

Osakis City Council
Regular Meeting
November 3, 2008
7:00 PM

Present: Emerson, Astleford, Pederson, Anderson

Absent: Tholen

Mayor Gary Astleford called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was spoken.

Motion by Emerson, seconded by Anderson, to approve agenda as presented with the addition of Project #317 – Council Vacancy. All Ayes. Absent: Tholen

Motion by Pederson, seconded by Emerson, to approve Consent items including City bills in the amount of \$541,462.68, September 22, 2008, special meeting minutes, October 6, 2008, meeting minutes, October 13, 2008, October 22, 2008, and October 27, 2008, special meeting minutes. All Ayes. Absent: Tholen

Project #73: First Responders

Pete Erickson and Craig Dropik were in attendance.

Council received the run totals for the month of October.

Council informed Dropik the stipend policy will be discussed at the January 2009 meeting.

New First Responder members are Paul Faris, Jennifer Moundson, and Jason Moundson

Project #74: Fire Department

Mark Pomerleau was in attendance.

Pomerleau would like to thank the City Crew for paving along the east side of the Fire Hall.

The fire hydrant on Central Avenue and Main Street East has a crack in it. The cost to repair would be \$5,000.00 to \$10,000.00. The Fire Department will use the Lake Street hydrant until fixed.

Pomerleau would like the Council to reconsider the per diem rate, and pay for one meal for the Fire Department members when they attend conferences. The Fire Department is requesting \$50.00 per diem per day, and one meal paid for by the City.

The current fee schedule adopted January 2008, states the per diem rate for an individual is \$30.00 per day. This is the amount that the City employees receive.

Clerk stated the reason it is \$30.00, is because that is what is on the fee schedule. If the Council wants to pay \$50.00, it should be included on the fee schedule.

Motion by Emerson, seconded by Anderson, to approve the \$50.00 per diem per day to the Fire Department members that attend conferences or conventions and one meal paid, using responsibility toward the cost. All Ayes. Absent: Tholen

Project #76: Police

Chief Gilson was not in attendance.

Council received October Police report.

Project #205: City Crew

Ron Kleinschmidt was in attendance.

Kleinschmidt informed the Council that two residents have requested that the yield sign by 2nd Avenue East and Pike Street East be changed to a stop sign

Consensus of the Council is to change the yield sign at 2nd Avenue East and Pike Street East be changed to a stop sign.

Project #147: 1st Avenue East Project

Tom Klemenhagen was in attendance.

Klemenhagen informed the Council that the final overlay will be done next year on 1st Avenue East, from Nokomis Street East to Hwy 127.

Klemenhagen will be sending the assessment figures to Clerk Jacobson for the assessment hearing.

Project #396: 8th Avenue East, Osage, & Nestor Street Project

Klemenhagen informed the Council that this project is moving forward. Curb will be put in tomorrow and the paving done next week.

Council received a Resolution for a change order for \$32,154.15, for moving the lift station and putting in the storm pond.

A Resolution was presented by Emerson, seconded by Pederson, to approve Change Order #1 for \$32,154.15. When put to a vote, the Resolution passed unanimously. Absent: Tholen

Council received a Resolution and Memorandum of Understanding with MNDOT for the reconveyance of 25 feet of the right-of-way area from the trail to the City as outlined on Exhibit A. MNDOT wants \$10,000.00 from the City for this land. Clerk Jacobson had talked to Klemenhagen about this matter and he was going to check on getting the amount reduced.

A Resolution was presented by Pederson, seconded by Anderson, to approve the Resolution to enter into an agreement with MNDOT for the Memo of Understanding and Exhibit A for the reconveyance of 25 feet of rail bank property on the condition of negotiation at the lowest cost for right-of-way by Clerk Jacobson and Tom Klemenhagen. When put to a vote, the Resolution passed unanimously. Absent: Tholen

Klemenhausen explained to the Council the process with MNDOT and the entities the City is working with that include Todd County, MNDOT, Douglas MNDOT, and Railroad MNDOT.

Clerk Jacobson will need to get the final assessment letters sent to the residents to certify for 2009.

Council discussed assessing the properties on the east side of Hwy 27 for the increased size of the sewer and lift station and defer the assessments until they hook up to the service.

Klemenhausen will get figures for the assessments for the east side of Hwy 27.

Motion by Emerson, seconded by Anderson, to approve the assessments at the estimated cost given and to figure the assessments for the VFW, Liquor Store, Country Club and Lavens Addition, on a per unit bases. All Ayes. Absent: Tholen

Mike Nienaber from Gordon Township was in attendance. The township is having problems with Riley Brothers damaging their township road. The township has had to grade the road four extra times because of Riley Brothers using their road.

Gordon Township will be billing Riley Brothers for this extra grading which amounts to \$360.00. The Township Board would like to ask the Council to withhold this money from Riley Brothers if they do not receive the payment.

Klemenhausen will talk with Joe Riley about the road damage in Gordon Township. The City will see what can be done to repair the road. May have a hard time getting paid for the maintenance cost by the township.

Project #249: Planning & Zoning

Dan O'Brien was in attendance. O'Brien talked to the Council regarding the Title of the Gish property and his permit to proceed with his project.

Motion by Emerson, seconded by Pederson, to approve if Dan O'Brien is unable to acquire the Gish property, he will build according to the plan that was approved by the Planning and Zoning on September 18, 2008, with the car wash running north and south. All Ayes. Absent: Tholen

Project #24: Liquor Store

Council received information from Dan O'Brien from Gas Mart regarding the potential sales for an Off Sale Liquor Store at the location of the Gas Mart convenience store.

Council will put together a committee of two Council members and Joe Ketelboeter to review the figures with Dan O'Brien for sales.

Project #7: Community Center

Council was informed that the Senior Center will be ordering soap and garbage bags. They would like the City to split the cost of both items. The total cost would be \$160.07. The City has split the cost in the past for these items.

Consensus of the Council is to pay half of the cost for the soap and garbage bags.

Project #79: Audit-Auditors

Council received a sample policy for “Overtime Policy” and “Check Cashing Policy and Procedure”.

Liquor Store Manager Joe Ketelboeter reviewed the Check Cashing Policy and feels it would help to have rules for the employees to follow.

A Resolution was presented by Pederson, seconded by Emerson, to approve the Check Cashing Policy and Procedure 01-2008 with the changes of omitting #21 and \$500.00 for #6. When put to a vote, the Resolution passed unanimously. Absent: Tholen

Council wanted more time to review the Overtime policy and suggest changes.

Council received a letter from KDV. The letter confirms their audit services for 2008. The estimated cost for audit services for 2008 is \$15,450.00. In 2007, the cost was \$14,300.00, and in 2006, the cost was \$13,875.00.

Motion by Pederson, seconded by Anderson, to approve the contract with KDV at \$15,450.00, for the 2008 audit services. For: Pederson, Anderson, Astleford Opposed: Emerson Absent: Tholen

Project #97: Delinquent Bills

Council received a list of delinquent bills for Todd County. The delinquent bills will need to be sent to the county to be put on the 2009 taxes.

Motion by Emerson, seconded by Anderson, to approve to send the Delinquent Bills List to Todd County to be put on the 2009 taxes. All Ayes. Absent: Tholen

Project #143: Cable TV

Council received a letter from Charter Communications regarding their services.

Project #196: Fee Schedule

At the October meeting, the Council received a copy of the Building Permit Fees and the proposed increases along with the 2008 Fee Schedule. Council reviewed these fees.

Council also received copies of the Utility Fee Schedule to review. Clerk Jacobson suggested that the City scale back on our increase schedule. At the beginning of 2008, the Water-Sewer fund balance was -\$6,675.00, and at the current time, the balance is \$25,426.00. This shows the fund is finally making money and the City can start saving for future expenditures.

The City is currently billing the seasonal accounts from April to September. There are a total of 96 seasonal accounts. These accounts do not receive a bill from October to March. Does the Council want to consider having a minimum bill for each property? Other services offered in the City charge the following minimum fees:

Arvig Communications	\$7.50
Excel Energy	\$8.00
Centerpoint	\$6.50

These businesses also have a charge if the service at the address is disconnected.

Council suggests Clerk Jacobson look into what other Cities charge for a minimum fee.

Project #216: Employee Salary

Gus and Jo Berninghaus are requesting a raise for the janitor jobs at the City Hall and Community Center. The last time they received a raise was on November 1, 2006, at \$1.00, which brought them to \$10.00 per hour.

Motion by Anderson, seconded by Emerson, to approve a wage increase of \$.60 for Gus and Jo Berninghaus. All Ayes. Absent: Tholen

Project #243: Canvass Votes

Clerk Jacobson reminded the Council that there will be a special meeting on November, 5, 2008, at 11:00 a.m., to canvass votes for the election.

Project #262: Selling City Land

Council discussed selling the lot located at 8th Avenue West and Oak Street West.

Council Member Pederson contacted Stan Kirckof to get an idea of the amount he would pay.

\$15,000.00 without the City making improvements like fill to the property

\$25,000 with improvements of fill to the property

Planning & Zoning will look at the lot at the November meeting and let the Council know.

Project #312: Osakis Onward

Council received a Limited Use Permit for the Recreational Trail from MNDOT. This permit is necessary for the use of the trail right-of-way for the fence, gazebo, and bike rack that were constructed by Osakis Onward. The Council will have to approve this on behalf of the Osakis Chamber and Osakis Onward.

Clerk Jacobson had sent a copy of this agreement to the Osakis Chamber on behalf of Osakis Onward. The Council would pass the Resolution contingent on them passing this agreement, so they are aware of the rules.

A Resolution was presented by Astleford, seconded by Anderson, to approve the Limited Use Permit to use the rail bank right-of-way for recreational use. When put to a vote, the Resolution passed unanimously. Absent: Tholen

Project #380: TIF Downtown

In December of 2006, the Council approved the TIF District Downtown for the Mike Roach Project, but decided to delay certification to the County until the project moved forward.

The City had originally said that we would wait 18 months. Now it has been almost two years since the City passed the TIF District. David Drowns recommended that the City certify the district to the County at this time. From certification, we have three years to use the money for a project.

Motion by Emerson, seconded by Anderson, to approve to certify the district to the County. All Ayes. Absent: Tholen

Project #382: Union Contract – City

The mediation meeting for the Union will be held on November 20, 2008, at 5:00 p.m.

Project #317: Council Vacancy

Jim Tholen has resigned from the Council as of October 23, 2008. The remaining time left of his term is two years.

Mayor Astleford will appoint a Council member after the election for the remaining two years of Tholen's term.

Motion by Emerson, seconded by Astleford to accept the resignation of Jim Tholen with regret. All Ayes. Absent: Tholen

Council would like Clerk Jacobson to prepare a certificate of service for Tholen.

Motion by Pederson, seconded by Emerson, to adjourn the meeting at 9:10 p.m. All Ayes Absent: Tholen.

Mayor - Gary L. Astleford

City Clerk – Angela A. Jacobson