

**OSSEO CITY COUNCIL  
WORK SESSION MINUTES  
January 23, 2023**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:02 p.m. on Monday, January 23, 2023.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelson, and Community Management Coordinator Joe Amerman.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS ADMINISTRATIVE CITATIONS

Amerman stated at the October 25, 2021, Work Session meeting Staff laid out a summary of the City's current policy of code enforcement, and how that might be reinforced or improved through the use of administrative Citations. Administrative citations are a form of civil fine gaining popularity in Minnesota as a tool to use in response to the violation of local ordinances. They are considered an improvement upon existing practices for a number of reasons, but primarily because they serve an intermediate step between 'no enforcement' and intervention by the Council, which is the ultimate conclusion of the current model. This high-level intervention is often inappropriate for the kind of low-level infringements which constitute the majority of violations. In contrast, administrative citations, given by code enforcement officers with an ongoing understanding of the violation (and violators).

Amerman reported at that 2021 work session meeting the Council was generally supportive but requested that Staff return with a more specific list of the kinds of violations which would be addressed by administrative citations before proceeding further. With that direction, Staff and the Police Department met and compiled a list. This list has been supplemented with examples of the fee amounts neighboring or similar cities impose for the equivalent violations. The different types of administrative citation models were reviewed with the Council and Staff requested feedback on how to proceed.

Vickerman requested further information on how citations could be entered into the Tyler system. Amerman discussed how police would be able to access the Tyler system in order to write and track citations from their squad cars. Police Chief Mikkelson

discussed how administrative citations allowed the City to control the outcome, versus the courts.

Schulz commented he would like to be in a position where something like this didn't have to be considered. However, he appreciated how the City would benefit from having its own administrative citation process and explained he was in favor of the City pursuing an administrative citation process.

Hultstrom indicated she supported the City moving forward with its own administrative citation process as well with higher fines being imposed.

Vickerman supported the City moving forward with an administrative citation process as well.

Amerman explained he would work on drafting an administrative citation program and would report back to the Council at a future work session meeting.

#### B. DISCUSS POLICE RESERVES DUTIES

Police Chief Mikkelson stated the Osseo Police Reserve program is a group of dedicated volunteers that assist the department in many ways. Even though the reserves do not have arrest authority, they are trained as if they do. We have trained all our reserves on Use of Force, Taser, and OC training. Each reserve has attended reserve school through the Hennepin County Sheriff's Office. They help with weekend patrols, crowd control at city celebrations, and acting for officers during scenario based training.

Police Chief Mikkelson reported in the past year, our reserve coordinators have investigated expanding our reserves' role to utilize their training and helping spirit. The main change we request is to allow the reserves to issue citations for city ordinances and State statute parking violations. This would help officers during snow emergencies when managing the issuing citations and call load can become difficult. Reserves would be able to concentrate on city ordinances and parking violations when they do their weekend patrols or are called in to help.

Police Chief Mikkelson explained Staff has also identified other areas where reserves could be helpful for our officers. These situations would be at the officer on duty's discretion, such as impounding vehicles, transporting non-violent suspects to jail, helping on medical calls, and having them move vehicles to and from service calls. These new duties would take some extra training and policy updates but can be accomplished. Staff is seeking input from Council on these subject areas to move forward with the reserve program. Staff asked if the Council was comfortable with the police reserves writing citations for City Code issues.

Hultstrom and Vickerman stated they supported the police reserves writing citations for City Code violations. Police Chief Mikkelson explained this would help the department tremendously when they are understaffed.

Schulz stated he could support this if the police reserves were properly trained, but questioned if these volunteers wanted to have more responsibility. Police Chief Mikkelson explained he spoke to the police reserves about this matter and they

supported having more responsibility. He noted the City had a new reserve coordinator which was creating more organization for this group. He stated another option for the Council to consider would be to hire a part-time Community Service Officer (CSO).

Police Chief Mikkelson explained he would also like police reserves be able to assist officers with impounding vehicles, searching vehicles, transporting non-violent suspects to Hennepin County Jail, and helping on medical calls. He reported he may need to provide training to the police reserves in order to assist them with responding on medical calls. He stated the feedback he has received from the reserves, is that they would like to provide more assistance to the police officers. He explained the City would assume more liability if the reserve officers were allowed to take on these responsibilities.

Schulz stated he supported the leadership team evaluating these changes and bringing forward a recommendation to the Council. He appreciated the fact Police Chief Mikkelson was evaluating the needs of the department and was finding solutions.

Vickerman agreed and noted she supported the Police Chief's recommendations and appreciated the fact he was finding new ways to meet the needs of the Police Department.

Johnson questioned what the benefits were of serving as a reserve police officer. Police Chief Mikkelson explained many of the reserve officers were in training to be a police officer and this position provided valuable training and experience. He stated in the past the City has hired reserve officers full time once they complete their training. He commented further on how difficult it was for him to schedule part-time officers which led him to pursue enhancements within the City's police reserve program.

Johnson asked if the police reserves were eligible for workers comp if injured on the job. Grams stated he would investigate this further with the LMC. He reported it was his understanding the volunteers working on behalf of the City would be covered by LMC.

Schulz appreciated the great people the City had within the police reserve program and noted the Council may have to consider a CSO program in the near future.

Vickerman agreed stating she was proud of the fact the City had six individuals that were willing and able to serve the City in the police reserve program. In addition, she appreciated the fact that they were willing to take on more responsibilities. She supported the City giving the police reserves more to do.

Poppe stated he supported the police reserves program being expanded as recommended by the Chief Mikkelson.

Further discussion ensued regarding the shortage of police officers in the State of Minnesota.

Hultstrom supported the Council having a discussion regarding a CSO program.

Poppe recommended the Public Safety Advisory Commission discuss this matter as well.

5. ADJOURNMENT

The Work Session adjourned at 6:46 p.m.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*