



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, January 8, 2024
7:00 p.m., Council Chambers

MAYOR: DUANE POPPE | COUNCILMEMBERS: JULIANA HULTSTROM, ASHLEE MUELLER, 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 EDA Minutes of December 11, 2023
 - B. Approve Council Minutes of December 11, 2023
 - C. Approve Not Waiving the Statutory Tort Limits for the City's Liability Coverage in 2024
 - D. Accept IRS Mileage Rate of 67 Cents for 2024 Business Miles Driven
 - E. Approve Police Training List for 2024
 - F. Approve Exempt Permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024
 - G. Receive November Lions Club Gambling Report
 - H. Receive December American Legion Gambling Report
 - I. Receive November Fire Department Activity Report
 - J. Receive November Hockey Association Gambling Report
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
 - A. Support a Respectful Workplace (Resolution)
 - B. Affirming Council/Staff Responsibilities (Resolution)
 - C. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
 - A. Approve Second Reading and Adoption of CenterPoint Energy Ordinance
10. **New Business**
 - A. Approve 2024 Street Project Plans & Specifications and Authorize the Advertisement for Bids (Resolution) – Alyson Fauske, WSB & Associates
 - B. Approve Hire of Edgar Gallegos as Full-Time Police Officer
 - C. Approve Hire of Katherine Harris as Full-Time Police Officer
 - D. Approve Part-Time Public Works Position Description
 - E. Approve Posting for Part-Time Public Works Position
 - F. Approve 2024 Official Council Appointments (Resolution)

- G. Approve 2024 Citizen Appointments (Resolution)
- H. Approve 2024 City Appointments and Designations (Resolution)
- I. Establish an Absentee Ballot Board for 2024 Elections (Resolution)
- J. Summary of Closed Session December 11, 2023
- K. Approve Accounts Payable

11. Administrator Report

12. Council and Attorney Reports

13. Announcements

City Hall Closed Martin Luther King Jr. Day, Monday, January 15

Commission Members Needed

14. Adjournment

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
December 11, 2023**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, December 11, 2023.

Members present: Teresa Aho, Mark Cook (arrived at 6:06 p.m.), Ashlee Mueller, Kenny Nelson, Duane Poppe, and Mark Schulz.

Members absent: Deanna Burke.

Staff present: Executive Director Riley Grams, Community Management Coordinator Jessica Rieland, and City Attorney Mary Tietjen.

2. APPROVAL OF AGENDA

Nelson requested Item 8B be discussed prior to Item 8A.

A motion was made by Nelson, seconded by Mueller, to approve the Agenda as amended. The motion carried 5-0.

3. APPROVAL OF MINUTES – OCTOBER 10, 2023

A motion was made by Mueller, seconded by Aho, to approve the minutes of October 10, 2023, as presented. The motion carried 5-0.

4. MATTERS FROM THE FLOOR – None

5. PUBLIC HEARINGS – None

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

A motion was made by Mueller, seconded by Nelson, to approve the Accounts Payable. The motion carried 5-0.

7. OLD BUSINESS – None

8. NEW BUSINESS

B. APPROVE 2024 EDA BUDGET

Grams stated each year, the EDA sets their own fiscal budget for the following year. The budget is usually approved during the last meeting of the year in December. Attached is a proposed EDA budget for 2024. The EDA discussed the first draft of the 2024 budget at the October 10 meeting. No changes were recommended at that meeting, and I have not been approached by any EDA members after the October 10 meeting to present potential modifications to the 2024 EDA budget. The EDA should discuss the final 2024 budget and direct Staff accordingly. A motion should be made to approve the 2024 EDA budget.

Nelson explained he reviewed the budget thoroughly and found the EDA was setting aside \$2,500 for Ehlers conferences. He explained this funding has not been spent in the past four years. He suggested this funding be lowered to \$500 per year. He suggested the remaining \$2,000 be used for community outreach or for the proposed breakfast event.

Mueller questioned if this budget item covered any other items. Grams stated this could be the LMC conference or any other type of training, Chamber meetings or events.

A motion was made by Nelson, seconded by Cook, to approve the 2024 EDA budget as amended moving \$2,000 out of the meeting travel and seminar fund into the supplies fund. The motion carried 6-0.

A. DISCUSS EDA BUSINESS BREAKFAST EVENT

Rieland stated the EDA hosted its first business breakfast on February 27, 2020. She reviewed the questions that were discussed at this event. Staff recommends having the attendees discuss and provide written feedback on these questions in small groups. This will foster networking opportunities and relationship building between business owners. Staff has tentatively scheduled the breakfast for the last Tuesday in February from 7:30 - 8:45 because that is when it took place in 2020. Staff seeks guidance on how often the EDA would like to host the business breakfast and if there is a budget for these events. The menu options with price details were discussed by Staff. It was noted both options will cost approximately \$400. Staff commented further on the proposed business breakfast and requested direction from the EDA on how to proceed.

Aho indicated she was not interested in break out sessions, but suggested the event be an opportunity to introduce the City Council and Staff to local business owners. Grams explained Staff was hoping to have the first business meeting serve as an introduction to Staff as a form of reengagement with a second or third meeting planned to see how the City can help local business owners.

Aho supported this recommendation.

Mueller agreed this would be a great way to move forward with this event. She suggested the last 10 minutes of the event be used to collect information from those in attendance to see how the EDA can support local business owners going forward.

Nelson supported EDA members and local business owners being in attendance at this event.

Poppe questioned if local business owners would show up to a City sponsored event more than once.

Cook anticipated this would occur if it was deemed worth their time.

Schulz stated this could be gauged after the first event. He explained he supported Staff's recommendation to have the first meeting serve as an introductory event with the second meeting working to see how the EDA can help local business owners. He encouraged to make sure they make contact with the business owners south of Highway 81.

Nelson requested the event be held on a Tuesday. He recommended the money spent for catering be spent locally at Olympia Café.

Aho agreed with this recommendation.

Grams asked if the event should have name tags. The EDA recommended the event have name tags.

Nelson suggested the vision for Osseo's future be a final question for the first event.

Schulz agreed this would be a great way to end this event.

Grams stated the event would aim to begin at 7:30 a.m. on Tuesday, February 27. He explained he would work with Staff and would present a plan to the EDA at the February 12, 2024, meeting.

C. REVIEW 2024 EDA CALENDAR OF MEETINGS

Grams stated here are the scheduled meetings for the Osseo Economic Development Authority for 2024 (please note that all EDA meetings will begin at 6:00 PM and be held in-person in the Council Chambers at Osseo City Hall unless otherwise notified):

Monday, February 12, 2024
Monday, April 8, 2024
Monday, June 10, 2024
Monday, August 12, 2024
Tuesday, October 15, 2024
Monday, December 9, 2024

Grams reported we have no EDA terms ending on December 31 this year. EDA Commissioner Deanna Burke has submitted her resignation, which leaves one opening on the EDA (for a term that ends December 31, 2028). As always, the Commission will elect EDA Officers at the February meeting. Elections for the following positions will be conducted: EDA President, EDA Vice-President, EDA Secretary, EDA Treasurer, EDA Assistant Treasurer, and EDA Executive Director.

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

Grams thanked the EDA members for their efforts in 2023. He stated he was looking forward to great things in 2024. He wished everyone a Merry Christmas and Happy New Year.

City Attorney Tietjen wished everyone Happy Holidays.

Aho stated Small Business Saturday was a great event again this year. She explained she received great feedback on the event from visitors and Osseo business owners.

Cook stated he was looking forward to Christmas on Central this Saturday, December 16.

10. ADJOURNMENT

A motion was made by Schulz, seconded by Mueller, to adjourn at 6:39 p.m. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
December 11, 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, December 11, 2023.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Ashlee Mueller, Mark Schulz, Alicia Vickerman and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Alyson Fauske, WSB & Associates; and City Attorney Mary Tietjen.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Approve November 27 Work Session Minutes
- B. Approve November 27 Council Minutes
- C. Approve 2024 Pawn License Renewal for Osseo Pawn LLC
- D. Accept Resignation of Planning Commission Member Ralph Schroeder
- E. Accept Resignation of EDA Member Deanna Burke
- F. Approve 2024 Council, EDA, and Planning Commission Meeting Schedule
- G. Approve 2024 Agreement with Minute Maker Secretarial Services
- H. ~~Approve 2024 Wage Increases for City Staff~~
- I. Accept October American Legion Gambling Report
- J. ~~Approve Gateway Sign Fee Waiver for American Legion Riders Omelet Breakfast~~
- K. ~~Approve Exempt Permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024~~
- L. ~~Approve American Red Cross Community Center Rental Fee Waiver for 2024 Blood Drives~~
- M. Approve Hire of Rink Attendants - Carter Schulz, Nick Norman, Jacob Wills, & Samuel Felling

Hultstrom requested Item 5H be pulled for further discussion.

Mueller requested Items 5J, 5K, and 5L be pulled for further discussion.

A motion was made by Hultstrom, seconded by Mueller, to approve the Consent Agenda as amended removing Items 5H, 5J, 5K and 5L. The motion carried 5-0.

H. Approve 2024 Wage Increases for City Staff

Hultstrom stated she pulled last year's employee staff wage scale and compared it to this year's wage scale. She indicated she found one error and one misunderstanding on her part. She explained she discussed her concerns with City Administrator Grams and thanked him for doing his due diligence to help her understand the wage increases. She reported there was one line for one category for an employee that had been input wrong and this situation has been rectified. She commented further on the 50 cent per hour wage increase that she proposed for the firefighters and thanked the Council again for supporting this increase.

A motion was made by Hultstrom, seconded by Schulz, to approve the 2024 Wage Increases for City Staff. The motion carried 5-0.

J. Approve Gateway Sign Fee Waiver for American Legion Riders Omelet Breakfast

Mueller stated the American Legion was requesting a gateway sign fee waiver for their omelet breakfast for five weeks. She explained she contacted the American Legion and spoke with them regarding the requested fee waiver. She indicated it did not sit well with her when the Council continually waived gateway sign fees for local businesses. She stated she was very grateful for the American Legion, but questioned when a waiver should or should not be considered.

Hultstrom stated she would be supporting the proposed fee waiver for the American Legion due to the generous nature of this organization. She reported later in this meeting, the Council would be approving a \$2,000 donation from the American Legion for the Police Equipment fund. For this reason, she did not have a problem supporting the fee waiver.

Schulz explained Staff was always very outspoken when it comes to offering these waivers. He indicated the Council does have a chance to be equitable when it comes to gateway sign waivers and he supported the Council holding a worksession discussion in order to create a policy on how Staff should address sign fee waiver requests.

Mueller indicated she requested information from Staff on the number of waivers that had been approved in years past and noted she requested the gateway sign policy as well.

Vickerman stated she was on the same page as everyone else, but she did not support changing the precedent tonight before having a further conversation regarding the gateway sign policy.

Hultstrom explained she had a harder time supporting fee waivers for money making organizations. She stated she could fully support fee waivers for the American Legion and the Lions because they were community focused organizations that give back

generously to the City. She agreed the gateway sign policy would be a good item for the Council to discuss in January or February of 2024. She recommended the fee waiver be approved for the American Legion.

A motion was made by Hultstrom, seconded by Vickerman, to approve Gateway Sign Fee Waiver for American Legion Riders Omelet Breakfast. The motion carried 5-0.

- K. Approve Exempt Permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024

Mueller stated she spoke with City Administrator Gram regarding the exempt permit that was requested by NWTF for the West Metro Struttin' Zone Raffle. She explained she was curious about what the raffle was and questioned why no information was provided within the application. She noted she spoke with the American Legion to gain further information, and they were not aware of the event. She suggested action on this item be tabled in order to allow Staff to gather more information on the event.

Grams supported the Council discussing the exempt permit process at a future worksession meeting.

A motion was made by Mueller, seconded by Hultstrom, to table action on this item to the March worksession meeting. The motion carried 5-0.

- L. Approve American Red Cross Community Center Rental Fee Waiver for 2024 Blood Drives

Mueller proposed that Council discuss a policy on when fees should be waived for the Community Center. She suggested the Council waive the March fee waiver and that the July, September and November events be further considered after a policy can be discussed. The Council supported this recommendation.

A motion was made by Mueller, seconded by Vickerman, to approve American Red Cross Community Center Rental Fee Waiver for March 20, 2024 Blood Drive and to revisit the future dates after a fee waiver policy can be discussed by the City Council. The motion carried 5-0.

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

- A. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
American Legion Post 172	\$2,000	Police Equipment

Staff recommended the Council accept the donations.

A motion was made by Schulz, seconded by Hultstrom, to adopt Resolution No. 2023-54, accepting a donation from the American Legion Post 172. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE STORM SEWER CAPACITY ANALYSIS PROPOSED

Alyson Fauske, WSB & Associates, stated storm sewers exist throughout the city to convey runoff off the city's streets. Street improvement projects and redevelopments can provide an opportunity to extend storm sewer under the following conditions:

1. Adequate storm sewer capacity exists- existing pipe can handle the additional flow.
2. Extending the pipe meets regulatory requirements and engineering best practices for runoff rates- the amount of runoff that exits the pipe within a given amount of time should not be significantly more than it was before the storm sewer was extended.
3. The downstream regional facilities are adequate- the ponds or ditches that the storm sewer discharges to need to be large enough to handle the additional runoff, and they must adequately treat the runoff to improve the water quality per regulatory requirements.

Ms. Fauske reported approximately 15 years ago the city's engineering consultant collected size and slope data for the storm sewer to determine the pipe capacity. This information will be used in the proposed analysis. Updated rainfall data was released about 10 years ago and will be used in the pipe capacity calculations. The analysis will determine areas where it is feasible to extend the storm sewer and identify areas where storm water management features such as ponds, ditches, or underground facilities, are necessary to meet regulatory requirements.

Ms. Fauske reported having a comprehensive analysis of the city's storm sewer system assists Council and staff in determining the scope drainage improvements of street improvement projects. The analysis will also provide key information to redevelopment design teams. An option to include a Story Map is also included in the proposal. A Story Map is an online, dynamic display of the results. A Story Map for Osseo would include elements that have been used in other communities, such as Prior Lake, Fridley, St. Anthony Village and Burnsville. Staff commented further on the proposed project noting she could have the analysis completed in May of 2024 and recommended approval of the project.

Schulz thanked Ms. Fauske for bringing this project forward. He indicated the Council had to understand its capacity. He commented on a capacity problem that occurred on 1st Street in the 2010's. He discussed how other older cities were addressing capacity concerns and stated he fully supported this project moving forward. He recommended the Council make a decision on the story map at a future meeting.

Vickerman questioned how the capacity would be measured. Ms. Fauske explained she had all of the pipe size information, along with the pipe elevations. She reported she would now need to identify the area that drains to each inlet while using the new 10 year storm event numbers.

Hultstrom stated it appears the areas within the 2024 street project do not have storm sewer. She asked if this would change anything the City has already approved for this street project. Ms. Fauske clarified the 2024 street project includes additional storm sewer within the project scope.

Schulz stated he really appreciated how this project would assist in creating a comprehensive plan when it comes to managing the City's stormwater.

A motion was made by Mueller, seconded by Vickerman, to approve engineering proposal with WSB & Associates excluding the story map at this time.

Schulz asked if the expense for this project would come out of the stormwater utility fund. Grams reported this was the case.

The motion carried 5-0.

B. APPROVE FIRST READING OF CENTERPOINT ENERGY ORDINANCE

City Attorney Tietjen stated pursuant to authority in state law, cities may require that utility companies obtain a franchise authorizing use of public rights-of-way ("ROW) to provide service. Utility franchises are typically granted by ordinance. Additionally, cities may impose a franchise fee on utility companies to raise revenues and/or help defray municipal costs associated with utility operations within a city's boundaries. The franchise fees collected by CenterPoint Energy and then provided to the City were established in 2011 pursuant to Ordinance 2011-7.

City Attorney Tietjen reported in 1982 and again in 2003, the City of Osseo granted a gas franchise to Minnegasco/CenterPoint Energy Minnesota. The current franchise agreement's initial term expired in October 2023, but the franchise includes an additional one-year automatic extension that means it is effective until October 2024. However, CenterPoint and the City's attorneys negotiated a new franchise ordinance for the Council's consideration and approval in 2023 to keep the CenterPoint gas and Xcel electric franchises on a similar approval schedule and to ensure timely approval of the new franchise.

A motion was made by Hultstrom, seconded by Mueller, to approve the first reading of the CenterPoint Energy Franchise Agreement/Ordinance. The motion carried 4-0. (Councilmember Schulz was absent for the vote).

C. APPROVE 2024 FEE SCHEDULE

Grams stated Staff has reviewed the fee schedule for 2024. The following proposed changes, highlighted in yellow (red indicates the proposed change), are included in the fee schedule:

Electrical fees: Sloth inspections has proposed increases for 2024, which a comparison of fees is included as Exhibit A. Sloth is compensated 80% of the permit fee per the current services agreement.

Grams reported Staff recommends several other increases throughout the areas of Administration, Building Permits, Planning & Zoning, Public Works, and Utility Trunk Charges. These proposed increases reflect the true costs of Staff time and materials.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2023-55, approving the Fee Schedule for 2024. The motion carried 5-0.

D. ADOPT 2024 CITY BUDGET AND TAX LEVY

Grams stated after Staff recommendations, Council Budget and Finance Committee recommendations, City Council member recommendations and comments from Osseo taxpayers, he was pleased to present the 2024 City Budget and Tax Levy for approval. It was noted the 2024 City Budget shows a fully balanced budget between expenditures and revenues. He reviewed the proposed revenues and expenditures in further detail with the Council. To fully balance the 2024 budget, the City must levy taxes from all Osseo properties to cover the expected gap in the budget. With expenditures and revenues balanced and proposed at \$4,013,109 for 2024, the anticipated 2024 City Tax Levy amount is \$2,439,025 for the General Fund (this includes \$291,755 in fiscal disparities and \$267,100 for debt service levies). By passing this proposed 2024 budget, the City will increase the local tax capacity rate from 58.09% in 2023 to 64.80% in 2024. This marks the first time in ten years that the City has increased its tax capacity rate (the last increase was back in 2013). Staff noted there are two Resolutions that the Council should consider approving. The first approves the final City budget and tax levy, and the second approves the City's annual debt service levies for 2024. Council will need to pass both Resolutions separately.

Schulz stated this was by far the worst meeting each year for him. He understood that the Council would be passing a levy that would be taking money out of residents pockets in order to provide City services. He believed the members of this Council and previous Council's have been good stewards of the City's money and were keeping increases to a minimum. He explained he would be supporting the proposed tax levy and budget because it was vital for the City to pay close attention to public safety, to provide clean water, to take dirty water away and for residents to be able to move around the community safely. He commented on how important it was for Osseo to have a strong police presence in the City. He discussed the number of officers that were required to fully staff a department, now that part-time officers were not available given the current law enforcement. He reported he appreciated the quick response time Osseo residents have in the event they were facing an emergency. In addition, he supported police officers having a partner on the street with them for safety purposes. He commented on how the Osseo Fire Department has selflessly served the community admirably for years. He discussed the types of calls they respond to and he thanked them for their commitment to the community. He described how fire services were changing and how it was becoming increasingly difficult to find volunteer fire fighters. He stated he would be offering his unwavering support for a full-time fire chief in Osseo. He understood some residents were asking if the City should abandon its fire services in order to combine with another community. He was of the opinion now was not the time

to move in this direction. He spoke to the desirability of living in Osseo and noted homes do not stay on the market long in the community. He explained he supported the City investing in its employees and stated he expected top quality services. He reported he understood the proposed levy increases would impact all residents and business, but he was willing to support the increase in order to properly invest in the community. He vowed to do his best to represent the values and priorities of the majority of the residents that he and his family call home.

Mueller thanked Councilmember Schulz for his statement noting his comments were very well said.

Vickerman commented she was dreading this meeting as well and she didn't really want to pass this budget. However, she also understood there was a need to be a good steward for the community. She thanked Staff for all of their efforts on the budget and tax levy. She supported staff looking into any other revenue streams that may be available to support the City.

Schulz stated the Council has tried many things in the past to capture additional revenue for the community. He explained he was very proud of the work the Council has done on this budget. He stated he had a lot of respect for the Staff that were in place and for how they worked to provide a superior product for Osseo residents.

Hultstrom indicated this was her fifth year working on a budget and noted this was the first time she has seen such a high increase. However, she noted she would be leaving the Council Chambers feeling proud. She stated this has not been an easy year. She explained the Council lost a member, added a new member and has been going through a lot of growing pains when it comes to public safety. She stated she agreed with many of the comments Councilmember Schulz made when it comes to public safety being a cornerstone for the community. She thanked the Council for coming together and working well together to get to this point.

A motion was made by Hultstrom, seconded by Schulz, to adopt Resolution No. 2023-56, approving the 2024 Budget and Property Tax Levy.

Poppe stated this was one of the hardest budget he has worked on in the past 12 years. He reported the main focus within this budget and the comments he was hearing from the public was the importance of public safety. He discussed how policing has changed and noted the Council was being asked to make hard decisions on behalf of the community.

The motion carried 5-0.

A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2023-57, reducing debt service tax levies for 2024. The motion carried 5-0.

E. CLOSED SESSION – CITY ADMINISTRATOR PERFORMANCE REVIEW

City Attorney Tietjen requested the Council make a motion to move into Closed Session in order to conduct the City Administrator's performance review.

A motion was made by Hultstrom, seconded by Mueller, to close the meeting pursuant to Minnesota Statutes Section 13D.05, subd. 3(a), convene to a closed meeting to conduct the review, and then re-open the meeting and announce that a summary will be given at the meeting on January 8, 2024. The motion carried 5-0.

Poppe recessed the City Council meeting to a Closed Session at 8:13 p.m.

Poppe reconvened the City Council meeting at 8:59 p.m.

F. SUMMARY OF CLOSED SESSION ON NOVEMBER 27, 2023

Hultstrom explained the City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on November 27, 2023. She reported a summary review with scoring was completed by each Councilmember and this information was reviewed with the City Administrator. She stated the Council agreed unanimously to approve a 2% merit increase and to have the goal setting portion of the closed session meeting discussed on December 11.

G. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council. He reported on item was added, which was a bill from Kennedy & Graven.

A motion was made by Hultstrom, seconded by Mueller, to approve the Accounts Payable as presented, along with the bill from Kennedy & Graven. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Grams thanked everyone who attended the Minidazzle event. He thanked Staff who helped plan and make this event possible.

Grams thanked the Councilmembers for all of their efforts this year. He thanked his Staff members for proudly serving the community. He stated he loved this community and he was proud to work for the City of Osseo. He wished everyone Happy Holidays and a Happy New Year.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen stated 2023 has been a busy and productive year. She reported she enjoys working with the City Council and noted she looked forward to continuing to work for the Council in 2024.

Hultstrom reported this has been her best year on the Council. She thanked the Councilmembers and Staff for all of their efforts on behalf of the community. She appreciated how the Council came together as a team in 2023. She wished everyone Happy Hannukah, Merry Christmas and Happy New Year.

Mueller stated Minidazzle was a tremendous event and there was a great turnout this year. She thanked the Legion for hosting their Lunch with Santa on Saturday and noted

over 600 meals were served at this event. Mueller thanked the Council for their warm welcome after the loss of Councilmember Johnson. She appreciated the Council's patience as she was getting up to speed.

Vickerman thanked all Osseo staff members for another great year. Vickerman wished everyone peace and light during this holiday season.

Schulz wished everyone Happy Holidays to everyone. He stated he appreciated to Staff for their dedicated service to the community. He discussed how this year provided him with the opportunity to tackle some challenging relationships and have them come out in a positive and respectful manner. He encouraged residents to come and attend meetings in order to be properly informed on what is occurring at the City. He stated he really appreciated this Council and how they have tackled some really horrible things and was coming out stronger as a community. It was his hope his children would grow up here and their children would grow up here. He commented on how each Councilmember sacrificed time away from their families in order to serve the community. He looked forward to making really hard decisions in 2024 and he appreciated the support he received from Staff and the community.

Poppe thanked Staff and the Council for all of their hard work. He wished everyone Happy Holidays and a Happy New Year.

13. ANNOUNCEMENTS

Poppe encouraged residents to donate a new unwrapped toy to the Toys for Tots drive. Donations could be dropped off at the Osseo Police Department through December 14.

Poppe reported the City was seeking Commission Members. Those interested in serving were encouraged to contact City Hall for further information.

Poppe explained City Hall would be closed on December 25 and December 26 for the Christmas holiday.

Poppe indicated City Hall would be closed on January 1 and January 2 for the New Year's Holiday.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Mueller, to adjourn the City Council meeting at 9:12 p.m. The motion carried 3-2 (Hultstrom and Vickerman opposed).

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



City of Osseo City Council Meeting Item

Agenda Item:	Approve Not Waiving the Statutory Tort Limits for the City's Liability Coverage in 2024
Meeting Date:	January 8, 2024
Prepared by:	Katrina Jones, City Clerk
Attachments:	LMC Liability Coverage – Waiver Form

For Consideration:

Consider approving not to waive the statutory tort liability insurance coverage limit established by MN Statute 466.04 as requested by the League of Minnesota Cities Insurance Trust. This decision to waive or not waive the statutory tort limits must be made annually.

Background:

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

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

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

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

Previous Action or Discussion:

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

City Goals Met By This Action:

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

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Not waive the standard coverage provided by the League of Minnesota Cities Insurance Trust and limit liability at \$500,000 per claim in 2024.

LIABILITY COVERAGE – WAIVER FORM

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

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

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

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

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

LMCIT Member Name:

Check one:

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

Date of member's governing body meeting: _____

Signature: _____ Position: _____



City of Osseo City Council Meeting Item

Agenda Item: Accept IRS Mileage Rate of 67 Cents for 2024 Business Miles Driven

Meeting Date: January 8, 2024

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Set mileage rate for 2024 at \$0.67 per mile for operating a personal vehicle for City business.

Background:

The Internal Revenue Service announced on December 14, 2023, that the standard mileage rate for 2024 for the use of a car, van, pickups, or panel trucks will be 67 cents per mile driven for business use, up 1.5 cents from 2023.

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

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

Budget or Other Considerations:

Mileage reimbursement to employees for use of personal vehicle for city purposes is included in the budget under Registration/Training/Travel.

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 IRS mileage rate of 67 cents for business miles driven for city purposes;
2. Accept a mileage rate of ____ cents for business miles driven for city purposes;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Accept the IRS mileage rate of 67 cents for business miles driven for city purposes.



IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

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

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

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

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

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

[Notice 2024-08](#) contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to

employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 14-Dec-2023



City of Osseo City Council Meeting Item

Agenda Item: Approve Police Training List for 2024

Meeting Date: January 8, 2024

Prepared by: Shane Mikkelson, Chief of Police

Attachments: Police Training Types List

Policy Consideration:

Considering approving the attached list of 2024 training types for the police department.

Background:

In agreement with the Council, attached is the list of training types as requested for preapproval.

Budget or Other Considerations:

The training budget has been set for the police department for 2024 during the budget cycle.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the 2024 list of types of training for the police department;
2. Approve the 2024 list of types of training for the police department with noted changes/as amended;
3. Deny approving the 2024 list of types of training for the police department;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2024 list of training types for the police department.



Shane Mikkelson
Police Chief

Osseo Police Department
415 Central Avenue, Osseo, MN 55369-1195



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

To the Osseo City Council,

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

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

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



City of Osseo City Council Meeting Item

Agenda Item:	Approve Exempt Permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024
Meeting Date:	January 8, 2024
Prepared by:	Katrina Jones, City Clerk
Attachments:	Application for Exempt Permit

Policy Consideration:

Considering approving the exempt permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024.

Background:

The Council tabled this item at the December 11, 2023, meeting in order to ensure the American Legion was aware of applicant's event.

A nonprofit who conducts lawful gambling on five or fewer days, and awards less than \$50,000 in prizes during a calendar year can apply for an exempt permit. The applicant has confirmed with the City that the American Legion has what they need for the permit. This raffle has taken place at this premise in previous years.

The City Clerk is required to sign off on the permit and the applicant then submits the application to the Gambling Board who issues the permit.

Options:

The City Council may choose to:

1. Approve the exempt permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024;
2. Deny the exempt permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the exempt permit for NWTF West Metro Struttin' Zone Raffle on March 28, 2024.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: NWTF West Metro Struttin' Zone

Previous Gambling Permit Number: X- X-35503

Minnesota Tax ID Number, if any: 58-2300388

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 12378 94th Ave N

City: Maple Grove State: Mn Zip: 55369 County: Hennepin

Name of Chief Executive Officer (CEO): Robert Winge

CEO Daytime Phone: 612-396-2210 CEO Email: winge@comcast.net

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Osseo American Legion

Physical Address (do not use P.O. box): 260 Fourth Ave South East

Check one:

☐ City: Osseo Zip: 55369 County: Hennepin

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 3-28-2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 12-4-2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Robert Winge**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Osseo Lions Club Gambling Report

to
City of Osseo

Report for the month/year of Nov-23

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 668,572.74 LG100A-11A

Prizes Paid 591,194.63 LG100A-11B

Net Receipts 77,378.11 LG100A-11C

Expenses - Total 41,736.96 Total Itemized

Expenses itemized:

<u>Pulltabs</u>	<u>5,949.73</u>
<u>Compensation</u>	<u>8,970.11</u>
<u>Accounting Services</u>	<u>4,630.60</u>
<u>Rent</u>	<u>7,263.51</u>
<u>Electronic pull-tab provider fees</u>	<u>14,131.25</u>
<u>Electronic linked bingo provider fees</u>	<u>95.42</u>
<u>Supplies Bank charges etc</u>	<u>603.78</u>
<u>Cash Short (Over)</u>	<u>92.56</u>
Profits <u>\$ 35,641.15</u> G1A Line 24	<u>41,736.96</u>

Lawful Purpose Expenditures

<u>MN Department of Revenue - Wagering Tax</u>	<u>\$ 24,713.19</u>
<u>OSD #279 - Chess Team</u>	<u>750.00</u>
<u>OSD #279 - Nat'l Honor Society</u>	<u>750.00</u>
<u>OSD #279 - Hoopsters</u>	<u>750.00</u>
<u>Foster Adopt MN</u>	<u>1,000.00</u>
<u>Cross - Health Services</u>	<u>3,000.00</u>
<u>Osseo softball Booster Club</u>	<u>750.00</u>
<u>OSD #279 - OSH All Night Party</u>	<u>1,000.00</u>
<u>OSD #279 - Osseo Athletes Connect</u>	<u>750.00</u>
<u>Champlin Park Girls Basketball Booster Club</u>	<u>750.00</u>
<u>Champlin Park Dance Booster Club</u>	<u>750.00</u>
<u>OSD #279 - Backpack Program</u>	<u>4,000.00</u>
<u>Parenting with Purpose - Youth Activities</u>	<u>1,500.00</u>
<u>IRS - 990T Taxes Due</u>	<u>4,047.96</u>
<u>Total Contributions</u>	<u>\$ 44,511.15</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.

RUDOLPH PRIEBE POST 172 GAMBLING REPORT TO CITY OF OSSEO

1. Report for the Month of DECEMBER , 2023.
2. Check as appropriate:

☐ Paddlewheel
☒ Pulltabs
☐ Bingo
☐ Raffle
☒ Other Etabs/Linked E-Bingo

3. Gross Receipts: \$662244.50
4. Less prizes paid. \$570960.25
5. Net Receipts \$91284.25
6. Expenses/Taxes \$25667.08

Expenses Itemized:

Compensation	\$11034.61
Misc. (accounting, trash, clean, insurance)	\$1,623.71
Cost of Games	\$15,926.82
State Gambling Tax	\$31064..00
Federal Gambling Tax	\$1557.46
Meat Raffle Gift Certs	\$2000.00

7. Profit \$21990.39

8. Distribution of Profits

501C3 A-1	\$9000.00
Relieving Homlessness/disability A-2	\$4000.00
Utility Bills A-16	\$3,867.29
Youth A-7	\$2250.00
Recognition of Military Service A-6	\$10,962.58
Contribution to City A-10	\$2000.00

Signed: 
 JAMES HULTGREN
 Gambling Manager



Osseo Fire Department

Monthly Activity Report – November 2023

Incident Responses

Fire **3**

Apartment Fire.....1
 Fire Alarm – Business.....1
 Fire Alarm – Apartment.....1

EMS **14**

Cardiac – CPR Needed.....2
 Heart.....4
 Stroke.....2
 Unconscious.....1
 Head Injury.....2
 Diabetes/Insulin Problem.....1
 Lift Assist.....1

Mutual Aid **2**

Brooklyn Park.....2

Total19

Training

- Driving & Wayfinding
- Lego/Communication/Initial Attack
- EMS Orientation

Activities

- Fire Academy Graduations (Andreas Aristidou, Seth Blomgren, Brody Marietti)

Osseo Maple Grove Hockey Association Gambling Report to City of Osseo

1. Report for the month of Nov-23

2. Check as appropriate:

 x pulltabs

 x tipboards

3. Gross receipts 294,447

4. Expenses - total 289,787

Expenses itemized:

Compensation	<u>7,441</u>
Prizes	<u>264,138</u>
Pull tab games/taxes	<u>5,549</u>
Supplies/misc/payroll proc./storage	<u>782</u>
Combined receipts	<u>11,308</u>
Cash long/short	<u>(305)</u>
Rent	<u>875</u>

5. Profits 4,660

6. Distribution of profits (itemized)

Signed:

Craig 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.

Resolution No. 2024-1**RESOLUTION SUPPORTING A RESPECTFUL WORKPLACE**

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

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

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

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

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

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

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

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

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

Resolution No. 2024-XX**RESOLUTION AFFIRMING COUNCIL/STAFF RESPONSIBILITIES**

WHEREAS, the Osseo City Council is composed of five individuals, all of whom have other occupations, duties, and responsibilities; and

WHEREAS, the individuals who serve on this Council must depend on the City's staff to provide them with a great amount of background information, data, and expertise to aid in determining issues, developing policy, and administering the Council's responsibilities in a fair and impartial manner; and

WHEREAS, it is the City Administrator's responsibility to recommend hiring and employing people who can and will provide the best possible advice to the Council and who can and will serve the public interest in an exemplary professional manner; and

WHEREAS, it is the desire of City Council to continue the strong, favorable working relationship it enjoys with the City Administrator and City staff.

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

1. The City Administrator and staff are instructed to continue developing and transmitting to this Council recommendations, research, and information based upon their experience and best professional judgment, and are further instructed and encouraged to be forthright, honest, and candid in developing and transmitting such recommendations and information, keeping in mind that their and our sole purpose is to serve the public interest.
2. This Council pledges that no staff member shall suffer recrimination for acting in a forthright, honest, and candid manner in protecting and promoting the public interest.
3. This Council further pledges that it will carry out its responsibilities as intended and established by federal, state, and local statutes and ordinances, and will do so in a fair and impartial manner. Any City official or employee, elected or appointed, who is found to have used their position in a self-serving manner designed, or having such effect, to promote their own financial interest or the financial interest of a friend, associate, business, employer, or relative instead of the public interest, shall be subject to censure, possible removal from office, and prosecution in accordance with federal, state, and city laws.
4. The simple intent of this resolution is to remind each of us, Council and staff, that we exist in public office or employment, to serve the public interest and not to promote or serve individual interests. In carrying forth this purpose, Council and staff are dependent

upon each other to most effectively and fairly transact the City's business and must do so in a forthright, honest, and candid manner.

5. This resolution shall be kept on file in the City Clerk's office and shall be returned to the new City Council for consideration at the beginning of each New Year.
6. A copy shall be distributed to employees following its adoption.

Resolution No. 2024-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>
Guard Guys LLC	\$1,000	Police Equipment
John Hall	1000 rounds of 9mm valued at \$700	Police Equipment



Kennedy & Graven
 Fifth Street Towers
 150 South Fifth Street, Suite 700
 Minneapolis, MN 55402
 (612) 337-9277 direct
 mtietjen@kennedy-graven.com

MEMORANDUM

TO: Osseo Mayor and City Council
 Riley Grams, City Administrator

FROM: Mary Tietjen, City Attorney
 Joseph L. Sathe, Assistant City Attorney

DATE: December 29, 2023

RE: Franchise Agreement/Ordinance – CenterPoint Energy (Second Reading)

Background

Pursuant to authority in state law, cities may require that utility companies obtain a franchise authorizing use of public rights-of-way (“ROW”) to provide service. Utility franchises are typically granted by ordinance. Additionally, cities may impose a franchise fee on utility companies to raise revenues and/or help defray municipal costs associated with utility operations within a city’s boundaries.

The franchise fees collected by CenterPoint Energy and then provided to the City were established in 2011 pursuant to Ordinance 2011-7.

In 1982 and again in 2003, the City of Osseo granted a gas franchise to Minnegasco/CenterPoint Energy Minnesota. The current franchise agreement’s initial term expired in October 2023, but the franchise includes an additional one-year automatic extension that means it is effective until October 2024. However, CenterPoint and the City’s attorneys negotiated a new franchise ordinance for the Council’s consideration and approval now to keep the CenterPoint gas and Xcel electric franchises on a similar approval schedule and to ensure timely approval of the new franchise.

New Gas Franchise Ordinance

Utility franchises have become less significant and complicated since the late 1990s when the legislature statutorily authorized cities to enact local ROW regulatory ordinances. Osseo has enacted a ROW ordinance which provides for, among other things, permitting of utility work in the ROW. Utility franchises now largely defer to local ROW ordinance requirements and are

primarily used to authorize the collection of franchise fees (such fees may only be collected by cities that require a utility franchise).

The highlights of the proposed CenterPoint franchise ordinance are as follows:

- The City retains all authority to regulate CenterPoint's access to and use of local ROWs pursuant to the City's ROW ordinance.
- CenterPoint must indemnify the City against any claims or damages resulting from CenterPoint's operations.
- The City is authorized to require CenterPoint to relocate utility lines and facilities at the company's expense to accommodate any public projects.
- The franchise fees established by Ordinance No. 2011-7 will continue unchanged although the City reserves the right to change or increase such fees in the future.
- The City is obligated to collect equivalent franchise fees from other utilities such as CenterPoint (which is why negotiating both the CenterPoint and Xcel franchises at the same time is beneficial).

The Council approved the first reading of the franchise ordinance on December 11, 2023.

Council Options:

1. Approve the second reading and adoption of the CenterPoint Energy Franchise Agreement/Ordinance 2024-01.
2. Deny the second reading and adoption of the CenterPoint Energy Franchise Agreement/Ordinance 2024-01.
3. Table action on this item for more information.

ORDINANCE NO. 2024-XX

CITY OF OSSEO, HENNEPIN COUNTY, MINNESOTA

AN ORDINANCE GRANTING CENTERPOINT ENERGY RESOURCES CORP., A DELAWARE CORPORATION d/b/a CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY"), ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY AND TO USE THE PUBLIC WAYS AND GROUNDS OF THE CITY OF OSSEO, HENNEPIN COUNTY, MINNESOTA, FOR SUCH PURPOSES; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF

THE CITY COUNCIL OF THE CITY OF OSSEO, HENNEPIN COUNTY, MINNESOTA, ORDAINS AS FOLLOWS:

SECTION 1. DEFINITIONS

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

City. The City of **Osseo**, County of **Hennepin**, State of Minnesota.

City Utility System. Facilities used for providing public utility service owned or operated by City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

Commission. The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate gas retail rates now vested in the Minnesota Public Utilities Commission.

Company. CenterPoint Energy Resources Corp., a Delaware corporation, d/b/a CenterPoint Energy Minnesota Gas its successors and assigns including all successors or assigns that own or operate any part or parts of the Gas Facilities subject to this Franchise.

Franchise. This gas franchise ordinance, also referred to as Ordinance.

Gas Energy. Gas Energy includes both retail and wholesale natural, manufactured or mixed gas.

Gas Facilities. Gas transmission and distribution pipes, lines, mains, ducts, regulators, fixtures and all necessary equipment and appurtenances owned or operated by the Company for the purpose of providing Gas Energy for retail or wholesale use.

Notice. A writing served by any party or parties on any other party or parties. Notice to Company shall be mailed to CenterPoint Energy, Minnesota Division Vice President, 505 Nicollet

Mall, Minneapolis, Minnesota, 55402. Notice to the City shall be mailed to City Administrator, 415 Central Avenue, Osseo, MN 55369. Any party may change its respective address for the purpose of this Ordinance by written Notice to the other parties.

Ordinance. This gas franchise ordinance, also referred to as the Franchise.

Public Way. Public right-of-way within the City as defined in Minnesota Statutes, § 237.163, subdivision 3 .

Public Ground. Land owned or otherwise controlled by the City for utility easements, park, trail, walkway, open space or other public property, which is held for use in common by the public or for public benefit.

SECTION 2. ADOPTION OF FRANCHISE

2.1 **Grant of Franchise.** City hereby grants Company, for a period of twenty (20) years from the date this Ordinance is passed and approved by the City, the right to import, manufacture, distribute and sell Gas Energy for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future and also the right to transport Gas Energy through the limits of the City for use outside of the City limits. For these purposes, Company may construct, operate, repair and maintain Gas Facilities in, on, over, under and across the Public Ways and, as may be provided by separate instrument, Public Grounds, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations, or ordinance or permit requirements, as may be imposed by the City in accordance with state law.

2.2 **Effective Date; Written Acceptance.** This Franchise shall be in force and effect from and after the passage of this Ordinance and publication as required by law and its acceptance in writing by Company. Company shall file a written acceptance with the City within sixty (60) days after passage.

2.3. **Service and Gas Rates.** The service to be provided and the rates to be charged by the Company for gas service in the City are subject to the jurisdiction of the Commission.

2.4. **Publication Expense.** Company shall reimburse the City's expense of publication of this Ordinance.

2.5. **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within thirty (30) days after first meeting with the selected mediator, either party may commence an action in

District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

2.6. **Continuation of Franchise.** If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise is agreed upon, or until ninety (90) days after the City or the Company serves written Notice to the other party of its intention to allow Franchise to expire.

SECTION 3. LOCATION, OTHER REGULATIONS

3.1. **Location of Facilities.** Gas Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System including specifically any street lighting or traffic signal system of the City. Gas Facilities may be located on Public Grounds in a location reasonably determined by the City. The location and relocation of Gas Facilities shall be subject to reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this Franchise. Company shall provide field locations for its underground Gas Facilities within the City consistent with the requirements of Minnesota Statutes, Chapter 216D.

3.2. **Street Openings.** Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on Company shall not be more burdensome than those imposed on other public right-of-way users for similar facilities or work. Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Gas Facilities and (ii) Company gives telephone, email or similar Notice to the City before commencement of the emergency repair, if reasonably possible. Within two (2) business days after commencing the repair, Company shall apply for any required permits and pay any required fees.

3.3. **Restoration.** After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Rules, part 7819.1100. Company shall restore the Public Ground to as good a condition as formerly existed, and shall maintain the surface in good condition for one (1) year thereafter. All work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five (5) days, the right to make the restoration of the Public Ways or Public Grounds at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City.

3.4. **Avoid Damage to Gas Facilities.** The Company must take reasonable measures to prevent the Gas Facilities from causing damage to persons or property. The Company must take reasonable measures to protect the Gas Facilities from damage that could be inflicted on the Gas

Facilities by persons, property or the elements. Per Minnesota Statutes § 216D.05, the City must take protective measures when it performs work near the Gas Facilities.

3.5. **Notice of Improvements to Streets.** The City will give Company reasonable written Notice of plans for improvements to Public Ways and Public Grounds where the City has reason to believe that Gas Facilities may affect or be affected by the improvement. The Notice will contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Grounds is involved, the order in which the work is to proceed. The Notice will be given to Company a sufficient length of time in advance of the actual commencement of the work to permit Company to make any necessary additions, alterations or repairs to its Gas Facilities.

3.6 **Mapping Information.** If requested by City, Company must promptly provide complete and accurate mapping information for any of its Gas Facilities in accordance with the requirements of Minnesota Rules, parts 7819.4000 and 7819.4100.

SECTION 4. RELOCATIONS

4.1. **Relocation in Public Ways.** If the City orders Company to relocate its Gas Facilities in a Public Way for a City improvement project including changes to the Public Way, or construction or reconstruction of any City Utility System in the Public Way, the Company and City shall comply with the provisions of Minnesota Rules, part 7819.3100 with respect to the Company's relocation of Gas Facilities.

4.2 **Relocation in Public Grounds.** City may require Company at Company's expense to relocate or remove its Gas Facilities from Public Grounds upon a finding by City that the Gas Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Grounds. Nothing in this Section 4.2 shall be construed so as to invalidate or impair any existing company easements in Public Grounds.

4.3. **Projects with Federal Funding.** Relocation, removal or rearrangement of any Company Gas Facilities made necessary because of the extension into or through City of a federally aided highway project shall be governed by the provisions of Minnesota Statutes §§ 161.45 and 161.46.

SECTION 5. INDEMNIFICATION

5.1. **Indemnity of City.** Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits or the operation of the Gas Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence or otherwise wrongful act or omission except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work.

5.2. **Defense of City.** In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written Notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such Notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf. This Franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

SECTION 6. VACATION OF PUBLIC WAYS AND PUBLIC GROUNDS

The City shall give Company at least two (2) weeks' prior written Notice of a proposed vacation of a Public Ways or Public Grounds. The City and the Company shall comply with Minnesota Rules, parts 7819.3100 and 7819.3200 with respect to any request for vacation.

SECTION 7. CHANGE IN FORM OF GOVERNMENT

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 8. FRANCHISE FEE

8.1. **Form.** During the term of the franchise hereby granted, the City shall continue to require the Company to pay a franchise fee as provided in Ordinance No. 2011-7, enacted in accordance with Minnesota Statutes §§ 216B.36 and 301B.01, and the Fee Schedule contained therein. . The franchise fee will be collected in a manner that is legally acceptable to the Company. The amount of the fee collected may differ for each customer class. The City will use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City.

8.2. **Separate Ordinance.** Any modification to the franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of any such franchise fee ordinance shall be no less than ninety (90) days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the Company by Certified mail. Section 2.5 shall constitute the sole remedy for solving disputes between Company and City in regard to the interpretation of, or enforcement of, the separate ordinance.

8.3. **Condition of Fee.** The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed-upon franchise.

8.4. **Collection of Fee.** The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made, or as otherwise provided in Ordinance No. 2011-7, or any separate ordinance amending the same. The franchise fee formula may be changed from time to time, however, the change shall meet the Notice requirements provided above and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company. The Company shall not be responsible to pay City fees that Company is unable to collect under Commission rules or order. Company agrees to make available for inspection by City at reasonable times all records necessary to audit Company's determination of the franchise fee payments.

8.5. **Continuation of Franchise Fee.** If this Franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this Franchise expires, will remain in effect until a new franchise is agreed upon. However, the franchise fee will not remain in effect for more than one (1) year after the franchise expires as stated in Section 2.6 of this Franchise. If for any reason the franchise terminates, the franchise fee will terminate at the same time.

SECTION 9. ABANDONED FACILITIES

The Company shall comply with Minnesota Rules, part 7819.3300, as it may be amended from time to time with respect to abandoned facilities in Public Ways. The Company shall maintain records describing the location of all abandoned and retired Gas Facilities within the Public Ways and Public Grounds, produce such records at the City's request and comply with the location requirements of Minnesota Statutes § 216D.04 with respect to all Gas Facilities located in Public Ways and Public Grounds.

SECTION 10. PROVISIONS OF ORDINANCE

10.1. **Severability.** Every section, provision or part of this Ordinance is declared separate from every other section, provision or part; and if any section, provision or part shall be held invalid, it shall not affect any other section, provision or part. Where a provision of any other City ordinance is inconsistent with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2. **Limitation on Applicability.** This Ordinance constitutes a franchise between City and Company as the only parties. No provisions herein shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third-party beneficiary of this Ordinance or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT PROCEDURE

Either party may propose at any time that this Franchise Ordinance be amended. Franchise Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto with the City Clerk within ninety (90) days after the effective date of the amendatory ordinance.

SECTION 12. PREVIOUS FRANCHISES SUPERSEDED.

This Franchise supersedes and replaces Ordinance No. 15 (passed October 27, 2003), the previous gas franchise granted to the Company or its predecessor.

Passed in regular session of the City Council of the City of Osseo, Minnesota held on the _____th day of _____ 2024.

ADOPTED this _____ day of _____ 2024 by the City Council of the City of Osseo.

CITY OF OSSEO

By: _____
Duane Poppe, Mayor

ATTEST:

By: _____
Katrina Jones, City Clerk

First Reading: December 11, 2023

Second Reading & Adoption: _____, 2024

Published: _____, 2024, *Osseo-Maple Grove Press*



Agenda Item: Items pertaining to the 2024 Street Reconstruction & Rehabilitation Project

Meeting Date: January 8, 2024

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

Attachments: Resolution, map, and preliminary assessment roll

Policy Consideration:

Request to approve the following:

1. Adopt the attached resolution approving plans and specifications and authorizing the advertisement of bids.

Background:

On July 24, 2023 the City Council held the improvement hearing. On August 28, 2023 the City Council adopted a resolution ordering the improvements for this project and the preparation of plans and specifications.

The 2024 Street Reconstruction & Rehabilitation Project consists of street improvements throughout the City as listed below. A map illustrating the various project areas is attached.

- Reconstruction of:
 - 8th Avenue NE from 3rd Street NE to Broadway Street E
 - 9th Avenue NE from St. Vincent Cemetery to 1st Street NE
 - 1st Street NE from 8th Avenue NE to 9th Avenue NE
 - 3rd Street NE from 7th Avenue NE to 9th Avenue NE
 - North Oaks Drive from 6th Avenue NE to 93rd Avenue N (CR 30)
 - Broadway Street E from 8th Avenue NE to City of Osseo Public Works
 - 1 ½ Street NE from Central Avenue to 1st Avenue NE
- Mill and overlay of CR 81 Service Road from Broadway Street E to 4th Street SE

Proposed work in the street reconstruction area also includes replacement of the curb and gutter to improve drainage to the maximum extent possible, and the installation concrete aprons at driveway locations. The sanitary sewer televising indicates that the pipes are in adequate condition, therefore the project includes the installation of chimney seals and new castings on the sanitary sewer manholes to minimize inflow and infiltration (I&I).

The plans include installing an additional catch basin on North Oaks Drive to capture storm water runoff from the road as quickly as possible. In order to install the additional catch basin the storm sewer underneath the road will be replaced as the existing pipe is too high to accommodate the additional catch basin.

Storm sewer is proposed to be extended to 8th Avenue NE and 9th Avenue NE as shown in Figure 1. The design team looked at options to increase the street grades to facilitate drainage, however this would have required extensive work outside of the right of way impacting private yards and driveways. With the street grades as flat as they are there may be temporary ponding during larger rain events.

The design team also looked at the option of lowering the existing storm sewer at the intersection of 8th Avenue NE and Broadway Avenue in order to extend the storm sewer further north within 8th Avenue NE, however this is not proposed as it would require lowering the existing watermain in 8th Avenue NE and the storm sewer still wouldn't be deep enough to eliminate the concrete gutter within 3rd Street NE at 7th Avenue NE. The proposed design will still reduce the time that drainage remains on the street when compared to the existing conditions.

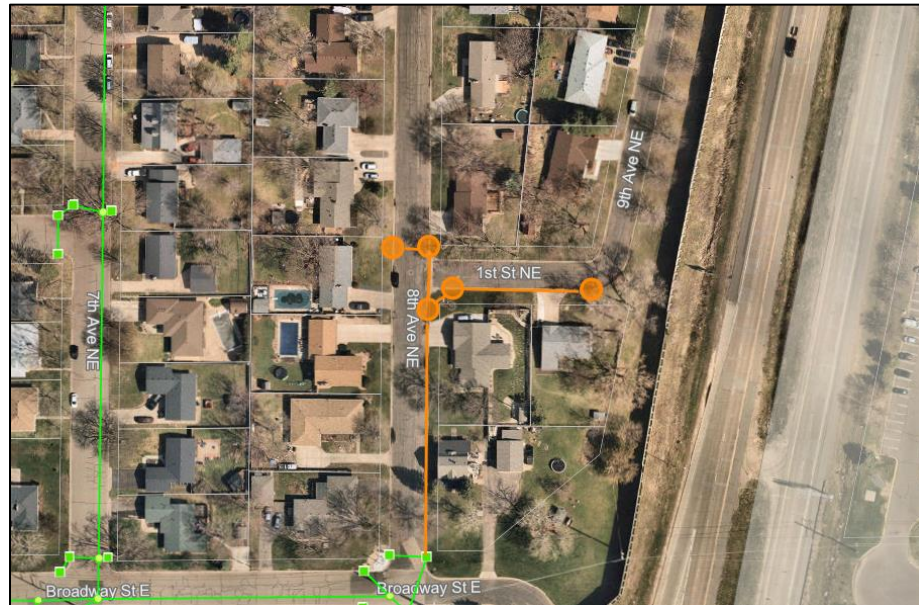


Figure 1. Existing (green) and proposed (orange) storm sewer.

Public Involvement

A neighborhood open house for the proposed improvements was conducted on August 3, 2022. Preliminary information was presented to five property owners regarding the proposed improvements, funding, schedule, and impacts associated with the project. Comment cards were made available to attendees at the meeting and responses that were received prior to that meeting are shown within the feasibility report. Additional public comments were taken at subsequent City Council meetings, particularly at the July 24, 2023 public hearing.

Funding/Financing:

The total project cost estimate in the feasibility report is \$2,112,842 and includes all proposed street and utility improvements, as well as all engineering, legal, financing, and administrative costs. The opinion of probable cost is based on projected construction costs and includes a 10% contingency and 25% indirect costs. The storm sewer extension to 1st Street NE was not included in the feasibility estimate therefore the storm sewer cost is estimated to be an additional \$76,296.

Right-of-way acquisition is not required for this project. Right of Entries are proposed for the properties adjacent to North Oaks as temporary construction impacts are likely. Once council authorizes advertisement for bids staff will reach out to the property owners.

Financing for the 2024 Street Reconstruction & Rehabilitation Project will be based on the City's special assessment policy which calls for 50% of the proposed street improvements to be

specially assessed including all administrative costs. The proposed assessment roll is attached, along with an assessment map highlighting the benefiting properties.

The remaining 50% of the street costs and 100% of the utility costs will be financed by the City through street and enterprise funds. Applications for the next round of Inflow and Infiltration (I&I) reduction grants from the Metropolitan Council are due later this month. Osseo's application will include the cost of the sanitary sewer improvements associated with this project, which is \$17,600. The Metropolitan Council will notify the city of their preliminary allocation by February 29, 2024.

Schedule:

If Council approves the attached resolution the next step for this project is to go out for bids.

Other key dates include:

- Bid opening – February 13, 2024
- Assessment hearing – March 25, 2024
- Award the project – April 8, 2024
- Begin construction – May, 2024
- Substantial completion – August 15, 2024
- Final completion – September 30, 2024

Previous Action or Discussion:

On July 24, 2023, the City Council held the improvement hearing. On August 28, 2023 the City Council adopted a resolution ordering in the improvements for this project and the preparation of plans and specifications.

Budget or Other Considerations:

Project is proposed be funded in accordance with the City's special assessment policy for street reconstruction and through the city's street and utility funds.

City Goals Met By This Action:

Maintaining city infrastructure.

Options:

The City Council may choose to:

1. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2024 Street Reconstruction & Rehabilitation Project;
2. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2024 Street Reconstruction & Rehabilitation Project with noted changes or as amended;
3. Deny the project;
4. Table action on this item for more information.

Recommendation/Action Requested:

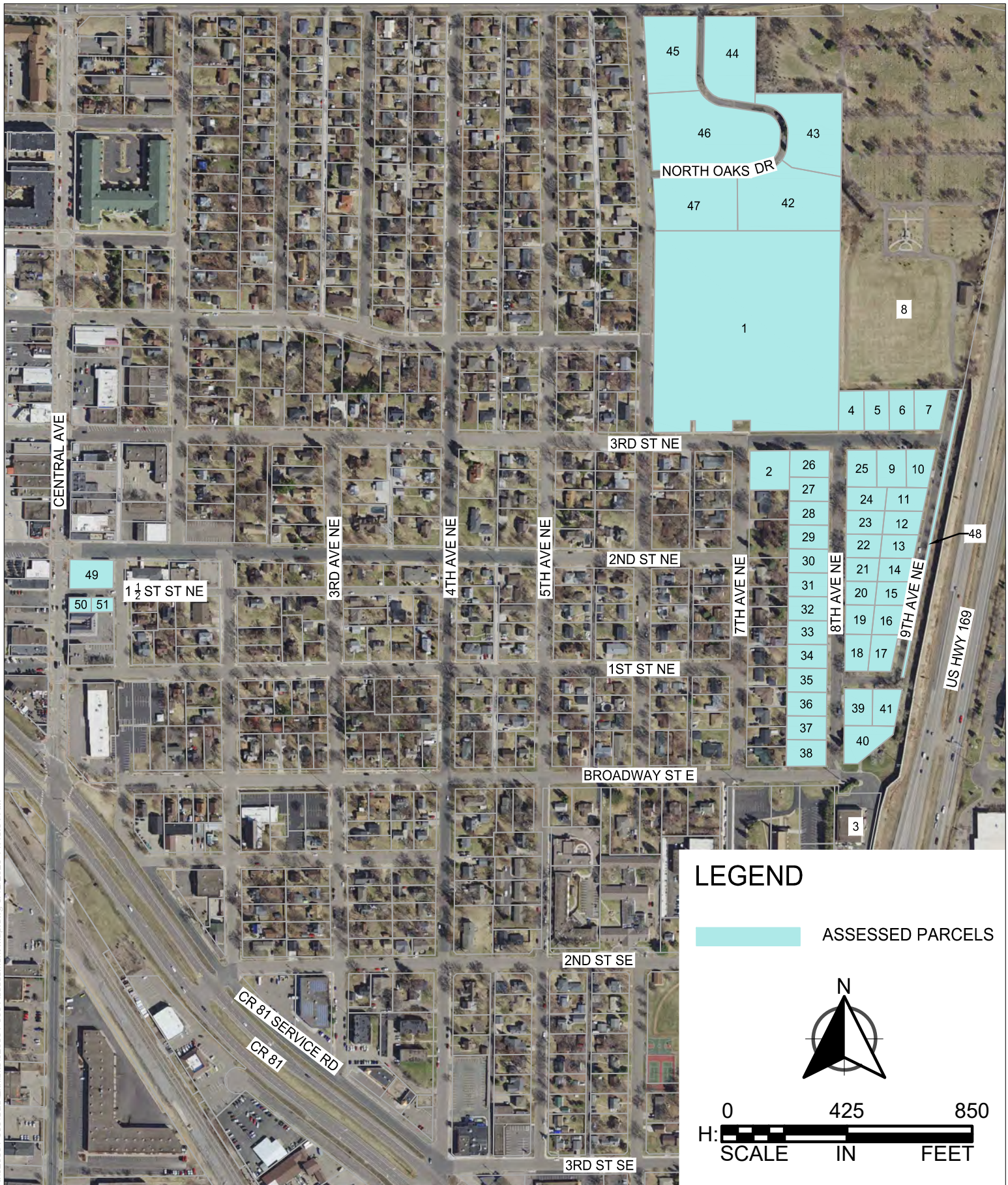
Staff recommends the City Council choose Option (1): Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2024 Street Reconstruction & Rehabilitation Project.

Next Step:

Advertise for bids.



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CITY OF OSSEO
2024 STREET RECONSTRUCTION & REHABILITATION PROJECT
PRELIMINARY ASSESSMENT ROLL (WITHOUT OPTIONAL SIDEWALK IMPROVEMENTS)

Date: 5/12/2023		<u>Rate</u>
WSB Project No.: 020591-000	Complete Reconstruction Residential Single-Family Per Unit Assessment:	\$11,440.00

Date: 5/12/2023	<u>Rate</u>
WSB Project No.: 020591-000	Complete Reconstruction Residential Single-Family Per Unit Assessment: \$11,440.00
	Complete Reconstruction Institutional/Commercial/Multi-Family Front Foot Assessment: \$148.00

MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
1	1811921210001	OSSEO SCHOOL DIST NO 279	11200 93RD AVE N	MAPLE GROVE MN 55369	324 6TH AVE N E	COMMERCIAL			300	\$148.00	\$44,400.00
2	1811921240065	BARRY C SUPER/LARAA L L VEIT	224 7TH AVE N E	OSSEO MN 55369	224 7TH AVE N E	RESIDENTIAL	0.5	\$11,440.00			\$5,720.00
3	1811921420003	CITY OF OSSEO	415 CENTRAL AVE	OSSEO MN 55369	800 BROADWAY ST E	INDUSTRIAL					
4	1811921130006	D & C MARKGRAF	801 3RD ST N E	OSSEO MN 55369	801 3RD ST N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
5	1811921130005	ROBERT & MARIE KYKER TRUST	9147 IVES LA N	MAPLE GROVE MN 55369	809 3RD ST N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
6	1811921130004	LONNIE GLOVER ET AL	817 3RD ST NE	OSSEO MN 55369	817 3RD ST N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
7	1811921130003	M & D POLICH	825-3RD ST NE	OSSEO MN 55369	825 3RD ST N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
8	1811921120003	CH ST VINC DE PAUL	9100 93RD AVE N	BROOKLYN PARK MN 55445	8601 93RD AVE N	COMMERCIAL					
9	1811921130008	J P W HALL & C M HALL	808 3RD ST N E	OSSEO MN 55369	808 3RD ST N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
10	1811921130009	L L NYGARD & D D NYGARD	217 9TH AVE N E	OSSEO MN 55369	217 9TH AVE N E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
11	1811921130010	ANTHONY RIOFRIO/KARISA YANG	209 9TH AVE N E	OSSEO MN 55369	209 9TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
12	1811921130011	DAVID A JOHNSON	201 9TH AVE N E	OSSEO MN 55369	201 9TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
13	1811921130012	CARLOS RODRIGUEZ	133 9TH AVE N E	OSSEO MN 55369	133 9TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
14	1811921130013	M J AMUNDSON & J M AMUNDSON	125 9TH AVE N E	OSSEO MN 55369	125 9TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
15	1811921130014	TIA FARNSWORTH	117 9TH AVE N E	OSSEO MN 55369	117 9TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
16	1811921130015	BENEDICT MAMBU BOAKAI	109 9TH AVE NE	OSSEO MN 55369	109 9TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
17	1811921130016	MEGAN HOEBEN	101 9TH AVE N E	OSSEO MN 55369	101 9TH AVE N E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
18	1811921130017	LEWIS OWEN & TAYLOR D LUND	100 8TH AVE NE	OSSEO MN 55369	100 8TH AVE N E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
19	1811921130018	PHENG LEE	108 8TH AV NE	OSSEO MN 55369	108 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
20	1811921130019	LISA C BURKE	116 8TH AVE N E	OSSEO MN 55369	116 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
21	1811921130020	PAULA WEAKLY	7517 XERXES AVE N	MINNEAPOLIS MN 55444	124 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
22	1811921130021	D M CAMILLO ET AL SUBJ/L E	132 8TH AVE N E	OSSEO MN 55369	132 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
23	1811921130022	SUSAN CRAWFORD	200 8TH AVE N E	OSSEO MN 55369	200 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
24	1811921130023	AMANDA DRISCOLL & C DRISCOLL	208 8TH AVE N E	OSSEO MN 55369	208 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
25	1811921130007	C L RASMUSSEN/C L RASMUSSEN	216 8TH AVE N E	OSSEO MN 55369	216 8TH AVE N E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
26	1811921240078	HARTKOPF FAMILY TRUST	225 8TH AVE N E	OSSEO MN 55369	225 8TH AVE N E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
27	1811921240079	DIANE CROSS & DAVID CROSS	14951 XKIMO ST N W	RAMSEY MN 55303	217 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
28	1811921240080	KELSEY SCHWARTZ	209 8TH AVE N E	OSSEO MN 55369	209 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
29	1811921240081	R F JOHNSON/LINDA L JOHNSON	201 8TH AVE N E	OSSEO MN 55369	201 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
30	1811921240082	NICHOLAS TORRES/LISA MILLER	133 8TH AVE N E	OSSEO MN 55369	133 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
31	1811921240083	M G OVERMAN & D A OVERMAN	125 8TH AVE N E	OSSEO MN 55369	125 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
32	1811921240084	B C WALLIN & J C WALLIN	117 8TH AVE N E	OSSEO MN 55369	117 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
33	1811921240085	KATHRINE BUTLER & JASON BUTLER	109 8TH AVE N E	OSSEO MN 55369	109 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
34	1811921240086	BRET C MOODY	101 8TH AVE N E	OSSEO MN 55369	101 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
35	1811921240087	LEE FUNDANET & LETTIE FUNDANET	25 8TH AVE N E	OSSEO MN 55369	25 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
36	1811921240088	DONNA DILLAN/WILLIAM DILLAN	17 8TH AVE N E	OSSEO MN 55369	17 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
37	1811921240089	T G JOHNSON & S R JOHNSON	9 8TH AVE N E	OSSEO MN 55369	9 8TH AVE N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
38	1811921240090	ERIN BARNES-DRISCOLL & BRIAN DRISCOLL	725 BROADWAY ST E	OSSEO MN 55369	725 BROADWAY ST E	RESIDENTIAL	0.5	\$11,440.00			\$5,720.00
39	1811921130024	J & C TODD	16 8TH AVE N E	OSSEO MN 55369	16 8TH AVE N E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
40	1811921130026	J M ALEXANDER & A J BUMANN	801 BROADWAY ST E	OSSEO MN 55369	801 BROADWAY ST E	RESIDENTIAL	1.5	\$11,440.00			\$17,160.00
41	1811921130025	M J WOODS & J HULTSTROM	808 1ST ST N E	OSSEO MN 55369	808 1ST ST N E	RESIDENTIAL	1	\$11,440.00			\$11,440.00
48		CITY OF OSSEO	415 CENTRAL AVE	OSSEO MN 55369	9TH AVE EAST FRONTAGE	PUBLIC			1038.25	\$148.00	\$153,661.00
GRAND TOTAL - PRELIMINARY PROJECT ASSESSMENT: \$661,381.00											

CITY OF OSSEO											
2024 STREET RECONSTRUCTION & REHABILITATION PROJECT											
PRELIMINARY ASSESSMENT ROLL (NORTH OAKS DR)											
Date: 5/12/2023										Rate	
WSB Project No.: 020591-000											
Complete Reconstruction Institutional/Commercial/Multi-Family Front Foot Assessment:										\$84.00	
MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
42	1811921210083	STERLING PROPERTIES L L C	PO BOX 5093	HOPKINS MN 55343	608 NORTH OAKS DR	MULTI-FAMILY			164.66	\$84.00	\$13,831.44
43	1811921210077	STERLING PROPERTIES L L C	P O BOX 5093	HOPKINS MN 55343	616 NORTH OAKS DR	MULTI-FAMILY			263	\$84.00	\$22,092.00
44	1811921210076	6TH ST APTS LLC	6909 WINNETKA AVE N	BROOKLYN PARK MN 55428	624 NORTH OAKS DR	MULTI-FAMILY			424.49	\$84.00	\$35,657.16
45	1811921210074	6TH ST APTS LLC	6909 WINNETKA AVE N	BROOKLYN PARK MN 55428	625 NORTH OAKS DR	MULTI-FAMILY			255.37	\$84.00	\$21,451.08
46	1811921210075	6TH ST APTS LLC	6909 WINNETKA AVE N	BROOKLYN PARK MN 55428	620 6TH AVE N E	MULTI-FAMILY			845.59	\$84.00	\$71,029.56
47	1811921210084	STERLING PROPERTIES L L C	PO BOX 5093	HOPKINS MN 55343	600 NORTH OAKS DR	MULTI-FAMILY			286.67	\$84.00	\$24,080.28
GRAND TOTAL - PRELIMINARY PROJECT ASSESSMENT:										\$188,141.52	

CITY OF OSSEO											
2024 STREET RECONSTRUCTION & REHABILITATION PROJECT											
PRELIMINARY ASSESSMENT ROLL (1 1/2 ST NE)											
Date: 5/12/2023										Rate	
WSB Project No.: 020591-000											
Complete Reconstruction Institutional/Commercial/Multi-Family Front Foot Assessment:										\$62.00	
MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
49	1811921230163	ERIN BENOLKIN #15, HOLIDAY STATION STORE INC	PO BOX 1224	MINNEAPOLIS MN 55440	124 CENTRAL AVE	COMMERCIAL			150	\$62.00	\$9,300.00
50	1811921230031	DOUGLAS COMM ENTERPRISES LLC	116 CENTRAL AVE	OSSEO MN 55369	116 CENTRAL AVE	COMMERCIAL			75	\$62.00	\$4,650.00
51	1811921230032	DOUGLAS COMM ENTERPRISES LLC	116 CENTRAL AVE	OSSEO MN 55369	125 1ST AVE N E	COMMERCIAL			75	\$62.00	\$4,650.00
GRAND TOTAL - PRELIMINARY PROJECT ASSESSMENT:										\$18,600.00	

Resolution No. 2024-XX

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE
ADVERTISEMENT FOR BIDS FOR THE
2024 STREET RECONSTRUCTION & REHABILITATION PROJECT**

WHEREAS, pursuant to motion passed by the City Council on May 23, 2022, the City Engineer was directed to prepare a Feasibility Report for the 2023 Street Reconstruction & Rehabilitation Project, and

WHEREAS, such feasibility report was received and approved by the City Council at the September 12, 2022 regular City Council meeting and the City Council voted to postpone the project, and

WHEREAS, at the April 24, 2023 Work Session the City Council directed work to commence on the project, and

WHEREAS, the Feasibility Report was updated to reflect the City Council action taken on September 12, 2022, the year of the proposed project, the opinion of probable cost of the project, and the preliminary assessment amounts, and

WHEREAS, the updated Feasibility Report was accepted on June 26, 2023, and

WHEREAS, pursuant to City Council authorization on August 28, 2023, the city engineer has prepared plans and specifications for the 2024 Street Reconstruction & Rehabilitation Project and has presented such plans and specifications to the council for approval;

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

1. The plans and specifications, copies of which are on file at city hall, are hereby accepted upon recommendation of the city engineer.
2. The city clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvements under such approved plans and specs. The advertisement shall specify the work to be done and shall state that bids will be received on-line through QuestCDN vBid™ until Tuesday, February 13, 2024 at 1:00 PM Central Standard Time. Immediately following expiration of the time for receiving bids, representatives of the City of Osseo will publicly view bids at an online bid opening meeting. Information for participating in this bid viewing

meeting will be contained in the bid advertisement. No bids will be considered unless sealed and filed as set forth in the instructions to bidders in compliance with the requirements of electronic bidding and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5% of the amount of such bid.



City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Edgar Gallegos as Full-Time Officer

Meeting Date: January 8, 2024
Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Consider approving the hire of Edgar Gallegos to the position of Full-Time Police Officer.

Background:

Edgar Gallegos comes to the City with some experience from Hopkins and Golden Valley Police Departments. He has participated in interviews, background checks, psychological and medical exams. He has been recommended for hire.

Budget or Other Considerations:

Edgar Gallegos will be paid at the two-year step of the union contract.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Approve the hire of Edgar Gallegos as Full-Time Police Officer;
2. Deny the hire of Edgar Gallegos as Full-Time Police Officer.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1 Approve the hire of Edgar Gallegos as Full-Time Officer.

Next Step:

Edgar Gallegos will be starting on January 29, 2023.



City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Katherine Harris as Full-Time Police Officer

Meeting Date: January 8, 2024

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Consider approving the hire of Katherine Harris to the position of Full-Time Police Officer.

Background:

Katherine Harris comes to the City with some experience as a Community Service Officer from Anoka County and the City of Anoka. She has participated in interviews, background checks, psychological and medical exams. She has been recommended for hire.

Budget or Other Considerations:

Katherine Harris will be paid the starting wage listed in the union contract.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Approve the hire of Katherine Harris as Full-Time Police Officer;
2. Deny the hire of Katherine Harris as Full-Time Police Officer.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1 Approve the hire of Katherine Harris as Full-Time Officer.

Next Step:

Katherine Harris will be starting on February 26, 2024.



City of Osseo City Council Meeting Item

Agenda Item: Approve Part Time Public Works Position Description

Meeting Date: January 8, 2024

Prepared by: Riley Grams, City Administrator

Attachments: Draft Part Time Public Works Position Description

Policy Consideration:

Consider approving the attached Part Time Public Works position description.

Background:

Through the 2024 budget approval process, the City Council approved funds for a new part-time Public Works Maintenance position. This position incorporates several seasonal and other part time positions historically used by the Public Works Department throughout the calendar year. The position duties include general shop maintenance, parks maintenance, snow removal, building maintenance and other duties as assigned. This position will report directly to the Public Works Director. This is a part-time position, and is not eligible for regular full time benefits through the City.

Budget or Other Considerations:

This position has been budgeted for in the now approved 2024 City budget.

Options:

The City Council may choose to:

1. Approve the attached Part Time Public Works Position Description;
2. Approve the attached Part Time Public Works Position Description, with noted changes/as amended;
3. Deny approval of the position description;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached Part Time Public Works Position Description.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Part-Time Public Works Maintenance

Position Title:	Part-Time Public Works Maintenance
Department:	Public Works
Supervisor's Title:	Public Works Director
Pay Grade:	1
FLSA Status:	Non-Exempt
Work Status:	Part Time

General Definition of Work:

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

Qualification Requirements:

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

Essential Functions:

- Handles sign replacement; works with Gopher State One Call in marking ground; performs general shop maintenance and equipment servicing.
 - Maintains parks; mows grass, edges sidewalks and curbs, weeds, trims trees and shrubs; performs related landscaping duties in the maintenance of park grounds; cleans park facilities; sanitizes bathrooms; performs minor plumbing maintenance; mops, strips, and waxes floors; dusts furniture, doors, and windows; empties trash cans; maintains playground equipment, tennis courts, and enclosures; places mulch and pea rock around playground equipment.
 - Assists with maintaining streets; collects leaves and debris; cleans storm sewer grates and basins, etc.; removes and prunes trees for street visibility; hauls sand, rock, debris, asphalt, snow, etc.; spreads salt on icy roads; plows streets and alleys.
 - Maintains and repairs City buildings including electrical, plumbing, HVAC, smoke and fire detection, fire sprinkler, back-up generator systems, etc.; performs snow and ice control; maintains grounds by mowing, edging, spraying weeds, trimming trees, plants and shrubs, and maintaining irrigation systems; orders repair, maintenance, and operating supplies; maintains material safety data sheets; inspects, repairs, and maintains machines, tools, and equipment; monitors meeting room rentals; performs custodial duties for City Hall and other public buildings.
 - Other various duties and tasks as assigned by the Public Works Director.
-

Knowledge, Skills and Abilities:

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

Education and Experience:

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

Special Requirements:

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

Physical Requirements:

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

Environmental Conditions:

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

Last Updated: January 2024



City of Osseo City Council Meeting Item

Agenda Item: Approve Posting for Part-Time Public Works Position

Meeting Date: January 8, 2024

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider approving the internal posting for the Part Time Public Works position.

Background:

The City Council recently approved the inclusion of a newly created Part Time Public Works Maintenance position through the 2024 budget. There are several high-quality internal candidates that are interested in the position at this time. Staff recommends that the Council approve the internal posting for the Part Time Public Works Maintenance position. It is expected that Staff will come back to the Council at the January 22 meeting for formally approve the hire for this position.

Budget or Other Considerations:

Funds have been budgeted for this position in the 2024 budget.

Options:

The City Council may choose to:

1. Approve the internal posting of the Part Time Public Works position;
2. Deny the posting for the position;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the internal posting of the Part Time Public Works position.



City of Osseo City Council Meeting Item

Agenda Item: Approve 2024 Official Council Appointments (Resolution)

Meeting Date: January 8, 2024

Prepared by: Riley Grams, City Administrator

Attachments: Resolution
Council Committee Descriptions

Policy Consideration:

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

Background:

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

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

As a refresher, here were the Council appointments for 2023:

Council Appointments

Acting Mayor	Juliana Hulstrom
Alternate Acting Mayor	Mark Schulz
Economic Development Authority	Ashlee Mueller, Duane Poppe & Mark Schulz
Fire Relief Association	Juliana Hultstrom
Historical Preservation Committee	Alicia Vickerman
Shingle Creek & West Mississippi Watershed Management Commissions	Juliana Hulstrom
Weed Inspector	Duane Poppe

Council Committee Appointments

Arts & Communications Committee	Alicia Vickerman & Mark Schulz
Budget & Finance Committee	Mark Schulz & Duane Poppe
Human Resources Committee	Juliana Hultstrom & Alicia Vickerman
Intergovernmental Relations Committee	Alicia Vickerman & Mark Schulz
Parks & Recreation Committee	Ashlee Mueller & Alicia Vickerman
Public Safety Advisory Committee	Juliana Hultstrom & Ashlee Mueller
Risk Management Committee	Mark Schulz & Duane Poppe

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

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



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

COUNCIL COMMITTEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution No. 2024-xx

**RESOLUTION ADOPTING 2024
OFFICIAL CITY COUNCIL APPOINTMENTS**

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2024:

Council Appointments

Acting Mayor	_____
Alternate Acting Mayor	_____
Economic Development Authority	_____
Fire Relief Association	_____
Historical Preservation Committee	_____
Weed Inspector	_____

Council Committee Appointments

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



City of Osseo City Council Meeting Item

Agenda Item:	Approve 2024 Citizen Appointments
Meeting Date:	January 8, 2024
Prepared by:	Katrina Jones, City Clerk
Attachments:	Commission Members Needed Announcement Letters of Interest Resolution

Background:

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

Discussion:

Staff has attached letters of interest for this appointment and a resolution that indicates where appointments are needed.

Letters of Interest from:

Patricia McLean	for	Historical Preservation Committee
Lila Hedlund	for	Historical Preservation Committee
Dan Penny	for	Parks and Recreation Committee
Kerstin Schulz	for	Planning Commission and Parks and Recreation Committee
Michael Olkives	for	Planning Commission
Dee Bonn	for	Planning Commission
James Hultgren	for	Economic Development Authority

City Goals Met by This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

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

December 18, 2023

To Mayor Poppe and Osseo City Council:

It has been brought to my attention that my term as a Planning Commission Member will be ending this year, this is my thought: if you have "younger" residents that are interested in filling the committee I would be willing to step back. If, however there is an opening that needs to be filled, I would be happy to continue as I have enjoyed being involved with the growth and development of the City that I have lived in my entire life.

Thank you for consideration.

A handwritten signature in cursive script that reads "Dee Lynn Bonn". The ink is dark and the signature is fluid.

Dee Lynn Bonn

[REDACTED]
Osseo, MN 55369
[REDACTED]
[REDACTED]

From: Lila Hedlund <[REDACTED]>

Sent: Tuesday, December 19, 2023 11:07 AM

To: Jessica Rieland <Jrieland@ci.osseo.mn.us>

Subject: Interest in Osseo Historical Preservation Committee;

Duane Poppe, and Council members:

I would like to continue serving on the Osseo Historical Preservation Committee. I presently serve on the committee and have a great interest in the History and Preservation of records for Osseo. I have lived in Osseo since 1950 and feel I have much to offer.

Thank you,

Sincerely, Lila Hedlund -- [REDACTED]

Katrina Jones

From: Dan Penny <[REDACTED]>
Sent: Monday, November 20, 2023 1:02 PM
To: Katrina Jones; Jessica Rieland
Subject: Fw: Osseo Park and Rec Committee

Subject: Osseo Park and Rec Committee

To: Osseo Mayor and City Council,

My name is Dan Penny and I reside at [REDACTED] Osseo. I would like to be considered for a position with the Osseo Park and Recreation Committee. Thank you for your consideration.

Dan Penny
[REDACTED]

December 7, 2023

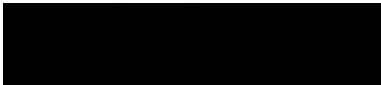
Dear Mayor Poppe and City Council members,

I am submitting my formal letter of interest in continued service for the residents of Osseo as a member of the Planning Commission. I have served in this position for several years and still maintain the drive and passion to represent our residents. Furthermore, my work on the Planning Commission, including our city's Comprehensive Plan, has given me the experience and knowledge necessary to continue in this capacity. I kindly ask for your support as I seek another term. Thank you.

Kind regards,

A handwritten signature in dark ink, appearing to read "Michael Olkives", with a long horizontal flourish extending to the right.

Michael Olkives



November 8, 2023

City of Osseo, Minnesota

Attn: Mayor Duane Poppe

415 Central Avenue

Osseo, MN 55369

Dear Mayor Poppe:

I have been on the Osseo Heritage Preservation Committee for the past few years and would like to reapply to be on the committee for another term starting in January, 2024.

It has been an enjoyable experience for me working with the city personnel and other committee members.

Thank you.

Patricia McLean

[REDACTED]

Osseo, MN 55369

[REDACTED]

[REDACTED]

cc: Jessica Rieland

From: Kerstin Schulz <[REDACTED]>

Sent: Friday, December 29, 2023 3:29 PM

To: Riley Grams <RGrams@ci.osseo.mn.us>

Subject: Committees

Hello Mr Grams,

I would like to continue my service to the city and residents on Park and Rec and Planning.

Thanks,
Kerstin

-----Original Message-----

From: James Hultgren <[REDACTED]>

Sent: Thursday, December 21, 2023 11:34 AM

To: Riley Grams <RGrams@ci.osseo.mn.us>

Subject: EDA

Riley

I would like to put my name in for the EDA position that has opened. Has the job been posted or will this suffice as my submission

James

Resolution No. 2024-XX

RESOLUTION ADOPTING 2024 CITIZEN APPOINTMENTS

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

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

Citizen Appointments

Historical Preservation Commission (three year terms) <i>(two positions available, terms expire 12/31/2026)</i>	<hr/> <hr/>
Parks & Recreation Committee (three year terms) <i>(two positions available, terms expires 12/31/2026)</i>	<hr/>
Planning Commission (three year terms) <i>(three positions available, terms expires 12/31/2026; one vacancy, term expires 12/31/2025)</i>	<hr/> <hr/>
Economic Development Authority (six year terms) <i>(one vacancy, term expires 12/31/2028)</i>	<hr/> <hr/>



City of Osseo City Council Meeting Item

Agenda Item: Approve 2024 City Appointments and Designations (Resolution)

Meeting Date: January 8, 2024

Prepared by: Riley Grams, City Administrator

Attachments: Resolution

Policy Consideration:

Consider approving the attached Resolution listing the City's appointments and designations for 2024.

Background:

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

Options:

The City Council may choose to:

1. Approve the attached Resolution adopting 2024 City appointments and designations;
2. Deny approval of the attached Resolution;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached Resolution adopting 2024 City appointments and designations.

Resolution No. 2024-xx

RESOLUTION ADOPTING 2024 CITY APPOINTMENTS AND DESIGNATIONS

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2024:

Consultant Appointments

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

Other Appointments

Assistant Weed Inspector – Chad Malmon
Data Practices Compliance Officer – Katrina Jones
Data Practices Responsible Authority – Riley Grams
Northwest Community Television Board of Directors – Riley Grams
Northwest Suburbs Cable Communications Commission – Riley Grams
Northwest Suburbs Cable Coordinators Committee – Jessica Rieland
Sewer Inspector – Nick Waldbillig
Zoning Administrator – Jessica Rieland

Other Designations

Official Newspaper -- The Press
Secondary Newspaper – Star Tribune

Electronic Funds Transfers delegated to City Accountant

Payroll Deductions and Benefits:

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

Other:

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



City of Osseo City Council Meeting Item

Agenda Item: Establish an Absentee Ballot Board for 2024 Elections

Meeting Date: January 8, 2024

Prepared by: Katrina Jones, City Clerk

Attachments: Resolution

Policy Consideration:

Establish an absentee ballot board for accepting, rejecting, and counting absentee ballots for Osseo for the 2024 elections.

Background:

Minnesota Law requires that the governing body of each municipality establish an absentee ballot board to accept and reject absentee ballots. The absentee ballot board will consist of a sufficient number of election judges as provided in section 204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots. Absentee voting begins January 19, 2024, for the Presidential Nomination Primary.

The following Staff are requested to be designated as deputy clerks to be members of the absentee ballot board for the 2024 elections and will be trained accordingly: Karen Broden and Jessica Rieland.

As the resolution states, the City Clerk is authorized to make any substitutions or additions as deemed necessary. The absentee ballot board list will be updated if changes are made and kept on record in the City Clerk's office. The new administrative assistant will be added to this list after the approval of hire.

Budget or Other Considerations:

This has no budget impact unless election judges, other than deputy clerks, who are required to declare major political party affiliation are needed to complete the signature verification step of the absentee ballot acceptance process on occurrence, which is a not usually required.

The Secretary of State reimburses cities for any costs that occurred for the Presidential Nomination Primary per MS [207A.15](#).

City Goals Met by This Action:

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

Options:

The City Council may choose to:

1. Approve the establishment of the Absentee Ballot Board for the 2024 elections;
2. Deny the establishment of the Absentee Ballot Board for the 2024 elections;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the establishment of the Absentee Ballot Board for the 2024 elections.

Resolution No. 2024-XX

**RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD
FOR THE 2024 PRESIDENTIAL PRIMARY, STATE PRIMARY AND STATE GENERAL ELECTIONS**

WHEREAS, the City of Osseo is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective January 8, 2024; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Osseo; and

WHEREAS, the absentee ballot board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots;

NOW THEREFORE, BE IT RESOLVED THAT, by the City Council of the City of Osseo, Hennepin County, Minnesota, hereby establishes an absentee ballot board that the individuals named in Exhibit A and on file in the city clerk's office be appointed to the City of Osseo's Absentee Ballot Board for the 2024 elections.

BE IT FURTHER RESOLVED that the city clerk is, with this, authorized to make any substitutions or additions as deemed necessary.

Exhibit A

Absentee Ballot Board Appointments

Katrina Jones
Karen Broden
Jessica Rieland



City of Osseo City Council Meeting Item

Agenda Item: Summary of Closed Session Meeting from December 11

Meeting Date: January 8, 2024

Prepared by: Riley Grams, City Administrator

Attachments: None

Background:

The City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on December 11, 2023. Under the Minnesota Open Meeting Law, after a public body meets in a closed session to evaluate the performance of an employee, the body is required to summarize the conclusions at its next open meeting.

Therefore, the Council Human Resources Committee shall provide a short summary of the closed session meeting from December 11.

Recommendation/Action Requested:

Staff recommends the Council Human Resources Committee provide a short summary of the closed session meeting from December 11 regarding the performance evaluation of the City Administrator.



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Aflac					
Aflac	272447	Dec 2023 Premiums	Medical/Dental/Life/Ltd	101-21706	234.42
Vendor Aflac Total:					234.42
Vendor: Aspen Equipment LLC					
Aspen Equipment LLC	SWo023068-3	Dump Truck Plow Repair & DOT Inspec	Snow Management	101-42000-250	18,372.85
Vendor Aspen Equipment LLC Total:					18,372.85
Vendor: Aspen Mills Inc					
Aspen Mills Inc	324391	Duty Apparel - J Baird FD	Uniforms/Gear	101-41920-218	165.50
Vendor Aspen Mills Inc Total:					165.50
Vendor: Astech Corp					
Astech Corp	Voucher 3 Final	Final 2020 Street Reconstruction Project Pymt	Street Improvement	409-42000-529	6,795.82
Vendor Astech Corp Total:					6,795.82
Vendor: AVR, Inc					
AVR, Inc	288987	Curb Stop repair supplies	Operations	601-49400-211	431.38
Vendor AVR, Inc Total:					431.38
Vendor: Berglund, Baumgartner, Kimball & Glaser, LLC					
Berglund, Baumgartner, Kimb	Nov 2023	Nov 2023 Legal Svs - Prosecution expenses	Operations	101-41500-211	43.00
Berglund, Baumgartner, Kimb	Nov 2023	Nov 2023 Legal Svs - Prosecution	Legal Service - Prosecution	101-41500-306	1,300.00
Vendor Berglund, Baumgartner, Kimball & Glaser, LLC Total:					1,343.00
Vendor: Blue Ethos Specialized Training					
Blue Ethos Specialized Trainin	2336	Consult Use of Force & Firearms Trng	Education/Meetings/Travel	101-41900-260	1,125.00
Vendor Blue Ethos Specialized Training Total:					1,125.00
Vendor: Bluefish Resource Group, LLC					
Bluefish Resource Group, LLC	Dec 2023	Network Cabling & Electrical - PD	Telecommunications	101-41900-321	6,452.00
Vendor Bluefish Resource Group, LLC Total:					6,452.00
Vendor: Centerpoint Energy					
Centerpoint Energy	Nov 2023	Nov 2023 Natural Gas	Natural Gas Service	101-41700-390	488.76
Centerpoint Energy	Nov 2023	Nov 2023 Natural Gas	Natural Gas Service	101-41800-390	107.29
Centerpoint Energy	Nov 2023	Nov 2023 Natural Gas	Natural Gas Service	101-42000-390	268.20
Centerpoint Energy	Nov 2023	Nov 2023 Natural Gas	Natural Gas Service	101-42350-390	53.73
Centerpoint Energy	Nov 2023	Nov 2023 Natural Gas	Natural Gas Service	602-49400-390	15.30
Vendor Centerpoint Energy Total:					933.28
Vendor: Central Telephone					
Central Telephone	9624	Dec 2023 Telephone	Telecommunications	101-41700-321	1,009.13
Vendor Central Telephone Total:					1,009.13
Vendor: CenturyLink					
CenturyLink	Dec 2023	Dec 2023 Lift Station	Telecommunications	602-49400-321	124.84
Vendor CenturyLink Total:					124.84
Vendor: Cintas Corp.					
Cintas Corp.	4178325164	12/27/2023 City Hall mat delivery	Operations	101-41700-211	14.88
Cintas Corp.	4175368482	Nov 2023 Services - PD	Leases/Rentals	101-41900-410	6.24
Vendor Cintas Corp. Total:					21.12

Pending Expense Approval Report

Packet: APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Cintas First Aid & Safety					
Cintas First Aid & Safety	8406541410	PW First Aid Kit Service/Supplies	Operations	101-42000-211	77.51
Vendor Cintas First Aid & Safety Total:					77.51
Vendor: City Of Maple Grove					
City Of Maple Grove	21863	Nov 2023 Water Usage	Purchased Water	601-49400-385	12,753.75
Vendor City Of Maple Grove Total:					12,753.75
Vendor: Comcast					
Comcast	12/24/23	Jan 2024 City Hall service	Telecommunications	101-41700-321	378.86
Comcast	Dec 2023	Dec 2023 City Hall Services	Telecommunications	101-41700-321	19.96
Comcast	Dec 24, 2023	Dec 2023 & Jan 2024 Public Works internet service	Telecommunications	101-42000-321	368.78
Vendor Comcast Total:					767.60
Vendor: Comfort Solutions Heating & Cooling					
Comfort Solutions Heating & Cooling	14622	Replaced thermostate - FD Garage	Building Repair/Maintenance	101-41700-222	240.00
Vendor Comfort Solutions Heating & Cooling Total:					240.00
Vendor: Craig Rapp, LLC					
Craig Rapp, LLC	CPG-OSS-01.01.24.2	2024 Level 1 Annual Leadership Program	Dues/Membership	101-41110-255	1,600.00
Vendor Craig Rapp, LLC Total:					1,600.00
Vendor: Crown Marking, Inc.					
Crown Marking, Inc.	OE-88483	Custom name tags Rieland & Jones	Operations	101-41110-211	44.76
Vendor Crown Marking, Inc. Total:					44.76
Vendor: Defensive Edge Training & Consulting					
Defensive Edge Training & Consulting	3955	Armorer Course R Swanson	Education/Meetings/Travel	101-41900-260	550.00
Defensive Edge Training & Consulting	3978	Armorer Course - M Peterson	Education/Meetings/Travel	101-41900-260	550.00
Vendor Defensive Edge Training & Consulting Total:					1,100.00
Vendor: Ed Columbus					
Ed Columbus	111723	Repair Keypad Mortise Lock - PD Garage Door	Building Repair/Maintenance	101-41700-222	150.00
Vendor Ed Columbus Total:					150.00
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000605	Federal Tax	Federal Withholding	101-21701	8,259.74
Eftps - Fit And Fica	INV0000605	Medicare	Fica Withholding	101-21703	2,250.88
Eftps - Fit And Fica	INV0000605	Social Security	Fica Withholding	101-21703	4,003.88
Vendor Eftps - Fit And Fica Total:					14,514.50
Vendor: Element Technologies LLC					
Element Technologies LLC	SLA69736	Dec 2023 Monthly Support	It Service	101-41515-302	5,497.68
Vendor Element Technologies LLC Total:					5,497.68
Vendor: Embedded Systems Inc					
Embedded Systems Inc	344633	2024 Siren Maintenance Fee	Emergency Preparedness	101-41900-402	599.64
Vendor Embedded Systems Inc Total:					599.64
Vendor: Finken Water Solutions					
Finken Water Solutions	1399659	Dec 2023 Water Softener Rental (417 Property)	State Sales Tax	101-21550	2.89
Finken Water Solutions	94173TM	Dec 2023 Admin Bottled Water Delivery	Operations	101-41110-211	28.45
Finken Water Solutions	1399657	Dec 2023 Admin Watercooler Rental	Leases/Rentals	101-41110-410	13.00
Finken Water Solutions	1403264	Dec 2023 Admin Watercooler Fee	Leases/Rentals	101-41110-410	3.00
Finken Water Solutions	94174TM	Bottled Water & Deliver - PD	Office Operations	101-41900-201	45.45
Finken Water Solutions	1399658	Dec 2023 Water Cooler Rental - PD	Leases/Rentals	101-41900-410	8.00

Pending Expense Approval Report

Packet: APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Finken Water Solutions	1399659	Dec 2023 Water Softener Rental (417 Property)	Rental Property Expenses	205-42350-801	34.95
Vendor Finken Water Solutions Total:					135.74
Vendor: Frontiersman Sports					
Frontiersman Sports	Dec 2023	3 Shotguns for new PD Squad	Equipment	115-41900-570	2,944.98
Vendor Frontiersman Sports Total:					2,944.98
Vendor: Further					
Further	INV0000600	Employee HSA	Employee H.S.A Contribution	101-21711	668.23
Further	16736564	Dec 2023 Participant Fee	Med/Den/Life/Ltd/Std Insura	101-41110-130	25.00
Vendor Further Total:					693.23
Vendor: Gary A Groen, CPA (inactive)					
Gary A Groen, CPA (inactive)	Nov 2023	November 2023 Financial consulting service	Accounting/Auditing	101-41550-301	720.00
Gary A Groen, CPA (inactive)	Oct 2023	October 2023 Financial consulting service	Accounting/Auditing	101-41550-301	534.00
Gary A Groen, CPA (inactive)	Nov 2023	November 2023 Financial consulting service	Accounting/Auditing	601-49400-301	450.00
Gary A Groen, CPA (inactive)	Oct 2023	October 2023 Financial consulting service	Accounting/Auditing	601-49400-301	333.75
Gary A Groen, CPA (inactive)	Nov 2023	November 2023 Financial consulting service	Accounting/Auditing	602-49400-301	450.00
Gary A Groen, CPA (inactive)	Oct 2023	October 2023 Financial consulting service	Accounting/Auditing	602-49400-301	333.75
Gary A Groen, CPA (inactive)	Nov 2023	November 2023 Financial consulting service	Accounting/Auditing	604-49400-301	180.00
Gary A Groen, CPA (inactive)	Oct 2023	October 2023 Financial consulting service	Accounting/Auditing	604-49400-301	133.50
Vendor Gary A Groen, CPA (inactive) Total:					3,135.00
Vendor: Gopher State One Call Inc					
Gopher State One Call Inc	3110665	November 2023 Utility locate service	Other Professional Services	601-49400-310	6.75
Gopher State One Call Inc	3110665	November 2023 Utility locate service	Other Professional Services	602-49400-310	6.75
Vendor Gopher State One Call Inc Total:					13.50
Vendor: Hennepin County Treasurer - Information Technology					
Hennepin County Treasurer - I	1000215605	Dec 2023 PINS, SILS, CALS	Assessing Service	101-41110-308	29.00
Hennepin County Treasurer - I	1000215644	Nov 2023 Radio Lease & Fleet fees	Radio Communications	101-41900-220	1,861.80
Hennepin County Treasurer - I	1000215643	Nov 2023 - Radio Lease Fee F	Radio Communications	101-41920-220	620.77
Vendor Hennepin County Treasurer - Information Technology Total:					2,511.57
Vendor: Hennepin County Treasurer - Public Works					
Hennepin County Treasurer -	1000216223	Nov 2023 Fuel Costs	Fuel - Vehicle/Equipment	101-42000-216	609.11
Vendor Hennepin County Treasurer - Public Works Total:					609.11
Vendor: Icma Retirement Corporation					
Icma Retirement Corporation	INV0000599	DFC - ICMA	Deffered Comp	101-21705	162.00
Icma Retirement Corporation	INV0000599	DFC - ICMA	Deffered Comp	101-21705	703.00
Vendor Icma Retirement Corporation Total:					865.00
Vendor: Killmer Electric, Inc					
Killmer Electric, Inc	W21847	Troubleshoot fans on radiators - FD	Building Repair/Maintenance	101-41700-222	125.00
Vendor Killmer Electric, Inc Total:					125.00
Vendor: Lano Equipment, Inc.					
Lano Equipment, Inc.	02-1046253	Harness for broom	Equip Repair/ Maintenance	101-42000-221	233.59
Vendor Lano Equipment, Inc. Total:					233.59
Vendor: Laura Enninga					
Laura Enninga	Dec 2023	Face Painting at Minidazzle	Minidazzle Donations	254-36251	150.00
Vendor Laura Enninga Total:					150.00

Pending Expense Approval Report

Packet: APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: MacQueen Emergency					
MacQueen Emergency	P23050	Spectacle Kit FD	Uniforms/Gear	101-41920-218	179.90
Vendor MacQueen Emergency Total:					179.90
Vendor: Maple Grove Park & Recreation					
Maple Grove Park & Recreation	21868	All Bldg Membership - A Driscoll	Transfer Out	250-42400-720	421.92
Vendor Maple Grove Park & Recreation Total:					421.92
Vendor: McNamara, Jody					
McNamara, Jody	12/25/23	Refund Comm Center deposit for 12/25/23	Community Center Deposits	101-22001	250.00
Vendor McNamara, Jody Total:					250.00
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	77968	Driveway Marker, Ballast Bulbs, Light Bulbs	Operations	101-41700-211	112.28
Menards - Brooklyn Park	77736	Light Bulbs & Batteries	Operations	101-42000-211	106.24
Menards - Brooklyn Park	78447	Fence Deployment Tools	Operations	115-41900-211	168.94
Vendor Menards - Brooklyn Park Total:					387.46
Vendor: Metro West Inspection Services, Inc.					
Metro West Inspection Service	3944	Nov 2023 Building Inspection Services	Inspection Services	101-41940-305	863.27
Vendor Metro West Inspection Services, Inc. Total:					863.27
Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)					
Minnesota Child Support Pay	INV0000603	Child Support	Misc Deductions/Benefits	101-21710	423.07
Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:					423.07
Vendor: Minnesota Equipment Inc					
Minnesota Equipment Inc	P11355	Hydraulic Hose Repair / JD Broom	Snow Management	101-42000-250	118.71
Vendor Minnesota Equipment Inc Total:					118.71
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1808	Park & Rec 12/5 & CC 12/11 meeting minutes	Recording Services	101-41000-307	201.00
Minute Maker Secretarial	M1808	Park & Rec 12/5 & CC 12/11 meeting minutes	Recording Services	101-41650-307	159.00
Vendor Minute Maker Secretarial Total:					360.00
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000606	State Tax	State Withholding	101-21702	3,557.10
Vendor MN Department of Revenue Total:					3,557.10
Vendor: MN Fire Service Certification Board					
MN Fire Service Certification	12009	FF1, FF2, and Hazmat Exams	Fire Training - Reimbursable	101-41920-261	1,291.50
Vendor MN Fire Service Certification Board Total:					1,291.50
Vendor: MN PEIP					
MN PEIP	1342229	January 2023 Medical/Dental	Med/Den/Life/Ltd/Std Insura	101-41110-130	1,005.48
MN PEIP	1342229	January 2023 Medical/Dental	Med/Den/Life/Ltd/Std Insura	101-41650-130	1,005.48
MN PEIP	1342229	January 2023 Medical/Dental	Med/Den/Life/Ltd/Std Insura	101-41900-130	7,661.01
MN PEIP	1342229	January 2023 Medical/Dental	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,005.48
Vendor MN PEIP Total:					10,677.45
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000601	DFC - MSRS	Deferred Comp	101-21705	2,324.00
Msrs Dfc/Hcsp	INV0000602	Employee HSA	Hcsp	101-21712	1,158.68
Vendor Msrs Dfc/Hcsp Total:					3,482.68
Vendor: NAPA - Cottens Osseo					
NAPA - Cottens Osseo	2488-42950	Vehicle Cleaning Supplies	Vehicle Repairs/Maintenance	101-41920-217	23.98
NAPA - Cottens Osseo	2488-431278	Loader Hi/Lo Beams	Equip Repair/ Maintenance	101-42000-221	73.56
Vendor NAPA - Cottens Osseo Total:					97.54

Pending Expense Approval Report

Packet: APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Nelson, Virginia					
Nelson, Virginia	12-17-2023	Refund Comm Center deposit Dec 17, 2023 event	Community Center Deposits	101-22001	250.00
Vendor Nelson, Virginia Total:					250.00
Vendor: PERA - Public Employees Retirement Association					
PERA - Public Employees Retir	INV0000604	PERA	Pera	101-21704	4,086.95
PERA - Public Employees Retir	INV0000604	PEPFF	Pera	101-21704	14,150.49
Vendor PERA - Public Employees Retirement Association Total:					18,237.44
Vendor: Pitney Bowes Global Fin Svcs L					
Pitney Bowes Global Fin Svcs	3106397698	4Q23 Admin Postage Meter Rental	Leases/Rentals	101-41110-410	197.19
Vendor Pitney Bowes Global Fin Svcs L Total:					197.19
Vendor: Pitney Bowes Purchase Power					
Pitney Bowes Purchase Power	12/3/23	Nov 2023 Postage	Postal/Delivery Service	101-41110-322	124.51
Vendor Pitney Bowes Purchase Power Total:					124.51
Vendor: Preferred Communications					
Preferred Communications	INV075038	Getac Camera / Warranty	Officer Equipment	101-41900-213	2,009.62
Preferred Communications	INV075039	Getac Camera & Plan 2	Officer Equipment	101-41900-213	1,932.36
Preferred Communications	INV075040	GETAC Body worn camera	Officer Equipment	101-41900-213	1,719.27
Preferred Communications	INV075055	New Squad Equip	Equipment	115-41900-570	2,654.92
Vendor Preferred Communications Total:					8,316.17
Vendor: Premier Bank					
Premier Bank	10/6 - 11/6/23	Ximble - 1 Yr Sub - FW	Dues/Membership	101-41110-255	262.02
Premier Bank	10/6 - 11/6/23	Aloft - ICMA Conf - RG	Education/Meetings/Travel	101-41110-260	1,540.75
Premier Bank	10/6 - 11/6/23	Dominos - ICMA Conf - RG	Education/Meetings/Travel	101-41110-260	34.98
Premier Bank	10/6 - 11/6/23	Austin Airport - ICMA Conf - R	Education/Meetings/Travel	101-41110-260	3.79
Premier Bank	10/6 - 11/6/23	Austin Airport - ICMA Conf - R	Education/Meetings/Travel	101-41110-260	6.59
Premier Bank	10/6 - 11/6/23	Uber - ICMA Conf - RG	Education/Meetings/Travel	101-41110-260	13.99
Premier Bank	10/6 - 11/6/23	Uber - ICMA Conf - RG	Education/Meetings/Travel	101-41110-260	17.92
Premier Bank	10/6 - 11/6/23	Aloft - ICMA Conf - RG	Education/Meetings/Travel	101-41110-260	20.00
Premier Bank	10/6 - 11/6/23	Microsoft Lic	Software	101-41515-309	231.00
Premier Bank	10/6 - 11/6/23	Amazon - Carpet Cleaer for CC - NW	Operations	101-41800-211	431.91
Premier Bank	10/6 - 11/6/23	Keyme - Dup keys for ammo locker	Office Operations	101-41900-201	23.96
Premier Bank	10/6 - 11/6/23	Alarm door hangers	Office Operations	101-41900-201	172.44
Premier Bank	10/6 - 11/6/23	Amazon - note pads & pens F	Office Operations	101-41900-201	52.98
Premier Bank	10/6 - 11/6/23	Sportsman Guide - Ammo	Operations	101-41900-211	513.07
Premier Bank	10/6 - 11/6/23	Fleet Farm Hoses for Garage & Halloween Candy	Operations	101-41900-211	256.17
Premier Bank	10/6 - 11/6/23	Menards - Power Washer & Post driver - TK	Officer Equipment	101-41900-213	283.07
Premier Bank	10/6 - 11/6/23	Anytime Fitness Membership	Vehicle Repairs/Maintenance	101-41900-217	32.00
Premier Bank	10/6 - 11/6/23	Holiday - Car Washes	Vehicle Repairs/Maintenance	101-41900-217	82.50
Premier Bank	10/6 - 11/6/23	Active 911 Lic - FW	Dues/Membership	101-41900-255	12.62
Premier Bank	10/6 - 11/6/23	Apple.com i cloud storae	Software	101-41900-309	2.99
Premier Bank	10/6 - 11/6/23	Dropbox - FD	Software	101-41920-309	54.00
Premier Bank	10/6 - 11/6/23	Zoom - FD	Software	101-41920-309	17.35
Premier Bank	10/6 - 11/6/23	Anytime Fitness Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	10/6 - 11/6/23	Anytime Fitness Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	10/6 - 11/6/23	Anytime Fitness Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	10/6 - 11/6/23	Anytime Fitness Membership	Dues/Membership	115-41900-255	32.00
Premier Bank	10/6 - 11/6/23	Anytime Fitness Membership	Dues/Membership	115-41900-255	32.00
Premier Bank	10/6 - 11/6/23	MN Pollution Control Training Certification	Education/Meetings/Travel	601-49400-260	398.39
Vendor Premier Bank Total:					4,625.39

Pending Expense Approval Report

Packet: APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Prime Advertising & Design					
Prime Advertising & Design	88456	Jan 2024 Monthly website hosting	Software	101-41515-309	100.00
Vendor Prime Advertising & Design Total:					100.00
Vendor: R & W Welding & Machine Inc					
R & W Welding & Machine Inc	140302	Pipe repair - PW Vacuum truc	Equip Repair/ Maintenance	601-49400-221	130.00
Vendor R & W Welding & Machine Inc Total:					130.00
Vendor: Republic Services					
Republic Services	0894-006475345	Dec 2023 Shredding	Operations	101-41110-211	19.20
Vendor Republic Services Total:					19.20
Vendor: Rochon Corporation					
Rochon Corporation	Kel Gratke reservation	Refund Comm Center deposit Dec. 6, 2023 event	Community Center Deposits	101-22001	250.00
Vendor Rochon Corporation Total:					250.00
Vendor: Satellite Shelters, Inc.					
Satellite Shelters, Inc.	INV721118	2023 8 x 36 Mobile Office	Leases/Rentals	101-42350-410	2,182.50
Vendor Satellite Shelters, Inc. Total:					2,182.50
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fuel Charges -9404	Fuel - Vehicle/Equipment	101-41920-216	59.96
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fuel Charges - 1546	Fuel - Vehicle/Equipment	101-41920-216	31.28
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fule Charges -1208	Fuel - Vehicle/Equipment	101-41920-216	50.82
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fuel Charges - 180	Fuel - Vehicle/Equipment	101-42000-216	63.31
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fuel Charges - 7749	Fuel - Vehicle/Equipment	101-42000-216	101.05
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fuel Charges - 2088	Fuel - Vehicle/Equipment	101-42000-216	101.10
Sipe Bros. Inc.	11/30/23 STMT	Nov 2023 Fuel Charges - 5394	Fuel - Vehicle/Equipment	101-42000-216	23.88
Sipe Bros. Inc.	Dec 2023	12/1 - 12/15/23 PW Fuel Charges	Fuel - Vehicle/Equipment	101-42000-216	450.67
Vendor Sipe Bros. Inc. Total:					882.07
Vendor: Sloth Inspections Inc					
Sloth Inspections Inc	Nov 2023	Nov 2023 Inspections	Inspection Services	101-41940-305	344.00
Vendor Sloth Inspections Inc Total:					344.00
Vendor: SmartSign					
SmartSign	SMT-665159	No Parking Signs (40)	Street Maintenance/Signage	101-42000-224	430.20
Vendor SmartSign Total:					430.20
Vendor: Storm Training Group					
Storm Training Group	F73D76EF-0001	Defense Tactical Trng (2 Officers)	Education/Meetings/Travel	101-41900-260	2,198.00
Vendor Storm Training Group Total:					2,198.00
Vendor: Streicher's Inc.					
Streicher's Inc.	I1669267	1st Responder Door Jam - B. Greene	Officer Equipment	101-41900-213	9.99
Vendor Streicher's Inc. Total:					9.99
Vendor: Sun Life Assurance Co					
Sun Life Assurance Co	Jan 2024	Jan 2024 STD/LTD	Medical/Dental/Life/Ltd	101-21706	72.64
Sun Life Assurance Co	Jan 2024	Jan 2024 STD/LTD	Med/Den/Life/Ltd/Std Insura	101-41110-130	116.02
Sun Life Assurance Co	Jan 2024	Jan 2024 STD/LTD	Med/Den/Life/Ltd/Std Insura	101-41650-130	27.42
Sun Life Assurance Co	Jan 2024	Jan 2024 STD/LTD	Med/Den/Life/Ltd/Std Insura	101-41900-130	461.96
Sun Life Assurance Co	Jan 2024	Jan 2024 STD/LTD	Med/Den/Life/Ltd/Std Insura	101-42000-130	82.18
Vendor Sun Life Assurance Co Total:					760.22
Vendor: T.C. Winter Services					
T.C. Winter Services	1543	Turbo Melt Liquid /Pretreat/Salt	Snow Management	101-42000-250	2,054.35
Vendor T.C. Winter Services Total:					2,054.35
Vendor: Tegrete Corporation					
Tegrete Corporation	109086	Dec 2023 Janitorial Svc	Cleaning Service	101-41700-317	738.00
Tegrete Corporation	109086	Dec 2023 Janitorial Svc	Cleaning Service	101-41800-317	245.00
Vendor Tegrete Corporation Total:					983.00

Pending Expense Approval Report

Packet: APPKT00239

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Titan Machinery Inc					
Titan Machinery Inc	19094373- GS	Replace Catalyst	Vehicle Repairs/Maintenance	101-42000-217	2,852.91
Titan Machinery Inc	19058200-GS	Hydraulic Oil Leak/Parking Break Repair	Equip Repair/ Maintenance	101-42000-221	1,129.86
Vendor Titan Machinery Inc Total:					3,982.77
Vendor: Trittech Software Systems					
Trittech Software Systems	395399	PD Contract Q-155203 2024 Subscription	Dues/Membership	101-41900-255	150.00
Trittech Software Systems	395877	PD LETG Cont Q-150366 2024 annual hosting fees	Software	101-41900-309	8,280.62
Vendor Trittech Software Systems Total:					8,430.62
Vendor: Trophies By Linda					
Trophies By Linda	1073	Retirement Plaques	Operations	101-41920-211	190.00
Vendor Trophies By Linda Total:					190.00
Vendor: Twin City Water Clinic Inc					
Twin City Water Clinic Inc	20007	Nov 2023 Water Distribution Samplies	Operations	601-49400-211	90.00
Vendor Twin City Water Clinic Inc Total:					90.00
Vendor: U.S. BANK EQUIPMENT FINANCE					
U.S. BANK EQUIPMENT FINAN	517973962	Jan 2024 PW Copier Lease	Leases/Rentals	101-42000-410	81.86
Vendor U.S. BANK EQUIPMENT FINANCE Total:					81.86
Vendor: Verizon Wireless					
Verizon Wireless	9950649370	Dec 2023 Cell Phone Charges	Telecommunications	101-41110-321	41.23
Verizon Wireless	9950649370	Dec 2023 Cell Phone Charges	Telecommunications	101-41900-321	854.03
Verizon Wireless	9950649370	Dec 2023 Cell Phone Charges	Telecommunications	101-42000-321	243.99
Verizon Wireless	9950649370	Dec 2023 Cell Phone Charges	Trolley Operations	204-42390-352	65.48
Verizon Wireless	9950649370	Dec 2023 Cell Phone Charges	Telecommunications	601-49400-321	40.01
Vendor Verizon Wireless Total:					1,244.74
Vendor: WEX Bank					
WEX Bank	93795218	PD Fuel 11/08 - 12/05	Fuel - Vehicle/Equipment	101-41900-216	1,814.89
Vendor WEX Bank Total:					1,814.89
Vendor: Xcel Energy					
Xcel Energy	856721788	Nov 2023 Electric Services	Electric Service	101-41700-380	1,107.85
Xcel Energy	856721788	Nov 2023 Electric Services	Electric Service	101-41800-380	243.19
Xcel Energy	856721788	Nov 2023 Electric Services	Traffic Signals/Street Lights	101-42000-226	440.87
Xcel Energy	856721788	Nov 2023 Electric Services	Electric Service	101-42000-380	342.21
Xcel Energy	856721788	Nov 2023 Electric Services	Gateway Sign Operations	101-42350-212	183.48
Xcel Energy	856721788	Nov 2023 Electric Services	Electric Service	101-42350-380	305.29
Xcel Energy	858178306	25 4th St NE electric service	Rental Property Expenses	205-42350-801	10.56
Xcel Energy	856721788	Nov 2023 Electric Services	Electric Service	601-49400-380	37.97
Xcel Energy	856721788	Nov 2023 Electric Services	Electric Service	602-49400-380	862.77
Vendor Xcel Energy Total:					3,534.19
Grand Total:					169,344.40

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	139,157.02
115 - POLICE DONATIONS/EXPENSES	5,929.74
204 - TROLLEY	65.48
205 - PARK DEDICATION	45.51
250 - COMMUNITY FUND	421.92
254 - MINIDAZZLE	150.00
409 - 2020 STREET IMPROVEMENT	6,795.82
601 - WATER FUND	14,672.00
602 - SEWER FUND	1,793.41
604 - STORM WATER FUND	313.50
Grand Total:	169,344.40

Account Summary

Account Number	Account Name	Expense Amount
101-21550	State Sales Tax	2.89
101-21701	Federal Withholding	8,259.74
101-21702	State Withholding	3,557.10
101-21703	Fica Withholding	6,254.76
101-21704	Pera	18,237.44
101-21705	Deffered Comp	3,189.00
101-21706	Medical/Dental/Life/Ltd	307.06
101-21710	Misc Deductions/Benefit	423.07
101-21711	Employee H.S.A Contrib	668.23
101-21712	Hcsp	1,158.68
101-22001	Community Center Depo	750.00
101-41000-307	Recording Services	201.00
101-41110-130	Med/Den/Life/Ltd/Std In	1,146.50
101-41110-211	Operations	92.41
101-41110-255	Dues/Membership	1,862.02
101-41110-260	Education/Meetings/Tra	1,638.02
101-41110-308	Assessing Service	29.00
101-41110-321	Telecommunications	41.23
101-41110-322	Postal/Delivery Service	124.51
101-41110-410	Leases/Rentals	213.19
101-41500-211	Operations	43.00
101-41500-306	Legal Service - Prosecuti	1,300.00
101-41515-302	It Service	5,497.68
101-41515-309	Software	331.00
101-41550-301	Accounting/Auditing	1,254.00
101-41650-130	Med/Den/Life/Ltd/Std In	1,032.90
101-41650-307	Recording Services	159.00
101-41700-211	Operations	127.16
101-41700-222	Building Repair/Mainten	515.00
101-41700-317	Cleaning Service	738.00
101-41700-321	Telecommunications	1,407.95
101-41700-380	Electric Service	1,107.85
101-41700-390	Natural Gas Service	488.76
101-41800-211	Operations	431.91
101-41800-317	Cleaning Service	245.00
101-41800-380	Electric Service	243.19
101-41800-390	Natural Gas Service	107.29
101-41900-130	Med/Den/Life/Ltd/Std In	8,122.97
101-41900-201	Office Operations	294.83
101-41900-211	Operations	769.24
101-41900-213	Officer Equipment	5,954.31
101-41900-216	Fuel - Vehicle/Equipmen	1,814.89
101-41900-217	Vehicle Repairs/Mainten	114.50

Account Summary

Account Number	Account Name	Expense Amount
101-41900-220	Radio Communications	1,861.80
101-41900-255	Dues/Membership	162.62
101-41900-260	Education/Meetings/Tra	4,423.00
101-41900-309	Software	8,283.61
101-41900-321	Telecommunications	7,306.03
101-41900-402	Emergency Preparednes	599.64
101-41900-410	Leases/Rentals	14.24
101-41920-211	Operations	190.00
101-41920-216	Fuel - Vehicle/Equipmen	142.06
101-41920-217	Vehicle Repairs/Mainten	23.98
101-41920-218	Uniforms/Gear	345.40
101-41920-220	Radio Communications	620.77
101-41920-261	Fire Training - Reimburse	1,291.50
101-41920-309	Software	71.35
101-41940-305	Inspection Services	1,207.27
101-42000-130	Med/Den/Life/Ltd/Std In	1,087.66
101-42000-211	Operations	183.75
101-42000-216	Fuel - Vehicle/Equipmen	1,349.12
101-42000-217	Vehicle Repairs/Mainten	2,852.91
101-42000-221	Equip Repair/ Maintena	1,437.01
101-42000-224	Street Maintenance/Sig	430.20
101-42000-226	Traffic Signals/Street Lig	440.87
101-42000-250	Snow Management	20,545.91
101-42000-321	Telecommunications	612.77
101-42000-380	Electric Service	342.21
101-42000-390	Natural Gas Service	268.20
101-42000-410	Leases/Rentals	81.86
101-42350-212	Gateway Sign Operation	183.48
101-42350-380	Electric Service	305.29
101-42350-390	Natural Gas Service	53.73
101-42350-410	Leases/Rentals	2,182.50
115-41900-211	Operations	168.94
115-41900-255	Dues/Membership	160.90
115-41900-570	Equipment	5,599.90
204-42390-352	Trolley Operations	65.48
205-42350-801	Rental Property Expense	45.51
250-42400-720	Transfer Out	421.92
254-36251	Minidazzle Donations	150.00
409-42000-529	Street Improvement	6,795.82
601-49400-211	Operations	521.38
601-49400-221	Equip Repair/ Maintena	130.00
601-49400-260	Education/Meetings/Tra	398.39
601-49400-301	Accounting/Auditing	783.75
601-49400-310	Other Professional Servi	6.75
601-49400-321	Telecommunications	40.01
601-49400-380	Electric Service	37.97
601-49400-385	Purchased Water	12,753.75
602-49400-301	Accounting/Auditing	783.75
602-49400-310	Other Professional Servi	6.75
602-49400-321	Telecommunications	124.84
602-49400-380	Electric Service	862.77
602-49400-390	Natural Gas Service	15.30
604-49400-301	Accounting/Auditing	313.50
Grand Total:		169,344.40

Project Account Summary

Project Account Key	Expense Amount
None	169,344.40

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	169,344.40



MONDAY, JANUARY 15,
CITY HALL WILL BE CLOSED FOR
**MARTIN LUTHER
KING JR. DAY**

(COMMUNITY CENTER CLASSES WILL BE HELD)

Commission Members Needed

Any remaining vacancies after tonight's meeting will be updated and posted on the City website.

Citizens interested in filling these positions are asked to submit a letter of interest containing name, address, telephone number, email address, and any other pertinent background information.

Send letters of interest addressed to Mayor and Council, Attention City Clerk, 415 Central Avenue, Osseo, MN 55369 or kjones@ci.osseo.mn.us.

For more information, please go to DiscoverOsseo.com/departments/city-council/boards-and-commissions or call 763-425-2624.