



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, January 23, 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. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
 - A. Approve January 9 Council Minutes
 - B. Approve MCMA Conference Training Request for City Administrator
 - C. Authorize Election Equipment Lease Agreement with Hennepin County
 - D. Receive December American Legion Gambling Report
 - E. Receive December Fire Gambling Report
 - F. Receive December Fire Activity Report
 - G. Receive December Lions Club Gambling Report
 - H. Receive December Hockey Association Gambling Report
 - I. Approve American Red Cross 2023 Blood Drive Rental Fee Waiver
 - J. Receive 2022 YTD Donation Report
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
 - A. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Discuss Credit Card Transaction Fees
 - B. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
14. **Adjournment**

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
January 9, 2023**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, January 9, 2023.

2. OATH OF OFFICE

City Attorney Tietjen administered the Oath of Office to Mayor Duane Poppe, Councilmember Mark Schulz and Councilmember Juliana Hultstrom. A round of applause was offered by all in attendance.

Schulz thanked the voters of Osseo for electing him to the City Council. He reported Osseo was his community and he wanted to see Osseo thriving in the coming years. He discussed how important respectful dialogue was to him and stated he was available to speak to residents in a respectful manner at any time. He encouraged residents to appreciate the differences of their neighbors and to start relationships with others. He reported his focus as a Councilmember would be on public safety, clean water, healthy infrastructure and a proper return on investment for City expenditures.

3. ROLL CALL

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

Staff present: City Administrator Riley Grams and City Attorney Mary Tietjen.

Others present: Deanna Burke, City Resident; James Kelly, City Resident; Teresa Aho, City Resident; Ashlee Mueller, City Resident; Dee Bonn, City Resident; Michael Olkives, City Resident; Kenny Nelson, City Resident; Sarita Nelson, City Resident.

4. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

5. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

6. CONSENT AGENDA

- 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

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

7. MATTERS FROM THE FLOOR

Deanna Burke, 640 3rd Avenue NE, stated shortly after 11:00 a.m. that morning she received a call from Councilmember Vickerman. The purpose of the call was to discourage her from seeking a position on the EDA. She stated that it was her understanding that a Staff member asked Councilmember Vickerman to fill one of the three vacancies and the Staff member told her there were concerns about an upcoming financial project for the City. She anticipated this had to do with the Hall Sweeney project. She explained Councilmember Vickerman also informed her that two the three EDA positions were automatically going to be assigned to Mayor Poppe and Councilmember Schulz. Therefore, only one position remains. She was told that the Staff person prefers that this position go to Councilmember Vickerman. She indicated this conversation angered her quite a bit. She noted she submitted her letter of interest for the EDA position on December 13, 2022, several weeks before the deadline. She understood Councilmember Vickerman did not submit a letter of interest before the January 7, 2023 deadline. She reported Councilmember Vickerman voluntarily resigned from the EDA last year. She explained she supported the City adding a new apartment building to the community, but she did not support giving a grant of \$470,000 in taxpayer money to Hall Sweeney for this project. She commented she opposed giving away such a large sum of taxpayer money, which meant she would be an obstacle to this development. She asked why Councilmember Vickerman was the preferred EDA candidate. She questioned if the Osseo Councilmembers do not support a fair and impartial selection process. She indicated she had no intention of rescinding her letter of interest. She believed Osseo taxpayers needed someone to represent them and work on their behalf.

Kenny Nelson, 509 3rd Avenue NE, explained there was a third member applying for the Planning Commission and noted he would happily step aside in order to allow this individual to serve. He stated he would be willing to be appointed to the Public Safety Commission instead. He commented 3rd Avenue has become quite tight due to all of the snow and requested the City address this concern.

James Kelly, 624 Third Avenue NE, asked if the official packet was available at City Hall or if this information was available online. Grams explained the packet that was online included the two letters of interest Staff received after the packet was sent to Council.

Mr. Kelly reviewed a joint powers agreement that was signed in 1996 and understood the City would be signing this agreement again. He commented on the minutes from the watershed district and reported State Statute requires the City to publish 15 days before an appointment is made. He noted he submitted his resume to the City and

explained he served the City over 10 years ago on the Northwest Hennepin Human Services Advisory Group.

8. SPECIAL BUSINESS

A. SUPPORT A RESPECTFUL WORK PLACE

Poppe read a Resolution in full for the record regarding support for a respectful work place.

A motion was made by Vickerman, seconded by Hultstrom, to adopt Resolution No. 2023-1, supporting a Respectful Workplace. The motion carried 5-0.

B. APPROVE TOBACCO LICENSE FOR THE GR8 VAPE LLC DBA THE GR8 VAPE

Grams stated 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.

Hultstrom stated she spoke with Connie Aho after receiving her letter of support and noted she supported this new business in Osseo.

A motion was made by Hultstrom, seconded by Schulz, to open the public hearing at 7:21 p.m. The motion carried 5-0.

There were no comments from the public.

A motion was made by Hultstrom, seconded by Schulz, to close the public hearing at 7:22 p.m. The motion carried 5-0.

Johnson asked if smoking and vaping would be allowed within the vape shop. Grams explained no smoking would be allowed on premise.

Schulz explained he has known about this business for some time. He reported he supported this type of business within this venue. It was his understanding that this business had three owners and the City only conducted a background check on one of the owners. He asked if the City should reconsider its background check policy. He anticipated this was one of the first tobacco license the City has considered in the past 10 years. He questioned if the building owner should also have to sign off on the proposed tobacco use. He suggested the Council reconsider or revise its tobacco license procedure in the future.

Hultstrom thanked Councilmember Schulz for raising these concerns. She suggested the Council review the tobacco license procedure in conjunction with the THC ordinance. She noted she would be supporting this business tobacco license.

A motion was made by Hultstrom, seconded by Vickerman, to approve the new tobacco license for The Gr8 Vape LLC with prorated fees for six months. The motion carried 5-0.

C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Harold E. Johnson	\$750	Beautification

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2023-2, accepting a donation from Harold E. Johnson. The motion carried 5-0.

9. PUBLIC HEARINGS – None

10. OLD BUSINESS – None

11. NEW BUSINESS

A. APPROVE 2023 OFFICIAL COUNCIL APPOINTMENTS

Grams stated each year the City Council should discuss the to various appointments to Council committees and other boards. Staff 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 encouraged to respond to Gram's 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 proposed Resolution. As a refresher, the Council appointments for 2022 were the following:

Council Appointments

Acting Mayor	Larry Stelmach
Alternate Acting Mayor	Juliana Hultstrom
Economic Development Authority	Harold E. Johnson, Alicia Vickerman, Duane Poppe & Larry Stelmach
Fire Relief Association	Duane Poppe
Historical Preservation Committee	Harold E. Johnson
Shingle Creek & West Mississippi Watershed Management Commissions	Harold E. Johnson
Weed Inspector	Duane Poppe

Council Committee Appointments

Arts & Communications Committee	Juliana Hultstrom & Alicia Vickerman
Budget & Finance Committee	Harold E. Johnson & Duane Poppe
Human Resources Committee	Juliana Hultstrom & Alicia Vickerman
Intergovernmental Relations Committee	Juliana Hultstrom & Alicia Vickerman

Parks & Recreation Committee
Public Safety Advisory Committee
Risk Management Committee

Larry Stelmach & Alicia Vickerman
Larry Stelmach & Juliana Hultstrom
Larry Stelmach & Duane Poppe

Grams reviewed the Councilmembers that were interested in serving in the various positions and requested the Council discuss and make recommendations for the 2023 appointments.

Hultstrom explained she would be willing to serve as the Fire Relief Association representative.

Schulz withdrew his name from consideration for Acting Mayor and Alternate Acting Mayor. He indicated he was interested in serving on the EDA, noting he had 11 years of experience serving on the EDA. He reported he supported Johnson continuing on as the watershed district representative. He stated he was the Chair of CCX Media and he was interested in serving on this board. He explained his other area of interest would be the Risk Management Committee.

Hultstrom reported she has served as the Alternate Acting Mayor for the past two years and she believed the normal succession would be for her to move to the Acting Mayor. She noted she would gladly serve on the Fire Relief Association. She commented she would like to continue to serve on the Human Resources and Public Safety Committees.

Vickerman indicated she would like to remove her name from the Acting Mayor position and she would be willing to serve as the Alternate Acting Mayor. She explained she stood by her resolve that she wanted more residents to serve on the City's committees. However, her role as a Councilmember also led her to want to serve on the EDA. She stated she would leave this decision up to the Council. She reported she was interested in serving on the Arts and Communications Committee, Intergovernmental Relations, Human Resources Committee and with Parks and Recreation.

Hultstrom stated she was happy to let Councilmembers Vickerman and Schulz serve on the Intergovernmental Committee along with the Arts and Communications Committee.

Poppe summarized the appointments as discussed by the Council.

Schulz asked if Councilmember Johnson wanted to continue on the watershed district.

Johnson stated Mr. Roach should continue his service on the watershed district and noted he could give up his seat if there was another individual interested in serving.

Schulz suggested James Kelly be appointed to the other seat with the watershed district.

Johnson stated he would be willing to serve on the Fire Relief Association in lieu of not serving on the watershed district anymore.

Hultstrom reviewed the Fire Relief Association meeting schedule for 2023.

Further discussion ensued regarding the EDA appointments.

Vickerman stated she would be willing to serve on the EDA again. She understood Councilmember Johnson was concerned that the EDA was not made up of a majority of the Council. She indicated her intention was not to make anyone leave the EDA, but rather to fulfill her role as a Councilmember.

Schulz explained he would like to see Councilmember Vickerman serving on the EDA. He believed it was important for the Councilmembers to participate and understand the economic development aspects of the City. He reported he was appalled by the accusation that was made at the last EDA meeting that the Mayor had conflicting interests by serving on the EDA. He indicated he has served with the Mayor for many years and he respected the knowledge he had regarding commercial developments. He anticipated that without the Mayor, the City would have a bunch of empty EDA properties. He supported Mayor Poppe, Councilmember Vickerman and himself being appointed to the EDA.

Grams reported the EDA bylaws require two of the seven members being Councilmembers.

Hultstrom said that she understood in the past, four members from the Council served on the EDA. She asked if a resident and three Councilmembers could be appointed to the EDA. Grams stated this could not be done because this would create a board with eight members.

Hultstrom indicated she was conflicted on the EDA appointments. She understood why Councilmember Vickerman left the EDA. She stated at this time she would rather see the resident remain on the EDA, noting Councilmember Vickerman would be able to review the EDA matters at City Council meetings.

Vickerman explained she paid close attention to the EDA meetings, noting she watched the meetings.

Johnson stated he strongly supported individual residents being on these commissions and boards. He reported all of the actions of the EDA were reviewed and approved by the City Council. He believed it would not be in good taste to remove a resident from the EDA at this time and questioned why Staff would suggest this.

Schulz indicated there was no evidence that Staff suggested this, rather this was a statement from a resident. He encouraged Councilmember Johnson to not jump to conclusions based on resident comments.

Vickerman explained she reached out and spoke to each of the residents that expressed interest in serving on the City's boards and commissions. She reported the conversation she had with one particular resident was cut short and she was hung up on. She indicated she was fine with residents serving on boards and commissions and noted she stepped back from the EDA previously to allow this to happen. She reiterated that City Administrator Grams did not pressure her to push anyone off of the EDA, rather City Administrator Grams left this decision up to her.

Schulz stated in no way, shape or form was the Council removing a resident from the EDA. He reported the EDA had three seats open at this time and the Council had to

make appointments for the three open seats. He resented the fact that anyone was questioning the fact that the Council was acting on anything be the best interests of the City. He indicated it was not fair to Staff or the Council for opinions to be presented as fact.

Hultstrom stated she did not like the finger pointing and she would like for the Council to amicably resolve this situation. She reported she supported the resident remaining on the EDA and understood Councilmember Vickerman would pay close attention to all EDA matters going forward.

Vickerman explained she supported this recommendation.

Hultstrom requested the Public Advisory Committee meet quarterly for 2023, if possible. She suggested the Planning Commission have Council representation in the future.

Poppe reported this was outside of the scope of the Resolution before the Council.

Vickerman asked if Councilmember Hultstrom would like a seat added to the Planning Commission. Grams noted there was an open seat on the Planning Commission at this time.

Schulz suggested this matter be addressed at a future Council meeting in order to allow for additional discussion.

Poppe agreed and re-summarized the appointments as discussed by the Council.

A motion was made by Hultstrom, seconded by Schulz, to adopt Resolution No. 2023-3, appointing City Councilmembers to various committee positions as discussed. The motion carried 5-0.

B. APPROVE 2023 CITIZEN APPOINTMENTS (Resolution)

Grams stated Staff has received Letters of Interest for appointments and a Resolution that indicates where appointments are needed has been drafted. It was noted the following letters of interest had been submitted to staff:

Letters of Interest from:

Deanna Burke for Economic Development Authority

Dee Bonn for Parks & Recreation

Ralph Schroeder for Parks & Recreation

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 Mgmt Commissions

John Roach for Shingle Creek and West Mississippi Watershed Mgmt Commissions

Vickerman suggested James Killmer would be appointed to the Historical Preservation Committee with a term ending December 31, 2025. She suggested Dee Bonn serve on the Parks and Recreation. She recommended Ralph Schroeder and John Hultgren serve on the Planning Commission. She supported Ashlee Mueller and Kenny Nelson serve on the Public Safety Advisory Committee. Lastly, she suggested John Roach (lead) and James Kelly (alternate) serve on the watershed commission.

Poppe recommended an appointment to the EDA also be made.

Vickerman recommended Deanna Burke serve on the EDA with a six year term.

A motion was made by Vickerman, seconded by Hultstrom, to adopt Resolution No. 2023-04, appointing citizens to the various boards/commissions/committees as discussed. The motion carried 5-0.

C. APPROVE 2023 CITY APPOINTMENTS AND DESIGNATIONS

Grams stated 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. Staff reviewed the proposed designations in further detail with the Council and recommended approval.

Schulz commented on the credit card merchant being used by the City at this time and discussed how the credit card merchant was charging fees. Grams commented on how the City was currently integrating the Tyler Tech system with Global Payments.

Schulz questioned if the Council should be affirming a vendor that the City does not have a contract with currently. He suggested the credit card merchant line remain blank within this Resolution for the time being. Grams supported this recommendation and noted this Resolution could be brought back to the Council when the City was ready to move forward with a credit card merchant contract.

Hultstrom recommended a change be made to the Fire Relief Association representative. She commented on the City's official newspaper. She understood the *Osseo Maple Grove Press* may not have the best coverage, but was still the best option for the City.

Schulz asked if the City was still required to have an official newspaper, or if notices could be posted online. City Attorney Tietjen reported it was her understanding cities were still required to designate an official newspaper, but could also post notifications online.

Schulz requested Staff investigate this matter further and report back to the Council at a future meeting.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2023-05, approving 2023 City Appointments and Designations as discussed. The motion carried 5-0.

D. SUMMARY OF CLOSED SESSION ON DECEMBER 12, 2022

Vickerman stated the 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.

E. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

12. ADMINISTRATOR REPORT

Grams reported he was really disheartened by Councilmember Johnson's comments this evening and indicated he did not pressure a Councilmember into speaking on his behalf. He stated he took great offense to the comments and did not appreciate the accusation. He hoped that 2023 would be another great year for the City.

13. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen wished everyone a Happy New Year and welcomed Councilmember Schulz back to the Council.

Johnson commented he was pleased Deanna Burke was re-appointed to the EDA. He thanked all of the City's Commission members for their service to the City.

Vickerman reiterated she was always looking for constructive conversations and in her attempt today, things were perceived as a gross miscommunication. She apologized to City Administrator Grams for the misunderstanding.

Vickerman welcomed Councilmember Hultstrom, Mayor Poppe and Councilmember Schulz back to the Council.

Hultstrom welcomed Shawn Muschik to the Osseo Police Reserves.

Hultstrom thanked the Osseo voters for electing her to another four year term. She stated that she was always available to speak with residents about their concerns.

Schulz thanked Hultstrom for her encouragement over the last several years. He stated he has been looking forward to coming back and serving on the Council, but was disappointed by the accusations that were made this evening. He believed these actions were hurtful, offensive and unprofessional.

Poppe welcomed Councilmember Schulz and congratulated Councilmember Hultstrom on her reelection.

14. ANNOUNCEMENTS

Poppe reported City Hall will be closed on Monday, January 16 for Martin Luther King, Jr. Day.

Poppe explained the City was seeking commission members. Those residents interested in serving should contact City Hall for further information.

15. ADJOURNMENT

A motion was made by Hultstrom, seconded by Schulz, to adjourn the City Council meeting at 8:28 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial


City of Osseo

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www.DiscoverOsseo.com

City of Osseo Employee/Official Travel Request Form

This form shall be completed and submitted to the City Administrator for inclusion in the City Council or EDA packet and shall be submitted on the Monday preceding the regularly scheduled City Council or EDA meeting the following week.

 Date of Request: January 23, 2023

 Employee Name: Riley Grams

 Employee Department: Administration

 Conference/Workshop/Seminar: MN City/County Managers Association (MCMA) Annual Conference

 Dates: April 26-28, 2023

Estimated costs associated with the Conference/Workshop/Seminar for which you are /will be requesting reimbursement:

 Registration Fee: \$535.00

 Hotel/Motel Costs: \$386.54

 Air Fare Costs: \$0.00

 Meal Costs: \$45.00

 Misc. Costs: \$0.00

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

The annual MCMA Conference is an opportunity for City Managers to attend educational courses in all areas of public administration. This is also a huge opportunity to connect with city and county managers from all over MN to network, learn, and connect as a group. I am also a committee member on the Annual Conference Committee for MCMA.

Employee Signature: _____ Date: _____

 Administrator Signature:  Date: 1/17/23

Council Approval date: January 23, 2023



City of Osseo City Council Meeting Item

Agenda Item: Authorize Elections Equipment Lease Agreement with Hennepin County

Meeting Date: January 23, 2023

Prepared by: Katrina Jones, City Clerk

Attachments: Draft Lease Agreement

Policy Consideration:

Authorize the City Clerk and City Administrator to sign an agreement with Hennepin County for lease of all elections equipment (ballot counters, Omniballot Tablets, and Poll Books) through February 28, 2031.

Background:

Hennepin County Elections Division is updating their lease agreements with all cities. The following reasons for the update are:

1. Combining all election equipment onto one lease agreement instead of two different agreements (currently Poll Books are separate from ballot counters and assistive voting equipment since they were added in 2016)
2. Accounting for the change of assistive voting equipment from AutoMARK to OmniBallot Tablets
3. Including SeaChange in the list of maintenance vendors
4. Updating of expiration dates and contract numbers

Staff and Attorney Tietjen have reviewed the included draft lease agreement between Osseo and Hennepin County for all elections equipment. Under Section 2, the scope specifies the number of units for each equipment type that Osseo has in its possession. The agreement further details other conditions, such as county versus city responsibilities and maintenance costs.

City Goals Met By This Action:

- Increase communication with citizens and encourage citizen engagement.
- Stay current with new technologies in all areas of City services.
- Increase inter-governmental cooperation and the sharing of City services.

Options:

The City Council may choose to:

1. Authorize the City Clerk and City Administrator to sign the lease agreement between Osseo and Hennepin County for elections equipment;
2. Table this matter to a future meeting.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Authorize the City Clerk and City Administrator to sign the lease agreement between Osseo and Hennepin County for elections equipment.

HENNEPIN COUNTY/CITY OF Osseo

LEASE AGREEMENT

THIS AGREEMENT, made by and between the COUNTY OF HENNEPIN and the CITY OF Osseo both political subdivisions of the State of Minnesota, hereinafter referred to as the "County" and the "City" respectively. For purposes of this Agreement, the address of the County is A2300 Government Center, Minneapolis, Minnesota 55487 and the address of the City is 415 Central Ave, Osseo MN 55369.

PREAMBLE

WHEREAS, the Hennepin County Board of Commissioners in Resolution Number 99-6-426 authorized the purchase of ES&S election equipment for a countywide digital scan voting system, election hardware and services; and

WHEREAS, the Hennepin County Board of Commissioners in Resolution Number 20-0039 authorized the purchase of Assistive Voting Devices (hereinafter "AVT Equipment") using the County's Joint Powers Agreement with Minnesota Counties Computer Cooperative (MnCCC); MnCCC holds the agreement with SeaChange (including Democracy Live).

WHEREAS, the Hennepin County Board of Commissioners in Resolution Number 16-0064 authorized the purchase of Poll Book Equipment (hereinafter "Poll Book Equipment") for election hardware and services; and

WHEREAS, the County pursuant to Minn. Stat. § 383B.145, Subd. 9 may transfer property to the City for its use; and

WHEREAS, the County and the City are parties to an agreement for the lease of various election equipment and the County and City desire to terminate that lease agreement and replace it with this agreement ####.

WHEREAS, the County and the City are parties to an agreement for the lease of Poll Book Equipment and the County and City desire to terminate that lease agreement and replace it with this agreement ####.

WHEREAS, the County desires to lease various ES&S election equipment, AVT Equipment, and Poll Book Equipment (collectively herein "Election Equipment") to the City and City desires to lease said Election Equipment from County for use in all elections conducted in Hennepin County.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County and the City agree as follows:

Section 1

TERMINATION AND REPLACEMENT OF EXISTING AGREEMENTS BETWEEN COUNTY AND CITY

The agreement between the County and City for the lease of various election equipment is terminated and replaced by this Agreement #####.

The agreement between the County and City for the lease of poll book equipment is terminated and replaced by this Agreement #####.

Section 2

SCOPE OF AGREEMENT

- 2.1 The County hereby leases to the City at the cost identified below and subject to the terms and conditions of this Agreement, and the City hereby agrees to lease from the County Election Equipment for use within the City identified as:
- a. 3 DS200 Digital Scan Precinct Count Units
 - b. 3 DS200 Plastic Ballot Boxes
 - c. 0 DS950 Digital Scan Central Count Units
 - d. 2 OmniBallot Tablets (including 3-button device, headphones, navigation pad, OmniBallot Tablet key, OmniBallot Tablet case, stylus, power cord, hard and soft printer cases, printer power cable, printer USB cable, QR code scanner, USB hub key, 3-plug extension cord)
 - e. 2 OmniBallot Printers
 - f. 4 Poll Books (including stand arm, ID tray, styluses, white AC adapter, white cable, green lightning USB cable, base, printer, printer power supply, printer power cord, poll book case)
 - g. 0 Meraki Access Points.
- 2.2 Subject to the terms and conditions of this Agreement, the parties may agree to increase or decrease Election Equipment or add new equipment. Any agreed upon changes shall be documented by County when County sends an annual equipment inventory statement to City.
- 2.3 Herein, Election Systems and Software (ES&S), SeaChange, and KNOWiNK may be referred to as "vendor".

Section 3

OWNERSHIP

- 3.1 The City acknowledges that the County owns or leases the Election Equipment and that the City is authorized to use said Election Equipment for official election related purposes. Use of the Election Equipment for any other purpose is strictly prohibited absent express written consent of the County's Elections Director.
- 3.2 The City acknowledges and agrees that the Election Equipment may contain proprietary and trade secret information that is owned by a third party, including Election Systems and Software (ES&S), Democracy Live, and KNOWiNK, is protected under federal copyright law or other laws, rules, regulations, and decisions. The City shall protect and maintain the proprietary and trade secret status of the Election Equipment.

Section 4

HANDLING OF EQUIPMENT AND INDEMNIFICATION

- 4.1 The City shall be responsible for the Election Equipment it leases from the County under this Agreement, including Election Equipment the City subleases to a school district under Section 8.6 below. The City, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages, and expenses including but not limited to personal injury, storage, damage, repair, and/or replacement of the Election Equipment consistent with the City's defense and indemnity obligations contained in Section 8.7 herein.
- 4.2 The City shall be responsible for the transporting of the Election Equipment from and to the County. Upon termination of this Agreement, the City shall forthwith deliver the Election Equipment to the County or its designee, complete and in good order and working condition. The City shall be responsible for all costs, including but not limited to shipping, related to the repair or replacement of lost, stolen, destroyed, or damaged Election Equipment.

Section 5

TERM, TERMINATION

- 5.1 The City and the County agree that this Agreement is in effect during the period commencing upon signature by the County and terminating February 28, 2031. The City and County agree that this Agreement may terminate sooner if and when the City and County mutually agree that the Election Equipment will no longer be used for the City's elections. The City agrees that should the County's contract for the Election Equipment with ES&S and/or KNOWiNK and/or SeaChange/MnCCC, respectively, terminate or expire, the Election Equipment and/or services subject to that agreement may no longer be available to the City and City shall immediately return the equipment to the County upon County's request. A particular piece of Election Equipment may be retired from use by the City upon mutual agreement between the City and County and without this Agreement terminating. City represents and warrants that it will use the Election Equipment for its intended purpose and in a manner consistent with prior practice under the previous agreements referenced in Section 1 above until the Agreement terminates.

Section 6

MAINTENANCE AND PRICING

- 6.1 Maintenance (ES&S Election Equipment). The County has entered into an agreement with ES&S for the purchase, warranty, and maintenance of the ES&S Election Equipment. ES&S shall provide the same warranty and maintenance services to the City as it provides to the County. The annual maintenance fee paid by the City to the County for said ES&S Election Equipment shall be Two Hundred and Six dollars (\$206.00) per digital scan precinct count unit and Five Thousand Six Hundred and Twenty-Five dollars (\$5,625.00) per digital scan central count unit. If and when ES&S increases the fee to the County, the County may increase the fee to the City.
- 6.2 Maintenance (AVT Equipment). The County has entered into an agreement with SeaChange/MnCCC for the purchase, warranty, and maintenance of the AVT Equipment. SeaChange shall provide the same warranty and maintenance services to the City as it provides to the County. The annual maintenance fee paid by the City to the County for said AVT Maintenance shall be an amount not to exceed Two Hundred and Twenty Five dollars (\$225) per

unit. If and when SeaChange increases the fee to the County, the County may increase the fee to the City.

- 6.3 Maintenance Agreement (Poll Book Equipment). The County has entered into an agreement with KNOWiNK for the purchase/lease, warranty, and maintenance of the Poll Book Equipment. KNOWiNK shall provide the same warranty and maintenance services to the City as it provides to the County. There shall be no annual maintenance fee paid by the City to the County for said Poll Book Equipment maintenance.
- 6.4 The City agrees not to make any repairs, changes, modifications, or alterations to the Election Equipment that are not authorized by Hennepin County and said vendors.
- 6.5 After reasonable notice, the County shall have the right to enter the premises where the Election Equipment is located for the purposes of inspecting the same or observing its use. On an annual basis, during the term of this Agreement, the City shall comply with the County's request for verification of Election Equipment inventory.
- 6.6 The City agrees to provide notice to Election Systems & Software of any defects or malfunctions with the Election Equipment, to provide notice to SeaChange of any defects or malfunctions with the AVT Equipment, and to provide notice to KNOWiNK of any defects or malfunctions with the Poll Book Equipment within twenty-four (24) hours or as soon as reasonably possible following discovery of the defects or malfunctions. The City also agrees to provide the County with notice of such malfunctions or defects and Election Systems & Software's, SeaChange's, or KNOWiNK's response within a reasonable time. The County agrees to track via a log all such equipment malfunctions.

Section 7

PROGRAMMING AND ACCUMULATION

- 7.1 Programming (Election Equipment). The County will be responsible for programming the Election Equipment at no charge to jurisdictions for all races in all elections. In the case of an election that crosses county lines, the County will determine programming responsibilities with the other involved counties.
- 7.2 For Cities with a primary and/or general election, as described in Minn. Stat. § 205.065 and 205.07, in the even-numbered years, the County will provide results transmission and accumulation of results of City races in the primary and general election at no cost to the City.

Section 8

OTHER TERMS AND CONDITIONS

- 8.1 No Waiver. No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or any covenant, condition, or agreement herein

contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

- 8.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 8.3 Entire Agreement. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.
- 8.4 No Assignment. Neither party shall assign, sublet, or transfer this Agreement, either in whole, or in part, without prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.
- 8.5 No Warranty. The City agrees that the County is furnishing the Election Equipment on an "as is" basis, without representation or any express or implied warranties, other than those provided by ES&S, SeaChange, or KNOWiNK, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the Election Equipment.

The County does not warrant that the Election Equipment will be error free.

The County disclaims any other warranties, express or implied, respecting this Agreement or the Election Equipment.

- 8.6 City may sublease Election Equipment to school districts within the County. Under any such sublease, the City is fully responsible and liable for the school district complying with the terms and conditions of this Agreement, and County shall have no liability whatsoever to the school district.
- 8.7 In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages (even if the County has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County. The County and the City agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent authorized by law defend, indemnify, and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors, or omissions of the other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligation under this Agreement. Nothing in this Agreement constitutes a waiver by the City or County of any statutory or common law defenses, immunities, or limits on liability. The City's exclusive remedy and the County's sole liability for any substantial defect which impairs the use

of the Election Equipment for the purposes stated herein shall be the remedy provided by the vendor.

- 8.8 Notice. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the City: City of Osseo
415 Central Ave
Osseo MN 55369

To the County: Hennepin County Administrator
Government Center MC 233
Minneapolis MN 55487

Copy to: Hennepin County Elections
Government Center MC 012
Minneapolis MN 55487

- 8.9 Audit Provision. Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.
- 8.10 Whereas Clauses. The matters set forth in the "Whereas" clauses on page one of this Agreement are incorporated into and made a part hereof by this reference.
- 8.11 Survival of Provisions. It is expressly understood and agreed that the obligations and warranties of the City and County hereof shall survive the completion and performance and termination or cancellation of this Agreement.
- 8.12 Authority. The person or persons executing this Lease Agreement on behalf of the City and County represent that they are duly authorized to execute this Lease Agreement on behalf of the City and the County and represent and warrant that this Lease Agreement is a legal, valid, and binding obligation and is enforceable in accordance with its terms.
- 8.13 The parties shall comply with applicable law including but not limited to the provision of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA).

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COUNTY will include signature page.

**RUDOLPH PRIEBE POST 172
GAMBLING REPORT TO
CITY OF OSSEO**

1. Report for the Month of December, 2022.

2. Check as appropriate:

☒ Paddlewheel

☒ Pulltabs

☐ Bingo

☐ Raffle

☒ Other Etabs/Linked E-Bingo _____

3. Gross Receipts: \$593,186 _____

4. Less prizes paid \$510,059 _____

5. Net Receipts \$83,127 _____

6. Expenses/Taxes \$59,282 _____

Expenses Itemized:

Compensation \$10,171

Misc. (accounting, trash, clean, insurance) \$1,895

Cost of Games \$15,626

State Gambling Tax \$29,586

Federal Gambling Tax \$1,204

Meat Raffle Gift Certs \$800

7. Profit \$23,845

8. Distribution of Profits

Utility Bills A-16 \$3,483

Youth A-7 \$4,450

Homelessness/Poverty/Disability A-2 \$5,000

Veteran A-6 \$7,400

Signed: _____

Allen Lund

Gambling Manager

Attach additional information if necessary.

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



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

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

1. Report for the month of **December 2022**

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

Pull-Tabs	52 deals
Paddlewheel	72 deals
Electronic Pull-Tabs	30 occasions
Electronic Linked Bingo	30 occasions

3. Receipts

Gross Receipts (G1 11A)	\$457,688.66	
Prizes (G1 11B)	- \$402,638.37	
Net Receipts	\$55,050.29	→ \$55,050.29

4. Expenses

Wagering Tax (tax on Schedule C)	\$23,070.42	
Rent (G1A 18)	\$6,688.17	
Gambling Product Costs (G1A 12)	\$6,919.53	
Electronic Pull-Tab Costs (G1A 19-20)	\$10,911.29	
Compensation & Payroll (G1A 13)	\$7,721.84	
Other (G1A 14-17, 21-23) (accounting, supplies, etc.)	+ -\$1,735.56	
Total Expenses	\$53,575.69	→ - \$53,575.69

5. Profit **\$1,474.60**

6. Distribution of Profits (Lawful Purpose Expenditures):

City of Osseo (Suction Device)	\$710.00
City of Osseo (Ballistic Vests)	\$10,000.00
City of Osseo (Lucas CPR Device)	\$23,000.00
City of Osseo (Fire Trucks)	+ \$66,000.00
Total Donations	\$99,710.00

-- Dave Jorgenson, Gambling Manager



Osseo Fire Department

Monthly Activity Report - December 2022

Incident Responses

Fire	7
Apartment Fire Alarm.....	1
Business Fire Alarm.....	1
Assist	2
Wire Down.....	1
Wire Arching.....	1
Personal Injury Accident	1
EMS	15
Cardiac Arrest	1
Unconscious	3
Heart	6
Head Injury	1
Fall	1
Lift Assist	3
Mutual Aid	5
Brooklyn Park	4
Brooklyn Center	1
Total	27

Training

- High Rise Fire Suppression & Tactics
- Basement Fire Behavior
- On Scene Reporting

Activities & Other

- Minidazzle

Osseo Lions Club Gambling Report

5 G

to
City of Osseo

Report for the month/year of Dec-22

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 728,865.82 LG100A-10A

Prizes Paid 636,214.30 LG100A-10B

Net Receipts 92,651.52 LG100A-10C

Expenses - Total 38,265.54 Total Itemized

Expenses itemized:

Pulltabs	5,680.83
Compensation	8,887.05
Accounting Services	430.60
Rent	7,783.05
Electronic pull-tab provider fees	15,228.58
Electronic linked bingo provider fees	55.06
Supplies Bank charges etc	178.34
Cash Short (Over)	22.03
Profits \$ 54,385.98 G1A Line 24	38,265.54

Lawful Purpose Expenditures

MN Department of Revenue - Wagering Tax	\$ 27,741.00
Robin Kaehler - Lunch w/Santa	41.23
Nate Strand - Lunch w/Santa	25.96
Every Third Saturday - Veterans Family Support	750.00
Brooklyn Park Fire Dept. - Community Support	500.00
OSD #279 - OSH Robotics Team	750.00
Osseo Hoopsters	750.00
Osseo Girls Soccer Booster Club	500.00
OSH Orchestra Boosters	1,000.00
OSD #279 - OSH Career Resource Center	500.00
Parenting with Purpose	1,000.00
Grove Area Percussion	750.00
Lynde's - Lunch w/Santa	856.40
Total Contributions	\$ 35,164.59

Signed



Attach additional information if necessary.

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

Osseo Maple Grove Hockey Association Gambling Report to City of Osseo

1. Report for the month of Dec-22

2. Check as appropriate:

 x pulltabs

 x tipboards

3. Gross receipts 357,252

4. Expenses - total 346,335

Expenses itemized:

Compensation	7,317
Prizes	316,846
Pull tab games/taxes	4,968
Supplies/misc/payroll proc./storage	782
Combined receipts	15,322
Cash long/short	224
Rent	875

5. Profits 10,917

6. Distribution of profits (itemized)

~~OMGHA~~ _____

Signed:

Cathy O'Keefe

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.



APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

Information provided to the City of Osseo may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

Applicant/Contact Person: American Red Cross / Bethany Pederson
 Street Address: 100 S. Robert Street
 City, State, Zip: St. Paul, MN 55107
 Phone # (Day and Evening): (651) 792-6268
 Organization/Business if different from Applicant: See above
 Mailing Address: See above

Room(s) Desired: Room A X Room B _____ Both _____

Use: ☐ Weekday ☐ Weekend Date(s) of: 3/22/23; 7/12/23; 9/16/23; 11/29/23

Time of Use: From: 12:00 am/pm pm to: 8:00 am/pm pm

Total Number of Hours Community Center will be used (include set-up & take-down): 8 hrs.

Purpose of Meeting/Event: Blood Drive

Number of Participants: ~40

Fee charged or donations solicited from participants? Yes _____ No X If so, how much: _____

Will food or refreshments be served? Yes X No _____ What type: pre-packaged snacks, bottled water

Will alcohol be served? Yes _____ No X What type: juice boxes

Caterer's Name: N/A

Address: N/A Phone#: N/A

I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED CONTRACT. I UNDERSTAND THAT THE CITY OF OSSEO MAY CANCEL ANY RESERVED MEETING OR EVENT.

Date: 1/12/23 American Red Cross / Bethany Pederson
 Name of individual, organization, group, or Approved Caterer

Email: bethany.pederson@redcross.org Bethany Pederson
 Signature of applicant

This application approved/rejected by: _____ Date _____ By _____

Rental & event fees for event received on: Date _____ Amount _____ Check# _____

Damage and cleanup deposit received on: Date _____ Amount _____ Check# _____

Caterer's permit application received on: Date _____ Amount _____ Check# _____

Deposit(s) returned to applicant on: Date _____ Amount _____ Check # _____

CITY OF OSSEO COMMUNITY CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

☒ Rental Fee Waiver ☐ Weekly Use ☐ Bi-Weekly Use

Applications for fee waivers and regular weekly or bi-weekly meetings must be reviewed by the City Council. Fee waivers cover rental fees only; the applicant is still required to provide a rental deposit. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at cityhall@ci.osseo.mn.us.

Name of Applicant:	American Red Cross		
Address:	100 S. Robert Street St. Paul, MN 55107		
Name of Contact Person: (if different than applicant)	Bethany Pedersen		
Contact Phone: (daytime)	(651) 792-6268	Email address:	bethany.pedersen@redcross.org
Special Consideration Requested	<u>Rental Fee Waiver</u>	Weekly/Bi-Weekly Use/Event	
Description of event or purpose for which City facilities will be used:	Blood Drives		
Desired date(s)/days of month	3/22/23 ; 7/12/23; 9/16/23; 11/29/23		
Desired time(s)	12:00 - 8:00 pm		
COMMUNITY BENEFITS			
How many Osseo residents will benefit from your event? How will they benefit?	Up to 40 residents will be able to benefit from each blood drive event. The blood drive allows citizens to donate blood close to home in their community.		
NEED:			
Why is it necessary to hold this event at a City facility?	The location provides a local space for members of the community to give back.		
Explain why paying the fee would be a hardship.	The American Red Cross is a non-profit organization that relies on community partners for safe, convenient locations to hold blood drives.		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	N/A		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:	Bethany Pedersen		
Date of application:	11/12/23		
STAFF USE ONLY			
City Council Review:		Approved:	

ALL DONATIONS

YTD Thru December 31, 2022

DATE	DONATION	NAME/VENDOR	DESCRIPTION	
1/26/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
2/23/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
3/28/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
4/15/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
5/25/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
6/7/2022	\$ 650.00	IMO Micky Boser	BEAUTIFICATION DONATION	101-36234
6/7/2022	\$ 100.00	Ronald & Nancy Roden	BEAUTIFICATION DONATION	101-36234
6/27/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
8/1/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
8/29/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
9/22/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
10/27/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
11/22/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
12/28/2022	\$ 750.00	Harold Johnson	BEAUTIFICATION DONATION	101-36234
TOTALS:	\$ 9,750.00			
4/7/2022	\$ 3,000.00	Osseo Lions	NITE TO UNITE	101-36242
4/25/2022	\$ 5,000.00	Premier Bank	NITE TO UNITE	101-36242
7/14/2022	\$ 1,500.00	Osseo Fire Relief Association	NITE TO UNITE	101-36242
8/12/2022	\$ 500.00	Realife Coop	NITE TO UNITE	101-36242
TOTALS:	\$ 10,000.00			
2/2/2022	\$ 250.00	Anonymous	Police Department Donation	115-31600
2/23/2022	\$ 1,000.00	Duff's	Police Department Donation	115-31600
2/23/2022	\$ 50.00	Anonymous	Police Department Donation	115-31600
4/1/2022	\$ 25.00	Anonymous	Police Department Donation	115-31600
5/25/2022	\$ 50.00	Osseo United Methodist Srs.	Police Department Donation	115-31600
8/12/2022	\$ 500.00	Norman Lerbs	Police Department Donation	115-31600
TOTALS:	\$ 1,875.00			
1/26/2022	\$ 50.00	Kiffmeyer	Fire Department Donations	120-36230
1/26/2022	\$ 14,320.00	OFDRA	Hydrant Testing	120-36230
1/26/2022	\$ 53,318.98	OFDRA	Equipment - Variou	120-36230
2/8/2022	\$ 25.00	Tessman's	Fire Department Donation	120-36230
2/23/2022	\$ 20.00	Anonymous	Fire Department Donation	120-36230
2/23/2022	\$ 50.00	Anonymous	Fire Department Donation	120-36230
2/23/2022	\$ 1,000.00	Duff's	Fire Department Donation	120-36230
3/28/2022	\$ 300.00	Anonymous	Fire Department Donation	120-36230
8/12/2022	\$ 1,500.00	Osseo Fire Relief Association	Fire Department Donation	120-36230
8/12/2022	\$ 1,000.00	Osseo Fire Relief Association	Fire Department Donation	120-36230
8/12/2022	\$ 500.00	Norman Lerbs	Fire Department Donation	120-36230
9/9/2022	\$ 225.00	Osseo Fire Relief Association	Fire Department Donation	120-36230
TOTALS:	\$ 72,308.98			

ALL DONATIONS

YTD Thru December 31, 2022

DATE	DONATION	NAME/VENDOR	DESCRIPTION	
5/25/2022	\$ 5,000.00	Osseo Lions	Lions Roar	250-36241
TOTALS:	\$ 5,000.00			
2/23/2022	\$ 10,000.00	Anonymous	Music in the Parks	253-31600
3/28/2022	\$ 3,000.00	Osseo Lions	Music in the Parks	253-31600
4/1/2022	\$ 2,000.00	OFDRA	Music in the Parks	253-31600
4/1/2022	\$ 5,000.00	OMGHA, Inc.	Music in the Parks	253-31600
TOTALS:	\$ 20,000.00			

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>
American Legion Post 172	\$10,000	Music and Movies in the Park



Osseo City Council Meeting Item

Agenda Item: Credit Card Processing Fees

Meeting Date: January 23, 2023

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: Surcharge Value Chart

Policy Consideration:

Consider assessing a credit card surcharge fee for credit card transactions.

Background:

Like all merchants, the city of Osseo incurs credit card fees when accepting payment by credit card. Across all industries these fees generally average between 1.5% and 3.5% of the transaction itself. For any particular transaction the credit card fee incurred by a merchant can vary, because the total credit card fee is the sum of three smaller fees, each of which change depending on a number of variables. These smaller fees are known as:

- Interchange Fee – a fee paid to the bank that issues the credit card. For example, if you have a visa credit card issued by Chase Bank, chase receives the interchange fee. This is generally the largest portion of the total fee.
 - This fee is generally between 1.39%-3.29% of the total.
- Assessment Fee – The payment network receives this fee, in the example above, Visa would receive the assessment fee.
 - This is generally between .13% and .16%
- Processing Fee – The amount paid to the payment processor. Examples include PayPal, Square, Intuit,

So then depending on the payment network, cardholder bank, and the processor, the card fee changes from transaction to transaction. The cost can also be influenced by the tier of card in use, though this isn't technically a fee. To defray the costs of these fees, merchants are allowed to add a surcharge or 'convenience fee' to the cost of the transaction, which is paid by the customer. This surcharge is capped at 4% of the transaction.

Tyler Tech and Open Edge (GPI)

One of the benefits of the city's adoption of Tyler Tech was the ability to seamlessly integrate the city's financial software with a credit card processing and cashing system. This is a massive improvement in efficiency and accuracy, allowing the financial software to automatically and instantly process payments, and break them down into their associated general ledger accounts. However, this requires partnering with a credit card processing system that has the ability to 'talk' back, something the prior partner was not capable of.

At Tyler's recommendation, the city began using OpenEdge, a software offering of Global Payments Integrated. OpenEdge allows the city to accept credit card payments of the four major credit cards; Discover, Visa, American Express, and Mastercard. In terms of credit card fees, OpenEdge charges the city 1.7% + \$0.13 per transaction, and this is the rate for each of the four major card types. This means that for a \$1,000 payment the city incurs \$17.13 fee.

Through Tyler Tech and OpenEdge, the city can add either a flat fee or a percentage fee to credit card transactions. For the time being, in understanding that past city policy has been to avoid revenue loss through credit card fees, staff asked Tyler to implement a 1.75% surcharge on credit card payments. This number was chosen because it roughly covers the cost of the 1.7% + \$0.13 calculation.

Value of Transaction	\$ 100	\$ 200	\$ 300	\$ 400	\$ 500	\$ 600	\$ 700	\$ 800	\$ 900	\$ 1,000
Cost of 1.7% + \$0.13	\$ 1.83	\$ 3.53	\$ 5.23	\$ 6.93	\$ 8.63	\$ 10.33	\$ 12.03	\$ 13.73	\$ 15.43	\$ 17.13
Value of 1.75% Surcharge	\$ 1.75	\$ 3.50	\$ 5.25	\$ 7.00	\$ 8.75	\$ 10.50	\$ 12.25	\$ 14.00	\$ 15.75	\$ 17.50

While the surcharge at transactions below \$300 doesn't cover fees, at the upper end it is more than sufficient. Still, this has only been a temporary measure to prevent loss until the Council makes its determination.

For comparisons sake 'Revtrak', the processing system used by the city until 2021, charged 2.8-3.5% + \$0.39 per transaction. This is significantly more expensive than OpenEdge. The system in place during 2021-2022, 'CardX', used a different method in which they essentially charged the customer directly, so we have no figures on how much they were taking in.

Although Tyler Tech is not able to implement a 'smart' or 'intelligent' rate system (the system used by CardX), it is able to set different percentage fees for different transaction amounts. So, the city could set a different surcharge rate for a \$100 transaction vs a \$1,000 transaction.

Additional Information:

As additional background information to assist decision making, in the 12-month period between April of 2021, and March of 2022, the City had a monthly average of 81.6 credit card transactions for an average monthly total of \$15,719. Which means an average of just over \$192.00 per transaction.

Action Requested:

As a discussion item, staff is asking that the City Council discuss surcharge fees and determine whether it wants to implement a flat fee, a universal percentage fee, a stepped/graduated percentage fee, or no fee at all. The Council may also direct staff to come back with more information.

Next Step:

Staff can return at the next City Council meeting with a resolution to update the city fee schedule in a way that reflects the Councils direction.

		Surcharge Value										
Value of transaction	Fee to the City	1.50%	1.55%	1.60%	1.65%	1.70%	1.75%	1.80%	1.85%	1.90%	1.95%	2.00%
\$50.00	\$0.98	\$0.75	\$0.78	\$0.80	\$0.83	\$0.85	\$0.88	\$0.90	\$0.93	\$0.95	\$0.97	\$1.00
\$100.00	\$1.83	\$1.50	\$1.55	\$1.60	\$1.65	\$1.70	\$1.75	\$1.80	\$1.85	\$1.90	\$1.95	\$2.00
\$150.00	\$2.68	\$2.25	\$2.33	\$2.40	\$2.48	\$2.55	\$2.63	\$2.70	\$2.78	\$2.85	\$2.92	\$3.00
\$200.00	\$3.53	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80	\$3.90	\$4.00
\$250.00	\$4.38	\$3.75	\$3.88	\$4.00	\$4.13	\$4.25	\$4.38	\$4.50	\$4.63	\$4.75	\$4.87	\$5.00
\$300.00	\$5.23	\$4.50	\$4.65	\$4.80	\$4.95	\$5.10	\$5.25	\$5.40	\$5.55	\$5.70	\$5.85	\$6.00
\$350.00	\$6.08	\$5.25	\$5.43	\$5.60	\$5.78	\$5.95	\$6.13	\$6.30	\$6.48	\$6.65	\$6.82	\$7.00
\$400.00	\$6.93	\$6.00	\$6.20	\$6.40	\$6.60	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60	\$7.80	\$8.00
\$450.00	\$7.78	\$6.75	\$6.98	\$7.20	\$7.43	\$7.65	\$7.88	\$8.10	\$8.33	\$8.55	\$8.77	\$9.00
\$500.00	\$8.63	\$7.50	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
\$550.00	\$9.48	\$8.25	\$8.53	\$8.80	\$9.08	\$9.35	\$9.63	\$9.90	\$10.18	\$10.45	\$10.72	\$11.00
\$600.00	\$10.33	\$9.00	\$9.30	\$9.60	\$9.90	\$10.20	\$10.50	\$10.80	\$11.10	\$11.40	\$11.70	\$12.00
\$650.00	\$11.18	\$9.75	\$10.08	\$10.40	\$10.73	\$11.05	\$11.38	\$11.70	\$12.03	\$12.35	\$12.67	\$13.00
\$700.00	\$12.03	\$10.50	\$10.85	\$11.20	\$11.55	\$11.90	\$12.25	\$12.60	\$12.95	\$13.30	\$13.65	\$14.00
\$750.00	\$12.88	\$11.25	\$11.63	\$12.00	\$12.38	\$12.75	\$13.13	\$13.50	\$13.88	\$14.25	\$14.62	\$15.00
\$800.00	\$13.73	\$12.00	\$12.40	\$12.80	\$13.20	\$13.60	\$14.00	\$14.40	\$14.80	\$15.20	\$15.60	\$16.00
\$850.00	\$14.58	\$12.75	\$13.18	\$13.60	\$14.03	\$14.45	\$14.88	\$15.30	\$15.73	\$16.15	\$16.57	\$17.00
\$900.00	\$15.43	\$13.50	\$13.95	\$14.40	\$14.85	\$15.30	\$15.75	\$16.20	\$16.65	\$17.10	\$17.55	\$18.00
\$950.00	\$16.28	\$14.25	\$14.73	\$15.20	\$15.68	\$16.15	\$16.63	\$17.10	\$17.58	\$18.05	\$18.52	\$19.00
\$1,000.00	\$17.13	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00



Osseo, MN

10 B Pending Expense Approval Report

By Vendor Name
APPKT00107

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Aflac					
Aflac	311024	JANUARY 2023 PREMIUMS	Misc Deductions/Benefits	101-21710	234.42
Vendor Aflac Total:					234.42
Vendor: Aspen Equipment Co					
Aspen Equipment Co	10243023	SNOW PLOW MAINTENANCE/REPAIR	Snow Management	101-42000-250	11,716.14
Vendor Aspen Equipment Co Total:					11,716.14
Vendor: Berglund, Baumgartner, Kimball & Glaser, LLC					
Berglund, Baumgartner, Kimb	January 6, 2023	DEC 2022 LEGAL PROSECUTION SVCS	Legal Service - Prosecution	101-41500-306	1,200.00
Vendor Berglund, Baumgartner, Kimball & Glaser, LLC Total:					1,200.00
Vendor: Canon Financial Services, Inc.					
Canon Financial Services, Inc.	29819582	1Q23 Admin copier contract charge	Leases/Rentals	101-41110-410	346.92
Vendor Canon Financial Services, Inc. Total:					346.92
Vendor: Centerpoint Energy					
Centerpoint Energy	1/6/2023	DEC 2022 Natural Gas Service	Natural Gas Service	101-41700-390	1,643.90
Centerpoint Energy	1/6/2023	DEC 2022 Natural Gas Service	Natural Gas Service	101-41800-390	360.86
Centerpoint Energy	1/6/2023	DEC 2022 Natural Gas Service	Natural Gas Service	101-42000-390	1,087.88
Centerpoint Energy	1/6/2023	DEC 2022 Natural Gas Service	Natural Gas Service	101-42350-390	133.47
Centerpoint Energy	1/6/2023	DEC 2022 Natural Gas Service	Natural Gas Service	602-49400-390	17.14
Vendor Centerpoint Energy Total:					3,243.25
Vendor: Central Telephone					
Central Telephone	132712SWA	3/1/2023 - 2/28/2024 SOFTWARE ASSURANCE	Operations	101-41700-211	310.00
Vendor Central Telephone Total:					310.00
Vendor: Century College					
Century College	763699	HAZMAT BOOK FOR OFD C. STEARNS	Fire Training - Reimbursable	101-41920-261	115.00
Vendor Century College Total:					115.00
Vendor: CenturyLink					
CenturyLink	Jan. 6, 2023	JAN 2023 LIFT STATION SVC	Telecommunications	602-49400-321	119.84
Vendor CenturyLink Total:					119.84
Vendor: Cintas Corp.					
Cintas Corp.	4138638853	11/28/22 CITY HALL MAT SVC	Operations	101-41700-211	17.26
Cintas Corp.	4141424970	12/27/22 CITY HALL MAT SVC	Operations	101-41700-211	17.26
Cintas Corp.	4138638808	11/28/22 PD MAT SVC	Leases/Rentals	101-41900-410	6.41
Cintas Corp.	4141425027	12/27/22 PD MAT SVC	Leases/Rentals	101-41900-410	6.41
Cintas Corp.	4138638700	11/28/22 PW MAT SVC	Operations	101-42000-211	12.39
Cintas Corp.	4141425091	12/27/22 PW MAT SVC	Operations	101-42000-211	12.39
Vendor Cintas Corp. Total:					72.12
Vendor: City Of Maple Grove					
City Of Maple Grove	21546	DEC 2022 WATER USAGE 6,619 GAL@\$1.8820/GAL	Purchased Water	601-49400-385	12,456.96
Vendor City Of Maple Grove Total:					12,456.96
Vendor: Dehmer Fire Protection, LLC					
Dehmer Fire Protection, LLC	12/26/22	ANNUAL FIRE EXTINGUISHER SERVICE	Building Repair/Maintenance	101-41700-222	160.00
Dehmer Fire Protection, LLC	12/26/22	ANNUAL FIRE EXTINGUISHER SERVICE	Operations	101-41900-211	120.50
Dehmer Fire Protection, LLC	12/26/22	ANNUAL FIRE EXTINGUISHER SERVICE	Operations	101-41920-211	173.30

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Dehmer Fire Protection, LLC	12/26/22	ANNUAL FIRE EXTINGUISHER SERVICE	Building Repair/Maintenance	101-42000-222	124.50
Vendor Dehmer Fire Protection, LLC Total:					578.30
Vendor: Eckberg Lammers, P.C.					
Eckberg Lammers, P.C.	A32381	PD FIELD TEACHING OFFICERS CERT. COURSE FOR 1	Education/Meetings/Travel	101-41900-260	649.00
Vendor Eckberg Lammers, P.C. Total:					649.00
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000231	Federal Tax	Federal Withholding	101-21701	4,731.68
Eftps - Fit And Fica	INV0000231	Social Security	Fica Withholding	101-21703	4,782.16
Eftps - Fit And Fica	INV0000231	Medicare	Fica Withholding	101-21703	1,602.50
Vendor Eftps - Fit And Fica Total:					11,116.34
Vendor: Element Technologies LLC					
Element Technologies LLC	IVC62520	INSTALL NEW SERVER	It Service	101-41515-302	862.50
Element Technologies LLC	SLA62812	JANUARY 2023 IT SVC	It Service	101-41515-302	4,751.30
Element Technologies LLC	IVC62463	PD ORDER 9945 MICROSOFT SURFACE/WATCHGUARD 3 YR	Equipment	240-41900-570	8,365.98
Vendor Element Technologies LLC Total:					13,979.78
Vendor: Finken Water Solutions					
Finken Water Solutions	1347600	JAN 2023 417 1ST AVE NE WATER SOFTNR RENTAL	State Sales Tax	101-21550	2.63
Finken Water Solutions	1347598	JAN 2023 ADMIN WATER COOLER RENTAL	Operations	101-41700-211	13.00
Finken Water Solutions	45370TM	1/6/2023 ADMIN BOTTLED WATER DELIVERY	Operations	101-41700-211	19.95
Finken Water Solutions	45371TM	1/6/2023 PD BOTTLED WATER DELIVERY	Operations	101-41900-211	53.95
Finken Water Solutions	1347599	JAN 2023 PD WATER COOLER RENTAL	Leases/Rentals	101-41900-410	8.00
Finken Water Solutions	1347600	JAN 2023 417 1ST AVE NE WATER SOFTNR RENTAL	Rental Property Expenses	205-42350-801	34.95
Vendor Finken Water Solutions Total:					132.48
Vendor: Fire Instruction Rescue Education					
Fire Instruction Rescue Educa	5920	1/5/23 OFD HAZMAT REFRESHER COURSE	Fire Training - Reimburseable	101-41920-261	600.00
Vendor Fire Instruction Rescue Education Total:					600.00
Vendor: Further					
Further	INV0000220	Employee HSA	Employee H.S.A Contribution	101-21711	900.93
Further	16354015	JAN 2023 H.S.A. PARTICIPANT FEES	Med/Den/Life/Ltd/Std Insura	101-41110-130	27.50
Vendor Further Total:					928.43
Vendor: Gary A Groen, CPA (inactive)					
Gary A Groen, CPA (inactive)	12/31/22	DEC 2022 Financial consulting service	Accounting/Auditing	101-41550-301	894.00
Gary A Groen, CPA (inactive)	12/31/22	DEC 2022 Financial consulting service	Accounting/Auditing	601-49400-301	558.75
Gary A Groen, CPA (inactive)	12/31/22	DEC 2022 Financial consulting service	Accounting/Auditing	602-49400-301	558.75
Gary A Groen, CPA (inactive)	12/31/22	DEC 2022 Financial consulting service	Accounting/Auditing	604-49400-301	223.50
Vendor Gary A Groen, CPA (inactive) Total:					2,235.00
Vendor: Gopher State One Call Inc					
Gopher State One Call Inc	2120663	DEC 2022 Utility locate servic	Other Professional Services	601-49400-310	3.38
Gopher State One Call Inc	2120663	DEC 2022 Utility locate servic	Other Professional Services	602-49400-310	3.37
Vendor Gopher State One Call Inc Total:					6.75
Vendor: Hennepin County Information Technology					
Hennepin County Information	1000197569	CIT SERVICE CHARGES DEC 2022 PINS, SILS, CALLS	Assessing Service	101-41110-308	29.00

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Hennepin County Information	1000196935	DEC 2022 PD RADIO LEASE & FLEET FEES	Radio Communications	101-41900-220	1,467.39
Vendor Hennepin County Information Technology Total:					1,496.39
Vendor: Hennepin County Public Works					
Hennepin County Public Work	1000197632	DEC 2022 PW FUEL CHARGES	Fuel - Vehicle/Equipment	101-42000-216	1,668.43
Vendor Hennepin County Public Works Total:					1,668.43
Vendor: Icma Retirement Corporation					
Icma Retirement Corporation	INV0000233	DFC - ICMA	Deffered Comp	101-21705	162.00
Icma Retirement Corporation	INV0000233	DFC - ICMA	Deffered Comp	101-21705	703.00
Vendor Icma Retirement Corporation Total:					865.00
Vendor: Innovative Office Solutions					
Innovative Office Solutions	IN4055569	LATERAL FILE CABINET - PD RECORDS	Office Operations	101-41900-201	717.75
Vendor Innovative Office Solutions Total:					717.75
Vendor: Killmer Electric, Inc					
Killmer Electric, Inc	W19568	REPAIR LIGHT BOLLARDS CENTRAL/2ND ST CAR ACCIDENT	Street Maintenance/Signage	101-42000-224	110.00
Killmer Electric, Inc	W19569	REPAIR CENTRAL AVE/2ND ELECTRIC RECEPTACLES	Street Maintenance/Signage	101-42000-224	284.40
Vendor Killmer Electric, Inc Total:					394.40
Vendor: Laurie Wolfe					
Laurie Wolfe	Jan 12, 2023	NOV & DEC 2022 YOGA INSTRUCTION	Programming	101-42300-312	400.00
Vendor Laurie Wolfe Total:					400.00
Vendor: League of MN Cities Insurance Trust WC					
League of MN Cities Insuranc	19548	CLAIM NO 477152 6/8/22 A. LAMERS DED. BILLING	Work Comp Insurance	101-41900-139	278.39
Vendor League of MN Cities Insurance Trust WC Total:					278.39
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	56865	PW 15A/125V 3-WIRE CONN	Operations	101-42000-211	14.97
Vendor Menards - Brooklyn Park Total:					14.97
Vendor: Metro Cities Association of Metropolitan Municipalities					
Metro Cities Association of M	1379	2023 METRO CITIES MEMBERSHIP DUES	Dues/Membership	101-41000-255	1,261.00
Vendor Metro Cities Association of Metropolitan Municipalities Total:					1,261.00
Vendor: Metro West Inspection Services, Inc.					
Metro West Inspection Servic	3536	DEC 2022 BUILDING INSPECTION SVC	Building Inspections Payable	101-20222	254.52
Vendor Metro West Inspection Services, Inc. Total:					254.52
Vendor: Miller Trucking					
Miller Trucking	148436	18 LOADS 3 TRUCKS TO HAUL SNOW 12/1/22	Snow Management	101-42000-250	1,890.00
Miller Trucking	148478	24 LOADS 3 TRUCKS TO HAUL SNOW 12/22/22	Snow Management	101-42000-250	2,520.00
Vendor Miller Trucking Total:					4,410.00
Vendor: Minnesota Equipment Inc					
Minnesota Equipment Inc	P96527	SNOW WING/PUSH BOX CUTTING EDGES FOR PLOW	Snow Management	101-42000-250	3,857.54
Minnesota Equipment Inc	P96530	WIRING HARNESS - PUSH BOX FOR SNOW PLOW	Snow Management	101-42000-250	272.00
Vendor Minnesota Equipment Inc Total:					4,129.54
Vendor: Minnesota Life Insurance Company					
Minnesota Life Insurance Co	595343	DEC 2022 LIFE INSURANCE PREMIUM	Medical/Dental/Life/Ltd	101-21706	84.90
Minnesota Life Insurance Co	611747	Life Insurance Monthly Premium JAN 2023	Medical/Dental/Life/Ltd	101-21706	92.40

Pending Expense Approval Report

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Minnesota Life Insurance Co	595343	DEC 2022 LIFE INSURANCE PREMIUM	Med/Den/Life/Ltd/Std Insura	101-41110-130	18.25
Minnesota Life Insurance Co	611747	Life Insurance Monthly Premium JAN 2023	Med/Den/Life/Ltd/Std Insura	101-41110-130	18.25
Minnesota Life Insurance Co	595343	DEC 2022 LIFE INSURANCE PREMIUM	Med/Den/Life/Ltd/Std Insura	101-41650-130	5.00
Minnesota Life Insurance Co	611747	Life Insurance Monthly Premium JAN 2023	Med/Den/Life/Ltd/Std Insura	101-41650-130	5.00
Minnesota Life Insurance Co	595343	DEC 2022 LIFE INSURANCE PREMIUM	Med/Den/Life/Ltd/Std Insura	101-41900-130	40.00
Minnesota Life Insurance Co	611747	Life Insurance Monthly Premium JAN 2023	Med/Den/Life/Ltd/Std Insura	101-41900-130	45.00
Minnesota Life Insurance Co	611747	Life Insurance Monthly Premium CREDIT LAMERS	Med/Den/Life/Ltd/Std Insura	101-41900-130	-82.00
Minnesota Life Insurance Co	595343	DEC 2022 LIFE INSURANCE PREMIUM	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
Minnesota Life Insurance Co	611747	Life Insurance Monthly Premium JAN 2023	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
Vendor Minnesota Life Insurance Company Total:					256.80
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1625	JAN 9 2023 CITY COUNCIL MEETING MINUTES	Recording Services	101-41000-307	216.00
Vendor Minute Maker Secretarial Total:					216.00
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000232	State Tax	State Withholding	101-21702	2,350.14
Vendor MN Department of Revenue Total:					2,350.14
Vendor: MN Fire Service Certification Board					
MN Fire Service Certification	10692	OFD FF CERTIFICATION EXAM B. ANDERSON	Fire Training - Reimbursable	101-41920-261	252.00
MN Fire Service Certification	10726	OFD FIREFIGHTER & HAZMT EXAM C. STEARNS	Fire Training - Reimbursable	101-41920-261	430.50
Vendor MN Fire Service Certification Board Total:					682.50
Vendor: MN PEIP					
MN PEIP	1254828	FEB 2023 Med/Dental Premiums	Medical/Dental/Life/Ltd	101-21706	3,241.05
MN PEIP	1254828	Med/Dental Premiums FEB 2023	Med/Den/Life/Ltd/Std Insura	101-41110-130	924.56
MN PEIP	1254828	FEB 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-41650-130	924.56
MN PEIP	1254828	FEB 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	8,483.44
MN PEIP	1254828	FEB 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,542.60
Vendor MN PEIP Total:					15,116.21
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000224	DFC-MSRS (Empower)	Deffered Comp	101-21705	1,374.00
Msrs Dfc/Hcsp	INV0000225	Employee HSA	Hcsp	101-21712	350.40
Vendor Msrs Dfc/Hcsp Total:					1,724.40
Vendor: NAPA - Cottens Osseo					
NAPA - Cottens Osseo	311312	PD 11/30/22 SERVICE CHARG	Vehicle Repairs/Maintenance	101-41900-217	154.62
NAPA - Cottens Osseo	311312	PD SQUAD 663 BATTERY/DEPOSIT/DEPOSIT CREDIT 311427	Vehicle Repairs/Maintenance	101-41900-217	-18.00
NAPA - Cottens Osseo	308951	PW LOADER HEAD LIGHTS	Snow Management	101-42000-250	29.59
Vendor NAPA - Cottens Osseo Total:					166.21
Vendor: Pera					
Pera	INV0000230	PEPFF	Pera	101-21704	6,071.71
Pera	INV0000230	PERA	Pera	101-21704	4,263.75
Vendor Pera Total:					10,335.46

Pending Expense Approval Report

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Poms Tire Service, Inc.					
Poms Tire Service, Inc.	8	11/30/22 PD SVC CHARGE INV 700056063	Vehicle Repairs/Maintenance	101-41900-217	2.81
Vendor Poms Tire Service, Inc. Total:					2.81
Vendor: Preferred Communications					
Preferred Communications	INV071761	PD GETAC VIDEO SOL. INC BODY WORN CAMERA/12 MO MTN	Software	101-41900-309	420.00
Preferred Communications	INV071761	PD GETAC VIDEO SOL. INC BODY WORN CAMERA/12 MO MTN	Capital Outlay	110-41900-520	341.59
Vendor Preferred Communications Total:					761.59
Vendor: Rampart Defense LLC					
Rampart Defense LLC	230105	BODY CAMERA AUDITING SVCS/PKG/TRAVEL EXP.	Software	101-41900-309	2,240.97
Vendor Rampart Defense LLC Total:					2,240.97
Vendor: Republic Services					
Republic Services	894-006057472	JAN 2023 ADMIN SHREDDING SVCS	Office Operations	101-41110-201	15.00
Vendor Republic Services Total:					15.00
Vendor: Satellite Shelters, Inc.					
Satellite Shelters, Inc.	INV631539	1/2 - 1/29/23 WARMING HOUSE RENTAL	Operations	101-42350-211	475.00
Vendor Satellite Shelters, Inc. Total:					475.00
Vendor: Shingle Creek WMO					
Shingle Creek WMO	323	2023 MEMBER ASSESSMENT	Dues/Membership	604-49400-255	4,147.60
Vendor Shingle Creek WMO Total:					4,147.60
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	12/31/22 STMT	PW/FD FUEL CHARGES	Fuel - Vehicle/Equipment	101-41920-216	52.04
Sipe Bros. Inc.	12/31/22 STMT	PW/FD FUEL CHARGES	Fuel - Vehicle/Equipment	101-42000-216	628.78
Vendor Sipe Bros. Inc. Total:					680.82
Vendor: Streicher's Inc.					
Streicher's Inc.	I1609588	PD UNIFORM & GEAR/SHIRT, FLASHLIGHT M. PETERSON	Uniforms/Gear	101-41900-218	253.97
Streicher's Inc.	I1609872	PD UNIFORM/SHIRT/NAMEPLATE M. PETERSON	Uniforms/Gear	101-41900-218	11.99
Streicher's Inc.	I1610213	PD UNIFORM/SHIRT/C. MALMON	Uniforms/Gear	101-41900-218	164.97
Streicher's Inc.	I1610822	PD UNIFORM/NAME TAG C. MALMON	Uniforms/Gear	101-41900-218	11.99
Vendor Streicher's Inc. Total:					442.92
Vendor: Sun Life Assurance Co					
Sun Life Assurance Co	12/14/2022	JAN 2023 STD/LTD Premiums	Medical/Dental/Life/Ltd	101-21706	45.90
Sun Life Assurance Co	12/14/2022	JAN 2023 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41110-130	198.69
Sun Life Assurance Co	12/14/2022	JAN 2023 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41650-130	21.92
Sun Life Assurance Co	12/14/2022	JAN 2023 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	554.59
Sun Life Assurance Co	12/14/2022	JAN 2023 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	79.51
Vendor Sun Life Assurance Co Total:					900.61
Vendor: Tegrete Corporation					
Tegrete Corporation	104438	FEB 2023 Cleaning Service	Cleaning Service	101-41700-317	738.00
Tegrete Corporation	104438	FEB 2023 Cleaning Service	Cleaning Service	101-41800-317	245.00
Vendor Tegrete Corporation Total:					983.00
Vendor: Thomson Reuters - West					
Thomson Reuters - West	847631878	DEC 2022 PD ONLINE/SOFTWARE SUBSCRIPTION CHARGES	Dues/Membership	101-41900-255	121.34
Vendor Thomson Reuters - West Total:					121.34

Pending Expense Approval Report

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Titan Machinery Inc					
Titan Machinery Inc	17877852 - GS	INSPECT LOADER - HYDRA FLUID IN RADIATOR	Equip Repair/ Maintenance	101-42000-221	1,253.90
Vendor Titan Machinery Inc Total:					1,253.90
Vendor: Toll Gas & Welding Supply					
Toll Gas & Welding Supply	40167379	PW Q INDUSTRIAL CYLS	Operations	101-42000-211	12.03
Vendor Toll Gas & Welding Supply Total:					12.03
Vendor: Total Control Systems, Inc.					
Total Control Systems, Inc.	10554	CRADLEPOINT 3Q22 CELL/INTERNET LIFT STATIONS SVCS	Telecommunications	602-49400-321	540.00
Vendor Total Control Systems, Inc. Total:					540.00
Vendor: Transport Graphics					
Transport Graphics	EM-141861	3 PD REFLECTIVE BADGE NOS. & 1 MAGNET	Operations	101-41900-211	62.80
Vendor Transport Graphics Total:					62.80
Vendor: Twin City Water Clinic Inc					
Twin City Water Clinic Inc	18545	DECEMBER DISTRIBUTION SAMPLES	Office Operations	601-49400-201	60.00
Vendor Twin City Water Clinic Inc Total:					60.00
Vendor: United Laboratories, Inc.					
United Laboratories, Inc.	INV366589	CITY HALL JANITORIAL SUPPLIES	Operations	101-41700-211	587.05
Vendor United Laboratories, Inc. Total:					587.05
Vendor: Verizon Wireless					
Verizon Wireless	9924269423	DEC 2 - JAN 1 Cell phone usag	Telecommunications	101-41110-321	65.19
Verizon Wireless	9924269423	DEC 2 - JAN 1 Cell phone usag	Telecommunications	101-41900-321	670.62
Verizon Wireless	9924269423	DEC 2 - JAN 1 Cell phone usag	Telecommunications	101-42000-321	243.47
Verizon Wireless	9924269423	DEC 2 - JAN 1 Cell phone usag	Trolley Operations	204-42390-352	65.23
Verizon Wireless	9924269423	DEC 2 - JAN 1 Cell phone usag	Telecommunications	601-49400-321	40.01
Vendor Verizon Wireless Total:					1,084.52
Vendor: West Mississippi WMO					
West Mississippi WMO	201	2023 MEMBER ASSESSMENT	Dues/Membership	604-49400-255	2,098.00
Vendor West Mississippi WMO Total:					2,098.00
Vendor: WEX Bank					
WEX Bank	86347499	DEC 7 - JAN 6 2023 PD FUEL CHARGES	Fuel - Vehicle/Equipment	101-41900-216	1,296.05
Vendor WEX Bank Total:					1,296.05
Grand Total:					124,544.85

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	94,909.80
110 - CIP EQUIPMENT	341.59
204 - TROLLEY	65.23
205 - PARK DEDICATION	34.95
240 - CABLE GRANTS	8,365.98
601 - WATER FUND	13,119.10
602 - SEWER FUND	1,239.10
604 - STORM WATER FUND	6,469.10
Grand Total:	124,544.85

Account Summary

Account Number	Account Name	Expense Amount
101-20222	Building Inspections Pay	254.52
101-21550	State Sales Tax	2.63
101-21701	Federal Withholding	4,731.68
101-21702	State Withholding	2,350.14
101-21703	Fica Withholding	6,384.66
101-21704	Pera	10,335.46
101-21705	Deffered Comp	2,239.00
101-21706	Medical/Dental/Life/Ltd	3,464.25
101-21710	Misc Deductions/Benefit	234.42
101-21711	Employee H.S.A Contrib	900.93
101-21712	Hcsp	350.40
101-41000-255	Dues/Membership	1,261.00
101-41000-307	Recording Services	216.00
101-41110-130	Med/Den/Life/Ltd/Std In	1,187.25
101-41110-201	Office Operations	15.00
101-41110-308	Assessing Service	29.00
101-41110-321	Telecommunications	65.19
101-41110-410	Leases/Rentals	346.92
101-41500-306	Legal Service - Prosecuti	1,200.00
101-41515-302	It Service	5,613.80
101-41550-301	Accounting/Auditing	894.00
101-41650-130	Med/Den/Life/Ltd/Std In	956.48
101-41700-211	Operations	964.52
101-41700-222	Building Repair/Mainten	160.00
101-41700-317	Cleaning Service	738.00
101-41700-390	Natural Gas Service	1,643.90
101-41800-317	Cleaning Service	245.00
101-41800-390	Natural Gas Service	360.86
101-41900-130	Med/Den/Life/Ltd/Std In	9,041.03
101-41900-139	Work Comp Insurance	278.39
101-41900-201	Office Operations	717.75
101-41900-211	Operations	237.25
101-41900-216	Fuel - Vehicle/Equipmen	1,296.05
101-41900-217	Vehicle Repairs/Mainten	139.43
101-41900-218	Uniforms/Gear	442.92
101-41900-220	Radio Communications	1,467.39
101-41900-255	Dues/Membership	121.34
101-41900-260	Education/Meetings/Tra	649.00
101-41900-309	Software	2,660.97
101-41900-321	Telecommunications	670.62
101-41900-410	Leases/Rentals	20.82
101-41920-211	Operations	173.30
101-41920-216	Fuel - Vehicle/Equipmen	52.04
101-41920-261	Fire Training - Reimburse	1,397.50
101-42000-130	Med/Den/Life/Ltd/Std In	1,652.11

Account Summary

Account Number	Account Name	Expense Amount
101-42000-211	Operations	51.78
101-42000-216	Fuel - Vehicle/Equipmen	2,297.21
101-42000-221	Equip Repair/ Maintena	1,253.90
101-42000-222	Building Repair/Mainten	124.50
101-42000-224	Street Maintenance/Sig	394.40
101-42000-250	Snow Management	20,285.27
101-42000-321	Telecommunications	243.47
101-42000-390	Natural Gas Service	1,087.88
101-42300-312	Programming	400.00
101-42350-211	Operations	475.00
101-42350-390	Natural Gas Service	133.47
110-41900-520	Capital Outlay	341.59
204-42390-352	Trolley Operations	65.23
205-42350-801	Rental Property Expense	34.95
240-41900-570	Equipment	8,365.98
601-49400-201	Office Operations	60.00
601-49400-301	Accounting/Auditing	558.75
601-49400-310	Other Professional Servi	3.38
601-49400-321	Telecommunications	40.01
601-49400-385	Purchased Water	12,456.96
602-49400-301	Accounting/Auditing	558.75
602-49400-310	Other Professional Servi	3.37
602-49400-321	Telecommunications	659.84
602-49400-390	Natural Gas Service	17.14
604-49400-255	Dues/Membership	6,245.60
604-49400-301	Accounting/Auditing	223.50
Grand Total:		124,544.85

Project Account Summary

Project Account Key	Expense Amount
None	124,544.85
Grand Total:	124,544.85