

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
March 28, 2022**

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, March 28, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Harold E. Johnson, Larry Stelmach, and Mayor Duane Poppe.

Members absent: Councilmember Alicia Vickerman.

Staff present: City Administrator Riley Grams, Fire Chief Mike Phenow, Public Works Director Nick Waldbillig, City Engineer Lee Gustafson (WSB & Associates), and City Attorney Mary Tietjen.

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. A roll call vote was taken. The motion carried 4-0.

5. CONSENT AGENDA

- A. Receive March 14 EDA Minutes
- B. Approve March 14 City Council Minutes
- C. Receive March 9 Public Safety Advisory Committee Minutes
- D. Receive February Hockey Association Gambling Report
- E. Receive February Fire Relief Association Gambling Report
- F. Receive February Fire Activity Report
- G. Approve Lions Club Gateway Sign Waivers
- H. Approve Hire of Part-Time Police Officer Nicholas Englund
- I. Approve Posting for a Part-Time Public Works Seasonal Position
- J. Approve Training Request for Councilmember Hultstrom

A motion was made by Johnson, seconded by Stelmach, to approve the Consent Agenda. A roll call vote was taken. The motion carried 4-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Harold E. Johnson	\$750	Beautification
Darrel and Deanna Healy	\$300	Osseo Fire Department

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2022-21, accepting a donation from Harold E. Johnson and Darrel and Deanna Healy. A roll call vote was taken. The motion carried 4-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE PROPOSAL FOR COUNCIL HYBRID MEETING OPTION

Grams stated the Council has asked for an option to allow for remote public meeting access for elected officials to participate in meetings if they need to be absent. Grams worked with Tim Gaffron from CCX Media to review, coordinate and facilitate a proposal from Alpha Video to provide that option to the City. Representatives from Alpha Video met at City Hall several times to review the technology upgrades needed to make this option a reality. Based on their expertise, Alpha Video has submitted a videoconferencing proposal to provide this option for elected officials.

Grams reported the proposal suggests a general timeframe of approximately 16-24 weeks until completion. This is based on the wide range of possibilities for receiving the required equipment on site. After completion, Alpha Video will provide two hours of training for up to three key users. The proposal total is \$13,660.63. The cost of this project will be included in the Cable Fund CIP, but Staff notes that it is likely ARPA funds could cover the full cost of this proposal if the Council agrees.

Stelmach reported he spoke with Mr. Rowe with Alpha Video prior to this meeting. He learned that the existing system was somewhat antiquated and the proposed upgrades would enable a Councilmember to be remote going forward. He commented further on the equipment that would be needed and stated he supported the proposed upgrades.

Hultstrom indicated the HR Committee discussed this matter last week. She explained she was very happy with the propose cost for the upgrades and believed this was the best option for the City to pursue in order to allow Councilmembers to attend meetings remotely. She was pleased to know the cost for the upgrades could be covered by ARPA funds or the Cable Fund and stated she would be supporting this project going forward.

Johnson requested further information regarding the proposed upgrades. Mike Pouh, Alpha Video, described the AV changes that would be made in the Council Chambers in order to allow Councilmembers to attend meetings remotely. He explained there would be a laptop at the audio/video station, which would allow for communication to the new system. He described how material could be presented on the laptop so all members attending the meeting could see on the display in the Council Chambers.

Stelmach noted the Council Chambers currently has three cameras installed. He asked how the Councilmembers attending meetings in person would see those attending remotely. Mr. Pouh explained Councilmembers would display the laptop's screen on their monitors and those attending remotely would be visible from this screen.

Johnson asked if presentation materials could be shared on the new system. Mr. Pouh explained the City's system was quite old and this would have to be further investigated. Johnson stated he believed it was important to have presentation materials shared and believed a split screen option was necessary.

Stelmach commented on if the new system would be operational in October or November of 2022 given the proposed delivery dates. Mr. Pouh reported this was the case, noting if materials arrived in a more timely manner, the system may be operational sooner. He explained DSP technology has been delayed due to chip shortages. He commented further on how the DSP technology was necessary to make the system operational.

Johnson requested further information on how the system will be impacted going from three cameras to one. Mr. Pouh stated this would be the most difficult change for the system. He reported if the production system were incorporated for the cable and television system, he would have to replace the entire system, and this would come at a much higher price tag (\$60,000-\$80,000). He reported the Council would have to decide which camera angle they would like to use in the Council Chambers.

Johnson asked if the new system would have any problems with CCX. Mr. Pouh indicated there would be no problems with CCX and all of the meetings would still be posted on cable and the City's website for public viewing.

A motion was made by Hultstrom, seconded by Stelmach, to approve the proposal from Alpha Video to allow for videoconferencing options for elected officials. A roll call vote was taken. The motion carried 4-0.

B. APPROVE PART-TIME PUBLIC SERVICES ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Fire Chief Phenow stated firefighting is a demanding job. Administering the operations of a fire department is no less so. Over the years, the fire service has evolved from "neighbors volunteering to help neighbors" into a multi-faceted, highly specialized, highly regulated public service. These increased demands come with a heavy administrative burden. Historically, the administrative functions of the department have been handled collectively by the Chief, officers, and firefighters. As the volume and complexity of these tasks grow, and as the demands on members' time for training and

response grows, this model becomes increasingly unsustainable. To help ensure the continued effectiveness and viability of the department, Phenow proposed hiring an administrative assistant. He commented further on the proposed position and requested the Council approve the position description for an Administrative Assistant for Public Services.

Johnson asked where this person would work. Grams reported there was room by Amerman at City Hall that would work on a temporary basis. Phenow reported there was a desk space in the dispatch room that could be utilized for a future staff member.

Johnson stated he supported on-call firefighters receiving an increase in pay.

Stelmach discussed how the fire department would continue to evolve going forward. He stated he would like to further discuss this at a future worksession meeting. He reported he would be more in favor of having the new staff member being in the office at City Hall for safety purposes. He appreciated how this new position would free the Fire Chief up to complete other tasks on behalf of the Fire Department.

Fire Chief Phenow stated he understood wages were below where they should be and indicated he would have to study this further in order to create a plan for the fire department going forward.

Hultstrom reported she supported the Council moving this position forward.

A motion was made by Stelmach, seconded by Hultstrom, to approve the position description for Administrative Assistant, Public Services. A roll call vote was taken. The motion carried 4-0.

C. APPROVE POSTING FOR PART-TIME PUBLIC SERVICES ADMINISTRATIVE ASSISTANT POSITION

Fire Chief Phenow stated this item was introduced under Item 10B. He explained this position was not included in the 2022 budget. The hiring process would include a month to post and accept applications, a month for screening, interviewing, and selecting, two weeks to get Council approval, and two weeks before a start date; we'd be looking at mid-year hire, resulting in a half-year budget impact. If, for example, this person were employed for 26 weeks in 2022 at \$24 per hour and worked 20 hours per week, with 7.65% FICA, it would be a budget impact of \$13,435.

Stelmach questioned how the City would be paying for this new position. Grams explained this has not been brought to the Budget and Finance Committee, but has been discussed internally by staff.

Stelmach stated he would like to know more about how this position would be funded. Grams reported this position could be paid for out of the General Fire Department Budget, which may lead to an overage that would have to be covered by the General Fund balance. Phenow commented an adjustment could be made to a CIP transfer as well.

Stelmach indicated he supported this item moving forward at this time, and encouraged staff to budget fully for this position in 2023. He asked if the auditors would be willing to allow donations to be used for this new position. Grams stated this would be allowed.

A motion was made by Hultstrom, seconded by Johnson, to approve the posting of the Administrative Assistant, Public Services position.

Johnson stated he would like the financing of this position further discussed before it moves forward.

Stelmach recommended this position be further discussed by the Budget and Finance Committee and suggested the matter be tabled to the April 11 City Council meeting. He indicated he would like to better understand how the position would be funded prior to approving the posting. Fire Chief Phenow stated he could support this.

Hultstrom withdrew her motion. Johnson withdrew his second.

A motion was made by Hultstrom, seconded by Stelmach, to table action on the posting of the Administrative Assistant, Public Services position to allow the Budget and Finance Committee to discuss the funding of this position. A roll call vote was taken. The motion carried 4-0.

D. APPROVE FIRE DEPARTMENT MANUAL UPDATES

Fire Chief Phenow stated in 2009, a process was initiated to develop a department manual. Five years and two chiefs later, in 2014, one section of that manual was completed and approved by the city council and put into effect. The driving force behind getting that portion of the manual completed and into effect was the need for a written participation policy. Over time though, that policy has proven to be onerous to track and difficult to enforce. Additionally, the structure of the manual itself did not lend itself to being easily updated or expanded upon. Over the past few years, I've worked on both developing a new participation policy and creating the framework for a new manual that will provide a foundation that can be iteratively built upon over time. Further discussion ensued regarding the proposed changes to the Fire Department Manual and staff recommended approval.

Hultstrom commended the Fire Chief on all of his efforts on the OFD Manual.

Johnson concurred stating this was a very involved document. He thanked Fire Chief Phenow for all of his efforts.

Stelmach thanked Fire Chief Phenow for his work on the OFD Manual stating this documentation would clearly define the roles of those looking to serve with the Fire Department.

A motion was made by Hultstrom, seconded by Johnson, to approve the "About the OFD Manual" and "Participation Policy" documents. A roll call vote was taken. The motion carried 4-0.

E. APPROVE PROPOSAL FOR PARK HOME DEMOLITION PROJECT

Lee Gustafson, WSB & Associates, stated the Boerboom Park master plan calls for the eventual removal of the four homes on the east side of that block. That area would then be incorporated into the park through a park renovation plan. The City owns all four of these homes. The two homes closest to the park, 17 4th Street NE and 16 5th Street NE have become in disrepair and should be torn down. Small animals are finding their way into one home, and as such, it does not pay to spend money to fix either of these homes. The other two homes on the far east side of the block are in good repair and are currently being rented out. WSB has previously completed destructive pre-demolition asbestos and regulated materials assessments for both properties. This work was needed to understand what materials would be encountered during demolition. The proposal details the necessary work to complete plans and specifications, obtain quotes, and to perform construction administration and monitoring for the project. He commented further on the demolition work that was required and recommended approval of the engineering proposal with WSB.

Stelmach stated he was excited to see the City taking this next step.

Johnson questioned if soil borings would be taken as part of this project. Gustafson reported one soil boring would be taken.

Johnson inquired if any grants had been applied for to assist with the demolition of these two homes. Gustafson explained grants are not typically available for house demolition.

A motion was made by Hultstrom, seconded by Stelmach, to approve the engineering proposal with WSB. A roll call vote was taken. The motion carried 4-0.

F. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

A motion was made by Johnson, seconded by Stelmach, to approve the Accounts Payable as presented. A roll call vote was taken. The motion carried 4-0.

11. ADMINISTRATOR REPORT – None

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom thanked Dave and Rosana Garibaldi for the cleanup work they did along Central Avenue. Hultstrom reported Twin Cities Live was focusing on Osseo this week. Hultstrom explained anyone who qualifies for Medicaid or WIC could contact Comcast/Xfinity for discounted or free internet services. Hultstrom thanked Police Chief Mikkelsen for acting on a citizen complaint regarding a boat that was parked on a sidewalk.

Hultstrom and Stelmach welcomed Officer Englund back to the Police Department.

13. ANNOUNCEMENTS

Poppe stated the Osseo Cleanup Day event would be held on April 16, 2022, from 8:00 a.m. to 12:00 p.m. at the Public Works parking lot. Poppe encouraged residents to consider volunteering for a City Commission position. Those interested were encouraged to visit the City's website or City Hall for further information.

14. ADJOURNMENT

A motion was made by Johnson, seconded by Hultstrom, to adjourn the City Council meeting at 8:26 p.m. A roll call vote was taken. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial