

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
April 8, 2019**

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 8, 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, Police Chief Shane Mikkelson, Officer Michael Smith, and City Attorney Mary Tietjen.

Others present: Lindsey Bye, Alan & Pam Pickwell, Dave Kiser, Heidi McGee, Colleen Slattery, Keith & Katie Page, Diane Nodgaard, Jeff Aalbers, and Sherry Murdock.

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.

City Administrator Riley Grams requested Item 7A be removed from the agenda.

**A motion was made by Schulz, seconded by Stelmach, to accept the Agenda as amended removing Item 7A. The motion carried 5-0.**

5. CONSENT AGENDA

- A. Approve Council Minutes of March 11
- B. Receive February Fire Relief Gambling Report
- C. Receive February Lions Club Gambling Report
- D. Receive January & February Northwest Area Jaycees Gambling Report
- E. Receive February Osseo Maple Grove Hockey Association Gambling Report
- F. Set Public Safety Advisory Committee Meeting for April 29 at 6:00 p.m.
- G. Acknowledge Troy Stalcar as Fire Lieutenant 14
- H. Approve Hire of Reserve Officer Zachary Prokosch
- I. Approve Posting of Seasonal Public Works Laborer
- J. Receive March Building Report
- K. Receive Planning Commission Minutes of March 18
- L. Receive Parks and Recreation Minutes of April 2

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. SENIOR LINKAGE LINE PRESENTATION – Kersh Cooks, Metropolitan Area Agency on Aging

(This item was removed from the agenda because the speaker was not available.)

B. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Osseo MG Hockey Association	\$1,500	Movies/Music in the Park
Osseo Lions Club	\$3,000	Movies/Music in the Park
Harold E. & Gayle Johnson	\$ 600	Beautification Fund
<i>(in memory of Richard Bollinger, Bradley Byer, Marilyn Jean Georges, Marvel Morrissette, Daniel Spanier &amp; Doris Vaughn)</i>		

Staff recommends the Council accept the donations.

**A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2019-20 accepting donations from the Osseo Maple Grove Hockey Association, Osseo Lions Club, and Harold E. & Gayle Johnson. The motion carried 5-0.**

8. PUBLIC HEARINGS

A. 2019 STREET & ALLEY PROJECT ASSESSMENT HEARING (Resolution)

Grams stated City Engineer Lee Gustafson with WSB would be presenting this item to the Council.

Lee Gustafson, WSB, reported the 2019 Street and Alley Reconstruction Project consists of reconstructing portions of 1st Avenue NW and 7th Avenue SE, the mill and overlay of portions of 2nd Street NW, 3rd Street NE, 4th Street NW, 5th Street NE, 6th Street NW, and 6th Street NE, and reconstructing the alley bounded by 2nd Street NE and 3rd Street NE between Central Avenue and 1st Avenue NE. The total project cost is estimated at \$1,058,547.34, and includes all proposed street, alley, utility, and sidewalk improvements as well as all engineering and administrative costs.

Mr. Gustafson explained financing the 2019 Street Reconstruction will be based on the City's special assessment policy which calls for 50% of the proposed improvements to be specially assessed including all administrative costs. The remaining 50% and 100% of the storm and utility costs will be financed by the City through street and enterprise funds, including the water main replacement on 7th Avenue SE.

Mr. Gustafson reported financing the 2019 Alley Reconstruction will be based on the City's special assessment policy which calls for 80% of the proposed improvements to be specially assessed including all administrative costs. The remaining 20% and 100% of the storm and utility costs will be financed by the City through street and enterprise funds. There are no single-family residential units along this alley so all assessments will be based on lineal footage. The mill and overlay portion of the project calls for 100% of the proposed improvements to be funded by the City.

Mr. Gustafson commented a final assessment roll has been prepared based on the lowest bid and individual assessment notices were mailed to each property owner. The proposed street assessment rates are: \$3,847.81 for 0.75 units, \$5,130.42 for one unit, and \$79.60 for lineal footage assessments. The proposed alley assessment rates are \$87.24 per lineal foot. He reviewed photos of several homes within the project area and commented on the derived value of the project to these homeowners, noting it was the same for each property.

City Attorney Tietjen explained on March 11, 2019, the Council updated the City's assessment policy for clarification purposes. She reviewed the changes that were made to the policy noting townhomes and rowhomes were to be assessed on a unit basis similar to the single-family residential lots. She reported apartment buildings were to be assessed on a linear footage basis, similar to other commercial properties. In addition, the Council addressed its discretion with respect to the assessment process to ensure assessments were being distributed equitably.

Johnson asked if work on 5<sup>th</sup> Street NE would be completed before the Farmers Market begins. He requested that this street be worked on first in order to accommodate the Farmers Market for Osseo residents. Mr. Gustafson commented he would work with the contractor to address this concern.

**A motion was made by Schulz, seconded by Stelmach, to open the Assessment Hearing at 7:20 p.m. The motion carried 5-0.**

Lindsey Bye, 613 1st Avenue NW, stated she was before the Council on behalf of the Osseo Urban Townhome Association owners. She explained she sent a letter to the City Council prior to this meeting and read this letter in full for the record. She reported the members of the association were questioning the validity of the assessment amount and indicated each member within the association objected to the proposed special assessment. She was of the opinion the townhome units met the definition of multi-family housing and therefore should be assessed on a per linear foot basis and not on a per unit basis. She noted the City would be assessing the townhomes on a per unit basis. She believed that the proposed assessment method was inequitable and illogical. She requested the Council reconsider the proposed assessments for the townhomes as they only had one lot, which was shared by all of the townhome owners.

Sherry Murdock, 606 1<sup>st</sup> Avenue NW, stated she did not believe the townhome owners would have the same perceived benefit as the single-family homeowners within the project area. She encouraged the Council to reconsider the perceived benefit for the townhomes versus the single-family homeowners, and indicated they simply were not the same.

Colleen Slattery, 614 1<sup>st</sup> Avenue NW, explained she was willing to pay her fair share of an assessment. However, she believed being assessed for three-fourths of a single-family home was not fair. She commented her townhome was 16 feet wide, which did not equate to three-fourths of a single-family home. She noted the townhomes were on one contiguous property.

Ms. Bye reported the nine townhome units that were connected shared a water meter. She commented this was another reason the townhomes should be viewed as multi-family housing.

**A motion was made by Schulz, seconded by Stelmach, to close the Assessment Hearing at 7:28 p.m. The motion carried 5-0.**

Stelmach asked if each townhome unit had a garage. Ms. Bye reported this was the case and explained each townhome unit garage was accessed from a private street.

Grams stated it may be helpful for Mr. Gustafson to offer further comment on the value derived from a street project.

Mr. Gustafson explained streets have value that was derived from a number of factors, such as being able to drive and park on the street. In addition, there was value in having a new street in front of a home as this raised the property value. He reported the City understood the rowhomes were smaller and for this reason was going to assess the properties at a discounted or three-fourths of a full unit rate.

Grams commented on how apartment buildings were assessed noting these complexes received a much higher rate.

Johnson requested feedback from staff on Minnesota State Statute Section 429.081. City Attorney Tietjen reported this portion of statute allows a property owner to object and appeal an assessment.

Johnson questioned what the process would be for the townhome owners going forward. City Attorney Tietjen explained the homeowners would have to submit a written objection to the City, which has been done this evening.

Schulz asked if staff was aware of a property owner winning an assessment appeal. City Attorney Tietjen commented she had seen this happen and reported if a lower assessment rate was approved by the Court the City would have to make up the difference. Mr. Gustafson commented his assessment recommendation was based on years of experience. He stated he was of the opinion the proposed assessment was fair and equitable for the rowhome properties.

Schulz indicated he appreciated the comments from Mr. Gustafson. He commented further on the diverse style of homes and property widths throughout the project area. He discussed the width of his lot versus his neighbor's lot. He stated in the end the assessments seemed to balance out based on lot width, number of drivers, along with on street and off-street parking combinations. He indicated assessments were a complex situation and noted the City had changed its policy to take into consideration the rowhomes/townhomes. He stated he supported the townhome owners taking this

matter to court. However, he explained that if the townhome owners' assessments were reduced it would drive the expense for the City up which was not equitable for the taxpayers. He was of the opinion the City was on the right path with respect to its assessment policy.

Stelmach encouraged the residents to pursue an appeal on the assessment value through due process. He reported the lot sizes for the townhomes was similar to several homes in Osseo that were paying a full assessment and not three-fourths. He explained the Council was working to be fair and equitable, with good intent. He noted the Council was working to provide the City with good streets for all residents. He stated he only had one spot to park on his property and had one on street parking stall. He reported the Council would be further discussing the assessment policy in order to understand how assessments would look if completed on a per linear basis. He explained his home was within a prior Street Improvement Project and stated he felt the same pinch from the assessment amount. However, he saw the value of having nice, new streets for himself, his children, and his neighbors.

Ms. Murdock asked if the assessment policy was posted on the City website. Grams explained City policies were not posted on the City website. City Attorney Tietjen reported the policy would be available online within the March 11 Council packet. City Planner Nancy Abts noted the minutes from the March 11 City Council meeting would also address the clarifications that were made to the assessment policy.

Stelmach commented he would be comfortable having the assessment policy posted on the City website.

The consensus of the Council did not support this.

**A motion was made by Schulz, seconded by Hultstrom, to adopt Resolution No. 2019-21 adopting the proposed assessments for the 2019 Street and Alley Reconstruction Project.**

Johnson commented the Council was moving forward with this project and was not stopping residents from appealing the proposed assessments.

**The motion carried 5-0.**

#### **B. LIQUOR LICENSE FEES HEARING (Resolution)**

Grams reported over several Council meetings in 2018 a new liquor ordinance was discussed and approved. Councilmembers talked briefly about several proposed fee variations due to legislative changes and directed staff to explore fees for all liquor license options included in the new code. At the February 11 Council meeting, the Council discussed proposed fees in general and called for a public hearing on Monday, April 8, at 7 p.m., to approve liquor license fees. State statute requires at least 30 days' mailed notice to liquor license holders when changes to fees will be considered.

Grams explained City Attorney Mary Tietjen prepared a public hearing notice. City staff prepared a general information notice outlining proposed liquor license fees. A copy of the new City Code chapter on Liquor Regulations was also included in the mailing. The

public hearing notice and information was mailed to all liquor license holders on February 27. Current license holders were asked to contact the Council or staff with concerns. They were also encouraged to attend the public hearing. A public notice for the hearing was published in the official newspaper on March 7.

Schulz stated he spoke with a local bar owner and noted his response was he understands there was a cost of doing business. This bar owner was not concerned with the proposed increased fees.

Stelmach commented he reached out to each of the places that sells alcohol in Osseo. He reported he did not receive any comments or concerns and for this reason he would be offering his support to the new liquor license fees.

Schulz explained his only concern was with the proposed fees for club licenses. He indicated this was a policy issue for him and could be addressed at a future date.

**A motion was made by Stelmach, seconded by Schulz, to open the Public Hearing at 7:56 p.m. The motion carried 5-0.**

No public input was offered.

**A motion was made by Schulz, seconded by Stelmach, to close the Public Hearing at 7:57 p.m. The motion carried 5-0.**

Stelmach requested comment from staff on the proposed club license fees. Chief Mikkelson commented the proposed fee was mid-range when compared to neighboring communities. He reported the Legion was the only club in Osseo.

**A motion was made by Stelmach, seconded by Johnson, to approve the liquor license fees as proposed. The motion carried 5-0.**

**A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2019-22 amending the fee schedule for 2019 for liquor license. The motion carried 5-0.**

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF APRIL 8, 2019

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the Osseo Economic Development Authority Board Member position description, and discussed the recent Strategic Planning Session.

**A motion was made by Johnson, seconded by Schulz, to confirm the EDA Actions of April 8, 2019. The motion carried 5-0.**

B. APPROVE PURCHASE OF CHARACTER GENERATOR COMPUTER UPGRADE – Dave Kiser, CCX Media

Grams stated Tim Gaffron (Municipal Media Service Manager) with CCX Media reached out to all client municipalities to alert them of a computer software upgrade that is needed in order to continue the high-quality broadcasting of City meetings from City Hall to our residents. Over the last few years, CCX has taken significant steps to improve the live signal path from our city halls to the CCX Media Facility in Brooklyn Park. The next step is to upgrade the character generator computer in our control room. The character generator computer adds graphic titles, names, and agenda items during meeting production.

Grams explained due to the age and model of Osseo's current unit, CCX would need to completely replace the unit in our building. The cost of replacing the unit is approximately \$14,000. CCX Media is asking that each City pay for the upgrade using the funds we receive for future capital replacement. Currently, Osseo receives approximately \$6,901 quarterly which is placed in the City's Cable Fund. The Cable Fund has a current balance of \$64,769.42.

Grams reported CCX would like to replace the equipment in the first half of 2019, and would ideally like to purchase these upgrades on behalf of the City to obtain a volume discount. CCX Media staff will come and install the unit at no additional charge to the City when ready.

**A motion was made by Hultstrom, seconded by Johnson, to approve the purchase of a new character generator upgrade unit through CCX Media with a do-not-exceed amount of \$14,000.**

Johnson commented even though a large number of people do not attend the City Council meetings, he understood a number watch the meetings online and he supported the proposed expense.

Schulz explained he served on the Cable Commission. He stated he recently learned the City of Osseo website was the most utilized per capita when compared to all of the cities in the nine-county area.

**The motion carried 5-0.**

C. APPROVE LOT COMBINATION FOR SAINT PAUL'S LUTHERAN CHURCH  
(Resolution)

Abts stated St. Paul's Lutheran Church is located at 710 Broadway Street East. The property includes three tax lots, located in the R-1, One- and Two-family residential District. Conditional uses in the R1 district include public and semi-public facilities such as churches, schools, and parks of a non-commercial nature. Because churches were a permitted use when constructed, it does not have a Conditional Use Permit but instead is considered 'grandfathered' or a legal nonconforming use.

Abts reported the property will be affected by the 2019 Street Reconstruction project occurring along 7th Avenue SE. As part of this project, the Church is providing an easement for a portion of 7th Avenue SE. City staff also suggested the church complete a lot combination to simplify their parcel boundaries in light of present land use. In addition to making the parcels more orderly, this will also provide a modest cost-savings

in their quarterly stormwater utility payments. The three tax parcels share a single legal description, and it seems that the reason for having multiple tax parcels relates to structures that were removed from the area in the 1960s. Staff provided further comment on the request and reported the Planning Commission recommended approval of the lot combination for St. Paul's Lutheran Church.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-23 approving application of St. Paul's Lutheran Church for Lot Combination of real property in the City of Osseo, County of Hennepin, State of Minnesota. The motion carried 5-0.**

D. APPROVE PURCHASE OF FIREARMS FOR POLICE DEPARTMENT

Police Chief Shane Mikkelson stated last year the City received a generous donation from the Osseo American Legion. The City looked internally and found that the two items needed for officer safety were bullet proof shields and handguns issued to all full-time staff. He explained the City purchased the shields earlier this year and was now looking to purchase handguns. The Police Department firearms instructors did some research and recommended a Glock 17 9mm handgun as the department gun. He reported staff found that the issuing of one handgun to the full-time staff would help with ammo purchasing and keep all firearms in a proper working order. It was noted the handgun purchase would be made through donations to the Police Department.

Schulz asked if all officers were in agreement and this was the preferred weapon. He also questioned if seven handguns were enough for the department. Chief Mikkelson commented this may not be the preferred weapon for each officer but would work best for the department based on the recommendation of the department's small arms instructor. Officer Michael Smith indicated these were durable weapons that have been around since the early 1980s. He stated the department would like to have more handguns available for part-time officers and these could be purchased in the future. Chief Mikkelson reported part-time officers typically already have a weapon. He commented further on how having a standard issued handgun would simplify ammo purchases in the future.

Hultstrom questioned how the City would manage an officer involved shooting if more than one officer was involved. Chief Mikkelson explained the department has a 40 caliber as an extra firearm and would work to build up extra firearms. He reported he would have to approach the Council if an emergency situation were to occur and he needed three extra firearms. It was his hope he would never have to make this request.

Johnson asked if forfeiture funds could be used to purchase firearms. Chief Mikkelson stated forfeiture funds could not be used to purchase firearms, but could be used for ammo and other equipment.

**A motion was made by Hultstrom, seconded by Stelmach, to approve the purchase of seven Glock 17 9mm handguns, holsters, and magazine pouches for an amount not to exceed \$3,736.94.**

Schulz questioned if the weapons would come with extra magazines. Chief Mikkelson reported each weapon would come with three magazines.

**The motion carried 5-0.**

E. APPROVE POLICE TRAINING FOR 2019

Chief Mikkelson reviewed with the Council a list of training opportunities he would like his officers to attend in 2019 and requested approval.

Schulz requested the training type be listed on the Accounts Payable for the Council to understand what type of training officers will be attending throughout the year. Grams explained the approval before the Council would authorize the Chief to assign officers to training throughout the year with the payments being brought to the Council on Accounts Payable after the fact.

Schulz stated approval of this training list demonstrates the Council's confidence in the Police Chief and his ability to properly train the City's officers.

**A motion was made by Johnson, seconded by Schulz, to approve the 2019 list of trainings for the Police Department. The motion carried 5-0.**

F. APPROVE POLICE CHIEF ADJUNCT PROFESSOR POSITION

Chief Mikkelson explained he was selected to become an Adjunct Professor at Concordia University, St. Paul. He reported he would be instructing in the Criminal Justice and Human Services Departments, both in classroom and online settings. It was noted he would have flexibility in both teaching roles. This job would require about 8 to 10 hours per week in time commitment. Most of the courses he would be teaching are a part of the core classes needed for the State of Minnesota to certify Law Enforcement Officers. This job would allow him to be in contact with students currently enrolled in the Law Enforcement Certification program, which would allow him to recruit, observe, and get to know potential future employees.

Hultstrom stated she believed it was an honor for Chief Mikkelson to be considered for this position.

**A motion was made by Hultstrom, seconded by Stelmach, to approve Chief Mikkelson to work part-time at Concordia University, St. Paul, as an Adjunct Professor.**

Schulz explained Administrator Grams would have to ensure Chief Mikkelson was not completing any part-time work while on duty for the City of Osseo. He stated he was pleased Chief Mikkelson would be meeting potential new recruits for the Osseo Police Department.

**The motion carried 5-0.**

G. APPROVE SUPPORT FOR STREET IMPROVEMENT DISTRICTS (Resolution)

Grams stated one of the local lobbying groups, Metro Cities, recently issued a legislative action alert asking all member cities to consider adopting a resolution supporting legislation that would allow cities to create street improvement districts. The bill would

allow cities to collect fees from property owners within an improvement district to fund municipal street maintenance, construction, reconstruction, and facility upgrades. The resolution states the following:

- Existing funding mechanisms for street maintenance and reconstruction are inadequate. Special assessments can be onerous to property owners and are difficult to implement for some cities.
- Municipal state aid (MSA) is limited to cities over 5,000 population--148 of 853 cities in Minnesota--and cannot be applied to more than 20% of an MSA city's lane miles. Existing MSA is not keeping up with needs on the MSA system. This is enabling legislation. No city would be required to create a municipal street improvement district.
- This authority would provide a funding mechanism that is fair. It establishes a clear relationship between who pays fees and where projects occur, but stops short of the benefit test that sometimes makes special assessments vulnerable to legal challenges. It also does not prohibit cities from collecting fees from tax exempt properties within a district.
- This tool allows cities to perform maintenance and reconstruction on schedule. Timely maintenance is essential to preserving streets and thereby protecting taxpayer investments.
- This tool would allow property owners to fund expensive projects by paying relatively small fees over time. The tool could be used to mitigate or eliminate the need for special assessments.

Johnson commented on the County roads in Osseo and how the City would be impacted if these roadways were turned back to the City. Grams stated he did not know about the Jefferson Highway turn back and had not heard anything about the County wanting to turn back County Road 30.

Johnson stated he would offer his support to the proposed legislation.

Schulz commented on the benefits of the proposed legislation and stated he did not see a downside.

**A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2019-24 supporting legislation authorizing the establishment of Municipal Street Improvement Districts. The motion carried 5-0.**

H. APPROVE SUPPORT OF MOTOR VEHICLE LEASE SALES TAX ALLOCATION TO HENNEPIN COUNTY (Resolution)

Grams stated in 2015 state legislation was passed to reallocate \$32 million of the sales tax collected from leased vehicles from the state's general fund, 50% to Greater Minnesota transit, and 50% to metro counties through the County State Aid Highway fund. In an effort to balance funding for transit and roads/bridges, the law excluded Hennepin and Ramsey Counties from receiving their percentage of funding. Instead, the other five metro counties split the proceeds generated in Hennepin and Ramsey Counties. With the elimination of the CTIB Board in 2017, all seven metro counties now collect their own local transportation sales tax, spend the proceeds on their own transportation projects, and have equal opportunity for funding.

Grams commented several Hennepin County cities are now looking to generate support to eliminate the exemption of Hennepin and Ramsey Counties and to distribute the sales tax on leased vehicles, per the County State Aid formula, to all metro counties. Distributing Hennepin and Ramsey County proceeds to the other five metro counties puts cities in these counties at a disadvantage when it comes to accessing funds for county road and bridge projects. This change would provide \$10.7 million in annual funding to Hennepin County for road and bridge improvements in our cities.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-25 supporting motor vehicle lease sales tax allocation to Hennepin County. The motion carried 5-0.**

I. ACCEPT PROPOSAL FOR TREE CARE INVENTORY

Abts stated many trees exist in Osseo's parks and right of way. However, the specific locations, conditions, species, and other characteristics of these trees are not known. Conducting an inventory of public trees will allow the City to better plan for and manage the trees. Staff spoke with a number of firms about the tree inventory and recommend proceeding with the firm YTS Companies, LLC, based in Rogers, MN. YTS has a local presence with its equipment yard in Brooklyn Park near Fleet Farm, and has worked successfully with several area cities. YTS also offers a ten percent discount on future tree care work that builds from the inventory. Grant funds from Hennepin County will cover the cost of this tree inventory.

**A motion was made by Johnson, seconded by Schulz, to approve the Tree Inventory proposal for \$4,000 from YTS Companies, LLC. The motion carried 5-0.**

J. APPROVE STREET CLOSURE FOR FIRE DEPARTMENT EGG HUNG

Grams stated each year the Osseo Fire Department hosts the Egg Hunt event on City Hall property, along with adjacent Boerboom Park. In order to provide safety for the event, the Police Department closes Central Avenue between 4th Street and 5th Street NE from approximately 11:45 am to 12:15 pm. The Public Works Department will set out the necessary barricades and safety signs the day before, and the Police and Fire Department members will set up the barricades and signs on Saturday, April 13.

**A motion was made by Stelmach, seconded by Hultstrom, to approve the street closure for the Fire Department Egg Hunt event on Saturday, April 13. The motion carried 5-0.**

K. APPROVE PROPOSAL FOR PARK MAINTENANCE FROM DESIGNING NATURE

Grams stated Public Works has obtained a proposal from Designing Nature to do the following:

- 1) Fall cut down and cleanup of the Central Avenue planting beds
- 2) Spring/Summer plantings and fall cut down and cleanup of Boerboom Park

Grams explained the proposals are separated into two sections. The total estimated number of hours for both items is expected to be between 42 and 46 hours at a rate of \$45.50 per hour. This equates to totals of \$1,911 and \$2,093. The City has budgeted a total of \$11,500 for Boerboom Park and Central Avenue beautification, which includes this work from Designing Nature in addition to the flower baskets and all other supplies. After the spring cleanup and planting, the new Public Works part-time seasonal help would continue to maintain these areas throughout the summer leading up to the fall cut down and cleanup.

Schulz asked if the proposal included a spring cleanup. Grams stated the proposal only includes cleanup of the areas that would be replanted with annuals.

Schulz expressed concern with the fact the proposal did not include an overall cleanup of Boerboom Park and Central Avenue.

Johnson commented on the cleanup work he completed last year in Boerboom Park noting he could get volunteers together again to complete this work. He supported having the park being cleaned up prior to the car show in May, whether this was by Designing Nature or through volunteers. Grams stated he could work with Designing Nature to amend the contract to include an overall cleanup of Boerboom Park and Central Avenue.

Schulz explained he would like to see this project done right and stated he supported the City paying for the extra spring cleanup work. Grams recommended the Council approve the proposal directing staff to coordinate with Designing Nature for additional spring cleanup work.

**A motion was made by Schulz, seconded by Stelmach, to approve the proposals from Designing Nature for the Boerboom Park and Central Avenue beautification and directing staff to coordinate with Designing Nature for additional spring cleanup work. The motion carried 5-0.**

L. DISCUSS CITY ACCOUNTANT HIRING PROCESS

Grams stated the Council approved the posting of the City Accountant position on February 2. We have received approximately 40 applications which have been scored and reviewed by the City Administrator and the Finance Consultant (Gary Groen). At this point, staff believes there are five qualified candidates that should be interviewed.

Grams reported typically the Council HR Committee is tasked with the interviewing of potential candidates for staff positions, and then providing a recommendation to the full Council to hire. However, because this particular position is extremely important to the City, and because it actively involves City finances, staff requested the Council consider appointing a member from the Budget and Finance Committee to the interviewing committee. The Council could elect to appoint one member (along with one member from the HR Committee), or both members, from the Budget and Finance Committee to assist in the interview and recommendation process with the City Administrator and other key staff members. They would also be tasked with reviewing the proposal for outsourcing the position, as directed by the City Council. The City

Council should discuss these alternate ideas regarding the City Accountant hiring process, and consider an ad hoc interview and recommendation committee.

Schulz stated he appreciated the recommendation from staff. He explained he supported a member from the Budget and Finance Committee assisting with the interviews, or having the Budget and Finance Committee conduct the interviews.

Stelmach commented he would be willing to step back from the interviews in order to allow Mayor Poppe or Councilmember Schulz to sit in on the interviews with Councilmember Johnson.

Schulz indicated he appreciated Johnson serving on the interview panel.

**A motion was made by Hultstrom, seconded by Stelmach, to recommend Councilmember Johnson and Councilmember Schulz assist with the City Accountant interview panel.**

Schulz thanked the Council for the trust they were placing in him and Councilmember Johnson.

**The motion carried 5-0.**

**M. APPROVE FOOD TRUCKS AT TUESDAY SUMMER EVENTS**

Abts explained a suggestion was to add food trucks to the Tuesday evening events on June 18; July 9, 16, 23, & 30; and August 13, 20, & 27. Aside from the June event, the food trucks will also coincide with the Farmers Market. A proposed food truck application is similar to the Farmers Market application. Food trucks will be asked to provide a \$50 refundable deposit, which will be returned if they:

- Arrive and depart the sales location on time, and do not move during the required sales period.
- Provide trash receptacles and remove refuse at the end of the sales period.
- Complete a written evaluation of the event, including a summary/approximation of their total sales and recommendations for sales at future events in Osseo.

Abts commented because attendance and sales are uncertain the first year, the Parks & Recreation Committee recommends the City Council waive the fees for a Transient Merchant license for the day of the sales (\$30 for registration & a 1-day license). Vendors must also be licensed by Hennepin County.

Abts stated the Parks & Recreation Committee selected an enthusiastic subcommittee to help coordinate this new aspect of the event series. Applications for Food Truck vendors will be solicited by its members. If the materials are approved tonight, staff plans to select food trucks by the end of April.

Johnson commented the Parks and Recreation Committee was hoping to have one successful food truck at each Tuesday event this year and would then evaluate the plan for 2020. He explained the City would be pursuing food trucks that offer something

different than local restaurants. He discussed how the weather, attendance, and sales data would be gathered from the food truck vendors.

Schulz stated the food truck vendors may not be inclined to provide sales data. He suggested the fee waiver be used as a benefit for providing the City with sales data information.

Stelmach commented attendance at these events would be critical for the food truck vendors.

Schulz explained he would like to keep the type of food truck vendors open in order to ensure vendors were able to attend all Tuesday events.

**A motion was made by Stelmach, seconded by Schulz, to approve food trucks at Tuesday events in Osseo and waive the Transient Merchant Fees, to encourage food truck vendors to provide customer sales data to the City of Osseo, and directing the City to promote the food truck vendor on the Gateway Sign and on social media. The motion carried 5-0.**

N. 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 Public Works staff was gearing up for the winter storm later this week.

Grams sent his condolences to the Spanier family and stated Dan would be dearly missed by the Osseo community.

12. COUNCIL AND ATTORNEY REPORTS

Abts stated she recently attended food truck training at Hennepin County.

Hultstrom reported she would be attending housing training on Monday, April 29, with City Planner Abts. In addition, she would be attending a Bridging Divides Conference with the League of Minnesota Cities on Thursday, May 9.

Stelmach congratulated Firefighter Stalcar on his advancement within the Fire Department.

Schulz commented on the Strategic Planning Session that was held on Saturday, April 6. He thanked staff for pulling this together and stated he appreciated the ideas and thoughts that were shared.

Schulz explained he had known Dan Spanier for many years and rented space from him for the past seven years. He sent his condolences to the Spanier family and stated Dan would be missed.

Schulz stated he was looking forward to the Osseo Farmers Market season.

Poppe sent his well wishes to the Spanier family.

13. ANNOUNCEMENTS

Poppe stated the Easter Egg Hunt will be at the Fire Department on Saturday, April 13, at 12 noon.

Poppe invited all to attend the Lions Pancake Breakfast on Sunday, April 14, from 7:30 a.m. to 12:30 p.m. at the Osseo American Legion.

Poppe reported the Open Book Meeting for assessments would be held on April 16, 2019 at 5:00 p.m. at City Hall.

Poppe explained the Step To It Challenge would begin on Wednesday, May 1. He encouraged all Osseo residents to participate. He noted a kick-off walk would be held at 4:30 p.m. in Boerboom Park on May 1.

Poppe stated the City Clean Up Day will be on Saturday, April 27, from 8 a.m. to 12 noon.

14. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 9:25 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*