

TO: OSAKIS COUNCIL

PROJECT NUMBER: 343

PROJECT NAME: Fireworks - lease

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Osakis Country Club letter, Cleanup day and Fireworks sheets

The council received a response from the Osakis Country Club regarding the annual lease of the property used for the July 4th fireworks display.

Background:

For many years, the City has entered into a lease agreement with the Osakis Country Club for the use of its property on July 4th to set up and display fireworks. The lease is primarily used to address liability and insurance requirements associated with the fireworks display, the past cost for lease the grounds was \$1.

This past winter, Public Works Superintendent Quistorff discontinued plowing the road that provides access to the Country Club. The Country Club expressed concerns regarding this change and indicated that they believe there should be compensation for the use of their property for the fireworks display.

Following a meeting of the Country Club Board, the city received a letter requesting \$2,500 for the lease of the grounds for the annual fireworks display.

Craig Dropik, Fire Chief and the licensed pyrotechnician responsible for the city's fireworks display, will be present to discuss potential alternatives for the location of the fireworks.

Representatives from the Country Club have also been invited to attend the council meeting to discuss the matter.

Following discussion regarding the location of the fireworks display, the council will need to determine how much funding, if any, should be allocated toward leasing the property and conducting the fireworks display.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve Safety meeting minutes

**All Ayes
ACTION**

6-8-2026

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MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve Safety meeting minutes

All Ayes
ACTION

6-8-2026

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:

The council asked to have letters sent to all properties that will be affected by this ordinance. I have attached my mailing list and letter.

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 in the newspaper.

Council was read the May meeting should be read again at the June meeting. The ordinance has been posted at City Hall and on our website.

Note of discussion:

The ordinance would apply to all properties that have a building, house, or business on the property. They would pay a base fee, unless they use the property throughout the year, then they would pay a minimum of 6 months at the regular rate. Currently only done with residential customers.

RECOMMENDED ACTION:

A motion by 2nd by
ordinance change #146.
All Ayes

to move forward with the adoption of

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 73

PROJECT NAME: First Responders

INFORMATION FOR THE COUNCIL:

ATTACHMENT: report

Attached is the May report.

Shannon as requested council approval to appoint Stephanie Larson as the secretary until the end of 2026.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to appoint Stephanie Larson as the First Responder Secretary for the remainder of 2026.

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 76

PROJECT NAME: Police

PREPARED BY: Clerk Jacobson/ Chief Gulbranson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Police Report, PERA report

MY CONCERN/QUESTION/SUGGESTION IS:

The enclosed PERA report provides information regarding the purchase of leave credits.

When an employee takes a leave of absence without pay, PERA allows the employee to make up missed retirement contributions. This process restores the salary and service credits that would have been earned during the period of unpaid leave.

Participation in this program is optional and is not required by either the employee or the employer.

Chad Gulbranson has requested that the city make the employer contribution associated with his leave period, while he would be responsible for paying the employee portion. Based on the PERA estimate, the City's contribution would be approximately \$5,628.41 in principal, plus \$294.48 in interest, for a total of \$5,922.89 as of October 1, 2026.

During previous leave periods taken by Mr. Gulbranson, the city approved two contributions toward the employer portion of the PERA leave credit purchase. Contributions were made in 2010 for military leave and in 2015 for medical leave.

The council should discuss whether it wishes to make the employer contribution for this leave period, and has until October to make the decision.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Beautification sheet

At the workshop meeting, the Mayor was looking to discuss the Beautification projects, but was doing more research.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

6-8-2026

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 Main Street Sewer \$45,154.50

Discussion:

Received the attached paperwork regarding with Contract with Joe Riley Construction.

Attached is the bill for engineering services \$45,154.50.

I did not receive any additional paperwork or estimate regarding work on the remaining I & I areas.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve WSB bill for \$45,154.50 for Main Street Project, and approval to sign the contract and agreement with Joe Riley Construction.

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 7

PROJECT NAME: Community Center

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

The Osakis community was striped and waxed on June 1st and 2nd. The cost of the process will be covered by the Osakis Seniors Club donations.

Judy Dvorsak can update the council.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 42

PROJECT NAME: Clean Up Day

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Clean up day sheet

Clean-Up Day was held on May 16. The event was supported by West Central Sanitation with volunteers from the Osakis Lions, STS of Todd and Douglas Counties, Pope/Douglas Solid Waste, and the Osakis Lake Association.

A total of 75 vehicles participated in the event, including 10 vehicles associated with the Osakis Lake Association. The Osakis Police Department also assisted residents who were unable to transport items themselves by picking up and hauling materials to the event.

Please see the attached spreadsheet for the final income and expense summary for this year's Clean-Up Day.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance – I & I

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

MY CONCERN/QUESTION/SUGGESTION IS:

At the May meeting, Clerk Jacobson discussed the potential adoption of an ordinance related to inflow and infiltration (I&I) and the possible requirement for replacement of private sanitary sewer laterals as part of the street and utility improvement project.

The City Attorney is preparing a letter outlining the process, the city's authority, and the steps that would be required if the council chooses to move forward with an ordinance. The letter will be emailed to the council when received.

A draft ordinance is expected to be presented for council review and discussion at the July meeting.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 219

PROJECT NAME: State Hwy 27 Project 2022

INFORMATION FOR THE COUNCIL:

ATTACHMENT: MN DOT Letter

Background:

The attached letter explains that the city paid a total of \$230,973.64 for the utility portion of the project. The final project cost was \$224,281.98, resulting in a refund of \$6,691.66.

As part of the project, the city installed water and sewer service across the highway to serve the golf course.

The refund amount of \$6,691.66 will be remitted to the city as reimbursement for project costs.

MY CONCERN/QUESTION/SUGGESTION IS:

No motion is needed. This money can be used for other budget items if needed.

RECOMMENDED ACTION:

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

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 489

PROJECT NAME: Main Lift Station

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

MY CONCERN/QUESTION/SUGGESTION IS:

Attached are pay applications for the Main Lift Station project.

Killmer Electric Co. has been working on the project for the past several months.

Pay application #1 \$67,830

Pay application #2 \$11,400

Pay application #3 \$194,750

RECOMMENDED ACTION:

A motion by 2nd by to approve payment to Killmer Electric for
pay applications 1, 2, & 3. Totaling \$273,980.

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 468

PROJECT NAME: Special Event

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Osakis Days Parade and Central Lakes Cruzers

Special Event requests:

- Osakis Chamber of Commerce Osakis Days Parade
 - Held on the normal parade route from Oak Street West and ends at Park Osagi
 - June 21st starting at 1pm
 - Block city street Oak Street West from 3rd Ave to Central Ave, Central Ave from Oak Street West to Lake Street, and Lake Street from Central Ave to Park Osagi.
 - See attached map and application
- Central Lake Cruzers Club
 - On Main Street Central to 1st Ave E, and Hensley lot
 - July 11th 7am to 5pm
 - Block Street: Main Street from Central Ave to 1st Ave and 1st Ave from County Road 82 to Central Lakes Trail
 - See attached map and application
- VFW Osakis Days Street Dance
 - Will be located on the parking lot of the VFW, beer garden area
 - June 20th 8pm to 10pm
 - No streets to block
 - See attached map and application

All have been reviewed and received proper information for the event.

Council should review and approve special events.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve special event for Osakis Days Parade on June 21st and Osakis Cruzers on July 11th, and VFW Street Dance June 20th.

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 213

PROJECT NAME: Beach - Lifeguards

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Discussion:

EmaRose Oshlanger, will be returning for the 2026 season.

I have received one additional application. However, scheduling lifeguard certification training after May can be difficult. I have submitted a request for another training session and will be notified if there is enough interest to hold an additional class.

The starting wage for lifeguards is \$15.00 per hour. Returning lifeguards receive an additional \$1.00 per hour. The city covers the cost of lifeguard training, provided the employee works for the city throughout the summer season.

Beach hours will remain the same as last year:

- Monday through Thursday: 2:00 p.m. to 7:00 p.m.
- Friday through Sunday: 11:00 a.m. to 7:00 p.m.

The lifeguard season began June 1 and will run through August. Based on current staffing levels, there will be some days when a lifeguard is not available. I estimate total staffing costs will be between \$7,000 and \$8,000 under the current schedule and with anticipated open shifts. The 2026 budget for lifeguard staffing is \$6,000.

The council may wish to discuss whether to modify beach hours now to better align with available staffing and the budget, or reevaluate staffing levels and operating hours as the summer progresses and coverage needs become clearer.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by approve to hire Emmarose Oshlager at \$16 as
lifeguard.
All Ayes

ACTION

5-11-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 229

PROJECT NAME: Elections, Election Judges

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Election Judges, Election Flyer, email

Election Judges:

The Primary Election will be held on August 11 from 7:00 a.m. to 8:00 p.m., and the General Election will be held on November 3 from 7:00 a.m. to 8:00 p.m.

The council must appoint election judges to administer the elections for the city. The list of election judges includes individuals from the City of Osakis, Orange Township, and Osakis Township. The council also appoints substitute judges to ensure adequate staffing in the event of scheduling changes or unavailable election judges.

Elections:

The following offices will be on the ballot this year:

- Council Member – 4-year term (currently held by Stephanie Finnegan)
- Council Member – 4-year term (currently held by Laura Backes)
- Mayor – 2-year term (currently held by Judy Dvorsak)

Election Changes:

Judy Dvorsak received the attached email from Mary Franson regarding changes to absentee voting procedures.

Absentee ballots are administered by the county. Based on the information provided and the county's administration of absentee voting, I recommend leaving the city's absentee voting timeframe unchanged at 18 days.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Recommended Action:

Motion to appoint the election judges and substitute election judges for the 2026 Primary and General Elections.

Recommended Action:

Motion to maintain the current 18-day absentee voting timeframe.

A motion by _____ 2nd by _____ to appoint election judges for August 11th and November 3rd Elections and maintain the current 18-day absentee voting timeframe. All Ayes
ACTION **6-8-2026**

TO: OSAKIS COUNCIL

PROJECT NUMBER: 46

PROJECT NAME: Water Rates - summer

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

In past summers, the city has offered a seasonal sewer adjustment for residents who use significant amounts of water for lawn watering or filling swimming pools during the summer months of June, July, August, and September.

Under this program, residents are billed for the actual water used; however, their sewer charges remain at a flat base rate rather than being calculated based on increased water consumption during those months.

For 2026, the proposed base sewer rate would be \$41 per month for qualifying residents participating in the program.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Council can motion to approve the summer rate

Council can motion to deny

**A motion by
All Ayes**

2nd by

to approve/deny

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance – Administrative Citation

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 5-8-26 Inspections

MY CONCERN/QUESTION/SUGGESTION IS:

Discussion:

The council received an updated spreadsheet regarding administrative citations at the May meeting.

Steven Jones, Chad Gulbranson, and Lynnette Swenstad completed checks for administrative ordinance violations. Letters were mailed to residents on May 8. Compliance deadlines varied depending on the type and severity of the violation.

At this time, there is no update on the status of the violations or the progress made by property owners following the mailing of the letters.

Schon Maher will be in attendance regarding the property at 310 1st Ave West.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

6-8-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 382

PROJECT NAME: Union - city

INFORMATION FOR THE COUNCIL:

ATTACHMENT: AFSCME65 notice of desire to negotiate 2027-2028 contract

AFSCME65 union sent a notice to start negotiations for the 2027 and 2028 contracts.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by to approve/deny
All Ayes

ACTION

6-8-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 195

PROJECT NAME: Safety Committee

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Lakes Country Service Coop Agreement, 5-28-26 meeting

Discussion:

The council will find attached a proposed three-year agreement with Lakes Country Service Cooperative to continue administering the City's safety program.

Services provided under this agreement include attending regular safety meetings, conducting required safety training, maintaining and updating the City's safety manual, and performing periodic safety walk-throughs of City facilities and operations.

The proposed contract costs are:

- 2027: \$9,069
- 2028: \$9,341
- 2029: \$9,621

For comparison, the City's past costs for these services were:

- 2025: \$7,775
- 2024: \$7,548
- 2023–2018: \$6,330 annually

I have requested additional information from Lakes Country regarding the reason for the increase in the contract amount and will provide that information to the council when it is received.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve Safety meeting minutes

All Ayes
ACTION

6-8-2026