

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
February 11, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:04 p.m. on Monday, February 11, 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: Arleen & John Barrett, Laurie/Randy/Becky Bredenberg, Shelby Kaunzner, Scott/Teresa/Corey Kaunzner, Dave Callister, LeAnn Larson, Dee Bonn, Ed & Joan Columbus, and Ken Peloquin.

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 5-0.

5. CONSENT AGENDA

- A. Accept Resignation of Senior Center Coordinator Arleen Barrett
- B. Accept Resignation of City Accountant Teri Portinen
- C. Approve Work Session Minutes of January 28
- D. Approve Council Minutes of January 28
- E. Approve Exempt Permit for Raffle at American Legion on June 16
- F. Acknowledge Billy Evans as Fire Captain 12
- G. Accept Resignation of Neil Lynch on Planning Commission
- H. Approve Gateway Sign Fee Waiver Fee for Public Narcan Training
- I. Receive December Hockey Association Gambling Report
- J. Approve Exempt Permit for Raffle at American Legion on February 20, 2019
- K. Approve Community Center Fee Waiver Request for Library Summer Programs
- L. Receive January Building Report
- M. Accept Resignation of Charles Flynn on EDA Board
- N. Receive January American Legion Gambling Report
- O. Acknowledge Chad Boelke as Fire Lieutenant 12

~~P. Approve Request for Weekly Use of Community Center~~

Schulz requested Item 5P be removed from the Consent Agenda for further discussion.

A motion was made by Schulz, seconded by Stelmach, to remove Item 5P from the Consent Agenda for further discussion. The motion carried 4-1 (Hultstrom opposed).

A motion was made by Schulz, seconded by Stelmach, to approve the Consent Agenda as amended (removing Item 5P). The motion carried 5-0.

P. Approve Request for Weekly Use of Community Center

Schulz stated the request before the Council was asking to use the Community Center every Tuesday and Saturday night for the next three months. He understood this congregation, Crees Ministries, was seeking a church home. However, he did not believe it was in the City's best interest to block off every Saturday for three months as this was a prime time for resident use. City Administrator Riley Grams commented he received word late this afternoon from the church congregation that they have found a church home and were now only interested in the February dates. He recommended the Council only approve the requested February dates.

Schulz indicated he had a hard time allowing users in the Community Center free of charge when they were not Osseo residents. He was of the opinion the request did not make a lot of sense for the City. City Planner Nancy Abts clarified that the church congregation would be paying the non-profit rate for use of the Community Center.

Schulz commented he could support the use of the Community Center by this church congregation for the remainder of February.

A motion was made by Schulz, seconded by Hultstrom, to approve the Request for Weekly Use of Community Center for the remainder of February. The motion carried 5-0.

6. MATTERS FROM THE FLOOR

7. SPECIAL BUSINESS

A. HONOR RETIRING SENIOR CENTER COORDINATOR ARLEEN BARRETT
(Proclamation)

Grams stated Senior Center Coordinator Arleen Barrett was one of the longest tenured City of Osseo employees, working for the City for 30 years. Arleen is a beloved member of the City staff and seniors group, and is retiring. He reported staff wished Arleen the best in retirement.

Poppe read a proclamation honoring Arleen Barrett for her contributions to the City as the Senior Center Coordinator for the past three decades and declared February 11, 2019, as Arleen Barrett Day in Osseo. He presented Arleen with a plaque and a round of applause was offered by all in attendance.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF FEBRUARY 11, 2019

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, conducted the oath of office for Teresa Aho, elected EDA officers, and reviewed the EDA investment policy.

A motion was made by Schulz, seconded by Stelmach, to confirm the EDA actions of February 11, 2019. The motion carried 4-1 (Hultstrom opposed).

B. SET PUBLIC HEARING REGARDING LIQUOR FEES

Grams stated over several Council meetings in mid-2018 a new liquor ordinance was discussed and approved. At that time, Councilmembers talked about several fee variations due to legislative changes. The Council direction was to have staff explore fees for all liquor license options in the new code, come back to the Council with proposed fees, and set a public hearing in the future to discuss the fees. Staff recommended a public hearing be held on March 25.

A motion was made by Stelmach, seconded by Johnson, to set a Public Hearing for March 25, at 7:00 p.m., to discuss and approve liquor license fees.

Schulz commented he would not be able to attend the March 25 Council meeting as he would be on vacation with his family. He questioned if the Council would have a quorum given the fact this meeting would be held over spring break. Grams reported a public hearing could be set for April 8 instead.

An amended motion was made by Stelmach, seconded by Johnson, to set a Public Hearing for April 8, at 7:00 p.m., to discuss and approve liquor license fees.

The amended motion carried 5-0.

C. APPOINT CITIZEN COMMITTEE MEMBER (Resolution)

Grams stated citizen appointments are made each year to various boards/commissions/committees. Several appointments were made at the January 14 Council meeting. However, a few positions need to be filled.

Stelmach stated he had the opportunity to speak with both candidates for the Public Safety Advisory Committee and explained both were duly qualified. He noted there was only one open resident seat at this time and encouraged the individual not selected to consider a position with the Planning Commission.

Johnson stated he supported having a business person on the Public Safety Advisory Committee.

Grams commented another option available to the Council would be to appoint both individuals to the Public Safety Advisory Committee.

Hultstrom supported both individuals being appointed to this committee.

Schulz stated he had no strong feelings either way.

Johnson discussed how attendance at these meetings was sporadic given the fact this group does not hold regular meetings. Grams stated he has encouraged the Police and Fire Chiefs to hold regular meetings in 2019.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2019-12 appointing Jason Hegerle and Dan Penny to the Public Safety Advisory Committee. The motion carried 5-0.

D. APPROVE 2019 MUSIC & MOVIES IN THE PARK SCHEDULE

Abts stated events are recommended for Tuesday nights, beginning June 11 and continuing through August 27, for Music and Movies in the Park. It was noted there are eight concerts and presentations, starting at 7 p.m. Five movies are also planned, starting at dusk. Sunset times vary from approximately 9 p.m. in June and early July, to 8:30 in mid-August. Concession vendors whose proceeds will support local nonprofits operating in Osseo would continue to be allowed. The Parks & Recreation Committee also recommends hosting food truck vendors at up to seven of the events (on June 18, and from July 9-August 27).

Abts reported two Tuesdays are identified at the end of July and August as rain dates, for concerts rescheduled due to inclement weather. Movies can be re-shown at no additional cost for up to one year.

Abts explained performers include local favorites as well as new acts. Some groups such as The Teddy Bear Band, Snake Discovery, the Zoomobile, the Classic Big Band, Led Penny, and the Capri Big Band are returning. New acts include Darlene and the Boys, as well as a concert featuring students from Spark Music Studio in Osseo. The students from World Taekwondo Academy—Osseo and Elis Irish Dance Academy at Escalate are also invited to present brief demonstrations ahead of movies.

Abts indicated movies will be in the schedule, except that the Parks & Recreation Committee recommends allowing our Facebook audience the chance to vote on a Superhero movie for July 30 and an animated movie for August 27. Possible Superhero movies include Aquaman (2018), Venom (2018), and Bumblebee (2018). Possible animated movies include The Incredibles 2, Paddington 2, How to Train Your Dragon: Hidden World, and Hotel Transylvania 3. The option to vote on these films can be promoted in the future.

Abts reported staff suggests using an application similar to the Farmers Market application to select Food Truck vendors. Under our current ordinances, food truck vendors will be required to get a Transient Merchant license for the day of the sales (\$30 for registration & a 1-day license). They must also be licensed by Hennepin County.

Staff and the Committee also suggest a refundable \$50 deposit to ensure scheduled trucks attend the event, clean up afterward, and submit a feedback survey on their experiences to help the Committee plan for future events.

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. Depending on interest, it may be possible to have two food trucks at the first event of the season, with a single truck at later events. Starting sales at 4:30 p.m. and ending at 8 p.m. is suggested.

Stelmach commented on the possibility of the events having food trucks and stated he believed this would add a new flare to the events.

Johnson explained the food trucks would report back to the City on their revenues and discuss whether they would be interested in coming back. He stated he supported starting with one food truck each Tuesday and then seeing if this was a profitable venture for them. He noted the food truck would be located on Central Avenue and not on 5th Street NE. Abts suggested a committee review the food trucks interested in being at this event and make a recommendation.

Hultstrom thanked the Parks & Recreation Committee for their work on these programs. She stated she would like to see the new Mary Poppins movie screened.

A motion was made by Hultstrom, seconded by Stelmach, to approve the proposed schedule and authorize City staff to enter into agreements with selected performers for a not-to-exceed cost of \$10,000 overall. The motion carried 5-0.

E. APPROVE 2019 YOUTH SPORTS PROGRAMS

Abts stated the City contracted with Revolutionary Sports in 2017 and 2018 for youth sports programs. The programs were well received, and the provider was easy to work with. The Parks & Recreation Committee recommends programming for two nights a week and adjusting the program start dates to coincide with RevSports programs in other communities. The proposed schedule includes some of the most popular programs in Osseo: soccer, baseball/t-ball, and flag football. Following requests from a survey of participants, tennis will also be offered.

Abts reported most of the details of the program will remain similar to last year. Enrollment minimums and prices are unchanged. RevSports will provide coaches, and the City will manage registration and enrollment processes. Programs are offered for ages 2-12. Parents participate alongside younger children. Each session will last five weeks, a change from the six weeks offered in previous years. This will allow pre-identified rain dates between sessions in the schedule.

Stelmach questioned how much staff time would be required to allow the Council to review the new programs and processes. Abts stated she has been working on getting processes together. She explained she would have to work with the finance department on the electronic system. She indicated she would like to have the Council Risk Management Committee review this information and make a recommendation. She hoped to have an electronic system in place in a month.

Schulz explained he spoke with Abts today regarding risk, noting the Risk Management Committee typically assists with IT issues.

Johnson asked how many children attending the programs in 2018 were Osseo residents. Abts reported approximately one-third of the children were Osseo residents.

Hultstrom questioned why Monday and Wednesday nights were selected. Abts commented Tuesdays were avoided to allow the public to attend Music & Movies in the Park. In addition, Thursday and Friday nights were avoided in the case families were heading out of town.

A motion was made by Stelmach, seconded by Johnson, to approve the Extension of Agreement for Services for 2019 Youth Sports Programs with Revolutionary Sports. The motion carried 5-0.

F. APPROVE POSTING FOR CITY ACCOUNTANT POSITION

Grams explained that with the recent resignation of the City Accountant, the Council should consider approving the posting for this position. At the request of the Council Human Resources Committee, the position should be open and available to all internal and external candidates. The application, interview, and hiring process could be as follows:

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|---|----------------------------------|
| Council approves position posting | February 11 |
| The City Accountant position is posted | February 12 |
| Applications are accepted to City Administrator | End of Day February 22 (11 a.m.) |
| Review applications | February 25-March 1 |
| HR Committee interviews | March 4-March 7 |
| Council approves hire | March 11 |
| Candidate begins | Sometime March 25-April 5 |

Grams stated the Council Human Resources Committee will play an active role in the interviewing of potential candidates, selecting the candidate, and negotiating the employment particulars along with the City Administrator.

Johnson questioned if ten days were enough time to gain a desired number of applicants. Grams stated his thoughts were to try and hire someone in a timely manner to take advantage of an overlap with Teri Portinen prior to her leaving the City.

Johnson commented he feared the City would not receive applications from enough high-quality candidates given the fact it was tax season and the City would only be posting the position for ten days.

Hultstrom indicated this was a valuable position with the City and she wanted to see more insight and thought going into the hiring process. She agreed that ten days may not be enough time to accept applications. Grams commented he had no problem with extending the application period.

Stelmach agreed the City would want to complete this hiring process to the best of its ability; however, he noted he was comfortable with the ten days application period with the understanding this time period could be extended if required. Grams explained the Council would not be bound to the proposed timeline or hiring schedule, but rather was an approximate schedule.

Schulz asked for further information about what would happen if the hiring process were delayed. Grams reported a temporary employee could be brought in to assist with the accounting and administrative work. He noted Finance Consultant Gary Groen has explained he was available to assist the City on a short-term basis.

Johnson recommended the City's auditing service be provided with this job posting.

Poppe questioned if the Council supported this position going on a parallel path and perhaps having the position outsourced. Grams stated he would proceed at the direction of the Council regarding this matter.

Stelmach indicated he could support this position being outsourced.

Schulz explained other cities in the metro area have outsourced accountants. He requested that staff provide the City Council with the option of a parallel path employee.

Johnson stated he strongly discouraged the City from having an outsourced accountant. He believed that the City needed a person in the office, given how small the City staff was already.

Schulz understood the City needed people in the office, but stated there may be an opportunity for some cross training for other employees. He supported the Council reviewing the potential of an outsourced accountant.

Hultstrom stated she supported the accountant position remaining at City Hall. She indicated Gary Groen was willing to assist the City for the next 18 months which would benefit the City during the transition period. She suggested the City consider combining Groen's position with the accountant position for the long term.

Poppe commented this would reduce the segregation of duties, which would impact the City negatively during its audit. He explained that the Council was not making a decision at this time, but rather requesting staff provide the Council with all options available.

A motion was made by Stelmach, seconded by Schulz, to approve the posting for the City Accountant position allowing the City Administrator flexibility on the dates and parallel path for this position.

Hultstrom requested the position be posted for two weeks versus ten days. She commented she could support the motion on the table if the posting were to occur for two weeks.

Johnson stated he could support the posting being available for two weeks. Abts discussed the language that could be used for the posting, stating applications will first be reviewed on a date and the position remain open until filled.

Hultstrom explained she still supported the job posting being open for two weeks.

Schulz supported the language reading the position will remain open until filled. Grams stated he would post the position with language stating the position will remain open until filled with the first review of applications to occur on Monday, February 25.

An amended motion was made by Stelmach, seconded by Schulz, to approve the posting of the City Accountant position allowing the City Administrator flexibility on the dates and parallel path for this position, and allowing the position to remain open until filled with the first review of applications to occur on Monday, February 25.

The motion carried 5-0.

G. 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 City would be receiving more snow overnight. He thanked the Public Works crew for their great work in keeping the City's streets clear. He encouraged residents to keep their fire hydrants free and clear of snow.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom stated she attended the newly elected officials League of Minnesota Cities Conference on February 1-2.

Hultstrom commented she attended an Ehlers conference last week. She encouraged EDA members to attend upcoming Ehlers conferences to learn about the legislative changes in the House and changes for tax increment financing.

Hultstrom reported she attended a legislative breakfast in January for the Housing for All Initiative.

Hultstrom indicated she would be at the Capitol on February 20-21.

Stelmach thanked Arleen Barrett for her years of service to the City of Osseo.

Stelmach thanked Charles Flynn and Juliana Hultstrom for their time on the EDA. He thanked Neil Lynch for his time on the Planning Commission. He also thanked Teri Portinen for her dedicated service as City Accountant.

Schulz thanked Arleen Barrett for her 30 years of service to the City. He thanked the Public Works crew for their efforts during the recent storm events. He thanked Teri Portinen for her time and service to the community.

Johnson thanked the Police and Fire Departments for responding to a water break in the Realife Cooperative building.

Poppe thanked Public Works for their snowplowing efforts. He thanked Arleen Barrett for her service to the community in the Senior Center and Teri Portinen for serving as the City's accountant.

13. ANNOUNCEMENTS

Poppe stated the City needed volunteers to step forward to serve on the City Boards and Commissions. Those interested were encouraged to contact City Hall for further information.

Poppe reported City Hall would be closed on Monday, February 18, for Presidents' Day.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 8:17 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.