

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
August 27, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:36 p.m. on Monday, August 27, 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, City Planner Nancy Abts, Public Works Director Nick Waldbillig, and City Attorney Mary Tietjen.

Others present: 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 Zelenak, to accept the Agenda as presented. The motion carried 5-0.**

5. CONSENT AGENDA

- A. Approve Council Minutes of August 13
- B. Receive EDA Minutes of August 13
- C. Approve Leadership Training Course for City Administrator Riley Grams
- D. Receive July Osseo Maple Grove Hockey Association Gambling Report
- E. Receive July Osseo Lions Club Gambling Report
- F. Approve Police Department Training for Officer Anthony Mortinson
- G. Promote Reserve Officer David Johnson to Part-Time Police Officer
- H. Receive July Fire Report

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

- A. ACCEPT DONATION (Resolution)

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

Donor	Amount/Item	Designated Fund
Harold E. & Gayle Johnson <i>(in memory of Michael Booth, Clay Christian, Lauren Daniels, Dick Keefe, and Germaine Roser)</i>	\$ 500	Beautification/Flower Fund

Staff recommended the Council accept the donation.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2018-46 accepting a donation from Harold E. & Gayle Johnson. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE 2<sup>ND</sup> READING AND ADOPTION OF CITY COUNCIL PAY ORDINANCE

Grams stated the City Council reviewed information regarding updating the City Council Pay Ordinance (Ordinance §30.03) at previous work sessions (May 29, June 25, and July 23, 2018) and approved the draft first reading of the Ordinance at the August 13, regular meeting. At that meeting, the Council directed staff to include the pay amounts of \$4,600 for the Mayor and \$3,600 for each Councilmember into the draft Ordinance. The Council should review the final draft of the Ordinance and consider approving it for adoption. It was noted the pay amounts will be included in the 2019 draft budget. The Ordinance will not be effective until January 1, 2019.

**A motion was made by Stelmach, seconded by Zelenak, to approve the Second Reading and Adoption of Ordinance 2018-05, the City Council Pay Ordinance, and set the Mayor Annual Pay at \$4,600 and the City Council Annual Pay at \$3,600.**

Johnson stated he would not be supporting this Ordinance as he did not believe this was the proper pay amount to be moving forward.

**The motion carried 4-1 (Johnson opposed).**

10. NEW BUSINESS

A. APPROVE PURCHASE OF PUBLIC WORKS PICKUP TRUCK

Public Works Director Nick Waldbillig stated Public Works is in need of a standard light duty work truck. The department is currently driving a dump truck and shuffling tools and employees from one truck to another. They are rearranging vehicles to accommodate different job duties on a daily basis. This new truck will be used in many aspects of the Public Works Department including snow removal. The last new truck was purchased 2009.

Waldbillig explained the truck he is attempting to purchase is a 2019 Chevrolet 2500 HD double cab. He has explored many options for this truck varying from different brands, light/heavy duty, and used. During this research he verified that the state bid process allows new trucks to be purchased well under local dealer pricing, including used trucks. He can buy a new truck on the state bid for the same price as a used truck 3-5 years old with 100,000 miles.

Waldbillig explained he also verified the make and model truck will be versatile and dependable for City needs. The City of Maple Grove and the Osseo School District have multiple Chevrolet 2500 trucks in their fleet and are very happy with the performance, low maintenance costs, and durability during snow removal. This truck will be purchased through Ranger GM, then brought to Crysteel for installation of strobe lights, plow carriage, and a tool box.

Johnson asked if this pickup would be replacing another vehicle. Waldbillig reported this was the case.

**A motion was made by Schulz, seconded by Stelmach, to approve the purchase of the Chevrolet 2500 from Ranger GM and the cost to outfit the truck at Crysteel, totaling \$33,500. The motion carried 5-0.**

**B. APPROVE AMENDED AGREEMENT FOR MUNICIPAL CIVIL LEGAL SERVICES WITH KENNEDY & GRAVEN, CHARTERED FOR 2019**

Grams stated the City has used Kennedy & Graven as its municipal civil legal firm since 2015, and the firm has provided excellent service each year. City Attorney Mary Tietjen approached City Administrator Riley Grams to discuss the monthly retainer amount, noting that the current retainer amount did not fully cover all of Kennedy & Graven's services on a monthly basis. Grams said he had negotiated with City Attorney Tietjen to increase the monthly retainer amount from \$2,500 per month to \$2,750 per month. This results in an increase of \$3,000 annually. No other changes were proposed to the current agreement.

Schulz requested staff provide him with further information on how much of the retainer the City spends on an annual basis. Grams commented he would report back to the Council with this information.

**A motion was made by Johnson, seconded by Stelmach, to approve the amended agreement with Kennedy & Graven to provide municipal legal services in 2019 at a monthly retainer amount of \$2,750 per month. The motion carried 5-0.**

**C. APPROVE AMENDED AGREEMENT FOR PROSECUTION LEGAL SERVICES WITH TALLEN & BAERTSCHI FOR 2019**

Grams stated the City has used Tallen & Baertschi as its municipal prosecution legal firm since 2015, and the firm has provided excellent service each year. Prosecution Attorney Paul Baertschi approached City Administrator Riley Grams to discuss the monthly retainer amount, noting that the retainer amount has not changed since the original agreement was executed. The original monthly retainer was \$1,000 and Mr. Baertschi would like to increase that amount to \$1,200 per month.

Johnson discussed the number of cases Tallen & Baertschi had prosecuted in the previous year on behalf of the City.

**A motion was made by Johnson, seconded by Zelenak, to approve the amended agreement with Tallen & Baertschi to provide prosecution legal services for 2019 at a retainer amount of \$1,200 per month. The motion carried 4-1 (Schulz opposed).**

**D. DECLARE SURPLUS FIRE EQUIPMENT (Resolution)**

Grams stated recently the Osseo Fire Department purchased new self-contained breathing apparatuses. Upon accepting the new equipment, the old SCBA equipment is no longer needed. The Fire Department has connected with a northern Minnesota Fire Department that could use our old equipment for its own use. The Fire Department has agreed to donate the used equipment to Callaway Fire Department, but before that can happen, the Council must pass a resolution declaring the equipment as surplus property.

Johnson stated he supported the Council declaring the fire equipment as surplus goods with the City donating these goods to a department in northern Minnesota.

**A motion was made by Johnson, seconded by Stelmach, to adopt a resolution declaring Fire Department equipment as surplus property.**

Schulz asked how the City went about selecting a department to receive the surplus property. Grams commented he was made aware by the Fire Chief that a department in northern Minnesota could use this equipment.

Schulz stated he would like to have more information on how this department was chosen.

Johnson withdrew his motion for more information. Stelmach withdrew his second.

**A motion was made by Johnson, seconded by Schulz, to table action on this item to the Monday, September 10, City Council meeting. The motion carried 4-1 (Zelenak opposed).**

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 – None.

12. COUNCIL AND ATTORNEY REPORTS

Tietjen thanked the Council for approving the amended agreement for legal services with Kennedy & Graven for 2019.

City Planner Nancy Abts stated the last Music and Movies in the Park events would be held on Tuesday, August 28. She noted Patchouli would be providing music at 7 p.m. and the movie *Spiderman: Homecoming* would follow the concert.

Johnson commented on a recent League of Minnesota Cities article regarding a 1<sup>st</sup> Amendment audit.

Johnson encouraged the Council to attend the Housing for All bus tour scheduled for Tuesday, September 18, at 5:30 p.m. He noted a boxed lunch would be provided.

Poppe invited the public to visit the Osseo Farmers Market each Tuesday from 3–7 p.m.

Poppe reported City Hall would be closed on Monday, September 3, for Labor Day.

Poppe encouraged all residents to attend Lions Roar on September 7-8.

Grams requested Osseo residents drive carefully next Tuesday as Osseo students would be going back to school on Tuesday, September 4.

13. ADJOURNMENT

**A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:09 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*