

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
March 11, 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, March 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: Lee Gustafson and Emily Lueth.

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 Hultstrom, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Approve Work Session Minutes of February 25
- B. Approve Council Minutes of February 25
- C. Approve Fee Waiver Request for Library Author Event in August
- D. Approve MCMA Annual Conference for City Administrator Riley Grams
- E. Receive February Building Report
- F. Approve Hire of PT Police Officer Drew Moldenhauer
- G. Approve Joint Training for Police and Fire Departments
- H. Receive February American Legion Gambling Report

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
Fire Relief Association	\$2,000	Movies/Music in the Park
Becky Meierhofer	\$ 225	Fire Department
Harold E. & Gayle Johnson <i>(in memory of Nila Cahill & Mary Scherber)</i>	\$ 200	Beautification Fund

Staff recommends the Council accept the donations.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2019-16 accepting donations from the Fire Relief Association, Becky Meierhofer, and Harold E. & Gayle Johnson. The motion carried 5-0.

- 8. PUBLIC HEARINGS – None.
- 9. OLD BUSINESS
 - A. APPROVE SPECIAL ASSESSMENT POLICY

Grams stated during the planning stages of the 2019 Street and Alley project questions came up amongst staff members about how to properly assess the Osseo Urban Townhomes for the upcoming project. Applying a full unit assessment didn't seem to be within the spirit of the current Assessment Policy, and neither did applying a linear foot assessment. The existing policy allows for the Council to review special situations which are not specifically called out in the policy, such as this situation. Staff has discussed the best way to properly assess the 9-unit building of the Osseo Urban Townhomes in a fair way.

Grams reported staff recommends the Osseo Urban Townhomes 9-unit building be assessed at a 0.75 rate/each unit for the 2019 project. The draft policy clarifies the ability for the Council to consider and approve such fractions of a unit based on the type of housing. Under the Special Assessment Policy, item 5 allows the Council to apply multiples of or some fraction of a unit in order to address unique circumstances or to more equitably distribute assessable costs.

Grams explained both Osseo City Engineer Lee Gustafson and City Attorney Mary Tietjen were present to answer questions. Staff recommend that this policy be approved so there is enough time to properly notify the property owners on the project. The Council is set to call for the assessment hearing, and the assessment policy should be updated prior to that item.

Johnson read the special benefit language within the assessment policy and requested further information from staff on this matter. City Attorney Tietjen reported this language was added to the special assessment policy as a housekeeping measure. Mr. Gustafson discussed how all improvements had to pass a special assessment test. He explained staff was recommending the Osseo Urban Townhomes 9-unit building be assessed at a 0.75 rate/each unit for the 2019 project.

A motion was made by Hultstrom, seconded by Johnson, to approve the updated Special Assessment Policy.

Schulz stated he has been reviewing this policy for the past eight years. He indicated he wished more effort had gone into this policy. He believed a linear foot assessment would be the most equitable option for the City. He supported the Council reviewing this policy further prior to 2020.

Stelmach commented he would also support a linear foot option for future assessments and requested the Council review the assessment policy at a future work session meeting. Mr. Gustafson discussed how the assessment rates were based on the value of the home plus the per unit rate. He noted that the City currently paid 50 percent of the project cost for street projects. Because the City funding comes from taxes, it is tied to property value and therefore helped address some of the variation in residential property sizes. Grams commented the current policy allows for some level of flexibility in unique situations.

Hultstrom stated she supported the updated assessment policy.

The motion carried 5-0.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF MARCH 11, 2019

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, conducted the Oaths of Office for Sherry Murdock and Deanna Burke, approved the EDA Investment Policy, and heard a presentation from Rob Smolund regarding the Open to Business program.

A motion was made by Stelmach, seconded by Johnson, to confirm the EDA Actions of March 11, 2019. The motion carried 5-0.

B. RECEIVE BIDS FOR STREET & ALLEY PROJECT AND SET ASSESSMENT HEARING (Resolutions)

City Engineer Lee Gustafson, WSB, stated 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. He described the utility work that would be completed in conjunction with this project.

Mr. Gustafson reported bids were received on March 5 for this project. It was noted seven bids were received in response to the call for bids. He summarized the bids for the Council and explained the apparent low bidder, ASTECH, has satisfactorily completed several similar projects in the metro area, including the Osseo 2018 Street and Alley Reconstruction Project.

Mr. Gustafson discussed how the 2019 Street and Alley project would be funded by the City and through assessments. He requested the Council adopt resolutions for the 2019 Street and Alley Reconstruction Project.

Stelmach thanked staff for getting this project out early for bid noting the City has received great pricing again for this year's projects.

A motion was made by Hultstrom, seconded by Johnson, to adopt Resolution No. 2019-17 Declaring Cost to be Assessed, and Ordering the Preparation of Proposed Assessments for the 2019 Street and Alley Reconstruction Project. The motion carried 5-0.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2019-18 Ordering a Hearing on the Proposed Assessments for the 2019 Street and Alley Reconstruction Project. The motion carried 5-0.

C. APPOINT CITIZEN COMMITTEE MEMBER (Resolution)

Grams stated Juliana Hultstrom was interested in filling the vacancy on the Planning Commission.

Stelmach commented he served on the Planning Commission prior to serving on the City Council. He explained when he was elected to the City Council, he stepped down from serving on the Planning Commission. He noted Planning Commissioners make recommendations on the same matters that will be voted on by Council. He reported a Councilmember used to serve on the Planning Commission in the past, but this was done in a liaison manner. He explained he would like to see the open seat on the Planning Commission filled by someone not on the Council. He indicated he could support a liaison position for Councilmember Hultstrom.

Hultstrom stated the Council reviewed her application for the Planning Commission in 2016. She explained that after resigning her position with the EDA she felt this would be a place she could serve. She noted there was nothing in the City's bylaws regarding a Councilmember serving on the Planning Commission. She stated there was no reason that she could not serve on with this group.

Stelmach agreed Hultstrom could bring value to the Planning Commission, but recommended this be in a liaison capacity and not as a voting member.

Johnson commented the Planning Commission had seven voting members and he did not anticipate that adding one Councilmember would change the voting structure for this group. He stated he supported Hultstrom being appointed to the Planning Commission.

Schulz feared the City would be setting a precedent. He explained a Council liaison position with the Planning Commission has been held in the past. He stated he could support Hultstrom acting as a liaison on the Planning Commission versus a full voting member.

Hultstrom questioned what the point was in keeping her from being a voting member on the Planning Commission.

Stelmach explained the difference was Hultstrom was not an un-elected resident of Osseo. Rather, Hultstrom was an elected member of the City Council who would be voting on the items brought to the Planning Commission. He reported the Planning Commission vetted items prior to approval by the City Council. He stated there was value in having Hultstrom serve as a liaison to the Planning Commission given her knowledge and experience.

Hultstrom stated she would like to serve on the Planning Commission and noted there were no other applications at this time. She noted the Council could table action on her request or she could withdraw her letter of interest. She explained she was not interested in serving as a liaison to the Planning Commission.

Hultstrom requested her letter of interest be withdrawn if she was to be appointed as a liaison. Grams stated no formal action had to be taken if Hultstrom wished to withdraw her letter of interest.

Stelmach requested the Council further discuss a liaison position to the Planning Commission at a future work session. City Attorney Tietjen stated no formal action would be required noting the Council had the authority to appoint a liaison at any time.

A motion was made by Johnson, seconded by Hultstrom, to adopt Resolution No. 2019-19 approving the 2019 Official Citizen Appointment (of Juliana Hultstrom to the Planning Commission).

Schulz commented Hultstrom had withdrawn her letter of interest to serve on the Planning Commission.

Hultstrom indicated she was not interested in serving as a liaison to the Planning Commission and would withdraw her letter of interest if she was not to be appointed as a voting member.

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

D. APPROVE AGREEMENT FOR HENNEPIN COUNTY TREE INVENTORY GRANT

City Planner Nancy Abts stated in the fall of 2018 the City applied for \$4,000 under a first-time funding opportunity to support development of a healthy tree canopy in Hennepin County. Osseo's application proposed conducting a GIS inventory of trees in the City's Right of Way and on other public property. On February 21, the County board approved the funding. Staff has met with Hennepin County representatives to discuss the project scope and funding agreement. Funding will be available as described in the contract and will be provided to the City as a reimbursement for eligible expenses.

Johnson commented this would be a difficult program for the City to administer.

Schulz asked how much staff time would be spent on this program. Abts explained a contractor would be hired to assist the City with this project and noted six hours of

Public Works Director Waldbillig's time would be needed, as well. She noted the GIS work would be completed under the WSB retainer. She noted the requirements within the grant were fairly boilerplate for Hennepin County.

Schulz stated he believed it made sense for the City to inventory its trees and appreciated the fact that the grant would assist with this process.

Stelmach commented he would be offering his support to the grant.

A motion was made by Stelmach, seconded by Schulz, to approve the agreement with Hennepin County for a grant funding Public Tree Inventory. 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 Stelmach, to approve the Accounts Payable as presented. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Grams explained the Public Works Department was working to open all of the City's storm drains in preparation for the rain that was coming this week.

12. COUNCIL AND ATTORNEY REPORTS

Abts reported she attended several educational events recently. She noted she would be attending the Step To It Challenge coordinators training on Friday.

Hultstrom thanked the *Osseo/Maple Grove Press* for covering her and Johnson's trip to the Capitol.

Hultstrom thanked the Public Works Department for their great work during the recent snow storm.

Hultstrom explained the Minnesota House recently passed a bill that would allow Councilmembers to Skype into a meeting from a non-public place.

Hultstrom stated on February 27 she and Johnson met with the League of Minnesota Cities, along with eight other cities, and discussed the events occurring within each community.

Johnson explained he attended a Minnesota Pollution Control meeting in St. Cloud.

Stelmach welcomed Officer Drew Moldenhauer to the Police Department and Juliana Hultstrom to the Planning Commission.

13. ANNOUNCEMENTS

Poppe stated Osseo would be hosting a fruit tree pruning workshop on Saturday, March 23, from 10:30 a.m. to 12:00 p.m.

Poppe reported both the City Council and Work Session meetings for Monday, March 25, would be cancelled due to lack of quorum.

Poppe noted the Red Cross would be holding a blood drive at the Community Center on Wednesday, March 27, from 1-7 p.m.

Poppe invited the public to attend the Fire Department Easter Egg Hunt on Saturday, April 13, at 12 noon, at the Osseo Fire Station.

Poppe reported the Open Book Assessment meeting would be held on Tuesday, April 16, at 5 p.m. at City Hall.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 7:59 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.