

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
October 8, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:25 p.m. on Monday, October 8, 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, Public Works Director Nick Waldbillig, Police Chief Shane Mikkelson, and City Attorney Mary Tietjen.

Others present: James Kelly and Juliana Hultstrom.

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. Approve Council Work Session Minutes of September 24
- B. Approve Council Minutes of September 24
- C. Receive August Northwest Area Jaycees Gambling Report
- D. Receive September Building Report
- E. Approve Fee Waiver Request for 2019 American Red Cross Blood Drives
- F. Approve Fee Waiver Request for Osseo Lions Club Halloween Event
- G. Approve Hire of a Part Time Police Officer Charles Cudd
- H. Receive Parks and Recreation Committee Minutes of October 4

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

- A. ACCEPT DONATIONS (Resolution)

City Administrator Riley Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Fire Relief Assoc.	\$1,000	Minidazzle
Phone Guys, Inc.	\$ 50	Minidazzle
Becky Meierhofer Ins. Agy.	\$ 100	Minidazzle
Abbey Carpet Northwest	\$ 100	Minidazzle
Comfort Keepers	\$ 100	Minidazzle
McGee Kugler Family Law	\$ 100	Minidazzle
Get It Done Fitness	\$ 50	Minidazzle
Harold E. & Gayle Johnson	\$ 700	Beautification Fund

(in memory of Robert Dunn, Laurence Hentges, Marian Kelly, Glen Miner, Nolan Nathe, Robert Nelson, and Diane Nokk)

Staff recommended the Council accept the donations.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2018-55 accepting donations from the Osseo Fire Relief Association, Phone Guys, Inc., Becky Meierhofer Insurance Agency, Abbey Carpet Northwest, Comfort Keepers, McGee Kugler Family Law, Get It Done Fitness, and Harold E. & Gayle Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE 2018 CRACK FILLING PROJECT

Public Works Director Nick Waldbillig stated the City Council approved a do-not-exceed amount of \$26,000 at the September 24 Council meeting to do crack filling on the streets that were mill and overlaid back in 2015. Astech began the week of October 1, but ran out of material. Staff believes they underestimated the amount of material needed to complete the project. These estimates are generally a shot in the dark, as you take an average segment of street and formulate a guess as to how much crack filling is needed, and then multiply that by the total linear feet of the project area. Because the City has already contracted with Astech to do this work, staff would like to continue to work with them to complete this project. An estimate, based on how much material has been used so far on the 2018 project, suggests an additional \$35,000 in work is needed.

Staff is seeking Council approval of an additional \$35,000 to complete the 2018 crack fill project. If approved, staff will coordinate another round of work to be done as soon as possible in order to fully complete the project with Astech.

Schulz asked how staff had missed the estimated expense of this project. Waldbillig stated he had not considered the worst of the worst streets.

Schulz encouraged staff to become better acquainted with the City streets to ensure this did not happen again. Grams reported staff had budgeted \$150,000 for street maintenance in 2018. He provided further comment on how crack filling was completed to prolong the life of a street.

Schulz stated he would support the not-to-exceed amount being increased, just in case there were any additional overages, given the fact this amount was still under budget.

A motion was made by Schulz, seconded by Johnson, to approve Astech to perform the 2018 crack fill project with an additional not-to-exceed amount of \$50,000. The motion carried 5-0.

(The total not-to-exceed amount for all the crack sealing with Astech would total \$76,000.)

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF OCTOBER 8, 2018

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and discussed future projects and goals for the EDA.

A motion was made by Stelmach, seconded by Johnson, to confirm the EDA Actions of October 8, 2018. The motion carried 5-0.

B. DECLARE PUBLIC WORKS EQUIPMENT AS SURPLUS (Resolution)

Grams stated he would like the Council to declare the following items as surplus equipment:

- 1989 GMC 1500 pickup truck
- 15 office chairs and a 10-foot office table

Grams reported these items have recently been replaced and are being stored at the Public Works building. The Council should declare these items as surplus and direct staff to take the items to auction for sale.

Johnson asked if the bicycles at the Police Department were surplus property. Chief Mikkelson stated these bicycles were police property.

A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2018-56 declaring City property as surplus and authorizing for its sale. The motion carried 5-0.

C. APPROVE PURCHASE OF POLICE DEPARTMENT SOFTWARE
DYNAFORMS II

Police Chief Shane Mikkelson commented Dynaforms II is a software application that is sold by the records management company LETG. This application is a powerful tool that will give the Police Department the opportunity to capture incident information in the field.

He explained Dynaforms will allow the Police Department to easily develop customized interactive forms that utilize existing information to reduce redundant data input. Information captured in LETG Dynaforms can be set to automatically update a specified incident increasing productivity and reducing errors. With this software the Police Department will be able to quickly create and deploy forms as needed allowing officers in the field to adhere to constantly changing protocols. The officers will have access to all the required forms at any time in the field regardless of whether they have connection to the city server. This software has a onetime cost of \$4,410 for software licenses, set up, and training, plus an annual maintenance cost of \$510.

Stelmach stated he appreciated the time saving measures this program would create for the Police Department and office staff.

Schulz agreed and asked if a voice recognition platform should be considered for this software. Chief Mikkelson stated this was a costly option and noted he has not heard positive feedback on the voice recognition portion of the software.

A motion was made by Schulz, seconded by Stelmach, to approve purchase of Dynaforms II. The motion carried 5-0.

D. CERTIFY DELINQUENT UTILITIES AND GARBAGE (Resolution)

Grams stated Osseo City Code Section 51.37(c) allows delinquent accounts for City utilities to be assessed to property owners. It also states that the amount certified include late payment penalties and administrative charges, and the amount shall bear interest as determined by Council. All property owners with amounts due as of August 31, 2018, were notified by letter of pending assessments.

Grams reported the City invoices are for water/sanitary sewer/storm sewer services. It was noted Randy's Environmental Services invoices for waste removal services. As part of the current agreement with Randy's, the City assists in collection of delinquent garbage costs by certifying delinquent garbage accounts. Staff reviewed the list of outstanding accounts and requested the Council adopt a resolution certifying the delinquent utility and waste removal charges.

Schulz questioned how long it took for the City to recover the delinquent accounts. Grams explained this would take approximately one year. He stated he was pleased to report the amount of delinquent accounts had been cut in half.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-57 certifying delinquent utility charges and delinquent waste removal charges against specified properties as presented in Exhibits A & B. The motion carried 5-0.

E. 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 reported he attended the Council Candidate Forum last Wednesday.

Grams explained staff learned of the passing of former City Councilmember Bonnie Heinen and noted funeral services were being planned for later in the week. He passed his condolences on behalf of City staff to the Heinen family.

12. COUNCIL AND ATTORNEY REPORTS

Johnson reported business owner Robert Nelson recently passed away.

Stelmach welcomed Police Officer Charles Cudd to the City.

13. ANNOUNCEMENTS

Poppe stated the upcoming Halloween event would be held on Saturday, October 27, from 11 a.m. to 2 p.m. He invited families to trick or treat up and down Central Avenue and to meet back at the Community Center for games, prizes, and refreshments.

Poppe reported absentee voting was now open for the upcoming election.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:00 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.