

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
November 14, 2016**

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, November 14, 2016.

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, and City Attorney Mary Tietjen.

Others present: Breanne Rothstein, Connor Maloney, Karina Erikson, Martin Duffy, Mary Moyle, Dorothy Clarke, Daryl Kirt, and Steve Van Hout.

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

5. CONSENT AGENDA

- A. Approve Council Minutes of October 24
- B. Receive October Building Report
- C. Receive October Fire Report

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

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. THE NEST BACKPACK PROGRAM PRESENTATION

Karina Erikson discussed The Nest Backpack Program with the Council. Ms. Erikson explained this program was currently providing 17 bags for Osseo middle school students and 10 bags for high school students.

Connor Maloney described the items that were placed in each backpack and stated the program was always seeking additional donations. It was noted donations were accepted at the Police Department.

Johnson asked how The Nest Backpack Program worked. Connor reported backpacks were packed on Wednesdays with food donations provided by the community. The backpacks are then brought to the school and distributed to students anonymously through the guidance counselor's office.

Johnson recommended the local newspaper run a story on this program to make the public aware of the donations needed.

City Attorney Mary Tietjen questioned how long The Nest Backpack Program would run. Corrina reported this program would run through the entire school year.

Stelmach thanked Karina and Connor for their efforts on behalf of the entire community.

B. ACCEPT DONATION TO POLICE EQUIPMENT FUND (Resolution)

City Administrator Riley Grams indicated the Osseo American Legion has donated \$7,000 to the City for the Police Equipment Fund. Staff recommends the Council accept the donation.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2016-72 accepting a donation from the Osseo American Legion in the amount of \$7,000. The motion carried 5-0.

8. PUBLIC HEARINGS – None.
9. OLD BUSINESS – None.
10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF NOVEMBER 14, 2016

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, heard a development proposal for the Osseo Sports site, and discussed a contribution to the Osseo Gateway Sign Fund in 2017.

A motion was made by Stelmach, seconded by Johnson, to confirm the EDA actions of November 14, 2016. The motion carried 5-0.

B. APPROVE OSSEO COMPREHENSIVE PLAN PROPOSAL FROM WSB & ASSOCIATES

City Planner Nancy Abts stated every ten years cities in our area must update their Comprehensive Plans. The Metropolitan Council oversees this process. The deadline for Osseo's updated plan is spring 2018. Then, adjacent communities review the plan for six months. After the review period, the plan is submitted to the Met Council.

Abts explained comprehensive plans must contain certain information. These requirements do not change based on the size of the city. Osseo has the same required elements as Maple Grove or Minneapolis. Most small cities hire a consultant to help with

their comprehensive plans. City staff can assist a consultant with some tasks. City Engineers are often involved in comprehensive planning because there are many technical requirements. The City's Engineering firm, WSB, provided a proposal for Comprehensive Planning services for Osseo. Planning staff from WSB will be at the meeting to answer questions.

Abts indicated the Comp Plan update will be paid for with grants, dedicated funds, and \$5,000 in each of the City's 2017 and 2018 budgets. One grant is from the Met Council for \$32,000. Another \$23,000 grant from Hennepin County will help pay for planning-related tasks.

Abts reported the cost of the Comprehensive Plan update proposal will be \$68,750. There might be additional hourly costs for WSB to assist with updating the 2015 Surface Water Plan chapter. There are also "associated costs" for the Comp Plan update. The City will work on other projects alongside the Comp Plan. They include Hennepin County's Creating Healthier Communities program (grant-funded) and planning for Boerboom Park. Additionally, there are funds needed for hosting public meetings. The cost for these tasks is estimated at \$29,000. Staff recommended the Council approve the Osseo Comprehensive Plan proposal and park plan proposal from WSB.

Johnson understood the City budgeted \$5,000 in 2017 for the Comprehensive Plan. He discussed the grant opportunities the City had to assist with the Comp Plan update. He asked how the City would be able to complete the Comp Plan without receiving all of these funds up front. Abts believed the invoicing from WSB would be flexible.

Johnson explained the City was approximately \$32,700 short on funding in order to complete the Comp Plan update at this time. Grams reported the City would be using enterprise funds to cover this expense.

A motion was made by Johnson, seconded by Schulz, to approve the Osseo Comprehensive Plan Proposal for \$68,750 and Boerboom Park Master Plan Proposal for \$14,900, both from WSB & Associates.

Johnson asked if the City had received any volunteers for the Comprehensive Plan Steering Committee. Abts reported the City had received several applications and would be making a recommendation to the Council regarding the steering committee members at the November 28 Council meeting.

The motion carried 5-0.

C. APPROVE METROPOLITAN COUNCIL COMPREHENSIVE PLANNING GRANT

Abts explained every community in the Twin Cities metro area is required to update its Comprehensive Plan every ten years. Osseo will complete its Comprehensive Plan Update in 2017 and 2018. On August 22 the City Council passed a resolution supporting an application to the Met Council for a Comprehensive Planning Grant. The grant funds have been awarded through the Local Planning Assistance Program, and the City will now need to enter into an agreement with the Met Council to receive funding.

Abts reported half of the grant funds are available up front, and half are awarded after the Comprehensive Plan update is submitted to the Met Council. In order to receive the

funds, the City must complete the required six-month Adjacent Review and submit its Update by December 31, 2018. Staff requested the Council approve the grant agreement.

A motion was made by Schulz, seconded by Johnson, to approve the Metropolitan Council Local Planning Assistance Program Grant Agreement. The motion carried 5-0.

D. APPROVE OSSEO GATEWAY SIGN PROJECT

Grams stated the City Council and staff have been working on plans to design and construct a community sign with a high-resolution LED screen located at the intersection of County Road 81 and Jefferson Highway. The Council formed a committee made up of Councilmembers, City staff, and business owners to work with Scenic Signs to design a community sign.

Grams reported the location was carefully selected for numerous reasons. First, the proposed intersection is the most heavily trafficked area in the City. The Committee considered all corners of that particular intersection before ultimately choosing the southwest corner. This is because the V-shaped sign can be angled more efficiently to maximize the viewing angles from all traffic angles. Other corners of the intersection do not allow for the same viewing lanes. Additionally, that particular corner has no other improvements on it. Putting the sign at that corner will help dress up that gateway area. The property also isn't large enough for any other type of improvement, and staff feels this is the highest and best use of that property. The City also owns the land where the sign is proposed to be placed. Other corners on the intersection do not contain land that is already owned by the City.

Grams explained the sign design itself is reflective of the existing concrete columns at the north and south entrances to Central Avenue in downtown Osseo. The sign has been designed with similar design elements that are meant to tie those structures together into one cohesive design. There have been many design iterations of the current sign before the Committee reached this point. The sign is designed in a V shape to maximize views from all angles of the intersection. The overall height of the sign is 19' 2.5", and the overall width of the sign is 18' 10". The size of the sign is intended to ensure that all traffic is able to view the sign's LED screen.

Grams commented Scenic Signs has proposed two different sized LED screens, made by Watchfire. Each comes with a different price tag, of course. The first proposal is a smaller 6'x12' LED screen. The second is a larger 7'x14' LED screen. The cost difference between the two is approximately \$20,200. The Committee recommends the larger 7'x14' screen, provided funds are available.

Grams stated the design Committee has recommended replacing the letters on the current vertical columns at both ends of Central Avenue with updated letters using the same font as that on the community sign proposal. That font comes from the recently updated Osseo City logo. The idea is to keep consistency in design elements between the community sign, the vertical columns, and the font on the City's logo. The cost to replace the Osseo letters on the columns is \$5,780.

The Council recently approved an expenditure to City Engineer WSB to create a visualization for the area immediately surrounding the community sign. The concept includes some attractive plantings and trees to showcase the sign on the proposed location. WSB suggests the landscaping would cost approximately \$20,000. This does

not include any irrigation (which staff would highly recommend). The design includes a flag pole located in the center of the sign. This was a request of the Will Lienemann estate which donated a large sum of money towards this project. The committee recommends including additional lighting onto the flag during the evening hours.

Grams reported Daryl Kirt from Scenic Signs is present to answer any questions about the sign itself or the process moving forward, including the permitting process, construction process, and timeframe. One item needing attention is the approval from Hennepin County on the exact location of the sign as it relates to County Road 81. In the future, the County anticipates reconstructing and redesigning County Road 81 as it comes through Osseo.

Staff reviewed the budget breakdown as follows:

	6' X 12' LED Screen Size	7' X 14' LED Screen Size
Cost of sign itself	\$109,790	\$129,990
Letters on vertical columns	\$5,780	\$5,780
Landscaping	\$20,000	\$20,000
Additional Items/Contingency	\$10,000	\$10,000
TOTALS	\$145,570	\$165,770

Grams commented the expected funding sources for the project were as follows:

Osseo Gateway Sign Fund	
(includes all donations to date and Lienemann donations)	\$19,261
Hennepin County Grant	\$50,000
Remaining funds in 2003C bond	\$36,000
TOTAL	\$105,261

Remaining funds needed:	
For the 6' x 12' screen size	\$40,309
For the 7' x 14' screen size	\$60,509

Grams explained the EDA will be considering a donation to the sign fund because the project would go towards economic development, which is a goal of the EDA. Additionally, the City is continuing to collect donations from various community based organizations and businesses.

Stelmach asked if the sign would be graffiti resistant. Mr. Kirt, Scenic Signs, stated there are some graffiti resistant paints on the market that would assist the City with removing unwanted markings. He recommended the City also put insurance on this sign to assist with any graffiti concerns.

Johnson asked if \$20,000 would cover the expense of the landscaping. Grams reported this was the case.

Johnson did not believe it was necessary to spend \$5,780 on the vertical lettering on the gateway sign.

Schulz discussed the work that had been completed by the gateway sign steering committee members. He anticipated that the City could receive additional funding for the sign from the Lions and local charitable gambling organizations.

Zelenak preferred to have the Council decide on the sign policy prior to deciding which sign size would be selected. Grams agreed the Council should come to an agreement on the sign design, style, and location noting the size could be based on the level of funding received through contributions. He believed if these items were decided, staff could then begin drafting a sign policy.

Schulz supported staff's line of thinking and believed the financing of the sign would be covered through contributions. He recommended the gateway sign move forward. Grams commented further on the dollars available to the City and noted the Hennepin County grant funds would have to be used prior to next spring.

Mr. Kirt discussed how he would work with Hennepin County to ensure the sign location worked with their roadway renovations plans. He explained Scenic Signs would manage this portion of the project, along with acquiring the necessary sign permits.

Stelmach questioned how long it would take Scenic Signs to complete the City's sign. Mr. Kirt was uncertain how long it would take to receive County approval for the gateway sign. He stated he would work diligently on the City's behalf in order to keep this project moving forward to ensure the County grant funding could be used prior to next spring.

Stelmach stated he supported the larger gateway sign and wanted to see the City be able to take advantage of the County grant.

A motion was made by Zelenak, seconded by Schulz, to approve the plans and specifications for the Osseo Gateway Sign per the proposal with the 7' x 14' LED screen size. The motion carried 5-0.

E. APPROVE COMMUNITY CENTER RENTAL & USE POLICY

Abts stated the City Council considered changes to the Community Center Rental and Use Policy at an August work session. The Parks & Recreation Committee reviewed a revised policy at its October 4 meeting. That Committee recommended the Council approve the revised policy and fee schedule.

Abts explained a few changes have been made since the Parks & Recreation Committee reviewed the policy. The Police Department made specific suggestions for events serving alcohol. Those requirements are: the Osseo Police Department be contracted for 3+ hours for security at events with 50 or more attendees. The City Attorney reviewed the policy after the Parks & Recreation Committee recommendation. After the City Attorney's review, the policy was reformatted. Content was re-organized and redundant information was condensed. Staff reviewed the proposed policy changes in detail with the Council and recommended approval.

Schulz asked how the City defined an approved caterer. Abts stated this definition would need to exist outside of the Community Center policy.

Schulz recommended an approved caterer policy be created by the City. He requested that greater flexibility be written into the scheduling process and did not want to see the rooms blocked off for an entire day for a single event.

Johnson questioned which groups received special consideration for a waiver of fees. He understood that the seniors received a waiver at this time. Grams reported this was

correct. Abts reported nonprofit groups may currently use the Community Center at no cost but this would change under the proposed policy.

Johnson believed non-resident nonprofit organizations should be charged a higher fee.

Stelmach understood this point of view, but understood the fee schedule was created to regulate who was able to use the space. He wanted to see the space being used regularly prior to pushing non-resident organizations out of the City.

Grams recommended the Council not charge the Osseo seniors group given the fact this organization was sponsored by the City.

A motion was made by Schulz, seconded by Stelmach, to approve the proposed Community Center policy changes on a trial basis beginning January 2, 2017, amending the hours in Section B1A.

Dorothy Clarke, 16 5th Street NE, asked if the seniors had been addressed regarding the proposed changes. She supported the City Council and believed the proposed changes would be a good thing for the Community Center.

Stelmach questioned if the gambling language should be amended. City Attorney Tietjen advised the language within the policy was sufficient and was not concerned with baby shower games that could occur within the Community Center.

Johnson recommended that the fees charged to the Osseo Lions Club be waived due to the numerous contributions this organization makes to the community. Grams agreed with this recommendation and suggested the Lions make a request to the City to have its rental fees waived.

Johnson inquired why the entrance to the Community Center from Central Avenue was not open for the public. Grams was uncertain and stated this may be an ADA issue. He explained staff could review the use of this door.

The motion carried 5-0.

F. CANVASS 2016 ELECTION RESULTS

Grams explained the General Election was held on November 8. The City Council serves as the canvassing board for City elections. According to state statute, the Council must meet to canvass the returns and declare the results within three to ten days after a general election. The board determines the candidate(s) who received the most votes for each office and declares those candidates to be elected. These are the results:

MAYOR	Duane Poppe	1151 votes
(Elect one)	Write-In	62
COUNCIL	Mark E. Schulz	646 votes
(Elect two)	Harold E. Johnson	513
	Kathleen Gette	509
	Carrie Kehn	475
	Write-In	15

Grams explained in the case of a recount, Minnesota election law authorizes administrative recounts after the canvassing board certifies the results. Any recount request must be submitted to the City Clerk in written form by 5 p.m. on the seventh day after the canvass of the general election.

A motion was made by Stelmach, seconded by Zelenak, to accept the 2016 City Election results and declare the candidates with the most votes as elected. The motion carried 5-0.

G. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked the residents of Osseo for the great voter turnout at the recent General Election. He appreciated the efforts of City staff in managing early voting.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen understood that City Clerks across the metro area were pleased to have the election behind them. She encouraged random acts of kindness from everyone.

Abts invited residents to submit their applications for the Comprehensive Planning Steering Committee by November 23 at City Hall.

Stelmach stated he attended the alley and street projects meeting last week, which was hosted by City Engineer Lee Gustafson with WSB.

Stelmach thanked all Osseo residents, staff, and election judges for their participation in the recent election.

Johnson explained he also attended the WSB information meeting for the 2017 alley and street projects. He appreciated the level of professionalism and presentation that was made by WSB.

Johnson reported he recently attended the Northwest Hennepin Human Services Council regular monthly meeting.

Johnson provided the Council with an update on the planned roadway improvements for the Highway 169 and 101st Street intersection in Brooklyn Park.

Schulz thanked all of the members of the community for voting last Tuesday. He stated he was honored and privileged to be able to serve the community for another four years.

Poppe reported City Hall would be closed on November 24 and November 25 for the Thanksgiving holiday.

Poppe encouraged the public to participate in the Toys for Tots toy drive.

Poppe stated the Minidazzle Parade would be held on Friday, December 2, and Lunch with Santa sponsored by the Osseo Lions Club would be held at the Community Center on Saturday, December 3.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 8:27 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.