

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
March 14, 2016**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 8:00 p.m. on Monday, March 14, 2016.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, Finance Officer Teri Portinen, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Anthony Reed, City Engineer Marcus Thomas, Rick Weber, Sandy Danks, Kathleen Gette, and Alexa McDowell.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

**A motion was made by Schulz, seconded by Stelmach, to accept the Agenda as presented. The motion carried 5-0.**

5. CONSENT AGENDA

- A. Approve Council Minutes of February 22
- B. Receive February Building Report
- C. Receive January Police Reports
- D. Approve Police Training for Officer Todd Kintzi and Shane Mikkelsen

**A motion was made by Schulz, seconded by Johnson, to approve the Consent Agenda. The motion carried 5-0.**

6. MATTERS FROM THE FLOOR

Rick Weber, 332 4th Avenue NE, expressed concern with how the City previously managed the reconstruction of Central Avenue and the expenses. He encouraged the Council to govern wisely and offer its support for the digital billboard as this would bring about a new revenue stream for the City. He thanked Councilmember Schulz and Mayor Poppe for their strong leadership on the Council.

Sandy Danks, Osseo Lions Club president, reminded the public of the upcoming Lions Pancake Breakfast on Sunday, March 20, from 7:00 a.m. to 1:00 p.m. at the American Legion. All were invited to attend this community event.

7. SPECIAL BUSINESS

A. ACCEPT DONATION TO BEAUTIFICATION FUND (Resolution)

City Administrator Riley Grams indicated Harold E. and Gayle Johnson have donated \$200 in memory of Darlene Gross and Robert “Bubba” Smith to be placed in the Beautification/Flower Fund. Staff recommends the Council accept the donation.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2016-16 accepting a donation from the Harold E. and Gayle Johnson in the amount of \$200. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE DIGITAL BILLBOARD PROJECT AT 800 BROADWAY STREET EAST

Grams explained this item was on the Council’s February 8 meeting agenda. He explained staff has requested additional information from the applicant, Out Front Media. Out Front Media has been working to meet these requests. Staff recommended the Council consider tabling action on the digital billboard project located at 800 Broadway Street E to the Monday, April 11, City Council meeting.

**A motion was made by Schulz, seconded by Stelmach, to table action on this item to the April 11, 2016, City Council meeting. The motion carried 5-0.**

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF MARCH 14, 2016

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the Osseo directional sign concepts, received a TIF update from Rebecca Kurtz (Ehlers & Associates), accepted the resignation of EDA Commissioner Anne Zelenak, and discussed a potential food truck event.

Johnson thanked the EDA for bringing forward the food truck event information. He looked forward to further discussions regarding the possibility of this event.

**A motion was made by Schulz, seconded by Zelenak, to confirm the EDA Actions of March 14, 2016. The motion carried 5-0.**

B. ACCEPT BIDS AND ORDER ASSESSMENT HEARING FOR THE 2016 STREET IMPROVEMENT PROJECT (Resolutions)

Grams stated City Engineer Marcus Thomas would be presenting this item to the City Council.

Marcus Thomas, Bolton & Menk, reviewed the previous actions taken by the Council regarding the street improvement project. He explained the City received nine bids for the 2016 Street, Utility and Alley improvement project. He explained the low bid was

submitted from C&L Excavating out of St. Joseph, MN, in the amount of \$1,003,940. It was noted the assessments for this project could be spread out over 10 or 15 years. He requested the Council declare the costs to be assessed and order preparation of the assessments rolls. In addition, staff requested the Council call for a public hearing on the proposed assessments for the 2016 Street, Utility and Alley Improvements.

Stelmach asked what the alley assessments would be. Mr. Thomas stated the alley assessments were approximately \$5,000.

Johnson recommended the assessments be spread out over 15 years.

Grams asked why bids came in so favorably for the City. Mr. Thomas believed this was due in part to a competitive bidding market and because the City was able to get its RFPs to companies early. In addition, bituminous prices were down due to the declining prices of oil.

Grams thanked Mr. Thomas for getting the City's bidding documents out in a timely manner.

Stelmach supported the assessments being spread out over 15 years so long as there was no early payment penalty.

**A motion was made by Johnson, seconded by Zelenak, to adopt Resolution 2016-17 declaring costs to be assessed, and ordering preparation of proposed assessments (with a 15 year payment schedule) for the 2016 Street, Utility and Alley Improvements. The motion carried 4-1 (Schulz opposed).**

**A motion was made by Johnson, seconded by Zelenak, to adopt Resolution 2016-18 calling for a Public Hearing on the proposed assessments (with a 15 year payment schedule) for the 2016 Street, Utility and Alley Improvements. The motion carried 5-0.**

Stelmach questioned why Schulz opposed the street improvement project.

Schulz explained he did not support narrowing of the roads at some point in the future. He believed it was irresponsible of the City to leave the street widths as is and to narrow them at a future date. He feared how the residents along this roadway would be financially impacted by this short-sited action of the Council.

**C. APPROVE CITY OF BROOKLYN PARK RE-STRIPING PLAN FOR CENTRAL AVENUE/COUNTY ROAD 30**

Marcus Thomas, Bolton & Menk, reviewed a proposed striping plan from the City of Brooklyn Park for Central Avenue/County Road 30. The improvements for each leg of the intersection was discussed. He reported the City of Brooklyn Park has been spearheading this project. Staff recommended the Council approve the City of Brooklyn Park's restriping plan for Central Avenue and County Road 30.

Schulz supported the proposed restriping plan. He believed the plan would assist with expediting traffic along County Road 30.

Stelmach asked if the street would be re-signed to match the new striping. Grams reported this was the case.

**A motion was made by Johnson, seconded by Schulz, to approve City of Brooklyn Park's restriping plan for Central Avenue/County Road 30. The motion carried 5-0.**

**D. APPROVE HIRE OF ALEXA MCDOWELL – CONSULTANT, OSSEO NORTH WATER TOWER GRANT APPLICATION**

Grams reported Kathleen Gette would be presenting this item to the City Council.

Kathleen Gette stated recently the City of Osseo received confirmation that the next step of the application process for the Osseo water tower to the National Register of Historic Places was approved by the Minnesota Historical Society and has been funded. The total grant amount is \$8,255.

Ms. Gette explained the City obtained at least three proposals from historical consultants to prepare the final application to be placed on the National Register of Historic Places. Three responses were received. Two indicated that they were unable to proceed with submitting a proposal due to a heavy workload, and the third (Alexa McDowell) submitted a proposal in the amount of the grant award. Ms. McDowell has already worked on this specific project in the past on behalf of the City of Osseo, and proposes to proceed with completing and submitting the final application step.

Grams recommended the Council approve hiring Akay Consulting (Alexa McDowell) to complete the next step in the application process to consider placing the Osseo Historic Water Tower on the National Register of Historic Places.

Zelenak asked if the Council would review the National Register of Historic Places application prior to submission. Alexa McDowell, Akay Consulting, discussed the approval process for items seeking acceptance from the National Register of Historic Places.

Zelenak recommended the City speak with someone from the Minnesota Historical Society prior to this application being submitted to assist with answering any and all questions the City Council may have on this topic.

**A motion was made by Zelenak, seconded by Schulz, to approve hiring Akay Consulting (Alexa McDowell) to complete the next step in the application process to place the Osseo Historic Water Tower on the National Register of Historic Places.**

Johnson did not support the City proceeding with this process. He questioned how the City would support the long-term maintenance of the water tower if it was placed on the National Register of Historic Places.

Stelmach asked if the proposed motion would bind the City to pursuing the historical placement through to the end. Grams reported this was not the case.

Stelmach stated he could then support the motion and indicated he looked forward to speaking with someone from the Minnesota Historical Society at an upcoming Council meeting.

**The motion carried 4-1 (Johnson opposed).**

E. APPROVE POLICE DEPARTMENT CHILD CAR SEAT CLINIC

Police Chief Shane Mikkelsen stated the Safe Kids Coalition hosts car seat clinics in the metro area. These clinics educate parents on how to properly put a car seat in their car. He reported Officer Tony Mortinson is a certified car seat technician and would be working directly with the Safe Kids Coalition putting on this clinic. The clinic would be on April 23, from 10 a.m. to 1 p.m. at the Public Works facility. The clinic would be appointment based and the Police Department would assist parents in the proper installation of their car seats.

Johnson questioned how the public would find the Public Works facility. Police Chief Mikkelsen stated the information would be placed on the City's website and signage could be posted on the day of the event.

Johnson asked how long each appointment would be. Police Chief Mikkelsen anticipated each appointment takes 30 to 45 minutes.

Schulz believed the car seat clinic was a great opportunity for the community. He thanked Police Chief Mikkelsen for bringing this event before the City Council.

**A motion was made by Schulz, seconded by Stelmach, to approve the car seat clinic at the Public Works facility. The motion carried 5-0.**

F. APPROVE CITY POLICIES FOR PURCHASING, PETTY CASH AND CAPITAL ASSETS

Grams explained staff has drafted three new policies to direct and guide day-to-day administration of the City. The three policies are:

Purchasing: To provide clear and concise guidelines to its users and the assurance that public funds are dispensed according to the Minnesota Public Purpose Doctrine. The Doctrine provides: 1) that public entities may only spend public funds if the purpose is for which tax money may be used; 2) the entity has authority to make the expenditure; and 3) that the expenditure must be proper, which means that public funds cannot be expended regardless of how desirable or commendable the purpose may be, unless there is statutory authority to do so.

Petty Cash: The City Council authorizes the use of petty cash in the Administration Department (\$100) and Police Department (\$100) to make small purchases and make change for city charges. Payments from the petty cash fund may be used in situations where the traditional payment method is impractical. Petty cash funds may not be used to pay claims based on salary or personal expenses of a City officer or employee.

Capital Assets: To ensure that all capital assets are uniformly reported and accounted for in accordance with Generally Accepted Accounting Principles (GAAP), Minnesota Statutes, other state and federal laws, and reporting requirements.

Grams requested the Council approve the Purchasing, Petty Cash, and Capital Assets policies.

**A motion was made by Schulz, seconded by Zelenak, to approve the Purchasing, Petty Cash, and Capital Assets policies. The motion carried 5-0.**

G. APPROVE EASTER EGG HUNT ON MARCH 19

Grams explained the Osseo Fire Department is hosting the annual Easter Egg Hunt event on Saturday, March 19, beginning at 12 noon located at the Fire Department and Boerboom Park. In order to conduct the event, Central Avenue will need to be closed to vehicular traffic from 4th Street to 5th Street from 11:45 AM to 12:15 PM (or shortly thereafter). The Police and Public Works Departments will work with the Fire Department to safely close Central Avenue and reroute traffic during this event.

**A motion was made by Schulz, seconded by Stelmach, to approve the Fire Department Easter Egg Hunt event and accompanying temporary road closures. The motion carried 5-0.**

H. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

**A motion was made by Johnson, seconded by Schulz, to approve the Accounts Payable as presented. The motion carried 5-0.**

11. ADMINISTRATOR REPORT

Grams congratulated the Osseo Boys Basketball team on a fantastic 30-2 season. He reported the team made it to state competition and ended with a 4th place finish.

12. COUNCIL AND ATTORNEY REPORTS

Zelenak congratulated the Osseo Boys Basketball team as well. She reported the next Heritage Preservation Committee meeting would be Wednesday, March 16, at 6:00 p.m. Those interested in serving on this committee were encouraged to attend.

Schulz congratulated all Osseo winter sports teams based on their performances. He was proud of all efforts.

Schulz encouraged the City Council and staff to promote the Fire Department Easter Egg Hunt.

Poppe stated the Fire Department Easter Egg Hunt would be held on Saturday, March 19, at noon.

Poppe reported the Osseo Lions Club Pancake Breakfast would be held on Sunday, March 20, from 7 a.m. to 1 p.m., at the American Legion.

Poppe indicated the Open Book Meeting for Assessments would be held on Tuesday, April 19, from 5:00 to 6:30 p.m.

Poppe congratulated the Osseo Peewee Hockey team for winning in state competition over the weekend and recognized the B1 team for placing second at state.

13. ADJOURNMENT

**A motion was made by Schulz, seconded by Johnson, to adjourn the City Council meeting at 8:51 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*