

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
November 28, 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 28, 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, Police Chief Shane Mikkelson, Police Administrative Assistant Felicia Wallgren, Police Officer Tony Mortinson, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Martin & Laurie Duffy, Melissa Hoffman, Joe Lavin, AJ Hartje, Pam Raykovich, Michael Moraczewski, Lexi Pouncin, Richard Pocklington, Juliana Hultstrom, Mel Olson, Susan Blood, 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 Schulz, seconded by Johnson, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Receive EDA Minutes of November 14
- B. Approve Council Minutes of November 14
- C. Receive October American Legion Club Gambling Report
- D. Receive October Fire Relief Association Gambling Report
- E. Receive October Lions Club Gambling Report
- F. Receive October Osseo Maple Grove Hockey Association Gambling Report
- G. Accept Resignation of Reserve Officer Elizabeth Klassen
- H. Consider Statutory Tort Limits for City's Liability Coverage
- I. Approve Fire Department Annual Payroll for November 2015-October 2016
- J. Accept Resignation of Rebecca Doran from Osseo Economic Development Authority

City Administrator Riley Grams reported Item 5B had been amended.

A motion was made by Schulz, seconded by Stelmach, to approve the Consent Agenda with Item 5B as amended. The motion carried 5-0.

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. OSSEO POLICE AWARD PRESENTATIONS

Police Chief Shane Mikkelson presented awards to seven community members and one Police Officer for their actions during events that took place in Osseo. He thanked these individuals for their bravery during dangerous situations and those that answered the call to action when others were in need. He honored Michael Moraczewski, Melissa Hoffman, and Officer Tony Mortinson for their life saving actions on June 8, 2016, and presented each of these individuals with a Life Saving Award.

Police Chief Mikkelson then honored Adrienne Hartje, Pam Raykovich, and Lexi Pouncin for their actions on September 2, 2016, and presented each with an Outstanding Citizen Award.

Lastly, Police Chief Mikkelson honored Richard Pocklington for his actions and bravery on April 6, 2016, and presented him with an Outstanding Citizen Award. A round of applause was offered by all in attendance and group photographs were taken.

Poppe thanked each of the individuals for their actions on behalf of the City of Osseo.

B. NORTHWEST HENNEPIN HUMAN SERVICES COUNCIL PRESENTATION

Grams reported the City has been a member of the Northwest Hennepin Human Services Council (NWHHSC) since 1972 when it was established as a Joint Powers Agreement among a number of cities in the northwest part of Hennepin County. He explained Executive Director Susan Blood was present to provide an annual update on the work of the NWHHSC.

Susan Blood introduced herself to the Council and noted she was the Executive Director of Northwest Hennepin Human Services Council. She discussed the great work being conducted by NWHHSC to connect Osseo residents with much needed resources.

Julianna Hultstrom stated she serves on the City's Public Safety Advisory Commission and as a liaison to NWHHSC Advisory Commission. She explained she began serving as the liaison in January of 2016. She described the work she has been doing as the liaison on behalf of the City of Osseo, noting she applied for a grant and has been distributing pamphlets and other materials to seniors. She discussed the work being done by the Fare for All Foods buying cooperative. She thanked the Council for its continued support.

Mel Olson stated he serves on the NWHHSC Senior Leadership Committee. He reported on matters that would be discussed by Osseo Seniors at their next meeting on Thursday, December 1. He thanked the Osseo Lions Club and Sandy Danks for their programming assistance. He invited all seniors to attend the Senior Public Forum at the Brooklyn Park Community Center at the end of March which would address Living for Today.

Ms. Blood thanked Councilmember Johnson for serving on the NWHHSC Board and for acting as Treasurer for the Board.

C. ACCEPT DONATIONS TO MINIDAZZLE FUND (Resolution)

Grams indicated the following organizations have made donations to the City's Minidazzle Fund:

3 Wire	\$150
LCI-Lawinger Consulting, Inc.	\$100
City-County Insurance Agency	\$100
Osseo American Legion	\$500
Jodi Baglien LLC	\$ 50
Osseo Gun Club	\$100
Duffy's Bar & Grill	\$150
Osseo Lion's Club	\$500
PCS Engineering, Inc.	\$100

Staff recommends the Council accept the donations.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2016-73 accepting donations from 3 Wire (\$150), LCI-Lawinger Consulting, Inc. (\$100), City-County Insurance Agency (\$100), Osseo American Legion (\$500), Jodi Baglien LLC (\$50), Osseo Gun Club (\$100), Duffy's Bar & Grill (\$150), Osseo Lions Club (\$500), and PCS Engineering, Inc. (\$100). The motion carried 5-0.

8. PUBLIC HEARINGS

A. TRUTH IN TAXATION HEARING

Grams explained the purpose of this hearing is to allow property owners to comment on the proposed City tax levy for 2017. The City Council is expected to approve the final 2017 Osseo Budget and Tax Levy on December 12. At that meeting, the Council cannot increase the budget, only decrease the budget.

Grams reported most residential properties in Osseo and in Hennepin County showed moderate increases again this year in property values. This is a continuation of what was apparent in 2015 and 2016. Grams said this is a direct result of property sales which have occurred in 2016 which have shown a continued steady increase in sale prices. Over the course of the last four years, overall residential property values have rebounded and commercial property values have begun to decrease, resulting in a more equal distribution of the overall tax burden.

Grams stated the preliminary 2017 Budget and Tax Levy was approved by the City Council on September 26, 2016. The proposed 2017 budget showed a full balanced budget between expenditures and revenues.

2016 Approved City Budget:	\$2,330,890
2017 Prelim Approved City Budget:	\$2,490,790
Amount Increase from 2016 to 2017:	\$159,900
Percent Increase from 2016 to 2017:	6.86%
2016 Approved City Tax Levy:	\$1,606,856
2017 Prelim Approved City Tax Levy:	\$1,722,262
Amount Increase from 2016 to 2017:	\$115,406
Percent Increase from 2016 to 2017:	7.18%

Grams reviewed a department by department breakdown of the 2016 budget versus the 2017 proposed budget stating roughly 57% of the proposed budget increase is in the

Public Safety Department. This is due to higher part-time Police Officer costs to help cover shifts day-to-day. The other large increase is in the Parks & Recreation Department. However, approximately 61% of that increase (\$13,000) is due to the fact that staff moved the property insurance costs into that department's budget. All other department budget increases are minimal.

Grams commented the City Council has approved paying down some longer-term debt with savings from re-financing bonds earlier this year. This has helped reduce the overall projected tax levy for next year. The City Council may not raise the 2017 tax levy from the already approved preliminary tax levy number as approved by the Council in September.

Grams stated with this proposed budget the projected tax rate will fall again next year from 70.645% to 69.778%. This will mark the fourth consecutive year in which the City's tax rate has fallen, and the 69.778% will be lowest since 2012. One of the City's main goals is to maintain as low of a tax rate as possible. Staff requested the Council hold the Truth in Taxation hearing. This includes a motion to open the public hearing to allow anyone present this evening to comment on the proposed 2017 budget. After the comment period is complete, the Council should vote to either close the public hearing or continue the public hearing to the City Council meeting December 12, 2016.

A motion was made by Schulz, seconded by Johnson, to open the Truth in Taxation Hearing at 7:33 p.m. The motion carried 5-0.

No public input was offered.

A motion was made by Stelmach, seconded by Schulz, to close the Truth in Taxation Hearing at 7:34 p.m. The motion carried 5-0.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. APPROVE PURCHASE OF NEW POLICE DEPARTMENT RIFLES

Police Chief Mikkelson explained the City's current rifles are over 15 years old and are out of date on technology. The City has observed some heavy wear to these rifles. He explained he would like to replace all three rifles and add a new rifle to the 4th squad. The City will turn in one rifle and keep two rifles as backup/training rifles. It was noted these extra rifles and the 4th rifle will be kept in the gun safe at the Police Department. He requested the Council approve the purchase of the new patrol rifles.

A motion was made by Schulz, seconded by Stelmach, to approve the purchase of new patrol rifles at a cost of \$6,978.11. The motion carried 5-0.

B. APPROVE APPOINTMENTS TO COMPREHENSIVE PLAN STEERING COMMITTEE

City Planner Nancy Abts stated many cities appoint a Steering Committee for the Comprehensive Plan Update. This group will meet regularly to hear updates on the plan and to provide informal feedback. The Steering Committee meets in addition to the public Planning Commission and City Council meetings where the Comprehensive Plan is approved.

Abts commented that because the Planning Commission and City Council have a statutory role in approving the Comprehensive Plan, Steering Committee members often represent other positions. Those who have expressed interest in serving on the Steering Committee include the following representatives:

City Council Liaison	(Needed)
EDA Liaison	Todd Woods
Planning Commission Liaison	Michael Olkives
Osseo Residents	Juliana Hultstrom, Carrie Kehn, and Karen Kopren
Osseo Business	Nick Reynolds (Rochon)
Student Representatives	Veronika Kazaieva, Emily Lokken, and Luke Freeman

Abts stated applications from more student and business representatives are expected. If applications are received after tonight, they could be appointed at a future Council meeting.

Staff recommended the Council appoint members to the Comprehensive Plan Steering Committee and discuss which Councilmember will be serving as a Council Liaison.

Johnson believed several more business representatives should be added to the Steering Committee.

Zelenak offered to be the Council Liaison to this committee.

Schulz stated he would be willing to serve on the committee as a business owner.

A motion was made by Stelmach, seconded by Schulz, to appoint members to the Comprehensive Plan Update Steering Committee as follows: Anne Zelenak, Todd Woods, Michael Olkives, Juliana Hultstrom, Carrie Kehn, Karen Kopren, Nick Reynolds, Mark Schulz, Veronika Kazaieva, Emily Lokken, and Luke Freeman.

The motion carried 5-0.

C. SET COUNCIL WORK SESSION MEETING

Grams indicated two Councilmembers have called for a Council work session to allow for further discussion on the 2017 City Budget and Tax Levy. This is a public meeting. The proposed date and time of the meeting is Monday, December 5, 2016, at 5:30 p.m., located in the Council Chambers at City Hall.

A motion was made by Stelmach, seconded by Zelenak, to set a Council work session for Monday, December 5, 2016, at 5:30 p.m.

Schulz recommended all Councilmembers provide staff with feedback prior to Wednesday in order for staff to have time to prepare for the December 5 work session.

The motion carried 5-0.

D. 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 5-0.

11. ADMINISTRATOR REPORT – None.

12. COUNCIL AND ATTORNEY REPORTS

Zelenak invited everyone to attend the Minidazzle Parade on Friday, December 4, at 6:00 p.m.

Schulz reported the Explore Osseo Group had a successful Small Business Saturday on November 26. He reported a Christmas on Central event would be held on Thursday, December 1, from 4-8 p.m.

Schulz requested the Council consider helping prepare food for the Minidazzle event on Friday afternoon. He thanked Police Administrative Assistant Felicia Wallgren and all of the volunteers who would be assisting with this event. He also thanked Perkins and Nothing Bundt Cakes for their generous food donations.

Poppe indicated Lunch with Santa would be held on Saturday, December 5, from 11 a.m. to 1 p.m. at the Osseo Community Center. He encouraged everyone to participate in the Toys for Tots Drive and noted there were numerous drop off sites around town.

Poppe discussed The Nest Backpack Program and invited residents to visit the City's website for further information on how to make a food donation or monetary contribution.

Poppe reported City Hall would be closed on Friday, December 23, and Monday, December 26, for the Christmas holiday. City Hall would also be closed Friday, December 30, and Monday, January 2, for the New Year's holiday.

Poppe thanked all who were in attendance this evening for the Outstanding Citizen Awards. He appreciated the efforts of each individual involved.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 7:53 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.