

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
February 28, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:05 p.m. on Monday, February 28, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Harold E. Johnson, Alicia Vickerman, and Mayor Duane Poppe.

Members absent: Councilmember Larry Stelmach.

Staff present: City Administrator Riley Grams and Community Management Coordinator Joe Amerman.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. REVIEW RENTAL HOUSING INSPECTION PROGRAM PROPOSALS

Grams stated for years, the City of Osseo partnered with the City of Brooklyn Park to conduct all rental housing license programming. Brooklyn Park notified the City that they would not continue services for this program. Then Brooklyn Park Rental Inspector Roger Lenz retired from Brooklyn Park and started his own inspection company. The City partnered with Mr. Lenz for a number of years. More recently, Mr. Lenz has indicated to the City of Osseo that he can no longer provide services due to some health issues.

Grams reported he researched potential other options for the City to continue its rental housing inspection program. One option was to train and hire our current Fire Inspector, Hugh Heidt, to conduct the rental inspections as well. After researching the time involvement needed, Mr. Heidt alerted the City that he would be unable to conduct the full scope of services we needed. At the December 12, 2021, Council meeting, the Council approved the posting for a Request for Proposals (RFP) to seek interested and qualified contractors who would be willing to manage the City's rental inspection program. Proposals were due by February 18, 2022.

Grams explained that two proposals had been received (MNSPECT and Rum River Consultants). Both companies are qualified and licensed to conduct rental housing inspections in the State of Minnesota. Staff discussed a breakdown of the fee schedule for each consultant.

Grams commented the Council should consider the two attached proposals and discuss them. Direction should be given to Staff on which proposal is preferred. Staff will then coordinate with the selected consultant to draft a rental housing inspection program agreement, which will be reviewed by City Attorney Mary Tietjen. It is very likely that Staff would sit down with the selected contractor to review the City current fee schedule for the rental housing inspection program to consider changes. Both consultants make mention of that in their proposals. An updated fee schedule is anticipated for the rental housing inspection program at the same time that the Council approves the draft agreement. When ready, the draft agreement will come back to the Council for approval at the next available Council meeting date.

Hultstrom asked if either of the vendors were local. Grams reported Rum River was based out of St. Francis and MNSPECT was based out of Waconia.

Johnson inquired if staff would like the consulting inspector to take over building permits as well. Grams stated this was something that could be explored in the future. However at this time, the City was happy with Metro West.

Vickerman commented the Rum River proposal had extra charges for travel time and she didn't see this on the MNSPECT proposal. Grams indicated he did not recall anything being included in the MNSPECT proposal regarding traveling expenses.

Vickerman stated she appreciated the fact that MNSPECT had several other cities that were speaking positively on their behalf, but believed both vendors would serve the City well. Grams commented he reached out to cities that have worked with both vendors and received positive remarks on both vendors. He stated he was leaning towards Rum River because MNSPECT uses the two part inspection form, which would be a throwback feel. In addition, Rum River would process payments directly.

Hultstrom questioned how the City would know how many inspections were completed. Grams stated detailed reports would be provided to the City.

Vickerman asked if staff had a concern with the fact Rum River would be receiving 100% of all reinspection fees. Grams indicated he did not have too much of an issue with it because the City would not be getting involved in the reinspection. He explained there were very few re-inspections in the community.

Johnson inquired if the meetings with the Council was an important thing that should be added to the MNSPECT proposal. Grams stated this was not something the was done currently, but could be added on an annual basis to allow for discussion of the City's rental inspection program.

Johnson agreed this would be valuable information for the Council. He stated he supported the Rum River contract.

Hultstrom questioned if inspections were held on weekends before, or did this only occur Monday through Friday. Grams estimated that 99% of inspections occur Monday through Friday during normal business hours.

Vickerman indicated she supported the Rum River contract moving forward.

Hultstrom concurred stating she liked the fact that this group would report to the Council.

Poppe agreed with this recommendation.

Grams thanked the Council for their feedback and noted he would work with Rum River on a contract that would be brought back to the Council for consideration at a future meeting.

5. ADJOURNMENT

The Work Session adjourned at 6:27 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial