

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
July 31, 2023**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:00 p.m. on Monday, July 31, 2023.

2. ROLL CALL

Members present: Councilmembers Ashlee Mueller, Mark Schulz, Alicia Vickerman, and Mayor Duane Poppe.

Members absent: Councilmember Juliana Hultstrom.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelson, Fire Chief Mike Phenow and Public Works Director Nick Waldbillig.

Others present: None.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS PUBLIC FACILITIES IMPROVEMENT PROJECT

Grams stated the original City Hall was constructed in the early 1960's and served as the municipal hub of the City. Later additions to the building expanded its footprint, adding the Community Center, public bathrooms, and a hallway connecting the spaces in later years. However, at this point, the current City Hall space is nearing the end of its useful life and in order to invest in the Osseo community for the next 50-75 years, the City should consider a replacement building. While replacing City Hall with a new building will be costly and time consuming, the cost of construction is only getting more and more expensive, and the time to invest in the future of the Osseo community is now.

Grams reported staff department heads met with the City Administrator recently to discuss ideas on how to proceed with a new building and thought about the current deficiencies with the existing building as well as many of the opportunities that a new building would afford the community to continue to provide high level service levels to our residents and businesses. Staff reviewed the issues with City Hall noting the building had reached the end of its useful life and should be considered for either renovation or demolition and reconstruction. He commented if the City elects to construct a new City Hall, there are many opportunities that would make sense to include. Again, we need to remember that this is an investment into the community. Staff commented on the opportunities that should be considered by the Council, which included investments in the Police Department space.

Grams stated even with the recent addition of the Police Department add-on, the Department is already busting at the seams. Recent Police Staff increases has made the new space tight, and if the City intends to continue to expand the number of Officers, more office space will be required. Additionally, the Police Department will require additional squad garage bays with more Officers on duty. At least two additional garage stalls are needed, but we should add three or four. The needs of the Police Department and Fire Department were further discussed. Staff recommended the City's two major parks be included in the overall public facilities planning project.

Grams explained the next step for the City to take in this project would be to hire a consultant who would work with Council and Staff to develop a master plan for the entire project. This would include meeting with Staff to develop a list of needs when it comes to a new building or building upgrades. While the existing City Hall building could be retrofitted to meet the needs today, I do not think that is a long-term solution. I believe there would actually be some cost savings with some of the above items by designing it in an entirely new building versus retrofitting it into an existing old structure. I have already connected with local firm Rochon to see what it would cost for a consultant to work with us to develop a new master plan. I have been quoted \$9,500 for a consultant to conduct the comprehensive feasibility report that in the end will tell the City what the expected costs for this project might be. We could include a cost for a current building retrofit, or a completely new building. If the Council provides direction to move forward with a proposal for consulting services, I will include that on the August 14 agenda for approval. Staff commented further on the pros and cons of constructing a new City Hall versus renovating the existing site.

Police Chief Mikkelson commented on the future of the police department and highlighted his facility needs. He reported the police department was constructed in 2014 and was already maxed out. He explained he was sharing an office with Lieutenant Kintzi. He indicated he was running into an issue with the size of the building and limited locker space. He further discussed the security needs of the police department noting the evidence and property room had to be enhanced. He commented on how a new City Hall facility would assist in creating a proper EOC, armory, workout space and evidence room.

Vickerman asked if the police department could use a school gymnasium for training. Police Chief Mikkelson explained he has used the wrestling room at the high school in the past and has tried renting space for training as well.

Fire Chief Phenow indicated he has many of the same space challenges as the police department. He stated space, function and contamination were his main concerns for the fire department. He explained he had to have enough space to do the things he needed to do, while allowing the department to function properly. He reported contamination has become a growing concern over the past decade and if spaces are not properly isolated contamination occurs. He commented on how fire departments were built today with hot, warm and cold zones to ensure contaminants do not cross over into safe spaces. He echoed the need for a workout space, as proposed by the City Administrator and Police Chief.

Public Works Director Waldbillig commented on the exterior needs at City Hall. He stated there were a number of freeze/thaw issues that were causing damage to the property. He explained the ADA ramp needed to be replaced and the parking lot conditions were poor. He explained the building had aging HVAC utilities, elevator and roof needed to be replaced. He discussed the needs at the Public Works Facility and noted there was a need for outdoor covered storage. The improvements needed at Boerboom and Sipe Parks were then reviewed.

Grams stated he spoke with the City Attorney about the temporary needs of the City for office and meeting space, if City Hall were torn down. He explained City Council meetings would have to continue to be held within City limits. He commented the project could be phased in order to utilize the house the City owns as office space during construction and after City Hall was complete the house could be demolished in order to complete Boerboom Park. He indicated he was a proponent for doing this project right and with longevity in mind. He reported the next step would be to bring in a consultant to assist with completing community engagement sessions and to provide a cost estimate for this project.

Vickerman asked what the timeline would be for the study. Grams anticipated the study would take several months. He hoped staff and the Council would have a better idea of how to proceed with this project by the end of the year.

Vickerman was of the opinion the community deserved an updated and enhanced space.

Poppe and Mueller were in agreement.

5. ADJOURNMENT

The Work Session adjourned at 7:11 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial