

TO: OSAKIS COUNCIL

PROJECT NUMBER: 343

PROJECT NAME: Fireworks - lease

**INFORMATION FOR THE COUNCIL:
ATTACHMENT:**

Craig Dropik has been invited to the council meeting to give a report on the 2026 fireworks held at Two Mile Campground.

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.

At the June meeting, the council authorized Craig Dropik to choose the best location for fireworks without paying the extra fee. The fireworks were held at the Two Mile Campground.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 22

PROJECT NAME: Clerk

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Clerk Jacobson requests to attend the Advanced Academy for the MCFOA held on September 10th and 11th.

Jacobson received a \$100 grant toward the attendance fee. Cost to attend the training would be \$225 with one night stay in Otsego.

The Advanced Academy covers a more in-depth discussion of topics for additional education used by city clerks.

This year, the focus is on artificial intelligence (technical, ethical, legal) and relationships with leadership in civil engagements.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve clerk Jacobson to attend the Advanced Academy on September 10, 11.
All Ayes

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 249

PROJECT NAME: Planning and Zoning

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Minutes, 148 ordinance amendment

The council should review the following:

- Planning and Zoning meeting minutes from June 18, 2026.
- Council agenda item 2026-148, an ordinance amendment to redefine the conditional use for mixed-use residential/commercial properties.
- Information requested by the Planning and Zoning Commission regarding the regulation of cats. While this is not a matter that the Planning and Zoning Commission would approve or regulate, the commission requested that the council receive information on the topic. Finnegan will be able to discuss the information.

MY CONCERN/QUESTION/SUGGESTION IS:

Considered actions:

- Align C-1 regulations more closely with contemporary downtown mixed-use development patterns
- Support downtown reinvestment and adaptive reuse of existing structures
- Maintains discretionary review authority through the CUP process
- Does not make mixed use a permitted use, thereby preserving council oversight

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny ordinance 2026-148 for the mixed-use residential/commercial amendment.

All Ayes

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 501

PROJECT NAME: Park and Recreation Committee

PREPARED BY: Clerk Jacobson, Sharon Fredrickson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: June 23, 2026 minutes, construction manager advisor

The Park Committee met on June 23, 2026. During the meeting, two members resigned from the committee. We will be looking to fill those vacancies and are seeking interested individuals. The committee requested that we reach out to the Beautification Committee and the Osakis Public School to see if anyone is interested in serving.

Joe Cecko also attended the meeting to discuss the park construction project. The original plan was to construct a prefabricated shelter, but the costs may be higher with a prefabricated building. The project has also been delayed while awaiting completion of the Phase I archaeological review.

The committee would like to move forward with soliciting proposals for a Construction Manager at Risk to help manage the project.

I have contacted the city attorney regarding this process but have not yet received additional information. I will provide the council with an update at the meeting.

I have also attached an explanation of the Construction Manager at Risk process for the council's review. Council approval will be required before moving forward with this process.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/ deny

All Ayes

ACTION

7-13-2026

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 \$14,405.92 and \$1,201.25 VCP sewer replacement project

The Main Street Project was approved by the council at the May 18 meeting, and the construction contract was authorized for signature at the June meeting. The project is expected to begin at the end of July. A preconstruction meeting is anticipated for mid-July, but a date has not been finalized.

I have requested a list from WSB identifying the properties that will need to replace their sewer lateral lines. During the inspections, several laterals did not pass inspection, but I have not yet received that information. This is a concern because property owners should be notified as soon as possible so they are aware of the required replacements. Some laterals will need to be replaced because they currently have dual service connections. To disconnect those shared connections and provide each property with its own service, a new sewer lateral will need to be installed to the proper connection point.

I have also not yet received an engineering proposal or cost estimate from WSB for the next phase of the I&I project on Pike Street and Central Avenue. Bollig has also been contacted to provide a proposal so the council can compare options. Bollig will be in attendance.

Project Background

At the June meeting Kevin gave an update of the following to the council:

The City of Osakis is continuing efforts to address inflow and infiltration (I&I) as part of its settlement agreement with the MPCA and adopted I&I Reduction Plan. The City has completed extensive system televising and identified remaining segments of vitrified clay pipe (VCP) requiring evaluation and potential replacement. As identified in the Facility Plan and subsequent amendment, approximately 4,600 linear feet of VCP sewer remains within the system, including portions of Pike Street, 2nd Avenue East, Central Avenue, and Main Street. WSB has completed a review of the available televising data and coordinated with City staff to evaluate current system conditions, identify I&I risks, and develop a recommended approach for addressing the remaining VCP infrastructure. The Main Street Reconstruction Project is replacing existing VCP infrastructure on Main Street. The remaining segments to consider are shown below:

And Kevin also stated: We reviewed the remainder of the main line sanitary sewer and have good news overall. I have attached a draft of the memo that we will present next month. I'll also have the construction inspection proposal and a proposal to complete the design for the other roadways in the memo attached.

I have attached the June memo for the council's reference. The council wanted to get a proposal to move forward with the second phase of the areas identified in the report.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve WSB bill for \$14,405.92 for Main Street Project.,and
\$1,201.25 for the VCP Sanitary replacement project.

All Ayes

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance – Administrative Citation

PREPARED BY: Steve Jones – Chad Gulbranson – Lynnette Swenstad

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Code Compliance notice – Inspection list

Steve Jones completed a code compliance notice because of the complaints received for the property of 310 1st Ave W, and planning and zoning concerns. Toby Wiebye received a notice of 10 days to correct his violations. The 10 days will be up Saturday, July 11th. Chad will update the council at the meeting.

The spreadsheet is updated for the ones the city has sent notices to.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

**A motion by
All Ayes**

2nd by

to approve/deny

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 489

PROJECT NAME: Main Lift Station

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Killmer Electric \$29,925 and Nero Engineering \$3,858.50

MY CONCERN/QUESTION/SUGGESTION IS:

Attached are pay applications for the Main Lift Station project.

Killmer Electric has been working to complete the Main Lift station project and also the backup generator for the water plant.

Pay application #4 for \$29,925

Nero Pay application #1486 \$3,858.50

RECOMMENDED ACTION:

A motion by 2nd by to approve payment to Killmer Electric for pay applications 4 for \$29,925.00 and Nero Engineering for \$3,858.50.

All Ayes

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance – I & I

PREPARED BY: Clerk Jacobson/ Cooper Silburn Flaherty and Hood

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Memo to council, Chapter 55 and 90 amendments

MY CONCERN/QUESTION/SUGGESTION IS:

Summarizing the attached memo for the I & I ordinance change.

I&I Ordinance Review and Main Street Project Update

The attached memorandum from Flaherty & Hood reviews the city's current Inflow and Infiltration (I&I) ordinance and provides recommendations for updating the ordinance to better coordinate private sewer lateral replacements during street reconstruction projects, including the Main Street East Project.

The Main Street Project has identified several private sewer laterals that did not pass inspection and will need to be repaired or replaced. While the city has the authority to assess the cost of replacing deficient sewer laterals to the benefiting property, the current ordinance does not allow the City to perform the work on private property without the property owner's consent or completing the nuisance abatement process.

To address this issue, the City Attorney recommends amendments to Chapters 55 and 90 of the City Code that would:

- Require property owners with deficient sewer laterals within a street reconstruction project to repair or replace the entire lateral.
- Allow property owners the option to either hire their own licensed contractor or authorize the city's contractor to complete the work, with the cost assessed to the property.
- Establish a "self-help" process that would allow the city to complete the work if a property owner fails to comply after receiving notice, an opportunity to correct the issue, and a hearing before the City Council.
- Clarify that deficient sewer laterals contributing to inflow and infiltration are considered a public nuisance, allowing the city to utilize its nuisance abatement procedures.
- Update the city's nuisance ordinance to specifically include sewer laterals and provide clear authority for cost recovery.

The attorney also recommends the following next steps:

- Adopt the proposed ordinance amendments.
- Compile the final list of properties with deficient sewer laterals.
- Send notices to affected property owners explaining the deficiencies, available options, and required timelines.

- Prepare a consent agreement for property owners who choose to have the City's contractor complete the work.
- Continue exploring grant and loan opportunities that may assist property owners with the cost of sewer lateral replacement.

The proposed ordinance changes will not only assist with the Main Street Project but will also provide the city with a more efficient process for addressing deficient sewer laterals during future street reconstruction projects while ensuring property owners receive the required due process.

The draft ordinance has been included on the city website.

If the council is satisfied with the ordinance change, the ordinance should be read at the meeting a motion made to adopt the ordinance. Usually, we would read at two separate meetings; there is an allowance to waive the second reading if necessary to move forward with an ordinance in a time-sensitive matter.

RECOMMENDED ACTION:

- Read, approve, and adopt the ordinance and waive the second reading.
- Read, approve and have a second reading at the August meeting
- Table discussion for more information.
- Deny making a change to the ordinance.

A motion by _____ 2nd by _____ to approve to move forward with the adoption of ordinance number 149, as presented, and waive the second reading.

All Ayes

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 167

PROJECT NAME: Tax Increment

PREPARED BY: Clerk Jacobson, Jason Murray

INFORMATION FOR THE COUNCIL:

ATTACHMENT: David Drowns TIF Management Letter

The attached report highlights the activity and future forecast for each TIF district. The individual reports for each district are lengthy but are available for council review if anyone would like additional details.

The management letter provides information on how each TIF district is performing, including the remaining term of each district. Reviewing the TIF districts is important for the city's long-term financial planning, future infrastructure needs, and maintaining steady tax rates.

As noted in the TIF 1-6 report, the entire fund balance was used last year to make the bond payment. It is recommended that the district maintain a fund balance, so funds have been transferred from the project/bond fund into the TIF fund as indicated in the report. The need for any additional funding will be reevaluated during the August budget discussions.

Clerk Jacobson will review the report and answer any questions the council may have regarding the city's Tax Increment Financing districts.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by to approve/deny
All Ayes

ACTION

7-13-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 468

PROJECT NAME: Special Event

PREPARED BY:

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Osakis Days Parade and Central Lakes Cruzers

Special Event requests:

- Osakis Chamber of Commerce Taste of Osakis
 - Location changed for the bull riding from the Panther lots to the lot behind Dollar General (just across the street)
 - September 11 to 12
 - No streets will be blocked, parking will take place on the streets of 3rd Ave E, Pike Street, and Osakis Public School.
- Osakis Chamber – Christian Motorcycle Event
 - Will be located on Central Ave from Nokomis Street to Lake Street
 - August 21st 5pm to 10pm
 - Block Central Ave from 5pm to 10pm from Nokomis to Lake Street
 - See attached application and map

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 a special event for the
Christian Motorcycle Event on August 21st.
All Ayes

ACTION

7-13-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 69

PROJECT NAME: Information to Council

Prepared by:

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Councilmember Backes would like to discuss with the council the Ice Carousel on January 8 & 9, 2027.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by
All Ayes

2nd by

to approve/deny

ACTION

7-13-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 286

PROJECT NAME: Donations

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Resolution 2026-21

The City received donation funds for the Osakis First Responders, Fire Department, and Osakis Beatification, general donations, visitor center, and fireworks. 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 2026-21 by 2nd by
City of Osakis for the purposes as listed.
Passes Unanimously.

to approve donations to the

ACTION

7-13-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 21

PROJECT NAME: Demographer

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 2025 census information

Notice from the state demographer for the City of Osakis. The population is estimated to be 1,755.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by
All Ayes

2nd by

to approve/deny

ACTION

7-13-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 444

PROJECT NAME: Waste Water Project

PREPARED BY: Clerk Jacobson, Nero Engineering

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Nero Engineering \$10,696.25

MY CONCERN/QUESTION/SUGGESTION IS:

Eric Meester from Nero Engineering has been working on the wastewater project improvement design. See the invoice and comments

Nero Pay application #1485 \$10,696.25

RECOMMENDED ACTION:

**A motion by 2nd by to approve payment to Nero Engineering for
\$10,696.25**

All Ayes

ACTION

7-13-2026