

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 167**

**PROJECT NAME: Tax Increment**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Resolution 2025-32, TIF plan 1-5**

Jason Murray from David Drowns will be present to discuss the modification of TIF district 1-5.

With the modification of the TIF plan the city is required to hold a public hearing.

Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to open the public hearing and suspend the regular meeting. All Ayes

Jason will go over the TIF 1-5 modification plan. The modification to TIF District 1-5 will allow us to capture the next two years of increments before the district is decertified in December 2027. To do this, the district needs to be formally modified.

Attached for the Council's review is the resolution, TIF district 1-5 Modification. The cost for the modification is \$3,500.

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

**RECOMMENDED ACTION:**

Resolution was presented by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve 2025-32, approving the modification of TIF 1-5.  
Passes unanimously.

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 408**

**PROJECT NAME: Vacating Street or Alley**

**MY CONCERN/QUESTION/SUGGESTION IS:  
ATTACHMENT: resolution 2025-34**

**Background:**

The City has received a petition from Tom Vanvoorhis requesting to vacate 10 feet of right-of-way located on the east side of 7th Avenue East. This portion of the street is at the end of 7th Avenue East, where it runs into Lake Osakis, just south of Park Osagi.

Under Minnesota Statutes 412.851, a street vacation may be requested by adjoining property owners and must be considered by the City Council through a public hearing process. The City must provide notice to affected property owners and utility companies prior to action.

Notice was sent to the DNR and residents within 300 feet of the property to notify them of the public hearing at 7:30pm.

**Discussion Points for Council:**

- Whether vacating this portion of 7th Avenue East impacts public access to Lake Osakis.
- Whether there are existing utilities or easements in this area that should be preserved. City of Osakis has indicated we do not have water and sewer in the proposed area, but we must check with Xcel and CenterPoint.
- Whether the vacation would restrict future city use or park access in this area.
- Whether it causes an issue with access to property.

**I SUGGEST THE FOLLOWING SOLUTION:**

A Resolution 25-34 by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve vacation of the east 10' of 7<sup>th</sup> Ave for Tom Vanvoorhis.

**Passes Unanimously**

**ACTION**

**12-8-25**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 60-1**

**PROJECT NAME: Ordinance - Rental**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Council discussed the Rental Ordinance and tabled discussion: Would the council like staff to gather more information?

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

**RECOMMENDED ACTION:**

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

**All Ayes  
ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 60**

**PROJECT NAME: Ordinance Meters**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: 51.02 Ordinance**

The public works department has been working to replace water meter batteries for properties that have been receiving estimated bills. We currently have 24 properties that have received three notices to have the meter battery replaced, and have not complied. They all have been called to request replacement. Attached is a copy of the ordinance, it allows the city to disconnect water service for non-compliance.

The public works department does not turn off water during the winter months and would like the council to consider additional language to charge residents who will not have their meter battery replaced. Suggested \$25 to \$50 charge for non-compliance.

**Sample Language: Non-Compliance Fee.**

(1) A non-compliance fee may be charged to any property owner or water customer who fails to repair, replace, or allow access for inspection of a water meter as required under this section.

(2) The amount of the non-compliance fee shall be established by the City Council and listed in the City's annually adopted fee schedule.

(3) The non-compliance fee may be added to the customer's regular water bill and shall be collected in the same manner as other water service charges.

(4) The imposition of a non-compliance fee does not limit the City's authority to disconnect water service as provided in § 402.02(C)(2) until the meter issue is corrected and all charges are paid.

**Section 2.** This ordinance shall take effect upon its passage and publication.

Passed by the City Council this \_\_\_\_ day of \_\_\_\_\_, 20.

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

I would suggest the council consider adopted the ordinance change to allow charging a non-compliance fee. I would have the attorney review the final ordinance draft if the council wants to move forward.

**RECOMMENDED ACTION:**

A motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve moving forward and prepare language to amend our Meter Ordinance to allow a non-compliance fee.

All Ayes  
ACTION

12-8-2025

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 299/489**

**PROJECT NAME: Bond/Main lift station**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Extract minutes & loan agreement, Resolution 2025-31 General Obligation 2025A \$759,000**

Jason Murray from David Drowns will be present to discuss the bond for the Main Lift Station project for \$759,000. Interest rate is 4.45%

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

**RECOMMENDED ACTION:**

Resolution was presented by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve 2025-31, authorizing the issuance of the bond for \$759,000 for the Sewer Revenue series 2025A.

Passes unanimously.

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 46**

**PROJECT NAME: Water and Sewer EDU charge**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: email EDU**

The city attorney's office sent this email regarding the city charging an availability charge for water and sewer accounts. Council can review the attached email.

I have summarized it below:

The city can charge a base or minimum water/sewer fee to any property that is connected or capable of connecting to the system. Minnesota Statute 444.075 expressly allows minimum charges to be applied to all premises that have access to water or sewer lines, even if they are not currently connected. These charges must be used only for authorized system costs, such as operations, maintenance, replacements, improvements, debt service, and compliance with required permits. When setting fees, the city may consider the full cost of running and maintaining the utility system.

The city's current fee schedule already includes base charges, but an ordinance update would be needed to clearly authorize applying those fees to vacant or unconnected-but-capable properties. Other cities apply similar charges for both connection and availability, often using SAC/WAC or REC unit calculations based on usage capacity.

Council had information included in the Truth in Taxation agenda item for water and sewer rates.

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

**RECOMMENDED ACTION:**

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

**All Ayes**

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 49**

**PROJECT NAME: Main Street – Later Line project**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: WSB agreement for preliminary Engineering report, timeline, WSB invoice**

Council will receive the agreement from WSB by email for completing the final construction plans for the Main Street – Lateral Line Project. Kevin will also provide a recommended project timeline, including the steps needed to finish the plans and prepare for the public hearing on the proposed assessments. Copies of the agreement will be available at the meeting; however, it was not ready at the time council packets were prepared.

Attached see street assessment process:

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

**RECOMMENDED ACTION:**

Approve the WSB agreement to move forward with Preliminary Construction plans. Staff will reach out to the council to schedule a special meeting to review preliminary plans and set up public hearing for the project.

A motion by                    2<sup>nd</sup> by                    to approve WSB invoice for \$1,276  
All Ayes

**ACTION**

**11-10-25**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 444/419**

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

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Nero Engineering Service Agreement and project scope. Council will need to review and discuss.

Below is the project task list the council has received before:

<b>Task</b>	<b>Timeframe/Date</b>
Submit Facility Plan Amendment	April 2024
Develop And Implement Updated I&I Ordinances	May 2024 to January 2025
Televise 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

At the November meeting, the council received information from Nero to start the Waste Water Project. The council had a lot of discussion about the task timeline, the Main Street project, Main Lift project, but did not authorize moving forward with the wastewater project.

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

I would recommend the council authorize NERO Engineering to move forward with Task 1: development, and Task 2: Preliminary Design, and then complete an application to PFA for funding before moving forward with Tasks 3 and 4.

**I SUGGEST THE FOLLOWING SOLUTION:**

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

**All Ayes  
ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 312**

**PROJECT NAME: Beautification Team**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:** November 2025 spreadsheet

No updates

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

**RECOMMENDED ACTION:**

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

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 441**

**PROJECT NAME: Park Committee**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: 11-25-25 minutes, WSB invoice \$10,193.50**

Highlights from the meeting:

Site review for the final plans. Council will receive a copy for the council meeting on Monday.

Finishing up phase 1 archeological review so we can order shelter.

Tim Peterson was present with concerns about the park improvements.

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

**RECOMMENDED ACTION:**

A motion by                    2<sup>nd</sup> by                    to approve minutes from 11-25-25  
All Ayes

A motion by                    2<sup>nd</sup> by                    to approve the WSB invoice for Park Osagi  
engineering for \$10,193.50

**ACTION**

**11-10-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 196**

**PROJECT NAME: Fee Schedule**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: 2026 fee schedule**

Each year the City Council reviews and updates the fee schedule to ensure it reflects current costs for services, permits, utilities, and facility use. The City Code allows fees to be established by the City Council by reference, so an ordinance amendment is not required. The fee schedule is adopted by resolution, which provides a clear and efficient way to update fees annually.

**Summary:**

The proposed 2026 Fee Schedule has been reviewed and updated.

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

**RECOMMENDED ACTION:**

A motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve resolution 2025-33 adopting the 2026 fee schedule, charges, and expenses for the City of Osakis, effective January 1, 2026.

Passes unanimously

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 50**

**PROJECT NAME: Transfers**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Before year end I would like to clean up some accounts that have been used for project and transfer them to help pay the debt for the project. Clerk Jacobson will discuss at the meeting.

640 PFA to 601 sewer fund  
630 PFA funding to 600 water fund  
330 TIF funds to 516 Downtown project bond  
518 Main Lift project to 601 sewer fund

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

**RECOMMENDED ACTION:**

A motion by                    2<sup>nd</sup> by                    to approve transfers before year-end 2025.  
All Ayes

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 94**

**PROJECT NAME: Gas Bid**

**INFORMATION FOR THE COUNCIL:  
ATTACHMENT:**

Bid requests for fuel were sent out in November to the local gas stations. Bids will be opened by the council on December 8<sup>th</sup> for the 2026 year. Deadline for the bids is 4:30pm on December 8<sup>th</sup>.

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

**RECOMMENDED ACTION:**

A motion by                    2<sup>nd</sup> by                    to approve low bid with                    for  
gas and diesel for the 2026 year with a savings of \$                    per gallon on gas and a  
savings of \$                    per gallon on diesel.

All Ayes  
ACTION

12-8-2025

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 382**

**PROJECT NAME: Union - City**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: MOU AFSCME**

Received information from the AFSCME professionals union requesting an MOU for the PFML (paid family medical leave). In reviewing this document, it does include the same information that the city adopted for the policy.

The city will split the PFML cost 50/50 and allow employees to use accrued sick and other time to be paid 100% of their wage. The city policy also required the employee to notify the city when they will be utilizing leave, so there is no delay, as stated below.

Policy:

(Employees seeking MPL benefits are required to provide copies of any certification of eligibility or other relevant medical documents to the City Clerk/Personnel Committee on the same day that they are submitted to the City of Osakis' designated MPL insurance carrier for MPL benefit consideration.)

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

**RECOMMENDED ACTION:**

**A motion by                      2<sup>nd</sup> by                      to approve MOU with AFSCME**

**All Ayes**

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 472**

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

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT:** MCP Application and Agreement

The Minnesota Housing Program is offered statewide, so anyone can participate. By choosing to enroll, the City is added to the approved participation list and receives the first option to access available funds. It also allows the City to promote the program locally, which helps show the public that we support first-time homebuyers in our community.

Through this program, the State of Minnesota allocates funds to participating communities to assist first-time homebuyers with down payment or closing cost needs. These funds are accessed through local lenders when applicants apply for the program. One requirement is that participating communities must use at least 50% of their allocated funds each year in order to remain eligible the following year.

The City of Osakis participated in the program since 2023, successfully meeting the 50% usage requirement each year. Because of that, the City is eligible to apply again for 2026.

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

**RECOMMENDED ACTION:**

A motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve City of Osakis participate in the MCP Program for 2026 and authorize Clerk Jacobson to submit the application  
All Ayes

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 79**

**PROJECT NAME: Auditors**

**INFORMATION FOR THE COUNCIL:**

**ATTACHMENT: Carlson SV Contract**

Carlson SV contract is attached. Council shall approve moving forward with Carlson SV for the city Auditor. The fee for the 2025 audit is \$23,900. This is an increase of \$2,000.

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

**RECOMMENDED ACTION:**

A motion by                      2<sup>nd</sup> by                      to approve Carlson SV contract with for  
\$23,900

All Ayes

**ACTION**

**12-8-2025**

**TO: OSAKIS COUNCIL**

**PROJECT NUMBER: 3**

**PROJECT NAME: Elected Officials Training**

**INFORMATION FOR THE COUNCIL:**

Elected Officials' training is available through the LMC training. Online and in person. Attached is information on the training they provide. If you would like to attend, let us know, and we can set it up.

This is paid for by the city.

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

**I SUGGEST THE FOLLOWING SOLUTION:**

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

**ACTION**

**12-8-2025**