

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
September 11, 2017**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:21 p.m. on Monday, September 11, 2017.

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, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Jesse Dickinson, Jordan Dickinson, James Killmer, and Juliana Hultstrom.

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

5. CONSENT AGENDA

- A. Approve Council Minutes of August 28
- B. Receive August Building Report
- C. Approve Waiver of Fees for Library Programs

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

6. MATTERS FROM THE FLOOR

James Killmer, 333 1st Avenue NE, thanked the Dickinson brothers for considering a move of their business, Union Speed and Style, to Osseo. He wished them continued success.

7. SPECIAL BUSINESS

A. PRESENTATION ON WASHINGTON, D.C., POLICE TRIP

Police Chief Shane Mikkelsen provided the Council with a presentation on the Washington, D.C., trip. He stated in May the Police Department flew to Washington,

D.C., to honor Police Officer Garner, an Osseo officer killed in the line of duty. He noted Officer Garner's name was now inscribed on the Police Officers' Memorial. It was noted donations were received to cover the expense of this trip. He presented the Council with a framed piece of artwork documenting the trip and inscription as a thank you for its continued support.

B. ACCEPT DONATION TO BEAUTIFICATION FUND (Resolution)

City Administrator Riley Grams explained the City received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Harold E. & Gayle Johnson <i>(in memory of Donald Bonneville, Patricia Fisher, Ardis Smith, Glen Strom, & Kenneth Zopfi)</i>	\$500	Beautification/Flower Fund
Iten Garage LLC/Dan Spanier	\$250	Police Equipment Fund

Staff recommends the Council accept the donations.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2017-55 accepting a donation from Harold E. and Gayle Johnson and Iten Garage LLC/Dan Spanier in the amounts of \$500 and \$250, respectively. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE 2ND READING, ADOPTION, AND SUMMARY PUBLICATION OF ORDINANCE AMENDING CITY ZONING CODE REGARDING ARTISAN MANUFACTURING (Resolution)

City Planner Nancy Abts explained the City received an application for a change to the Zoning Ordinance. The change would allow a new business to operate in the Central Business District. Union Speed and Style would like to relocate its coachbuilding and upholstery business to Osseo. This could occur under a new "Artisan Manufacturing" conditional use. Union Speed and Style also intends to lease space to tenant businesses in the future. Its potential tenants may include a microbrewery.

Abts reported the City has broad ability to approve or deny zoning ordinance amendments. The amendment needs to be reasonable and rationally relate to public health and safety. It should also be consistent with the city's Comprehensive Plan (as this proposal seems to be). However, once an ordinance is adopted, the City has considerably less discretion in administering it—for example, when reviewing an application for a Conditional Use Permit.

Abts stated because of the way the city's Zoning Code is structured, conditional uses from the Central Business District are also conditional uses in other commercial districts. So, this change would apply to the Highway Commercial and Manufacturing and Industrial districts as well.

Schulz thanked staff and the City Attorney for reworking this Ordinance amendment. He understood additional ordinance changes would be needed regarding liquor licenses for

breweries and microdistilleries and he encouraged the Council to direct staff to review this portion of City Code and to revise language to reflect these new areas of potential development. The Council was in agreement.

A motion was made by Schulz, seconded by Stelmach, to approve the 2nd reading and adoption of an Ordinance Amending Chapter 153 of the City Code Related to Artisan Manufacturing Uses. The motion carried 5-0.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2017-56 authorizing summary publication of this ordinance amendment. The motion carried 5-0.

B. APPROVE 2ND READING AND ADOPTION OF ORDINANCE AMENDING CITY CODE REGARDING SNOW

Grams stated at the July Council work session the Council reviewed draft information regarding a change to the Snow Emergency Policy. The City would be divided into two Districts (A and B). District A includes all areas east of 1st Ave NE, and all areas west of 1st Ave NW. District B includes all areas between 1st Ave NE and 1st Ave NW (including the downtown commercial core).

Grams explained during a declared snow emergency parking would be prohibited on a public street between the hours of 10:00 p.m. and 6:00 a.m. the first night of the snow emergency in Districts A and B. During the second night of the snow emergency, parking would be prohibited on a public street between the hours of 10:00 p.m. and 6:00 a.m. in District B only. Regular parking would be allowed on the public street in District A during the second night of any snow emergency.

Grams reported in order to enact this new policy, staff developed the draft ordinance amendment to §71.06 Declared Snow Emergency. The Council discussed the first draft and had the first reading on August 28. The Council's clarifying language requests have been included into the final draft for review. If the second reading and adoption is approved this evening, Council will consider the updated Snow Emergency Policy document later on the Council agenda.

A motion was made by Johnson, seconded by Schulz, to approve the 2nd reading and adoption of an Ordinance Amending Chapter 71.06 of the City Code related to Snow Emergencies. The motion carried 5-0.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF SEPTEMBER 11, 2017

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable (minus a Hennepin County expenditure) and received a presentation from a representative of the Great Plains Institute.

A motion was made by Schulz, seconded by Johnson to confirm the EDA actions of September 11, 2017. The motion carried 5-0.

B. APPROVE UPDATED SNOW EMERGENCY POLICY

Grams stated due to the change in the snow emergency ordinance language, the next step is to update and approve the new snow emergency policy. The purpose of the policy is to provide information to residents about snow emergencies in the City, including procedures for declaring an emergency, notification to residents, and parking prohibitions.

Grams explained the City will declare a snow emergency when two or more inches of new snow accumulates at the Public Works parking lot. Staff will make every attempt to declare a snow emergency no later than 8:00 p.m. on the evening in which vehicles will be prohibited from parking. The City will be divided into two districts. During the first night of the declared snow emergency, parking is prohibited on a public street from 10:00 p.m. that evening until 6:00 a.m. the following morning in both Districts A and B. Regular parking is then allowed beginning at 6:00 a.m. until 10:00 p.m. the next evening. During the second night of the snow emergency, parking is prohibited in District B only (commonly referred to as the downtown district). At 6:00 a.m. the next morning, all parking restrictions are lifted, and the snow emergency will be over.

Grams indicated the City will notify residents of a snow emergency in a variety of ways, as outlined in the policy. Temporary parking will be allowed at City Hall, the public parking lot located at 108 1st Avenue NW, and St. Paul's Lutheran Church (located at 710 East Broadway Street). The policy also describes the violations associated with a declared snow emergency.

Schulz suggested updating the policy's list of resident notification methods. He proposed including a brightly-colored Snow Emergency flyer as part of the quarterly utility billing preceding snowfall. Grams stated staff could add this to the policy.

A motion was made by Schulz, seconded by Stelmach, to approve the updated Snow Emergency Policy. The motion carried 5-0.

C. APPROVE 2018 PRELIMINARY BUDGET (Resolution)

Grams explained the City Council previously reviewed the preliminary 2018 budget developed by staff at the August 28 work session. The recommendations made by the Council then have been incorporated into the proposed budget attached to this agenda item. The proposed 2018 city budget shows a full balanced budget between expenditures and revenue. The total proposed expenditures budget for 2018 is \$2,625,623. This represents an increase of 6.05% over the 2017 adopted budget (\$149,688 total increase). Staff provided the Council with a department by department update on the budget.

Grams stated in addition to approving the 2018 preliminary budget, the Council will also 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	\$1,596,496
General Obligation Bond 2009A	\$ 105,000
General Obligation Capital Improvement Bond 2010A	\$ 183,275

Grams reported by passing this preliminary budget, the City's tax capacity rate for 2018 will effectively remain the same as in 2017 (0.03% increase). Any property tax increase that an individual taxpayer will see in 2018 will be the result of the property's increased valuation (as valued by Hennepin County).

Grams indicated the City Council should consider the preliminary 2018 budget and direct staff accordingly. The preliminary budget must be approved no later than September 29, which is when the General Tax Levy amounts are due and 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 25, 2017.

Johnson reported Public Safety made up almost 40% of the City's budget. He believed these funds were well spent and understood this was one of the strong points in Osseo.

Stelmach agreed and thanked the Public Safety Department for the excellent work in the community.

Schulz stated he too appreciated the Public Safety Department. He expressed concern with how the City's budget was outpacing inflation at this time.

A motion was made by Johnson, seconded by Zelenak, to adopt Resolution No. 2017-57 approving the Preliminary 2018 City Budget and associated General Tax Levies as presented. The motion carried 4-1 (Schulz opposed).

D. APPROVE 2018 DEBT SERVICE TAX LEVIES (Resolution)

Grams stated Hennepin County maintains the scheduled debt service levy amounts each year. Should the City alter the amount in a given year (which then differs from the scheduled amount), a resolution is required to be passed by the City Council outlining the proposed levy amounts and the changes in levy amounts.

The Council directed staff to apply left over revenue sources towards the scheduled 2018 debt service levies (and beyond). This resolution outlines the changes to each of the remaining debt services, calling out the proposed levy amounts as well as the changes to each levy amount.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2017-58 reducing the Debt Service Tax Levies for 2018. The motion carried 5-0.

E. 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 noted today was the 16th Anniversary of the tragedy that occurred on September 11, 2001. He encouraged residents to consider the emergency personnel that gave their lives to assist others.

Grams offered his condolences to the City of Wayzata Police Department on the loss of Police Officer William Matthews.

12. COUNCIL AND ATTORNEY REPORTS

Zelenak thanked the Lions Club for putting on a great Lions Roar.

Stelmach stated he had a great time at Lions Roar and noted the weather was perfect. He said he voted for the budget and levy but did not support the dollar figures at all and wanted to move this ahead and whittle it down to be more reasonable.

Johnson explained Brooklyn Park would be holding a Planning Commission meeting on Wednesday, September 13, to discuss the possibility of a new self-storage facility behind Perkins.

Schulz requested the City have the flag at half-mast in honor of fallen Wayzata Police Officer Matthews.

Schulz stated he attended Lions Roar and was very pleased to see the number of residents in attendance. He reported the Craft Fair was a huge success.

Poppe thanked all who assisted with putting Lions Roar on and to all those who were in attendance.

Poppe indicated the Planning Commission and Heritage Preservation Commission were both seeking members at this time.

Poppe encouraged the public to visit the Farmers Market every Tuesday from 3-7 p.m. at Boerboom Park.

Poppe noted bike classes would be held on Wednesday, September 20, and again on Friday, September 22.

Poppe explained the next American Red Cross Blood Drive would be held on Wednesday, September 20, from 1-7 p.m. at the Community Center.

Poppe reported there would be a Community Orchard Planting event at the Public Works Facility on Wednesday, September 20, at 2 p.m.

Poppe encouraged the public to check out the preschool/parent arts classes that would be offered in October.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 7:57 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.