

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
June 8, 2020**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:15 p.m. on Monday, June 8, 2020. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: None.

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 Hultstrom, to accept the Agenda as presented. A roll call vote was taken. The motion carried 5-0.

5. CONSENT AGENDA

- A. Approve Work Session Minutes of May 26
- B. Approve City Council Minutes of May 26
- C. Approve City Council Minutes of June 1 (Emergency Meeting)
- D. Receive May Building Report
- E. Approve Hire of Movie Attendant Elizabeth Dahlin
- F. Set Public Safety Advisory Committee Meeting for June 17 at 6:00 p.m.

A motion was made by Hultstrom, seconded by Johnson, to approve the Consent Agenda. A roll call vote was taken. The motion carried 5-0.

6. MATTERS FROM THE FLOOR

City Administrator Riley Grams reported he received a comment from Juliana Hultstrom at 808 1st Street NE thanking the Police Department for their swift response to the fireworks situation at 2 a.m. on Thursday, May 29.

Grams reported he received a phone message from James Kelly at 624 3rd Avenue NE stating he submitted a permit for a boulevard feature, and he wished all permits would be universally reviewed on the same level.

7. SPECIAL BUSINESS

A. COVID-19 LOCAL STATE OF EMERGENCY UPDATE

Grams stated the Council heard an update on the City's current local emergency and actions taken by the City at the May 26 City Council meeting. The City's Emergency Management Team met and ultimately decided to transition more into a recommendation body rather than decision making body. The original intent of the Emergency Management Team was to make important and immediate decisions based on a pending City emergency, or immediately after a local emergency. The Team is supposed to make those decisions when time does not allow for key City decisions being made at the next available City Council meeting.

Grams reported the Emergency Management Team met and developed a list of recommendations to forward to the City Council for consideration at the June 8 meeting. The focus of the meeting was to determine how the City can safely re-open City Hall and the Community Center to the public, so that business may be transacted in a "new normal" way. A list of recommendations for the City Council to consider was reviewed in detail and staff recommended the Council approve the list of recommendations allowing City Hall and the Community Center to reopen on June 15, 2020.

Johnson questioned how many people would be allowed in the Community Center at one time. Grams stated this number would be limited to 10.

Hultstrom recommended staff meet with the cleaning crews to describe the type of cleaning that would have to be done at City Hall. Grams reported he would walk through City Hall and the Community Center with the cleaning crew after the building is reopened.

Stelmach asked if the City was well stocked on Lysol and other cleaning products. Grams reported City Hall was well stocked with cleaning supplies. Police Chief Mikkelsen commented the City has enough masks available for City staff as well.

Johnson questioned if the library would be reopening. Grams stated staff has been communicating with representatives in Hennepin County and staff would be letting them know when City Hall was reopening. He explained it would be up to Hennepin County to decide when the library would be reopened and staffed.

A motion was made by Schulz, seconded by Hultstrom, to approve the list of recommendations to re-open City Hall and the Community Center on June 15, 2020. A roll call vote was taken. The motion carried 5-0.

B. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Kenny & Sarita Nelson	\$50	Police

Kenny & Sarita Nelson

\$50

Fire

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2020-38 accepting donations from Kenny & Sarita Nelson. A roll call vote was taken. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF JUNE 8, 2020

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and received the annual TIF update.

A motion was made by Johnson, seconded by Stelmach, to confirm the EDA actions of June 8, 2020. A roll call vote was taken. The motion carried 5-0.

B. APPROVE PURCHASE OF POLICE CAMERA SYSTEMS

Police Chief Shane Mikkelsen stated the Police Department currently has a system from L3 that is digital but does not offer cloud storage currently. It was noted the City purchased this system in 2015 and in late 2019 the system crashed. There was about three months where the system did not even work. The department is now having cameras shut down during stops, not offload, and sometimes not even turning on. He had the CIP planned to update the squad cameras in 2021 but with the current system shutting down, the department was in a position that this must be replaced now.

Police Chief Mikkelsen reported he and Officer Todd Kintzi started researching different cameras systems and then COVID-19 took precedence and he was unable to have representatives visit. He explained he had two different internet conversations and learned about new camera systems. He reported he used the following factors in his research:

- Price
- Ease of use
- Quality of video
- Ease of sharing of video
- Integration of Body Cameras with squad cameras

Police Chief Mikkelsen explained he had online demos from Axon and Gtec; Panasonic was unable to connect. He requested a quote from L3 but never received a quote. After reviewing the quotes between Axon and Gtec staff decided that Gtec was the best fit. Gtec integrates its body camera video with the squad camera video so it can be synced together during the review process. The video can be shared via a link in an email and the recipient has a limited number of days to download that video to their computer. It was noted the video quality was high.

Police Chief Mikkelson stated the two most important factors in this decision are ease of use and price. The body camera and squad camera are easy to use for the front-line operator. The back-end user interface is easy to use, and it will help having the video stored in the cloud. Office Manager Felicia Wallgren was also involved in the online demo and stated that she liked the Gtec system. The price of the system is \$43,278.60 which covers 5 squad cars and 8 body cameras. That price is \$17,000.00 less than the Axon system.

Stelmach requested further information regarding how the body camera videos would be tagged. Police Chief Mikkelson reported the department would have a policy in place regarding how videos are tagged and the length of time they would need to be stored in the cloud. He explained he would be doing quarterly audits of the videos to ensure his officers were tagging the videos properly.

Schulz questioned what the warranty was like for the L3 system. Police Chief Mikkelson indicated the City paid yearly for this warranty. He stated he refused to pay the warranty for 2020 because the units were faulty. He commented the City should be receiving money back on its current system from L3.

A motion was made by Hultstrom, seconded by Stelmach, to approve the purchase of the Gtec squad cameras and body cameras.

Schulz asked if this motion could include the City entering into a contract for annual storage of the videos. Police Chief Mikkelson requested the motion include ongoing data storage.

An amendment was made by Hultstrom, second by Stelmach, for the contract with Gtec to include ongoing data storage.

A roll call vote was taken. The amended motion carried 5-0.

C. APPROVE MAIL METER LEASE AGREEMENT WITH PITNEY BOWES

Grams commented the City currently leases the office mail and postage machine through Pitney Bowes. The City pays \$145.74 each quarter to lease the machine. This machine allows staff to put automatic postage on letters, weigh packages (up to a certain weight), and print shipping and mailing labels for our general office use. Our current lease is set to expire at the end of June. Pitney Bowes reached out to City staff to provide two different options for renewal of our mail and postage machine.

Grams reported the first option is to lease the C425 Meter, which is a newer version of our current meter. The quarterly lease amount for the updated version is \$197.19. The current meter works well for the relatively low amount of postage needs our office requires. The second option is an upgraded version of our current meter, the SPC Automatic Meter. The quarterly lease amount for this meter is \$425.61. This upgraded version offers faster processing of bulk postage and higher overall efficiency.

Grams explained because City Hall does not handle large batches of letters or other higher end postage needs, staff recommends leasing the updated version of our current meter (the C425 Meter). Staff feels that the higher efficiency offered by the upgraded

SPC Automatic Meter does not offset the quarterly cost increase. The lease term for each option is 60 months.

A motion was made by Hultstrom, seconded by Schulz, to approve a lease with Pitney Bowes for the C425 Meter. A roll call vote was taken. The motion carried 5-0.

D. 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. A roll call vote was taken. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Grams congratulated the Class of 2020 graduates. He stated the City was looking for a way to congratulate the seniors in the City of Osseo given how tough this spring/summer has been due to COVID-19.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom thanked City staff and her fellow Councilmembers for wishing her well after her recent surgery. She extended her congratulations to the 2020 graduates at Osseo High School. Hultstrom reported she was appointed to the LMC Nominating Committee, noting she would assist in appointing the 2020-2021 Board of Directors and Officers. She noted she has also applied to the HR Committee and Data Practices Committee with the LMC.

Johnson explained some of the plantings in the park had been destroyed and needed to be redone. He thanked Lynde's for assisting the City by supplying flowers.

Stelmach sent his congratulations to the Class of 2020. He indicated it was nice to see more and more businesses in Osseo open for business, especially the restaurants with outdoor seating. Stelmach welcomed Councilmember Hultstrom back.

13. ANNOUNCEMENTS

None.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Johnson, to adjourn the City Council meeting at 8:02 p.m. A roll call vote was taken. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial