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 **11-10-2026**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 249**

PROJECT NAME: Planning and Zoning
PREPARED BY: Clerk Jacobson, Steve Jones
INFORMATION FOR THE COUNCIL:
ATTACHMENT: Steve Jones staff report, Proposed ordinance 150, Planning and Zoning minutes 10-29-26

Staff report from Steve Jones explains the planning and zoning recommendation to have the City Council approve the rezoning.

A copy of the proposed ordinance #150 to be published following the council's approval.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

Motion by 2nd by to adopt Ordinance No. 150, amending the Official Zoning Map of the City of Osakis to rezone the approximately 22.14 acres legally described in Exhibit A from UR - Urban Reserve to R-1 - Low Density Residential, adopting the findings in Section 2 of the ordinance, and directing the City Clerk to arrange required publication and update the Official Zoning Map following the ordinance becoming effective.
All Ayes

Motion by 2nd by to approve the Planning and Zoning minutes from 10-29-26. All Ayes

11-10-2026

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 – WWTF presentation – RFP treatment request – public hearing notice

The City of Osakis WWTF Facility Plan amendment document is 244 pages. This was sent by email for council's review in October.
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
Site plan
Equipment preselection
Council must ask for any public comment.

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

Other items of discussion:
King Street update:
- Sample results for the fore pond
- Plans of cleaning out the pond

Main Lift station:
- Main power panel delay
- Startup planned for November

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:
A motion by 2nd by to approve/deny

All Ayes
ACTION **11-10-2026**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 84**

PROJECT NAME: Budget

INFORMATION FOR THE COUNCIL:

Council will hold the truth in taxation hearing in December and review the final budget for 2027.

The council will receive the final budget draft to review before the meeting.

MY CONCERN/QUESTION/SUGGESTION IS:

I SUGGEST THE FOLLOWING SOLUTION:

A motion by **2nd by** **to approve/deny**
Motion Carries

ACTION **11-10-2026**

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:

The Council discussed the Construction Manager options at the October meeting. The general consensus was to enter into a direct contract with a Construction Management company for the services rather than go through a formal RFP (Request for Proposals) process.

The City Attorney and Jacobson are working together to finalize a proposal for the Council's review. The proposal will be forwarded to the Council once it is complete.

Basic outline for the construction manager to complete:

- 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.

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: 10-27-26 meeting, Bradbury Stamm proposal, Inadvertent Discovery Plan

The park board is still looking to fill open positions.

The City Attorney is still working on finalizing the Construction Manager at Risk contract. I have requested updates and have been advised that he is close to completing it but needs to finalize a few remaining details. I would like to have the contract in place soon so we can begin moving forward with the project planning.

We have also received approval from the DNR and SHPO following the archaeological inspection of the park property and have proceeded with signing the grant agreement.

MY CONCERN/QUESTION/SUGGESTION IS:

Background: October meeting

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.

RECOMMENDED ACTION:

A motion by 2nd by to approve Park and Recreation meeting minutes 10-27-26. All Ayes

ACTION 11-10-2026

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:

No updates for the November meeting.

Project Background

October: 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.

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/deny
All Ayes

ACTION **11-10-2026**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 49**

PROJECT NAME: Main Street Project – Sanitary Sewer Replacement
PREPARED BY: Clerk Jacobson
INFORMATION FOR THE COUNCIL:
ATTACHMENT: WSB invoice $52,885.75

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

Joe Riley Construction is behind schedule due to the rainy days. Rain continued Monday to Wednesday the first week in November. They continue to work on the curb/gutter and driveway installation. 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.

All lateral lines that Riley Brothers had to replace were completed.

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 WSB invoice a $52,885.75

All Ayes

ACTION **11-10-2026**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 60**

PROJECT NAME: Ordinance – Administrative Citation
PREPARED BY: Jacobson - Gulbranson
INFORMATION FOR THE COUNCIL:
ATTACHMENT: inspection sheet

Updated inspection sheet attached.

Background: 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.

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: Clerk Jacobson – Flaherty and Hood Attorney
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 Council discussed the proposed amendment at the special meeting and reviewed the draft language prepared by the City Attorney.

One question discussed was the use of police vehicles for officers to drive home. The current language includes the provision "except when specifically authorized to do otherwise." This would allow such use when authorized under another policy.

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:

Motion by **2nd by** **to approve/deny**
All Ayes

ACTION **11-10-2026**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 196**

PROJECT NAME: Fee Schedule

INFORMATION FOR THE COUNCIL:
ATTACHMENT: 2027 fee schedule – water & sewer calculations

The Council should review the 2027 fee schedule. Department heads have received their current fee schedules to review and provide feedback on any recommended changes for 2027.

I have also updated the proposed water and sewer rates based on a review of projected revenues and expenses completed with Jason Murry from David Drown Associates. The Council can review and discuss the proposed rate adjustments. These changes will be included on the December agenda as part of the 2027 Truth in Taxation discussion.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/ deny

All Ayes

11-10-2026

TO: OSAKIS COUNCIL **PROJECT NUMBER: 243**

PROJECT NAME: Canvass Votes
PREPARED BY: Angela Jacobson
MY CONCERN/QUESTION/SUGGESTION IS:
ATTACHMENT:

The county will provide the certified official election results by the council meeting. The council must approve the results and pass the resolution to canvass the votes. These are the unofficial totals from the General election on 11-3-26.

	Total
Jason Fenger	360
Stephanie Finnegan	349
Write In	1
Jonathan Ries	444
Mike Lloyd	443
Alan Larson	288
Write In	1

The resolution and official results will be presented at the meeting.

I SUGGEST THE FOLLOWING SOLUTION:

A Resolution by 2nd by to approve 2026-36 to canvass votes for the general election 11-3-26.
Passes unanimously

ACTION **11-10-26**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 7**

PROJECT NAME: Community Center

INFORMATION FOR THE COUNCIL:
ATTACHMENT: Sign options, Nutrition Services lease

Mayor Judy will review the sign options for the Osakis Community Center with the Council. Please see the attached drawings for the proposed options.

Nutrition Services leases the Community Center for daily meal preparation, including both in-house meals and Meals on Wheels. In 2025, in-house meals were offered on Wednesdays. In 2026, they expanded the program to include Fridays as well.

For 2026, the lease rate for Nutrition Services was increased from $0.55 to $0.80 per meal.

I would recommend keeping the current rate for 2027 with no increase and revisiting the lease rate in the fall of 2027.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve/ deny

All Ayes

11-10-2026

TO: OSAKIS COUNCIL **PROJECT NUMBER: 56**

PROJECT NAME: Insurance - PFML
PREPARED BY: Angela Jacobson
INFORMATION FOR THE COUNCIL:
ATTACHMENT: ShelterPoint quote email

Our insurance agent, Al Roth with AT Group, provided the City with a quote for Paid Family Leave coverage. The quote from ShelterPoint will increase from .80% per $100 of wages to .82% per $100 compared to the state plan rate of .88% per $100.

ShelterPoint has over 50 years of experience and offers a dedicated call center, as well as an online portal for claims and tracking.

The City must decide whether to remain with ShelterPoint or participate in the state plan.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by **2nd by** **to approve/deny**
All Ayes
ACTION **11-10-2025**

TO: OSAKIS COUNCIL **PROJECT NUMBER: 97**

PROJECT NAME: Delinquent Bills
PREPARED BY: Angela Jacobson, Lynnette Swenstad
INFORMATION FOR THE COUNCIL:
ATTACHMENT: 2026 delinquent bills

Council will need to approve applying any unpaid bills to the 2027 taxes if not paid by November 21. Any payments received by November 21 will be removed from the delinquent list attached.

MY CONCERN/QUESTION/SUGGESTION IS:

RECOMMENDED ACTION:

A motion by 2nd by to approve certifying any unpaid City of Osakis bills to the 2027 taxes.

All Ayes
ACTION **11-10 -2026**