

Osakis City Council – Special Workshop Meeting
November 8, 2019
7:00 PM

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

Absent: None

Others Present: Angela Jacobson, Reenie Goodwin, Chad Gulbranson

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

Project #24: Liquor Store/OEDC

Emerson stated that he was surprised to get a letter from the OEDC. The letter only states one side of what happened.

Emerson explained the situation:

- Emerson was at the Liquor Store where Krystal Boogaard was talking with Reenie Goodwin about the electronic pull-tab machine.
- Boogaard spoke and said Jeff (Lund) can't do this and he should be fired.
- Emerson commented Boogaard needs to do her job and shortages need to be pointed out.
- Emerson stated – no verbal assault happened, but stated that if we can't get along (Liquor Store and OEDC) maybe someone else needs to handle the gambling in the Liquor Store.
- Emerson asked Boogaard why can't we just work together and stated to her that he knows people want the Liquor Store shut down but was just stating his concerns.

Goodwin stated that she would like the OEDC to do the meat raffle but they refuse to do them and want us to find someone else to sell them.

It is suggested that a meeting be setup with OEDC members, Mayor Emerson, Goodwin and Jacobson to discuss these issues.

Olson asked about the gambling shortage. The log shows a shortage of \$160, but the bartender cashed out and the \$160 was still in the electronic machines when the next person played them.

If a pull-tab box is short, the amount comes out of the rent that the OEDC pays. If the box is long, the amount is kept as extra in their funds.

Not all boxes are audited at the same time, and shortages or overages could be in the other boxes.

The council would like the OEDC to audit all boxes at one time. Communication between the groups would help the process also.

Goodwin informed the council of the issue with some gift cards. When a customer was making a purchase with a gift card, the amount was being added to the card and not subtracting it off the total. The cards were charge cards instead of gift cards. These all have been zeroed out so no more cards are out there.

Council received printouts from Goodwin showing monthly sales comparing 2018 to 2019 and how operations are improving.

The Liquor Store report shows a profit of \$30,000 as of October 31st, 2019 which includes payout for Julie Didier.

Goodwin is hoping for November and December to be good months which would be good for the year end totals.

Goodwin is doing a good job managing the Liquor Store funds.

Project #76: Police

Chad Gulbranson was in attendance.

Gulbranson discussed dog licenses:

- He would like to have a lifetime dog license.
- The fee doubles after 30 days if the dog license is not paid.
- The city ordinance would need to be changed for the late fee.
- Add dangerous dog ordinance – if a dog is kept after it bites someone.

Gulbranson informed the council of the School Resource Officer:

- He would like a full time officer to be at the school.
- It would be 10 hours at part-time wages. The employee would fill in for full-time shifts to cover the extra hours.

Council felt that the police officer on duty should fill in at school for the scheduled hours for the School Resource Officer. There is no need to have a part-time officer on when a full-time officer is on duty to go to the school.

Gulbranson, Olson and Jacobson will work with the school to see what is needed and what the school is expecting.

Gulbranson updated the council regarding the ordinance enforcement:

- Chad Schwanke and Jim Fry have made progress on their properties.
- Gene Rasmussen will be filling in the 8th Avenue East property this month.

Project #373: Time Keeping Software

Gulbranson asked if the police officers could log in to the new time keeping software remotely. Gulbranson said they have computers in their vehicles and get call outs.

Discussion was that this is too grey of an area and needs to be more specific. Start shifts at the location of the designated work location for the office. In the future, the council can look at this matter again.

The council discussed the following items with Gulbranson:

- Funeral escorts – They are not an emergency and should not be a call out for the police officers.
- National Night Out – officers were paid time and a half – This is also is not a call out.

Council told Gulbranson that you need to put in place expectations and requirements of your officers. Give them a notice of what not to come out for and what is a call out. Give coaching if not followed or discipline.

Discussion was held regarding false alarms. Businesses can pay a call out fee if having false alarms for over 3 calls.

Gulbranson needs to give guidance how to handle these calls.

It was questioned as to what is overtime, call outs and training:

- Scheduled training should be swapped out for regular hours.
- No overtime for training.
- Needs to have a cap on elective training that can be done annually. These are not required training hours.

Council wants Gulbranson to have an overtime and callout policy for the December workshop meeting to review.

An updated policy for overtime and callout will be updated to start January 2020.

Police officers will check in at their work location which is city hall.

Project #205: City Crew

Gottwald was not in attendance. Jacobson informed the council that Lake Street by Blacks Resort is done and paved. The city cost for the contractor work was at a reasonable cost of \$4,000.

A new extension for the skating rink has been ordered but hasn't arrived. The rink will be put up after freezing.

The downtown flowers were discussed. The council was happy with the downtown flowers and would be ok with a variety of colors. Gottwald will work on the process to keep the flowers alive longer.

Project #309: City Hall

Jacobson and Gottwald discussed new buildings. Council is ok to contact an architect to get a cost estimate on building designs and plans.

Project #426: Deferred Assessment

Brenda Majerus met with Jacobson regarding payments for a deferred assessment. Payment for this all at one time puts her in a financial hardship.

Motion by Dahlheimer, seconded by Olson, to approve to reduce the assessment interest by \$3,445 for Brenda Majerus if paid in full in one week. All Ayes

Project #79: Audit

Council received information regarding the time spent on the audit in the last couple of years. Bergan KDV's cost for the next audit will increase substantially.

It is suggested we may want to look at getting a cost from another auditor. Larson-Allen from Alexandria was suggested.

Project #24: City Clerk

Backes brought up that in the last six months there have been concerns from businesses wanting to do projects. Backes asked what can we do to make it easier for businesses to come in and don't want to fight an uphill battle.

The city hired a Planning & Zoning consultant to help design and update the ordinances to make it more understandable. Working on better ordinance information and applications to help people understand what they need to do regarding the process.

The process is not always easy and can be a lot of steps depending on the project.

Project #84: Budget

Jacobson gave the council a sample page of the 2020 Budget and will update for the December meeting as a hand out.

Project #233: Sauk River Watershed District

A meeting was held with Emerson, Jacobson and Chub Hensley regarding the Sauk River Watershed.

The SRWD will have their regular meeting on November 19th, 2019 at 6:00 p.m. at the Community Center.

Meeting was adjourned at 9:15 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson