



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, January 9, 2023
7:00 p.m., Council Chambers

MAYOR: DUANE POPPE | COUNCILMEMBERS: JULIANA HULTSTROM, HAROLD E. JOHNSON, MARK SCHULZ, ALICIA VICKERMAN

1. **Call to Order**
2. **Oaths of Office** – Mayor Duane Poppe, Councilmembers Mark Schulz & Juliana Hultstrom
3. **Roll Call** [quorum is 3]
4. **Pledge of Allegiance**
5. **Approval of Agenda** [requires unanimous additions]
6. **Consent Agenda** [requires unanimous approval]
 - A. Receive EDA Minutes of December 12, 2022
 - B. Approve Council Minutes of December 12, 2022
 - C. Accept IRS Mileage Rate of 65.5 Cents for 2023 Business Miles Driven
 - D. Consider Statutory Tort Limits for City's Liability Coverage in 2023
 - E. Receive November Hockey Association Gambling Report
 - F. Receive December Building Report
 - G. Approve Hire of Police Reserve Officer Shawn Muschik
 - H. Approve Police Training List for 2023
7. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
8. **Special Business**
 - A. Support a Respectful Workplace (Resolution)
 - B. Approve Tobacco License for The Gr8 Vape LLC dba The Gr8 Vape
 - C. Accept Donations (Resolution)
9. **Public Hearings**
10. **Old Business**
11. **New Business**
 - A. Approve 2023 Official Council Appointments (Resolution)
 - B. Approve 2023 Citizen Appointments (Resolution)
 - C. Approve 2023 City Appointments and Designations (Resolution)
 - D. Summary of Closed Session on December 12, 2022
 - E. Approve Accounts Payable
12. **Administrator Report**
13. **Council and Attorney Reports**
14. **Announcements**

City Hall Closed Martin Luther King Jr. Day, Monday, January 16
Commission Members Needed
15. **Adjournment**

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.



OATH OF OFFICE

I, Duane Poppe, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Mayor of the City of Osseo, Minnesota, to the best of my judgment and ability, so help me God.

Dated: January 9, 2023

Duane Poppe

Witness:



OATH OF OFFICE

I, Juliana Hultstrom, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Councilmember of the City of Osseo, Minnesota, to the best of my judgment and ability, so help me God.

Dated: January 9, 2023

Juliana Hultstrom

Witness:



OATH OF OFFICE

I, Mark Schulz, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Councilmember of the City of Osseo, Minnesota, to the best of my judgment and ability, so help me God.

Dated: January 9, 2023

Mark Schulz

Witness:

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
December 12, 2022**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, December 12, 2022.

Members present: Teresa Aho, Deanna Burke, Harold E. Johnson, Ashlee Mueller, Kenny Nelson, Duane Poppe, and Larry Stelmach.

Members absent: None.

Staff present: Executive Director Riley Grams, City Attorney Mary Tietjen, Financial Consultant Gary Groen, and Dan Tinter, Ehlers & Associates.

Others present: Frank Ruzicka, City Resident; Karen Ruzicka, City Resident

2. APPROVAL OF AGENDA

A motion was made by Mueller, seconded by Aho, to approve the Agenda as presented. The motion carried 7-0.

3. APPROVAL OF MINUTES – NOVEMBER 14, 2022

A motion was made by Stelmach, seconded by Mueller, to approve the minutes of November 14, 2022, as presented. The motion carried 7-0.

4. MATTERS FROM THE FLOOR

Frank Ruzicka, 12 6th St NE, expressed concern with the fact the residents at Realife were not notified about the Hall Sweeney project. He explained he has been attending meetings in order to learn more about this project. He noted he was not opposed to an apartment complex being built on this corner, but recommended some changes be made so traffic problems are not created along 6th Street. In addition, he recommended the trash collection not occur on the street. He commented further on how the construction traffic would impact the neighboring properties.

5. PUBLIC HEARINGS – None

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

Johnson questioned how the Hall Sweeney overages would be covered. Grams reported staff would be asking Hall Sweeney to cover the overages.

Johnson requested an update on the Murdock payment. City Attorney Tietjen provided the EDA with an update on this matter.

A motion was made by Johnson, seconded by Aho, to approve the Accounts Payable. The motion carried 7-0.

7. OLD BUSINESS

A. APPROVE 2023 EDA BUDGET

Grams stated each year, the EDA sets their own fiscal budget for the following year. The budget is usually approved during the last meeting of the year in December. Staff reviewed the proposed EDA budget for 2023 in further detail. It was noted the EDA discussed the first draft of the 2023 budget at the November 14 meeting. No changes were recommended at that meeting, and Grams stated he had not been approached by any EDA members after the November 14 meeting to present potential modifications to the 2023 EDA budget. The EDA should discuss the final 2023 budget and direct Staff accordingly. A motion should be made to approve the 2023 EDA budget.

Nelson expressed concern with the fact the fund balance was decreasing every year. Grams discussed the manners in which the EDA receives revenues to replenish the fund balance.

Johnson asked if the EDA was able to take 10% from the TIF to be used for incurred expenditures. Dan Tinter, Ehlers & Associates, explained TIF laws allow a City to recoup a certain percentage of dollars, up to 10% for demonstrated administration costs from a TIF district.

Johnson supported Staff investigating if administrator fees could be recouped for the City's TIF districts.

A motion was made by Johnson, seconded by Mueller, to approve the 2023 EDA budget. The motion carried 7-0.

8. NEW BUSINESS

A. HALL SWEENEY DEVELOPMENT UPDATE

Dan Tinter, Ehlers & Associates, provided the EDA with an update on the Hall Sweeney development. He explained Staff has been working since 2021 to redevelop parcels within the 600 block of Central Avenue. He reported last month Staff met with the developer and learned that due to the increased cost of borrowing, the developer has opted to put the project on pause. He indicated the developer remains committed to the project, but would

like to wait to see what happens in the economy. He noted the developer plans to revisit the project in the first or second quarter in 2023.

Burke explained banks are anticipating a severe recession will occur in 2023. Should this happen, she questioned how this would affect the Hall Sweeney project. Mr. Tinter stated the project would have to be reevaluated in order to better understand the financials.

Burke commented there was a fear housing values would crash in the coming year like they did in 2008. She asked how this would impact TIF payments. Mr. Tinter discussed how TIF values were agreed upon by both parties and after completion the City would enter into a pay-as-you-go note. He reported after the pay-as-you-go note was in place, there was no further obligation from the City or EDA. He explained the developer would only receive TIF that comes from the property, regardless of the value and the City would not be responsible for any gap in the note.

Burke inquired what kind of collateral was placed on a TIF loan so as not to be a burden on Osseo taxpayers. Mr. Tinter reported collateral was not put in place, but rather a development agreement was signed for projects. He explained developers assume all risk for developments.

Burke stated she did not want taxpayers to be at risk, if there was an income loss. Mr. Tinter indicated there was no obligation for the City or the EDA with respect to backfilling for issues with a TIF project, rather the developer assumes all risk. He stated the increment is paid by the developer and would be returned to the developer at a later date.

Johnson commented on November 28 the Council held a public hearing and approved a spending plan for the TIF District No. 2-4. Included in the Resolution approved by the Council, it stated the EDA had approved a spending plan. He stated when he asked the City Attorney about the Resolution before its approval, her comment was that she did not prepare the EDA document. For this reason, he was the only no vote for the TIF spending plan. He reported before this year, the Council held the majority on the EDA and this was no longer the case. He discussed the efforts that had been put into the Hall Sweeney project over the past two years. He understood the project would now be put on hold and noted he would not be able to support the proposed spending plan because its presentation was not handled properly according to TIF law. In addition, he noted things could change in 2023 with respect to TIF law.

Nelson asked if the EDA would be billing Hall Sweeney for the overages that have occurred for their project. Grams explained the City would be asking for Hall Sweeney to cover the overages.

Nelson questioned if the property values had been set for the Hall Sweeney properties. Mr. Tinter reported the TIF plan includes values for pay 2022 but this has not yet been certified. He anticipated the values could be different in 2023.

B. AFFIRM CITY COUNCIL APPROVAL OF TIF SPENDING PLAN

Dan Tinter, Ehlers & Associates, stated on November 28 the Council conducted a public hearing and approved a spending plan for TIF District 2-4. He reported this district has \$470,000 in TIF available at the end of this year. He explained temporary transfer authority has been granted by the legislature in 2021 and these monies could be used for future economic or redevelopment purposes, so long as this activity occurs prior to December 31, 2025. After conversations with City Staff and the Council, the recommendation before the EDA was to approve the TIF District 2-4 spending plan.

Johnson questioned why the Council set up a spending plan prior to the EDA. He believed the EDA should have established the spending plan, prior to this matter being considered by the Council. Mr. Tinter stated it was his understanding that State law allows the Council to approve the spending plan prior to consideration by the EDA.

Burke asked if the \$470,000 was being proposed for the Hall Sweeney project. Mr. Tinter reported the draft term sheet included contributions from this spending plan as a part of the total financing package for the Hall Sweeney project.

Burke inquired who would be paid back for the \$470,000. Mr. Tinter discussed the terms proposed for this financing and noted the City would be paid back when Hall Sweeney receives a certificate of occupancy.

Burke questioned what assurances the Osseo taxpayers have that the \$470,000 would be repaid if the developer defaults. Mr. Tinter explained the \$470,000 was not construed as a loan, but rather would be a grant or subsidy for the project. He noted Hall Sweeney would receive the \$470,000 when the building was complete and after that the pay-as-you-go note would occur and payments would be received over time. He reported there would be obligations that would have to be met in order for the developer to receive the grant.

Burke inquired why the City would pay the developer \$470,000 without receiving any payment back. Mr. Tinter indicated the money would be viewed as an investment in the development as there would be an increase in the overall tax base for the City in the long term.

Poppe commented on the assessments for the 5 Central project noting the value of that property has increased from \$12 million to \$21 million, which meant the City was capturing the money faster.

Nelson stated if this spending plan were approved, would the EDA have a say in how the dollars are spent. Mr. Tinter reported the EDA was the TIF district authority, which meant any development agreement would be reviewed and approved by the EDA.

Nelson asked if the EDA could use this \$470,000 to subsidize low income housing. Mr. Tinter indicated the funds could be used in this manner if paid to a third party if done so before the end of 2025.

Nelson indicated he would like to see the City reinvesting these dollars in affordable housing versus being used as a grant for a developer. He questioned why the Hall Sweeney developer was requesting one-third of the funding for this project in TIF financing when the units would not be affordable. He stated he would support sending this money back to the County before he would support offering it as a grant to the developer. Mr. Tinter explained the action before the EDA was not to approve any payments to the developer, but rather was to adopt a spending plan that provides additional flexibility to the City moving forward. He indicated the spending plan was another tool in the toolbox and if the Hall Sweeney development were to move forward the City would have the option to use these funds.

Stelmach commented on how these funds would help make Osseo attractive to a future developer. He stated his vote to support the spending plan was to empower this body and was not to support a particular developer.

Johnson explained his concern with this matter was because two members discussed this item and it was not shared with the entire EDA until all of the background had been completed. He believed the Council stepped in and took authority away from the EDA regarding this matter. Because this matter was not properly disseminated, he would not be offering his support.

Stelmach asked who would approve the spending of the \$470,000. Mr. Tinter explained the EDA would not lose its power, but still had the ability to review and approve development agreements, which included the use of TIF dollars.

Stelmach reiterated that these funds are not about a project, but rather these funds would enable this body to assist a project at some later date.

Poppe explained the spending plan would be a development tool for the EDA in order to drive development for some project in the future. He stated these funds were not tied to any one project. He clarified that taxpayers had not paid for these funds, but rather the properties within the district paid that money and these funds could be used to develop something in the future.

Nelson stated he was a no vote on this because he believed the funds were only being set aside for one project.

Stelmach noted it would take four members of the EDA to approve the use of these funds.

A motion was made by Stelmach, seconded by Mueller, to adopt EDA Resolution No. 2022-2, approving a Spending Plan for Tax Increment Financing District No. 2-4. The motion carried 4-3 (Burke, Johnson and Nelson opposed).

C. APPROVE REMOVAL OF BELL TOWER PARCELS FROM TIF 2-4

Dan Tinter, Ehlers & Associates, requested the EDA approve the removal of the Bell Tower parcels from TIF District No. 2-4. He reported in 2000 the EDA and City of Osseo created TIF District 2-4 which included a number of parcels. He noted the bonds for this district have

been paid off and 23 parcels can be released from the district. He explained if these 23 parcels were released by the end of 2022, they would be returned to the tax rolls for taxes payable in 2023, which would add \$199,600 in tax capacity to the City.

Nelson questioned when the bonds were paid off. Grams reported the last payment was made in February of 2022.

A motion was made by Nelson, seconded by Stelmach, to adopt EDA Resolution No. 2022-3, approving the elimination of parcels from Tax Increment Financing District No. 2-4 within Municipal Development District No. 2 in the City of Osseo. The motion carried 7-0.

D. REVIEW 2023 EDA CALENDAR

Grams stated the scheduled meetings for the Osseo Economic Development Authority for 2023 (please note that all EDA meetings will begin at 6:00 PM and be held in-person in the Council Chambers at Osseo City Hall unless otherwise notified) are as follows:

Monday, January 9, 2023
Monday, February 13, 2023
Monday, March 13, 2023
Monday, April 10, 2023
Monday, May 8, 2023
Monday, June 12, 2023
Monday, July 10, 2023
Monday, August 14, 2023
Monday, September 11, 2023
Tuesday, October 10, 2023
Monday, November 13, 2023
Monday, December 11, 2023

Grams reported Commissioner Stelmach will end his term on the Council and EDA Board. On-coming Councilmember Mark Schulz will likely take Commissioner Stelmach's seat on the EDA. Mayor Poppe won his reelection and will likely also stay on the EDA. Commissioner Deanna Burke's term does end in 2022, and if she would like to remain on the EDA she would need to submit a letter of interest to the Council for consideration. As always, the Commission will elect EDA Officers at the January meeting. Elections for the following positions will be conducted: EDA President, EDA Vice-President, EDA Secretary, EDA Treasurer, EDA Assistant Treasurer, and EDA Executive Director.

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

Grams thanked Commissioner Stelmach for his dedicated service on the EDA.

Grams wished all members Happy Holidays.

Nelson thanked Commissioner Burke and Commissioner Stelmach for their years of service to the City of Osseo.

Nelson wished everyone a Merry Christmas, Happy Holidays and Happy New Year.

Aho reported Small Business Saturday was a huge success this year. She thanked the public works department for all of their assistance at this event.

Poppe clarified for the record that he had no conflict of interest with the Hall Sweeney project, but rather had the best interests of the City at heart.

Stelmach thanked everyone that he has served with over the years and wished everyone Happy Holidays. He stated it has been a privilege and honor to serve on behalf of the City of Osseo.

10. ADJOURNMENT

A motion was made by Johnson, seconded by Aho, to adjourn at 7:18 p.m. The motion carried 6-1 (Stelmach opposed).

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
December 12, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:26 p.m. on Monday, December 12, 2022.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelsen, Financial Consultant Gary Groen, Police Officer Matthew Peterson, Dan Tinter, Ehlers & Associates; and City Attorney Mary Tietjen.

Others present: Karen Ruzicka, City Resident; Frank Ruzicka, City Resident.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

A motion was made by Hultstrom, seconded by Stelmach, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Approve November 28 Work Session Minutes
- B. Approve November 28 Council Minutes
- C. Receive November 21 Planning Commission Minutes
- D. Approve 2023 Council, EDA and Planning Commission Meeting Schedule
- ~~E. Approve 2023 Wage Increase for City Staff~~
- F. Approve 2023 Pawn License for Osseo Pawn LLC
- G. Approve 2023 Agreement with Minute Maker Secretarial Services
- H. Accept Resignation of Firefighter Andrew Larkins
- I. Approve Hire of Rink Attendants – Nicholas Norma, Jacob Wills, Carter Schulz, and Jack Goldsmith
- J. Approve Hire of Seasonal Public Works Snow Removal – Ed Columbus
- K. Receive November Building Report
- ~~L. Approve Community Center Weekly Event Rental and Fee Waiver for Ardenza String Academy – January through June 2023~~
- M. Approve Community Center Weekly Rental for BNI Northwest Suburban – January through April 2023

- N. Receive November American Legion Gambling Report
- ~~O. Accept Resignation of Full Time Police Officer Anthony Mortinson~~
- P. Receive November Fire Gambling Report
- Q. Receive November Fire Activity Report
- R. Accept Resignation of Firefighter Pat Lundgren
- S. Receive November Lions Club Gambling Report

Hultstrom requested Items E, L and O be pulled for further discussion.

A motion was made by Hultstrom, seconded by Johnson, to remove items E, L and O from the Consent Agenda for further discussion. The motion carried 5-0.

A motion was made by Hultstrom, seconded by Johnson, to approve the Consent Agenda as amended. The motion carried 5-0.

- E. Approve 2023 Wage Increase for City Staff

Hultstrom stated she was concerned about the proposed wage increases. She reported she could not vote to support these increases when the part-time workers were making more than the firefighters.

A motion was made by Hultstrom, seconded by Johnson, to deny the 2023 Wage Increase for City Staff.

Stelmach explained he appreciated Councilmember Hultstrom's concerns. He supported the wage increases being approved directing the Council to revisit this matter in January of 2023.

Hultstrom reported the Council and PSAC discussed this matter several times throughout 2022 and she did not support the wage increases moving forward.

Stelmach stated the Council could have discussed wage increases at a worksession meeting prior to this item coming before the Council for approval but this did not happen. He indicated he still supported this item moving forward with further discussion being held in 2023. Grams explained Councilmember Hultstrom had discussed increased rates for the fire department members and this was incorporated in the budget based on the recommendations of the Fire Chief.

Hultstrom asked if this included a COLA for the firefighters. Grams reported a COLA was not included, but rather a reset or adjustment was made to keep the firefighter position competitive in the metro area. He noted these numbers move the Osseo Fire Department to the middle versus being on the low end.

Hultstrom indicated she did not support the City paying some of the part-time positions above what the firefighters receive in pay. She believed the Council had to start taking its firefighters seriously, noting Council accepted the resignation of two firefighters at this meeting.

Vickerman questioned what other action could be taken because if this was not approved, and if the firefighters would still be paid the old rates.

Stelmach stated this was why he supported the wage increases being approved with the thought there would be additional discussion regarding the pay rates in January.

Johnson indicated the Council has to act on this because the Council has a budget to approve.

Poppe agreed noting the numbers within the budget were based on the proposed wage increases.

Johnson believed the fireman were not getting enough pay and he agreed they were deserving of more.

Stelmach stated the City Administrator was given no fore warning to rework the budget.

Hultstrom questioned if it was possible to revisit the rates and make it retroactive in January. Grams reviewed the options available to the Council stating the Council could approve the fire fighter pay with a slight increase. He explained another option would be to increase the number and use contingency funds to cover the expense.

Hultstrom reported the fire fighters have had their yearly evaluations and she would like to see the firefighters pay go up \$2 per hour. Otherwise, she believed there was a problem and she would not be able to support the wage increases.

Vickerman stated she agreed with the spirit of the increase, but she understood there were implications on the 2023 budget. Grams estimated the \$2 per hour increase would impact the contingency fund by \$13,000 to \$15,000.

Johnson reported even with this increase, the final levy would come in under the preliminary levy. He stated he would be willing to support the \$2 per hour increase for the fire fighters.

The motion failed 0-5.

A motion was made by Hultstrom, seconded by Stelmach, to approve the 2023 Wage Increase for City Staff with a \$2 per hour wage adjustment for the paid on call fire fighters, captain, lieutenant, and chief 1 and 2. The motion carried 5-0.

- L. Approve Community Center Weekly Event Rental and Fee Waiver for Ardenza String Academy

Hultstrom stated she was sympathetic that this was an organization that allowed children to play music. However, this was a Champlin business seeking a waiver which would take away a revenue stream from the City of Osseo. She did not support the City giving away prime time use of the Community Center.

Stelmach agreed this made sense.

Johnson supported the City charging this organization the non-Osseo rate for use of the Community Center.

Stelmach agreed with Councilmember Johnson noting a precedent would be set if the Council were to waive the fee for this organization.

A motion was made by Johnson, seconded by Hultstrom, to deny the Community Center Weekly Event Rental and Fee Waiver request for Ardenza String Academy – January through June 2023. The motion carried 5-0.

O. Accept Resignation of Full-Time Police Officer Anthony Mortinson

Hultstrom thanked Officer Mortinson for his tremendous service to the City of Osseo over the past 16 years. While she didn't want to see him go, she wished him all the best in the future.

A motion was made by Hultstrom, seconded by Stelmach, to accept the resignation of Full-Time Police Officer Anthony Mortinson. The motion carried 5-0.

6. MATTERS FROM THE FLOOR

Karen Ruzicka, 12 6th Street NE, reported she just sat through the EDA meeting. She asked for clarification on the spending plan that was approved for TIF District 2-4. She questioned who would be appointed to the EDA after Councilmember Stelmach's term ended.

Grams explained the EDA was comprised of three of the five Councilmembers. He indicated if a Councilmember wants to serve on the EDA, they are appointed and the remaining members are business members or residents in Osseo. He commented further on the TIF spending plan that was approved by Council noting this was action was affirmed by the EDA this evening.

7. SPECIAL BUSINESS

A. UPDATE ON HALL SWEENEY DEVELOPMENT

Dan Tinter, Ehlers & Associates, provided the Council with an update on the Hall Sweeney development. He explained Staff has been working since 2021 to redevelop parcels within the 600 block of Central Avenue. He reported last month Staff met with the developer and learned that due to the increased cost of borrowing, the developer has opted to put the project on pause. He indicated the developer remains committed to the project, but would like to wait to see what happens in the economy. He noted the developer plans to revisit the project in the first or second quarter in 2023.

Vickerman questioned what options would be available to the City if this project did not move forward. Mr. Tinter explained a TIF District was created by the City and this TIF District could move forward with another development were to come forward.

Stelmach commented on how the actions taken by the EDA had created additional tools that would be available to assist for the redevelopment of this property.

Hultstrom asked how long the City had to spend the dollars available in the spending plan. Mr. Tinter reported the City had until December 31, 2025 to spend these dollars on a redevelopment project.

B. AFFIRM ECONOMIC DEVELOPMENT AUTHORITY REMOVAL OF BELL TOWER PARCELS FROM TIF 2-4

Dan Tinter, Ehlers & Associates, requested the Council affirm the actions of the EDA removing the Bell Tower parcels from TIF District No. 2-4. He reported in 2000 the EDA and City of Osseo created TIF District 2-4 which included a number of parcels. He noted the bonds for this district have been paid off and 23 parcels can be released from the district. He explained if these 23 parcels were released by the end of 2022, they would be returned to the tax rolls for taxes payable in 2023, which would add \$199,600 in tax capacity to the City.

A motion was made by Stelmach, seconded by Vickerman, to adopt Resolution No. 2022-68, affirming the elimination of parcels from Tax Increment Financing District No. 2-4 within Municipal Development District No. 2 in the City of Osseo. The motion carried 5-0.

C. THANK YOU 2022 VOLUNTEERS

Grams read a statement in full for the record thanking all of the volunteers who served the community in 2022 for working to make all lives in Osseo better every day.

Stelmach thanked all of the residents in Osseo that help shovel out their neighbors.

D. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Realife Cooperative of Osseo	\$195	Minidazzle

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2022-69, accepting a donation from Realife Cooperative of Osseo. The motion carried 5-0.

8. PUBLIC HEARINGS

A. 2023 TRUTH IN TAXATION PUBLIC HEARING

Grams reviewed the 2023 budget and tax levy in detail with the Council. He discussed what determines the City portion of property taxes, which was the change in the value of a property along with the change in the effective city tax rate. He commented on how property values were on the rise in Osseo and homes were selling at an all time high. He discussed the change in the City's tax capacity rate and stated he was proud of all of the work the Council has been doing to improve the tax base. Staff described how

property taxes were divided between the City, County and other taxing jurisdictions. He requested the Council hold the Truth in Taxation hearing and take comments from the public.

A motion was made by Stelmach, seconded by Vickerman, to open the Truth in Taxation Public Hearing at 8:28 p.m. The motion carried 5-0.

A motion was made by Johnson, seconded by Hultstrom, to close the Truth in Taxation Public Hearing at 8:29 p.m. The motion carried 5-0.

9. OLD BUSINESS – None

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF DECEMBER 12, 2022

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the 2023 EDA budget, received an update on the Hall Sweeney Development project, affirmed the City Council's approval of the TIF Spending Plan, and removed the Bell Tower parcels from TIF District 2-4.

A motion was made by Johnson, seconded by Vickerman, to Confirm the EDA Actions of December 12, 2022. The motion carried 5-0.

B. APPROVE HIRE OF FULL-TIME POLICE OFFICER MATTHEW PETERSON

Police Chief Mikkelsen stated on the agenda this evening was the resignation of Officer Mortinson, which leaves a vacancy for a Full-Time Police Officer. Matthew Peterson has been involved in our last two full-time officer interview processes. He has passed the interview, background, psych, and medical processes. He comes to the City with experience in private armed security and has some Osseo connection since he currently works at the Osseo Gun Club. He introduced Matthew Peterson to the Council and requested the proposed hiring be approved.

A motion was made by Vickerman, seconded by Stelmach, to approve the hire of Matthew Peterson as Full-Time Police Officer.

Hultstrom stated it was with great pleasure she would be supporting this motion.

The motion carried 5-0.

C. APPROVE 2023 FEE SCHEDULE

Grams stated Staff has reviewed the fee schedule for 2023. He commented on the updates and proposed changes within the fee schedule and recommended approval.

A motion was made by Hultstrom, seconded by Vickerman, to approve the 2023 Fee Schedule.

Johnson asked if the late fee charge of 10% per month for utility bills was allowed. Grams explained this was allowed and noted there was a cap of \$30. City Attorney Tietjen reported this was a typical percentage for late payments.

Johnson explained the deposit for the Community Center was refundable, minus cleaning expenses. Grams reported this was the case and noted this information was clearly spelled out in the rental application for the Community Center.

Johnson requested further information regarding the rental inspection fees being charged by the City. Grams reviewed the rates being charged by the City for duplex, triplex and larger multi-family units.

The motion carried 5-0.

D. DESIGNATE POLLING PLACE FOR ELECTION PRECINCT

Grams stated Minnesota Statutes Section 204B.16 states that by December 31 of each year the governing body of each city must designate by ordinance or resolution a polling place for each election precinct. Osseo has one voting precinct, the Osseo Community Center. This is done annually even if Osseo doesn't anticipate having an election.

A motion was made by Hultstrom, seconded by Johnson, to adopt Resolution No. 2022-70, designating polling place for election precinct. The motion carried 5-0.

E. ADOPT 2023 CITY BUDGET AND TAX LEVY

Grams stated after Staff recommendations, Council Budget and Finance Committee recommendations, Council member recommendations and comments from Osseo taxpayers, Staff was pleased to present the 2023 City Budget and Tax Levy for approval. The 2023 City Budget shows a fully balanced budget between expenditures and revenues. Staff reviewed the proposed expenditures and revenues for 2023 in further detail, noting adjustments would be made to take into consideration the increase in pay that was approved for Osseo fire fighters and recommended approval of the 2023 budget and tax levy.

Johnson stated he was concerned with what the cash balance would be at the end of 2023 with the proposed budget and if the City would be meeting the 40% fund balance. Groen estimated the City would come out with a balanced budget or slightly to the positive side for 2022. He commented on how the State was discussing how to use their surplus and noted LGA was being considered. He reported he was comfortable with the numbers as presented noting the fund balance was projected to be around 37%.

Hultstrom stated if Staff was comfortable with these numbers, she would be offering her support.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2022-71, approving the 2023 City Budget and General Tax Levy with the amended fire pay. The motion carried 5-0.

A motion was made by Johnson, seconded by Hultstrom, to adopt Resolution No. 2022-72, approving the 2023 Debt Service Levies. The motion carried 5-0.

F. CLOSED SESSION – CITY ADMINISTRATOR PERFORMANCE EVALUATION

City Attorney Tietjen reported the Council would be meeting in Closed Session in order to conduct a performance evaluation for the City Administrator pursuant to Minnesota Statutes Section 13D.05, Subd. 3(a). It was noted a summary of this meeting will be given at the first meeting of the City Council in January of 2023.

A motion was made by Vickerman, seconded by Hultstrom, to recess to a Closed Session at 8:50 p.m. The motion carried 5-0.

Poppe reconvened the Council meeting at 10:06 p.m.

A motion was made by Vickerman, seconded by Stelmach, to modify the merit increase for City Administrator Grams to 3%. The motion carried 3-2 (Hultstrom and Johnson opposed).

G. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked the City Council for supporting the 2023 budget.

Grams thanked Officer Tony Mortinson for his incredible service to the City of Osseo over the years and wished him all the best.

Grams thanked Councilmember Stelmach for his almost 10 years of dedicated service to the City on the Council and various committees.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen reported the Council would be addressing THC/edibles in January or February of 2023.

Hultstrom thanked the Council for understanding her concerns regarding the fire fighter pay and for supporting a pay increase.

Hultstrom thanked Officer Mortinson and Firefighters Larkins and Lundgren for their service to the community.

Hultstrom stated it has been an honor serve alongside Councilmember Stelmach and thanked him for his service to the City of Osseo.

Johnson indicated he was sorry to see Officer Mortinson leaving the community and thanked him for his wonderful service to the community.

Johnson explained he came onto the Council at the same time as Councilmember Stelmach. He stated he respected his opinions and thanked him for his service to the City.

Vickerman thanked Officer Mortinson for his tremendous service to the community and wished him all the best in the future.

Vickerman noted she spent several days working in the holiday shop at Elm Creek Elementary School. She wished everyone in the community happy holidays.

Vickerman thanked Councilmember Stelmach for his dedicated service to the City and for sharing his insights with the community.

Stelmach wished everyone Happy Holidays and a Happy New Year. He stated he was so happy to see the Minidazzle event being held this year because this was a great community building event.

Stelmach thanked Officer Mortinson for his service to the community and wished him all the best in his new position. He welcomed Officer Peterson to the City of Osseo.

Stelmach thanked the City of Osseo and its residents for allowing him to serve this great community for the past nine years.

Poppe thanked Councilmember Stelmach and Officer Mortinson for being great assets to the community, noting both would be greatly missed.

13. ANNOUNCEMENTS

Poppe encouraged residents to drop off a new, unwrapped toy for the Toys for Tots Drive at the Osseo Police Department from November 14 through December 14.

Poppe reported the City was seeking commission members to serve the community in 2023.

Poppe explained City Hall would be closed on December 23 and December 26 for the Christmas Holiday. In addition, City Hall would be closed on December 30 and January 2 for the New Year's Holiday.

14. ADJOURNMENT

A motion was made by Stelmach, seconded by Hultstrom, to adjourn the City Council meeting at 10:22 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

IRS issues standard mileage rates for 2023; business use increases 3 cents per mile

IR-2022-234, December 29, 2022

WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.


These rates apply to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2023-03](#)  contains the optional 2023 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.



City of Osseo City Council Meeting Item

Agenda Item: Statutory Tort Limits for City's Liability Coverage 2023

Meeting Date: January 9, 2023

Prepared by: Katrina Jones, City Clerk

Attachments: LMC Liability Coverage – Waiver Form

For Consideration:

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

Background:

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

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

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

Liability coverage is more expensive if the city waives the limits; the cost difference is 3.5 percent of liability premium for members that choose to waive. Waiving the limit does not give the city better protection; the benefit is only to the party who is making a liability claim against the city. If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

Previous Action or Discussion:

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

City Goals Met By This Action:

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

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) not waive the standard coverage provided by the League of Minnesota Cities Insurance Trust and limit liability at \$500,000 per claim in 2023.

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

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

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

LMCIT Member Name: _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

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

1. Report for the month of Nov-22

2. Check as appropriate:

 x pulltabs

 x tipboards

3. Gross receipts 304,046

4. Expenses - total 293,404

Expenses itemized:

Compensation	<u>7,675</u>
Prizes	<u>262,540</u>
Pull tab games/taxes	<u>5,372</u>
Supplies/misc/payroll proc./storage	<u>1,305</u>
Combined receipts	<u>14,999</u>
Cash long/short	<u>638</u>
Rent	<u>875</u>

5. Profits 10,642

6. Distribution of profits (itemized)

Signed:

David Okeatham

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.

December 2022 - City of Osseo

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[illegible]



City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Police Reserve Officer Shawn Muschik

Meeting Date: January 9, 2023

Prepared by: Police Chief Shane Mikkelsen

Attachments: None

Policy Consideration:

Consider approving the hire of Shawn Muschik as Police Reserve Officer.

Background:

Shawn Muschik would like to return to our Reserve Program. Shawn was an Osseo Reserve from 2016 to 2018 and left in good standing. He was interviewed and backgrounded by our department and passed.

Budget or Other Considerations:

This is a volunteer position, and the reserve budget will cover uniforms.

City Goals Met By This Action:

Develop renewed teamwork and team spirit among City's leadership team.

Options:

The City Council may choose to:

1. Approve the the hire of Shawn Muschik as Police Reserve Officer;
2. Deny the hire of Shawn Muschik as a Police Reserve Officer.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Approve the the hire of Shawn Muschik as Police Reserve Officer.



City of Osseo City Council Meeting Item

Agenda Item: Approve Police Training List for 2023

Meeting Date: January 9, 2023

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: Types of Police Training

Policy Consideration:

Consider approving the attached list of 2023 types of training for the police department.

Background:

In agreement with the Council, attached is the list of training types for pre-approval for the police department.

Budget or Other Considerations:

The training budget has been set for the police department for 2023 at \$20,000.

City Goals Met By This Action:

The training will continue to give staff the necessary tools to do their jobs effectively and efficiently.

Options:

The City Council may choose to:

1. Approve the list of 2023 types of training for the police department;
2. Approve the list of 2023 types of training for the police department with noted changes/as amended;
3. Deny the list of 2023 types of training for the police department;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Approve the list of 2023 types of training for the police department.



Shane Mikkelson
Police Chief

Osseo Police Department

415 Central Avenue, Osseo, MN 55369-1195



Office 763-424-5444
Fax 763-424-4616
Emergency 911
Dispatcher 952-258-5321

To the Osseo City Council,

The list below consists of the types of training the Osseo Police Department most commonly attends. I want to submit this list to you for pre-approval so I may assign these types of training to the officers within the department.

- Leadership Development
- Law Enforcement Bike Patrol Training
- Interview and Interrogation Training
- Firearms Training
- Use of Force Training
- Implicit Bias/Cultural Diversity Training
- Crises Intervention and Mental Health
- Conflict Management and Mediation
- Active Shooter
- Traffic Enforcement/Investigations
- Emergency Vehicle Operation
- Pursuit Intervention Technique
- Crime Prevention
- Identity Theft
- Elder Abuse
- Report Writing
- Investigative development
- Emergency Medical Responder

- Less lethal/Taser
- Field reporting/traffic enforcement
- Crime scene management
- Mobile Field Force

Resolution No. 2023-1**RESOLUTION SUPPORTING A RESPECTFUL WORKPLACE**

WHEREAS, the City of Osseo is committed to promoting a positive work environment in which all employees, volunteers, applicants, contractors/vendors, commissioners, appointed officials, elected officials, and members of the public are treated with respect and dignity; and

WHEREAS, this Council holds itself, its appointed officials, commissioners, contractors/vendors, volunteers, applicants, and employees to a high standard of conduct; and

WHEREAS, the City seeks to provide a professional atmosphere where personal and professional excellence is fostered; and

WHEREAS, the City finds effective policy and procedures, coupled with respectful workplace training, will assist in preventing harassment and supporting individuals who believe they are being harassed to come forward, and ensure a problem is addressed quickly and effectively; and

WHEREAS, discrimination and harassing behaviors disrupt the workplace, are often unlawful, and detract from the productivity and effectiveness of city staff and officials in conducting the important work we do on behalf of our residents; and

WHEREAS, it is the City's expectation if someone is being harassed, he or she will be supported and treated with respect and the inappropriate behavior will be addressed; and

WHEREAS, the City will provide a reporting process and a means to address discrimination and harassment; and

WHEREAS, harassing workplace behaviors will not be tolerated, nor will retaliation for reporting a complaint or for participating in an investigation;

NOW, THEREFORE, BE IT RESOLVED by the City of Osseo, Hennepin County, Minnesota, as follows: this Council supports a respectful workplace culture and will work to create a harassment-free environment for all employees, volunteers, applicants, contractors/vendors, elected officials, appointed officials, commissioners, and members of the public in the city.



City of Osseo City Council Work Session Item

Agenda Item: Approve Tobacco License for The Gr8 Vape LLC

Meeting Date: January 9, 2023

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Consider approving a new tobacco license for The Gr8 Vape LLC dba as The Gr8 Vape.

Background:

Josh Haron, owner and manager, submitted an application for a new tobacco license for The Gr8 Vape LLC dba The Gr8 Vape located at 229 1st Ave NE. He has indicated that it will be a retail store that sells vapes and tobacco products, with the intention to specialize in THC products. He has been informed of the THC moratorium that is currently in place.

Staff has collected prorated fees per city code for the remainder of the license period which is June 30, 2023. The Police Department has conducted a background investigation.

The Council should allow for public comment to consider approval of the tobacco license for The Gr8 Vape LLC.

City Goals Met By This Action:

Ensure City's continued financial stability.

Maintain as low a tax rate as possible.

Options:

The City Council may choose to:

- 1) Approve the new tobacco license for The Gr8 Vape LLC, with prorated fees for six months;
- 2) Deny approval of the new tobacco license for The Gr8 Vape LLC;
- 3) Table for additional information.

Recommendation/Action Requested:

Staff recommends the City Council chose option 1) Approve the new tobacco license for The Gr8 Vape LLC, with prorated fees for six months.

Resolution No. 2023-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



City of Osseo City Council Meeting Item

Agenda Item: Approve 2023 Official Council Appointments (Resolution)

Meeting Date: January 9, 2023

Prepared by: Riley Grams, City Administrator

Attachments: Council Committee Descriptions
Resolution

Policy Consideration:

Consider appointing Council members to various boards, committees, and other appointments.

Background:

Each year the City Council should discuss the to various appointments to Council committees and other boards. I recently sent an email to the full Council asking for Council preferences to the committees and boards, and included a short description for each. Councilmembers were very much encouraged to respond to my email with their preferences.

The City Council should consider appointments, discuss them, and motion to appoint Council members to the various boards, committees and other appointments via the attached Resolution.

As a refresher, here were the Council appointments for 2022:

Council Appointments

Acting Mayor
Alternate Acting Mayor
Economic Development Authority

Fire Relief Association
Historical Preservation Committee
Shingle Creek & West Mississippi Watershed
Management Commissions
Weed Inspector

Larry Stelmach
Juliana Hultstrom
Harold E. Johnson, Alicia Vickerman, Duane Poppe &
Larry Stelmach
Duane Poppe
Harold E. Johnson

Harold E. Johnson
Duane Poppe

Council Committee Appointments

Arts & Communications Committee
Budget & Finance Committee
Human Resources Committee
Intergovernmental Relations Committee
Parks & Recreation Committee

Juliana Hultstrom & Alicia Vickerman
Harold E. Johnson & Duane Poppe
Juliana Hultstrom & Alicia Vickerman
Juliana Hultstrom & Alicia Vickerman
Larry Stelmach & Alicia Vickerman

Public Safety Advisory Committee
Risk Management Committee

Larry Stelmach & Juliana Hultstrom
Larry Stelmach & Duane Poppe

Options:

The City Council may choose to:

1. Approve the attached Resolution appointing City Councilmembers to the various committee positions as stated;
2. Deny approval of the attached Resolution;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached Resolution appointing City Councilmembers to the various committee positions as stated.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

COUNCIL COMMITTEES

Arts & Communications Committee - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee participates in any art festivals or similar events.

- Promote creativity and the development of artistic works
- Promote the display of arts in public spaces
- Sponsor fine arts events in the community
- Encourage young people to express their artistic style
- Recognize people who have contributed to the arts
- Promote social media and other communications

Budget & Finance Committee - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee helps prepare the annual budget and review quarterly financial reports. The Committee is also involved with drafting the Financial Management Plan.

- Address Financial Management Plan and policies
- Address Capital Improvement Plan
- Discuss investment policies and oversight
- Discuss internal controls and audits
- Offer grants coordination
- Prepare annual budget

Human Resources Committee - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee oversees employee recruitment and hiring process, updates the pay equity plan, and helps prepare the City's Personnel Policy Manual.

- Review human resource policies
- Assist in recruitment and interview process
- Assist in organizational quality and effectiveness/job and employee evaluations
- Review federal and state employee safety measures
- Review pay equity/compensation reporting

Intergovernmental Relations Committee - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee represents the City (in addition to the Mayor) with other governmental bodies and agencies in the Osseo area and participates in North Metro Metropolitan Association activities and mutual aid.

- Communicate with the Osseo School Board
- Communicate with neighboring cities

- Contact with State legislators
- Contact with Hennepin County officials
- Contact with Watershed Districts
- Communicate with Metropolitan Council representative
- Consider proposed legislation of other bodies and agencies

Parks & Recreation Committee - two Councilmembers are appointed. Meetings are on an as-needed basis, but at a minimum quarterly. The Committee works with the Planning and Public Works Departments to discuss policy, plans, and programs related to parks and recreation and to make decisions regarding public recreational facilities and programs throughout the community.

- Engage community in parks and recreations opportunities
- Evaluate park facilities and recreational programming and their effectiveness
- Advise the Council on matters related to parks and recreation
- Recognize contributions to Osseo's recreational facilities and opportunities
- Includes five resident appointees

Public Safety Advisory Committee - two Councilmembers are appointed. Meetings are on an as-needed basis, but at a minimum quarterly. The Committee works with the Police and Fire Departments to discuss policy and make decisions regarding public safety throughout the City.

- Discuss policy and make decisions regarding public health and safety
- Engage community in public safety involvement
- Includes two business appointees, two resident appointees, Fire Chief, and Police Chief

Risk Management Committee - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee reviews insurance policies of the City and reviews workers' compensation claims. The Committee participates on the City Safety Committee and evaluates risk of various City activities.

- Inventory land, buildings, facilities, and equipment
- Consider loss control measures
- Review employee safety
- Review citizen safety and security

Resolution No. 2023-xx

**RESOLUTION ADOPTING 2023
OFFICIAL CITY COUNCIL APPOINTMENTS**

WHEREAS, it is the duty of City Council of the City of Osseo to make annual appointments for various positions representing the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2023:

Council Appointments

Acting Mayor	_____
Alternate Acting Mayor	_____
Economic Development Authority	_____
Fire Relief Association	_____
Historical Preservation Committee	_____
Shingle Creek & West Mississippi Watershed Management Commissions	_____
Weed Inspector	_____

Council Committee Appointments

Arts & Communications Committee	_____
Budget & Finance Committee	_____
Human Resources Committee	_____
Intergovernmental Relations Committee	_____
Parks & Recreation Committee	_____
Public Safety Advisory Committee	_____
Risk Management Committee	_____



City of Osseo City Council Meeting Item

Agenda Item: Approve 2023 Citizen Appointments

Meeting Date: January 9, 2023

Prepared by: Katrina Jones, City Clerk

Attachments: Commission Members Needed Announcement
Letters of Interest
Resolution

Background:

Citizen appointments are made each year to various boards/commissions/committees. Announcements have been made at the last Council meeting and included in the Council packet (refer to the Commission Members Needed article). The winter Osseo Outlook also included an article about upcoming openings.

Discussion:

Staff has attached Letters of Interest for this appointment and a resolution that indicates where appointments are needed. Staff also received two letters of interest for the watershed commissions.

Letters of Interest from:	Deanna Burke	for	Economic Development Authority
	Dee Bonn	for	Parks & Recreation
	Ralph Schroeder	for	Parks & Recreation
	Kenny Nelson	for	Planning Commission
	Ralph Schroeder	for	Planning Commission
	John Hultgren	for	Planning Commission
	Ashlee Mueller	for	Public Safety Advisory Committee
	Kenny Nelson	for	Public Safety Advisory Committee
	James Killmer	for	Historical Preservation Committee
	James Kelly	for	Shingle Creek and West Mississippi Watershed Management Commissions
	John Roach	for	Shingle Creek and West Mississippi Watershed Management Commissions

City Goals Met by This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

1. Adopt a resolution appointing citizens to the various boards/commissions/committees;
2. Table for additional information;
3. Continue posting available positions.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Adopt a resolution appointing citizens to the various boards/commissions/committees.

Commission Members Needed in 2023

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 (1 position for 6-year term)
- Parks & Recreation Committee (1 position for 3-year term)
- Planning Commission (2 positions for 3-year terms)
- Public Safety Advisory Committee (2 positions for 2-year terms)
[two resident appointees]
- Historical Preservation Committee (3 positions for 3-year terms)
(includes 2 vacancies)

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 about duties of these committees, please go to DiscoverOsseo.com/

Please send your letter of interest by January 4, 2023, to City Clerk, 415 Central Avenue, Osseo, MN 55369. For more information, please call 763-425-2624.

Economic Development Authority – Statement of Interest

December 14, 2022

Mayor Duane Poppe
415 Central Avenue
Osseo, MN 55369

Dear Mr. Poppe,

I am interested in continuing to serve on the Osseo EDA. As always, I continue to believe that participating in government at the local level is, by far, the most effective method to not only gain an accurate perspective on how the city functions, but also the most realistic way to directly participate in decisions that affect all the residents. As a homeowner in Osseo for almost 14 years, I'm deeply committed to the financial future of this city.

I enjoy being an active participant in the economic stability and prosperity of this community. Consequently, in addition to my personal and professional affiliations with members of the City Council and city staff, please also consider a few additional achievements, skills and personal interests of mine that are relevant to the duties and responsibilities inherent in an EDA commission position.

Community Contributions:

- Active member of the Planning Commission since 2014
- Election judge for every election since 2018
- Proud and grateful homeowner for 15 years

Financial/Economic Activities and Interests:

- Technical writer/data analyst for 36 years – worked with numerous multi-national, fortune 500 corporations
- Hold a Masters in International Business Management (MIM) degree from St. Thomas University – this program required half of all coursework to be completed in a foreign language (I chose German)
- Operate a small side business selling hand crafted, one-of-a-kind art collectibles (not a brick-and-mortar store but a profitable going concern since 1996, maintain valid Minnesota Tax ID and federal EIN)
- Subscribe to and read (cover to cover) various monetary and investment newsletters published by Mauldin Economics, Agora Financial, Oxford Club, Stansberry Digest, Wealth Press, etc. I read economic-related articles and publications daily to keep abreast of current political/economic events and trends

I believe I have been a productive member of the EDA and would like to continue. Indeed, it would be a pleasure to work with the council members and current EDA appointees.

Respectfully submitted,

Deanna Burke

December 14, 2022

To Mayor Poppe and Osseo Council:

I would like to submit my name to continue with the Osseo Parks and Recreation Committee. It is a committee that I have felt a strong bond with regarding fitness and recreation. As a life long resident of the city I would also love to be part of the planning and development of the Boerboom Park expansion. Thank you for considering me.

Dee Lynn Bonn

Katrina Jones

From:
Sent: Monday, January 2, 2023 9:16 AM
To: CityHall
Subject: Planning commission

I Kenny Nelson I am willing to continue to serve on the planning commission, and would be honored if the council chose appointment to a second term.

I'm also very interested in serving on the public safety committee. Public safety is a passion for me. I feel like I could bring a lot to the table on public safety.

Kenny Nelson

Sent from my iPhone

City Clerk, City of Osseo

Dec. 14, 2022

I recently read your notification of need for Commission members in the 2022 Winter issue of the Osseo Outlook. I believe serving on one of your commissions would be interesting and I believe valuable to the City of Osseo. I have served on several commissions in the City of New Berlin WI. were I live till 3 years ago when I move to Osseo to be closer to family.

I have included a copy of my resume describing my Educational and career history for your review. It may seem a bit dated but it is accurate to 2000. Since then I have been active with hobbies and volunteering, travel, children, etc.

If you believe I can be of service to the city I would like discuss with you serving on the Planning Commission, preferred, or the Park Commission, whichever is your greater need. I can be reached by phone at . My address is . I look forward to discussing the matter with you.

Sincerely Yours,

A handwritten signature in cursive script, appearing to read "Ralph J. Schroeder".

Ralph J. Schroeder

Mr Mayor,

I would like to express my intent to continue with my work on the Public Safety Advisory Committee. I look forward to learning more and providing insight to this committee.

Thank you,
Ashlee Mueller

In service,
Ashlee Mueller

Mayor Poppe,
I, James Lee Killmer would like to be considered for another 3 year term on the Historical
Preservation Committee.
Sincerely Yours,
James Killmer

James Kelly

1-3-23

Osseo, Mn 55369

City Clerk
Kathrina Jones

Re: Commissioner Appointments

1. Shingle Creek watershed management commission
2. West Mississippi watershed management commission

I, James Kelly, am willing to serve
3 year term. I will accept that Mn Stat
103B.277 Subd 2. will be made public.

I included agenda #11 for appointment,
I have attended meetings and
will represent Osseo's interest duly.

January 5, 2023

RE: Osseo City Planning Commission

Letter of Interest

Dear Mayor Poppe

I would like to express my interest in serving on the Osseo Planning Commission. I have been a resident of Osseo for the past 7 years. I am active in the Osseo-Maple Grove American Legion. Serving as the Chairmen of the board, Color Guard Commander, and 2nd Vice Commander.

James Hultgren

Osseo MN 55369

From: John R
Sent: Thursday, January 5, 2023 4:45 PM
To: Riley Grams <RGrams@ci.osseo.mn.us>
Subject: Shingle Creek Watershed Commissioner

Mr. Grams,

Thank you for reaching out to me. My three year term as the commissioner representing Osseo on the Shingle Creek /West Mississippi Watershed Commissions I believe is finished. I would be interested in serving as a commissioner representing Osseo for the next three year term. Please pass this along to the City Council for consideration. I greatly appreciate all of your hard work for the City. You do a fantastic job for the citizens of this community. You may not get many thank you's from those you serve or work for, but trust me when I say, we see how good you have been for this City.

Regards,
John

Resolution No. 2023-xx

RESOLUTION ADOPTING 2023 CITIZEN APPOINTMENTS

WHEREAS, it is the duty of Osseo City Council to make annual citizen appointments for various committees and commissions representing the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments are hereby made for the terms as noted:

Citizen Appointments

Historical Preservation Commission (three year terms)	_____
<i>(three positions available, one term expires 12/31/25;</i>	_____
<i>two vacancies, terms expire 12/31/2023 and 12/31/2024)</i>	_____
Parks & Recreation Committee (three year terms)	_____
<i>(one position available, term expires 12/31/25)</i>	
Planning Commission (three year terms)	_____
<i>(two positions available, terms expires 12/31/25)</i>	_____
Public Safety Advisory Committee (two year terms)	
<i>(two resident positions available, terms expire 12/31/25)</i>	_____

Shingle Creek and West Mississippi Watershed Management Commissions	
<i>(one position available, term expires 12/31/25)</i>	_____



City of Osseo City Council Meeting Item

Agenda Item: Approve 2023 City Appointments and Designations (Resolution)

Meeting Date: January 9, 2023

Prepared by: Riley Grams, City Administrator

Attachments: Resolution

Policy Consideration:

Consider approving the attached Resolution listing the City's appointments and designations for 2023.

Background:

Each year the City Council approves a Resolution that lists the City's appointments and designations. This includes consultant and other appointments, various designations, electronic funds transfers and all other financial designations.

Options:

The City Council may choose to:

1. Approve the attached Resolution adopting 2023 City appointments and designations;
2. Deny approval of the attached Resolution;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached Resolution adopting 2023 City appointments and designations.

Resolution No. 2023-xx

RESOLUTION ADOPTING 2023 CITY APPOINTMENTS AND DESIGNATIONS

WHEREAS, it is the duty of City Council of the City of Osseo to make annual appointments for various positions representing the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2021:

Consultant Appointments

Assessor – Hennepin County
Attorneys – Mary D. Tietjen (Kennedy & Graven) for Civil Services and Berglund, Baumgartner, Kimball and Glaser for Prosecution Services
Auditor – BerganKDV
Bond Counsel – Briggs & Morgan
Building Official – Metro West Inspection Services
Depositories – Premier Bank Osseo, Edward Jones, Institutional CD's Inc./ICD Securities, Inc., and Multi-Bank Securities, Inc. (MBS)
Electrical Inspector – Sloth Inspections, Inc.
Engineer – WSB
Financial Advisor – Ehlers
Financial Management Consultant – Gary Groen
Insurance Provider – City Country Agency/League of Minnesota Cities Insurance Trust
IT Services – Element Technologies
Secretarial Services - Minute Maker Secretarial, Inc.
Personnel Benefit Advisor – National Benefit Consultants
Rental Inspector – Rum River Consultants

Other Appointments

Assistant Weed Inspector – Chad Malmon
Data Practices Compliance Officer – Katrina Jones
Data Practices Responsible Authority – Riley Grams
Fire Relief Association – Riley Grams
Northwest Community Television Board of Directors – Riley Grams
Northwest Suburbs Cable Communications Commission – Riley Grams
Northwest Suburbs Cable Coordinators Committee – Karen Broden
Sewer Inspector – Nick Waldbillig
Zoning Administrator – Joe Amerman

Other Designations

Official Newspaper -- The Press

Electronic Funds Transfers delegated to City Accountant

Payroll Deductions and Benefits:

- Premier Bank - direct deposit of wages
- Federal, State, and Social Security/Medicare withholding
- Public Employees Retirement Association
- Minnesota State Retirement System deferred compensation & health care savings plan
- Public Employee Insurance Providers
- Aflac – supplemental disability provider
- SunLife Financial – long-term and short-term disability provider
- Further – health savings account
- ICMA – RC – deferred compensation

Other:

- Premier Bank Cardmember Services – credit cards and checking account
- Minnesota Department of Revenue – sales tax
- Merchant Services & Global Payments Integrated – credit card merchant services
- Tradewind Properties – property management
- Pitney Bowes - postage



City of Osseo City Council Meeting Item

Agenda Item: Summary of Closed Session Meeting from December 12

Meeting Date: January 9, 2023

Prepared by: Riley Grams, City Administrator

Attachments: None

Background:

The City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on December 12, 2022. Under the Minnesota Open Meeting Law, after a public body meets in a closed session to evaluate the performance of an employee, the body is required to summarize the conclusions at its next open meeting.

Therefore, the Council Human Resources Committee shall provide a short summary of the closed session meeting from December 12.

Recommendation/Action Requested:

Staff recommends the Council Human Resources Committee provide a short summary of the closed session meeting from December 12 regarding the performance evaluation of the City Administrator.



Osseo, MN

11 E

Pending Expense Approval Report

By Vendor Name

APPKT00105

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Action Fleet, LLC					
Action Fleet, LLC	I5608	PD SQUAD 221 SERVICE/LABO	Vehicle Repairs/Maintenance	101-41900-217	115.00
Vendor Action Fleet, LLC Total:					115.00
Vendor: Aspen Mills Inc					
Aspen Mills Inc	306006	OFD APPAREL C. STEARNS	Uniforms/Gear	101-41920-218	124.95
Aspen Mills Inc	306007	OFD APPAREL T DOMDEN	Uniforms/Gear	101-41920-218	300.45
Vendor Aspen Mills Inc Total:					425.40
Vendor: Axon Enterprise Inc.					
Axon Enterprise Inc.	INUS123597	PD 2021 TAZER BUNDLE/CARTRIDGES	Capital Outlay	110-41900-520	5,462.80
Vendor Axon Enterprise Inc. Total:					5,462.80
Vendor: Bond Trust Services Corp					
Bond Trust Services Corp	75994	General Obl. Bonds, Series 2014A	Redemption Of Bonds	301-47250-601	35,000.00
Bond Trust Services Corp	75994	General Obl. Bonds, Series 2014A	Interest On Bonds	301-47250-611	5,112.50
Bond Trust Services Corp	75996	General Obl. Street Reconst Bonds, Series 2015A	Redemption Of Bonds	305-47250-601	165,000.00
Bond Trust Services Corp	75996	General Obl. Street Reconst Bonds, Series 2015A	Interest On Bonds	305-47250-611	7,450.00
Bond Trust Services Corp	76927-PA	General Obl. Strt Recon Bond, Ser, 2015 Agent fee	Fiscal Agents Fees	305-47250-612	475.00
Bond Trust Services Corp	75997	General Obl. Bonds, Series 2016A	Redemption Of Bonds	306-47250-601	80,000.00
Bond Trust Services Corp	75997	General Obl. Bonds, Series 2016A	Interest On Bonds	306-47250-611	10,056.25
Bond Trust Services Corp	76928-PA	General Obl. Bond, Series 2016A Paying Agent Fee	Fiscal Agents Fees	306-47250-612	475.00
Bond Trust Services Corp	75999	General Obl. Bonds, Series 2017A	Redemption Of Bonds	308-47250-601	60,000.00
Bond Trust Services Corp	75999	General Obl. Bonds, Series 2017A	Interest On Bonds	308-47250-611	9,375.00
Bond Trust Services Corp	76930-PA	General Obl. Bonds, Series 2017A Paying/Bond Fees	Fiscal Agents Fees	308-47250-612	575.00
Bond Trust Services Corp	76000	General Obl. Bonds, Series 2018A	Redemption Of Bonds	309-47250-601	50,000.00
Bond Trust Services Corp	76000	General Obl. Bonds, Series 2018A	Interest On Bonds	309-47250-611	9,689.38
Bond Trust Services Corp	76931-PA	General Obl. Bonds, Series 2018A Paying Agent Fee	Fiscal Agents Fees	309-47250-612	475.00
Bond Trust Services Corp	76001	General Obl. Improvement Bonds, Series 2019A	Redemption Of Bonds	311-47250-601	40,000.00
Bond Trust Services Corp	76001	General Obl. Improvement Bonds, Series 2019A	Interest On Bonds	311-47250-611	6,052.50
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Redemption Of Bonds	313-47250-601	45,000.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Interest On Bonds	313-47250-611	7,150.00
Bond Trust Services Corp	76932-PA	General Obl. Bonds, Series 2020A Paying Agent fees	Fiscal Agents Fees	313-47250-612	475.00
Bond Trust Services Corp	75998	General Obl. Improv. Refunding Bonds, Series 2016	Redemption Of Bonds	365-47250-601	260,000.00
Bond Trust Services Corp	75998	General Obl. Improv. Refunding Bonds, Series 2016	Interest On Bonds	365-47250-611	27,000.00
Bond Trust Services Corp	76929-PA	General Obl Imp Refunding Bond 2016B Pay Agent Fee	Fiscal Agents Fees	365-47250-612	475.00

Pending Expense Approval Report

Packet: APPKT00105

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Bond Trust Services Corp	75993	General Obl Imp Bonds, Series 2012A	Redemption Of Bonds	371-47250-601	30,000.00
Bond Trust Services Corp	75993	General Obl Imp Bonds, Series 2012A	Interest On Bonds	371-47250-611	2,300.00
Bond Trust Services Corp	76925 - PA	Gen Obl. Imp. Bonds, Series 2012A Paying Agent Fee	Fiscal Agents Fees	371-47250-612	100.00
Bond Trust Services Corp	76009	Public Proj. Lease Revenue Bonds, Series 2014A	Redemption Of Bonds	395-47250-601	50,000.00
Bond Trust Services Corp	76009	Public Proj. Lease Revenue Bonds, Series 2014A	Interest On Bonds	395-47250-611	16,062.50
Bond Trust Services Corp	76935-PA	Public Proj. Lease Rev. Bonds, Series 2014A Fee	Fiscal Agents Fees	395-47250-612	100.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Bonds Payable	601-24000	39,780.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Bonds Payable	601-24000	5,000.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Interest On Bonds	601-49400-611	5,635.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Interest On Bonds	601-49400-611	575.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Bonds Payable	602-24000	5,000.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Bonds Payable	602-24000	121,500.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Interest On Bonds	602-49400-611	575.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Interest On Bonds	602-49400-611	17,205.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Bonds Payable	604-24000	18,720.00
Bond Trust Services Corp	76002	General Obl. Bonds, Series 2020A	Interest On Bonds	604-49400-611	2,650.00
Vendor Bond Trust Services Corp Total:					1,135,038.13
Vendor: Centerpoint Energy					
Centerpoint Energy	12/7/22	NOV 2022 Natural Gas Service	Natural Gas Service	101-41700-390	756.54
Centerpoint Energy	12/7/22	NOV 2022 Natural Gas Service	Natural Gas Service	101-41800-390	166.07
Centerpoint Energy	12/7/22	NOV 2022 Natural Gas Service	Natural Gas Service	101-42000-390	433.39
Centerpoint Energy	12/7/22	NOV 2022 Natural Gas Service	Natural Gas Service	101-42350-390	67.32
Centerpoint Energy	12/7/22	NOV 2022 Natural Gas Service	Natural Gas Service	602-49400-390	17.14
Vendor Centerpoint Energy Total:					1,440.46
Vendor: Citywide Service Corp - Towing					
Citywide Service Corp - Towin	64696	Stolen Auto 2013 Hyundai impound fee balance due	Operations	101-41900-211	158.03
Vendor Citywide Service Corp - Towing Total:					158.03
Vendor: Comcast					
Comcast	Dec. 27, 2022	JAN 2022 CH SERVICE	Telecommunications	101-41700-321	20.01
Comcast	12/24/22	NOV 2022 CH SERVICE	Telecommunications	101-41900-321	375.68
Comcast	Dec. 24, 2022	JAN 2023 PW SERVICE	Telecommunications	101-42000-321	182.48
Vendor Comcast Total:					578.17
Vendor: Create Construction, LLC					
Create Construction, LLC	12/13/22 WSB letter	Pay Voucher 4, 2021 Central Ave Reconstruction	Streetscape Project	130-42000-530	9,782.19
Vendor Create Construction, LLC Total:					9,782.19
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000218	Federal Tax	Federal Withholding	101-21701	12,675.84
Eftps - Fit And Fica	INV0000218	Medicare	Fica Withholding	101-21703	2,254.10
Eftps - Fit And Fica	INV0000218	Social Security	Fica Withholding	101-21703	3,830.20
Vendor Eftps - Fit And Fica Total:					18,760.14

Pending Expense Approval Report

Packet: APPKT00105

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Ehlers & Associates, Inc					
Ehlers & Associates, Inc	92613	2022 Utility Rate Study review/projections	Other Professional Services	604-49400-310	921.25
Vendor Ehlers & Associates, Inc Total:					921.25
Vendor: Emergency Apparatus Maintenance, Inc					
Emergency Apparatus Mainte	125927	OFD TOOL MOUNTING	Equipment	120-41920-570	2,388.34
Vendor Emergency Apparatus Maintenance, Inc Total:					2,388.34
Vendor: Further					
Further	INV0000214	Employee HSA	Employee H.S.A Contribution	101-21711	670.16
Vendor Further Total:					670.16
Vendor: Hennepin County Public Works					
Hennepin County Public Work	1000196242	NOV 2022 PW FUEL CHARGES	Fuel - Vehicle/Equipment	101-42000-216	992.02
Vendor Hennepin County Public Works Total:					992.02
Vendor: Hennepin County Sheriff					
Hennepin County Sheriff	1000196213	NOV 2022 BOOKING FEES	Incarceration Services	101-41900-316	335.85
Vendor Hennepin County Sheriff Total:					335.85
Vendor: IACP - Membership					
IACP - Membership	251950	2023 MEMBERSHIP DUES/DRES DUES	Dues/Membership	101-41900-255	240.00
Vendor IACP - Membership Total:					240.00
Vendor: Icma Retirement Corporation					
Icma Retirement Corporation	INV0000213	DFC - ICMA	Deferred Comp	101-21705	300.00
Vendor Icma Retirement Corporation Total:					300.00
Vendor: Jordan Consulting & Counseling					
Jordan Consulting & Counseli	7187	PD Mental Health check for Emer Svc workers (2)	Operations	115-41900-211	300.00
Jordan Consulting & Counseli	7335	PD Mental Health check for Emer Svc worker	Operations	115-41900-211	150.00
Vendor Jordan Consulting & Counseling Total:					450.00
Vendor: Kloster, Melissa					
Kloster, Melissa	20	DEC 2022 STRENGTH CLASS INSTRUCTION	Programming	101-42300-312	400.00
Vendor Kloster, Melissa Total:					400.00
Vendor: Law Enforcement Labor Services					
Law Enforcement Labor Servic	January 2023	JAN 2023 Osseo PD Local #182 Union Dues	Union Dues	101-21708	472.50
Vendor Law Enforcement Labor Services Total:					472.50
Vendor: Loffler Companies Inc					
Loffler Companies Inc	4236483	Admin copier usage charge	Office Operations	101-41110-201	1,205.20
Vendor Loffler Companies Inc Total:					1,205.20
Vendor: McNamara, Jody					
McNamara, Jody	Dec. 25, 2022	REFUND COMM CTR DAMAGE DEPOSIT 12/25/22	Community Center Deposits	101-22001	250.00
Vendor McNamara, Jody Total:					250.00
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	56831	PD VINYL BLINDS	Office Operations	101-41900-201	14.99
Menards - Brooklyn Park	56814	PW SAND BAGS	Snow Management	101-42000-250	4.99
Vendor Menards - Brooklyn Park Total:					19.98
Vendor: Metro Sales Inc					
Metro Sales Inc	INV219660	PW COPIER JAN 2023 CONTRACT LEASE CHARGE	Leases/Rentals	101-41900-410	78.88
Metro Sales Inc	INV2190590	PW 4Q22 USAGE & 1Q23 CONTRACT FEES	Operations	101-42000-211	83.90
Vendor Metro Sales Inc Total:					162.78

Pending Expense Approval Report

Packet: APPKT00105

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Mn Dept Of Labor/Industry					
Mn Dept Of Labor/Industry	4Q22	4Q22 BUILDING PERMIT SURCHARGE	Building Permit Surcharge	101-20801	68.98
Vendor Mn Dept Of Labor/Industry Total:					68.98
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000219	State Tax	State Withholding	101-21702	4,542.38
Vendor MN Department of Revenue Total:					4,542.38
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000215	DFC-MSRS (Empower)	Deffered Comp	101-21705	1,374.00
Msrs Dfc/Hcsp	INV0000216	Employee HSA	Hcsp	101-21712	1,062.47
Vendor Msrs Dfc/Hcsp Total:					2,436.47
Vendor: NAPA - Cottens Osseo					
NAPA - Cottens Osseo	300641	PW SHOP SUPPLIES	Operations	101-42000-211	36.11
NAPA - Cottens Osseo	282606	PW STARTING FLUID	Vehicle Repairs/Maintenance	101-42000-217	11.07
NAPA - Cottens Osseo	302272	PW OIL FILTER	Vehicle Repairs/Maintenance	101-42000-217	28.85
Vendor NAPA - Cottens Osseo Total:					76.03
Vendor: Nelson, Virginia					
Nelson, Virginia	12/18/22	REFUND COMM CNT DAMAGE DEPOSIT 12/18/22	Community Center Deposits	101-22001	250.00
Vendor Nelson, Virginia Total:					250.00
Vendor: North Memorial Health Care					
North Memorial Health Care	83Q-MZV-97W	OFD EMS & PROF EDUCATION TRNG B EVANS	Education/Meetings/Travel	101-41920-260	40.00
Vendor North Memorial Health Care Total:					40.00
Vendor: Osseo Economic Development Authority					
Osseo Economic Developmen	1/1/2023 G Groen email	Hall Sweeney	Cash	101-10100	10,000.00
Vendor Osseo Economic Development Authority Total:					10,000.00
Vendor: Pera					
Pera	INV0000217	PERA	Pera	101-21704	3,961.50
Pera	INV0000217	PEPFF	Pera	101-21704	7,950.48
Vendor Pera Total:					11,911.98
Vendor: Prime Advertising & Design					
Prime Advertising & Design	83915	JAN 2023 MONTHLY WEBSITE HOSTING	Software	101-41515-309	100.00
Vendor Prime Advertising & Design Total:					100.00
Vendor: Satellite Shelters, Inc.					
Satellite Shelters, Inc.	INV624821	WARMING HOUSE DROP/RENTAL 12/5/22 - 1/1/23	Operations	101-42350-211	1,772.50
Vendor Satellite Shelters, Inc. Total:					1,772.50
Vendor: Sloth Inspections Inc					
Sloth Inspections Inc	12/30/22	DEC 2022 ELECTRICAL INSPECTION SVCS	Electrical Inspections Payable	101-20221	284.00
Vendor Sloth Inspections Inc Total:					284.00
Vendor: Streicher's Inc.					
Streicher's Inc.	I1606400	PD S MIKKELSON UNIFORM/GEAR	Uniforms/Gear	101-41900-218	486.98
Streicher's Inc.	I1607920	PD T KINTZI UNIFORM/GEAR	Uniforms/Gear	101-41900-218	175.00
Streicher's Inc.	I1608601	PD H STARRY SHIRT ALTERATION	Uniforms/Gear	101-41900-218	40.00
Streicher's Inc.	I1608618	PD T KINTZI HANDCUFFS/GEA	Uniforms/Gear	101-41900-218	317.94
Streicher's Inc.	I1608627	PD M PETERSON UNIFORM/GEAR	Uniforms/Gear	101-41900-218	385.90
Streicher's Inc.	I1608970	PD H STARRY BATON CASE	Uniforms/Gear	101-41900-218	39.99
Vendor Streicher's Inc. Total:					1,445.81
Vendor: Titan Machinery Inc					
Titan Machinery Inc	17868225	621-C LOADER SERVICE	Equip Repair/ Maintenance	101-42000-221	440.20

Pending Expense Approval Report

Packet: APPKT00105

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Titan Machinery Inc	6419793	621-C LOADER SERVICE HYDRAULIC OIL	Equip Repair/ Maintenance	101-42000-221	144.50
Vendor Titan Machinery Inc Total:					584.70
Vendor: Trittech Software Systems					
Trittech Software Systems	371270	2023 LETG VPN LICENSE ANNUAL	Software	101-41900-309	150.00
Vendor Trittech Software Systems Total:					150.00
Vendor: U.S. BANK EQUIPMENT FINANCE					
U.S. BANK EQUIPMENT FINAN	12/17/22	DEC 2022 PQ COPIER LEASE	Leases/Rentals	101-42000-410	74.42
Vendor U.S. BANK EQUIPMENT FINANCE Total:					74.42
Vendor: Volunteer Firefighters Benefit Assoc. of MN					
Volunteer Firefighters Benefit	OFD Renewal Form	2023 OFD Volunteer Firefighters Benefit Assoc Due	Dues/Membership	101-41920-255	190.00
Vendor Volunteer Firefighters Benefit Assoc. of MN Total:					190.00
Vendor: WSB & Associates Inc					
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Engineering Service	130-42000-303	45.50
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Engineering Service	130-42000-303	1,805.00
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Engineering Service	409-42000-303	67.50
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Engineering Service	412-42000-303	29,280.90
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Engineering Service	412-42000-303	126.00
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Infrastructure	602-11101	2,206.00
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Infrastructure	602-11101	95.00
WSB & Associates Inc	Nov 30, 2022	NOV 2022 ENGINEERING SVC	Engineering Service	604-49400-303	3,180.50
Vendor WSB & Associates Inc Total:					36,806.40
Vendor: Xcel Energy					
Xcel Energy	808118150	NOV 2022 Electric service	Electric Service	101-41700-380	1,151.87
Xcel Energy	808118150	NOV 2022 Electricity service	Electric Service	101-41800-380	252.85
Xcel Energy	808118150	NOV 2022 Electricity service	Emergency Preparedness	101-41900-402	11.37
Xcel Energy	808118150	NOV 2022 Electricity service	Traffic Signals/Street Lights	101-42000-226	2,471.44
Xcel Energy	808118150	NOV 2022 Electricity service	Electric Service	101-42000-380	393.39
Xcel Energy	808118150	NOV 2022 Electricity service	Gateway Sign Operations	101-42350-212	222.16
Xcel Energy	808118150	NOV 2022 Electricity service	Electric Service	101-42350-380	372.95
Xcel Energy	808118150	NOV 2022 Electricity service	Electric Service	601-49400-380	39.47
Xcel Energy	808118150	NOV 2022 Electricity service	Electric Service	602-49400-380	814.68
Vendor Xcel Energy Total:					5,730.18
Grand Total:					1,257,032.25

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	65,311.85
110 - CIP EQUIPMENT	5,462.80
115 - POLICE DONATIONS/EXPENSES	450.00
120 - FIRE DONATIONS/EXPENSES	2,388.34
130 - PAVEMENT MANAGEMENT	11,632.69
301 - 2014A Street/Utility (500,000)	40,112.50
305 - BONDS 2015 STR IMPROVE	172,925.00
306 - BONDS 2016 STR IMPROVE (19349)	90,531.25
308 - BONDS 2017 STR IMPROVE (19644)	69,950.00
309 - BONDS 2018 STR IMPROVE	60,164.38
311 - BONDS 2019 STR IMPROVE	46,052.50
313 - BOND 2020 STREET PROJECT	52,625.00
365 - BONDS 2009 CENTRAL AVE (17720-	287,475.00
371 - BONDS 2012A STR IMPROVE	32,400.00
395 - BONDS 2014A POLICE ADDITION	66,162.50
409 - 2020 STREET IMPROVEMENT	67.50
412 - 2022-23 Alley & Street Projects	29,406.90
601 - WATER FUND	51,029.47
602 - SEWER FUND	147,412.82
604 - STORM WATER FUND	25,471.75
Grand Total:	1,257,032.25

Account Summary

Account Number	Account Name	Expense Amount
101-10100	Cash	10,000.00
101-20221	Electrical Inspections Pa	284.00
101-20801	Building Permit Surcharg	68.98
101-21701	Federal Withholding	12,675.84
101-21702	State Withholding	4,542.38
101-21703	Fica Withholding	6,084.30
101-21704	Pera	11,911.98
101-21705	Deffered Comp	1,674.00
101-21708	Union Dues	472.50
101-21711	Employee H.S.A Contrib	670.16
101-21712	Hcsp	1,062.47
101-22001	Community Center Depo	500.00
101-41110-201	Office Operations	1,205.20
101-41515-309	Software	100.00
101-41700-321	Telecommunications	20.01
101-41700-380	Electric Service	1,151.87
101-41700-390	Natural Gas Service	756.54
101-41800-380	Electric Service	252.85
101-41800-390	Natural Gas Service	166.07
101-41900-201	Office Operations	14.99
101-41900-211	Operations	158.03
101-41900-217	Vehicle Repairs/Mainten	115.00
101-41900-218	Uniforms/Gear	1,445.81
101-41900-255	Dues/Membership	240.00
101-41900-309	Software	150.00
101-41900-316	Incarceration Services	335.85
101-41900-321	Telecommunications	375.68
101-41900-402	Emergency Preparednes	11.37
101-41900-410	Leases/Rentals	78.88
101-41920-218	Uniforms/Gear	425.40
101-41920-255	Dues/Membership	190.00
101-41920-260	Education/Meetings/Tra	40.00
101-42000-211	Operations	120.01

Account Summary

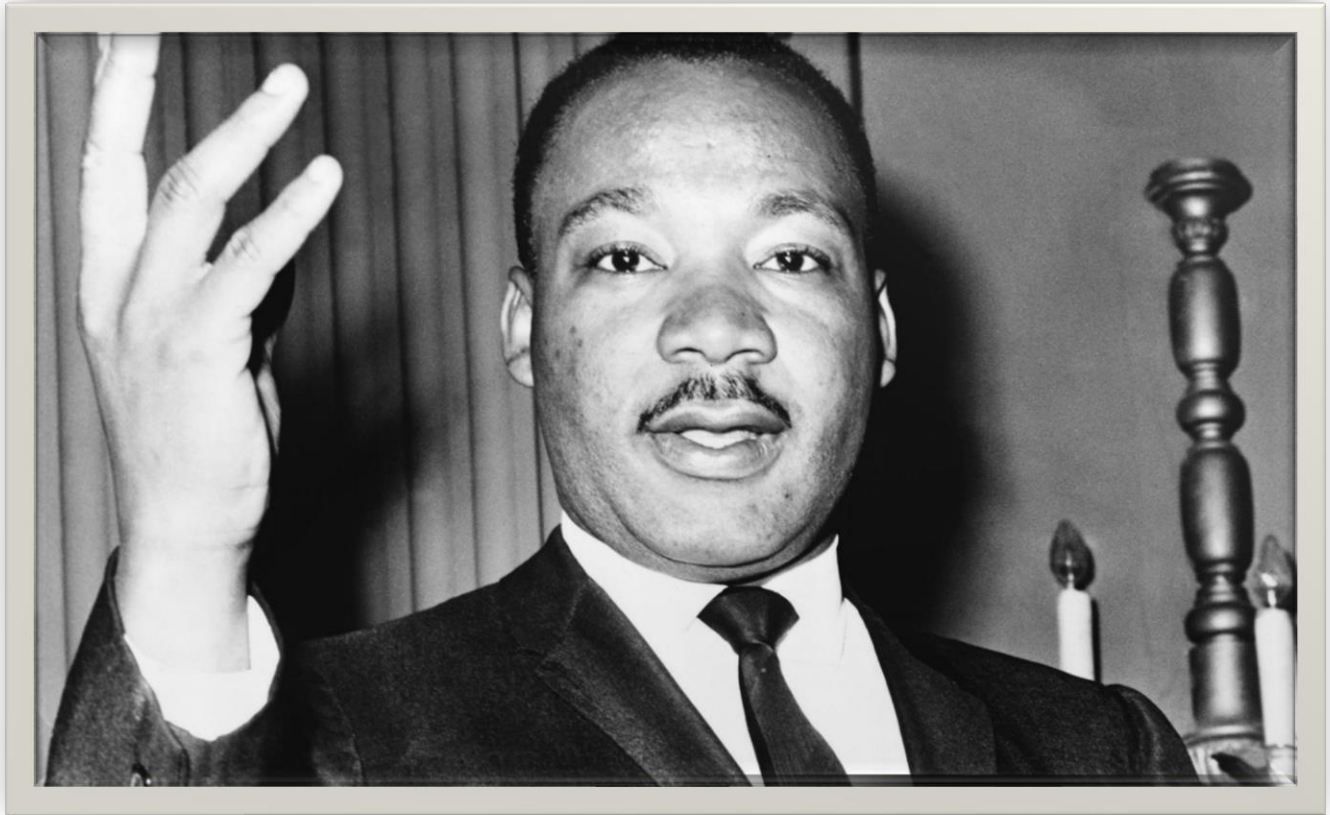
Account Number	Account Name	Expense Amount
101-42000-216	Fuel - Vehicle/Equipmen	992.02
101-42000-217	Vehicle Repairs/Mainten	39.92
101-42000-221	Equip Repair/ Maintena	584.70
101-42000-226	Traffic Signals/Street Lig	2,471.44
101-42000-250	Snow Management	4.99
101-42000-321	Telecommunications	182.48
101-42000-380	Electric Service	393.39
101-42000-390	Natural Gas Service	433.39
101-42000-410	Leases/Rentals	74.42
101-42300-312	Programming	400.00
101-42350-211	Operations	1,772.50
101-42350-212	Gateway Sign Operation	222.16
101-42350-380	Electric Service	372.95
101-42350-390	Natural Gas Service	67.32
110-41900-520	Capital Outlay	5,462.80
115-41900-211	Operations	450.00
120-41920-570	Equipment	2,388.34
130-42000-303	Engineering Service	1,850.50
130-42000-530	Streetscape Project	9,782.19
301-47250-601	Redemption Of Bonds	35,000.00
301-47250-611	Interest On Bonds	5,112.50
305-47250-601	Redemption Of Bonds	165,000.00
305-47250-611	Interest On Bonds	7,450.00
305-47250-612	Fiscal Agents Fees	475.00
306-47250-601	Redemption Of Bonds	80,000.00
306-47250-611	Interest On Bonds	10,056.25
306-47250-612	Fiscal Agents Fees	475.00
308-47250-601	Redemption Of Bonds	60,000.00
308-47250-611	Interest On Bonds	9,375.00
308-47250-612	Fiscal Agents Fees	575.00
309-47250-601	Redemption Of Bonds	50,000.00
309-47250-611	Interest On Bonds	9,689.38
309-47250-612	Fiscal Agents Fees	475.00
311-47250-601	Redemption Of Bonds	40,000.00
311-47250-611	Interest On Bonds	6,052.50
313-47250-601	Redemption Of Bonds	45,000.00
313-47250-611	Interest On Bonds	7,150.00
313-47250-612	Fiscal Agents Fees	475.00
365-47250-601	Redemption Of Bonds	260,000.00
365-47250-611	Interest On Bonds	27,000.00
365-47250-612	Fiscal Agents Fees	475.00
371-47250-601	Redemption Of Bonds	30,000.00
371-47250-611	Interest On Bonds	2,300.00
371-47250-612	Fiscal Agents Fees	100.00
395-47250-601	Redemption Of Bonds	50,000.00
395-47250-611	Interest On Bonds	16,062.50
395-47250-612	Fiscal Agents Fees	100.00
409-42000-303	Engineering Service	67.50
412-42000-303	Engineering Service	29,406.90
601-24000	Bonds Payable	44,780.00
601-49400-380	Electric Service	39.47
601-49400-611	Interest On Bonds	6,210.00
602-11101	Infrastructure	2,301.00
602-24000	Bonds Payable	126,500.00
602-49400-380	Electric Service	814.68
602-49400-390	Natural Gas Service	17.14
602-49400-611	Interest On Bonds	17,780.00
604-24000	Bonds Payable	18,720.00

Account Summary

Account Number	Account Name	Expense Amount
604-49400-303	Engineering Service	3,180.50
604-49400-310	Other Professional Servi	921.25
604-49400-611	Interest On Bonds	2,650.00
Grand Total:		1,257,032.25

Project Account Summary

Project Account Key	Expense Amount
None	1,257,032.25
Grand Total:	1,257,032.25



ON MONDAY, JANUARY 16,
CITY HALL WILL BE CLOSED FOR
**MARTIN LUTHER
KING JR. DAY**

Commission Members Needed in 2023

Open positions are always posted on the City website and updates will be made after the Council appointments tonight. There are currently two vacancies on the Historical Preservation Committee.

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

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 about duties of these committees, please go to DiscoverOsseo.com/

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