

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
April 23, 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, April 23, 2018.

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, Police Chief Shane Mikkelson, Officer Tony Mortinson, and City Attorney Mary Tietjen.

Others present: Elm Creek Elementary School students and family, John Engstrom, Kerstin Schulz, and Shari Swanson.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance along with students from Elm Creek Elementary School.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

A motion was made by Johnson, seconded by Stelmach, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Receive EDA Minutes of April 9
- B. Approve Council Minutes of April 9
- C. Authorize City Credit Card for Public Works Director Nick Waldbillig
- D. Receive March Fire Relief Association Gambling Report
- E. Receive March American Legion Gambling Report
- F. Approve Women Anglers of MN Exempt Raffle Permit at Osseo Maple Grove American Legion
- G. Receive March Fire Report
- H. Approve Termination of Firefighter Nathan Henning
- I. Receive March Lions Club Gambling Report
- J. Accept Resignation of Todd Woods from EDA

Stelmach asked for clarification on item 5.H. The correct action was termination, not resignation.

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. APPROVE 2018 OSSEO VINTAGE FOREIGN CAR SHOW AND CRAFT FAIR

City Administrator Riley Grams stated the Osseo Vintage Foreign Car Show and Craft Fair is scheduled for Saturday, May 12, from 10 a.m. to 3 p.m. The event is held rain or shine and includes a number of local car clubs (Mercedes, Jaguar, MG, Citroen, Triumph, Austin Healey, Lotus, Mini, Alfa, and many others) showcasing their cars. The craft fair will include vendors showing and selling various craft items. The event requires the closure of several streets in the downtown area.

Grams reported this is historically one of the most well attended events in Osseo. The applicant, John Engstrom, was present to talk about the event, along with Kerstin Schulz, the craft fair chair. It was noted Mr. Engstrom also filled out the Special Events Permit. The permit allows City staff time to review the event and determine if any special needs are required for the event. The car show and craft fair will require a small amount of Public Works time to set out the necessary No Parking signs and traffic barricades prior to the event.

Grams explained the event organizers then set the barricades out the day of, and put them back at the end of the event with the help of the Police Department. The fee associated with this work is one hour of Public Works time at \$50 per hour. Additionally, there is a \$50 application fee. The applicant has paid the \$100 permit fee for this event. Staff understands that the applicant is also seeking a waiver of the permit fees for this event, and asks for free advertising on the gateway sign.

Mr. Engstrom thanked the Council for its consideration of his permit application. He stated he believed the new permitting process went pretty well. He reviewed a list of clubs that have joined Intermarque and discussed how the parking situation would be addressed to ensure this process goes smoothly. He explained that this event has been highly successful in Osseo.

Schulz supported the event being posted on the gateway sign. He discussed how the craft fair has grown over the years. He requested Mr. Engstrom collect cell phone numbers for the car owners in case there was a need to contact the car owner during the event.

Johnson stated he was happy to have this event in Osseo.

Stelmach asked if the car show was considered a City sponsored event. Grams reported this was the case, which would allow for the fees to be waived.

A motion was made by Zelenak, seconded by Johnson, to approve the 2018 Osseo Vintage Foreign Car Show and Craft Fair with associated fee waivers. The motion carried 5-0.

B. APPROVE 2018 OSSEO NIGHT TO UNITE EVENT

Officer Tony Mortinson stated the Police Department created a citizen committee to look at creating an all Osseo Night to Unite celebration. This event would be held on the City campus and in Boerboom Park. The group has received a donation from Premier Bank to

support the activities slated for the event. He noted this event has been discussed with both the Public Safety Advisory Committee and Park and Recreation Committee. He noted the proposed event would be free of charge, open to the entire City, and would be held on Tuesday, August 2, from 5-8 p.m.

Police Chief Mikkelson commented further on the food that would be provided at the event, stating there would also be face painting, yard games, and balloon animals. He noted demonstrations would be held by the Police and Fire Departments. He reviewed the proposed street closures that would be needed for the event. He noted the Farmers Market would be held this evening as well.

Schulz believed this was a great opportunity and he was looking forward to attending this event as it would bring the whole City together. He recommended part of 4th Street NE also be closed for the event. Police Chief Mikkelson supported this recommendation.

Stelmach supported part of 4th Street NE being closed as well.

Johnson stated there were volunteers at Realife that were interested in getting involved with this event.

Stelmach thanked the Police Department, staff, and all of the volunteers working on this event.

A motion was made by Schulz, seconded by Zelenak, to approve the Night to Unite plan as amended with all road closures and waiving of the permit fee. The motion carried 5-0.

C. ACCEPT DONATIONS TO THE CITY OF OSSEO (Resolution)

Grams stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Premier Bank	\$5,000	Night to Unite Sponsor
Randy's Sanitation, Inc.	\$ 250	Beautification/Flower Fund

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2018-29 accepting donations from Premier Bank and Randy's Sanitation, Inc. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. APPROVE HIRE OF PUBLIC WORKS MAINTENANCE EMPLOYEE GUY SWENSON

Grams stated with the recent retirement of Public Works Senior Maintenance employee Randy Korfiatis, the Council approved the hire for the Public Works Maintenance position. The City posted the position opening and received 13 applications. A

Committee made up of City Administrator Grams, outgoing Public Works Director Rick Hass, and newly appointed Public Works Director Nick Waldbillig reviewed and scored the applications. The top four were selected for an interview. Two of the selected candidates removed their names from contention, as they were offered other employment. The remaining two candidates were interviewed by the Committee, and the unanimous decision was to hire Guy Swenson.

Grams explained Guy has a lot of experience plowing snow and will make a great addition to the Public Works team. Guy will be hired starting at Pay Grade 5, Step 5 (\$25.49 hourly), and will be subject the Personnel Policy for all other terms of his employment. It is anticipated that Guy will start with the City during the week of May 7.

Guy Swenson introduced himself to the Council and discussed his work history. He noted he currently pours concrete and was looking forward to working for the City of Osseo.

Schulz commented he was really happy to see Guy Swenson would be joining the Public Works Department.

Stelmach agreed.

A motion was made by Stelmach, seconded by Schulz, to approve hiring Guy Swenson for the Public Works Maintenance position. The motion carried 5-0.

B. APPROVE PROPOSAL TO UPGRADE SOFTWARE FOR CITY HALL DOORS

Grams stated the keycard system was installed approximately ten years ago in City Hall. That system is now in need of a software upgrade because it is starting to fail. With this upgrade the system can be manipulated through a cell phone or website. This will allow issues to be resolved remotely by City staff.

Stelmach asked how many members of staff would have remote access to this system. Grams stated currently there were four staff members that had access and noted several more may be added.

Johnson questioned if someone outside City staff would be able to manipulate the software system. Schulz commented the program would be safeguarded with passwords and firewalls.

Johnson requested staff see if this software upgrade could be purchased without paying tax. Grams stated he would look into this further.

A motion was made by Schulz, seconded by Stelmach, to approve the purchase of the software upgrade to the key card system as proposed. The motion carried 5-0.

C. APPROVE 1ST READING OF ORDINANCE AMENDING THE CITY SIGN CODE

City Planner Nancy Abts stated the City Council should consider approving a first reading of an ordinance amendment to update how the Zoning Code addresses signs. The City is proposing an update to the sign code, part of the Zoning Ordinance. These changes will update the code to recent legal changes. Changes will also better organize

the sign code and facilitate code enforcement. The sign code has been added to, but not substantially revised, since its adoption in 1994.

Abts reported most changes to the sign code are changes to language, not to the effect the code has on signs. Big 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 message.

Abts commented signs defined on the basis of the message—Address Signs, For Sale/Lease Signs, Motor Fuel Station Signs, etc.—are no longer addressed in the updated ordinance. The proposed changes are not based on the type of content on the sign. Instead they focus on the “type of sign” on the basis of size, construction, and location.

Intent

The introduction to the ordinance, the *Findings, Purpose and Intent, and Effect* section, has been updated to reflect new legal standards. The wording and organization is also clarified and condensed in the new ordinance. An additional “severability” clause has been established for the sign ordinance. This states that the City Council would have adopted each individual part of the ordinance independently. This is even if some part of the total ordinance is invalidated by a higher court.

Administration

Some of the procedures used to administer the ordinance will also change. Under the existing sign code, certain small signs and certain types of signs do not require permits. The proposed changes clarify and somewhat increase the types of signs that do not need a permit. The proposed changes allow small and simple signs like lower-level window signs, banners, and small freestanding signs to be posted on private property without a permit. This recognizes that most businesses do not often apply for permits for these types of signs. It also facilitates free speech. However, whether or not a permit is required, signs still must comply with the ordinance.

“Temporary” Signs

The current ordinance allows businesses up to two temporary signs or banners each year. These banners, pennants, trailers, trucks, and similar devices can be displayed for up to ten days under a permit. The proposed ordinance recognizes the need for short-term, transitory messages that may be displayed on these sorts of signs. Most of these are considered as part of a broader set of “Class B” signs. Class B signs are non-durable, impermanent signs including moveable signs, banners, pennant signs, and other similar signs not constructed from durable, weather-proof materials. Class B signs also have a different impact on the city’s aesthetic environment. The ordinance balances the need for this type of signage with findings that exterior signs have a substantial impact on the character of an area. Therefore, a certain proportion of a site’s signage is allowed to be comprised of “Class B” signage.

Abts explained a third class of signs has been created. “Class C” signs are allowed similarly to “temporary” signs in the current ordinance. “Class C” includes moving, dynamic, and obtrusive signs like feather banners and inflated signs. The overall square foot area of this class of sign is limited. They require special time-limited permits, like “Temporary” signs under the present ordinance. The proposed requirements allow up to three 1-week permits per calendar year (21 days total). The current ordinance allows up to two, 10-day permits within any 12-month period, for a total of 20 days. Proposed regulations based on individual Zoning Districts are summarized in the updates to

Appendix C, and are detailed in the draft ordinance. Staff explained the Planning Commission reviewed this Ordinance and recommended approval as revised.

Johnson asked how long business trucks could be parked on private property. Abts reported trucks with signage or messages were generally allowed as long as they were operable.

Johnson questioned where this matter was addressed within the City Code. Abts reviewed the language that addresses this matter within Code. Further discussion ensued regarding the City's 24-hour rule.

Schulz stated he has had problems with this Code since the beginning. He believed that such a prolific sign code was not necessary and restricted local business owners. He did not anticipate Osseo would turn into Las Vegas.

Stelmach commented if a vehicle has been sitting in the same parking spot for two years and has not moved, this was different than a van that was used on a weekly basis by a contractor. He stated he appreciated the fact that flashing signs would now be allowed on Central Avenue. He understood the City was working to become more business friendly and believed this Ordinance was moving in the right direction.

Johnson stated he would like to see the Sign Code address vehicles with signage more thoroughly in the proposed amendment. He suggested vehicles be required to move every 30 days. Abts discussed the flexible approach staff had taken with the language within the Sign Code with respect to vehicle signage.

Johnson questioned how the City would enforce the proposed Sign Ordinance. Abts reported the draft Ordinance empowers the City Administrator and the Zoning Administrator to enforce the Code.

A motion was made by Johnson, seconded by Zelenak, to approve the 1st Reading of the Zoning Ordinance Amendment for Signs.

Stelmach recommended a Sign Code summary document be forwarded to local business owners.

Schulz stated he understood the City had come a long way with the proposed changes within the Sign Code; however, he believed it was still too restrictive. For this reason, he would not be offering his support to the Ordinance amendment.

Stelmach agreed and stated he would like to see the City gain additional feedback from local business owners before the Sign Code moves forward.

The motion carried 3-2 (Schulz and Stelmach-nay).

D. APPROVE PURCHASE OF CITY HALL AND COUNCIL CHAMBERS CHAIRS AND TABLE

Grams stated each year the City budgets \$10,000 for miscellaneous upgrades for City Hall and the Council Chambers through the Capital Improvement Plan (CIP). Staff would like to upgrade chairs for the Administration Conference Room and in the Council Chambers, as well as a new Administration Conference Room table. The current chairs and table were purchased by the City in 2003 when major office renovations and

alterations took place. Staff reviewed a quote from Alternative Business Furniture showing the following:

10 new chairs for the Council Chambers	\$3,569.60
12 new chairs for the City Hall Conference Room and adjacent meeting spaces	\$3,306.48
1 Conference Room table, oval shape, 48" x 120"	\$ 586.04
Delivery and assembly/install charges	<u>\$ 558.00</u>
Total	\$8,020.12

Grams explained Councilmembers reviewed several different chair models, as well as fabric color and patterns, and the quote reflects the general consensus. Staff will determine if the old chairs can be re-used within City Hall, and any unused chairs will be considered surplus items and sent to auction. There is a lead time of approximately four to six weeks for the new furniture.

Schulz asked why staff was recommending replacement of the conference room table. Grams commented on the dimensions of the new table and noted it would be slightly larger than the existing table.

A motion was made by Zelenak, seconded by Johnson, to approve the quote from Alternative Business Furniture for City Hall chairs and table as proposed. The motion carried 5-0.

E. APPROVE PURCHASE OF NEW COUNCIL LAPTOPS AND LAPTOP BAGS

Grams explained in order to stay current with new technology, all City computers and other equipment are placed on a continual replacement schedule. The City Council is due to receive new laptop computers so Councilmembers can conduct City business on an approved computer.

Grams reported staff received quotes from a few consultants and found the quote from SHI to be the most cost effective for the types of machines the Councilmembers need. SHI partners with the state bid on computer pricing, and the Police Department has an account set up with them. Working with the Risk Management Committee, staff determined the best machine for this particular use is the Lenovo ThinkPad model laptop computer. These are also the most cost effective, coming in around \$600 less than what other consultants had quoted.

Grams stated new laptop bags will be ordered, also. The cost breakdown is as follows:

5 Lenovo ThinkPad laptop computers	\$988.00 each	\$4,940.00 total
5 Mobile Edge black messenger bags	\$ 40.92 each	\$ 220.00 total w/shipping
5 Osseo logo stitching – Sota Shop	\$ 8.00 each	<u>\$ 40.00 total</u>
Total cost		\$5,200.00

Grams indicated there is a three- to four-week lead time to receive the laptops and bags. Once they have arrived, staff will work with IT Consultant Element Technologies to get the machines ready for use. Councilmembers will be alerted when they can swap out the old laptops and bags with the new laptops and bags.

Schulz commented on the proposed computer purchase and noted he has always had good luck with Lenovo computers. He stated he was pleased to see the computer costs came in lower than expected.

Zelenak questioned how the existing laptops would be backed up. Grams reported Element would transfer all information from existing computers to the new laptops.

Zelenak and Stelmach requested a computer backpack instead of a shoulder bag. Grams suggested Zelenak and Stelmach forward to staff recommendation for the backpacks.

Schulz asked if the current laptop chargers would work on the new laptops. Grams indicated in would speak with the vendor regarding this.

A motion was made by Johnson, seconded by Schulz, to approve the purchase of new City Council laptop computers and travel bags/backpacks as proposed. The motion carried 5-0.

F. APPROVE PURCHASE OF LAPTOP COMPUTER FOR PUBLIC WORKS DIRECTOR

Grams explained the City provides laptop computers for all Director level employees in order to work from home when needed, or work from the road when away during conferences and workshops. Newly appointed Public Works Director Nick Waldbillig indicated that he would like to have this ability. Attached is a quote from Element Technologies for a new laptop computer for Public Works Director Waldbillig. The cost of the new laptop will come from the Cable Fund. He explained he would support the purchase of a Dell or a Lenovo laptop.

Schulz stated he was uncertain if Lenovo offered a docking station. He requested staff investigate this further but noted he supported the purchase of a Lenovo laptop that was the same as the ones being purchased for City Council.

Stelmach reported there were other options other than docking stations. Grams commented he would speak with Mr. Waldbillig about this further.

A motion was made by Stelmach, seconded by Schulz, to approve the purchase of a laptop computer for the Public Works Director as amended. The motion carried 5-0.

G. APPROVE 2017 INTERFUND TRANSFER (Resolution)

Grams stated at the end of each year a transfer of funds is required in accordance with the City's finance plan. He reported this recommendation was being made as part of the City's 2017 audit. He requested the Council approve the 2017 interfund transfer.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2018-30 approving Interfund Transfers for the year ended December 31, 2017. The motion carried 5-0.

H. 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 explained the 2017 audit was now complete and he was pleased the preliminary report looked good. He thanked the finance staff for all of their work during the audit.

Grams congratulated Guy Swenson for being hired with the Public Works Department.

12. COUNCIL AND ATTORNEY REPORTS

Abts noted she attended the League of Minnesota Cities Loss and Safety Control workshop in Brooklyn Park last Thursday.

Johnson explained he attended a meeting sponsored by the Minnesota Resilience Committee where energy savings efforts were discussed.

Johnson thanked the Elm Creek Elementary School students for helping with the pledge of allegiance this evening.

Stelmach welcomed Guy Swenson to the City.

Zelenak thanked the Elm Creek students for coming in and helping with the pledge of allegiance.

Schulz stated he had the pleasure of attending the Osseo Football Fundraiser last Friday night. He commented he was looking forward to the proposed Night to Unite event and encouraged the committee working on this event to reach out to the Osseo Football Coach for additional volunteers.

Poppe noted the City Cleanup Day would be held on Saturday, May 5, from 8 a.m. to 12 p.m. at the Public Works Facility.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:29 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.