



# Osseo City Council Meeting

## AGENDA

REGULAR MEETING  
Monday, March 28, 2022  
7:00 p.m., Virtual Meeting

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MAYOR: DUANE POPPE | COUNCILMEMBERS: JULIANA HULTSTROM, HAROLD E. JOHNSON, LARRY STELMACH, ALICIA VICKERMAN

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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. Receive March 14 EDA Minutes
  - B. Approve March 14 City Council Minutes
  - C. Receive March 9 Public Safety Advisory Committee Minutes
  - D. Receive February Hockey Association Gambling Report
  - E. Receive February Fire Relief Association Gambling Report
  - F. Receive February Fire Activity Report
  - G. Approve Lions Club Gateway Sign Waivers
  - H. Approve Hire of Part-Time Police Officer Nicholas Englund
  - I. Approve Posting for a Part-Time Public Works Seasonal Position
  - J. Approve Training Request for Councilmember Hultstrom
6. **Matters from the Floor**

Members of the public can submit comments online at [www.DiscoverOsseo.com/virtual-meeting](http://www.DiscoverOsseo.com/virtual-meeting)
7. **Special Business**
  - A. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Approve Proposal for Council Hybrid Meeting Option
  - B. Approve Part-Time Public Services Administrative Assistant Position Description
  - C. Approve Posting for Part-Time Public Services Administrative Assistant Position
  - D. Approve Fire Department Manual Updates
  - E. Approve Proposal for Park Home Demolition Project
  - F. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Cleanup Day  
Commissioners Needed
14. **Adjournment**

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*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 ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
March 14, 2022**

1. ROLL CALL

Vice President Stelmach called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, March 14, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

Members present: Teresa Aho, Deanna Burke, Harold E. Johnson, Larry Stelmach, and Alicia Vickerman.

Members absent: Duane Poppe and Sherry Murdock.

Staff present: Executive Director Riley Grams and City Attorney Mary Tietjen.

Others present: Hennepin County Commissioner Jeff Lunde.

2. APPROVAL OF AGENDA

**A motion was made by Vickerman, seconded by Aho, to approve the Agenda as presented. A roll call vote was taken. The motion carried 5-0.**

3. APPROVAL OF MINUTES – February 14, 2022

**A motion was made by Burke, seconded by Johnson, to approve the minutes of February 14, 2022, as presented. A roll call vote was taken. The motion carried 5-0.**

4. MATTERS FROM THE FLOOR – None

5. PUBLIC HEARINGS – None

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

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

7. OLD BUSINESS - None

8. NEW BUSINESS

A. HENNEPIN COUNTY DISTRICT 1 2021 SUMMARY

Commissioner Lunde discussed County related projects, including news related to Hennepin County, updates on various County programs, highlighting programs from area communities, updates on the METRO Blue Line Extension project, public safety updates, and updated Hennepin County grant opportunities. He discussed how the County has survived COVID and was now working on opening back up. He commented on how the County allocated its ARP funds outside of the County's budget to assist those struggling in the community, those in need of mental health assistance, while also helping those in need of justice.

Commissioner Lunde described the driveway meetings that were held last year and noted he would be holding this style of meeting again this year and the focus would be on public safety. He then commented on the County's organics recycling program and noted compost would be available to the public in the future. He reported there would be no smell coming from the digester, which was always a concern to the public.

Johnson questioned when the organics recycling site would be constructed. Commissioner Lunde anticipated preliminary construction would begin later this fall.

Aho asked if there would be a fee for dropping off organics. Commissioner Lunde stated he did not believe there would be a fee, but noted the County was still working through all the details.

Johnson inquired if the burning plant in Minneapolis would continue to operate. Commissioner Lunde reported it was his understanding this would remain operational until there was another solution available to the County. He indicated 80% of the County's waste originated out of Minneapolis and he did not see a reason to bring this waste out into the suburbs.

Commissioner Lunde discussed how challenging this summer would be for public safety. He commented on the funding that has been put towards car jackings and auto thefts. He noted he chairs the Public Safety Committee for the County and explained this topic was of great importance to him. He reported grants would be available to local churches this summer to assist with keeping teens and youth busy. In addition, grants were being considered that would allow youth to work alongside local entrepreneurs.

Johnson requested further information regarding the Blue Line Corridor extension. Commissioner Lunde provided the EDA with an update on the Blue Line and discussed potential ridership. He indicated the last cost analysis for this project was completed in 2015 and noted updated numbers would be completed in 2023, along with the environmental process, with construction beginning in 2024 or 2025.

Vickerman thanked Commissioner Lunde for his presentation. She stated she served on the Blue Line Corridor Committee and commented further on how engaged business owners have been that were located on the Blue Line Corridor.

## B. ECONOMIC DEVELOPMENT AUTHORITY UPDATES

Grams updated the EDA on the Hennepin County Business District Initiative Program stating the BDI grant for Osseo was approved late last year. It took a little while to get all the contracts signed and all the official documents finalized, but by early February Community Management Coordinator Amerman was able to meet with the consultants on the Business District Initiative to discuss next steps. Those partners are Dave Kiser at CCX, and Jenny Edstrom at Little Box Social out of Robbinsdale. As background, the team at CCX will be working with businesses in the Central Avenue corridor to create 1–2-minute highlight videos for businesses to use as promotional materials. These videos will be owned by the business owners so they can use them wherever and however they wish. The CCX team will also be working to create a slightly longer video highlighting the corridor, and this video will be for the City itself to use. Little Box Social will be working with those same companies to increase their digital presence, both in social media and on their individual websites. They will also be reaching out to the administrators of Osseo-centric social media groups to see if they can support the work already being done there.

Grams commented that currently, the two organizations are in the process of familiarizing themselves with each of the nearly 40 businesses included in the grant application. This process can take a little bit, as each business has different needs, and is slightly slowed down because there has been some turnover in Central Avenue businesses since the grant application discussed and submitted roughly 12 months ago. In the weeks since Amerman met with CCX and Little Box Social, and they have begun meeting directly with each other to coordinate their work. The hope is that this streamlines their efforts and cuts down on any confusion on the part of business owners when they're contacted. The week of March 14, Amerman will be meeting with Edstrom and Kiser to go over the deliverables they will be producing and to get an update on the expected timeline. The goal being to capture video of the city and businesses once the weather has improved and summer foot traffic begins. The longer-term goal being to have these promotional efforts complete by the end of summer. The funds from the grant must be spent in 2022, so there's quite a bit of time before the end of the year, but the hope is to get this done sooner if possible.

Grams stated as part of the 2022 City budget, the Council approved funds to conduct staff and elected official communication style training in 2022. One of the best local consultants is Dr. Richard Fursman, who owns Hue Life Insights Discovery based out of St. Louis Park. Dr. Fursman uses the Insights Discovery assessment as a tool with clients during leadership development, team building, facilitation, and other various consulting projects. In addition, Insights Discovery can be used independently to help individuals within a team to build their self-awareness and how to better communicate with each other. The training can take anywhere from a few hours to a half day, all the way up to a full day event. Grams would expect that all full-time Staff would be included, along with all elected officials (City Council members, Economic Development Authority members and Planning Commission members).



The Council opted to delay the training event until COVID-19 numbers were reduced to a much safer point that the entire group could meet in person. These types of training and team building tend to be more impactful in-person rather than virtually. He expected that the City will resume in-person meetings very soon, and at that point a date/time to conduct the training could be determined.

Grams reported EDA Commissioner Sherry Murdock has submitted her resignation from the EDA. Sherry joined the EDA a number of years ago as an interested and active resident in the community. In her resignation letter, Sherry mentions that she is moving on to the next phase of her life. It has been a great pleasure to work with Sherry over the years and Grams stated he is very thankful for her dedication to improving the community. With Sherry's resignation, there is an opening on the EDA. The open position's term ends December 31, 2025. Any Osseo resident or business owner is eligible to serve on the EDA. It was noted Staff will publicize the open position immediately with the hopes of receiving letters of interest soon.

9. REPORTS OR COMMENTS: Executive Director, President, Members

Johnson stated he was happy to be back. He thanked the EDA members for their thoughts and prayers.

Aho commented she was sorry to see Commissioner Murdock leaving the EDA. She wished Sherry all the best in the future and thanked her for her service to the City.

10. ADJOURNMENT

**A motion was made by Johnson, seconded by Aho, to adjourn at 6:44 p.m. A roll call vote was taken. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

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

1. CALL TO ORDER

Acting Mayor Stelmach called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, March 14, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

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

Members absent: Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Community Management Coordinator Joe Amerman, and City Attorney Mary Tietjen.

Others present: Hennepin County Commissioner Jeff Lunde.

3. PLEDGE OF ALLEGIANCE

Stelmach led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Stelmach asked for additions or deletions to the Agenda.

**A motion was made by Hultstrom, seconded by Johnson, to accept the Agenda as presented. A roll call vote was taken. The motion carried 4-0.**

5. CONSENT AGENDA

- A. Approve February 28 Work Session Minutes
- B. Approve February 28 City Council Minutes
- C. Accept Resignation from EDA Member Sherry Murdock
- D. Receive February American Legion Gambling Report
- E. Receive February Lions Club Gambling Report
- F. Receive February Building Report
- G. Approve Osseo Football Booster Club Gateway Sign Fee Waiver
- H. Approve MCMA Annual Conference for City Administrator Riley Grams

Hultstrom requested a change to the February 28 City Council minutes noting the spelling for State Representative Bahner should be corrected. City Attorney Tietjen requested that she not be shown as present at the February 28 Work Session meeting.

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

6. MATTERS FROM THE FLOOR - None

7. SPECIAL BUSINESS

A. HENNEPIN COUNTY DISTRICT 1 2021 SUMMARY

Hennepin County Commissioner Lunde invited everyone watching to attend the library reopening at the Osseo Library. He discussed how the County navigated through the COVID-19 pandemic in 2021 and provided vaccinations to residents. He commented on the ARP funds the County received from the federal government and described how these dollars had been allocated for COVID relief, noting the main focus had been on those struggling with housing.

Commissioner Lunde discussed the driveway meetings he held in 2021 and noted he would be holding similar style meetings this summer and the focus would be on public safety. He encouraged residents who were interested in hosting a driveway meeting to contact his office to get this scheduled.

Commissioner Lunde described the organics recycling program the County would be pursuing noting an anerobic digester was being purchased. He explained the County's landfills were in need of having waste removed from them, and noted organics totaled 30% of the matter disposed of by residents.

Vickerman questioned how organics would be separated for haulers. Hennepin County Commissioner Lunde anticipated a "blue bag" would be used, similar to what was already being offered by Randy's.

Hultstrom thanked the County for coming through with masks.

B. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Lions Club	\$3,000	Music and Movies in the Park

Staff recommended the Council accept the donation.

**A motion was made by Johnson, seconded by Hultstrom, to adopt Resolution No. 2022-17, accepting a donation from the Osseo Lions Club. A roll call vote was taken. The motion carried 4-0.**

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF MARCH 14, 2022

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, receive a 2021 update from Hennepin County District 1 Commissioner Jeff Lunde and received various EDA updates.

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

B. ORDER ASSESSMENT HEARING FOR 2022 ALLEY PROJECT

Lee Gustafson, WSB & Associates, reviewed the alleyways included within the 2022 Alley Reconstruction Project. The proposed surface improvements, with the exception of the alley between Central Avenue and 1st Avenue NE, will consist of the removal of the existing bituminous surface and installation of a new 12-foot-wide concrete alley. Full depth removal of the existing pavement will allow the alley to be reconstructed with a 6-inch concrete pavement on top of a 5-inch section of a Class 5 gravel base over an acceptable, compacted subgrade. Since the alley between Central Avenue and 1st Avenue NE is generally in functional condition, proposed improvements include concrete panel replacement on approximately one-third of the alley length.

Mr. Gustafson explained the proposed utility improvements will consist of casting adjustments, chimney seal improvements, and replacement of the metal culvert at the north end of the alley between 4th Avenue NE and 5th Avenue NE.

Mr. Gustafson commented it is expected that most of the alley improvements can be completed within the existing right-of-way or easement area. Some right-of-way acquisition will be needed for the alleys shown in red on the map because right-of-way was not established when the alleys were originally constructed. Temporary easements or right of entry from property owners may also be needed for the alley improvements to improve driveway slopes and will be discussed with property owners prior to the start of construction. He commented further on the bidding process, noting the number of bids that were received and recommended the Council hold an assessment hearing and adopt the Resolutions.

Johnson questioned if the rise in fuel prices would impact the bid prices. Mr. Gustafson reported the bid prices were the bids received and the City would not be charged additional fuel charges outside the contract amount.

**A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution 2022-18, Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessments for the 2022 Alley Reconstruction Project. A roll call vote was taken. The motion carried 4-0.**

**A motion was made by Vickerman, seconded by Johnson, to adopt Resolution 2022-19, Scheduling the Assessment Hearing on Proposed Assessments for the 2022 Alley Reconstruction Project. A roll call vote was taken. The motion carried 4-0.**

C. APPROVE 2022 YOUTH SPORTS PROGRAMMING

Amerman commented that for several years the City has partnered with Revolutionary Sports to provide recreational programming to youth in Osseo. After a reduced COVID year in 2020, 2021 saw a large increase in participation with much of the feedback looking forward to returning in 2022. While most of what is proposed is similar to what was approved for 2021, there are a few important changes to the format and cost of the 2022 schedule.

Amerman explained in a change from the 5-week sessions of past years, the 2022 sessions will be 4-weeks long. This is part of an effort by Revolutionary Sports to standardize their schedule across their metro partners. This allows them to move coaches from city to city as needed, covering staff shortages, and ensuring that there is minimal disruption in the scheduled programming. As in past years, the first of three sessions will begin mid-May, though with the shortened schedule the third will end in late August.

Amerman reported in 2021, Revolutionary Sports charged the City \$42.50 per participant to provide summer programming. The City, responsible for collecting registrations and registration fees, decided to charge participants a split rate based on their residency status. Osseo residents paid \$39.50 per registration, and non-residents were charged \$52.50. In 2022 the per participant cost to the city has risen to \$47.20. This did not come as a complete surprise, as Revolutionary Sports was only able to offer \$42.50 in 2021 as a good faith holdover from what they offered in 2020 before COVID safety measures led to cancelling summer sessions.

Amerman stated as a result, the Parks and Recreation Committee is recommending that the City maintain the split pricing but increase prices on each to match the increase in what the City is paying. They have also recommended that the City charge an additional \$2.00 per registration to help defray the increased costs of administering a program that saw a large increase in registrations in 2021. The new costs would be \$46.50 for residents and \$59.50 for non-residents, which would still place Osseo among the most affordable options in the metro area. The increased registration fees would allow the city to continue breaking even on youth summer sports, with revenue roughly matching expenditures.

Amerman commented an important note, for several years the City has handled marketing, registration fee collection, changes, and refunds, along with field maintenance and equipment storage. Revolutionary Sports does offer these services, but the City has always kept them in-house in order to keep costs as low as possible. This, combined with guidance that youth sports are not intended to be revenue generators for the City, has meant that Osseo has always charged what is essentially an absolute minimum for youth sports.

Vickerman reported the rates were still a great deal for residents and non-residents. She understood that costs were on the rise over the past two years and noted she supported the proposed increases and programming through Revolutionary Sports.

Johnson requested further information regarding the number of children that have registered for sports in the past. Amerman reviewed the numbers from 2021 with the Council.

**A motion was made by Vickerman, seconded by Johnson, to approve the proposed schedule and fees for the 2022 Youth Sports Programming. A roll call vote was taken. The motion carried 4-0.**

D. APPROVE RESOLUTION REESTABLISHING PRECINCT AND POLLING PLACE

Grams stated redistricting is the process of redrawing the boundaries of election districts to ensure that the people of each district are equally represented. Redistricting is done in the United States after the completion of Congressional reapportionment, which decides how many seats each state has in the 435 member House of Representatives. Reapportionment happens following the Decennial Census.

Grams commented in Minnesota, the state legislature has constitutional responsibility for redistricting Minnesota's Congressional districts, as well as Minnesota Senate and House districts, and Metropolitan Council districts. Local governments are responsible for redistricting other election districts; county boards are responsible for redistricting county commissioner districts, city councils for redistricting city wards, and school boards for redistricting board member district. In addition, cities and townships will establish (or reestablish) their precinct boundaries as part of the redistricting process.

Grams reported congressional and legislative districts (both MN House and Senate) statewide change, at least to some degree. County commissioner districts and school board member districts also may need to be adjusted due to changes in population. For Osseo, the boundaries remain the same, with only one precinct, however, while Osseo has been a part of Minnesota House District 34B (with Maple Grove), the new legislative district will be District 38B (with Brooklyn Park).

**A motion was made by Hultstrom, seconded by Johnson, to adopt Resolution No. 2022-20, reestablishing precinct and polling place. A roll call vote was taken. The motion carried 4-0.**

E. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams reported the Osseo Library would be reopening Tuesday, March 15 and would be open Tuesday, Wednesday and Thursday 9:00 a.m. to 5:00 p.m.

Grams explained registrations would be open tomorrow for the summer youth programs and Staff expected another banner year for this program. He thanked Staff for all of their efforts on this.

12. COUNCIL AND ATTORNEY REPORTS

Vickerman reported long time Osseo resident Mickey Boser passed away in late December.

Hultstrom thanked Sherry Murdock for her service on the EDA and wished her all the best in the future.

Johnson commented on the great work Mickey Boser did on behalf of the community and stated he would be sorely missed.

Stelmach sent his condolences to the Mickey Boser family.

13. ANNOUNCEMENTS

Stelmach stated the City was in need of volunteers to serve as Commissioners. Those interested should visit the City's website or contact City Hall for further information.

14. ADJOURNMENT

**A motion was made by Hultstrom, seconded by Vickerman, to adjourn the City Council meeting at 7:53 p.m. A roll call vote was taken. The motion carried 3-1 (Vickerman opposed).**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO PUBLIC SAFETY ADVISORY COMMITTEE  
MINUTES  
March 9, 2022**

**1. CALL TO ORDER**

City Administrator Grams called the Public Safety Advisory Committee to order at 6:00 p.m., Wednesday, March 9, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

**2. ROLL CALL**

Members present: Nate Berg, Tom Hartkopf, Jason Hegerle, Ashlee Mueller, and Councilmembers Juliana Hultstrom & Larry Stelmach.

Staff present: City Administrator Riley Grams, Fire Chief Mike Phenow, and Police Chief Shane Mikkelsen.

**3. ELECTION OF PSAC CHAIR**

Grams requested the Committee elect a Chair for 2022.

Stelmach supported Hultstrom serving as the Chair for 2022.

A motion was made by Stelmach, seconded by Berg, to elect Juliana Hultstrom to serve as the Chair of the Public Safety Advisory Committee for 2022. A roll call was taken. The motion carried 6-0.

**4. APPROVAL OF AGENDA**

A motion was made by Hultstrom, seconded by Hartkopf, to approve the agenda as presented. A roll call was taken. The motion carried 6-0.

**5. APPROVAL OF MINUTES – OCTOBER 27, 2020**

A motion was made by Hartkopf, seconded by Berg, to approve the minutes of October 27, 2020, meeting. A roll call was taken. The motion carried 6-0.

**6. DEPARTMENT UPDATES**

A. **Fire Department** - Chief Mike Phenow

**Staff Updates**

Phenow stated that given the challenges presented by COVID-19 pandemic, they did not actively recruit in 2020. They ramped up our recruiting efforts in the summer of 2021. After the application period closed in late summer, they had received eight applications. They conducted interviews, background checks, physical ability tests, and occupational health screenings. This process reduced the field to 3 candidates, who were presented to the council for hire in late fall. One came with existing certifications, one is getting enrolled in initial classes now, and the third had circumstances change that resulted in him no longer meeting the response time requirements. They also had 4 resignations this year. They have not had any significant issues



with daytime response, but with 24 members, they need to continue to recruit, hire, and train new people and he would be pursuing this throughout the year.

### **Call Summary**

Phenow reviewed the call summary from 2021. It was noted the call distribution was pretty typical.

### **Training Schedule Update**

Phenow reviewed the training schedule with the Committee. He noted that the back half of the year is booked up with outside (paid) training sessions. FY23 (July 22 - June 23) is the second year of the state's biennial budget and they expect to receive redistribution funds for training expenses incurred above and beyond our department award from the Minnesota Board of Firefighter Training and Education (MBFTE).

### **Equipment Updates**

Phenow stated a range of new equipment was procured and put into service in 2021. They got three new AEDs and 30 pagers with the help of grant funds. They added a number of items for safely operating at roadway incidents, including a stop/slow paddle, traffic control wands, road flares, and LED road flare discs. Additionally, they procured additional high-capacity batteries for our DeWalt hand tools as well as absorbent socks for absorbing, diking, and damming hazardous spills, and bins and scoops for deploying oil dry at vehicle accidents. The two new recruits were sized for bunker gear in December. Due to supply chain issues, they're expecting this to arrive later this year. Emergency Apparatus Maintenance, Inc. was out recently to perform annual inspection and service on all four apparatus; no significant issues were found. They will be back out when the weather warms up to perform the pump testing. The SCBA packs were all recently flow tested by MacQueen Emergency, with no issues found. Fire department members had their annual SCBA mask fit tests performed.

Phenow stated the following were upcoming:

- The breathing air compressor and bottles will be inspected and serviced by Alex Air Apparatus in the coming months.
- They are working with WSB to coordinate flow testing of the hydrants this spring.
- The hoses and ladders will be tested this summer by FireCATT.
- Fire extinguishers will be inspected later this fall.

### **Discuss Administrative Assistant Position**

Phenow stated, firefighting is a demanding job. Administering the operations of a fire department is no less so. Over the years, the fire service has evolved from "neighbors volunteering to help neighbors" into a multi-faceted, highly specialized, highly regulated public service. These increased demands come with a heavy administrative burden. Historically, the administrative functions of the department have been handled collectively by the Chief, the officers, and the firefighters. As the volume and complexity of these tasks grow, and as the demands on members' time for training and response grows, this model becomes increasingly unsustainable. To help ensure the continued effectiveness and viability of the department, it is proposed to hire an administrative specialist. This person would be a dedicated resource for handling (and standardizing and improving) administrative and management functions including (but not limited to) human resources, administration, records management, bookkeeping and light maintenance.

Phenow explained notably, this person would be hired specifically for the administrative skills necessary to complete the given tasks and would have regular, paid hours in which to complete critical department functions. Having a dedicated person for these tasks would free up time for Fire Chief to spend more time dedicated to higher levels of focus including:

- Developing core documents
  - Department Manual (policies, procedures, and guidelines)
  - Field Operations Guide
  - Field Training Officer Program
  - Officer Development Program
- Developing comprehensive financial model
- Improving budgeting & accounting procedures
- Improving core processes

Phenow reported additionally, it would free up members to focus on their core responsibilities of responding and training, rather than having everyone trying to chip in to support the department operations. Finally, having a permanent, full-time position for these functions would go a long way to providing continuity. Knowledge and processes would become standardized, documented, repeatable, trainable, and transferrable – rather than walking out the door with each retirement. He asked for feedback from the Committee on their thoughts regarding this new position.

Hultstrom stated she supported the proposed hire and believed the position should move forward in 2022. Grams indicated the position would not impact the budget too much in 2022 because it would be a partial year.

Berg explained he understood the need to have an administrative assistant within the fire department. He fully supported the fire department moving forward with this hire.

#### **Discuss Department Manual and Participation Policy**

Phenow stated in 2009, a process was initiated to develop a department manual. Two chiefs later, in 2014, one section of that manual was approved by the Council and put into effect. The driving force behind getting that portion of the manual completed and into effect was the need for a written participation policy. Over time, though, that policy has proved to be onerous to track and difficult to enforce. Additionally, the structure of the manual itself did not lend itself to being easily expanded upon. Over the past few years, Phenow has worked on both developing a new participation policy and creating the framework for a new manual that will provide a foundation that can be iteratively built upon over time. He then reviewed the document in further detail with the Committee and requested feedback on how to proceed.

Stelmach commented he understood the importance of these documents and he also understood it would take a great deal of time. He believed these documents would make for a better experience for both current and future firefighters. Phenow agreed these documents would be important for continuity purposes as well as for new hires.

Hultstrom thanked Fire Chief Phenow for his efforts and agreed this document would assist with creating better continuity for the organization going forward.

Berg explained he recently updated manuals at his place of employment and he appreciated how well done the document was because it leaves little room for error.

### **Discuss Plans for Developing Comprehensive Financial Model**

Phenow stated the fire department has a long history of being a group of "neighbors volunteering to help neighbors." Over time, though, the demands have mounted, not just in terms of administrative tasks, but also the cost, complexity, and extent of staffing, training, and equipment. At the same time, the department is funded through an assortment of tax revenues, donations, and grants. This wide array of sources can be inconsistent, unpredictable, and unreliable. Some of it is also opportunistic in that you can get funds for specific things or types of things – whether or not they are the things you need most right now. For example, in 2021, the department had a budget of \$157,427. Of those budgeted expenses, \$32,391 were offset by revenues (including Fire State Aid, MBFTE Training Funds, etc.). In addition to the budgeted operating expenses, the City contributed a \$45,000 transfer to the CIP for the future purchase of fire trucks. Finally, the department was able to secure \$57,859 in donations from the OFDRA and grants/ onations from other sources totaling \$7,414. This amounts to total department expenditures and investment of \$267,700, 36% of which was not funded by the tax base, but instead through grants, donations, etc.

Phenow stated despite its many funding sources, the department is in many ways underfunded. A survey of area fire departments recently conducted by the Eden Prairie Fire Department shows only three departments with lower wages – though those departments all had pensions more than twice the size of theirs – as did the two dozen departments whose wages were also considerably higher (with some pensions as high as 4-5 times the size of theirs). Beyond wages and pensions, there are other items from training to equipment, maintenance, servicing, etc. that are not where they should be. The problem is that we don't have a clear picture of what all of the costs are. What is needed is a comprehensive financial model that includes all personnel, training, equipment, apparatus, facilities, operating expenses, and more. It needs to account for all applicable standards and regulations. It needs to account for current items, serviceable life, and replacement schedules. It needs to account for annual cost increases and inflation. This would then allow us to look at where we are, where we want to be, and develop a plan to get there over a period of time. After getting the new manual and participation policy in place, hiring an administrative assistant, hiring more firefighters, and kicking off 2022 grant projects, Phenow's next priority is to begin to develop this comprehensive financial model. He commented on how this plan would look and requested feedback from the Committee.

Mueller stated this was a very impressive goal for the fire department.

The Committee thanked Fire Chief Phenow for his presentation.

### **B. Police Department - Chief Shane Mikkelson**

#### **Staff Updates**

Mikkelson stated they had some staff turnover since they last met. Officer Current and Officer Johnson have left the department. He explained he replaced them with Officer Lamers and Officer Englund. In the last month Officer Englund resigned and currently they have a full-time officer hiring process in its early stages. He discussed how difficult it has been during COVID keeping the department fully staffed when short-staffed.

#### **Overall Department Summary**

Mikkelson stated the last two years have been taxing on the whole department. Between the civil unrest, COVID and trials of officers they have been just trying to get back to normal. The loss

of officers has been a big hit to full-time staff. All these officers had significant experience and held many training positions. They are currently one officer short which does hurt the scheduling of officers and the amount over time that is needed to cover shifts. They are hoping to have someone trained and, on the road fully, by August 2022.

### **Call Summary (2021)**

Mikkelson reviewed the call summary for 2021 with the Committee.

Stelmach asked what type of impact the blinking speed signs have had on speeding. Mikkelson stated he was not receiving complaints like he used to, which to him was a positive. He believed the sign at 6<sup>th</sup> Avenue was assisting with slowing traffic down. He indicated he would like to add or move these signs around throughout the community.

Mueller suggested the City post a speed limit sign on 4<sup>th</sup> Street to let the public know what the actual speed limit is. Mikkelson explained the speed limit on 4<sup>th</sup> Street was 20 miles per hour and was posted. He indicated the remainder of the City, even though it was not signed was 30 miles per hour, per State Statute.

### **Equipment Updates**

Mikkelson discussed the night vision lights that were installed on the departments vehicles and noted these have been useful to the officers.

### **Squad Vehicle Updates**

Mikkelson stated all vehicles have been delivered and were in working condition at this time.

### **Discuss Unsafe Intersections**

Mikkelson discussed 2nd Avenue SE/2nd Street SE and County Road 81 Intersection with the Committee, along with 1<sup>st</sup> ½ Street NE and 3<sup>rd</sup> or 4<sup>th</sup> Avenue NE noting this was an uncontrolled intersection.

Berg explained he used the intersection at 2<sup>nd</sup> Avenue and 2<sup>nd</sup> Street multiple times a day to reach his shop, and there was a problem trying to get onto the frontage road from County Road 81, even though this traffic has the right of way. Mikkelson indicated this was an awkward intersection because there were five roadways converging. He commented the signs could be lit to ensure drivers understand the traffic coming from County Road 81 have the right of way.

Stelmach stated he liked the lighted stop sign idea because he had had trouble at this intersection as well.

Berg indicated the lighted stop sign was a good idea, but he needs them to know that the County Road 81 traffic has the right of way, or cross traffic does not stop.

Hartkopf commented people stop and then they proceed before checking the traffic on County Road 81 or understanding that the County Road 81 traffic has the right of way. Grams stated he would speak with Public Works Director Waldbillig to see what potential signage could be posted at this intersection.

Hegerle cautioned the City from posting too many signs, but rather to put a small reminder that states "Incoming Traffic Does Not Stop" or "Do Not Block Intersection". He anticipated this may give drivers the reminder they need to drive with caution through this intersection.

Further discussion ensued regarding other stop signs that were posted in the City.

### **Discuss Staffing Limitations**

Mikkelson stated they have been internally having many discussions about is how to respond to the shortage of police officer candidates. There are estimates that there are about 1000 officer openings in Minnesota. They are seeing the effects of the current societal struggle in defining the roles of police officers. Mikkelson has not observed this type of shortage in officer candidates in his 26-year career. When looking at the department and trying to put a plan together to address the officer shortage, he looked at two areas of concern in his eyes, and they are officer retention and officer recruitment. The first is a must for the department to have any continuity in its connection to our community and to serve our residence correctly. The second is an issue currently for just about every law enforcement agency in Minnesota. With all the issues in policing currently he has become very aware that we need to change to be effective.

- First plan is to do nothing. They are struggling to fill shifts because our part-time officer pool has shrunk too almost nothing. This then becomes a problem because they will start to see higher overtime costs and officer burnout is a real factor. This is what they are doing currently, and this is not a sustainable option.

- Second plan is to change the schedule. They currently work 84 hours a pay period; every six weeks officers get a day off. So, they have one night shift and one dayshift every six weeks that are open on the schedule. Currently they have been unable to fill these shifts and they have been going out as OT. I could change the schedule so that everyone works eight hours on Sundays and that would take care of the four hours each pay period. That would reduce time off and OT to cover the open shifts every six weeks. An issue with this plan is that they need all six officers to make this work and they currently are short one officer.

- Third plan is to add a supervisor. Mikkelson stated he has spoken before about seeing an uptick in calls for service and calls to him during the evening hours. This addition would be three-fold in its value. The first value would be a supervisor being on duty in the evening when officers are usually getting into the more complicated call types. This position would also be a salaried position so they can cover some of the open shifts cutting down on part-time usage and OT for officers. This would give us more schedule flexibility and another officer to help investigate crimes. This position would also help him with all the new requirements added to police leadership in the last five years. These mandates are time consuming and keep him at a computer for most of the time.

- Fourth plan is to go full-time. This would be the most expensive option since it would require hiring at least three more officers to the department as full-time officers. This would allow them to have two officers on duty on both nights and days and allow us one flexible officer to be moved around. This would allow them to get rid of part-time officers and allow them to have a minimum of one officer on at a time. With this option Mikkelson would also need some help eventually with another supervisor just to manage a group of nine officers.

Mikkelson commented further on his concerns regarding staffing, the price for policing and requested comment from the Committee.

Hultstrom questioned what options would be best for the City moving forward. Mikkelson stated doing nothing was always an option, but this was putting strain on the officers and the

City's budget because it was forcing overtime. He stated a schedule change and hiring a supervisor would be options that would help with addressing the current staffing concerns. He understood that the fourth option of going full-time may be out of reach at this time for budgetary reasons.

Hultstrom inquired if the supervisor position would be hired from within. Mikkelson commented there was at least one person within the department that was interested and could fill this position. He noted the department would then have to backfill the vacant position.

Stelmach stated there was a lot to unpack with this situation. He understood the individuals that get into this job want to help and serve and it was an industry that has been beat up over the past two years because of a couple of bad actors. He commented he did not have an answer or a solution to the problem tonight and he looked forward to hearing from the rest of the group.

Hegerle asked if there were a lot of supervisory vacancies within police departments at this time. Mikkelson stated this type of a position may be less of a concern. He indicated there was value in keeping his experienced officers. He stated he would like to stay with the department for eight more years. After that the remaining officers would be retiring shortly thereafter, which would create a huge amount of turnover within the department. He indicated he greatly appreciated the experience his officers had and the sense of community they brought to the department.

Hartkopf stated one priority was to make sure the department does not outprice itself, where the City would be in the position to lose its department. He indicated he liked the idea of changing the schedule along with hiring to back fill Nick's position and then having the Council strongly consider adding the supervisory position for 2023.

Mikkelson asked how the Committee felt about adding another officer/supervisor to the department in the 2023 budget.

Hultstrom commented she would rather pay higher taxes in order to keep the police department secure, but there also comes a limit, especially in today's economy. She believed the City did the right thing in order to keep its department, versus contracting with Hennepin County. She hoped the City could continue to do the right thing in order to support its public safety officers.

Mueller agreed stating Osseo was a highly sought after community. She reported this has been seen in the last year through the quick sales of homes. She discussed how Osseo was a unique community and she supported the City having a full time police department. She liked being on a first name basis with the officers that served the community. She reported she would rather pay a higher amount in taxes have that peace of mind and to have a sense of community. She believed this was very important, especially over the past few years, when family and community has been tested. She stated it was no secret that it has been hard on law enforcement and she suggested this group prioritize what law enforcement means to the community. She indicated she fully supported the police department hiring a supervisor in order to keep the community safe.

Berg commented he probably has a different perspective, because he owns a business and has been in public safety. He indicated he was concerned with the fact the new supervisor would not be hired until sometime in 2023 which meant the current officers would be extremely burnt out. He encouraged the Council to consider this hire prior to 2023. He stated having part time



employees was tough because they don't have the same commitment level. He supported the City pursuing the new supervisor sooner rather than later and noted he would be willing to pay more in taxes to ensure the community was safe.

Stelmach thanked everyone for providing feedback on this topic. He appreciated how heartfelt it was. He commented on the constraints within the 2022 budget but encouraged the Council's Budget and Finance Committee to investigate the supervisor position further. He thanked Chief Mikkelsen for prioritizing certain elements in order to assist the City in taking steps in the right direction. He guessed that the public was going to support the police department because the residents of Osseo love having a local police department. He thanked the Chief for bringing this item forward and stated he looked forward to having the Budget and Finance Committee discussing this further.

### **Discuss Dog Leash Ordinance**

Mikkelsen stated discussed the potential of a dog leash ordinance. It was noted the following language reads:

(B) Leashes required. It is unlawful for the dog of any person who owns, harbors or keeps a dog to be off the premises of the owner at any time unless it is leashed with a leash no longer than six feet in length and the leash shall be held by the owner or the owner's agent. The owner's agent may be any person authorized by the owner to be in control of the dog. Any owner of a dog who shall violate this section shall upon conviction thereof be guilty of a misdemeanor.

Hultstrom reported her Yorkie-poo was mauled by a large dog that was off leash in the community two years ago. She explained this attack required emergency surgery and she was fortunate because the resident was very gracious and offered to make payments for the vet bills. However, this may not always be the case. She explained this attack happened to her dog and questioned what would have happened if this attack had occurred to someone's child. She discussed how a state portion of land near 9<sup>th</sup> Avenue NE and 1<sup>st</sup> Street was used as a "dog park", even though it was not a dog park. She reported dogs were running off leash on this property and she would like to get a handle on this issue.

Hartkopf stated he liked the idea of having a six foot leash requirement. He indicated he did not like it when dogs were on a retractable leash because this allowed them to travel 10 to 15 feet into his yard.

Mikkelsen encouraged the Committee members to report as much detail as possible to the police in order to assist with issuing citations. He explained citations cannot be issued unless the behavior is witnessed by the police. He indicated it was difficult to prosecute these types of violations.

Hultstrom requested a blurb be printed in the next *Osseo Outlook* in order to keep the public informed on this topic. Mikkelsen reported he would write something up for the next newsletter.

### **Discuss Updates to Emergency Management Plan**

Mikkelsen stated the City of Osseo participates in the North Emergency Management Group in Hennepin County. This group meets regularly and has its own Emergency Management Plan. Our Emergency Management Plan has not been updated since 2013 and they need to get this review

done since several things have changed in the City since that date. He is hoping to get this review done by the end of 2023 since it is such an undertaking. They will have all departments of the City involved in the process. He then commented on a fencing consortium the City could be a part of for emergency situations.

Hultstrom asked if the fence consortium would assist with lowering insurance through the League of Minnesota Cities. Mikkelsen stated he hasn't heard anything like this yet.

C. **Administration Department** - City Administrator Riley Grams

**Update on LELS Contract Negotiations (2023-2025)**

Grams stated the City enters into a Police Services Contract with the local law enforcement union (Law Enforcement Labor Services (LELS)) to provide public safety and policing services to the City. The contracts run on a three-year cycle. The current existing contract is set to expire at the end of 2022. Negotiations will begin this spring or summer with final Council approval set to happen sometime in the fall, with the new contract starting January 1, 2023, and running through December 31, 2025. Contracts are negotiated on behalf of the City by the City Administrator and the Council Risk Management Committee (Mayor Duane Poppe and Councilmember Larry Stelmach). All members of the negotiating committee do have previous experience with these contract negotiations in the past. This will be Gram's third contract negotiation with LELS on behalf of the City. There will likely be an emphasis on Officer pay as well as Officer recruitment and retention during this upcoming negotiation. These are items that will be very important not only to the law enforcement union, but also to the City so that they can recruit and retain high quality Police Officers to serve the community. Grams has already reached out to the Union to set up an initial meeting to begin negotiations this spring and summer.

**Purple Lights Initiative**

Grams stated last year, the group Domestic Violence Awareness and Action (DVAA) reached out to see if the City would consider displaying purple lights in a public space during the month of October to bring awareness to domestic violence issues. The month of October is Domestic Violence Awareness Month. Working with Public Works Director Waldbillig, the City purchased purple light ropes and wrapped the bandshell in Boerboom Park with purple lights. The lights were well received by the public and they plan to continue lighting up the bandshell purple each year in October. The purple lights are meant to help honor victims and survivors of domestic violence and send a message that domestic violence has no place in the community. They will also encourage businesses and residential properties to include purple lights where possible. Businesses and residents can find purple light strands or purple light bulbs just about anywhere home goods and supplies are sold, including online.

Hultstrom indicated she has been a part of this informal and educational group for the past three years. She noted this group was started in 2017 in Maple Grove. She discussed the benefits of the City showing its support for the Purple Lights Initiative and thanked the City for participating.

**7. REPORTS OR COMMENTS**

Hegerle reported he completed his Master's Degree in Risk Control and Safety Management and has been certified as a safety professional through the Board of Safety Professionals.



Hultstrom thanked the Committee for supporting her as Chair. She welcomed Ashlee Mueller to the Public Safety Advisory Committee. It was her hope this group would meet two or three more times this year.

Stelmach stated it was great to see everybody and he looked forward to seeing everyone again soon in person.

## **8. ADJOURNMENT**

A motion was made by Hultstrom, seconded by Mueller, to adjourn the meeting at 8:15 p.m. A roll call was taken. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

# Osseo Maple Grove Hockey Association Gambling Report to City of Osseo

1. Report for the month of Feb-22

2. Check as appropriate:

  x   pulltabs

  x   tipboards

3. Gross receipts 312,226

4. Expenses - total 308,628

Expenses itemized:

Compensation	<u>7,021</u>
Prizes	<u>279,249</u>
Pull tab games/taxes	<u>4,959</u>
Supplies/misc/payroll proc./storage	<u>282</u>
Combined receipts	<u>16,214</u>
Cash long/short	<u>29</u>
Rent	<u>875</u>

5. Profits 3,598

6. Distribution of profits (itemized)

OMGHA	<u>100,000</u>
	<u> </u>
	<u> </u>

Signed:



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.



**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 **February 2022**
2. For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	54 deals
Paddlewheel	54 deals
Electronic Pull-Tabs	28 occasions
Electronic Linked Bingo	28 occasions

3. Receipts

Gross Receipts (G1 11A)	\$427,909.85		
Prizes (G1 11B)	- \$376,009.06		
Net Receipts .....	\$51,900.79	→	<b>\$51,900.79</b>

4. Expenses

Wagering Tax (tax on Schedule C)	\$20,326.71		
Rent (G1A 18)	\$5,752.44		
Gambling Product Costs (G1A 12)	\$3,512.80		
Electronic Pull-Tab Costs (G1A 19-20)	\$8,733.01		
Compensation & Payroll (G1A 13)	\$8,148.48		
Other (G1A 14-17,21-23)			
(accounting, supplies, etc.)	+ \$766.98		
Total Expenses .....	\$47,240.42	→	<b><u>- \$47,240.42</u></b>

5. Profit ..... **\$4,660.37**

6. Distribution of Profits (Lawful Purpose Expenditures):

*[ none this month ]*

-- Dave Jorgenson, Gambling Manager



## Osseo Fire Department

### Monthly Activity Report – February 2022

#### Incident Responses

<b>Fire</b>	<b>4</b>
PI Accident .....	1
Smoke Indoors .....	1
Gas Odor .....	1
Assist .....	1
<b>EMS</b>	<b>18</b>
Unconscious .....	2
Heart .....	6
Stroke .....	3
Head Injury .....	1
Lift Assist .....	5
Pain .....	1
<b>Mutual Aid</b>	<b>4</b>
Brooklyn Park .....	1
Brooklyn Center .....	1
Champlin .....	1
Dayton .....	1
<b>Total .....</b>	<b>26</b>

#### Training

- UL FSRI: Water Mapping in Residential Structures, Air Entrainment by Fire Service Hose Streams
- Driving & Wayfinding, new PAR Boards

#### Activities & Other

- Annual Report to the Osseo City Council
- Hennepin County Fire Chiefs Association Meeting
- Stand-by detail for Maple Grove Fire Department



Fee: \_\_\_\_\_  
 Receipt/Check #: \_\_\_\_\_

## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

## Gateway Sign Message Application

The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

<b>Business or Event Name</b> OSSEO LIONS - LIONS ROAR		<b>Contact Person</b> ED COLUMBUS	
<b>Business or Event Address</b> P.O. BOX 473 Osseo, MN		<b>Phone Number</b> 651-755-1222	
<b>Email</b> ECOLUMBUS@TCHCO.COM		<b>Number of Slides Requested:</b> An fee of \$100 per slide/week must be included with every message application.	
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.		OSSEO LIONS ROAR SEPT 9th 4pm TO 11pm SEPT 10th 11AM TO 11pm	
<b>Graphics Requested?</b> _____ No _____ Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a> and <a href="mailto:kbroden@ci.osseo.mn.us">kbroden@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b> <b>Graphic to be Provided</b> JPG or BMP format only	
<b>Message Scheduling</b> Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day - Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> 8/29/22		<b>Specify End Date/Time, if not Monday mid-day</b> 9/12/22	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Ed Columbus		<b>Date:</b> 3/3/22	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

# OSSEO GATEWAY SIGN



## APPLICATION FOR MESSAGE FEE WAIVER:

The City of Osseo has constructed the Gateway Sign as a method to disseminate information of general public interest. Information is posted to the Gateway Sign in accordance with the Gateway Sign Policy.

Applications for fee waivers must be reviewed by the City Council. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A GATEWAY**

**SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at

jamerman@ci.osseo.mn.us AND kbroden@ci.osseo.mn.us

Name of Applicant:	OSSEO LIONS				
Address:	PO BOX 473 OSSEO				
Name of Contact Person: (if different than applicant)	ED COLUMBUS				
Contact Phone: (daytime)	651-755-1222	Email address:	ECOLUMBUS@TCHCO.COM		
Description of event or purpose for which Gateway Sign message will be used:	CITY WIDE CELEBRATION				
Desired date(s) 8/29-9/12	Specify on Gateway Sign Application & attach application to this request				
<b>COMMUNITY BENEFITS</b>					
How will the Osseo business community benefit from your event?	TO DRAW LARGE CROWDS OF PEOPLE TO SPEND MONEY IN OSSEO. TO PROMOTE OSSEO				
<b>NEED:</b>					
Why is it necessary to promote this event using the Gateway Sign?	TO BOOST ATTENDANCE, LIST EVENTS				
Explain why paying the fee would be a hardship.	THEM PORTA POTTY'S AREN'T CHEAP. THE MORE MONEY WE SAVE THE MORE WE CAN GIVE AWAY BACK TO THE COMMUNITY				
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	YES.				
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:	Ed Columbus				
Date of application:	3/3/22				
<b>STAFF USE ONLY</b>					
Est. total value of waiver (\$):		City Council Review date:		Approved date:	



Fee: \_\_\_\_\_  
Receipt/Check #: \_\_\_\_\_

## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

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### Gateway Sign Message Application

The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

<b>Business or Event Name</b> OSSEO LIONS PANCAKE PALM SUNDAY BREAKFAST		<b>Contact Person</b> ED COLUMBUS	
<b>Business or Event Address</b> PO Box 473 Osseo, MN		<b>Phone Number</b> 651-755-1222	
<b>Email</b> ECOLUMBUS@TCHCO.COM		<b>Number of Slides Requested:</b> An fee of \$100 per slide/week must be included with every message application.	1
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.	OSSEO LIONS PANCAKE BREAKFAST AND BAKE SALE 8 to NOON PALM SUNDAY April 10th		
<b>Graphics Requested?</b> _____ No _____ <input checked="" type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a> and <a href="mailto:kbroden@ci.osseo.mn.us">kbroden@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b>	<b>Graphic to be Provided</b> JPG or BMP format only
<b>Message Scheduling</b> Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> April 4th 2022		<b>Specify End Date/Time, if not Monday mid-day</b> April 11th 2022	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> 		<b>Date:</b> 3/3/22	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

# OSSEO GATEWAY SIGN



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**SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at

jamerman@ci.osseo.mn.us AND kbraden@ci.osseo.mn.us

Name of Applicant:	OSSEO LIONS				
Address:	PO Box 473 OSSEO				
Name of Contact Person: (if different than applicant)	ED COLUMBUS				
Contact Phone: (daytime)	651-755-1222	Email address:	ECOLUMBUS@TCHCO.COM		
Description of event or purpose for which Gateway Sign message will be used:	ANNUAL OSSEO LIONS PALM SUNDAY PANCAKE BREAKFAST				
Desired date(s) 4/4 to 4/11	Specify on Gateway Sign Application & attach application to this request				
<b>COMMUNITY BENEFITS</b>					
How will the Osseo business community benefit from your event?	DRAW PEOPLE IN.				
<b>NEED:</b>					
Why is it necessary to promote this event using the Gateway Sign?	TO BOOST ATTENDANCE TO RAISE MONEY FOR COMMUNITY EVENTS + PROJECT				
Explain why paying the fee would be a hardship.	WHO HAS EXTRA MONEY THESE DAYS!				
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	WE MC TUESDAY NIGHT IN THE PARK, I PICK UP TRASH AROUND TOWN WEEKLY, I FEED THE SQUIRRELS . . . . WHAT MORE DO YOU WANT				
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:	Ed Colum				
Date of application:	3/3/22				
<b>STAFF USE ONLY</b>					
Est. total value of waiver (\$):		City Council Review date:		Approved date:	





Fee: \_\_\_\_\_  
Receipt/Check #: \_\_\_\_\_

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### Gateway Sign Message Application

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<b>Business or Event Name</b> OSSEO LIONS STEAK FRY		<b>Contact Person</b> ED COLUMBUS	
<b>Business or Event Address</b> PO Box 473 Osseo, MN		<b>Phone Number</b> 651-755-1222	
<b>Email</b> ECOLUMBUS@TCHCO.COM		<b>Number of Slides Requested:</b> An fee of \$100 per slide/week must be included with every message application.	1
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.	OSSEO LIONS STEAK FRY & BAKE SALE AUGUST 19 <sup>th</sup> 5-8 pm		
<b>Graphics Requested?</b> _____ No _____ Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a> and <a href="mailto:kbroaden@ci.osseo.mn.us">kbroaden@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b>	<b>Graphic to be Provided</b> JPG or BMP format only
<b>Message Scheduling</b> Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> 8/12		<b>Specify End Date/Time, if not Monday mid-day</b> 8/20	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Ed Colum		<b>Date:</b> 3/11/22	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

# OSSEO GATEWAY SIGN



## APPLICATION FOR MESSAGE FEE WAIVER:

The City of Osseo has constructed the Gateway Sign as a method to disseminate information of general public interest. Information is posted to the Gateway Sign in accordance with the Gateway Sign Policy.

Applications for fee waivers must be reviewed by the City Council. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A GATEWAY SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at [jamerman@ci.osseo.mn.us](mailto:jamerman@ci.osseo.mn.us) AND [kbroden@ci.osseo.mn.us](mailto:kbroden@ci.osseo.mn.us)

Name of Applicant:	OSSEO LIONS				
Address:	PO BOX 473 OSSEO, MN 55369				
Name of Contact Person: (if different than applicant)	ED COLUMBUS				
Contact Phone: (daytime)	651-755-1222	Email address:	ECOLUMBUS@TCHCO.COM		
Description of event or purpose for which Gateway Sign message will be used:	STEAK Fry BAKE <del>AND</del> SALE PROMOTION				
Desired date(s)	Specify on Gateway Sign Application & attach application to this request				
<b>COMMUNITY BENEFITS</b>					
How will the Osseo business community benefit from your event?	BRING FAMILY'S INTO OSSEO TO EAT AND SUPPORT THE LIONS WHO SUPPORT OSSEO FAMILY'S + BUSINESSES				
<b>NEED:</b>					
Why is it necessary to promote this event using the Gateway Sign?	TO GIVE PEOPLE THE INFORMATION				
Explain why paying the fee would be a hardship.	TO MAXIMIZE THE RETURN TO THE PUBLIC WE NEED TO SAVE FUNDS WHEREVER WE CAN.				
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	YES - CONTACT OLD ED IF YOU HAVE A PROBLEM. ME + VINNY WILL TAKE CARE OF IT.				
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:					
Date of application:	3/11/22				
<b>STAFF USE ONLY</b>					
Est. total value of waiver (\$):		City Council Review date:		Approved date:	



Fee: \_\_\_\_\_  
Receipt/Check #: \_\_\_\_\_

## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

### Gateway Sign Message Application

The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

<b>Business or Event Name</b> OSSEO LIONS HALLOWEEN EVENT		<b>Contact Person</b> ED COLUMBUS	
<b>Business or Event Address</b> PO BOX 473 Osseo, MN		<b>Phone Number</b> 651-755-1222	
<b>Email</b> ECOLUMBUS@TCMCO.COM		<b>Number of Slides Requested:</b> An fee of \$100 per slide/week must be included with every message application.	1
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.		OSSEO LIONS HALLOWEEN EVENT OCT. 29TH 11-1	
<b>Graphics Requested?</b> _____ No _____ <u>X</u> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a> and <a href="mailto:kbroaden@ci.osseo.mn.us">kbroaden@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b>	<b>Graphic to be Provided</b>
<b>Message Scheduling</b> Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> 10/21		<b>Specify End Date/Time, if not Monday mid-day</b> 10/29	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Ed Columbus		<b>Date:</b> 3/11/22	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

# OSSEO GATEWAY SIGN



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**SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at

jamerman@ci.osseo.mn.us AND kbroden@ci.osseo.mn.us

Name of Applicant:	OSSEO LIONS			
Address:	PO BOX 473 OSSEO MN 55369			
Name of Contact Person: (if different than applicant)	ED COLUMBUS			
Contact Phone: (daytime)	657-755-1222	Email address:	ECOLUMBUS@TCHCO.COM	
Description of event or purpose for which Gateway Sign message will be used:	ANNUAL HALLOWEEN EVENT			
Desired date(s) 10/21 - 10/29	Specify on Gateway Sign Application & attach application to this request			
<b>COMMUNITY BENEFITS</b>				
How will the Osseo business community benefit from your event?	DRAWING in Family's - CREATING MEMORIES FOR YOUNG CHILDREN WHO WILL FOLLOW TRADITION w/ THEIR CHILDREN			
<b>NEED:</b>				
Why is it necessary to promote this event using the Gateway Sign?	TO PROMOTE THE EVENT, GIVE VITAL INFORMATION,			
Explain why paying the fee would be a hardship.	CANDY, CANDY, CANDY.			
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	YES. WE WILL CLEAN UP THE PARK + CENTRAL AVE AND CHASE EVIL SPIRITS AWAY AS WELL.			
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.				
Signature:	ED Columbus			
Date of application:	3/11/22			
<b>STAFF USE ONLY</b>				
Est. total value of waiver (\$):		City Council Review date:		Approved date:



Fee: \_\_\_\_\_  
 Receipt/Check #: \_\_\_\_\_

## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

## Gateway Sign Message Application

The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

<b>Business or Event Name</b> OSSEO LIONS LUNCH WITH SANTA		<b>Contact Person</b> ED COLUMBUS	
<b>Business or Event Address</b> PO BOX 473 Osseo, MN		<b>Phone Number</b> 651-755-1222	
<b>Email</b> ECOLUMBUS@TCMCO.COM		<b>Number of Slides Requested:</b> An fee of \$100 per slide/week must be included with every message application.	1
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.	LUNCH WITH SANTA KIDS EAT FREE - FREE PICTURES SATURDAY DECEMBER 3 11 TO 1 OSSEO COMMUNITY CENTER		
<b>Graphics Requested?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a> and <a href="mailto:kbroden@ci.osseo.mn.us">kbroden@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b>	<b>Graphic to be Provided</b>
<b>Message Scheduling</b> Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> 11/28/22		<b>Specify End Date/Time, if not Monday mid-day</b> 12/3/22	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Ed Columbus		<b>Date:</b> 3/3/22	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	



# OSSEO GATEWAY SIGN



## APPLICATION FOR MESSAGE FEE WAIVER:

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Name of Applicant:	OSSEO LIONS			
Address:	PO Box 473			
Name of Contact Person: (if different than applicant)	ED COLUMBUS			
Contact Phone: (daytime)	651-755-1222	Email address:	ECOLUMBUS@TCHCO.COM	
Description of event or purpose for which Gateway Sign message will be used:	INFORMATION ABOUT LUNCH WITH SANTA			
Desired date(s) 11/28-12-3	Specify on Gateway Sign Application & attach application to this request			
<b>COMMUNITY BENEFITS</b>				
How will the Osseo business community benefit from your event?	DRAWS FAMILIES TO OSSEO. AND HOPEFULLY THE LITTLE KIDS TURN TO BIG KIDS AND SETTLE HERE			
<b>NEED:</b>				
Why is it necessary to promote this event using the Gateway Sign?	WHO DOESN'T WANT TO EAT WITH OLDER?			
Explain why paying the fee would be a hardship.	DO YOU KNOW HOW MUCH IT COSTS TO FEED KIDS THESE DAYS?			
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	YES WE'LL CLEAN UP AFTER THE RENDER.			
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete				
Signature:				
Date of application:	3/3/22			
<b>STAFF USE ONLY</b>				
Est. total value of waiver (\$):		City Council Review date:		Approved date:



## City of Osseo City Council Meeting Item

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**Agenda Item:** Hire of Part-Time Officer Nicholas Englund

**Meeting Date:** March 28<sup>th</sup>, 2022

**Prepared by:** Shane Mikkelsen, Chief of Police

**Attachments:**

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**Policy Consideration:**

Nicholas Englund would like to work Part-Time for the Osseo Police Department.

**Background:**

We are all very familiar with Officer Englund who now works for the Champlin Police Department. He asked to come back to the Osseo Police Department as a Part-Time Officer.

**Budget or Other Considerations:**

This hire will be covered under the Part-Time budget. This hire will bring our Part-Time staff to 7.

**City Goals Met By This Action:**

Develop teamwork among the City's leadership team.

**Options:**

The City Council may choose to:

1. Approve the hire of Nicholas Englund as a Part-Time Police Officer.
2. Deny the hiring of Nicholas Englund as a Part-Time Police Officer.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option (1) Approve the hiring of Nicholas Englund as a Part-Time Officer.

**Next Step:**

Get him started working.



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Posting of Part-Time Public Works Seasonal Position

**Meeting Date:** March 28, 2022

**Prepared by:** Nick Waldbillig, Public Works Director

**Attachments:** None

**Policy Consideration:**

Consider approving the posting for Part-Time Public Works Seasonal Position

**Background:**

The Public Works part-time seasonal position has been essential to Public Works since 2019. This position is responsible for doing semi-skilled labor to allow full-time staff to dedicate their efforts to park beautification, sewer jetting, street sweeping, equipment maintenance, street projects, etc.

**Previous Action or Discussion:**

The City Council approved the Part-Time Public Works Seasonal Position during the budget meetings in 2021.

**Budget or Other Considerations:**

The position will be paid out of the Public Works funds, varying from parks, streets, sewer, and water.

**City Goals Met By This Action:**

Continue to give Staff the necessary tools to do their jobs effectively and efficiently.

**Options:**

The City Council may choose to:

1. Approve the posting for the Part-Time Public Works Seasonal Position;
2. Approve the posting for the Part-Time Public Works Seasonal Position with noted changes/as amended;
3. Deny the posting for the Part-Time Public Works Seasonal Position;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1. Approve the posting for the Part-Time Public Works Seasonal Position.





## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

City /EDA Employee/Elected or Appointed Official Travel Request Form

This form shall be completed and submitted to the City Administrator for inclusion in the meeting packet and shall be submitted at the regularly scheduled meeting. Review the Travel Policy for assistance in filling out this form.

Print Name: Juliana HueltstromBudget affected: CouncilConference/Workshop/Seminar: LMC Annual Conf - DuluthEvent Dates: June 22-24

Estimated costs associated with the Conference/Workshop/Seminar for which you would like to attend:

\* Note: Please include supporting documentation showing brochure or information provided for event

Registration Fee: \$399 before 29 AprilLodging Costs: 740.35Travel Costs: 308 miles x 58.5 = \$180.18Meal Costs: \$35 1 dinnerMisc. Costs: \$20 tips incl. (shuttle)Total: \$1394.53

How will your attendance in this conference/workshop/seminar will be a benefit to you professionally, or a benefit to the City of Osseo as a whole: LMC is a great education

and networking early

Signature: Juliana Hueltstrom Date: 17 March 2022Administrator Signature: [Signature] Date: 3/23/22Board meeting date: 3/28/22

From: reservations@pierbresort.com  
Subject: Pier B - Reservation Confirmation  
#163452

Date: Mar 17, 2022 at 09:29:12

To: jhultstrom@icloud.com

Thank you for choosing Pier B! Attached is your reservation confirmation. Enjoy your stay!



New Reservation Confirmation

Juliana Hultstrom  
800 1st St NE  
Oxnes, MN 55369  
USA

Confirmation #	163452
Arrival	Tuesday Jun 21, 2022
Departure	Friday Jun 24, 2022
Nights	3
People	1 0 0 0
Room Type	King Harbor w/ Sofa Slee
760.35	
760.35	
Deposit Due	\$252.45
Deposit Due Date	3/17/2022

Thank you for your reservation!

*We look forward to seeing you on:  
Tuesday Jun 21, 2022*

<u>Charge Summary</u>	
Total Charges	\$630.00
Taxes	130.35
Payments	0.00
Total Due	\$760.35

Room Rate Detail

Date	Description	Room Rate	Tax	# of Days	Total Charge
Tue 6/21/22	Group Rate	209.00	43.45	3	757.35
Total Charges:		627.00	130.35		757.35

**Resolution No. 2022-xx****RESOLUTION ACCEPTING DONATION 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 donation would be of benefit to the citizens of Osseo; and

WHEREAS, the following has proposed this contribution to the City of Osseo and the donation be used for the specific purpose as indicated below:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Harold E. Johnson	\$750	Beautification
Darrel and Deanna Healy	\$300	Osseo Fire Department



## City of Osseo City Council Meeting Item

---

<b>Agenda Item:</b>	<b>Approve Proposal for Council Hybrid Meeting Option</b>
<b>Meeting Date:</b>	March 28, 2022
<b>Prepared by:</b>	Riley Grams, City Administrator
<b>Attachments:</b>	Alpha Video Osseo Council Chambers Videoconferencing Proposal

---

**Policy Consideration:**

Consider approving the attached proposal to allow for videoconferencing options for elected officials during public meetings.

**Background:**

The Osseo City Council has asked for an option to allow for remote public meeting access for elected officials to participate in meetings if they need to be absent. I have been working with Tim Gaffron from CCX Media to review, coordinate and facilitate a proposal from Alpha Video to provide that option to the City. Representatives from Alpha Video met at Osseo City Hall several times to review the technology upgrades needed to make this option a reality. Based on their expertise, Alpha Video has submitted the attached videoconferencing proposal to provide this option for elected officials.

The proposal suggests a general timeframe of approximately 16-24 weeks until completion. This is based on the wide range of possibilities for receiving the required equipment on site. After completion, Alpha Video will provide two hours of training for up to three key users. The proposal total is \$13,660.63. The cost of this project will be included in the Cable Fund CIP, but Staff notes that it is likely ARPA funds could cover the full cost of this proposal if the Council agrees.

Mike Pouh and/or Mike Rowe from Alpha Video will be present at the City Council meeting on Monday night to help answer any questions the Council may have.

**Options:**

The City Council may choose to:

1. Approve the attached proposal from Alpha Video to allow for videoconferencing options for elected officials;
2. Approve the attached proposal from Alpha Video to allow for videoconferencing options for elected officials with noted changes/as amended;
3. Deny approval of the attached proposal;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the attached proposal from Alpha Video to allow for videoconferencing options for elected officials.



City of Osseo

Council Chambers Videoconferencing Addition

A large, thick, orange stylized letter 'V' with a white outline, positioned diagonally across the page. The background is a solid blue color.

## PROJECT PROPOSAL

March 17, 2022

Engineer Michael Rowe  
Account Executive Mike Pouh

7690 Golden Triangle Dr., Eden Prairie, MN 55344  
[info@alphavideo.com](mailto:info@alphavideo.com) | [www.alphavideo.com](http://www.alphavideo.com) | 952-896-9898

# SCOPE OF WORK

## CITY OF OSSEO – COUNCIL CHAMBERS WEB CONFERENCE

### INTRODUCTION

Alpha Video and Audio, Inc. is pleased to present this proposal for the COUNCIL CHAMBERS WEB CONFERENCE project. This statement of work describes equipment and services that Alpha Video will deliver, as well as the responsibilities of City of Osseo for successful implementation. A detailed equipment list and line-item pricing is attached.

### OVERVIEW

We believe that the items in our proposal meet the system requirements, standards of quality, and brand preferences outlined through multiple “needs analysis” meetings, phone calls, and emails. The equipment and systems defined in this proposal are representative of typical installations successfully completed by Alpha Video. After a thorough review of the requirements, we do not have any concerns meeting the requirements of this proposal.

# SYSTEM OVERVIEW – SCOPE OF WORK

Alpha Video will provide products and services in the following areas:

## COUNCIL CHAMBERS

### WEB CONFERENCING ADDITION

Alpha Video shall provide and install a bring your own device “BYOD” web conferencing solution. This solution shall comprise of (1) AV to USB Bridge, (1) Echo Cancelling Sound Processor and (1) USB Extender along with the required cables for interconnecting the equipment. There shall be a single USB connection for web conferencing located at the Clerk’s location using existing AV connections. An owner furnished laptop or PC which supports USB 2.0 and web conferencing applications is required at this location. There shall be a single camera integrated into the web conference, this shall be an existing owner furnished camera, owners to confirm which camera prior to installation. No control system changes are required or included.

# ADDITIONAL PROJECT SPECIFICATIONS

## ASSUMPTIONS & CONDITIONS

### ASSUMPTIONS

Alpha Video is making the following assumptions regarding the site conditions, end user needs, and other design or scope details.

- Relating to the current COVID-19 pandemic:
  - We have assumed that our work on this project and the operations of City of Osseo are deemed to be unrestricted OR “essential” business functions, as defined by any pertinent federal, state, and local orders. We have assumed that they will continue to be deemed “essential” through the duration of our engagement and the term of the orders.
  - Alpha Video will fully comply with these orders, including work restrictions. We have assumed all personnel may be permitted to work in isolation or with a minimum of 6’ distance from any other person. Any costs incurred by Alpha Video to comply with any work restrictions not in place as of the date on the cover of this proposal are the responsibility of City of Osseo. This shall include, but is not limited to, additional labor, split shifts, overtime, weekend work, holiday work, after-hours work, travel expenses, change fees, additional resources, de- and re-mobilization, etc.
  - Alpha Video may, at our sole discretion, request and be granted additional considerations to ensure the health and safety of our team members.
- Alpha Video assumes that all owner furnished equipment is fully functioning and this equipment will remain as is, no firmware or other updates are included.
- Alpha Video assumes that there is a sufficiently sized pathway from equipment to the USB connection point in the chambers.
- Alpha Video assumes that all working days/hours are within normal business days/hours.
- Alpha Video assumes that the owners will provide the necessary conferencing application(s) along with any associated licenses and/or support for the applications(s).

### CONDITIONS

The following are equipment and process conditions that specifically apply to this project.

- Equipment listed within this quote may be subject to procurement delays, which may impact installation dates and/or may result in change orders and revisions to this scope of work.
- This scope of work and the pricing in our proposal is based upon the included timeline. Any deviations will require revising both.
- When equipment or material is shipped directly to your facility, City of Osseo will be solely responsible for:
  - Providing written delivery confirmation to Alpha Video & Audio for each item upon arrival;
  - Visually inspecting the outside of each package for carrier damage (and providing photo evidence when required); and,
  - Consolidating, organizing, and securely storing each item. City of Osseo acknowledges ownership of received items.
- Additional Conditions here



## **TRAINING**

Alpha Video will provide up to 2 hours of system training to no more than three key users. The training will cover basic system operation and troubleshooting. The training will be provided once the system is fully functional. This is in addition to any individual manufacturer-provided training as described elsewhere in our proposal.

# PROJECT TIMELINE

As a leader in the audio-visual and broadcast integration markets, Alpha Video understands that this system is considered mission-critical and impacts the success of your organization. We know that your event schedule does not change and that the show must go on.

However, to meet your required completion dates, we have established the following milestones. Timely achievement of each objective will ensure on-time completion. ***This scope of work and the pricing in our proposal is based upon the following timeline. Any deviations will require revising both.***

## APPROXIMATE MILESTONES

Date	Primary Party	Requirement
NTP	City of Osseo	Notice to Proceed
NTP + 1 Week	Alpha Video	Equipment Ordered
NTP +3 Weeks	Alpha Video	Drawing submittals complete
Submittals Complete +1 Day	City of Osseo, Alpha Video	Drawing submittals approved
Equipment Ordered +8-16 Weeks	Alpha Video	Equipment Arrives to Alpha
Equipment Arrival +1 Week	City of Osseo, Alpha Video	On-Site Build Begins
On-Site Build Begins +2 Days	Alpha Video	On-Site Build Complete
On-Site Build Complete +1 Day	Alpha Video	Commissioning Complete
Commissioning Complete +2 Hours	City of Osseo, Alpha Video	Punchlist & Training Complete
Training Complete +1 Week	Alpha Video	Project Closeout

On-site installation can only begin once construction has progressed to the point that electronic equipment can be installed in a secure and clean job site. Please provide the project manager with a schedule outlining when this will occur. A change order will be assessed for any delays beyond the date listed in this proposal.

CONFIDENTIAL & PROPRIETARY – NOT FOR DISTRIBUTION

# STANDARDS OF QUALITY

## SYSTEM INTEGRATION SERVICES

Alpha will manage all aspects of this project from start to finish to ensure this project is on-time and on-budget. If integration services are provided in this proposal, Alpha will provide the following:

### INTEGRATION LABOR AND MATERIALS

#### Project Team:

- Project Engineering
- Project Management
- Lead Technician and Project Technical Specialists
- Subcontracted services management, oversight, and coordination

#### Documentation:

- Preliminary Shop Drawings & Approval Submittals
- Detailed Installation Notes
- As-Built Drawings & Documentation

#### Professional Services:

- System Configuration & Commissioning
- Operational Training and/or On-Site Event Support
- Full System Warranty

#### Additional Items:

- Freight
- Insurance
- Travel Expenses

## STANDARDS OF INTEGRATION

We guarantee the quality of our integration services, providing a multi-point inspection upon the completion of every installation. In summary:

### GENERAL

- All system components will be installed in a neat and professional manner.
- Equipment will be new and blemish-free unless otherwise noted in this document.
- Above-ceiling components shall be installed with trim rings and/or grommets when necessary.
- Rack equipment will be installed using proper manufacturer-supplied mounting hardware.
- Blank rack spaces will be filled with either blank or vent panels.
- Racks will have proper ventilation to prevent heat buildup and prolong equipment life.

### WIRING AND CABLES

- Rack cabling will be bundled neatly with cable ties or hook & loop as required.
- Low- and high-voltage cabling will be separated according to NFPA 70 (National Electric Code) 2017 specifications.
- All cabling in conduit will comply with the conduit fill specifications in NFPA 70 (National Electric Code) 2017.

- Proper strain relief will be provided at all connections and bends.
- Sufficient service loops will be provided above-ceiling, above/within/under equipment racks, or in cable trays so that components may be unmounted for service without cable strain.
- All connectors will be properly sized to fit the wire type and will be installed according to the manufacturer's specifications.
- All permanently installed cabling will be labeled with computer-generated labels.

#### **INSTALLER TESTING AND ADJUSTMENTS**

- Alpha will verify proper grounding on all equipment.
- Video displays will be properly aligned and free from distortion.
- Cabling and loudspeakers will be tested for proper polarity.
- Audio will be free of distortion, hums, buzzes, or pops.
- Loudspeaker systems will be tested and equalized to provide uniform frequency response.
- Control system programs will be tested for proper system operation.

# PROJECT TERMS & CONDITIONS

## RESPONSIBILITIES OF THE OWNER

This statement of work indicates the responsibilities of Alpha Video & Audio. As in any system installation, this project contains several customer responsibilities. They include, but are not limited to:

- Providing a secure, clean, and dust-free work site by the “On-Site Build Begins” date specified in this proposal;
- Providing secured storage locations and/or laydown areas for housing equipment and installation materials.
- Providing central waste and/or recycling containers for proper disposal of any installation debris;
- Providing, without request for reimbursement, all high voltage AC electrical equipment and labor necessary for proper installation – including mains, transformers, panel boards, surge suppression, receptacles, engineering, stamps, and permits – unless specified as “Alpha-provided” within this proposal;
- Providing and installing adequate HVAC, lighting, fire suppression, and life safety systems;
- Providing, installing, and certifying all necessary low voltage infrastructure – including conduits, pathways, cable trays, penetrations, core drilling, floor boxes, wall boxes, and back boxes – unless specified as “Alpha-provided” within this proposal;
- Providing and installing adequate primary & secondary steel, structures, supports, poles, and/or backing for all mounted equipment;
- Providing a professionally installed, fully functional IP network as required with the capacity to support all system components, bandwidth, routing, and enterprise-level configuration;
- Facilitating IT/network coordination with appropriate representatives and providing any requirements during the design engineering process;
- Facilitating custom control system design by coordinating with appropriate representatives and providing any requirements during the design engineering process;
- Providing access to any owner-furnished equipment, devices, virtual machines, and programming code in a timely manner upon request;
- Providing uninhibited access to the job site during normal business hours (7am to 7pm M-F) unless non-standard work hours are included in our proposal; and,
- Coordination of training times with all required staff.

This proposal assumes that work can be carried out continuously throughout the day with limited to no interruptions. If daily interruptions or delays occur before or during the work described in this scope, change orders may be required due to inefficiencies related to these interruptions.

# GENERAL TERMS & CONDITIONS

## OWNER-FURNISHED EQUIPMENT

This proposal assumes that all existing “owner-furnished” equipment and programming code required for system functionality is in proper operating condition and without defect. If any of the required existing equipment is not in proper operating condition, a change order may be required for the functionality outlined in this proposal.

Any owner-furnished code that is to be reused is subject to review. Please provide Alpha with all uncompiled code within 14 days of Notice to Proceed. Should owner-furnished code be deemed inadequate, by our sole discretion, Alpha will present a change order to modify or rewrite all or part of the code.

## DOCUMENTATION

Alpha Video will provide shop drawings for review and formal approval that reflect the final system design. Upon completion of the project, a full set of as-built drawings will be provided digitally, which will include components of the video, audio and control systems, and any architectural documentation used during the installation. Those drawings will become property of the owner upon final payment.

## PROJECT MANAGEMENT

Alpha Video will appoint a project manager as your main point of contact regarding this project. The project manager will manage the installation timeline, oversee the project team, and coordinate work with any additional trades involved in this installation.

## CHANGE REQUESTS

After the project begins, any changes to this scope must be requested as a change order. Change requests shall be submitted in written form so that both parties fully understand the request. Any additional costs resulting from change orders shall be the responsibility of the owner.

## PROMOTION

Alpha Video may decide to leverage this project for sales and marketing purposes. Content used to promote the project may include, but are not limited to: press releases, blogs, pictures, videos, and case studies. Your company name and logo may be used as part of the content when referencing the project. Alpha Video will provide a list of content assets and the timeline for creating, approving, and distributing the content, as required. We will share and gain your approval of any content published in the trade, submitted for awards, etc. You may use any content assets created by Alpha Video for your purposes.

# SYSTEM WARRANTY AND SUPPORT

Alpha Video & Audio, Inc. guarantees the following:

1. Equipment will be new, unless noted otherwise.
2. All workmanship provided by Alpha Video will be free of defects and will be repaired, free of charge, for a period of one (1) year from the date of substantial completion or the first date of beneficial use of the system, whichever date occurs first. Substantial completion shall be defined as the point where the work, or designated portion thereof, is sufficiently complete so that the system can be used for its intended purpose.
3. All equipment and materials provided by Alpha Video that was manufactured by other companies will be warrantied under the standard warranty terms of the original manufacturer.
4. If any questions arise during the warranty period about the installation or operation of the system, an Alpha Video engineer will be available to assist and answer any questions by phone.
5. The warranty does not include nor cover expendable materials used with the system installation (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.).
6. Alpha Video is not responsible for the reliability of systems that communicate using wireless technology. The performance of equipment utilizing wireless communications is inherently unreliable and will experience "dropouts", distortion, and loss of connectivity from time to time. Interference from other forms of radio frequency transmissions, such as radio and television broadcasts, cell phones, and wireless computer networks, is probable and should be expected.
7. Alpha Video is not responsible for the performance, testing, or configuration of owner-furnished data networks that are used to transmit audio, video, and lighting program data and control signal data. IP-based videoconferencing systems rely upon data networks that can provide consistent bandwidth for the transmission. Videoconferencing that is transmitted over the Internet is subject to the intermittent and unreliable nature of the public network. In the event that the Customer's network is found to be the cause of defects in the quality of the audio/video signals, is unreliable, or has insufficient bandwidth to support the A/V/L system and Alpha Video's network engineers are required to troubleshoot or configure the Customer's network, the cost of this service will be invoiced to the Customer.
8. Any adjustments made by the Customer or the Customer's agent(s), other than routine operational adjustments, shall not be covered under this warranty statement. Re-calibration of settings shall be considered by Alpha Video to be billable time to the Customer at Alpha's standard engineering rates.
9. Procedures such as routine preventative maintenance functions (e.g., keeping filters clean, keeping system environment free from foreign materials, etc.) are the responsibility of the Customer and is not included within this warranty agreement. Failure on the part of the Customer to perform these routine maintenance functions shall void this warranty. Preventative maintenance agreements are available at an additional cost.
10. If warranty work is necessary within the warranty period, Alpha Video will, at its option, repair the defective equipment or return it to the manufacturer for repair.
11. Repairs, modifications, or other work performed by personnel not authorized by Alpha Video during the period of warranty on any equipment of the system may invalidate the warranty.
12. Alpha Video will not be responsible for damages or cost of repairs due to modifications, adjustments, or additions to the system performed by personnel not authorized by Alpha Video prior to acceptance of the system by the Customer.
13. Alpha Video may withhold warranty service if the Customer has an unpaid balance due to be paid to Alpha Video.
14. Regarding Owner-furnished Equipment (OFE):

- a. Alpha Video's intent is to provide a complete system including all equipment. In some cases, the Customer may own equipment which they desire to be included with the installation. Alpha identifies this as OFE.
- b. The use of OFE is solely for the convenience of the Customer and is not included in the warranty or guarantee provided.
- c. Alpha Video shall take reasonable care in handling OFE and install it according to standard industry practices; however, Alpha Video takes no responsibility for the operation, performance, appearance, or effects of OFE before, during, or after its integration into the system. Alpha Video reserves the right to accept or reject OFE based on the equipment's service record, or lack thereof, condition, age, impact to other system components, and operator life safety. Alpha Video will not accept OFE that is purchased by the Customer to replace equipment that is specified in this proposal.
- d. In the event that OFE does not function properly, Alpha Video shall notify the Customer to determine if the OFE is to be a) repaired, b) an alternate unit provided by the Customer, c) the unit is not to be used, or d) Alpha Video is to provide a new unit. Alpha Video shall provide a cost to the Customer for the work to be done. The Customer will authorize any additional costs to the job.
- e. The existing equipment, removed as a courtesy by Alpha Video, that is not being reused, shall be handed over to the Customer. Alpha Video is not responsible for disposal of the existing equipment or its condition when received by the Customer.



## PAYMENT TERMS

Subject to the provisions contained in this proposal and scope of work, the Buyer shall pay a 50% down payment on the project total. This payment shall be due upon receipt of the invoice for the down payment amount. The project will then be progress invoiced monthly moving forward, with the down payment being applied to the invoice total first, and any remaining balance being billed for that month. These subsequent invoices shall be due following the terms of your account (i.e – Net 30, Net 15, etc.). If at any time invoices are not paid within terms or become past due, the Seller may suspend production, shipment, service, or delivery of the project until the account becomes current.

## NOTICE TO PROCEED

Alpha Video & Audio, Inc. shall not, and shall not be obligated to, commence performance of the work outlined in this proposal until the City of Osseo issues a purchase order or contract for the work. Alternatively, and to stay on schedule, the City of Osseo may issue Alpha Video a written notice to proceed or letter of intent authorizing Alpha Video to begin work on behalf of City of Osseo and agreeing to pay for all equipment, materials, labor and costs accrued by Alpha Video should a purchase order or final contract not be agreed upon. This notice to proceed or letter of intent must be presented by someone authorized by the City of Osseo to approve such an action and can be in the form of an email or email attachment.

Upon receipt of a notice to proceed, letter of intent, purchase order or contract, Alpha Video shall commence with the performance of the work in accordance with the milestone schedule and shall thereafter diligently pursue the work, assigning to it a priority that should reasonably permit the attainment of substantial completion on or before the required completion date.

Any delays in the receipt of a notice to proceed, purchase order or contract beyond the date(s) outlined in the milestone schedule may result in a change order for any additional or overtime labor and expenses required for Alpha to be substantially complete by the required completion date.

## SIGN-OFF

As an appointed representative of City of Osseo, I hereby agree with and approve the above statement of work including all outlined Terms and Conditions. A purchase order for this project, in verbal or written form indicates acceptance of this statement of work.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



Alpha Video & Audio, Inc.  
7690 Golden Triangle Drive  
Eden Prairie, MN 55344  
Phone: 952-896-9898 | Fax: 952-896-9899  
Visit us at [www.alphavideo.com](http://www.alphavideo.com)

QUOTE

14397

PREPARED FOR		SITE LOCATION	
<b>Company:</b> CITY OF OSSEO		<b>Company:</b> CITY OF OSSEO	
<b>Address:</b> 415 CENTRAL AVE		<b>Address:</b> 415 CENTRAL AVE	
OSSEO, MN 55369		OSSEO, MN 55369	
<b>Contact:</b> Riley Grams		<b>Contact:</b> Tim Gaffron	
<b>Phone:</b>		<b>Phone:</b>	
		<b>Date:</b> 2022-03-17	
		<b>SALES REPRESENTATIVE</b>	
		<b>Mike Pouh</b>	
		(952)841-3365	
		mike.pouh@alphavideo.com	

TITLE	
Council Chambers Videoconferencing Addition	<b>Terms: NET 30</b>

PART NUMBER	MANUFACTURER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>PROJECT COSTS</b>					
CORE 8 FLEX	QSC	UNIFIED CORE WITH 8 LOCAL AUDIO I/O CHANNELS, 64X64 NETWORK I/O CHANNELS WITH 8X8 SOFTWARE-BASED DAN	1.00	\$1,885.06	\$1,885.06
999-8215-000	VADDIO	AV BRIDGE CONFERENCE SYSTEM	1.00	\$2,267.09	\$2,267.09
60-506-03	EXTRON	TWO OUTPUT VGA DISTRIBUTION AMPLIFIER	1.00	\$155.17	\$155.17
60-190-01	EXTRON	1U 9.5" DEEP UNIVERSAL RACK SHELF KIT	1.00	\$90.80	\$90.80
60-1471-12	EXTRON	TWISTED PAIR EXTENDER FOR USB PERIPHERALS	1.00	\$425.29	\$425.29
60-1471-13	EXTRON	TWISTED PAIR EXTENDER FOR USB PERIPHERALS	1.00	\$425.29	\$425.29
70-077-01	EXTRON	1/4 & 1/2 RACK WIDTH, UNDER-DESK MOUNT KIT FOR TWO-PIECE ENCLOSURE	1.00	\$32.18	\$32.18
ALPHA-SMA-SILVER-1YR	ALPHA	ALPHA ASSURANCE SILVER SERVICE AND MAINTENANCE AGREEMENT, 1 YR. TERM	1.00	\$3,047.05	\$3,047.05
ALPHA-WORKMANSHIP	ALPHA	ALPHA WORKMANSHIP WARRANTY	1.00	\$0.00	\$0.00
ALPHA-MATERIALS	ALPHA	ALPHA MATERIALS	1.00	\$324.44	\$324.44
ALPHA-LABOR	ALPHA	ALPHA INTEGRATION LABOR	1.00	\$4,790.00	\$4,790.00
<b>Project Costs Subtotal:</b>					\$13,442.37
<b>Subtotal:</b>					\$13,442.37
<b>Shipping:</b>					\$218.26
<b>Tax:</b>					\$0.00
<b>Total:</b>					\$13,660.63

A 3% convenience fee will be added for all credit card payments.

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.

Returns are subject to a minimum 15% restocking fee when accompanied by original packaging.

Sales tax is not included and will be billed at actual cost.



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Position Description for Administrative Assistant, Public Services

**Meeting Date:** February 18, 2022

**Prepared by:** Mike Phenow, Fire Chief

**Attachments:** Administrative Assistant, Public Services Position Description

### **Policy Consideration:**

Consider approving the position description for a new position: "Administrative Assistant, Public Services."

### **Background:**

Firefighting is a demanding job. Administering the operations of a fire department is no less so. Over the years, the fire service has evolved from "neighbors volunteering to help neighbors" into a multi-faceted, highly specialized, highly regulated public service. These increased demands come with a heavy administrative burden. Historically, the administrative functions of the department have been handled collectively by the chief, the officers, and the firefighters. As the volume and complexity of these tasks grow, and as the demands on members' time for training and response grows, this model becomes increasingly unsustainable.

To help ensure the continued effectiveness and viability of the department, I propose hiring an administrative assistant.

This person would be a dedicated resource for handling (and standardizing and improving) administrative and management functions including (but not limited to) the following areas:

#### **Human Resources:**

recruiting, hiring, onboarding, coordinating initial training, outfitting, offboarding

#### **Administration:**

scheduling, communications, check-offs, follow-ups, recertifications, renewals, "bank hours" tasks

#### **Records Management:**

incidents, truck checks, equipment checks, inventory, training, certification, personnel, participation

#### **Bookkeeping:**

revenues, expenses, reporting, grant writing, payroll

**Light Maintenance:**

equipment checks, calibrations, etc.

Notably, this person would be hired specifically for the administrative skills necessary to complete the given tasks and would have regular, paid hours in which to complete these critical department functions.

Having a dedicated person for these tasks would free up time for Fire Chief to spend more time dedicated to higher levels of focus including:

- Developing core documents
  - Department Manual (policies, procedures, and guidelines)
  - Field Operations Guide
  - Field Training Officer Program
  - Officer Development Program
- Developing comprehensive financial model
- Improving budgeting & accounting procedures
- Improving core processes

Additionally, it would free up members to focus on their core responsibilities of responding and training, rather than having everyone trying to chip in to support the department's administrative operations.

Finally, having a permanent, part-time position for these functions would go a long way to providing continuity. Knowledge and processes would become standardized, documented, repeatable, trainable, and transferrable – rather than walking out the door with each retirement.

Given these needs – and drawing from similar, recently-updated position descriptions within the city – I have developed a position description for this role. See attached.

**Previous Action or Discussion:**

The City Administrator and I began discussing this position last fall. Discussions continued this winter with the City Administrator and the Council Members on the PSAC committee.

At the Public Safety Advisor Committee meeting on March 9th, I presented a draft of this position description. It was largely the same as what's presented here, except for a few minor updates discussed below. It was well received by the committee members, who were supportive of bringing it to the City Council.

After further discussions between the Public Works Director, the City Administrator, and myself, we decided to broaden the title to be less specific to the Fire Department and instead oriented towards Public Services more broadly. The description was updated to call out the fact that this role could be tasked with performing similar duties for the Public Works Department.

**Budget or Other Considerations:**

There is no budget impact to approving the position description. See the subsequent agenda item for a discussion of the budget impact of posting and hiring for the position.

**City Goals Met By This Action:**

Recruit high quality Staff, continue to train Staff, and work to promote Staff retention  
Continue to give Staff the necessary tools to do their jobs effectively and efficiently  
Develop team work among the City's leadership team  
Ensure City's continued financial stability

**Options:**

The City Council may choose to:

1. Approve the position description for Administrative Assistant, Public Services;
2. Approve the position description for Administrative Assistant, Public Services with noted changes/as amended;
3. Deny the position description for Administrative Assistant, Public Services;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends that City Council choose option 1. Approve the position description for Administrative Assistant, Public Services.



**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

## **Administrative Assistant, Public Services (Part-Time)**

<b>Position Title:</b>	Administrative Assistant, Public Services
<b>Department:</b>	Fire Department
<b>Supervisor's Title:</b>	Fire Chief
<b>Pay Grade:</b>	TBD
<b>FLSA Status:</b>	Non-Exempt
<b>Work Status:</b>	Part Time

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### **General Definition of Work:**

Performs intermediate 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, 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 Fire Chief.

This role may also be tasked with performing similar duties for the Public Works Department under the direction of the Public Works Director.

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### **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.*

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### **Essential Functions:**

- Communicates with fire department members, other City employees, staff at other fire jurisdictions, staff at other local and state agencies, vendors, local businesses, and residents
- 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
- Assists with recruiting new firefighters including posting to social media, expanding outreach, fielding questions, receiving and reviewing applications, scheduling interviews, and scheduling health screening and physical ability testing
- Assists with onboarding new firefighters including the collection of various HR forms, coordinating the issuance of equipment, coordinating the procurement of equipment with vendors, scheduling initial training courses, and coordinating field training
- Assists with the offboarding of exiting firefighters, including the collection of equipment and completion of paperwork
- Schedule routine inspection, servicing, and maintenance of equipment and apparatus
- Schedule on-demand repairs of equipment and apparatus

- Assist with the scheduling and coordination of training, fit tests, and other routine personnel requirements
- Assist with the coordination of regular certification and recertification efforts
- Enter and maintain records and reports pertaining to incidents, equipment maintenance, apparatus maintenance, training, certification, personnel, participation, inventory, inspections, pre-plans, etc.
- Assist in the processing of accounts payable and accounts receivable
- Assist with the submission of grant requests and coordination of grant projects
- Assist with the compilation and submission of payroll reports
- Perform light maintenance, calibration, and charging of equipment
- Monitor inventory of various office supplies and consumables, reorder and restock as necessary
- Help maintain and update the department's portion of the city website
- Help review, organize, and digitize department records
- Assist the chief in updating and communicating department policies, procedures, and guidelines
- Perform research for special projects
- Prepare materials for various meetings, including officer meetings, department meetings, public safety advisory committee meetings, city council meetings, etc.
- Attend most regularly-scheduled department meetings, held the second Thursday of each month at 7:00 pm
- Assist with the planning, coordination, and execution of various community and public education events
- Receive, sort, and date department mail; post outgoing mail and packages
- Answer phone calls, review voicemail messages, respond or reroute as necessary
- Other Public Services/Public Works administrative duties as assigned
- Other duties as assigned by the fire chief

#### **Knowledge, Skills and Abilities:**

- Knowledge of standard office practices, procedures, equipment, and administrative support techniques
- Knowledge of common business applications including those for email, calendar, documents, spreadsheets, and presentations
- Knowledge of managing business accounts on social media platforms like Facebook and Twitter
- Knowledge of business English, spelling, and arithmetic
- Skilled at organizing, prioritizing, and performing work independently with limited direct oversight
- Skilled at effective written and verbal communication
- Skilled at typing quickly and accurately
- Ability to keep detailed and complex records and to prepare accurate reports
- 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 establish and maintain effective working relationships with coworkers, elected officials, vendors, and the general public

#### **Education and Experience:**

Associates/Technical degree with coursework 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.

#### **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 typical 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. Reasonable accommodations that would allow qualified applicants to perform the essential functions of this position will be provided.

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**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).

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## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Posting of Administrative Assistant, Public Services Position

**Meeting Date:** February 18, 2022

**Prepared by:** Mike Phenow, Fire Chief

**Attachments:** none

### **Policy Consideration:**

Consider approving the posting of the new position: "Administrative Assistant, Public Services."

### **Background:**

In the previous agenda item, I presented the rationale for the position as well as the proposed position description.

### **Previous Action or Discussion:**

See the previous agenda item for an overview of previous actions and discussion.

### **Budget or Other Considerations:**

This position was not included in the 2022 budget.

If we assume a month to post and accept applications, a month for screening, interviewing, and selecting, two weeks to get Council approval, and two weeks before a start date, we'd be looking at mid-year hire, resulting in a half-year budget impact.

If, for example, this person were employed for 26 weeks in 2022 at \$24 per hour and worked 20 hours per week, with 7.65% FICA, it would be a budget impact of \$13,435. These numbers are all open for discussion.

### **City Goals Met By This Action:**

Recruit high quality Staff, continue to train Staff, and work to promote Staff retention  
Continue to give Staff the necessary tools to do their jobs effectively and efficiently  
Develop team work among the City's leadership team  
Ensure City's continued financial stability

### **Options:**

The City Council may choose to:

1. Approve the posting of the Administrative Assistant, Public Services position;

2. Approve the posting of the Administrative Assistant, Public Services position with noted changes/as amended;
3. Deny the posting of the Administrative Assistant, Public Services position;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends that City Council choose option 1. Approve the posting of the Administrative Assistant, Public Services position.



## City of Osseo City Council Meeting Item

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**Agenda Item:** Fire Department Manual

**Meeting Date:** February 18, 2022

**Prepared by:** Mike Phenow, Fire Chief

**Attachments:** OFD Manual Table of Contents 2022-04-01  
About the OFD Manual 2022-04-01  
OFD Participation Policy 2022-04-01  
Fog Machine Operation 2021-11-14  
OFD Department Manual - General Information (2014)

---

### **Policy Consideration:**

Consider approving and adopting the "About the OFD Manual" and "Participation Policy" documents.

### **Background:**

In 2009, a process was initiated to develop a department manual. Five years and two chiefs later, in 2014, one section of that manual was completed and approved by the city council and put into effect. The driving force behind getting that portion of the manual completed and into effect was the need for a written participation policy. Over time, though, that policy has proven to be onerous to track and difficult to enforce. Additionally, the structure of the manual itself did not lend itself to being easily updated or expanded upon.

Over the past few years, I've worked on both developing a new participation policy and creating the framework for a new manual that will provide a foundation that can be iteratively built upon over time.

The first item is the table of contents. This just serves as a reference for the other documents that make up the manual. See the attached "OFD Manual Table of Contents 2022-04-01" document.

The first document in the manual describes the manual itself: its purpose, scope, structure, organization, distribution, types of documents included, how documents are approved and adopted, and more. See the attached "About the OFD Manual 2022-04-01" document.

One of the driving factors for developing a new framework for the department manual was so that we could adopt a new participation policy that is better suited to the needs and realities of the department. See the attached "OFD Participation Policy 2022-04-01" document.

As an example of one type of Procedure Document, I've included a document that I developed last fall that details how to safely and effectively use the department's fog machine. See the attached "Fog Machine Operation 2021-11-14" document.

For reference, I've included the portion of the manual that was completed and put into effect in 2014. See the attached "OFD Department Manual - General Information (2014)" document.

**Previous Action or Discussion:**

Discussions have been ongoing over the past few years with department members and officers regarding the best approach to the participation policy. This proposal is the result of those many discussions.

At the Public Safety Advisor Committee meeting in June of 2020, I discussed this effort and an earlier version of the Participation Policy proposal.

During my Annual Report to the City Council meeting on February 14th, I gave an update on the progress of this effort and previewed its proposal at a future meeting.

At the Public Safety Advisor Committee meeting on March 9th, I presented drafts of these documents. They were largely the same as what's presented here, except for a few minor updates discussed below. They were well received by the committee members, who were supportive of bringing them to the City Council.

Since presenting the draft to the PSAC, I reviewed the document, performed some minor clean-up and clarification, and added Section 6 on Service Credit. I felt it was important to codify how this policy would impact the service credit that members would receive towards their service pension administered by the OFDRA. The contents of this section had been discussed with the members and officers, but had been overlooked for inclusion in the previous draft.

**Budget or Other Considerations:**

There are no direct budget impacts of adopting these documents.

**City Goals Met By This Action:**

Update City policies

Continue to give Staff the necessary tools to do their jobs effectively and efficiently

Recruit high quality Staff, continue to train Staff, and work to promote Staff retention

**Options:**

The City Council may choose to:

1. Approve the "About the OFD Manual" and "Participation Policy" documents;
2. Approve the "About the OFD Manual" and "Participation Policy" documents with noted changes/as amended;
3. Deny the "About the OFD Manual" and "Participation Policy" documents;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the "About the OFD Manual" and "Participation Policy" documents.



# Osseo Fire Department Manual

## Policies, Procedures, and Guidelines

## Table of Contents

April 1, 2022

This manual is a collection of stand-alone documents. Each document is either a Policy, Procedure, or Guideline. A document may be specific to the Osseo Fire Department or included by reference to another document maintained by another entity. For convenience, documents are grouped into Categories and Sections as outlined below:

### Administration

- General
- Personnel
- Staffing
- Finance
- Records
- Public Relations
- Safety
- Miscellaneous

### Incident Response

- General
- Fire Response
- Fire Incidents
- Medical Response
- Medical Incidents
- Other Response
- Other Incidents

### Equipment

- General

### Training

- General

### Inspections

- General

### Community

- General

The following pages list all of the documents under their respective Categories and Sections.

## Category: Administration

Section	Document	Contents	Type	Date
<b>General</b>				
	About the OFD Manual	Process, Scope	Policy	2022-04-01
	Introduction	Mission, Vision, Values, Conduct	Policy	TBD
	Organization	Council, Staff, Dept, Relief	Policy	TBD
	Positions	Roles, Selection, Appointment	Policy	TBD
	Relief Association	Introduction, Reference	Policy	TBD
	Partner Agencies		Guideline	TBD
<b>Personnel</b>				
	Personnel	<i>by reference (City of Osseo)</i>	Policy	2020-01-01
	Participation	Calls, Drills, Meetings	Policy	2022-04-01
	Position Requirements		Policy	TBD
	Driver Requirements		Policy	TBD
	Service Credit		Policy	TBD
	Compensation		Policy	TBD
	Insurance		Policy	TBD
	Leave of Absence		Policy	TBD
	Access	Facilities, Systems, etc.	Policy	TBD
	Communications	Interpersonal, Emails, etc.	Policy	TBD
	Computer Use	<i>by reference (City of Osseo)</i>	Policy	2017-06-12
	Discipline		Policy	TBD
	Termination		Policy	TBD
	Resignation & Retirement		Policy	TBD
	Funeral Honors		Procedure	TBD
<b>Staffing</b>				
	Recruiting		Procedure	TBD
	Screening		Procedure	TBD
	Onboarding		Procedure	TBD
	Offboarding		Procedure	TBD
	Stand-By Crews		Procedure	TBD
<b>Finance</b>				

Purchasing	<i>by reference (City of Osseo)</i>	Policy	2019-07-08
Budgeting		Procedure	TBD
Expense Submission		Procedure	TBD
Donations & Fundraising		Procedure	TBD
Travel	<i>by reference (City of Osseo)</i>	Policy	
<b>Records</b>			
Records Management		Procedure	TBD
Incident Reports		Procedure	TBD
Training Records		Procedure	TBD
Inspection Records		Procedure	TBD
Records Retention Schedule	<i>by reference (State of MN)</i>	Procedure	2021-03-01
<b>Public Relations</b>			
Media Interactions		Policy	TBD
Press Releases		Policy	TBD
Recorded Media	Photos, Video, Audio	Policy	TBD
Social Media	<i>by reference (City of Osseo)</i>	Policy	2017-06-12
<b>Safety</b>			
Right-to-Know		Procedure	TBD
Lock-Out / Tag-Out		Procedure	TBD
<b>Miscellaneous</b>			
Uniforms & Apparel		Procedure	TBD
Grooming		Procedure	TBD
Use of Station & Equipment		Procedure	TBD
Fire Plates		Procedure	TBD
Social Events		Procedure	TBD

## Category: Incident Response

Section	Document	Contents	Type	Date
<b>Response</b>				
	General Response		Guideline	2019-12-30
	Probationary Response		Guideline	2020-08-01
	Alarms & Dispatch		Guideline	TBD
	POV Driving		Procedure	TBD
	Emergency Driving		Procedure	TBD
	Crew Composition		Guideline	TBD
	Incident Management		Guideline	TBD
	Scene Safety		Guideline	TBD
	Blood-Born Pathogens	Universal Precautions	Procedure	TBD
	Accountability	PAR Boards	Guideline	TBD
	Keys & Lock Boxes		Guideline	TBD
	Door Control		Guideline	TBD
	Communications	Radios, Pagers, Scanning, F2F	Guideline	TBD
	Mutual Aid & Auto Aid	Box Alarms, etc.	Guideline	TBD
	Inter-Agency Relations		Guideline	TBD
	Property Owner Relations		Guideline	TBD
	Media Relations		Guideline	TBD
	Crowd Control		Guideline	TBD
	Traffic Control		Guideline	TBD
	Air Monitoring		Guideline	TBD
	Air Management		Guideline	TBD
	Decon		Guideline	TBD
	Backing Apparatus		Guideline	TBD
	Investigations		Guideline	TBD
	Incident Debriefing		Guideline	TBD
	Responding to Mutual Aid		Guideline	TBD
	Guide for Mutual Aid Crews	Door codes, hydrant threads, etc	Guideline	TBD
	Canceled Calls		Guideline	TBD
<b>Fire Response</b>				



General Fire Response	Guideline	TBD
Strategic Considerations	Guideline	TBD
Tactical Considerations	Guideline	TBD
Mayday	<i>by reference (HCFCA - draft)</i>	Guideline 2019-05-08
Apparatus Placement	Guideline	TBD
Staging	Guideline	TBD
Rehab	Guideline	TBD
Rapid Intervention Team	Guideline	TBD
Pump Operations	Guideline	TBD
Salvage & Overhaul	Guideline	TBD
Use of Firefighting Foam	Guideline	TBD
Water Supply Operations	Guideline	TBD

### Fire Incidents

Structure Fire: Residential	Guideline	TBD
Structure Fire: Multi-Family	Guideline	TBD
Structure Fire: Apartment	Guideline	TBD
Structure Fire: Senior Care	Guideline	TBD
Structure Fire: School	Guideline	TBD
Structure Fire: Commercial	Guideline	TBD
Structure Fire: Industrial	Guideline	TBD
Structure Fire: Garage	Guideline	TBD
Chimney Fire	Guideline	TBD
Appliance Fire	Guideline	TBD
Car Fire	Guideline	TBD
Grass Fire	Guideline	TBD
Dumpster Fire	Guideline	TBD
Explosion	Guideline	TBD
Tree / Pole Fire	Guideline	TBD
Flammable Liquid Spills	Guideline	TBD
Water Flow Alarm	Guideline	TBD
Fire Alarm	Guideline	TBD
Fire Alarm Trouble	Guideline	TBD
False Alarm	Guideline	TBD

Fire Out Report	Guideline	TBD
<b>Medical Response</b>		
General Medical Response	Guideline	TBD
Scene Safety	Guideline	TBD
PPE / BSI	Guideline	TBD
DNR / DNI	Guideline	TBD
Patient Relations	Guideline	TBD
Family Relations	Guideline	TBD
Crowd Control	Guideline	TBD
<b>Medical Incidents</b>		
Heart	Guideline	TBD
Stroke	Guideline	TBD
Unconscious / Down	Guideline	TBD
Choking	Guideline	TBD
Drowning	Guideline	TBD
Head Injury	Guideline	TBD
Bleed	Guideline	TBD
Broken Bones	Guideline	TBD
Breathing Problem	Guideline	TBD
Burn	Guideline	TBD
Dizzy	Guideline	TBD
DOA / Deceased	Guideline	TBD
Fall	Guideline	TBD
Illness	Guideline	TBD
Lift Assist	Guideline	TBD
Overdose	Guideline	TBD
Pain	Guideline	TBD
Poison	Guideline	TBD
Seizure	Guideline	TBD
Shooting	Guideline	TBD
Stabbing	Guideline	TBD
Suicide	Guideline	TBD
<b>Other Response</b>		

Roadway Operations		Guideline	TBD
Material Identification	ERG, etc.	Guideline	TBD
<b>Other Incidents</b>			
Personal-Injury Accident		Guideline	TBD
Property-Damage Accident		Guideline	TBD
Mass-Casualty Incident		Guideline	TBD
Railway Incidents		Guideline	TBD
Hazardous Materials		Guideline	TBD
Confined Space		Guideline	TBD
Structure Collapse		Guideline	TBD
Crime Scenes		Guideline	TBD
Bomb Threats		Guideline	TBD
Domestic Violence		Guideline	TBD
Radiation		Guideline	TBD
Evacuation		Guideline	TBD
Pipeline Incidents		Guideline	TBD
Power Line Incidents	Wire Arcing, Wire Down	Guideline	TBD
Gas Leak: Municipal		Guideline	TBD
Gas Leak: Commercial		Guideline	TBD
Gas Leak: Residential		Guideline	TBD
Gas Odor		Guideline	TBD
Carbon Monoxide Alarm		Guideline	TBD
COVID-19		Procedure	2020-11-10
Civil Unrest		Procedure	2020-05-30
Regional Response	Active Shooter, Malicious Intent	Guideline	TBD
Severe Weather		Guideline	TBD
Missing Person		Guideline	TBD
Open Burning		Guideline	TBD
Recreational Fires		Guideline	TBD

## Category: **Equipment**

Section	Document	Contents	Type	Date
<b>General</b>				
	Return to Service	Trucks, Gear, SCBA	Procedure	TBD
	Apparatus Checks		Procedure	TBD
	Apparatus Return to Service		Procedure	TBD
	Apparatus Maintenance		Procedure	TBD
	Apparatus Inspection		Procedure	TBD
	Turnout Return to Service		Procedure	TBD
	Turnout Maintenance		Procedure	TBD
	Turnout Inspection		Procedure	TBD
	SCBA Return to Service		Procedure	TBD
	SCBA Maintenance		Procedure	TBD
	SCBA Inspection		Procedure	TBD
	Multi-gas Detector		Procedure	TBD
	Radio Return to Service		Procedure	TBD
	Radio Maintenance		Procedure	TBD
	Hose Inspection		Procedure	TBD
	Cascade Maintenance		Procedure	TBD
	Hydrant Maintenance		Procedure	TBD
	Fog Machine Operation	Viper NT: Precautions, Operation	Procedure	2021-11-14

## Category: **Training**

Section	Document	Contents	Type	Date
<b>General</b>				
	Training Officer		Guideline	TBD
	Roles & Responsibilities		Guideline	TBD
	Training Conduct		Guideline	TBD
	Communications	Radios, Pagers, Scanning, F2F	Guideline	TBD
	Certification		Guideline	TBD
	Continuing Education		Guideline	TBD

## Category: **Inspections**

Section	Document	Contents	Type	Date
<b>General</b>				
	Inspections		Procedure	TBD
	Inspections: Residential		Procedure	TBD
	Inspections: Rental		Procedure	TBD
	Inspections: Senior Care		Procedure	TBD
	Inspections: Commercial		Procedure	TBD
	Inspections: Construction		Procedure	TBD

## Category: **Community**

Section	Document	Contents	Type	Date
<b>General</b>				
	Public Education		Procedure	TBD
	Parades		Procedure	TBD
	Station Tours		Procedure	TBD
	Apparatus Rides		Procedure	TBD
	Drive-By Appearances		Procedure	TBD
	Birthday Parties		Procedure	TBD
	Filling Swimming Pools		Procedure	TBD
	Community Events		Procedure	TBD
	Outreach		Procedure	TBD
	Mutual Aid Social Events		Procedure	TBD



## Osseo Fire Department Manual

Section: Administration  
Category: General  
Document Type: Policy  
Effective Date: April 1, 2022

# About the Osseo Fire Department Manual

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## Chapter 1 – Overview

### 1.1 – Purpose

The purpose of the Osseo Fire Department Manual is to provide a framework to enable the Osseo Fire Department to achieve its mission in a safe and efficient manner. It is a codification of clear expectations, repeatable procedures, and best practices. By documenting these policies, procedures, and guidelines, we hope to "standardize behavior, avoid confusion, limit liability, and enhance safety."<sup>1</sup>

While many of the concepts in these documents come from years of training, authoritative sources, and industry best practices, they are also adapted to the unique characteristics and challenges presented by our jurisdiction, staffing, and resources. What's appropriate for a department in a major metropolitan city, a large suburb, or a remote rural town is not always appropriate for our department.

The design of this manual is intended to make it as easy as possible to quickly create and distribute useful, actionable guidance. Just as importantly, it is also intended to facilitate iteration – incorporating new experiences, information, and evidence to then quickly improve and re-distribute that guidance.

These documents are intended not to be burdensome or limiting, but instead useful and helpful. They are intended to be trained from – not so that we memorize policies, but so that we practice them, test them, are improved by them, and in turn improve them.

### 1.2 – Scope

This manual applies to all Osseo Fire Department (OFD) personnel. Throughout this document and documents contained in this manual, OFD personnel may variously be referred to as "personnel," "employees," "members," or "firefighters."

## Chapter 2 – Structure & Organization

### 2.1 – Focused, Stand-Alone Documents

This manual is intended to be a collection of focused, stand-alone documents.

#### 2.1.1 – High Cohesion

Each document is intended to exhibit "high cohesion," meaning that it will cover a single topic that has a relatively narrow scope (as opposed to covering a range of different topics).

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<sup>1</sup> <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics-and-reports/Emergency-responders/RFReviewOfEmergencyResponderSOPSOGs.pdf>

### **2.1.2 – Low Coupling**

Each document is also intended to have "low coupling," meaning that, as much as is feasible, all information on a given topic should be kept within one document (as opposed to being spread across many different documents).

### **2.1.3 – Length**

Following the principles of High Cohesion and Low Coupling, most documents should be able to be kept to 1-5 pages in length. Within reason, it is preferable to have many short documents than to have a few very long documents.

## **2.2 – Effective Dates**

Each document will include a date at which that version of that document was adopted. Previous versions will be kept for historical reference, but will not be tracked in the current version of the document. There is not an effective date for the entire manual or any subset of documents other than the most recent effective date of any of the constituent documents.

## **2.3 – Table of Contents**

The Table of Contents document will serve as the master reference list of all documents, their type, and their effective dates. Whenever a document is updated and adopted, the Table of Contents will also be updated and redistributed as necessary.

The Table of Contents does not itself contain any primary information. It is a convenient reference only.

## **2.4 – Categories & Sections**

In order to make accessing documents easier, they will be put into logical groupings and orderings in the Table of Contents. The top-level groupings will be called Categories. Within categories, there will be another level of groupings called Sections.

The grouping and ordering of documents has no bearing on their meaning. Documents can be reorganized in the Table of Contents without having to update and re-release individual documents.

## **2.5 – Document Headings**

The Section and Category information in the header of a document is convenient context only. If the Table of Contents is updated, these items can be updated on individual documents without additional approval. Conversely, if the Table of Contents is updated and these items are not updated, it does not in any way invalidate the document.

## **2.6 – No Document Numbers**

In order to make maintenance of the collection easier, there is no definitive numbering or ordering of the documents.

## Chapter 3 – Distribution

### 3.1 – Distribution of Individual Documents

As stand-alone documents, each document can be distributed on its own.

This allows some documents (especially Procedures and Guidelines) to be structured and formatted to be suitable for being posted on a bulletin board, laminated as reference cards, placed within a Field Operations Guide, or passed out at a training session.

### 3.2 – Distribution of Collections of Documents

While documents are authored, updated, and distributed as stand-alone documents, they can also be appended together into collections of documents – either as the entire manual, or as whole categories, whole sections, or custom collections. Care should be taken, though, that when an individual document is updated, any collections in which it was included are also updated so that out-of-date documents are not left in circulation.

### 3.3 – Distribution Formats

Documents and collections of documents can be distributed in digital (PDF) or hard-copy (paper) formats. Digital should be preferred whenever feasible.

Whenever documents or collections of documents are distributed digitally for reference, rather than for collaboration on authoring, they should be distributed in a standard, non-editable format (PDF).

### 3.4 – Distribution Methods

Documents can be sent to recipients individually or be posted in a central local for convenient access. Whenever feasible, it is preferred to post documents in a centrally-accessible location (either digital or physical) so that old versions can be replaced so that current versions are always referenced.

## Chapter 4 – Types of Documents

Each document in this manual is one of three distinct types of documents: Policy, Procedure, or Guideline.

In its March 2019 report "Review of Emergency Responder Standard Operating Procedures /Guidelines (SOP/SOG)" <sup>2</sup>, The NFPA Research Foundation clarifies the difference between Standard Operating Guidelines and Standard Operating Procedures:

*Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) are documents used throughout the fire service in order to mandate certain tasks and responsibilities of those responding to a number of different incidents. Some fire departments have substituted SOGs for SOPs in order to provide better flexibility in responding to unique situations. In order to highlight the difference between SOPs and*

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<sup>2</sup> <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics-and-reports/Emergency-responders/RFReviewOfEmergencyResponderSOPSOGs.pdf>



*SOGs, definitions for both are mentioned below (NFPA 1700, First Draft Report: Chapter 3)*

**Standard Operating Procedures** – *A written directive that established specific operation or administrative methods to be followed routinely for the performance of a task or for the use of equipment.*

**Standard Operating Guidelines** – *A written directive that establishes recommended strategies/concepts of emergency response to an incident.*

A policy, on the other hand, can be thought of as a "rule." A policy may be broad or specific, but it sets the parameters of acceptable behavior.

Rather than attempt to use one label to describe everything as either policies, procedures, or guidelines, it is both most accurate and most useful to use the appropriate label in each case. Thus, we have three distinct types of documents as detailed below.

#### **4.1 – Policy Document**

A policy document describes a set of standards that all members of the department are expected to meet (like refraining from all forms of harassment, for example). It can also provide information on standard practices or processes (like this document, or policies on payroll or leave of absence, for example).

A policy is the most "rigid" of the three document types.

A member whose actions deviate from policy may be subject to discipline up to and including termination.

A Policy Document may also be referred to as simply a policy.

#### **4.2 – Procedure Document**

A procedure document describes a specific set of actions or sequence of steps to perform specific function in a specific situation. These are usually created for situations where there is not expected to be much variation or need for adaptation based on changing circumstances.

A procedure is less rigid than a policy, but more rigid than a guideline.

Members should follow a procedure unless there are specific, defensible reasons to deviate from it. A member deviating from a procedure should expect to have to explain to a supervisor the specific reasons for the deviation. Deviation from a procedure without sufficient justification may be grounds for disciplinary action.

When a procedure is deviated from, supervisors should consider whether more training is necessary, whether the procedure should be updated to match current practice, or whether the procedure should be converted into a more-flexible guideline.

A Procedure Document may also be referred to as Standard Operating Procedure, SOP, or simply a procedure.

### **4.3 – Guideline Document**

A guideline document describes standard, recommended strategies or approaches to employ in general types of situations. These are usually created for situations where there is expected to be a great deal of variation between each set of circumstances. They may be broad, but they can also be specific, while allowing for flexibility.

A guideline is the least rigid of the three document types.

Members are expected to combine their training, experience, and observations of current circumstances with their best judgment to adhere to the spirit of all applicable guidelines in any given circumstance. The higher degree of flexibility and judgment inherent in guidelines should not be construed to mean that they are merely options for consideration. As with procedures, guidelines should only be deviated from when a member has specific, sufficient justification based on the observed circumstances. Deviation from a guideline without sufficient justification may be grounds for disciplinary action.

When a guideline is deviated from, supervisors should consider whether more training is necessary, whether the guideline should be updated to match current practice, whether it should be updated to expand or narrow its scope, or whether it should be updated to add or remove detail for clarity.

A Guideline Document may also be referred to as Standard Operating Guideline, SOG, or simply a guideline.

## **Chapter 5 – Relationship Between Documents**

### **5.1 – Multiple Applicable Documents**

In section 2.1 of this document ("Focused, Stand-Alone Documents"), it is stated that "This manual is intended to be a collection of focused, stand-alone documents." That should not be construed to mean that only one document is applicable in any given situation.

For example, when a member is operating a pump at a fire scene, the Pump Operations Guideline is certainly applicable. But that doesn't mean that any applicable provisions of the Personnel Policy are any less in force.

### **5.2 – Levels of Generality**

Similarly, in section 2.1.2 of this document ("Low Coupling") it is stated that "all information on a given topic should be kept within one document (as opposed to being spread across many different documents)."

While that is certainly true, it is also the case that it may be most effective to deal with the same topic at different levels of specificity / generality.

In order to make sure 1) that certain procedures (or policies, or guidelines) are documented for a broad range of applicable situations and 2) that those procedures don't end up repeated in many different documents, there may be a more general procedure document applicable to many cases and then more specific procedures that cover the concepts particular to each situation.

For example, there may be a guideline for how members should respond to any incident, regardless of the type of incident. Further, there may be a guideline for how member should respond to fire incidents (as opposed to medical or other emergency incidents). Finally, there may be a guideline covering specific considerations for responding to residential structure fires (as opposed to car fires or structures fires at apartments or industrial occupancies).

## **Chapter 6 – Contents & Format**

### **6.1 – Consistent but not Prescriptive**

This document prescribes neither a particular format (fonts, sizes, spacing, etc.) nor required content elements (Purpose section, Scope section, chapters, numbering, etc.).

On the other hand, documents should not be needlessly inconsistent.

A good practice would be to copy an existing, well-formatted document and modify it to create a new document.

### **6.2 – Tailored to Purpose**

The format and contents of any given document should be driven by its purpose including when, where, and how it will be referenced. A procedure for operating a piece of equipment probably doesn't need a lengthy introduction discussing purpose and scope. Some guidelines may not be much more than tables of information. Most administrative policies will likely be written as documents like this one.

### **6.3 – Usefulness**

The contents and format of documents should, above all, strive to be useful to their intended audience. Documents that are useful will be frequently referenced, updated, and improved.

### **6.4 – Color**

Color can be used in documents if it materially improves the ability of the document to convey information, particularly in tables, diagrams, illustrations, and the like.

On the other hand, color should not be used for purely stylistic reasons. The use of color can increase the cost and complexity of distribution when documents are printed.

### **6.5 – Non-Text Elements**

Tables, charts, diagrams, illustrations, photos, and any other supporting, non-text elements should be used in documents whenever they can help convey information more effectively.

The inclusion of these elements does not eliminate the need to make sure all important information is clearly articulated.

## **6.6 – References**

Whenever possible, documents should include accurate and up-to-date references to sources, research, standards, rules, statutes, and other documents in this manual.

## **6.7 – Evolution Over Time**

It is expected that the format and standard content features of documents will evolve over time.

Given the large number of individual documents that are likely to be developed over time, there is no requirement or expectation that all documents will be updated to match any new-and-improved style.

As older documents get updated for other purposes, they could also have their format updated at that time.

# **Chapter 7 – Approval & Adoption**

## **7.1 – Approval of Policies**

New Policy Documents (or material changes to existing Policy Documents) adopted as part of this manual will generally require the approval of the City Council. They may also be recommended for review by the Public Safety Advisory Committee, at the discretion of the City Administrator or the City Council.

## **7.2 – Adoption of Procedures & Guidelines**

The Fire Chief has the authority to author and adopt procedures and guidelines.

# **Chapter 8 – Input & Review**

## **8.1 – Department Members**

Firefighters and Fire Officers are encouraged to share ideas to be incorporated into procedures and guidelines and to actively engage in the process of reviewing and improving documents.

## **8.2 – City Administrator, PSAC, and City Council**

The Fire Chief may consult with the City Administrator, Public Safety Advisory Committee, or the City Council on procedures and guidelines as appropriate.

## **8.3 – Mutual Aid & Partner Agencies**

Where appropriate, procedures and guidelines should take into account the operations of mutual aid departments and partner agencies and seek to foster collaboration and interoperability.

## **8.4 – Standards & Best Practices**

Whenever possible, procedures and guidelines should take into consideration any available published standards, current research, and industry best practices.

## **8.5 – Governing Bodies**

Policies and procedures should not contradict any standing statute or rule of any governing body having jurisdiction, but rather should help standardize the department's adherence to the letter and the spirit of the law.



## Osseo Fire Department Manual

Section: Administration  
Category: Personnel  
Document Type: Policy  
Effective Date: April 1, 2022

# Participation

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## Chapter 1 – Overview

### 1.1 – Purpose

In a paid-on-call fire department, it's critical to ensure – when a call goes out – that enough personnel respond to address the emergency. Further, it's important that those responders have put in the training time required to be certified and confident in their knowledge and skills. Finally, for the department to function, members need to meet regularly to coordinate the administrative business of the department to make sure that everything continues to operate efficiently and effectively.

To accomplish those goals, we need a clear, consistent standard that can be fairly enforced for all members.

### 1.2 – Scope

This policy applies to all active members of the Osseo Fire Department.

## Chapter 2 – Calls

### 2.1 – Calls

A call is defined as any time Hennepin County Dispatch pages the Osseo Fire Department for response to an incident.

The department-issued pager is the primary means of paging members. Mobile applications may also be used, but are considered secondary.

### 2.2 – Call Response Requirements

Members are required to make a minimum of 20% of all calls in a given quarter.

For the purposes of these requirements, there are no designated "shifts," "availability schedules," "daytime calls," "nighttime calls," "weekday calls," or "weekend calls."

### 2.3 – Credit for Calls

In order to receive credit for a call, the member must be signed in on the call sign-in sheet in the dispatch room at the station. It is the member's responsibility to make sure they get signed in.

An officer should verify the accuracy of the sign-ins before closing out the call.

Members responding 15 minutes or more after the initial page time are not eligible for credit unless it is an ongoing response where we are still filling crews and rolling trucks.

## **2.4 – In-Service Calls**

An in-service call is any call received while the member is already "on the clock" engaged in any department-sanctioned event including other calls, drills, meetings, or special events. All members present at the event get credit for the call, but no additional pay – regardless of whether they responded to the scene or continued their previous activity. Any members not present at the event but who respond to the call get credit and pay, as they normally would.

## **2.5 – Canceled Calls**

Any time the Osseo Fire Department is dispatched, it constitutes a unique incident and a call that will factor into a member's call percentage.

The one exception is when the dispatcher accidentally triggers the OFD tones and immediately instructs members to "disregard the page."

If the department is legitimately paged and then told to "cancel," "hold," or "stand by," it still constitutes a page. Members are encouraged to continue to the station to sign in.

## **2.6 – Beyond the Minimum**

While this policy lays out the required minimum percentage of calls that a member must make, members are strongly encouraged to respond to all calls that they are able to.

The ultimate reason to require a minimum call response percentage is so that, for each call, we have an adequate number of responders and an acceptable response time. The chief may periodically report on these key statistics. These metrics are most directly affected by the number of active members and the percentage of calls each member responds to. Depending on staffing levels, responder numbers, and response times, the chief may establish targets above and beyond the minimum requirements. These targets do not effect the requirements documented in this policy, but are instead intended to encourage members to go beyond the minimum requirements to help ensure we provide the best service we're able to.

# **Chapter 3 – Drills**

## **3.1 – Drill Schedule**

The department will generally host 6 in-person drills per quarter (2 per month).

Drills are on Thursday nights (usually the 1st and 3rd Thursdays of the month, usually starting at 7:00 pm) and usually running for 2 hours.

## **3.2 – Drill Attendance Requirements**

Members are required to attend 4 drills per quarter.

At least 2 of those drills must be in-person drills.

### **3.3 – Credit for Drills**

In order to receive credit for a drill, members must sign in on the drill sign-in sheet. It is the member's responsibility to make sure they get signed in. Any Member arriving late or leaving early must receive approval from the chief or training officer to get credit for the drill.

### **3.4 – Make-Up Opportunities**

Members will be given the opportunity to take courses online on approved training platforms to receive credit for up to 2 missed in-person drills per quarter.

Members will be able to arrange for make-up drills led by an officer at an alternate time with approval from the chief and subject to officer availability.

Some drills will be able to be made up, with approval from the chief, by attending a similar session hosted by another department.

### **3.5 – Mandatory Drills**

Some drills will be designated by the chief as being mandatory. All members must attend these drills or make them up in a timely manner.

### **3.6 – Certifications**

Members are responsible for ensuring that their certifications are kept current. The chief and training officer will help ensure ample opportunities to attend the necessary training hours and will help facilitate the recertification process, but it is ultimately the responsibility of the individual members to maintain the certifications required to remain in good standing.

It's possible for a member to attend the minimum number of drills in a quarter and still need to make up particular drills because they are required for their certifications.

### **3.7 – Members also on Other Departments**

Members who are also on another fire department have the same attendance requirement for Osseo Fire Department drills, regardless of primary department or recertification status. Drills are necessary for recertification, but are also critical for effective teamwork and department-specific training information.

### **3.8 – Beyond the Minimum**

While this policy lays out the required minimum number of drills that a member must attend, members are strongly encouraged to attend all of the drills that they are able to.

### **3.9 – Exceptions**

The chief has the authority to grant written, non-retroactive exceptions for particular circumstances (for example, a member who works a "second shift" job). The exception can be made as to the nature of drills (for example, allowing for more than 2 make-up drills to be done virtually), but can not be made to lower the requirement below what is required to maintain certifications.



## **Chapter 4 – Meetings**

### **4.1 – Meeting Schedule**

The department holds one meeting per month at 7:00 pm on the 2nd Thursday of the month.

### **4.2 – Meeting Attendance Requirements**

Members are required to attend a minimum of 1 regularly-schedule meeting per quarter.

### **4.3 – Credit for Meetings**

To receive credit for a meeting, Members must be recorded in the meeting minutes by the Secretary.

### **4.4 – Beyond the Minimum**

While this policy lays out the required minimum number of meetings that a member must attend, members are strongly encouraged to attend all of the meetings that they are able to.

### **4.5 – Exceptions**

The chief has the authority to grant written, non-retroactive exceptions for particular circumstances (for example, a member who works a "second shift" job). The attendance exception may be accompanied by a required activity (such as reviewing a recording of the meeting or the meeting minutes, once available).

## **Chapter 5 – Reporting & Enforcement**

### **5.1 – Reported Quarterly**

Participation levels are computed and distributed to members on a quarterly basis.

Members are expected to meet or exceed the minimum participation levels detailed above for calls, drills, and meetings.

A member's participation levels are shared with the individual member and are not made generally available to the rest of the department. They may be shared with department officers, administrative staff, city staff, or city council members as necessary.

### **5.2 – Good Quarters vs Missed Quarters**

If a member's participation levels in all three categories meets or exceeds the required minimums, that quarter is considered a "good quarter."

If a member's participation levels in any of these three categories does not meet the required minimum, that quarter is considered a "missed quarter."

### 5.3 – Escalating Consequences

Missed quarters are cumulative with escalating consequences for each additional missed quarter:

<b>1st missed quarter</b>	• member must sign acknowledgment of policy and missed quarter
<b>2nd missed quarter</b>	• member must sign acknowledgment of policy and missed quarter
<b>3rd missed quarter</b>	• member must sign acknowledgment of policy and missed quarter • member must work with Chief 1 to develop a corrective action plan
<b>4th missed quarter</b>	• Chief 1 will recommend to the City Council that the employee be terminated

### 5.4 – Resetting Count of Missed Quarters

Missed quarters carry forward from one year to the next. They do not reset each calendar year.

Two consecutive quarters with no offenses will reset the member's offense count back to zero.

## 6 – Service Credit

Members with the required years of service may be eligible to receive a pension as detailed in the bylaws of the Osseo Fire Department Relief Association. The terms and amount of that pension are determined by those bylaws, as approved by the membership and ratified by the City Council. The years of service, as required by those bylaws, are determined by this policy document.

### 6.1 – Certification of Service Credit

Annually, following the end of the calendar year, the fire chief will certify the service credit for the previous calendar year of each firefighter rendering active service with the fire department, expressed as the number of completed months of the previous year during which an active firefighter rendered at least the minimum level of duties as specified by this policy document.<sup>1</sup>

### 6.2 – Credit for Good Quarters in a Calendar Year

In any given calendar year, a member is allowed one "grace quarter" whereby a single "missed quarter" will not count against their service credit. If more than one quarter is "missed" in a given calendar year, then 3 months will be deducted from their months of service credit for each missed quarter in that calendar year. The following table summarizes, for a member who was employed for the entire year, the months of service credit they would receive based on how many good quarters and missed quarters they had in the calendar year.

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<sup>1</sup> <https://www.revisor.mn.gov/statutes/cite/424A.003>

Good Quarters	Missed Quarters	Months of Service Credit
4	0	12
3	1	12
2	2	6
1	3	3
0	4	0

### 6.3 – First and Last Month

For the purposes of calculating service credit, the partial month that a member is hired counts as one full month and the partial month that they separate from the department is not counted.

### 6.4 – Partial Quarters

When determining whether the partial quarters at the beginning and end of a member's tenure are to be considered "good quarters" or "missed quarters," those partial quarters will be aggregated with the adjacent full quarters to form a period of larger than one quarter but smaller than two quarters. That period will be treated as one extended quarter and the calls, drills, and meetings attended will be compared to the calls, drills, and meetings available in that period and measured against the minimum requirements stated above on a pro rata basis.

The member would then receive service credit for each of the months in that extended quarter if it were determined to be a "good quarter."

## Chapter 7 – Other Participation

In addition to the three core minimum requirements detailed above, there are other department activities that members are expected to participate in.

Participation in these activities is strongly encouraged, but does not count for or against a member's required minimum participation.

### 7.1 – Duty Shifts & Stand-By Shifts

The chief will periodically post sign-up sheets for duty shifts to provide coverage for special circumstances like community events and holidays.

The department will occasionally receive requests from other departments to provide stand-by crews for special events.

Members are encouraged to participate in these shifts whenever they are able to.

## **7.2 – Truck Checks & Station Clean-Up**

The chief will periodically post schedules and crews for regular equipment maintenance and station clean-up. These will be posted well in advance and allow for flexibility in when the tasks are completed.

Members are expected to work with their crews to make sure all assigned tasks are completed in the allotted time.

## **7.3 – Committees**

The department often undertakes various initiatives requiring committees to be convened to research, discuss, evaluate, plan, and/or execute to accomplish a goal (like purchasing a new fire truck, for example).

Members are encouraged to participate in these committees whenever they are able to.

## **7.4 – Community Events**

The department often participates in a range of community events. These events provide an opportunity for the department to strengthen its public image, improve relations with the community, disseminate fire safety messages, recruit new members, and more.

Members are expected to participate in these events whenever they are able to.



## Osseo Fire Department Manual

Section: Equipment  
Category: General  
Document Type: Procedure  
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# Fog Machine Operation

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## Overview

These procedures are for the **Viper NT** model fog machine. The fog machine is used for training evolutions to simulate realistic smoke conditions.

## Precautions

- The fog machine can get very hot.
  - Only use on a dry, hard, level, non-flammable surface.
  - Keep machine a minimum of 2 feet from all flammable objects.
  - Allow the machine to cool down after operation.
  - Only pick up the machine by the handle.
  - When using the fog machine during a training evolution, make sure participants are aware of the location of the machine and make sure that it is out of the way and/or protected so that it won't be accidentally touched by training participants.
  - Don't attach this or any other documents to the machine.
- The fog coming out of the machine is initially very hot steam.
  - Keep a minimum distance of 10 feet from the nozzle when in operation.
- The nozzle gets very hot.
  - Never touch the nozzle when in operation.
- Only use Look Solutions fluids – either Quick-Fog, Regular-Fog, or Slow-Fog.

## Operation

### Placement

Select a location that is dry, hard, level, at least 2 feet from any flammable objects, and within reach of an appropriate power outlet.

### Powering On

Plug in the machine. It will start in Standard mode and display the Pump Output.

### Warm Up

It will warm up for approximately 7 minutes.

The "Ready" LED will blink green when it is approaching the working temperature.

The "Ready" LED will be solid green when it has reached the final temperature.

### Buttons

There are four buttons, from left to right: Mode, Up, Down, and Enter.

### Modes

There are two modes for operating the fog machine: Standard mode and Timer mode. In Standard mode, the machine runs continuously at the given settings (if the fog level is below 50%, otherwise it will pause after 40 seconds).

You can switch between modes by holding the Mode button for 2 seconds.

## Timer Mode

Generally, Timer mode is best suited for training evolutions.

The "Timer" LED will shine solid red when you switch to Timer mode.

The "Timer" LED will blink red when the timer is in operation.

## Settings

There are four menu items in Timer mode:

- **Pump Output**      **"PXX"**
  - how intensely to generate fog
  - percent from 1-99%
- **Pause Time**      **"P.X.X"**
  - how long to pause between cycles of generating fog
  - minutes from 0.1-99
  - between 0.1 and 9.9, it is [minutes]-[decimal]-[tenths-of-a-minute]
  - at 10 minutes and above, it is whole minutes
- **Fog Time**      **"F.XX"**
  - how long to generate fog for
  - seconds from 1-99
- **Escape**      **"ESC"**
  - press Enter to return to Standard mode

("X" is a digit from 0-9)

You can cycle through the different settings by pressing the Mode button (not holding it).

You can adjust setting values with the Up and Down buttons.

## Starting the Fog/Pause Cycle

Start the Fog/Pause cycle with Pause timer first by displaying the "P.X.X" setting and pressing the Enter button.

Start the Fog/Pause cycle with Fog timer first by displaying the "F.XX" setting and pressing the Enter button.

## Priming

If the machine has finished warming up and you have gone through the steps to start the Fog/Pause cycle, but it still is not generating fog, you may have to prime it.

To prime the fog machine:

1. hold the Mode button to put it in Standard mode (Timer LED should be off and "PXX" should be on the display)
2. adjust the Pump Output to 99%
3. press enter
4. once the machine produces fog, press enter again to stop it
5. you should now be able to return to Timer mode to configure and start it

## Recommended Settings for Training

*Look Solutions Slow-Fog (thick, long-lasting)*

Pump Output:	"P45"	(45%)
Pause Time:	"P.0.5"	(1/2 minute)
Fog Time:	"F.10"	(10 seconds)

## Powering Off

In Standard mode, cycle through the settings until "OFF" is displayed. The machine will turn off after 15 seconds. You can power it off immediately at this point by pressing the Enter button. A red dot will appear in the bottom-right edge of the display. Pressing Enter will start it again.

## Manual

For more information, see the Viper NT Fog Machine Manual.

# General Information



## Department Manual

Version 1.0 (1/1/2014)

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## Purpose & Constitution

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The purpose of the Osseo Fire Department is to serve the residents of Osseo and help surrounding communities as needed. All active Members are trained and certified to industry standard firefighting and medical response standards. The City of Osseo funds and oversees the Osseo Fire Department. The City of Osseo pays the wages of the Members and manages and contributes to the retirement fund of the department, which is managed by a separate but related organization, known as the Osseo Fire Department Relief Association.

## Organization

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The Osseo Fire Department consists of up to 30 Active Firefighters.

The Osseo Fire Department consists of the following positions, listed in order of the chain of command:

- Chief 1
- Chief 2
- Captain 11
- Captain 12
- Lieutenant 11
- Lieutenant 12
- Duty Officers
- Firefighters
  - Active Firefighters (in order of seniority)
  - Probationary Firefighters
- Recruit

See the diagram on the following page for more details.

## Osseo Fire Department

City Council

Public Safety Committee

City Staff

City Administrator

## Members

## Officers

## Chief Officers

Chief 1

Chief 2

## Captains

Captain 11

Captain 12

## Lieutenants

Lieutenant 11

Lieutenant 12

Lieutenant 13 \*

Equipment &  
Personnel

Training

Duty Officers

## Firefighters

## Active Firefighters

Active Firefighter

Most Senior

▲

Least Senior

## Probationary Firefighters

Probationary Firefighter

Probationary period in progress  
Completed FF1 and EMR classes

## Recruit

Recruit

FF1 and EMR classes in progress  
Completed application requirements

## Applicants

Applicant

Application requirements in progress

# Membership Roles

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## Applicant

An Applicant is anyone 18 years of age or older who has submitted an application and is in the process of interviewing, taking the physical ability test, taking the occupational health exam, and fulfilling the background-check requirements. This person has not yet been approved for hire by the Fire Department or the City Council.

## Member

A Member is any Recruit, Probationary Firefighter, or Active Firefighter who has completed and passed the interview process, the physical ability test, the occupational health exam, and the background-check requirements and has been approved for hire by the Fire Department and the City Council.

## Responsibilities

All Members of the Osseo Fire Department are expected to:

- respond to alarms,
- participate in department drills,
- attend department meetings,
- participate in community events,
- abide by the employee policies of the City of Osseo,
- abide by the Department Manual of the Osseo Fire Department,
- operate under the direction of the Chief, the officers, and the chain of command.

## Recruit

A Recruit is a new Member who is in the process of completing his/her educational requirements for Firefighter I and Emergency Medical Responder, and may respond to emergency calls in a limited capacity at the discretion of the Chief Officers and only under the direct supervision of an Active Firefighter.

## Probationary Firefighter

A Probationary Firefighter is a Member who has completed Firefighter I, Emergency Medical

Responder, a department orientation, and has been approved to respond to emergency calls. A Probationary Firefighter is required to serve a 6-month probationary period to demonstrate his/her fitness for the position prior to appointment as an Active Firefighter. The probationary period starts upon successful completion of Firefighter I (with state certification) and Emergency Medical Responder. During the probationary period, a Probationary Firefighter may be separated from service without recourse to appeal.

## Active Firefighter

An Active Firefighter is a Member who is certified for Firefighter I by the Minnesota Fire Service Certification Board, is a certified Emergency Medical Responder, has successfully completed their probationary period, is responding to emergency calls, and is attending in-house training sessions.

In addition to the general responsibilities outlined above, a Firefighter may be assigned additional roles and responsibilities from any Officer. Note that no member of any rank will perform any duties for which they have not been sufficiently trained.

## Qualifications

At a minimum, a Firefighter must have completed and passed the following courses in the given time frame:

Within a year of hire date:

- Firefighter I (with state certification)
- Hazardous Materials Awareness (part of Firefighter 1)
- Emergency Medical Responder

Within 2 years:

- Firefighter II (with attendance certification, preferably with state certification)
- Hazardous Materials Operations

Within 3 years:

- Driver Training
- Pump Training

## Officer Positions

### Chief 1

Has full responsibility of department functions, apparatus, equipment, community events and parades, along with authority over the all active Members in their capacity as Member of the Osseo Fire Department.

#### Responsibilities

- Assumes command at all fires and emergency incidents, establishing an Incident Command System.
- Works closely with Chief 2, 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.
- Delegates work, assesses and assigns resources as needed.
- Ensures that all officers and committees perform their stated duties.
- Reports to the City Administrator and, ultimately, the City Council, on a regular basis.
- Regularly 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.
- Attends City of Osseo staff meetings as necessary.
- Coordinates Emergency Preparedness efforts for the city.
- Is responsible for developing and maintaining the annual budget and submitting it to the City Council for approval.
- Recommends approval of department expenditures to the City Council.
- Receives all correspondence addressed to the department or current chief and addresses in a timely manner.
- Recommend to the City Council the payment of bills outstanding against the department.
- Settles disputes between Members when on duty.
- Oversees other department functions, including but not limited to drills, events, and parades.
- 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 other agencies.
- Serves as a the weekend Duty Officer as scheduled.

#### Qualifications

At a minimum, Chief 1 must have:

- 4 years of approved fire service on the Osseo Fire Department
- Demonstrated supervisory experience
- Completed and passed the following courses:
  - Emergency Medical Responder
  - Firefighter I (with state certification)
  - Firefighter II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations
- Must live within the 7-minute response area

Additional desired qualifications for Chief 1 are:

- 8 years of approved fire service on the Osseo Fire Department
- 5 years of supervisory experience
- Management experience
- Human resources experience
- Any other emergency medical or fire service training, particularly the following:
  - Officer I
  - Officer II
  - Basic Tactics
  - Advanced Tactics



## Chief 2

Chief 2 operates under the general direction of Chief 1 and aids Chief 1 in the discharge of Chief 1's duties.

### Responsibilities

Additional duties include:

- In the absence of Chief 1, assumes all the duties of Chief 1.
- Regularly attends department meetings, officer meetings and extra-departmental meetings as appropriate including state, county, and mutual aid meetings.
- Oversees staffing levels and needs
- Ensuring that all apparatus and equipment is kept in good working condition and ready for use.
- Ensuring that all regularly-scheduled equipment maintenance and testing requirements are met.
- Assures that maintenance, repair, and cleaning of equipment, apparatus, and department facilities is complete.
- Oversees recruiting, hiring, and evaluation of Members.
- Oversees maintaining all station records and reports.
- Assures that all incident reports are complete and accurate.
- Instructs training sessions as required.
- Strives to improve morale within the department and improve working relations with other agencies.
- Serves as a the weekend Duty Officer as scheduled.

### Qualifications

At a minimum, Chief 2 must have:

- 3 years of approved fire service on the Osseo Fire Department
- Demonstrated supervisory experience
- Completed and passed the following courses:
  - Emergency Medical Responder
  - Firefighter I (with state certification)
  - Firefighter II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations
- Must live within the 7-minute response area

Additional desired qualifications for Chief 2 are:

- 6 years of approved fire service on the Osseo Fire Department

- 5 years of supervisory experience
- Management experience
- Human resources experience
- Any other emergency medical or fire service training, particularly the following:
  - Officer I
  - Officer II
  - Basic Tactics
  - Advanced Tactics

## Captain

A Captain operates under the general direction of the Chief Officers and aids them in the discharge of their duties.

### Responsibilities

Additional duties include:

- In the absence of the Chief Officers, assumes the duties of the Chief Officers.
- May assume command at a scene or may be responsible for a particular function of the Incident Command System.
- Serves as a line officer that makes entry with team and supervises the team on assigned tasks.
- Follows and impartially enforces the Department Manual.
- Oversees and is responsible for the training and instruction of the department Members.
- Oversees and is responsible for maintaining the safety and welfare of the department Members and equipment at all times.
- Serves as a the weekend Duty Officer as scheduled.
- Leads a truck-check crew as scheduled.
- Additional duties as appointed by the Chief Officers.

### Qualifications

At a minimum, a Captain must have:

- 2 years of approved fire service on the Osseo Fire Department
- Completed and passed the following courses:
  - Emergency Medical Responder
  - Firefighter I (with state certification)
  - Firefighter II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations
- Must live within the 7-minute response area

Additional desired qualifications for a Captain are:

- 4 years of approved fire service on the Osseo Fire Department
- 3 years of supervisory experience
- Any other emergency medical or fire service training, particularly the following:
  - Officer I
  - Basic Tactics

## Lieutenant

A Lieutenant operates under the general direction of the superior officers and aids them in the discharge of their duties.

### Responsibilities

Additional duties include:

- In the absence of the Chief Officers and Captains, assumes the duties of the Chief Officers and Captains.
- May assume command at a scene or may be responsible for a particular function of the Incident Command System.
- Serves as a line officer that makes entry with team and supervises the team on assigned tasks.
- Follows and impartially enforces the Department Manual.
- Helps with the training and instruction of the department Members.
- Helps maintain the safety and welfare of the department Members and equipment at all times.
- Serves as a the weekend Duty Officer as scheduled.
- Leads a truck-check crew as scheduled.
- Additional duties as appointed by the Chief Officers and Captains.

### Qualifications

At a minimum, a Lieutenant must have:

- 1 year of approved fire service on the Osseo Fire Department
- Completed and passed the following courses:
  - Emergency Medical Responder
  - Firefighter I (with state certification)
  - Firefighter II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations
- Must live within the 7-minute response area

Additional desired qualifications for a Lieutenant are:

- 2 years of approved fire service on the Osseo Fire Department
- 3 years of supervisory experience
- Any other emergency medical or fire service training, particularly the following:
  - Basic Tactics

## Duty Officer (Lieutenant 13+)

A Duty Officer operates under the general direction of the superior officers and aids them in the discharge of their duties.

### Responsibilities

Additional duties include:

- In the absence of the Chief Officers and Captains, assumes the duties of the Chief Officers and Captains.
- May assume command at a scene or may be responsible for a particular function of the Incident Command System.
- Serves as a line officer that makes entry with team and supervises the team on assigned tasks.
- Follows and impartially enforces the Department Manual.
- Helps with the training and instruction of the department Members.
- Helps maintain the safety and welfare of the department Members and equipment at all times.
- Serves as a the weekend Duty Officer as scheduled.
- Additional duties as appointed by the Chief Officers and Captains.

### Qualifications

At a minimum, a Duty Officer must have:

- 1 year of approved fire service on the Osseo Fire Department
- Completed and passed the following courses:
  - Emergency Medical Responder
  - Firefighter I (with state certification)
  - Firefighter II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations
- Must live within the 7-minute response area

## Secretary

The Secretary is a position appointed by Chief 1 and is responsible for:

- Taking minutes at department meetings,
- Word processing and storing minutes from department meetings,
- Compiling and presenting any reports prescribed by Chief 1,
- Attending all General Meetings of the department or finding a suitable replacement.

## Captain 11 & Lieutenant 11

Captain 11 and Lieutenant 11 also have additional equipment and personnel responsibilities, including:

- Ensuring that personal-issue gear is properly issued and kept in good working condition and ready for use.
- Ensuring that all continuing certifications are kept up-to-date.
- Documents and maintains Memberships and code compliance.
- Responsible for guiding new Recruits through the hiring process, orientation, and training during their probationary time.
- Responsible for coordinating and implementing the process for hiring new Recruits.

## Captain 12 & Lieutenant 12

Captain 12 and Lieutenant 12 also have additional training responsibilities, including:

- Scheduling, preparing for, and facilitating department drills,
- Coordinating with other departments for inter-department training,
- Coordinating initial and continuing education classes,
- Ensuring general department compliance with applicable all federal, state, and local training requirements, and
- Ensuring that apparatus and equipment are regularly inspected and repaired as needed (truck checks).

## Additional Officer Duties

The following are additional duties, to be assigned to particular officers at Chief 1's discretion, depending on individual strengths and availability:

- Working with Chief 1 on all department reports for the City and State.
- Writing grants as directed by the Chief Officers.
- Processing incident reports (including collection, data entry, and archiving).
- Working with contracted fire inspector and Chief Officers to maintain records of all city inspections.
- Coordinating pre-plans for all commercial properties within the city.

# Membership

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## Participation

All Members are expected to participate in as many fire department activities as possible. Members are required to maintain a minimum attendance level for calls, drills, and meetings. The minimum call requirements take into account each Firefighter's approved Primary Availability Schedule, but meeting and drill requirements apply to all Firefighters, regardless of Primary Availability Schedule.

## Calls

All Members are required to maintain a minimum Call Response Percentage. The minimum required percentage varies depending on the Primary Availability Schedule. The Osseo Fire Department defines three different of Primary Availability Schedules using three distinct Time Periods (see below).

A Member's Call Response Percentage is computed by taking all of the calls they have responded to in a three-month quarter and dividing by the number of calls that occurred in the Time Periods defined in their Primary Availability Schedule (see below). Thus, calls that occur in a Time Period that is not defined in their Primary Availability Schedule will not count against the Member if it is missed (because they were considered unavailable), but if made, will contribute to increasing their overall Call Response Percentage. This makes it possible (though unlikely) that a Member could conceivably have a Call Response Percentage over 100%.

If, over time, a Member tends to make more calls in Time Periods not in their Primary Availability Schedule, they should consult with a Chief Officer and move to the more appropriate Primary Availability Schedule to more accurately reflect staffing levels.

## Time Periods

The department defines three distinct Time Periods:

<b>Time Period</b>	<b>Includes</b>	<b>Hours</b>
Weekdays	Mon–Fri, 6am-6pm	60
Weeknights	Sun–Thurs, 6pm-6am	60
Weekends	Fri 6pm – Sun 6pm	48
<b>Total:</b>	<i>entire week</i>	<b>168</b>

## Primary Availability Schedules

Using these Time Periods, the department defines three different Primary Availability Schedules. Each member must be assigned one Primary Availability Schedule. These are defined as follows:

Primary Availability Schedule	Time Periods			Total Hours Available	Minimum Overall Call Response Percentage
	Weekdays	Weeknights	Weekends		
Daytime	Available	<i>Unavailable</i>	Available	108	40%
Nighttime	<i>Unavailable</i>	Available	Available	108	40%
Non-Standard	Available	Available	Available	168	30%

Note that, because a non-standard schedule does not allow for accurately accounting for unavailable time, these Members are afforded a lower required Call Response Percentage.

## Sample Call Response Percentage Calculation

To illustrate how the Call Response Percentage calculation works, here is a sample quarter for a Member with a Nighttime Primary Availability Schedule:

	Availability	Dispatched	Accountable For	Responded	Call Response Percentage
Weekday Calls	<i>Unavailable</i>	26	0	2	
Weeknight Calls	Available	28	28	12	
Weekend Calls	Available	22	22	8	
<b>Total:</b>			<b>50</b>	<b>22</b>	<b>44.00%</b>

## Weekend Duty Officer

In addition to weekends counting towards the required minimum Call Response Percentage for all Members, the Osseo Fire Department also staffs a Weekend Duty Officer. Each weekend, one officer is on duty for the weekend and is expected to remain in the response area and to respond to all calls dispatched during that time period. The Weekend Duty Officer schedule is published at the beginning of the year and rotates through all officers. If an officer is unable to take on the responsibilities of the Weekend Duty Officer on their scheduled weekend, they are required to find another officer to take their place.



## Staffing & Availability Summary

The following table summarizes the staffing and availability schedules in a given week:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Midnight - 6:00 am</b>	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.
	Day						Day
	Night	Night	Night	Night	Night	Night	Night
	Duty Off.						Duty Off.
<b>6:00 am - Noon</b>	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.
	Day	Day	Day	Day	Day	Day	Day
	Night						Night
	Duty Off.						Duty Off.
<b>Noon - 6:00 pm</b>	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.
	Day	Day	Day	Day	Day	Day	Day
	Night						Night
	Duty Off.						Duty Off.
<b>6:00 pm - Midnight</b>	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.	Non-Std.
						Day	Day
	Night	Night	Night	Night	Night	Night	Night
						Duty Off.	Duty Off.

## Excused Absences

All Members are afforded 14 days of unavailable flex time each year. Calls missed during this unavailable flex time will not count against the Member's required call attendance percentage. It is the responsibility of the individual Members to coordinate this time with the Chief Officers.

## Vacation

As a courtesy and for staffing and coverage considerations, Members should inform Chief 1 if they will be unavailable for more than 48 hours (regardless of whether the time away will be recorded as excused or not). Members are also encouraged to post vacation on the department white board.

## Drills

All Members are required to attend a minimum of 66% of all regularly-scheduled drills, regardless of their Primary Availability Schedule.

Members who are also on another fire department have the same attendance requirement for Osseo Fire Department drills, regardless of primary department or recertification status. Drills are necessary for recertification, but are also critical for effective teamwork and department-specific training information.

## Meetings

All Members are required to attend a minimum of 66% of all regularly-scheduled department meetings, regardless of their Primary Availability Schedule.

## Attendance Summary

The following table summarizes the Osseo Fire Department's required attendance levels:

Primary Avail.	Weekdays	Weeknights	Weekends	Call Hours	Calls	Drills	Meetings
Daytime	Available	<i>Unavailable</i>	Available	108/168	40%	66%	66%
Nighttime	<i>Unavailable</i>	Available	Available	108/168	40%	66%	66%
Non-Standard	Available	Available	Available	168/168	30%	66%	66%

## Tracking of Participation Levels

**Calls:** A call is defined as any time Hennepin County Dispatch pages the Osseo Fire Department for response to an incident.

To receive credit for a call, a Member must be checked in on the Call Sign-In Sheet.

Crew Members that responded to the scene of an incident are responsible for checking themselves in under the appropriate apparatus column on the Call Sign-In Sheet upon returning to the station.

Members that respond to the station after the apparatus necessary for the call have left the station are responsible for checking in under the "Stand-By" column of the Call Sign-In Sheet, and should seek further instructions from an officer.

Officers responding directly to the scene of an incident are responsible for checking in under the "On Scene" column of the Call Sign-In Sheet at the completion of the call.

For participation tracking, the following types of call require further explanation:

**In-Service Call:** An in-service call is any call received while already in service on a separate call. These calls are recorded as separate incidents and follow all of the same procedures as other calls, except that they do not result in any additional pay, as they are still within the time associated with the prior call. Members still engaged in the initial call will receive credit for the in-service call.

**Standby / Canceled Call:** When an officer instructs incoming Members to "hold," "standby," or "cancel," Members are encouraged to respond to the station and sign in for credit on the call and await further instructions from an officer. Any time the Osseo Fire Department is dispatched, it constitutes a unique incident and a call that will factor into a Member's Call Response Percentage.

Shortly after a call is completed, the Call Sign-In Sheet, along with the appropriate incident reports, are deposited into a lock box. Periodically, an officer enters the call attendance information into the department management software. (See the Response Guidelines section of this manual for more detailed information on how to respond to calls.)

**Drills:** To receive credit for a drill or in-house training, when arriving at and leaving a drill Members must sign their name on the Drill Sign-In Sheet. Any drill attended counts towards your drill participation level. Any Member arriving late or leaving early must receive approval from Chief 1 or Captain 12 to get credit for participation.

**Meetings:** To receive credit for a meeting, Members must be recorded in the meeting minutes by the Secretary.

## Maintenance of Participation Levels

Participation levels are computed, distributed, and reviewed on a quarterly basis. A Member's participation levels are shared only with the individual Member and the Officers. Members are expected to meet or exceed the minimum participation levels detailed above for calls, drills, and meetings. If a Member's participation levels in any of these three categories does not meet the required minimum, the following disciplinary actions will taken:

- 1st offense: verbal warning
- 2nd offense: written warning
- 3rd offense: 15-day suspension and a meeting with Chief 1 to develop a corrective action plan
- 4th offense: a recommendation by Chief 1 to the City Council for termination; one year is removed from the Member's years-of-service in regards to the pension, as the Firefighter was considered inactive for 4 quarters

Offenses are accumulated and disciplinary action escalates from the 1st to the 4th offense. Two consecutive quarters with no offenses will reset the Member's offense count.

The following table illustrates this process. White boxes indicate a quarter in which the firefighter maintained the required percentage for the given activity. Red boxes indicate a quarter in which the firefighter did *not* maintain the required percentage for the given activity. The two green columns indicate two consecutive quarters in which the firefighter met the required participation levels for all activities, thus “resetting” the escalation of disciplinary actions.

Quarter:	A	B	C	D	E	F	G	H
Call Percentage								
Drill Percentage								
Meeting Percentage								
Offense	1st		2nd		3rd			1st
Repercussion	Verbal		Written		Susp.			Verbal

## Additional Participation

In addition to calls, drills, and meetings, Members are encouraged to get involved in the other department activities, including:

**Committees:** Members are encouraged to serve on one or more of the many department committees.

**Community Events:** Members are encouraged to participate in as many of the department community events as possible.

## Leave of Absence

### 90-Day Medical Leave

Medical leave will be granted as needed by Chief 1, however, a doctor's release may be requested by Chief 1 as to the Member's fitness to return to normal duties. The individual's department Membership is active during this time.

### Extended Medical Leave

Medical leave will be granted as needed by Chief 1, however, a doctor's release may be requested by Chief 1 as to the Member's fitness to return to normal duties. Medical leave will not exist for a period longer than one year. One year is removed from the Member's years-of-service in regards to the pension, as the Firefighter was considered inactive for 1 year.

## Military Leave

Firefighters will be granted military leave for up to five years (unless a longer period is required under United States Code, Title 38, Section 4312). The firefighter must provide notice to Chief 1 that they are leaving to provide service in the uniformed services (unless it is not feasible to provide that notice due to the emergency nature of the situation). The individual's department Membership is active during this time and they are eligible for receiving service credit, subject to the applicable state and federal laws.

For more information, see Minnesota Statutes 424A.021 and United States Code, Title 38, Part III, Chapter 43.

## General Leave

General leave of absence may be granted for up to one year. The Member requesting a leave of absence must submit their request in writing, explaining the reasons for the request to Captain 11, allowing a reasonable amount of time to process the request. Captain 11, in a personal interview, will review the request with the Applicant. Captain 11 will then submit a recommendation to Chief 1, who will approve or deny the request.

If the leave is granted, a position on the department will be held for that Member for up to 1 year.

30 days prior to the completion of the Member's granted leave of absence, the Member is responsible for meeting with Chief 1 to discuss the steps necessary for reinstatement.

All department benefits and participation rights will be suspended during the granted leave of absence.

Firefighters who have left employment with the City and returned to active employment as a Firefighter must take the necessary steps to reinstate or renew the required training certifications and serve a 6-month probationary period. Returning Firefighters will receive a new seniority date upon their re-employment.

## Compensation

Osseo Fire Department is a paid-on-call fire department. The City of Osseo sets the base rate of pay for Firefighters. Each call is paid at that rate (or that rate per hour if the call lasts more than an hour). Drills and some continuing education (see below) are also paid at the hourly rate. Meetings are not compensated.

All paychecks are dispersed at the annual meeting the second Thursday in December for the period from the beginning of November through the end of October.

Active Members will be compensated for approved classes according to the table below:

Time Frame	Class	Required?	Paid?		
			Class	Time	Travel *
Within 1 year	Firefighter 1	Yes	Yes	Yes	
	HazMat Awareness	Yes	Yes	Yes	
	Emergency Medical Responder	Yes	Yes	Yes	
Within 2 years	Firefighter 2	Yes	Yes	Yes	
	HazMat Operations	Yes	Yes	Yes	
Within 3 years	Driver Training	Yes	Yes	Yes	
	Pump Training	Yes	Yes	Yes	
After 3 years	Other approved classes **		Yes		Yes

\* Some additional advanced training classes may be day-long classes or require travel. In these cases, Chief 1 may authorize reimbursement for food, lodging, and mileage. Members should seek prior approval for any travel expenditures.

\*\* Members are encouraged to take additional advanced training classes, relevant to the fire and emergency medical services. Members should consult with Chief 1 to determine the most appropriate course selections for the individual and the department.

Members will be paid for the hours they attend a given class, as opposed to the stated length of the class. Attendance records should be submitted to Chief 1 to confirm the Member's hours of attendance.

Required course materials will be paid for by the Osseo Fire Department.

## Officer Compensation

In addition to the compensation above, Chief Officers receive additional monthly compensation at current city pay rates and other officers receive additional yearly compensation at current city pay rates.

Chief Officers also receive the base hourly rate for attendance at additional regularly-scheduled meetings, including extra-departmental meetings (such as state, county, and mutual aid meetings) and meetings with city officials and staff.

## Conduct

Member of the Osseo Fire Department are expected to:

- Fully realize and accept responsibilities that Membership requires

- Faithfully perform assigned duties
- Respond promptly to all calls when possible
- Follow the direction of ranking officers
- Share in maintenance and cleanup duties
- Fully participate in all drills and department activities
- Maintain a high level of professionalism at all scenes and public events while representing the department

## Discipline

The following are subject to disciplinary action:

- failure to abide by the Department Manual of the Osseo Fire Department
- general misconduct

Disciplinary actions are as follows:

- 1st offense: verbal warning by Chief 1
- 2nd offense: written warning by Chief 1, placed in your personnel file
- 3rd offense: meeting with Officers to discuss the issue; Officers will recommend a course of action to Chief 1, which could include:
  - corrective action plan
  - suspension with corrective action plan upon return
  - termination

Note that this disciplinary process is separate and distinct from that described in the Maintenance of Participation Levels section above.

## Performance Evaluation

The primary objective of performance evaluations is to provide information to Members concerning their success in fulfilling the responsibilities of their jobs. To meet this objective, the department needs open and on-going communication between Officers and individual Members. Performance evaluations will be conducted by Chief 2, Captain 11, and Lieutenant 11. Each Member will have a performance evaluation every other year, though Chief 1 or Chief 2 may choose to conduct performance evaluations more frequently.

Performance evaluation reports must be submitted to Chief 1. All performance evaluations are to be reviewed by Chief 1 and the City Administrator prior to being placed in the Member's personnel file.

## Personal-Issue Uniforms, Apparel, and Equipment

Each Member is issued an array of items. The Member is responsible for keeping these items clean and in good working condition. Some items may be retained by the Member upon retirement or termination, while others will be required to be returned.

Members should consult with Captain 11 and / or Lieutenant 11 to ensure all necessary items have been issued and are in good working condition.

### Pager & Radio

Each Member will be issued a pager and a charger and each Officer is also issued a portable radio.

### Formal Uniform

Each Member will be issued a formal uniform per current department uniform standards.

### Turn-Out Gear

Each member will be issued turn-out / emergency response gear per current department standards.

Note that equipment issued may not be new. Equipment will be issued at the discretion of Chief 1 based on budget considerations, individual necessity, and seniority.

### Branded Apparel

Periodically, Members are issued various Osseo Fire Department-branded apparel, such as t-shirts, sweatshirts, hats, and jackets. The department will provide a limited amount of these items. Members will have the opportunity to purchase additional items.

Apparel should not be branded with the Osseo Fire Department name or insignias without approval by Chief 1.

## Use of Facilities & Equipment

**Station:** General use of the station is approved for Members for department-related activities.

Personal or private use of the fire station (for meetings or functions) is prohibited unless approved by a Chief Officer. The Osseo Fire Department Relief Association and its Gambling Board are permitted to hold their regular meetings in the department meeting room.

**Access Code:** The station doors are equipped with electronic key-code locks. Doors are locked at all times. The code is not to be shared with any non-Members. Officers are responsible for ensuring that all active Members know the current access code. New Members without the access code should contact an Officer.



**Apparatus:** Equipment should not be removed from any fire apparatus for personal use. Members who are properly trained are encouraged to drive the trucks regularly to keep their apparatus driving skills current and to keep the trucks in good running condition, but apparatus are not for personal use. Any use of the apparatus outside of calls, drills, or maintenance requires prior approval from Chief 1.

**Property:** Property of the fire department and of the City of Osseo should not be taken from the station without prior approval from a Chief Officer. Any department or city property removed from the station is the responsibility of the approved Member and should be returned promptly in equal or better condition.

**Personal Vehicles:** Members are allowed to perform light maintenance and cleaning of personal vehicles, but should refrain from performing any mechanical repairs.

**Parking:** Personal vehicles should never be left parked in front of any of the bay doors. Parking adjacent to the outside bay doors is acceptable but is limited. Members parked in this area should be careful not to obstruct the path of any fire department vehicle.

## Financing

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Fire protection within the boundaries of the City of Osseo is funded through the city budget. Property owners pay for this service through their city real estate taxes. Certain predefined classes of calls will be billed to the appropriate property owner or insurance company (see the Administrative Guidelines section for more details).

## Relief Association

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The Osseo Fire Department Relief Association was established to provide retirement relief and other benefits to its Members. The Osseo Fire Department Relief Association is a government entity that provides retirement benefits for individuals providing the services of firefighting and emergency first response. All Members of the Osseo Fire Department are eligible for Membership in the Osseo Fire Department Relief Association. For more details, see the Relief Association By-Laws.

## Application Process

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To ensure our Firefighters meet high standards of integrity, competence, and reliability, the Osseo Fire Department follows a rigorous application process, as follows:

1. Applicant fills out an application form and returns it to the city clerk.

2. Applications will be reviewed twice yearly in January and July. If Chief 1 deems necessary, applications can be reviewed at other times as needed.
3. The Officers review the application and, upon a completed background check, notify the Applicant if they are being considered for the position. Background checks will include, but are not limited to:
  - A. valid, unrestricted driver's license,
  - B. driving records,
  - C. general criminal history, including, but not limited to, felony and misdemeanor arrests or convictions, and
  - D. general employment history.

Other considerations will include, but are not limited to:

- E. distance and driving time to the station (must live or work within a 7-minute drive),
  - F. ability to perform duties,
  - G. current employment status (i.e., full-time, part-time, unemployed, temporary),
  - H. current and future availability (i.e., daytime, nighttime, non-standard),
  - I. past employment history, including disciplinary history,
  - J. past discriminatory or prejudicial behavior,
  - K. inter-personal skills,
  - L. professionalism,
  - M. active telephone number,
  - N. personal vehicle and insurance status, and
  - O. honest and complete representation of facts on application and during interviews.
4. The Applicant will be asked to:
    - A. complete a physical ability test, and
    - B. submit to an occupational health examination.
  5. Upon successful completion of these requirements, Chief 2, Captain 11, and Lieutenant 11 will make a recommendation to Chief 1. If Chief 1 approves the Applicant, Chief 1 will make a recommendation to the City Council to hire the Applicant.
  6. Upon approval by the City Council the Applicant becomes an employee of the city, an active Member, and a Recruit of the department.

# Officer Selection Process

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All Officer positions will be selected as described below.

All Officer positions are for 3-year terms. At the end of the 3-year term, the Officer positions will be open for re-appointment on a non-discriminatory and competitive basis.

1. All Officer appointments must be approved by Chief 1 and confirmed by the City Administrator.
2. All Officer positions are for 3-year terms on a cycle to be determined by Chief 1 and the City Administrator based on current staffing needs.
3. Filings will generally take place October 1 - October 15, prior to the end of each term. During the filing period, a posting labeled "Internal Posting" will be placed in the fire station, listing the current requirements of the open position.
4. All appointees will take office on January 1 of the next year, except when filling a vacant position.
5. To file for any position, the Member will meet the minimum requirements for years of service and education / experience, as outlined on the internal posting.
6. Each Member filing for office will submit a resume outlining activities or functions the Applicant has or is participating in, including: education, fire prevention activities, call percentages, etc.
7. The interview process will include a set of questions and/or situations that pertain to leadership, teamwork, communications, and management style qualities desired for that level of management.
8. A panel of no less than three officers will conduct interviews for the selection of all positions, except for Chief 1. A representative of the City Administrator will be part of all interview panels. The interview panels will be as follows:

Chief 1:	<i>hired under city hiring policy</i>
Chief 2:	Chief 1, City Administrator, City Council Member
Captain 11 / 12:	Chief 1, Chief 2, City Administrator
Lieutenant 11:	Chief 1, Chief 2, Captain 11, City Administrator
Lieutenant 12:	Chief 1, Chief 2, Captain 12, City Administrator
Duty Officers:	Appointed by Chief 1
Secretary:	Appointed by Chief 1
Firefighter:	Chief 2, Captain 11, Lieutenant 11

9. Following the interview of a candidate for an Officer position, the interview panel will make a recommendation to Chief 1. If Chief 1 approves the candidate, Chief 1 will make a recommendation to the City Council to that effect.
10. Following the interview of a candidate for Firefighter, the interview panel will make a recommendation to Chief 1.

Shortly following a position becoming vacated (due to termination, resignation, demotion, or promotion) the position will be posted for 15 days and will use the same application, interview, and selection process as outlined in the procedures above. If several positions are open, the higher-ranking positions will be filled first. The position will be filled as soon as is practical.

## Resignation Process

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Any Member wishing to leave Osseo Fire Department in good standing will submit to Chief 1 a written letter of resignation stating the effective date of the resignation.

## Pension

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Members of the Osseo Fire Department Relief Association who meet certain pre-defined requirements may be eligible for a pension upon retirement. For more information, including current rates and eligibility requirements, see the Osseo Fire Department Relief Association By-Laws.



March 21, 2022

Joe Amerman  
City of Osseo  
415 Central Ave  
Osseo, MN 55369

**Re: Scope of Work and Cost – Demolition Services**  
Boerboom Veterans Park Expansion  
17 4<sup>th</sup> Street Northeast and 16 5<sup>th</sup> Street Northeast  
Osseo, Minnesota

Dear Mr. Amerman:

Outlined below is a scope of work and cost estimate for WSB to perform Building Demolition Services for the following two residential properties:

1. 17 4<sup>th</sup> Street Northeast - two story residence with a basement, an attached garage, and a detached shed
2. 16 5<sup>th</sup> Street Northeast – single story residence with a basement and a detached garage

WSB understands the City of Osseo (City) currently owns the two residential properties (Sites) and plans to demolish the existing structures to facilitate future City Park improvements. WSB previously completed destructive pre-demolition asbestos and regulated materials assessments for both properties. The following tasks will be performed as part of this Scope of Work:

#### **Task 1: Demolition Specification, Quotation Package, Bid Solicitation, and Contract Execution**

##### Demolition and Restoration Specification

WSB will prepare a demolition specification for the removal and disposal of the existing structures and restoration of the Sites. The specification will contain details pertaining to the following demolition and restoration components / requirements for the Sites:

- Removal and management of petroleum-impacted soil (if applicable).
- Abandonment of water wells and septic tanks (if applicable).
- Removal, management, and disposal of underground storage tanks (if applicable).
- Removal, management, and disposal of regulated materials including ACM and LBP (if applicable).
- Disconnection of all public and private utilities prior to demolition.
- Permit and notification responsibilities prior to demolition.
- Demolition and offsite disposal or recycling of all construction and demolition debris, including concrete slabs and footings.
- Restoration of each Site with backfill, topsoil, seed, and erosion controls.

##### Bid Package and Solicitation

WSB will prepare a bid package and solicit bids from contractors for the demolition and restoration activities at the Sites. Since the total demolition/restoration cost (both Sites combined) is anticipated to be less than \$175,000, a public competitive bid will not be required

prior to awarding the demolition contract. Additionally, it is anticipated that WSB will organize and complete one contractor pre-bid walk approximately one or two weeks before the bid deadline date. The bid package will include the following components/requirements:

- Hennepin County / City information for the Sites
- Demolition specification (prepared by WSB)
- ARM Assessment Reports (completed by WSB)
- Contractor statement of qualifications and proof of insurance
- City independent contract agreement
- Bid form with costs broken down by:
  - Removal and disposal of regulated materials including asbestos (if applicable)
  - Removal and disposal of structures and restoration

#### Contract Execution

WSB will summarize the provided demolition bids in a letter to the City and recommend a contractor based on the lowest responsible bid meeting the criteria outlined in the bid package. WSB will also assist with contract execution prior to initiation of any field work activities.

#### Task 1 Assumptions

- The demolition specification will encompass both residential properties (i.e., one demolition specification will be prepared).
- The demolition specification/bid package documents will be prepared in 7-10 days (upon authorization).
- WSB will coordinate a contractor pre-bid walk at the Sites.
- The awarded contractor will be responsible for obtaining all necessary state and local permits prior to demolition; including but not limited to wrecking, well abandonment, septic removal, dewatering, and regulated materials removal/disposal (as necessary).
- The awarded contractor will be responsible for the coordination of all utility disconnections.
- It is anticipated that the demolition costs for the Sites will not exceed \$175,000 and will not require a publicly advertised bid.
- The City will provide one review of the bid package and specification.

#### **Task 2: Demolition Oversight and Documentation**

##### Demolition, Regulated Waste Removal, and Environmental Abatement Coordination

WSB will coordinate with contractors to ensure demolition activities, including regulated material removal and disposal, are performed in accordance with local, state, and federal guidelines. WSB will also coordinate with contractors to obtain documentation for final reporting purposes and will maintain regular communication with the City regarding the demolition schedule.

##### Demolition Oversight

WSB will provide oversight prior to and during demolition activities to assess for additional unknown environmental conditions. The following items will be completed:

- Pre-demolition Walkthrough - WSB will conduct a walkthrough of the buildings at the Sites prior to demolition to ensure all regulated materials are removed and properly

disposed of in accordance with federal, state, and local regulations. WSB will also conduct a final walkthrough following demolition to ensure the Sites are properly backfilled, graded, seeded, and is free of demolition debris. It is assumed that up to 40 hours of onsite oversight will be required.

- Demolition Oversight - WSB will provide oversight during demolition activities to assess for unknown environmental conditions. It is possible that the dwellings were formerly heated by a fuel oil tank and thus petroleum-impacted soil may be encountered during subsurface excavations associated with the dwelling demolitions and removals. WSB will screen soils with a photoionization detector (PID) during excavation activities to document the presence / absence of contaminated soil at the Sites.

#### Final Documentation and Reporting

WSB will summarize the results of the demolition oversight services in two final documentation reports (One report will be prepared for each of the Sites). At a minimum, the reports will include the following:

- Daily Logs
- PID Screening results and/or maps
- Site location map
- Scope of work
- Well and septic abandonment (if applicable)
- UST removals (if applicable)
- Regulated material removal documentation
- Demolition notifications and permits
- Backfilling and seeding documentation
- Photographic documentation

#### Task 2 Assumptions

- The awarded contractor will provide all required abatement, disposal, and import documentation for reporting.
- Demolition and restoration of both residential properties will be completed within five workdays.
- A WSB Environmental Scientist will provide up to 40 hours of mobilization and onsite monitoring during demolition of the buildings and restoration of the Sites.
- No soil correction activities will be completed as part of this task.
- No soil or groundwater samples will be collected for waste characterization/acceptance, documentation, or permit compliance as part of this task.

#### **Total Cost and Schedule**

The cost to perform the above described environmental services is not to exceed **\$13,920**. If additional work is required beyond this scope, WSB will provide the services on a time and materials basis with approval from the City. The table below presents the estimated cost breakdown for each task presented in this scope.

Task	Estimated Cost
Task 1 - Demolition Specification, Bid Package, Bid Solicitation, and Contract Execution (Total)	\$5,315
Task 2 – Demolition Oversight and Documentation (Total)	\$8,605
<b>Total Estimated Project Cost</b>	<b>\$13,920</b>

### Acceptance

This proposal represents our understanding of the project scope. If the scope and fee are acceptable, please sign on the space provided and return one copy to WSB. We are available to begin work once we receive signed authorization.

WSB appreciates the opportunity of being considered for this project and we look forward to providing our professional services to you. If you have any questions about this proposal, please feel free to call Jeff Rice at 612.916.7067.

Sincerely,



Ryan Spencer, CHMM  
Interim Director of EIR



Dan Rangitsch, PG  
Senior Environmental Scientist

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I hereby authorize the above indicated scope of work, schedule, and cost.

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Name (Print)

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Signature

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Date



**Agenda Item:** House Demo – Boerboom Park

**Meeting Date:** March 28, 2022

**Prepared By:** Lee Gustafson, City Engineer

**Attachments:** House Demo Proposal

**Policy Consideration:**

Request to approve the following:  
 1. Engineering proposal with WSB.

**Background:**

The Boerboom Park master plan calls for the eventual removal of the four homes on the east side of that block. That area would then be incorporated into the park through a park renovation plan.

The City of Osseo owns all four of these homes. The two homes closest to the park, 17 4<sup>th</sup> Street NE and 16 5<sup>th</sup> Street NE have become in disrepair and should be torn down. Small animals are finding their way into one home, and as such, it does not pay to spend money to fix either of these homes.

The other two homes on the far east side of the block are in good repair and are currently being rented out.

WSB has previously completed destructive pre-demolition asbestos and regulated materials assessments for both properties. This work was needed to understand what materials would be encountered during demolition. The attached proposal details the necessary work to complete plans and specifications, obtain quotes, and to perform construction administration and monitoring for the project.

**Schedule:**

If Council concurs with staff's recommendation, staff would anticipate the following project schedule:

- Approve proposal.....March 28, 2022
- Prepare specs and obtain quotes.....April 1 – May 1, 2022
- Award quote.....May 9, 2022
- Begin demolition.....approx. May 23, 2022
- Project completion..... June 20, 2022

**Previous Action or Discussion:**

None

**Budget or Other Considerations:**

Costs for this project would be funded from the Parks CIP.

**Recommendation/Action Requested:**

The City Council may choose to:

1. Approve the engineering proposal with WSB;
2. Approve the engineering proposal with WSB; with noted changes or as amended;
3. Deny the recommended action;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose Option (1): Approve engineering proposal with WSB.

**Next Step:**

Begin specification preparation

# CITY OF OSSEO

## CASH BALANCE SUMMARY FOR COUNCIL

Begin	Receipts	Disbursements	JE	JE Payroll	Transfers	Balance No Invest	Fund
\$1,273,285.22	\$106,226.83	\$490,908.77	\$0.00	-\$69,743.76	\$0.00	\$818,859.52	101 GENERAL FUND
\$326,021.01	\$41,636.66	\$1,124.93	\$0.00	\$0.00	\$0.00	\$366,532.74	110 CIP EQUIPMENT
\$11,492.06	\$1,305.00	\$1,770.97	\$0.00	\$0.00	\$0.00	\$11,026.09	115 POLICE DONATIONS/EXPENSES
\$17,409.92	\$0.00	\$565.00	\$0.00	\$0.00	\$0.00	\$16,844.92	116 POLICE FORFIETURE FUND
\$5,271.43	\$68,783.98	\$2,924.69	\$0.00	\$0.00	\$0.00	\$71,130.72	120 FIRE DONATIONS/EXPENSES
\$1,105,183.69	\$0.00	\$20,603.61	\$0.00	\$0.00	\$0.00	\$1,084,580.08	130 PAVEMENT MANAGEMENT
\$229,258.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$229,258.21	135 CIP FACILITIES
-\$6,856.60	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,143.40	150 COMP PLAN GRANT
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	200 INSPECTIONS (INACTIVE)
\$1,064.92	\$0.00	\$69.26	\$0.00	\$0.00	\$0.00	\$995.66	204 TROLLEY
\$133,151.87	\$4,760.00	\$1,362.92	\$0.00	-\$192.74	\$0.00	\$136,356.21	205 PARK DEDICATION
\$101,949.96	\$0.00	\$36,599.00	\$0.00	\$0.00	\$0.00	\$65,350.96	230 COVID19 AID
\$37,399.71	\$6,733.07	\$0.00	\$0.00	\$0.00	\$0.00	\$44,132.78	240 CABLE GRANTS
\$10,411.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,411.76	241 CheC - Healthy Comm Grant
\$1,839.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,839.50	242 HENN CO TREE GRANT
-\$593.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$593.75	243 HENN CO CORRIDOR PLANNING
-\$726.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$726.49	244 TWINS GRANT
-\$4,157.78	\$0.00	\$474.90	\$0.00	\$0.00	\$0.00	-\$4,632.68	250 COMMUNITY FUND
\$352.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352.15	252 FIREARMS SAFETY
\$11,635.45	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,635.45	253 MUSIC/MOVIES IN THE PARK
\$1,973.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973.12	254 MINIDAZZLE
\$4,234.69	\$0.00	\$178.09	\$0.00	\$0.00	\$0.00	\$4,056.60	257 FARMERS MARKET
\$11,709.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,709.55	260 HERITAGE PRESERVATION
\$115,400.49	\$0.00	\$35,550.00	\$0.00	\$0.00	\$0.00	\$79,850.49	301 2014A Street/Utility (500,000)
\$222,270.03	\$0.00	\$169,525.00	\$0.00	\$0.00	\$0.00	\$52,745.03	305 BONDS 2015 STR IMPROVE
\$245,650.36	\$7,888.85	\$91,331.25	\$0.00	\$0.00	\$0.00	\$162,207.96	306 BONDS 2016 STR IMPROVE (19349)
\$230,144.96	\$245.08	\$0.00	\$0.00	\$0.00	\$0.00	\$230,390.04	307 BONDS 2016 STR IMPROVE (19421)
\$119,674.34	\$153.17	\$60,200.00	\$0.00	\$0.00	\$0.00	\$59,627.51	308 BONDS 2017 STR IMPROVE (19644)
\$109,372.58	\$0.00	\$55,781.88	\$0.00	\$0.00	\$0.00	\$53,590.70	309 BONDS 2018 STR IMPROVE
\$95,444.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,444.04	310 BONDS 2018 ALLEY IMPROVE
-\$1,212.38	\$271.76	\$46,412.50	\$0.00	\$0.00	\$0.00	-\$47,353.12	311 BONDS 2019 STR IMPROVE
\$14,838.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,838.21	312 BONDS 2019 ALLEY IMPROVE
\$174,609.81	\$0.00	\$53,075.00	\$0.00	\$0.00	\$0.00	\$121,534.81	313 BOND 2020 STREET PROJECT
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	325 BONDS 2003C REFUNDING (12358)
\$302,926.72	\$30,413.79	\$281,225.00	\$0.00	\$0.00	\$0.00	\$52,115.51	365 BONDS 2009 CENTRAL AVE (17720-
\$81,801.29	\$972.22	\$32,737.50	\$0.00	\$0.00	\$0.00	\$50,036.01	371 BONDS 2012A STR IMPROVE
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	375 BONDS 2007A JEFFERSON HWY
\$194,165.83	\$342.59	\$193,230.00	\$0.00	\$0.00	\$0.00	\$1,278.42	380 BONDS 2010A REFUNDING

Begin	Receipts	Disbursements	JE	JE Payroll	Transfers	Balance No Invest	Fund
\$0.00	\$0.00	\$172,868.75	\$0.00	\$0.00	\$0.00	-\$172,868.75	385 BONDS 2011A TIF
\$122,715.89	\$0.00	\$66,912.50	\$0.00	\$0.00	\$0.00	\$55,803.39	395 BONDS 2014A POLICE ADDITION
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	404 2017 STREET IMPROVE (19349)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	405 2018 STREET IMPROVEMENT
\$0.00	\$2,604.36	\$0.00	\$0.00	\$0.00	\$0.00	\$2,604.36	406 2018 ALLEY IMPROVEMENT
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	407 2019 STREET IMPROVEMENT
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	408 2019 ALLEY IMPROVEMENT
-\$69,746.49	\$5,130.06	\$0.00	\$0.00	\$0.00	\$0.00	-\$64,616.43	409 2020 STREET IMPROVEMENT
-\$50,267.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,267.45	410 2021 ALLEY PROJECT
-\$44,978.75	\$0.00	\$31,279.61	\$0.00	\$0.00	\$0.00	-\$76,258.36	412 2022 Alley Project
\$1,867,921.63	\$153,470.93	\$103,938.99	\$0.00	-\$15,450.70	\$0.00	\$1,902,002.87	601 WATER FUND
\$1,822,510.39	\$49,041.81	\$575,532.05	\$0.00	-\$15,450.65	\$0.00	\$1,280,569.50	602 SEWER FUND
\$708,742.41	\$43,264.35	\$41,935.85	\$0.00	-\$2,515.02	\$0.00	\$707,555.89	604 STORM WATER FUND
\$9,533,293.51	\$549,244.51	\$2,568,118.02	\$0.00	-\$103,352.87	\$0.00	\$7,411,067.13	

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<b>Payments Batch 3-28-22 AP</b>		<b>\$131,350.90</b>	
Refer	0 AFLAC	Ck# 002545E 3/23/2022	
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	MARCH 2022 PREMIUMS	\$234.42
Invoice	609949	3/11/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total \$234.42</b>
Refer	0 COMCAST BUSINESS	Ck# 002546E 3/23/2022	
Cash Payment	E 101-41700-321 TELECOMMUNICATION	1/15 - 3/14/22 TRUNK LINES	\$1,000.07
Invoice	142374902	3/15/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total \$1,000.07</b>
Refer	0 PREMIER BANK	Ck# 002547E 3/23/2022	
Cash Payment	E 101-41110-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES MCFOA CONF S CISEWSKI	\$275.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	1/7 - 2/4/22 CC CHARGES NOTARY STAMP J AMERMAN	\$50.38
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41900-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES MSCIC CONF A LAMERS	\$241.72
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41900-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES MSCIC CONF N ENGLUND	\$241.72
Invoice	02/25/22	2/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	1/7 - 2/4/22 CC CHARGES PD GYM MEMBERSHIP	\$32.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	1/7 - 2/4/22 CC CHARGES PD GYM MEMBERSHIP	\$32.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	1/7 - 2/4/22 CC CHARGES PD GYM MEMBERSHIP	\$32.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41900-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES PD USE OF FORCE TRNG	\$239.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41900-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES PD TRAINING T KINTZI	\$208.95
Invoice	02/25/22	2/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	1/7 - 2/4/22 CC CHARGES PD GYM MEMBERSHIP	\$32.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	1/7 - 2/4/22 CC CHARGES PD GYM MEMBERSHIP	\$32.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	1/7 - 2/4/22 CC CHARGES PD SQUAD CAR WASHES	\$77.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41515-309 SOFTWARE	1/7 - 2/4/22 CC CHARGES MICROSOFT M365 LICENSES	\$189.75
Invoice	02/25/22	2/25/2022	
Cash Payment	E 101-41000-255 DUES/MEMBERSHIP	1/7 - 2/4/22 CC CHARGES I94 CHAMBER MEMBERSHIP	\$100.00
Invoice	02/25/22	2/25/2022	

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<b>Cash Payment</b>	E 101-41110-211 OPERATIONS	1/7 - 2/4/22 CC CHARGES ADOBE LICENSES	<b>\$127.88</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41110-211 OPERATIONS	1/7 - 2/4/22 CC CHARGES NIMBLE SOFTWARE SCHEDULE CORE	<b>\$7.05</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41900-211 OPERATIONS	1/7 - 2/4/22 CC CHARGES PD OFFICE SUPPLIES	<b>\$62.78</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41900-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES PD STAFF MEETING	<b>\$292.22</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES N WALDBILLIG MN RWA TRAINING	<b>\$125.00</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 602-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES N WALDBILLIG MN RWA TRAINING	<b>\$125.00</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 602-49400-211 OPERATIONS	1/7 - 2/4/22 CC CHARGES PW SEWER GLOVES	<b>\$13.99</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES G SWENSON MN RWA TRAINING	<b>\$125.00</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 602-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES G SWENSON MN RWA TRAINING	<b>\$125.00</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 602-49400-218 UNIFORMS/GEAR	1/7 - 2/4/22 CC CHARGES G SWENSON SAFETY GLASSES	<b>\$105.36</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41920-309 SOFTWARE	1/7 - 2/4/22 CC CHARGES FD SOFTWARE DROPBOX	<b>\$11.99</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41920-309 SOFTWARE	1/7 - 2/4/22 CC CHARGES FD NFPA ANNUAL SUBSCRIPTION	<b>\$99.99</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41920-309 SOFTWARE	1/7 - 2/4/22 CC CHARGES FD ZOOM VIDEO CONFERENCING	<b>\$16.11</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-41920-309 SOFTWARE	1/7 - 2/4/22 CC CHARGES FD ANTIVIRUS SUBSCRIPTION DISPATCH	<b>\$43.00</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 101-42000-250 SNOW MANAGEMENT	1/7 - 2/4/22 CC CHARGES REIMBURSEABLE CHARGE	<b>\$4.29</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE MN POLL CNTRL TRNG	<b>\$27.50</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 602-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE MN POLL CNTRL TRNG	<b>\$27.50</b>
Invoice	02/25/22 2/25/2022		
<b>Cash Payment</b>	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE MN POLL CNTRL TRNG	<b>\$1.37</b>
Invoice	02/25/22 2/25/2022		

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Cash Payment	E 101-42000-250 SNOW MANAGEMENT	1/7 - 2/4/22 CC CHARGES PW HYDRAULIC FOR DUMP TRUCK	\$96.74
Invoice	02/25/22	2/25/2022	
Cash Payment	E 602-49400-218 UNIFORMS/GEAR	1/7 - 2/4/22 CC CHARGES PW SEWER GLOVES	\$16.78
Invoice	02/25/22	2/25/2022	
Cash Payment	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE MN POLL CNTRL TRNG	\$130.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 602-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE MN POLL CNTRL TRNG	\$130.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE MN POLL CNTRL TRNG	\$6.47
Invoice	02/25/22	2/25/2022	
Cash Payment	E 601-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE PSN MN RWA TRAINING	\$125.00
Invoice	02/25/22	2/25/2022	
Cash Payment	E 602-49400-260 EDUCATION/MEETING	1/7 - 2/4/22 CC CHARGES J LUNDE PSN MN RWA TRAINING	\$125.00
Invoice	02/25/22	2/25/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b> \$3,754.54
Refer	0	ABDO FINANCIAL SOLUTIONS, LL	-
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN	2021 PAYROLL & TAX ACCTING REPORTING	\$6,939.24
Invoice	454966	2/28/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b> \$6,939.24
Refer	0	ALEX AIR APPARATUS, INC.	-
Cash Payment	E 101-41920-221 EQUIP REPAIR/ MAINT	ANNUAL SVC & TEST ON BREATHING AIR COMPRESSOR	\$956.44
Invoice	5217	3/21/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b> \$956.44
Refer	0	ASPEN MILLS INC	-
Cash Payment	E 101-41920-218 UNIFORMS/GEAR	PANTS - UNIFORM FOR FIRE INSPECTOR HEIDT	\$56.95
Invoice	290922	3/22/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b> \$56.95
Refer	0	BERGANKDV LTD	-
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN	PROGRESS BILLING 2021 FINANCIAL AUDIT	\$8,400.00
Invoice	1154837	3/11/2022	
Cash Payment	E 601-49400-301 ACCOUNTING/AUDITIN	PROGRESS BILLING 2021 FINANCIAL AUDIT	\$5,250.00
Invoice	1154837	3/11/2022	
Cash Payment	E 602-49400-301 ACCOUNTING/AUDITIN	PROGRESS BILLING 2021 FINANCIAL AUDIT	\$5,250.00
Invoice	1154837	3/11/2022	
Cash Payment	E 604-49400-301 ACCOUNTING/AUDITIN	PROGRESS BILLING 2021 FINANCIAL AUDIT	\$2,100.00
Invoice	1154837	3/11/2022	
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b> \$21,000.00
Refer	0	BUREAU OF CRIM. APPREHENSIO	-
Cash Payment	E 101-41900-211 OPERATIONS	3Q21 & 4Q21 CJDN ACCESS FEE (BCA)	\$300.00
Invoice	693135	3/9/2022	

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Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$300.00</b>
Refer	0 CENTERPOINT ENERGY	-			
Cash Payment	E 101-42350-390 NATURAL GAS SERVIC	FEB 2022 GAS SVC SIPE PARK			\$115.76
Invoice	3/8/22	3/8/2022			
Cash Payment	E 101-41700-390 NATURAL GAS SERVIC	FEB 2022 GAS SVC CITY HALL			\$1,227.38
Invoice	3/8/22	3/8/2022			
Cash Payment	E 101-41800-390 NATURAL GAS SERVIC	FEB 2022 GAS SVC COMM CTR			\$269.42
Invoice	3/8/22	3/8/2022			
Cash Payment	E 602-49400-390 NATURAL GAS SERVIC	FEB 2022 GAS SVC LIFT STATION			\$17.14
Invoice	3/8/22	3/8/2022			
Cash Payment	E 101-42000-390 NATURAL GAS SERVIC	FEB 2022 GAS SVC PUBLIC WORKS			\$783.42
Invoice	3/8/22	3/8/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$2,413.12</b>
Refer	0 CENTURYLINK- PHOENIX	-			
Cash Payment	E 602-49400-321 TELECOMMUNICATION	MARCH 2022 LIFT STATION			\$114.36
Invoice	3/6/22	3/6/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$114.36</b>
Refer	0 CINTAS FIRST AID & SAFETY	-			
Cash Payment	E 101-42000-211 OPERATIONS	PW FIRST AID SERVICE & SUPPLY			\$25.90
Invoice	8405584262	3/4/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$25.90</b>
Refer	0 CIRCLE K & HOLIDAY	-			
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	2/8/22 - 3/7/22 PD FUEL CHARGES			\$1,779.24
Invoice	79287066	3/7/2022			
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	DEDUCT FINANCE CHARGE			-\$305.05
Invoice	79287066	3/7/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$1,474.19</b>
Refer	0 COMFORT SOLUTIONS	-			
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	2/18/22 TRIP CHARGE DIAGNOSIS OF CH BOILER			\$149.95
Invoice	10685	2/18/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$149.95</b>
Refer	0 COMFORT SOLUTIONS	-			
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	REPLACE CH BOILER IMPELLER & COUPLER ASSEMBLIES			\$980.00
Invoice	10685B	2/18/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$980.00</b>
Refer	0 CORE & MAIN LP	-			
Cash Payment	E 101-42000-224 STREET MAINTENANC	POT HOLE PATCH MATERIAL			\$924.00
Invoice	Q523992	3/17/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$924.00</b>
Refer	0 EHLERS & ASSOCIATES, INC	-			
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	UB SEWER/STORM BILLING PROBLEM ANALYSIS			\$325.00
Invoice	90028	2/28/2022			



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Cash Payment	E 604-49400-310 OTHER PROFESSIONAL	UB SEWER/STORM BILLING PROBLEM ANALYSIS		\$390.00
Invoice	90028	2/28/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$715.00
Refer	0 FURTHER - FORMERLY SELECTAC	-		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST	MAR 2022 H.S.A. PARTICIPANT FEE		\$30.00
Invoice				
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$30.00
Refer	0 GLOCK PROFESSIONAL INC	-		
Cash Payment	E 115-41900-570 EQUIPMENT	PD A LAMERS GUN ASSEMBLY PARTS & ARMORERS KIT		\$372.04
Invoice	SI-0721650	3/2/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$372.04
Refer	0 HENN CO INFO TECH	-		
Cash Payment	E 101-41900-220 RADIO COMMUNICATI	FEB 2022 PD RADIO & FLEET FEES		\$1,556.79
Invoice	1000183225	3/2/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$1,556.79
Refer	0 HENN CO PUBLIC WORKS	-		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	FEB 2022 PW FUEL CHARGES		\$931.36
Invoice	1000183583	3/16/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$931.36
Refer	0 HENN CO SHERIFF	-		
Cash Payment	E 101-41900-316 INCARCERATION SERV	FEB 2022 BOOKING FEES		\$150.00
Invoice	1000182592	2/28/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$150.00
Refer	0 MACQUEEN EMERGENCY GROUP	-		
Cash Payment	E 110-41920-520 CAPITAL OUTLAY	FD TURNOUT GEAR NEW FIREFIGHTERS		\$5,579.66
Invoice	P01968	3/18/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$5,579.66
Refer	0 MAPLE GROVE, CITY OF	-		
Cash Payment	E 601-49400-385 PURCHASED WATER	6,297 GAL/FEB 2022 WATER USAGE		\$11,850.95
Invoice	21244	2/28/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$11,850.95
Refer	0 MENARDS-BROOKLYN PARK	-		
Cash Payment	E 101-42000-211 OPERATIONS	PW 120' HEAT TAPE FOR DRAINS & SUPPLIES		\$210.14
Invoice	40140	2/28/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$210.14
Refer	0 METRO SALES INC	-		
Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE 3/17 - 4/16/22		\$73.04
Invoice	INV20008547	3/17/2022		
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	Total	\$73.04
Refer	0 MINGER CONSTRUCTION CO., INC	-		
Cash Payment	G 602-11101 INFRASTRUCTURE	PAY APP 7 FOR LIFT STATION & SCADA IMPROVEMENTS		\$22,507.61
Invoice	3/16/22 WSB	3/16/2022		

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## Payments

Current Period: MARCH 2022

Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$22,507.61</b>
Refer	0 MINUTE MAKER SECRETARIAL	-		
Cash Payment	E 101-41000-307 RECORDING SERVICE	2/28 CC/WS, 3/9 PSAC, 3/14 CC MEETING MINUTES		\$215.50
Invoice M1459	3/15/2022			
Cash Payment	E 101-41920-307 RECORDING SERVICE	2/28 CC/WS, 3/9 PSAC, 3/14 CC MEETING MINUTES		\$131.75
Invoice M1459	3/15/2022			
Cash Payment	E 101-41900-307 RECORDING SERVICE	2/28 CC/WS, 3/9 PSAC, 3/14 CC MEETING MINUTES		\$131.75
Invoice M1459	3/15/2022			
Cash Payment	E 101-41000-307 RECORDING SERVICE	2/28 CC/WS, 3/9 PSAC, 3/14 CC MEETING MINUTES		\$154.00
Invoice M1459	3/15/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$633.00</b>
Refer	0 MUEHLBERG, DENISE	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	REFUND COMM CENTER DEPOSIT 3/19/22		\$250.00
Invoice 3/19/22	3/19/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$250.00</b>
Refer	0 NAPA-COTTENS OSSEO	-		
Cash Payment	E 602-49400-221 EQUIP REPAIR/ MAINT	PW REFLECTOR, FUSION, COMPRESSION TESTER		\$55.90
Invoice 199388	3/17/2022			
Transaction Date	3/23/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$55.90</b>
Refer	0 PEIP	Ck# 002548E 3/24/2022		
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 MED/DENTAL PREMIUMS PD		\$5,816.63
Invoice 1177610	3/10/2022			
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 MED/DENTAL PREMIUMS ADMIN		\$1,271.60
Invoice 1177610	3/10/2022			
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 MED/DENTAL PREMIUMS PW		\$2,510.32
Invoice 1177610	3/10/2022			
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT	APRIL 2022 MED/DENTAL PREMIUMS EE		\$1,346.12
Invoice 1177610	3/10/2022			
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 MED/DENTAL PREMIUMS		\$635.80
Invoice 1177610	3/10/2022			
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$11,580.47</b>
Refer	0 ROCKET SOFTWARE INC	-		
Cash Payment	E 240-41000-570 EQUIPMENT	ROCKET DESKTOP TERMINAL EMULATOR & 2022-23 MAINTENANCE		\$241.34
Invoice 2110194536	3/16/2022			
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$241.34</b>
Refer	0 SIPE BROS. INC.	-		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	3/3 - 3/15/22 FUEL PURCHASES PW		\$589.11
Invoice 3/16/22 STMT	3/16/2022			
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	3/3 - 3/15/22 FUEL PURCHASES FD		\$56.61
Invoice 3/16/22 STMT	3/16/2022			
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$645.72</b>
Refer	0 STREICHERS INC	-		

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## Payments

Current Period: MARCH 2022

Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	PD OFFICER STARRY EQUIPMENT		\$1,383.00
Invoice	I1555723	3/8/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$1,383.00
Refer	0	TEGRETE CORPORATION	-	
Cash Payment	E 101-41700-317 CLEANING SERVICE	APRIL 2022 CLEANING SERVICE CITY HALL		\$738.00
Invoice	100325	3/15/2022		
Cash Payment	E 101-41800-317 CLEANING SERVICE	APRIL 2022 CLEANING SERVICE COMM CTR		\$245.00
Invoice	100325	3/15/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$983.00
Refer	0	TRIM, PAULINE OR CHRISTOPHER	-	
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	REFUND COMMUNITY CENTER FEE & DEPOSIT 5/28/22 EVENT CANCELED		\$450.00
Invoice	2/22/22	2/22/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$450.00
Refer	0	TYLER BUSINESS FORMS	-	
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	LASER CHECK FORMS LPRCT & LAPCB FIRST ORDERED PER TYLER TECHNOLOGIES		\$482.25
Invoice	#INVOICE-64252	11/1/2021		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$482.25
Refer	0	TYLER TECHNOLOGIES, INC.	-	
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	2/23 - 3/11 L JACKSON TEST CONFIGURATION CONVERSION REVIEW		\$1,267.50
Invoice	025-371869	3/16/2022		
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	2/23 - 3/11 L JACKSON TEST CONFIGURATION CONVERSION REVIEW		\$1,267.50
Invoice	025-371869	3/16/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$2,535.00
Refer	0	TYLER TECHNOLOGIES, INC.	-	
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	UTILITY BILLING CONVERSION FEES MASTER & HISTORY (50%)		\$1,500.00
Invoice	025-370417	3/9/2022		
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	UTILITY BILLING CONVERSION FEES MASTER & HISTORY (50%)		\$1,500.00
Invoice	025-370417	3/9/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$3,000.00
Refer	0	US BANK - PW COPIER LEASE	-	
Cash Payment	E 101-42000-211 OPERATIONS	MAR 2022 PW COPIER LEASE		\$74.42
Invoice	467731675	3/16/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	Total	\$74.42
Refer	0	VERIZON WIRELESS	-	
Cash Payment	E 101-42000-321 TELECOMMUNICATION	FEB 2022 CELL PHONE USAGE PW		\$243.87
Invoice	9900805478	3/1/2022		
Cash Payment	E 101-41900-321 TELECOMMUNICATION	FEB 2022 CELL PHONE USAGE PD		\$590.89
Invoice	9900805478	3/1/2022		
Cash Payment	E 204-42390-352 TROLLEY OPERATION	FEB 2022 CELL PHONE USAGE TROLLEY		\$34.63
Invoice	9900805478	3/1/2022		

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## Payments

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Current Period: MARCH 2022

Cash Payment	E 101-41110-321 TELECOMMUNICATION	FEB 2022 CELL PHONE USAGE ADMIN		\$65.36
Invoice	9900805478	3/1/2022		
Cash Payment	E 601-49400-321 TELECOMMUNICATION	FEB 2022 CELL PHONE USAGE WATER METER		\$40.05
Invoice	9900805478	3/1/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$974.80</b>
Refer	0 WATCHFIRE SIGNS LLC	-		
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	5 YEAR DATA PLAN RENEWAL GATEWAY SIGN		\$595.00
Invoice	132103	3/11/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$595.00</b>
Refer	0 WINTER EQUIPMENT	-		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	SNOW PLOW GUARDS		\$2,225.66
Invoice	IV51533	3/2/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$2,225.66</b>
Refer	0 WSB & ASSOCIATES INC	-		
Cash Payment	G 602-11101 INFRASTRUCTURE	FEB 2022 ENGINEERING SVCS LIFT STATION & RETAINER		\$1,471.00
Invoice	3/15/22	3/15/2022		
Cash Payment	E 412-42000-303 ENGINEERING SERVIC	FEB 2022 ENGINEERING SVCS 2022 ALLEY PROJ		\$8,549.00
Invoice	3/15/22	3/15/2022		
Cash Payment	E 130-42000-303 ENGINEERING SERVIC	FEB 2022 ENGINEERING SVCS 2021 CENTRAL AVE PROJ		\$103.00
Invoice	3/15/22	3/15/2022		
Cash Payment	E 604-49400-303 ENGINEERING SERVIC	FEB 2022 ENGINEERING SVCS MS4		\$867.75
Invoice	3/15/22	3/15/2022		
Cash Payment	G 602-11101 INFRASTRUCTURE	FEB 2022 ENGINEERING SVCS LIFT ST #1 REMOVAL		\$532.50
Invoice	3/15/22	3/15/2022		
Cash Payment	G 602-11101 INFRASTRUCTURE	FEB 2022 ENGINEERING SVCS LIFT STATIONS 1,2,3 & SCADA IMPROVEMENT PROJ		\$2,673.50
Invoice	3/15/22	3/15/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b>	<b>\$14,196.75</b>
Refer	0 XCEL ENERGY	-		
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE CITY HALL		\$1,210.01
Invoice	771207449	3/11/2022		
Cash Payment	E 101-41800-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE COMM CTR		\$265.61
Invoice	771207449	3/11/2022		
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	FEB 2022 ELECTRIC SERVICE CIVIL DEFENSE		\$12.23
Invoice	771207449	3/11/2022		
Cash Payment	E 101-42000-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE PUBLIC WORKS		\$488.32
Invoice	771207449	3/11/2022		
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	FEB 2022 ELECTRIC SERVICE TRAFFIC SIGNALS/STREET LIGHTS		\$2,373.86
Invoice	771207449	3/11/2022		
Cash Payment	E 101-42350-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE PARKS		\$639.11
Invoice	771207449	3/11/2022		

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## Payments

Current Period: MARCH 2022

Cash Payment	E 601-49400-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE PARK WELL HOUSE	\$37.73
Invoice 771207449	3/11/2022		
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE LIFT STATIONS	\$878.41
Invoice 771207449	3/11/2022		
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	FEB 2022 ELECTRIC SERVICE GATEWAY SIGN	\$229.49
Invoice 771207449	3/11/2022		
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	FEB 2022 ELECTRIC SERVICE NON-RECURRING CREDIT	-\$2.21
Invoice 771207449	3/11/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b> \$6,132.56
Refer	0 SUN LIFE FINANCIAL	Ck# 002549E 3/24/2022	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 LTD/STD PREMIUMS PD	\$289.45
Invoice 3/17/22	3/17/2022		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 LTD/STD PREMIUMS ADMIN	\$184.23
Invoice 3/17/22	3/17/2022		
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 LTD/STD PREMIUMS P/Z	\$21.84
Invoice 3/17/22	3/17/2022		
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD/ST	APRIL 2022 LTD/STD PREMIUMS PW	\$71.25
Invoice 3/17/22	3/17/2022		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	APRIL 2022 LTD/STD PREMIUMS	\$45.49
Invoice 3/17/22	3/17/2022		
Transaction Date	3/24/2022	PREMIER CHECKIN 10100	<b>Total</b> \$612.26

## Fund Summary

## 10100 PREMIER CHECKING

101 GENERAL FUND	\$55,205.36
110 CIP EQUIPMENT	\$5,579.66
115 POLICE DONATIONS/EXPENSES	\$532.04
130 PAVEMENT MANAGEMENT	\$103.00
204 TROLLEY	\$34.63
240 CABLE GRANTS	\$241.34
412 2022 Alley Project	\$8,549.00
601 WATER FUND	\$20,486.57
602 SEWER FUND	\$37,261.55
604 STORM WATER FUND	\$3,357.75
	<hr/>
	\$131,350.90

Pre-Written Checks	\$17,181.76
Checks to be Generated by the Computer	\$114,169.14
Total	<hr/>
	\$131,350.90

Mark your calendar and grab your old stuff for the

# Osseo Clean Up Event

**Saturday, April 16, 2022, 8 a.m. - noon**

FOR RESIDENTS ONLY - valid driver's license with Osseo address is required.

**PUBLIC WORKS parking lot**  
**800 Broadway Street East**



Dispose of computers, general household, unusable furniture, appliances, recycled metal, bundled/bagged yard waste, tires, and more.

Randy's Environmental Services will be on hand to collect and dispose of items dropped off, for a fee. For a list of chargeable items go to [www.DiscoverOsseo.com](http://www.DiscoverOsseo.com). Additional items can be negotiated with Randy's.

**Questions? Call Public Works at 763-425-5741.**

## **Commission Members Needed in 2022**

Are you interested in finding out more about city government? Osseo is seeking interested people to serve on local boards and commissions. These positions are available:

- Economic Development Authority (one vacancy, term expires 12/31/2025)
- Historical Preservation Committee

The City values leadership from service minded individuals. Citizens interested in filling these appointments are asked to submit a letter or statement of interest containing name, address, telephone number, email address, and any other pertinent background information. For more information, please go to [DiscoverOsseo.com/departments/city-council/boards-and-commissions](https://DiscoverOsseo.com/departments/city-council/boards-and-commissions).

Please send your letter of interest to City Clerk, 415 Central Avenue, Osseo, MN 55369. For more information, please call 763-425-2624.