

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
September 12, 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, September 12, 2016.

Mayor Poppe requested the Council and all in attendance have a moment of silence in observation of the events that occurred on September 11, 2001.

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, Fire Chief Pat McGrane, and City Attorney Mary Tietjen.

Others present: Lee Gustafson-WSB, Gary Groen, Eldon & Addie Tessman, Jim & Deb Matteson, Douglas Lee, Diane Chesness, and Dee Bonn.

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.

City Administrator Riley Grams requested Item 7D be added to the agenda, a Donation to the Fire Equipment Fund (Resolution).

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

5. CONSENT AGENDA

- A. Approve Council Minutes of August 22
- B. Receive August Building Report
- C. Receive July Osseo Maple Grove Hockey Association Gambling Report
- D. Approve Training for Finance Officer Teri Portinen
- E. Receive August Fire Report

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. PRESENTATION ON ADULT EXERCISE CLASSES – DEE BONN

Grams stated the City has conducted another successful year of adult exercise classes (ages 13+, jazzercise and yoga in the Community Center). Osseo Community Center Coordinator Dee Bonn was present to present an annual update of the program.

Dee Bonn stated three years ago former City Administrator Doug Reeder was looking for a way to keep seniors within the community active. After research, it was determined that offering Jazzercise and Yoga classes would be a great way to keep seniors active in Osseo. This program of free Jazzercise and Yoga classes just completed its second full year of participation.

Ms. Bonn discussed the growing participation levels and believed that both classes have been a huge success. She thanked the Council for its continued support and believed that the free classes would continue to draw large numbers of seniors into the community. She invited the Council to join or visit an upcoming class.

Schulz questioned the age mix of the people in attendance at the classes. Ms. Bonn explained she had attendants ranging from their early 40's on up. However, during the summer months, she was seeing younger teachers in attendance. At the yoga classes, she believed the average age of the attendees was younger.

Zelenak asked when the classes were offered. Ms. Bonn indicated Jazzercise was being offered on Monday and Thursday mornings from 11:00 a.m. to 11:45 a.m. On Monday afternoons a one-hour yoga class was offered at 4:30 p.m.

Johnson thanked Ms. Bonn for the great work she was doing on behalf of the community. He inquired what these classes were costing the City on a yearly basis. Grams was uncertain of the exact amount, but knew the cost was less than \$30,000.

Zelenak questioned the capacity of the Community Center for these classes and wondered if the City should consider adding classes given their growing popularity. Ms. Bonn stated there was interest in a second yoga class. She believed that she would be able to create more room after the new tables were purchased for the Community Center.

B. ACCEPT DONATIONS TO BEAUTIFICATION FUND (Resolution)

Grams indicated the Osseo Maple Grove Hockey Association, Paul Baertschi, and Harold E. and Gayle Johnson (in memory of John Eiden & Terry Phenow) donated \$750, \$100, and \$200, respectively, to the Beautification/Flower Fund. Staff recommends the Council accept the donations.

**A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2016-56 accepting donations from the Osseo Maple Grove Hockey Association, Paul Baertschi, and Harold E. and Gayle Johnson in the amount of \$750, \$100, and \$200, respectively. The motion carried 5-0.**

C. ACCEPT DONATION TO FIRE EQUIPMENT FUND (Resolution)

Grams indicated the Osseo Fire Department Relief Association has donated \$7,129 to the City to purchase Fire Equipment. Staff recommends the Council accept the donation.

**A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2016-57 accepting a donation from the Osseo Fire Department Relief Association in the amount of \$7,129. The motion carried 5-0.**

D. ACCEPT DONATION TO FIRE EQUIPMENT FUND (Resolution)

Elden Tessman, a Brooklyn Park resident, discussed the formation of the Odd Fellow noting it began in 1893. The Osseo Community Foundation was formed in 2001. He commented on the numerous events that were hosted by the foundation in downtown Osseo. He explained the Osseo Community Foundation had a donation to make to the Osseo Fire Department Equipment Fund. He presented the City with a check in the amount of \$72,408.

Fire Chief Pat McGrane thanked Mr. Tessman for the generous donation and explained the funds would be used for new portable radios for the Fire Department.

Johnson discussed the history of the Osseo Community Foundation and sent his appreciation to this group for its generous donation. He thanked the Fire Department for the great work they do on behalf of the City.

Poppe thanked the Foundation and believed it was acts like these that made Osseo so great.

**A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2016-58 accepting a donation from the Osseo Community Foundation in the amount of \$72,408. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.
9. OLD BUSINESS – None.
10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF SEPTEMBER 12, 2016

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, discussed the various redevelopment project sites in Osseo, and considered taking a subordinate loan position for the property at 604 1<sup>st</sup> Avenue NW.

**A motion was made by Schulz, seconded by Johnson, to confirm the EDA actions of September 12, 2016. The motion carried 5-0.**

B. APPROVE SIDEWALK POLICY

City Planner Nancy Abts stated in July 2015 the City conducted a Sidewalk Inventory. Since then, the City has worked to develop a policy for sidewalk repairs and a plan for making improvements. This proposed policy supports the City Code, which says, “[Sidewalk] Repairs shall be made in accordance with the standard specifications approved by the City Council and on file in the office of the Administrator-Clerk-Treasurer.” The proposed policy includes standard specifications.

Abts indicated the proposed policy also sets a timeline for regularly inspecting and repairing residential sidewalks. This schedule includes flexibility, both for when

inspections are scheduled and repairs are required. Inspections can take place in the same area as planned street projects, and repairs can be postponed until a future street project takes place. However, when sidewalk repairs are required, they do need to be made with new concrete. Public Works staff are allowed to make patches with asphalt or other durable materials; this option is not available for individual residents.

Abts reported the proposed Sidewalk Policy also includes a permit that can be used for residents and contractors who want to work on sidewalks. This permit is a modified version of the current Right of Way permit. It uses the same \$75 administrative fee as the Right of Way Permit. Public Works staff believes this cost accurately reflects their staff time needed to administer and inspect work in the Right of Way (e.g., book keeping, needed reviewing traffic control and detour plans, and pre- and post-inspections), but understands there may be reasons for the Council to waive the permit fee for sidewalk nuisance abatement projects.

Abts explained that after a sidewalk policy is adopted, City staff will send a mailing to all residential addresses in the City to tell people about the new policy and that a (second) sidewalk inventory will be completed this fall. Staff reviewed the new timeline for sidewalk repairs and recommended the Council approve the proposed Sidewalk Inspection and Maintenance Policy.

Schulz asked if City Code needed further clarification on who would be responsible for removing snow and ice. Abts believed City Code was very clear.

Schulz thanked staff for preparing the thorough sidewalk policy. He recommended a funding source be named within the policy. Grams stated he could make this change.

Johnson questioned who was responsible for the expense of removing trees within the boulevard. Grams reported tree removal within the boulevard was the responsibility of the City.

Schulz was pleased the Council was having a conversation on how boulevard trees impacted City sidewalks. Grams encouraged the Council to consider drafting a reforestation plan in the future.

Schulz supported staff drafting a reforestation policy. Lee Gustafson, Consulting Engineer with WSB, agreed a reforestation plan was key. He then provided the Council with additional information on reforestation. He explained that not all trees have to be replanted in the boulevard. Trees could be placed five to ten feet into yards, which makes neighborhoods more interesting.

Schulz requested the Sidewalk Policy reference City Code for clarification purposes. Grams reported he could make this change. He asked if the Council was going to direct staff regarding the reforestation plan.

Schulz believed it made the most sense for the sidewalk policy to refer to a reforestation plan and that staff be directed to draft such a document.

Stelmach asked if staff could have a reforestation document drafted by the end of October. Grams requested the Council not place a tight deadline on this matter given the number of groups that would have to review and provide input. He requested the Council direct him to draft the document without a set deadline.

Schulz stated he would like to see the reforestation plan in place prior to the 2017 Street Improvement Project. Mr. Gustafson believed it would be critical for the City to have a reforestation and sidewalk policy in place by next spring.

Abts recommended the policy language read as follows: Trees will be replaced in accordance with relevant portions of City Code and other policies. Schulz supported this recommendation.

**A motion was made by Stelmach, seconded by Johnson, to approve the proposed Sidewalk Inspection and Maintenance Policy as amended. The motion carried 5-0.**

C. APPROVE 2017 PRELIMINARY OSSEO CITY BUDGET (Resolution)

Grams stated the City Council previously reviewed the preliminary 2017 budget developed by staff at a work session meeting on August 29. The recommendations made by the Council at the work session meeting have been incorporated into the proposed budget attached to this agenda item. It was noted the proposed 2017 City budget shows a full balanced budget between expenditures and revenue. The total proposed expenditures budget for 2017 is \$2,494,310. This represents an increase of 7.52% over the 2016 adopted budget (\$174,420 total increase). He reviewed the budget department by department noting staff received a late addition to the budget, which would be an increase in the City's IT services. Staff recommended the Council table action on the preliminary budget to the September 26 meeting to allow staff time to figure this change into the preliminary budget.

Schulz and Stelmach supported the budget approval being tabled.

Grams requested comment from Gary Groen, Consulting Finance Director, on how the City would be utilizing the excess TIF Funds. Mr. Groen described how the City was utilizing excess TIF monies. He reported the City received \$180,000 in July and these funds were applied against the 2010 debt service levy.

Schulz was proud of the fact that the City was in a position that it was able to address and reduce its debt service.

**A motion was made by Johnson, seconded by Stelmach, to table action on the preliminary 2017 City of Osseo Budget and General Tax Levy to the September 26 City Council meeting. The motion carried 5-0.**

D. APPROVE DEBT SERVICE TAX LEVIES FOR 2017 (Resolution)

Grams stated Hennepin County maintains the scheduled Osseo debt service levy amounts each year. Should the City alter the amount in a given year, which then differs from the scheduled amount, a resolution is required to be passed by the City Council outlining the proposed levy amounts and the change in levy amounts.

Grams explained the City Council has recently directed staff to apply left over revenue sources towards the scheduled 2017 debt service levies (and beyond). The attached resolution outlines the changes to each of the remaining debt services, calling out the proposed levy amounts as well as the changes to each levy amount.

Gary Groen reported the City Council should consider adopting a resolution, which will then be sent to Hennepin County and used to help develop the projected property taxes

for each property in the City. Staff recommended the Council adopt a resolution reducing the debt service tax levies for 2017.

Schulz thanked staff and the Council for working diligently on addressing the City's debt service.

**A motion was made by Schulz, seconded by Zelenak, to adopt Resolution No. 2016-59 approving the Debt Service Tax Levies for 2017. The motion carried 5-0.**

E. 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 reported he had a great time at Lions Roar this past weekend. He thanked all of his staff that assisted with Lions Roar.

12. COUNCIL AND ATTORNEY REPORTS

Abts stated she enjoyed attending Lions Roar as well. She thanked all who visited the City's booth and pop up park on Central Avenue.

City Attorney Mary Tietjen noted she also attended Lions Roar and ran in the 5K, where she won her age division.

Zelenak stated Lions Roar was her favorite weekend of the year. She thanked staff, the Lions Club, and all of the volunteers for their efforts.

Stelmach commended the Osseo Football team on their come from behind victory against Andover.

Johnson indicated the Lions were happy with the showing at this year's Roar event. The Lions were impressed by the increasing number of families attending over the past two years.

Johnson stated in the past ten days he has attempted to visit every business in Osseo. He estimated there were roughly 150 businesses. Three of these businesses are owned by an Osseo resident. He explained that business was good for the vast majority of these businesses and two were in need of employees. He reported the business owners fully supported the Osseo Police Department.

Schulz indicated he too participated in many of the Lions Roar events. He stated the parade was a great deal of fun, and he was pleased by the success of the craft fair.

Poppe believed the Lions Roar highlighted the great aspects of Osseo to all attendees. He was proud of the fact the 5K had over 200 participants this year. He thanked staff, the sponsors, the Lions, and all volunteers for their assistance with this event.

Poppe encouraged the public to visit the Farmers Market each week on Tuesday from 3-6 p.m.

Poppe noted blue bags for organics recycling were available to residents free of charge. Those interested were encouraged to contact Randy's Environmental to get their blue bags.

Poppe stated a candidate forum would be held on Tuesday, October 11, at City Hall.

13. ADJOURNMENT

**A motion was made by Johnson, seconded by Stelmach, to adjourn the City Council meeting at 8:38 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*