

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
September 10, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:14 p.m. on Monday, September 10, 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, Police Chief Shane Mikkelson, and City Attorney Mary Tietjen.

Others present: Dee Bonn, Craig & Sharilyn Wissink, and Jessica Pechacek.

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 August 27
- B. Approve Council Work Session Minutes of August 27
- C. Approve Fee Waiver Request for Osseo Library Program in February 2019
- D. Receive August Building Report
- E. Approve Hire of Firefighter Patrick Lundgren
- F. Approve Police Department Crisis Management Training
- G. Approve Police Department Towards Zero Deaths Training
- H. Accept Resignation of Part-Time Police Officer Mark Bergeron

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. THANK CITYWIDE NIGHT TO UNITE VOLUNTEERS

Police Chief Shane Mikkelson stated the City of Osseo held its first Citywide Night to Unite celebration in August. All the volunteers helped to provide an all-encompassing

free night of fun for our residents. The process started in January 2018 with the creation of a Night to Unite Committee which created, planned, and executed this celebration. On behalf of the City, Chief Mikkelson thanked all the volunteers, both present and otherwise, for their hard work.

Police Chief Mikkelson stated recognition should go to two City employees and one Councilmember that were a part of the committee. He recognized City Planner Nancy Abts and Officer Anthony Mortinson, plus Councilmember Johnson who were all a huge help with this event.

B. REVIEW 2017-2018 ADULT RECREATION PROGRAMS – Dee Bonn

Dee Bonn presented the Council with information on the success of the adult exercise (Jazzercise/yoga) classes. She explained she was averaging 33 people in attendance at the Jazzercise classes and 31 people in yoga classes. She discussed the communities that were present at the classes. She congratulated the City of Osseo for being named the Most Engaged Community during the Step To It Challenge and thanked the City for its continued support of all the recreation programs.

Stelmach asked if the individuals attending these classes were eating lunch or shopping in the community after yoga or Jazzercise. Ms. Bonn commented many attendees were eating lunch in Osseo or shopping at Dean’s Supermarket after class.

C. ACCEPT DONATIONS

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

Donor	Amount/Item	Designated Fund
Anytime Fitness	Candy + coupons (approx. value \$50)	Music in the Park
Duffy’s Bar & Grill	\$40 in gift certificates	Music in the Park
The Sunshine Factory	\$50 in gift certificates	Music in the Park
St. Paul’s Lutheran Church	\$500 for Patchouli	Music in the Park
Anne Zelenak	Five sashes for Mayor and Council for parade (value of \$92)	
Harold E. & Gayle Johnson	\$600	Beautification/Flower Fund <i>(in memory of Kenneth Berghorst, Sally McEachern, Robert Quade, Doris Stachowski, Timothy Wold, and William Zachman)</i>

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-47 accepting donations from Anytime Fitness, Duffy’s Bar & Grill, The Sunshine Factory, St. Paul’s Lutheran Church, Anne Zelenak, and Harold E. & Gayle Johnson. The motion carried 4-1 (Schulz opposed).

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. DECLARE SURPLUS FIRE EQUIPMENT (Resolution)

Grams stated recently the Osseo Fire Department purchased all new self-contained breathing apparatuses. Upon accepting the new equipment, the old SCBA equipment is no longer needed. The Fire Department has connected with another northern Minnesota Fire Department that could use the old equipment for its own use. The Fire Department has agreed but, before that can happen, the Council must pass a resolution declaring the equipment as surplus property. It was noted Fire Chief Pat McGrane was at the meeting to provide further information to the Council regarding this item.

Schulz requested further information on the selection process for the surplus fire equipment. Fire Chief McGrane explained he used the Minnesota State Chief's Association.

A motion was made by Zelenak, seconded by Schulz, to adopt Resolution No. 2018-48 declaring Fire Department Equipment as Surplus Property. The motion carried 5-0.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF SEPTEMBER 10, 2018

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the transfer of the 5 Central TIF Note to Magellan Investment Services, and heard several presentations from representatives on affordable housing options.

A motion was made by Stelmach, seconded by Johnson, to confirm the EDA Actions of September 10, 2018. The motion carried 4-1 (Schulz opposed).

B. AUTHORIZE SOLICITATION OF CONTRIBUTIONS TO FUND EVENTS THAT FOSTER RELATIONSHIPS BETWEEN LAW ENFORCEMENT AND THE COMMUNITY (Resolution)

Grams stated since the 1990s a holiday event has been held in downtown Osseo on the first Friday night in December. The Osseo Business Association hosted the event for a number of years until the group ceased to exist. In 2009 the event was "renamed" Minidazzle. The police and fire departments continue to reach out each year to connect with the Osseo community at this Minidazzle event. Donations can be accepted by the City for this event with the adoption of a resolution.

A motion was made by Zelenak, seconded by Schulz, to adopt Resolution No. 2018-49 Authorizing Solicitation of Contributions to Fund Events that Foster Positive Relationships between Law Enforcement and the Community. The motion carried 5-0.

C. APPROVE 2019 RATES FOR TIMESAVER SECRETARIAL SERVICE

Grams commented the City has used TimeSaver 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.

A motion was made by Zelenak, seconded by Stelmach, to approve the Addendum to Recording Secretary Service Agreement by and between TimeSaver Off Site Secretarial, Inc., and the City of Osseo for 2019.

Schulz requested further information on why the City was paying for 15 minutes extra time prior to the start and end of a meeting. Grams stated he was uncertain but believed this had to do with attendance at the meeting. He explained staff could clarify this language with TimeSaver.

Schulz questioned why TimeSaver had two separate billing rates. City Planner Nancy Abts explained TimeSaver had two separate billing rates and noted the higher rate prevailed. She noted the City was typically billed the flat rate for its meetings.

Schulz requested staff clarify this information with TimeSaver and bring this item back to a future Council meeting.

Zelenak and Stelmach withdrew their motion and second.

A motion was made by Schulz, seconded by Stelmach, to table action on the Addendum to Recording Secretary Service Agreement by and between TimeSaver Off Site Secretarial, Inc. and the City of Osseo for 2019 to the September 24 City Council meeting.

The motion carried 5-0.

D. APPROVE PURCHASE OF NEW POLICE SQUAD VEHICLE AND SQUAD COMPUTER

Police Chief Mikkelson stated the City has a four-year replacement schedule established on squad cars. The 2013 Ford Interceptor will be replaced, with all of its usable parts to be placed in the new 2019 squad. The Ford Interceptor will then be sold. The Police Department would like to purchase a 2019 Ford Explorer in January 2019. This new squad car would be fully marked with the standard light bar on top. The vehicle will have to be ordered now but will not be delivered until after January 2019. Then, the new squad car will be built with all the necessary equipment added. A new radar will be required since the old radar is not working properly.

Police Chief Mikkelson explained each squad car needs a new computer to keep up with the four-year replacement plan. A new computer in the Chief's 2013 squad car is also required since it is over four years old and having several issues. The new computers are GTACA140 LTE that are tablets that can be used in the office along with inside the cars.

A motion was made by Stelmach, seconded by Schulz, to approve the purchase of a 2019 Ford Explorer, the new radar unit, and new squad computers for the 2019 Ford Explorer and Chief's Squad Car. The motion carried 5-0.

E. DECLARE SURPLUS POLICE VEHICLE (Resolution)

Police Chief Mikkelson explained the 2013 Ford Interceptor will be replaced in 2019 and the City would like to sell the vehicle at auction in early 2019.

Schulz asked what the cost would be to tear down the squad car. Police Chief Mikkelson estimated this cost would be about \$300.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2018-50 Declaring the 2013 Ford Police Interceptor Surplus Property to be auctioned. The motion carried 5-0.

F. ADOPT PRELIMINARY 2019 CITY BUDGET AND TAX LEVY (Resolutions)

Grams explained the Council previously reviewed the preliminary 2019 City budget developed by City staff at the August 27 work session. The recommendations made by the Council at the work session have been incorporated into the proposed budget. The proposed budget shows a fully balanced budget between expenditures and revenue. The total proposed expenditures budget for 2019 is \$2,651,656. This represents an increase of 7.06% over the 2018 adopted budget (\$174,903 total increase). Staff reviewed the budget on a department by department basis.

Grams explained the major additions to the 2019 preliminary budget include the full cost of a new fifth FT Police Officer position (approximately \$85,000), the correction of an accounting error in the Administration medical/dental/LTD insurance line item (approximately \$23,000), pulling out the expenditures cost of operating the building and electrical permits (approximately \$30,000), and the built in staff cost of living adjustment, which is set at 2% based on the latest Consumer Price Index (approximately \$14,000). Those four items total approximately \$152,000, which is roughly 86.9% of the expenditures increase for 2019. Some of these expenditures have off setting revenues as well.

Grams reported in addition to approving the preliminary budget, the Council will need to approve the General Fund Levy amount. This is the amount that the City needs to collect from tax paying properties within City limits in order to balance the preliminary budget. The proposed General Fund Levy and two General Obligation Bond amounts are:

General Fund Levy	\$ 1,518,556
General Obligation Bond 2009A	\$ 110,000
General Obligation Capital Improvement Bond 2010A	\$ 188,241

Grams commented by passing this preliminary budget, the City's tax capacity rate for 2019 will again decrease for a sixth straight year. This is due to the continued rise in property values, which helps share the burden of property taxes paid in throughout all properties within the City. The vast majority of a property tax increase that an individual taxpayer will see in 2019 will be the result of the property's increased valuation (as valued by Hennepin County).

Grams reported the current expenditures budget, including taxes levied for debt service (Central Avenue bonds and 2010A refunding bonds) and fiscal disparities, results in a tax levy increase of 5.11% increase (\$73,830). This means that in order to fully balance the budget, we will be asking the property owners of Osseo to pay \$73,830 more in taxes to cover all of the services the City offers. The expected tax capacity rate is projected to fall in 2019 from 63.15% to 61.41% (a decrease of 1.74%, and a total decrease of 15.95% since 2013).

Grams stated the Council should consider the preliminary 2019 budget and direct staff accordingly. The preliminary budget must be approved no later than September 28, which is when the General Tax Levy amounts are due to be certified to Hennepin County. If the Council proposes any changes to the preliminary budget, staff can make those changes

and present the preliminary budget for approval at the next City Council meeting on September 24.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2018-51 approving the Preliminary 2019 City of Osseo Budget and General Tax Levy as presented. The motion carried 5-0.

A motion was made by Schulz, seconded by Zelenak, to adopt Resolution No. 2018-52 Reducing Debt Service Tax Levies for 2019. The motion carried 5-0.

G. 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 stated Lions Roar went very well again this year. He thanked all of the City staff and Osseo Lions Club for their assistance with this event.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Mary Tietjen stated she was disappointed she could not attend Lions Roar.

Zelenak thanked everyone who was able to attend Lions Roar. She explained this was a great community event again this year.

Stelmach welcomed Firefighter Lundgren to the City. Stelmach thanked all of the vendors and volunteers that worked to make Lions Roar a great success.

Johnson stated the Housing for All Bus Tour would be held on Tuesday, September 18, at 5:30 p.m. He encouraged all City Council and EDA members to attend.

Schulz thanked all who were involved in Lions Roar for making the event a great success.

Poppe thanked all of the Osseo residents who were able to attend Lions Roar and make this a great community event.

Poppe encouraged everyone to attend the Farmers Market on Tuesday, September 11, from 3-7 p.m.

Poppe stated there would be a Hennepin County Small Business Assistance Information Session on Thursday, September 20.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:11 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.