MN DOT. Passes Unanimously

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 368

PROJECT NAME: Xcel Energy Franchise

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Electric Franchise Ordinance

Xcel Energy Franchise agreement will need to be renewed it expired in September of 2025. The City Attorney Flaherty and Hood and Xcel have been working on a draft agreement. The final draft is attached for the council's review.

Things to consider:

- The agreement is required because Xcel provides power in Osakis and they use public right-of-way for their power service.
- The city is allowed to draft an additional ordinance to charge them a franchise fee. We currently do not have a franchise fee with Xcel, but we do with Charter and Arvig.

Council shall read the summary publication at two meetings, or motion to waive the second reading.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by _____ 2nd by _____ to approve Ordinance No. 144, an ordinance amending Ordinance No. 59, updating and renewing the electric franchise agreement between the City of Osakis and Northern States Power Company (Xcel Energy) and waive the second reading.

All Ayes.

Motion by _____ 2nd by _____ to approve summary publication for ordinance number 144, amending ordinance no. 59 electric franchise agreement between the City of Osakis and Northern States Power Company (Xcel Energy). All Ayes
All Ayes.

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60-1

PROJECT NAME: Ordinance - Rental

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Draft Rental Ordinance

The EDA discussed at the September meeting and requested that the council consider implementing a Rental Ordinance. The EDA board members emphasized the importance of ensuring that rental properties are properly maintained and meet basic safety standards in Osakis. Anderson and Dvorsak can provide additional details to the council.

Draft Rental Ordinance:

In 2019, the council reviewed a draft rental ordinance. The Police Department, with Officer Uhl, prepared this draft for council consideration.

Some of the concerns discussed in 2019 include:

- **Rental fees:** Property owners who maintain their rentals in compliance with the ordinance could be charged reduced fees, while higher fees could apply to properties that have recurring problems.
- **Inspection logistics:** Identifying qualified personnel to conduct rental inspections before occupancy and at intervals required by the ordinance. At the time, the local building inspector did not perform these inspections.
- **Inspector training:** Would the city require the inspector to be trained? There is no state requirement for training; however, many cities have implemented their own training and certification programs to ensure inspectors are qualified to enforce local housing codes and regulations, so the council may need to identify or train someone for this role.
- **Enforcement:** If a property is found in violation, rental use could be prohibited until compliance is achieved.
- **Commercial property use:** The ordinance could provide the city with greater authority to prevent individuals from residing in commercial properties, outlining explicit reasons why such properties cannot be used as living quarters.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes
ACTION

10-6-2025

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 monthly
- Inventory
- Gambling Rent August \$5,917.37

No new prices on paving.

Troy has received a quote for updating the cameras at the liquor store. I have attached the quotes. We did request a \$2,000 grant from Sourcewell that was approved for the cameras. The bid for the camera system totals \$12,990.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve the updating of the cameras at the liquor store with Allstate Communications for \$12,990

All Ayes
ACTION

10-13 -2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 74/13

PROJECT NAME: Fire Department/Fire Relief

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Sept. Report, PERA Fire Retirement Report

Craig, Kyle, and Ryan will be in attendance to discuss the PERA fire relief.

Open House for the fire department is on Wednesday, October 8th 3:30pm to 6:30pm.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

**All Ayes
ACTION**

10-13 -2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 73

PROJECT NAME: First Responders

INFORMATION FOR THE COUNCIL:

ATTACHMENT: September report

Shannon Graff will be in attendance and will request approval for a new First Responder volunteer.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 205

PROJECT NAME: Public Works

INFORMATION FOR THE COUNCIL:

ATTACHMENT: September report, Shop options

At the budgeting meeting, the council discussed the replacement of the city shop. The proposed design and estimated cost per square foot are attached for council review and discussion.

The council may wish to schedule a workshop to further discuss options for moving forward, including the type of building, overall cost, project timeline, and the size needed.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 197

PROJECT NAME: Water

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Eagle Construction invoice #20, Nero invoice #1443

Pay application #20 includes reducing the retainage to 2.5%. Substantial completion was established on 9-22-25. Total \$56,744.96

Nero #1443 for the \$24,569.90

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve the Eagle Construction invoice #20 for \$56,744.96 and Nero invoice for \$24,569.90
All Ayes

ACTION

10-6-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 489

PROJECT NAME: Main Lift Station

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Nero Engineering #1442, Notice to Proceed, Performance Bond

Council met on September 22nd to discuss the Main Lift Station Project bids. The council approved the award of the Main Lift Station contract to Killmer Electric Company for \$523,350. The council should give approval for Judy to sign the Notice to Proceed.

Nero Engineering #1442 invoice for \$7,917.

I am working with Jason Murray on the financing of the project and the council will see financing information at the November meeting.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve to sign the Notice to Proceed for Killmer Electric. All Ayes

A motion by 2nd by to approve Nero Engineering #1442 in the amount of 7,917. All Ayes

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: September 2025 spreadsheet

Amber Kral will be in attendance to update the council.

Discuss installation of a 30' x 30' pavilion that would include pop machines and an ice cream machine, proposed for the southwest corner of the parking area. At the July meeting, the council requested a drawing and cost estimate for review and approval.

- Council needs to approve the pavilion location, electrical connection, and installation cost.

The Park Committee discussed the possibility of relocating the middle shelter from Park Osagi, which is scheduled to be removed, to the beach area instead of constructing a new building there. Jeff Feulner from WSB was to assess the shelter's condition. The Park Committee does not plan to cover the cost of moving the structure.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 441

PROJECT NAME: Park Committee

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 9-30-25 minutes, WSB invoice \$14,591

Highlights from the meeting:

Splash Pad: Several design options and cost estimates were presented. Installation typically costs about twice the material cost. Final plans are expected in November, and bidding should begin soon, with local contractors encouraged to participate.

Park Shelter: The existing center shelter may be moved to the beach if it's in good condition; further discussion will occur after inspection.

Bike Share Program: The cement pad and rack are installed, and the system is operational with active use reported.

Banners: Senior banners (56 total) are expected soon and will be installed in mid-October. There are about 70 poles available; the Osakis Banners will be installed in open places.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve minutes from 9-30-25
All Ayes

A motion by 2nd by to approve the WSB invoice for Park Osagi
engineering for \$14,591.

ACTION

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 203

PROJECT NAME: Snow Removal Ordinance

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Snow Removal Flyer

The Council read the ordinance and adopted it at the September meeting. The attached flyer will be in the paper, on our website, Facebook, and included in our newsletter. Residents may have questions, so we will try to communicate it so everyone is aware of the enforcement.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 261

PROJECT NAME: Water Problem

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Danielson was in attendance at the August meeting regarding water issues on his property at 226 Central Ave.

Currently, the City does not have a legal right-of-way through the property located behind the Central Avenue properties. Because of this, the City cannot access the area to complete any storm drainage or grading work. Under Minnesota law, including Minn. Stat. § 429.021 and Chapter 103E, cities have the authority to make public improvements such as storm drains, grading, and drainage systems. However, these improvements must serve a public purpose, and the City cannot construct or maintain them on private property unless it owns the property or has obtained a permanent easement.

There are a few potential options to address this issue:

1. Property Owner Petition – The property owners affected by this area could petition the City to address the drainage or access issues. As part of this process, the property owners would need to dedicate or convey the necessary portion of their land to the City for public use, allowing the City to complete the work lawfully.
2. City-Initiated Acquisition – The City may initiate action to acquire the property needed to fix the drainage, improve vehicle access, and establish parking areas for those who use the property. This could include acquiring the land through eminent domain (Minn. Stat. Ch. 117), which allows the City to obtain private property for public use, provided that the property owners receive just compensation.
3. Drainage Improvement Process – If the issue involves a broader drainage or stormwater problem, the City may also proceed under Minn. Stat. § 103E.215, which governs public drainage improvements. This process allows the City to improve, enlarge, or extend existing drainage systems when necessary to protect public infrastructure or prevent flooding, subject to notice and procedural requirements.

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

Motion by _____ 2nd by _____ to deny/approve

All Ayes

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 387

PROJECT NAME: Crosswalk

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Picture of a crosswalk sign

At the July meeting, we discussed the crosswalks in Osakis and getting more defined crosswalks on the Nokomis and 1st Ave East.

Calvin checked with the county on options for the crosswalks; this would cost \$630 each.

Judy will discuss the crosswalk signs

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 110

PROJECT NAME: Gambling

INFORMATION FOR THE COUNCIL:

We discussed the next meeting with the gambling groups. Would you want to set up the next meeting at 5:30 pm at October 20th? What topics of discussion?

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

A Motion by 2nd by to approve/deny

All Ayes

ACTION

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 196

PROJECT NAME: Fee Schedule

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 2026 fee schedule

The Council should review fees for 2026. Department heads have received their current fee schedules to review and provide feedback on any recommended changes for 2026. They will submit any updates or proposed adjustments to me by December

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/ deny

All Ayes

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 46

PROJECT NAME: Water and Sewer Rates - EDU

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

The EDA discussed at the September meeting and requested that the council consider implementing an availability or access charge for all properties within the city, whether vacant or developed. The EDA board members expressed interest in encouraging property owners to make active use of their properties in Osakis. Anderson and Dvorsak can explain to the council.

Equivalent Dwelling Unit (EDU):

An EDU is a standardized measurement used by cities, utilities, and rural development agencies to compare the water or wastewater usage of different types of properties to that of a typical single-family residence.

One (1) EDU represents the average flow or usage of a standard single-family home. Other property types—such as apartments, businesses, or institutions—are assigned a fractional or multiple value of one EDU based on estimated or measured usage relative to that baseline. Example: Single-family home = 1.0 EDU, Duplex unit = 0.8 EDU per unit, Restaurant = 3.0 EDUs (depending on size or seating capacity)

The EDU approach ensures that every property (residential, commercial, institutional) is allocated costs in proportion to its expected demand, rather than flat rates only. This helps in making the system financially sustainable and equitable

Availability” or “ready to serve” charges

- Some utilities levy “availability” or “service connection” charges on properties that are connected or capable of connection, even if actual water usage is zero (i.e. the lot is vacant). The idea is that the infrastructure (pipes, treatment capacity, etc.) must maintain capacity to serve that lot, so a part of capital/maintenance cost is allocated via a fixed charge.
- The EDU concept is a tool in cost allocation: even if usage is zero, the lot may still be allocated a fraction or full EDU for system cost sharing.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

**All Ayes
ACTION**

10-6-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 56

PROJECT NAME: Insurance

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Health insurance rates will increase by 12.25% for 2026. During the budget meeting, the discussion was based on a 6% increase; however, as noted at the September council meeting, the full 12.25% increase was included in the preliminary budget. Due to other budget adjustments and available reserve funds, the additional cost can be covered.

Current rates: Single: \$930.96 and Family: \$1,729.40

The council may review the MN Healthcare Consortium rate information for the available plan options, as this is the current co-op the city participates in.

The AT Group materials include rate comparisons from other carriers outside the co-op with similar plan options; however, those rates are not more favorable than the city's current plan.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by
All Ayes
ACTION

2nd by

to approve/deny

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 167

PROJECT NAME: Tax Increment

INFORMATION FOR THE COUNCIL:

ATTACHMENT: David Drowns' Service proposal, Resolution 2025-25, Proposed Schedule

Jason Murray from David Drowns will be working to modify the TIF district 1-5.

The EDA will be working to modify TIF District 1-5 to capture the next two years of increments before the district is decertified in December 2027. To allow for this, the district must be formally modified. Included for the Council's review is the resolution, public hearing notice, TIF map, and proposed schedule. The cost for the modification is \$3,500.

Jason will also be proceeding with bonding for the Main Lift Station project. Costs will be \$19,250. Funding details for this project will be presented at the November meeting. The City will be requesting reimbursement from Sourcewell for consultant expenses related to both the TIF modification and bonding costs

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Resolution was presented by _____ 2nd by _____ to approve 2025-25, calling the public hearing for the modification of Tax Increment district 1-5.
Passes unanimously.

ACTION

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 373

PROJECT NAME: Policies – Personnel policy

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Each Department head has received a copy of the personnel policy. They have been instructed to view the policy and to give feedback on any questions they have on the policy.

I would recommend that the council set up a workshop and discuss the policy before final adoption. I will have the attorney update the section on the paid leave law because that has changed since the draft was completed.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-25

TO: OSAKIS COUNCIL

PROJECT NUMBER: 179

PROJECT NAME: Building Inspection

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Inspectron rate increase

January 2026 Inspectron will increase the new flat rate to \$125. It is currently \$100.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-13-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 286

PROJECT NAME: Donations

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Resolution 2025-20

The City received donation funds for the Osakis First Responders, National Night Out, Park Osagi Improvements, and DARE. These donations help to keep the programs operating in our community.

Donations are much appreciated we are thankful for the community support and generosity.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Resolution 2025-20 by 2nd by to approve donations to the City of Osakis for the purposes as listed for the First Responders, DARE, National Night Out, and Park Improvements.
Passes Unanimously.

ACTION

10-13-25