

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
August 24, 2020**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:05 p.m. on Monday, August 24, 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, Fire Chief Mike Phenow, Public Services Director Nick Waldbillig, City Clerk LeAnn Larson, 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 Johnson, seconded by Stelmach, to accept the Agenda as presented. A roll call vote was taken. The motion carried 5-0.

5. CONSENT AGENDA

- A. Receive EDA Minutes of August 10
- B. Approve Council Minutes of August 10
- C. Receive June and July Fire Relief Gambling Reports
- D. Receive July Lions Club Gambling Report

Johnson requested a change to the Council minutes (on page 16 of the packet) noting "would" should be changed to "could."

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

- A. ACCEPT DONATIONS (Resolution)

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

Donor	Amount/Item	Designated Fund
Realife Cooperative	\$300	Beautification/Flower Fund
Harold E. & Gayle Johnson (in memory of Michelle Iton)	\$100	Beautification/Flower Fund

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2020-47 accepting donations from Realife Cooperative and Harold E. & Gayle Johnson. A roll call vote was taken. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. ADOPT RESOLUTION RATIFYING OSSEO FIRE DEPARTMENT RELIEF ASSOCIATION BYLAWS

Fire Chief Mike Phenow stated the Board of Trustees of the Osseo Fire Department Relief Association (OFDRA) previously discussed these bylaws with the Council at work sessions on February 25, 2019; May 26, 2020; and July 27, 2020. An overall refresh of the bylaws was in order, based on the model bylaws published by the Minnesota Office of the State Auditor. These were reviewed, discussed, and updated several times between the committee, the board, the membership, City Staff, the City Attorney, and the City Council.

Chief Phenow reported throughout the process of reviewing the bylaws, reviewing the pension funding levels, and consulting with the investment advisor, it was determined that the OFDRA was eligible for an increase in the benefit level under the maximum benefit level calculation as specified in state statute. At the regular meeting of the membership of the OFDRA on 8/13/2020, the membership unanimously approved and adopted the proposed bylaws effective 8/14/2020 and the proposed benefit level effective 1/1/2021.

Johnson requested clarification on when the increase would go into effect. Chief Phenow described how the OFDRA pension was funded through investments returns and Fire State Aid. He explained the fund had to remain solvent well into the future to payout at the ratified benefit level.

Johnson questioned how long it has been since the City contributed to the pension fund. Chief Phenow estimated it had been five years since the City contributed. He explained based on the fund calculations the City would not be required to contribute to the fund until 2022.

Johnson requested further clarification regarding the term deferred interest. Chief Phenow explained the fire department was a defined benefit plan. He described how payouts were made to firefighters after a specific number of years of service.

Johnson questioned if the fund accounted for gains and losses. Chief Phenow explained there was a statement within the bylaws that deferred members bear the full risk after transfer, meaning they incur both gains and losses.

Johnson thanked Chief Phenow for all his work on the bylaws.

A motion was made by Hultstrom, seconded by Johnson, to adopt Resolution No. 2020-48 ratifying the Osseo Fire Department Relief Association Bylaws and Benefit Level. A roll call vote was taken. The motion carried 5-0.

B. APPROVE PURCHASE OF JET/VAC TRUCK

Public Works Director Nick Waldbillig stated the average life span of a Jet/Vac truck is 20 years before the equipment becomes problematic and requires repair and overhaul of the large components. The current model Jet/Vac truck was purchased new in 2002 and is showing signs of fatigue and needs mechanical repair to the water pump. By purchasing the new Jet/Vac truck from MacQueen Equipment the City will be getting the safest and most reliable piece of equipment on the market. A purchase from MacQueen Equipment also comes with local representation, a market leading customer, and mechanical support.

Waldbillig explained the new Jet/Vac truck will have a better vacuum system enabling workers to clean the city lift stations and avoid contacting this work out eliminating the expense. It will also have a stronger water pump with an adjustable flow rate that will allow high pressure or high volume when needed. This style of pump will give the opportunity to clean storm drains and catch basins with high water volume of water. Having an adjustable water pump will make the new truck more efficient allowing the public works staff to clean a greater amount of sanitary sewer line with less down time to fill the water supply tanks. The supply tanks will also be 1/3 larger than the previous truck, also creating less down time to refill. Public Works has spent a considerable amount of time designing the configuration of this truck for maximum efficiency and safety for the crews.

Waldbillig reported the City currently cleans one third of Osseo's sanitary sewer lines per year on a rotating schedule. With the new truck his goal is to do half of the sanitary sewer lines per year cutting down the amount of sewer backups and overtime call outs for staff. With an aging sanitary system and an abundance of mature boulevard trees, it is important that staff maintain these cleaning schedules.

Waldbillig commented the quotes from ABM Equipment and MacQueen Equipment have a roughly \$41,000 difference, the main reasons being how the trucks are outfitted and the \$10,000 difference in trade value. If the trucks were equipped equally, the difference would be closer to \$6,000. Each equipment supplier has a different approach to achieve the goals and needs desired by customers. Choosing MacQueen Equipment for this purchase is based on safety, reliability, simple operation, customer support, lasting value, and quality. MacQueen will build this truck specifically for the City of

Osseo and the desired needs instead of providing the city with a truck that was built for fleet sales. With the help from MacQueen the design of the truck has the smallest footprint for maneuverability and ease of operation, while maintaining the largest capacity of water and storage for waste materials. During the design and demonstration phases MacQueen consistently set themselves and the equipment above the competitors.

Stelmach stated he supported the City moving forward with the MacQueen quote.

Johnson agreed stating MacQueen was a highly qualified vendor. He requested further information regarding the types of trucks that were considered. Waldbillig discussed the truck brands and noted his recommendation was made based on the fact the Peterbilt would hold its value and had great visibility.

Johnson questioned where the truck would be serviced. Waldbillig explained the truck would be serviced in Minneapolis or Rogers.

Johnson asked how closely this purchase came into the budgeted estimate. Grams reported this purchase came in close to the amount that was bonded.

Johnson inquired how long it would take for the truck to be built for the City. Waldbillig indicated the truck would be completed sometime between March and May of 2021.

Grams thanked Waldbillig and his staff for their work on pursuing these bids. He reported this piece of equipment would assist the City with improving the health of its sanitary sewer infrastructure.

A motion was made by Johnson, seconded by Stelmach, to approve the purchase of a Jet/Vac Truck from MacQueen Equipment in the amount of \$407,991. A roll call vote was taken. The motion carried 5-0.

C. APPROVE ASSESSMENT POLICY AND DISCUSS ASSESSMENT ORDINANCE

Grams commented the City Council has discussed possible changes to the Assessment Policy and creating an ordinance for such at two previous work sessions (February 24 and July 27). The Council has generally agreed in discussions that allowing partial prepayment of assessments for a current year street and/or utility improvements project should be allowed. This option is in the current Assessment Policy and has been in practice by staff for two decades.

Grams reported staff suggests amending the current Policy to include "housekeeping" language (from the City Code) for alley assessments. The current Policy states: "the cost of street improvements, including curb and gutter, shall be assessed at 50% of the total project cost..." This Policy does not, however, include language for assessing costs for alley assessments. City Code 92.01(E) outlines: "When reconstruction of alleys is needed, the city shall be responsible for the reconstruction and shall assess the abutting property owners 80% of the total reconstruction costs and the city shall fund 20% of the total reconstruction cost." To provide clarity in the Assessment Policy, staff recommends that the language currently in City Code be added to the Policy about costs of alley improvements.

Grams stated the Council also has an option to consider an ordinance for authorizing partial prepayment of assessments. In the July 27 work session discussion, City Attorney Mary Tietjen noted that State Statute (429.061, subd. 3) says: "The Council may by ordinance authorize the partial prepayment of assessments, in such manner as the ordinance may provide, prior to certification of the assessment or the first installment thereof to the county auditor...". Although this language does not explicitly prohibit partial prepayments by policy instead of an ordinance, City Attorney Tietjen recommends that if the Council wants to continue to allow partial prepayments, they should adopt an ordinance authorizing this and including any terms/conditions upon which such prepayments would be allowed. Authorizing partial prepayments by Ordinance is allowed, but not required. Whether or not to do so is a policy decision for the City Council." The Council may choose to adopt an ordinance allowing for partial prepayments of special assessments. City Attorney Tietjen has offered to prepare an ordinance for assessments.

A motion was made by Hultstrom, seconded by Stelmach, to approve the proposed change to the Assessment Policy and direct staff to bring forward an Ordinance at a future meeting. 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 – None.

12. COUNCIL AND ATTORNEY REPORTS

Stelmach stated last Monday night there was a loud sound in town. He reported this noise was coming from the work being done on TH610.

13. ANNOUNCEMENTS

Poppe stated an American Red Cross Blood Drive will be held at the Community Center on Wednesday, September 16, from 1-7 p.m.

Poppe invited residents to visit the Osseo Farmers Market held every Tuesday from 3-7 p.m. at Boerboom Park.

Poppe reported the next Music and Movies in the Park event would be held on Tuesday, August 25, where Snake Discovery would have a presentation for the public at 7 p.m. and the movie Frozen II would be screened at dusk.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Johnson, to adjourn the City Council meeting at 7:46 p.m. A roll call vote was taken. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther

Minute Maker Secretarial