

Osakis City Council
Regular Meeting
April 7, 2008
7:00 PM

Present: Emerson, Tholen, Astleford, Pederson, Hagemann
Absent: None

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

The Pledge of Allegiance was spoken.

Motion by Hagemann, seconded by Pederson, to approve agenda as presented. All Ayes.

Motion by Pederson, seconded by Tholen, to approve the Consent items including City bills in the amount of \$128,355.33 and all other Consent items as presented. All Ayes.

Project #79: Auditors – Audit

Council received the 2007 Audit.

Johelle from KDV was in attendance. She reviewed the Management Letter with the Council and answered questions.

Johelle stated they have seen much improvement in the city financing and the staff should keep up the good work

Motion by Pederson, seconded by Emerson, to approve the 2007 Audit. All Ayes.

Project #76: Police

Chief Mark Gilson was in attendance.

Council received the police report for the month of March.

Project #74: Liquor Store

Joe Ketelboeter was in attendance.

Estimates have been received on remodeling the inside of the Liquor Store. The proposal for the remodeling is \$13,895.00 and the floor covering is \$5,947.48.

Motion by Emerson, seconded by Hagemann, to approve remodeling the Liquor Store. All Ayes.

Project #205: City Crew

Ron Kleinschmidt was in attendance.

Council received the March Reports. Kleinschmidt reported the water plant produced 4 million gallons of water and 5 million gallons of wastewater were received in the ponds.

Council also received a letter from the MN Department of Health.

Project #147: First Avenue East Project

Tom Klemenhagen was in attendance.

Klemenhagen will be sending revised information to MnDOT and advertise for bids.

A Resolution was presented by Emerson, seconded by Tholen, to approve the plans and specs and call for the advertisement for bids. When put to a vote the Resolution passed unanimously.

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

Tom Klemenhagen presented to the Council the proposal for the engineering services for 8th Avenue East, Nestor and Osage Street Project. The proposal will be discussed at the May Council Meeting.

A permit was requested for the Sauk River Watershed District. Council received a letter from Klemenhagen stating that no permit is needed from the Sauk River Watershed District.

Items to consider for this project:

1. Save class 5 from 1st Avenue East project and use on Nestor and Osage Street.
2. Look at milling off Nestor and Osage to use as the base for the streets.

Council will take action at the May Council Meeting on the Engineering Proposal.

Project #74: Fire Department

Fire Chief Mark Pomerleau was in attendance.

Council received a list of some guidelines from the Fire Department regarding the transferring of the Fire Department Funds to the City's control.

Clerk would like to add #7 to the list: If training or conferences are required they must ask permission of the council for: fees for attending a training or conference, who will be attending, cost of lodging and length of the training or conference.

Clerk does not see any issues with the rest of the items except #6 which states: Any money budgeted for, but not spent in a calendar year, will roll over into a progressive equipment fund.

Pomerleau is asking the Council to have the extra money used as capital outlay, so they can use this money for new trucks.

The Fire Department is looking at purchasing a new truck this year at a cost of \$250,000.00. The cost will be \$12,000.00 to \$15,000.00 more in 2009.

Clerk will meet with Pomerleau and the Mayor regarding the transfer.

Resolution was presented by Emerson, seconded by Hagemann, to approve transfer of the Fire Department and First Responder money to the City's control on May 1, 2008. When put to a vote the Resolution passed unanimously.

Project #401: Scenic Road

Randy Brown was in attendance.

Council received a letter from Bud Manders on designating Lake Street and County Road 55 as a Scenic Road. Council received a Resolution that Manders would like to see the Council pass.

Council received booklets that Kathy Edenloff had prepared on the history of Lake Street and County Road 55. Edenloff stated that Osakis is #4 in the state for Bird Watching. If it is a Scenic Byway, the State will promote it.

Clerk has received a copy of the application for a Scenic Road.

Clerk suggested to the Council that they do not pass the Resolution from Manders. The City has no control over County Road 55 and Todd County has been petitioned to vacate the road again by the property owners. Todd County will be holding a Public Hearing on May 7th, 2008, at 7:00 p.m. at the Community Center. Clerk suggests that the Council should remain neutral on this issue, as in the past.

The City does not have enough information at this time regarding what is required for Lake Street to be a Scenic Road. Concerns are: what maintenance would have to be done and what are the costs involved with the street becoming a Scenic Road. Kleinschmidt stated he would look into what is required. He will contact Mark Anderson from the Environmental Services for information.

Clerk suggests removing County Road 55 and any obligations regarding County Road 55 from the Resolution.

Council would like to wait until after the Public Hearing on May 7th, 2008. Randy Brown will bring back a revised Resolution to the Council after this Public Hearing.

Project #261: Water Problem

Council received a copy of an email from Rick and Marcy Faris from Log Cabin Pizza.

Paul Faris from Log Cabin Pizza was in attendance.

Faris would like to dispute the charge for their water usage. It was found that a toilet in the building was running and used a total of 84,900 gallons of water. The total bill was \$482.15. If a toilet is leaking and not fixed right away, it can add up to a lot of water running through it.

After Paul Faris was notified from the City, a total of 4,000 gallons was used in just 1 hour.

Haakinson had met with Faris. Faris is questioning how that much water could have been used.

The consensus from the Council is to leave the bill as is.

Project #22: Clerk

Council received a flyer on the MN Municipal Clerks Institute to be held on July 7th thru 11th.

Clerk received a \$150.00 grant at the Clerks Conference in March. This grant is to be used at the MN Municipal Clerks Institute.

Clerk is asking permission to attend.

Clerk will look into the Clerks Orientation for Swenstad that is held in August.

Motion by Emerson, seconded by Tholen, to approve the Clerk to attend the MN Clerks Institute July 7th thru July 11th, 2008. All Ayes.

Project #23: Osakis Festival Days

Phil Reed, the 2008 Osakis Festival Parade Chair, is asking the City Council if they would like to participate in the Festival Parade. The theme this year is "Year of the Volunteer". In the past, Mayor Astleford has participated. Reed is asking if any other Council members would like to participate. Council received additional information asking them for a pledge towards the parade costs.

Council stated that the City helps with the barricades for the parade and the Lions help with getting the units lined up on the parade route.

Project #42: Clean Up Day

Clean Up Day is scheduled for May 17th from 8:00 a.m. till noon. It will be held at the Liquor Store parking lot.

This date will work for West Central Sanitation. The yard waste cleanup will also be on this day.

The Pope County Sentence to Serve workers cannot help this year. They are not allowing overtime so they are not doing any weekend duty.

Clerk is asking for two Council members to volunteer to help organize and to ask the Lions to help out again this year.

Clerk will contact Todd County S.T.S. for Clean Up Day help.

Project #43: Board of Review

The Board of Review and Equalization will be held on April 8th at the City Hall. Todd County will be held at 9:00 a.m. and Douglas County at 10:00 a.m.

Council received a letter from Douglas County regarding the Estimated Market Value and Sale of Properties in the City in 2007.

Council members that will attend include: Astleford, Tholen and Pederson.

Project #69: Information to the Council

Council received a newsletter that the Clerk received from Ehlers Advisor.

Council received a letter from the League of MN Cities, asking if anyone is interested in serving on the Policy Committee.

Project #102: EDA

Council received the meeting minutes from the March 24th, 2008, meeting.

Council also received a Resolution passed by the EDA to support the Douglas County Lakes Area Economic Development Authority. This is after the meeting held on March 12th, 2008, with Jason Murray.

The Council is asked to pass the Resolution to support and pay the 2008 fee of \$2,500.00. If passed, John Peterka (EDA) would attend the Lakes Area meetings and bring that information back to our EDA board.

Council received information on the LAEDA and AAEDA budgets. This information is a result of the meeting on March 12th, 2008, with Jason Murray.

The EDA also made changes to their enabling Resolution. Council received an amended Resolution to pass with those changes made.

If belonging, would we have businesses interested in Osakis or not? This would depend on how Osakis would fit into their situation regarding where they want to have their business located.

Work with Commissioners to get a County Wide EDA. The \$2,500.00 is the support for a trial basis. Next year it would be \$12,000.00.

A Resolution was presented by Astleford, seconded by Tholen, to support the Douglas County Lakes Area Economic Development Authority. When put to a vote: For: Astleford, Tholen, Pederson, Hagemann Apposed: Emerson

Project #104: Mayor Appointments

Council received the Mayor Appointments. At the January Council meeting, the appointments were approved, but Pederson did not abstain from the vote for the official depository.

Motion by Emerson, seconded by Tholen to approve The First National Bank of Osakis to be the City's official depository. Ayes: Astleford, Tholen, Emerson, Hagemann Abstain: Pederson

Project #110: Immaculate Conception Church

The Immaculate Conception Church is requesting a 2 day gambling license for July 12th, 2008, and July 13th, 2008.

A Resolution was presented by Emerson, seconded by Hagemann to approve a two day gambling license for July 12th, 2008, and July 13th, 2008, for the Immaculate Conception Church. All Ayes.

Project #174: Overtime Report

Council received the March Overtime Report.

Project #297: Summer Recreation

Council member Pederson attended the March 17th, 2008, School Board meeting and reported to the Council.

Pederson presented a booklet regarding the information on Summer Rec and swimming.

In 2008, the City will support the programs along with help from the VFW.

Project #343: Fireworks

Clerk informed the Council that \$2,079.86 was collected in 2007 from the Clean Up Day and the Osakis Women's Association collection at the fireworks. This amount is to be used for the 2008 fireworks. The City's goal is \$5,000.00

In November 2007, the Clerk sent letters to the VFW and OEDC asking them to budget money for the fireworks.

Would the Council like the Clerk to contact them about their donation and send out letters to others that donated last year?

Council was informed that the VFW will be putting on an event for raising money for the fireworks.

Clerk will send out letters asking for donations.

Project #400: Street Dedication

Cost of the survey for 8th Avenue West is \$3,500.00.

Council received a letter from our attorney, Tom Klecker, regarding the establishment of 8th Avenue West.

Tom suggests that the City send out a letter to the property owners to see if we have anyone against it. The cost would be \$2,000.00 to \$3,000.00 for 14 parcels, if everything goes smooth.

Council would like the Clerk to send out letters to the 14 property owners that are involved, to get their feeling on the easement needed for 8th Avenue West.

Project #402: Pictometry

Council received an email from Gloria Stevenson from Todd County.

Pictometry is aerial pictures of cities.

These pictures can be downloaded into software and we could put information on the map for our water, sewer and curbstops.

The cost for this is \$3,000.00. \$1,000.00 for each year.

Clerk feels this is a great opportunity, but does not feel we have the resources at this time to provide the attention needed to get this up and running.

Council suggests that the Clerk revisit this project in a few years.

Project #376: Capital Improve & Planning Summary

The Clerk has been working with Traci Ryan on the bond issues for 1st Avenue East and 8th Avenue East.

Traci will be looking at our debt and income and updating our capital improvement model.

Traci will be in attendance at the May Council meeting with some updated figures for the Council to review.

Traci will include tax rates and utility rates of other communities in her study. Also, how we compare with the expense of projects in the future.

Project #317: Council Vacancy

Council received Lloyd Hagemann's resignation.

Randy Anderson and Carol Mihalchick have showed interest in filling the position.

Council will need to vote on the appointment of the Council position.

Statue states that the Council must fill a vacated position as soon as possible.

Council will consider the people that ran in the last election to fill the position.

Jerry Olson stated he is also interested in the position.

Council was informed about installing a Handicap Door Opener at the Community Center. Jerry Olson will check with the VFW for funds to help with the cost.

Motion by Emerson, seconded by Astleford to adjourn meeting at 9:45 p.m. All Ayes.

Mayor - Gary L. Astleford

City Clerk – Angela A. Jacobson