

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
February 25, 2019**

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, February 25, 2019.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Harold E. Johnson, Mark Schulz, Larry Stelmach, and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Richard Smith.

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 February 11
- B. Approve Council Minutes of February 11
- C. Accept Resignation of Juliana Hultstrom on EDA Board
- D. Receive January Lions Club Gambling Report
- E. Receive January Fire Relief Association Gambling Report
- F. Approve PEER Leadership Conference Training for City Administrator Riley Grams
- G. Receive January Hockey Association Gambling Report
- H. Cancel Council Work Session and City Council Meeting Scheduled for March 25

Stelmach discussed the EDA Minutes from February 11 and noted none of the City Councilmembers had called the EDA candidates. He requested the minutes be amended to reflect this change.

**A motion was made by Stelmach, seconded by Johnson, to approve the Consent Agenda as amended. The motion carried 5-0.**

6. MATTERS FROM THE FLOOR

Richard Smith, 501 3<sup>rd</sup> Street SE, explained he had a problem with the snow plows and pickup trucks going through the City clearing snow. He reported he was having a difficult time keeping his sidewalk free and clear of snow. He indicated he did not want the sidewalk in front of his home and suggested the City keep the sidewalks clear of snow.

Schulz commented he was struggling with the same thing on his street.

City Administrator Riley Grams stated he would speak with Public Works to see if something different could be done when clearing the snow from this street.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donation:

| <u>Donor</u>  | <u>Amount/Item</u> | <u>Designated Fund</u> |
|---|--------------------|------------------------|
| Harold E. & Gayle Johnson<br><i>(in memory of Grace Kalleberg, Doris Kemp, &amp; Dave Tjosvold)</i> | \$300              | Beautification Fund    |

Staff recommends the Council accept the donation.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-13 accepting a donation from Harold E. & Gayle Johnson. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE UPDATED TRAINING AND TRAVEL POLICY

Grams stated at the January 28 Council meeting the Council reviewed and discussed a draft of an updated Travel and Training Policy. Council developed several suggested changes to the policy which have been incorporated into the draft policy. Further edits have been made by Staff and City Attorney Tietjen in order to provide clarity and better understanding of the policy.

Grams explained the policy is intended for all City Employees and any City Elected or Appointed individual (referred to as “Officials” in the policy) and explains the process for obtaining prior authorization from the City Council or EDA for training opportunities or any time travel expenses are incurred while on official City business.

Stelmach thanked staff for all of their efforts on this document.

**A motion was made by Schulz, seconded by Hultstrom, to approve the updated Travel and Training Policy. The motion carried 5-0.**

10. NEW BUSINESS

A. APPROVE HIRE OF INTERIM SENIOR RECREATION COORDINATOR

Grams stated with Arleen Barrett's recent retirement announcement, the position of Senior Program Coordinator is now open. One of the seniors group longest running volunteers is Becky O'Brien, who has been assisting with the seniors programs for the past several years. In speaking with Becky, she said she would be happy to take on the position of Senior Program Coordinator in an interim basis until the City determines what the best course of action is with that position (either maintaining the position or possibly hiring an overarching City Recreation position). Becky has already verbally accepted Grams' offer to continue to help run the senior programs.

Grams reported the position requires an average of 9-10 hours per week, working two days (Tuesday and Thursday). The position falls on Pay Grade 2 of the part-time pay scale, and Grams proposes paying this position according to Pay Grade 2, step 1 (\$14.26/hour). The City has budgeted for this position, and even with Arleen's retirement and Becky's hire as Interim Senior Program Coordinator, staff believes there is enough in the budget to cover costs.

Stelmach asked if this position was posted. Grams commented the position was not posted given the fact it was an interim position.

Stelmach stated he liked consistency in processes and encouraged staff to post all future positions with the City. However, he noted he could support staff's recommendation.

**A motion was made by Hultstrom, seconded by Schulz, to approve the hire of Becky O'Brien as Interim Senior Program Coordinator. The motion carried 5-0.**

B. APPROVE SUPPORT FOR CORRIDOR PLANNING GRANT APPLICATION (Resolution)

City Planner Nancy Abts stated Hennepin County offers grants to cities for a wide range of activities. The Corridor Planning program provides support for plans and studies that enhance the tax base and/or public realm in Hennepin County. Staff will request funding to assist with updating a parking study for the Central Business District. Staff commented further on the application and requested Council support.

Schulz indicated he supported the City pursuing the grant funding.

**A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2019-14 approving submittal of an Application to Hennepin County Community Works for Corridor Planning. The motion carried 5-0.**

C. APPROVE CITIZEN APPOINTMENT (Resolution)

Grams commented staff received two Letters of Interest for the EDA appointments. He stated volunteers are always thanked for their interest in serving the City of Osseo. Deanna Burke has indicated her interest in serving on the EDA Board. Sherry Murdock has indicated her interest in serving on the EDA Board but prefers the shorter term.

Stelmach stated he reached out to both applicants and explained he could support both members serving on the EDA.

Schulz commented he could support bringing both applicants onto the EDA.

**A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2019-15 appointing Official Citizen Appointments with Sherry Murdock serving on the EDA Board (term ending in 2019) and Deanna Burke serving on the EDA Board (term ending in 2020). 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

Grams reported the snow this month has taken its toll on Osseo residents. He encouraged residents to understand the Public Works Department was working to do their best to keep the City free and clear of snow.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom stated she and Johnson attended the League of Minnesota Cities legislative conference last Thursday. She provided the Council with the updates she received at this event.

Schulz commented he would like to discuss snow removal at a future Council work session. He expressed frustration with Osseo residents having to remove snow from their sidewalks twice.

Johnson discussed the legislative conference he attended last Thursday with Hultstrom. He reported LGA funding was discussed along with street funding for cities with a population less than 5,000.

Johnson stated he would be attending an affordable housing meeting on Thursday, March 7, in New Brighton.

13. ANNOUNCEMENTS

Poppe stated the City had a board position available on the Planning Commission. Those interested were encouraged to contact City Hall for further information.

Poppe reported a Car Seat Clinic would be held on Saturday, March 9, from 10 a.m. to 1 p.m. at the Osseo Public Works Facility.

14. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 7:48 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*