

Osakis City Council
Regular Meeting
August 4, 2008
7:00 PM

Present: Pederson, Astleford, Tholen, Emerson
Absent: Anderson

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

The Pledge of Allegiance was spoken.

Motion by Emerson, seconded by Tholen, to approve agenda as presented with the addition of the Community Center Paint Project. All Ayes. Absent: Anderson

Motion by Pederson, seconded by Tholen to approve Consent items including City bills in the amount of \$670,301.56. All Ayes. Absent: Anderson

Project #24: Liquor Store

Joe Ketelboeter was not in attendance.

Project #73: First Responders

Craig Dropik and Pete Erickson were in attendance.

Council received the run sheet report for July 2008.

Dropik and Erickson inform the Council that six new individuals are showing interest in becoming First Responders.

The percentage of required runs in City limits is 20% and those that are under 20% will need to be informed that they are required to respond to more calls.

Project #74: Fire Department

Mark Pomerleau and Jon Backes were in attendance.

Pomerleau and Backes would like the Council to approve to go for bids for a new fire truck. The truck they would like to replace is 30 years old and the normal replacement is 20 years.

They also are asking the Council to approve to have an OSHA fill station for oxygen bottles at a cost of \$6,000.00 to \$7,000.00.

A Resolution was presented by Emerson, seconded by Pederson to approve to call for bids on a new fire truck. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Motion by Pederson, seconded by Emerson to approve the OSHA fill station for oxygen bottles. All Ayes. Absent: Anderson

Project #76: Police

Mark Gilson was in attendance.

Council received the police report for the month of July.

Gilson is asking the Council to approve the purchase of a laptop computer at a cost of about \$4,000.00.

The Police Department is dispatched through Douglas County which has wireless service and can also do their reports on this computer.

Motion by Emerson, seconded by Tholen to approve the purchase of a laptop computer for \$4,000.00. All Ayes. Absent: Anderson

Council received a Resolution to allow the part-time officers to be enrolled in the Police PERA. The part-time officers are Joseph Miller and Craig Elgin.

A Resolution was presented by Emerson, seconded by Tholen to approve to allow Joseph Miller and Craig Elgin to be enrolled in the Police PERA. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Council would like the Police Department Officers talk to bicyclers about watching for traffic. Bicyclers have been seen going onto the streets without watching for traffic.

Project #205: City Crew

Ron Kleinschmidt was in attendance.

Council received the July report. Pumped 5.5 million gallons of water and 8.3 million gallons of wastewater.

Kleinschmidt informed the Council that Arvig Communications System bored through the sewer line at 1st Avenue West. There are additional problems with this sewer line.

Kleinschmidt informed the Council that the 1st Avenue East project is moving along fast.

Kleinschmidt is asking the Council to approve to advertise for bids to insulate and reside the City shop building. The cost may be about \$25,000.00. Kleinschmidt also is requesting the Council to approve the replacement of the pontoon motor at a cost of \$2,850.00.

There are potholes by the east side of the fire hall and it is ok with the Council to blacktop this area at a cost of \$1,500.00 to \$2,000.00.

Motion by Tholen, seconded by Pederson to approve the replacement of the pontoon motor at a cost of \$2,850.00 and to go for bids to insulate and reside the City shop. All Ayes. Absent: Anderson

Public Hearing – Project #325: Ordinance Book – Subdivision Ordinance

Council suspended the regular meeting and opened the public hearing at 7:30 p.m.

The Planning and Zoning Commission reviewed the Subdivision Ordinance and recommended to the Council to adopt the Subdivision Ordinance with no changes.

John Anderson (Municipal Development Group) was in attendance.

No comments on the Subdivision Ordinance.

Motion by Pederson, seconded by Tholen to close the Public Hearing at 7:38 p.m. All Ayes. Absent: Anderson

Motion by Emerson, seconded by Astleford to approve the Subdivision Ordinance as presented. All Ayes. Absent: Anderson

A Resolution was presented by Emerson, seconded by Tholen to approve the summary publication as presented for the Subdivision Ordinance. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Project #147: First Avenue East

Tom Klemenhagen was in attendance.

Klemenhagen informed the Council on the First Avenue East project. The project is on schedule and should have no problem finishing on time.

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

Bid opening was held on Friday, August 1, 2008, at 10:00 a.m.

Low bid was Riley Brothers.

An informational meeting has been set for August 11, 2008, at 7:00 p.m. to be held at City Hall. This meeting is to inform the public of the company that will be doing the project and to obtain the temporary easements.

The deadline for project completion is October 31, 2008. This completion is to have the bituminous surface on.

A Resolution was presented by Pederson, seconded by Emerson to approve the bid to Riley Brothers Excavating for the 8th Avenue East, Osage & Nestor Street Project for the amount of \$849,841.92. When put to a vote, the Resolution passed unanimously. Absent: Anderson

Project #413: Wireless Tower

At the July Council meeting, Scott Arvig asked the Council for a lease to use our water tower for Wisper Wireless.

Jim Tholen reported to the Council the information that he found in contacting the listed cities.

Clerk Jacobson contacted the City of Long Prairie. The Council received a copy of their lease. Long Prairie has had no problems with dealing with Wisper Wireless. Note that the contract has a lease price per antenna and also the lease amount increases each year.

Council received our attorney's suggestions of changes to the agreement. Jacobson feels that all of the attorney's suggestions should be included in the lease. The current lease proposal is for a total of 28 years.

Also, Jacobson thinks that it would be beneficial if the City of Osakis would receive wireless service at no cost for future needs.

Items to change:

- Pay overtime for call out for City Crew to respond.
- City will get free internet connection for all contracts
- Monthly fee will be for three antennas with a dish.
- The City will receive \$100 plus wireless service or \$150.00 and no wireless service.
- 15 year contract.

Draft agreement changes will be sent to review.

Motion by Pederson, seconded by Tholen to approve Wisper Wireless to use our water tower with contingencies to the contract. Ayes: Pederson, Astleford, Emerson Nays: Tholen Absent: Anderson

Project #42: Clean Up Day

The Council is questioning the charge for fuel.

In 2007, the City was charged for 70 gallons for a total of \$201.57. The yard waste pickup trucks did not fill up.

In 2008, the City was charged for 174 gallons for a total of \$764.00. All trucks filled up this year.

Clerk Jacobson talked to Jeff Bertram and he said if the City felt this amount was too much, he can reimburse the City.

Council feels the cost is too high and that the City should not pay for the leaf pickup trucks.

Clerk Jacobson will contact Bertram to negotiate.

Project #50: Transfer

Clerk Jacobson is requesting a transfer of \$2,927.66 from the EDA Fund to the City's General Fund to pay for the cost for the Osakis Properties Park.

Motion by Pederson, seconded by Tholen to approve the transfer of the \$2,927.66 from the EDA Fund to the City's General Fund for the Osakis Properties Park improvements. All Ayes. Absent: Anderson

Project #79: Audit – Auditors

At the July Council meeting the Council approved new policies.

Items left 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.
Approval of Overtime.

Ketelboeter suggested getting a cash verification machine instead of a policy.

These items will not be finished by the August 30th deadline.

Clerk Jacobson will continue to work on the items for the Liquor Store with Ketelboeter.

The Capital Asset Policy – This is going to take time to write. Jacobson will work with the department heads on this policy. The goal will be to have something in place by the end of the year.

Public Purpose Expenditure – Clerk Jacobson has contacted our Auditors and the item that is in violation is the flowers that are sent to individuals for funerals, hospitalization, etc. The Auditors stated that many cities do get cited for this, but choose to continue the practice because they feel it would be supported by the tax payers.

Approval of Overtime – The Council must appoint someone in charge of pre approving overtime for each department. Clerk Jacobson will draft a policy for the Council.

Project #84: Budget – Setting of Proposed Tax Levy

Council received the Revenue and Expenditure Budget for 2009

Council will meet on August 11, 2008, at 6:00 p.m. before the 8th Avenue Ease informational meeting.

Project #143: Cable TV

Council received a letter from Charter Communications regarding channel additions and changes.

Project #229: Election Judge

Council received the election judge list for the primary election to be held on September 9, 2008.

The election judge wage was increased from \$6.15 to \$6.50 in 2006. Jacobson would like the Council to consider increasing the rate to \$7.00 per hour. Minimum wage is \$7.25.

Motion by Tholen, seconded by Emerson to approve the election judges for the primary on September 9, 2008 as presented and to increase the pay to minimum wage. All Ayes. Absent: Anderson

Project #388: On-Sale Liquor License

The Osakis Country Club is asking the Council for a special election to allow split liquor.

Council received the question that would be on the ballot.

Motion by Tholen, seconded by Emerson to deny putting the question on the ballot for the 2008 General Election. All Ayes. Absent: Anderson

Project #400: Street Dedication

Council received the letter Clerk Jacobson had sent to the nine property owners on 8th Avenue West.

Four property owners have no problems with the easements.

Clerk Jacobson will draft an agreement for those that are in favor of the street dedication and call those that have not contacted the City.

Project #416: Seal Coat

Council received a bid that Kleinschmidt received from Barga Incorporated for crack sealing and repair. The total cost is \$24,966.56. The amount in savings is \$31,000.00.

Motion by Pederson, seconded by Emerson to approve the crack sealing and repair for \$24,966.50 to Barga Incorporated. All Ayes. Absent: Anderson

Project #7: Community Center Paint Project

The Community Center is being painted. The paint was provided through a grant program. The City will pay for the paint brushes and other miscellaneous items. The cost for these items will be under \$200.00 and will be taken out of the general maintenance.

Project #249: Planning and Zoning

Council is questioning the Channel Co-ops request to change owner so they can sell their property. Concerns were raised about reasons as to why they want to do this.

Other Information:

Dave Laven was in attendance. Laven stated to the Council that he is against having a park next to his property.

Didier currently owns the land next to Laven and it has been discussed to trade this land for the land that the bur am is on. Didier would like to build a shed for his lawn mowing business.

Motion by Tholen, seconded by Anderson to adjourn meeting at 8:45 p.m. All Ayes.

Mayor - Gary L. Astleford

City Clerk – Angela A. Jacobson