

TO: OSAKIS COUNCIL

PROJECT NUMBER: 312

PROJECT NAME: Beautification Team

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Beautification sheet

No update from the Beautification Team

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 444

PROJECT NAME: Waste Water Project

PREPARED BY: Clerk Jacobson, Nero Engineering

INFORMATION FOR THE COUNCIL:

ATTACHMENT: City of Osakis WWTF Facility Plan Amendment sent by email

The City of Osakis WWTF Facility Plan Amendment document with 244 pages. This was sent by email for council's review.

Eric Meester will be in attendance to discuss the facility plan and the project. Part of the project and the funding is to hold a public hearing for the city on the project. This has been published in the paper.

Motion by _____ 2nd by _____ to open the public hearing, suspending the regular meeting at 6: pm. Motion carries

Eric Meester from NERO Engineering can explain the project and the process we are going through for the WWTF project for the wastewater ponds.

Topics of discussion:

Various treatment alternatives considered

Location of the project site

Reasons for choosing the selected treatment method

Estimated sewer service charges

Council must ask for any public comment.

Motion by _____ 2nd by _____ to close the public hearing and open regular meeting at 6: pm. motions carries

Eric will also update the council on the WWTF equipment preselection approval.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 84

PROJECT NAME: Budget

PREPARED BY: Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: General Fund Expenditure and Revenue, Checking & Savings balance

The attached general fund balances are as of the 3rd quarter of 2026. The budget continues to be worked on for the final 2027 budget that will be presented in December.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 74/13

PROJECT NAME: Fire Department/Fire Relief

INFORMATION FOR THE COUNCIL:

ATTACHMENT: September Report, PERA Fire Retirement Report, Pension calculations

Craig, Kyle, and Ryan attended the September meeting to discuss the PERA fire relief funding and PERA report.

The current PERA pension amount for 2026 is \$6,600. Kyle indicated that they would like to increase the pension amount to \$7,600, which would bring the plan to approximately 95% funded. The decision was tabled for further discussion at the October meeting.

Mayor Dvorsak completed the attached pension amount calculations and will review them with the Council at the meeting. Mayor Dvorsak would like to see the pension amount get as close to 100% funded as possible.

Kyle K. will also be in attendance to answer questions.

Fire Department Open House:

Wednesday, October 7, 3:30–6:30 p.m.

MY CONCERN/QUESTION/SUGGESTION IS:

Information for the Council:

If the Council decides to change the PERA pension amount, the decision would need to be made by the end of the year for the new amount to take effect in January of the following year.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

10-12 -2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 102

PROJECT NAME: EDA

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 9-28-26 minutes

The Osakis EDA met on 9-28-26 and made a few recommendations to the city council.

706 Oak Street Lot

The lot located at 706 Oak Street, on the corner of Oak Street and 8th Avenue West, has been listed for sale but has not generated much interest, primarily due to drainage ditch and easement along the property.

This lot is owned by the city, and the council directed the EDA to handle the sale of the lot. The EDA Board approved selling the lot to Habitat for Humanity for \$15,000. Habitat plans to begin construction this fall, with a family expected to move into the home in 2027.

The housing grant will also reflect the reduced purchase price of the lot.

Public Hearing – Trailside Acres

Planning and Zoning will hold a public hearing for Trailside Acres, located off King Street, on October 29th at 7:00 p.m. at the Osakis Community Center.

I will be posting the notice that a quorum of the City Council and EDA may be present at the hearing.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by _____ 2nd by _____ to approve to sell the lot to Habitat for Humanity for \$15,000.

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 205

PROJECT NAME: Public Works

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Public works report

MY CONCERN/QUESTION/SUGGESTION IS:

Public Works Building – Construction Management Options

At the September meeting, the City Council moved to begin the RFP process for the Public Works Building design and construction process and alternative building options.

As we begin preparing the RFP, the Council will need to determine whether it wants to proceed with Construction Manager at Risk (CMAR) or Construction Manager (CM). The attached information provides an overview of each option, including the benefits and responsibilities of each. A side-by-side comparison is included on the following page.

The City Attorney is working on preparing the RFP for the project. Before the RFP is finalized, we will need to discuss with the council what you want the project manager/construction manager to be responsible for so those expectations can be clearly outlined in the RFP.

Please consider what you want the company hired for the project to handle, including:

- Design coordination and building alternatives, look at whole concept design option and oversight
- Project budgeting and cost estimates
- Bidding and contractor selection
- Construction management
- Project scheduling and coordination
- Managing the overall project or primarily managing the construction process
- Communication and reporting to the City Council

The goal is to clearly define the city's expectations and the scope of services before the RFP is issued.

This can be approved at the November meeting and then a date set to receive RFP proposals. The Park Osagi project had a total of 5 weeks before RFP proposals were due.

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

9-14-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 501

PROJECT NAME: Park & Recreation Meeting

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 9-29-26 meeting, Bradbury Stamm proposal, Inadvertent Discovery Plan

MY CONCERN/QUESTION/SUGGESTION IS:

Project Manager at Risk RFP

The Park and Recreation Board reviewed the applications for the Construction Manager at Risk position and is recommending that the City Council approve Bradbury Stamm as the Construction Manager at Risk for the Park Osagi project.

Mayor Dvorsak, Al Larson, and Angela Jacobson met to review the applications, with a focus on firms that have completed similar projects in the local area. Angela completed reference calls on the top three applicants, and all received positive reviews.

The City Attorney will draft the final service agreement with Bradbury Stamm. The Bradbury and Stamm proposal is attached for council review. The proposal includes a fee of 3.85% of the total project cost, estimated at approximately \$40,425.

I have asked the City Attorney to prepare a draft agreement for council review and approval. The agreement will be sent to the council by email once it is received.

Park Osagi Project Update

Sue from ArchCenter has completed the on-site archaeological review of Park Osagi. No findings were identified that require additional reporting to the State Archaeology Review Office.

The City has also signed the final DNR grant agreement.

The DNR and the State Historic Preservation Office (SHPO) are requesting that the city sign an Inadvertent Discovery Plan. I have attached the plan for Council review. The Park and Recreation Board is also reviewing this process.

These are positive steps forward for the project, with the final DNR grant agreement now signed and the archaeological review completed and moving toward final SHPO approval.

Once the Construction Manager at Risk is approved and the archaeological review is completed, the City will meet with Bradbury Stamm and WSB to discuss the responsibilities of each party during the final bidding and construction phases.

The project is still in need of approximately \$184,000 in additional funding, based on the current estimated project costs.

Looking for members for the Park and Recreation board. Put it on facebook for interested parties from the public. If the council is aware of anyone interested in serving on the board, have them contact cityhall.

RECOMMENDED ACTION:

A motion by 2nd by to approve Park and Recreation meeting minutes 9-29-26. All Ayes

A motion by 2nd by to approve the Project Manager at Risk Bradbury and Stamm at an estimated amount of \$40,425 or 3.85% of the project. All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 510

PROJECT NAME: 2nd Ave E and Pike Street E project
PREPARED BY: Clerk Jacobson and Laura Ostlie Bollig
INFORMATION FOR THE COUNCIL:
ATTACHMENT: Bollig Invoice \$1,725

The EPA-CAWAG Technical Assistance grant has been submitted. Jacobson received a call to schedule an interview to discuss the city projects and assistance needed. This will be scheduled in the next couple of weeks.

I have not receive an update as of the time of the council packet.

Project Background

September: approval to apply for the EPA-CAWAG Technical Assistance grant.

August: Council approved moving forward with Bollig Engineering for engineering services at 17% of the project cost. Task #4 for \$5,000 annual funding application fee and 5% funding administration fee. applies only to future grants or other outside funding secured on the City's behalf and not to bond proceeds or funding already available to the City.

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:

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by _____ 2nd by _____ to approve invoice from Bollig #10192 T 3 for \$1,725 for the 2nd and Pike street project.
All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 49

PROJECT NAME: Main Street Project – Sanitary Sewer Replacement

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

Main Street project progress meetings have been held each Thursday, with Stephanie and Judy attending the meetings.

Joe Riley Construction is currently about a week behind schedule due to the rain days. They continue to work on the water and sewer improvements on 5th and 6th Avenue. Work has also started on Main Street with gravel being brought in to begin preparing the roadbed.

Project updates are posted each Friday and can be found at osakismainstreet.com or through the link on the city's website under the current projects section.

No request for funding was received before packets were completed.

Background:

September update: Letters were sent to 27 properties that need to have the lateral line replaced.

- 12 that will have Joe Riley Construction replace the lateral line.
- 6 that will have Tradesmen Construction replace their line
- 9 state they will be getting their own contractor to replace the line.
- All have given a response to the requested lateral line replacement.

We have been working to contact those that have not made a decision. The deadline set by the council for installation of lateral lines was October 30th, 2026.

August: sent out lateral line letters for replacement of lateral lines for Main Street residents. Cost would be \$1,246 per hour with time and material for Riley Brothers and \$480 per hour and \$700 for 40' of piping from Tradesman. Council moved to set a deadline for all to have the lateral line completed by October 30, 2026.

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:

Council set a date for the required public hearing on April 9th, 2026, and held the public hearing. Council approved moving forward with bidding.

Bids were approved at a special meeting after bids were opened on May 18th.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 60

PROJECT NAME: Ordinance – Administrative Citation

PREPARED BY: Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: email and letter from Flaherty and Hood

Nuisance Property – 310 1st Ave West

At the September meeting, the Council discussed the nuisance property located at 310 1st Ave West. The property has been neglected for some time.

The council directed Gulbranson to send a 14-day notice the day after the council meeting, giving the property owner 14 days to correct the violations. If the violations are not corrected, the city would begin the abatement process as outlined by the City Attorney.

An updated letter will be provided to the council for review.

Background: August meeting, Steve Jones completed a code compliance notice because of the complaints received for the property at 310 1st Ave West 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. Toby has not completed his work on the property. Steve Jones and Chad Gulbranson will wait until his permit expires at the end of August and then proceed with the violation process.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 373

PROJECT NAME: Policies

PREPARED BY: Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Draft Personnel Policy Amendment

Attached is a draft amendment to the Personnel Policy regarding Article 21 City Driving Policy.

The draft includes language highlighted in yellow. This is a first draft. If the council would like to see the language similar to this language I will have the city attorney review the language and give a final draft for the council to approve.

Background: Council discussed the use of city police vehicles in local parades and who is authorized to drive them.

The council requested a review of the city's personnel policy regarding the use of city did not find any language that specifically limits the operation of the vehicles, including police vehicles, to certain employees or positions.

Judy and Angela were to work on draft language for the policy change.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Resolution presented by
All Ayes

2nd by

to approve/deny

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 196

PROJECT NAME: Fee Schedule

INFORMATION FOR THE COUNCIL:

ATTACHMENT: 2027 fee schedule

The council should review fees for 2027. Department heads have received their current fee schedules to review and provide feedback on any recommended changes for 2027. Fees would be adopted in December for 2027.

Updates reflect proposed changes from the police, public works, and cityhall.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/ deny

All Ayes

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 56

PROJECT NAME: Insurance

INFORMATION FOR THE COUNCIL:

ATTACHMENT: LMCIT email and Dividend Calculation

LMCIT Workers' Compensation Dividend: (information)

The League of Minnesota Cities Insurance Trust (LMCIT) will be issuing a \$20 million workers' compensation dividend to eligible members. The City of Osakis' share is \$18,815, with the amount based on premiums and losses over the past 20 years. LMCIT recommends considering the dividend for employee safety, training, equipment, and other loss-control efforts. No dividend was approved for the property/casualty program this year, as LMCIT is retaining those funds to support the program's long-term financial stability. LMCIT also notes that dividends are not guaranteed in future years and should not be relied upon for annual budget planning.

Health Insurance:

Lakes Country Service Coop renewal increase for 2027 is a 15.9% increase. Single cost going from \$1,123.10 to \$1,211.84, family insurance cost is going from \$2,086.30 to \$2,251.16. The current deductible for the plan does increase by \$100 for single and \$200 for family. The annual deductible for the plan for single is \$3,500 and family \$7,000, then coverage is 100%.

Judy Dvorsak and Stephanie Finnegan met with Al Roth from AT Group and Angela Jacobson to review the plans, the increases, and the markets from different carriers. Judy and Stephanie feel the city should continue to offer the same plan for 2027.

Life Insurance:

Al Roth of AT Group also introduced a reduced cost for the \$45,000 city-paid life insurance plan for each employee from a monthly bill of \$206.26 with Unum Life to \$78.22 from Lincoln Mutual. The rate would be locked in for 3 years. Judy and Stephanie recommend moving to the Lincoln Mutual provider for life insurance. Lincoln Mutual also offers the option for an employee to purchase additional life insurance at their expense if they would like more than \$45,000.

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

Motion by 2nd by to approve renewing the LCSC health insurance plan \$3,500 100% plan and to switch to Lincoln Mutual for the \$45,000 employee paid-for-life insurance as of January 1, 2027.

All Ayes

ACTION

10-12-26

TO: OSAKIS COUNCIL

PROJECT NUMBER: 468

PROJECT NAME: Special Event

PREPARED BY:

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Trunk or Treat – Holiday Light Parade

Special Event requests:

- Osakis Chamber - Trunk or Treat
 - Location Central Ave from Nokomis Street to Main Street
 - Friday, October 30th
 - Central Ave will be blocked from 3pm to 5pm on October 30th.
- Osakis Chamber – Holiday Light Parade
 - Location Parade downtown and fireworks located at the public access after parade. (see map)
 - Poster for the event enclosed
 - Friday, December 4th 5pm to 9pm
 - Block highlighted streets including Central Ave, Lake Street from Central to 1st Ave E to Main Street from 1st Ave E to 2nd Ave East.
 - See attached application and map

All have been reviewed; waiting for insurance and county approval for both events. Council should review and approve special events, contingent on all paperwork being completed.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve a special event for Truck or Treat on October 30th and Holiday Light Parade December 4th contingent on all paperwork being completed.

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 229

PROJECT NAME: Election

PREPARED BY: Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT:

General Election will be held Tuesday, November 3rd, 2026

Council is required to canvass the votes between the dates of November 6 and November 10th, 2026. Because our regular council meeting falls on November 9th, I would recommend having the general election votes reviewed and approved at that time. The county will likely have the results finalized on the Friday or Monday, so the council will receive the official results late for review.

With the election being held on Tuesday, November 3rd, the council packets will also be finished a day later on Thursday, November 5th, to allow me time to complete packets.

The county requires the public accuracy test to be performed for the public at the Douglas County Auditor's office. The city public accuracy test will take place on October 9th. Jacobson will be administering the public accuracy test for the City of Osakis on that date.

The city is also required to hold a health care facility election. Jacobson will administer the Health Care Facility election on October 19th at the Galeon.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

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

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 213

PROJECT NAME: Lifeguard/Beach

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Beach Visitors

Attached is an update of the beach visitors for 2026.

The beach was open from the beginning of June to Labor day, Monday to Thursday 2-7 and weekends 11-7 each day. With three lifeguards working. The spreadsheet indicates that the busiest day each week are the week ends Friday or Saturday.

The beach budget was \$6,000 and the 2026 total was \$7,358 for the year.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 321

PROJECT NAME: Visitor Center

PREPARED BY: Clerk Jacobson

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Visitor Center Visitors

Attached is an update on the number of visitors to the Visitor Center in 2026, along with the reasons for their visits.

The Visitor Center was open from June through Taste of Osakis. The regular hours were Thursday through Saturday and Monday, 10:00 a.m. to 3:00 p.m., and it was closed Sunday, Tuesday, and Wednesday. The Heritage Center group also helped cover the Visitor Center when Jackie was unavailable. There were also a few days when the center was closed due to personal reasons.

The 2026 beach wage budget was \$5,500, with total expenses of \$3,541 for the year. All staffing costs were covered through donations from local groups and the Osakis EDA, so no city funds were used for staffing.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/deny

All Ayes

ACTION

10-12-2026

TO: OSAKIS COUNCIL

PROJECT NUMBER: 286

PROJECT NAME: Donations

INFORMATION FOR THE COUNCIL:

ATTACHMENT: Resolution 2026-34

The City received donation funds for the Osakis First Responders, Fire Department, and general donations.

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

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Resolution 2026-34 by 2nd by to approve donations to the
City of Osakis for the purposes as listed.
Passes Unanimously.

ACTION

10-12-26