

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
September 13, 2021**

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, September 13, 2021.

2. ROLL CALL

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

Members absent: Councilmember Juliana Hultstrom.

Staff present: City Administrator Riley Grams, Fire Chief Mike Phenow, and City Attorney Mary Tietjen.

Others present: James Kelly, Dee Bonn, Ann Schneider, and 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 Stelmach, seconded by Vickerman, to accept the Agenda as presented. The motion carried 4-0.

5. CONSENT AGENDA

- A. Approve Work Session Minutes of August 23
- B. Approve Council Minutes of August 23
- C. Approve Work Session Minutes of August 30
- ~~D. Approve Maple Grove Women of Today Gateway Sign Fee Waiver~~
- E. Receive Building Report
- F. Receive American Legion Gambling Report

Vickerman requested Item 5D be pulled for discussion.

City Administrator Riley Grams explained Councilmember Hultstrom had requested a minor change to the minutes.

A motion was made by Vickerman, seconded by Stelmach, to approve the Consent Agenda as amended correcting the minutes and removing Item 5D. The motion carried 4-0.

D. Approve Maple Grove Women of Today Gateway Sign Fee Waiver

Vickerman stated this event was being held at the school and noted school events should be deemed separate from City events.

Stelmach agreed a fee waiver should not be approved for this event. In addition, he noted the host for this event was from outside of Osseo.

Johnson explained he supported this group being allowed to have a free advertisement on the Gateway Sign given the fact they provide scholarships to Osseo students and because the event would be held in Osseo.

Stelmach commented if the City were to move in this direction, the Council would have to look again at what was approved and denied in the past for the sake of consistency. He stated he appreciated all this organization does for the community but reiterated that this entity was not located in Osseo.

Vickerman explained this was her train of thought, as well.

Poppe reported a request was made to City Administrator Grams and he brought this forward for the Council to consider. Grams reported this was the case.

A motion was made by Vickerman, seconded by Stelmach, to deny the Maple Grove Women of Today Gateway Sign fee waiver. The motion carried 3-1 (Johnson opposed).

6. MATTERS FROM THE FLOOR

James Kelly, 624 3rd Avenue NE, addressed items 10E and 10G. He described how LGA would be impacted by the new census data noting Osseo would be a medium sized city. He then discussed how repealing Chapter 152 of the City Code would impact the City of Osseo and its residents. He commented on the amount of LGA the City would receive in 2022.

Grams reported he received an emailed comment from Kenny Nelson on how to draw more people into the downtown business district. Mr. Nelson suggested the City consider hosting a scarecrow decorating contest this fall. He noted this would be a family friendly event for the community. Mr. Nelson also suggested a snowman decorating contest be considered for this winter.

7. SPECIAL BUSINESS

A. REVIEW ADULT RECREATION AND SENIOR PROGRAMS – Dee Bonn & Ann Schneider

Grams stated Senior Center Coordinator Ann Schneider and Adult Recreation Coordinator Dee Bonn were present to discuss senior programming and adult recreation programming over the course of the past 12 or so months.

Senior Center Coordinator Ann Schneider thanked the Council for their continued support of adult and senior programming. She explained this programming provided valuable, necessary, and vital benefits to the older adults in the community. She commented on how the senior strength and yoga worked to keep active adult bodies physically strong and balanced. She noted the Tuesday card games and bingo support seniors with critical mental stimulation. She reported the overlapping benefit from all of these programs were the social interaction and connections that are created when people are brought together inside the community center. She stated if 2020 taught people anything, it was how critical social interactions were. She noted the special seniors in the community that were lost over the past year. She thanked Becky O'Brien and Stacy Penny for their kindness and dedication to the seniors in the community. Lastly, she thanked City Administrator Grams for his assistance over the past 18 months.

Adult Recreation Coordinator Dee Bonn reviewed the number of participates she has had in her Jazzercise and yoga classes. She noted her yoga class sizes have grown over the summer when classes have been held outdoors. She explained the Jazzercise classes have been rebranded as Osseo strength classes and noted she has 51 active adults in the strength classes. She indicated masks have been strongly suggested to be worn. She noted most people attending the yoga classes were local while the strength classes were 40% attended by Osseo residents and the remainder of the attendees were coming from outside the community. She discussed how well Ann Schneider takes care of the Community Center and thanked the City Council for their continued support.

Johnson thanked Ann and Dee for their tremendous efforts on behalf of the community.

Stelmach thanked Dee for being welcoming to people of any age group.

Grams discussed how Ann and Dee make his job easier by properly managing the Community Center.

Ms. Bonn asked if the adult recreation classes were provided in the 2022 budget. The Council explained these classes were included in the budget.

B. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Norman Lerbs	\$ 500	Police Equipment
Norman Lerbs	\$ 500	Fire Equipment
Osseo Fire Relief Association	\$4,914	Fire Equipment

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2021-49, accepting donations from Norman Lerbs and the Osseo Fire Relief Association. The motion carried 4-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF SEPTEMBER 13, 2021

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and discussed plans for the Osseo Small Business Saturday event.

A motion was made by Vickerman, seconded by Johnson, to confirm the EDA Actions of September 13, 2021. The motion carried 4-0.

B. APPROVE SANITARY SEWER TELEVISIONING PROJECT – Lee Gustafson, WSB & Associates (Resolution)

Lee Gustafson, WSB & Associates, stated in 2019 the City cleaned and televised one-third of its sanitary sewers and followed up with the 2021 Sanitary Sewer Lining Project in that same area. The 2021 Sewer Televisioning Project consists of cleaning and televising the remaining two-thirds of the City's sanitary sewers which accounts for approximately 34,630 lineal feet of sanitary sewer pipe. The proposed project will help staff determine which sewers need to be replaced, lined, or routinely maintained. This work is part of the Council approved multi-year plan for televising, inspecting, and maintaining the existing sanitary system. He reviewed the quotes received in further detail and recommended approval of the project and award to Hydro-Klean. It was noted the City applied for a grant with the Met Council and Osseo will be receiving \$50,000 to assist with future sewer lining expenses.

Stelmach thanked staff for pursuing a grant to assist with this project expense.

Johnson asked when the sewer lining had to be completed to use the grant funds. Mr. Gustafson reported the City had until March 2023. He anticipated the work would begin in March 2022 and would be completed by June 2022.

Vickerman questioned how often the sewer lines would have to be televised going forward. Mr. Gustafson stated lines are typically televised every five years, because things can change.

A motion was made by Johnson, seconded by Vickerman, to adopt Resolution No. 2021-50, Accepting Quotes and Awarding the Contract for the 2021 Sewer Televisioning Project to Hydro-Klean, LLC. The motion carried 4-0.

C. ACCEPT FIRE DEPARTMENT GRANT

Fire Chief Mike Phenow reported the current pagers that are issued to department members were purchased several years ago and are all single frequency (or single channel) pagers. They can only be programmed to monitor one radio frequency, currently the Hennepin County Fire Main channel. Most fire departments in the county, including Osseo, are dispatched by the Dispatch Division of the Hennepin County Sheriff's Office (HCSO). All pages, or calls, are aired on that channel. In addition, all in-service, on-scene, initial-report, and out-of-service radio traffic is communicated over

that channel, as well as back-and-forth communications with dispatchers during any incident that isn't large enough to get its own dedicated channel assigned.

Fire Chief Phenow explained over the years the increase in call volume has led to an increase in traffic on that one critical frequency. In some cases, those "crowded airwaves" can lead to delays in initial pages going out to departments. Couple this with the fact that, when there is a critical incident, dispatchers are usually flooded with 911 calls and are trying to balance the need to collect complete and accurate information with the need to quickly dispatch emergency responders. These two factors can lead to initial pages being delayed, by up to two minutes in the worst cases. In critical incidents such as structure fires, seconds matter and the sooner units get started, the better the ultimate outcomes.

Fire Chief Phenow stated the Hennepin County Fire Chiefs Association (HCFA) has been working with the HCSO over the past couple of years to develop a plan to address these concerns. A few years ago, the HCSO Dispatch Division migrated to a new Computer Aided Dispatch (CAD) system that has the option to support automated paging. This would allow dispatchers to trigger a page with an artificial voice (think Siri or Alexa) without having to interrupt their other activities to announce the page themselves. Additionally, this automated paging would occur on a dedicated "paging main" channel, while a second "fire main" channel would be dedicated to the rest of the human-to-human communication that happens on the current fire main.

Fire Chief Phenow commented once these changes go into effect, departments with single-channel pagers would benefit from the quicker page times but would lose the ability to hear the rest of the radio traffic on their pagers. This would put firefighters at a distinct disadvantage as they would not hear updates from dispatch, which units have gone into service, on-scene reports, and more – until they arrived at the station and could hear that radio traffic on the mounted and portable radios at the station and in the trucks.

Fire Chief Phenow explained the solution to that issue is to procure multi-channel pagers. These would then be programmed to listen to radio traffic from both the "paging main" and the "fire main" channels, allowing firefighters to get all the necessary information as quickly as possible. In April, the fire department submitted a grant application to the MN DNR's Volunteer Fire Assistance Grant Program to help replace existing pagers. He was recently notified that the Osseo Fire Department was awarded \$4,914 in 50:50 matching funds for the project.

Johnson asked how many active firefighters were within the Fire Department. Fire Chief Phenow stated there were 24.

A motion was made by Vickerman, seconded by Stelmach, to accept the grant and approve the purchase of equipment. The motion carried 4-0.

D. APPROVE APPOINTMENTS TO PARKS & RECREATION COMMITTEE (Resolution)

Grams stated staff has received letters of interest from James Kelly, Jennifer Nelson, Dori Trossen, and Kara Wolf for the two vacancies. Also included is a resolution for these

appointments. We thank the volunteers for their interest in serving the City of Osseo. Staff requested the Council make a recommendation for the two vacancies.

Vickerman stated she was pleased to see several people had applied for the vacant positions. She noted she had reached out to each of the individuals and stated she supported Kara Wolf being appointed to the Parks and Recreation Committee.

Stelmach explained he had reached out to each of the candidates as well. He explained after his conversations he understood Mr. Kelly was more interested in serving on the Heritage Preservation Committee. He stated he supported Kara Wolf being appointed to the Committee, along with Dori Trossen.

A motion was made by Vickerman, seconded by Stelmach, to adopt Resolution 2021-51, appointing Kara Wolf and Dori Trossen to the Parks and Recreation Committee with terms ending December 31, 2021. The motion carried 4-0.

E. APPROVE ORDINANCE AMENDMENT FOR HERITAGE PRESERVATION COMMISSION AND CREATE HISTORICAL PRESERVATION COMMITTEE (Resolution)

Grams stated the City Council discussed proposed changes to the Heritage Preservation Commission and creating a new Historical Preservation Committee at the August 23 work session meeting. The Council agreed with staff's recommendations and directed staff to remove the Heritage Preservation Commission from the City's code and create a new Historical Preservation Committee. The attached Ordinance amendment removes the Heritage Preservation Commission from the Osseo City Code. The Council has the option to approve the 1st reading at the September 13 meeting and conduct a 2nd reading and adoption at the September 27 meeting, or the Council may approve the 1st reading and waive the 2nd reading on September 13. If the Council waives the 2nd reading, the Council could then adopt a resolution that creates the Historical Preservation Committee.

Johnson questioned what the advantage would be to holding the 2nd reading of this Ordinance. Grams explained the Council would be allowing the public more time to weigh in on this issue. He commented if the Council opted to not hold the 2nd Reading, staff could expedite the process and begin getting this committee formed.

Vickerman asked if there were any current Commission members that had feedback on the proposed change. Grams stated when speaking with Patty McLean she supported the proposed change moving to a committee format.

Vickerman indicated she supported this Ordinance moving forward with both the 1st and 2nd readings at this time.

Johnson stated he didn't believe there would be a great deal of feedback that would be gained from the public in the next two weeks and, for this reason, did not believe the Council should hold a 2nd reading in two weeks.

A motion was made by Vickerman, seconded by Johnson, to approve the 1st Reading of an ordinance amendment and waive the 2nd reading for the Heritage Preservation Commission. The motion carried 4-0.

A motion was made by Vickerman, seconded by Stelmach, to adopt Resolution No. 2021-52, creating the Historical Preservation Committee. The motion carried 4-0.

F. ACCEPT AMERICAN RESCUE PLAN FUNDS (Resolution)

Grams stated cities under 50,000 in population must make a certification to Minnesota Management and Budget prior to accepting their allocation of funds. The League of MN Cities is recommending that cities adopt a resolution, so staff has the authority to take the necessary steps as soon as available. Osseo has been allocated \$287,490 in ARP funds. The resolution allows the City to collect its share of ARP funds from the State of Minnesota and use them in a manner consistent with the Department of Treasury's guidance.

A motion was made by Johnson, seconded by Vickerman, to adopt Resolution No. 2021-53, accepting the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act. The motion carried 4-0.

G. ADOPT PRELIMINARY 2022 CITY BUDGET AND TAX LEVY (Resolution)

Grams stated the City Council previously reviewed the preliminary 2022 budget developed by City staff at the work session meeting on August 30. The recommendations made by the Council at the work session meeting have been incorporated into the proposed budget attached. The proposed preliminary 2022 city budget shows a full balanced budget between expenditures and revenue. The total proposed expenditures budget for 2022 is \$3,099,175. This represents an increase of 9.02% over the 2021 adopted budget (\$256,308 total increase). Staff provided a department-by-department update on the budget and tax levy and recommended approval.

Johnson requested further information regarding the increase to the police budget. Grams stated he was anticipating a staffing change within the police department, which meant he had to account for providing full medical and dental to the future employee.

Vickerman thanked City Administrator Grams for going over the budget in detail with her.

Poppe stated he was proud of the strong position the City was in financially.

A motion was made by Vickerman, seconded by Stelmach, to adopt Resolution 2021-54, approving the 2022 Budget and Property Tax Levy. The motion carried 4-0.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution 2021-55, Reducing Debt Service Tax Levies for 2022. The motion carried 4-0.

H. 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 4-0.

11. ADMINISTRATOR REPORT

Grams thanked everyone who helped at and attended Lions Roar this past weekend. He especially thanked Ed Columbus, Bruce Neumann, and all of the other Lions for their tremendous efforts. He thanked his staff members, the Police Department, and the Public Works staff for all their assistance. He also thanked Megan Waldbillig for her assistance with decorating the City float.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen noted she participated in the Lions Roar 5K.

Johnson thanked the Lions for all their efforts on Lions Roar. He stated he appreciated the recent grants the City had received.

Vickerman stated she had a wonderful time at Lions Roar and appreciated participating in the parade this year.

Stelmach commented he was so proud of how the community came together for Lions Roar. He thanked each of the committee member candidates for being willing to serve the City.

13. ANNOUNCEMENTS

Poppe encouraged residents to visit the farmers market on Tuesday from 3 to 6:30 p.m.

Poppe reported there would be a Red Cross blood drive on Wednesday, September 15, at the Community Center from 1 to 7 p.m.

14. ADJOURNMENT

A motion was made by Vickerman, seconded by Johnson, to adjourn the City Council meeting at 8:19 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial