

Osakis City Council – Special Meeting
March 14, 2018
7:00 PM

Present: Keith Emerson, Justin Dahlheimer, Jerry Olson, Jim Snyder, Randy Anderson
Absent: None

Others Present: Angela Jacobson, Greg Gottwald, Chad Gulbranson

Meeting called to order by Mayor Keith Emerson at 1:00 p.m.

Motion by Anderson, seconded by Snyder, to approve the agenda as presented. All Ayes Absent: Anderson

Project #444: Waste Water Project

Greg Gottwald and Clerk Jacobson presented an update regarding the MPCA issue.

Council received a letter drafted by our attorneys at Flaherty & Hood regarding moving forward with sampling on Faille Lake. Gottwald explained why this sample has come up and what we will need to do to move forward.

Gottwald informed the council of the following:

- The meeting with Mike Kral and Steve Kral went well.
- Tests on Faille Lake in 2017 were good and had good numbers.
- Gene Coleman and Dale Edman from MPCA have a limit of 128 kg for us. Our facility does not meet that limit and it will not change. To lower the limit number, a wastewater facility or large pond upgrade will be needed.
- If all samples come back with good numbers, it could mean Faille Lake is not impaired waters. TMDL and limits can change based on that.
- Still have trading options and will continue to work towards that.
- Will have a 3 year monitoring flow if approved.

The council supports moving forward on the sampling process.

Project #191: Skating Rink

Gottwald was present and discussed the following with the council:

- Discussed the location of the skating rink – Old skating rink on 1st Avenue West or downtown on Ortendahl's lot.
- Lighting will be needed for either location.
- Should the rink be portable and could change the location if needed.
- As needed maintenance will be done. Do not want the city crew to be spending extra time on the skating rink on days it snows.
- Discussed if we want a skating rink or hockey rink or both.

Motion by Dahlheimer, seconded by Olson, to approve to explore Ortendahl's lot option and to get costs for the lights and rink. Ayes: Anderson, Dahlheimer, Olson Against: Snyder, Emerson

Project #471: Decorations

Clerk Jacobson and Gottwald met and discussed decorations for next year:

- Looked at star lights for 5 blocks in the downtown area.
- One banner with lights for the gateway on Central Avenue.
- Add garland and bows on the highway lights.

They informed the council that the cost for the new lights and banner is estimated at \$25,000. This amount is not in the city budget and additional funds will be needed.

Council would like Gottwald to look into the costs for 4 blocks and check pricing breaks for the lights.

Snyder stated he has always done his own lights and has fabricated his own design. Snyder would like to try one on one of the lights to see if it would work.

The council is ok with Snyder experimenting on one light to see if it would work and what it looks like.

Project #471: Decorations/Downtown Flowers/Care

Discussion was held regarding the need for flowers for the downtown area. Council would like to have Gottwald and Jacobson purchase what they see fit.

Project #24: Liquor Store

Clerk Jacobson informed the council that a public hearing will be required because the Liquor Store has shown losses two out of three years.

Council received the past seven years of Revenue and Expenses to review, along with detailed monthly sheets.

Council received a State Auditor Press release from 2016 with information of liquor store operations in the state.

Clerk Jacobson recommends a committee be formed to look into the changes that need to be made and how to move forward.

The council discussed the following items:

- Cost to labor sales.
- Expenses at the liquor store.
- Sales by hour.
- Staffing hours.
- How is the inventory? Has the inventory been counted? Are the test counts being done to make sure the inventory is still accurate?
- Pricing of the products.
- Are buying groups being utilized.

Didier informed the council of the following:

- The Liquor Store will be closed Easter Sunday.
- On May 1st the Liquor Store will begin summer hours and open at 9:00 a.m.
- Will present a report to the council for weekly hours by hourly sales.

Council discussed the options with Didier.

- On line markups – get rid of slower selling products.
- We have an inventory issue and there will be no audit opinion because of the inventory issue.

Didier will do a full inventory on March 19th and have the auditor's review again.

Discussed promotions of foods that are available and having a menu for the customers to view.

Discussed buying products with groups. Work with the VFW to purchase products in bulk to get better prices.

Discussed raising prices in the summer. Didier did not feel this would be a good idea.

The city is required to hold a public hearing because of the losses in two out of three years.

A public hearing will be held in August 2018.

Project #76: Police

Chief Gulbranson was in attendance.

Olson stated he is not in favor of having three squad cars. Taking home the vehicles can also be an issue.

Council will look at more details at budget time.

Olson doesn't like the undercover decals on the truck and doesn't think we need them for the new squad.

Olson stated the police are present to detour people and because police are present, it keeps people honest. Police are not there just to catch people. Olson thinks it is important the public knows the police are there.

Would like to see Gulbranson look into changing the decals so those needing help can see it.

Olson questions the VFW cameras on the police phones. Is it legal for them to see the activity on the cameras?

Gulbranson stated the cameras are only viewed if there is an issue for safety and they are not watching people.

Discussion was held regarding when an officer is on call. What is the response time? If the officer is to far away, it can be a long time to respond.

Discussion on shift coverage was held and if the long time off cuts back on the proactive side and time spent enforcing city rules. Enforcing city ordinances improves living conditions in areas and in the end, reduce crime.

Council would like to see that the overtime/comp time are watched. When time can be avoided, the officer can take time off to avoid the extra time.

Project #373: Polices

The council met and information was put together regarding an overtime/comp time policy. Council received a draft copy in February.

Clerk Jacobson presented the drafted police for discussion. A few changes were made to the final draft. After the changes are made, the supervisors can view the policy.

Project #102: EDA – Housing Rehab Policy

Council received a resolution to pass to call for a public hearing to change the use of the TIF funds.

Resolution 2018-05 was presented by Anderson, seconded by Dahlheimer, to approve to call for a public hearing for TIF 1-5 on May 7th. When put to a vote, the resolution passed unanimously.

Project #22: Clerk

At the budget meeting last fall, Clerk Jacobson presented information regarding adding a part-time staff person to fill in at city hall for one to two days a week. The council approved in the budget to have funds for a part-time staff at city hall.

Council received a list of items that this person would work on which leaves more time to work on other items. Clerk Jacobson would like this person to start in April.

Clerk Jacobson will write up a job description to outline the responsibilities and duties.

Clerk Jacobson recommends the council to hire Candy Bruder who had worked for the city when Jacobson was on maternity leave.

Discussion was held regarding the need of a part-time staff and using multiple sources for part-time jobs.

This person must work at the city hall office to make it work and help with the workload.

Council discussed the hours and feel one to two days would be good and start at \$15.00 per hour.

Motion by Snyder, seconded by Anderson, to approve part-time staff at city hall for one to two days a week. All Ayes

Meeting adjourned at 4:15 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson