

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
June 24, 2024**

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, June 24, 2024.

2. ROLL CALL

Members present: Councilmembers John Hall, Mark Schulz, Alicia Vickerman, and Mayor Duane Poppe.

Members absent: Councilmember Juliana Hultstrom.

Staff present: Interim City Administrator Shane Mikkelson and City Attorney Mary Tietjen.

3. AGENDA

Hall expressed concern regarding the open meeting law. He asked if there was a posting requirement for this meeting. City Attorney Tietjen explained worksession meetings were set at the beginning of the year, which meant there was no posting requirement.

Hall inquired if the Council could make decisions at worksession meetings. City Attorney Tietjen reported there was nothing prohibiting the Council from taking action at a worksession meeting, but noted it was common practice for Council to not vote at worksession meetings.

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS ADMINISTRATION OFFICE ORGANIZATIONAL STRUCTURE

Mikkelson stated in the City Administration department there have been many changes in the last two months. We have lost an administrator and now our Community Coordinator and City Clerk have put in their resignations. Staff would like direction on what the Council would like to do with the Administration Staffing. We are at a critical time to make change if that is the direction. The Council has several options before them. Stay the same- Staffing can stay the same and we move forward with job postings for the two missing positions. Do an assessment on our staffing through an outside source. This type of assessment would fall under Human Resources. Make changes using our current resources which would include the HR committee and Staff working together to make changes. Staff requested the Council offer recommendations and give direction on how to proceed.

Schulz commented on the history of the city administrator position, noting after a previous resignation, the city administrator position was filled on a part-time basis. He explained this position continued for several years until this individual retired. He discussed how it was difficult to make meaningful change with Staff in place. He stated he appreciated the opportunity the Council had to evaluate how the administration office should be organized going forward. He discussed the changes that had occurred over time and noted the City may have options from outside organizations to assist with providing services until decisions can be made. He believed it made sense to hire outside services for HR services.

Vickerman recommended that before the City signs on with an outside firm, that other options or opportunities be considered, such as the LMC.

Poppe noted Councilmember Schulz and Councilmember Hultstrom served on the HR Committee at this time. He proposed this committee investigating internal and external resources that were available to the City.

Schulz stated Councilmember Hultstrom has had some health issues and he was uncertain if she was available. He explained he understood the City Attorney had considerable resources available to the City.

Vickerman asked if there was any concern with using an outside company to assist with assessing positions within City Hall. She understood the City had communication issues with the last firm that was used, but stated this may be an option for the Council to consider.

Schulz asked how Interim Administrator Mikkelson would like to proceed.

Mikkelson stated City Hall was lacking in succession planning and institutional knowledge. He understood people were questioning job duties which meant clear roles and responsibilities were necessary. He commented on how there were core services that had to be maintained and noted he would be able to lead the City through this crisis. However, he wanted direction on how to move forward with the positions. He recommended decisions be made sooner rather than later.

Schulz commented on how important it was to have people within City Hall that have institutional knowledge, noting a great deal of this was lost when former City Clerk Larson retired. He stated it may be difficult for the Council to figure all of this out quickly and discussed how the City could contract with WSB for planning services in the interim. He indicated the City may have to consider what the core competencies were at this time and post for that position. He reported the City needs someone with clerk knowledge.

Hall questioned if Hennepin County could assist the City with elections. He asked if anyone has contacted LeAnn Larson to see if she would be willing to come back on an interim basis.

Mikkelson stated he had reached out to Hennepin County and he was waiting for a response. He explained he would be meeting with City Clerk Jones tomorrow to get her thoughts on the election process. He reported he also reached out to Larson to discuss

an interim position. He discussed how Police Office Manager Wallgren had been brought into the fold to assist with the administrative work. He explained he could fill in for the city planning efforts, but noted he would like assistance with the city clerk matters.

Schulz commented on how important it is to have each employee within the City familiarized with other positions within City Hall. He indicated the City will have to prioritize what fires have to be put out on a daily basis.

Hall asked if the City's law firm could be contacted to see if they could provide additional assistance. City Attorney Tietjen stated she worked closely with former City Administrator Riley Grams and explained she personally works with cities on HR and labor related issues. She encouraged Staff to use her office more for HR matters. She indicated she routinely gives the cities updates on changes in employment laws and she can deal with discipline matters.

Hall inquired if City Attorney Tietjen's law firm conducted exit interviews. City Attorney Tietjen reported this was typically done at a Staff level.

Vickerman stated she did not want the wind to be completely out of the remaining Staff's sails. She thanked Staff for their extra efforts and reported the intention of Council was to figure things out and for things to feel better at City Hall.

Hall questioned if the Council could authorize overtime for Friday afternoons to assist remaining Staff members with catching up.

Schulz stated Interim City Administrator could ask this question, but he did not want to assume Staff wants to work extra hours every Friday. He commented on how capable the remaining Staff members were and it was his hope they would be able to work together going forward. He reiterated that Staff could say no to extra work and extra hours.

Mikkelson asked if the Council wanted to post for the existing positions, or would a deep dive and reorganization be taken before posting for positions.

Schulz stated a lot of change occurred in a very short time period at City Hall. He recommended resources for elections be pursued first. He indicated assistance could be brought in from outside sources for planning and HR work. He was of the opinion the Interim City Administrator was doing a fabulous job and he could not imagine anyone else leading the City through this. He commented on how successful a part-time City Administrator had been in the past and noted he could support this model going forward. He reiterated that the City's main focus at this time should be to find resources or assistance with elections. He suggested each Councilmember have conversations with the Interim City Administrator regarding their thoughts and it was his hope that in the next four weeks, Staff would have more direction on how to proceed.

Hall agreed the City Clerk position was the most important at this time. He supported the City filling this position as soon as possible. He stated it would greatly benefit the City if former City Clerk LeAnn Larson resumed her position on a temporary basis.

Schulz anticipated it would be difficult for the City to find a person with all the proper skill sets to fill this position at a price the City can afford.

Hall questioned if exit interviews would be held with the two most recent outgoing City employees.

Schulz stated he was aware of what made these two individuals look for other positions. He indicated the City has leaned heavily on the City Attorney and he was working to respect the employees privacy. He explained the Council was aware of why things were happening and now had to work to fix the situation.

Hall stated it was imperative that things were fixed.

Schulz and Poppe were in agreement.

Hall reported he would like to see the City hiring for the City Clerk position as soon as possible. He suggested the HR Committee meet with the City Attorney in order to fine tune the job description in order to get this position posted.

Schulz indicated he could meet with the City Attorney, but noted he could not speak for Councilmember Hultstrom and was not certain if she was available at this time. He suggested the Interim City Administrator speak with Councilmember Hultstrom to check on her availability.

Poppe questioned if the focus of the HR Committee should be on one position, or all staffing positions.

Schulz stated given where the City is at, the Clerk position makes the most sense to pursue. He commented on how important it was to find someone who can lead. He suggested the position be posted as is and that the candidates be evaluated by who can fulfill the most pieces of the position.

Hall believed Clerk position was extremely important and stated he would like to this position filled sooner rather than later. He commented on how important it would be to have this position filled and noted he did not want to see the Interim City Administrator getting burnt out.

Schulz commented on how Osseo has grown stronger due to the adversity and changes it has had to face.

Mikkelson stated for succession purposes, he supported the city having an assistant city administrator position and a deputy clerk position.

Schulz indicated the city clerk job description title could be changed to assistant city administrator noting this fit the position. He explained he was supportive of this change.

Poppe supported this change as well noting he understood this was the most critical position for the City to fill.

B. DISCUSS MUNICIPAL MARIJUANA UPDATE

Mikkelson stated the Staff has an update for the Council that we have a location identified and the people involved are open to negotiating a lease with the city for use as a Municipal Marijuana Store. Staff would like to use some of our vendors in the process of moving forward. Staff would like to move forward in negotiating a lease. After negotiations we will come back to the Council for approval. At the same time, we would have to start planning a build-out in the building and in the parking lot. We would also like to start negotiating with some of our community partners to assist us in these steps. As we start to get numbers or contracts ready for approval we would come back to the Council for final approval.

Schulz discussed how whatever is spent to pursue and negotiate a lease would be made back in the future through revenues. He indicated he supported Staff pursuing the lease due to the future financial benefit for Osseo residents.

Hall recommended the Council agenda be amended and that Item 10H be added to direct Staff to negotiate and pursue a lease.

Schulz supported this recommendation.

5. ADJOURNMENT

The Work Session adjourned at 6:50 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial