

Osakis City Council
Regular Meeting
June 6, 2011
7:00 PM

Present: Randy Anderson, Keith Emerson, Jerry Olson, Chad Gulbranson, Bruce Pederson
Absent: None

Others Present: Angela Jacobson, Ron Kleinschmidt, Brian Hiles, Julie Blair, Bev Bales, Amy Chaffins, Joel Johnson, Stan Paulson, Toby Weibye arrived at 7:30 p.m.

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

Pledge of Allegiance was spoken.

Motion by Olson, seconded by Anderson, to approve the agenda as presented with the addition of Stan Paulson and Joel Johnson. All Ayes

Motion by Pederson, seconded by Gulbranson, to approve the general consent items, including May city bills in the amount of \$165,023.36 and May 2, 2011 meeting minutes. All Ayes

Project #134: County Commissioner

Bev Bales was in attendance. Bales informed the Council about a Douglas County program called "Beyond the Yellow Ribbon." The program is for the families of men and women that are in the military and need help with lawn care, snow removal, rides and etc. They can call #320-762-7817 for help for this service from the National Guard office in Alexandria.

Mayor Emerson would put his name as a contact for Osakis if anyone has questions.

Project #24: Liquor Store

Julie Blair was in attendance.

Council received the following:

- 2011 Liquor Store Expenditure and Revenue totals
- Revenue for Liquor Store
- Expenditure for Liquor Store
- Liquor Store sales for May.

Olson questioned on why the sales are down and only \$500 in profit in the first five months.

May sales are down because of the \$10,000.00 payment to Stan Schultz Construction.

Blair hopes the sales will pickup in the summer months.

The Council reviewed the check cashing policy and would like to change #6 to be \$100.00.

A Resolution was presented by Emerson, seconded by Pederson, to approve Resolution 2011-19 with the change of #6 in the check cashing policy to \$100.00 per day from \$500.00 per day. Policy #01-2008. When put to a vote, the Resolution passed unanimously.

Project #73: First Responders

Craig Dropik was not in attendance. The First Responders had 12 runs in May.

Project #74: Fire Department

Mark Pomerleau was not in attendance.

Project #76: Police

Chief Gilson was not in attendance. Council received the May police report.

Council received a Resolution to pass to allow part-time police officer John Holm to be enrolled in the Police PERA.

A Resolution was presented by Pederson, seconded by Anderson, to allow part-time police officer John Holm to be enrolled in the Police PERA. When put to a vote, the Resolution passed unanimously.

Project #205: City Crew

Ron Kleinschmidt was in attendance. Council received the May public works report.

Kleinschmidt informed the Council that there have been complaints on the new dock. The DNR may get an additional section of dock but it would not be until July.

Council would like to see a standard roll-in dock. Also, the cost for an additional 30 foot section.

Discussion was held regarding putting in the old dock for the fishing tournament if the DNR is ok with it. The consensus of the Council is that it should be put in.

Kleinschmidt asked the Council about chip sealing the streets on the south side of town. The costs may be from \$150,000 to \$200,000. Kleinschmidt will have information at the July meeting.

Mayor Emerson stated that the city shop is in need of painting. Kleinschmidt will look into getting it painted this summer.

Water Issue:

Stan Paulson and Joel Johnson were in attendance to discuss with the Council an issue with their neighbor running his sump pump water onto their properties. Their lawns are very wet and cannot be mowed.

Paulson and Johnson tried to work with their neighbor to come to an agreement as to where the water should be draining but nothing has worked.

Council discussed creating an ordinance to adopt at the next Council meeting that would forbid running water onto the neighbor's property. Council will look at adding language to the snow/grass ordinance.

Kleinschmidt will look at the lots in the Osakis Properties to see if there is drainage designed to fix the water problem.

Project #197: Water

Brian Hiles was in attendance to review with the Council the bids for the water plant.

Bids were opened on May 19, 2011 at 2:00 p.m. for the water plant. The following bids were received:

Northern Plain Contracting	\$2,056,000
Magney Construction	\$2,092,200
Eagle Construction Company	\$2,118,000
KHC Construction	\$2,221,000
Grider Construction	\$2,270,000
Rice Lake Construction	\$2,283,000
John T. Jones Construction	\$2,289,000
Robert L. Carr Company	\$2,284,000

Low bid is with Northern Plain Contracting at \$2,056,000.

After all bids had been received for all three projects, the total cost is \$2,804,000. The loan with Rural Development is \$1,275,000. The grant that the city will receive is for \$975,000, so the city will need a supplemental loan of \$433,000 from Rural Development. This does not include contingencies, so if the city has extra costs we could pay it from the city water fund. Contingencies are estimated at \$121,000.

A Resolution was presented by Pederson, seconded by Anderson, to approve the Resolution #2011-16 for low bid for the water treatment plant project to Northern Plain Contracting for \$2,056,000 and bid Alternate #1 for \$47,900 – bulk water and bid Alternate #3 for \$35,800 – interior painting. When put to a vote, the Resolution passed unanimously.

Motion by Emerson, seconded by Gulbranson, to approve the letter of conditions, the application for the supplemental loan of \$433,000, the operating budget statement and the grant agreement with Rural Development. All Ayes

Resolution #2011-18 was presented by Anderson, seconded by Emerson, to approve additional loan funds with Rural Development for \$433,000. When put to a vote, the Resolution passed unanimously.

Project #249: Planning & Zoning

Council received the Planning & Zoning meeting minutes from May 2, 2011 and May 19, 2011.

May 19, 2011 meeting minutes #6: Toby and Merrisa Weibye have constructed a deck on their property without getting a permit. The deck is located in the front yard and does not meet the required setbacks. The city has sent them letters notifying them that they need to get a permit. No response was received. They had also been sent a stop work order, but the city did not receive a response.

Toby Weibye was in attendance. Weibye will come in with his plans that show he meets the past

setbacks or will be put on the agenda for the Planning & Zonings June 16, 2011 meeting.

The Council was informed that Tim Nielsen resigned from the Planning & Zoning board. Clerk Jacobson put an ad in the paper. Justin Dahlheimer and Jack Wysoski are both interested in being on the board.

Motion by Emerson, seconded by Pederson, to approve to appoint Justin Dahlheimer to the Planning & Zoning board. Ayes: Anderson, Pederson, Emerson Naves: Gulbranson, Olson

Project #42: Clean Up Day

The City Wide Clean Up Day was held May 21, 2011.

Thank you to the Osakis Lions and the Sentence to Serve for helping out.

Revenue:	\$1,238.00
Expenses:	
Pop & Cookies	\$28.01
Staff Time	\$247.36
Ad in Paper	\$50.00
Total Revenue:	\$912.63

For 2011, the city budget shows that this money was going to stay in the city fund and not go to into the fireworks fund. The city budgeted all fireworks funds to be donated.

Council will wait to see how funds go for the fireworks to see if more funds are needed.

Project #43: Board of Review

Council received the Board of Review training held this year.

Mayor Emerson will attend the class in Long Prairie.

Pederson will check his schedule to see if he can attend.

Project #50: Transfer

Last June the city transferred funds indicated for the budget.

Council received the amounts to transfer for the 2011 budget.

- \$113,500 from checking to savings for capital outlay
- \$5,500 from the West Evergreen fund to the general fund
- \$1,000 from the 100 fund to the 800 fund

Motion by Emerson, seconded by Anderson, to approve to transfer funds of \$113,500 to savings, \$5,500 to the general fund from the West Evergreen fund and \$1,000 to the 800 fund from the 100 fund. All Ayes

Project #69: Information to the Council

July 4, 2011 will be on a Monday this year, so the Council meeting for July will be moved to Tuesday, July 5, 2011 at 7:00 p.m.

Project #110: Gambling License

The Sauk Centre Conservation Club, Inc. is requesting the Council to approve a gambling license at the Walleye Lodge at 1721 Lake Street East.

This has been tabled until the Council can find out more information from the VFW. The VFW has the booth at this time at the Walleye Lodge for their gambling.

Project #143: Cable TV

Council received a letter from Charter.

Project #343: Fireworks

The Osakis Country Club has been sent the lease agreement for the fireworks. Council will receive a copy of the signed lease agreement at the next Council meeting.

As of this time, we have a total of \$854.19 in the fireworks fund. The VFW is raising money for the fireworks. The total for the fireworks is \$5,000.

Olson informed the rest of the Council that the fundraiser is not going as well as they thought it should. The VFW will let the city know how much money they have for the fireworks by July.

Project #360: Employee

Clerk Jacobson is expecting a baby on October 24, 2011.

The Family Medical Leave Act allows for 12 unpaid weeks of leave for the birth of a child.

Clerk Jacobson plans on taking off 8 weeks and 2 half weeks for a total of 9 weeks leave. Clerk Jacobson would also like to use the rest of her Family Medical Leave time to take 1 day a week off to use the rest of the 12 weeks allowed. This would equal about 4 months of 4 work day weeks. This time would be unpaid time.

During Clerk Jacobson's time off, it has been discussed that Clerk Jacobson will be coming in and doing payroll. Clerk Jacobson will have access to emails from home and will stop in weekly to address items that need attention.

Clerk Jacobson and Deputy Clerk Swenstad feel that an additional person is not needed since Clerk Jacobson is willing to do the items listed above. With not hiring someone, Clerk Jacobson is asking the Council to pay Deputy Clerk Swenstad \$21.00 per hour.

Clerk Jacobson would like to thank the Council for their understanding and willingness to work with her in the past and future.

Motion by Olson, seconded by Anderson, to approve Clerk Jacobson's leave for 8 weeks off and 2 half weeks and 1 day per week until the 12 weeks are used up and to pay Deputy Clerk Swenstad \$21.00 per hour covering the 8 weeks and 2 half weeks while Clerk Jacobson is off. All Ayes

Project #441: Park Osagi

Gulbranson asked for the street light at the west entrance of Park Osagi to be turned on.

A few years ago, Joe McFadden requested the light to be turned off because it lit up his backyard.

Gulbranson said the area by the park bathrooms is very dark.

Motion by Olson, seconded by Emerson, to approve to turn the street light on at the west entrance of Park Osagi. All Ayes

Weed Violation

Gulbranson informed the Council that Larry Dillehay was verbally notified to mow his yard on the west side of his property. Dillehay is not going to mow the property.

Motion by Anderson, seconded by Olson, to notify Larry Dillehay in writing that he is in violation of the ordinance and has 7 days to correct the violation or it will be taken care of at his expense. All Ayes

Motion by Anderson, seconded by Emerson, to adjourn the meeting at 8:51 p.m. All Ayes

Mayor – Keith Emerson

City Clerk – Angela Jacobson