

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
July 11, 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, July 11, 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, Public Services Director Rick Hass, and City Attorney Mary Tietjen.

Others present.: Lila Hedlund, Lyn Joyner, David Kimbler, and Theresa Treptan.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

Stelmach requested the Council observe a moment of silence for the recent loss of life both locally and nationally. He encouraged all residents of Osseo to work together in unity.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

Johnson requested Item 10H be moved to Item 13 on the Agenda and have the Adjournment be moved to Item 14.

A motion was made by Schulz, seconded by Zelenak, to accept the Agenda as amended. The motion carried 5-0.

5. CONSENT AGENDA

- A. Approve Council Minutes of June 27
- B. Receive June Building Report

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

6. MATTERS FROM THE FLOOR

Lila Hedlund, 216 7th Avenue SE, stated she was the secretary/treasurer for the Niggler Cemetery. She discussed the history of this cemetery, its mowing expenses, and water usage. She requested the City allow for continued water use without being charged the minimum water fees.

7. SPECIAL BUSINESS

A. NIGHT TO UNIT PROCLAMATION

City Administrator Riley Grams read a proclamation declaring August 2 to be Night to Unite in the City of Osseo. All residents were encouraged to participate in this community building event.

B. ACCEPT DONATION TO BEAUTIFICATION FUND (Resolution)

Grams indicated Nettie Phenow and Harold E. & Gayle Johnson (in memory of Barbara McCollar and Margaret Pace) have donated \$100 and \$200 respectively to the Beautification/Flower Fund. Staff recommends the Council accept the donation.

A motion was made by Zelenak, seconded by Stelmach, to adopt Resolution No. 2016-43 accepting a donation from Nettie Phenow and Harold E. & Gayle Johnson in the amounts of \$100 and \$200. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF JULY 11, 2016

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and approved a municipal advisor consultant agreement with Ehlers & Associates.

A motion was made by Schulz, seconded by Johnson, to confirm the EDA actions of July 11, 2016. The motion carried 5-0.

B. APPROVE CONCRETE REPAIR TO CENTRAL AVENUE

Public Services Director Rick Hass stated there are two areas on Central Avenue that have concrete breaking and pieces are coming out, creating potholes. Repairs would require the road be closed for 48 hours during this repair. To maximize the use of this closure staff will be coordinating this concrete repair with street paver repair in front of City Hall (also requires the closure of the street for a 48-hour period). The closure will also give Public Services the opportunity to paint the crosswalks on Central Avenue. Staff recommended the Council hire Klein Underground for the repairs.

Schulz asked how many days the road would have to be closed. Hass estimated the road would be have to be closed for two or three days.

Schulz requested staff manage the traffic control. Hass recommended this item be managed by the contractor for legal purposes.

Johnson questioned why the concrete had failed. Hass was uncertain as to why the concrete had failed. He understood repairs were made several years ago and perhaps the repairs were not done correctly.

Schulz agreed these two areas were not done correctly and noted the highway patch was ill-suited for the previously completed repair.

A motion was made by Schulz, seconded by Stelmach, to approve the hire of Klein Underground for concrete repairs on Central Avenue for an amount not to exceed \$4,072.50. The motion carried 5-0.

C. APPROVE PAVER REPAIRS TO CENTRAL AVENUE

Hass commented there are many deteriorating pavers on Central Avenue that are in need of replacement. Road closure for this repair was needed. To maximize the use of this closure staff will be coordinating the street paver repair with the Central Avenue concrete repair. This closure will also give Public Services the opportunity to paint the crosswalks on Central Avenue. Staff recommended the Council hire AB Hardscapes for the paver repairs. It was noted the work would be done in conjunction with the concrete work on Central Avenue.

Poppe questioned if the bid amount would change once the work began. Hass explained he spoke with the contractor on several occasions and he was aware of the work that was expected.

Schulz asked if a carbide blade could be used when plowing snow over top of the pavers. Hass indicated he asked this of the contractor and it was his understanding a carbide blade could be used over the pavers.

Schulz encouraged the Public Services Department to take a good inventory on the City's pavers in order to minimize the replacements over the coming years.

Schulz anticipated that the Council would be receiving a change order for this project and believed the work would not be completed as quickly as estimated by the contractor. He recommended the work not be done in conjunction with Lions Roar.

Further discussion ensued regarding the paver work.

Johnson was interested in looking at the long-term plans for Central Avenue given the expense of the repairs.

A motion was made by Schulz, seconded by Zelenak, to approve the hire of AB Hardscapes for paver repairs on Central Avenue for an amount not to exceed \$7,195. The motion carried 5-0.

D. CONSIDER PAINTING QUOTE FOR CITY-OWNED PROPERTY AT 17 4TH STREET NE

Grams stated the annual rental property inspection was conducted on May 17 by City-contracted City of Brooklyn Park Property Maintenance Inspector Roger Lenz. Painting is required. Three contractors were contacted, and two responded with quotes. It was noted this property does not have lead paint.

Grams explained the current tenant has a lease that will expire at the end of July 2017. If the City would like to continue renting the property, the painting would have to be accomplished in order to obtain a new Certificate of Compliance for a rental property.

Johnson asked if both quotes should include power washing. He wondered if the City had any prior experience with Greenwood or Bruce Beck Painting. Grams discussed the differences between the two quotes and explained that both parties would be prepping the homes for paint, but the contractors were choosing different methods.

A motion was made by Schulz, seconded by Stelmach, to approve the painting quote from Bruce Beck Painting of \$700 for 17 4th Street NE. The motion carried 5-0.

E. CONSIDER PAINTING QUOTE AND RENTAL OPTIONS FOR CITY-OWNED PROPERTY AT 25 4TH STREET NE

Grams explained during the annual rental property inspection on May 17 by City-contracted Property Maintenance Inspector Roger Lenz, it was determined that the house needed to be scraped and painted on the trim areas (exterior fascia/soffit and all window and door trim areas) due to the presence of lead based paint. This is one of the items needed to be performed in order to pass inspection to obtain a new Certificate of Compliance. Three contractors were contacted, and two responded with the attached quotes.

The current tenant has a lease that will expire at the end of September 2016. If the City would like to continue renting the property, the painting would have to be done in order to obtain a new Certificate of Compliance for a rental property. Additionally, the current tenant has contacted the City and asked to move to a month-to-month lease, with at least a 3 month notice to terminate by either party. Typically, the City would prefer a longer term lease holder, and this lease holder is current on rent and pays in a timely fashion. That is not always the case with renters. The Council should consider whether or not to approve a month-to-month lease or if there should be a minimum lease term (usually at least 6 months). Additionally, staff works with Renters Warehouse to determine the new rental amount each time a lease is up and available to be renewed (as average area rental rates often change from one lease term to another).

Discussion ensued regarding the rental of this property. Grams was in favor of the houses being rented given the fact a fourth property was still needed in order to expand the park.

Schulz supported painting this home and extending the lease another six months. He commented that an individual was interested in purchasing and moving this home in the future.

A motion was made by Stelmach, seconded by Johnson, to approve the painting quote from Bruce Beck Painting of \$4,280 for 25 4th Street NE. The motion carried 5-0.

F. APPOINT ELECTION JUDGES FOR UPCOMING ELECTIONS (Resolution)

Grams requested the Council adopt a resolution appointing possible election judges for the Primary Election to be held on August 9, and the General Election to be held November 8. It also includes the names of several staff who are allowed by the Secretary of State to assist in potential Absentee Ballot Board duties. Additional election judges may be added to the slate of judges as necessary to maintain the required minimum and to fill vacancies as needed.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2016-44 appointing election judges for the primary and general elections. The motion carried 5-0.

G. APPOINT POLICE CONTRACT NEGOTIATING COMMITTEE

Grams explained the existing contract between the Osseo Police Department and the City of Osseo is set to expire at the end of 2016. Historically, the City has used members from the Council, as well as Administration, to negotiate new contracts. The Council should consider appointing one or two members of the current City Council to begin negotiations with members of the Osseo Police Department on a new contract. Once a new Police contract has been agreed upon by both parties, staff will bring the contract to the full City Council for final approval.

Schulz suggested the Human Resources Committee members assume this role. He stated he was more than happy to serve on the Police Contract Negotiation Committee.

Zelenak supported this recommendation.

A motion was made by Zelenak, seconded by Johnson, to appoint the Human Resources Committee members to begin negotiations with City Administration and the Police Department on a new Police union contract. The motion carried 5-0.

H. 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 noted he attended the ribbon cutting ceremony for Rochon Corporation and was proud to have this building a part of downtown Osseo.

12. COUNCIL AND ATTORNEY REPORTS

Johnson stated the Rochon building was a great addition to the community. He wished them much success in Osseo.

Poppe agreed it was great to have Rochon in Osseo.

Poppe stated the Planning Commission had a vacancy. Those interested in serving in this capacity were encouraged to contact City Hall for further information.

Poppe invited the public to attend the next Music in the Park event which would take place on Tuesday, July 12, 7:00 p.m., where the Zingrays will be featured.

Poppe encouraged the public to visit the next Farmers Market on Tuesday, July 12.

Poppe noted there would be a Comfort Keepers Open House on Tuesday, July 19.

Poppe reported the Red Cross would be holding a Blood Drive on Wednesday, July 20.

Poppe explained Night to Unite would be held on Tuesday, August 2, and encouraged residents to get their parties registered with the Police Department.

13. CLOSED SESSION – CITY ADMINISTRATOR PERFORMANCE REVIEW

Poppe indicated the Council would be going into a Closed Session meeting to discuss the City Administrator's performance review. It was noted the Closed Session was pursuant to State Statue.

A motion was made by Schulz, seconded by Johnson, to adjourn to a Closed Session to discuss the City Administrator's performance review (at 7:52 p.m.). The motion carried 5-0.

The Council returned to the Council table at 8:30 p.m.

A motion was made by Stelmach, seconded by Johnson, to reconvene the City Council meeting. The motion carried 5-0.

14. ADJOURNMENT

A motion was made by Zelenak, seconded by Stelmach, to adjourn the City Council meeting at 8:31 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.