

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
SEPTEMBER 14, 2009**

1. CALL TO ORDER

Mayor John Hall called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, September 14, 2009.

2. ROLL CALL

Members present: Council members Brian Kleven, Steve Menth, Steve Parks, Ken Schreiber, and Mayor John Hall.

Staff present: City Administrator Greg Withers, City Attorney Loren Magsam, City Planner Jeffrey Dahl, and Deputy Clerk LeAnn Larson.

Others present: John Cochran, Alicia Miller, Duane Poppe, Mark Schulz, Joe Gladke, Mark Murray, Tom Bullington, Carol Isenhower, and Ron Barger.

3. PLEDGE OF ALLEGIANCE

Hall led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Hall asked for additions or deletions to the Agenda.

**A motion was made by Menth, seconded by Parks, to accept the Agenda as presented. The motion carried 5-0.**

5. CONSENT AGENDA

- a. Receive August Building Report
- b. Receive August Fire Report
- c. Approve Sale of City Surplus Cars
- d. Approve Liquor License Application for Nectar Wine Bar & Bistro
- e. Approve Accounts Payable (Listing 091409, dated 9/10/09 2:17 PM, for \$56,678.76)

Hall requested item 5.d. be removed from the Consent Agenda

**A motion was made by Menth, seconded by Parks, to approve the Consent Agenda as amended. The motion carried 5-0.**

5.d. Hall asked if it was wise to hold this application until after the background application has been completed. Withers said no, the background approval is anticipated any day and the business owner wants to be able to discuss liquor options with distributors. Withers said the background investigation must be passed before any license will be granted.

**A motion was made by Hall, seconded by Parks, to approve item 5.d. Approve Liquor License Application for Nectar Wine Bar & Bistro pending approval of the background investigation. The motion carried 5-0.**

6. MATTERS FROM THE FLOOR

Carol Isenhower, 100 3<sup>rd</sup> Street NW, said street cleaning near Central Avenue was being done while the crafters were operating and made for dusty conditions. Withers noted the street sweeping was being done by the contractor for the street project, and they were told to stop once we were aware of it.

Duane Poppe, 408 5<sup>th</sup> Avenue NE, said the Council had been working on the 2010 budget, and he thanked staff and the Council for their hard work.

7. SPECIAL BUSINESS

a. BOTTINEAU BOULEVARD ALTERNATIVES ANALYSIS PRESENTATION

Joe Gladke, Hennepin County, presented the results of the Bottineau Corridor Analysis. The results are available for public input at several upcoming public open houses meetings in this area. The open houses will be hosted by staff from Hennepin County and the SRF consulting Team to provide information on study analysis results for preferred transitway alternatives. This analysis includes the characteristics, benefits, opportunities, impacts, and costs of two transitway modes, including Light Rail Transit (LRT) and Bus Rapid Transit (BRT) on various alignments.

Gladke stated to pare down the number of alternatives for more detailed study, stakeholder study committees developed an initial screening process and met with staff from study area communities to review the options. The purpose of this initial screening was to identify alternatives that best meet the purpose and need. Screening criteria included:

- Service area (the potential for the concept to serve current and future transit users in the study area).
- Service efficiency (the potential to provide fast/direct service connecting activity centers).
- System connectivity (the potential to integrate with the bus route system and Regional Transitway System Plan).
- Compatibility with existing infrastructure (the potential to provide an improvement that is financially feasible and avoids impacts on existing land use and environmental resources).

According to Gladke, the next steps will be:

- Continue development of alternatives, including: Stations, Alignment, & Feeder bus
- Conduct detailed analysis of alternatives; and
- Review results to identify most promising options.

Open houses in our area are as follows:

- Thursday, October 1, 6-8 p.m., Maple Grove City Hall
- Wednesday, October 7, 6-8 p.m., Brooklyn Park City Hall

Kleven pointed out the options presented all go around Osseo, not through Osseo. Gladke stated the five goals of the Study were to: 1) Enhance regional mobility and local accessibility; 2) Expand the effectiveness of transit service within the transitway; 3)

Provide a cost-effective and financially feasible transportation system; 4) Encourage transit supportive land use and development patterns; and 5) Support sustainable communities and sound environmental practices/policies.

Many evaluation measures include the following: population and employment concentrations served, transit-dependent populations served, average transit trip length, service times, system linkages, total riders, user benefits, area traffic impacts, directness of routes, new riders, park-and-ride capacity/availability, cost effectiveness, environmental impacts, energy impacts, use of existing infrastructure, etc.

Kleven stated the Maple Grove Transit system already enjoys the use of the freeway for transportation to downtown Minneapolis. Why isn't there an option being considered to run along Co Rd 81? Gladke said cost and ridership are key criteria for alternatives. Also, federal funds may have an impact on where the alternative routes are completed.

Hall stated considering the size of the Minneapolis/St. Paul suburban area, mass transit options are lacking.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

a. APPROVE PRELIMINARY 2010-2011 BUDGET & TAX LEVY (Resolution)

Withers presented the preliminary 2010 Budget and tax levy. The General Fund Levy amount is set at \$1,023,491. This includes \$792,552 for the general property tax levy and \$45,600 for the EDA levy. The total budget for 2010 is proposed at \$2,021,069.

The preliminary 2010 budget at \$2,021,069 is down \$19,932 from the adopted 2009 budget of \$2,041,001; this amounts to a 0.98 percent decrease. Overall, Local Government Aid (LGA) is anticipated for 2010 to be down by 11.69 percent to \$653,918.

General property taxes are projected at \$792,651 for 2010. This figure is up 1.79 percent from the 2009 adopted property tax figure of \$778,720.

Withers stated there are several allowable special levies, but the levy of \$45,600 by the EDA is the only special levy incorporated in this 2010 budget.

Hall said one key area of budget reduction came in earmarking \$60,000 for 2010 street/alley maintenance. The budgeted amount in 2009 was \$125,000. Hall stated he was concerned about adequately maintaining the City streets.

Withers stated again the overall property tax decrease for 2010 is 0.98 percent with this preliminary levy.

Withers said the City could sell tax-exempt bonds to temporarily finance certain expenditures, such as the purchase of a new police building. The proceeds of the tax-exempt bonds would be used to reimburse the expenditure. Withers said a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City is required for such a process.

Hall spoke of using bond proceeds for another need for the City, a standby generator for the police building and City Hall.

Schreiber said he was not in favor of using the proceeds of tax-exempt bonds to reimburse certain expenditures as discussed. He said the police building project could be done next year. Withers said the Council has already agreed to receive federal grant funds for the police building project, which must be spent now, not next year. Withers also stated the long-range plan for a new police building appears to be realized in a cost-effective manner with the proposed project.

Withers stated the \$300,000 City share for the police building plus additional funds to remodel the building for police purposes was already removed from the preliminary budget figures. If bonds for the project were not sold, the preliminary budget would need to be increased to cover the costs of the “new” police building project.

**A motion was made by Kleven, seconded by Schreiber, to adopt Resolution No. 2009-54 Approving the 2009 Proposed Property Tax Levy Collectible in 2010. The motion carried 5-0.**

**A motion was made by Kleven, seconded by Parks, to adopt Resolution No. 2009-55 Declaring the Official Intent of the City of Osseo to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City. The motion carried 4-1 (Schreiber-nay).**

b. APPROVE ORGANIZATION OF CITY INTO DIVISIONS

Withers presented a proposed city Organizational Chart. Attached to this memo is a proposed City Organizational Chart.

The City Council is served by the EDA Commissioners, the Heritage Preservation Commissioners, and the Planning Commissioners, all appointed advisory positions to the Council. The appointed positions of City Attorney and City Engineer also serve the City Council and the City Administrator. The City Administrator is an appointed position that serves the Council. The City Administrator in Osseo also holds the positions of City Clerk and City Treasurer, and directs the administration of City affairs and coordinates the activities of the City.

Below the City Administrator position are five positions which are proposed to be Division Directors or Chiefs: Public Services Director; Fire Chief; Police Chief; [Clerk/Treasurer;] and Development Services Director. Withers has been referring to these positions jointly as the “DC Team” for Directors and Chiefs – the management team. The Fire Chief is a member of the paid-on-call department and is not a full-time employee. New to this list, but discussed with the Council at a recent work session, is the Development Services Director (DSD).

The Division of Development Services would include the Departments of Administration, Planning and Land Use, Protective Inspections, and Economic Development. These subdivisions are made for the sole purpose of accounting for costs and recording the services provided by the City. It is to enable the SERV program Withers has been describing to the Council. To describe one further division, Planning and Land Use has sections of Long-Range Planning, GIS/Mapping, and Land Use/Zoning. Protective Inspection has sections of New Construction, Plan Review, Re-Construction/Habilitation, Rental Housing, and Truth-in-Housing. Economic

Development has sections of Development Incentive, Business Retention, Home Ownership, and CBD Improvements.

It is proposed the DSD supervise two contract employees: the Building Inspector and the Rental Housing Inspector. Withers proposes City Planner Jeffrey Dahl be appointed DSD. However, an Employment Agreement similar to the other Directors and Chiefs has not been completed, at this point.

The [Administrator]Clerk/Treasurer would head the Administrative/Financial Services Division, which would include: Administrative, Executive Services, Elections, Human Resources, Licenses and Permits, Records, Risk Management, Accounting, Banking and Investments, Payroll, and Assessor. Full-time Division employees are the Deputy Clerk and the Finance Officer.

The Police Services Division is headed by the Police Chief. There are four full-time officers and a full-time Administrative Assistant. Departments include Administration, Community Education, Patrol, Communication, Disaster Preparedness, and City Security Services.

The Fire Chief is head of the Fire Services Division which includes departments of Administration, Prevention, Suppression, Emergency Medical, Rescue, and Communication. Other paid-on-call positions in the Fire Services Division include six officers: Chief 2; Captain 11; Lieutenant 11; Captain 12; Lieutenant 12; and Lieutenant 13.

The Public Services Director heads that Division. Two full-time employees with the title Public Services Maintenance are part of the Division. The Department of Transportation includes sections of Streets and Alleys, Boulevards and Sidewalks, and Parking. The Department of Lands and Buildings includes sections of Parks, Buildings, and Park Buildings. The Utility Department includes sections of Water Services, Waste Water Services, Solid Waste Services, Storm Water Services, and Wi-Fi Services. The Department of Vehicle Maintenance includes sections of Preventive Maintenance, Minor Repairs, Major Repairs, Body Work, Warranty Work, and Dealer Technical Service. The final Department is Farmers Market which includes Marketing and Site Layout.

There are 13 full-time employees, which has been consistent over the last 4-5 years. Withers recommends the Council adopt this Positional Organization Chart by resolution.

**A motion was made by Parks, seconded by Schreiber, to adopt Resolution No. 2009-56 Adopting a Positional Organization Chart as outlined. The motion carried 5-0.**

c. CONFIRM EDA ACTION TO CONTRACT WITH CITY PRIME FOR MARKETING PLAN

Withers stated the EDA had approved Phase II—Development of a Marketing Plan—to aid in promotion of Osseo. The Plan will include the following: Image Reflection—Communications and Marketing Audit; a 360 Viewpoint: Analysis of the 2006 St. Thomas Research, personal interview, and an online survey; and, Comprehensive Communications Strategy Creation. The estimate for Phase II is \$7,500-\$9,000.

**A motion was made by Schreiber, seconded by Menth, to confirm the EDA action to contract with CityPrime for Development of a Marketing Plan. The motion carried 5-0.**

11. ADMINISTRATOR-CLERK-TREASURER'S REPORT

Withers noted the upcoming open house for the rental licensing and inspection program this Thursday, September 17, at the Community Center from 5-7 p.m. He stated any issues with the Council laptop computers should be reported to City Hall for correction.

12. COUNCIL AND ATTORNEY REPORTS

Magsam had no report.

Menth said Lions Roar was successful.

Parks encouraged everyone to shop locally and support the Central Avenue businesses especially during the street reconstruction.

Kleven encouraged everyone interested in transitway options to attend an area open house public input event.

Schreiber said he does all his shopping in Osseo and thought the fireworks display was cool.

Hall said there has been consolidation of offices for the Osseo Maple Grove Press, so a number of additional employees are now located in the Osseo office. He noted the success of the Lions Roar festivities. Hall stated he has obtained the necessary permits to demolish his fire-damaged garage and erect a new garage. He said a rumor about the Central Avenue project being over budget is untrue.

13. ADJOURNMENT

**A motion was made by Menth, seconded by Parks, to adjourn the City Council meeting at 8:40 p.m. The motion carried 5-0.**

Respectfully submitted,

LeAnn Larson  
Deputy Clerk