

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
May 9, 2016**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, May 9, 2016.

2. ROLL CALL

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

Member absent: Councilmember Anne Zelenak.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Dianne Thomas, Jess Bray, Jody Kinneberg, Brynn Moncur, James Pipkin, Adamson Novak, and Erin Besser.

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 4-0.

5. CONSENT AGENDA

- A. Approve Council Minutes of April 25
- B. Receive April Building Report
- C. Receive April Police Report
- D. Approve Police Department Training for Felicia Wallgren

A motion was made by Stelmach, seconded by Johnson, to approve the Consent Agenda. The motion carried 4-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

- A. HONOR OSSEO SCHOOLS DESTINATION IMAGINATION TEAM
“DIDEAS KEEP ON COMIN”

City Administrator Riley Grams indicated the City of Osseo and the City Council would like to recognize and honor the members of the Osseo Schools Destination Imagination

Team, “DIdeas Keep on Comin,” for their outstanding achievements this year. The team took first place at the State Destination Imagination tournament on April 9 and will now head to Destination Imagination’s Global Finals at the University of Tennessee in Knoxville on May 25-28. The team will compete in the secondary level Fine Arts challenge, which is one of seven open-ended challenges that require the students to apply science, technology, engineering, and math skills, in addition to their improvising skills, theater arts, writing, project management, communications, innovation, and teamwork skills. Destination Imagination challenges students and is designed to teach kids how to think, not what to think, and then present their solutions to their various problems and challenges. The team is comprised of the following: James Pipkin (Osseo High School), Emma Thomas (Osseo High School), Erin Besser (Maple Grove High School), Jess Bray (Maple Grove High School), Brynn Moncur (Osseo Middle School), and Adamson Novak (Osseo Middle School).

Grams offered his congratulations to the Osseo Schools Destination Imagination team on the first place finish at the State tournament and best of luck at the upcoming Global Finals in Tennessee.

Grams had the team members in attendance introduce themselves to the Council and describe the lessons each has learned from Destination Imagination.

Poppe wished the team members well in their competition.

B. ACCEPT DONATION TO BEAUTIFICATION FUND (Resolution)

Grams indicated that Harold E. and Gayle Johnson have donated \$200 in honor of Lois Joslyn 100th birthday and in memory of Gary Faue to the Beautification Fund. Staff recommends the Council accept the donation.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2016-30 accepting a donation from Harold E. and Gayle Johnson in the amount of \$200. The motion carried 4-0.

C. ACCEPT DONATION TO MUSIC/MOVIES IN THE PARK FUND (Resolution)

Grams indicated the Osseo Lion’s Club has donated \$3,000 to the City for Music/Movies in the Park. Staff recommends the Council accept the donation.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2016-31 accepting a donation from the Osseo Lions Club in the amount of \$3,000. The motion carried 4-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF MAY 9, 2016

Grams discussed the actions of the EDA. He noted the EDA administered the Oath of Office to Rebecca Doran, approved accounts payable, and discussed the municipal parking options.

A motion was made by Johnson, seconded by Stelmach, to confirm the EDA Actions of May 9, 2016. The motion carried 4-0.

B. CONSIDER KEEPING SQUAD 661 FOR POLICE DEPARTMENT

Police Chief Shane Mikkelsen stated in January 2016 the City brought a new Ford Explorer into service. When that occurred the 2011 Ford Crown Victoria was taken out of active service and placed in the parking lot. He requested the department be allowed to keep the 2011 Ford Crown Victoria to use as a backup/training/reserve squad car. He noted the department did not use any equipment from the Crown Victoria on the Explorer because of the body style change. The Crown Victoria has a newer engine that was replaced in 2013. Having this squad available will assist the department when a squad goes down for repairs or is unavailable. Staff recommended the Council approve keeping squad 661 with the Police Department.

Stelmach asked if the costs for this car (\$1,783) was included in the 2016 budget. Grams reported the expense was included in the City's general liability cost. He reported any computer costs would be covered by the Cable Fund.

Schulz recommended the additional costs be covered by the Police Department and not the Cable Fund. He understood the fourth car would be nice for the department, but feared what the long term expense would be.

A motion was made by Stelmach, seconded by Johnson, to approve keeping squad 661 with the Osseo Police Department. The motion carried 4-0.

C. CONSIDER HIRING POLICE DEPARTMENT GRANT WRITERS

Police Chief Mikkelsen explained staff has been in contact with two grant writers, Kimberly Young and Alex Layne, who would be able to assist the Police Department in securing grant funds. He indicated both grant writers have extensive background in the industry and would be valuable to his department.

Police Chief Mikkelsen reported the cost for the grant writers would be \$100 per hour for their services. The first step would be for four hours of their time to research grants that are applicable to the Osseo Police Department. For that \$400 the City would get a booklet that would spell out funds available for use to try and secure with a total number of hours they would spend to put the proposals together. He explained this would greatly assist the stakeholders to have a voice about which grants we should apply for.

Schulz asked if grants were being written or a booklet of available grants. Police Chief Mikkelsen clarified he was requesting to spend \$400 to allow the grant writers to conduct research and create a booklet on grants that were available. After this information was gathered, staff could then review the grants and select which ones the Police Department should apply for.

Johnson discussed the importance of grant writing and noted he was in favor of staff's recommendation.

Stelmach asked if the \$400 would be coming out of the Police Department's budget. Police Chief Mikkelson reported this was the case.

A motion was made by Stelmach, seconded by Johnson, to approve hiring two grant writers, Kimberly Young and Alex Layne, for a total of \$400 and receive the booklet of the information drafted. The motion carried 4-0.

D. APPROVE QUOTE FOR BACKUP CHAIN SERVER FROM LOGICNET

Grams stated BackUpChain is a simple to use, yet powerful and reliable backup software that costs a fraction of the price of many of its well-known competitors. It is a fully automatic and configurable solution that offers version backup, deduplication, and delta compression. Furthermore, BackupChain offers Hyper-V virtual machine backup and database protection, as well as a strong multithreaded engine for parallel processing. Files, databases, and virtual machines can be easily copied to network servers, USB, SAN, iSCSI, local drives, and FTP. Staff recommended the Council approve the quote of \$599 for BackUpChain Server from LogicNet.

Schulz explained he and Stelmach had met with LogicNet to discuss the City's IT needs. He appreciated the discussion that was held and explained the proposed purchases would assist in improving the City's technological efficiencies. He supported the BackUpChain server but questioned what the second year of updates would cost.

Johnson questioned how often the City conducted backups.

Schulz reported backups were conducted instantaneously.

A motion was made by Johnson, seconded by Schulz, to approve the quote of \$599 for BackUpChain Server from LogicNet. The motion carried 4-0.

E. APPROVE QUOTE FOR UBIQUITI WIRELESS ACCESS FOR CITY HALL FROM LOGICNET

Grams requested the Council consider the purchase of an Ubiquiti Unifi wi-fi system that combines enterprise performance, unlimited scalability, a central management controller and cost-effective pricing. Staff noted the expense would be covered by the Cable Fund.

Schulz reported this piece of equipment would provide the City with a more secure wireless network.

A motion was made by Stelmach, seconded by Johnson, to approve the quote of \$2,199.64 for Ubiquiti Wireless Access for City Hall from LogicNet. The motion carried 4-0.

F. APPROVE QUOTE FOR SPARE DISK DRIVE FOR CITY HALL SERVER FROM LOGICNET

Grams explained the proposed spare drive will give the City the redundancy needed if a drive in the RAID array fails, this drive will be automatically put into service. Staff noted the cost will be paid out of the Cable Fund.

A motion was made by Johnson, seconded by Schulz, to approve the quote of \$314.28 for Spare Disk Drive for City Hall from LogicNet. The motion carried 4-0.

G. APPROVE QUOTE FOR OFFICE 365 HOSTED EXCHANGE FOR CITY EMAILS FROM LOGICNET

Grams requested the Council consider the purchase of Office 365 for hosted exchange for City emails from LogicNet. He noted the following reasons to migrate to hosted exchange: save on expansion and early replacement costs associated with a local email server; the Office 365 Trust Center protects your data; no longer dependent upon your internal server or internet connection to access email; new features and bug updates are always applied to the email server at no additional cost; free upgrades to the most recent email server technology; enterprise class governance and backup offers comprehensive security measures; latest and greatest software with Microsoft's "Cloud First" initiative; scalable options for cost control; superior functionality with enterprise class email; exchange actively protects your communications with built-in defenses against viruses, spam, and phishing attacks; keep important data with Exchange archiving, large mailboxes, and retention policies; Microsoft has 30,000 engineers on cloud infrastructure, development, and operations.

Grams requested the Council approve the quote of \$1,800 for Office 365 Hosted Exchange for City emails from LogicNet noting the expense would be paid by the Cable Fund.

Schulz described the numerous benefits of this program and how Office 365 would manage data storage.

A motion was made by Schulz, seconded by Stelmach, to approve the quote of \$1,800 for Office 365 Hosted Exchange for City Emails from LogicNet. The motion carried 4-0.

H. APPROVE QUOTE FOR PUBLIC SERVICES LAPTOP FROM LOGICNET

Grams requested the Council consider approving a quote of \$1,050.54 for a Public Services laptop from LogicNet as this would allow for the updating of an old XP computer. Staff noted the expense would be paid by the Cable Fund.

A motion was made by Stelmach, seconded by Johnson, to approve the quote of \$1,050.54 for Public Services Laptop from LogicNet. The motion carried 4-0.

I. APPROVE QUOTE FOR FINANCE DEPARTMENT DESKTOP FROM LOGICNET

Grams requested the Council consider approving a quote of \$1,268.32 for a Finance Department desktop computer from LogicNet as this would update the old XP computer. Staff noted the expense would be paid by the Cable Fund.

Schulz asked if two monitors would be more applicable for the Finance Department. Grams indicated the City had an additional monitor available.

A motion was made by Johnson, seconded by Schulz, to approve the quote of \$1,268.32 for Finance Department Desktop from LogicNet. The motion carried 4-0.

J. APPROVE ELECTION JUDGE WAGES FOR 2016 ELECTION

Grams stated Minnesota has had a phased-in approach to raising the state minimum wage for the past few years. As of August 1, 2016, the Minnesota minimum wage will increase to \$9.50 per hour (for large employers.) In this context, large employers include cities with a total budget greater than \$500,000. The primary election is August 9 and the general election is November 8. Since 2009, election judges in Osseo have been paid \$8/hour, with head judges receiving \$8.50/hour.

Grams reported the phase-in of wages for election judges was planned in the 2016 City Budget. He suggested the City pay our election judges \$9.50/hour and head judges \$10/hour for the 2016 elections. Staff recommended the Council authorize the payment of \$9.50/hour for election judges and \$10/hour for head judges for the 2016 elections.

Johnson questioned how many election judges the City had. Grams estimated the City had 10 to 15 election judges that worked in two shifts for the primary and general elections.

A motion was made by Johnson, seconded by Schulz, to authorize the payment of \$9.50/hour for election judges and \$10/hour for head judges for the 2016 elections. The motion carried 4-0.

K. SET WORK SESSION MEETING FOR MAY 31 AT 6:00 P.M.

Grams stated the City Council typically holds work session meetings on the 5th Monday of the month, provided the calendar falls that way. The month of May does have a 5th Monday; however, it is a holiday (Memorial Day) and City Hall will be closed. But due to the large number of important topics to discuss amongst Councilmembers, Staff feels it is important to call a work session meeting for May 31. Staff also requests the meeting begin at 6:00 p.m. to allow enough time that evening to discuss all topics. Staff will properly post the meeting. A list of possible agenda items could include:

- 1) Discuss updated Financial Management Plan (FMP) and Capital Improvement Plan (CIP)
- 2) Discuss residential sidewalks
- 3) Discuss City Engineering Services
- 4) Discuss Minnesota's Community Notification Act/ordinances
- 5) Discuss Metropolitan Council Reform
- 6) Discuss mobile vending in Osseo
- 7) Discuss dedications in public spaces

A motion was made by Stelmach, seconded by Johnson, to approve a Council work session meeting for Tuesday, May 31, at 6:00 p.m. The motion carried 4-0.

L. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

A motion was made by Johnson, seconded by Stelmach, to approve the Accounts Payable as presented. The motion carried 4-0.

11. ADMINISTRATOR REPORT

Grams noted he attended the MCMA Conference in Nisswa Wednesday through Friday of last week. He appreciated the time he was able to spend connecting with other local administrators.

12. COUNCIL AND ATTORNEY REPORTS

Stelmach reported he attended the Maple Grove Mayor's Prayer Breakfast last Thursday. He discussed the message provided by the keynote speaker.

Stelmach stated on Saturday, May 7, he attended the 25th Anniversary of the American Legion.

Johnson reported the Light Rail would be holding an informational meeting at the Starlight Shopping Center on Wednesday, May 11, at 5:30 p.m.

Poppe indicated Northwest Hennepin Human Services Council Annual Event would be held on Wednesday, May 11, at 12:00 p.m. at the Community Center. He reported a local resident would be honored at this event.

Poppe noted the City-wide garage sales would be held May 12-15. Maps would be available online or at Dean's Supermarket.

Poppe commented the Vintage Car Show would be held on Saturday, May 14, from 10 a.m. to 3 p.m. It was noted a craft show would be held in Boerboom Park. He stated non-perishable food items would be collected at the Community Center.

Poppe indicated the Osseo Athletics Department was holding its Annual Golf Outing on Sunday, May 15, at Shamrock Golf Course.

Johnson read an email he received from a resident thanking the City for filling the potholes in an alleyway.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Johnson, to adjourn the City Council meeting at 8:00 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.