

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
June 24, 2024**

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, 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: Police Chief Shane Mikkelson and City Attorney Mary Tietjen.

Other Presenters/Consultants: Monica Randazzo, Hennepin County; Alyson Fauske, WSB & Associates.

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.

Hall requested the addition of Item 10H – Authorize Interim City Administrator to Conduct Business to Establish Municipal Dispensary.

A motion was made by Vickerman, seconded by Hall, to accept the Agenda as amended adding Item 10H. The motion carried 4-0.

5. CONSENT AGENDA

- A. Receive June 10 EDA Minutes
- B. Approve June 10 Council Minutes
- C. Accept Resignation of City Clerk Katrina Jones
- D. Receive May American Legion Gambling Report
- E. Receive May Lions Club Gambling Report
- F. Receive May Fire Department Gambling Report

A motion was made by Schulz, seconded by Hall, to approve the Consent Agenda. The motion carried 4-0.

6. MATTERS FROM THE FLOOR

Kenny Nelson, 509 Third Avenue NE, asked what was just added to the agenda. He reported he tried to watch the worksession meeting but the streaming was not available on the City's website. He stated this was disappointing. He indicated he was in trying to get a permit from the City and there was a miscommunication. He discussed how the City's website was missing information which did not assist the public in staying informed. He explained a lot of things were falling through the cracks and with two Staff members leaving, he asked if anyone in the office could run an election. He hoped the Council had figured this out at their worksession meeting.

A resident of Osseo stated he had a public records request. He asked for the minutes and audio from the April 22 closed Council meeting.

City Attorney Tietjen reported there was a process to make a data request through City staff and forms had to be filled out. She indicated the Council could also take data requests at meetings, but noted there was a process through Staff that was in place.

A resident of Osseo questioned what State Statute governs this.

City Attorney Tietjen indicated she was not trying to get into a debate with any residents, but explained this was governed by Minnesota State Statute Chapter 13.

A resident of Osseo stated City policy is not law and noted a data request could be written on a piece of paper and be provided to City staff.

Interim City Administrator Mikkelson read a statement in full for the record that he received from Karen Broden. Ms. Broden expressed concern with the fact the City had lost two critical staff members. Ms. Broden suggested the Council consider finding the best possible candidate to fill the role of City Administrator for the benefit of the Council, as well as Osseo residents and businesses. Ms. Broden encouraged the Council to fill this position with a qualified professional that was capable of hiring and building a cohesive long-lasting team. Ms. Broden believed the City deserved a likeable leader that was well experienced in municipal government. Ms. Broden supported the City hiring an experienced City Clerk as well in order to efficiently handle the critical job of executing the upcoming elections, as well as a City Planner that was knowledgeable in City Codes. Ms. Broden recommended the Council make proper investments in Staff.

7. SPECIAL BUSINESS

A. RECOGNITION OF POLICE VOLUNTEERS

Officer LeTourneau stated during the 2023-2024 school year, the Osseo Police Department partnered with the Osseo Education Center Launch Program. The Launch Program is a transition program focusing on employment skills and independent living. Logan and Gabe came to the police department every Tuesday and did various jobs, such as light cleaning and assisting staff with organizing the office. The tasks they perform at the police department will help foster these young men to learn new skills to help prepare them for their futures. Awards were presented to Gabe Kilewa and Logan Landkamer and a round of applause was offered by all in attendance.

Gabe Kilewa thanked the City for keeping him safe. He also thanked his parents and teachers for being here.

Logan Landkamer thanked the Osseo Police Department for allowing him to volunteer.

B. HENNEPIN COUNTY EMERALD ASH BORER REMOVAL FUNDING

Monica Randazzo, Hennepin County, provided the Council with a presentation on the Inflation Reduction Act Grants that were available to assist with the removal of ash trees that were diseased with emerald ash borer. She indicated the grant funding could also assist with tree replanting. She explained Hennepin County had received \$10 million in grant funding from the US Forest Service. She commented further on the grant application process noting owner-occupied properties within the County can apply for funding.

Vickerman asked what trees species would be replanted. Ms. Randazzo reported she would have a list of eight recommended tree species for replanting.

Hall appreciated the fact the County had eight different tree varieties that would be used for replanting. He questioned what the ramifications were of keeping a diseased ash tree in place. Mr. Randazzo reported ash trees are quite brittle and after time they can shatter or fall.

C. APPROVE NIGHT TO UNITE SPECIAL EVENT PERMIT

Mikkelson requested the Council approve the Night to Unite Special Event Permit. He reported Night to Unite would be held on Tuesday, August 6 and the City sponsored events would begin at 5:00 p.m.

A motion was made by Hall, seconded by Vickerman, to approve Night to Unite Special Event Permit. The motion carried 4-0.

D. ACCEPT DONATION TO FLOWERS IN THE PARK FUND

Mikkelson stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Ronald and Nancy Roden	\$300	Beautification

Staff recommended the Council accept the donations.

A motion was made by Hall, seconded by Vickerman, to adopt Resolution No. 2024-42, accepting a donation from Ronald and Nancy Roden. The motion carried 4-0.

- 8. PUBLIC HEARINGS – None
- 9. OLD BUSINESS – None

10. NEW BUSINESS

A. ACCEPT BIDS AND AWARD CONTRACT FOR 2024 PAVEMENT MAINTENANCE

Alyson Fauske, WSB & Associates, stated the 2024 Pavement Maintenance project consists routing and sealing cracks in the streets that were included in the street improvement projects from 2016 to 2020. This work will help to extend the life of the pavement. Three contractors were asked to submit a quote and two quotes were received on June 17, 2024: \$35,710.00 from Fahrner Asphalt Sealers, LLC and \$12,219.80 from MP Asphalt Maintenance. The total project cost is estimated at \$17,114.80 which includes \$12,219.80 for crack filling and \$4,895.00 engineering costs. The budget for this work is \$26,000 and is funded by the City's street maintenance fund. If Council approves the proposed Resolution, construction is anticipated to take place early August, 2024. The schedule may be adjusted due to weather. The completion date per the project documents is August 30, 2024. Staff commented further on the quotes and requested the Council accept the bids and award the contract.

Hall asked if Ms. Fauske had experience with this contractor in the past. Ms. Fauske explained this was a subcontractor to a contractor she has worked with in the past. She indicated she was comfortable bringing this recommendation forward to the Council and she was confident this project would be completed in a timely manner.

A motion was made by Vickerman, seconded by Hall, to adopt Resolution 2024-43, accepting bids and awarding the contract for the 2024 Pavement Maintenance Project to MP Asphalt Maintenance. The motion carried 4-0.

B. APPROVE JOB POSTING FOR COMMUNITY MANAGEMENT COORDINATOR

Mikkelson stated with Jessica Rieland's resignation from the City's Community Management Coordinator position, the Council should consider approving for the vacant position. The position opening will be shared with the League of MN Cities for their job board postings, and will be shared on the City's social media platforms, the City's website, and the Gateway Sign. Applications resumes will be accepted until the position has been filled. I will coordinate with the Council Human Resources Committee to set up interviews of prospective employees.

A motion was made by Hall, seconded by Schulz, to postpone action on this item until the July 8, 2024 City Council meeting. The motion carried 4-0.

C. APPROVE JOB POSTING FOR CITY CLERK

Mikkelson stated with the resignation of City Clerk Katrina Jones we need to fill that position. It is imperative that we find someone with City Clerk experience. After connecting with the Council Human Resources Committee, we are prepared to proceed with posting for the position now and keeping it open until filled. This will allow us additional time to collect more potential candidates to find the right fit for the City of Osseo. Timing of interviews will certainly depend on the quality of applicants. If the City does not receive any highly qualified candidates initially, we can keep the posting open longer to collect more applicants. Once we find enough qualified candidates, we will proceed with interviews. The Council HR Committee will be involved in that process as

well. The position posting will be open until filled, to allow for maximized flexibility in the hiring process. The posting will be located on the League of MN Cities job website, as well as the City's website and social media platforms.

Schulz reported the Council discussed this matter at length during its worksession meeting. He explained the City needed someone in this position and noted the Council would consider changing the job title to Assistant City Administrator. He recommended this position be posted with the current City Clerk job description but that the title be changed to Assistant City Administrator.

Hall indicated he supported changing the job title as well.

Mikkelson questioned how this change would impact the pay scale. City Attorney Tietjen stated she was uncertain, noting she would have to look at the current duties required for the clerk position. She indicated if the duties are not changing and only the job title changed, the pay would remain the same. She reported the pay could be determined by the applicants and qualifications the applicants have for the position.

Schulz supported the pay have a range and that it be based on experience and qualifications.

A motion was made by Hall, seconded by Schulz, to approve the posting of the Assistant City Administrator position, noting this individual would also serve as the City Clerk.

City Attorney Tietjen indicated Staff would be bringing a Resolution to the next meeting to designate an interim deputy clerk to fill statutory requirements until this position could be filled.

The motion carried 4-0.

D. APPROVE JOINT POWERS AGREEMENT WITH HENNEPIN COUNTY FOR ASSESSING SERVICES

Mikkelson stated for more than 50 years, Hennepin County has been contracting with cities to provide local assessing services. These contracts have required cities to pay the county to perform this local assessor work. The first joint powers agreement between a city and the county began in 1972. Hennepin County has had a long-term strategy of contracting with cities to perform local assessing to ensure accuracy, efficiency, and equitability across all jurisdictions. Over the past several years, Hennepin County has significantly increased the number of cities with whom it contracts for assessing services. Currently, 34 of 45 cities contract with the county either wholly or partially for these functions, with 33 of the contracts expiring on July 31, 2024. In addition, the county is statutorily responsible for the assessments of the Minneapolis/St. Paul Airport and Fort Snelling. These 34 cities collectively pay the county approximately \$5.1 million in 2024 for these services. This resolution directs the county to offer a joint powers agreement for local assessing services to cities with populations of 30,000 or less and those currently under current contract with the county at no cost to these cities beginning with the 2025 assessment. By the county providing this service at no cost to these cities, this will reduce the city property tax levy obligations for these cities by \$5.1

million collectively. The county assessor's 2025 budget will reflect an increase of \$5.1 million from the county property tax levy to offset this loss of contract revenue.

Mikkelson reported State law authorizes counties to perform these local assessor obligations in cities with a population less than 30,000 at county cost, Minn. Stat. §§ 273.052 and 273.053; and authorizes counties to contract with cities to perform these obligations if these cities choose to contract with the county. Minn. Stat. §273.072. The joint powers agreements will be perpetual agreements and highlight the services and responsibilities to be provided by the county assessor as required by law. These joint powers agreements will come forward in a separate board action request later this year.

A motion was made by Hall, seconded by Vickerman, to approve a Joint Powers Agreement with Hennepin County for Assessing Services. The motion carried 4-0.

E. APPROVE REIMBURSEMENT RESOLUTION FOR PRESS BUILDING (Resolution)

Mikkelson stated back at the February 28th 2024, the City Council approved the purchase 33 2nd Street NE. At that time, Council directed staff to use cash on hand to purchase the building. While that is still the case, Staff also would like to maintain fiscal flexibility when it comes time to pay for the future if the need arises to issue debt to pay back the cash paid for the building. In order to allow the flexibility, the Council must pass the reimbursement resolution. The resolution allows for the City to reimburse itself with other funds (such as equipment certificates or bonds) if it feels necessary. However, the resolution DOES NOT obligate the City to issue debt at a future date, but does preserve the ability to do so.

A motion was made by Hall, seconded by Vickerman, to adopt Resolution No. 2024-44, establishing procedures replating to compliance with reimbursement bond regulations under the Internal Revenue Code. The motion carried 4-0.

F. APPROVE CONTRACT WITH CIVICPLUS FOR NEW CITY WEBSITE

Mikkelson stated the City has been trying for some time to update the city's website. The Website committee was formed including Council Members Schulz and Vickerman and has had many meetings in relation to this project. The council approved a contract with One Wheel to assist in this search in November 2013. Through this process we were able to settle on one provider that fit our needs. CivicPlus is the provider that everyone agreed would be best for the city. The committee agreed that we should use their ultimate design for \$4,758.00 per year with an upgrade of having texting capabilities for \$550.00 per year.

Schulz stated this was something that has been under consideration for the past five years. He discussed how he and Councilmember Vickerman have been working to move this matter forward. He commented on how CivicPlus could help update and improve the City's website, noting CivicPlus was a big player in this market. He thanked the City of Champlin for helping him to better understand how to streamline a visitors web experience.

Hall asked if a business directory would be included on the new website.

Schulz indicated this was discussed, but noted a business directory would not be included. He suggested the EDA discuss this further.

Vickerman stated she believed the new website would be more streamlined while also improving City staff processes. She explained she was pleased the new website had come in under original estimates.

Schulz commented on how current systems would be automated through the new website which would assist with saving staff time and resources.

Poppe thanked Councilmember Schulz and Councilmember Vickerman for all of their efforts on the new website and for their recommendation.

A motion was made by Vickerman, seconded by Hall, to approve the contract with CivicPlus to provide a new City website. The motion carried 4-0.

G. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

A motion was made by Vickerman, seconded by Schulz, to approve the Accounts Payable as presented. The motion carried 4-0.

H. AUTHORIZE INTERIM CITY ADMINISTRATOR TO CONDUCT BUSINESS TO ESTABLISH MUNICIPAL DISPENSARY

Schulz stated at the worksession meeting the Council discussed recent developments regarding the City's ability to open and run a municipal marijuana facility. He reported cities could now apply for a license through the Office of Cannabis Management. He explained the City was working with an organization out of Missouri and was pursuing a space that could potentially house a municipal marijuana shop in Osseo. He commented on how important it would be to be first to market and have reliable contracts in place to manage the shop. He stated in order to get this matter across the finish line, staff needs to be directed to negotiate and pursue a lease and file a license for municipal cannabis.

Hall stated supply would be paramount when it comes to this business.

Schulz agreed, noting location would also be important. He commented on how important it would be for the shop to carry a variety of products for future patrons. He appreciated the fact the City was working with professionals who have been in this industry for years and would assist the City with providing proper security for the shop. He commented on how the shop, once built out would resemble a pharmacy.

Hall commented on his experiences at different dispensary's in Colorado, Illinois and California.

Vickerman stated she appreciated the fact the City had a partnership with the company in Missouri who was extremely experienced in this industry. She appreciated the innovation that was being pursued.

Schulz explained he had done some networking and all of the right pieces had fallen into place to allow the City to pursue this use for Osseo.

Hall stated he understood not everyone may support the recreational use of marijuana but he hoped the community could support the City pursuing a license in order to have a new revenue stream for the City.

Mikkelson reviewed the new rules for cannabis licenses and stated he would be working to get a license in place for Osseo in July.

Hall stated it was his understanding there was grant funding available from the State to assist with getting municipal dispensaries in place. He suggested a grant writer be hired to assist with pursuing this funding.

A motion was made by Schulz, seconded by Hall, to direct Staff to negotiate and pursue a lease, contracts, grants and apply for a license for municipal cannabis. The motion carried 4-0.

11. ADMINISTRATOR REPORT – None

12. COUNCIL AND ATTORNEY REPORTS

Hall reported his municipal email was now up and running. He thanked the residents who spoke during Matters from the Floor. He indicated the City's website had been down and noted this issue would be addressed. Hall congratulated the students who graduated with high honors. He stated the school playground was being worked on at this time. Hall requested Staff provide the Council with information on water usage and how the enterprise fund was being impacted.

Vickerman thanked Staff for sticking with the City through some tough times.

Schulz reported there has been some staff turnover and wished these Staff members all the best in the future. He thanked the Council for the great conversations that were held this evening and for the great working relationship the Council had with each other. He explained the Council would be moving forward with some great projects that would have phenomenal benefits for the community.

Hall requested Staff post there may be a quorum of the Council present at the EDA event on Wednesday, June 26.

13. ANNOUNCEMENTS

Poppe encouraged the public to attend the upcoming Music and Movies in the Park events planned for June 25 and July 2.

Poppe reported City Hall would be closed on Thursday, July 4 for Independence Day.

Poppe stated the farmers market would begin on Tuesday, July 9.

Poppe explained the EDA was seeking a commissioner at this time. Those interested in serving should contact City Hall for further information.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Hall, to adjourn the City Council meeting at 8:25 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial