



Osseo City Council Meeting

AMENDED AGENDA

REGULAR MEETING
Monday, June 24, 2024
7:00 p.m., Council Chambers

MAYOR: DUANE POPPE | COUNCILMEMBERS: JOHN HALL, JULIANA HULTSTROM, 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 June 10 EDA Minutes
 - B. Approve June 10 Council Minutes
 - C. Accept Resignation of City Clerk Katrina Jones
 - D. Receive May American Legion Gambling Report
 - E. Receive May Lions Club Gambling Report
 - F. Receive May Fire Department Gambling Report
6. **Matters from the Floor**

Individuals may address the Council about any matter. The City Council will take no official action on items discussed at the Forum, with the exception of referral to Staff or Commission or Committee for future report. Individuals can also submit comments to cityhall@ci.osseo.mn.us prior to a meeting.
7. **Special Business**
 - A. Recognition of Police Volunteers
 - B. Hennepin County Emerald Ash Borer Removal Funding Presentation -Monica Randazzo
 - C. Approve Night to Unite Special Event Permit
 - D. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Accept Bids and Award Contract for 2024 Pavement Maintenance (Resolution) – Alyson Fauske, WSB & Associates
 - B. Approve Job Posting for Community Management Coordinator
 - C. Approve Job Posting for City Clerk
 - D. Approve Joint Powers Agreement with Hennepin County for Assessing Services
 - E. Approve Reimbursement Resolution for Press Building (Resolution)
 - F. Approve Contract with CivicPlus for New City Website
 - G. Approve Accounts Payable
 - H. Authorize Interim City Administrator to Conduct Business to Establish Municipal Dispensary
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Music and Movies in Park June 25 & July 2
City Hall Closed July 4 (Independence Day)
Farmer’s Market Begins July 9
EDA Commissioner Opening

The City of Osseo’s mission is to provide high-quality public services in a cost-effective, responsible, innovative, and professional manner given changing needs and available resources.

14. Adjournment

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
June 10, 2024**

1. ROLL CALL

Vice President Schulz called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, June 10, 2024.

Members present: Teresa Aho, Mark Cook, James Hultgren and Mark Schulz.

Members absent: Kenny Nelson and Duane Poppe.

Staff present: Interim Director Shane Mikkelson, Community Management Coordinator Jessica Rieland and City Attorney Mary Tietjen.

2. APPROVAL OF AGENDA

A motion was made by Cook, seconded by Hultgren, to approve the Agenda as presented. The motion carried 4-0.

3. APPROVAL OF MINUTES – APRIL 8, 2024

A motion was made by Hultgren, seconded by Aho, to approve the minutes of April 8, 2024, as presented. The motion carried 4-0.

4. MATTERS FROM THE FLOOR – None

5. PUBLIC HEARINGS – None

6. ACCOUNTS PAYABLE

Mikkelson presented the EDA Accounts Payable listing.

A motion was made by Cook, seconded by Aho, to approve the Accounts Payable. The motion carried 4-0.

7. OLD BUSINESS – None

8. NEW BUSINESS

A. UPDATE ON JUNE EDA BUSINESS SOCIAL EVENT

Rieland stated the City's first EDA business social will be held on Wednesday, June 26 from 4:30-6:30 pm at the American Legion Post 172. It will be a two-hour event for local business owners to network and build relationships with one another. James Hultgren, Gambling Manager for the Legion, has graciously offered to provide food and one free beverage for all attendees. To spread the word about the event, an email blast was sent, and flyers were distributed to local businesses by the police department. Police officers also collected updated contact information from them. Staff is in the process of building an up-to-date database of current businesses/businesses owners.

Rieland explained the next EDA business breakfast is tentatively planned for the month of August. Mindy Smith, Executive Director of the I-94 West Chamber of Commerce has accepted the invitation to attend and is available on Tuesday mornings. Please advise on your available dates:

Tuesday, August 6
Tuesday, August 20

Tuesday, August 13
Tuesday, August 27

Rieland reported staff will also contact Shannon Slatton from CCX Media to inquire if someone from the Create Team would be able to attend the meeting and provide information on the resources, they have available to help small businesses meet their promotional needs. James Hultgren with the American Legion has also offered to host the business breakfast in August and provide the meal.

Cook supported the next business breakfast being held on Tuesday, August 6.

Rieland explained she had spoken to Josh at Duffy's and he was willing to host another EDA social event in October of 2024.

Hultgren reviewed his plans for the EDA business social event noting the patio was set up so the event could be held outdoors and would move indoors in the event in climate weather.

Aho reported this event would not have a speaker, but rather would serve as a social event for local business owners.

Mikkelson stated 200 flyers were handed out to local business owners by the Osseo Police Department for the EDA business social event. He indicated this was a great way for officers to introduce themselves to local business owners.

B. DISCUSS POSSIBLE FUTURE EDA TOPICS

Mikkelson requested the EDA discuss potential topics for future EDA meetings.

Aho suggested the EDA discuss social media options to promote City business. Rieland recalled this was going to be a future EDA breakfast topic.

Schulz stated he had a reference to submit to Staff for this topic.

Cook suggested the EDA consider how to further promote and support the City's local businesses.

Rieland indicated one thing the EDA could consider would be to create a welcome packet for new business owners.

Aho believed this was a great idea and suggested a packet be created for existing business owners as well.

Hultgren recommended historical information on the City, such as information on City-sponsored events and the siren be included in the welcome packet.

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

Cook thanked Staff for all of their efforts to organize the upcoming EDA social event.

Hultgren thanked everyone who attended the Memorial Day event.

10. ADJOURNMENT

A motion was made by Cook, seconded by Aho, to adjourn at 6:20 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
June 10, 2024**

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, June 10, 2024.

2. OATH OF OFFICE

City Attorney Tietjen administered the Oath of Office to newly appointed City Councilmember John Hall.

3. ROLL CALL

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

Members absent: Councilmember Alicia Vickerman

Staff present: Police Chief Shane Mikkelson and City Attorney Mary Tietjen.

Others Speakers present: Carole Larson, City Resident; Alyson Fauske, WSB & Associates; Janel Bitzen, BerganKDV.

4. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

5. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

Schulz requested the agenda be amended adding an item to accept the resignation of Community Management Coordinator Jessica Rieland. City Attorney Tietjen suggested this be placed under Item E on the Consent Agenda.

A motion was made by Schulz, seconded by Hall, to accept the Agenda as amended. The motion carried 4-0.

6. CONSENT AGENDA

- A. Approve May 28 Work Session Minutes
- B. Approve May 28 Council Minutes
- C. Receive June 3 Parks & Recreation Minutes
- D. Receive May Fire Department Activity Report
- E. Accept Resignation of Community Management Coordinator Jessica Rieland

Hall noted minor changes to the June 3 Parks and Recreation minutes.

A motion was made by Hultstrom, seconded by Hall, to approve the Consent Agenda as amended. The motion carried 4-0.

7. MATTERS FROM THE FLOOR

Ed Columbus, 11 4th Street, invited the public to attend the first Music and Movies in the Park event which would be held on Tuesday, June 11 beginning at 6:30 p.m.

Mr. Columbus explained it came to his attention that the sign at City Hall was in need of maintenance. He asked if the Lions could repair and paint this sign. Poppe thanked Mr. Columbus for bringing this matter to the Council and noted Staff would be in touch.

Kenneth Peloquin, 9315 Union Terrace Lane North, Maple Grove, asked if the City would be approving a tax on pull tabs in Osseo.

Schulz stated a fee was being approved by the Council.

Mr. Peloquin reported he was the gambling manager for the Lions. He stated the City gives a great deal of money to the City of Osseo. He questioned why the Council wanted to approve a fee or tax at this time.

Schulz explained this item would be further discussed under agenda Item 10A.

8. SPECIAL BUSINESS

A. SWEARING IN CEREMONY FOR POLICE OFFICER RYAN SWANSON

Mikkelson introduced Officer Ryan Swanson to the City Council noting he started with the Osseo Police Department on May 15, 2023. He reported Officer Swanson has successfully passed his 1-year probationary period and is currently one of the departments finest firearms training officers.

City Attorney Tietjen administered the Oath of Office to Police Officer Ryan Swanson.

Officer Swanson's badge was pinned on and a round of applause was offered by all in attendance.

B. 150TH CELEBRATION COMMITTEE UPDATE

Carole Larson, Committee Chair, provided the Council with an update from the 150th Celebration Committee. She reviewed the activities that were being planned for the 150th Celebration. She indicated the committee has been working together for over a year and meets on the 4th Thursday of the month at the Community Center. She noted subcommittees have been formed to assist with planning this event. She reviewed the merchandising and advertising efforts that have been pursued by the committee. She commented on how the 150th Celebration committee would be attending summer events in order to get the word out on this event. She explained the publication for the event was already 60 pages. She indicated the committee has been working

independently on this project, in cooperation with the Maple Grove Historical Society. It was her hope the City Council would provide feedback and assistance in the future.

Schulz thanked Ms. Larson for her detailed presentation.

Hall invited Ms. Larson to attend the EDA social event on Wednesday, June 26 at the American Legion from 4:30 p.m. to 6:30 p.m.

Mikkelson questioned if the Council would support staff participating in the 150th Committee meetings. The Council supported staff attending these meetings.

C. APPROVE LIONS ROAR 5K SPECIAL EVENT PERMIT

Mikkelson requested the Council approve the Lions Roar 5K special event permit. He reported the Lions Roar 5K would be held on Saturday, September 7.

Schulz stated he supported this event moving forward and appreciated all of the assistance the Lions brought into the community to host this event.

A motion was made by Schulz, seconded by Hall, to approve the Lions Roar 5K Special Event Permit. The motion carried 4-0.

D. APPROVE DUFFY'S SUMMER PARTY SPECIAL EVENT PARTY

Mikkelson requested the Council approve Duffy's Summer Party special event permit. He reported Duffy's Summer Party would be held on Saturday, June 29 from 8:00 p.m. to 12:00 a.m.

A motion was made by Hall, seconded by Schulz, to approve Duffy's Summer Party Special Event Party permit. The motion carried 4-0.

9. PUBLIC HEARINGS

A. SPECIAL ASSESSMENT PUBLIC HEARING FOR 2024 STREET PROJECT

Alyson Fauske, WSB & Associates, stated the 2024 Street Project consists of reconstructing North Oaks Drive and 1½ Street NE (Central Avenue to 1st Avenue NE), reclamation of 3rd Street NE, 8th Avenue NE, 9th Avenue NE, 1st Street NE, and Broadway Avenue ("8th/9th Ave Area"), and the mill and overlay of the CR 81 Frontage Road. Utility work includes extension of storm sewer and replacement of hydrants. All of the curb and gutter will be replaced in the reconstruction areas. Spot curb and gutter replacement in the 8th/9th Ave Area will consist of removal and replacement of full panels that are severely damaged, have heaved, or have settled. There are several panels throughout the 8th/9th Ave Area that are flat and therefore hold water for a period of time following rain events. In order to fix this issue, the street grade would need to be adjusted; therefore, these panels will not be replaced with this project. Six bids were received on April 16, 2024 and at the May 13, 2024 meeting the City Council awarded the project to the lowest responsible bidder, Park Construction Company.

Ms. Fauske reported the total project cost is estimated at \$1,468,663.37 and includes all proposed street and utility improvements, a construction contingency as well as all engineering and administrative costs. A portion of some of the project costs will be assessed based on the City's special assessment policy, past practice and City Council direction: 50% of the street reconstruction cost, 50% of the curb replacement costs and 25% of the street reclamation costs. The remaining will be financed by the City through street and enterprise funds.

Ms. Fauske explained the final assessment rolls have been prepared based on the results of the low bid. The table below is a comparison of the estimated assessments from the feasibility report and the proposed final assessment amounts. Note that the project scope for the 8th/9th Ave Area changed from reconstruction (assessed at 50%) to reclamation (street improvements assessed at 25% and curb and gutter replacement assessed at 50%). Staff commented further on the proposed assessments and requested the Council hold a public hearing and adopt the proposed assessments for the 2024 Street Reconstruction and Rehabilitation Project.

A motion was made by Hultstrom, seconded by Hall, to open the Public Hearing at 7:44 p.m. The motion carried 4-0.

There were no comments from the public.

A motion was made by Schulz, seconded by Hall, to close the Public Hearing at 7:45 p.m. The motion carried 4-0.

Schulz requested further information regarding the different assessment rates that were being used for the properties within the project area. Ms. Fauske explained the project was bid according to the different project areas. She indicated she could follow up with the contractor to see why the prices were different per front foot for the three different project areas.

Schulz expressed concern with how this project would be assessed at a 25% assessment rate, which meant the residents of Osseo would be paying the remaining 75%, many of them who have paid 50% assessments for their streets. He did not believe this was an equitable assessment. He stated after voting on so many of these projects over the years, he would not be able to support the 25% assessment rate.

Hultstrom reported there were other projects that the City has paid 100% for.

Schulz explained this was only done for maintenance projects.

Hultstrom indicated she appreciated Councilmember Schulz's thoughts but she had a differing opinion. She discussed how this project was different and noted she appreciated how the Council had listened to the residents of this neighborhood when it came to the assessments for this project. She also appreciated how the Council had made the assessment policy transparent. She clarified she was within the project area, but she believed it was more than fair to assess 25% for this project.

Schulz reported he was expressing his opinion. He indicated he did not feel comfortable with the 25% assessment rate. He understood the proposed assessments would impact

the residents within the project area, but if the 25% assessment rate were followed, there would be impacts on all residents in Osseo. He reported he appreciated all of the residents that spoke regarding this reconstruction project. He understood that Councilmember Hultstrom had stated on the record that if the 50% assessment were approved, she would not be able to afford to live in her home. He stated Councilmember Hultstrom was allowed to have her opinion, but noted this was a special assessment and he supported the Council following its previous applied policy since 2010. He indicated he did not appreciate the manner in which Councilmember Hultstrom came at him.

Hall stated he feared the Council was comparing apples, oranges and pears. He indicated this street improvement project had three separate components: a complete reconstruction, a reclamation and a mill and overlay. He reported the City's assessment policy does state it could be amended by the City Council. He believed 50% on a reclamation would not be following the policy because it was not a complete rip and replace. He commented on how the City would be saving a lot of money in the long run by listening to its residents. He discussed how it would have cost the City a lot more money, to be in court, if the City had pursued a rip and replace project. He was of the opinion this project would not add adequate value to properties to support a 50% assessment. He commented on how assessments were encumbrances on properties in Osseo. He was of the opinion 25% was a fair assessment amount because something new was being done. He believed the recommendation from staff should be supported.

Hultstrom reported the bond was issued in 2022 and the City has been paying for it entirely. She did not believe it was fair for the Council to imply, because this neighborhood had come together and suggest the project be assessed differently, that the remainder of the City would now have to make up the difference. She commented on how the City would have \$400,000 in bond funding to spend because this neighborhood had thought up a different approach to this project.

A motion was made by Hultstrom, seconded by Hall, to adopt Resolution No. 2024-38, adopting assessment roll for the 2024 Street Reconstruction and Rehabilitation Project. The motion carried 3-1 (Schulz opposed).

10. OLD BUSINESS

A. APPROVE SECOND READING AND ADOPTION OF CITY ADMINISTERED FUND ORDINANCE

Mikkelson stated City staff developed the draft ordinance regulating lawful gambling based on the League of Minnesota Cities' model with changes incorporated from the Council meeting on April 22, 2024. The draft leaves in: (1) Permit required for local gambling; (2) City administered fund set to 10%; and (3) Annual investigative fee of \$100. The provisions that were removed result in: (1) no trade area requirement; (2) no limit of the number of organizations per premises; (3) no limit of the number of premises per organization; (4) no limit to the number of total licenses; and (5) removing the hours of operation provision. Staff commented further on the proposed Ordinance and recommended approval.

Schulz provided history on this Ordinance noting the original concept would be to create an administrative oversight for lawful gambling. He explained the 10% fee would be similar to the donations that were already being made to the City. He discussed how gateway sign fees would be waived for charitable gambling organizations going forward. It was his hope the City's charitable gambling organizations would take advantage of this opportunity in order to make local events more successful.

A motion was made by Schulz, seconded by Poppe, to adopt Ordinance No. 2024-03, adding a new chapter to the City Code related to Lawful Gambling.

Hall asked if all of the charitable gambling organizations had been contacted and asked for feedback on this matter.

Schulz indicated he has spoken with the American Legion and they understood the proposed change. He discussed how the proposed change would be very minimally disrupt the operations of the charitable gambling organizations in the community.

Hall explained he was concerned that a percentage should not be placed on these organizations or that these organizations would take their dollars elsewhere and donations would no longer be made to the City.

Poppe commented these organizations could do that right now. He indicated the proposed Ordinance would ensure the City received at least 10%.

Hall questioned if Staff had numbers on what 10% would look like for these organizations.

Schulz reported this information was included in a previous packet and noted the funding would look very similar to the donations that were already being made to the City.

The motion carried 4-0.

A motion was made by Schulz, seconded by Hall, to adopt Resolution No. 2024-39, approving summary publication of Ordinance No. 2024-03. The motion carried 4-0.

11. NEW BUSINESS

A. RECEIVE BUDGET AUDIT REPORT

Janel Bitzan, BerganKDV, provided the Council with a presentation on the 2023 audit. She reported the City received a clean or unmodified opinion which provides assurances that the financial statements are fairly presented in all material respects. She reviewed financial trend information for the City, commented on general fund revenues and expenditures, and discussed the net positions of the City's enterprise funds.

Hultstrom thanked Ms. Bitzan for her detailed presentation and for her patience when working with Staff on the audit.

Hall reported the City only had 20% to 30% in reserves at this time and the current policy requires the City to have 50% in reserves on hand. Groen stated 40% was typical for cities.

Hall indicated the City was about half of where it should be when it comes to its reserves. He clarified that the 56% for public safety was for police and fire. He commented further on the PTO fund and asked if the City had an adequate amount of funding set aside.

Schulz commented the PTO policies was currently being reviewed by the Interim City Administrator.

B. APPROVE 2024 OFFICIAL COUNCIL APPOINTMENTS

Mikkelson stated the resignation of Councilmember Ashlee Mueller was accepted in May, leaving vacancies on various Boards and Commissions. The Council should consider appointing a Councilmember to the following vacant positions:

Public Safety Committee: Julianna Hultstrom & _____
Historical Preservation Committee: _____
Parks & Recreation Committee: Alicia Vickerman & _____
Economic Development Authority: Duane Poppe & Mark Schulz & _____

Mikkelson reported the Council should consider these openings and adopt the Resolution filling those vacancies.

Schulz pointed out an error on this document. He clarified for the record that earlier this year he was asked to fill a vacancy on the HR Committee after Councilmember Vickerman stepped back.

Hultstrom clarified she and Councilmember Vickerman serve on the Intergovernmental Committee. She noted these corrections were made in January.

Hall explained he would be interested in filling the vacancies on the Public Safety Committee and the Parks and Recreation Committee.

Hultstrom asked if Councilmember Hall was interested in serving on the Intergovernmental Committee.

Hall stated he would be willing to serve on this committee and the Historical Preservation Committee as well.

Schulz inquired if Councilmember Hall would be willing to serve on the EDA.

Hall explained he had a problem with the fact the EDA was made up of three councilmembers. He was of the opinion the EDA should be made up of more community members than councilmembers.

Hultstrom questioned if there would be an issue with having only two Councilmembers on the EDA.

Poppe stated this would not be a problem.

The Council further reviewed the list of appointments as discussed.

A motion was made by Schulz, seconded by Hall, to adopt Resolution No. 2024-40, adopting 2024 official City Council appointments as discussed. The motion carried 4-0.

C. APPROVE INTERIM CITY ADMINISTRATOR COMPENSATION AND BENEFIT ADJUSTMENT

Mikkelson stated on April 26, 2024, the Council appointed Shane Mikkelson as the Interim City Administrator. He reported the Council needs to adopt a compensation and benefit adjustment for based on the new responsibilities.

A motion was made by Hultstrom, seconded by Schulz, to adopt Resolution No. 2024-41, approving the compensation and benefit adjustment for the Interim City Administrator Shane Mikkelson.

Schulz stated by doing this the City would save approximately \$160,000 through the dual role. Mikkelson reported this was the case.

Hall explained the compensation and benefit adjustment would continue until rescinded by the City Council.

Hultstrom thanked the Interim City Administrator for waiving unrestricted PTO.

Schulz thanked Interim City Administrator Mikkelson for being willing to step up and assume this position. He appreciated the leadership that has been exhibited by Interim City Administrator Mikkelson and that he was willing to learn on the fly. Mikkelson explained the appreciated the grace being offered by the Council as he was learning his new position.

The motion carried 4-0.

D. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

A motion was made by Hultstrom, seconded by Hall, to approve the Accounts Payable as presented. The motion carried 4-0.

12. ADMINISTRATOR REPORT – None

13. COUNCIL AND ATTORNEY REPORTS

Hultstrom welcomed Councilmember Hall to the City Council.

Hultstrom welcomed Officer Ryan Swanson to the Osseo Police Department.

Hultstrom stated last week she attended the LMC Legislative Recap and she was appointed to the Policy HR and Data Practices Committee.

Hall congratulated all of the 2024 graduates and to the student athletes who competed all year.

Hall stated over the weekend a portion of the playground equipment at the old Osseo Elementary School was removed. He explained he made a phone call and learned this had to be done due to State requirements. He indicated new equipment would be installed to accommodate the students that attend this school.

Hall encouraged the public to attend the farmers market on Tuesday, June 11. In addition, he invited the public to attend the Music and Movies in the Park on Tuesday June 11.

Hall thanked all who spoke during the Matters from the Floor portion of the meeting.

Hall requested Police Chief Mikkelson compile information to assist him with understanding how the number of calls for service have increased for the Osseo Police Department over the past five years.

Police Chief Mikkelson stated in 2019 the department had 8,404 case numbers and at the end of 2023, the department had 10,585 case numbers. He commented as of 2024, the department already had 6,769 case numbers, which was ahead of 2023 numbers. He commented further on how the department was no longer able to find part-time officers and noted the City's additional officers were being utilized to assist with the increase in call volume.

Hall reported there would be a memorial service for fallen officer Jamal Mitchell at the Maple Grove Senior High on Tuesday, June 11.

Schulz stated he looked forward to serving with Councilmember Hall.

Schulz indicated the Osseo Police Department was one of the only departments in the northwest metro that was fully staffed. He explained public safety was the highest tenant for the City Council to provide for this community. He believed if residents did not feel safe in their homes, they would not live in this community. He appreciated how well the City has maintained property values.

Schulz stated his heart went out to Officer Mitchell's family and to the family of the other wounded officer.

14. ANNOUNCEMENTS

Poppe encouraged the public to attend the upcoming Music and Movies in the Park events planned for June 11 and June 18.

Poppe reported City Hall would be closed on Wednesday, June 19 for Juneteenth.

15. ADJOURNMENT

A motion was made by Hall, seconded by Hultstrom, to adjourn the City Council meeting at 8:50 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

Unapproved



City of Osseo City Council Meeting Item

Agenda Item: Accept Resignation City Clerk Katrina Jones.

Meeting Date: June 24th, 2022

Prepared by: Shane Mikkelson, Chief of Police/Interim City Administrator

Attachments: Letter of resignation

Policy Consideration:

Katrina Jones has submitted a letter of resignation.

Background:

City Clerk Katrina Jones was hired in October of 2021. She has served the city as its City Clerk for the last three years. She has turned in her resignation effective July 2nd 2024.

Budget or Other Considerations:

This action will not affect the current budget.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Accept the resignation of City Clerk Katrina Jones.
2. Deny the resignation of City Clerk Katrina Jones.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Approve the resignation of City Clerk Katrina Jones.

June 17, 2024

Shane Mikkelson
City of Osseo
415 Central Ave
Osseo, MN 55369

Mr. Mikkelson,

Please accept this letter as my formal resignation from my position as City Clerk at the City of Osseo. My last day of work will be Tuesday, July 2, 2024.

Sincerely,

A handwritten signature in black ink that reads "Katrina Jones". The signature is written in a cursive, flowing style.

Katrina Jones

RUDOLPH PRIEBE POST 172 GAMBLING REPORT TO CITY OF OSSEO

1. Report for month of MAY 2024
2. Check as appropriate:
 - Paddlewheel
 - Pulltabs
 - Bingo
 - Raffle
 - Other Etabs/Linked E-Bingo
3. Gross Receipts: \$603589.48
4. Less prizes paid. \$525031.00
5. Net Receipts \$78558.48
6. Expenses/Taxes \$50,924.76
 - Expenses Itemized:
 - Compensation \$11054.19
 - Misc. (accounting, trash, clean, insurance) \$2,413.74
 - Cost of Games \$8,099.29
 - State Gambling Tax \$26931.00
 - Federal Gambling Tax \$1426.54
 - Meat Raffle Gift Certs \$1000.00
7. Profit \$47762.18
8. Distribution of Profits by Code

A1	CROSS	500
A1	CEAP	500
A1	Midwest Special Services	500
A1	FIGHTERS FOUNDATION	500
A1	CHAMPLIN PARK DIAMOND CLUB	500
A1	JEFF HILL LEGACY FUND	500
A1	Maple Grove Ambassadors	1000
A6	RED RIVER FLAGS	629.11
A7	LEGIONVILLE	2000
A7	MAPLE GROVE CCRC	2500
A7	Osseo Girls Volleyball	1000
A7	MAPLE GROVE LEGION BASEBALL TEAM	5000
A7	OSSEO LEGION BASEBALL TEAM	5000
A9	HENNEPIN COUNTY TREASURER	15568.28
A22	ALLIED INC.	2648
A22	PRIORITY EQUIPMENT	1627.88
A22	NELSON ELECTRIC INC	337
A10V	CITY OF OSSEO	2500
A10V	CITY OF CRYSTAL	500

Signed: 

JAMES HULTGREN
Gambling Manager

Osseo Lions Club Gambling Report

to
City of Osseo

Report for the month/year of May-24

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 691,135.45 LG100A-11A

Prizes Paid 624,735.55 LG100A-11B

Net Receipts 66,399.90 LG100A-11C

Expenses - Total 40,327.52 Total Itemized

Expenses itemized:

Pulltabs	6,593.12
Compensation	9,170.04
Accounting Services	430.60
Rent	7,626.01
Electronic pull-tab provider fees	14,801.72
Electronic linked bingo provider fees	164.42
Supplies Bank charges etc	1,237.73
Cash Short (Over)	303.88
Profits <u>\$ 26,072.38</u> G1A Line 24	40,327.52

Lawful Purpose Expenditures

MN Department of Revenue - Wagering Tax	\$ 28,343.00
BSA-Northern Star Council	1,500.00
District #287 - DHH Family Night	500.00
Midwest Special Services	1,500.00
Eye-Link MN	1,000.00
Boy Scouts of America	500.00
Ljackson Laniado Construction - Medical Eqpt. Assistance	1,000.00
Veteran Valor Farm	3,000.00
Robbinsdale Cooper Activities Booster Club-Marching Band	750.00
Benedictine Foundation of Osseo	1,000.00
OSD #279 - OSH-Homeless, Transient & Foster Program	3,000.00
Advent Lutheran Church - Backpack Program	3,000.00
Total Contributions	\$ 45,093.00

Signed



Attach additional information if necessary.

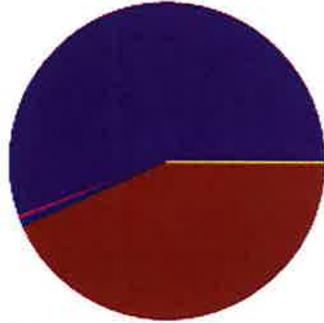
*This completed form must be returned to the Osseo City Clerk's office by the 19th day of each month and is required by state law and City ordinances for all licensed organizations.

Month-End Membership Report

Osseo Firemens Relief Assoc

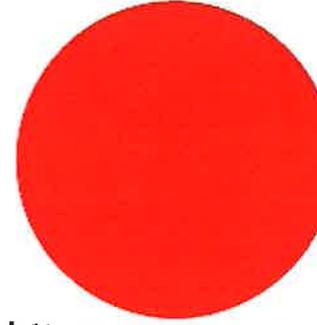
May 2024 Activity

Revenue by Game Type



- ePulltab: \$49,625.65
- eLinked Bingo: \$280.82
- Paddle Ticket: \$600.00
- Pull Tab: \$38,468.00
- Interest and Other Income: \$25.03

Lawful Purpose Expenses



- A08F: \$54.00
- A08T: \$29,879.37

Total \$88,999.50

Tax Liability For Current Activity: \$30,403.95

Total \$29,933.37

Allowable Expenses

Account	Amount
Accounting and Legal Services	\$106.00
Cash Short (Long if a negative value)	\$108.00
Compensation and Payroll Taxes	\$8,575.17
E-Linked Bingo Provider	\$30.77
E-Pulltab Equipment and Revenue Share	\$17,704.22
Gambling Product	\$4,682.17
Misc. Services and Supplies	\$2,524.79
Rent	\$9,672.00
Total	\$43,403.12

Net Profit before taxes (Revenue less Allowable Exp)	\$45,596.38
State Taxes and Fees (8T)	\$29,879.37
Other Taxes (8F, 8L, 8U, 18)	\$54.00
Was Available for Missions	\$15,663.01
Charitable Contributions (1-7, 10, 10R, 10V, 1-15, 19)	\$0.00
Other LPE's (9, 16-17, 20-26)	\$0.00

Unused Balance: \$15,663.01

Assets

Account	Amount
Checking Account Balance	\$130,190.44
Savings Account Balance	\$0.00
Start Bank Balance	\$6,855.00
Initial Start Bank	\$6,855.00
Unreimbursed Negative Activity	\$0.00
Merchandise Inventory	\$920.00
Gaming Inventory	\$2,826.37

Profit Carryover Variance

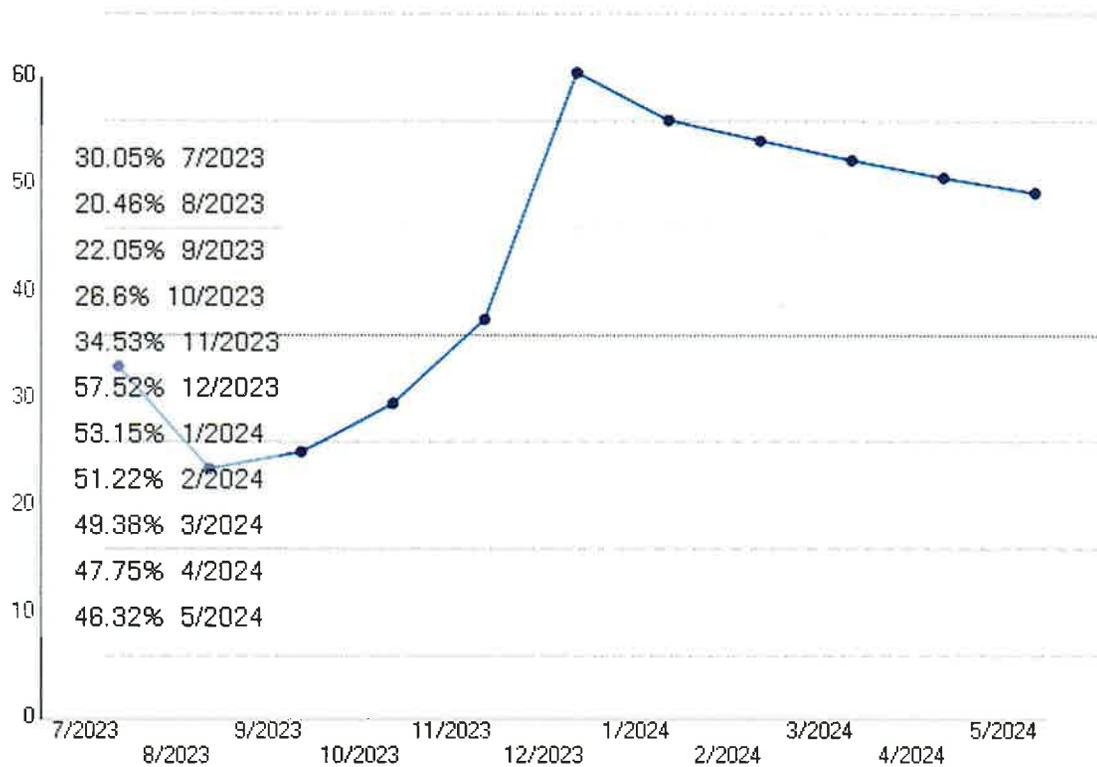
Reconcl'd Gambling Fund	Profit Carryover	Difference
\$144,192.69	\$144,192.69	\$0.00

Month-End Membership Report

Osseo Firemens Relief Assoc

May 2024 Activity

Lawful Purpose Star Rating



12-MONTH RATING PERIOD

For each 12-month period beginning July 1, a licensed organization will be evaluated by the Gambling Control Board to determine a rating based on the percentage of annual gross profits spent on lawful purpose expenditures. It is not a rating of its overall lawful gambling operation.

% Spent on Lawful Purpose*	Rating
more than 50%	5 star
more than 40%	4 star
more than 30%	3 star
more than 20%	2 star
more than 10%	1 star

PROBATION.

An organization that fails to expend a minimum of 30% of gross profits on lawful purposes each year (July to June) is automatically on probation effective July 1 for one year. The organization must increase their rating to a minimum of 30% or be subject to sanctions by the Board.

EXCEPTION

An organization that conducts lawful gambling in a location where the primary business is bingo (bingo hall) must expend a minimum of 20% of gross profits on lawful purposes each year (July to June).

Month-End Membership Report

Osseo Firemens Relief Assoc

May 2024 Activity

Net Receipt %

	Bingo	Raffles	Paddle Ticket	Paddle	ePulltabs	Tipboards	Sport	Pulltabs	eLinked
002-Dick's Bar	0%	0%	33.34%	0%	14.8%	0%	0%	15.26%	15%

Asset Balances

	Initial Start Banks	Unreimbursed Start Banks	Total	Gaming Product Inventory	Merchandise Inventory
002-Dick's Bar	\$6,855.00	\$0.00	\$6,855.00	\$2,826.37	\$920.00
Total	\$6,855.00	\$0.00	\$6,855.00	\$2,826.37	\$920.00

Assets

Account	Amount
Default Bank Account	\$131,578.20

Cash Long/Short Oversight

	Pulltab	Tipboards	Paddle Tickets	Paddle Wheel	Sports TipBoard	Paper Bingo	Raffles	eGaming	Total
002-Dick's Bar	-\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$108.00
Total	-\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$108.00

4 Days rule

The following transactions were deposited after 4 business days:

Game Type	Serial Number	End Play Date/Session	Amount	Premise Name	Transaction Date	Calendar Days	Business Days
Paddle Ticket	1962251 +	16-May-2024	\$30.00	002-Dick's Bar	24-May-2024	8	6
Pull Tab	2647304	17-May-2024	\$68.00	002-Dick's Bar	24-May-2024	7	5
Pull Tab	2713617	17-May-2024	\$832.00	002-Dick's Bar	24-May-2024	7	5
Pull Tab	A924035	17-May-2024	\$836.00	002-Dick's Bar	24-May-2024	7	5
Pull Tab	C065475	17-May-2024	\$160.00	002-Dick's Bar	24-May-2024	7	5



City of Osseo City Council Meeting Item

Agenda Item: Recognize and Congratulate Police Department Volunteers

Meeting Date: June 24, 2024

Prepared by: Todd Kintzi, Lieutenant

Attachments: None

Policy Consideration:

Recognize and congratulate Logan Landkamer and Gabe Kilewa for their service to the Osseo Police Department and present them with an award.

Background:

During the 2023-2024 school year, the Osseo Police Department partnered with the Osseo Education Center Launch Program. The Launch Program is a transition program focusing on employment skills and independent living. Logan and Gabe came to the police department every Tuesday and did various jobs, such as light cleaning and assisting staff with organizing the office. The tasks they perform at the police department will help foster these young men to learn new skills to help prepare them for their futures.

Budget or Other Considerations:

There is no effect on the current budget.

City Goals Met by This Action:

Build positive relations between the Police Department and the community.

Next Step:

Give Gabe and Logan an award and thank them for their service to the City of Osseo.



Inflation Reduction Act Grant Tree Removal Assistance Program

Dustin Ellis, Land and Water Unit Supervisor, Monica Randazzo, IRA Grant Coordinator – Hennepin County

Inflation Reduction Act Grant

- Hennepin County awarded \$10 million from the U.S. Forest Service
 - Diseased tree removal
 - Tree replanting
 - Community engagement/education
 - Workforce development

Tree removal and replacement available from Hennepin County



What residents will qualify for tree removal assistance?

- Owner-occupied properties within Hennepin County
- Tree(s) are significantly diseased, infested, or otherwise hazardous
- Must be willing to accept a replacement tree
- Income based, households whose income is below 80% of the adjusted median income for a family of four
 - Under \$94,650

IRA Grant Tree Removal Assistance



Residents apply based on home ownership, income, tree issue



Tree inspector will visit, assess tree



If tree meets requirements, contractor removal



Replanting scheduled – County training programs

Order for Grant Activities

June 2024

Homeowner application for Tree Removal Assistance and Replanting goes live

County staff coordinate with homeowner to schedule site visit



County staff conduct on-site assessments of trees as well as assess for tree selection for replanting

Finalize contract with tree removal company and begin to schedule tree removals



Replanting 2:1 in the fall following the removal of trees from private property, maintenance by county or resident

Questions

trees@hennepin.us





City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Special Event Permit Application

A Special Event Permit is required if one or more of the following apply to your event:

- 200 or more individuals will be in attendance
- Temporary Alcohol License required
- Admission or fees will be charged or donations requested while using City property
- Special services will be required (road closure, traffic control, security, exclusive use of City property, etc. A deposit will be required for the estimated cost of providing Special Services.)

INSTRUCTIONS: Fill out this form completely, sign it, and include all required attachments. If additional space is needed, attach additional sheets. **Submit to the City of Osseo 30 days prior to the date of the event.**

1. EVENT INFORMATION

Name of Event Night to Unite Purpose of Event Community Engagement

Description of Event Night to Unite is designed to strengthen neighborhood and communities by getting to know those in your neighborhood and building relationships between Police, Fire, other city entities and the citizens.

Days/Date(s) of Event 08/06/2024 Start Time 5:00 PM End Time 8:00 PM

Estimated Setup Start Time 12:00 PM Estimated Take Down Finish Time 10:00 PM

Location Address 415 Central Ave. Osseo, MN 55369

Property Owner Name City of Osseo

Owner Phone 763-425-2624 Email fwallgren@ci.osseo.mn.us

Estimated # of Attendees 600 Admission Fee/Donation Requested \$ NA

2. APPLICANT INFORMATION

Name Felicia Wallgren Title _____

Address 415 Central Ave. Osseo, MN 55369 763-670-0594

Daytime Phone 763-424-5444 Cell 763-670-0594

Email fwallgren@ci.osseo.mn.us

Affiliation/Organization Osseo police Department

Are you an authorized applicant for this organization? Yes No

Will this person have authority to cancel or modify event plans? Yes No

Will this person be present at the event and in charge of the event at all times? Yes No

If no, provide contact information for person who will be the responsible party on the day of this event:

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

We are requesting the following services to be provided by the City. There will be a charge for these services and a deposit/escrow payment will be required for the estimated cost at least 10 days before the event.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Street closures (traffic cones, barricades) | <input type="checkbox"/> Additional street cleaning |
| <input type="checkbox"/> Traffic control | <input checked="" type="checkbox"/> Garbage/recycle bins |
| <input type="checkbox"/> Police services requiring special arrangements | <input checked="" type="checkbox"/> Special signage (e.g., temporary no parking signs) |
| <input type="checkbox"/> Stationing emergency vehicles at or in the immediate vicinity | <input checked="" type="checkbox"/> Exclusive use of city building(s), equipment, or other property |
| <input checked="" type="checkbox"/> Exclusive use of city streets or right-of-way for event, as staging area, or for event parking | |

Describe any services, city personnel, city equipment, and city property which you are requesting the city to provide, including the estimate of number and type needed and the basis on which the estimate is made.

Street Closure/barricades, public works trailer/vehicles/employees

If special services are needed, an indemnification agreement is required. The special event holder shall agree to defend, indemnify, and hold the City, its officials, employees, and agents harmless from any claims that arise in whole or in part out of the Special Event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees, and agents. Please complete the release and indemnification agreement and attach to this application. A Special Service deposit amount will be estimated by City staff.

4. SITE PLAN

Attach sketch(es) or site plan(s) showing the location of the following as applicable:

- | | |
|---|--|
| <input type="checkbox"/> Route (beginning/end, direction of travel, traffic control points) | <input type="checkbox"/> Food concession areas (cooking, serving, consumption, cleaning) |
| <input type="checkbox"/> Ticketing/registration/entry locations | <input type="checkbox"/> Alcoholic beverage concession areas |
| <input type="checkbox"/> Entertainment or stage locations | <input type="checkbox"/> Other concession areas |
| <input type="checkbox"/> List of event activities and locations | <input type="checkbox"/> Size and location of any tents or structures |
| <input type="checkbox"/> Portable toilet facilities | <input type="checkbox"/> Trash/recycling receptacle areas |
| <input type="checkbox"/> Fencing locations | <input type="checkbox"/> First aid facilities |
| <input type="checkbox"/> Parking areas for participants/spectators | <input type="checkbox"/> ADA accessibility considerations |
| <input type="checkbox"/> Sign locations | <input type="checkbox"/> Evacuation routes |
| <input type="checkbox"/> Speaker (sound amplification) locations | <input type="checkbox"/> Other important aspects of your event |

5. ENTERTAINMENT

Describe entertainment plans. If there will be music, sound amplification, or any other noise impact, please describe including the intended hours.

We plan to have a DJ to play music. Speakers will face towards the east from the bandshell, which will minimize noise issues.

Music will begin at 5:00pm and will end promptly at 8:00pm.

6. ACTIVITIES

List all activities to take place at the special event. Be sure to indicate locations on your site plan(s).

DJ, bounce house, interaction Bouncer, dunk tank, food service, face painting, caricatures, demonstrations from Osseo Fire and Osseo Police Department, Emergency and utility vehicle tours, yard games, roaming cold treats, misc. activities with Fire Dept.

7. SANITATION/POTABLE WATER

Describe the toilet and hand washing facilities present on site (type, number, and location) as well as temporary/portable facilities to be provided. Describe the source of potable (drinking) water.

We will utilize the porta potty in the park and will also have a washing station on site. City Hall will be open for additional bathrooms and wash stations.

8. PARKING AND TRAFFIC CONTROL

Describe the location and number of parking spaces available. Describe arrangements that have been made for traffic control. Be sure to indicate locations on your site plan(s).

City parking will be moved to the street/area around City Hall, we will have the south side of 5th ST NW. available for handicap parking.

9. EMERGENCY/MEDICAL SERVICES

Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

All streets will be open to traffic with the exception of Central Ave between 4th ST & 5 St, Police/fire will be present at the event to monitor radio traffic should an area need to be opened up for an emergency or closed.

10. SECURITY/CROWD MANAGEMENT

Describe your proposed procedures and staffing for the event operations, crowd control, inclement weather and emergency evacuation plans.

Police and Fire department will be on scene for this event. Should inclement weather arrive we will move people to Osseo City Hall and Community Center.

11. TRASH/RECYCLING, EVENT CLEAN UP

Describe how many, location, and what type of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

We will need 6 garbage and 6 recycling cans that will be placed at various locations in the park. Volunteers and staff will ensure litter is disposed of properly afterwards and will be assisted by Osseo Public works.

Name of trash/recycling hauler _____

Will you make use of Hennepin County's Free Portable Recycling Unit Loan Program? Yes No

12. LIGHTING

Describe any temporary or permanent lighting that will be added for the event, which may need to be inspected by Tokle Electrical Inspection, with an electrical permit issued by the City of Osseo. It is the applicant's responsibility to arrange for an inspection, if required.

NA

13. TEMPORARY STRUCTURES OR CONSTRUCTION

Describe any tents, enclosures, stages, platforms, scaffolding, riser, bleachers, fences, and any other type of temporary structure or construction for the event. The property owner will be responsible and must obtain any building or electrical permits that may be required for such construction.

We will be utilizing pop-up tents, as well as pole tents to cover our food service provider, dining area and other areas as needed.

Other groups (ie. caricatures) may bring their own tents.

14. ADVERTISING AND PROMOTION

Describe how this event will be advertised and promoted. Describe any signs (size, type, location). All signs must comply with City Code (*Section 153.090 - 153.099*) including a permit, if required. Please provide any ad and flyer copies.

We intend to advertise in the Osseo Outlook, Osseo electronic billboard, Osseo Police Department Facebook page, local newspaper (Osseo/Maple Grove Press) and television (CCX Media)

15. NOISE

Describe expected type, duration, and timing of any noise sources. Describe measures to be taken to ensure compliance with the city nuisance ordinances regarding noise (*Chapter 93*).

We will have a D.J. Playing musinc and making annougements.via load speaker. This will be facing City Hall, so it shouldn't effect houses to the west of Boerboom Park. Events & Music will end prior to 10:00PM, so it will not violate city ordinance.

16. FIREWORKS OR PYROTECHNICS

Will any fireworks or pyrotechnics be used at the event? Yes No

If yes, describe in detail. Fire Department approval will be required and a permit/license is required 15 days prior to the event, per City Code (Section 114.04).

Please attach a copy of the permit/license. In addition, as a condition of granting of a permit for fireworks or pyrotechnics, the company hired to perform the pyrotechnics shall provide the City a public liability insurance policy naming the City as an additional insured entity with limits of not less than one million dollars per occurrence. Please attach the certificate of insurance to this application.

17. FOOD AND BEVERAGES

Will alcoholic beverages be served? Yes No

Will alcoholic beverages be consumed outside the licensed establishment? Yes No

Will alcoholic beverages be consumed upon public lands, streets, or parks? Yes No

If yes, describe the type of beverages, alcohol allowed area, security measures to be taken, and the status of the liquor license. Council approval will be required (Chapter 113). As a condition of allowing the consumption of alcohol outside of the building, the liquor license holder shall provide the City a liquor liability insurance policy naming the City as an additional insured entity with limits of not less than one million dollars per occurrence to include the alcohol allowed area. Please attach the certificate of insurance to this application.

NA

Will food and/or non-alcoholic beverages be served? Yes No

If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used. Generators or other portable power supply units may need to be inspected by Tokle Electrical Inspection, and an electrical permit must be issued by the City of Osseo. It is the applicant's responsibility to arrange for an inspection, if required.

We will be serving hotdog's, chips, and water. There will also be ice cream being served. The Hotdogs will be prepared by the Osseo Lions and kept warm/hot with their equipment.

Has a license been obtained from the Hennepin County Department of Health and Environment? (Please attach) Yes No

18. OTHER CONCESSIONS

Describe what vendors or concessionaires you will allow at the event, and how you intend to regulate and monitor their activities.

There will be no other vendors on-site that will be selling items/goods

19. GAMBLING

Will there be any gambling (raffles, pull-tabs, bingo, etc.) at the event? Yes No

If yes, a lawful gambling permit will be required as provided by state law. Describe the gambling activity and the status of gambling permit.

415 Central Ave. Osseo, MN 55369 763-670-0594

20. WORKERS COMPENSATION COMPLIANCE

In accordance with Minnesota Statutes all applicants for licenses and permits to operate a business in Minnesota must submit acceptable evidence of compliance with Workers' Compensation Insurance requirements. **Please complete the certificate of compliance and attach to this application.**

21. INSURANCE

As a condition of the granting of a permit for special event conducted on public property or public streets or public parking lots, the permit holder shall provide the City with a copy of a Certificate of Liability Insurance naming the City as an additional insured entity with limits of not less than one million dollars per occurrence. If alcoholic beverages are to be sold or distributed the policy must also include an endorsement for liquor liability.

22. THE MINNESOTA DATA PRACTICES ACT

The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a permit from the City of Osseo. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data; however, refusing to supply the data may cause your permit to not be processed. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number. **Please sign below to indicate that you have read this notice:**

Helicia Wallace
Signature

6-4-24
Date

I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

415 Central Ave. Osseo, MN 55369

763-670-0594

Address

Telephone

23. ACKNOWLEDGEMENT/SIGNATURE

The signature of the legal owner of the event location or the owner's official representative is required and authorizes the designee of the City of Osseo and other entities/agencies to enter the property to perform inspections to establish and ensure compliance will all permit conditions. Entry may be without prior notice.

Property Owner Signature **Printed Name** **Date**

I hereby acknowledge that I have read this application and that all information is true and correct to the best of my knowledge. I hereby agree that the special event will be conducted in accordance with the Osseo City Code and the laws of Hennepin County and the State of Minnesota. I further understand that failure to comply with the conditions of my Special Event Permit, including the payment of required fees, deposits, and reimbursements, or conducting the event in a way that creates a threat to the health, safety, or welfare of any individual or the general public may result in the immediate cancellation of the Special Event Permit and other penalties.

Applicant Signature **Printed Name** **Date**

Checklist/attachments

- Application form, signed
- Sketch/site plan attached
- Workers Comp Certificate attached
- Certificate(s) of Insurance
 - Public land
 - Liquor
 - Fireworks
- Release and Indemnification Agreement
- Estimated Deposit \$ _____ (see next page)

Other Permits/Licenses/Application, as applicable

- Building Permit
- Electrical Permit
- Sign Permit
- Liquor License
- Lawful Gambling Permit
- Hennepin County Dept. of Health (food)
- Community Center Application
- Band Shell Application
- Sipe Park Application

City of Osseo use only:

This application/request received: Date _____ By _____

This application approved/rejected by: Date _____ By _____

Application fee for event received on: Date _____ Amount **\$50** Receipt# _____

Special Services deposit received on: Date _____ Amount _____ Receipt# _____

Remaining deposit (if any) returned to applicant on: Date _____ Amount _____ Receipt# _____

Administrative Comments & Fees— reviewed by GBM Date 6-11-24

Police Department Comments & Fees — reviewed by Todd Kratz Date 6-7-24
Thumbs up

Fire Department Comments & Fees — reviewed by Mila Cogswell Date 6-6-24
looks good

Public Works Comments & Fees — reviewed by NH Date 6-6-24
All good!!

City of Osseo use only:

Special Event Permit Fees			
Permit Application Fee		\$50	non-refundable
Special Services (hourly rates for staff time)			deposit refundable, if not used
Staff Time	Staff Type	Rate	
City Staff – Professional	<i>Pro</i>	\$75/hour	
City Staff -- Administrative Support	<i>Admin</i>	\$50/hour	
City Staff -- Public Works Director	<i>PWD</i>	\$75/hour	
City Staff -- Public Works Maintenance	<i>PWM</i>	\$50/hour	
Police Services	<i>PS</i>	per contract	per current Police services contract

Special Service Deposit Calculations

Task	Staff Type	# of Staff	Hours / Staff <i>(Round to 0.25)</i>	Rate	Deposit Amount
				Deposit Total	

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>
Ronald and Nancy Roden	\$300	Beautification

Agenda Item: 2024 Pavement Maintenance

Meeting Date: June 24, 2024

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

Attachments: Resolution, Project Location Map, Letter of Recommendation, Bid Summary

Policy Consideration:

Request to approve the following:

1. Adopt the attached resolution accepting bids and awarding the contract for the 2024 Pavement Maintenance.

Background:

The 2024 Pavement Maintenance project consists routing and sealing cracks in the streets that were included in the street improvement projects from 2016 to 2020. This work will help to extend the life of the pavement.

Bid Opening:

Three contractors were asked to submit a quote and two quotes were received on June 17, 2024: \$35,710.00 from Fahrner Asphalt Sealers, LLC and \$12,219.80 from MP Asphalt Maintenance.

Funding:

The total project cost is estimated at \$17,114.80 which includes \$12,219.80 for crack filling and \$4,895.00 engineering costs. The budget for this work is \$26,000 and is funded by the City's street maintenance fund.

Schedule:

If Council approves the attached resolution, construction is anticipated to take place early August, 2024. The schedule may be adjusted due to weather. The completion date per the project documents is August 30, 2024.

Previous Action or Discussion:

At the May 28, 2024 meeting the City Council authorized the preparation and distribution of the quote package.

Budget or Other Considerations:

Project will be funded from the City's street maintenance fund.

City Goals Met By This Action:

Maintaining city infrastructure.

Options:

The City Council may choose to:

1. Adopt the attached resolution accepting bids and awarding the contract for the 2024 Pavement Maintenance project to MP Asphalt Maintenance;

2. Adopt the attached resolution accepting bids and awarding the contract for the 2024 Pavement Maintenance project to MP Asphalt Maintenance 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 attached resolution accepting bids and awarding the contract for the 2024 Pavement Maintenance project to MP Asphalt Maintenance.

Next Step:

Project begins.

Resolution No. 2024-__

**RESOLUTION ACCEPTING BIDS AND AWARDING THE CONTRACT FOR THE
2024 PAVEMENT MAINTENANCE PROJECT**

WHEREAS, pursuant to a request for quotes for the 2024 Pavement Maintenance Project, two quotes were received and tabulated: Fahrner Asphalt Sealers, LLC for \$35,710.00 and MP Asphalt Maintenance for \$12,219.80.

AND WHEREAS, MP Asphalt Maintenance of Buffalo MN is the lowest responsible bidder.

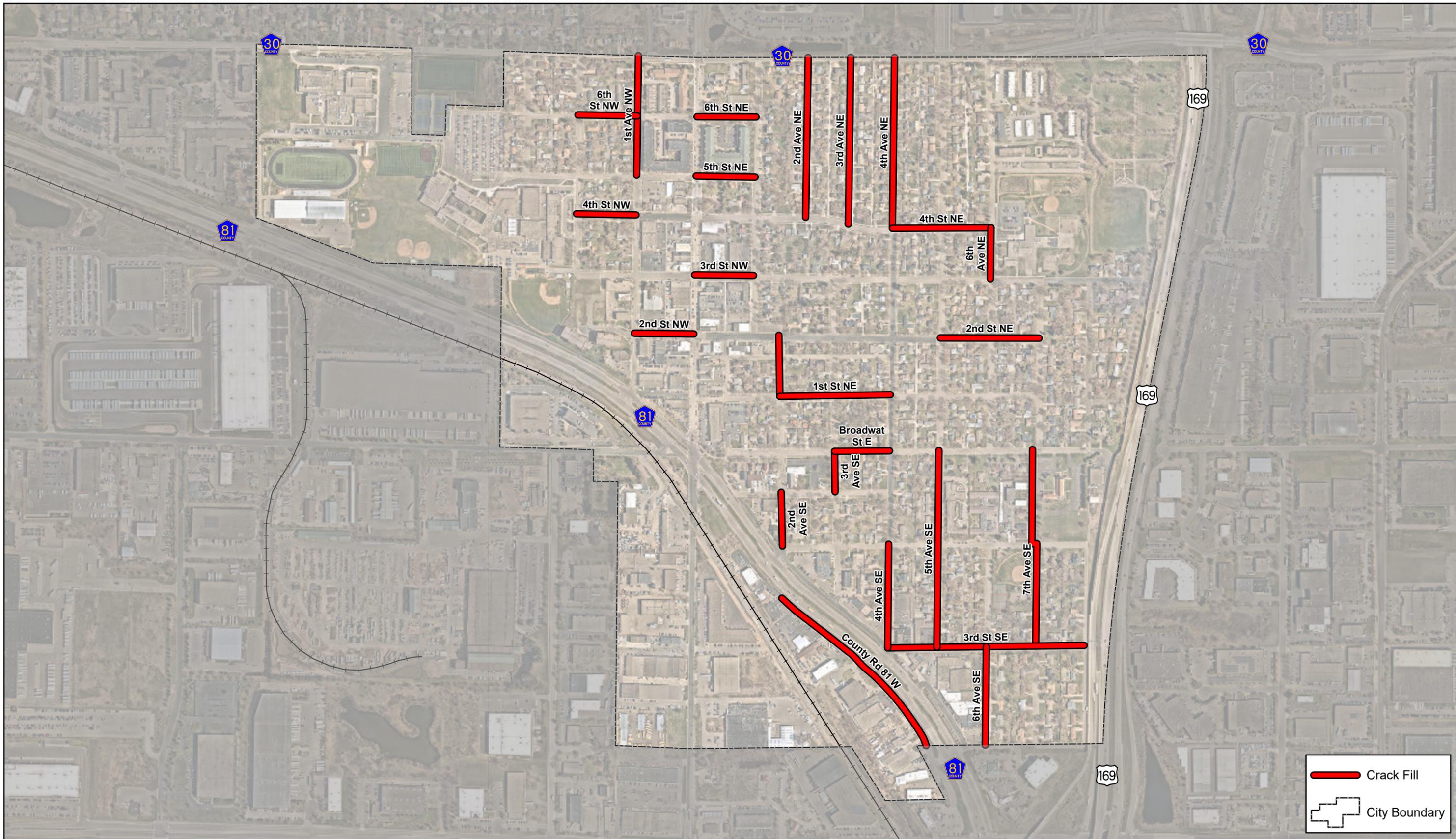
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Minnesota, as follows:

1. The Mayor and City Administrator are hereby authorized and directed to enter into contract with MP Asphalt Maintenance in the name of the City of Osseo for the improvement of the 2024 Pavement Maintenance Project according to the plans and specifications therefor approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the Osseo City Council this 24th day of June 2024.

The motion for the adoption of the foregoing resolution was made by Councilmember _____, seconded by Councilmember _____, and upon vote being duly taken thereon, the following voted in favor thereof: _____

_____.



 Crack Fill
 City Boundary

Proposed 2024 Pavement Maintenance

Pavement Management
City of Osseo, Minnesota

 N
 0 600 Feet
 1 inch = 600 feet





June 17, 2024

Honorable Mayor and City Council
City of Osseo
415 Central Avenue
Osseo, MN 55369

Re: 2024 Pavement Maintenance
City of Osseo, MN
WSB Project No. 025789-000

Dear Mayor and Council Members:

Quotes were received for the above-referenced project on Monday, June 17, 2024. Two quotes were received. The quotes were checked for mathematical accuracy and tabulated. Please find enclosed the Quote Tabulation Summary indicating MP Asphalt Maintenance of Buffalo, Minnesota, as the low bidder with a grand total quote amount of \$12,219.80. The Engineer's Estimate for the project was a grand total quote amount of \$19,926.00.

We recommend that the City Council consider these bids and award a contract for the grand total quote amount of \$12,219.80 to MP Asphalt Maintenance, based on the results of the quotes received.

If you have any questions, please contact me at 612.263.1736. Thank you.

Sincerely,

WSB

Alyson Fauske, PE
City Engineer

Enclosure

srb

QUOTE TABULATION SUMMARY

PROJECT:

2024 Pavement Maintenance

OWNER:

City of Osseo, MN

WSB PROJECT NO.:

025789-000

QUOTES RECEIVED: Monday, June 17, 2024, at 2:00 p.m. Local Time

Contractor	Bid Bond (5%)	Addendum Received	Grand Total Quote
1 MP Asphalt Maintenance	N/A	N/A	\$12,219.80
2 Fahrner Asphalt Sealers, LLC	N/A	N/A	\$35,710.00
Engineer's Opinion of Probable Cost			\$19,926.00

I hereby certify that this is a true and correct tabulation of the quotes as received on June 17, 2024.



Alyson Fauske, PE, City Engineer

 Denotes corrected figure



City of Osseo City Council Meeting Item

Agenda Item: Approve Posting for Community Management Coordinator Position

Meeting Date: June 24th, 2024

Prepared by: Shane Mikkelson, Police Chief/ Interim City Administrator

Attachments: Community Management Coordinator Position Description

Policy Consideration:

Consider approving the posting for the open Community Management Coordinator position.

Background:

With Jessica Rieland's resignation from the City's Community Management Coordinator position, the Council should consider approving for the soon-to-be vacant position. The position opening will be shared with the League of MN Cities for their job board postings, and will be shared on the City's social media platforms, the City's website, and the Gateway Sign. Applications resumes will be accepted until the position has been filled. I will coordinate with the Council Human Resources Committee to set up interviews of prospective employees.

Options:

The City Council may choose to:

1. Approve the posting for the open Community Management Coordinator position;
2. Deny approval of the posting;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the posting for the open Community Management Coordinator position.

Next Step:

If approved, City Staff will post and share the opening and begin to collect applications.



City of Osseo City Council Meeting Item

Agenda Item:	Approve Posting for City Clerk Position
Meeting Date:	June 24 th , 2024
Prepared by:	Shane Mikkelson, Police Chief/Interim City Administrator
Attachments:	City Clerk Position Description

Policy Consideration:

Consider posting for the City Clerk position.

Background:

With the resignation of City Clerk Katrina Jones we need to fill that position. It is imperative that we find someone with City Clerk experience. After connecting with the Council Human Resources Committee, we are prepared to proceed with posting for the position now and keeping it open until filled. This will allow us additional time to collect more potential candidates to find the right fit for the City of Osseo.

Timing of interviews will certainly depend on the quality of applicants. If the City does not receive any highly qualified candidates initially, we can keep the posting open longer to collect more applicants. Once we find enough qualified candidates, we will proceed with interviews. The Council HR Committee will be involved in that process as well. The position posting will be open until filled, to allow for maximized flexibility in the hiring process. The posting will be located on the League of MN Cities job website, as well as the City's website and social media platforms.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the posting of the City Clerk position;
2. Approve the posting of the City Clerk position, with noted changes/as amended;
3. Deny posting the position;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the posting of the City Clerk position.

Legislation Details (With Text)

File #: 24-0199 **Version:** 1

Type: Resolution **Status:** Approved

File created: 4/26/2024 **In control:** Board of Hennepin County Commissioners

On agenda: 4/30/2024 **Final action:** 5/14/2024

Title: Joint Powers Agreements with the several jurisdictions for assessment services to be performed by Hennepin County

Sponsors:

Indexes:

Code sections:

Attachments: 1. RESOLUTION

Date	Ver.	Action By	Action	Result
5/14/2024	1	Board of Hennepin County Commissioners		
5/7/2024	1	Resident Services Committee		

Item Description:

Joint Powers Agreements with the several jurisdictions for assessment services to be performed by Hennepin County

Resolution:

BE IT RESOLVED, that the County Administrator is directed to negotiate joint powers agreements with jurisdictions within Hennepin County with populations under 30,000 and jurisdictions currently under agreement with the county for local assessment services to be performed by the Hennepin County Assessor at no cost to these jurisdictions.

Background:

For more than 50 years, Hennepin County has been contracting with cities to provide local assessing services. These contracts have required cities to pay the county to perform this local assessor work. The first joint powers agreement between a city and the county began in 1972. Hennepin County has had a long-term strategy of contracting with cities to perform local assessing to ensure accuracy, efficiency, and equitability across all jurisdictions.

Over the past several years, Hennepin County has significantly increased the number of cities with whom it contracts for assessing services. Currently, 34 of 45 cities contract with the county either wholly or partially for these functions, with 33 of the contracts expiring on July 31, 2024. In addition, the county is statutorily responsible for the assessments of the Minneapolis/St. Paul Airport and Fort Snelling. These 34 cities collectively pay the county approximately \$5.1 million in 2024 for these services.

This resolution directs the county to offer a joint powers agreement for local assessing services to cities with populations of 30,000 or less and those currently under current contract with the county at no cost to these cities beginning with the 2025 assessment. By the county providing this service at no cost to these cities, this will reduce the city property tax levy obligations for these cities by \$5.1 million collectively. The county assessor’s 2025 budget will reflect an increase of \$5.1 million from the county property tax levy to offset this loss of contract revenue.

State law authorizes counties to perform these local assessor obligations in cities with a population less than 30,000 at county cost, Minn. Stat. §§ 273.052 and 273.053; and authorizes counties to contract with cities to perform these obligations if these cities choose to contract with the county. Minn. Stat. §273.072.

The joint powers agreements will be perpetual agreements and highlight the services and responsibilities to be provided by the county assessor as required by law. These joint powers agreements will come forward in a separate board action request later this year.

Recommendation from County Administrator: Recommend Approval

HENNEPIN COUNTY

MINNESOTA

300 South Sixth Street
Minneapolis, MN
55487-0240

RESOLUTION

Board of Hennepin County Commissioners RESOLUTION: 24-0199

At a meeting of the Board of Hennepin County Commissioners on 5/14/2024, a motion was made by Marion Greene, seconded by Kevin Anderson, that this Resolution be adopted. The motion passed.

BE IT RESOLVED, that the County Administrator is directed to negotiate joint powers agreements with jurisdictions within Hennepin County with populations under 30,000 and jurisdictions currently under agreement with the county for local assessment services to be performed by the Hennepin County Assessor at no cost to these jurisdictions.

RESOLUTION ADOPTED ON 5/14/2024

The question was on the adoption of the resolution with the votes as follows:

Aye: 6 Commissioner Fernando, Commissioner Greene, Commissioner Lunde, Commissioner Conley, Commissioner Goettel, and Commissioner Anderson

Maria Rose



Maria Rose

JOINT POWERS AGREEMENT FOR ASSESSMENT SERVICES

THIS JOINT POWERS AGREEMENT (“Agreement”) is made and entered into by and between the County of Hennepin, a body politic and corporate under the laws of the State of Minnesota (the “County”), and the City of Osseo, a municipal corporation under the laws of the State of Minnesota (the “City”).

RECITALS

1. WHEREAS, Pursuant to Minn. Stat. § 471.59, subdivision 1, the parties to this Agreement agree to exercise certain powers on behalf of the other or to cooperate with respect to their powers, to the extent and according to the terms provided herein;
2. WHEREAS, Minnesota Statutes Section 273.072 authorizes the County and any city or town lying wholly or partially within the County of Hennepin and constituting a separate assessment district to enter into an agreement, pursuant to Minnesota Statutes Section 471.59, for the provision of assessment services in the city or town by the county assessor;
3. WHEREAS, the City lies wholly within the County of Hennepin and constitutes a separate assessment district;
4. WHEREAS, the City desires the County to perform property tax assessments on behalf of the City and the County agrees to do so; and
5. WHEREAS, the City is willing to share all information, records, data, reports, etc., necessary to allow the County to carry out its responsibilities under this Agreement.

NOW, THEREFORE, for mutual consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

AGREEMENT

1. **Recitals.** The foregoing recitals are incorporated in this Agreement.
2. **Purpose.** This Agreement describes the duties and responsibilities of each of the parties related to the provision of assessment services to the City by the County.
3. **Indefinite Term.** This Agreement shall become effective on the Effective Date (as defined in section 20) and shall, unless otherwise terminated in accordance with the provisions hereof, continue in effect for an indefinite term of years.
4. **Termination.** This Agreement may be terminated by either party, with or without cause, upon ninety (90) days’ written notice.
5. **County Responsibilities.**

5.1 The County shall perform, at no cost to the City, property assessments for the City as required by Minnesota Law. The City agrees that the County may perform the assessment services as it deems appropriate. County is responsible for performing the assessment services in compliance with Minnesota Law.

6. City Responsibilities:

6.1 The City shall provide to the County, at no cost, all information, records, data, reports, etc., necessary to allow the County to carry out its responsibilities hereunder, and the City agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

6.2 The City shall provide to the County, at no cost, office space, office furniture, and personnel required by the County, as specifically set forth in Exhibit A, attached hereto and made a part hereof by this reference.

7. **Non-Discrimination.** In accordance with Hennepin County Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall be excluded from full employment rights or participation in or the benefits of any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, ex-offender status or national origin; and no person who is protected by applicable Federal or State laws, rules and regulations against discrimination shall be otherwise subjected to discrimination.

8. **Relationship of Parties; Employees.** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of joint venturers or co-partners between the parties hereto or as constituting the City as the agent, representative or employee of the County for any purpose or in any manner whatsoever.

It is further agreed that in the performance of this Agreement, no employee of the City shall be considered an employee of the County, and no employee of the County shall be considered an employee of the City. Each party is responsible for any and all compensation, rights or benefits of any kind owing to its own employees, including claims pursuant to the Workers' Compensation Act.

9. Indemnification.

9.1 City: The City agrees that it will defend, indemnify and hold the County, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the City, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The City's liability shall be governed

by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.

9.2 **County:** The County agrees that it will defend, indemnify and hold the City, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the County, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The County's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law. Notwithstanding the foregoing, the City's exclusive remedy for any violation of this Agreement by the County is specific performance of the Agreement.

10. Dispute Resolution. The parties will use a dispute resolution process for any unresolved dispute between the parties before exercising any legal remedies. The dispute resolution process is a three-level dispute resolution ladder that escalates a dispute. At each level of the dispute resolution process, the parties' representatives will meet and explore resolution until either party determines that effective resolution is not possible at the current level and notifies the other party that the process is elevated to the next level. The parties designate the following dispute resolution representatives: *Level 1: County Assessor and City Administrator; Level 2: Assistant County Administrator Resident Services and City Administrator; Level 3: County Administrator and City Administrator.*

The parties will complete the dispute resolution process in good faith before resorting to any other legal process or remedy.

11. Force Majeure. If a force majeure event occurs, neither party is responsible for a failure to perform or a delay in performance due to the force majeure event. A force majeure event is an event beyond a party's reasonable control, such as unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

12. Records. All records kept by the County and City with respect to the services provided hereunder are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by the County and City under this Agreement are governed by Minnesota Statutes, Chapter 13 ("Act"), and the Minnesota Rules implementing the Act.

13. Audit. Under Minnesota Statutes, Section 16C.05, subdivision 5, the parties agree that the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.

14. Notice. Any notice or demand, which may or must be given or made by a party hereto, under the terms of this Agreement or any statute or ordinance, shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

TO CITY: Osseo City Administrator
City of Osseo
415 Central Avenue
Osseo, MN 55369

TO COUNTY: Hennepin County Administrator
2300A Government Center
Minneapolis, MN 55487

copies to: County Assessor
Hennepin County
2103A Government Center
Minneapolis, MN 55487

Any party may designate a different addressee or address at any time by giving written notice thereof as above provided. Any notice, if mailed, properly addressed, postage prepaid, registered or certified mail, shall be deemed dispatched on the registered date or that stamped on the certified mail receipt and shall be deemed received within the second business day thereafter or when it is actually received, whichever is sooner. Any notice delivered by hand shall be deemed received upon actual delivery.

15. Amendment. Any modifications to this Agreement must be in writing as a formal amendment and executed by both parties.

16. Entire Agreement. This Agreement is the entire agreement between the parties and supersedes all oral agreements and negotiations between the parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits, the Agreement governs.

17. Severability; Waiver. The provisions of this Agreement are severable. If a court finds any part of this Agreement void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Agreement. A waiver by a party of any part of this Agreement is not a waiver of any other part of the Agreement or of a future breach of the Agreement.

18. Counterparts. This Agreement may be executed in multiple counterparts, all of which when taken together shall comprise one agreement. Delivery of an executed counterpart of a signature page of this Agreement by facsimile transmission or electronic transmission (e.g., 'pdf' or 'tif') shall be effective as delivery of a manually executed counterpart of this Agreement.

19. Effective Date. This Agreement will be effective on August 1, 2024. Each party is signing this Agreement on the date stated below that party's signature.

DRAFT

COUNTY BOARD AUTHORIZATION

Reviewed by the County Attorney's
Office

COUNTY OF HENNEPIN
STATE OF MINNESOTA

Assistant County Attorney

By: _____
Chair of Its County Board

Date: _____

ATTEST: _____
Deputy/Clerk of County Board

Date: _____

By: _____
County Administrator

Date: _____

By: _____
Assistant County Administrator
- Residential Services

Date: _____

Recommended for Approval

By: _____
County Assessor/Director,
County Assessor Department

CITY OF OSSEO

By: _____
Duane Poppe, Mayor

By: _____
Katrina Jones, City Clerk

DRAFT

EXHIBIT A
(Assessment Services – City of Osseo)

During the contract term, the City shall:

1. The CITY agrees to furnish, without charge, secured office space as needed by the COUNTY at appropriate places in the CITY's offices. Such office space shall be sufficient in size to accommodate reasonably one (1) appraiser and any furniture placed therein. The office space shall be available for the COUNTY's use upon request during typical business hours, and during all such hours the COUNTY shall be provided with levels of heat, air conditioning and ventilation as are appropriate for the seasons.

DRAFT



City of Osseo City Council Meeting Item

Agenda Item: Approve Reimbursement Resolution for 33 Second St NE

Meeting Date: July 24th, 2024

Prepared by: Shane Mikkelson, Chief of Police/Interim City Administrator

Attachments: Resolution

Policy Consideration:

Consider approving attached reimbursement resolution.

Background:

Back at the February 28th 2024, the City Council approved the purchase 33 2nd ST NE. At that time, Council directed staff to use cash on hand to purchase the building. While that is still the case, Staff also would like to maintain fiscal flexibility when it comes time to pay for the future if the need arises to issue debt to pay back the cash paid for the building. In order to allow the flexibility, the Council must pass the attached reimbursement resolution.

The resolution allows for the City to reimburse itself with other funds (such as equipment certificates or bonds) if it feels necessary. However, the resolution DOES NOT obligate the City to issue debt at a future date, but does preserve the ability to do so.

Budget or Other Considerations:

This will not affect the budget now but can assist in the future if needed.

Options:

The City Council may choose to:

1. Approve the attached reimbursement resolution;
2. Deny approval of the attached reimbursement resolution;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1 Approve the attached reimbursement resolution;

Next Step:

(What is the next step (if any) regarding this item?)

RESOLUTION NO. 2024-xx

**RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of Osseo, Hennepin County, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting City Clerk of the City of Osseo, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

- Purchase of the Osseo Press Building located at 33 Second St. NE, Osseo, MN. Parcel number: 18.119.21.23.0070

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$725,000 plus discount, capitalized interest, and related costs of issuance is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.



City of Osseo City Council Meeting Item

Agenda Item: Approve Contract with CivicPlus for New Website

Meeting Date: June 24th, 2024

Prepared by: Shane Mikkelson, Interim City Administrator

Attachments: Bid

Policy Consideration:

Approve a new website provider CivicPlus.

Background:

The City has been trying for some time to update the city's website. The Website committee was formed including Council Members Schulz and Vickerman and has had many meetings in relation to this project. The council approved a contract with One Wheel to assist in this search in November 2013. Through this process we were able to settle on one provider that fit our needs. CivicPlus is the provider that everyone agreed would be best for the city.

Attached is the presentation that was given to the committee along with a price for their services. The committee agreed that we should use their ultimate design for \$4,758.00 per year with an upgrade of having texting capabilities for \$550.00 per year.

Budget or Other Considerations:

This initial payment will be from the CIP and we will insert the ongoing costs into the General Fund Budget starting in 2025.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Approve the contract with CivicPlus to provide a new city website.
Approve the contract with Civic Plus to provide a new city website with noted changes/as amended;
2. Deny the contract with Civic Plus to provide a new city website
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve Civic Plus to provide a new city website.

City of Osseo, MN



Executive Summary

HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS

Agenda

- Osseo Website Review
- How CivicPlus Can Help
- Pricing
- Demonstration

HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS

How We'll Help

- Promote Transparency for Residents, Visitors, Businesses & Elected Officials
- A Research Based Design w/ Strong Internet Presence
- Strategic Partnership
- Sharing Nationwide Community Insight
- Beautiful UX/UI Navigation Experience for all users
- Encourage Municipal Economic Development
- Website Flexibility. Growing as the City Grows
- Multiple Calendars and Events
- Easily Handled by Small Staff
- Email Notifications and Alerts on the Website
- Embed Social Media Platforms
- ADA Compliant
- Multiple Software Options for other Departments
- Accessible on Any Device
- FREE Ongoing Support & Website Training



Who Are We?

Our solutions enable municipalities of all sizes to rapidly and efficiently migrate traditional citizen services online to meet the new online imperative of local government.

✓ 25+ Years of experience

✓ Over 12,500 Local Government Clients

✓ 100,000 Government Users

✓ 340+ Million Citizens Served in the U.S.

✓ No Technical Expertise Needed

✓ Solutions for Multiple Departments

✓ Dedicated Support

✓ Highly Invested in Research, Development, & Security



One Vendor Multiple Software Options



Drupal9

Enhanced Website Solution.
Designed for Municipalities and
Organizations under 10,000
Citizens. Easy to use, quick to
update, with custom design options

✓ 15+ Website Modules

✓ Search Capabilities

✓ Email & Text
Notifications

✓ Drupal 9 Platform
Designed for
Government Use

✓ Webforms Module
Surveys, Requests,
Fillable Forms

✓ Full Content
Management Solution

✓ Multiple Document,
Pictures, & Files
Upload

✓ Dashboard
Easily Manage from a
Single Location

D10 WEBSITE DESIGN

Templated Design
(Premium)

~~\$850 / One-Time~~

\$3,795 / Annually

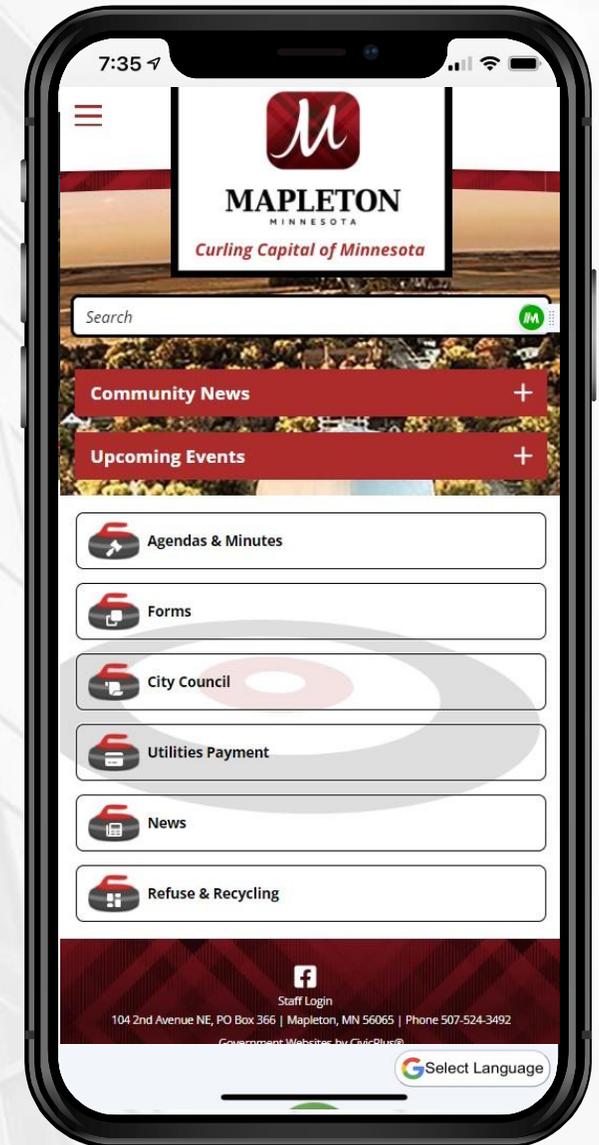
Custom Design
(Ultimate)

~~\$850 / One-Time~~

\$4,758 / Annually

Implementation Timeline: 16 – 18 Weeks

- Mobile Responsive Solutions
- **Mobile** devices drove 61% of visits to U.S. **websites** in 2020, up from 57% in 2019.



Features & Functionality

- Responsive Mobile Friendly Design
- Simple Page Editor
- Best-in-Class Search Engine
- Social Media Integration
- Web Page Categories - create a page once, have it show up in multiple places
- Department Microsites (sites-within-a-site)
- Rotating Banners and Headline Articles
- Photo Album Slideshows
- Google Maps Integration
- Resource/Document Center
- Image auto-scaling and resizing
- Site Metrics (Google Analytics)
- Scheduled Publish On/Off Dates
- Unlimited User Logins
- Unlimited Content
- Word-like WYSIWYG Editor
- Email Subscriptions
- Jobs Listings
- Private Pages
- Unlimited Online Fillable Forms
- Emergency Alerts
- Meeting Agendas/Minutes/Videos
- Event Calendar
- Page Versioning / Audit Trail
- Latest News / Press Releases
- Anti-Spam Controls
- Email Harvesting Protection
- Broken Link Finder
- Dynamic Sitemap
- Support for Windows, Mac, Linux
- Video Integration (YouTube, Vimeo, etc.)
- You own the rights to all data
- Organization/Staff Directory
- Frequently Asked Questions (FAQs)
- Ordinances and Resolutions
- Share This Button (Facebook/Twitter)
- Secure Pages / SSL
- Printer-Friendly Pages

Add-Ons

- Bids and RFPs
- Projects Directory
- Parks and Trails Directory
- Property Directory (Commercial/Industrial)
- Business Directory
- SMS Text Notifications
- Specialty Sub-Site Graphic Designs
- Integrable CivicPlus Chatbot

Bids and RFPs -	\$220 Annually
Projects Directory -	\$385 Annually
Parks and Trails Directory -	\$385 Annually
Property Directory (Commercial/Industrial) -	\$385 Annually
Business Directory -	\$825 Annually
SMS Text Notifications -	\$550 Annually
Specialty Sub-Site Graphic Designs -	\$1,650 Annually
Integrable CivicPlus Chatbot -	\$2,750 Annually



Stevie Award Winning Support

- More than 2,700 Nominations from organizations in 45 Nations
- Recognizing outstanding performances in the workplace worldwide
- 5th Consecutive Year winning a Stevie Award. 9 Awards since 2018

Won 5 Years Running for Client Technical Support

- 2019
- 2020
- 2021
- 2022
- 2023

Notable Stevie Award Mentions



Thank You



Richard L Jones
Solutions Consultant



785-323-4713



302 South 4th Street, Suite 500
Manhattan, Kansas 66502



www.civicplus.com



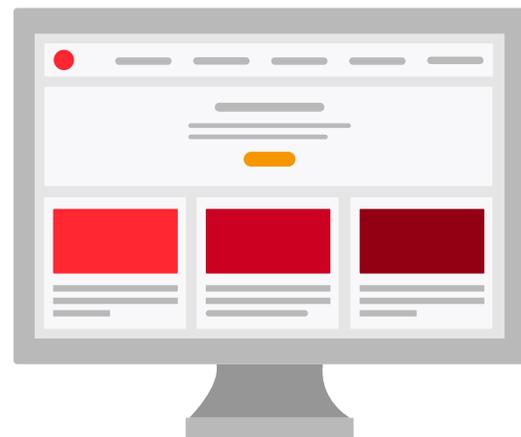


municipal websites

OPEN

Website Design & Hosting Solution

Proposal valid for 60 days from date of receipt



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

- 20+** Years
- 12,000+** Customers
- 900+** Employees

RECOGNITION

- Inc. 5000** 11-time Honoree
- GovTech** 2023 Top 100 Company
- Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

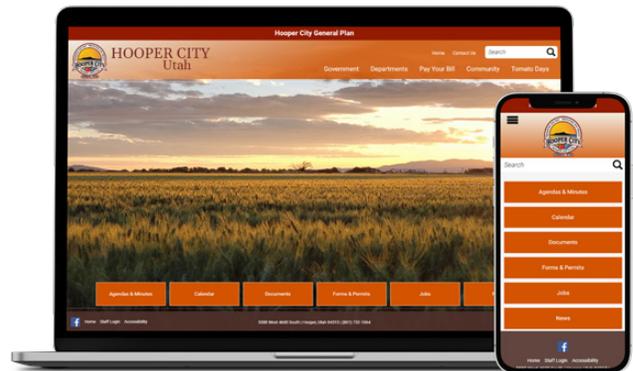
What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



Hooper City, Utah
hoopercity.com



Livingston, California
cityoflivingston.org



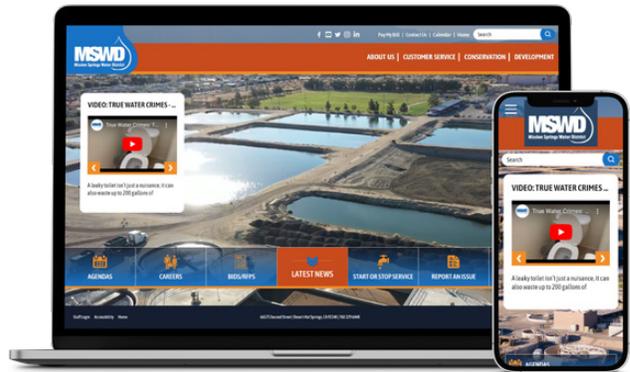
Arkansas City, Kansas
arkcity.org

Ultimate Designs

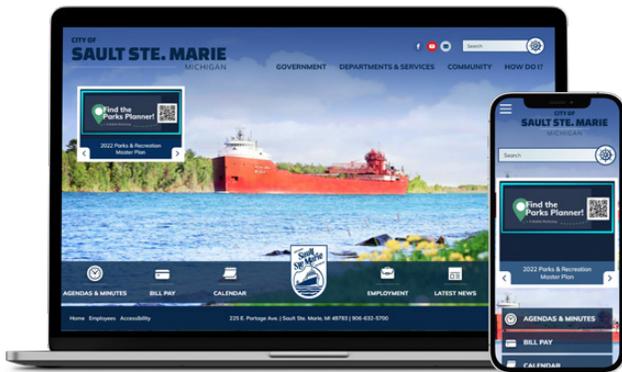
An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



Clatsop County, Oregon
co.clatsop.or.us



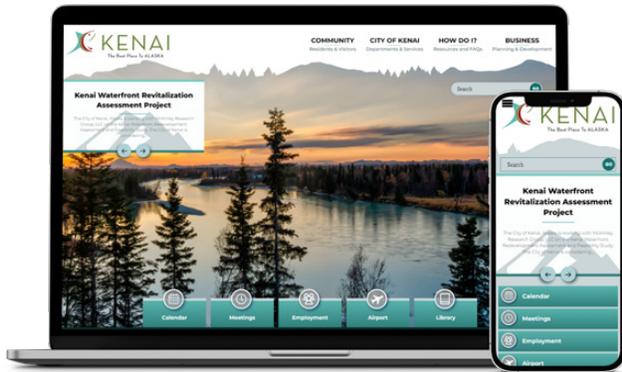
Mission Springs Water District, California
mswd.org



Sault Ste. Marie, Michigan
saultcity.com



Estacada, Oregon
cityofestacada.org



Kenai, Alaska
kenai.city



Wilsonville, Oregon
ci.wilsonville.or.us



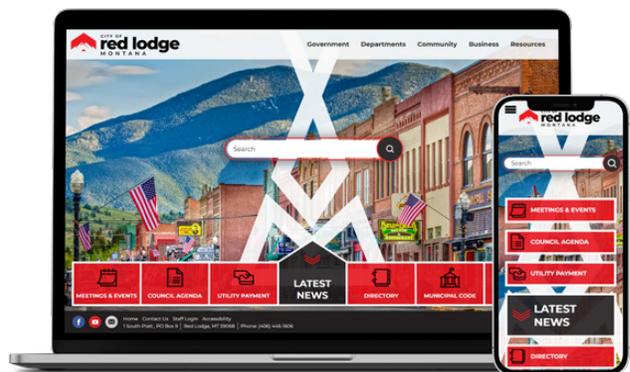
Leavenworth, Kansas
leavenworthks.org



Royal Palm Beach, Florida
royalpalmbeach.com



Saxman, Alaska
cityofsaxman.com



Red Lodge, Montana
cityofredlodge.net

CMS Features & Functionality

Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.



We have the solution to the challenges you face with full feature sets for all your department needs!



Website Design Tailored to Your Needs



Hosting, Security, & Reporting



Modules That Provide Transparent Information



Resident Engagement Tools



Tools for Residents to Do Business Online



Convenient Access from Any Device



Intuitive & Easy to Use



Granular Permissions to Match Your Processes



ADA Compliance



Can Expand & Grow with Your Ever-Changing Needs

CivicPlus Website Features

WEBSITE DESIGN TAILORED TO YOUR NEEDS

Stunning Design – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

Intuitive Site Navigation – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

Image Displays – Interactive widgets that include photos and videos to showcase your community.



Unlimited Number of Department Specific Pages (microsite) – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

Site Within a Site (subsidiary) – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

HOSTING, SECURITY, & REPORTING

Domain Management – CivicPlus can provide full-service domain hosting.

Secure Site Gateway – Every website receives an SSL certificate for your peace of mind.

Secure Login – Optimal security is available through Microsoft's Identity Server.

Single Sign On (SSO) – Ability to log into multiple CivicPlus products with the same login credentials.



Custom Identity Provider (IdP) – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

CAPTCHA Secure – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

Data Ownership – Customers always own the rights to all their data.

Audit Trail/History Logs – The CMS captures and stores a complete history of content postings.

Analytics and Reporting – Google Analytics provide web analytics and other reporting is available such as a broken links report.

MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

Advanced Calendaring – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

Meetings and Agendas – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Advanced Search in Your Website – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

News & Announcements – Display the most recent news on your home page or department pages.

FAQs – Easily show your most frequently asked questions and their corresponding answers.

Important Alerts – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

Document Center – Staff can upload and manage documents in one central repository.

Image Library – Store all your photos and graphical images in one central location for access by all applicable staff.



Staff Directory – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

Business Directory – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

Embedded Videos & iFrames – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

Dynamic Site Map – Sitemap configuration that search engines can easily consume.

RESIDENT ENGAGEMENT TOOLS

Unlimited Email Subscriptions/Notifications – Allow residents to subscribe and receive email alerts for new website posts that interest them.

SMS Subscriptions/Notifications – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

RSS Feeds – RSS feeds are available for department updates, news, and urgent alerts.

TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

Requests, Feedback, and Submissions from Residents via Web Forms – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

Interactive Maps – Provide a graphical representation of location-specific information shown on a map.

Job Postings and Applicants – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

Payments – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

CONVENIENT ACCESS FROM ANY DEVICE

Responsive Design / Mobile Support – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



INTUITIVE & EASY TO USE

Intuitive CMS – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

Text and Image Editors – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

Previewing – Edit pages to your liking before publishing to the live website.

Scheduling Options – Schedule content to automatically publish and unpublish on your site at a specific date and time.

Social Media Integrations – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Versioning – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

Google Translate – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

Easy to Use Forms Builder – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



Content Efficiencies – Create and manage content once and have it display multiple places.

Tags/Views – All files can be easily found through filters of tags on items such as documents and images.

GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

Roles & Permissions – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

Department Specific Permissions – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

Menu Manager – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

Private Page Permissions – Easily create private pages that are password protected with a log-in, for internal use.

Unlimited Users and Pages – Customers can add unlimited staff users and create unlimited pages to their website.



ADA COMPLIANCE

Start Compliant – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

Stay Compliant – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
 - SSO, email notifications, text notifications (add-on), and a resident portal.
 - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



Implementation

Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN	3-4 Weeks	<ul style="list-style-type: none">• Website Assessment• Website Design Meeting• Project Manager Meeting
PHASE 2: DESIGN & BUILD	2 Weeks	<ul style="list-style-type: none">• Design Concept Creation & Approval (Ultimate designs)• Website Setup, Configuration, and Customization
PHASE 3: MIGRATE CONTENT	1-2 Weeks	<ul style="list-style-type: none">• Content Finalization & Departmental Review• Directory Pages/Staff Directory and Ordinances/Resolutions• If purchased: Projects, Commercial/Industrial Properties, Business Directory,
PHASE 4: STAFF TRAINING	2-3 Weeks	<ul style="list-style-type: none">• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction
PHASE 5: TESTING	1 Week	<ul style="list-style-type: none">• Functional Testing• Acceptance Testing
PHASE 6: GO LIVE	1 Week	<ul style="list-style-type: none">• Go Live

Approaching Your Project Implementation

Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



Phased Approach

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer. Deliverables: Website design specifications (graphic design, information)
Project Manager Meeting	CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics. Deliverables: Customer will develop an overall understanding of how the process will flow right through to Implementation.

PHASE 2: DESIGN & BUILD

<p>Design Concept Creation & Approval (Ultimate Designs)</p>	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p>Deliverables: Design concepts, Finalized design (Adobe XD)</p>
<p>Website Setup, Configuration, & Customization</p>	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p>Deliverables: Functional website setup, Content migration initiated</p>

PHASE 3: MIGRATE CONTENT

<p>Content Finalization & Departmental Review</p>	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p>Deliverables: Content creation and migration, Homepage and Departmental content review</p>
<p>Directory Pages Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions</p>	<p>Depending upon website options selected and the volume of data CivicPlus may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p>Deliverables: Content creation and migration, Departmental content signoff</p>
<p>Agenda & Minutes Migration</p>	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>



PHASE 4: STAFF TRAINING

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

Deliverables: Online Training with a Qualified Instructor, Video Conference, Videos and User guides

PHASE 5: TESTING

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

Deliverables: Complete and Comprehensive Testing

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

Deliverables: Site acceptance by customer

PHASE 6: GO LIVE

Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

Deliverables: Final Website – Live!

M³ Integratable Meetings Management Migration & Server Configuration

Setting You Up for Immediate & Future Public Meetings Success

Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform ([acquia.com](https://www.acquia.com)). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infrastructure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



Project Costs

Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

M³ Integratable Meetings Management Migration & Server Configuration

- Migrate up to 5 years of meetings PDFs to Meetings Directory

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M ³ Integratable Meetings Management Migration & Server Configuration	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	

Optional Enhancements

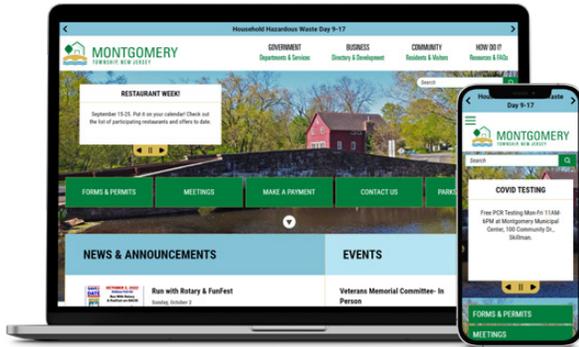
Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



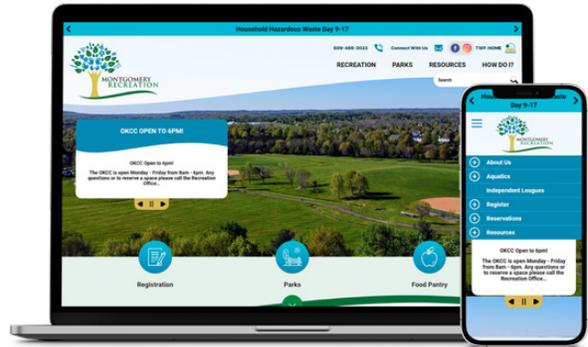
Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Montgomery Township, New Jersey - Parks & Recreation Subsite



montgomerynj.gov



montgomerynj.gov/parksrec

Morganton, North Carolina - Parks & Recreation Subsite & Downtown Subsite



morgantonnc.gov



morgantonparksandrec.com/parksrec



downtownmorganton.com/main-street

Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.





Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00346

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Gary Erickson dba U Can Jug or Nots					
Gary Erickson dba U Can Jug o	June 18, 2024.	6/18/24 Music in the Park Per	Operations	253-42400-211	500.00
			Vendor Gary Erickson dba U Can Jug or Nots Total:		500.00
			Grand Total:		500.00

Report Summary

Fund Summary

Fund	Expense Amount
253 - MUSIC/MOVIES IN THE PARK	500.00
Grand Total:	500.00

Account Summary

Account Number	Account Name	Expense Amount
253-42400-211	Operations	500.00
Grand Total:		500.00

Project Account Summary

Project Account Key	Expense Amount
None	500.00
Grand Total:	500.00



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00335

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: A-1 Outdoor Power Inc					
A-1 Outdoor Power Inc	555822	Part's for Parks Mower	Equip Repair/ Maintenance	101-42350-221	421.42
Vendor A-1 Outdoor Power Inc Total:					421.42
Vendor: Accurate Auto & Tire Service					
Accurate Auto & Tire Service	1004037	Brake Inspection	Vehicle Repairs/Maintenance	101-41900-217	87.20
Accurate Auto & Tire Service	1004260	A/C Inspection & Repair	Vehicle Repairs/Maintenance	101-41900-217	430.62
Vendor Accurate Auto & Tire Service Total:					517.82
Vendor: Alam, Meftahul					
Alam, Meftahul	CC Dep Refund	CC Dep Refund 6/1/24	Community Center Deposits	101-22001	250.00
Vendor Alam, Meftahul Total:					250.00
Vendor: Aspen Mills Inc					
Aspen Mills Inc	332690	Nametags - FD	Uniforms/Gear	101-41920-218	29.70
Aspen Mills Inc	333540	Uniforms FD - Modeen	Uniforms/Gear	101-41920-218	238.90
Vendor Aspen Mills Inc Total:					268.60
Vendor: Axon Enterprise Inc.					
Axon Enterprise Inc.	INUS251462	Taser Bundle	Capital Outlay	110-41900-520	1,729.61
Vendor Axon Enterprise Inc. Total:					1,729.61
Vendor: Berglund, Baumgartner, Kimball & Glaser, LLC					
Berglund, Baumgartner, Kimb	May 2024	Monthly Retainer Legal Prose	Legal Service - Prosecution	101-41500-306	1,339.00
Vendor Berglund, Baumgartner, Kimball & Glaser, LLC Total:					1,339.00
Vendor: Carl Dean Weisser					
Carl Dean Weisser	June 25 2024	Music & Movies Performance	Operations	253-42400-211	1,000.00
Vendor Carl Dean Weisser Total:					1,000.00
Vendor: Centerpoint Energy					
Centerpoint Energy	May 2024	May 2024 Natural Gas	Natural Gas Service	101-41700-390	141.87
Centerpoint Energy	May 2024	May 2024 Natural Gas	Natural Gas Service	101-41800-390	31.14
Centerpoint Energy	May 2024	May 2024 Natural Gas	Natural Gas Service	101-42000-390	60.78
Centerpoint Energy	May 2024	May 2024 Natural Gas	Natural Gas Service	101-42350-390	25.77
Centerpoint Energy	May 2024	May 2024 Natural Gas	Natural Gas Service	602-49400-390	17.44
Vendor Centerpoint Energy Total:					277.00
Vendor: CenturyLink					
CenturyLink	June 2024	June 2024 Lift Station	Telecommunications	602-49400-321	124.36
Vendor CenturyLink Total:					124.36
Vendor: Cintas Corp.					
Cintas Corp.	4195503874	Mat Svc - PW	Leases/Rentals	101-42000-410	23.80
Cintas Corp.	4195503894	Mat Svc - CH	Operations	101-41700-211	14.88
Cintas Corp.	4195503895	Mat Svc - PD	Leases/Rentals	101-41900-410	6.24
Vendor Cintas Corp. Total:					44.92
Vendor: CitizenObserver, LLC					
CitizenObserver, LLC	11373-855370	Tip 411 Subscription Aug 202	Dues/Membership	101-41900-255	2,860.00
Vendor CitizenObserver, LLC Total:					2,860.00
Vendor: City Of Maple Grove					
City Of Maple Grove	22044	May 2024 WAter Usage 7,665	Purchased Water	601-49400-385	15,904.11
Vendor City Of Maple Grove Total:					15,904.11
Vendor: Comcast					
Comcast	June 2024 PW	June 2024 PW	Telecommunications	101-42000-321	184.15
Vendor Comcast Total:					184.15
Vendor: Cornerstone Ford/Chrysler					
Cornerstone Ford/Chrysler	16425771/1	2013 Ford Repairs Squad 661	Vehicle Repairs/Maintenance	101-41900-217	612.68
Vendor Cornerstone Ford/Chrysler Total:					612.68

Pending Expense Approval Report

Packet: APPKT00335

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Cottens' Napa					
Cottens' Napa	2488-487519.	Rearview Mirror - PD Squad	Vehicle Repairs/Maintenance	101-41900-217	8.07
Cottens' Napa	2488-487519	Fluid Filter - PD Squad	Vehicle Repairs/Maintenance	101-41900-217	24.85
Vendor Cottens' Napa Total:					32.92
Vendor: Dali Fitness and Entertainment					
Dali Fitness and Entertainmen	July 30, 2024	Music & Movies Performance	Operations	253-42400-211	1,000.00
Vendor Dali Fitness and Entertainment Total:					1,000.00
Vendor: Daniel C Penny					
Daniel C Penny	July 16, 2024	Music & Movies Performance	Operations	253-42400-211	750.00
Vendor Daniel C Penny Total:					750.00
Vendor: Dirty Shorts Brass Band					
Dirty Shorts Brass Band	July 23, 2024	Music & Movies Performance	Operations	253-42400-211	500.00
Vendor Dirty Shorts Brass Band Total:					500.00
Vendor: ECM Publishers Inc					
ECM Publishers Inc	1001076	2024 Street Recon Public Hea	Street Improvement	412-42000-529	301.74
Vendor ECM Publishers Inc Total:					301.74
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000828	Federal Tax	Federal Withholding	101-21701	6,626.68
Eftps - Fit And Fica	INV0000828	Medicare	Fica Withholding	101-21703	2,130.84
Eftps - Fit And Fica	INV0000828	Social Security	Fica Withholding	101-21703	4,902.34
Vendor Eftps - Fit And Fica Total:					13,659.86
Vendor: Element Technologies LLC					
Element Technologies LLC	IVC73762	June 2024 Online Support	It Service	101-41515-302	525.00
Element Technologies LLC	SLA74034	June 2024 IT Services	It Service	101-41515-302	6,065.80
Vendor Element Technologies LLC Total:					6,590.80
Vendor: Erin Truax					
Erin Truax	CC Dep Refund	CC Dep Refund 6/7/24	Community Center Deposits	101-22001	250.00
Vendor Erin Truax Total:					250.00
Vendor: Fairs Garden Center					
Fairs Garden Center	12707	Black Dirt	Operations	101-42350-211	138.00
Vendor Fairs Garden Center Total:					138.00
Vendor: Further					
Further	INV0000816	Employee HSA	Employee H.S.A Contribution	101-21711	1,287.08
Further	May 2024.	June 2024 Participant Fee's	Med/Den/Life/Ltd/Std Insura	101-41110-130	30.00
Vendor Further Total:					1,317.08
Vendor: Global Payments					
Global Payments	May 2024	May 2024 Credit Card Process	Building Permits	101-32101	603.17
Global Payments	May 2024	May 2024 Credit Card Process	Right Of Way Permit	101-32104	149.45
Global Payments	May 2024	May 2024 Credit Card Process	Sign Permits	101-32610	60.45
Global Payments	May 2024	May 2024 Credit Card Process	Planning/Zoning Permits	101-32620	145.45
Global Payments	May 2024	May 2024 Credit Card Process	Rental Licenses	101-32670	149.45
Global Payments	May 2024	May 2024 Credit Card Process	Police Services	101-33425	145.45
Global Payments	May 2024	May 2024 Credit Card Process	Gateway Sign Ad	101-34001	173.08
Global Payments	May 2024	May 2024 Credit Card Process	Miscellaneous	101-36000	145.45
Global Payments	May 2024	May 2024 Credit Card Process	Miscellaneous	101-36000	149.45
Global Payments	May 2024	May 2024 Credit Card Process	Community Center Rent	101-36001	241.59
Global Payments	May 2024	May 2024 Credit Card Process	Community Center Rent	101-36001	219.35
Global Payments	May 2024	May 2024 Credit Card Process	Youth Recreation Fees	101-36002	194.54
Global Payments	May 2024	May 2024 Credit Card Process	Street Improvement	412-42000-529	149.45
Global Payments	May 2024	May 2024 Credit Card Process	Water Utility	601-37100	578.01
Global Payments	May 2024	May 2024 Credit Card Process	Sewer Utility	602-37200	578.01
Global Payments	May 2024	May 2024 Credit Card Process	Storm Water Utility	604-37400	578.01
Vendor Global Payments Total:					4,260.36
Vendor: Gopher State One Call Inc					
Gopher State One Call Inc	4050665	May 2024 Utlility Locate Svcs	Operations	601-49400-211	60.75
Vendor Gopher State One Call Inc Total:					60.75

Pending Expense Approval Report

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Hennepin County Treasurer - Property Tax Div.					
Hennepin County Treasurer -	18-119-21-22-0129	16 5th ST NE	Rental Property Expenses	205-42350-801	1,799.67
Hennepin County Treasurer -	18-119-21-22-0131	17 4th St NE 1st half prop tax	Rental Property Expenses	205-42350-801	2,199.79
Hennepin County Treasurer -	18-119-21-22-0133	25 4th St NE 1st half prop tax	Rental Property Expenses	205-42350-801	2,183.04
Hennepin County Treasurer -	18-119-21-22-0142	417 1st Ave NE 1st half prop t	Rental Property Expenses	205-42350-801	2,034.88
Hennepin County Treasurer -	0324-88	0324-88 Annual Billing Special	Assessing Service	101-41110-308	987.50
Vendor Hennepin County Treasurer - Property Tax Div. Total:					9,204.88
Vendor: Hennepin County Treasurer - Information Technology					
Hennepin County Treasurer - I	1000227943	June 2024 PINS, SILS, CALS	Assessing Service	101-41110-308	29.00
Hennepin County Treasurer - I	ITC0001145	May 2024 Radio Lease Fee's	Radio Communications	101-41900-220	2,221.32
Vendor Hennepin County Treasurer - Information Technology Total:					2,250.32
Vendor: Hennepin County Treasurer - Public Works					
Hennepin County Treasurer -	1000228094	May 2024 Fuel Costs	Fuel - Vehicle/Equipment	101-42000-216	360.91
Vendor Hennepin County Treasurer - Public Works Total:					360.91
Vendor: IState Truck Center, Inc.					
IState Truck Center, Inc.	C244004306 01	Dual Purpose Batteries - Dum	Snow Management	101-42000-250	402.33
Vendor IState Truck Center, Inc. Total:					402.33
Vendor: Landmark Environmental, LLC					
Landmark Environmental, LLC	24094.01-1	Phase 1 Assessment	Capital Outlay	135-41700-520	3,200.00
Vendor Landmark Environmental, LLC Total:					3,200.00
Vendor: Libby Stegger					
Libby Stegger	CC Dep Ref	CC Dep Refund for 5/8/24	Community Center Deposits	101-22001	250.00
Vendor Libby Stegger Total:					250.00
Vendor: Lynde Greenhouse & Nursery					
Lynde Greenhouse & Nursery	W-101657-01	Annuals	Central Avenue Beautification	101-42350-215	449.75
Vendor Lynde Greenhouse & Nursery Total:					449.75
Vendor: Macqueen Equipment					
Macqueen Equipment	P28985	MSA Facepieces & Lens	Uniforms/Gear	101-41920-218	610.00
Vendor Macqueen Equipment Total:					610.00
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	88960	Parks Irrigation Repair	Operations	101-42350-211	67.64
Menards - Brooklyn Park	88967	Parks Irrigation Repair	Operations	101-42350-211	62.96
Vendor Menards - Brooklyn Park Total:					130.60
Vendor: Metro Alarm & Lock					
Metro Alarm & Lock	84373	Maintenance on Fire Panel	Operations	101-42000-211	370.00
Vendor Metro Alarm & Lock Total:					370.00
Vendor: Metro Sales Inc					
Metro Sales Inc	INV2532312	June 2024 PD Copier Lease	Leases/Rentals	101-41900-410	78.88
Vendor Metro Sales Inc Total:					78.88
Vendor: Micheal Or Lynn Olkives					
Micheal Or Lynn Olkives	CC Dep Refund	CC Dep Refund 6/4/24	Community Center Deposits	101-22001	250.00
Vendor Micheal Or Lynn Olkives Total:					250.00
Vendor: Midway Ford Company					
Midway Ford Company	2024 Ford F350 PU	VIN: 1FTRF3BA8RED96708	Equipment	135-42000-570	50,226.28
Vendor Midway Ford Company Total:					50,226.28
Vendor: Midwest Lighting Products					
Midwest Lighting Products	73377	Recycle - Tube	Building Repair/Maintenance	101-41700-222	87.00
Vendor Midwest Lighting Products Total:					87.00
Vendor: Minnesota Chiefs of Police Association					
Minnesota Chiefs of Police As	2248	MCPA Legal Assistnace Progra	Dues/Membership	101-41900-255	150.00
Vendor Minnesota Chiefs of Police Association Total:					150.00
Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)					
Minnesota Child Support Pay	INV0000826	Child Support	Misc Deductions/Benefits	101-21710	728.65
Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:					728.65

Pending Expense Approval Report

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Minnesota Life Insurance Company					
Minnesota Life Insurance Co	2769935551-00	EE Life Ins Premium - Apr 202	Medical/Dental/Life/Ltd	101-21706	150.70
Minnesota Life Insurance Co	2769935551-00	EE Life Ins Premium - Apr 202	Med/Den/Life/Ltd/Std Insura	101-41110-130	28.25
Minnesota Life Insurance Co	2769935551-00	EE Life Ins Premium - Apr 202	Med/Den/Life/Ltd/Std Insura	101-41650-130	5.00
Minnesota Life Insurance Co	2769935551-00	EE Life Ins Premium - Apr 202	Med/Den/Life/Ltd/Std Insura	101-41900-130	50.00
Minnesota Life Insurance Co	2769935551-00	EE Life Ins Premium - Apr 202	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
Minnesota Life Insurance Co	3372551-00	Employee Life Ins Premium - J	Medical/Dental/Life/Ltd	101-21706	150.70
Minnesota Life Insurance Co	3372551-00	Employee Life Ins Premium - J	Med/Den/Life/Ltd/Std Insura	101-41110-130	25.00
Minnesota Life Insurance Co	3372551-00	Employee Life Ins Premium - J	Med/Den/Life/Ltd/Std Insura	101-41650-130	5.00
Minnesota Life Insurance Co	3372551-00	Employee Life Ins Premium - J	Med/Den/Life/Ltd/Std Insura	101-41900-130	55.00
Minnesota Life Insurance Co	3372551-00	Employee Life Ins Premium - J	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
Vendor Minnesota Life Insurance Company Total:					499.65
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1898	June 3 Parks & Rec, June 10 C	Recording Services	101-41000-307	413.00
Vendor Minute Maker Secretarial Total:					413.00
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000829	State Tax	State Withholding	101-21702	3,108.24
Vendor MN Department of Revenue Total:					3,108.24
Vendor: MN PEIP					
MN PEIP	1404998	July 2024 Medical/Dental Pre	Med/Den/Life/Ltd/Std Insura	101-41110-130	2,010.96
MN PEIP	1404998	July 2024 Medical/Dental Pre	Med/Den/Life/Ltd/Std Insura	101-41650-130	1,005.48
MN PEIP	1404998	July 2024 Medical/Dental Pre	Med/Den/Life/Ltd/Std Insura	101-41900-130	9,672.37
MN PEIP	1404998	July 2024 Medical/Dental Pre	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,005.48
Vendor MN PEIP Total:					13,694.29
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000820	DFC - MSRS	Deffered Comp	101-21705	2,165.00
Msrs Dfc/Hcsp	INV0000820	DFC - MSRS - ER Contribution	Deffered Comp	101-21705	400.00
Msrs Dfc/Hcsp	INV0000821	Employee HSA	Hcsp	101-21712	968.00
Vendor Msrs Dfc/Hcsp Total:					3,533.00
Vendor: NAPA - Cottens Osseo					
NAPA - Cottens Osseo	2488-485218	Brake Cleaner & Solenoids Sp	Equip Repair/ Maintenance	101-42350-221	21.48
NAPA - Cottens Osseo	2488-486319	Solenoid	Equip Repair/ Maintenance	101-42350-221	12.02
Vendor NAPA - Cottens Osseo Total:					33.50
Vendor: Oertel Architects, Ltd.					
Oertel Architects, Ltd.	23-24.3	Facilities Hourly Design Servic	Capital Outlay	135-41700-520	8,113.43
Vendor Oertel Architects, Ltd. Total:					8,113.43
Vendor: Oreilly					
Oreilly	3216-248706	Wiper Fluid	Vehicle Repairs/Maintenance	101-42000-217	60.00
Vendor Oreilly Total:					60.00
Vendor: PERA - Public Employees Retirement Association					
PERA - Public Employees Retir	INV0000827	PEPFF	Pera	101-21704	12,678.04
PERA - Public Employees Retir	INV0000827	PERA	Pera	101-21704	3,844.41
Vendor PERA - Public Employees Retirement Association Total:					16,522.45
Vendor: Performance Signs & Display, Inc.					
Performance Signs & Display, I	11327	Banner for M&M in Park	Operations	253-42400-211	206.20
Vendor Performance Signs & Display, Inc. Total:					206.20
Vendor: Republic Services					
Republic Services	0894-006703060	June 2024 Admin Doc Shreddi	Operations	101-41110-211	24.58
Vendor Republic Services Total:					24.58
Vendor: Rum River Consultants					
Rum River Consultants	784	May 2024 Rental Administrati	Rental Inspection Program	101-41110-311	832.50
Vendor Rum River Consultants Total:					832.50
Vendor: Ryan Swanson					
Ryan Swanson	June 2024	2024 Wellness Plan Travel Exp	Education/Meetings/Travel	101-41900-260	332.88
Vendor Ryan Swanson Total:					332.88

Pending Expense Approval Report

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	May 20 - 30, 2024	May 20 - 30, 2024 Fuel	Fuel - Vehicle/Equipment	101-41920-216	42.97
Sipe Bros. Inc.	May 20 - 30, 2024	May 20 - 30, 2024	Fuel - Vehicle/Equipment	101-42000-216	247.66
Vendor Sipe Bros. Inc. Total:					290.63
Vendor: Sloth Inspections Inc					
Sloth Inspections Inc	May 2024	May 2024 Electrical Inspectio	Inspection Services	101-41940-305	80.00
Vendor Sloth Inspections Inc Total:					80.00
Vendor: Snake Discovery LLC					
Snake Discovery LLC	8478	Music & Movies Performance	Operations	253-42400-211	345.00
Vendor Snake Discovery LLC Total:					345.00
Vendor: Streicher's Inc.					
Streicher's Inc.	I1703739	Uniforms Gallegos & Palomett	Uniforms/Gear	101-41900-218	129.97
Streicher's Inc.	I1703739	Uniforms Gallegos & Palomett	Uniforms/Gear	101-41900-218	129.97
Streicher's Inc.	I1702207	Uniform - PD Rick's	Officer Equipment	101-41900-213	79.99
Vendor Streicher's Inc. Total:					339.93
Vendor: Swank Motion Pictures Inc					
Swank Motion Pictures Inc	RG2190007	Movies for Music & Movies in	Operations	253-42400-211	4,680.00
Vendor Swank Motion Pictures Inc Total:					4,680.00
Vendor: Teddy Bear Band					
Teddy Bear Band	July 9, 2024	Music & Movies Performance	Operations	253-42400-211	1,450.00
Vendor Teddy Bear Band Total:					1,450.00
Vendor: Toll Gas & Welding Supply					
Toll Gas & Welding Supply	40195142	PW Welding Gas	Operations	101-42000-211	13.18
Vendor Toll Gas & Welding Supply Total:					13.18
Vendor: Twin City Water Clinic Inc					
Twin City Water Clinic Inc	20592	May 2024 Water Samples	Operations	601-49400-211	90.00
Vendor Twin City Water Clinic Inc Total:					90.00
Vendor: Verizon Wireless					
Verizon Wireless	9965549747	May 2024 Cell Phone Charges	Telecommunications	101-41900-321	916.26
Verizon Wireless	9965549747	May 2024 Cell Phone Charges	Telecommunications	101-42000-321	243.75
Verizon Wireless	9965549747	May 2024 Cell Phone Charges	Trolley Operations	204-42390-352	39.43
Verizon Wireless	9965549747	May 2024 Cell Phone Charges	Telecommunications	601-49400-321	40.01
Vendor Verizon Wireless Total:					1,239.45
Vendor: Volunteer Firefighters Benefit Assoc. of MN					
Volunteer Firefighters Benefit	2024/2025	Annual Renewal - 15 Fire Figh	Dues/Membership	101-41920-255	150.00
Vendor Volunteer Firefighters Benefit Assoc. of MN Total:					150.00
Grand Total:					179,196.69

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	79,317.47
110 - CIP EQUIPMENT	1,729.61
135 - CIP FACILITIES	61,539.71
204 - TROLLEY	39.43
205 - PARK DEDICATION	8,217.38
253 - MUSIC/MOVIES IN THE PARK	9,931.20
412 - 2022-23 Alley & Street Projects	451.19
601 - WATER FUND	16,672.88
602 - SEWER FUND	719.81
604 - STORM WATER FUND	578.01
Grand Total:	179,196.69

Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	6,626.68
101-21702	State Withholding	3,108.24
101-21703	Fica Withholding	7,033.18
101-21704	Pera	16,522.45
101-21705	Deffered Comp	2,565.00
101-21706	Medical/Dental/Life/Ltd	301.40
101-21710	Misc Deductions/Benefit	728.65
101-21711	Employee H.S.A Contrib	1,287.08
101-21712	Hcsp	968.00
101-22001	Community Center Depo	1,000.00
101-32101	Building Permits	603.17
101-32104	Right Of Way Permit	149.45
101-32610	Sign Permits	60.45
101-32620	Planning/Zoning Permits	145.45
101-32670	Rental Licenses	149.45
101-33425	Police Services	145.45
101-34001	Gateway Sign Ad	173.08
101-36000	Miscellaneous	294.90
101-36001	Community Center Rent	460.94
101-36002	Youth Recreation Fees	194.54
101-41000-307	Recording Services	413.00
101-41110-130	Med/Den/Life/Ltd/Std In	2,094.21
101-41110-211	Operations	24.58
101-41110-308	Assessing Service	1,016.50
101-41110-311	Rental Inspection Progra	832.50
101-41500-306	Legal Service - Prosecuti	1,339.00
101-41515-302	It Service	6,590.80
101-41650-130	Med/Den/Life/Ltd/Std In	1,015.48
101-41700-211	Operations	14.88
101-41700-222	Building Repair/Mainten	87.00
101-41700-390	Natural Gas Service	141.87
101-41800-390	Natural Gas Service	31.14
101-41900-130	Med/Den/Life/Ltd/Std In	9,777.37
101-41900-213	Officer Equipment	79.99
101-41900-217	Vehicle Repairs/Mainten	1,163.42
101-41900-218	Uniforms/Gear	259.94
101-41900-220	Radio Communications	2,221.32
101-41900-255	Dues/Membership	3,010.00
101-41900-260	Education/Meetings/Tra	332.88
101-41900-321	Telecommunications	916.26
101-41900-410	Leases/Rentals	85.12
101-41920-216	Fuel - Vehicle/Equipmen	42.97
101-41920-218	Uniforms/Gear	878.60

Account Summary

Account Number	Account Name	Expense Amount
101-41920-255	Dues/Membership	150.00
101-41940-305	Inspection Services	80.00
101-42000-130	Med/Den/Life/Ltd/Std In	1,035.48
101-42000-211	Operations	383.18
101-42000-216	Fuel - Vehicle/Equipmen	608.57
101-42000-217	Vehicle Repairs/Mainten	60.00
101-42000-250	Snow Management	402.33
101-42000-321	Telecommunications	427.90
101-42000-390	Natural Gas Service	60.78
101-42000-410	Leases/Rentals	23.80
101-42350-211	Operations	268.60
101-42350-215	Central Avenue Beautific	449.75
101-42350-221	Equip Repair/ Maintena	454.92
101-42350-390	Natural Gas Service	25.77
110-41900-520	Capital Outlay	1,729.61
135-41700-520	Capital Outlay	11,313.43
135-42000-570	Equipment	50,226.28
204-42390-352	Trolley Operations	39.43
205-42350-801	Rental Property Expense	8,217.38
253-42400-211	Operations	9,931.20
412-42000-529	Street Improvement	451.19
601-37100	Water Utility	578.01
601-49400-211	Operations	150.75
601-49400-321	Telecommunications	40.01
601-49400-385	Purchased Water	15,904.11
602-37200	Sewer Utility	578.01
602-49400-321	Telecommunications	124.36
602-49400-390	Natural Gas Service	17.44
604-37400	Storm Water Utility	578.01
Grand Total:		179,196.69

Project Account Summary

Project Account Key	Expense Amount
None	179,196.69
Grand Total:	179,196.69

Commission Members Needed

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

- Economic Development Authority (Terms expires 12/31/2024)

Citizens interested in filling these appointments are asked to submit a letter of interest **by Wednesday July 17th at noon**, 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 cityhall@ci.osseo.mn.us.

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

Announcements

The City offices will be closed Thursday, July 4 for Independence Day, our national holiday that celebrates the passage of the Declaration of Independence by the Continental Congress on July 4, 1776.

The Declaration announced the political separation of the original 13 North American colonies from Great Britain.

TUESDAY, JUNE 25-----

The Dean Wiesser Band – classic rock, new rock, originals, blues

The Super Mario Bros. Movie.

Osseo Music & Movies in the Park

TUESDAY, JUNE 25 | BOERBOOM PARK

Music at 7pm



Movie at Dusk



TUESDAY, JULY 2 -----

HOLIDAY WEEK: No Movies & Music in the Park