

TO: OSAKIS COUNCIL

PROJECT NUMBER: 160

PROJECT NAME: Osakis Public School – FFA install Book Barns

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Elaina Knott with the Osakis FFA would like permission to install book barns on the city property at Park Osagi. Elaina Knott will be in attendance to discuss.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 46

PROJECT NAME: Water and Sewer EDU charge

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: draft ordinance amendment 146 for chapter 50

MY CONCERN/QUESTION/SUGGESTION IS:

See the attached draft amendment to the ordinance to establish a base charge for availability. This would apply to any commercial or residential property that is vacant, requiring payment of the base availability charge. The current base rate is \$37.75 and is adjusted annually.

If the council agrees with the proposed change, I will post the information on our website and include the ordinance on the May meeting agenda for review and approval.

RECOMMENDED ACTION:

A motion by _____ 2nd by _____ to move forward with the adoption of ordinance change #146 at the May meeting.

All Ayes

ACTION

4-13-2026

Background:

1-12-26

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

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.

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 \$7,418.25

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.

Council set a date for the required public hearing on April 9th, 2026. Notices have been mailed to the affected property owners with estimated assessments.

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; however, it is not included on the 2026 Intended Use Plan (IUP) for funding through the Public Facilities Authority (PFA).

PFA funding, which ranges from approximately 1% to 1.5% interest, can only be used for water and sewer costs. Bonds will need to be issued to cover the street portion of the project, with estimated interest rates between 4% and 4.5%.

Discussion: Following the public hearing the council must decide if you want to pass a resolution to authorize bidding for the project. This can be done at the hearing or at the Council meeting. The council can review and discuss options on how to move forward after the discussion at the public hearing.

The public hearing is the initial step to present project information and determine whether to proceed with receiving bids. The council is not committed to the project until bids have been reviewed and formally awarded.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motions to consider:

1. To table the discussion until we have more financial information.
2. Take no action at this time.
- 3: Motion to authorize bidding for the project.
4. reevaluate the project.

A motion by 2nd by to approve WSB bill for \$7,418.25
All Ayes

ACTION

4-13-2026

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. We did move forward with bidding, but found out in March that we would need to postpone bidding because the DNR required a phase 1 archaeological survey. Bids were not open, but instead will be re advertised at a later day.

Discussion:

Jeff Feulner from WSB is working on getting a bid and timeline for completing the phase 1 archaeological survey.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve Park Committee meeting minutes
3-31-26
All Ayes

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: March 2026 spreadsheet

Amber Kral will be in attendance.

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

The park board has approved to move forward with a sourcewell grant for \$30,000 to cover the concrete cost and tables and benches for the park. The deadline for the grant is April 15th.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 261

PROJECT NAME: Water Problem

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Drainage letter

Background:

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.

At the March 26 meeting, the council decided that it would not move forward with the meeting if the property owners were not interested.

Update:

I have had another two owners state they would like to meet.

This would be a total of five out of the eight property owners. Does the council want to have a couple of council members set up a date to discuss?

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by
All Ayes

2nd by

to deny/approve

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 387

PROJECT NAME: Crosswalks

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Background:

In 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.

At the March 2026 meeting. The council motioned to move forward with the crosswalk project. The cost was per crosswalk, which would be four per intersection, and it would be a crosswalk sticker that is heated up and applied to the roadway.

Chad and Judy can update the council.

Discussion:

How does the council want to proceed? Do you want to complete just the crossings on the highway? On what intersections?

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by
All Ayes

2nd by

to deny/approve

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 7

PROJECT NAME: Community Center

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Background:

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.

Update: Judy Dvorsak, Randy Anderson, and Angela Jacobson met regarding the community center position and decided to hire Dan Wessel as the part-time Community Center Manager. The hourly pay is \$15.00. Council should approve the hire.

NSI Contract: Nutrition Services requires a lease agreement for the use of the community center for senior meals. Attached is a draft agreement. The council should review and make a motion to approve if the agreement meets all requirements.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by _____ 2nd by _____ to approve to hire Dan Wessel as the Community Center Manager at \$15.00 per hour. With approval of all background information.
All Ayes

A motion by _____ 2nd by _____ to approve the Nutrition Services Agreement as presented.
All Ayes

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 42

PROJECT NAME: Clean Up Day

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Clean up day has been set for May 16th at the Osakis Liquor Store hours 9am to 11am. Flyers have been put on the website, around town, and on Facebook.

STS, West Central, and Pope/Douglas will all be present to help with the event.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by
All Ayes

2nd by

to approve/deny

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 414

PROJECT NAME: Surplus Items

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Sale of Police truck and SUV

The police vehicles were sold at the Americas AA Auction.

Sold:

Black police truck for \$10,500

SUV sold for \$2,200

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 321

PROJECT NAME: Visitor Center

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

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

Council received the visitors' list for 2025 at the March meeting, and motioned to postpone a decision until the April Meeting.

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.

Jackie Schultz will return as staff, but Anna Sadlemyer will not. We can advertise or ask for Heritage Center volunteers.

Bonnie Schultz from the Heritage Center has requested to be on the agenda to discuss.

MY CONCERN/QUESTION/SUGGESTION IS:

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 as funding allows.

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

4-13-2026

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, Fire Department, and Osakis Beatification. These donations help to keep the programs operating in our community.

Donations are much appreciated. We are thankful for the community's support and generosity.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Resolution 2026-10 by _____ 2nd by _____ to approve donations to the City of Osakis for the purposes as listed for the First Responders, Fire Department, and Osakis Beatification.
Passes Unanimously.

ACTION

4-13-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 140

PROJECT NAME: Todd County – Hazard Mitigation Plan

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 2025 Todd County Hazard Mitigation Plan

I sent an email to the council with the full link to the Todd County plan. The information was also provided to Chad Gulbranson and Craig Dropik for their input as emergency managers.

Attached is a resolution for the council to review and consider adoption of the plan.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A Resolution was presented by
Todd County Hazard Mitigation Plan.
Passes unanimously

2nd by

to approve the 2025

ACTION

4-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 263

PROJECT NAME: Police Union - LELS

INFORMATION FOR THE COUNCIL:

ATTACHMENT: LELS notice desire to negotiate 2027-2028 contract

LELS union sent a notice to start negotiations for the 2027 and 2028 contracts.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by
All Ayes

2nd by

to approve/deny

ACTION

4-13-26