

Osakis City Council – Regular Meeting
Osakis City Hall – 14 Nokomis Street East
July 13, 2026
6:00 PM

Present: Judy Dvorsak, Laura Backes, Stephanie Finnegan, Randy Anderson, Tim Thornbloom
Others Present: Angela Jacobson, Louisa Glentzke, Erik DeSmith, Kevin Kruger, Laura Bollig, Nicole Bollig, Craig Dropik, Chad Gulbranson

Meeting was called to order by Mayor Dvorsak at 6:00 p.m.

Motion by Finnegan, seconded by Thornbloom, to approve the agenda as presented with the additions of minutes update, MAPE opener and Osakis Superintendent Louisa Glentzke. All Ayes

Motion by Finnegan, seconded by Thornbloom, to approve the general consent items, including the May city bills in the amount of \$730,616.56 and meeting minutes from June 8, 2026 meetings. All Ayes

Osakis Public School Superintendent Louisa Glentzke introduced herself to the council. Wanted to let them know she is open for discussion anytime.

PROJECT #343: FIREWORKS

At the June meeting, the council authorized Craig Dropik to choose the best location for the fireworks without having to pay \$2,500 for the lease of the Osakis Country Club grounds. It was decided to have the fireworks at the Two-Mile Campground owned by Bonnie Schultz.

Dropik commented there was a lot of good input and comments. It was a good show lasting 26 minutes. Traffic was great, grass was mowed along the roads and people could see from a lot of different areas. The fire department rented 2 porta potties for the grounds.

Discussion will be held for next years fireworks and if we need to request a permit again. Will see if any Country Club board members are available to meet and discuss options.

PROJECT #22: CLERK

Clerk Jacobson is requesting to attend the Advanced Academy for the MCFOA to be held on September 10th and 11th. Cost to attend the training is \$225 with one night stay in Otsego. Jacobson received a \$100 grant toward the attendance fee.

Motion by Finnegan, seconded by Thornbloom, to approve Clerk Jacobson to attend the Advanced Academy on September 10th and 11th. All Ayes

PROJECT #84: BUDGET

Council received the revenue and expenditure reports for the first half of 2026. They will be the starting point for preparing the 2027 budget.

Department supervisors will submit their 2027 budget requests by the end of July. Once received, they will be compiled into a draft budget and presented to the council in August.

PROJECT #24: LIQUOR STORE

Council received the June Liquor Store reports. Liquor Store inventory total is \$175,475. This is a \$17,120 increase from May. The adjustments from the beginning of the year have not been completed.

Jayce Lewis resigned from his position giving a two-week notice. Troy Benning will be looking to hire more part-time positions.

Benning is working on the inventory to get it completed.

Motion by Finnegan, seconded by Backes, to approve the resignation of Jayce Lewis. All Ayes

PROJECT #73: FIRST RESPONDER

Chief Gulbranson was asked to contact Hattie Thorson to turn in her FR equipment. Thorson has stated last month when Gulbranson called her that she would. Called her and she did not drop off yet and did not call Gulbranson. If not turned in by July 20th, 2026, then theft charges.

PROJECT #76: POLICE

At the June meeting, the council requested research into the policy and union contract language regarding paying for PERA during an unpaid leave. After reviewing the language, there was nothing that stated the reimbursement payment for PERA had to be paid during an unpaid leave.

PERA indicated that the leave contributions missed is optional and the employee can pay the full amount of the leave missed to restore service credit even if the employer did not make a contribution.

A letter from MAPE union, indicated the union position is that this is a past practice and is enforceable.

This is not a budgeted item, but the council can indicate how they would like to see this paid if approved.

Mayor Dvorsak asked if the budget is changed after Calvin Uhl retired – could accommodate costs. Clerk Jacobson will research.

Motion by Finnegan, seconded by Thornbloom, to approve payment to PERA in the amount of \$5,922.89 by October 1st, 2026. All Ayes Opposed: Backes

Backes commented about past discussion of no driving of police vehicles. Gulbranson said the policy stated an employee can drive city vehicles.

When asked about the policy, Gulbranson stated it must have been missed – said in 2022 the city employee drive policy was.

Clerk Jacobson stated – if not in the policy now, then it is not allowed.

The Bike Rodeo was during the Osakis Festival and was not a good turnout.

August 5th will be the Community Night Out at Park Osagi.

The Chevy Tahoe is burning oil but when in for service was told it was fine. Now the engine is damaged and needs replacement. Will be under warrant but waiting for engine to come in. Gulbranson will be looking for grants to replace next vehicle.

PROJECT #205: PUBLIC WORKS

Quistorff would like to sell the 1992 L-8000 plow truck. The truck was purchased in 2004 for \$31,000 and currently has 69,492 miles on it.

Motion by Thornbloom, seconded by Finnegan, to approve a surplus outright sale or on-line service sale.
All Ayes

PROJECT #312: BEAUTIFICATION TEAM

No updates at this time.

PROJECT #249: PLANNING & ZONING

Council received information about the regulation of cats. While this is not a matter of the Planning & Zoning, the commission requested the council to review. Some community members reached out asking if cats are allowed to roam around the area. Chief Gulbranson said there is current language for the enforcement of nuisance animals.

Council reviewed 2026-148, an ordinance to redefine the conditional use permit for mixed-use residential/commercial properties. The ordinance mainly pertains to the properties of Grandpas Attic and Just Like Grandmas. Both parties are happy with the mixed-used option. Owners can live in the dwelling and operated their business or if rented, then a conditional use permit would be required.

Motion by Backes, seconded by Thornbloom, to approve the June 18, 2026 Planning & Zoning minutes.
All Ayes

Motion by Backes, seconded by Thornbloom, to approve ordinance 2026-148 for the mixed-use residential/commercial amendment. All Ayes

PROJECT #501: PARK & RECREATION COMMITTEE

At the June 23rd, 2026 Park Committee meeting, two members resigned. The committee will be looking to fill those vacancies and are seeking interested individuals.

Joe Cecko also attended that meeting to discuss the park construction project. The original plan was to construct a pre-fabricated shelter, but the costs may be higher.

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

The city attorney has been contacted regarding the process but have not heard anything at this time.

Motion by Finnegan, seconded by Backes, to approve RFP for construction manager for the Park Osagi Project by August 17th for council review. All Ayes

PROJECT #49: MAIN STREET PROJECT / SANITARY SEWER REPLACEMENT

The Main Street Project was approved by the council at the May 18th meeting. The construction contract was authorized for signature at the June meeting. The project is expected to begin at the end of July.

Clerk Jacobson 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. Some laterals will need to be replaced because they currently have dual service connections.

Clerk Jacobson also has not 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.

Erik DeSmith and Kevin Kruger discussed the Main Street Project:

- Preconstruction meeting is scheduled for Tuesday, July 21st at 1 p.m. at city hall to go over the process and expectations.
- Proposal for construction services.
- Maria Bertram works with the residents during the construction process.
- Will send out for review – material testing inspector survey.

PROJECT #510: 2ND AVENUE EAST / PIKE STREET EAST

DeSmith and Kruger discussed that 2nd Avenue East and Pike Street East would need full reconstruction. Central and Pike Street West can do at a later time when needed and road needs repair.

Discussed the pipe under the school – may push it to the lift station area for extra flow for review of the lift station upgrade.

Update from Laura Ostle (Bollig):

- Reviewed the proposal for 2nd Avenue East and Pike Street East – what is included.
- Bill Dunn – works for Bollig but was with MPCA – can work on coordination for agreement.
- Funding task, funding proposal and project planning.
- Have ability to assist with projects.
- Identify project funding.
- Engineer is 17% construction cost – Task 3.
- Task order 4 – funding opportunity to look at paperwork.

Motion by Backes, seconded by Finnegan, to recess the meeting for up to 10 minutes. All Ayes

Mayor Dvorsak – Task 3 (planning project at 17%) & 4 – like Bollig for getting funding after we have utilized. WSB – looking for funding but do not have a lot for street projects.

Motion by Backes. Seconded by Finnegan, to approve Bollig's Task 3 & 4 and to move forward with the tasks. All Ayes

PROJECT #489: MAIN LIFT STATION

Council received pay applications for the Main Lift Station Project.

Motion by Finnegan, seconded by Backes, to approve payment to Killmer Electric for pay application #4 in the amount of \$29,925 and Nero Engineering in the amount of \$3,858.50. All Ayes

PROJECT #60/76: ORDINANCE / ADMINISTRATIVE CITATION

Steve Jones completed a code compliance notice due to complaints received and Planning & Zoning concerns for the property at 310 1st Avenue West. Toby Wiebye received a notice of 10 days to correct his violations.

Wiebye's building permit will expire on August 21st, 2026 and will be reported to the Planning & Zoning to deal with. Gulbranson is dealing with other compliance notices.

Jones also had given Maynard Michels the week of July 6th through July 10th to remove the oil barrels. If not, discussed issuing an admin citation.

PROJECT #60: ORDINANCE / I & I

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.

To address this issue, the city attorney recommends amendments to Chapters 55 and 90 to the city code:

- 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 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 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 future projects.

Changes/additions:

- 30 days' notice of non-compliance.
- 15 days elect: city contractor to repair and consent agreement.
- Assessed to property.
- Owner contractor.
- Fails to elect in 15 days – penalty 55.99 and 55.13

Motion by Thornbloom, seconded by Backes, to approve to move forward with the adoption of ordinance number 149 as presented, and waive the second reading. All Ayes Absent: Anderson

PROJECT #167: TAX INCREMENT

Council received report highlights for the activity and future forecast for each TIF district. The management letter provided information on how each TIF district is performing, including the remaining term of each district.

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. The funds used have been replaced. Additional funding will be reevaluated during the August budget discussions.

PROJECT #468: SPECIAL EVENT

Motion by Backes, seconded by Finnegan, to approve a special event license for Christian Motorcycle event on August 21st, 2026, located on Central Avenue from Nokomis Street to Lake Street with completion of all requested forms and insurance. All Ayes Absent: Anderson

PROJECT #69: INFORMATION TO COUNCIL

Backes discussed the Ice Carousel for the Guinness Book of World Records on January 8th and 9th, 2027.

PROJECT #286: DONATIONS

City received donation funds for the Osakis First Responders, Fire Department, Osakis Beautification, Visitor's Center, Fireworks and general donations.

Donations are very much appreciated and the city is thankful for the community's support.

Resolution 2026-21 was presented by Backes, seconded by Thornbloom, to approve donations to the City of Osakis for the purposes as listed. When put to a vote, the resolution passed unanimously.
Absent: Anderson

PROJECT #21: DEMOGRAPHER

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

PROJECT #444: WASTE WATER PROJECT

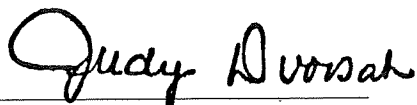
Motion by Finnegan, seconded by Thornbloom, to approve payment to Nero Engineering in the amount of \$10,696.25. All Ayes Absent: Anderson

PROJECT #382: UNION

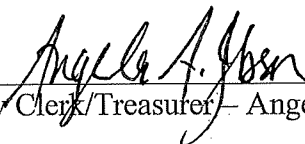
Council received a letter from MAPE intending to meet.

OTHER ITEMS: Next Council meeting – August 10, 2026.

Motion to adjourn the meeting at 8:40 p.m. All Ayes



Mayor – Judy Dvorsak



City Clerk/Treasurer – Angela A. Jacobson