

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
May 24, 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, May 24, 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, and City Attorney Mary Tietjen.

Others present.

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 Hultstrom, seconded by Stelmach, to accept the Agenda as presented. A roll call vote was taken. The motion carried 5-0.

5. CONSENT AGENDA

- A. Approve Training for City Accountant Shelly Cisewski
- B. Approve Training for Community management Coordinator Joe Amerman
- C. Receive EDA Minutes of May 10
- D. Approve City Council Minutes of May 10
- E. Receive April American Legion Gambling Report
- F. Approve Training for Councilmember Juliana Hultstrom
- G. Receive April Lions Club Gambling Report
- ~~H. Approve Weekly Use of Community Center by Grace Restoration Centre~~
- I. Receive April Hockey Association Gambling Report
- J. Accept Resignation of Firefighter John Hegstrand
- K. Receive April Fire Report
- L. Approve Hire of Ben Cisewski for Part Time Public Works
- M. Approve Training for Councilmember Alicia Vickerman
- N. Receive Planning Commission Minutes of April 19
- O. Receive Update from NWSCC and NWCT May Meeting

Johnson stated he would like to pull Item 5H from the Consent Agenda for further discussion.

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

H. Approve Weekly Use of Community Center by Grace Restoration Centre

Johnson stated he understood the applicant was asking to use the Community Center on a weekly basis. He indicated the applicant has requested a fee reduction for use of the space and it was his understanding the applicant would be willing to clean the space. Grams explained Grace Restoration Centre was asking to use the Community Center every Sunday from 8 a.m. to 2 p.m. He commented part of this request was a waiver of the fees or a reduction in the rental fee in which they will clean the space.

Johnson commented cleaning the space was expected when using the space. Grams reported this was the case.

Hultstrom stated she did not support any reduction to the rental fees. She feared that if the applicant were granted use of the space every Sunday, this would make it difficult to rent the space out to any other member of the community on a Sunday.

Stelmach asked if the City had pricing in place for full and half day rentals. Community Management Coordinator Amerman stated six hours was considered a half day rental period on the weekend.

A motion was made by Johnson, seconded by Stelmach, to allow the rental of the Community Center by Grace Restoration Centre with no fee waiver and that all necessary cleanup be completed by the applicant. A roll call vote was taken. The motion carried 5-0.

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. APPROVE YELLOW TREE THEATRE SPECIAL EVENT PERMIT AND OMNI TEMPORARY LIQUOR LICENSE

Amerman requested the Council approve a special event permit for the Yellow Tree Theatre along with a temporary on sale liquor license for Omni Brewing. He reported the first event would be held on Thursday, June 10, from 7:00 p.m. to 8:30 p.m. with setup beginning at 4:30 p.m. in Boerboom Park. He commented further on the six events that were being planned over the course of the summer. It was noted Yellow Tree Theatre has requested a bandshell and gateway sign fee waiver.

Johnson asked if the Parks and Recreation Committee had discussed the partnership between the city and the Yellow Tree Theatre. Amerman reported this would be addressed by the Parks Commission on June 1.

Johnson feared that the Council was being asked to act on an item prior to receiving comment from the Parks and Recreation Commission. Amerman indicated he spoke with the Parks Chair and she supported the Council acting on this request given the event timeline.

Hultstrom stated she liked what staff was proposing and she understood the two step process that would be followed with the Parks and Recreation Committee. She was pleased that all department heads had signed off on the first event. She explained she was in full support of the request this evening.

Councilmember Stelmach agreed. He indicated he was pleased with the events being planned by the Yellow Tree Theatre and noted the community would benefit by these events.

Vickerman stated she agreed and supported the request moving forward as well.

Johnson asked if the park would be fenced off for these events. Amerman described the area that would be roped off by Omni Brewing.

Johnson commented on the liquor license and stated he understood this had to be filed with the alcohol and gambling division 30 days prior to an event. Amerman commented after speaking with the City Clerk this matter could move forward and staff would file the permit after being approved by the City Council.

A motion was made by Hultstrom, seconded by Vickerman, to approve a Special Use Permit for the Yellow Tree Theatre and a Temporary Liquor License for Omni Brewing. A roll call vote was taken. The motion carried 5-0.

B. APPROVE DUFFY'S SUMMER PARTY SPECIAL EVENT PERMIT

Grams requested the Council approve Duffy's Summer Party Special Event Permit. He explained the event would be held on Saturday, June 26, from noon to midnight with setup beginning at 7 a.m. It was noted the event would have live music from 8;p.m. to midnight.

A motion was made by Stelmach, seconded by Johnson, to approve Duffy's Summer Party Special Event Permit. A roll call vote was taken. The motion carried 5-0.

C. COVID-19 STATE OF EMERGENCY UPDATE

Grams stated on Thursday, May 6, Minnesota Governor Tim Walz signed Executive Order 21-21: Safely Sunsetting COVID-19 Public Health Restrictions. This includes relaxing and eventually lifting most or all of the public health restrictions that have been in place for over a year. Most capacity restrictions will be lifted by May 28, and almost all other restrictions will be ended by July 1, or when 70% of Minnesotans ages 16 and older have received at least one dose of a COVID-19 vaccine. Given the updated restrictions, the Emergency Management Committee gathered to discuss some updated recommendations regarding masks and capacity limits in City Hall and the Community Center for the Council to consider. The new recommendations are as follows:

City Hall:

Beginning May 25, no masks will be required inside City Hall. Staff are still encouraged to work from home when possible; however, staff will move to a more normal in-office schedule. Staff will move back to in-person staff meetings, as well as all other meetings with staff, elected officials, business owners, or other community stakeholders beginning June 1.

Community Center Events:

Beginning May 25, no masks will be required inside the Community Center for any event. All capacity limitations will also end. Yoga/Jazzercise will go back to normal classes, with no mask or capacity/social distancing limitations, beginning May 25. Staff has connected with Senior Center Coordinator Ann Schneider to determine the best course of action for the Seniors group. Our recommendation is that Senior Bingo will continue as planned through June with social distancing in place (two per table). No shared food or beverage and continued extra cleaning measures. In late June, Bingo will move to four per table with the possibility of shared food beginning in July. Starting June 13, Bingo will move back to the normal Thursday time slot, with 500/cards starting up on Tuesdays. By then, we expect all limitations will be done. We understand that not all the Seniors members are ready to return to the Community Center, and we want them to choose to return at their own comfort level.

Outdoor Events:

All outdoor events, whether they are City sponsored events or not, will have no mask or capacity restrictions beginning May 25.

Local Emergency and In-Person Public Meetings:

Staff has been able to communicate with the Council on the question of ending the Local Emergency (which was enacted by the City Council in early 2020). Staff commented on a memo from City Attorney Mary Tietjen outlining the rationale and process for ending a local emergency as well as ending remote meetings and returning to in-person public meetings.

Grams reported the Council seemed to be ok with ending the local emergency and going back to in-person public meetings beginning July 1, which coincides with the cancellation of all other COVID-19 related by the Governor statewide. If the Council gives direction to staff to prepare to end the local emergency, staff will prepare the necessary resolution and any other documents to formally end the local emergency, tentatively set for July 1. That means, beginning in July, all public meetings (Council, EDA, Planning Commission, Public Safety Advisory Committee, Parks & Recreation, and others) would go back to in-person meetings.

Grams commented staff will prepare the Council Chambers for in-person meetings, while still providing some level of safety (by including disposable masks for attendees, hand sanitizer, and maneuvering audience chairs to provide a little more spacing). I would anticipate that the Council will review the final resolution to end the local emergency at the June 28 Council meeting. We should also note that while vaccinated individuals may remove their masks in these situations, all non-vaccinated individuals are highly encouraged to continue to wear masks in every setting. The city will be unable to verify who has been vaccinated or not, and Grams will direct staff to not put themselves in a situation where they are asking non-masked individuals if they are fully

vaccinated or not. It was noted the city will have to rely on the honor system moving forward. Additionally, anyone can continue to wear a mask in any situation if they feel it necessary, even if they are fully vaccinated. That is up to the individual on whether or not to continue those safety protocols.

Johnson explained the unvaccinated people were the ones not wearing masks before and he anticipated they would not be wearing masks now. He questioned if there would be spacing in the Council Chamber. He commented indoor spacing requirements should be considered. Grams reported staff could look into this for the Council.

Vickerman supported the Council Chamber being properly spaced when meetings begin in person.

Stelmach explained he supported dropping the state of emergency in order to get the city back to a sense of normalcy. He questioned if spacing would be adequate or would plexi-glass be necessary.

A motion was made by Hultstrom, seconded by Stelmach, to approve the COVID-19 recommendations from staff and lifting the state of emergency declaration the second meeting in June. A roll call vote was taken. The motion carried 5-0.

D. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Maple Grove Hockey Association	\$2,000	Beautification
Harold & Gayle Johnson	\$ 750	Beautification

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Vickerman, to adopt Resolution No. 2021-31, accepting donations from the Osseo Maple Grove Hockey Association and Harold & Gayle Johnson. A roll call vote was taken. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE INTERFUND TRANSFERS FOR 2020 (Resolution)

Grams stated this item was first presented to the Council at the May 10 Council meeting. It was tabled to this May 24 meeting. The City maintains various funds within its accounting system. At the end of each year, it is necessary to transfer funds into various accounts to balance the budget, repay the debt service costs of various projects, and satisfy the City's best accounting practices. The Council should consider these transfers and adopt the proposed resolution approving the interfund transfers.

Johnson stated he received further clarification from staff on this matter and was now ready to support the interfund transfers for 2020.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2021-32, approving Interfund Transfers for the year ended December 31, 2020. A roll call vote was taken. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE AGREEMENT FOR CLEANING SERVICE (Resolution)

Grams stated the City has utilized Coverall Cleaning System for slightly more than three years. The agreement with Coverall expired in March 2021. Coverall has continued to clean on a month to month basis. The City prepared a Request for Proposal that was approved by the Council at the April 12 Council meeting. The RFP was sent to 27 cleaning companies and posted on both the City and LMC websites, along with an ad in the Osseo Maple Grove Press.

Grams explained proposals for cleaning were received by A Plus Cleaning Service, Cady Building Maintenance, Coverall Cleaning System, CMT Janitorial, Jostan Services, Perfection Plus, Stratus Building Solutions, Tegrete Corporation, Tru-Serve Maintenance, and Vanguard Cleaning System.

Grams reported staff has no recommendation for a specific cleaning service. City Attorney Tietjen has prepared an agreement for cleaning services that will be based on Council approval of a company. An approximate start date for the new cleaners is June or July 1. Staff commended further on the cleaning services agreement and requested the Council select a vendor.

Hultstrom asked if this was a yearly contract. City Attorney Tietjen explained this was drafted as a three year contract.

Johnson stated he checked the websites for each of the cleaning service vendors. He understood each vendor was a franchise. He believed that Tegrete Corporation was the best option for the city and noted they have experience in cleaning city buildings.

Stelmach agreed Tegrete Corporation was the best option for Osseo. He appreciated the fact they provided references and that they have been in business for the past 10 years.

A motion was made by Vickerman, seconded by Johnson, to adopt Resolution No. 2021-33, authorizing the Mayor and City Clerk to enter into an Agreement with Tegrete Corporation at the proposed rates presented in the Request for Proposal. A roll call vote was taken. The motion carried 5-0.

B. APPROVE POSTING FOR CITY CLERK POSITION

Grams stated City Clerk LeAnn Larson has indicated that she would like to retire before the end of 2021. We will be sure to properly send LeAnn off into retirement, but before we get there, we will need to consider hiring her eventual replacement. LeAnn has graciously agreed to help train in the replacement over the course of time before eventually fully retiring. It is imperative that we find someone with City Clerk experience. After connecting with the Council Human Resources Committee, we are

prepared to proceed with posting for the position now and keeping it open until filled. This will allow us additional time to collect more potential candidates to find the right fit for the city.

Grams reported timing of interviews will certainly depend on the quality of applicants. If the city does not receive any highly qualified candidates initially, we can keep the posting open longer to collect more applicants. Once we find enough qualified candidates, we will proceed with interviews. The Council HR Committee will be involved in that process as well. The posting will be located on the League of MN Cities job website, as well as the City's website and social media platforms.

Hultstrom stated she would like to look to the future with this position. She supported the Clerk have more broad duties while also helping with finance.

Johnson agreed with Councilmember Hultstrom. He asked if Pay Grade 9 was from years of service. Grams explained the Pay Grade was based on the job duties for each position. He commented further on the compensation study that was completed by Springsted.

Johnson recommended someone with a strong accounting background be considered for this position.

Vickerman understood it may take some time to hire for this position. She questioned if there was some flexibility to split this position between finance and the city clerk duties. Grams indicated he did not support this position taking on other duties. He reported City Clerk was already a large standalone position within the City. He commented he understood the reasoning behind suggesting the City Clerk help with finance duties, but encouraged the Council to remember all staff members pitch in where they can. He indicated he was concerned with the fact it would be difficult for the City to find a high qualified City Clerk that had finance experience. He stated if the Council wanted to change the posting, he would recommend tabling action on this item.

Vickerman thanked staff for the feedback. She stated she was pleased that City Clerk Larson was willing to stick around and train in her replacement.

Stelmach indicated he was also thinking about adding finance duties to the City Clerk position. He discussed how Amerman was cross trained for the City on elections. He was of the opinion the City had solid finance staff members in place. He commented a deputy clerk position may be needed at some point in the future to pick up parts and pieces at City Hall. He stated he would support the Council further discussing this job posting prior to approval.

Johnson understood the City Clerk position was critical and knew there would be a big learning curve for the new individual that assumes this position. He supported the City hiring for a clerk only position and if the individual had a finance background all the better. He stated he did not want to add an assistant at this time.

Poppe discussed the differences between the City Clerk and City Accountant positions. City Attorney Tietjen reported in 2015 she worked with staff to change the City Code to establish and separate the positions of City Administrator and City Clerk.

Stelmach thanked City Attorney Tietjen for bringing this up to the Council. He explained he was still open to discussing the City Clerk position.

Hultstrom stated after looking at the wage scale for the City Clerk position compared to other cities in the metro area, Osseo was paying roughly \$20,000 more. She indicated this position could be adjusted and the additional \$20,000 could be used to hire a part-time employee. She recommended the Council further discuss the City Clerk position at a future worksession meeting prior to posting for a City Clerk. She commented further on how valuable it was to reevaluate the City Planner position prior to hiring Mr. Amerman.

Stelmach agreed.

Vickerman explained the Council had a lot to say about this and for this reason she was supporting the Council bringing this matter to a future work session.

Johnson indicated he was a strong believer that the City had to get this position posted in order to find strong candidates. He commented this was a critical position within the City and he feared that the longer the City waits the fewer candidates the City would have.

Stelmach respected Councilmember Johnson's comments but noted there were three Councilmembers that supported this item going to a future work session for discussion. He noted he would support the Council holding a special work session in June to discuss the City Clerk position.

Hultstrom asked if a special work session could be held on Tuesday, June 1. City Attorney Tietjen reported if the Council wanted to meet next Tuesday, the Clerk would have to post notice of this meeting by Wednesday or Thursday of this week.

Stelmach explained the Parks and Recreation Committee already had a meeting scheduled for Tuesday, June 1.

Johnson indicated he would need more information regarding the proposed Pay Grade at the work session. Grams expressed concern with the fact staff would not have time to prepare all of the necessary documentation prior to holding a special meeting next week. In addition, he noted he was not available certain nights of the week.

Stelmach stated he could support the Council meeting the following week as well.

Hultstrom commented this was such a critical position for the City of Osseo. She indicated after revamping the City Planner position, she would like to see the same thought and care taken with the City Clerk position. She wanted to make sure the position was being maximized given the fact the City was short staffed. She wanted to see the City Council looking forward to the future and not just at the here and now.

Poppe questioned what the Council was looking to add to this position.

Stelmach stated he would like to see some of the duties within the finance department assumed by the City Clerk.

Poppe commented he did not disagree with the fact the finance department needed assistance and stated this could possibly be addressed with a deputy clerk or some other type of assistant.

Stelmach indicated if Amerman was already trained as a City Clerk, then perhaps some of the City Clerk's duties could include finance work. Grams reported he would not characterize Amerman as being trained as a City Clerk.

Stelmach stated he was interested in taking a look at reorganizing some of the duties within the City Clerk position as was done with the City Planner position. He explained he supported the Council at least having a conversation regarding this matter before moving forward with the job posting.

Johnson indicated he recently learned Amerman has no interest in moving to the City Clerk position. He stated when the HR Committee interviewed Amerman, they did not understand this. He supported the City looking at this position further in order to hire a City Clerk that would lead this City. He believed the Council had spent enough time discussing this position and noted he did not support splitting up the City Clerk position.

Stelmach clarified the HR Committee did ask the right questions of all of the candidates for the Community Management Coordinator position. He reported promotions cannot be discussed within interviews, but noted other positions within the organization can be discussed. He reiterated that all candidates were asked the same questions for clarification purposes.

City Attorney Tietjen commented back in 2015 the City Clerk and City Administrator positions were established. She reported the City Clerk position is unique. She indicated some of the duties are defined by Minnesota Statute. She indicated the City Clerk position was a full time position.

Vickerman stated she was hearing the City Clerk position had enough duties to move forward as a full time position at this time and that it was important to start looking for candidates. She explained this position may not have a lot of leeway to be changed.

Stelmach commented it has been done in the past and the Council completed an uplift for a City position. He encouraged the Council to seize the moment and talk this matter through in further detail. He asked if the City Administrator would be able to hold a special meeting the week of June 7. Grams stated he would have to investigate this further.

A motion was made by Johnson, seconded by Poppe, to approve posting for City Clerk position as presented.

Stelmach asked if this job posting would be at Pay Grade 9.

Johnson stated this could be looked at by the HR Committee. Grams reported it was difficult to compare these positions from one community to the next because each

community had different staffing levels and needs. He feared that by comparing the pay from other communities was not an apples to apples comparison. He referred the Council to the Springsted compensation study again noting this was what led staff to suggest this position be at Pay Grade 9. He recommended the Pay Grade remain as is unless the Council were to order another compensation study.

A roll call vote was taken. The motion failed 2-3 (Hultstrom, Stelmach, and Vickerman opposed).

A motion was made by Stelmach, seconded by Vickerman, to direct staff to hold a Special City Council Work Session meeting to discuss the City Clerk position and job posting. A roll call vote was taken. The motion carried 3-2 (Johnson and Poppe opposed)

C. 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 – None.
12. COUNCIL AND ATTORNEY REPORTS

Representative Kristin Bahner explained she attended the Osseo Car Show this past weekend. She then provided the Council with an update from the Capitol. She noted there has been discussion about the robust bonding that would occur in 2021. She discussed the aid that would be coming from the federal government that would assist with expenses from the pandemic. She discussed how she was working to help charitable gambling organizations going forward.

Johnson reported the Minnesota Rent Relief program was not receiving a good response due to a software glitch. Representative Bahner stated she has not heard about this specific problem and noted she would look into this.

Hultstrom thanked Representative Bahner for looking out for Osseo and for seeking bonding for the lift station.

City Attorney Tietjen reported she was working to address how to wind down the COVID-19 regulations.

Hultstrom stated she attended a League of Minnesota Cities webinar on staffing after the pandemic, along with a webinar on the America Rescue Plan (ARP) funding. She noted she attended a Northwest Hennepin League of Municipalities meeting where road projects were discussed with area leaders. Hultstrom commented on Saturday, May 15, she completed a ride along with Police Officer Kintze.

Vickerman reported Rev Sports summer programming was up and running. She stated she was pleased to see Sipe Park full of children and coaches. She indicated she

attended the car show this past weekend and noted she was pleased with the attendance at this event. Vickerman explained the BLRT CMC met on Thursday, May 13, and reviewed different renderings for stations.

Johnson stated last Thursday he attended an Ehlers webinar where WSB discussed different funding mechanisms for streets and City infrastructure. He reported the week before that utility studies were addressed. Johnson commented further on how the ARP payments would be made to the city in two separate payments. He indicated it was his understanding a local resolution would be required to accept the funds.

Stelmach welcomed Ben Cisewski to the Public Works Department and thanked Firefighter Hegstrand for his service to the community. He wished everyone a meaningful and reflective Memorial Day. Stelmach commented on the car show and stated this was a great event for the community.

Poppe thanked everyone who participated in organizing the car show and craft fair.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, May 31, for Memorial Day.

Poppe invited the public to participate in Movies and Music in the Park this summer. It was noted the first event would be held on Tuesday, June 15.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Stelmach, to adjourn the City Council meeting at 9:00 p.m. A roll call vote was taken. The motion carried 4-1 (Poppe opposed).

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial