

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
January 8, 2018**

1. [CALL TO ORDER](#)

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:03 p.m. on Monday, January 8, 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, Fire Chief Pat McGrane, and City Attorney Mary Tietjen.

Others present: Bob Gerhart.

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

5. [CONSENT AGENDA](#)

- A. Receive EDA Minutes of December 11, 2017
- B. Approve Council Minutes of December 11, 2017
- C. Receive December 2017 Building Report
- D. Accept IRS Mileage Rate of 54.5 Cents for Business Miles Driven
- E. Approve CADCA Leadership Academy for Police Chief Shane Mikkelson
- F. Approve Community Center Rental Fee Waiver for Hennepin County Fix It Clinic in March 2018
- G. Approve Community Center Rental Fee Waiver for American Red Cross Visits in 2018
- H. Receive November Fire Relief Association Gambling Report
- I. Receive November Osseo Lions Club Gambling Report
- J. Receive November Osseo Maple Grove Hockey Association Gambling Report
- K. Accept Resignation of Firefighter Bruce Podvin
- L. Receive November Fire Report
- M. Approve Ehlers Written Municipal Advisor Client Disclosure for 2018
- N. Receive November Northwest Area Jaycees Gambling Report
- O. Approve the Hire of Warming House/Rink Attendant
- P. Approve Police Training for Officer Brendan Current
- Q. Approve Police Training for Officers Heather Starry and Nick Englund
- R. Approve Resignation of Police Reserve Officer Shawn Muschik

S. Approve Exempt Permit for Raffle at Osseo American Legion

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

6. MATTERS FROM THE FLOOR

Bob Gerhart, Chairman of the District #279 School Board, stated the Superintendent was retiring and the district would be completing a hiring process. He noted a search firm would be used to assist with this process. He explained the public would have three opportunities to provide input for this position at three different open houses. He explained a meeting was scheduled to be held at the Osseo Senior High School on Wednesday, January 24, at 6:30 p.m. He encouraged the public to participate in this event.

7. SPECIAL BUSINESS

A. AFFIRM COUNCIL/STAFF RESPONSIBILITIES (Resolution)

City Administrator Riley Grams requested the Council adopt a resolution affirming Council and staff responsibilities. He read the resolution in full for the record.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2018-1 Affirming Council/Staff Responsibilities. The motion carried 5-0.

B. ACCEPT DONATIONS (Resolution)

Grams stated the City had received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Warren & Sharon Wilken	\$ 200.00	Police Equipment Fund
Carole Larson	\$ 249.00	Fire Equipment Fund
Grassfield R C Club	\$ 200.00	Community Center Fund
Osseo Community Foundation	\$9,977.23	Fire Equipment Fund
Harold E. & Gayle Johnson (in memory of Arlene Schreiber & Dick Keppel)	\$ 200.00	Beautification/Flower Fund

Grams noted the final Osseo Community Foundation board members were Roger McHugh and Eldon Tessman (the Osseo Community Foundation no longer exists). Grams recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-2 accepting a donation from Warren & Sharon Wilken, Carole Larson, Grassfield RC Club, the Osseo Community Foundation, and Harold E. & Gayle Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. [CONFIRM EDA ACTIONS OF JANUARY 8, 2018](#)

Grams discussed the actions of the EDA. He noted the EDA approved an amended accounts payable, approved election of EDA officers, discussed EDA roles and responsibilities, and discussed the 2018 Osseo Spring Opener.

A motion was made by Johnson, seconded by Stelmach, to confirm the EDA actions of January 8, 2018. The motion carried 5-0.

B. [APPROVE FIRE DEPARTMENT PURCHASE OF EQUIPMENT](#)

Fire Chief Pat McGrane stated the current Self Contained Breathing Apparatus (SCBA) equipment utilized by the Fire Department is rapidly coming to the end of its service life. These devices provide fresh breathing air to the firefighters during fires, hazardous material incidents, and other times when potentially toxic atmospheres are present. He is proposing to utilize \$157,683.35 from the Fire Apparatus Contribution fund to purchase the new equipment from Emergency Response Solutions. He reviewed the benefits of the new equipment and recommended approval of the purchase.

Stelmach inquired if these pieces of equipment would last 15 years. Fire Chief McGrane reported this was the case, noting the proposed SCBA equipment came with a 15-year warranty.

Johnson asked how often these pieces of equipment had to be inspected. Fire Chief McGrane explained they would be inspected on a yearly basis.

Johnson stated he fully supported the purchase of this new equipment.

Stelmach thanked Fire Chief McGrane for the amount of homework he did on this purchase.

A motion was made by Schulz, seconded by Zelenak, to approve the purchase of the SCBA equipment as proposed from Emergency Response Solutions in the amount of \$157,683.35. The motion carried 5-0.

C. [APPROVE 2018 OFFICIAL CITY APPOINTMENTS AND DESIGNATIONS \(Resolution\)](#)

Grams commented Council and staff appointments to various boards/commissions/committees are made at the beginning of each year. Consultant appointments and other designations are included. Staff reviewed the resolution outlining the various Council Appointments, Council Committee Appointments, Consultant Appointments, and Other Appointments and Designations as needed.

Schulz stated he would be willing to continue with each of his appointments, along with serving as the alternate to the two Watershed Districts. He asked that he be removed from the Public Safety Advisory Committee.

Stelmach and Johnson stated they were willing to continue serving on the same committees as in 2017.

Stelmach stated he would be willing to serve on the Public Safety Advisory Committee.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2018-3 approving the 2018 Official City Appointments and Designations as follows:

Council Appointments

Acting Mayor	Mark Schulz
Alternate Acting Mayor	Larry Stelmach
Economic Development Authority	Harold E. Johnson, Duane Poppe, Mark Schulz & Larry Stelmach
Heritage Preservation Commission	Anne Zelenak
Northwest Suburbs Cable Communications Commission	Mark Schulz
Shingle Creek & West Mississippi Watershed Management Commissions (Alternate)	Harold E. Johnson Mark Schulz

Council Committee Appointments

Arts & Communications Committee	Duane Poppe & Anne Zelenak
Budget & Finance Committee	Harold E. Johnson & Duane Poppe
Human Resources Committee	Mark Schulz & Larry Stelmach
Intergovernmental Relations Committee	Harold E. Johnson & Anne Zelenak
Parks & Recreation Committee	Larry Stelmach & Anne Zelenak
Public Safety Advisory Committee	Harold E. Johnson & Larry Stelmach
Risk Management Committee	Mark Schulz & Larry Stelmach

Consultant Appointments

Assessor – Hennepin County
Attorneys – Mary D. Tietjen (Kennedy & Graven) for Civil Services and Paul Baertschi (Tallen & Baertschi) for Prosecution Services
Auditor – BerganKDV
Bond Counsel – Briggs & Morgan
Building Official – Metro West Inspection Services
Depositories – Premier Bank Osseo, Edward Jones, Institutional CD's Inc./ICD Securities, Inc., and Multi-bank Securities, Inc.(MBS)
Electrical Inspector – Peter A. Togle
Engineer – WSB & Associates
Financial Advisor – Ehlers & Associates
Financial Management Consultant – Gary Groen
Insurance Provider – City Country Agency/League of Minnesota Cities Insurance Trust
IT Services – Element Technologies
Personnel Benefit Advisor – National Benefit Consultants
Rental Inspector – RWL Inspection Service

Other Appointments

Assistant Weed Inspector – Todd Kintzi
Data Practices Compliance Officer – LeAnn Larson
Data Practices Responsible Authority – Riley Grams
Northwest Hennepin Cable Communications Commission (Exec. Committee) –
Riley Grams
Northwest Hennepin Cable Coordinators Committee – Karen Broden
Sewer Inspector – Rick Hass

Other Designations

Official Newspaper -- The Press

Electronic Payments

Payroll Deductions and Benefits
Premier Bank - direct deposit of wages
Federal, State, and Social Security/Medicare withholding
Public Employees Retirement Association
Minnesota State Retirement System Deferred Compensation
Public Employee Insurance Providers
Aflac – supplemental and short term disability insurance provider
SunLife Financial – long term disability provider
Other
Premier Bank Cardmember Services – credit card payment
Minnesota Department of Revenue – sales tax
Revtrak – credit card merchant services
Rentor’s Warehouse – property management
Tradewinds Properties – property management

The motion carried 5-0.

D. [APPROVE 2018 CITIZEN APPOINTMENTS \(Resolution\)](#)

Grams stated citizen appointments are made each year to various boards/commissions/committees. Announcements have been made at a Council meeting and included in a Council packet. The Press and social media have been used to reach interested volunteers. He reviewed the appointments with the Council and recommended approval.

Zelenak noted Karen Theis was interested in the one-year term on the Heritage Preservation Committee and Brittney Quant was interested in the three-year term.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2018-4 appointing citizens to the various boards/commissions/committees as follows:

Citizen Appointments

Heritage Preservation Commission (three year term)

Patty McLean

	(three year term)	Brittney Quant
	(one year term)	Karen Theis
Parks & Recreation Committee	(three year term)	Kerstin Schulz
	(three year term)	Alden Webster
Planning Commission	(three year term)	Dee Bonn
	(three year term)	Neil Lynch
	(three year term)	Michael Olkives
Public Safety Advisory Committee		
	(two year term - resident)	Tom Hartkopf

The motion carried 5-0.

E. [APPROVE 2018 FEE SCHEDULE \(Resolution\)](#)

Grams explained the fee schedule sets out the price for City services, applications, and other items and services that require payment. Small changes to the price for copies from the Administration department are proposed. This is to reduce the number of free copies given out, and to bring consistency with what the Police Department charges.

Johnson asked if the City had notary services available. Grams stated the City had several notaries on staff.

Schulz recommended the golf cart fee be removed from the Fee Schedule.

Stelmach concurred.

Zelenak stated she did not support removing this fee until she better understood what was involved with the permit.

Poppe explained the Fee Schedule could be amended in the future if the Council wanted to address the golf cart fees at a future meeting. The Council was in agreement with this recommendation.

A motion was made by Schulz, seconded by Zelenak, to adopt Resolution No. 2018-5 approving the proposed 2018 Fee Schedule. The motion carried 5-0.

F. [APPROVE REQUEST FOR PROPOSAL FOR CLEANING SERVICES](#)

Grams stated on December 20, 2017, the current cleaning service for our building (Intact Building Service) expressed its desire to discontinue the Agreement with the City of Osseo for this cleaning service. Intact is aware of the 90-day notification clause to discontinue the Agreement, and staff plans to have a replacement cleaning service prior to March 19, 2018. Intact has been cleaning the Civic Campus since early 2015.

Grams reported this RFP will be mailed to 15 area cleaning companies. Staff sought information from six area cities that hire cleaning services for their government buildings (rather than have janitorial staff). Also, companies that responded to the RFP in 2015 will be mailed a copy of the RFP. Staff recommended the Council approve the draft RFP.

Johnson asked if staff would be able to follow the proposed timeline. Grams stated that staff would be able to follow the proposed timeline.

A motion was made by Schulz, seconded by Zelenak, to approve the draft Request for Proposal for Cleaning Services.

Zelenak requested staff provide the Council with information on how much was spent over the past three years on cleaning services after receiving the new RFPs.

The motion carried 5-0.

G. [APPROVE POSTING FOR PUBLIC WORKS DIRECTOR POSITION](#)

Grams stated current Public Works Director Rick Hass has indicated to the City Administrator that he would like to retire mid-2018. Therefore, the City should consider posting for that position now in order to maintain an effective hiring process time frame. He explained the City will use the new position description in the ad. The ad will be placed on the League of Minnesota Cities job opportunities website, as well as the City's website and other important job announcement locations.

Grams reported the City intends to hire for the Public Works Director position in mid-March, which would allow some overlap time for Rick and the new Director to work side-by-side. This allows the exchange of pertinent knowledge in all areas of the position. The anticipated time table for hiring the new Public Work Director is:

January 9	Post position opening
February 2	Deadline to receive applications
Week of February 5	Review applications
February 12 – March 2	Schedule interviews with selected candidates
March 12	Council approves final hire
Mid-to-late March	New Director starts

A motion was made by Schulz, seconded by Stelmach, to approve posting for the Public Works Director position. The motion carried 5-0.

H. [SUMMARY OF CLOSED SESSION MEETING FROM DECEMBER 11](#)

Grams stated the City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on December 11, 2017. Under the Minnesota Open Meeting Law, after a public body meets in a closed session to evaluate the performance of an employee, the body is required to summarize the conclusions at its next open meeting. He asked Councilmember Schulz to provide a summary.

Schulz discussed the performance evaluation conducted on City Administrator Grams. He reported the Council completed a survey, a performance appraisal, and reviewed the comments while providing direction for the future. He noted the performance review came in above satisfactory.

I. [APPROVE ACCOUNTS PAYABLE](#)

Grams 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](#)

Grams wished everyone a Happy New Year.

12. [COUNCIL AND ATTORNEY REPORTS](#)

City Attorney Mary Tietjen wished everyone a Happy New Year and stated she was looking forward to working with the City again in 2018.

Johnson reported the City of Brooklyn Park received a grant for part of funding for the intersection at 101st/TH 169. He anticipated Federal funding would also be used for this project.

Stelmach thanked Dan LaRouche for his service on the EDA. He thanked Firefighter Bruce Podvin and Police Reserve Officer Shawn Muschik for their service to the community.

Poppe stated City Hall would be closed on Monday, January 15, for Martin Luther King, Jr. Day.

13. [ADJOURNMENT](#)

A motion was made by Schulz, seconded by Johnson, to adjourn the City Council meeting at 7:51 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.