

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
March 22, 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, March 22, 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, Community Management Coordinator Joe Amerman, Public Works Director Nick Waldbillig, and City Attorney Mary Tietjen.

Others present: Hennepin County Sheriff Dave Hutchinson, Lee Gustafson & Kristin Moen with WSB & Associates.

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 March 8
- B. Approve Council Minutes of March 8
- C. Receive February Lions Gambling Report
- D. Receive February American Legion Gambling Report
- E. Approve Hire of Dave and Roseanna Garibaldi for Summer Park Maintenance
- F. Approve Gateway Sign Fee Waiver for Osseo Lions Club Pancake Breakfast
- G. Receive February Fire Report
- H. Approve Hire of Reserve Officer Timothy Leforce
- I. Accept Step-down of Fire Officer
- J. Receive Planning Commission Minutes of March 15

Stelmach discussed the Planning Commission minutes noting there was not a vote on the Vice Chair appointment. Grams recommended Item 5J be pulled from the Consent Agenda to allow staff to review this matter further.

A motion was made by Stelmach, seconded by Vickerman, to approve the Consent Agenda as amended removing Item 5J. A roll call vote was taken. The motion carried 5-0.

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. HENNEPIN COUNTY SHERIFF'S OFFICE UPDATE – Dave Hutchinson, Hennepin County Sheriff

Hennepin County Sheriff Dave Hutchinson thanked the Council for its time. He stated 2020 was a challenging year. He discussed the services that were provided to Osseo the previous year. He described the successful Narcan training his deputies received and encouraged residents of Osseo to properly dispose of their expired prescriptions. He commented further on the civil unrest that occurred last year and noted looting and rioting would not be tolerated by his staff. He thanked his deputies, the Osseo Police Department, and Police Chief Shane Mikkelsen for their great work on behalf of the community.

B. UPDATE ON COVID-19 STATE OF EMERGENCY

Grams stated on Monday, March 15, Minnesota Governor Tim Walz provided updated and relaxed restrictions for the state. Based on the executive order from Governor Walz, the City's Emergency Management Team discussed some updated recommendations for the Council to consider. The new recommendations include:

Community Center Events: 50% capacity of the space, no more than 250 people. Masks required. Food service back open, except from 11 pm – 4 am. This would include the Osseo Seniors as well.

Yoga/Jazzercise: From now until April 1, must be at 25 people max with social distancing and masks. Beginning on April 1 there are no max capacity limits provided social distancing and masks remain in place.

Outdoor Events: As of right now, it is 50% capacity and can increase to 75% capacity on April 1. We do not have any scheduled events until May 22.

Youth Recreation: Max of 50 participants per class.

Government Services: There is still a strong recommendation to work from home whenever possible, especially if we have individuals who are at higher risk. The recommendation will continue to use the staggered schedules for the near future, until the recommendation changes or until after the entire staff is fully vaccinated.

Night to Unite: At this point, the recommendation is to move forward with the citywide event located at City Hall and Boerboom Park. The thinking is that by August, when Night to Unite is typically held, we will all be in the better position regarding COVID-19. As we get closer to that date, the City will continue to plan for a safe event and if the pandemic flares up again, we can decide at that point regarding this event.

Grams reported these recommendations will remain in effect until the Emergency Management Team reviews any updated restrictions or orders from Governor Walz and provides new recommendations.

Johnson commented on the recommendations for outdoor events. He stated the governor does not account for how outdoor events in an open space should be managed.

A motion was made by Vickerman, seconded by Johnson, to approve staff recommendations regarding the COVID-19 State of Emergency. A roll call vote was taken. The motion carried 5-0.

C. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Joy Bandel	\$150	Water Tower
Osseo Maple Grove Hockey Assc.	\$3,000	Music/Movies in the Park
Carole Larson	\$249	Fire Equipment
Harold & Gayle Johnson	\$750	Beautification
NEWL Masonic Lodge	\$200	Music/Movies in the Park

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2021-17, accepting donations from Joy Bandel, the Osseo Maple Grove Hockey Association, Carole Larson, Harold & Gayle Johnson, and the NEWL Masonic Lodge. A roll call vote was taken. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. RECEIVE BIDS AND SCHEDULE ASSESSMENT HEARING FOR 2021 CENTRAL AVENUE PROJECT – Lee Gustafson, WSB & Associates (Resolutions)

Lee Gustafson, WSB, stated the City Council approved the feasibility report for this project on October 26, 2020, and called for the improvement hearing to be held on November 23. 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.

Mr. Gustafson commented on December 14 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 reported the Central Avenue improvements consist of 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. The project also consists of installing two sets of rectangular rapid flashing beacons (RRFB) at the 5th Street/Central Avenue and 6th Street/Central Avenue intersections. The RRFB's will be installed on separate decorative poles that are of the same design as the streetlights.

Mr. Gustafson commented further on the project bid opening and how the project would be funded. The timeline and assessments for the project was discussed with the Council and staff recommended approval declaring the costs to be assessed, ordering preparation of the assessments and schedule the assessment hearing for the 2021 Central Avenue Reconstruction Project.

Johnson asked if there was value in attempting to save some of the pavers to use elsewhere in the City. Waldbillig stated he would investigate this but noted the pavers tend to break apart easily when removed.

Johnson commented on the grant the City was seeking to assist with the project costs. He asked if any of these dollars could be used for the Steeple Point sidewalk. Amerman reported the grant dollars could only be used to assist with project costs for the area in front of City Hall.

Johnson indicated the City originally bonded for this project. He questioned if all these funds would be utilized. Grams explained the City did not bond for the Central Avenue improvements project.

Vickerman stated she was pleased with the bids that came in and was happy to see the City would working with a company that has worked in Osseo before.

Stelmach agreed and thanked WSB for all their work on this project.

A motion was made by Johnson, seconded by Vickerman, to adopt Resolution No. 2021-18, Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessments for the 2021 Central Avenue Reconstruction Project. A roll call vote was taken. The motion carried 5-0.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2021-19, for Hearing on Proposed Assessments for the 2021 Central Avenue Reconstruction Project. A roll call vote was taken. The motion carried 5-0.

B. APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE BIDS FOR LIFT STATION PROJECT – Lee Gustafson, WSB & Associates (Resolution)

Lee Gustafson stated on January 27, 2020, Council authorized WSB to prepare a lift station condition assessment report. That report detailed conditions and recommended improvements for the City's three lift stations. All three lift stations were originally constructed in 1960, and no significant improvements or upgrades have been done since then.

Mr. Gustafson commented, as noted in the January 27 report, City staff was also planning to implement a Supervisory Control and Data Acquisition (SCADA) system. It was determined that it would be the most cost effective and time efficient for this improvement to be added to the lift station improvement project since there are so many components that are inter-related. The Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project consists of:

- Replacing the pumps, valves, piping, and electrical and mechanical systems; coating the wet well; repairing the aboveground building; relocating the roof hatch and floor opening; and making site improvements at the Main Lift Station No. 1. A bid alternate is included for the option to install a valve vault for a bypass connection to the south of the existing building.
- Replacing the pumps, valves, piping, top slab, hatch, vent, forcemain, and electrical controls, and coating the wet well at Lift Station No. 2.
- Replacing the pumps, valves, piping, top slab, hatch, vent, forcemain and electrical controls, and coating the wet well at Lift Station No. 3.
- Installing a Supervisory Control and Data Acquisition (SCADA) system with a master panel and computer at the Public Works Building with communication and monitoring of the three sanitary lift stations and the permanent generator at City Hall.

Mr. Gustafson reported the proposed improvements will extend the serviceable life of this underground infrastructure, reduce surface water inflow and groundwater infiltration into the system, reduce clogging and maintenance frequency, and enable remote monitoring of facility statuses and alarms.

Mr. Gustafson explained the project was originally going to include SCADA monitoring for the City water inter-connects with Maple Grove to obtain real-time water flow measurements coming through those interconnects. However, through the design process and coordination with the City's water meter contractor, it was determined that the City can add a few components to the new water meters that are being installed at these two locations and obtain the water flow data through the new AMI system vs. the SCADA system. This change in data collection will save the City approximately \$40,000. Staff commented further on how the project would be funded and recommended approval.

Vickerman asked why one lift station had a house enclosure and the other had a pipe above ground. Mr. Gustafson commented on the differences between lift stations, noting it depends on when the lift station was built and the way it was designed.

Stelmach questioned when the Met Council last looked at the forcemain at Lift Station No. 1. Mr. Gustafson reported the Met Council was completing a project just south of Osseo and after speaking with the Met Council about this project it was his understanding the forcemain from Lift Station No. 1 was in good condition.

Johnson inquired if the smell coming from the lift station would be addressed through this project. Mr. Gustafson noted all fans would be replaced in this project to address this concern. Public Works Director Nick Waldbillig reported the filters would also be improved, noting this would address the odor concern.

Further discussion ensued regarding how the lift station would be bypassed during construction.

Mr. Gustafson commented it made sense to put a bypass pump in at Lift Station No. 1.

Johnson supported the City seeking a bid alternate for this equipment. Mr. Gustafson commented this could be included in the bids.

A motion was made by Vickerman, seconded by Stelmach, to adopt Resolution No. 2021-20, approving Plans and Specifications and Authorizing the Advertisement for Bids for the Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project.

Johnson questioned if the short turn around on the bids would allow for a successful bid for the City. Mr. Gustafson stated this project would not be assessed and therefore the analysis required to review the bids was shorter.

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

C. AMEND CITY CODE CHAPTER 153 – Kristin Moen, WSB & Associates

Kristin Moen, WSB, stated on August 12, 2019, the 2040 Comprehensive Plan Update was adopted. Under Minnesota State Statute, a city's zoning ordinance should "carry out the policies and goals of the land use plan" (MN Statute 462.357 Subd. 2). As such, cities that update their land use plans must then follow up with necessary revisions to the zoning ordinance to bring zoning controls into alignment with the goals and policies of the adopted comprehensive plan.

Ms. Moen reported the proposed Edge Mixed Use Zoning District would be applicable for certain redevelopment areas guided as "Edge Mixed Use" in the Comprehensive Plan. Overall, the new district is intended to allow certain types of development to take place without requiring the extensive negotiation and approvals process needed for a Planned Unit Development (PUD). Projects would still undergo a standard Site/Building Plan Approval required for all development other than one-family and two-family homes. Development that does not meet the district requirements could proceed under a PUD. This zoning is somewhat of a hybrid of the Central Business District and High-Density Residential District. For example, unlike the CBD, it allows ground-floor residential by right. Unlike the R2 district, it allows some commercial uses by right. Other features of the EMX district include:

- Development substantially consistent with Osseo's Architectural Design Guidelines
- A height bonus for providing the "open space" or "park-like amenities" the land use guidance calls for

- Limits on the amount of commercial space allowed in mixed-use buildings (larger spaces are Conditional Uses)
- Lower off-street parking requirements than R2 (1 space per dwelling unit, rather than 1.75) and no parking required for the first 3,000 square feet of commercial space
- Bicycle parking is required

Ms. Moen commented further on the proposed code amendment and reviewed the options available to the Council regarding the proposed amendment.

Stelmach asked why staff was recommending waiving the second reading. Community Management Coordinator Joe Amerman reported this was for the sake of expediency. He noted if a second reading were desired, the item would be brought back to the council for consideration at the April 12 Council meeting.

Johnson questioned if Edge Mixed Use was only required for new construction versus remodeling of a property. Ms. Moen explained this would apply to new construction projects only.

Johnson indicated he did not understand the parking and parking screening requirements. Grams stated Realife and 5 Central had access to parking off a public street, but both buildings were designed to minimize the view of the parking lots from adjacent properties. He explained this was the goal for all new construction on EMX projects.

Johnson commented he had an issue with the bicycle parking. He questioned if both surface and garage parking was required. Ms. Moen stated the bicycle parking was one of the features of this new zoning district. She reported one bicycle space would be required per unit within the EMX zoning district. The bicycle space could be either on a surface lot or within the parking garage.

Johnson stated in the Realife building there was dead space within the parking garage that would allow for bicycle parking. He commented further on the proposed requirements for the EMX zoning district and indicated he did not support the recommendations. City Attorney Tietjen explained there is a section at the end that provides flexibility for the bicycle parking standards if there were constraints on the site that would preclude compliance with the bicycle parking requirements. Grams indicated these requirements were not in place when Realife was constructed. He reported any new developer would design the building for vehicle and bike parking. He noted the younger generations were using bicycles and it would benefit the developer to account for the storage of these bicycles. He reiterated that the proposed standards would only apply to new construction buildings and not existing buildings.

Vickerman discussed the open space and building height bonus language. She requested further information on how this would work for new developments. Amerman reported if a developer within the EMX zoning district creates open spaces the City Council can then increase the building height. It was noted all building height increases would be subject to City Council approval. Grams explained developers are going to plan for greenspaces.

Vickerman commented she would like to see more restrictions in place when addressing building height and greenspaces.

Stelmach asked if developers would be able to build without any greenspace at all within the EMX zoning district. Amerman reported the open space provision is in relation to a height bonus within the appendix. He stated developers would be able to cover 100% of the lot and do not need to ask for permission to do this. However, if they want to exceed height restrictions, then open space must be incorporated. City Attorney Tietjen commented if the developer meets all the City's requirements, then the City would not be able to deny the request. She indicated the proposed language was a built in incentive.

Vickerman inquired how the Council should proceed. City Attorney Tietjen reviewed the options available to the Council regarding the Ordinance amendment.

A motion was made by Vickerman, seconded by Johnson, to approve the first reading of Ordinance No. 2021-1, An Ordinance Amending Chapter 153 of the Osseo City Code to Establish a New Edge Mixed Use Zoning District (EMX) and Corresponding Height Increase in the Central Business District. 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 Vickerman, to approve the Accounts Payable as presented. A roll call vote was taken. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Grams reported the water meter replacement project kicked off today, and he was happy to see this project underway. He thanked CCX Media and Public Works Director Waldbillig for completing a video on this project. He discussed how residents would sign up for their water meter install and explained the process takes approximately 15 to 45 minutes. He commented the water meter installs would be staggered to not overwhelm the contractor. He noted all water meter installers would be in clearly marked Ferguson vehicles, would be uniformed, and would have proper PPE.

12. COUNCIL AND ATTORNEY REPORTS

Vickerman commented there was a meeting regarding the Metro Blue Line Extension on March 11. She noted the goal was still to find a single community supported route by the end of this year.

Hultstrom congratulated and welcomed Reserve Officer Laforce. She thanked Garibaldis for accepting the position of maintenance work for the park and Central Avenue plantings in Osseo.

Johnson stated PPP payments are not taxable for federal purposes and expenses are deductible. He commented further on the differences between Minnesota and federal

tax requirements, along with the unemployment filing requirements. He noted the filing date for taxes has been extended from April 15 to May 17. Johnson reported stimulus payments from the federal government have started and would be based on 2019 taxes returns. He then discussed the new child tax credit.

Stelmach thanked Firefighter Bahlke for his service to the Osseo Fire Department. Stelmach noted he attended the grand opening for Two Scoops last Saturday. He stated he was looking forward to the craft and car show.

13. ANNOUNCEMENTS

Poppe stated the American Red Cross would be hosting a blood drive on Wednesday, March 24, from 1 to 7 p.m., at the Osseo Community Center.

Poppe reported the Osseo Lions Club would be hosting a Pancake Breakfast on Palm Sunday, March 28, from 8 a.m. to 12 p.m. at the American Legion Post 172.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Johnson, to adjourn the City Council meeting at 8:40 p.m. A roll call vote was taken. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial