



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, February 27, 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. Receive February 7 Park and Recreation Minutes
 - B. Receive February 13 EDA Minutes
 - C. Approve February 13 Council Minutes
 - D. Approve City Clerk Training Request for MCFOA Conference
 - E. Approve City Accountant Training Request for MCFOA Conference
 - F. Receive January Lions Club Gambling Report
 - G. Receive January Fire Gambling Report
 - H. Receive January Hockey Association Gambling Report
 - I. Approve Gateway Sign Waiver Request for Benedictine Living Community Fundraiser
 - J. Approve Public Works Training Request for Utility Solutions Expo
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
 - A. Approve Employment Agreement with Police Lieutenant Todd Kintzi
 - B. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Accept Police Body Worn Camera Audit Results
 - B. Approve Posting for Full-Time Police Officer Position
 - C. Approve Fire Department Manual
 - D. Approve Purchases from OFDRA Charitable Gambling Donations
 - E. Authorize Distribution of Quote Package for Sod Replacement in the 2020 Street Project Area (Resolution)
 - F. Approve 2023 Youth Sports Program
 - G. Approve 2023 Movies & Music in the Park Series
 - H. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Blood Drive March 22
14. **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.

**OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
February 7, 2023**

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:00 p.m., Tuesday, February 7, 2023.

2. ROLL CALL

Present: Committee members Dee Bonn, Harold Johnson, Ashlee Mueller, Kerstin Schulz, Dori Trossen, and Alicia Vickerman.

Absent: Committee member Kara Wolf.

Others present: Community Management Coordinator Joe Amerman

3. ELECTION OF OFFICERS

Amerman requested the Committee elect a Chair and Vice Chair for 2023.

A motion was made by Vickerman, seconded by Mueller, to elect Kerstin Schulz as Chair of the Parks and Recreation Committee for 2023. The motion passed 6-0.

A motion was made by Vickerman, seconded by Bonn, to elect Ashlee Mueller as Vice Chair of the Parks and Recreation Committee for 2023. The motion passed 6-0.

4. APPROVE AGENDA

A motion was made by Mueller, seconded by Trossen, to approve the meeting's agenda. The motion passed 6-0.

5. APPROVE MINUTES

A motion was made by Vickerman, seconded by Mueller, to approve the October 4, 2022, meeting minutes as presented. The motion passed 6-0.

6. PUBLIC COMMENTS

Schulz advised the public that this is the time for public comments. There were no public comments.

7. SPECIAL BUSINESS

There was no special business.

8. NEW BUSINESS

A. 2023 OSSEO SUMMER SPORTS SCHEDULE

Amerman stated like past years, Osseo Youth Sports will take place on Monday and Wednesday nights at Sipe Park. There will be two sports offered each night, for a variety of ages. Classes will begin at 5:15 pm with the youngest children and end at 8:10 pm for the oldest. Ages will range from 2-10. In 2022 the city changed the summer schedule from 3 five-week sessions to 3 four-week sessions, this will be continued in 2023. RevSports has found that this allows them to keep all of their partners on the same schedule, so in the event coaches need to be unexpectedly moved around they can still ensure that the programming is consistent. Staff reviewed the proposed sports schedule in further detail with the Committee.

Amerman explained the major change from 2022 is in the cost of fees to the city, which is increasing from \$47.50 to \$52.00 per participant. (In 2021 it was \$42.50). Much like in 2022, this is due to rising operating costs, particularly in the cost of coaches. While this wasn't anticipated, the city is fortunate that in planning for 2022 the cost of registration that the city charges was increased by \$7.00 for both residents and non-residents, which means that the city is in a pretty good position to accommodate the increase in 2023 fees without passing costs on to the residents. This is made possible by the higher participation rates of non-resident families, who currently pay \$59.50 per participant per session.

Amerman reported despite the increase in fees, staff is recommending continuing to partner with RevSports in 2023. However, in the fall of 2023 when the Committee normally reviews its summer programming, staff plans on asking the Committee whether they would like staff to at least explore other partnership opportunities. Particularly if rates continue to increase. RevSports has been the city's partner for a number of years, and they've always provided high quality programming for some to the lowest costs in the metro, but it may be worthwhile to examine what other possibilities exist.

The Committee asked staff to address the cracks in the basketball court and to see if there were funds available to resurface the court.

A motion was made by Mueller, seconded by Vickerman, to approve the proposed 2023 Osseo Youth Sports Program. The motion passed 6-0.

B. 2023 MUSIC AND MOVIES IN THE PARK EVENTS

Amerman stated as in 2022, the 2023 MMIP calendar will have 9 dates over the course of the summer. This includes each Tuesday from June 13 through the end of August, with the exceptions of July 4, August 1 (Night to Unite), and August 29 (reserved as a rain date). Staff has already arranged for performances on six of the nine nights, though official contracts won't be sent for signature until there is official Council approval. There are nearly a dozen other performers that have contacted the city about filling the remaining dates, so staff does not expect any difficulty in filling those dates. The goal of scheduling has been to produce a mix of returning favorites, introduce some new performers, and bring back some highly regarded groups that have visited in the past but haven't been able to take part in recent years. The city will once again be partnering with Swank Motion Pictures to provide movie screenings at the series. Staff has been notified that the cost per movie is increasing to \$495. The schedule of movies was reviewed with the Committee.

Amerman reported total expenditures for 2022 ended up totaling \$12,492.17. It is likely that once completely fill out the budget for this year will be similar though slightly higher.

Staff believes that, given the current structure of the schedule, budgets in future years will likely rise slightly year over year, but in small, predictable increments. In simpler terms, there are only so many Tuesdays in a summer. Now that the city has settled on filling them (with the three exceptions) with both performances and movies, there are few ways in which the expenses can drastically rise. The small increases will be the result of escalating performance fees and the costs of licensing movies.

Bonn explained it was her understanding the food trucks were not happy in 2022 and questioned if the City should have them in 2023.

Schulz supported the City targeting more low-scale food trucks.

Vickerman agreed with this recommendation.

Trossen suggested the City pursue non-profit food trucks.

The consensus of the Committee was to support the City having food trucks again in 2023.

Schulz requested staff write up a script for the emcee to read each night that would acknowledge the donors that make the Music and Movies in the Park possible.

A motion was made by Mueller, seconded by Vickerman, to approve the proposed 2023 Music and Movies in the Park plans. The motion passed 6-0.

9. ANNOUNCEMENTS – None
10. STAFF & COMMITTEE MEMBER REPORTS – None
11. ADJOURNMENT

A motion was made Bonn, seconded by Mueller, to adjourn the meeting at 6:43 p.m. The motion passed 6-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
February 13, 2023**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, February 13, 2023.

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

Members absent: None.

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

2. OATH OF OFFICE

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

3. ELECTION OF EDA OFFICERS

Grams requested the EDA elect a President, Vice President, Treasurer and Assistant Treasurer for 2023.

A motion was made by Mueller, seconded by Schulz, to elect Duane Poppe as President for 2023. The motion carried 7-0.

A motion was made by Mueller, seconded by Schulz, to elect Mark Schulz as Vice President for 2023. The motion carried 7-0.

A motion was made by Mueller, seconded by Schulz, to elect Harold Johnson as Treasurer for 2023. The motion carried 7-0.

A motion was made by Mueller, seconded by Schulz, to elect Teresa Aho as Assistant Treasurer for 2023. The motion carried 7-0.

4. APPROVAL OF AGENDA

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

5. APPROVAL OF MINUTES – DECEMBER 12, 2022

A motion was made by Mueller, seconded by Aho, to approve the minutes of December 12, 2022, as presented. The motion carried 7-0.

6. MATTERS FROM THE FLOOR – None
7. PUBLIC HEARINGS – None
8. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

Johnson requested further information regarding the Hall Sweeney expenses. Grams explained staff was aware of the fact the expenses were over \$10,000 and staff has been in communication with Mr. Sweeney regarding this matter. He noted the City would be made whole on these expenses.

Johnson did not support the EDA paying \$10,000 to Hall Sweeney at this time. Further discussion ensued regarding the Hall Sweeney expenditures.

Johnson recommended the Hall Sweeney language be corrected to show that these were for second half 2022 payments.

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

9. OLD BUSINESS – None
10. NEW BUSINESS

A. DISCUSS EDA GOALS FOR 2023

Grams stated the EDA should consider a working list of goals and/or projects that the Authority believes should be considered in 2023. Staff reviewed a running list of goals that was maintained throughout the last 12+ months. Grams requested the EDA discuss these ideas and provide staff with direction on how to move forward.

Burke questioned what percentage of an EDA tax levy Staff was proposing. Grams explained there was a formula the City would have to follow if an EDA levy were to move forward. He indicated Staff would work with Ehlers on this matter. He stated if the EDA were to move forward with a levy, input from the public would be requested. City Attorney Tietjen advised an EDA tax levy must not be more than 0.01813% of the estimated market value for properties.

Johnson indicated the EDA is allowed to take from TIF revenues, provided the EDA can show expenditures to off set the revenues. Grams reported the EDA can take up to 10% for

administrative expenses for TIF districts. He noted actual administrative time was to be tracked for TIF districts.

Johnson stated he would be willing to provide any member of the EDA with a tour of the Realife property.

Nelson commented he would be interested in reviewing City laws or ordinances that impact businesses in order to increase efficiencies. He stated if the Hall Sweeney project did not move forward, the EDA should consider purchasing this land for future redevelopment. He suggested the EDA consider hosting a shop Osseo day and recommended this event be held on a Tuesday, so it could coincide with a Music/Movie in the Park. He supported the EDA meeting every other month if there were not items to discuss in order to save money.

Aho explained she supported the EDA completing a business survey. Grams stated staff could try to complete this inhouse by sending letters and surveys to local business owners. He indicated a subcommittee of the EDA could be formed to assist with this project.

Johnson asked if the City was receiving complaints about parking on Central Avenue. Grams stated typically the two areas of concern were with the 24 hour parking but noted the City does a good job to track these vehicles. He noted the other concern was with student parking during school hours.

Further discussion ensued regarding how snow removal should be managed along Central Avenue.

Nelson suggested Staff create a pamphlet highlighting the downtown area of Osseo that would encourage future developers to choose Osseo.

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

Johnson thanked Commissioner Nelson for bringing forward his ideas at this meeting. He reiterated that he was willing to provide the EDA with a tour of the Realife property at a future meeting.

12. ADJOURNMENT

A motion was made by Johnson, seconded by Aho, to adjourn at 6:47 p.m. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
February 13, 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, February 13, 2023.

2. ROLL CALL

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

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

Others present: Becky Weidenbach, City Resident; Sue Nelson, City Resident; Char Mead, City Resident; Larry Stelmach, City Resident. m

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe requested Item 5J be added to the Consent Agenda, approving a Masonic Lodge Raffle Permit.

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

5. CONSENT AGENDA

- A. Approve January 23 Work Session Minutes.
- B. Approve January 23 City Council Minutes.
- C. Approve January 30 Work Session Minutes.
- D. Approve Promotion of Firefighter Travis Anderson to Lieutenant 14.
- E. Receive January Building Report.
- F. Receive January American Legion Gambling Report.
- G. Receive January Fire Activity Report.
- H. Approve PSAC Meeting Date of March 22 at 6:00PM.
- I. Set Council Work Session for February 27 at 5:00PM.
- J. Approving a Masonic Lodge Raffle Permit.

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

6. MATTERS FROM THE FLOOR

Johnson suggested the Council consider having Staff respond to Matters from the Floor at the next Council meeting. Grams stated he would be more than happy to provide this information to the Council.

Schulz supported this recommendation.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Fire Relief Association	\$710	Fire Equipment
Osseo Fire Relief Association	\$10,000	Fire Equipment
Osseo Fire Relief Association	\$23,000	Fire Equipment
Osseo Fire Relief Association	\$66,000	Fire Equipment CIP
Norman, Darin, and Corey Lerbs	\$500	Fire
Norman, Darin, and Corey Lerbs	\$500	Police
Harold E. Johnson	\$750	Beautification
Ronald & Nancy Roden	\$200	Beautification

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2023-7, accepting a donation from the Osseo Fire Relief Association, Norman, Darin and Corey Lerbs, Harold E. Johnson and Ronald and Nancy Roden. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF FEBRUARY 13, 2023

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, conducted oaths of office, held elections for EDA officer positions and discussed EDA goals/projects for 2023.

A motion was made by Schulz, seconded by Vickerman, to Confirm the EDA Actions of February 13, 2023. The motion carried 5-0.

B. APPROVE CITIZEN APPOINTMENT

Grams stated citizen appointments are made each year to various boards/commissions/committees. The Council made citizen appointments at the January 9, 2023, Council meeting; two vacancies on the Historical Preservation

Committee remained open. Staff reviewed the Letter of Interest for this appointment and a resolution that indicates where appointments are needed.

Letters of Interest from: Ann Schneider for Historical Preservation Committee
 Lila Hedlund for Historical Preservation Committee

Hultstrom noted she spoke with the candidates today and suggested Ann Schneider be appointed to the position that ends in 2025 and Lila Hedlund being appointed to the seat that ends in 2023.

A motion was made by Hultstrom, seconded by Johnson, to adopt Resolution No. 2023-08, appointing citizens to the Historical Preservation Committee. The motion carried 5-0.

C. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT – None

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom thanked her fellow Councilmembers and Staff members for their efforts on a legislative bill. Hultstrom noted she attended a fire trustee meeting on February 9 with Councilmember Johnson.

Johnson reported he attended a Parks and Recreation meeting last Tuesday.

Vickerman congratulated the Osseo Middle School students for winning the Name the Snowplow Contest.

Schulz explained he had lunch over the weekend with several residents who had questions about City operations. He stated he was always available to meet with residents to address their concerns. Schulz thanked Councilmember Vickerman for working with him on the legislative bill down at the capitol.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, February 20 for Presidents Day.

Poppe encouraged residents to consider participating in the American Red Cross Blood Drive that would be held on Wednesday, March 22 at the Community Center from 1:00 p.m. to 7:00 p.m.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Johnson, to adjourn the City Council meeting at 7:20 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

Unapproved



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

City of Osseo Employee/Elected Official Travel Request Form

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

Date of Request: February 9, 2023

Employee or Elected Official Name: Katrina Jones

Employee Department (if this applies): Administration

Conference/Workshop/Seminar: Minnesota Municipal Clerks and Finance Officer Association (MCFOA) Annual Conference, St. Cloud, MN

Dates: March 22-24, 2023

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

** Note: Please include supporting documentation showing actual costs (such as registration confirmation, hotel/motel confirmation, air fare or other travel costs confirmation)*

Registration Fee: \$305

Hotel/Motel Costs: \$118 (one night)

Air Fare Costs: 0

Meal Costs: 0

Misc. Costs: (Mileage 46.1 miles) x (4-6 trips) @ \$0.655 = \$120.78-\$181.17

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? This training for municipal clerks and finance officers allows for further professional development and networking opportunities amongst colleagues. I have not been able to attend this conference before.

Employee/Official Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Council Approval Date: February 27, 2023



City of Osseo

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City of Osseo Employee/Elected Official Travel Request Form

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

Date of Request: February 9, 2023

Employee or Elected Official Name: Shelly Cisewski

Employee Department (if this applies): Administration

Conference/Workshop/Seminar: Minnesota Municipal Clerks and Finance Officer Association (MCFOA) Annual Conference, St. Cloud, MN

Dates: March 22-24, 2023

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

** Note: Please include supporting documentation showing actual costs (such as registration confirmation, hotel/motel confirmation, air fare or other travel costs confirmation)*

Registration Fee: \$305

Hotel/Motel Costs: estimated \$540 (3 nights)

Air Fare Costs: 0

Meal Costs: 0

Misc. Costs: (Mileage 46.1 miles) x (4-6 trips) @ \$0.655 = \$120.78-\$181.17

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? This training for municipal clerks and finance officers allows for further professional development and networking opportunities amongst colleagues. I have not been able to attend this conference before.

Employee/Official Signature: _____

Date: 3/22/2023

Administrator Signature: _____

Date: 3/22/23

Council Approval Date: February 27, 2023

Osseo Lions Club Gambling Report

5 F

to
City of Osseo

Report for the month/year of Jan-23

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 658,155.22 LG100A-10A

Prizes Paid 585,572.62 LG100A-10B

Net Receipts 72,582.60 LG100A-10C

Expenses - Total 45,854.75 Total Itemized

Expenses itemized:

<u>Pulltabs</u>	<u>5,060.49</u>
<u>Compensation</u>	<u>9,956.95</u>
<u>Accounting Services</u>	<u>5,780.60</u>
<u>Rent</u>	<u>8,149.77</u>
<u>Electronic pull-tab provider fees</u>	<u>15,960.87</u>
<u>Electronic linked bingo provider fees</u>	<u>99.19</u>
<u>Supplies Bank charges etc</u>	<u>589.93</u>
<u>Cash Short (Over)</u>	<u>256.95</u>
Profits \$ <u>26,727.85</u> G1A Line 24	<u>45,854.75</u>

Lawful Purpose Expenditures

<u>MN Department of Revenue - Wagering Tax</u>	<u>\$ 32,828.00</u>
<u>Project New Hope</u>	<u>1,000.00</u>
<u>LCIF</u>	<u>1,000.00</u>
<u>MN Lions Diabetes Foundation</u>	<u>1,000.00</u>
<u>Across All Lines/Firefighters ith PTSD</u>	<u>5,000.00</u>
<u>Lions Leos</u>	<u>1,000.00</u>
<u>Special Olympics</u>	<u>1,000.00</u>
<u>Youth Exchange</u>	<u>1,000.00</u>
<u>Leader Dogs</u>	<u>1,000.00</u>
<u>Waste Basket Review</u>	<u>2,500.00</u>
<u>Students Connecting Thru International Studies</u>	<u>2,500.00</u>
<u>Crescent Cove</u>	<u>2,500.00</u>
<u>Mission Inc. Porograms</u>	<u>2,500.00</u>
<u>79ers Adapted Sports Booster Club</u>	<u>2,000.00</u>
<u>Ride On 4 Carrie</u>	<u>1,500.00</u>
<u>Osseo Park Center Girls Hockey Booster Club</u>	<u>500.00</u>
<u>Maple Grove Boys LaCrosse</u>	<u>500.00</u>
<u>Total Contributions</u>	<u>\$ 59,328.00</u>

Signed



Attach additional information if necessary.

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



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 **January 2023**

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

Pull-Tabs	60 deals
Paddlewheel	59 deals
Electronic Pull-Tabs	31 occasions
Electronic Linked Bingo	31 occasions

3. Receipts

Gross Receipts (G1 11A)	\$507,313.70	
Prizes (G1 11B)	- \$448,356.52	
Net Receipts	\$58,957.18	→ \$58,957.18

4. Expenses

Wagering Tax (tax on Schedule C)	\$20,192.31	
Rent (G1A 18)	\$5,568.64	
Gambling Product Costs (G1A 12)	\$535.18	
Electronic Pull-Tab Costs (G1A 19-20)	\$8,403.45	
Compensation & Payroll (G1A 13)	\$8,039.78	
Other (G1A 14-17,21-23)		
(accounting, supplies, etc.)	+ \$757.00	
Total Expenses	\$43,496.36	→ - \$43,496.36

5. Profit **\$15,460.82**

6. Distribution of Profits (Lawful Purpose Expenditures):

[none this month]

-- Dave Jorgenson, Gambling Manager

Osseo Maple Grove Hockey Association Gambling Report to City of Osseo

1. Report for the month of Jan-23

2. Check as appropriate:

 x pulltabs

 x tipboards

3. Gross receipts 352,828

4. Expenses - total 336,583

Expenses itemized:

Compensation	7,535
Prizes	307,161
Pull tab games/taxes	5,098
Supplies/misc/payroll proc./storage	525
Combined receipts	14,993
Cash long/short	397
Rent	875

5. Profits 16,245

6. Distribution of profits (itemized)

OMGHA	\$ 100,000
OPC Girls Hockey	\$ 5,000
Osseo Boys Hockey	\$ 5,000
Maple Grove Girls Hockey	\$ 5,000
Maple Grove Boys Hockey	\$ 5,000

Signed:

Corey Cheatham

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.



Fee: _____
 Receipt/Check #: _____

City of Osseo

415 Central Avenue
 Osseo, MN 55369-1195
 P 763.425.2624 F 763.425.1111
www.DiscoverOsseo.com

Gateway Sign Message Application

<p>The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.</p>									
Business or Event Name Benedictine Living Community - Osseo					Contact Person Kendra Boerst				
Business or Event Address 625 Central Ave Osseo, MN					Phone Number 763-391-0749				
Email kendra.boerst@benedictineliving.org					Number of Slides Requested: A fee of \$100 per slide/week must be included with every message application.			1	
Message Requested: The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.			Ad Prepared, attached to this email						
Graphics Requested? _____ No _____ <input checked="" type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to nabts@ci.osseo.mn.us and kbroden@ci.osseo.mn.us by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels.									
					Stock Image Graphic to be Provided JPG or BMP format only				
Message Scheduling Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.									
Specify Start Date/Time, if not <u>Monday mid-day</u> Month of March					Specify End Date/Time, if not <u>Monday mid-day</u>				
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.									
Applicant Signature:					Date: 2/21/23				
Administrative Approval			Fee			Date			

OSSEO GATEWAY SIGN



APPLICATION FOR MESSAGE FEE WAIVER:

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

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

SIGN APPLICATION to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-1111 or via email at

nabts@ci.osseo.mn.us **AND** kbroden@ci.osseo.mn.us

Name of Applicant:	Benedictine Living - Osseo		
Address:	625 Central Ave, Osseo MN 55369		
Name of Contact Person: (if different than applicant)	Kendra Boerst		
Contact Phone: (daytime)	763-391-0749	Email address:	kendra.boerst@benedictineliving.org
Description of event or purpose for which Gateway Sign message will be used:	Fundraising for Renovation Project		
Desired date(s)	Specify on Gateway Sign Application & attach application to this request		

COMMUNITY BENEFITS

How will the Osseo business community benefit from your event?	Our community provides assisted living to 60 seniors from the Osseo Area.
--	---

NEED:

Why is it necessary to promote this event using the Gateway Sign?	We are needing help fundraising in order to support a large renovation in the community.
Explain why paying the fee would be a hardship.	We do not have a budget to support fundraising, it is purely the time / (the administrator) am able to commit to it.
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	Yes → just not sure what they would be!

I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Signature:	
Date of application:	2/21/23

STAFF USE ONLY

Est. total value of waiver (\$):		City Council Review date:		Approved date:	
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City of Osseo
 415 Central Avenue
 Osseo, MN 55369-1195
 P 763.425.2624 F 763.425.1111
 www.DiscoverOsseo.com

City of Osseo Employee/Elected Official Travel Request Form

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

Date of Request: February 27th, 2023

Employee or Elected Official Name: Nick Waldbillig & 1 Another PW Employee (TBD)

Employee Department (if this applies): Public Works

Conference/Workshop/Seminar: Utility Solutions Expo – Ferguson water works & Neptune Technology Group

Dates: April 19th & 20th, 2023

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

** Note: Please include supporting documentation showing actual costs (such as registration confirmation, hotel/motel confirmation, air fare or other travel costs confirmation)*

Registration Fee: \$ 169 X 2 = \$338

Hotel/Motel Costs: \$161 X 2 = \$322

Air Fare Costs: 0

Meal Costs: 0

Misc. Costs:

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? This training is for Neptune360 users, it will provide in depth training on the Mach 10 water meters, Neptune360, along with a Q&A session. Attending this conference will help employees gain knowledge on the current metering systems

Employee/Official Signature:  Date: 2/27/2023

Administrator Signature:  Date: 2/22/23

Council Approval Date: February 27, 2023



City of Osseo City Council Meeting Item

Agenda Item: Approve Employment Agreement with Police Lieutenant Todd Kintzi

Meeting Date: February 27, 2023

Prepared by: Riley Grams, City Administrator

Attachments: Draft Employment Agreement with Lieutenant Kintzi

Policy Consideration:

Consider approving the attached employment agreement with Lieutenant Todd Kintzi.

Background:

Last year the City Council discussed the addition of a new supervisor position within the Police Department. The Osseo Public Safety Advisory Committee discussed this new position and recommended their approval to the Osseo City Council. The Council included the newly created position in the 2023 budget, with a start date of February 1, 2023. From there, the Police Department posted an internal opening for the Lieutenant position, and letters of interest were collected. One in-house Officer applied, Officer Todd Kintzi.

The HR Committee, Police Chief and City Administrator conducted an interview with Officer Kintzi to discuss the position and his vision for the Department. After careful consideration, the HR Committee recommended that Officer Kintzi be promoted to the newly created Lieutenant position.

City Administrator Riley Grams and Officer Todd Kintzi recently negotiated the attached draft employment agreement, which included input and a recommendation of approval from the Council HR Committee (Councilmembers Vickerman and Hultstrom). While we anticipate that the Council should consider entering into the attached employment agreement with Lieutenant Kintzi, we are awaiting on the delivery of his new uniform badge. Once we receive that, we will come back to the Council to conduct the official swearing in ceremony.

The Lieutenant position has a budgeted hourly rate of \$49.79 per hour and includes all benefits applicable under the City's Personnel Policy. The Lieutenant position is an additional supervisory position within the Police Department and is considered a non-exempt position. This position is not included in LELS Local #182.

Previous Action or Discussion:

The PSAC and City Council have previously discussed this position and budgeted for it in the 2023 budget.

City Goals Met By This Action:

Recruit high quality Staff, continue to train Staff, and work to promote Staff retention
Promote a healthy and high quality standard of living

Options:

The City Council may choose to:

1. Approve the attached employment agreement with Lieutenant Todd Kintzi;
2. Approve the attached employment agreement with Lieutenant Todd Kintzi, with noted changes/as amended;
3. Deny approval of the attached employment agreement with Lieutenant Todd Kintzi;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option Approve the attached employment agreement with Lieutenant Todd Kintzi.

POLICE LIEUTENANT EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into between the CITY OF OSSEO, MINNESOTA, a municipal corporation ("City") and Todd Kintzi ("Kintzi").

RECITALS

- A. The City is a municipal corporation in the State of Minnesota.
- B. Kintzi was hired by the City in his capacity as a police officer on February 1, 2008 and was promoted to the position of Police Lieutenant on February 1, 2023.
- C. The City and Kintzi wish to establish the terms of employment related to the Lieutenant position and enter into this Employment Agreement ("Agreement").

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth in this Agreement, the City and Kintzi agree as follows:

TERMS OF AGREEMENT

1. **Recitals.** The Parties accept and acknowledge the recitals as part of this Agreement.
2. **Duties.** The City agrees to employ Kintzi as a Police Lieutenant for the City to perform all duties as specified by law and ordinance and to perform such other proper duties as assigned by the City Council, including all duties outlined in the job description attached as "Exhibit A." Kintzi will report directly to the Chief of Police.
3. **Term and Conditions.** Kintzi will continue to serve as Police Lieutenant for an indefinite term. Kintzi will serve at the will of the Council and may be terminated with or without cause at any time, upon recommendation from the Chief of Police. The position is a supervisory position and classified as exempt pursuant to state and federal fair labor laws. The Chief of Police will conduct annual performance reviews of Kintzi.
4. **Outside Employment.** Kintzi agrees not to accept any outside employment that would interfere with his ability to perform his duties for the City or that would create a conflict of interest. Kintzi must obtain the approval of the Council for any outside employment he desires to perform in advance of accepting such outside employment.
5. **Compensation.** Kintzi will be compensated according to the Osseo Personnel Policy and Employee Compensation Plan. Kintzi will also receive any annual cost of living increase approved by the City Council for other employees.
6. **Cell Phone/Laptop Computer.** The City will provide and pay for a city-issued cell phone, cell phone plan, cell phone accessories, and a laptop computer to be used by Kintzi to conduct City business. Kintzi may use such devices for personal use as allowed by City policies.

7. **General Expenses.** When provided appropriate documentation, the City will reimburse Kintzi for reasonable miscellaneous job expenses which Kintzi may incur from time to time, including all expenses incurred on work-related conferences, trips, or workshops. Kintzi agrees to use the City-issued credit card for such expenses, consistent with the City Credit Card Policy.
8. **Pension Plan.** The City will contribute to Kintzi's PERA account in the amounts and in the manner required by Minnesota law.
9. **Insurance.** The City will pay health and dental benefits equal to or for the benefit of Kintzi in the same manner and at the same level as for other City employees. If the current police union contract provides a higher benefit amount compared to the current City Personnel Policy, Kintzi will be eligible for the higher of the two benefit amounts. Should Kintzi waive insurance benefits through the City, the City will pay him a monthly stipend at the current City Council approved rate (currently \$600/month). Should the amount of the monthly stipend in lieu of insurance change, the City shall pay that monthly amount to Kintzi if he elects to receive said payment.
10. **Professional Development, Dues, Conferences, Subscriptions.** The City will budget and pay for all licensing, training, certifications, and continuing education necessary for Kintzi to perform his job duties, including, but not limited to one of the following programs: (1) Northwestern Staff and Command; (2) FBI National Academy; or (3) Southern Police Institute, or equal program. The City will also budget and pay all dues and related membership expenses to appropriate professional organizations including, but not limited to Hennepin Chiefs, Minnesota Chiefs, International Chiefs of Police, and the Minnesota Police and Peace Officers Association Legal Defense Fund organizations. Kintzi's attendance at the annual conferences for these organizations will also be budgeted and paid by the City. Subscriptions which are deemed reasonable and necessary for Kintzi's continued professional participation, growth and advancement will be budgeted and paid by the City.
11. **Termination and Severance Pay.** The City may terminate Kintzi's employment under this Agreement for cause, which includes the following circumstances:
 - 1) Conviction of a felony or other crime which renders Kintzi incapable of satisfactorily performing the duties of his position.
 - 2) Any job-related acts that unreasonably endanger the property or personal safety of himself or another person.
 - 3) Violation of any lawful official order of, or failure to obey any lawful direction given by Kintzi's direct supervisor, where such violation or failure to obey amounts to an act of insubordination or a serious breach of discipline or has resulted or reasonably might be expected to result in a loss or injury to the City or to the public.
 - 4) Insubordination or disgraceful conduct during the performance of Kintzi's official duties.
 - 5) Excessive unexcused absences from duty.

- 6) Kintzi's violation of any known work rule, policy, or procedure after he received at least one written warning for a same or similar violation.

Termination for cause will be without severance pay and will be effective upon Kintzi's receipt of written notice of his termination. Kintzi may request arbitration to determine whether cause exists warranting termination but will remain on terminated status throughout the pendency of the arbitration proceeding. However, if the arbitrator determines that the City lacked cause to terminate Kintzi's employment, then Kintzi will be entitled to any back pay for that period.

If the City terminates Kintzi without cause, then the City will give him 60 days' prior written notice and pay him—at the time of receipt of last paycheck—a lump sum cash payment equal to three (3) months' salary at his current rate of pay, less lawful deductions.

Kintzi will receive any other termination benefits or payments (e.g., accrued PTO) for which he is eligible whether his termination is without cause, for cause, or by resignation.

If the City reduces the salary or other financial benefits of Kintzi in a greater percentage than an across-the-board reduction for all non-union employees, or if the City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Kintzi, or he resigns following a formal suggestion by the City to resign, then Kintzi may, at his option, be deemed to be "terminated" on the effective date of resignation and he will be entitled to receive the termination benefits set forth above.

If Kintzi voluntarily resigns, he must give the City written notice of termination at least 30 days before the official resignation date.

12. **Retiree Health Insurance Coverage.** If Kintzi retires, the City will allow Kintzi on its group health insurance plan and will pay sixty-five (65) percent of the single insurance premium between the ages of 50 and 65 except that each City payment will not ever exceed the cost of the single insurance premium at the time of retirement. Kintzi shall receive this benefit if he is pension eligible and retires from active service from the City of Osseo with at least twelve (12) years of continuous service with the City of Osseo. Kintzi may, at his own expense, purchase family coverage or single plus one coverage.
13. **Paid Time Off (PTO).** Kintzi will accrue PTO time each year in accordance with the City of Osseo Personnel Policy. However, if the rate of PTO accrual provided by the existing Osseo police union contract is higher than provided by the City Personnel Policy, then Kintzi will accrue PTO based upon the existing police union contract. Kintzi may, at any time during his employment, cash in any amount of unused vacation hours to be paid to him in a lump sum at his current hourly rate. Kintzi may use PTO leave at his discretion for any purpose allowed by law and applicable City policies.

14. **Uniforms and Gear.** The City will provide uniforms and gear for Kintzi as needed and requested by Kintzi. Requests for uniform and gear purchases must be made in writing and submitted for approval by the City Council.
15. **Non-Civil Service Status.** It is expressly understood and agreed that Kintzi's employment is not subject to any state or local civil service laws, procedures, or regulations.
16. **Non-Veteran Status.** Kintzi represents that he is not a military veteran and is not covered by any veteran's preference statute or other similar law.
17. **Indemnification.** The City shall defend and indemnify Kintzi pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City will defend, hold harmless, and indemnify Kintzi from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules, and ordinances, provided that Kintzi was acting in the performance of his official duties at the time of the alleged tort or violation.
18. **Complete Agreement.** This Agreement is the entire agreement between the parties and will supersede any prior agreements, understandings, or undertakings between them. This Agreement may only be modified by written agreement signed by both parties and approved by the City Council.
19. **Governing Law.** This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and the ordinances of the City.
20. **Binding.** This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Kintzi's estate.
21. **Severability.** The parties agree that the provisions of this Agreement are reasonable and not known to violate any federal, state, or local law or regulation. If a court of competent jurisdiction finds any provision herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this Agreement.

This Agreement between the City and Kintzi has been approved by the Osseo City Council and executed as of _____, 2023.

Katrina Jones
City Clerk

Duane Poppe
Mayor of City of Osseo

Todd Kintzi
Police Lieutenant

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>
Osseo Lions Club	\$3,500	Music and Movies in the Park
Harold E. Johnson	\$750	Beautification



City of Osseo City Council Meeting Item

Agenda Item: Accept Police Body Worn Camera Audit Results

Meeting Date: February 27, 2023

Prepared by: Police Chief Shane Mikkelson

Attachments: Auditor's Report

Policy Consideration:

According to Minnesota Statute 13.825 our body worn camera system must have a biennial audit by an independent source and the findings must be presented to the Council.

Subd. 9. Biennial audit.

(a) A law enforcement agency must maintain records showing the date and time portable recording system data were collected and the applicable classification of the data. The law enforcement agency shall arrange for an independent, biennial audit of the data to determine whether data are appropriately classified according to this section, how the data are used, and whether the data are destroyed as required under this section, and to verify compliance with subdivisions 7 and 8. If the governing body with jurisdiction over the budget of the agency determines that the agency is not complying with this section or other applicable law, the governing body may order additional independent audits. Data in the records required under this paragraph are classified as provided in subdivision 2.

(b) The results of the audit are public, except for data that are otherwise classified under law. The governing body with jurisdiction over the budget of the law enforcement agency shall review the results of the audit. If the governing body determines that there is a pattern of substantial noncompliance with this section, the governing body must order that operation of all portable recording systems be suspended until the governing body has authorized the agency to reinstate their use. An order of suspension under this paragraph may only be made following review of the results of the audit and review of the applicable provisions of this chapter, and after providing the agency and members of the public a reasonable opportunity to respond to the audit's findings in a public meeting.

(c) A report summarizing the results of each audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit.

Background:

After searching for an outside source, Staff was able to connect with Rampart Defense LLC for the audit and the results were that the program is compliant.

Budget or Other Considerations:

This Biennial Audit was in the 2023 Budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Accept the auditor's findings;
2. Deny the auditor's findings.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Accept the auditor's findings.

Next Step:

Keep our Body Worn Camera system in compliance.



INDEPENDENT AUDITOR'S REPORT

Osseo Police Department Body-Worn Camera Program



JANUARY 30, 2023
RAMPART DEFENSE LLC
P.O. Box 23 Clearbrook, MN 56634

Audit Overview and Recommendations

Dear Osseo City Council and Chief Mikkelson:

We have audited the body-worn camera (BWC) program of the Osseo Police Department (OPD) for the two-year period ended 10/14/2022. Minnesota Statute §13.825 mandates that any law enforcement agency operating a portable recording system (PRS)¹ program obtain an independent, biennial audit of its program. This program and its associated data are the responsibility of the Osseo Police Department. Our responsibility is to express an opinion on the operations of this program based on our audit.

On November 14, 2022, Rampart Defense LLC (Rampart) met with Chief Shane Mikkelson, who provided information about OPD's BWC program policies, procedures and operations. As part of the audit, Rampart reviewed those policies, procedures and operations for compliance with Minnesota Statute §626.8473, which sets forth the requirements for creating and implementing a BWC program, and Minnesota Statute §13.825, which governs the operation of BWC programs. In addition, Rampart also conducted a sampling of BWC data to verify OPD's recordkeeping.

The purpose of this report is to provide an overview of this audit, and to provide recommendations to improve the OPD BWC program and enhance compliance with statutory requirements.

OPD BWC Program Implementation and Authorization

Effective August 1, 2016, Minnesota Statute §626.8473 Subd. 2 requires that:

A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly-scheduled meeting.

In addition, §626.8473 Subd. 3(a) requires that the law enforcement agency establish and enforce a written policy governing the use of its portable recording system, and states "[t]he written policy must be posted on the agency's Web site, if the agency has a Web site."

Chief Mikkelson provided documentation showing that the public notification, comment and meeting requirements had been satisfied prior to the implementation of OPD's BWC program on October 15, 2020. Specifically, Chief Mikkelson furnished a copy of the minutes of the June 22, 2020, Osseo City Council meeting, at which he requested that the council schedule a public hearing to take comments from the public for the proposed BWC program and policy. The minutes noted that OPD also solicited

¹ It should be noted that Minnesota statute uses the broader term "portable recording system" (PRS), which includes body-worn cameras. Because body-worn cameras are the only type of portable recording system employed by OPD, these terms may be used interchangeably in this report.

comments from the public via mail and email. Chief Mikkelson also furnished an agenda item request memo to the Osseo City Council, requesting that the council open the July 27, 2020, meeting for public comment about the proposed BWC policy and then consider adopting the policy. The memo discussed the results of a review of the policy by the Public Safety Committee and noted that Chief Mikkelson had also received comments from the public regarding the proposed BWC program via email and intended to read those at the city council meeting. Finally, Chief Mikkelson furnished a copy of the July 27, 2020, Osseo City Council meeting minutes, which noted that he had read the email comments from the public into the record. He also clarified for the council the policy provision allowing officers to discontinue recording under certain circumstances. A public hearing was called during the meeting to receive questions from the public regarding the proposed body camera policy. There were no additional questions or comments. After the public hearing was closed, the city council voted to approve the body-worn camera policy as written. Copies of these documents have been retained in Rampart's audit files.

Rampart staff verified that the BWC policy was accessible from the Osseo Police Department's webpage at the time of our audit.

OPD BWC WRITTEN POLICY

As part of this audit, we reviewed OPD's BWC policy, a copy of which is attached to this report as Appendix A.

Minnesota Statute §626.8473 Subd. 3(b) requires a written BWC policy to incorporate the following, at a minimum:

1. The requirements of section 13.825 and other data classifications, access procedures, retention policies, and data safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;
2. Procedures for testing the portable recording system to ensure adequate functioning;
3. Procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;
4. Circumstances where recording is mandatory, prohibited, or at the discretion of the officer using the system;
5. Circumstances under which a data subject must be given notice of a recording;
6. Circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;
7. Procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and
8. Procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section 13.09.

Due to their complexity and interrelatedness, clauses 1 and 7 are discussed separately below. Clause 8 is also discussed separately.

In our opinion, the OPD BWC policy is compliant with respect to clauses 2 – 6.

OPD BWC Data Retention

OPD's data retention policy states that "[a]ll BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data." The policy also includes an itemized list of retention periods for different categories of BWC data. These guidelines meet or exceed the requirements specified for each category of BWC data enumerated in §13.825 Subd. 3.

OPD employs eight (8) Getac body-worn cameras and utilizes Getac's cloud-based service for BWC data storage. OPD manages BWC data retention through automated retention settings in the Getac video management software. The retention period for each video is determined by the data classification assigned at the time of upload; however, this retention period can be adjusted as needed.

OPD's BWC policy requires that each officer transfer data from his or her body-worn camera to the appropriate server by the end of each shift, and also requires that the officer assign the appropriate label or labels to each file to identify the nature of the data. These labels then determine the appropriate retention period for each file.

In our opinion, OPD's written BWC policy is compliant with respect to applicable data retention requirements.

OPD BWC Data Destruction

As discussed above, OPD's BWC data are stored on Getac's cloud-based service, with data retention and deletion schedules managed automatically through the Getac software based on the assigned data classification of each video.

Getac utilizes Microsoft's Azure Government environment for cloud storage. Microsoft certifies this environment as being compliant with the current Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy (5.9), and notes that it has signed CJIS management agreements with 45 of the 50 U.S. states, including Minnesota, to verify compliance with state CJIS requirements.

FBI CJIS policy requires that hard drives used for CJIS data storage are sanitized by overwriting at least three times or degaussing prior to being released to unauthorized individuals, while inoperable drives must be destroyed through physical means such as shredding.

In our opinion, OPD's written BWC policy is compliant with respect to the applicable data destruction requirements.

OPD BWC Data Access

Any request for access to BWC data by data subjects or the media would be made to the Osseo Police Department Office Manager, who is responsible for reviewing and fulfilling each request in accordance with the provisions of §13.825 Subd. 4(b). Chief Mikkelsen is also notified of any requests.

According to OPD's BWC policy, BWC data are shared with other law enforcement agencies "only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure." All such requests must be made to OPD Office Manager and are fulfilled via an expiring email link. Requests from the Hennepin County Attorney's Office are made by email and fulfilled using the same expiring email link process. Requests from the Osseo City Attorney's Office are also made via email but are fulfilled through a secure shared drive.

We recommend that OPD obtain a written acknowledgment from each requesting agency acknowledging its responsibilities under §13.825 Subd. 7 and 8. A copy of these acknowledgments should be maintained on file.

In our opinion, OPD's written BWC policy is compliant with respect to the applicable data access requirements.

OPD BWC Data Classification

OPD follows the BWC data classifications set forth in Minnesota Statute §13.825, and the written BWC policy incorporates the statutory language extensively. In our opinion, this section of the policy is compliant with respect to the applicable data classification requirements.

OPD BWC Internal Compliance Verification

OPD's BWC policy states that "[s]upervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. §13.09."

Chief Mikkelson advised us that he conducts random checks on a near-daily basis to monitor for compliance with both BWC usage and access requirements.

In our opinion, OPD's BWC policy meets the compliance and disciplinary requirements specified in §626.8473 Subd. 8.

OPD BWC Program and Inventory

OPD currently possesses eight (8) Getac body-worn cameras.

The OPD BWC policy identifies those circumstances in which officers are expected to activate their body-worn cameras, as well as circumstances in which they are prohibited from activating their body-worn cameras. The policy also provides guidance for those circumstances in which BWC activation is deemed discretionary.

While OPD does not maintain a separate log of BWC deployment or use, Chief Mikkelson advised us that deployment can be determined based on a review of OPD payroll records. Actual BWC use would be determined based on the creation of BWC data.

As of 11/14/2022, OPD maintained 829 GB of BWC data.

OPD BWC Physical, Technological and Procedural Safeguards

OPD BWC data are initially recorded to an internal hard drive in each officer's BWC. Those files are then transferred through an automated upload process to Getac's cloud-based servers. As discussed earlier in this report, Getac utilizes Microsoft's Azure Government to ensure CJIS compliance.

Officers have view-only access to their own BWC data for report writing, trial preparation, data administration, investigatory purposes and other legitimate law enforcement purposes through the Getac software.

As noted above, requests by other law enforcement agencies for OPD BWC data are submitted to the OPD Office Manager and are fulfilled via expiring email link. A similar method is employed to submit OPD BWC data to the Hennepin County Attorney's Office, while the Osseo City Attorney's Office receives video through a secure shared drive.

Enhanced Surveillance Technology

OPD currently employs a BWC system with only standard audio/video recording capabilities. They have no plans at this time to add enhanced BWC surveillance capabilities, such as thermal or night vision, or to otherwise expand the type or scope of their BWC technology.

If OPD should obtain such enhanced technology in the future, Minnesota Statute §13.825 Subd. 10 requires notice to the Minnesota Bureau of Criminal Apprehension within 10 days. This notice must include a description of the technology and its surveillance capability and intended uses.


Data Sampling

Rampart selected a random sample of 132 ICRs from which to review any available BWC recordings. It should be noted that not every call will result in an officer activating his or her BWC. For example, an officer who responds to a driving complaint but is unable to locate the suspect vehicle would be unlikely to activate his or her BWC. It should also be noted that because the audit covers a period of two years, while most BWC data is only required to be retained for 90 days, there is a significant likelihood that the sample population will include ICRs for which BWC data was created, but which has since been deleted due to the expiration of the retention period. The auditor reviewed the retained BWC videos to verify that this data was accurately documented in OPD records.

Rampart Defense, LLC

Audit Conclusions

In our opinion, the Osseo Police Department's Body-Worn Camera Program is substantially compliant with Minnesota Statutes §13.825 and §626.8473:


A handwritten signature in black ink, appearing to read "Daniel E. Gazelka", is written over a horizontal line.

Daniel E. Gazelka

Rampart Defense LLC

1/30/2023

Appendix A:

	<h1>Osseo Police Department Policy Manual</h1>				
General Number	187	By the order of:	Chief Shane Mikkelson		
Policy:	Body-Worn Cameras				
Effective Date:	08/26/2020	Review Date:		Revision Date	

Purpose

The primary purpose of using body-worn-cameras (BWCs) is to promote transparency and accountability and build trust, enhance officer and public safety, and capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

It is the policy of this department to authorize and require the use of department-issued BWCs as set forth below, and to administer BWC data as provided by law.

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The chief or chief's designee may supersede this policy by providing specific instruction for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

Definitions

The following phrases have special meanings as used in this policy:

1. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. 13.01, et seq.

2. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.
3. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.
4. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
5. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial. A recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.
6. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment or hostility toward the other, or at least one person directs toward that other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, shouting, or encounters in which a citizen “demands” to be recorded.
7. **Unintentionally recorded footage** is a video recording that results from an officer’s inadvertence or neglect in operating the officer’s BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversation of a non-business, personal nature with the expectation that the conversation was not being recorded.
8. **Official duties**, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Operational Objectives

Operational objectives include:

- a) Promote transparency and accountability and build community trust
- b) Enhance officer and public safety

- c) Collect evidence for use in criminal investigation and prosecution
- d) Assist in resolving complaints against personnel
- e) Deter criminal activity and uncooperative behavior during police contacts
- f) Enhance the officer's ability to document and review statement and actions for internal reporting requirements and courtroom preparation
- g) Promote additional information for training
- h) Utilize best practices in the rapidly evolving field of law enforcement.

Issuance of Body-Worn Cameras (BWC)

BWC's will be mandatory for uniformed officers assigned to the Patrol Division for daily use. Furthermore, BWC will be mandatory for non-uniformed personnel when they don a "raid vest" or body armor. Uniformed officers performing contacte4d overtime services will wear BWC's as part of their uniform. Cameras will be made available to all officers, such as investigators, for instances when the officer reasonably believes he/she will be in contact with the public, and the use of a BWC will enhance the officer's ability to achieve the operational objectives outlined above.

Training

Users of the BWC system will be trained in its operation.

Use and Documentation

1. Officers may use only department issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.
2. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall properly charge the camera battery when not in use and shall assure the camera is working properly on a daily basis. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document steps taken in writing.

3. Officers should wear their issued BWCs at the location of their body and in the manner specified in training.
4. Officers must document BWC use and non-use as follows:
 - a. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report, ICR, CAD record, or relevant department form.
 - b. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report, ICR, CAD record, or relevant department form. Supervisors shall review these reports and initiated any corrective action deemed necessary.
5. The department will maintain the following records and documents relating to BWC use, which are classified as public data:
 - a. The total number of BWCs owned or maintained by the agency.
 - b. A daily record of the total number of BWCs deployed and used by officers.
 - c. The total amount of recorded BWC data collected and maintained.
6. This policy, together with the Record Retention Schedule.

General Guidelines for Recording

1. Officers shall activate their BWCs when anticipating that they will be involved in, become involved in or witness other officers of this agency involved in
 - Traffic stops
 - Foot or vehicle pursuits,
 - Terry stop of a motorist or pedestrian,
 - Search,
 - Seizure,
 - Arrest,
 - Use of force,
 - Adversarial contact,
 - Transports,
 - Other activities likely to yield information having evidentiary value
 - Officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, in such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, (see E above)

2. BWC are not intended to replace the need for a detailed incident report or other reporting requirements.
3. Officers have the discretion to record or not record general citizen contacts.
4. Officers have no affirmative duty to inform people that a BWC is operated or that the individuals are being recorded.
5. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.
6. Recording (and/or the audio track of a recording) may be temporarily ceased, but officers shall not intentionally alter, block or tamper with the BWC's audio or visual recording functionality to defeat the purposes of this policy.
7. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during the pre-and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Special Guidelines for Recording

Officers should be mindful that BWC's are not intended to replace equipment issued to department personnel to take a recorded statement of suspects, victims and/or witnesses. Likewise, BWC's are not intended to replace equipment to photograph evidence, crime scenes, etc. Officers may, in the exercise of sound discretion, determine:

1. Use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value unless such recording is otherwise expressly prohibited.
2. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an

apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

3. Officers shall use the BWCs and/or squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox, and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing and adversarial encounter or use-of-force incident.

Downloading and Categorizing Data

1. Video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website, or other approved secure storage media, authorized by the Chief of Police. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera by the end of that officer's shift. However, if the officers are involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring.
2. Officers shall categorize the BWC data files at the time of video capture or transfer to storage and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:

- a. From BWC

1.ICR/Other	90-day retention
2.Citation	3-year retention
3.Arrest/RTR(Response to resistance)	7-year retention
4.Permanent	Permanent retention

- b. From In-Car System

1.ICR/Other	90-day retention
2.Citation	3-year retention
3.Arrest/RTR (response to Resistance)	7-year retention
4.Squad Check	90-day retention
5.Permanent	Permanent retention

Administering Access to BWC Data

1. Data subjects: Under Minnesota law, the following are considered data subjects for the purpose of administering access to BWC data:
 - a. Any person or entity whose image or voice is documented in the data.
 - b. The officer who collected the data.
 - c. Any other officer whose voice or image is documented in the data regardless of whether that officer is or can be identified by the recording.
2. BWC data is presumptively private. BWC recording are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
 - a. BWC data pertaining to people is presumed private, as is BWC data pertaining to business or other entities.
 - b. Some BWC data is classified as confidential
 - c. Some BWC data is classified as public

Confidential Data.

BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” classification listed above and the “public” classifications listed below.

Public Data

The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted (if practicable). In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. 13.82, Subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

Access to BWC data by non-employees

Officers shall refer members of the media or public seeking access to BWC data to the Chief of Police, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about himself/herself and other data subjects in the recording, but access shall not be granted:
 - a. If the data was collected or created as part of an active investigation.
 - b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. 13.82, subd.17.
2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
 - a. Data on other individuals in the recording who do not consent to the release must be redacted.
 - b. Data that would identify undercover officers must be redacted.
 - c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

Access by peace officers and law enforcement employees.

No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:

1. Officers may access and view stored BWC video when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing to report, giving a statement, or providing testimony about the incident.
2. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.
3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

Other authorized disclosure of data

Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. 13.82, Subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screenshots, muting the audio, or playing the audio but not displaying video. In addition,

1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

Data Security Safeguards

1. Personally, owned devices, including but not limited to computers and mobile devices, shall not be programmed, or used to access or view agency BWC data.
2. Officers shall not intentionally edit, alter, erase, or copy any BWC recording unless otherwise expressly authorized by the Chief or the Chief's designee.
3. Unless authorized by the Chief of Police, officers are not allowed to store or bring their BWC's home during off-duty hours.
4. As required by Minn. Stat. 13.825, Subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

Agency Use of Data

1. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
2. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.
3. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage from training will be considered on a case by case basis. Field training officers may utilize Bwc data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

Data Retention

1. All BWC data shall be retained for a minimum period of 90days. There are no expectations for erroneously recorded or non-evidentiary data.
2. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of any animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
3. Certain kinds of BWC data must be retained for six years:
 - a. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisor review.
 - b. Data documenting circumstances that have given rise to a formal complaint against an officer.
4. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.
5. Subject to Part F (below), all other BWC forage that is classified as “ICR/Other or Squad Check” or is not maintained for training shall be destroyed after 90 days.
6. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject for up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
7. The department shall maintain an inventory of BWC recordings having evidentiary value.
8. The department will post this policy and a link to the Record Retention schedule on the city website.

Compliance

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. 13.09.

Policy and Program Evaluation

Rampart Defense, LLC

As required by Minn. Stat. 13.825, Subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.



City of Osseo City Council Meeting Item

Agenda Item: Approve Posting for Full-Time Police Officer Position

Meeting Date: February 27, 2023

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Consider posting for a Full-Time Police Officer position to create a list of candidates.

Background:

This posting would create a list of candidates for any possible full-time officer position openings in 2023.

City Goals Met By This Action:

Recruit high quality staff, continue to train staff, and work to promote staff retention.

Options:

The City Council may choose to:

1. Approve posting for Full-Time Police Officer position;
2. Approve posting for Full-Time Police Officer position with noted changes/as amended;
3. Deny posting for Full-Time Police Officer position;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve posting for Full-Time Police Officer position.



City of Osseo City Council Meeting Item

Agenda Item: Approve Fire Department Manual

Meeting Date: February 27, 2023

Prepared by: Mike Phenow, Fire Chief

Attachments: OFD Participation Policy 2023-03-01 (with changes shown)

Policy Consideration:

Consider approving and adopting the updated "Participation Policy" document.

Background:

On March 28, 2022, the council approved a new Participation Policy for the Fire Department. This document established a new participation policy that was better suited to the needs of the department and was easier to understand, track, report, and enforce.

Since that time, we've identified a number of improvements and clarifications. Here is a summary of the changes:

- A clause was added allowing the chief to exempt people from canceled calls when it is unclear whether members would be expected to respond or not.
- Clarification was added around Exempt & In-Service calls indicating that members are not given credit for these calls but that the calls are removed from the total number of calls they are measured against.
- Additional clarification was added around the exempt nature of calls when duty crews or stand-by crews are on shift.
- Excused absences were codified and vacation time introduced. This allows members to not be penalized on their call percentages for missed calls during a brief excused period of time.
- Clarification was added around the definition and enforcement of Service Credit.
 - The handling of partial months were modified to align with the new OFDRA bylaws.
 - The quarter of hire was addressed to explicitly exempt new members from the enforcement of the participation requirements while they get onboarded.
 - A section was added clarifying that the requirements will be enforced for fully-trained probationary members, but not for recruits who are still attending required classes.

Previous Action or Discussion:

There is also an agenda item at this meeting to ratify the new OFDRA bylaws. These policy changes are intended to bring those two documents into alignment and allow for the fair and accurate certification of service credit.

Budget or Other Considerations:

There are no direct budget impacts of adopting these documents.

City Goals Met By This Action:

Update City policies

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

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

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

Staff recommends the City Council approves the "Participation Policy" document.



Osseo Fire Department Manual

Section: Administration
Category: Personnel
Document Type: Policy
Effective Date: March 1, 2023

Participation

Chapter 1 – Overview

1.1 – Purpose

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

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

1.2 – Scope

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

Chapter 2 – Calls

2.1 – Calls

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

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

2.2 – Call Response Requirements

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

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

2.3 – Credit for Calls

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

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

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

2.4 – Canceled Calls

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

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

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

If the chief determines that a particular call was unclear as to whether it would count or not, the chief can, at their discretion, designate that call as an exempt call, preventing it from counting against any members who did not respond, but still allowing it to count for members who did respond.

2.45 – Exempt & In-Service Calls

Exempt calls are calls that don't count against a member's percentage. They reduce the total number of calls for the quarter against which a member's percentage is computed (the denominator).

An in-service call is any call received while the member is already "on the clock" engaged in any department-sanctioned event including other calls, drills, meetings, or special events. Any members present at the event, but who leave to respond to the call will get credit for the call, but no additional pay if already being paid for the activity. AllAny members present at the event, but who were not needed to respond, get credit~~will be exempt from~~ for the call, ~~but no additional pay—regardless of whether they responded to the scene or continued their previous activity.~~ Any members not present at the event but who respond to the call get credit and pay, as they normally would.

2.5.1 – Duty Crews

The department designates certain periods as necessitating dedicated duty crews to ensure coverage during a period that might otherwise be understaffed, such as holiday weekends. Members that sign up to be on a duty crew shift will be paid for the length of the shift, regardless of how many calls are received, as long as they respond to all calls received during that shift. During these periods, members of the duty crew will receive credit for the calls responded to. Anyone not on the scheduled duty crew will be exempt from the calls, but will receive credit if they respond.

2.5.2 – Stand-By Crews

The Osseo Fire Department is occasionally requested to supply a crew to stand by at a neighboring department while they are unavailable due to some event. Members serving on that stand-by crew will be exempted from any calls that the Osseo Fire Department receives during that time. Members serving on the stand-by crew be paid for the length of the shift. Any calls responded-to by that stand-by crew are not considered calls for the Osseo Fire Department either for purposes of pay or credit.

When the Osseo Fire Department has a stand-by crew from another department covering our jurisdiction, any calls received during the coverage period will be exempted for all members. Any members who do respond to the call will get credit and pay.

2.7 – Excused Absence

An excused absence is a period in which a member is excused from responding to calls. An excused call functions like an exempt call in that they don't count against a member's percentage. They reduce the total number of calls for the quarter against which a member's percentage is computed (the denominator).

Excused absences don't excuse the member from drill requirements. The employee should work with the chief to arrange to make up any missed drills that would be necessary to maintain certifications and Drill Attendance Requirements for any affected quarter.

If any meetings were missed during the excused time period that would otherwise cause the employee to not meet the Meeting Attendance Requirements for the given quarter, the employee will be given credit (without pay) for that meeting's attendance.

The member will not be paid for any excused activities not attended and actively participated in.

Receiving an excused absence does not guarantee that the employee will meet the requirements of this Participation Policy for any affected quarters. The City of Osseo Personnel Policy, the OFDRA Bylaws, and any applicable OFD Policies, Procedures, and Guidelines are all still in effect during an excused absence.

2.7.1 – Vacation

Members can take 14 days of excused vacation time in a calendar year (prorated for partial years). Excused vacation time can only be taken in full calendar days and must be at least 3 consecutive days at a time. Members must notify the chief and administrative assistant by email of their intent to take vacation time prior to the start of the vacation time.

2.7.2 – Personal

Members will occasionally be unable to respond due to a personal or minor medical reason. Members may request an excused absence by emailing a request to the chief.

Excused absences will only be granted for periods longer than 5 days, but shorter than 60 days. If a member will be unavailable for longer than 60 days, they will need to seek a formal leave of absence from both the department and the relief association, as described in the relief association bylaws.

2.5 – Canceled Calls

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

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

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

2.68 – Beyond the Minimum

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

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

Chapter 3 – Drills

3.1 – Drill Schedule

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

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

3.2 – Drill Attendance Requirements

Members are required to attend 4 drills per quarter.

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

3.3 – Credit for Drills

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

3.4 – Make-Up Opportunities

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

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

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

3.5 – Mandatory Drills

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

3.6 – Certifications

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

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

3.7 – Members also on Other Departments

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

3.8 – Beyond the Minimum

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

3.9 – Exceptions

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

Chapter 4 – Meetings

4.1 – Meeting Schedule

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

4.2 – Meeting Attendance Requirements

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

4.3 – Credit for Meetings

To receive credit for a meeting, Members must ~~be recorded in the meeting minutes by the Secretary~~ sign in on the meeting sign-in sheet.

4.4 – Beyond the Minimum

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

4.5 – Exceptions

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

Chapter 5 – Reporting & Enforcement

5.1 – Reported Quarterly

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

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

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

5.2 – Good Quarters vs Missed Quarters

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

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

5.3 – Escalating Consequences

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

1st missed quarter	• member must sign acknowledgment of policy and missed quarter
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2nd missed quarter	• member must sign acknowledgment of policy and missed quarter
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3rd missed quarter	• member must sign acknowledgment of policy and missed quarter • member must work with Chief 1 to develop a corrective action plan
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4th missed quarter	• Chief 1 will recommend to the City Council that the employee be terminated
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5.4 – Resetting Count of Missed Quarters

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

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

6 – Service Credit

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

6.1 – Certification of Service Credit

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

6.2 – Credit for Good Quarters in a Calendar Year

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

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

6.3 – ~~First and Last Month~~Partial Months

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

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

resulting from the beginning of service, break in service, return to service, or end of service will be considered one full month if the number of active days in that month was 16 or more days and zero months if 15 or fewer days. All other months will be considered as full calendar months for which a member will be awarded service credit or not based on the requirements of this policy.

6.4—Partial Quarters

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

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

6.4 – Quarter of Hire

The quarter in which a member is hired will be tracked and reported according to the requirements, but the new member will be afforded a grace quarter in which these requirements will not be enforced, resulting in those 1-3 months being considered "good quarters." This is to account for both 1) the fact that the new member needs to get fully onboarded, equipped, and acquainted with the various procedures of the department and 2) the fact that this period would be a reduced sample size, potentially resulting in scheduling or circumstantial challenges in meeting the requirements.

6.5 – Recruit & Probationary Members

A member is considered a "probationary" member if they are within the first year since their hire date. Any probationary member who has all of their certifications – and is therefore able to respond to all types of calls and not attending any required classes – is held to all of the requirements of this policy.

A member is considered a "recruit" if they are in their probationary period, but they have not yet received all of their certifications. Recruits are exempt from the requirements of this policy for any quarter in which they are still attending required classes. The requirements will still be tracked and reported on, but those quarters will be considered "good quarters" regardless.

Chapter 7 – Other Participation

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

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

7.1 – Duty Shifts & Stand-By Shifts

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

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

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

7.2 – Truck Checks & Station Clean-Up

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

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

7.3 – Committees

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

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

7.4 – Community Events

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

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



City of Osseo City Council Meeting Item

Agenda Item: Approve Purchases from OFDRA Charitable Gambling Donations

Meeting Date: February 27, 2023

Prepared by: Mike Phenow, Fire Chief

Attachments: Laerdal Suction Unit Product Page from AED Superstore
Estimate from Alex Air Apparatus for F1 Ballistic Vests
Estimate from Stryker for LUCAS CPR Device

Policy Consideration:

Consider approving the proposed purchases from four donations from the Osseo Fire Department Relief Association (OFDRA) Charitable Gambling Fund.

Background:

The OFDRA recently made the following four donations to the City:

Purpose	Fund	Amount
Suction Device	Fire Equipment Donation Fund (120)	\$710.00
Ballistic Vests	Fire Equipment Donation Fund (120)	\$10,000.00
Lucas CPR Device	Fire Equipment Donation Fund (120)	\$23,000.00
Future Fire Truck Purchase	CIP Equipment Fund (110)	\$66,000.00
Total		\$99,710.00

Staff recommends using these funds as outlined below:

Suction Device

A suction device is used to help clear a patient's airway of any bodily fluids during a medical emergency. We would like to purchase a current-model suction device that is compatible with the equipment used by North Memorial Ambulance Service (NMAS), so that we have interchangeable parts to ensure seamless operations on scene and the ability to get replacement parts supplied by NMAS.

Ballistic Vests

The Osseo Fire Department has completed numerous training sessions in the past couple years covering response to active shooter events and is included in the Hennepin County mutual aid system for regional response to such events. While we would never intentionally operate in a "hot zone" at such incidents, but could be expected to enter a scene like a school shooting after law enforcement has cleared an area to help triage, treat, and remove victims. Additionally, we may respond to civil unrest situations or volatile domestic incidents. While ensuring the scene is safe

is always the first step before proceeding, having an additional level of protection is simply prudent in today's emergency response environment.

We have evaluated options and received an estimate from the vendor that supplies our preferred vest. They estimate around \$1,100 per vest, but it will ultimately depend on the final configurations we decide upon. We plan to get 8 vests, enough for a crew of four on each of two trucks.

Lucas CPR Device

A number of years ago, we purchased one of the first-generation LUCAS CPR devices. We were one of the first agencies in the county to have one in service. Automatic CPR devices can do more effective CPR than human responders and can do it consistently and without tiring or the need for rotations. Unlike humans performing CPR, it can also continue performing chest compressions while defibrillation is being performed, which improves the effectiveness of the defibrillation shock being delivered.

This model that we're using relies on bottles of compressed air to operate using pneumatics. The current, third-generation models use interchangeable, rechargeable batteries. It is also the model carried on the NEMAS ambulances, allowing for a more seamless response and hand-off process on scene.

We have a quote from Stryker that includes a \$2,500 discount for trading in our current device. We feel that the value of the current device exceeds that and is more valuable to us remaining in service on a second truck. This also allows us to have a LUCAS device on a truck that leaves town on a mutual aid call or stand-by assignment while still leaving one in service in our jurisdiction.

Future Fire Truck Purchase

The next fire truck on our replacement schedule is Tanker 11. The current apparatus was purchased in 2004. NFPA 1911 "Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles" recommends that "fire departments should seriously consider the value (or risk) to fire fighters of keeping fire apparatus more than 15 years old in first-line service." The replacement of this truck in 2025 has been included in the Equipment CIP for many years. The \$66,000 donation by the OFDRA is intended to be placed in the CIP to help supplement the City of Osseo's contribution to the cost of that truck.

Previous Action or Discussion:

At the Council meeting on February 13, 2023, the Council approved a resolution accepting these four donations.

Budget or Other Considerations:

Staff recommends spending the donated funds as outlined above. There is no impact to either the department's operating budget in the general fund or to the capital improvement plan funds.

City Goals Met By This Action:

Ensure City's continued financial stability

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

Options:

The City Council may choose to:

1. Approve the proposed purchases from four donations from the OFDRA Charitable Gambling Fund;
2. Approve the proposed purchases from four donations from the OFDRA Charitable Gambling Fund with noted changes/as amended;
3. Deny the proposed purchases from four donations from the OFDRA Charitable Gambling Fund;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the proposed purchases from four donations from the OFDRA Charitable Gambling Fund.



11897 Co. RD 87 SE
 Alexandria, MN 56308
 Phone: 800-264-2320
 Fax: 320-763-9077
 Email: orders@alexairapparatus.com
 Web Site: www.alexairapparatus.com

QUOTE

Date	Customer PO
8/20/2022	

BILL TO
Osseo Fire Department Osseo, MN

SHIP TO
Alexandria Office

			S.O. #	Promise Date	Terms	Sales Rep	
						Corey Thorson	
P.O.#	QTY	STOCK ORDER	PART NUMBER	DESCRIPTION		PRICE (Each)	PRICE (Extended)
				Covert Armor Carriers and Ballistics			\$0.00
	8		F1	F1 Universal Fire Carrier		\$375.00	\$3,000.00
	8		F1R	F1 Universal Fire Carrier with Radio Pouch		\$385.00	\$3,080.00
				Both Carriers have front and rear pouches			\$0.00
				Both Carriers have are one size fits most			\$0.00
				Both Carriers have reflective strip w/ ID Plates			\$0.00
				Black, Red, Yellow, Tan, Navy			\$0.00
							\$0.00
	8		ASPC	SPC Active Shooter Plate Carrier		\$165.00	\$1,320.00
				Velcro ID Plates / Molle straps			\$0.00
				Black			\$0.00
							\$0.00
				F1 Ballistic panels			\$0.00
			BXR3A-2-FC	Boxer Level IIIA NIJ Ballistic Panels for (F1, F1R)		\$685.00	\$0.00
							\$0.00
				Rifle Plates			\$0.00
			SP6-10x12-SSC	SP6 Rifle Plates Level III+ 10x12 Plates		\$165.00	\$0.00
			SP5-10x12-SSC	SP5 Rifle Plates Level III+ 10x12 Plates		\$170.00	\$0.00
							\$0.00
	8		GP3	Large Utility Pouch 6x6		\$60.00	\$480.00
	8		MED2	Medic Pouch 8x10x3		\$105.00	\$840.00
				SHIPPING NOT INCLUDED			\$0.00

*CUSTOMERS THAT HAVE NOT PROVIDED TAX EXEMPT FORMS
 WILL BE CHARGED APPLICABLE SALES TAX

*FREIGHT PREPAID & ADDED

*F.O.B SHIPPING POINT

*THIS IS NOT AN INVOICE

SHIPPING:
Tax Rate SUB: \$8,720.00
 TAX: \$0.00
TOTAL: \$8,720.00

 Authorized Signature of Approval



Osseo Fire Dept Lucas 120522

Quote Number: 10618906

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: OSSEO FIRE DEPT

Rep: Elizabeth Reem

Attn:

Email: elizabeth.reem@stryker.com

Phone Number: (314) 853-2779

Quote Date: 12/05/2022

Expiration Date: 03/05/2023

Delivery Address

Name: OSSEO FIRE DEPT

Account #: 1330911

Address: 415 CENTRAL AVE

OSSEO

Minnesota 55369

End User - Shipping - Billing

Name: OSSEO FIRE DEPT

Account #: 1330911

Address: 415 CENTRAL AVE

OSSEO

Minnesota 55369

Bill To Account

Name: Stryker Quote

Account #:

Address: 3800 East Centre Avenue

Portage

Michigan 49002

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$16,446.22	\$16,446.22
2.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$767.35	\$767.35
3.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$149.81	\$149.81
4.0	11576-000071	LUCAS External Power Supply	1	\$397.18	\$397.18
5.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$1,254.24	\$1,254.24
Equipment Total:					\$19,014.80

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TIM-LUC1-LUC3	TRADE-IN-STRYKER LUCAS 1 TOWARDS PURCHASE OF LUCAS 3.1	1	-\$2,500.00	-\$2,500.00

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
7.1	78000700	ProCare LUCAS Preventive Maintenance: Annual onsite preventive maintenance inspection for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$2,100.00	\$2,100.00



Osseo Fire Dept Lucas 120522

Quote Number: 10618906

Version: 1

Prepared For: OSSEO FIRE DEPT
Attn:

Remit to: **Stryker Medical**

P.O. Box 93308
Chicago, IL 60673-3308

Rep: Elizabeth Reem
Email: elizabeth.reem@stryker.com
Phone Number: (314) 853-2779

Quote Date: 12/05/2022
Expiration Date: 03/05/2023

ProCare Total:	\$2,100.00
----------------	------------

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$308.32
Grand Total:	\$18,923.12

Prices: In effect for 30 days
Terms: Net 30 Days


Contact your local Sales Representative for more information about our flexible payment options.


Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

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(/)

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 (view_cart.asp)⁽⁰⁾

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First Aid O2 & Pulse Oximeters (/first-aid-oxygen-and-pulse-ox.html) /
Compact Suction Units (/Compact-Suction-Units_c_377.html)

Laerdal Compact Suction Unit LCSU4 (300ml)

Part #: 88006101

★★★★☆ (1) Write a Review

Your Price: \$709.00



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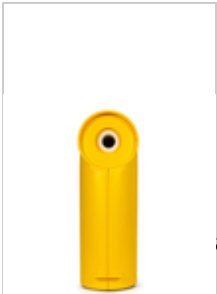
Contents



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control-
dial.jpg)



suction-
port.jpg)




/00000101-
front.jpg)



Qty

1

 Add to Cart

 Add To Wish List

Overview ▼

The next improved version of Laerdal Compact Suction Unit is here. Laerdal's newest suction unit combines rugged design with lightweight portability, an essential tool for every first responder.

LCSU4 comes in two alternative canister versions; one configured with an 800ml canister, and one with a 300ml canister. Each version can easily be converted to the other by ordering additional parts.

The 300ml version includes:

- Semi-rigid carry case w/shoulder strap
- 300 ml reservoir canister
- 3 ft of patient tubing
- NiMH rechargeable battery
- AC/DC adapter/charger with power cord
- Patient Port
- Comprehensive owner's manual in 18 languages
- Two-year warranty (excludes canisters, tubing, battery)

Features

- "Clean" cabinet design
- Small lightweight 300ml canister version
- 1.5 kg (3.38 lbs)
- "Click-in-place" 300ml canister
- Disposable canister systems
- Available 800ml canister - when extra volume is needed
- Easy to convert between 300ml and 800ml canister versions
- Internal integrated filter systems for all canisters
- High-efficiency filter kit
- Big vacuum regulator dial, with "clicking sound"
- LED display for use day or night
- Children vacuum range area on the control panel
- Arrows pointing the vacuum directions
- Wire Stand for stability
- High-density bags

Performance

- Air Flow at Vacuum Inlet (all configurations): 27 LPM (free flow) typical
- Vacuum - Max.: 550+ mmHg (73.3 kPa)
- Vacuum - Range: 50 - 550+ mmHg (6.7 - 73.3 kPa)

Power options

- Rechargeable Battery, NiMH 12 volt 1.6 Ah.
- Battery Runtime: Approximately 45 minutes of continuous operation at zero vacuum level (free flow), fully charged.
- Battery Charge time: 5 hours to reach full capacity
- AC/DC Adapter
- External Battery Charger
- 12V DC Power-cord for connection to vehicle power ports

Dimensions

- 300ml canister version: 18.5 cm x 26.2 cm x 8.12 cm (7.3" x 10.3" x 3.2")
- 800ml canister version: 23.6 cm x 19 cm x 23.6 cm (9.3" x 7.5" x 9.3")

Weight

- 300ml canister version: 1.53 kg (3.375 lbs)
- 800ml canister version: 1.97 kg (4.35 lbs)

Noise Level: <70dB

Alternate Part Number(s): LCSU2, LCSU3, LCSU4

Customer Reviews



Related Items

[View All Items](#)

Part#





Memorandum

Agenda Item: 2020 Street Reconstruction Project- Authorize Preparation and Distribution of Quote Package to replace topsoil and sod at various locations

Meeting Date: February 27, 2023

Prepared By: Alyson Fauske, PE (MN), City Engineer

Attachments: Resolution

Policy Consideration:

Request to approve the following:

1. Resolution authorizing the distribution of a quote package to replace topsoil at various locations.

Background

The sod that the contractor originally placed in July, 2020 died and was replaced in October, 2020. Based on inspections from November, 2020 and the spring of 2021 portions of the boulevard sod was replaced at 525, 533 and 632 2nd Avenue NE in June, 2022. This year several property owners reached out with concerns about the dead sod, settlement within the restored area, and the soil used. At the August 23, 2022 work session the council indicated a desire to solicit quotes to replace the topsoil and sod in these areas.

Following the work session the project site was visited and 150 cubic yards of topsoil and 1,112 square yards of sod is proposed to be replaced and consist of areas meeting one or more of the following criteria:

1. Sod has died
2. Restoration area is less than 75% green
3. Restoration area is weedy
4. Boulevard area is at least 0.5" lower than the adjacent curb

A quote package was prepared and distributed to eight contractors and posted on Quest CDN (a construction industry website advertising projects) in September, 2022 for work to be completed by October 15, 2022. The quotes were requested late in the construction season and several contractors indicated that they could not perform the work within the required timeframe. Two quotes were received: \$38,417.38 and \$47,732.00, which exceeded the estimate of \$17,000. City Council rejected the quotes and directed staff to requote the project in early 2023.

The 2022 quote package specified boulevard topsoil as the council expressed concern about the common topsoil that was originally used. One third of the boulevard mix is compost, which is higher in organic matter and moisture content. Staff proposes to include a quote alternate for common topsoil borrow to provide the City Council a comparison of the pricing. Regardless of which topsoil is used, the contractor will be required to provide topsoil tickets to verify that the topsoil meets specifications.

After the sod is placed the contractor will be responsible for maintenance for 30 days at which time the sod will be inspected to determine replacement needs. Photos will be taken to document the condition.

Schedule & Budget

Based on current pricing in the industry the opinion of probable cost for the work listed above using boulevard topsoil is \$23,232, and \$22,200.75 using common topsoil. The 2020 street reconstruction project was \$27,905.26 under budget. Should City Council award a contract all work is to be completed by June 10, 2023.

City Goals Met By This Action:

Delivery of service and positive relations with residents.

Recommendation/Action Requested:

The City Council may choose to:

1. Approve the attached resolution authorizing the distribution of a Quote Package to replace topsoil and sod at various locations within the 2020 Street Reconstruction Project, including quote alternates to use boulevard topsoil borrow or common topsoil borrow;
2. Approve the attached resolution authorizing the distribution of a Quote Package to replace topsoil and sod at various locations within the 2020 Street Reconstruction Project; with noted changes or as amended;
3. Deny the recommended action;
4. Table action on this item for more information.

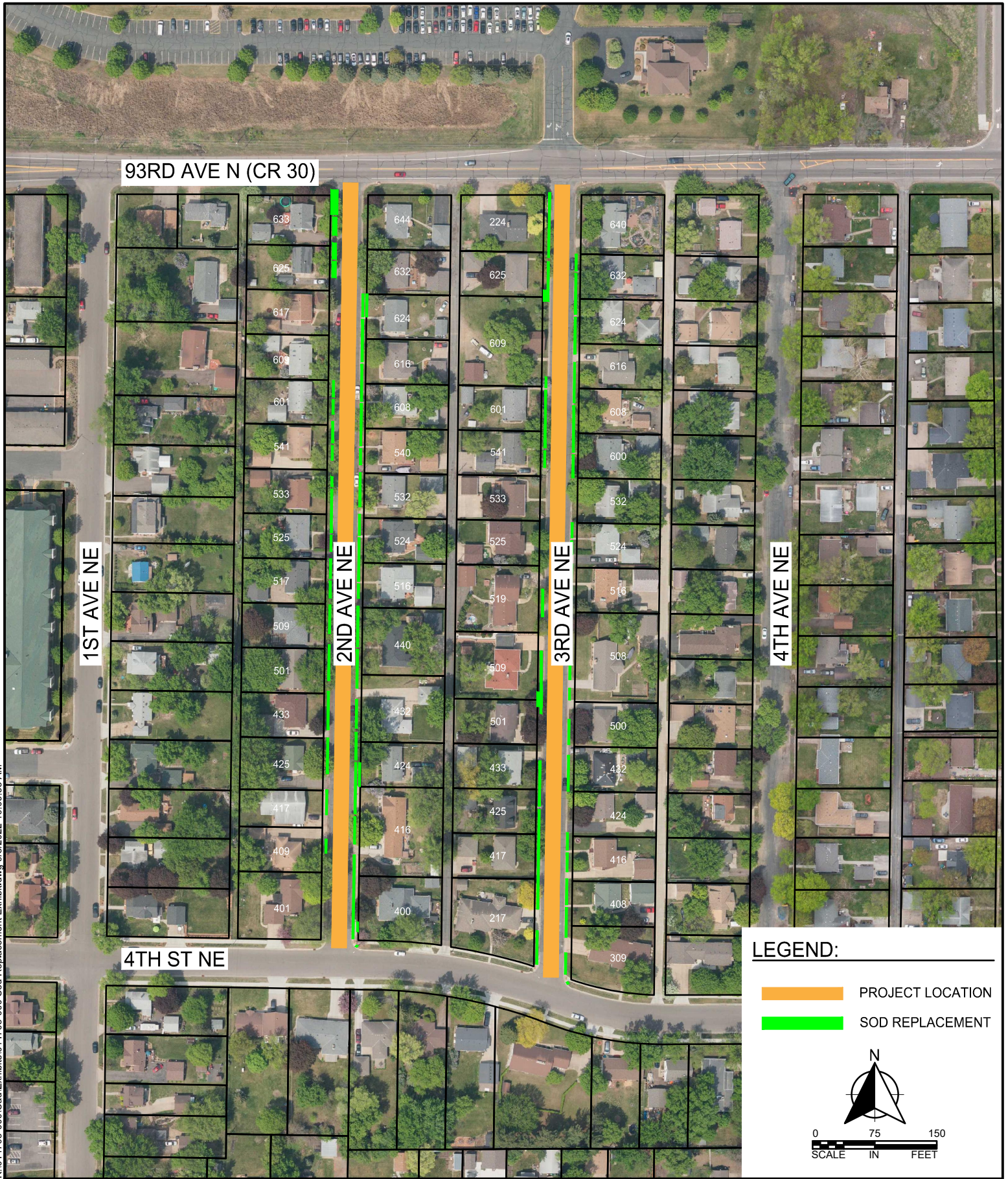
Recommendation/Action Requested:

Staff recommends the City Council choose Option (1): Authorize the distribution of a Quote Package to replace topsoil and sod at various locations within the 2020 Street Reconstruction Project, including quote alternates to use boulevard topsoil borrow or common topsoil borrow.

Next Step:

Distribute quote package.

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WSB PROJECT NO.:
014703-000

2020 STREET RECONSTRUCTION PROJECT
SOD REPLACEMENT AREAS
CITY OF OSSEO, MN



Resolution No. 2023-xx

**RESOLUTION AUTHORIZING THE DISTRIBUTION OF A QUOTE PACKAGE TO REPLACE TOPSOIL
AND SOD AT VARIOUS LOCATIONS WITHIN THE 2020 STREET RECONSTRUCTION PROJECT**

WHEREAS, the City of Osseo awarded the 2020 Street Reconstruction Project contract to Asphalt Surface Technologies Corporation of St. Cloud, Minnesota on May 26, 2020;

AND WHEREAS, sod was initially placed by the contractor in July, 2020;

AND WHEREAS, sod was replaced by the contractor in October, 2020;

AND WHEREAS, upon inspection of the sod in November, 2020 and the summer of 2021, portions of the boulevard sod at 525, 533, and 632 2nd Avenue NE was noted to be in a condition to warrant replacement and were subsequently resodded June 3, 2022;

AND WHEREAS, at the August 23, 2022 work session the City Council indicated a desire to replace the topsoil and sod at locations where the sod was dead and/or lay beneath the top of the adjacent curb;

AND WHEREAS, quotes were rejected at the September 26, 2022 City Council meeting and staff was directed to requote the project in early 2023.

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

1. Authorizes WSB and Associates to distribute a quote package for the replacement of topsoil and sod at various locations throughout the project.



Osseo City Council Meeting Item

Agenda Item: Discuss 2023 Osseo Youth Sports Programming

Meeting Date: February 27, 2023

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: None

Policy Consideration:

Staff is asking the Council to discuss and approve/deny the proposed 2023 Osseo Youth Sports programming.

Previous Action:

The Parks and Recreation reviewed this proposal at its February 7, 2023 meeting and recommended approval by 6-0 vote.

Schedule:

Like past years, Osseo Youth Sports will take place on Monday and Wednesday nights at Sipe Park. There will be two sports offered each night, for a variety of ages. Classes will begin at 5:15pm with the youngest children and end at 8:10pm for the oldest. Ages will range from 2-10.

In 2022 the city changed the summer schedule from 3 five-week sessions to 3 four-week sessions, this will be continued in 2023. RevSports has found that this allows them to keep all of their partners on the same schedule, so in the event coaches need to be unexpectedly moved around they can still ensure that the programming is consistent:

Summer Sports Schedule					Notes
Session 1 - Monday	8-May	15-May	22-May	5-Jun	Skip Memorial Day Week - May 29
Session 2 - Monday	12-Jun	19-Jun	26-Jun	10-Jul	Skip Independence Day Week - July 3rd
Session 3 - Monday	17-Jul	24-Aug	31-Jul	7-Aug	
Session 1 - Wednesday	17-May	24-May	31-May	7-Jun	
Session 2 - Wednesday	14-Jun	21-Jun	28-Jun	12-Jul	Skip Independence Day Week - July 5th
Session 3 - Wednesday	19-Jul	26-Jul	2-Aug	9-Aug	

For the last several years the city has avoided scheduling into the fall. As days get shorter and fall club sports begin, participation levels drop rapidly.

Registration Fees:

The major change from 2022 is in the cost of fees to the city, which is increasing from \$47.50 to \$52.00 per participant. (In 2021 it was \$42.50). Much like in 2022, this is due to rising operating costs, particularly in the cost of coaches.

While this wasn't anticipated, the city is fortunate that in planning for 2022 the cost of registration that the city charges was increased by \$7.00 for both residents and non-residents, which means that the city is in a pretty good position to accommodate the increase in 2023 fees without passing costs on to the residents. This is made possible by the higher participation rates of non-resident families, who currently pay \$59.50 per participant per session.

Despite the increase in fees, staff is recommending continuing to partner with RevSports in 2023. However, in the fall of 2023 when the Committee normally reviews its summer programming, staff plans on asking the Committee whether they would like staff to at least explore other partnership opportunities. Particularly if rates continue to increase. RevSports has been the city's partner for a number of years, and they've always provided high quality programming for some to the lowest costs in the metro, but it may be worthwhile to examine what other possibilities exist.

Recommendation/Action Requested:

Staff is asking that the Council take one of the following actions:

1. Approve the proposed 2023 Osseo Youth Sports Program; or
2. Deny the proposed youth sports program; or
3. Table action on this item.

Staff is recommending that City Council choose option 1.

Next Steps:

If approved, registration for Osseo Summer Sports will open on March 15.



Osseo City Council Meeting Item

Agenda Item: 2023 Music and Movies in the Park

Meeting Date: February 27, 2023

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: Proposed 2023 Music and Movies in the Park Schedule

Policy Consideration:

The City Council should consider approving the 2023 Music & Movies in the Park events.

Previous Action:

This item was on the agenda of the February 7, 2023 meeting of the Osseo Parks and Recreation Committee. At that time the Committee voted 6-0 to recommend approving the proposed programming schedule.

Background:

Schedule:

As in 2022, the 2023 MMIP calendar will have 9 dates over the course of the summer. This includes each Tuesday from June 13 through the end of August, with the exceptions of July 4, August 1 (Night to Unite), and August 29 (reserved as a rain date).

Performances:

Staff has already arranged for performances on seven of the nine nights, though official contracts won't be sent for signature until there is official Council approval. There are nearly a dozen other performers that have contacted the city about filling the remaining dates, so staff does not expect any difficulty in filling those dates. The goal of scheduling has been to produce a mix of returning favorites, introduce some new performers, and bring back some highly regarded groups that have visited in the past but haven't been able to take part in recent years.

Movies:

The city will once again be partnering with Swank Motion Pictures to provide movie screenings at the series. Staff has been notified that the cost per movie is increasing to \$495. The schedule of movies is included the attachment.

Budget or Other Considerations:

Donations

Donation requests will be submitted to all past donors, including the Osseo Lions, Osseo Fire Department Relief Association, and the Osseo Maple Grove Hockey Association. A donation of \$10,000 was received from the American Legion already, actually prior to any request being made. While the MMIP has enough in reserve to comfortably cover the cost of the programming, there may be some larger years on the horizon that will require some additional savings. The city recently received another donation of \$3,500 from the Osseo Lions. There are several other donation requests still under consideration by other groups, but these two alone could cover the proposed 2023 budget.

Budget

Total expenditures for 2022 ended up totaling \$12,492.17. It is likely that once completely fill out the budget for this year will be similar though slightly higher. Staff believes that, given the current structure of the schedule, budgets in future years will likely rise slightly year over year, but in small, predictable increments. In simpler terms, there are only so many Tuesdays in a summer. Now that the city has settled on filling them (with the three exceptions) with both performances and movies, there are few ways in which the expenses can drastically rise. The small increases will be the result of escalating performance fees and the costs of licensing movies.

Recommendation/Action Requested:

Staff is asking the Council to discuss the proposed schedule and then vote to either:

1. Approve proposed 2023 Music and Movies in the Park plans; or
2. Deny the proposed plans.

Next Steps:

Pending Council approval, staff will finalize contracts with performers, begin producing promotional materials, and fill out the remainder of the summer schedule.

Date	Band	Est Fee	Actual Cost	Movie	Cost (est \$495)	Actual Cost	Food
6/13/2023		\$ 650.00		Shazam	\$ 495.00	\$ 495.00	TBD
6/20/2023	Classic Big Band	\$ 1,800.00	\$ 1,800.00	Minions: Rise of Gu	\$ 495.00	\$ 495.00	TBD
6/27/2023	Sawyer's Dream	\$ 850.00	\$ 850.00	The Super Mario Bros	\$ 495.00	\$ 495.00	TBD
7/4/2023	Week Off - Holiday						
7/11/2023	The Teddy Bear Band	\$ 1,450.00	\$ 1,450.00	Strange World	\$ 495.00	\$ 495.00	TBD
7/18/2023	Dirty Shorts Brass Band	\$ 450.00	\$ 450.00	Antman and the Wasp: Quantumania	\$ 495.00	\$ 495.00	TBD
7/25/2023	Led Penny	\$ 750.00	\$ 750.00	Top Gun: Maverick	\$ 495.00	\$ 495.00	TBD
8/1/2023	Night to Unite						
8/8/2023	Vinnie Rose	\$ 500.00	\$ 500.00	Lightyear	\$ 495.00	\$ 495.00	TBD
8/15/2023		\$ 650.00		Guardians of the Galaxy 3	\$ 495.00	\$ 495.00	TBD
8/22/2023	Snake Discovery	\$ 215.00	\$ 215.00	Puss in Boots: The Last Wish	\$ 495.00	\$ 495.00	TBD
8/29/2023	Likely Rain Date						

2023		Est	Actual	2022
Total Movie Cost:	\$	4,455.00	\$ 4,455.00	\$ 4,455.00
Total Music Cost:	\$	7,315.00	\$ 6,015.00	\$ 6,950.00
Licensing Costs:	\$	790.00		\$ 790.58
Staffing Cost:	\$	100.00	\$ 100.00	\$ 100.00
Promotion Costs:	\$	200.00	\$ 200.00	\$ 196.59
Total Cost	\$	12,860.00	\$ 10,770.00	\$ 12,492.17



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00118

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Abdo Financial Solutions, LLC					
Abdo Financial Solutions, LLC	465837	DEC 2022 FS Consulting staff augmnt & tech asst	Accounting/Auditing	101-41550-301	1,776.25
Abdo Financial Solutions, LLC	465837	DEC 2022 FS Consulting staff augmnt & tech asst	Accounting/Auditing	601-49400-301	710.50
Abdo Financial Solutions, LLC	465837	DEC 2022 FS Consulting staff augmnt & tech asst	Accounting/Auditing	602-49400-301	710.50
Abdo Financial Solutions, LLC	465837	DEC 2022 FS Consulting staff augmnt & tech asst	Accounting/Auditing	604-49400-301	355.25
Vendor Abdo Financial Solutions, LLC Total:					3,552.50
Vendor: Accurate Auto/Tire Svcs Inc					
Accurate Auto/Tire Svcs Inc	99578	SERVICE/REPAIR SQUAD 667 2017 FORD	Vehicle Repairs/Maintenance	101-41900-217	479.86
Vendor Accurate Auto/Tire Svcs Inc Total:					479.86
Vendor: Action Fleet, LLC					
Action Fleet, LLC	I5764	SERVICE/REPAIR BATTERY/LIGHT SQUAD 221	Vehicle Repairs/Maintenance	101-41900-217	138.75
Action Fleet, LLC	I5752	PLOW WING REPAIR	Snow Management	101-42000-250	222.86
Vendor Action Fleet, LLC Total:					361.61
Vendor: Aflac					
Aflac	710547	FEB 2023 PREMIUMS	Med/Den/Life/Ltd/Std Insura	101-41900-130	234.42
Vendor Aflac Total:					234.42
Vendor: Aspen Mills Inc					
Aspen Mills Inc	308820	OFFICER C MALMON JACKET EMBROIDERY	Uniforms/Gear	101-41900-218	127.65
Vendor Aspen Mills Inc Total:					127.65
Vendor: Cami Raden					
Cami Raden	FEB 11, 2023	REFUND COMM CENTER DEPOSIT MINUS SET UP FEE 2/11	Community Center Deposits	101-22001	200.00
Vendor Cami Raden Total:					200.00
Vendor: Centerpoint Energy					
Centerpoint Energy	2/7/2023	JAN 2023 Natural Gas Service	Natural Gas Service	101-41700-390	1,500.96
Centerpoint Energy	2/7/2023	JAN 2023 Natural Gas Service	Natural Gas Service	101-41800-390	329.48
Centerpoint Energy	2/7/2023	JAN 2023 Natural Gas Service	Natural Gas Service	101-42000-390	946.17
Centerpoint Energy	2/7/2023	JAN 2023 Natural Gas Service	Natural Gas Service	101-42350-390	127.49
Centerpoint Energy	2/7/2023	JAN 2023 Natural Gas Service	Natural Gas Service	602-49400-390	17.14
Vendor Centerpoint Energy Total:					2,921.24
Vendor: CenturyLink					
CenturyLink	Feb 6, 2023	FEB 2023 LIFT STATION SVC	Telecommunications	602-49400-321	120.64
Vendor CenturyLink Total:					120.64
Vendor: Certified Crime Fighter Inc					
Certified Crime Fighter Inc	OSSEO-PD-44951	14 ANNUAL SUBSCRIPTIONS FOR LICENSED OFFICERS	Dues/Membership	101-41900-255	1,176.00
Vendor Certified Crime Fighter Inc Total:					1,176.00
Vendor: Char Kohner					
Char Kohner	2/7/2023	REFUND COMM CENTER DEPOSIT 2/7/23 EVENT	Community Center Deposits	101-22001	250.00
Vendor Char Kohner Total:					250.00
Vendor: Cintas Corp.					
Cintas Corp.	4144196616	1/23/23 CITY HALL MAT SVC	Operations	101-41700-211	17.26
Cintas Corp.	4144196628	1/23/23 PD MAT SVC	Leases/Rentals	101-41900-410	6.41

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Cintas Corp.	4144196687	1/23/23 PW MAT SERVICE	Leases/Rentals	101-42000-410	14.90
Vendor Cintas Corp. Total:					38.57
Vendor: Comcast Business					
Comcast Business	166075692	12/15/22 - 2/14/23 TRUNK LINE CHARGES	Telecommunications	101-41700-321	987.91
Vendor Comcast Business Total:					987.91
Vendor: Concrete Idea Inc.					
Concrete Idea Inc.	Feb. 9, 2023 WSB letter	Pay Voucher No. 3 2022 Alley Reconstruction Proj.	Street Improvement	412-42000-529	183,300.28
Vendor Concrete Idea Inc. Total:					183,300.28
Vendor: Crysteel Truck Equipment					
Crysteel Truck Equipment	FP189986	BOSS V-PLOW REPAIR	Snow Management	101-42000-250	443.21
Crysteel Truck Equipment	FP190195	BOSS V-PLOW SHAFT ADAPTER COUPLING	Snow Management	101-42000-250	19.69
Vendor Crysteel Truck Equipment Total:					462.90
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000269	Federal Tax	Federal Withholding	101-21701	5,473.32
Eftps - Fit And Fica	INV0000269	Social Security	Fica Withholding	101-21703	4,850.80
Eftps - Fit And Fica	INV0000269	Medicare	Fica Withholding	101-21703	1,978.30
Vendor Eftps - Fit And Fica Total:					12,302.42
Vendor: Finken Water Solutions					
Finken Water Solutions	49330TM	1/26/23 PD Bottled Water Delivery	Operations	101-41900-211	45.45
Finken Water Solutions	1352113	FEB 2023 PD WATER COOLER RENTAL	Leases/Rentals	101-41900-410	8.00
Vendor Finken Water Solutions Total:					53.45
Vendor: Frontline Public Safety Solutions					
Frontline Public Safety Solutio	FL27639	1 YR MOBILE TOOL KIT & 1 YR POLICY TRACKER	Other Professional Services	101-41900-310	1,250.00
Vendor Frontline Public Safety Solutions Total:					1,250.00
Vendor: Further					
Further	INV0000258	Employee HSA	Employee H.S.A Contribution	101-21711	850.93
Further	16388353	FEB 2023 H.S.A. Participants Fees	Med/Den/Life/Ltd/Std Insura	101-41110-130	27.50
Vendor Further Total:					878.43
Vendor: Gary A Groen, CPA (inactive)					
Gary A Groen, CPA (inactive)	1/31/23	JAN 2023 Financial consulting service	Accounting/Auditing	101-41550-301	948.00
Gary A Groen, CPA (inactive)	1/31/23	JAN 2023 Financial consulting service	Accounting/Auditing	601-49400-301	592.50
Gary A Groen, CPA (inactive)	1/31/23	JAN 2023 Financial consulting service	Accounting/Auditing	602-49400-301	592.50
Gary A Groen, CPA (inactive)	1/31/23	JAN 2023 Financial consulting service	Accounting/Auditing	604-49400-301	237.00
Vendor Gary A Groen, CPA (inactive) Total:					2,370.00
Vendor: Grainger					
Grainger	9608155942	PW SHOVEL HOLDER	Operations	101-42000-211	104.16
Vendor Grainger Total:					104.16
Vendor: Hennepin County Treasurer - Information Technology					
Hennepin County Treasurer - I	1000198558	JAN 2023 PD RADIO AND LEASE FEES	Radio Communications	101-41900-220	1,505.24
Hennepin County Treasurer - I	1000198557	JAN 2023 OFD RADIO LEASE & FLEET FEES	Radio Communications	101-41920-220	744.93
Vendor Hennepin County Treasurer - Information Technology Total:					2,250.17
Vendor: Hennepin County Treasurer - Sheriff					
Hennepin County Treasurer -	1000198932	JAN 2023 SHERIFF PER DIEM BOOKING CHARGES	Incarceration Services	101-41900-316	150.00
Vendor Hennepin County Treasurer - Sheriff Total:					150.00

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Icma Retirement Corporation					
Icma Retirement Corporation	INV0000257	DFC - ICMA	Deffered Comp	101-21705	865.00
Vendor Icma Retirement Corporation Total:					865.00
Vendor: Insituform Technologies, USA LLC					
Insituform Technologies, USA	2/10/23 WSB letter	Pay Voucher No. 2 and final 2022 Sewer Lining Proj	Infrastructure	602-11101	87,278.90
Vendor Insituform Technologies, USA LLC Total:					87,278.90
Vendor: Killmer Electric, Inc					
Killmer Electric, Inc	W19846	LIGHTS/FIXTURES/REPAIR CITY HALL/BOERBOOM PARK	Building Repair/Maintenance	101-41700-222	2,020.68
Killmer Electric, Inc	W19846	LIGHTS/FIXTURES/REPAIR CITY HALL/BOERBOOM PARK	Central Avenue Beautification	101-42350-215	1,010.34
Vendor Killmer Electric, Inc Total:					3,031.02
Vendor: League of MN Cities Insurance Trust					
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Property/Liability Insurance	101-41700-375	45,975.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Auto Insurance	101-41900-376	6,328.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Auto Insurance	101-41920-376	1,289.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Auto Insurance	101-42000-376	8,702.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Property/Liability Insurance	101-42350-375	8,597.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Property/Liability Insurance	601-49400-375	1,336.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Property/Liability Insurance	602-49400-375	4,562.00
League of MN Cities Insuranc	1/17/2023	2023 Annual Property/Casualty Coverage P	Auto Insurance	604-49400-376	771.00
Vendor League of MN Cities Insurance Trust Total:					77,560.00
Vendor: LRS Portables					
LRS Portables	MP218393	1/13/23 - 2/9/23 PORTA POTTY FOR ICE RINK	Leases/Rentals	101-42350-410	138.28
Vendor LRS Portables Total:					138.28
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	60110	BALLAST/LIGHTS CITY HALL	Building Repair/Maintenance	101-41700-222	64.96
Menards - Brooklyn Park	60462	Warming House door repair parts	Operations	101-42350-211	19.54
Vendor Menards - Brooklyn Park Total:					84.50
Vendor: Metro Alarm & Lock					
Metro Alarm & Lock	80648	PW SYSTEM FAIL TO TEST - SERVICE CALL	Building Repair/Maintenance	101-42000-222	230.00
Vendor Metro Alarm & Lock Total:					230.00
Vendor: Metro Sales Inc					
Metro Sales Inc	INV2212002	PD COPIER LEASE FEB 2023	Leases/Rentals	101-41900-410	78.88
Vendor Metro Sales Inc Total:					78.88
Vendor: Minnesota Equipment Inc					
Minnesota Equipment Inc	P89515	PUSH BOX PLOW CUTTING EDGES	Snow Management	101-42000-250	2,457.44
Minnesota Equipment Inc	P89516	PW GREEN SPRAY PAINT	Building Repair/Maintenance	101-42350-222	27.22
Vendor Minnesota Equipment Inc Total:					2,484.66
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1640	2/7 PARKS & REC & 2/13 CC MEETING MINUTES	Recording Services	101-41000-307	318.00
Vendor Minute Maker Secretarial Total:					318.00
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000270	State Tax	State Withholding	101-21702	2,628.59
Vendor MN Department of Revenue Total:					2,628.59

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: MN PEIP					
MN PEIP	1261866	MARCH 2023 Med/Dental Premiums	Medical/Dental/Life/Ltd	101-21706	-94.14
MN PEIP	1261866	MARCH 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-41110-130	967.16
MN PEIP	1261866	MARCH 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-41650-130	924.56
MN PEIP	1261866	MARCH 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	6,940.85
MN PEIP	1261866	MARCH 2023 Med/Dental Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,542.60
Vendor MN PEIP Total:					10,281.03
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000262	DFC-MSRS (Empower)	Deffered Comp	101-21705	6,957.75
Msrs Dfc/Hcsp	INV0000263	Employee HSA	Hcsp	101-21712	680.41
Vendor Msrs Dfc/Hcsp Total:					7,638.16
Vendor: Pera					
Pera	INV0000268	PERA	Pera	101-21704	4,338.87
Pera	INV0000268	PEPFF	Pera	101-21704	9,340.21
Vendor Pera Total:					13,679.08
Vendor: Pitney Bowes Global Fin Svcs L					
Pitney Bowes Global Fin Svcs	1022555933	POSTAGE METER RED INK CARTRIDGES	Office Operations	101-41110-201	182.58
Vendor Pitney Bowes Global Fin Svcs L Total:					182.58
Vendor: Premier Bank					
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN ACROBAT	Operations	101-41110-211	127.88
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Acrobat Pro	Operations	101-41110-211	127.88
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Jones MCFOA Membership Cisewski	Dues/Membership	101-41110-255	51.48
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Waldbillig staff holiday lunch	Education/Meetings/Travel	101-41110-260	194.38
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT GRAMS MICROSOFT M365 LICENSES	Software	101-41515-309	198.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Grams Microsoft M365 Licenses	Software	101-41515-309	212.30
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Grams Projector screen mount	Operations	101-41800-211	32.24
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Grams Proj screen extension	Operations	101-41800-211	68.79
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT MIKKELSON	Cell/Travel/Ins/Dfc Allowance	101-41900-135	2.99
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson Apple phone app	Cell/Travel/Ins/Dfc Allowance	101-41900-135	2.99
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren PD photos	Office Operations	101-41900-201	5.42
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon camera TV/calenda	Office Operations	101-41900-201	148.84
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN PD BIZ CARDS	Operations	101-41900-211	84.94
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson State of MN Post Board	Operations	101-41900-211	1.94
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon webcam & speakers	Operations	101-41900-211	42.88
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon lotion & files	Operations	101-41900-211	32.58
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon TV wall mount	Operations	101-41900-211	18.99
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon power strips	Operations	101-41900-211	46.28
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon Tissue	Operations	101-41900-211	21.77

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN DISP CABLE	Officer Equipment	101-41900-213	16.61
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN WIPES	Officer Equipment	101-41900-213	9.75
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN AMAZON SOAP/PL	Officer Equipment	101-41900-213	45.51
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon phone case	Officer Equipment	101-41900-213	27.99
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT MIKKELSON CAR WASHES	Vehicle Repairs/Maintenance	101-41900-217	38.50
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson Holiday car washes	Vehicle Repairs/Maintenance	101-41900-217	66.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren vehicle tabs	Vehicle Repairs/Maintenance	101-41900-217	14.60
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN ACTIVE911	Dues/Membership	101-41900-255	11.34
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN ACTIVE911	Dues/Membership	101-41900-255	11.34
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN SOFTWARE	Dues/Membership	101-41900-255	8.88
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson Anytime Fitness	Dues/Membership	101-41900-255	32.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson Anytime Fitness	Dues/Membership	101-41900-255	32.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson State of MN Post Board	Dues/Membership	101-41900-255	90.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Mikkelson FBI LEEDA Inc memshp	Dues/Membership	101-41900-255	50.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Starry BCA recertificatn	Education/Meetings/Travel	101-41900-260	75.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Lookout PD meeting food	Education/Meetings/Travel	101-41900-260	211.68
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALLGREN MICROSOFT LICEN	Software	101-41900-309	106.46
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT PHENOW ZOOM	Dues/Membership	101-41920-255	16.11
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Phenow Zoom	Dues/Membership	101-41920-255	16.11
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Phenow OFD dinner for Dayton FD	Education/Meetings/Travel	101-41920-260	91.87
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT PHENOW DROPBOX	Software	101-41920-309	54.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Phenow Dropbox file sharing	Software	101-41920-309	54.00
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT LUNDE CERES BRUSH DISPOSAL	Operations	101-42000-211	110.00
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT LUNDE CERES BRUSH DISPOSAL	Operations	101-42000-211	110.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Lunde Hub & Fluke ACV detector	Operations	101-42000-211	160.61
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALDBILLIG PW FUEL	Fuel - Vehicle/Equipment	101-42000-216	105.70
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Waldbillig PW truck fuel	Fuel - Vehicle/Equipment	101-42000-216	74.29
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALDBILLIG VOLUNTEER TREATS	Operations	101-42350-211	39.75
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALDBILLIG VOLUNTEER TREATS	Operations	101-42350-211	6.49
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT WALDBILLIG VOLUNTEER DRINKS	Operations	101-42350-211	46.21
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT MIKKELSO	Dues/Membership	115-41900-255	32.00
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT MIKKELSO	Dues/Membership	115-41900-255	32.00

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren ID Maker	Equipment	240-41900-570	286.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Wallgren Amazon Solicitor ID kit	Equipment	240-41900-570	450.00
Premier Bank	DEC 2022 CC STMT	DEC 2022 CC STMT PHENOW HENN CO LIC MINIDZZLE	Supplies	254-44370-853	104.00
Premier Bank	JAN 2023 CC STMT	JAN 2023 CC STMT Jones MN Ag Farmers Mkt 2023 lic.	Farmers Market	257-36248	61.35
				Vendor Premier Bank Total:	4,120.72
Vendor: Prime Advertising & Design					
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Printing/Publishing Service	101-41110-351	1,071.70
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Other Professional Services	101-41900-310	238.16
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Other Professional Services	101-41920-310	178.62
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Recycle/Organics/Cleanupday	101-42000-384	238.16
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Programming	101-42300-312	119.07
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Programming	101-42302-312	119.07
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Operations	253-42400-211	238.16
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Operations	253-42400-211	357.24
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Operations	257-42400-211	59.54
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Printing/Publishing Service	601-49400-351	59.54
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Other Professional Services	602-49400-310	59.54
Prime Advertising & Design	84422	SPRING 2023 OSSEO OUTLOOK 12 PG DESIGN/PUB	Printing/Publishing Service	604-49400-351	119.08
				Vendor Prime Advertising & Design Total:	2,857.88
Vendor: Republic Services					
Republic Services	894-006103615	FEB 2023 DOCUMENT SHREDDING ADMIN	Office Operations	101-41110-201	15.00
				Vendor Republic Services Total:	15.00
Vendor: Rocket Software Inc					
Rocket Software Inc	2110202979	MAINTENANCE SOFTWARE BLUEZONE 3/16/23 - 3/15/24	Office Operations	101-41110-201	43.64
				Vendor Rocket Software Inc Total:	43.64
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	2/16/23 STMT	OFD AND PW FUEL CHARGES 2/1 - 2/15/23	Fuel - Vehicle/Equipment	101-41920-216	138.86
Sipe Bros. Inc.	2/16/23 STMT	OFD AND PW FUEL CHARGES 2/1 - 2/15/23	Fuel - Vehicle/Equipment	101-42000-216	481.75
				Vendor Sipe Bros. Inc. Total:	620.61
Vendor: Streicher's Inc.					
Streicher's Inc.	I1600641	PD OFFICER B LETOURNEAU UNIFORM/GEAR	Uniforms/Gear	101-41900-218	810.03
Streicher's Inc.	I1600642	PD OFFICER T KINTZI GLOVES/PANTS	Uniforms/Gear	101-41900-218	169.97
				Vendor Streicher's Inc. Total:	980.00
Vendor: T.C. Winter Services					
T.C. Winter Services	1413	ICE B' GONE MAGIC LIQUID/SALT TREATING PER TON	Snow Management	101-42000-250	2,464.70
				Vendor T.C. Winter Services Total:	2,464.70

Pending Expense Approval Report

Packet: APPKT00118

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Tegrete Corporation					
Tegrete Corporation	104867	MARCH 2023 CLEANING SERVICES	Cleaning Service	101-41700-317	738.00
Tegrete Corporation	104867	MARCH 2023 CLEANING SERVICES	Cleaning Service	101-41800-317	245.00
Vendor Tegrete Corporation Total:					983.00
Vendor: Thomson Reuters - West					
Thomson Reuters - West	847796386	JAN 1 - 31 2023 CLEAR LAW ENFCMNT SUBSCRIPTION	Dues/Membership	101-41900-255	121.34
Vendor Thomson Reuters - West Total:					121.34
Vendor: U.S. BANK EQUIPMENT FINANCE					
U.S. BANK EQUIPMENT FINAN	494441314	MARCH 2023 PW COPIER LEASE	Leases/Rentals	101-42000-410	74.42
Vendor U.S. BANK EQUIPMENT FINANCE Total:					74.42
Vendor: Verizon Wireless					
Verizon Wireless	9926643698	CELL PHONE USAGE 2023 JAN	Telecommunications	101-41110-321	40.40
Verizon Wireless	9926643698	CELL PHONE USAGE 2023 JAN	Telecommunications	101-41900-321	670.66
Verizon Wireless	9926643698	CELL PHONE USAGE 2023 JAN	Telecommunications	101-42000-321	243.47
Verizon Wireless	9926643698	CELL PHONE USAGE 2023 JAN	Trolley Operations	204-42390-352	65.23
Verizon Wireless	9926643698	CELL PHONE USAGE 2023 JAN	Telecommunications	601-49400-321	40.01
Vendor Verizon Wireless Total:					1,059.77
Vendor: WEX Bank					
WEX Bank	87136204	1/6 - 2/6/2023 PD FUEL CHARGES	Fuel - Vehicle/Equipment	101-41900-216	1,495.18
Vendor WEX Bank Total:					1,495.18
Grand Total:					434,887.15

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	152,339.25
115 - POLICE DONATIONS/EXPENSES	64.00
204 - TROLLEY	65.23
240 - CABLE GRANTS	736.00
253 - MUSIC/MOVIES IN THE PARK	595.40
254 - MINIDAZZLE	104.00
257 - FARMERS MARKET	120.89
412 - 2022-23 Alley & Street Projects	183,300.28
601 - WATER FUND	2,738.55
602 - SEWER FUND	93,341.22
604 - STORM WATER FUND	1,482.33
Grand Total:	434,887.15

Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	5,473.32
101-21702	State Withholding	2,628.59
101-21703	Fica Withholding	6,829.10
101-21704	Pera	13,679.08
101-21705	Deffered Comp	7,822.75
101-21706	Medical/Dental/Life/Ltd	-94.14
101-21711	Employee H.S.A Contrib	850.93
101-21712	Hcsp	680.41
101-22001	Community Center Depo	450.00
101-41000-307	Recording Services	318.00
101-41110-130	Med/Den/Life/Ltd/Std In	994.66
101-41110-201	Office Operations	241.22
101-41110-211	Operations	255.76
101-41110-255	Dues/Membership	51.48
101-41110-260	Education/Meetings/Tra	194.38
101-41110-321	Telecommunications	40.40
101-41110-351	Printing/Publishing Servi	1,071.70
101-41515-309	Software	410.30
101-41550-301	Accounting/Auditing	2,724.25
101-41650-130	Med/Den/Life/Ltd/Std In	924.56
101-41700-211	Operations	17.26
101-41700-222	Building Repair/Mainten	2,085.64
101-41700-317	Cleaning Service	738.00
101-41700-321	Telecommunications	987.91
101-41700-375	Property/Liability Insura	45,975.00
101-41700-390	Natural Gas Service	1,500.96
101-41800-211	Operations	101.03
101-41800-317	Cleaning Service	245.00
101-41800-390	Natural Gas Service	329.48
101-41900-130	Med/Den/Life/Ltd/Std In	7,175.27
101-41900-135	Cell/Travel/Ins/Dfc Allow	5.98
101-41900-201	Office Operations	154.26
101-41900-211	Operations	294.83
101-41900-213	Officer Equipment	99.86
101-41900-216	Fuel - Vehicle/Equipmen	1,495.18
101-41900-217	Vehicle Repairs/Mainten	737.71
101-41900-218	Uniforms/Gear	1,107.65
101-41900-220	Radio Communications	1,505.24
101-41900-255	Dues/Membership	1,532.90
101-41900-260	Education/Meetings/Tra	286.68
101-41900-309	Software	106.46
101-41900-310	Other Professional Servi	1,488.16

Account Summary

Account Number	Account Name	Expense Amount
101-41900-316	Incarceration Services	150.00
101-41900-321	Telecommunications	670.66
101-41900-376	Auto Insurance	6,328.00
101-41900-410	Leases/Rentals	93.29
101-41920-216	Fuel - Vehicle/Equipmen	138.86
101-41920-220	Radio Communications	744.93
101-41920-255	Dues/Membership	32.22
101-41920-260	Education/Meetings/Tra	91.87
101-41920-309	Software	108.00
101-41920-310	Other Professional Servi	178.62
101-41920-376	Auto Insurance	1,289.00
101-42000-130	Med/Den/Life/Ltd/Std In	1,542.60
101-42000-211	Operations	484.77
101-42000-216	Fuel - Vehicle/Equipmen	661.74
101-42000-222	Building Repair/Mainten	230.00
101-42000-250	Snow Management	5,607.90
101-42000-321	Telecommunications	243.47
101-42000-376	Auto Insurance	8,702.00
101-42000-384	Recycle/Organics/Clean	238.16
101-42000-390	Natural Gas Service	946.17
101-42000-410	Leases/Rentals	89.32
101-42300-312	Programming	119.07
101-42302-312	Programming	119.07
101-42350-211	Operations	111.99
101-42350-215	Central Avenue Beautific	1,010.34
101-42350-222	Building Repair/Mainten	27.22
101-42350-375	Property/Liability Insura	8,597.00
101-42350-390	Natural Gas Service	127.49
101-42350-410	Leases/Rentals	138.28
115-41900-255	Dues/Membership	64.00
204-42390-352	Trolley Operations	65.23
240-41900-570	Equipment	736.00
253-42400-211	Operations	595.40
254-44370-853	Supplies	104.00
257-36248	Farmers Market	61.35
257-42400-211	Operations	59.54
412-42000-529	Street Improvement	183,300.28
601-49400-301	Accounting/Auditing	1,303.00
601-49400-321	Telecommunications	40.01
601-49400-351	Printing/Publishing Servi	59.54
601-49400-375	Property/Liability Insura	1,336.00
602-11101	Infrastructure	87,278.90
602-49400-301	Accounting/Auditing	1,303.00
602-49400-310	Other Professional Servi	59.54
602-49400-321	Telecommunications	120.64
602-49400-375	Property/Liability Insura	4,562.00
602-49400-390	Natural Gas Service	17.14
604-49400-301	Accounting/Auditing	592.25
604-49400-351	Printing/Publishing Servi	119.08
604-49400-376	Auto Insurance	771.00
Grand Total:		434,887.15

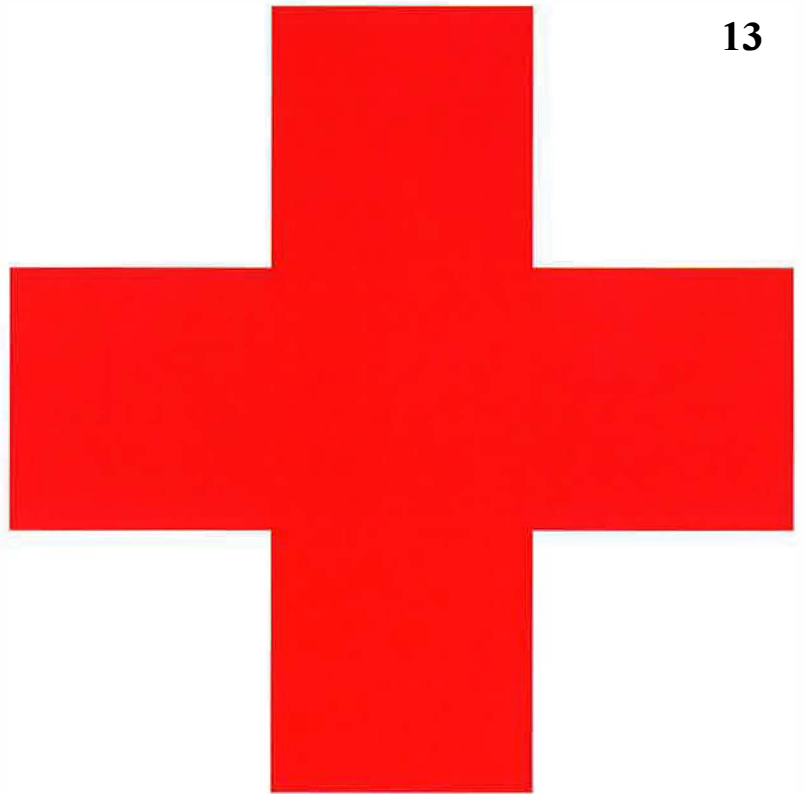
Project Account Summary

Project Account Key	Expense Amount
None	434,887.15
Grand Total:	434,887.15

Give blood.

Every 2 seconds someone
in the U.S. needs blood.

American Red Cross



Blood Drive
City of Osseo City Hall

Community Center Room A
415 Central Avenue, Osseo, 55369

Wednesday, March 22, 2023
1:00 p.m. to 7:00 p.m.

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org and enter: CITYOFOSSEO to schedule an appointment.



Scan to schedule
an appointment.