

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
August 13, 2018**

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, August 13, 2018.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Member absent: Councilmember Mark Schulz.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, Fire Chief Pat McGrane, City Accountant Teri Portinen, and City Attorney Mary Tietjen.

Others present: Tim Jordan, Barbara McDonald, Ken Peloquin, Judy & Chuck Rue, Dorothy Clarke, Vivien Kilpela, Christine Danelius, John Rundquist, Patty McLean, and Sally Lundeen-Hoff.

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 Johnson, to accept the Agenda as presented. The motion carried 4-0.

5. CONSENT AGENDA

- A. Approve Council Minutes of July 23
- B. Approve Council Work Session Minutes of July 23
- C. Receive Heritage Preservation Commission Minutes of July 17
- D. Receive June Northwest Area Jaycees Gambling Report
- E. Approve Temporary On-Sale Liquor License to Osseo Lions Club for Lions Roar
- F. Receive July Building Report
- G. Accept Resignation of Reserve Officer Brett Letourneau
- H. Approve Hire of Part-Time Police Officer Adam Rolshouse
- I. Approve Hire of Part-Time Police Officer Stephen Nelson
- J. Approve Training request for Officers Tony Mortinson and Brendan Current
- K. Receive July Fire Relief Association Gambling Report
- L. Receive July American Legion Gambling Report
- M. Approve Conference Request for City Planner Nancy Abts

A motion was made by Stelmach, seconded by Zelenak, to approve the Consent Agenda. The motion carried 4-0.

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. RECEIVE DONATION FROM FARMERS INSURANCE GROUP – Tim Jordan, Farmers Insurance

Fire Chief Pat McGrane stated the Fire and Police Departments recently received a wonderful donation of bottles of water and Gatorade from Farmers Insurance Company in Maple Grove. The donation is much appreciated by emergency personnel, who often participate in drills and service calls during the heat of summer, many times wearing many pounds of gear. He thanked Tim Jordan, Farmers Insurance, for his generous donation to the City. A round of applause was offered by all in attendance.

B. AWARD PRESENTATION FOR CITY CHALLENGE CUP – Dr. Barbara McDonald, President of North Hennepin Community College

Dr. Barbara McDonald, President of North Hennepin Community College, explained the City of Osseo and Mayor Duane Poppe won the President's Cup City Challenge from the North Hennepin Community College Foundation. She reported the President's Cup City Challenge is a special trophy presented to the winner of the City Challenge among the four participating cities (Osseo, Maple Grove, Brooklyn Park, and Brooklyn Center). It was noted the event raised over \$31,500 to support students at the North Hennepin Community College.

C. APPROVE 2018 OSSEO LIONS ROAR EVENT – Osseo Lions Club

City Administrator Riley Grams stated Lions Roar will be held on September 7-8. The Council should consider approving the three main events surrounding the Lions Roar weekend.

Grams explained the organizers of the 5K race and the Osseo Lions Club request the necessary street closures for the events. City staff, with help from volunteers, will assist in closing the streets at the necessary times. Public Works will set out the necessary barricades and clean up the festival area prior to and after the event. The Lions Club also respectfully requests that the Council waive fees for City services, with the exception of the contracted Police services for Friday and Saturday events. The Lions have historically contracted with the Police Department to provide security for the Friday and Saturday afternoon/evening portion of the event. The Police Department has gathered Reserves and other Police members to volunteer security for the 5K race and parade events. The Lions Club also requests that the Council waive the fees associated with promoting the event, including Gateway Sign fees.

Grams commented this is the signature event for the City of Osseo, and staff are more than happy to help assist the volunteers in setting up the event and making it the best it can be. Many people come from all over the Twin Cities Metro area to attend this event each year.

Judy Rue, Osseo Lions Club member, explained this year marks the 42nd Annual Lions Roar. She reviewed the new events and amusements that were being planned for this year. She stated a dance contest was being planned for Saturday night. She reported she had contracted with Game Trucks of Minneapolis to provide video games at the event

and noted new inflatables would be brought in, along with a Velcro wall. She thanked the Council for its continued partnership and encouraged all Osseo residents to come out to Lions Roar. She requested the City gateway sign fees and street closures fees be waived. In addition, she requested the City consider providing funding for the Lions Roar bands by drawing on a Music Fund funded with charitable donations.

Grams commented this was the first year the Lions Club has had to complete the Special Event Permit, and he thanked the Lions for providing the City with a great deal of information on their event.

Stelmach stated the value of this event and the community that it created in the City led him to support the funding of the bands and fee waivers. He explained he appreciated the great partnership the City had with the Osseo Lions.

Johnson indicated he has been in Osseo for all 42 of the Lions Roar events. He explained this event was a huge draw to the City, and he was proud of how the event has grown over the years. He thanked all of the volunteers that worked to put on this great community event. Johnson stated he fully supported the requested waiver of fees and payment of band fees.

Osseo Cross Country Coach Runquist invited the public to participate in the Lions Roar 5K. He stated he appreciated the community for supporting this event and discussed how the funds raised are used to assist the Osseo Cross Country program.

A motion was made by Johnson, seconded by Stelmach, to approve the 2018 Osseo Lions Roar events, associated road closures, donation for music, and fee waivers for the event costs. The motion carried 4-0.

D. APPROVE DUFFY’S BAR & GRILL ROAR PARTY

Grams stated Duffy’s would like to host a party during Lions Roar weekend. The party will take place on the applicant’s property (in the side and rear parking lots) and requires no additional City services. Duffy’s provides its own security for the entire event, but does work closely with the Police Department as needed. The special event permit application is required before hosting alcoholic beverages outside of the building, and a temporary liquor license is required. The event will include karaoke both nights until midnight; however, amplified sound is controlled and should not cause any issues with neighboring properties.

A motion was made by Stelmach, seconded by Zelenak, to approve the 2018 Duffy’s Bar & Grill Roar Party Special Event Permit Application. The motion carried 4-0.

E. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Farmers Insurance	21 cases water + 12 cases Gatorade	Fire and Police
Mount Gilead, NC, Preservation Group	\$450	Heritage Preservation/ Water Tower

Staff recommended the Council accept the donations.

Patty McLean, Osseo Heritage Preservation Commission member, commented on the donation of \$450 that was received from Mount Gilead, North Carolina, Preservation Committee. She explained this community was not able to save its water tower and passed along some of their funding to the City of Osseo.

Stelmach appreciated the tireless efforts of the Osseo Heritage Preservation Commission for in preserving the water tower.

A motion was made by Johnson, seconded by Zelenak, to adopt Resolution No. 2018-44 accepting donations from Farmers Insurance and Mount Gilead, NC, Preservation Group. The motion carried 4-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. REVIEW 2018 YEAR-TO-DATE BUDGET

Grams stated this is a review of the 2018 year-to-date budget. He noted most of the City Departments are doing a great job of staying on budget halfway through this year. The few specific outliers are those payables that do not come to the City until year-end, or the invoices have not been received by the City as of the end of June.

Zelenak requested further information regarding why the medical, dental, and life insurance expense was off for 2018. City Accountant Teri Portinen stated the numbers were incorrect last year due to the fact several budget documents were used by staff. She noted only one live working budget document would be used going forward.

Zelenak asked if any other line items would be off due to the fact several working documents were used in 2018. Grams commented the medical, dental, and life insurance line item and Streets & Alleys were the only areas of concern. Portinen apologized for the oversight and noted this will not be a concern going forward.

Johnson requested further information on an increase for car insurance. Portinen reported this occurred after the City made a request to have full replacement value for all of its squad cars.

Further discussion ensued regarding the changes that would be made to improve the financial statements going forward.

Stelmach stated he was pleased to see the revenues the City had received from the gateway sign.

Johnson commented he was interested in further discussing who could and could not post notices on the gateway sign. He believed the demand was there and the current policy should be reconsidered.

Stelmach requested staff provide the Council with reasons why individuals were being denied the ability to advertise on the gateway sign per City policy.

B. APPROVE AMENDED 2019 STREET AND ALLEY PROJECT PROPOSAL

Grams stated at the July 23 Council meeting the Council approved a WSB project proposal (work plan for final design and bidding services) for the 2019 street and alley project. However, at the recommendation of the City Engineer, Lee Gustafson, the Council included two additional blocks of 6th Street NE and NW into the mill & overlay project. The original project proposal from WSB did not include those two street segments. Staff reviewed the amended project proposal from WSB that includes those two segments of 6th Street. The overall cost of the proposal is \$89,440, which is \$1,500 higher than the proposal approved on July 23.

A motion was made by Stelmach, seconded by Zelenak, to approve the amended WSB 2019 Street and Alley Project Proposal. The motion carried 4-0.

C. APPROVE 2ND READING AND ADOPTION OF SIGN CODE AMENDMENTS AND AUTHORIZE SUMMARY PUBLICATION (Resolution)

City Planner Nancy Abts reviewed the proposed changes to the Sign Code and noted most changes were to language, not to the effect the code has on signs. Sweeping changes to the size or types of signs allowed are not proposed. However, the way to determine the total amount of signage a property can display has changed. It is now based on the type of property or its size only; there are no longer requirements based on a sign's message. She provided further comment on the proposed Sign Code Amendments and recommended approval.

Stelmach thanked staff for sending a letter to local business owners in order to make them aware of the proposed changes. He stated he appreciated the fact the City works to be business friendly. He explained he struggled with over regulating private property, such as not allowing flag banners or feather signs without a special permit. He requested the Council consider finding a balance within this Ordinance in order to remain business friendly.

Johnson commented he did not have the same concerns as Stelmach. He discussed abandoned signs and questioned how the City would enforce this issue. Abts reported this would be addressed as a nuisance item by the City.

Poppe requested comment from staff as to the reason for regulating flag banners and feather signs. Abts commented on the purpose and intent of the Ordinance and explained staff understood signs were an important method to advertise businesses. She reported the City was working to find a balance between free speech while considering the impact of signs on the environment. She indicated her intent was to allow businesses to have more signage without small permits. She commented further on the Class C modern signage requirements and stated the City was not eliminating these altogether but rather was setting a limit on the number of days these types of signs could be displayed. She reiterated that this Ordinance does not just address commercial signage but residential signage as well in order to address freedom of speech for all who live and work in Osseo.

Grams commented the proposed Sign Ordinance was less restrictive than the current Ordinance. He believed Osseo has done a wonderful job preserving and enhancing its downtown business district. He explained he would hate to see this eroded by "carnival" signs. He understood the argument that people should be able to do what they want with their personal property; however, he was of the opinion limits also had to be set in order to protect the City.

Zelenak stated a flashing or blinking sign was only effective until your neighbor got the same sign. At that point, the sign would lose its appeal and would not be benefiting the business any longer. She explained she supported the licensing of temporary permits because if this was not occurring these signs would be occurring at all times and this was not what she supported in the City.

Stelmach explained he was struggling with the fact that business owners could only have signage for three special events throughout the year. Grams commented if the City did not have some sort of limit in place, temporary signs could be placed outside businesses at all times. He stated then the sign just becomes a cheap sign. He indicated the City was not trying to restrict or regulate special events through its sign permit. He anticipated that the vast majority for businesses occurred on the internet and not through temporary signage. It was his fear that if the City took away all forms of regulation for temporary signs these signs would then become permanent and this was not a direction the City wanted to move forward with.

Stelmach stated if a business had a banner or sign that was working to drive clients to their business, he supported this business having that banner or sign in place. He believed this was a pro-business attitude. Grams explained it was also business friendly to create an aesthetically pleasing business district in the downtown area.

Johnson indicated he supported the document as written and encouraged the Council to move forward.

A motion was made by Johnson, seconded by Zelenak, to approve the Second Reading and Adoption of Ordinance No. 2018-4, an Ordinance Amending Chapter 153 of the City Code Related to Sign Regulations, and adopt Resolution No. 2018-45 authorizing summary publication of Ordinance No. 2018-4. The motion carried 3-1 (Stelmach opposed).

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF AUGUST 13, 2018

Grams discussed the actions of the EDA. He noted the EDA toured seven potential redevelopment sites around Osseo and approved accounts payable.

A motion was made by Johnson, seconded by Stelmach, to confirm the EDA Actions of August 13, 2018. The motion carried 4-0.

B. APPROVE QUOTE FOR TREE TRIMMING ON CENTRAL AVENUE

Grams stated the trees on Central Avenue were last trimmed in 2015 and now require trimming and shaping. Most of the trees will only require minimal time, but a few of the larger trees will be trimmed extensively to alleviate sightline issues along with the necessary clearance of the businesses and store fronts on Central Avenue. The City has received some complaints from motorists and business owners this summer that the trees are overgrown.

Grams explained he had received several quotes for the tree trimming along Central Avenue and found the Family Tree Service quote to be the most cost effective. Chris with Family Tree Service is very knowledgeable and can educate the City along the way,

working with the Public Works employees. Family Tree Service is an ISA Certified Arborist. The other quotes received ranged in recommended services. One contractor suggested the City remove all trees from Central Avenue and re-plant with smaller trees. Another suggested the trees were fine now, but noted they should be trimmed soon.

Grams reported there is an option in this quote to work with Family Tree Service and provide the removal and haul away of the debris created by the tree trimming. Public Works will do its best to accommodate Family Tree Service and hopefully get the discounted price. Public Works will be working closely with Chris from Family Tree Service to ensure public safety.

Stelmach thanked staff for requesting multiple quotes for this work.

Johnson appreciated the fact the trees on Central Avenue would be trimmed. He encouraged staff to have the tree trimmings removed from the Public Works building in a timely manner.

A motion was made by Johnson, seconded by Zelenak, to approve the Family Tree Service Quote not to exceed \$2,900. The motion carried 4-0.

C. APPROVE 1ST READING OF CITY COUNCIL PAY ORDINANCE

Grams commented the City Council reviewed information regarding updating the City Council pay ordinance (Ordinance §30.03) at previous work session meetings in 2018 (May 29, June 25, and July 23). The Council agreed to update the Mayor and Council pay every other year during the annual budgeting process. Staff will be directed to survey cities in the seven-county Metro area with populations of 10,000 and under, provide the data to the Council for review, and the Council will determine the Mayor and Council pay for the following two-years (note that the Council can only consider adjusting Council pay during election years, with the ordinance taking effect the following year).

Grams reported staff reached out to those cities in the 7-county Metro area with populations of 10,000 and fewer to ask about their pay for Mayor and Councilmembers. There is a total of 77 cities that fit that criteria, and staff was able to gain data from 37 of those cities. A spreadsheet outlines the cities that responded, broken down by County and sorted by population.

Grams stated the Council can see that, when compared to the average, Osseo pays the Mayor approximately \$1,000 less per year, and pays the Councilmembers approximately \$1,200 less per year. The City Council should review the information and direct staff to set the Mayor and Council pay, with specific amounts for each position. Staff will then put those amounts into the draft ordinance and come back at the August 27 Council meeting with the final ordinance draft for the 2nd reading and adoption.

Johnson stated he did not support the numbers presented and believed they were distorted. He suggested only five cities be considered as comparables. These cities were: Lexington, Norwood Young America, Afton, North Oaks, and Grant. He was of the opinion these cities and what they pay should be used for comparison.

Stelmach explained staff followed the direction of the Council and brought forward numbers based on research. He indicated the population of the cities around us were not always comparable. He believed that the numbers provided were okay and not egregious. He stated he could support the numbers as presented by staff. He commented further on

how unique Osseo was as a city. Zelenak suggested “rounding” the average numbers presented by staff, and Stelmach agreed.

A motion was made by Stelmach, seconded by Zelenak, to approve the First Reading of the City Council Pay Ordinance and set the Mayor’s Annual Pay at \$4,600 and the City Council Annual Pay at \$3,600. The motion carried 3-1 (Johnson opposed).

D. APPROVE LETTER OF SUPPORT FOR OSSEO SCHOOL DISTRICT GRANT OPPORTUNITIES

Grams stated the Osseo School District recently reached out to the City Administrator asking if the City Council would consider approving a letter that supports the District’s efforts to secure grant funding to install field turf at the fields located near Osseo High and Middle Schools.

Grams reported if the School District is successful in obtaining grant funding for field turf, the project would be a benefit to the residents and local area in and around Osseo. By installing field turf, the fields would become more playable and allow residents who are on local sporting teams the opportunity to practice much closer to home, saving valuable travel time. Additionally, the fields would have expanded use, including prospective weekend soccer and football tournaments which brings many people from the surrounding metro area to Osseo. With more people comes greater opportunity for Osseo based businesses to profit.

Stelmach asked if the grant the School District was applying for required a matching component, and if the School District would be taking funding away from academics for the turf field. Grams stated he was uncertain as to how the turf field was being funded.

Stelmach commented he would not be able to support this request without further information.

A motion was made by Zelenak, seconded by Johnson, to approve the letter of support for Osseo School District Grant Opportunities from the Osseo City Council. The motion carried 3-1 (Stelmach opposed).

E. 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 4-0.

11. ADMINISTRATOR REPORT

Grams reported in January the Fire Department asked to purchase SCBA equipment. At that time, the Council approved the purchase for 30-minute air tanks. He explained 45-minute tanks were now required and a change order has been put through. He indicated the additional expense was \$5,700.

Grams thanked all of the volunteers, City Council, and City staff members who assisted with Night to Unite. He indicated this was a fantastic event for the community and was well attended.

12. COUNCIL AND ATTORNEY REPORTS

Abts explained she was happy to be back at work fulltime. She thanked the City for installing baby changing stations in the Community Center.

Zelenak stated she had a great time during the Citywide Night to Unite and was really pleased by the turnout for this event.

Zelenak noted the filing deadline for City Council and the Mayor's position was Tuesday, August 14. She explained she would not be seeking reelection which meant her chair would be open in January 2019.

Stelmach stated Night to Unite was a fantastic community event and thanked all who assisted in planning this event. He also thanked all of the vendors and volunteers that worked so hard to make this a great event.

Johnson thanked Police Officer Tony Mortinson and Chief Shane Mikkelson for their assistance at Night to Unite. He thanked Jessica and Marie for arranging for fun activities for the children. He appreciated the donations the City received from Premier Bank and the Osseo Lions Club for Night to Unite.

Poppe agreed Night to Unite was a phenomenal event for the City and thanked staff and volunteers for all of their hard work planning this community event.

Poppe encouraged all residents to get out and vote at the Primary Election which would be held on Tuesday, August 14. Polls would be open from 7 a.m. to 8 p.m.

Poppe stated the next Movie in the Park event would be held on Tuesday, August 14, where *Wonder* will be screened.

Poppe invited the public to attend the next Farmers Market on Tuesday, August 14, from 3-7 p.m.

13. ADJOURNMENT

A motion was made by Stelmach, seconded by Johnson, to adjourn the City Council meeting at 8:54 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.