

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

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

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

The Pledge of Allegiance was spoken.

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

Emerson is questioning the payment to Craig Schultz.

Mark Pomerleau was in attendance. Pomerleau informed the Council that the payment to Schultz is for mileage to Firefighter One class. In the future, the Fire Department will submit an itemized bill for mileage on a monthly basis.

Pomerleau informed the Council that he had called the Tech School and was informed that there was no Firefighter One class in Douglas County. The bylaws of the Fire Department state that a new firefighter must take the class within the first two years that they are on the department. Schultz has been on a little over a year and took the class in Hoffman.

The class could possibly be held in Osakis next year. There are three to four firefighters that will be retiring and the new firefighters will need the class.

Motion by Pederson, seconded by Tholen to approve the Consent items including City bills in the amount of \$536,608.13. All Ayes.

Project #24: Liquor Store

Joe Ketelboeter was not in attendance.

Emerson informed the Council that the cleaning person at the Liquor Store had quit in June. Since that time, Ketelboeter has been cleaning the Liquor Store.

The cleaning person had received \$700.00 per month.

Motion by Emerson, seconded by Anderson to approve to pay \$700.00 to Joe Ketelboeter for cleaning at the Liquor Store. All Ayes.

Project #73: First Responders

Craig Dropik and Pete Erickson were in attendance.

Council received the run sheet report for the first half of 2008. The report includes each member and percentages of the runs they make.

Emerson stated he was concerned of the low percentage of runs for Becky Bjerken. At least 20% is required.

Dropik informed the Council that Bjerken's recertification renewal will be at the end of 2008.

Council is recommending not to recertify Bjerken.

Motion by Emerson, seconded by Tholen to deny the recertification renewal for Becky Bjerken. All Ayes.

Dropik will talk to North Ambulance for more information regarding the instructor class for Jason Schultz.

Council does think this is a good idea, but would like more information.

Dropik also informed the Council that a CPR Class will be held for the First Responders on July 21, 2008, and one member is unable to attend. This member can take the class on-line, but there is an extra cost of \$17.50

The Council agreed to pay the extra \$17.50 for the on-line class for one member.

Public Hearing – Project #167: Tax Increment

Council suspended the regular meeting and opened the public hearing at 7:17 p.m.

Traci Ryan was in attendance regarding the TIF District 1-7 for the Industrial Park.

Council received the TIF District information.

The TIF District is for nine years.

Ryan informed the Council that this would be the 7th district in Osakis.

The district is being developed for the Industrial Park and creates a tool for projects in this district.

No additional comments from the public.

Council had a question regarding Jacob Wiener's lot. Can TIF can be used for a residential lot? TIF can be used for Industrial Manufacturing.

Motion by Emerson, seconded by Tholen to close the public hearing at 7:30 p.m. All Ayes.

A Resolution was presented by Pederson, seconded by Anderson to approve TIF District 1-7 for the Industrial Park. When put to a vote, the Resolution passed unanimously.

Motion by Pederson, seconded by Anderson to approve the terms of the development as presented and reviewed by Traci Ryan and has been sent to the City Attorney for the creation of the formal development. All Ayes.

Project #74: Fire Department – Schedule I & II

John Swenstad and Chris Randall were in attendance.

Swenstad presented the Council with the Schedule I & II. Requesting an increase in the pension contribution from \$800 per firefighter per year to \$1,000 per firefighter per year.

Swenstad informed the Council that this has been 85% to 95% funded in the past years and ideally they would like it to be 100% funded.

Motion by Emerson, seconded by Tholen to approve the increase in the pension contribution from \$800 per firefighter per year to \$1,000 per firefighter per year. All Ayes.

Motion by Emerson, seconded by Anderson to approve the Schedule I and II. All Ayes.

Project #76: Police

Mark Gilson was in attendance.

Council received the Police report for the month of June.

Council concerned with a call on the report. Gilson assured the Council that the party in question had been talked to and that the issues had been solved.

Project #205: City Crew

Ron Kleinschmidt was in attendance.

Council received the June report.

Tholen asked about the valves in the Industrial Park. Kleinschmidt informed the Council that they were existing valves that were repaired before the final layer of asphalt was put down.

Kleinschmidt informed the Council about the beach. Lots of debris has been coming into shore and the City Crew continues to remove it.

Kleinschmidt asked the Council about sending Darrin Quistorff and Kurt Haakinson to classes. Classes will be held in Brainerd with the MN Pollution Control Agency and in St. Cloud with Rural Water Association. Quistorff would receive his Class C License and Haakinson would receive his Class D License. The cost for the classes would be \$270 for MN Pollution Control and \$150 for Rural Water Association for each person.

Motion by Tholen, seconded by Emerson to approve Darrin Quistorff and Kurt Haakinson to attend classes with MN Pollution Control Agency and with Rural Water Association in August. All Ayes.

Kleinschmidt asked the Council about the Community Center benches.

Some of the benches are in need of repair and does the Council want to spend the money to fix them?

Motion by Pederson, seconded by Emerson to approve to repair the Community Center benches and remove the ones that cannot be repaired. All Ayes.

Project #147: First Avenue East

Tom Klemenhausen was in attendance.

Bid for First Avenue East was awarded to Mark Lee Excavating. Crews have started on the project and two sewer crews will be starting next week.

Some concerns regarding signs for businesses. MN DOT will not pay for this. There are alternate ways to the businesses.

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

Tom Klemenhausen was in attendance.

A meeting will be planned for information regarding the project and the construction schedules.

A Resolution was presented by Pederson, seconded by Tholen to approve the plans and specs for 8th Avenue East, Nestor, and Osage Street Project and call for bids to be opened on August 1st, 2008, at 10:00 a.m. When put to a vote, the Resolution passed unanimously.

Project #242: West Central Initiative

Brianna McAleer was in attendance.

Council received information from West Central Initiative regarding the renewal pledge for the City.

Motion by Emerson, seconded by Anderson to approve the pledge of \$2,500 to West Central Initiative for the West Central Community Loan Fund. All Ayes.

Project #413: Wireless Tower

Scott Arvig was in attendance from Whisper Wireless. They are requesting permission from the City to put a tower on our water tower.

Council received a Lease Agreement from Whisper Wireless which provides high speed wireless internet.

Arvig commented that this would be a good location for the tower. They have residents from Osakis and the surrounding area that are interested in this service.

Kleinschmidt suggested that the City contact other cities that are using their service to find out the experiences they have had with the company. Also our City Attorney should review the lease agreement.

Council will make their decision at the next Council meeting.

Project #249: Planning & Zoning

Council received the meeting minutes from June 19, 2008, and special meeting minutes from July 3, 2008.

A Resolution was presented by Emerson, seconded by Pederson to approve the Conditional Use Permit for 300-308 Nokomis Street West for Holper Enterprise, Inc. When put to a vote, the Resolution passed unanimously.

A Resolution was presented by Tholen, seconded by Emerson to approve the Variance of 24 feet on the North and West sides of the property at 308 Nokomis Street West. When put to a vote, the Resolution passed unanimously.

Motion by Anderson, seconded by Tholen to approve the meeting minutes for June 19, 2008 and special meeting minutes for July 3, 2008. All Ayes.

Project #60: Ordinance Change

Council received the Ordinance Changes for the Wind Energy Conversion Systems (WECS) and Outdoor Fire Boilers.

Motion by Tholen, seconded by Anderson to approve the Ordinance for Wind Energy Conversion Systems (WECS) and the Outdoor Fire Boilers with the Outdoor Fire Boiler setback changed to 100 feet from any structure and that a Conditional Use Permit is required. All Ayes.

Project #42: Clean Up Day

At the June Council meeting, Clerk Jacobson reported the amounts collected and the costs for the Clean Up Day. The total was \$934.99. Fuel for West Central Sanitation was paid which leaves a total of \$170.77 for the 2009 fireworks.

Project # 79 & 373: Audit – Auditors & Policies

At the June Council meeting, the Council received a letter from the state auditor regarding implementing items identified by our auditors.

Clerk Jacobson called the state auditor and they would like the information regarding the items that the City has implemented thus far. The auditors are requesting the information before August 30, 2008.

Council received the following items to review:

- Out of State Travel Policy for Elected Official.

- Credit Card Transaction Policy.

- Adopt a Deposit and Investment Policy.

Resolutions were presented by Emerson, seconded by Pederson to approve Resolution 2008-25,26,27 for the adoption of policy 02-2008 – Credit Card Transaction Policy, 03-2008 – Deposit and Investment Policy, and 04-2008 – Out of State Travel Policy. When put to a vote, the Resolutions passed unanimously.

City will need to send a letter on how the city is going to address the additional items from our audit that are not implemented before August 30th.

Items that the City has yet to address are:

- Liquor Store – balancing receipts, cash, and how to handle over and short cash.

- Liquor Store – monitoring the list of insufficient funds (NSF) and adopting a check cashing policy and procedure.

- Capital Asset Policy

- Public Purpose Expenditures. Change personnel policy to allow flowers to be sent to individuals.

Project #172: Car Club

The Car Club is asking the Council's permission to block off Main Street from 1st Avenue West to 1st Avenue East for the car show on July 12, 2008.

Motion by Anderson, seconded by Tholen to approve to block off Main Street from 1st Avenue West to 1st Avenue East. All Ayes.

Project #325: Ordinance Book – Subdivision Ordinance

Council received the subdivision ordinance to review.

Council would like the Planning and Zoning members to review the subdivision ordinance.

Project #343: Fireworks

Council received the signed lease agreement with the Osakis Country Club for the July 4, 2008, fireworks.

Project #397: Senior Club

Council received a request from the Senior's Club for repairs to their freezer. The freezer is in the locked storage room and is not allowed to be used by the public. It is only for the Senior Nutrition Center use.

Senior's are requesting the City to pay \$400.00.

Jerry Olson was in attendance. Olson will request this amount from the VFW.

Project #412: Fishing Pier

Council received the application for the Fishing Pier Program through the Department of Natural Resources.

Kleinschmidt informed the Council that the Vikings Sportsmen's Club has expressed interest in sponsoring the fishing pier.

Jerry Olson stated that the VFW would be interested also in helping out with the funds.

Motion by Emerson, seconded by Anderson to approve to submit the Fishing Pier Program Application. All Ayes.

Project #414: Surplus Sale

Kleinschmidt informed the Council that he would like to have the Surplus Sale in July.

The items will be in the Tin Shed on King Street for viewing.

Kleinshmidt will put an ad in the Osakis Review regarding the information on the Surplus Sale.

Motion by Emerson, seconded by Pederson to approve having a Surplus Sale in July. All Ayes.

Project #22: Clerk

Council received a registration form for Lynnette Swenstad to attend the Clerk's Orientation Conference held August 26-28, 2008.

Motion by Tholen, seconded by Anderson to approve to send Lynnette Swenstad to the Clerk's Orientation Conference on August 26-28, 2008. All Ayes.

Other Information –

Mayor Astleford informed the Council that he will not be running for reelection.

Motion by Tholen, seconded by Anderson to adjourn meeting at 9:00 p.m. All Ayes.

Mayor - Gary L. Astleford

City Clerk – Angela A. Jacobson