

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
October 15, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:09 p.m. on Tuesday, October 15, 2024.

2. ROLL CALL

Members present: Councilmembers Mark Cook, John Hall, Juliana Hultstrom, Mark Schulz, and Mayor Duane Poppe.

Staff present: City Clerk Natalie Santillo and City Attorney Mary Tietjen.

Others present.

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 Hultstrom, seconded by Schulz, to accept the Agenda as presented. The motion carried 5-0.**

5. CONSENT AGENDA

- A. Approve September 23rd Work Session and Council Minutes
- B. Approve September 30th Work Session Minutes

**A motion was made by Cook, seconded by Hultstrom, to approve the Consent Agenda. The motion carried 5-0.**

6. MATTERS FROM THE FLOOR

A member from the public congratulated the Fire Chief on his new position. He explained he received a letter from Kennedy & Graven dictating that police officers and prosecutors have broad discretion in enforcing and interpreting the law. He indicated he did not know what to say. He did not believe it was right for the police to make up laws as they go. He reported he had lodged a formal complaint on Police Chief Mikkelson and the Council knows about this, and he gets a response like this from Kennedy & Graven.

7. SPECIAL BUSINESS

- A. PRESENTATION FROM EAGLE SCOUT PROJECT

Santillo stated Daniel Beckman recently completed an Eagle Scout Project at Osseo Legion Park.

Daniel Beckman introduced himself and provided the City Council, noting he was from Troop #542 out of Brooklyn Park. He provided a presentation on the park renovations he completed at Osseo Legion Park. He explained the benches were refurbished and the planting area was reworked. He then reviewed pictures that displayed the before and after conditions for this park.

Hall thanked Mr. Beckman for his work at this park.

Poppe thanked Mr. Beckman for his outstanding work at the Osseo Legion Park and congratulated him on becoming an Eagle Scout. A round of applause was offered by all in attendance.

B. APPROVE COMMUNITY CENTER FEE WAIVER FOR OSSEO LIONS HALLOWEEN EVENT

Santillo requested the Council approve a Community Center fee waiver for the Osseo Lions Halloween Event. She noted this event would be held on Saturday, October 26 from 9:00 a.m. to 9:00 p.m. and reported the Lions were requesting use of the space on Friday, October 25 and Saturday, October 26.

**A motion was made by Schulz, seconded by Hall, to approve the Community Center Fee Waiver for the Osseo Lions Halloween Event. The motion carried 5-0.**

C. ACCEPT DONATIONS (Resolution)

Santillo stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Lynde's Restaurant & Catering	\$100	Minidazzle
Iten Garage	\$25	Minidazzle

Staff recommended the Council accept the donations.

**A motion was made by Hall, seconded by Cook, to adopt Resolution No. 2024-61, accepting a donation from Lynde's Restaurant & Catering and Iten Garage. The motion carried 5-0.**

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. DISCUSS SCHEDULE AND CONSIDER CALLING THE PUBLIC HEARING FOR THE 2025 ALLEY PROJECT – Alyson Fauske, WSB

Alyson Fauske, WSB & Associates, stated the proposed 2025 Alley Project consists of reconstructing alleys located in the following areas:

- The alley surrounded by 3rd St NE, 4th Ave NE, 4th St NE, and 5th Ave NE
- The alley surrounded by 3rd St NE, 5th Ave NE, 4th St NE, and 6th Ave NE
- The alley surrounded by 2nd St NE, 5th Ave NE, 3rd St NE, and 6th Ave NE
- The alley surrounded by 2nd St NE, 6th Ave NE, 3rd St NE, and 7th Ave NE
- The alley surrounded by 1st St NE, 6th Ave NE, 2nd St NE, and 7th Ave NE
- The alley surrounded by Broadway St NE, 5th Ave NE, 1st St NE, and 6th Ave NE,
- The alley surrounded by Broadway St NE, 6th Ave NE, 1st St NE and 7th Ave NE
- The alley surrounded by 3rd St NW, 1st Ave NW, 4th St NW, and Central Ave
- The alley surrounded by 2nd St NW, 1st Ave NW, 3rd St NW, and Central Ave

Ms. Fauske reported the Feasibility Report for the project is almost complete and staff wanted to present Council with options to consider regarding the project schedule. A summary of the options is explained below and summarized in Table 1. The initial project schedule (Option 1) was to accept the Feasibility Report and call the public hearing at the October 28, 2024 City Council meeting and hold the public hearing and order preparation of plans and specifications on November 25, 2024. The Truth in Taxation hearing is scheduled for November 25, 2024 and the Council may not want to hold two public hearings in one evening. Staff has consulted with the city attorney and determined that the Council could call the public hearing the meeting prior to accepting the Feasibility Report (Option 2).

Ms. Fauske indicated opening bids early in the calendar year (January/February) is an attempt to generate as many bids as possible when contractors are looking for projects to fill their crews' schedules for the upcoming construction season. The schedules shown in Options 1 and 2 were developed with this goal in mind. Option 3 has a later bid opening date, and we anticipate that there would still be contractors interested in bidding the project. We have discussed holding a neighborhood open house on November 7. If the Feasibility Report is presented to the council in advance of the open house, any comments received will be included in the City Council packet for the public hearing.

Hultstrom supported reviewing the feasibility report before calling for a public hearing. Ms. Fauske reported Option 1 or 3 would allow the Council to review the feasibility report before calling the public hearing.

Poppe indicated he would rather have the bids out earlier rather than later. He noted he was leaning towards Option 2.

Cook stated he was more inclined to support Option 3 in order to avoid the Truth in Taxation Hearing.

Schulz commented he was not afraid of a long meeting and agreed it would benefit the City to get the bids out sooner rather than later. For this reason, he stated he supported Option 2.

Cook questioned if there could be something within the feasibility report that would make the Council want to stop the project. Ms. Fauske explained the scope of the

project could be changed after receiving the feasibility report. She indicated the feasibility report would outline the scope of the project while providing a detailed timeline and estimated costs.

Cook indicated he wants all of the information before taking action, but he understood it would benefit the City to get the bids out sooner rather than later. He reported his priority at this time would be to get the bid out early.

Hultstrom asked if the residual bonding got put into the financing for this project. Ms. Fauske stated this information would be included in the funding schedule within the feasibility report.

Hultstrom reported she wanted to see the feasibility study prior to calling for a public hearing. She noted the City went out for bid on its project in April of this year and still received competitive bids.

Hall anticipated the bidding environment would be very competitive this spring. He supported the City bidding the project in February or March.

**A motion was made by Hultstrom, seconded by Hall, to direct staff to schedule the project per Option 1, calling for a public hearing on October 28, 2024. The motion carried 5-0.**

**B. APPROVE CONTRACT WITH FIRE CHIEF MIKE COGSWELL**

Santillo stated during the August 13th Council Meeting, the HR Committee was asked to meet with Interim Fire Chief Mike Cogswell to discuss the Full-Time Fire Chief Position. On September 3rd, the HR Committee met with then Interim Fire Chief Cogswell to discuss the Full-Time Fire Chief Position. The recommendation from that meeting was for me to meet with Cogswell to discuss an Employment Agreement. City Administrator Shane Santillo and Interim Fire Chief Cogswell recently negotiated the attached draft employment agreement, which included input from Attorney Tietjen. This agreement will have a review after two years.

Santillo reported the Fire Chief position has a budgeted hourly rate of \$45.21 per hour and includes all benefits applicable under the City's Personnel Policy. The Fire Chief has asked for 80 hours of PTO to be put into his PTO balance upfront so to cover him in the early stages of his full-time employment with the city. The Fire Chief position is a supervisory position within the Fire Department and is considered an exempt position. Chief Cogswell has agreed that his expected start date would be Monday, November 4th, 2024.

**A motion was made by Hall, seconded by Schulz, to approve the employment agreement with Fire Chief Mike Cogswell.**

City Attorney Tietjen clarified the position was an exempt position because it was supervisory.

**The motion carried 5-0.**

Fire Chief Cogswell thanked the City Council for offering him this full time position.

Hultstrom indicated she was very happy to have Fire Chief Cogswell on board.

Poppe stated he was looking forward to having the enhanced services at the Osseo Fire Department. A round of applause was offered by all in attendance.

C. APPROVE AMENDMENTS TO KENNEDY & GRAVEN CONTRACT

Santillo stated the rates for services have not been updated since 2019. The rates have gone from \$33,000 per year to \$39,000 per year with our monthly premiums changing from \$2,750 per month to \$3,250 per month. The non-routine services will be billed at \$190 per hour up from the \$180 per hour rate. The contract also has Paralegal billing at \$125 per hour and law clerks up to \$110 per hour.

**A motion was made by Hall, seconded by Schulz, to approve amendments to the memorandum of understanding concerning legal services provided by Kennedy & Graven.**

Schulz thanked City Attorney Tietjen for her strong leadership on behalf of the community. He explained he supported the rate amendments as proposed.

**The motion carried 5-0.**

D. APPROVE ALLOCATION OF AMERICAN RESCUE PLAN FUNDS

Santillo stated in March 2021, Congress adopted the American Rescue Plan Act (ARPA) and that plan provided money to cities throughout the country. Under this Plan, the City of Osseo received \$299,215 in American Rescue Plan Act money to address the unique needs of the local community. The City has used a portion of the ARPA to replace lost City General Fund revenues, support a food shelf program, and intends to use the balance of the funds remaining, \$174,650, to finance public safety expenditures over the final three months of 2024. The use of these funds meets the criteria provided by the American Rescue Plan and it has been recommended the remainder of these funds be expended by the end of the current calendar year. The attached resolution identifies the ARP funds received, the compliance with the federal guidelines and use of the ARP funds remaining for public safety expenditures. City Staff has reviewed the resolution with legal counsel and recommends the adoption of the resolution by the City Council.

**A motion was made by Schulz, seconded by Cook, to adopt Resolution 2024-62, approving allocation of American Rescue Plan Funds for the Provision of Government Services under the Standard Allowance. The motion carried 5-0.**

E. APPROVE ACCOUNTS PAYABLE

Santillo reviewed the Accounts Payable with the Council.

Hall clarified Center Pointe Energy supplies gas and not electricity in Osseo.

**A motion was made by Cook, seconded by Schulz, to approve the Accounts Payable as amended. The motion carried 5-0.**

11. ADMINISTRATOR REPORT – None
12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen thanked the Council for supporting her contract. She noted she has served the City for the past 10 years and she looked forward to continuing her service with the City.

City Attorney Tietjen commented on the Red Pine Group presentation and noted this group appears to be very flexible regarding the cannabis terms. She indicated she would be bringing something back to the City Council real soon.

Hultstrom reported she recently attended a federal reserve webinar on YouTube.

Hultstrom thanked Realife for hosting a Mayoral Forum.

Hultstrom thanked the Public Works Department for putting purple lights in the Boerboom Park in recognition of Domestic Violence Month.

Hall commented on the 2024 Street Improvement Project noting this project was really looking good. He stated his neighbors were very happy with it.

Hall explained he recently attending a National Safety Conference and commented on the number of veterans that are being lost to suicide. He encouraged the public to check in on the veterans in their life. He also encouraged residents to check in on their neighbors.

Hall thanked the community for their great work on Minidazzle noting this event has been going on for 20+ years.

Hall stated he believed it was unethical that a candidate for the administrative assistant position had a member of the HR Committee's sign in their yard. He hoped this person would remove themselves from consideration for this position.

Cook congratulated Fire Chief Cogswell on his new position and stated the City was grateful to have him.

Cook stated he was really looking forward to the upcoming community sponsored events, which included the Halloween event, Small Business Saturday and Minidazzle.

Schulz thanked Daniel Beckman for completing his Eagle Scout project in the City of Osseo. He thanked staff and the American Legion for partnering with Mr. Beckman on this project.

Schulz welcomed Fire Chief Cogswell to his new position.

Poppe stated the school officially opened their playground and noted he attended a recent celebration for this new adaptive playground.

13. ANNOUNCEMENTS – None

14. ADJOURNMENT

**A motion was made by Hultstrom, seconded by Hall, to adjourn the City Council meeting at 7:55 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*