

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
November 14, 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, November 14, 2022.

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

Others present: Andy Schreder, Rum River Consultants; Carri Levitski, Rum River Consultants.

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 table action on Item 10E to the November 28, 2022 City Council meeting. The motion carried 4-0.

A motion was made by Hultstrom, seconded by Johnson, to approve the Agenda as amended removing Item 10E. The motion carried 4-0.

5. CONSENT AGENDA

- A. Approve October 24 Work Session Minutes
- B. Approve October 24 Council Minutes
- C. Approve Hire of Firefighter Erin Lynne
- D. Accept Resignation of Firefighter Dylan Kamp
- E. Accept Resignation of Firefighter John Nyquist
- F. Approve Exempt Permit for NWTF West Metro Struttin' ZoneX-35503 for Gambling Activities
- G. Receive September Hockey Association Gambling Report
- H. Receive October American Legion Gambling Report
- I. Receive October Fire Gambling Report
- J. Receive October Lions Club Gambling Report

Johnson requested a change to the October 24 minutes on Page 3, noting the Hall Sweeney units would be smaller than the 5 Central units.

A motion was made by Johnson, seconded by Hultstrom, to approve the Consent Agenda as amended. The motion carried 4-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. RENTAL INSPECTIONS PROGRAM UPDATE – Carri Levitski, Rum River Consultants

Andy Schreder, owner and inspector with Rum River Consultants, provided the Council with an update on the rental inspections program. He thanked the residents and property owners in Osseo for the opportunity to work with the City. He discussed the history of his business and reported his company was nominated by its peers and received the 2022 Building Department of the Year.

Carri Levitski, Rum River Consultants, spoke to the benefits of the public/private partnership the City has with Rum River Consultants, especially when it comes to managing the City's rental properties. She commented on how she analyzed the properties in Osseo in order to determine those that were rentals. She discussed the units that were inspected in 2022 and those that would be inspected in 2023. She reported Osseo had a total of 75 rental properties which included 23 apartment buildings, eight duplexes, three triplexes, three fourplexes and 38 single family homes. She noted the City of Osseo had 600 total rental units. She discussed the new forms and informational packets that were sent to rental property owners. The results from the inspections were further reviewed with the Council and it was noted that Osseo had a great rental housing stock.

Stelmach asked if the properties that required a reinspection were needing a third or fourth inspection. Ms. Levitski reported most of these properties had passed their rental inspection and did not require a third inspection. She noted there were a few properties that required larger projects and would be reinspected when those projects are completed.

Johnson questioned what action Rum River would be taking to bring the non-compliant properties into compliance. Ms. Levitski explained she would continue to reach out to these properties. Grams indicated he could look at getting legal involved if allowed within the rental policy.

Johnson asked how often rental properties were inspected. Ms. Levitski stated properties were inspected every other year, but were charged a rental fee on a yearly basis.

Hultstrom thanked Andy and Carri for providing the Council with a detailed presentation on the City's rental inspection program.

Johnson thanked Rum River Consultants for doing a great job on behalf of the residents of Osseo.

Grams stated he appreciated the partnership the City had with Andy and Carri.

B. CANVASS 2022 CITY ELECTION RESULTS

Grams stated the City Council serves as the canvassing board for City elections. The Council must meet to canvass the returns and declare the results within three to ten days after a general election. The canvass board publicly canvasses the election returns by reviewing the abstract (from the County) and write-in reports (M.S. 205.185, subd. 3; 205.065, subd. 5).

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2022-62, accepting the 2022 City Election results and declare the candidates with the most votes as elected.

Hultstrom explained there was a large number (40%) of under votes this year within the Council race.

The motion carried 4-0.

8. PUBLIC HEARINGS – None
9. OLD BUSINESS – None
10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF NOVEMBER 14, 2022

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, received an update on the Hall Sweeney development, and discussed the draft 2023 budget.

A motion was made by Stelmach, seconded by Johnson, to Confirm the EDA Actions of November 14, 2022. The motion carried 4-0.

B. APPROVE HIRE OF BRETT LETOURNEAU FOR FULL TIME POLICE OFFICER

Police Chief Mikkelson stated in August 2022, Council approved the hiring of a full-time police officer and to promote from within the department a Lieutenant. Letourneau spent two years as a full-time police officer with St. Anthony and Mora Police Departments. Letourneau was a part-time officer with the Osseo Police Department from 1999 until 2014. He left the department to concentrate on his towing business. Letourneau is now ready to move back to a full-time career in law enforcement. It was noted Letourneau has gone through the interview, background, and psychological process and has been medically cleared.

Hultstrom stated Officer Letourneau was very impressive and she supported his hire as a full-time police officer.

A motion was made by Hultstrom, seconded by Stelmach, to approve the hire of Brett Letourneau for Full-Time Police Officer. The motion carried 4-0.

C. APPROVE PROMOTION OF TODD KINTZI FOR POLICE LIEUTENANT

Police Chief Mikkelson stated this position was discussed at the Public Safety Meeting in March of 2022 and they recommended that the Council consider the position. At the August 22, 2022, Council Meeting, the Council brought the position forth to consider and I agreed that this position was needed within the department. At the October 10, 2022, Council Meeting, the Council was asked to approve the posting of the position. The Council agreed that the position should be posted internally. Officer Kintzi gave his letter of interest and went through an interview process with the HR committee and the City Administrator. Staff is seeking Council approval for the promotion that will take effect in 2023 after Officer Letourneau is off FTO.

A motion was made by Hultstrom, seconded by Stelmach, to approve the promotion of Officer Todd Kintzi to Police Lieutenant in 2023. The motion carried 4-0.

D. APPROVE UPDATED EMPLOYEE PERSONNEL POLICY

Grams stated with the recently negotiated and Council approved Police Union contract complete, Staff began looking at the existing Personnel Policy that establishes a uniform and equitable system of personnel administration for employees of the City. This policy covers all full-time and part-time employees who are not covered by a Union (in Osseo's case, this is all employees that are not FT Police Officers). Historically the City has made every attempt to mirror much of what the Police Union has negotiated in their contract, and vice versa. You'll note that several items that have been previously negotiated into the City's Personnel Policy were recently updated in the Police Union contract (including paid parental leave and adjustments to the PTO accrual rate).

Grams explained, City Attorney Mary Tietjen reviewed the City's Personnel Policy to determine if any updates were needed based on any specific changes to recent employment laws both Federally and at the State level. Staff also had an opportunity to provide feedback on and changes they would like to see. The draft Personnel Policy includes all recommended changes. Grams then met with the Council Human Resources Committee (Councilmembers Vickerman and Hultstrom) on October 10, 2022, to discuss the proposed changes and formulate a recommendation to the full Council for review. The full Council received the proposed updates to the Personnel Policy at the October 24, 2022, work session meeting, and a majority of the Council directed Staff to bring the draft policy to a future Council meeting for final consideration and approval. Staff commented further on the proposed changes to the personnel policy and recommended approval.

Johnson discussed an amendment on Page 20, noting the \$500 monthly allowance was a taxable benefit. Grams reported he could make this change.

A motion was made by Hultstrom, seconded by Stelmach, to approve the updated City of Osseo Personnel Policy as amended. The motion carried 4-0.

E. CLOSED SESSION – DISCUSS ANNUAL PERFORMANCE EVALUATION OF CITY ADMINISTRATOR

Action on this item was tabled to the November 28, 2022 City Council meeting.

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. The motion carried 4-0.

11. ADMINISTRATOR REPORT

Grams thanked everyone who participated in the General Election last week. He congratulated Mayor Poppe, Councilmember Hultstrom and Mark Schulz for winning their race in the election.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen wished everyone a Happy Thanksgiving.

Hultstrom thanked all of the residents of Osseo that got out and voted last week. She stated she was honored to be able to serve the residents for another four years.

Johnson thanked all of the election judges for working to make the election last week possible.

Stelmach congratulated Councilmember Hultstrom and Mayor Poppe for winning their reelection. He also welcomed Councilmember Mark Schulz back to the City Council.

Stelmach encouraged residents to visit downtown Osseo on Small Business Saturday, which would be held on Saturday, November 26.

Poppe thanked the residents of Osseo for their continued support.

13. ANNOUNCEMENTS

Poppe encouraged residents to participate in the Annual Winter Warm-Up Coat Drive for the Harbor Light Center which would be held through November 30. Donations of new or gently used coats would be taken at the Police Department lobby.

Poppe reported City Hall would be closed on November 24 and November 25 for the Thanksgiving Holiday.

Poppe encouraged residents to participate in the Red Cross Blood Drive, which would be held on Wednesday, November 30 from 1:00 p.m. to 7:00 p.m. at the Community Center Room A.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Johnson, to adjourn the City Council meeting at 7:44 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial