

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
June 12, 2023**

1. CALL TO ORDER

Acting Mayor Hultstrom called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, June 12, 2023.

2. OATH OF OFFICE – COUNCILMEMBER ASHLEE MUELLER

City Attorney Tietjen administered the Oath of Office to newly appointed Councilmember Ashlee Mueller. A round of applause was offered by all in attendance.

3. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Ashlee Mueller, Mark Schulz, Alicia Vickerman.

Members absent: Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelson, Community Management Coordinator Joe Amerman, Alyson Fauske, WSB & Associates; and City Attorney Mary Tietjen.

Others present: Becky Weidenbach, City Resident; James Kelly, City Resident; Larry Stelmach, City Resident; Kathy Stelmach, City Resident; Teresa Aho, Osseo Business Owner; Preston Kroska, City Resident.

4. PLEDGE OF ALLEGIANCE

Hultstrom led the Pledge of Allegiance.

5. APPROVAL OF AGENDA [Additions - Deletions]

Hultstrom asked for additions or deletions to the Agenda.

Grams requested the addition of Item 11L – Special Use Permit for Duffy’s Summer Party Event.

**A motion was made by Schulz, seconded by Mueller, to accept the Agenda as amended. The motion carried 4-0.**

6. CONSENT AGENDA

- A. Approve May 17 Work Session Minutes
- B. Approve May 22 Work Session Minutes
- C. Approve May 22 Council Minutes
- D. Approve Pay Increases for Police Department Employees

- E. Approve Updated Position Descriptions
- F. Approve Exempt Permit for Knights of Columbus Council 9139 Gambling Activities at Lions Roar
- G. Approve Training Request for Councilmember Juliana Hultstrom
- H. Receive May Building Report
- I. Receive May American Legion Gambling Report
- J. Receive May Fire Department Activity Report

**A motion was made by Vickerman, seconded by Schulz, to approve the Consent Agenda. The motion carried 4-0.**

7. MATTERS FROM THE FLOOR

Becky Wiedenbach, 32 Third Avenue NE, requested further information on why the water bills peaked last year. She explained she supported the community planning the 150<sup>th</sup> Anniversary Celebration for the City of Osseo.

Grams reported the City Council approved updated water and sewer rates of the past few months. He noted these rates would begin in the second quarter of 2023. He explained the City would be moving over to winter quarter averaging for the summer months so residents should not see the spikes on their utility bill this summer. He noted the City would be sending a letter to residents with their July bill to explain the new rates.

Larry Stelmach, 417 Fourth Avenue NE, congratulated Ashlee Mueller for being appointed to the City Council.

Preston Kroska, 601 Second Avenue NE, encouraged the City Council to allow the residents to plan the 150<sup>th</sup> Anniversary Celebration. He suggested the Council not approve the proposals from WSB given the problems that occurred with the 2020 street program. He explained the new sod should be watered morning and night given the fact the City was in a drought.

Grams explained he received an anonymous letter dated June 6, 2023 noting the writer of the letter had concerns with the proposed brewery. The concerns from the letter writer centered around the breweries name, the graphics and parking.

8. SPECIAL BUSINESS

A. ACCEPT DONATIONS

Grams stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Evans-Nordby Funeral Home	\$750	Trolley Sponsorship

Staff recommended the Council accept the donations.

**A motion was made by Schulz, seconded by Mueller, to adopt Resolution No. 2023-28, accepting a donation from Evans-Nordby Funeral Home. The motion carried 4-0.**

9. PUBLIC HEARINGS – None

10. OLD BUSINESS

A. Discuss 150<sup>th</sup> Celebration Committee

Grams stated at the April 24 Council meeting, the Council provided direction to Staff to come back at the May 8 meeting with a discussion item to talk about potentially forming a 150th Celebration Committee. Osseo's 150th birthday is set for 2025. With that momentous event approaching, the Council directed Staff to place a discussion item on this agenda to begin talking about the formation of an ad hoc committee to help plan for this City-wide event.

Grams explained there are several options available to the Council when forming such a Committee. Historically, the City has created various Committees surrounding special events or issues. Typically the Council would form a Committee made up of a number of individuals. Usually this would include one or two Councilmembers to serve as the Council liaison for the Committee (tasked with providing information on a routine basis to the Council on the events or recommendations of the Committee) as well as a Staff member to act as a liaison to assist the Committee with planning. Grams' recommendation would be to appoint Joe Amerman, Community Management Coordinator, as the City's staff liaison. The Committee could also appoint another Committee as members of this special ad hoc Committee, notably the Historical Preservation Committee. This would make sense as a Committee to oversee and plan Osseo's 150th celebration.

Grams reported the Council may also open up additional positions on this ad hoc committee and ask for residents, business owners, or any other member of public who may have a special interest in Osseo's 150th Celebration to serve on this Committee. The Council does have a wide range of discretion when creating an ad hoc Committee. It's completely up to the Council on how to formulate the Committee and how it should operate. The overarching goal of this Committee would be to plan for the upcoming 150th Celebration and provide feedback and recommendations to the City Council on what the celebration would consist of. Ultimately, the Council would approve any event planning through the Special Event Permit process, similar to that of Lions Roar.

Mueller stated that the group of residents that have begun meeting were working on a publication. She questioned how funding for the event would work if a group of residents were planning the event.

Grams reported there were a multitude of ways to fund the event, but typically this would be done through donations. He believed a publication would be fantastic for this event. He stated it may benefit the Council to have a liaison attending these meetings in order to make the Council aware of what was being planned.

Schulz indicated he did not have a strong opinion about who planned the event, but he anticipated the funding mechanism would be a hurdle. He stated if the City were to help with funding donations would have to be received and the event would have to be budgeted for 2025. He commented on how Maple Grove Days was planned by a

separate committee. He stated it was unfortunate that this has become a resident versus the Council situation. He noted if City funds were to be used for the event, a certain amount of City oversight would be required. He anticipated it would be difficult to plan an event of the scale that was being proposed without having the City involved in some way.

Vickerman agreed stating if funds were donated to the City for this event, an organization structure would have to be in place at the City. She explained she did not believe the role of the Council was to plan this party, but she anticipated the City would have to oversee the funding for this event. She suggested the City hold an open house at the Community Center in order to assist with forming a planning committee. She supported a City liaison being a part of the committee.

Acting Mayor Hultstrom explained Councilmember Schulz and herself were involved in a similar committee in 2016 when the comp plan was considered. She explained an open house was held at the Community Center and people learned about the work that lied ahead. She suggested Joe Amerman serve as the staff liaison for the 150<sup>th</sup> committee and that a similar open house be held for this event in order to assist with forming a steering committee. She agreed the Council were not party planners and the Council was not looking to take control of this event. Rather, the Council wants to ensure this event was well planned and to offer assistance where necessary. She believed the committee needed all the help they could get.

Schulz commented it was unfortunate the way this dialogue began. He did not believe the way this began would bring about the best event. He commented further on how the Maple Grove Days was organized and structured. It was his hope the City could work together with a committee in the same manner. He hoped this celebration would bring the community together rather than creating division. He stated he would be willing to utilize downtime in the Community Center for committee planning meetings.

Mueller stated she has served on the Night to Unite committee for the past several years. She explained this group met every month leading up to Night to Unite. She reported the majority of the work for this night was done by the fire and police department. She loved the idea of residents coming together to form a committee and having them present the Council with their thoughts and ideas for the celebration.

Vickerman indicated she supported a committee forming as well.

Mueller explained the Council wanted to support the celebration. She hoped a mental shift could occur and that a committee could be formed to help lead the planning and that this committee would understand the Council was an ally.

City Attorney Tietjen reported one thing to avoid would be to have formal committee where members are appointed by the Council. She commented she would discuss the funding further with Staff noting there were limitations for the City.

Vickerman asked what a timeline would look like for the committee.

Schulz stated this would be hard to predict, but he hoped a group would come forward shortly. Grams anticipated the timeline would depend on the type of event that was

being planned. Whether this included a publication or an entire weeks work of celebration tied to Lions Roar. He explained he would like to have clarification on this.

Vickerman stated it was her hope there would be a higher level of collaboration between the committee and the City.

Hultstrom questioned how the Council should proceed.

Schulz believed no direction or motion should be made, but rather the Council should wait for a committee to come forward. He suggested an agenda item be brought back in two months to readdress this topic and to see what action has been taken. The Council was in agreement.

11. NEW BUSINESS

A. APPROVE HIRE OF JASON NORTEN FOR FULL-TIME POLICE OFFICER

Police Chief Mikkelson stated Jason Norten has experience as a Part-Time Police Officer with the Foley Police Department. He has passed interviews, background checks, psychological and medical exams. He has been recommended for hire. Jason will be starting on June 26, 2023.

Vickerman commented she was pleased Officer Norten wanted to work specifically for the City of Osseo.

**A motion was made by Schulz, seconded by Vickerman, to approve the hire of Jason Norten as a Full-Time Police Officer. The motion carried 4-0.**

B. APPROVE PURCHASE OF POLICE DEPARTMENT COMPUTERS

Police Chief Mikkelson stated our replacement plan in the Cable fund has the replacement of two Getac Computers set for this year. It is requested to purchase these computers before more issues with the current computers arise. We have added enough memory for the computers to run faster and have more applications on the computers. We also added cameras to the computers to be used for online meetings and court. Mikkelson stated that he checked with Preferred Communications, who they have used many times, and received a quote of \$6,942 for both computers.

**A motion was made by Schulz, seconded by Mueller, to approve the purchase of two Getac computers for \$6,942. The motion carried 4-0.**

C. APPROVE COMMUNITY SERVICE OFFICER POSITION DESCRIPTION

Police Chief Mikkelson stated there have been many meetings about adding a Community Service Officer (CSO) position to the Police Department. This position has been discussed at the Staff level, Public Safety Advisory Committee and with the Council. This position would be filled by someone that is in the process of moving through the certification process to be a police officer. This position will be part time working up to 32 hours per week. With this position requiring the candidate to be in the

process of becoming a police officer, it is recommended that the City cover the hands-on portion of the process called the skills program.

Schulz stated he fully supported the community service officer position. He anticipated the CSO would be able to assist with parking issues. He discussed how policing has changed dramatically and he appreciated how the Police Chief was working to provide greater police visibility in the community.

**A motion was made by Vickerman, seconded by Schulz, to approve the Community Service Officer position description for the Osseo Police Department.**

Mueller questioned when a CSO would be brought on board. Police Chief Mikkelson stated this would depend on how quickly he would be able to bring on staff. He hoped to have a CSO in place in the next four months.

**The motion carried 4-0.**

D. APPROVE COMMUNITY SERVICE OFFICER POSTING

Police Chief Mikkelson stated if the Council approves the CSO position description, then Staff will ask for approval for posting the position for hire.

**A motion was made by Mueller, seconded by Vickerman, to approve the CSO position posting. The motion carried 4-0.**

E. APPROVE CENTRAL AVENUE PAVERS PROJECT

Alyson Fauske, WSB & Associates, stated over the years the condition of the pavers along Central Avenue between 1st and 4th Street have deteriorated. Public Works has replaced a couple panels and the condition is in a state that Staff requests Council direction regarding a more wholistic approach to replace the damaged pavers. A project-based approach would also provide an opportunity to address the boulevard trees along Central Avenue. Last fall Public Works Director Waldbillig and Fauske walked the corridor with a tree expert who indicated that about six trees are dying or dead, and another six have reached maturity. The enclosed proposal is for the areas where the paver conditions have deteriorated significantly, specifically the east side between 1st and 2nd Street and the west side between 2nd and 3rd Street. Staff will continue to monitor the condition of the remaining pavers and recommend future replacement projects as needed. She reviewed the project timeline in further detail with the Council and recommended approval of the engineering proposal for the pavers project on Central Avenue.

Vickerman asked what Staff last walked through the project area. Ms. Fauske estimated this occurred in March.

Vickerman stated she believed the pavers were a safety hazard and she supported this project moving forward.

Schulz explained it was unfortunate the City had to address this problem. He indicated this problem began in 2008 when the pavers were chosen for this project. He discussed

how the Council set a precedent when sidewalks were repaired and replaced. He explained he was against this work because he knew something like this would be coming. He reported the businesses along Central Avenue were still paying for this failed design. He indicated staff was seeking permission to move forward with the feasibility study. Mr. Fauske stated this was the case. She noted the feasibility would be the next step and would be brought back to the Council in the fall with final design being the next incremental step.

Schulz thanked Public Works for working to address the concerns with the pavers, but he was of the opinion this project had to move forward.

Mueller asked if the plan would be to replace the pavers with concrete slabs like was done near Benedictine.

Schulz this would be his preference.

**A motion was made by Schulz, seconded by Vickerman, to approve engineering proposal with WSB & Associates. The motion carried 4-0.**

F. APPROVE PAVEMENT MANAGEMENT PROPOSAL

Alyson Fauske, WSB & Associates, stated a Pavement Management Analysis is proposed to assist Council and Staff in identifying and planning for street improvement projects. An inspector will record the surface condition (i.e. pavement distresses) to develop a score for the street. A score of 100 is indicative of a new street and a core of 0 represents a completely deteriorated street. A report summarizing the data will include a proposed budget and maintenance recommendations.

Ms. Fauske explained the proposal from WSB includes creation of a pavement management database, detailed inspections of the street pavement, and a summary report of the pavement condition and recommendations. Pavement corings are not included with the project scope. Corings are collected once capital improvement planning has progressed to a point where the preliminary project scope has been established based on the surface condition of the road. The condition of the pavement cores will determine if the project scope is appropriate from a pavement management standpoint. She commented further on the proposal and recommended approval.

Vickerman asked what the City currently does to plan for street improvement projects.

Schulz commented the City has done two or three street improvement projects in the last 15 years. He indicated the City needs data in order to figure out where to go next. He stated this pavement management plan would assist the Council with its Capital Improvement Plan going forward. Grams reported the City was in year 12 of its street improvement process and now was a good opportunity to review all streets in order to create another plan for the City's streets.

Mueller questioned if there was a percentage of streets that need to be fixed or replaced. Ms. Fauske stated she was uncertain.

Schulz reported the City has an amazing Public Works Department and he anticipated Nick Waldbillig would be able to provide the Council with information on what percentage of the streets still needed to be improved or fixed.

**A motion was made by Mueller, seconded by Vickerman, to approve the engineering proposal with WSB & Associates. The motion carried 4-0.**

G. APPROVE 2023 OFFICIAL COUNCIL APPOINTMENTS

Grams stated the resignation of Councilmember Harold Johnson was accepted in May, leaving vacancies on various Boards and Commissions. The Council should consider appointing a Councilmember to the following vacant positions:

Economic Development Authority:	Duane Poppe , Mark Schulz & _____
Fire Relief Association:	Juliana Hultstrom & _____
Historical Preservation Committee:	_____
Budget & Finance Committee:	Duane Poppe & _____
Parks & Recreation Committee:	Alicia Vickerman & _____

Grams reported the Council should consider these openings and adopt a Resolution filling those vacancies.

Mueller reported she has vacated her resident seats on the EDA and Parks and Recreation. She explained she would be willing to remain on the EDA and Parks and Recreation as a Council Appointment. She noted she would also be willing to serve on the Fire Relief Association.

Schulz commented he would be willing to serve on the Budget and Finance Committee.

Vickerman indicated she could fill in for the Fire Relief Association if Councilmember Mueller wanted to remain on the Public Safety Commission.

Mueller supported this recommendation.

Vickerman explained she was not interested in serving on the Historical Preservation Committee and suggested the name of this committee change. She recommended the committee be called the Historical Committee. Grams indicated a name change may require a bylaw change.

Mueller reported she would be willing to serve as the representative for the Historical Preservation Committee.

Grams reviewed the appointments and noted the City would be looking for residents to serve on the Planning Commission, EDA, PSAC and Park and Recreation.

Schulz stated the Planning Commission may benefit from having a Council liaison. City Attorney Tietjen reported City Code would allow a City Councilmember to serve on the Planning Commission.



Hultstrom indicated she liked the idea of a Councilmember being able to serve and vote on the Planning Commission.

Schulz stated he did not believe a Councilmember should have voting power on the Planning Commission. He favored a Councilmember having an advisory or liaison role with the Planning Commission.

Hultstrom explained she would be willing to serve as the liaison to the Planning Commission. She asked if this would require a code amendment. Grams reported this was the case.

Vickerman supported the vacant seat on the Planning Commission being filled by a resident and not a City Councilmember. She anticipated there would be interest from the residents of Osseo to fill the Planning Commission, EDA, PSAC and Parks and Recreation vacancies.

Grams requested Schulz and Mueller provide Staff with letters of resignation from PSAC and the Planning Commission.

Hultstrom summarized the appointments as follows:

Economic Development Authority:	Duane Poppe , Mark Schulz & Ashlee Mueller
Fire Relief Association:	Juliana Hultstrom & Alicia Vickerman
Historical Preservation Committee:	Ashlee Mueller
Budget & Finance Committee:	Duane Poppe & Mark Schulz
Parks & Recreation Committee:	Alicia Vickerman & Ashlee Mueller
Public Safety Advisory Committee:	Juliana Hultstrom & Ashlee Mueller

**A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2023-29, appointing Councilmembers to various Boards and Commissions as discussed. The motion carried 4-0.**

#### H. APPROVE 2022 INTERFUND TRANSFERS

Grams stated each year several interfund transfers are completed as planned and approved by the Council. These interfund transfers include the following:

1. Interfund transfers in the annual City budget
2. The transfer and allocation of monies from the Capital Improvement Funds
3. TIF transfers approved at the inception of the District
4. Other transactions that required the transfer of monies between the various funds maintained by the City

Grams reported the resolution accompanying this memo is a summary of all interfund transfers completed during 2022. All have been approved or reviewed in various documents including the annual budget, CIP discussions, TIF project planning, etc. A description of each transfer is included with the amounts of the interfund transfer. All interfund transactions will be included in the 2022 audited annual financial report.

**A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2023-30, approving the summary of interfund transfers for the year ended December 31, 2022. The motion carried 4-0.**

I. CLOSED SESSION – 2023-2025 LELS #182 POLICE UNION CONTRACT NEGOTIATIONS

Grams requested the Council consider entering a closed session to discuss the re-opened Law Enforcement Labor Services contract for law enforcement services for the years 2023 through 2025.

**A motion was made by Vickerman, seconded by Schulz, to adjourn the City Council into a closed meeting pursuant to Minnesota Statutes section 13D.03 to discuss and review the updated LELS contract for 2023 through 2025. The motion carried 4-0.**

The Council moved into a closed session meeting at 8:41 p.m.

**A motion was made by Vickerman, seconded by Mueller, to reconvene the City Council meeting at 9:07 p.m. The motion carried 4-0.**

**A motion was made by Vickerman, seconded by Mueller, to approve the updated with LELS for Law Enforcement Services for years 2023 through 2025.**

Schulz requested clarity on the other issues that were listed on the agenda. He noted the Council did not consider the wellness program. City Attorney Tietjen explained the officer wellness program was not something that was being bargained for or negotiated with the union and will be brought back to the Council at a future meeting, along with the supervisory staff appointment.

**The motion carried 4-0.**

J. APPROVE UPDATED EMPLOYMENT AGREEMENTS

Grams stated the Council HR Committee met to discuss a number of changes to Supervisory Staff employment agreements. The proposed changes have been distributed to Council members ahead of the Monday, June 12 meeting for consideration. The proposed changes have been recommended for approval by the Council HR Committee.

Schulz suggested this item be considered at the June 26 City Council meeting. City Attorney Tietjen supported this recommendation.

**A motion was made by Schulz, seconded by Mueller, to table action on this item to the June 26, 2023, City Council meeting. The motion carried 4-0.**

K. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

**A motion was made by Schulz, seconded by Mueller, to approve the Accounts Payable as presented. The motion carried 4-0.**

L. SPECIAL USE PERMIT FOR DUFFY'S SUMMER PARTY EVENT

Grams stated Duffy's was requesting a special use permit for the summer party which would be held on Saturday, June 24. He noted this was the same event that has been held in years past. He reported the special use permit was required due to the size of the event.

**A motion was made by Schulz, seconded by Vickerman, to approve the Special Use Permit for Duffy's Summer Party Event. The motion carried 4-0.**

12. ADMINISTRATOR REPORT

Grams welcomed Ashlee Mueller to the City Council.

13. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen reported she was working on a presentation regarding the cannabis law that would be presented to the City Council on June 26.

Schulz welcomed Ashlee Mueller to the City Council. Schulz thanked his fellow Councilmembers for their professionalism and thoughtfulness at this meeting. He was looking forward to hearing an update from staff on the new cannabis law.

Mueller stated she looked forward to serving the community on the City Council. She encouraged residents to consider serving on a commission or committee.

Vickerman welcomed Councilmember Mueller to the City Council. Vickerman explained she has noticed some signage in the City and looked forward to hearing more about the City's THC policy. Vickerman commented she was working with Community Management Coordinator on the Just Deeds initiative. City Attorney Tietjen encouraged Councilmember Vickerman to contact with her after speaking with staff.

Hultstrom welcomed Ashlee Mueller to the City Council. Hultstrom indicated she was nominated by the President of League of Minnesota Cities to serve on the Nominating Committee. Hultstrom reported she did a ride along with Officer Letourneau on Wednesday, June 7.

14. ANNOUNCEMENTS

Hultstrom encouraged the public to attend the first Music and Movie in the Park on Tuesday, June 13 at 7:00 p.m. where the Dean Weisser Band will provide music and the movie Soul will be screened at dusk.

Hultstrom reported City Hall will be closed on Monday, June 19 in observance of Juneteenth.

Hultstrom stated the City was seeking commissioners at this time for the EDA, Planning Commission, Parks and Rec Commission and the Public Safety Advisory Committee. Those interested were encouraged to contact City Hall for further information.

15. ADJOURNMENT

**A motion was made by Schulz, seconded by Vickerman, to adjourn the City Council meeting at 9:24 p.m. The motion carried 4-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*