

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
January 8, 2024**

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, January 8, 2024.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Ashlee Mueller, Mark Schulz, Alicia Vickerman and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelson, Alyson Fauske, WSB & Associates; Brandon Movall, WSB & Associates; and City Attorney Mary Tietjen.

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 Schulz, seconded by Hultstrom, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Receive EDA Minutes of December 11, 2023
- B. Approve Council Minutes of December 11, 2023
- C. Approve Not Waiving the Statutory Tort Limits for the City's Liability Coverage in 2024
- D. Accept IRS Mileage Rate of 67 Cents for 2024 Business Miles Driven
- E. Approve Police Training List for 2024
- F. Approve Exempt Permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024
- G. Receive November Lions Club Gambling Report
- H. Receive December American Legion Gambling Report
- I. Receive November Fire Department Activity Report
- J. Receive November Hockey Association Gambling Report

A motion was made by Hultstrom, seconded by Vickerman, to approve the Consent Agenda. The motion carried 5-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. SUPPORT A RESPECTFUL WORKPLACE

Grams requested the Council adopt a Resolution supporting a respectful workplace.

Poppe read the Resolution in full for the record.

A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2024-1, supporting a respectful workplace. The motion carried 5-0.

B. AFFIRMING COUNCIL/STAFF RESPONSIBILITIES (Resolution)

Grams requested the Council adopt a Resolution affirming Council and Staff responsibilities.

Poppe read the Resolution in full for the record.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2024-2, affirming Council/Staff responsibilities. The motion carried 5-0.

C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Guard Guys LLC	\$1,000	Police Equipment
John Hall	1000 rounds of 9mm valued at \$700	Police Equipment

Staff recommended the Council accept the donations.

A motion was made by Mueller, seconded by Hultstrom, to adopt Resolution No. 2024-3, accepting a donation from Guard Guys, LLC and John Hall. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS

A. APPROVE SECOND READING AND ADOPTION OF CENTERPOINT ENERGY ORDINANCE

City Attorney Tietjen stated this was the second reading of the CenterPoint Energy Ordinance. Osseo has enacted a ROW ordinance which provides for, among other things, permitting of utility work in the ROW. Utility franchises now largely defer to local ROW ordinance requirements and are primarily used to authorize the collection of franchise fees (such fees may only be collected by cities that require a utility franchise). She reviewed the highlights from the proposed franchise and recommended the Council adopt the franchise ordinance.

A motion was made by Hultstrom, seconded by Vickerman, to approve the Second Reading and Adoption of the CenterPoint Energy Franchise Agreement – Ordinance No. 2024-01. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE 2024 STREET PROJECT PLANS & SPECIFICATIONS AND AUTHORIZE THE ADVERTISEMENT FOR BIDS

Alyson Fauske, WSB & Associates stated on July 24, 2023 the City Council held the improvement hearing. On August 28, 2023 the City Council adopted a resolution ordering the improvements for this project and the preparation of plans and specifications. The 2024 Street Reconstruction & Rehabilitation Project consists of street improvements throughout the City. She reviewed the streets that would be improved through this street improvement project.

Ms. Fauske reported proposed work in the street reconstruction area also includes replacement of the curb and gutter to improve drainage to the maximum extent possible, and the installation concrete aprons at driveway locations. The sanitary sewer televising indicates that the pipes are in adequate condition, therefore the project includes the installation of chimney seals and new castings on the sanitary sewer manholes to minimize inflow and infiltration (I&I). The plans include installing an additional catch basin on North Oaks Drive to capture storm water runoff from the road as quickly as possible. In order to install the additional catch basin the storm sewer underneath the road will be replaced as the existing pipe is too high to accommodate the additional catch basin. She commented on the grant she would be pursuing to assist with I&I expenditures.

Ms. Fauske explained storm sewer is proposed to be extended to 8th Avenue NE and 9th Avenue NE. The design team looked at options to increase the street grades to facilitate drainage, however this would have required extensive work outside of the right of way impacting private yards and driveways. With the street grades as flat as they are there may be temporary ponding during larger rain events.

Ms. Fauske stated the design team also looked at the option of lowering the existing storm sewer at the intersection of 8th Avenue NE and Broadway Avenue in order to extend the storm sewer further north within 8th Avenue NE, however this is not proposed as it would require lowering the existing watermain in 8th Avenue NE and the storm sewer still wouldn't be deep enough to eliminate the concrete gutter within 3rd Street NE at 7th Avenue NE. The proposed design will still reduce the time that drainage remains on the street when compared to the existing conditions. Staff commented further on the project timeline and recommended the Council approve the plans and specifications and authorize the advertisement of bids.

Vickerman asked if there were any storm sewer on 3rd Street NE. Ms. Fauske reported there currently were no storm sewer along this roadway.

Hultstrom questioned if the storm sewer could be located on the east side of 9th Avenue where there were no homes to connect with Broadway. Ms. Fauske explained the surface elevation would not allow for this.

Brandon Movall, WSB & Associates, reported he had explored this option, but because the grades in this area were lower than the street, the storm sewer could not be located on the east side of 9th Avenue.

Ms. Fauske stated she was exploring the idea of installing a rain garden along 9th Avenue. However, she was notified by MNDOT that rain gardens are not allowed on their right-of-way. Further discussion ensued regarding the ditch and storm water drainage being planned for this street reconstruction project.

Hultstrom requested further information regarding the barriers within this project. Ms. Fauske stated within the feasibility report storm sewer extension was included within 8th Avenue to 1st Street. However, the final plans included storm sewer within 1st Street NE. She explained this would mean more storm sewer was being installed than previously considered.

Hultstrom inquired if any retaining walls would be required. Ms. Fauske stated no retaining walls would be required.

Schulz questioned if two catch basins were necessary at the corner of 8th and 1st. Ms. Fauske reported both catch basins were necessary in order to not have a tree impact.

Vickerman asked if the contractor would be able to do any reclamation as part of this project. Ms. Fauske stated there was an opportunity for a contractor to reclaim and use suitable material on the project, which would lead to some cost savings for Osseo. She explained that this could not be a complete reclamation project because the cores show there was not enough class five base material in place. She noted the use of reclamation material would be written into the project specifications.

Vickerman inquired if the City did not have to follow the 11" standard for this street project. Ms. Fauske reported the City standard was 6" in of class five and 5" of pavement. She indicated the first lift was 3" of asphalt and the second lift was 2".

Schulz commented on the roadway reclamation process and discussed how reclaimed material may be used in another community, if not brought back into Osseo. Ms. Fauske reported this was the case.

Vickerman requested that the use of recycled material be written into the bid documents.

Schulz suggested this be an option within the bid documents and not a requirement, so as not to limit contractors.

A motion was made by Mueller, seconded by Schulz, to adopt Resolution 2024-4, approving plans and specifications and authorizing the advertisement of bids for the 2024 Street Reconstruction and Rehabilitation Project. The motion carried 4-1 (Hultstrom opposed).

B. APPROVE HIRE OF EDGAR GALLEGOS AS FULL TIME POLICE OFFICER

Police Chief Mikkelson stated Edgar Gallegos comes to the City with some experience from Hopkins and Golden Valley Police Departments. He has participated in interviews, background checks, psychological and medical exams and has been recommended for hire.

A motion was made by Hultstrom, seconded by Mueller, to approve the hire of Edgar Gallagos as Full Time Police Officer. The motion carried 5-0.

C. APPROVE HIRE OF KATHERINE HARRIS AS FULL TIME POLICE OFFICER

Police Chief Mikkelson stated Katherine Harris comes to the City with some experience as a Community Service Officer from Anoka County and the City of Anoka. She has participated in interviews, background checks, psychological and medical exams and has been recommended for hire.

A motion was made by Hultstrom, seconded by Mueller, to approve the hire of Katherine Harris as Full Time Police Officer. The motion carried 5-0.

D. APPROVE PART TIME PUBLIC WORKS POSITION DESCRIPTION

Grams stated through the 2024 budget approval process, the Council approved funds for a new part-time Public Works Maintenance position. This position incorporates several seasonal and other part time positions historically used by the Public Works Department throughout the calendar year. The position duties include general shop maintenance, parks maintenance, snow removal, building maintenance and other duties as assigned. This position will report directly to the Public Works Director. This is a part-time position, and is not eligible for regular full time benefits through the City.

A motion was made by Hultstrom, seconded by Vickerman, to approve the Part Time Public Works Position Description. The motion carried 5-0.

E. APPROVE POSTING FOR PART TIME PUBLIC WORKS POSITION

Grams stated the Council recently approved a newly created Part Time Public Works Maintenance position through the 2024 budget. There are high-quality internal candidates that are interested in the position at this time. Staff recommends that the Council approve the internal posting for the Part Time Public Works Maintenance position. It is expected that Staff will come back to the Council at the January 22 meeting for formally approve the hire for this position.

A motion was made by Vickerman, seconded by Mueller, to approve the internal posting of the Part Time Public Works position. The motion carried 5-0.

F. APPROVE 2024 OFFICIAL COUNCIL APPOINTMENTS (Resolution)

Grams stated each year the City Council should discuss the various appointments to Council committees and other boards. I recently sent an email to the full Council asking

for Council preferences to the committees and boards and included a short description for each. Council members were encouraged to respond to my email with their preferences. The City Council should consider appointments, discuss them, and motion to appoint Council members to the various boards, committees and other appointments via the Resolution. As a refresher, the Council appointments for 2023 were as follows:

Council Appointments

Acting Mayor	Juliana Hulstrom
Alternate Acting Mayor	Mark Schulz
Economic Development Authority	Ashlee Mueller, Duane Poppe & Mark Schulz
Fire Relief Association	Juliana Hultstrom
Historical Preservation Committee	Alicia Vickerman
Shingle Creek & West Mississippi Watershed Management Commissions	Juliana Hultstrom
Weed Inspector	Duane Poppe

Council Committee Appointments

Arts & Communications Committee	Alicia Vickerman & Mark Schulz
Budget & Finance Committee	Mark Schulz & Duane Poppe
Human Resources Committee	Juliana Hultstrom & Alicia Vickerman
Intergovernmental Relations Committee	Alicia Vickerman & Mark Schulz
Parks & Recreation Committee	Ashlee Mueller & Alicia Vickerman
Public Safety Advisory Committee	Juliana Hultstrom & Ashlee Mueller
Risk Management Committee	Mark Schulz & Duane Poppe

Hultstrom stated she would like to be removed as the Council representative for the watershed management commission.

Mueller indicated she has served as the Historical Preservation Committee representative.

Vickerman asked if Councilmember Schulz would be interested in serving on the Human Resources Committee.

Schulz reported he would be willing to serve in this capacity. He indicated he would be willing to give up his seat on the Intergovernmental Relations Committee.

Mueller commented she was willing to continue her committee service on the EDA, with the Parks and Recreation Committee and on the Public Safety Committee.

Hultstrom reported she would be willing to serve on the Intergovernmental Relations Committee.

Vickerman stated she would be willing to serve as the Fire Relief Association Representative. Grams summarized the appointments as discussed by the Council.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2024-5, appointing City Councilmembers to various committee positions as discussed. The motion carried 5-0.

G. APPROVE 2024 CITIZEN APPOINTMENTS

Grams stated citizen appointments are made each year to various commissions and committees. Announcements have been made at the last Council meeting and included in the Council packet. The winter Osseo Outlook also included an article about upcoming openings. Staff reviewed the letters of interest which were from:

Patricia McLean for Historical Preservation Committee
Lila Hedlund for Historical Preservation Committee
Dan Penny for Parks and Recreation Committee
Kerstin Schulz for Planning Commission and Parks and Recreation Committee
Michael Olkives for Planning Commission
Dee Bonn for Planning Commission
James Hultgren for Economic Development Authority

Grams requested the Council review the letters of interest and make a recommendation regarding the 2024 citizen appointments.

Hultstrom stated because there was a lack of information in the packet for Mr. Hultgren, she reached out to him. She noted she supported all of the appointments as presented by staff.

A motion was made by Hultstrom, seconded by Schulz, to adopt Resolution No. 2024-6, appointing citizens to the various commissions and committees as discussed. The motion carried 5-0.

H. APPROVE 2024 CITY APPOINTMENTS AND DESIGNATIONS

Grams stated each year the Council approves a Resolution that lists the City's appointments and designations. This includes consultants and other appointments, various designations, electronic funds transfers and all other financial designations. The designations are as follows:

Consultant Appointments

Assessor – Hennepin County

Attorneys – Mary D. Tietjen (Kennedy & Graven) for Civil Services and Berglund, Baumgartner, Kimball and Glaser for Prosecution Services

Auditor – BerganKDV

Bond Counsel – Briggs & Morgan

Building Official – Metro West Inspection Services

Depositories – Premier Bank Osseo, Edward Jones, Institutional CD's Inc./ICD Securities, Inc., and Multi-Bank Securities, Inc. (MBS)

Electrical Inspector – Sloth Inspections, Inc.

Engineer – WSB

Financial Advisor – Ehlers

Financial Management Consultant – Gary Groen

Insurance Provider – City Country Agency/League of Minnesota Cities Insurance Trust IT Services – Element Technologies
Secretarial Services - Minute Maker Secretarial, Inc.
Personnel Benefit Advisor – National Benefit Consultants
Rental Inspector – Rum River Consultants

Other Appointments

Assistant Weed Inspector – Ryan Swanson
Data Practices Compliance Officer – Katrina Jones
Data Practices Responsible Authority – Riley Grams
Northwest Community Television Board of Directors – Riley Grams
Northwest Suburbs Cable Communications Commission – Riley Grams
Northwest Suburbs Cable Coordinators Committee – Jessica Rieland
Sewer Inspector – Nick Waldbillig
Zoning Administrator – Jessica Rieland

Other Designations

Official Newspaper -- The Press
Secondary Newspaper – Star Tribune

Electronic Funds Transfers delegated to City Accountant

Payroll Deductions and Benefits:

Premier Bank - direct deposit of wages
Federal, State, and Social Security/Medicare withholding
Public Employees Retirement Association
Minnesota State Retirement System deferred compensation & health care savings plan
Public Employee Insurance Providers
Aflac – supplemental disability provider
SunLife Financial – long-term and short-term disability provider
Further – health savings account
ICMA – RC – deferred compensation

Other:

Premier Bank Cardmember Services – credit cards and checking account
Minnesota Department of Revenue – sales tax
Global Payments Integrated – credit card merchant services
Tradewind Properties – property management
Pitney Bowes – postage

Schulz supported the Council holding a more robust conversation regarding the City's building official at a future worksession meeting.

A motion was made by Vickerman, seconded by Mueller, to adopt Resolution No. 2024-7, adopting 2024 City appointments and designations. The motion carried 5-0.

I. ESTABLISH AN ABSENTEE BALLOT BOARD FOR 2024 ELECTIONS

Grams stated Minnesota Law requires that the governing body of each municipality establish an absentee ballot board to accept and reject absentee ballots. The absentee ballot board will consist of a sufficient number of election judges as provided in section

204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots. Absentee voting begins January 19, 2024, for the Presidential Nomination Primary. The following Staff are requested to be designated as deputy clerks to be members of the absentee ballot board for the 2024 elections and will be trained accordingly: Karen Broden and Jessica Rieland. As the resolution states, the City Clerk is authorized to make any substitutions or additions as deemed necessary. The absentee ballot board list will be updated if changes are made and kept on record in the City Clerk's office. The new administrative assistant will be added to this list after the approval of hire.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2024-8, approving the establishment of the Absentee Ballot Board for the 2024 presidential primary, state primary and state general elections. The motion carried 5-0.

J. SUMMARY OF CLOSED SESSION – DECEMBER 11, 2023

Vickerman provided a summary of the discussion from the Closed Session meeting that was held on December 11, 2023. She reported the City Council conducted a closed session meeting to review the performance of the City Administrator. Under the Minnesota Open Meeting Law, after a public body meets in a closed session to evaluate the performance of an employee, the body is required to summarize the conclusions at its next open meeting.

K. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

A motion was made by Vickerman, seconded by Hultstrom, to approve the Accounts Payable as presented. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Grams wished everyone a Happy New Year and welcomed Officers Gallegos and Harris to the Osseo Police Department.

12. COUNCIL AND ATTORNEY REPORTS

Attorney Tietjen wished everyone Happy New Year and stated she was looking forward to working with the City again in 2024.

Hultstrom sent her condolences to Officer Letourneau on the recent passing of his father. She welcomed the two new police officers to the City of Osseo.

Mueller welcomed Officers Gallegos and Harris to the Osseo Police Department.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, January 15 in observance of Martin Luther King, Jr. Day.

Poppe reported the City was seeking volunteers interested in serving as Commission members. Those interested were encouraged to visit the City's website or contact City Hall for further information.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Mueller, to adjourn the City Council meeting at 8:32 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial