

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
January 14, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, January 14, 2019.

2. OATH OF OFFICE

City Attorney Tietjen administered the Oath of Office to Mayor Duane Poppe, Councilmember Juliana Hultstrom and Councilmember Larry Stelmach. A round of applause was offered by all in attendance.

3. ROLL CALL

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

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

Others present: Police Officer Heather Starry, Sherry Murdock, Pat McGrane & family, Laurie Wolfe, Andrew Bergman, Mark & Tammy Ferris, Dave & Roseanna Garibaldi, Guy Dorholt, Greg Jones, and Rodger Coppa.

4. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

5. 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.

6. CONSENT AGENDA

- A. Receive EDA Minutes of December 10, 2018
- B. Approve Council Minutes of December 10, 2018
- C. Receive December 2018 Building Report
- D. Accept IRS Mileage Rate of 58 Cents for Business Miles Driven
- E. Approve Training Request for Councilmember Juliane Hultstrom
- F. Approve Open Book Meeting on April 16, 2019
- G. Receive November & December American Legion Gambling Reports
- H. Receive November Fire Relief Association Gambling Report
- I. Approve Fee Waiver Request for Lions Club Event in Community Center

- J. Receive November Fire Report
- K. Approve Municipal Advisor Client Disclosure with Ehlers & Associates for 2019
- L. Accept Resignation of Fire Chief Pat McGrane
- M. Receive LMC Property/Casualty Dividend
- N. Receive November Hockey Association Gambling Report
- O. Approve Exempt Permit for National Wild Turkey Federation Raffle at Osseo American Legion
- P. Approve Credit Card for Fire Chief Mike Phenow
- Q. Approve Training for City Clerk at MN Clerks & Finance Officers Conference in March
- R. Receive December Lions Club Gambling Report
- S. Approve Training for Officer Brendan Current to Dynamic Encounters
- T. Approve Training for Officer Brendan Current to LEAD Course
- U. Approve Training for Chief Shane Mikkelsen to CADCA Conference

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

7. MATTERS FROM THE FLOOR – None.

8. SPECIAL BUSINESS

A. HONOR RETIRING FIRE CHIEF PATRICK MCGRANE (Proclamation)

City Administrator Riley Grams discussed the work history of Fire Chief McGrane and thanked him for his 22 years of service to the Osseo Fire Department.

Fire Chief Mike Phenow thanked former Fire Chief McGrane for his service to the community and explained his passion and dedication to the City would be difficult to replace. He wished him all the best in his retirement. He presented former Fire Chief McGrane with a plaque from the Fire Department.

Fire Chief McGrane thanked the City and the firemen that served with him for this recognition.

Poppe read a proclamation honoring Fire Chief Patrick McGrane for his 22 years of dedicated service to the Osseo Fire Department. He declared Monday, January 14, to be Pat McGrane Day in the City of Osseo. On behalf of the entire City he wished McGrane well in his retirement. A round of applause was offered by all in attendance.

B. AFFIRM COUNCIL/STAFF RESPONSIBILITIES (Resolution)

Grams requested the Council adopt a resolution affirming Council and Staff responsibilities.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2019-1 affirming Council/Staff responsibilities. The motion carried 5-0.

C. ACCEPT DONATION TO MUSIC IN THE PARK FUND (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
WSB	\$500	Minidazzle
State Farm Insurance	Color books for treat bags	Minidazzle
The Vintage Studio LLC	Rulers	Minidazzle
K & Company	Pencils	Minidazzle
Osseo Savitt Paint	Pencils and volunteer time	Minidazzle
Create By Me Photography	Santa photos and play dough	Minidazzle
Pink Studio	Volunteer time	Minidazzle
Daria Cleveland	Volunteer time	Minidazzle
S. R. Hoskins Fine Jewelry	Chip clips	Minidazzle
Bridal Aisle	Note pads and nail boards	Minidazzle
Spark Music Studio	Music and guitar picks	Minidazzle
Celias Studio	Face paintings	Minidazzle
Holiday Stationstore	Cookies	Minidazzle
Nothing Bundt Cakes	Cupcakes	Minidazzle
5 Central Apartments	Hot cocoa & volunteer time	Minidazzle
Jodi Baglien	Volunteer time	Minidazzle
The Alley	Volunteer time	Minidazzle
Osseo Fire Department	Volunteer time	Minidazzle
Tom Ingman	\$100	Water Tower Fund
Ronald & Nancy Roden	\$100	Beautification Fund
Harold E. & Gayle Johnson	\$600	Beautification Fund
<i>(in memory of Adele Bauer, Maryrose Biegert, Harold Opat, Gary Scherber, Dale Scherber, and Kristine Slack)</i>		

Staff recommends the Council accept the donations.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2019-2 accepting donations from WSB, State Farm Insurance, The Vintage Studio, K & Company, Osseo Savitt Paint, Create By Me Photography, Pink Studio, Daria Cleveland, S. R. Hoskins Fine Jewelry, Bridal Aisle, Spark Music Studio, Holiday Stationstore, Nothing Bundt Cakes, 5 Central Apartments, Jodi Baglien, The Alley, Osseo Fire Department, Tom Ingman, Ronald & Nancy Roden, and Harold E. & Gayle Johnson. The motion carried 5-0.

9. PUBLIC HEARINGS – None.

10. OLD BUSINESS – None.

11. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF JANUARY 14, 2019

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the investment depositories for 2019-2020, approved the Municipal Advisor Client Disclosure agreement with Ehlers & Associates, and discussed the upcoming strategic planning session.

A motion was made by Johnson, seconded by Hultstrom, to confirm the EDA actions of January 14, 2019. The motion carried 5-0.

B. APPROVE HIRE OF HEATHER STARRY AS A FULL-TIME POLICE OFFICER

Police Chief Shane Mikkelson stated the Police Department was expanded by one officer in the 2019 budget. The position was to be filled from the current ranks of part-time officers. After interviewing with the Human Resource Committee, City Administrator Grams and Chief Mikkelson, Officer Heather Starry is recommended to be moved from part-time status to full-time status. Officer Starry will fill the new position created in the 2019 budget.

Stelmach commented on the interview process and stated two stellar candidates were considered by the Human Resources Committee. He explained the HR Committee was recommending Officer Starry be hired for the full-time position.

Schulz agreed both candidates were exemplary, however, he believed Officer Starry rose to the top. He looked forward to Officer Starry working full time for the City of Osseo. He wished Officer Starry well in her new position.

A motion was made by Stelmach, seconded by Schulz, to approve moving Officer Heather Starry from Part-Time Police Officer to Full-Time Police Officer. The motion carried 5-0.

C. APPROVE PURCHASE OF POLICE DEPARTMENT BALLISTIC SHIELDS

Police Chief Mikkelson stated in spring 2018 the Police Department received a \$10,000 donation from the Osseo American Legion. Police department needs were brought to the Public Safety Advisory Committee for consideration. Internally, the officers were consulted and decided that the need for ballistic shields was higher than issuing handguns.

Chief Mikkelson stated staff researched different ballistic shields and settled on the Point Blank Aspis hard ballistic tactical shields. It was chosen for its portability and ease of use. This ballistic shield can be deployed by a single officer when they are dispatched to a call where a firearm is present. This shield will have a view port and a light for deployment at night. There will be three shields mounted in the three active squad cars for patrol. This ballistic shield is on the Minnesota State contract so the price has already been established.

Stelmach stated he would be supporting this purchase. He believed it was important for the Police Department to have this extra layer of protection.

A motion was made by Stelmach, seconded by Hultstrom, to approve the purchase of three Point Blank Apis hard ballistic tactical shields for \$7,409. The motion carried 5-0.

D. APPROVE 1ST READING OF ORDINANCE AMENDMENT FOR ECONOMIC DEVELOPMENT AUTHORITY

Grams stated at its December 10, 2018, meeting, the Economic Development Authority approved updated bylaws which govern the Board. The EDA is also part of the City Code of Ordinances. The Council should consider an amendment to Ordinance Section 33 to bring the language in line with the recently updated EDA bylaws.

A motion was made by Schulz, seconded by Stelmach, to approve the 1st Reading of an Ordinance amendment for the Economic Development Authority. The motion carried 5-0.

E. APPROVE ALLEY ACCESS AGREEMENT (Resolution)

City Planner Nancy Abts explained in September the City received a Land Title Summons in Application for Registration of Land from Willow Creek Grocery (Dean's Supermarket). The Land Title Summons is part of the process taken to register a certificate of title for land. As part of reviewing the summons, attorneys from Kennedy-Graven found that the alley behind the building was never dedicated and there was no formal easement or right-of-way for the alley behind the property.

Abts stated a quitclaim deed providing an easement for the alley has been agreed upon. However, the property owner has asked that the City also agree to this Access Agreement. The City attorneys don't believe the proposed agreement provides the property owner with any rights they do not already have. The agreement simply "puts things in writing."

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2019-3 Authorizing Grant of Access Agreement to Willow Creek Grocery, Inc. The motion carried 5-0.

F. ADOPT UPDATED LOCAL WATER MANAGEMENT PLAN (Resolution)

Abts explained the City of Osseo is required to update its Local Water Management Plan in conjunction with the Shingle Creek and West Mississippi Watershed Management Commission Plans and accompanying Rules. For Osseo, this is the Stormwater Management Plan. The City is also required to update its Local Water Management Plan within two years of the deadline for submitting a Comprehensive Plan update. Because Osseo does not contain any surface water bodies, its Stormwater Management Plan addresses surface water concerns.

Abts reported the City's Stormwater Management Plan was last updated in April 2015, just outside of the window for required updates accompanying submission of the city's Comprehensive Plan Update. Rather than undertake a costly complete re-write of the Stormwater Management Plan with the city's new engineering consultant, in-house staff prepared a supplement to update the 2015 plan, with some assistance from engineering consultants WSB and Associates.

Abts stated the Shingle Creek and West Mississippi Watershed Management Commissions reviewed and approved the supplement in December 2018, subject to any comments from the Metropolitan Council. The Metropolitan Council identified two minor corrections to the plan, which have been addressed in the documents presented for approval with this agenda item. Although the Supplement was included in the city's

Comprehensive Plan Update, the plan is required under separate legislation than the requirement to prepare and update Comprehensive Plans. Therefore, separate action to approve the plan should be taken.

Johnson thanked staff for all their efforts on the Local Water Management Plan.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2019-4 approving the Local Water Management Plan. The motion carried 5-0.

G. ACCEPT GRANT FOR (NORTH) WATER TOWER CONDITIONS ASSESSMENT
(Resolution)

Abts explained the City has previously received grants from the Minnesota Historical Society for the historic 1915 Water Tower. A first grant provided funding to evaluate the water tower's eligibility for inclusion on the National Register of Historic Places. After the water was found to be eligible, a second grant provided funding to prepare and submit an application for listing on the National Register.

Abts stated now the application has been approved and the 1915 Osseo Water Tower is listed on the National Register of Historic Places. The next step is to determine the water tower's current condition, what repairs would be needed to preserve the tower, and the approximate costs of those repairs. This information will be provided in a Conditions Assessment Report.

Abts reported Qualified Historic Architects have provided cost estimates for preparing a Conditions Assessment for the tower. The cost will not exceed \$10,000. The Minnesota Historical Society has offered a \$9,500 grant to supplement a \$500 match from the Osseo Heritage Preservation Commission.

Abts explained major requirements for the funding are that it is used to hire a qualified consultant to perform the work, and that a copy of the completed report be provided to MHS at the end of the project. The project will give the City more information about the tower, but the city will not be obligated to take any action based on the information included in the Conditions Assessment.

Stelmach asked if this grant would bind the City to completing any work on the water tower. Abts explained a conditions assessment would have to be completed and provided to the Minnesota Historical Society if this grant were accepted.

Stelmach stated he would be supporting the acceptance of this grant. He thanked the numerous volunteers that have been work to support the water tower.

Johnson questioned how much the study would cost the City. Abts reported the conditions assessment for the water tower would not exceed \$10,000.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2019-5 accepting the Minnesota Historical and Cultural Heritage Grant Program Agreement. The motion carried 5-0.

H. APPROVE 2019 OFFICIAL CITY APPOINTMENTS AND DESIGNATIONS (Resolution)

Grams explained Council and staff appointments to various boards/commissions/committees are made at the beginning of each year. Consultant appointments and other designations are often made, also. The proposed resolution outlines the various Council Appointments, Council Committee Appointments, Consultant Appointments, and Other Appointments and Designations as needed.

Stelmach commented all five members of the City Council are listed as EDA appointments when only three members expressed interest. Grams explained the resolution was in draft form and could be amended by the Council.

Hultstrom reported she intended to remain on the EDA.

Johnson commented he was uncertain of the EDA's strategic plan and was not in agreement with some of the things that have been happening with this group. He stated at this time he would continue serving on the EDA.

Poppe reviewed the Council appointments and requested feedback from the Council on the positions. The following appointments were made:

Council Appointments

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

Council Committee Appointments

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

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-6 adopting 2019 Official City Appointments and Designations. The motion carried 5-0.

I. APPROVE 2019 CITIZEN APPOINTMENTS (Resolution)

Grams explained citizen appointments are made each year to various boards/commissions/committees. Announcements have been made at prior Council meetings and included in Council packets. The Press and social media have been used to reach interested volunteers, also.

Schulz stated he was excited to see the number of volunteers that have stepped forward. He suggested all three volunteers be named to the Heritage Preservation Committee.

Johnson suggested Dorothy Clarke be allowed to serve on the Heritage Preservation Committee as an honorary member.

Schulz commented on the candidates for the EDA. He stated he would like to see additional business owners on the EDA besides himself. For this reason, he supported Teresa Aho being appointed to the EDA.

Stelmach stated he supported appointing a business owner to the EDA, as well.

Johnson indicated he supported Sherry Murdock being appointed to the EDA given her work experience.

Stelmach believed that Ms. Murdock had a personal issue that she was working through at this time and for this reason recommended Ms. Aho be appointed to the EDA.

Hultstrom explained she spoke to Sherry and Sherry was available and interested in continuing her service on the EDA. She stated she was also pleased to see that Deanna Burke was willing to serve on the EDA.

Hultstrom and Johnson supported Sherry Murdock being appointed to the EDA.

Poppe reviewed the Citizen appointments and requested feedback from the Council on the positions.

A motion was made by Hultstrom, seconded by Johnson, to appoint Sherry Murdock to the Economic Development Authority. The motion failed 2-3 (Schulz, Stelmach, and Mayor Poppe opposed).

A motion was made by Schulz, seconded by Stelmach, to appoint Teresa Aho to the Economic Development Authority. The motion carried 3-2 (Hultstrom and Johnson opposed).

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-7 adopting 2019 Official Citizen Appointments with Teresa Aho being appointed to the EDA. The motion carried 5-0.

The following appointments were made:

Citizen Appointments

Economic Development Authority (six-year term)	Teresa Aho
Heritage Preservation Commission (three-year term)	Jan Hawkins
(three-year term)	Jaz Kelm
(honorary member)	Dorothy Clarke

Parks & Recreation Committee (three-year term) (three-year term)	Brittney Quant Orlando Ponce
Planning Commission (three-year term) (three-year term)	Barbra Plzak Michael Corbett
Public Safety Advisory Committee (two-year term - resident) (two-year term – business)	_____ _____

J. APPROVE 2019 FEE SCHEDULE (Resolution)

Abts explained the fee schedule sets out the price for City services, applications, and other items and services that require payment. Changes to the price of sign permits are proposed. These changes are in line with the hourly charges for City Staff time established in 2018, and with the permitting procedure changes in the new sign ordinance. Other changes include adding a fee for the City to handle document recording, and adjusting the cost for a Comprehensive Plan copy.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2019-8 amending the Fee Schedule for 2019. The motion carried 5-0.

K. SUMMARY OF CLOSED SESSION ON DECEMBER 10, 2018

Grams explained the City Council conducted a closed session to review the performance of the City Administrator during the last Council meeting on December 10, 2018. 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 conclusion at its next open meeting.

Schulz stated on December 10 the Council performed its annual review of the City Administrator. He explained the Council had submitted individual reviews and the information was presented to the City Administrator. He reported the Council approved the review and new pay level for the City Administrator.

L. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

A motion was made by Johnson, seconded by Stelmach, to approve the Accounts Payable as presented. The motion carried 5-0.

12. ADMINISTRATOR REPORT

Grams reported he was looking forward to another great year with the City Council. He congratulated Councilmember Hultstrom on her new position on the City Council.

13. COUNCIL AND ATTORNEY REPORTS

Hultstrom stated she was honored to be serving with the City Council.

Stelmach welcomed Officer Starry to her new position on the Police Department and thanked former Fire Chief McGrane for his service to the community.

Johnson commented on a phone call he had with a member of the church included in the 2019 street project. He was hopeful that the members would be better informed about changes that were made with the street project.

Poppe welcomed Hultstrom to the City Council and wished everyone a Happy New Year.

14. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, January 21, for Martin Luther King Jr. Day.

Poppe reported the Osseo Fireman's Dance would be held on Friday, February 8, from 8 p.m. to midnight. He noted the event would feature live music and a silent auction.

15. ADJOURNMENT

A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 8:16 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.