

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
August 23, 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, August 23, 2021.

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, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Lee Gustafson-WSB and James Kelly.

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 Hultstrom, to accept the Agenda as presented. The motion carried 5-0.**

5. CONSENT AGENDA

- A. Receive EDA Minutes of August 9
- B. Approve Council Minutes of August 9
- C. Receive American Legion Gambling Report
- D. Receive Osseo Lions Club Gambling Report
- E. Approve Osseo Lions Club Halloween Event and Fee Waiver Request
- F. Receive Osseo Maple Grove Hockey Gambling Report
- G. Approve Hire of Parttime Police Officer Brendan Current

Hultstrom noted a change to the minutes on Page 7 under Item 12 stating her comment regarding LGA should be \$332,000 and not \$302,000.

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

6. MATTERS FROM THE FLOOR

James Kelly, 624 3rd Avenue NE, shared a document with the Council that discussed the Minnesota Historical and Cultural Heritage Grants program. He explained by removing the Heritage Preservation Commission from City Code, the City would no longer be eligible for some grant opportunities. He discussed the Heritage Preservation Commission donation form and recommended a loan agreement be considered. He commented on the accomplishments of the Heritage Preservation Commission and thanked the volunteers for their contributions to the community.

7. SPECIAL BUSINESS

A. DISCUSS MASKS FOR INDOOR CITY BUILDINGS

City Administrator Riley Grams stated given the increasing COVID-19 case numbers due to the Delta variant, two Councilmembers have asked if the City should consider masks for indoor City-owned buildings. Grams said he has contacted surrounding NW Hennepin County communities to see if any others have implemented mask mandates for city buildings. To his knowledge, only the cities of Brooklyn Center and Brooklyn Park have indoor mask requirements for city buildings. All other communities he checked with currently do not require masks for employees or visitors to city buildings.

Grams reported he connected with the Emergency Management Team to discuss a possible recommendation on masks at this time. The Emergency Management Team ultimately recommends that signs be placed at City Hall entrances that say, "Masks are encouraged while inside City buildings," but not going to a full mask mandate for inside City buildings. Employees, visitors, and others are encouraged to wear a mask inside if they feel that is the proper personal protection. We could even provide free disposable masks at the front counter, in addition to the hand sanitizer already there. If the Council were to implement a new mask requirement, we likely would follow similar rules that the City implemented last year. That includes:

- 1) Masks required, regardless of vaccination status, for all visitors in City Hall
- 2) Masks required for staff members when in common areas in City Hall, no requirement while in personal workspaces
- 3) Masks required for all patrons using the Community Center
- 4) Masks required for Community Center, as well as adult fitness activities

Grams explained masks could be required for Councilmembers while inside City Hall until they are seated for public meetings. However, microphones may not be able to accurately pick up speech while wearing a mask.

Stelmach commented he did not oppose the City posting a sign that encourages mask wearing when inside. However, he did not support a mask mandate currently. He indicated residents could always wear a mask indoors if this made them more comfortable, and supported staff having masks available to the public.

Vickerman stated she saw both sides of this issue. She indicated she has not really put her mask away. She reported schools would be requiring masks and for this reason she supported masks being worn more than not. She explained she would continue wearing her mask in public places until she felt comfortable taking it off. She stated she

supported the City strongly encouraging masks in public settings out of respect for the people at City Hall.

Hultstrom commented the City Council approved an event at the Community Center for the Lions, which could have a large number of visitors. She supported the Council reviewing a mask mandate going forward. She reported other communities were putting a mandate back in place. She suggested a firm suggestion be made that masks be worn at City Hall.

Stelmach discussed how there were more people in a grocery store each day than would be able to fit in the Community Center and noted there were not mask mandates at grocery stores. He recommended a mask mandate not be put in place unless made at a state or federal level.

Hultstrom explained she did choose to wear a mask when at the grocery story. She indicated she would like to see the City having a mask mandate in place to ensure that a super spreader event does not occur at the Community Center.

Johnson discussed how spaced-out people were at a grocery store versus how close people would be at the Community Center for the upcoming event. He reported with how contagious the Delta variant was he would like to see a mask mandate in place. He believed this was the right precaution for the City to take.

Further discussion ensued regarding the potential for a mask mandate.

Vickerman supported masks being provided at City Hall and that a recommendation be made for mask wearing inside City Hall. She stated she struggled with forcing or mandating people to wear masks.

Stelmach explained he liked the idea of allowing people to make their own decision on whether or not they wanted to mask up indoors.

Hultstrom reported she became more comfortable after the vaccine, but noted she still wears a mask when in public. She believed that in order to protect those who are vulnerable, she would like to have a mask mandate in place. She requested again that this matter be revisited prior to the Halloween event that was being hosted by the Lions.

**A motion was made by Hultstrom, seconded by Stelmach, to strongly recommend mask wearing within Osseo public buildings and that masks be available at City Hall, with the matter being revisited if mandates were put in place by the state. The motion carried 4-1 (Councilmember Johnson opposed).**

B. ACCEPT DONATION (Resolution)

Grams stated the City has received the following donation:

| Donor             | Amount/Item | Designated Fund |
|-------------------|-------------|-----------------|
| Harold E. Johnson | \$750       | Beautification  |

Staff recommended the Council accept the donation.

**A motion was made by Vickerman, seconded by Hultstrom, to adopt Resolution No. 2021-46, accepting a donation from Harold E. Johnson. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. APPROVE CHANGE ORDER #1 FOR CENTRAL AVENUE PROJECT – City Engineer Lee Gustafson (Resolution)

Lee Gustafson, WSB, stated the Central Avenue improvements consist of replacing paver surfaces (roadway, sidewalk, and boulevard) with concrete pavement for the City Hall block and replacing the sidewalk and boulevard pavers with concrete in front of the Steeple Pointe property between 6th Street and 93rd Avenue. All Central Avenue improvements will be in accordance with the approved concept layout shown in the feasibility report – Option 2. The concept layout was approved by the City Council in early 2020. The project also consists of installing two sets of rectangular rapid flashing beacons (RRFB) at the 4th Avenue/Central Avenue and 5th Avenue/Central Avenue intersections. The RRFB's will be installed on separate decorative poles that are of the same design as the streetlights.

Mr. Gustafson explained on June 28 the City Council awarded this Project to Create Construction, LLC, in the amount of \$294,242. The City will receive \$100,000 from the Single Purpose Application grant from the Minnesota Department of Employment and Economic Development (DEED)'s Small Cities Development Program to help fund the project.

Mr. Gustafson reported this grant program requires the contractor to comply with the Federal Labor Standard Provision #4010 and MN Davis-Bacon Prevailing Wage Rates for its employees and subcontractors. The City was not sure they would receive the grant and did not include these federal provisions and increased wage rates in the Contract because it would have increased all the bid prices for the project. Now that the City has been identified as a grant recipient, the Contract needs to be amended to add these federal and wage provisions. The Contractor has reviewed the requirements and the labor schedule for the job and is requesting a change order in the amount of \$13,456.25 to cover the costs of the additional wage rates and federal requirements. Based on previous projects administered by WSB, this price increase seems reasonable. Approving Change Order No. 1 is necessary so Hennepin County can complete the grant agreement.

Stelmach questioned how often this occurs. Mr. Gustafson stated he knew these grants required federal provisions and was quite time consuming for both the contractor and the engineer to go through the wage rates.

Johnson asked if the \$13,000 was just for additional wages. Mr. Gustafson reported it was primarily for wages while also allowing the contractor to administer their portion of the reporting requirements.

**A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2021-47, approving Change Order #1 for the 2021 Central Avenue Reconstruction Project. The motion carried 5-0.**

**B. APPROVE PROPOSAL FOR CONSTRUCTION MATERIALS TESTING FOR LIFT STATION PROJECT – City Engineer Lee Gustafson**

Lee Gustafson, WSB, stated on May 11 the City Council awarded the contract for the Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project to Minger Construction Companies, Inc. On July 13 Council approved a proposal with WSB for the design, bidding services, and construction administration and observation for this project. Construction Material Testing was not included in that proposal because it was not known at that time the full extent of the required testing. Since the project has now been designed, bid out, and awarded, the testing requirements have been determined and are shown in the proposal.

Mr. Gustafson reported the Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project will extend the serviceable life of this underground infrastructure, reduce surface water inflow and groundwater infiltration into the system, reduce clogging and maintenance frequency, and enable remote monitoring of facility statuses and alarms.

Hultstrom asked if this was just for the lift stations. Mr. Gustafson reported this was the case, noting this project was separate from the storage tank.

**A motion was made by Johnson, seconded by Hultstrom, to approve the engineering proposal with WSB.**

Vickerman questioned if any environmental work would be completed. Mr. Gustafson stated the soil and concrete would be tested, along with the building.

**The motion carried 5-0.**

**C. PROMOTE OFFICER ADRIANNE LAMERS TO FULLTIME POLICE OFFICER**

Police Chief Shane Mikkelsen stated with the resignation of Officer Current there is an opening for a full-time officer. He explained the department did an internal posting for the job and Officer Adrienne Lamers was chosen to be promoted to fulltime. Officer Lamers has been with the police department in two different parttime stints from 2016 to 2018 and from October of 2020 to now. It was noted she has taken a medical exam and a psychological exam. He reported Officer Lamers has shown that she is a perfect fit for our department and will make a great officer in the service of our citizens. Her start date will be August 24.

Vickerman thanked Police Chief Mikkelsen for bringing Officer Lamers down to meet the City Council before the meeting. She stated she supported the proposed promotion.

**A motion was made by Hultstrom, seconded by Stelmach, to approve the promotion of Officer Adrienne Lamers as a fulltime Police Officer. The motion carried 5-0.**

D. APPROVE APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS (Resolution)

Grams stated in March of 2021 Hennepin County's Community Development Block Grant (CDBG) program approved a grant of \$100,000 to the City of Osseo for use in funding the 2021 Central Avenue Project. The CDBG program was created to distribute federal Housing and Urban Development grant funds to local communities with the aim of supporting projects that either 1) improve community facilities and infrastructure, 2) encourage neighborhood revitalization, 3) preserve and create affordable multifamily housing, or 4) preserve and create single-family home ownership opportunities. The Central Avenue Project was approved under the first category, improving community facilities and infrastructure. The CDBG is also limited to communities of low- to moderate-income which, according to the United States Census Bureau, includes Osseo.

Grams explained the City has now received a subrecipient agreement, which stipulates certain requirements such as documentation, fair wages, and similar conditions included in the contract which the city must meet throughout the project to receive the funding. This agreement now needs the authorization of the City Council, and signature of the City's representatives to be formally executed.

**A motion was made by Johnson, seconded by Vickerman, to adopt Resolution No. 2021-48, authorizing execution of the subrecipient agreement with the Urban Hennepin County Community Development Block Program. The motion carried 5-0.**

E. 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. The motion carried 5-0.**

11. ADMINISTRATOR REPORT

Grams congratulated Adrienne Lamers on becoming a fulltime member of the Osseo Police Department.

Grams thanked Community Management Coordinator Joe Amerman for his tremendous work this summer on the youth recreation/sports activities.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom welcomed Officer Lamers to a fulltime position with the Police Department. She also welcomed back Officer Current and thanked him for serving in a parttime role. She reported on Tuesday, August 17, she attended a League of Minnesota Cities training on Data Practices and HR.

Johnson commented on a meeting he attended last week where Representative Phillips was in attendance. Johnson thanked Sparks Music for their great performance last Tuesday night.

Vickerman welcomed Officer Current back to the department and congratulated Officer Lamers on her promotion.

13. ANNOUNCEMENTS

Poppe encouraged the public to attend the next Music and Movies in the Park event on Tuesday, August 24, in Boerboom Park at 7 p.m. He reported Yellow Tree Theatre would be providing entertainment and Omni Brewing would have a beer truck.

Poppe invited residents to visit the farmers market every Tuesday from 3 to 7 p.m.

Poppe reported the City was seeking volunteers to serve as Commission members at this time. Those interested were encouraged to contact City Hall for further information.

Poppe reported Lions Roar would be held Friday, September 10, through Saturday, September 11.

14. ADJOURNMENT

**A motion was made by Vickerman, seconded by Johnson, to adjourn the City Council meeting at 7:55 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*