

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
September 24, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 8:55 p.m. on Monday, September 24, 2018.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Staff present: City Planner Nancy Abts, Public Works Director Nick Waldbillig, and City Attorney Mary Tietjen.

Others present: Lee Gustafson/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 Stelmach, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Receive Council Minutes of September 10
- B. Receive EDA Minutes of September 10
- C. Receive August American Legion Gambling Report
- D. Receive August Fire Department Relief Association Gambling Report
- E. Receive August Lions Club Gambling Report
- F. Receive August Hockey Association Gambling Report

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

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. ACCEPT DONATION (Resolution)

City Planner Nancy Abts stated the City has received the following donation:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Harold E. & Gayle Johnson	\$500	Beautification/Flower Fund

(in memory of Leroy Digatono, Kevin Mangle, Kathleen McGrane, Merl Miller, and Deborah Rapacz)

Staff recommended the Council accept the donation.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-53 accepting a donation from Harold E. & Gayle Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE 2019 RATES FOR TIMESAVER SECRETARIAL SERVICE

Abts stated the City of Osseo has used TimeSaver Secretarial Service for recording of meeting minutes on a fill-in or permanent basis for a number of years. The Planning Commission and Council used this service upon occasion between 2005 and 2009. Starting in 2010, the City Council meetings have been recorded regularly by TimeSaver. The Planning Commission and EDA meetings have been recorded regularly by TimeSaver since 2011.

Johnson commented he believed TimeSaver had a complicated billing system, but was of the opinion TimeSaver was doing excellent work for the City.

A motion was made by Johnson, seconded by Zelenak, to approve the updated Addendum to Recording Secretary Service Agreement by and between TimeSaver Off Site Secretarial, Inc., and the City of Osseo for 2019. The motion carried 4-1 (Schulz opposed).

B. APPROVE CONTRACT WITH TALLEN & BAERTSCHI FOR PROSECUTION LEGAL SERVICES IN 2019

Abts stated the City has used Tallen & Baertschi as its legal prosecution firm since 2015 and Prosecution Attorney Paul Baertschi has provided excellent service. Mr. Baertschi approached City Administrator Riley Abts in August to discuss the monthly retainer amount, noting that the retainer amount had not changed since the original contract was executed in 2015. The monthly retainer has been \$1,000 per month and Mr. Baertschi was asking for an increase in 2019 to \$1,200 per month. After Council approval on August 27, the new contract included additional language and noted the \$1,200 monthly compensation but not additional fees at \$100 per hour. An amended contract spells out all charges for 2019.

A motion was made by Johnson, seconded by Zelenak, to approve the amended contract with Tallen & Baertschi to provide prosecution services in 2019. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE CITY HALL BACKUP GENERATOR PROJECT (Resolution)

City Engineer Lee Gustafson, WSB, stated staff has been working with WSB to quote out a City Hall backup generator project and installation. The Council has received

information on this project in past work sessions. The Council has budgeted a total of \$150,000 for this project out of the Equipment CIP. The total projected cost of the backup generator project is \$149,181.83, and will be paid out of the Equipment CIP. The project includes the design, the purchase of the generator, installation, construction administration and inspection, restoration costs, and a contingency budget. Those costs are explained in the memo from Mr. Gustafson.

Mr. Gustafson reported the low bidder on the install quote, Killmer Electric, is offering a reduction in the installation quote of \$850 if the install can be done on a Friday versus a Saturday. The Council's recommendation was to keep costs as low as possible. Staff recommends accepting this option, as City Hall is closed at 11:30 a.m. on Fridays, and install can be accomplished in the afternoon.

Mr. Gustafson commented if the Council approves this project the concrete pad and installation of the generator wiring will be done sometime in October or early November. The generator itself takes approximately 16 weeks for delivery, and can be installed on site over the winter without issue (likely in February).

Stelmach stated he supported the Friday installation and asked if Ziegler would be offering a four-year warranty. Mr. Gustafson reported this was the case.

Schulz requested additional information regarding the installation expense. Mr. Gustafson commented on the electrical installation requirements along with the expense from Killmer Electric. He commented on the \$12,000 additional expense that the City would incur in order to meet current electrical code.

A motion was made by Johnson, seconded by Zelenak, to adopt Resolution No. 2018-54 accepting the bids for the City Hall backup generator project and awarding the contracts with Ziegler Power Systems and Killmer Electric, including the \$850 reduction from Killmer Electric, and approving the Work Plan with WSB. The motion carried 5-0.

B. APPROVE 2018 CRACK SEALING PROJECT

Public Works Director Nick Waldbillig stated in 2015 the City completed a mill and overlay paving project that is now due for maintenance, namely crack sealing. This project includes a large portion of pavement that is starting to delaminate, crack, and have a large number of potholes. The wear course was milled off in 2015 and replaced with new asphalt. That process helped reestablish the crown of the roadway, provide a water tight surface, and offer a better surface to drive on. After a few years it is normal to have cracking in the pavement that requires crack filling now.

Waldbillig reported staff asked local contractors for quotes for this work, reaching out to five contractors. He noted staff received only two estimates. Astech Corp. was the low bidder with a quote of \$22,155.20. However, because the bids are based on the weight of the product, and an average of linear foot per block, staff's recommendation is to approve a do-not-exceed amount of \$26,000. He explained he did not want the contractor to stop short of crack sealing all areas of the 2015 mill and overlay project because they hit their quoted weight of product. Approving a do-not exceed amount will give staff some flexibility to make sure the entire project area is done.

Poppe questioned if this project would be completed yet this year. Waldbillig stated the project should be completed in the next two weeks.

A motion was made by Stelmach, seconded by Johnson, to approve the quote from Astech Corp. to perform the 2018 crack sealing project with a do-not-exceed amount of \$26,000. The motion carried 5-0.

C. APPROVE ACCOUNTS PAYABLE

Abts 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 – None.

12. COUNCIL AND ATTORNEY REPORTS

Johnson reported last week he attended a Housing for All Bus Tour in Osseo and Dayton. He stated he was pleased by the fact 35 people were able to attend this event.

Stelmach wished Councilmember Johnson the best of luck in judging the Annual Osseo Baking Contest on Saturday, September 29, from 10 a.m. to 2 p.m. at the Community Center.

Poppe encouraged residents to visit the last Farmers Market on Tuesday, September 25, from 3-7 p.m.

Poppe provided the public with information on absentee voting and noted ballots could be requested at mnvotes.org.

Poppe noted the Candidate Forum would be held on Wednesday, October 3, in the Osseo City Council Chamber.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 9:19 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.