



**REGULAR CITY COUNCIL MEETING AGENDA
OSAKIS CITYHALL
14 NOKOMIS STREET E
MONDAY, JANUARY 12, 2026
7:00 P.M.**

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

CONSENT AGENDA (MINUTES & REPORTS)

(Items can be removed for further discussion):

Approve bills \$709,127.70

Approve City Council minutes: December 8, 2025

- #174 Overtime Report December
- #60 Ordinance – administrative citation – no update
- #76 Police Report
- #205 Public Works Report
- #249 Planning and Zoning 12-18-25
- #195 Health and Safety 12-18-25

ORGANIZATION ITEMS:

- #451 Council Meetings
- #104 Mayor Appointments
- #109 License Renewals
- #488 Official Newspaper
- #22 Clerk

PETITIONS, REQUESTS, COMMUNICATIONS:

- #508 Engfer Land Development – Laura Ostlie
- #168 Country Club – Dave Laven
- #261 Water Problem

ORDINANCE & RESOLUTIONS:

- #60-1 Ordinance – Rental
- #60 Ordinance meters

STAFF/COMMITTEE/BOARDS REPORT:

- #73 First Responders
- #74 Fire Department
- #76 Police Report
- #24 Liquor Store
- #46 Water and Sewer EDU

#49 Main Street – Sanitary Sewer & Lateral line Project
#102 EDA minutes 12-15-25

#441 Park committee
#312 Beautification Team

UNFINISHED BUSINESS:

#196 Fee Schedule
#205 Public works building discussion

NEW BUSINESS:

#7 Community Center
#43 Board of Review
#110 Gambling
#286 Donation

MISC:

ADJOURN

TO: OSAKIS COUNCIL

PROJECT NUMBER: 451

PROJECT NAME: Council Meetings – Schedule for 2026

INFORMATION FOR THE COUNCIL:

ATTACHEMENT: 2026 Meeting Calendar & January Event Calendar

The council shall set the regular City council meetings each January.

Location: Osakis City hall 14 Nokomis Street East (unless posted)

Time: 7pm the 2nd Monday of each Month

The only council meeting that falls on a holiday is October 13th for Columbus Day. Council can hold meetings on this day according to state statute Columbus Day is not a required day off.

MY CONCERN/QUESTION/SUGGESTION IS:

Does the council want to consider a different day/time for the council meeting? The Osakis Public School has moved its meeting to Wednesdays instead of Mondays.

Would Wednesday have fewer conflicts?

Would the council consider meeting at 6pm?

RECOMMENDED ACTION:

Motion by _____ 2nd by _____ approve 2026 regular council meeting as listed within the staff report.

All Ayes

ACTION

1-12-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 104

PROJECT NAME: Mayor Appointments

**INFORMATION FOR THE COUNCIL:
ATTACHMENT: Mayor Appointments 2026**

Judy put together her recommendations for the Mayor Appointments for 2026.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

**A motion by 2nd by to approve mayor appointments for 2026
All Ayes**

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 109

PROJECT NAME: License Renewals

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 2026 license renewals

The council will need to approve the licenses for 2026. We received the needed information to renew the licenses for all the 2026 licenses proposed.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by
Osakis as presented.

to approve 2026 licenses for the city of

All Ayes

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 488

PROJECT NAME: NEWSPAPER

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

All statutory cities are required to designate an official newspaper each year. All required legal documents and notices for the City of Osakis will be published in the official newspaper.

Staff received one quote from Long Prairie Leader, which will be opened at the meeting

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

**A motion by 2nd by to approve Long Prairie Leader as the
official newspaper for the year 2026.**

All Ayes

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 22

PROJECT NAME: Clerk

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Electronic Funds Transfer Form & Resolution

- The city policy 05-2008 requires designation of a designated business administrator as per the Mayor Appointments. Council shall approved the Electronic Funds Transfer Authorization form.
- Approve the official depositories of the city. Resolution 26-01
- Approve appointments for corporate authorization. Resolution 26-02
- Clerk Jacobson would like to attend the Clerks Conference in March held in Brooklyn Center this year on March 17th to 20th. The cost to attend the conference is \$495. Room rate is \$125 a night. The budget does cover the cost to attend this conference.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by _____ 2nd by _____ approve Electronic Funds transfer form for 2026 to authorize city clerk Angela Jacobson.
All Ayes

Resolution 26-01 and 26-02 by _____ 2nd by _____ approve official depositories and appointing corporate authorized signers. Passes unanimously.

Motion by _____ 2nd by _____ approve clerk Jacobson attend the Clerks Conference. All Ayes

ACTION

1-12-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60-1

PROJECT NAME: Ordinance - Rental

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Steve Jones draft Rental ordinance

Council received a draft rental ordinance prepared by Steve Jones. Council can discuss how you want to proceed.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

**All Ayes
ACTION**

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance Meters

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 51.02 Ordinance

Council approved to move forward with a draft ordinance from the city attorney on the meter non-compliance language. Attached is the attorney's email and draft for the council's review.

Council will need to discuss a fee. Suggested \$25 to \$50 charge for non-compliance.

MY CONCERN/QUESTION/SUGGESTION IS:

If the council does not have changes to the ordinance sample, Clerk Jacobson will publish the notice that the ordinance will be reviewed at the February meeting.

RECOMMENDED ACTION:

A motion by 2nd by to approve moving forward and prepare a notice of the proposed ordinance change.

**All Ayes
ACTION**

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 73

PROJECT NAME: First Responders

INFORMATION FOR THE COUNCIL:

ATTACHMENT: December Report

2026 Officers:

President: Shannon Graff

Vice President: Lindsay Haan

Secretary: Hattie Thorson

Kyle Swenstad has resigned from the First responders due to need to have more time with family.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve First Responder officers for 2026.
All Ayes

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 74/13

PROJECT NAME: Fire Department/Fire Relief

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

December Fire Department report

2026 Fire Department Officers:

Chief: Craig Dropik

1st Asst. Chief: Travis Middendorf

2nd Asst. Chief: Kyle Kostrzewski

Training officer: Allan Stoll

2026 Fire Relief Officers:

President: Kyle Kostrzewski

Vice President: Matt Kral

Treasurer: Bob Kallstrom

Secretary: Craig Schultz

Board member 1: Chad Zimmel

Board member 2: Adam Trisco

MY CONCERN/QUESTION/SUGGESTION IS:

Council will need to approve the 2026 officers

RECOMMENDED ACTION:

**A motion by 2nd by
and relief officers as presented.**

to approve 2026 Fire Department officers

**All Ayes
ACTION**

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 76

PROJECT NAME: Police

INFORMATION FOR THE COUNCIL:

ATTACHMENT: December Police Report, Calvin letter

Calvin Uhl letter to step down to part-time.

The Council should discuss how it wishes to proceed with filling the full-time position. Options include opening the position to any interested individuals within the City or advertising and accepting applications for a full-time position.

With Calvin moving to part-time status, the Council should also discuss the structure and expectations of the part-time position. This discussion may include hours, duties, and compensation. It should also be noted that part-time employees are not eligible for benefits at the same level as full-time employees. Effective February 4, the position will officially transition to part-time.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

1-12-26

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 \$124,674.71
- Gambling Rent December \$5,544.44 (full year included on gambling rent sheet)

No new prices on paving.

The after transfers number does show the \$20,500 transfer to the general fund from 900 and 901 fund, each contributing \$10,250 per the 2025 budget. This is shown on the Revenue and Expenses sheet under capital funds transfer.

Year to Date Liquor Store income before transfers and capital improvements \$21,596.
After transfers and capital improvements -\$15,577.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

**All Ayes
ACTION**

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 46

PROJECT NAME: Water and Sewer EDU charge

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

The council received information on the EDU from the attorney in December and asked for the number of empty lots and vacant property.

Vacant houses are: 7
Vacant commercial or businesses: 4
Empty lots: 42

How does the council want to move forward?

The city attorney's office sent an email in December regarding the city charging an availability charge for water and sewer accounts.

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.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 49

PROJECT NAME: Main Street Project – Sanitary Sewer replacement

INFORMATION FOR THE COUNCIL:

ATTACHMENT: WSB bill \$9,194.00

Attached is the email regarding the question of whether the city can assess for the lateral line on private property.

Summary of the statement:

The city has authority under state law to repair or replace privately owned water service lines and assess the full cost to the property owner. Before certifying these costs to the county for collection with property taxes, the city should first invoice the property owner. While not legally required, it is recommended that the city notify property owners in advance that service lines may be replaced if necessary and that they will be responsible for 100% of the cost under the city's assessment policy. The city must also document that the service lines meet or exceed the life expectancy standards outlined in the policy.

MY CONCERN/QUESTION/SUGGESTION IS:

How does the council want to move forward?

RECOMMENDED ACTION:

A motion by 2nd by to approve the WSB invoice for engineering for
\$9,194.00

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 102

PROJECT NAME: EDA

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Minutes 12-15-25, Resolution 26-03

Review EDA minutes from 12-15-25 for approval.

Resolution 26-03 delegates the authority and responsibility for administering the City's forgivable loan program for the housing program to the EDA. The City Attorney reviewed the closing documents and provided suggested changes, and recommends that the Council grant the EDA official authority to administer the program.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve 12-15-25 minutes.
All Ayes

Resolution was presented by 2nd by to approve 26-03,
delegating the authority to administer the loan program to the EDA.

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 441

PROJECT NAME: Park Committee

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 12-16-25 minutes, WSB invoice \$6,274.25

Highlights from the meeting:

Discussed the bids for the project. Will look to start bidding in February. We need to wait until we have a DNR contract in place for the grant to proceed with any project expenses.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve minutes from 12-16-25
All Ayes

A motion by 2nd by to approve the WSB invoice for Park Osagi
engineering for \$6,274.25

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: December 2025 spreadsheet

Amber Kral will be in attendance. The Beautification Team is working on a project for the overlook at Park Osagi. Attached are pictures of the design for the area. They want to include the swing and the bench. Bids for the project will be sent to the council as soon as they are received. This project will be done in 2026 with the Beautification funds.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 7

PROJECT NAME: Community Center

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Bob Kanniainen has resigned from his position as the cleaner at the community center.

Dede Green has been filling in opening and cleaning as needed since his notice. She has been doing a great job.

I would like Council approval to open the position and to work with Randy and Judy to discuss how to proceed with filling the cleaner position. This would include reviewing and defining the duties, pay, and expectations so the process is clear and consistent.

MY CONCERN/QUESTION/SUGGESTION IS:

How does the council want to move forward?

RECOMMENDED ACTION:

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

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 43

PROJECT NAME: Board of Review

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Board of Appeal and Equalization Training

The City is required to have at least one member certified and trained to serve on the Board of Review and Equalization. If the City does not have a certified member, it forfeits the right to hold its own Board of Review, and the review would be conducted by the County.

Currently, Laura Backes is certified through 2026. The Council has received an email containing a link to the Board of Review training for any additional members who wish to attend.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Members to attend the online training as a way to understand the process of the Board of Review.

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

ACTION

1-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 286

PROJECT NAME: Donations

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Resolution 2026-04

The City received donation funds for the Osakis First Responders, General fund, Park Osagi Improvements, and Osakis Beatification. 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 2026-04 by _____ 2nd by _____ to approve donations to the City of Osakis for the purposes as listed for the First Responders, General fund, Osakis Beatification, and Park Improvements.
Passes Unanimously.

ACTION

1-12-26

