



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, June 11, 2018
7:00 p.m., Council Chamber

MAYOR: DUANE POPPE COUNCILMEMBERS: HAROLD E. JOHNSON, MARK SCHULZ, LARRY STELMACH, ANNE ZELENAK

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 Council Minutes of May 29
 - B. Approve Exempt Permit for Raffle by The Langenfeld Foundation at Osseo American Legion
 - C. Approve Fee Waiver Request for Library Program in October
 - D. Approve ICMA Conference for City Administrator Riley Grams
 - E. Approve Council Work Session Minutes of May 29
 - F. Receive May American Legion Gambling Report
 - G. Approve Hire of Seasonal Movie Attendant
 - H. Receive May Building Report
 - I. Approve Training for Police Officer Brendan Current
6. **Matters from the Floor**
7. **Special Business**
 - A. Approve Duffy's Bar & Grill Summer Party
 - B. Approve Spark Music Studio Event
 - C. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
 - A. Approve 2nd Reading and Adoption of Liquor Ordinance
 - B. Approve Downtown Banner Designs
10. **New Business**
 - A. Approve EDA Actions of June 11, 2018
 - B. Approve Purchase of Police Department ID Maker
 - C. Approve 1st Reading Golf Cart Ordinance
 - D. Approve Liquor License Renewal for Ethnic Foods Company
 - E. Appoint Charles Flynn to EDA Board (Resolution)
 - F. Declare August 24 as American Legion Day (Resolution)
 - G. Approve Letter of Support for Crystal Lake Regional Multi-Use Trail Project
 - H. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Music/Movies in the Park
14. **Adjournment**

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

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
May 29, 2018**

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, May 29, 2018.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, City Attorney Mary Tietjen, and Police Chief Shane Mikkelsen.

Others present: Daniel Prody and students/family members from the Osseo Senior High School.

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 Stelmach, to accept the Agenda as presented. The motion carried 5-0.

5. CONSENT AGENDA

- A. Receive EDA Minutes of May 14
- B. Approve Council Minutes of May 14
- C. Receive April Lions Club Gambling Report
- D. Receive April Osseo Maple Grove Hockey Association Gambling Report
- E. Authorize City Credit Card for Public Works Maintenance Guy Swenson
- F. Approve Training for Public Officer Todd Kintzi
- G. Approve Training for Police Officer Brendan Current
- H. Approve Training for Police Chief Shane Mikkelsen, Office Manager Felicia Wallgren, and Officer Brendan Current
- I. Receive April Northwest Area Jaycees Gambling Report

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. CONGRATULATE OSSEO HIGH SCHOOL ARTISTS – Daniel Prody, Osseo High School

Daniel Prody, Osseo Senior High School, recognized Osseo High School students who not only participated in after school activities, but excelled in them and won various awards and honors. He congratulated the following high school artists for their wonderful works of art:

Javon Baccam	Eric Lundstrom	Karissa Erickson
Breanna Brock	Sarah Lindgren	Annalise Groff
Ben Gilbertson	Emma Hauser	Alexa Paulson
Lucy Bergeron	Anthony Dalmacio	Spencer Boeder

B. ACCEPT DONATIONS (Resolution)

City Administrator Riley Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Malone Insurance Agency	\$ 100	Beautification/Flower Fund
Northwest Area Jaycees	\$ 500	Music/Movies in the Park
Harold E. & Gayle Johnson	\$ 300	Beautification/Flower Fund
<i>(in memory of Sally Harding, Richard Molstad, & Thomas White)</i>		

Staff recommended the Council accept the donations.

A motion was made by Schulz, seconded by Zelenak, to adopt Resolution No. 2018-34 accepting donations from Malone Insurance Agency, Northwest Area Jaycees, and Harold E. & Gayle Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE 1ST READING OF LIQUOR ORDINANCE

Grams stated at the April Council work session a draft liquor ordinance was discussed. In City Attorney Mary Tietjen's memo for this item, she notes several discrepancies between our current code and that of the proposed LMC model resolution for liquor. The Council directed staff to solicit feedback from all liquor license vendors. A letter from City Administrator Riley Grams was mailed, along with current liquor ordinance and draft of new ordinance, on April 10. The letter asked liquor license holders to express comments/concerns to the Councilmembers. The City Attorney and staff also met to discuss some of the concerns/questions that staff had about the new language. Since that time, more edits to section numbering has improved the readability and organization of the new language as it covers statutory limits and authority. Staff provided further comment on the Liquor Ordinance and recommended the Council approve the 1st Reading.

Stelmach stated he supported the Ordinance as recommended by staff. He asked if the Police Chief had any concerns with the 10 day raffle notification process. Police Chief Mikkelsen stated he did not have any concerns with the Ordinance as proposed.

Johnson asked if the Legion could have silent auctions on their site being sponsored by other organizations. Police Chief Mikkelson did not anticipate this would be a concern because it would not occur more than six times in a calendar year. City Attorney Tietjen commented the only time this would become a concern would be if an item being auctioned at the event contained liquor.

Stelmach questioned how this Ordinance would be disseminated to the liquor license holders. Grams reported the City Clerk had created a list of liquor license holders and would be forwarding a letter to this group in order to explain the changes.

Stelmach stated he supported the removal of “10 days” from the Ordinance and allow this issue to fall back to state statute. The Council was in agreement with this recommendation.

Johnson asked if liquor license holders were required to provide training to their employees prior to them serving alcohol. Police Chief Mikkelson commented this was not a statutory requirement and discussed how difficult it was to get employees to attend alcohol training. He provided further comment on the 60 day requirement.

Stelmach supported the City requiring servers to attend training once a year and suggested the City sponsor training twice a year. Police Chief Mikkelson commented this would be his goal.

Schulz questioned why the “60 days” was such a big deal. Police Chief Mikkelson explained it would be difficult for his staff to host alcohol training every 60 days. He recommended a list of special vendors be created to assist with providing this training. He commented if the 60 day language were to remain in place the training provided by the City would not be free of charge.

Further discussion ensued regarding the 60 day requirement.

City Attorney Tietjen read a portion of state statute and advised the Council further on the 60 day requirement.

Schulz stated he was struggling with forcing businesses to do this. Police Chief Mikkelson commented in the interest of public safety, servers were asked to come, but noted this has not been a requirement. He stated he thinks every City should be conducting this training. He reported he would rather have the City take action on this item than to have to react to an unfortunate event in the future.

Schulz indicated he appreciated the views of the Chief but noted he still did not support this requirement.

Stelmach explained he could support the City providing training twice a year and he supported employees attending the training annually. He indicated he did not see the reason to have the 60 day requirement within the Ordinance.

Johnson asked if servers had to attend the training more than once a year if said server were to move from one restaurant/bar to another. Police Chief Mikkelson reported the training would only have to be completed once a year for these servers. He commented further on how he valued having contact with servers on a yearly basis. Grams indicated the servers have a great rapport with the Police Department because of the City sponsored training.

Zelenak suggested new employees attend City training within six months of being hired and then once every year thereafter.

Schulz stated again that he did not believe it was the City's place to require this type of training. He commented he could support the six-month requirement if the remainder of the Council was in agreement.

The Council supported the six-month requirement for all new servers with annual training required ever year thereafter. It was noted the training could be provided by the City or by an approved vendor.

Johnson was in favor of having employees from both on and off-sale liquor establishments attend City sponsored training on an annual basis. Police Chief Mikkelsen commented the City sponsored training would be applicable and was required.

Schulz discussed the proposed fee schedule and noted within Section 113.09 he did not support Section F. City Attorney Tietjen stated she would have to review this portion of the Code with respect to state statute and would report back to the Council at the 2nd Reading.

Stelmach requested staff summarize the changes the Council had discussed. Grams noted the section regarding raffles would be removed, the dates for all liquor licenses would remain July 1 through June 30, staff would review Section 113.09F, and lastly training shall be provided to new employees within six months and be required annually thereafter.

Poppe recommended that off-sale liquor license permit fees be increased to \$200 in order to allow for a \$100 fee reduction if training was completed.

A motion was made by Schulz, seconded by Stelmach, to approve the First Reading of the proposed Liquor Ordinance as amended. The motion carried 5-0.

**B. APPROVE APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMITTEE
(Resolution)**

Grams stated there is one position yet to fill on the Public Safety Advisory Commission. It is a business appointment for the remainder of 2018. Brenda Link is employed by Comfort Keepers, an Osseo business, and has submitted a letter of interest to fill the vacancy through the end of 2018. Staff recommended approval of the appointment.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2018-35 appointing Brenda Link to the Public Safety Advisory Committee to fill a vacancy through the end of 2018. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE RENEWAL OF LIQUOR AND TOBACCO LICENSES

Grams stated reviewed a list of license applicants for liquor, beer, wine, and tobacco products. All license applications are renewals. These applicants have submitted all of the required documents to be considered for license approval, plus paid the fees for these licenses. Background investigations have been conducted as required by law, and all such

checks are clear. Staff noted the liquor license renewal forms are forthcoming from Ethnic Foods Company, 204 Central Avenue. The approval will be presented at a future Council meeting. Approval of the following licenses is recommended:

ON SALE LIQUOR LICENSE

Dick's Bar, 205 Central Ave	\$5,500
Duffy's Bar & Grill, 337 Central Ave	\$5,500
Lynde's Restaurant, 209 Co Rd 81	\$5,500

SUNDAY LIQUOR LICENSE

American Legion, 260 4th Ave SE	\$200
Dick's Bar, 205 Central Ave	\$200
Duffy's Bar & Grill, 337 Central Ave	\$200
Lynde's Restaurant, 209 Co Rd 81	\$200

CLUB LIQUOR LICENSE

American Legion, 260 4th Ave SE	\$500
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OFF SALE LIQUOR LICENSE

Dick's Bar, 205 Central Ave	\$100
Princeton's Liquors, 341 Central Ave	\$100

BEER LICENSE

Olympia Café & Gyros, 247 Central Ave	\$150
Yellow Tree Theatre, 320 5th Ave SE	\$150
Red Savoy Pizza, 225 Central Ave	\$150

WINE LICENSE

Olympia Café & Gyros, 247 Central Ave	\$500
Yellow Tree Theatre, 320 5th Ave SE	\$500
Red Savoy Pizza, 225 Central Ave	\$500

TOBACCO LICENSE

Dean's Supermarket, 312 Central Ave	\$250
Holiday Station, 124 Central Ave	\$250
Top Ten Liquors, 316 Co Rd 81	\$250
Princeton's Liquors, 341 Central Ave	\$250
Sipe Bros, 408 3rd St SE	\$250
Top Ten Liquors, 316 Co Rd 81	\$100

A motion was made by Schulz, seconded by Stelmach, to approve all liquor and tobacco license renewals as presented for July 1, 2018, to June 30, 2019. The motion carried 5-0.

B. APPROVE CONCEPT FOR NEW OSSEO DOWNTOWN BANNERS

Grams stated at the February 12 Council meeting, the Council approved a design contest for new downtown banners. Staff received only two submissions which were declined by the Council. Since then, staff reached out to Josh Heriot, of Heriot Creative, to develop two different banner concepts for the City. Heriot Creative is the firm that created the current Osseo city logo.

Grams commented each concept includes a summer and winter banner. Public Works switches out the set of banners before the first snowfall, and then again after the snow

melts. Heriot Creative developed a more heritage-based concept (concept #1) as well as a more illustrative concept (concept #2). The design colors were selected to help stand out against the green leaves of summer and the gray tones of winter.

Grams reported the Council should consider both concepts, select one, and provide any input or suggestions for changes to the selected concept. Staff will relay any changes to Heriot Creative, who will then refine the concept into a final version. That version will come back to the City Council at a future date for final design approval. At that point, staff will reach out to local banner makers and obtain quotes for the physical banners and printing and bring those quotes to a future Council meeting for approval.

Stelmach asked if the City would have full ownership rights over the banner images once a concept was chosen. Grams reported this would be the case.

Stelmach stated he supported Concept #1 as it provided a more traditional, small town look.

Zelenak commented she also liked Concept #1 as it provided a historical picture of Osseo. She explained she would like to see more contrast on the O and the S on OSSEO.

Schulz stated he could support either concept, but noted he liked the font that was chosen in Concept #1.

Johnson indicated he would like to see more of the City's historical elements included on the banners.

Stelmach stated Concept #1 closely matched the sign outside of City Hall.

A motion was made by Schulz, seconded by Zelenak, to approve Banner Concept #1 with the noted changes as amended. The motion carried 5-0.

C. APPROVE REIMBURSEMENT RESOLUTION

Grams commented at the January 8 Council meeting, the City Council approved the purchase of new self-contained breathing apparatuses (SCBA) for the Osseo Fire Department. At that time, staff planned to use cash on hand to purchase the new equipment out of the Fire Equipment Fund. While that is still the case, staff also would like to maintain fiscal flexibility when it comes time to pay for the equipment (which is anticipated to be when the SCBA equipment is delivered). Because the Fire Department has some upcoming larger equipment/vehicle purchases planned in the Equipment CIP, it may make some sense to borrow money to pay for the equipment instead of using cash on hand. In order to do that, the Council must pass the attached reimbursement resolution.

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

Grams reviewed a memo from Rebecca Kurtz, Ehlers & Associates, outlining the reimbursement resolution. In the coming weeks, staff intends to have a meeting with the Council Budget & Finance Committee to discuss future Fire Department equipment needs and how the City intends to pay for that equipment. He clarified that passing this resolution does not mean the City will be issuing debt for the proposed equipment.

Stelmach commented on how the City would be impacted if the project were bonded and discussed potential interest rates.

Schulz asked how large equipment purchases for the Fire Department have been funded in the past. Grams explained an EDA loan was used, along with proceeds from the Fire Relief Association.

A motion was made by Schulz, seconded by Zelenak, to adopt Resolution No. 2018-36 establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code. The motion carried 4-1 (Stelmach opposed).

D. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked all veterans for their service and also thanked those who have died in service to the country.

Grams reported City Planner Nancy Abts had a healthy baby girl on Saturday and noted she would be on parental leave.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Mary Tietjen reported the legislature increased the threshold for the competitive bid process from \$100,000 to \$175,000. She explained this change would take effect on August 1.

Stelmach thanked all of the volunteers who assisted in putting on the Memorial Day service at Boerboom Park.

Johnson discussed the recent maintenance work he assisted with at Boerboom Park and thanked City staff for all of its hard work in preparing this park for Memorial Day.

Johnson provided the Council with further comment on the discussion held at the recent Planning Commission meeting regarding affordable housing.

Poppe congratulated City Planner Abts on the birth of her daughter.

Poppe noted the Teddy Bear Band would be providing Music in the Park on Tuesday, June 12, at 7 p.m. After this concert, the movie Lion King would be screened.

Poppe stated Blue Dog would be providing Music in the Park on Tuesday, June 19, at 7 p.m.

13. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 8:37 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit9/16
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An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Langenfeld Foundation

Previous Gambling Permit Number: X-93531

Minnesota Tax ID Number, if any: 3821628

Federal Employer ID Number (FEIN), if any: 20-5031429

Mailing Address: PO Box 533

City: Hastings State: MN Zip: 55033 County: Dakota

Name of Chief Executive Officer (CEO): Paul Langenfeld

Daytime Phone: 651-491-8410 Email: TheLangenfeldFoundation@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☒ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): American Legion Post 172

Address (do not use P.O. box): 260 - 4th Ave SE

City or Township: Osseo, MN Zip: MN 55369 County: Hennepin

Date(s) of activity (for raffles, indicate the date of the drawing): 2/3/19

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year: \$ 1,800.00)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LG220 Application for Exempt Permit

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LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>TOWNSHIP (if required by the county)</p> <p>On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 5/24/18
(Signature must be CEO's signature; designee may not sign)

Print Name: Paul Langenfeld

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

CITY OF OSSEO COMMUNITY CENTER

APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):



☒ Rental Fee Waiver ☐ Weekly Use ☐ Bi-Weekly Use

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

Name of Applicant:	Hennepin County Library - Osseo		
Address:	415 Central Ave, Osseo MN 55369		
Name of Contact Person: (If different than applicant)	Rose Ryan		
Contact Phone: (daytime)	612-543-6458	Email address:	rryan@hclib.org
Special Consideration Requested	<input checked="" type="checkbox"/> Rental Fee Waiver <input type="checkbox"/> Weekly/Bi-Weekly Use/Event		
Description of event or purpose for which City facilities will be used:	Library program for adults: Build Cat Castles		
Desired date(s)/days of month	Monday, Oct 29, 2018		
Desired time(s)	12:45pm to 4:00 p.m.		
COMMUNITY BENEFITS			
How many Osseo residents will benefit from your event? How will they benefit?	Approx. 10 Interactive class to build relationships and learn a new skill.		
NEED			
Why is it necessary to hold this event at a City facility?	Library sponsored event.		
Explain why paying the fee would be a hardship.	No current Hennepin County Friends group at Osseo Library to fund programming.		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Long standing relationship with the city to bring library resources to the residents.		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:	Rosemarie B. Ryan		
Date of application:	5-9-18		
STAFF USE ONLY			
City Council Review:		Approved:	



2017 APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

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

Applicant/Contact Person:

Hennepin County Library - Osseo, Rose Ryan

Street Address, City, State, Zip:

415 Central Ave, Osseo, MN 55369

Phone# (Day and Evening)

612-543-6458

Organization/Business if different from Applicant:

Mailing Address:

Same

Room(s) Desired:

Room A X Room B _____ Both _____

Use: ☒ Weekday

☐ Weekend

Date(s) of:

Mondays, Oct 29

Time of Use:

From: 12:45 am/pm to: 4:00 am/pm

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

2 hr 15 min

Purpose of Meeting/Event:

Library program for adults

Number of Participants:

10

Fee charged or donations solicited from participants?

Yes _____ No X If so, how much: _____

Will food or refreshments be served?

Yes _____ No X What type: _____

Will alcohol be served? Must be through an Approved Caterer

Yes _____ No X Events with 50+ attendees & alcohol service must arrange for security with Osseo Police Dept.

Caterer's Name:

Address:

Phone#:

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

Date:

5/9/18

Hennepin County Library - Osseo
Name of organization, group, individual or Approved Caterer

Email:

rryan@hclib.org

Rosemarie B. Ryan
Signature of applicant

This application/request approved/rejected by: Date _____ By _____

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

Damage and cleanup deposit received on: Date _____ Amount _____ Check# _____

Caterer's permit verification received on: Date _____ Amount _____

Deposit(s) returned to applicant on: Date _____ Amount _____ By _____

Please return this application to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369



City of Osseo City Council Meeting Item

Agenda Item: Approve ICMA Conference Request for City Administrator Riley Grams

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Travel Request Form

Policy Consideration:

Consider approving costs for City Administrator Riley Grams to attend the annual International City/County Managers Association conference in Baltimore, MD on September 23-26, 2018.

Background:

As part of ongoing City Administration training and education, the City Administrator would like to attend the ICMA Annual Conference in Baltimore, MD on September 23-26, 2018. The ICMA conference is the leading worldwide professional development opportunity for local government managers. Please note that this conference falls on a scheduled City Council meeting (Monday, September 24) and that City Administrator Grams would not be available to attend that meeting. Staff will make proper accommodations.

Budget or Other Considerations:

Costs will come out of the Administration Training and Education line item. This training request has been budgeted for in 2018.

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 training/travel request for City Administrator Grams to attend the 2018 ICMA annual conference;
2. Deny the training/travel request;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the training/travel request for City Administrator Grams to attend the 2018 ICMA annual conference.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

City of Osseo Employee/Elected Official Travel Request Form

This form shall be completed and submitted to the City Administrator for inclusion in the City Council agenda and shall be submitted on the Monday preceding the regularly scheduled City Council meeting the following week.

Date of Request: June 11, 2018

Employee Name: Riley Grams

Employee Department: Administration – City Administrator

Conference/Workshop/Seminar: International City/County Managers Association (ICMA) Annual Conference – Baltimore, MD

Dates: September 23-26, 2018

Estimated costs associated with the Conference/Workshop/Seminar for which you are /will be requesting reimbursement:

** Note: Please include supporting documentation showing actual costs (such as registration confirmation, hotel/motel confirmation, air fare or other travel costs confirmation)*

Registration Fee: \$665

Hotel/Motel Costs: \$450 + tax

Air Fare Costs: \$300

Meal Costs: \$100

Misc. Costs: 0

Total: \$1,515

How will your attendance in this conference/workshop/seminar be a benefit to you professionally, or a benefit to the City of Osseo as a whole? This annual conference will allow me to connect with City Managers from across MN and the US. The conference offers highly specialized training courses and seminars in all areas of municipal management.

Administrator Signature: _____

Date: 6/6/18

Council Approval date: _____

6/11/18

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
May 29, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:00 p.m. on Tuesday, May 29, 2018.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Members absent: None.

Staff present: City Administrator Riley Grams and Police Chief Shane Mikkelsen.

Others present: None.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. TRANSIENT MERCHANT/FOOD TRUCK ORDINANCE

City Administrator Riley Grams stated the Council has discussed amending or overhauling the current code regarding transient merchants (Osseo Code §111) in the past. The Council originally discussed this item back in October 2017, and agreed that it was a good idea to create such an ordinance with the help of a few examples. Staff included examples from the cities of Shakopee and Delano. At the April 23 work session, Council determined that the best example was from Delano, which was a more comprehensive approach to peddlers, transient merchants, solicitors, and mobile food units (also known as food trucks).

Grams commented the Council considered a few different approaches to a buffer zone from existing restaurants and bars which serve food. The Council asked staff to develop a map which shows a 50-foot, 75-foot, and 100-foot buffer zone from local food service parcels and front doors. The front door buffer zone map would restrict food truck locations only slightly, while the parcel buffer zone map is much larger. The Council also wanted to consider a street-by-street restriction approach as well.

Staff offered possible location restrictions for food trucks:

- 1) No food trucks allowed on Central Avenue;
- 2) No food trucks allowed on 2nd Street NW/NE for one block from Central Avenue;
- 3) No food trucks allowed on 3rd Street NW/NE for one block from Central Avenue;
- 4) No food trucks allowed on 4th Street NW/NE for one block from Central Avenue.

Grams reported the only exemption to these location restrictions would be if the food trucks are part of a larger citywide event which would require approval by the City Council through the Special Event Permit process. Other comments included allowing private businesses to cater their own special events, provided the event doesn't require a Special Event Permit. In Subdivision 6, item B should include a defined timeframe (a recommendation would be 7 business days).

Grams commented Osseo doesn't have a permit currently for food trucks/mobile food units. Should the City consider adding such a permit and additional info in our current Ordinance? If adding mobile food units, what is an appropriate permit fee? One recommendation would be to model it similarly to our current peddlers & transient merchants, with a tiered system of fees based on length of time.

Grams indicated the Council should consider the above items relating to this new ordinance and direct staff with specifics. Staff will then take the Delano example, and create an Osseo version and incorporate the Council's direction. The draft ordinance would then go to the Council at a future regular meeting for consideration and a first reading. That will provide another opportunity for the Council to see the draft ordinance and make any changes. Staff would then make changes and bring it back to the Council for the second reading and adoption.

Stelmach stated he appreciated the Council pursuing a street by street buffer zone. He asked how the City would manage a situation if a new restaurant were to open on 1st Street. Grams commented he was not sure how to accommodate this through the buffer zone language. He recommended staff let the new business know that food trucks would be allowed to be parked on 1st Street and, if concerns were to arise, the Council would have to amend the City Code.

Zelenak supported language being placed within the Code that did not require updates. Grams commented the map would only serve as an appendix to the Ordinance.

Schulz indicated he supported the parcel map being included as it could be used as a reference document. He stated he supported the 75-foot buffer.

Stelmach commented he supported the 75-foot buffer as well.

Zelenak asked if Delano had a buffer zone within its Ordinance. Grams reported Delano did not.

Grams inquired if the Council supported no food trucks being placed on Central Avenue.

Schulz indicated he wanted businesses to be able to have food trucks along Central Avenue if signed off by and supported by their neighbors. He stated he did not agree with calling out certain streets and not allowing food trucks. Grams explained he feared how businesses along Central Avenue would be impacted if food trucks were taking up their prime parking spaces and anticipated these units would also cause congestion.

Poppe questioned how streets around the park would be managed. Grams recommended all streets around the park be subject to approval by the City. He noted that this concern may also be addressed under the Special Events permit.

Stelmach stated if food trucks were parked in Osseo it will force people to park and walk through Osseo. He anticipated this would force visitors to explore more of the City.

Zelenak asked for comments from the Police Chief on this matter. Police Chief Mikkelsen commented on the Special Event permitting process and how this would differ from a food truck. He stated it would be difficult for him to enforce a 75-foot buffer zone as he would have to carry a tape measure with him. He supported the Council stating which streets food trucks would be allowed and which streets they would not be allowed as this would be easy to enforce.

Stelmach questioned if the City streets could be painted to show where food trucks were and were not allowed. Grams stated he did not support this recommendation as it would cost the City both time and money to keep these lines in place and visible to food truck vendors.

Zelenak inquired if an Ordinance could have an appendix, which in this case would be a map that could be amended. Grams stated this was allowed.

Schulz and Stelmach supported this recommendation.

Zelenak questioned if the Police Chief supported food trucks being parked on Central Avenue. Police Chief Mikkelsen commented the parking of food trucks on Central Avenue would lead to parking, congestion, and visibility concerns. Grams commented his main concern was with visibility along Central Avenue being blocked by boxy food truck units.

Schulz indicated he did not like that the City was not allowing food trucks on Central Avenue, but he understood the concerns. Grams reviewed a map of the City and recommended food trucks not be allowed on Central Avenue, 4th, 3rd, and 2nd Streets between 1st Avenues East and West.

Schulz recommended this run from alley to alley. Police Chief Mikkelsen recommended 1 ½ Street NE not be allowed to have food trucks.

Grams asked what the Council would like the fees to be for food trucks. He noted the Council could always make adjustments to the fees in the future. Grams suggested the City follow the same fee schedule as the transient merchant fees. The Council supported this recommendation.

Grams thanked the Council for its feedback. He noted he would revise the Ordinance and would report back to the Council for a 1st reading at the next Council meeting.

B. GOLF CART ORDINANCE

Grams stated during a previous work session the Council asked staff to bring forward information regarding Osseo's current golf cart ordinance. At the work session of April 23, the Council reviewed the current ordinance and also heard information from Police Chief Mikkelsen and City Attorney Tietjen.

Grams reported Minn. Stat. 169.045 regulates golf carts and other motorized vehicles on local roadways. Based on this statute, it was determined that some aspects of Osseo's ordinance would need to be changed. The law allows cities to have an ordinance requiring a permit. Permits can be for up to three years and the City has the authority to revoke a permit anytime there is evidence that the permit holder can't safely operate a golf cart. An ordinance may also include times of operation, designated roadways, and

insurance requirements. The City may also require that the applicant submit a physician's certificate stating that the applicant is able to safely operate the golf cart. The law requiring driver's licenses does not apply to the operation of a motorized golf cart. Also, the only equipment required on the golf cart is a rear-view mirror and slow-moving vehicle emblem on the back.

City Attorney Tietjen and Police Chief Mikkelson have drafted an ordinance amendment for golf carts. The draft restricts roads that a golf cart can travel on (cannot travel on Co Rd 81, Co Rd 30, Jefferson Hwy, and Central Ave), requires insurance coverage, requires a City-issued permit, requires a signed certificate by a physician stating that the operator or applicant can safely operate the golf cart, restricts the use to the daytime hours (if after sundown, the golf cart must have operating headlights and rear-facing brake lights), and requires a rear-view mirror and slow-moving vehicle emblem. Staff requested the Council review the draft Ordinance and direct staff on how to proceed.

Stelmach stated he would support residents driving a golf cart in rainy weather in order to get the golf cart back home and in a garage. Police Chief Mikkelson explained he would be enforcing state statute. He hoped that residents would use common sense and not take a golf cart out in the rain or would wait it out, if it was raining.

Johnson questioned if golf carts had to be insured. Police Chief Mikkelson reported this would be required.

Johnson asked if the golf cart permits would be for three years. Police Chief Mikkelson commented this was the case.

Zelenak requested the City only require residents to have either a driver's license or a release from a medical professional stating the individual is fit to operate a golf cart. Grams stated he would have to speak with the City Attorney regarding this matter.

Schulz recommended the term "original equipment" be eliminated from the Ordinance and that it just read "equipment". He noted residents could install their own light kit.

The Council supported staff revising the Ordinance and bringing it back to a future Council meeting.

C. COUNCIL PAY INCREASE

Grams stated the Council directed staff to review information relating to a potential pay increase for Councilmembers during the 2017 annual budgeting period. At that time, the Council could not discuss the issue because Minn. Stat. 415.11 does not allow for Council pay increases to be approved during election years (2018 is an election year). However, now that we are into 2018, the Council may discuss this option as long as it takes effect on January 1, 2019, or later.

Grams stated currently the Council pay follows Osseo Code §30.03 COMPENSATION, which states that the Mayor's salary is currently set at \$3,600 per year and the Councilmember's salary is set at \$2,400 per year. The City budgets for this amount each year from the General Fund. In order to change the salary of the Mayor and Councilmembers, the Council would simply need to amend §30.03 with the new salaries. The Mayor and Councilmembers do participate in a large number of City-related functions throughout the year, along with regular meetings and work sessions. Additionally, Councilmembers are on the EDA board and serve on various committees.

Grams reported discussion on this item was tabled at the April 3 special Council meeting to allow staff time to research other metro area Councilmember pay. The League of Minnesota Cities annually surveys MN cities for employee and Councilmember pay. Staff requested the Council discuss this matter and direct staff on how to proceed.

Schulz requested the Council review the City of Dayton's Ordinance regarding this matter prior to taking action on this item.

4. ADJOURNMENT

The Work Session ended at 6:57 p.m.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

RUDOLPH PRIEBE POST 172
GAMBLING REPORT TO
CITY OF OSSEO

1. Report for the Month of MAY, 2018.

X Paddlewheel

☒ Pulltabs

Bingo

Raffle

X Other (specify) TIPBOARD

3. Gross Receipts: \$ 459,146.00
3(a) Less: prizes paid \$ 403,569.00
4. Expenses—Total \$ 43,633.21

Expenses Itemized:

COMBINED RECEIPTS TAX \$19511.00

INVENTORY PURCHASES (TICKETS) \$ 7,851.99

COMPENSATION/PAYROLL TAXES \$12,788.10

ACCOUNTING SVCS \$3,150.88

MISCELLANEOUS \$ 281.24

\$_____

\$ _____

\$_____

5. Profits \$ 11,893.79

6. **Distribution of Profits (Itemized):**

= SEE ATTACHED SCHEDULE C = \$14,291.21

\$_____

Signed:

Richard L. Kolb

Gambling Manager

Attach additional information if necessary.

This completed form must be returned to the Osseo City Clerk's office monthly; as required by State law and City Ordinances for all licensed organizations.

Lawful Purpose Expenditures

Organization name

American Legion Post 172

License number

00104

Month reported

5

Year reported

2018

Were any lawful purpose expenditures made during the month? yes

Total Lawful Purpose Expenditures

\$36081.21

Membership approval date mm/dd/yyyy	Check/electronic payment		STATE GAMBLING TAX AND REGULATORY FEE		Lawful Purpose Code	Amount
	Date mm/dd/yyyy	Number	Payee	Description		
5/8/2018 12:00:00 AM	05/08/2018	EFT	MN Dept. Of Revenue	State gambling tax and regulatory fee paid during month (see instructions).	A- 8	21790.00

Membership approval date mm/dd/yyyy	Check/electronic payment		ALL OTHER LAWFUL PURPOSE EXPENDITURES		If approved by GCB, enter date mm/dd/yyyy	Lawful Purpose Code	Amount
	Date mm/dd/yyyy	Number	Payee	Description			
04/12/2018	05/02/2018	15726	RED RIVER FLAGS	parade flags for Beyond the Yellow Ribbon (501(c)3 organization		A- 1	285.00
04/12/2018	05/02/2018	15727	RED RIVER FLAGS	Street/park flags for local community		A- 6	635.00
03/08/2018	05/07/2018	15732	LEGIONVILLE	Sponsor four students for School Safety Patrol		A- 7	1140.00
05/07/2018	05/07/2018	15733	CENTER POINT ENERGY	Utilities		A-16	1081.11
05/07/2018	05/07/2018	15734	U.S. TREASURY	Form 730 tax		A- 8	1122.35
05/09/2018	05/09/2018	15736	XCEL ENERGY	Utilities		A-16	14.83
05/10/2018	05/11/2018	15741	FLAGS FOR FORT SNELLING	501(C)3		A- 1	2500.00
05/10/2018	05/11/2018	15740	CROHNS & COLITIS FOUNDATION	501(C)3		A- 1	1000.00
05/10/2018	05/11/2018	15739	AMERICAN LEGION EMBLEM SALES	Parade flags		A- 6	235.70
05/10/2018	05/11/2018	15742	SUPPORT THE TROOPS	501(C)3		A- 1	250.00

MINNESOTA GAMBLING CONTROL BOARD
Lawful Purpose Expenditures

LG100C

Page 2

Organization name

American Legion Post 172

License number

00104

Month reported

5

Year reported

2018

Membership approval date mm/dd/yyyy	Check/electronic payment		ALL OTHER LAWFUL PURPOSE EXPENDITURES		If approved by GCB, enter date mm/dd/yyyy	Lawful Purpose Code	Amount
	Date mm/dd/yyyy	Number	Payee	Description			
05/10/2018	05/21/2018	15759	RED RIVER FLAGS	Street/park flags		A- 6	1044.00
05/10/2018	05/29/2018	15767	Reinhart Foodservice	Memorial Day breakfast for Legion members and their spouses		A-17	700.00
05/10/2018	05/30/2018	15770	XCEL ENERGY	Utilities		A-16	2783.22
05/10/2018	05/31/2018	15774	VETERANS ON THE LAKE	501(C)3		A- 1	1500.00

06/05/2018 11:02 OSSEO Maple Grove Am Legion 172

(FAX)7634250908

P.003/003



City of Osseo City Council Meeting Item

Agenda Item: Hire Dazzon Easterling as Seasonal Movie Attendant

Meeting Date: June 11, 2018

Prepared by: City Clerk LeAnn Larson

Attachments: None

Policy Consideration:

Staff is seeking Council approval to hire Dazzon Easterling as a seasonal movie attendant.

Background:

At the April 9 Council meeting the Music & Movies in the Park schedule was discussed and approved. Several volunteers have agreed to help with the early evening musical festivities. However, to ensure complete coordination for the movies, staff suggested that a movie attendant be hired to set up and take down the movie equipment.

Budget or Other Considerations:

This position would be paid \$10/hour to set up and take down the movie equipment. This would take about 3-4 hours for each movie; there are six movies on the schedule. Funding is from the Music/Movies in the Park donations.

One person submitted an application for the position and is available all six evenings for the movie schedule. Staff will coordinate training for the position.

City Goals Met By This Action:

Increase communication with citizens and encourage citizen engagement.

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 the hire of Dazzon Easterling as a seasonal movie attendant;
2. Deny hiring Dazzon Easterling as a seasonal movie attendant;
3. Table for more applicants.

Recommendation/Action Requested:

Staff recommends the City Council approve the hire of Dazzon Easterling as a seasonal movie attendant.

Osseo MAY 2018 Report

5 H

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921210005	5/1/2018	2018-78	\$ 20,000	Richard McGlynn	624 4th Ave NE	R	reroof & reside	\$0	\$ 200.00	\$ 2.00	\$ -	\$ 202.00
na	5/1/2018	2018-79	\$ -	CenterPoint Energy	4th Ave NE area	U	utility ROW	\$0	\$ 2,135.00	\$ -	\$ -	\$ 2,135.00
1311922110109	5/2/2018	2018-80	\$ 800	Brett Haider	631 2nd Ave NW	R	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921210076	5/7/2018	2018-81E	\$ -	QT Commercial	624 No Oaks Dr	C	electrical	\$0	\$ 56.00	\$ 1.00	\$ -	\$ 57.00
1811921210074	5/7/2018	2018-82E	\$ -	QT Commercial	625 No Oaks Dr	C	electrical	\$0	\$ 56.00	\$ 1.00	\$ -	\$ 57.00
1811921210075	5/7/2018	2018-83E	\$ -	QT Commercial	616 6th Ave NE	C	electrical	\$0	\$ 216.00	\$ 1.00	\$ -	\$ 217.00
1311922110026	5/8/2018	2018-84	\$ 950	Aaron Silva	133 4th St NW	R	mechanical alterations	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921320022	5/8/2018	2018-85	\$ 9,000	Jeanne Huston	304 Broadway St E	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921220065	5/8/2018	2018-86	\$ 6,284	Kenny Nelson	509 3rd Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1311922110026	5/14/2018	2018-87	\$ 9,800	Aaron Silva	133 4th St NW	R	furnace & a/c	\$0	\$ 150.00	\$ 2.00	\$ -	\$ 152.00
1811921220105	5/14/2018	2018-88	\$ 16,900	Maryanne Heinen	224 4th St NE	R	reroof & reside	\$0	\$ 200.00	\$ 2.00	\$ -	\$ 202.00
1811921230114	5/16/2018	2018-89	\$ 7,000	Joyce Miller	217 Broadway St E	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921230079	5/16/2018	2018-90	\$ 15,000	Brandon Burns	132 2nd Ave NE	R	windows & reside	\$0	\$ 200.00	\$ 2.00	\$ -	\$ 202.00
	5/17/2018	2018-91E	\$ -	Sloan Wallgren	505 2nd St NE	R	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1811921230179	5/18/2018	2018-92	\$ 5,100	Lindsey Tollifson	232 3rd Ave NE	R	fence	\$0	\$ 25.00	\$ -	\$ -	\$ 25.00
1811921210061	5/18/2018	2018-93	\$ 10,000	Mark Johnson	408 4th Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921220025	5/21/2018	2018-94	\$ 4,000	Matthew Griffith	625 4th Ave NE	R	fence	\$0	\$ 25.00	\$ -	\$ -	\$ 25.00
1311922110026	5/22/2018	2018-95E	\$ -	Aaron Silva	133 4th St NW	R	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921220150	5/23/2018	2018-96E	\$ -	First Select Property Mgmt	625 1st Ave NE	C	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922120006	5/24/2018	2018-97	\$ 450,000	Osseo Ice Arena	10390 Co Rd 81	S	building remodel	\$0	\$ 3,156.75	\$ 225.00	\$ 2,051.89	\$ 5,433.64
1811921220148	5/29/2018	2018-98	\$ 10,000	Karen Broden	600 1st Ave NE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921220007	5/29/2018	2018-99	\$ 3,196	Jenny Miller	508 1st Ave NE	R	air conditioner	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921310046	5/30/2018	2018-100	\$ 2,000	Jim Waters	224 7th Ave SE	R	kitchen plumbing	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921320063	5/30/2018	2018-101	\$ 11,600	Michael Servais	133 1st St SE	R	reroof	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1311922110026	5/31/2018	2018-102	\$ 3,700	Aaron Silva	133 4th St NW	R	bathroom remodels	\$0	\$ 633.00	\$ 19.50	\$ 352.30	\$ 1,004.80
1811921210061	5/31/2018	2018-103	\$ 4,165	Mark Johnson	408 4th Ave NE	R	sewer repair	\$0	\$ 125.00	\$ -	\$ -	\$ 125.00
1811921220033	5/31/2018	2018-104	\$ 4,165	Joy Bandel	509 4th Ave NE	R	sewer repair	\$0	\$ 125.00	\$ -	\$ -	\$ 125.00

Osseo MAY 2018 Report

1311922110026	5/31/2018	2018-105E	\$ -	Aaron Silva	133 4th St NW	R	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
Totals			\$ 593,660					\$0	\$ 8,382.75	\$ 269.50	\$ 2,404.19	\$ 11,056.44



City of Osseo City Council Meeting Item

Agenda Item: Send Officer Current to Officer Leadership Development class.

Meeting Date: June 11th, 2018

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: none

Policy Consideration:

I would like to send Officer Brendan Current to Officer Leadership Development Class put on by the Minnesota Chief of Police Association.

Background:

It is important for all officers to have an understanding of what leadership is and how they fit into that system. This class will show the differences in 21st Century Police Leadership. Officer Current has taken on more roles within the department and will benefit from this training.

Budget or Other Considerations:

This training is 125.00 per officer and will be covered by the Police Department Training budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the Leadership training for Officer Current.
2. Deny the Leadership training for Officer Current.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the Leadership training for Officer Current.

Next Step:

Sign up for the training.

From: St Paul Police Department PDI (Professional Development Institute)
<mary.brodt@ci.stpaul.mn.us>
Sent: Friday, April 13, 2018 4:04 PM
To: Shane Mikkelson
Subject: Attend Recognizing & Valuing Community Diversity & Implicit Bias Training



Recognizing & Valuing Community Diversity & Implicit Bias Training

When

Tuesday, August 28, 2018 from
8:00 AM to 5:00 PM CDT
[Add to Calendar](#)

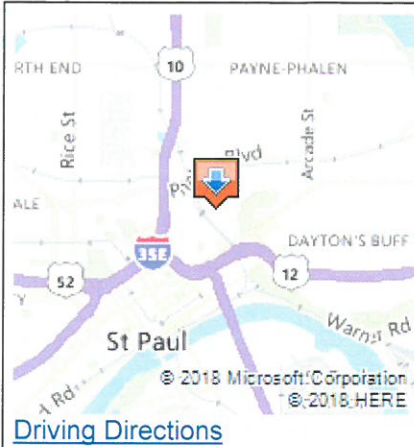
Where

**St. Paul Police-Richard Rowan
Training Facility**
600 Lafayette Road North
St. Paul, MN 55130

Dear Shane,

The St. Paul Police Department Professional Development Institute is proud to sponsor, **Recognizing and Valuing Community Diversity and Implicit Bias Training**.

This course will use a sociological approach in exploring race relations and implicit bias. The first half of class will explore race within a historical context to better understand social interactions that are influenced by social structures rooted in laws and policies. The concept of "race" will be discussed as a socially constructed reality that will include topics such as myths regarding biology and race, history of policing within communities of color, laws and policies on segregation, segregated neighborhoods, and historical trauma. The purpose



of the history is to demonstrate how we developed implicit bias through social interactions that are influenced by social institutions.

The second half of class will focus on the science of implicit bias, procedural justice, and strategies to reduce the influences of implicit bias. A community model (based on data collected by the instructor specifically for the class) on strategies to reduce implicit bias will be discussed to assess the community perspective on reducing implicit bias. The framework of intersectionality will be used to highlight the multiple identities among marginalized groups (i.e. race, class, age, gender, and sexuality etc.) who experience implicit bias. During the last two hours of class, officers will reflect on course content and develop their own strategies to reduce the influences of implicit bias on the job. This course is very interactive with group discussions and class activities. The strategies developed by the officers will be collected and summarized into a model that will be provided to officers as a reflective source that can be used on the job.

Instructor:

Tanya Gladney, Ph.D. is an associate professor and law enforcement program coordinator at University of St. Thomas in the Sociology and Criminal Justice Department. Dr. Gladney teaches crime and sociology courses: Crime and Delinquency, Police and Society, Homicide, Seminar in Criminal Justice, Internship in Criminal Justice, and Introduction to Sociology. Her primary research focus is on historical and contemporary inequalities within social institutions. Dr. Gladney has a law enforcement and military background that includes 10 years of law enforcement experience with State Capital Police in Jackson, MS, and eight years with the United States Army Reserve. Dr. Gladney has provided Cultural Awareness Training with police departments for over seven years—primarily Saint Paul Police Department. Dr. Gladney currently works with local police departments by providing and assisting with Racial Equity and Implicit Bias Training. Additional work includes:

- Assisted the Minnesota Peace Officer Standards and Training (POST) Board with developing the Implicit Bias, Community Diversity, and Cultural Differences In-Service Learning Objectives for police departments. Required by the 2017 Minnesota legislature statute 626.8469
- Racial Equity and Implicit Bias workshop for Bureau of Criminal Apprehension (BCA)
- Cultural Awareness Training for Saint Paul Police Department Academy
- Workshops and presentations to local and international groups on Racial Equity and Implicit Bias Training in law enforcement.

This class meets the Minnesota Post requirement for Implicit Bias Training. Minnesota Statutes 626.8469 - Recognizing and Valuing Community Diversity and

Cultural Differences to Include Implicit Bias Training requirement.

Cost: \$150.00 per person

MN POST: 8

Go to www.stpaul.gov/pdi to register.

Register Now!

Sincerely,

Sergeant Mary Brodt
St Paul Police Department's Professional Development
Institute
mary.brodt@ci.stpaul.mn.us
651-266-5652

St Paul Police Department's Professional Development Institute, 367 Grove St, St.
Paul, MN 55101

[SafeUnsubscribe™ smikkelson@ci.osseo.mn.us](#)

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Sent by mary.brodt@ci.stpaul.mn.us in collaboration with

Constant Contact 

Try it free today



City of Osseo City Council Meeting Item

Agenda Item: Approve Duffy's Bar & Grill Summer Party

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Special Event Permit Application

Policy Consideration:

Consider approving Duffy's Summer Party for Saturday July 21, 2018.

Background:

Duffy's Bar & Grill annually holds a summer party for its patrons. The event is scheduled to begin at 5:00 pm and end around midnight and include live music from 8:00-11:30pm located in the back parking lot behind Duffy's. The temporary band trailer will be provided by the Osseo Lions. The area will be fenced in and security will be provided by Duffy's Staff members. No additional Osseo Police services will be required for the event.

Approval of this party is required by the City Council due to the sale of alcohol off premise (in the parking lot as opposed to inside the bar itself). Additionally, the Council will need to approve the live music component of the party, as amplified noise is subject to §93.18, Public Nuisances. However, in the past, Duffy's has done a great job of managing the amplified music component of the party. Attached is the completed Special Event Permit application, including a sketch of the party area, and comments by Osseo Department Heads.

Previous Action or Discussion:

The City Council annually approves this party.

Options:

The City Council may choose to:

1. Approve the 2018 Duffy's Bar & Grill Summer Party for July 21;
2. Deny approval of the 2018 Duffy's Bar & Grill Summer Party;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2018 Duffy's Bar & Grill Summer Party for July 21.



BY: CUSA6TS

Check # 30284 \$50.00

Deposit for Escrow P 763.425.2624 F 763.425.1111

City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

Special Event Permit Application

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

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

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

1. EVENT INFORMATION

Name of Event Duffys Summer Party Purpose of Event CELEBRATE Duffys & Summer

Description of Event _____

Days/Date(s) of Event SAT. July 21st Start Time 5:00 p.m. End Time Midnight

Estimated Setup Start Time 8:00 A.M. Estimated Take Down Finish Time Midnight

Location address 337 CENTRAL AV.

Property Owner Name MARTIN DUFFY

Owner Phone 763-425-0310 Email _____

Estimated # of Attendees 100+ Admission Fee/Donation Requested \$ ✓

2. APPLICANT INFORMATION

Name RICH BEBUS Title mgr

Address _____

Daytime Phone 763-425-0310 Cell _____

Email n/a

Affiliation/Organization n/a

Are you an authorized applicant for this organization?

☒ Yes ☐ No

Will this person have authority to cancel or modify event plans?

☒ Yes ☐ No

Will this person be present at the event and in charge of the event at all times?

☒ Yes ☒ No

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

Name Josh Duffy Title owner

Address _____

Daytime Phone 763-428-0310 Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES NONE

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

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

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

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

LIVE Music 8:00 - 11:30 p.m.

6. ACTIVITIES

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

NONE

7. SANITATION/POTABLE WATER

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

INSIDE BLDG.

8. PARKING AND TRAFFIC CONTROL

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

open Parking in Back Lot

9. EMERGENCY/MEDICAL SERVICES

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

10. SECURITY/CROWD MANAGEMENT

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

FULL STAFFED SEC. at all times

11. TRASH/RECYCLING, EVENT CLEAN UP

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

N/A

Name of trash/recycling hauler _____

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

12. LIGHTING

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

NONE

13. TEMPORARY STRUCTURES OR CONSTRUCTION

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

TRAILER FOR BAND supplied by OSSEO LIONS

14. ADVERTISING AND PROMOTION

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

Social MEDIA, our WEB-SITE

15. NOISE

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

8:00 p.m. - 11:30 p.m.
Sound will be controlled

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☒ Yes ☐ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

Will alcoholic beverage be consumed upon public lands, streets, or parks?

☐ Yes ☒ No

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

SEATING AVAIL. IN FENCED AREA OF OUR LOT
FULL SERVICE AVAIL. Food, Lig. + BEER

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

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

Food from our Kitchen in BLDG.

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

NOT NEEDED

18. OTHER CONCESSIONS

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

N/A

19. GAMBLING

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

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

Pull-Tabs within Bldg.

20. WORKERS COMPENSATION COMPLIANCE

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

21. INSURANCE

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

A certificate of insurance naming the City as additional insured entity with limits of not less than one million dollars per occurrence is required from any company conducting the fireworks or pyrotechnics. **Please attach the certificate(s) of insurance to this application.**

22. THE MINNESOTA DATA PRACTICES ACT

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

Signature

R. Paul

Date

5/14/18

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

Address

Telephone

23. ACKNOWLEDGEMENT/SIGNATURE

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

M. Duffy Martin Duffy 5/15/18
Property Owner Signature Printed Name Date

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

R. B. B. RICH BERUS 5/14/18
Applicant Signature Printed Name Date

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only below

Administrative Comments—reviewed by Council approval is
required for sale of alcohol off premise (parking lot)
LeAnn Larson

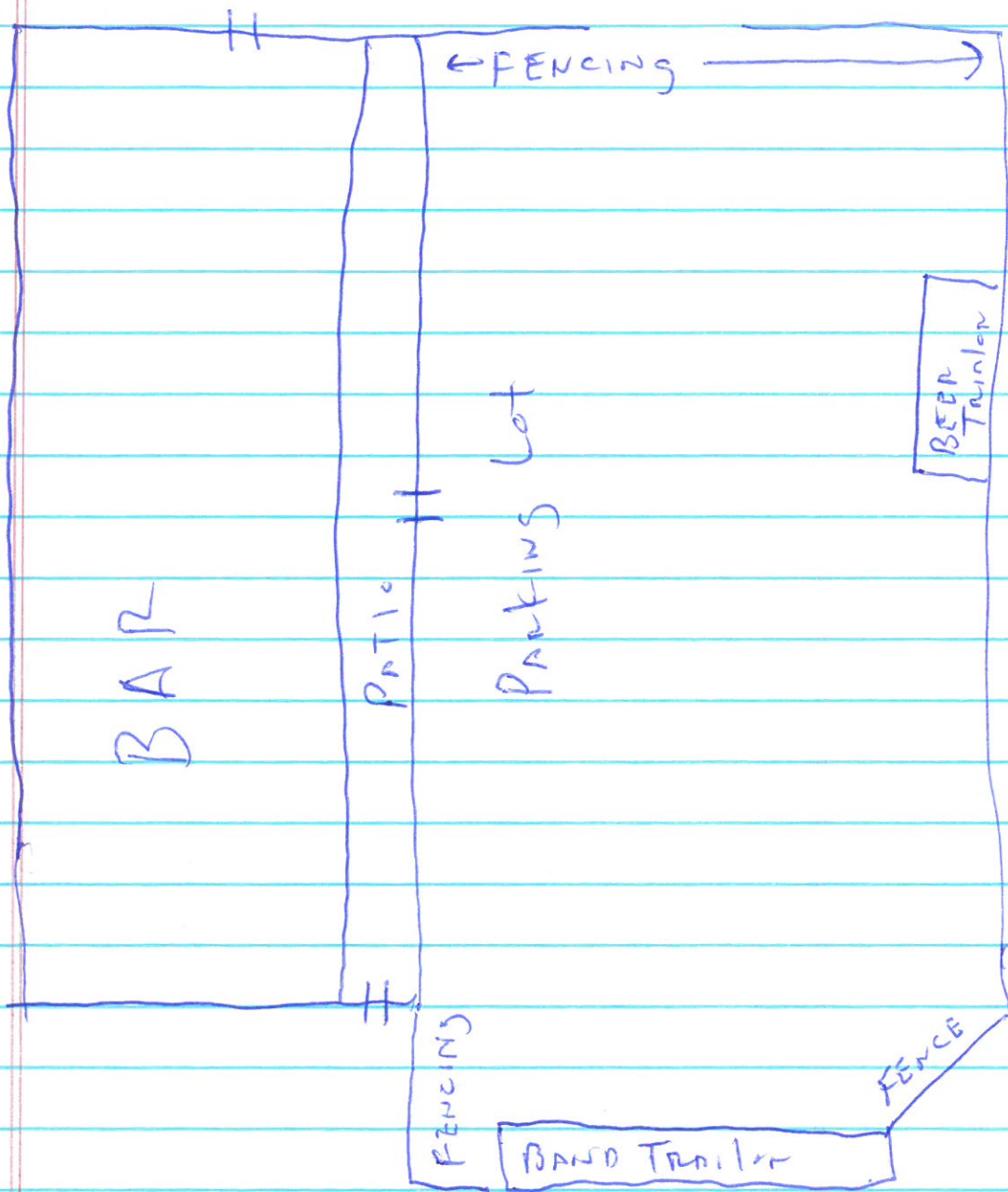
Police Department Comments—reviewed by S.M. Kelson
NO ISSUES FOUND

Fire Department Comments—reviewed by [Signature]

Public Works Comments—reviewed by Nick Haddikelly
Be sure entrance to parking lot off Central is well marked/
blocked to ensure traffic does not attempt to enter. OK-MW

City Council action required ☐ Yes ☐ No Date _____

CENTRAL DV.



Felicia Ann Wallgren

From: Pat McGrane
Sent: Wednesday, May 30, 2018 2:04 PM
To: Felicia Ann Wallgren
Subject: Re: Please Review

no issue for me

Patrick McGrane
Osseo Fire Chief and Emergency Response Manager
415 Central Ave
Osseo MN 55369
Phone - 763-424-5444
Cell - 612-845-4065
Email pat.mcgrane@ci.osseo.mn.us

From: Felicia Ann Wallgren
Sent: Wednesday, May 30, 2018 1:07 PM
To: Pat McGrane
Subject: Please Review

Can you please review this special permit application and send an email back if you have any comments. The comment section is on page 7. This scanner scans front and back so something if there is nothing on the back there will be a black page between each page.



Felicia Wallgren | Office Manager

Osseo Police Department | 415 Central Ave | Osseo, MN 55369

P: 763-424-5444 | F: 763-424-4616

fwallgren@ci.osseo.mn.us

www.discoverosseo.com



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City of Osseo City Council Meeting Item

Agenda Item: Approve Spark Music Studio Event

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Special Event Permit Application

Policy Consideration:

Consider approving Spark Music Studio Event for Saturday, June 23, 2018.

Background:

Spark Music Studio, located at 24 3rd Street NE, would like to host a free event for their students and family members on Saturday, June 23, 2018. The event is a thank you to their clients. The event is proposed to take place in the parking lot area behind the multi-tenant building and will include free food, games and live music. No alcoholic beverages will be served.

The live music component of the event will take place from 12:00 – 2:00 pm. The music will consist of three vocalists, along with a mandolin and two acoustic guitars. The Studio Staff will ensure that the decibel level meets City Code requirements. The Studio will use a gas powered generator to power the amplifiers. There will also be a bouncy castle, bag toss boards, free hot dogs and ice cream sandwiches and face painting.

Staff have no concerns with the event other than making sure the alley remains free for traffic. Public Works indicated that they will drop off barricades to help separate the event from the alley area.

Options:

The City Council may choose to:

1. Approve the Spark Music Studio Event for June 23;
2. Deny approval of the Spark Music Studio Event;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the Spark Music Studio Event for June 23.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Special Event Permit Application

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

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

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

1. EVENT INFORMATION

Name of Event Spark Client Appreciation Purpose of Event Client Appreciation

Description of Event A free event for students and parents of Spark Music Studio to thank them for choosing our studio for music lessons. Live music, Free Food and Non-Alcoholic beverages, and games.

Days/Date(s) of Event June 23, 2018 Start Time 12PM End Time 2PM

Estimated Setup Start Time 10AM Estimated Take Down Finish Time 4PM

Location address Parking lot of 24 3rd St NE, Osseo, MN 55369

Property Owner Name Connie Aho

Owner Phone 763-670-6716 Email connie@wiedenagency.com

Estimated # of Attendees 100 Admission Fee/Donation Requested \$ 0

2. APPLICANT INFORMATION

Name Nick Tucker Title Director of Spark Music Studio

Address 240 Central Ave, Osseo, MN 55369

Daytime Phone 847-406-8625 Cell Same

Email nick@sparkmusicstudio.com

Affiliation/Organization Spark Music Studio

Are you an authorized applicant for this organization?

☒ Yes ☐ No

Will this person have authority to cancel or modify event plans?

☒ Yes ☐ No

Will this person be present at the event and in charge of the event at all times?

☒ Yes ☐ No

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

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

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

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

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

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

We will have a live band that will be amplified. The band play from 12-2 PM and will consist of 3 vocalists 1 mandolin, and 2 acoustic guitars. We will have a gas powered generator rented from Home Depot to amplifi

6. ACTIVITIES

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

We will have a bouncy castle, bags toss, free hot dogs and ice cream sandwiches, and face painting

7. SANITATION/POTABLE WATER

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

We are going to have a gravity hand washing system. Restrooms will be used in the 240 Central Ave building. Bottled water will be available.

8. PARKING AND TRAFFIC CONTROL

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

Street Parking

9. EMERGENCY/MEDICAL SERVICES

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

The alley will be kept clear to ensure that emergency vehicles will have access to the event area.

10. SECURITY/CROWD MANAGEMENT

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

We will have 3 employees working the event to help direct families. In case of inclement weather we will have tents set up for food and band. In case of severe rain or other weather events we will cancel the event

11. TRASH/RECYCLING, EVENT CLEAN UP

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

We will have 2 garbage cans set up and use the large dumpster in the alley. Staff will ensure the site is clean after the event.

Name of trash/recycling hauler _____

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

12. LIGHTING

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

No lighting

13. TEMPORARY STRUCTURES OR CONSTRUCTION

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

We will have a bouncy castle that will use a gas powered generator rented from Home Depot. There will be a tent to cover the food station, and a tent to cover the band.

14. ADVERTISING AND PROMOTION

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

We will use our chalkboard sign to indicate where the party is at. Advertising and promotion will be done internally using email and flyers.

15. NOISE

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

We will have an acoustic band performing from 12-2PM. We will have a decibel meter available to ensure we are compliant with city ordinances.

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☐ Yes ☒ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

Will alcoholic beverage be consumed upon public lands, streets, or parks?

☐ Yes ☒ No

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

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

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

We will have hot dogs that will be cooked on a portable propane grill. Ice cream sandwiches (kept on dry ice) will be served. Bottle water and canned non-alcoholic beverages will be served.

Has a license been obtained from the Hennepin County Department of Health and Environment? (Please attach) ☐ Yes ☒ No [In Process](#)

18. OTHER CONCESSIONS

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

None

19. GAMBLING

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

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

20. WORKERS COMPENSATION COMPLIANCE

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

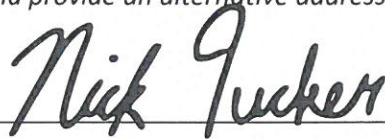
21. INSURANCE

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

A certificate of insurance naming the City as additional insured entity with limits of not less than one million dollars per occurrence is required from any company conducting the fireworks or pyrotechnics. **Please attach the certificate(s) of insurance to this application.**

22. THE MINNESOTA DATA PRACTICES ACT

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



4/24/18

Signature

Date

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

Address

Telephone

23. ACKNOWLEDGEMENT/SIGNATURE

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

Property Owner Signature

Printed Name

Date

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

Nick Tucker
Applicant Signature

Nicholas Tucker

4/24/18

Printed Name

Date

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only below

Administrative Comments—reviewed by Riley Grams

No comments other than slight concerns with foot traffic on alley

Police Department Comments—reviewed by Steve Mikkelsen

No Issues

Fire Department Comments—reviewed by Pat McGrane

Agreed w/ Nick w to add barricades along alley for safety

Public Works Comments—reviewed by Nick Waldbillig

Add barricades along alley to help separate event space from alley.

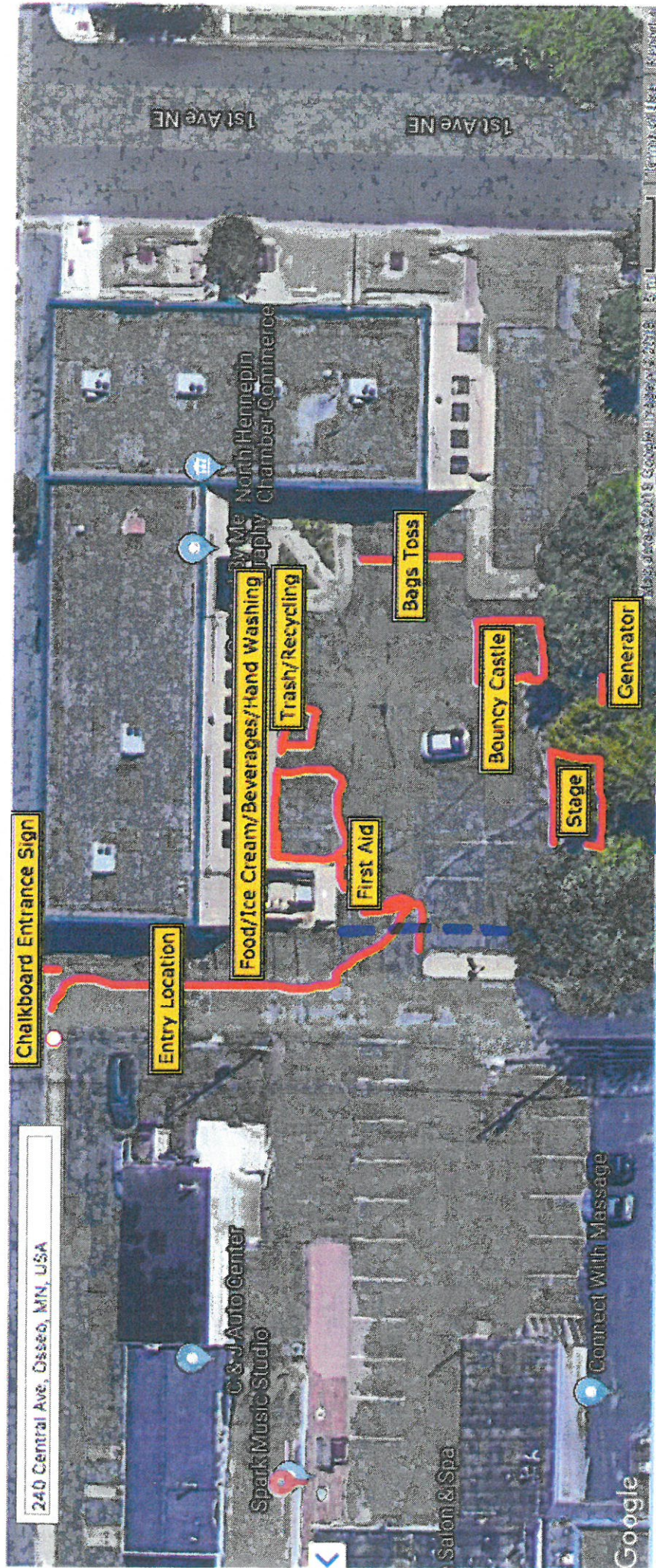
City Council action required

☒ Yes

☐ No

Date

4/24/18



! add barricades along alley to separate event space from alley for safety. - public works

Resolution No. 2018-xx**RESOLUTION ACCEPTING DONATIONS 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 donations would be of benefit to the citizens of Osseo; and

WHEREAS, the following have proposed these contributions to the City of Osseo and the donations be used for specific purposes as indicated below:

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Duffy's Bar & Grill	\$200	Beautification/Flower Fund
Realife Cooperative of Osseo	\$350	Beautification/Flower Fund
LCI-Lawinger Consulting Inc	\$300	Beautification/Flower Fund
Harold E. & Gayle Johnson	\$300	Beautification/Flower Fund
<i>(in memory of Leonard Johnson, Stanley Kondziolka, and Sandy Nerlien)</i>		

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Osseo, Hennepin County, Minnesota, hereby acknowledges and accepts said donations to designated funds on behalf of the citizens of Osseo.



City of Osseo City Council Meeting Item

Agenda Item: Liquor Ordinance

Meeting Date: June 11, 2018

Prepared by: City Attorney Mary Tietjen

Attachments: Draft Liquor Ordinance

Background:

The Council discussed a draft liquor ordinance at the April 3 work session. In my memorandum to the Council, I noted several discrepancies between the City's current code and that of the proposed LMC model liquor ordinance. The Council directed staff to solicit feedback from all liquor license vendors. On April 10, City Administrator Riley Grams mailed a letter to all of the licensees, along with the current liquor ordinance and a draft of the new ordinance. The letter asked liquor license holders to express comments/concerns to the Councilmembers. Staff and I also met to discuss some of the concerns/questions that staff had about the new language. Since that time, more edits to section numbering has improved the readability and organization of the new language as it covers statutory limits and authority.

Discussion and Prior Action:

The Council discussed the proposed liquor ordinance at its meetings on May 14 and May 29.

At the May 29, 2018 Council meeting, the Council approved the first reading of the liquor ordinance, with direction to change the provision related to training of new employees in Section 113.18. The revised ordinance now reads that within six months (rather than 60 days) after initial hire, and annually thereafter, every person selling or serving liquor in an establishment which has an on-sale license shall receive training regarding the selling or serving of liquor to customers. The training shall be provided by the city's police department or a private vendor that is otherwise approved by the Chief of Police.

The other requested change from Council was to raise the off-sale annual fee from \$100 to \$200. Pursuant to state law, the City may only increase a liquor license fee after notice to the affected licensees and a hearing on the proposed increase. The City is required to mail the notice at least 30 days before the date of the hearing. Council should discuss and direct staff when it would like to hold the hearing on the proposed fee increase and also decide whether it wants to consider an increase to any other license types.

I and Police Chief Shane Mikkelsen will be present at the Council meeting to answer questions.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the 2nd reading of the proposed liquor ordinance;
2. Approve the 2nd reading of the proposed liquor ordinance with changes/as amended;
3. Table for additional information.

Recommendation/Action Requested:

Staff recommends the City Council approve the 2nd reading of the proposed liquor ordinance.

ORDINANCE NO. 2018- _____

AN ORDINANCE REPEALING CHAPTER 113 OF THE CITY CODE RELATING TO INTOXICATING LIQUOR SALES AND 3.2% MALT LIQUOR SALES AND REPLACING IT WITH A NEW CHAPTER

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

Section 1. Chapter 113 of the Osseo City Code is repealed in its entirety.

Section 2. The Osseo City Code is amended to add the following new Chapter 113, as follows:

CHAPTER 113: LIQUOR REGULATIONS

§ 113.01 ADOPTION OF STATE LAW BY REFERENCE.

The provisions of Minn. Stat. Chapter 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2 percent malt liquor are hereby adopted by reference and are made a part of this Chapter as if set out in full. It is the intention of the Osseo City Council that all future amendments to Minn. Stat. Chapter 340A are hereby adopted by reference or referenced as if they had been in existence at the time this Chapter is adopted.

§ 113.02 CITY MAY BE MORE RESTRICTIVE THAN STATE LAW.

The Council is authorized by the provisions of Minn. Stat. § 340A.509, as it may be amended from time to time, to impose additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in Minn. Stat. Chapter 340A, as it may be amended from time to time.

§ 113.03 DEFINITIONS.

In addition to the definitions contained in Minn. Stat. § 340A.101 as it may be amended from time to time, the following term is defined for purposes of this Chapter:

LIQUOR. As used in this Chapter, without modification by the words “intoxicating” or a “3.2 percent malt” includes both intoxicating liquor and 3.2 percent malt liquor.

§ 113.04 NUDITY ON THE PREMISES OF LICENSED ESTABLISHMENTS PROHIBITED.

(A) The City Council finds that it is in the best interests of the public health, safety, and general welfare of the people of the city that nudity is prohibited as provided in this section on the premises of any establishment licensed under this Chapter. This is to protect and assist the owners, operators, and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity, and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault, and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this Chapter, as set forth in this section, reflects the prevailing community standards of the city.

(B) It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material.

(C) A violation of this section is a misdemeanor punishable as provided by law, and is justification for revocation or suspension of any liquor, wine, or 3.2 percent malt liquor license or any other license issued under this Chapter or the imposition of a civil penalty under § 113.99.

§ 113.05 CONSUMPTION IN PUBLIC PLACES.

No person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under this Chapter, or where the consumption and display of liquor is lawfully permitted.

§ 113.06 RAFFLES, SILENT AUCTIONS AND FUND RAISING EVENTS FOR CHARITABLE PURPOSES OF WINE, BEER OR INTOXICATING LIQUORS.

Notwithstanding Minn. Stat. §§ 340A.401, 340A.414, and 340A.505, a nonprofit organization conducting a silent auction, raffle, or other fund-raising event may conduct live, on premises auctions or raffles of wine, beer, or intoxicating liquors, provided that funds from the auction or raffle are dedicated to the charitable purposes of the nonprofit organization, such auctions or raffles are limited to not more than six occasions per year, and the alcohol may only be auctioned or raffled to persons who demonstrate that they are 21 years of age or older and do not show signs of obvious intoxication. Nothing in this section authorizes on-premises consumption of alcohol. The organization conducting the event must notify the City Clerk at least 10 days prior to the occurrence of the event.

§ 113.07 TERM AND EXPIRATION OF LICENSES.

Each license shall be issued for a maximum period of one year. All licenses, except temporary licenses, shall expire on June 30 of each year unless another date is specified in the license.

Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying city consent to the permit, shall expire on March 31 of each year.

§ 113.08 KINDS OF LIQUOR LICENSES.

The following kinds of licenses may be issued by the City:

(A) *On-sale, 3.2 percent.* 3.2 percent malt liquor on-sale licenses, as authorized by Minn. Stat. § 340A.403, subd. 1, which may be issued only to golf courses, restaurants, hotels, clubs, bowling centers, and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks.

(B) *Off-sale, 3.2 percent.* 3.2 percent malt liquor off-sale license, as authorized by Minn. Stat. § 340A.403, subd. 1.

(C) *Temporary, 3.2 percent.* Temporary 3.2 percent malt liquor licenses, as authorized by Minn. Stat. § 340A.403, subd. 2, which may be issued only to a club, charitable, religious, or nonprofit organization.

(D) *Off-sale, intoxicating.* Off-sale intoxicating liquor licenses, as authorized by Minn. Stat. § 340A.405, subd. 1, which may be issued only to exclusive liquor stores. The fee for an off-sale intoxicating liquor license shall not exceed \$240 or a greater amount, which may be permitted by Minn. Stat. § 340A.408, subd. 3, as it may be amended from time to time.

(E) *On-sale, intoxicating.* On-sale intoxicating liquor licenses, as authorized by Minn. Stat. § 340A.404, which may be issued to the following establishments as defined by Minn. Stat. § 340A.101, as it may be amended from time to time, and this Chapter: hotels, restaurants, bowling centers, clubs or congressionally chartered veterans organizations, theaters and exclusive liquor stores. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The fee for club licenses established by the Council under § 113.09 shall not exceed the amounts provided for in Minn. Stat. § 340A.408, subd. 2(b) as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of Minn. Stat. § 340A.404, subd. 4(b) as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the city, under the provisions of Minn. Stat. § 340A.404, subd. 4(a) as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.

(F) *On-sale, Sunday.* Sunday on-sale intoxicating liquor licenses, as authorized by Minn. Stat. § 340A.504, subd. 3, may be issued to a restaurant, a club, as defined in Minn. Stat. § 340A.101, as it may be amended from time to time, bowling centers, or hotel, with a seating capacity of at least 30 persons and which holds an on-sale intoxicating liquor license, and which serves liquor only in conjunction with the service of food. The fee for this license shall be established by the Council in its fee resolution, but shall not exceed \$200, or the maximum amount provided by Minn. Stat. § 340A.504, subd. 3(c) as it may be amended from time to time. A special Sunday license is not needed for Sunday sales of wine by on-sale wine licensees.

(G) *On-sale/off-sale, combination.* Combination on-sale/off-sale intoxicating liquor licenses.

(H) *On-sale, temporary intoxicating.* Temporary on-sale intoxicating liquor licenses authorized under Minn. Stat. § 340A.404, subd. 10, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years; a political committee registered under state law; or a state university. No license shall be for longer than four consecutive days, and the city shall issue no more than 12 days' worth of temporary licenses to any one organization in one calendar year.

(I) *On-sale, wine.* On-sale wine licenses, with the approval of the Commissioner of Public Safety to: restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of Minn. Stat. § 340A.404, subd. 5, as it may be amended from time to time, and which meet the definition of restaurant in § 113.03; to licensed bed and breakfast facilities which meet the criteria in Minn. Stat. § 340A.4011, subd. 1, as it may be amended from time to time; and to theaters that meet the criteria of Minn. Stat. § 340A.404, subd. 1(b), as it may be amended from time to time. The fee for an on-sale wine license established by the Council in its fee resolution, but shall not exceed one-half of the license fee charged for an on-sale intoxicating liquor license. The holder of an on-sale wine license who also holds an on-sale 3.2 percent malt liquor license is authorized to sell malt liquor with a content over 3.2 percent (strong beer) without an additional license.

(J) *Consumption and display permits.* Approval of the issuance of a consumption and display permit by the Commissioner of Public Safety, as authorized by Minn. Stat. § 340A.414. The maximum amount of the additional fee which may be imposed by the Council on a person who has been issued a consumption and display permit under the provisions of § 113.09 shall not exceed \$300, or the maximum amount permitted by Minn. Stat. § 340A.414, subd. 6, as it may be amended from time to time. Consumption and display permits shall expire on March 31 of each year.

(K) *Consumption and display permits, one-day.* One-day consumption and display permit with the approval of the Commissioner of Public Safety to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization. The maximum fee which may be imposed by the Council on a person who has been issued a one-day consumption and display permit under the provisions of § 113.09 shall not exceed \$25, or the maximum amount permitted by Minn. Stat. § 340A.414, subd. 9, as it may be amended from time to time.

(L) *Culinary class, limited on-sale.* Culinary class limited on-sale licenses, as authorized by Minn. Stat. § 340A.4010, may be issued to a business establishment not otherwise eligible for an on-sale intoxicating liquor license that, as part of its business, conducts culinary or cooking classes for which payment is made by each participant or advance reservation required. The license authorizes the licensee to furnish to each participant in each class, at no additional cost to the participant, up to a maximum of six ounces of wine or 12 ounces of intoxicating malt liquor, during and as part of the class, for consumption on the licensed premises only.

(M) *Temporary off-sale wine.* Temporary off-sale wine licenses authorized by Minn. Stat. § 340A.405, subd. 4, with the approval of the Commission of Public Safety, may be issued for the off-sale of wine at an auction. A license issued under this section authorizes the sale of only vintage wine of a brand and vintage that is not commonly being offered for sale by any wholesaler in Minnesota. The license may authorize the off-sale of wine for not more than three

consecutive days provided not more than 600 cases of wine are sold at any auction. The license is subject to the terms, including license fee, imposed by the City's fee resolution.

(N) *Brewpub, on-sale intoxicating or 3.2 percent malt liquor.* Brew pub on-sale intoxicating liquor or on-sale 3.2 percent malt liquor licenses, with the approval of the Commissioner of Public Safety, may be issued to brewers who operate a restaurant in their place of manufacture and who meet the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Sales under this license at on-sale may not exceed 3,500 barrels per year. If a brew pub licensed under this section possesses a license for off-sale under § 113.08 (O) below, the brew pub's total combined retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels.

(O) *Brewer, off-sale malt liquor.* Brewer off-sale malt liquor licenses as authorized by Minn. Stat. § 340A.24, subd. 2, with the approval of the Commissioner of Public Safety, may be issued to a brewer that is a licensee under § 113.08 (N) above and otherwise meets the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the city. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. All malt liquor sold under this license shall be packaged in the manner required by Minn. Stat. § 340A.285 as it may be amended from time to time. Sales under this license may not exceed 750 barrels per year. If a brewer licensed under this section possesses a license under § 113.08 (N) above, the brewer's total retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels.

Brewer off-sale malt liquor licenses may also be issued, as authorized by Minn. Stat. § 340A.28, subd. 1, with approval of the Commissioner, to a holder of a brewer's license under Minn. Stat. § 340A.301, subd. 6(c), (i) or (j) and meeting the criteria established by Minn. Stat. § 340A.28 as may be amended from time to time. The amount of malt liquor sold at off-sale may not exceed 750 barrels annually. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brewer is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. Packaging of malt liquor for off-sale under this license must comply with Minn. Stat. § 340A.285.

(P) *Brewer, temporary on-sale.* Brewer temporary on-sale intoxicating liquor licenses may be issued as authorized by Minn. Stat. § 340A.404, subd. 10(c), with the approval of the Commissioner of Public Safety, to brewers who manufacture fewer than 3,500 barrels of malt liquor in a year for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer.

(Q) *Brewer, taproom.* A brewer taproom license, may be issued to the holder of a brewer's license under Minn. Stat. § 340A.301, subd. 6(c), (i) or (j), as it may amended from time to time. A brewer's taproom license authorizes on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer. A brewer may have only one taproom license and may not have an ownership interest in a brewer licensed under Minn. Stat. § 340A.301, subd. 6(d), as it may be amended from time to time. A brewer taproom license may not be issued to a brewer that brews more than 250,000 barrels of malt liquor annually or a winery that produces more than 250,000 gallons of wine annually. Within ten days of issuing a brewer taproom license, the City will inform the Commissioner of Public Safety of the licensee's name, address, trade name and the effective date and expiration

date of the license. The City will inform the Commissioner of Public Safety of a license transfer, cancellation, suspension, or revocation during the license period. Taprooms may be open and may conduct business on Sundays.

(R) *Microdistillery cocktail room license.* A cocktail room license, as authorized by Minn. Stat. § 340A.22, subd. 2, may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistillery cocktail room license authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller. The holder of a microdistillery cocktail room license may also hold a license to operate a restaurant at the distillery. No more than one cocktail room license may be issued to any distiller and a microdistillery cocktail room license may not be issued to any person having an ownership interest in a distillery licensed under Minn. Stat. § 340A.301 subd. 6 (a). No single entity may hold both a microdistillery cocktail room and taproom license, and a microdistillery cocktail room and taproom license may not be co-located. Within ten days of the issuance of a microdistillery cocktail room license, the city shall inform the commissioner of public safety of the licensee's name and address and trade name, and the effective date and expiration date of the license. The city shall also inform the Commissioner of Public Safety of a microdistillery cocktail room license transfer, cancellation, suspension, or revocation during the license period.

(S) *Microdistillery, off-sale.* A microdistiller off-sale license, as authorized by Minn. Stat. § 340A.22, subd. 4, may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistiller off-sale license authorizes off-sale of one 375 milliliter bottle per customer per day of product manufactured on-site provided the product is also available for distribution to wholesalers.

(T) *Microdistillery, temporary on-sale.* A microdistiller temporary on-sale intoxicating liquor license may be issued, as authorized by Minn. Stat. § 340A.404, subd. 10(c), to the holder of a state microdistillery license. A microdistillery temporary on-sale intoxicating liquor license authorizes on-sale of intoxicating liquor in connection with a social event within the city sponsored by the microdistillery.

§ 113.09 LICENSE FEES; PRO RATA.

(A) No license or other fee established by the city shall exceed any limit established by Minn. Stat. Chapter 340A, as it may be amended from time to time, for a liquor license.

(B) The Council may establish from time to time in its fee resolution the fee for any of the liquor licenses it is authorized to issue. The license fee may not exceed the cost of issuing the license and other costs directly related to the enforcement of the liquor laws and this chapter. No liquor license fee shall be increased without providing mailed notice of a hearing on the proposed increase to all affected licensees at least 30 days before the hearing.

(C) The fee for all licenses, except temporary licenses, granted after the commencement of the license year shall be prorated on a monthly basis.

(D) All license fees shall be paid in full at the time the application is filed with the city. If the application is denied, the license fee shall be returned to the applicant.

(E) A refund pro rata share of an annual license fee may be refunded to the licensee or to the licensee's estate if:

(1) The business ceases to operate because of destruction or damage;

- (2) The licensee dies;
- (3) The business ceases to be lawful for a reason other than a license revocation; or
- (4) The licensee ceases to carry on the licensed business under the license.

The refund shall be a pro rata portion of the fee for the unexpired period of the license, computed on a monthly basis.

(F) Off-sale intoxicating liquor licensees may request a reduction in their annual license fee by the amount specified in Minn. Stat. § 340A.408 if at the time of initial application or renewal they:

- (1) Agree to have the city's police department or a private vendor otherwise approved by the Chief of Police train all employees within 60 days of hire and annually thereafter in laws pertaining to the sale of alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors;
- (2) Post a policy requiring identification checks for all persons appearing to be 30 years old or less;
- (3) Establish a written incentive program to award employees who catch underage drinkers and a written penalty program to punish employees in the event of a failed compliance check;
- (4) Failure to abide by the provisions of this paragraph may result in suspension of the license until the conditions of the fee reduction are met and may result in suspension and/or revocation of the license pursuant to § 113.22.

§ 113.10 COUNCIL DISCRETION TO GRANT OR DENY A LICENSE.

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this Chapter.

§ 113.11 APPLICATION FOR LICENSE.

(A) *Form.* Every application for a license issued under this Chapter shall be on a form provided by the city. Every application shall state the name of the applicant, the applicant's age, representations as to the applicant's character, with references as the Council may require, the type of license applied for, the business in connection with which the proposed license will operate and its location, a description of the premises, whether the applicant is owner and operator of the business, how long the applicant has been in that business at that place, and other information as the Council may require from time to time. An application for an on-sale intoxicating liquor license shall be in the form prescribed by the Commissioner of Public Safety and shall also contain the information required in this section. The form shall be verified and filed with the city. No person shall make a false statement in an application.

(B) *Financial responsibility.* Prior to the issuance of any license under this Chapter, the applicant shall demonstrate proof of financial responsibility as defined in Minn. Stat. § 340A.409, as it may be amended from time to time, with regard to liability under Minn. Stat. § 340A.801, as it may be amended from time to time. This proof will be filed with the city and the Commissioner of Public Safety. Any liability insurance policy filed as proof of financial responsibility under this section shall conform to Minn. Stat. § 340A.409, as it may be amended from time to time. Operation of a business which is required to be licensed by this Chapter

without having on file with the city at all times effective proof of financial responsibility is a cause for revocation of the license.

§ 113.12 DESCRIPTION OF PREMISES.

The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed.

§ 113.13 APPLICATIONS FOR RENEWAL.

At least 90 days before a license issued under this Chapter is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

§ 113.14 TRANSFER OF LICENSE.

No license issued under this Chapter may be transferred without the approval of the Council. Any transfer of stock of a corporate licensee is deemed to be a transfer of the license, and a transfer of stock without prior Council approval is a ground for revocation of the license. An application to transfer a license shall be treated the same as an application for a new license, and all of the provisions of this code applying to applications for a license shall apply.

§ 113.15 INVESTIGATION.

(A) *Preliminary background and financial investigation.* On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application the investigation fee set forth in the City's fee resolution, which shall be in addition to any license fee. If the cost of the preliminary investigation is less than the required fee, the unused balance shall be returned to the applicant. The results of the preliminary investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

(B) *Comprehensive background and financial investigation.* If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be the amount set forth in the City's fee resolution, less any amount paid for the initial investigation if the investigation is to be conducted within the state, and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied. The results of the comprehensive

investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

§ 113.16 HEARING AND ISSUANCE.

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.

§ 113.17 RESTRICTIONS ON ISSUANCE.

(A) Each license shall be issued only to the applicant for the premises described in the application.

(B) Not more than one license shall be directly or indirectly issued within the city to any one person.

(C) No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

(D) No license shall be issued for any place or any business ineligible for a license under state law.

§ 113.18 CONDITIONS OF LICENSE.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

(A) ~~Within 60 days after employment~~ Within six (6) months after initial hire and annually thereafter, every person selling or serving liquor in an establishment which has an on-sale license shall receive training regarding the selling or serving of liquor to customers. The training shall be provided by the city's police department or a private vendor that is otherwise approved by the Chief of Police. Proof of training shall be provided by the licensee.

(B) Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this Chapter and the law equally with the employee.

(C) Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct compliance checks and to otherwise enter, inspect, and search the premises of the licensee during business hours and after business hours during the time when customers remain on the premises without a warrant.

(D) No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.

(E) Compliance with financial responsibility requirements of state law and of this Chapter is a continuing condition of any license.

(F) Failure by on off-sale intoxicating liquor license who has received a fee reduction pursuant to § 113.09 (F) to abide with the provisions of § 113.09 (F).

§ 113.19 HOURS AND DAYS OF SALE.

(A) The hours and days of sale provisions contained in Minn. Stat. § 340A.504 are hereby adopted as if fully set forth herein.

(B) No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2 percent malt liquor in an on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.

(C) No on-sale licensee shall permit any glass, bottle, or other container containing intoxicating liquor or 3.2 percent malt liquor to remain upon any table, bar, stool, or other place where customers are served, more than 30 minutes after the time when a sale can legally occur.

(D) No person, other than the licensee and any employee, shall remain on the on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.

(E) Any violation of any condition of this section may be grounds for revocation or suspension of the license.

§ 113.20 MINORS ON PREMISES.

(A) No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale, except that persons under the age of 18 may be employed as musicians or to perform the duties of a bus person, host or dishwashing services in places defined as a restaurant, hotel, motel or other multi-purpose building serving food in rooms in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale.

(B) No person under the age of 21 years may enter a licensed establishment except to work, consume meals on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold.

§ 113.21 RESTRICTIONS ON PURCHASE AND CONSUMPTION.

No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the provisions of Minn. Stat. § 340A.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place.

§ 113.22 SUSPENSION AND REVOCATION.

(A) The Council may either suspend for a period not to exceed 60 days or revoke any liquor license, or impose a civil fine not to exceed \$2,000, upon finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this Chapter relating to liquor. Except in cases of lapse of proof of financial responsibility, no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time

to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

(B) Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this Chapter or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the City, a hearing before the Council shall be granted within twenty days. Any suspension under this paragraph (B) shall continue until the Council determines that the financial responsibility requirements of state law and this Chapter have again been met.

(C) The licensee shall be penalized as set forth below after a finding by the Council that the licensee has violated any provisions of this Chapter or Minn. Stat. Chapter 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time:

(1) For commission of a felony related to the licensed activity, sale of alcoholic beverages while the license is under suspension, sale of intoxicating liquor where the only license is for 3.2 percent malt liquor, or violation of § 113.04, the license shall be revoked.

(2) The license shall be suspended by the Council after a finding under § 113.22 (A) that the licensee has failed to comply with any applicable statute, rule, or provision of this Chapter for at least the minimum periods as follows:

(a) For the first violation within any three-year period, at least a one-day suspension and a \$500 civil penalty may be imposed.

(b) For a second violation within any three-year period, at least a three-consecutive-day suspension and a \$1,000 civil penalty may be imposed.

(c) For the third violation within any three-year period, a ten-consecutive-day suspension and a \$2,000 civil penalty may be imposed.

(d) For a fourth violation within any three-year period, the license shall be revoked.

(3) The Council shall select the day or days during which the license will be suspended.

(D) The penalty provisions of § 113.99 of this Chapter may be imposed in addition to or in lieu of any suspension or revocation under this section.

§ 113.23 SOCIAL HOST LIABILITY.

This section prohibits, and establishes penalties for, any person hosting an event or gathering where alcohol, marijuana or other controlled substances are present and being possessed or consumed by persons under 21 years of age.

(A) *Purpose and findings.* The City Council intends to discourage underage possession and consumption of alcohol, marijuana or other controlled substances even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol, marijuana or other controlled substances regardless of whether the person hosting the event or gathering supplied the alcohol, marijuana or other controlled substances. The City Council finds that:

(1) Events and gatherings held on private or public property where alcohol, marijuana or other controlled substances is possessed or consumed by persons under the age of 21 are harmful to those persons and constitute a potential threat to public health and public safety requiring prevention or abatement.

(2) Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol, marijuana or other controlled substances consumption, such as alcohol overdose or alcohol/drug-related traffic crashes.

(3) Alcohol, marijuana and other controlled substances are addictive drugs which, if used irresponsibly, could have drastic effects on those who use them as well as those who are affected by the actions of an irresponsible user.

(4) Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and, condone the activity, and in some circumstances provide the alcohol, marijuana or other controlled substances.

(5) Even though giving or furnishing alcohol, marijuana or other controlled substances to an underage person is a crime, it is difficult to prove, and local regulation is necessary to help further combat underage consumption.

(6) A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

(B) *Authority.* This section is enacted pursuant to M.S. § 145A.05, Subd. 1, and M.S. § 340A.509.

(C) *Definitions.* For purposes of this section, the following terms have the following meanings:

ALCOHOL. Ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

ALCOHOLIC BEVERAGE. Alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which contains 0.5% or more of alcohol by volume and which is used for beverage purposes either alone or when diluted, mixed, or combined with other substances.

CONTROLLED SUBSTANCE. This term has the same meaning as in Minn. Stat. § 152.01, subdivision 4. Such term does not include any drug or substance for which the individual found to have consumed such substance has a valid prescription issued by a licensed medical practitioner authorized to issue such a prescription.

EVENT or GATHERING. Any group of three or more persons who have assembled or gathered together for a social occasion or other activity.

HOST. To aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.

MARIJUANA. This term has the same meaning as in Minn. Stat. § 152.01, subdivision 9.

PARENT. Any person having legal custody of a juvenile:

- (a) As natural, adoptive parent, or step-parent;
- (b) As a legal guardian; or
- (c) As a person to whom legal custody has been given by order of the court.

PERSON. Any individual, partnership, co-partnership, corporation, or any association of one or more individuals.

RESIDENCE OR PREMISES. Any home, yard, farm, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

UNDERAGE PERSON. Any individual under 21 years of age.

(D) *Prohibited acts.*

(1) It is unlawful for any person(s) to:

(a) Host or allow an event or gathering at any residence, premises, or on any other private or public property where alcohol or alcoholic beverages, marijuana or controlled substances are present when the person knows or reasonably should know that an underage person will or does:

1. Consume any alcohol or alcoholic beverage, marijuana or controlled substance; or
2. Possess any alcohol or alcoholic beverage, marijuana or controlled substance with the intent to consume it; and
3. The person fails to take reasonable steps to prevent possession or consumption by the underage person(s).

(b) A person is criminally responsible for violating division (1) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

(c) A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

(E) *Exceptions.*

(1) This section does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.

(2) This section does not apply to legally-protected religious observances.

(3) This section does not apply to retail intoxicating liquor or 3.2% malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by M.S. § 340A.503 Subd. 1(a)(1).

(4) This section does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages, marijuana or controlled substances during the course and scope of employment.

§§ 113.24 - .98 RESERVED.

§ 113.99 PENALTIES.

(A) *Violations a misdemeanor.* Any person violating the provisions of this Chapter or Minn. Stat. Chapter 340A as it may be amended from time to time, or any rules promulgated under that chapter as they may be amended from time to time, is guilty of a misdemeanor and upon conviction shall be punished as provided by law.

(B) *Civil penalty.* In lieu of any criminal penalty, or suspension or revocation of a license, which is otherwise authorized by this Chapter, the Council may impose a civil penalty of up to \$2,000 for each violation of Minn. Stat. Chapter 340A, as it may be amended from time to time, and of this Chapter. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty.

(1) The Chief of Police, or designee, shall, upon determining that there has been a violation, notify the violator. The written notice will set forth the nature, date, and time of the violation and the amount of the civil penalty.

(2) After notice is given, the alleged violator must, within seven days of the issuance of the notice, either pay the civil penalty, or request in writing [to?] a hearing to dispute the alleged violation. A request for a hearing shall result in a hearing before the Council which will receive evidence and rule on the alleged violation.

(3) Non-payment of the penalty is grounds for suspension or revocation of the license.

(C) The following is the minimum schedule of presumptive civil penalties which will be imposed:

(1) For the first violation within any three-year period, \$500.

(2) For the second violation within any three-year period, \$1,000.

(3) For the third and subsequent violations within any three-year period, \$2,000.

(D) The number of violations shall be determined on the basis of the history of violations for the preceding three-year period. Revocation shall occur within 60 days following a violation for which revocation is imposed.

Section 3. This ordinance shall take effect and be in force from and after its passage and publication according to law.

Adopted by the City Council this 11th day of June, 2018

ATTEST:

Mayor

City Clerk

First reading: May 29, 2018

Second reading and adoption: June 11, 2018

Published: _____, 2018, *Osseo-Maple Grove Press*



City of Osseo City Council Meeting Item

Agenda Item: Approve Final Downtown Banner Designs

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Final Banner Design

Policy Consideration:

Consider approving the final downtown banner design.

Background:

Back at the [February 12, 2018 Council meeting](#), the City Council approved a design contest for new downtown banners. Staff received only two submissions which were declined by the City Council. Since then, Staff reached out to Josh Heriot, of Heriot Creative, to develop two different banner concepts for the City. Heriot Creative is the firm that created the current Osseo city logo. Heriot Creative submitted two concepts which were reviewed by the City Council at the [May 29, 2018 Council meeting](#). The Council selected banner concept 1, and discussed some changes to the summer banner which have now been incorporated into the final design, as attached. The orange coloring has been darkened and the gradient background flowers have been restricted near the “Osseo” wording.

If the final design is approved, Staff will obtain quotes for the printing and production of the banners and bring that back to Council for approval at a future Council meeting.

Options:

The City Council may choose to:

1. Approve the final designs for the downtown banners from Heriot Creative;
2. Approve the final designs for the downtown banners from Heriot Creative, with noted changes/as amended;
3. Decline the final designs for the downtown banners from Heriot Creative;
4. Table action on this item for more information.

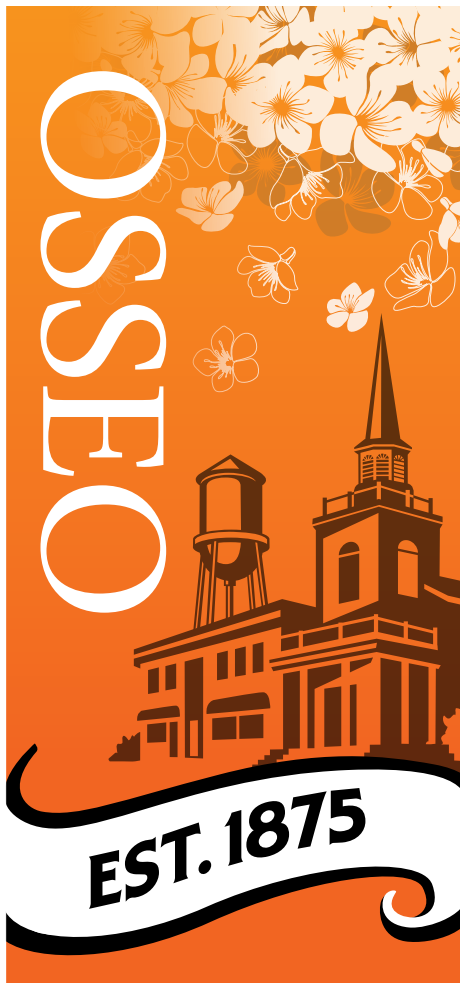
Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the final designs for the downtown banners from Heriot Creative.

Next Steps:

Staff will obtain printing and production quotes and bring them back to the Council for approval.

City of Osseo
banner layout





City of Osseo City Council Meeting Item

Agenda Item: Confirm EDA Actions of June 11, 2018

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: None

The EDA took the following actions at their regular meeting on June 11, 2018:

- 1) Received an update on the North Central Redevelopment Project
- 2) Received an update on the Osseo Urban Townhomes
- 3) Approved EDA accounts payable

Options:

The City Council may choose to:

1. Approve the EDA actions of June 11, 2018;
2. Deny the EDA actions of June 11, 2018;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the EDA actions of June 11, 2018.



City of Osseo City Council Meeting Item

Agenda Item: Purchase of new ID Maker

Meeting Date: June 11th, 2018

Prepared by: Shane Mikkelson, Chief of Police

Attachments: Proposal

Policy Consideration:

The City of Osseo needs a new ID maker for all city employees to have their ID's made and for the Osseo Police Department to continue to offer a child ID to our citizens.

Background:

In 2010 the Osseo Police and Osseo Fire Relief Association combined to purchase the last ID Maker. The ID Maker that was purchased at that time no longer works. We have tried to have the software and hardware upgraded but the machine will not take any more upgrades. The machine needs to be replaced. The recommendation is to purchase an upgraded and new ID maker from the same company that we purchased from before called IDVille. Attached is the proposal from Officer Mortinson.

Budget or Other Considerations:

The cost for the machine, extra cards and an extra printer ribbon is 2,741.14. The Osseo Fire Relief Association recently gave the City of Osseo \$800 towards the purchase. That leaves the \$1,941.14 to be paid by the city. It is staff recommendation that the rest of the funds come out of the contingency fund.

City Goals Met By This Action:

Develop team work among the City's leadership team.

Options:

The City Council may choose to:

1. Approve purchase of ID Maker from IDVille.
2. Approve purchase of ID Maker from IDVille with noted changes/as amended;
3. Deny purchase of ID Maker from IDVille.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve purchase of ID Maker from IDVille.

Next Step:

Purchase the ID Maker.



Shane Mikkelson
Police Chief

Osseo Police Department

415 Central Avenue, Osseo, MN 55369-1195



Office 763-424-5444
Fax 763-424-4616
Emergency 911
Dispatcher 763-525-6220

06/05/2018

RE: Proposal to Purchase an I.D. Card Maker for the City of Osseo

Background:

In July of 2010, the Osseo Police Department, with the help of the Osseo Fire Relief Association, purchased an ID Maker/Printer from IDville, so we could implement a Child ID Card program and for use by the city to make city ID's. Unfortunately though, the company that makes our printer, IDville, has stopped supporting our printers' software. The printer itself, being seven years old, has begun to show wear and tear, causing the printing ribbons to become off center, causing the colors not to sit right on the card when it is printed.

Proposal:

The Osseo Police Department, along with the Osseo Fire Relief Association, would like to purchase a new printer, printer ribbons and PVC cards to replace the older, outdated printer.

Company: IDville Photo I.D. Systems and Accessories

Items for Purchase:

	ITEM	ITEM #	PRICE
1	ID Maker Primacy System, 2-sided printer package Included in the Package: <ul style="list-style-type: none"> - ID Maker Advantage, 2-sided printer - ID Maker Essential 3.0 software - Logitech C920 HD Pro Web Cam - White cloth backdrop - 2 300-print Full color printer ribbon (YMCKO) - 300 PVC cards - Printer cleaning kit 	#10022	\$2599.00
2	ID Maker Advantage YMCKO Printer Ribbon	#43916	\$115.35
3	30 mil White Plastic Card (100 cards per pack)	#62834WT	\$26.79
		TOTAL:	\$2741.14

***** The subtotal above does not have tax or shipping costs figured into the amount*****

- A computer program is included with this printer, so we can design our own card, to our own specifications and for different uses, as we have done in the past.

- Assuming the use of this printer for Child Identification purposes for the citizens of Osseo becomes popular, we will need to have more than the original 300 included PVC cards that come with the printer. I recommended that we purchase one additional pack of cards at 100 cards in the pack.

- The printer comes with a printer ribbon included. The child identification program is always a huge success every year, and we go through the printer ribbons pretty quickly. The purchase of an additional printer ribbon would ensure we have enough

- If the City wishes to buy lanyards for City I.D. Cards, there are many options to choose from in from this company. We can make custom lanyards through this company.

Respectfully Submitted,

Officer Anthony Mortinson #6612



City of Osseo City Council Meeting Item

Agenda Item: Approve 1st Reading of Golf Cart Ordinance

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Draft Ordinance §70.32 MOTORIZED CART

Policy Consideration:

Consider approving the first reading of §70.32 regulating motorized golf carts in the City of Osseo.

Background:

The City Council directed Staff to review Osseo's current ordinance regulating motorized golf carts. The Council discussed a new ordinance at the [April 23, 2018 work session meeting](#). At that time, Staff was directed to create a new ordinance based on MN State Statutes and bring it back to a future work session meeting for consideration. At the [May 29, 2018 work session meeting](#), the Council reviewed a draft ordinance and provided comments and suggestions. The attached draft includes language that was questioned by the Council at the previous work session meeting. Under the Definition section, the words "smooth tires" are included as this was in the original Osseo ordinance. This language is intended to perhaps differentiate the tires from those on an ATV or similar vehicle.

Additionally, Council questioned the requirement of a physician's note to state the operator was medically able to operate a golf cart. Staff discussed the idea of requiring EITHER a physician's note OR a valid driver's license. In conducting some further research, City Attorney Tietjen found an example from the City of Shakopee that does not require either, but simply restricts golf cart use to the day time hours (sunrise to sunset). It is up to the Council on what they would like to require.

Also, Council questioned what kind of physician could provide a note. The intent to is have a licensed physician review the applicant and make a determination of whether they could safely operate the golf cart. In theory, a dentist, who is a licensed physician, could provide such a note, but Staff doesn't believe that is likely. A licensed physician most likely will not provide a note stating the applicant's medical history unless that physician knows the applicants history and is willing to provide such a determination.

Finally, the Council questioned the use of the word "original" under Times of Operation. This is taken directly from the applicable Statute, which states "...unless equipped with original equipment headlights, taillights...". Staff believes the intent here is that the City does not want makeshift golf carts operating on the public roadway. However, Staff is aware of aftermarket equipment that is safe and legal to use. Council can discuss this section and provide direction to Staff if necessary.

Previous Action or Discussion:

The Council discussed and review updating the motorized cart ordinance at the April 23 work session meeting, as well as the May 29 work session meeting.

City Goals Met By This Action:

Update the City Code

Promote a healthy and high quality standard of living

Options:

The City Council may choose to:

1. Approve the first reading of §70.32 regulating motorized golf carts in the City of Osseo;
2. Approve the first reading of §70.32 regulating motorized golf carts in the City of Osseo, with noted changes/as amended;
3. Deny approval of §70.32 regulating motorized golf carts;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the first reading of §70.32 regulating motorized golf carts in the City of Osseo.

Next Step:

If the first reading is approved by Council, Staff will finalize the draft ordinance and bring it back to the June 25 Council meeting for the 2nd reading and adoption.

ORDINANCE NO. 2018- _____

AN ORDINANCE AMENDING SECTION 70.32 OF THE
OSSEO CODE OF ORDINANCES RELATING
TO THE REGULATION OF MOTORIZED CARTS

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

Section 1. Section 70.32 of the Osseo City Code is amended as follows:

§ 70.32 MOTORIZED CART.

(A) Definition. As used in this section, **MOTORIZED CART** shall include any electric or gasoline motor powered cart (such as a golf cart) with four smooth, low pressure tires and engine displacement not exceeding 400 cubic centimeters and having a total dry weight not exceeding 800 pounds and equipped to carry not more than four persons in a seated position.

(B) The use of a motorized cart within the city is allowed subject to the following requirements and conditions:

(1) *Designated roadway.* A motorized cart shall only be operated on a designated street, alley or roadway normally used for travel by a motor vehicle, however, a motorized cart shall not be operated on the traveled portion or the shoulder of CSAH 81, Hennepin County Road 30 (Seventh Street), Jefferson Highway or Central Avenue. Central Avenue may be crossed at Third Street when allowed by the semaphore. A motorized cart shall not be operated on any sidewalk or pedestrian walkway except to cross the same.

(2) *Insurance.* No motorized cart shall be operated without insurance coverage as provided by M.S. § 65B.48, Subd. 5. The operator of a motorized cart shall have proof of such insurance in possession when operating a motorized cart.

(3) *Permit required.* No motorized cart shall be operated until the owner or operator has obtained a motorized cart permit from the Police Department, which permit shall be affixed to or displayed upon the motorized cart at all times. A permit upon issuance shall be valid through December 31 of the year in which it is issued. A permit may be renewed annually beginning December 1 for the following calendar year. A permit will be issued only to applicants who have submitted either a certificate signed by a licensed medical physician that the applicant is able to safely operate a motorized cart on the designated roadways, or proof that the applicant holds a valid motor vehicle driver's license.

~~—(4) *Operator license.* No person shall operate a motorized cart unless the person possesses a valid motor vehicle driver's license.~~

~~(5)~~ (4) *Times of operation.* A motorized cart may only be operated in accordance with this section ~~from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights during hours of full daylight, which shall be from one half hour after sunrise to one half hour before sunset.~~ Further, a motorized cart may not be operated in inclement weather, when visibility is impaired by rain, sleet, fog, snow, smoke or reduced light or any other condition which limits visibility to less than 500 feet.

~~(6)~~ (5) *Equipment.* A motorized cart must be equipped with ~~two headlights, two taillights, front and rear turn signals,~~ a rear view mirror that provides a view to the rear for at least 200 feet, and a slow-moving vehicle reflective emblem affixed to the rear of the motorized cart, ~~a horn, factory installed seats for the operator and passengers, and a seatbelt for the operator and each passenger. A seatbelt must be securely fastened around the operator and each passenger at all times during operation of a motorized cart.~~

~~(7)~~ (6) *Traffic laws.* All traffic laws of the state and all traffic ordinances of the city shall apply to a motorized cart as the same would apply to a motor vehicle.

(C) Enforcement and violation. The Police Department or any licensed peace officer shall enforce the provisions of this section. Violation of this section is a misdemeanor.

Section 2. The ordinance shall be in full force and effect from and after its passage and publication according to law.

ADOPTED by the City Council of the City of Osseo, Minnesota, this th day of June 2018.

ATTEST:

Mayor

City Clerk

First reading: _____, 2018

Second reading and adoption: _____, 2018

Published: _____, 2018, *Osseo-Maple Grove Press*



City of Osseo City Council Meeting Item

Agenda Item: Liquor License Renewal

Meeting Date: June 11, 2018

Prepared by: LeAnn Larson, City Clerk

Attachments: None

Policy Consideration:

Liquor and tobacco licenses are renewed annually (the license period is from July 1, 2018, to June 30, 2019).

Background:

Several liquor and tobacco license renewals were already approved at the May 29 Council meeting. The following renewals had not been submitted by the due date and are being presented now. The background check was clear, per the Police Department.

Approval of the following licenses is recommended:

ON SALE LIQUOR LICENSE

Ethnic Foods Company	\$5,500
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SUNDAY LIQUOR LICENSE

Ethnic Foods Company	\$200
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Budget or Other Considerations:

These fees for the two liquor licenses total \$5,700.

City Goals Met By This Action:

Ensure City's continued financial stability.

Options:

The City Council may choose to:

1. Approve liquor license renewals for Ethnic Foods Company for July 1, 2018, to June 30, 2019;
2. Deny approval;
3. Table action for more information.

Recommendation/Action Requested:

Staff recommends the City Council approve liquor license renewals for Ethnic Foods Company for July 1, 2018, to June 30, 2019.



City of Osseo City Council Meeting Item

Agenda Item: Appointment to EDA Board

Meeting Date: June 11, 2018

Prepared by: City Clerk LeAnn Larson

Attachments: Copy of Letter of Interest & Resolution

Background:

Citizen appointments are made each year to various boards/commissions/committees and throughout the year when vacancies exist due to a resignation.

Discussion:

The City Council accepted the resignation of Todd Woods from the Economic Development Authority at the April 23 Council meeting. Mr. Wood's term was set to expire at the end of 2019.

One resident, Charles Flynn, has offered to serve on the EDA board to fill the vacancy.

City Goals Met By This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

1. Adopt a resolution appointing Charles Flynn to the Economic Development Authority to fill a vacancy expiring December 31, 2019;
2. Table for additional information.

Recommendation/Action Requested:

Staff recommends the City Council adopt a resolution appointing Charles Flynn to the Economic Development Authority to fill a vacancy expiring December 31, 2019.

Charles P. Flynn (Ret) Lt Col, USAF

Osseo, 55369

Chuck0563@gmail.com

4 June 2018

Duane Poppe
Mayor
City of Osseo
415 Central Avenue
Osseo, Mn 55369

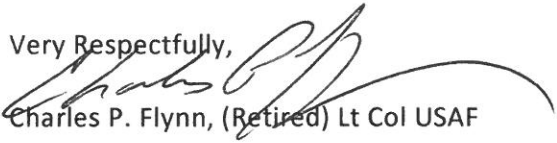
Dear Mayor Poppe

My name is Charles Flynn and I have become aware of an open position for the Economic Development Authority Board for the City of Osseo. This is my letter of interest for this position and would like to be considered. I have been a resident of Osseo since August 2017 and currently reside at the 5 Central Apartments.

I was born and raised in Proctor Minnesota. I graduated from U of M Duluth in 1985 with a BS Degree in Communications and Business, was commissioned a 2Lt in the United States Air Force and entered active duty in 1986. While in the military I went on and received my MBA. My Air Force Specialty Code was as a Personnel Officer so I have an extensive background in Human Resources, Equal Employment Opportunity and Quality of Life Programs and Issues. I have been a Commanding Officer and leader and listener of troop issues and concerns. I also served in the capacity as a Financial and Budgeting Officer and was responsible for multi-million dollar budgets, finances and programs.

I believe my education, service experience and broad background of responsibilities and leadership positions will serve the EDA and the City of Osseo positively and make me an excellent candidate for this position and any other possible opportunities. Your favorable consideration is appreciated.

Very Respectfully,


Charles P. Flynn, (Retired) Lt Col USAF

Resolution No. 2018-xx

**RESOLUTION APPOINTING CHARLES FLYNN
TO ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, Chapter 33 of the Osseo City Code provides that the Economic Development Authority Board of Commissioners shall be seven members appointed by the City Council; and

WHEREAS, Minnesota Statutes Chapter 412.02 provides that the Council may appoint any individual who is eligible for appointment to any vacant office; and

WHEREAS, member Todd Woods resigned from the Economic Development Authority Board and the resignation was accepted at the April 23, 2018, Council meeting, thereby creating a vacant position on the Board; and

WHEREAS, the unexpired term is set to end December 31, 2019; and

WHEREAS, the City Council desires to make an appointment to fill the vacant position on the EDA Board; and

WHEREAS, one resident has submitted a Letter of Interest to serve on the Economic Development Authority Board—Charles Flynn;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that Charles Flynn is appointed to serve on the Economic Development Authority to fill the unexpired term ending December 31, 2019.



City of Osseo City Council Meeting Item

Agenda Item: American Legion Day

Meeting Date: June 11, 2018

Prepared by: City Clerk LeAnn Larson

Attachments: Resolution

Background:

The first national convention of The American Legion was held in November 1919 in Minneapolis. The 100th anniversary national convention will be held in Minneapolis in August 2018. Planners for the upcoming national convention are attempting to get signed resolutions from each city throughout Minnesota that has an American Legion Post. This resolution would declare August 24 as American Legion Day in Osseo.

City Goals Met By This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

1. Adopt a resolution declaring August 24 as American Legion Day in Osseo;
2. Table for additional information.

Recommendation/Action Requested:

Staff recommends the City Council adopt a resolution declaring August 24 as American Legion Day in Osseo.

Resolution No. 2018-xx

RESOLUTION DECLARING AMERICAN LEGION DAY

WHEREAS, Minnesota veterans have been sacrificing their time, skills, service, and lives to defending liberty and our country since the Civil War; and

WHEREAS, The American Legion Department of Minnesota, the state's largest veterans organization, is nearing a century of service to our veterans, youth, and communities; and

WHEREAS, over those 100 years The American Legion has developed such programs as Boys State, Girls State, Legion Baseball, Legionville Safety Patrol Camp, and three ongoing research chairs at the University of Minnesota; and

WHEREAS, the first national convention of The American Legion was held in Minneapolis in November 1919; and

WHEREAS, the 100th national convention of The American Legion will be held in Minneapolis in August 2018; and

WHEREAS, The American Legion Department of Minnesota and its members have put millions of volunteer hours plus their talents into projects that have made our state, counties, and cities better places to live;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Osseo, Hennepin County, Minnesota, hereby declares August 24, 2018, as American Legion Day; and

BE IT FURTHER RESOLVED, the City of Osseo congratulates The American Legion Department of Minnesota on its proud record of service and commitment to another 100 years of helping veterans, guiding our youth, and lifting up our communities.



City of Osseo City Council Meeting Item

Agenda Item: Approve Letter of Support for Crystal Lake Regional Multi-Use Trail Project

Meeting Date: June 11, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Email from Nate Hood, Hennepin County
Letter from Jason Pieper, Hennepin County
Draft Letter from Riley Grams, City of Osseo

Policy Consideration:

Consider approving the attached draft letter of support for regional solicitation application for the Crystal Lake Regional Multi-Use Trail Project.

Background:

Hennepin County approached Osseo Staff to consider approving a letter of support for Hennepin County's efforts to obtain funding funds for the multi-use trail project along County Road 81 between CSAH 109 to 1st Street NW. The proposed trail location would close a major trail gap for people walking and biking. Upon completion of this trail extension, people will be able to access the Medicine Lake Regional Trail, the Rush Creek Regional Trail, and the Ground Rounds in Minneapolis.

The attached draft letter will come from the City Administrator and be on Osseo letterhead. The letter shows Osseo's support for the project and would strengthen the changes of Hennepin County receiving the federal funds to complete the project. The letter in no way binds Osseo to any costs associated with this project. It is simply a show of support for the County's efforts.

Options:

The City Council may choose to:

1. Approve the attached letter of support for the Crystal Lake Regional Multi-Use Trail Project;
2. Deny the attached letter of support;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached letter of support for the Crystal Lake Regional Multi-Use Trail Project.

Riley Grams

From: Nathaniel M Hood <Nathaniel.Hood@hennepin.us>
Sent: Tuesday, June 05, 2018 1:10 PM
To: Riley Grams
Cc: Nancy Abts; Emily Kettell
Subject: Request for Support for Regional Solicitation Application | Crystal Lake Regional Multi-use Trail Project
Attachments: Request Letter - 2018-06-05 - Support from Osseo - Crystal Lake Trail.docx; Template Letter - 2018-06-05 - Support from Osseo - Crystal Lake Trail.....docx

Riley,

As part of the Regional Solicitation through the Metropolitan Council, Hennepin County is submitting an application to obtain federal funding for a multi-use trail project along CSAH 81 (Bottineau Boulevard) between CSAH 109 (85th Avenue) to 1st Street NW.

If you agree to support this proposed project, please send a letter to: Carla Stueve, P.E., P.T.O.E, County Engineer. You may email the electronic version of the letter to Jason Pieper (email address provided below). I have attached a letter template that you may use or modify as you see fit.

Hennepin County appreciates the opportunity to partner with City of Osseo on this important transportation improvement project. Since the application is due July 13, 2018, we would appreciate your support letter by June 22, 2018, if possible. If you have any questions, please contact me at (612) 596-0241 or at jason.pieper@hennepin.us.

Thanks, Let me know if you have any questions.

_Nate Hood

Nathaniel (Nate) Hood
Senior Planning Analyst, Transportation

Office: (612) 596-9876
Cell: (612) 237-7614
Email: nathaniel.hood@hennepin.us

Hennepin County Public Works
Transportation Planning
1600 Prairie Drive
Medina, MN 55340-3410

Disclaimer: If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message from your computer system.

HENNEPIN COUNTY

MINNESOTA

June 5th, 2018

Riley Grams
City Administrator
City of Osseo
415 Central Avenue
Osseo, MN 55369

Re: Support for Regional Solicitation Application
Crystal Lake Regional Multi-use Trail Project – CSAH 109 (85th Ave) to 1st Street NW

Dear Mr. Grams:

As part of the Regional Solicitation through the Metropolitan Council, Hennepin County is submitting an application to obtain federal funding for a multi-use trail project along CSAH 81 (Bottineau Boulevard) between CSAH 109 (85th Avenue) to 1st Street NW.

Federal funding through this solicitation is available for the years 2022 – 2023. The proposed Crystal Lake Regional Trail will close a major regional trail gap for people walking and biking. The proposed segment extends along CSAH 81 (Bottineau Blvd) from CSAH 109 (85th Ave) to 1st Avenue NW. Upon completion of this project, people walking and biking can access the Medicine Lake Regional Trail, the Rush Creek Regional Trail, and the Grand Rounds in Minneapolis.

These improvements will provide mobility and safety improvements for all users, thereby enhancing the livability and quality of life for City of Osseo and Hennepin County residents. We would appreciate a letter of support or resolution from the City of Osseo for this application and project. If you agree to support this proposed project, please send a letter to: Carla Stueve, P.E., P.T.O.E, County Engineer. You may email the electronic version of the letter to Jason Pieper (email address provided below). I have attached a letter template that you may use or modify as you see fit.

Hennepin County appreciates the opportunity to partner with City of Osseo on this important transportation improvement project. Since the application is due July 13, 2018, we would appreciate your support letter by June 22, 2018, if possible. If you have any questions, please contact me at (612) 596-0241 or at jason.pieper@hennepin.us.

Sincerely,

Jason Pieper, P.E.
Transportation Engineer

cc: Chad Ellos, Transportation Planning Division Manager

Hennepin County Transportation Planning
1600 Prairie Drive, Medina, MN 55340
612-596-0241 | hennepin.us





City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

June 12, 2018

Carla Stueve, P.E., P.T.O.E
Hennepin County Engineer
Transportation Project Delivery
1600 Prairie Drive
Medina, MN 55340

RE: Support for Regional Solicitation Application
Crystal Lake Regional Multi-use Trail Project – CSAH 109 (85th Ave) to 1st Street NW

Dear Ms. Stueve:

The City of Osseo hereby expresses its support for the Hennepin County Regional Solicitation federal funding application for the proposed multi-use trail project along CSAH 81 (Bottineau Boulevard) from CSAH 109 (85th Avenue) to 1st Street NW.

The proposed Crystal Lake Regional Trail will close a major regional trail gap for people walking and biking. The proposed segment extends along Bottineau Boulevard (CSAH 81) from 85th Avenue (CSAH 109) to 1st Avenue NW. Upon completion of this project, people walking and biking may access the Medicine Lake Regional Trail, the Rush Creek Regional Trail, and the Grand Rounds in Minneapolis.

Thank you for making us aware of this application effort and the opportunity to provide support. The city looks forward to working with you on this project.

Sincerely,

Riley Grams
City Administrator
City of Osseo



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Batch Name	6/11/18	User Dollar Amt	\$0.00	
Payments		Computer Dollar Amt	\$64,782.42	
			\$64,782.42	Out of Balance
Refer	5964 ABDI AAR, BASHIR	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	6/8/18 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$250.00
Refer	5984 BIZZA	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	5/31/18 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$250.00
Refer	5965 BUFFALOHEAD, ERIC L	-		
Cash Payment	E 253-42400-211 OPERATIONS	6/19/18 PARK EVENT		\$500.00
Invoice				
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$500.00
Refer	5967 C.S.MCCROSSAN CONSTRUCTION	-		
Cash Payment	E 101-42000-224 STREET MAINTENANC	ASPHALT REPAIR MATERIALS		\$63.35
Invoice 2872	5/17/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$63.35
Refer	6010 CATER, SAMANTHA	-		
Cash Payment	R 101-36002 YOUTH RECREATION FEE	2018 LACROSSE REFUND		\$40.00
Invoice				
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total	\$40.00
Refer	5987 CENTERPOINT ENERGY	-		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	4/27-5/25/18 - 25 4TH ST NE		\$24.31
Invoice	5/29/2018			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	4/27-5/29/18 - 17 4TH ST NE		\$24.34
Invoice	5/31/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$48.65
Refer	5968 CINTAS FIRST AID & SAFETY	-		
Cash Payment	E 101-42000-211 OPERATIONS	REPLENISH SAFETY SUPPLIES		\$88.84
Invoice 8403652831	5/11/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$88.84
Refer	5966 COMCAST - SEATTLE	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JUNE 2018 SERVICES		\$440.38
Invoice	5/24/2018			
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JUNE 2018 SERVICES		\$20.07
Invoice	5/27/2018			
Cash Payment	E 101-42000-321 TELECOMMUNICATION	JUNE 2018 SERVICES		\$176.98
Invoice	5/24/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$637.43
Refer	5994 EFTPS	Ck# 001633E 6/6/2018		
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	6/6/18 PAYROLL		\$4,653.60
Invoice				



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Cash Payment	G 101-21703 FICA WITHHOLDING	6/6/18 PAYROLL	\$4,467.78
Invoice			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$9,121.38
Refer	5969 FINKEN WATER	-	
Cash Payment	E 101-41110-211 OPERATIONS	5/22/18 WATER DELIVERY	\$29.80
Invoice 5060892 6/1/2018			
Cash Payment	E 101-41110-410 LEASES/RENTALS	JUNE 2018 WATER COOLER RENTAL	\$13.00
Invoice 1095065 6/1/2018			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	JUNE 2018 SOFTENER RENTAL 417 1ST AVE NE	\$15.00
Invoice 1095066 6/1/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$57.80
Refer	6008 FIRE EQUIPMENT SPECIALTIES IN	-	
Cash Payment	E 120-41920-570 EQUIPMENT	2 SETS OF BUNKER GEAR	\$5,339.89
Invoice 10038 5/23/2018			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$5,339.89
Refer	5989 FIRE INSTRUCTION RESCUE EDU	-	
Cash Payment	E 101-41920-261 FIRE TRAINING - REIM	6/21/18 SCBA TRAINING	\$850.00
Invoice 3312 5/30/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$850.00
Refer	5971 GROEN, GARY A.	-	
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN	APR-MAY 2018 FINANCIAL CONSULTING	\$1,012.00
Invoice 5/31/2018			
Cash Payment	E 601-49400-301 ACCOUNTING/AUDITIN	APR-MAY 2018 FINANCIAL CONSULTING	\$405.00
Invoice 5/31/2018			
Cash Payment	E 602-49400-301 ACCOUNTING/AUDITIN	APR-MAY 2018 FINANCIAL CONSULTING	\$405.00
Invoice 5/31/2018			
Cash Payment	E 604-49400-301 ACCOUNTING/AUDITIN	APR-MAY 2018 FINANCIAL CONSULTING	\$203.00
Invoice 5/31/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$2,025.00
Refer	5997 ICMA RETIREMENT CORPORATIO	-	
Cash Payment	G 101-21705 DEFFERED COMP	6/6/18 PAYROLL	\$603.00
Invoice 102584711			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$603.00
Refer	5970 INNOVATIVE OFFICE SUPPLY	-	
Cash Payment	E 204-42390-352 TROLLEY OPERATION	TROLLEY BUSINESS CARDS	\$10.32
Invoice 2059635 5/23/2018			
Cash Payment	E 101-42301-312 PROGRAMMING	YOUTH REC BINDERS	\$17.52
Invoice 2059635 5/23/2018			
Cash Payment	E 101-41650-211 OPERATIONS	PLANNING SUPPLIES - SURVEYS	\$12.10
Invoice 2059635 5/23/2018			
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	CITY HALL WAY SIGNAGE SUPPLIES	\$36.85
Invoice 2059635 5/23/2018			
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	BINDERS,FOLDERS,CUPS,LITRACKS	\$90.80
Invoice 2059635 5/23/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$167.59
Refer	6015 JAZZERCISE	-	



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Cash Payment	E 101-42300-312 PROGRAMMING	MAY 2018 INSTRUCTION		\$280.00
Invoice	MAY 2018	6/7/2018		
Transaction Date	6/7/2018	PREMIER CHECKIN 10100	Total	\$280.00
Refer	6011 KENNEDY & GRAVEN, CHARTER			
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	ADMIN		\$1,381.09
Invoice	APR 2018	6/4/2018		
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	SIGN ORDINANCE		\$341.01
Invoice	APR 2018	6/4/2018		
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	GOLF CART ORDINANCE		\$113.67
Invoice	APR 2018	6/4/2018		
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	SIDEWALK		\$11.37
Invoice	APR 2018	6/4/2018		
Cash Payment	G 101-10600 ACCOUNTS RECEIVABLE	NORTH OAKS VARIANCE		\$125.04
Invoice	APR 2018	6/4/2018		
Cash Payment	E 101-41500-211 OPERATIONS	EXPENSES		\$37.80
Invoice	APR 2018	6/4/2018		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	17 4TH ST NE EVICTION		\$438.00
Invoice	APR 2018	6/4/2018		
Cash Payment	E 601-49400-304 LEGAL SERVICE - CIVI	SPRINT ANTENNA LEASE		\$148.50
Invoice	APR 2018	6/4/2018		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total	\$2,596.48
Refer	5973 KUCALA, LISA			
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	6/2/18 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$250.00
Refer	5972 LAW ENFORCE LABOR SERVICE I			
Cash Payment	G 101-21708 UNION DUES	POLICE UNION DUES		\$196.00
Invoice	JUNE 2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$196.00
Refer	5988 LOFFLER - LEASE			
Cash Payment	E 101-41110-410 LEASES/RENTALS	CH KONICA COPIER LEASE		\$134.10
Invoice	358625648	5/25/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$134.10
Refer	5974 LYNDE GREENHOUSE & NURSER			
Cash Payment	E 101-42350-215 CENTRAL AVENUE BE	58 FLOWER BASKETS		\$3,828.00
Invoice	78198	5/22/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$3,828.00
Refer	5977 MENARDS			
Cash Payment	E 101-42350-215 CENTRAL AVENUE BE	RED MULCH		\$117.00
Invoice	58101	5/24/2018		
Cash Payment	E 101-42350-211 OPERATIONS	RED MULCH		\$234.00
Invoice	58109	5/24/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$351.00
Refer	5976 METRO ALARM & LOCK			
Cash Payment	E 240-41700-211 OPERATIONS	UPGRADE CITY HALL DOOR ACCESS SYSTEM		\$774.00
Invoice	65839	5/29/2018		



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Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	REPAIR BLDG SECURITY LINES	\$285.00
Invoice 65820	5/25/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$1,059.00
Refer	6000 METRO COUNCIL-WASTEWATER	-	
Cash Payment	E 602-49400-386 SANITARY SEWER SE	JULY 2018 WASTEWATER SERVICE	\$12,713.08
Invoice 1084179	6/5/2018		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$12,713.08
Refer	5990 METRO SALES INC	-	
Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE	\$73.04
Invoice 1080730	5/17/2018		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	PD COPIER MAINTENANCE	\$56.00
Invoice 1081170	5/17/2018		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	PD COPIER USAGE	\$20.51
Invoice 1081170	5/17/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$149.55
Refer	5975 METRO WEST INSPECTION SERVI	-	
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	MAY 2018 INSPECTIONS	\$396.08
Invoice			
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	MAY 2018 INSPECTIONS	\$904.39
Invoice			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$1,300.47
Refer	6001 MINNESOTA EQUIPMENT INC	-	
Cash Payment	E 101-42350-221 EQUIP REPAIR/ MAINT	MOWER BLADES	\$120.57
Invoice 64143	5/30/2018		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$120.57
Refer	5979 MINNESOTA LIFE INS CO	-	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	JUNE 2018 PREMIUM	\$30.00
Invoice 81410024	5/21/2018		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	JUNE 2018 PREMIUM	\$15.00
Invoice 81410024	5/21/2018		
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	JUNE 2018 PREMIUM	\$5.00
Invoice 81410024	5/21/2018		
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	JUNE 2018 PREMIUM	\$5.00
Invoice 81410024	5/21/2018		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	JUNE 2018 PREMIUM	\$17.20
Invoice 81410024	5/21/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$72.20
Refer	5995 MN DEPT OF REVENUE	Ck# 001634E 6/6/2018	
Cash Payment	G 101-21702 STATE WITHHOLDING	6/6/18 PAYROLL	\$1,854.47
Invoice			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$1,854.47
Refer	6007 MN STATE FIRE CHIEFS ASSN	-	
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2018 MCGRANE DUES	\$93.00
Invoice 300004915	5/4/2018		
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2018 HAUG DUES	\$57.00
Invoice 300004915	5/4/2018		



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Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2018 PHENOW DUES	\$57.00
Invoice	300004915	5/4/2018	
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$207.00
Refer	5996 MSRS DFC -EMPOWER	Ck# 001635E 6/6/2018	
Cash Payment	G 101-21705 DEFFERED COMP	6/6/18 PAYROLL	\$50.00
Invoice			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$50.00
Refer	5999 NAPA-COTTENS OSSEO		
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAINT	SQUAD BRAKES	\$321.98
Invoice	672676		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$321.98
Refer	6013 PAUL BAERTSCHI P.A.		
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	MAY 2018 PROSECUTION	\$1,000.00
Invoice	MAY 2018		
Cash Payment	E 101-41500-211 OPERATIONS	MAY 2018 EXPENSES	\$64.35
Invoice	MAY 2018		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$1,064.35
Refer	5993 PERA	Ck# 001632E 6/6/2018	
Cash Payment	G 101-21704 PERA	6/6/18 PAYROLL	\$7,935.72
Invoice			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$7,935.72
Refer	5978 PIONEER MIDWEST INC.		
Cash Payment	E 101-42350-221 EQUIP REPAIR/ MAINT	VALVE FOR IRRIGATION SIPE PARK	\$124.00
Invoice	830	5/14/2018	
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$124.00
Refer	5980 PRIME ADVERTISING & DESIGN IN		
Cash Payment	E 240-41700-211 OPERATIONS	JUNE 2018 WEBSITE HOSTING	\$100.00
Invoice	63755	5/27/2018	
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$100.00
Refer	5981 PRIME ADVERTISING & DESIGN IN		
Cash Payment	E 101-42301-312 PROGRAMMING	2018 SUMMER NEWSLETTER	\$178.18
Invoice			
Cash Payment	E 101-41410-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$475.15
Invoice	63591	5/4/2018	
Cash Payment	E 602-49400-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$59.39
Invoice	63591	5/4/2018	
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	2018 SUMMER NEWSLETTER	\$1,703.41
Invoice	63591	5/4/2018	
Cash Payment	E 406-42000-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$118.79
Invoice	63591	5/4/2018	
Cash Payment	E 405-42000-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$118.79
Invoice	63591	5/4/2018	
Cash Payment	E 604-49400-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$118.79
Invoice	63591	5/4/2018	
Cash Payment	E 253-42400-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$237.58
Invoice	63591	5/4/2018	



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Cash Payment	E 601-49400-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$118.79
Invoice 63591	5/4/2018		
Cash Payment	E 257-42400-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$118.79
Invoice 63591	5/4/2018		
Cash Payment	E 204-42390-352 TROLLEY OPERATION	2018 SUMMER NEWSLETTER	\$78.40
Invoice 63591	5/4/2018		
Cash Payment	E 101-41900-404 NIGHT TO UNITE	2018 SUMMER NEWSLETTER	\$237.58
Invoice 63591	5/4/2018		
Cash Payment	E 241-41650-211 OPERATIONS	2018 SUMMER NEWSLETTER	\$237.56
Invoice 63591	5/4/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$3,801.20
Refer	5991 PRO-TECH SECURITY SYSTEMS	-	
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	MONITOR ELECTRONIC SECURITY SYSTEM	\$105.00
Invoice 015066	5/15/2018		
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$105.00
Refer	6003 RANDYS SANITATION	-	
Cash Payment	E 101-41110-384 RECYCLE/ORGANICS/	2018 CLEAN UP DAY	\$698.78
Invoice	5/19/2018		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$698.78
Refer	6002 REVTRAK	Ck# 001636E 6/6/2018	
Cash Payment	E 101-41800-211 OPERATIONS	MAY 2018 MERCHANT FEES	\$57.47
Invoice MAY 2018	6/5/2018		
Cash Payment	E 101-41110-310 OTHER PROFESSIONA	MAY 2018 MERCHANT FEES	\$49.09
Invoice MAY 2018	6/5/2018		
Cash Payment	E 101-42301-312 PROGRAMMING	MAY 2018 MERCHANT FEES	\$41.73
Invoice MAY 2018	6/5/2018		
Cash Payment	E 101-41110-310 OTHER PROFESSIONA	MAY 2018 MERCHANT FEES	\$1.71
Invoice MAY 2018	6/5/2018		
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	MAY 2018 MERCHANT FEES	\$23.95
Invoice MAY 2018	6/5/2018		
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	MAY 2018 MERCHANT FEES	\$242.47
Invoice MAY 2018	6/5/2018		
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	MAY 2018 MERCHANT FEES	\$242.47
Invoice MAY 2018	6/5/2018		
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	MAY 2018 MERCHANT FEES	\$242.46
Invoice MAY 2018	6/5/2018		
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$901.35
Refer	6009 RICHARDS, SARA	-	
Cash Payment	R 101-36002 YOUTH RECREATION FEE	2018 LACROSSE REFUND	\$28.00
Invoice			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total \$28.00
Refer	5982 RYAN COMPANY INC	-	
Cash Payment	G 200-20200 ACCOUNTS PAYABLE	2009 LANDSCAPE DEPOSIT RETURN	\$2,700.00
Invoice			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total \$2,700.00
Refer	5983 SIPE BROS. INC.	-	



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Cash Payment	E 204-42390-352 TROLLEY OPERATION	TROLLEY FUEL		\$14.57
Invoice	STMT 5/16/18			
Cash Payment	E 101-42350-216 VEHICLE/EQUIP FUEL	MOWER FUEL		\$26.01
Invoice	STMT 5/16/18			
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHES		\$20.00
Invoice	STMT 5/31/18			
Cash Payment	E 101-41920-216 VEHICLE/EQUIP FUEL	FD FUEL		\$72.58
Invoice	STMT 5/31/18			
Cash Payment	E 101-42350-216 VEHICLE/EQUIP FUEL	MOWER FUEL		\$23.92
Invoice	STMT 5/31/18			
Cash Payment	E 101-41900-216 VEHICLE/EQUIP FUEL	PW FUEL		\$66.12
Invoice	STMT 5/31/18			
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHES		\$5.00
Invoice	STMT 5/16/18			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$228.20
Refer	5992 STREICHERS INC			
Cash Payment	E 101-41920-218 UNIFORMS/GEAR	SMITH UNIFORM		\$57.98
Invoice	1315559 5/22/2018			
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	CORRECTION ON AMMO INVOICE		-\$9.00
Invoice	1306007-ADJ 4/23/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$48.98
Refer	6014 SWANK MOTION PICTURES INC			
Cash Payment	E 253-42400-211 OPERATIONS	6/12/18 PARK EVENT: THE LION KING		\$378.00
Invoice	2515664 6/1/2018			
Transaction Date	6/7/2018	PREMIER CHECKIN 10100	Total	\$378.00
Refer	6012 THE SOTA SHOP			
Cash Payment	E 240-41700-201 OFFICE OPERATIONS	COMPUTER BAG EMBROIDERY		\$72.00
Invoice	1228 6/6/2018			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total	\$72.00
Refer	5998 TIMESAVER OFF SITE SECRETARI			
Cash Payment	E 101-41000-307 RECORDING SERVICE	5/14/18 COUNCIL MTG		\$216.00
Invoice	23848 6/1/2018			
Transaction Date	6/6/2018	PREMIER CHECKIN 10100	Total	\$216.00
Refer	5985 TOKLE INSPECTION INC			
Cash Payment	G 101-20221 ELECTRICAL INSPECTION	MAY 2018 INSPECTIONS		\$787.20
Invoice	6/1/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$787.20
Refer	5986 XCEL ENERGY			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	5/21-5/26/18 25 4TH ST NE		\$9.92
Invoice	593709957 5/29/2018			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	4/22-5/21/18 17 4TH ST NE		\$21.82
Invoice	593002659 5/22/2018			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	4/22-5/21/18 25 4TH ST NE		\$35.07
Invoice	593002659 5/22/2018			
Transaction Date	6/4/2018	PREMIER CHECKIN 10100	Total	\$66.81



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Fund Summary

10100 PREMIER CHECKING

101 GENERAL FUND	\$38,120.24
120 FIRE DONATIONS/EXPENSES	\$5,339.89
200 INSPECTIONS (INACTIVE)	\$3,096.08
204 TROLLEY	\$103.29
205 PARK DEDICATION	\$568.46
240 CABLE GRANT	\$946.00
241 ChEC - Healthy Comm Grant	\$237.56
253 MUSIC/MOVIES IN THE PARK	\$1,115.58
257 FARMERS MARKET	\$118.79
405 2018 STREET IMPROVEMENT	\$118.79
406 2018 ALLEY IMPROVEMENT	\$118.79
601 WATER FUND	\$914.76
602 SEWER FUND	\$13,419.94
604 STORM WATER FUND	\$564.25
	<hr/>
	\$64,782.42

Pre-Written Checks	\$19,862.92
Checks to be Generated by the Computer	\$44,919.50
Total	<hr/>
	\$64,782.42

Upcoming Events



Free!

Teddy Bear Band

Boerboom Park 7 pm
Tues. June 12

BYOTB!
(Bring Your Own Teddy Bear)

Series Sponsors:



Movie in the Park

Tues. June 12

Series Sponsors:



Native Blues in Boerboom Park



7 pm **Tues. June 19**



Series Sponsors:

