

**Osakis City Council – Special Workshop Meeting**  
**December 4, 2019**  
**7:00 PM**

Present: Keith Emerson, Laura Backes, Jerry Olson, Justin Dahlheimer, Randy Anderson

Absent: None

Others Present: Angela Jacobson, Chad Gulbranson, Greg Gottwald

Meeting was called to order by Mayor Keith Emerson at 7:00 p.m.

Motion by Dahlheimer, seconded by Olson, to approve the agenda as presented. All Ayes

**Supervisors – Round Table Discussion**

The supervisors attended the Transition to Supervisor training on December 3<sup>rd</sup>.

Jacobson – Felt it was good information to help with being a better manager and her take away of information is the expressions that you put off and how it is interpreted by others that we communicate with.

Gottwald – Said he had to say out loud that emotions need to be left out of the discussions when people are communicating with him. This was his way of communicating.

Gulbranson – Received information on communicating with your team.

Jacobson mentioned this that Prior Seminars offer a \$199 year fee to attend all the seminars and online training as much as you want to take.

The supervisors would like to attend the seminars for one year at a cost of \$199. Goodwin would just line to use the online training.

Council is ok with this training for the supervisors to help them work together.

**Project #24: Liquor Store**

Gary from MMBA stopped by the Liquor Store. He reviewed the figures and inventory and said it looked good. He did not have a lot to say or that needed to be changed. Goodwin should have 10% to 12% of the total yearly sales as a monthly inventory amount.

A meeting was held with the OEDC and it went well. They will audit the boxes if it is off by a large amount. Then look at all boxes and audit them. They will notify her of discrepancies so Goodwin can look into the reasons behind the shortages.

If Goodwin wants to do a meat raffle she must use volunteers at the Liquor Store to help with the meat raffle. A certain number of tickets have to be sold for the meat raffle in order to make it worthwhile. Goodwin will be trained in on the tickets incase an OEDC member cannot be there to setup the meat raffle.

### **Project #426: Deferred Tax**

Council discussed Brenda Majerus and deferred assessment now due.

Council agreed, that if Majerus pays, the amount will need to be paid at the full rate and would like it if the loan is signed and that it is recorded on the property so if the property is sold, the amount is due and payable.

Jacobson will work with Majerus and the city attorney.

### **Project #309: City Hall Building**

Jacobson met with WSN and discussed building plans. WSN suggested a design that would look at space, design and layout costs for \$2,500.

Council is ok with WSN going ahead with a design for the project for a cost of \$2,500.

### **Project #79: Audit**

Jacobson talked to Steve at BerganKDV and he stated that the cost of the audit will go up by at least 50%. Steve suggested we get costs from other auditors to see if they can work with the time frame.

Council is ok with Jacobson looking at other audit firms and using her judgement on the final decision.

### **Project #233: SRWD**

Council received the bills for the city assessments for the JD2 pond.

Council discussed the following:

- Look into if improvements were done or just maintenance.
- Request information on pond improvements that were done in the past.
- The Crooked Lake District is getting put in place, we don't want to see this also be a cost to the city for the assessments.

Jacobson suggested we pay for the JD2 assessments out of the storm fund before the end of the year. Council is ok with that.

### **Project #84: Budget**

Council received the 2020 Budget and the amended 2019 Budget. The 2020 Budget will be given out to the public at the December 9<sup>th</sup> council meeting.

### **Project: Highway 27**

Jacobson attended the open house for the Highway 27 Project. Discussion was held that the traffic will be rerouted in city limits to 4<sup>th</sup> Avenue East.

The city will look to extend the water/sewer lines under Hwy 27 across to the golf course and Hwy 82 intersection.

The speed limit change was discussed but is the council's decision in the end.

### **Project #205: City Crew**

Gottwald informed the council that the ice rink will be installed next week.

### **Project #197: Water Plant**

Council received the pilot study report to look through. There are two options for the water plant upgrade. We will need to determine what the best option is. The council will get the updated report in January.

### **Project #444: Waste Water**

Jacobson and Gottwald had a conference call with the Flaherty & Hood regarding this matter. Discussed delisting Faille Lake. The attorney received a call from the district engineer. The TMDL study had Faille Lake addendum added to Osakis Lake TMDL.

The MPCA is looking to freeze the limit so that our limit can't be changed. The MPCA stand is Faille Lake's performance is good because we have a lower limit.

We request a contested case and were granted it. We want to meet to discuss, but the MPCA did not want to meet. A letter will be drafted regarding Faille Lake and will state we have not changed operations and we want a meeting to discuss.

We want to involve Ingebretson and Golzeka and invite them to a meeting so all the decision makers are there.

The council is ok to schedule a meeting with the legislators and the MPCA commissioner.

### **Project #360: Employee**

Probation period of six months is up for Derek Lang. When hired, council had motioned for Lang for one year probation and that he receive his licenses to be released and receive a raise.

Gottwald feels Lang is a good employee but he just needs more time to get his licenses.

Motion by Dahlheimer, seconded by Anderson, to approve Lang to get the next set-up in pay only after he receives his water/waste water and CDL licenses. All Ayes

Jacobson will inform Lang and draft an addendum that he will continue with the same rate as is now and will not step-up to the next pay raise until all licenses are received.

### **Project #60: Snow Removal**

Gulbranson and Gottwald were in attendance for the snow removal matter. Removing all vehicles on the city streets makes it easier for plowing and residents know what to do. The city will plow if there is enough snow and also if it is blowing.

Warnings are put on vehicles and ticketed if they do not get off the street.

Gottwald stated that we can way our options, what benefit is it to the way the ordinance was or what benefit is it to the way the ordinance is now.

Discussed family exceptions – residents call if they need a grace period to be allowed to park on the street or for the holidays. Need to use common sense for enforcement of this issue.

Gottwald discussed the snow removal for the downtown. Snow removal is done for the downtown blocks as the city crew has done in the past and there is no intent to change this practice.

**Project #76: Police**

Gulbranson informed the council he will be meeting at the school on Tuesday, December 10<sup>th</sup> to discuss the grant for the resource officer.

Questions to discuss – grant needed for, who invoices, training resource available, what is grant paid.

Gulbranson would like to see a full-time officer work an early shift at the school and take off for those hours. The grant would pay for those hours at part rate of pay.

**Project #60: Rental Ordinance**

Planning & Zoning reviewed the City of Alexandria’s Rental Ordinance and does not want ours to be as strict.

Council discussed having a meeting with Dan Marthaler and Horizon Public Health to see if we can all get on the same page.

Meeting was adjourned at 8:30 p.m.

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Mayor – Keith E. Emerson

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City Clerk/Treasurer – Angela A. Jacobson