



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, December 10, 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. Receive Planning Commission Minutes of November 19
 - B. Approve Council Minutes of November 26
 - C. Approve Council Work Session Minutes of November 26
 - D. Approve 2019 Pay Increases for City Staff
 - E. Receive November Building Report
 - F. Approve 2019 Schedule of Meetings for City Council, EDA, & Planning Commission
 - G. Approve Waiver Request for Community Exchange for Change on February 9, 2019
 - H. Approve Osseo Pawn LLC Annual Pawnbroker Renewal License for 2019
 - I. Approve 2019 WSB & Associates Rate Schedule
 - J. Approve Hire of Grace Poppe as Rink Attendant
 - K. Approve Police Training for Officers Smith and Mortinson and Chief Mikkelson
 - L. Approve Police Training for Officer Mortinson
 - M. Accept Resignations of Firefighters Mike Sable, Nathan Dahl, and Michael Lisbon
 - N. Approve 2019 Pay for Part-Time Snow Removal Position
 - O. Receive November Osseo Lions Club Gambling Report
6. **Matters from the Floor**
7. **Special Business**
 - A. Thank You to Outgoing Councilmember Anne Zelenak
 - B. Approve Employment Agreement for Mike Phenow as Fire Chief
 - C. Thank You to 2018 Volunteers
 - D. Accept Donations (Resolution)
8. **Public Hearings**
 - A. Review Conditional Use Permit for Used Car Sales at 616 Central Avenue
 - B. Continued 2019 Truth in Taxation Public Hearing
9. **Old Business**
10. **New Business**
 - A. Approve EDA Actions of December 10, 2018

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.

- B. Designate Polling Place (Resolution)
- C. Adopt 2019 City Budget and Tax Levy (Resolution)
- D. Approve Posting of Full Time Police Officer Position
- E. CLOSED SESSION – Discuss Annual Performance Evaluation of City Administrator
- F. Approve Accounts Payable

11. Administrator Report

12. Council and Attorney Reports

13. Announcements

Toys for Tots

Snow Emergency

Commission Members Needed

City Hall Closed December 24 & 25 (Christmas Eve and Christmas Day)

City Hall Closed December 31 & January 1 (New Year's Eve Day and New Year's Day)

Blood Drive December 26

14. Adjournment

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
November 19, 2018**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Plzak at 6:00 pm, Monday, November 19, 2018.

2. ROLL CALL

Present: Commission members Dee Bonn, Michael Corbett, Michael Olkives, Alden Webster, and Chair Barbara Plzak

Absent: Commission members Deanna Burke and Neil Lynch

Others present: City Administrator Riley Grams, Harold E. Johnson, and Larry Stelmach

3. APPROVAL OF AGENDA

A motion was made by Bonn, seconded by Webster, to approve the Agenda as presented. The motion carried 5-0.

4. APPROVAL OF MINUTES

A. Approve October 15, 2018, Minutes

A motion was made by Olkives, seconded by Bonn, to approve the October 15, 2018, minutes. The motion carried 5-0.

5. PUBLIC COMMENTS

Chair Plzak advised this is the time for public comments for items that are not on the agenda for tonight's meeting. There were no comments from the public.

6. PUBLIC HEARINGS

A. Consider Conditional Use Permit for a Bus Company at 8603 Jefferson Highway

Grams stated Pride Transportation Bus Services operates school busses. They serve several charter schools and Head Start programs in the Twin Cities metro. The company would like to open a new center of operations in Osseo, to be nearer to their homes and some of the schools they serve. (Depending on contracts in the east metro, they may keep their current St. Paul location in addition to Osseo. Or, they may consolidate to only use the Osseo location.)

Grams explained the subject property is located on Jefferson Highway. A multi-tenant light industrial building, owned and leased by Wiley Properties, is located to the north. The properties to the west and south are located in the City of Maple Grove. The previously-mentioned cemetery is located to the east. Following the 2016 lot split, the 8603 Jefferson Highway property no longer has direct access to the highway. The business plans to access the site via the property to the south. (This property is actually in the City of Maple Grove.)

To ensure access into the future, the Conditional Use Permit proposes a Cross Access Easement be prepared with the property to the south.

Grams reported the provided site plan does show the business making use of some property located in Maple Grove. (The Maple Grove-Osseo border is located approximately at the south end of the longest of the 3 buildings.) However, all the necessary parking and other site improvements can be accommodated on the Osseo portion of the property. Additionally, Maple Grove's Community Development and Engineering staff have reviewed the proposal. They did not note any concerns about the business. Staff provided additional comment regarding the request and recommended approval with conditions.

Muhammed Ali, the applicant, explained this would be his family's second bus yard. He noted he serviced Noble Academy and Nompeng Academy. He reported his company has been in operation since 2000 and reported he currently had 32 vehicles, which included 22 school busses and 10 vans or smaller vehicles.

Plzak asked how many full-time employees Mr. Ali had. Mr. Ali reported he had 32 full-time employees and noted 22 would be operating out of Osseo.

Plzak questioned how the applicant would store 40 vehicles on the Osseo property. Mr. Ali reported 40 was his former goal but noted this number has been reduced to 32.

Bonn inquired if the fuel tank would be above ground. Mr. Ali stated this was the case.

Olkives asked if this property had access to Jefferson Highway. Mr. Ali indicated he would have access to Jefferson Highway. Plzak commented this access point was addressed in the CUP pending City approval.

Olkives expressed concern with the fact the application had not been signed. Grams recommended the Commission approve the request pending receipt of an application form signed by the current property owner.

Olkives questioned if the applicant had any concerns with the staff recommendation and conditions for approval. Mr. Ali stated all items meet his approval.

Bonn commented she drove through the property and understood one of the current tenant companies was a landscaping company doing some yard work. She asked if this area would be cleaned up. Mr. Ali stated this was the case.

Webster inquired if all of the busses would be leaving from the Osseo site at the same time. Mr. Ali reported 80% of the busses would be leaving around 5:30 a.m. and would return sometime between 9:00 a.m. and 10:00 a.m. He indicated others would not return until 6:00 p.m. after the afternoon drop offs.

A motion was made by Bonn, seconded by Webster, to open the Public Hearing. The motion carried 5-0.

Bob Drag, owner of Deneb Four LLC, explained he owns the property just south of the subject property's driveway. He expressed concern with how an above ground gas tank would impact the adjacent wells. He questioned how busses would be turning out of the driveway and out onto Jefferson Highway. He encouraged the City to study this. He commented on the accidents that have occurred along Jefferson Highway and feared how the additional busses and vans would impact traffic safety. He expressed concern with how the school busses and vans would backup traffic given the number of railroad crossings in this area of Osseo. He stated while he was pro-business, he was of the opinion this was not the best location for a bus depot.

Tom Bennis, 8600 Jefferson Highway, commented on his business operation in Osseo and noted he has a tremendous amount of contractor and subcontractor traffic throughout the day. He expressed concern with how the additional bus and van traffic would slow traffic surrounding his business due to the railroad crossings.

Mike Wiley, Wiley Properties, stated he owned the property to the north of the subject property. He offered his support to the proposed CUP and was pleased this property would be cleaned up. He explained he had some concerns regarding traffic but he anticipated this would resolve itself over time.

Hudson Brothen, Cushman Wakefield, stated as of January his client will own the three buildings on the subject property, along with the two properties to the south in Maple Grove.

Bonn questioned when the Bus Company would be moving into this facility. Mr. Brothen stated the Bus Company would like to do this in the first quarter of 2019.

Larry Stelmach, 417 Fourth Avenue NE, asked if a turn to go south could be made out of the subject property. Mr. Ali indicated a bus may cross the center line in order to make a turn to the south. Grams reported surrounding properties have large trucks and semis making deliveries to their property and would have to complete the same turning movement onto Jefferson Highway.

Mr. Drag commented adding more busses and vans to Jefferson Highway will not help traffic in this area of Osseo.

Bonn requested further information regarding the cross-access easement with the property to the south, located in the City of Maple Grove. Mr. Brothen explained he was working with the property owner to complete the cross-access easement for the subject property.

Bonn recommended the property owner consider making a wider driveway for the subject property. Mr. Brothen indicated he could not widen the driveway to the north given the close proximity of the cemetery. He stated he could investigate the curb cut to the south to see if this was a possibility.

A motion was made by Webster, seconded by Bonn, to close the public hearing at 6:37 p.m. The motion carried 5-0.

A motion was made by Olkives, seconded by Corbett, to approve the Conditional Use Permit for a Bus Company at 8603 Jefferson Highway pending receipt of an application form signed by the current property owner to the City Council, subject to the thirteen (13) conditions listed below.

- 1) Employee parking. In accordance with the documentation provided as part of the CUP application, at least 30 clearly marked employee parking spaces shall be provided at all times (Osseo City Code Chapter 153 Appendix B). The number of required parking spots may be updated in accordance with a revised Site Plan approved by and on file with the City. No parking or idling of vehicles is allowed outside of clearly marked parking spaces.**
- 2) Bus parking. Bus parking spaces shall likewise be clearly marked and indicated as bus parking. Bus parking shall be distinct from employee parking. No parking or idling of vehicles is allowed outside of clearly marked parking spaces.**
- 3) Vehicle Storage. Any inoperable or unlicensed vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view;**
- 4) Test Drives. Vehicles undergoing repair or maintenance at the property may not be driven through residential districts.**
- 5) Indoor Operations. All vehicle repair, washing, and maintenance shall take place indoors.**
- 6) Access to Jefferson Highway. The Applicant shall record a Declaration of Cross Access Easement with the property to the south to preserve access to the bus storage site from Jefferson Highway. The Applicant shall provide a copy of the recorded document to the City.**
- 7) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:**
 - a) No auto wrecking, junk, or salvage shall be stored anywhere on the property without a Conditional Use Permit or amendment approving this use (Osseo City Code § 153.059). This includes keeping unlicensed or inoperable motor vehicles or the remains thereof for dismantling, sale of parts, or sale as scrap;**
 - b) No auto sales, service, or repairs are to be offered to the public without a Conditional Use Permit or amendment approving the use of the property as a public garage.**
 - c) Any waste tires must be stored inside an enclosed space or properly screened from public view (Osseo City Code § 153.054) and protected from the elements so as not to provide habitat to rodents or insects (Osseo City Code § 93.18);**
 - d) Any trash enclosure must be screened from public view (Osseo City Code § 153.057);**

- e) **Modifications to the building and site shall be in accordance with Osseo City Code and the approved site and building plan on file with the City (Osseo City Code § 153.153);**
- f) **Signage relating to the use shall adhere to Osseo City Code § 153.090 - § 153.098;**
- g) **If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;**
- h) **Unguarded vehicles and machinery shall not be so situated on private property so as to pose a nuisance (Osseo City Code § 93.18 (N)).**
- i) **No dirt or sediment may be tracked on to public rights of way as a result of operations (Osseo City Code § 93.18 (T)).**
- 8) **Open to Inspection. During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditions of approval.**
- 9) **Recording Requirement. The City of Osseo will memorialize the conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 60 days of its adoption by the City.**
- 10) **No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant, or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.**
- 11) **Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.**
- 12) **Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.**
- 13) **Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.**

Olkives stated he was concerned about putting additional traffic onto Jefferson Highway in this area of Osseo. He understood the concerns that were voiced this evening, but noted he would be supporting the new business.

Webster questioned if this matter should be tabled to allow the Commission to learn more about traffic and the driveways coming onto Jefferson Highway. Grams stated he was uncertain of the approval deadline and encouraged the Commission to take action on this item.

The motion carried 4-1 (Webster opposed).

7. OLD BUSINESS

A. Update on Comprehensive Plan Process – Erin Perdu, WSB & Associates

Grams stated comments from the Three Rivers Park District and Watershed Management Organizations, as well as preliminary feedback from the Metropolitan Council, were received. These comments are reflected in some relatively small changes to the draft plan. A link to the revised draft plan is available at www.discoverosseo.com/comp-plan. Comments received on the draft plan at the Public Hearing suggested the value of undergoing additional types of planning exercises. These suggestions can be pursued in the years following the Comprehensive Plan adoption.

Grams reported strategic or scenario planning may be a helpful exercise for the City Council to undertake in the decade between Comprehensive Plan updates. The City Council is currently preparing for a strategic planning session early in 2019. It was noted the City is now ready to proceed with a formal submission to the Metropolitan Council, in advance of the December 31 deadline. The Met Council will have up to 120 days to formally review the plan. Following a recommendation from the Council's Community Development Committee, the plan will be presented for formal approval by the entire Metropolitan Council. Once the plan is approved by the Metropolitan Council, it will also need to be officially adopted by the City of Osseo.

Erin Perdu, WSB & Associates, provided the Commission with an update on the Comprehensive Plan. She commented on the feedback received from the Met Council, Three Rivers, and Watershed Management Organization, and discussed the next steps for this document. She recapped the Community Engagement efforts the City pursued over the past two years.

Olkives asked if the Local Surface Water Management Plan (LSWMP) has to be reviewed by the Met Council. Ms. Perdu reported Osseo's LSWMP has been updated and will be reviewed by the Met Council.

A motion was made by Olkives, seconded by Webster, to recommend the City Council approve the revised draft of the Comprehensive Plan Update as presented. The motion carried 5-0.

8. NEW BUSINESS – None

9. REPORTS OR COMMENTS: Staff, Chair & Commission Members

Grams thanked the Commission for their patience tonight while he filled in for City Planner Abts. He then thanked the Commissioners for their service to the City.

Webster asked when the Commission would meet next.

Plzak explained the next Commission meeting was yet to be determined.

Plzak wished everyone a Happy Thanksgiving.

10. ADJOURNMENT

A motion was made by Webster, seconded by Corbett, to adjourn the meeting at 6:55 pm. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
November 26, 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, November 26, 2018.

2. ROLL CALL

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

Staff present: City Clerk LeAnn Larson, City Planner Nancy Abts, Public Works Director Nick Waldbillig, Police Chief Shane Mikkelsen, and City Attorney Mary Tietjen.

Others present: Gary Groen, Lee Gustafson & Emily Lueth & Erin Purdu—all WSB & Associates, Colleen Slattery, Lindsey Bye, Nancy Snyder, Sherry Murdock, Heidi McGee, Daniel Burns, Ken Hardy, Fred Biederman, Allen Haslach, Alan & Pam Pickwell, Jeff Aalbers, Diane Nodgaard, Dan Halme, Brent Masika, Katy Page, and Jill Loomis.

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

5. CONSENT AGENDA

- A. Approve Council Work Session Minutes of October 22
- B. Receive EDA Minutes of November 13
- C. Approve Council Minutes of November 13
- D. Consider Statutory Tort Limits for City's Liability Coverage
- E. Approve Hire of Rink Attendants Hailey Olson and Luke Wills
- F. Approve Resignation of Police Officer Adrienne Lamers
- G. Approve Annual Firefighter Payroll for November 2017 through October 2018
- H. Receive October Hockey Association Gambling Report

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

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

City Clerk LeAnn Larson stated the City had received the following donations:

Donor	Amount/Item	Designated Fund
Anytime Fitness	\$ 100	Minidazzle
Jodi Baglien LLC	\$ 50	Minidazzle

Staff recommends the Council accept the donations.

A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2018-64 accepting donations from Anytime Fitness and Jodi Baglien LLC. The motion carried 5-0.

8. PUBLIC HEARINGS

A. IMPROVEMENT HEARING FOR 2019 STREET & ALLEY PROJECT – WSB & Associates (Resolution)

City Engineer Lee Gustafson, WSB & Associates, stated the 2019 Street Reconstruction Project consists of reconstructing portions of 1st Avenue NW and 7th Avenue SE including repairing or minimal reconstruction of the storm and sanitary sewer, replacement of the curb and gutter as needed, and sidewalk repair and installation. On 7th Avenue SE, between 2nd Street SE and 3rd Street SE, full watermain replacement is being recommended to eliminate past water main and service freezing issues. The 2019 project also includes the mill and overlay of portions of 2nd Street NW, 3rd Street NE, 4th Street NW, 5th Street NE, 6th Street NW, and 6th Street NE.

Mr. Gustafson explained the existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work, curb replacement, and sidewalk repair and installation. All driveways in the project area will receive a concrete apron. Due to the watermain replacement and poor drainage on 7th Avenue SE, all curb will be removed and replaced along that street. Spot curb replacement is being recommended on 1st Avenue NW for the following reasons:

- Full curb replacement on 1st Avenue NW will have significant impacts on boulevard trees and require some landscaped areas on the west side of the street to be removed.
- A high majority of the curb on 1st Avenue NW is in good condition and will last many more years.
- Adjacent streets that have been reconstructed or overlaid were done by retaining the good curbing. The appearance of 1st Avenue NW will therefore match adjacent streets closely after the project is completed.

Mr. Gustafson reported it is expected that the roadway improvements can be completed within existing road rights-of-way or drainage easements for work on all streets except the east side of 7th Avenue SE adjacent to the church, where only half of the existing road falls into public road right-of-way. It is understood that the City will acquire this right-of-way during final design similar to the 2017 project.

Mr. Gustafson stated it is also proposed to widen 7th Avenue SE adjacent to St. Paul's Lutheran Church from 28 to 36 feet with all widening occurring on the east side. Widening beyond 36 feet would further impact the church's parking areas. As part of the City's initiative to increase walkability around the City, sidewalk installation is being proposed for certain portions of 7th Avenue SE. In determining the benefit of adding sidewalk with this project, this street was evaluated for potential impacts, connectivity to existing walks, and overall benefit to adjacent properties. Based on this evaluation, a new sidewalk is proposed on the east side of 7th Avenue SE from Broadway Street E to 2nd Street SE, and on the west side from 2nd Street SE to 3rd Street SE.

Mr. Gustafson explained the 2019 project consists of reconstructing the alley between Central Avenue and 1st Avenue NE, from 2nd Street NE to 3rd Street NE, and includes repairing or minimal reconstruction of the storm sewer. It is proposed to maintain the existing alley width, and that all work will be within the existing alley right-of-way. The schedule for the street and alleyway project was reviewed with the Council. He commented on the proposed assessments for the 2019 project and recommended the Council order the improvements.

Stelmach asked if the ponding concerns on 1st Avenue and 6th Street NW would be addressed through this project. Mr. Gustafson commented he had checked this street several times and noted this roadway was quite flat. He reported a concrete cross gutter would be installed to assist with drainage.

Johnson questioned if staff had spoken to the residents that live along 7th Avenue SE to discuss updating their water piping. Mr. Gustafson indicated this would be discussed with the residents if the project is ordered by the Council.

A motion was made by Schulz, seconded by Johnson, to open the Public Hearing at 7:18 p.m. The motion carried 5-0.

Colleen Slattery, 614 1st Avenue NW, stated she sent an email to the Council with state statute references. She discussed how multi-family housing was defined by state statute as being an apartment complex, a cooperative, or a group of townhomes, with four or more units. She explained the row homes qualify as multi-family housing and asked why a $\frac{3}{4}$ rate was being proposed. She stated the proposed rate would have the nine-unit owners paying more than four individual homes would.

Jeff Aalbers, St. Paul's Lutheran Church, explained his church had a great deal of footage along 7th Avenue SE which meant there would be a large assessment. He stated he had concerns with the location of the sidewalk. He recommended the sidewalk be flipped to the other side of the street as it would not be used by the church. He believed it would benefit Osseo residents to have the sidewalk on the same side as residential homes and the City park. He reported this was a narrow street and noted the church would lose eight feet of its parking lot in order to allow the street to be wider. He explained that a sidewalk would increase the loss of church parking. He expressed concern with the fact the St. Paul's was being assessed at a commercial rate and requested relief on the assessment rate given the fact the church was a non-profit.

Mr. Gustafson reported the assessments for 1st Avenue NW were originally set to be charged a full rate. However, after some consideration staff recommended a $\frac{3}{4}$ rate be charged for the nine-unit row home assessments. He explained the Council could amend its assessment policy or continue to review the assessments on a case by case basis. He then commented on St. Paul's assessment. He reviewed photographs of the east and west

side of 7th Avenue SE and explained there were several obstacles and large trees in place on the west side of the roadway, which led staff to recommend the sidewalk be placed on the east side. He commented on the jog in the roadways noting the sidewalk would not line up with the park sidewalk no matter which side of the street the sidewalk was placed. He provided further comment on the options available to the City Council regarding the widening of this roadway.

Schulz asked if the sidewalk on the church side of the street would be back to curb. Mr. Gustafson reported this was the case.

Mr. Aalbers discussed how the eight feet of additional road width would impact 7th Avenue SE. He noted all eight feet would be taken from the church parking lot. He expressed concern with how the church would be impacted by maintenance and upkeep if the sidewalk was pushed into the parking lot. He stated the church supported the road improvement project but did not like the idea of the sidewalk on church property. He noted that trees would be lost on the church side of the street as well.

Ms. Slattery asked why staff was not comparing the number of homes that could be built on a block for the condo assessment rates. She noted more money was being collected from her condo association and she stated she wanted this to be fairer.

Schulz commented on the varying lot sizes throughout the City of Osseo and how the Council tried to keep assessment rates fair for all. He noted the average lot width was 66 feet in Osseo.

Sherry Murdock, 606 1st Avenue NW, reported her concern was with the difference between how the City and the state defined condos. She believed the City was not giving the condos the proper classification.

Heidi McGee, 600 1st Avenue NW, stated some of the original condo units were sold as low-income housing. She explained these condo units were very narrow and encouraged the City to consider reducing the assessment rate.

Johnson commented he has spoken strongly about this type of assessing. However, as it has been explained to him, varying residential lot sizes in Osseo were charged the same assessment rate. He stated this was due to the fact each home uses the streets in the same manner.

Stelmach explained he lives on a smaller lot in Osseo but noted he was charged the same amount as homeowners with larger lots. He understood he used the street in the same manner as all other homeowners on his street. Mr. Gustafson stated he was proposing to charge a fair assessment and was not trying to go against state statute on how the row homes should be defined. He reported the Council would be making the final decision on the assessment for the row homes, but noted staff was making a fair recommendation. He indicated the church would be paying per linear foot on its assessment, which would be same amount the City would be paying for the park assessment.

City Planner Nancy Abts asked if this was the assessment hearing. Mr. Gustafson clarified the Council was being asked to order the improvements tonight and noted the assessment hearing would be held in April 2019. He explained the assessment hearing would reflect actual bid costs. He reported the assessments presented this evening were estimates. It was his hope the City would receive favorable bids again in 2019. He reported the 2019 proposed assessments were lower than the 2018 assessments.

Schulz stated he had some angst with a proposed new assessment rate for the row homes without the Council formally adjusting the City's assessment policy. He suggested the Council think on this further. He anticipated that moving the sidewalk to the other side of the street along 7th Avenue SE would make the cost of the project increase. He supported this project moving forward and recommended the Council review the assessment policy. City Attorney Mary Tietjen stated she would support the Council reviewing this policy before April 2019. She stated there would be benefit to reviewing the policy while also maintaining some level of flexibility given the fact the projects vary from year to year.

Schulz recommended the project move forward and that the Council review the assessment policy at an upcoming work session. He stated for those residents requesting a lower assessment what this meant was that their neighbors would have to pay more. He explained he understood the concerns of the church.

Lindsey Bye, 613 1st Avenue NW, encouraged the City to review its multi-family housing definition and consider the row homes as such. She stated she was more than happy to pay the per linear foot rate for the street improvement project as this would be a more fair assessment.

Nancy Snyder, 612 1st Avenue NW, stated she lives in one of the townhomes and believed the $\frac{3}{4}$ assessment rate was unfair. She encouraged the Council to reconsider this rate.

A motion was made by Schulz, seconded by Stelmach, to close the Public Hearing at 7:59 p.m. The motion carried 5-0.

Mr. Gustafson requested feedback from the Council about widening of 7th Avenue SE.

Johnson stated he would be in favor of not widening 7th Avenue SE and recommended the sidewalk be installed back to curb. He explained the church would have less of an impact if the street width remained as is. However, he noted staff might bid the project both ways.

Schulz agreed with Johnson on this matter. He did not believe the short-term benefits outweighed the long-term benefits. He commented he would like to see the project done in a cost-effective manner, but in the right way. He indicated he did not support the sidewalk being located on the west side due to the loss of trees, fences, and the fact that retaining walls would be required.

Johnson explained the church assessment was the only money the City received from churches. He noted the church had to pay its fair share for the use of the City streets and other infrastructure.

Abts requested comment from staff on how the water main replacement expenses and all other utility improvements up to property lines would be funded. Mr. Gustafson reported these expenses would be the sole responsibility of the City of Osseo.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2018-65 Ordering Improvements and Preparation of Plans and Specifications for the 2019 Street and Alley Reconstruction Project, but not the widening of 7th Avenue SE between Broadway and 2nd Avenue SE. The motion carried 5-0.

B. TRUTH IN TAXATION PUBLIC HEARING

Larson reported the Council would be holding a Truth in Taxation hearing at this meeting. She explained the Council would be taking public comments regarding the proposed City portion of resident's total property taxes for 2019. She encouraged residents to focus their comments on the proposed City levy. She commented on how the proposed levy would impact Osseo residents and described how property values were set by the County Tax Assessor. It was noted home values were on the rise while commercial property values were declining. The average home value in Osseo is now \$211,000.

Larson discussed the change in the City's tax capacity rate and how this impacted taxpayers. She noted the preliminary tax levy shows a slight decrease in the tax rate from 2018 to 2019 of 1.64%. It was noted if the Council reduces the proposed 2019 budget, residents would have a lower City portion property tax payment payable in 2019 than was proposed within the tax statement letters. According to the Hennepin County Assessor, 2019 will see the continued shift of tax burden from commercial back to residential properties. The City expects to see the continued trend of increased property values into the foreseeable future, which ultimately raises property taxes as property values rise.

Larson reviewed the change in the City tax levy noting the total proposed City levy was up \$76,228 from 2018 to 2019. She explained this reflects increases and decreases in City expenditures and in City revenues. Expenditures are estimated to increase 7.06% and non-tax levy revenues are estimated to increase by 6.54%. The net result is an increase of \$105,330 of non-tax levy spending increases.

Larson described how property taxes are spent by the City for the median value homeowner.

Gary Groen, Financial Consultant, reported the tax information that was provided to the public was based on the preliminary levy that was approved by the Council in September 2018. Between September and December, the budget and levy can be reduced, but not increased. He reported the Council would be reviewing the budget one final time in December and the final budget and levy will be approved at that time.

Stelmach requested clarification on the City's tax capacity rate. Mr. Groen stated this was a mathematical formula that compared the City's levy to the value of the City's taxable properties.

A motion was made by Schulz, seconded by Stelmach, to open the Truth in Taxation hearing at 8:24 p.m. The motion carried 5-0.

No public input was offered.

A motion was made by Schulz, seconded by Stelmach, to continue the Truth in Taxation Public Hearing to the December 10, 2018, City Council Meeting. The motion carried 5-0.

9. OLD BUSINESS

A. APPROVE 2ND READING AND ADOPTION OF RIGHT OF WAY MANAGEMENT ORDINANCE

Abts stated in August 2017 the City Council passed a moratorium “On the Consideration of Wireless Telecommunications Facilities and Antennas in the City.” The moratorium was possible because the City did not have a Right of Way ordinance in place. Since that time, staff has worked with the city’s engineering and legal consultants to modify a model ordinance for Right of Way Management. This ordinance establishes procedures for permitting and inspecting work in the Right of Way. It also includes procedures for permitting Small Cell Wireless facilities.

Abts commented the draft ordinance requires that Right of Way users register with the City. Registration includes providing emergency contact information. The ordinance requests Right of Way users notify the city of planned projects in advance, so that work can be coordinated if possible.

Abts explained other aspects of the ordinance include an option for a permit for “occupying” the Right of Way temporarily, without excavation. Another chapter acknowledges placing “private improvements” (e.g., fences and landscaping) in the Right of Way is done at the property owner’s risk. Changes to the draft ordinance were made between the first and second readings. These changes primarily relate to how specific permit “types” and associated fees are described in the ordinance. City staff and consultants believe the changes will facilitate implementation of the ordinance (e.g., by not necessitating or implying a need for multiple different permit forms) without changing the implications for managing the Right of Way. She reviewed the changes that were made to the Ordinance based on the comments staff received from the 1st reading.

Johnson requested a grammatical change on Page 2. He commented on the City obligation for electricity and asked if a City meter was to be placed on these facilities. Abts commented the proposed electricity amounts were set by state statute and noted meters would not be installed.

Schulz asked if the City could request a meter to be installed.

Johnson commented this would be a City obligation.

City Attorney Tietjen advised the prescribed numbers were set by state statute. She reported the City could require metering to evaluate the amount of electricity that was being used. She explained she could follow up on this matter further and could report back to the Council.

A motion was made by Schulz, seconded by Johnson, to approve the Second Reading and adopt Ordinance No. 2018-6, Amending Title IX, General Regulations, by Adding a New Chapter 95 to the Code of Ordinances relating to Regulation of the Public Rights of Way and Issuance of Right-of-Way Permits and a New Chapter 96 relating to the Private Use of City Boulevards and Unopened Right-of-Way. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE AMENDED FEE SCHEDULE (Resolution)

Abts stated the proposed Right of Way Management Ordinance establishes procedures for permitting and inspecting work in the Right of Way. It also includes procedures for permitting Small Cell Wireless facilities. Additionally, the ordinance requires that Right

of Way users register with the City. Other aspects of the ordinance include an option for a permit for “occupying” the Right of Way temporarily, without excavation. Another chapter acknowledges placing “private improvements” (e.g., fences and landscaping) in the Right of Way is done at the property owner’s risk.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2018-66 approving the amended Fee Schedule for 2018. The motion carried 5-0.

B. APPROVE CONDITIONAL USE PERMIT FOR PRIDE TRANSPORTATION SCHOOL BUS COMPANY AT 8603 JEFFERSON HIGHWAY (Resolution)

Abts stated Pride Transportation Bus Services operates school busses. They serve several charter schools and Head Start programs in the Twin Cities metro. The company would like to open a new center of operations in Osseo, to be nearer to their homes and some of the schools they serve.

Abts reported the subject property is owned by Jefferson Properties, is under contract for purchase, and is located on Jefferson Highway. A multi-tenant light industrial building, owned and leased by Wiley Properties, is located to the north. The properties to the west and south are located in the City of Maple Grove. A cemetery is located to the east. Following a 2016 lot split, the 8603 Jefferson Highway property no longer has direct access to the highway. The proposed business plans to access the site via the property to the south, actually in the City of Maple Grove. To ensure access into the future, the Conditional Use Permit proposes a Cross Access Easement be prepared with the property to the south.

Abts explained the provided site plan shows the business making use of some property located in Maple Grove. However, all the necessary parking and other site improvements can be accommodated on the Osseo portion of the property. Additionally, Maple Grove’s Community Development and Engineering staff have reviewed the proposal. They did not note any concerns about the business. Staff provided further comment on the request and reported the Planning Commission recommended approval with conditions pending receipt of an application form signed by the current property owner.

Stelmach noted he attended the Planning Commission meeting, along with Councilmember Johnson. He explained the number of vehicles owned by the bus company at this time was 32 and not 40. He reported the applicant would be putting up a fence to screen the site. He indicated the main concerns raised by the Planning Commissioner were with traffic and if longer vehicles would properly enter and exit this site.

Johnson stated he was not concerned about the longer vehicles entering and exiting the property. He commented on the three railroad crossings surrounding this property and how this would impact traffic due to the fact all busses stop at each railroad crossing. He indicated there could be bottlenecks from time to time. He reiterated the fact that the Conditional Use Permit would not belong to the renter but rather would run with the property. He asked if the applicant was in attendance. Abts explained the applicant was not in attendance.

Johnson questioned if Pride Transportation School Bus Company was owned by a woman. Brent Masika, representative, explained he would be the property owner and noted he was proposing to close on the property in the next 30 days. He noted this was a family business and reported the business was owned by the applicant’s mother.

City Attorney Tietjen advised that typically the applicant for a Conditional Use Permit was the property owner and not the business owner.

Johnson stated he did not feel comfortable moving forward with this request until further questions could be answered by the tenant, Muhamed Ali.

Fred Beiderman, Maple Grove/Brooklyn Cemetery representative, explained he was working with St. Paul's to merge this cemetery. He stated the cemetery has been in operation since 1862. He noted the cemetery was located partially in Maple Grove and partially in Osseo. He expressed confusion where the property line was located. Abts reviewed the location of the buildings on the site noting the location of the property line.

Mr. Masika reviewed how the property would be accessed and noted cross-access easements would be put in place. He reported the busses would be entering and exiting the property from the south. Abts reviewed the location of the proposed fence on the north side of the property. She noted a fencing permit would have to be acquired from both the cities of Osseo and Maple Grove.

Schulz recommended Condition 4 be removed. He stated he could support busses being washed outdoors. He understood that all maintenance would occur indoors; however, he explained he could support tires being changed outdoors. Abts stated the concern with washing vehicles outdoors was the water runoff and where this was directed.

Stelmach asked if Condition 4 has been used in other Conditional Use Permits. Abts spoke to the use of Condition 4 in recent CUPs. She stated the intent was to keep busses out of residential districts. Police Chief Shane Mikkelsen commented this issue was brought up because of the Achieve program, noting the City had received a number of complaints. He noted meetings have been held with Achieve to assist in properly directing the bus traffic through the City on 6th Avenue NE.

Ken Hardy, St. Paul's Lutheran Cemetery representative, expressed concern with the security of the graves along the subject property. He stated two years ago he was approached by the property owner to change the boundary of the property. He noted this change had not been reflected by the County.

Johnson reported the property owner was proposing to have a fence that would run straight along the property line between the subject property and the cemetery. Mr. Hardy supported this fence being put in place and that it be straight.

Johnson asked if the applicant would have an easement with Wiley Properties. Mr. Masika reported an easement was in place through the title work. He noted this would be finalized with Wiley's attorney and this information could be provided to the City. He reviewed the location of the easement with the Council and staff.

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2018-67 approving the Conditional Use Permit request to Allow for the Storage, Dispatch, Maintenance, and Repair of School Busses at 8603 Jefferson Highway, pending receipt of an application form signed by the current property owner, with the following conditions:

- 1) Employee parking. In accordance with the documentation provided as part of the CUP application, at least 30 clearly marked employee parking spaces shall be

provided at all times (Osseo City Code Chapter 153 Appendix B). The number of required parking spots may be updated in accordance with a revised Site Plan approved by and on file with the City. No parking or idling of vehicles is allowed outside of clearly marked parking spaces.

2) Bus parking. Bus parking spaces shall likewise be clearly marked and indicated as bus parking. Bus parking shall be distinct from employee parking. No parking or idling of vehicles is allowed outside of clearly marked parking spaces.

3) Vehicle Storage. Any inoperable or unlicensed vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view.

~~4) Test Drives. Vehicles undergoing repair or maintenance at the property may not be driven through residential districts.~~

5) Indoor Operations. All vehicle repair, washing, and maintenance shall take place indoors.

6) Access to Jefferson Highway. The Applicant shall record a Declaration of Cross Access Easement with the property to the south to preserve access to the bus storage site from Jefferson Highway. The Applicant shall provide a copy of the recorded document to the City.

7) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:

a) No auto wrecking, junk, or salvage shall be stored anywhere on the property without a Conditional Use Permit or amendment approving this use (Osseo City Code § 153.059). This includes keeping unlicensed or inoperable motor vehicles or the remains thereof for dismantling, sale of parts, or sale as scrap;

b) No auto sales, service, or repairs are to be offered to the public without a Conditional Use Permit or amendment approving the use of the property as a public garage;

c) Any waste tires must be stored inside an enclosed space or properly screened from public view (Osseo City Code § 153.054) and protected from the elements so as not to provide habitat to rodents or insects (Osseo City Code § 93.18);

d) Any trash enclosure must be screened from public view (Osseo City Code § 153.057);

e) Modifications to the building and site shall be in accordance with Osseo City Code and the approved site and building plan on file with the City (Osseo City Code § 153.153);

f) Signage relating to the use shall adhere to Osseo City Code § 153.090 - § 153.098;

g) If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;

h) Unguarded vehicles and machinery shall not be so situated on private property so as to pose a nuisance (Osseo City Code § 93.18 (N));

i) No dirt or sediment may be tracked on to public rights of way as a result of operations (Osseo City Code § 93.18 (T)).

8) Open to Inspection. During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditions of approval.

9) Recording Requirement. The City of Osseo will memorialize the conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 60 days of its adoption by the City.

10) No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant, or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.

11) Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.

12) Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.

13) Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.

The motion carried 3-2 (Johnson and Zelenak opposed).

C. APPROVE 2019 CAPITAL IMPROVEMENT PLAN

Gary Groen, Financial Consultant, commented each year the City Council approves the updated set of Capital Improvement Plan documents for the following year. This plan helps guide Council and staff on funding and purchasing important and necessary equipment which allows staff to do their jobs effectively. Staff reviewed the plans with department heads to ensure that all future capital purchases were included in the plan.

Mr. Groen stated all of the items in these worksheets are not set in stone. The idea with CIP documents is to put anything and everything into the plan, so that we can properly budget for their purchase. By including these items in the worksheets, the Council is not committing itself to purchasing these items. Staff will still come to the Council for approval of each of these items when the time comes.

Mr. Groen reported the Capital Equipment Fund finances all City capital equipment needs, most notably from the Police, Fire, and Public Works Departments. Each department head provided input into their department equipment needs, when the equipment should be purchased, and how much it is expected to cost. The Fire Relief Association has informed the City that it will contribute, at a minimum, \$30,000 annually towards this fund to help offset the cost of fire related equipment purchases. Additionally, City staff has indicated that the City would be willing to move \$45,000 per year annually from the Streets Fund to the Equipment Fund to help offset Fire Department equipment costs. The Fire Department and the OFDRA had always found a way, through donations or other, to buy equipment. However, with a number of expensive pieces of equipment coming up within the next six to ten years, it would be smart to begin budgeting for those purchases.

Mr. Groen stated also new this year are the contributions from the Water, Sewer, and Storm Sewer Funds to help pay for pieces of equipment that directly related to those funds. Staff noted near the top of the worksheet are transfers from those various funds to the Equipment Fund to pay for equipment, specifically in the Public Works area. These amounts directly correlate to the expenditures as seen in the Utility Rate Study. As we

continue to look for ways for all non-property tax generating properties to pay their fair share (such as the schools, churches, etc.) this is one of the ways to accomplish that. Otherwise, those properties get the benefit of those pieces of equipment without paying for it (through property taxes).

Mr. Groen commented on the various funds. He noted the Capital Streets Fund shows all of the costs associated with annual street and alley projects, as well as on-going street maintenance. Currently, we are showing a few more years of the planned overhaul of City streets and alleys and that the utility costs for those remaining projects are coming from the water, sewer, and storm sewer funds.

Johnson asked what vehicles the Public Works department had at this time. Waldbillig reviewed the trucks currently owned by the Public Works department, noting he would be keeping the one-ton truck and two other pickup trucks.

A motion was made by Johnson, seconded by Stelmach, to approve the 2019 Capital Improvement Plan updates. The motion carried 5-0.

D. CONFIRM HENNEPIN COUNTY HAZARD MITIGATION PLAN (Resolution)

Chief Mikkelson stated the Hennepin County Emergency Management team has an All Hazard Mitigation Plan that lays out what will happen when there is large emergency that takes place in Hennepin County. He noted staff has been a part of this plan from the beginning by adding information about Osseo to the plan. Approving the mitigation plan will allow Osseo to apply for federal and state funds if a large-scale emergency were to occur.

Stelmach asked if this plan bonds the City in any way. Chief Mikkelson reported this was simply a plan to assist the City in managing an emergency situation.

A motion was made by Zelenak, seconded by Stelmach, to adopt Resolution No. 2018-68 approving the Hennepin County All-Hazard Mitigation Plan. The motion carried 5-0.

E. APPROVE 2019 UTILITY RATES (Resolutions)

Larson explained the Osseo utility rates need to be set for 2019 as the current rate approval expires at the end of 2018. After reviewing the utility fund projections, there is sufficient balances in all three funds if the Council opts to freeze the rates for 2019. Freezing the rates for one year is recommended by staff. Staff noted the utility rates would be the same as were in 2017 and 2018.

Larson stated currently the Council and staff are working on a Utility Rate Study. The Council has discussed the rate study in previous Council work sessions in the fall of 2018. While the rate study is ongoing, it is anticipated that the conclusion of the study and proposed utility rates will be in 2019.

Council should consider freezing the current rates for one year to allow more time to complete the rate study. If the Council elects to freeze the utility rates for 2019, those rates will be incorporated into the utility rate study. Staff recommended approval of three resolutions approving the freezing of the utility rates for 2019:

WATER RATES

2018 QUARTERLY WATER RATES				2019 PROPOSED RATES
Tier	From Gallons	To Gallons	Rate (\$/gal)	Rate (\$/gal)
1	1	10,000	\$0.003601	\$ 0.003601
2	10,001	20,000	\$0.004665	\$ 0.004665
3	20,001	30,000	\$0.004822	\$ 0.004822
4	30,001	40,000	\$0.004980	\$ 0.004980
5	40,001	50,000	\$0.005148	\$ 0.005148
6	50,001	60,000	\$0.005306	\$ 0.005306
7	60,001	70,000	\$0.005474	\$ 0.005474
8	70,001	+	\$0.005631	\$ 0.005631
Minimum Quarterly Charge:			\$36.00	\$ 36.00

(10,000 gallons is the minimum charge)

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2018-69 Setting Water Rates for 2019. The motion carried 5-0.

SEWER RATES

2019: A minimum charge of \$50.50 per quarter + \$9.72 per 1,000 gallons beyond 15,000 gallons (15,000 gallons is included in the minimum charge)

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-70 Setting Sanitary Sewer Rates for 2019. The motion carried 5-0.

STORM WATER RATES

2019 - \$33.83 per REF per quarter

A motion was made by Stelmach, seconded by Zelenak, to adopt Resolution No. 2018-71 Setting Storm Water Utility Fees in 2019. The motion carried 5-0.

F. APPROVE DRAFT COMPREHENSIVE PLAN TO METROPOLITAN COUNCIL

Erin Perdu, WSB & Associates, stated comments from the Three Rivers Park District and Watershed Management Organizations, as well as preliminary feedback from the Metropolitan Council, had been received. These comments are reflected in some relatively small changes to the draft Comprehensive Plan, as well as proposed updates to the city's Stormwater Management Plan of 2015, which is amended per Supplement 2018-1, included in the draft plan.

Ms. Perdu discussed the engagement efforts of the City with respect to the Comprehensive Plan. Strategic or scenario planning may be a helpful exercise for the Council to undertake in the decade between Comprehensive Plan updates. The Council is currently preparing for a strategic planning session early in 2019.

Ms. Perdu reported the City is now ready to proceed with a formal submission to the Metropolitan Council, in advance of the December 31 deadline. The Met Council will have up to 120 days to formally review the plan. Following a recommendation from the

Met Council's Community Development Committee, the plan will be presented for formal approval by the entire Metropolitan Council. Once the plan is approved by the Metropolitan Council, it will also need to be officially adopted by the City of Osseo.

A motion was made by Johnson, seconded by Zelenak, to approve submission of the revised draft Comprehensive Plan Update to the Metropolitan Council.

Schulz reported this was an expensive unfunded mandate the City had to go through on behalf of the Met Council. He discussed the amount of staff time and resources that were spent to complete this document. He believed that the current document would not be able to be attained and therefore would not be supporting it.

Stelmach stated he would not be supporting the document either.

The motion carried 3-2 (Schulz and Stelmach opposed).

G. APPROVE ACCOUNTS PAYABLE

Larson reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT – None

12. COUNCIL AND ATTORNEY REPORTS

Abts reported her family was dealing with a difficult medical diagnosis and she thanked the Council for its support in this difficult time.

Johnson commented on the high quality services provided by the Osseo Fire Department and encouraged the Council to consider an hourly compensation rate.

Johnson stated seasonal decorations were placed in the park by the Lions Club last Saturday. In addition, he noted holiday lights have been strung along Central Avenue.

Schulz noted Council volunteers were needed for the Minidazzle and encouraged the Council to respond to staff regarding their availability. He thanked 5 Central Apts for stepping forward to serve hot cocoa for this event.

13. ANNOUNCEMENTS

Poppe stated Minidazzle would be held on Friday, December 7 from 6-8 p.m. He noted lunch with Santa would be held at the Community Center on Saturday, December 8, from 11 a.m. to 1 p.m. He noted this event would be sponsored by the Osseo Lions Club.

Poppe invited the public to attend the Open House for the Mayor and City Councilmembers on Monday, December 10, from 5:30 p.m. to 6:00 p.m. at City Hall.

Poppe encouraged the public to purchase a toy for the Toys for Tots drive by Tuesday, December 18. He noted all of the drop off locations in Osseo.

Poppe noted the City snow emergency policy.

Poppe reported the City was in need of Commission members. Those interested in serving were encouraged to contact City Hall for further information.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Zelenak, to adjourn the City Council meeting at 9:47 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
November 26, 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 Monday, November 26, 2018.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz (arrived at 6:04 p.m.), Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Members absent: None.

Staff present: City Clerk LeAnn Larson and City Planner Nancy Abts.

Others present: None.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. STRATEGIC PLANNING SESSION 2019

City Clerk LeAnn Larson stated when the City Council has new members from recent election, the City conducts a strategic planning session with the full Council and staff to develop and set future on-going planning and goals for the City. It's an opportunity for each Council member to provide feedback on the direction of the City and let staff know what projects and/or goals should be the main focus for the next years.

Larson reported it's important for staff to receive this direction from the Council so we know where our priorities lie. These types of strategic planning sessions are usually held early in the year, and usually on a Saturday morning and can be half day or full day sessions. They are conducted by trained individuals who have long histories working with municipalities to develop a cohesive strategic plan that will steer the City for the coming years. These sessions can include a number of components such as:

- Draft mission, vision, and values for the City
- Strategic meeting session with Staff, Senior Management team, and/or City Council
- Review of external and internal strengths and weaknesses
- Focus groups with community stakeholders (residents, businesses, etc.)
- Personality assessments for Staff and Councilmembers
- Conflict resolution training for Staff and Councilmembers
- Develop short- and long-term City goals
- Develop working list of specific projects the Council wants to see (and prioritize them)
- Team building exercises

Larson indicated the Council should consider these various components and let staff know which ones they would like to include in a future strategic planning session. Staff will take that feedback and reach out to several different trained consultants to provide a proposal including the components and overall cost.

Larson stated staff has budgeted \$5,000 in 2019 for a strategic planning session; however, that amount is flexible. Longer full day sessions can reach up to \$12,000. It may be beneficial for the Council to set a budget for a strategic planning session and let staff work with consultants to develop a session within that budgeted amount. Council can also begin to think about available dates/times to conduct the session in January or February 2019.

Stelmach stated he attended one strategic planning session and believed a half-day session was sufficient.

Johnson noted the last strategic planning session was held four years ago. He supported the Council holding a half-day session in 2019. He commented it would be important for all staff members to be in attendance. He recommended the City's mission, goals, and values be addressed at the planning session, along with internal strengths and weaknesses. He supported the Council also discussing community stakeholders.

Discussion ensued regarding the strategic planning session that was held in 2015.

Stelmach asked if \$5,000 was the proper cost for this type of event. Larson anticipated this would be the cost and noted \$5,000 had been budgeted for 2019.

Stelmach commented there may be some exercises (team building, conflict resolution) that should be completed at the strategic planning session and reported other discussion items could be addressed at future work sessions.

Poppe stated the City's mission and vision should not change all that much but noted this could be reviewed at the strategic session. He recommended the City's goals and objectives be the primary focus for this event.

Schulz agreed and stated he would like the Council to focus on holding a strategic meeting session with staff, internal and external strengths and weaknesses, short and long-term goals, and a working list for specific projects. He did not see a need to review the mission and vision for the City. He explained he supported a facilitator being present at the strategic planning session to keep the group focused. He recommended staff seek proposals for the event.

Larson asked if the Council wanted to set a budget for this event.

Schulz stated he would rather have staff pursue proposals with consultants that would have the event focusing on the four main categories that have been discussed.

Poppe questioned when the Council wanted to hold the strategic session. The Council supported holding the strategic session at some time in the first quarter of 2019.

Council consensus was to direct staff to pursue a half-day training session focusing on four main categories, noting proposals must be sent out for a facilitator. The Council recommended the matter come back to the Council for final approval.

B. UPDATE PERSONNEL POLICY – MERIT BASED PAY SYSTEM

Larson stated at the August 27 work session meeting the City Council directed staff and the Council Human Resources Committee (Councilmembers Schulz and Stelmach) to continue exploring the option of moving away from the current employee wage raise system (step increases based on satisfactory annual performance evaluations) to a merit-based pay system (where percentage wage raises are based on successful completion of stated annual goals).

Larson reported staff met with City of Crystal representatives since Crystal has a similar merit-based pay system. Overall, it appears that the Crystal system works well for its organization. The plan is for all full-time, non-union employees in the City. The plan is split into two distinct sections. The first is the annual cost of living adjustment which would be tied to the MN Consumer Price Index. If the MN CPI suggests an increase for the following year, an employee's wages will include that percentage increase for next year, which will become the new baseline salary.

Larson explained the annual merit increases would be added, provided the employee is eligible for such increases. Employees will be eligible for increases based on their annual performance evaluation (which is conducted by the City Administrator, and by Department Heads in some cases). The City Administrator will set a number of key goals for the position for the upcoming year, documenting the goals and the ways to achieve those goals. Employees will then be scored and fall into the suggested percentage wage increase, which will be added to the baseline salary.

Larson explained the annual performance evaluations will take place in late November, and the new updated salary numbers will be included in the annual budget to be approved by the Council in December. Outside of those updates, staff is also anticipating that City Attorney Mary Tietjen will review the current Personnel Policy and provide recommended updates. That will be done in the coming weeks, and those proposed changes will come to the Council for review at a future Council work session for discussion.

Larson stated the Council should discuss some other proposed changes to the Personnel Policy to reflect more closely with the Police Union contract. The main proposed change there is to move away from the Sick and Vacation Time Off, which is accrued each pay period, to a combined Paid Time Off (PTO) system. The City would also need to address a maximum bank of hours. The Police negotiated a cap of 840 PTO hours year-to-year, and any amount over that would be paid out at the employee's current pay rate. Larson indicated this decision will affect the severance pay system currently in place, since employees to leave in good standing with the City are eligible to get 100% of their vacation time paid out and 50% of their sick time paid out at the time they leave the City.

Larson stated City employees have asked to have an opportunity to meet with the Council to allow them to provide comments on any proposed changes. If the Council wants to move forward with this plan, the City Administrator will continue to work with the Council HR Committee to finalize the plan details. Then, a separate work session could be scheduled to allow employee review and comments to be directed to the Council regarding the draft plan. From there, those comments and suggestions would move on to another regular work session meeting where the Council can consider the comments and make changes as necessary. Staff will then finalize the plans and bring to a future Council meeting for approval.

Schulz stated this would be a total change in the evaluation process for staff management. He noted Grams was apprehensive when this was first discussed but noted staff feedback was to generally support the transition. He commented on the negative feedback that was received. He indicated after meeting with the City of Crystal, Grams was more supportive of the change. He explained he appreciated the comprehensive approach that staff had created and anticipated this new system could not be rolled out until 2020. He anticipated the biggest challenge would be how to provide employees incentives or how to penalize those that have not gone above and beyond. He was of the opinion the shift to at will employees put the City in a better position. He stated the PTO system would remove the stigma that people have around the use of "sick time." He supported the City moving to a PTO system as it would allow more opportunity to reward employees with higher levels of movement.

Stelmach stated the step system was quite locked and rigid. He believed the new system would allow employees to go beyond this and would be easier for budgeting purposes. He thanked Schulz for thoroughly updating the Council on this item.

Johnson asked why the City was off on its pay scales last year.

Schulz explained the City's steps were off and noted staff in Osseo completed numerous tasks under their job classification. He indicated a salary study was completed to assist in righting the City pay schedules.

Larson stated at times it has been hard for the City to retain employees.

Johnson commented he never did understand the step pay system. He anticipated the new system would be easier for the public and City employees to understand.

Zelenak understood it would take a great deal of time to put the new system in place. She stated it would also be important for management to remain consistent in their evaluating styles. Larson agreed it would take time to get the new system in place.

Schulz commented on the importance of training staff in how to properly evaluate staff within the next system.

Johnson indicated the Council would have to have the new system in place with enough time to allow staff to budget for the changes in the following year.

Council consensus was to direct staff and the HR committee to move forward on the new pay system.

5. ADJOURNMENT

The Work Session ended at 6:52 p.m.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.



City of Osseo City Council Meeting Item

Agenda Item: Approve 2019 Pay Increases for City Staff

Meeting Date: December 11, 2017

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider approving pay increases for City Staff for 2019.

Background:

The following Staff members are eligible for step increases beginning January 1, 2019. The proposed pay grade and step amounts have been incorporated into the 2019 final City budget.

Employee	Position	2018 Grade-Step
Abts, Nancy	City Planner	Grade 9 – Step 2
Broden, Karen	Administrative Assistant	Grade 3 – Step 2
Grams, Riley	City Administrator	Grade 17 – Step 6
Larson, LeAnn	City Clerk	Grade 9 – Step 8
Mikkelson, Shane	Police Chief	Grade 15 – Step 5
Portinen, Teri	City Accountant	Grade 8 – Step 5
Schillinger, Josh	Public Works Maintenance	Grade 5 – Step 4
Swenson, Guy	Public Works Maintenance	Grade 5 – Step 6
Waldbillig, Nick	Public Works Director	Grade 13 – Step 4
Wallgren, Felicia	Police Office Manager	Grade 7 – Step 2

Budget or Other Considerations:

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

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the 2019 pay increases for City Staff;
2. Deny the pay increases for City Staff;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2019 pay increases for City Staff.

Osseo November 2018 Report

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1311922110033	11/1/2018	2018-285	\$ 25,000	Lynn Flett	316 2nd Ave NW	R	new garage 24x28	\$0	\$ 413.00	\$ 12.00	\$ 268.45	\$ 693.45
1811921220131	11/5/2018	2018-286	\$ 1,400	City of Osseo	17 4th St NE	R	water softener	\$0	\$ 50.00	\$ 1.00	\$ -	\$ 51.00
1811921230135	11/5/2018	2018-287	\$ 2,800	Chad Tucker	317 Broadway St E	R	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921230135	11/5/2018	2018-288E	\$ -	Chad Tucker	317 Broadway St E	E	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922110015	11/5/2018	2018-289	\$ 6,051	Barb Ruud	508 2nd Ave NW	R	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921220099	11/6/2018	2018-290	\$ 2,500	Stanley Rochat	417 2nd Ave NE	R	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1311922140110	11/6/2018	2018-291	\$ 500	Heinens Motor Sports	21 1st St NW	C	sprinkler alterations	\$0	\$ 38.75	\$ 0.50	\$ 25.19	\$ 64.44
1811921240066	11/6/2018	2018-292	\$ 500	Doug Molden	216 7th Ave NE	R	fence	\$0	\$ 25.00	\$ -	\$ -	\$ 25.00
1811921330035	11/7/2018	2018-293E	\$ -	Ceramic Industrial	325 Co Rd 81	E	electrical	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921330035	11/7/2018	2018-294	\$ 1,600	Ceramic Industrial	325 Co Rd 81	C	fire panel	\$0	\$ 73.75	\$ 1.00	\$ 47.90	\$ 122.65
1811921220038	11/8/2018	2018-295E	\$ -	Janet Budlong	409 4th Ave NE	E	electrical	\$0	\$ 76.00	\$ 1.00	\$ -	\$ 77.00
1811921230116	11/13/2018	2018-296	\$ 800	Ed Hawthorne	207 Broadway St E	R	water softener	\$0	\$ 50.00	\$ 1.00	\$ -	\$ 51.00
1811921320088	11/13/2018	2018-297E	\$ -	Wiley Properties	8700 Jefferson Hwy	E	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1311922110015	11/13/2018	2018-298E	\$ -	Barb Ruud	508 2nd Ave NW	E	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922110033	11/13/2018	2018-299E	\$ -	Lynn Flett	316 2nd Ave NW	E	electrical	\$0	\$ 50.00	\$ 1.00	\$ -	\$ 51.00
1811921240068	11/15/2018	2018-300	\$ 7,000	Patrick Minor	132 7th Ave NE	R	deck 12x12	\$0	\$ 147.50	\$ 3.50	\$ 95.88	\$ 246.88
1311922410008	11/15/2018	2018-301	\$ 43,250	Hennepin County public works	8751 Jefferson Hwy	C	mechanical alterations	\$0	\$ 606.50	\$ 21.50	\$ 394.23	\$ 1,022.23
1811921220096	11/15/2018	2018-302E	\$ -	John Cochran	501 2nd Ave NE	E	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1311922110079	11/19/2018	2018-303E	\$ -	City of Osseo	415 Central Ave	E	generator & transfer switch	\$0	\$ 136.00	\$ 1.00	\$ -	\$ 137.00
1311922140109	11/26/2018	2018-304E	\$ -	Bell Tower	101 Broadway St W	E	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1311922140109	11/26/2018	2018-305	\$ 8,000	Bell Tower	101 Broadway St W Ste 106	C	heating alterations	\$0	\$ 162.25	\$ 4.00	\$ 105.46	\$ 271.71
1311922140109	11/27/2018	2018-306	\$ 48,000	Bell Tower	101 Broadway St W Ste 103	C	interior alterations	\$0	\$ 660.25	\$ 24.00	\$ 429.16	\$ 1,113.41

Osseo November 2018 Report

na	11/28/2018	2018-307	\$ -	Joe Munn	304 Broadway St E	U	right of way	\$0	\$ 75.00	\$ -	\$ -	\$ 75.00
Totals			\$ 147,401					\$0	\$ 3,209.00	\$ 80.50	\$ 1,366.27	\$ 4,655.77

City of Osseo

2019 Schedule City Council, Economic Development Authority, and Planning Commission

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

All City Council meetings are held at 7 p.m. Council Work Sessions will precede the Council meeting at 6 p.m. on the 4th Monday/month. EDA meetings will precede the Council meetings on the 2nd Monday/month, with starting time at 6 p.m. All Planning Commission meetings are held at 6 p.m.

January 14, 2019	EDA & Council	July 8, 2019	EDA & Council
January 22, 2019 (Tues)	Planning Comm.	July 15, 2019	Planning Comm.
January 28, 2019	Work Session & Council	July 22, 2019	Work Session & Council
February 11, 2019	EDA & Council	August 12, 2019	EDA & Council
February 19, 2019 (Tues)	Planning Comm.	August 19, 2019	Planning Comm.
February 25, 2019	Work Session & Council	August 26, 2019	Work Session & Council
March 11, 2019	EDA & Council	September 9, 2019	EDA & Council
March 18, 2019	Planning Comm.	September 16, 2019	Planning Comm.
March 25, 2019	Work Session & Council	September 23, 2019	Work Session & Council
April 8, 2019	EDA & Council	October 14, 2019	EDA & Council
April 15, 2019	Planning Comm.	October 21, 2019	Planning Comm.
April 22, 2019	Work Session & Council	October 28, 2019	Work Session & Council
May 13, 2019	EDA & Council	November 12, 2019 (Tues)	EDA & Council
May 20, 2019	Planning Comm.	November 18, 2019	Planning Comm.
May 28, 2019 (Tues)	Work Session & Council	November 25, 2019	Work Session & Council
June 10, 2019	EDA & Council	December 9, 2019	EDA & Council
June 17, 2019	Planning Comm.	December 16, 2019	Planning Comm.
June 24, 2019	Work Session & Council		

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 **WITH A COVER LETTER** 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:	Danielle Nolan-Eickholt (on behalf Community Exchange for Change)			
Address:	33 7th Avenue NE, Osseo, MN 55369			
Name of Contact Person: (if different than applicant)				
Contact Phone: (daytime)	763-300-9097	Email address:	dmnolaneickholt@gmail.com	
Special Consideration Requested	X Rental Fee Waiver		Weekly/Bi-Weekly Use/Event	
Description of event or purpose for which City facilities will be used:	Please see attached proposal.			
Desired date(s)/days of month	February 9, 2019			
Desired time(s)	7:30 AM - 4:00 PM			
COMMUNITY BENEFITS				
How many Osseo residents will benefit from your event? How will they benefit?	All Osseo residents will be invited and have to potential to benefit. Residents will have the opportunity to get rid of unwanted items, while preventing them from ending up as waste in a landfill by recycling the items for use by others.			
NEED:				
Why is it necessary to hold this event at a City facility?	This event is intended to be community-based and holding it at a public facility that is large, with adequate tables, ANA accessible, and safe is ideal. Osseo was chosen based on the residency of 3 of the Planning Committee members, as well as a passion for promoting Osseo as a gathering place for surrounding communities via this event.			
<i>If request is for a Fee Waiver:</i> Explain why paying the fee would be a hardship.	This event is not intended to be recreational nor profitable for the Planning Committee and individuals are already donating their time, skills, and personal resources toward the success of this event.			
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Services will be provided via volunteer hours dedicated to the planning, organizing, and execution of this event.			
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.				
Signature:				
Date of application:	11/27/2018			
STAFF USE ONLY				
Est. total value of waiver (\$):		City Council Review date:		Approved date:

Summary

Danielle Nolan-Eickholt, on behalf of Community Exchange for Change, requests sponsorship from the City of Osseo, in the form of a waived Community Center rental fee of \$120 and promotional advertising through approved methods. Sponsorship will support the event *Community Exchange for Change*, a community clothing swap aimed at educating the public about waste reduction and the individual impact that “fast fashion” and “disposable” clothing purchases have on international demand for human trafficking and forced labor.

Event Information

This event is scheduled to take place at the Osseo Community Center on Saturday, February 9, 2019.

Mission Statement

Exchange for Change is a community movement to raise awareness of our shared ability to help each other, while positively impacting vulnerable communities both locally and globally through a clothing exchange. This is a volunteer-based, not-for-profit initiative to repurpose and upcycle new or gently-used items of clothing, accessories, shoes, and jewelry donated by community closets to other individuals in the community during a free shopping event. By giving something, you receive something tangible in return. This is a sustainable effort to help reduce waste and eliminate the demand for slave labor and human trafficking perpetuated by "fast fashion". By coming together as a community on a socially purposeful level and spreading awareness to these important causes, our neighborhoods and our world grow stronger and more connected - with a new-to-you outfit to thank.

Vision

During the winter months in Minnesota, in-person interaction between community members is minimal. This event will bring community members from cities across the metro together, in-person to raise awareness and to tangibly reduce the waste associated with discarding of ill-fitting or otherwise unusable clothing.

History

Jessie Szmanda began hosting clothing swaps in individuals' homes in 2016 as a part of both Stories Foundation and Noonday Collection information sessions, to raise awareness around the global issues of human trafficking and forced labor. Her information sessions also surrounded the terrible cycle of sending US clothing waste back to the countries where the products were first made under slave labor working conditions. Danielle Nolan-Eickholt first attended one of these clothing swaps in 2017, and hosted several more in her own home in 2017 and 2018. From these small, and increasingly larger, private clothing swaps, the idea was born to scale this model for a larger group setting and bring this information and engagement to the larger community.

In September 2018 a planning committee was assembled, including seven members (3 of which are Osseo homeowners). Through the dedication of this committee, a plan of action was formulated and many details of this event were finalized.

Informal analysis via neighbors, friends, family, and social media have produced resounding interest in this event, with many individuals from communities across the metro (and Wisconsin) eager to donate merchandise and inquire about attending.

Preliminary Event Logistics

Community members will be asked to drop off their new or gently-used men's, women's, and children's clothing, shoes, accessories, and jewelry during designated drop off hours to the planning committee. Upon donating, individuals will receive a ticket to the event. These drop off dates (and all event details) will be communicated via social media, fliers distributed to businesses, word of mouth, and other methods). Planning Committee members will sort, label, and organize merchandise after each drop off, with storage of items at private homes. Donations will be weighed prior to and during the event to determine the amount of clothing being saved from landfills.

On the day of the event, all individuals whom donated prior will be able to present their ticket for admission and "shop" for free. Community members whom did not donate prior can either bring clothing donations day-of for admission, or bring food shelf items to the event for admission. The idea is that everyone will give something (donations in the form of clothing or food) to get something, to discourage those individuals whom might be shopping to then resell for financial gain. No one will be turned away for their inability to donate.

The advertised schedule will include an invitation to attend a short presentation during the event by Planning Committee member Jessie Szmanda. This presentation will include facts and statistics about "fast fashion", forced labor, human trafficking, and waste reduction. Attendees will not be required to be present at this information session.

After the event, we will have a pre-arranged homeless shelter partner come to pick up any leftover inventory and one of the committee members will drop off the food shelf donations to a local food shelf. Both of these partnered organizations will be confirmed in advance, with the partner aware of, and amenable to, incoming items.

Additional Sponsor Information

Community Exchange for Change plans to find multiple local sponsors to support this event. We will be seeking a printing partner (for fliers, posters, signs), a food sponsor (for lunch for volunteers), and sponsors to either provide items or monetary donations toward the underlying infrastructure (including clothing racks, hangers, and jewelry displays). Sponsors will be sought both in Osseo and surrounding areas of the Twin Cities. It is our hope that community members from all over the metro area will attend, and be introduced to the forward-thinking, community activities taking place in our city. All sponsors will be acknowledged at the event.

Planning Committee Members

Danielle Nolan-Eickholt (Osseo); Emily Kirkwold (Osseo); Julie Kragness (Osseo); Kirsten Lindberg (Champlin); Megan Mahn Miller (Minneapolis); Chelsea Nolan (Champlin); Jessie Szmanda (East Bethel).

About the Planning Committee Chair

Danielle Nolan-Eickholt is a property owner in Osseo, with ties to surrounding communities, including a hometown of Champlin and current employment in Maple Grove. She has worked in a meeting planning capacity, most recently at Boston Scientific, for over 10 years and has a passion for creating successful events, community engagement, and helping others to become more educated about the global impact that individuals can have.



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: Danielle Nolan-Eickholt

Street Address, City, State, Zip: 33 7th Avenue NE, Osseo, MN 55369

Phone# (Day and Evening) 763-300-9097

Organization/Business if different from Applicant: N/A

Mailing Address: 33 7th Avenue NE, Osseo, MN 55369

Room(s) Desired: Room A _____ Room B _____ Both X

Use: ☐ Weekday ☒ Weekend Date(s) of: February 9, 2019

Time of Use: From: 8 AM am/pm to: 4 PM am/pm

Total Number of Hours Community Center will be used (include set-up & take-down): Event will be 11-2, set up/ take down 3 hours prior / 2 hours post

Purpose of Meeting/Event: Community Clothing Swap

Number of Participants: 6 organizers, TBD volunteers, all invited community members

Fee charged or donations solicited from participants? X Yes _____ No _____ If so, how much:
donations of clothing or food shelf item required for entry

Will food or refreshments be served? Yes _____ No X What type: _____

Will alcohol be served? Yes _____ No X What type: _____

Caterer's Name: N/A

Address: _____ Phone#: _____

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

Date: October 19, 2018 Danielle Nolan-Eickholt
Name of organization, group, individual or Approved Caterer
Email: dmnolaneickholt@gmail.com Danielle Nolan-Eickholt
Signature of applicant

This application approved/rejected by: Date _____ By _____

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

Damage and cleanup deposit received on: Date _____ Amount 250⁰⁰ Check# cc Receipt 5616
(1/19/19 event)

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

If approved, please call me at 763-300-9097 for payment information.



City of Osseo City Council Meeting Item

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

Meeting Date: December 10, 2018

Prepared by: City Clerk LeAnn Larson

Attachments: None

Policy Consideration:

Consider renewing the annual pawnbroker license for Osseo Pawn LLC for 2019.

Background:

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

Osseo Pawn LLC has submitted the required forms, payment of \$12,000, and the background checks have been conducted. The background checks for the business partners were satisfactory, according to the Police Department.

Budget or Other Considerations:

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

Options:

The City Council may choose to:

1. Approve the annual pawnbroker license renewal for Osseo Pawn LLC for 2019;
2. Table this matter to a future meeting.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1; approve the annual pawnbroker license renewal for Osseo Pawn LLC for 2019.



City of Osseo City Council Meeting Item

Agenda Item: Approve 2019 WSB & Associates Rate Schedule

Meeting Date: December 10, 2018

Prepared by: Riley Grams, City Administrator

Attachments: 2019 WSB Rate Schedule
2018 WSB Rate Schedule

Policy Consideration:

Consider approving the updated 2019 WSB rate schedule.

Background:

Each year, City consultants send updated rate schedules for the following calendar year to be approved by the City Council. If the City has a consultant agreement with the firm, the terms and costs associated with that agreement or retainer are valid. However, from time to time, consultants may need to provide services to the City outside of the scope of the retainer. That work is billed on a per hour basis, and subject to the attached 2019 rate schedule.

Options:

The City Council may choose to:

1. Approve the 2019 WSB rate schedule;
2. Deny the 2019 WSB rate schedule;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2019 WSB rate schedule.



November 26, 2018

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

Re: WSB 2019 Rate Schedule

Dear Mr. Grams:

WSB is grateful for our relationship with you, your team and community, and we look forward to continuing to build our relationship and support you to deliver your long-range community vision.

2018 has been a transformational year at WSB! We have updated our brand, including a new logo, but it's much more than that. Our rebrand represents the sum of all things WSB—our work, our people, our process—as well as how we sound and look. For the sixth year in a row we have been named a Top Place to Work, helping us retain some of the best talent in the industry. We have a passion for what is possible and are actively working to make that future a reality, you will see that in everything we do with you.

There has been significant growth and investment in our Public Engagement services. Our clients are increasingly asking for help to reach, engage with, and inform their communities. Our team has grown to meet this need and provide expert level engagement leading to more informed and satisfied communities.

We continue to invest in, and develop, our state-of-the art design services by incorporating leading edge technology like advanced visualization services, more realistic 3D and CAD imaging, innovative GIS capabilities and new methods that incorporate Artificial Intelligence, Augmented Reality and Virtual Reality.

In our effort to keep moving forward, we have added additional testing capabilities at our AASHTO certified lab to better address the needs of our clients. Our lab is a premier testing center in the state and able to perform nearly any test.

We attached our 2019 Rate Schedule for our typical services for your information. We are committed to providing the highest quality services at a reasonable price. To that end we are proposing an average increase of 2.3% for our 2019 rates.

We're thankful for partners like you who have shared in our vision, passion and commitment to your projects. Thank you again for the opportunity to serve you. I would be happy to answer any questions regarding our requested rate schedule changes. Please contact me any time at 763.541.4800.

Sincerely,

WSB

Lee Gustafson, PE

Sr. Project Manager

Attachment

srb

2019 Rate Schedule



	Billing Rate/Hour
PRINCIPAL	\$166-\$185
ASSOCIATE SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$150-\$185
PROJECT MANAGER	\$132-\$146
PROJECT ENGINEER	\$116-\$146
GRADUATE ENGINEER	\$88-\$109
SR. LANDSCAPE ARCHITECT SR. PLANNER SR. GIS SPECIALIST	\$116-\$146
LANDSCAPE ARCHITECT PLANNER GIS SPECIALIST	\$69-\$109
ENGINEERING SPECIALIST SR. ENVIRONMENTAL SCIENTIST	\$99-\$143
ENGINEERING TECHNICIAN ENVIRONMENTAL SCIENTIST	\$57-\$94
CONSTRUCTION OBSERVER	\$93-\$118
SURVEY	
One-Person Crew	\$145
Two-Person Crew	\$190
Three-Person Crew	\$205
OFFICE TECHNICIAN	\$52-\$92

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



2018 Rate Schedule

Billing Rate/Hour	
Principal	\$163-\$182
Associate / Sr. Project Manager / Sr. Project Engineer	\$147-\$182
Project Manager	\$128-\$142
Project Engineer	\$112-\$142
Graduate Engineer	\$85-\$105
Sr. Landscape Architect / Sr. Planner / Sr. GIS Specialist	\$115-\$142
Landscape Architect / Planner / GIS Specialist	\$68-\$107
Engineering Specialist / Sr. Environmental Scientist	\$97-\$139
Engineering Technician / Environmental Scientist	\$56-\$92
Construction Observer	\$92-\$116
Pavement Coring	
One-Person Crew	\$170
Two-Person Crew	\$255
Survey	
One-Person Crew	\$140
Two-Person Crew	\$185
Three-Person Crew	\$198
Office Technician	\$50-\$90
<p>Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract.</p> <p>Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc.</p> <p>Multiple rates illustrate the varying levels of experience within each category.</p> <p>Rate Schedule is adjusted annually.</p>	



City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Rink Attendant Grace Poppe

Meeting Date: December 10, 2018

Prepared by: Nick Waldbillig, Public Works Director

Policy Consideration:

Consider hiring Grace Poppe for a 2018-2019 rink attendant position.

Background:

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

Budget or Other Considerations:

This position was planned in the 2018-2019 budgeting process.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the hire of Grace Poppe for the 2018-2019 Rink Attendant position.
2. Approve the hire of Grace Poppe for the 2018-2019 Rink Attendant position with changes/as amended.
3. Deny hiring for this position.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the hire of Grace Poppe for the 2018-2019 Rink Attendant position.



City of Osseo City Council Meeting Item

Agenda Item: Send Officers Smith, Mortinson and Chief Mikkelson to Implicit Bias Training

Meeting Date: December 10th, 2018
Prepared by: Shane Mikkelson, Chief of Police

Attachments: None

Policy Consideration:

Sending Officers Smith, Mortinson and Chief Mikkelson to Implicit Bias Training in St. Paul.

Background:

In 2018 the Minnesota Legislature mandated training went into effect that states officers will have to attend at least 8 hours of training in certain areas. This training will fill all of the mandates of Implicit Bias training.

Budget or Other Considerations:

The cost for the training is 150.00 per officer and will be covered by the police departments 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 sending the officers to Implicit Bias Training.
2. Deny sending the officers to Implicit Bias Training.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve sending the officers to Implicit Bias Training.

Next Step:

Sign them up for the training.



City of Osseo City Council Meeting Item

Agenda Item: Send Officer Mortinson to background investigation class.

Meeting Date: December 10th, 2018
Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

To send Officer Mortinson to background investigator school.

Background:

The police department needs one more background investigator to keep the work from piling up on other background officers.

Budget or Other Considerations:

The cost of this training is \$229.00 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 sending Officer Mortinson to background investigation class
2. Deny sending Officer Mortinson to background investigation class.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve sending Officer Mortinson to background investigation class.

Next Step:

Sign Officer Mortinson up for this class.



City of Osseo City Council Meeting Item

Agenda Item: Resignation of Paid on Call Fire Fighters Mike Sable, Nathan Dahl, and Michael Libson.

Meeting Date: December 10, 2018

Prepared by: Pat McGrane Fire Chief

Attachments:

Policy Consideration:

Requesting Council approve accepting the resignation of Paid on Call Fire Fighters Mike Sable, Nathan Dahl, and Michael Libson..

Background:

Fire Fighters Mike Sable, Nathan Dahl, and Michael Libson decided to leave due to person issues and is no longer able to service the City of Osseo.

Budget or Other Considerations:

This does not affect the budget.

City Goals Met By This Action:

Develop renewed team work and team spirit among the City's leadership team.

Options:

The City Council may choose to:

1. Approve accepting the resignation of Paid on Call Fire Fighters Mike Sable, Nathan Dahl, and Michael Libson.
2. Deny accepting the resignation of Paid on Call Fire Fighters Mike Sable, Nathan Dahl, and Michael Libson.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve accepting the resignation Paid on Call Fire Fighters Mike Sable, Nathan Dahl, and Michael Libson.

Next Step:

Look to hire a new Paid on Call Fire Fighters.



City of Osseo City Council Meeting Item

Agenda Item: Pay Increase for Part-Time Snow Removal Position

Meeting Date: December 10, 2018

Prepared by: Nick Waldbillig, Public Works Director

Policy Consideration:

Consider increasing the part-time snow removal position pay from \$15 to \$17 hourly.

Background:

The part-time snow removal position has not seen a pay increase in four years. This position is not a part of the COLA or step increase system; therefore, it has fallen behind in comparison to other like positions. I reached out to local snow removal contractors and they pay anywhere from \$20-\$25 hourly for a quality, reliable, on call snow removal person.

Budget or Other Considerations:

The part-time snow removal position does not generate a large number of hours worked so it will not greatly impact the budget.

City Goals Met By This Action:

Recruit high quality staff, continue to train staff, and work to promote staff retention.

Options:

The City Council may choose to:

1. Approve a pay increase to \$17/hour for the part-time snow removal position;
2. Approve a pay increase for the part-time snow removal position as amended;
3. Deny a pay increase for the part-time snow removal position;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve a pay increase to \$17/hour for the part-time snow removal position.

Osseo Lions Club Gambling Report

50

to
City of Osseo

Report for the month/year of Nov-18

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 346,730.55 LG100A-10A

Prizes Paid 303,503.35 LG100A-10B

Net Receipts 43,227.20 LG100A-10C

Expenses - Total 19,937.31 Total Itemized

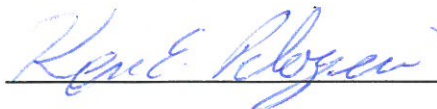
Expenses itemized:

Pulltabs	2,990.74
Compensation	7,110.60
Accounting Services	322.95
Rent	3,330.23
Electronic pull-tab provider fees	4,207.28
Electronic linked bingo provider fees	366.24
Supplies Bank charges etc	1,149.22
Cash Short/Over	460.05
Profits \$ 23,289.89 G1A Line 24	19,937.31

Lawful Purpose Expenditures

Minnesota Revenue-Wagering Tax	\$ 14,804.00
Hero's on the Water - Ret'd Check	(2,000.00)
Mark Weidenbach - Kids Halloween Event	975.62
The Dictionary Project	792.00
OSD #279 - Osseo Senior All Night Party	500.00
OSD #279 - Maple Grove Boys LaCrosse	500.00
Total Contributions	\$ 15,571.62

Signed



Attach additional information if necessary.

*This completed form must be returned to the Osseo City Clerk's office by the 19th day of each month and is required by state law and City ordinances for all licensed organizations.



*Thank you to Outgoing Councilmember
Anne Zelenak*

- City Council for 4 years
- Economic Development Authority for 2 years
- Heritage Preservation Commission for 4 years
- Parks and Recreation Committee for 4 years
- Council Arts & Communications Committee for 4 years
- Council Intergovernmental Relations Committee for 4 years





City of Osseo City Council Meeting Item

Agenda Item: Approve Employment Agreement for Mike Phenow as Fire Chief

Meeting Date: December 10, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Phenow Employment Agreement

Policy Consideration:

Consider approving the attached Employment Agreement for Mike Phenow to become the next Fire Chief for the City of Osseo.

Background:

At the November 13 Council meeting, the City Council approved the internal posting for the open position of Osseo Fire Chief within the Osseo Fire Department. All qualified and interested candidates were encouraged to apply for the position. Applications were due on November 26. The City Administrator, along with the Council Human Resources Committee (Councilmembers Schulz and Stelmach) reviewed the received applications. We received only one application from current Osseo Fire Department Captain 12 Mike Phenow.

On the evening of December 3, the City Administrator and Council HR Committee members met and interviewed Mr. Phenow for the Fire Chief position. We came away from the interview extremely impressed with Mr. Phenow and encouraged by the ideas he has proposed for the Department moving forward. City Administrator Grams, at the recommendation of the Council HR Committee, offered Mr. Phenow the position of Osseo Fire Chief beginning on January 1, 2019. Mr. Phenow has indicated that he will accept the position, pending Council approval.

Attached is the Employment Agreement for Mr. Phenow. It has been reviewed by the City Attorney, the City Administrator, the Council HR Committee as well as Mr. Phenow and found to be acceptable by all parties. The agreement is for a period of two years, and spells out the full terms of his employment with the City.

I am very excited to welcome Mike Phenow as the newest City Department Head and I look forward to working with him and implementing many of the new and exciting ideas he has for the Department in the coming years. The Council HR Committee will also share their thoughts on the hiring process and of Mr. Phenow at the meeting on Monday night.

Previous Action or Discussion:

The City Council approved the internal posting for the Fire Chief position at their [November 13, 2018 meeting](#).

Budget or Other Considerations:

All financial terms of the Employment Agreement for the Fire Chief position have been incorporated into the 2019 budget.

City Goals Met By This Action:

Develop team work among the City's leadership team

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

Options:

The City Council may choose to:

1. Approve the Employment Agreement with Mike Phenow as Osseo Fire Chief;
2. Approve the Employment Agreement with Mike Phenow as Osseo Fire Chief, with noted changes/as amended;
3. Deny the Employment Agreement with Mike Phenow as Osseo Fire Chief;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the Employment Agreement with Mike Phenow as Osseo Fire Chief.

Employment Agreement

This Agreement is made this 1st day of January, 2019, by and between the City of Osseo, a Minnesota municipal corporation (Employer), and Michael Phenow (Employee).

The parties agree as follows:

1. **Position.** Employer agrees to employ Employee as its Fire Chief. Employee agrees to serve as Fire Chief in accordance with State statutes, City ordinances, the City's Values Statement, the City of Osseo Personnel Policy, and the Position Description in effect this date, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.
2. **Term.** Employee will begin his duties as Fire Chief on January 1, 2019, and will continue to serve in that position pursuant to this Employment Agreement until December 31, 2020, unless terminated earlier by the Employer or Employer pursuant to this Agreement.
3. **Pension Plan.** Employee shall receive a pension through the Osseo Fire Department Relief Association in accordance with the terms and conditions of its bylaws.
4. **Salary and Performance Review.** Employer shall pay Employee a salary of \$350 per month effective immediately and continuing until the City Council shall have approved any modification and then in accordance with such salary modification. In addition to salary, Employee shall be compensated in accordance with a City Council approved "pay per call" schedule for City of Osseo Firefighters. Employer and Employee agree that a performance review will be conducted on Employee every twelve (12) months.
5. **Benefits/Indemnification.** Employee is not eligible to participate in the regular City group medical and dental insurance, life insurance, or disability insurance plans. Pursuant to Minn. Stat. § 466.07, Employer shall defend and indemnify Employee for damages, including punitive damages, claimed or levied against Employee provided that Employee was acting in the performance of his duties as Fire Chief and was not guilty of, malfeasance in office, willful neglect of duty, or bad faith. If the Employee becomes injured on duty he shall be covered by the Employer's workers compensation insurance.
6. **Dues and Subscriptions.** Employer shall budget and pay the professional dues and subscriptions for Employee that are deemed reasonable and necessary for Employee's continued participation in national, regional, state, and local associations necessary and desirable for Employee's continued professional participation, growth, and advancement.
7. **Professional Development.** Employer shall budget and pay necessary and reasonable registration, travel, and subsistence expenses of Employee for professional and official

travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer.

8. **Automobile.** Employer will provide a Fire Department Command vehicle for the Employee's employment-related use in accordance with City policy. Employer shall reimburse Employee for employment-related mileage of a personal vehicle in accordance with City policy.
9. **Uniform Allowance.** Employer shall reimburse Employee for initial uniform costs. Employer shall repair or replace any uniform items damaged in the line of duty.
10. **Cell Phone.** Employer shall pay up to \$50 per month for a "smartphone" type cell phone plan which includes voice and data for the Employee's use in the performance of his duties. Employee understands and agrees that any employment-related data maintained on a personal cell phone is subject to the retention and production requirements of the Minnesota Government Data Practices Act. Employee shall have no expectation of privacy in any employment-related data maintained on his personal cell phone. In the event that Employer or Employee receives a data request for data maintained on Employee's personal cell phone, Employee will cooperate in providing such data to the Employer.
11. **Hours of Work.** The position of Fire Chief does not require regular hours as the Osseo Fire Department is a "paid per call" department. The Fire Chief, in addition to "paid per call" hours, will be required to attend Council and Public Safety Advisory Committee meetings as needed, events and Fire Department operations that may happen at any time of the day or night, on a week day or a week end. The Employee shall also meet with the City Administrator as needed or requested on any number of topics.
12. **Notice/Termination Benefits.** If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer thirty (30) days advance written notice. If the Employee dies during the term of his employment, the Employer shall pay to the Employee's estate all the compensation which would otherwise be payable to the Employee to the date of his death, including, but not limited to unpaid wages.
13. **At-Will Employment.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and other applicable law. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement. Employee is an "at will" employee of the City.

14. **In Witness Whereof**, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Administrator, and Employee has signed this Agreement, in duplicate, the day and year first written above.

Employer:
City of Osseo

Employee:
Michael Phenow

By: _____
Mayor Duane Poppe

And _____
City Administrator Riley Grams



THANK YOU

To everyone who helps make Osseo a better place to live, work, and play;

To everyone who helps give our community that special small-town feel;

To:

- Elected officials and volunteer members of the City Council, Economic Development Authority, Planning Commission, Heritage Preservation Commission, Parks & Recreation Committee, Public Safety Advisory Committee, and Creating Healthier Communities Leadership Team
- Osseo businesses, civic organizations, faith communities, and others for monetary donations and volunteer time
- Volunteers with Osseo Senior programs
- Police Department Reserve Officers
- Volunteers assisting with Music & Movies in the Park, Night to Unite, Lions Roar, Minidazzle, and other community events
- Osseo Secondary Transition Center students and staff
- Trolley drivers
- Volunteers for tending Osseo Orchard
- "Explore Osseo" business representatives
- Citizens picking up trash on streets and sidewalks
- Volunteers helping to hang holiday lights along Central Avenue
- Area Fire and Police Departments for providing assistance for city events
- CCX Media for promotion of our city

To everyone who realizes that every little bit helps to make our lives better every day;

THANK YOU!

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>
Dick's Bar & Grill	\$ 100	Minidazzle
Realife Cooperative	\$ 250	Minidazzle

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: Review Conditional Use Permit for Used Car Sales at 616 Central Avenue

Meeting Date: December 10, 2018

Prepared by: Nancy Abts, City Planner

Attachments: City Code requirements regarding Conditional Use Permits
League of Minnesota Cities' *Land Use Conditional Use Permits* memo
Timeline of events for 616 Central Avenue
Conditional Use Permit 1997-32
Conditional Use Permit 1997-32 approval minutes & packet items
1986 Conditional Use Permit approval minutes
2018 Violation Notices

Policy Consideration:

The City Council should consider any necessary action regarding Conditional Use Permit 1997-32, which allows for Used Car Sales at 616 Central Avenue (currently utilized by JML Motors). The business owner previously requested the City Council review the CUP, and later withdrew that request (see below for chronology of events).

Previous Action or Discussion:

A timeline of activity surrounding this property is attached. (This timeline provides context for the property, but please note that not all the matters listed are relevant to the current review of the Conditional Use Permit for the property.)

In brief, Council minutes from 1986 show that a Conditional Use Permit for a Used Car Lot was approved for 616 Central Avenue in July of that year. Council minutes from 1997 show that the Conditional Use Permit from 1986 was amended in August of that year.

Background:

Osseo City Code currently requires annual review of Conditional Use Permits (CUPs) to ensure conditions are being met (§ 153.151 (E) (3)). There are currently 48 active CUPs that are reviewed under this requirement. This includes CUP 1997-32.

When a property is found to be out of compliance with the conditions of its CUP, staff typically work with the property and/or business owner to resolve the violations. Many times, issues can be corrected after one initial visit and a follow-up visit to confirm that issues have been resolved. In recent years, the conditions in the CUP for Used Car Sales at 616 Central Avenue have been a topic of contention between City Staff and the owner of JML Motors.

Recent Staff Interactions at the Subject Property:

A timeline of interactions between City Staff and the business owner is laid out below:

Date	Summary	Staff	Notes
Thursday, 11/8/18	Inspection of property	Planner Abts & Officer Kintzi	Approximately 40-50 vehicles on the sales lot, including one parked on the lawn in front of the building.
	Notice of violation letter mailed	Planner Abts	See attached
Tuesday, 11/13/18	Follow-up inspection of property, at business owner's request	Planner Abts & Officer Burstad	Verification of 22 vehicles on site. Staff emphasized the requirement that there be no more than 22 vehicles on the sales lot at the time. Staff also noted there may be other Nuisance Code impacts (outside of the CUP) for the business owner to be mindful of—for example, restrictions against parking on an unimproved surface.
Thursday, 11/15/18	Inspection of property	Planner Abts & Chief Mikkelsen	Approximately 30 vehicles on site. Spoke with business owner and second party regarding procedures for clarifying or amending CUP conditions. Business owner requested item be discussed at an upcoming Council meeting.
Friday, 11/16/18	Notice of violation letter mailed	Planner Abts	See attached

Due to the ongoing violation of the CUP conditions, staff decided to schedule a public hearing for the City Council to consider possible revocation of the CUP at the December 10 City Council meeting. Shortly thereafter, the business owner contacted Administrator Grams to request that City Council review of the CUP be cancelled and stated that there would never be more than 22 cars for sale on the lot. This echoed a communication between the business owner and Officer Burstad on 11/13/18.

Due to publication deadlines around the Thanksgiving holiday, the required notice of a public hearing on the matter had been sent to the paper by the time staff reviewed any changes to the December 10 agenda.

Attorney Tietjen notes that if the Council does not wish to consider revocation of the CUP, but instead wishes to consider other options, such as amending or clarifying the CUP conditions, it is not necessary for the Council to open the public hearing for this matter. However, if the Council would like to consider revoking this Conditional Use Permit for non-compliance, a public hearing is required.

Conditional Use Permit Violations:

Violations of the Conditional Use Permit have primarily involved Condition 12: *No more than 22 vehicles be displayed for sale at any given time.* (Previous violations have involved Conditions 4 and 7.)

The business owner contends that certain vehicles owned by the dealership may be on the property, but some of them are not listed on their website as “for sale” and therefore should not count against the 22 vehicle limit.

Staff interprets Condition 12 to mean that there may be no more than 22 vehicles on the sales lot at any time (excluding, for example, vehicles used by employees to travel to/from the property, or vehicles owned by prospective customers). This is consistent with the *Minnesota Department of Public Safety: Driver and Vehicle Services* requirements that all vehicles in a dealer's inventory be flagged as “held for resale”. (Staff at the DVS explain the requirement is in place so that if law enforcement were to review the vehicle's records it would show up as part of the dealership's inventory.)

This interpretation is also supported by the site plan that accompanied the 1997 CUP amendment application (attached). That site plan shows 19 angled and 3 parallel parking spaces ringing the property for a total of 22 “for sale” spaces. The site plan also shows an additional two spaces labeled for “Renter” (previously, the dealership

operated out of the “Office” at the rear of the property, while residential tenants occupied the white “house” structure), plus 3 other spaces located near Central Avenue to facilitate customer or employee access.

Council action options:

1. The City Council may find that the CUP conditions are clear, direct that the property owner commit no future violations, and state that the Council will consider revocation if future violations occur.
2. Based on repeated, documented violations of the Conditional Use Permit, the Council may choose to consider revoking the permit. Conditional Use Permits may only be revoked based on factual evidence of substantial noncompliance with conditions. If the Council chooses this option, it must open and conduct the public hearing, giving the property owner and any interested parties the opportunity to address the Council. If the Council decides that the CUP should be revoked, it should direct staff to draft a Resolution with findings for consideration at the Council meeting on January 14, 2019.
3. The Council may determine that the CUP conditions need clarification and recommend that the property owner apply for a CUP amendment and work with staff on appropriate clarifying language. If an agreement is reached, the amended CUP would be considered by the Council at a future Council meeting.

Budget or Other Considerations:

Conditional Use Permits are a property right. State statute requires that CUPs be recorded with the county recorder’s office. Review of this property’s recording history shows that neither the 1997 nor 1986 CUPs were properly recorded.

While on routine patrol on the morning of Wednesday, December 5, 2018, Officer Todd Kintzi observed 30 vehicles on the sales lot at 616 Central Avenue.

City Goals Met By This Action:

- 6) Update City policies
- 5) Continue to give Staff the necessary tools to do their jobs effectively and efficiently
- 14) Promote a healthy and high quality standard of living

Options:

The City Council may choose to:

1. Decline to take action on the matter by deciding not to open the public hearing and direct the property owner to commit no future violations with warning that future violations could result in revocation (no formal action or vote is needed for this option).
2. Hold a public hearing regarding possible revocation of the CUP (requires motions to open & close the hearing); if Council determines revocation is warranted, it should bring a motion directing staff to draft a Resolution with findings for consideration at the January 14, 2019 Council meeting.
3. Recommend the Property Owner apply for a CUP amendment to clarify conditions; work with staff on appropriate language; and bring an amended CUP back to Council at a future meeting (no formal action or vote is needed for this option);
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff believes there is a sufficient basis for the Council to consider revoking the CUP. However, whether or not to do so, or take some alternative action, is a discretionary decision for the Council.

Staff Recommendation Includes:

City Attorney Mary Tietjen, Chief of Police Shane Mikkelsen, and administrative Staff.

Next Step:

Next steps are dependent upon which option the Council chooses

CITY OF OSSEO, MINNESOTA CODE OF ORDINANCES

§ 153.151 CONDITIONAL USE PERMITS.

(A) *Permit required.* Before a building or premises is devoted to any use classified under conditional uses in this chapter, a conditional use permit must be granted by the City Council following a recommendation by the Planning Commission.

...

(D) *Standards for granting conditional use permits.*

(1) A conditional use permit may be granted by the City Council after demonstration by evidence that:

(a) The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare;

(b) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood;

(c) The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;

(d) Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided;

(e) Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and

(f) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

(2) The Planning Commission may recommend, and the City Council may determine, conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as deemed necessary for the protection of the public interest and to secure compliance with the requirements specified in this chapter.

(E) *Revocation of conditional use permits.*

(1) Where a conditional use permit has been issued pursuant to the provisions of this chapter, the permit shall become null and void without further action by the Planning Commission or the City Council unless work thereon commences within one year of the date of granting that conditional use. A conditional use permit shall be deemed to authorize only one particular use and shall expire if that use shall cease for more than 12 consecutive months.

(2) Failure to comply with any condition set forth in a conditional use permit shall be a misdemeanor and shall also constitute sufficient cause for the revocation of the conditional use permit by the City Council following a public hearing. The property owner shall be notified in advance of the City Council's review of the permit.

(3) Inspections will be conducted at least annually to determine compliance with the terms of a conditional use permit.

(F) *Uses by conditional use permit not non-conforming uses.* Uses authorized by conditional permit under this section shall not be deemed a non-conforming use, but shall without further action be considered a conforming use, but only in accordance with the conditions set forth in the conditional use permit.



INFORMATION MEMO

Land Use Conditional Use Permits

Learn the basics of conditional use permits (CUPs) in administering the city's land use ordinances. Define conditional use permits, for what purposes they may be granted; learn who grants them and procedural considerations for public hearings and the role of neighborhood opinion. Understand expiration dates, time limits and revocation of CUPs.

RELEVANT LINKS:

[Minn. Stat. § 462.3595.](#)

I. Conditional use

A conditional use is a land use designated in a zoning ordinance that is specifically allowed in a zoning district so long as certain standards are met. The zoning ordinance typically detail both general standards that apply to all conditional uses, as well as specific standards that apply to a particular conditional use in a given zoning district.

A use is typically designated in a zoning ordinance as conditional because of hazards inherent in the use itself or because of special problems that its proposed location may present. For example, uses that generate traffic such as family childcare, service stations, convenience stores, or drive-thrus are often designated as conditional uses.

II. Conditional use permit (CUP)

A conditional use permit is a document a city issues to grant a conditional use when the general and specific ordinance standards have been met by the applicant. The use is allowed by permit only if the special concerns are addressed as set forth in the zoning ordinance. Conditional use permits are authorized under state law.

A. General CUP standards

A zoning ordinance will typically detail general standards that apply to all conditional uses. For example, some zoning ordinances provide that all conditional uses must conform to the comprehensive land use plan of the community, be compatible with the adjoining properties, and be served by adequate roads and public utilities.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

See Section IV, Public hearings.

[Minn. Stat. § 15.99.](#)

B. Specific CUP standards

In addition to general CUP standards, many zoning ordinances will detail specific standards that apply to a particular conditional use, such as those made for businesses operating a drive-thru. Conditions for such uses may include specific standards regarding things like off-street parking and loading areas, landscaping and site plan, and hours of business operation.

III. Granting conditional use permits

Generally, CUPs are granted only for uses specifically listed in the zoning ordinance as conditional uses in a particular zoning district. If a use is not designated as a conditional use in a zoning district, then arguably the city has no ability to issue a CUP without first amending the zoning ordinance to provide for the conditional use. This would of course allow other applicants to apply for a conditional use permit under the same standards.

A. Who grants

A CUP is typically approved by the city council. Planning commissions often first consider the CUP application and make recommendations to the city council. State statute allows the city council to designate its CUP approval to another authority, and some cities have designated the planning commission as the approving body. In any event, the city council is generally makes the final decision on CUPs.

B. Required approval

If a proposed conditional use satisfies both the general and specific standards set forth in the zoning ordinance, the applicant is entitled to the conditional use permit. Importantly, if the applicant meets the general and specific ordinance standards, the city usually has no legal basis for denying the CUP.

C. Time limits

A written request for a CUP is subject to Minnesota's 60-day rule, and must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is considered an approval.

RELEVANT LINKS:

Minn. Stat. § 462.3595, subd. 3.
A.G. Op. 59-A-32 (February 27, 1990) .

Minn. Stat. § 462.3597.

Minn. Stat. § 462.3595, subd. 2.
Minn. Stat. § 462.357, subd. 3.

LMC information memo,
Zoning Guide for Cities,
Section V-C-2-b on
conducting public hearings.

D. Other conditions on permits

1. Permitted

Reasonable conditions relating to the ordinance standards may be attached to a CUP based upon factual evidence contained in public record. For example, if a zoning ordinance provides that a conditional use should not have adverse visual or noise impacts on any adjacent property, a city might require specific screening and landscaping conditions to address any potential impacts established in the record.

2. Not permitted

State statute provides that a CUP remains in effect as long as the conditions agreed upon are observed. The attorney general has found that time limits such as sunset provisions or automatic annual review are not consistent with state law, explaining that cities may not enact or enforce provisions that allow a city to terminate CUPs without regard to whether or not the conditions agreed upon are observed.

If a city wishes to place time constraints on particular uses, then the appropriate zoning tool is an interim use permit, rather than a conditional use permit. State law authorizes interim use permits for a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

IV. Public hearings

A proposed conditional use is allowed only after a statutorily required public hearing. The city must provide published notice of the time, place, and purpose of the hearing on a proposed CUP at least 10 days prior to the day of the hearing. If the decision affects an area of five acres or less, the city may need to mail notice to property owners within a 350-foot radius of the land in question. The purpose of the public hearing is to help develop a factual record as to whether the applicant meets the relevant ordinance standards such that the CUP should be granted.

A. City role in hearing

A city exercises so-called “quasi-judicial” authority when considering a CUP application. This means that the city’s role is limited to applying the standards in the ordinance to the facts presented by the application. The city acts like a judge in evaluating the facts against the standards. If the applicant meets the standards, then the CUP should be granted. In contrast, when the city in zoning ordinance designates certain uses as conditional, the city is exercising “legislative” authority and has much broader discretion.

RELEVANT LINKS:

See LMC information memo,
*Taking the Mystery out of
Findings of Fact.*

Minn. Stat. § 462.3595, subd.
3.

Minn. Stat. § 462.3595, subd.
4.

Jed Burkett
651.281.1247
jburrkett@lmc.org

League of Minnesota Cities.

B. Role of neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a CUP. While city officials may feel their decision should reflect the overall preferences of residents, their task is limited to evaluating how the CUP application meets the ordinance standards. Residents can often provide important facts to help the city address whether the application meets the standards, but unsubstantiated opinions and reactions to an application do not form a legitimate basis for a CUP decision. If neighborhood opinion serves as the sole basis of the decision, it could be overturned by a court if challenged.

C. Documentation of hearing

Whatever the decision, a city should create a record that will support it. If a city denies a CUP application, the 60-day rule requires the reasons for the denial be put in writing. Even if a city approves a CUP, a written statement explaining the decision is advisable. The written statement explaining the decision should address the general and specific ordinance standards, and explain the relevant facts and conclusions.

V. Conditional use permit after issuance

A conditional use permit is a property right that “runs with the land” so it attaches to and benefits the land and is not limited to a particular landowner. State statute requires that CUPs be recorded with the county recorder’s office. When the property is sold, the new landowner will have the continued right to the CUP so long as the conditions are met.

A city can revoke a conditional use permit if there is not substantial compliance with conditions, so long as the revocation is based upon factual evidence, after appropriate notice and hearing. Because a CUP is a property right, a city should work closely with the city attorney if considering a CUP revocation.

VI. Further assistance

LMCIT offers land use consultations, training and information to members. Contact the League’s Loss Control Land Use Attorney for assistance. You can also learn more about land use issues in the land use section of the League’s website.

Timeline of Activity Regarding 616 Central Avenue

July 28, 1986: Original CUP issued to Dave Haley and Dan Pearson to operate a used car sales operation at 616 Central Ave. Conditions as approved:

- 1) Dust free entrance from Central Ave only
- 2) Dust free surface for any parking area
- 3) Remodeling, removing, or addition of any buildings in a manner consistent with code standards
- 4) Retention of two large trees in the rear yard, two front yard trees and the natural screen along the back lot line
- 5) Retention of a 15 foot wide landscaped setback from Central Ave
- 6) Improvement of a fence or screen wall along the north (residential) property line
- 7) Placement of bumper curbs a distance of five feet inside of the north property lines of the parking area
- 8) Signs are to be consistent with C-1 Commercial District sign provisions as regulated by Appendix 3, 4.0 Zoning Code
- 9) Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties
- 10) Annual review of conditions

June 1996: Property owner, Skipper Cook (Prairie Auto Sales) applied for a conditional use permit and later withdrew his request after determining that the original CUP went with the property and not with the property owner.

July 18, 1997: City staff sent notice to owner indicating that the business was not in compliance with the conditions listed in the 1986 CUP.

August 11, 1997: Public hearing was held to consider revocation of the CUP. The City Council reached an agreement with the property owner to amend the CUP to delete conditions that were not being met and to add conditions that the City felt were necessary to address several concerns. Amended conditions as approved:

- 4) ~~Retention~~ **Placement** of ~~two large trees in the rear yard, two front yard trees and the natural screen along the back lot line~~ **a slit fence or similar device underneath the existing fence to prevent debris from washing onto adjacent residential properties during heavy rainfall**
- 6) ~~Improvement~~ **Maintenance** of a fence or screen wall along the north (residential) property ~~line~~ **lines**

- 8) Signs are to be consistent with ~~C-1 Commercial~~ **CBD Central Business District** sign provisions as regulated by ~~Appendix 3, 4.0 by the Zoning Code Ordinance~~
- 10) ~~Annual review of conditions~~ **Access to restroom facilities must be provided on site and during all hours of operation**
- 11) **No auto repairs on site**
- 12) **All vehicles located on site must be currently operable and capable of being licensed**
- 13) **No more than 22 vehicles be displayed for sale at any given time**

February 20, 1999: A search warrant was executed at 616 Central Ave by the Osseo Police and the Hennepin County Sheriff Department. Five people were arrested and charged in Hennepin County. The property had been operating as a makeshift methamphetamines lab. After the arrest, a professional cleaning company (Chem Clean?) cleaned the property.

September 23, 2009: Janet Wright requested a change in utility billing at the 616 Central address. City Planner Jeff Dahl spoke with Skip Cook and informed him that the property was located within the CBD and that zone does not allow residences at the street level, only apartments on second floor or above. Dahl indicated that the original structure was a residential living space, but because its most recent use was exclusively commercial, residential was no longer allowed as a legal non-conforming use for that building.

September 27, 2012: Staff sent letter to Skip Cook notifying him that the current CUP was under review by the Planning Commission and City Council for revocation because the stated use was believed to have been ceased and suspended for more than 12 consecutive months.

October & November, 2012: The Planning Commission discussed taking action to revoke the CUP due to cease of operations. However, the property owner was able to document that vehicle sales had taken place at this location within the past 12 months and thus it was not possible to terminate the CUP due to lack of use.

RESOLUTION NO. 97-32

**A RESOLUTION AMENDING CONDITIONAL USE PERMIT
FOR PRAIRIE AUTO SALES AT 616 CENTRAL AVENUE**

WHEREAS, on July 28, 1986, a conditional use permit was issued to Dave Haley and Dan Pearson to operate a used car sales operation at 616 Central Avenue; and

WHEREAS, attached to said conditional use permit, were the following conditions:

1. Provision of a dust free surface for one entrance from Central Avenue only.
2. Provision of a dust free surface for any parking area.
3. Remodeling, moving, or addition of any buildings in a manner consistent with code standards.
4. Retention of two large trees in the rear yard, two front yard trees and the natural screen along the back lot line.
5. Retention of a 15 foot wide landscaped setback from Central Avenue.
6. Improvement of a fence or screen wall along the north (residential) property line.
7. Placement of bumper curbs a distance of five feet inside of the north property lines of the parking area.
8. Signs are to be consistent with C-1 Commercial District sign provisions as regulated by Appendix 3, 4.0 of the Zoning Code.
9. Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties.
10. Annual review of conditions; and

WHEREAS, the property is located at 616 Central Avenue, is zoned CBD Central Business District and legally described as follows:

Lot 3, Block 2, Osseo, Hennepin County, Minnesota, also known as 616 Central Avenue;
and

WHEREAS, in June of 1996 the current owner of the property and business, Skipper Cook, Prairie Auto Sales, applied for a conditional use permit and later withdrew his request after determining that the original CUP went with the property and not with the property owner; and

WHEREAS, the City of Osseo sent notice to the owner of the property on July 18, 1997 indicating that the business was not in compliance with the conditions listed in the 1986 CUP and that a public hearing was scheduled to consider revoking the CUP, with said hearing to be held on August 11, 1997; and


WHEREAS, after the Public Hearing the Council reached an agreement with the property owner to amend the CUP to delete conditions that were not being met and to add conditions that the City felt were necessary to address several concerns; and

WHEREAS, after reviewing the issue, the Council is supportive of amending the conditional use permit.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Osseo, Hennepin County, Minnesota, that the 1986 conditional use permit granted to Dave Haley and Dan Pearson to operate a used car sales operation, be hereby amended by agreement between the current owner, Skip Cook and the City of Osseo with the following conditions:

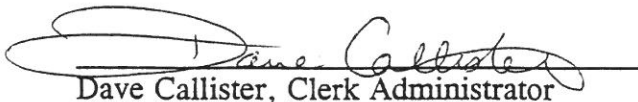
1. Provision of a dust free surface for one entrance from Central Avenue only.
2. Provision of a dust free surface for any parking area.
3. Remodeling, moving, or addition of any buildings in a manner consistent with code standards.
4. Placement of a silt fence or similar device underneath the existing fence to prevent debris from washing onto adjacent residential properties during heavy rainfall.
5. Retention of a 15 foot wide landscaped setback from Central Avenue.
6. Maintenance of a fence or screen wall along the north and east (residential) property lines.
7. Placement of bumper curbs a distance of five feet inside of the north and south property lines of the parking area.
8. Signs are to be consistent with CBD Central Business District sign provisions as regulated by the Zoning Ordinance.
9. Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties.
10. Access to restroom facilities must be provided on site during all hours of operation.
11. No auto repairs on site.
12. All vehicles located on site must be currently operable and capable of being licensed.
13. No more than 22 vehicles be displayed for sale at any given time.

PASSED at a regular meeting of the Osseo City Council this 25th day of August, 1997.



Phil Phenow, Mayor

ATTEST:



Dave Callister, Clerk Administrator

C. CONSIDER AMENDING PRAIRIE AUTO SALES CONDITIONAL USE PERMIT - 616 CENTRAL AVENUE - RESOLUTION NO. 97-32

Callister presented Council with a Memorandum and outline showing proposed changes to the CUP for Prairie Auto Sales at 616 Central Avenue. The changes are that Mr. Cook place a silt fence or similar device underneath the existing fence to prevent debris from washing onto adjacent residential properties during heavy rainfall; maintenance of a fence or screen wall along the north and east (residential) property lines; signs are to be consistent with Central Business District sign provisions as regulated by Zoning Ordinance; and access to restroom facilities must be provided on site and during all hours of operation. Additional conditions added were: no auto repairs on site; all vehicles located on site must be currently operable and capable of being licensed; and no more than 22 vehicles be displayed for sale at any given time. These conditions were agreed to by **Callister** and **Cook**.


A motion was made by **Dehmer**, seconded by **Hedlund** to adopt Resolution 97-32 amending the CUP for Prairie Auto Sales at 616 Central Avenue. Roll call taken - motion carried 5-0.

D. DISCUSS EMPLOYEE HEALTH INSURANCE CAP - RESOLUTION 97-33

M E M O
CITY OF OSSEO

DATE: August 22, 1997

TO: City Council

FROM: Dave Callister, City Administrator 

RE: Consider amended conditions on Prairie Auto Sales CUP - 616 Central Avenue

Attached please find a summary of the original and proposed conditions attached to the conditional use permit for Skip Cook of Prairie Auto Sales at 616 Central Avenue. Mr. Cook and I have reviewed and modified the conditions and are recommending approval by resolution of the amended CUP.

Prairie Auto Sales

616 Central Avenue, Lot 3, Block 2, Osseo

Conditional Use Permit

Original Conditions (July 28, 1986) and Proposed amendments

1. Provision of a dust free surface for one entrance from Central Avenue only.
2. Provision of a dust free surface for any parking area.
3. Remodeling, moving, or addition of any buildings in a manner consistent with code standards.
4. ~~Retention~~ Placement of ~~two large trees in the rear yard, two front yard trees and the natural screen along the back lot line~~ a silt fence or similar device underneath the existing fence to prevent debris from washing onto adjacent residential properties during heavy rainfall.
5. Retention of a 15 foot wide landscaped setback from Central Avenue.
6. ~~Improvement~~ Maintenance of a fence or screen wall along the north and east (residential) property ~~lines~~.
7. Placement of bumper curbs a distance of five feet inside of the north and south property lines of the parking area.
8. Signs are to be consistent with ~~C-1 Commercial~~ CBD Central Business District sign provisions as regulated by ~~Appendix 3, 4.0 of the Zoning Code~~ Ordinance.
9. Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties.
10. ~~Annual review of conditions~~ Access to restroom facilities must be provided on site and during all hours of operation.
11. No auto repairs on site.
12. All vehicles located on site must be currently operable and capable of being licensed.
13. No more than 22 vehicles be displayed for sale at any given time.

B. AFTER-THE-FACT CONDITIONAL USE PERMIT REQUEST FROM PRAIRIE
AUTO SALES TO CONTINUE TO OPERATE A USED CAR SALES OPERATION
AT 616 CENTRAL AVENUE

Dave Callister gave a brief overview of the issue that had been discussed both by the Planning Commission and by the City Council.

Callister stated that in 1986 a Conditional Use Permit had been granted to the previous owner and now the question has been raised as to if the conditional use carried on with an individual or with the property when sold.

Mr. Skip Cook, Prairie Auto Sales purchased the property in 1992.

Mr. Callister requested that Loren Magsam, City Attorney address the issue.

Mr. Magsam had drafted a letter to the Council in regard to the Conditional Use Permit.

Magsam stated the question put before the Council was to determine if the conditional use permit goes with the applicant or with the land.

Magsam stated that the conditional use permit can be terminated because certain items had not been met.

Magsam stated the permit that had been issued to the previous owners in 1986 had several conditions placed on it and the statute provides that a conditional use permit shall remain in effect as long as the conditions agreed upon are observed.

The conditions in the CUP granted to Mr. Haley and Mr. Pearson in 1986 were:

1. Provision of a dust free surface for one entrance from Central Avenue only.
2. Provision of a dust free surface for any parking area.
3. Remodeling, moving or addition of any buildings in a manner consistent with code standards.
4. Retention of two large trees in the rear yard, two front yard trees and the natural screen along the back lot line.
5. Retention of a 15 foot wide landscaped setback from Central Avenue.
6. Improvement of a fence or screen wall along the north (residential) property line.
7. Placement of bumper curbs a distance of 5 feet inside of the north property lines of the parking areas.
8. Signs are to be consistent with C-1 Commercial District sign provisions as regulated by Appendix 3, 4.0 of the Zoning Code.

9. Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties.

Mr. Magsam stated that after his review of the property that numbers 4, 5 and 7 have not been maintained.

It was Mr. Magsam's belief that the 1986 CUP has terminated.

Magsam stated he had received a phone call from whom he believed to be Mr. Cook's attorney stating he would be withdrawing his application for Conditional Use Permit.

Mr. Cook was in attendance and Mr. Magsam asked if he was withdrawing the application.

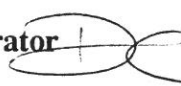
Cook responded yes.

**A MOTION WAS MADE BY DEHMER, SECONDED BY HEDLUND TO
ACKNOWLEDGE THE WITHDRAWAL OF THE CONDITIONAL USE PERMIT
APPLICATION SUBMITTED BY PRAIRIE AUTO SALES. MOTION CARRIED
5-0.**

On the discussion end of the motion Vernon Dehmer discussed the issue of #4, under the original conditions laid out at the onset of the conditional use permit granted in 1986.

Dehmer suggested this be something the City Attorney look into as well as the screening of the property.

CITY OF OSSEO**M E M O**

DATE: July 11, 1996
TO: City Council
FROM: Dave Callister, City Administrator 
SUBJECT: Prairie Auto Sales application for an after-the-fact Conditional Use Permit - 616 Central Avenue

Prairie Auto Sales/Skip Cook has submitted an application for an after-the-fact conditional use permit to continue operation of a used car sales business in a C-2 Highway Commercial District as per Chapter 25 of the Osseo City Code of Ordinances.

Attached for your review please find the following information:

- 1) Conditional Use Permit application
- 2) Legal notice
- 3) Section map
- 4) Copy of dealer license applications dated 4-7-92 and 1-24-95
- 5) Copy of Council minutes of CUP granted to previous owner - 7-28-86

Zoning

The property is located in a C-2 Highway Commercial District, which is intended accommodate service type business uses primarily oriented to the driving public with needed parking facilities provided on site by the owner.

Lot requirements and setbacks are as follows:

Lot Area: Not less than 15,000 square feet
Lot Width: Not less than 90 feet
Setbacks: Front yard: Not less than 45 feet
Side yard: (Interior) Not less than 10 feet
Rear yard: Not less than 10 feet

Conditional Use Permit request

The purpose of a conditional use permit is to provide the City of Osseo with a reasonable amount of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety. In making this determination, whether or not the conditional use it to be allowed, the City may consider the nature of the land, the nature of adjoining land or buildings, whether or not a similar use is already in existence and located on the same premises or on other lands

immediately close by, the effect upon traffic into and from the premises, or on any adjoining roads, and all other or further factors as the City shall deem a prerequisite of consideration in determining the effect of the use on the general welfare, public health and safety.

The City of Osseo's current zoning ordinance states that used car sales requires a conditional use permit. Used car sales by the type of business and number of vehicles involved requires a CUP so that the City has some sort of regulatory control over the type of business and so that reasonable conditions can be imposed so as not to adversely impact neighboring businesses and the City in general. Because of this, a CUP would be necessary before the business could continue to operate at this site.

Staff Recommendation

After reviewing this request and talking to the applicant at the last City Council meeting, many were under the impression that the applicant's CUP was revoked. This is not the case because the applicant never has received a CUP from the City. Instead, the CUP that was revoked was Ray Stanchfield at 624 Central Avenue, which is just north of the applicant's property.

Apparently, the applicant approached the City in 1992 with a Minnesota used car dealers license application and requested zoning approval from the City. At this time there was no public hearing and no CUP granted. However, the City signed the zoning form which allowed the applicant to obtain a state license. Legally speaking, even though the City signed the zoning approval it appears to have been an error which does not change the fact that a CUP is necessary to operate a used car dealership at this location. This is the case with either the current zoning ordinance or the one that was in effect in 1992.

Given this information, and after reviewing similar requests, I am recommending that the Planning Commission approve the CUP request by Skip Cook for a used car sales operation at 616 Central Avenue, with the following conditions:

- 1) All driveway and parking areas be paved, curbed and striped as per ordinance and a drainage plan submitted for review by the City Engineer.
- 2) Restroom facilities must be provided on site (separate from home, unless home is not rented).
- 3) No auto repairs on site.
- 4) All vehicles located on site must be currently licensed and operable.
- 5) No more than 16 vehicles be displayed for sale.
- 6) CUP will be reviewed annually.

Planning Commission recommendation

After lengthy discussion, the Planning Commission is recommending denial of the conditional use permit requested by Prairie Auto Sales. **Please refer to the Planning Commission minutes for further details of the discussion.**

This CUP request brings up several legal issues. Because of this, I have asked the City Attorney to address these legal issues at Monday's meeting. **It is important that all Councilmembers review the materials carefully and visit the site prior to Monday's meeting.**

STANDARDS FOR GRANTING CONDITIONAL USE PERMITS

A conditional use permit may be granted by the City Council after demonstration by evidence that:

- A. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
- B. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood.
- C. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- D. Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided.
- E. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
- F. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The Planning Commission may recommend, and the City Council may stipulate such, conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary for the protection of the public interest and to secure compliance with the requirements specified in this Ordinance.

REVOCATION OF CONDITIONAL USE PERMITS

- A. Where a conditional use permit has been issued pursuant to the provisions of this Ordinance, such permit shall become null and void without further action by the Planning Commission or the City Council unless work thereon commences within one year of the date of granting such conditional use. A conditional use permit shall be deemed to authorize only one particular use and shall expire if that use shall cease for more than twelve (12) consecutive months.
- B. Failure to comply with any condition set forth in a conditional use permit shall be a misdemeanor and shall also constitute sufficient cause for the revocation of the conditional use permit by the City Council following a public hearing. The property owner shall be notified in advance of the City Council's review of the permit.
- C. Inspections will be conducted at least annually to determine compliance with the terms of a conditional use permit.

1996 Application for an After-the-Fact CUP (withdrawn)

CITY OF OSSEO

APPLICATION FOR CONDITIONAL USE PERMIT

STREET LOCATION OF PROPERTY 616 Central Ave

LEGAL DESCRIPTION OF PROPERTY Lot 3 Block 2

OWNER SKIP COOK 7625 Lyndale Richfield 750-5887
Name Address Phone

APPLICANT Same Prairie Auto Sales 750-5887
Name Address Phone

DESCRIPTION OF REQUEST: Request for a Conditional Use permit to
continue to operate Prairie Auto Sales 616 Central Ave

REASON FOR REQUEST: Request by City

I further state that if this request is granted, I will proceed ^{See Attachments} with the actual construction in accordance with the plans herewith submitted within six months from date of filing this appeal; will complete the work within one (1) year from said date; and that I am able from a financial, legal, and physical basis to do so.

NOTE: You must provide 11 copies of sketches, drawings and surveys.

Date: 6/26/96 Skip Cook
Applicant's Signature

THIS SECTION COMPLETED BY OFFICE PERSONNEL

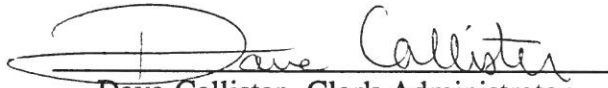
Fees: \$80 Application Fee Pd. / Initial JC
6-28-96

**CITY OF OSSEO
NOTICE OF PUBLIC HEARING**

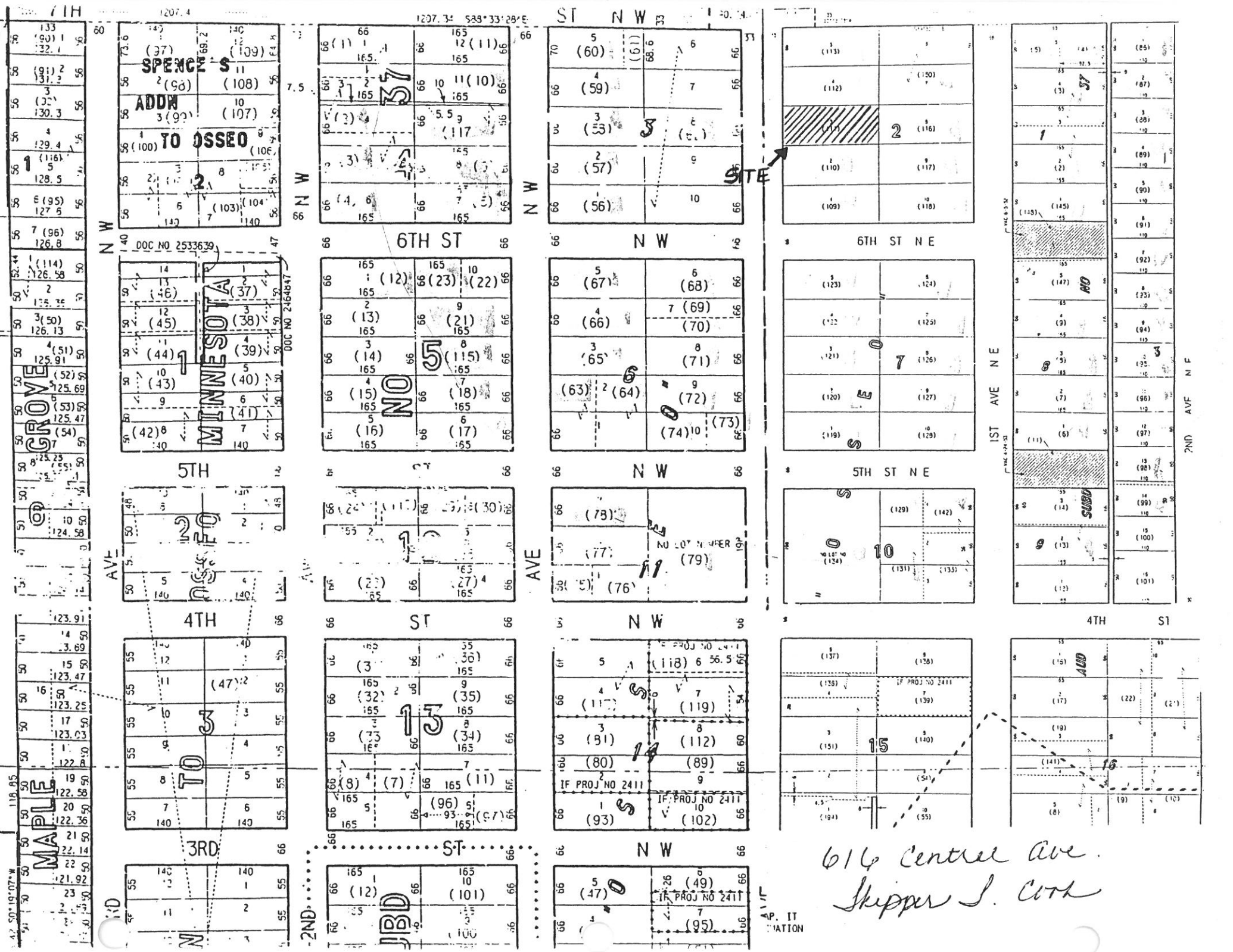
TO WHOM IT MAY CONCERN:

Please take notice that the Osseo Planning Commission will conduct a public hearing at 8:15 p.m. on Monday, July 15, 1996 at a regularly scheduled meeting in the City Council chambers located at 415 Central Avenue, to consider the request of Prairie Auto Sales for an after-the-fact conditional use permit to continue to operate a used motor vehicle sales facility in a Highway Commercial Zoning District located at 616 Central Avenue and legally described as Lot 3, Block 2, Osseo.

All interested persons are invited to attend this hearing and express their opinions with respect to this proposal. A plan showing the proposal is available for public review at the Osseo City Hall during regular business hours (8 a.m. - 4:30 p.m.) Monday through Friday.


Dave Callister, Clerk Administrator

Publish: Osseo-Maple Grove Press
July 3, 1996



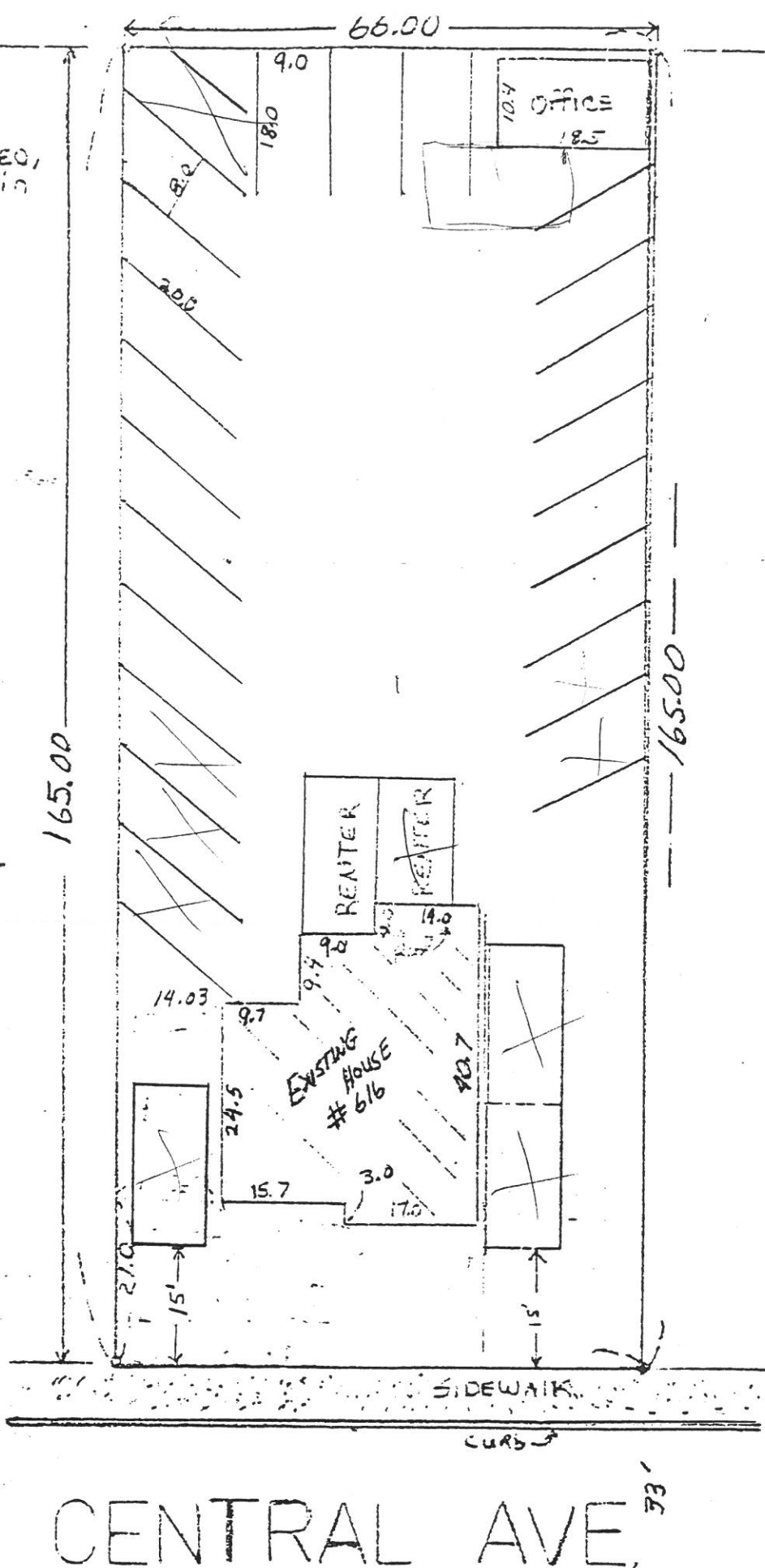
616 Central Ave.
Skipper S. Corn

DESCRIPTION:

Lot 3, Block 2, OSSEO,
City of Osseo, Hennepin
County, Minnesota.



SCALE: 1"=20'



B. LOCATION CHANGE**D. ADDITIONAL LOCATION**Received By _____
Date Received _____

18/26

Current Dealer Name ~~PR~~ Prairie Auto SalesCurrent Dealer Address 10881 260 ST. E. EIKO Phone # 461-3110**TYPE CHANGE**To New (Franchised Dealer, answer questions 1 through 4 Section E and F.
To Used or Auctioneer Dealer, answer questions 1, 2, and Section E and F.
To Lessor or Wholesaler, answer questions 5, 6, and Section E and F.

1. Do you have an enclosed commercial building on a permanent foundation? YES
2. Is this building in an area zoned for commercial use (non-residential)? YES
3. Do you have a parts and service facility either at your place of business or contracted within 10 (ten) miles of your principle location? YES
4. List the makes of vehicles you are franchised for: used vehicles
5. Do you have a commercial office space? YES
6. Is this office space in an area zoned for commercial use (non-residential)? YES

**LOCATION CHANGE/
ADDRESS CHANGE**New Motor Vehicle Dealers, answer questions 1 through 5, Section E & F.
Used and Auctioneer Dealers, answer questions 1 through 4, Section E & F.
Lessor and Wholesaler, answer questions 1, 3 and 7, Section E & F.
A Bond Rider to change your address on the bond, must be attached.

1. New Address: 616 Central Ave. Phone # (612) 750-5887
City: OSSEO Zip 55369 County: Henn.
2. Do you have an enclosed commercial building on a permanent foundation? YES
3. Is this building in an area zoned for commercial use (non-residential)? YES
4. Are books and records necessary to conduct your business kept at this location? YES
5. Do you have a parts and service facility either at your place of business or contracted within 10 (ten) miles of your principle location? YES
6. Do you have a commercial office space? YES
7. Are books and records necessary to conduct your business kept at this location? YES

NAME CHANGE (OR ADDING DBA NAMES)

DBA = "Doing business as"

All licensees must complete Section C and F
A Bond Rider, changing the name on your bond
must be attached.Previous Dealer name: ~~PR~~ PRNew Dealer name: ~~PR~~ Prairie Auto SalesList any "DBA" names: (1) SKIP COOK DARYL V. COOK
(2) _____

Any "DBA" names must also be listed with the Secretary of State's Office. Call them for procedure.

ADDITIONAL LOCATIONS

Complete this section if you are doing business other than at your principle location.

Additional Location: _____ Phone # () _____
City: _____ ZIP: _____ County: _____**DEALERS APPLYING FOR TYPE CHANGE, ADDRESS CHANGE, OR ADDITIONAL LOCATIONS
MUST HAVE THE LOCAL ZONING AUTHORITIES COMPLETE THIS SECTION.****TO BE COMPLETED BY LOCAL ZONING AUTHORITY:**The above location meets X does NOT meet _____ all local zoning requirements for the type of business being applied for.
(2) _____ Signature of zoning authority _____ Date 4-7-92 Phone Number _____**SIGNATURE OF OWNER/OFFICER/PARTNER REQUIRED ON THIS FORM**Signature Skip CookPosition OwnerDate 4/13/92

NO FEES ARE REQUIRED FOR THE FILING OF THIS FORM

MAY 15 1992

MINN. MOTA DEALER LICENSE COMMERCIAL LOCATION CHECKLIST

Dealer Number _____
Received by _____
Date Received _____

License Type NEW USED LESSOR WHOLESALE AUCTION SALVAGE POOL

FIRM NAME Prairie Auto Sales ADDRESS (Own? Lease?) 616 Central Ave Osseo MN

THIS CHECKLIST DESCRIBES THE PRIMARY SITE X ADDITIONAL LOCATION _____ OF THIS LICENSE.
(note: a separate checklist must be submitted for each location operating under this license)

 CHECK HERE IF THE ADDITIONAL LOCATION IS A DISPLAY LOT ONLY, AND RESPOND TO STATEMENTS 2, 7 & 8.
 CHECK HERE IF RETAIL SALES WILL BE CONDUCTED AT THIS SITE.

This is a checklist for dealers required to have Commercial Buildings * (NEW, USED, SALVAGE POOL, or AUCTIONEER) or Commercial Office Space ** (LESSOR or WHOLESALER). A response of "FALSE" indicates the location does not comply with the state requirements.

TRUE/FALSE

- True All books and records necessary to conduct business are kept at the main location (copies may be kept at Additional Locations).
- True The above location is owned by the dealer or is leased for a minimum of one year. (If leased, Dealer Lease Form must be attached).
- True There is a separate and identifiable entrance to the dealership that leads to the outdoors or to a public area. Note: shared office space such as a reception area or secretary pool does not qualify as a public area. (LESSOR and WHOLESALER exempt) ***
- True The above dealership is not accessed by entering through any other business or residence that is located in the building. (LESSOR and WHOLESALER exempt).
- True The above dealership is not accessed by entering through any other business or residence that is located in the building. (LESSOR and WHOLESALER exempt).
- True The above dealership is not accessed by entering through any other business or residence that is located in the building. (LESSOR and WHOLESALER exempt).
- True This dealership has a display area, either indoors or outdoors, large enough to display at least 5 vehicles and is clearly distinguishable from any other businesses inventory (AUCTIONEER, LESSOR, WHOLESALER licenses are exempt).
- True A sign identifying the dealership is displayed on the outside of a commercial building, in a public area if commercial office space, or somewhere on the premises if the additional location is a display lot (AUCTIONEER, LESSOR, WHOLESALER licenses are exempt) ****
- True The normal business hours are conspicuously posted on the dealership and are readily viewable by the public (WHOLESALE exempt) *****
- True Personnel or automatic telephone answering service are available during normal business hours (NEW motor vehicle dealers must have personnel available).
- False The dealership has a facility for the repair and service of motor vehicles and the storage of parts not more than ten miles distance from the principal place of business (NEW motor vehicle dealers only).

The above place of business meets ALL standards as outlined above. I understand that any misstatement constitutes material misrepresentation and subjects the license to withdrawal.
SIGNATURE OWNER/OFFICER [Signature]

ZONING: The following must be completed by a zoning authority within the city or township where you intend to do business.

ATTN: ZONING OFFICIALS -- DO NOT SIGN THIS FORM UNLESS THE ABOVE AREAS HAVE BEEN COMPLETED BY THE APPLICANT

The dealership at the address named above is a permitted / conditional use within the CBD Zoning District for the type of business circled
(NEW USED LESSOR WHOLESALE AUCTION SALVAGE POOL), and no Zoning complaints or enforcement actions are pending at this time.

Note: New and Used licensees do and Lessor licensees may conduct retail sales.

[Signature]
SIGNATURE OF ZONING AUTHORITY

1-24-95
DATE

612 425-2624
PHONE NUMBER

1986 Council Minutes

Bud
July 28, 1986

Osseo City Council Meeting

Present: Phenow, Goth, Wills & Leyendecker

Absent: Setzler

Hakanson appointed by Mayor Phenow to take the minutes of the meeting.

Public Hearing - 8:00 P.M.

Re: Conditional Use Permit for a Used Car Lot

Lot 3, Block 2, Osseo
616 Central Avenue

A memorandum prepared for the council by the planner, B. B. Chapman dated July 24, 1986 was presented and explained by Mr. Chapman.

Nine (9) conditions were listed as follows:

1. Provision of a dust free surface for one entrance from Central Avenue only.
2. Provision of a dust free surface for any parking area.
3. Remodeling, moving, or addition of any buildings in a manner consistent with code standards.
4. Retention of two large trees in the rear yard, two front yard trees and the natural screen along the back lot line.
5. Retention of a 15 foot wide landscaped setback from Central Avenue.
6. Improvement of a fence or screen wall along the north (residential) property line.
7. Placement of bumper curbs a distance of 5 feet inside of the north property lines of the parking area.
8. Signs are to be consistent with C-1 Commercial District sign provisions as regulated by Appendix 3, 4.0 of the Zoning Code.
9. Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties.

Marion Lutgen, 632 Central Avenue, spoke in behalf of herself and neighbor at 624 Central Avenue stating that contrary to rumors around town that their properties are not available for future expansion of a used car operation.

Melvin Nygard, 609 1st Ave. N.E., spoke against the used car operation and also is against any proposal to install an alley.

Tim Miller also spoke against the proposed use of the lot for used car sales.

Motion by Wills seconded by Leyendecker to close the hearing at 8:45 P.M.

Motion Passed - All Ayes

Motion by Leyendecker seconded by Goth to approve the Conditional User Permit subject to the nine (9) conditions suggested by the planner and adding another limiting the time period for review of the operation and conditions to one (1) year.

Motion Passed - All Ayes

Mr. Tim Miller suggested the council consider changing the Zoning Ordinance. The proposed change is the time period of two (2) years to one (1) year for business failures. Mayor Phenow directed the planner B.B. Chapman to review the matter and submit a memorandum to the council for consideration.

Report from B.B. Chapman

Submitted memorandums to the council:

1. Re: Access to Business Area
2. Re: Parking Improvement Program

Fire Chief Report

Total of eleven (11) calls

5 fires
6 medical assists

Motion by Goth seconded by Wills to accept the fire chief's report.

Motion Passed - All Ayes

Fire Chief Lietzke also reported that the pager system is becoming obsolete as per Minnesota Communications and he will be looking into the matter further.

Bud

July 28, 1986

Osseo City Council Meeting

Present: Phenow, Goth, Wills & Leyendecker

Absent: Setzler

Hakanson appointed by Mayor Phenow to take the minutes of the meeting.

Public Hearing - 8:00 P.M.

Re: Conditional Use Permit for a Used Car Lot

Lot 3, Block 2, Osseo
616 Central Avenue

A memorandum prepared for the council by the planner, B. B. Chapman dated July 24, 1986 was presented and explained by Mr. Chapman.

Nine (9) conditions were listed as follows:

1. Provision of a dust free surface for one entrance from Central Avenue only.
2. Provision of a dust free surface for any parking area.
3. Remodeling, moving, or addition of any buildings in a manner consistent with code standards.
4. Retention of two large trees in the rear yard, two front yard trees and the natural screen along the back lot line.
5. Retention of a 15 foot wide landscaped setback from Central Avenue.
6. Improvement of a fence or screen wall along the north (residential) property line.
7. Placement of bumper curbs a distance of 5 feet inside of the north property lines of the parking area.
8. Signs are to be consistent with C-1 Commercial District sign provisions as regulated by Appendix 3, 4.0 of the Zoning Code.
9. Lighting of the auto display area shall be limited to evening hours until 10:00 p.m. local time and lighting is to be shielded to prevent glare on residential properties.

Marion Lutgen, 632 Central Avenue, spoke in behalf of herself and neighbor at 624 Central Avenue stating that contrary to rumors around town that their properties are not available for future expansion of a used car operation.

Melvin Nygard, 609 1st Ave. N.E., spoke against the used car operation and also is against any proposal to install an alley.

Tim Miller also spoke against the proposed use of the lot for used car sales.

Motion by Wills seconded by Leyendecker to close the hearing at 8:45 P.M.

Motion Passed - All Ayes

Motion by Leyendecker seconded by Goth to approve the Conditional User Permit subject to the nine (9) conditions suggested by the planner and adding another limiting the time period for review of the operation and conditions to one (1) year.

Motion Passed - All Ayes

Mr. Tim Miller suggested the council consider changing the Zoning Ordinance. The proposed change is the time period of two (2) years to one (1) year for business failures. Mayor Phenow directed the planner B.B. Chapman to review the matter and submit a memorandum to the council for consideration.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195
P 763.425.1454 F 763.425.1111
www.DiscoverOsseo.com

 COPY

April 26, 2018

ZACHARY P LAWRENCE
616 CENTRAL AVE
OSSEO MN 55369

Dear Property Taxpayer/Occupant:

Recently, the City of Osseo conducted a Conditional Use Permit (CUP) compliance check. This compliance check concerned the CUP on record for your property, **CUP 1997-32**, permitting an **Auto Sales** use. At the time of inspection, violations of the following conditions were observed:
#13

Comments: **More than 22 vehicles were displayed on the sales lot.**

Due to current weather conditions and your business' operating hours, we were not able to verify compliance with all conditions.

Please take steps to address the noted violations within 10 business days. When you have corrected the violations listed above, please contact me and a re-inspection will be arranged. For your reference, a copy of the approved CUP under which your business operates is attached.

If you have questions, comments, or concerns, please do not hesitate to contact me in advance of correcting the noted violations.

Best regards,



Nancy Smebak Abts, City Planner
nabts@ci.osseo.mn.us

Initial inspection
April 20, 2018
~ 30 vehicles

Re-inspection
May 8, 2018
In compliance



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195
P 763.425.1454 F 763.425.1111
www.DiscoverOsseo.com

November 8, 2018

 **COPY**

ZACHARY P LAWRENCE
616 CENTRAL AVE
OSSEO MN 55369

SKIPPER S COOK
616 CENTRAL AVE
OSSEO MN 55369

Dear Property Taxpayer/Occupant:

Recently, the City of Osseo reviewed your property for compliance with terms of your Conditional Use Permit (CUP). This compliance check concerned the CUP on record for your property, **CUP 1997-32**, permitting an **Auto Sales** use. At the time of inspection, violations of the following conditions were observed: **#13**

Possible violations of the following conditions were observed: **#11, #12**

Comments: **More than 22 vehicles were displayed on the sales lot. Several vehicles had hoods raised as though in preparation for repairs. These vehicles may have not been operable and capable of being licensed.**

Due to current weather conditions and your business' operating hours, we were not able to verify compliance with all conditions.

Please take steps to address the noted violations within 10 days. When you have corrected the violations listed above, please contact me and a re-inspection will be arranged. For your reference, a copy of the approved CUP under which your business operates is attached.

If you have questions, comments, or concerns, please do not hesitate to contact me in advance of correcting the noted violations.

Best regards,



Nancy Smebak Abts, City Planner
nabts@ci.osseo.mn.us

*Initial inspection
November 8, 2018
~40-50 vehicles*

*Re-inspection
November 13, 2018
In compliance*



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195
P 763.425.1454 F 763.425.1111
www.DiscoverOsseo.com

November 16, 2018

ZACHARY P LAWRENCE
616 CENTRAL AVE
OSSEO MN 55369

SKIPPER S COOK
616 CENTRAL AVE
OSSEO MN 55369

Dear Property Taxpayer/Occupant:

Recently, the City of Osseo reviewed your property for compliance with terms of your Conditional Use Permit (CUP). This compliance check concerned the CUP on record for your property, **CUP 1997-32**, permitting an **Auto Sales** use. At the time of inspection, violations of the following conditions were observed: **#13**

Comments: **More than 22 vehicles were displayed on the sales lot.**

Please take steps to address the noted violations within 10 days. When you have corrected the violations listed above, please contact me and a re-inspection will be arranged. For your reference, a copy of the approved CUP under which your business operates is attached.

If you have questions, comments, or concerns, please do not hesitate to contact me in advance of correcting the noted violations.

Best regards,

Nancy Smebak Abts, City Planner
nabts@ci.osseo.mn.us

Initial Inspection
November 15, 2018
~ 30-40 vehicles

Re-inspection
Postponed until after
Council meeting to
review CUP



City of Osseo City Council Meeting Item

Agenda Item: Continued Truth in Taxation Public Hearing

Meeting Date: December 10, 2018

Prepared by: Riley Grams, City Administrator

Attachments: Truth in Taxation Presentation from November 26, 2018

Background:

The Osseo City Council opened the Truth in Taxation public hearing on November 26, 2018 and allowed for any and all public comments to be made regarding the 2019 proposed City budget. The Council then motioned to continue the Truth in Taxation public hearing to the December 10, 2018 Council meeting.

City Hall has received no public comments or questions regarding the proposed 2019 budget since the November 26 meeting. The City Council should ask anyone at the December 10 meeting to comment on the proposed 2019 City budget. Once all comments are received, the Council should motion to close the public hearing.

Previous Action or Discussion:

The City opened the Truth in Taxation public hearing at the [November 26 Council meeting](#), allowed for any and all public comments, and motioned to continue the public hearing to the December 10, 2018 Council meeting.

Recommendation/Action Requested:

Staff recommends the City Council continued the Truth in Taxation public hearing and all any and all public comments. Once all comments are completed, the Council should motion to close the Truth in Taxation public hearing.



City of Osseo

Continued Truth in Taxation Public Hearing

OSSEO COUNCIL CHAMBERS

MONDAY, DECEMBER 10, 2018 – 7:00 PM

City of Osseo: Truth in Taxation Public Hearing 2019

- 1) We are here tonight to listen to public comments about the proposed City portion of your total property tax for 2019.
- 2) We are not here to discuss or defend the value of your property set by the Hennepin County Assessor.
- 3) The comments tonight should focus on the proposed City levy for 2019, which is caused by the Budget to be adopted by the City Council on December 10, 2018.

City of Osseo Property Taxes

There are single family residential properties in Osseo where the City Property Tax went down by as much as 9.9% and there are single family residential properties where the City Property Tax went up by more than 20% for 2019. The average preliminary property tax increase in Osseo is between 0.1-9.9% (51% of properties fall in that range).

What determines the City Property Tax?

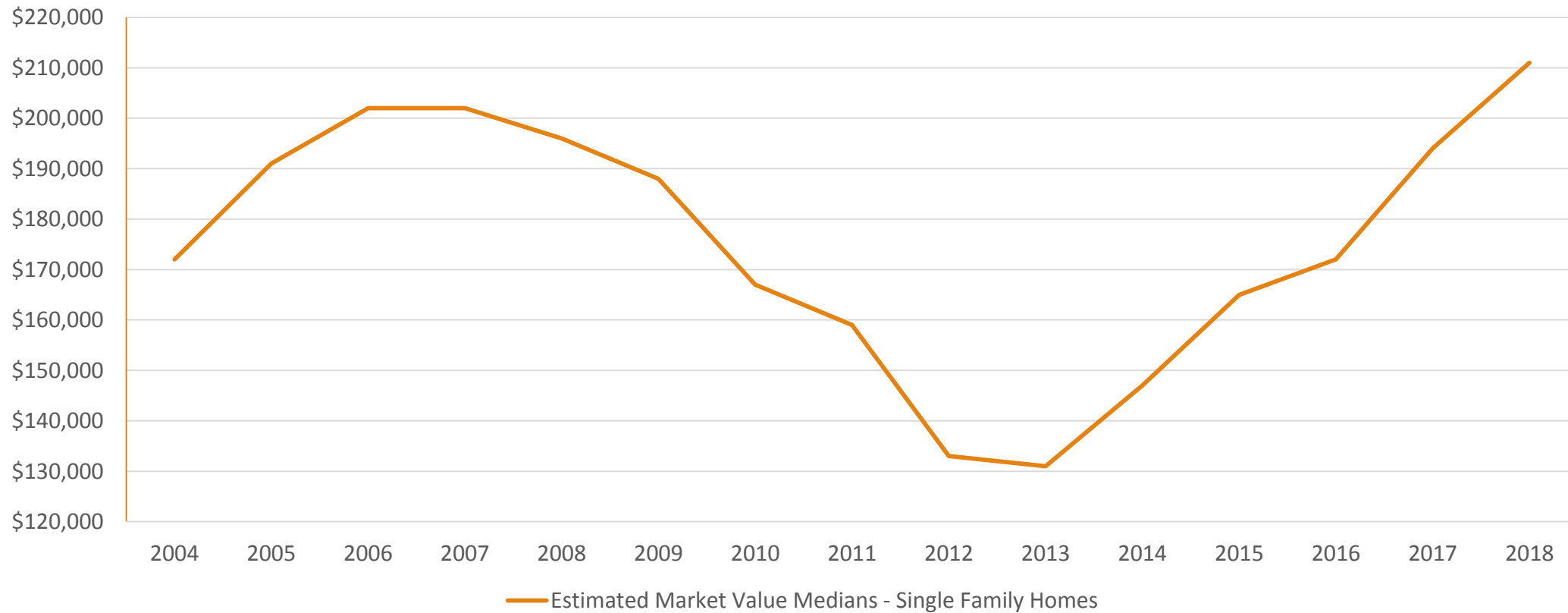
- A) The change in the value of the property.
- B) The change in the city tax rate.

Change in Property Values

- 1) Property values are determined by the Hennepin County Tax Assessor.
- 2) Residential property values in Osseo have generally decreased for taxes payable in 2008 through 2014. During that same time, commercial property values in Osseo have generally increased for taxes payable.
- 3) For taxes payable in 2015 through 2018, and again into 2019, most residential properties in Osseo have increased in value, while commercial property values have decreased during those same years.
- 4) Property values often follow a pendulum. When commercial values increase, residential values decrease. When commercial values increase, residential values decrease.
- 5) The cause of the increase in property values is the actual single family residential sales that occurred in Osseo. When residential properties are being sold at higher prices, overall properties values increase, which in turn, increases the taxes payable by those properties.

Estimated Median Market Values

Average Single Family Home in Osseo



Highest value:
2006 and 2007
(\$202,000)

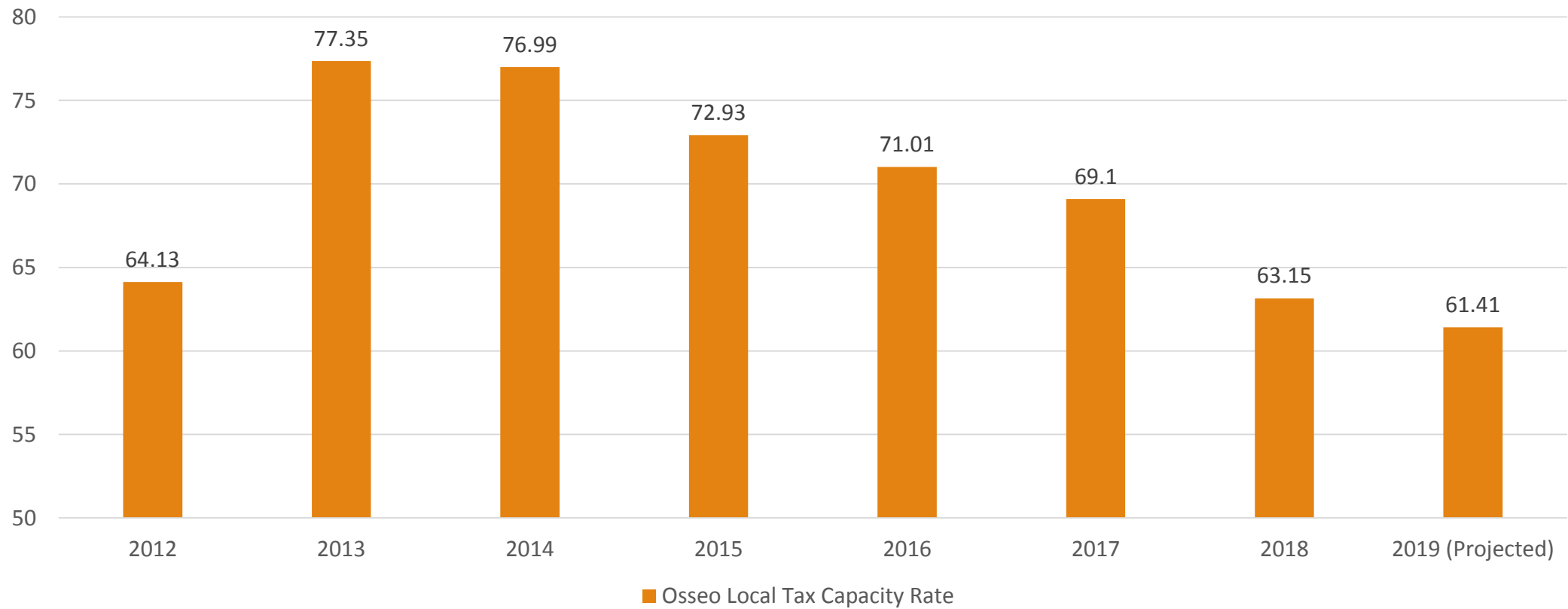
Lowest value:
2013 (\$131,000)

Caught back up
in 2018
(\$211,000)

Change in City Tax Capacity Rate

- 1) The preliminary tax levy shows a slight decrease in the tax rate from 2018 (63.15%) to 2019 (61.41%). This is a decrease of 1.74%.
- 2) If the City Council reduces the proposed 2019 budget, you will have a lower City portion property tax payment payable in 2019 than your current proposed tax statement letter shows.
- 3) According to the Hennepin County Assessor, 2019 will see the continued shift of tax burden from commercial back to residential properties. The City expects to see the continued trend of increased property values into the foreseeable future, which ultimately raises property taxes as your property is more valuable.

Osseo Local Tax Capacity Rate

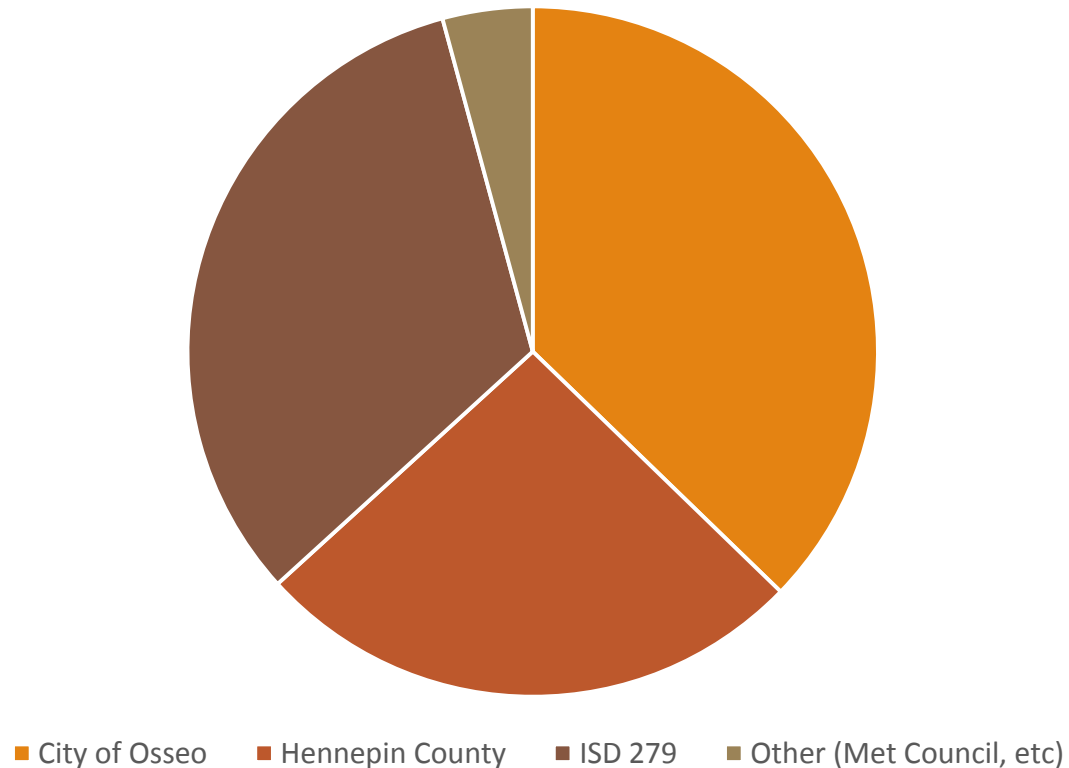


Change in City Tax Levy

- 1) Total proposed City levy is up \$76,228 from 2018 to 2019. All Osseo properties are being asked to pay this amount more for 2019 versus what they paid in 2018. This includes general property tax levies, levies for debt services, and local fiscal disparities.
- 2) This reflects increases and decreases in City expenditures and in City revenues.
- 3) Expenditures are estimated to increase \$174,903 (7.06% increase). Non-tax levy revenues are estimated to increase \$69,573 (6.54% increase). The net result is an increase of \$105,330 of non-tax levy spending increases.

Where Are Your Property Tax Dollars Going?

Property Tax Dollars for Median Valued Osseo Single Family Home
(\$211,000)



	2018 (Actual)	2019 (Proposed)	% +/-
City of Osseo	\$1,127.98	\$1,200.39	+6.42%
Hennepin County	\$799.59	\$837.88	+4.79%
ISD 279	\$971.40	\$1,048.83	+7.79%
Other	\$126.64	\$135.83	+7.26%
TOTAL	\$3,025.61	\$3,222.93	+6.52%

Questions/Comments

The Osseo City Council and City Staff thank you for attending the continued Truth in Taxation Public Hearing tonight.

The Council will now accept any public comments relating to the City portion of your payable 2019 property taxes.

After all comments are received, the Council will motion to close the Truth in Taxation public hearing for 2018.



City of Osseo City Council Meeting Item

Agenda Item: Confirm EDA Actions of December 10, 2018

Meeting Date: December 10, 2018

Prepared by: Riley Grams, City Administrator

Attachments: None

The EDA took the following actions at their regular meeting on December 10, 2018:

- 1) Approved an amendment to the 5 Central TIF agreement
- 2) Approved updates the EDA Bylaws
- 3) Received an update on the Osseo Urban Townhomes
- 4) Approved the 2019 EDA budget
- 5) Reviewed the 2019 EDA schedule of meetings
- 6) Approved EDA accounts payable

Options:

The City Council may choose to:

1. Approve the EDA actions of December 10, 2018;
2. Deny the EDA actions of December 10, 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 December 10, 2018.



City of Osseo City Council Meeting Item

Subject: Polling Place Designation for any 2019 Election

Meeting date: December 10, 2018

Prepared by: LeAnn Larson, City Clerk

Attachments: Resolution

Request:

Designate polling place for any 2019 election by resolution.

Background:

MN Statutes Section 204B.16 states that by December 31 of each year, the governing body of each city must designate by ordinance or resolution a polling place for each election precinct. Osseo has one voting precinct. Whether there will or won't be any election in 2019, this "house-keeping" matter must be done annually.

Budget and/or Other Considerations:

None.

Options:

The City Council may choose to:

1. Adopt a resolution establishing polling place for election precinct for any 2019 election;
2. Table action for additional information.

Recommended Action:

Staff recommends option #1, adopt resolution establishing polling place for election precinct for any 2019 election.

Resolution No. 2018-xx

**RESOLUTION DESIGNATING POLLING PLACE
FOR ELECTION PRECINCT**

WHEREAS, according to Minnesota Statute Section 204B.16, Subd.1, by December 31 of each year, the governing body of each municipality must designate by ordinance or resolution a polling place for each election precinct; and

WHEREAS, the polling places designated in the ordinance or resolution are the polling places for the following calendar year; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Osseo, Hennepin County, Minnesota, hereby designates the polling place and voting precinct as follows:

Precinct 1 (Osseo Community Center, 415 Central Avenue)
All of the City of Osseo in its entirety



City of Osseo City Council Meeting Item

Agenda Item:	Adopt 2019 City Budget and Tax Levy (Resolution)
Meeting Date:	December 10, 2018
Prepared by:	Riley Grams, City Administrator
Attachments:	2019 Expenditures Budget Summary 2019 Expenditures Budget Detail 2019 Revenue Budget Detail 2019 Tax Levy Worksheet Resolution Adopting the 2019 City Budget and Tax Levy

Policy Consideration:

Consider adopting the 2019 City of Osseo final budget and tax levy.

Background:

After Staff recommendations, Council Budget and Finance Committee recommendations, City Council member recommendations and comments from Osseo taxpayers, I am pleased to present the 2019 City Budget and Tax Levy for approval. The 2019 City Budget shows a fully balanced budget between expenditures and revenues.

Expenditures:

The 2018 approved expenditures budget was \$2,476,753. The proposed 2019 expenditures budget is \$2,622,870. This represents an increase in expenditures spending of \$146,177, or 5.89% over 2018.

There are three areas that comprise the vast majority of the proposed expenditures increase. They include:

- The inclusion of the costs to operate building and electrical inspections (+ \$33,250)
- Accounting error in Administration Medical Insurance (+ \$18,657)
- Additional of fifth full-time Police Officer – 11 months (+ \$73,044)

These three areas represent \$124,951 of the \$146,177 expenditures increase (85.48%). There is an offsetting revenue in the budget to cover the building and electrical inspections. No new additional tax dollars will be needed for those expenses. Additionally, in order to help cover the cost of adding a new FT Police Officer position, the Police Department Part-Time budget has been reduced from \$70,000 to \$34,000 (reduction of \$36,000) as this position is expected to help cover Full-Time shifts throughout the year. On the revenue side of the budget, an additional \$6,000 is budgeted for additional fines and citations. This means a total of \$42,000 in budget reductions will go to offset the additional expense (57.49%).

Other expenses include minor Departmental budget increases, as well as approved Staff salaries (which includes the MN CIP agreed upon 2% cost-of-living increase).

Revenues:

The 2018 approved revenue only (not including the tax levy) budget was \$1,063,527. The proposed 2019 revenue budget (non-tax levy) is \$1,168,010. This represents an increase in revenues of \$104,483, or 9.82% over 2018.

The proposed 2019 revenue budget shows some minor increases and decreases in anticipated revenue streams. Local Government Aid (LGA) remains about the same for 2019 (\$625,564). Staff included increased off-setting revenues for some expenses this year, including Gateway Sign revenue, youth recreation fees, Community Center rental fees, and the Hennepin County Library utility reimbursement. We are also anticipating another healthy increase for building permit revenues in 2019.

City Tax Levy:

In order to fully balance the 2019 budget, the City must levy taxes from all Osseo properties to cover the expected gap in the budget. With expenditures and revenues balanced and proposed at \$2,622,870 for 2019, the anticipated 2019 City Tax Levy amount is \$1,454,860 for the General Fund and \$298,241 for debt services (totaling \$1,753,101). This represents a 1.16% increase in the tax levy for 2019 (which includes the General Fund tax levy and the debt service levies). By passing this proposed 2019 budget, the City will again lower the City tax rate from 63.15% in 2018 to 59.64% in 2019. This represents the lowest City tax rate since 2011, and the sixth consecutive year in which the City has approved a lower tax rate than the previous year.

Previous Action or Discussion:

The City Council discussed the preliminary 2019 budget at the [August 27, 2018 work session meeting](#). The City Council approved the preliminary 2019 budget at their [September 10, 2018 meeting](#). The Council held the Truth in Taxation public hearing on [November 26, 2017](#) and continued the Truth in Taxation public hearing to the December 10, 2018 Council meeting, allowing taxpayers an opportunity to comment on the proposed 2019 budget. The Council Budget and Finance Committee also met several times with Staff.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the 2019 City Budget and General Tax Levy and adopt the attached Resolution;
2. Approve the 2019 City Budget and General Tax Levy and adopt the attached Resolution, with noted changes/as amended;
3. Deny to approve the 2019 City Budget and General Tax Levy and the attached Resolution;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2019 City Budget and General Tax Levy and adopt the attached Resolution.

Next Step:

Upon approval of the 2019 budget and tax levy, City Staff will prepare the final budget to be submitted to Hennepin County by December 31, 2018.

City of Osseo

General Fund Expenditures Budget Summarized For the Year 2019

	2015 Actual	2016 Actual	2017 Actual	2018				2019 Proposed	Increase (Decrease)	Increase (Decrease)
DIVISION	BUDGET	BUDGET	BUDGET	BUDGET	11/27/2018 YTD	BALANCE	% of Budget	BUDGET	VS. 2018	
Mayor and Council	\$ 32,876	\$ 30,847	\$ 26,315	\$ 31,345	\$ 23,478	\$ 7,867	74.90%	\$ 45,558	\$ 14,213	45.34%
Administration	366,524	270,217	322,051	305,615	323,961	(18,346)	106.00%	377,976	72,361	23.68%
Elections	651	4,642	960	5,209	5,778	(569)	110.91%	950	(4,259)	-81.76%
Legal Services	33,383	42,906	34,623	40,000	33,445	6,555	83.61%	45,400	5,400	13.50%
IT Services	-	13,975	22,950	22,800	20,960	1,840	91.93%	22,800	-	0.00%
Financial Services	13,900	46,553	14,738	22,500	16,265	6,235	72.29%	16,250	(6,250)	-27.78%
Planning & Zoning	55,789	63,090	62,943	88,322	71,462	16,860	80.91%	92,430	4,108	4.65%
City Hall Campus	46,758	84,669	69,276	76,014	67,572	8,442	88.89%	75,217	(797)	-1.05%
Community Center	890	1,139	11,521	11,965	8,037	3,928	67.17%	12,998	1,033	8.64%
Total General Government	\$ 550,772	\$ 558,038	\$ 565,377	\$ 603,770	\$ 570,957	\$ 32,813	94.57%	\$ 689,580	\$ 85,810	14.21%
Police	\$ 663,989	\$ 729,507	\$ 723,002	\$ 815,095	\$ 693,614	\$ 121,481	85.10%	\$ 861,131	\$ 46,036	5.65%
Fire	129,561	\$ 127,158	\$ 138,695	131,072	134,402	(3,330)	102.54%	145,241	14,169	10.81%
Total Public Safety	\$ 793,550	\$ 856,666	\$ 861,697	\$ 946,167	\$ 828,016	\$ 118,151	87.51%	\$ 1,006,372	\$ 60,205	6.36%
Public Works	\$ 129,261	\$ 162,228	\$ 139,919	\$ 179,568	\$ 152,745	\$ 26,823	85.06%	\$ 170,514	\$ (9,054)	-5.04%
Total Public Works	\$ 129,261	\$ 162,228	\$ 139,919	\$ 179,568	\$ 152,745	26,823	85.06%	\$ 170,514	\$ (9,054)	-5.04%
Parks	\$ 17,180	\$ 55,424	\$ 56,810	\$ 73,657	68,866	\$ 4,791	93.50%	\$ 79,212	\$ 5,554	7.54%
Recreation	20,505	23,292	25,621	27,721	13,366	14,355	48.22%	31,322	3,601	12.99%
Total Parks/Recreation	\$ 37,686	\$ 78,716	\$ 82,431	\$ 101,379	82,233	\$ 19,146	81.11%	\$ 110,534	\$ 9,155	9.03%
Contingency	\$ -	\$ -	\$ 10,013	\$ 20,000	10,698	\$ 9,302	53.49%	\$ 20,000	\$ -	0.00%
General Fund Operations	\$ 1,511,269	\$ 1,655,648	\$ 1,659,438	\$ 1,850,883	\$ 1,644,648	\$ 206,235	88.86%	\$ 1,997,000	\$ 146,116	7.89%
Transfer for Improvements	\$ 873,337	\$ 637,525	\$ 669,400	\$ 625,870	\$ -	\$ 625,870	0.00%	\$ 625,870	\$ -	0.00%
Total General Expenditures	\$ 2,384,606	\$ 2,293,173	\$ 2,328,838	\$ 2,476,753	\$ 1,644,648	\$ 832,105	66.40%	\$ 2,622,870	\$ 146,116	5.90%

Updated 12.6.18 RG

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	City of Osseo General Fund Expenditures Budget Worksheet For the Year 2019														
2															
3															
4														Note: Accounts indicating an "A" are allocatable to enterprise funds	
5				2015	2016	2017			2018					2019 PROPOSED	
6		ACCOUNT	DESCRIPTION	Actual	Actual	Actual		Budgeted	11/27/2018	% of Budget	Remaining		Amount	Notes	
7															
8		MAYOR AND COUNCIL													
9	101-41000-106	PART TIME WAGES		\$ 12,800	\$ 13,200	\$ 13,200	\$ 13,200	\$ 12,100	91.67%	\$ 1,100	\$ 19,000		INCREASE IN COUNCIL PAY PER COUNCIL ORDINANCE 1/1/19		
10	101-41000-125	EMPLOYER FICA CONTRIBUTION		\$ 979	\$ 1,010	\$ 995	\$ 1,011	\$ 926	91.56%	\$ 85	\$ 1,454		7.65%		
11	101-41000-139	WORK COMP INSURANCE		\$ -	\$ 76	\$ 52	\$ 34	\$ 50	147.06%	\$ (16)	\$ 62		2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%		
12	101-41000-211	OPERATIONS		\$ 1,994	\$ 766	\$ 916	\$ 500	\$ 577	115.36%	\$ (77)	\$ 400		CHAMBER SUPPLIES, MEMBER SUPPLIES		
13	101-41000-218	UNIFORMS/APPAREL		\$ -	\$ -	\$ 120	\$ 300	\$ 32	10.66%	\$ 268	\$ 300		\$60 PER MEMBER		
14	101-41000-255	DUES/MEMBERSHIPS		\$ 8,543	\$ 8,770	\$ 4,161	\$ 4,000	\$ 4,291	107.28%	\$ (291)	\$ 4,343		LMC (3057), METROCITIES(1256) MAYORS (30)		
15	101-41000-260	REGISTRATION/TRAINING/TRAVEL		\$ 4,215	\$ 722	\$ 899	\$ 1,500	\$ 636	42.40%	\$ 864	\$ 6,500		NEW COUNCIL TRAINING/STAFF GOALSETTING SESSION (5000)		
16	101-41000-307	RECORDING SERVICES		\$ 4,345	\$ 6,303	\$ 5,973	\$ 10,800	\$ 4,867	45.06%	\$ 5,933	\$ 13,500		MINUTES, CODIFYING, TELEVISIONING, RECORDING (COMP PLAN ORD UPDATES)		
17		TOTAL		\$ 32,876	\$ 30,847	\$ 26,315	\$ 31,345	\$ 23,478	74.90%	\$ 7,867	\$ 45,558		45.34%		
18															
19		ADMINISTRATION													
20	101-41110-101	FULL TIME WAGES		\$ 133,052	\$ 159,574	\$ 194,230	\$ 197,937	\$ 188,575	95.27%	\$ 9,362	\$ 210,752	A	2% COLA PLUS STEP INCREASE (30% OF WAGES ARE ALLOCATED TO ENTERPRISE FUNDS)		
21	101-41110-106	PART TIME WAGES		\$ 27,321	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -		NONE EXPECTED		
22	101-41110-124	PERA CONTRIBUTION		\$ 9,804	\$ 13,018	\$ 15,690	\$ 14,845	\$ 12,795	86.19%	\$ 2,050	\$ 15,806	A	7.50%		
23	101-41110-125	EMPLOYER FICA CONTRIBUTION		\$ 11,719	\$ 12,173	\$ 11,387	\$ 15,142	\$ 14,249	94.10%	\$ 893	\$ 16,476	A	7.65%		
24	101-41110-130	MED/DEN/LIFE/LTD INSURANCE		\$ 13,426	\$ 5,802	\$ 26,969	\$ 1,557	\$ 20,665	1327.15%	\$ (19,108)	\$ 20,214	A	ACTUAL		
25	101-41110-135	CELL/TRAVEL/INSURANCE ALLOW		\$ 8,313	\$ 7,830	\$ 5,355	\$ 4,620	\$ 4,087	88.47%	\$ 533	\$ 4,620	A	STIPEND		
26	101-41110-139	WORK COMP INSURANCE		\$ -	\$ 2,389	\$ 966	\$ 864	\$ 1,103	127.62%	\$ (239)	\$ 1,032	A	2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%		
27	101-41110-140	UNEMPLOYMENT		\$ 2,560	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -		NONE EXPECTED		
28	101-41110-201	OFFICE SUPPLIES		\$ 2,190	\$ 2,383	\$ 2,383	\$ 2,750	\$ 2,387	86.79%	\$ 363	\$ 2,300	A			
29	101-41110-211	OPERATIONS		\$ 2,864	\$ 2,580	\$ 1,705	\$ 1,700	\$ 1,676	98.59%	\$ 24	\$ 1,900	A	WATER/COPIER USAGE (SOFTWARE GOES TO CABLE GRANT)		
30	101-41110-218	UNIFORMS/APPARAL		\$ -	\$ -	\$ 180	\$ 300	\$ 60	20.00%	\$ 240	\$ 240	A	\$60 PER STAFF MEMBER		
31	101-41110-255	DUES/MEMBERSHIPS		\$ 672	\$ 861	\$ 1,147	\$ 1,500	\$ 1,275	84.99%	\$ 225	\$ 1,500		ICMA,GFOA,MCFOA,MAMA,MCMA		
32	101-41110-260	REGISTRATION/TRAINING/TRAVEL		\$ 4,053	\$ 2,110	\$ 4,229	\$ 6,500	\$ 5,207	80.11%	\$ 1,293	\$ 9,700		ICMA,GFOA,MCFOA,MCMA, LEADERSHIP TRAINING FOR CA		
33	101-41110-305	BUILDING INSPECTIONS		\$ -	\$ -	\$ -	\$ -	\$ 39,382	#DIV/0!	\$ (39,382)	\$ 27,520		32% OF REVENUE		
34	101-41110-305	ELECTRICAL INSPECTIONS									\$ 6,000		80% OF REVENUE		
35	101-41110-308	ASSESSOR		\$ 23,844	\$ 23,748	\$ 25,945	\$ 26,000	\$ 719	2.76%	\$ 25,282	\$ 26,000		AGREEMENT(2016-2020),LEVYING,OPEN BOOK MTG		
36	101-41110-310	OTHER PROFESSIONAL SERVICES		\$ 41,317	\$ 3,591	\$ 2,294	\$ -	\$ 107	#DIV/0!	\$ (107)	\$ -		MISC ENGINEERING, OTHER NON FINANCE RELATED CONSULTING		
37	101-41110-311	RENTAL INSPECTION PROGRAM		\$ 14,547	\$ 16,396	\$ 14,120	\$ 17,000	\$ 15,157	89.16%	\$ 1,843	\$ 16,500		RWL CONSULTING (60% OF RENTAL REVENUE)		
38	101-41110-321	TELECOMMUNICATIONS		\$ 451	\$ 617	\$ 668	\$ 700	\$ 515	73.59%	\$ 185	\$ 650		CITY ADMIN CELL (51.37/MO)		
39	101-41110-322	POSTAGE/DELIVERY SERVICES		\$ 3,160	\$ 2,663	\$ 3,172	\$ 2,000	\$ 1,847	92.36%	\$ 153	\$ 2,400	A	REFILL POSTAGE MACHINE (400/QTR GOES TO UB)		
40	101-41110-351	PRINTING/PUBLISHING		\$ 17,489	\$ 12,707	\$ 8,842	\$ 10,000	\$ 11,150	111.50%	\$ (1,150)	\$ 11,000	A	NEWSLETTER (ABOUT 1600 PER QTR) - ORDINANCE AMENDMENTS		
41	101-41110-376	AUTO INSURANCE		\$ 47,555	\$ 79	\$ 63	\$ 100	\$ 63	63.00%	\$ 37	\$ 66		5% INCREASE OF YTD CHARGE		
42	101-41110-384	RECYCLE/ORGANICS/CLEANUP DAY		\$ -	\$ -	\$ 1,061	\$ -	\$ 1,365	#DIV/0!	\$ (1,365)	\$ 1,200		NEW HENN CTY GRANT - NEWSLETTER, EDUCATION, PROMOTIONAL		
43	101-41110-410	LEASES/RENTALS		\$ 2,189	\$ 1,696	\$ 1,644	\$ 2,100	\$ 1,577	75.09%	\$ 523	\$ 2,100	A	COPIER,POSTAGE METER,WATER COOLER		
44		TOTAL		\$ 366,524	\$ 270,217	\$ 322,051	\$ 305,615	\$ 323,961	106.00%	\$ (18,346)	\$ 377,976		23.68%		
45															
46		ELECTIONS													
47	101-41410-106	WAGES		\$ -	\$ 2,417	\$ -	\$ 2,700	\$ 3,353	124.20%	\$ (653)	\$ -		WAGE: 9.65/HR AND 10.65/HR (INCLUDE CLERK O/T)		
48	101-41410-124	EMPLOYER PERA EXPENSE						\$ 54		\$ (54)			CLERK		
49	101-41410-125	EMPLOYER FICA EXPENSE						\$ 81		\$ (81)			CLERK		
50	101-41410-139	WORK COMP INSURANCE		\$ -	\$ 9	\$ 5	\$ 9	\$ 10	111.11%	\$ (1)	\$ -		JUDGES ONLY		
51	101-41410-210	OPERATIONS		\$ 651	\$ 2,216	\$ 955	\$ 2,500	\$ 2,280	0.00%	\$ 220	\$ 950		ELECTION MACHINE MAINTENANCE CONTRACT/PUBLISHING/NEWSLETTER/ETC		
52		TOTAL		\$ 651	\$ 4,642	\$ 960	\$ 5,209	\$ 5,778	110.91%	\$ (569)	\$ 950		-81.76%		
53															
54		LEGAL													
55	101-41500-211	LEGAL EXPENSES		\$ 479	\$ 3,059	\$ 727	\$ 1,000	\$ 724	72.41%	\$ 276	\$ 1,000		MILEAGE, COPYING, POSTAGE, FEES		
56	101-41500-304	LEGAL SERVICES - CIVIL		\$ 20,904	\$ 27,847	\$ 21,896	\$ 27,000	\$ 21,928	81.22%	\$ 5,072	\$ 30,000		RETAINER (33K/YEAR LESS EDA AND SPECIAL PROJECTS) ORDINANCE UPDATES		
57	101-41500-306	LEGAL SERVICES - PROSECUTION		\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 10,792	89.93%	\$ 1,208	\$ 14,400		RETAINER (INCREASE FOR 2019)		
58		TOTAL		\$ 33,383	\$ 42,906	\$ 34,623	\$ 40,000	\$ 33,445	83.61%	\$ 6,555	\$ 45,400		13.50%		
59															
60		INFORMATION TECHNOLOGY													
61	101-41515-302	IT CONSULTANT		\$ -	\$ 13,975	\$ 22,950	\$ 22,800	\$ 20,960	91.93%	\$ 1,840	\$ 22,800		RETAINER (1900/mo) - CABLE FUND CONTRIBUTES 10,000		
62		TOTAL		\$ -	\$ 13,975	\$ 22,950	\$ 22,800	\$ 20,960	91.93%	\$ 1,840	\$ 22,800		0.00%		
63															
64		FINANCE													
65	101-41550-300	PAYROLL SERVICE		\$ -	\$ 6,088	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -				
66	101-41550-300	MERCHANT FEES		\$ -	\$ -	\$ 544	\$ 1,000	\$ 992	99.18%	\$ 8	\$ 1,000	A	REVTRAK (BLDG PERMITS)		
67	101-41550-300	ACTUARY SERVICE - CITY		\$ -	\$ -	\$ -	\$ -	\$ 700	#DIV/0!	\$ (700)	\$ 400	A	2019 IS AN OFF YEAR; 1000 (40%)		
68	101-41550-300	FINANCIAL ADVISOR		\$ -	\$ -	\$ -	\$ 500	\$ -	0.00%	\$ 500	\$ -		EHLERS		
69	101-41550-301	FINANCIAL CONSULTANT		\$ -	\$ 40,465	\$ 5,194	\$ 8,000	\$ 5,173	64.66%	\$ 2,827	\$ 5,200	A	GARY GROEN CPA (\$13000 *40%)		
70	101-41550-301	AUDITING		\$ 13,900	\$ -	\$ 9,000	\$ 13,000	\$ 9,400	72.31%	\$ 3,600	\$ 9,650	A	BERGENKDV (\$24125*40%)		
71		TOTAL		\$ 13,900	\$ 46,553	\$ 14,738	\$ 22,500	\$ 16,265	72.29%	\$ 6,235	\$ 16,250		-27.78%		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	City of Osseo General Fund Expenditures Budget Worksheet For the Year 2019														
2															
3															
4														Note: Accounts indicating an "A" are allocatable to enterprise funds	
5			2015	2016	2017		2018							2019 PROPOSED	
6	ACCOUNT	DESCRIPTION	Actual	Actual	Actual	Budgeted	11/27/2018	% of Budget	Remaining		Amount			Notes	
72															
73		PLANNING AND ZONING													
74	101-41650-101	FULL TIME WAGES	\$ 34,588	\$ 43,178	\$ 46,997	\$ 60,657	\$ 53,803	88.70%	\$ 6,854		\$ 63,736			2% COLA PLUS STEP INCREASE	
75	101-41650-106	PART TIME WAGES	\$ 6,208	\$ 2,972	\$ 555	\$ 1,260	\$ 2,500	198.39%	\$ (1,240)		\$ 1,260			PLANNING COMMISSION/INTERN	
76	101-41650-124	PERA CONTRIBUTION	\$ 2,619	\$ 3,394	\$ 3,525	\$ 4,548	\$ 4,035	88.73%	\$ 513		\$ 4,780			7.5% FULL TIME ONLY	
77	101-41650-125	FICA CONTRIBUTION	\$ 3,271	\$ 3,933	\$ 3,959	\$ 4,737	\$ 4,579	96.66%	\$ 158		\$ 5,293			7.65%	
78	101-41650-130	MED/DEN/LIFE/LTD INSURANCE	\$ 75	\$ 79	\$ 86	\$ 100	\$ 94	93.85%	\$ 6		\$ 95			LIFE/LTD ONLY	
79	101-41650-135	CELL/TRAVEL/INSURANCE ALLOW	\$ 2,100	\$ 3,325	\$ 4,200	\$ 4,200	\$ 3,715	88.46%	\$ 485		\$ 4,200			STIPEND	
80	101-41650-139	WORK COMP INSURANCE	\$ -	\$ -	\$ 170	\$ 270	\$ 294	108.89%	\$ (24)		\$ 315			2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%	
81	101-41650-140	UNEMPLOYMENT	\$ -	\$ -	\$ 7	\$ -	\$ -	#DIV/0!	\$ -		\$ -			NONE EXPECTED	
82	101-41650-211	OPERATIONS	\$ 170	\$ 214	\$ 36	\$ 250	\$ 24	9.66%	\$ 226		\$ 250			MAPS	
83	101-41650-255	DUES/MEMBERSHIPS	\$ 356	\$ 200	\$ -	\$ 500	\$ -	0.00%	\$ 500		\$ 500			APA	
84	101-41650-260	EDUCATION/MEETINGS/TRAVEL	\$ 97	\$ 670	\$ 904	\$ 2,000	\$ 793	39.63%	\$ 1,207		\$ 1,200			APA, APA CERTIFICATION	
85	101-41650-351	PRINTING/PUBLISHING									\$ 3,000			COMP PLAN ORDINANCE AMENDMENTS (TEMPORARY)	
86	101-41650-360	ENGINEERING	\$ -	\$ 4,139	\$ 1,602	\$ 2,000	\$ 1,017	50.87%	\$ 983		\$ 2,000		A	GIS (50% - OTHER GOES TO WATER/SEWER)	
87	101-41650-307	RECORDING SERVICE	\$ -	\$ 986	\$ 902	\$ 1,800	\$ 608	33.75%	\$ 1,193		\$ 1,800			PLANNING COMMISSION (TIMESAVER/TELEVISION)	
88	101-41650-310	OTHER PROFESSIONAL SERVICES	\$ 6,306	\$ -	\$ -	\$ 6,000	\$ -	0.00%	\$ 6,000		\$ 4,000			WSB/LEGAL - COMP PLAN ORDINANCE UPDATES ALSO AF STUDY (TEMPORARY)	
89		TOTAL	\$ 55,789	\$ 63,090	\$ 62,943	\$ 88,322	\$ 71,462	80.91%	\$ 16,860		\$ 92,430			4.65%	
90															
91		CITY HALL CAMPUS													
92	101-41700-211	OPERATIONS	\$ 2,674	\$ 3,879	\$ 41	\$ 1,200	\$ 2,339	194.92%	\$ (1,139)		\$ 1,300		A	PAPER PRODUCTS, MISC SUPPLIES	
93	101-41700-222	BLDG REPAIR/MAINTENANCE	\$ 13,553	\$ 18,815	\$ 7,618	\$ 10,000	\$ 11,697	116.97%	\$ (1,697)		\$ 12,500			HVAC, RUGS, PKG LOT, LIGHTING, ELEVATOR LICENSE, SMALL EQUIPMENT, SECURITY	
94	101-41700-317	CLEANING SERVICE	\$ -	\$ -	\$ 6,457	\$ 10,000	\$ 5,376	53.76%	\$ 4,624		\$ 6,000				
95	101-41700-321	TELECOMMUNICATONS	\$ 7,459	\$ 9,396	\$ 7,970	\$ 9,000	\$ 7,875	87.50%	\$ 1,125		\$ 9,000			MAIN LINES, TELEVISION, INTERNET	
96	101-41700-375	PROPERTY INSURANCE	\$ -	\$ 30,981	\$ 25,256	\$ 26,014	\$ 25,648	98.59%	\$ 366		\$ 26,417			3% INCREASE OF YTD CHARGE	
97	101-41700-380	ELECTRIC	\$ 17,306	\$ 18,107	\$ 15,700	\$ 14,000	\$ 10,771	76.94%	\$ 3,229		\$ 13,500				
98	101-41700-390	GAS - HEATING	\$ 5,767	\$ 3,491	\$ 6,235	\$ 5,800	\$ 3,865	66.65%	\$ 1,935		\$ 6,500				
99		TOTAL	\$ 46,758	\$ 84,669	\$ 69,276	\$ 76,014	\$ 67,572	88.89%	\$ 8,442		\$ 75,217			-1.05%	
100															
101		COMMUNITY CENTER													
102	101-41800-211	OPERATIONS	\$ 343	\$ 467	\$ 1,698	\$ 1,500	\$ 1,354	90.28%	\$ 146		\$ 1,600			PAPER PRODUCTS, LIGHTING, CLEANING SUPPLIES	
103	101-41800-221	EQUIPMENT/REPAIRS MAINTENANCE	\$ 547	\$ 672	\$ 2,330	\$ 2,500	\$ 953	38.12%	\$ 1,547		\$ 2,000			PARTITION, KITCHEN	
104	101-41800-317	CLEANING SERVICE	\$ -	\$ -	\$ 2,015	\$ 2,300	\$ 1,981	86.12%	\$ 319		\$ 2,571			214.27/MO BASED ON SQUARE FOOTAGE	
105	101-41800-317	CARPET CLEANING	\$ -	\$ -	\$ -	\$ -		#DIV/0!	\$ -		\$ 1,875			NEW - QUARTERLY CLEANING	
106	101-41800-375	PROPERTY/LIABILITY INSURANCE	\$ -	\$ -	\$ 1,034	\$ 1,065	\$ 536	50.33%	\$ 529		\$ 552			3% INCREASE OF YTD CHARGE	
107	101-41800-380	ELECTRIC	\$ -	\$ -	\$ 3,202	\$ 3,000	\$ 2,364	78.81%	\$ 636		\$ 2,900				
108	101-41800-390	GAS - HEATING	\$ -	\$ -	\$ 1,242	\$ 1,600	\$ 849	53.03%	\$ 751		\$ 1,500				
109		TOTAL	\$ 890	\$ 1,139	\$ 11,521	\$ 11,965	\$ 8,037	67.17%	\$ 3,928		\$ 12,998			8.64%	
110															
111		SENIOR RECREATION													
112	101-42302-106	PART TIME WAGES-SENIOR PROGRAM	\$ 7,335	\$ 8,346	\$ 7,588	\$ 6,800	\$ 5,677	83.49%	\$ 1,123		\$ 6,800			COORDINATOR-SALARIED	
113	101-42302-124	PERA CONTRIBUTION-SENIOR PROGRAM	\$ 553	\$ 674	\$ 537	\$ 510	\$ 383	75.19%	\$ 127		\$ 510			7.50%	
114	101-42302-125	EMPLOYER FICA CONTRIBUTION	\$ 616	\$ 637	\$ 581	\$ 520	\$ 433	83.33%	\$ 87		\$ 520			7.65%	
115	101-42302-139	WORK COMP INSURANCE	\$ 120	\$ 294	\$ 79	\$ 112	\$ 125	111.61%	\$ (13)		\$ 112			2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%	
116	101-42302-312	SENIOR PROGRAMMING	\$ 280	\$ 409	\$ 367	\$ 500	\$ 209	41.77%	\$ 291		\$ 300			TABLE GAMING	
117		TOTAL	\$ 8,904	\$ 10,360	\$ 9,152	\$ 8,442	\$ 6,828	80.88%	\$ 1,614		\$ 8,242			-2.37%	
118															
119		ADULT RECREATION													
120	101-42300-106	PART TIME WAGES-ADULT PROGRAM	\$ 2,055	\$ 2,484	\$ 2,359	\$ 3,000	\$ 2,008	66.93%	\$ 992		\$ 2,350			COORDINATOR FOR PROGRAMMING AND STEP TO IT	
121	101-42300-125	EMPLOYER FICA CONTRIBUTION	\$ 229	\$ 123	\$ 180	\$ 230	\$ 172	74.71%	\$ 58		\$ 180			7.65%	
122	101-42300-139	WORK COMP INSURANCE	\$ -	\$ -	\$ 79	\$ 49	\$ 55	112.24%	\$ (6)		\$ 50			5.6% INCREASE OF YTD PREMIUM WITH 2019 PROPOSED WAGES	
123	101-42300-312	ADULT PROGRAMMING	\$ 8,061	\$ 7,523	\$ 7,458	\$ 8,000	\$ 5,766	72.08%	\$ 2,234		\$ 7,500			YOGA, JAZZERCISE	
124		TOTAL	\$ 10,345	\$ 10,130	\$ 10,076	\$ 11,279	\$ 8,001	70.93%	\$ 3,278		\$ 10,079			-10.64%	
125															
126		YOUTH RECREATION													
127	101-42301-211	YOUTH PROGRAMMING	\$ -	\$ 2,802	\$ 6,393	\$ 8,000	\$ 13,366	167.08%	\$ (5,366)		\$ 13,000			ENTIRE PROGRAM BUDGET/PARK&REC MINUTES/MOVIE ATTENDANT(see revenue code)	
128	101-42301-211	MAPLE GROVE CC MEMBERSHIPS	\$ 1,257	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -			CITY SUPPLEMENTS PORTION (SEE REVENUE CODE)	
129		TOTAL	\$ 1,257	\$ 2,802	\$ 6,393	\$ 8,000	\$ 13,366	167.08%	\$ (5,366)		\$ 13,000			62.50%	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	City of Osseo														
2	General Fund Expenditures Budget Worksheet														
3	For the Year 2019														
4															Note: Accounts indicating an "A" are allocatable to enterprise funds
5			2015	2016	2017			2018							2019 PROPOSED
6	ACCOUNT	DESCRIPTION	Actual	Actual	Actual	Budgeted	11/27/2018	% of Budget	Remaining	Amount					Notes
130															
131		POLICE													
132	101-41900-101	FULL TIME WAGES - OFFICERS	\$ 370,796	\$ 388,495	\$ 439,661	\$ 435,210	\$ 388,251	89.21%	\$ 46,959	\$ 442,321					PER CONTRACT - includes new FTE officer
133	101-41900-101	FULL TIME WAGES - NON OFFICERS								\$ 56,722					2% INCREASE PLUS STEP
134	101-41900-101	TZD AND SPECIAL EVENT WAGES	\$ -	\$ -	\$ -	\$ 30,000			\$ 30,000	\$ 20,000					OFFSET BY POLICE SERVICES REVENUE
135	101-41900-106	PART TIME WAGES	\$ 78,931	\$ 92,719	\$ 41,426	\$ 70,000	\$ 60,631	86.62%	\$ 9,369	\$ 34,000					REDUCED IN HALF DUE TO HIRING OF FULL TIME OFFICER
136	101-41900-124	PEPFF CONTRIBUTION (OFFICERS)	\$ 67,659	\$ 73,597	\$ 70,866	\$ 86,704	\$ 69,353	79.99%	\$ 17,351	\$ 84,126					NEW CONTRIBUTION RATE FOR 2019 - 16.95%
137	101-41900-124	PERA CONTRIBUTION (NON OFFICERS)								\$ 4,254					7.50%
138	101-41900-125	EMPLOYER FICA CONTRIBUTION (OFFICERS)	\$ 10,431	\$ 12,509	\$ 9,544	\$ 7,761	\$ 9,036	116.43%	\$ (1,275)	\$ 7,258					1.45% OFFICER (MEDICARE ONLY)
139	101-41900-125	EMPLOYER FICA CONTRIBUTION								\$ 4,339					7.65% - NON OFFICER
140	101-41900-130	MED/DEN/LIFE/LTD/STD INSURANCE	\$ -	\$ 65,342	\$ 66,681	\$ 70,000	\$ 64,494	92.13%	\$ 5,506	\$ 85,764					ACTUAL (INCLUDES ADDITIONAL OFFICER AT FAMILY COVERAGE)
141	101-41900-135	CELL/TRAVEL/INSURANCE ALLOW	\$ -	\$ 3,850	\$ 4,200	\$ 4,200	\$ 3,392	80.77%	\$ 808	\$ 4,200					STIPEND
142	101-41900-139	WORK COMP INSURANCE	\$ 66,142	\$ 18,608	\$ 16,188	\$ 15,000	\$ 11,952	79.68%	\$ 3,048	\$ 16,285					2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%
143	101-41900-201	OFFICE EXPENSES	\$ 2,500	\$ 1,424	\$ 1,816	\$ 1,250	\$ 1,464	117.09%	\$ (214)	\$ 1,500					EXPENSES IN THE OFFICE (FELICIA LOGO APPARAL (\$60))
144	101-41900-202	RECOGNITION/AWARDS	\$ -	\$ 622	\$ 179	\$ 500	\$ -	0.00%	\$ 500	\$ 300					
145	101-41900-211	OPERATING SUPPLIES	\$ 5,282	\$ 1,449	\$ 2,514	\$ 2,750	\$ 2,473	89.93%	\$ 277	\$ 2,500					EXPENSES OUTSIDE THE OFFICE
146	101-41900-213	OFFICER EQUIPMENT/GEAR	\$ -	\$ 5,787	\$ 3,583	\$ 6,000	\$ 2,320	38.67%	\$ 3,680	\$ 5,000					CHIEF/PART TIME UNIFORM, VESTS, BIKE PROGRAM
147	101-41900-216	SQUAD FUEL	\$ 15,829	\$ 9,554	\$ 9,552	\$ 12,000	\$ 9,523	79.36%	\$ 2,477	\$ 13,000					
148	101-41900-217	SQUAD REPAIRS/MAINTENANCE	\$ 5,232	\$ 6,686	\$ 4,147	\$ 6,000	\$ 5,152	85.86%	\$ 848	\$ 4,500					
149	101-41900-218	UNIFORM ALLOWANCE	\$ 4,196	\$ 2,989	\$ 3,702	\$ 3,720	\$ 3,074	82.64%	\$ 646	\$ 4,800					PER POLICE CONTRACT (960 for 5 officers FOR 2019)
150	101-41900-220	COMMUNICATION RADIO	\$ 5,048	\$ 5,885	\$ 10,071	\$ 13,500	\$ 12,601	93.34%	\$ 899	\$ 14,400					HENN CTY (1200 PER MO.)
151	101-41900-255	DUES/MEMBERSHIPS	\$ 595	\$ 525	\$ 865	\$ 1,200	\$ 1,564	130.35%	\$ (364)	\$ 1,500					CHIEF MEMBERSHIPS, POST
152	101-41900-260	REGISTRATION/TRAINING/TRAVEL	\$ 5,468	\$ 9,780	\$ 10,991	\$ 16,500	\$ 14,615	88.58%	\$ 1,885	\$ 17,000					CRISIS INTERVENTION TRAINING, CONTINUING EDUCATION
153	101-41900-302	LETG RECORDS MANAGEMENT	\$ -	\$ 7,105	\$ 7,246	\$ 8,000	\$ 7,393	92.42%	\$ 607	\$ 8,000					LETG-POLICE RECORDS MANAGEMENT SOFTWARE/DYNAFORMS
154	101-41900-307	RECORDING SERVICES	\$ -	\$ -	\$ -	\$ -			\$ (537)	\$ 150					PSAC MEETING MINUTES (SPLIT WITH FIRE)
155	101-41900-310	OTHER PROFESSIONAL SERVICES	\$ 11,778	\$ 1,924	\$ 2,054	\$ 1,750	\$ 537	30.69%	\$ (276)	\$ 1,500					GRANT WRITER, TOWING
156	101-41900-314	PAWN TRANSACTION CONSORTIUM	\$ -	\$ 3,977	\$ 2,841	\$ 3,200	\$ 2,026	63.31%	\$ (1,114)	\$ 3,200					OFFSET THRU PAWN LICENSING REVENUE
157	101-41900-316	INCARCERATION SERVICES	\$ 5,780	\$ 6,266	\$ 4,209	\$ 5,000	\$ 4,314	86.28%	\$ 507	\$ 4,500					HENN CTY CORRECTIONS, HENN CTY SHERIFF
158	101-41900-321	TELECOMMUNICATIONS	\$ 4,587	\$ 5,233	\$ 6,000	\$ 6,500	\$ 4,493	69.12%	\$ 5,860	\$ 6,500					CELL PHONES ONLY
159	101-41900-355	PERSONNEL/RECRUITMENT	\$ 2,004	\$ 1,060	\$ 500	\$ 1,250	\$ 640	51.20%	\$ (3,381)	\$ 1,250					ADD IN HEP B SHOTS - POSSIBLE NEW FULL TIMER
160	101-41900-376	SQUAD INSURANCE	\$ -	\$ 2,121	\$ 2,288	\$ 2,950	\$ 4,631	156.98%	\$ 2,751	\$ 4,863					5% INCREASE OF YTD AMOUNT (ADDED REPLACEMENT INSURANCE)
161	101-41900-401	POLICE RESERVES	\$ 594	\$ -	\$ 303	\$ 750	\$ 199	26.52%	\$ 107	\$ 500					RESERVE PROGRAM OPERATION
162	101-41900-402	EMERGENCY PREPAREDNESS	\$ 636	\$ 588	\$ 649	\$ 750	\$ 643	85.76%	\$ 750	\$ 675					SIRENS (ELECTRICITY 120, MAINTENANCE 555)
163	101-41900-403	CHAPLIN PROGRAM	\$ -	\$ -	\$ -	\$ 750	\$ -	0.00%	\$ 750	\$ 250					
164	101-41900-404	NIGHT TO UNITE	\$ -	\$ -	\$ -	\$ 1,000	\$ 8,032	803.15%	\$ (7,032)	\$ 5,000					NEW - SEE OFFSET REVENUE CODE FROM A COMMUNITY PARTNER
165	101-41900-410	LEASES/RENTALS	\$ -	\$ 1,113	\$ 929	\$ 900	\$ 810	90.04%	\$ 90	\$ 975					COPIER (73.04 PER MO), WATER COOLER (8.00 PER MO)
166	101-41900-450	REIMBURSEMENT/DEDUCTIBLE	\$ 502	\$ 299	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -					INSURANCE DEDUCTIBLES, DAMAGE AWARDS
167		TOTAL	\$ 663,989	\$ 729,507	\$ 723,002	\$ 815,095	\$ 693,614	85.10%	\$ 121,481	\$ 861,131					5.65%
168															
169		FIRE													
170	101-41920-106	PART TIME WAGES	\$ 65,492	\$ 56,806	\$ 53,035	\$ 62,300	\$ 68,787	110.41%	\$ (6,487)	\$ 69,420					CHIEFS, INVESTIGATORS, INSPECTOR, ON CALL
171	101-41920-123	FIRE RELIEF CONTRIBUTION	\$ 10,500	\$ 14,282	\$ 29,217	\$ 14,230	\$ 17,527	123.17%	\$ (3,297)	\$ 16,000					SEND TO OFDRA - OFFSET BY REVENUE CODE (COMES IN OCTOBER)
172	101-41920-125	EMPLOYER FICA CONTRIBUTION	\$ 3,935	\$ 4,392	\$ 4,103	\$ 4,766	\$ 5,812	121.95%	\$ (1,046)	\$ 5,357					7.65%
173	101-41920-135	CELL/TRAVEL/INS ALLOWANCE	\$ 550	\$ 600	\$ 600	\$ 600	\$ 550	91.67%	\$ 50	\$ 600					CHIEF CELL STIPEND
174	101-41920-139	WORK COMP INSURANCE	\$ -	\$ 5,235	\$ 4,459	\$ 4,726	\$ 3,609	76.36%	\$ 1,117	\$ 5,456					3% INCREASE OF YTD PREMIUM (NOT BASED ON WAGES; BASED ON POPULATION)
175	101-41920-140	UNEMPLOYMENT	\$ -	\$ 49	\$ 127	\$ -	\$ 1	#DIV/0!	\$ (1)	\$ -					FIGHTERS NO LONGER ON PAYROLL
176	101-41920-211	OPERATING SUPPLIES	\$ 4,718	\$ 2,300	\$ 2,475	\$ 2,250	\$ 1,520	67.55%	\$ 730	\$ 2,000					OFFICE, SAFETY, MANUALS, SMALL EQUIPMENT
177	101-41920-216	FUEL	\$ 3,079	\$ 1,425	\$ 1,166	\$ 750	\$ 1,274	169.86%	\$ (524)	\$ 1,500					MORE CALLS DUE TO PARTNERSHIP OF MUTUAL AID CITIES
178	101-41920-217	VEHICLE REPAIR/MAINTENANCE	\$ 4,320	\$ 3,962	\$ 4,626	\$ 5,000	\$ 3,294	65.87%	\$ 1,706	\$ 6,000					ANYTHING WITH 4 WHEELS - ADD DOT INSPECTIONS
179	101-41920-218	UNIFORMS/GEAR	\$ 9,318	\$ 7,718	\$ 10,504	\$ 9,500	\$ 1,776	18.69%	\$ 7,724	\$ 14,000					REPLACE 3 SETS OF BUNKER GEAR
180	101-41920-220	RADIO COMMUNICATIONS	\$ 7,497	\$ 8,099	\$ 10,155	\$ 11,500	\$ 6,730	58.52%	\$ 4,770	\$ 8,100					HENN CTY INFO TECH (673/mo)
181	101-41920-221	EQUIP REPAIR/MAINTENANCE	\$ 2,300	\$ 3,265	\$ 2,231	\$ 2,500	\$ 4,208	168.33%	\$ (1,708)	\$ 3,000					ANYTHING WITHOUT 4 WHEELS
182	101-41920-255	DUES/MEMBERSHIPS	\$ 413	\$ 618	\$ 831	\$ 750	\$ 355	47.33%	\$ 395	\$ 750					MN STATE CHIEFS, MN STATE FIRE DEPTS, HENN CO CHIEFS, NATL FIRE PROTECTIONS
183	101-41920-260	EDUCATION/MEETINGS/TRAVEL	\$ 12,674	\$ 13,488	\$ 1,303	\$ 4,000	\$ 2,447	61.17%	\$ 1,553	\$ 2,500					TRAINING/CERTIFICATIONS, CHIEF CONFERENCE
184	101-41920-261	EDUCATION - STATE AIDED	\$ -	\$ -	\$ 7,400	\$ 5,400	\$ 11,750	217.59%	\$ (6,350)	\$ 7,500					STATE AID SUPPLEMENTED (award per year in July - est based on current year)
185	101-41920-307	RECORDING SERVICE	\$ -	\$ -	\$ -	\$ -		#DIV/0!	\$ -	\$ 150					PSAC MEETING MINUTES (SPLIT WITH POLICE)
186	101-41920-310	OTHER PROFESSIONAL SERVICES	\$ -	\$ 698	\$ 3,053	\$ -	\$ 2,100	#DIV/0!	\$ (2,100)	\$ 1,100					ACTUARIAL OF OFDRA
187	101-41920-355	PERSONNEL/RECRUITMENT	\$ -	\$ 1,616	\$ 1,311	\$ 500	\$ 1,416	283.20%	\$ (916)	\$ 500					
188	101-41920-376	VEHICLE INSURANCE	\$ 4,766	\$ 2,604	\$ 2,100	\$ 2,300	\$ 1,246	54.17%	\$ 1,054	\$ 1,308					5% INCREASE OF YTD PREMIUM
189		TOTAL	\$ 129,561	\$ 127,158	\$ 138,695	\$ 131,072	\$ 134,402	102.54%	\$ (3,330)	\$ 145,241					10.81%
190															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	City of Osseo														
2	General Fund Expenditures Budget Worksheet														
3	For the Year 2019														
4														Note: Accounts indicating an "A" are allocatable to enterprise funds	
5				2015	2016	2017			2018					2019 PROPOSED	
6	ACCOUNT	DESCRIPTION	Actual	Actual	Actual		Budgeted	11/27/2018	% of Budget	Remaining			Amount		Notes
191	STREETS AND ALLEYS (40% ALLOCATION)														
192	101-42000-101	FULL TIME WAGES	\$ 51,630	\$ 84,634	\$ 60,015		\$ 79,625	\$ 75,485	94.80%	\$ 4,140		\$ 79,549	A	2 STAFF PAYOUTS IN 2018	
193	101-42000-106	PART TIME WAGES	\$ 307	\$ 1,001	\$ 203		\$ 2,000	\$ 1,339	66.94%	\$ 661		\$ 2,261	A	SNOW PLOWING	
194	101-42000-124	PERA CONTRIBUTION (FULL TIME ONLY)	\$ 3,843	\$ 6,740	\$ 4,788		\$ 5,972	\$ 4,551	76.20%	\$ 1,421		\$ 5,966	A	7.5% (NO PERA ON PAYOUTS)	
195	101-42000-125	FICA CONTRIBUTION	\$ 3,820	\$ 6,485	\$ 5,504		\$ 6,244	\$ 6,105	97.78%	\$ 139		\$ 6,516	A	7.65%	
196	101-42000-130	MED/DEN/LIFE/LTD INSURANCE	\$ 4,638	\$ 6,754	\$ 5,929		\$ 1,310	\$ 3,690	281.73%	\$ (2,380)		\$ 2,628	A	ACTUAL	
197	101-42000-135	CELL/TRAVEL/INS ALLOWANCE	\$ 2,923	\$ 1,890	\$ 1,680		\$ -	\$ 1,239	#DIV/0!	\$ (1,239)		\$ 3,360	A	STIPEND	
198	101-42000-139	WORK COMP INSURANCE	\$ 6,234	\$ 6,971	\$ 6,442		\$ 5,317	\$ 5,066	95.29%	\$ 251		\$ 4,713	A	2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%	
199	101-42000-140	UNEMPLOYMENT	\$ 95	\$ 246	\$ 139		\$ 150	\$ -	0.00%	\$ 150		\$ -		SNOW PLOWING	
200	101-42000-211	OPERATIONS	\$ 3,711	\$ 1,865	\$ 945		\$ 2,000	\$ 816	40.79%	\$ 1,184		\$ 1,250	A	SHOP, OFFICE, SMALL EQUIPMENT, SAFETY, COPIER USAGE(50/MO)	
201	101-42000-216	FUEL	\$ 7,986	\$ 3,420	\$ 1,833		\$ 6,500	\$ 2,513	38.67%	\$ 3,987		\$ 3,000	A		
202	101-42000-217	VEHICLE REPAIR/MAINTENANCE	\$ 2,692	\$ 6,342	\$ 3,653		\$ 4,000	\$ 6,966	174.15%	\$ (2,966)		\$ 3,000	A	ANYTHING WITH 4 WHEELS (PLOW TRUCK REPAIR)	
203	101-42000-218	UNIFORMS/PROTECTIVE GEAR	\$ 1,420	\$ 898	\$ 589		\$ 1,000	\$ 1,358	135.79%	\$ (358)		\$ 1,000	A	STEEL TOE BOOTS, UNIFORM,HARD HATS	
204	101-42000-220	RADIO COMMUNICATIONS	\$ -	\$ -	\$ 271		\$ 400	\$ 538	134.54%	\$ (138)		\$ 500	A	NEW - HENN CO INFO TECH RADIO ADMIN	
205	101-42000-221	EQUIP REPAIR/MAINTENANCE	\$ 7,707	\$ 2,448	\$ 866		\$ 4,000	\$ 135	3.37%	\$ 3,865		\$ 1,000	A	ANYTHING WITHOUT 4 WHEELS	
206	101-42000-222	BUILDING REPAIR/MAINTENANCE	\$ (12,628)	\$ 2,639	\$ 759		\$ 1,500	\$ 1,518	101.22%	\$ (18)		\$ 1,500	A		
207	101 42000 224	STREET MAINTENANCE/SIGNAGE	\$ 1,596	\$ 2,282	\$ 3,457		\$ 3,500	\$ 2,946	84.17%	\$ 554		\$ 4,000	A	SIGN REPLACEMENT PROJECT - 2019-2021	
208	101-42000-226	TRAFFIC SIGNALS/STREET LIGHTING	\$ 24,614	\$ 474	\$ 25,852		\$ 26,000	\$ 18,616	71.60%	\$ 7,384		\$ 28,500			
209	101-42000-250	SNOW MANAGEMENT	\$ 12,052	\$ 9,071	\$ 9,649		\$ 20,000	\$ 10,871	54.35%	\$ 9,129		\$ 12,000			
210	101-42000-260	EDUCATION/MEETINGS/TRAVEL	\$ 75	\$ 626	\$ 75		\$ 1,000	\$ 90	9.00%	\$ 910		\$ 1,000			
211	101-42000-310	OTHER PROFESSIONAL SVCS	\$ 300	\$ -	\$ -		\$ -	\$ 173	#DIV/0!	\$ (173)		\$ -		ENGINEERING	
212	101-42000-321	TELECOMMUNICATIONS	\$ 1,032	\$ 2,692	\$ 1,655		\$ 2,000	\$ 1,762	88.09%	\$ 238		\$ 1,750	A		
213	101-42000-355	PERSONNEL/RECRUITMENT	\$ -	\$ -	\$ -		\$ -	\$ 1,088	#DIV/0!	\$ (1,088)		\$ -		TO TRACK COST OF STAFF CHANGES IN PUBLIC WORKS	
214	101-42000-375	PROPERTY INSURANCE	\$ -	\$ 3,512	\$ 2,124		\$ 2,200	\$ 2,445	111.11%	\$ (245)		\$ 2,518	A	3% INCREASE OF YTD CHARGE	
215	101-42000 376	AUTO INSURANCE	\$ -	\$ 5,923	\$ 1,252		\$ 1,400	\$ 1,184	84.55%	\$ 216		\$ 1,243	A	5% INCREASE OF YTD CHARGE	
216	101-42000-380	ELECTRIC	\$ 3,829	\$ 2,680	\$ 1,517		\$ 2,250	\$ 1,283	57.02%	\$ 967		\$ 1,500	A		
217	101-42000-384	WASTE REMOVAL/CLEANUP DAY	\$ 732	\$ 1,447	\$ -		\$ -	\$ 125	#DIV/0!	\$ (125)		\$ 150		BROUGHT BACK ACCOUNT	
218	101-42000-410	LEASES AND RENTALS										\$ 360	A	COPIER/FAX MACHINE 75/MO	
219	101-42000-390	GAS - HEATING	\$ 655	\$ 1,187	\$ 724		\$ 1,200	\$ 843	70.24%	\$ 357		\$ 1,250	A		
220		TOTAL	\$ 129,261	\$ 162,228	\$ 139,919		\$ 179,568	\$ 152,745	85.06%	\$ 26,823		\$ 170,514		-5.04%	
221															
222	PARKS (10% ALLOCATION)														
223	101-42350-101	FULL TIME	\$ -	\$ 19,973	\$ 19,561		\$ 19,906	\$ 20,105	101.00%	\$ (199)		\$ 19,887	A	10% OF PUBLIC WORKS GROSS WAGE	
224	101-42350-106	PART TIME	\$ 3,272	\$ 2,156	\$ 2,310		\$ 3,500	\$ 1,675	47.86%	\$ 1,825		\$ 9,170	A	RINK ATTENDANTS (3500) NEW=SUMMER HELP (5670)	
225	101-42350-124	PERA CONTRIBUTIONS	\$ -	\$ 1,521	\$ 2,835		\$ 1,493	\$ 1,338	89.59%	\$ 155		\$ 1,492	A	7.5% FULL TIME ONLY (NO PERA FOR PAYOUTS)	
226	101-42350-125	EMPLOYER FICA EXPENSE	\$ 242	\$ 2,180	\$ 1,664		\$ 1,791	\$ 1,717	95.89%	\$ 74		\$ 2,287	A	7.65%	
227	101-42350-130	MED/DEN/LIFE/LTD INSURANCE	\$ -	\$ 1,389	\$ 1,515		\$ 327	\$ 764	233.22%	\$ (436)		\$ 657	A	ACTUAL	
228	101-42350-135	CELL/TRAVEL/INSURANCE ALLOW	\$ -	\$ 573	\$ 420		\$ -	\$ 584	#DIV/0!	\$ (584)		\$ 840	A	STIPEND	
229	101-42350-139	WORK COMP INSURANCE	\$ -	\$ 1,743	\$ 2,243		\$ 2,250	\$ 1,187	52.75%	\$ 1,063		\$ 1,178	A	2019 CLASSIFICATION INCREASED/DECREASED AVERAGE OF 5.6%	
230	101-42350-211	PARK OPERATIONS	\$ 1,816	\$ 1,363	\$ 2,024		\$ 2,000	\$ 3,130	156.49%	\$ (1,130)		\$ 1,750	A	STEEL BENCH IN PARK REPLACED (1370)	
231	101-42350-212	GATEWAY SIGN OPERATION	\$ -	\$ -	\$ 1,602		\$ 5,000	\$ 3,920	78.40%	\$ 1,080		\$ 5,300	A	ELECTRIC, INSURANCE,MAINTENANCE (SEE REVENUE CODE)	
232	101-42350-215	CENTRAL AVENUE STREETSCAPE	\$ -	\$ -	\$ -		\$ 12,000	\$ 11,402	95.02%	\$ 598		\$ 11,500	A	FLOWER BASKETS, DESIGNING NATURE, SUPPLIES	
233	101-42350-216	FUEL	\$ 252	\$ 688	\$ 470		\$ 750	\$ 1,070	142.73%	\$ (320)		\$ 1,100	A		
234	101-42350-217	VEHICLE REPAIRS/MAINTENANCE	\$ -	\$ 1,169	\$ 650		\$ 500	\$ 257	51.50%	\$ 243		\$ 500	A		
235	101-42350-218	UNIFORMS/PROTECTIVE GEAR	\$ -	\$ 174	\$ 151		\$ 150	\$ 100	66.49%	\$ 50		\$ 150	A	500/PW=1500*.10	
236	101-42350-220	RADIO COMMUNICATIONS	\$ -	\$ -	\$ 31		\$ 90	\$ 57	63.03%	\$ 33		\$ 100	A	RADIO ADMIN - 81/MO*.10	
237	101-42350-221	EQUIPMENT REPAIRS/MAINTENANCE	\$ 7,487	\$ 2,571	\$ 431		\$ 2,000	\$ 858	42.88%	\$ 1,142		\$ 1,250	A		
238	101-42350-222	PW BUILDING REPAIR/MAINT	\$ -	\$ 550	\$ 195		\$ 250	\$ 255	101.99%	\$ (5)		\$ 250	A		
239	101-42350-321	TELECOMMUNICATIONS	\$ -	\$ 107	\$ 424		\$ 600	\$ 464	77.36%	\$ 136		\$ 400	A	COMCAST (2124*.10) VERIZON (1860*.10)	
240	101-42350-355	PERSONNEL/RECRUITMENT	\$ -	\$ -	\$ -		\$ -	\$ 127	#DIV/0!	\$ (127)		\$ 100		HIRE SUMMER HELP	
241	101-42350-375	PROPERTY INSURANCE	\$ -	\$ 596	\$ 13,006		\$ 13,400	\$ 13,235	98.77%	\$ 165		\$ 13,632	A	3% INCREASE OF YTD CHARGE	
242	101-42350-376	AUTO INSURANCE	\$ -	\$ 13,062	\$ 321		\$ 400	\$ 304	75.88%	\$ 97		\$ 319	A	5% INCREASE OF YTD CHARGE	
243	101-42350-380	ELECTRIC	\$ 3,550	\$ 4,190	\$ 4,024		\$ 3,750	\$ 3,344	89.19%	\$ 406		\$ 4,200	A		
244	101-42350-390	GAS - HEATING	\$ 561	\$ 711	\$ 766		\$ 1,000	\$ 686	68.56%	\$ 314		\$ 850	A		
245	101-42350-410	LEASE/RENTALS	\$ -	\$ 711	\$ 2,168		\$ 2,500	\$ 2,288	91.50%	\$ 213		\$ 2,300		WARMING HOUSE, PORTABLE TOILETS	
246		TOTAL	\$ 17,180	\$ 55,424	\$ 56,810		\$ 73,657	\$ 68,866	93.50%	\$ 4,791		\$ 79,212		7.54%	
247															
248	101-41350-310	CONTINGENCY	\$ -	\$ -	\$ 10,013		\$ 20,000	\$ 10,698	53.49%	\$ 9,302		\$ 20,000		2018 - CC WINDOW TRMTS & HVAC SYSTEMS	
249															
250	101-49300-720	TRANSFER TO OTHER FUND	\$ 873,337	\$ 637,525	\$ 669,400		\$ 625,870		0.00%	\$ 625,870		\$ 625,870		TRANSFERS HELD FLAT	
251															
252															
253	TOTAL GENERAL FUND EXPENDITURES			\$ 2,384,606	\$ 2,293,173	\$ 2,328,838		\$ 2,476,753	\$ 1,659,477	67.00%	\$ 817,276		\$ 2,622,870		5.90%
254															
255														Updated 12.6.18 RG	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Osseo													
2	General Fund Revenue Budget Worksheet													
3	For The Year 2019													
4														
5														
6				2015	2016	2017		2018					PROPOSED 2019	
7														
8	Account	Description	Actual	Actual	Actual	Budgeted	11/30/2018	% REC'D	Remaining	Amount	Description			
9	101-31000	GENERAL PROPERTY TAX	\$ 942,391	\$ 1,001,180	\$ 1,172,668	\$ 1,142,268	\$ 1,438,978		\$ (296,710)	\$ 1,149,334	FINAL SETTLEMENT RECD 11/30/18			
10	101-31000	GENERAL PROPERTY TAX				\$ 4,500			\$ 4,500		ADD'L LEVY TO MAINTAIN FUND BALANCE - 40%			
11	101-31020	FISCAL DISPARITIES	\$ 203,858	\$ 204,760	\$ 255,776	\$ 297,959	\$ 268,705		\$ 29,254	\$ 305,526	ACTUAL			
12		TOTAL PROPERTY TAXES	\$ 1,146,249	\$ 1,205,940	\$ 1,428,444	\$ 1,444,727	\$ 1,707,683	118.20%	\$ (262,956)	\$ 1,454,860	LEVY TO THE COUNTY			
13	101-31080	PROPERTY TAX PENALTIES	\$ 2,186	\$ 3,324	\$ 1,502	\$ 2,000	\$ 329	16.47%	\$ 1,671	\$ 2,000				
14	101-31200	RECYCLE/ORGANICS GRANT	\$ 5,535	\$ 2,675	\$ 5,494	\$ 5,000	\$ 5,596	111.92%	\$ (596)	\$ 5,000				
15	101-31810	GAS FRANCHISE FEES	\$ 21,114	\$ 22,963	\$ 24,572	\$ 23,000	\$ 22,804	99.15%	\$ 196	\$ 24,000	2% OF SALES - PAID QTRLY			
16	101-31811	ELECTRIC FRANCHISE FEES	\$ 54,019	\$ 56,831	\$ 57,560	\$ 57,000	\$ 43,853	76.93%	\$ 13,147	\$ 58,000	SET AMOUNT BASED ON TYPE - PAID QTRLY			
17	101-31812	REFUSE FRANCHISE FEES	\$ 4,513	\$ 9,411	\$ 10,898	\$ 9,400	\$ 9,133	97.16%	\$ 267	\$ 10,000	10% OF SALES - PAID MONTHLY			
18	101-32101	BUILDING PERMITS	\$ 39,624	\$ 34,274	\$ 49,095	\$ 37,000	\$ 98,735	266.85%	\$ (61,735)	\$ 86,000	REFLECTS GROSS (PRIOR YEARS REFLECT NET)			
19	101-32102	COMMERCIAL LICENSES	\$ 38,692	\$ 39,450	\$ 39,092	\$ 40,000	\$ 39,933	99.83%	\$ 67	\$ 40,000	PAWN, LIQUOR, TOBACCO			
20	101-32103	ELECTRIC PERMITS	\$ 1,398	\$ 1,544	\$ 1,598	\$ 1,500	\$ 10,510	700.63%	\$ (9,010)	\$ 7,500	REFLECTS GROSS (PRIOR YEARS REFLECT NET)			
21	101-32104	RIGHT OF WAY PERMITS	\$ 39,883	\$ 2,962	\$ 6,402	\$ 4,000	\$ 12,725	318.13%	\$ (8,725)	\$ 6,000	CENTERPOINT HAD A PROJECT 2018			
22	101-32105	POLICE LICENSE/PERMITS	\$ 455	\$ 50	\$ 895	\$ 500	\$ 40	8.00%	\$ 460	\$ 50	SOLICITORS/PEDDLERS/GOLF CARTS			
23	101-32106	SPECIAL EVENT PERMIT	\$ -	\$ -	\$ -	\$ -	\$ 300	#DIV/0!	\$ (300)	\$ 500	NEW			
24	101-32107	MAPLE GROVE CC ADMISSIONS	\$ 969	\$ 594	\$ 1,226	\$ -	\$ 315	#DIV/0!	\$ (315)	\$ -				
25	101-32108	FOOD TRUCK PERMIT	\$ -	\$ -	\$ -	\$ -	\$ 30	#DIV/0!	\$ (30)	\$ 60	NEW			
26	101-32201	TRUTH IN HOUSING	\$ 1,250	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	Eliminated			
27	101-32610	SIGN PERMITS	\$ 2,445	\$ 2,405	\$ 1,590	\$ 2,400	\$ 830	34.58%	\$ 1,570	\$ 1,000				
28	101-32620	PLANNING PERMITS	\$ 2,500	\$ 2,000	\$ 1,750	\$ 1,500	\$ 3,225	215.00%	\$ (1,725)	\$ 2,500	VARIANCES, CUP			
29	101-32670	RENTAL LICENSES	\$ 23,965	\$ 24,725	\$ 26,100	\$ 18,000	\$ 29,425	163.47%	\$ (11,425)	\$ 27,000				
30	101-33401	LOCAL GOVERNMENT AID	\$ 636,840	\$ 618,066	\$ 618,081	\$ 625,162	\$ 312,581	50.00%	\$ 312,581	\$ 625,564	ACTUAL (2ND HALF RECD END OF DEC)			
31	101-33406	PERA STATE AID	\$ 836	\$ 6,417	\$ 836	\$ 835	\$ 418	50.06%	\$ 417	\$ 836	ACTUAL (2ND HALF RECD END OF DEC)			
32	101-33418	FIRE TRAINING AID	\$ -	\$ -	\$ 7,204	\$ 5,000	\$ 11,735	234.71%	\$ (6,735)	\$ 7,000	MN FIRE TRAINING BOARD AID			
33	101-33419	FIRE AID	\$ 18,540	\$ 8,750	\$ 29,217	\$ 14,230	\$ 15,496	108.90%	\$ (1,266)	\$ 16,000	STATE AID - SEND TO RELIEF ASSN 101 41920 123			
34	101-33419	FIRE AID					\$ 500	#DIV/0!	\$ (500)	\$ -	ADJ FROM 2017 - ONE TIME			
35	101-33422	POLICE AID	\$ 35,738	\$ 42,771	\$ 45,010	\$ 40,000	\$ 50,749	126.87%	\$ (10,749)	\$ 47,000	VEST AID, STATE AID, TRAINING AID			
36	101-33425	POLICE SERVICES	\$ 33,925	\$ 27,771	\$ 17,746	\$ 30,000	\$ 4,995	16.65%	\$ 25,005	\$ 17,000	TZD, EVENTS, FINGERPRINTING, REPORTS			
37	101-33611	STAFF SERVICES	\$ 550	\$ 88	\$ -	\$ -	\$ 583	#DIV/0!	\$ (583)	\$ -	BILLABLE NON-POLICE STAFF HOURS			
38	101-33710	COUNTY AID (CAM)	\$ 5,512	\$ 5,533	\$ 5,704	\$ 5,500	\$ 5,775	105.00%	\$ (275)	\$ 5,700				
39	101-34001	GATEWAY SIGN ADVERTISING	\$ -	\$ -	\$ 4,479	\$ 5,000	\$ 13,371	267.42%	\$ (8,371)	\$ 12,000				
40	101-35100	POLICE FINES/FORFEITURES	\$ 27,092	\$ 35,048	\$ 41,386	\$ 30,000	\$ 37,723	125.74%	\$ (7,723)	\$ 36,000	DISTRICT COURT, IMPOUNDS			
41	101-36000	MISCELLANEOUS REVENUES	\$ 20,343	\$ 4,840	\$ 3,002	\$ 1,000	\$ 8,882	888.16%	\$ (7,882)	\$ 5,000	ADJUSTMENTS, PARK RENT,CLEAN UP DAY			
42	101-36000	REFUNDS AND REIMBURSEMENTS	\$ -	\$ 17,828	\$ 4,590	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ 10,000	LMC DIVIDEND, INSURANCE CLAIMS			
43	101-36001	COMMUNITY CENTER RENTAL	\$ 725	\$ 1,600	\$ 13,255	\$ 9,000	\$ 12,910	143.44%	\$ (3,910)	\$ 12,000				
44	101-36002	YOUTH RECREATION FEES	\$ -	\$ -	\$ 3,900	\$ 5,000	\$ 9,901	198.01%	\$ (4,901)	\$ 10,000				
45	101-36003	LIBRARY EXPENSE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ 1,000	NEW CONTRACT			
46	101-36100	SPECIALS COLLECTED BY COUNTY	\$ -	\$ 5,816	\$ 5,653	\$ -	\$ 2,686	#DIV/0!	\$ (2,686)	\$ 5,300	Based on 2018 first half collections			
47	101-36210	INTEREST EARNED	\$ 7,911	\$ 9,996	\$ 9,502	\$ 8,000	\$ 46,597	582.46%	\$ (38,597)	\$ 10,000	Interest is allocated at year end			
48	101-36242	NITE TO UNITE DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ 6,000	#DIV/0!	\$ (6,000)	\$ -	NEW - SEE EXPENSE CODE			
49	101-39000	TRANSFER FROM OTHER FUNDS	\$ 40,000	\$ 35,000	\$ 49,500	\$ 45,000	\$ -	0.00%	\$ 45,000	\$ 45,000	50% reimb. from EDA for admin.			
50	101-39000	TRANSFER FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ 7,500	\$ -	0.00%	\$ 7,500	\$ 10,000	10K FROM CABLE FUND FOR IT SERVICES			
51	101-39301	EXCESS TIF REVENUES	\$ 77,825	\$ 80,000	\$ 27,800	\$ 20,000	\$ 23,218	116.09%	\$ (3,218)	\$ 23,000	Based on 2018 first half collections			
52														
53														
54			\$ 2,290,634	\$ 2,308,672	\$ 2,543,082	\$ 2,508,254	\$ 2,549,584	101.65%	\$ (41,330)	\$ 2,622,870				
55														
56		Non-Tax Levy Revenue	\$ 1,144,385	\$ 1,102,733	\$ 1,114,638	\$ 1,063,527			\$ 1,168,010		9.82% revenue increase 2018 to 2019 (non-tax levy)			
57						\$ 1,444,727			\$ 1,454,860		0.7% tax levy increase 2018 to 2019			
58														
59											Updated 12.6.18 RG			
60														

City of Osseo

Schedule of General Property Tax Levies

Actual for the Years Ended December 31, 2012 Thru 2018 and Projected 2019

	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Per Henn Co. Projected 2019	Proposed Increase (Decrease)
Property Taxes Levied for General Purposes									
General Fund Operations	\$ 900,300	\$ 939,486	\$ 1,045,047	\$ 1,148,935	\$ 1,207,490	\$ 1,421,845	\$ 1,444,727	1,454,860	\$ 10,133
Property Taxes Levied for Debt Service									
New Debt Levies - (None included)	-	-	-	-	-	-			
2003C Refunding Bonds - Fund 325	17,539	17,144	-	-	-	-	105,000	110,000	5,000
2009 Central Avenue - Fund 365	133,807	187,094	187,094	187,094	187,094	105,000	183,275	188,241	4,966
2010A Refunding Bonds - Fund 380	209,569	202,041	209,706	200,928	212,272	180,562			
Total Debt Service Levies	360,915	406,279	396,800	388,022	399,366	285,562	288,275	298,241	9,966
Total General Property Tax Levy	1,261,215	1,345,765	1,441,847	1,536,957	1,606,856	1,707,407	1,733,002	1,753,101	20,099
Property Taxes Paid from Fiscal Disparities Pool	(234,809)	(228,847)	(289,324)	(275,189)	(278,157)	(311,855)	(297,959)	(305,526)	(7,567)
Net Taxes Paid by Osseo Properties	\$ 1,026,406	\$ 1,116,918	\$ 1,152,523	\$ 1,261,768	\$ 1,328,699	\$ 1,395,552	\$ 1,435,043	1,447,575	\$ 12,532
Tax Capacity from Hennepin County									
Personal Property	\$ 44,978	\$ 50,112	\$ 48,532	\$ 50,036	\$ 57,830	\$ 56,581	\$ 60,468	63,329	\$ 2,861
Real Estate	2,550,783	2,257,463	2,236,865	2,362,630	2,603,881	2,904,611	3,148,012	3,415,188	267,176
Total Tax Capacity	2,595,761	2,307,575	2,285,397	2,412,666	2,661,711	\$ 2,961,192	\$ 3,208,480	3,478,517	\$ 270,037
Less Fiscal Disparities	(489,140)	(476,704)	(432,119)	(431,688)	(426,038)	(434,573)	(417,754)	(464,328)	(46,574)
Less Tax Increment Valuation	(506,117)	(386,799)	(356,275)	(250,959)	(364,533)	(506,877)	(518,193)	(586,834)	(68,641)
Total Tax Capacity Used to Determine Local Tax Rate	\$ 1,600,504	\$ 1,444,072	\$ 1,497,003	\$ 1,730,019	\$ 1,871,140	\$ 2,019,742	\$ 2,272,533	2,427,355	\$ 154,822
City of Osseo Local Tax Capacity Rate	64.130%	77.345%	76.989%	72.934%	71.010%	69.10%	63.15%	59.64%	-3.51%
% Increase in Tax Capacity Rate		13.224%	-0.461%	-5.267%	-2.638%	-2.696%	-8.609%		-3.51%
Capital Reserves									
Streets	319,972	463,440	416,235	405,698	446,267	459,030	340,050	332,160	(7,890)
Equipment	92,180	-	52,688	72,446	79,691	87,660	128,675	131,464	2,789
Facilities	46,090	-	52,688	72,446	79,691	87,660	123,675	127,660	3,985
Parks	4,609	30,000	5,269	28,978	31,876	35,050	33,470	34,586	1,116
Capital Financing From Gen. Fund	462,851	493,440	526,880	579,568	637,525	\$ 669,400	\$ 625,870	625,870	\$ -

Updated 12.6.18 RG

City of Osseo
Resolution No. 2018-xx

RESOLUTION APPROVING 2019 BUDGET AND PROPERTY TAX LEVY

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

General Fund Revenue Budget	\$2,622,870
General Fund Expenditure Budget	\$2,622,870

BE IT FURTHER RESOLVED that the following sums of money are levied for the current year, collectable in 2019, upon the taxable property in said City of Osseo for the following purposes:

General Fund Levy	\$1,454,860
--------------------------	--------------------

BE IT FURTHER RESOLVED that the following sums of money are levied for the current year, collectable in 2019, upon the taxable property in said City of Osseo for the following purposes:

General Obligation Bond 2009A	\$110,000
General Obligation Capital Improvement Bond 2010A	\$188,241

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



City of Osseo City Council Meeting Item

Agenda Item: Internal posting for a full time police officer position.

Meeting Date: December 10th, 2018
Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

The 2019 budget has a full time position in the police department set to start on February 1st 2019.

Background:

The police department has asked for a full time police officer in the 2019 budget. Since that position has been granted the police department would like to post an internal hire notice within the police department. This would consist of email, posted notes on the internal board and on the officer communication board. The candidates would be asked to submit a letter of interest to the Chief of Police. The candidates would then have a scheduled interview process that would set the top candidate for hire by February 1st, 2018.

Previous Action or Discussion:

This position has been discussed at the Public Safety committee and passed. The council has had past discussions regarding the position.

Budget or Other Considerations:

This position would fill the budgeted full time position within the department.

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 posting for the new police department full time officer.
2. Approve posting for the new police department full time officer with noted changes/as amended;
3. Deny posting for the new police department full time officer.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve posting for the new police department full time officer.

Next Step:

Post the position on December 11th 2018.



City of Osseo City Council Meeting Item

Agenda Item: CLOSED SESSION – Discuss Annual Performance Evaluation of City Administrator

Meeting Date: December 10, 2018

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider entering into a closed session to discuss the performance evaluation of the City Administrator for 2018.

Background:

The Council HR Committee has asked to conduct a closed session review of the City Administrator performance evaluation with the entire Council.

Under Minnesota Statute regarding the Open Meeting Law, after a public body meets in a closed session to evaluate the performance of an employee, the body is required to summarize the conclusions regarding the evaluation at its next open meeting. A summary of the closed session proceedings will be given at the next open meeting, on January 14, 2019.

Recommendation/Action Requested:

Staff recommends the City Council motion to close the meeting, convene to the Conference Room to conduct the review, and then re-open the meeting and announce that a summary will be given at the meeting on January 14, 2019.



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Batch Name	12/10/18	User Dollar Amt	\$152,666.66	
Payments		Computer Dollar Amt	\$152,666.66	
			\$0.00	In Balance
Refer	6680 ABTS, NANCY SMEBAK	-		
Cash Payment	E 101-41650-260 EDUCATION/MEETING	AICP APPLICATION, PREP, AND EXAM		\$740.00
Invoice				
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$740.00
Refer	6693 ACTION FLEET LLC	-		
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	REPAIR STROBE LIGHTS ON PLOW TRUCK		\$95.43
Invoice	1886 12/3/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$95.43
Refer	6723 C.S. MCCROSSAN	-		
Cash Payment	G 404-20610 RETAINAGE PAYABLE	2017 STREET PAYMENT		\$33,739.34
Invoice	PAY REQ 5 FINA 12/5/2018			
Cash Payment	E 404-42000-529 STREET IMPROVEMEN	2017 STREET PAYMENT		\$25,925.16
Invoice	PAY REQ 5 FINA 12/5/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$59,664.50
Refer	6694 CINTAS - UNIFORMS AND RUGS	-		
Cash Payment	E 101-41900-211 OPERATIONS	11/28/18 RUG SERVICE		\$6.24
Invoice	4012859429 11/28/2018			
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	11/28/18 RUG SERVICE		\$12.48
Invoice	4012859403 11/28/2018			
Cash Payment	E 101-42000-222 BUILDING REPAIR/MAI	11/28/18 RUG SERVICE		\$12.06
Invoice	4012859428 11/28/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$30.78
Refer	6695 CINTAS FIRST AID & SAFETY	-		
Cash Payment	E 101-42000-211 OPERATIONS	10/23/18 RESTOCK FIRST AID CABINET		\$65.33
Invoice	8403868898 11/5/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$65.33
Refer	6682 COMCAST - SEATTLE	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	DEC 2018 SERVICE		\$19.98
Invoice	12/3/2018			
Cash Payment	E 101-41700-321 TELECOMMUNICATION	DEC 2018 SERVICE		\$345.71
Invoice	12/3/2018			
Cash Payment	E 101-42000-321 TELECOMMUNICATION	DEC 2018 SERVICE		\$176.98
Invoice	11/28/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$542.67
Refer	6683 COMCAST BUSINESS	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	DEC 2018 TRUNK LINES		\$325.83
Invoice	72185833 11/26/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$325.83
Refer	6684 COVERALL	-		
Cash Payment	E 101-41700-317 CLEANING SERVICE	CITY HALL CLEANING		\$445.19
Invoice	NOV 2018			
Cash Payment	E 101-41700-317 CLEANING SERVICE	LIBRARY CLEANING		\$83.14
Invoice	NOV 2018			



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Cash Payment	E 101-41700-317 CLEANING SERVICE	FIRE CLEANING		\$63.95
Invoice	NOV 2018			
Cash Payment	E 101-41700-317 CLEANING SERVICE	POLICE CLEANING		\$174.63
Invoice	NOV 2018			
Cash Payment	E 101-41800-317 CLEANING SERVICE	CC CLEANING		\$208.09
Invoice	NOV 2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$975.00
Refer	6685 DAHLHEIMER, ROZANNE	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/1/18 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$250.00
Refer	6686 ECM PUBLISHING	-		
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	CUP - USED CARS		\$70.88
Invoice	652524 12/3/2018			
Cash Payment	E 254-44370-853 SUPPLIES	2018 MINIDAZZLE AD		\$371.25
Invoice	649350 11/21/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$442.13
Refer	6687 FINKEN WATER	-		
Cash Payment	E 101-41110-211 OPERATIONS	11/6/18 CH WATER DELIVERY		\$52.15
Invoice	60398TH 12/1/2018			
Cash Payment	E 101-41110-410 LEASES/RENTALS	DEC 2018 CH WATER COOLER LEASE		\$13.00
Invoice	1118229 12/1/2018			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	DEC 2018 SOFTENER 17 4TH ST NE		\$15.00
Invoice	1118230 12/1/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$80.15
Refer	6688 HENN CO ASSESSOR	-		
Cash Payment	E 101-41110-308 ASSESSING SERVICE	2018 SERVICES		\$25,000.00
Invoice	1000115774 9/13/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$25,000.00
Refer	6690 HENN CO PROPERTY TAX	-		
Cash Payment	E 101-41110-308 ASSESSING SERVICE	2019 TNT NOTICES		\$185.75
Invoice				
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$185.75
Refer	6689 HENN CO PUBLIC WORKS	-		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	OCT 2018 PW FUEL		\$679.22
Invoice	1000118695 11/19/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$679.22
Refer	6691 HOLIDAY COMMERCIAL	-		
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	SQUAD FUEL 1400 019 023 680		\$799.43
Invoice				
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$799.43
Refer	6696 INNOVATIVE OFFICE SUPPLY	-		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	DESK PAD,NOTEPADS,FOLDERS		\$53.99
Invoice	2296789 11/21/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total	\$53.99
Refer	6692 JAZZERCISE	-		



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Cash Payment	E 101-42300-312 PROGRAMMING	NOV 2018 INSTRUCTION	\$245.00
Invoice	12/3/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$245.00
Refer	6700 LARSON, LEANN		
Cash Payment	E 101-41410-211 OPERATIONS	ELECTION MILEAGE REIMB	\$14.51
Invoice			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$14.51
Refer	6698 LAW ENFORCE LABOR SERVICE I		
Cash Payment	G 101-21708 UNION DUES	POLICE UNION DUES	\$196.00
Invoice	DEC 2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$196.00
Refer	6699 LETG		
Cash Payment	E 240-41900-570 EQUIPMENT	DYNAFORMS SOFTWARE	\$3,900.00
Invoice 379	10/10/2018		
Cash Payment	G 240-15500 PREPAID EXPENSE	1/1-10/31/19 DYNAFORM SUPPORT	\$425.00
Invoice 379	10/10/2018		
Cash Payment	E 240-41900-211 OPERATIONS	11/1-12/31/18 DYNAFORM SUPPORT	\$85.00
Invoice 379	10/10/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$4,410.00
Refer	6697 LOFFLER - LEASE		
Cash Payment	E 101-41110-410 LEASES/RENTALS	KONICA COPIER LEASE	\$134.10
Invoice 372102640	12/3/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$134.10
Refer	6701 MENARDS-BROOKLYN PARK		
Cash Payment	E 101-42350-215 CENTRAL AVENUE ST	FUSES FOR TREE LIGHTING	\$2.87
Invoice 72016	11/26/2018		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	PATCH HOLES IN GARAGE AT 17 4TH ST	\$15.78
Invoice 72016	11/26/2018		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	CITY HALL LIGHT BALLASTS	\$81.67
Invoice 72168	11/28/2018		
Cash Payment	E 101-42000-222 BUILDING REPAIR/MAI	CLOTHES DRYER FOR PUBLIC WORKS	\$412.22
Invoice 72205	11/28/2018		
Cash Payment	E 101-42000-211 OPERATIONS	SCREWDRIVER	\$17.98
Invoice 63207	7/31/2018		
Cash Payment	E 101-42350-211 OPERATIONS	PICKBALL LOCK BOX	\$33.99
Invoice 63207	7/31/2018		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	PARTS TO INSTALL BABY CHANGING TABLES	\$17.52
Invoice 63153	7/31/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$582.03
Refer	6705 METRO COUNCIL-WASTEWATER		
Cash Payment	G 602-15500 PREPAID EXPENSE	JAN 2019 WASTEWATER SERVICE	\$13,689.92
Invoice 1089882	12/4/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$13,689.92
Refer	6706 METRO SALES INC		
Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE	\$73.04
Invoice 1212902	11/19/2018		



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Cash Payment	E 101-41900-201 OFFICE OPERATIONS	PD COPIER MAINTENANCE	\$56.00
Invoice 1215441	11/21/2018		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	PD COPIER USAGE	\$67.41
Invoice 1215441	11/21/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$196.45
Refer	6704 METRO WEST INSPECTION SERVI	-	
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	NOV 2018 INSPECTIONS	\$4.80
Invoice 1778	12/4/2018		
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	NOV 2018 INSPECTIONS	\$1,387.33
Invoice 1778	12/4/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$1,392.13
Refer	6702 MINNEAPOLIS, CITY OF	-	
Cash Payment	E 101-41900-314 PAWN TRANSACTION	OCT 2018 PAWN TRANSACTIONS	\$264.60
Invoice 400451002498	11/21/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$264.60
Refer	6703 MINNESOTA LIFE INS CO	-	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	DEC 2018 PREMIUM	\$30.00
Invoice 83250018	11/29/2018		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	DEC 2018 PREMIUM	\$15.00
Invoice 83250018	11/29/2018		
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	DEC 2018 PREMIUM	\$5.00
Invoice 83250018	11/29/2018		
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	DEC 2018 PREMIUM	\$15.00
Invoice 83250018	11/29/2018		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	DEC 2018 PREMIUM	\$57.20
Invoice 83250018	11/29/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$122.20
Refer	6725 NELSON NURSERY	-	
Cash Payment	E 254-44370-853 SUPPLIES	2018 MINIDAZZLE TREE	\$200.00
Invoice			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$200.00
Refer	6707 OLSEN FIRE INSPECTION INC	-	
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	2018 ANNUAL SPRINKLER INSPECTIONS	\$255.00
Invoice 019601	11/21/2018		
Cash Payment	E 101-42000-222 BUILDING REPAIR/MAI	2018 ANNUAL SPRINKLER INSPECTION	\$255.00
Invoice 019600	11/21/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$510.00
Refer	6708 OYINLOYE, DORIS T	-	
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/09/18 CC DEPOSIT RETURN	\$250.00
Invoice			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$250.00
Refer	6709 PRIME ADVERTISING & DESIGN IN	-	
Cash Payment	E 240-41700-211 OPERATIONS	DEC 2018 WEBSITE HOSTING	\$100.00
Invoice 66159	11/28/2018		
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$100.00
Refer	6710 RANDYS SANITATION	-	



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Cash Payment	G 101-20200 ACCOUNTS PAYABLE	2018 WASTE REMOVAL CERTIFICATIONS	\$4,140.25
Invoice 2018 CERTS			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$4,140.25
Refer	6711 RANGER CHEVROLET	-	
Cash Payment	E 110-42000-520 CAPITAL OUTLAY	2019 CHEVY SILVERADO	\$28,091.40
Invoice 29964 11/26/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$28,091.40
Refer	6712 REVTRAK	Ck# 001733E 12/5/2018	
Cash Payment	E 101-41800-211 OPERATIONS	NOV 2018 MERCHANT FEES	\$42.39
Invoice NOV 2018			
Cash Payment	E 101-41550-300 FINANCIAL SERVICES	NOV 2018 MERCHANT FEES	\$37.31
Invoice NOV 2018			
Cash Payment	E 101-41550-300 FINANCIAL SERVICES	NOV 2018 MERCHANT FEES	\$45.09
Invoice NOV 2018			
Cash Payment	E 101-42300-312 PROGRAMMING	NOV 2018 MERCHANT FEES	\$10.67
Invoice NOV 2018			
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	NOV 2018 MERCHANT FEES	\$30.52
Invoice NOV 2018			
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	NOV 2018 MERCHANT FEES	\$264.33
Invoice NOV 2018			
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	NOV 2018 MERCHANT FEES	\$264.33
Invoice NOV 2018			
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	NOV 2018 MERCHANT FEES	\$264.33
Invoice NOV 2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$958.97
Refer	6713 STREICHERS INC	-	
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	KINTZI UNIFORM	\$359.97
Invoice 1341719 12/3/2018			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$359.97
Refer	6714 TOKLE INSPECTION INC	-	
Cash Payment	G 101-20221 ELECTRICAL INSPECTION	NOV 2018 INSPECTIONS	\$1,566.80
Invoice			
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	NOV 2018 INSPECTIONS	\$64.00
Invoice			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$1,630.80
Refer	6715 WOMEN ANGLERS OF MN	-	
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	11/25/18 CC DEPOSIT RETURN	\$250.00
Invoice			
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$250.00
Refer	6717 XCEL ENERGY	-	
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	OCT 2018 SERVICES	\$967.04
Invoice 61537257 11/19/2018			
Cash Payment	E 101-41800-380 ELECTRIC SERVICE	OCT 2018 SERVICES	\$212.28
Invoice 61537257 11/19/2018			
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	OCT 2018 SERVICES	\$9.55
Invoice 61537257 11/19/2018			



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Cash Payment	E 101-42000-380 ELECTRIC SERVICE	OCT 2018 SERVICES	\$293.91
Invoice	61537257	11/19/2018	
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	OCT 2018 SERVICES	\$2,002.79
Invoice	61537257	11/19/2018	
Cash Payment	E 101-42350-380 ELECTRIC SERVICE	OCT 2018 SERVICES	\$275.68
Invoice	61537257	11/19/2018	
Cash Payment	E 601-49400-380 ELECTRIC SERVICE	OCT 2018 SERVICES	\$32.81
Invoice	61537257	11/19/2018	
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	OCT 2018 SERVICES	\$630.40
Invoice	61537257	11/19/2018	
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	OCT 2018 SERVICES	\$198.66
Invoice	61537257	11/19/2018	
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$4,623.12
Refer	6716 ZEROREZ	-	
Cash Payment	E 101-41800-317 CLEANING SERVICE	CC CARPET CLEANING	\$375.00
Invoice	408717	11/13/2018	
Transaction Date	12/5/2018	PREMIER CHECKIN 10100	Total \$375.00

Fund Summary

10100 PREMIER CHECKING

101 GENERAL FUND	\$44,583.81
110 CIP EQUIPMENT	\$28,091.40
200 INSPECTIONS (INACTIVE)	\$68.80
205 PARK DEDICATION	\$30.78
240 CABLE GRANT	\$4,510.00
254 MINIDAZZLE	\$571.25
404 2017 STREET IMPROVE (19349)	\$59,664.50
601 WATER FUND	\$297.14
602 SEWER FUND	\$14,584.65
604 STORM WATER FUND	\$264.33
	<hr/>
	\$152,666.66

Pre-Written Checks	\$958.97
Checks to be Generated by the Computer	\$151,707.69
Total	<hr/>
	\$152,666.66



The Osseo Police Department is proud to be a registered drop off site for the 2018 United States Marine Corps Reserve Toys for Tots Program.

Please bring a new and unwrapped toy to any of the listed drop off sites in the City of Osseo between Saturday, Nov. 17th and Tuesday, Dec. 18th.

DROP OFF SITES

- Dean's Supermarket – 312 Central Ave.
 - Dick's Bar – 205 Central Ave.
 - Duffy's Bar & Grill – 337 Central Ave.
 - Olympia Café – 247 Central Ave.
- Osseo Police Department – 415 Central Ave.
 - Premier Bank – 301 Central Ave.
- State Farm Insurance – 530 Central Ave.
- Sue's Country Cottage – 200 Central Ave.
- TPMI Chiropractic – 232 Central Ave.



Is it a Snow Emergency?

Find out quickly



- ❖ **DiscoverOsseo.com** website
- ❖ **By email**, sign up on the home page
- ❖ Call **763-425-SNOW**
- ❖ **DiscoverOsseo** on Facebook
- ❖ **@CityofOsseo** on Twitter
- ❖ **WCCO** on TV

Please keep sidewalks free from snow and ice.
Residents must shovel sidewalks within 24 hours.

Commission Members Needed in 2019

Do you want to serve Osseo by lending your interest or expertise to an advisory board?

The City of Osseo is seeking interested people to serve on local boards and commissions. These positions are available:

- Economic Development Authority (1 position for six year term)
- Heritage Preservation Commission (2 positions for three year terms)
- Parks & Recreation Committee (2 positions for three year terms)
- Planning Commission (2 positions for three year terms)
- Public Safety Advisory Committee (2 positions for two year terms)
[one business appointee and one resident appointee]

The City values leadership from service minded individuals. Citizens interested in filling these appointments are asked to submit a letter or statement of interest containing name, address, telephone number, email address, and any other pertinent background information.

Please send your letter of interest by January 2, 2019, to Mayor Duane Poppe, 415 Central Avenue, Osseo, MN 55369. For more information, please call 763-425-2624.



City Hall will be closed
Monday & Tuesday,
December 24 & 25
&
Monday & Tuesday,
December 31 & January 1
for the holidays

**Hennepin County library will be
open Monday, December 31st
from noon to 5 pm**

MICHELLE
Olympic Speed Skater.
Grateful blood recipient.



Blood Drive **City of Osseo**

City Hall - Community Center - Room A
415 Central Avenue

Wednesday, December 26, 2018
1:00 PM to 7:00 PM

Appt/Info: Visit redcrossblood.org enter Sponsor Code: CITYOFOSSEO
or call 1-800-RED-CROSS



**Free long-sleeve Red Cross T-shirt when you come to
donate Dec. 20-Jan. 6, while supplies last!**



Scan to schedule
an appointment.

*Give more life. **Donate blood.***

1-800-RED CROSS | 1-800-733-2767 | RedCrossBlood.org | Download the Blood Donor App

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