

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
December 13, 2010**

1. CALL TO ORDER

Acting Mayor Steve Parks called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, December 13, 2010.

2. ROLL CALL

Members present: Council members Steve Parks, Duane Poppe, Mark Schulz, and Rick Weber.

Members absent: Mayor Steven Menth.

Staff present: City Administrator Jeffrey Dahl and Police Chief Tom Hartkopf.

Others present: Rebecca Kurtz, Randy Engel, Al Lindquist, Allan Hartkopf, Ron Barger, and Alicia Miller.

3. PLEDGE OF ALLEGIANCE

Parks led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Parks asked for additions or deletions to the Agenda.

Weber requested Item 10.H. be added to the agenda to Discuss Procedures for Snow Emergencies.

**A motion was made by Schulz, seconded by Poppe, to accept the Agenda as amended. The motion carried 4-0.**

5. CONSENT AGENDA

- A. Approve City Council Minutes of November 8, November 22, and December 6
- B. Receive November Building Report
- C. Receive November Fire Report
- D. Receive November Police Report
- E. Approve Audit Engagement Letter for 2010 Audit
- F. Adopt Resolution No. 2010-39 Authorizing Submittal of Annual Grant Application for Recycling and Execution of Grant Agreement
- G. Consider TimeSaver Off Site Secretarial Service Addendum Agreement
- H. Approve Captain 11 (Lynne) and Lieutenant 12 (Evans) Positions
- I. Receive American Legion November Gambling Report
- J. Receive Fire Relief Association November Gambling Report
- K. Approve 2011 Calendar for City Council, EDA, and Planning Commission Meetings

**A motion was made by Schulz, seconded by Poppe, to approve the Consent Agenda. The motion carried 4-0.**

6. MATTERS FROM THE FLOOR – None.
7. SPECIAL BUSINESS – None.
8. PUBLIC HEARINGS – None.
9. OLD BUSINESS – None.
10. NEW BUSINESS

A. CONFIRM EDA ACTIONS FROM DECEMBER 6 MEETING

Dahl reviewed the discussion of the EDA at its last meeting. He indicated the Special Service District was considered and tabled to January. Both 533 Central Avenue and 226 Central Avenue were discussed. An EDA work session meeting was scheduled to discuss the Iten Building on January 3, 2011. Priorities in 2011 were the final topic of discussion for the EDA.

**A motion was made by Poppe, seconded by Schulz, to confirm the actions of the EDA at the December 6 meeting. The motion carried 4-0.**

B. CONSIDER FINANCIAL MANAGEMENT PLAN BY EHLERS & ASSOCIATES

Dahl indicated the City was in the process of creating a comprehensive Capital Improvements Plan (CIP). Most of the work has been accomplished by engineering consultants along with City staff. Now that the City has a clearer understanding of upcoming capital improvements over the next 5-10 years, the Council needs to determine how to pay for these expenditures by creating a Financial Management Plan (FMP).

Dahl noted the City has worked with Ehlers & Associates for many years and they have submitted a proposal to assist the City in creating an FMP that would include the CIP. The estimated cost for this plan was not to exceed \$10,000 and would be paid in 2011.

Rebecca Kurtz, Ehlers & Associates, indicated the FMP would assist the Council with reaching financial goals to fund future capital improvements. The FMP would allow the City to have the proper financial tools in place allowing the City to take a step towards fiscal responsibility. The FMP would be a valuable budgeting tool as well.

Poppe indicated the FMP would work together with the CIP while the Council reviews the budget annually. Dahl agreed stating the document would greatly assist staff in planning for future expenses.

**A motion was made by Schulz, seconded by Poppe, to approve the Financial Management Plan by Ehlers & Associates for an amount not to exceed \$10,000. The motion carried 4-0.**

C. APPROVE READING AND ADOPTION OF ORDINANCE AMENDING COUNCIL SALARIES

Dahl indicated late 2009 the Council decreased the salaries of the Mayor and Council members. An increase would be automatic each year, unless action was taken by the Council. He stated the Council has agreed to amend the Ordinance to retain the reduction of the Mayor and Council salaries for 2011.

**A motion was made by Poppe, seconded by Weber, to approve the reading and adoption of an Ordinance Amending Chapter 30 of the City Code to Temporarily Reduce Mayor and Council Salaries. The motion carried 4-0.**

D. ADOPT 2011 CITY BUDGET AND TAX LEVY (Resolution)

Dahl presented the Council with a detailed overview of the 2011 budget and property tax levy. He reviewed the budget timeline over the past several months stating a Truth in Taxation meeting was held last week to allow for public comment on the budget and levy. It was noted the budget had to be approved and certified to the County by December 28.

Dahl indicated the preliminary General Fund operating budget was down 3.8% with overall salaries down 9% from 2010. He further broke down the budget expenditures and revenues. Staff reviewed the cost of City services for an average home in the Osseo. It was stated the general fund levy makes up 38.8% of revenues while LGA makes up 40% of revenues. He indicated the LGA funding level was still unknown for 2011, but Staff was anticipating another reduction.

While the General Fund operating budget was down, Dahl explained a 5.3% total levy increase, due to special levies, was planned. He indicated he would take any comments or questions and recommended the Council adopt the 2011 budget and property tax levy.

**A motion was made by Poppe, seconded by Weber, to adopt Resolution 2010-40 Approving the 2011 City Budget and Property Tax Levy. The motion carried 4-0.**

E. APPROVE EMPLOYEE AGREEMENT FOR POLICE CHIEF POSITION WITH THOMAS HARTKOPF

Dahl explained that at the last Council meeting, Council directed staff to meet with Police Chief Hartkopf to draft an employee agreement. He met with Chief Hartkopf on November 30, and summarized the revisions made to the agreement in detail. Dahl recommended Council approval of the employment agreement.

Parks noted the unpaid leave concerned him as the Chief could be out of the City for two months out of the year.

Weber questioned if Staff was comfortable with the unpaid leave, if the City would have communication with the Chief while on leave. Dahl stated he was comfortable stating he has never had a communication issue with Chief Hartkopf. Chief Tom Hartkopf indicated he had six weeks vacation with his previous employer and explained he would be available while on leave, if necessary. Hartkopf indicated he could be recalled if there were any major events that needed his attention.

Poppe asked how the officers within the department felt about the six weeks of unpaid leave. Chief Hartkopf stated this was discussed and no issues were brought up. He suggested a patrol sergeant be established while he is on vacation in order to have an officer in charge.

**A motion was made by Weber, seconded by Schulz, to approve the employee agreement with Thomas Hartkopf as police chief effective December 13, 2010. The motion carried 4-0.**

F. CONSIDER POLICE BUILDING CONSULTANT AGREEMENT

Dahl indicated the police department building was assessed last year and required immediate action to mitigate the mold on site. The mold was removed this fall but the drainage issues still remain. He stated a new facility for the police department was necessary to allow the department to properly function in the City.

Dahl noted a Police Building Relocation Committee was established in October to discuss the needs of the department both now and in the future. The Committee determined that a professional consultant was needed to assess all options and provide the City with potential costs. This would allow the City to evaluate the information more thoroughly.

Dahl explained several architects were approached and bids were requested. He indicated four RFPs were received and the Police Building Relocation Committee reviewed this information in detail last week. Staff recommended Buetow & Associates proceed as the consultant and that the Council approve the scope of services not to exceed \$7,450. He indicated \$10,000 was allocated in the 2011 budget for these services.

Poppe questioned what the City would be receiving through this scope of service. Randy Engel, Vice President with Buetow & Associates, understood the cost stipulations the City had at this time and would keep that in mind while completing the scope of services for Osseo. He indicated he would speak with the Chief of Police, discussing the daily needs of police operations. He would then work to create a plan that culled all of this information within a final report proposing a properly working facility. The goal would be to create a police presence in the City that Council and its residents would be proud of.

Weber asked if a facility plan was included within the report. Mr. Engel stated a blueprint would not be included but a functioning design would be included in the final report.

**A motion was made by Poppe, seconded by Schulz, to approve the scope of services with Buetow & Associates for police building consultation work in an amount not to exceed \$7,450 plus reimbursable expenses. The motion carried 4-0.**

G. ACCOUNTS PAYABLE

Dahl reviewed the Accounts Payable with the Council.

**A motion was made by Schulz, seconded by Weber, to approve the Accounts Payable (Listing 121310AP, run 12/09/10 11:38 AM, for \$59,217.83) as presented. The motion carried 4-0.**

H. DISCUSS PROCEDURES FOR SNOW EMERGENCIES

Weber thanked the Public Services staff for working so diligently to clear the City after the snow storm this past weekend. He then requested information from staff on how snow emergencies were handled within the City. He wanted to be assured that the Police Department had clear access in times of emergencies.

Chief Hartkopf explained the Police Department had difficulty getting through the City on Saturday with the heavy snowfall. The Public Services Department was contacted and lent a four-wheel drive vehicle to the Police Dept. to navigate through the storm.

Weber indicated the Police Department did not have a four-wheel drive vehicle to use in winter storm situations. He suggested the Fire Department command vehicle be allowed to be used in the future.

Schulz agreed with this recommendation stating the Police Department needs to be able to get through the City in all weather conditions. He stated the Council should create a policy allowing the Police Department to use the command vehicle in future winter storm situations. It was imperative that the City be prepared for public safety.

Dahl indicated the first step would be to hold a department head meeting, allow for feedback, and create a level of understanding on this issue. This would allow for a process or policy for this situation. Council requested that this issue be dealt with sooner than later.

Schulz wanted to be assured that the Fire Department's communication was not hindered through this change. The Council was in agreement.

#### 11. ADMINISTRATOR-CLERK-TREASURER'S REPORT

Dahl explained there were no issues that needed to be discussed at the end of December and the next meeting of the Council would be January 10, 2011. He noted the City would have an Open House for Mayor Menth and Council member Parks on January 10 before that Council meeting.

Dahl stated mold was mitigated at the police building and air levels were good. He indicated the Planning Commission was meeting on December 20 to discuss conditional use permits for the Osseo Learning Center and a pawn shop.

Dahl thanked the Public Services staff for clearing the City after the recent storm.

Schulz questioned when the Fire Department doors would be installed. Dahl stated the doors would be installed in the next 10 days.

#### 12. COUNCIL AND ATTORNEY REPORTS

Weber thanked everyone for working to clear snow in the City.

Schulz thanked City staff and the Police and Fire Departments for keeping the City safe through the storm. He thanked the business owners for discussing the Special Services District on how to handle future snow removal downtown. He wished everyone Happy Holidays.

Parks thanked the City employees for working so diligently to clear the City from the major snow storm.



13. ADJOURNMENT

**A motion was made by Parks, seconded by Schulz, to adjourn the City Council meeting at 8:14 p.m. The motion carried 4-0.**

Respectfully submitted,

*TimeSaver Off Site Secretarial Service, Inc.*