

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
August 22, 2022**

1. CALL TO ORDER

Acting Mayor Larry Stelmach called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, August 22, 2022.

2. ROLL CALL

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

Members absent: Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelsen and City Attorney Mary Tietjen.

Others present: Laura Brant, Interim Executive Director of the NHCC Foundation.

3. PLEDGE OF ALLEGIANCE

Stelmach led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Stelmach asked for additions or deletions to the Agenda.

**A motion was made by Hultstrom, seconded by Vickerman, to accept the Agenda as presented. The motion carried 4-0.**

5. CONSENT AGENDA

- A. Receive August 8 EDA Minutes
- B. Approve August 8 Council Minutes
- C. Approve Promotion of Firefighter Luke Churchill to Lieutenant 13
- D. Approve Termination of Firefighter Nic Martinson
- E. Approve Community Center Rental Fee Waiver for Lions Halloween Event on October 29
- F. Approve Gateway Sign Fee Waiver for American Legion Riders Chili Event on October 29
- G. Receive July Fire Department Gambling Report
- H. Receive July Fire Department Activity Report
- I. Receive July Lions Club Gambling Report
- J. Receive July Hockey Association Gambling Report

**A motion was made by Johnson, seconded by Vickerman, to approve the Consent Agenda. The motion carried 4-0.**

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. NORTH HENNEPIN COMMUNITY COLLEGE FOUNDATION CITY GOLF CLASSIC TROPHY PRESENTATION

Laura Brant, Interim Executive Director of the NHCC Foundation, presented the City with the North Hennepin Community College Foundation City Golf Classic Trophy and congratulated Mayor Poppe on his efforts during the golf tournament in June.

B. APPROVE SPECIAL EVENT PERMIT FOR DUFFY’S LIONS ROAR PARTY

Grams requested the Council approve a special use permit for Duffy’s Lions Roar Party which will be held on September 9, 2022, from 8:00 a.m. to 1:00 a.m. on September 10, 2022. He commented further on the plans for the Lions Roar Party and recommended approval.

**A motion was made by Hultstrom, seconded by Vickerman, to approve a Special Event Permit for Duffy’s Lions Roar Party. The motion carried 4-0.**

C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Norman Lerbs, Darin Lerbs, & Corey Lerbs	\$500	Police
Norman Lerbs, Darin Lerbs, & Corey Lerbs	\$500	Fire
Osseo Fire Relief Association	\$1,000	Fire Equipment

Staff recommended the Council accept the donations.

**A motion was made by Johnson, seconded by Hultstrom, to adopt Resolution No. 2022-49, accepting a donation from Norman Lerbs, Darin Lerbs, Corey Lerbs and the Osseo Fire Relief Association. The motion carried 4-0.**

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE POLICE LIEUTENANT POSITION DESCRIPTION

Police Chief Mikkelson reported staffing amongst police departments has become a problem. They have watched as policing has taken its share of very public hits, causing a breakdown of trust between the public and policing. That breakdown has a side effect on public perception and confidence in policing itself. It has caused a vacuum of sorts, with staffing taking the biggest hit. Chief Mikkelson has watched hundreds of police

officers leave their careers to work in other professions; many leave with medical issues, and others that are still working in the field, question their career choices. These losses within the profession have now caused agencies to have many vacancies, causing agencies to do whatever they can to recruit and retain police officers. They have also watched as this breakdown has caused good people to choose to work in other career fields.

Police Chief Mikkelson stated that 2022 posed many issues in the police department; four officers have resigned in the last year to other agencies. In 2022, two officers resigned, one in February and one in June. For the officer hiring process, they had 12 applications, and six people showed up for the interviews. They hired two officers, but they will not be ready to be on their own until November of this year. Then recently, they lost another officer to a medical issue. The department has also been working with part-time officers to fill the schedule for many years. With the current issues within policing, they are struggling to fill vacation time with part-time officers. With the staffing issues in other departments, it is hard to get officers that work in other departments to commit to working here. It is challenging to find non-current officers to work part-time since there are so many full-time openings and a lack of candidates. They have in the past relied on retired officers working part-time, but now when an officer retires, they are leaving the policing field.

Police Chief Mikkelson explained this has caused them to be short-staffed with little or no help filling any time off. Chief Mikkelson has advised all officers that short-term vacations are denied, long-term vacations are not guaranteed, and he needs to know any time off requested through the end of the year. At the current staffing levels, they have had many hours of overtime this summer. After much discussion, creating a Lieutenant position within the police department would help the most with the least amount of budget impact. The first step is creating a job description for the position. The position would be salaried to help with short-term schedule fills and meet the department's demands. This position would help with administrative tasks and supervising officers within the department.

Vickerman stated she appreciated how this position would provide another step within the department in hopes of being able to retain good officers. She explained she did not like hearing about how stretched thin the department was at this time. Police Chief Mikkelson commented on how the new position would assist with future succession plans as well.

Johnson questioned what hours the current department worked and asked if this position would be filled internally or externally. Police Chief Mikkelson commented on the departments current staffing model noting the full-time officers work 12-hour shifts that were either 6:00 a.m. to 6:00 p.m. or 6:00 p.m. to 6:00 a.m. He explained the position would be posted internally.

Johnson asked when this position would be filled. Police Chief Mikkelson anticipated the Lieutenant position would begin in 2023.

Hultstrom inquired if this would be a union position. Grams clarified that this would be a non-union position.

Hultstrom explained she fully supported the proposed position and thanked the officers within the Osseo Police Department for their dedicated service to the community.

Stelmach supported the Police Chief expediting this hiring in order to provide for more coverage within the department.

**A motion was made by Hultstrom, seconded by Vickerman, to approve the Police Lieutenant Position Description. The motion carried 4-0.**

**B. APPROVE POSTING FOR FULL-TIME POLICE OFFICER POSITION**

Police Chief Mikkelsen stated this position would fall under the Full-Time Police Officer job description and backfill for the promotion to a Lieutenant within the agency. This position would be covered by the Law Enforcement Labor Services Local #182 contract.

Johnson asked if the department was under budget for 2022. Police Chief Mikkelsen stated this would be hard to tell because he was under for officers, but overtime was being used. He commented further on the struggles of hiring new officers. He discussed the Pathways to Policing program that was proposed by the governor that would assist in getting more people into policing.

**A motion was made by Hultstrom, seconded by Johnson, to approve posting for the full-time Police Officer position.**

Vickerman believed that Osseo was a desirable City to work for and she thanked Chief Mikkelsen for creating a great working environment within the police department.

**The motion carried 4-0.**

**C. APPROVE LEASE EXTENSION FOR HENNEPIN COUNTY LIBRARY BRANCH**

Grams stated the current lease agreement between the City of Osseo and the Hennepin County Library system to house a branch inside of City Hall is set to expire on December 31, 2022. Hennepin County Staff and Osseo Staff have discussed a lease extension for a term of 5 years beginning on January 1, 2023 and ending on December 31, 2027. The lease itself remains unchanged. Staff reviewed the lease that extends the lease for a term of five additional years. The Osseo Library branch has been a great resource for residents and visitors for years, dating back to 2002. Beginning in 2017, the County began paying the City \$1,000 annually to cover the costs of utility (electric, gas and water) services for the space. The Risk Management Committee consulted on the most recent lease extension and have agreed to the terms and directed Staff to bring the lease extension to the City Council for consideration.

**A motion was made by Johnson, seconded by Vickerman, to approve the Lease Extension with Hennepin County Library for a term ending December 31, 2027. The motion carried 4-0.**

**D. APPROVE TOBACCO LICENSE FOR OSSEO SMOKES & VAPES, LLC**

Grams explained Aymane Ross Hajji has submitted a new application for a tobacco license to open Osseo Smokes & Vapes, LLC., at the property located at 124 County Road 81 N. A pro-rated amount of \$229.17 for eleven months has been received for the remainder of the July 1, 2022 – July 1, 2023, license period. The background investigation fee was received, and the investigation was completed by the Police Department. The Council should allow for public comment to consider approval of the tobacco license.

**A motion was made by Hultstrom, seconded by Vickerman, to open the public comment period at 7:47 p.m. The motion carried 4-0.**

**A motion was made by Hultstrom, seconded by Vickerman, to close the public comment period at 7:48 p.m. The motion carried 4-0.**

**A motion was made by Hultstrom, seconded by Vickerman, to approve the tobacco license for Osseo Smokes & Vapes, LLC with prorated fees for eleven months. The motion carried 4-0.**

E. 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. The motion carried 4-0.**

11. ADMINISTRATOR REPORT

Grams reported he was looking forward to attending Lions Roar again this year.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom congratulated Luke Churchill for being appointed to the Lieutenant 13 position. She welcomed Osseo Smokes and Vapes to the City.

Hultstrom commented on the matters that were discussed by the LMC HR and Data Practices Committee last week.

Vickerman thanked the City and Staff for another great year of Music and Movies in the Park.

13. ANNOUNCEMENTS

Stelmach encouraged the public to attend Music and Movies in the Park on Tuesday, August 23, 2022, at 7:00 p.m. where Sparks School of Music will be playing and Sing 2 will be screened at dusk.

Stelmach encouraged the public to attend the Delinquents Car Club and Union Speed and Style Car Pinewood Derby Event on Saturday, August 27, 2022, at 3:00 p.m.

Stelmach invited the public to attend Lions Roar on Friday, September 9 and Saturday, September 10, 2022.

Stelmach explained the Osseo farmers market would run each Tuesday through September from 3:00 p.m. to 7:00 p.m.

Stelmach stated City Hall would be closed on Monday, September 5 for Labor Day.

14. ADJOURNMENT

**A motion was made by Hultstrom, seconded by Vickerman, to adjourn the City Council meeting at 8:03 p.m. The motion carried 4-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*