

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
February 14, 2022**

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, February 14, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

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

Members absent: Councilmember Harold E. Johnson.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelson, Fire Chief Mike Phenow, 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 Stelmach, to accept the Agenda as presented. A roll call vote was taken. The motion carried 4-0.

5. CONSENT AGENDA

- A. Approve January 24 Work Session Minutes
- B. Approve January 24 City Council Minutes
- C. Accept Resignation of Police Officer Nick Englund
- D. Receive January Building Report
- E. Receive January Lions Club Gambling Report
- F. Receive January Fire Relief Association Gambling Report
- G. Approve City Clerk Training Request

A motion was made by Stelmach, seconded by Hultstrom, to approve the Consent Agenda. A roll call vote was taken. The motion carried 4-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. POLICE DEPARTMENT ANNUAL REPORT

Police Chief Mikkelson stated the police department had 9,300 case numbers in 2021. That includes calls for service (911 calls), officer initiated contacts, and office duties requiring a case number (background checks, firearm permit checks). It was noted in 2021 he lost two officers and hired two officers to make the full-time officer total seven. He noted the department has fluctuated between 5-7 part-time officers during the year. The accomplishments of the department for 2021 were highlighted and included starting a chaplain program, purchase of digital speed signs, redesign of the policy manual, and the hiring of two new officers. He explained the department was now down one officer, and the challenge for any department at this time is to hire officers. He stated he currently sees a deficient number of officer candidates applying for jobs and discussed how important it would be to retain current staff. He reported there would be another trial for the other three officers charged in the Chauvin incident which would have impacts on the policing community. He commented further on the goals for 2022, noting one specific goal would be to review and update the emergency management plan.

Hultstrom asked how many part time officers the department had at this time. Police Chief Mikkelson stated he currently had five or six part time officers.

Stelmach thanked Police Chief Mikkelson for his service to the community. He indicated he really appreciated the digital speed signs as this was helping drivers to slow the speed of their vehicles.

Vickerman requested further information regarding the number of calls for service in 2021. Police Chief Mikkelson reported the calls for service in 2021 were on par with 2020. He stated there has been a change in some of the laws which was requiring additional investigative time and energy from officers. He explained he was extremely proud of the work being done by his officers. Vickerman thanked the Osseo Police Department and each of its officers for their dedicated service to the community.

B. FIRE DEPARTMENT ANNUAL REPORT

Fire Chief Phenow stated given the challenges presented by COVID-19 pandemic, they did not actively recruit in 2020. They ramped up our recruiting efforts in the summer of 2021. After the application period closed in late summer, they had received eight applications. They conducted interviews, background checks, physical ability tests, and occupational health screenings. This process reduced the field to 3 candidates, who were presented to the council for hire in late fall. One came with existing certifications, one is getting enrolled in initial classes now, and the third had circumstances change that resulted in him no longer meeting the response time requirements. There were also five resignations this year. He then discussed the calls for service for 2021.

Fire Chief Phenow discussed the grants the department received noting in January, a donation of \$30,000 was received from the Osseo Fire Department Relief Association (OFDRA) to go toward the future purchase of fire trucks. In June, they received a grant from the CenterPoint Community Safety Grant program for \$2,500 in matching funds for

the purchase of 3 new Automated External Defibrillators (AEDs). This grant was matched by a \$2,945 donation from the OFDRA to provide the matching funds and complete the project. In June, they received a donation from the OFDRA for \$20,000 to go towards some necessary repairs to fire trucks. In September, they received a grant from the MN DNR's Volunteer Fire Assistance Grant Program for \$4,914 in matching funds for the purchase of 21 new pagers. This grant was matched by a \$4,914 donation from the OFDRA. Additionally, the truck repairs came in \$6,000 under budget, allowing those funds to be applied to this project and replace the entire fleet of 30 pagers.

Fire Chief Phenow reported in August of 2020, they were notified that they were awarded \$5,400 for the Round 13 (FY21, 7/1/2020 – 6/30/2021) Minnesota Board of Firefighter Training and Education (MBFTE) training reimbursement program. He stated they submitted training reimbursement requests for all training conducted in that period and, being the second year of the state biennial budget cycle, they received the full award amount of \$5,400 plus an additional \$9,264.19 in redistribution funds. In August of 2021, they were notified that they were awarded \$3,640 for the Round 14 (FY22, 7/1/2021 – 6/30/2022) MBFTE training reimbursement program. By the end of 2021, they had already submitted reimbursement requests for the full award amount. Because it is the first year of the state's biennial budget cycle, there is no opportunity for redistribution funds at the end of this fiscal year. They have structured our training schedule to minimize the paid training sessions in the first half of 2022 and instead concentrate them in the back half of 2022 and the first half of 2023 to maximize our ability to get those training costs reimbursed through redistribution funds. In October, they received \$16,918.52 from the State of Minnesota from the Fire State Aid program. Throughout the year, the City received various donations to the fire department from various citizens and businesses totaling at least \$2,174. In total, they were able to secure more than \$102,000 in additional, outside funding above and beyond the portion of our budget that is supported by tax proceeds.

Fire Chief Phenow explained the ongoing pandemic continued to present challenges in 2021. They continued to conduct our department meetings remotely from January through May (and again in January and February 2022). Some of the training at the beginning of both 2021 and 2022 was conducted remotely. He commented further on the progress that was made to the department manual and field operations guide. He noted the department had two new, custom-built mezzanines installed at the station this year. Labor and materials were donated by firefighter John Nyquist, his employer Spantek Expanded Metal of Hopkins, and EL-HY-MEC of Maple Grove. In December, they purchased and installed new shelving and storage totes to help make the best possible use of the new space provided by these new mezzanines. In addition, a range of new equipment was procured and put into service this year. In addition to the AEDs and pagers mentioned above, they added a number of items for safely operating at roadway incidents, including a stop/slow paddle, traffic control wands, road flares, and LED road flare discs. Additionally, they procured additional high-capacity batteries for our DeWalt hand tools as well as absorbent socks for absorbing, diking, and damming hazardous spills and bins and scoops for deploying oil dry at vehicle accidents.

Fire Chief Phenow stated in looking ahead to 2022, the ongoing pandemic continues to present challenges. Hopefully 2022 will see a wind-down of the pandemic and the opportunity to transition to more standard operations. With 24 members, they need to continue to recruit, hire, and train new people and will be pursuing this throughout the

year. In 2022, they would like to get the initial framework and foundational documents of our new Department Manual (policies, procedures, and guidelines) presented to the PSAC, recommended from the PSAC to the Council, and approved by the Council. After that, they hope to be able to continue to build out the Department Manual by creating additional policies, procedures, and guidelines. They plan to build and expand on the Field Operations Guide that were introduced in 2021. Finally, they hope to begin building a comprehensive financial model for the department in order to conduct broader analysis and strategic planning regarding the long-range needs of the department.

Stelmach thanked Fire Chief Phenow for the thorough report. He explained he was looking for to 2022 and how the Council can help the team.

Hultstrom stated she greatly appreciated how the OFDRA helps the Osseo Fire Department.

Vickerman commended Fire Chief Phenow for his tremendous efforts on behalf of the community.

C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Harold E. Johnson	\$750	Beautification
Doug and Michealle Wallgren	\$250	Police
Todd and Dawn Tessman	\$25	Fire

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2022-13, accepting a donation from Harold E. Johnson, Doug and Michealle Wallgren and Todd and Dawn Tessman. A roll call vote was taken. The motion carried 4-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF FEBRUARY 14, 2022

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and heard a presentation on Creating Compact and Connected Communities.

A motion was made by Vickerman, seconded by Stelmach, to Confirm the EDA Actions of February 14, 2022. A roll call vote was taken. The motion carried 4-0.

B. APPROVE POSTING FOR FULL TIME POLICE OFFICER POSITION

Police Chief Mikkelson stated the Council accepted the resignation of Police Officer Nick Englund under on the Consent Agenda. He explained the vacant position would fall under the Full Time Police Officer job description. It was noted this position would be covered by the Law Enforcement Labor Services Local #182 contract.

A motion was made by Hultstrom, seconded by Vickerman, to approve posting for the Full Time Police Officer position. A roll call vote was taken. The motion carried 4-0.

C. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

A motion was made by Vickerman, seconded by Stelmach, to approve the Accounts Payable as presented. A roll call vote was taken. The motion carried 4-0.

11. ADMINISTRATOR REPORT

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

Grams wished Councilmember Johnson a speedy recovery.

12. COUNCIL AND ATTORNEY REPORTS

Vickerman reported the Blue Line Extension Committee met and discussed the issues with the Green Line. She noted the planning stage was still moving forward at this time due to the projected growth in this area. Vickerman thanked Police Chief Mikkelson and Fire Chief Phenow for their reports and for serving the community well through the pandemic.

Hultstrom thanked Police Officer Englund for his dedicated service to the City of Osseo and wished him all the best at the City of Champlin. Hultstrom wished Councilmember Johnson all the best and hoped his health would be fully restored.

Stelmach wished Councilmember Johnson all the best. Stelmach thanked Police Officer Englund for his service to the Osseo Police Department. He thanked Police Chief Mikkelson and Fire Chief Phenow for their reports. Stelmach thanked the community for keeping the fire hydrants free and clear of snow this winter.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, February 21 for President's Day.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Vickerman, to adjourn the City Council meeting at 7:46 p.m. A roll call vote was taken. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial