



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, November 13, 2017
7:00 p.m., Council Chamber

MAYOR: DUANE POPPE COUNCILMEMBERS: HAROLD E. JOHNSON, MARK SCHULZ, LARRY STELMACH, ANNE ZELENAK

1. **Call to Order**
2. **Roll Call [quorum is 3]**
3. **Pledge of Allegiance**
4. **Approval of Agenda [requires unanimous additions]**
5. **Consent Agenda [requires unanimous approval]**
 - A. Approve Council Minutes of October 23
 - B. Receive September Osseo Maple Grove Hockey Association Gambling Report
 - C. Receive September Northwest Area Jaycees Gambling Report
 - D. Receipt October Building Report
 - E. Receive October Fire Department Relief Association Gambling Report
 - F. Receive October Lions Gambling Report
 - G. Consider Statutory Tort Limits for City's Liability Coverage
 - H. Receive October American Legion Gambling Report
6. **Matters from the Floor**
7. **Special Business**
 - A. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Confirm EDA Actions of November 13
 - B. Receive Feasibility Reports & Order Improvement Hearings for 2018 Street & Alley Projects – Lee Gustafson, WSB & Associates
 - 1) Street Project (Resolution)
 - 2) Alley Project (Resolution)
 - C. Approve Osseo Compensation Study and Job Description Final Report – Julie Urell, Springsted
 - D. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Adjournment**

Announcements:

City Hall Closed for Thanksgiving, Nov 23 and 24

The City of Osseo's mission is to provide high-quality public services in a cost-effective, responsible, innovative, and professional manner given changing needs and available resources.

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
October 23, 2017**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:04 p.m. on Monday, October 23, 2017.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Staff present: City Planner Nancy Abts, Public Services Director Rick Hass, Finance Officer Teri Portinen, and City Attorney Mary Tietjen.

Others present: Gary Groen, Matt Mayer, Jesse Dickinson, and Michael Olkives.

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

5. CONSENT AGENDA

- A. Receive EDA Minutes of October 9
- B. Approve Council Minutes of October 9
- C. Receive Planning Commission Minutes of October 16
- D. Receive September American Legion Gambling Report
- E. Receive September Fire Relief Association Gambling Report
- F. Receive September Lions Club Gambling Report
- G. Receive September Fire Report

A motion was made by Schulz, seconded by Stelmach, to approve the Consent Agenda. The motion carried 5-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

City Planner Nancy Abts stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
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JP Schmitz Construction Co LLC	\$ 300	Gateway Sign Fund
Osseo American Legion	\$5,000	Music in the Park
Duffy's Bar & Grill	\$ 150	Minidazzle
Osseo American Legion	\$5,000	Beautification/Flower Fund
Harold E. & Gayle Johnson	\$ 300	Beautification/Flower Fund

(in memory of Russell Anderson, Reta Gray & David Potvin)

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2017-66 accepting donations from JP Schmitz Construction, Osseo American Legion, Duffy's Bar & Grill, and Harold E. & Gayle Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE LEASE WITH SPRINT COMMUNICATIONS FOR SOUTH WATER TOWER CELL ANTENNA

City Attorney Mary Tietjen explained the City Council considered a draft lease at the October 9 Council meeting; however, the wrong version of the lease was included in the packet. Council asked staff to bring the corrected version back for consideration. The final version of the lease includes the two sections the Council questioned. The first is on Page 1, Leased Premises, which states the Property consists of approximately "277.875 square feet." The second is on Page 8, Lease Termination, a(vi), which states: "...by Tenant for cause if the Leases Premises become unacceptable for documented technological reasons that are provided to the Landlord along with Tenant's written notice of termination, and are the result of changes in the Tenant's Antenna Facilities design or engineering specifications." No other changes have been proposed. Staff recommended approval of the lease with Sprint Communications.

A motion was made by Schulz, seconded by Stelmach, to approve the lease with Sprint Communications for South Water Tower Cell Antenna. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE REPLACEMENT OF CITY HALL ROOF TOP AC/HEAT UNITS

Public Services Director Rick Haas stated this summer the City was hit with a hail storm that damaged the condenser coils on all four roof top units (RTUs). Insurance has paid \$11,800 to the City for the replacement of the coils. The RTUs are over 15 years old and the City was told last year (during an annual maintenance inspection) that several of the heat exchangers will need to be replaced soon. Staff recommends replacing the units with new ones and applying the funds from the insurance company towards the cost of the replacement. There is also an old air conditioning unit that has a bad compressor for the City Hall lobby. It was noted the City was unable to replace the compressor because that replacement part is no longer available. Staff recommended replacing this unit with a new one. The City has received estimates from two companies and recommends having Cedar Heating and Air replace the four RTUs and one A/C unit.

Stelmach asked what type of warranty would come with the new units. Public Services Director Haas believed the units came with a three-year warranty but would verify the term. Stelmach requested staff speak with the vendor to see what type of warranty they would be offering and get this in writing.

Schulz stated he would like to see staff better utilizing the zones within the heating system for the Community Center in order to keep the areas temperature controlled. Public Works Director Haas explained he was aware of this situation and reported dampers may have to be installed to address this concern.

Poppe questioned if the HVAC units were properly sized for City Hall. Public Works Director Haas reported the units were properly sized.

A motion was made by Stelmach, seconded by Johnson, to approve the Cedar Heating and Air quote to replace City Hall RTUs and A/C unit, less insurance, contingent upon receiving warranty information from the vendor.

Stelmach asked if this item should come back to the Council for further review after additional information was available regarding the extended warranty. Public Works Director Haas explained this would be a separate purchase and would come before the Council at a future meeting for its consideration.

The motion carried 5-0.

B. APPROVE CONDITIONAL USE PERMIT AT 340 CENTRAL AVENUE

Abts stated Jesse Dickinson has applied for a Conditional Use Permit for 340 Central Avenue. Jesse and his brother Jordan are co-owners of a coachbuilding business Union Speed and Style. Pending City approval, the business will purchase 340 and 332 Central Avenue. The business will move from its current location in Monticello to Osseo. Before the move, the proposed business will also need to apply for a Site/Building Plan approval. Building, electrical, and mechanical upgrades are also needed before the space is occupied.

Abts explained the property is in the Central Business District (CBD) and is currently owned by Premier Bank. The proposal includes roughly 1,400 square feet of space as public retail, showroom, and meeting space. There is also 5,400 square feet of work space and associated storage. Another 765 square feet will be leased to a to-be-determined tenant.

Abts reported the applicant does not indicate on-site parking in the site plans. Approximately seven unmarked off-street parking spaces are currently located on the neighboring 332 Central property, and approximately seven on-street parking spaces are located immediately adjacent to the property. For an Artisan Manufacturing use, the minimum number of off-street parking spaces is 0.75 per each employee on maximum shift or one per 1,500 square feet. This would result in eight spots with a maximum of ten employees (five spots would be required based on the square footage). Staff believes two compliant parking spots could be located in the rear of the building. This property is located in the Central Business District, and the City Council may approve off-street parking reductions in the CBD. Other facets of this proposal have been reviewed by City staff and found to be acceptable for this property and zoning district. Abts noted the Planning Commission reviewed this item at its October 16 meeting and recommended approval with conditions. She explained staff had spoken with the City Attorney and was

recommending approval with conditions 3 and 6b included, in order to make the CUP easier to enforce.

Schulz asked whether the Planning Commission minutes were included in the Council packet. He questioned why staff was trying to enforce the closing of facility doors during public events. City Attorney Tietjen explained this condition was drafted in order to assist the City with enforcing facility door concerns.

Schulz stated he did not have any issue with removing condition 3 and condition 6b from the recommendation for approval. He explained he could also support the removal of condition 2 as he believed this would be difficult for the City to enforce. Abts reported this condition was drafted to address concerns raised by adjacent neighbors that had concerns there could be 'hot rods racing up and down the streets'.

Stelmach asked if it was the applicant's intention to drive vehicles through the residential streets. Jesse Dickinson, Union Speed and Style, stated this would not be his intention. He explained he would primarily be test driving his vehicles down Main Street and out of town.

Stelmach supported the removal of condition 2 as well.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2017-67 approving the Conditional Use Permit request for the property at 340 Central Avenue subject to the following conditions, removing conditions 3 and 6b:

- 1) Vehicle Storage. Any vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view;
- 2) Test Drives. Vehicles undergoing repair or maintenance at the property may be driven through residential districts no more than five times in any seven-day period.
- 3) ~~(Facility doors. Exterior doors connecting to the Artisan Manufacturing work space shall remain shut during public events in neighboring Boerboom Park (e.g., Music in the Park), except for entering and exiting of vehicles or deliveries and during cleaning and shop maintenance to allow for ventilation. The City will provide at least 24 hours advance notice of such events. Doors shall not be open for periods exceeding 12 hours without prior written approval from the City.) (Planning Commission recommends removing this condition.)~~
- 4) Public storefront. The structure shall maintain a retail storefront or show room, open to the public during posted business hours.
- 5) Urban form. The structure shall retain existing setbacks along Central Avenue and 4th Street NE.
- 6) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:
 - a) Artisan manufacturing activities, to include light metal fabrication, upholstery, and coachbuilding shall occur solely within an enclosed building (Osseo City Code § 153.009).
 - b) ~~(Any vehicle being driven off the property by Applicant after undergoing repair or maintenance shall at all times meet all requirements imposed by the State of Minnesota regarding vehicles traveling on public roadways;) (Planning Commission recommends removing this condition.)~~

- c) No auto wrecking, junk, and salvage shall be stored on properties in the Central Business District (Osseo City Code § 153.037). Materials established in conjunction with a permitted manufacturing process do not constitute “junk”, when within an enclosed area or building (Osseo City Code § 153.009).
- d) Any waste tires or other materials and equipment must be stored inside an enclosed space or properly screened from public view (Osseo City Code § 153.054) and protected from the elements so as not to provide habitat to rodents or insects (Osseo City Code § 93.18);
- e) The Artisan Manufacturing use shall have negligible impact on surrounding properties and shall abide by the Performance Standards (Osseo City Code § 153.050) and Public Nuisance requirements (Osseo City Code § 93.15 - § 93.19);
- f) Any trash enclosure must be screened from public view (Osseo City Code § 153.057);
- g) Modifications to the building shall be in accordance with Osseo City Code and the approved site and building plan on file with the City (Osseo City Code § 153.153);
- h) Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090 - § 153.098;
- i) If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;
- 7) Open to Inspection. During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer, when accompanied by Applicant, for inspection to determine compliance with the stated conditions of approval. Inspections shall follow safety protocols established by Applicant.
- 8) Recording Requirement. The City of Osseo will memorialize this conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 120 days of its adoption by the City.
- 9) No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
- 10) Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
- 11) Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
- 12) Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.

Schulz stated he would hate to see this motion fail because condition 2 was not also removed. Mr. Dickinson stated he was comfortable with leaving condition 2 in place.

Stelmach anticipated it would be extremely difficult for the City to enforce condition 2 and for this reason he believed it should be removed.

Johnson understood that several residents had brought their concerns to staff and because of this condition 2 was drafted. He stated he would like to see the condition remain in place, in case a situation was to arise in the future.

Stelmach explained that a test drive would not be conducive on a residential street where traffic would have to stop and go between stop signs. He encouraged the Council to not pass legislation that would not be enforced.

Schulz commented he would support the removal of condition 2, along with Stelmach. He asked if there was one more Councilmember that was in agreement to have this condition removed.

Poppe stated he would like condition 2 to remain in place given the fact the CUP would remain with the property and not simply the business owners.

Stelmach said he, too, would support condition 2 remaining in place for the reason stated.

The motion carried 5-0.

C. APPROVE COMPUTER PURCHASE FOR FINANCE OFFICER

Abts commented the Finance Officer has been dealing with many issues relating to her current desktop computer, including random computer crashes and re-boots. The City's IT Consultant, Element Technologies, reports that the issue is the hard disk drive controller on the motherboard randomly loses communication with the hard disk drive, causing the computer to crash. Since the hard disk controller is built on the motherboard, and the warranty expired on February 12, 2017, the recommendation is to replace the desktop computer.

Abts stated according to the City's IT replacement schedule, the Finance Officer's desktop computer isn't scheduled to be replaced until 2020; however, due to the overwhelming issues with her current desktop computer, Element recommends replacing the computer. Staff reviewed a quote from Element Technologies. The quote includes a converter cable so it can support dual monitors. Element staff considered adding Microsoft Office software, but opted to offer Office365. This will save a larger upfront cost, but instead, add an additional \$8.50 per month on the City's Office365 bill. This will allow the Finance Officer to have the latest version of Office at all times and is typically a better deal for most of its clients. It was noted the quote also includes costs associated with setting up the computer and installing all the necessary equipment and software.

Schulz asked if the Council should be paying \$8.50 per month to have the most up to date Office 365 at all times. Finance Officer Teri Portinen stated she did not have the knowledge to answer this question.

Johnson questioned if the City should be purchasing a Dell when the Police Department just purchased a Lenovo through the State purchasing contract at a lower price.

Schulz anticipated the few hundred dollars that could be saved would not be worth it given the fact the existing computer has failed and there would be a loss of productivity if the Council did not take action. He recommended that all future quotes from Element be accompanied by State bid pricing.

A motion was made by Johnson, seconded by Stelmach, to approve the Element quote for \$1,654.92 for a new desktop computer for the Finance Officer.

Schulz noted the quote from Element expired three days ago. It was his hope that this quote would still be honored. Finance Officer Portinen reported City Administrator Grams had contacted Element and made them aware of the City Council's timeline and noted Element would honor the quote.

The motion carried 5-0.

D. APPROVE AGREEMENT WITH BERGANKDV FOR AUDITING SERVICES FOR YEARS 2017-2021

Gary Groen, Finance Consultant, stated the City Council directed staff to post Request for Proposals for City Auditing Services earlier this year. The Council used the Budget and Finance Committee, including several key Finance staff members, to review the proposals and make a formal recommendation to the City Council.

Groen explained the RFP process yielded five proposals. One of the firms that responded is not licensed to do this work in the State of Minnesota, and was eliminated from contention. The Committee carefully reviewed the four remaining proposals and met on September 25 to discuss and formulate a recommendation.

Groen commented after reviewing the proposals and relying on the experience and recommendations from Committee members (which includes a former CPA and a staff member who used to perform such audits), the recommendation was to enter into an agreement with the City's current auditing firm, BerganKDV.

Groen stated BerganKDV has been the City's auditing firm for the past six years. It has extensive knowledge in the area of municipal finances, it knows City staff and works well with them, and is able to provide all the necessary auditing expertise Osseo needs. While BerganKDV wasn't the overall lowest responder in terms of cost, the committee felt it was the logical and best choice for the City. If the City opted to choose a new and different firm, the amount of staff time needed to bring the new firm up to speed would be significant. Staff believes it would cost the City \$2,000 or so in additional staff time (hourly costs for both our Financial Consultant and Ehlers & Associates). This does not include the additional time of the Finance Officer, who is a salaried staff member. Additionally, with the complexity of TIF agreements and financing of capital improvements, there were concerns with the other firms potentially not being able to produce necessary statements by the early May deadline, resulting in additional publication costs to the City (when compared to publishing the info in our Osseo Outlook newsletter).

Groen reported staff was able to negotiate a lower yearly cost as well as a longer agreement (five years instead of three years). This shows the strong commitment and positive working relationship BerganKDV has with the City of Osseo. Staff noted the Audit Year Ending Pricing is as follows:

2017	\$23,200
2018	\$23,575
2019	\$24,125
2020	\$24,725
2021	\$25,300

Schulz understood the City's TIF Districts were challenging to manage and requested staff provide further information on this topic. Groen explained the City has spent a great deal of time with each audit to ensure all financial reporting lines up with all of the TIF agreements. He indicated this was a complex and time-consuming process. He anticipated a great deal of time would have to be invested if a new firm was involved in the TIF reporting.

Schulz asked why the TIF contracts were being put together in such a complex manner and expressed concern with the fact that these were requiring additional staff and consultant time. Groen commented on the complexity of these agreements and believed it would benefit the City to continue working with the staff at BerganKDV versus pursuing another audit firm given the amount of time that would be required to bring them up to speed.

Johnson agreed and stated the other firms had a lack of CPAs with municipal audit experience. He reported BerganKDV had a great deal of municipal auditing experience and was a better fit for the City. He believed that the proposed five-year contract with BerganKDV was the best option for the Council.

Matt Meyer, BerganKDV, thanked the Finance Committee for its recommendation. He stated he appreciated the opportunity to continue working with the City and indicated he had a passion for this community. He described the work that has been done on behalf of the City over the past six years to improve the City's financial situation. He understood that BerganKDV did not come in as the low bidder but he believed his company's services were well worth the expense.

A motion was made by Schulz, seconded by Stelmach, to approve the agreement with BerganKDV for City Auditing services for audit years 2017-2021. The motion carried 5-0.

E. APPROVE ACCOUNTS PAYABLE

Abts reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Abts explained staff had received an updated draft of the Comprehensive Plan from WSB & Associates. She reported a Public Hearing was being proposed for the Planning Commission meeting on November 20.

12. COUNCIL AND ATTORNEY REPORTS

Stelmach welcomed the Dickinsons to the City.

Johnson explained the light hanging event got rained out and would be rescheduled.

Poppe stated the Lions Club Halloween event would be held at the Community Center on Saturday, October 28, at 11 a.m.

Poppe reported City Hall would be closed on Friday, November 10, in observance of Veterans Day.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Johnson, to adjourn the City Council meeting at 8:11 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

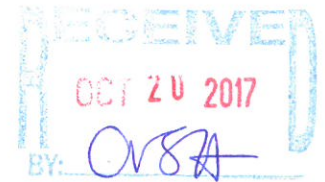
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1. Report for the month of Sep-17

2. Check as appropriate:

x pulltabs

x tipboards



3. Gross receipts	214,559
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4. Expenses - total	206,954
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Expenses itemized:

Compensation

Prizes	186,589
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Pull tab games/taxes	2,851
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Supplies/misc/payroll proc./storage	7,361
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Combined receipts	9,160
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Cash long/short (mo. Games)	118
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Rent	875
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5. Profits	7,605
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6. Distribution of profits (itemized)

Osseo Maple Grove Hockey Association	\$ 100,000
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Signed:

Barry Chestnut

This completed form must be returned to the Osseo City Clerk's office by the 19th day of each month and is required by state law and City ordinances for all licensed organizations.

Lawful Gambling Receipts and Expenses by Site

Organization name NORTHWEST AREA JAYCEES			License # 02463	
Site name American Legion Post 172		Site permit # 012	Month reported 9	Year reported 2017

Receipts and Prizes		A Gross Receipts	B Prizes	C Net Receipts
1	Paper pull-tabs	\$0.00	\$0.00	\$0.00
2	Electronic pull-tabs	\$0.00	\$0.00	\$0.00
3	Non-linked bingo	\$3155.00	\$2481.00	\$674.00
4	Linked bingo	\$0.00	\$0.00	\$0.00
5	Paddlewheel without a table	\$0.00	\$0.00	\$0.00
6	Paddlewheel with a table	\$0.00	\$0.00	\$0.00
7	Raffles	\$0.00	\$0.00	\$0.00
8	Tipboards	\$0.00	\$0.00	\$0.00
9	Interest and other income	\$0.00		\$0.00
10	Totals	\$3155.00	\$2481.00	\$674.00

Allowable Expenses		
11	Cost of gambling products paid during the month	\$0.00
12	Compensation and payroll taxes	\$488.52
13	Penalty and interest paid on taxes	\$0.00
14	Advertising expenses	\$0.00
15	Accounting services	\$0.00
16	Costs for a new or renewed gambling manager's bond	\$0.00
17	Local government investigation fees	\$0.00
18	Rent paid to lessors for conducting lawful gambling	\$0.00
19	Electronic pull-tab provider fees	\$0.00
20	Electronic linked bingo provider fees	\$0.00
21	Other miscellaneous allowable expenses not listed above	\$45.11
22	Cash short (if cash long, enter as a negative number)	\$0.00
23	Reimbursement for excess cash shortages	\$0.00
24	Total allowable expenses	\$533.63

Cash Banks		
25	Starting cash banks per site records	\$500.00
26	Unreimbursed starting cash banks	\$0.00
27	Total starting cash banks	\$500.00

Ending Inventory		
28	Total value of ending inventory on the last day of the month	\$28.00

Monthly Profit (loss)		
29	Site net profit less state taxes assessed on lawful gambling	(\$115.80)

Building Report October 2017

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PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921230009	10/2/2017	2017-248	\$ 600	Erleen Braton	117 3rd St NE	R	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921220017	10/2/2017	2017-249	\$ 9,000	Anita Klatt	324 1st Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921240078	10/2/2017	2017-250	\$ 350	Tom Hartkopf	225 8th Ave NE	R	plumbing alterations	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921240055	10/2/2017	2017-251	\$ 10,000	Jordan Eickhart	33 7th Ave NE	R	reside	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921220046	10/2/2017	2017-252	\$ 5,000	Vern Lowe	508 3rd Ave NE	R	furnace & A/C	\$0	\$ 150.00	\$ 2.00	\$ -	\$ 152.00
1811921220046	10/2/2017	2017-253E	\$ -	Vern Lowe	508 3rd Ave NE	R	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922440010	10/2/2017	2017-254	\$ 52,000	Wiley Properties	8615 Jefferson Hwy	C	reroof	\$0	\$ 657.75	\$ 26.00	\$ 427.54	\$ 1,111.29
1811921240083	10/5/2017	2017-255	\$ 30,000	Mark Overman	125 8th Ave NE	R	interior & exterior alterations	\$0	\$ 466.75	\$ 15.00	\$ 303.39	\$ 785.14
1311922110026	10/6/2017	2017-256E	\$ -	Aaron Smith	133 4th St NW	R	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1311922110010	10/9/2017	2017-257	\$ 12,000	Phil Phenow	625 1st Ave NW	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921220071	10/10/2017	2017-258	\$ 10,100	Russell Nielsen	400 2nd Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921230033	10/10/2017	2017-259	\$ 1,500	Lawinger & Associates	106 Central Ave	C	heating alterations	\$0	\$ 57.50	\$ 1.00	\$ -	\$ 58.50
1811921230195	10/10/2017	2017-260	\$ 7,000	Wiley Properties	10 Central Ave	C	RTU	\$0	\$ 147.50	\$ 3.50	\$ 92.50	\$ 243.50
1811921320053	10/10/2017	2017-261	\$ 5,000	Steve Ross	124 Broadway St E	R	furnace & A/C	\$0	\$ 150.00	\$ 2.00	\$ -	\$ 152.00
1811921230200	10/11/2017	2017-262	\$ -	1st Avenue Commons	225 1st Ave NE	C	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922110002	10/12/2017	2017-263	\$ 10,000	Nettie Phenow	624 2nd Ave NW	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921210028	10/12/2017	2017-264	\$ 10,000	Leslie Eiden	616 5th Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921210059	10/12/2017	2017-265	\$ 12,000	Mary Dwinell	417 4th St NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921320018	10/16/2017	2017-266	\$ 3,250	Kim Maxey	319 1st St SE	R	10x4 deck	\$0	\$ 103.25	\$ 2.00	\$ 67.11	\$ 172.36
1811921220090	10/16/2017	2017-267	\$ 700	Preston Kroska	601 2nd Ave NE	R	plumbing alterations	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921230025	10/16/2017	2017-268	\$ 9,000	Scott Dreesen	101 1st St NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921220038	10/17/2017	2017-269	\$ 7,015	Rolf Ingersol	409 4th Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921230006	10/17/2017	2017-270	\$ 5,000	Minh Pham	209 3rd St NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921340026	10/18/2017	2017-271	\$ 5,000	Dan Rogers-Green	300 7th Ave SE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
na	10/18/2017	2017-272	\$ -	Comcast	along 1st Ave NE	C	ROW	\$0	\$ 1,115.00	\$ -	\$ -	\$ 1,115.00

Building Report October 2017

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921210074	10/18/2017	2017-273E	\$ -	QT Commercial	625 No Oaks Dr	C	electrical	\$0	\$ 56.00	\$ 1.00	\$ -	\$ 57.00
1811921240079	10/19/2017	2017-274	\$ 6,000	David Cross	217 8th Ave NE	R	fence	\$0	\$ 25.00	\$ -	\$ -	\$ 25.00
1811921240078	10/19/2017	2017-275	\$ 200	Tom Hartkopf	225 8th Ave NE	R	plumbing alterations	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921220074	10/23/2017	2017-276	\$ 600	Brian Adams	432 2nd Ave NE	R	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921320053	10/26/2017	2017-277E	\$ -	Steve Ross	124 Broadway St E	R	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921240093	10/27/2017	2017-278	\$ 9,000	Daniel Latuff	417 3rd St NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921310049	10/31/2017	2017-279	\$ 2,100	Patty McLean	200 7th Ave SE	R	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921320052	10/31/2017	2017-280	\$ 8,420	Janella Hawkins	132 Broadway St E	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
TOTALS			\$ 230,835					\$0	\$ 4,758.75	\$ 75.50	\$ 890.54	\$ 5,724.79



Osseo Fire Department Relief Association
 Charitable Gambling Operations
 Minnesota Lawful Gambling License # 01851
 415 Central Ave
 Osseo, MN 55369

Osseo Fire Department Relief Association Charitable Gambling Report to the City of Osseo

1. Report for the month of **October 2017**

2. For the conduct of the following types of lawful gambling (as checked):

<input checked="" type="checkbox"/> Pull-Tabs	57 deals
<input checked="" type="checkbox"/> Bar Bingo	4 occasions
<input checked="" type="checkbox"/> Paddlewheel	62 deals
<input checked="" type="checkbox"/> Electronic Pull-Tabs	31 occasions
<input checked="" type="checkbox"/> Electronic Linked Bingo	31 occasions
<input type="checkbox"/> Raffles	
<input type="checkbox"/> Tip-Boards	

3. Receipts

Gross Receipts (G1 10A)	\$336,688.19	
Less Prizes Paid (G1 10B)	- \$286,619.85	
Net Receipts	\$50,068.34	→ \$50,068.34

4. Expenses

Wagering Tax (tax on Schedule C)	\$11,856.33	
Rent (G1A 18)	\$3,865.99	
Gambling Product Costs (G1A 11)	\$2,803.28	
Electronic Pull-Tab Costs (G1A 19)	\$4,423.43	
Compensation & Payroll (G1A 12)	\$9,780.26	
Other (G1A 13-17,20-23)		
(accounting, supplies, etc.)	+ \$2,221.18	
Total Expenses	\$34,950.47	→ - \$34,950.47

5. Profit **\$15,117.87**

6. Distribution of Profits (Lawful Purpose Expenditures):

Saint Vincent de Paul Church (Automated External Defibrillators)	\$1,500.00
City of Osseo (Heart Safe Community Fund)	+ \$1,000.00
Total Donations	\$2,500.00

Signed: _____

Michael Phenow, Gambling Manager

Osseo Lions Club Gambling Report

5 F

to
City of Osseo

Report for the month/year of Oct-17

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 315,738.62 LG100A-10A

Prizes Paid 280,568.85 LG100A-10B

Net Receipts 35,169.77 LG100A-10C

Expenses - Total 25,117.45 Total Itemized

Expenses itemized:

<u>Pulltabs</u>	<u>2,428.70</u>
<u>Compensation</u>	<u>7,211.27</u>
<u>Accounting Services</u>	<u>6,502.00</u>
<u>Rent</u>	<u>3,136.27</u>
<u>Electronic pull-tab provider fees</u>	<u>4,873.01</u>
<u>Electronic linked bingo provider fees</u>	<u>84.36</u>
<u>Supplies Bank charges etc</u>	<u>620.07</u>
<u>Cash Short/Over</u>	<u>261.77</u>
Profits \$ <u>10,052.32</u> G1A Line 24	<u>25,117.45</u>


Lawful Purpose Expenditures - Schedule C

<u>Minnesota Revenue-Wagering Tax</u>	<u>\$ 10,956.17</u>
<u>OSD #279 - OSH Wrestling Booster</u>	<u>500.00</u>
<u>OSD #279 - OSH Boys Hockey</u>	<u>500.00</u>
<u>OSD #279 - OSH Girls Basketball</u>	<u>500.00</u>
<u>OSD #279 - District 279 Foundation</u>	<u>2,000.00</u>
<u>Mobile Hope Dayton</u>	<u>1,000.00</u>
<u>Theresa Strand-Halloween Photos</u>	<u>200.00</u>
<u>IRS-990 T Quarterly Deposit</u>	<u>200.00</u>
<u>Advent Lutheran Church-The Nest</u>	<u>2,000.00</u>
<u>Total Contributions</u>	<u>\$ 17,856.17</u>

Signed



Attach additional information if necessary.

 This completed form must be returned to the Osseo City Clerk's office by the 19th day of each month and is required by state law and City ordinances for all licensed organizations.



City of Osseo City Council Meeting Item

Agenda Item: Statutory Tort Limits for City's Liability Coverage 2018

Meeting Date: November 13 2017

Prepared by: Teri Portinen, Finance

Attachments: LMC Liability Coverage – Waiver Form

For Consideration:

To waive or not waive the statutory tort liability insurance coverage limit established by MN Statute 466.04 as requested by the League of Minnesota Cities Insurance Trust.

Background:

Cities are exposed to potential lawsuits if civil wrong doings (torts) occur out of a violation of duty by the City and its staff that results in injury or damage to a claimant such as, for example, defamation or injury on a playground. Minnesota state law requires cities to carry insurance coverage of at least \$500,000 for torts. Cities may purchase a higher level of insurance if desired.

The decision to waive or not to waive the statutory limits has the following effects:

If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.

If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Previous Action or Discussion:

In previous years, the Council has elected to not waive the monetary limits of liability coverage as established by MN Statute 466.04.

City Goals Met By This Action:

Protect the City from risk of higher monetary awards granted in a court of law to plaintiffs.

Options:

The City Council may choose to:

1. Not waive the standard coverage provided by the League of Minnesota Cities Insurance Trust and limit liability at \$500,000 per claim.
2. Waive the standard coverage provided and purchase additional insurance which would result in claimants to be awarded more than \$500,000.

Recommendation/Action Requested:

1. Staff recommends the City Council choose option (1) not waive the standard coverage provided by the League of Minnesota Cities Insurance Trust and limit liability at \$500,000 per claim.



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- ☐ *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- ☐ *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- ☐ *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

5 H

- This completed form must be returned to the Osseo City Clerk's office monthly; as required by State law and City Ordinances for all licensed organizations.

MINNESOTA GAMBLING CONTROL BOARD

Lawful Purpose Expenditures

LG100C

Page 1

Organization name

American Legion Post 172

License number

00104

Month reported

10

Year reported

2017

Were any lawful purpose expenditures made during the month?

yes

Total Lawful Purpose Expenditures

\$40020.70

Membership approval date mm/dd/yyyy	Check/electronic payment		STATE GAMBLING TAX AND REGULATORY FEE		Lawful Purpose Code	Amount
	Date mm/dd/yyyy	Number	Payee	Description		
10/6/2017 12:00:00 AM	10/06/2017	EFT	MN Dept. Of Revenue	State gambling tax and regulatory fee paid during month (see instructions).	A- 8	16639.00

Membership approval date mm/dd/yyyy	Check/electronic payment		ALL OTHER LAWFUL PURPOSE EXPENDITURES		If approved by GCB, enter date mm/dd/yyyy	Lawful Purpose Code	Amount
	Date mm/dd/yyyy	Number	Payee	Description			
10/02/2017	10/02/2017	15313	CENTER POINT ENERGY	Utilities		A-16	506.82
10/05/2017	10/05/2017	15319	UNITED STATES TREASURY	Federal excise tax....form 730		A- 8	994.18
09/14/2017	10/11/2017	15329	NOT A PROBLEM REPAIR SERVICE	Hall electrical renovations.		A-22	806.88
10/11/2017	10/11/2017	15328	XCEL ENERGY	Utilities		A-16	15.72
10/12/2017	10/12/2017	15333	U.S. TREASURY	Federal excise tax (form 730)		A- 8	1086.53
10/12/2017	10/17/2017	15340	OSSEO BAND BOOSTERS	Student concert trip to Chicago		A- 1	1000.00
10/12/2017	10/17/2017	15339	CITY OF OSSEO	Music in the park/flower basket program		A-10	10000.00
10/12/2017	10/17/2017	15344	NORTHERN STAR COUNCIL	501(C)3		A- 1	2000.00
10/12/2017	10/17/2017	15343	HEAR CARE CONNECTION INC	501(C)3		A- 1	500.00
10/12/2017	10/18/2017	15348	EAGLE'S HEALING NEST	501(C)3		A- 1	1000.00

MINNESOTA GAMBLING CONTROL BOARD

Lawful Purpose Expenditures

LG100C

Page 2

Organization name

American Legion Post 172

License number

00104

Month reported

10

Year reported

2017

Membership approval date mm/dd/yyyy	Check/electronic payment		ALL OTHER LAWFUL PURPOSE EXPENDITURES		If approved by GCB, enter date mm/dd/yyyy	Lawful Purpose Code	Amount
	Date mm/dd/yyyy	Number	Payee	Description			
10/12/2017	10/18/2017	15347	VIETNAM VETERANS MEMORIAL FUND	501(C)3		A- 1	1000.00
10/12/2017	10/19/2017	15350	CITY OF OSSEO	Utilities		A-16	750.02
12/08/2016	10/20/2017	15351	ST OLAF COLLEGE	Scholarship for Emily Johnson (2nd Installment)		A- 5	1000.00
10/12/2017	10/25/2017	15364	XCEL ENERGY	Utilities		A-16	2721.55

Resolution No. 2017-xx**RESOLUTION ACCEPTING DONATIONS TO CITY OF OSSEO**

WHEREAS, the Osseo City Council is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Section 465.03; and

WHEREAS, the Council agrees that said donations would be of benefit to the citizens of Osseo; and

WHEREAS, the following have proposed these contributions to the City of Osseo and the donations be used for specific purposes as indicated below:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Osseo Gun Club	\$ 50	Minidazzle
McGee Kugler Family Law LLC	\$ 50	Minidazzle
Abbey Carpet Northwest Inc	\$ 200	Minidazzle
Ryan Company	\$ 50	Minidazzle
Affordable Sanitation Inc	\$ 50	Minidazzle
Mark Lynde Enterprises Inc	\$1,000	Gateway Sign
Harold E. & Gayle Johnson	\$ 200	Beautification/Flower Fund
<i>(in memory of Raymond Schlegel & Warren Wilken)</i>		

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Osseo, Hennepin County, Minnesota, hereby acknowledges and accepts said donations to designated funds on behalf of the citizens of Osseo.



City of Osseo City Council Meeting Item

Agenda Item: Confirm EDA Actions of November 13, 2017

Meeting Date: November 13, 2017

Prepared by: Riley Grams, City Administrator

Attachments: None

The EDA took the following actions at its meeting on November 13, 2017:

- 1) Considered paying off the Beautification Fund deficit for 2017
- 2) Discussed the proposed 2018 EDA operating budget
- 3) Heard an update on the Osseo Comprehensive Plan

Options:

The City Council may choose to:

1. Approve the EDA actions of November 13, 2017;
2. Deny the EDA actions of November 13, 2017;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the EDA actions of November 13, 2017.



Agenda Item: Items pertaining to the 2018 Street Reconstruction Project

Meeting Date: November 13, 2017

Prepared by: Lee Gustafson, City Engineer

Attachments: Feasibility Report and Resolution

Policy Consideration:

Request to approve the following:

1. Resolution receiving feasibility report and calling for the improvement hearing.

Background:

The 2018 street reconstruction project consists of reconstructing portions of 4th Avenue NE, 4th Street NE and 6th Avenue NE including repairing or minimal reconstruction of the storm and sanitary sewer, and replacement of curb and gutter as needed. See location map within feasibility report.

The existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work, curb replacement, and sidewalk repair and installation.

As part of the City's initiative to increase walkability around the City, sidewalk installation is being proposed for certain portions of 4th Avenue NE, and in front of one property on 4th Street NE. In determining the benefit of adding sidewalk with this project, these streets were evaluated for potential impacts, connectivity to existing walk, and overall benefit to adjacent properties. Based on this evaluation, new sidewalk is proposed on 4th Avenue NE as noted within the feasibility report.

Storm and sanitary sewer televising, and geotechnical evaluation was performed as a part of preparing the feasibility report to help calculate pavement design and recommended utility repairs, sanitary pipes within the project area are proposed to be cleaned and lined as part of a separate maintenance project. Watermain valves and hydrants will be replaced or relocated as needed.

A neighborhood open house for the proposed improvements was conducted on November 2, 2017, for affected property owners. Preliminary information was presented regarding the proposed improvements, funding, schedule, and impacts associated with the project. Comment cards were made available to attendees at the meeting; however, only one response was received prior to completing the feasibility report.

Funding/Financing:

The total project cost is estimated at \$624,000.00, and includes all proposed street, utility, sidewalk, and storm sewer improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the attached feasibility report. The opinion of probable cost is based on projected construction costs for 2018 and includes a 10% contingency and 25% indirect costs. The indirect costs include engineering, legal, and administrative costs associated with the project. No right-of-way acquisition is expected as a part of this project.

Financing the 2018 Street Reconstruction Project will be based on the City's special assessment policy which calls for 50% of the proposed improvements to be specially assessed including all administrative costs. The remaining 50% and 100% of the storm and utility costs will be financed by the City through street and enterprise funds. The proposed assessment roll is included in the feasibility report, along with an assessment map highlighting the benefiting properties and the assessment calculations for benefiting property owners.

Schedule:

The next step for this project is to hold an improvement hearing on December 11. Immediately following the improvement hearing, Council will consider authorizing the preparation of plans and specifications. A detailed schedule is included within the feasibility report.

WSB is proposing to bid out both 2018 alley reconstruction projects with the 2018 street reconstruction project.

Previous Action or Discussion:

Council authorization of a feasibility report on August 28, 2017.

Budget or Other Considerations:

Project will be funded in accordance with the City's special assessment policy for street reconstruction.

Options:

The City Council may choose to:

1. Adopt resolution receiving the feasibility report and calling for the improvement hearing for the 2018 Street Reconstruction Project;
2. Adopt resolution receiving the feasibility report and calling for the improvement hearing for the 2018 Street Reconstruction Project with noted changes or as amended;
3. Deny the project;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1): Adopt resolution receiving the feasibility report and calling for the improvement hearing for the 2018 Street Reconstruction Project.

Next Step:

December 11, 2017: Hold improvement hearing, and authorize preparation of plans and specifications.

The feasibility report is too large to include in this packet. It can be downloaded from the city's website at:

http://www.discoverosseo.com/files/2915/1024/7916/10B_2_Street.pdf

Resolution No. 2017-xx

**RESOLUTION RECEIVING FEASIBILITY REPORT AND
CALLING FOR THE IMPROVEMENT HEARING ON THE
2018 STREET RECONSTRUCTION PROJECT**

WHEREAS, pursuant to a motion of the City Council adopted August 28, 2017, a report has been prepared by the City Engineer with reference to the following proposed street and utility improvements:

- Streets:
 - 4th Avenue NE from 4th Street NE to 93rd Avenue N
 - 4th Street NE from 4th Avenue NE to 6th Avenue NE
 - 6th Avenue NE from 4th Street NE to 3rd Street NE

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, County of Hennepin, State of Minnesota:

1. The Council will consider the improvement of such street and utility improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$624,000.
2. A public hearing shall be held on such proposed improvement on the 11th day of December, 2017, in the Council Chambers of the City Hall at 7:00 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.



Agenda Item: Items pertaining to the 2018 Alley Reconstruction Project

Meeting Date: November 13, 2017

Prepared by: Lee Gustafson, City Engineer

Attachments: Feasibility Reports and Resolution

Policy Consideration:

Request to approve the following:

1. Resolution receiving feasibility reports and calling for the improvement hearing.

Background:

The 2018 alley project consists of reconstructing two alleys.

Alley #1. This alley is between 5th and 6th Avenues NE from 4th Street NE to 93rd Avenue North, and was originally scheduled for reconstruction in 2017. Construction was postponed due to the high bids that were received last spring. Reconstruction work also includes repairing or minimal reconstruction of the storm sewer. It is proposed to maintain the existing alley width and that all work will be within the existing alley right of way. A new 12-foot wide, 6-inch thick concrete pavement will replace the old bituminous pavement. Storm sewer televising and geotechnical evaluation was performed to help calculate pavement design and recommended storm sewer repairs.

The total project cost for this alley is estimated at \$246,500, and includes all proposed surface and storm sewer improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the attached feasibility report. The opinions of cost incorporate estimated 2018 construction costs and include a 10% contingency factor. Administrative costs are projected at 25% of the construction cost and include engineering, legal, financing, and administrative costs.

Alley #2. This alley is between 2nd and 3rd Avenues NE from 4th Street NE to 93rd Avenue North. Work includes repairing or minimal reconstruction of the storm sewer. It is proposed to maintain the existing alley width and that all work will be within the existing alley right of way. A new 12-foot wide, 6-inch thick concrete pavement will replace the old bituminous pavement. Storm sewer televising and geotechnical evaluation was performed to help calculate pavement design and recommended storm sewer repairs.

The total project cost for this alley is estimated at \$232,700, and includes all proposed surface and storm sewer improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the attached feasibility report. The opinions of cost incorporate estimated 2018 construction costs and include a 10% contingency factor. Administrative costs are projected at 25% of the construction cost and include engineering, legal, financing, and administrative costs.

Financing the 2018 Alley Reconstruction Project will be based on the City's special assessment policy which calls for 80% of the proposed improvements to be specially assessed. The remaining 20% and 100% of the storm sewer costs will be financed by the City. Assessments for this project were calculated by dividing 80% of the total cost of the project equally among adjoining residents. For alley #1 there are a total of 27 properties benefiting from the improvements equating to a cost of \$6,580 per parcel. For alley #2 there are a total of 28 properties benefiting from the improvements equating to a cost of \$5,970 per parcel. The proposed assessment roll for both alleys are included in their respective feasibility reports, along with an assessment map highlighting the benefiting properties and the assessment calculations for benefiting property owners.

The next step for this project is to hold an improvement hearing on December 11. Immediately following the improvement hearing, Council will consider authorizing the preparation of plans and specifications. A detailed schedule is included within each feasibility report.

WSB is proposing to bid out both 2018 alley reconstruction projects with the 2018 street reconstruction project.

Previous Action or Discussion:

Council authorization of a feasibility report on October 24, 2016 for alley #1, and on August 28, 2017 for alley #2.

Budget or Other Considerations:

Project will be funded in accordance with the City's special assessment policy for alley reconstruction.

Options:

The City Council may choose to:

1. Adopt resolution receiving feasibility reports and calling for the improvement hearing for the 2018 Alley Reconstruction Project;
2. Adopt resolution receiving the feasibility report and calling for the improvement hearing for the 2018 Alley Reconstruction Project with noted changes or as amended;
3. Deny the project;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1): Adopt resolution receiving feasibility reports and calling for the improvement hearing for the 2018 Alley Reconstruction Project.

Next Step:

December 11, 2017: Hold improvement hearing, authorize preparation of plans and specifications, and approve final design proposal.

The feasibility reports are too large to include in this packet. They can be downloaded from the city's website at:

Alley between 2nd & 3rd Avenues

http://www.discoverosseo.com/files/3715/1024/7849/10B_1_Alley_2nd-3rd_Ave.pdf

Alley between 5th & 6th Avenues

http://www.discoverosseo.com/files/2615/1024/7888/10B_1_Alley_5th-6th_Ave.pdf

Resolution No. 2017-xx

**RESOLUTION RECEIVING FEASIBILITY REPORTS AND
CALLING FOR THE IMPROVEMENT HEARING ON THE
2018 ALLEY RECONSTRUCTION PROJECT**

WHEREAS, pursuant to motions of the City Council adopted October 24, 2016, and August 28, 2017, reports have been prepared by the City Engineer with reference to the following proposed alley improvements:

- Alley from 4th Street NE to 93rd Avenue North, between 5th and 6th Avenues NE
- Alley from 4th Street NE to 93rd Avenue North, between 2nd and 3rd Avenues NE

WHEREAS, the reports provide information regarding whether the proposed improvements are necessary, cost-effective, and feasible; whether they should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, County of Hennepin, State of Minnesota:

1. The Council will consider the improvement of such alley improvements in accordance with the reports and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$479,200.
2. A public hearing shall be held on such proposed improvements on the 11th day of December, 2017, in the Council Chambers of the City Hall at 7:00 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.



City of Osseo City Council Meeting Item

Agenda Item:	Approve Osseo Compensation Study and Position Description Final Report – Julie Urell, Springsted
Meeting Date:	November 13, 2017
Prepared by:	Riley Grams, City Administrator
Attachments:	Springsted Compensation Study and Position Description Final Report Presentation Slides Final Osseo Position Descriptions

Policy Consideration:

Consider approving the final report and final position descriptions for the Osseo Compensation Study and Position Description project.

Background:

The City of Osseo retained Springsted to conduct a classification compensation study for all City positions in March 2017. The study represents a comprehensive review of the components that affect the City's organization structure, including an update of the City's compensation structure, the City's pay philosophy, regional market competitiveness of City salaries, the internal equity of salaries paid to comparable City positions, fringe benefits and ongoing maintenance and administration of the compensation system. A classification and compensation system provide framework for determining how employees will be paid. As a general rule, most organizations conduct classification and compensation studies every five to seven years to ensure their ability to hire and retain qualified employees and to maintain equitable internal pay relationships. Conducting a classification and compensation study also involves a review of market salaries for similar positions found in comparable organizations. The resulting analysis of data obtained from the market salary survey and job evaluations provides the basis for a revised salary schedule.

The purpose of this study is to ensure that the City's compensation plan is adequate to attract new employees and retain existing employees. If compensation levels fall below market, the organization will experience difficulty hiring people and increased employee turnover as employees seek jobs with other organizations that will pay market rates for their skills.

Julie Urell, Assistant Vice President and Consultant with Springsted, conducted the City's study. Julie will be at the Council meeting to talk about the process and the study findings.

The end result developed new and updated position descriptions for every position in the City. These will be used for future job postings and also to alert current Staff members of their updated duties. Additionally, a new and updated pay schedule was developed by Springsted, using the data collected during the study.

The City plans to implement the new pay grade for each of the employees beginning in 2018. Each position will be moved to their new pay grade, and placed on the appropriate step within that pay grade based on years of service.

The proposed changes have been reviewed by the Council Human Resources Committee and any recommendations have been updated within the study. The changes to the employee pay grades will have an effect on the City's 2018 budget. However, you may recall that Staff proposed additional funds in the preliminary budget (approved by the Council) to ensure that any potential salary changes were considered. The changes in the proposed Staff salaries, as a result of this study, is lower than what was budgeted for in the preliminary budget. This will result in lowering the expenditures budget from the preliminary approved level.

Options:

The City Council may choose to:

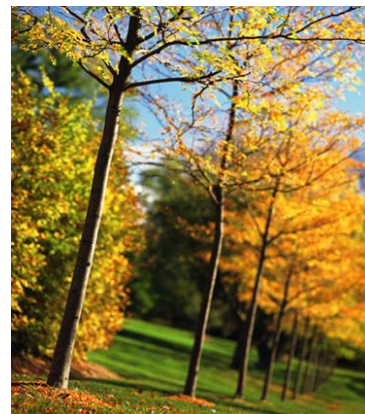
1. Approve the Osseo Compensation Study and Position Descriptions Final Report;
2. Deny approval of the Osseo Compensation Study and Position Descriptions Final Report;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the Osseo Compensation Study and Position Descriptions Final Report.

Next Step:

Staff will incorporate the salary changes in the 2018 budget.



Final Report

City of Osseo, Minnesota

Classification and Compensation Study

November, 2017

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Mission Statement

Springsted provides high quality, independent financial
and management advisory services to public
and non-profit organizations, and works with them
in the long-term process of building their communities
on a fiscally sound and well-managed basis.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

November 7, 2017

Mr. Riley Grams
City Administrator
City of Osseo
415 Central Avenue
Osseo, MN 55369

Re: 2017 Classification and Compensation Study Final Report

Dear Mr. Grams:

Springsted Incorporated is pleased to provide the City of Osseo, Minnesota with the completed Classification and Compensation Study. This study provides an overview of the City's current compensation and classification system in the context of our final report, including the methodology used to revise position descriptions, job evaluation results, the compensation plan and options for implementation of the new program.

This study represents a thorough and comprehensive review of all aspects of the City's classification and compensation system. The recommendations offered in this study will increase the market competitiveness of the City's compensation program for its employees within the regional marketplace, and provide increased internal equity among positions. Implementation of these recommendations will help the City attract new employees and assist in retaining current employees needed to meet the City's service demands.

Springsted expresses its thanks to the City of Osseo, Minnesota staff who completed Position Analysis Questionnaires and to you for providing information and feedback throughout the phases of the study. We appreciate the privilege of serving the City of Osseo, Minnesota, and hope that we may be of assistance to you in the future.

Respectfully submitted,

Julie Urell, Assistant Vice President
Consultant

1. Introduction

The City of Osseo, Minnesota retained Springsted Incorporated to conduct a Classification and Compensation Study of all City positions in March of 2017. The study represents a comprehensive review of the components that affect an organization's compensation program: current compensation structure, the City's pay philosophy, regional market competitiveness of City salaries, the internal equity of salaries paid to comparable City positions, fringe benefits, and ongoing maintenance and administration of the compensation system. A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct classification and compensation studies every five to seven years to ensure their ability to hire and retain qualified employees and to maintain equitable internal pay relationships. Conducting a classification and compensation study provides an opportunity to evaluate jobs to determine the internal relationships of positions within the organization. A classification and compensation study also involves a review of market salaries for similar positions found in comparable organizations. The resulting analysis of data obtained from the market salary survey and job evaluations provides the basis for a revised salary schedule.

The purpose of this study is to ensure that the City's compensation plan is adequate to attract new employees and retain existing employees. If compensation levels fall below market, the organization will experience difficulty hiring people and increased employee turnover as employees seek jobs with other organizations that will pay market rates for their skills.

Springsted utilized League of Minnesota Cities Survey wage and benefit data, as well as compensation statistics from the Economic Research Institute (ERI) to obtain information about comparable positions and the characteristics of compensation plans used by responding agencies. Data for twenty-one entities was used in the survey:

- City of Anoka, MN
- City of Brooklyn Center, MN
- City of Brooklyn Park, MN
- City of Champlin, MN
- City of Corcoran, MN
- City of Dayton, MN
- City of Deephaven, MN
- City of East Bethel, MN
- City of Excelsior, MN
- City of Hanover, MN
- City of Victoria, MN
- City of Lexington, MN
- City of Maple Grove, MN
- City of Medina, MN
- City of Mahnommen, MN
- City of New Hope, MN
- City of Otsego, MN
- City of Rogers, MN
- City of Spring Lake Park, MN
- City of St. Michael, MN
- City of Watertown, MN
- City of Wayzata, MN

This report explains the results of the Classification and Compensation Study. It reflects the involvement of City staff, who attended an orientation session at the outset of the study and completed Position Analysis Questionnaires.

2. Methodology

Springsted Incorporated used the following methodology to develop a new classification and compensation plan for the City's positions:

1. Springsted met with the City Administrator to establish working relationships, review current policies and practices relating to the City's existing pay practices and obtain background information.
2. Employees attended an orientation session conducted by Springsted to learn about the study process. During this session, Springsted encouraged employees to ask questions, to voice concerns, and to offer input into the study.
3. Employees received Position Analysis Questionnaires (PAQs) and were encouraged to participate in the study by completing the form. The PAQ allows employees to provide information about required education and experience, knowledge, skills and abilities, and characteristics and factors applicable to their position. Each employee's supervisor reviewed the completed form for accuracy and completeness, providing any additional information they felt was relevant to the position. Supervisors were directed not to change any employee provided information.
4. We analyzed the PAQs and conducted an initial job evaluation using the SAFE (Systematic Analysis and Factor Evaluation) system. The SAFE system provides a consistent and objective approach to evaluate jobs by applying standard criteria to the training and experience needed to perform the job, the level of complexity in the work performed, working conditions, the impact of end results and the consequences of error.
5. A total compensation survey was utilized for the City using existing data from comparable organizations, including the salary ranges established for and the actual salaries of benchmark positions comparable to City of Osseo positions. The survey results reflect data available for all twenty-one entities from the League of Minnesota Cities Survey.
6. Using the salary survey data and the results of the SAFE job evaluation system, Springsted developed a proposed pay schedule and assigned each position to the appropriate salary grade.

3. Findings and Recommendations

Conducting a comprehensive compensation study involves the analysis of substantial quantities of data collected from comparable employers and the City. We have evaluated the City's existing compensation program based on our analysis of the study data and the survey results. Using this information, we have developed recommendations for development of a new compensation system for the City of Osseo.

Evaluation of the Current Compensation Program

Discussions with City personnel and a review of current compensation data indicates that many of the positions in the City of Osseo are under-compensated in relation to other comparable organizations, although some that are below the market fall within industry standards (+/- 5%) of the market average. Other findings indicate:

- Concerns about the potential for future employee turnover as employees reach retirement or because employees choose to leave the City to take higher paying jobs or promotional opportunities with other employers
- Potential difficulty hiring new personnel, especially for specialized positions
- Positions with comparable responsibilities requiring comparable education and experience that are assigned to different pay ranges

Pay Philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and to retain skilled employees (in other words, eliminating higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we have emphasized references to performance in the

pay philosophy discussion. As part of this study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allow the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a pay system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the City Council, and the public

Defining and Evaluating Job Classes

City employees completed individual Position Analysis Questionnaires (PAQs). Supervisors reviewed the PAQs and provided information for each position. Employees and supervisors both responded to questions regarding essential duties and responsibilities, education and experience requirements, various job factors affecting positions, working conditions and the physical requirements of each job in compliance with the Americans with Disabilities Act (ADA).

We examined the PAQs carefully to review the type of work performed and the qualifications of positions. If the work performed is essentially the same, positions can be consolidated into one job class, such as Public Works Maintenance Worker. Consolidating job titles, if practicable, can be beneficial for an organization as it can promote internal equity, particularly with comparable positions that exist in different departments. It also gives greater flexibility to supervisors in assigning work and supports employee cross training and professional development.

All job classes were reviewed to determine those positions that can be exempted from the overtime provisions of the federal Fair Labor Standards Act (FLSA) consistent with the regulations which took effect on August 23, 2004. At this time,

we recommend only three positions be classified as exempt: City Administrator, Police Chief and Public Works Director.

We utilized the SAFE job evaluation system to review and rate each City position. The factors considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

Development of a Salary Schedule

The process of developing a salary schedule draws substantially from market data. This data is obtained by utilizing a survey of other comparable employers within the City's defined market. Entities provide information about the structure of their pay plans, the minimum, maximum and actual salary rates of positions, years to maximum, number of steps, and information on additional compensation, if relevant.

Survey Results

The League of Minnesota Cities Survey includes a series of questions designed to obtain information on a variety of pay practices, and Springsted used data only from comparable employers in the region. Of the 14 positions included in the survey, the information for 10 positions was used in analyzing the salary data. Four positions were not used in the overall analysis, as there was either incomplete or inconsistent information provided by the responding organizations. A review of the salary ranges, for the City's positions that have established ranges, indicates that the salary ranges for the majority of the City of Osseo positions included in the survey are below those of comparable organizations. City of Osseo minimum salaries are, on average, 18.55% below the market average, midpoint salaries are 17.81% below the market average midpoints and the maximums of the salary ranges are 17.27% below the average maximums reported by the survey participants.

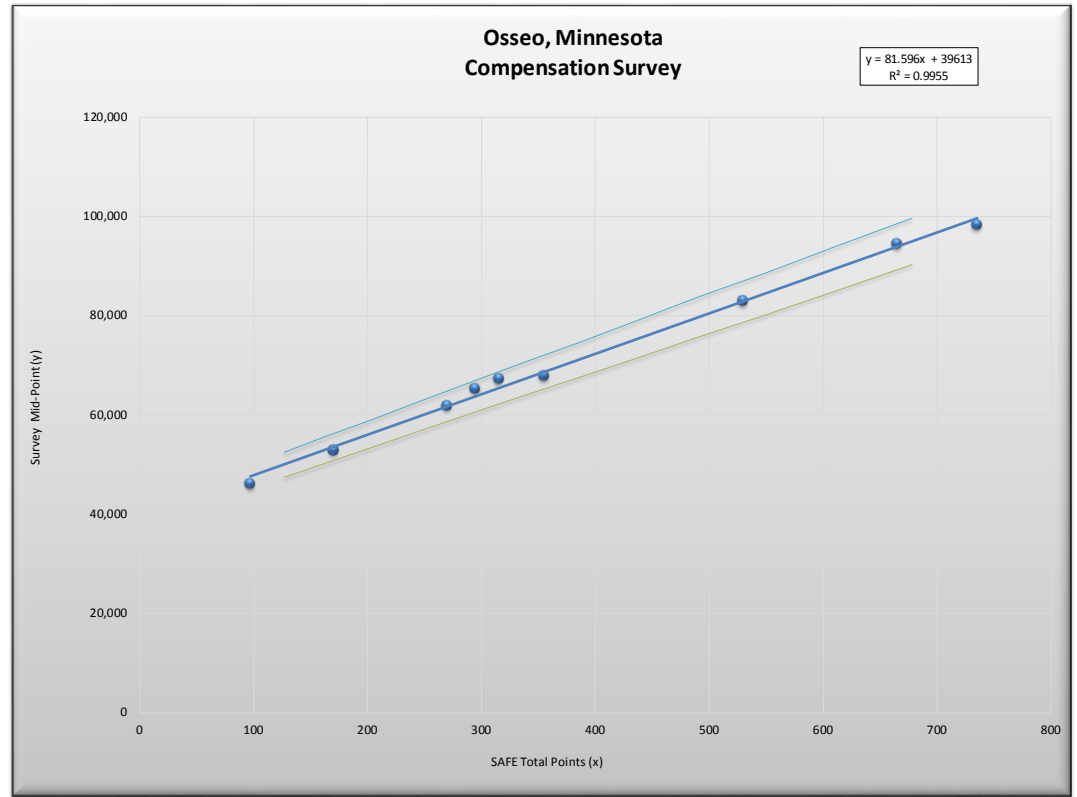
A summary of the market survey results can be found in Appendix I.

Designing the Pay Plan

The first step in designing a compensation plan is to create a salary curve using the salary survey data for the City's positions and the corresponding job evaluation point factors for each position. This data produced the salary curve shown on the following page. Any given point on the salary curve identifies where the market salary rate and the job evaluation point factors intersect.

The recommended compensation plan was designed by establishing 18 pay grades with a 6 percent spread between pay grades. The midpoint of each pay grade generally corresponds with the market as defined by the salary survey. Each

grade has 9 steps with 3% between steps. The proposed pay scale can be found in Appendix II.



Each position was then assigned to the appropriate salary grade based on the points it received as a result of the job evaluation. Position Grade Assignments are shown in Appendix III.

It is recommended that as part of this compensation plan, individual employee movement between steps be based on individual employee performance. Employees should only receive step increases if their performance is satisfactory or better.

An established performance evaluation program includes ongoing training on the system, ensuring that supervisors in all departments consistently apply performance standards. When compensation is based on performance, employees look for assurance that managers will honestly evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems include a review by the Council's Personnel Committee, providing a mechanism that helps supervisors apply performance standards consistently for all employees.

When pay is based on performance, the evaluation system often provides for reviews at 6 or 12-month intervals (or ideally, more frequently), so employees

know how their supervisors view their performance and have the opportunity to improve performance and their corresponding prospects for a pay increase. Employees who have satisfactory or better performance evaluations should expect annual wage increases.

4. Implementation

To estimate implementation costs we used current 2017 employee salaries supplied by the City. Of significance:

- 4 of the City's 14 employees have a current wage that falls below the minimum of the proposed grade for their position in the pay scale.
- Nine City employees have a current wage that falls within the range of the proposed grade for their position in the pay scale.
- One City employee has a current wage that falls above the range of the proposed grade for their position in the pay scale.

Implementation Option 1

The first option for implementation of the study results involves moving employees whose current wage falls below the minimum of the proposed range for their position to the minimum of the range. Four members of the City's workforce are currently compensated at a level that is below the proposed grade for their position. The annual cost to bring these employees to the minimum of the proposed grade is \$26,383, or 2.93% of the City's total payroll.

Option 1 - Move to Min					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 901,233.80	\$ 927,616.60	\$ 26,382.80	2.93%
Employee Below Min	4	\$ 175,068.00	\$ 201,450.80	\$ 26,382.80	15.07%
Employee Within Range	9	\$ 656,637.80	\$ 656,637.80	\$ -	
Employee Above Max	1	\$ 69,528.00	\$ 69,528.00	\$ -	

Implementation Option 2

The second option for implementation brings employees whose current wage falls below the minimum of the proposed grade for their position to the minimum of the range. Also, Option 2 moves employees whose current wage falls within the proposed grade for their position onto the scale based on the relationship of their current wage to the proposed range for their position. Of the City's 14 employees, nine employees have a current wage which falls within the proposed range for their position. To move these employees onto the proposed wage scale, the employees will move on to the step closest to their current wage, without a decrease. The annual cost to move employees onto the proposed compensation plan under Option 2 is \$36,744, or 4.08% of the City's total payroll.

Option 2 - Next Step					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 901,233.80	\$ 937,977.91	\$ 36,744.11	4.08%
Employee Below Min	4	\$ 175,068.00	\$ 201,450.80	\$ 26,382.80	15.07%
Employee Within Range	9	\$ 656,637.80	\$ 666,999.11	\$ 10,361.31	1.58%
Employee Above Max	1	\$ 69,528.00	\$ 69,528.00	\$ -	

Implementation Option 3

Option 3 accomplishes all aspects of Options 1 and 2. Additionally, it awards employees step increases based upon years of service with the organization. The annual cost is \$65,212, or 7.24% of the City's total payroll.

Option 3 - Yrs of Svc					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 901,233.80	\$ 966,445.53	\$ 65,211.73	7.24%
Employee Below Min	4	\$ 175,068.00	\$ 210,486.16	\$ 35,418.16	20.23%
Employee Within Range	9	\$ 656,637.80	\$ 686,431.38	\$ 29,793.58	4.54%
Employee Above Max	1	\$ 69,528.00	\$ 69,528.00	\$ -	

5. On-Going Administration

After initial implementation is achieved, the City will need to develop administration procedures that provide for annual salary adjustments based on market and economic conditions and adjustments that recognize individual performance.

Employee Adjustments. Employees will move through the wage schedule based on years of service and performance factors. An employee hired at the minimum wage rate who maintains satisfactory performance will move from the minimum to the maximum wage rate in approximately 9 years. Those with above satisfactory performance could move through the wage schedule in a shorter time frame.

Base adjustments. In subsequent years it will be necessary for the City to adjust the salary schedules based on cost of living and other factors such as recruitment and retention issues. The City can establish a guideline for determining annual base adjustments. For example, the City could base its adjustment on the Consumer Price Index (CPI). The City could also contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment. This would also ensure that the City maintains marketability among comparable regional organizations.

For example, if the CPI were 3%, a 3 percent increase would be applied to the pay scale. In addition, employees would move to the next step of the wage schedule on their anniversary date, based on satisfactory performance. By making this base adjustment to all employee salaries, the City ensures that employees will not again fall behind the market.

Benefits. The cities that responded to the salary survey also provided information about their fringe benefit programs. A Fringe Benefit Survey Summary appears in Appendix IV.

Periodically conduct salary studies. We recommend that the City consider conducting a study of its salary plan every five years or more often, as needed. During a five-year period, the essential functions and requirements of some City positions will change. Economic conditions will also change. Conducting a salary study at regular intervals will help the City stay abreast of market changes and will help it to attract and retain employees.

6. Recommendations

The following recommendations are presented for the City's consideration:

1. Develop a pay philosophy that will guide the City's compensation practices, subject to periodic review.
2. Determine the date the adopted pay plan will go into effect.
3. Review the need for annual adjustments to the City salary schedule in accordance with economic conditions, the City's ability to pay, and other relevant factors. Organizations generally consider the percentage adjustment by which comparable organizations are increasing their pay scales as well as general economic conditions.
4. Use the SAFE job evaluation system to determine the appropriate range assignment for newly created positions, or when a substantial change occurs in assigned functions.
5. Conduct salary surveys every five years (more often, if necessary) to ensure that the City's pay scale is keeping pace with the market.
6. Continually develop the performance evaluation program.

Appendix I Summary of Salary Survey Results

Sheet	Position Surveyed	Number of Respondents	Average FTES	Average YOS	Average Midpoint	Minimum Salary			Midpoint Salary		Maximum Salary		
						Lowest	Highest	Average	Lowest	Highest	Lowest	Highest	Average
1	Administrative Assistant	13	1.31		46,058.75	32,489.60	44,968.90	40,577.55	37,003.20	50,315.20	41,516.80	55,952.00	51,539.94
2	DNU - Adult Recreation and Farmers Market Coordinator												
3	DNU - Assistant Fire Chief												
4	City Administrator	11	1.00		98,260.89	69,324.00	104,775.00	86,630.52	79,536.50	117,473.00	89,749.00	130,603.20	109,508.31
5	City Clerk	7	1.00		67,190.96	51,549.00	67,594.00	59,620.61	57,963.50	74,926.50	64,378.00	82,259.00	74,761.30
6	City Planner	5	1.00		67,849.81	56,056.00	66,414.40	59,601.10	66,014.50	74,713.60	63,646.00	83,012.80	75,140.64
7	Accountant	7	1.00		61,925.02	47,923.20	64,189.00	55,004.11	54,288.00	71,152.50	60,652.80	78,116.00	69,624.60
8	DNU - Fire Chief												
9	Office Manager - Police	4	1.00		64,796.25	49,274.00	64,337.00	57,465.55	58,077.00	71,316.00	66,880.00	78,295.00	72,126.95
10	Police Chief	8	1.00		94,468.74	70,033.60	98,571.20	82,418.57	81,099.20	110,884.80	92,164.80	123,198.40	106,518.92
11	Police Officer	12	17.42		65,254.10	47,028.80	59,687.26	53,440.33	59,429.50	69,243.20	66,155.96	82,222.40	77,332.75
12	Public Works Director	11	1.00		82,813.64	65,956.80	79,934.40	73,749.64	75,348.00	88,722.40	84,739.20	100,859.20	92,007.46
13	Public Works Maintenance Worker	17	3.29		52,773.75	38,909.00	53,195.79	45,210.21	48,241.80	58,094.40	53,718.90	69,472.00	60,337.29
14	DNU - Senior Center Coordinator												
	Averages	9.50	2.90										
	DNU - did not use survey information												

Sheet	Position Surveyed	Number of Respondents	Average FTES	Average YOS	Average Midpoint	Osseo, MN Information								
						Min	Diff	%	Mid	Diff	%	Max	Diff	%
1	Administrative Assistant	13	1.31		46,058.75	32,281.60	(8,295.95)	-25.70%	37,159.20	(8,899.55)	-23.95%	42,036.80	(9,503.14)	-22.61%
2	DNU - Adult Recreation and Farmers Market Coordinator													
3	DNU - Assistant Fire Chief													
4	City Administrator	11	1.00		98,260.89	80,424.00	(6,206.52)	-7.72%	93,090.00	(5,170.89)	-5.55%	105,756.00	(3,752.31)	-3.55%
5	City Clerk	7	1.00		67,190.96	53,393.60	(6,227.01)	-11.66%	61,464.00	(5,726.96)	-9.32%	69,534.40	(5,226.90)	-7.52%
6	City Planner	5	1.00		67,849.81	44,700.00	(14,901.10)	-33.34%	51,744.00	(16,105.81)	-31.13%	58,788.00	(16,352.64)	-27.82%
7	Accountant	7	1.00		61,925.02	53,393.60	(1,610.51)	-3.02%	61,464.00	(461.02)	-0.75%	69,534.40	(90.20)	-0.13%
8	DNU - Fire Chief													
9	Office Manager - Police	4	1.00		64,796.25	38,188.80	(19,276.75)	-50.48%	43,950.40	(20,845.85)	-47.43%	49,712.00	(22,414.95)	-45.09%
10	Police Chief	8	1.00		94,468.74	70,980.00	(11,438.57)	-16.12%	82,158.00	(12,310.74)	-14.98%	93,336.00	(13,182.92)	-14.12%
11	Police Officer	12	17.42		65,254.10	58,837.00	5,396.67	9.17%	64,938.50	(315.60)	-0.49%	71,040.00	(6,292.75)	-8.86%
12	Public Works Director	11	1.00		82,813.64	57,504.00	(16,245.64)	-28.25%	66,558.00	(16,255.64)	-24.42%	75,612.00	(16,395.46)	-21.68%
13	Public Works Maintenance Worker	17	3.29		52,773.75	38,188.80	(7,021.41)	-18.39%	43,950.40	(8,823.35)	-20.08%	49,712.00	(10,625.29)	-21.37%
14	DNU - Senior Center Coordinator													
	Averages	9.50	2.90				(8,582.68)	-18.55%		(9,491.54)	-17.81%		(10,383.66)	-17.27%
	DNU - did not use survey information													

Appendix II
2017 Proposed Pay Scale

% Between Grades:	6%
% Between Steps:	3.0%
Starting midpoint:	42,000

Range: 26.68%

			Step								
Pts		Grade	1	2	3	4	5	6	7	8	9
0	- 44	1	37,316.46	38,435.95	39,589.03	40,776.70	42,000.00	43,260.00	44,557.80	45,894.53	47,271.37
45	- 76	2	39,555.44	40,742.11	41,964.37	43,223.30	44,520.00	45,855.60	47,231.27	48,648.21	50,107.65
77	- 109	3	41,928.77	43,186.63	44,482.23	45,816.70	47,191.20	48,606.94	50,065.14	51,567.10	53,114.11
110	- 145	4	44,444.50	45,777.83	47,151.17	48,565.70	50,022.67	51,523.35	53,069.05	54,661.12	56,300.96
146	- 183	5	47,111.17	48,524.50	49,980.24	51,479.64	53,024.03	54,614.75	56,253.20	57,940.79	59,679.02
184	- 223	6	49,937.84	51,435.97	52,979.05	54,568.42	56,205.47	57,891.64	59,628.39	61,417.24	63,259.76
224	- 266	7	52,934.11	54,522.13	56,157.79	57,842.53	59,577.80	61,365.14	63,206.09	65,102.27	67,055.34
267	- 311	8	56,110.15	57,793.46	59,527.26	61,313.08	63,152.47	65,047.05	66,998.46	69,008.41	71,078.66
312	- 359	9	59,476.76	61,261.06	63,098.90	64,991.86	66,941.62	68,949.87	71,018.36	73,148.91	75,343.38
360	- 410	10	63,045.37	64,936.73	66,884.83	68,891.38	70,958.12	73,086.86	75,279.47	77,537.85	79,863.99
411	- 463	11	66,828.09	68,832.93	70,897.92	73,024.86	75,215.60	77,472.07	79,796.23	82,190.12	84,655.82
464	- 520	12	70,837.77	72,962.91	75,151.80	77,406.35	79,728.54	82,120.40	84,584.01	87,121.53	89,735.17
521	- 581	13	75,088.04	77,340.68	79,660.90	82,050.73	84,512.25	87,047.62	89,659.05	92,348.82	95,119.28
582	- 645	14	79,593.32	81,981.12	84,440.56	86,973.77	89,582.99	92,270.48	95,038.59	97,889.75	100,826.44
646	- 713	15	84,368.92	86,899.99	89,506.99	92,192.20	94,957.97	97,806.71	100,740.91	103,763.13	106,876.03
714	- 785	16	89,431.06	92,113.99	94,877.41	97,723.73	100,655.44	103,675.11	106,785.36	109,988.92	113,288.59
786	- 861	17	94,796.92	97,640.83	100,570.05	103,587.16	106,694.77	109,895.61	113,192.48	116,588.26	120,085.90
862	- 941	18	100,484.74	103,499.28	106,604.26	109,802.39	113,096.46	116,489.35	119,984.03	123,583.55	127,291.06

	Hourly - Step								
Grade	1	2	3	4	5	6	7	8	9
1	17.94	18.48	19.03	19.60	20.19	20.80	21.42	22.06	22.73
2	19.02	19.59	20.18	20.78	21.40	22.05	22.71	23.39	24.09
3	20.16	20.76	21.39	22.03	22.69	23.37	24.07	24.79	25.54
4	21.37	22.01	22.67	23.35	24.05	24.77	25.51	26.28	27.07
5	22.65	23.33	24.03	24.75	25.49	26.26	27.04	27.86	28.69
6	24.01	24.73	25.47	26.23	27.02	27.83	28.67	29.53	30.41
7	25.45	26.21	27.00	27.81	28.64	29.50	30.39	31.30	32.24
8	26.98	27.79	28.62	29.48	30.36	31.27	32.21	33.18	34.17
9	28.59	29.45	30.34	31.25	32.18	33.15	34.14	35.17	36.22
10	30.31	31.22	32.16	33.12	34.11	35.14	36.19	37.28	38.40
11	32.13	33.09	34.09	35.11	36.16	37.25	38.36	39.51	40.70
12	34.06	35.08	36.13	37.21	38.33	39.48	40.67	41.89	43.14
13	36.10	37.18	38.30	39.45	40.63	41.85	43.11	44.40	45.73
14	38.27	39.41	40.60	41.81	43.07	44.36	45.69	47.06	48.47
15	40.56	41.78	43.03	44.32	45.65	47.02	48.43	49.89	51.38
16	43.00	44.29	45.61	46.98	48.39	49.84	51.34	52.88	54.47
17	45.58	46.94	48.35	49.80	51.30	52.83	54.42	56.05	57.73
18	48.31	49.76	51.25	52.79	54.37	56.00	57.68	59.42	61.20

Appendix III Position Grade Assignments**

Points	Department	Title	Proposed			
			Grade	1	5	9
97.5	Administration	Administrative Assistant	3	41,928.77	47,191.20	53,114.11
170	Public Works	Public Works Maintenance Worker	5	47,111.17	53,024.03	59,679.02
262.5	Police	Office Manager - Police	7	52,934.11	59,577.80	67,055.34
270	Administration	Accountant	8	56,110.15	63,152.47	71,078.66
355	Administration	City Planner	9	59,476.76	66,941.62	75,343.38
295	Police	Police Officer	9	59,476.76	66,941.62	75,343.38
315	Administration	City Clerk	9	59,476.76	66,941.62	75,343.38
530	Public Works	Public Works Director	13	75,088.04	84,512.25	95,119.28
665	Police	Police Chief	15	84,368.92	94,957.97	106,876.03
735	Administration	City Administrator	17	94,796.92	106,694.77	120,085.90

** All other positions are less than 14 hours per week on average; not subject to Pay Equity.

Appendix IV Fringe Benefit Comparison

		<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Osseo, MN</u>
1	1a	Holidays (Days/Year)	9	12	11
	1b	Floating Holidays	No (0)	Yes (3)	Yes
		If yes, how many?	1.00	2.00	1
	1c	Holiday on Regular Days Off	Other (0)	Fri-Mon (2)	Fri-Mon
	1d	Comp on Holidays Worked		T&½ (1)	
		Time and a ½	T&½ (1)	1	T&½ (1)
		Double Time	Dbl (0)	0	
		Double Time and a ½	DT&½ (0)	0	
	1e	Other	Other (0)	0	
2		Annual Leave (Days/Year)			
	2a	<i>Vacation/Sick or PTO</i>	PTO (3)	Vac-Sick (6)	Vac-Sick
	2b	<i>Vacation - DAYS</i>			
		6 months	10	10	10
		1 year	10	10	10
		2 years	10	10	10
		3 years	10	10	10
		4 years	10	15	11
		5 years	10	16	12
		6 years	15	17	15
		7 years	15	18	16
		8 years	15	19	16
		9 years	15	20	16
		10 years	15	21	16
		11 years	15	22	18
		12 years	15	23	18
		13 years	15	24	19
		14 years	15	25	19
		15 years	15	25	20
		16 years	18	25	22
		17 years	19	25	22
		18 years	19	25	22
		19 years	20	25	22
		20 years	20	25	23
		20+ years	20	25	23
	2b	<i>PTO - DAYS</i>			
		6 months	13	20	16
		1 year	13	20	16
		2 years	16	23	20
		3 years	16	23	20
		4 years	16	26	21
		5 years	21	26	23
		6 years	22	26	25
		7 years	23	26	25
		8 years	24	29	26
		9 years	25	29	27
		10 years	26	29	27
		11 years	27	29	28
		12 years	28	33	30
		13 years	29	33	31
		14 years	30	33	31
		15 years	31	33	32
		16 years	31	36	33
		17 years	31	36	33
		18 years	31	36	33
		19 years	31	36	33
		20 years	31	39	34
		20+ years	31	39	34
	2c	Carried into Next Year	400	520	460
	2d	Max Accumulation	400	720	560
	2e	Comp after Max Accumulation	Yes (0)	No (2)	No
	2f	If yes, explain			



Appendix IV Fringe Benefit Comparison

			Least Reported	Most Reported	Average Reported	Osseo, MN
3	3a	Sick Leave (Days/Year)	12	12	12	
	3b	Carried into Next Year	-	-	---	
	3c	Max. Accumulation	800	1,200	967	
	3d	Paid at Termination/Retirement	No (0)	Yes (2)	Yes	
	3e	Sick Leave Bank	Yes/No (0/0)	Yes/No (0/0)		
4		Pension and Retirement				
	4a	Other Than Social Security	No (0)	Yes (6)	Yes	
	4b	State Sponsored	No (0)	Yes (6)	Yes	
	4c	Employer Paid	7.5%	7.5%	7.5%	
	4d	Employee Paid	6.5%	6.5%	6.5%	
	4e	Death Benefit	Yes/No (0/0)	Yes/No (0/0)		
5		Life & Disability Insurance				
	5a	Life Insurance	No (0)	Yes (12)	Yes	Yes
		Employer Paid	100%	100%	100%	100%
	5b	AD&D	No (0)	Yes (5)	Yes	
		AD&D Double Indemnity	Yes/No (0/0)	Yes/No (0/0)		
		Employer Paid	100%	100%	100%	
	5c	Short Term Disability	No (0)	Yes (6)	Yes	
		Employer Paid	0%	100%	60%	
	5d	Long Term Disability	No (0)	Yes (10)	Yes	
		Employer Paid	0%	100%	83%	
6	6a	Health Insurance	No (0)	Yes (13)	Yes	Yes
	6b	Different Types of Coverage?	No (1)	Yes (10)	Yes	
	6c	100% FTE participation required	Yes (0)	No (2)	No	
	6d	Not participating	Yes/No (0/0)	Yes/No (0/0)		
		<u>HEALTH INSURANCE TYPE 1 - PPO</u>				
	6e	Employee Only	\$ 558.66	\$ 935.00	\$ 706.59	\$ 1,215.00
		Employer Paid	99%	100%	100%	Varies
		Employee Paid	0%	1%	0%	Varies
		Max out of pocket	N/A	\$ 3,300.00	\$ 3,150.00	
		Standard Office Visit Co-pay	\$ 30.00	\$ 30.00	30	
	6f	Employee/Spouse	\$ 1,302.50	\$ 1,962.50	\$ 1,687.19	\$ 1,215.00
		Employer Paid	63%	100%	73%	Varies
		Employee Paid	0%	37%	27%	Varies
		Max out of pocket	N/A	\$ 6,600.00	\$ 6,600.00	
		Standard Office Visit Co-pay	\$ -	\$ -	---	
	6g	Employee/Child	\$ 1,120.49	\$ 1,946.87	\$ 1,533.21	\$ 1,215.00
		Employer Paid	63%	100%	74%	Varies
		Employee Paid	0%	37%	26%	Varies
		Max out of pocket	N/A	\$ 6,600.00	\$ 6,600.00	
		Standard Office Visit Co-pay	\$ -	\$ -	---	
	6h	Employee/Family	\$ 1,413.99	\$ 2,377.86	\$ 1,889.92	\$ 1,215.00
		Employer Paid	42%	100%	65%	Varies
		Employee Paid	0%	58%	35%	Varies
		Max out of pocket	N/A	\$ 6,600.00	\$ 6,300.00	
		Standard Office Visit Co-pay	\$ 30.00	\$ 30.00	30	

Appendix IV Fringe Benefit Comparison

			<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Osseo, MN</u>
		<u>HEALTH INSURANCE TYPE 2 - HDHP</u>				
6i	Employee Only		\$ 483.50	\$ 1,005.00	\$ 624.63	
	Employer Paid		100%	100%	100%	
	Employee Paid		0%	0%	0%	
	Annual Deductible		\$ 1,500.00	\$ 3,600.00	\$ 2,433.33	
	Annual Maximum Out-of-Pocket		N/A	\$ 3,000.00	\$ 3,000.00	
6j	Employee/Spouse		\$ 1,132.00	\$ 1,702.87	\$ 1,377.60	
	Employer Paid		72%	100%	90%	
	Employee Paid		0%	28%	10%	
	Annual Deductible		\$ 3,000.00	\$ 7,000.00	\$ 4,485.71	
	Annual Maximum Out-of-Pocket		N/A	\$ 6,000.00	\$ 6,000.00	
6k	Employee/Child		\$ 1,078.00	\$ 1,702.87	\$ 1,258.00	
	Employer Paid		72%	100%	92%	
	Employee Paid		0%	28%	8%	
	Annual Deductible		\$ 3,000.00	\$ 7,000.00	\$ 4,485.71	
	Annual Maximum Out-of-Pocket		N/A	\$ 6,000.00	\$ 6,000.00	
6l	Employee/Family		\$ 1,038.73	\$ 1,799.56	\$ 1,524.73	
	Employer Paid		35%	100%	77%	
	Employee Paid		0%	65%	23%	
	Annual Deductible		\$ 3,000.00	\$ 7,200.00	\$ 4,825.00	
	Annual Maximum Out-of-Pocket		N/A	\$ 6,000.00	\$ 6,000.00	
6m	Supplemental program for HDHP?		No (0)	Yes (4)	Yes	
6n	Type of Program					
6o	Employer Paid		100%	100%	100%	
6p	Retirees		Yes/No (0/0)	Yes/No (0/0)		
	Employer Paid		0%	0%	---	
6q	Dental Insurance		No (0)	Yes (14)	Yes	Yes
	Part of Health Plan		Yes/No (0/0)	Yes/No (0/0)		
	Employee Only		\$ 27.00	\$ 46.85	\$ 41.48	\$ 40.26
	Employer Paid		0%	100%	39%	
	Employee/Family		\$ 102.00	\$ 133.00	\$ 118.96	
	Employer Paid		0%	72%	19%	
6r	Vision Insurance		No (0)	Yes (1)	Yes	
	Part of Health Plan		Yes/No (0/0)	Yes/No (0/0)		
	Employee Only		Yes/No (0/0)	Yes/No (0/0)		
	Employer Paid		0%	0%	0%	
	Employee/Family		\$ 18.27	\$ 18.27	\$ 18.27	
	Employer Paid		0%	0%	0%	
7	7a Deferred Compensation		No (0)	Yes (9)	Yes	
	7b Available to all Employees		Yes/No (1/1)	Yes/No (1/1)		
	7c Type of Plan					
	7d Employer Contribution		Yes (0)	No (2)	No	
	If yes, explain.					
8	Other Benefits Program					
8a	Other Benefits		No (0)	Yes (1)	Yes	
8b	Post Retirement Hlth Care Svcs		Yes/No (0/0)	Yes/No (0/0)		
8c	Call Back Pay		Yes/No (0/0)	Yes/No (0/0)		
8d	On Call/Stand By Pay		Yes/No (0/0)	Yes/No (0/0)		
8e	Clothing Allowance		Yes/No (0/0)	Yes/No (0/0)		
9	Mgr/Administrator Compensation					
9a	Included in Pay Plan		Yes/No (0/0)	Yes/No (0/0)		
9b	Car or Vehicle Allowance		Yes/No (0/0)	Yes/No (0/0)		
9c	Accrues Leave Differently		Yes/No (0/0)	Yes/No (0/0)		
9d	Retirement Plan Differ		Yes/No (0/0)	Yes/No (0/0)		
9e	Additional Benefits		Yes/No (0/0)	Yes/No (0/0)		





City of Osseo, Minnesota 2017 Compensation and Classification Study

Julie Urell
Assistant Vice President, Consultant

November 13, 2017

Objectives

- Review and evaluate the City's current classification and compensation system
- Analyze and update position descriptions to ensure accuracy and compliance with ADA requirements
- Determine current relationship relative to the labor market
- Develop a compensation system that addresses internal equity and market competitiveness
- Review and develop administrative guidelines for implementation and maintenance

Methodology

- Meetings with the City Administrator and Department Heads
- Employee orientation meeting
- Collection of data – Position Analysis Questionnaires
- Update position descriptions
- Evaluate positions based on job requirements
- Obtain market salary information
- Development of salary line, determine pay grades
- Assignment of positions to pay grades
- Development of implementation options

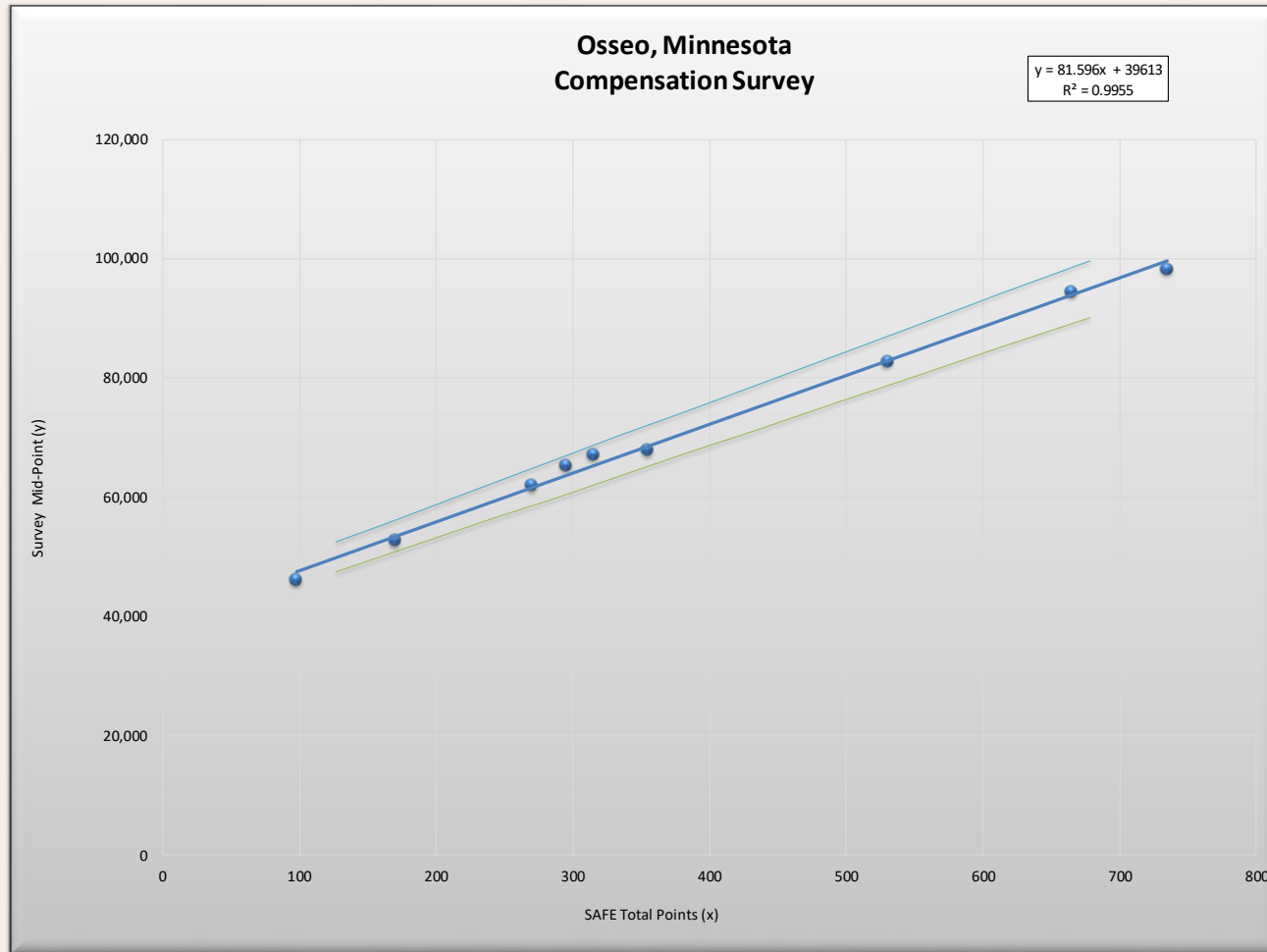
Survey Field

Minnesota Entity	Population
City of Anoka	17,142
City of Brooklyn Center	30,104
City of Brooklyn Park	79,707
City of Champlin	23,089
City of Corcoran	5,379
City of Dayton	4,671
City of Deephaven	3,642
City of East Bethel	11,713
City of Excelsior	2,316
City of Hanover	3,360
City of Victoria	8,917
City of Lexington	2,020
City of Maple Grove	69,576
City of Medina	6,240
City of Mahnommen	1,229
City of New Hope	20,877
City of Otsego	16,094
City of Rogers	12,748
City of Spring Lake Park	6,412
City of St. Michael	17,295
City of Watertown	4,316
City of Wayzata	3,688
City of Osseo	2752

Findings

- City salary ranges are below the market on average:
 - Minimum salaries 18.55% below
 - Midpoint salaries are 17.81% below
 - Maximum salaries are 17.27% below
- Internal pay relationship inequities exist within the City
- Concerns for potential employee turnover

Proposed Salary Curve



Proposed Pay Plan - 2017

% Between Grades:	6%
% Between Steps:	3.0%
Starting midpoint:	42,000

Range: 26.68%

	Step								
Grade	1	2	3	4	5	6	7	8	9
1	37,316.46	38,435.95	39,589.03	40,776.70	42,000.00	43,260.00	44,557.80	45,894.53	47,271.37
2	39,555.44	40,742.11	41,964.37	43,223.30	44,520.00	45,855.60	47,231.27	48,648.21	50,107.65
3	41,928.77	43,186.63	44,482.23	45,816.70	47,191.20	48,606.94	50,065.14	51,567.10	53,114.11
4	44,444.50	45,777.83	47,151.17	48,565.70	50,022.67	51,523.35	53,069.05	54,661.12	56,300.96
5	47,111.17	48,524.50	49,980.24	51,479.64	53,024.03	54,614.75	56,253.20	57,940.79	59,679.02
6	49,937.84	51,435.97	52,979.05	54,568.42	56,205.47	57,891.64	59,628.39	61,417.24	63,259.76
7	52,934.11	54,522.13	56,157.79	57,842.53	59,577.80	61,365.14	63,206.09	65,102.27	67,055.34
8	56,110.15	57,793.46	59,527.26	61,313.08	63,152.47	65,047.05	66,998.46	69,008.41	71,078.66
9	59,476.76	61,261.06	63,098.90	64,991.86	66,941.62	68,949.87	71,018.36	73,148.91	75,343.38
10	63,045.37	64,936.73	66,884.83	68,891.38	70,958.12	73,086.86	75,279.47	77,537.85	79,863.99
11	66,828.09	68,832.93	70,897.92	73,024.86	75,215.60	77,472.07	79,796.23	82,190.12	84,655.82
12	70,837.77	72,962.91	75,151.80	77,406.35	79,728.54	82,120.40	84,584.01	87,121.53	89,735.17
13	75,088.04	77,340.68	79,660.90	82,050.73	84,512.25	87,047.62	89,659.05	92,348.82	95,119.28
14	79,593.32	81,981.12	84,440.56	86,973.77	89,582.99	92,270.48	95,038.59	97,889.75	100,826.44
15	84,368.92	86,899.99	89,506.99	92,192.20	94,957.97	97,806.71	100,740.91	103,763.13	106,876.03
16	89,431.06	92,113.99	94,877.41	97,723.73	100,655.44	103,675.11	106,785.36	109,988.92	113,288.59
17	94,796.92	97,640.83	100,570.05	103,587.16	106,694.77	109,895.61	113,192.48	116,588.26	120,085.90
18	100,484.74	103,499.28	106,604.26	109,802.39	113,096.46	116,489.35	119,984.03	123,583.55	127,291.06

Position Assignment*

Points	Department	Title	Proposed			
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97.5	Administration	Administrative Assistant	3	41,928.77	47,191.20	53,114.11
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735	Administration	City Administrator	17	94,796.92	106,694.77	120,085.90

*All other positions are less than 14 hours per week on average; not subject to Pay Equity.

Recommended Implementation

Employees whose current wage falls below the minimum of the proposed range for their position are moved to the minimum of the range.

Recommendation - Move to Minimum

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 901,233.80	\$ 927,616.60	\$ 26,382.80	2.93%
Employee Below Min	4	\$ 175,068.00	\$ 201,450.80	\$ 26,382.80	15.07%
Employee Within Range	9	\$ 656,637.80	\$ 656,637.80	\$ -	
Employee Above Max	1	\$ 69,528.00	\$ 69,528.00	\$ -	

Public Sector Advisors





City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 **F** 763.425.1111

Administrative Assistant

Position Title:	Administrative Assistant
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	3
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs administrative support work assisting department staff, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the City Administrator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Greets and receives City Hall visitors in person and answers telephone calls; responds or refers to appropriate person for action; informs City staff of any pertinent and timely matters, including Code compliance complaints.
- Reviews, records and processes Building, Electrical and Sign permit applications (after review of Sign and Building Permits by City Planner, if necessary); receives payments and distributes to Finance.
- Oversees the Osseo Community Center Rental Program; answers inquiries, distributes applications, coordinates and schedules events for the Community Center and Boerboom Park Bandshell calendars; monitors rooms between meetings and events for cleanliness checklist items related to damage deposit returns; receives payments and coordinates refunds with Finance.
- Creates promotional materials such as City event posters and fliers; creates content and posts social media content on the city website and other social media platforms; purchases printed materials including posters, event schedules, and business cards.
- Maintains the Rental Property License Program; coordinates with owners of Osseo apartments, duplexes and single-family rental properties for new and license renewals, and with the Osseo Property Inspector (or other) for annual inspections and Code compliance complaints; receives payments and maintain records.
- Coordinates property management of three City of Osseo-owned rental properties; coordinates rental leases with property management companies, and communicates maintenance issues with Public Works Director.
- Writes articles and assists in reviewing Osseo Outlook quarterly newsletter and other publications.
- Manages the seasonal outdoor Osseo Farmers Market program including the application process (renewals and

new vendor applications); oversees Market Coordinator in the set up and take down as needed on Market days; coordinates the marketing efforts of the program; receives payments and maintain records.

- Solicits volunteer drivers and manages schedule of the seasonal Osseo Trolley free golf cart ride program.
 - Creates forms in word processing and spreadsheet software; drafts routine correspondence and maintains an electronic filing system; creates mailings; fills out, makes copies, and submits required forms and reports; notarizes documents for the public.
 - Assists the City Administrator and City staff in updating and communicating departmental policies, procedures, directives, and research for special projects, Council and EDA packets, as needed; assists staff members, grant writers and other community members with North Water Tower restoration grant applications.
 - Monitors the department's inventory of forms and supplies to ensure adequate supply is maintained; purchases supplies, and assists with vendors to keep the office equipment in functioning order; assembles "New Resident" information packets.
 - Receives and date stamps incoming mail; processes time-sensitive administrative correspondence; posts outgoing mail and packages.
 - Files documents and maintains Osseo residential and business address files.
 - Assists City Clerk in absentee voter registration and other Election Judge duties during election season.
-

Knowledge, Skills and Abilities:

Thorough knowledge of standard office practices, procedures, equipment and administrative support techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of departmental programs and policies; ability to type accurately at a reasonable rate of speed; ability to make arithmetical calculations; ability to follow oral and written instructions; ability to read and understand detailed and complicated policies, procedures and materials that contain specialized words and phrases; ability to operate a variety of office equipment to produce complex/technical documents; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Education and Experience:

Associates/Technical degree with coursework in in office administration, clerical and basic accounting or related field and moderate experience office administration support, communication, graphic design and organizational skills, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Social media platforms (Facebook and Twitter)

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Assistant Fire Chief

Position Title:	Assistant Fire Chief
Department:	Fire
Supervisor's Title:	Fire Chief
Pay Grade:	By Contract
FLSA Status:	Paid On-Call
Work Status:	Part Time

General Definition of Work:

Performs difficult protective services work assisting with managing and directing fire and emergency services activities, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief. Position assists Department Head with management of department, including Firefighters.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Responds to medical and fire emergencies.
 - Provides incident scene command and leadership, as needed.
 - Attends weekly departmental training and monthly departmental meetings; attends monthly Fire Chiefs' meeting as available.
 - Manages annual recruiting and hiring process.
 - Coordinates required training for probationary members.
 - Oversees maintenance of apparatus and equipment.
 - Oversees incident reporting submitted to State Fire Marshall.
 - Maintains employee training and personnel records.
-

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of fire prevention, inspection, suppression and emergency services; comprehensive knowledge of departmental rules and regulations; comprehensive knowledge of the operation and maintenance of apparatus and equipment; comprehensive knowledge of supervisory principles and practices; ability to program activities and implement same; ability to exercise sound judgment in emergencies; ability to effectively supervise personnel in fire and emergency situations; ability to prepare and review reports; ability to establish and

maintain effective working relationships with city officials, associates and the general public.

Education and Experience:

High school diploma or GED and considerable experience in a firefighting capacity, or equivalent combination of education and experience.

Special Requirements:

Firefighter 1 - State Certification
Emergency Medical Responder - State Certification
Hazmat Operations
Driver's License

Physical Requirements:

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work frequently requires wearing a self-contained breathing apparatus and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

City Accountant

Position Title:	City Accountant
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	8
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs intermediate administrative work maintaining accounting records for all revenues and expenditures and preparing financial reports; administers payroll, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Utility Financial Control - administers quarterly meter download of utility data and billing, applies payments, manages customer service and trouble-shooting, and adjustments.
 - Accounts Receivable - performs tasks associated with invoicing, collections, and deposit payments.
 - Accounts Payable - performs tasks associated with data entry, vendor maintenance, check generation, property insurance maintenance.
 - Payroll - performs tasks associated with data entry, payment generation, quarterly and annual reporting, and employee maintenance.
 - Human Resources - manages benefit administration, new hire reporting, workers compensation, and unemployment and OSHA requirements.
 - Budget - manages preparation and administration, and agency reporting.
 - General Ledger - performs tasks associated with account maintenance, account analysis and fund balancing, and distribution of costs to enterprise funds (utilities).
 - Audit - prepares work papers and schedules, and acts as liaison.
 - EDA (Component Unit) - assists in TIF administration, and manages separate set of books.
 - Other - presents and discusses financial information at Council and Committee meetings and work sessions as required; writes policies and procedures as needed.
-

Knowledge, Skills and Abilities:

Thorough knowledge of laws and administrative policies governing municipal financial practices and procedures; general knowledge of the principles and practices of accounting and budgeting in government; ability to prepare informative financial reports; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to operate a computerized accounting system; ability to establish and maintain effective working relationships with city officials, associates and the general public.

Education and Experience:

Associates/Technical degree with coursework in Accounting or related field and moderate experience performing financial duties in a municipality, or equivalent combination of education and experience. Bachelor's degree preferred.

Special Requirements:

Maintain professional certifications (public finance)

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

Environmental Conditions:

This work regularly requires exposure to outdoor weather conditions, frequently requires working with explosives and exposure to vibration and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

City Administrator

Position Title:	City Administrator
Department:	Administration
Supervisor's Title:	City Council
Pay Grade:	17
FLSA Status:	Exempt
Work Status:	Full Time

General Definition of Work:

Performs complex executive work directing City government operations including managing and directing daily operational activities through direct communication with department heads, ensuring the professional administration of City affairs, ensuring ordinances, resolutions and policies of the City and City Council are faithfully and equitably enforced, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Position provides leadership and management to the organization as a whole.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Undertakes, or effectively recommends to the Council, the full complement of personnel functions such as staffing/hiring, training and staff development, assigning and prioritizing work, coaching and evaluating performance, compensation/rewards, and discipline/discharge.
- Communicates with City employees during regular staff and informal meetings to delegate work, assign tasks, and discuss problems/issues/concerns.
- Regularly attends and participates in Council meetings: oversees and participates in agenda/packet preparation; keeps the Council informed of pertinent issues/concerns; and makes recommendations regarding various programs, projects, and services.
- Prepares, with support of the City Accountant, Financial Consultant(s) and input from department heads, the City's operating and capital budgets; presents budget documents and financial reports to the Council; and administers Council-approved budget, serving as final decision maker on spending or purchases in accordance with established policies and procedures.
- Facilitates a comprehensive strategic planning process for the City Council, including short-term and long-term planning, to establish City goals and objectives.
- Serves as City's principal liaison and regularly communicates with numerous outside entities and residents to keep informed about municipal activities, promote understanding of City policies, and respond to

questions/concerns.

- Administers/interprets personnel policies; maintains/administers employee pay and benefits; and serves as City's primary negotiator for collective bargaining.
 - Oversees the City's data privacy practices to ensure private and public data is correctly handled.
 - Serves as Executive Director of the Economic Development Authority (EDA): works with developers and negotiates various purchases/sales/development agreements with EDA approval/knowledge.
 - Acts as the primary municipal spokesperson and understands the position is "on-call" at all times.
-

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; general knowledge of standard office software and equipment; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of operating departments; ability to establish and maintain effective working relationships with City staff, City Council and the public.

Education and Experience:

Master's degree with coursework in Public Administration, human resources, municipal budgeting/finance, economic development or related field and moderate experience with minimum 3 years of supervisory and public finance experience, or equivalent combination of education and experience.

Special Requirements:

Maintain public administration memberships (ICMA, MCMA, MAMA, etc.)
Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Social media platforms (Facebook and Twitter)

Physical Requirements:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

City Clerk

Position Title:	City Clerk
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	9
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs difficult administrative work preparing and keeping minutes, maintaining official records of City Council actions, handling election duties, processing license applications, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Position exercises occasional supervision of election judges.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Researches/compiles info for Council and EDA packets; assists City Administrator in preparation of background memoranda and agendas including editing of other staff memos; creates reports, resolutions, proclamations, other documents as necessary; assembles digital and paper packets, and disseminates packets to Council & board members, staff, others.
- Maintains an official record of proceedings and actions for Council and EDA, establishing necessary files for projects, legal notices, and publications; manages the city code of ordinances and annual code codification of ordinances; edits minutes for Council and
- EDA; manages records retention schedule for city documents/files.
- Coordinates human resources functions of recruitment (in house or via a search firm), interviews, notifications, personnel records, compensation management, and personnel policy updates/development; trains new Administration employees on general city procedures as needed; assists with research and file organization.
- Assists City Engineer with project management for street projects, chapter 429 process for all special assessments; reviews/refines engineering assessment rolls, prepares and mails legal notices for such projects; submits special assessment rolls to Hennepin County on behalf of city for street projects and city utility delinquent accounts plus abatement assessments; calculates and handles special assessment searches of property.
- Assists Administrator and City Attorney with data practices requests to ensure private/public data is correctly

handled; maintains confidentiality of records.

- Administers bi-annual elections by recruiting/training judges, securing necessary equipment, ensuring legal notices are published, preparing polling place, acting as head judge throughout Election Day.
 - Responds to general inquiries from the public via the mailbox on website, complaints, letters to the mayor; backup for service counter work plus incoming general phone calls.
 - Composes and/or collects and edits all articles in quarterly city newsletter; submits to publishing company and ensures accuracy and completeness of information.
 - Provides back-up support to Administration co-workers and Public Services (Works) as needed, including public inquiries at service counter, issuing permits, accounts receivable, assisting with special projects.
 - Acts as city recycling coordinator by working with County officials on educational efforts disseminated to the public, gathering necessary information and preparing annual recycling grant application; coordinates any Request for Proposal process for solid waste collection system.
 - Processes annual business licenses for liquor, tobacco, pawn shop licensing by seeking required information, preparing reports for Council action, sending documentation to state organizations, distributing state and local licenses to applicants. Communicates internally with all staff from all departments; externally with local newspaper representatives, building inspectors,
 - County departments and state officials, colleagues in other cities, contractors/developers, local community organizations and gambling associations, school district representatives, business owners, residents, visitors, City Attorney, City Engineer/staff. Processes monthly, quarterly, and/or annual building and construction-related reports (includes building, mechanical, plumbing, electrical, zoning permits) for distribution to local and County officials; processes and submits reports to MN Building Codes &
 - Standards Division and Met Council for SAC (Sewer Availability Charge); administers monthly US Census Bureau reporting, occasional Census boundary/annexation surveys, American Community surveys, and government units survey.
-

Knowledge, Skills and Abilities:

Thorough knowledge of municipal government operations and procedures; thorough knowledge of municipal record keeping procedures and requirements; general knowledge of payroll systems administration and the associated methodology, processes and terminology; general knowledge of accounting theory and principles; general knowledge of standard office software and equipment; ability to conduct research and develop concise reports; ability to communicate effectively both orally and in writing; ability to record and maintain detailed minutes, records and files; ability to establish and maintain effective working relationships with various professionals, other employees, department heads, elected officials and the general public.

Education and Experience:

Associates/Technical degree with coursework in Business, Accounting or related field and moderate experience in city clerk/election work, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Minnesota Municipal Clerk designation
Election training via Secretary of State & Hennepin County
Notary

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive

motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

City Planner

Position Title:	City Planner
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	9
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs intermediate advanced technical work coordinating the development of comprehensive plans, preparing policies, reviewing development proposals and site plans and administering the zoning ordinance; analyzing data and preparing studies/recommendations as they relate to planning and community development, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Coordinates City's land use and development functions: reviews development plans, building permits, and sign permits; issues and inspects Zoning permits; calculates and collects development fees; works with building inspector, developers, and residents to carry out projects.
- Serves as staff person for Planning Commission and Parks and Recreation Committee: prepares agendas/information packets, handles public notices, attends and facilitates all Commission and Committee meetings; takes minutes and follows up on directives as needed.
- Prepares and presents reports on planning related items to the Planning Commission, EDA, Parks and Recreation Committee, and City Council, assuring that proposals are complete and adequate information is available to make proper decisions; creates staff reports regarding variances/conditional uses/other zoning issues for commissioners and council members; and makes staff recommendations; collects and prepares necessary background data from qualitative, quantitative, and secondary sources to assist various boards and commissions in decision making; provides recommendations and direction.
- Responds to zoning, land use, and development-related questions from developers, builders, realtors, and the general public through research and interpretation of City ordinances.
- Receives and investigates complaints relating to ordinance enforcement; oversees the preparation of reports and background information and determines the appropriate course of action to obtain compliance; acts as the City's Code Enforcement Officer in relation to zoning-related complaints; assists the Osseo Police department in

administering the Nuisance Ordinance.

- Maintains, updates, and implements the City's Comprehensive Plan and zoning ordinance through the research and recommendation of appropriate amendments.
 - Researches and prepares grant applications by authoring proposals for related City programs and projects and administers grant agreements; develops evaluation strategies appropriate to various grants, programs, and initiatives.
 - Assists with the City's outreach and communication initiatives, including print, electronic, and social media sources and community engagement strategies; assists in website administration.
 - Assists in creating and maintaining the city's Geographic Information Systems (GIS) databases and other data management practices.
 - Attends, as a staff representative, various meetings of outside bodies to foster cooperation on mutual interests and promote the City's best interests.
 - Assists administrative staff, regularly and as needed, at the front counter and through phone work.
 - Coordinates or participates in ad-hoc committee and subcommittee meetings related to land use, planning, and development, as the need arises.
 - Maintains education and technical knowledge through attendance at professional organization meetings, conferences, workshops and receiving course credit hours.
 - Coordinates recreation activities for the City, including summer youth programs and concert/movie series and public health promotions.
 - Assists the City Administrator on any development projects as needed
-

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of urban planning; general knowledge of economics, sociology, environmental issues, municipal finances, and tax-increment financing as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to make presentations; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Bachelor's degree with coursework in Urban Planning, Political Science, Architecture, Urban Studies or related field and moderate experience in local government administration, development review, customer service, public records management, or equivalent combination of education and experience.

Special Requirements:

American Institute of Certified Planners (receive certification within 2-3 years)

MN-APA Membership

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

Social media platforms (Facebook and Twitter)

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; ability to read and interpret plans and specifications for building projects and site plans; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual

inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Community Event Coordinator

Position Title:	Community Event Coordinator
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	2 (Part Time Pay Scale)
FLSA Status:	Non-Exempt
Work Status:	Part Time (240 hrs)

General Definition of Work:

Performs semiskilled work coordinating senior citizen fitness programs and Farmers Market logistics and operations, and related work as apparent or assigned. Work is performed under the close supervision of the City Administrator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Adult Recreation Coordinator: arranges Community Center Rooms for adult fitness classes.
 - Assists with registration and paperwork for class attendees and reports to instructors and City Clerk.
 - Promotes adult recreation classes to public via local TV and newspaper, word-of-mouth, and at special events.
 - Arranges scheduling of classes and communications with attendees during holidays or in special circumstances.
 - Farmers Market Coordinator: coordinates location and set up of vendors on Farmers Market days.
 - Promotes various City programs related to Farmers Market and relays resident feedback to City staff.
-

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of senior services and program administration; ability to understand older persons, their interests and issues that are important to them; ability to effectively manage programs and staff; ability to communicate clearly in both oral and written forms; ability to provide leadership and motivation to program participants and staff; ability to allocate and utilize resources and personnel to meet program goals; ability to conceive, develop and implement recreation programs for older persons; ability to establish and maintain effective working relationships with associates, volunteers, older persons, officials of other agencies and the general public.

General knowledge of market operations, regulations and policies; general knowledge of ordinances and codes that affect market operations; thorough knowledge of area produce and other materials available for sale; general

knowledge of food storage and preparation methods and techniques; ability to prepare and maintain records and files; ability to make mathematical computations accurately and quickly; ability to enforce rules and regulations effectively and tactfully; ability to establish and maintain effective working relationships with customers and vendors.

Education and Experience:

High school diploma or GED and minimal experience understanding basic functions of city government operations.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Social media platforms (Facebook and Twitter)

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 **F** 763.425.1111

Fire Chief

Position Title:	Fire Chief
Department:	Fire
Supervisor's Title:	City Administrator
Pay Grade:	By Contract
FLSA Status:	Paid On-Call
Work Status:	Part Time

General Definition of Work:

Performs complex protective services work managing and directing fire and emergency services activities, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Position manages a department, including Firefighters and other first responders.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Assumes command at all fires and emergency incidents, establishing an Incident Command System.
- Works closely with the Assistant Fire Chief, establishing goals and objectives for the department.
- Presides at all regular and special meetings and has the authority to call special meetings to order.
- Follows and impartially enforces the Department Manual.
- Ensures that all Fire Department officers and committees perform their stated duties.
- Reports to the City Administrator and the City Council, on a regular basis.
- Attends department meetings, officer meetings and extra-departmental meetings as appropriate including state, county, and mutual aid meetings.
- Regularly attends City of Osseo Public Safety Committee meetings.
- Coordinates Emergency Preparedness efforts for the city in conjunction with the Police Chief.
- Develops and maintains the Fire Department's budget and submits it to the City Administrator for review.
- Recommends approval of other Fire Department expenditures to the City Administrator.
- Receives correspondence addressed to the Fire Department or current Chief and addresses in a timely manner.
- Recommends to the City Administrator and Finance Officer the payment of bills outstanding against the Fire Department.
- Settles disputes between Fire Department Members when on duty.
- Oversees other Department functions, including but not limited to drills, events, parades and other City events and functions.

- Maintains community relations with residents, civic groups, schools, boards, and committees.
 - Strives to maintain and improve morale within the Department and improve working relations with agencies.
 - Serves as a weekend Duty Officer as scheduled.
 - Attends Council, Staff and other meetings as needed.
-

Knowledge, Skills and Abilities:

Comprehensive knowledge of modern firefighting and emergency medical and rescue methods; comprehensive knowledge of the use and operation of a wide variety of fire motor, rescue and auxiliary apparatus; comprehensive knowledge of laws, rules and regulations relating to fire control and prevention; ability to plan, initiate and carry out long-term programs in fire administration, employee training and fire prevention; ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting and rescue work; ability to develop and maintain effective working relationships with associates and the general public.

Education and Experience:

Bachelor's degree and considerable experience in a firefighting leadership capacity, or equivalent combination of education and experience.

Special Requirements:

EMR Coordinator
FF1 and FF2 Hazmat Operations
First Responder
MN Driver's License

Physical Requirements:

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires using hands to finger, handle or feel, climbing or balancing and stooping, kneeling, crouching or crawling, frequently requires standing, walking, speaking or hearing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work frequently requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self-contained breathing apparatus and exposure to blood-borne pathogens which may require specialized personal protective equipment and occasionally requires working near moving mechanical parts and exposure to vibration; work is generally in a loud noise location.

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Office Manager - Police

Position Title:	Office Manager - Police
Department:	Police
Supervisor's Title:	Police Chief
Pay Grade:	7
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs intermediate administrative work developing and maintaining financial records, maintaining personnel records, ensuring accuracy and completeness of records, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Communicates with police officers, other City employees, the public, the City and other Attorneys, the Chief and other supervisors, as well as judicial and correctional system personnel, the Department of Public Safety, Minnesota Bureau of Criminal Apprehension, social service agencies, local businesses, and residents.
- Creates, completes, copies, and submits various forms and reports electronically and in hard copy; drafts routine correspondence in Microsoft Word and uses spreadsheets for minor financial reports; maintains ICRs and arrest files through departmental filing system and/or appropriate law enforcement computer systems; retrieves records for review by officers, legal counsel, and privileged government agencies; transcribes and prepares dictated police reports and statements to attorneys; submits arrest reports and other information to appropriate attorneys, courts, and criminal justice agencies; processes juvenile arrest and case files in accordance with data practice requirements and updates files as needed; processes reports for insurance companies.
- Acts as liaison between the Police Department and the Bureau of Criminal Apprehension; implements changes and oversees the use of the state computer provided by the BCA; acts as the data practice liaison for the police department.
- Operates State computer system and uses CJDN/CJIS network to conduct criminal history records checks, City-related employment background checks, and checks for various permits/licenses.
- Processes applications to purchase or carry handguns, licenses for alcohol, cigarettes, and peddling by running background checks, coordinating inspection of the premises, and reviewing application with the Chief.

- Acts as the liaison between City staff and IT Department by overseeing Department's computer operations; troubleshoots problems, and contacts technical support as needed; trains coworkers on hardware/software use and ensures system back-ups are regularly performed and files are safely kept.
 - Classifies and enters statistical crime information into the Criminal Justice Reporting System for all crimes, stolen and recovered property, loss of property due to arson, and arrested persons pursuant to State and Federal reporting guidelines.
 - Monitors police radio system for Department activity, communicates with Officers on patrol, and provides information as requested, maintains officers squad video and monitors the police and city security cameras.
 - Monitors incoming court notices, notifies affected Officer, and enters or updates information on the designated court calendar; maintains training records for personnel, POST licensing forms and records, and supports officer training by handling registrations and travel arrangements, and completes necessary documents for POST approval of Department course, ensures training/required certifications to enter the Police Department are completed by office staff and maintains Officers' schedules in system.
 - Processes fingerprint cards by coding and entering pertinent data, sending arrest and card information to BCA and FBI when completed, and updates the Department's arrest files with pertinent information.
 - Assists Chief in updating and communicating Departmental policies, procedures, rules, regulations, and directives.
 - Manages City's Telecommunications and the card/key building access systems for all Departments.
 - Creates the Police Newsletter. Operates the Police Department's social media pages (Facebook and Twitter).
 - Coordinates Osseo Mini Dazzle city event.
 - Receives customers at front counter, phone and email; performs administrative duties for Osseo Fire Department as requested, monitors inventory of forms and supplies to ensure adequate supply is maintained.
-

Knowledge, Skills and Abilities:

Thorough knowledge of standard office practices, procedures, equipment and program assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep detailed and complex records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to establish and maintain effective working relationships with associates, elected officials, vendors and the general public. Familiar with social media platforms.

Education and Experience:

Associates/Technical degree with coursework in Criminal Justice, social service, legal assistance, administrative assistance, office management or related field and moderate experience working with others in an office setting, preferably in law enforcement, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Social media platforms (Facebook and Twitter)
Criminal History Record Maintenance Certification
Criminal Justice Reporting System Certification
Gun Permit Background Check Certification
CJIS Security & Awareness Course
Notary

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Paid On-Call Fire Fighter

Position Title:	Paid On-Call Fire Fighter
Department:	Fire
Supervisor's Title:	Fire Chief
Pay Grade:	By Contract
FLSA Status:	Paid On-Call
Work Status:	Part Time

General Definition of Work:

Performs moderately difficult protective services work assisting with fire and emergency services activities, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief and Assistant Fire Chief, and reports to Captains, Lieutenants, Assistant Fire Chief and Fire Chief.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Responds to medical and fire emergencies.
 - Attends weekly departmental training and monthly departmental meetings.
 - Assists in the maintenance of apparatus and equipment.
-

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of fire prevention, inspection, suppression and emergency services; comprehensive knowledge of departmental rules and regulations; comprehensive knowledge of the operation and maintenance of apparatus and equipment; ability to program activities and implement same; ability to exercise sound judgment in emergencies; ability to prepare and review reports; ability to establish and maintain effective working relationships with city officials, associates and the general public.

Education and Experience:

High school diploma or GED and some experience in a firefighting capacity, or equivalent combination of education and experience.

Special Requirements:

Firefighter 1 or 2 - State Certification
Emergency Medical Responder - State Certification
Hazmat Opps and Operations
Driver's License

Physical Requirements:

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work frequently requires wearing a self-contained breathing apparatus and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Part-Time Police Officer

Position Title:	Part-Time Police Officer
Department:	Police
Supervisor's Title:	Police Chief
Pay Grade:	By Contract
FLSA Status:	Non-Exempt
Work Status:	Part Time

General Definition of Work:

Performs intermediate protective services work enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Patrols community by car, on foot or on bicycle; enforces traffic, state and federal laws and city ordinances; writes tickets as appropriate; performs traffic control functions; checks businesses and residential areas for signs of vandalism; break-ins, and suspicious activity; responds to animal complaints; carries out procedures for animal control, and documents activity.
- Responds to calls for service, makes initial report, investigates, and performs follow-up as needed; responds to emergency situations and identifies hazards; notifies the appropriate emergency personnel; makes proper decisions assessing sick and injured people; utilizes basic life support as a first responder.
- Prepares a variety of complete and accurate reports such as incident, arrest, investigative, preliminary criminal charges, initial complaint, court testimony, and ensures adequate record keeping; keeps supervisory employees informed of all pertinent matters through daily activity reports and intra-departmental communications; assesses daily reports and confers with Police Chief, Office Manager, and other officers.
- Locates and arrests suspects; takes prisoners to jail; performs written reports, and assists in the prosecution of violators; conducts welfare checks and serves official documents such as warrants, ex parte orders, eviction, subpoenas, juvenile papers, and makes death notifications.
- Conducts criminal investigations by interviewing witnesses/complainants/victims/suspects; collects evidence and inventories it appropriately; prepare written reports; inform Chief on the status of investigations; attend court to serve as witness and present evidence.
- Responds to traffic accidents and assesses severity of damage/injuries; facilitates the exchange of information

and prepare supporting documents; writes state crash reports and conducts investigations as appropriate; identifies hazards to traffic and pedestrians and reports matters requiring attention to the appropriate supervisor/personnel.

- Assists other law enforcement agencies with crime prevention and investigation as needed.
- Utilizes standardized field sobriety testing, advanced roadside impairment detection and enforcement, occupant protection usage and equipment, and Datamaster hardware/software suites.
- Engages in community oriented policing; participates in informal community talks, formal meetings and sponsored events; assists with a variety of departmental programs, and pursues a variety of networking opportunities; participates in department public education efforts by providing information and advice to residents/businesses regarding law enforcement and public safety issues; provides security and police assistance at community events including crowd and traffic control.
- Attends mandatory and elective classes/meetings for required continuing education to maintain POST licensure and individual/departmental training needs.

Knowledge, Skills and Abilities:

General knowledge of police methods, practices and procedures; general knowledge of the rules and regulations of the Police department; thorough knowledge of the geography of the City and location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of police vehicles; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience:

Associates/Technical degree in Law Enforcement or related field and minimal experience needed in Life, Reserve, CSO, Corrections, Law Enforcement, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

POST License

Driver's License

Peace Officer License MN

ERM Certification or ability to receive Certification within 24 months of hire

Special Training within six months in Firearms, Defensive Tactics/Use-of-Force, Emergency Vehicle Operation, TASER, CAD/RMS, Standardized Field Sobriety Testing/Datamaster, BCA/CJIS Certification

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires standing, walking and tasting or smelling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work regularly requires exposure to outdoor weather conditions, frequently requires exposure to blood-borne pathogens which may require specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Police Chief

Position Title:	Police Chief
Department:	Police
Supervisor's Title:	City Administrator
Pay Grade:	15
FLSA Status:	Exempt
Work Status:	Full Time

General Definition of Work:

Performs complex advanced protective service work planning, organizing and directing police operations, ensuring that laws, regulations and procedures are followed, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Position manages a department, including Police Officers, Police Reserve Officers and the Office Manager - Police.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Provides executive and administrative work to manage the daily operations of Police Services and provide leadership for the City's law enforcement, crime prevention, and community policing efforts.
- Supervises the uniformed and civilian personnel, carries out planning activities, establishes and evaluates programs, manages and participates in public relations activities, and administers department budget. Responsible for the training of Police Officers within the Department.
- Provides patrol duties, responds to calls for service and other emergencies, and performs other police officer tasks as needed.
- Plans, directs and coordinates the activities of the department to provide the various services directed by the Council; responds to service requests and complaints of citizens, other agencies, neighboring departments, and City Officials, and provides them with information and advice.
- Serves as Emergency Manager for the City of Osseo, in conjunction with the Fire Chief.
- Maintains contact with groups inside and outside the department that further the mission of the City of Osseo Partnership for Change, as well as other groups or committees.
- Oversees the purchase, implementation and care of all police equipment.
- Assists the City Administrator in annual planning for capital improvements, and anticipates operating expenses including equipment, materials and supplies for the coming year.

- Attends Council and other meetings as needed.
-

Knowledge, Skills and Abilities:

Comprehensive knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent Federal and State laws and municipal ordinances; thorough knowledge of the geography of the City and the location of important buildings; ability to command respect of the officers and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; ability to maintain and establish working relationships with associates and the public.

Education and Experience:

Bachelor's degree with coursework in Law Enforcement Leadership/Public Administration/Criminal Justice or related field and moderate experience in a police supervisory capacity, or equivalent combination of education and experience. Master's degree preferred.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Peace Officer License MN
DMT Operator
First Responder
MN Driver's License

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work frequently requires exposure to outdoor weather conditions and exposure to vibration and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, working with explosives and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Police Officer

Position Title:	Police Officer
Department:	Police
Supervisor's Title:	Police Chief
Pay Grade:	By Contract
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs intermediate protective services work enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Patrols community by car, on foot or on bicycle; enforces traffic, state and federal laws and city ordinances; writes tickets as appropriate; performs traffic control functions; checks businesses and residential areas for signs of vandalism; break-ins, and suspicious activity; responds to animal complaints; carries out procedures for animal control, and documents activity.
- Responds to calls for service, makes initial report, investigates, and performs follow-up as needed; responds to emergency situations and identifies hazards; notifies the appropriate emergency personnel; makes proper decisions assessing sick and injured people; utilizes basic life support as a first responder.
- Prepares a variety of complete and accurate reports such as incident, arrest, investigative, preliminary criminal charges, initial complaint, court testimony, and ensures adequate record keeping; keeps supervisory employees informed of all pertinent matters through daily activity reports and intra-departmental communications; assesses daily reports and confers with Police Chief, Office Manager, and other officers.
- Locates and arrests suspects; takes prisoners to jail; performs written reports, and assists in the prosecution of violators; conducts welfare checks and serves official documents such as warrants, ex parte orders, eviction, subpoenas, juvenile papers, and makes death notifications.
- Conducts criminal investigations by interviewing witnesses/complainants/victims/suspects; collects evidence and inventories it appropriately; prepare written reports; inform Chief on the status of investigations; attend court to serve as witness and present evidence.
- Responds to traffic accidents and assesses severity of damage/injuries; facilitates the exchange of information

and prepare supporting documents; writes state crash reports and conducts investigations as appropriate; identifies hazards to traffic and pedestrians and reports matters requiring attention to the appropriate supervisor/personnel.

- Assists other law enforcement agencies with crime prevention and investigation as needed.
 - Utilizes standardized field sobriety testing, advanced roadside impairment detection and enforcement, occupant protection usage and equipment, and Datamaster hardware/software suites.
 - Engages in community oriented policing; participates in informal community talks, formal meetings and sponsored events; assists with a variety of departmental programs, and pursues a variety of networking opportunities; participates in department public education efforts by providing information and advice to residents/businesses regarding law enforcement and public safety issues; provides security and police assistance at community events including crowd and traffic control.
 - Coordinates police department bike patrol team; promotes safe/healthy ridership principles; maintains bike fleet; presents policy/equipment considerations; coordinates appropriate training and community outreach programs; participates in SHIP Grant community leadership team; develops and implements strategies for community improvement; promotes healthy living directives.
 - Instructs defensive tactics/use-of-force training using a variety of teaching principles and tools; instructs the Force on Force system of training; performs all safety precautions, and organizes appropriate/effective use-of-force scenarios.
 - Attends mandatory and elective classes/meetings for required continuing education to maintain POST licensure and individual/departmental training needs.
 - Coordinates commercial motor vehicle enforcement saturations.
 - Serves as public information officer by preparing monthly press releases.
 - Provides training on MN Crash state accident reporting software as needed.
 - Inspects and maintains vehicle fleet and personal/departmental equipment as needed.
 - Supervises part-time officers when assigned.
-

Knowledge, Skills and Abilities:

General knowledge of police methods, practices and procedures; general knowledge of the rules and regulations of the Police department; thorough knowledge of the geography of the City and location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of police vehicles; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience:

Associates/Technical degree in Law Enforcement or related field and minimal experience Life, Reserve, CSO, Corrections, Law Enforcement, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

POST License

Driver's License

Peace Officer License MN

ERM Certification or ability to receive Certification within 12 months of hire

Special Training within six months in Firearms, Defensive Tactics/Use-of-Force, Emergency Vehicle Operation, TASER, CAD/RMS, Standardized Field Sobriety Testing/Datamaster, BCA/CJIS Certification

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires standing, walking and tasting or smelling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work regularly requires exposure to outdoor weather conditions, frequently requires exposure to blood-borne pathogens which may require specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Public Works Director

Position Title:	Public Works Director
Department:	Public Works
Supervisor's Title:	City Administrator
Pay Grade:	13
FLSA Status:	Exempt
Work Status:	Full Time

General Definition of Work:

Performs difficult advanced technical work planning and supervising street maintenance, storm drainage maintenance, solid waste facilities and equipment maintenance operations, coordinating work with other departments, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Position manages a department, including Maintenance Workers and Seasonal Maintenance Workers.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Provides supervision, planning, direction and administration of the Public Works personnel, materials and equipment.
- Provides seasonal planning and direction of daily operations in transportation, utilities, land and buildings, and vehicle maintenance.
- Reviews engineering and design of public projects and provides inspections to assure projects are constructed and installed according to specifications and City Standards.
- Develops operational and major expenditure budgets for Public Works, and maintains fiscal control to stay within adopted budget figures.
- Evaluates the needs for new facilities and equipment, and emphasizes use of cost effective ideas to improve the productivity and performance of the various departments.
- Responds to service requests and complaints of citizens, contractors, developers, and City Officials, and provides them with information and advice.
- Provides and performs services as necessary in emergency situations.
- Maintains an efficient water and waste water system in conformance with state regulations; generates related reports for internal use and external reporting compliance.

- Oversees maintenance and repair of all public roads and streets, as well as municipal buildings; assists in repair work as needed.
 - Coordinates maintenance of all municipal grounds including mowing, grass trimming, tree trimming, snow removal from streets and public spaces, and sidewalk repairs.
 - Assists the City Administrator in annual planning for capital improvements, and anticipates operating expenses including equipment, materials and supplies for the coming year.
 - Collects and records data and information on the operation and maintenance activities, programs and equipment, including water and sewer systems maps and water analysis data.
 - In consultation with the City Administrator and Finance Officer, facilitates collections for delinquent accounts prior to disconnection.
 - Maintains an inventory of parts, materials and equipment; makes purchases in accordance with City procedure.
 - Maintains preventative maintenance schedule for department vehicles and equipment; performs minor repairs as needed.
 - Performs tree and weed inspection throughout the City; informs the City Administrator and Police Department of violations of associated city, county and state laws and ordinances.
 - Plans and coordinates maintenance activities and equipment usage with other departments.
 - Develops and maintains the department safety program including coordination of monthly safety meetings.
 - Attends Council and other meetings as needed.
-

Knowledge, Skills and Abilities:

Thorough knowledge of the practices of municipal street, drain-way, solid waste facilities, equipment, parks and grounds maintenance and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective street, drainage, solid waste facilities, equipment and parks and grounds maintenance programs; thorough knowledge of occupational hazards and necessary safety precautions; general knowledge of standard office software and equipment; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, contractors and the general public.

Education and Experience:

Associates/Technical degree and considerable experience in public works maintenance and repair, including supervisory experience, or equivalent combination of education and experience.

Special Requirements:

Class D Water License

Class D Waste Water License

Class S-D Sewer License

Class B CDL license with air brake endorsement (required at time of hire)

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by

means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to vibration and exposure to blood-borne pathogens which may require specialized personal protective equipment and occasionally requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 **F** 763.425.1111

Public Works Maintenance

Position Title:	Public Works Maintenance
Department:	Public Works
Supervisor's Title:	Public Works Director
Pay Grade:	5
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs skilled trades work on a variety of installation, maintenance and repair projects, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Maintains City's infrastructure; operates a variety of heavy equipment such as loader, dump truck, bobcat, backhoe, sweeper, lawnmower, wood chipper, chain saw, chop saw, compressor, jack hammer and various pumps and motors; repairs and maintains streets; repairs pot holes in street with asphalt.
- Handles sign replacement; works with Gopher State One Call in marking ground; performs general shop maintenance and equipment servicing.
- Maintains parks; mows grass, edges sidewalks and curbs, weeds, trims trees and shrubs; performs related landscaping duties in the maintenance of park grounds; cleans park facilities; sanitizes bathrooms; performs minor plumbing maintenance; mops, strips and waxes floors; dusts furniture, doors and windows; empties trash cans; maintains playground equipment, tennis courts, and enclosures; places mulch and pea rock around playground equipment; installs new playground equipment; constructs retaining walls; digs wells and drainage ditches; installs new fencing; replaces roofs; builds new picnic shelters.
- Maintains streets; sweeps and cleans streets; collects leaves and debris; cleans storm sewer grates and basins, etc.; removes and prunes trees for street visibility; hauls sand, rock, debris, asphalt, snow, etc.; spreads salt on icy roads; plows streets.
- Maintains and repairs City buildings including, electrical, plumbing, HVAC, smoke and fire detection, fire sprinkler, back-up generator systems, etc.; performs snow and ice control; maintains grounds by mowing, edging, spraying weeds, trimming trees, plants and shrubs, and maintaining irrigation systems; orders repair, maintenance and operating supplies; maintains material safety data sheets; inspects repair and maintains

machines, tools and equipment; monitors meeting room rentals; performs custodial duties for City Hall and other public buildings.

Knowledge, Skills and Abilities:

General knowledge of streets drainage, buildings, grounds, utilities, landscape areas and related construction, maintenance and repair procedures; general knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; skill in the use of equipment to which assigned; ability to understand and follow specific oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to read and write; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience:

High school diploma or GED and minimal experience in general construction, maintenance and/or some experience in performance of heavy manual work, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

Required within one to two years of hire:

Class D Water License

Class D Waste Water License

Class S-D Sewer License

Class B CDL license with air brake endorsement (required at time of hire)

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires walking, sitting and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions:

This work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Last Updated: October 2017



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Senior Program Coordinator

Position Title:	Senior Program Coordinator
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	2 (Part Time Pay Scale)
FLSA Status:	Non-Exempt
Work Status:	Part Time (475 hrs)

General Definition of Work:

Performs human support work assessing senior citizen needs, responding to questions, planning and implementing senior citizen programs, monitoring facility conditions, and related work as apparent or assigned. Work is performed under the close supervision of the City Administrator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Interacts with senior citizens in-person two afternoons each week year-round in the Community Center.
 - Leads card games, board games, BINGO, etc., with limited set-up for these activities.
 - Coordinates occasional special music or speakers for senior group.
 - Advises City Administration of any property damage or necessary repairs/maintenance work in Community Center.
 - Cleans up after senior activities, washing tables, clearing and locking kitchen.
 - Coordinates snacks and occasional potluck meals.
 - Arranges for supplies needed for senior program.
-

Knowledge, Skills and Abilities:

General knowledge of the social and economic characteristics of senior citizens in the community; general knowledge of the recreational and cultural resources and facilities needed for the delivery of programs and services to senior citizens; ability to establish and maintain effective working relationships with senior citizens, community officials and the general public.

Education and Experience:

High school diploma or GED and minimal experience interacting with senior citizens.

Special Requirements:

Some Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work frequently using hands to finger, handle or feel and occasionally requires standing, walking, sitting, speaking or hearing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: October 2017



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Batch Name	10/25/17	User Dollar Amt	\$13,405.30	
Payments		Computer Dollar Amt	\$13,405.30	
			\$0.00	In Balance
Refer	5115 AFLAC	Ck# 001516E 11/9/2017		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	OCT 2017 PREMIUM		\$67.16
Invoice	531922	10/12/2017		
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT	OCT 2017 PREMIUM		\$50.28
Invoice	531922	10/12/2017		
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	OCT 2017 PREMIUM		\$277.92
Invoice	531922	10/12/2017		
Transaction Date	11/9/2017	PREMIER CHECKIN 10100	Total	\$395.36
Refer	5048 EFTPS	Ck# 001505E 10/24/2017		
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	10/25/17 PAYROLL		\$4,076.03
Invoice				
Cash Payment	G 101-21703 FICA WITHHOLDING	10/25/17 PAYROLL		\$3,729.90
Invoice				
Transaction Date	10/24/2017	PREMIER CHECKIN 10100	Total	\$7,805.93
Refer	5049 MN DEPT OF REVENUE	Ck# 001506E 10/24/2017		
Cash Payment	G 101-21702 STATE WITHHOLDING	10/25/17 PAYROLL		\$1,650.62
Invoice				
Transaction Date	10/24/2017	PREMIER CHECKIN 10100	Total	\$1,650.62
Refer	5051 MSRS DFC -EMPOWER	Ck# 001508E 10/24/2017		
Cash Payment	G 101-21705 DEFFERED COMP	10/25/17 PAYROLL		\$50.00
Invoice				
Transaction Date	10/24/2017	PREMIER CHECKIN 10100	Total	\$50.00
Refer	5047 PREMIER BANK	Ck# 001504E 10/24/2017		
Cash Payment	E 601-49400-322 POSTAL/DELIVERY SE	SPEEDEE-DELIVER WATER SAMPLES		\$12.30
Invoice	SEP 2017			
Cash Payment	E 101-42000-260 EDUCATION/MEETING	MN FALL EXPO-KORFIATIS REGISTRATION		\$25.00
Invoice	SEP 2017			
Cash Payment	E 101-41920-211 OPERATIONS	FLEETFARM-WIPES, FLAG, COOLER		\$51.21
Invoice	SEP 2017			
Cash Payment	E 101-41920-211 OPERATIONS	DEANS-CANDY FOR PARADES		\$329.23
Invoice	SEP 2017			
Cash Payment	E 120-41920-220 RADIO COMMUNICATI	DROPBOX-ELECTRONIC FILE STORAGE		\$9.99
Invoice	SEP 2017			
Cash Payment	E 120-41920-220 RADIO COMMUNICATI	VZWRLS-IPAD SERVICE		\$90.06
Invoice	SEP 2017			
Cash Payment	E 101-41920-260 EDUCATION/MEETING	HAUG INSTRUCTOR CERTIFICATION		\$25.00
Invoice	SEP 2017			
Cash Payment	E 101-41920-260 EDUCATION/MEETING	HUAG OFFICER CERTIFICATION		\$25.00
Invoice	SEP 2017			
Cash Payment	E 101-41920-260 EDUCATION/MEETING	M PHENOW INSTRUCTOR CERTIFICATION		\$25.00
Invoice	SEP 2017			
Cash Payment	E 101-41920-260 EDUCATION/MEETING	PODVIN APPARATUS CERTIFICATION		\$25.00
Invoice	SEP 2017			



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Cash Payment	E 101-41920-260 EDUCATION/MEETING	STALCAR APPARATUS CERTIFICATION	\$25.00
Invoice	SEP 2017		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	MENARDS- COOLERS FOR TRNG	\$59.96
Invoice	SEP 2017		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	HOLIDAYINN-MN CRIME PREVENT CONFERENCE	\$305.00
Invoice	SEP 2017		
Cash Payment	E 101-42000-218 UNIFORMS/GEAR	CHETS SHOES - BOOTS	\$169.99
Invoice	SEP 2017		
Cash Payment	E 101-42000-211 OPERATIONS	MENARDS-SHOP SUPPLIES	\$36.71
Invoice	SEP 2017		
Cash Payment	E 241-41650-211 OPERATIONS	FRUIT TREE ORCHARD SUPPLIES	\$517.55
Invoice	SEP 2017		
Cash Payment	E 205-42350-221 EQUIP REPAIR/ MAINT	MENARDS-417 1ST AVE NE REPAIRS	\$50.44
Invoice	SEP 2017		
Cash Payment	E 240-41700-211 OPERATIONS	MSFT-EMAIL STORAGE	\$474.50
Invoice	SEP 2017		
Cash Payment	E 150-41650-211 OPERATIONS	SAVOYPIZZA-COMP PLAN MTG	\$72.25
Invoice	SEP 2017		
Cash Payment	E 101-41900-310 OTHER PROFESSIONA	USPS-NEXTDAY DELIVERY	\$9.49
Invoice	SEP 2017		
Transaction Date	10/24/2017	PREMIER CHECKIN 10100	Total \$2,338.68
Refer	5050 SELECT ACCOUNT	Ck# 001507E 10/24/2017	
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	10/25/17 PAYROLL	\$1,164.71
Invoice			
Transaction Date	10/24/2017	PREMIER CHECKIN 10100	Total \$1,164.71

Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$12,178.21
120 FIRE DONATIONS/EXPENSES		\$100.05
150 COMP PLAN GRANT		\$72.25
205 PARK DEDICATION		\$50.44
240 CABLE GRANT		\$474.50
241 CHeC - Healthy Comm Grant		\$517.55
601 WATER FUND		\$12.30
		<hr/>
		\$13,405.30

Pre-Written Checks	\$13,405.30
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$13,405.30



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Batch Name	11/13/17	User Dollar Amt	\$210,256.65	
Payments		Computer Dollar Amt	\$210,256.65	
			\$0.00	In Balance
Refer	5055 C.S. MCCROSSAN	-		
Cash Payment	E 404-42000-529 STREET IMPROVEMEN	2017 STREET PROJECT		\$105,599.40
Invoice	PAY REQ 4			
Cash Payment	G 404-20610 RETAINAGE PAYABLE	2017 STREET PROJECT		-\$5,279.97
Invoice	PAY REQ 4			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$100,319.43
Refer	5083 CARGILL INCORPORATED	-		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	DEICER		\$5,911.69
Invoice	2903702504 10/25/2017			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$5,911.69
Refer	5082 CINTAS FIRST AID & SAFETY	-		
Cash Payment	E 101-42000-211 OPERATIONS	FIRST AID SUPPLIES		\$292.73
Invoice	8403384206 10/20/2017			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$292.73
Refer	5056 COMCAST - SEATTLE	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	NOV 2017 SERVICE		\$299.95
Invoice	NOV 2017 10/24/2017			
Cash Payment	E 101-41700-321 TELECOMMUNICATION	NOV 2017 SERVICE		\$20.07
Invoice	NOV 2017 10/27/2017			
Cash Payment	E 101-42000-321 TELECOMMUNICATION	NOV 2017 SERVICE		\$177.00
Invoice	NOV 2017 10/24/2017			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$497.02
Refer	5057 COMCAST BUSINESS	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	NOV 2017 TRUNK LINES		\$325.60
Invoice	57798132 10/15/2017			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$325.60
Refer	5109 CREATE CONSTRUCTION LLC	-		
Cash Payment	E 101-42000-224 STREET MAINTENANC	LIBRARY SLAB, CURB REPAIR		\$2,000.00
Invoice	72617 10/30/2017			
Transaction Date	11/9/2017	PREMIER CHECKIN 10100	Total	\$2,000.00
Refer	5054 CROSS SERVICES	-		
Cash Payment	E 241-41650-211 OPERATIONS	OSSEO HEALTHIER COMMUNITIES GRANT		\$261.38
Invoice				
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$261.38
Refer	5059 DASCALIUC, OLEG	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	11/4/17 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$250.00
Refer	5058 DEANS SUPERMARKET INC	-		
Cash Payment	E 101-41800-222 BUILDING REPAIR/MAI	RUG CLEANER RENTAL FOR CC		\$71.84
Invoice				



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Cash Payment	E 251-60000-310 OTHER PROFESSIONA	COMP PLAN VISIONING		\$10.86
Invoice				
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$82.70
Refer	5078 EARL F ANDERSEN			
Cash Payment	E 101-42000-224 STREET MAINTENANC	STREET SIGNAGE		\$165.48
Invoice 0115956 10/24/2017				
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$165.48
Refer	5099 ECM PUBLISHING			
Cash Payment	E 251-60000-310 OTHER PROFESSIONA	COMP PLAN AMENDMANT		\$70.88
Invoice 543934 11/2/2017				
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	PH - 8725 JEFFERSON		\$70.88
Invoice 543933 11/2/2017				
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	PH - 401 CTY RD 81		\$70.88
Invoice 543932 11/2/2017				
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$212.64
Refer	5100 EFTPS	Ck# 001511E 11/7/2017		
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	11/8/17 PAYROLL		\$3,965.15
Invoice				
Cash Payment	G 101-21703 FICA WITHHOLDING	11/8/17 PAYROLL		\$4,176.02
Invoice				
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$8,141.17
Refer	5086 ELEMENT TECHNOLOGIES LLC			
Cash Payment	E 101-41515-302 COMPUTER SYSTEM S	NOV 2017 SERVICE		\$1,900.00
Invoice 35176 11/1/2017				
Cash Payment	E 240-41700-570 EQUIPMENT	FINANCE WORKSTATION COMPUTER		\$1,245.74
Invoice 34943 10/31/2017				
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$3,145.74
Refer	5084 FERGUSON WATERWORKS			
Cash Payment	E 601-49400-221 EQUIP REPAIR/ MAINT	RECALIBRATE LEAK DETECTOR		\$95.00
Invoice 0265444 10/24/2017				
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$95.00
Refer	5087 FINKEN WATER			
Cash Payment	E 101-41110-211 OPERATIONS	10/10/17 WATER SERVICE		\$22.35
Invoice 05715TG 10/10/2017				
Cash Payment	E 101-41110-410 LEASES/RENTALS	NOV 2017 WATER COOLER LEASE		\$13.00
Invoice 4773022 11/1/2017				
Cash Payment	E 205-42350-221 EQUIP REPAIR/ MAINT	NOV 2017 SOFTENER RENTAL 417 1ST AVE NE		\$15.00
Invoice 4773022 11/1/2017				
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$50.35
Refer	5060 FIRE INSTRUCTION RESCUE EDU			
Cash Payment	E 101-41920-261 FIRE TRAINING - REIM	10/19/17 FORCIBLE ENTRY TRAILER		\$800.00
Invoice 2863 10/16/2017				
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$800.00
Refer	5081 GOPHER STATE ONE CALL, INC.			



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Cash Payment	E 601-49400-310 OTHER PROFESSIONA	OCT 2017 LOCATING		\$9.45
Invoice	7100636	10/31/2017		
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	OCT 2017 LOCATING		\$9.45
Invoice	7100636	10/31/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$18.90
Refer	5061 GRAMS, RILEY	-		
AP Payment	E 101-41110-260 EDUCATION/MEETING	ICMA CONFERENCE EXPENSES		\$151.65
Invoice	11/8/17PR			
Transaction Date	11/1/2017	ACCTS PAYABLE	20200	Total \$151.65
Refer	5062 GROEN, GARY A.	-		
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN	SEP 2017 FINANCIAL CONSULTING		\$1,020.00
Invoice				
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$1,020.00
Refer	5085 HENN CO PUBLIC WORKS	-		
Cash Payment	E 101-42000-216 FUEL	PW FUEL		\$113.15
Invoice	1000100110	10/25/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$113.15
Refer	5063 HOLIDAY COMMERCIAL	-		
Cash Payment	E 101-41900-216 FUEL	SQUAD FUEL 1400 019 023 680		\$665.32
Invoice		10/21/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$665.32
Refer	5080 INNOVATIVE OFFICE SUPPLY	-		
Cash Payment	E 101-41110-201 OFFICE SUPPLIES	PAPERPADS,CUPS,WIPES,CALENDARS,PEN S,COPY PAPER		\$252.87
Invoice	1810038	11/1/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$252.87
Refer	5064 JAZZERCISE	-		
Cash Payment	E 101-42300-312 PROGRAMMING	OCT 2017 INSTRUCTION		\$315.00
Invoice	OCT 2017			
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$315.00
Refer	5065 KENNEDY & GRAVEN, CHARTERE	-		
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	SEP 2017 ADMIN		\$728.53
Invoice	SEP 2017			
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	SEP 2017 PZ		\$132.46
Invoice	SEP 2017			
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	SEP 2017 PD		\$437.12
Invoice	SEP 2017			
Cash Payment	E 801-71000-304 LEGAL SERVICE - CIVI	SEP 2017 EDA MORTGAGE FORECLOSURE TOWNHOME		\$132.46
Invoice	SEP 2017			
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	SEP 2017 ANTENNA LEASES		\$86.10
Invoice	SEP 2017			
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	SEP 2017 LEGAL EXPENSES		\$25.20
Invoice	SEP 2017			
Cash Payment	E 601-49400-304 LEGAL SERVICE - CIVI	SEPT 2017 ANTENNA LEASE		\$569.25
Invoice	SEP 2017			
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$2,111.12



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Refer	5110 KILLMER ELECTRIC INC	-		
Cash Payment	E 101-42000-224 STREET MAINTENANC	REPAIR STREET LITE OUTLETS		\$100.40
Invoice	86177-1703	10/25/2017		
Transaction Date	11/9/2017	PREMIER CHECKIN 10100	Total	\$100.40
Refer	5088 KINTZI, TODD C	-		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	TZD CONF PARKING REIMB		\$10.00
Invoice				
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$10.00
Refer	5066 LAW ENFORCE LABOR SERVICE I	-		
Cash Payment	G 101-21708 UNION DUES	POLICE UNION DUES		\$196.00
Invoice	NOV 2017			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$196.00
Refer	5079 LOFFLER - LEASE	-		
Cash Payment	E 101-41110-410 LEASES/RENTALS	KONICA COPIER LEASE		\$134.10
Invoice	342981875	10/27/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$134.10
Refer	5094 MAPLE GROVE PARK & REC	-		
Cash Payment	E 101-42300-312 PROGRAMMING	PICKLEBALL MEMBERSHIP		\$162.06
Invoice	17920	11/2/2017		
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$162.06
Refer	5105 MAPLE GROVE, CITY OF	-		
Cash Payment	E 601-49400-385 PURCHASED WATER	OCT 2017 PURCHASED WATER		\$13,714.48
Invoice	17876	11/1/2017		
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$13,714.48
Refer	5102 METRO COUNCIL-WASTEWATER	-		
Cash Payment	E 602-49400-386 SANITARY SEWER SE	DEC 2017 WASTEWATER SERVICE		\$13,728.01
Invoice	1073824	11/6/2017		
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$13,728.01
Refer	5067 METRO SALES INC	-		
Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE		\$73.04
Invoice	914847	10/17/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$73.04
Refer	5069 METRO WEST INSPECTION SERVI	-		
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	SEPT 2017 INSPECTIONS		\$4,572.95
Invoice	1248	10/20/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$4,572.95
Refer	5070 MIDWEST LIGHTING	-		
Cash Payment	E 101-41800-222 BUILDING REPAIR/MAI	CC LIGHTING		\$124.36
Invoice	67006	10/3/2017		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	CH LIGHTING		\$119.50
Invoice	67069	10/19/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$243.86
Refer	5068 MINNEAPOLIS, CITY OF	-		
Cash Payment	E 101-41900-314 PAWN TRANSACTION	SEP 2017 PAWN TRANSACTIONS		\$243.00
Invoice	400451001534	10/18/2017		



CITY OF OSSEO

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Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total	\$243.00
Refer	5103 MINNESOTA LIFE INS CO	-			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM			\$30.00
Invoice	72930054	10/20/2017			
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM			\$15.00
Invoice	72930054	10/20/2017			
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM			\$5.00
Invoice	72930054	10/20/2017			
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM			\$10.00
Invoice	72930054	10/20/2017			
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	NOV 2017 PREMIUM			\$17.20
Invoice	72930054	10/20/2017			
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total	\$77.20
Refer	5101 MN DEPT OF REVENUE	Ck# 001512E 11/7/2017			
Cash Payment	G 101-21702 STATE WITHHOLDING	11/8/17 PAYROLL			\$1,623.71
Invoice					
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total	\$1,623.71
Refer	5071 NAPA-COTTENS OSSEO	-			
Cash Payment	E 101-42000-211 OPERATIONS	WELDING SUPPLIES			\$4.99
Invoice	595775	10/12/2017			
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	GENERATOR REPAIR			\$14.47
Invoice	602998	11/1/2017			
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total	\$19.46
Refer	5106 ORTIZ, YOLANDA	-			
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	11/11/17 CC DEPOSIT RETURN			\$250.00
Invoice					
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total	\$250.00
Refer	5107 PAUL BAERTSCHI P.A.	-			
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	OCT 2017 SERVICES			\$1,000.00
Invoice	OCT 2017	10/31/2017			
Cash Payment	E 101-41500-211 OPERATIONS	OCT 2017 EXPENSES			\$112.58
Invoice	OCT 2017	10/31/2017			
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total	\$1,112.58
Refer	5098 PERA	Ck# 001513E 11/7/2017			
Cash Payment	G 101-21704 PERA	11/8/17 PAYROLL			\$7,465.03
Invoice	440074	11/8/2017			
Cash Payment	G 101-21704 PERA	10/25/17 PAYROLL			-\$31.95
Invoice	115050	11/8/2017			
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total	\$7,433.08
Refer	5114 PITNEY BOWES- SUPPLIES	-			
Cash Payment	E 101-41110-201 OFFICE SUPPLIES	INK FOR POSTAGE MACHINE			\$161.48
Invoice	1005587615	10/18/2017			
Transaction Date	11/9/2017	PREMIER CHECKIN	10100	Total	\$161.48
Refer	5073 PRIME ADVERTISING & DESIGN IN	-			
Cash Payment	E 240-41700-211 OPERATIONS	NOV 2011 WEBSITE			\$100.00
Invoice	60967	10/27/2017			



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Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$100.00
Refer	5072 PROF LAW ENFORCE ASSTS ASS	-		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	11/8/17 TRAINING		\$40.00
Invoice	2017 SESSION			
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$40.00
Refer	5074 RAMSTAD, RICH	-		
Cash Payment	G 601-20220 UNDISTRIBUTED UTILITY R	UTILITY OVERPAY - 125 3RD ST SW		\$107.11
Invoice				
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total	\$107.11
Refer	5093 RANDYS SANITATION	-		
Cash Payment	E 205-42350-221 EQUIP REPAIR/ MAINT	NOV-JAN 17 4TH ST NE		\$58.15
Invoice	11/1/2017			
Cash Payment	E 205-42350-221 EQUIP REPAIR/ MAINT	NOV-JAN 25 4TH ST NE		\$62.53
Invoice	11/1/2017			
Cash Payment	E 205-42350-221 EQUIP REPAIR/ MAINT	NOV-JAN 417 1ST AVE NE		\$66.69
Invoice	11/1/2017			
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$187.37
Refer	5089 REVOLUTIONARY SPORTS LLC	-		
Cash Payment	E 101-42300-312 PROGRAMMING	2017 YOUTH SPORTS INSTRUCTION		\$80.00
Invoice	OSSEO-TENNIS 11/3/2017			
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$80.00
Refer	5090 REVTRAK	Ck# 001510E 11/7/2017		
Cash Payment	E 101-41800-211 OPERATIONS	OCT 2017 MERCHANT FEES		\$70.74
Invoice	OCT 2017			
Cash Payment	E 101-41110-310 OTHER PROFESSIONA	OCT 2017 CC MERCHANT FEES		\$15.64
Invoice	OCT 2017			
Cash Payment	E 101-41110-310 OTHER PROFESSIONA	OCT 2017 LICENSING MERCHANT FEES		\$127.53
Invoice	OCT 2017			
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	OCT 2017 UB PERMITS MERCHANT FEES		\$419.87
Invoice	OCT 2017			
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	OCT 2017 UB MERCHANT FEES		\$419.87
Invoice	OCT 2017			
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	OCT 2017 UB MERCHANT FEES		\$419.87
Invoice	OCT 2017			
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$1,473.52
Refer	5091 SELECT ACCOUNT	-		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	NOV 2017 BENE ADMIN		\$27.50
Invoice	1210175 11/2/2017			
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$27.50
Refer	5108 SELECT ACCOUNT	Ck# 001515E 11/7/2017		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	11/8/17 PAYROLL		\$1,164.71
Invoice				
Transaction Date	11/7/2017	PREMIER CHECKIN 10100	Total	\$1,164.71
Refer	5092 SIPE BROS. INC.	-		
Cash Payment	E 101-41920-216 FUEL	FD FUEL		\$23.24
Invoice	10/31/17 STMT 10/31/2017			



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Cash Payment	E 101-42000-216 FUEL	PW FUEL		\$68.96
Invoice	10/31/17 STMT	10/31/2017		
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$92.20
Refer	5104 SUN LIFE FINANCIAL	Ck# 001514E	11/7/2017	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM		\$69.02
Invoice	NOV 2017	10/20/2017		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM		\$42.20
Invoice	NOV 2017	10/20/2017		
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM		\$2.20
Invoice	NOV 2017	10/20/2017		
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	NOV 2017 PREMIUM		\$19.65
Invoice	NOV 2017	10/20/2017		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	NOV 2017 PREMIUM		\$55.74
Invoice	NOV 2017	10/20/2017		
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$188.81
Refer	5075 SUNDMAN PAVING & SEAL COATI			
Cash Payment	E 250-42350-211 OPERATIONS	SIPE PARK SHELTER CONCRETE SLAB		\$3,540.00
Invoice	8500	10/25/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN	10100	Total \$3,540.00
Refer	5095 THE FOOD GROUP			
Cash Payment	E 241-41650-211 OPERATIONS	OSSEO ORCHARD PROGRAM		\$2,998.80
Invoice	100	10/30/2017		
Transaction Date	11/7/2017	PREMIER CHECKIN	10100	Total \$2,998.80
Refer	5112 TIMESAVER OFF SITE SECRETARI			
Cash Payment	E 101-41000-307 RECORDING SERVICE	10/23/17 COUNCIL MTG		\$173.00
Invoice	23317	11/1/2017		
Cash Payment	E 101-41650-307 RECORDING SERVICE	10/16/17 PLNG COMM MTG		\$139.00
Invoice	23317	11/1/2017		
Transaction Date	11/9/2017	PREMIER CHECKIN	10100	Total \$312.00
Refer	5113 TOKLE INSPECTION INC			
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	OCT 2017 ELECTRICAL INSPECTIONS		\$721.60
Invoice		11/1/2017		
Transaction Date	11/9/2017	PREMIER CHECKIN	10100	Total \$721.60
Refer	5111 TWIN CITY WATER CLINIC INC.			
Cash Payment	E 601-49400-221 EQUIP REPAIR/ MAINT	OCT 2017 SAMPLING		\$60.00
Invoice	1061	10/30/2017		
Transaction Date	11/9/2017	PREMIER CHECKIN	10100	Total \$60.00
Refer	5076 WSB & ASSOCIATES INC			
Cash Payment	E 130-42000-303 ENGINEERING SERVIC	PAVEMENT MGMT		\$220.60
Invoice	SEP 2017			
Cash Payment	E 101-41650-303 ENGINEERING SERVIC	GIS SERVICES		\$132.36
Invoice	SEP 2017			
Cash Payment	E 601-49400-303 ENGINEERING SERVIC	GIS SERVICES		\$66.16
Invoice	SEP 2017			
Cash Payment	E 602-49400-303 ENGINEERING SERVIC	GIS SERVICES		\$66.16
Invoice	SEP 2017			



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Cash Payment	E 101-41110-310 OTHER PROFESSIONA	SMALL CELL SERVICES	\$264.72
Invoice	SEP 2017		
Cash Payment	E 404-42000-303 ENGINEERING SERVIC	2017 STR PROJECT	\$9,802.50
Invoice	SEP 2017		
Cash Payment	E 405-42000-303 ENGINEERING SERVIC	2018 STR PROJECT	\$6,475.08
Invoice	SEP 2017		
Cash Payment	E 406-42000-303 ENGINEERING SERVIC	2018 ALLEY PROJECT	\$1,667.75
Invoice	SEP 2017		
Cash Payment	E 150-41650-303 ENGINEERING SERVIC	COMP PLAN	\$3,395.00
Invoice	SEP 2017		
Cash Payment	E 241-41650-303 ENGINEERING SERVIC	CHECK GRANT	\$452.50
Invoice	SEP 2017		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	SNOW MGMT MAPPING	\$218.00
Invoice	SEP 2017		
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total \$22,760.83
Refer	5077 XCEL ENERGY		
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	SEP 2017 SERVICES	\$1,971.81
Invoice	565258262 10/11/2017		
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	SEP 2017 SERVICES	\$10.67
Invoice	565258262 10/11/2017		
Cash Payment	E 101-42000-380 ELECTRIC SERVICE	SEP 2017 SERVICES	\$364.28
Invoice	565258262 10/11/2017		
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	SEP 2017 SERVICES	\$36.37
Invoice	565258262 10/11/2017		
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	SEP 2017 SERVICES	\$1,855.23
Invoice	565258262 10/11/2017		
Cash Payment	E 101-42350-380 ELECTRIC SERVICE	SEP 2017 SERVICES	\$250.52
Invoice	565258262 10/11/2017		
Cash Payment	E 601-49400-380 ELECTRIC SERVICE	SEP 2017 SERVICES	\$74.13
Invoice	565258262 10/11/2017		
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	SEP 2017 SERVICES	\$538.72
Invoice	565258262 10/11/2017		
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	SEP 2017 SERVICES	\$246.12
Invoice	565258262 10/11/2017		
Transaction Date	11/1/2017	PREMIER CHECKIN 10100	Total \$5,347.85



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Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$43,531.47
130 CIP STREETS		\$220.60
150 COMP PLAN GRANT		\$3,395.00
200 INSPECTIONS		\$5,294.55
205 PARK DEDICATION		\$202.37
240 CABLE GRANT		\$1,345.74
241 ChEC - Healthy Comm Grant		\$3,712.68
250 COMMUNITY FUND		\$3,540.00
251 GATEWAY/FLAGPOLE FUND		\$81.74
404 2017 STREET IMPROVE (19349)		\$110,121.93
405 2018 STREET IMPROVEMENT		\$6,475.08
406 2018 ALLEY IMPROVEMENT		\$1,667.75
601 WATER FUND		\$15,201.55
602 SEWER FUND		\$14,762.21
604 STORM WATER FUND		\$419.87
801 GENERAL EDA		\$132.46
		<hr/>
		\$210,105.00
	20200 ACCTS PAYABLE	
101 GENERAL FUND		\$151.65
		<hr/>
		\$151.65

Pre-Written Checks	\$20,025.00
Checks to be Generated by the Computer	\$190,231.65
	<hr/>
Total	\$210,256.65



City Hall will be closed
Thursday & Friday,
November 23 & 24

Happy Thanksgiving!