

**AMENDED**

# Osseo City Council Meeting AGENDA



**REGULAR MEETING**  
**Tuesday, October 15<sup>th</sup>, 2024, 7:00 p.m.,**  
**Council Chambers**

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

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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 23<sup>rd</sup> Work Session and Council Minutes
  - B. Approve September 30<sup>th</sup> Work Session Minutes
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](mailto:cityhall@ci.osseo.mn.us) prior to a meeting.*
7. **Special Business**
  - A. Presentation from Eagle Scout Project
  - B. Approve Community Center Fee Waiver for Osseo Lions Halloween Event
  - C. Accept Donations (by Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Discuss Schedule and Consider Calling the Public Hearing for the 2025 Alley Project-Alyson Fauske with WSB
  - B. Approve contract with Fire Chief Mike Cogswell
  - C. Approve Amendments to Kennedy & Graven Contract
  - D. Approve Allocation of American Rescue Plan Funds
  - E. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
14. **Adjournment**

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*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  
WORK SESSION MINUTES  
September 23, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:00 p.m. on Monday, September 23, 2024.

2. ROLL CALL

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

Members absent: None.

Staff present: Interim City Administrator/Police Chief Shane Mikkelson and Financial Consultant Gary Groen.

Others present: None.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS 2025 PRELIMINARY BUDGET

Mikkelson stated 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.

Mikkelson explained the 2025 budget includes the addition of a City Administrator, an Assistant City Administrator, a full-time Fire Chief all starting January 1, and two additional police officers, with new officer positions starting April 1, 2025 and July 1, 2025, respectively. It is anticipated that the Assistant City Administrator position will assume the responsibilities of the Community Management Coordinator position. The new positions and related payroll taxes and benefits account for a significant increase in the proposed General Fund expenditures. Staff reviewed the highlights from the draft 2025 preliminary budget in further detail with the Council and asked for questions or comments.

Groen discussed the salaries budgets in further detail with the Council noting when the full time Fire Chief and new officers would begin. He indicated these positions made up two-thirds of the increase in the expenditure budget for 2025. He reported the health insurance information had been updated and noted there would be a 10% increase. He

stated by September 30 the preliminary levy that is established can be reduced but cannot be increased. He indicated the COLA and merit increases accounted for a 7% increase. He explained police PERA aid was still being worked through by staff, stating actual numbers would be available in October. He discussed how \$160,000 in rescue dollars would be used yet in 2024 to cover expenditures. He commented further on the proposed preliminary budget and asked for comments or questions.

Hultstrom asked if the Council pay increase was included in the preliminary budget. Groen stated this was overlooked and estimated this increase would be a \$3,000 to \$4,000 increase to the budget. He indicated there would be cuts in the budget where this expense could be picked up.

Schulz questioned what the general fund reserve would be at with the proposed budget. Groen reported with the use of the rescue plan funds in 2024, the City would have a 40% fund balance.

Further discussion ensued regarding the City's debt service plan and employee health care.

Hultstrom inquired if the City would be receiving funds from the State on an annual basis. Groen explained the City would be receiving \$48,075 for 2025 in Small Cities Assistance funding. He noted this funding was reflected in the revenues in the General Fund.

Cook asked why there was an increase in legal services.

Schulz explained this was due to an increase in fees for legal services. He noted the legal services have not had a fee increase since 2018. He discussed how not all employees would receive a 7% pay increase, and indicated it was in the City's best interest to retain its employees versus having to routinely hire and retrain.

Hultstrom inquired why the two new police officers were included in the 2025 budget. Mikkelson stated this was something the City Council discussed two years ago, noting three new officers were added in 2023 and two additional officers were to be added in 2025. He commented on the long discussions that were held by the Risk Management Team regarding the police department staffing. He discussed how officers were leaving Osseo because they did not want to work alone, wanted higher pay, along with more opportunities within the department. He stated at least 10 officers would be needed in order to guarantee two on patrol at all times. He indicated it was getting increasingly difficult to find part-time officers and there were fewer people going into this profession. He reported all departments were struggling to find officers. He stated when he brought this item forward he believed the Council supported the goal of getting to two officers on the patrol at the same time, while also working improve officer retention. He indicated he was not pushing some agenda to get more cops, but rather this was an item that was discussed by the Council years ago. He commented on how safe Osseo was as a community and how dedicated the police department was to its residents.

Hultstrom stated she did recall the previous conversation. She asked how the officers would be scheduled. Mikkelson described how his officers would be assigned shifts.

Hultstrom indicated she would like to hire the two new officers mid-year in 2025. She supported keeping public safety officers safe, but recommended the City consider an extra three months or an additional time with these new hires. Mikkelson stated he was suggesting the new hires be completed in April and July.

Cook commented on how it was better for the Council to set a high water mark than to come in too low on the preliminary levy. He reported the preliminary levy could always be pared down after being approved in September.

Poppe explained this budget may include a full time City Administrator position, and some candidates are running on this, which would have a big impact on the 2025 budget.

Schulz stated he wanted to set this budget up for success and not failure. He indicated he appreciated how the Police Chief took care of this community and reported he supported the police department moving to the new staffing model. Mikkelson discussed how his officers, because the department was fully staffed, was able to offer assistance to Champlin and Brooklyn Park, noting these cities have helped Osseo for years and years.

Schulz reported the Budget and Finance Committee supported the April and July start times for the two new officers. He discussed how bringing on a new investigator would greatly assist the department.

Hultstrom asked if the Fire Chief position would begin prior to January 1.

Poppe reported this was the case. He stated this position would begin September 1, 2024.

Hall thanked Financial Consultant Groen for his detailed presentation. He stated the only problem he had with the preliminary budget was with how residents would react to the preliminary tax levy. He questioned how the City spent the \$392,000 bond that was supposed to be spent on public works equipment. He asked why the preliminary budget did not include any revenues or expenditures for cannabis in 2025. He was of the opinion Osseo should not pursue municipal cannabis given the close proximity of shops in neighboring communities.

5. ADJOURNMENT

The Work Session adjourned at 6:53 p.m.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
September 23, 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 23, 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, Financial Consultant Gary Groen and City Attorney Joe Sathe.

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 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 7, 2024 at 6:00 p.m.
- F. General Election Upcoming Dates/Hours
- G. Declare Surplus Property in the Police Department

Hultstrom stated the PSAC meeting would be held on October 7 and not October 9 as previously planned, in order to accommodate its members.

**A motion was made by Hultstrom, seconded by Cook, to approve the Consent Agenda as amended.**

Hall stated on the September 9 City Council minutes, he would like the web address former Councilmember Mueller referred to for checking peoples backgrounds.

**The motion carried 5-0.**

6. MATTERS FROM THE FLOOR

A resident of Osseo expressed concern regarding moving forward with Police Chief Mikkelson as the City Administrator because he would then have control over the police department, the City and the press. He asked what the difference in the pay scale would be for an assistant city administrator versus a community development director.

Martin Duffy, with Duffy's Bar and Grill at 337 Central Avenue, thanked the Council for allowing him to speak. He explained he it came to his attention his dumpster was not behind an enclosure and it needed to be. He stated after driving through the alleyway recently, he questioned if the City was still concerned about dumpster enclosures and the beautification of Osseo. He commented on how a recent patron tripped on a City sidewalk outside of his establishment. He asked that the City look into this matter to provide a better fix on his sidewalk.

Mr. Duffy discussed the disturbance that occurred at Sipe Park last year and commented on the assistance Osseo Police received during this event, which led to five arrests and the confiscation of several handguns. He reported he fully supported the Osseo Police Department and he wanted to see the department fully funded. He commented on how he would be selling his bar to his son and he wanted this community to remain the same safe, small community that it currently was. He believed it was very important for the community to have a strong police presence in order to remain for the community to remain the gem that it was. He discussed how the entire community was sharing in the expense of property taxes that allowed for the City to provide essential services to the community.

Mr. Duffy commented on the kickball game that was held between the police/fire departments and Duffy's/Dick's Bar. He stated this was a great community event.

Kenny Nelson, 509 Third Avenue NE, expressed concern regarding how a former resident was allowed to campaign at the last City Council meeting. He recommended comments be addressed to the City Council and not people in the room. He commented on how the City used its cable fund to upgrade computers and technology at City Hall. He encouraged the City Council to consider further upgrades in the Council Chambers versus buying additional computers. He noted he attended the previous PSAC meetings and reported an investigator has never been discussed. He indicated he rewatched the meeting that was held this spring and the topic of an investigator was not discussed at this meeting either. He recalled the only time an investigator was discussed was during budget talks last year when it was noted the police department would be hiring two additional officers in 2025. He pointed out there has been a lot of talk about the number of officers the City of Osseo needs. He explained there has not been one study that shows low income housing leads to crime. He indicated there is a consensus that concentrating a large number of low income housing units without opportunities leads to crime. He reviewed the proposed rental rates for the proposed 350 unit apartment complex in Brooklyn Park. He stated 17 units would have rental rates at 30% AMI, 280 would be at 60% AMI and the remaining 52 would be 70% AMI. He indicated he was tired of the fearmongering that this apartment complex would lead to crime, rather this apartment complex would house teachers right out of college. He commented further

on how he did not believe the full time City Administrator position was included in the budget. He also expressed concern with the fact municipal cannabis had not been included in the budget.

Groen clarified 60% of the administrative positions at City Hall get charged to the general fund, 20% gets charged to water and 20% gets charged to sewer.

Joe Todd, 16 8<sup>th</sup> Avenue NE, stated he has been a resident of Osseo for 40+ years. He asked how important City ordinances were to the City Council. He commented on how people were parking vehicles in their yard and on grass. He believed City Code required vehicles to be parked on improved surfaces such as asphalt or concrete. He reported there were 25 to 30 properties that had vehicles or boats improperly parked on their property. He stated he has spent thousands of dollars in order to abide by City Ordinance to ensure his boat or trailer was not parked in grass. He requested the City ensure all properties in the community were doing the same. He indicated another concern for him was tall grass and brush. He asked that the City take the time to do proper enforcement on its ordinances.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

Mikkelson stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Bob & Carl's Auto Body	\$200	Minidazzle
S.R. Hoskins Fine Jewelry	\$200	Minidazzle
Norman Lerbs	\$500	Police Department
Norman Lerbs	\$500	Fire Department
Osseo American Legion	20 Backpacks	Police Department
Lawinger Consulting	\$300	Minidazzle/Lunch w Santa
Otsego Heating & AC Inc	\$100	Minidazzle

Staff recommended the Council accept the donations.

**A motion was made by Hultstrom, seconded by Schulz, to adopt Resolution No. 2024-58, accepting a donation from Bob & Carl's Auto Body, S.R. Hoskins Fine Jewelry, Norman Lerbs, Osseo American Legion, Lawinger Consulting and Otsego Heating & AC, Inc. The motion carried 5-0.**

B. KICKBALL GAME THANK YOU

Kintzi thanked everyone in the community for their tremendous show of support at the police/fire versus Dick's/Duffy's kickball game. He was pleased to announce the police/fire department won the kickball game. He thanked the fire department and Citywide Towing for sponsoring jerseys. He thanked Tabatha from Holiday for setting up a tent and grilling brats and hot dogs at this event. He stated he looked forward to making next year's kickball event bigger and better.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS

A. APPROVE ASSISTANT CITY ADMINISTRATOR POSITION DESCRIPTION

Mikkelson stated at the June 24th meeting, the Council 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.

Cook commented it was his understanding the City was not adding an additional position, but rather was restructuring a position that already existed at City Hall. He explained rather the City Council moved forward with a City Administrator or not, the Assistant City Administrator position was needed.

Hultstrom stated in the past, salaried positions at City Hall have no tracking of hours. She explained she was concerned with how many hours this individual would be working. She wanted to ensure this individual was working at least 40 hours per week. Mikkelson stated this individual would be working 40 hours per week.

Hall indicated he was concerned with the proposed pay grade. He did not believe this position warranted a \$100,000 salary to start. Mikkelson stated the proposed pay grade was in line with other Assistant City Administrator positions.

Schulz discussed the pay equity study that was completed by the City noting several positions required adjustments in order to remain equitable because the City was underpaying.

Hall supported the City taking a closer look at the pay being provided to City employees and where employees were starting out. He did not believe a starting pay should be at \$100,000 in the small town of Osseo. He wanted to see the City looking at cost reductions not cost increases.

Cook explained he supported the City Council looking at costs but noted with the restructuring, if the Council were to move forward with the dual position for the Police Chief/City Administrator, the City would be saving approximately \$127,000. He understood the City Council did not want to tax people out of the community and noted the new position would help rather than hurt the proposed budget for 2025.

**A motion was made by Schulz, seconded by Cook, to approve the job description of the Assistant City Administrator position. The motion carried 4-1 (Hall opposed).**

B. APPROVE POSTING FOR ASSISTANT CITY ADMINISTRATOR POSITION



Mikkelson stated 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.

Hall questioned how staff would determine which candidates have proper work experience. Mikkelson stated this would be determined once interviews are held and previous work experience was considered. He indicated the best candidate for the job may not always be the best person on paper, but rather this would be the right fit for the community. He discussed how he would work to hire the right person in order to create a cohesive team at City Hall. He stated knowing the City was also very important to him.

Hall wanted to be ensured staff was going to review all resumes noting he was concerned about a comment that was made on cable TV.

Cook indicated the Council has to be careful when questioning the integrity of those serving on the City Council and on staff in this situation. He reported people were appointed to committees and he trusted these individuals were serving to make the best recommendations possible on behalf of the community. He understood there was a lot of talk going on in the community, but much of this talk was being taken out of context. He reported he had full faith in the Human Resources Committee and that they would make the best recommendation possible to the City Council for this position.

**A motion was made by Schulz, seconded by Cook, to approve the posting of the Assistant City Administrator position. The motion carried 4-1 (Hall opposed).**

10. NEW BUSINESS

A. APPROVE PRELIMINARY 2025 BUDGET

Mikkelson stated 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 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. Staff summarized the highlights of the draft 2025 preliminary budget and recommended approval.

Schulz explained the City Council reviewed the budget in great detail during the worksession meeting prior to this meeting. He explained he supported the preliminary levy increase at 10.8% and noted there would be reductions between September and December.

Hall commented he asked staff to put out a document for this budget regarding how the median value home would be impacted by the proposed budget and tax levy. He explained a \$300,000 house would see a \$378.85 increase in their taxes and a \$400,000 house would see a \$549.41.

Poppe stated these were the numbers at this time, and noted every year the Council has worked to lower the preliminary tax levy.

Cook requested the Resolution be amended to state City Clerk at the end and not City Administrator.

**A motion was made by Schulz, seconded by Cook, to adopt Resolution No. 2024-59, approving the 2025 Preliminary Budget and Property Tax Levy as amended. The motion carried 4-1 (Hall opposed).**

**A motion was made by Cook, seconded by Schulz, to adopt Resolution No. 2024-60, reducing the Debt Service Tax Levies for 2025. The motion carried 4-1 (Hall opposed).**

**B. APPROVE CONTRACT FOR DUAL ROLE CITY ADMINISTRATOR AND POLICE CHIEF**

Mikkelson stated 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. Staff reviewed 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.

Hall reported only one other City has done this and that was the New Hope and they ended the contract. He explained he had concerns regarding conflict of interest.

Schulz indicated he understood Councilmember Hall's concern but discussed how the City Administrator reports to the City Council and was not the boss. He explained it would be the City Council's responsibility to continue to do their due diligence when making decisions. He believed the proposed agreement and the changes to the agreement were fair. He noted the severance package would only be activated if there was a negotiated departure from the City or a termination.

Hall stated he had questions about how the Police Chief's pension would be impacted. Mikkelson indicated he has had long discussions with PERA regarding this matter. He indicated as a full time City Administrator he would be losing money, but in the dual role his pension would remain as is. He explained he had spoken to the police chief's at New Hope and Corcoran who had both served in a dual role.

Schulz thanked Police Chief Mikkelson for doing his due diligence regarding this matter. He explained the HR Committee was focused on making sure the police chief would not be losing anything by taking on the dual role.

City Attorney Joe Sathe indicated he would like to make one amendment to the contract, noting the agreement should reflect there would be a severance payment from 3 months to 6 months.

**A motion was made by Cook, seconded by Schulz, to approve the Employment Agreement with Shane Mikkelson for the dual role City Administrator/Police Chief with the reflected change for severance payment from 3 months to 6 months and Section 12 added. The motion carried 4-1 (Hall opposed).**

C. AUTHORIZE ELEMENT TO PERFORM BCA COMPLIANCE UPGRADES

Mikkelson stated 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. He reported the change was not brought to staff's attention by Element, but rather was a requirement from the BCA.

Schulz discussed how the City's cable fund was to be used on communication type expenditures. He indicated he was the president of the CCX Board of Directors and noted he was working to keep public transparency alive, stating the archival of City meetings was extremely important to him. He commented further on how previous IT upgrades have come out of the City's cable fund, noting this would also assist in reducing the impact on the General Fund.

Hall stated he had concerns with the fact this server would be moving to Crowd Strike. He indicated Crowd Strike was the server that had the airlines shut down. Mikkelson reiterated that the BCA was recommending this upgrade. He explained the BCA was not recommending Crowd Strike, rather this recommendation was made by Element. He indicated he was not aware of the previous issues Crowd Strike has had with the airlines. He reported the BCA supported the move to Crowd Strike.

Hall supported the City moving forward with this project, but suggested the City move away from Crowd Strike in the future.

**A motion was made by Hultstrom, seconded by Cook, to authorize Element to perform the BCA upgrades to the Police Server. The motion carried 5-0.**

D. APPROVE PEER SUPPORT APPLICATION

Mikkelson stated 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.

**A motion was made by Hultstrom, seconded by Cook, to approve the Three-Year Application to Peer Connect.**

Schulz requested the motion be amended to state the City Council would be approving a three year contract with Peer Connect.

**A motion was made by Hultstrom, seconded by Cook, to approve the Three-Year Contract with Peer Connect.**

**The motion carried 5-0.**

E. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

Hall discussed how CenterPoint Energy provided electric and not gas services in Osseo. He requested the payments made to Hennepin County be further clarified.

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

11. ADMINISTRATOR REPORT

Mikkelson reported he met with Ann Schneider and Dee Bonn to discuss senior programming and budgets. He reviewed the attendance at recent classes noting numbers were increasing over last year. He stated he was in negotiations with the Fire Chief and he would bring a contract forward when it was complete.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom thanked everyone who attended the kickball game.

Hultstrom thanked all of the candidates who were in attendance at the Candidate Forum last week.

Hultstrom stated she appreciated how the Council had come together on some issues at this meeting.

Hultstrom supported the City taking a closer look at the weed and tall grass issues in the community. Mikkelson reported he had a new officer, Officer Ryan Swanson addressing this matter and noted some clarification on the City Ordinance may be required.

Hall thanked all those who spoke during Matters from the Floor. He commented on the interesting information he found from the website that was discussed by former Councilmember Mueller.

Hall discussed the apartments being built in Brooklyn Park and noted people with low income have a right to have a place to live.

Hall stated he would like to receive an update on the cannabis contract.

Hall supported the City updating its weed ordinance.

Hall explained the school park equipment was finally finished and was being used by children.

Hall indicated the street improvement project was moving along nicely and noted the final coat should be done in a week or two.

Cook thanked the police and fire department for putting on the community kickball game. He stated this was a really fun for him to attend with his family.

Cook reported the Cannabis Committee met last week and received a presentation from the Red Pine Group.

13. ANNOUNCEMENTS

Poppe stated the Planning Commission has one open seat at this time. Those interested in serving should contact City Hall for further information.

Poppe reported City Hall would be closed on Monday, October 14 for Indigenous People Day.

14. ADJOURNMENT

**A motion was made by Hall, seconded by Cook, to adjourn the City Council meeting at 8:36 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO CITY COUNCIL  
WORK SESSION MINUTES  
September 30, 2024**

1. CALL TO ORDER

Acting Mayor Juliana Hultstrom called the work session of the Osseo City Council to order at 6:00 p.m. on Monday, September 30, 2024.

2. ROLL CALL

Members present: Councilmembers Mark Cook, John Hall, Juliana Hultstrom, Mark Schulz and Mayor Duane Poppe (arrived at 6:10 p.m.).

Members absent: None.

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

Others present.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. PRESENTATION BY RED PINE GROUP

Mikkelson stated the Cannabis Committee has listened to the Red Pine Group's presentation on working with the City and our Municipal Dispensary. The Cannabis Committee believes that the council should hear this presentation. This would be a different strategy than it would be working with the Voyager group.

Xander Abrams, Red Pine Group, introduced himself to the Council and discussed how a municipal partnership would work with the City of Osseo. He reported he got his start in politics and public service in 1988 when his dad was elected to office. He noted he made a pivot into the cannabis industry in 2018 after cannabis was legalized in California. He indicated he was very excited to see cannabis coming to Minnesota and appreciated the fact municipalities would be able to hold a license. He explained the Red Pine Group has successfully operated retail cannabis shops in Michigan, Oregon and California. He stated his organization could provide Osseo with a path to allow the community to profit and decide exactly how cannabis will be made available. He indicated the Red Pine Group was proposing to put up 100% of the money for the real estate, building infrastructure and operations. He stated the Red Pine Group also wants to run the day to day operations of the dispensary.

Mr. Abrams explained he views this opportunity as a partnership with the City of Osseo and not a consultation. He reported the City would still have control over deciding

where the dispensary is located, would receive 25% of the profits from the dispensary, would remove blight or rehabilitate a property in Osseo, and would create job growth in the community. He stated he would provide the City a no risk opportunity which may be ideal for Osseo. He discussed how cannabis was new to Minnesota but was not a new industry in the country. He stated cannabis has been available recreationally since 2013 and has been available medicinally since 1996 in California. He commented on how out of state companies would be applying for the lottery licenses. He noted the Red Pine Group would be offering something different through the municipal cannabis license while also providing speed to market and years of experience to mitigate risk. He indicated the Red Pine Group has financing in place for this opportunity. He discussed how time to market was critical for this industry. He commented further on the projected revenues for the municipal dispensary.

Mr. Abrams encouraged the City Council to consider a joint ownership venture with the Red Pine Group noting he would be offering the City 25% in profits. He reviewed the proposed timeline for this project and noted he would love to explore a municipal cannabis retail shop with the City of Osseo.

Cook asked if the City were to move on this, a property were purchased and then the Red Pine Group bailed on the City. He questioned what assurances the City had that this scenario would not play out. He inquired what would happen if the Red Pine Group bailed on the City in two or three years if profits were not coming in as projected. He wanted to be assured the City would have the first right to purchase in this scenario. Mr. Abrams stated in the most sincere terms, the Red Pine Group was all in on this venture. He reported he was financially invested in this project, noting he anticipated the Red Pine Group would be one of the largest investors in retail cannabis in Minnesota. He imagined because of the class of the licensure, he would not be able to eject the City from the license. He reported he would want to have several years to perform on the license and stated if there was an unwinding discussions would have to be held with the City.

Hall questioned if the Red Pine Group operated retail shops in Ann Arbor, Michigan. Mr. Abrams stated he did not.

Hall commented on the retail cannabis shops he has visited around the country and described the processes that were in place to ensure safety within the cannabis shops. Mr. Abrams discussed the process he would like to have in place, noting he would be working with law enforcement and would want to have armed guards in the shop. He stated he does not have a defined customer journey in mind just yet for Minnesota because he was waiting to see what regulations come forward from the State. It was noted all cannabis sold in Minnesota has to be grown in Minnesota.

Further discussion ensued regarding State and federal cannabis regulations.

Hall inquired what the hours of operation would be for the cannabis shop. Mr. Abrams stated he would want the most hours of operation allowed by law.

Hall asked what kind of products the Red Pine Group would be selling in this market. Mr. Abrams stated he would be selling all cannabis products allowed, noting 50% of the market share was flower, 20% is edibles, 25% is cartridges and 2% is beverages. He

commented on how there were now more daily users of cannabis than consumers of alcohol.

Hall questioned how long of an agreement would the Red Pine Group be pursuing with the City of Osseo. Mr. Abrams explained he would be pursuing a long term agreement, such as a five year agreement with a five year renewal.

Hall inquired where the Red Pine Group could see a municipal cannabis shop in Osseo. Mr. Abrams stated ideally he would need a property with ample parking, which meant the shop may not be located on Central Avenue.

Hall commented of the retail cannabis shops he has visited parking around the country, parking was key.

Schulz stated he was approached by the Red Pine Group and when he first spoke with Mr. Abrams, he was very impressed by their investment group. He appreciated the model they were proposing and that the City would not have to upfront any of the building and infrastructure costs. He indicated it appears this scenario was almost too good to be true, but noted he appreciated this model over the consulting model. He was of the opinion this was a viable option for the community so long as the right property was found for a retail shop with adequate parking. He reported the Red Pine Group was willing to invest a significant amount of capital and he appreciated the expertise they would be bringing to this venture. He wanted to ensure the City was protected going forward, but he believed this was an incredible opportunity for Osseo. He commented further on how the revenues from a retail cannabis shop would greatly assist the taxpayers in the community. He explained there was tremendous value with being the first to market, noting he anticipated the social equity individuals would not have enough capital to get to market.

Schulz asked if the Red Pine Group would be covering the taxes. Mr. Abrams stated he would be prepared to pay the 10% tax. He discussed how more information would have to come from the State regarding how municipalities will be taxed, noting at this time municipalities and tribes were tax-exempt.

Hall stated after hearing both presentations, he appreciated the fact this model would be providing the City with a steady stream of revenue. He indicated the Council had to look out for the City.

Schulz discussed how the two proposals the City Council heard were apples and oranges. He anticipated both organizations (Voyageur Group and Red Pine Group) would come forward with retail cannabis shops that were similar. However, he was interested in how the City's upfront costs were covered and how revenues were shared. He appreciated how the Red Pine Group would be managing fines, regulatory infractions, and reporting. He understood this proposal may sound too good to be true, but also understood the City Attorney would be reviewing this matter in detail on behalf of the City to ensure both parties were comfortable moving forward. He stated based on the two proposals, he supported the Council moving forward with the Red Pine Group.

Mr. Abrams supported having more conversations with the City Council in order to pursue a cannabis retail shop in Osseo.



Hultstrom stated she appreciated how the City's risk would be much lower with the Red Pine Group. She indicated if the City were to pursue retail cannabis, she wanted it to be done right. She reported she could support the Council moving forward with an agreement with this organization for retail cannabis. Mr. Abrams thanked Councilmember Hultstrom for her support.

City Attorney Tietjen commented she had a lot of questions, noting for the City Council's benefit, there were issues she would need to discuss with the Red Pine Group. She was of the opinion the LOI was written with a private group in mind and not a municipality, which meant there were some issues that had to be discussed and worked through. She asked if the Red Pine Group has worked with any other municipalities in the country. Mr. Abrams reported no other municipalities in the United States can own and operate a dispensary.

Hultstrom inquired if the Red Pine Group was working with any other municipalities in the metro area. Mr. Abrams explained he was in conversations with other municipalities, noting his vision would be to work with 15 to 20 cities with coverage on the borders and in select communities in the metro area.

Mr. Abrams stated he would love to get to the point where Red Pine Group can negotiate with the City and indicated he looked forward to hearing from the City Attorney and City Council.

Poppe asked what size store was Red Pine Group looking for in Osseo. Mr. Abrams explained he would like to have 4,500 square feet.

Hall inquired if delivery services were being considered. Mr. Abrams indicated he would consider providing this service, but noted there were hidden restrictions for cannabis deliveries.

Hall commented he supported the City moving forward with Red Pine Group.

#### B. DISCUSS MUNICIPAL DISPENSARY MANAGEMENT

Mikkelson stated the City Council has now heard from two different groups on how they would assist Osseo with our municipal dispensary. Staff has attached the finale contract for Voyager for your reference. Each group has a different way to handle our dispensary. Voyager would be a dispensary manager with more up front costs to the city. Red Pine Group would put up monies up front with the City getting a percent of the sales. He indicated he had concerns about working with a large private entity on this matter. City Council should discuss what they see as a best practice for us to move forward with a municipal dispensary. Staff requested the Council discuss the options available to the City and direct staff accordingly.

City Attorney Tietjen explained the Red Pine Group has proposed their option as no risk to the City, but noted there may be other risks that would have to be assumed by Red Pine Group, especially given how this is a private entity group/partnership that would be working with the City. She reported the proposal may be totally copasetic, but because

the rules are not final, staff would need time to further evaluate the LOI to ensure all risks and unknowns are covered.

Schulz agreed with this recommendation. He stated he did not want the City put at risk or the City's finances for that matter. He explained he appreciated staff voicing their concerns. He indicated this was a difficult matter for him because he knew how much work the principles of Voyageur put into the City, but in the end he had to make the best decision for the City of Osseo, when it comes to mitigating risk and upfront costs. He was of the opinion the City Attorney and her legal team will do everything possible to ensure the City was protected. He understood if the City were to move forward with the Red Pine Group, there were details that would have to be worked out and he hoped staff could be provided direction so the Council could take action at their next meeting.

Hultstrom asked how Councilmember Schulz wanted to proceed.

Schulz explained the Council could not make decisions at worksession meetings. However, the Council could direct staff to bring this item back to a future Council meeting for consideration and this would allow staff time to negotiate and further review the LOI. He anticipated there would be additional decisions that would have to be made along the way. City Attorney Tietjen advised if there was Council consensus, she would envision talking with the Red Pine Group to work through the core questions she has with the LOI.

Cook believed it made sense to direct staff to move forward with conversations with the Red Pine Group and to get her questions answered. After these conversations were held, staff could report back with information on how to move forward.

Poppe stated he understood the City Council was tasked with looking out for the best interests for Osseo and its residents. He indicated he supported staff further investigating the contract/LOI with the Red Pine Group to see if staff can work through the initial issues and questions.

#### C. DISCUSS CANNABIS REGULATORY PLANS

Mikkelson stated in September 2023, the City of Osseo adopted an ordinance which included a moratorium on Cannabis Businesses operating in Osseo. This moratorium is in effect until January 1st 2025. During the last year, the Office of Cannabis Management has outlined its licensing and operations procedure for a Cannabis Business in Minnesota. In late August, our City Attorneys provided the attached memo outlining the initial decisions and input needed by the city in relation to cannabis sales.

Mikkelson reported on September 16 the Planning Commission met and agreed upon zoning recommendations for the council related to location of Cannabis businesses. They are recommending that the City establish buffers between cannabis businesses and schools (500 feet), parks (250 feet), and daycares (250 feet). The Planning Commission is also recommending that the City rely on underlying uses within current zoning districts to determine where cannabis businesses may be located (e.g., retailers in commercial zones), rather than amending the zoning code to specifically identify particular districts for each cannabis business type. The City Council should discuss the questions below, as outlined in the City Attorneys' memo the questions include the

zoning issues already addressed by the Planning Commission (which the Council may or may not agree with), as well as several questions that are solely within the Council's purview.

City Attorney Tietjen reviewed several questions with the Council and requested direction on how to proceed with the City's cannabis regulatory plans.

Hultstrom stated he did not want to see a lot of zoning restrictions in place when it came to cannabis businesses because she wanted to see them succeed.

Poppe asked if retail should occur in retail areas and manufacturing in manufacturing areas.

Hultstrom supported this recommendation and noted she did not want to see the City zone itself out of certain opportunities.

Schulz supported retail occurring in retail areas and manufacturing occurring in manufacturing areas. He recommended that any uses that will create an odor be further considered when it comes to location in order to minimize impact on surrounding properties. He commended the Planning Commission for their thorough review and recommendations on the cannabis regulatory plans. He stated he supported the recommendations on Page 29 and 30 within the packet. The Council was in agreement.

City Attorney Tietjen questioned how the Council wanted to address buffers between cannabis businesses and schools, parks and daycares. She noted the Planning Commission discussed smaller buffers than what was allowed by State Statute.

Schulz stated he supported the Planning Commission's recommendation regarding buffers. He recommended local ordinance ban the use of high potency cannabis for those under the age of 21, unless the individual has a medical prescription. Mikkelsen stated this is something he can look into.

Poppe asked if the Council supported the recommendations as outlined by the Planning Commission on Page 35 and 36 within the packet.

Schulz explained he believed these recommendations provide adequate coverage while keeping the Central Business District open. He anticipated parking would be a concern for a cannabis business if it were to be located on Central Avenue.

Poppe questioned if Boerboom Park was included in the buffer list. Mikkelsen stated Boerboom Park was not included because this park has no playground equipment and was not regularly visited by youth.

Cook stated he supported the map on Page 35 as well. He reported a buffer zone at 1,000 feet would really limit sales in a city the size of Osseo.

Schulz agreed and commented further on how the existing businesses in Osseo were competing for business in the community. He discussed how important it would be for the municipal cannabis business to be visible and accessible. He was of the opinion

there would not be seven cannabis businesses along Central Avenue because this area did not have adequate parking. He reported at max the City would have two cannabis retail shops, if the City were to pursue a municipal dispensary license.

City Attorney Tietjen asked what the City would like to charge for cannabis business licenses.

Schulz commented on the staff time that would be required for compliance checks and other administrative work for cannabis licenses. He supported the City managing the licenses and not turning this over to the County.

Council consensus was to keep the licensing process with the City.

Poppe questioned what the City should charge for a cannabis retail license. City Attorney Tietjen reviewed the minimum and maximum amounts the City could charge for a cannabis license with the Council.

Schulz supported the City charging \$500 in order to cover staff time. Mikkelson supported this amount as well, noting the proposed fee would assist with covering cannabis inspections and compliance checks. The Council was in agreement with the \$500 license fee.

City Attorney inquired if the Council wanted to limit the number of cannabis retail license holders to one per 12,500 residents. She noted if a municipal dispensary were to open, this would not count against the one license in the City.

Hultstrom stated she initially was interested in limiting the number of cannabis retail shops in the community, but now she understood there were two shops interested in locating in Osseo. She recommended the number be limited to no more than two.

Mikkelson commented one thing to keep in mind is that the businesses interested in Osseo may not both receive licenses from the State. He reported as the Police Chief, he would like to keep the number of retail shops in the community at one.

Hultstrom asked what would happen if both businesses received a license from the State. City Attorney Tietjen stated this would be a first come, first served situation. She indicated the City would not be choosing which business would make and which would not, but rather the State would decide.

Poppe indicated he would support the City allowing for one cannabis retail shop.

Schulz stated he could go either way on this.

Hultstrom explained she would now like to go back to her original decision, and recommended the City just have one retail cannabis shop.

Hall agreed the City should have one retail cannabis shop.

Cook believed this made the most sense.

City Attorney Tietjen inquired how the Council wanted to address hours of operation.

Cook supported the City allowing the maximum hours of operation per law and then allowing businesses to choose their hours of operation.

Hultstrom agreed.

Schulz stated businesses could choose their own hours of operation and would not have to be open until 2AM.

City Attorney Tietjen questioned how the City wanted to address temporary cannabis events in the community. She noted she could take a closer look at the City's special events ordinance, but wanted to gain feedback on this topic if the Council had any concerns.

Schulz stated odor from the smoking of cannabis would be a concern for him. He explained he would like to see restrictions put in place when it came to the smoking of cannabis.

Poppe agreed noting smoking was currently not allowed in any City park.

Further discussion ensued regarding sampling.

City Attorney Tietjen reported sampling was a separate issue from cannabis events.

Mikkelson stated if cannabis events were going to be held, the City may want to require a police officer to be present. The Council supported this recommendation.

5. ADJOURNMENT

The Work Session adjourned at 8:03 p.m.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

# Osseo Legion Park Renovation



By: Daniel Beckman

# Who am I?

---

Daniel Beckman

17 years old

Attending Champlin Park High School

Involved with: NHS, Leo Club, SIA,  
Robotics, Jazz Band, Marching Band  
Fall/Summer, Pit Orchestra, Pep Band,  
Math League, Knowledge Bowl, AP/IB  
scholar

Troop 542 Member out of Brooklyn Park

Aspiring Eagle Scout



# First time at the site

James Hultgren





# Previous Condition of the Project Site



# My Vision

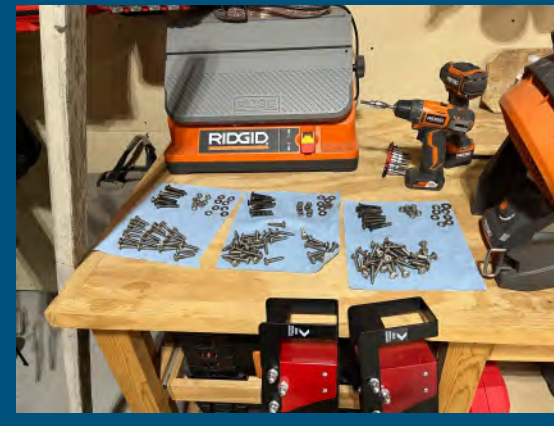
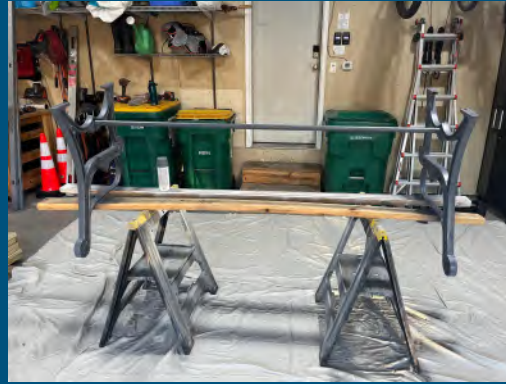
Refurbished Benches

Rework Planting

Add Trees



# The Work



# Volunteering



# Returning the Benches



# Planting



# Mulching



# Finished Product





# The Plaque



# Special Thanks

---

Nick Waldbillig and the City of Osseo

James Hultgren and the Osseo Legion



# APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

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

Applicant/Contact Person: MARK WEIGERBACH  
 Street Address: 32 3<sup>rd</sup> AVE NE  
 City, State, Zip: OSSEO MN 55369  
 Phone # (Day and Evening): 763-337-2684  
 Organization/Business if different from Applicant: OSSEO LIONS  
 Mailing Address: 32 3<sup>rd</sup> AVE NE

Room(s) Desired: Room A \_\_\_\_\_ Room B \_\_\_\_\_ Both X

Use:  Weekday  Weekend Date(s) of: FRI OCTOBER 25<sup>th</sup> EVENING SETUP SAT OCT 26

Time of Use: From: 9 AM am/pm to: 9 am/pm

Total Number of Hours Community Center will be used (include set-up & take-down): 15 hrs

Purpose of Meeting/Event: CHILDREN'S HALLOWEEN EVENT

Number of Participants: 800-1000 CHILDREN 600-800 ADULTS

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

Will food or refreshments be served? Yes X No \_\_\_\_\_ What type: SNACKS / LADY AS PRIZES

Will alcohol be served? Yes \_\_\_\_\_ No X What type: \_\_\_\_\_

Caterer's Name: N/A

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Date: 10-9-24 OSSEO LIONS  
 Name of individual, organization, group, or Approved Caterer

Email: \_\_\_\_\_ OSSEO LIONS  
 Signature of applicant

\*\*\*\*\*

This application approved/rejected by: Date \_\_\_\_\_ By \_\_\_\_\_

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

Damage and cleanup deposit received on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_

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

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

# CITY OF OSSEO COMMUNITY CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

Rental Fee Waiver     Weekly Use     Bi-Weekly Use

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

Name of Applicant:	Osseo Lions		
Address:	32 3rd Ave NE		
Name of Contact Person: (if different than applicant)	Mark Weidenbach		osseohalloween@
Contact Phone: (daytime)	763-337-2684	Email address:	gmail.com
Special Consideration Requested	Rental Fee Waiver	Weekly/Bi-Weekly Use/Event	
Description of event or purpose for which City facilities will be used:	Osseo Lions Children's Halloween Event - Kids Trick or Treating, Games, Nursing Mothers, Bathrooms		
Desired date(s)/days of month	1 Saturday, Oct. 26, 2024 + Friday set-up		
Desired time(s)	9a-9p		
<b>COMMUNITY BENEFITS</b>			
How many Osseo residents will benefit from your event? How will they benefit?	All - adults, kids, grandkids, etc.. Family Fun!		
<b>NEED:</b>			
Why is it necessary to hold this event at a City facility?	Comm Ctr space is perfect for public access and awareness.		
Explain why paying the fee would be a hardship.	N/A		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	The Lions do alot for the City and visa versa.		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:			
Date of application:	10-4-24		
<b>STAFF USE ONLY</b>			
City Council Review:		Approved:	

**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>
Lynde’s Restaurant & Catering	\$100	Minnidazzle
Iten Garage	\$25	Minnidazzle

Adopted by the Osseo City Council this 15<sup>th</sup> day of October, 2024.

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

and the following voted against the same:

and the following was absent:

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-xx is a true and correct copy of the Resolution as adopted by the City Council the 15<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
Duane E. Poppe, Mayor

\_\_\_\_\_  
Natalie Santillo, City Clerk



**Agenda Item:** Schedule for 2025 Alley Reconstruction Project; Consider Calling the Public Hearing

**Meeting Date:** October 15, 2024

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

**Attachments:** Map, Resolution

**Policy Consideration:**

Request to approve the following:

1. Call for the improvement hearing.

**Background:**

The proposed 2025 Alley Project consists of reconstructing alleys located in the following areas:

- The alley surrounded by 3<sup>rd</sup> St NE, 4<sup>th</sup> Ave NE, 4<sup>th</sup> St NE, and 5<sup>th</sup> Ave NE
- The alley surrounded by 3<sup>rd</sup> St NE, 5<sup>th</sup> Ave NE, 4<sup>th</sup> St NE, and 6<sup>th</sup> Ave NE
- The alley surrounded by 2<sup>nd</sup> St NE, 5<sup>th</sup> Ave NE, 3<sup>rd</sup> St NE, and 6<sup>th</sup> Ave NE
- The alley surrounded by 2<sup>nd</sup> St NE, 6<sup>th</sup> Ave NE, 3<sup>rd</sup> St NE, and 7<sup>th</sup> Ave NE
- The alley surrounded by 1<sup>st</sup> St NE, 6<sup>th</sup> Ave NE, 2<sup>nd</sup> St NE, and 7<sup>th</sup> Ave NE
- The alley surrounded by Broadway St NE, 5<sup>th</sup> Ave NE, 1<sup>st</sup> St NE, and 6<sup>th</sup> Ave NE,
- The alley surrounded by Broadway St NE, 6<sup>th</sup> Ave NE, 1<sup>st</sup> St NE and 7<sup>th</sup> Ave NE
- The alley surrounded by 3<sup>rd</sup> St NW, 1<sup>st</sup> Ave NW, 4<sup>th</sup> St NW, and Central Ave
- The alley surrounded by 2<sup>nd</sup> St NW, 1<sup>st</sup> Ave NW, 3<sup>rd</sup> St NW, and Central Ave

The Feasibility Report for the project is almost complete and staff wanted to present Council with options to consider regarding the project schedule. A summary of the options is explained below and summarized in Table 1.

The initial project schedule (Option 1) was to accept the Feasibility Report and call the public hearing at the October 28, 2024 City Council meeting and hold the public hearing and order preparation of plans and specifications on November 25, 2024. The Truth in Taxation hearing is scheduled for November 25, 2024 and the Council may not want to hold two public hearings in one evening. Staff has consulted with the city attorney and determined that the Council could call the public hearing the meeting prior to accepting the Feasibility Report (Option 2).

Opening bids early in the calendar year (January / February) is an attempt to generate as many bids as possible when contractors are looking for projects to fill their crews' schedules for the upcoming construction season. The schedules shown in Options 1 and 2 were developed with this goal in mind. Option 3 has a later bid opening date, and we anticipate that there would still be contractors interested in bidding the project.

We have discussed holding a neighborhood open house on November 7. If the Feasibility Report is presented to the council in advance of the open house, any comments received will be included in the City Council packet for the public hearing.

Table 1. Schedule options for the proposed 2025 Alley Project

City Council Action	Option 1	Option 2	Option 3
Call the public hearing	10/28/2024	10/15/2024	11/12/2024
Accept the Feasibility Report		10/28/2024	
Public Hearing Notice is published in the Osseo-Maple Grove Press	11/14/2024	10/31/2024	11/28/2024*
	11/21/2024	11/7/2024	12/5/2024
Latest date to mail the Public Hearing Notice to affected property owners	11/14/2024	11/1/2025	11/26/2024
Hold the Public Hearing; Order the Improvement	11/25/2024	11/12/2024	12/9/2024
Approve Plans and Specifications; Authorize Advertisement for Bids	1/27/2025	1/13/2025	2/10/2025
Bid Opening	2/25/2025	2/11/2025	3/11/2025

\*Thanksgiving Day is 11/28/2024, so the actual publication date will likely change.

**Funding/Financing:**

The total estimated project cost is \$1,065,600: \$788,421 for the alleys, \$202,808 for storm sewer and \$74,371 for sanitary sewer. A detailed breakdown of the costs will be included in the feasibility report.

**Previous Action or Discussion:**

Council authorized a feasibility report on August 26, 2024.

**Budget or Other Considerations:**

Project is proposed to be funded with City funds and special assessments with consideration given to the City's special assessment policy.

**Options:**

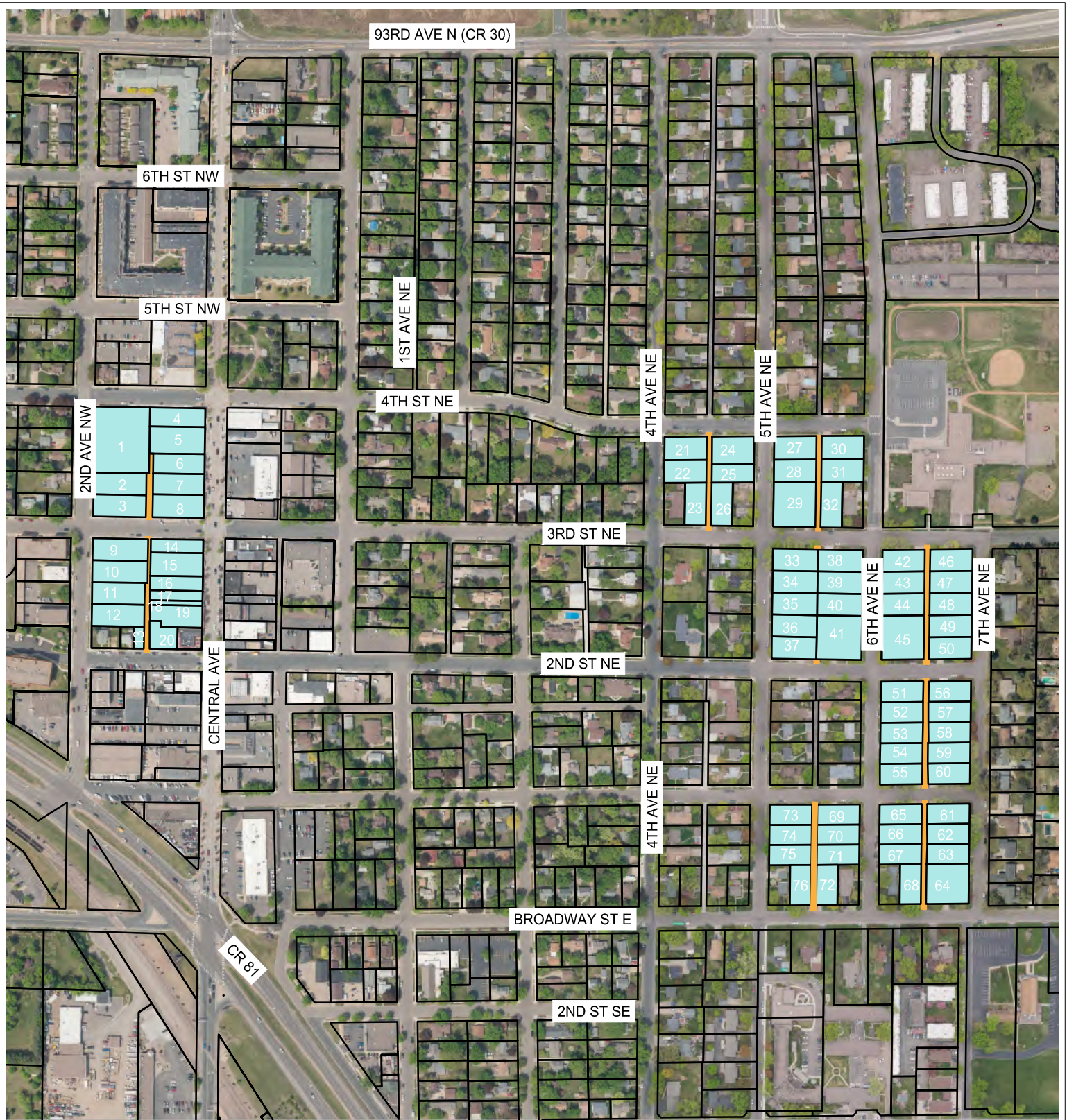
The City Council may choose to:

1. Direct staff to schedule the project according to Option 1;
2. Adopt the attached resolution calling for the improvement hearing for the 2025 Alley Project (Option 2);
3. Direct staff to schedule the project according to Option 3;
4. Direct staff to provide alternative scheduling options.


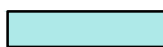
**Recommendation/Action Requested:**

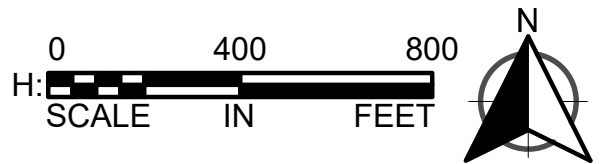
Staff requests City Council direction on the project schedule.

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**LEGEND:**

-  PROJECT LOCATION
-  ASSESSED PARCELS



WSB PROJECT NO.:  
026602-000  
OCTOBER 4, 2024

2025 ALLEY RECONSTRUCTION PROJECT  
PROJECT ASSESSMENT MAP  
CITY OF OSSEO, MN

FIGURE 4



**Resolution No. 2024-xx**

**RESOLUTION CALLING FOR THE IMPROVEMENT HEARING ON THE  
2025 ALLEY PROJECT**

**WHEREAS**, pursuant to a motion of the City Council adopted August 26, 2024, a report is being prepared by the City Engineer with reference to reconstruction of the following alleys:

- The alley surrounded by 3<sup>rd</sup> St NE, 4<sup>th</sup> Ave NE, 4<sup>th</sup> St NE, and 5<sup>th</sup> Ave NE
- The alley surrounded by 3<sup>rd</sup> St NE, 5<sup>th</sup> Ave NE, 4<sup>th</sup> St NE, and 6<sup>th</sup> Ave NE
- The alley surrounded by 2<sup>nd</sup> St NE, 5<sup>th</sup> Ave NE, 3<sup>rd</sup> St NE, and 6<sup>th</sup> Ave NE
- The alley surrounded by 2<sup>nd</sup> St NE, 6<sup>th</sup> Ave NE, 3<sup>rd</sup> St NE, and 7<sup>th</sup> Ave NE
- The alley surrounded by 1st St NE, 6<sup>th</sup> Ave NE, 2<sup>nd</sup> St NE, and 7<sup>th</sup> Ave NE
- The alley surrounded by Broadway St NE, 5<sup>th</sup> Ave NE, 1st St NE, and 6<sup>th</sup> Ave NE,
- The alley surrounded by Broadway St NE, 6<sup>th</sup> Ave NE, 1<sup>st</sup> St NE and 7<sup>th</sup> Ave NE
- The alley surrounded by 3<sup>rd</sup> St NW, 1st Ave NW, 4<sup>th</sup> St NW, and Central Ave
- The alley surrounded by 2<sup>nd</sup> St NW, 1st Ave NW, 3<sup>rd</sup> St NW, and Central Ave

**WHEREAS**, the report is proposed to be presented to the City Council at the October 28, 2024 meeting.

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

1. The council will consider the alley improvements in accordance with the forthcoming report pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of \$1,065,600.
2. A public hearing shall be held on such proposed improvements on the 12<sup>th</sup> day of November 2024 at 7:00 p.m. The City Council will meet at the Council’s regular meeting place at City Hall, 415 Central Avenue, Osseo, Minnesota. The city clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the Osseo City Council this 15<sup>th</sup> day of October 2024.

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

\_\_\_\_\_.



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Employment Agreement with Fire Chief Mike Cogswell

**Meeting Date:** October 15<sup>th</sup>, 2024

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

**Attachments:** Draft Employment Agreement

**Policy Consideration:**

Consider approving the attached employment agreement with Fire Chief Mike Cogswell.

**Background:**

During the August 13<sup>th</sup> Council Meeting, the HR committee was asked to meet with Interim Fire Chief Mike Cogswell to discuss the Full-Time Fire Chief Position. On September 3<sup>rd</sup>, the HR Committee met with then Interim Fire Chief Cogswell to discuss the Full-Time Fire Chief Position. The recommendation from that meeting was for me to meet with Cogswell to discuss an Employment Agreement.

City Administrator Shane Mikkelson and Interim Fire Chief Cogswell recently negotiated the attached draft employment agreement, which included input from Attorney Tietjen. This agreement will have a review after two years.

The Fire Chief position has a budgeted hourly rate of \$45.21 per hour and includes all benefits applicable under the City's Personnel Policy. The Fire Chief has asked for 80 hours of PTO to be put into his PTO balance upfront so to cover him in the early stages of his full-time employment with the city. The Fire Chief position is a supervisory position within the Fire Department and is considered a non-exempt position.

Chief Cogswell has agreed that his expected start date would be Monday, November 4<sup>th</sup>, 2024.

**Previous Action or Discussion:**

The PSAC and City Council have previously discussed this position and included it in the 2024/2025 budget.

**City Goals Met By This Action:**

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

**Options:**

The City Council may choose to:

1. Approve the attached employment agreement with Fire Chief Cogswell;
2. Approve the attached employment agreement with Fire Chief Cogswell, with noted changes/as amended;
3. Deny approval of the attached employment agreement with Fire Chief Cogswell;

4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1.) Approve the attached employment agreement with Fire Chief Cogswell.

## **FIRE CHIEF EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into between the CITY OF OSSEO, MINNESOTA, a municipal corporation ("City") and Mike Cogswell ("Cogswell"). This agreement is made and entered into on October 15<sup>th</sup> 2024.

### **RECITALS**

- A. The City is a municipal corporation in the State of Minnesota.
- B. Cogswell was hired by the City in his capacity as a firefighter October 1<sup>st</sup>, 2011 and was promoted to the position of Fire Chief on November 4<sup>th</sup>, 2024
- C. The City and Cogswell wish to establish the terms of employment related to the Fire Chief position and enter into this Employment Agreement (“Agreement”).

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth in this Agreement, the City and Cogswell 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 Cogswell as the Fire Chief for the City to perform all duties as specified by law and ordinance and to perform such other proper duties as assigned by the City Council, including all duties outlined in the job description attached as “Exhibit A.”

Cogswell will report directly to the City Administrator.

- 3. **Term and Conditions.** Cogswell will continue to serve as Fire Chief for a two year term. Cogswell will serve at the will of the Council and may be terminated with or without cause at any time, upon recommendation from the City Administrator. The position is a supervisory position and classified as exempt pursuant to state and federal fair labor laws.

The City Administrator will conduct annual performance reviews of Cogswell.

- 4. **Outside Employment.** Cogswell 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. Cogswell must obtain the approval of the Council for any outside employment he desires to perform in advance of accepting such outside employment.
- 5. **Compensation.** Cogswell will be compensated according to the Osseo Personnel Policy and Employee Compensation Plan. Cogswell will also receive any annual cost of living increase approved by the City Council for other employees.

6. **Cell Phone/Laptop Computer.** The City will provide and pay for a city-issued cell phone, cell phone plan, cell phone accessories, and a laptop computer to be used by Cogswell to conduct City business. Cogswell may use such devices for personal use as allowed by City policies.
7. **Automobile Allowance.** Cogswell may request a take home vehicle for use in regard to his duties as Fire Chief. 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 will reimburse Cogswell for reasonable miscellaneous job expenses which Cogswell may incur from time to time, including all expenses incurred on work-related conferences, trips, or workshops. Cogswell agrees to use the City-issued credit card for such expenses, consistent with the City Credit Card Policy.
9. **Pension Plan.** The City will contribute to Cogswell PERA account in the amounts and in the manner required by Minnesota law.
10. **Insurance.** The City will pay health and dental benefits equal to or for the benefit of Cogswell in the same manner and at the same level as for other City employees.

Should Cogswell waive insurance benefits through the City, the City will 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 Cogswell if he elects to receive said payment.

11. **Professional Development, Dues, Conferences, Subscriptions.** The City will budget and pay for all licensing, training, certifications, and continuing education necessary for Cogswell to perform his job duties.
12. **Termination and Severance Pay.** The City may terminate Cogswell employment under this Agreement for cause, which includes the following circumstances:
  - 1) Conviction of a felony or other crime which renders Cogswell 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 Cogswell'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 Cogswell's official duties.
- 5) Excessive unexcused absences from duty.
- 6) Cogswell's violation of any known work rule, policy, or procedure after he received at least one written warning for a same or similar violation.

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

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

Cogswell 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 Cogswell 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 Cogswell, or he resigns following a formal suggestion by the City to resign, then Cogswell may, at his option, be deemed to be "terminated" on the effective date of resignation and he will be entitled to receive the termination benefits set forth above.

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

13. **Paid Time Off (PTO).** Cogswell will accrue PTO time each year in accordance with the City of Osseo Personnel Policy.

Cogswell may, at any time during his employment, cash in any amount of unused PTO hours to be paid to him in a lump sum at his current hourly rate. Cogswell may use PTO leave at his discretion for any purpose allowed by law and applicable City policies.

14. **Uniforms and Gear.** The City will provide uniforms and gear for Cogswell as needed and requested by Cogswell. Requests for uniform and gear purchases must be made in writing and submitted for approval by the City Council.

15. **Non-Civil Service Status.** It is expressly understood and agreed that Cogswell employment is not subject to any state or local civil service laws, procedures, or regulations.

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

This Agreement between the City and Cogswell has been approved by the Osseo City Council and executed as of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Shane Mikkelson  
 City Administrator

\_\_\_\_\_  
 Duane Poppe  
 Mayor of City of Osseo

\_\_\_\_\_  
 Mike Cogswell  
 Fire Chief



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Amendments to Kennedy & Graven Memorandum of Understanding

**Meeting Date:** October 15<sup>th</sup>, 2024

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

**Attachments:** Proposal

**Policy Consideration:**

Approving amendments to the memorandum of understanding concerning the scope of legal services provided by Kennedy & Graven.

**Background:**

The rates for services have not been updated since 2019. The rates have gone from 33,000.00 per year to 39,000.00 per year with our monthly premiums changing from 2,750.00 per month to 3,250.00 per month. The non-routine services will be billed at 190.00 per hour up from the 180.00 per hour rate. The contract also has Paralegal billing at 125.00 per hour and law clerks up to 110.00 per hour.

**Budget or Other Considerations:**

The 2025 proposed budget has these figures already changed and ready for adoption.

**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 amendments to the memorandum of understanding concerning legal services provided by Kennedy & Graven.
2. Approve amendments to the memorandum of understanding concerning legal services provided by Kennedy & Graven with noted changes/as amended;
3. Deny amendments to the memorandum of understanding concerning legal services provided by Kennedy & Graven
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1. Approve amendments to the memorandum of understanding concerning legal services provided by Kennedy & Graven

**Next Step:**

Sign the amended version of the memorandum of understanding concerning legal services provided by Kennedy & Graven



September 4, 2024

Shane Mikkelson  
Interim City Administrator  
City of Osseo  
415 Central Avenue  
Osseo, MN 55369

Re: Municipal Legal Services

Dear Shane:

I am writing to propose an amendment to our existing memorandum of understanding concerning the scope of legal services to be provided by Kennedy & Graven, Chartered (the "Firm") to the City of Osseo (the "City") and the fees for services. We have not adjusted our rates since 2019. The proposed changes are to the compensation amounts noted below in paragraphs 2, 3 and 5.

1. The City appoints the Firm as city attorney, with Mary Tietjen acting as primary city attorney with respect to the services described in this letter.
2. The city attorney agrees to perform all usual and customary civil legal services for the City as follows:
  - a) Routine legal services will be provided under a retainer. Those services will include: (1) reviewing agendas for and attending two regular Council meetings and ~~one~~ regularly scheduled EDA meetings ~~per month~~; (2) preparing responses or information for agenda items; (3) attending Planning Commission meetings as needed; (4) drafting and reviewing ordinances, resolutions and correspondence; (5) answering questions and advising the city council, city administrator and staff on routine legal matters, such as open meeting law and data practices issues, and general employment questions; (6) reviewing municipal contracts; (7) preparing easements and deeds for recording purposes; (8) advising on routine matters related to enforcement of the building, housing and zoning codes; (9) legal briefings regarding new or proposed legislation affecting municipal operations and activities; and (10) other matters mutually determined to be routine legal services.

Compensation for the retainer ~~starting on January 1, 2025, 2019~~ is ~~\$39,000.00~~ ~~33,000.00~~ (annualized), payable in equal monthly installments of ~~\$2,750.00~~ \$3,250.00.

- b) Legal services of a non-routine nature that are not covered by the retainer will be compensated at an hourly rate of ~~\$165.00~~ \$190.00. Services outside of the retainer include, for example: (1) attending special meetings as requested and reviewing agendas, etc. for special meetings; (2) litigation matters, including civil actions or suits, code enforcement and hazardous building matters, special assessment appeals, etc., in all courts and before any administrative board, arbitrator, or hearing officer; (3) real estate matters, including land acquisition by negotiated purchase or eminent domain, plat opinions, quiet title actions, registration proceedings, advice concerning environmental law issues; (4) matters that involve particularized knowledge or experience, such as public utilities and telecommunications regulation and cable franchises; (5) protracted employment disputes with employees, employment litigation, and labor negotiations; (6) economic development or redevelopment work, such as negotiation and preparation of development agreements, subdivision agreements (or similar agreements) and tax increment financing work; (7) recodification services; and (8) other matters mutually determined to be non-routine legal services.

The hourly rate is billed for all services relating to non-routine matters, including phone calls, intra-office conferences, client conferences, legal research, etc.

3. The Firm will not bill the City for time traveling to and from City Hall. The Firm will bill the City for mileage at the applicable IRS rate ~~of \$0.30 per mile~~.
4. The Firm and the City will annually review (on or about January 1 of each year) the retainer amount and hourly rates to discuss any adjustments. The Firm agrees to limit its adjustment of hourly rates to approximately the increase of the CPI. With respect to the retainer amount, the parties agree to discuss adjustments based on the level of actual services provided in the preceding year and anticipated future workload.
5. The City will reimburse the Firm for any costs and disbursements incurred in connection with providing any of the services described in paragraph 2 of this letter. Reimbursable costs and disbursements will be actual costs without a mark-up and will not include charges for secretarial or word processing services. Paralegal services will be billed at ~~\$125.00~~ 95.00 per hour and law clerk services will be billed at ~~\$110.00~~ 85.00 per hour.

Costs and expenses advanced by the firm for the benefit of the City, including filing fees, process service fees, court reporter fees, courier fees, postage, and computer research charges shall be billed. The Firm will bill the City for services, costs and disbursements monthly. The billing statement will be of sufficient detail to adequately inform the City concerning the tasks performed, the attorney performing them, the time spent on each such task and the nature and the extent of costs and disbursements. The statement will also show the total time spent and the fees.

6. In instances in which the Firm is authorized to act as approving bond counsel, fees for services rendered by the Firm in such capacity will be per the Firm's specified rate schedule.
7. It is the intention of the parties that Mary Tietjen will perform, supervise and be responsible to the City for legal services to the City, except in the case of circumstances involving disability or illness, unavoidable conflict or other good and substantial reasons. Other Firm attorneys may from time-to-time be directed to perform services described in this letter under the supervision of Mary Tietjen. The Firm will not assign any attorney not satisfactory to the City to perform services for the City.
8. The Firm agrees that it will not undertake the representation of any person or other entity during its appointment as city attorney in instances where such representation may create a potential conflict of interest, unless:
  - a) the Firm reasonably believes the representation will not adversely affect its relationship with the City; and
  - b) the City and such other person or entity have consented after consultation.
9. The Firm agrees that it will not, during its appointment as city attorney, undertake the representation of any elected official of the City in connection with any personal legal matter of such person, and will not during such appointment, absent the consent of the city council, undertake the representation of any other employee of the City.
10. The provisions of this letter shall be deemed to be automatically extended from year-to-year or extended with such modifications or adjustments as the City and the Firm may agree to from time to time.

KENNEDY & GRAVEN, CHARTERED

By: \_\_\_\_\_  
Mary D. Tietjen

CITY OF OSSEO

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Administrator

Shane Mikkelson  
September 4, 2024  
Page 4

The provisions of this letter are understood and accepted.

| Dated: \_\_\_\_\_, ~~2016~~2024.



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Allocation of American Rescue Plan Act Funds

**Meeting Date:** October 15<sup>th</sup>, 2024

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

**Attachments:** Resolution

**Policy Consideration:**

Allocating the left-over American Rescue Plan Act Funds to pay for Osseo Public Safety during the last three months of 2024.

**Background:**

In March 2021, Congress adopted the American Rescue Plan Act (ARPA) and that plan provided money to cities throughout the country. Under this Plan, the City of Osseo received \$299,215 in American Rescue Plan Act money to address the unique needs of the local community. The City has used a portion of the ARPA to replace lost City General Fund revenues, support a food shelf program, and intends to use the balance of the funds remaining, \$174,650, to finance public safety expenditures over the final three months of 2024.

The use of these funds meets the criteria provided by the American Rescue Plan and it has been recommended the remainder of these funds be expended by the end of the current calendar year. The attached resolution identifies the ARP funds received, the compliance with the federal guidelines and use of the ARP funds remaining for public safety expenditures.

City Staff has reviewed the resolution with legal counsel and recommends the adoption of the attached resolution by the City Council.

**Budget or Other Considerations:**

The ARPA monies will be a positive towards the 2024 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 allocation of American Rescue Plan Act Funds;
2. Approve the allocation of American Rescue Plan Act Funds with noted changes/as amended;
3. Deny the allocation of American Rescue Plan Act Funds;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1. Approve the allocation of American Rescue Plan Act Funds

**Funds RESOLUTION NO. 24-XX**

**A RESOLUTION APPROVING ALLOCATION OF AMERICAN RESCUE PLAN FUNDS FOR THE PROVISION OF GOVERNMENT SERVICES UNDER THE STANDARD ALLOWANCE**

**WHEREAS**, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

**WHEREAS**, the City of Osseo received a total of \$299,215 in ARPA funds, and has \$174,650 remaining; and

**WHEREAS**, the City elected to utilize the standard allowance authorized under the Department of the Treasury’s Final Rule on use of ARPA funds, allowing the City to expend ARPA funds for the provision of government services; and

**WHEREAS**, City Council has identified public safety services as expenditures meeting the criteria for the provision of government services and desires to spend the ARPA funds on those expenditures.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Osseo, Minnesota, that the remaining \$174,650 is hereby designated for public safety services and the City Council hereby directs and authorizes the city administrator to take any necessary steps to comply with ARPA reporting and compliance requirements and expend the ARPA funds by December 31, 2024.

Adopted by the City Council of Osseo, Minnesota this 15th day of October, 2024.



Osseo, MN

# Pending Expense Approval Report

By Vendor Name

APPKT00396

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Accurate Auto &amp; Tire Service</b>					
Accurate Auto & Tire Service	1005331	Squad 221 Repairs	Vehicle Repairs/Maintenance	101-41900-217	1,078.12
Accurate Auto & Tire Service	1005383	Replace rear shocks on squad	Vehicle Repairs/Maintenance	101-41900-217	1,554.73
<b>Vendor Accurate Auto &amp; Tire Service Total:</b>					<b>2,632.85</b>
<b>Vendor: Action Fleet, LLC</b>					
Action Fleet, LLC	17316	Equip for New Squad Build	Capital Outlay	110-41900-520	329.00
Action Fleet, LLC	17239	Re-install new tail light (Shane)	Vehicle Repairs/Maintenance	101-41900-217	210.00
<b>Vendor Action Fleet, LLC Total:</b>					<b>539.00</b>
<b>Vendor: Adams Pest Control, Inc.</b>					
Adams Pest Control, Inc.	3978618	Pest Protection 9-24-24 Press	Building Repair/Maintenance	101-41700-222	108.53
<b>Vendor Adams Pest Control, Inc. Total:</b>					<b>108.53</b>
<b>Vendor: Aflac</b>					
Aflac	365784	Sept 2024 Premium	Medical/Dental/Life/Ltd	101-21706	205.74
<b>Vendor Aflac Total:</b>					<b>205.74</b>
<b>Vendor: Akuele Tounow-Akue</b>					
Akuele Tounow-Akue	9/21/24 Dep Ref	Comm Ctr Deposit Refund 9/2	Community Center Deposits	101-22001	250.00
<b>Vendor Akuele Tounow-Akue Total:</b>					<b>250.00</b>
<b>Vendor: Apex Trophy and Awards, LLC</b>					
Apex Trophy and Awards, LLC	1680	FD Awards/Tags	Uniforms/Gear	101-41920-218	59.50
<b>Vendor Apex Trophy and Awards, LLC Total:</b>					<b>59.50</b>
<b>Vendor: Aspen Mills Inc</b>					
Aspen Mills Inc	339428	FD Jacket/Name Tags - Buden	Uniforms/Gear	101-41920-218	179.60
Aspen Mills Inc	339472	FD Jacket / Nametags - Lassell	Uniforms/Gear	101-41920-218	212.10
<b>Vendor Aspen Mills Inc Total:</b>					<b>391.70</b>
<b>Vendor: Berglund, Baumgartner, Kimball &amp; Glaser, LLC</b>					
Berglund, Baumgartner, Kimb	8129	Sept 2024 Prosecution Svcs	Legal Service - Prosecution	101-41500-306	1,339.00
<b>Vendor Berglund, Baumgartner, Kimball &amp; Glaser, LLC Total:</b>					<b>1,339.00</b>
<b>Vendor: Broadway Awards Inc</b>					
Broadway Awards Inc	55630	Name Plate - Putrzenski	Office Operations	101-41900-201	16.00
Broadway Awards Inc	55217	Diamond Impress Acrylic	Recognition/Awards	101-41900-202	73.50
<b>Vendor Broadway Awards Inc Total:</b>					<b>89.50</b>
<b>Vendor: Centerpoint Energy</b>					
Centerpoint Energy	Sept 2024	Sept 2024 Natural Gas 33 2nd	Electric Service	101-41700-380	22.37
<b>Vendor Centerpoint Energy Total:</b>					<b>22.37</b>
<b>Vendor: Central Telephone</b>					
Central Telephone	12561	Sept 2024 Telephone Svc	Telecommunications	101-41700-321	1,030.69
<b>Vendor Central Telephone Total:</b>					<b>1,030.69</b>
<b>Vendor: Century College</b>					
Century College	1251578	Fire Inspector Class (Lassell /	Fire Training - Reimbursable	101-41920-261	1,150.00
<b>Vendor Century College Total:</b>					<b>1,150.00</b>
<b>Vendor: Cindy Xiong</b>					
Cindy Xiong	CC Dep Ref	Comm Ctr Dep Refund 7/6/24	Community Center Deposits	101-22001	150.00
<b>Vendor Cindy Xiong Total:</b>					<b>150.00</b>
<b>Vendor: Cintas Corp.</b>					
Cintas Corp.	4206922224	Mat Svc - CH	Leases/Rentals	101-41110-410	14.88
Cintas Corp.	4206922208	Mat Svc - PD	Leases/Rentals	101-41900-410	6.24
Cintas Corp.	4206922119	PW Mat Svc	Operations	101-42000-211	23.80
<b>Vendor Cintas Corp. Total:</b>					<b>44.92</b>
<b>Vendor: Comcast</b>					
Comcast	Sept 24, 2024 - PW	Oct 2024 PW Service	Telecommunications	101-42000-321	184.92

Pending Expense Approval Report

Packet: APPKT00396

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Comcast	Sept 24, 2024 CH	Oct 2024 - CH	Telecommunications	101-41700-321	379.62
Comcast	Oct 2024	Oct 2024 CH Svc	Telecommunications	101-41700-321	19.91
<b>Vendor Comcast Total:</b>					<b>584.45</b>
<b>Vendor: David J. Garibaldi</b>					
David J. Garibaldi	Comm Ctr Dep Refund	Comm Ctr Dep Refund 10-2-2	Community Center Deposits	101-22001	250.00
David J. Garibaldi	9-30-2024	2024 Landscape/Maintenance	Central Avenue Beautification	101-42350-215	3,000.00
<b>Vendor David J. Garibaldi Total:</b>					<b>3,250.00</b>
<b>Vendor: Eftps - Fit And Fica</b>					
Eftps - Fit And Fica	INV0000957	Federal Tax	Federal Withholding	101-21701	5,455.31
Eftps - Fit And Fica	INV0000957	Medicare	Fica Withholding	101-21703	2,021.28
Eftps - Fit And Fica	INV0000957	Social Security	Fica Withholding	101-21703	4,964.14
<b>Vendor Eftps - Fit And Fica Total:</b>					<b>12,440.73</b>
<b>Vendor: Element Technologies LLC</b>					
Element Technologies LLC	SLA76436	Oct 2024 IT Svcs & Security M	It Service	101-41515-302	5,406.74
<b>Vendor Element Technologies LLC Total:</b>					<b>5,406.74</b>
<b>Vendor: Finken Water Solutions</b>					
Finken Water Solutions	1448574	CH Oct 2024 Water Cooler Re	Operations	101-41110-211	13.00
Finken Water Solutions	1448575	PD Oct 2024 Water Cooler Re	Operations	101-41900-211	8.00
Finken Water Solutions	1448756	Water Softener Rental - Renta	Rental Property Expenses	205-42350-801	38.10
Finken Water Solutions	37499TN	PD Water & Delivery Svc	Leases/Rentals	101-41900-410	40.95
<b>Vendor Finken Water Solutions Total:</b>					<b>100.05</b>
<b>Vendor: Further</b>					
Further	INV0000946	Employee HSA	Employee H.S.A Contribution	101-21711	1,092.08
<b>Vendor Further Total:</b>					<b>1,092.08</b>
<b>Vendor: Gary A Groen, CPA (inactive)</b>					
Gary A Groen, CPA (inactive)	Sept 2024	August 2022 Financial consul	Accounting/Auditing	101-41550-301	786.00
Gary A Groen, CPA (inactive)	Sept 2024	August 2022 Financial consul	Accounting/Auditing	601-49400-301	491.25
Gary A Groen, CPA (inactive)	Sept 2024	August 2022 Financial consul	Accounting/Auditing	602-49400-301	491.25
Gary A Groen, CPA (inactive)	Sept 2024	August 2022 Financial consul	Accounting/Auditing	604-49400-301	196.50
<b>Vendor Gary A Groen, CPA (inactive) Total:</b>					<b>1,965.00</b>
<b>Vendor: Global Payments</b>					
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Building Permits	101-32101	290.59
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Building Permits	101-32101	130.35
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Right Of Way Permit	101-32104	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Sign Permits	101-32610	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Planning/Zoning Permits	101-32620	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Rental Licenses	101-32670	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Police Services	101-33425	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Gateway Sign Ad	101-34001	65.38
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Miscellaneous	101-36000	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Miscellaneous	101-36000	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Community Center Rent	101-36001	189.58
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Youth Recreation Fees	101-36002	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Street Improvement	412-42000-529	60.45
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Water Utility	601-37100	337.12
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Sewer Utility	602-37200	337.12
Global Payments	Sept 2024	Sept 2024 Credit Card Process	Storm Water Utility	604-37400	337.11
<b>Vendor Global Payments Total:</b>					<b>2,231.30</b>
<b>Vendor: Hennepin County Treasurer - Information Technology</b>					
Hennepin County Treasurer - I	1000233823	Sept 2024 - Pins, Sils, Cals	Assessing Service	101-41110-308	29.00
Hennepin County Treasurer - I	1000233077	Sept 2024 Radio Comm Fee's	Radio Communications	101-41900-220	1,786.20
<b>Vendor Hennepin County Treasurer - Information Technology Total:</b>					<b>1,815.20</b>
<b>Vendor: Hennepin County Treasurer - Public Works</b>					
Hennepin County Treasurer -	1000233870	Sept 2024 - Fuel	Fuel - Vehicle/Equipment	101-42000-216	275.92
<b>Vendor Hennepin County Treasurer - Public Works Total:</b>					<b>275.92</b>
<b>Vendor: Innovative Office Solutions</b>					
Innovative Office Solutions	IN4643883	PD Copier Paper	Office Operations	101-41900-201	93.76



**Pending Expense Approval Report**

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Innovative Office Solutions	IN4644164	Admin Ofc Supplies (Paper, La	Operations	101-41110-211	234.70
<b>Vendor Innovative Office Solutions Total:</b>					<b>328.46</b>
<b>Vendor: Killmer Electric, Inc</b>					
Killmer Electric, Inc	W23521	Electrical Repairs - 2024 Stree	Street Improvement	412-42000-529	2,487.28
<b>Vendor Killmer Electric, Inc Total:</b>					<b>2,487.28</b>
<b>Vendor: Klein Underground LLC</b>					
Klein Underground LLC	59054	116 9rd Ave Water Svc Repair	Equip Repair/ Maintenance	601-49400-221	858.75
Klein Underground LLC	59055	33 4th St NW Water Svc Repai	Equip Repair/ Maintenance	601-49400-221	797.85
<b>Vendor Klein Underground LLC Total:</b>					<b>1,656.60</b>
<b>Vendor: Laurie Wolfe</b>					
Laurie Wolfe	July/Aug/Sept 2024	July/Aug/Sept 2024 Yoga Clas	Programming	101-42300-312	700.00
<b>Vendor Laurie Wolfe Total:</b>					<b>700.00</b>
<b>Vendor: Law Enforcement Labor Services</b>					
Law Enforcement Labor Servic	Oct 2024	Oct 2024 PD Union Dues	Union Dues	101-21708	634.50
<b>Vendor Law Enforcement Labor Services Total:</b>					<b>634.50</b>
<b>Vendor: Loffler Companies, Inc.</b>					
Loffler Companies, Inc.	48204949	3Q24 Admin Copier Usage	Office Operations	101-41110-201	458.07
<b>Vendor Loffler Companies, Inc. Total:</b>					<b>458.07</b>
<b>Vendor: LRS Portables</b>					
LRS Portables	INV0000959	9/20/24 - 10/17/24 - Boerboo	Operations	101-42350-211	88.00
LRS Portables	MP259921	9/20/24 - 10/17/24 Sipe Park	Operations	101-42350-211	120.00
<b>Vendor LRS Portables Total:</b>					<b>208.00</b>
<b>Vendor: Maple Grove Park &amp; Recreation</b>					
Maple Grove Park & Recreatio	Comm Ctr MbrShip	All Bldg SR Membership (Barn	Transfer Out	250-42400-720	420.00
<b>Vendor Maple Grove Park &amp; Recreation Total:</b>					<b>420.00</b>
<b>Vendor: Melissa Kloster</b>					
Melissa Kloster	41	Sept 2024 Strength Classes	Programming	101-42300-312	385.00
<b>Vendor Melissa Kloster Total:</b>					<b>385.00</b>
<b>Vendor: Menards - Brooklyn Park</b>					
Menards - Brooklyn Park	92110	Voting Supplies	Operations	101-41410-211	154.11
Menards - Brooklyn Park	93973	Irrigation Repair	Equip Repair/ Maintenance	101-42350-221	39.61
<b>Vendor Menards - Brooklyn Park Total:</b>					<b>193.72</b>
<b>Vendor: Metro Sales Inc</b>					
Metro Sales Inc	INV2609325	PD Copier Lease 9/27/24 - 10/	Leases/Rentals	101-41900-410	78.88
Metro Sales Inc	INV2610268	PW Copier Usage 9/24/24 - 1	Operations	101-42000-211	99.63
<b>Vendor Metro Sales Inc Total:</b>					<b>178.51</b>
<b>Vendor: Metro West Inspection Services, Inc.</b>					
Metro West Inspection Servic	4293	Sept 2024 Finalized Permits	Inspection Services	101-41940-305	1,593.21
<b>Vendor Metro West Inspection Services, Inc. Total:</b>					<b>1,593.21</b>
<b>Vendor: Metropolitan Council</b>					
Metropolitan Council	1178107	Oct 2024 Waste Water Svcs	Sanitary Sewer Service	602-49400-386	19,565.93
<b>Vendor Metropolitan Council Total:</b>					<b>19,565.93</b>
<b>Vendor: Midway Ford Company</b>					
Midway Ford Company	847189	PD Tailight	Vehicle Repairs/Maintenance	101-41900-217	406.29
<b>Vendor Midway Ford Company Total:</b>					<b>406.29</b>
<b>Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)</b>					
Minnesota Child Support Pay	INV0000955	Child Support	Misc Deductions/Benefits	101-21710	728.65
<b>Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:</b>					<b>728.65</b>
<b>Vendor: Minnesota Department of Health</b>					
Minnesota Department of He	1068835	State Hospitality Fee (Serve F	Dues/Membership	101-41920-255	40.00
<b>Vendor Minnesota Department of Health Total:</b>					<b>40.00</b>
<b>Vendor: Minnesota Department of Labor &amp; Industry</b>					
Minnesota Department of Lab	ALR0166796X	Elv-07632 Elevator Annual Ins	Building Repair/Maintenance	101-41700-222	100.00
<b>Vendor Minnesota Department of Labor &amp; Industry Total:</b>					<b>100.00</b>

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Minute Maker Secretarial</b>					
Minute Maker Secretarial	M1951	9/16 PC & 9/23 CC & WS Mee	Education/Meetings/Travel	101-41000-260	325.00
Minute Maker Secretarial	M1951	9/16 PC & 9/23 CC & WS Mee	Recording Services	101-41650-307	206.50
<b>Vendor Minute Maker Secretarial Total:</b>					<b>531.50</b>
<b>Vendor: Minuteman Press</b>					
Minuteman Press	37501	Busines Cards - N Santillo	Other Professional Services	101-41110-310	49.75
<b>Vendor Minuteman Press Total:</b>					<b>49.75</b>
<b>Vendor: MN Department of Revenue</b>					
MN Department of Revenue	3Q24 S&U Tax	3Q24 Sales & Use Tax Pymt	State Sales Tax	101-21550	5,814.00
MN Department of Revenue	INV0000958	State Tax	State Withholding	101-21702	2,876.26
<b>Vendor MN Department of Revenue Total:</b>					<b>8,690.26</b>
<b>Vendor: MN PEIP</b>					
MN PEIP	1413080	Aug 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41110-130	2,010.96
MN PEIP	1413080	Aug 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41650-130	-1,005.48
MN PEIP	1413080	Aug 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41900-130	9,671.97
MN PEIP	1413080	Aug 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,005.48
MN PEIP	1421201	Sept 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41110-130	2,010.96
MN PEIP	1421201	Sept 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41900-130	7,661.01
MN PEIP	1421201	Sept 2024 Medical / Dental Pr	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,005.48
MN PEIP	1429320	Oct 2024 - Medical/Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41110-130	7,278.18
MN PEIP	1429320	Oct 2024 - Medical/Dental Pr	Med/Den/Life/Ltd/Std Insura	101-41900-130	8,666.49
MN PEIP	1429320	Oct 2024 - Medical/Dental Pr	Med/Den/Life/Ltd/Std Insura	101-42000-130	1,005.48
<b>Vendor MN PEIP Total:</b>					<b>39,310.53</b>
<b>Vendor: Msrs Dfc/Hcsp</b>					
Msrs Dfc/Hcsp	INV0000950	DFC - MSRS	Deffered Comp	101-21705	2,840.00
Msrs Dfc/Hcsp	INV0000951	Employee HSA	Hcsp	101-21712	1,056.67
<b>Vendor Msrs Dfc/Hcsp Total:</b>					<b>3,896.67</b>
<b>Vendor: NAPA - Cottens Osseo</b>					
NAPA - Cottens Osseo	2488-522480	Brakes for Squad 120	Vehicle Repairs/Maintenance	101-41900-217	405.90
<b>Vendor NAPA - Cottens Osseo Total:</b>					<b>405.90</b>
<b>Vendor: Norbertha Boyce</b>					
Norbertha Boyce	CC Dep Ref	Comm Ctr Dep Refund 9/13/2	Community Center Deposits	101-22001	250.00
<b>Vendor Norbertha Boyce Total:</b>					<b>250.00</b>
<b>Vendor: PERA - Public Employees Retirement Association</b>					
PERA - Public Employees Retir	INV0000956	PERA	Pera	101-21704	380.37
PERA - Public Employees Retir	INV0000956	PEPFF	Pera	101-21704	979.60
PERA - Public Employees Retir	INV0000956	PEPFF	Pera	101-21704	10,471.68
PERA - Public Employees Retir	INV0000956	PERA	Pera	101-21704	3,306.08
<b>Vendor PERA - Public Employees Retirement Association Total:</b>					<b>15,137.73</b>
<b>Vendor: Poms Tire Service, Inc.</b>					
Poms Tire Service, Inc.	Bal Inv 700064706	Balance for Inv 700064706	Vehicle Repairs/Maintenance	101-41900-217	46.96
<b>Vendor Poms Tire Service, Inc. Total:</b>					<b>46.96</b>
<b>Vendor: Premier Bank</b>					
Premier Bank	Aug 2024	Jimmy Johns Election Food	Operations	101-41410-211	101.93
Premier Bank	Aug 2024	PD Health Club Membership	Operations	101-41410-211	32.30
Premier Bank	Aug 2024	Annabelle House Election Lun	Operations	101-41410-211	48.46
Premier Bank	Aug 2024	Microsoft User Licenses	Software	101-41515-309	345.43
Premier Bank	Aug 2024	Amazon Replacement Comm	Operations	101-41800-211	257.19
Premier Bank	Aug 2024	Vista Prints Bus Cards Putrzen	Office Operations	101-41900-201	52.07
Premier Bank	Aug 2024	Amazon - PD Lanyards, Pulse	Operations	101-41900-211	52.94
Premier Bank	Aug 2024	Amazon PD Phone Case & Ste	Operations	101-41900-211	43.95
Premier Bank	Aug 2024	Reeds Ctry Mkt - Kintzi reimb	Operations	101-41900-211	22.88
Premier Bank	Aug 2024	Amamazon Ofc Supplies	Operations	101-41900-211	58.95
Premier Bank	Aug 2024	Modern Sportsman Gun Grips	Officer Equipment	101-41900-213	43.25
Premier Bank	Aug 2024	Holiday - PD Car Washes	Vehicle Repairs/Maintenance	101-41900-217	49.50
Premier Bank	Aug 2024	POST Board Lic - Putrzenski	Dues/Membership	101-41900-255	91.94
Premier Bank	Aug 2024	Apple App	Software	101-41900-309	2.99

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Premier Bank	Aug 2024	Red Savy Food Hose Texting G	Operations	101-41920-211	23.88
Premier Bank	Aug 2024	Intl Code Council manual	Fire Training - Reimbursable	101-41920-261	100.93
Premier Bank	Aug 2024	Intl Code Council ICC Code Bo	Fire Training - Reimbursable	101-41920-261	202.62
Premier Bank	Aug 2024	Amazon PW Uniforms	Uniforms/Gear	101-42000-218	19.76
Premier Bank	Aug 2024	Amazon PW Uniforms	Uniforms/Gear	101-42000-218	20.86
Premier Bank	Aug 2024	Custom Products Street Sign	Street Maintenance/Signage	101-42000-224	106.97
Premier Bank	Aug 2024	Modern Sportsman Gun Parts	Capital Outlay	110-41900-520	325.19
Premier Bank	Aug 2024	Target - Nite to Unite donatio	Operations	115-41900-211	75.00
Premier Bank	Aug 2024	Target Nite to Unite donation	Operations	115-41900-211	75.00
Premier Bank	Aug 2024	PD Health Club Membership	Dues/Membership	115-41900-255	32.00
Premier Bank	Aug 2024	PD Health Club Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	Aug 2024	PD Health Club Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	Aug 2024	PD Health Club Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	Aug 2024	PD Health Club Membership	Dues/Membership	115-41900-255	32.30
Premier Bank	Aug 2024	PD Health Club Membership	Dues/Membership	115-41900-255	32.30
<b>Vendor Premier Bank Total:</b>					<b>2,347.49</b>
<b>Vendor: Prime Advertising &amp; Design</b>					
Prime Advertising & Design	91854	Monthly Website Hosting	Software	101-41515-309	100.00
<b>Vendor Prime Advertising &amp; Design Total:</b>					<b>100.00</b>
<b>Vendor: Quantico LLT/LLC</b>					
Quantico LLT/LLC	AB1094	QPT Course: Cities in Crisis - L	Education/Meetings/Travel	101-41900-260	278.00
<b>Vendor Quantico LLT/LLC Total:</b>					<b>278.00</b>
<b>Vendor: Republic Services</b>					
Republic Services	0894-0068.9963	Oct 2024 Doc Shredding Svcs	Operations	101-41110-211	24.58
<b>Vendor Republic Services Total:</b>					<b>24.58</b>
<b>Vendor: Roseanna T. Garibaldi</b>					
Roseanna T. Garibaldi	9-30-204	2024 Landscape/Maintenance	Central Avenue Beautification	101-42350-215	3,000.00
<b>Vendor Roseanna T. Garibaldi Total:</b>					<b>3,000.00</b>
<b>Vendor: Rum River Consultants</b>					
Rum River Consultants	833	June through Aug 2024 Rental	Rental Inspection Program	101-41110-311	1,770.00
<b>Vendor Rum River Consultants Total:</b>					<b>1,770.00</b>
<b>Vendor: Sipe Bros. Inc.</b>					
Sipe Bros. Inc.	9/17/24 - 9/30/24	FD Fuel 9/17/24 - 9/30/24	Fuel - Vehicle/Equipment	101-41920-216	45.13
Sipe Bros. Inc.	9/17/24 - 9/30/24	PW Fuel 9/17/24 - 9/30/24	Fuel - Vehicle/Equipment	101-42000-216	277.34
Sipe Bros. Inc.	8/30 - 9/11	FD Fuel Charges 8/30 - 9/11	Fuel - Vehicle/Equipment	101-41920-216	251.47
Sipe Bros. Inc.	8/30 - 9/11	PW Fuel Charges 8/30 - 9/11,	Fuel - Vehicle/Equipment	101-42000-216	128.20
<b>Vendor Sipe Bros. Inc. Total:</b>					<b>702.14</b>
<b>Vendor: Streicher's Inc.</b>					
Streicher's Inc.	l1722040	Uniform - Kintzi	Officer Equipment	101-41900-213	64.99
Streicher's Inc.	l1722415	Uniform - Putrzenski	Uniforms/Gear	101-41900-218	75.98
Streicher's Inc.	l1722499	Uniform - Putrzenski	Uniforms/Gear	101-41900-218	11.99
Streicher's Inc.	l1717964	Practice Ammo	Operations	116-41900-211	1,327.88
<b>Vendor Streicher's Inc. Total:</b>					<b>1,480.84</b>
<b>Vendor: Superior Background Investigations, LLC</b>					
Superior Background Investig	9/30/2024	Background Check	Personnel/Recruitment	101-41900-355	450.00
<b>Vendor Superior Background Investigations, LLC Total:</b>					<b>450.00</b>
<b>Vendor: Susan Pha</b>					
Susan Pha	Comm Ctr Dep Ref	Comm Ctr Dep Refund 10-5-2	Community Center Deposits	101-22001	250.00
<b>Vendor Susan Pha Total:</b>					<b>250.00</b>
<b>Vendor: Tegrete Corporation</b>					
Tegrete Corporation	112791	July/Aug/Sept Mo Rate Inceas	Cleaning Service	101-41700-317	276.00
<b>Vendor Tegrete Corporation Total:</b>					<b>276.00</b>
<b>Vendor: Thomson Reuters - West</b>					
Thomson Reuters - West	850863651	User License CLEAR Proflex	Dues/Membership	101-41900-255	152.15
<b>Vendor Thomson Reuters - West Total:</b>					<b>152.15</b>

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Todd C Kintzi</b>					
Todd C Kintzi	10/8/24	Exp Reimbursement - Parking	Education/Meetings/Travel	101-41900-260	10.00
				<b>Vendor Todd C Kintzi Total:</b>	<b>10.00</b>
<b>Vendor: Toll Gas &amp; Welding Supply</b>					
Toll Gas & Welding Supply	40201158	PW Welding Gas	Operations	101-42000-211	12.75
				<b>Vendor Toll Gas &amp; Welding Supply Total:</b>	<b>12.75</b>
<b>Vendor: Total Control Systems, Inc.</b>					
Total Control Systems, Inc.	11354	SCADA Svcs 10/1 - 12/31	Operations	602-49400-211	540.00
				<b>Vendor Total Control Systems, Inc. Total:</b>	<b>540.00</b>
<b>Vendor: Trust In Us, LLC</b>					
Trust In Us, LLC	101880	BAT Clinic - N Waldbillig	Other Professional Services	101-42000-310	25.00
				<b>Vendor Trust In Us, LLC Total:</b>	<b>25.00</b>
<b>Vendor: U.S. BANK EQUIPMENT FINANCE</b>					
U.S. BANK EQUIPMENT FINAN	538113879	PW Copier Lease	Leases/Rentals	101-42000-410	78.14
				<b>Vendor U.S. BANK EQUIPMENT FINANCE Total:</b>	<b>78.14</b>
<b>Vendor: VIA Actuarial Solutions</b>					
VIA Actuarial Solutions	OSC-2024-09	FYE 2024 OPEB for Sept 2024	Accounting/Auditing	101-41550-301	2,100.00
				<b>Vendor VIA Actuarial Solutions Total:</b>	<b>2,100.00</b>
<b>Vendor: WEX Bank</b>					
WEX Bank	99585884	Sept 2024 PD Squad Fuel	Fuel - Vehicle/Equipment	101-41900-216	2,605.46
				<b>Vendor WEX Bank Total:</b>	<b>2,605.46</b>
<b>Vendor: Zarnoth Brush Works, Inc.</b>					
Zarnoth Brush Works, Inc.	0199458-IN	Brushes for Sweeper	Equip Repair/ Maintenance	604-49400-221	969.60
				<b>Vendor Zarnoth Brush Works, Inc. Total:</b>	<b>969.60</b>
<b>Grand Total:</b>					<b>152,750.94</b>

# Report Summary

## Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	122,497.06
110 - CIP EQUIPMENT	654.19
115 - POLICE DONATIONS/EXPENSES	343.50
116 - POLICE FORFIETURE FUND	1,327.88
205 - PARK DEDICATION	38.10
250 - COMMUNITY FUND	420.00
412 - 2022-23 Alley & Street Projects	2,547.73
601 - WATER FUND	2,484.97
602 - SEWER FUND	20,934.30
604 - STORM WATER FUND	1,503.21
<b>Grand Total:</b>	<b>152,750.94</b>

## Account Summary

Account Number	Account Name	Expense Amount
101-21550	State Sales Tax	5,814.00
101-21701	Federal Withholding	5,455.31
101-21702	State Withholding	2,876.26
101-21703	Fica Withholding	6,985.42
101-21704	Pera	15,137.73
101-21705	Deffered Comp	2,840.00
101-21706	Medical/Dental/Life/Ltd	205.74
101-21708	Union Dues	634.50
101-21710	Misc Deductions/Benefit	728.65
101-21711	Employee H.S.A Contrib	1,092.08
101-21712	Hcsp	1,056.67
101-22001	Community Center Depo	1,150.00
101-32101	Building Permits	420.94
101-32104	Right Of Way Permit	60.45
101-32610	Sign Permits	60.45
101-32620	Planning/Zoning Permits	60.45
101-32670	Rental Licenses	60.45
101-33425	Police Services	60.45
101-34001	Gateway Sign Ad	65.38
101-36000	Miscellaneous	120.90
101-36001	Community Center Rent	189.58
101-36002	Youth Recreation Fees	60.45
101-41000-260	Education/Meetings/Tra	325.00
101-41110-130	Med/Den/Life/Ltd/Std In	11,300.10
101-41110-201	Office Operations	458.07
101-41110-211	Operations	272.28
101-41110-308	Assessing Service	29.00
101-41110-310	Other Professional Servi	49.75
101-41110-311	Rental Inspection Progra	1,770.00
101-41110-410	Leases/Rentals	14.88
101-41410-211	Operations	336.80
101-41500-306	Legal Service - Prosecuti	1,339.00
101-41515-302	It Service	5,406.74
101-41515-309	Software	445.43
101-41550-301	Accounting/Auditing	2,886.00
101-41650-130	Med/Den/Life/Ltd/Std In	-1,005.48
101-41650-307	Recording Services	206.50
101-41700-222	Building Repair/Mainten	208.53
101-41700-317	Cleaning Service	276.00
101-41700-321	Telecommunications	1,430.22
101-41700-380	Electric Service	22.37
101-41800-211	Operations	257.19
101-41900-130	Med/Den/Life/Ltd/Std In	25,999.47

**Account Summary**

Account Number	Account Name	Expense Amount
101-41900-201	Office Operations	161.83
101-41900-202	Recognition/Awards	73.50
101-41900-211	Operations	186.72
101-41900-213	Officer Equipment	108.24
101-41900-216	Fuel - Vehicle/Equipmen	2,605.46
101-41900-217	Vehicle Repairs/Mainten	3,751.50
101-41900-218	Uniforms/Gear	87.97
101-41900-220	Radio Communications	1,786.20
101-41900-255	Dues/Membership	244.09
101-41900-260	Education/Meetings/Tra	288.00
101-41900-309	Software	2.99
101-41900-355	Personnel/Recruitment	450.00
101-41900-410	Leases/Rentals	126.07
101-41920-211	Operations	23.88
101-41920-216	Fuel - Vehicle/Equipmen	296.60
101-41920-218	Uniforms/Gear	451.20
101-41920-255	Dues/Membership	40.00
101-41920-261	Fire Training - Reimburse	1,453.55
101-41940-305	Inspection Services	1,593.21
101-42000-130	Med/Den/Life/Ltd/Std In	3,016.44
101-42000-211	Operations	136.18
101-42000-216	Fuel - Vehicle/Equipmen	681.46
101-42000-218	Uniforms/Gear	40.62
101-42000-224	Street Maintenance/Sig	106.97
101-42000-310	Other Professional Servi	25.00
101-42000-321	Telecommunications	184.92
101-42000-410	Leases/Rentals	78.14
101-42300-312	Programming	1,085.00
101-42350-211	Operations	208.00
101-42350-215	Central Avenue Beautific	6,000.00
101-42350-221	Equip Repair/ Maintena	39.61
110-41900-520	Capital Outlay	654.19
115-41900-211	Operations	150.00
115-41900-255	Dues/Membership	193.50
116-41900-211	Operations	1,327.88
205-42350-801	Rental Property Expense	38.10
250-42400-720	Transfer Out	420.00
412-42000-529	Street Improvement	2,547.73
601-37100	Water Utility	337.12
601-49400-221	Equip Repair/ Maintena	1,656.60
601-49400-301	Accounting/Auditing	491.25
602-37200	Sewer Utility	337.12
602-49400-211	Operations	540.00
602-49400-301	Accounting/Auditing	491.25
602-49400-386	Sanitary Sewer Service	19,565.93
604-37400	Storm Water Utility	337.11
604-49400-221	Equip Repair/ Maintena	969.60
604-49400-301	Accounting/Auditing	196.50
	<b>Grand Total:</b>	<b>152,750.94</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	152,750.94
<b>Grand Total:</b>	<b>152,750.94</b>