

AMENDED

Osseo City Council Meeting AGENDA



REGULAR MEETING
Monday, Dec. 9th, 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 November 25th Work Session Minutes
 - B. Approve November 25th Council Minutes
 - C. Receive December 2nd Park & Recreation Committee Minutes
 - D. Accept Lawful Gambling Contribution from American Legion Post 172
 - E. Approve 2025 Council, EDA and Planning Commission Schedule
 - F. Approve 2025 Pawn License Renewal for Osseo Pawn LLC
 - G. Approve 2025 Wage Increases for City Staff
 - H. Approve Hire of Rink Attendants
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. Donations (Resolution)
8. **Public Hearings**
 - A. Continuation: Truth in Taxation
9. **Old Business**
10. **New Business**
 - A. 2025 Alley Reconstruction Project: Discuss Alignment of Alley 5
 - B. Approve Purchase of Fire Department Radios
 - C. Approve 2025 Fee Schedule (Resolution)
 - D. Adopt 2025 City Budget and Tax Levy (Resolutions)
 - E. Approve Revisions to Personnel Policy
 - F. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Toys for Tots
Commission Members Needed
City Hall Closed December 24 & 25 (Christmas Holiday)
City Hall Closed December 31 & January 1 (New Year's Holiday)
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
November 25, 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, November 25, 2024.

2. ROLL CALL

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

Members absent: Councilmember Juliana Hultstrom.

Staff present: City Administrator Shane Mikkelson, Financial Consultant Gary Groen, and City Attorney Mary Tietjen.

Others present.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS 2025 CITY BUDGET AND TAX LEVY

Mikkelson stated the staff and the Budget Committee have been busy working on the 2025 City budget and tax levy since the Council Work Session on September 23rd 2024. At the September work session, the 2025 General Fund expenditure budget totaled \$4,446,600, an increase of \$433,491, or 10.80%, from 2024. There was a levy increase of 530,168 which was an increase of almost 22%. The current proposed budget is 4,193,780 which is a decrease of \$252,820 and that creates a 4.5% increase from 2024. The Tax Levy has been cut \$400,520 which causes a decrease in the levy from 22%, down to 5.32%.

Mikkelson reported the 2025 budget includes an Assistant City Administrator, and a full-time Fire Chief, and two additional police officers, with new officer positions starting July 1, 2025 and October 1, 2025, respectively. The new positions and related payroll taxes and benefits account for a significant increase in the proposed General Fund expenditures. Staff reviewed the changes that had been made to the budget and tax levy September 30th.

Groen explained this proposed budget does include several large expense increases for 2025, most notably in the Public Safety area. (increase in Police Department staff). These items have been discussed by the Council several times recently, and direction

was given to staff to include these costs in the draft 2025 budget. Staff met with the Council Budget and Finance Committee prior to this Council Work Session. It was noted later tonight the city will hold the 2025 Truth in Taxation public hearing. Based on any revisions tonight we will have the final budget and tax levy approved by the Council at the December 9th meeting. Staff commented further on the proposed budget and tax levy and asked for comments or questions from the Council.

Poppe requested staff speak to how employee benefits will be increased in the coming year, even though there was a reduction. Mikkelson stated the preliminary budget showed all employees at the max benefits. He explained currently there is only one person on family coverage and everyone else takes single. He proposed everyone be provided with \$1,475 to cover health and dental insurance, noting this would allow employees to opt in on the City's coverage, or to find their own insurance in the open market. He stated this would be a huge employee retention tool for the City.

B. DISCUSS CITY ADMINISTRATOR/POLICE CHIEF REVIEW PROCESS

Mikkelson stated in past years the City Council would have an annual review of the City Administrator at the last Council Meeting of the year. The written materials would be sent to the Council before that meeting and the written materials would be sent to the Human Resources Committee for totaling the points given to the Administrator. There would be a closed session where the Council would conduct the review. I was following this process when I sent out the forms to the entire Council on 11/19/2024. Since sending that email, I have received some questions about the current process and if that fits with my current role. Some of the questions include if the review should be pushed to 2025 and done after I work for a full year, does this process also cover the Police Chief Review and should the current process be changed to better fit the current roles I am filling. He asked for feedback on how the Council would like this process to move forward.

Cook was of the opinion reviews and feedback were always a good thing. However, he agreed the timing of the review was not right at this time.

Poppe stated the Council also had to consider how often to conduct reviews going forward.

Schulz commented he saw benefit in allowing more time to pass prior to conducting a review. He believed the City's merit based pay system was working well, but he understood the Police Chief/City Administrator was on a different pay system. He indicated he would support pushing the review out to 2025 and suggested the HR Committee make a recommendation on when the review should be held.

Cook supported the suggestion to have the HR Committee make a recommendation on when the review will be held for the City Administrator.

Council consensus was to have the HR Committee make a recommendation to the City Council on when the review should be held in 2025.

5. ADJOURNMENT

The Work Session adjourned at 6:29 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

UNAPPROVED

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
November 25, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, November 25, 2024.

2. ROLL CALL

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

Members absent: Councilmember Juliana Hultstrom.

Staff present: City Administrator Shane Mikkelson, Lieutenant Kintzi, Assistant City Administrator Alicia Vickerman 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 Schulz, seconded by Cook, to accept the Agenda as presented. The motion carried 4-0.

5. CONSENT AGENDA

- A. Approve November 12th City Council Minutes
- B. Receive November 18th Planning Commission Minutes
- C. Accept Fire Department Resignation – Ty Domben
- D. Receive Fire Report – Monthly
- E. Accept Osseo Lions Gambling Contribution
- F. Accept Osseo Maple Grove Hockey Gambling Contribution
- G. Accept American Legion Post 172 Gambling Contribution
- H. Accept Osseo Fire Relief Gambling Contribution

A motion was made by Schulz, seconded by Cook, to approve the Consent Agenda. The motion carried 4-0.

6. MATTERS FROM THE FLOOR

Martin Duffy, 337 Central Avenue, stated last time he spoke with the Council he discussed the birthday party over at Sipes Park. He indicated after this event he thought about showing support for the police and fire department. He explained he had signs made up that state "We Support all in Uniform". He reported if anyone would like to put a sign along Central Avenue, he had additional signs available at Duffy's Bar & Grill. He stated the new barber shop down on Highway 81 was a great place. He encouraged the public to check out this new business in the community. He commented on the alleyway project that would be completed behind his business and asked what this project would cost his business. He asked that the alleyway project be pushed off until he had paid off his Central Avenue assessment. He further discussed how there was a need for more parking in the downtown business district.

A resident from Osseo stated at the last meeting Item 10D – Accounts Payable on Page 66, it looked like there were three charges that were exactly the same for the MPCA. He asked that staff and the Council look into this. He commented on the cannabis retail sales might be pushed out to 2026. He asked that the proposed Ordinance be concise and that clear direction be provided to the police department. He recommended reviews for the City Administrator/Police Chief be conducted more often, given the fact he was under investigation. He discussed several concerns he had with how squads were parking in the community while on calls without any lights on. He recommended the all of the businesses in Osseo be celebrated next year during the 150th Anniversary Celebration.

Hall reported the three expenses under Accounts Payable at the last meeting were exactly same because it was payment for three public works employees to attend training with the MPCA.

7. SPECIAL BUSINESS – None

8. PUBLIC HEARINGS

A. PUBLIC HEARING ON 2025 ALLEY PROJECT – Alyson Fauske, WSB (Resolution)

Mikkelson stated the City Council accepted the feasibility report for this project on October 28, 2024 and called for the improvement hearing to be held on November 25, 2024. The 2025 Alley Reconstruction Project consists of alley improvements throughout the City. The alleys included in the project are:

- 2nd St NE, 6th Ave NE, 3rd St NE, and 7th Ave NE (Alley 1)
- 1st St NE, 6th Ave NE, 2nd St NE, and 7th Ave NE (Alley 2)
- Broadway St NE, 6th Ave NE, 1st St NE and 7th Ave NE (Alley 3)
- 3rd St NE, 5th Ave NE, 4th St NE, and 6th Ave NE (Alley 4)
- 2nd St NE, 5th Ave NE, 3rd St NE, and 6th Ave NE (Alley 5)
- Broadway St NE, 5th Ave NE, 1st St NE, and 6th Ave NE (Alley 6)
- 3rd St NE, 4th Ave NE, 4th St NE, and 5th Ave NE (Alley 7)
- 3rd St NW, 1st Ave NW, 4th St NW, and Central Ave (Alley 8)
- 2nd St NW, 1st Ave NW, 3rd St NW, and Central Ave (Alley 9)

Ms. Fauske reported alley improvements consist of replacing the existing bituminous or concrete pavement with concrete pavement. Staff commented further on the proposed

improvements for each alleyway. It was noted at the October 28, 2024 meeting there was discussion about replacing some of the panels in the commercial area instead of a full reconstruction of the alleys. Public Works indicated that the overall condition of these alleys is poor: cracks are being filled with asphalt, and snow plows are hitting the cracks and causing further damage. Proposed assessments for both the residential and commercial properties were reviewed with the Council. It was noted staff held a neighborhood open house on November 7 where five residents were in attendance and two comment cards were received. Staff commented on the project further and requested the Council hold a public hearing and order the improvements and direct staff to prepare plans and specifications.

Hall stated there was \$400,000 remaining in 2022 bond funding that would be used for this project. Rebecca Kurtz, Ehlers & Associates, reported this was the case. She explained there have been discussions on how this funding can be used. She explained there had been talk about using these funds to assist with reducing the impact of the 2025 levy.

Hall commented it was his understanding the funds would be used on this project because the bonds were for streets and alleyways. He supported at least 80% or more of the remaining bond funds being used for this project.

Schulz reported some of the unspent bond funds were used to off set the previous annual bond payments. He asked how much the City spent on bond payments each year. Ms. Kurtz estimated this to be \$130,000.

Schulz stated this meant the City had already spent a portion of the unspent bond funding. Mr. Kurtz explained some bond payments had to be made. She estimated the City had \$350,000 remaining in unspent bond funding.

Schulz stated the Council commented on the debt service the City was required to pay. He recalled the Council discussing the use of the unspent bond funding in order to keep the levy down. He indicated he could support the use of some of the unspent bonds to pay down the expense of the alleyway project, but he also did not want the Council to forget its other obligations.

Hall reported the City can only assess for the amount in which a property value increases. He stated he was concerned that property values may not increase \$7,000 to \$8,000 through the proposed alleyway improvements. He recommended the City Council use the remaining \$300,000 to assist with reducing the assessment amounts, noting this would directly benefit the property owners.

Cook stated he was somewhere in the middle for this project. He understood it was important to look at the long-term big picture. He did not want to see the City getting into difficult situations when it comes to finances, but he also understood the City was working to minimize the impact of both assessments and the tax levy on residents. He explained he would be interested in better understanding what it would mean if \$300,000 in City funding was put into the alleyway project and how this would look down the line.

Schulz explained he did not disagree some of the funding should be used, but he wanted to ensure that the Council understood what this cost would be long term.

Cook asked when the Central Avenue assessments would be paid off.

Poppe reported these assessments would be paid off in 2029.

Schulz indicated he was going to recommend pushing the commercial alley off until 2030.

Cook supported this recommendation.

Schulz commented he wanted to make sure the Council was considering how a precedent could be set, because there would be a next project. He indicated if the Council were to go through with the design phase, the Council would still have an opportunity to not go through with the project.

Hall agreed the commercial district alleyway should be held off until 2030.

Cook asked if it made sense to table action on this item given the fact one Councilmember was absent and the Council needed a super majority for this item to move forward.

Hall indicated he would like to have more numbers on the finances prior to moving this item forward.

Schulz stated at this time he could support this item moving forward, ordering the improvements, with the understanding more work was needed on the finances/assessments.

Ms. Fauske provided further information on the approvals and project timeline for clarifications purposes for the Council.

Cook inquired if removing the commercial alleyway would impact the pricing for the remaining alleys. Ms. Fauske stated she did not this would have a large impact on pricing.

Schulz explained the removal of the commercial alleyway would assist with reducing the design costs for the City.

A motion was made by Schulz, seconded by Cook, to open the Public Hearing at 8:02 p.m. The motion carried 4-0.

A resident from Osseo asked when the City would be planning to do any other project on the streets that were being torn up in order to tie the storm sewer together. He explained the Council was stating there were two more chances to review and deny the project, but stated the Council has not taken this action in the past.

Poppe clarified for the record, the Council had gotten bids on a project in the past, the bids came in too high and the project was canceled.

Hall reported the City Council listened to the residents with the 2023 street project and completed a mill and overlay instead of a full reconstruction project.

J. Todd, 8th Avenue, asked why the alleyway assessments were more than the cost to replace a residential street, curb and gutter. He was of the opinion alleyways did not have to be concrete.

Martin Duffy, Duffy's, questioned how long the concrete lasted before it had to be patched. He asked what the pricing difference was between concrete and asphalt.

A motion was made by Schulz, seconded by Hall, to close the Public Hearing at 8:08 p.m. The motion carried 4-0.

Ms. Fauske commented on how asphalt was not used to convey water and for this reason, this was the reason concrete was recommended for alleyways. In addition, she noted it was very difficult for contractors to lay asphalt that was less than 1% of a grade.

Hall asked if an alleyway had to be thicker than a roadway. Ms. Fauske reported she could research and report back to the Council on this matter.

Schulz recalled that the lifespan of an alleyway was 50+ years because it was concrete, which would be different if the City were to proceed with asphalt alleyways. She commented on how if asphalt were to proceed, additional costs for patching would be necessary.

A motion was made by Schulz, seconded by Cook, to adopt Resolution 2024-66, ordering improvements and preparation of plans and specifications for the proposed 2025 Alley Reconstruction Project without Alleyways 8 and 9 and directing staff to investigate how the bond funding would assist with reducing assessments. The motion carried 4-0.

B. TRUTH IN TAXATION HEARING

Mikkelson explained the City Council would be holding the Truth in Taxation hearing at this meeting for the City portion of taxes proposed for 2025. He discussed what determines the City portion of a residents property taxes. He reported the average homeowner in Osseo was valued \$285,000 and stated property values were set by the Hennepin County Tax Assessor. He indicated the preliminary tax levy shows an increase in the tax rate from 64.80% to 69.90% which was an increase of 5.16%. He explained staff has worked with the City Council to reduce the proposed budget since September and reductions have been made. He described how property tax dollars were split between the City, County, Met Council and the Osseo School District. He commented on how a median value homeowner would be impacted by the proposed tax levy. He reported City taxes would be increasing because the two police officers were being added, full time staff medical and dental insurance costs were increasing, a full time fire chief was added, public safety and fire expenditures increased by 18.72%, and public works costs increased by 14%.

A motion was made by Cook, seconded by Hall, to open the Truth in Taxation Public Hearing at 8:29 p.m. The motion carried 4-0.

A resident from Osseo stated the budget did not include any funding for the 150th Anniversary Celebration. He encouraged the Council to put funding aside for this event.

Poppe stated the City was currently taking donations for this event.

A resident from Osseo questioned what would happen if the City were to lose its City Administrator due to the internal investigation. He asked how this would impact the 2025 budget.

Poppe explained the Council would have to address this issue, if it were to occur.

A motion was made by Hall, seconded by Schulz, to continue the Truth in Taxation Public Hearing to the December 9, 2024 City Council meeting. The motion carried 4-0.

9. OLD BUSINESS

A. Second Reading and Adoption of Cannabis Registration Ordinance (Resolution)

Mikkelson stated 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. The Council approved the first reading of the Cannabis and Hemp Registration Ordinance at the 11/12/2024 Council Meeting. We are asking the Council to approve the 2nd reading and adopt the Cannabis and Hemp Registration Ordinance.

City Attorney Tietjen reported the blank within the Ordinance would be replaced with a reference to Chapter 153 of the City's zoning code.

A motion was made by Cook, seconded by Schulz, to adopt the Second Reading of Ordinance No. 2024-04, adding a new Chapter 119, to Title XI of the City Code regarding registration of Cannabis and Hemp Businesses and related regulations with the correction noted by staff. The motion carried 4-0.

A motion was made by Schulz, seconded by Cook, to adopt Resolution 2024-67, approving the summary publication of Ordinance No. 2024-04. The motion carried 4-0.

10. NEW BUSINESS

A. APPROVE FIRST DUE AGREEMENT WITH OSSEO FIRE DEPARTMENT

Fire Fighter Blaine Anderson stated previous discussion with the City Administrator and the City Accountant on the need to replace our outdated "Image Trend" platform/system, which tracks all incidents, training, activities and time for the Osseo Fire Department. All input and tracking is currently done manually by the Administrative Assistant. This requires Hennepin County incident look up and recording. Under this new platform, data is automatically transferred from one system to First Due, eliminating 15

hours per month of manual entry. Additionally, there is no opportunity for error compared to manual entry. The cost associated with this implementation is in the 2025 budget.

Schulz questioned what the yearly subscription rate would be for the new system. Blaine reported the one time fee for the program would be \$2,100 and the rate next year would be \$6,400 for the entire package.

A motion was made by Cook, seconded by Schulz, to accept the agreement for the First Due platform. The motion carried 4-0.

B. APPROVE RATE CHANGE WITH ELEMENT TECHNOLOGY FOR IT COVERAGE

Mikkelson stated the City first partnered with Element Technologies beginning in October of 2017. Since then, Element has provided technology support and IT services to the City under the same contract. I was contacted by Brad Johnson with Element Technologies, and I was given an analysis of the cities' use of Element for IT work. This Analysis showed an increase is under contract work for 2024. Element has asked for a rate increase in the monthly amount paid to cover the increase in costs associated with our contract. The monthly amount will change from \$2,872 per month or \$89.77 per workstation to \$3,136.15 per month or \$98.00 per work station.

Hall asked if the proposed increase was included in the 2025 budget. Mikkelson reported this was the case.

Schulz explained the proposed cost was less than a full time IT individual, which was the reason the Risk Assessment Committee recommends the City contract these services. He stated he appreciated how attentive Brad with Element was to the City and the City's needs.

A motion was made by Schulz, seconded by Cook, to approve the increase in pricing for IT services with Element Technologies. The motion carried 4-0.

C. APPROVE PURCHASE OF 2025 DODGE DURANGO PURSUIT FOR THE POLICE DEPARTMENT

Kintzi stated on November 16th, squad 120, (2020 Ford Police Interceptor) was involved in a rear-end collision and was totaled by insurance. This vehicle would be a replacement for the squad we lost and would bring our fleet back up to 7 vehicles. When looking at available police vehicles on the market on the state contract, the Dodge Durango Pursuit was the most cost-effective option. This would also keep our fleet universal since we purchased Dodge Durango's last year. The 2025 Durango will be a fully marked patrol car and will be specked out the same as our 2024 fleet. Also, our intentions are to re-use as much of the equipment as possible such as radar, radio, camera system, and some emergency lighting from our totaled Ford to keep the upfitting cost down.

Hall asked if the City had received all monies from the insurance companies for the vehicle that was totaled out. Mikkelson explained the vehicle has been looked at, but the police equipment still has to be sorted out. He reported staff was coming forward

with this purchase because this vehicle was on the State bid and if the bid was not put through prior to the end of the year, the City may have to wait another year for this vehicle. He explained there was funding within the budget for the purchase of a new squad car and he was proposing to use this funding and pushing the purchase of his new squad car back. He stated he had been told it would cost over \$36,000 to fix the damaged squad car.

Hall indicated the City would not be spending any money on the new vehicle until the vehicle was delivered. Kintzi reported this was the case. He anticipated delivery would occur in May or June of next year.

Hall suggested the police department consider having loss of use insurance. Mikkelson stated in the last two months the departments squads have hit two deer and there was an incident with an alleged drunk driver.

A motion was made by Cook, seconded by Schulz, to approve the purchase of a 2025 Dodge Durango Pursuit police vehicle.

Schulz commented the CIP was created to assist with planning for future purchases. He appreciated the fact the City had funding in place for this squad car until insurance funds were received.

The motion carried 4-0.

D. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Mikkelson reported the City received additional information on the winter coat drive. He explained coats were being collected at the Osseo Police Department through December 15.

Mikkelson explained he and Officer Zitzlsperger will be bringing the Toys for Tots donations down to Golden Valley on December 13.

Mikkelson stated the Osseo Police Department would be participating in Shop with a Cop with the Champlin Police Department this year. He reported donations would be used to fund this new event.

Vickerman thanked Administrator Mikkelson and the rest of the staff for welcoming her.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen reported the Office of Cannabis Management was on pause for this time which meant there would be delays in getting licenses out to cannabis retailers.

Hall stated the Park and Recreation Committee would be meeting on December 2 at 6:00 p.m. He recommended this committee consider putting bituminous down under the hockey rink at the old elementary school.

Hall encouraged residents to check in on their residents and the veterans in their life.

Cook thanked Ty Domben for his time with the Osseo Fire Department.

Cook reported the Cannabis Committee would be holding a meeting with the Red Pine Group on Tuesday, November 26.

Cook encouraged the public to get out and support local Osseo business on Small Business Saturday, which would be held on Saturday, November 30.

Cook thanked all of the officers within the Osseo Police Department for their dedicated service to the community.

Schulz wished everyone a Happy Thanksgiving.

Schulz thanked the Osseo police officers for all they do on behalf of the community and stated he was thankful all officers were able to go home after the recent accident.

13. ANNOUNCEMENTS

Poppe stated City offices would be closed on Thursday, November 28 and Friday, November 29 for the Thanksgiving holiday.

Poppe reiterated Small Business Saturday would be held on Osseo on Saturday, November 30.

Poppe encouraged residents to attend Osseo's Minidazzle on Friday, December 6 from 6:00 p.m. to 8:00 p.m. as well as Lunch with Santa on Saturday, December 7.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Cook, to adjourn the City Council meeting at 9:02 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
December 2, 2024**

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:00 p.m., Monday, December 2, 2024.

2. ROLL CALL

Present: Committee members Kerstin Schulz, Dee Bonn, John Hall and Dan Penny

Absent: Committee members Mark Cook, Dori Trossen, and Kara Wolf

Others present: Assistant City Administrator Alicia Vickerman and City Administrator Shane Mikkelson

3. APPROVE AGENDA

A motion was made by Bonn, seconded by Penny, to approve the meeting's agenda. The motion passed 4-0.

4. APPROVE MINUTES

A motion was made by Penny, seconded by Bonn, to approve the June 3, 2024, meeting minutes as presented. The motion passed 4-0.

5. PUBLIC COMMENTS

Schulz advised the public that this is the time for public comments. There were no public comments.

6. SPECIAL BUSINESS

There was no special business.

7. OLD BUSINESS

A. DISCUSS PROPOSED 2025 PARKS AND RECREATION MEETING SCHEDULE

Vickerman stated for 2025, Staff is proposing a similar schedule to 2024, in which the Parks and Recreation Committee meets five times throughout the year. These will take place at 6:00 pm on the first Tuesdays of February, April, June, October, and December, those dates being:

- Tuesday, February 4, 2025
- Tuesday, April 1, 2025
- Tuesday, June 3, 2025
- Tuesday, October 7, 2025

- Tuesday, December 2, 2025

Vickerman requested the Committee discuss these dates and approve the proposed meeting schedule.

Further discussion ensued regarding whether meetings should be held on Monday or Tuesday nights.

Bonn stated she supported the meetings moving back to Tuesday nights.

A motion was made by Bonn, seconded by Penny, to approve proposed 2025 meeting schedule. The motion passed 4-0.

B. DISCUSS PROPOSED 2025 MUSIC AND MOVIES IN THE PARK EVENTS AND SCHEDULE

Vickerman stated every year, Music and Movies in the Park takes place on Tuesday nights between the end of the school year and the beginning of the next school year. Much like in 2023, there are 12 Tuesdays that occur during that time frame, though there are three dates which are set aside. These are:

- Tuesday, July 1- 4th of July week.
- Tuesday, August 5 – National Night to Unite.
- Tuesday, August 26 – Reserved as a rain date.

Vickerman reported this leaves 9 evenings to plan for, which is the same number as 2024. For the past several years the city has scheduled a performance and a movie each night. The response has been very positive and the events have had high attendance rates. Staff recommends continuing this but is asking the committee to discuss and confirm that it is still the preferred scheduling priority. If so, Staff will begin scheduling performances, with contracts finalized after formal budget/schedule approval by both the committee and City Council at their February meetings. Staff will confirm with Ed Columbus about returning as MC of the event series. In the past, the Parks and Recreation Committee has formed sub-committees to select movies, bands and other performers. The committee should discuss if this will be done again and this can be scheduled with staff.

Schulz stated it may benefit the City to use different equipment for the movies in June in order to push up the movie times so the events don't get too late.

Ed Columbus, resident of Osseo, requested the Park Committee consider finding another person to assist with hosting or emceeing the music and movies in the park events. He encouraged the Park Committee to consider speaking to local celebrities. He discussed how he solicited sponsors for last year's events which provided additional funding and gift cards. He reported he appreciated the band selection for last year noting the City was able to pull in great crowds for every event.

Schulz thanked Mr. Columbus for all that he does to host and find sponsors for the music and movie in the park events.

Penny volunteered to assist with selecting bands for 2025.

Bonn noted she was also willing to assist.

Schulz indicated she was willing to assist with selecting the movies for 2025. She noted Dori Trossen helped her with this task last year. Vickerman thanked the Park Committee for volunteering to assist with these tasks.

Bonn recommended staff look into purchasing a new screen for the movies in the park. She indicated another option would be to not hold movies in the month of June. She indicated another option would be to screen movies for younger children in June.

Mr. Columbus stated when the bands are present they tend to draw more of an adult crowd. He recommended the opening act or band be considered if children movies are going to be screened. He stated the puppy rescue group may be a nice option or a magician.

Schulz stated a magician or a balloon artist could be brought in for the kids. She believed it was important to provide both children and adult programming through these events.

Penny asked what the schedule would be for the music and movies in the park events. Vickerman reported events would be held on all Tuesdays during June, July and August, except July 1, August 5 and August 26 (rain date). She noted the first event would be held on June 10. She reported if movies were not held in June this would eliminate movies from the June 10, June 17 and June 24 dates. She indicated the first movie in the park would then be held on July 8.

Bonn indicated the farmers market does not start until after the 4th of July.

Penny questioned what the budget was for next year's music and movies in the park. Vickerman reported \$12,000 to \$15,000 was spent in 2024 and noted the fund had a balance that could cover all music and movies in the park events for 2025.

Schulz asked how the Committee was to proceed with this item. Vickerman stated she would like direction as to how many nights movies and music events would be held and what the event dates would be.

Penny stated he would like to be able to begin calling bands because they book up fast.

Schulz indicated the Committee could put a motion on the table to hold events on the dates proposed and directing staff to look into new movie screening equipment and activities for kids.

Bonn recommended calls be made to the bands in order to have them lined up for next year before they were booked for the summer. Vickerman indicated she could get Mr. Penny and Ms. Bonn a list of band contacts, as well as a list of bands that have reached out to her already.

A motion was made Bonn, seconded by Hall, to direct Dan Penny to begin lining up bands for the 2025 Music in the Park events on the dates proposed. The motion passed 4-0.

8. NEW BUSINESS – None

9. STAFF & COMMITTEE MEMBER REPORTS

Hall reported the school has finished installing their new playground. He encouraged the Committee members to visit this new park as it was very well done. He recommended the Committee continue to seek funding for new playground equipment at Sipe Park and to put improvements into the hockey rink. He suggested the surface under the hockey rink be paved and that the tennis courts be resurfaced and turned into pickleball courts. He also recommended additional federal funding be pursued for Boerboom Park.

Bonn noted the tennis courts had been striped for pickleball, but noted the pickleball equipment had been stolen.

Schulz recalled that the basketball court and tennis court improvements were included in the budget and had yet to be completed.

Mikkelson explained Public Works Director Waldbillig was working to get quotes for the tennis court improvements. He reported the City would be working with the school to ensure they supported the improvements. He stated he would bring bids back once they have been received by staff. He noted the City also had funds available in the CIP for park improvements. He reported the \$500,000 in grant funding goes away in 2030 and he wanted to take advantage of this funding.

Bonn questioned if the grant funding could be used for new play equipment at Sipe Park. Mikkelson explained the funding received by the City could only be utilized at Boerboom Park. He reported staff was working to better understand how the funds could be used by the City.

Bonn explained she had 40 people attending her strength class and noted her yoga classes was maintaining great attendance.

Penny supported the Committee taking a closer look at the youth sports that are being offered by the City given how attendance was declining.

Schulz supported this as well and suggested the City look to market these programs through the school district.

Penny indicated he would be willing to help Mr. Columbus out on securing donations for the music and movie in the park events for 2025.

10. ADJOURNMENT

A motion was made Bonn, seconded by Hall, to adjourn the meeting at 6:45 p.m. The motion passed 4-0.

Respectfully submitted,

Heidi Guenther

Minute Maker Secretarial

UNAPPROVED

City of Osseo

Lawful Gambling Monthly Reporting Form 10% Contribution Fund

Site:

| |
|---|
| Osseo Legion - American Legion Post 172 |
|---|

Organization:

| |
|-----------------|
| NW Area Jaycees |
|-----------------|

Mailing Address:

| |
|--|
| 8200 County Road 116, Corcoran, MN 55340 |
|--|

Period:

| | |
|-------|------|
| Month | Year |
| 10 | 2024 |

| | |
|---|-------------|
| 10% Contribution Fund | |
| A. Net Profit (from LG100A line 29) | \$ 5,522.89 |
| B. Contribution Amount | 10% |
| C. Total Remitted to City (A x B) | \$ 552.29 |
| <i>If line C is zero or a negative, no amount is due to the City.</i> | |

NORTHWEST AREA JAYCEES
"GAMBLING ACCOUNT"
13570 GROVE DR. # 287
MAPLE GROVE, MN 55311

75-1465/910

8274

DATE 11/21/24

SPECIALTY SEC. OF HIGH SECURITY

| | | | |
|--|--|--|-------------------|
|  | PAY TO THE ORDER OF <u>CITY of OSSEO</u> | \$ 552.29 | |
| | <u>five hundred fifty two dollars + 29/100</u> | DOLLARS | Heat Reactive Ink |
|  <p>FARMERS STATE BANK OF HAMEL OFFICES AT CORCORAN • HAMEL P.O. BOX 236, HAMEL, MN 55340-0236</p> | MEMO <u>Donation cycle A8</u> |  | MP |
| ⑆091014652⑆ 0036767⑈ 8274 | | | |

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


Signature

11/21/24
Date

763-486-0850
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 10 | 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 | \$34034.00 | \$20940.93 | \$13093.07 |
| 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 | \$34034.00 | \$20940.93 | \$13093.07 |

Allowable Expenses

| | | |
|----|---|-----------|
| 12 | Paper pull-tabs, bingo paper sheets, tipboards, paddletickets, and raffle tickets | \$238.12 |
| 13 | Compensation and payroll taxes | \$4377.81 |
| 14 | Penalty and interest paid on taxes | \$0.00 |
| 15 | Accounting services | \$181.82 |
| 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 | \$2772.43 |
| 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 | \$7570.18 |

Cash Banks

| | | |
|----|--------------------------------------|-----------|
| 25 | Starting cash banks per site records | \$7099.00 |
| 26 | Unreimbursed starting cash banks | \$5191.00 |
| 27 | Total starting cash banks | \$1908.00 |

Ending Inventory

| | | |
|----|--|-----------|
| 28 | Total value of ending inventory on the last day of the month | \$1627.30 |
|----|--|-----------|

Monthly Profit (loss)

| | | |
|----|---|-----------|
| 29 | Site net profit less state taxes on lawful gambling | \$5522.89 |
|----|---|-----------|

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 10/2024 | |
| | City Corcoran | State MN | Zip Code 55340 | Number of Sites 13 | |
| | Number of barcoded games reported on Schedule B2s for the month: <u>276</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 | B | C |
|--------------|---|----------------|-------------|--------------|
| | | Gross Receipts | Prizes Paid | Net Receipts |
| 1 | Non-linked bingo | 97133 | 68613.00 | 28520.00 |
| 2 | Raffles (if tax-exempt raffles were conducted, complete Schedule ER) | 0.00 | 0.00 | 0.00 |
| 3 | Paddletickets | 7350.00 | 4900.00 | 2450.00 |
| 4 | Add lines 1 through 3 | 104483.00 | 73513.00 | 30970.00 |
| 5 | Interest and other income (including advertising or sponsorship income; see instructions) | 4.00 | | 4.00 |
| 6 | Linked bingo | 26054.00 | 20409.00 | 5645.00 |
| 7 | Tipboards | 1200.00 | 800.00 | 400.00 |
| 8 | Paper pull-tabs | 1132087.00 | 1009692.00 | 122395.00 |
| 9 | Electronic pull-tabs | 1551522.00 | 1344369.00 | 207153.00 |
| 10 | Sports-themed tipboards | 400.00 | 300.00 | 100.00 |
| 11 | Add lines 4 through 10. Line 11C is your gross profits for the month | 2815749.00 | 2449082.00 | 366667.00 |

| Tax and Fees | | | |
|--------------|---|--|------------------|
| | 12 | Net receipts tax (multiply line 4C by 8.5% [0.085]. If negative, enter zero) | |
| 13 | Combined net receipts tax (from Worksheet E, line 11; if negative, enter the amount on line 19) | | 112425.00 |
| 14 | Total tax before credits (add lines 12 and 13) | | 115057.00 |
| 15 | Net receipts tax credit used (from Schedule NRL, column E) | | 0.00 |
| 16 | Exempt raffle tax credit (from Schedule ER, line 4) | | 0.00 |
| 17 | Total nonrefundable credits (add lines 15 and 16) | | 0.00 |
| 18 | Total tax before refundable credit (subtract line 17 from line 14; if negative, enter zero) | | 115057.00 |
| 19 | Combined net receipts tax credit (from Worksheet E, line 11; if negative) | | 0.00 |
| 20 | Monthly regulatory fee (multiply line 11a by 0.125% [0.00125]) | | 3520.00 |
| 21 | TOTAL TAX DUE OR REFUND (add lines 18, 19 and 20) | | 118577.00 |

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 |
|--|---|---|--------------------------------|

| | | |
|-------------------------------|---|----------------------------|
| Expenditures /Expenses | 22 Lawful purpose expenditures | 22 <u>128851.00</u> |
| | 23 Total lawful purpose expenditures (add lines 21 and 22) | 23 <u>247428.00</u> |
| | 24 Allowable expenses | 24 <u>221695.00</u> |

| | | |
|-------------------|--|-----------------------------|
| Start Bank | 25 a Starting cash banks per books | 25a <u>148124.00</u> |
| | b Unreimbursed starting cash banks | 25b <u>(3736.00)</u> |
| | End-of-month cash balance in starting banks (subtract line 25b from 25a) | 26 <u>151860.00</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 <i>11/21/24</i> | Daytime Phone 763-486-0850 |
| | Preparer (print) Zach Varner, CPA | Name of Firm None | Preparer Signature | Date 763-607-3373 |

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

City of Osseo

2025 Schedule City Council, Economic Development Authority, and Planning Commission

In accordance with the provisions of Minnesota Statutes Chapter 13D, notice is hereby given that the following public meetings are scheduled. One or more Councilmembers may attend any of the meetings listed below. All meetings are held in the Council Chambers at Osseo City Hall, 415 Central Avenue, Osseo, Minnesota (except if held virtually).

City Council meetings are held at 7 pm on the 2nd and 4th Mondays of the month. Council Work Sessions are at 6 pm on the 4th and 5th Mondays of the month. EDA meetings are at 6 pm on the 2nd Monday of every other month. Planning Commission meetings are at 6 pm on the 3rd Monday of the month, as needed.

| | | | |
|--------------------------|---------------------|-------------------------|---------------------|
| January 13, 2025 | Council | July 14, 2025 | Council |
| January 21, 2025 (Tues) | Planning Comm. | July 21, 2025 | Planning Comm. |
| January 27, 2025 | Wk. Sess. & Council | July 28, 2025 | Wk. Sess. & Council |
| February 10, 2025 | EDA & Council | August 11, 2025 | EDA & Council |
| February 18, 2025 (Tues) | Planning Comm. | August 18, 2025 | Planning Comm. |
| February 24, 2025 | Wk. Sess. & Council | August 25, 2025 | Wk. Sess. & Council |
| March 10, 2025 | Council | September 8, 2025 | Council |
| March 17, 2025 | Planning Comm. | September 15, 2025 | Planning Comm. |
| March 24, 2025 | Wk. Sess. & Council | September 22, 2025 | Wk. Sess. & Council |
| March 31, 2025 | Work Session | September 29, 2025 | Work Session |
| April 14, 2025 | EDA & Council | October 14, 2025 (Tues) | EDA & Council |
| April 21, 2025 | Planning Comm. | October 20, 2025 | Planning Comm. |
| April 28, 2025 | Wk. Sess. & Council | October 27, 2025 | Wk. Sess. & Council |
| May 12, 2025 | Council | November 10, 2025 | Council |
| May 19, 2025 | Planning Comm. | November 17, 2025 | Planning Comm. |
| May 27, 2025 (Tues) | Wk. Sess. & Council | November 24, 2025 | Wk. Sess. & Council |
| June 9, 2025 | EDA & Council | December 8, 2025 | EDA & Council |
| June 16, 2025 | Planning Comm. | December 15, 2025 | Planning Comm. |
| June 23, 2025 | Wk. Sess. & Council | | |
| June 30, 2025 | Work Session | | |



City of Osseo City Council Meeting Item

Agenda Item: Approve 2025 Pawnbroker License Renewal for Osseo Pawn LLC

Meeting Date: December 9th, 2024
Prepared by: Natalie Santillo, City Clerk

Attachments: Pawnbroker Renewal Application

Policy Consideration:

Consider renewing the annual pawnbroker license for Osseo Pawn LLC for 2025.

Background:

City Code Section 115 outlines the requirement of annual renewal of a pawnbroker license. The license fee is \$12,000 per year. Background checks are required each year of the business owners/applicants. A bond in the amount of \$5,000 is also required.

Osseo Pawn LLC has submitted the required forms, bond, license fee, and background checks have been completed.

Budget or Other Considerations:

The revenue from this annual license fee is \$12,000.

Options:

The City Council may choose to:

1. Approve the annual pawnbroker license renewal for Osseo Pawn LLC for 2025;
2. Table this matter to a future meeting.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the annual pawnbroker license renewal for Osseo Pawn LLC for 2025.



City of Osseo City Council Meeting Item

Agenda Item: Approve 2025 Pay Increases for City Staff

Meeting Date: December 9th, 2024

Prepared by: Shane Mikkelson, City Administrator/Police Chief

Attachments: None

Policy Consideration:

Consider approving pay increases for City Staff for 2025.

Background:

The following Staff positions are eligible for the listed hourly rates per the City's Employee Compensation and Personnel Policy. The proposed pay amounts have been incorporated into the 2025 final City budget and include a 1.9% cost of living adjustment (per current MN Consumer Price Index).

| Position | 2025 Hourly Rate |
|---------------------------------|------------------|
| Administrative Assistant | \$28.83 |
| City Accountant | \$42.31 |
| City Administrator/Police Chief | \$78.49 |
| City Clerk | \$41.24 |
| Assistant City Administrator | \$45.21 |
| Community Service Officer | \$21.40 |
| Police Lieutenant | \$63.36 |
| Police Office Manager | \$40.70 |
| Public Works Director | \$59.34 |
| Public Works Maintenance | \$39.98 |
| Public Works Maintenance | \$35.70 |

In addition to full time Staff, the Personnel Policy calls for all part time City employees to receive the same Council approved cost of living adjustment as full time employees.

| Position | 2025 Hourly Rate |
|--|-------------------------|
| Public Works Part Time | \$20.38 |
| Adult Rec Coordinator | \$17.19 |
| Hockey Rink Attendants | \$11.76 |
| Farmers Market Coordinator | \$17.19 |
| Senior Coordinator | \$17.19 |
| Paid On-Call Firefighters (On-call/Duty Crews) | \$18.92 |
| Fire Department Officers – Lieutenant | \$20.02 |
| Fire Department Officers – Captain | \$21.10 |
| Fire Department Officers – Chief 2 | \$22.18 |
| Fire Department Inspector | \$22.99 |
| Public Services Assistant | \$27.04 |

Budget or Other Considerations:

The associated Staff salary figures have been incorporated into the final draft of the 2025 budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the 2025 pay increases for City Staff;
2. Deny the pay increases for City Staff;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2025 pay increases for City Staff.



City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Rink Attendants - Carter Schulz, Nick Norman & Jacob Wills

Meeting Date: December 9th, 2024

Prepared by: Nick Waldbillig, Public Works Director

Policy Consideration:

Consider hiring Carter Schulz, Nick Norman, Jacob Wills for rink attendant positions.

Background:

This position is currently posted on the City of Osseo website, Gateway Sign, and social media

Budget or Other Considerations:

This position was planned in the 2024-2025 budgeting process

City Goals Met By This Action:

Provide a variety of activities for all citizens with continued and new City events and programs

Options:

The City Council may choose to:

1. Approve hiring Carter Schulz, Nick Norman & Jacob Wills for the 2024-2025 rink attendant position
2. Approve hiring Carter Schulz, Nick Norman & Jacob Wills for the 2024-2025 rink attendant position with noted changes
3. Deny hiring for this position.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Carter Schulz, Nick Norman & Jacob Wills for the 2024-2025 rink attendant position

Resolution No. 2024-xx**RESOLUTION ACCEPTING DONATION TO CITY OF OSSEO**

WHEREAS, the Osseo City Council is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Section 465.03; and

WHEREAS, the Council agrees that said donation would be of benefit to the citizens of Osseo; and

WHEREAS, the following has proposed this contribution to the City of Osseo and the donation be used for the specific purpose as indicated below:

| <u>Donor</u> | <u>Amount/Item</u> | <u>Designated Fund</u> |
|-------------------------------|--------------------|------------------------|
| City-Country Insurance Agency | \$250 | Minnidazzle |

Adopted by the Osseo City Council this 9th day of December, 2024.

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



Meeting Date: December 9, 2024

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

Agenda Item: 2025 Alley Reconstruction Project: Discuss Alignment of Alley 5

Attachments: Map

Background:

At the November 25, 2024 meeting the City Council ordered the preparation of plans and specifications for the 2025 Alley Reconstruction Project, for Alleys 1 through 7 shown on the attached map.

Survey work for the project has been uploaded and the north portion of Alley 5 is approximately two feet outside of the existing easement: the western edge of the alley is about two feet west of the existing alley easement. The attached sketch shows the existing location of the alley (shaded green) and the location of a 12' wide alley centered in the easement.

If the alley is reconstructed so that it is centered within the easement, the following needs to be taken into consideration:

- a. The east edge of the alley would be right next to the garage/shed at 233 6th Ave NE



- b. The existing utility pole at 225 6th Ave NE would need to be relocated



- c. The grape vines at 225 6th Ave NE would be impacted. Public Works was previously told by the property owner that these are heirloom grape vines and are not to be touched.



- d. The fences on the east side of the alley would be relocated. Additional survey would be needed on the east side of these fences to determine construction limits.

If the alley is reconstructed at the current location the Council may want to consider obtaining additional alley easement from 224 and 232 5th Avenue NE. Additionally, the proposed alley easement at 216 5th Avenue NE (currently 8' wide) could be wider to accommodate the alley.

Options:

Options for City Council to consider for the alley reconstruction:

1. At the current location under prescriptive rights.
2. At the current location and request additional alley easement.
3. Centered in the alley easement.

Recommendation/Action Requested:

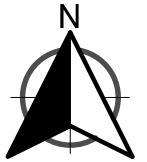
Staff requests City Council direction regarding the alignment for the reconstruction of Alley 5.

C:\ACC\CDocs\WSB\026602-000\Project_Files\05_Discipline\Municipal\CAD\Exhibits\026602-000_Project_Location_Map_Exhibit.dwg 11/15/2024 3:09:45 PM



LEGEND

 PROPOSED ALLEY



WSB PROJECT NO.:
026602-000
OCTOBER 14, 2024

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

FIGURE 1

3RD ST NE

232 5th Ave NE

2' OUTSIDE EASEMENT

233 6th Ave NE

EXISTING ALLEY WESTERN EDGE

Existing utility pole

EXISTING ALLEY EASTERN EDGE

224 5th Ave NE

225 6th Ave NE

12' wide (existing and proposed)

Posts for the heirloom grape vines

5TH AVE NE

216 5th Ave NE

Proposed 8' alley easement

217 6th Ave NE

PROPOSED ALLEY EASTERN EDGE (IF CENTERING IN EASEMENT)

11' wide (existing)

6TH AVE NE

208 5th Ave NE

PROPOSED ALLEY WESTERN EDGE (IF CENTERING IN EASEMENT)

10' wide (existing)

EXISTING 8' EASEMENT

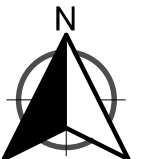
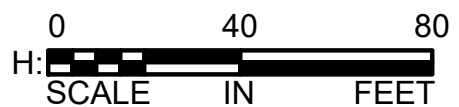
525 2nd St NE

EXISTING 8' EASEMENT

505 2nd St NE

12' wide (existing and proposed)

2ND ST NE





City of Osseo City Council Meeting Item

| | |
|----------------------|--|
| Agenda Item: | Approve the Lease of New Fleet Radios and Accessories for the Osseo Fire Department |
| Meeting Date: | December 9, 2024 |
| Prepared by: | Mike Cogswell, Fire Chief |
| Attachments: | Motorola Quote for Radios Motorola Quote for Accessories |

Policy Consideration:

Consider approving the lease of new fleet radios and accessories, which include chargers, speakers, microphones and batteries, for the Osseo Fire Department.

Previous Action or Discussion:

Previous discussion with the City Administrator and the City Accountant on the need to replace our outdated fleet radios. Current radios are first generation 6000. They are old and outdated and not compliant with the Active911 platform. Additionally, several have been in need of repair or replacement over the past year. Additionally, like computers, radios are upgraded every few years. New radios are required to adequately respond to emergency calls.

The costs associated with new the new radios and accessories are in the 2025 budget.

Options:

The City Council may choose to:

1. Approve the lease of new radios for the OFD, or
2. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council approve the lease of new radios.

11/07/2024

HENNEPIN COUNTY SHERIFFS/COMMUNICATIONS
PO BOX 1388
MINNEAPOLIS, MN 55440

RE: Motorola Quote for Osseo Fire APXXE6000 qty 30

Billing Address:
 HENNEPIN COUNTY SHERIFFS/
 COMMUNICATIONS
 PO BOX 1388
 MINNEAPOLIS, MN 55440
 US

Quote Date:11/07/2024
 Expiration Date:12/31/2024
 Quote Created By:
 Frank Jarman
 Frank.Jarman@
 motorolasolutions.com

End Customer:
 HENNEPIN COUNTY SHERIFFS/
 COMMUNICATIONS

| Line # | Item Number | Description | Qty | List Price | Disc \$ | Sale Price | Ext. Sale Price |
|--------|------------------|---|-----|------------|------------|------------|-----------------|
| | APX™ 6000 Series | APX6000 XE | | | | | |
| 1 | H98UCF9PW6BN | APX6000 700/800 MODEL 2.5 PORTABLE | 30 | \$3,595.00 | \$1,006.60 | \$2,588.40 | \$77,652.00 |
| 1a | H869BZ | ENH: MULTIKEY | 30 | \$363.00 | \$101.64 | \$261.36 | \$7,840.80 |
| 1b | QA01648AA | ADD: HW KEY SUPPLEMENTAL DATA | 30 | \$6.00 | \$1.68 | \$4.32 | \$129.60 |
| 1c | Q361AR | ADD: P25 9600 BAUD TRUNKING | 30 | \$330.00 | \$92.40 | \$237.60 | \$7,128.00 |
| 1d | QA02006AA | ENH: APX6000XE RUGGED RADIO | 30 | \$880.00 | \$246.40 | \$633.60 | \$19,008.00 |
| 1e | Q58AL | ADD: 3Y ESSENTIAL SERVICE | 30 | \$184.00 | \$0.00 | \$184.00 | \$5,520.00 |
| 1f | Q15AK | ADD: AES/DES-XL/DES- OFB ENCRYPTION AND ADP | 30 | \$879.00 | \$246.12 | \$632.88 | \$18,986.40 |
| 1g | QA09008AA | ADD: GROUP SERVICES | 30 | \$165.00 | \$46.20 | \$118.80 | \$3,564.00 |
| 1h | H38BT | ADD: SMARTZONE OPERATION | 30 | \$1,320.00 | \$369.60 | \$950.40 | \$28,512.00 |
| 1i | QA09113AB | ADD: BASELINE RELEASE SW | 30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 1j | Q806BM | ADD: ASTRO DIGITAL CAI OPERATION | 30 | \$567.00 | \$158.76 | \$408.24 | \$12,247.20 |
| 1k | QA01427AB | ALT: IMPACT GREEN HOUSING | 30 | \$28.00 | \$7.84 | \$20.16 | \$604.80 |

Grand Total

\$181,192.80(USD)



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



MOTOROLA SOLUTIONS

QUOTE-2748703

11/07/2024

HENNEPIN COUNTY SHERIFFS/COMMUNICATIONS
PO BOX 1388
MINNEAPOLIS, MN 55440

RE: Motorola Quote for Osseo Fire accessories qty 30 plus

Billing Address:
 HENNEPIN COUNTY SHERIFFS/
 COMMUNICATIONS
 PO BOX 1388
 MINNEAPOLIS, MN 55440
 US

Quote Date:11/07/2024
 Expiration Date:12/31/2024
 Quote Created By:
 Frank Jarman
 Frank.Jarman@
 motorolasolutions.com

End Customer:
 HENNEPIN COUNTY SHERIFFS/
 COMMUNICATIONS

| Line # | Item Number | Description | Qty | List Price | Disc \$ | Sale Price | Ext. Sale Price |
|--------|-------------|--|-----|------------|----------|------------|-----------------|
| 1 | NNTN8844B | CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR | 4 | \$1,705.20 | \$477.46 | \$1,227.74 | \$4,910.96 |
| 2 | PMMN4106D | AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,XE500 REMOTE SPKR MIC WITH CHANNEL KNOB, HIGH IMPACT GREEN | 30 | \$665.28 | \$186.28 | \$479.00 | \$14,370.00 |
| 3 | PMNN4547A | BATT IMPRES 2 LIION TIA4950 R IP68 3100T | 8 | \$213.15 | \$59.68 | \$153.47 | \$1,227.76 |

Grand Total

\$20,508.72(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



City of Osseo City Council Meeting Item

Agenda Item: Approve 2025 Fee Schedule

Meeting Date: December 09, 2024

Prepared by: Natalie Santillo, City Clerk

Attachments: Fee Schedule
Resolution

Background:

Consider approving the attached Fee Schedule via Resolution.

Discussion:

Staff has reviewed the fee schedule for 2025. There are no proposed changes to the fee schedule from 2024 to 2025.

City Goals Met by This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

1. Approve the attached Fee Schedule for 2025;
2. Deny approval of the attached Fee Schedule;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1). Approve the attached Fee Schedule for 2025.

2025 Fee Schedule

CITY OF OSSEO
FEE SCHEDULE

Phone 763-425-2624
effective 01/01/2025

| Administration | Fee | Fee Notes |
|---|---|--|
| Address Label List | \$25 | |
| Audio Tape Copy | \$25 | |
| Audit Book Copy | \$25 | |
| CD Copy | \$25 | |
| City Code (Ordinances) Photocopy | \$25 | |
| Community Center Rental | | |
| Weekdays, per room | \$50 | Osseo residents & businesses, up to four hours |
| Weekdays, per room | \$150 | non-residents & businesses, up to four hours |
| Weekends, must rent both rooms | \$100 | Osseo residents & businesses, up to six hours |
| Weekends, must rent both rooms | \$300 | non-residents & businesses, up to six hours |
| | 50% off | tax exempt non-profit organizations, must be registered |
| Rental Cancellation Fee | \$50 | Applicant cancels reservation, deducted from collected fees |
| Damage Deposit (refundable) | \$250/\$350* | *events with alcohol |
| Cleanup Charges- Staff Time | \$50 hour 1, \$50 hour 2, \$70 hour 3, \$70 hour 4, \$90 for each additional hour | |
| Copies - single-sided black & white - up to 10 | free | or, up to 6 double-sided, or 2 color or oversized |
| 11-100 | \$0.25 | each |
| Copies over 100 | ** | **actual cost (staff time @ \$20/hr) |
| Double-sided black & white | \$0.40 | each, for more than 6 |
| Color or pictures | \$1.00 | each, for more than 2 |
| Electronic Data up to 20 minutes | free | |
| Electronic Data over 20 minutes | ** | **actual cost (staff time @ \$20/hr) |
| Digital Photo/DVD/VHS Copy | \$25 | each photo or tape |
| Franchise Fees Electric | | 2% per month |
| Gas | | 2% per month |
| Gateway Sign Message Application | \$100 | per slide, per week |
| Garbage/Recycling/Yard Waste Collection | per contract | residential only |
| Delinquent Bills - County Certification | 10% of balance, up to \$30+ | admin fee per PID + interest |
| Late Fees | 10% | per month |
| Mailing Costs of Copies/Reports | at cost | |
| NSF Check | \$30 | |
| Notary Services | N/C | |
| Special Events | | |
| Permit Application Fee | \$50 | non-refundable |
| Special Services (see hourly rates for each dept) | | **actual cost for staff time / deposit refundable, if not used |
| Staff Time - Administration | | |
| City Staff -- Professional | \$85/hour | |
| City Staff -- Administrative Support | \$60/hour | |
| | | |
| Building - Commercial | Fee | Fee Notes |
| Building Permit Fee | valuation | 2003 Fee Schedule * |
| Plan Review | | 65% of permit fee |
| Building Without Permit | double fee | double cost of permit fee amount |
| Demolition - Commercial or Industrial | \$251 | + \$5,000 deposit (includes state surcharge) |
| Electrical | | See Exhibit A |
| Fire Alarm Systems | valuation | 2003 Fee Schedule * |
| Plan Review | | 65% of permit fee |
| Mechanical | valuation | 2003 Fee Schedule * |
| Plan Review | | 65% of permit fee |
| Moved Building | valuation | 2003 Fee Schedule * |
| Plumbing | valuation | 2003 Fee Schedule * |
| Plan Review | | 65% of permit fee |
| | | |
| Building - Residential | Fee | Fee Notes |
| Accessory Structure (<= 200 sq ft) | \$50 | zoning permit + anchoring inspection |
| Accessory Structure (> 200 sq ft) | valuation | 2003 Fee Schedule * |

2025 Fee Schedule

| | | |
|--|-------------|---|
| Backflow Preventer - Irrigation | \$51 | includes state surcharge |
| Building Permit Fee | valuation | 2003 Fee Schedule * |
| Plan Review | | 65% plan review fee |
| Building Without Permit | double fee | double cost of permit |
| Demolition (Garage or Shed) | \$76 | + \$1,000 deposit (includes state surcharge) |
| Demolition (House) | \$151 | + \$1,000 deposit (includes state surcharge) |
| Electrical | | See Exhibit A |
| Fence (<= 6 ft) | \$50 | zoning permit |
| Fence (> 6 ft) | valuation | 2003 Fee Schedule * |
| Fireplace Construction | valuation | 2003 Fee Schedule * |
| Fireplace Insert | \$101 | includes state surcharge |
| Moved House In | valuation | 2003 Fee Schedule * |
| Mechanical - (per unit cost) Furnace, A/C, etc. | \$101 | includes state surcharge; needs separate electrical permit |
| Mechanical - Ductwork, Gas Piping | \$101 | includes state surcharge |
| Alterations, Miscellaneous | | |
| Plumbing (1-5 fixtures) | \$76 | includes state surcharge |
| Each Additional | \$5 | |
| Replace Windows | \$101 | includes state surcharge |
| Re-roof | \$126 | includes state surcharge |
| Re-side | \$126 | includes state surcharge; needs separate electrical permit |
| Re-side Stucco | \$151 | includes state surcharge |
| Underground Tank Removal | \$126 | includes state surcharge |
| Water Heater | \$101 | includes state surcharge |
| Water Softener | \$76 | includes state surcharge |
| <i>All other fees not covered by this fee schedule minimum \$50 or valuation, whichever is greater</i> | | |
| | | |
| Business Licenses | Fee | Fee Notes |
| Amusement Machines | \$15 | per machine per year |
| Investigation Fee | \$300/\$500 | \$300 individual; \$500 partnership/corporation (initial) |
| License Fee | \$15 | per location per year |
| Edible Cannabinoid Products Containing THC | \$500 | must possess liquor (exclusive or on-sale) or tobacco license; valid until March 1, 2025 or the OCM assumes licensing |
| Liquor | | |
| Consumption & Display | \$300 | state fee may also apply, annual renewal on March 31 |
| Consumption & Display one day | \$50 | |
| Investigation Fee | \$300/\$500 | \$300 individual; \$500 partnership/corporation (initial) *valid CUP for property also needed |
| Off Sale | | |
| Beer 3.2 Off Sale | \$50 | annual renewal on July 1 |
| Brew Pub Off Sale | \$200 | state fee may also apply, annual renewal on July 1 |
| Brewer Off Sale | \$200 | state fee may also apply, annual renewal on July 1 |
| Intoxicating Off Sale | \$240 | annual renewal on July 1 |
| Microdistillery Off Sale | \$200 | annual renewal on July 1 |
| Wine Temporary Off Sale | \$50/day | |
| On Sale | | |
| Beer 3.2 On Sale | \$300 | annual renewal on July 1 |
| Beer 3.2 On Sale Temporary | \$50/day | |
| Brew Pub On Sale | \$600 | state fee may also apply, annual renewal on July 1 |
| Brewer Temporary On Sale | \$50/day | |
| Brewer Taproom | \$600 | state fee may also apply, annual renewal on July 1 |
| Club | | |
| Up to 200 members | \$300; | |
| 201-500 members | \$500; | |
| 501-1,000 members | \$650; | |
| 1,001-2,000 members | \$800; | |
| 2,001-4,000 members | \$1,000; | |
| 4,001-6,000 members | \$2,000; | |
| over 6,000 members | \$3,000 | (depends on number of members) annual renewal on July 1 |
| Culinary Class Limited | \$300 | annual renewal on July 1 |
| Intoxicating On Sale | \$6,000 | annual renewal on July 1 |
| Microdistillery Cocktail Room | \$600 | state fee may also apply, annual renewal on July 1 |
| Microdistillery Temporary On Sale | \$50/day | |
| Sunday On Sale | \$200 | annual renewal on July 1 |
| Temporary Intoxicating On Sale | \$50/day | |
| Wine On Sale | \$650 | annual renewal on July 1 |
| Pawnbrokers License | \$250 | initial fee |

2025 Fee Schedule

| | | |
|---|------------------------|---|
| Investigation Fee | \$300/\$500 | \$300 individual; \$500 partnership/corporation (initial) |
| License Fee | \$12,000 | annual fee |
| Peddlers Permits | | |
| Registration | \$15 | criminal background check |
| Solicitors | registration only | per calendar year |
| Peddlers & Transient Merchant License (in addition to registration) | \$15 | 1 day |
| | \$25 | 7 days |
| | \$50 | 30 days |
| | \$150 | 365 days |
| Sexually-Oriented Business License | \$5,000 | annual fee |
| Investigation Fee | \$300/\$500 | \$300 individual; \$500 partnership/corporation (initial) |
| Tobacco License | \$250 | annual renewal on July 1 |
| Investigation Fee | \$300/\$500 | \$300 individual; \$500 partnership/corporation (initial) |
| | | |
| Parks | Fee | Fee Notes |
| Bandshell Use in Boerboom Park | N/C | Osseo residents and businesses, up to one hour |
| | \$30 | Osseo residents and businesses, one to four hours |
| | \$50 | non-residents & businesses, up to four hours |
| | 50% off | tax exempt non-profit organizations, must be registered |
| Picnic Shelter Use in Sipe Park | \$30 | Osseo residents and businesses, up to four hours |
| | \$50 | non-residents & businesses, up to four hours |
| | \$25 | per additional garbage can requested |
| | 50% off | tax exempt non-profit organizations, must be registered |
| Sipe Park Ballfield Use | N/C | must register with Public Works at 763-425-5741 |
| | | |
| Planning & Zoning | Fee | Fee Notes |
| Appeal Administrative Decision *** | \$200 | |
| Comprehensive Plan Copy | \$50 | |
| Comprehensive Plan Amendment *** | \$600 | |
| Conditional Use Permits *** | \$500 | |
| Conditional Use Permit Amendment ** | \$250 | |
| Recording of Documents by City | \$75 + recording costs | recording costs established by Hennepin County; vary by document number & type |
| Grading/Fill/Excavation Permit | | |
| <= 50 cubic yards | \$60 | |
| 51-100 cubic yards | \$125 | |
| Above 100 cubic yards | \$250 | |
| | | |
| Above 1,000 cubic yards | \$750 | Council approval needed if not part of development approval |
| Grading Permit Review | \$150 | |
| | | |
| Minor Subdivision or Lot Combination *** | \$500 | |
| Park Dedication Fees | | |
| Residential | \$750 | per unit or acre, whichever is greatest (acreage rounded up to next whole acre) |
| Commercial/Industrial | \$750 | per building, acre, or 10,000 SF floor area, whichever is greatest (acreage rounded up to next whole acre & SF rounded up to next higher 10,000 SF) |
| Planned Unit Development *** | \$1,250 | |
| Planned Unit Development Amendment | \$300 | |
| Plat Review | \$550 | |
| Rezoning Application *** | \$550 | |
| Site or Building Plan Review *** | \$550 | |
| Vacation of Property*** | \$550 | |
| Variances *** | \$550 | |
| Zoning Verification Letter | \$25 | |
| | | |
| *** Denotes developer and/or third party responsibility for City accrued expenses - staff & legal time, printing, mailing, etc. | | |
| | | |
| Public Safety | Fee | Fee Notes |
| Administrative Fine Ordinance Violations | | |
| Code 70.31-Traffic | \$60 | |
| Code 71.01(A)-Parking | \$20 | |
| Code 71.01(B)-Parking | \$20 | |
| Code 71.01(C)-Parking | \$20 | |

2025 Fee Schedule

| | | |
|---|------------|--|
| Code 71.02(A)-Parking | \$20 | |
| Code 71.03(A)-Parking | \$20 | |
| Code 71.04-Parking | \$20 | |
| Code 71.06-Parking | \$20 | |
| Code 71.07(A)-Parking | \$20 | |
| Code 71.07(B)-Parking | \$20 | |
| Code 93.16(F)-Criminal | \$40 | |
| Code 93.16(H)-Criminal | \$40 | |
| Code 93.18(F)-Criminal | \$40 | |
| Code 93.18(T)-Criminal | \$40 | |
| Code 93.19(B)(1)-Criminal | \$40 | |
| Code 93.20(A)-Criminal | \$40 | |
| Code 94.31(A)-Criminal | \$40 | |
| Code 94.31(B)-Criminal | \$40 | |
| Code 94.45-Criminal | \$40 | |
| CD Copy | \$25 | |
| Copies - Single-sided | \$0.25 | |
| Doubled-sided | \$0.40 | |
| Oversized | \$1 | |
| Color or Pictures | \$1 | |
| Digital Photo/DVD/VHS Copy | \$25 | each photo or tape |
| Dog, Dangerous Dog License | \$50 | annual registration fee |
| Dog Impound Fees (1st Pickup-Calendar Year) | \$50 | + boarding fees |
| 2nd Pickup | \$75 | + boarding fees |
| 3rd Pickup or more | \$100 | + boarding fees |
| | | <i>fees are doubled if dangerous dog is unlicensed</i> |
| Fingerprinting | \$25 | per card (Osseo residents & businesses free) |
| Fire False Alarm (1st in Calendar Year) | N/C | |
| 2nd | N/C | |
| 3rd or more | \$200 | |
| Fire Safety Inspections (commercial) | | |
| Initial Safety Inspection & 1st Follow-up | N/C | |
| 2nd | \$100 | each |
| 3rd | \$150 | each |
| 4th or more | \$200 | each |
| School (Public) Initial Insp & 2 Follow-ups | \$0.01 | per building SF |
| 3rd or more | \$0.01 | per building SF |
| School (Charter) Initial Insp & 2 Follow-ups | \$100 | each |
| 3rd or more | \$50 | each |
| Commercial Hood Cleaning | \$50 | annual permit |
| Golf (Motorized) Cart | \$25 | |
| Liquor Administrative Penalty - 1st Violation | \$500 | within 3 year period |
| 2nd Violation | \$1,000 | within 3 year period |
| 3rd or more Violations | \$2,000 | within 3 year period |
| Police False Alarm - 1st, 2nd, 3rd | \$0 | no charge |
| 4th-10th | \$50 | each |
| 11th-15th | \$100 | each |
| 16th or more | \$150 | each |
| Seized/Impounded Property Fees | \$20 | per day |
| Seized Vehicle/Forfeiture Administrative Fee | \$500 | |
| 2nd | \$750 | within 2 year period |
| 3rd or more | \$1,000 | within 2 year period |
| Minors | \$50 | + referral to dependency counseling; if no fine, community |
| Providers & Other Individuals | \$50 | |
| Staff Time/Police Services Time | | 1.5 times top officer pay + benefits per hour per officer |
| Towing | | actual cost incurred by towing agency |
| Vehicle Impound Release Fee | \$10 | |
| | | |
| Public Works | Fee | Fee Notes |
| Boulevard Feature Permit | \$40 | one-time fee due at issuance of new permit |
| Equipment Charge | \$63 | bucket truck per 1/2 hour (minimum charge 1/2 hr) |
| | \$50 | dump truck per 1/2 hour (minimum charge 1/2 hr) |
| | \$75 | pay loader per 1/2 hour (minimum charge 1/2 hr) |
| | \$38 | skid loader per 1/2 hour (minimum charge 1/2 hr) |
| Re-inspection | \$75 | |
| Right-of-Way Permit | \$100 | administration & inspection |
| Aerial (per 100 linear feet) | \$15 | |

2025 Fee Schedule

| | | |
|--|---------------------|--|
| Directional Bore (per 100 feet) | \$100 | + \$5,000 bond, cashier's check, or letter of credit req'd |
| Hole in Boulevard | \$75 | + \$5,000 bond, cashier's check, or letter of credit req'd |
| Street Excavation (per hole) | \$300 | + \$10,000 bond, cashier's check, or letter of credit req'd |
| Trench (per 100 linear feet) | \$150 | + \$5,000 bond, cashier's check, or letter of credit req'd |
| ROW Obstruction (no excavation) | N/C | day 1 |
| Days 2-7 | \$15 | per day |
| Days 8+ | \$30 | per day |
| Staff Time - Public Works Director | \$125 | per hour |
| Maintenance | \$85 | per hour |
| Small Cell Wireless Facility Rent | \$175/yr | \$150/year rent + \$25/year maintenance fee |
| Small Cell Wireless Electricity (<=100 watts) | \$73 | per node/year; per State Statute |
| Small Cell Wireless Electricity (>100 watts) | \$182 | per node/year; per State Statute |
| Work without Required Permit | double fee | double cost of permit fee amount |
| Unpaid Special Services Charges- County Certification | \$30+ | admin fee per PID + interest |
| | | |
| Rental Housing Licensing | Fee | Fee Notes |
| Single Family, Duplex, Triplex, Townhome, Condo | \$185 | per unit |
| Multi-Family 4+ units (annual inspection) | \$175 | |
| Multi-Family 4+ units (biennial inspection) | \$25 | per unit |
| Reinspection Fee (after initial inspection and follow-up inspection) | \$95 | per hour/inspection - whichever is greater (minimum charge of 1 hour) |
| 1-15 Days Late Fee for All Licenses | 50% | of license fee |
| 16+ Days Late Fee for All Licenses | 100% | of license fee |
| Point of Conversion Fee | \$750 | |
| | | |
| Signs | Fee | Fee Notes |
| Class A & B Signs** | \$75 + \$0.50/sq ft | ** may require building inspector approval + plan review per 2003 Fee Schedule |
| Class C "Dynamic, Temporary" Signs | \$50 | 7 day period; 3 per calendar year maximum |
| Utility Fees | Fee | Fee Notes |
| Delinquent Bills - County Certification | \$30+ | admin fee per PID + interest |
| Overdue/Unpaid Bills | | cost + 10% per quarter |
| Private Hydrants | | |
| Flushing | \$40 | per hydrant |
| | | |
| Sewer Usage Charge (quarterly) | \$62.88+ | base of \$62.88 + \$12.10/1000 gallons above 15,000, single family residential quarterly sewer billings will be based on the lesser of the winter quarter water usage or the actual quarterly usage, but not less than the 15,000 gallons included in the base charge (<i>effective January 1, 2024</i>) |
| Storm Water Charge (quarterly) | \$47.00 | per Residential Equivalency Factor (REF) (<i>effective January 1, 2024</i>) |
| Temporary Hydrant Meters | | |
| Construction (per month) | \$50 | |
| Construction (Deposit) | \$1,000 | |
| Damaged Hydrant | | at cost |
| Damaged Water Main | | at cost |
| Water Usage Charge (quarterly) | | <i>All water rates effective January 1, 2024</i> |
| RESIDENTIAL flat rate minimum | | |
| up to 1" meter | \$23.15 | |
| 1.5" meter | \$37.65 | |
| 2" meter | \$50.20 | |
| 3" meter | \$125.50 | |
| 4" meter or larger | \$502.00 | |
| RESIDENTIAL Tier 1 (0 to 10,000 gal) | \$3.18 | per 1,000 gallons |
| Tier 2 (10,001 to 16,000 gal) | \$4.61 | per 1,000 gallons |
| Tier 3 (16,001 to 24,000 gal) | \$6.46 | per 1,000 gallons |
| Tier 4 (over 24,000 gal) | \$9.04 | per 1,000 gallons |
| MULTI FAMILY all usage | \$5.12 | per 1,000 gallons |
| COMMERCIAL Tier 1 (up to 50,000 gal) | \$4.03 | per 1,000 gallons |
| Tier 2 (50,001-100,000 gal) | \$4.63 | per 1,000 gallons |
| Tier 3 (100,001-125,000 gal) | \$5.79 | per 1,000 gallons |
| Tier 4 (over 125,000 gal) | \$7.53 | per 1,000 gallons |
| IRRIGATION all usage | \$9.04 | per 1,000 gallons |
| BULK WATER SALES all usage | \$9.04 | per 1,000 gallons |
| Utility Customer List | \$25 | |
| | | |

2025 Fee Schedule

| Utility Trunk Charges | Fee | Fee Notes |
|--|---------------|---|
| Inflow & Infiltration Violation | \$500 | per quarter |
| Sanitary Sewer Non-Compliance | \$100 | per month |
| Sewer Access Charge (SAC) | | |
| MCES (Met Council) | \$2,485 | per unit |
| City Residential | \$500 | per residential unit |
| City Commercial/Industrial | \$2,500 | per MCES SAC unit |
| Sewer Connection Permits | | |
| Permit/Inspection Fee Residential | \$75 | |
| Permit/Inspection Fee Commercial/Ind | | 2% of contract value |
| Disconnect/Shut-off | \$60 | |
| Excavation | \$150 | + \$10,000 bond, cashier's check, or letter of credit |
| Re-connect after Shutoff | \$150 | |
| Repair | \$100 | |
| Storm Water Permit | | |
| Permit/Inspection Fee | | 2% of contract value |
| Excavation | \$150 | + \$10,000 bond, cashier's check, or letter of credit |
| Repair | \$100 | |
| Water Access Charge (WAC) | | |
| Residential | \$1,260 | per unit |
| Commercial & Industrial | \$6,000 | per connection |
| Churches | \$3,000 | |
| Parks | \$750 | |
| Water Connection Permits | | |
| Permit/Inspection Fee Residential | \$75 | |
| Permit/Inspection Fee Commercial/ Industrial | | 2% of contract value |
| Disconnect/Shut-off | \$75 | |
| New Water Line/upgrade 1" | \$25 | |
| New Water Line/upgrade over 1" | \$35 | |
| New Water Line/upgrade 6" | \$200 | |
| Repair | \$75 | |
| Re-connect after Shutoff | \$150 | |
| Water Meter | 20% over cost | |

Resolution No. 2024-xx

RESOLUTION ADOPTING FEE SCHEDULE FOR 2025

WHEREAS, the City Council has reviewed the fees that are charged for providing specific services in the City of Osseo; and

WHEREAS, upon reviewing all fees and receiving City staff recommendations, the Council feels it is necessary to adjust certain fees and policies so that they more accurately reflect the cost of providing services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the attached fee structure, is hereby adopted as proposed and effective as of January 1, 2025.

Adopted by the Osseo City Council this 9th day of December, 2024.



City of Osseo City Council Meeting Item

Agenda Item: Adopt 2025 City Budget and Tax Levy (Resolutions)

Meeting Date: December 9th, 2024
Prepared by: Shane Mikkelson, City Administrator

Attachments: 2025 Tax Levy Worksheet
 2025 Expenditures Budget Summary
 2025 Expenditures Budget Detail
 2025 Revenue Budget Detail
 Resolution Adopting the 2025 City Budget and Tax Levy
 Resolution Reducing Debt Service Tax Levies for 2025

Policy Consideration:

Consider adopting the 2025 City of Osseo final budget and tax levy.

Background:

After Staff recommendations, Council Budget and Finance Committee recommendations, City Council member recommendations and comments from Osseo taxpayers, I am pleased to present the 2025 City Budget and Tax Levy for approval. The 2025 City Budget shows a fully balanced budget between expenditures and revenues.

Expenditures:

The 2024 approved expenditures budget was \$4,013,109. The proposed 2025 expenditures budget is \$4,193,780. This represents an increase in expenditures of \$180,671, or 4.5% over 2024. Here are some highlights of the expenditures budget for 2025:

- 1) The proposed tax levy for the G.O. Equipment Bonds was \$77,700. The debt service for this issue will be financed with funds available in the Equipment Capital Improvement Fund.
- 2) The proposed tax levy included the addition of a full-time city administrator. The position has been combined with the responsibilities of the police chief. The combined position reduces both the 2025 General Fund expenditure budget and tax levy by \$104,500.
- 3) The proposed tax levy included the addition of two police officers starting in April and July 2025. The start dates of these two officers have been moved back to July and October 2025 reducing both the expenditure budget and tax levy by more the \$62,000.
- 4) The proposed tax levy and expenditure budget have been reduced by \$61,300 to reflect the actual salary increases and benefit cost for 2025.

- 5) Lease revenue previously credited to the Water Fund has been credited to the General Fund reducing the tax levy by \$60,000.
- 6) Other smaller adjustments have been made to account for the General Fund budget and levy increases/decreases.

Revenues:

The non-tax levy revenue budget for 2024 was \$1,549,429. The proposed 2025 non-tax levy revenue budget is \$1,495,940. This represents a decrease of \$53,489 or 3.6%. Here are some highlights for the revenue budget for 2025:

- 1) The City will not need to budget any additional funds to satisfy the City's General Fund Balance Policy in 2025.
- 2) Building permit revenue was lower than expected in 2024 and has been reduced for 2025 accordingly. The City is aware of the now approved Osseo School District levy (Better Future II). Major building improvements are expected to be made to Osseo High School and Osseo Middle School in 2025.
- 3) Local Government Aid (LGA) will increase in 2025 by \$648 to \$679,115.

City Tax Levy:

To fully balance the 2025 budget, the City must levy taxes from all Osseo properties to cover the expected gap in the budget. With expenditures and revenues balanced and proposed at \$4,193,780 for 2025, the anticipated 2025 City Tax Levy amount is \$2,697,840 for the General Fund.

By passing this proposed 2025 budget, the City will increase the local tax capacity rate from 64.80% in 2024 to 69.96% in 2025.

There are two attached Resolutions that the Council should consider approving. The first approves the final City budget and tax levy, and the second approves the City's annual debt service levies for 2025. Council will need to pass both Resolutions separately.

Previous Action or Discussion:

The City Council discussed the preliminary 2025 budget at the August 26, 2024 work session meeting. The City Council approved the preliminary 2025 budget at their September 9, 2024 meeting. The Council held the Truth in Taxation public hearing on November 25, 2024 allowing taxpayers an opportunity to comment on the proposed 2025 budget. Finally, the Council discussed the final budget at the November 25, 2024 work session meeting. The Council Budget and Finance Committee also met several times with Staff.

City Goals Met By This Action:

- Ensure the City's continued financial stability
- Improve the City's aging and deteriorating infrastructure
- Maintain as low a tax rate as possible
- Promote a healthy and high-quality standard of living
- Stay current with new technologies
- Provide a variety of cultural activities

Options:

MOTION ONE -

The City Council may choose to:

1. Approve the 2025 City Budget and General Tax Levy and adopt the attached Resolution;
2. Approve the 2025 City Budget and General Tax Levy and adopt the attached Resolution, with noted changes/as amended;
3. Deny approving the 2025 City Budget and General Tax Levy and attached Resolution;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2025 City Budget and General Tax Levy and adopt the attached Resolution.

MOTION TWO -

The City Council may choose to:

1. Approve the 2025 Debt Service Levies and adopt the attached Resolution;
2. Approve the 2025 Debt Service Levies and adopt the attached Resolution, with noted changes/as amended;
3. Deny approving the 2025 Debt Service Levies and adopt the attached Resolution;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2025 Debt Service Levies and adopt the attached Resolution.

Next Step:

Upon approval of the 2025 budget, tax levy, and debt service levy, City Staff will prepare the final budget to be submitted to Hennepin County by December 31, 2024.

| | A | B | C | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | | |
|----|---|---|--------------|--------------|--------------|--------------|--------------|--------------|-----------|-----------|-----------|-----------|-----------|--------------|-----------|--------------|------------|--------------|----------|-------------------|------------|-------|
| 1 | City of Osseo | | | | | | | | | | | | | | | | | | | | | |
| 2 | Schedule of General Property Tax Levies | | | | | | | | | | | | | | | | | | | | | |
| 3 | Actual for the years ended December 31, 2013 thru 2022 and projected 2024 | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | | | | | |
| 7 | | | | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | (Decrease) | | % | Increase/Decrease | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Property Taxes Levied for General Purposes | | | | | | | | | | | | | | | | | | | | | |
| 10 | General Fund Operations | | \$ 939,486 | \$ 1,045,047 | \$ 1,148,935 | \$ 1,207,490 | \$ 1,421,845 | \$ 1,444,727 | 1,454,860 | 1,539,250 | 1,622,608 | 1,745,554 | 2,017,963 | 2,463,680 | 2,697,840 | \$ 234,160 | | 9.50% | | | | |
| 11 | Property Taxes Levied for Debt Service | | | | | | | | | | | | | | | | | | | | | |
| 12 | New Debt Levies - (None included) | | | | | | | | | | | | | | | | | | | | | |
| 13 | 2003C Refunding Bonds - Fund 325 | | 17,144 | | | | | | | | | | | | | | | | | | | |
| 14 | 2009 Central Avenue - Fund 365 | | 187,094 | 187,094 | 187,094 | 187,094 | 105,000 | 105,000 | 110,000 | 110,000 | 110,000 | 110,000 | 135,000 | 145,000 | 145,000 | - | | 0.00% | | | | |
| 15 | 2010A Refunding Bonds - Fund 380 | | 202,041 | 209,706 | 200,928 | 212,272 | 180,562 | 183,275 | 188,241 | 87,445 | 81,978 | - | - | - | - | | | 0.00% | | | | |
| 16 | 2024 GO Equipment Equipment Certificates | | | | | | | | | | | | | | | | | | #DIV/0! | | | |
| 17 | 2022 Street Improvement Bond | | | | | | | | | | | | | 122,100 | 122,730 | 630 | | 0.52% | | | | |
| 18 | Total Debt Service Levies | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | 406,279 | 396,800 | 388,022 | 399,366 | 285,562 | 288,275 | 298,241 | 197,445 | 191,978 | 135,000 | 135,000 | 267,100 | 267,730 | 630 | | 0.24% | | | | |
| 20 | Total General Property Tax Levy | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | 1,345,765 | 1,441,847 | 1,536,957 | 1,606,856 | 1,707,407 | 1,733,002 | 1,753,101 | 1,736,695 | 1,814,586 | 1,880,554 | 2,152,963 | 2,730,780 | 2,965,570 | 234,790 | | 8.60% | | | | |
| 22 | Property Taxes Paid from Fiscal | | | | | | | | | | | | | | | | | | | | | |
| 23 | Disparities Pool | | (228,847) | (289,324) | (275,189) | (278,157) | (311,855) | (297,959) | (305,526) | (289,120) | (289,326) | (318,174) | (287,829) | (291,755) | (396,897) | (105,142) | | 36.04% | | | | |
| 24 | General Fund Cash | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Net Taxes Paid by Osseo Properties | | \$ 1,116,918 | \$ 1,152,523 | \$ 1,261,768 | \$ 1,328,699 | \$ 1,395,552 | \$ 1,435,043 | 1,447,575 | 1,447,575 | 1,525,260 | 1,562,380 | 1,865,134 | 2,439,025 | 2,568,673 | \$ 129,648 | | 5.32% | | | | |
| 27 | Tax Capacity from Hennepin County | | | | | | | | | | | | | | | | | | | | | |
| 28 | Personal Property | | \$ 50,112 | \$ 48,532 | \$ 50,036 | \$ 57,830 | \$ 56,581 | \$ 60,468 | 60,215 | 60,810 | 65,961 | 26,325 | 29,022 | 29,528 | 30,541 | 1,013 | | 3.43% | | | | |
| 29 | Real Estate | | 2,257,463 | 2,236,865 | 2,362,630 | 2,603,881 | 2,904,611 | 3,148,012 | 3,404,450 | 3,611,660 | 3,862,105 | 4,017,442 | 4,635,299 | 5,035,492 | 5,032,605 | (2,887) | | -0.06% | | | | |
| 30 | Total Tax Capacity | | 2,307,575 | 2,285,397 | 2,412,666 | 2,661,711 | \$ 2,961,192 | \$ 3,208,480 | 3,464,665 | 3,672,470 | 3,928,066 | 4,043,767 | 4,664,321 | 5,065,020 | 5,063,146 | \$ (1,874) | | -0.04% | | | | |
| 31 | Less Fiscal Disparities | | (476,704) | (432,119) | (431,688) | (426,038) | (434,573) | (417,754) | (464,328) | (499,178) | (543,750) | (587,955) | (602,271) | (661,493) | (774,518) | (113,025) | | 17.09% | | | | |
| 32 | Less Tax Increment Valuation | | (386,799) | (356,275) | (250,959) | (364,533) | (506,877) | (518,193) | (588,064) | (665,089) | (740,043) | (747,448) | (851,127) | (639,532) | (617,013) | 22,519 | | -3.52% | | | | |
| 33 | Total Tax Capacity Used to Determine | | | | | | | | | | | | | | | | | | | | | |
| 34 | Local Tax Rate | | \$ 1,444,072 | \$ 1,497,003 | \$ 1,730,019 | \$ 1,871,140 | \$ 2,019,742 | \$ 2,272,533 | 2,412,273 | 2,508,203 | 2,644,273 | 2,708,364 | 3,210,923 | 3,763,995 | 3,671,615 | \$ (92,380) | | -2.45% | | | | |
| 35 | City of Osseo Local Tax Capacity Rate | | 77.345% | 76.989% | 72.934% | 71.010% | 69.10% | 63.15% | 60.01% | 57.71% | 57.68% | 57.69% | 58.09% | 64.80% | 69.96% | 5.16% | | 7.97% | | | | |
| 36 | % Increase in Tax Capacity Rate | | 13.224% | -0.461% | -5.267% | -2.638% | -2.696% | -8.609% | -4.970% | -2.295% | -0.032% | 0.006% | 0.400% | 6.712% | 11.873% | 20.440% | | | | | | |
| 37 | Capital Reserves | | | | | | | | | | | | | | | | | | | | | |
| 38 | Streets | | 463,440 | 416,235 | 405,698 | 446,267 | 459,030 | 340,050 | 332,160 | 272,160 | 272,160 | 332,160 | 332,160 | 332,160 | 207,160 | (125,000) | | -37.63% | | | | |
| 39 | Equipment | | - | 52,688 | 72,446 | 79,691 | 87,660 | 128,675 | 131,464 | 131,464 | 131,464 | 131,464 | 131,464 | 131,464 | 131,464 | - | | 0.00% | | | | |
| 40 | Facilities | | - | 52,688 | 72,446 | 79,691 | 87,660 | 123,675 | 127,660 | 127,660 | 127,660 | 127,660 | 127,660 | 127,660 | 87,660 | (40,000) | | -31.33% | | | | |
| 41 | Parks | | 30,000 | 5,269 | 28,978 | 31,876 | 35,050 | 33,470 | 34,586 | 34,586 | 34,586 | 34,586 | 34,586 | 34,586 | - | (34,586) | | -100.00% | | | | |
| 42 | Capital Financing From Gen. Fund | | | | | | | | | | | | | | | | | | | | | |
| 43 | | | 493,440 | 526,880 | 579,568 | 637,525 | \$ 669,400 | \$ 625,870 | 625,870 | 565,870 | 565,870 | 625,870 | 625,870 | 625,870 | 426,284 | \$ (199,586) | | -31.89% | | | | |
| 44 | | | | | | | | | | | | | | | | | | | Levy | % | | |
| 45 | | | | | | | | | | | | | | Expenditures | % | Tax Levy | | Increase | Increase | | | |
| 46 | | | | | | | | | | | | | | | | | | | | | | |
| 47 | Preliminary Tax Levy & Expenditure Budget Approved 9/30/2024 | | | | | | | | | | | | | \$ 4,446,600 | 10.80% | \$ 2,969,193 | \$ 530,168 | 21.74% | | | | |
| 48 | Equipment Certificate Debt to be Paid from Equipment CIP | | | | | | | | | | | | | | | | | | | \$ (77,700) | | |
| 49 | Eliminate City Administrator position (60% paid from General Fund) | | | | | | | | | | | | | | | | | \$ (104,500) | | \$ (104,500) | | |
| 50 | Reduce projected salary increases reduced from 7% to 5.9% | | | | | | | | | | | | | | | | | \$ (20,275) | | \$ (20,275) | | |
| 51 | Reduce projected employee benefits for health & dental benefits | | | | | | | | | | | | | | | | | \$ (41,025) | | \$ (41,025) | | |
| 52 | Police Officer positions moved from April & July to July & October, 2025 | | | | | | | | | | | | | | | | | \$ (62,632) | | \$ (62,632) | | |
| 53 | Allocate 5% of administrative costs to Stormwater | | | | | | | | | | | | | | | | | \$ (23,700) | | \$ (23,700) | | |
| 54 | (Currently allocate 20% of administrative salaries each to W & S) | | | | | | | | | | | | | | | | | | | | | |
| 55 | Antenna Lease & Charitable Gaming Revenue added as General Fund revenue | | | | | | | | | | | | | | | | | | | \$ (60,000) | | |
| 56 | Other Miscellaneous | | | | | | | | | | | | | | | | | \$ (688) | | \$ (10,688) | | |
| 57 | Final Tax Levy and Expenditure Budget Recommended for Approval | | | | | | | | | | | | | | | | | \$ 4,193,780 | 4.50% | \$ 2,568,673 | \$ 129,648 | 5.32% |
| 58 | | | | | | | | | | | | | | | | | | | | | | |
| 59 | | | | | | | | | | | | | | | | | | \$ 4,193,780 | | \$ 2,568,673 | | |
| 60 | | | | | | | | | | | | | | | | | | 4.50% | | 5.32% | | |
| 61 | | | | | | | | | | | | | | | | | | | | | | |
| 62 | Decrease From Preliminary Levy approved in September | | | | | | | | | | | | | | | | | \$ 252,820 | | \$ 400,520 | | |

| | A | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|----|--|---|---------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|---------------------|---------------------|---------------|---|---|---------------------|---------------------|----------------|
| 1 | City of Osseo | | | | | | | | | | | | | | | | | | |
| 2 | General Fund Expenditures Budget Summarized | | | | | | | | | | | | | | | | | | |
| 3 | For the Year 2025 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | | | | | | 2025 | Increase | Increase |
| 6 | | | Actual | | Actual | | Actual | | Actual | | | | | | | | Projected | (Decrease) | (Decrease) |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | BUDGET | YTD 9/30 | BALANCE | % of Budget | | | BUDGET | vs. 2024 | |
| 9 | | | | | | | | | | | | | | | | | | | |
| 10 | Mayor and Council | | \$ 36,900 | | \$ 34,923 | | \$ 34,401 | | \$ 34,115 | | \$ 33,509 | \$ 23,691 | \$ 9,818 | 70.70% | | | \$ 40,345 | \$ 6,836 | 20.40% |
| 11 | Administration | | 355,123 | | 386,892 | | 406,658 | | 373,146 | | 407,907 | 475,642 | \$ (67,735) | 116.61% | | | 316,479 | (91,428) | -22.41% |
| 12 | Elections | | 12,382 | | 1,192 | | 8,635 | | 1,181 | | 14,630 | 2,662 | \$ 11,968 | 0.00% | | | 2,000 | (12,630) | -86.33% |
| 13 | Legal Services | | 48,968 | | 48,232 | | 54,021 | | 75,660 | | 54,050 | 54,487 | \$ (437) | 100.81% | | | 65,000 | 10,950 | 20.26% |
| 14 | IT Services | | 52,768 | | 55,265 | | 52,263 | | 56,146 | | 66,108 | 51,504 | \$ 14,604 | 77.91% | | | 75,000 | 8,892 | 13.45% |
| 15 | Financial Services | | 26,009 | | 47,819 | | 29,252 | | 59,102 | | 28,581 | 41,493 | \$ (12,912) | 145.18% | | | 47,500 | 18,919 | 66.19% |
| 16 | Planning & Zoning | | 77,757 | | 95,075 | | 102,689 | | 120,739 | | 111,838 | 56,670 | \$ 55,168 | 50.67% | | | 82,925 | (28,913) | -25.85% |
| 17 | City Hall Campus | | 92,663 | | 87,778 | | 105,946 | | 106,272 | | 106,073 | 93,858 | \$ 12,215 | 88.48% | | | 118,500 | 12,427 | 11.72% |
| 18 | Community Center | | 8,673 | | 11,294 | | 13,702 | | 16,461 | | 18,476 | 10,683 | \$ 7,793 | 57.82% | | | 21,809 | 3,333 | 18.04% |
| 19 | Total General Government | | \$ 711,243 | | \$ 768,470 | | \$ 807,567 | | \$ 842,822 | | \$ 841,172 | \$ 810,690 | \$ 30,482 | 96.38% | | | \$ 769,558 | \$ (71,614) | -8.51% |
| 20 | | | | | | | | | | | | | | | | | | | |
| 21 | Police | | \$ 1,006,693 | | \$ 1,139,657 | | \$ 1,086,593 | | \$ 1,377,490 | | \$ 1,803,115 | \$ 1,316,949 | \$ 486,166 | 73.04% | | | \$ 2,102,061 | \$ 298,946 | 16.58% |
| 22 | Inspections | | \$ 35,364 | | \$ 8,344 | | \$ 44,346 | | \$ 25,915 | | \$ 37,600 | \$ 11,241 | \$ 26,359 | 29.90% | | | \$ 31,200 | \$ (6,400) | -17.02% |
| 23 | Fire | | \$ 154,107 | | \$ 147,902 | | \$ 193,844 | | \$ 255,592 | | \$ 305,631 | 67,847 | \$ 237,784 | 22.20% | | | 414,911 | \$ 109,280 | 35.76% |
| 24 | Total Public Safety | | \$ 1,196,164 | | \$ 1,295,903 | | \$ 1,324,783 | | \$ 1,658,997 | | \$ 2,146,346 | \$ 1,396,037 | \$ 750,309 | 65.04% | | | \$ 2,548,172 | \$ 401,826 | 18.72% |
| 25 | | | | | | | | | | | | | | | | | | | |
| 26 | Public Works | | \$ 196,087 | | \$ 183,276 | | \$ 237,516 | | \$ 288,796 | | \$ 260,601 | \$ 164,166 | \$ 96,435 | 63.00% | | | \$ 297,187 | \$ 36,586 | 14.04% |
| 27 | Total Public Works | # | \$ 196,087 | # | \$ 183,276 | | \$ 237,516 | | \$ 288,796 | | \$ 260,601 | \$ 164,166 | \$ 96,435 | 63.00% | | | \$ 297,187 | \$ 36,586 | 14.04% |
| 28 | | | | | | | | | | | | | | | | | | | |
| 29 | Parks | | \$ 91,333 | | \$ 88,058 | | \$ 108,211 | | \$ 99,896 | | \$ 87,391 | 66,285 | \$ 21,106 | 75.85% | | | \$ 99,075 | \$ 11,684 | 13.37% |
| 30 | Recreation | | 8,006 | | 30,381 | | 28,745 | | 23,691 | | 31,729 | 19,031 | \$ 12,698 | 59.98% | | | 33,504 | 1,775 | 5.59% |
| 31 | Total Parks/Recreation | | \$ 99,339 | | \$ 118,439 | | \$ 136,956 | | \$ 123,587 | | \$ 119,120 | 85,316 | \$ 33,804 | 71.62% | | | \$ 132,579 | \$ 13,459 | 11.30% |
| 32 | | | | | | | | | | | | | | | | | | | |
| 33 | Contingency | | \$ 460 | | \$ - | | \$ - | | \$ - | | \$ 20,000 | 2,550 | \$ 17,450 | 12.75% | | | \$ 20,000 | \$ - | 0.00% |
| 34 | | | | | | | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | | | | | | | |
| 36 | General Fund Operations | | \$ 2,203,293 | | \$ 2,366,088 | | \$ 2,506,822 | | \$ 2,914,202 | | \$ 3,387,239 | \$ 2,458,759 | \$ 928,480 | 72.59% | | | \$ 3,767,496 | \$ 380,257 | 11.23% |
| 37 | | | | | | | | | | | | | | | | | | | |
| 38 | Transfer for Improvements | | \$ 565,870 | | \$ 565,870 | | \$ 625,870 | | \$ 625,870 | | \$ 625,870 | \$ - | \$ 625,870 | 0.00% | | | \$ 426,284 | \$ (199,586) | -31.89% |
| 39 | | | | | | | | | | | | | | | | | | | |
| 40 | Total General Expenditures | | \$ 2,769,163 | | \$ 2,931,958 | | \$ 3,132,692 | | \$ 3,540,072 | | \$ 4,013,109 | \$ 2,458,759 | \$ 1,554,350 | 61.27% | | | \$ 4,193,780 | \$ 180,671 | 4.50% |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|---|---------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|--------------------|-------------------|--|---|---|---|
| City of Osseo | | | | | | | | | | | | | | | |
| General Fund Expenditures Budget Worksheet | | | | | | | | | | | | | | | |
| For the Year 2025 | | | | | | | | | | | | | | | |
| <i>Note: Accounts indicating an "A" are allocatable to enterprise funds</i> | | | | | | | | | | | | | | | |
| | | | 2020 | 2021 | 2022 | 2023 | 2024 | | | | 2025 Projected | | | | |
| | ACCOUNT | DESCRIPTION | Actual | Actual | Actual | Actual | Budgeted | 9/30/2024 | % of Budget | Remaining | Amount | Notes | | | |
| MAYOR AND COUNCIL | | | | | | | | | | | | | | | |
| 9 | 101-41000-106 | PART TIME WAGES | \$ 19,000 | \$ 17,417 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ 13,950 | 73.42% | \$ 5,050 | \$ 23,600 | Council pay ordinance approved, will be reflected in 2025 - NOTE - Changed after 9/23/24 MEETING | | | |
| 10 | 101-41000-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 1,454 | \$ 1,332 | \$ 1,454 | \$ 1,454 | \$ 1,454 | \$ 1,067 | 73.38% | \$ 387 | \$ 1,770 | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | |
| 11 | 101-41000-139 | WORK COMP INSURANCE | \$ 84 | \$ - | \$ 76 | \$ 67 | \$ 74 | \$ - | 0.00% | \$ 74 | \$ 75 | LMCIT recommended to budget for a 10% increase | | | |
| 12 | 101-41000-211 | OPERATIONS | \$ 2,395 | \$ 2,730 | \$ 283 | \$ 625 | \$ 750 | \$ 245 | 32.67% | \$ 505 | \$ 750 | Chamber supplies, Council supplies | | | |
| 13 | 101-41000-218 | UNIFORMS/APPAREL | \$ - | \$ - | \$ - | \$ - | \$ 300 | \$ - | 0.00% | \$ 300 | \$ 300 | \$60 per Councilmember | | | |
| 14 | 101-41000-255 | DUES/MEMBERSHIPS | \$ 4,677 | \$ 4,996 | \$ 5,714 | \$ 4,417 | \$ 4,631 | \$ 2,508 | 54.16% | \$ 2,123 | \$ 4,750 | LMC (3358) and Metro Cities (1273) annual membership dues | | | |
| 15 | 101-41000-260 | REGISTRATION/TRAINING/TRAVEL | \$ 275 | \$ 588 | \$ 941 | \$ 886 | \$ 1,300 | \$ 2,027 | 155.92% | \$ (727) | \$ 1,300 | Council training and travel | | | |
| 16 | 101-41000-307 | RECORDING SERVICES | \$ 9,015 | \$ 7,860 | \$ 6,933 | \$ 7,666 | \$ 6,000 | \$ 3,894 | 64.90% | \$ 2,106 | \$ 7,800 | Meeting minutes, codfying, CCX televing, recording | | | |
| 17 | | TOTAL | \$ 36,900 | \$ 34,923 | \$ 34,401 | \$ 34,115 | \$ 33,509 | \$ 23,691 | 70.70% | \$ 9,818 | \$ 40,345 | 20.40% | | | |
| ADMINISTRATION | | | | | | | | | | | | | | | |
| 20 | 101-41110-101 | FULL TIME WAGES | \$ 241,976 | \$ 271,989 | \$ 257,368 | \$ 243,496 | \$ 233,978 | \$ 335,698 | 143.47% | \$ (101,720) | \$ 189,657 | A Variable merit increase plus 3.0% COLA (40% of wages allocated to enterprise funds) | | | |
| 21 | 101-41110-124 | PERA CONTRIBUTION | \$ 17,500 | \$ 20,625 | \$ 20,779 | \$ 16,269 | \$ 19,447 | \$ 20,056 | 103.13% | \$ (609) | \$ 14,224 | A 7.5% wages | | | |
| 22 | 101-41110-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 18,176 | \$ 19,128 | \$ 20,176 | \$ 18,759 | \$ 19,836 | \$ 20,352 | 102.60% | \$ (516) | \$ 14,509 | A 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | |
| 23 | 101-41110-130 | MED/DEN/LIFE/LTD INSURANCE | \$ 14,082 | \$ 10,074 | \$ 15,642 | \$ 7,460 | \$ 20,314 | \$ 15,776 | 77.66% | \$ 4,538 | \$ 43,589 | A Estimated medical and dental insurance for employees | | | |
| 24 | 101-41110-135 | CELL/TRAVEL/INSURANCE ALLOW | \$ 6,557 | \$ 8,956 | \$ 7,631 | \$ 9,214 | \$ 25,310 | \$ 11,128 | 43.97% | \$ 14,182 | \$ - | A Allowances and health insurance stipends for employees | | | |
| 25 | 101-41110-139 | WORK COMP INSURANCE | \$ 1,131 | \$ 1,111 | \$ 1,632 | \$ 582 | \$ 2,354 | \$ 3,507 | 148.98% | \$ (1,153) | \$ 2,500 | A LMCIT recommended to budget for a 10% increase | | | |
| 26 | 101-41110-201 | OFFICE SUPPLIES | \$ 2,574 | \$ 1,470 | \$ 2,036 | \$ 1,862 | \$ 650 | \$ 1,576 | 242.46% | \$ (926) | \$ 1,500 | A Office stationary and supplies | | | |
| 27 | 101-41110-211 | OPERATIONS | \$ 1,916 | \$ 4,859 | \$ 4,699 | \$ - | \$ 2,000 | \$ (1,830) | -91.50% | \$ 3,830 | \$ 2,500 | A Misc operations and other items | | | |
| 28 | 101-41110-218 | UNIFORMS/APPARAL | \$ - | \$ - | \$ - | \$ - | \$ 300 | \$ 47 | 15.67% | \$ 253 | \$ 250 | A \$60 per Staff member (5) | | | |
| 29 | 101-41110-255 | DUES/MEMBERSHIPS | \$ 1,930 | \$ 569 | \$ 2,019 | \$ 1,911 | \$ 1,800 | \$ 1,874 | 104.11% | \$ (74) | \$ 2,500 | ICMA, GFOA, MCFOA, MAMA, MCMA | | | |
| 30 | 101-41110-260 | REGISTRATION/TRAINING/TRAVEL | \$ 3,179 | \$ 2,795 | \$ 2,793 | \$ 7,327 | \$ 9,000 | \$ 3,504 | 38.93% | \$ 5,496 | \$ 5,000 | ICMA, GFOA, MCFOA, MCMA Conferences | | | |
| 31 | 101-41110-308 | PROPERTY ASSESSING | \$ 31,089 | \$ 32,124 | \$ 33,504 | \$ 35,344 | \$ 35,500 | \$ (500) | -1.41% | \$ 36,000 | \$ - | A Agreement with Hennepin County, levying, open book meeting/No charge in 2025 | | | |
| 32 | 101-41110-310 | OTHER PROFESSIONAL SERVICES | \$ 472 | \$ 480 | \$ 3,216 | \$ 199 | \$ 300 | \$ 36,975 | 12325.00% | \$ (36,675) | \$ 500 | Misc. Engineering or other non-finance related consulting | | | |
| 33 | 101-41110-311 | RENTAL INSPECTION PROGRAM | \$ 1,829 | \$ 1,865 | \$ 27,727 | \$ 21,529 | \$ 27,000 | \$ 20,539 | 76.07% | \$ 6,461 | \$ 27,000 | Rum River Consulting (75% of total revenue line item) | | | |
| 34 | 101-41110-321 | TELECOMMUNICATIONS | \$ 670 | \$ 1,231 | \$ 780 | \$ 1,152 | \$ 496 | \$ 993 | 200.20% | \$ (497) | \$ 2,000 | A Administrator cell phone (41.29/mo) and other Admin Dept communication costs | | | |
| 35 | 101-41110-322 | POSTAGE/DELIVERY SERVICES | \$ 2,878 | \$ 1,083 | \$ 1,672 | \$ 2,154 | \$ 2,600 | \$ 2,017 | 77.58% | \$ 583 | \$ 3,000 | A Postage machine (1030/quarter), (400/quarter goes to UB) | | | |
| 36 | 101-41110-351 | PRINTING/PUBLISHING | \$ 7,509 | \$ 6,082 | \$ 3,520 | \$ 4,323 | \$ 4,500 | \$ 2,872 | 63.82% | \$ 1,628 | \$ 5,000 | A Osseo Outlook newsletter (about 1200/quarter) and Ordinance amendments | | | |
| 37 | 101-41110-355 | PERSONNEL/RECRUITMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | None expected | | | |
| 38 | 101-41110-376 | AUTO INSURANCE | \$ 73 | \$ 76 | \$ 76 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 10% increase of YTD amount | | | |
| 39 | 101-41110-410 | LEASES/RENTALS | \$ 1,582 | \$ 2,375 | \$ 1,388 | \$ 1,565 | \$ 2,522 | \$ 1,058 | 41.95% | \$ 1,464 | \$ 2,750 | A Lease for copier and water cooler | | | |
| 40 | | TOTAL | \$ 355,123 | \$ 386,892 | \$ 406,658 | \$ 373,146 | \$ 407,907 | \$ 475,642 | 116.61% | \$ (67,735) | \$ 316,479 | -22.41% | | | |
| ELECTIONS | | | | | | | | | | | | | | | |
| 43 | 101-41410-106 | WAGES - JUDGES and Elections Assistant | \$ 5,711 | \$ - | \$ 4,770 | \$ - | \$ 10,979 | \$ 2,254 | 0.00% | \$ 8,725 | \$ - | Wages: 10.59/hr (election judge) and 12.59/hr (head judge) - Election in 2024 | | | |
| 44 | | WAGES - CLERK | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | City Clerk OT wage charges - Flex schedule | | | |
| 45 | 101-41410-124 | EMPLOYER PERA EXPENSE | \$ 196 | \$ - | \$ 35 | \$ - | \$ 223 | \$ 28 | 0.00% | \$ 195 | \$ - | City Clerk Elections OT PERA | | | |
| 46 | 101-41410-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 193 | \$ - | \$ 210 | \$ - | \$ 228 | \$ 91 | 0.00% | \$ 137 | \$ - | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | |
| 47 | 101-41410-211 | OPERATIONS | \$ 6,282 | \$ 1,192 | \$ 3,620 | \$ 1,181 | \$ 3,200 | \$ 289 | 9.03% | \$ 2,911 | \$ 2,000 | Election machine maintenace contract, publishing, newsletter, etc (maintenance in off yrs) | | | |
| 48 | | TOTAL | \$ 12,382 | \$ 1,192 | \$ 8,635 | \$ 1,181 | \$ 14,630 | \$ 2,662 | 18.20% | \$ 11,968 | \$ 2,000 | -86.33% | | | |
| LEGAL | | | | | | | | | | | | | | | |
| 51 | 101-41500-211 | LEGAL EXPENSES | \$ 961 | \$ 3,007 | \$ 600 | \$ 2,230 | \$ 800 | \$ - | 0.00% | \$ 800 | \$ 1,000 | Mileage, copying, postage, fees | | | |
| 52 | 101-41500-304 | LEGAL SERVICES - CIVIL | \$ 33,607 | \$ 29,985 | \$ 38,131 | \$ 54,290 | \$ 35,000 | \$ 45,040 | 128.69% | \$ (10,040) | \$ 44,000 | Kennedy Graven retainer (less EDA projects), Ordinance updates,etc. monthly of \$3,250 plus \$5,000 beyond | | | |
| 53 | 101-41500-306 | LEGAL SERVICES - PROSECUTION | \$ 14,400 | \$ 15,240 | \$ 15,290 | \$ 19,140 | \$ 18,250 | \$ 9,447 | 51.76% | \$ 8,803 | \$ 20,000 | Berglund, Baumgartner, Kimble and Glaser (includes updated monthly retainer) | | | |
| 54 | | TOTAL | \$ 48,968 | \$ 48,232 | \$ 54,021 | \$ 75,660 | \$ 54,050 | \$ 54,487 | 100.81% | \$ (437) | \$ 65,000 | 20.26% | | | |
| INFORMATION TECHNOLOGY | | | | | | | | | | | | | | | |
| 57 | 101-41515-302 | IT CONSULTANT | \$ 40,815 | \$ 31,098 | \$ 48,698 | \$ 38,640 | \$ 42,372 | \$ 43,346 | 102.30% | \$ (974) | \$ 50,000 | A Element retainer (Essential Care package \$3,136/mo retainer) plus average additional monthly onsite costs | | | |
| 58 | 101-41515-309 | WEBSITE HOSTING | \$ 11,953 | \$ 24,167 | \$ 3,565 | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | City website hosting and domain costs - Expecting new City website in 2024 | | | |
| 59 | 101-41515-309 | EMAIL/LICENSING/SECURITY COSTS | \$ - | \$ - | \$ - | \$ 17,506 | \$ 23,736 | \$ 8,158 | 34.37% | \$ 15,578 | \$ 25,000 | City-wide email licensing, additional IT security costs per recent tech upgrades | | | |
| 60 | | TOTAL | \$ 52,768 | \$ 55,265 | \$ 52,263 | \$ 56,146 | \$ 66,108 | \$ 51,504 | 77.91% | \$ 14,604 | \$ 75,000 | 13.45% | | | |
| FINANCE CONSULTING | | | | | | | | | | | | | | | |
| 63 | 101-41550-309 | FINANCE SOFTWARE | \$ 1,070 | \$ 1,177 | \$ 7,725 | \$ 7,127 | \$ 11,221 | \$ 2,000 | 17.82% | \$ 9,221 | \$ 15,000 | A Tyler Tech annual fees plus PlanIt software | | | |
| 64 | 101-41550-301 | FINANCIAL CONSULTANT | \$ 24,939 | \$ 46,642 | \$ 19,782 | \$ 37,470 | \$ 6,000 | \$ 29,493 | 491.55% | \$ (23,493) | \$ 20,000 | A Gary Groen (40% of 20,000); financial Management Plan, etc; Disclosure reporting, etc.. | | | |
| 65 | 101-41550-301 | AUDITING | \$ - | \$ - | \$ 1,745 | \$ 14,505 | \$ 11,360 | \$ 10,000 | 88.03% | \$ 1,360 | \$ 12,500 | A BerganKDV (40% of \$31,250 - FY2024 audit costs). | | | |
| 66 | | TOTAL | \$ 26,009 | \$ 47,819 | \$ 29,252 | \$ 59,102 | \$ 28,581 | \$ 41,493 | 145.18% | \$ (12,912) | \$ 47,500 | 66.19% | | | |
| PLANNING AND ZONING | | | | | | | | | | | | | | | |
| 69 | 101-41650-101 | FULL TIME WAGES | \$ 42,570 | \$ 68,320 | \$ 75,767 | \$ 80,356 | \$ 78,624 | \$ 88,561 | 50.30% | \$ 39,078 | \$ 56,422 | Variable merit increase plus 2.2% COLA H:\2025 Expense Detail | | | |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|--|-------------------------|--|------------------|------------------|-------------------|-------------------|-------------------|------------------|---------------|------------------|-------------------|--|---|---|---|
| City of Osseo | | | | | | | | | | | | | | | |
| General Fund Expenditures Budget Worksheet | | | | | | | | | | | | | | | |
| For the Year 2025 | | | | | | | | | | | | | | | |
| Note: Accounts indicating an "A" are allocatable to enterprise funds | | | | | | | | | | | | | | | |
| | | | 2020 | 2021 | 2022 | 2023 | 2024 | | | | 2025 Projected | | | | |
| | ACCOUNT | DESCRIPTION | Actual | Actual | Actual | Actual | Budgeted | 9/30/2024 | % of Budget | Remaining | Amount | Notes | | | |
| 70 | 101-41650-106 | PART TIME WAGES | \$ - | \$ 900 | \$ 1,395 | \$ 720 | \$ 1,260 | \$ - | 0.00% | \$ 1,260 | \$ 1,260 | Planning Commission meeting stipends | | | |
| 71 | 101-41650-124 | PERA CONTRIBUTION | \$ 3,205 | \$ 5,124 | \$ 5,683 | \$ 5,239 | \$ 6,034 | \$ 2,961 | 49.07% | \$ 3,073 | \$ - | 7.5% wages | | | |
| 72 | 101-41650-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 3,366 | \$ 5,251 | \$ 5,857 | \$ 6,086 | \$ 6,111 | \$ 3,138 | 51.35% | \$ 2,973 | \$ 4,413 | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | |
| 73 | 101-41650-130 | MED/DEN/LIFE/LTD INSURANCE | \$ 2,182 | \$ 7,102 | \$ 8,565 | \$ 10,731 | \$ 12,120 | \$ 8,172 | 67.43% | \$ 3,948 | \$ 10,880 | Estimated medical and dental insurance for employees | | | |
| 74 | 101-41650-135 | CELL/TRAVEL/INSURANCE ALLOW | \$ 1,615 | \$ - | \$ - | \$ 250 | \$ - | \$ - | 0.00% | \$ - | \$ - | | | | |
| 75 | 101-41650-139 | WORK COMP INSURANCE | \$ 436 | \$ 459 | \$ 393 | \$ 354 | \$ 389 | \$ - | 0.00% | \$ 389 | \$ 400 | LMCIT recommended to budget for a 10% increase | | | |
| 76 | 101-41650-140 | UNEMPLOYMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | None expected | | | |
| 77 | 101-41650-211 | OPERATIONS/SUPPLIES | \$ 99 | \$ (334) | \$ - | \$ 967 | \$ 100 | \$ - | 0.00% | \$ 100 | \$ 100 | Maps and other City Planning supplies | | | |
| 78 | 101-41650-255 | DUES/MEMBERSHIPS | \$ - | \$ - | \$ - | \$ 50 | \$ 250 | \$ 320 | 128.00% | \$ (70) | \$ 250 | American Planning Association membership | | | |
| 79 | 101-41650-260 | EDUCATION/MEETINGS/TRAVEL | \$ (173) | \$ - | \$ - | \$ 736 | \$ 1,000 | \$ 350 | 35.00% | \$ 650 | \$ 500 | American Planning Association conference | | | |
| 80 | 101-41650-303 | ENGINEERING | \$ 23,118 | \$ 6,811 | \$ 669 | \$ 11,663 | \$ 2,000 | \$ 1,614 | 80.70% | \$ 386 | \$ 1,500 | A Geographic Information System from WSB (50% - other goes to water/sewer) | | | |
| 81 | 101-41650-307 | RECORDING SERVICE | \$ 1,230 | \$ 1,283 | \$ 960 | \$ 795 | \$ 1,200 | \$ 334 | 27.83% | \$ 866 | \$ 1,200 | Minutes for Planning Commission and Parks & Rec meetings | | | |
| 82 | 101-41650-310 | OTHER PROFESSIONAL SERVICES | \$ 20 | \$ - | \$ 2,550 | \$ 2,315 | \$ 2,000 | \$ - | 0.00% | \$ 2,000 | \$ 5,000 | WSB and Legal costs for Comp Plan ordinance amendments | | | |
| 83 | 101-41650-351 | PRINTING/PUBLISHING | \$ 89 | \$ 159 | \$ 850 | \$ 477 | \$ 750 | \$ 235 | 31.33% | \$ 515 | \$ 1,000 | Publishing for Comp Plan Amendments | | | |
| 84 | | TOTAL | \$ 77,757 | \$ 95,075 | \$ 102,689 | \$ 120,739 | \$ 111,838 | \$ 56,670 | 50.67% | \$ 55,168 | \$ 82,925 | -25.85% | | | |
| 85 | | | | | | | | | | | | | | | |
| 86 | CITY HALL CAMPUS | | | | | | | | | | | | | | |
| 87 | 101-41700-211 | OPERATIONS | \$ 3,064 | \$ 3,704 | \$ 4,994 | \$ 6,762 | \$ 5,000 | \$ 4,085 | 81.70% | \$ 915 | \$ 6,000 | A Paper products and misc. supplies | | | |
| 88 | 101-41700-222 | BLDG REPAIR/MAINTENANCE | \$ 14,211 | \$ 6,317 | \$ 18,935 | \$ 9,474 | \$ 13,000 | \$ 12,263 | 94.33% | \$ 737 | \$ 15,000 | HVAC, rugs, parking lot, lighting, elevator license, small equipment, security | | | |
| 89 | 101-41700-317 | CLEANING SERVICE | \$ 10,519 | \$ 9,189 | \$ 9,689 | \$ 9,016 | \$ 9,000 | \$ 7,959 | 88.43% | \$ 1,041 | \$ 10,000 | Tegrete Cleaning Solutions | | | |
| 90 | 101-41700-321 | TELECOMMUNICATONS | \$ 13,063 | \$ 12,058 | \$ 9,775 | \$ 16,060 | \$ 9,000 | \$ 11,605 | 128.94% | \$ (2,605) | \$ 15,000 | Main line phones, internet | | | |
| 91 | 101-41700-375 | PROPERTY/LIABILITY INSURANCE | \$ 34,959 | \$ 38,466 | \$ 39,589 | \$ 43,283 | \$ 50,573 | \$ 45,975 | 90.91% | \$ 4,598 | \$ 50,000 | 10% increase of YTD charges | | | |
| 92 | 101-41700-380 | ELECTRIC | \$ 12,166 | \$ 13,250 | \$ 15,516 | \$ 15,536 | \$ 12,000 | \$ 8,713 | 72.61% | \$ 3,287 | \$ 14,000 | City Hall electric | | | |
| 93 | 101-41700-390 | GAS - HEATING | \$ 4,681 | \$ 4,794 | \$ 7,448 | \$ 6,141 | \$ 7,500 | \$ 3,258 | 43.44% | \$ 4,242 | \$ 8,500 | Gas heat for City Hall | | | |
| 94 | | TOTAL | \$ 92,663 | \$ 87,778 | \$ 105,946 | \$ 106,272 | \$ 106,073 | \$ 93,858 | 88.48% | \$ 12,215 | \$ 118,500 | 11.72% | | | |
| 95 | | | | | | | | | | | | | | | |
| 96 | COMMUNITY CENTER | | | | | | | | | | | | | | |
| 97 | 101-41800-106 | PART TIME WAGES | \$ 660 | \$ 2,323 | \$ 3,156 | \$ 4,817 | \$ 5,200 | \$ 3,600 | 69.23% | \$ 1,600 | \$ 6,000 | Weekend community center rental attendant (Increased to \$100/weekend for 2024) | | | |
| 98 | 101-41800-124 | PERA | \$ 50 | \$ 174 | \$ 223 | \$ 354 | \$ 390 | \$ 271 | 69.49% | \$ 119 | \$ 450 | 7.5% wages | | | |
| 99 | 101-41800-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 50 | \$ 178 | \$ 252 | \$ 361 | \$ 398 | \$ 283 | 71.11% | \$ 115 | \$ 459 | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | |
| 100 | 101-41800-139 | WORK COMP | \$ 80 | \$ 81 | \$ 70 | \$ 63 | \$ 70 | \$ - | 0.00% | \$ 70 | \$ 75 | LMCIT recommended to budget for a 10% increase | | | |
| 101 | 101-41800-211 | OPERATIONS | \$ 101 | \$ 190 | \$ 285 | \$ 813 | \$ 400 | \$ 606 | 151.50% | \$ (206) | \$ 750 | Paper products, lighting, cleaning supplies | | | |
| 102 | 101-41800-221 | EQUIPMENT/REPAIRS MAINTENANCE | \$ 806 | \$ 806 | \$ 806 | \$ 856 | \$ 1,000 | \$ - | 0.00% | \$ 1,000 | \$ 1,000 | Partition or other kitchen repairs | | | |
| 103 | 101-41800-317 | CLEANING SERVICE | \$ 2,608 | \$ 3,569 | \$ 3,869 | \$ 4,438 | \$ 4,500 | \$ 3,013 | 66.96% | \$ 1,487 | \$ 5,000 | 10% increase from 2024 | | | |
| 104 | 101-41800-317 | CARPET CLEANING | \$ - | \$ - | \$ - | \$ - | \$ 1,400 | \$ - | 0.00% | \$ 1,400 | \$ 1,750 | Carpet cleaning 4 times per year plus misc. | | | |
| 105 | 101-41800-375 | PROPERTY/LIABILITY INSURANCE | \$ 575 | \$ - | \$ - | \$ - | \$ 768 | \$ - | 0.00% | \$ 768 | \$ 825 | 5% budgeted increase | | | |
| 106 | 101-41800-380 | ELECTRIC | \$ 2,715 | \$ 2,909 | \$ 3,406 | \$ 3,411 | \$ 2,600 | \$ 2,190 | 84.23% | \$ 410 | \$ 3,750 | Electric for Community Center | | | |
| 107 | 101-41800-390 | GAS - HEATING | \$ 1,028 | \$ 1,064 | \$ 1,635 | \$ 1,348 | \$ 1,750 | \$ 720 | 41.14% | \$ 1,030 | \$ 1,750 | Heat for Community Center | | | |
| 108 | | TOTAL | \$ 8,673 | \$ 11,294 | \$ 13,702 | \$ 16,461 | \$ 18,476 | \$ 10,683 | 57.82% | \$ 7,793 | \$ 21,809 | 18.04% | | | |
| 109 | | | | | | | | | | | | | | | |
| 110 | POLICE | | | | | | | | | | | | | | |
| 111 | 101-41900-101 | FULL TIME WAGES - OFFICERS | \$ 647,869 | \$ 723,663 | \$ 704,217 | \$ 852,746 | \$ 977,623 | \$ 818,062 | 83.68% | \$ 159,561 | \$ 1,118,894 | Per updated negotiated Police Union contract (2023-2025) - Includes 3 new FT positions in 2024 (Jan 1, Feb 1, Mar 1) | | | |
| 112 | 101-41900-101 | FULL TIME WAGES - NON OFFICERS | \$ - | \$ - | \$ - | \$ - | \$ 79,934 | \$ - | 0.00% | \$ 79,934 | \$ 84,651 | Variable merit increase plus 2.2% COLA | | | |
| 113 | 101-41900-101 | SHIFT DIFFERENTIAL | \$ - | \$ - | \$ - | \$ - | \$ 8,213 | \$ - | 0.00% | \$ 8,213 | \$ 8,213 | Shift differential \$0.75/hr, offset by Police services and Police Aid (TZD) | | | |
| 114 | 101-41900-106 | PART TIME WAGES | \$ 14,097 | \$ 27,755 | \$ 6,979 | \$ 16,872 | \$ 9,000 | \$ 30,693 | 341.03% | \$ (21,693) | \$ 9,000 | Part-time Police Officers (includes 2.2% COLA for 2024) | | | |
| 115 | 101-41900-124 | PEPFF CONTRIBUTION (OFFICERS) | \$ 109,816 | \$ 117,182 | \$ 108,790 | \$ 131,036 | \$ 204,385 | \$ 142,469 | 69.71% | \$ 61,916 | \$ 215,499 | 17.7% Officer wages | | | |
| 116 | 101-41900-124 | PERA CONTRIBUTION (NON OFFICERS) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 6,349 | 7.5% non-Officer wages | | | |
| 117 | 101-41900-125 | EMPLOYER FICA CONTRIBUTION (OFFICERS) | \$ 11,642 | \$ 15,205 | \$ 14,417 | \$ 17,195 | \$ 22,388 | \$ 17,724 | 79.17% | \$ 4,664 | \$ 20,394 | 1.45% wages (Medicare only, FICA exempt) | | | |
| 118 | 101-41900-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION (NON OFFICERS) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 6,476 | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | |
| 119 | 101-41900-130 | MED/DEN/LIFE/LTD/STD INSURANCE | \$ 84,810 | \$ 82,244 | \$ 90,380 | \$ 95,397 | \$ 148,444 | \$ 83,733 | 56.41% | \$ 64,711 | \$ 229,252 | Estimated medical & dental insurance for employees (includes single, family and retiree health insurance costs) | | | |
| 120 | 101-41900-135 | BENEFIT ALLOWANCE | \$ 8,513 | \$ 7,984 | \$ 5,311 | \$ 28,075 | \$ 112,600 | \$ 32,877 | 29.20% | \$ 79,723 | \$ 111,846 | Allowances for Officers (Insurance opt-out, Hiring bonus, retention bonus, Officer wellness costs, LTD, STD, Life) | | | |
| 121 | 101-41900-139 | WORK COMP INSURANCE | \$ 30,464 | \$ 40,359 | \$ 42,869 | \$ 41,799 | \$ 45,978 | \$ 40,242 | 87.52% | \$ 5,736 | \$ 50,000 | LMCIT recommended to budget for a 10% increase | | | |
| 122 | 101-41900-201 | OFFICE EXPENSES | \$ 2,253 | \$ 1,014 | \$ 1,100 | \$ 4,325 | \$ 5,000 | \$ 2,709 | 54.18% | \$ 2,291 | \$ 6,000 | Office expenses and logo gear (additional FT employees) | | | |
| 123 | 101-41900-202 | RECOGNITION/AWARDS | \$ - | \$ - | \$ - | \$ 671 | \$ 250 | \$ 220 | 88.00% | \$ 30 | \$ 300 | Awards for Officers or public | | | |
| 124 | 101-41900-211 | OPERATING SUPPLIES | \$ 5,645 | \$ 4,703 | \$ 3,006 | \$ 9,058 | \$ 6,000 | \$ 1,724 | 28.73% | \$ 4,276 | \$ 9,000 | Expenses outside the office (additional FT employees) | | | |
| 125 | 101-41900-213 | OFFICER EQUIPMENT/GEAR | \$ 5,889 | \$ 3,926 | \$ 6,817 | \$ 8,446 | \$ 9,000 | \$ 10,700 | 118.89% | \$ (1,700) | \$ 15,000 | Chief, Lt. and part time uniforms, vests, bike program (additional FT employees) ammo | | | |
| 126 | 101-41900-216 | SQUAD FUEL | \$ 11,263 | \$ 18,146 | \$ 17,058 | \$ 17,985 | \$ 19,000 | \$ 14,153 | 74.49% | \$ 4,847 | \$ 20,000 | Fuel costs for all squads | | | |
| 127 | 101-41900-217 | SQUAD REPAIRS/MAINTENANCE | \$ 5,393 | \$ 4,028 | \$ 4,627 | \$ 8,672 | \$ 5,000 | \$ 12,518 | 250.36% | \$ (7,518) | \$ 7,000 | Misc repair for squads (non-insurance related repairs) | | | |
| 128 | 101-41900-218 | UNIFORM ALLOWANCE | \$ 10,843 | \$ 6,611 | \$ 6,298 | \$ 12,121 | \$ 9,000 | \$ 6,151 | 68.34% | \$ 2,849 | \$ 11,000 | Per Police contract (1000 per Officer) (additional FT employees) | | | |
| 129 | 101-41900-220 | COMMUNICATION RADIO | \$ 16,400 | \$ 18,359 | \$ 19,123 | \$ 20,292 | \$ 33,000 | \$ 14,477 | 43.87% | \$ 18,523 | \$ 35,000 | Hennepin County (will have new monthly amount) (additional FT employees) | | | |
| 130 | 101-41900-255 | DUES/MEMBERSHIPS | \$ 2,848 | \$ 5,092 | \$ 8,150 | \$ 9,602 | \$ 12,000 | \$ 8,379 | 69.83% | \$ 3,621 | \$ 18,000 | Chiefs membership, POST certifications, includes Tip 411 service, Peer support, Lexis Nexis | | | |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|-----|---|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|-------------------|---------------------|--|---|---|---|---|
| 1 | City of Osseo | | | | | | | | | | | | | | | |
| 2 | General Fund Expenditures Budget Worksheet | | | | | | | | | | | | | | | |
| 3 | For the Year 2025 | | | | | | | | | | | | | | | |
| 4 | <i>Note: Accounts indicating an "A" are allocatable to enterprise funds</i> | | | | | | | | | | | | | | | |
| 5 | | | | 2020 | 2021 | 2022 | 2023 | 2024 | | | | 2025 Projected | | | | |
| 6 | ACCOUNT | DESCRIPTION | Actual | Actual | Actual | Actual | Budgeted | 9/30/2024 | % of Budget | Remaining | Amount | Notes | | | | |
| 131 | 101-41900-260 | REGISTRATION/TRAINING/TRAVEL | \$ 8,308 | \$ 11,748 | \$ 7,061 | \$ 22,018 | \$ 28,000 | \$ 25,180 | 89.93% | \$ 2,820 | \$ 35,000 | Intervention training and continuing education (additional FT employees) | | | | |
| 132 | 101-41900-307 | RECORDING SERVICES/LETG Records Management | \$ 515 | \$ - | \$ - | \$ 117 | \$ 250 | \$ 246 | 98.40% | \$ 4 | \$ 250 | PSAC minutes (split with Fire Dept) | | | | |
| 133 | 101-41900-309 | IT - G-TAC CAMERA SYSTEM | \$ 9,534 | \$ 23,297 | \$ 3,263 | \$ 27,560 | \$ 20,000 | \$ 17,419 | 87.10% | \$ 2,581 | \$ 25,000 | Squad camera annual costs/LETG Records Management Software | | | | |
| 134 | 101-41900-310 | OTHER PROFESSIONAL SERVICES | \$ 1,658 | \$ 1,171 | \$ 2,419 | \$ 901 | \$ 5,000 | \$ 2,784 | 55.68% | \$ 2,216 | \$ 5,000 | Grant writing, towing contract, body camera audit (per State Statute) - every 3 yrs | | | | |
| 135 | 101-41900-314 | PAWN TRANSACTION CONSORTIUM | \$ 250 | \$ 250 | \$ 250 | \$ - | \$ 500 | \$ - | 0.00% | \$ 500 | \$ 500 | Offset through Pawn Licensing revenue | | | | |
| 136 | 101-41900-316 | INCARCERATION SERVICES | \$ 5,118 | \$ 7,539 | \$ 3,504 | \$ 2,940 | \$ 6,000 | \$ 1,576 | 26.27% | \$ 4,424 | \$ 6,000 | Hennepin County corrections, Hennepin County Sheriff (additional FT employees) | | | | |
| 137 | 101-41900-317 | CLEANING SERVICE | \$ 300 | \$ 300 | \$ 300 | \$ - | \$ 400 | \$ - | 0.00% | \$ 400 | \$ 400 | Additional Police Department or squad only cleaning | | | | |
| 138 | 101-41900-321 | TELECOMMUNICATIONS | \$ 6,402 | \$ 7,305 | \$ 7,837 | \$ 15,980 | \$ 11,000 | \$ 7,782 | 70.75% | \$ 3,218 | \$ 13,000 | Cell phones for all Officers (includes additional phone for new positions) | | | | |
| 139 | 101-41900-355 | PERSONNEL/RECRUITMENT | \$ 60 | \$ 1,591 | \$ 2,388 | \$ 10,957 | \$ 6,000 | \$ 3,900 | 65.00% | \$ 2,100 | \$ 6,000 | Recruitment of PT Officers (if needed) including backgrounds for new hires | | | | |
| 140 | 101-41900-376 | SQUAD INSURANCE | \$ 4,720 | \$ 7,609 | \$ 9,310 | \$ 6,328 | \$ 6,644 | \$ 6,328 | 95.24% | \$ 316 | \$ 6,657 | 5% increase of YTD amount | | | | |
| 141 | 101-41900-401 | POLICE RESERVES | \$ 206 | \$ 223 | \$ 275 | \$ 137 | \$ 800 | \$ 12 | 1.50% | \$ 788 | \$ 800 | Police Reserve Program | | | | |
| 142 | 101-41900-402 | EMERGENCY PREPAREDNESS | \$ 670 | \$ 672 | \$ 1,271 | \$ 111 | \$ 1,400 | \$ 1,083 | 77.36% | \$ 317 | \$ 1,800 | Emergency sirens (electricity and maintenance) | | | | |
| 143 | 101-41900-403 | CHAPLIN PROGRAM | \$ - | \$ - | \$ 60 | \$ - | \$ 300 | \$ - | 0.00% | \$ 300 | \$ 300 | Chaplin program costs | | | | |
| 144 | 101-41900-404 | NIGHT TO UNITE | \$ 235 | \$ 93 | \$ 8,243 | \$ 7,574 | \$ - | \$ 6,777 | 0.00% | \$ (6,777) | \$ 10,000 | Revenue donations offset, Net zero impact | | | | |
| 145 | 101-41900-410 | LEASES/RENTALS | \$ 972 | \$ 1,588 | \$ 1,270 | \$ 1,366 | \$ 2,000 | \$ 1,025 | 51.25% | \$ 975 | \$ 2,000 | Copier (114/mo), water cooler (53.45/mo) | | | | |
| 146 | 101-41900-450 | REIMBURSEMENT/DEDUCTIBLE | \$ - | \$ - | \$ - | \$ 513 | \$ - | #DIV/0! | \$ - | \$ - | \$ - | Insurance deductible, damage awards | | | | |
| 147 | 101-41900- | FENCE CONSORTIUM | \$ - | \$ - | \$ - | \$ 6,696 | \$ 6,006 | \$ 6,006 | 0.00% | \$ - | \$ 6,483 | Annual cost for new fence consortium group | | | | |
| 148 | 101-41900- | COMMUNITY SERVICE OFFICER | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ - | 0.00% | \$ 2,000 | \$ 1,000 | Costs for PT CSO position (equipment, etc) | | | | |
| 149 | | TOTAL | \$ 1,006,693 | \$ 1,139,657 | \$ 1,086,593 | \$ 1,377,490 | \$ 1,803,115 | \$ 1,316,949 | 73.04% | \$ 486,166 | \$ 2,102,061 | 16.58% | | | | |
| 151 | FIRE | | | | | | | | | | | | | | | |
| 152 | 101-41920-106 | FULL TIME & PART TIME WAGES | \$ 74,289 | \$ 73,393 | \$ 99,307 | \$ 138,666 | \$ 176,899 | \$ 27,158 | 15.35% | \$ 149,741 | \$ 234,244 | FT Fire Chief, Inspectors, On-call, Duty Crews, Public Services Assistant plus COLA | | | | |
| 153 | 101-41920-xxx | PERA CONTRIBUTION | | | | | \$ 2,365 | \$ - | 0.00% | \$ 2,365 | \$ 7,068 | 7.5% of Full Time wages | | | | |
| 154 | 101-41920-123 | FIRE RELIEF CONTRIBUTION | \$ 20,724 | \$ 22,727 | \$ 24,281 | \$ 32,515 | \$ 30,070 | \$ - | 0.00% | \$ 30,070 | \$ 31,541 | To OFDRA - Offset by Revenue amount (comes in October) - Includes voluntary 10k contribution in 2025 | | | | |
| 155 | 101-41920-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 5,734 | \$ 5,657 | \$ 7,645 | \$ 10,612 | \$ 13,548 | \$ 2,152 | 15.88% | \$ 11,396 | \$ 17,935 | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | | |
| 156 | 101-41920-xxx | MED/DEN/LIFE/LTD INSURANCE | | | | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ 17,700 | Estimated medical and dental insurance for employees (Full Time only) | | | | |
| 157 | 101-41920-135 | CELL/TRAVEL/INS ALLOWANCE | \$ 650 | \$ 550 | \$ 625 | \$ 575 | \$ 7,773 | \$ 450 | 5.79% | \$ 7,323 | \$ 573 | Fire Chief cell phone | | | | |
| 158 | 101-41920-139 | WORK COMP INSURANCE | \$ 4,296 | \$ 5,473 | \$ 5,542 | \$ 5,362 | \$ 5,898 | \$ 1,367 | 23.18% | \$ 4,531 | \$ 6,500 | Determined by population (changes in 2024 budget) | | | | |
| 159 | 101-41920-140 | UNEMPLOYMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 493 | 0.00% | \$ (493) | \$ - | Firefighters no longer on payroll that qualify for unemployment | | | | |
| 160 | 101-41920-211 | OPERATING SUPPLIES | \$ 2,180 | \$ 5,894 | \$ 3,264 | \$ 1,749 | \$ 3,000 | \$ 1,468 | 48.93% | \$ 1,532 | \$ 3,000 | Office, safety, manuals, small equipment | | | | |
| 161 | 101-41920-216 | FUEL | \$ 1,358 | \$ 1,700 | \$ 2,530 | \$ 1,282 | \$ 2,000 | \$ 1,354 | 67.70% | \$ 646 | \$ 3,000 | Fuel for fire department vehicles | | | | |
| 162 | 101-41920-217 | VEHICLE REPAIR/MAINTENANCE | \$ 3,984 | \$ 7,761 | \$ 9,726 | \$ 8,142 | \$ 10,000 | \$ 7,599 | 75.99% | \$ 2,401 | \$ 10,000 | Anything with 4 wheels, Dept of Transportation vehicle safety inspections | | | | |
| 163 | 101-41920-218 | UNIFORMS/GEAR | \$ 3,482 | \$ 925 | \$ 2,849 | \$ 10,830 | \$ 5,000 | \$ 8,192 | 163.84% | \$ (3,192) | \$ 5,000 | Bunker gear replacements moved to Equipment CIP | | | | |
| 164 | 101-41920-220 | RADIO COMMUNICATIONS | \$ 7,845 | \$ 8,266 | \$ 7,162 | \$ 8,567 | \$ 9,475 | \$ 5,521 | 58.27% | \$ 3,954 | \$ 30,000 | Hennepin County information technology (716/mo) | | | | |
| 165 | 101-41920-221 | EQUIP REPAIR/MAINTENANCE | \$ 5,550 | \$ 5,054 | \$ 5,077 | \$ 10,881 | \$ 7,500 | \$ 5,408 | 72.11% | \$ 2,092 | \$ 7,500 | Anything without 4 wheels | | | | |
| 166 | 101-41920-255 | DUES/MEMBERSHIPS | \$ 435 | \$ 435 | \$ 810 | \$ 937 | \$ 800 | \$ 330 | 41.25% | \$ 470 | \$ 1,000 | MN State Chiefs, MN State Fire Depts, Hennepin County Depts, National Fire Protections | | | | |
| 167 | 101-41920-260 | EDUCATION/MEETINGS/TRAVEL | \$ 1,752 | \$ 510 | \$ 1,095 | \$ 215 | \$ 3,500 | \$ 210 | 6.00% | \$ 3,290 | \$ 3,500 | Training and certifications, Chiefs conference | | | | |
| 168 | 101-41920-261 | EDUCATION - STATE AIDED | \$ 16,779 | \$ 9,335 | \$ 12,780 | \$ 10,835 | \$ 16,000 | \$ 1,356 | 8.48% | \$ 14,644 | \$ 16,000 | State Aid supplemented (award per year in July - est based on current year) - Offsetting in Revenue budget | | | | |
| 169 | 101-41920-307 | RECORDING SERVICE | \$ 295 | \$ - | \$ 132 | \$ 117 | \$ 250 | \$ 246 | 98.40% | \$ 4 | \$ 350 | PSAC meeting minutes (split with Police Dept) | | | | |
| 170 | 101-41920-309 | SOFTWARE | \$ 877 | \$ 746 | \$ 1,156 | \$ 1,841 | \$ 2,400 | \$ 729 | 30.38% | \$ 1,671 | \$ 7,500 | Rescue Hub, Dropbox | | | | |
| 171 | 101-41920-310 | OTHER PROFESSIONAL SERVICES | \$ 2,400 | \$ - | \$ 7,205 | \$ 3,909 | \$ 2,500 | \$ - | 0.00% | \$ 2,500 | \$ 3,000 | Acturial for OFDRA (Van Iwaarden) | | | | |
| 172 | 101-41920-312 | COMMUNITY EDUCATION | \$ - | \$ (3,837) | \$ - | \$ 2,912 | \$ 300 | \$ - | 0.00% | \$ 300 | \$ 3,000 | Community education supplies | | | | |
| 173 | 101-41920-355 | PERSONNEL/RECRUITMENT | \$ - | \$ 2,174 | \$ 1,170 | \$ 4,356 | \$ 5,000 | \$ 2,525 | 50.50% | \$ 2,475 | \$ 5,000 | Recruitment of FD members (if needed) | | | | |
| 174 | 101-41920-376 | VEHICLE INSURANCE | \$ 1,477 | \$ 1,139 | \$ 1,488 | \$ 1,289 | \$ 1,353 | \$ 1,289 | 95.27% | \$ 64 | \$ 1,500 | 5% increase of YTD | | | | |
| 175 | | TOTAL | \$ 154,107 | \$ 147,902 | \$ 193,844 | \$ 255,592 | \$ 305,631 | \$ 67,847 | 22.20% | \$ 237,784 | \$ 414,911 | 35.76% | | | | |
| 177 | INSPECTIONS | | | | | | | | | | | | | | | |
| 178 | 101-41940-305 | BUILDING INSPECTIONS | \$ 32,817 | \$ 8,344 | \$ 44,346 | \$ 25,915 | \$ 30,400 | \$ 11,241 | 36.98% | \$ 19,159 | \$ 24,000 | 32% of Revenue received | | | | |
| 179 | 101-41940-305 | ELECTRICAL INSPECTIONS | \$ - | \$ - | \$ - | \$ - | \$ 7,200 | \$ - | 0.00% | \$ 7,200 | \$ 7,200 | 80% of Reveune received (Sloth Inspections) | | | | |
| 180 | 101-41940-300 | MERCHANT FEES | \$ 2,547 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | A Removed, fees now pass through to user | | | | |
| 181 | | TOTAL | \$ 35,364 | \$ 8,344 | \$ 44,346 | \$ 25,915 | \$ 37,600 | \$ 11,241 | 29.90% | \$ 26,359 | \$ 31,200 | -17.02% | | | | |
| 183 | STREETS AND ALLEYS (40% ALLOCATION) | | | | | | | | | | | | | | | |
| 184 | 101-42000-101 | FULL TIME WAGES | \$ 77,595 | \$ 85,305 | \$ 98,090 | \$ 113,274 | \$ 111,874 | \$ 84,190 | 75.25% | \$ 27,684 | \$ 118,037 | A Variable merit increase plus 2.2% COLA (60% of wages allocated to enterprise funds) | | | | |
| 185 | 101-42000-106 | PART TIME WAGES | \$ 1,258 | \$ 313 | \$ 7,790 | \$ 8,482 | \$ 12,480 | \$ 13,609 | 109.05% | \$ (1,129) | \$ 15,000 | A New PT on-call position (30 hrs/wk, 40 wks/yr) - Streets only | | | | |
| 186 | 101-42000-124 | PERA CONTRIBUTION | \$ 5,747 | \$ 6,487 | \$ 7,165 | \$ 7,920 | \$ 8,585 | \$ 7,102 | 82.73% | \$ 1,483 | \$ 8,762 | A 7.5% wages | | | | |
| 187 | 101-42000-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 5,998 | \$ 6,897 | \$ 7,762 | \$ 9,041 | \$ 8,925 | \$ 7,990 | 89.52% | \$ 935 | \$ 9,109 | A 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | | | |
| 188 | 101-42000-130 | MED/DEN/LIFE/LTD INSURANCE | \$ 8,333 | \$ 13,636 | \$ 11,703 | \$ 1,212 | \$ 4,848 | \$ 4,574 | 94.35% | \$ 274 | \$ 21,738 | A Estimated medical and dental insurance for employees | | | | |
| 189 | 101-42000-135 | CELL/TRAVEL/INS ALLOWANCE | \$ 1,606 | \$ 1,628 | \$ 1,745 | \$ 6,590 | \$ 4,800 | \$ 6,070 | 126.46% | \$ (1,270) | \$ 1,040 | A Allowances for PW employees | | | | |
| 190 | 101-42000-139 | WORK COMP INSURANCE | \$ 3,623 | \$ 2,915 | \$ 4,950 | \$ 6,609 | \$ 10,567 | \$ 2,755 | 26.07% | \$ 7,812 | \$ 7,500 | A LMCIT recommended to budget for a 10% increase | | | | |
| 191 | 101-42000-140 | UNEMPLOYMENT | \$ 142 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | None expected | | | | |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|-----|--|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|------------------|-------------------|-------|---|---|---|
| 1 | City of Osseo | | | | | | | | | | | | | | |
| 2 | General Fund Expenditures Budget Worksheet | | | | | | | | | | | | | | |
| 3 | For the Year 2025 | | | | | | | | | | | | | | |
| 4 | Note: Accounts indicating an "A" are allocatable to enterprise funds | | | | | | | | | | | | | | |
| 5 | | | 2020 | 2021 | 2022 | 2023 | 2024 | | | | 2025 Projected | | | | |
| 6 | ACCOUNT | DESCRIPTION | Actual | Actual | Actual | Actual | Budgeted | 9/30/2024 | % of Budget | Remaining | Amount | Notes | | | |
| 192 | 101-42000-211 | OPERATIONS | \$ 2,623 | \$ 2,904 | \$ 2,359 | \$ 1,356 | \$ 1,500 | \$ 1,738 | 115.87% | \$ (238) | \$ 2,500 | A | Shop, office, small equipment, safety | | |
| 193 | 101-42000-216 | FUEL | \$ 2,867 | \$ 5,025 | \$ 5,275 | \$ 5,409 | \$ 7,500 | \$ 4,283 | 57.11% | \$ 3,217 | \$ 7,500 | A | Fuel for PW vehicles | | |
| 194 | 101-42000-217 | VEHICLE REPAIR/MAINTENANCE | \$ 1,145 | \$ 570 | \$ 1,559 | \$ 3,416 | \$ 1,500 | \$ 562 | 37.47% | \$ 938 | \$ 1,500 | A | Anything with 4 wheels | | |
| 195 | 101-42000-218 | UNIFORMS/PROTECTIVE GEAR | \$ 706 | \$ 660 | \$ 774 | \$ 714 | \$ 1,000 | \$ 1,429 | 142.90% | \$ (429) | \$ 1,500 | A | Steel toe boots, uniforms, hard hats, gloves, ect. | | |
| 196 | 101-42000-221 | EQUIP REPAIR/MAINTENANCE | \$ 272 | \$ 618 | \$ 1,314 | \$ 1,386 | \$ 500 | \$ 1,539 | 307.80% | \$ (1,039) | \$ 1,500 | A | Anything without 4 wheels | | |
| 197 | 101-42000-222 | BUILDING REPAIR/MAINTENANCE | \$ 3,181 | \$ 624 | \$ 251 | \$ 149 | \$ 2,000 | \$ 771 | 38.55% | \$ 1,229 | \$ 2,000 | A | Misc repair for PW building | | |
| 198 | 101 42000 224 | STREET MAINTENANCE/SIGNAGE | \$ 4,888 | \$ 6,413 | \$ 2,179 | \$ 24,367 | \$ 3,000 | \$ 2,618 | 87.27% | \$ 382 | \$ 4,000 | A | Traffic sign replacement and traffic management (barricades, cones, etc) | | |
| 199 | 101-42000-226 | TRAFFIC SIGNALS/STREET LIGHTING | \$ 25,307 | \$ 23,668 | \$ 28,446 | \$ 28,125 | \$ 24,000 | \$ 14,468 | 60.28% | \$ 9,532 | \$ 26,000 | A | Cost for traffic signal and all street lights | | |
| 200 | 101-42000-250 | SNOW MANAGEMENT | \$ 40,523 | \$ 14,273 | \$ 46,059 | \$ 56,987 | \$ 40,000 | \$ 1,686 | 4.22% | \$ 38,314 | \$ 45,000 | A | Snow management funds (hauling costs, salt, sand, etc) | | |
| 201 | 101-42000-260 | EDUCATION/MEETINGS/TRAVEL | \$ 950 | \$ 75 | \$ 123 | \$ 300 | \$ 500 | \$ - | 0.00% | \$ 500 | \$ 1,000 | A | Annual expos and conferences for PW members | | |
| 202 | 101-42000-310 | OTHER PROFESSIONAL SVCS | \$ 200 | \$ 56 | \$ 699 | \$ 270 | \$ 500 | \$ 275 | 55.00% | \$ 225 | \$ 1,500 | A | Misc. Engineering | | |
| 203 | 101-42000-321 | TELECOMMUNICATIONS | \$ 2,238 | \$ 2,407 | \$ 2,108 | \$ 2,284 | \$ 2,500 | \$ 1,203 | 48.12% | \$ 1,297 | \$ 2,500 | A | Cell phones and other communications | | |
| 204 | 101-42000-355 | PERSONNEL/RECRUITMENT | \$ 228 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | A | Cost to recruit PW members (if needed) | | |
| 205 | 101-42000-375 | PROPERTY/LIABILITY INSURANCE | \$ 2,705 | \$ 2,769 | \$ 1,148 | \$ 1,500 | \$ 3,358 | \$ 3,394 | 101.07% | \$ (36) | \$ 2,000 | A | 5% budgeted increase | | |
| 206 | 101-42000 376 | AUTO INSURANCE | \$ 1,016 | \$ 993 | \$ 1,436 | \$ 1,894 | \$ 3,564 | \$ - | 0.00% | \$ 3,564 | \$ 2,000 | A | 5% budgeted increase | | |
| 207 | 101-42000-380 | ELECTRIC | \$ 1,630 | \$ 3,869 | \$ 2,146 | \$ 2,379 | \$ 2,200 | \$ 1,508 | 68.55% | \$ 692 | \$ 2,500 | A | Electric costs for PW building | | |
| 208 | 101-42000-384 | WASTE REMOVAL | \$ - | \$ - | \$ 1,260 | \$ 3,055 | \$ 2,500 | \$ 710 | 28.40% | \$ 1,790 | \$ 2,500 | A | Waste removal at PW building | | |
| 209 | 101-42000-390 | GAS - HEATING | \$ 952 | \$ 1,171 | \$ 1,146 | \$ 1,643 | \$ 1,500 | \$ 1,077 | 71.80% | \$ 423 | \$ 1,500 | A | Gas heat for PW building | | |
| 210 | 101-42000-410 | LEASES AND RENTALS | \$ 354 | \$ - | \$ 29 | \$ 434 | \$ 900 | \$ 615 | 68.33% | \$ 285 | \$ 9,000 | A | Copier/fax machine (75/mo) | | |
| 211 | | TOTAL | \$ 196,087 | \$ 183,276 | \$ 237,516 | \$ 288,796 | \$ 260,601 | \$ 164,166 | 63.00% | \$ 96,435 | \$ 297,187 | | 14.04% | | |
| 212 | | | | | | | | | | | | | | | |
| 213 | RECREATION | | | | | | | | | | | | | | |
| 214 | 101-42300-106 | PART TIME WAGES - ADULT PROGRAM | \$ 1,319 | \$ 283 | \$ - | \$ - | \$ 3,000 | \$ - | 0.00% | \$ 3,000 | \$ 3,500 | A | PT Adult Fitness Coordinator | | |
| 215 | 101-42300-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 101 | \$ 22 | \$ - | \$ - | \$ 230 | \$ - | 0.00% | \$ 230 | \$ 268 | A | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | |
| 216 | 101-42300-139 | WORK COMP INSURANCE | \$ 97 | \$ (104) | \$ (57) | \$ 63 | \$ 69 | \$ - | 0.00% | \$ 69 | \$ 75 | A | LMCIT recommended to budget for a 10% increase | | |
| 217 | 101-42300-312 | ADULT PROGRAMMING | \$ 3,604 | \$ 5,947 | \$ 8,332 | \$ 7,611 | \$ 7,000 | \$ 5,111 | 73.01% | \$ 1,889 | \$ 7,500 | A | Yoga, Jazzercise, Step to It | | |
| 218 | 101-42301-312 | YOUTH PROGRAMMING | \$ 72 | \$ 18,375 | \$ 9,700 | \$ 4,273 | \$ 13,000 | \$ 6,072 | 46.71% | \$ 6,928 | \$ 13,000 | A | All youth programming (youth & teen) | | |
| 219 | 101-42302-106 | PART TIME WAGES - SENIOR COORDINATOR | \$ 1,910 | \$ 4,618 | \$ 8,767 | \$ 10,124 | \$ 7,000 | \$ 6,924 | 98.91% | \$ 76 | \$ 7,500 | A | Senior Center Coordinator position wages | | |
| 220 | 101-42302-124 | PERA CONTRIBUTION | \$ 143 | \$ 346 | \$ 532 | \$ 551 | \$ 525 | \$ 386 | 73.52% | \$ 139 | \$ 563 | A | 7.5% wages | | |
| 221 | 101-42302-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 147 | \$ 353 | \$ 671 | \$ 766 | \$ 536 | \$ 538 | 100.37% | \$ (2) | \$ 574 | A | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | |
| 222 | 101-42302-139 | WORK COMP INSURANCE | \$ 233 | \$ 81 | \$ 288 | \$ 63 | \$ 69 | \$ - | 0.00% | \$ 69 | \$ 75 | A | LMCIT recommended to budget for a 10% increase | | |
| 223 | 101-42302-312 | SENIOR PROGRAMMING | \$ 380 | \$ 460 | \$ 512 | \$ 240 | \$ 300 | \$ - | 0.00% | \$ 300 | \$ 450 | A | Gaming supplies | | |
| 224 | | TOTAL | \$ 8,006 | \$ 30,381 | \$ 28,745 | \$ 23,691 | \$ 31,729 | \$ 19,031 | 59.98% | \$ 12,698 | \$ 33,504 | | 5.59% | | |
| 225 | | | | | | | | | | | | | | | |
| 226 | PARKS (10% ALLOCATION) | | | | | | | | | | | | | | |
| 227 | 101-42350-101 | FULL TIME | \$ 21,614 | \$ 21,831 | \$ 24,523 | \$ 27,708 | \$ 27,968 | \$ 21,047 | 75.25% | \$ 6,921 | \$ 29,509 | A | 10% of Public Works gross wages | | |
| 228 | 101-42350-106 | PART TIME | \$ 9,004 | \$ 99 | \$ 3,883 | \$ 3,475 | \$ 3,120 | \$ 277 | 8.88% | \$ 2,843 | \$ 3,500 | A | New PT on-call position (30 hrs/wk, 40 wks/yr) - Parks only | | |
| 229 | 101-42350-124 | PERA CONTRIBUTIONS | \$ 1,694 | \$ 1,628 | \$ 1,791 | \$ 1,978 | \$ 2,146 | \$ 1,519 | 70.78% | \$ 627 | \$ 2,191 | A | 7.5% wages (Full Time only) | | |
| 230 | 101-42350-125 | EMPLOYER FICA/MEDICARE CONTRIBUTION | \$ 2,620 | \$ 1,700 | \$ 2,055 | \$ 2,366 | \$ 2,231 | \$ 1,757 | 78.75% | \$ 474 | \$ 2,280 | A | 7.65% of wages (6.2% for FICA and 1.45% for Medicare) | | |
| 231 | 101-42350-130 | MED/DEN/LIFE/LTD INSURANCE | \$ 1,469 | \$ 2,908 | \$ 5,361 | \$ 3,372 | \$ 1,212 | \$ 1,212 | 100.00% | \$ - | \$ 5,435 | A | Estimated medical and dental insurance for employees | | |
| 232 | 101-42350-135 | CELL/TRAVEL/INSURANCE ALLOW | \$ 2,554 | \$ 407 | \$ 503 | \$ 1,648 | \$ 1,200 | \$ 1,518 | 126.50% | \$ (318) | \$ 260 | A | Allocated allowance costs to Parks | | |
| 233 | 101-42350-139 | WORK COMP INSURANCE | \$ 3,323 | \$ 1,548 | \$ 752 | \$ 279 | \$ 225 | \$ 905 | 402.22% | \$ (680) | \$ 250 | A | LMCIT recommended to budget for a 10% increase | | |
| 234 | 101-42350-211 | PARK OPERATIONS | \$ 4,136 | \$ 6,995 | \$ 11,519 | \$ 6,133 | \$ 7,000 | \$ 7,879 | 112.56% | \$ (879) | \$ 10,000 | A | Misc operations for Parks (includes fertilizer/weed control applications) Outside company for fert/weed control | | |
| 235 | 101-42350-212 | GATEWAY SIGN OPERATION | \$ 4,404 | \$ 2,781 | \$ 3,908 | \$ 3,493 | \$ 3,200 | \$ 2,202 | 68.81% | \$ 998 | \$ 4,000 | A | Electric, insurance, maintenance | | |
| 236 | 101-42350-215 | CENTRAL AVENUE STREETScape | \$ 15,341 | \$ 17,768 | \$ 30,993 | \$ 22,988 | \$ 17,500 | \$ 10,771 | 61.55% | \$ 6,729 | \$ 19,000 | A | Flower baskets, spring planting, fall cleanup, weekly maintenance, supplies/materials | | |
| 237 | 101-42350-216 | FUEL | \$ 988 | \$ 1,431 | \$ 2,033 | \$ 1,387 | \$ 1,300 | \$ 650 | 50.00% | \$ 650 | \$ 1,300 | A | Fuel for parks vehicles | | |
| 238 | 101-42350-217 | VEHICLE REPAIRS/MAINTENANCE | \$ 654 | \$ 397 | \$ 1,461 | \$ 912 | \$ 1,000 | \$ 76 | 7.60% | \$ 924 | \$ 1,000 | A | Misc repair for parks vehicles | | |
| 239 | 101-42350-218 | UNIFORMS/PROTECTIVE GEAR | \$ 144 | \$ 137 | \$ 240 | \$ 121 | \$ 200 | \$ 120 | 60.00% | \$ 80 | \$ 200 | A | Protective gear for parks | | |
| 240 | 101-42350-220 | RADIO COMMUNICATIONS | \$ 20 | \$ - | \$ - | \$ 38 | \$ - | \$ - | #DIV/0! | \$ - | \$ - | A | Radio costs for parks (no longer used) | | |
| 241 | 101-42350-221 | EQUIPMENT REPAIRS/MAINTENANCE | \$ 631 | \$ 3,360 | \$ 1,453 | \$ 3,783 | \$ 2,000 | \$ 1,617 | 80.85% | \$ 383 | \$ 3,000 | A | Small equipment repair | | |
| 242 | 101-42350-222 | PW BUILDING REPAIR/MAINT | \$ 815 | \$ 922 | \$ 1,532 | \$ 656 | \$ 900 | \$ 263 | 29.22% | \$ 637 | \$ 900 | A | Parks allocation of PW repair costs | | |
| 243 | 101-42350-321 | TELECOMMUNICATIONS | \$ 243 | \$ 416 | \$ 442 | \$ 506 | \$ 500 | \$ 252 | 50.40% | \$ 248 | \$ 500 | A | Parks allocation of PW telecommunications costs | | |
| 244 | 101-42350-355 | PERSONNEL/RECRUITMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | A | Posting add for Summer Part Time help position in paper | | |
| 245 | 101-42350-375 | PROPERTY/LIABILITY INSURANCE | \$ 15,437 | \$ 17,849 | \$ 8,538 | \$ 8,597 | \$ 9,025 | \$ 9,467 | 104.90% | \$ (442) | \$ 10,000 | A | 5% budgeted increase | | |
| 246 | 101-42350-376 | AUTO INSURANCE | \$ 260 | \$ 255 | \$ 368 | \$ 870 | \$ 914 | \$ - | 0.00% | \$ 914 | \$ - | A | 5% budgeted increase | | |
| 247 | 101-42350-380 | ELECTRIC | \$ 3,991 | \$ 4,221 | \$ 5,131 | \$ 5,017 | \$ 4,000 | \$ 2,885 | 72.13% | \$ 1,115 | \$ 4,000 | A | Electric costs for parks | | |
| 248 | 101-42350-390 | GAS - HEATING | \$ 716 | \$ 801 | \$ 1,293 | \$ 979 | \$ 1,000 | \$ 533 | 53.30% | \$ 467 | \$ 1,000 | A | Gas heat for parks buildings | | |
| 249 | 101-42350-410 | LEASE/RENTALS | \$ 1,275 | \$ 604 | \$ 432 | \$ 3,590 | \$ 750 | \$ 1,335 | 178.00% | \$ (585) | \$ 750 | A | Leases for various items (skating rink warming house) | | |
| 250 | | TOTAL | \$ 91,333 | \$ 88,058 | \$ 108,211 | \$ 99,896 | \$ 87,391 | \$ 66,285 | 75.85% | \$ 21,106 | \$ 99,075 | | 13.37% | | |
| 251 | | | | | | | | | | | | | | | |
| 252 | 101-41350-310 | CONTINGENCY | \$ 460 | \$ - | \$ - | \$ - | \$ 20,000 | \$ 2,550 | 12.75% | \$ 17,450 | \$ 20,000 | | Unforeseen expenses | | |
| 253 | | | | | | | | | | | | | | | |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|-----|--|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------------|--------------------------------------|---|---|---|---|
| 1 | City of Osseo | | | | | | | | | | | | | | | |
| 2 | General Fund Expenditures Budget Worksheet | | | | | | | | | | | | | | | |
| 3 | For the Year 2025 | | | | | | | | | | | | | | | |
| 4 | Note: Accounts indicating an "A" are allocatable to enterprise funds | | | | | | | | | | | | | | | |
| 5 | | | 2020 | 2021 | 2022 | 2023 | 2024 | | | | 2025 Projected | | | | | |
| 6 | ACCOUNT | DESCRIPTION | Actual | Actual | Actual | Actual | Budgeted | 9/30/2024 | % of Budget | Remaining | Amount | Notes | | | | |
| 254 | 101-49300-720 | TRANSFER TO OTHER FUND | \$ 565,870 | \$ 565,870 | \$ 625,870 | \$ 625,870 | \$ 625,870 | \$ - | 0.00% | \$ 625,870 | \$ 426,284 | Transfer to Capital Improvement Plan | | | | |
| 255 | | | | | | | | | | | | | | | | |
| 256 | | | | | | | | | | | | | | | | |
| 257 | TOTAL GENERAL FUND EXPENDITURES | | \$ 2,769,163 | \$ 2,931,958 | \$ 3,132,692 | \$ 3,540,072 | \$ 4,013,109 | \$ 2,458,759 | 61.27% | \$ 1,554,350 | \$ 4,193,780 | 4.50% | | | | |
| 258 | | | | | | | | | | | | | | | | |
| 259 | | | | | | | | | | | \$ 180,671 | Increase for 2025 | | | | |

| A | B | C | E | F | G | H | I | J | K | L | M | N | O | P |
|----|---------------------------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---|---------------------|---------------------|---------------|---------------------|---|---------------------|--|
| 1 | City of Osseo | | | | | | | | | | | | | |
| 2 | General Fund Revenue Budget Worksheet | | | | | | | | | | | | | |
| 3 | For The Year 2025 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | 2020 | 2021 | 2022 | 2023 | | | | | | | 2024 | 2025 |
| 7 | | | | | | | | | | | | | | |
| 8 | Account | Description | Actual | Actual | Actual | | | Budgeted | 9/30/2024 | % RECEIVED | Remaining | | Amount | Description |
| 9 | 101-31000 | GENERAL PROPERTY TAX | \$ 1,278,424 | \$ 1,378,613 | \$ 1,453,395 | \$ 1,752,078 | | \$ 2,171,925 | \$ 1,122,391 | 51.68% | \$ 1,049,534 | | \$ 2,300,943 | General property tax levy |
| 10 | 101-31000 | ADDITIONAL GENERAL PROPERTY TAX | | | | | | \$ - | | | \$ - | | | Additional levy to maintain fund balance policy |
| 11 | 101-31020 | FISCAL DISPARITIES | \$ 248,835 | \$ 258,465 | \$ 294,033 | \$ 268,574 | | \$ 291,755 | \$ 134,110 | 45.97% | \$ 157,645 | | \$ 396,897 | Will get updated numbers from County in September |
| 12 | | TOTAL PROPERTY TAXES | \$ 1,527,259 | \$ 1,637,078 | \$ 1,747,428 | \$ 2,020,652 | | \$ 2,463,680 | \$ 1,256,501 | 51.00% | \$ 1,207,179 | | \$ 2,697,840 | LEVY TO THE COUNTY |
| 13 | 101-31080 | PROPERTY TAX PENALTIES | \$ 1,151 | \$ 696 | \$ 2,200 | \$ 249 | | \$ 2,500 | \$ - | 0.00% | \$ 2,500 | | \$ 200 | |
| 14 | 101-31200 | RECYCLE/ORGANICS GRANT | \$ 5,051 | \$ 5,049 | \$ 7,490 | \$ 7,470 | | \$ - | \$ 3,645 | 0.00% | \$ - | | \$ - | Moved to Community Fund for 2021 |
| 15 | 101-31810 | GAS FRANCHISE FEES | \$ 23,565 | \$ 26,127 | \$ 38,616 | \$ 36,503 | | \$ 40,000 | \$ 20,922 | 52.31% | \$ 19,078 | | \$ 42,000 | 2% of sales - paid quarterly |
| 16 | 101-31811 | ELECTRIC FRANCHISE FEES | \$ 62,175 | \$ 61,698 | \$ 61,483 | \$ 64,410 | | \$ 61,500 | \$ 50,570 | 82.23% | \$ 10,930 | | \$ 63,000 | Set amount based on type - paid quarterly |
| 17 | 101-31812 | REFUSE FRANCHISE FEES | \$ 12,590 | \$ 13,129 | \$ 16,052 | \$ 8,532 | | \$ 12,000 | \$ 4,894 | 40.78% | \$ 7,106 | | \$ 12,000 | 10% of sales - paid monthly |
| 18 | 101-32101 | BUILDING PERMITS | \$ 73,397 | \$ 103,961 | \$ 93,004 | \$ 48,552 | | \$ 95,000 | \$ 39,575 | 41.66% | \$ 55,425 | | \$ 75,000 | 2020-2023 reflect net |
| 19 | 101-32102 | COMMERCIAL LICENSES | \$ 31,598 | \$ 36,899 | \$ 36,541 | \$ 39,382 | | \$ 45,000 | \$ 26,640 | 59.20% | \$ 18,360 | | \$ 40,000 | Pawn, liquor, tobacco, THC |
| 20 | 101-32103 | ELECTRIC PERMITS | \$ 9,903 | \$ 8,411 | \$ 7,595 | \$ 4,333 | | \$ 9,000 | \$ 3,359 | 37.32% | \$ 5,641 | | \$ 9,000 | 2020-2023 reflect net |
| 21 | 101-32104 | RIGHT OF WAY PERMITS | \$ 4,300 | \$ 695 | \$ 6,950 | \$ 2,198 | | \$ 5,000 | \$ 9,389 | 187.78% | \$ (4,389) | | \$ 5,000 | |
| 22 | 101-32105 | POLICE LICENSE/PERMITS | \$ 65 | \$ 145 | \$ 885 | \$ 360 | | \$ 1,000 | \$ 225 | 22.50% | \$ 775 | | \$ 1,000 | Solicitors, peddlers, golf carts |
| 23 | 101-32106 | SPECIAL EVENT PERMIT | \$ 50 | \$ 480 | \$ 1,050 | \$ 460 | | \$ 1,000 | \$ 480 | 48.00% | \$ 520 | | \$ 1,000 | |
| 24 | 101-32107 | MAPLE GROVE CC ADMISSIONS | \$ - | \$ - | \$ 396 | \$ 1,065 | | \$ - | \$ 650 | 0.00% | \$ (650) | | \$ - | |
| 25 | 101-32108 | FOOD TRUCK PERMIT | \$ (50) | \$ - | \$ - | \$ - | | \$ - | \$ 30 | 0.00% | \$ (30) | | \$ - | |
| 26 | 101-32610 | SIGN PERMITS | \$ 1,039 | \$ 1,069 | \$ 840 | \$ 663 | | \$ 1,000 | \$ 81 | 8.10% | \$ 919 | | \$ 1,000 | |
| 27 | 101-32620 | PLANNING PERMITS | \$ 3,360 | \$ 750 | \$ 3,568 | \$ 2,051 | | \$ 3,500 | \$ 79 | 2.26% | \$ 3,421 | | \$ 3,000 | Land use applications |
| 28 | 101-32670 | RENTAL LICENSES | \$ 4,425 | \$ 3,346 | \$ 36,902 | \$ 36,223 | | \$ 36,000 | \$ 30,385 | 84.40% | \$ 5,615 | | \$ 36,000 | Single family homes, apartments, duplexes |
| 29 | 101-33401 | LOCAL GOVERNMENT AID | \$ 646,036 | \$ 649,597 | \$ 649,929 | \$ 623,049 | | \$ 678,467 | \$ 339,234 | 50.00% | \$ 339,233 | | \$ 679,115 | Actual (2nd half rec'd end of Dec) Per Rev. Dept. |
| 30 | 101-33418 | FIRE TRAINING AID | \$ 10,870 | \$ 12,904 | \$ - | \$ 22,542 | | \$ 7,000 | \$ 1,292 | 18.46% | \$ 5,708 | | \$ 7,000 | MN Fire Training Board aid |
| 31 | 101-33419 | FIRE AID | \$ 25,183 | \$ 17,727 | \$ 19,281 | \$ 3,250 | | \$ 21,541 | \$ - | 0.00% | \$ 21,541 | | \$ 21,550 | State Aid - Send to Relief Assoc 101 41920 123 |
| 32 | 101-33422 | POLICE AID | \$ 84,441 | \$ 93,499 | \$ 87,879 | \$ 175,397 | | \$ 112,000 | \$ 13,485 | 12.04% | \$ 98,515 | | \$ 112,000 | TZD, Vest aid, PERA State aid, Training aid (PERA aid should increase with additional staff) |
| 33 | 101-33425 | POLICE SERVICES | \$ 1,844 | \$ 10,780 | \$ 783 | \$ 589 | | \$ 4,500 | \$ 37,791 | 839.80% | \$ (33,291) | | \$ 4,500 | Events, fingerprinting, reports |
| 34 | 101-33611 | STAFF SERVICES | \$ 689 | \$ - | \$ - | \$ - | | \$ 500 | \$ - | 0.00% | \$ 500 | | \$ - | Billable non-Police staff hours, mostly PW |
| 35 | 101-33710 | COUNTY AID (CAM) | \$ 6,728 | \$ 6,728 | \$ 13,290 | \$ - | | \$ 6,000 | \$ - | 0.00% | \$ 6,000 | | \$ 6,000 | Aid for Public Works to maintain streets |
| 36 | 101-34001 | GATEWAY SIGN ADVERTISING | \$ 9,113 | \$ 14,300 | \$ 6,963 | \$ 312 | | \$ 12,000 | \$ 8,815 | 73.46% | \$ 3,185 | | \$ 10,000 | Fluctuates but lower than 2024 |
| 37 | 101-35100 | POLICE FINES/FORFEITURES | \$ 38,160 | \$ 34,871 | \$ 38,916 | \$ 39,677 | | \$ 40,000 | \$ 27,788 | 69.47% | \$ 12,212 | | \$ 40,000 | District Courts, impounding and towing |
| 38 | 101-36000 | MISCELLANEOUS REVENUES | \$ 8,985 | \$ 30,958 | \$ 32,076 | \$ 46,161 | | \$ 91,000 | \$ 43,061 | 47.32% | \$ 47,939 | | \$ 68,075 | Copies, Boerboom/Sipe Park rental, other misc. revenue (Small Cities Assistance \$48,075) |
| 39 | 101-3600x | REFUNDS AND REIMBURSEMENTS | \$ - | \$ 5,196 | \$ 13,331 | \$ 5,500 | | \$ 4,000 | \$ - | 0.00% | \$ 4,000 | | \$ - | LMC dividends, insurance claims, other misc. reimbursements |
| 40 | 101-36001 | COMMUNITY CENTER RENTAL | \$ 2,775 | \$ 11,472 | \$ 18,988 | \$ 20,030 | | \$ 20,500 | \$ 19,394 | 94.60% | \$ 1,106 | | \$ 20,500 | Same as Prior Year |
| 41 | 101-36002 | YOUTH RECREATION FEES | \$ - | \$ 18,170 | \$ 12,495 | \$ 6,501 | | \$ 15,000 | \$ 2,300 | 15.33% | \$ 12,700 | | \$ 15,000 | Same as Prior Year |
| 42 | 101-36003 | LIBRARY EXPENSE REIMBURSEMENT | \$ - | \$ - | \$ - | \$ - | | \$ 1,000 | \$ (117) | -11.70% | \$ 1,117 | | \$ 1,000 | Same as Prior Year |
| 43 | 101-36100 | SPECIALS COLLECTED BY COUNTY | \$ 512 | \$ 605 | \$ 4,131 | \$ 768 | | \$ 4,100 | \$ 5,220 | 127.32% | \$ (1,120) | | \$ - | Based on 2023 first half collections |
| 44 | 101-36210 | INTEREST EARNED | \$ 24,465 | \$ (2,106) | \$ - | \$ 61,882 | | \$ 45,000 | \$ 33,750 | 75.00% | \$ 11,250 | | \$ 55,000 | Interest is allocated at year end |
| 45 | 101-36234 | BEAUTIFICATION DONATIONS | \$ 14,400 | \$ 13,995 | \$ 9,000 | \$ 6,520 | | \$ 9,000 | \$ 300 | 3.33% | \$ 8,700 | | \$ 10,000 | Expense 101-42350-215 (was beautification) NEW 10% Fee |
| 46 | 101-36242 | NITE TO UNITE DONATIONS | \$ - | \$ 120 | \$ 10,000 | \$ 8,000 | | \$ 10,000 | \$ 10,047 | 0.00% | \$ (47) | | \$ 10,000 | Donations for Night to Unite event NEW 10% Fee |
| 47 | 101-39000 | TRANSFER FROM EDA | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | | \$ 20,000 | \$ - | 0.00% | \$ 20,000 | | \$ 30,000 | Staff, bldg maintenance, office equipment, insurance |
| 48 | 101-39000 | TRANSFER FROM CABLE FUND | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | | \$ 10,000 | \$ - | 0.00% | \$ 10,000 | | \$ 10,000 | From Cable Fund to support annual IT costs |
| 49 | 101-39000 | TRANSFER FROM CHARITABLE GAMING | | | | | | | | | | | \$ 25,000 | First time - use for Public Safety |
| 50 | 101-39301 | EXCESS TIF REVENUES | \$ 6,659 | \$ 6,149 | \$ 2,424 | \$ 5,409 | | \$ 8,000 | \$ 6,038 | 75.48% | \$ 1,962 | | \$ 8,000 | Based on 2023 first half collections |
| 51 | | ANTENNAE LEASE REVENUE | | | | | | | | | | | \$ 75,000 | Previous years included in the Water Utility Fund |
| 52 | 101-25500 | AMERICAN RESCUE PLAN FUNDS | \$ - | \$ - | \$ 63,887 | \$ - | | \$ - | \$ - | 0.00% | \$ - | | \$ - | ARP funds to eliminate revenue loss (one-time only in 2022) |
| 53 | | PUBLIC SAFETY FUNDS FROM STATE | \$ - | \$ - | \$ - | \$ - | | \$ 117,321 | \$ - | 0.00% | \$ 117,321 | | \$ - | One time funding for Public Safety from the State of MN |
| 54 | | | | | | | | | | | | | | |
| 55 | | | \$ 2,690,738 | \$ 2,874,498 | \$ 3,094,373 | \$ 3,348,690 | | \$ 4,013,109 | \$ 1,995,823 | 49.73% | \$ 2,020,931 | | \$ 4,193,780 | |
| 56 | | | | | | | | | | | | | | |
| 57 | | Non-Tax Levy Revenue | \$ 1,163,479 | \$ 1,237,420 | \$ 1,346,945 | \$ 1,328,038 | | \$ 1,549,429 | | | | | \$ 1,495,940 | |
| 58 | | | | | | | | | | | | | | |
| 59 | | Tax Levy Revenue | \$ 1,527,259 | \$ 1,637,078 | \$ 1,747,428 | \$ 2,020,652 | | \$ 2,463,680 | | | | | \$ 2,697,840 | |
| 60 | | | | | | | | | | | | | | |

City of Osseo
Resolution No. XXXX-XX

RESOLUTION APPROVING 2025 BUDGET AND PROPERTY TAX LEVY

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

| | |
|--|--------------------|
| General Fund Revenue budget | \$4,193.780 |
| General Fund Expenditure budget | \$4,193,780 |

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

| | |
|--------------------------|--------------------|
| General Fund Levy | \$2,697,840 |
|--------------------------|--------------------|

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

| | |
|--|------------------|
| General Obligation Improvement Refunding Bond 2016B | \$145,000 |
| General Obligation Bond, 2022A | \$122,730 |

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

Adopted by the Osseo City Council this 9th day of December, 2024.

CITY OF OSSEO
Resolution No. 2024-XX

RESOLUTION REDUCING DEBT SERVICE TAX LEVIES FOR 2025

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

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

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

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

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

Adopted by the Osseo City Council this 9th day of December, 2024.



City of Osseo City Council Meeting Item

| | |
|----------------------|--|
| Agenda Item: | Approve Updated Employee Personnel Policy |
| Meeting Date: | December 9 th , 2024 |
| Prepared by: | Shane Mikkelson, Police Chief/City Administrator |
| Attachments: | Draft Osseo Employee Personnel Policy |

Policy Consideration:

Consider approving update to the City's Personnel Policy.

Background:

With the 2025 budget change to the opt-out of insurance monies, there is one change on page 20 of the personnel policy to reflect the update. The opt-out went from 500.00 per month to 1475.00 per month.

Previous Action or Discussion:

The Council discussed the changes to the budget at the November 25th budget work session. Since these changes were adopted with the 2025 budget this evening, I have the prepared the update for the Personnel Policy.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the updated City of Osseo Personnel Policy;
2. Approve the updated City of Osseo Personnel Policy, with noted changes/as amended;
3. Deny approval of the updated City of Osseo Personnel Policy;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the updated City of Osseo Personnel Policy.

Next Step:

The updated Personnel Policy will be delivered to each employee, and the policy will take effect on January 1, 2025.



CITY OF OSSEO

EMPLOYEE PERSONNEL POLICY AND COMPENSATION PLAN

Previous Versions Adopted by the Osseo City Council on:

May 27, 2014

October 28, 2019

November 14, 2022

[November 13, 2023](#)

Current Version Adopted by the Osseo City Council on ~~November 13, 2023~~

[December 9, 2024](#)

Effective January 1, 20~~24~~[2025](#)

TABLE OF CONTENTS

INTRODUCTION 6

 Purpose..... 6

 Scope 6

 No Discrimination 6

 Data Practices Advisory 6

 Media Requests 7

 Personal Communications and Use of Social Media 7

CITYWIDE WORK RULES AND CODE OF CONDUCT..... 8

 Conduct as a City Employee 8

 Attendance and Absence..... 8

 Access to and Use of City Property..... 9

 Appearance 9

 Conflict of Interest..... 9

 Falsification of Records..... 9

 Whistleblower Protections 9

 Political Activity 10

 Smoking 10

DEFINITIONS 10

 Authorized Hours..... 10

 Benefits..... 10

 Benefit Earning Employees..... 10

 Cannabinoid Products 10

 Demotion..... 10

 Employee 11

 Exempt Employee..... 11

 FICA (Federal Insurance Contributions Act) 11

 Fiscal Year 11

 Full-Time Employee 11

 Hours of Operation..... 11

 Management Employee 11

 Non-Exempt Employee..... 11

 Pay Period..... 11

 PERA (Public Employees Retirement Association)..... 11

 Personal Protective Equipment (PPE)..... 11

 Probationary/Training Period..... 11

 Promotion..... 12

 Reclassify 12

Service Credit..... 12

Tetrahydrocannabinols (THC)..... 12

Transfer 12

Weapon 12

Workweek 12

EMPLOYEE RECRUITMENT & SELECTION 12

 Scope 12

 Features of the Recruitment System..... 12

 Testing and Examinations..... 13

 Pre-Employment Medical Exams..... 13

 Selection Process..... 13

 Background Checks..... 13

ORGANIZATION 14

 Job Descriptions 14

 Assigning and Scheduling Work..... 14

 Job Descriptions and Classifications..... 14

 Layoff..... 14

HOURS OF WORK 14

 Work Hours..... 14

 Meal Breaks and Rest Periods 14

 Flexible Scheduling 15

 Working Remotely..... 15

 Adverse Weather Conditions/Emergency Situations 15

COMPENSATION..... 15

 Direct Deposit..... 16

 Time Reporting 16

 Overtime/Compensatory Time..... 16

 Non-Exempt (Overtime-Eligible) Employees 16

 Call Back for Emergency 16

 Public Works On-Call Time 17

 Exempt (Non-Overtime-Eligible) Employees 17

 Leave Policy for Exempt Employees 18

 Employee Compensation Program Objectives (Merit Plan)..... 18

 Merit Plan Structure 18

 Merit Plan Components – Annual Cost of Living Adjustments and Annual Merit Increases..... 18

 Part-Time Paid On-Call Fire Department Annual Pay 19

PERFORMANCE REVIEWS 19

BENEFITS 20

Health, Dental, Life Insurance 20

Retirement/PERA..... 20

Tuition Reimbursement..... 20

HOLIDAYS 21

LEAVES OF ABSENCE..... 21

 Funeral Leave 21

 Paid Time Off (PTO) 21

 Accrual Rates for Paid Time Off..... 22

 Paid Time Off Cap and Conversion Options 22

 Donation of Paid Time Off Hours to Another Employee 23

 Medical Certification 23

 Severance Pay..... 23

 Military Leave 23

 Jury Duty..... 23

 Court Appearances 24

 Victim or Witness Leave 24

 Job Related Injury or Illness..... 24

 Pregnancy and Parenting Leave 24

 Paid Parental Leave 25

 Administrative Leave 25

 Adoptive Parents 25

 School Conference Leave 25

 Bone Marrow/Organ Donation Leave 25

 Elections/Voting 25

 Unpaid leave..... 25

 Earned Safe and Sick Time (ESST) 26

FAMILY AND MEDICAL LEAVE 26

 Reasonable Unpaid Work Time for Nursing Mothers 31

 Light Duty/Modified Duty Assignment..... 31

 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy..... 32

SEXUAL HARASSMENT PREVENTION..... 32

 General 32

 Definitions 32

 Expectations 33

 Special Reporting Requirements 33

 Retaliation 34

RESPECTFUL WORKPLACE POLICY..... 34

 Applicability 34

Abusive Customer Behavior 34

Types of Disrespectful Behavior 34

Employee Response to Disrespectful Workplace Behavior 35

Supervisor’s Response to Allegations of Disrespectful Workplace Behavior 35

Special Reporting Requirements 36

Confidentiality 36

Retaliation 37

SEPARATION FROM SERVICE 37

 Resignations 37

 Severance Pay 37

DISCIPLINE 37

 General Policy 37

 No Contract Language Established 37

 Process 37

 Oral Reprimand 37

 Written Reprimand 38

 Suspension With or Without Pay 38

 Demotion and/or Transfer 38

 Salary 38

 Dismissal 38

GRIEVANCE PROCEDURE 38

EMPLOYEE EDUCATION & TRAINING 39

 Job-Related Training and Conferences 39

 Compensation for Travel and Training Time 39

 Memberships and Dues 39

OUTSIDE EMPLOYMENT 40

DRUG FREE WORKPLACE 40

CITY DRIVING POLICY 41

CELLULAR PHONE USE 41

 General Policy 41

 Procedures 42

 Responsibility 42

SAFETY 42

 Reporting Accidents and Illnesses 42

 Safety Equipment/Gear 42

 Unsafe Behavior 42

 Access to Gender-Segregated Activities and Areas 42

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Osseo (the “city”). They should not be construed as contract terms for any city employees. No supervisor or city representative has any authority to enter into any agreement for employment for any specific period, or to make any agreement contrary to this provision. Nothing in this Personnel Policy (or Employee Handbook), or in other city policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city policy at all times.

Except as otherwise prohibited by law, the city has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason. Only the City Council has the right to alter the “at will” agreement.

Scope

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers (except for paid-per-call firefighters)

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

No Discrimination

The city will not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

For more information, refer to the City of Osseo [Data Practices Policy](#).

Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate supervisor staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator, or other appropriate supervisor staff.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, do not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Personal Communications and Use of Social Media

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Remember what you write, or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be

permissible in the workplace are not permissible between co-workers online, even if it is done after hours, from home and on home computers.

- The city expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video, or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance, or membership or activity in a local human rights commission.
- If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the city. However, these are my own opinions and do not represent those of the city."
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at city hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., Osseo Cop).

For more information, refer to the City of Osseo [Social Media Policy](#).

CITYWIDE WORK RULES AND CODE OF CONDUCT

Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. **An employee's primary responsibility is to serve the residents and business community of the city.** Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the city. All employees are expected to:

- Always perform assigned duties to the best of their ability.
- Render prompt and courteous service to the public always.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward residents, business community members, and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Attendance and Absence

The operations and standards of service in the city require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. For a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time required to be on the job. Understanding attendance requirements is an essential function of every city position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees must contact their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process may be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior, as approved by the City Administrator.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures. For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the City Administrator. Any employee, current or former, found having an unauthorized duplicate key will be subject to disciplinary action and/or any applicable legal recourse.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to act or decide where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Whistleblower Protections

An employee of the city who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or City Administrator or city attorney. The

employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The city will not retaliate against a whistleblower. This includes but is not limited to protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the City Administrator and/or City Attorney immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Smoking

The city observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees eighteen (18) and over can smoke only during their breaks and lunch, and only in areas allowed by law.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least twenty (20) hours per week on a regular basis.

Cannabinoid and Cannabis Products

These terms have the same meanings as described in Minnesota Statutes Section 342.01.

Demotion

The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee’s former position.

Employee

An individual who has successfully completed all stages of the selection process, including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Currently, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Fiscal Year

The period from Jan. 1 to Dec. 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Hours of Operation

The city's regular hours of operation are Monday through Thursday, from 7:30 a.m. to 5 p.m.; on Fridays, from 7:30 a.m. to 11:30 a.m.

Management Employee

An employee who is responsible for managing a department or division of the city.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Pay Period

A fourteen (14) day period beginning at 12 a.m. (midnight) on Monday through 11:59 p.m. on Sunday, 14 days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Personal Protective Equipment (PPE)

Personal Protective Equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs), hard hats, respirators, and full body suits. OSHA requires that employers protect their employees from workplace hazards that can cause injury.

Probationary/Training Period

A six (6)-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights. Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued city employment. A probationary/training period may be extended at the recommendation of the supervisor

or City Administrator if, in the opinion of the supervisor or City Administrator, an employee needs additional training time for up to an additional six (6) months.

Time served in temporary, seasonal, volunteer, or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Promotion

Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Transfer

Movement of an employee from one city position to another of equivalent pay.

Weapon

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek

A workweek is seven (7) consecutive twenty-four (24) hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department or fire department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The City Administrator or a designee will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled. Part-time, temporary and seasonal positions will be managed by the City Administrator or appropriate supervisor staff. Full-time positions will be managed by the City Administrator with assistance from the Council Human Resources Committee. All position hires shall be approved by the City Council.

Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis.

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline to be considered for the position.

The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file. Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be negotiated by the City Administrator or hiring supervisor, with final approval by City Council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by an appropriate licensed provider designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn’t medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring part-time, seasonal, and temporary employees shall be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval. The city has the right to make the final hiring decision based on qualifications, abilities, experience, and city needs.

Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate’s suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

ORGANIZATION

Job Descriptions

The city will maintain job descriptions for each regular full-time and part-time position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include position title, department, supervisor's title, FLSA status (exempt or non-exempt), essential functions of the position, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment. A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator. The regular workweek for employees is four (4) nine-hour days plus one (1) four-hour day in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

All shifts, including scheduled trades or picked-up shifts, must be pre-approved by supervisor. Working a shift without prior approval may result in discipline, up to and including termination of employment.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time unless approved by City Administrator.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen

(15) minute break. Exceptions must be approved by the supervisor or City Administrator. Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Flexible Scheduling

Employees may work on a flexible schedule as approved by the supervisor or City Administrator. Approval will be based on coverage requirements to maintain an acceptable level of city service. The City Administrator has the right to evaluate flexible schedules on an ongoing basis and may discontinue a flexible schedule at any time and for any reason.

Working Remotely

The City Administrator or supervisor shall authorize an employee to work remotely in certain situations and only when doing so will not adversely impact city operations. The City Administrator has the sole right and authority to evaluate working remotely on an ongoing basis and may discontinue the arrangement at any time and for any reason.

Adverse Weather Conditions/Emergency Situations

City facilities will generally be open during adverse weather or emergency situations. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees will be allowed to use accrued PTO or compensatory time or, with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments. Employees may be able to work from home if approved by the City Administrator.

An exception may be allowed when unforeseen circumstances demand the closing of city facilities, and any such situation will be evaluated on a case-by-case basis. If the City Council or City Administrator closes City Hall due to adverse weather conditions or other emergency situations, each employee will receive their normal hours for that day and need not use any accrued PTO or compensatory time.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor with approval from the City Administrator.

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee’s actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee’s wages.
- Take any adverse employment action against an employee for disclosing the employee’s own wages or discussing another employee’s wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee’s remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit, except in instances of written objection to the employer by the employee. Employees are responsible for notifying the Finance Department of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be forty (40) hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to the Finance Department on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for discipline. The city may terminate an employee for false time reporting, only after appropriate written notification by a supervisor.

Overtime/Compensatory Time

The city has established an overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of one-and-one-half for all hours worked over forty (40) in one workweek. Paid time off and paid holidays do not count toward “hours worked.” Compensation will take the form of either one-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator. The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of one-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. The maximum compensatory time accumulation for any employee is 80 (eighty) hours per calendar year. Once an employee has earned 80 (eighty) hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests. Compensatory time shall be taken only at mutually agreed-upon times between the supervisor and employee.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time. Any time a non-exempt employee with accrued compensatory time promotes to an exempt position, that employee’s accrual will be cashed out at their current non-exempt hourly rate.

Call Back for Emergency

Any employee called back to work for an emergency, outside of his/her regularly scheduled shift, shall be paid for a minimum of four (4) hours at one-and-one-half compensation. Compensation will take the form of either one-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours for each hour of overtime worked for the emergency. This emergency could be called by the employee’s supervisor or the City Administrator and is not limited to weather-related events, water or sewer breaks, and other emergency situations. If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but will not be allowed to work. Appropriate arrangements for return transportation to the employee’s residence will be made. It is the sole responsibility of the employee who is under the influence

of alcohol, drugs or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Public Works On-Call Time

Each week, a Public Works employee will be scheduled as on-call. Scheduling of on-call weeks shall be completed by the Public Works Director to ensure that adequate service coverage is maintained and considering various leaves of absence. On-call requires that the employee be able to respond to an emergency outside of the normal work hours during a given week or weekend in a timely manner. For being on-call, the employee will collect seven (7) hours of straight time on their current bi-weekly timesheet. The seven (7) hours of on-call time do not accrue toward the employee’s standard 40-hour workweek, overtime accrual, or compensatory time.

Actual time worked during the on-call period will be paid at a one-and-one-half rate. The Public Works Director may allow for any flex scheduling if the employee prefers. Any flexible scheduling allowed by the Public Works Director may be reviewed at any time for adequate service coverage or for known Public Works specific emergencies (such as snow plowing, or other off-hours work to be completed).

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra compensation for the hours worked over 40 in one (1) workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The city will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn paid time off and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns paid time off, receives a short-term disability benefit or workers’ compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all his/her paid leave.
- The employee is absent for a full workweek, and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee’s salary based on the time worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The city may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The city will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees. If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Normal business hours for exempt staff are as outlined in this policy, plus evening meetings as necessary.

Exempt employees are required to use paid leave when on personal business or away from the office for four hours or more, on a given day. Absences of less than four hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal Monday through Friday business hours requirement. Exempt employees must communicate their absence to the City Administrator or his/her designee.

If an exempt employee is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue by the City Administrator or appropriate supervisor staff.

Employee Merit Compensation Program Objectives

- To establish and maintain pay opportunities that enable the city to attract and retain qualified, reliable, and motivated people who are committed to quality and excellence for those we serve.
- To ensure, subject to the financial condition of the city, that employees receive fair and equitable salaries in relation to their individual contributions to the city's success.
- To follow the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on skill, effort, responsibility, and working conditions.
- To ensure program flexibility necessary to meet changing economic, competitive, technological, and regulatory conditions.
- To establish, manage, and communicate the compensation and performance management program in a manner that strengthens internal relationships among related and unrelated functions and emphasizes the service expectations of our community.
- To balance compensation and benefit needs with available resources.

Merit Plan Structure

The non-represented compensation plan specifies salary range minimums and maximums, as well as mid-points. The City Council has the discretion to hire employees at any point within the salary range based on market conditions and qualifications of employee and to secure the best candidate for the position.

Merit Plan Components

There are two components to the compensation program: annual cost of living adjustments and annual merit increases.

Annual Cost of Living Adjustments

An annual cost of living adjustment, expressed as a percentage increase, is recommended by the City Administrator to the City Council for review and approval. The amount approved, if any, is applied to all non-union wages on the first payroll of the year. All salary range minimums and maximums will be adjusted to reflect the cost-of-living adjustment. Annual cost of living adjustment percentages will be based on the Minnesota Consumer Price Index (MN CPI) for each given year. The city shall budget for the appropriate cost of living adjustment for the preliminarily approved budget, with the city council having final approval of the final cost of living adjustment for the final budget.

Annual Merit Increases

Increases will be determined based on the results of a performance evaluation on an annual basis on January 1. All non-represented city regular full-time employees are eligible for annual merit increases. Increase levels will be correlated to the final score on the employee’s annual performance evaluation. The total of the numeric scores received for each category shall be divided by the number of categories. The resulting whole numbers (decimals of 0.5 and greater should be rounded up to the next whole number) shall be used to determine the Increase level. Increase levels will correlate to final scores as described below. All increases will be calculated on base wages. Employees with scores that correlate to an increase, but who are at the maximum of their pay range, will receive a lump sum award equal to the correlating percent of their base pay. Lump sum awards are not added to the employee’s base pay.

| A final score of... | results in Merit Increase of... |
|---------------------|---------------------------------|
| 0 | 0.0% |
| 1 | 0.5% |
| 2 | 0.75% |
| 3 | 1.0% |
| 4 | 1.25% |
| 5 | 1.5% |
| 6 | 2.0% |
| 7 | 2.5% |
| 8 | 3.0% |
| 9 | 3.5% |
| 10 | 4.0% |

The City Council has final approval of all merit increases. The city, as fiscally possible, will budget an annual amount for merit increases. There is no obligation on the part of the city to award merit increases even though an amount is budgeted. Because this program is designed to reward specific behaviors and performance levels, the city is obligated to only approve increases which, in its professional judgement, are truly merited and meet the program purpose and guidelines.

Performance evaluation criteria is outlined in the Performance Reviews section below. All awards shall be made through the Finance Department and all appropriate tax requirements shall apply.

Part-Time Paid On-Call Fire Department Annual Pay

Annually each fall the Fire Chief or Assistant Fire Chief will submit a record of all part-time fire department member hours for training and calls. This request for payment should be submitted to the City Accountant for the time period of November 1 of the previous year through October 31 of the current year. The hourly rate for part-time fire department employees and any additional annual officer pay shall be approved by the City Council annually and is subject to the approved annual cost of living adjustment, if any. The City Accountant will present the part-time fire department payroll to the City Council for approval and payment will be made in December each year.

If a part-time fire department member has a lapse in time on the department and is required to re-train for firefighter certification, the city will pay for the new certification hours required. All fire department relief association members are eligible for pension payments, as allowed by state law and the Osseo Fire Relief Association bylaws.

PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee’s past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city’s grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not

challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur at least quarterly between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well, and not so well. Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance

The city will contribute a monthly amount toward group health, dental, and life insurance benefits for each eligible employee and his/her dependents. Monthly amounts may be changed by recommendation of the City Administrator and approval of the City Council on an annual basis, through the annual budgeting process. Employees may opt-out of insurance all together and will be compensated at a rate of ~~\$500~~-\$1475 per month. The insurance opt out benefit is a legally taxable benefit.

In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work thirty (30) or more hours per week or the equivalent of 130 hours or more per month. To comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Retirement/PERA

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding for many employees).

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the city for at least one (1) year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at a City Council approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The city will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the city.

HOLIDAYS

The city observes the following official holidays for all regular full-time and benefit-earning part-time employees:

| | | |
|----------------------------|-------------------------|---------------------------|
| New Year’s Day | Independence Day | Friday after Thanksgiving |
| Martin Luther King Jr. Day | Labor Day | Christmas Eve Day |
| Presidents’ Day | Indigenous People’s Day | Christmas |
| Memorial Day | Veterans Day | New Year’s Eve Day |
| Juneteenth | Thanksgiving | |

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for city operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

Premium pay of one-and-one-half times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday. Any other hours worked during a holiday will be paid at one-and-one-half times the regular hourly wage.

Employees wanting to observe holidays other than those officially observed by the city may request either paid time off or unpaid leave for such time off. Requests for additional religious holidays will be considered on a case-by-case basis with approval by the City Administrator.

LEAVES OF ABSENCE

Depending upon an employee’s situation, more than one form of leave may apply during the same period (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off taken under any of the city’s leave programs must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policy.

Funeral Leave

Employees will be permitted to use up to five (5) working days, with pay, as funeral leave upon the death of a family member. Family members include parents (biological, stepparents, and adopted), spouses, and children (biological, adopted, or stepchildren), siblings, aunts/uncles, grandparents, grandchildren, and in-laws.

This paid leave will not be deducted from the employee’s paid time off balance. The actual amount of time off and funeral leave approved will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Paid Time Off (PTO)

Paid time off (PTO) replaces individual sick leave and vacation leave plans and combines them into a single benefit program. Paid time off does not replace city observed holidays, jury duty, military leave, or court leave. Employees accrue paid time off based on length of service with the city. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

Paid time off can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

Accrual Rates for Paid Time Off [*For all current employees hired before December 31, 2019]

| <u>Years of Service</u> | <u>Accrual Rates Per Pay Period</u> |
|---|-------------------------------------|
| Date of hire until completion of five years | 6.77 hrs/pp |
| Six years until completion of ten years | 8.31 hrs/pp |
| Start of eleven years | 8.61 hrs/pp |
| Start of twelve years | 8.92 hrs/pp |
| Start of thirteen years | 9.23 hrs/pp |
| Start of fourteen years | 9.54 hrs/pp |
| Start of fifteen years | 9.84 hrs/pp |
| Start of sixteen years | 10.15 hrs/pp |
| Start of seventeen years | 10.46 hrs/pp |
| Start of eighteen years | 10.77 hrs/pp |
| Start of nineteen years | 11.07 hrs/pp |
| Start of twenty years and above | 11.38 hrs/pp |

Accrual Rates for Paid Time Off [*For all employees hired after January 1, 2020]

| <u>Years of Service</u> | <u>Accrual Rates Per Pay Period</u> |
|--|-------------------------------------|
| Date of hire until completion of two years | 5.54 hrs/pp |
| Three years until completion of five years | 6.77 hrs/pp |
| Six years until completion of ten years | 8.31 hrs/pp |
| Start of eleven years | 8.61 hrs/pp |
| Start of twelve years | 8.92 hrs/pp |
| Start of thirteen years | 9.23 hrs/pp |
| Start of fourteen years | 9.54 hrs/pp |
| Start of fifteen years | 9.84 hrs/pp |
| Start of sixteen years | 10.15 hrs/pp |
| Start of seventeen years | 10.46 hrs/pp |
| Start of eighteen years | 10.77 hrs/pp |
| Start of nineteen years | 11.07 hrs/pp |
| Start of twenty years and above | 11.38 hrs/pp |

During the first six (6) months of employment with the city, paid time off use must be approved by the employee’s supervisor.

Paid Time Off Cap and Conversion Option

Each employee may accrue paid time off up to a maximum of 840 hours. Paid time off will not accrue during unpaid leaves. Employees can carry over any paid time off that does not exceed the stated cap. No additional accrual will occur above the cap. If an employee accrues over 840 paid time off hours, the city shall pay the employee for each hour over 840 (at the employee’s current pay rate as of December 31 each year). Employees may cash out excess paid time off hours during the year, on an hour-for-hour basis, paid out at the employee’s current wage rate.

Paid time off will also be eligible for conversion to a 457 deferred compensation plan on an hour-for-hour basis (subject to IRS maximum deferral regulations and Minnesota law) annually, if the employee so chooses. Payment will be based on the employee’s current hourly rate on December 1. Conversion to deferred compensation will occur in the second payroll of the following year with specific dates to be determined by the Finance Department each year. The Finance Department will notify all employees in November of each year as to the dates and conversion options. Regular rate for the purpose of this policy is the employee’s straight time rate not including overtime, pay differentials, out-of-class adjustments, or any other additions to regular pay.

Donation of Paid Time Off Hours to Another Employee

City employees who have accrued paid time off hours may donate up to a maximum of forty (40) hours to another employee if employee has spent all accrued paid time off hours, per City Administrator approval. The Finance Department shall maintain records of such times in order to maintain correct paid time off banks for each employee.

Medical Certification

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

Severance Pay

Employees leaving the city in good standing will receive one hundred (100) percent of their paid time off balance as compensation (applicable taxes will be withheld). Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law). To leave employment in good standing, an exempt employee must give the city at least one-month prior notice in writing. A non-exempt employee must give written notice at least 14 calendar days in advance. An employee whose position is terminated or abolished by the City Council without cause is deemed to have left employment in good standing.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the 15-day paid leave of absence. Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals. Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The ten days may be reduced if an employee elects to use appropriate accrued paid leave. Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one (1) day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved. Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take unpaid leave subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony or is the spouse or immediate family member (immediate family member includes parent, spouse, child, or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and plan for a medical appointment. Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Unpaid pregnancy and parenting leave for up to 12 weeks is available to female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as for biological or adoptive parents in conjunction with the birth or adoption of a child. For leave related to the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice. If the leave must be taken in less than three (3) days, the employee should give as much notice as practicable.

Employees are required to use accrued paid time off during Pregnancy and Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Paid Parental Leave

The city shall offer any new mother or father up to two paid weeks for parental leave (for a biological birth, adoption, or surrogacy). Paid parental leave will be the first two full weeks of FMLA leave. Any additional leave after the initial two weeks of paid parental leave shall be taken in accordance with the Pregnancy and Parenting Leave section of this policy.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child’s placement or caring for the child after placement. Such leave must begin before or at the time of the child’s placement in the adoptive home.

School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen (16) hours during any twelve (12) month period to attend school conferences or classroom activities related to the employee’s child (under age 18, or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use paid time off for this absence but are not required to do so.

Bone Marrow/Organ Donation Leave

Employees working an average of twenty (20) or more hours per week may take paid leave, not to exceed forty (40) hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The city may require a physician’s verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least twenty (20) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. Employees will also be allowed paid time off to vote during the time allowed for voting in person before Election Day.

Unpaid Leave

The City Administrator may authorize unpaid leave for up to thirty (30) days. Unpaid leave for greater periods may be granted by the City Council. Normally employee benefits will not be earned by an employee while on unpaid leave. However, the city’s contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on an unpaid leave and is not working any hours, the employee will not accrue (or be paid for) holidays or paid time off. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue paid time off based on actual hours worked. Unpaid leave hours will not count toward seniority and all accrued paid

time off and compensatory time must normally be used before an unpaid leave of absence will be approved. To qualify for unpaid leave, an employee need not have used all paid time off earned unless the leave is for medical reasons. Unpaid leave for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from an unpaid leave for a reason other than a qualified Parenting Leave or FMLA will be guaranteed return to the original position only for absences of thirty (30) calendar days or less. Employees receiving unpaid leave more than thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Administrator.

Earned Sick and Safe Time

Eligible employees are entitled to pair leave pursuant to the City’s Earned Sick and Safe Time policy, effective January 1, 2024.

FAMILY AND MEDICAL LEAVE

Eligibility

To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the city for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the city will not consider any service seven (7) years prior to the employee’s most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee. The 1250 hours include only on-the-clock hours worked and do not include paid time off.

Types of Leave Covered by FMLA

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member’s active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

Definitions

- **“Spouse”** does not include domestic partners or common-law spouses.
- **“Caring for”** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible **“child,”** with some exceptions, is under 18 years of age.
- An eligible **“parent”** includes a biological parent or a person who stood in the place of a parent.
- **“Serious Health Condition”** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care, or childbirth;
 - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider;

- **Chronic Conditions Requiring Treatments:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period, and may cause episodic rather than a continuing period of incapacity;
- **Permanent/Long-Term Conditions Requiring Supervision:** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease;
- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Length and Amount of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a looking forward basis. The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

How Leave May be Taken

FMLA leave may be taken for twelve (12) (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary. If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment to not disrupt the city's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the city may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child, but only with City Administrator approval.

Procedure for Requesting Leave and Notice

All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the City Administrator. When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin.

If 30 days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures. If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until 30 days after the employee provides notice. The city requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

The City Administrator will approve or deny requests for FMLA leave.

Certification and Documentation Requirements

For leave due to an employee's serious health condition or that of an employee's family member, the city will require the completion of a medical certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every thirty (30) days during periods when the employee has used intermittent leave. Recertification of leave may be required if the employee requests an extension of the original length approved by the City Administrator or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Second and Third Medical Opinions

The city may require an employee obtain a second opinion from a provider which the city selects. If necessary, to resolve a conflict between the original certification and the second opinion, the city may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Annual Medical Certification and Recertification

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the city will require employees to provide a new medical certification in each subsequent leave year. Such new medical certifications are subject to the provisions for authentication and clarification and second and third opinions.

Reinstatement

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment. An employee on FMLA leave has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Group Health Insurance and Other Benefits, Concurrent Leave, and Substitution of Paid Leave

An employee granted leave under this policy will continue to be covered under the city's group health and dental insurance plan under the same conditions and at the same level of city contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the city.

If there are changes in the city's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (short term disability or long term disability), paid time off, or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including workers' compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

Failure to Return to Work after FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least thirty (30) calendar days, the city may require the employee to repay the portion of the monthly cost paid by the city for group health plan benefits. The city may also require the employee to repay any amounts the city paid on the employee's behalf to maintain benefits other than group health plan benefits.

If an employee does not return to work following twelve (12) weeks of FMLA leave, the employee may be subject to COBRA continuation. If the employee fails to pay the city a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

Activities Prohibited During FMLA

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee’s current position. While on leave, an employee may not engage in any activity that conflicts with the best interests of the city. Such conduct will result in disciplinary action up to and including termination of employment.

Seniority

Unless required by a contract provision, seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker’s compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

Unpaid Medical Leave of Absence

If an employee is ineligible for FMLA leave or has exhausted available FMLA leave benefits, it is the policy of the city to consider an employee’s request for a medical or personal leave of absence. The amount of medical leave available to each employee will be determined on a case-by-case basis depending on the position held, staffing requirements, the reasons for the leave, and the anticipated return-to-work date. Employees who take unpaid medical leave are not guaranteed to return to the same position held prior to taking leave.

Employees seeking a medical leave of absence will be required to present medical documentation to support the need for the leave, on-going documentation to support the need for continued leave, and documentation to support a return to work. During Unpaid Medical Leave, employees will be expected to keep in regular contact with the City Administrator. When you anticipate your return to work, please notify the City Administrator of your expected return date at least one week before the end of your leave. Employees on an Unpaid Medical Leave of Absence may be subject to COBRA notice and continuation benefits and will be solely responsible for payment of the entire COBRA. Failure to keep in touch with management during your leave, failure to advise management of your availability to return to work, or failure to return to work following leave will be considered a voluntary resignation of your employment.

FMLA – QUALIFIED EXIGENCY AND MILITARY CAREGIVER LEAVE

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to twenty-six (26) weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **“son or daughter of a covered servicemember”** means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A **“parent of a covered servicemember”** means a covered servicemember’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The **“next of kin of a covered servicemember”** is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- **“Covered active duty”** means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- **“Covered servicemember”** means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- **“Serious injury or illness”** means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

AMOUNT OF LEAVE – QUALIFIED EXIGENCY

An eligible employee can take up to twelve (12) weeks of leave for a qualified exigency.

AMOUNT OF LEAVE – MILITARY CAREGIVER

An eligible employee taking military caregiver leave is entitled to twenty-six (26) workweeks of leave during a “single twelve (12) month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE

The city will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The city will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Reasonable Paid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable paid break time to express breast milk. The break time, if possible, should run concurrently with rest and meal periods already provided to the employee. The city will provide a clean, private, secure room or location (other than a bathroom or toilet stall) as close as possible to the employee’s work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private. The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician’s report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city’s job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether to assign light duty work to the employee. This policy is handled on a case-by-case basis. If the city offers a light duty assignment to an employee who is out on workers’ compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment. The circumstances

of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over twenty (20) pounds;
- Modification in work schedule or job assignments; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee’s request for a reasonable accommodation. The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

SEXUAL HARASSMENT PREVENTION

General

The city is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the city’s strong disapproval of unlawful sexual harassment, to advise employees against this behavior, and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual’s employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Examples of inappropriate behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves, include: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome, or repeated action of an individual against another individual, using sexual overtones.

Expectations

The city recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials about sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the public with respect and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. A supervisor
2. City Administrator
3. Mayor or city councilmember

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the City Administrator, or the mayor or a councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator, the mayor, or the city attorney.

The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the City Administrator. If the City Administrator is the subject of the complaint, then the supervisor is to report the complaint to the city attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The city will take action to correct all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them, particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

The city is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b), by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is the alleged harasser, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action. If a councilmember is the alleged harasser, the report will be made

to the City Administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens. If an elected or appointed city official (e.g., councilmember or commission member) is the victim of disrespectful workplace behavior, the city attorney will be consulted as to the appropriate course of action.

Retaliation

The city will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal, or harassment. While each situation is very fact dependent, retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations, or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws. It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media, and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor
2. City Administrator
3. Mayor or city councilmember
4. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the city attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the city attorney, who will decide how to proceed in addressing the complaint.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events. The city acknowledges this policy cannot possibly predict all situations that might arise and recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions, and city councilmembers.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911 and, as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

- **Violent Behavior:** Includes the use of physical force, harassment, bullying, or intimidation.

- **Discriminatory Behavior:** Includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status regarding public assistance.
- **Offensive Behavior:** May include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.
- **Names and Pronouns:** Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police, or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or city attorney promptly. Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911 and, as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the City Administrator, the mayor, or councilmember of promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the City Administrator.

Step 2. If, after what is a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee, will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time, and place:

- Corroborating evidence
- A list of witnesses
- Identification of the offender

Step 3. The supervisor must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The city will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the City Administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens. If an elected or appointed city official (e.g., councilmember or commission member) is the victim of disrespectful workplace behavior, the city attorney will be consulted as to the appropriate course of action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding, or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days’ notice. The written resignation must state the effective date of the employee’s resignation.

Unauthorized absences from work for a period of three (3) consecutive workdays may be considered as resignation without proper notice. Failure to comply with this procedure may be cause for denying the employee’s severance pay and any future employment with the city.

Severance Pay

Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for 100 percent of accrued paid time off.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the city. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city’s personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee’s personnel file with a copy provided to the employee. The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee’s supervisor have not resolved the matter. All supervisors can issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive, or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination. The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on several factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

Dismissal

All city employees are considered "at will" employees. The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards. If the disciplinary action involves the removal of a qualified veteran who has completed his/her initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning, or interpretation of these personnel policies will be settled in the following manner:

Step 1. The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2. If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes except for those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled based on the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not able to be grieved:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof.
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION AND TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Job-Related Training and Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training, goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Compensation for Travel and Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

For more information, refer to the City of Osseo **Travel Policy**.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the City Administrator, is allowed, providing funds are

available. Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the city regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator.

Any city employee accepting employment in an outside position that is determined by the City Administrator to conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any city personnel policies because of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid time off from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration, or implementation of policies, programs, services, or any other operational aspect of the city.

DRUG FREE WORKPLACE

In accordance with federal law, the city has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe, and secure work environment free from drugs, alcohol, and cannabis and cannabinoid products.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance, alcohol, and cannabis and cannabinoid products on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained, or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones always. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are always encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with city-issued phones to facilitate the provisions of this policy.
- In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard, or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions.

Alternatively, a supervisor may authorize an employee to use his/her own personal phone for city business and be reimbursed by the city for those calls. Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor. Personal calls will be made or received only when necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee.

Procedures

It is the objective of the city to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms, or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender. Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

Employee Personnel Policy and Compensation Plan adopted by the Osseo City Council on December 9, 2024, and effective January 1, 2025.

Duane Poppe, Mayor

Shane Mikkelson, City Administrator

RECEIPT FOR POLICY

* * * * *

I have received a copy of the City of Osseo Employee Personnel Policy and Compensation Plan and I agree to comply with this policy. This policy was approved by the Osseo City Council on December 9, 2024, and effective January 1, 2025. 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

APPKT00438

| Vendor Name | Payable Number | Description (Item) | Account Name | Account Number | Amount |
|--|---------------------|----------------------------------|-----------------------------|----------------|------------------|
| Vendor: Aflac | | | | | |
| Aflac | 41122 | Nov 2024 | Medical/Dental/Life/Ltd | 101-21706 | 308.61 |
| Aflac | 672622 | Oct 2024 | Medical/Dental/Life/Ltd | 101-21706 | 308.61 |
| Vendor Aflac Total: | | | | | 617.22 |
| Vendor: Chang, Linda | | | | | |
| Chang, Linda | Comm Ctr Dep Refund | Comm Ctr Dep Refund 11/30/ | Community Center Deposits | 101-22001 | 250.00 |
| Vendor Chang, Linda Total: | | | | | 250.00 |
| Vendor: Cintas Corp. | | | | | |
| Cintas Corp. | 4212873699 | Mat Svc - PD | Leases/Rentals | 101-41900-410 | 6.24 |
| Cintas Corp. | 4212873707 | Floor Mat Svc - PW | Operations | 101-42000-211 | 23.80 |
| Cintas Corp. | 4212873752 | Mat Svc - CH | Operations | 101-41110-211 | 14.88 |
| Vendor Cintas Corp. Total: | | | | | 44.92 |
| Vendor: Comcast | | | | | |
| Comcast | Dec 2024 CJ | Dec 2024 CH Services | Telecommunications | 101-41700-321 | 379.99 |
| Comcast | Dec 2024 PW | Dec 2024 PW Svc | Telecommunications | 101-42000-321 | 185.14 |
| Vendor Comcast Total: | | | | | 565.13 |
| Vendor: D. Ervasti Sales Co., Llc | | | | | |
| D. Ervasti Sales Co., Llc | 16369 | Chalk, Paint, Drag for Ball Fiel | Operations | 101-42350-211 | 779.00 |
| Vendor D. Ervasti Sales Co., Llc Total: | | | | | 779.00 |
| Vendor: Dehmer Fire Protection, LLC | | | | | |
| Dehmer Fire Protection, LLC | 2266 | Annual Svc - Fire Extinguisher | Building Repair/Maintenance | 101-41700-222 | 137.00 |
| Vendor Dehmer Fire Protection, LLC Total: | | | | | 137.00 |
| Vendor: ECM Publishers Inc | | | | | |
| ECM Publishers Inc | 1025005 | AD 1434101 11/25 Alley Reco | Printing/Publishing Service | 101-41110-351 | 168.62 |
| ECM Publishers Inc | 1025006 | AD 1434692 11/25 Truth in Ta | Printing/Publishing Service | 101-41110-351 | 88.75 |
| ECM Publishers Inc | 1025007 | AD 1434722 12/16 City Code | Printing/Publishing Service | 101-41110-351 | 79.87 |
| Vendor ECM Publishers Inc Total: | | | | | 337.24 |
| Vendor: Eftps - Fit And Fica | | | | | |
| Eftps - Fit And Fica | INV0001013 | Federal Tax | Federal Withholding | 101-21701 | 6,733.62 |
| Eftps - Fit And Fica | INV0001013 | Medicare | Fica Withholding | 101-21703 | 2,213.16 |
| Eftps - Fit And Fica | INV0001013 | Social Security | Fica Withholding | 101-21703 | 4,150.90 |
| Eftps - Fit And Fica | INV0001015 | Federal Tax | Federal Withholding | 101-21701 | 20,501.44 |
| Eftps - Fit And Fica | INV0001015 | Social Security | Fica Withholding | 101-21703 | 15,370.56 |
| Eftps - Fit And Fica | INV0001015 | Medicare | Fica Withholding | 101-21703 | 3,594.72 |
| Vendor Eftps - Fit And Fica Total: | | | | | 52,564.40 |
| Vendor: Finken Water Solutions | | | | | |
| Finken Water Solutions | 1459128 | Dec 2024 Water Cooler Rental | Leases/Rentals | 101-41110-410 | 13.00 |
| Finken Water Solutions | 1459129 | Dec 2024 Water Cooler Rental | Leases/Rentals | 101-41900-410 | 8.00 |
| Finken Water Solutions | 1459130 | Water Softener Rental - 417 1 | Rental Property Expenses | 205-42350-801 | 38.10 |
| Finken Water Solutions | 1463074 | Oct 2024 Svc Chg | Leases/Rentals | 101-41110-410 | 3.00 |
| Finken Water Solutions | 5742742 | Bottled Water Delivery - FD | Operations | 101-41920-211 | 56.50 |
| Vendor Finken Water Solutions Total: | | | | | 118.60 |
| Vendor: Further | | | | | |
| Further | INV0001008 | Employee HSA | Employee H.S.A Contribution | 101-21711 | 901.73 |
| Vendor Further Total: | | | | | 901.73 |
| Vendor: Global Payments | | | | | |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Building Permits | 101-32101 | 130.35 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Building Permits | 101-32101 | 740.48 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Right Of Way Permit | 101-32104 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Sign Permits | 101-32610 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Planning/Zoning Permits | 101-32620 | 60.45 |

Pending Expense Approval Report

Packet: APPKT00438

| Vendor Name | Payable Number | Description (Item) | Account Name | Account Number | Amount |
|-----------------|--------------------|-------------------------------|-----------------------|--------------------------------------|-----------------|
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Rental Licenses | 101-32670 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Police Services | 101-33425 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Gateway Sign Ad | 101-34001 | 66.98 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Miscellaneous | 101-36000 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Miscellaneous | 101-36000 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Community Center Rent | 101-36001 | 81.19 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Youth Recreation Fees | 101-36002 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Street Improvement | 412-42000-529 | 60.45 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Water Utility | 601-37100 | 434.93 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Sewer Utility | 602-37200 | 434.93 |
| Global Payments | Oct 2024 - Reissue | Oct 2024 Credit Card Processi | Storm Water Utility | 604-37400 | 434.93 |
| | | | | Vendor Global Payments Total: | 2,867.84 |

Vendor: Gopher State One Call Inc

| | | | | | |
|---------------------------|---------|----------------------|------------|--|--------------|
| Gopher State One Call Inc | 4110670 | Nov 2024 Locate Svcs | Operations | 604-49400-211 | 27.00 |
| | | | | Vendor Gopher State One Call Inc Total: | 27.00 |

Vendor: Innovative Office Solutions

| | | | | | |
|-----------------------------|-----------|-------------------------------|-------------------|--|---------------|
| Innovative Office Solutions | IN4709547 | Ofc Supplies (Calendars & Fli | Office Operations | 101-41110-201 | 201.20 |
| Innovative Office Solutions | IN4709547 | Ofc Supplies (Calendars & Fli | Operations | 101-42000-211 | 84.62 |
| | | | | Vendor Innovative Office Solutions Total: | 285.82 |

Vendor: Joe Carlson

| | | | | | |
|-------------|---------------------|----------------------------|---------------------------|----------------------------------|---------------|
| Joe Carlson | Comm Ctr Dep Refund | Comm Ctr Dep Refund 11/25/ | Community Center Deposits | 101-22001 | 250.00 |
| | | | | Vendor Joe Carlson Total: | 250.00 |

Vendor: Kennedy & Graven, Chartered

| | | | | | |
|-----------------------------|--------|--------------------------------|-----------------------|--|-----------------|
| Kennedy & Graven, Chartered | 185056 | Legal Services - Civil Matters | Legal Service - Civil | 101-41500-304 | 9,959.00 |
| | | | | Vendor Kennedy & Graven, Chartered Total: | 9,959.00 |

Vendor: Law Enforcement Labor Services

| | | | | | |
|------------------------------|----------|-------------------------|------------|---|---------------|
| Law Enforcement Labor Servic | Dec 2024 | Local 182 Dec 2024 Dues | Union Dues | 101-21708 | 634.50 |
| | | | | Vendor Law Enforcement Labor Services Total: | 634.50 |

Vendor: Melissa Kloster

| | | | | | |
|-----------------|----|---------------------------|-------------|--------------------------------------|---------------|
| Melissa Kloster | 43 | Nov 2024 Strength Classes | Programming | 101-42300-312 | 495.00 |
| | | | | Vendor Melissa Kloster Total: | 495.00 |

Vendor: Menards - Brooklyn Park

| | | | | | |
|-------------------------|-------|---------------------|-----------------------------|--|---------------|
| Menards - Brooklyn Park | 96326 | Street Light Repair | Building Repair/Maintenance | 101-41700-222 | 113.80 |
| Menards - Brooklyn Park | 97748 | Plow Markers | Snow Management | 101-42000-250 | 109.07 |
| | | | | Vendor Menards - Brooklyn Park Total: | 222.87 |

Vendor: Metro Alarm & Lock

| | | | | | |
|--------------------|--------|------------------------------|-----------------------------|---|-----------------|
| Metro Alarm & Lock | 055449 | Annual Security System Monit | Operations | 101-42000-211 | 768.00 |
| Metro Alarm & Lock | 055450 | Annual Security System Monit | Building Repair/Maintenance | 101-41700-222 | 888.00 |
| | | | | Vendor Metro Alarm & Lock Total: | 1,656.00 |

Vendor: Metro Sales Inc

| | | | | | |
|-----------------|------------|-------------------------------|----------------|--------------------------------------|--------------|
| Metro Sales Inc | INV2652738 | Dec 2024 Copier Lease Fee - P | Leases/Rentals | 101-41900-410 | 78.88 |
| | | | | Vendor Metro Sales Inc Total: | 78.88 |

Vendor: Metro West Inspection Services, Inc.

| | | | | | |
|------------------------------|------|--------------------------|---------------------|---|---------------|
| Metro West Inspection Servic | 4363 | Permits Finaled Nov 2024 | Inspection Services | 101-41940-305 | 176.00 |
| | | | | Vendor Metro West Inspection Services, Inc. Total: | 176.00 |

Vendor: Metropolitan Council

| | | | | | |
|----------------------|---------|---------------------------|------------------------|---|------------------|
| Metropolitan Council | 1180220 | Dec 2024 Waste Water Svcs | Sanitary Sewer Service | 602-49400-386 | 21,132.90 |
| | | | | Vendor Metropolitan Council Total: | 21,132.90 |

Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)

| | | | | | |
|-----------------------------|------------|---------------|--------------------------|--|---------------|
| Minnesota Child Support Pay | INV0001011 | Child Support | Misc Deductions/Benefits | 101-21710 | 728.65 |
| | | | | Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total: | 728.65 |

Vendor: Minnesota Equipment Inc

| | | | | | |
|-------------------------|--------|-----------------------|---------------------------|--|---------------|
| Minnesota Equipment Inc | P35847 | John Deere PTO Repair | Equip Repair/ Maintenance | 101-42350-221 | 831.23 |
| | | | | Vendor Minnesota Equipment Inc Total: | 831.23 |

Vendor: Minnesota Life Insurance Company

| | | | | | |
|-----------------------------|-------------|------------------------|-------------------------|-----------|--------|
| Minnesota Life Insurance Co | 85679751-00 | Oct 2024 Life Premiums | Medical/Dental/Life/Ltd | 101-21706 | 113.90 |
|-----------------------------|-------------|------------------------|-------------------------|-----------|--------|

Pending Expense Approval Report

Packet: APPKT00438

| Vendor Name | Payable Number | Description (Item) | Account Name | Account Number | Amount |
|---|---------------------|---------------------------------|------------------------------|----------------|------------------|
| Minnesota Life Insurance Co | 85679751-00 | Oct 2024 Life Premiums | Med/Den/Life/Ltd/Std Insura | 101-41110-130 | 15.00 |
| Minnesota Life Insurance Co | 85679751-00 | Oct 2024 Life Premiums | Med/Den/Life/Ltd/Std Insura | 101-41900-130 | 55.00 |
| Minnesota Life Insurance Co | 85679751-00 | Oct 2024 Life Premiums | Med/Den/Life/Ltd/Std Insura | 101-42000-130 | 15.00 |
| Minnesota Life Insurance Co | 91503951-00 | Dec 2024 Life Premiums | Medical/Dental/Life/Ltd | 101-21706 | 113.90 |
| Minnesota Life Insurance Co | 91503951-00 | Dec 2024 Life Premiums | Med/Den/Life/Ltd/Std Insura | 101-41110-130 | 20.00 |
| Minnesota Life Insurance Co | 91503951-00 | Dec 2024 Life Premiums | Med/Den/Life/Ltd/Std Insura | 101-41900-130 | 55.00 |
| Minnesota Life Insurance Co | 91503951-00 | Dec 2024 Life Premiums | Med/Den/Life/Ltd/Std Insura | 101-42000-130 | 15.00 |
| Vendor Minnesota Life Insurance Company Total: | | | | | 402.80 |
| Vendor: Minute Maker Secretarial | | | | | |
| Minute Maker Secretarial | M1983 | PC Mtg Minutes 11/18/24 | Recording Services | 101-41650-307 | 167.00 |
| Vendor Minute Maker Secretarial Total: | | | | | 167.00 |
| Vendor: MN Department of Revenue | | | | | |
| MN Department of Revenue | INV0001014 | State Tax | State Withholding | 101-21702 | 3,126.32 |
| MN Department of Revenue | INV0001016 | State Tax | State Withholding | 101-21702 | 7,433.56 |
| Vendor MN Department of Revenue Total: | | | | | 10,559.88 |
| Vendor: MN Fire Service Certification Board | | | | | |
| MN Fire Service Certification | 13294 | Fire Inspector Exam B. Lassell | Fire Training - Reimbursable | 101-41920-261 | 131.00 |
| Vendor MN Fire Service Certification Board Total: | | | | | 131.00 |
| Vendor: Msrs Dfc/Hcsp | | | | | |
| Msrs Dfc/Hcsp | INV0001009 | DFC - MSRS | Deffered Comp | 101-21705 | 3,040.00 |
| Msrs Dfc/Hcsp | INV0001010 | Employee HSA | Hcsp | 101-21712 | 1,175.88 |
| Vendor Msrs Dfc/Hcsp Total: | | | | | 4,215.88 |
| Vendor: NAPA - Cottens Osseo | | | | | |
| NAPA - Cottens Osseo | 544471 | Gauge & Oil Filter for Vehicle | Fuel - Vehicle/Equipment | 101-42000-216 | 37.43 |
| Vendor NAPA - Cottens Osseo Total: | | | | | 37.43 |
| Vendor: Niome Guar | | | | | |
| Niome Guar | Comm Ctr Dep Refund | Comm Center Deposit Refund | Community Center Deposits | 101-22001 | 250.00 |
| Vendor Niome Guar Total: | | | | | 250.00 |
| Vendor: PERA - Public Employees Retirement Association | | | | | |
| PERA - Public Employees Retir | INV0001012 | PERA | Pera | 101-21704 | 380.37 |
| PERA - Public Employees Retir | INV0001012 | PEPFF | Pera | 101-21704 | 979.60 |
| PERA - Public Employees Retir | INV0001012 | PERA | Pera | 101-21704 | 3,663.87 |
| PERA - Public Employees Retir | INV0001012 | PEPFF | Pera | 101-21704 | 11,789.57 |
| Vendor PERA - Public Employees Retirement Association Total: | | | | | 16,813.41 |
| Vendor: Premier Bank | | | | | |
| Premier Bank | Oct 2024 | League of MN - Hulstrom Foru | Education/Meetings/Travel | 101-41000-260 | 30.00 |
| Premier Bank | Oct 2024 | Nametags | Office Operations | 101-41110-201 | 22.76 |
| Premier Bank | Oct 2024 | Webcam, microphone, usb hu | Office Operations | 101-41110-201 | 82.84 |
| Premier Bank | Oct 2024 | Ximble Scheduling Sftware | Dues/Membership | 101-41110-255 | 267.45 |
| Premier Bank | Oct 2024 | City BP - Dup Title for auction | Dues/Membership | 101-41110-255 | 22.98 |
| Premier Bank | Oct 2024 | Anabelle House - Elections fo | Operations | 101-41410-211 | 123.86 |
| Premier Bank | Oct 2024 | Hyvee - Elections food | Operations | 101-41410-211 | 69.32 |
| Premier Bank | Oct 2024 | Microsoft User Lics | Software | 101-41515-309 | 346.50 |
| Premier Bank | Oct 2024 | Amazon - blinds repairs | Operations | 101-41800-211 | 18.43 |
| Premier Bank | Oct 2024 | Nametags | Operations | 101-41800-211 | 22.77 |
| Premier Bank | Oct 2024 | Vistaprint - Business Cards Pu | Office Operations | 101-41900-201 | 52.07 |
| Premier Bank | Oct 2024 | Streichers | Officer Equipment | 101-41900-213 | 61.03 |
| Premier Bank | Oct 2024 | Axon - taser cartridges | Officer Equipment | 101-41900-213 | 340.30 |
| Premier Bank | Oct 2024 | Axon - taser cartridges | Officer Equipment | 101-41900-213 | 120.75 |
| Premier Bank | Oct 2024 | Holiday - PD Carwashes | Vehicle Repairs/Maintenance | 101-41900-217 | 38.50 |
| Premier Bank | Oct 2024 | MN Chiefs - CIF | Dues/Membership | 101-41900-255 | 175.00 |
| Premier Bank | Oct 2024 | Storm Trng - Officer Wellness | Education/Meetings/Travel | 101-41900-260 | 299.00 |
| Premier Bank | Oct 2024 | Apple - icloud storage | Software | 101-41900-309 | 2.99 |
| Premier Bank | Oct 2024 | Dropbox - Oct | Software | 101-41920-309 | 108.00 |
| Premier Bank | Oct 2024 | Dropbox - Nov | Software | 101-41920-309 | 108.00 |
| Premier Bank | Oct 2024 | Adobe | Software | 101-41920-309 | 21.79 |
| Premier Bank | Oct 2024 | Amazon - blankets for squads | Capital Outlay | 110-41900-520 | 42.99 |
| Premier Bank | Oct 2024 | Amazon - safety flares | Capital Outlay | 110-41900-520 | 139.26 |

Pending Expense Approval Report

Packet: APPKT00438

| Vendor Name | Payable Number | Description (Item) | Account Name | Account Number | Amount |
|---|---------------------|------------------------------|-----------------------------|----------------|-------------------|
| Premier Bank | Oct 2024 | Menards - bungee cords | Capital Outlay | 110-41900-520 | 10.87 |
| Premier Bank | Oct 2024 | Costco - Candy for halloween | Operations | 115-41900-211 | 129.69 |
| Premier Bank | Oct 2024 | Anytime Fitness Mbrshp | Dues/Membership | 115-41900-255 | 32.30 |
| Premier Bank | Oct 2024 | Anytime Mmbrshp | Dues/Membership | 115-41900-255 | 32.00 |
| Premier Bank | Oct 2024 | A1 Rent - water line reapirs | Building Repair/Maintenance | 601-49400-222 | 108.47 |
| Vendor Premier Bank Total: | | | | | 2,829.92 |
| Vendor: Prime Advertising & Design | | | | | |
| Prime Advertising & Design | 92595 | Monthly Website Hosting | Software | 101-41515-309 | 100.00 |
| Vendor Prime Advertising & Design Total: | | | | | 100.00 |
| Vendor: Putrzenski, Christopher | | | | | |
| Putrzenski, Christopher | Exp Reimb | Mileage Reimbursement | Education/Meetings/Travel | 101-41900-260 | 67.00 |
| Vendor Putrzenski, Christopher Total: | | | | | 67.00 |
| Vendor: Santillo, Natalie | | | | | |
| Santillo, Natalie | Exp Reimb | Mileage Reimbursement | Education/Meetings/Travel | 101-41110-260 | 27.60 |
| Vendor Santillo, Natalie Total: | | | | | 27.60 |
| Vendor: Streicher's Inc. | | | | | |
| Streicher's Inc. | l1729829 | Practice & Ammo | Operations | 116-41900-211 | 546.66 |
| Streicher's Inc. | l1730999 | Ammo | Operations | 116-41900-211 | 1,327.88 |
| Vendor Streicher's Inc. Total: | | | | | 1,874.54 |
| Vendor: Thomson Reuters - West | | | | | |
| Thomson Reuters - West | 851157084 | Online Software Subscription | Dues/Membership | 101-41900-255 | 152.15 |
| Vendor Thomson Reuters - West Total: | | | | | 152.15 |
| Vendor: Titan Machinery Inc | | | | | |
| Titan Machinery Inc | PS0534896-1 | Loader Plow Parts | Snow Management | 101-42000-250 | 700.48 |
| Titan Machinery Inc | PS0539251-1 | Replacement Cutting Edge - S | Snow Management | 101-42000-250 | 3,834.07 |
| Vendor Titan Machinery Inc Total: | | | | | 4,534.55 |
| Vendor: U.S. BANK EQUIPMENT FINANCE | | | | | |
| U.S. BANK EQUIPMENT FINAN | 542606447 | Copier Lease - PW | Leases/Rentals | 101-42000-410 | 70.70 |
| Vendor U.S. BANK EQUIPMENT FINANCE Total: | | | | | 70.70 |
| Vendor: Winter Equipment | | | | | |
| Winter Equipment | IV60705 | PlowGuards Qty 3 | Snow Management | 101-42000-250 | 654.48 |
| Vendor Winter Equipment Total: | | | | | 654.48 |
| Vendor: Xia Vang | | | | | |
| Xia Vang | Comm Ctr Dep Refund | Comm Ctr Dep Refund 11/23/ | Community Center Deposits | 101-22001 | 250.00 |
| Vendor Xia Vang Total: | | | | | 250.00 |
| Grand Total: | | | | | 138,799.27 |

Report Summary

Fund Summary

| Fund | Expense Amount |
|---------------------------------------|-------------------|
| 101 - GENERAL FUND | 113,865.91 |
| 110 - CIP EQUIPMENT | 193.12 |
| 115 - POLICE DONATIONS/EXPENSES | 193.99 |
| 116 - POLICE FORFIETURE FUND | 1,874.54 |
| 205 - PARK DEDICATION | 38.10 |
| 412 - 2022-23 Alley & Street Projects | 60.45 |
| 601 - WATER FUND | 543.40 |
| 602 - SEWER FUND | 21,567.83 |
| 604 - STORM WATER FUND | 461.93 |
| Grand Total: | 138,799.27 |

Account Summary

| Account Number | Account Name | Expense Amount |
|----------------|---------------------------|----------------|
| 101-21701 | Federal Withholding | 27,235.06 |
| 101-21702 | State Withholding | 10,559.88 |
| 101-21703 | Fica Withholding | 25,329.34 |
| 101-21704 | Pera | 16,813.41 |
| 101-21705 | Deffered Comp | 3,040.00 |
| 101-21706 | Medical/Dental/Life/Ltd | 845.02 |
| 101-21708 | Union Dues | 634.50 |
| 101-21710 | Misc Deductions/Benefit | 728.65 |
| 101-21711 | Employee H.S.A Contrib | 901.73 |
| 101-21712 | Hcsp | 1,175.88 |
| 101-22001 | Community Center Depo | 1,000.00 |
| 101-32101 | Building Permits | 870.83 |
| 101-32104 | Right Of Way Permit | 60.45 |
| 101-32610 | Sign Permits | 60.45 |
| 101-32620 | Planning/Zoning Permits | 60.45 |
| 101-32670 | Rental Licenses | 60.45 |
| 101-33425 | Police Services | 60.45 |
| 101-34001 | Gateway Sign Ad | 66.98 |
| 101-36000 | Miscellaneous | 120.90 |
| 101-36001 | Community Center Rent | 81.19 |
| 101-36002 | Youth Recreation Fees | 60.45 |
| 101-41000-260 | Education/Meetings/Tra | 30.00 |
| 101-41110-130 | Med/Den/Life/Ltd/Std In | 35.00 |
| 101-41110-201 | Office Operations | 306.80 |
| 101-41110-211 | Operations | 14.88 |
| 101-41110-255 | Dues/Membership | 290.43 |
| 101-41110-260 | Education/Meetings/Tra | 27.60 |
| 101-41110-351 | Printing/Publishing Servi | 337.24 |
| 101-41110-410 | Leases/Rentals | 16.00 |
| 101-41410-211 | Operations | 193.18 |
| 101-41500-304 | Legal Service - Civil | 9,959.00 |
| 101-41515-309 | Software | 446.50 |
| 101-41650-307 | Recording Services | 167.00 |
| 101-41700-222 | Building Repair/Mainten | 1,138.80 |
| 101-41700-321 | Telecommunications | 379.99 |
| 101-41800-211 | Operations | 41.20 |
| 101-41900-130 | Med/Den/Life/Ltd/Std In | 110.00 |
| 101-41900-201 | Office Operations | 52.07 |
| 101-41900-213 | Officer Equipment | 522.08 |
| 101-41900-217 | Vehicle Repairs/Mainten | 38.50 |
| 101-41900-255 | Dues/Membership | 327.15 |
| 101-41900-260 | Education/Meetings/Tra | 366.00 |
| 101-41900-309 | Software | 2.99 |
| 101-41900-410 | Leases/Rentals | 93.12 |

Account Summary

| Account Number | Account Name | Expense Amount |
|---------------------|---------------------------|-------------------|
| 101-41920-211 | Operations | 56.50 |
| 101-41920-261 | Fire Training - Reimburse | 131.00 |
| 101-41920-309 | Software | 237.79 |
| 101-41940-305 | Inspection Services | 176.00 |
| 101-42000-130 | Med/Den/Life/Ltd/Std In | 30.00 |
| 101-42000-211 | Operations | 876.42 |
| 101-42000-216 | Fuel - Vehicle/Equipmen | 37.43 |
| 101-42000-250 | Snow Management | 5,298.10 |
| 101-42000-321 | Telecommunications | 185.14 |
| 101-42000-410 | Leases/Rentals | 70.70 |
| 101-42300-312 | Programming | 495.00 |
| 101-42350-211 | Operations | 779.00 |
| 101-42350-221 | Equip Repair/ Maintena | 831.23 |
| 110-41900-520 | Capital Outlay | 193.12 |
| 115-41900-211 | Operations | 129.69 |
| 115-41900-255 | Dues/Membership | 64.30 |
| 116-41900-211 | Operations | 1,874.54 |
| 205-42350-801 | Rental Property Expense | 38.10 |
| 412-42000-529 | Street Improvement | 60.45 |
| 601-37100 | Water Utility | 434.93 |
| 601-49400-222 | Building Repair/Mainten | 108.47 |
| 602-37200 | Sewer Utility | 434.93 |
| 602-49400-386 | Sanitary Sewer Service | 21,132.90 |
| 604-37400 | Storm Water Utility | 434.93 |
| 604-49400-211 | Operations | 27.00 |
| Grand Total: | | 138,799.27 |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|-------------------|
| **None** | 138,799.27 |
| Grand Total: | 138,799.27 |