

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
January 25, 2021**

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, January 25, 2021. Due to the COVID-19 pandemic this meeting was held virtually.

2. OATH OF OFFICE

City Attorney Tietjen administered the Oath of Office to Councilmember Harold E. Johnson.

3. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Harold E. Johnson, Larry Stelmach, Alicia Vickerman, and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Community Management Coordinator Joe Amerman, Police Chief Shane Mikkelson, Fire Chief Mike Phenow, and City Attorney Mary Tietjen.

Others present: Shelly Cisewski and Tom Best.

4. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

5. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

A motion was made by Stelmach, seconded by Johnson, to accept the Agenda as presented. A roll call vote was taken. The motion carried 5-0.

6. CONSENT AGENDA

- A. Receive EDA Minutes of January 11, 2021
- B. Approve Council Minutes of January 11, 2021
- C. Receive December Lions Club Gambling Report
- D. Receive Planning Commission Minutes of January 19, 2021
- E. Approve Hire of Luke Wills for PT Seasonal Winter Help

Stelmach made a clarification to the Council minutes from January 11, 2021, on Page 9 stating he had reached out to all the applicants for boards, but had not reached Mr. Kelly, Ms. Quant, Ms. Bonn, and Ms. Schulz.

Johnson requested staff review the minutes from November and December of 2020 to ensure that all resolution numbers were included on the motions.

A motion was made by Stelmach, seconded by Johnson, to approve the Consent Agenda with the noted change. A roll call vote was taken. The motion carried 5-0.

7. MATTERS FROM THE FLOOR

City Administrator Riley Grams reported he had received a comment from Michelle Sillep at 601 3rd Avenue NE stating she would like the public to be updated on who was responsible for removing snow and ice from sidewalks in Osseo. Ms. Sillep explained she walks her dogs once a day and was having to walk down the middle of the street to avoid the blanket of ice on the sidewalks and sides of the streets.

Grams indicated residents are allowed a certain amount of time to clear their sidewalk of snow and ice. After this time, the Police Department does a visual inspection of the City and connects with property owners. He stated 99% of the time this clears things up.

Police Chief Shane Mikkelsen stated the City Ordinance allows residents up to 24 hours from the time snow stops falling to remove snow from their sidewalks. He explained he completed a full look at the City today and would be making connections on Tuesday, January 26, for the properties that have not cleared their snow yet. He noted he would be leaving warning tickets on people's doors. He encouraged residents to call his office to report sidewalks that have not been cleared. He explained he gives one warning per season and after this time citations can be issued.

Johnson questioned how the City addressed ice concerns. Grams stated it was important for residents to remove hard packed snow as quickly as possible to ensure it does not turn to ice.

8. SPECIAL BUSINESS

A. 2020 POLICE DEPARTMENT ANNUAL REPORT – Shane Mikkelsen, Police Chief

Police Chief Mikkelsen reviewed the 2020 Police Department Annual Report with the Council. He discussed the department's current staffing levels, and reviewed the call data along with the accomplishments from 2020. He commented on how COVID-19 impacted the department. He then addressed the challenges the department would be facing in 2021 noting he would continue to struggle to find officers and was working to prepare for the Officer Derek Chauvin trial in Minneapolis.

Johnson requested further information regarding citations and written warnings. Chief Mikkelsen described the difference between citations and written warnings.

Johnson requested further information regarding the different types of DUIs. Chief Mikkelsen discussed the different types of DUI' along with the associated charges and fines.

Further discussion ensued regarding the call data codes and it was noted the department had 10,000 calls for service in 2020.

Grams requested further information on the house and business checks completed by the Police Department. Chief Mikkelson reported the department offered home and business checks for property owners that are on vacation. He stated property owners simply had to email Police Administrative Assistant Felicia Wallgren or stop by the Police Department to fill out a form. He reported the department then checks on these properties and makes contact if any concerns arise.

Stelmach thanked the Police Department for providing this service to the residents and property owners.

Hultstrom asked if Chief Mikkelson reached out to some of the local tech schools that offered police training to find new candidates. Chief Mikkelson stated he has not done this, but noted he does have a relationship with Hennepin Technical College. He commented on how expensive it was to properly train officers and noted he relied heavily on part-time officers. He indicated there were fewer men and women going into law enforcement today than five or ten years ago. He explained he was always available to fill shifts if he was short on officers.

Chief Mikkelson ended his report by sharing events that occurred in 2020 and described how each of his officers were able to serve the community proudly and positively. He stated he was proud of how each of his officers serve especially after how tough 2020 was on the law enforcement community.

Vickerman thanked Chief Mikkelson for his dedicated service and thoughtfulness.

B. 2020 FIRE DEPARTMENT ANNUAL REPORT – Mike Phenow, Fire Chief

Fire Chief Phenow reviewed the 2020 Fire Department Annual Report with the Council. He reviewed the departments staffing levels, the calls for service, and provided an overview of the highlights from 2020. He commented he was pleased to see the Fire Department staffing levels stabilizing. He described the response the Fire Department provided to a large fire in Becker, Minnesota, and how the department has been impacted by COVID-19. He reported 16 of his staff members have already been vaccinated. He then discussed the challenges the fire department would face in 2021. He noted there was always a natural level of attrition within the department and he would continue to recruit new candidates.

Johnson requested further information on the continuing education firefighters must receive on an annual basis. Chief Phenow described how fires have changed over the years and commented on the continuing education and certifications firefighters receive on an annual basis.

Grams thanked Fire Chief Phenow and Police Chief Mikkelson for their strong leadership and dedicated service to the community.

C. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

| Donor | Amount/Item | Designated Fund |
|-------------------------------|-------------|-----------------|
| Harold & Gayle Johnson | \$750 | Beautification |
| Osseo Fire Relief Association | \$30,000 | Fire Equipment |
| Eldon Tessman | \$50 | Fire |

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2021-8, accepting donations from Harold E. & Gayle Johnson, Osseo Fire Relief Association, and Eldon Tessman. A roll call vote was taken. The motion carried 5-0.

9. PUBLIC HEARINGS – None.

10. OLD BUSINESS

A. APPROVE 2021 OFFICIAL COUNCIL APPOINTMENTS (Resolution)

Grams stated each year the City Council discusses the various appointments to Council committees and other boards. In late December staff sent an email to the Council asking for Council preferences to the committees and boards, and included a short description for each. Each Councilmember responded with their preferences. The Council should consider the responses, discuss them, and appoint Councilmembers to the various boards, committees, and other appointments via resolution.

He noted that former Councilmember Mark Schulz was willing to continue to serve as a representative with NWSCC and noted Grams would serve as the alternate.

Johnson requested he be removed from the Parks and Recreation Committee to allow the other two candidates to serve. He recommended Mayor Poppe serve on the HR Committee.

Poppe questioned if Johnson was interested in serving on the Risk Management Committee.

Johnson stated he could serve on the Risk Management Committee.

Hultstrom requested she be removed as Acting Mayor and be named Alternate Acting Mayor.

Stelmach asked to be removed from the Intergovernmental Relations Committee. He suggested Councilmember Vickerman serve on this committee.

Vickerman asked to be taken off the Human Resources Committee and noted she was interested in serving on the Intergovernmental Relations Committee.

Stelmach commented he would be interested in remaining on the HR Committee.

Poppe reviewed the list of appointments per the Council's discussion:

Council Appointments

| | |
|----------------------------------|---|
| Acting Mayor | Larry Stelmach |
| Alternate Acting Mayor | Juliana Hultstrom |
| Economic Development Authority | Harold E. Johnson, Duane Poppe, Larry Stelmach & Alicia Vickerman |
| Fire Relief Association | Duane Poppe |
| Heritage Preservation Commission | Harold E. Johnson |
| Shingle Creek & West Mississippi | |
| Watershed Management Commissions | Harold E. Johnson |
| Weed Inspector | Duane Poppe |

Council Committee Appointments

| | |
|---------------------------------------|--------------------------------------|
| Arts & Communications Committee | Alicia Vickerman & Juliana Hultstrom |
| Budget & Finance Committee | Harold E. Johnson & Duane Poppe |
| Human Resources Committee | Larry Stelmach & Duane Poppe |
| Intergovernmental Relations Committee | Alicia Vickerman & Juliana Hultstrom |
| Parks & Recreation Committee | Larry Stelmach & Alicia Vickerman |
| Public Safety Advisory Committee | Juliana Hultstrom & Larry Stelmach |
| Risk Management Committee | Larry Stelmach & Harold E. Johnson |

Resident Appointment

Northwest Suburbs Cable Communications Commission Mark Schulz

Hultstrom stated she had hoped to serve on the HR Committee this year. She noted she took extra classes with the League of Minnesota Cities but noted she would step aside.

Vickerman supported Stelmach and Hultstrom serving on the HR Committee.

Hultstrom discussed the benefit of having both male and female Council representatives on the HR Committee, but noted she would step aside again this year.

Stelmach explained he had 20 years of history in HR and would like to continue to serve on the HR Committee. He believed he could add value to this committee due to his work history.

Vickerman asked if a vote should be taken on the HR Committee position separately. Grams suggested a straw poll be taken for this appointment.

Vickerman supported Stelmach and Hultstrom serving on the HR Committee.

Johnson supported Poppe and Hultstrom serving on the HR Committee.

Hultstrom understood Stelmach had a great deal of history in HR and she believed Mayor Poppe would serve the community well on the HR Committee.

Stelmach indicated he would like to serve on the HR Committee with Mayor Poppe. He thanked Councilmember Hultstrom for stepping aside even after taking classes to educate herself.

Poppe questioned if there would be a way to include Hultstrom on HR issues. Grams stated there was nothing to prevent staff from including Councilmember Hultstrom on HR issues.

Poppe believed Hultstrom could add value to future HR issues.

Hultstrom thanked Mayor Poppe for the vote of confidence and for including her as an alternate.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2021-9, approving 2021 Official City Council Appointments as discussed. A roll call vote was taken. The motion carried 5-0.

B. APPROVE 2021 CITIZEN APPOINTMENT (Resolution)

Grams stated citizen appointments are made each year to various boards/commissions/committees. Most citizen appointments were made at the January 11 Council meeting. However, there was a bit of confusion due to several letters of interest submitted after the packet was prepared. There were three spots available on the Planning Commission and three letters of interest submitted by the Council meeting time of January 11: Michael Olkives, Kerstin Schulz, and Dee Bonn.

Grams explained two appointments were made to the Planning Commission on January 11, Michael Olkives and Kerstin Schulz. He requested the Council adopt a resolution appointing a third candidate to the Planning Commission.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2021-10, approving the appointment of Dee Bonn to the Planning Commission. A roll call vote was taken. The motion carried 5-0.

11. NEW BUSINESS

A. APPROVE HIRE OF SHELLY CISEWSKI AS CITY ACCOUNTANT

Grams stated with the resignation of City Accountant April Weller in November, the City Council approved the position posting and hiring process to find a new City Accountant. The position was posted and over 50 applications were received. All applications were reviewed and scored by City Administrator Riley Grams, Finance Consultant Gary Groen, and City Clerk LeAnn Larson. Interviews were conducted on December 29 with the top two scoring candidates (a third candidate removed their application from contention just before the interviews), which included City staff members and the Council Human Resources Committee.

Grams explained the Committee determined that Shelly Cisewski would be the best candidate for the position. Shelly impressed the Committee with her knowledge of Public Finance and her previous experience and educational background. The City conducted a thorough background check and found no issues, and all previous employers gave Shelly high remarks.

Grams reported the terms of Shelly's employment were negotiated, and she will be compensated at Grade 8, Step 4 (\$31.91 per hour) of the Osseo Compensation Plan. It is anticipated that Shelly will start on February 10. We thank April for her willingness to offer a smooth transition by leaving detailed plans for the new Accountant.

Shelly Cisewski introduced herself to the Council and discussed her employment background. She stated she was looking forward to working for the City of Osseo.

Stelmach congratulated Ms. Cisewski for being the top candidate for this position.

A motion was made by Hultstrom, seconded by Stelmach, to approve the hire of Shelly Cisewski as City Accountant. A roll call vote was taken. The motion carried 5-0.

B. APPROVE POLICE DEPARTMENT TRAINING SOFTWARE

Police Chief Mikkelson stated State Legislature mandates some new changes with training in Minnesota. He has been looking for a way to keep track of the training mandates for each officer. Frontline Training Tracker is a cloud-based system that provides a way to track officer training online instead of a spreadsheet. Even though this system was not set up for Minnesota training, it will fit. This system will cost \$576 per year, and Frontline has a yearly cost of \$900, which will save us money. Staff believed that Certified Crime Fighter is the training tracking system for our department.

A motion was made by Stelmach, seconded by Johnson, to approve an agreement with Certified Crime Fighting for training compliance. A roll call vote was taken. The motion carried 5-0.

C. APPROVE REZONE REQUEST FOR 216 4TH AVENUE SE AND 400 2ND STREET SE (Resolution)

Community Management Coordinator Joe Amerman explained current zoning code designates the parcels located at 400 2nd Street SE and 216 4th Avenue SE as C2N, Highway Commercial North. The intent of this district is to accommodate service type business uses primarily oriented to the driving public with needed parking facilities provided on site by owner. The intent of the R-1, One and Two-Family Residential District, is to recognize fully or partially developed one- and two-family residential areas including supporting public and semi-public facilities, to provide for future development of similar nature, and to protect the desired low intensity living environment from encroachment by conflicting land use. Despite the underlying zoning, the primary use of the property has always been residential, and the northern lot is the site of the Best residence. Staff reported the Planning Commission reviewed this request and recommended approval of the rezoning and that the \$500 rezoning fee be waived for the applicant.

Stelmach explained he spoke to Mr. Best earlier on the phone. He questioned how Mr. Best felt about the fees. Tom Best, the applicant, indicated he would appreciate a reduction in the fees.

Vickerman explained she spoke to Mr. Best, as well. She inquired if a precedent would be set if the Council were to waive the fees for this rezoning request.

Stelmach agreed setting a precedent would be a concern. He asked if staff recalled any time the City has waived fees for a rezoning. Grams reported he has been with the City since 2012 and he did not recall the City waiving fees. Stelmach stated he was hesitant to waive the fees.

Poppe agreed.

A motion was made by Stelmach, seconded by Vickerman, to adopt Resolution No. 2021-11, approving a request for rezoning from C2N, Highway Commercial North, to R-1, One and Two-Family Residential District, for the properties located at 216 4th Avenue SE and 400 2nd Street SE. A roll call vote was taken. The motion carried 5-0.

D. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

A motion was made by Johnson, seconded by Vickerman, to approve the Accounts Payable as presented. A roll call vote was taken. The motion carried 5-0.

12. ADMINISTRATOR REPORT

Grams reported he was excited to get new City Accountant Shelly Cisewski on board soon. He thanked staff members for filling the gap after the resignation of April Weller.

13. COUNCIL AND ATTORNEY REPORTS

Hultstrom reported on January 13 she virtually attended the Northwest Hennepin County League of Municipalities meeting where Highway 81 was discussed. She noted Hennepin County does not have Highway 81 in its CIP. Hultstrom welcomed Shelly Cisewski and Luke Wells to Osseo. She thanked all the residents who have reached out to her providing meals and assisting with snow removal while she has been ill.

Johnson welcomed Shelly Cisewski to the City. Johnson thanked Councilmember Vickerman for serving as the City's Blue Line representative. He noted the first virtual listening session was scheduled for Thursday, February 4, from 6-7 p.m. and again on Friday, February 5, from 12-1:00 p.m. Johnson explained the SBA was providing a Round 2 for PPP. He encouraged businesses to investigate to see if they qualify for this program.

Stelmach thanked staff for investigating what it would take to create a silent zone through Osseo for the train. Stelmach welcomed Shelly Cisewski and Luke Wills to the City of Osseo.

14. ANNOUNCEMENTS – None.

15. ADJOURNMENT

A motion was made by Johnson, seconded by Hultstrom, to adjourn the City Council meeting at 8:50 p.m. A roll call vote was taken. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther

Minute Maker Secretarial