

Osakis City Council –Workshop and Budget Meeting
August 6, 2020
3:30 PM

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

Absent: None

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

Meeting was called to order at 3:30 p.m.

Project #84: Budget

Police

Chad Gulbranson was in attendance.

Discussion for the police department:

- Wants to change the capital outlay funding to zero.
- The last purchase was a vehicle and funds were taken from another department. Worked well and will do it in the future.
- Would like to increase the part-time officer's wage. – Currently getting \$19.00 per hour and would like it to be increased to the first step of pay for full-time officers.
 - Long Prairie is at \$21.98.
 - Sauk Centre is at \$25.91.
 - Part-time wages used for the first half of 2020 was \$9,515. If using the same amount, the fund would be under budget.

Council did not motion to change.

The School Resource Officer is about \$1,000 per month. Will be \$6,000 for 2020 if they go back in the fall. For 2021 the amount will be about \$9,000 to \$10,000.

Council discussed the part-time employee's budget to be lowered from \$22,000 to \$15,000 because of the School Resource Officer payment from the school. This amount would reflect in the revenue budget.

Gulbranson also discussed the following:

- Off Lease Canine Training by Cassie Mead has been helpful in training Scout.
- Scout is doing social training and marijuana detection training.
- Future training would include therapy and vape/pen/tobacco training.

Anderson asked about the squad car decal. Has not received an email and did not see a sample of the new color change.

Gulbranson showed a picture of the diagram on his cell phone.

Olson sees the letter in black.

Gulbranson said that Winning Edge will send a couple samples for the next meeting to look at options with the dark gray to stand out.

Mayor Emerson and the council would like to know the following:

- Council wants a budget comparison to other town's levy and department budget.
- Police Department Budget – and what other cost for budget items in similar cities.
- Want to slow down the budget showing an increase.
- Increase in personal wages – wants to cut back on other items.

Dahlheimer – Taking home vehicles and having the 3rd vehicle cost about an extra \$8,000 in fuel, repairs and replacement.

Code enforcement was also discussed for services, fees and nuisance. They are not getting done at the police level and the council feels that they need to be taken care of as part of their duties.

Public Works

Greg Gottwald was in attendance.

Gottwald discussed with the council:

- Water will reflect RD funding costs – set aside funds as we move forward for future items.
- Plow truck wing was put on. This was to be done in the fall but was never done.
- There was extra discharge at the sewer ponds so we have more room in a wet year. Lower number this year.
- Compost site key card and system were discussed instead of using a lock and key. Gottwald will look into this.

Council asked about funds 601-49450-590 and 601-49450-221. Gottwald and Jacobson will review.

Fire

Craig Dropik was in attendance.

Dropik reviewed the budget item changes:

- Capital equipment changes that were presented at the township meetings in March.
 - Do not need to replace any turnout gear.
 - Do not need to replace the boat so there will be additional funds.
 - Rig 95 has 6,000 miles. Will refurbish instead of replace.
 - In 2025, extrication tools will need to be updated. New technology will come out.
 - Future plans for the ladder/pumper truck would be to replace because of the 95 refurbish. Will have more funds.
 - Wages proposed at 3% increases was discussed.

Dropik had no changes to the budget items.

Liquor Store

Reenie Goodwin was in attendance.

Goodwin informed the council that sales have been good so far:

- Pull-tabs were at \$4,800 in July. Will be posted in the August revenue.

- July was a very good month with a profit of \$28,365.

Goodwin brought up her vacation hours that will renew in September and is requesting to carry over some hours. Goodwin must bring up at a regular meeting.

Payroll System

Council asked how the payroll system is going.

Jacobson commented it has had a few bugs that are being worked out. She has a list of corrections to fix.

Jacobson informed the council of the following:

- Some items are not adding up and there are some that do not show up correctly.
- Some have time changes that are requested for punch in and outs.
- It is hard to put in the hours for the extra pay if there is an error. System does not allow it.

Jacobson will work on these items over the next few weeks to get corrected.

Council wants the manager/supervisor to be responsible to make sure the payroll is accurate with no errors before it gets to the final payroll stages and would like Jacobson to make a policy to reflect that. Request of time changes is minimized and not used often. The supervisors follow the policy and are accountable to the council. The supervisor is responsible to have their department follow policy.

Project #299: Bonds

Jacobson reviewed the bonds. 2012 Bond is set to come from the 601 fund in the amount of \$10,000 instead of the tax levy.

Council asked about the funds coming from the reserve but then they will need to adjust the general fund budget to reflect those funds.

Council received the bond sheet for 514, 503 and 511.

Project #167: Tax Increment Report

Council reviewed TIF #1-6, Downtown. The fund is in the negative and it was suggested to decertify.

Jacobson has discussed this with Jason Murray and he feels we can use for our project costs for the downtown levy.

Dahlheimer asked if we can use the funds for a park project.

Jacobson will get information on this.

Project #482: COVID-19

Discussion was held on a preparedness plan:

- Masks not included.
- Questions on use of sick time if you have symptoms.

Council wants masks included and symptom items to reflect symptoms with more than one item.

This preparedness plan is required to open up.

City hall will look at plex-glass by the desks and a center counter to open up and will need to make plans to open.

Council is not concerned about working in the office or working from home as long as the clerks can handle the work load.

Office hours need to work out based on masks and separation in an area like the city hall building where there are no walls for separation and is a close area.

It is hard to separate the space in city hall and it is not recommended to have masks on all the time.

Cares Act Funding - \$135,000 to the City of Osakis.

These funds can be used on qualified expenses as outlined by the state. The deadline is September 15th to request to use by November 15th or it goes to the county. Items included are sick leave, remote work cost, disinfecting items, PPE and office space separation glass.

Council would like to look at remodeling city hall and if the Cares Act Funding can be used.

Project #46: Water/Sewer Rates

Discussion was held about increasing rates:

- Water rate to \$31.20/3.75/3.95/4.15/4.55. Increase of 2% but would need a \$1.50 increase to keep up.
- In 2019, the water fund lost \$28,000
- Sewer increase – \$1.50 to cover the 2017 Project costs.

Project #451: Council Meetings

The August council meeting will be via Zoom and the September council meeting will be in person at the Community Center.

Project #168: Osakis Country Club

The Osakis Country Club would like to purchase a new mower under the city to save them money.

Council would like Jacobson to check with the city auditor if it can be done or not.

Meeting was adjourned at 7:30 p.m.

Mayor – Keith E. Emerson

City Clerk/Treasurer – Angela A. Jacobson