

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
June 13, 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, June 13, 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, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Ed Columbus.

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 Stelmach, seconded by Zelenak, to accept the Agenda as presented. The motion carried 5-0.**

5. CONSENT AGENDA

- A. Approve Council Minutes of May 23
- B. Receive May Building Report
- C. Receive April Osseo Maple Grove Hockey Association Gambling Report
- D. Accept Resignation of Casey Robertson from Planning Commission
- E. Accept Resignation of Naomi Canjurski from Fire Department

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

6. MATTERS FROM THE FLOOR

Ed Columbus, 101 4<sup>th</sup> Street NW, reviewed the Music and Movies in the Park calendar of events with the City Council. He explained this was the 19<sup>th</sup> year of events. He invited the public to participate in these family friendly events.

7. SPECIAL BUSINESS – None.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE PURCHASE OF MUNICIPAL SERVICES WAYFINDING SIGNS FOR DOWNTOWN

City Administrator Riley Grams stated recently the Economic Development Authority approved a downtown commercial core wayfinding sign program to help patrons identify businesses located off of Central Avenue. The program calls for aluminum blade style signs to be attached at Central Avenue intersections and pointing in the direction of the business (east or west). Each intersection would have two signs for that particular business, and be located diagonally across the intersection to maximize visibility.

Grams indicated the City should also consider purchasing similar signs to identify municipal services. These signs would be similar to the business signs, but colored blue with a white border and white lettering (which is customary in public service signs). The signs would be highly visible in the evening. The signs would be pointed. Lettering will appear on both sides of the sign.

Grams explained at the Council work session meeting on May 31, the Council discussed this program and ultimately recommended the purchase of the following signs:

‘Public Parking’ (9 total signs)  
‘Police Department’ (2 total signs)

Grams reported a set of two signs will cost \$200. They would be ordered along with the EDA business signs. Public Works staff will install the signs. Staff recommended approval of the municipal services wayfinding sign purchase.

Zelenak recalled the signs were not going to be located on the east side of Central Avenue. She believed that only one sign was needed on 4th or 5<sup>th</sup> Streets, and not both.

Poppe suggested sign A remain as is and that sign C be removed and placed where sign D is located.

Schulz asked if a “Public Parking” sign would be placed on the EDA owned parking lot. Grams reported this was the case.

**A motion was made by Poppe, seconded by Zelenak, to approve purchase of municipal services wayfinding signs for downtown, eliminating sign B and D. The motion carried 5-0.**

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF JUNE 13, 2016

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, discussed purchasing property at 116 1<sup>st</sup> Avenue NW and 22 2<sup>nd</sup> Street NW, and approved EDA interfund transfers from 2015.

**A motion was made by Johnson, seconded by Stelmach, to confirm the EDA actions of June 13, 2016. The motion carried 5-0.**

B. DISCUSS CITY HALL EMERGENCY GENERATOR OPTIONS

Police Chief Shane Mikkelsen stated the two options that the City has for having a generator installed would be to have a portable generator that is plugged into City Hall and turned on or having a fixed generator placed under the water tower. With the portable generator we would have to have a plug put into the wall of City Hall on the north side of the building off 5th Street NW. The cost of the plug itself has been quoted at \$59,115 without a portable generator. The portable generator would then be stored at Public Works and brought up to the Police Department in an emergency.

Chief Mikkelsen explained the hook up for a standalone generator placed under the water tower has been estimated at \$25,600. That quote is also without a generator. In working with Public Services Director Rick Hass, staff believes that a portable generator would cost the city between \$20,000 and \$40,000, depending on whether it was new or used. A new generator from the electric company was quoted at \$60,700 but staff believes that a new or used generator could be found between \$40,000 and \$60,000. He requested the Council discuss both options and direct staff on how to proceed.

Johnson asked why the portable generator cost so much more to wire. Chief Mikkelsen described the varying expense to wire the standalone versus the portable generator. He indicated it would not be feasible to place a generator on the City Hall roof.

Schulz proposed another location for the portable generator in order to reduce the installation expense. Chief Mikkelsen explained there was still concern with the response time from Public Works in order to get the portable generator operational.

Schulz understood this concern but believed that if a Public Works employee was not available, perhaps a Fire Department member could assist with getting the portable generator online.

Schulz supported putting the generator under the water tower. Chief Mikkelsen commented that he supported the City purchasing a stationary generator while Public Works Director Hass wanted to see the City purchase a portable generator. Grams explained if the Council were to pursue a stationary generator the City would need to put a fence around this piece of equipment. This expense was not included in the estimate.

Johnson questioned how the City would use a portable generator. Chief Mikkelsen explained that if the generator were portable, it could be used to keep lift stations operational in a storm if power was lost on one side of the City.

Grams stated something else to consider would be that if the water tower was registered as a historical site, the City may have to ask if a generator could be located under it.

Stelmach indicated he would like to have more information included within the quotes for used equipment. He commented he was leaning towards a stationary generator for City Hall.

Schulz was also in favor of pursuing a stationary generator given the fact that City Hall would serve as an emergency response center. He wanted to see more information on the pricing for each unit, along with the expense to install the units. He believed the unit should be located under the water tower for ease of installation.

Johnson agreed.

Poppe recommended staff pursue additional quotes for a stationary generator and report back to the City Council.

C. APPROVE PURCHASE OF POLICE DEPARTMENT BADGES

Police Chief Mikkelson commented this process has been taking shape over the last six months and the Police Department Officers have been heavily involved in creating new badges. The new design connects Osseo history into a badge style that will be unique to our City. The main badge is called a shield, which is the same shape as the first patch and badge for Osseo. The eagle over the badge is the symbol of strength and protection given to citizens of Osseo. The six-pointed star on the front represents the badges worn by the Osseo Township Constables. In 1916 the only officer to die in the line of duty was Constable James L. Gardner. The last part of the badge in the middle is the State of Minnesota seal. This badge will honor those that have gone before us protecting Osseo. He requested the Council approve the purchase of new badges for the Police Department.

Johnson asked if there were any patents or copyrights that the Chief could be infringing on. Chief Mikkelson reported there were no patents involved in the design of the new badges. He indicated the State of Minnesota seal was a public file. He explained the City would own the artwork after payment of the \$750 design fee.

**A motion was made by Schulz, seconded by Johnson, to approve the purchase of the new badges for the Police Department for the cost of \$2,355. The motion carried 5-0.**

D. APPROVE INTERFUND TRANSFERS FOR 2015 (Resolution)

Grams requested the Council approve interfund transfers for year ending 2015.

**A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2016-38 approving interfund transfers for the year ended December 31, 2015. The motion carried 5-0.**

E. APPROVE LETTER OF SUPPORT FOR CSAH 81 EXPANSION PROJECT

Grams stated Hennepin County is submitting an application to obtain federal funding for the continued redesign of CSAH 81 (Bottineau Boulevard). The draft letter indicates the City's support in Hennepin County obtaining those funds to continue those roadway improvements. According to Mr. Pieper with Hennepin County, the funds would be available for the years 2020-2021, which is when Osseo's segment is expected to be under construction.

Grams explained the improvements would provide additional roadway capacity, upgraded safety designs for multiple modes of traffic, and support expanded transit services. These improvements will enhance the livability and quality of life for Osseo residents and all residents of Hennepin County. Staff requested the Council approve a letter of support for the CSAH 81 expansion project.

Schulz was happy to support the letter so long as it did not include language referring to the future integration of the Bottineau Light Rail.

Stelmach agreed with this recommendation.

Zelenak asked if this direction regarding the transportation plan should be given to the County at a later date. Grams stated the plan would not be updated until additional funds were received by the County from the Federal Government.

**A motion was made by Schulz, seconded by Stelmach, to approve a letter supporting Hennepin County's funding application for roadway improvements to CSAH 81, removing the language referring to the Bottineau Transit Line.**

Johnson expressed concern with the original mapping and how much land would be taken from the businesses along Highway 81. He stated he would not support the motion given the fact he does not support any of the plans that have been drafted for Bottineau Boulevard.

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

**F. APPROVE HENNEPIN COUNTY ASSESSMENT SERVICES AGREEMENT FOR 2017-2020 PROPERTY ASSESSMENTS**

Grams explained the current Assessment Agreement between the County of Hennepin and City of Osseo expires at the end of July 2016. The City is in the final months of the current four-year agreement, so another agreement needs to be approved. The City has had similar agreements with Hennepin County in place for many years. The years covered by this new agreement will be the 2017, 2018, 2019, and 2020 property assessments, with the agreement commencing August 1, 2016. Staff requested the Council approve the Hennepin County Assessments Services Agreement for 2017 through 2020 for property assessments.

Schulz asked if the City did not hire its own assessor if the City would be forced to contract with the County to provide these services. City Attorney Tietjen reported she would have to investigate this further and would report back to the Council.

Johnson reviewed the previous costs from Hennepin County for assessment services. He questioned if the City had budgeted properly for this expense in 2016 and 2017. Grams reported that the City has always budgeted conservatively for this expense.

**A motion was made by Zelenak, seconded by Johnson, to authorize the Mayor and City Clerk to sign the Agreement for Assessment Services, Contract No. A165537.**

Schulz stated he wanted to have an answer to his question prior to voting on this matter and requested the Council postpone action for two weeks. He stated he would be voting no because of this fact.

Stelmach was also interested in receiving an answer from staff prior to voting on this item.

**The motion failed 2-3 (Schulz, Stelmach, and Mayor Poppe opposed).**

**A motion was made by Schulz, seconded by Stelmach, to table action on this item. The motion carried 4-1 (Zelenak opposed).**

**G. APPROVE ACCOUNTS PAYABLE**

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams was proud to report that LeAnn Larson received a Minnesota Women in City Government Leadership Award. This award will be presented to her at the League of Minnesota Cities Conference on Wednesday, June 15.

12. COUNCIL AND ATTORNEY REPORTS

Stelmach reported he enjoyed attending Cup with a Cop. He encouraged the public to participate in this event.

Johnson explained the board of the Northwest Hennepin Human Services Council recently met and member cities would be receiving a fee statement in the coming weeks. He indicated there would not be a dues increase for the cities.

Poppe stated the next Music in the Park event will be on Tuesday, June 14, at 7:00 p.m. and would feature the Teddy Bear Band.

Poppe reported the Osseo Sports and Arts & Crafts Programs will be on Tuesdays, Wednesdays, and Thursdays from June 21 through July 28.

Poppe indicated Night to Unite will be on Tuesday, August 2.

13. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 8:07 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*