

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
February 8, 2021**

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, February 8, 2021. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams, and City Attorney Mary Tietjen.

Others present: City Engineer Lee Gustafson-WSB.

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

5. CONSENT AGENDA

- A. Approve Council Minutes of January 25
- B. Approve Work Session Minutes of January 25
- C. Receive December Hockey Association Gambling Report
- D. Approve Red Cross Community Center Waiver Request
- E. Approve Request for Masons Raffle Event
- F. Receive January Building Report
- G. Receive Parks and Recreation Meeting Minutes of February 2

A motion was made by Hultstrom, seconded by Vickerman, 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 explained he received an anonymous comment from John Doe stating it was fine no one wanted to serve on the Cable Commission and found it rude that the Council did not ask if a resident would want to serve in this capacity.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Darrell & Deanna Healy	\$ 300	Fire Department
Duffy's Bar & Grill	\$1,000	Fire Department
Becky Meierhofer	\$ 225	Fire Department
Ronald & Nancy Roden	\$ 100	Beautification

Staff recommended the Council accept the donations.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2021-12, accepting donations from Darrell & Deanna Healy, Duffy's Bar & Grill, Becky Meierhofer, and Ronald & Nancy Roden. 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 FEBRUARY 8, 2021

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, conducted oaths of office for Duane Poppe, Alicia Vickerman, and Harold Johnson, and received a presentation from the I-94 West Chamber of Commerce President Greg Anzelc.

A motion was made by Johnson, seconded by Vickerman, to confirm the EDA actions of February 8, 2021. A roll call vote was taken. The motion carried 5-0.

B. APPROVE PLANS AND SPECS FOR 2021 CENTRAL AVENUE PROJECT – Lee Gustafson, WSB

Lee Gustafson, WSB, stated the City Council approved the feasibility report for this project on October 26, and called for the improvement hearing to be held on November 23, 2020. After the public hearing on November 23, the City Council adopted a motion to reject the proposed resolution ordering the improvements because it was opposed to proceeding with the alley portion of the project. On December 14, 2020, the City Council adopted a resolution to proceed with the Central Avenue improvements only, as described in the Engineer's feasibility report. The resolution also scheduled an improvement hearing - just for the sidewalk repairs in front of Steeple Pointe. This improvement hearing was held on January 11, 2021.

Mr. Gustafson explained the Central Avenue improvements involve replacing paver surfaces (roadway and sidewalk) with concrete pavement for the City Hall block and replacing the sidewalk and boulevard pavers with concrete in front of the Steeple Pointe property between 6th Street and 93rd Avenue. All Central Avenue improvements will be in accordance with the approved concept layout shown in the feasibility report – Option 2. The concept layout was approved by the City Council in early 2020.

Mr. Gustafson reported the Central Avenue intersections with 4th Street and 5th Street (City Hall block) are areas with significant pedestrian crossing. Striping improvements were previously made at these crosswalk locations to improve visibility of the crossings. Pedestrian visibility and vehicle yielding continue to be concerns at these intersections.

Mr. Gustafson commented as part of the final design, WSB traffic engineers evaluated the benefits of installing rectangular rapid flashing beacons (RRFB) at these Central Avenue intersections to improve pedestrian visibility and safety. As noted in their attached analysis, they have concluded that installing one RRFB at the south crosswalk of the 5th Avenue intersection would make the most sense considering the concerns that have been raised and the criteria for installing RRFBs. Staff concurs with this recommendation due to the proximity of residents that would likely use this crossing and the connection it would provide for City events in and adjacent to Boerboom Park. As noted in the analysis, the RRFB would be installed on a separate, decorative pole like the streetlights.

Mr. Gustafson stated the existing trees and planter vegetation on Central Avenue within the project limits will be removed and replaced. The species of tree will be determined during final design for the landscaping and be appropriate for boulevard planting. The existing planters will be repaired and repainted as needed with the project. The tree planting and planter landscaping is proposed to be done under a separate contract with a landscaping company. The existing irrigation system on Central Avenue will be replaced within the project limits including the planter locations, tree grates, and hanging baskets. No streetlight changes are proposed. As mentioned previously, the concrete colors will be selected after the contractor is chosen and the concrete supplier is selected by the contractor. Colored concrete samples are available at City Hall for those interested in seeing the range of colors that are available. He commented further on the proposed project and recommended approval of the plans and specifications and that the Council authorize advertisement of bids.

Stelmach asked how much the flashing crosswalk sign would cost. Mr. Gustafson estimated this would cost the City \$12,000-\$13,000.

Stelmach questioned why a flashing crosswalk sign was not being installed at 4th Street. Mr. Gustafson commented more signs and more traffic signals does not always mean greater safety. He explained it was more important to place these signs in the right location to improve pedestrian safety. He was of the opinion one flashing beacon was better when properly placed versus placing flashing lights at every intersection. He indicated the Council knew the cost for it and could alter the plans if the Council wanted to proceed with two beacons. However, he was of the opinion, the City had safe crosswalks already.

Vickerman stated she believed it made sense to put flashing lights at both ends of the corridor to create a safe passageway for pedestrians along Main Street. She indicated this would inform cars coming into the downtown area to be cautious of pedestrians, especially given the fact the City was working to draw more and more traffic into downtown Osseo.

Hultstrom concurred flashing beacons should be placed at both ends. She asked if the flashing beacons would be continuous. Mr. Gustafson explained the beacons would be triggered by pedestrians.

Hultstrom recommended the City pursue a system that was continuous versus having to be triggered by pedestrians. Mr. Gustafson understood this concern but reported studies have shown when lights were flashing all the time, people become desensitized. For this reason, he recommended the City move forward with a push button flashing beacon pedestrian system.

Johnson agreed a button operated system would be best. He stated he supported a beacon being placed at 4th Street because this was a direct route to the high school.

Stelmach anticipated that lights that flash all the time would become normalized. He suggested the Council support a pedestrian triggered beacon system. He requested the City place two beacon systems in the bid to allow the Council to make a final decision at later.

Vickerman asked if the beacon lights would be solar powered and could they be motion sensor. Mr. Gustafson explained these lights could be solar powered, but noted an electrical connection would be made to ensure the beacons were reliable.

Stelmach supported the beacons being directly wired.

Johnson discussed the irrigation that was currently in the planters. He inquired if something other than plastic pipes would be used for the new irrigation system. Mr. Gustafson indicated soaker type hoses were used in the past and reported misting heads would be placed in the corners of the planters in the future.

Johnson questioned if the cost for the project included landscaping. Mr. Gustafson reported the landscaping would be completed under a separate contract and would not require a formal bid process.

Johnson asked if rubber bits would be used in the landscaping beds. Mr. Gustafson commented he would be sitting down to discuss this further with Public Works Director Nick Waldbillig prior to determining if rubber bits or wood chips would be used in the landscaping beds.

A motion was made by Johnson, seconded by Vickerman, to adopt Resolution No. 2021-13, approving plans and specifications and authorizing advertisement of bids for the 2021 Central Avenue Improvement Project, including a second pedestrian beacon. A roll call vote was taken. The motion carried 5-0.

C. TYLER TECHNOLOGIES IMPLEMENTATION UPDATE

Grams stated the Council Risk Management Committee (Councilmembers Stelmach and Johnson) asked for an update on the Tyler Tech software implementation process. Currently, representatives from Tyler Tech are building out the various platforms for the software upgrade. Staff has been working with Tyler Tech for the on-boarding process, which is required before moving to the next phase. Tyler Tech wanted to move forward with the utility billing platform, using the most recent Q4 2020 data. However, because we have been without a City Accountant (who will play a critical role in implementing the utility billing side of the upgrade), staff felt it best to wait until our new City Accountant was on board. Tyler Tech agreed, and we will look to build that platform out with the Q1 2021 utility billing data later this spring. In the coming weeks, we will conduct a meeting with City staff, Tyler Tech representatives, and the Council Risk Management Committee to get an update on the overall progress. Then, depending on schedules, we will invite the Tyler Tech project manager to participate in a future Council meeting to provide a full update to the Council.

Johnson commented he thought Tyler Tech would be building out the system one at a time and gradually install them. He indicated the newly hired staff member would have to learn this new system along with each new module. He anticipated it would take some time to learn the City's current system in addition to the new Tyler Tech system. He commented he did not want to see the City overburden the new City Accountant. He asked if payments have been made to Tyler Tech other than the original down payment. Grams stated no other payments have been made. He reported the payments were spelled out in the contract and would be made halfway through the installation and upon completion of the installation.

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

Hultstrom reported she would be attending the Advanced Elected Leaders session with the League of Minnesota Cities this week along with Mayor Poppe.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, February 15, for Presidents' Day.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Stelmach, to adjourn the City Council meeting at 7:51 p.m. A roll call vote was taken. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial