

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
September 25, 2023**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:01 p.m. on Monday, September 25, 2023.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Ashlee Mueller, Mark Schulz, Alicia Vickerman and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelson, Interim Fire Chief Mike Cogswell, Firefighter Drew Cogswell, Firefighter Ryan Gross, Firefighter Cindy Stearns, Firefighter Chad Boelke, Firefighter David Jorgenson, Firefighter Ben Lassell, Firefighter Ty Domben, Alyson Fauske, WSB & Associates; and City Attorney Mary Tietjen.

Others present: Michael Olkives, City Resident; Teresa Aho, City Resident; Christine Hammermeister, City Resident; Afton Gross, City Resident; Kerstin Schulz, City Resident; Michelle Cogswell, City Resident; Jess Lenz, City Resident; Chris Cogswell, Minneapolis Resident; Heidi Trom, Maple Grove Resident.

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 Hultstrom, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Approve September 11 Council Minutes
- B. Accept August Lions Club Gambling Report
- C. Approve Posting for Seasonal Public Works Position
- D. Approve Hire of Community Service Officers Bobby Greene and Justin Engelmann
- E. Approve Hire of Firefighter Erin Lurie
- F. Accept Resignation of Fire Chief Mike Phenow
- G. Approve Hennepin County Library Gateway Sign Fee Waiver
- H. Accept August Fire Department Gambling Report
- I. Approve Yellow Tree Gateway Sign Fee Waiver

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

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. APPROVE SMALL BUSINESS SATURDAY SPECIAL EVENT PERMIT

Grams requested the Council approve a special event permit for a Small Business Saturday event. He reported this event would be held on Saturday, November 25, 2023 from 9:30 a.m. to 4:30 p.m. He explained a group of small business owners would like a portion of Central Avenue to be closed down for this event in order to create a pedestrian friendly area.

Schulz stated this has been a wonderful event for Osseo that helped support local businesses along Central Avenue.

A motion was made by Mueller, seconded by Hultstrom, to approve Small Business Saturday Special Event Permit. The motion carried 5-0.

B. APPROVE MINNESOTA MEDITATION CENTER SPECIAL EVENT PERMIT

Grams stated the Minnesota Meditation Center has requested a special event permit for Sunday, October 15, 2023. He explained the applicant has requested 3rd Street from 1st Avenue to the alleyway entrance be closed for a very short amount of time for a large group picture.

Schulz asked if the contract with the police department had been finalized for this event. Police Chief Mikkelson stated this has not been finalized, but noted this would be done prior to the event.

A motion was made by Schulz, seconded by Hultstrom, to approve Minnesota Meditation Center Special Event Permit contingent upon the completion of the contract with the Osseo Police Department. The motion carried 5-0.

C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Comfort Solutions Heating & Cooling	\$100	MiniDazzle
Two Scoops	\$25	MiniDazzle
Iten Garage LLC	\$25	MiniDazzle
Osseo American Legion	\$1,000	MiniDazzle

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2023-45, accepting donations from Comfort Solutions Heating & Cooling, Two Scoops, Iten Garage, and the Osseo American Legion. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE PROPOSAL FOR DITCH DREDGE PROJECT

Alyson Fauske, WSB & Associates, explained the proposed 2024 Street Improvement Project includes storm sewer improvements to North Oaks Drive. The existing storm sewer shown in green, below discharges to a ditch within the West Mississippi Watershed that extends from County Road 30 to the St. Vincent de Paul Cemetery. The ditch drainage is then conveyed via storm sewer to the east side of State Highway 169. City and Watershed staff are not aware of any maintenance activities that have taken place within the ditch therefore it is proposed that the ditch be surveyed and modelled to determine its existing capacity, and dredged if it is determined that maintenance is necessary. The engineering and construction costs of the project are eligible for a 50/50 cost share with the West Mississippi Water Management Commission (WMWMC). We met with WMWMC staff to discuss the proposed scope of the project, the criteria for cost share and the parameters for modelling. The proposal dedicates time to applying for WMWMC cost share and the associated administrative costs.

Ms. Fauske stated the recommended budget for this project is \$250,000 which assumes a large quantity of material will need to be removed. An opinion of probable cost will be provided with plans and specifications. Funding for the city's portion of the proposed improvements would be from the storm sewer fund. The proposed fee for design and bidding services is \$45,141.50 and will be billed on an hourly, not-to-exceed basis. As noted in the proposal additional fees of \$750 to \$1,250 per parcel may be necessary to obtain easements over the ditch. She commented further on the proposed project timeline and recommended the project be completed in the winter of 2024-2025.

Vickerman asked if there has been any overflow or flooding concerns in this area. Ms. Fauske stated she was not aware of any overflow concerns.

Hultstrom explained she walked by this area often and she was pleased to see that some of the debris in the ditch had been cleaned up.

Schulz reported over the past several years there has been a drought, but he supported this area being cleaned up in order to be prepared for a large rain event as designated by the watershed district.

A motion was made by Vickerman, seconded by Schulz, to approve the engineering proposal for the ditch dredging project with WSB & Associates. The motion carried 5-0.

B. APPROVE SANITARY SEWER RE-TELEVISIONING AND DISCUSS 2024 STREET PROJECT UPDATES

Alyson Fauske, WSB & Associates, stated the 2024 Street Reconstruction & Rehabilitation Project consists of street improvements throughout the City. Staff reviewed the streets within the project area. It was noted the City Council Ordered the Improvements at the August 28, 2023 meeting and directed staff to get a quote to re-televise the sanitary sewer within the residential portion of the project, to investigate leak detection services for the watermain, and to look into applying for the Local Road Improvement Project (LRIP) grant. She clarified the City completed leak detection services on this watermain in May of 2023. Staff commented further on the 2024 Street Project and requested direction from the City Council on how to proceed with the televising work.

Schulz stated he supported the re-televising of these lines given the fact it has not been done in four years. He thanked Staff for looking into when the watermain was last inspected and noted he does not support the City pursuing further leak detection measures.

Mueller concurred with Councilmember Schulz.

A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2023-46, accepting quote and awarding the contract for sanitary sewer televising the streets within the 2024 Street Improvement Project to Hydro Kleen. The motion carried 5-0.

Ms. Fauske commented further on the Local Road Improvement Project (LRIP) grant. She stated following the Council's last meeting, the solicitation for the grant package came out and a summary of the six criteria for eligibility were reviewed. She explained this project does not check any of the boxes when it comes to the six criteria, except for the fact this would be a 10 ton route, but staff could not ensure if the surrounding roadways were 10 ton routes. She reported if staff were to pursue this grant, the City would have to work in coordination with Hennepin County.

Vickerman asked what the differences in the roadway would be if it were to be a 10 ton route. Ms. Fauske commented on the gravel and asphalt requirements for a 10 ton roadway design.

Poppe questioned what additional research would be needed for this grant. Ms. Fauske stated she would need to take a look at what 10 ton route would be in place to see if the City could apply for this grant. In addition, the City would need a Resolution of Support from Hennepin County.

Vickerman inquired if there was any cost consideration in applying for the grant. Ms. Fauske reported there would be no cost consideration, except for the City providing a letter to Hennepin County saying the City was interested in pursuing a grant for this project. At that point, the County staff includes the letter in their Resolution of Support. She indicated she was uncertain what type of vetting would be conducted by the County. She explained she did not understand what the implications would be if the City requested a Resolution of Support and then was found to not have a 10 ton route.

Vickerman state she was unsure how to proceed. While she wanted to know if this was a possibility, she understood there may not be enough time to gather all the necessary information. Ms. Fauske indicated there was a process involved in applying for the grant and noted the grant process was very competitive. She commented on how this project may not view favorably for a grant when only one box would be checked noting other projects may have several boxes checked. She further discussed the grant timeline and how this could impact the bidding for the City's project.

Schulz stated sending a letter of interest would be easy to do. He asked if the City had any indication from this letter the City would move ahead in the process. Ms. Fauske explained in discussions with the County they have not encountered this type of situation before, noting the challenge is the City does not know if they can take this project across the finish line. She stated if the Council would like to take a look at the 10 ton route options, she can communicate with Hennepin County staff to learn what the next steps would be. She reported if a 10 ton route could not be found, the request for support would have to be rescinded.

Vickerman indicated she did not believe it was prudent to move forward with the grant opportunity at this time.

Poppe agreed stating the professional fees and the upgrade on the road would cost the City an additional \$10,000 to \$20,000.

Schulz and Hultstrom did not believe it was feasible to move forward on this grant.

C. APPROVE POLICE DATA STORAGE SERVER SHARING AGREEMENT

Police Chief Mikkelson stated he was currently moving the departments Records Management System data from a hosted environment by Central Square to a local storage that the South Lake Minnetonka will manage. He explained he must sign the Data Storage Server Sharing Agreement outlining how the data will be managed. To make the transfer, all twelve agencies agreed to use both MEI Professional Services and GTEL Professional Services for the data migration.

Schulz and Mueller fully supported the new data storage server system.

A motion was made by Hultstrom, seconded by Schulz, to approve the signing of the data storage server sharing agreement. The motion carried 5-0.

Grams requested Item 10F be discussed next.

F. APPROVE MIKE COGSWELL AS INTERIM FIRE CHIEF

Grams stated Fire Chief Mike Phenow submitted his resignation letter to the City, which will be accepted by the City Council on Monday, September 25. After meeting with the current leadership team on the Osseo Fire Department, as well as the Council Risk Management Committee and Council Human Resources Committee, the City has offered current Fire Captain 11 Mike Cogswell the Interim Fire Chief position. He has accepted the position on an interim basis.

Schulz suggested a City cell phone be an option for this position. He explained he met with Mike Cogswell and stated he felt very good about appointing him as the Interim Fire Chief.

A motion was made by Hultstrom, seconded by Vickerman, to approve Mike Cogswell as the Interim Fire Chief for the Osseo Fire Department. The motion carried 5-0.

D. APPROVE FIRST READING OF MAYOR/COUNCIL PAY ORDINANCE AMENDMENT

Grams stated per Osseo ordinance, the City reviews Mayor and Councilmember pay every two years to ensure that pay amounts are consistent with other cities in the seven County Metro area. Staff conducted a survey of those cities for Mayor and Council pay amounts. The City's current pay amounts, on average, were approximately \$900 to \$1000 under the average for the Mayor position, and approximately \$900 under the average for City Council positions. Thus, the recommendation is to increase the Mayor annual pay from \$4600 to \$5600 annually, and increase the City Council pay from \$3600 to \$4500 annually beginning in 2024. Additionally, the ordinance should reflect that this review should be conducted in odd years. The reason for this is to avoid Councils from setting or changing pay amounts after an election is completed and the results are known.

Schulz stated he supported the proposed Ordinance and thanked staff for their efforts on this item.

A motion was made by Schulz, seconded by Mueller, to approve the First Reading of the City Council pay Ordinance and set the Mayor annual pay at \$5,600 and the City Council annual pay at \$4,500. The motion carried 5-0.

E. APPROVE CITIZEN APPOINTMENT

Grams explained citizen appointments are made each year to various commissions and committees. After Ashlee Mueller was appointed to City Council, four vacancies on various commissions and committees existed. All but one vacancy, on the Parks and Recreation Committee were previously filled. He explained the City received a letter of interest from Dan Penny to serve on the Parks and Recreation Committee.

Mueller reported she previously served with Dan Penny on the Planning Commission and noted she supported him serving on the Parks and Recreation Committee.

A motion was made by Mueller, seconded by Hultstrom, to adopt Resolution No. 2023-47, appointing Dan Penny to the Parks and Recreation Committee. The motion carried 5-0.

G. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked Fire Chief Mike Phenow for his years of service on the fire department.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom thanked Fire Chief Phenow for his service to the City and she welcomed Interim Fire Chief Cogswell to his new position. Hultstrom reported last week the League of Minnesota HR and Data Practices Committee finished up their legislative session.

Mueller thanked Fire Chief Phenow for his great leadership and service to the community over the years.

Vickerman thanked Fire Chief Phenow for sharing his expertise with the City of Osseo and thanked Interim Chief Cogswell for his continued commitment to the community.

Schulz thanked Fire Chief Phenow for his service as a firefighter and Fire Chief. He wished him all the best in the future.

Poppe thanked Fire Chief Phenow for all he has done for the Osseo Fire Department.

13. ANNOUNCEMENTS

Poppe invited residents to visit the last farmers market on Tuesday, September 26 from 3:00 p.m. to 6:30 p.m.

Poppe reported this week was the last week for trolley rides.

Poppe explained City Hall would be closed on Monday, October 9 for Indigenous People's Day.

Poppe reported the next City Council meeting would be held on Tuesday, October 10.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Mueller, to adjourn the City Council meeting at 8:06 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial