

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
June 24, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7 p.m. on Monday, June 24, 2019.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Harold E. Johnson, Mark Schulz, and Mayor Duane Poppe.

Members absent: Councilmember Larry Stelmach.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, Police Chief Shane Mikkelson, and City Attorney Mary Tietjen.

Others present: April Weller.

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 Hultstrom, to accept the Agenda as presented. The motion carried 4-0.

5. CONSENT AGENDA

- A. Approve BMI Music License
- B. Receive EDA Minutes of June 10
- C. Approve City Council Minutes of June 10
- D. Receive May American Legion Gambling Report
- E. Receive May Lions Club Gambling Report
- F. Receive May Hockey Association Gambling Report
- G. Receive May Fire Relief Association Gambling Report
- H. Approve Hire of Movies in the Park Attendants
- I. Approve Signs for Sipe Park Structures

City Administrator Riley Grams reported the City had now received three applications for the Movies in the Park attendants. Schulz questioned how scheduling for the attendants would be done for the upcoming movies. City Planner Nancy Abts explained she would be working with Public Works Director Nick Waldbillig to schedule the attendants.

A motion was made by Schulz, seconded by Johnson, to approve the Consent Agenda as amended. The motion carried 4-0.

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. ACCEPT CENTERPOINT COMMUNITY PARTNERSHIP GRANT AWARD

Grams stated the Fire Department submitted a grant application to the CenterPoint Community Partnership Grant program. This was for matching funds to help replace department medical bags that are in disrepair and a RIT (Rapid Intervention Team) bag that is designed to work with old SCBAs. At the Public Safety Advisory Committee meeting in May, the committee received an update on the application. The City/Fire Department has learned that it had received the grant.

A motion was made by Johnson, seconded by Schulz, to accept the CenterPoint Community Partnership Grant Award and approve the purchase of equipment as proposed by Fire Chief Mike Phenow. The motion carried 4-0.

B. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Minnesota Mediation Center	\$ 65	Beautification Fund
Harold E. & Gayle Johnson <i>(in memory of Steven Hedden)</i>	\$100	Beautification Fund
Duffy's Bar & Grill	\$100	Streetscape Fund
Osseo Fire Relief Association	\$500	Night to Unite

Staff recommended the Council accept the donations.

A motion was made by Schulz, seconded by Hultstrom, to adopt Resolution No. 2019-38 accepting donations from Minnesota Mediation Center, Harold E. & Gayle Johnson, Duffy's Bar & Grill, and the Osseo Fire Relief Association. The motion carried 4-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE CHANGES TO PURCHASE OF SQUAD VEHICLE

Police Chief Shane Mikkelson stated a new contract was released on the State Cooperative and Purchasing website for 2020 Ford Interceptor Utility vehicles. He explained Ford canceled the City's 2019 order, as they did for several other local departments even though the order was placed well in advance of the order cutoff date. The 2020 Interceptor is a redesigned vehicle based on the redesigned Ford Explorer platform. Basically, it's the same vehicle as a Ford Explorer, but retooled for law enforcement. The biggest highlight of the 2020 model is it now comes standard with a 3.3-liter engine and a 10-speed transmission. Sadly, with an all new vehicle and features, the cost of the vehicle increased. The vehicle we ordered last fall came in at \$27,917.67. The vehicle with the same options comes in at \$32,770.56 (\$4,639.89 higher than the canceled 2019 order).

Police Chief Mikkelson reported the set up for this squad car should not change much but the department outfitter has been unable to see the new vehicle yet and could not give an up-to-date quote. It appears that everything should be similar. It was noted the cost for graphics and computer should be about the same.

Poppe asked if the interior of the vehicle would be changing. Police Chief Mikkelson stated he did not anticipate it would be changing.

Schulz indicated he supported the vehicle purchase.

A motion was made by Schulz, seconded by Hultstrom, to approve the purchase of the new Ford Interceptor Utility AWD K8AS Squad Car. The motion carried 4-0.

10. NEW BUSINESS

A. APPROVE HIRE OF APRIL WELLER AS CITY ACCOUNTANT

Grams stated with the recent resignation of City Accountant Teri Portinen, the City Council approved the position posting and hiring process to find the next City Accountant. The position was posted and well over 40 applications were received. All applications were reviewed and scored by City Administrator Riley Grams and Finance Consultant Gary Groen. Two rounds of interviews took place, with a total of eight applicants interviewed. The interview committee consisted of City Administrator Riley Grams, Finance Consultant Gary Groen, City Clerk LeAnn Larson, and Councilmembers Mark Schulz and Harold E. Johnson.

Grams explained the Committee determined that April Weller would be the best candidate for the open position. He said Ms. Weller impressed the Committee with her direct knowledge of Public Finance and her previous experience working in a municipal setting.

Grams reported the terms of Ms. Weller's employment were negotiated, and she will be compensated at Grade 8, Step 4 (\$30.67 per hour) of the Compensation Plan. It is anticipated that Ms. Weller will start on or around July 15. He explained staff will make use of former City Accountant Portinen's offer to train in Ms. Weller, and the City thanks Teri Portinen for her willingness to offer a smooth transition.

Schulz stated he was really impressed by Ms. Weller and was confident the City was recommending the hire of the right individual for the City.

Johnson explained he was impressed by the enthusiasm Ms. Weller brought to her interview. He anticipated Ms. Weller had some new ideas for the City in order to keep Osseo moving forward in the right direction.

April Weller introduced herself and thanked the Council for their consideration and stated she looked forward to working with the City of Osseo.

A motion was made by Schulz, seconded by Johnson, to approve the hire of April Weller as City Accountant at Grade 8, Step 4 of the Compensation Plan. The motion carried 4-0.

B. APPROVE PURCHASE OF TABLET COMPUTER FOR CITY ADMINISTRATOR

Grams stated he recently reached out to a number of his fellow City Managers to seek recommendations for a more portable tablet/laptop option that could also replace his current tower desktop computer. He reported the overwhelming recommendation was the Microsoft Surface Pro 6 tablet. This device is much smaller and lighter than a standard size laptop, which makes it extremely portable. This would allow him to use the device during off-site meetings, as well as during Council and EDA meetings in place of his current paper packet.

Grams explained he connected with the Council Risk Management Committee (Councilmembers Schulz and Stelmach) to get their input, and received general approval of the idea. Additionally, the current tower desktop computer down at the Public Works facility needs to be replaced as it is well past its useful age and becoming a security risk.

Grams reported the idea is to take his current desktop computer, refurbish it for Public Works use, and replace the aging unit. The Surface Pro would then become his "desktop" computer with a docking station. The Surface Pro would then be able to function as his every day in the office computer (and could connect to his dual monitors) but also detach and allow for maximum portability and usability. It comes with a detachable keyboard, and the screen can flip into tablet mode, in which you can use the touch screen capability. He reviewed the two quotes he received for the computer.

Grams recommended the purchase of the Surface Pro 6, the cover, pen, and docking station through SHI, and purchase the dual monitor cables and the install and set up time through Element. The total cost of the purchase, including all components and set up fees, would be \$1,930.14 and would be payable out of the Cable Fund. Additionally, there would be a monthly fee of \$8.25 for a new Microsoft Office 365 license. All new computers purchased by the City are being migrated over to the 365 platform, as Microsoft will no longer support Office 10 (which is what all have). So as computers are replaced, we switch them over to 365, but that comes with an increased monthly cost.

Grams explained the City has budgeted approximately \$1,700 for employee desktop replacements. However, he would be saving some money by moving his current desktop over to the Public Works office, which will extend the life of that computer by 3-4 years. Also, fellow City Managers also mentioned they have begun to switch over most employees and City Councilmembers to similar type machines, because they offer an increase level of portability. If the Council approved this purchase, he would take note on the usability to potentially make recommendations moving forward for future City employee and Council purchases.

A motion was made by Johnson, seconded by Hultstrom, to approve the purchase of a Tablet/Laptop Computer for the City Administrator at a total cost of \$1,930.14. The motion carried 4-0.

C. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

Hultstrom requested Check #7546 be pulled from the Accounts Payable for further discussion at the next Council meeting.

Grams explained staff had received a rebate request from Mark & Kirsten Schulz for teen recreation expenses in the amount of \$432 for their three children. He explained the Council could amend the motion to include the rebate payment to the Schulz family.

A motion was made by Johnson, seconded by Hultstrom, to approve the Accounts Payable as amended, directing staff to rebate the Schulz family \$432. The motion carried 4-0.

11. ADMINISTRATOR REPORT

Grams welcomed April Weller to the City and stated he looked forward to working with her.

Grams explained the 2019 Street Improvement Project should begin later this week. He noted the project had been delayed due to the weather.

12. COUNCIL AND ATTORNEY REPORTS

Abts reported there would be no jazzercise on Thursday, June 27, or Thursday, July 4.

Hultstrom stated she was looking forward to the League of Minnesota Cities Annual Conference in Duluth on Wednesday, June 26, through Friday, June 28.

Schulz explained he would also be attending the League of Minnesota Cities Conference this week and would be traveling to Duluth on Wednesday, June 26. He discussed how much he appreciated being able to attend this event.

Schulz thanked all who were able to attend Duffy's 30th anniversary celebration.

Schulz commented on the great work being completed at the Union Speed and Style building. He encouraged the City to support an event at this building in conjunction with the Back to the 50's car show.

13. ANNOUNCEMENTS

Poppe stated there would be a Snake Discovery Event at Boerboom Park at 7 p.m. on Tuesday, June 25. A movie, Mary Poppins Returns, would follow.

Poppe encouraged residents to take advantage of the Osseo Trolley which runs Monday through Thursday from 9:00 a.m. to 2:30 p.m.

Poppe reported City Hall would be closed on Thursday, July 4, for Independence Day.

Poppe state the Osseo Farmers Market would open on Tuesday, July 9, from 3-7 p.m.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 7:37 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.