

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
April 24, 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, April 24, 2017.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Members absent: Councilmember Mark Schulz.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Todd Woods, Juliana Hultstrom, Gordon Bonn, Alexa McDowell, Kathleen Gette, John Engstrom, Tom Huston, and Michael Olkives.

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 4-0.

5. CONSENT AGENDA

- A. Receive EDA Minutes of April 10
- B. Approve Council Minutes of April 10
- C. Receive March American Legion Gambling Report
- D. Receive March Fire Relief Association Gambling Report
- E. Receive March Lions Club Gambling Report
- F. Approve Duffy's Bar & Grill Outdoor Event on May 20
- G. Approve Duffy's Bar & Grill Outdoor Event on July 15
- H. Receive March Fire Report
- I. Receive Planning Commission Minutes of April 17
- J. Receive March Osseo Maple Grove Hockey Association Gambling Report

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. UPDATE ON OSSEO NORTH WATER TOWER HISTORICAL
NOMINATION PROCESS – ALEXA MCDOWELL (AKAY CONSULTING) &
KATHLEEN GETTE

Alexa McDowell, Akay Consulting, provided an update on the North Water Tower. She explained the State Review Board meeting was held on March 14, and the ten members who attended the State Review Board voted unanimously to approve the nomination to list the Osseo water tower in the National Register of Historic Places. The National Park Service (Keeper's Office) will provide the final review/approval of the nomination. The tower is anticipated to be listed in the National Register of Historic Places by June 1.

Kathleen Gette commented on the Condition Assessment Grant. She reported she had completed the grant and submitted it to MHS before the deadline of April 1. A grant-eligible project is a "condition assessment," which is a process to request funds to pay for the assessment of the tower to determine the repairs the tower needs for rehabilitation.

Ms. Gette explained Maguire Iron (Chad Edwards) had provided a bid of \$3,750 to complete the inspection of the water tower. Upon grant award from MHS, City Administrator Riley Grams will manage Maguire Iron's inspection of the north water tower. Mr. Edwards will personally inspect the water tower and provide the City with a report of its condition and repairs needed to rehabilitate the tower. She noted she would continue to apply for grants for the tower's rehabilitation.

Ms. Gette explained the Osseo Historic Preservation Commission was interested in providing a plaque for the tower. The City can order a plaque after the National Registry listing is official. This is not something that is provided as part of the listing or the grant award.

Ms. Gette encouraged the Council to consider holding an educational celebration event for the tower after it is placed on the historical registry with a Heritage Preservation Commission Open House. She looked forward to the north water tower continuing to be a beacon for this community.

Stelmach thanked Ms. Gette for her dedication to this project.

Grams stated he appreciated the efforts of Ms. Gette and Ms. McDowell, as well.

B. APPROVE INTERMARQUE VINTAGE FOREIGN CAR SHOW AND CRAFT
FAIR – May 13

John Engstrom, from InterMarque, stated the annual InterMarque Vintage Foreign Auto Show and Craft Fair is back in Osseo again this year, scheduled for Saturday, May 13. This year's event will mark InterMarque's 25th annual show, and will be the sixth event in Osseo. Because it's the 25th event, InterMarque will ask each of the individual car clubs to bring their two or three best feature cars for special placement around the Park. The featured car clubs include Austin-Healey, Citroen, Delorean, Jaguar, Lotus, SAAB, Triumph, Mercedes Benz, and more. He estimated the event would have 200 cars.

Grams indicated the event takes place in downtown Osseo and Boerboom Park and draws hundreds of people to downtown Osseo. The event is open to the general public and begins at 10 a.m. and ends at 3 p.m., rain or shine. There will be a Craft Fair in the Park

again this year, along with the Osseo Lions Club offering concessions and refreshments in the Park. The Osseo Fire Department will also have the old REO available at the Fire Station. CROSS Food Shelf will have donation bins on site for anyone to drop off a food item.

Grams commented on the associated road closures noting this includes Central Avenue from 2nd Street to 6th Street. Additionally, one block of 5th and 4th Streets on either side of Central Avenue will also be closed. There will be accommodations for residents and business owners to reach alleys as needed. The Police Department will set up No Parking signs overnight before the event. Both Public Safety garage accesses (Police and Fire) will remain completely open through the duration of the event.

A motion was made by Johnson, seconded by Zelenak, to approve the 2017 InterMarque Vintage Foreign Auto Show and Craft Fair with associated road closures. The motion carried 4-0.

C. ACCEPT DONATIONS TO GATEWAY SIGN FUND (Resolution)

Grams indicated the Osseo Economic Development Authority and the Highland Management Group have donated \$60,000 and \$100, respectively, to be placed in the Gateway Sign Fund. Staff recommends the Council accept the donations.

A motion was made by Zelenak, seconded by Stelmach, to adopt Resolution No. 2017-34 accepting donations from the Osseo Economic Development and the Highland Management Group in the amounts of \$60,000 and \$100, respectively. The motion carried 4-0.

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

Grams indicated the Osseo American Legion Club has donated \$1,000 to the City for Music and Movies in the Park. Staff recommends the Council accept the donation.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2017-35 accepting a donation from the Osseo American Legion Club in the amount of \$1,000. The motion carried 4-0.

E. ACCEPT DONATION TO SPRING FOOD TRUCK EVENT (Resolution)

Grams indicated LCI – Lawinger Consulting, Inc., has donated \$300 to be used for the 1st Annual Spring Food Truck Event. Staff recommends the Council accept the donation.

A motion was made by Johnson, seconded by Zelenak, to adopt Resolution No. 2017-36 accepting a donation from the LCI – Lawinger Consulting, Inc., in the amount of \$300. The motion carried 4-0.

F. ACCEPT DONATIONS TO BEAUTIFICATION/FLOWER FUND (Resolution)

Grams indicated the Malone Insurance Agency and Harold E. & Gayle Johnson (in memory of Ruth Ervasti, Earl Hoppenrath, Rosella Lindquist, Steve Simons & Rawland Trombley) have donated \$100 and \$500, respectively, to be placed in the Beautification/Flower Fund. Staff recommends the Council accept the donations.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2017-37 accepting donations from the Malone Insurance Agency and Harold E. & Gayle Johnson in the amounts of \$100 and \$500, respectively. The motion carried 4-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE AGREEMENT WITH REVOLUTIONARY SPORTS FOR 2017 YOUTH RECREATION PROGRAM

City Planner Nancy Abts stated Revolutionary Sports proposes to provide a variety of youth sports classes as camps in Osseo in June, July, and August 2017. Staff worked with the provider and the City Attorney to prepare formal agreements with the service providers. Services will be paid for with the Youth Recreation budget and participant registration fees. Staff recommended approval of the agreement.

Johnson questioned what changes were made to the agreement since the last Council meeting. Abts explained the effective date was changed from April 11 to April 25.

A motion was made by Johnson, seconded by Zelenak, to approve the summer youth program agreement as presented. The motion carried 4-0.

B. APPROVE SUBSIDIES FOR 2017 YOUTH RECREATION PROGRAMS

Abts stated once agreements for the programs are in place, the City can begin offering the programs. The Council should set resident and non-resident registrations rates for the programs. The Parks & Recreation Committee recommended offering a large discount to Osseo residents. The Committee wanted to maximize the program's value for Osseo residents. The '75 percent off' cost would provide subsidies to a smaller number of kids--perhaps 100. But, kids might enroll in several programs. So, the ~100 subsidized registrations may not serve many individuals. To serve more Osseo residents, a limited subsidy is proposed. According to the Census Bureau, there are around 300 Osseo residents in the targeted age range for these programs.

Abts explained a revised plan would give residents a 30 percent discount, plus cover the full cost of the mural project. Registration fees for residents and non-residents were reviewed by staff. She reported this rate structure could serve ~250 Osseo registrations across all programs. There would be just under 500 registrations from all residents and non-residents. Many participants may choose to register for more than one class or camp. However, projections are for the subsidies to benefit over 100 distinct participants.

Abts reported staff recommends taking registrations on a first-come, first-served basis. Osseo resident discounts will be given until a maximum of \$6,500 has been used. A disclaimer will be included on the registration materials. After that amount has been reached, residents can continue to register for classes at the standard rate. (The remaining \$1,500 in the budget will be held as a contingency amount.) The City will handle the discounted registrations for both programs. Then, the City will pay the contractors for their services.

Stelmach questioned if the subsidy would be only offered to Osseo residents. Abts reported this was the case.

Stelmach stated he supported the program being subsidized in order to get more Osseo families involved in these summer youth programs.

Zelenak asked when the City would begin taking registrations. Abts anticipated staff would have the City's website available for registrations by the end of the week.

A motion was made by Johnson, seconded by Zelenak, to approve the summer youth program subsidies as presented. The motion carried 4-0.

10. NEW BUSINESS

A. APPROVE OSSEO SPRING OPENER EVENT – May 20

Grams stated Councilmember Stelmach and EDA President Todd Woods were present to give the Council a presentation on the Osseo Spring Opener Event, to be held on May 20.

Todd Woods commented on the objective of the Spring Opener Food Truck Event. He believed this event would draw individuals into the community and fit well with the City's mission. He discussed the location of the event noting trucks would be located around Boerboom Park so only one City block would need to be closed. He explained the Osseo Lions Club will host a beer garden.

Stelmach described where parking would be located and reviewed the final advertising and budget numbers for the event. It was noted the event was estimated to cost \$6,500.

Zelenak questioned what work would be completed by the Public Works Department. Stelmach discussed the work that would be conducted by both the Public Works and Police Departments.

Johnson asked if there would be any seating for this event. Stelmach stated individuals would be encouraged to bring blankets or folding chairs to the event.

Johnson stated he appreciated the new layout being proposed for the food truck event. He believed that the City would learn a great deal by hosting the event.

Stelmach requested the Mayor be present at the event in order to welcome the attendees to the Spring Food Truck Event.

Zelenak understood that the EDA had committed to covering 50% of the events costs. Stelmach reported this was the case. He commented on his efforts to solicit sponsors for the event. Mr. Woods anticipated the event would be receiving a number of donations from Osseo businesses.

Johnson cautioned the City from asking its local business owners for too many donations. Stelmach understood the City had to be keep this in mind and he thanked those businesses that had contributed to this event.

Grams reported the Council was being asked to make a donation of \$3,250. He noted this event was unbudgeted for 2017 and stated funds would have to come out of the City's Contingency Fund. He explained the funding for the event would have to be approved by the Council on May 8. Stelmach stated he was looking into grant opportunities for assisting with the funding of the event in 2018.

Zelenak requested further information on how the event would be funded. City Attorney Mary Tietjen commented cities were not allowed to spend more than \$50,000 per year on economic development, celebrations, or festivals.

Zelenak questioned if the Council could elect to donate \$3,250 this evening to the EDA for the funding of the Spring Food Truck Event. City Attorney Tietjen stated this would be allowed.

Zelenak asked how the EDA would use donations for the event and if the City would be reimbursed for its portion of the event. Grams recommended the Council not approve a donation to the event until May 8.

Johnson stated he preferred to wait to make a contribution to the food truck event on May 8.

A motion was made by Johnson, seconded by Zelenak, to approve the 2017 Osseo Spring Opener event, related road closures, and give authority to staff to implement any necessary agreements for the event.

Stelmach requested the Council also approve a contribution of up to \$3,250 from the Contingency Fund this evening in order for all estimated costs for the event to be covered. Grams commented on the City Council's ability to make a contribution to this event.

City Attorney Tietjen advised the Council could approve covering the remaining amount of expenses not covered by the EDA contribution and donations from local businesses.

Grams stated the Council could then approve a final amount to be contributed on May 8.

Poppe supported the Council voting on the contribution on May 8 when more information on the expenses would be available.

The motion carried 3-0-1 (Stelmach abstained).

B. 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 reported he would be out of the office next week Wednesday through Friday as he would be attending the Minnesota City/County Management Association conference.

12. COUNCIL AND ATTORNEY REPORTS

Abts indicated the Step To It Challenge would begin on Monday, May 1. She encouraged the residents of Osseo to get involved in this healthy community event.

Stelmach stated he was looking forward to the Food Truck Event and thanked the Council for its support.

Johnson reported Northwest Hennepin Human Services would cease operation on May 31, 2017, after serving the community for the past 45 years. He indicated this organization stopped receiving funding from Hennepin County in June 2016. He invited the public to attend a final NWHHS event being held on Wednesday, May 10, at the Brooklyn Park Community Center.

Poppe stated the City Clean Up Day was scheduled for Saturday, April 29, from 8 a.m. to 12:00 noon. More information regarding this event could be found on the City's website.

Poppe noted the citywide garage sales would be held May 11-14. Those residents planning to have a garage sale were encouraged to contact City Hall in order for their address to be placed on a City map.

Poppe reported the InterMarque 25th Annual Foreign Car Show and Craft Fair in the Park would be held on Saturday, May 13, from 10 a.m. to 3 p.m.

Poppe indicated the 1st Annual Spring Food Truck Event would be held in Osseo on Saturday, May 20.

13. ADJOURNMENT

A motion was made by Stelmach, seconded by Zelenak, to adjourn the City Council meeting at 8:20 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.