

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
October 11, 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, October 11, 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 and City Attorney Mary Tietjen.

Others present: None.

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

5. CONSENT AGENDA

- A. Approve Council Minutes of September 27
- B. Approve Council Work Session Minutes of September 27
- C. Receive Update on NWSCC and CCX Media Board September 16 Meeting
- D. Hire David Johnson as Part-Time Police Officer
- E. Approve Posting for Public Works Seasonal Part-Time Employees
- F. Receive American Legion Gambling Report
- G. Receive August Osseo Lions Club Gambling Report
- H. Receive September Osseo Lions Club Gambling Report

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

- A. ACCEPT DONATIONS (Resolution)

City Administrator Riley Grams stated the City has received the following donation:

Donor	Amount/Item	Designated Fund
Anonymous	\$800	Police

Staff recommended the Council accept the donation.

**A motion was made by Vickerman, seconded by Stelmach, to adopt Resolution No. 2021-58, accepting a donation from an anonymous donor. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF OCTOBER 11, 2021

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and discussed ongoing plans for the Osseo Small Business Saturday event.

**A motion was made by Johnson, seconded by Vickerman, to confirm the EDA actions of October 11, 2021. The motion carried 5-0.**

B. APPROVE HIRE OF KATRINA JONES AS CITY CLERK

Grams stated with current City Clerk LeAnn Larson's retirement later this year, the City Council approved the process to recruit and hire the next City Clerk. Staff posted the open position and collected a total of 15 applications. The applications were reviewed and scored by City Administrator Riley Grams and City Clerk LeAnn Larson, and the top four candidates were selected and invited to interview for the position.

Grams reported interviews were conducted on Monday, September 27, which included City Administrator Riley Grams, City Clerk LeAnn Larson, and the Council Human Resources Committee (Mayor Duane Poppe and Councilmember Larry Stelmach). All four interviewees were exceptional, but the Committee unanimously selected Katrina Jones as our top candidate. Ms. Jones impressed us with her on-the-job City experience, her educational background, and her personal references which had glowing remarks of her work and abilities. Based on that information, staff made a formal offer of employment to Ms. Jones who has accepted the position.

Grams explained the pay rate will start at \$36.96 per hour, which is consistent with Ms. Jones's education and previous work history. All other benefits are standard per the City Personnel Policy. Ms. Jones is expected to start on November 1. Current City Clerk LeAnn Larson will spend some time bringing Ms. Jones up to speed on the clerk position in Osseo. He explained the City was grateful for LeAnn's willingness to provide as much knowledge transfer as possible to make this a seamless transition.

Stelmach explained Ms. Jones made it clear that she enjoys engaging with the public and he believed she would serve the community well as the new City Clerk.

**A motion was made by Johnson, seconded by Hultstrom, to approve the hire of Katrina Jones as the full time City Clerk.**

Vickerman commented she has not met Ms. Jones yet, but she looked forward to working with her in the future.

**The motion carried 5-0.**

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. The motion carried 5-0.**

11. ADMINISTRATOR REPORT

Grams welcomed David Johnson, former full-time officer, as a part-time officer with the Police Department.

Grams explained the Central Avenue project was well underway. He encouraged the public to remain patient until the project was completed.

12. COUNCIL AND ATTORNEY REPORTS

Johnson commented the SBA has held several webinars regarding assistance programs that were available at this time. He reported RentHelpMN.com was a great site for those needing rental and utility assistance. He indicated HomeHelpMN.com was another site homeowners could look into for mortgage assistance.

Vickerman stated she appreciated seeing the portable speed signs being placed throughout the City.

Vickerman noted the Parks and Recreation Committee met on Tuesday, October 5, where the future of Sipe Park was discussed and new members to the committee were welcomed.

Hultstrom welcomed Katrina Jones to the city. She thanked staff for participating in the Purple Light Initiative in Boerboom Park.

Stelmach thanked staff for the hard work they have been doing to get the Tyler Tech software up and running.

13. ANNOUNCEMENTS

Poppe stated the Osseo Lions would be hosting a guided trick or treat Halloween parade event on Saturday, October 23, at 11:00 a.m.

14. ADJOURNMENT

**A motion was made by Johnson, seconded by Hultstrom, to adjourn the City Council meeting at 7:14 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*