

TO: OSAKIS COUNCIL

PROJECT NUMBER: 468

PROJECT NAME: Special Event

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Taste of Osakis Event

Background:

The City of Osakis received a special event application requesting approval to close the downtown streets, as shown on the attached map. The proposed event, *Taste of Osakis*, is intended to celebrate the community and would include bull riding, food trucks; an outdoor concert, food and craft vendors, and other activities.

Discussion:

The event would primarily utilize the downtown area, including Main Street and Central Avenue, the boat landing, 1st Avenue East and the Hensley lot, as well as the Panther Distillery lot.

Event Operations:

Attendance is expected to be highest during the daytime hours, with the concert and bull riding scheduled for the evening.

- **Public Safety:** Staff will coordinate with the police department and emergency services to ensure appropriate access, coverage, and emergency response.
- **Street Closures:** Streets will be closed pending Council approval. Any County State Aid highways will require County approval, including the downtown portion of Central Avenue and Main Street.
- **Vendors & Fees:** Food trucks and vendors will be required to obtain approval to participate in the event. The City does not require a transient merchant license during designated community events.
- **Neighborhood Impact:** Loud music is anticipated during the evening hours while the event is taking place.
- **Chamber Liquor License:** The Osakis Chamber of Commerce has submitted a liquor license application for the concert and bull riding.
- **Additional Liquor Licensing:** Any other establishments wishing to serve alcohol must apply separately. Alcohol service must be confined to a designated, fenced area and may not extend throughout the entire street closure area. Additional information will be needed if other entities intend to apply for a liquor license.

Financial Impact:

Direct costs to the City are expected to be limited to staff time for event coordination, public works preparation, and police presence.

Recommendation / Question / Suggestion:

It is recommended that the Council approve the street closures and the Taste of Osakis event, subject to compliance with all applicable ordinances, including liquor laws, required insurance coverage, necessary permits, and timely payment of application fees.

RECOMMENDED ACTION:

Motions to consider:

Motion by _____ 2nd by _____ to approve the Taste of Osakis event that is outlined by the staff report and attached attachments, subject to standard conditions to include insurance, permits.

Motion to approve the Taste of Osakis event with the following modifications:

Motion to deny the request of Taste of Osakis event at this time.

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60-1

PROJECT NAME: Ordinance - Rental

PREPARED BY: Clerk Angela Jacobson – Sourcewell Consultant Steve Jones

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Steve Jones draft Rental ordinance, memo regarding Summary of ordinance

Background:

The Planning and Zoning and Council discussed having a rental ordinance in Osakis. This ordinance was discussed because of concerns that have come up regarding properties.

Council received a draft rental ordinance prepared by Steve Jones. The draft includes sample forms.

Discussion:

Council can discuss how you want to proceed

- The next page has a summary of what the ordinance covers
- Things for the council to consider
- Research shows: Bigger cities have a full rental ordinance with required inspections. Smaller cities have a registration requirement for all rentals. No required inspection.

Options have raised preliminary discussion:

- Who will enforce the rental ordinance
- Would it be a complaint-based ordinance or a compliance-based ordinance
- Discussion with local landlords regarding an ordinance
- Discussion with local renters regarding having an ordinance
-

MY CONCERN/QUESTION/SUGGESTION IS:

Staff recommends that the city council discuss the options and provide direction on any additional information.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes
ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 102/509

PROJECT NAME: EDA/ MN Housing Grant Tier II

PREPARED BY: City Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: EDA minutes 2-23-26/ MN Housing grant Tier II agreement

Background:

The City of Osakis has been awarded a Tier II grant through Minnesota Housing. The grant was submitted in the amount of \$150,000 to support the construction of new homes within the city.

Funding of up to \$30,000 per home will be available to qualifying individuals who build a home in Osakis. Eligible participants may receive up to a \$30,000 reduction toward the final cost of construction. This incentive is in addition to the existing \$25,000 housing program currently administered by the EDA.

Discussion:

The final draft agreement is attached. It includes standard language, with specific details related to our grant to be finalized. I have a meeting with Minnesota Housing on Thursday March 12th to review the remaining required information. Following that meeting, the agreement will be ready for signature.

This program is new to both Osakis and Minnesota Housing. As we move forward, there may be additional items requiring approval. Our goal is to finalize the agreement soon so we can begin promoting the program before spring. This will allow us to include details in the spring newsletter, website, and facebook page.

MY CONCERN/QUESTION/SUGGESTION IS:

Council action to make a motion to approve the signing of the grant agreement after it is finalized.

RECOMMENDED ACTION:

1. Council can choose to consider the grant agreement and review it at the April meeting, and then approve it at that time.
2. Council motion to approve the grant agreement when it is finalized, a copy to be emailed to all councilmembers when a draft is available.

A motion by 2nd by to approve the grant agreement with MN housing Tier II grant for \$150,000 when it is finalized, and a final draft to be emailed to council. All Ayes

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 76

PROJECT NAME: Police

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Police Report

Calvin Uhl has requested to move to part-time status. Chad and Judy plan to meet to discuss the structure, duties, and expectations for his part-time officer position. Council will be updated with that information before the meeting.

For council information: part-time employees are not eligible for benefits at the same level as full-time employees. In addition, an employee must be separated from employment for a minimum of 30 days before drawing PERA retirement benefits. Calvin's last day as a full-time officer was February 4.

Council action will be needed to approve Calvin's return as a part-time employee and to set the applicable hourly wage. The current top wage for the position is \$38.58 per hour.

The city will be putting the old squad truck and white SUV on an online auction for sale. This information will be published in the Long Prairie Leader next week.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motions to Consider:

1. Take no action at this time. The council is not required to take action at this time.
2. Approve Calvin Uhl work part time at the rate of \$38.58 the top wage with the agreed upon duties as a part-time officer.
3. Approval calvin uhl work part time at the rate of \$ with the agreed upon duties for part-time officer.
4. Delay consideration for more discussion.

Motion by 2nd by to approve/deny Calvin has a part-time officer at wage \$.with the following expectations.
All Ayes

ACTION

3-9-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 205

PROJECT NAME: Public Works

PREPARED BY: Clerk Jacobson, Superintendent Quistorff

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Public Works Report, quotes mowers

Equipment replacement:

- Quistorff wants to purchase a few pieces of equipment:
 - John Deere 5115M tractor and mower used for ditch mowing, pond mowing, and will be used for lawn spraying. Can't get parts for the side mower on the current tractor
Price is \$47,500. Trade-in on our tractor is \$6,500. Council can discuss if you would like to have the tractors traded in or to sell them on an online auction.
 - Z970R lawn mower to replace our oldest lawnmower. Price is \$16,758.82 trade in value is \$9,600. Total cost is \$7,158. Council can discuss if you would like to have traded in or sell them on an online auction.

Public works building:

- Darrin provided me with an updated equipment list for the building sizing. When we have a revised plan, we will set up a workshop meeting.

Public works report:

- Noted that copper and lead samples were performed on both wells with no contaminants found.

Discussion:

The proposed purchase of the John Deere 5115M tractor and Z970R mower cost is budgeted in the capital outlay funds to pay for these purchases for the public works and park department budget.

If purchased, does the council want to have the mower traded in or sold at an online auction? Quistorff would like the council to decide on the Tractor 5115M because it is up for sale and could be purchased by another buyer.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Possible Motions:

1. Take no action at this time. Council is not required to move forward at this time.
2. Make a motion to approve the John Deere 5115 M tractor or Z970R mower from the budgeted capital outlay funds.
3. Make a motion to deny at this time
4. Make a motion to delay the purchase to have a budget discussion at a later date.

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 46

PROJECT NAME: Water and Sewer EDU charge

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

MY CONCERN/QUESTION/SUGGESTION IS:

The EDA is continuing the discussion regarding availability charges for vacant properties. At its February 23 meeting, the EDA approved recommending that the City charge the base availability rate to each vacant property.

This would mean that any commercial or residential property that is sitting vacant would be assessed the base availability charge. Currently, the seasonal base rate is \$37.75 and is adjusted annually.

I have reached out to the City Attorney to determine whether an ordinance amendment would be required to implement this change. I did not receive a response in time for the packet, but will forward that information as soon as it becomes available.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 49

PROJECT NAME: Main Street Project – Sanitary Sewer replacement

PREPARED BY: Clerk Jacobson and Kevin Kruger WSB

INFORMATION FOR THE COUNCIL:

ATTACHMENT: WSB Sanitary Sewer \$994. Main Street \$26,450.25

Background:

The Main Street Project was initiated to address compliance requirements under the MPCA permit related to the City's inflow and infiltration (I&I) issues. The City identified areas with the greatest need based on I&I concerns and street conditions. The Main Street East area was determined to be in need of replacement.

Johnson Jet-Line televised the sewer lines in this area and found that a majority of the properties were experiencing inflow issues and that many lateral lines were in poor condition. Based on this information, WSB was contracted to complete the feasibility study and final design for the project.

Kevin Kruger and Eric DeSmith met with the Council on February 24, 2026, to review the project area and proposed layout. Proposed assessment ranges were discussed at that time but were not finalized for Council review.

In order to proceed with assessing the project, the City must follow the statutory assessment process. Step one is outlined below:

- The City must hold a public hearing on the proposed improvement.
- Notice must be published twice in a qualified newspaper, with the publications at least one week apart.
- The hearing must be held at least three days after the second publication.
- At least 10 days before the hearing, notice must be mailed to each property owner within the area proposed to be assessed.

Discussion:

Clerk Jacobson received the proposed assessment information from Kevin Kruger, which will be forwarded to the Council. There are a few outstanding questions regarding vacant lots and double lots that need to be clarified before distribution. I will review the numbers with our financial consultant and provide an update to the Council.

The Council may set a date for the required public hearing, at which time notices will be mailed to the affected property owners. Prior to the hearing, staff recommends finalizing the proposed assessment amounts for each property.

Financial Impact:

The total project cost is estimated at \$2.5 million. The City will need to issue bonds to finance the project. The project has been placed on the PPL. Information within the (Intended Use Plan) IUP will be reviewed to determine the availability of funding through the (Public Facilities Authority) PFA.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motions to consider:

1. To set a public hearing date. Must be after March 30th.
2. To table the discussion until we have more financial information.
3. Take no action at this time.
4. Motion to get IUP from PFA and financial information and move forward with the public hearing after March 30th.

A motion by 2nd by to approve WSB bill for \$944. and \$26,450.25
All Ayes

ACTION

2-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 441

PROJECT NAME: Park Board

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: February 24th, 2026

Background:

The Park Board is requesting council approval to apply for Phase 2 of the Park Osagi Project and submit a DNR grant. This DNR grant offers matching funds up to \$500,000. The cost to submit the application is \$5,000. The Park Board is asking the council to approve the use of the \$5,000 LMC Navigator grant we received in 2025 to cover this application cost.

The DNR grant contract for phase one of the Park Osagi project is still being processed. This has been a lengthy process and is cutting into our timeline to bid the project. To keep the project moving forward, the Park Board is requesting council approval to proceed with the bidding process for Phase 1 of the project. The final draft plan is attached for your review. The full bidding documents can be viewed at City Hall, or I can email them if you would like to review the complete plans.

As part of the grant process, a cultural resource assessment and a geotechnical report were required. Both reports are attached for your review. Once the DNR reviews these documents, they will finalize the DNR grant agreement, which I will forward to the council by email.

In February, the Council approved a motion to move forward with bidding and to execute the DNR agreement. To date, neither the bid documents nor the agreement have been received.

Discussion:

Clerk Jacobson contacted the DNR regarding the Phase 2 grant application. The DNR indicated that additional grant funds would not be approved until the initial grant funds have been substantially used.

Based on that guidance, the Park Board will hold off on applying for Phase 2 funding at this time

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by _____ 2nd by _____ to approve Park Committee meeting minutes
2-5-26
All Ayes

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: February 2026 spreadsheet

Amber Kral will be in attendance.

Ambers was in attendance at the last council meeting and received approval for concrete for the overlook area by Shrode Concrete. She will provide additional bids for the overlook when available.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 261

PROJECT NAME: Water Problem

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Drainage letter

Bryan Danielson was at the August meeting with concerns on the drainage of the water for his property at 226 Central Ave.

Letters were sent on January 14 and February 17 to all property owners on the Central Avenue block, requesting they call with available dates to meet in March. To date, three property owners have responded. Leaving five for whom I have not received a response.

Does the council want to set a date to meet with those who are available?

Do you want the full council or designate a couple of members to attend this meeting?

Any additional information the council wants to receive?

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by
All Ayes

2nd by

to deny/approve

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 7

PROJECT NAME: Community Center
PREPARED BY: Clerk Jacobson
INFORMATION FOR THE COUNCIL:
ATTACHMENT:

Judy, Randy, and Angela will be completing interviews on March 12th. The council should give direction on the approval of the cleaner or hold a special meeting before the next council meeting on April 13th.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 43

PROJECT NAME: Board of Review

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Received a notice for the Todd and Douglas County Board of Review.

Date: Tuesday, April 7th

Time: Todd County 9am, Douglas County 10:30 am

Where: Osakis City Hall

Need: a majority of the council present to hold the board of review. And at least 1 trained member. Both Judy Dvorsak and Laura Backes are trained.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by
All Ayes

2nd by

to approve/deny

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 42

PROJECT NAME: Clean Up Day

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Background:

City Hall office staff coordinate an annual Clean-Up Day event each spring for City residents. The event is held in May. Volunteers who donate their time include the Osakis Lions, STS Todd County, and West Central Sanitation (up to the contracted amount of \$1,000 in dumping fees).

Funds collected, minus any event expenses, are allocated toward the 4th of July fireworks. The event has been successful and continues to see strong participation each year.

In 2025, the Council approved a one-year trial allowing members of the Osakis Lake Association to participate. The Lake Association Board provided volunteers to assist with member check-in and event operations. Last year, fewer than 10 Lake Association members participated.

Clean-Up Day is scheduled for May 16 from 9:00 a.m. to 11:00 a.m. Pope/Douglas Incinerator will have its hazardous waste trailer on-site.

Discussion:

Would the Council like to allow members of the Osakis Lake Association to participate in the event again this year?

Clean-Up Day pricing will be presented at the April meeting. At this time, the staff is recommending that pricing remain the same.

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

Motions to consider:

1. To allow the OLA to participate in the 2026 clean-up day event.
2. To approve the prices to stay the same in 2026.

A motion by _____ 2nd by _____ to approve/deny

All Ayes

ACTION

3-9-2025

TO: OSAKIS COUNCIL

PROJECT NUMBER: 387

PROJECT NAME: Crosswalks

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

September of 2025 the council was discussing crosswalks. We received a quote for having the crosswalks etched on Nokomis and 1st Ave East. The cost was \$630 for each crosswalk

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by All Ayes 2nd by to deny/approve

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 260

PROJECT NAME: Council Information – live stream meetings and packets online

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Background:

In 2025, the Council approved a motion to live-stream council meetings on YouTube and to post cover sheets online along with the agenda. The council agreed to try this for one year.

Statistics from the first year:

During the live meeting, between 1 and 6 individuals typically view the live stream. This number fluctuates throughout the meeting.

After the meeting is posted to YouTube, the meetings are viewed by an average of 36 times each month. Of those views, the average watch time is 17 minutes per meeting. This indicates that most viewers watch portions of the meeting rather than the entire meeting.

There have been public comments noting that it can be difficult to hear council members at times. The current microphone is located on the camera. To improve sound quality, individual microphones would need to be installed to better capture the discussion.

Discussion:

- Does the Council wish to continue live-streaming meetings on YouTube?
- Does the Council wish to continue posting cover sheets online with the agenda?
- If continuing, does the Council want to allocate funds to permanently install the camera and add microphones to improve audio quality?

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motions to Consider:

1. Take no action at this time. The council is not required to take action at this time.
2. Gather more information before making a decision
3. Discontinue live streaming because of usage
4. Keep everything the same as it is and continue the trials for one more year.
5. Approve to install the camera and microphones in the council chambers.

Motion by _____ 2nd by _____ to approve/deny

All Ayes

ACTION

3-9-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 321

PROJECT NAME: Visitor Center

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Visitors 2025

Background:

Last year, the Visitor Center operated on a part-time basis, as funding was available to cover staffing costs. The City requested contributions from local organizations and gambling to assist with those expenses. Donations received were as follows:

- Heritage Center – \$400
- VFW – \$500
- Osakis Lake Association – \$500
- Chamber of Commerce – \$500
- EDA (Lodging Tax Funds) – \$1,988

Attached is the visitor center usage from 2025.

Discussion:

Does the Council wish to operate the Visitor Center in the same way this year?

Due to budget constraints, the Council budgeted \$6,000 for staffing costs, with the expectation that \$6,000 would be raised through donations. Those contribution requests would need to be made.

I have not yet inquired about returning staff. If they are interested in returning, I would recommend offering a \$1.00 per hour wage increase.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motions to consider:

1. To give \$1 per hour raise for any returning employee
2. Send out letters of request for funds to keep the visitor center open to local organizations and gambling groups.
3. To keep the visitor center closed this summer
4. To only open on a part-time basis on the busy days of the week.

A motion by _____ 2nd by _____ to approve to \$1 increase

Motion by _____ 2nd by _____ to approve the request for funds for staffing of the visitor center.

All Ayes

ACTION

3-9-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 213

PROJECT NAME: Beach - Lifeguards

INFORMATION FOR THE COUNCIL:

ATTACHEMENT: Beach Visitors 2025

Background:

The beach has been open from the beginning of June to Labor day. Over the past several years, the City has experienced difficulty in hiring quality lifeguards. For the 2025 season, Quistorff and Jacobson met with the lifeguards to clearly review job expectations and requirements. 2025 was a better season.

The beach visitor sheet is attached for your review.

Each year, returning lifeguards have received a wage increase if they come back for the season. The current starting wage for a lifeguard is \$15.00 per hour.

Last year, the City employed three lifeguards, and beach hours were covered the majority of the time.

Discussion:

With the increased use of the beach, returning lifeguards will be contacted to determine if they are interested in coming back for the season. I would recommend providing a wage increase for those who return.

Currently, the head lifeguard wage is \$17.00 per hour, and returning lifeguards earn \$16.00 per hour. I would recommend a \$1.00 per hour increase for returning staff.

Financial:

2026 budget totals \$6,500 for staffing.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motions to consider:

1. To give \$1 per hour raise for any returning employee
2. To only open on a part-time basis on the busy days of the week.

Motion by 2nd by approve/deny All Ayes

ACTION

3-9-26