

**OSSEO CITY COUNCIL  
SPECIAL MEETING MINUTES  
April 26, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the special meeting of the Osseo City Council to order at 5:00 p.m. on Friday, April 26, 2024.

2. ROLL CALL

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

Staff present: City Attorney Mary Tietjen and Police Chief Shane Mikkelson.

Others present: Frank Ruzicka, City Resident; Karen Ruzicka, City Resident; Sarita Nelson, City Resident; Nick Torres, City Resident; John Hall, City Resident.

3. APPROVE AGENDA

**A motion was made by Schulz, seconded by Mueller, to approve the agenda as presented. The motion carried 5-0.**

4. DISCUSSION/ACTION ITEMS

A. ACTION ON CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

Poppe stated the Council conducted a performance evaluation of the City Administrator in a Closed Session on April 22, 2024. He provided a summary from this meeting noting after discussion between the Council and City Administrator it was determined that it was in the best interest of both parties to part ways. As a result, the Council was being asked to consider approval of a separation agreement.

City Attorney Tietjen commented on the separation agreement before the Council and noted several minor changes that were made to the document.

Hultstrom stated she was opposed to Number 5.

**A motion was made by Schulz, seconded by Mueller, to adopt Resolution No. 2024-29, approving a Separation Agreement between the City of Osseo and City Administrator Riley Grams. The motion carried 4-1 (Hultstrom opposed).**

B. APPOINT INTERIM ADMINISTRATOR

Poppe requested the Council appoint an interim Administrator.

**A motion was made by Schulz, seconded by Vickerman, to adopt Resolution No. 2024-30, appointing Police Chief Shane Mikkelson as the Interim Administrator. The motion carried 5-0.**

5. ADJOURNMENT

**A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 5:04 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*