

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
August 28, 2017**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:08 p.m. on Monday, August 28, 2017.

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: Dee Bonn, Cindy Killmer, Jean Joslyn, Kurt Killmer, Jesse Dickinson, Jordan Dickinson, Mary Mogley, Juliana Hultstrom, Michael Olkives, and Emily Lueth.

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

5. CONSENT AGENDA

- A. Receive EDA Minutes of August 14
- B. Approve Council Minutes of August 14
- C. Receive July American Legion Gambling Report
- D. Receive July Fire Relief Association Gambling Report
- E. Receive July Lions Club Gambling Report
- F. Receive July Osseo Maple Grove Hockey Association Gambling Report
- G. Approve Rental Fee Waiver for Osseo Library at Community Center
- H. Receive Planning Commission Minutes of August 19
- I. Receive Planning Commission Minutes of August 21
- J. Receive July NW Area Jaycees Gambling Report
- K. Approve Training for Police Officers Mortinson & Smith, Chief Mikkelson
- L. Approve Training for Police Administrative Assistant Felicia Wallgren
- M. Approve Training for Police Officer Tony Mortinson to Annual Conference

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

6. MATTERS FROM THE FLOOR

Cindy Killmer, sister of Jim Killmer, offered her support to the Dickinson brothers and their request to purchase the former Osseo Sports building. She stated she was excited that this building would remain standing and be turned into a new viable business in the community.

Jean Joslyn provided the Council with a photograph from between 1915 and 1920 of the former Osseo Sports building and described how the property was previously used for auto uses. She discussed the wonderful memories she has of growing up in Osseo. She stated she was so happy to see this building being salvaged for a future business.

7. SPECIAL BUSINESS

A. ADULT FITNESS UPDATE – Fitness Coordinator Dee Bonn

City Administrator Riley Grams stated early in 2014 the City Council approved the use of the Community Center for fitness classes at no cost to the participants in an effort to increase activity for adult residents. Fitness Coordinator Dee Bonn has coordinated the Jazzercise and gentle yoga classes since that time. He noted Dee was present to provide the Council with an update on current year statistics to date and how the program has grown since its inception in 2014.

Dee Bonn provided the Council with an update on the adult fitness program. She explained 2,082 people attended classes in 2014. In 2015, she had 2,840 people attend and in the last year she had 3,678 people in attendance. She believed the classes were amazing and explained attendance was on the rise, noting the yoga classes were up by five members per class. She reviewed several success stories from her clients and requested the Council continue to support this healthy endeavor.

Schulz asked if Ms. Bonn had resident versus non-resident numbers for the Council to review. Ms. Bonn stated she has Jazzercise numbers and noted the classes were attended mostly by Osseo/Maple Grove residents (40) and the remainder (30) were from Champlin and several other outlying communities.

Johnson believed this was a great program offered by the City. He anticipated that many of the non-resident participants spent additional time and dollars in Osseo after their classes.

Stelmach questioned how residents were hearing about the adult fitness classes. Ms. Bonn reported she was spreading the word as were her attendees. She noted a feature had been shown on Channel 12, as well.

Zelenak asked how many classes were being held each week. Ms. Bonn explained there were two Jazzercise strength classes along with one yoga class each week.

B. ACCEPT DONATION (Resolution)

Grams stated Harold E. and Gayle Johnson have donated \$100 to the Beautification/Flower Fund in memory of Josephine Davitt. Staff recommended the Council accept the donation.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2017-54 accepting a donation from Harold E. & Gayle Johnson in the amount of \$100. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. APPROVE ENGINEERING SERVICES PROPOSAL FOR 2018 STREET AND ALLEY PROJECT

Emily Lueth, WSB, stated the 2018 street reconstruction project consists of reconstructing portions of 4th Street NE, 4th Avenue NE, and 6th Avenue NE including repairing or minimal reconstruction of the watermain, storm and sanitary sewer, replacement of the curb and gutter as needed, and sidewalk repair and installation as determined by Council. She explained the existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work or curb replacement. Televising of the sanitary and storm sewer, and geotechnical evaluation will be performed as part of this project.

Ms. Lueth indicated the project will be funded in accordance with the street reconstruction special assessment policy. WSB will prepare the preliminary assessment roll at the feasibility stage of the project, based on preliminary costs and the City's assessment policy. The preliminary assessment roll will be updated based on the bids received for the project at the time of the assessment hearing, prior to beginning construction. On completion of the assessment public hearing, the City Council will determine whether or not to authorize the project and proceed with the development of final plans and specifications.

Schulz asked if this was a full reconstruction project. Ms. Lueth explained there were several storm and sanitary sewer lines that may require a full reconstruction within the project area. She stated the remaining areas of the project would be a reclamation. She reported more would be known on this after the feasibility stage of the project was completed.

Johnson questioned if sidewalks would be installed along 4th Avenue NE. Ms. Lueth reported the southern half of the block along 4th Avenue NE had sidewalks and she would be investigating the extension of this sidewalk during the feasibility stage.

Stelmach requested the watermain replacement remain consistent along 4th Avenue NE, along with the roadway width.

A motion was made by Johnson, seconded by Schulz, to approve the engineering proposal with WSB for the 2018 Street Project. The motion carried 5-0.

Ms. Lueth reported the 2018 alley project consists of reconstructing two alleys. The first is between 2nd and 3rd Avenue NE, from 4th Street to 93rd Avenue, and includes repairing or minimal reconstruction of the storm sewer. The plans developed (early in 2017) for the alley between 5th and 6th Avenue NE, from 4th Street NE to 93rd Avenue will be included as a part of this project. Informational meetings will be held for both alley projects as well as assessment hearings.

Ms. Lueth commented it is proposed to maintain the existing alley width for the alley between 2nd and 3rd Avenues NE, and that all work will be within the existing alley right of way. Storm sewer televising and geotechnical evaluation will be performed as part of this project. Both alley projects will be funded in accordance with the alley reconstruction special assessment policy. WSB will prepare the preliminary assessment roll at the feasibility stage of the project, based on preliminary costs and the City's assessment policy. The preliminary assessment rolls for both projects will be updated based on the bids received for the project at the time of the assessment hearing, prior to beginning construction.

Ms. Lueth stated upon completion of the assessment public hearing, the Council will determine whether or not to authorize the project and proceed with the development of final plans and specifications for the alley between 2nd and 3rd Avenues NE. Final plans have already been prepared for the alley between 5th and 6th Avenues NE. It was noted WSB is proposing to bid out all 2018 street and alley projects as one large project.

Johnson reported this alley project was bid in 2017 and came in far above the engineer's estimate. For this reason, the project was combined with another alley and would be rebid in 2018.

A motion was made by Stelmach, seconded by Johnson, to approve the engineering proposal with WSB for the 2018 Alley Project. The motion carried 5-0.

B. APPROVE 1ST READING OF ORDINANCE AMENDING CITY ZONING CODE REGARDING ARTISAN MANUFACTURING

City Planner Nancy Abts stated the Planning Commission met on August 21 to hold a public hearing on the proposed amendment regarding artisan manufacturing. Discussion with the applicants and Commission members followed the public comments. The Planning Commission voted 6-0 to recommend the Council approve the amendment as presented.

Abts explained the Planning Commission also held a special meeting on Saturday, August 19. The meeting was to tour the applicant's current location in downtown Monticello. The City last approved a zoning ordinance amendment to support a business in 2014. That change established the Highway Commercial (C2) North and South districts. It also allowed warehousing as a conditional use in the C2-South district. After the amendment, Ceramic Industrial Coatings built its new warehouse. Staff provided further comment on the proposed amendment, along with the Osseo approval timeline and recommended the Council introduce the ordinance amendment.

Jordan Dickinson and Jesse Dickinson introduced themselves to the Council and thanked the Council for its consideration.

Stelmach requested the applicants provide the Council with some background information on their business. Jesse Dickinson described the work he and his brother completed for custom automotive projects and then described how they planned to utilize the former Osseo Sports building. He explained the two flanking buildings would be leased to tenants. Jordan Dickinson commented further on the specialty metal fabrication and upholstery work he and his brother completed. He reported no paint work would be completed onsite. It was noted their clients came from all over the country and world.

Stelmach asked for additional information on the project the applicants completed for Harley Davidson. Jordan Dickinson commented on the bike he and his brother completed for Harley Davidson noting this project had led to national and international honors.

Stelmach questioned if any of the vehicles or projects would be parked outside. Jordan Dickinson stated they would not be parking any vehicles or customer projects outside as this was a major liability. He provided further comment on the experience their customers have while refurbishing vehicles, noting these were long-term projects.

Stelmach inquired how many complaints the applicants had regarding noise at their current facility in Monticello. Jordan Dickinson reported they have had zero noise complaints. He explained that all toxic work (painting) was done offsite by other vendors. He stated he and his brother complete a great deal of metal fabricating and welding.

Johnson requested further information on how the applicants plan to use the space. Jesse Dickinson described how the former Osseo Sports building would be divided into showroom, office, and work space.

Johnson asked how many employees the applicants would have at this building. Jesse Dickinson anticipated they would be hiring an additional six or seven employees if allowed to expand into this space. He anticipated the new employees could also include apprentices.

Johnson stated he was amazed by the cleanliness and orderliness of the Dickinson brother's current shop in Monticello, called Union Speed & Style.

Zelenak requested further information on how the applicants plan to repurpose the adjacent buildings. Mr. Dickinson stated they plan to restore the exterior of each structure and noted all windows would be placed in their same location for historical purposes. He explained the interior of the building would then be redone once a tenant was secured.

Schulz stated he was excited about this potential business opportunity. He believed some of the language within the proposed ordinance amendment was too restrictive. He suggested that these restrictions be rewritten in order to not create concerns in the future, while still allowing flexibility for potential businesses.

City Attorney Mary Tietjen explained the Council was holding the 1st reading of the ordinance this evening. She advised if there was Council consensus she could make minor revisions to the ordinance language prior to the 2nd reading. She encouraged the Council to keep in mind that this was a broader scope document that would not apply to one specific business.

Schulz thanked City Attorney Tietjen for her comments and asked if the Council supported the ordinance being slightly revised. The Council supported the ordinance modifications to eliminate the percentages and operating hours. City Attorney Tietjen indicated she would be working with Abts to revise the language within the ordinance.

A motion was made by Schulz, seconded by Stelmach, to approve a 1st Reading of the Ordinance Amendment to Chapter 153 related to Artisan Manufacturing, directing staff to make several revisions.

Johnson expressed concerns with the parking requirements and recommended these regulations be reviewed by staff to more closely reflect recent developments in the City.

Schulz agreed this language should be reviewed by staff, as well.

City Attorney Tietjen asked if the Council wanted to require all work and associated storage to be within an enclosed building. Schulz stated he did not support this requirement. The Council was in agreement.

The motion carried 5-0.

C. APPROVE 1ST READING OF ORDINANCE AMENDING CITY CODE FOR SNOW EMERGENCY

Grams stated at the recent Council work session in July the Council discussed draft information regarding a change to the Snow Emergency Policy. The City would be divided into two Districts (A and B). District A includes all areas east of 1st Ave NE, and all areas west of 1st Ave NW. District B includes all areas between 1st Ave NE and 1st Ave NW (including the downtown commercial core).

Grams explained that during a declared snow emergency parking would be prohibited on a public street between the hours of 10 p.m. and 6 a.m. the first night of the snow emergency in District A and B. During the second night of the snow emergency, parking would be prohibited on a public street between the hours of 10 p.m. and 6 a.m. in District B only. Regular parking would be allowed on the public street in District A during the second night of any snow emergency.

Grams reported in order to enact this new policy, staff developed a draft ordinance amendment to §71.06 Declared Snow Emergency. The Council could consider this draft ordinance language and conduct the 1st reading on August 28. Because this ordinance language change affects everyone in the City, staff recommends holding the 1st reading during the August 28 meeting, and continuing to the 2nd reading at the September 11 meeting. This will allow all residents and business owners the opportunity to review the proposed changes and make any comments. Staff will have the draft policy changes ready for the September 11 meeting, for Council approval after the 2nd reading and adoption of the ordinance amendment.

Grams stated staff feels this change to the snow emergency policy will be easier for residents to follow and easier for the Police Department to enforce. Staff hopes the changes will be done soon so that we can begin to alert as many residents as possible before the first snow fall this fall.

Schulz requested the language regarding the length and timing of the snow emergencies be clarified.

A motion was made by Schulz, seconded by Stelmach, to approve the 1st Reading of an Ordinance amending City Code regarding Snow Emergency with revisions. The motion carried 5-0.

D. APPROVE COMPLETE STREETS POLICY

Abts stated safety and efficiency of the street network is a key concern in Osseo. Streets, sidewalks, boulevards, and other right-of-way components affect quality of life. Questions about streets come up during Comprehensive Plan outreach and Healthier Communities meetings. They also stem from the 2017 street and sidewalk projects.

Abts explained that last year Osseo received a one-time "Creating Healthier Communities" grant. Funds for this grant came from Hennepin County and the Minnesota Department of Health Statewide Health Improvement Partnership (SHIP). With these funds, the City has taken many steps to include public health in city operations. The grant also provides resources to study the "Complete Streets" framework. This includes how the city's thoroughfares can safely accommodate all users. This draft draws on Osseo's long-range plans, past and planned street projects, and reviews of other policies.

Abts reported Complete Streets policies are 'high level' directional policies. They are intended to produce long-term results. Results come through incremental changes in routine decision-making processes regarding streets.

Johnson stated he took a drive around the City and suggested the City clarify with Maple Grove and Brooklyn Park regarding their Streets Policy. Abts stated she could investigate this further and report back to the Council. She commented further on service road replacement programs.

Johnson expressed concern with vehicles' inability to stop for pedestrians in crosswalks. Abts stated this policy was more of an over-arching document that addressed the City's streets from a higher level.

A motion was made by Schulz, seconded by Stelmach, to approve the Complete Streets Policy. The motion carried 4-1 (Johnson opposed).

E. APPROVE CITY FINANCIAL AUDIT RFP

Grams stated earlier this spring the Council directed staff to develop an RFP document for City financial auditing services. The Council wanted to go out for proposals for all City contracted services routinely. Staff delayed the document until the then on-going audit was completed.

Grams reported the timeline for the RFP process is rather tight. If the City approves hiring a different audit firm than our current one, staff and Council would need to act quickly in order to get the new firm all the necessary information (past audits and a host of financial information). However, if the City agrees to stay with our current audit firm (assuming they respond to the RFP) then the timing wouldn't be an issue since our current firm is up to speed with Osseo financial systems. If the City agrees to keep our current firm, all that would be needed is a terms letter outlining the costs for the next three audits (Osseo typically operates on a 3-year contract).

Grams indicated the Council should also consider appointing either the Council Risk Management Committee (Councilmembers Stelmach and Schulz) to assist staff in reviewing the proposals, or appointing two other Councilmembers to act as a review committee.

Stelmach questioned why this item had such a tight timeline. Grams apologized for his delay in getting this item to the Council. He explained the timeline for this Audit RFP was still viable and the City would receive proposals in a timely manner.

Johnson believed if the Council was going to change firms, additional work would be required by staff in order to indoctrinate the new firm. He stated he was really impressed by the City's current audit firm and the work they were conducting on behalf of the City. He supported the City remaining with the current audit firm.

Stelmach stated he did not object to the City's current audit firm, but supported the Council going through the RFP process in order to remain consistent with its other service providers.

A motion was made by Schulz, seconded by Stelmach, to approve the City Financial Audit RFP and direct staff to post on the League of Minnesota Cities website. The motion carried 4-1 (Johnson opposed).

F. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council noting additions for the Lions Roar parade.

Schulz commented on the recent ban of candy throwing that was made by the City of Anoka and stated he would be throwing candy during the Lions Roar parade.

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

11. ADMINISTRATOR REPORT

Grams stated he was looking forward to the Lions Roar parade and festivities.

Grams reported Ken Zopfi, Planning Commissioner, passed away last Friday. He sent his condolences to the family on behalf of the City of Osseo.

12. COUNCIL AND ATTORNEY REPORTS

Abts sent her condolences to friends and family of Ken Zopfi as well.

Stelmach commented on an event he attended sponsored by Belief Vet where six service dogs were presented to prior service members suffering from PTSD.

Johnson stated he believed it was dangerous to throw candy during parades and he understood the Lions were working to make the parade as safe as possible, by suggesting all candy be handed out on the side of streets and not be thrown from vehicles. He requested that the City Council respect this request.

Schulz apologized for missing the last Council meeting. He stated he was moving his daughter to Arizona for her third year of college.

Schulz thanked Johnson for his comments regarding parade safety.

Poppe encouraged the public to visit the Farmers Market every Tuesday through September 26, at Boerboom Park from 3-7 p.m.

Poppe stated the last Movie in the Park event would be held on Tuesday, August 29, at 8:30 p.m. where Mighty Ducks will be screened.

Poppe reported City Hall would be closed on Monday, September 4, in observance of Labor Day.

Poppe invited everyone to participate in Lions Roar on Friday, September 8, and Saturday, September 9.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:51 p.m. The motion carried 4-1 (Stelmach opposed).

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.