



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, September 23rd, 2024, 7:00 p.m.,
Council Chambers

MAYOR: DUANE POPPE | COUNCILMEMBERS: JOHN HALL, JULIANA HULTSTROM, MARK SCHULZ, MARK COOK

1. **Call to Order**
2. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
 - A. Approve September 9th Council Minutes
 - B. Accept Lawful Gambling Report from Maple Grove Hockey Association
 - C. Accept Lawful Gambling Report from American Legion Post 172
 - D. Resignation of Reserve Officer Munschik
 - E. Set PSAC Meeting for October 9th, 2024 at 6:00pm
 - F. General Election Upcoming Dates/Hours
 - G. Declare Surplus Property in the Police Department
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. Accept Donations (Resolution)
 - B. Kickball Game Thank You!
8. **Public Hearings**
9. **Old Business**
 - A. Approve Assistant City Administrator Position Description
 - B. Approve Posting for Assistant City Administrator Position
10. **New Business**
 - A. Approve Preliminary 2025 Budget
 - B. Approve Contract for Dual Role City Administrator and Police Chief
 - C. Authorize Element to perform BCA Compliance Upgrades
 - D. Approve Peer Support Application
 - E. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
14. **Adjournment**

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

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
September 9, 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, September 9, 2024.

2. ROLL CALL

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

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

Others present.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Approve August 26th Council Minutes
- B. Approve August 26th Work Session Minutes
- C. Accept Lawful Gambling Report from the Northwest Area Jaycee's
- D. Receive OFD Monthly Activity Report

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

6. MATTERS FROM THE FLOOR

Nick Torres, 133 8th Avenue NE, congratulated Mark Cook to his appointment to the City Council. He stated after reflecting on the past year, he wanted to thank the Mayor, all members of the City Council and City staff for their hard work and dedication to the operation of the City. He indicated Osseo may not be a big municipality, but running the City was not an easy task. He understood there were a number of challenges the City has faced in the past year and difficult decisions had to be made. He thanked the Mayor, City Council and City staff again for their service. He commended Interim City

Administrator Mikkelson for all of his efforts during this challenging time. He then recognized the public safety members and thanked them for their tremendous service to the community.

A resident of Osseo provided the Council with a handout that was an email from Police Chief Mikkelson. He reviewed the email noting every City has to follow State Statute and federal laws. He recommended the police department's policies and procedures be reviewed and asked for a public data request of the department's policies and procedures. He commented further on how he requested a citation from the police chief, but noted he has yet to receive a citation. He understood there was an investigation underway on how he got his hands on a personnel video. He stated it was still unknown why Riley Grams resigned and was paid 10 months of salary.

Karen Broden, 600 1st Avenue NE, stated she recently retired from the position of Administrative Assistant for the City of Osseo. She further shared her thoughts on Agenda Item 10A. She explained this was her third attempt to share her concerns regarding the City Administrator position. She indicated she was also concerned with how a City Councilmember overstepped the boundaries of their role when directing the City staff members. She reported on May 25 when the Council voted to place Shane Mikkelson into the dual role of Police Chief/Interim City Administrator she wrote an email to all City Councilmembers and the Mayor asking them to consider taking a vote to advertise the position with the League of Minnesota Cities. She indicated this would widen the pool of candidates for the position. She explained only two of the five Councilmembers replied to her email. She commented for the June 24 City Council meeting she wrote a letter to the City Council to be read into Matters from the Floor, which was read out loud, requesting the position be posted in order to seek the best possible candidates for a new City Administrator. In addition, she asked that the City post for a City Clerk and Community Coordinator. She indicated she had learned the women in those positions had resigned their positions after Mr. Mikkelson was put into the dual role. She explained she has lived in Osseo since 2009 and she recently retired from her position as the Administrative Assistant. She commented she worked with staff members who left the community to find better working environments in neighboring cities. She reported one of these staff members shared a shocking video with her that was recently made public. She stated after working in the public and private sector for nearly 50 years she had never witnessed such behavior towards an employee and while intimidation was not illegal, it was not acceptable, and the words "you need to keep your mouth closed and you're done talking to people outside the City", should not be tolerated in the work place. She explained after her letter was presented on June 24, four Councilmembers contacted her via email and she spoke to two of them. Since that meeting, two of the Councilmembers have resigned their position, but she appreciated the fact that two of the Councilmembers reached out to her and that her voice was heard. She noted Councilmember Schulz replied via email and thanked her for taking the time to write. She reported Councilmember Schulz shared his thoughts and that he understood there was some level of disfunction in the City Hall offices and that there were opportunities to make changes. She discussed how Councilmember Schulz works very hard to make his ideas into policies or the changes he envisioned. She commented on how she had witnessed Councilmember Schulz verbally requesting former staff members to make changes to things when the City Administrator was not present, sometimes rather aggressively. She stated she appreciated the work, courage and effort it took to be an elected official, but often found herself disagreeing with individual

positions that are being pushed into policy. She explained she objected to handing over the City Administrator position without seeking qualified candidates. She believed in investing in staff and not saving costs because staff were the ones working diligently on behalf of Osseo residents. She commented on how the City's small staff handle multiple tasks every day and need to be collaborative and knowledgeable. She was of the opinion the City deserved a full time City Administrator that oversees all employees including the police chief. She hoped all current and future City Councilmembers shared her opinion that City staff was in place to ensure the best possible quality of life for all citizens. She thanked the Council and Mayor for hearing her and noted she did not want to cause any hard feelings. She appreciated each of the Councilmembers and the service they provide to the community, but she had to address these issues because they need to be addressed.

Kenny Nelson, 509 3rd Avenue NW, stated two weeks ago the City Attorney issued a statement and, in this statement, he heard a threat. He asked if the City Council had approved her statement. He thanked all of the volunteers that made Lions Roar a great success. He discussed the expense for the wristbands this year and asked if there was a way to reduce the cost for residents. He understood the City made a decision to part ways with its City Administrator and the police chief was serving as the Interim City Administrator in the short term. He explained he did not believe having a police officer serving in this capacity was the long term solution for the City. He stated this was nothing personal, but rather some residents do not want to have a person in uniform serving as the City Administrator. He reported he recently received the proposed budget for 2025, and noted he was caught off guard by how much the City was spending on police. He explained Osseo would be spending 54% of its budget on police while other communities were spending only 25% to 42%. He commented further on how much other communities were spending per person on police compared to Osseo. He recommended the City start asking questions of the County to see if there was a better option for policing services. He believed it was not in the City's best interest to spend over 50% of the budget on policing without seeking other options because residents of Osseo may not be able to continue to bear large increases to their property taxes. He indicated he supported the City moving forward with the City Administrator position.

Karen Ziska, 12 6th Street NE, encouraged City staff to clean the front entrance at City Hall because there was dust, chipping paint on the door and cobwebs.

Ashley Mueller, previous Councilmember, explained she grew up in Osseo and had served this community for many years. She indicated she has since moved away from the community. She commented on the calls and messages she has received since May. She reported she has worked with each of the Councilmembers and understood they were open to having conversations. She urged the residents of Osseo to reach out to the Councilmembers to ask questions of the City Council in order to get real answers. She stated she would like the residents of Osseo to assume the best intentions from the City Council. She encouraged those running for City Council to consider what it truly means to serve. She expressed concerns with the fact some of the individuals running for City Council had lengthy criminal histories. She indicated these were not the people she would choose to represent her as a resident of Osseo. She noted she had questions about the people who were running for Mayor. She explained she had questions about the commitment level of the candidates and if they were a reliable individual. She asked that the residents of Osseo ask questions directly from the source in order to have

accurate information. She stated she was not here to make enemies or hurt feelings. She was of the opinion the City Council was acting in good faith to make the best decisions possible for the community. She stated she had trust in the five Councilmembers that were currently serving and she hoped things would only continue to improve for the better.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

Mikkelson stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Evans Nordby Funeral Homes Inc.	\$200	Minidazzle

Staff recommended the Council accept the donations.

A motion was made by Schulz, seconded by Hall, to adopt Resolution No. 2024-56, accepting a donation from Evans Nordby Funeral Homes. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS

A. DISCUSS CITY ADMINISTRATOR POSITION

Mikkelson stated on April 22nd the Osseo City Council appointed me as the Interim City Administrator. As this position has evolved there has been many discussions about the impact of having the City Administrator a stand-alone position or having a dual role of City Administrator and Police Chief combined. This item has been requested to be placed on the agenda for discussion. At the work session on August 26th the council heard the budget impacts of both City Administrator role choices. The dual role has a savings for the city of approximately \$113,000.

Hultstrom stated she did not believe there would be a \$113,000 savings given the fact the City has shifted to hiring an assistant city administrator. She reported there have been a lot of things that she felt should be discussed in closed session, but she did not know how the rest of the Council feels.

Hall explained the Council talked about a full time administrator and agreed to have one in place by the first of January, 2025. He indicated if a dual role position were to move forward, then the budget should reflect this. He was of the opinion the police chief should not be in uniform at City Council meetings when serving as the City Administrator. Mikkelson explained he was serving as the Interim City Administrator and he was the Police Chief, which was the reason he was wearing his uniform.

Hall stated he has received many comments from many different residents in the City. He believed residents did not want to see the dual role moving forward, rather they wanted to see a full time City Administrator being hired with Police Chief Mikkelson moving back to the police department. He commented on how the City had a part-time

administrator in place in the past, but this individual was working 30 hours per week. He noted residents did not support the hire of two additional police officers. He was of the opinion the City should not be hiring additional officers in an attempt to police properties in Brooklyn Park. He recommended that the police chief and City Administrator positions be separated and if the positions remain part time that part time wages be paid. He stated he was surprised by the wages that were being paid to Osseo staff members and noted he feared the City was spending too much on staff members and police. He indicated he was on a fixed income and he could not support continual tax raises. He stated at this time he would vote no for a dual role.

Poppe asked if Councilmember Hall would support the dual role, even if this meant a tax increase.

Hall commented he did not want the two extra police officers and noted the City did not need an assistant City Administrator if a full time City Administrator was hired.

Cook indicated the matter at hand was the City Administrator position and not the assistant city administration position or if the City would be hiring two additional police officers. He encouraged the Council to keep their conversation on topic. He stated once this matter was addressed, the Council could move onto future conversations regarding these other positions.

Schulz stated he would like to hear from the Mayor because he asked to place this item on the agenda.

Poppe commented he believed Interim City Administrator Mikkelson was doing a great job but he wanted to see the position having some stability through the end of the year. He indicated he did not know how the election would go and the new Council could make the decision on how to proceed in 2025.

Schulz discussed how the City previously had a part time interim city administrator. He indicated this individual did not work 30 to 40 hours per week. Rather, this individual was a part time employee. He asked how much the interim city administrator was getting paid per hour to serve as the city administrator. Mikkelson explained was getting paid \$10 more per hour over his police chief wages.

Schulz commented his daughter works at a book store part time and she makes almost twice that much. He indicated the City was getting part time work for part time wages. He explained he has been through this in the past and noted there were a lot of things he wishes he could talk about. However, as an elected official for four different terms, he did not have the ability to say whatever he wants. He reported he supported the City continuing with the dual role. He discussed how the City managed with a part time city administrator in the past, noting this was due in part to the strong City Clerk that was in place. He commented on the tone that was taken by the interim city administrator with an employee and how he was instructed to be more gentle in the future. He stated he has no qualms moving forward with the part time administrator position. He indicated if the City were to continue with the dual role into 2025, the City would only be paying \$15 per hour for this position, which was equivalent to part time wages. He explained the budget was available for the public to review and he agreed with Councilmember Cook that the Council needed to make a decision when it comes to this position. He

stated he would not support removing the full time city administrator position from the budget because depending on how the election turns out, the interim city administrator may not want the position. He stated it was miraculous all that had been accomplished during a time of great disfunction at the City. He supported the City moving forward with the dual role in hopes of having the most functional staff on board than the City has had in years.

Cook asked how the Council should move forward. He questioned if the Council should be making a motion to continue the dual role with the interim city administrator to a certain date.

Poppe stated a motion would be in order to continue along this line with the dual administrator position. He explained he applauded all of the efforts of staff during this time of transition.

A motion was made by Schulz, seconded by Cook, to recommend the HR Committee enter into contract negotiations with Shane Mikkelson to create a permanent city administrator/police chief role and to bring this matter back to the City Council for consideration. The motion carried 3-2 (Hall and Hultstrom opposed).

10. NEW BUSINESS

A. APPROVE COUNCIL MEMBERS TO COMMITTEES

Mikkelson stated at the July 22nd Council meeting the Council was asked to fill committee appointments that were vacated by Council Member Hultstrom. The Council decided to temporarily fill the committees until another council member could be appointed. Below are the council members appointed to committees.

Human Resource Committee Mayor Poppe & Council Member Schulz
Cannabis Committee Council Member Hall & Council Member Schulz

Mikkelson reported the council directed that this item be reconsidered after a new council member has been appointed. Council Member Mark Cook was appointed to the Council on August 12th and took his Oath of Office at the August 26th Council meeting. Council should consider filling the vacancies as follows:

Council Appointments

Acting Mayor	Juliana Hultstrom
Alternate Acting Mayor	Mark Schulz
Economic Development Authority	Mark Schulz, Duane Poppe, & Mark Cook
Fire Relief Association	Juliana Hultstrom & Mark Cook
Historical Preservation Committee	John Hall
Weed Inspector	Duane Poppe

Council Committee Appointments

Arts & Communications Committee	Mark Schulz & _____
Budget & Finance Committee	Mark Schulz & Duane Poppe
Cannabis Committee	Mark Cook & Mark Schulz
Human Resources Committee	Duane Poppe & Mark Schulz

Intergovernmental Relations Committee	John Hall & Juliana Hultstrom
Parks & Recreation Committee	John Hall & _____
Public Safety Advisory Committee	Mark Cook & John Hall
Risk Management Committee	Mark Schulz & Duane Poppe

Hultstrom stated a lot of the comments have been directed at her tonight and she wanted to speak for herself. She explained she has been going through some health issues and she was 100% disabled since 2003. She indicated she still works to give of her time. She reported she asked the interim city administrator to fill her committee roles after she had a bowel obstruction because this could have been a surgical matter. She stated she did not appreciate people who do not know making accusations that she does not do her job. She commented she has given a lot to this City over the past 10 years. She indicated she would be more than happy to take back her committee assignments, but if someone else wants them, that is an option too.

Cook reported because he was currently on the EDA and the Public Safety Advisory Commission (PSAC), he would be more than happy to remain on these Commissions as a City Councilmember. He stated he was very interested in the HR Committee as well.

Hultstrom indicated she would be happy to take back the Acting Mayor role. She noted she was currently the PSAC Chair and she could continue to serve in this capacity. She commented she has asked to hold a PSAC meeting but nothing has come of this request. She explained she has served on the HR Committee for three years. She indicated if Councilmember Cook would like to take this position that would be fine. She stated she could support Councilmember Hall remaining on the Cannabis Committee. She reported she just wanted to make it clear why she stepped away without people judging her when they don't have all the facts. She questioned why former Councilmember Mueller didn't call her before making her statement at this Council meeting.

Cook stated he supported Councilmember Hultstrom remaining the PSAC Chair.

Poppe questioned if Councilmember Hultstrom would like to continue her service with the Fire Relief Board.

Hultstrom stated she could continue with this appointment and noted the Council needs a second member from the City Council for this board.

Cook explained he would be willing to give the Cannabis Committee appointment back to Councilmember Hultstrom.

Hultstrom indicated she could yield this position to Councilmember Cook if he had an interest in this appointment.

Cook stated he wanted to continue his work with the EDA and PSAC and noted he was very much interested in the Cannabis Committee as well.

Hultstrom reported she would also be interested in taking back her position on the HR Committee.

Poppe indicated he was interested in remaining on the HR Committee. He asked if anyone was interested in serving on the Fire Relief Board. He explained this group meets quarterly on a Thursday night.

Cook stated he would be willing to serve on the Fire Relief Board. Mikkelson reported the Fire Relief Board would be meeting next on Wednesday, September 11 and noted he would send a meeting notification to Councilmembers Hultstrom and Cook.

Hall suggested the Intergovernmental and Parks and Recreation Committee be appointed in the new year with the new Council.

Hultstrom stated she would be willing to serve on the Intergovernmental Committee for the remainder of the year.

A motion was made by Hultstrom, seconded by Hall, to adopt Resolution No. 2024-57, approving 2024 Official City Council Appointments as discussed. The motion carried 5-0.

B. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT – None

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen addressed the statement that was made during Matters from the Floor regarding the video. She explained she was merely reporting what the law requires, which is an investigation. She commented there was a potential for criminal or civil penalties based on what the law states.

Hultstrom thanked Osseo staff and the volunteers from the Lions Club for another fantastic Lions Roar.

Hultstrom reported she was looking forward to the candidate forum next week and she hoped the Council could work optimistically going forward.

Hall stated another cannabis company may be coming forward and because there were now two companies interested in Osseo this item should be put out for bid. She encouraged the cannabis committee to move forward in this manner.

Hall questioned where the City was with a new fire chief.

Hall explained the new playground equipment at the elementary school was fantastic and there were lots of children enjoying the new equipment.

Hall indicated the concrete was installed on his street.

Hall stated he was concerned the City would out-spend Osseo.

Hall thanked all who spoke during Matters from the Floor. He commented on the former City Councilmember who spoke during Matters from the Floor. He explained he was very offended by the fact she made eye contact with him while discussing DWI's and DUI's. He indicated he quit drinking 25 years ago after going onto several medications for his health. He noted his driving record was very clean.

Hall requested staff provide him with a police contract. In addition, he noted he did not want to see the Osseo Police Department policing properties in Brooklyn Park.

Cook stated Lions Roar was really well done again this year. He explained he was thrilled to see all of the businesses downtown thriving and to see the City celebrated so well each year.

Schulz apologized to the residents in the City of Osseo because he was not able to attend the parade this year.

Schulz thanked the hundreds of people who have reached out to him over the past several months offering him support and encouragement to stay the course. He explained he was very cautious in the manner in which he speaks to City staff. He stated he wishes there were things he could say, but could not during public meetings. He commented on how some of the statements made by the public were just false. He reiterated the fact that he has been elected to City Council on four separate occasions. He encouraged the public to meet with candidates and to do their research before the upcoming election.

Poppe thanked the Lions Club, staff members and volunteers who did an amazing job on the Lions Roar.

13. ANNOUNCEMENTS

Poppe stated the farmers market would be held on Tuesdays through September 24 from 3:00 p.m. to 7:00 p.m.

Poppe reported the Osseo Candidate Forum would be held on Tuesday, September 17 at City Hall at 6:30 p.m.

Poppe encouraged the public to attend the Police/Fire versus Dick's/Duffy's Kickball game on Thursday, September 14 at Sipes Park at 6:00 p.m. He noted food would be available at this event.

14. ADJOURNMENT

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

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

UNAPPROVED

City of Osseo

Lawful Gambling Monthly Reporting Form 10% Contribution Fund

Site: Duffy's

Organization: Osseo Maple Grove Hockey Association

Organization Mailing Address: 208 7th Ave SE, Osseo, MN 55369

Period:

Month	Year
8	2024

10% Contribution Fund	
A. Net Profit (from LG100A line 29)	\$ 12,469
B. Contribution Amount	10%
C. Total Remitted to City (A x B)	\$ 1,247
<i>If line C is zero or a negative, no amount is due to the City.</i>	

OMGHA, INC. GAMBLING ACCOUNT	75-509/960	10137
	DATE <u>9-9-24</u>	
PAY TO THE ORDER OF <u>City of Osseo</u>	\$ <u>1247.00</u>	
<u>One thousand two hundred forty seven and no/100</u>	DOLLARS	<small>Security Features Included. Divide on Back.</small>
PB Premier Bank <small>301 CENTRAL AVENUE • 783/493-3458 OSSEO, MINNESOTA 55369</small>	<u>M. Corey Cheatham</u>	
MEMO <u>Duffys</u>	<u>Michelle Green</u>	
⑆096005093⑆ 51 06 496⑈ 0137		

the original content of these tax returns and schedules.

Corey Cheatham
Signature

9/9/2024
Date

763-238-3361
Phone Number

Lawful Gambling Monthly Tax Return

Print or Type	Organization name Osseo Maple Grove Hockey Assoc	Federal ID number (FEIN) 41-1326427	Minnesota tax ID number 2047369	License number 02505
	Address PO Box 434	<input type="checkbox"/> Check if organization changed	Email address	Month/year reported 8/2024
	City Maple Grove	State MN	Zip code 55311	Number of Sites 3
	Number of pull-tab (paper and electronic), tipboard, sports themed tipboard and paddleticket games reported on schedule B2's for the month : 289		Check all that apply: <input type="checkbox"/> Amended return <input type="checkbox"/> Filing under extension (see Instructions) <input type="checkbox"/> No gaming activity this month <input type="checkbox"/> Final Return (see Instructions)	
This return includes (check all that apply): <input type="checkbox"/> Schedule B2 <input type="checkbox"/> Schedule NRL <input type="checkbox"/> Schedule ER <input type="checkbox"/> Form G7430 (February only)				

			A	B	C
			Gross receipts	Prizes paid	Net receipts
1	Non-linked bingo.....	1	26430.00	21921.00	4509.00
2	Raffles (if tax-exempt raffles were conducted, complete Schedule ER).....	2	0.00	0.00	0.00
3	Paddle tickets..... 0 games.....	3	0.00	0.00	0.00
4	Add lines 1 through 3.....	4	26430.00	21921.00	4509.00
5	Interest and other income (including advertising or sponsorship income; see instructions).....	5	0.00		0.00
6	Electronic linked bingo.....	6	25237.40	21451.79	3785.61
7	Tipboard..... 54 games.....	7	1620.00	1080.00	540.00
8	Paper pull-tabs..... 235 games.....	8	1111204.00	974611.00	136593.00
9	Electronic pull-tabs..... 0 games.....	9	810519.00	697978.45	112540.55
10	Sports-themed tipboards..... 0 games.....	10	0.00	0.00	0.00
11	Add lines 4 through 10. Line 11C is your gross profits for the month.....	11	1975010.40	1717042.24	257968.16
12	Net receipts tax (multiply line 4C by 8.5% [0.085]. If negative, enter zero).....	12			383.26
13	Combined net receipts tax (from Worksheet E, line 11).....	13			84908.82
14	Total tax before credits (add lines 12 and 13).....	14			85292.08
15	Net receipts tax credit used (from Schedule NRL, column E).....	15			0.00
16	Exempt raffle tax credit (from Schedule ER, line 4).....	16			0.00
17	Total nonrefundable credit (add lines 15 and 16).....	17			0.00
18	Subtract line 17 from line 14. If negative, enter zero.....	18			85292.08
19	Combined net receipts tax credit (from Worksheet E, line 11; if negative)	19			0.00
20	Monthly regulatory fee (multiply line 11a by 0.125% (.00125)).....	20			2468.76
21	TOTAL TAX DUE OR REFUND (add lines 18, 19 and 20).....	21			87760.84

Gross Profit

Tax and Fees

Expenditures
Expenses

22 Lawful purpose expenditures (from LG100C) less MN DOR gaming taxes paid..... 22 106918.00
 23 Total lawful purpose expenditures (add lines 21 and 22)..... 23 194678.84
 24 Allowable expenses (total of all Schedule A's)..... 24 102011.55

Start Bank

25 a Starting cash banks per books (total of all Schedule A's)..... 25 a 20600.00
 b Unreimbursed starting cash banks (total of all Schedule A's)..... 25 b 0.00
 End-of-month cash balance in starting banks (subtract line 24b from 24a)..... 25 20600.00

Organization Net Profit Less Combined Receipt Tax and Regulatory Fees Paid in the Month 99408.61

I declare that all information on this summary and tax return is true, correct and complete.

Sign Here

Chief executive officer (print)	Chief executive officer signature	Date	Daytime Phone	
Colin Steen				
Gambling manager	Gambling manager signature	Date	Daytime Phone	
Cathy Cheatham	<i>Cathy Cheatham</i>	9-9-24	(763) 238-3361	
Preparer (print)	Name of firm	Preparer signature	Date	Daytime Phone

Mail Form G1, schedules and any required attachments to:
 Minnesota Revenue, Mail Station 3350, St. Paul, MN 55146-3350

Lawful Gambling Receipts and Expenses by Site

Organization name Osseo Maple Grove Hockey Assoc	License number 02505	Site permit number 006
Location name Duffy's Bar & Grill Osseo	Month/year reported 8/2024	

Gross Profits		A	B	C	
		Gross receipts	Prizes paid	Net receipts	
1	Paper Pull-tabs..... 63 games.....	1	299090.00	266167.00	32923.00
2	Electronic Pull-tabs..... 0 games.....	2	0.00	0.00	0.00
3	Paper Bingo.....	3	0.00	0.00	0.00
4	Electronic Linked Bingo.....	4	0.00	0.00	0.00
5	(PT) Paddletickets (using miniwheel or similar)..... 0 games.....	5	0.00	0.00	0.00
6	(PW) Paddletickets (using paddlewheel table)..... 0 games.....	6	0.00	0.00	0.00
7	Raffles.....	7	0.00	0.00	0.00
8	Tipboards..... 37 games.....	8	1110.00	740.00	370.00
9	Sports-themed tipboards..... 0 games.....	9	0.00	0.00	0.00
10	Interest and other income	10	0.00		0.00
11	Add lines 1 through 10.....	11	300200.00	266907.00	33293.00

Allowable Expenses				
12	Cost of gambling products paid during the month (Include state and local sales tax and freight charges).....	12		3434.45
13	Compensation and payroll taxes.....	13		7517.89
14	Penalty and interest paid on taxes.....	14		0.00
15	Accounting services.....	15		877.92
16	Costs for a new or renewed gambling manager's bond.....	16		0.00
17	Local government investigation fees.....	17		0.00
18	Rent paid for conducting lawful gambling.....	18		875.00
19	Electronic Pulltab Game Fees.....	19		0.00
20	Electronic Linked Bingo Provider Fees.....	20		0.00
21	Other miscellaneous allowable expenses not listed above.....	21		857.59
22	Cash long or short (if cash long, put parentheses around amount).....	22		121.00
23	Reimbursement for excess cash shortages (this is a negative amount).....	23		0.00
24	Total allowable expenses (add lines 12 through 23).....	24		13683.85

Cash Banks				
25	Starting cash banks per books (site records).....	25		5800.00
26	Unreimbursed starting cash banks.....	26		0.00
27	Total starting cash banks (subtract line 26 from line 25).....	27		5800.00

Ending Inventory				
28	Dollar value of ending inventory on the last day of the month for this site. Do not include any sales tax, freight charges or the 1.7 percent tax.....	28		2450.67

Net Profit				
29	Net profit less state taxes assessed on lawful gambling (11C - 24 - A08: Monthly State Taxes and Fees Paid...**),.....	29		12468.77

** Include taxes paid of 7140.38 in the current month from previous month activity.

Recommended Tax Allocation from Current Month Activity to Apply in Following Month

Combined Receipts Tax Allocation=	13.14 % of :	84908.82 =	11153.16
Net Receipts Tax Allocation =	8.5 % of :	0.00 =	0.00
Regulatory Fee Allocation =	.125 % of :	300200.00 =	375.25
			<u>11528.41</u>

**Minnesota Gambling Control Board
Schedule C : Lawful Purpose Expenditures**

LG100C

Organization Name Osseo Maple Grove Hockey Assoc

License Number 02505

Month/year 8/2024

Is this an amended Schedule C ? Yes No

Page 1 of 1

Schedule C : Lawful Purpose Expenditures

Membership Approval Date	Check or electronic payment		Payment to	Description (Purpose)	Premise	If approved by GCB enter date	Code	Amount
	Date	Number						
23-Aug-2024	23-Aug-2024	ET	OMGHA	Donation	007		A01	100000.00
13-Aug-2024	13-Aug-2024	ET	MN Revenue	July Tax	006		A08T	7140.38
13-Aug-2024	13-Aug-2024	ET	MN Revenue	July Tax	007		A08T	24775.54
13-Aug-2024	13-Aug-2024	ET	MN Revenue	July Tax	008		A08T	24632.08
15-Aug-2024	15-Aug-2024	10128	City of Maple Grove	July Tax	007		A08L	560.00
15-Aug-2024	15-Aug-2024	10128	City of Maple Grove	July Tax	007		A10R	4146.00
15-Aug-2024	15-Aug-2024	10129	City of Maple Grove	July Tax	008		A08L	555.00
15-Aug-2024	15-Aug-2024	10129	City of Maple Grove	July Tax	008		A10R	1647.00
								153466

RUDOLPH PRIEBE POST 172
GAMBLING REPORT TO
CITY OF OSSEO

1. Report for month of AUGUST 2024
2. Check as appropriate:
 Paddlewheel
 Pulltabs
 Bingo
 Raffle
 Other Etabs/Linked E-Bingo
3. Expenses Form LG100A Attached.
4. LPE LG100C Attached.
5. G1 Tax return Attached.

Signed: 
JAMES HULTGREN
Gambling Manager

This completed form must be returned to the Osseo City Clerk's office monthly;

City of Osseo

Lawful Gambling Monthly Reporting Form 10% Contribution Fund

Site:	104
Organization:	AMERICAN LEGION POST 172 OSSEO
Organization	
Mailing Address:	260 4TH AVE SE OSSEO MN 55369
Period:	Month: 8 Year: 2024

10% Contribution Fund	
A. Net Profit (from LG100A line 29)	\$ 52,928.47
B. Contribution Amount	10%
C. Total Remitted to City (A x B)	\$ 5,292.85
<i>If line C is zero or a negative, no amount is due to the City.</i>	

Additional Instructions

- Payment is due 20 days after the end of the month
- Make checks payable to "City of Osseo"
- Please submit your payment, a complete copy of your **Minnesota Lawful Gambling Monthly Summary and Tax Return** including Forms **G1, LG100A and LG100C** for the period above to the address below:

City of Osseo
Attn: Finance Department
415 Central Avenue
Osseo, MN 55369

I hereby certify that the documents attached are exact copies of the tax returns and schedules filed with Minnesota Revenue and the Gambling Control Board, and I will promptly notify the City of any action taken to amend the original content of these tax returns and schedules.


Signature

9/13/24
Date

263-425-4838
Phone Number
Ext Gambling manager

Lawful Gambling Receipts and Expenses by Site

Organization name			License #	
American Legion Post 172			00104	
Site name		Site permit #	Month reported	Year reported
Rudolph Priebe American Legion		001	8	2024
Receipts and Prizes	A Gross Receipts	B Prizes	C Net Receipts	
1 Paper pull-tabs	\$358938.00	\$308515.00	\$50423.00	
2 Electronic pull-tabs	\$178238.25	\$149893.75	\$28344.50	
3 Non-linked bingo	\$0.00	\$0.00	\$0.00	
4 Linked bingo	\$25914.00	\$18139.80	\$7774.20	
5 Paddlewheel without a table	\$1560.00	\$1112.00	\$448.00	
6 Paddlewheel with a table	\$0.00	\$0.00	\$0.00	
7 Raffles	\$0.00	\$0.00	\$0.00	
8 Tipboards	\$0.00	\$0.00	\$0.00	
9 Sports tipboards	\$0.00	\$0.00	\$0.00	
10 Interest and other income	\$72.38		\$72.38	
11 Totals	\$564722.63	\$477660.55	\$87062.08	
Allowable Expenses				
12 Paper pull-tabs, bingo paper sheets, tipboards, paddletickets, and raffle tickets		\$9166.13		
13 Compensation and payroll taxes		\$11480.17		
14 Penalty and interest paid on taxes		\$0.00		
15 Accounting services		\$137.50		
16 Gambling manager's bond		\$0.00		
17 Local government investigation fees		\$0.00		
18 Rent paid to lessors for conducting lawful gambling		\$0.00		
19 Electronic pull-tab game fees		\$7572.21		
20 Electronic linked bingo provider fees		\$601.49		
21 Other miscellaneous allowable expenses not listed above		\$4569.13		
22 Cash short (if cash long, enter as a negative number)		\$606.98		
23 Reimbursement for excess cash shortages		\$0.00		
24 Total allowable expenses			\$34133.61	
Cash Banks				
25 Starting cash banks per site records		\$13600.00		
26 Unreimbursed starting cash banks		\$0.00		
27 Total starting cash banks			\$13600.00	
Ending Inventory				
28 Total value of ending inventory on the last day of the month			\$9004.11	
Monthly Profit (loss)				
29 Site net profit less state taxes on lawful gambling			\$52928.47	

Lawful Gambling Monthly Tax Return

Print or Type	Organization Name American Legion Post 172	Federal ID Number (FEIN) 41-6038117	Minnesota Tax ID Number 9724701	License Number 00104	
	Address <input type="checkbox"/> Check if Address Changed 260 4th Avenue SE	Email Address post172gaming@comcast.net		Month/Year Reported 8/2024	
	City Osseo	State MN	Zip Code 55369	Number of Sites 1	
	Number of barcoded games reported on Schedule B2s for the month: <u>105</u>	Check all that apply: <input type="checkbox"/> Amended Return <input type="checkbox"/> Filing under Extension (see instructions) <input type="checkbox"/> No Gambling Activity this Month <input type="checkbox"/> Final Return (see instructions)			
	This return includes (check all that apply): <input type="checkbox"/> Schedule B2 <input type="checkbox"/> Schedule NRL <input type="checkbox"/> Schedule ER				

	A			B			C			
		Gross Receipts		Prizes Paid		Net Receipts				
Gross Profit	1	Non-linked bingo	<u>1</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			
	2	Raffles (if tax-exempt raffles were conducted, complete Schedule ER)	<u>2</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			
	3	Paddletickets	<u>3</u>	<u>1560.00</u>	<u>1112.00</u>	<u>448.00</u>				
	4	Add lines 1 through 3	<u>4</u>	<u>1560.00</u>	<u>1112.00</u>	<u>448.00</u>				
	5	Interest and other income (including advertising or sponsorship income; see instructions)	<u>5</u>	<u>72.00</u>		<u>72.00</u>				
	6	Linked bingo	<u>6</u>	<u>25914.00</u>	<u>18140.00</u>	<u>7774.00</u>				
	7	Tipboards	<u>7</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>				
	8	Paper pull-tabs	<u>8</u>	<u>358938.00</u>	<u>308515.00</u>	<u>50423.00</u>				
	9	Electronic pull-tabs	<u>9</u>	<u>178238.00</u>	<u>149894.00</u>	<u>28344.00</u>				
	10	Sports-themed tipboards	<u>10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>				
	11	Add lines 4 through 10. Line 11C is your gross profits for the month	<u>11</u>	<u>564723.00</u>	<u>477661.00</u>	<u>87062.00</u>				
Tax and Fees	12	Net receipts tax (multiply line 4C by 8.5% [0.085]. If negative, enter zero)	<u>12</u>			<u>38.00</u>				
	13	Combined net receipts tax (from Worksheet E, line 11; if negative, enter the amount on line 19)	<u>13</u>			<u>14937.00</u>				
	14	Total tax before credits (add lines 12 and 13)	<u>14</u>			<u>14975.00</u>				
	15	Net receipts tax credit used (from Schedule NRL, column E)	<u>15</u>			<u>0.00</u>				
	16	Exempt raffle tax credit (from Schedule ER, line 4)	<u>16</u>			<u>0.00</u>				
	17	Total nonrefundable credits (add lines 15 and 16)	<u>17</u>			<u>0.00</u>				
	18	Total tax before refundable credit (subtract line 17 from line 14; if negative, enter zero)	<u>18</u>			<u>14975.00</u>				
	19	Combined net receipts tax credit (from Worksheet E, line 11; if negative)	<u>19</u>			<u>0.00</u>				
	20	Monthly regulatory fee (multiply line 11a by 0.125% [0.00125])	<u>20</u>			<u>706.00</u>				
	21	TOTAL TAX DUE OR REFUND (add lines 18, 19 and 20)	<u>21</u>			<u>15681.00</u>				

Lawful Gambling Monthly Tax Return (continued)

Organization Name American Legion Post 172	Federal ID Number (FEIN) 41-6038117	Minnesota Tax ID Number 9724701	License Number 00104
------------------------------------------------------	-----------------------------------------------	-------------------------------------------	--------------------------------

Expenditures /Expenses	22 Lawful purpose expenditures	22 <u>28695.00</u>
	23 Total lawful purpose expenditures (add lines 21 and 22)	23 <u>44376.00</u>
	24 Allowable expenses	24 <u>34134.00</u>

Start Bank	25 a Starting cash banks per books	25a <u>13600.00</u>
	b Unreimbursed starting cash banks	25b <u>0.00</u>
	End-of-month cash balance in starting banks (subtract line 25b from 25a)	26 <u>13600.00</u>

Sign Here	<i>I declare that all information on this summary and tax return is true, correct and complete.</i>			
	Chief Executive Officer (print) JACOB LYNCH	Chief Executive Officer Signature	Date	Daytime Phone 763-425-4858
	Gambling Manager (print) JAMES HULTGREN	Gambling Manager Signature	Date	Daytime Phone 763-425-4858
	Preparer (print)	Name of Firm	Preparer Signature	Date Daytime Phone

Mail Form G1, schedules and any required attachments to:
Minnesota Revenue, Mail Station 3350, St. Paul, MN 55146-3350

Dear Chief Mikkelson,

I am writing to inform you that I am resigning from my position as Police Reserve Officer at the Osseo Police Department. As I am now POST certified, I have accepted a full-time position with the Onamia Police Department. My last day of work will be Saturday, September 7th, 2024.

I want to take this opportunity to thank you and the entire team for the valuable experience, training, and support provided during my time at the Osseo Police Department. The training I received has benefited me and will continue to benefit me as I continue forward in my career. I wish you and all the officers a safe and successful career.

Sincerely,

Shawn Muschik



City of Osseo City Council Meeting Item

Agenda Item:	Set PSAC Meeting Date for October 9th, 2024
Meeting Date:	September 23 rd , 2024
Prepared by:	Shane Mikkelson, Police Chief/ Interim City Administrator
Attachments:	None

Public Safety Advisory Committee Chair Juliana Hultstrom has called for a PSAC meeting on October 9th, 2024, 6:00 PM in the Council Chambers at City Hall. The PSAC members and the general public will be properly notified of the meeting.

Options:

The City Council may choose to:

1. Approve the PSAC meeting date for October 9th, 2024;
2. Deny the PSAC meeting date;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the PSAC meeting date for October 9th, 2024



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

To: Mayor and Council
 From: Natalie Santillo, City Clerk
 Date: September 23, 2024
 Subject: Upcoming Election Dates

Important upcoming election dates are listed below:

September 20	Absentee voting begins for General Election
October 26	Absentee voting extended hours (9 a.m. to 3 p.m.)
October 29	Absentee voting extended hours (until 7 p.m.)
November 2 & 3	Absentee voting extended hours (9 a.m. to 3 p.m.)
November 5	State General Election Day (7 a.m. to 8 p.m.)
November 12	Canvass results of city election at City Council meeting
November 15	Last day for campaign signs to be posted
January 6, 2025	Term begins for newly elected officials (first Monday in January)

Three city positions are open in the City General Election:

Mayor	Two-year term
Council	Four-year term
Council	Four-year term



City of Osseo City Council Meeting Item

Agenda Item:	Declare Surplus Property
Meeting Date:	September 23 rd , 2024
Prepared by:	Todd Kintzi, Police Lieutenant
Attachments:	Surplus Property List

Policy Consideration:

Consider approving the attached list as surplus property

Background:

Last year the police department was awarded new AEDs as part of a grant to outfit every emergency vehicle in the state with an AED. This year when we added additional vehicles to our fleet, we were able to receive additional AEDs as part of the same grant. The new AEDs we received from the grant have more advanced technology and will keep our inventory of AED pads and parts universal. Our old AEDs still have many years of serviceable life. Two of the older AEDs will be installed in wall mounted AED cabinets in the Community Center and the other in the Police Department administrative office. This still leaves us with two AEDs that the police department would like to declare as surplus property. The police department has received interest from church groups within the city to possibly be a recipient of the older AEDs.

Budget or Other Considerations:

The police department would like to donate the surplus AEDs. There will be no impact on the city's budget.

City Goals Met by This Action:

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

Options:

The City Council may choose to:

1. Approve identified items be declared as surplus property
2. Approve identified items be declared as surplus property with noted changes/as amended.
3. Deny identified items as surplus property.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve identified items as surplus property.

Next Step:

Donate the surplus property, if approved.



OSSEO POLICE DEPARTMENT

415 Central Avenue, Osseo, MN 55369-1195
discoverosseo.com

LEADERSHIP • COMMITMENT • SERVICE



Shane Mikkelson
Police Chief

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

SURPLUS PROPERTY ITEMS

- Item 1. Physio Control LIFEPAK-1000 defibrillator (qty 2)



Todd Kintzi | Lieutenant

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>
Bob & Carls's Auto Body	\$200	Minnidazzle
S.R. Hoskins Fine Jewelry	\$200	Minnidazzle
Norman Lerbs	\$500	Police Department
Norman Lerbs	\$500	Fire Department
Osseo American Legion	20 Backpacks	Police Department
Lawinger Consulting	\$300	Minnidazzle/Lunch w Santa
Otsego Heating & AC Inc	\$100	Minnidazzle

Adopted by the Osseo City Council this 23rd day of September, 2024.



City of Osseo City Council Meeting Item

Agenda Item: Approve the Job Description of Assistant City Administrator

Meeting Date: September 23rd, 2024

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

Attachments: Job description

Policy Consideration:

Consider approving the job description of the Assistant City Administrator.

Background:

At the June 24th meeting, we discussed possible ways to reorganize the administrative office. It was decided that the position of Assistant City Administrator should be brought forward. At the August 26th meeting, the position was tabled until the preliminary budget was finalized.

The city previously had the position of Community Management Coordinator. The Assistant City Administrator position would incorporate all the Community Management Coordinator duties and other supervisory responsibilities. This would be a new position created in Administration that will be a full-time, salaried position.

Budget:

This position would be an increase in the budget. Without the full-time administrator role, the net budget impact is still a decrease. This position would be pay grade 13.

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 job description of the Assistant City Administrator position;
2. Approve the job description of the Assistant City Administrator position, with noted changes/as amended;
3. Deny the job description;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1). Approve the job description of the Assistant City Administrator.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 **F** 763.425.1111

Assistant City Administrator

Position Title:	Assistant City Administrator
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	13
FLSA Status:	Exempt
Work Status:	Full Time

General Description of Position:

The Assistant City Administrator, a professional position within the City of Osseo, is a pivotal role requiring a high level of expertise and commitment. Collaborating closely with the City Administrator, this professional will contribute to the strategic direction and efficient operation of the city by managing diverse responsibilities. These include attending council and commission meetings, providing comprehensive administrative support, development of comprehensive plans, overseeing city planning and events, administering projects, handling grants, code enforcement, strategic planning and communications, and managing the RFP and bidding processes. As a key member of the city administration team, the Assistant City Administrator will play a crucial role in ensuring the city's growth, sustainability, and overall success.

Qualification Requirements:

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

Essential Functions:

- Assists the City Administrator with special projects as assigned.
- Works closely with the City Clerk on several Clerk related duties.
- Assists with the City's zoning and development functions: reviews development plans, building permits, and sign permits; issues and inspects Zoning permits; calculates and collects development fees; works with building inspector, developers, and residents to research and answer questions and apply city ordinances.
- Serves as staff person for Planning Commission, Parks and Recreation Committee and EDA: prepares agendas/information packets, handles public notices, attends and facilitates all Commission and Committee meetings; takes minutes and follows up on directives as needed.
- Assists in preparing and presenting reports on planning related items to the Planning Commission, EDA, Parks and Recreation Committee, and City Council, assuring that proposals are complete and adequate information is available to make proper decisions; assists in creating staff reports regarding variances/conditional uses/other zoning issues for commissioners and council members; and makes staff recommendations; collects and prepares necessary background data from qualitative, quantitative, and secondary sources to assist various boards and

commissions in decision making; provides recommendations and direction.

- Receives and investigates complaints relating to ordinance enforcement; oversees the preparation of reports and background information and determines the appropriate course of action to obtain compliance; acts as the City's Code Enforcement Officer in relation to zoning-related complaints; assists the Osseo Police department in administering the Nuisance Ordinance.
- Manage Request for Proposal (RFP) and bidding processes, ensuring transparency, fairness, and compliance with applicable regulations, and facilitating the selection of qualified vendors.
- Maintains, updates, and implements the City's Comprehensive Plan and zoning ordinance through the research and recommendation of appropriate amendments.
- Researches and prepares grant applications by authoring proposals for related City programs and projects and administers grant agreements; develops evaluation strategies appropriate to various grants, programs, and initiatives.
- Provide comprehensive support to the City Administrator, including managing correspondence, scheduling, handling inquiries, and maintaining an organized and efficient office environment.
- Assume the role of acting City Administrator in the absence of the City Administrator, making informed decisions, maintaining continuity in city operations, and effectively addressing emerging issues. • Work closely with the City Administrator in the development and management of the city budget, and monitoring expenditures
- Assists with the City's outreach and communication initiatives, including print, electronic, and social media sources and community engagement strategies; assists in website administration.
- Assists in creating and maintaining the city's Geographic Information Systems (GIS) databases and other data management practices.
- Attends, as a staff representative, various meetings of outside bodies to foster cooperation on mutual interests and promote the City's best interests.
- Assists administrative staff, regularly and as needed, at the front counter and through phone work.
- Coordinates or participates in ad-hoc committee and subcommittee meetings related to special projects and developments, as the need arises.
- Maintains education and technical knowledge through attendance at professional organization meetings, conferences, workshops, and receiving course credit hours.
- Coordinates recreation activities for the City, including summer youth and teen programs and concert/movie series and public health promotions.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of urban planning; general knowledge of economics, sociology, environmental issues, municipal finances, and tax-increment financing as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to make presentations; ability to establish and maintain effective working relationships with other staff, department heads, City Council and the public.

Minimum Required Education and Experience:

Bachelor's degree in public administration, Community Development, Urban Planning, Business Administration, Communications or a related field; or equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this position.

A minimum of three (3) years of progressive related government experience, demonstrating a solid understanding of municipal operations, election coordination, project management and other relevant responsibilities.

Possession of valid Minnesota Driver's License, indicating the ability to travel and fulfill job duties that may require transportation within the city or to regional meetings.

Desirable Qualifications:

Master's degree in public administration, Community Development, Urban Planning, Business Administration, Communications or a related field.

Special Requirements:

Basic website design skills

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

Social media platforms (Facebook and Twitter)

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; ability to read and interpret plans and specifications for building projects and site plans; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: July 2024



City of Osseo City Council Meeting Item

Agenda Item: Approve the posting of the Assistant City Administrator

Meeting Date: September 23rd, 2024

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

Attachments: None

Policy Consideration:

Consider approving the posting of the Assistant City Administrator position.

Background:

With the job description approved, staff would like to post this job for hire. Our process will be like the search for the new City Clerk. I would expect to post this job on September 24th on the League of Minnesota Cities website with a connection to the Osseo website. We will take the first round of applications and set up interviews soon after that.

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 Assistant City Administrator position;
2. Approve posting of the Assistant City Administrator position, with noted changes/as amended;
3. Deny posting for the Assistant City Administrator;
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 Assistant City Administrator position.



City of Osseo City Council Work Session Meeting Item

Agenda Item:	Approve Preliminary 2025 Budget and Tax Levy
Meeting Date:	September 23 rd , 2024
Prepared by:	Shane Mikkelson, Interim City Administrator/Police Chief
Attachments:	2025 Preliminary Tax Levy Sheet 2025 Preliminary Expense Summary Sheet 2025 Preliminary Expense Detail Sheet 2025 Preliminary Revenue Sheet 2024-2025 Market Value Exclusions Examples Resolution Approving 2025 Budget and Property Tax Levy and, Resolution Reducing Debt Service Tax Levies for 2025

Background:

The staff has been busy working on the preliminary 2025 City budget and tax levy. Staff met with Department Heads to generate budgetary needs for 2025. The attached budget is the very first draft and is subject to change many times before the final budget is approved in December. The 2025 General Fund expenditure budget totals \$4,446,600, an increase of \$433,491, or 10.80%, from 2024.

The 2025 budget includes the addition of a City Administrator, an Assistant City Administrator, and a full-time fire chief (all starting January 1st, 2025) and two additional police officers, with new officer positions starting April 1st, 2025 and July 1st, 2025, respectively. It is anticipated that the Assistant City Administrator position will assume the responsibilities of the community coordinator position. The new positions and related payroll taxes and benefits account for a significant increase in the proposed General Fund expenditures. Here are some highlights of the draft 2025 preliminary budget:

- 1) The 2025 budget assumes the Police Chief will maintain the dual role of Police Chief/City Administrator, with the last Administrator having a cost of \$151,000 per year in salary in 2024. Currently, the position is paid \$10.00 per hour for the same duties. That leaves \$130,000 left over from the Administrator's Salary. With the Assistant City Administrator, the budget increase compared to 2024 would be \$17,000.00, resulting in a \$113,000.00 decrease in total budgeted salary from 2024. The budget also includes the Full Time City Administrator Salary.
- 2) All staff, full-time and part-time, wages are budgeted with a 3% cost of living increase (currently, the MN CPI is at 3.5% from last year). The final budget in December will have these numbers updated with the current CPI number. Full-time staff salaries are also budgeted with a 4% merit increase, which will be updated and reflected after performance evaluations are completed in November—the total budgeted wage increases in 2025 total 7% per employee.

- 3) Staff medical and dental insurance is budgeted at the maximum amount the city will pay. The City currently (in 2024) pays insurance premium costs up to \$1,500 per month for non-police staff and \$1,800 per month for police staff. We have not received any indication from our providers, but it is estimated that the cost of these benefits will increase by 10% - 15%. The 2025 preliminary budget assumes all employees will use the maximum monthly allowance. Insurance enrollment begins in October and the final budget will reflect the actual insurance cost increases and actual employee enrollment information.
- 4) The Police Department budget is up for 2025 with two new full-time officers. The officer positions were kept in this budget but they are starting April 1st and July 1st, 2025. This budget includes all Police Officer wage increases, along with hiring and retention bonuses, as well as the Officer Wellness Program costs. The budget also includes office supplies and tools/equipment to outfit the new Officers.
- 5) The Fire Department budget is budgeted to increase with the addition of a new full-time Fire Chief. The Fire Department is also looking to lease 30 radios which is affecting the budget for 2025. The budget also includes the projected 3% cost of living increase for all Fire Department members.
- 6) The Public Works budget includes staff raises of 7%. We also have been asked for a \$50.00 per pay period city contribution to the Deferred Compensation plan for the two employees. The total will be \$2,600.00 for both employees. This is part of a proposed retention plan.
- 7) Local Government Aid will increase by only \$649 in 2025 to \$679,116. The local government aid accounts for approximately 15% of the total General Fund revenue budget. The 2025 local government aid is less than the actual local government aid received in 2009.
- 8) The General Fund revenue budget includes \$40,000 from the new 10% gambling tax. This new revenue source will be used to support Police and Fire Department expenditures.
- 9) The Tax Capacity for the city of Osseo will not increase in 2025. There are factors that are out of our control. Speaking with the Hennepin County Assessor's Office, they pointed to the newly passed 2025 Homestead Market Value Exclusion. This exclusion reduces the taxable market value of qualifying homestead properties. By decreasing the taxable market value, the net property tax value is decreased. An example of that would be in Osseo; a home with an assessed value of \$280,000; the taxable market value would be \$267,960 in 2024, but in 2025 it would have a taxable market value at \$258,650. That would be a decrease of almost \$9,400.00. The tax capacity of the same property will decrease \$9,310 in 2025 because of the new state law.

This draft budget does include several large expense increases for 2025, most notably in the Public Safety area. (increase in Police Department staff). These items have been discussed by the Council several times recently, and direction was given to staff to include these costs in the draft 2025 budget.

The general property tax levy includes several components, and several factors affect the overall levy and tax capacity rates. The preliminary General Fund general property tax levy in the 2025 budget draft is \$3,020,660, which is an increase of \$556,980 over 2024. In addition, the preliminary tax levy increases include \$77,700 for the first payment on the \$380,000 G.O. Equipment Certificates issued in 2024 and \$122,730 for the City share of the 2022 Improvement Bonds.

City staff will continue to review all revenue sources that may be available to the City to finance the General Fund operations. We expect the final tax levy certified by December 31 to be reduced by a combination of reduced expenditures and additional revenue sources. By September 30, 2024, the City must certify a preliminary tax levy for collection in 2025. The final levy cannot exceed the levy certified in September but can (and certainly has been in prior years) be reduced.

Staff met with the Council Budget and Finance Committee prior to the Council reviewing and approving the preliminary budget and tax levy at the September 9th meeting. As a reminder, that is the budget number which is used by the County to formulate the proposed property tax statements, which are typically mailed out in October. The city will then hold the 2025 Truth in Taxation public hearing at the November 25th Council meeting before the final budget and tax levy is approved by the Council at the December 9th meeting.

The City Council is required to approve the following resolutions and forward a copy of the same to Hennepin County by September 30. The resolutions are as follows:

- 1) Resolution Approving 2025 Budget and Property Tax Levy and,
- 2) Resolution Reducing Debt Service Tax Levies for 2025

Options:

The City Council may choose to:

1. Approve the Preliminary 2025 Budget;
2. Approve the Preliminary 2025 Budget with noted changes/as amended;
3. Deny the Preliminary 2025 Budget;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the Preliminary 2025 Budget.

City of Osseo

Schedule of General Property Tax Levies

Actual for the years ended December 31, 2013 thru 2022 and projected 2024

	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Proposed Tax Levy 2025	Proposed Increase (Decrease)	% Increase/ Decrease
Property Taxes Levied for General Purposes															
General Fund Operations	\$ 939,486	\$ 1,045,047	\$ 1,148,935	\$ 1,207,490	\$ 1,421,845	\$ 1,444,727	1,454,860	1,539,250	1,622,608	1,745,554	2,017,963	2,463,680	3,020,660	\$ 556,980	22.61%
Property Taxes Levied for Debt Service															
New Debt Levies - (None included)															
2003C Refunding Bonds - Fund 325	17,144														
2009 Central Avenue - Fund 365	187,094	187,094	187,094	187,094	105,000	105,000	110,000	110,000	110,000	135,000	135,000	145,000	145,000	-	0.00%
2010A Refunding Bonds - Fund 380	202,041	209,706	200,928	212,272	180,562	183,275	188,241	87,445	81,978	-	-	-	-	-	0.00%
2024 GO Equipment Equipment Certificates													77,700	77,700	#DIV/0!
2022 Street Improvement Bond												122,100	122,730	630	0.52%
Total Debt Service Levies	406,279	396,800	388,022	399,366	285,562	288,275	298,241	197,445	191,978	135,000	135,000	267,100	345,430	78,330	29.33%
Total General Property Tax Levy	1,345,765	1,441,847	1,536,957	1,606,856	1,707,407	1,733,002	1,753,101	1,736,695	1,814,586	1,880,554	2,152,963	2,730,780	3,366,090	635,310	23.26%
Property Taxes Paid from Fiscal Disparities Pool	(228,847)	(289,324)	(275,189)	(278,157)	(311,855)	(297,959)	(305,526)	(289,120)	(289,326)	(318,174)	(287,829)	(291,755)	(396,897)	(105,142)	36.04%
General Fund Cash															
Net Taxes Paid by Osseo Properties	\$ 1,116,918	\$ 1,152,523	\$ 1,261,768	\$ 1,328,699	\$ 1,395,552	\$ 1,435,043	1,447,575	1,447,575	1,525,260	1,562,380	1,865,134	2,439,025	2,969,193	\$ 530,168	21.74%
Tax Capacity from Hennepin County															
Personal Property	\$ 50,112	\$ 48,532	\$ 50,036	\$ 57,830	\$ 56,581	\$ 60,468	60,215	60,810	65,961	26,325	29,022	29,528	30,541	1,013	3.43%
Real Estate	2,257,463	2,236,865	2,362,630	2,603,881	2,904,611	3,148,012	3,404,450	3,611,660	3,862,105	4,017,442	4,635,299	5,035,492	5,032,605	(2,887)	-0.06%
Total Tax Capacity	2,307,575	2,285,397	2,412,666	2,661,711	\$ 2,961,192	\$ 3,208,480	3,464,665	3,672,470	3,928,066	4,043,767	4,664,321	5,065,020	5,063,146	\$ (1,874)	8.55%
Less Fiscal Disparities	(476,704)	(432,119)	(431,688)	(426,038)	(434,573)	(417,754)	(464,328)	(499,178)	(543,750)	(587,955)	(602,271)	(661,493)	(774,518)	(113,025)	17.09%
Less Tax Increment Valuation	(386,799)	(356,275)	(250,959)	(364,533)	(506,877)	(518,193)	(588,064)	(665,089)	(740,043)	(747,448)	(851,127)	(639,532)	(617,013)	22,519	-3.52%
Total Tax Capacity Used to Determine Local Tax Rate	\$ 1,444,072	\$ 1,497,003	\$ 1,730,019	\$ 1,871,140	\$ 2,019,742	\$ 2,272,533	2,412,273	2,508,203	2,644,273	2,708,364	3,210,923	3,763,995	3,671,615	\$ (92,380)	-2.45%
City of Osseo Local Tax Capacity Rate	77.345%	76.989%	72.934%	71.010%	69.10%	63.15%	60.01%	57.71%	57.68%	57.69%	58.09%	64.80%	80.87%	16.07%	24.80%
% Increase in Tax Capacity Rate	13.224%	-0.461%	-5.267%	-2.638%	-2.696%	-8.609%	-4.970%	-2.295%	-0.032%	0.006%	0.400%	6.712%	22.782%	39.220%	
Capital Reserves															
Streets	463,440	416,235	405,698	446,267	459,030	340,050	332,160	272,160	272,160	332,160	332,160	332,160	207,160	(125,000)	-37.63%
Equipment	-	52,688	72,446	79,691	87,660	128,675	131,464	131,464	131,464	131,464	131,464	131,464	131,464	-	0.00%
Facilities	-	52,688	72,446	79,691	87,660	123,675	127,660	127,660	127,660	127,660	127,660	127,660	87,660	(40,000)	-31.33%
Parks	30,000	5,269	28,978	31,876	35,050	33,470	34,586	34,586	34,586	34,586	34,586	34,586	34,586	-	0.00%
Capital Financing From Gen. Fund	493,440	526,880	579,568	637,525	\$ 669,400	\$ 625,870	625,870	565,870	565,870	625,870	625,870	625,870	460,870	\$ (165,000)	-26.36%

	A	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	City of Osseo																		
2	General Fund Expenditures Budget Summarized																		
3	For the Year 2025																		
4																			
5		2020	2021	2022	2023	2024				2025	Increase	Increase							
6		Actual	Actual	Actual	Actual					Projected	(Decrease)	(Decrease)							
7									% of										
8	DIVISION					BUDGET	YTD 6/30	BALANCE	Budget	BUDGET	vs. 2024								
9																			
10	Mayor and Council	\$ 36,900	\$ 34,923	\$ 34,401	\$ 34,115	\$ 33,509	\$ 15,366	\$ 18,143	45.86%	\$ 35,429	\$ 1,920	5.73%							
11	Administration	355,123	386,892	406,658	373,146	407,907	426,546	\$ (18,639)	104.57%	432,468	24,561	6.02%							
12	Elections	12,382	1,192	8,635	1,181	14,630	1,186	\$ 13,444	0.00%	2,000	(12,630)	-86.33%							
13	Legal Services	48,968	48,232	54,021	75,660	54,050	25,125	\$ 28,925	46.48%	65,000	10,950	20.26%							
14	IT Services	52,768	55,265	52,263	56,146	66,108	31,130	\$ 34,978	47.09%	70,000	3,892	5.89%							
15	Financial Services	26,009	47,819	29,252	59,102	28,581	23,506	\$ 5,075	82.24%	47,500	18,919	66.19%							
16	Planning & Zoning	77,757	95,075	102,689	120,739	111,838	55,236	\$ 56,602	49.39%	11,306	(100,532)	-89.89%							
17	City Hall Campus	92,663	87,778	105,946	106,272	106,073	75,903	\$ 30,170	71.56%	118,500	12,427	11.72%							
18	Community Center	8,673	11,294	13,702	16,461	18,476	8,212	\$ 10,264	44.45%	21,809	3,333	18.04%							
19	Total General Government	\$ 711,243	\$ 768,470	\$ 807,567	\$ 842,822	\$ 841,172	\$ 662,210	\$ 178,962	78.72%	\$ 804,012	\$ (37,160)	-4.42%							
20																			
21	Police	\$ 1,006,693	\$ 1,139,657	\$ 1,086,593	\$ 1,377,490	\$ 1,803,115	\$ 914,007	\$ 889,108	50.69%	\$ 2,293,768	\$ 490,653	27.21%							
22	Inspections	\$ 35,364	\$ 8,344	\$ 44,346	\$ 25,915	\$ 37,600	\$ 8,468	\$ 29,132	22.52%	\$ 31,200	\$ (6,400)	-17.02%							
23	Fire	\$ 154,107	\$ 147,902	\$ 193,844	\$ 255,592	\$ 305,631	47,619	\$ 258,012	15.58%	406,830	\$ 101,199	33.11%							
24	Total Public Safety	\$ 1,196,164	\$ 1,295,903	\$ 1,324,783	\$ 1,658,997	\$ 2,146,346	\$ 970,094	\$ 1,176,252	45.20%	\$ 2,731,799	\$ 585,453	27.28%							
25																			
26	Public Works	\$ 196,087	\$ 183,276	\$ 237,516	\$ 288,796	\$ 260,601	\$ 114,126	\$ 146,475	43.79%	\$ 297,312	\$ 36,711	14.09%							
27	Total Public Works	# \$ 196,087	# \$ 183,276	\$ 237,516	\$ 288,796	\$ 260,601	\$ 114,126	\$ 146,475	43.79%	\$ 297,312	\$ 36,711	14.09%							
28																			
29	Parks	\$ 91,333	\$ 88,058	\$ 108,211	\$ 99,896	\$ 87,391	47,197	\$ 40,194	54.01%	\$ 99,103	\$ 11,712	13.40%							
30	Recreation	8,006	30,381	28,745	23,691	31,729	8,712	\$ 23,017	27.46%	33,504	1,775	5.59%							
31	Total Parks/Recreation	\$ 99,339	\$ 118,439	\$ 136,956	\$ 123,587	\$ 119,120	55,909	\$ 63,211	46.94%	\$ 132,607	\$ 13,487	11.32%							
32																			
33	Contingency	\$ 460	\$ -	\$ -	\$ -	\$ 20,000	2,550	\$ 17,450	12.75%	\$ 20,000	\$ -	0.00%							
34																			
35																			
36	General Fund Operations	\$ 2,203,293	\$ 2,366,088	\$ 2,506,822	\$ 2,914,202	\$ 3,387,239	\$ 1,804,889	\$ 1,582,350	53.28%	\$ 3,985,730	\$ 598,491	17.67%							
37																			
38	Transfer for Improvements	\$ 565,870	\$ 565,870	\$ 625,870	\$ 625,870	\$ 625,870	\$ -	\$ 625,870	0.00%	\$ 460,870	\$ (165,000)	-26.36%							
39																			
40	Total General Expenditures	\$ 2,769,163	\$ 2,931,958	\$ 3,132,692	\$ 3,540,072	\$ 4,013,109	\$ 1,804,889	\$ 2,208,220	44.97%	\$ 4,446,600	\$ 433,491	10.80%							

City of Osseo
General Fund Expenditures Budget Worksheet
For the Year 2025

Note: Accounts indicating an "A" are allocatable to enterprise funds

ACCOUNT	DESCRIPTION	2020	2021	2022	2023	2024				2025 Projected	
		Actual	Actual	Actual	Actual	Budgeted	6/30/2024	% of Budget	Remaining	Amount	Notes

MAYOR AND COUNCIL												
101-41000-106	PART TIME WAGES	\$ 19,000	\$ 17,417	\$ 19,000	\$ 19,000	\$ 19,000	\$ 9,500	50.00%	\$ 9,500	\$ 19,000	Council pay ordinance approved, will be reflected in 2025	
101-41000-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 1,454	\$ 1,332	\$ 1,454	\$ 1,454	\$ 1,454	\$ 727	50.00%	\$ 727	\$ 1,454	7.65% of wages (6.2% for FICA and 1.45% for Medicare)	
101-41000-139	WORK COMP INSURANCE	\$ 84	\$ -	\$ 76	\$ 67	\$ 74	\$ -	0.00%	\$ 74	\$ 75	LMCIT recommended to budget for a 10% increase	
101-41000-211	OPERATIONS	\$ 2,395	\$ 2,730	\$ 283	\$ 625	\$ 750	\$ 245	32.67%	\$ 505	\$ 750	Chamber supplies, Council supplies	
101-41000-218	UNIFORMS/APPAREL	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	0.00%	\$ 300	\$ 300	\$60 per Councilmember	
101-41000-255	DUES/MEMBERSHIPS	\$ 4,677	\$ 4,996	\$ 5,714	\$ 4,417	\$ 4,631	\$ 1,333	28.78%	\$ 3,298	\$ 4,750	LMC (3358) and Metro Cities (1273) annual membership dues	
101-41000-260	REGISTRATION/TRAINING/TRAVEL	\$ 275	\$ 588	\$ 941	\$ 886	\$ 1,300	\$ 167	12.85%	\$ 1,133	\$ 1,300	Council training and travel	
101-41000-307	RECORDING SERVICES	\$ 9,015	\$ 7,860	\$ 6,933	\$ 7,666	\$ 6,000	\$ 3,394	56.57%	\$ 2,606	\$ 7,800	Meeting minutes, codfying, CCX televing, recording	
	TOTAL	\$ 36,900	\$ 34,923	\$ 34,401	\$ 34,115	\$ 33,509	\$ 15,366	45.86%	\$ 18,143	\$ 35,429	5.73%	

ADMINISTRATION												
101-41110-101	FULL TIME WAGES	\$ 241,976	\$ 271,989	\$ 257,368	\$ 243,496	\$ 233,978	\$ 295,306	126.21%	\$ (61,328)	\$ 296,301	A Variable merit increase plus 3.0% COLA (40% of wages allocated to enterprise funds)	
101-41110-124	PERA CONTRIBUTION	\$ 17,500	\$ 20,625	\$ 20,779	\$ 16,269	\$ 19,447	\$ 17,020	87.52%	\$ 2,427	\$ 22,223	A 7.5% wages	
101-41110-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 18,176	\$ 19,128	\$ 20,176	\$ 18,759	\$ 19,836	\$ 17,730	89.38%	\$ 2,106	\$ 22,667	A 7.65% of wages (6.2% for FICA and 1.45% for Medicare)	
101-41110-130	MED/DEN/LIFE/LTD INSURANCE	\$ 14,082	\$ 10,074	\$ 15,642	\$ 7,460	\$ 20,314	\$ 12,249	60.30%	\$ 8,065	\$ 36,777	A Estimated medical and dental insurance for employees	
101-41110-135	CELL/TRAVEL/INSURANCE ALLOW	\$ 6,557	\$ 8,956	\$ 7,631	\$ 9,214	\$ 25,310	\$ 10,861	42.91%	\$ 14,449	\$ -	A Allowances and health insurance stipends for employees	
101-41110-139	WORK COMP INSURANCE	\$ 1,131	\$ 1,111	\$ 1,632	\$ 582	\$ 2,354	\$ 3,507	148.98%	\$ (1,153)	\$ 2,500	A LMCIT recommended to budget for a 10% increase	
101-41110-201	OFFICE SUPPLIES	\$ 2,574	\$ 1,470	\$ 2,036	\$ 1,862	\$ 650	\$ 758	116.62%	\$ (108)	\$ 1,500	A Office stationary and supplies	
101-41110-211	OPERATIONS	\$ 1,916	\$ 4,859	\$ 4,699	\$ -	\$ 2,000	\$ 1,425	71.25%	\$ 575	\$ 2,500	A Misc operations and other items	
101-41110-218	UNIFORMS/APPARAL	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 47	15.67%	\$ 253	\$ 250	A \$60 per Staff member (5)	
101-41110-255	DUES/MEMBERSHIPS	\$ 1,930	\$ 569	\$ 2,019	\$ 1,911	\$ 1,800	\$ 1,874	104.11%	\$ (74)	\$ 2,500	ICMA, GFOA, MCFOA, MAMA, MCMA	
101-41110-260	REGISTRATION/TRAINING/TRAVEL	\$ 3,179	\$ 2,795	\$ 2,793	\$ 7,327	\$ 9,000	\$ 2,840	31.56%	\$ 6,160	\$ 5,000	ICMA, GFOA, MCFOA, MCMA Conferences	
101-41110-308	PROPERTY ASSESSING	\$ 31,089	\$ 32,124	\$ 33,504	\$ 35,344	\$ 35,500	\$ 36,889	103.91%	\$ (1,389)	\$ -	A Agreement with Hennepin County, levying, open book meeting/No charge in 2025	
101-41110-310	OTHER PROFESSIONAL SERVICES	\$ 472	\$ 480	\$ 3,216	\$ 199	\$ 300	\$ 201	67.00%	\$ 99	\$ 500	Misc. Engineering or other non-finance related consulting	
101-41110-311	RENTAL INSPECTION PROGRAM	\$ 1,829	\$ 1,865	\$ 27,727	\$ 21,529	\$ 27,000	\$ 20,338	75.33%	\$ 6,662	\$ 27,000	Rum River Consulting (75% of total revenue line item)	
101-41110-321	TELECOMMUNICATIONS	\$ 670	\$ 1,231	\$ 780	\$ 1,152	\$ 496	\$ 993	200.20%	\$ (497)	\$ 2,000	A Administrator cell phone (41.29/mo) and other Admin Dept communication costs	
101-41110-322	POSTAGE/DELIVERY SERVICES	\$ 2,878	\$ 1,083	\$ 1,672	\$ 2,154	\$ 2,600	\$ 2,017	77.58%	\$ 583	\$ 3,000	A Postage machine (1030/quarter), (400/quarter goes to UB)	
101-41110-351	PRINTING/PUBLISHING	\$ 7,509	\$ 6,082	\$ 3,520	\$ 4,323	\$ 4,500	\$ 1,810	40.22%	\$ 2,690	\$ 5,000	A Osseo Outlook newsletter (about 1200/quarter) and Ordinance amendments	
101-41110-355	PERSONNEL/RECRUITMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	None expected	
101-41110-376	AUTO INSURANCE	\$ 73	\$ 76	\$ 76	\$ -	\$ -	\$ -	0%	\$ -	\$ -	10% increase of YTD amount	
101-41110-410	LEASES/RENTALS	\$ 1,582	\$ 2,375	\$ 1,388	\$ 1,565	\$ 2,522	\$ 681	27.00%	\$ 1,841	\$ 2,750	A Lease for copier and water cooler	
	TOTAL	\$ 355,123	\$ 386,892	\$ 406,658	\$ 373,146	\$ 407,907	\$ 426,546	104.57%	\$ (18,639)	\$ 432,468	6.02%	

ELECTIONS												
101-41410-106	WAGES - JUDGES and Elections Assistant	\$ 5,711	\$ -	\$ 4,770	\$ -	\$ 10,979	\$ 1,068	0.00%	\$ 9,911	\$ -	Wages: 10.59/hr (election judge) and 12.59/hr (head judge) - Election in 2024	
	WAGES - CLERK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	City Clerk OT wage charges - Flex schedule	
101-41410-124	EMPLOYER PERA EXPENSE	\$ 196	\$ -	\$ 35	\$ -	\$ 223	\$ 13	0.00%	\$ 210	\$ -	City Clerk Elections OT PERA	
101-41410-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 193	\$ -	\$ 210	\$ -	\$ 228	\$ -	0.00%	\$ 228	\$ -	7.65% of wages (6.2% for FICA and 1.45% for Medicare)	
101-41410-211	OPERATIONS	\$ 6,282	\$ 1,192	\$ 3,620	\$ 1,181	\$ 3,200	\$ 105	3.28%	\$ 3,095	\$ 2,000	Election machine maintenace contract, publishing, newsletter, etc (maintenance in off yrs)	
	TOTAL	\$ 12,382	\$ 1,192	\$ 8,635	\$ 1,181	\$ 14,630	\$ 1,186	8.11%	\$ 13,444	\$ 2,000	-86.33%	

LEGAL												
101-41500-211	LEGAL EXPENSES	\$ 961	\$ 3,007	\$ 600	\$ 2,230	\$ 800	\$ -	0.00%	\$ 800	\$ 1,000	Mileage, copying, postage, fees	
101-41500-304	LEGAL SERVICES - CIVIL	\$ 33,607	\$ 29,985	\$ 38,131	\$ 54,290	\$ 35,000	\$ 19,695	56.27%	\$ 15,305	\$ 44,000	Kennedy Graven retainer (less EDA projects), Ordinance updates, etc. monthly of \$3,250 plus \$5,000 beyond	
101-41500-306	LEGAL SERVICES - PROSECUTION	\$ 14,400	\$ 15,240	\$ 15,290	\$ 19,140	\$ 18,250	\$ 5,430	29.75%	\$ 12,820	\$ 20,000	Berglund, Baumgartner, Kimble and Glaser (includes updated monthly retainer)	
	TOTAL	\$ 48,968	\$ 48,232	\$ 54,021	\$ 75,660	\$ 54,050	\$ 25,125	46.48%	\$ 28,925	\$ 65,000	20.26%	

INFORMATION TECHNOLOGY												
101-41515-302	IT CONSULTANT	\$ 40,815	\$ 31,098	\$ 48,698	\$ 38,640	\$ 42,372	\$ 27,253	64.32%	\$ 15,119	\$ 45,000	A Element retainer (Essential Care package 2848/mo retainer) plus average additional monthly onsite costs	
101-41515-309	WEBSITE HOSTING	\$ 11,953	\$ 24,167	\$ 3,565	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	City website hosting and domain costs - Expecting new City website in 2024	
101-41515-309	EMAIL/LICENSING/SECURITY COSTS	\$ -	\$ -	\$ -	\$ 17,506	\$ 23,736	\$ 3,877	16.33%	\$ 19,859	\$ 25,000	City-wide email licensing, additional IT security costs per recent tech upgrades	
	TOTAL	\$ 52,768	\$ 55,265	\$ 52,263	\$ 56,146	\$ 66,108	\$ 31,130	47.09%	\$ 34,978	\$ 70,000	5.89%	

FINANCE CONSULTING												
101-41550-309	FINANCE SOFTWARE	\$ 1,070	\$ 1,177	\$ 7,725	\$ 7,127	\$ 11,221	\$ -	0.00%	\$ 11,221	\$ 15,000	A Tyler Tech annual fees plus PlanIt software	
101-41550-301	FINANCIAL CONSULTANT	\$ 24,939	\$ 46,642	\$ 19,782	\$ 37,470	\$ 6,000	\$ 13,506	225.10%	\$ (7,506)	\$ 20,000	A Gary Groen (40% of 20,000); financial Management Plan, etc; Disclosure reporting, etc..	
101-41550-301	AUDITING	\$ -	\$ -	\$ 1,745	\$ 14,505	\$ 11,360	\$ 10,000	88.03%	\$ 1,360	\$ 12,500	A BerganKDV (40% of \$31,250 - FY2024 audit costs).	
	TOTAL	\$ 26,009	\$ 47,819	\$ 29,252	\$ 59,102	\$ 28,581	\$ 23,506	82.24%	\$ 5,075	\$ 47,500	66.19%	

PLANNING AND ZONING												
101-41650-101	FULL TIME WAGES	\$ 42,570	\$ 68,320	\$ 75,767	\$ 80,356	\$ 78,624	\$ 39,546	50.30%	\$ 39,078	\$ -	Variable merit increase plus 2.2% COLA	
101-41650-106	PART TIME WAGES	\$ -	\$ 900	\$ 1,395	\$ 720	\$ 1,260	\$ -	0.00%	\$ 1,260	\$ 1,260	Planning Commission meeting stipends	

City of Osseo
General Fund Expenditures Budget Worksheet
For the Year 2025

Note: Accounts indicating an "A" are allocatable to enterprise funds

	ACCOUNT	DESCRIPTION	2020	2021	2022	2023	2024				2025 Projected	
			Actual	Actual	Actual	Actual	Budgeted	6/30/2024	% of Budget	Remaining	Amount	Notes
71	101-41650-124	PERA CONTRIBUTION	\$ 3,205	\$ 5,124	\$ 5,683	\$ 5,239	\$ 6,034	\$ 2,961	49.07%	\$ 3,073	\$ -	7.5% wages
72	101-41650-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 3,366	\$ 5,251	\$ 5,857	\$ 6,086	\$ 6,111	\$ 3,138	51.35%	\$ 2,973	\$ 96	7.65% of wages (6.2% for FICA and 1.45% for Medicare)
73	101-41650-130	MED/DEN/LIFE/LTD INSURANCE	\$ 2,182	\$ 7,102	\$ 8,565	\$ 10,731	\$ 12,120	\$ 8,172	67.43%	\$ 3,948	\$ -	Estimated medical and dental insurance for employees
74	101-41650-135	CELL/TRAVEL/INSURANCE ALLOW	\$ 1,615	\$ -	\$ -	\$ 250	\$ -	\$ -	0.00%	\$ -	\$ -	
75	101-41650-139	WORK COMP INSURANCE	\$ 436	\$ 459	\$ 393	\$ 354	\$ 389	\$ -	0.00%	\$ 389	\$ 400	LMCIT recommended to budget for a 10% increase
76	101-41650-140	UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	None expected
77	101-41650-211	OPERATIONS/SUPPLIES	\$ 99	\$ (334)	\$ -	\$ 967	\$ 100	\$ -	0.00%	\$ 100	\$ 100	Maps and other City Planning supplies
78	101-41650-255	DUES/MEMBERSHIPS	\$ -	\$ -	\$ -	\$ 50	\$ 250	\$ 320	128.00%	\$ (70)	\$ 250	American Planning Association membership
79	101-41650-260	EDUCATION/MEETINGS/TRAVEL	\$ (173)	\$ -	\$ -	\$ 736	\$ 1,000	\$ 350	35.00%	\$ 650	\$ 500	American Planning Association conference
80	101-41650-303	ENGINEERING	\$ 23,118	\$ 6,811	\$ 669	\$ 11,663	\$ 2,000	\$ 180	9.00%	\$ 1,820	\$ 1,500	A Geographic Information System from WSB (50% - other goes to water/sewer)
81	101-41650-307	RECORDING SERVICE	\$ 1,230	\$ 1,283	\$ 960	\$ 795	\$ 1,200	\$ 334	27.83%	\$ 866	\$ 1,200	Minutes for Planning Commission and Parks & Rec meetings
82	101-41650-310	OTHER PROFESSIONAL SERVICES	\$ 20	\$ -	\$ 2,550	\$ 2,315	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ 5,000	WSB and Legal costs for Comp Plan ordinance amendments
83	101-41650-351	PRINTING/PUBLISHING	\$ 89	\$ 159	\$ 850	\$ 477	\$ 750	\$ 235	31.33%	\$ 515	\$ 1,000	Publishing for Comp Plan Amendments
84		TOTAL	\$ 77,757	\$ 95,075	\$ 102,689	\$ 120,739	\$ 111,838	\$ 55,236	49.39%	\$ 56,602	\$ 11,306	-89.89%

CITY HALL CAMPUS

87	101-41700-211	OPERATIONS	\$ 3,064	\$ 3,704	\$ 4,994	\$ 6,762	\$ 5,000	\$ 2,495	49.90%	\$ 2,505	\$ 6,000	A Paper products and misc. supplies
88	101-41700-222	BLDG REPAIR/MAINTENANCE	\$ 14,211	\$ 6,317	\$ 18,935	\$ 9,474	\$ 13,000	\$ 7,800	60.00%	\$ 5,200	\$ 15,000	HVAC, rugs, parking lot, lighting, elevator license, small equipment, security
89	101-41700-317	CLEANING SERVICE	\$ 10,519	\$ 9,189	\$ 9,689	\$ 9,016	\$ 9,000	\$ 4,918	54.64%	\$ 4,082	\$ 10,000	Tegrete Cleaning Solutions
90	101-41700-321	TELECOMMUNICATONS	\$ 13,063	\$ 12,058	\$ 9,775	\$ 16,060	\$ 9,000	\$ 7,572	84.13%	\$ 1,428	\$ 15,000	Main line phones, internet
91	101-41700-375	PROPERTY/LIABILITY INSURANCE	\$ 34,959	\$ 38,466	\$ 39,589	\$ 43,283	\$ 50,573	\$ 45,975	90.91%	\$ 4,598	\$ 50,000	10% increase of YTD charges
92	101-41700-380	ELECTRIC	\$ 12,166	\$ 13,250	\$ 15,516	\$ 15,536	\$ 12,000	\$ 4,132	34.43%	\$ 7,868	\$ 14,000	City Hall electric
93	101-41700-390	GAS - HEATING	\$ 4,681	\$ 4,794	\$ 7,448	\$ 6,141	\$ 7,500	\$ 3,011	40.15%	\$ 4,489	\$ 8,500	Gas heat for City Hall
94		TOTAL	\$ 92,663	\$ 87,778	\$ 105,946	\$ 106,272	\$ 106,073	\$ 75,903	71.56%	\$ 30,170	\$ 118,500	11.72%

COMMUNITY CENTER

97	101-41800-106	PART TIME WAGES	\$ 660	\$ 2,323	\$ 3,156	\$ 4,817	\$ 5,200	\$ 2,400	46.15%	\$ 2,800	\$ 6,000	Weekend community center rental attendant (Increased to \$100/weekend for 2024)
98	101-41800-124	PERA	\$ 50	\$ 174	\$ 223	\$ 354	\$ 390	\$ 181	46.41%	\$ 209	\$ 450	7.5% wages
99	101-41800-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 50	\$ 178	\$ 252	\$ 361	\$ 398	\$ 191	47.99%	\$ 207	\$ 459	7.65% of wages (6.2% for FICA and 1.45% for Medicare)
100	101-41800-139	WORK COMP	\$ 80	\$ 81	\$ 70	\$ 63	\$ 70	\$ -	0.00%	\$ 70	\$ 75	LMCIT recommended to budget for a 10% increase
101	101-41800-211	OPERATIONS	\$ 101	\$ 190	\$ 285	\$ 813	\$ 400	\$ 568	142.00%	\$ (168)	\$ 750	Paper products, lighting, cleaning supplies
102	101-41800-221	EQUIPMENT/REPAIRS MAINTENANCE	\$ 806	\$ 806	\$ 806	\$ 856	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ 1,000	Partition or other kitchen repairs
103	101-41800-317	CLEANING SERVICE	\$ 2,608	\$ 3,569	\$ 3,869	\$ 4,438	\$ 4,500	\$ 3,013	66.96%	\$ 1,487	\$ 5,000	10% increase from 2024
104	101-41800-317	CARPET CLEANING	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ -	0.00%	\$ 1,400	\$ 1,750	Carpet cleaning 4 times per year plus misc.
105	101-41800-375	PROPERTY/LIABILITY INSURANCE	\$ 575	\$ -	\$ -	\$ -	\$ 768	\$ -	0.00%	\$ 768	\$ 825	5% budgeted increase
106	101-41800-380	ELECTRIC	\$ 2,715	\$ 2,909	\$ 3,406	\$ 3,411	\$ 2,600	\$ 1,192	45.85%	\$ 1,408	\$ 3,750	Electric for Community Center
107	101-41800-390	GAS - HEATING	\$ 1,028	\$ 1,064	\$ 1,635	\$ 1,348	\$ 1,750	\$ 667	38.11%	\$ 1,083	\$ 1,750	Heat for Community Center
108		TOTAL	\$ 8,673	\$ 11,294	\$ 13,702	\$ 16,461	\$ 18,476	\$ 8,212	44.45%	\$ 10,264	\$ 21,809	18.04%

POLICE

111	101-41900-101	FULL TIME WAGES - OFFICERS	\$ 647,869	\$ 723,663	\$ 704,217	\$ 852,746	\$ 977,623	\$ 547,456	56.00%	\$ 430,167	\$ 1,215,626	Per updated negotiated Police Union contract (2023-2025) - Includes 3 new FT positions in 2024 (Jan 1, Feb 1, Mar 1)
112	101-41900-101	FULL TIME WAGES - NON OFFICERS	\$ -	\$ -	\$ -	\$ -	\$ 79,934	\$ -	0.00%	\$ 79,934	\$ 85,530	Variable merit increase plus 2.2% COLA
113	101-41900-101	SHIFT DIFFERENTIAL	\$ -	\$ -	\$ -	\$ -	\$ 8,213	\$ -	0.00%	\$ 8,213	\$ 8,213	Shift differenential \$0.75/hr, offset by Police services and Police Aid (TZD)
114	101-41900-106	PART TIME WAGES	\$ 14,097	\$ 27,755	\$ 6,979	\$ 16,872	\$ 9,000	\$ 19,342	214.91%	\$ (10,342)	\$ 9,000	Part-time Police Officers (includes 2.2% COLA for 2024)
115	101-41900-124	PEPFF CONTRIBUTION (OFFICERS)	\$ 109,816	\$ 117,182	\$ 108,790	\$ 131,036	\$ 204,385	\$ 95,668	46.81%	\$ 108,717	\$ 232,620	17.7% Officer wages
116	101-41900-124	PERA CONTRIBUTION (NON OFFICERS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ 6,415	7.5% non-Officer wages
117	101-41900-125	EMPLOYER FICA CONTRIBUTION (OFFICERS)	\$ 11,642	\$ 15,205	\$ 14,417	\$ 17,195	\$ 22,388	\$ 15,069	67.31%	\$ 7,319	\$ 22,620	1.45% wages (Medicare only, FICA exempt)
118	101-41900-125	EMPLOYER FICA/MEDICARE CONTRIBUTION (NON OFFICERS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ 6,543	7.65% of wages (6.2% for FICA and 1.45% for Medicare)
119	101-41900-130	MED/DEN/LIFE/LTD/STD INSURANCE	\$ 84,810	\$ 82,244	\$ 90,380	\$ 95,397	\$ 148,444	\$ 70,810	47.70%	\$ 77,634	\$ 303,285	Estimated medical & dental insurance for employees (includes single, family and retiree health insurance costs)
120	101-41900-135	BENEFIT ALLOWANCE	\$ 8,513	\$ 7,984	\$ 5,311	\$ 28,075	\$ 112,600	\$ 22,708	20.17%	\$ 89,892	\$ 115,427	Allowances for Officers (Insurance opt-out, Hiring bonus, retention bonus, Officer wellness costs, LTD, STD, Life)
121	101-41900-139	WORK COMP INSURANCE	\$ 30,464	\$ 40,359	\$ 42,869	\$ 41,799	\$ 45,978	\$ 40,242	87.52%	\$ 5,736	\$ 50,000	LMCIT recommended to budget for a 10% increase
122	101-41900-201	OFFICE EXPENSES	\$ 2,253	\$ 1,014	\$ 1,100	\$ 4,325	\$ 5,000	\$ 1,853	37.06%	\$ 3,147	\$ 6,000	Office expenses and logo gear (additional FT employees)
123	101-41900-202	RECOGNITION/AWARDS	\$ -	\$ -	\$ -	\$ 671	\$ 250	\$ 147	58.80%	\$ 103	\$ 300	Awards for Officers or public
124	101-41900-211	OPERATING SUPPLIES	\$ 5,645	\$ 4,703	\$ 3,006	\$ 9,058	\$ 6,000	\$ 1,247	20.78%	\$ 4,753	\$ 9,000	Expenses outside the office (additional FT employees)
125	101-41900-213	OFFICER EQUIPMENT/GEAR	\$ 5,889	\$ 3,926	\$ 6,817	\$ 8,446	\$ 9,000	\$ 9,937	110.41%	\$ (937)	\$ 15,000	Chief, Lt. and part time uniforms, vests, bike program (additional FT employees) ammo
126	101-41900-216	SQUAD FUEL	\$ 11,263	\$ 18,146	\$ 17,058	\$ 17,985	\$ 19,000	\$ 7,593	39.96%	\$ 11,407	\$ 20,000	Fuel costs for all squads
127	101-41900-217	SQUAD REPAIRS/MAINTENANCE	\$ 5,393	\$ 4,028	\$ 4,627	\$ 8,672	\$ 5,000	\$ 6,530	130.60%	\$ (1,530)	\$ 7,000	Misc repair for squads (non-insurance related repairs)
128	101-41900-218	UNIFORM ALLOWANCE	\$ 10,843	\$ 6,611	\$ 6,298	\$ 12,121	\$ 9,000	\$ 5,555	61.72%	\$ 3,445	\$ 11,000	Per Police contract (1000 per Officer) (additional FT employees)
129	101-41900-220	COMMUNICATION RADIO	\$ 16,400	\$ 18,359	\$ 19,123	\$ 20,292	\$ 33,000	\$ 8,956	27.14%	\$ 24,044	\$ 35,000	Hennepin County (will have new monthly amount) (additional FT employees)
130	101-41900-255	DUES/MEMBERSHIPS	\$ 2,848	\$ 5,092	\$ 8,150	\$ 9,602	\$ 12,000	\$ 6,686	55.72%	\$ 5,314	\$ 15,000	Chiefs membership, POST certifications, includes Tip 411 service, Peer support
131	101-41900-260	REGISTRATION/TRAINING/TRAVEL	\$ 8,308	\$ 11,748	\$ 7,061	\$ 22,018	\$ 28,000	\$ 18,916	67.56%	\$ 9,084	\$ 35,000	Intervention training and continuing education (additional FT employees)
132	101-41900-307	RECORDING SERVICES/LETG Records Management	\$ 515	\$ -	\$ -	\$ 117	\$ 250	\$ 1,298	519.20%	\$ (1,048)	\$ 250	PSAC minutes (split with Fire Dept)

City of Osseo
General Fund Expenditures Budget Worksheet
For the Year 2025

Note: Accounts indicating an "A" are allocatable to enterprise funds

		2020	2021	2022	2023	2024				2025 Projected		
ACCOUNT	DESCRIPTION	Actual	Actual	Actual	Actual	Budgeted	6/30/2024	% of Budget	Remaining	Amount	Notes	
133	101-41900-309 IT - G-TAC CAMERA SYSTEM	\$ 9,534	\$ 23,297	\$ 3,263	\$ 27,560	\$ 20,000	\$ 8,299	41.50%	\$ 11,701	\$ 25,000	Squad camera annual costs/LETG Records Management Software	
134	101-41900-310 OTHER PROFESSIONAL SERVICES	\$ 1,658	\$ 1,171	\$ 2,419	\$ 901	\$ 5,000	\$ 2,074	41.48%	\$ 2,926	\$ 5,000	Grant writing, towing contract, body camera audit (per State Statute) - every 3 yrs	
135	101-41900-314 PAWN TRANSACTION CONSORTIUM	\$ 250	\$ 250	\$ 250	\$ -	\$ 500	\$ -	0.00%	\$ 500	\$ 500	Offset through Pawn Licensing revenue	
136	101-41900-316 INCARCERATION SERVICES	\$ 5,118	\$ 7,539	\$ 3,504	\$ 2,940	\$ 6,000	\$ 610	10.17%	\$ 5,390	\$ 6,000	Hennepin County corrections, Hennepin County Sheriff (additional FT employees)	
137	101-41900-317 CLEANING SERVICE	\$ 300	\$ 300	\$ 300	\$ -	\$ 400	\$ -	0.00%	\$ 400	\$ 400	Additional Police Department or squad only cleaning	
138	101-41900-321 TELECOMMUNICATIONS	\$ 6,402	\$ 7,305	\$ 7,837	\$ 15,980	\$ 11,000	\$ 5,145	46.77%	\$ 5,855	\$ 13,000	Cell phones for all Officers (includes additional phone for new positions)	
139	101-41900-355 PERSONNEL/RECRUITMENT	\$ 60	\$ 1,591	\$ 2,388	\$ 10,957	\$ 6,000	\$ 3,756	62.60%	\$ 2,244	\$ 6,000	Recruitment of PT Officers (if needed) including backgrounds for new hires	
140	101-41900-376 SQUAD INSURANCE	\$ 4,720	\$ 7,609	\$ 9,310	\$ 6,328	\$ 6,644	\$ 6,328	95.24%	\$ 316	\$ 6,657	5% increase of YTD amount	
141	101-41900-401 POLICE RESERVES	\$ 206	\$ 223	\$ 275	\$ 137	\$ 800	\$ -	0.00%	\$ 800	\$ 800	Police Reserve Program	
142	101-41900-402 EMERGENCY PREPAREDNESS	\$ 670	\$ 672	\$ 1,271	\$ 111	\$ 1,400	\$ 1,063	75.93%	\$ 337	\$ 1,800	Emergency sirens (electricity and maintenance)	
143	101-41900-403 CHAPLIN PROGRAM	\$ -	\$ -	\$ 60	\$ -	\$ 300	\$ -	0.00%	\$ 300	\$ 300	Chaplin program costs	
144	101-41900-404 NIGHT TO UNITE	\$ 235	\$ 93	\$ 8,243	\$ 7,574	\$ -	\$ 49	0.00%	\$ (49)	\$ 10,000	Revenue donations offset, Net zero impact	
145	101-41900-410 LEASES/RENTALS	\$ 972	\$ 1,588	\$ 1,270	\$ 1,366	\$ 2,000	\$ 664	33.20%	\$ 1,336	\$ 2,000	Copier (114/mo), water cooler (53.45/mo)	
146	101-41900-450 REIMBURSEMENT/DEDUCTIBLE	\$ -	\$ -	\$ -	\$ 513	\$ -	#DIV/0!		\$ -	\$ -	Insurance deductible, damage awards	
147	101-41900- FENCE CONSORTIUM	\$ -	\$ -	\$ -	\$ 6,696	\$ 6,006	\$ 6,006	0.00%	\$ -	\$ 6,483	Annual cost for new fence consortium group	
148	101-41900- COMMUNITY SERVICE OFFICER	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ 1,000	Costs for PT CSO position (equipment, etc)	
149	TOTAL		\$ 1,006,693	\$ 1,139,657	\$ 1,086,593	\$ 1,377,490	\$ 1,803,115	\$ 914,007	50.69%	\$ 889,108	\$ 2,293,768	27.21%

FIRE

152	101-41920-106 FULL TIME & PART TIME WAGES	\$ 74,289	\$ 73,393	\$ 99,307	\$ 138,666	\$ 176,899	\$ 17,758	10.04%	\$ 159,141	\$ 225,638	FT Fire Chief, Inspectors, On-call, Duty Crews, Public Services Assistant plus COLA	
153	101-41920-xxx PERA CONTRIBUTION					\$ 2,365	\$ -	0.00%	\$ 2,365	\$ 7,952	7.5% of Full Time wages	
154	101-41920-123 FIRE RELIEF CONTRIBUTION	\$ 20,724	\$ 22,727	\$ 24,281	\$ 32,515	\$ 30,070	\$ -	0.00%	\$ 30,070	\$ 31,541	To OFDRA - Offset by Revenue amount (comes in October) - Includes voluntary 10k contribution in 2025	
155	101-41920-125 EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 5,734	\$ 5,657	\$ 7,645	\$ 10,612	\$ 13,548	\$ 1,421	10.49%	\$ 12,127	\$ 17,276	7.65% of wages (6.2% for FICA and 1.45% for Medicare)	
156	101-41920-xxx MED/DEN/LIFE/LTD INSURANCE				\$ -	\$ -	\$ -	0.00%	\$ -	\$ 18,000	Estimated medical and dental insurance for employees (Full Time only)	
157	101-41920-135 CELL/TRAVEL/INS ALLOWANCE	\$ 650	\$ 550	\$ 625	\$ 575	\$ 7,773	\$ 300	3.86%	\$ 7,473	\$ 573	Fire Chief cell phone	
158	101-41920-139 WORK COMP INSURANCE	\$ 4,296	\$ 5,473	\$ 5,542	\$ 5,362	\$ 5,898	\$ 1,367	23.18%	\$ 4,531	\$ 6,500	Determined by population (changes in 2024 budget)	
159	101-41920-140 UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441	0.00%	\$ (441)	\$ -	Firefighters no longer on payroll that qualify for unemployment	
160	101-41920-211 OPERATING SUPPLIES	\$ 2,180	\$ 5,894	\$ 3,264	\$ 1,749	\$ 3,000	\$ 1,114	37.13%	\$ 1,886	\$ 3,000	Office, safety, manuals, small equipment	
161	101-41920-216 FUEL	\$ 1,358	\$ 1,700	\$ 2,530	\$ 1,282	\$ 2,000	\$ 822	41.10%	\$ 1,178	\$ 3,000	Fuel for fire department vehicles	
162	101-41920-217 VEHICLE REPAIR/MAINTENANCE	\$ 3,984	\$ 7,761	\$ 9,726	\$ 8,142	\$ 10,000	\$ 7,571	75.71%	\$ 2,429	\$ 10,000	Anything with 4 wheels, Dept of Transportation vehicle safety inspections	
163	101-41920-218 UNIFORMS/GEAR	\$ 3,482	\$ 925	\$ 2,849	\$ 10,830	\$ 5,000	\$ 6,414	128.28%	\$ (1,414)	\$ 5,000	Bunker gear replacements moved to Equipment CIP	
164	101-41920-220 RADIO COMMUNICATIONS	\$ 7,845	\$ 8,266	\$ 7,162	\$ 8,567	\$ 9,475	\$ 3,604	38.04%	\$ 5,871	\$ 30,000	Hennepin County information technology (716/mo)	
165	101-41920-221 EQUIP REPAIR/MAINTENANCE	\$ 5,550	\$ 5,054	\$ 5,077	\$ 10,881	\$ 7,500	\$ 3,065	40.87%	\$ 4,435	\$ 7,500	Anything without 4 wheels	
166	101-41920-255 DUES/MEMBERSHIPS	\$ 435	\$ 435	\$ 810	\$ 937	\$ 800	\$ 150	18.75%	\$ 650	\$ 1,000	MN State Chiefs, MN State Fire Depts, Hennepin County Depts, National Fire Protections	
167	101-41920-260 EDUCATION/MEETINGS/TRAVEL	\$ 1,752	\$ 510	\$ 1,095	\$ 215	\$ 3,500	\$ -	0.00%	\$ 3,500	\$ 3,500	Training and certifications, Chiefs conference	
168	101-41920-261 EDUCATION - STATE AIDED	\$ 16,779	\$ 9,335	\$ 12,780	\$ 10,835	\$ 16,000	\$ -	0.00%	\$ 16,000	\$ 16,000	State Aid supplemented (award per year in July - est based on current year) - Offsetting in Revenue budget	
169	101-41920-307 RECORDING SERVICE	\$ 295	\$ -	\$ 132	\$ 117	\$ 250	\$ 246	98.40%	\$ 4	\$ 350	PSAC meeting minutes (split with Police Dept)	
170	101-41920-309 SOFTWARE	\$ 877	\$ 746	\$ 1,156	\$ 1,841	\$ 2,400	\$ 276	11.50%	\$ 2,124	\$ 7,500	Rescue Hub, Dropbox	
171	101-41920-310 OTHER PROFESSIONAL SERVICES	\$ 2,400	\$ -	\$ 7,205	\$ 3,909	\$ 2,500	\$ -	0.00%	\$ 2,500	\$ 3,000	Acturial for OFDRA (Van Iwaarden)	
172	101-41920-312 COMMUNITY EDUCATION	\$ -	\$ (3,837)	\$ -	\$ 2,912	\$ 300	\$ -	0.00%	\$ 300	\$ 3,000	Community education supplies	
173	101-41920-355 PERSONNEL/RECRUITMENT	\$ -	\$ 2,174	\$ 1,170	\$ 4,356	\$ 5,000	\$ 1,781	35.62%	\$ 3,219	\$ 5,000	Recruitment of FD members (if needed)	
174	101-41920-376 VEHICLE INSURANCE	\$ 1,477	\$ 1,139	\$ 1,488	\$ 1,289	\$ 1,353	\$ 1,289	95.27%	\$ 64	\$ 1,500	5% increase of YTD	
175	TOTAL		\$ 154,107	\$ 147,902	\$ 193,844	\$ 255,592	\$ 305,631	\$ 47,619	15.58%	\$ 258,012	\$ 406,830	33.11%

INSPECTIONS

178	101-41940-305 BUILDING INSPECTIONS	\$ 32,817	\$ 8,344	\$ 44,346	\$ 25,915	\$ 30,400	\$ 8,468	27.86%	\$ 21,932	\$ 24,000	32% of Revenue received	
179	101-41940-305 ELECTRICAL INSPECTIONS	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ -	0.00%	\$ 7,200	\$ 7,200	80% of Reveune received (Sloth Inspections)	
180	101-41940-300 MERCHANT FEES	\$ 2,547	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	A Removed, fees now pass through to user	
181	TOTAL		\$ 35,364	\$ 8,344	\$ 44,346	\$ 25,915	\$ 37,600	\$ 8,468	22.52%	\$ 29,132	\$ 31,200	-17.02%

STREETS AND ALLEYS (40% ALLOCATION)

184	101-42000-101 FULL TIME WAGES	\$ 77,595	\$ 85,305	\$ 98,090	\$ 113,274	\$ 111,874	\$ 58,058	51.90%	\$ 53,816	\$ 117,687	A Variable merit increase plus 2.2% COLA (60% of wages allocated to enterprise funds)
185	101-42000-106 PART TIME WAGES	\$ 1,258	\$ 313	\$ 7,790	\$ 8,482	\$ 12,480	\$ 7,609	60.97%	\$ 4,871	\$ 15,000	A New PT on-call position (30 hrs/wk, 40 wks/yr) - Streets only
186	101-42000-124 PERA CONTRIBUTION	\$ 5,747	\$ 6,487	\$ 7,165	\$ 7,920	\$ 8,585	\$ 4,738	55.19%	\$ 3,847	\$ 8,905	A 7.5% wages
187	101-42000-125 EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 5,998	\$ 6,897	\$ 7,762	\$ 9,041	\$ 8,925	\$ 5,417	60.69%	\$ 3,508	\$ 9,083	A 7.65% of wages (6.2% for FICA and 1.45% for Medicare)
188	101-42000-130 MED/DEN/LIFE/LTD INSURANCE	\$ 8,333	\$ 13,636	\$ 11,703	\$ 1,212	\$ 4,848	\$ 4,002	82.55%	\$ 846	\$ 22,098	A Estimated medical and dental insurance for employees
189	101-42000-135 CELL/TRAVEL/INS ALLOWANCE	\$ 1,606	\$ 1,628	\$ 1,745	\$ 6,590	\$ 4,800	\$ 4,030	83.96%	\$ 770	\$ 1,040	A Allowances for PW employees
190	101-42000-139 WORK COMP INSURANCE	\$ 3,623	\$ 2,915	\$ 4,950	\$ 6,609	\$ 10,567	\$ 2,755	26.07%	\$ 7,812	\$ 7,500	A LMCIT recommended to budget for a 10% increase
191	101-42000-140 UNEMPLOYMENT	\$ 142	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	None expected
192	101-42000-211 OPERATIONS	\$ 2,623	\$ 2,904	\$ 2,359	\$ 1,356	\$ 1,500	\$ 1,580	105.33%	\$ (80)	\$ 2,500	A Shop, office, small equipment, safety
193	101-42000-216 FUEL	\$ 2,867	\$ 5,025	\$ 5,275	\$ 5,409	\$ 7,500	\$ 3,241	43.21%	\$ 4,259	\$ 7,500	A Fuel for PW vehicles
194	101-42000-217 VEHICLE REPAIR/MAINTENANCE	\$ 1,145	\$ 570	\$ 1,559	\$ 3,416	\$ 1,500	\$ 528	35.20%	\$ 972	\$ 1,500	A Anything with 4 wheels

City of Osseo General Fund Expenditures Budget Worksheet For the Year 2025												
Note: Accounts indicating an "A" are allocatable to enterprise funds												
ACCOUNT	DESCRIPTION	2020	2021	2022	2023	2024				2025 Projected		
		Actual	Actual	Actual	Actual	Budgeted	6/30/2024	% of Budget	Remaining	Amount	Notes	
195	101-42000-218	UNIFORMS/PROTECTIVE GEAR	\$ 706	\$ 660	\$ 774	\$ 714	\$ 1,000	\$ 1,375	137.50%	\$ (375)	\$ 1,500	A Steel toe boots, uniforms, hard hats, gloves, ect.
196	101-42000-221	EQUIP REPAIR/MAINTENANCE	\$ 272	\$ 618	\$ 1,314	\$ 1,386	\$ 500	\$ 1,492	298.40%	\$ (992)	\$ 1,500	A Anything without 4 wheels
197	101-42000-222	BUILDING REPAIR/MAINTENANCE	\$ 3,181	\$ 624	\$ 251	\$ 149	\$ 2,000	\$ 373	18.65%	\$ 1,627	\$ 2,000	A Misc repair for PW building
198	101 42000 224	STREET MAINTENANCE/SIGNAGE	\$ 4,888	\$ 6,413	\$ 2,179	\$ 24,367	\$ 3,000	\$ 1,892	63.07%	\$ 1,108	\$ 4,000	A Traffic sign replacement and traffic management (barricades, cones, etc)
199	101-42000-226	TRAFFIC SIGNALS/STREET LIGHTING	\$ 25,307	\$ 23,668	\$ 28,446	\$ 28,125	\$ 24,000	\$ 7,943	33.10%	\$ 16,057	\$ 26,000	A Cost for traffic signal and all street lights
200	101-42000-250	SNOW MANAGEMENT	\$ 40,523	\$ 14,273	\$ 46,059	\$ 56,987	\$ 40,000	\$ 1,646	4.12%	\$ 38,354	\$ 45,000	A Snow management funds (hauling costs, salt, sand, etc)
201	101-42000-260	EDUCATION/MEETINGS/TRAVEL	\$ 950	\$ 75	\$ 123	\$ 300	\$ 500	\$ -	0.00%	\$ 500	\$ 1,000	A Annual expos and conferences for PW members
202	101-42000-310	OTHER PROFESSIONAL SVCS	\$ 200	\$ 56	\$ 699	\$ 270	\$ 500	\$ 250	50.00%	\$ 250	\$ 1,500	A Misc. Engineering
203	101-42000-321	TELECOMMUNICATIONS	\$ 2,238	\$ 2,407	\$ 2,108	\$ 2,284	\$ 2,500	\$ 702	28.08%	\$ 1,798	\$ 2,500	A Cell phones and other communications
204	101-42000-355	PERSONNEL/RECRUITMENT	\$ 228	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	A Cost to recruit PW members (if needed)
205	101-42000-375	PROPERTY/LIABILITY INSURANCE	\$ 2,705	\$ 2,769	\$ 1,148	\$ 1,500	\$ 3,358	\$ 3,394	101.07%	\$ (36)	\$ 2,000	A 5% budgeted increase
206	101-42000 376	AUTO INSURANCE	\$ 1,016	\$ 993	\$ 1,436	\$ 1,894	\$ 3,564	\$ -	0.00%	\$ 3,564	\$ 2,000	A 5% budgeted increase
207	101-42000-380	ELECTRIC	\$ 1,630	\$ 3,869	\$ 2,146	\$ 2,379	\$ 2,200	\$ 1,013	46.05%	\$ 1,187	\$ 2,500	A Electric costs for PW building
208	101-42000-384	WASTE REMOVAL	\$ -	\$ -	\$ 1,260	\$ 3,055	\$ 2,500	\$ 584	23.36%	\$ 1,916	\$ 2,500	A Waste removal at PW building
209	101-42000-390	GAS - HEATING	\$ 952	\$ 1,171	\$ 1,146	\$ 1,643	\$ 1,500	\$ 1,036	69.07%	\$ 464	\$ 1,500	A Gas heat for PW building
210	101-42000-410	LEASES AND RENTALS	\$ 354	\$ -	\$ 29	\$ 434	\$ 900	\$ 468	52.00%	\$ 432	\$ 9,000	A Copier/fax machine (75/mo)
211		TOTAL	\$ 196,087	\$ 183,276	\$ 237,516	\$ 288,796	\$ 260,601	\$ 114,126	43.79%	\$ 146,475	\$ 297,312	14.09%
RECREATION												
214	101-42300-106	PART TIME WAGES - ADULT PROGRAM	\$ 1,319	\$ 283	\$ -	\$ -	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 3,500	A PT Adult Fitness Coordinator
215	101-42300-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 101	\$ 22	\$ -	\$ -	\$ 230	\$ -	0.00%	\$ 230	\$ 268	A 7.65% of wages (6.2% for FICA and 1.45% for Medicare)
216	101-42300-139	WORK COMP INSURANCE	\$ 97	\$ (104)	\$ (57)	\$ 63	\$ 69	\$ -	0.00%	\$ 69	\$ 75	A LMCIT recommended to budget for a 10% increase
217	101-42300-312	ADULT PROGRAMMING	\$ 3,604	\$ 5,947	\$ 8,332	\$ 7,611	\$ 7,000	\$ 3,241	46.30%	\$ 3,759	\$ 7,500	A Yoga, Jazzercise, Step to It
218	101-42301-312	YOUTH PROGRAMMING	\$ 72	\$ 18,375	\$ 9,700	\$ 4,273	\$ 13,000	\$ 176	1.35%	\$ 12,824	\$ 13,000	A All youth programming (youth & teen)
219	101-42302-106	PART TIME WAGES - SENIOR COORDINATOR	\$ 1,910	\$ 4,618	\$ 8,767	\$ 10,124	\$ 7,000	\$ 4,664	66.63%	\$ 2,336	\$ 7,500	A Senior Center Coordinator position wages
220	101-42302-124	PERA CONTRIBUTION	\$ 143	\$ 346	\$ 532	\$ 551	\$ 525	\$ 266	50.67%	\$ 259	\$ 563	A 7.5% wages
221	101-42302-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 147	\$ 353	\$ 671	\$ 766	\$ 536	\$ 365	68.10%	\$ 171	\$ 574	A 7.65% of wages (6.2% for FICA and 1.45% for Medicare)
222	101-42302-139	WORK COMP INSURANCE	\$ 233	\$ 81	\$ 288	\$ 63	\$ 69	\$ -	0.00%	\$ 69	\$ 75	A LMCIT recommended to budget for a 10% increase
223	101-42302-312	SENIOR PROGRAMMING	\$ 380	\$ 460	\$ 512	\$ 240	\$ 300	\$ -	0.00%	\$ 300	\$ 450	A Gaming supplies
224		TOTAL	\$ 8,006	\$ 30,381	\$ 28,745	\$ 23,691	\$ 31,729	\$ 8,712	27.46%	\$ 23,017	\$ 33,504	5.59%
PARKS (10% ALLOCATION)												
227	101-42350-101	FULL TIME	\$ 21,614	\$ 21,831	\$ 24,523	\$ 27,708	\$ 27,968	\$ 14,515	51.90%	\$ 13,453	\$ 29,422	A 10% of Public Works gross wages
228	101-42350-106	PART TIME	\$ 9,004	\$ 99	\$ 3,883	\$ 3,475	\$ 3,120	\$ 277	8.88%	\$ 2,843	\$ 3,500	A New PT on-call position (30 hrs/wk, 40 wks/yr) - Parks only
229	101-42350-124	PERA CONTRIBUTIONS	\$ 1,694	\$ 1,628	\$ 1,791	\$ 1,978	\$ 2,146	\$ 1,040	48.46%	\$ 1,106	\$ 2,226	A 7.5% wages (Full Time only)
230	101-42350-125	EMPLOYER FICA/MEDICARE CONTRIBUTION	\$ 2,620	\$ 1,700	\$ 2,055	\$ 2,366	\$ 2,231	\$ 1,228	55.04%	\$ 1,003	\$ 2,271	A 7.65% of wages (6.2% for FICA and 1.45% for Medicare)
231	101-42350-130	MED/DEN/LIFE/LTD INSURANCE	\$ 1,469	\$ 2,908	\$ 5,361	\$ 3,372	\$ 1,212	\$ 780	64.36%	\$ 432	\$ 5,525	A Estimated medical and dental insurance for employees
232	101-42350-135	CELL/TRAVEL/INSURANCE ALLOW	\$ 2,554	\$ 407	\$ 503	\$ 1,648	\$ 1,200	\$ 1,008	84.00%	\$ 192	\$ 260	A Allocated allowance costs to Parks
233	101-42350-139	WORK COMP INSURANCE	\$ 3,323	\$ 1,548	\$ 752	\$ 279	\$ 225	\$ 905	402.22%	\$ (680)	\$ 250	A LMCIT recommended to budget for a 10% increase
234	101-42350-211	PARK OPERATIONS	\$ 4,136	\$ 6,995	\$ 11,519	\$ 6,133	\$ 7,000	\$ 2,092	29.89%	\$ 4,908	\$ 10,000	A Misc operations for Parks (includes fertilizer/weed control applications) Outside company for fert/weed control
235	101-42350-212	GATEWAY SIGN OPERATION	\$ 4,404	\$ 2,781	\$ 3,908	\$ 3,493	\$ 3,200	\$ 1,153	36.03%	\$ 2,047	\$ 4,000	A Electric, insurance, maintenance
236	101-42350-215	CENTRAL AVENUE STREETScape	\$ 15,341	\$ 17,768	\$ 30,993	\$ 22,988	\$ 17,500	\$ 9,069	51.82%	\$ 8,431	\$ 19,000	A Flower baskets, spring planting, fall cleanup, weekly maintenance, supplies/materials
237	101-42350-216	FUEL	\$ 988	\$ 1,431	\$ 2,033	\$ 1,387	\$ 1,300	\$ 416	32.00%	\$ 884	\$ 1,300	A Fuel for parks vehicles
238	101-42350-217	VEHICLE REPAIRS/MAINTENANCE	\$ 654	\$ 397	\$ 1,461	\$ 912	\$ 1,000	\$ 68	6.80%	\$ 932	\$ 1,000	A Misc repair for parks vehicles
239	101-42350-218	UNIFORMS/PROTECTIVE GEAR	\$ 144	\$ 137	\$ 240	\$ 121	\$ 200	\$ 106	53.00%	\$ 94	\$ 200	A Protective gear for parks
240	101-42350-220	RADIO COMMUNICATIONS	\$ 20	\$ -	\$ -	\$ 38	\$ -	\$ -	#DIV/0!	\$ -	\$ -	A Radio costs for parks (no longer used)
241	101-42350-221	EQUIPMENT REPAIRS/MAINTENANCE	\$ 631	\$ 3,360	\$ 1,453	\$ 3,783	\$ 2,000	\$ 1,084	54.20%	\$ 916	\$ 3,000	A Small equipment repair
242	101-42350-222	PW BUILDING REPAIR/MAINT	\$ 815	\$ 922	\$ 1,532	\$ 656	\$ 900	\$ 161	17.89%	\$ 739	\$ 900	A Parks allocation of PW repair costs
243	101-42350-321	TELECOMMUNICATIONS	\$ 243	\$ 416	\$ 442	\$ 506	\$ 500	\$ 124	24.80%	\$ 376	\$ 500	A Parks allocation of PW telecommunications costs
244	101-42350-355	PERSONNEL/RECRUITMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	A Posting add for Summer Part Time help position in paper
245	101-42350-375	PROPERTY/LIABILITY INSURANCE	\$ 15,437	\$ 17,849	\$ 8,538	\$ 8,597	\$ 9,025	\$ 9,467	104.90%	\$ (442)	\$ 10,000	A 5% budgeted increase
246	101-42350-376	AUTO INSURANCE	\$ 260	\$ 255	\$ 368	\$ 870	\$ 914	\$ -	0.00%	\$ 914	\$ -	A 5% budgeted increase
247	101-42350-380	ELECTRIC	\$ 3,991	\$ 4,221	\$ 5,131	\$ 5,017	\$ 4,000	\$ 1,950	48.75%	\$ 2,050	\$ 4,000	A Electric costs for parks
248	101-42350-390	GAS - HEATING	\$ 716	\$ 801	\$ 1,293	\$ 979	\$ 1,000	\$ 437	43.70%	\$ 563	\$ 1,000	A Gas heat for parks buildings
249	101-42350-410	LEASE/RENTALS	\$ 1,275	\$ 604	\$ 432	\$ 3,590	\$ 750	\$ 1,317	175.60%	\$ (567)	\$ 750	A Leases for various items (skating rink warming house)
250		TOTAL	\$ 91,333	\$ 88,058	\$ 108,211	\$ 99,896	\$ 87,391	\$ 47,197	54.01%	\$ 40,194	\$ 99,103	13.40%
252	101-41350-310	CONTINGENCY	\$ 460	\$ -	\$ -	\$ -	\$ 20,000	\$ 2,550	12.75%	\$ 17,450	\$ 20,000	A Unforseen expenses
254	101-49300-720	TRANSFER TO OTHER FUND	\$ 565,870	\$ 565,870	\$ 625,870	\$ 625,870	\$ 625,870	\$ -	0.00%	\$ 625,870	\$ 460,870	A Transfer to Capital Improvement Plan
257	TOTAL GENERAL FUND EXPENDITURES		\$ 2,769,163	\$ 2,931,958	\$ 3,132,692	\$ 3,540,072	\$ 4,013,109	\$ 1,804,889	44.97%	\$ 2,208,220	\$ 4,446,600	10.80%

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	City of Osseo														
2	General Fund Expenditures Budget Worksheet														
3	For the Year 2025														
4	<i>Note: Accounts indicating an "A" are allocatable to enterprise funds</i>														
5			2020	2021	2022	2023	2024				2025 Projected				
6	ACCOUNT	DESCRIPTION	Actual	Actual	Actual	Actual	Budgeted	6/30/2024	% of Budget	Remaining	Amount	Notes			
258															
259											\$ 433,491	Increase for 2025			

City of Osseo General Fund Revenue Budget Worksheet For The Year 2025											
		2020	2021	2022	2023	2024				2025	
Account	Description	Actual	Actual	Actual		Budgeted	6/30/2024	% RECEIVED	Remaining	Amount	Description
101-31000	GENERAL PROPERTY TAX	\$ 1,278,424	\$ 1,378,613	\$ 1,453,395	\$ 1,752,078	\$ 2,171,925	\$ 1,106,311	50.94%	\$ 1,065,614	\$ 2,623,763	General property tax levy
101-31000	ADDITIONAL GENERAL PROPERTY TAX					\$ -			\$ -		Additional levy to maintain fund balance policy
101-31020	FISCAL DISPARITIES	\$ 248,835	\$ 258,465	\$ 294,033	\$ 268,574	\$ 291,755	\$ 873	0.30%	\$ 290,882	\$ 396,897	Will get updated numbers from County in September
	TOTAL PROPERTY TAXES	\$ 1,527,259	\$ 1,637,078	\$ 1,747,428	\$ 2,020,652	\$ 2,463,680	\$ 1,107,184	44.94%	\$ 1,356,496	\$ 3,020,660	LEVY TO THE COUNTY
101-31080	PROPERTY TAX PENALTIES	\$ 1,151	\$ 696	\$ 2,200	\$ 249	\$ 2,500	\$ -	0.00%	\$ 2,500	\$ 200	
101-31200	RECYCLE/ORGANICS GRANT	\$ 5,051	\$ 5,049	\$ 7,490	\$ 7,470	\$ -		0.00%	\$ -	\$ -	Moved to Community Fund for 2021
101-31810	GAS FRANCHISE FEES	\$ 23,565	\$ 26,127	\$ 38,616	\$ 36,503	\$ 40,000	\$ 14,762	36.91%	\$ 25,238	\$ 42,000	2% of sales - paid quarterly
101-31811	ELECTRIC FRANCHISE FEES	\$ 62,175	\$ 61,698	\$ 61,483	\$ 64,410	\$ 61,500	\$ 34,203	55.61%	\$ 27,297	\$ 63,000	Set amount based on type - paid quarterly
101-31812	REFUSE FRANCHISE FEES	\$ 12,590	\$ 13,129	\$ 16,052	\$ 8,532	\$ 12,000	\$ 3,227	26.89%	\$ 8,773	\$ 12,000	10% of sales - paid monthly
101-32101	BUILDING PERMITS	\$ 73,397	\$ 103,961	\$ 93,004	\$ 48,552	\$ 95,000	\$ 26,283	27.67%	\$ 68,717	\$ 75,000	2020-2023 reflect net
101-32102	COMMERCIAL LICENSES	\$ 31,598	\$ 36,899	\$ 36,541	\$ 39,382	\$ 45,000	\$ 26,020	57.82%	\$ 18,980	\$ 40,000	Pawn, liquor, tobacco, THC
101-32103	ELECTRIC PERMITS	\$ 9,903	\$ 8,411	\$ 7,595	\$ 4,333	\$ 9,000	\$ 1,110	12.33%	\$ 7,890	\$ 9,000	2020-2023 reflect net
101-32104	RIGHT OF WAY PERMITS	\$ 4,300	\$ 695	\$ 6,950	\$ 2,198	\$ 5,000	\$ 8,059	161.18%	\$ (3,059)	\$ 5,000	
101-32105	POLICE LICENSE/PERMITS	\$ 65	\$ 145	\$ 885	\$ 360	\$ 1,000	\$ 200	20.00%	\$ 800	\$ 1,000	Solicitors, peddlers, golf carts
101-32106	SPECIAL EVENT PERMIT	\$ 50	\$ 480	\$ 1,050	\$ 460	\$ 1,000	\$ 400	40.00%	\$ 600	\$ 1,000	
101-32107	MAPLE GROVE CC ADMISSIONS	\$ -	\$ -	\$ 396	\$ 1,065	\$ -	\$ 650	0.00%	\$ (650)	\$ -	
101-32108	FOOD TRUCK PERMIT	\$ (50)	\$ -	\$ -	\$ -	\$ -	\$ 30	0.00%	\$ (30)	\$ -	
101-32610	SIGN PERMITS	\$ 1,039	\$ 1,069	\$ 840	\$ 663	\$ 1,000	\$ 180	18.00%	\$ 820	\$ 1,000	
101-32620	PLANNING PERMITS	\$ 3,360	\$ 750	\$ 3,568	\$ 2,051	\$ 3,500	\$ 204	5.83%	\$ 3,296	\$ 3,000	Land use applications
101-32670	RENTAL LICENSES	\$ 4,425	\$ 3,346	\$ 36,902	\$ 36,223	\$ 36,000	\$ 29,997	83.33%	\$ 6,003	\$ 36,000	Single family homes, apartments, duplexes
101-33401	LOCAL GOVERNMENT AID	\$ 646,036	\$ 649,597	\$ 649,929	\$ 623,049	\$ 678,467	\$ -	0.00%	\$ 678,467	\$ 679,115	Actual (2nd half rec'd end of Dec) Per Rev. Dept.
101-33418	FIRE TRAINING AID	\$ 10,870	\$ 12,904	\$ -	\$ 22,542	\$ 7,000	\$ -	0.00%	\$ 7,000	\$ 7,000	MN Fire Training Board aid
101-33419	FIRE AID	\$ 25,183	\$ 17,727	\$ 19,281	\$ 3,250	\$ 21,541	\$ -	0.00%	\$ 21,541	\$ 21,550	State Aid - Send to Relief Assoc 101 41920 123
101-33422	POLICE AID	\$ 84,441	\$ 93,499	\$ 87,879	\$ 175,397	\$ 112,000	\$ 33,542	29.95%	\$ 78,458	\$ 112,000	TZD, Vest aid, PERA State aid, Training aid (PERA aid should increase with additional staffin
101-33425	POLICE SERVICES	\$ 1,844	\$ 10,780	\$ 783	\$ 589	\$ 4,500	\$ 3,575	79.44%	\$ 925	\$ 4,500	Events, fingerprinting, reports
101-33611	STAFF SERVICES	\$ 689	\$ -	\$ -	\$ -	\$ 500	\$ -	0.00%	\$ 500	\$ -	Billiable non-Police staff hours, mostly PW
101-33710	COUNTY AID (CAM)	\$ 6,728	\$ 6,728	\$ 13,290	\$ -	\$ 6,000	\$ -	0.00%	\$ 6,000	\$ 6,000	Aid for Public Works to maintain streets
101-34001	GATEWAY SIGN ADVERTISING	\$ 9,113	\$ 14,300	\$ 6,963	\$ 312	\$ 12,000	\$ 5,485	45.71%	\$ 6,515	\$ 10,000	Fluctuates but lower than 2024
101-35100	POLICE FINES/FORFEITURES	\$ 38,160	\$ 34,871	\$ 38,916	\$ 39,677	\$ 40,000	\$ 19,300	48.25%	\$ 20,700	\$ 40,000	District Courts, impounding and towing
101-36000	MISCELLANEOUS REVENUES	\$ 8,985	\$ 30,958	\$ 32,076	\$ 46,161	\$ 91,000	\$ 10,551	11.59%	\$ 80,449	\$ 68,075	Copies, Boerboom/Sipe Park rental, other misc. revenue (Small Cities Assistance \$48,075)
101-3600x	REFUNDS AND REIMBURSEMENTS	\$ -	\$ 5,196	\$ 13,331	\$ 5,500	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	LMC dividends, insurance claims, other misc. reimbursements
101-36001	COMMUNITY CENTER RENTAL	\$ 2,775	\$ 11,472	\$ 18,988	\$ 20,030	\$ 20,500	\$ 13,518	65.94%	\$ 6,982	\$ 20,500	Same as Prior Year
101-36002	YOUTH RECREATION FEES	\$ -	\$ 18,170	\$ 12,495	\$ 6,501	\$ 15,000	\$ 2,560	17.07%	\$ 12,440	\$ 15,000	Same as Prior Year
101-36003	LIBRARY EXPENSE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ 1,000	Same as Prior Year
101-36100	SPECIALS COLLECTED BY COUNTY	\$ 512	\$ 605	\$ 4,131	\$ 768	\$ 4,100	\$ 40	0.98%	\$ 4,060	\$ -	Based on 2023 first half collections
101-36210	INTEREST EARNED	\$ 24,465	\$ (2,106)	\$ -	\$ 61,882	\$ 45,000	\$ 30,000	66.67%	\$ 15,000	\$ 45,000	Interest is allocated at year end
101-36234	BEAUTIFICATION DONATIONS	\$ 14,400	\$ 13,995	\$ 9,000	\$ 6,520	\$ 9,000	\$ 300	3.33%	\$ 8,700	\$ 10,000	Expense 101-42350-215 (was beautification) NEW 10% Fee
101-36242	NITE TO UNITE DONATIONS	\$ -	\$ 120	\$ 10,000	\$ 8,000	\$ 10,000	\$ 9,500	0.00%	\$ 500	\$ 10,000	Donations for Night to Unite event NEW 10% Fee
101-39000	TRANSFER FROM EDA	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 20,000		0.00%	\$ 20,000	\$ 30,000	Staff, bldg maintenance, office equipment, insurance
101-39000	TRANSFER FROM CABLE FUND	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		0.00%	\$ 10,000	\$ 10,000	From Cable Fund to support annual IT costs
101-39000	TRANSFER FROM CHARITABLE GAMING									\$ 40,000	First time - use for Public Safety
101-39301	EXCESS TIF REVENUES	\$ 6,659	\$ 6,149	\$ 2,424	\$ 5,409	\$ 8,000		0.00%	\$ 8,000	\$ 8,000	Based on 2023 first half collections
101-25500	AMERICAN RESCUE PLAN FUNDS	\$ -	\$ -	\$ 63,887		\$ -		0.00%	\$ -	\$ -	ARP funds to eliminate revenue loss (one-time only in 2022)
	PUBLIC SAFETY FUNDS FROM STATE	\$ -	\$ -	\$ -		\$ 117,321		0.00%	\$ 117,321	\$ -	One time funding for Public Safety from the State of MN
		\$ 2,690,738	\$ 2,874,498	\$ 3,094,373	\$ 3,348,690	\$ 4,013,109	\$ 1,380,880	34.41%	\$ 2,632,229	\$ 4,446,600	
	Non-Tax Levy Revenue	\$ 1,163,479	\$ 1,237,420	\$ 1,346,945	\$ 1,328,038	\$ 1,549,429				\$ 1,425,940	7.97% revenue decrease from 2024 to 2025
	Tax Levy Revenue	\$ 1,527,259	\$ 1,637,078	\$ 1,747,428	\$ 2,020,652	\$ 2,463,680				\$ 3,020,660	30.98% tax levy increase 2024 to 2025

City of Osseo
 Examples of Market Value Exclusions
 Resulting Change from 2024 to 2025

Market Value Exclusion Law Change	Example #1			Example #2		
	2024	2025	Net Change	2024	2025	Net Change
Base	\$ 76,000.00	\$ 95,000.00	\$ 19,000.00	\$ 76,000.00	\$ 95,000.00	\$ 19,000.00
Maximum Exclusion	\$ 30,400.00	\$ 38,000.00	\$ 7,600.00	\$ 30,400.00	\$ 38,000.00	\$ 7,600.00
Property of Maximum Exclusion	\$ 413,800.00	\$ 517,200.00	\$ 103,400.00	\$ 413,800.00	\$ 517,200.00	\$ 103,400.00
Example Valuation	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 400,000.00	\$ 400,000.00	\$ -
Base Exclusion	\$ 76,000.00	\$ 95,000.00	\$ 19,000.00	\$ 76,000.00	\$ 95,000.00	\$ 19,000.00
Property Value over Base	\$ 224,000.00	\$ 205,000.00	\$ (19,000.00)	\$ 324,000.00	\$ 305,000.00	\$ (19,000.00)
Benefit Reduction Percentage	9%	9%	9%	9%	9%	9%
Benefit Reduction Amount	\$ 20,160.00	\$ 18,450.00	\$ (1,710.00)	\$ 29,160.00	\$ 27,450.00	\$ (1,710.00)
Maximum Exclusion	\$ 30,400.00	\$ 38,000.00	\$ 7,600.00	\$ 30,400.00	\$ 38,000.00	\$ 7,600.00
Final Exclusion Amount	\$ 10,240.00	\$ 19,550.00	\$ 9,310.00	\$ 1,240.00	\$ 10,550.00	\$ 9,310.00
Example Valuation	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 400,000.00	\$ 400,000.00	\$ -
Net Tax Capacity Value	\$ 289,760.00	\$ 280,450.00	\$ (9,310.00)	\$ 398,760.00	\$ 389,450.00	\$ (9,310.00)
Conversion	1.00%	1.00%		1.00%	1.00%	
Net Tax Capacity	\$ 2,897.60	\$ 2,804.50		\$ 3,987.60	\$ 3,894.50	
City Tax Rate	65.204%	80.87%		65.204%	80.87%	
City Property Taxes	\$ 1,889.35	\$ 2,268.00	\$ 378.65	\$ 2,600.07	\$ 3,149.48	\$ 549.41
% Increase From 2024			20.04%			21.13%

City of Osseo
Resolution No. 2024-XX

RESOLUTION APPROVING 2025 BUDGET AND PROPERTY TAX LEVY

BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the General Fund Budget (Exhibit A attached is the detailed revenue and expenditure budget) is hereby adopted. The total General Fund Revenue and Expenditure budgets are as follows:

General Fund Revenue budget	\$4,446,600
General Fund Expenditure budget	\$4,446,600

BE IT FURTHER RESOLVED that the following sums of money are levied for the current year, collectable in 2025, upon the taxable property in said City of Osseo for the following purposes:

General Fund Levy	\$3,020,660
--------------------------	--------------------

BE IT FURTHER RESOLVED that the following sums of money be levied for the current year, collectable in 2025, upon the taxable property in said City of Osseo for the following purposes:

General Obligation Improvement Refunding Bond 2016B	\$145,000
General Obligation Bond, 2022A	\$122,730
\$380,000 General Obligation Equipment Certificates	\$ 77,700

BE IT FURTHER RESOLVED that the Clerk Administrator is hereby instructed to transmit a certified copy of this resolution to the Taxpayers Services Division of Hennepin County, Minnesota.

Adopted by the Osseo City Council this 23rd day of September 2024.

CITY OF OSSEO
Resolution No. 2024-XX

RESOLUTION REDUCING DEBT SERVICE TAX LEVIES FOR 2025

WHEREAS, Hennepin County maintains a bond register with the City’s scheduled bonded debt levies for taxes payable in 2025, and requests a City resolution canceling the debt levy if the City does not levy the scheduled amounts; and

WHEREAS, the City has determined that specific debt levies may be partially reduced due to the accumulation and projection of other revenue sources, including previously collected tax levies, previously collected and future projected special assessments, and utility fund contributions;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, County of Hennepin, Minnesota, that the following changes of debt service levies be made for taxes payable in 2025:

<u>DEBT SERVICE:</u>	<u>Scheduled</u> <u>Levy</u>	<u>Proposed</u> <u>Levy</u>	<u>Change to</u> <u>Levy</u>
2012A GO Improvement Bonds	\$9,403	0	(\$9,403)
2014A GO Improvement Bonds	\$27,666	0	(\$27,666)
2015A GO Street Reconstruction Bonds	\$188,344	0	(\$188,344)
2016B GO Improvement Refunding	\$162,439	\$145,000	(\$17,439)
2016A GO Street Reconstruction Bonds	\$30,738	0	(\$30,738)
2017A GO Street Reconstruction Bonds	\$35,196	0	(\$35,196)
2018A GO Improvement Bonds	\$31,512	0	(\$31,512)
2019A GO Improvement Bonds	\$41,881	0	(\$41,881)
2020A GO Special Assessment Bonds	\$37,414	0	(\$37,414)
2020A GO Revenue Bonds	\$17,325	0	(\$17,325)
2022A GO Special Assessment Bonds	\$138,896	\$122,730	(\$16,166)
\$380,000 GO Equipment Certificates	\$77,700	\$77,700	(\$ 0)

BE IT FURTHER RESOLVED that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Hennepin County, Minnesota.

Adopted by the Osseo City Council this 23rd day of September, 2024.



City of Osseo City Council Meeting Item

Agenda Item: Approve Employment Agreement for Dual Role City Administrator/Police Chief

Meeting Date: September 23rd, 2024

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

Attachments: Copy of amended employment agreement
Signed copy of Police Chief employment agreement
Resolution for Interim Dual Role

Policy Consideration:

Approve the amended employment agreement with Shane Mikkelson for dual role of City Administrator/Police Chief

Background:

On September 9th, 2024 the Osseo City Council approved the permanent appointment of a dual role City Administrator and Police Chief. They directed the Human Resources Committee to meet with me to work out a contract for that position. Attached to this memo is the amended employment agreement, signed copy of my Police Chief Employment Agreement and the resolution approved at the June 10th, 2024 Council Meeting.

This agreement will keep the same pay and benefits as the original resolution. In the agreement, the following changes were made:

- Severance payment from 3 months to 6 months.
- 55% time spent as Police Chief with 45% time spent as City Administrator
- Flat rate increase of 4% with No Cola and No Merit based Pay raises
- Ability to go back to Police Chief if not for cause termination.

Budget or Other Considerations:

This position and its effect on the budget are included in the 2025 Preliminary Budget. This would be an overall savings in the total budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the Employment Agreement with Shane Mikkelson for the dual role City Administrator/Police Chief;
2. Approve the Employment Agreement with Shane Mikkelson for the dual role City Administrator/Police Chief noted changes/as amended;
3. Deny the Employment Agreement with Shane Mikkelson for the dual role City Administrator/Police Chief;

4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1.) Approve the Employment Agreement with Shane Mikkelson for the dual role City Administrator/Police Chief.

**FIRST AMENDMENT TO CHIEF OF POLICE
EMPLOYMENT AGREEMENT**

This First Amendment to Chief of Police Employment Agreement (the “First Amendment”) is made this _____ day of September 2024, by and between the city of Osseo (the “City”) and Shane Mikkelson (“Mikkelson”).

RECITALS

WHEREAS, the City and Mikkelson entered into an Employment Agreement dated June 26, 2023 (“Agreement”), concerning the terms and conditions of Mikkelson’s service to the City as the Chief of Police; and

WHEREAS, on April 26, 2024, the City Council appointed Mikkelson to serve as Interim City Administrator on a temporary basis; and

WHEREAS, on September 9, 2024, the City Council directed the Human Resources Committee to negotiate terms with Mikkelson allowing him to serve in the dual role of Police Chief and City Administrator until further notice; and

WHEREAS, the City and Mikkelson wish to amend the Agreement as it relates to Mikkelson accepting the additional responsibilities of City Administrator, and agree that this First Amendment will only be in place during the period in which Mikkelson is performing the duties of the City Administrator.

NOW THEREFORE, the City and Mikkelson agree as follows:

1. Section 2 of the Agreement is amended as follows:

Duties. The City agrees to employ Mikkelson as the Chief of Police and City Administrator of the City to perform all duties as specified by law and ordinance and to perform such other proper duties as assigned by the City Council, including all duties outlined in the job descriptions attached as “Exhibit A” and “Exhibit B”. Mikkelson shall report directly to the City Council ~~City Administrator~~.

Mikkelson shall devote approximately 55% of his time performing Police Chief duties and 45% of his time performing City Administrator duties.

2. Section 3 of the Agreement is amended as follows:

Term and Conditions. Mikkelson will continue to serve as the Chief of Police and City Administrator for an indefinite term. Mikkelson will serve at the will of the Council and may be terminated in either role with or without cause at any time. The position is classified as exempt pursuant to state and federal fair labor laws. The Council shall conduct an annual performance review of Mikkelson.

3. Section 4 of the Agreement is amended as follows:

Outside Employment. Mikkelson agrees not to accept any outside employment that would interfere with his ability to perform his duties for the City, or that would create a conflict of interest. Mikkelson shall obtain the approval from the ~~City Administrator~~ City Council for any outside employment he desires to perform in advance of accepting such outside employment.

4. Section 5 of the Agreement is amended as follows:

Compensation. Mikkelson shall be compensated according to the 2020 Osseo Personnel Policy and Employee Compensation Plan. The following will be effective only while Mikkelson serves as City Administrator: a) \$10.00 per hour pay increase; b) 4% base salary increase each January; and c) no annual cost of living or merit pay increases. The Council may elect to offer additional annual compensation to Mikkelson outside of the 2020 Osseo Personnel Policy and Employee Compensation Plan if it chooses to.

~~Mikkelson shall also receive any annual cost of living increase approved by the City Council for other employees.~~

The City shall budget for and pay Mikkelson ~~\$200~~ \$500 per pay period to go into a deferred compensation plan in Mikkelson's name. Mikkelson shall be included in the 2023 City of Osseo Police Officer Wellness Policy.

5. Section 10 of the Agreement is amended as follows:

The City shall budget and pay full family health and dental benefits for Mikkelson. If the current police union contract provides a higher benefit amount compared to the current City Personnel Policy, Mikkelson shall be eligible for the higher of the two benefit amounts. Should Mikkelson waive insurance benefits through the City, the City shall pay him a monthly stipend at the current City Council approved rate. Should the amount of the monthly stipend in lieu of insurance change, the City shall pay that monthly amount to Mikkelson if he elects to receive said payment. The City shall pay the federally allowed maximum into Mikkelson's Health Savings Account January 1 of each year. If Mikkelson's role as City Administrator is terminated or he resigns from that role, the City will continue this HSA contribution when he returns to full time Police Chief duties.

6. Section 11 of the Agreement is amended as follows:

Professional Development, Dues, Conferences, Subscriptions. The City shall budget and pay for all The City shall budget and pay for all licensing, training, certifications, and continuing education necessary for Mikkelson to perform his job duties, including, but not limited to one of the following programs: (1) Northwestern Staff and Command; (2) FBI National Academy; or (3) Southern Police Institute, or

equal program. The City shall also budget and pay all dues and related membership expenses to appropriate professional organizations including, but not limited to, Hennepin County, Minnesota, ~~and~~ International Chief of Police Associations, International City/County Management Association (ICMA), Minnesota City/County Management Association (MCMA), Minnesota Area Managers Association (MAMA), Economic Development Association of Minnesota (EDAM), and the League of Minnesota Cities (LMC). Mikkelson's attendance at the Annual Conferences for these organizations shall also be budgeted and paid by the City. Subscriptions which are deemed reasonable and necessary for Mikkelson's continued professional participation, growth and advancement shall be budgeted and paid by the City.

7. Section 12 of the Agreement (Termination and Severance Pay) is amended to add the following at the end of the Section:

If the City Council terminates Mikkelson's role as City Administrator without cause or if Mikkelson voluntarily resigns his role as City Administrator, Mikkelson will be automatically reinstated as the full-time Police Chief for the City.

8. Section 18 of the Agreement is amended as follows:

Indemnification. The City shall defend and indemnify Mikkelson pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Mikkelson from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Mikkelson was acting in the performance of his duties as the Chief of Police or City Administrator at the time of the alleged tort or violation.

9. Except as set forth above, all other provisions in the Agreement shall remain in full force and effect.
10. This First Amendment shall automatically terminate, and the Agreement will return to its originally executed terms, if Mikkelson's role as City Administrator is terminated or if Mikkelson voluntarily resigns his role as City Administrator.

This First Amendment between the City and Shane Mikkelson has been approved by the Osseo City Council and executed as of September ____, 2024.

Shane Mikkelson, Chief of Police/City Administrator

Duane Poppe, Mayor

CHIEF OF POLICE EMPLOYMENT AGREEMENT

THIS AGREEMENT, is made and entered into as of January 1, 2015 by and between the CITY OF OSSEO, MINNESOTA, a municipal corporation ("City") and Shane Mikkelson ("Mikkelson"). This amended employment agreement is made and entered into as of June 26, 2023.

RECITALS

- A. The City is a municipal corporation in the State of Minnesota.
- B. Mikkelson was first hired by the City of Osseo in his capacity as Police Chief on January 1, 2015 and had an employment agreement with the City dated January 1, 2015.
- C. The City wishes to continue to employ the services of Mikkelson as Chief of Police for the City and enter into this new Employment Agreement ("Agreement").
- D. Mikkelson wishes to continue employment as Chief of Police of Osseo, under the terms and conditions of this Agreement.

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

TERMS OF AGREEMENT

1. **Recitals.** The Parties accept and acknowledge the recitals as part of this Agreement.
2. **Duties.** The City agrees to employ Mikkelson as the Chief of Police of the City to perform all duties as specified by law and ordinance and to perform such other proper duties as assigned by the City Council, including all duties outlined in the job description attached as "Exhibit A." Mikkelson shall report directly to the City Administrator.
3. **Term and Conditions.** Mikkelson will continue to serve as the Chief of Police for an indefinite term. Mikkelson will serve at the will of the Council and may be terminated with or without cause at any time. The position is classified as exempt pursuant to state and federal fair labor laws. The Council shall conduct an annual performance review of Mikkelson.
4. **Outside Employment.** Mikkelson agrees not to accept any outside employment that would interfere with his ability to perform his duties for the City, or that would create a conflict of interest. Mikkelson shall obtain the approval from the City Administrator for any outside employment he desires to perform in advance of accepting such outside employment.

5. **Compensation.** Mikkelson shall be compensated according to the 2020 Osseo Personnel Policy and Employee Compensation Plan. The Council may elect to offer additional annual compensation to Mikkelson outside of the 2020 Osseo Personnel Policy and Employee Compensation Plan if it chooses to.

Mikkelson shall also receive any annual cost of living increase approved by the City Council for other employees.

The City shall budget for and pay Mikkelson \$200 per pay period to go into a deferred compensation plan in Mikkelson's name. Mikkelson shall be included in the 2023 City of Osseo Police Officer Wellness Policy.

6. **Cell Phone/Laptop Computer.** The City shall provide and pay for a city-issued cell phone, cell phone plan, cell phone accessories, and a laptop computer to be used by Mikkelson to conduct City business. Mikkelson may use such devices for personal use as allowed by applicable City policies.
7. **Automobile Allowance.** Mikkelson may request a take home vehicle for use in regard to his duties as Police Chief and Emergency Management Director. If approved by the City Council, vehicle use will be in accordance with the City's written vehicle use guidelines.
8. **General Expenses.** When provided appropriate documentation, the City shall reimburse Mikkelson for reasonable miscellaneous job expenses which Mikkelson will incur from time to time, including all expenses incurred on work-related conferences, trips, or workshops. Mikkelson agrees to use the City-issued credit card for such expenses, consistent with the City Credit Card Policy.
9. **Pension Plan.** The City shall contribute to Mikkelson's PERA account in the amounts and in the manner required by Minnesota law.
10. **Insurance.** The City shall budget and pay full family health and dental benefits for Mikkelson. If the current police union contract provides a higher benefit amount compared to the current City Personnel Policy, Mikkelson shall be eligible for the higher of the two benefit amounts. Should Mikkelson waive insurance benefits through the City, the City shall pay him a monthly stipend at the current City Council approved rate. Should the amount of the monthly stipend in lieu of insurance change, the City shall pay that monthly amount to Mikkelson if he elects to receive said payment.
11. **Professional Development, Dues, Conferences, Subscriptions.** The City shall budget and pay for all licensing, training, certifications, and continuing education necessary for Mikkelson to perform his job duties, including, but not limited to one of the following programs: (1) Northwestern Staff and Command; (2) FBI National Academy; or (3) Southern Police Institute, or equal program. The City shall also budget and pay all dues and related membership expenses to appropriate professional organizations including, but

not limited to, Hennepin County, Minnesota, and International Chief of Police Associations. Mikkelson's attendance at the Annual Conferences for these organizations shall also be budgeted and paid by the City. Subscriptions which are deemed reasonable and necessary for Mikkelson's continued professional participation, growth and advancement shall be budgeted and paid by the City

12. **Termination and Severance Pay.** The City may terminate Mikkelson's employment under this Agreement for cause, which includes the following circumstances:

- 1) Conviction of a felony or other crime which renders Mikkelson incapable of satisfactorily performing the duties of his position.
- 2) Any job-related acts that unreasonably endanger the property or personal safety of himself or another person.
- 3) Violation of any lawful official order of, or failure to obey any lawful direction given by, Mikkelson's direct supervisor, where such violation or failure to obey amounts to an act of insubordination or a serious breach of discipline or has resulted or reasonably might be expected to result in a loss or injury to the City or to the public.
- 4) Insubordination or disgraceful conduct during the performance of Mikkelson's official duties.
- 5) Excessive unexcused absences from duty.
- 6) Mikkelson's violation of any known work rule, policy, or procedure after he received at least one written warning for a same or similar violation.

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

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

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

If the City reduces the salary or other financial benefits of Mikkelson in a greater percentage than an across-the-board reduction for all non-union employees, or if the City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Mikkelson, or he resigns following a formal suggestion by the City to resign,

then Mikkelson may, at his option, be deemed to be “terminated” on the effective date of resignation and he shall be entitled to receive the termination benefits set forth above.

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

13. **Retiree Health Insurance Coverage.** The City will allow retired Chief of Police Mikkelson on its group health insurance plan and will pay sixty-five (65) percent of the single insurance premium between the ages of 50 and 65 except that each City payment shall not ever exceed the cost of the single insurance premium at the time of retirement. Mikkelson shall receive this benefit if he is pension eligible and retires from active service from the City of Osseo with at least twelve (12) years of continuous service with the City of Osseo. Mikkelson may, at his own expense, purchase family coverage or single plus one coverage.
14. **Paid Time Off (PTO).** Mikkelson shall accrue PTO time each year in accordance with the City of Osseo Personnel Policy. However, if the rate of PTO accrual provided by the existing Osseo police union contract is higher than provided by the City Personnel Policy, then Mikkelson shall accrue PTO based upon the existing police union contract. Mikkelson may, at any time during his employment, cash in any amount of unused vacation hours to be paid to him in a lump sum at his current hourly rate. Mikkelson may use PTO leave at his discretion for any purpose allowed by law and applicable City policies.
15. **Uniforms and Gear.** The City shall provide uniforms and gear for Mikkelson as needed and requested by Mikkelson. Requests for uniform and gear purchases shall be made in writing and submitted for approval by the City Council.
16. **Non-Civil Service Status.** It is expressly understood and agreed that Mikkelson’s employment is not subject to any state or local civil service laws, procedures, or regulations.
17. **Non-Veteran Status.** Mikkelson represents that he is not a military veteran and is not covered by any veteran’s preference statute or other similar law.
18. **Indemnification.** The City shall defend and indemnify Mikkelson pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Mikkelson from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Mikkelson was acting in the performance of his duties as the Chief of Police at the time of the alleged tort or violation.
19. **Complete Agreement.** This Agreement shall constitute the entire agreement between the parties and shall supersede any prior agreements, understandings, or undertakings between

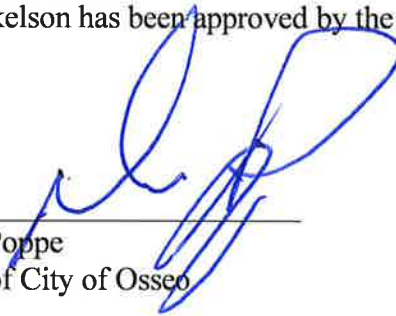
them. This Agreement may only be modified by written agreement signed by both parties and approved by the City Council.

20. **Governing Law.** This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and the ordinances of the City.
21. **Binding.** This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Mikkelson's estate.
22. **Severability.** The parties agree that the provisions of this Agreement are reasonable and not known to violate any federal, state, or local law or regulation. In the event that a court of competent jurisdiction finds any provision herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this Agreement.

This Amended Agreement between the City and Mikkelson has been approved by the Osseo City Council and executed as of June 26, 2023.



Riley Grams
City Administrator



Duane Poppe
Mayor of City of Osseo



Shane Mikkelson
Chief of Police

RESOLUTION NO. 2024-41

A RESOLUTION APPROVING A COMPENSATION AND BENEFIT ADJUSTMENT FOR INTERIM CITY ADMINISTRATOR SHANE MIKKELSON

WHEREAS, on April 26, 2024, the Osseo City Council accepted the resignation of and approved a separation agreement with the former City Administrator; and

WHEREAS, the Council appointed Police Chief Shane Mikkelson as Interim Administrator until further notice.

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

1. Approves the following pay and benefit adjustment, retroactive to April 26, 2024, for Shane Mikkelson:
 - a. A \$10.00 per hour pay increase.
 - b. A \$300 increase in the City's contribution to his deferred compensation account.
 - c. A maximum contribution to his health savings account in the amount of \$8,300.00 per year.
2. Such pay and benefits adjustments will be effective until rescinded by the City Council.

Adopted by the Osseo City Council this 10th day of June, 2024.

The motion for the adoption of the foregoing resolution was made by Councilmember Hultstrom, seconded by Councilmember Schulz, and upon vote being duly taken thereon, the following voted in favor thereof: John Hall, Juliana Hultstrom, Duane Poppe, and Mark Schulz,

and the following voted against the same: none,

and the following was absent: Alicia Vickerman,

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS.
CITY OF OSSEO)

We, the undersigned, being the duly qualified Mayor and Clerk of the City of Osseo, Hennepin County, Minnesota, a Minnesota municipal corporation, hereby certify that the above and foregoing Resolution No. 2024-41 is a true and correct copy of the Resolution as adopted by the City Council the 10th day of June, 2024.



Duane E. Poppe, Mayor



Katrina Jones, City Clerk



City of Osseo City Council Meeting Item

Agenda Item:	Upgrades to the Police Server for Bureau of Criminal Apprehension Compliance
Meeting Date:	September 23 rd , 2024
Prepared by:	Shane Mikkelson, Chief of Police
Attachments:	Bid from Element

Policy Consideration:

Element has been working with the Minnesota Bureau of Criminal Apprehension (BCA) to get our security in compliance with their standards.

Background:

The BCA makes cities that are connected to state servers comply with their security measures. Element has been working with the BCA during an audit to make sure that Osseo is in compliance. The police servers are connected to the BCA for the ability to run criminal histories, drivers licenses and personal data.

Budget or Other Considerations:

The City currently uses a system called Arctic Wolf for security. The BCA has asked the city to move to a new platform. Element has found a replacement called CrowdStrike for that same service. The cost monthly will be \$53.00 less than on our current software. With this change, it will cost the city a total of \$7,000.00 for the update to the police server. This money will come out of the cable fund.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve Upgrades to the Police Server by Element;
2. Approve Upgrades to the Police Server by Element with noted changes/as amended;
3. Deny Upgrades to the Police Server by Element;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve Upgrades to the Police Server by Element.

Next Step:

Element will make the change from Arctic Wolf to CrowdStrike.

We have prepared an estimate for you

BCA Compliance Upgrades

ESTIMATE #ELE011596 V1

PREPARED FOR

City of Osseo

Shane Mikkelson

smikkelson@ci.osseo.mn.us

The logo for eleXment features the word "eleXment" in a white, lowercase, sans-serif font. The letter "X" is replaced by a white infinity symbol. The logo is set against a dark, textured background with a subtle bokeh effect of light circles.

eleXment

PREPARED BY

Brad Johnson

bjohnson@ele-ment.com



EXECUTIVE SUMMARY

This document outlines the scope, requirements, and deliverables for technology services. The project's aim is to provide skilled labor personnel to support various technology-related tasks and initiatives within the organization. This is a Statement of Work estimation of time, and the client acknowledges this is an estimate. Final billing will be based on actual hours worked by Element project resources.

ENGAGEMENT

City of Osseo ("Client") is contracting with Element Technologies, LLC ("Element") pursuant to this Statement of Work (this "SOW"). This SOW hereby serves as an Agreement between City of Osseo and Element for the services described within.

KEY ASSUMPTIONS

- The client will provide necessary access to infrastructure and resources for the project and will be easily accessible to Element Technologies.
- The project stakeholders will actively participate and provide required inputs and approvals in a timely manner.
- The project team members will collaborate effectively, communicate efficiently, and resolve conflicts that may arise.
- The project outcomes will meet the expectations and needs of the end-users and stakeholders.
- The project will adhere to established industry standards and best practices.

PAYMENT AND FEES

- The services estimate is based on a time and material.
- The services estimate does not include sales tax if applicable.
- Payment terms for product purchases or monthly recurring charges are Net 30 days.
- Any additional consulting or conversion hours, for out-of-scope items will require a Change in Scope approved in writing.
- All payments should be sent to:

Element Technologies, LLC
7900 International Drive, Suite 800
Bloomington, MN 55425

Electronic payments, ACH, and credit cards are also accepted through our payment portal. Credit card transactions have a 3.5% processing fee.



Monthly Subscriptions

Description	Recurring	Qty	Ext. Recurring
CrowdStrike Complete Suite EDR CrowdStrike Complete Suite - Prevent - Falcon Control & Respond - Insight EDR - Falcon Spotlight Vulnerability Management - Threat Graph Standard - Overwatch - Charged per endpoint per month	\$7.42	-33	(\$244.86)
CrowdStrike MDR w/Spotlight CrowdStrike MDR w/Spotlight - Spotlight - Enterprise MDR - Charged per endpoint per month	\$8.00	33	\$264.00
AWN Secured Location Fee 100 Cybersecurity Plan - Secured Cybersecurity Plan - Elevated (Secured) Location Fee 100 Series Sensor KnowBe4 + Arctic Wolf	\$159.00	-1	(\$159.00)
AWN MR Secured Device Fee Arctic Wolf CyberSOC Traffic Monitoring Arctic Wolf CyberSOC MR User License Total of Users and Servers (Managed Risk Scanning)	\$15.90	-43	(\$683.70)
CrowdStrike BCA CrowdStrike BCA SIEM Solution - Next Gen SIEM with 20GB of daily ingest (minimum) with 1 year retention - Falcon Search Retention (FSR) for 1 year + Falcon for IT - CrowdStrike File Vantage - Per user per month with 12 month commitment *Pricing is subject to change according to data usage/seat counts*	\$55.00	14	\$770.00
Monthly Subtotal:			(\$53.56)



SCOPE OF WORK & DELIVERABLES

Description	Price	Qty	Ext. Price
<p>Labor - Actual Rates</p> <p>BCA Compliance Project Work</p> <p>Planning and Requirements Gathering: - This includes meetings with the client to understand specific requirements, gathering documentation, and creating a deployment plan.</p> <p>Initial Setup and Configuration: - This includes configuring the CrowdStrike SIM in the cloud, setting up the integration with existing systems (WatchGuard firewall and VPN), and ensuring endpoint protection is properly linked to the SIM.</p> <p>Testing and Customization: - Conducting initial tests, setting up alerts, and ensuring data is flowing correctly into the SIM from all sources.</p> <p>Compliance Configuration (Minnesota BCA): - Ensuring the solution meets Minnesota BCA compliance requirements.</p> <p>Final Testing and Go-Live: - Final testing with the client, adjusting thresholds, verifying alerting functionality, and ensuring everything is operational for go-live.</p> <p>Post-Deployment Support (Initial Week): - Initial troubleshooting and support during the first week after deployment to address any issues.</p>	\$7,000.00	1	\$7,000.00
Subtotal:			\$7,000.00

PAYMENT TERMS

The fees referenced above are subject to the following terms of payment:

- 50% down payment due prior to project start
- 50% due upon completion of the project

CANCELLATION OR TERMINATION OF PROJECT

If Client cancels the Statement of Work, Element is authorized to invoice Client, and Client shall pay Element all fees and expense reimbursements (not already paid to Element) associated with all services rendered to Client by Element up to the time of such cancellation.



CHANGE IN SCOPE

Any deviation or change in the scope of the Consulting Services must be approved by Client and Element management (or an authorized Client representative thereof). When a change is desired, the requestor notifies the Element Project Manager who facilitates the following:

- Prepares a Project Change Request Form to identify the nature of the requested change.
- Acknowledges receipt of the Change Request.
- This report shall result in a final Project Change Request containing estimated cost, schedule, technical feasibility, and resource requirements and shall answer questions such as:
 - Consulting changes without adjusting current costs or delivery schedule.
 - Consulting changes with an impact on client cost or delivery schedule.



BCA Compliance Upgrades

Prepared by:

Element Technologies, LLC

Brad Johnson
612-876-5432
bjohnson@ele-ment.com

Prepared for:

City of Osseo

415 Central Ave
Osseo, MN 55369
Shane Mikkelson
(763) 400-7402
smikkelson@ci.osseo.mn.us

Estimate Information:

Estimate #: ELE011596

Version: 1
Delivery Date: 09/10/2024
Expiration Date: 09/30/2024

Estimate Summary

Description	Amount
SCOPE OF WORK & DELIVERABLES	\$7,000.00
Total:	\$7,000.00

Monthly Recurring Summary

Description	Amount
Monthly Subscriptions	(\$53.56)
Monthly Total:	(\$53.56)

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING, OR CONSULTING SERVICES ARE TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. The fees and costs relating to Technology Consulting Services are not predictable. ELEMENT makes no commitment to Client concerning the maximum fees and costs that may be necessary to perform Technology Consulting Services. Any estimate of fees and costs that ELEMENT may have discussed with Client represents only an estimate of such fees and costs.

Please sign and fax to 952-943-1982 or email a reply confirming the order to sales@ele-ment.com

Pricing is valid for 14 days unless otherwise stipulated.

Element Technologies, LLC

City of Osseo

Signature: _____

Signature: _____

Name: Brad Johnson

Name: Shane Mikkelson

Title: Sr Client Success Manager

Date: _____

Date: 09/10/2024



City of Osseo City Council Meeting Item

Agenda Item: Approve Three Year Subscription to Peer Connect.

Meeting Date: September 23rd, 2024

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

Attachments: Proposed Contract for PeerConnect

Policy Consideration:

Approve the newly formed Peer Support program to use a phone application called 'Peer Connect' with a three-year contract.

Background:

The Osseo Police Department has been working closely with Council in giving our Officers the resources to take care of their mental health. We have a Wellness Policy and now we have specially trained Officers in Peer Support. We have joined with the Champlin Police Department to assist both groups of officers with this peer-to-peer support process. We would like to add this phone app to help officers with connections to the resources we have for their mental wellbeing.

Budget or Other Considerations:

The cost to set up the Application and cover from September to December 2024 is \$1,280.00. In 2025, the cost will be \$1067.73, and 2026 & 2027, will be \$1,232.00 for each year. The money to pay for this application will be taken from the Osseo Police Departments General Fund Budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the Three-Year Subscription to Peer Connect;
2. Approve the Three-Year Subscription to Peer Connect with noted changes/as amended;
3. Deny the Three-Year Subscription to Peer Connect;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1.) Approve the Three-Year Subscription to Peer Connect.

Next Step:

Sign the Subscription Contract with Peer Connect.

PeerConnect: Peer Support, Health, and Wellness Tool

Proposal for

Osseo Police Department (MN)



August 15th, 2024



Dear Shane Mikkelson and the Osseo Police Department (MN) team,

Thank you for considering PeerConnect as your organization's **health, wellness, and peer support management system**, which provides a suite of wellness tools for your employees and colleagues in **one easy-to-use access point**. PeerConnect was developed for first responders with input from EMS, Police, Fire, and mental health professionals; this system is designed to maximize an organization's wellness impact on members, reduce the stigma associated with mental health and operational stress injury, and dramatically lower the costs and increase the efficiency of running these programs.

PeerConnect comes to you as a ready-to-use, mature product, but also features high degrees of customization and potential for scalability. It allows your members to access trusted internal or external support, and also extends contextualized resources for new recruits, retirees, family members, or other identified external roles.

With PeerConnect each member of your organization has access to peer support, health and wellness tools and articles, self assessment, mental health resources and more, 24/7- wherever they are, and whenever they need.

Organizations are becoming more concerned with the mental health and well-being of their members, however, without a management system it can be difficult to manage requests and recommendations for support, and often organizations are left without structured data to drive insights and change. PeerConnect provides your organization with a peer support management system and health and wellness tools that provide one access point for all members.

✓ **Streamlined access to Health and Wellness, Peer Support, and customized content**

Provide a trusted access point for all members where information is contextualized by role. Information is fully customizable, or utilizes sharing and automated features.

✓ **Reduce barriers, stigma and anxiety**

Proactive features engage all members and reduce the barriers to accessing resources and support.

✓ **De-Identified Metrics, tracking and reporting**

Automated de-identified data allows reports to be created in minutes, not days, and protects the anonymity of your members. Process-driven contact reports ensure mandatory information is collected.

Thank you,

Nik Fiorito

Chief Strategy Officer

nik@firstresponsemh.com

Overview

FRMH's wellness management system, *PeerConnect*, reduces time spent coordinating your peer support program, and provides one access point for all health and wellness information that is customizable to your organization. More than just Peer Support Management System, *PeerConnect* is a *fully customizable and comprehensive wellness tool, resource hub, and top-down information source co-developed with first responder organizations.*

Safe and Secure

The safety of your members is the highest priority. PeerConnect has passed several compliance tests for privacy and high security, and our implementation team works with you to accommodate your current and future needs. Of note, no conversations take place within the app itself, and no user health-related data is stored in the system; think of it as the world's first (and most robust) 'peer support dispatch and connection management' system.

PeerConnect Features

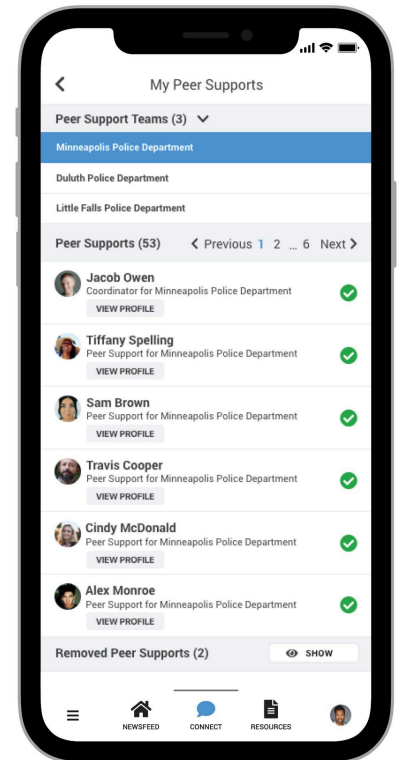
PeerConnect works alongside your organization at any stage of your wellness program, and can enhance your current initiatives and employee assistance program with features, resources, and peer support management that utilizes proactive and reactive models. PeerConnect offers a dynamic, yet easy to manage solution for organizational wellness.

1. Proactive Peer Support

Proactively connect every member of your organization with their personalized peer team for structured mental health and wellness conversations. Scheduled, proactive conversations capture those who do not actively seek out support, and normalizes mental health conversations, leading to reduced stigma. With PeerConnect the coordination efforts for both the peer support team and the coordinator is reduced by up to 90%.

Multiple ways to Connect to Support

- **Reactive Support:** The member can request contact at any time at the press of a button.
- **Recommended Support:** Supervisors can recommend contact and the peer support team fulfills the request.
- **Proactive Support:** The organization can schedule proactive connections and ensure full member coverage, and reduce barriers to asking for support.
 - Proactive schedules can be set as a default for everyone, or certain roles can be met with more or less often
- Each **member customizes their own support team** to their preferences: members pre-select which members of the peer support team will receive their support requests.
- Connect members to internal or external **Psychologists, Chaplains, and/or Mental Health Professionals.**





2. Coactive Sharing Capabilities

- Expand on available support for your members by **sharing peer support teams** with other agencies you choose and trust
- Choose which **resources and health information** you want to share from other trusted agencies to your own members
- Create articles, resources and mental health information you want provide to other agencies

3. Newsfeed and Wellness Tools

- Displays content, articles, internal posts, links, videos, events, and initiatives created or shared by you.
- Create your own content, or access trusted information and professional resources to provide to your members.
- **Access trusted mental health resources** from professional organizations.
- Post content or alerts **to specific roles** or groups within your agency
- **Top-down communication** with your members
- Send **push notifications** directly to your members' phones
- Receive **engagement reports**; know what your members are interested in

4. Critical Incident Management Forms

- Keep track of Critical Incidents and your response to them with a fully-customizable tracking form
- Allows you to create reports on the types of incidents, number of attendees for diffusings/debriefings, and manage group or one-on-one follow up check-ins with the CI or Peer Support Team

5. Integrations with CAD, eHR, ePCR, Call Log, etc

- Automate your peer support response by allowing us to connect with your dispatch, call, log, or electronic record system
- Example: if two members attend a call of a certain agency-defined intensity, they will be automatically flagged within PeerConnect to have the team follow up with them, ensuring process is always followed

6. Additional Tools

Resources, location based services, **events**, **self-assessment** tools, integration with your EFAP, CISM, **fitness & physical health programs**, FAQ Section, **extended support for recruitment engagement, retirees, new hires**, and more.

7. Aggregate Reporting

Peer support teams submit electronic post-contact forms customized to your organization. These forms populate **live reporting**; create wellness KPIs and metrics that simplify reporting over any time period. Reporting data is **de-identified** to protect the anonymity of the individual.

8. Family Support

PeerConnect provides a platform to **support family members** by providing family-specific app access, resources, events, and information. These relevant resources provide support for spouses/partners and children who encounter stressors as a result of their proximity to loved ones who work in a high-stress environment.

9. Ongoing Support

Our team is here to support you. Every organization that joins the PeerConnect ecosystem is allocated an FRMH Account Manager to assist your team in the implementation and ongoing success of your system.

Why PeerConnect?	
Peer Support at the push of a button	✓
Private and anonymous support for your members	✓
Comprehensive wellness resources in your pocket	✓
Customizable to your organization's needs	✓
24/7 Coverage - No one falls through the cracks	✓
Reduce mental health related stigma	✓
Wellness KPIs, Metrics, and engagement reports	✓
Access trusted mental health & wellness information	✓
Decrease lost time - STD, LTD, OSI, and overtime	✓
Enhances CISM, EFAP, fitness and other programs	✓
Incorporates and enhances current support	✓
Location based services	✓
Share peer support teams with like-minded organizations	✓

Pricing and Options

*Services do not include Mental Health Training Program for Peer Supports

PeerConnect: Proactive Peer Support	
<i>Includes</i>	<ul style="list-style-type: none"> ○ Access to the PeerConnect Peer Support, Health and Wellness App ○ Org. tools and setup within PeerConnect ecosystem ○ Accessible in Apple AppStore and Google Play (Android) as well as tablet and desktop access ○ Custom Connection Form
<i>Standard Pricing</i>	<p>Setup and mobilization fee: \$3,500 (one-time)</p> <p>Maintenance fee: \$2,100.00/year</p> <ul style="list-style-type: none"> ● Add \$300.00/yr per additional organization that joins after launch in regional/consortium models; invoiced directly to the organization <p>Paid users: \$40.00 per user per year, tiered on a decreasing basis for additional users >1000 (ex. users 1001-2000 are \$20.00/year/user; further quantity savings at 2001+)</p>
<i>OPD Pilot Pricing Rates (Year 1 only)</i>	<p>FRMH offers 1st-year pilot pricing to innovative, progressive groups entering a minimum three (3) year agreement.</p> <p>Osseo Police Department: Pilot Discount: 20% off first year totals</p>

Application Training	
Pricing	<p>Virtual App Training Workshops</p> <ol style="list-style-type: none"> 1. App Training for Peer Supports: \$250.00 per session <ol style="list-style-type: none"> a. This training session takes approximately 1 hour, and teaches your support team about key system features, and how to respond to a support request. 2. Administrator System Management Training: \$350.00 per session <ol style="list-style-type: none"> a. This session takes approximately 2-3 hours, and teaches your identified System Administrators how to navigate and maintain the platform. This includes how to add and remove users; add content to the Newsfeed, Events and Resource sections; monitor and maintain the support team members; and so on. <p>Sessions are via online videoconference and are recorded for future training/reference</p>

Assumptions

- Based on an organization size of **50/14** employees;
- Proposal and pricing are **\$USD** and valid for 90 days

Anticipated Annual Payment Schedule (Champlin-Osseo: 50 Users)

PeerConnect	Prorated September Start Date (Sept. 1st - Dec. 31st 2024)	Year 1 (Standard) (Jan. 1st-Dec. 31st 2025)	Year 1 (As part of a 3-year Agreement) (Jan. 1st - Dec. 31st 2025)	Years 2 & 3
<i>Setup</i>	\$2,800	\$0	\$0	\$0
<i>Maintenance*</i>	\$640	\$2,400	\$2,080	\$2,400
<i>Users (50)</i>	\$533.33	\$2,000	\$1,733.32	\$2,000
<i>App Training</i>	\$600	\$0	\$0	Upon request
Annual Total	\$4,573.33	\$4,400	\$3,813.32	\$4,400

Anticipated Annual Payment Schedule (Osseo's Portion: 14 Users)

PeerConnect	Prorated September Start Date (Sept. 1st - Dec. 31st 2024)	Year 1 (Standard) (Jan. 1st-Dec. 31st 2025)	Year 1 (As part of a 3-year Agreement) (Jan. 1st - Dec. 31st 2025)	Years 2 & 3
<i>Setup</i>	\$784	\$0	\$0	\$0
<i>Maintenance*</i>	\$179.20	\$672	\$582.40	\$672
<i>Users (14)</i>	\$149.33	\$560	\$485.33	\$560
<i>App Training</i>	\$168	\$0	Upon request	Upon request
Annual Total	\$1,280.53	\$1,232	\$1,067.73	\$1,232

*Maintenance: add \$300/yr for each additional department that joins and requires their own sub-organization within the main app/system, e.g. the County Sheriff, Municipal Police, or local Fire Dept also join. These departments would be billed directly for the \$300/yr maintenance fee as well as the User license fees for their own employees.

Timeline

In a hurry to get set up or have a deadline you are working toward? We have had groups up and running in as little as three weeks from deal signature to launch, including training. Let us know if there are any timeline goals or requirements you need to meet.

Activity	Client Commitment	Duration
Discovery (preferences, contact form, etc)	1-2 hrs	1 week
Organization setup & configuration	0	1-2 weeks
System Admin & Peer Team training	2-4 hrs	2 weeks
Rollout & launch	1 hrs	1 week

Thank you for considering First Response Mental Health,

Our team welcomes the opportunity to further elaborate on this proposal and answer additional questions that you may have about partnering with FRMH. If this proposal is acceptable to you, we will further discuss a contract document for signature(s).

Please do not hesitate to call or email – we are always happy to be a resource or support you when sharing this information. We look forward to speaking soon.

Thank you,





FIRST RESPONSE
MENTAL HEALTH

First Response Mental Health
(888) 721-9611
firstresponsemh.com

Nik Fiorito

Chief Strategy Officer

Toll free: (888) 721-9611 ext 2102

Cell (call/text): (807) 630-1285

nik@firstresponsemh.com

Mikayla Van Bastelaere

Senior Business Development Representative

Toll free: (888) 721-9611 ext 3100

mvanbastelaere@firstresponsemh.com



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00388

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Apex Trophy and Awards, LLC					
Apex Trophy and Awards, LLC	1663	FD PAR Tags	Uniforms/Gear	101-41920-218	42.50
Vendor Apex Trophy and Awards, LLC Total:					42.50
Vendor: Berglund, Baumgartner, Kimball & Glaser, LLC					
Berglund, Baumgartner, Kimb	8100	Aug 2024 Prosecution Svcs	Legal Service - Prosecution	101-41500-306	1,339.00
Vendor Berglund, Baumgartner, Kimball & Glaser, LLC Total:					1,339.00
Vendor: Centerpoint Energy					
Centerpoint Energy	Aug 2024	Aug 2024 - 33 2nd St	Electric Service	101-41700-380	22.08
Centerpoint Energy	Aug 2024.	Aug 2024	Natural Gas Service	101-41700-390	78.57
Centerpoint Energy	Aug 2024.	Aug 2024	Natural Gas Service	101-41800-390	17.25
Centerpoint Energy	Aug 2024.	Aug 2024	Natural Gas Service	101-42000-390	35.08
Centerpoint Energy	Aug 2024.	Aug 2024	Natural Gas Service	101-42350-390	21.33
Centerpoint Energy	Aug 2024.	Aug 2024	Natural Gas Service	602-49400-390	17.44
Vendor Centerpoint Energy Total:					191.75
Vendor: Central Telephone					
Central Telephone	139469	Program/Install new Ext	Telecommunications	101-41700-321	90.00
Vendor Central Telephone Total:					90.00
Vendor: CenturyLink					
CenturyLink	Sept 2024	Sept 2024 Lift Station Svc	Telecommunications	602-49400-321	124.76
Vendor CenturyLink Total:					124.76
Vendor: Cintas Corp.					
Cintas Corp.	4204038135	PW Mat Svc	Operations	101-42000-211	23.80
Cintas Corp.	4204038184	PD Mat Svc	Leases/Rentals	101-41900-410	6.24
Cintas Corp.	4204038157	Mat Svc - CH	Leases/Rentals	101-41110-410	14.88
Vendor Cintas Corp. Total:					44.92
Vendor: Cintas First Aid & Safety					
Cintas First Aid & Safety	8407012937	PW First Aid	Operations	101-42000-211	73.89
Vendor Cintas First Aid & Safety Total:					73.89
Vendor: City Of Maple Grove					
City Of Maple Grove	22128	Aug 2024 Water Usage 11,120	Purchased Water	601-49400-385	23,072.89
Vendor City Of Maple Grove Total:					23,072.89
Vendor: City of Rogers					
City of Rogers	37442	2024 NW Suburban Fire Acad	Personnel/Recruitment	101-41920-355	200.00
Vendor City of Rogers Total:					200.00
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	CM0000033	Social Security	Fica Withholding	101-21703	-10,999.04
Eftps - Fit And Fica	INV0000941	Federal Tax	Federal Withholding	101-21701	5,872.71
Eftps - Fit And Fica	INV0000941	Medicare	Fica Withholding	101-21703	2,074.80
Eftps - Fit And Fica	INV0000941	Social Security	Fica Withholding	101-21703	3,338.10
Vendor Eftps - Fit And Fica Total:					286.57
Vendor: Element Technologies LLC					
Element Technologies LLC	IVC75448	Annual Watchguard Subscripti	It Service	101-41515-302	1,586.20
Element Technologies LLC	IVC75582	Aug 2024 Remote Support	It Service	101-41515-302	225.00
Element Technologies LLC	SLA75877	Sept 2024 IT Svcs	It Service	101-41515-302	6,250.21
Vendor Element Technologies LLC Total:					8,061.41
Vendor: Finken Water Solutions					
Finken Water Solutions	32990TN	PD Water Delivery	Leases/Rentals	101-41900-410	40.95
Finken Water Solutions	37498TN	CH - Water & Delivery	Operations	101-41700-211	40.95
Vendor Finken Water Solutions Total:					81.90

Pending Expense Approval Report

Packet: APPKT00388

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Fire Instruction Rescue Education					
Fire Instruction Rescue Educa	6917	Auto Extrication Hands on Skil	Fire Training - Reimbursable	101-41920-261	650.00
Fire Instruction Rescue Educa	7025	Air Mgmt Station Scenarios	Fire Training - Reimbursable	101-41920-261	650.00
Vendor Fire Instruction Rescue Education Total:					1,300.00
Vendor: Further					
Further	INV0000929	Employee HSA	Employee H.S.A Contribution	101-21711	1,062.08
Further	16979575	July 2024 HSA Admin Fees	Med/Den/Life/Ltd/Std Insura	101-41110-130	30.00
Further	17043521	Sept 2024 HSA Admin Fees	Med/Den/Life/Ltd/Std Insura	101-41110-130	27.50
Vendor Further Total:					1,119.58
Vendor: Global Payments					
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Building Permits	101-32101	571.23
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Building Permits	101-32101	219.35
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Right Of Way Permit	101-32104	124.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Sign Permits	101-32610	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Planning/Zoning Permits	101-32620	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Rental Licenses	101-32670	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Police Services	101-33425	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Gateway Sign Ad	101-34001	242.93
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Miscellaneous	101-36000	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Miscellaneous	101-36000	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Community Center Rent	101-36001	169.49
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Youth Recreation Fees	101-36002	60.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Street Improvement	412-42000-529	149.45
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Water Utility	601-37100	1,217.87
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Sewer Utility	602-37200	1,217.87
Global Payments	Aug 2024	Aug 2024 - CC Processing Fees	Storm Water Utility	604-37400	1,217.87
Vendor Global Payments Total:					6,087.66
Vendor: Gopher State One Call Inc					
Gopher State One Call Inc	4080666	Locates (67)	Operations	601-49400-211	82.35
Vendor Gopher State One Call Inc Total:					82.35
Vendor: Hennepin County Treasurer - Community Corrections & Rehab					
Hennepin County Treasurer -	CCR0000112	Booking #24-01549	Incarceration Services	101-41900-316	666.00
Vendor Hennepin County Treasurer - Community Corrections & Rehab Total:					666.00
Vendor: Hennepin County Treasurer - Information Technology					
Hennepin County Treasurer - I	1000231660	Aug 2024 Radio Lease Fee's	Radio Communications	101-41900-220	1,786.20
Hennepin County Treasurer - I	ITC0001144	Aug 2024 Raido Fleet Fee's	Radio Communications	101-41920-220	638.94
Hennepin County Treasurer - I	SHF0001047	July 2024 Jail Per Diem	Incarceration Services	101-41900-316	150.00
Hennepin County Treasurer - I	1000231620	Aug 2024 Pins, Sils, Cals	Assessing Service	101-41110-308	29.00
Vendor Hennepin County Treasurer - Information Technology Total:					2,604.14
Vendor: Hennepin County Treasurer - Public Works					
Hennepin County Treasurer -	1000232444	Aug 2024 Fuel Costs	Fuel - Vehicle/Equipment	101-42000-216	75.89
Vendor Hennepin County Treasurer - Public Works Total:					75.89
Vendor: Hennepin County Treasurer - Sheriff					
Hennepin County Treasurer -	SHF0001047	June 2024 Jail Per Diem	Incarceration Services	101-41900-316	150.00
Vendor Hennepin County Treasurer - Sheriff Total:					150.00
Vendor: Hillyard/Minneapolis					
Hillyard/Minneapolis	605594108	Bath Tissue, Paper Towels, Ars	Operations	101-41700-211	1,312.38
Vendor Hillyard/Minneapolis Total:					1,312.38
Vendor: Kennedy & Graven, Chartered					
Kennedy & Graven, Chartered	183489	Aug 2024 Legal Svcs	Legal Service - Civil	101-41500-304	8,411.50
Vendor Kennedy & Graven, Chartered Total:					8,411.50
Vendor: League of Minnesota Cities					
League of Minnesota Cities	411732	Sept 1 - Dec 1, 2024 Members	Dues/Membership	101-41000-255	1,175.00
Vendor League of Minnesota Cities Total:					1,175.00

Pending Expense Approval Report

Packet: APPKT00388

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Melissa Kloster					
Melissa Kloster	37	May 2024 Strength Classes	Programming	101-42300-312	495.00
					Vendor Melissa Kloster Total:
495.00					
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	92837	Toilet Repair Kit	Building Repair/Maintenance	101-42000-222	32.26
Menards - Brooklyn Park	93264	Tote for Voting Supplies	Operations	101-41410-211	30.61
Menards - Brooklyn Park	93304	Red Mulch	Central Avenue Beautification	101-42350-215	266.40
Menards - Brooklyn Park	93318	Mulch - Central Ave	Central Avenue Beautification	101-42350-215	298.90
					Vendor Menards - Brooklyn Park Total:
628.17					
Vendor: Metro Sales Inc					
Metro Sales Inc	INV2589877	PD Copier Lease	Leases/Rentals	101-41900-410	78.88
					Vendor Metro Sales Inc Total:
78.88					
Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)					
Minnesota Child Support Pay	INV0000939	Child Support	Misc Deductions/Benefits	101-21710	728.65
					Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:
728.65					
Vendor: Minnesota Life Insurance Company					
Minnesota Life Insurance Co	80502751-00	Sept 2024 EE Life	Medical/Dental/Life/Ltd	101-21706	150.70
Minnesota Life Insurance Co	80502751-00	Sept 2024 EE Life	Med/Den/Life/Ltd/Std Insura	101-41110-130	20.00
Minnesota Life Insurance Co	80502751-00	Sept 2024 EE Life	Med/Den/Life/Ltd/Std Insura	101-41900-130	55.00
Minnesota Life Insurance Co	80502751-00	Sept 2024 EE Life	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
Minnesota Life Insurance Co	83116651-00	Aug 2024 EE Life Premiums	Medical/Dental/Life/Ltd	101-21706	150.70
Minnesota Life Insurance Co	83116651-00	Aug 2024 EE Life Premiums	Med/Den/Life/Ltd/Std Insura	101-41110-130	6.75
Minnesota Life Insurance Co	83116651-00	Aug 2024 EE Life Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	55.00
Minnesota Life Insurance Co	83116651-00	Aug 2024 EE Life Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
					Vendor Minnesota Life Insurance Company Total:
468.15					
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1944	Sept 9, 2024 CC Mtg	Education/Meetings/Travel	101-41000-260	224.00
					Vendor Minute Maker Secretarial Total:
224.00					
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000942	State Tax	State Withholding	101-21702	2,878.42
					Vendor MN Department of Revenue Total:
2,878.42					
Vendor: MN Fire Service Certification Board					
MN Fire Service Certification	2024 Recertification	MN Fire Certification Board R	Education/Meetings/Travel	101-41920-260	183.75
MN Fire Service Certification	9/11/24	Re-Certification - M Trinh	Education/Meetings/Travel	101-41920-260	26.25
					Vendor MN Fire Service Certification Board Total:
210.00					
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000934	DFC - MSRS	Deffered Comp	101-21705	2,840.00
Msrs Dfc/Hcsp	INV0000935	Employee HSA	Hcsp	101-21712	1,304.17
					Vendor Msrs Dfc/Hcsp Total:
4,144.17					
Vendor: NAPA - Cottens Osseo					
NAPA - Cottens Osseo	2488-517680	RTU Ext Life, Windshield Was,	Vehicle Repairs/Maintenance	101-41920-217	19.08
NAPA - Cottens Osseo	2488-517771	Engine oil & funnel (red truck)	Vehicle Repairs/Maintenance	101-41920-217	8.35
					Vendor NAPA - Cottens Osseo Total:
27.43					
Vendor: North Memorial					
North Memorial	9/16/24	EMR Intial J Baird, R Modeen	Fire Training - Reimburseable	101-41920-261	1,100.00
					Vendor North Memorial Total:
1,100.00					
Vendor: Park Construction					
Park Construction	Pay Voucher No 1	2024 Street Reconstruction &	Street Improvement	412-42000-529	417,440.50
					Vendor Park Construction Total:
417,440.50					
Vendor: PERA - Public Employees Retirement Association					
PERA - Public Employees Retir	INV0000940	PEPFF	Pera	101-21704	13,855.87
PERA - Public Employees Retir	INV0000940	PERA	Pera	101-21704	3,314.83
					Vendor PERA - Public Employees Retirement Association Total:
17,170.70					
Vendor: Performance Signs & Display, Inc.					
Performance Signs & Display, I	11400	Council Magnetic Parade Sign	Operations	101-41700-211	125.89
					Vendor Performance Signs & Display, Inc. Total:
125.89					

Pending Expense Approval Report

Packet: APPKT00388

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Pumps Tire Service, Inc.					
Pumps Tire Service, Inc.	700064706	Tires for Squad 66U	Vehicle Repairs/Maintenance	101-41900-217	783.20
Vendor Pumps Tire Service, Inc. Total:					783.20
Vendor: Preferred Communications					
Preferred Communications	2009M	Body Camera	Officer Equipment	101-41900-213	341.59
Vendor Preferred Communications Total:					341.59
Vendor: Rajesh Ramasubbu					
Rajesh Ramasubbu	CC Dep Refund	Comm Ctr Rental Refund - Ca	Community Center Deposits	101-22001	200.00
Rajesh Ramasubbu	CC Dep Refund	Comm Ctr Rental Refund	Community Center Rent	101-36001	300.00
Vendor Rajesh Ramasubbu Total:					500.00
Vendor: Republic Services					
Republic Services	0894-006796799	Sept 2024 Shredding Svc	Operations	101-41110-211	24.58
Vendor Republic Services Total:					24.58
Vendor: Revolutionary Sports, LLC					
Revolutionary Sports, LLC	582	Youth Sports Program Session	Programming	101-42301-312	5,896.00
Vendor Revolutionary Sports, LLC Total:					5,896.00
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	Aug 2024	Fuel - FD	Fuel - Vehicle/Equipment	101-41920-216	25.94
Sipe Bros. Inc.	Aug 2024	Fuel - PW	Fuel - Vehicle/Equipment	101-42000-216	55.96
Vendor Sipe Bros. Inc. Total:					81.90
Vendor: Streicher's Inc.					
Streicher's Inc.	11715859	PD Practive Ammo	Operations	116-41900-211	273.33
Streicher's Inc.	11716220	Practice Ammo	Police Reserve Program	101-41900-401	12.00
Streicher's Inc.	11716740	Uniforms - Putzenski	Uniforms/Gear	101-41900-218	11.99
Vendor Streicher's Inc. Total:					297.32
Vendor: Sun Life Assurance Co					
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Medical/Dental/Life/Ltd	101-21706	45.90
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41110-130	56.95
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41110-130	-112.53
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	739.74
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	668.27
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	-280.90
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	91.14
Sun Life Assurance Co	Oct 2024	Oct 2024 STD/LTD Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	21.06
Vendor Sun Life Assurance Co Total:					1,229.63
Vendor: Tegrete Corporation					
Tegrete Corporation	112993	Sept 2024 Janitorial Svcs	Cleaning Service	101-41700-317	1,075.00
Vendor Tegrete Corporation Total:					1,075.00
Vendor: Thomson Reuters - West					
Thomson Reuters - West	850722535	Online Software Subscription	Dues/Membership	101-41900-255	152.15
Vendor Thomson Reuters - West Total:					152.15
Vendor: Todd C Kintzi					
Todd C Kintzi	9/7/24 Exp Reimb	Lions Roar Volunteer donuts	Operations	101-41900-211	29.98
Todd C Kintzi	9/10/24	Reimbursement for purchase	Officer Equipment	101-41900-213	110.00
Vendor Todd C Kintzi Total:					139.98
Vendor: Toll Gas & Welding Supply					
Toll Gas & Welding Supply	40199620	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	20986	Aug 2024 Water Distribution S	Operations	601-49400-211	90.00
Vendor Twin City Water Clinic Inc Total:					90.00
Vendor: Verizon Wireless					
Verizon Wireless	9972813749	Aug 2024 Cell Phone Charges	Telecommunications	101-41900-321	877.06
Verizon Wireless	9972813749	Aug 2024 Cell Phone Charges	Telecommunications	101-42000-321	244.19
Verizon Wireless	9972813749	Aug 2024 Cell Phone Charges	Telecommunications	601-49400-321	40.01
Vendor Verizon Wireless Total:					1,161.26

Pending Expense Approval Report

Packet: APPKT00388

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Volunteer Firefighters Benefit Assoc. of MN					
Volunteer Firefighters Benefit	2024 Apps	VFBA Enrollments - Volunteer	Dues/Membership	101-41920-255	140.00
				Vendor Volunteer Firefighters Benefit Assoc. of MN Total:	140.00
Vendor: Walters Recycling & Refuse, Inc.					
Walters Recycling & Refuse, In	8189610	Park Organics Svc Fee	Operations	101-42350-211	15.75
Walters Recycling & Refuse, In	8189769	City Public Trash Organics Svc	Recycle/Organics/Cleanupday	101-42000-384	42.00
				Vendor Walters Recycling & Refuse, Inc. Total:	57.75
Vendor: WEX Bank					
WEX Bank	98953485	PD Fuel Charges	Fuel - Vehicle/Equipment	101-41900-216	2,598.47
				Vendor WEX Bank Total:	2,598.47
Vendor: WSB & Associates Inc					
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	101-41650-303	123.00
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	130-42000-303	348.50
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	130-42000-303	750.00
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	130-42000-303	2,552.00
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	130-42000-303	358.00
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	409-42000-303	481.00
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	412-42000-303	44,573.75
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	601-49400-303	7,500.00
WSB & Associates Inc	Aug 2024	Aug 2024 Engineering Svcs	Engineering Service	604-49400-303	138.00
				Vendor WSB & Associates Inc Total:	56,824.25
Vendor: Xcel Energy					
Xcel Energy	893211806	Aug 2024 Electric	Electric Service	101-41700-380	1,518.61
Xcel Energy	893211806	Aug 2024 Electric	Electric Service	101-41800-380	333.35
Xcel Energy	893211806	Aug 2024 Electric	Emergency Preparedness	101-41900-402	9.71
Xcel Energy	893211806	Aug 2024 Electric	Traffic Signals/Street Lights	101-42000-226	2,347.05
Xcel Energy	893211806	Aug 2024 Electric	Electric Service	101-42000-380	447.57
Xcel Energy	893211806	Aug 2024 Electric	Gateway Sign Operations	101-42350-212	341.10
Xcel Energy	893211806	Aug 2024 Electric	Electric Service	101-42350-380	281.85
Xcel Energy	893211806	Aug 2024 Electric	Electric Service	601-49400-380	81.85
Xcel Energy	893211806	Aug 2024 Electric	Electric Service	602-49400-380	769.55
				Vendor Xcel Energy Total:	6,130.64
				Grand Total:	579,850.95

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	77,353.96
116 - POLICE FORFIETURE FUND	273.33
130 - PAVEMENT MANAGEMENT	4,008.50
409 - 2020 STREET IMPROVEMENT	481.00
412 - 2022-23 Alley & Street Projects	462,163.70
601 - WATER FUND	32,084.97
602 - SEWER FUND	2,129.62
604 - STORM WATER FUND	1,355.87
Grand Total:	579,850.95

Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	5,872.71
101-21702	State Withholding	2,878.42
101-21703	Fica Withholding	-5,586.14
101-21704	Pera	17,170.70
101-21705	Deffered Comp	2,840.00
101-21706	Medical/Dental/Life/Ltd	347.30
101-21710	Misc Deductions/Benefit	728.65
101-21711	Employee H.S.A Contrib	1,062.08
101-21712	Hcsp	1,304.17
101-22001	Community Center Depo	200.00
101-32101	Building Permits	790.58
101-32104	Right Of Way Permit	124.45
101-32610	Sign Permits	149.45
101-32620	Planning/Zoning Permits	149.45
101-32670	Rental Licenses	149.45
101-33425	Police Services	149.45
101-34001	Gateway Sign Ad	242.93
101-36000	Miscellaneous	298.90
101-36001	Community Center Rent	469.49
101-36002	Youth Recreation Fees	60.45
101-41000-255	Dues/Membership	1,175.00
101-41000-260	Education/Meetings/Tra	224.00
101-41110-130	Med/Den/Life/Ltd/Std In	28.67
101-41110-211	Operations	24.58
101-41110-308	Assessing Service	29.00
101-41110-410	Leases/Rentals	14.88
101-41410-211	Operations	30.61
101-41500-304	Legal Service - Civil	8,411.50
101-41500-306	Legal Service - Prosecuti	1,339.00
101-41515-302	It Service	8,061.41
101-41650-303	Engineering Service	123.00
101-41700-211	Operations	1,479.22
101-41700-317	Cleaning Service	1,075.00
101-41700-321	Telecommunications	90.00
101-41700-380	Electric Service	1,540.69
101-41700-390	Natural Gas Service	78.57
101-41800-380	Electric Service	333.35
101-41800-390	Natural Gas Service	17.25
101-41900-130	Med/Den/Life/Ltd/Std In	1,237.11
101-41900-211	Operations	29.98
101-41900-213	Officer Equipment	451.59
101-41900-216	Fuel - Vehicle/Equipmen	2,598.47
101-41900-217	Vehicle Repairs/Mainten	783.20
101-41900-218	Uniforms/Gear	11.99
101-41900-220	Radio Communications	1,786.20

Account Summary

Account Number	Account Name	Expense Amount
101-41900-255	Dues/Membership	152.15
101-41900-316	Incarceration Services	966.00
101-41900-321	Telecommunications	877.06
101-41900-401	Police Reserve Program	12.00
101-41900-402	Emergency Preparednes	9.71
101-41900-410	Leases/Rentals	126.07
101-41920-216	Fuel - Vehicle/Equipmen	25.94
101-41920-217	Vehicle Repairs/Mainten	27.43
101-41920-218	Uniforms/Gear	42.50
101-41920-220	Radio Communications	638.94
101-41920-255	Dues/Membership	140.00
101-41920-260	Education/Meetings/Tra	210.00
101-41920-261	Fire Training - Reimburse	2,400.00
101-41920-355	Personnel/Recruitment	200.00
101-42000-130	Med/Den/Life/Ltd/Std In	142.20
101-42000-211	Operations	110.87
101-42000-216	Fuel - Vehicle/Equipmen	131.85
101-42000-222	Building Repair/Mainten	32.26
101-42000-226	Traffic Signals/Street Lig	2,347.05
101-42000-321	Telecommunications	244.19
101-42000-380	Electric Service	447.57
101-42000-384	Recycle/Organics/Clean	42.00
101-42000-390	Natural Gas Service	35.08
101-42300-312	Programming	495.00
101-42301-312	Programming	5,896.00
101-42350-211	Operations	15.75
101-42350-212	Gateway Sign Operation	341.10
101-42350-215	Central Avenue Beautific	565.30
101-42350-380	Electric Service	281.85
101-42350-390	Natural Gas Service	21.33
116-41900-211	Operations	273.33
130-42000-303	Engineering Service	4,008.50
409-42000-303	Engineering Service	481.00
412-42000-303	Engineering Service	44,573.75
412-42000-529	Street Improvement	417,589.95
601-37100	Water Utility	1,217.87
601-49400-211	Operations	172.35
601-49400-303	Engineering Service	7,500.00
601-49400-321	Telecommunications	40.01
601-49400-380	Electric Service	81.85
601-49400-385	Purchased Water	23,072.89
602-37200	Sewer Utility	1,217.87
602-49400-321	Telecommunications	124.76
602-49400-380	Electric Service	769.55
602-49400-390	Natural Gas Service	17.44
604-37400	Storm Water Utility	1,217.87
604-49400-303	Engineering Service	138.00
	Grand Total:	579,850.95

Project Account Summary

Project Account Key	Expense Amount
None	579,850.95
Grand Total:	579,850.95

9/23/2024 Announcements

The Planning Commission is looking to fill 1 vacant position for a 2-year term commitment. Please send letters of interest to City Clerk, Natalie Santillo, at Osseo City Hall, 415 Central Ave, Osseo, MN 55369.