

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
July 23, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:10 p.m. on Monday, July 23, 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, and City Attorney Mary Tietjen.

Others present: Dianne Blaydes-Hennepin County Public Health, Dee Bonn, Lee Gustafson-WSB, and Emily Lueth-WSB.

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. Receive EDA Minutes of July 9
- B. Approve Step Increase for Public Works Maintenance Worker Josh Schillinger
- C. Approve Council Minutes of July 9
- D. Receive June Fire Relief Association Gambling Report
- E. Receive June American Legion Gambling Report
- F. Receive June Osseo Maple Grove Hockey Association Gambling Report
- G. Approve Fee Waiver Request for Osseo Lions Event in Community Center in September
- H. Receive June Fire Report
- I. Set Public Safety Advisory Committee Meeting for August 21
- J. Receive June Osseo Lions Club 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. STEP TO IT AWARD - Hennepin County Public Health Promotions

Dianne Blaydes, Principal Planning Analyst for Hennepin County Public Health Promotion, commended the City of Osseo for its participation in the Step To It Challenge. She presented the City with the Most Engaged Award for the second year in a row.

Dee Bonn accepted the award on behalf of Osseo and thanked all of the people that participate in fitness classes.

B. REVIEW 2018 YEAR-TO-DATE-BUDGET

Grams stated the 2019 budget season is in progress. Tonight is a review of the 2018 year-to-date budget.

Grams commented these numbers can look skewed as many of the line items, particularly on the revenue side of the budget, don't come in until the end of the year. Others are paid semi-annually or quarterly, and those may not come to the City until well after the half-way point of the calendar year.

Grams explained the City departments have been doing a good job staying on budget half way through this year. Some payables do not come to the City until year-end, or the invoices have not been received by the City as of the end of June. He noted he received several questions from the City Council and reported he would be reviewing these questions with the City Accountant and Finance Consultant and would report back with answers.

Schulz noted several errors on the financials and requested staff provide the Council with an update at its next meeting.

Johnson requested staff create a report on the Park Fund.

C. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo American Legion	\$10,000	Police Equipment
Osseo Lions Club	\$ 500	Youth Firearms Safety
Osseo Lions Club	\$ 500	Crime Prevention
Osseo Lions Club	\$ 7,500	Music (Lions Roar)
Osseo Lions Club	\$ 500	Night to Unite
Realife Cooperative of Osseo	\$ 500	Night to Unite
Osseo Maple Grove Hockey Assn.	\$ 1,500	Beautification/Flower Fund
Osseo Lions Club	\$ 1,000	Beautification/Flower Fund
Osseo Lions Club	\$ 500	Minidazzle

Staff recommended the Council accept the donations.

**A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-43 accepting donations from the Osseo American Legion, Osseo Lions Club, Realife Cooperative of Osseo, and Osseo Maple Grove Hockey Association. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.
9. OLD BUSINESS – None.
10. NEW BUSINESS

A. APPROVE 2019 STREET & ALLEY RECONSTRUCTION PROJECT

Emily Lueth, WSB & Associates, explained the 2019 street reconstruction project consists of reconstructing portions of 1st Avenue NW, and 7th Avenue SE including repairing or minimal reconstruction of the watermain, storm and sanitary sewer, replacement of the curb and gutter as needed, and sidewalk repair and installation as determined by Council. The 2019 project also includes the mill and overlay of portions of 2nd Street NW, 3rd Street NE, 4th Street NW, and 5th Street NE.

Ms. Lueth reported the existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work or curb replacement. Televising of the sanitary and storm sewer, and geotechnical evaluation will be performed as part of this project.

Ms. Lueth commented the reconstruction project will be funded in accordance with the special assessment policy. WSB will prepare the preliminary assessment roll at the feasibility stage of the project, based on preliminary costs and the City's assessment policy. The preliminary assessment roll will be updated based on the bids received for the project at the time of the assessment hearing, prior to beginning construction. The mill and overlay project will be funded 100% by the city. On completion of the assessment public hearing, the City Council will determine whether or not to authorize the project.

Ms. Lueth stated the 2019 alley project consists of reconstructing the alley between Central Avenue and 1st Avenue NE, from 2nd Street NE to 3rd Street NE, and includes repairing or minimal reconstruction of the storm sewer. It is proposed to maintain the existing alley width, and that all work will be within the existing alley right of way. Storm sewer televising and geotechnical evaluation will be performed as part of this project.

Ms. Lueth commented the alley project will be funded in accordance with the special assessment policy. WSB will prepare the preliminary assessment roll at the feasibility stage of the project, based on preliminary costs and the City's assessment policy. The preliminary assessment roll will be updated based on the bids received for the project at the time of the assessment hearing, prior to beginning construction. On completion of the assessment public hearing, the City Council will determine whether or not to authorize the project. It was noted WSB was proposing to bid out all 2019 street and alley projects as one large project.

Schulz clarified that that the City was adding mill and overlay of 6<sup>th</sup> Street NW and NE close to Central Avenue.

**A motion was made by Schulz, seconded by Stelmach, to approve the 2019 Street and Alley Reconstruction Project and engineering proposal with additions. The motion carried 5-0.**

B. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

**A motion was made by Johnson, seconded by Zelenak, to approve the Accounts Payable as presented. The motion carried 5-0.**

11. ADMINISTRATOR REPORT – None.

12. COUNCIL AND ATTORNEY REPORTS

Johnson commented on the gambling reports and on the transit railroad agreements.

Johnson stated he would be attending a Housing for All meeting on Tuesday, July 24, in Maple Grove at 9:30 a.m.

Poppe noted the next Music/Movies in the Park event would be held on Tuesday, July 24, where Wall-E would be screened. He noted Danielle Daniel would be providing stories and songs on Tuesday, July 31, at 7 p.m.

Poppe noted the Farmers Market was held every Tuesday from 3-7 p.m. at Boerboom Park.

Poppe stated Night to Unite would be held on Tuesday, August 7.

Poppe reported the State Primary Election would be held on Tuesday, August 14. He reviewed the candidate filing deadlines for the City. He stated absentee or early voting was available at City Hall.

Poppe encouraged Osseo residents to attend the 5<sup>th</sup> Annual Car and Motorcycle show at the Osseo American Legion on Thursday, July 26, from 4-9 p.m.

13. ADJOURNMENT

**A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 7:40 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*