



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Tuesday, Nov 12th, 2024
7:00 p.m., Council Chambers

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

1. **Call to Order**
2. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
 - A. Approve October 28th Work Session and City Council Meeting Minutes
 - B. Accept Fire Department Resignations from Troy Stalcar & Mackenzie Phenow
 - C. Receive Lawful Gambling Contribution from American Legion Post 172
 - D. Approve Officer Starry Repayment Agreement
 - E. Approve New WSB 2025 Rates
6. **Matters from the Floor**

Individuals may address the Council about any matter. The City Council will take no official action on items discussed at the Forum, with the exception of referral to Staff or Commission or Committee for future report. Individuals can also submit comments to cityhall@ci.osseo.mn.us prior to a meeting.
7. **Special Business**
 - A. Approve Minidazzle Special Event Permit from Osseo Fire Department
 - B. Canvass Results from 11/5/2024 General Election: City Results
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. First Reading of Cannabis Registration Ordinance
 - B. Approve Hire of Alicia Vickerman as Assistant City Administrator
 - C. Approve changes to ESST Policy
 - D. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
 - Commission Members needed for 2025
14. **Adjournment**

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

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
October 28, 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, October 28, 2024.

2. ROLL CALL

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

Members absent: NONE

Staff present: City Administrator Shane Mikkelson, Fire Chief Mike Cogswell, and City Attorney Mary Tietjen.

Others present.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS OSSEO FIRE DEPARTMENT ESST RECOMMENDATIONS

Mikkelson stated there have been numerous discussions about Earned Sick and Safe Time (ESST) with the Osseo Fire Department members and City Administrators. It was originally determined that ESST could be paid to on-call firefighters for scheduled events only. But, effective 5/25/2024, the law was changed that now states ESST does not apply to volunteer or paid on-call firefighters. Below is an excerpt from the MN Department of Labor & Industry website. Following these discussions, a final decision needs to be made on how the City/department moves forward with this. Staff's recommendation is that we do not provide a similar program effective 5/25/24, but pay out "hours earned" (1 hour for every 30 hours worked) for those that became eligible prior to 5/25 (worked 80 hours). The Fire Department polled other Fire Departments in our area, and 10 out of 11 are NOT providing a similar program to their paid on-call firefighters after 5/25/2024. Three did/are paying out as outlined in the above paragraph, and this includes Maple Grove, Anoka, Brooklyn Center, and West Metro. After a discussion with Rogers, it is anticipated they will do the same. Andover and Lino Lakes did not do any payout. This recommendation is fair and consistent with what neighboring departments are doing. Staff reviewed a chart showing those eligible and the number of hours that would be paid to on-call firefighters with the OFD. Staff requested direction regarding the updates our ESST Policy.

Fire Chief Cogswell explained no one within the fire department used ESST.

Schulz asked what the current pay rate was for firefighters. Mikkelson stated the rate was currently \$17.87 per hour.

Hultstrom commented after adding up the numbers on Page 4, the department doesn't have 50 hours total. She indicated she could support paying out the hours earned as proposed by staff.

Hall reported the total payout totaled around \$900. Fire Chief Cogswell reported this was the case.

Schulz stated he supported the payouts as well.

The Council supported the payouts and ending the ESST program for the paid on call firefighters.

B. DISCUSS CANNABIS REGISTRATION ORDINANCE

Mikkelson stated at the September 30th work session, the council gave direction to staff on their thoughts on a new cannabis registration ordinance. Attached is a draft of that new ordinance with a couple of new questions on some parts of the ordinance. We are asking the council to give us direction on the new questions so the ordinance can be brought back to the city council to before the end of the year.

City Attorney Tietgen reviewed the draft ordinance in detail with the Council, noting the State will issue licenses and retail businesses are then required to register with the City. She explained this ordinance would establish the registration process while also capping the number of retail shops to one, plus a municipal shop. She indicated the ordinance also establishes a process for reviewing the registrations and includes a section for that addresses enforcement/compliance checks. She asked how the Council wanted to address the storage or placement of edibles in a retail shop.

Hultstrom asked if the City had any establishments that allow for visitors to be only 18 years of age. Mikkelson stated patrons of the tobacco retail shops have to be 21 years of age to make a purchase. He explained all future cannabis retail shops would be tied to the 21 years of age in order to make a purchase.

Schulz reported when the Council worked through this originally, the Council only wanted to have establishments that were used to carding people, be allowed to sell edibles. He supported this requirement remaining in place going forward.

Hultstrom asked if any of the current establishments have locks on their edible cases. Mikkelson stated this was not a current requirement. City Attorney Tietjen reported she would have to check City Code regarding edibles, but stated she did not believe this was a City requirement.

Hultstrom did not support putting additional regulations in place to mandate edibles being in locked cases.

Hall indicated he liked the 21+ idea, but did not support requiring locked display cases for local business owners.

Schulz asked what a 21+ establishment was. He indicated Holiday has chosen not to move into the sales of edibles, but if this were to change, would they be allowed to sell edibles through their tobacco license. He noted Sipes also has a tobacco license, and if the City were to move to a 21+ license, both Sipes and Holiday would be precluded from selling edibles. He commented he did not support this. He explained both Holiday and Sipes was used to carding individuals and he did not believe the City should stand in their way from selling edibles.

Poppe and Hultstrom supported this recommendation.

City Attorney Tietjen reviewed the current ordinance language noting edible cannabinoid licenses shall only be issued to businesses that also are licensed as an exclusive liquor store, on-sale liquor sales or licensed to sell tobacco. She indicated this would include Holiday or other vendors that have a tobacco license that were not 21+.

Poppe recommended this language be added into the cannabis registration ordinance.

Cook commented this language would limit a wellness boutique type shop from moving into the community. City Attorney Tietjen reported this was the case and noted this would be a policy decision for the City Council.

Mikkelson commented the concern raised by the Council was that cannabis licenses should only be given to businesses that were used to carding patrons, such as alcohol and tobacco establishments.

Hultstrom indicated a wellness boutique could pursue a tobacco license, without selling tobacco in order to sell edibles or other cannabinoid products.

Further discussion ensued regarding the license process and registration language.

Schulz reported the current language was originally included because this offered the easiest process for edible sales. He understood this may not be the best process going forward. He questioned how the Council wanted to address temporary events. City Attorney Tietjen reported temporary events were optional.

Hall questioned how much a tobacco license costs in the City of Osseo. City Attorney Tietjen reported a tobacco license was \$250. Mikkelson commented on how there was some level of control by requiring THC retailers to have a tobacco license because this requires a background check and other security measures.

Hall inquired if the City could set a cap on the number of low potency shops in the community. City Attorney Tietjen anticipated the City could do this, but there might be other business policy reasons no to. She stated she could look into this further.

Hall asked if the City could require background checks on THC retailers. City Attorney Tietjen reported any necessary background checks would be completed by the State when a retailers requests a cannabis license.

Hultstrom commented she was torn on this matter. She stated if the City required a tobacco license the City would have more regulations, enforcement and oversight in place for low potency THC retailers.

Hall supported the City Attorney looking into if the City could cap the number of low potency retailers in the community and then the Council could revisit this topic.

Schulz questioned if the City Council wanted to set hours of operation restrictions for temporary events, or did the Council support low potency products being sold at Lions Roar or other City events. City Attorney Tietjen reported an event organizer would have to get licensed with the State in order to hold a temporary event. She recommended the Council support requirements 1 and 5. She indicated the Council may have to consider additional buffers for temporary events. She noted the buffers for special events could mirror what was being proposed within the zoning ordinance.

5. ADJOURNMENT

The Work Session adjourned at 6:54 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
October 28, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:02 p.m. on Monday, October 28, 2024.

2. ROLL CALL

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

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

Others present.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Approve October 15th EDA and Council Minutes
- B. Accept Charitable Gambling – Osseo Lions
- C. Accept Charitable Gambling – America Legion
- D. Accept Charitable Gambling-Osseo Fire
- E. Accept Charitable Gambling-Osseo Maple Grove Hockey Association
- ~~F. Accept Resignation from CSO Justin Engelmann~~
- G. Receive September Fire Department Activity Report
- H. Receive 3rd Quarter Building Report

Hulstrom requested Item 5F be pulled from the Consent Agenda for further discussion.

A motion was made by Hultstrom, seconded by Hall, to approve the Consent Agenda as amended removing Item 5F. The motion carried 5-0.

- F. Accept Resignation from CSO Justin Engelmann

Hultstrom stated a 30 day notice was given by CSO Justin Engelmann, but the resignation notice was being viewed as an immediate resignation. She requested further

information regarding this matter. Mikkelson explained he had no information for the Council, noting this was an internal HR matter.

A motion was made by Hultstrom, seconded by Schulz, to accept the resignation from CSO Justin Engelmann. The motion carried 5-0.

6. MATTERS FROM THE FLOOR

Nick Torres, 133 8th Avenue, discussed how easy it was to become jaded in today's world. He commented last Saturday showed that this doesn't need to be the case in Osseo. He thanked Mark Wiedenbach and the rest of the Osseo Lions Club for hosting the children's Halloween event and the Boo tour. He thanked the City Council and fellow Osseo businesses for assisting with this event. He believed these type of City events were extremely valuable for the community. He commented one potential solution for low potency cannabis sales was to have those applying for a license to do so in good faith.

A resident of Osseo asked what the Council would be discussing under Item 10E - Closed Session.

Justin Engelmann reported he was the individual the City Council just accepted a letter of resignation from. He explained he put in his resignation with a heavy heart. He commented on how he would miss working for this community. He brought to the Council's attention some concerns he had with the City's leadership and noted he believed it was important for leadership to hear the voices of those being led. He indicated he has seen too many talented and passionate officers being sidelined, disheartened and sometimes even leave Osseo for other departments. He explained he has had many positive experiences while working as a CSO, but have also had many challenges primarily stemming from management at the highest levels. He stated the City's Chief of Police, which was meant to be the departments guiding force, has created an environment that feels divisive and unresponsive. He explained he worked in the CSO program for 12 months and the chief had advocated for this program for well over 10 months when he broached the subject with the chief through an email. He indicated his email was met with him being called in for a one-on-one meeting where the chief's door was slammed and he was yelled and cussed at. He stated he has heard the chief speak negatively about City employees, sworn officers and Councilmembers. He reported when other officers follow in these comments, the chief does not shut this down. He explained he has heard too many comments about current, past and present officers. He commented many officers have warned him about the chief's behaviors and noted three former officers have reached out to him, encouraging him to leave this department. He stated he has reluctantly taken this action, which led to his letter of resignation. He discussed how everything changed for him once the law firm he works for was hired to represent Officer Heather Syhre back in August. From that moment forward he was treated differently. He commented on how the video that was previously leaked regarding the police chief was a PG version of what happened to him. He questioned what the City Council was doing to investigate this. He expressed concern with the police chief's behavior and leadership style. He discussed how the lack of support for officers within the department was impacting the fabric of the community and undermines the trust that was essential for effective policing. He reported the department's biggest asset was its people along with the officers unique skill sets. He

feared the current culture within the department would have officers losing their effectiveness. He discussed how the police chief made salacious comments about staff members, officers, Councilmembers and members of the community. He questioned if there was no bridge the police chief wouldn't burn. He hoped those in authority would take heed of the concerns that are being raised regarding the police chief's behavior. It was his hope the department would turn around and that it would become a place where all members feel valued, heard and empowered.

7. SPECIAL BUSINESS

A. METRO TRANSIT PRESENTATION – Victoria Dan

Cindy Harper, Metro Transit, provided the City Council with a presentation from Metro Transit. Ms. Harper discussed the Network Now program that was currently in its public engagement period. She commented on how the last four and a half years have been pivotal to Metro Transit as a result of the pandemic, as ridership had declined by 30%. She reported Network Now would address the status of routes that are currently suspended and would improve on new or redesigned routes, while also addressing METRO line investments and micro transportation options. She commented further on how the transit landscape and ridership has changed since the pandemic. The five Network Now guiding principles were described. The 2027 concept plan results were discussed with the Council, and it was noted Metro Transits goal was to grow ridership while also providing additional service coverage. The plans for the Key Express Network were further reviewed along with the proposed network route changes.

Victoria Dan, Metro Transit, commented further on how Osseo would be impacted by this new endeavor. She indicated the nearest park and rides for Osseo residents were available at Noble and Highway 610 along with 65th Avenue and Brooklyn Boulevard. Further details were provided on new Route 725 along with the planned Express Routes that would service Osseo. The benefits of demand-response services were discussed. It was noted metro micro costs the same as an express route and transfers were free. She commented further on how metro micro rides may be shared. The project prioritizations and specs for future metro micro zones were discussed. She explained additional route information and Network Now details were available on Metro Transits website.

Hultstrom asked if Metro Transit does all of its own data collection. Ms. Dan reported Metro Transit uses a variety of data sources as well as completing its own surveys for data collection purposes.

Hall questioned if the surveys were conducted each day of the week or only on certain days of the week. Ms. Dan reported these were typically completed as a one day observation on a Tuesday, Wednesday, or Thursday and were completed between rush hour.

Hall anticipated a one day survey was not accurately capturing ridership information for Metro Transit. He believed all five days should be surveyed. Ms. Harper clarified the surveys were completed on a Tuesday, Wednesday or Thursday when ridership was higher, when compared to Monday or Friday.

Poppe thanked Ms. Harper and Ms. Dan for their detailed presentation.

B. APPROVE SPECIAL EVENT PERMIT APPLICATION FOR SMALL BUSINESS SATURDAY

Mikkelson requested the Council approve a special event permit for Small Business Saturday, which will be held on Saturday, November 30 from 9:00 a.m. to 3:00 p.m.

A motion was made by Hultstrom, seconded by Hall, to approve a Special Event Permit Application for Small Business Saturday. The motion carried 5-0.

C. ACCEPT DONATIONS (Resolution)

Mikkelson stated the City has received the following donations:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
American Legion Post 172	\$500	Minidazzle
Realife Cooperative of Osseo	\$250	Fire Department
Osseo Fire Relief Association	\$6,870	Fire Department- Tools
Osseo Fire Relief Association	\$800	Fire Department –Uniforms

Staff recommended the Council accept the donations.

A motion was made by Hall, seconded by Cook, to adopt Resolution No. 2024-63, accepting a donation from the American Legion Post 172, Realife Cooperative of Osseo, and the Osseo Fire Relief Association. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. 2025 ALLEY PROJECT: RECEIVE THE FEASIBILITY REPORT AND CALL THE PUBLIC HEARING – Alyson Fauske, WSB

Alyson Fauske, WSB, requested the Council receive the feasibility report and call for the public hearing for the 2025 Alley Project. She reviewed the feasibility report in further detail with the Council noting this project included the last nine bituminous alleys in the City. She noted these alleys would be reconstructed in concrete. She reported the existing drainage conditions for these alleys was discussed. The pitch and competing challenges within this project area were further reviewed. The proposed improvements were detailed and would include the removal and replacement of the bituminous with concrete pavement, sanitary sewer improvements, potential storm water extension and the coordination of private utility repairs. It was noted the alleyway would be 12 feet wide. She reviewed miscellaneous construction information and reviewed she would be addressing public engagement matters. It was noted most alleys were within the right of way, but noted some right of way would need to be acquired. The proposed costs, funding and assessments were detailed with the Council. Staff commented further on the proposed project details and requested the Council receive the feasibility report and call for the public hearing.

Hultstrom appreciated the fact sanitary and storm sewer improvements would be included in this project, given the fact the alleyways would be constructed to last for the next 50 years.

Hall agreed and stated he supported completing the storm sewer work as part of this project. He asked if the remaining \$400,000 in bonds would be used to cover a portion of the City's project costs. Ms. Fauske reported she had included these dollars.

Schulz stated he was happy to see storm sewer improvements would be included in this project. He clarified all of the alleyways were currently bituminous except for those in the commercial area. He commented on how the nine alleys were in all in pretty good shape and asked why improvements were proposed. Ms. Fauske reported these were the last nine alleyways that have not been recently reconstructed.

Schulz discussed how the grading on the previous alleyway project had been a concern. He recommended the grading within the proposed alleyways be properly addressed by WSB. He explained he supported approving the feasibility study and moving this project forward because this would then provide the City Council with more details and information on the project. He indicated he looked forward to these alleyways having storm sewer improvements.

Hultstrom questioned if the City should look at the alleyway improvements differently, such as an overall project instead of individual alleys in order to assist in reducing the large assessments.

Schulz stated the City could consider an average across the entire project area. He indicated this made a lot of sense given how high the proposed assessments were.

Hall reported adding the \$400,000 in bond funding into the project costs will help in bringing the assessment amounts down as well.

Poppe agreed.

Hultstrom stated she appreciated how this Council has made assessments more equitable for residents, while focusing on the needs of the City. She indicated storm sewer was definitely a need within this project.

Schulz recommended the City Council consider how to fund these alleys long term, given how they were being built to last 50 years. He recommended storm sewer improvements be considered underground.

Hall agreed this would be important and would assist residents in the future. He suggested public works take a look at when the last time 1st Avenue was cleaned out.

Schulz suggested the City be more proactive in its cleaning and street sweeping in order to assist with the City's storm water system.

A motion was made by Schulz, seconded by Hultstrom, to adopt Resolution No. 2024-64, receiving feasibility report and calling for the improvement hearing for the 2025 Alley Project.

Schulz recommended the additional bond revenue be used within this project to assist with bringing the proposed assessments down.

Cook supported using the bond funding to assist with bringing assessments down versus bringing City costs down.

Poppe asked that staff bringing back assessment amounts that took this recommendation into consideration. Ms. Fauske explained she would bring back several assessment methods for the Council to consider at the public hearing.

The motion carried 5-0.

B. APPROVE DELINQUENT UTILITIES AND WASTE CERTIFICATION (Resolution)

Mikkelson stated Osseo City Code Section 51.37(c) allows delinquent accounts for utilities to be assessed to property owners. It also states that the amount certified shall include late payment penalties and administrative charges, and the amount shall bear interest as determined by Council resolution. All property owners with delinquent amounts due to the City of Osseo and Walter's Refuse and Recycling, as of September 1, 2024, were notified by letter of the pending assessment by mail on September 17, 2024. The City accounts are for water, sanitary sewer, and storm utility services. Walter's Refuse and Recycling accounts are for garbage, recycling, and yard waste disposal services provided to residential properties in Osseo. As part of the current agreement with waste haulers, the City assists in collection of delinquent garbage costs by certifying delinquent waste accounts as allowed by MS 443.015. In unpaid by November 22, 2024, the amount in the Certify column will be assessed to Hennepin County property taxes along with 14 months of interest at a rate of 5.8 percent. Assessments must be adopted by resolution to be placed on a property owner's property tax statement per MS 444.075 subd 2a.

Schulz questioned if some of the low delinquencies could be a clerical error. He asked that staff investigate these and suggested the Council revisit setting a minimum assessment amount for next year.

A motion was made by Schulz, seconded by Hultstrom, to adopt Resolution No. 2024-65, certifying delinquent utility charges and waste removal charges against specified properties as presented in Exhibits A & B. The motion carried 5-0.

C. APPROVE LETTER OF INTENT WITH RED PINE GROUP

Mikkelson stated at the Council Work Session on September 30th, the Council gave staff direction to explore a Letter of Intent with the Red Pine Group. This Letter of Intent has been vetted by the City Attorney and was ready to be brought back to Council for approval.

City Attorney Tietjen reported she reviewed the letter of intent with the Red Pine group and was recommending approval. She explained the letter of intent was not a binding contract, but would provide a way forward.

Schulz stated he appreciated the fact the Red Pine Group had been very easy for staff to work with. City Attorney Tietjen indicated this group was very flexible and had addressed the confidentiality concerns that she had.

A motion was made by Cook, seconded by Schulz, to approve the Letter of Intent with the Red Pine Group.

Hall asked if the Cannabis Committee had an opportunity to review the letter of intent.

Schulz explained the Cannabis Committee has several opportunities to provide feedback on the letter of intent.

The motion carried 5-0.

D. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

Hall requested payments to WSB be broken down for the City Council in the future.

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

E. CLOSED SESSION

Mikkelson reported the HR Committee has requested to go into a Closed Session meeting.

A motion was made by Schulz, seconded by Hall, to move into Closed Session pursuant to Minnesota State Statute 13D Subd. 2d to discuss a Human Resources matter. The motion carried 5-0.

The City Council moved into a Closed Session meeting at 8:57 p.m.

The City Council meeting reconvened at 9:25 p.m.

A motion was made by Schulz, seconded by Hultstrom, to authorize the City Attorney to retain an investigator to investigate the preliminary allegations against Shane Mikkelson. The motion carried 5-0.

11. ADMINISTRATOR REPORT – None
12. COUNCIL AND ATTORNEY REPORTS

Hultstrom reported LMC is holding Mayor for the Day and applications were now being accepted.

Hultstrom thanked staff for all of their assistance with the election and early voting.

Hultstrom thanked the Lions and everyone else that was involved in the Halloween celebrations.

Hultstrom commented last week LMC held seven different webinars within their fall forums. She noted she attended six of the seven webinars.

Hall reported daylight savings would occur this weekend. He encouraged residents to check the batteries in both their smoke detector and carbon monoxide detector.

Hall encouraged residents to get out and vote in the upcoming election, which would be held on Tuesday, November 5.

Hall requested residents not blow their leaves and grass into the street this fall, but rather keep this material within their yard.

Cook thanked the Lions for hosting the Halloween event on Saturday, stating this was a great community event.

13. ANNOUNCEMENTS

Poppe reported City offices will be closed on Monday, November 11 for Veteran's Day.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Hall, to adjourn the City Council meeting at 9:32 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



City of Osseo City Council Meeting Item

Agenda Item: Accept Resignations of Troy Stalcar and Mackenzie Phenow
Meeting Date: November 12th, 2024
Prepared by: Mike Cogswell, Fire Chief

Attachments: Resignation Letter – Troy Stalcar
Resignation Letter – Mackenzie Phenow

Policy Consideration:

Consider accepting the resignations of Firefighters Troy Stalcar and Mackenzie Phenow.

Previous Action or Discussion:

Troy Stalcar joined the Osseo Fire Department in May 2011 and has been a core part of the department ever since. He served as a Fire Fighter and Lieutenant, as well as on the OFDRA Board of Trustees. Following a recent injury, he is no longer able to fulfill the duties of a Firefighter. He submitted a letter of resignation on October 25, 2024, and his last day was October 25, 2024.

Mackenzie Phenow joined the Osseo Fire Department in October 2019 and has also been a core part of the department. She served as a Firefighter and as the head of numerous committees. She and her fiancé have moved out of the response area. On October 10, 2024 she submitted a letter of resignation with a final day of October 31, 2024.

We will miss Troy and Mackenzie, thank them for their dedicated service, and wish them the very best.

Options:

The City Council may choose to:

1. Accept the above resignations, or
2. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council accepts the resignations of Firefighters Troy Stalcar and Mackenzie Phenow.



Resignation

I am writing to formally announce my resignation from the Osseo fire department effective immediately.

This decision was not easy, as serving alongside you all has been a truly rewarding experience. I am grateful for the opportunities to contribute to our community and to learn from an exceptional group of individuals.

I look forward to staying in touch and supporting the department's work in any way I can.

Thank you all,
Troy

Dear Osseo Fire Department,

Thank you for the opportunities to learn and grow with this department. Unfortunately with significant life changes I will no longer be able to maintain my status as an Osseo firefighter. My resignation will be effective October 31st. I want to thank all of you for the opportunities and allowing me to carry on the Phenow legacy the past five years. I would love to be able to continue helping with community events and volunteering on the department in any ways needed. Again thank you to everyone that was along with me on this journey.

Sincerely,
Mackenzie Phenow

City of Osseo

Lawful Gambling Monthly Reporting Form 10% Contribution Fund

Site:	Osseo Legion - American Legion Post 172	
Organization:	NW Area Jaycees	
Organization Mailing Address:	8200 County Road 116, Corcoran, MN 55340	
Period:	Month	Year
	9	2024


10% Contribution Fund	
A. Net Profit (from LG100A line 29)	\$ 2,567.62
B. Contribution Amount	10%
C. Total Remitted to City (A x B)	\$ 256.76
<i>If line C is zero or a negative, no amount is due to the City.</i>	

Additional Instructions

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

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

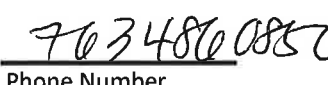
I hereby certify that the documents attached are exact copies of the tax returns and schedules filed with Minnesota Revenue and the Gambling Control Board, and I will promptly notify the City of any action taken to amend the original content of these tax returns and schedules.



 Signature



 Date



 Phone Number

Lawful Gambling Receipts and Expenses by Site

Organization name Northwest Area Jaycees			License # 02463
Site name American Legion Post 172	Site permit # 012	Month reported 9	Year reported 2024

Receipts and Prizes		A Gross Receipts	B Prizes	C Net Receipts
1	Paper pull-tabs	\$0.00	\$0.00	\$0.00
2	Electronic pull-tabs	\$0.00	\$0.00	\$0.00
3	Non-linked bingo	\$35475.00	\$27132.78	\$8342.22
4	Linked bingo	\$0.00	\$0.00	\$0.00
5	Paddlewheel without a table	\$0.00	\$0.00	\$0.00
6	Paddlewheel with a table	\$0.00	\$0.00	\$0.00
7	Raffles	\$0.00	\$0.00	\$0.00
8	Tipboards	\$0.00	\$0.00	\$0.00
9	Sports tipboards	\$0.00	\$0.00	\$0.00
10	Interest and other income	\$0.00		\$0.00
11	Totals	\$35475.00	\$27132.78	\$8342.22

Allowable Expenses

12	Paper pull-tabs, bingo paper sheets, tipboards, paddletickets, and raffle tickets	\$238.12
13	Compensation and payroll taxes	\$3043.18
14	Penalty and interest paid on taxes	\$0.00
15	Accounting services	\$384.80
16	Gambling manager's bond	\$0.00
17	Local government investigation fees	\$0.00
18	Rent paid to lessors for conducting lawful gambling	\$0.00
19	Electronic pull-tab game fees	\$0.00
20	Electronic linked bingo provider fees	\$0.00
21	Other miscellaneous allowable expenses not listed above	\$2108.50
22	Cash short (if cash long, enter as a negative number)	\$0.00
23	Reimbursement for excess cash shortages	\$0.00
24	Total allowable expenses	\$5774.60

Cash Banks

25	Starting cash banks per site records	\$7099.00
26	Unreimbursed starting cash banks	\$5512.00
27	Total starting cash banks	\$1587.00

Ending Inventory

28	Total value of ending inventory on the last day of the month	\$1765.46
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Monthly Profit (loss)

29	Site net profit less state taxes on lawful gambling	\$2567.62
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Lawful Gambling Monthly Tax Return

Print or Type	Organization Name Northwest Area Jaycees	Federal ID Number (FEIN) 41-1589692	Minnesota Tax ID Number 2014046	License Number 02463	
	Address <input type="checkbox"/> Check if Address Changed 8200 County Road 116	Email Address nwjcgambling@gmail.com		Month/Year Reported 9/2024	
	City Corcoran	State MN	Zip Code 55340	Number of Sites 13	
	Number of barcoded games reported on Schedule B2s for the month: <u>255</u>	Check all that apply: <input type="checkbox"/> Amended Return <input type="checkbox"/> Filing under Extension (see instructions) <input type="checkbox"/> No Gambling Activity this Month <input type="checkbox"/> Final Return (see instructions)			
	This return includes (check all that apply): <input type="checkbox"/> Schedule B2 <input type="checkbox"/> Schedule NRL <input type="checkbox"/> Schedule ER				

	Gross Profit		
	A Gross Receipts	B Prizes Paid	C Net Receipts
1 Non-linked bingo	<u>88789</u>	<u>69627.00</u>	<u>19162.00</u>
2 Raffles (if tax-exempt raffles were conducted, complete Schedule ER)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3 Paddletickets	<u>7230.00</u>	<u>4820.00</u>	<u>2410.00</u>
4 Add lines 1 through 3	<u>96019.00</u>	<u>74447.00</u>	<u>21572.00</u>
5 Interest and other income (including advertising or sponsorship income; see instructions)	<u>267.00</u>		<u>267.00</u>
6 Linked bingo	<u>28091.00</u>	<u>22571.00</u>	<u>5520.00</u>
7 Tipboards	<u>1500.00</u>	<u>1000.00</u>	<u>500.00</u>
8 Paper pull-tabs	<u>1079187.00</u>	<u>953919.00</u>	<u>125268.00</u>
9 Electronic pull-tabs	<u>1520727.00</u>	<u>1329069.00</u>	<u>191658.00</u>
10 Sports-themed tipboards	<u>180.00</u>	<u>150.00</u>	<u>30.00</u>
11 Add lines 4 through 10. Line 11C is your gross profits for the month	<u>2725971.00</u>	<u>2381156.00</u>	<u>344815.00</u>

12 Net receipts tax (multiply line 4C by 8.5% [0.085]. If negative, enter zero)	<u>1834.00</u>
13 Combined net receipts tax (from Worksheet E, line 11; if negative, enter the amount on line 19)	<u>108276.00</u>
14 Total tax before credits (add lines 12 and 13)	<u>110110.00</u>
15 Net receipts tax credit used (from Schedule NRL, column E)	<u>0.00</u>
16 Exempt raffle tax credit (from Schedule ER, line 4)	<u>0.00</u>
17 Total nonrefundable credits (add lines 15 and 16)	<u>0.00</u>
18 Total tax before refundable credit (subtract line 17 from line 14; if negative, enter zero)	<u>110110.00</u>
19 Combined net receipts tax credit (from Worksheet E, line 11; if negative)	<u>0.00</u>
20 Monthly regulatory fee (multiply line 11a by 0.125% [.00125])	<u>3407.00</u>
21 TOTAL TAX DUE OR REFUND (add lines 18, 19 and 20)	<u>113517.00</u>

Tax and Fees

Lawful Gambling Monthly Tax Return (continued)

Organization Name Northwest Area Jaycees	Federal ID Number (FEIN) 41-1589692	Minnesota Tax ID Number 2014046	License Number 02463
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Expenditures / Expenses	22 Lawful purpose expenditures	22 <u>134647.00</u>
	23 Total lawful purpose expenditures (add lines 21 and 22)	23 <u>248164.00</u>
	24 Allowable expenses	24 <u>187885.00</u>

Start Bank	25 a Starting cash banks per books	25a <u>152924.00</u>
	b Unreimbursed starting cash banks	25b <u>(4256.00)</u>
	End-of-month cash balance in starting banks (subtract line 25b from 25a)	26 <u>157180.00</u>

Sign Here	<i>I declare that all information on this summary and tax return is true, correct and complete.</i>			
	Chief Executive Officer (print) Cody Vojacek	Chief Executive Officer Signature	Date	Daytime Phone 612-314-3232
	Gambling Manager (print) Michelle Larson	Gambling Manager Signature	Date 10/21/24	Daytime Phone 763-486-0850
	Preparer (print) Zach Varner, CPA	Name of Firm None	Preparer Signature	Date 10/21/24 Daytime Phone 763-607-3373

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

Lawful Purpose Expenditures

Organization name		License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
Northwest Area Jaycees		02463	9	2024	\$17043.43	\$117604.00	\$0.00	\$134647.43
Membership Approval Date	If approved by GCB enter date	Check/electronic payment		Payee	Lawful Purpose Code	Description (purpose)		
		Date	Number				Amount	
8/22/2024		9/13/2024	8182	150.00	18	license app fee for Detour 19		
8/22/2024		9/21/2024	8184	1000.00	10	VOLUNTARY CONTRIBUTION TO A CITY		
8/22/2024		9/21/2024	8185	1500.00	10	VOLUNTARY CONTRIBUTION TO A CITY		
8/22/2024		9/21/2024	8186	300.00	10	VOLUNTARY CONTRIBUTION TO A CITY		
8/22/2024		9/21/2024	8197	1699.00	8	LOCAL REGULATORY TAX (UP TO 3%)		
8/22/2024		9/21/2024	8198	1151.00	8	LOCAL REGULATORY TAX (UP TO 3%)		
8/22/2024		9/21/2024	8199	1124.00	8	LOCAL REGULATORY TAX (UP TO 3%)		
8/22/2024		9/21/2024	8200	1218.43	10	REQUIRED PAYMENT TO CITY-ADMINISTERED FUND (UP TO 10%)		
8/22/2024		9/21/2024	8201	219.00	8	LOCAL REGULATORY TAX (UP TO 3%)		
8/22/2024		9/21/2024	8202	1822.00	8	LOCAL REGULATORY TAX (UP TO 3%)		
8/22/2024		9/24/2024	ach	111439.00	8	STATE TAX AND REGULATORY FEE		
9/26/2024		9/30/2024	8211	3000.00	1	Rockford Boys Basketball		
9/26/2024		9/30/2024	8212	3500.00	7	donation		
9/26/2024		9/30/2024	8213	500.00	1	donation		
9/26/2024		9/30/2024	8214	1500.00	1	Troop 579		
9/26/2024		9/30/2024	8215	1200.00	7	Osseo Booster-Youth		
9/26/2024		9/30/2024	8216	500.00	11	Church Group		
9/26/2024		9/30/2024	8217	800.00	11	Rogers-Corcoran Church		
9/26/2024		9/30/2024	8218	525.00	1	Champlin NP		
9/26/2024		9/30/2024	8219	1000.00	1	donation		
9/26/2024		9/30/2024	8210	500.00	1	donation		
					0			

NORTHWEST AREA JAYCEES
"GAMBLING ACCOUNT"

13570 GROVE DR. # 287
MAPLE GROVE, MN 55311

75-1465/910

8249

DATE 10/21/24



PAY TO
THE ORDER OF

City of OSSCO

\$ 256.76

two hundred fifty six

70/100

DOLLARS

Heat
Reactive
Ink



FARMERS STATE BANK OF HAMEL
OFFICES AT CORCORAN • HAMEL
P.O. BOX 238, HAMEL, MN 55340-0238

MEMO

Donation code A8

⑆09⑆⑆0⑆⑆4652⑆ 0036767⑆ 8249

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

REPAYMENT AGREEMENT

This Agreement is made by and between the City of Osseo ("City") and Heather Starry ("Starry").

RECITALS

WHEREAS, the City and Law Enforcement Labor Services, Inc., Local 182 ("Union") are parties to a Collective Bargaining Agreement ("CBA") that provide terms and conditions of employment for bargaining unit employees, including hiring and retention incentives to bargaining unit employees, subject to an obligation to repay the incentive should the employee leave City employment prior to designated years of service (Article 26, Section 10);

WHEREAS, while Starry was employed by the City, Starry and the City made a separate agreement that, rather than receiving a lump sum incentive as set forth in the CBA, Starry's hourly wage would be increased ("Agreement Relating to Hiring Bonus Pay");

WHEREAS, the Union was not a party to the Agreement Relating to Hiring Bonus Pay;

WHEREAS, Starry received the \$10,000 incentive but left City employment prior to the designated four (4) years of service set forth in the CBA, thereby obligating her to repay the \$10,000 incentive;

WHEREAS, the CBA provides that upon separation, employees are entitled to have their accrued and unused PTO hours paid directly into their Health Care Savings Plan (HCSP) at the time of termination (Article 17);

WHEREAS, the City did not pay out Starry's PTO because she did not leave the City in good standing as required by the City's Personnel Policy;

WHEREAS, the Union subsequently filed a grievance when the City withheld wages from Starry's last paycheck to cover the repayment obligation and did not deposit Starry's PTO into her HCSP due to the lack of notice of her separation; and

WHEREAS, the parties now wish to resolve their differences related to the repayment obligation and the payout of Starry's PTO.

NOW, THEREFORE, the City and Starry agree as follows:

1. The Recitals are incorporated into this Agreement.
2. Starry's total accrued and unused PTO at the time of her separation from City employment was \$5,187.90. The City shall apply that entire amount to the \$10,000 repayment obligation.
3. Starry owes the City \$4817.10 and shall repay that amount through monthly payments to the City of no less than \$401.43 until the owed amount is paid in full. Starry's monthly payments shall start on November 15, 2024, and continue on the 15th of each month thereafter until the obligation is fulfilled.
4. Upon execution of this Repayment Agreement and payment plan, the City's obligation under the CBA to pay Starry severance shall be considered satisfied and the grievance filed by the Union shall be withdrawn. The City does not admit liability or that the failure to pay out the PTO violates the CBA.


5. By signing this Repayment Agreement, the City and Starry acknowledge their respective obligations and acknowledge that this Agreement is a legally enforceable contract.

CITY OF OSSEO

date

date

HEATHER STARRY

 _____ 10/26/24

date

Acknowledged by Law Enforcement Labor Services, Inc., Local #182

10/09/2024



10/20/2024

Business Agent

date



October 31, 2024

Mr. Shane Mikkelson
Interim City Administrator/Police Chief
City of Osseo
415 Central Avenue
Osseo, MN 55369

Re: WSB 2025 Rate Schedule

Dear Mr. Mikkelson:

For nearly three decades, WSB has been dedicated to integrating services and expertise to better serve our clients and communities. As we have continued to grow our footprint and service offerings, we have gained access to greater resources and expanded our knowledge base. This growth enables us to provide a broader range of services and tailored solutions to our clients, while streamlining our processes and improving project outcomes.

As we look ahead to 2025, we will be implementing an average rate adjustment of 5.75%. This decision takes into consideration many factors, including the current economic landscape, and supports our ability to continue to improve the quality and breadth of services we provide.

Our client-first approach remains at the core of everything we do, and we sincerely value your partnership and the opportunity to deliver innovative solutions to you and your community. We recognize that our clients have a choice in professional service providers, and our unwavering commitment is to provide efficient, effective and quality services.

We look forward to continuing our work together to build strong, resilient communities. If you have any questions or concerns, please reach out to us. Thank you again for your trust and collaboration.

Sincerely,

WSB

Bret A. Weiss, PE
President & CEO

Monica Heil, PE
Vice President of Municipal Services

Attachment

srb

2025 Rate Schedule



	Billing Rate/Hour
PRINCIPAL ASSOCIATE	\$195 - \$281
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$195 - \$251
PROJECT MANAGER	\$171 - \$191
PROJECT ENGINEER GRADUATE ENGINEER	\$115 - \$190
PROJECT MANAGER ASSISTANT	\$95 - \$155
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$76 - \$189
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$86 - \$182
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$77 - \$180
PLANNER SR. PLANNER	\$89 - \$188
GIS SPECIALIST SR. GIS SPECIALIST	\$86 - \$188
CONSTRUCTION OBSERVER	\$117 - \$152
SURVEY	
Survey Office Technician	\$136 - \$169
Drone Pilot	\$197
One-Person Crew	\$197
Two-Person Crew	\$265
OFFICE TECHNICIAN	\$67 - \$147

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Special Event Permit Application

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

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

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

1. EVENT INFORMATION

Name of Event Minidazzle Purpose of Event Community Holiday Celebration

Description of Event Minidazzle is an annual event that consists of a short parade, bonfire and Santa in the park, free photos with Santa, face painting, and free hot dogs, cookies and refreshments (non-alcoholic) in the Community Room. We would also like to have one food truck vendor this year.

Days/Date(s) of Event December 6, 2023 Start Time 6:00 PM End Time 8:00 PM

Estimated Setup Start Time 4:30 PM Estimated Take Down Finish Time 9:00 PM

Location Address 415 Central Ave and Boerboom Park

Property Owner Name City of Osseo

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

Estimated # of Attendees 400 Admission Fee/Donation Requested \$ 0

2. APPLICANT INFORMATION

Name Jamie Lee-Rakos Title Administrative Assistant

Address 415 Central Ave, Osseo, MN 55369

Daytime Phone 651-276-0250 Cell 651-276-0250

Email jamie.lee-rakos@ci.osseo.mn.us

Affiliation/Organization Osseo Fire Department

Are you an authorized applicant for this organization? Yes No

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

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

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

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

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

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

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

Public works - sand for bonfire and pick up pallets and drop in street; also put out no parking signs, and bring bench from storage over to Boerboom park and back to Community Center and clean street following event;

The Community Room has already been reserved for this event.

While the Osseo Police will be part of the parade, we would also like police presence at the event.

If special services are needed, an indemnification agreement is required. The special event holder shall agree to defend, indemnify, and hold the City, its officials, employees, and agents harmless from any claims that arise in whole or in part out of the Special Event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees, and agents.

Please complete the release and indemnification agreement and attach to this application. A Special Service deposit amount will be estimated by City staff.

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

There will be piped music in Central Park provided by Osseo Lions (boombox). It will run from 6:00 - 8:00 PM. Members of the Osseo High School choir will perform holiday music in the Community Center from 6:00 - 8:00 PM.

6. ACTIVITIES

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

See attached.

7. SANITATION/POTABLE WATER

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

Restrooms and hand washing facilities available in the Community Center.

8. PARKING AND TRAFFIC CONTROL

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

No special requests/arrangements necessary for parking or traffic control.

9. EMERGENCY/MEDICAL SERVICES

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

There will be no disruption to emergency vehicle access.

10. SECURITY/CROWD MANAGEMENT

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

Entire event will be staffed by members of the Osseo Fire Department.

11. TRASH/RECYCLING, EVENT CLEAN UP

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

No special trash/recycling needed. Food will be consumed in the Community Center with receptacles provided within. Trash will be removed by the designated clean up crew immediately following the event.

Name of trash/recycling hauler _____

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

12. LIGHTING

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

No special lighting.

13. TEMPORARY STRUCTURES OR CONSTRUCTION

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

No special structures, other than a bench placed in the Boerboom Park gazebo for Santa.

14. ADVERTISING AND PROMOTION

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

Osseo Outlook, Maple Grove and Plymouth Magazine, CCX Media, discoverosseo.com, Facebook, Gateway sign.

15. NOISE

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

We will have Holiday music piped into the park (a boombox) from 6:00 - 8:00 PM but it will not be at a nuisance level.

16. FIREWORKS OR PYROTECHNICS

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

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

No pyrotechnics but as done in the past, a giant bonfire will take place which will be started, supervised and extinguished by the OFD.

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served? Yes No

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

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

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

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

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

Hot dogs, cookies and hot chocolate will be provided. All items will be prepared at Osseo Meats according to the MN Dept of Health and brought to the Community Center for serving. Phat Phil's has it's own State License for food and POWER SUPPLY or FUEL SOURCE

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

Not required - Osseo Legion is a licensed caterer.

18. OTHER CONCESSIONS

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

Phat Phil's Donuts Food truck. They are fully licensed by the State of MN.

19. GAMBLING

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

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

20. WORKERS COMPENSATION COMPLIANCE

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

21. INSURANCE

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

22. THE MINNESOTA DATA PRACTICES ACT

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

Signature

Date

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

Address

Telephone

23. ACKNOWLEDGEMENT/SIGNATURE

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

Property Owner Signature

Printed Name

Date

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

Applicant Signature

Printed Name

Date

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only:

This application/request received: Date _____ By _____

This application approved/rejected by: Date _____ By _____

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

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

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

Administrative Comments & Fees— reviewed by _____ Date _____

^{FSRC}
Police Department Comments & Fees — reviewed by Mike Cogswell Date 11/1/24

^{Police}
Fire Department Comments & Fees — reviewed by TK 6603 Date 10/29/24
No concerns

Public Works Comments & Fees — reviewed by NW Date 11/1/24
-OK-

City of Osseo use only:

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

Special Service Deposit Calculations

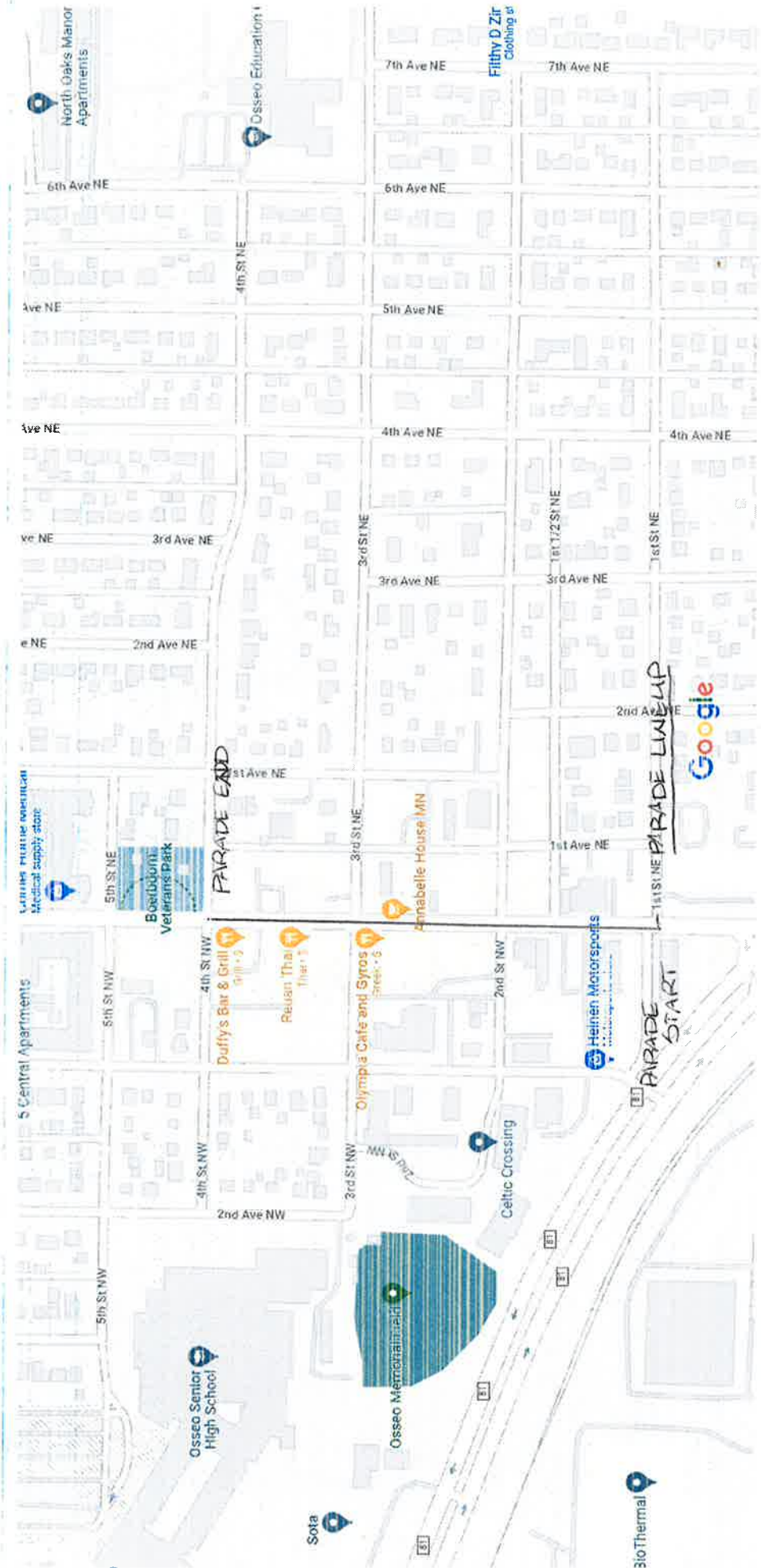
Task	Staff Type	# of Staff	Hours / Staff (Round to 0.25)	Rate	Deposit Amount
				Deposit Total	

ACTIVITIES

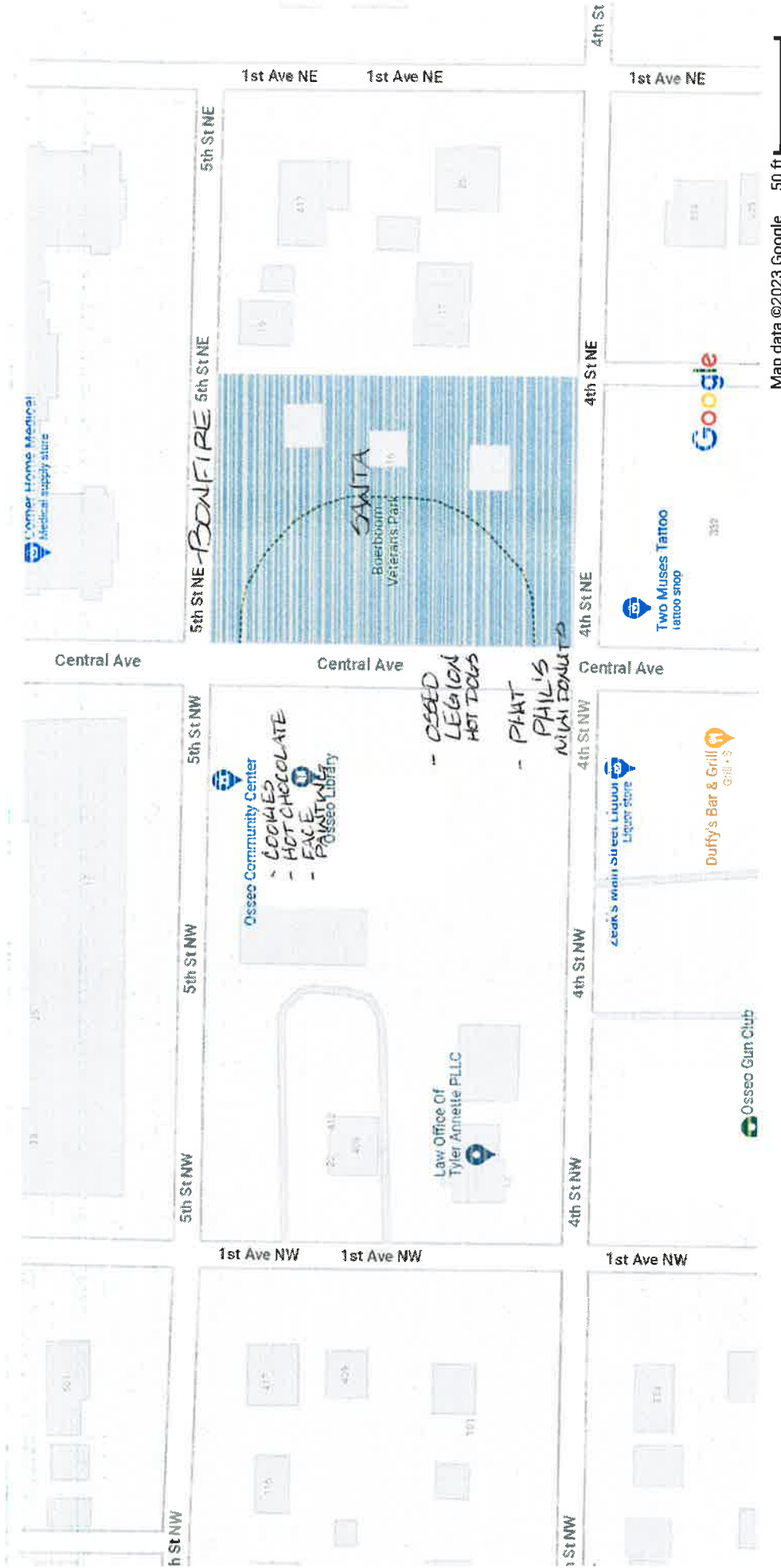
- All activities will run from 6:00 – 8:00 PM
- Parade down Central Ave -
 - Osseo Legion Color Guard
 - Osseo High School Drum Line
 - Osseo Police Department
 - Osseo Fire Department
 - Brooklyn Park Fire Department
 - Anoka Champlin Fire Department
 - Maple Grove Fire Department
- Giant bonfire on 5th St NE between Central Ave and 1st Ave NE
- Santa in Boerboom Park with *Created by Me Photography* taking free photos
- Holiday music playing in park (boombox with speakers)
- Free hot dogs, cookies and hot cocoa served from a food truck in front of the Community Center
- Free face painting in the Community Center
- Osseo High School caroling in the Community Center
- Phat Phil's Mini Donuts Food Truck in front of City Hall

PARKING AND TRAFFIC CONTROL

- We would like signs set out on November 30th on Central Ave between 4th St NE and 5th St NE, and on 5th St NE between Central Ave and 1st Ave NE, indicating the streets will be closed the following evening.
- We would like signs set out on December 1, same streets as above, indicating no parking.
- Following the parade, we will have the Osseo FD park trucks on Central Ave at 5th St and 1st Ave to block traffic
- In the event of a fire call and the trucks are needed, Osseo PD will assume responsibility for traffic control



Map data ©2023 Google 200 ft





City of Osseo City Council Meeting Item

Agenda Item: **Canvass 2024 City Election Results**

Meeting Date: November 12th, 2024

Prepared by: Natalie Santillo, City Clerk

Attachments: None

Policy Consideration:

The General Election was held on November 5, 2024. Canvassing of the results can occur at the regular Council meeting following the general election, which is November 12th, 2024.

Background:

The City Council serves as the canvassing board for city elections. The Council must meet to canvass the returns and declare the results within three to ten days after a general election. The canvass board publicly canvasses the election returns by reviewing the abstract (from the County) and write-in reports (M.S. 205.185, subd. 3; 205.065, subd. 5.), which will be distributed to the Mayor and Council at the City Council Meeting.

Options:

The City Council may choose to:

1. Accept the 2024 City Election results and declare the candidates with the most votes as elected.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Accept the 2024 City Election results and declare the candidates with the most votes as elected.



City of Osseo City Council Meeting Item

Agenda Item: Approve First Reading of Cannabis and Hemp Registration Ordinance

Meeting Date: November 12th, 2024

Prepared by: Shane Mikkelson, City Administrator/Police Chief

Attachments: Cannabis and Hemp Registration Ordinance

Policy Consideration:

Approve the first reading of the Cannabis and Hemp Registration Ordinance.

Background:

The Council has discussed Cannabis and Hemp Registration Ordinance at the 09/30/2024 and 10/28/2024 work sessions. The Council gave direction to staff and have now applied that direction and created an Ordinance. We are asking the Council to approve the first reading of the Cannabis and Hemp Registration Ordinance. If the first reading is approved, we will bring the second reading to the November 25th Council meeting for adoption.

Budget or Other Considerations:

This will not affect the city 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 first reading of the attached Cannabis and Hemp Registration ordinance;
2. Approve the first reading of the attached Cannabis and Hemp Registration ordinance, with noted changes/as amended;
3. Deny approval of the first reading of the Cannabis and Hemp Registration ordinance;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1.) Approve the first reading of the attached Cannabis and Hemp Registration Ordinance

ORDINANCE NO. 2024- _____

AN ORDINANCE ADDING A NEW CHAPTER 119 TO TITLE XI OF THE CITY CODE REGARDING REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND RELATED REGULATIONS

THE CITY COUNCIL OF THE CITY OF OSSEO HEREBY ORDAINS AS FOLLOWS:

Section 1. Title XI of the Osseo City Code is amended to add the following new chapter 119:

CHAPTER 119: CANNABIS AND HEMP BUSINESS REGULATIONS

- 119.01 Purpose and Findings
- 119.02 Definitions
- 119.03 Pre-License Certification of Cannabis Businesses
- 119.04 Registration of Retailers
- 119.05 Cannabis Retailer Registration Limits
- 119.06 Processing Registration
- 119.07 Application for Registration
- 119.08 Preliminary Compliance Check
- 119.09 Basis for Denial
- 119.10 Issuance of Registration or Renewal
- 119.11 Registration Nontransferable
- 119.12 Enforcement
- 119.13 Penalties
- 119.14 Cannabis Business Operating Regulations
- 119.15 Lower-Potency Hemp Retailer Operating Regulations
- 119.16 Municipal Cannabis Retail Business
- 119.17 Temporary Cannabis Events

§ 119.01 PURPOSE AND FINDINGS.

The City of Osseo makes the following legislative findings: The purpose of this chapter is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful and are in the public interest and for the public good.

§ 119.02 DEFINITIONS.

Except as otherwise provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPLICANT. An entity with a license issued by the Office of Cannabis Management that is applying for an initial registration or for registration renewal.

THE ACT. The Cannabis Act at Minnesota Statutes, Chapter 342, as it may be amended from time to time.

CANNABINOID PRODUCT. A cannabis product, a hemp-derived consumer product, or a lower-potency hemp edible as defined by Minnesota Statutes, section 342.01.

CANNABIS BUSINESS. As defined in Minnesota Statutes, section 342.01.

CANNABIS RETAILER. Every retail cannabis business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

HEMP BUSINESS. As defined in Minnesota Statutes Section 342.01.

LOWER-POTENCY HEMP RETAILER. Every lower-potency hemp edible retail business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

MEDICAL CANNABIS COMBINATION BUSINESS. A business licensed under Minnesota Statutes, section 342.515.

OCM. The Office of Cannabis Management.

POTENTIAL LICENSEE. An applicant that has not received a license from the OCM.

TEMPORARY CANNABIS EVENT. An event held by an individual or an organization licensed by the State of Minnesota as a Temporary Cannabis Event Organizer, as described in Minnesota Statutes, sections 342.39 and 342.40.

§ 119.03 PRE-LICENSE CERTIFICATION OF CANNABIS BUSINESSES

(A) *Authority to Certify.* The City Administrator, or their designee, is authorized to certify whether a proposed Cannabis Business complies with the City's zoning ordinances and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.

(B) *Pre-certification inspections.* Potential licensees are responsible for making all necessary zoning applications prior to the City receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the City receives a request for zoning certification, there are no further intended alteration to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior to the City's receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

§ 119.04 REGISTRATION OF RETAILERS.

Retail Registration Required. Before making retail sales to customers or patients, all Cannabis Retailers and Lower-Potency Hemp Retailers must register with the City. Making retail sales to customers or patients without an active registration is prohibited.

§ 119.05 CANNABIS RETAILER REGISTRATION LIMITS.

(A) *Cap on Cannabis Retailer Registrations.* The City will issue one (1) cannabis retailer registration in the City. Registrations issued to businesses with a license preapproval from OCM will count toward the City’s registration limit.

(B) *Exceptions.* The following businesses are not subject to the cap on registration under (A) above:

- (1) Businesses operating under a tribal compact entered into under Minnesota Statutes, Section 3.9224 or 3.9228;
- (2) Tribally issued licenses and registrations;
- (3) Lower-Potency Hemp Retailer;
- (4) Medical cannabis combination businesses; and
- (5) Municipal cannabis business.

§ 119.06 PROCESSING REGISTRATION.

(A) *First-come, first-served.* Applications for registration will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees.

(B) *Complete applications.* Applications will be considered complete when all materials in section 119.07 are received by the City and include all required information.

(C) *Date of pre-licensing certification.* The date a pre-licensing certification under section 119.03 is issued will have no impact on the applicant’s registration processing and is not an indication that the cap on registrations has not been met.

§ 119.07 APPLICATION FOR REGISTRATION.

(A) *Application.* All applicants for initial registration or renewal registration must submit a registration application provided by the City. The form may be amended from time to time by the City, but must include or be accompanied by:

- (1) Name of the property owner;
- (2) Name, address, email address, telephone number, and date of birth of the applicant;
- (3) Address and parcel ID for the property for which the registration is sought;

- (4) Certification that the applicant complies with the requirements of this section;
- (5) The following fees, as established in the City’s fee schedule, at the time of initial application and prior to the City’s consideration of any renewal application:
 - (a) At the time of initial registration: An initial registration fee. The initial registration fee will pay for the costs of registration and the cost of the first year of operation.
 - (b) The renewal fee for the second year of operation.
 - (c) At the time of the first annual renewal (prior to the second year of operation), no fee will be due.
 - (d) At the time of the second annual renewal, and each year thereafter, the renewal fee must be paid prior to the City issuing any renewal registration.
- (6) A copy of a valid state license or written notice of OCM license preapproval; and
- (7) Acknowledgement that all property taxes and assessments are current at the location where the retail establishment is located.

(B) *Fees nonrefundable.* Initial registration fees and renewal registration fees are nonrefundable.

§ 119.08 PRELIMINARY COMPLIANCE CHECK.

Initial Cannabis Retailer or Lower-Potency Hemp Retailer registration shall not be issued unless, prior to opening for operations following approval of an application for initial registration, the applicant has passed a preliminary compliance check conducted by the City to ensure compliance with this chapter and any other regulations established pursuant to Minnesota Statutes, section 342.13.

§ 119.09 BASIS FOR DENIAL OF REGISTRATION.

(A) *Basis to Deny Registration.* The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Retailer if any of the following conditions are true:

- (1) The applicant has not submitted a complete application.
- (2) The applicant does not comply with the requirements of this chapter.

- (3) The applicant does not comply with applicable zoning and land use regulations.
- (4) If applicable, the applicant is found to not comply with the requirements of the Act, this chapter, the building code, or the fire code at the preliminary compliance check.
- (5) If applicable, the maximum number of registrations, pursuant to section 119.05, have been issued by the City.
- (6) The applicant does not have a valid license from the OCM.
- (7) The applicant is not current on all property taxes and assessments at the location where the retail establishment is located.

§ 119.10 ISSUANCE OF REGISTRATION OR RENEWAL.

The City shall issue the registration or renewal if the applicant meets the requirements of this chapter, including that none of the reasons for denial in section 119.09 are true.

§ 119.11 REGISTRATION NONTRANSFERABLE.

A registration is not transferable to another person, entity, or location.

§ 119.12 ENFORCEMENT.

(A) *Generally.* The City Council may impose a fine or suspend a registration under this chapter on a finding that the registered business has failed to comply with an applicable statute, regulation, or ordinance, including a violation of this chapter.

(B) *Notice and Right to Hearing.* Prior to imposing a fine or suspending any registration under this chapter, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of its right to a hearing on the alleged violation.

(C) *Delivery of Notice.* Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a written response must be submitted within ten (10) days of receipt of the notice, or the right to a hearing will be waived.

(D) *Council Hearing.* Provided a timely request for a hearing is submitted by the registered business, the City Council will hold a hearing before taking final action to fine or suspend a registration. The City Council shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings.

(E) *Council Action.* If a timely request for a hearing is not received, the matter shall be submitted to the City Council for imposition of the fine or suspension.

(F) *Emergency.* If, in the discretion of the City's Police Chief, or their designee, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in this section.

(G) *Reinstatement.* The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate the registration if the OCM determines the violations have been resolved.

(H) *Report to OCM.* All enforcement actions under this section will be reported to the OCM.

§ 119.13 PENALTIES.

(A) *Misdemeanor.* Any person who violates this chapter is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.

(B) *Civil Penalty.* The City may impose a civil penalty, as authorized by Minnesota Statutes, section 342.22, of up to \$2,000 for each violation of this chapter.

(C) *Action Against Business License.* Violation of this chapter shall be grounds for enforcement against any business license issued by the City of Osseo.

§ 119.14 CANNABIS BUSINESS OPERATING REGULATIONS.

(A) *Compliance Checks.* The City shall complete, at a minimum, one compliance check per calendar year of every registered Cannabis Retailer business to assess if the business meets age verification requirements, as required under Minnesota Statutes, section 342.22, subd. 4(b) and this chapter. Any failures under this chapter are a basis for enforcement action and must be reported to the OCM.

(B) *Hours of Operation.* Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to between the hours of 8:00 a.m. and 2:00 a.m. Monday through Saturday, and 10:00 a.m. and 2:00 a.m. on Sunday.

(C) *Display of License and Registration.* All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

(D) *Advertising.* Signage is subject to the City's sign code at section 153.090, et. seq. of the City Code, with the addition of the following: Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business.

§ 119.15 LOWER-POTENCY HEMP RETAILER OPERATING REGULATIONS.

(A) *Compliance Checks.* The City shall complete at minimum one compliance check per calendar year of every registered Lower-potency Hemp Retailer business to assess if the business meets age verification requirements, as required under Minnesota Statutes, section 342.22, subd. 4(b) and this chapter. Any failures under this chapter are a basis for enforcement action and must be reported to the OCM.

(B) *Display of License and Registration.* All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

(C) *Advertising.* Signage is subject to the City’s sign code at section 153.090, et. seq. of the City Code.

§ 119.16 MUNICIPAL CANNABIS RETAIL BUSINESS.

(A) *Establishment of municipal business.* The City of Osseo may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

(B) *Application of rules to municipal business.* The municipal cannabis retail store is not subject to the limitation of the number of registered cannabis retail businesses under section 119.05 and shall be subject to all the same license and registration requirements and procedures applicable to all other applicants.

§ 119.17 TEMPORARY CANNABIS EVENTS.

(A) *Special Event Permit Required.* Prior to holding a Temporary Cannabis Event, any cannabis event organizer with a license from the OCM must obtain a special event permit from the City and follow all regulations under Title XI, chapter 117 of this Code.

(B) *Other Requirements.* In addition to the requirements for special events under chapter 117, all Temporary Cannabis Events must meet the following requirements:

- (1) The event organizer must provide to the City a complete copy of the cannabis event license application submitted to OCM pursuant to Minnesota Statutes, section 342.39, subd. 2.
- (2) If held outdoors, events are subject to location restrictions applicable to cannabis and hemp businesses in section ____ of the City’s zoning code.
- (3) All Temporary Cannabis Events must follow all requirements of Minnesota Statutes, chapter 342, as it may be amended from time to time, and all requirements of the temporary cannabis event organizer license issued by the OCM.

Section 2. Effective Date. This ordinance shall be effective on January 1, 2025.

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



City of Osseo City Council Meeting Item

Agenda Item: Approve the hire of Alicia Vickerman as the Assistant City Administrator

Meeting Date: November 12th, 2024

Prepared by: Shane Mikkelson, City Administrator/Police Chief

Attachments: Contract

Policy Consideration:

Approve the hire of Alicia Vickerman as the Assistant City Administrator.

Background:

On 10/10/2024, the HR Committee and I interviewed 11 different candidates for the Assistant City Administrator. We were able to narrow that candidate pool to 2. On 11/06/2024 the HR committee and I were able to interview the 2 remaining candidates. After this hour-long interview, the entire group felt that Alicia Vickerman was the person to hire for the new Assistant City Administrator.

She has agreed to her contract terms and her pay will be Grade 13 step 1.

Budget or Other Considerations:

This position will increase the general fund budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the Hire of Alicia Vickerman as Assistant City Administrator;
2. Approve the Hire of Alicia Vickerman as Assistant City Administrator with noted changes/as amended;
3. Deny the Hire of Alicia Vickerman as Assistant City Administrator ;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1.) Approve the Hire of Alicia Vickerman as Assistant City Administrator

Next Step:

Alicia has indicated she would like to start November 13th and we can accommodate her request.

ASSISTANT CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into between the CITY OF OSSEO, MINNESOTA, a municipal corporation ("City") and Alicia Vickerman ("Vickerman"). This agreement is made and entered into on _____.

RECITALS

- A. The City is a municipal corporation in the State of Minnesota.
- B. Vickerman was hired by the City in her capacity as the Assistant City Administrator.
- C. The City and Vickerman wish to establish the terms of employment related to the Assistant Administrator 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 Vickerman 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 Vickerman as the Assistant City Administrator 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."

Vickerman will report directly to the City Administrator.

3. **Term and Conditions.** Vickerman 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 Vickerman.

4. **Outside Employment.** Vickerman agrees not to accept any outside employment that would interfere with her ability to perform her duties for the City or that would create a conflict of interest. Vickerman must obtain the approval of the Council for any outside employment she desires to perform in advance of accepting such outside employment.
5. **Compensation.** Vickerman will be compensated according to the Osseo Personnel Policy and Employee Compensation Plan. Vickerman 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 Vickerman to conduct City business. Vickerman may use such devices for personal use as allowed by City policies.
7. **General Expenses.** When provided appropriate documentation, the City will reimburse Vickerman for reasonable miscellaneous job expenses which Vickerman may incur from time to time, including all expenses incurred on work-related conferences, trips, or workshops. Vickerman agrees to use the City-issued credit card for such expenses, consistent with the City Credit Card Policy.
8. **Pension Plan.** The City will contribute to Vickerman's PERA account in the amounts and in the manner required by Minnesota law.
9. **Insurance.** The City will pay health and dental benefits equal to or for the benefit of Vickerman in the same manner and at the same level as for other City employees.

Should Vickerman waive insurance benefits through the City, the City will pay her 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 Vickerman if she elects to receive said payment.

10. **Professional Development, Dues, Conferences, Subscriptions.** The City will budget and pay for all licensing, training, certifications, and continuing education necessary for Vickerman to perform her job duties.
11. **Termination and Severance Pay.** The City may terminate Vickerman employment under this Agreement for cause, which includes the following circumstances:
 - 1) Conviction of a felony or other crime which renders Vickerman incapable of satisfactorily performing the duties of her position.
 - 2) Any job-related acts that unreasonably endanger the property or personal safety of herself or another person.
 - 3) Violation of any lawful official order of, or failure to obey any lawful direction given by Vickerman'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 Vickerman's official duties.
 - 5) Excessive unexcused absences from duty.

- 6) Vickerman’s violation of any known work rule, policy, or procedure after she 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 Vickerman’s receipt of written notice of her termination. Vickerman 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 Vickerman’s employment, then Vickerman will be entitled to any back pay for that period.

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

Vickerman will receive any other termination benefits or payments (e.g., accrued PTO) for which she is eligible whether her termination is without cause, for cause, or by resignation. If the City reduces the salary or other financial benefits of Vickerman 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 Vickerman, or she resigns following a formal suggestion by the City to resign, then Vickerman may, at her option, be deemed to be “terminated” on the effective date of resignation and she will be entitled to receive the termination benefits set forth above.

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

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

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

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

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

15. **Non-Veteran Status.** Vickerman represents that she is not a military veteran and is not covered by any veteran’s preference statute or other similar law.

16. **Indemnification.** The City shall defend and indemnify Vickerman pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City will defend, hold harmless, and indemnify Vickerman from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules, and ordinances, provided that Vickerman was acting in the performance of her official duties at the time of the alleged tort or violation.
17. **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.
18. **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.
19. **Binding.** This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Vickerman's estate.
20. **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 Vickerman has been approved by the Osseo City Council and executed as of _____, _____.

Shane Mikkelson
City Administrator

Duane Poppe
Mayor of City of Osseo

Alicia Vickerman
Assistant City Administrator



City of Osseo City Council Meeting Item

Agenda Item: Approve Updated Earned Safe and Sick Time Policy

Meeting Date: November 12th, 2024

Prepared by: Shane Mikkelson, City Administrator/Police Chief

Attachments: Copy of updated ESST policy

Policy Consideration:

Consider an update to the Osseo Earned Safe and Sick Time Policy.

Background:

In May of 2024 the state legislature made changes to the Earned Safe and Sick Leave Statue. One of the main changes was that paid on call firefighters were not eligible for ESST. At the 10/28 work session, staff was given guidance in relation to Paid on Call Firefighters. We are now bringing all the needed changes to this policy for your review.

Budget or Other Considerations:

This change will affect the number of hours given out to employees for ESST.

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 updated Osseo Earned Safe and Sick Time Policy;
2. Approve the updated Osseo Earned Safe and Sick Time Policy, with noted changes/as amended;
3. Deny approval of the updated policy language;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the updated Osseo Earned Safe and Sick Time Policy.

Next Step:

If approved, Staff will update the City's policy and send to all Staff members.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

City of Osseo Earned Sick and Safe Time (ESST)

Updated ~~April 8,~~ November 12, 2024

Purpose of Policy

The purpose of this policy is to provide employees with earned sick and safe paid leave to comply with the Minnesota “Earned Safe and Sick Time” (ESST) law, [Minnesota Statutes, sections 181.9445 – 181.9448](#), effective on January 1, 2024.

1. Eligibility For and Accrual of ESST

All employees ~~performing~~[anticipated to perform](#) work for at least 80 hours in a year for the City are eligible for ESST. [Elected officials and paid on-call firefighters are not eligible for ESST.](#) ESST is paid time off granted to employees for certain eligible uses as described in this policy. ESST is paid at the same ~~hourly~~[base](#) rate that an employee is paid from employment with the City. [“Base rate” has the same meaning as defined in Minnesota Statutes, section 181.9445, subd. 4a.](#)

The City will “front load” 80 hours of ESST into a leave bank for all employees at the beginning of each calendar year. Regular full-time and part-time employees with work schedules that exceed 80 hours in a year will have immediate access to the banked ESST hours. Other employees, such as temporary and seasonal employees, may begin using the banked ESST hours after they have worked 80 hours in the year for the City. For purposes of this policy, a year is a calendar year – January 1 to December 31.

2. Tracking ESST

Employees’ earning statements (i.e., paycheck stubs) will reflect the total number of ESST hours available for use and the total number of hours used.

3. Carry Over of ESST

ESST hours not used by the end of the year may not be carried over into the following year.

4. Payout of ESST

Unused ESST is not paid out to employees at the end of employment.

5. ESST Eligible Uses

Employees may use available ESST hours as allowed under state law. The leave may be used as it is accrued in the smallest increment of time tracked by the City's payroll system for the following circumstances:

A. An employee's own:

- Mental or physical illness, injury, or other health condition.
- Need for medical diagnosis, care or treatment, of a mental or physical illness.
- Injury or health condition.
- Need for preventative care.
- Closure of the employee's place of business due to weather or other public emergency.
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking.
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- [Need to plan for or attend a funeral or a memorial service for a family member; or the need to address financial or legal matters after the death of a family member.](#)

B. Care of a family member:

- With mental or physical illness, injury or other health condition.
- Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition.
- Who needs preventative medical or health care.
- Whose school or place of care has been closed due to weather or other public emergency.
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of

the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease.

- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking.
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

ESST may be used only for absences when the employee would have been working a scheduled shift or attending a scheduled training or other scheduled work event. ESST may not be used for previously scheduled days off, ~~nor may it be used for missing unscheduled calls or responses to pagers (i.e., firefighter responses to unscheduled calls).~~

6. Family Members

For ESST purposes, "family member" includes an employee's:

- Spouse or registered domestic partner.
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling.
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparent or step grandparent.
- A child of a sibling of the employee.
- A sibling of the parent of the employee.
- A child-in-law or sibling-in-law.
- Any of the above family members of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

7. Advance Notice for use of ESST

If the need for ESST is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable. When an employee uses ESST for more than three consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did

not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. [If an employee cannot obtain documentation \(e.g., court records or related documentation\) regarding the need for safety leave, an employee may submit a written statement indicating the need for the leave.](#) The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the City will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent.

8. Retaliation Prohibited

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. Further, the use of ESST will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under the ESST law.

9. Benefits and Return to Work Protections

During an employee's use of ESST, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using ESST is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ESST absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued ESST that had not been used will be reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

City of Osseo Earned Safe and Sick Time (ESST) Policy adopted by the Osseo City Council on November 13, 2023, and effective January 1, 2024. The updated policy was adopted by the Osseo City Council on [April 8 November](#) ____, 2024.

Duane Poppe, Mayor

[Riley GramsShane Mikkelson](#), City Administrator

RECEIPT FOR ESST POLICY

* * * * *

I have received a copy of the City of Osseo Earned Safe and Sick Time (ESST) Policy and I agree to comply with this policy. This policy was updated by the Osseo City Council on ~~April 8~~November ____, 2024, and effective January 1, 2024. A copy of this receipt will be placed in your employee personnel folder.

Date: _____

(Signature)

(Printed name)

(Position)



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00416

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Action Fleet, LLC					
Action Fleet, LLC	17342	Equipment for Squad 124	Capital Outlay	110-41900-520	23,523.90
Vendor Action Fleet, LLC Total:					23,523.90
Vendor: Adams Pest Control, Inc.					
Adams Pest Control, Inc.	4007598	Pest Control Svcs	Building Repair/Maintenance	101-41700-222	100.00
Vendor Adams Pest Control, Inc. Total:					100.00
Vendor: AVR, Inc					
AVR, Inc	306743	Sidewalk Repairs (water dama	Operations	601-49400-211	712.50
AVR, Inc	306744	Sidewalk repais (water damage	Operations	601-49400-211	380.00
Vendor AVR, Inc Total:					1,092.50
Vendor: Bob & Carl's Auto Body, Inc.					
Bob & Carl's Auto Body, Inc.	29692	Repairs to 2013 Ford Explorer	Vehicle Repairs/Maintenance	101-41900-217	744.30
Bob & Carl's Auto Body, Inc.	29725	Repairs to 2024 Dodge Duran	Vehicle Repairs/Maintenance	101-41900-217	2,231.40
Vendor Bob & Carl's Auto Body, Inc. Total:					2,975.70
Vendor: Burschville Construction					
Burschville Construction	5187	Water Repair - 201 3rd Ave	Operations	601-49400-211	7,485.00
Vendor Burschville Construction Total:					7,485.00
Vendor: Campion, Barrow and Associates					
Campion, Barrow and Associa	39100	MN Law Enforcement Testing	Personnel/Recruitment	101-41900-355	465.00
Vendor Campion, Barrow and Associates Total:					465.00
Vendor: Central Telephone					
Central Telephone	12866	Nov 2024 Telephone Svc	Telecommunications	101-41700-321	980.01
Vendor Central Telephone Total:					980.01
Vendor: Cintas Corp.					
Cintas Corp.	4209790496	Floor Mat Svc - CH	Operations	101-41110-211	14.88
Cintas Corp.	4209790431	Mat Svc - PW	Operations	101-42000-211	23.80
Cintas Corp.	4209790506	Mat Svc - PD	Leases/Rentals	101-41900-410	6.24
Vendor Cintas Corp. Total:					44.92
Vendor: Cintas First Aid & Safety					
Cintas First Aid & Safety	8407082617	First Aid Cabinet Stocking	Operations	101-42000-211	32.40
Vendor Cintas First Aid & Safety Total:					32.40
Vendor: City Of St Paul					
City Of St Paul	IN60475	PDI Training Rifle - Peterson	Education/Meetings/Travel	101-41900-260	400.00
Vendor City Of St Paul Total:					400.00
Vendor: Comcast					
Comcast	Nov 2024 PW	Nov 2024 - PW Svc	Telecommunications	101-41700-321	185.14
Comcast	Nov 2024	Nov 2024 - CH Svc	Telecommunications	101-41700-321	380.04
Comcast	Nov 2024.	Nov 2024 CH	Telecommunications	101-41700-321	19.91
Vendor Comcast Total:					585.09
Vendor: DAMA METAL PRODUCTS					
DAMA METAL PRODUCTS	16853	Model FD key box keys	Capital Outlay	110-41900-520	55.00
Vendor DAMA METAL PRODUCTS Total:					55.00
Vendor: ECM Publishers Inc					
ECM Publishers Inc	1020126	Ad - 2024 Muni Election	Operations	101-41410-211	106.50
Vendor ECM Publishers Inc Total:					106.50
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000991	Federal Tax	Federal Withholding	101-21701	5,956.50
Eftps - Fit And Fica	INV0000991	Social Security	Fica Withholding	101-21703	4,224.52
Eftps - Fit And Fica	INV0000991	Medicare	Fica Withholding	101-21703	2,052.22
Vendor Eftps - Fit And Fica Total:					12,233.24

Pending Expense Approval Report

Packet: APPKT00416

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Finken Water Solutions					
Finken Water Solutions	41918TN	PD Water & Delivery	Dues/Membership	101-41900-255	50.45
Finken Water Solutions	1453901	Water Cooler Rental - PD	Leases/Rentals	101-41900-410	13.00
Finken Water Solutions	1453903	Water Cooler Rental - CH	Leases/Rentals	101-41110-410	8.00
Finken Water Solutions	1453904	Water Softener Rental - Renta	Rental Property Expenses	205-42350-801	38.10
Vendor Finken Water Solutions Total:					109.55
Vendor: First Response Mental Health Inc					
First Response Mental Health	11438	PeerConnect	Other Professional Services	101-41900-310	1,280.44
Vendor First Response Mental Health Inc Total:					1,280.44
Vendor: Further					
Further	INV0000979	Employee HSA	Employee H.S.A Contribution	101-21711	1,092.08
Vendor Further Total:					1,092.08
Vendor: Gopher State One Call Inc					
Gopher State One Call Inc	4100668	Oct 2024 Locate Svcs	Operations	604-49400-211	54.00
Vendor Gopher State One Call Inc Total:					54.00
Vendor: Innovative Office Solutions					
Innovative Office Solutions	IN4678428	Ofc Supplies - CH	Operations	101-41110-211	102.50
Innovative Office Solutions	IN4680790	Ofc Supplies - CH	Office Operations	101-41110-201	52.89
Vendor Innovative Office Solutions Total:					155.39
Vendor: IState Truck Center, Inc.					
IState Truck Center, Inc.	R244001846 01	Dump Truck Repair (Box Lift)	Snow Management	101-42000-250	242.81
Vendor IState Truck Center, Inc. Total:					242.81
Vendor: Jason Norten					
Jason Norten	10/16/24	PD Wellness Reimb - Lodging	Cell/Travel/Ins/Dfc Allowance	101-41900-135	514.44
Vendor Jason Norten Total:					514.44
Vendor: Kennedy & Graven, Chartered					
Kennedy & Graven, Chartered	184128	Sept 2024 Civil Legal Fees	Legal Service - Civil	101-41500-304	7,497.56
Vendor Kennedy & Graven, Chartered Total:					7,497.56
Vendor: Law Enforcement Labor Services					
Law Enforcement Labor Servic	Nov 2024	Nov 2024 PD Union Dues	Union Dues	101-21708	634.50
Vendor Law Enforcement Labor Services Total:					634.50
Vendor: LRS Portables					
LRS Portables	MP262296	10/18/24 - 11/14/24 Boerboo	Operations	101-42350-211	88.00
LRS Portables	MP262297	10/18/24 - 11/14/24 Sipe Par	Operations	101-42350-211	120.00
Vendor LRS Portables Total:					208.00
Vendor: Macqueen Equipment					
Macqueen Equipment	W14953	Street Sweeper Service Call/R	Equip Repair/ Maintenance	604-49400-221	859.61
Vendor Macqueen Equipment Total:					859.61
Vendor: Melissa Kloster					
Melissa Kloster	42	Oct 2024 Strength Classes	Programming	101-42300-312	495.00
Vendor Melissa Kloster Total:					495.00
Vendor: Metro Sales Inc					
Metro Sales Inc	INV2627569	Copier Usage - PD	Leases/Rentals	101-41900-410	277.01
Metro Sales Inc	INV2629305	Copier Rental - PD	Leases/Rentals	101-41900-410	78.88
Vendor Metro Sales Inc Total:					355.89
Vendor: Metropolitan Council					
Metropolitan Council	1179159	Nov 2024 Waste Water Svcs	Sanitary Sewer Service	602-49400-386	19,565.93
Vendor Metropolitan Council Total:					19,565.93
Vendor: MHSRC/Range					
MHSRC/Range	337900-11320	EVOC/PIT Refresher - Harris	Education/Meetings/Travel	101-41900-260	525.00
Vendor MHSRC/Range Total:					525.00
Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)					
Minnesota Child Support Pay	INV0000989	Child Support	Misc Deductions/Benefits	101-21710	728.65
Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:					728.65

Pending Expense Approval Report

Packet: APPKT00416

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Minnesota Life Insurance Company					
Minnesota Life Insurance Co	56216851-01	Nov 2024 Life Premiums	Medical/Dental/Life/Ltd	101-21706	33.10
Minnesota Life Insurance Co	56216851-01	Nov 2024 Life Premiums	Med/Den/Life/Ltd/Std Insura	101-41110-130	10.00
Minnesota Life Insurance Co	56216851-01	Nov 2024 Life Premiums	Med/Den/Life/Ltd/Std Insura	101-41900-130	45.00
Minnesota Life Insurance Co	56216851-01	Nov 2024 Life Premiums	Med/Den/Life/Ltd/Std Insura	101-42000-130	15.00
Vendor Minnesota Life Insurance Company Total:					103.10
Vendor: Minnesota State Fire Department Association					
Minnesota State Fire Departm	11/4/2024	MN FF Publication	Dues/Membership	101-41920-255	168.00
Vendor Minnesota State Fire Department Association Total:					168.00
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1967	CC & WS Minutes 10/15 & 10	Education/Meetings/Travel	101-41000-260	492.00
Vendor Minute Maker Secretarial Total:					492.00
Vendor: Minuteman Press					
Minuteman Press	37695	UB Postage/Mailing	Other Professional Services	601-49400-310	186.90
Minuteman Press	37695	UB Postage/Mailing	Postal/Delivery Service	601-49400-322	186.88
Minuteman Press	37695	UB Postage/Mailing	Other Professional Services	602-49400-310	186.77
Minuteman Press	37695	UB Postage/Mailing	Postal/Delivery Service	602-49400-322	186.88
Minuteman Press	37695	UB Postage/Mailing	Postal/Delivery Service	604-49400-322	186.88
Minuteman Press	37695	UB Postage/Mailing	Postal/Delivery Service	604-49400-322	186.77
Vendor Minuteman Press Total:					1,121.08
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000992	State Tax	State Withholding	101-21702	2,822.94
Vendor MN Department of Revenue Total:					2,822.94
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000983	DFC - MSRS	Deffered Comp	101-21705	2,840.00
Msrs Dfc/Hcsp	INV0000984	Employee HSA	Hcsp	101-21712	1,068.67
Vendor Msrs Dfc/Hcsp Total:					3,908.67
Vendor: NAPA - Cottens Osseo					
NAPA - Cottens Osseo	2488-534127	Truck Battery Core	Vehicle Repairs/Maintenance	101-42000-217	-19.24
NAPA - Cottens Osseo	2488-534127	Truck Battery	Vehicle Repairs/Maintenance	101-42000-217	229.47
Vendor NAPA - Cottens Osseo Total:					210.23
Vendor: Overhead Door Company					
Overhead Door Company	137654	Repair PD Garage Door (Sprin	Operations	101-41700-211	1,235.49
Vendor Overhead Door Company Total:					1,235.49
Vendor: Park Construction					
Park Construction	Pay Voucher 2	2024 Street Recon & Rehab Pr	Street Improvement	412-42000-529	617,987.72
Vendor Park Construction Total:					617,987.72
Vendor: PERA - Public Employees Retirement Association					
PERA - Public Employees Retir	INV0000990	PEPFF	Pera	101-21704	489.80
PERA - Public Employees Retir	INV0000990	PEPFF	Pera	101-21704	11,017.18
PERA - Public Employees Retir	INV0000990	PERA	Pera	101-21704	3,442.33
PERA - Public Employees Retir	INV0000990	PERA	Pera	101-21704	612.81
Vendor PERA - Public Employees Retirement Association Total:					15,562.12
Vendor: Premier Bank					
Premier Bank	Sept 2024	Microsoft User Licenses	Software	101-41515-309	347.56
Premier Bank	Sept 2024	Amazon HDMI CablePD	Building Repair/Maintenance	101-41700-222	27.98
Premier Bank	Sept 2024	Comm Ctr Cleaning Supplies P	Operations	101-41800-211	80.78
Premier Bank	Sept 2024	Comm Ctr Cleaning Supplies P	Operations	101-41800-211	91.10
Premier Bank	Sept 2024	Uline Cart for Comm Ctr	Operations	101-41800-211	181.38
Premier Bank	Sept 2024	Ofc Supplies (clorox wipes/so	Office Operations	101-41900-201	36.42
Premier Bank	Sept 2024	PD Ofc Supplies (card board st	Office Operations	101-41900-201	167.16
Premier Bank	Sept 2024	Costco Ofc Supplies PD	Office Operations	101-41900-201	23.43
Premier Bank	Sept 2024	PD Ofc Supplies (batteries)	Office Operations	101-41900-201	37.97
Premier Bank	Sept 2024	Costco PD	Operations	101-41900-211	22.10
Premier Bank	Sept 2024	Defib Cabinets Qty 2 PD	Officer Equipment	101-41900-213	168.76
Premier Bank	Sept 2024	Amazon Fraud Dep Bags PD	Officer Equipment	101-41900-213	19.99
Premier Bank	Sept 2024	Costco Tlre Finish PD	Vehicle Repairs/Maintenance	101-41900-217	9.97

Pending Expense Approval Report

Packet: APPKT00416

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Premier Bank	Sept 2024	Holiday PD Car Washes Oct 20	Vehicle Repairs/Maintenance	101-41900-217	110.00
Premier Bank	Sept 2024	Holiday PD Car Washes Sept 2	Vehicle Repairs/Maintenance	101-41900-217	71.50
Premier Bank	Sept 2024	Olympia Cafe Food for Trng	Education/Meetings/Travel	101-41900-260	226.26
Premier Bank	Sept 2024	City of Hopkins - Meal at Trng	Education/Meetings/Travel	101-41900-260	10.00
Premier Bank	Sept 2024	Icloud storage PD	Software	101-41900-309	2.99
Premier Bank	Sept 2024	Menards	Equip Repair/ Maintenance	101-41920-221	27.11
Premier Bank	Sept 2024	Intl Code Council Refund	Fire Training - Reimburseable	101-41920-261	-100.93
Premier Bank	Sept 2024	Adobe FD	Software	101-41920-309	21.79
Premier Bank	Sept 2024	Dropbox FD	Software	101-41920-309	108.00
Premier Bank	Sept 2024	Fleet Farm - Purple Lights PW	Central Avenue Beautification	101-42350-215	67.96
Premier Bank	Sept 2024	Construction Midwest	Vehicle Repairs/Maintenance	101-42350-217	407.16
Premier Bank	Sept 2024	HLS Outdoor Sprinkler Heads	Vehicle Repairs/Maintenance	101-42350-217	504.36
Premier Bank	Sept 2024	HLS Outdoor Irrigation Blow	Vehicle Repairs/Maintenance	101-42350-217	196.51
Premier Bank	Sept 2024	PD ABC Anytime Fitness	Dues/Membership	115-41900-255	32.30
Premier Bank	Sept 2024	PD Anytime Fitness	Dues/Membership	115-41900-255	32.00
Premier Bank	Sept 2024	UPS Store Shipping to MN De	Operations	601-49400-211	56.24
Premier Bank	Sept 2024	Henn Cty ROW Permit PW	Equip Repair/ Maintenance	601-49400-221	350.00
Premier Bank	Sept 2024	MN Pollution Control Waste	Education/Meetings/Travel	602-49400-260	597.58
Premier Bank	Sept 2024	MN Pollution Control Waste	Education/Meetings/Travel	602-49400-260	597.58
Premier Bank	Sept 2024	MN Pollution Control Waster	Education/Meetings/Travel	602-49400-260	597.58
Vendor Premier Bank Total:					5,130.59
Vendor: Prime Advertising & Design					
Prime Advertising & Design	92235	Monthly Website Hosting	Software	101-41515-309	100.00
Vendor Prime Advertising & Design Total:					100.00
Vendor: Seachange Print Innovations					
Seachange Print Innovations	INV027572.	Gather Order & Balance Txfr C	Operations	101-41000-211	109.92
Vendor Seachange Print Innovations Total:					109.92
Vendor: Sloth Inspections Inc					
Sloth Inspections Inc	Aug 2024	Aug 2024 Electrical Inspection	Inspection Services	101-41940-305	942.40
Sloth Inspections Inc	Oct 2024	Oct 2024 Electrical Inspection	Inspection Services	101-41940-305	440.00
Vendor Sloth Inspections Inc Total:					1,382.40
Vendor: South Lake Minnetonka Police Department					
South Lake Minnetonka Police	1553	1/13 ost of GTEL	Dues/Membership	101-41900-255	13.46
South Lake Minnetonka Police	8813	1/13 Cost of Morris	Dues/Membership	101-41900-255	9.62
South Lake Minnetonka Police	Q-168126	1/13 Cost of Central Square S	Dues/Membership	101-41900-255	2,181.16
Vendor South Lake Minnetonka Police Department Total:					2,204.24
Vendor: Streicher's Inc.					
Streicher's Inc.	I1724458	Duty Hat - Putrzenski	Uniforms/Gear	101-41900-218	79.99
Streicher's Inc.	I1724878	Specialist Backpack - Peterson	Uniforms/Gear	101-41900-218	139.99
Streicher's Inc.	L1724198	Uniforms - Putrzenski	Uniforms/Gear	101-41900-218	1,893.89
Streicher's Inc.	I1726320	Uniform Shirt - Kintzi	Officer Equipment	101-41900-213	59.99
Vendor Streicher's Inc. Total:					2,173.86
Vendor: Sun Life Assurance Co					
Sun Life Assurance Co	Nov 2024	Nov 2024 LTD/STD Covg Prem	Medical/Dental/Life/Ltd	101-21706	45.90
Sun Life Assurance Co	Nov 2024	Nov 2024 LTD/STD Covg Prem	Med/Den/Life/Ltd/Std Insura	101-41110-130	85.27
Sun Life Assurance Co	Nov 2024	Nov 2024 LTD/STD Covg Prem	Med/Den/Life/Ltd/Std Insura	101-41900-130	668.27
Sun Life Assurance Co	Nov 2024	Nov 2024 LTD/STD Covg Prem	Med/Den/Life/Ltd/Std Insura	101-42000-130	91.14
Vendor Sun Life Assurance Co Total:					890.58
Vendor: Thomson Reuters - West					
Thomson Reuters - West	851018265	CLEAR Proflex Database Chrg	Dues/Membership	101-41900-255	152.15
Vendor Thomson Reuters - West Total:					152.15
Vendor: Twin City Water Clinic Inc					
Twin City Water Clinic Inc	21329	Oct 2024 Water Samples	Operations	601-49400-211	90.00
Vendor Twin City Water Clinic Inc Total:					90.00
Vendor: Tyler Business Forms					
Tyler Business Forms	96979	Check Stock	Office Operations	101-41110-201	480.55

Pending Expense Approval Report

Packet: APPKT00416

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Tyler Business Forms	96990	YE Tax Forms	Office Operations	101-41110-201	254.19
				Vendor Tyler Business Forms Total:	734.74
Vendor: Walters Recycling & Refuse, Inc.					
Walters Recycling & Refuse, In	8265625	Refuse @ 417 1st Ave NE	Rental Property Expenses	205-42350-801	78.85
				Vendor Walters Recycling & Refuse, Inc. Total:	78.85
Vendor: WEX Bank					
WEX Bank	100237992	PD Fuel Purchases	Fuel - Vehicle/Equipment	101-41900-216	2,775.40
				Vendor WEX Bank Total:	2,775.40
Grand Total:					743,832.19

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	69,617.22
110 - CIP EQUIPMENT	23,578.90
115 - POLICE DONATIONS/EXPENSES	64.30
205 - PARK DEDICATION	116.95
412 - 2022-23 Alley & Street Projects	617,987.72
601 - WATER FUND	9,447.52
602 - SEWER FUND	21,732.32
604 - STORM WATER FUND	1,287.26
Grand Total:	743,832.19

Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	5,956.50
101-21702	State Withholding	2,822.94
101-21703	Fica Withholding	6,276.74
101-21704	Pera	15,562.12
101-21705	Deffered Comp	2,840.00
101-21706	Medical/Dental/Life/Ltd	79.00
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	1,068.67
101-41000-211	Operations	109.92
101-41000-260	Education/Meetings/Tra	492.00
101-41110-130	Med/Den/Life/Ltd/Std In	95.27
101-41110-201	Office Operations	787.63
101-41110-211	Operations	117.38
101-41110-410	Leases/Rentals	8.00
101-41410-211	Operations	106.50
101-41500-304	Legal Service - Civil	7,497.56
101-41515-309	Software	447.56
101-41700-211	Operations	1,235.49
101-41700-222	Building Repair/Mainten	127.98
101-41700-321	Telecommunications	1,565.10
101-41800-211	Operations	353.26
101-41900-130	Med/Den/Life/Ltd/Std In	713.27
101-41900-135	Cell/Travel/Ins/Dfc Allow	514.44
101-41900-201	Office Operations	264.98
101-41900-211	Operations	22.10
101-41900-213	Officer Equipment	248.74
101-41900-216	Fuel - Vehicle/Equipmen	2,775.40
101-41900-217	Vehicle Repairs/Mainten	3,167.17
101-41900-218	Uniforms/Gear	2,113.87
101-41900-255	Dues/Membership	2,406.84
101-41900-260	Education/Meetings/Tra	1,161.26
101-41900-309	Software	2.99
101-41900-310	Other Professional Servi	1,280.44
101-41900-355	Personnel/Recruitment	465.00
101-41900-410	Leases/Rentals	375.13
101-41920-221	Equip Repair/ Maintena	27.11
101-41920-255	Dues/Membership	168.00
101-41920-261	Fire Training - Reimburse	-100.93
101-41920-309	Software	129.79
101-41940-305	Inspection Services	1,382.40
101-42000-130	Med/Den/Life/Ltd/Std In	106.14
101-42000-211	Operations	56.20
101-42000-217	Vehicle Repairs/Mainten	210.23

Account Summary

Account Number	Account Name	Expense Amount
101-42000-250	Snow Management	242.81
101-42300-312	Programming	495.00
101-42350-211	Operations	208.00
101-42350-215	Central Avenue Beautific	67.96
101-42350-217	Vehicle Repairs/Mainten	1,108.03
110-41900-520	Capital Outlay	23,578.90
115-41900-255	Dues/Membership	64.30
205-42350-801	Rental Property Expense	116.95
412-42000-529	Street Improvement	617,987.72
601-49400-211	Operations	8,723.74
601-49400-221	Equip Repair/ Maintena	350.00
601-49400-310	Other Professional Servi	186.90
601-49400-322	Postal/Delivery Service	186.88
602-49400-260	Education/Meetings/Tra	1,792.74
602-49400-310	Other Professional Servi	186.77
602-49400-322	Postal/Delivery Service	186.88
602-49400-386	Sanitary Sewer Service	19,565.93
604-49400-211	Operations	54.00
604-49400-221	Equip Repair/ Maintena	859.61
604-49400-322	Postal/Delivery Service	373.65
Grand Total:		743,832.19

Project Account Summary

Project Account Key	Expense Amount
None	743,832.19
Grand Total:	743,832.19