

**Osakis City Council – Special Workshop**  
**March 27, 2019**  
**6:00 PM**

Present: Jerry Olson, Keith Emerson, Randy Anderson, Justin Dahlheimer, Laura Backes  
Absent: None

Others Present: Angela Jacobson, Chad Gulbranson, Reenie Goodwin, Greg Gottwald

**Project #24: Liquor Store**

Reenie Goodwin was in attendance and discussed the following with the council:

- Getting busier at the Liquor Store.
- A stainless steel refrigerator was purchased when it was discussed to have food at the Liquor Store. The cost was \$1,400 and has never been installed and used. Goodwin would like to look into trading the freezer for an air fryer. Council would like Goodwin to look into what is needed for food prep with the use of air fryers before selling the freezer.
- Goodwin would like to move the pull-tab booth from the current location to the wall by the bathroom. Goodwin will talk to Krystal Boogaard about it and see if there needs to be more discussion by the council.
- The band/singer Robby Justin has been scheduled for the 3<sup>rd</sup> Friday of June, July and August. Goodwin will put the information on Facebook and advertise to promote the event.
- There will be a bean bag league again this summer. Goodwin would like to purchase a grill to have for the league teams to do their own grilling outside.
- Cycle counts are being done. Counts are close and not too many have to be changed.
- Goodwin is buying some products by quantity of cases to get free cases.
- Jacobson said that Gary or Paul from MMBA would stop to see if they can help in anyway. Their services are there to help. Goodwin said she would talk to them about buying options.

**Project #76: Police**

Chief Gulbranson was in attendance. Council received the April schedule.

Gulbranson informed the council that he has been released to come back to work on April 1<sup>st</sup>.

Gulbranson discussed the annual dog license and said that some towns in the area have lifetime licenses. The city requires current rabies vaccinations. We would need to see how to update the rabies vaccinations if we changed to lifetime licenses. Gulbranson also discussed if we should look at limiting the number of dogs one owner can have.

The nuisance ordinance was discussed. In the past, each officer had a list of duties that they did. Gulbranson said that now he will have every officer responsible for all ordinances and reports due monthly. The department will be working on getting property cleanups and house improvement letters sent.

The council received a draft ordinance for short term rental. Terminology is included to remove some of the issues that have been happening.

Gulbranson informed the council that the Ford Explorer squad ground effects was damaged from a snow drift. The squad will get repaired.

### **Project #205: Public Works**

Greg Gottwald was in attendance.

Gottwald informed the council of the following:

- There was a revised proposal for the water pilot study for the supplies for the filters from Eric. The process will start in April and should take 6 to 8 weeks to complete if there are no problems.
- An estimate was received for repairs and repainting the water tower. The estimate was from KLM and could cost \$100,000 or more to repair and paint.
- Jacobson and Gottwald will look into funding for others projects and see what needs to be done. They will check with Rural Development and PFA for the water plant/water tower.

The council discussed the wastewater issue. A letter received from MPCA has the same questions in the past regarding to the cows. Gottwald will contact John Hall for an extension letter with the MPCA because they only gave us 10 days to respond.

Gottwald discussed the city shop. In the past, an estimate was done for roof repairs. Gottwald feels the roof is unsafe for personnel.

Funding could be looked at for a plan to replace the city shop. Both the roof and walls have issues.

Council wants to get quotes on fixing the issues that would need to be done.

Gottwald asked about the full-time employee for the summer. Derek Lang worked last year and can start April 1<sup>st</sup>.

Gottwald will take down the ice rink on the downtown lot and would like to level and seed the lot this spring. Additional help would be needed for things like the downtown flowers. Council felt they would like to see flowers downtown.

OSHA funds and/or FEMA funds may help with funding.

Motion by Anderson, seconded by Backes to close the regular meeting and open the closed meeting at 8:35 p.m. All Ayes

### **Project #22: City Clerk**

Jacobson handed out information to the council regarding Data Practices and what things need to be followed to keep data private or the city can be held liable. Jacobson read off the items that the council needs to be aware of.

- Private data is not accessible to the public.
- Individuals within the city, whose work assignments reasonably require access, can't release data because their work assignments have access to data.

- The “presumption of openness” that generally applies to government data does not specifically apply to personnel data.
- Complaints – the existence and status of any complaints or charges against an employee – regardless of whether the complaint or charge results in disciplinary action is public data. However, the nature of the complaint and the specific allegations against an employee are private.
- A “final disposition” occurs when the city makes its final decision about the disciplinary action, regardless of the possibility of later proceedings.
- Sometimes an investigation or related matter concludes without any discipline occurring. If no disciplinary action is taken, then there is no final disposition for purposes of the MGDPA, and only limited data about the existence of a complaint or charges against an employee is public.
- Council members would generally be allowed to access personnel data classified as “not public” but because this authority is exercised by the whole council (or a quorum thereof) one councilmember may need to be handled in the same manner as if it came from a member of the public.
- Applicants from employment – some application data is classified as public. The applicants’ names are private unless or until they are a finalist for a public employment position.
- Practice when conducting a background check can get complicated when you offer a position which does not pass the background check or not accept a job and the public assumes the reason for not hiring. The council has to be careful not to give out private data about a subject.
- Background Check – Private data is not black/white if you don’t know if you should be discussing a topic. If someone is asking questions it is best to not say anything. Direct them to city hall and the data can be released according to data privacy laws and the city attorney’s recommendation.

City hall was discussed. Council would like to see what plans are in place for the public works building before moving forward with a change to city hall.

The time keeping system is being worked on to see what schedule is best to implement for the system. Some changes will take place for the dates of payroll. After, we will want to do both systems together for a time frame.

Council felt they would want to stay with semi-monthly payroll if possible.

Central Park sign – looking at funds for the park and we should wait to put up a new sign at this time.

Collaboration – Jacobson highlighted a class she attended at the conference. Working together – we don’t always agree but if a member doesn’t get their way, they should respect others for their decision and understand things don’t go the way we want.

- Working together, we all have a common goal, while on the board.
- The council as a whole board can make decisions but has no power as individual council members.
- One highlight on collaboration is that as a council you need to be unified, stick together and have mutual respect to the public for each other, whether you agree or not with the outcome, you can disagree but comment that it is the decision of the board.
- As a member of the board, all members need to be willing to collaborate and come to an agreement for the betterment of the city and there may be different ways to get the outcome that you might not see from your side.
- Appreciate someone for their perception.

- Conflict does not need to be negative, but conflict can have a positive outcome to solutions – listen and make change.

A few articles the council received that are worth reading:

- Strategies for Successful City Council Meetings.
- What if Facts don't Matter.
- A Few Lessons for City Elected Officials.

On May 8<sup>th</sup>, Sourcewell in Staples will be having a workshop – Bridging Divides: What to Do when People Disagree.

Motion by Anderson, seconded by Backes to close the regular meeting and open the closed meeting at 8:35 p.m. All Ayes

**Project #360: Personal Performance/Police Chief**

Council discussion.

Motion by Dahlheimer, seconded by Olson, to adjourn the meeting at 8:45 p.m. All Ayes

---

Mayor – Keith E. Emerson

---

City Clerk/Treasurer – Angela A. Jacobson