

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
February 13, 2017**

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, February 13, 2017.

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, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Juliana Hultstrom, Lee Gustafson, and Emily Lueth.

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 January 23
- B. Receive January Building Report
- C. Approve Revised 2017 Schedule of Meetings for Council, EDA, Planning Commission
- D. Receive November & December Gambling Reports for Northwest Area Jaycees
- E. Accept Resignation of Part-Time Police Officer Ron Nagy
- F. Approve Training Request for Police Officers Mike Smith and Todd Kintzi
- G. Approve Training Request for Police Officer Brendan Current
- H. Approve Duffy's St. Patrick's Day Celebration on March 17
- I. Receive December Osseo Maple Grove Hockey Association Gambling Report
- J. Approve Training Request for Randy Korfiatis in Public Works

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

- A. STATE REPRESENTATIVE DENNIS SMITH

Representative Dennis Smith provided the Council with an update on matters from the Minnesota Legislature. He discussed HF No. 1 noting how health care insurance would be changing. He commented further on HF No. 2 and 3. He reported Osseo would be receiving \$618,000 in LGA this year and explained he would continue to fight to keep this funding level for the City. He encouraged the Council to contact him at any time with comments or concerns.

Johnson discussed the sales tax exemption legislature and recommended this exemption be simplified.

Poppe thanked Representative Smith for his presentation.

B. ACCEPT DONATION TO BEAUTIFICATION FUND (Resolution)

City Administrator Riley Grams indicated Ronald and Nancy Roden, and Harold E. & Gayle Johnson (in memory of Joyce Aubart, Carrie Hackler, Chris Steig, and Marvin Vollrath) have donated \$100 and \$400, respectively, to the City for the Beautification/Flower Fund. Staff recommends the Council accept the donation.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2017-14 accepting a donation from Ronald & Nancy Roden and Harold E. & Gayle Johnson in the amounts of \$100 and \$400, respectively. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF FEBRUARY 13, 2017

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, elected officers for 2017, approved the purchase of new directional sign brackets, and conducted the oaths of office for EDA Commissioners Juliana Hultstrom and Dan LaRouche.

A motion was made by Johnson, seconded by Stelmach, to confirm the EDA Actions of February 13, 2017. The motion carried 5-0.

**B. APPROVE PLANS & SPECIFICATIONS AND AUTHORIZE
ADVERTISEMENT FOR BIDS FOR 2017 STREET PROJECT (Resolution)**

Lee Gustafson, City Engineer with WSB & Associates, stated the 2017 Street Project consists of reconstructing portions of 3rd Street SE, 4th Avenue SE, 5th Avenue SE, and 6th Avenue SE including repairing or minimal reconstruction of the storm and sanitary sewer, and replacement of curb and gutter as needed. The existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work, curb replacement, and sidewalk installation.

Mr. Gustafson explained that as part of the City's initiative to increase walkability around the City, sidewalk installation is being proposed for this project. In determining the

benefit of adding sidewalk with this project, each street was evaluated for potential impacts, connectivity to existing walk, and overall benefit to adjacent properties.

Mr. Gustafson indicated the median on the south end of 6th Avenue SE that prevents northbound traffic from using this roadway is proposed to be removed. This recommendation is based on the need to reduce cut-thru traffic in the adjacent commercial parking lot and to improve access for City maintenance equipment including plows and street sweepers.

Mr. Gustafson stated this project will also require full right of way acquisition on 5th Avenue SE between Broadway Street East and 2nd Street SE. Similar to a past alley reconstruction project with this same situation, it is proposed that WSB will prepare the legal descriptions and easement exhibits, the city attorney will prepare the actual easements, and City staff will prepare all correspondence and perform all negotiations and purchasing.

Mr. Gustafson reported a neighborhood open house for the proposed improvements was conducted on November 10, 2016, for affected property owners. Several meetings and discussions have recently occurred with individual property owners regarding project impacts. Staff reviewed the project in further detail and recommended approval of the plans and specifications and that the Council authorize the advertisement for bids for the 2017 Street Project. Staff discussed the tennis court lot and reviewed the proposed assessment rate (\$6,410) in detail with the Council.

Stelmach questioned how long it would take to complete a lot combination. Mr. Gustafson explained the lot combination would have to be approved by both the City and the County.

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2017-15 approving plans & specifications for the 2017 Street Project and authorizing the advertisement for bids. The motion carried 5-0.

C. APPROVE PLANS & SPECIFICATIONS AND AUTHORIZE
ADVERTISEMENT FOR BIDS FOR 2017 ALLEY PROJECT (Resolution)

Lee Gustafson, WSB, stated the 2017 Alley Project consists of reconstructing the alley between 5th and 6th Avenues NE and from 4th Street NE to 93rd Avenue North, including repairing or minimal reconstruction of the storm sewer. It is proposed to maintain the existing alley width and that all work will be within the existing alley right of way. A new 14-foot wide, 6-inch thick concrete pavement will replace the old bituminous pavement.

Mr. Gustafson reported the total project cost is estimated at \$186,600, and includes all proposed surface and storm sewer improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the feasibility report. The estimated cost is based on projected construction costs for 2017 and includes a 10% contingency factor. Administrative costs are projected at 25% of the construction cost and include engineering, legal, financing, and administrative costs.

Mr. Gustafson explained financing the 2017 Alley Project will be based on the City's special assessment policy which calls for 80% of the proposed improvements to be specially assessed. The remaining 20% and 100% of the storm sewer costs will be financed by the City. Assessments for this project were calculated by dividing 80% of the

total cost of the project equally among adjoining residents. There are a total of 27 properties benefiting from the improvements equating to a cost of \$5,320 per parcel. The proposed assessment roll was discussed, along with an assessment map highlighting the benefiting properties.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2017-16 approving plans and specifications and authorize the advertisement for bids for the 2017 Alley Project. The motion carried 5-0.

**D. APPROVE PLANS & SPECIFICATIONS AND AUTHORIZE
ADVERTISEMENT FOR BIDS FOR 2017 SIDEWALK PROJECT (Resolution)**

Lee Gustafson, WSB, this 2017 Sidewalk Project involves replacing defective sidewalk panels throughout the City of Osseo, as identified by the Public Services Director. The improvements will include removal of the defective sidewalk panels, site preparation, and replacing the panels in essentially the same dimensions as the existing panels. In most cases, curb and gutter removal is not necessary. During removals, the contractor will typically remove a 6-inch-wide area of grass and soil along both sides of the defective sidewalk. This is necessary in order to install the construction forms for the new sidewalk. Once installation of the new panels is complete, the removed topsoil will be replaced and seeded. The property owner will be responsible for watering and maintaining the new grass seed.

Mr. Gustafson reported funding for the project will be primarily in two forms. The first form of funding will be from a Hennepin County Community Development Block Grant (CDBG) in the amount of approximately \$67,000. The intent is for the grant to pay for approximately 50% of the project cost. The second primary form of funding will be through payments by individual property owners. Since defective sidewalks are a violation of the City's nuisance ordinance, property owners will be billed for approximately 50% of the sidewalk work, similar to other nuisance situations. Property owners will be expected to pay for the work by a certain date. Payments not received by the specified date will have the costs assessed against the benefiting property similar to non-payment of utility bills. The total project cost is estimated at \$120,639.00, with \$60,319.50 funded with CDBG funds and \$60,319.50 funded from individual property owner payments.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2017-17 approving plans and specifications and authorizing the advertisement of bids for the 2017 Sidewalk Project.

Johnson asked if any property owners had opted to complete their own sidewalk. City Planner Nancy Abts stated a handful of residents have elected to complete their own sidewalk segments. She reported these segments would have to be completed by the end of the City project.

The motion carried 5-0.

E. APPROVE PURCHASE OF POLICE SQUAD COMPUTER

Police Chief Shane Mikkelsen explained Patrol PC is a new type of computer that has hit the market in the last five years. This type of computer is a tablet style of computer. With this new style of computer comes some positive innovations for the Police Department. The tablet can be moved from the squad car to the office. It can be used to take

pictures/videos at crime scenes. The Police Department will then change its support from Hennepin County to our IT consultant. Since the department has the ability to bring the tablet into the office, it will eliminate a desk top computer. This will reduce the total cost of the computer budget.

Chief Mikkelson reported the total cost for the Patrol PC computer is \$5,757, which includes the hardware needed to make the computer office ready and the hardware to mount the computer in the squad car. There will be some IT costs included in the building of the computer to make it road ready. Chief Mikkelson has spoken to Element (IT consultant) and advised them that this computer will replace a current desk top so the monthly support fees will be the same. The current payment to Hennepin County IT of \$30 per month for service will be eliminated. The computer will be purchased out of the CIP budget which currently has \$6,000 in the budget for the purchase of a new squad computer.

Stelmach asked if the tablet came with a warranty or had an extended warranty option. Chief Mikkelson stated he would investigate this further.

Stelmach questioned if the department would be using the laptops as backup units. Chief Mikkelson reported this was the case.

Schulz appreciated the amount of money that would be saved by the proposed tablet unit and thanked Chief Mikkelson for pursuing this money savings option for the City.

A motion was made by Schulz, seconded by Stelmach, to approve the purchase of the Patrol PC Rhino Tab computer and accessories at a cost of \$5,757. The motion carried 5-0.

F. APPROVE 2017 FEE SCHEDULE (Resolution)

Grams explained cities have authority to license and charge fees for such activities as liquor, animals, peddlers, businesses, telecommunications, and more. Statutes granting authority to issue licenses and charge fees often do not specify maximum fees; however, in a few cases, the statutes either set maximum fees for city licenses (a few liquor licenses) or prohibit fees all together.

Grams reviewed the highlighted sections indicating this was where changes are recommended by staff and Metro West Inspection Services. It was noted the City Council had previously discussed the proposed fee schedule at a Council work session on January 30.

Schulz discussed the proposed Metro West Inspection rate changes. He stated he would like further justification from Metro West on their rates prior to approving the fee schedule.

Stelmach supported the matter being tabled, as well, until there was a better understanding from Metro West proposed changes. Grams recommended the Council approve the fee schedule without the Metro West changes.

Schulz stated he could support the fee schedule without the water heater, water softener, and exterior door fees.

The Council discussed the dangerous dog fees and it was recommended the language be amended changing the word animal to dangerous dog.

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2017-18 approving the 2017 Fee Schedule, as amended, excluding the Metro West changes regarding the water heater, water softener, and exterior door fees. The motion carried 5-0.

G. APPROVE CITY GOALS/PRIORITIES FOR 2017-2018

Grams stated each year the City develops a list of goals and priorities that helps shape policies and decision making. These goals are broad; however, they are meant to provide specific direction to Councilmembers and Staff which will help the City provide the very best in public services. This list is generated from Staff/Council strategic planning sessions in the past, and is reviewed annually to update, remove, or add new goals and priorities.

Grams explained the Council reviewed this list at its recent Council work session meeting on January 30. After a discussion, direction was given to Staff to finalize the list and bring it back to a future Council meeting for approval. Staff noted that many times on Council agenda items there is a section that lists the specific goals and priorities that the action is related to.

A motion was made by Stelmach, seconded by Zelenak, to approve the 2017-18 list of City goals and priorities. The motion carried 5-0.

H. APPROVE PURCHASE OF REPLACEMENT LAPTOP FOR CITY ADMINISTRATOR

Grams explained, per the employment agreement with the City Administrator, the City shall provide a laptop computer to conduct City business while out of the office. The current laptop used by the City Administrator was purchased back in 2011 for a former City Administrator. Per the City's IT consultant, computers should be replaced every five years to ensure updated technology and security software. The proposed laptop from Element includes all up-to-date security essentials and is compatible with other City IT equipment (server, etc). The proposal also includes an E-Port Plus Advanced Port Replicator, which will allow for the laptop to be docked anywhere and connected to larger monitors. The cost is \$1,680.64.

A motion was made by Schulz, seconded by Johnson, to approve the purchase of a replacement laptop for the City Administrator. The motion carried 5-0.

I. 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 5-0.

11. ADMINISTRATOR REPORT

Grams welcomed Juliana Hultstrom and Dan LaRouche to the EDA and thanked them for their willingness to serve the City.

12. COUNCIL AND ATTORNEY REPORTS

Abts stated she recently attended the Ehlers conference where she learned a great deal about municipal financing and TIF.

Stelmach thanked Representative Smith for speaking to the Council this evening.

Johnson reported he attended the Shingle Creek Watershed District meeting.

Johnson explained Northwest Hennepin Human Services would be closing May 31 due to lack of funding from the County and other grant sources. It was noted all partial fees paid to Northwest Hennepin Human Services would be refunded to the member cities.

Poppe reported the City was still seeking volunteers for several Commission seats. Those interested in serving were encouraged to contact City Hall for further information.

Poppe noted City Hall would be closed on Monday, February 20, for Presidents' Day.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:02 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.