



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, January 14, 2019
7:00 p.m., Council Chamber

MAYOR: DUANE POPPE COUNCILMEMBERS: JULIANA HULTSTROM, HAROLD E. JOHNSON, MARK SCHULZ, LARRY STELMACH

1. **Call to Order**
2. **Oath of Office – Mayor Duane Poppe, Councilmembers Juliana Hultstrom and Larry Stelmach**
3. **Roll Call** [quorum is 3]
4. **Pledge of Allegiance**
5. **Approval of Agenda** [requires unanimous additions]
6. **Consent Agenda** [requires unanimous approval]
 - A. Receive EDA Minutes of December 10, 2018
 - B. Approve Council Minutes of December 10, 2018
 - C. Receive December 2018 Building Report
 - D. Accept IRS Mileage Rate of 58 Cents for Business Miles Driven
 - E. Approve Training Request for Councilmember Juliana Hultstrom
 - F. Approve Open Book Meeting on April 16, 2019
 - G. Receive November & December American Legion Gambling Reports
 - H. Receive November Fire Relief Association Gambling Report
 - I. Approve Fee Waiver Request for Lions Club Event in Community Center
 - J. Receive November Fire Report
 - K. Approve Municipal Advisor Client Disclosure with Ehlers & Associates for 2019
 - L. Accept Resignation of Fire Chief Pat McGrane
 - M. Receive LMC Property/Casualty Dividend
 - N. Receive November Hockey Association Gambling Report
 - O. Approve Exempt Permit for National Wild Turkey Federation Raffle at Osseo American Legion
 - P. Approve Credit Card for Fire Chief Mike Phenow
 - Q. Approve Training for City Clerk at MN Clerks & Finance Officers Conference in March
 - R. Receive December Lions Club Gambling Report
 - S. Approve Training for Officer Brendan Current to Dynamic Encounters
 - T. Approve Training for Officer Brendan Current to LEAD Course
 - U. Approve Training for Chief Shane Mikkelsen to CADCA Conference
7. **Matters from the Floor**
8. **Special Business**
 - A. Honor Retiring Fire Chief Patrick McGrane (Proclamation)
 - B. Affirm Council/Staff Responsibilities (Resolution)

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.

C. Accept Donations (Resolution)

9. Public Hearings

10. Old Business

11. New Business

- A. Confirm EDA Actions of January 14
- B. Approve Hire of Heather Starry as a Full-Time Police Officer
- C. Approve Purchase of Police Department Ballistic Shields
- D. Approve 1st Reading of Ordinance Amendment for Economic Development Authority
- E. Approve Alley Access Agreement (Resolution)
- F. Adopt Updated Local Water Management Plan (Resolution)
- G. Accept Grant for Water Tower Conditions Assessment (Resolution)
- H. Approve 2019 Official City Appointments and Designations (Resolution)
- I. Approve 2019 Citizen Appointments (Resolution)
- J. Approve 2019 Fee Schedule (Resolution)
- K. Summary of Closed Session on December 10, 2018
- L. Approve Accounts Payable

12. Administrator Report

13. Council and Attorney Reports

14. Announcements

City Hall Closed Martin Luther King Jr. Day, Monday, January 21

Osseo Fireman's Dance on February 8

15. Adjournment



OATH

I, Duane E. Poppe, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Mayor of the City of Osseo, Minnesota, to the best of my judgment and ability, so help me God.

Dated: January 14, 2019

Duane E. Poppe

Witness:



OATH

I, Juliana Hultstrom, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Councilmember of the City of Osseo, Minnesota, to the best of my judgment and ability, so help me God.

Dated: January 14, 2019

Juliana Hultstrom

Witness:



OATH

I, Larry Stelmach, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Councilmember of the City of Osseo, Minnesota, to the best of my judgment and ability, so help me God.

Dated: January 14, 2019

Larry Stelmach

Witness:

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
December 10, 2018**

1. ROLL CALL

President Juliana Hultstrom called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, December 10, 2018.

Members present: Charles Flynn, Juliana Hultstrom, Harold E. Johnson, Sherry Murdock, Duane Poppe, Mark Schulz, and Larry Stelmach.

Members absent: None.

Staff present: Executive Director Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Marc Swerdlow and Bruce Kimmel.

2. APPROVAL OF AGENDA

A motion was made by Johnson, seconded by Murdock, to approve the Agenda as presented. The motion carried 7-0.

3. APPROVAL OF MINUTES – NOVEMBER 13, 2018

A motion was made by Murdock, seconded by Flynn, to approve the minutes of November 13, 2018, as presented. The motion carried 7-0.

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing.

Stelmach expressed concern with monies that were requested for a recent EDA event (\$133) and stated he feared a precedent would be set because the event had not been approved by the whole body prior to the cost being incurred. He explained he would not be supporting the EDA covering this expense.

Hultstrom stated developers came to her and Johnson requesting a tour of Osseo. She explained she called a special meeting and all members of the EDA were invited to attend. She reported the EDA had parties interested in several different sites. She believed that the EDA was focused on development and that this was a justified development tour. She noted Mayor Poppe was present at the tour. She indicated the meeting date was set to meet the needs of the developers and a bus to tour these sites together cost Johnson \$133.

Stelmach expressed concern with the fact the meeting was set by the President without any input from the EDA. He stated he was also concerned with the fact that an invoice for the event was generated after the fact, and without receiving input from a quorum of the EDA.

Johnson indicated he was willing to remove this invoice seeking reimbursement from the Accounts Payable listing and would personally pay it and consider the expense a donation to the City.

Stelmach thanked Johnson for taking this action.

A motion was made by Schulz, seconded by Stelmach, to approve the Accounts Payable, except for the \$133 reimbursement to Harold Johnson. The motion carried 7-0.

7. OLD BUSINESS

A. APPROVE AMENDMENT TO 5 CENTRAL TIF DEVELOPMENT AGREEMENT

Bruce Kimmel, Ehlers & Associates, discussed the proposed amendment to the Development Agreement for the 5 Central TIF District. The amendment has been drafted by the EDA's tax increment attorney and was reviewed by representatives from Magellan Investments, the new owner of 5 Central. The terms of the proposed amendment have not significantly changed since the review and discussion of terms at the November EDA meeting. Staff provided further comment on the proposed changes and recommended approval.

Grams thanked Rebecca Kurtz for all of her work on this document.

Johnson stated he was pleased with the amendments that were made to the 5 Central TIF Development Agreement.

Marc Swerdlow, Magellan Investment Partners LLC, stated he was looking forward to becoming a partner with the City of Osseo. He explained he would be willing to work to promote Osseo and its local businesses. He thanked Grams and Ms. Kurtz for all of their efforts on the TIF Development Agreement.

Johnson asked if 5 Central Apts would be managed by Magellan Investments or by a subcontractor. Mr. Swerdlow reported a subcontractor named Pinnacle would manage 5 Central.

A motion was made by Schulz, seconded by Stelmach, to approve the amendment to the 5 Central TIF Development Agreement. The motion carried 7-0.

B. APPROVE UPDATED EDA BYLAWS

Grams stated the EDA recently reviewed its bylaws and recommended several changes. Staff took those proposed changes and incorporated them into a draft version. Staff conferred with City Attorney Mary Tietjen on a number of the proposed changes for legal clarification and legal opinion. The proposed changes were reviewed in detail with the EDA and staff recommended approval.

Schulz thanked staff for incorporating of the EDA's comments into the bylaws. He asked if any edits were made to the treasurer position. Grams explained some clarifying language could be included. He reported this language could read as follows: Staff shall prepare checks and financial reports at the request of the Treasurer who reviews this information and brings it forward to the full EDA.

Johnson reported he had brought this issue to staff as well. He noted when the bylaws were drafted a staff person did not assist with the EDA.

Schulz requested a summary of Section 5 and how it would read with the proposed language change. City Attorney Tietjen read the language that was being proposed for Section 5.

Hultstrom asked if the City Ordinance would also be amended to reflect the proposed changes that were being made to the EDA bylaws. Grams suggested the Council take this action in 2019.

A motion was made by Schulz, seconded by Murdock, to approve the EDA bylaws as amended. The motion carried 7-0.

C. UPDATE ON OSSEO URBAN TOWNHOMES

City Attorney Tietjen stated in July she provided information to the EDA regarding the terms of the 2003 loan agreement with the Hennepin County Housing & Redevelopment Authority. Since that meeting, she has had further discussion with the Hennepin County HRA regarding the terms and conditions of the loan agreements.

City Attorney Tietjen noted the EDA is not required to repay the loan before the 30-year period as long as the conditions in the agreement and mortgage documents are met. This includes the condition that the premises continue to be occupied by eligible homeowners and that certain units remain affordable to very low-income households as determined by HUD. She also confirmed with the HRA that the Amended and Restated Promissory Note provides for full forgiveness of the loan amount after the 30-year period assuming that the conditions are met.

City Attorney Tietjen clarified with the County the terms in the agreement relating to the use of repaid funds to the EDA. The agreement states that loan documents must include certain conditions related to a resale of any of the units. In the event of a sale or transfer of title of a unit, the homeowner must repay the loan funds to the EDA. If the loan funds are repaid before the maturity date of the loan, the EDA is required to allocate those funds, within one year from the date of the sale of the premises, to an “affordable housing activity” within the City benefitting low-income households. The County emphasized that it would interpret this requirement in the “broadest sense” possible.

City Attorney Tietjen reported the County requested that it be notified of any future repayments at the time that the EDA or City has been notified of a sale or transfer by the homeowner and how the EDA intends to use the proceeds of the repayment.

City Attorney Tietjen stated another question was whether the homeowners’ loans are forgiven if they stay in their units for the full 30 years. The loan and mortgage documents do not explicitly address this issue. The Second Mortgage Promissory Note states that principal and interest payments do not need to be made prior to the Maturity Date unless the property is sold or there is an event of default. If the property is sold or transferred or there is a default, then the principal balance of the Note and interest become due and payable. In addition, the Note states that prepayment of principal is permitted and “partial prepayment” does not affect the Debtor’s obligation to pay succeeding installments. These provisions do not seem consistent with the idea that the loan is forgivable after the 30-year period. If the intent was to forgive the loans in cases in which residents stay in the units for at least 30 years (which seems reasonable given that the EDA’s loan from the HRA is forgivable after that time period), then staff would recommend amending the Second Mortgage Promissory Notes to reflect this intent.

Hultstrom stated because no repayment plan terms were in place, she was inclined to not hold the homeowners liable.

Murdock indicated she was the first signature on a loan with Hennepin County. She reported her understanding of the caveat at the end was that if she stayed in the house for 30 years, then the loan was forgiven. She was pleased that the City was off the hook for repaying these loans.

Stelmach commented if the EDA was not liable and the intent was to have the purchasing resident not be liable after 30 years, he was comfortable documenting this.

Johnson indicated none of the current Council or EDA members were serving at the time this agreement was entered into with Hennepin County. He stated he had read the documents and thought there have been two or three defaults on these properties, along with a property sale.

Hultstrom asked what month and date Murdock purchased her home.

Murdock mentioned she has been in her home for approximately 17 years and would have 13 years left on her loan. She estimated she purchased her home in 2000. She reported there were only five original owners left in the nine townhome units.

Johnson commented he would like to see this item brought up to date properly. Grams indicated he would work with City Attorney Tietjen to further address this matter.

8. NEW BUSINESS

A. APPROVE 2019 EDA BUDGET

Grams stated each year the EDA must approve its annual operating budget at the last meeting of the year. The EDA discussed the 2019 budget in previous meetings this year. Those recommendations have been incorporated into this budget. Staff reviewed the proposed budget in detail with the Authority and recommended approval.

Schulz stated he would like to see staff keeping track of their time more closely for EDA tasks. Grams indicated staff had discussed this and would be taking this on for 2019.

Johnson commented on the administrative expense that was charged for TIF Districts. He noted 10% is accumulated over the years for administrative purposes and reported the City had to account for these expenses.

Stelmach explained the City had good accounting practices in place to account for TIF administrative expenses.

Schulz recommended the 2019 EDA budget be approved as amended to include full EDA meeting pay (per diem) for all EDA members.

A motion was made by Stelmach, seconded by Murdock, to approve the amended 2019 Economic Development Budget. The motion carried 7-0.

B. REVIEW 2019 EDA MEETING SCHEDULE

Grams reviewed the scheduled meetings for the Osseo Economic Development Authority in 2019. All EDA meetings will begin at 6:00 p.m. and be held in the Council Chambers at City Hall, unless otherwise noted:

Monday, January 14, 2019
Monday, February 11, 2019
Monday, March 11, 2019

Monday, April 8, 2019
Monday, May 13, 2019
Monday, June 10, 2019
Monday, July 8, 2019
Monday, August 12, 2019
Monday, September 9, 2019
Monday, October 14, 2019
*Tuesday, November 12, 2019
Monday, December 9, 2019

Grams commented three EDA members' terms will be up at the end of 2018. Commissioners Poppe, Stelmach, and Murdock all have terms expiring at the end of 2018. Assuming the two current Councilmembers (Poppe and Stelmach) wish to remain on the EDA for another term, they will take the Oath of Office at the January EDA meeting. Commissioner Murdock's seat will be open, and if she wishes to re-apply for another term, she will need to submit a letter of interest to Mayor Poppe for Council review. The Commission will elect EDA officers as well at the January meeting: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, and Executive Director.

9. REPORTS OR COMMENTS: Executive Director, President, Members

City Planner Nancy Abts commented on a webinar that would be held on Tuesday, December 18, regarding DEED's Redevelopment Program.

Hultstrom updated the EDA on the Special EDA meeting that was held on Tuesday, November 20, from 9:00-11:30 a.m. She noted a tour was held of the City of Osseo with several developers and the group reconvened at City Hall for a debriefing session. It was noted Hennepin County was interested in helping with site cleanup for one of the potential redevelopment sites.

Hultstrom commented on a potential housing redevelopment opportunity that could occur for the 6 Central property. SEH was proposing to work with developers on this project. She discussed several grant opportunities that may be available for this potential project.

Hultstrom reported she and Councilmember Johnson would be attending the Metro Cities Development Conference on Tuesday, December 11, at 9 a.m.

10. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:59 p.m. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
December 10, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:04 p.m. on Monday, December 10, 2018.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, Police Chief Shane Mikkelsen, Public Works Director Nick Waldbillig, and City Attorney Mary Tietjen.

Others present: Matt Peterson, Jenna Lawrence, Karen Lawrence, Zach Lawrence, Phil Lawrence, Skip Cook, Julie Kragness, Dnaielle Nolan-Eickholt, Emily Kirkwold, Bruce Kimmel, Gary Groen, Juliana Hultstrom, Mike Phenow, and a number of Osseo firefighters.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

A motion was made by Schulz, seconded by Stelmach, to accept the Agenda as amended adding Item 7E and amending Item 5J. The motion carried 5-0.

5. CONSENT AGENDA

- 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 and 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, Wyatt Tullberg, and Jack Norman as Rink Attendants
- K. Approve Police Training for Officers Smith and Mortinson and Chief Mikkelsen
- 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

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

- 6. MATTERS FROM THE FLOOR – None.
- 7. SPECIAL BUSINESS

A. THANK YOU TO OUTGOING COUNCILMEMBER ANNE ZELENAK

City Administrator Riley Grams thanked Councilmember Anne Zelenak for her dedicated service to the community. He explained she has been a remarkable Councilmember and pleasure to work with. He presented her with a plaque of appreciation on behalf of the City of Osseo for her four years on City Council.

B. APPROVE EMPLOYMENT AGREEMENT FOR MIKE PHENOW AS FIRE CHIEF

Grams stated recently the City Council approved the internal posting for the open position of Osseo Fire Chief. All qualified and interested candidates were encouraged to apply for the position. The City Administrator, along with the Council Human Resources Committee (Councilmembers Schulz and Stelmach), reviewed the application from one applicant, Osseo Fire Department Captain 12 Mike Phenow.

Grams reported he and the Council HR Committee members interviewed Mr. Phenow for the Chief position. He stated he impressed with Mr. Phenow and encouraged by the ideas 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.

Grams explained the Employment Agreement 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.

Grams stated he was excited to welcome Mike Phenow as the newest City Department Head and looked forward to working with him in the coming years.

Schulz commented on the interview that was held with Mr. Phenow and stated he has known Mike for a long time. He explained he fully supported Mr. Phenow being hired as the Fire Chief.

Stelmach stated he was pleased to see the leadership and knowledge that Mr. Phenow had to share with the Fire Department.

A motion was made by Schulz, seconded by Stelmach, to approve the Employment Agreement with Mike Phenow as Osseo Fire Chief, commencing January 1, 2019. The motion carried 5-0.

Mike Phenow thanked the Mayor and Council for their support. He stated he looked forward to working in this new role. A round of applause was offered by all in attendance.

Grams thanked former Fire Chief Pat McGrane for his dedicated service to the community. The Council offered their thanks and a round of applause for Fire Chief Pat McGrane.

C. THANK YOU TO 2018 VOLUNTEERS

Grams read a thank you to all Osseo residents and others who help make Osseo a better place to live, work, and play. In addition, he thanked those who give to the community or volunteer their time to make the lives of others better every day.

D. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Dick's Bar & Grill	\$ 100	Minidazzle
Realife Cooperative	\$ 250	Minidazzle

Staff recommends the Council accept the donations.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2018-72 accepting donations from Dick's Bar & Grill and Realife Cooperative. The motion carried 5-0.

E. DISCUSSION FOR THE 2019 STREET RECONSTRUCTION PROJECT

Lee Gustafson, WSB & Associates, stated this matter was being considered tonight. At the November 26 Council meeting the City Council adopted a resolution ordering the improvements for the 2019 Street and Alley Reconstruction Project. As part of that approval, Council directed staff not to widen 7th Avenue SE between Broadway Street and 2nd Street SE, and to install a new sidewalk on the east side of this block, adjacent to St. Paul's Lutheran Church.

At that November 26 meeting opposition was offered from the church for installing the new sidewalk on the east side of the street. Since that meeting, the City has received further opposition for installing this new sidewalk.

Pastor Burns from St. Paul's Lutheran Church has proposed an alternate configuration for the street and sidewalk on the section of 7th Avenue SE adjacent to the church. Pastor Burns indicated that the church would be willing to grant the City an easement for the additional right of way that is need on 7th Avenue SE under the following conditions:

- 1) Constructing the new sidewalk on the west side of the street instead of the east side, and
- 2) Shifting the roadway six feet to the east to allow room on the west side of the street for the sidewalk installation—resulting in the same proposed road width.

The proposal by Pastor Burns has been reviewed and determined to be the best rehabilitation option for this street considering the project goals of the City and the concerns from the church. According to Mr. Gustafson, the additional cost to move the road to the east and construct the sidewalk on the west side should be less than \$10,000. If the Council approves the recommended motion this evening, there would be no change to the project schedule.

Stelmach asked if the street could be widened. Mr. Gustafson commented the street could be widened slightly.

Stelmach indicated he received requests from residents to widen this street. He thanked the members of the church for coming up with such an amicable solution to this situation. He stated he supported widening this street. Mr. Gustafson commented in order to widen the street an additional 7 or 8 feet would be needed. He explained it did not benefit the roadway to only widen it by 2 or 3 feet. He stated from a safety perspective, the current street width was adequate.

Schulz commented on the jog in the street and requested further information on where the curb would be located. Mr. Gustafson reviewed the location of the new curb line, along with the seven-foot boulevard.

Schulz understood the church was offering six feet of right-of-way. He asked if this was on top of the seven-foot boulevard. Mr. Gustafson explained both sides of the street would provide the same amount of right-of-way.

Schulz questioned if the sidewalk would be back of curb. Mr. Gustafson reported this was the case.

Schulz noted the additional expense to shift the sidewalk to the other side of the street was approximately \$10,000. Mr. Gustafson indicated this amount could be lower.

Schulz reported the Council received a number of letters and comments from the church. He stated he was disappointed in the letters he received from the church parishioners and quoted several comments that were made. He discussed the benefit the church would receive from the new roadway and sidewalk. He explained the City was not trying to force the church to sell their land, but rather was proposing to improve the City's infrastructure. He indicated he grew up in a church and did not believe the comments that were made were reflective of church goers. He understood there should be concern for the land but noted the City was being fair with the proposed financial burden. He stated his confidence in the church has been shaken. He explained putting the sidewalk on the west side may be the best option but encouraged the church to understand that the residents would take on an additional \$10,000 expense for this change. He discussed how sidewalks have been controversial in the past but noted they were necessary for pedestrian safety.

Further discussion ensued regarding the widening of the street and the sidewalk location.

Zelenak stated she did not like discussing the widening of streets without the Council having a larger discussion about overall street widths. Grams commented street widths have been addressed on a project by project basis. He reported narrow streets have been considered for widening and wider streets have been made narrower. He stated there were not many other streets that were this narrow.

Schulz indicated the Council could discuss setting a standard street width in 2019.

Johnson stated he did not believe it was necessary to provide parking on the east side of 7th. He commented the street would be plenty wide without parking. He explained he supported the street proposal as presented by staff without the street widening.

Zelenak questioned how much costs would go up if the street were made wider. Mr. Gustafson estimated the cost could increase by 20 percent for this roadway.

Zelenak stated she would support the changes as proposed by staff this evening.

A motion was made by Schulz, seconded by Johnson, to direct staff to move 7th Avenue SE, between Broadway Street and 2nd Street SE, six feet to the east and install a new sidewalk on the west side of this block, based on the plans presented this evening. The motion carried 5-0.

8. PUBLIC HEARINGS

A. REVIEW CONDITIONAL USE PERMIT FOR USED CAR SALES AT 616 CENTRAL AVENUE

City Planner Nancy Abts stated 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.

Abts explained when a property is found to be out of compliance with the conditions of its CUP, staff typically works 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 staff and the owner of JML Motors. Staff provided further comment on the history of this CUP, noting the conditions that were not being met and recommended the City Council consider taking action regarding the permit.

Johnson asked if the Council had to open a public hearing to hear from the applicant. City Attorney Mary Tietjen reported if the consensus of the Council was to revoke the CUP, a public hearing should be opened to allow the property owner and any other interested parties to speak.

Johnson explained he visited with the business owner currently utilizing the CUP and would like to hear from him regarding the type of business he was running.

Zachary Lawrence, 616 Central Avenue, described his used car business operation with the Council and commented on how the number of vehicles varied from time to time. He stated he previously worked with his grandfather on a wholesale used car business. He indicated each week he could be selling 15 cars at auction while also buying 25 cars at a time. He noted that most of his cars sales are done through the wholesale process or are completed online. He provided further comment on how cars move to and from his property from wholesale purchase to an auction. He reported many of the cars he purchases are bought from Wisconsin and they come without license plates. He noted he has dealer plates available for these vehicles.

Johnson commented further on the visit he had with Mr. Lawrence and explained all vehicles on his lot were operational. He requested that those wanting to speak for or against the business be given the opportunity to speak. He asked if 22 vehicles was a reasonable number or if this should be increased to 30 vehicles.

Mr. Lawrence explained the way he runs his business, he supported having 22 vehicles on display for sale, but requested additional vehicles be allowed to be stored on the property for pre-sale. He stated he would be willing to work with the City on whatever number they choose.

Phil Lawrence, 1141 Lindy Drive in Fridley, explained he cares for the lot and reported he keeps cars to one side in order to not damage the new siding on the Osseo Vacuum property to the south.

Stelmach stated he had an opportunity to visit with Mr. Lawrence and asked if he had another potential business site. Mr. Lawrence reported this was the case, but using it would be an additional cost for him. He indicated he would rather work out a solution with the City so as not to incur the cost of having an additional lot for cars to be parked on. However, he noted his main concern was to maintain the integrity of the CUP.

Johnson commented he has walked through the property and noted he believed there was plenty of room in the back to store more vehicles without interfering with the appearance to the neighbors. He stated he supported Mr. Lawrence having up to 35 vehicles onsite, which would include employee vehicles.

Stelmach asked why Mr. Lawrence had more vehicles on his property when he knew the number was 22. Mr. Lawrence explained he had been at the site for six years before meeting Ms. Abts. He reported this was when he was made aware of the 22-car limit. He stated moving forward he would like to work this issue out with the Council so as not to adversely impact his business.

Schulz questioned if Mr. Lawrence had two different licenses for his business. Mr. Lawrence reported this was the case and explained he had wholesale and retail licenses.

Schulz inquired if Mr. Lawrence was aware the property had a CUP in place when he purchased the business. Mr. Lawrence stated he was made aware of the CUP in 2016 when Ms. Abts visited his business.

Schulz explained Mr. Lawrence was made aware his car limit was 22 in 2016. He commented he was willing to consider an amendment to the CUP versus revocation. He discussed the information the Council was provided by staff and stated he did not have any issue with Mr. Lawrence's dealership at this time. He suggested staff work with Mr. Lawrence to amend the CUP to more properly align with his business setting a maximum car number. He reported Mr. Lawrence would have to follow these amendments.

Stelmach stated he could support the CUP moving forward in this manner, with the understanding Mr. Lawrence would have to abide by the number and conditions set within an amended CUP.

City Attorney Tietjen stated based on the discussion of the Council she would be working with staff to set a number based on the number of vehicular assets on the property, versus the number of vehicles for sale. Abts questioned whether the number of cars for sale would be able to increase above 22. She explained any change to this may be an

expansion of a non-conforming use, because Used Car Dealerships were no longer an approved Conditional Use for this property.

Mr. Lawrence stated he would like clarification between the vehicles that were for sale versus the cars that would be sent to auction. He noted he could put a sign in the window for the vehicles that were for sale.

Johnson recommended the property owner apply for a CUP amendment to clarify conditions and to directed the property owner to work with staff on the appropriate language and have this matter brought back to the Council at a future date. The Council supported this recommendation.

Johnson commented on the wholesale vehicles and explained these vehicles are not for sale on Mr. Lawrence's lot. Grams understood this may be the case and explained staff would work with Mr. Lawrence to resolve the concerns that have been raised.

Johnson asked when this matter would be brought back to the Council. Abts explained staff would begin working on this matter once Mr. Lawrence submitted a CUP amendment request.

Skip Cook, 15506 Village Woods Drive in Eden Prairie, stated he owned the property and noted it became a used car lot in 1986. He indicated Mr. Lawrence has been trying run his business in a low-profile manner and encouraged the Council to work with Mr. Lawrence to resolve the concerns that have been raised. He suggested a number be set at no more than 35 cars, which would include the wholesale cars. He stated this would provide Mr. Lawrence a chance to continue operating his business.

Mr. Lawrence asked what number of vehicles the City would allow him to have on the lot.

Stelmach reported that until a CUP amendment may be approved, the City would allow Mr. Lawrence to have 22 vehicles displayed for sale on his lot.

Karen Lawrence, employee of JML Motors, questioned if this number included other vehicles parked on the lot, such as employee cars and the mini-donut truck.

Schulz commented the CUP does state 22 vehicles for sale and reported there was not a clarification between if these vehicles were wholesale or retail. He stated the only matter of confusion at this time was the fact that customer and employee vehicles would not be included in this number because they were not for sale.

The consensus of the Council was to recommend Mr. Lawrence apply for a CUP amendment.

B. CONTINUED 2019 TRUTH IN TAXATION HEARING

Grams stated the Council opened the Truth in Taxation public hearing on November 26, allowing for public comments on the 2019 proposed City budget. The Council then motioned to continue the Truth in Taxation public hearing to the December 10 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 for comments on the proposed 2019 City budget. Once all comments are received, the Council can close the public hearing.

A motion was made by Stelmach, seconded by Schulz, to reconvene the Truth in Taxation Hearing at 8:48 p.m. The motion carried 5-0.

No public input was offered.

A motion was made by Stelmach, seconded by Johnson, to close the Truth in Taxation Hearing at 8:49 p.m. The motion carried 5-0.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF DECEMBER 10, 2018

Grams discussed the actions of the EDA. He noted the EDA approved an amended accounts payable, approved an amendment to the 5 Central TIF Agreement, approved updates to the EDA Bylaws, received an update on the Osseo Urban Townhomes, approved the 2019 EDA Budget, and received the 2019 EDA schedule of meetings.

A motion was made by Stelmach, seconded by Johnson, to confirm the EDA actions of December 10, 2018. The motion carried 5-0.

B. DESIGNATE POLLING PLACE (Resolution)

Grams stated Minnesota Law 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. Though there is no planned election in 2019, this “house-keeping” matter must be done annually.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2018-73 establishing a polling place for election precinct for any 2019 election. The motion carried 5-0.

C. ADOPT 2019 CITY BUDGET AND TAX LEVY (Resolution)

Grams stated staff, the Council Budget and Finance Committee, Councilmembers, and comments from Osseo taxpayers are incorporated in the 2019 budget and tax levy. The City Budget shows a fully balanced budget between expenditures and revenues. Staff provided an overview of the budget and tax levy and recommended approval.

Schulz indicated this meeting was difficult for him each year. He stated he was proud of the great financial steps the City has made over the years. He explained he was also proud of the fact the City would be adding another member to the public safety team. He commented on the City’s prompt response time the Police Department offered to its residents. He appreciated staff’s conservative approach to the budget and noted he would be supporting the 2019 budget and tax levy.

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2018-74 approving the 2019 Budget and Property Tax Levy. The motion carried 5-0.

D. APPROVE INTERNAL POSTING OF FULL TIME POLICE OFFICER POSITION

Police Chief Shane Mikkelson stated the Police Department has asked for the addition of a full-time police officer in the 2019 budget. He would like to post an internal hire notice within the Police Department. This would consist of email, plus 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. The candidates would then have a scheduled interview process that would set the top candidate for hire by February 1, 2019. He described the traffic role the new officer would have within the department.

Schulz indicated he had spoken with the Chief about the new position. He commented on the importance of the department addressing traffic and crime in the community in order to keep residents safe. He stated this was the first full-time police officer addition since the 1990s. He discussed how difficult it was to be a police officer today and thanked the Police Department for providing a valuable service to the community.

A motion was made by Schulz, seconded by Stelmach, to approve internal posting for a new Full-Time Police Officer.

Zelenak asked if the Chief would have to come back to the Council to request the position be posted externally if a candidate could not be found internally. Police Chief Mikkelson stated this was the case, but noted he wanted to begin the hiring process internally.

The motion carried 5-0.

E. CLOSED SESSION – DISCUSS ANNUAL PERFORMANCE EVALUATION OF CITY ADMINISTRATOR

Poppe explained the Council Human Resources Committee has asked to conduct a closed session review of the City Administrator performance evaluation with the entire Council.

A motion was made by Stelmach, seconded by Schulz, to recess the City Council meeting to a Closed Session to perform a performance evaluation on the City Administrator at 9:15 p.m. The motion carried 5-0.

Poppe reconvened the City Council meeting at 9:35 p.m.

Poppe reported 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 on January 14, 2019.

F. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked the Council and his staff for another great year. He commented on the extensive work that was completed in 2018. He wished Councilmember Zelenak a fond farewell and welcomed Juliana Hultstrom to the City Council.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen stated she looked forward to working with the City Council again in 2019.

Abts thanked the Council for support of her AICP certification.

Johnson stated he attended a League of Minnesota Cities/Metro Cities seminar on Thursday, November 29. He discussed the sessions he attended in further detail with the Council.

Johnson reported DEED would be holding a webinar on Tuesday, December 18, and it could be screened at the Police Department at 10 a.m.

Stelmach thanked Councilmember Zelenak for her service to the community.

Stelmach thanked firefighters Mike Sable, Nathan Dahl, and Michael Lisbon for their service to Osseo.

Schulz thanked Councilmember Zelenak for her four years of service on the City Council. He stated she would be missed.

Schulz thanked City staff and all of the volunteers that assisted with Minidazzle. He reviewed the amount of food that was served and thanked the public for participating in this community event.

Schulz thanked City staff for their service to the community in 2018 and for being customer focused. He stated he also appreciated the great service that was provided by the Police and Fire Departments.

Schulz wished all residents and business owners a Happy Holiday.

Zelenak thanked the Council and staff for supporting her over the past four years.

Poppe welcomed Fire Chief Phenow to his new position and thanked Fire Chief McGrane for his great service to the community.

13. ANNOUNCEMENTS

Poppe encouraged Osseo residents to consider dropping off a new unwrapped toy throughout Osseo for the Toys for Tots drive.

Poppe reviewed the City's snow emergency plan and encouraged residents to visit discoverosseo.com for more information.

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

Poppe stated City Hall would be closed on December 24 and 25 for the Christmas holiday.

Poppe indicated City Hall would be closed on December 31 and January 1 for the New Year's holiday.

Poppe reported there would be an American Red Cross Blood Drive on Wednesday, December 26, from 1 to 7 p.m. at the Community Center.

14. ADJOURNMENT

A motion was made by Zelenak, seconded by Schulz, to adjourn the City Council meeting at 9:50 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

Osseo December 2018 Report

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921230163	12/5/2018	2018-309	\$ 9,850	Holiday Station	124 Central Ave	C	refrigeration	\$0	\$ 191.75	\$ 5.00	\$ 124.64	\$ 321.39
1811921230163	12/5/2018	2018-310	\$ 10,000	Holiday Station	124 Central Ave	C	interior alterations	\$0	\$ 191.75	\$ 5.00	\$ 124.64	\$ 321.39
1811921230163	12/5/2018	2018-311E	\$ -	Holiday Station	124 Central Ave	E	electrical	\$0	\$ 48.00	\$ 1.00	\$ -	\$ 49.00
1311922120005	12/6/2018	2018-312E	\$ -	Osseo Middle School	10223 93rd Ave N	E	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921320071	12/10/2018	2018-313E	\$ -	Get It Done Fitness	308 Co Rd 81	E	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921230007	12/17/2018	2018-314E	\$ -	Joe Haertzen	201 3rd St NE	E	electrical	\$0	\$ 175.00	\$ 1.00	\$ -	\$ 176.00
1811921230007	12/17/2018	2018-315E	\$ -	Joe Haertzen	201 1/2 3rd St NE	E	electrical	\$0	\$ 164.00	\$ 1.00	\$ -	\$ 165.00
1811921220093	12/20/2018	2018-316E	\$ -	Jesse Kenow	525 2nd Ave NE	E	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921240119	12/20/2018	2018-317E	\$ -	Katie McDonough	525 2nd St NE	E	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921210077	12/21/2018	2018-318E	\$ -	North Oaks Apts	616 No Oaks Dr	E	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1811921230163	12/27/2018	2018-319	\$ 5,400	Holiday Station	124 Central Ave	C	plumbing alterations	\$0	\$ 118.00	\$ 2.50	\$ 76.70	\$ 197.20
1811921210077	12/27/2018	2018-320	\$ 31,000	North Oaks Apts	616 No Oaks Dr	C	exterior & interior alterations/car damage	\$0	\$ 553.50	\$ 16.50	\$ 310.38	\$ 880.38
1811921130023	12/28/2018	2018-321	\$ 500	Colin Driscoll	208 8th Ave NE	R	plumbing alterations	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
Totals			\$ 56,750					\$0	\$ 1,757.00	\$ 38.00	\$ 636.36	\$ 2,431.36



City of Osseo City Council Meeting Item

Agenda Item: IRS mileage rate for 2019

Meeting Date: January 14, 2019

Prepared by: LeAnn Larson, City Clerk

Attachments: None

Policy Consideration:

Set mileage rate in 2019 at \$0.58 per mile for operating a personal vehicle for City business.

Background:

“IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical, or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups, or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.”

Budget or Other Considerations:

Mileage reimbursement to employees for use of personal vehicle for city purposes is included in the budget under Registration/Training/Travel.

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. Accept the IRS mileage rate of 58 cents for business miles driven for city purposes;
2. Accept a mileage rate of ___ cents for business miles driven for city purposes;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1, accept the IRS mileage rate of 58 cents for business miles driven for city purposes.



City of Osseo City Council Meeting Item

Agenda Item: Council Education Expenditure

Meeting Date: January 14, 2019

Prepared by: LeAnn Larson, City Clerk

Attachments: None

Policy Consideration:

Provide for Council education and training opportunities.

Background:

The 2019 General Fund Budget includes funding for City Council educational events. Juliana Hultstrom would like to attend the 2019 Leadership Conference for Newly Elected Officials in Plymouth on February 1-2.

Budget or Other Considerations:

The cost of this conference is \$225. There are funds allocated in the 2019 Budget for Council education and training.

Options:

The City Council may choose to:

1. Approve the training expenditure for Juliana Hultstrom as requested;
2. Deny the training expenditure.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1, approve the training expenditure for Juliana Hultstrom as requested.

HENNEPIN COUNTY

MINNESOTA

6 F

To: Osseo City Clerk/City Administrator
From: Kim Jensen, Senior Appraiser
Date: December 10, 2018
Re: 2019 Open Book Meeting

Tuesday, April 16, 2019
Date

5:00 – 6:30 PM
Time

Minnesota Statute 274.01, Subdivision 1, requires that the County Assessor set the date and time for your local board of appeal and equalization meeting. Your city has opted for an Open Book meeting in place of a Local Board of Appeal and Equalization meeting. We are proposing the date and time referenced above based upon last year's meeting date.

Please confirm the date and time above, or if you wish to change the date, call us with an alternative by January 25. In addition to the date, please complete the form (please print) with the name of the Mayor and Council Members. This will allow for Notices of Valuation and Classification to be prepared timely. If you have any questions, please call me at (612) 348-6106 or send me an e-mail at kimberly.jensen@hennepin.us.

Please return the confirmation to Kim Jensen, A-2103 Government Center, Minneapolis, MN, 55487, or email to AO.Admin@hennepin.us.

CONFIRMATION

City: <u>Osseo</u>	Mayor: Duane Poppe
Date: <u>April 16, 2019</u>	Council: Juliana Hultstrom
Time: <u>5:00 – 6:30 p.m.</u>	Council: Harold E. Johnson
Place: <u>Osseo City Hall</u>	Council: Mark Schulz
	Council: Larry Stelmach

City Clerk Signature:

6 G

**RUDOLPH PRIEBE POST 172
GAMBLING REPORT TO
CITY OF OSSEO**

1. Report for the Month of NOVEMBER, 2018.
2. Check as appropriate:

☒ Paddlewheel
☒ Pulltabs
____ Bingo
____ Raffle
☒ Other (specify) TIPBOARDS

3. Gross Receipts: \$ 455,330.00
3(a) Less: prizes paid \$ 394,839.00
4. Expenses—Total \$ 41,118.56

Expenses Itemized:

COMBINED RECEIPTS TAX	\$20,583.00
INVENTORY PURCHASES (TICKETS)	\$6,708.82
COMPENSATION PAYROLL TAXES	\$12,555.72
ACCOUNTING SVCS.	\$243.59
MISCELLANEOUS	\$1,027.43
	\$
	\$
	\$

5. Profits \$ 19,372.44
6. Distribution of Profits (Itemized):

=SEE ATTACHED SCHEDULE C= \$29,036.61

Signed: 
Richard L. Kolb
Gambling Manager

Attach additional information if necessary.

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

MINNESOTA GAMBLING CONTROL BOARD
Lawful Purpose Expenditures

LG100C

Page 1

Organization name	License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
American Legion Post 172	00104	11	2018	\$20610.00	\$28686.53	\$7265.08	\$56561.61

Membership Approval Date	If approved by GCB enter date	Check/electronic payment				Lawful Purpose Code	Description (purpose)
		Date	Number	Amount	Payee		
11/5/2018		11/5/2018	16071	533.70	CENTER POINT ENERGY	16	Utilities
11/6/2018		11/6/2018	16073	1161.53	U.S. TREASURY	8	FEDERAL 730,990-T, AND 11-C TAXES
11/8/2018		11/9/2018	16079	510.00	CUB PACK 334	1	501(C)3
11/8/2018		11/9/2018	16083	3600.00	BEYOND THE YELLOW RIBBON OF MAPLE GROVE	1	501(C)3
11/8/2018		11/9/2018	16081	2500.00	U.S.P.S.	6	Shop ship and share program for deployed military
11/8/2018		11/9/2018	16082	1000.00	NORTH METRO BLUE STAR MOTHERS OF AMERICA	1	501(C)3
11/8/2018		11/9/2018	16086	2000.00	BOY SCOUT NORTHSTAR COUNCIL	1	501(C)3
11/8/2018		11/9/2018	16080	1000.00	WREATHS ACROSS AMERICA	1	501(C)3
11/8/2018		11/9/2018	16085	10000.00	AMERICAN LEGION NAT'L EMERGENCY FUND	1	501(C)3
8/9/2018		11/12/2018	16092	3538.13	NOT A PROBLEM REPAIR SERVICE	22	Replacement of air makeup unit
11/8/2018		11/12/2018	16090	16.25	XCEL ENERGY	16	Utilities
7/10/2018		11/12/2018	16093	1149.50	TOWN & COUNTRY CARPET	22	Replacement of quarry tile in Hall
11/8/2018		11/26/2018	16112	2027.50	XCEL ENERGY	16	Utilities
		11/7/2018	EFT	27525.00	MN Dept. Of Revenue	8	STATE TAX AND REGULATORY FEE
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

P.002/002

(FAX)7634250908

12/11/2018 09:42 Osseo Maple Grove Am Legion 172

**RUDOLPH PRIEBE POST 172
GAMBLING REPORT TO
CITY OF OSSEO**

1. Report for the Month of DECEMBER, 2018.
2. Check as appropriate:

2. Check as appropriate:

☒ Paddlewheel

 Pulltabs

Bingo

Raffle

X Other (specify) TIPBOARD

3. Gross Receipts: \$ 534,516.00
3(a) Less: prizes paid \$ 465,922.00
4. Expenses—Total \$ 45,730.70

3(a) Less: prizes paid \$ 465,922.00

4. Expenses—Total \$ 457,307.00

Expenses Itemized:

COMBINED RECEIPTS TAX \$22,908.00

INVENTORY PURCHASES \$ 6,702.82

COMPENSATION/PAYROLL TAXES \$ 14069.02

ACCOUNTING SVCS . \$ 162.39

MISCELLANEOUS \$1,888.47

\$

\$

\$

5. Profits \$ 22,863.30

- #### 6. Distribution of Profits (Itemized):

= SEE ATTACHED SCHEDULE C - \$43,719.23

\$_____

Signed:

Richard L. Kolb

Gambling Manager

Attach additional information if necessary.

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

Lawful Purpose Expenditures

Organization name	License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
American Legion Post 172	00104	12	2018	\$20351.17	\$21598.04	\$22353.02	\$64302.23

Membership Approval Date	If approved by GCB enter date	Check/electronic payment				Lawful Purpose Code	Description (purpose)
		Date	Number	Amount	Payee		
12/5/2018		12/5/2018	16129	625.83	CENTER POINT ENERGY	16	Utilities
10/11/2018		12/10/2018	16142	491.97	Reinhart Foodservice	7	Annual community breakfast with Santa for youth
8/9/2018		12/10/2018	16137	18980.00	ALLIANCE MECHANICAL SERVICES	22	Replacement of air make-up unit
12/10/2018		12/10/2018	16143	1015.04	U.S. TREASURY	8	FEDERAL 730,990-T, AND 11-C TAXES
12/10/2018		12/10/2018	16139	16.35	XCEL ENERGY	16	Utilities
12/13/2018		12/15/2018	16150	1000.00	MN COMPANION RABBIT SOCIETY	1	501(C)3
12/13/2018		12/15/2018	16147	359.20	RED RIVER FLAGS	6	Street/park flags
12/13/2018		12/15/2018	16153	1000.00	C.R.O.S.S.	1	501(C)3
12/13/2018		12/15/2018	16149	500.00	ANNIKA SANDFORD	5	Nurses training scholarship
12/13/2018		12/15/2018	16146	478.19	NOT A PROBLEM REPAIR SERVICE	22	Electrical work related to replacement of air make-up unit
12/13/2018		12/15/2018	16152	1500.00	SHARING AND CARING HANDS	1	501(C)3
12/13/2018		12/15/2018	16157	10000.00	AMERICAN LEGION NAT'L EMERGENCY FUND	1	501(c)3
12/13/2018		12/15/2018	16151	3100.00	PAIN FREE PATRIOTS	1	501(C)3
12/13/2018		12/15/2018	16154	2000.00	FISHER HOUSE-MINNEAPOLIS	1	501(C)3
12/13/2018		12/17/2018	16164	50.00	HENRY LOEWE	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16160	50.00	RICHARD L. KOLB	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16163	50.00	DEBRA COLE	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16159	50.00	BRAD JENSEN	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16162	50.00	WALTER COLE	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16158	50.00	TOM OLSON	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16165	50.00	JAMES HULTGREN	6	Color Guard participation on 12/07/18
12/13/2018		12/17/2018	16161	50.00	JIM WINEGARDEN	6	Color Guard participation on 12/07/18
11/8/2018		12/24/2018	16179	2252.65	ENVIROMATIC CORP OF AMERICA	22	Repairs of air make-up unit

P.002/003

(FAX) 763/4250908

14:15 Osseo Maple Grove Am Legion 172

01/07/2019

Lawful Purpose Expenditures

Membership Approval Date	If approved by GCB enter date					Lawful Purpose Code	Description (purpose)
		Check/electronic payment					
		Date	Number	Amount	Payee		
		12/10/2018	EFT	20583.00	MN Dept. Of Revenue	8	STATE TAX AND REGULATORY FEE



Osseo Fire Department Relief Association
 Charitable Gambling Operations
 Minnesota Lawful Gambling License # 01851
 415 Central Ave
 Osseo, MN 55369

Osseo Fire Department Relief Association Charitable Gambling Report to the City of Osseo

- Report for the month of **November 2018**
- For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	55 deals
Paddlewheel	56 deals
Electronic Pull-Tabs	30 occasions
Electronic Linked Bingo	30 occasions
Sports-Themed Tipboards	4 deals

- Receipts

Gross Receipts (G1 11A)	\$389,985.65	
Less Prizes Paid (G1 11B)	- \$337,508.30	
Net Receipts	\$52,477.35	→ \$52,477.35

- Expenses

Wagering Tax (tax on Schedule C)	\$18,613.49	
Rent (G1A 18)	\$5,144.09	
Gambling Product Costs (G1A 12)	\$3,712.48	
Electronic Pull-Tab Costs (G1A 19-20)	\$7,364.36	
Compensation & Payroll (G1A 13)	\$8,836.09	
Other (G1A 14-17, 21-23)		
(accounting, supplies, etc.)	+ \$495.69	
Total Expenses	\$44,166.20	→ - \$44,166.20

- Profit **\$8,311.15**

- Distribution of Profits (Lawful Purpose Expenditures):

CEAP (Food Shelf)	\$7,500.00
Osseo Senior High All-Night Party	+ \$1,000.00
Total Donations	\$8,500.00

Signed: _____

Michael Phenow, Gambling Manager



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: Mike Danelius

Street Address, City, State, Zip: 108 7th ave NE, Osseo, mn 55369

Phone# (Day and Evening) 612-290-7398

Organization/Business if different from Applicant: Osseo Lions

Mailing Address: P.O.Box 473 Osseo, MN 55369

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

Use: ☐ Weekday ☒ Weekend Date(s) of: Saturday March 2nd 2019

Time of Use: From: 9am am/pm to: 2pm am/pm

Total Number of Hours Community Center will be used (include set-up & take-down): 5 hours

Purpose of Meeting/Event: Community Event- U of M Master Gardener Gardening-Lawn Q & A

Number of Participants: 6 to 8 (Speaker + 4 to 5 Lions) + Public audience

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

Will food or refreshments be served? Yes **X** No _____ What type: Coffee-Light snacks-Water

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

Caterer's Name: _____

Address: _____ Phone#: _____

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

Date: 12-14-2018 Osseo Lions

Name of organization, group, individual or Approved Caterer

Email: Mike.Danelius@metromech.com [Signature]

Signature of applicant

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

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

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

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

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

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

CITY OF OSSEO COMMUNITY CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

X Rental Fee Waiver _____ Weekly Use _____ Bi-Weekly Use

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

Name of Applicant:	Osseo Lions - Mike Danelius		
Address:	P.O.Box 473 Osseo, Mn 55369		
Name of Contact Person: (if different than applicant)	Mike Danelius		
Contact Phone: (daytime)	612-290-7398	Email address:	Mike.Danelius@metromech.com
Special Consideration Requested	Rental Fee Waiver	Weekly/Bi-Weekly Use/Event	
Description of event or purpose for which City facilities will be used:	U of M Master Gardener Q & A Event for Public to have face to face with U of M Master Gardener for lawn-tree and gardening questions for relief from the winter blues		
Desired date(s)/days of month	Saturday March 2nd 2019		
Desired time(s)	9am - 2pm		
COMMUNITY BENEFITS			
How many Osseo residents will benefit from your event? How will they benefit?	Contingent upon attendance and weather most likely, as many who attend		
NEED:			
Why is it necessary to hold this event at a City facility?	Lions sponsored full community event all to benefit public		
Explain why paying the fee would be a hardship.	Lions are paying FEE for U of M Master Gardener to come, Lions are paying for Refreshemnts & snacks		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Lions are paying Speaking-refreshment expenses for public to-benefit		
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:	December 14, 2018		
STAFF USE ONLY			
City Council Review:		Approved:	



Osseo Fire Department

November 2018 Activity Summary

Incident Response Breakdown:

Accidents	1
Fires	0
Hazmat	0
Fire Alarms	6
CO Alarms	0
Medicals	24
Mutual Aid	0
Assist/Other	0

Total Calls	31
--------------------	-----------

Incident Remarks:

-

Departmental Training & Activities:

- Training: Pumping & fire lines
- Training: Chimney fires

Other:

-



December 17, 2018

Riley Grams, City Administrator
City of Osseo, Minnesota
415 Central Ave
Osseo, MN 55369-1194

Re: Written Municipal Advisor Client Disclosure with the City of Osseo ("Client") Pursuant to MSRB Rule G-42

Dear Riley:

The Municipal Securities Rulemaking Board (MSRB) has deemed a client relationship to exist under its regulatory framework whenever a municipal advisor provides covered advice to a municipal entity, with or without compensation to the municipal advisor. In order for Ehlers to provide such advice, we are required by MSRB Rules¹ to provide certain information and disclosures in written form. This letter sets forth such required information and disclosures as is necessary to allow Ehlers to provide municipal advisor advice to Client not related to a specific project from the date of this letter through December 31, 2019:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. Ehlers shall provide this advice and service at such fees, if agreed upon by Client, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective during the period indicated unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing may be amended or supplemented to reflect any material change or additions.

Sincerely,

Ehlers

Rebecca Kurtz, CIPMA
Senior Municipal Advisor/Vice President

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).



Appendix A

Disclosure of Conflicts of Interest/Other Required Information

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers debt transaction related services through two affiliates of Ehlers, Bond Trust Services Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services and EIP provides services with respect to bond proceeds. If such services are needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked if they wish to retain either affiliate to provide service. If Client wishes to retain BTSC and/or EIP to provide such service, a separate agreement with such affiliate will be provided for Client's consideration and approval. Ehlers and these affiliates do not share fees.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements, nor make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers' recommendation to the Client of third party services, any municipal securities transaction or any municipal financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties that provide services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party, or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since the above date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

Forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Understanding these conflicts, Client should select a form of compensation that best meets their needs for the agreed-upon scope of services within this agreement and any future addenda thereto.

Any form of compensation due a Municipal Advisor will likely present specific conflicts of interest with the Client. If Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of a transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. A municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with regulatory authorities is posted on the MSRB website.

Appendix B

General Consulting Services

As part of our Municipal Advisory relationship, Ehlers ordinarily provides Client with certain ongoing services without compensation. Examples of such services include:

- Respond to Client questions and provide general information on public finance approaches that are available under state and federal law.
- Act as a public finance resource for Client.
- Provide educational and informational materials.
- Provide current debt schedules for existing Client obligations.
- Answer questions pertaining to existing Client debt obligations.
- Provide periodic analysis of refunding opportunities.
- Participation in surveillance calls conducted by bond rating services.
- Preliminary Debt Issuance Planning:
 - Engage in discussions with Client, as needed, to develop an understanding of a possible project, the Client and Client's objectives relating thereto.
 - Identify feasible financing option(s) suitable for Client.
 - Structure possible financing option(s) and estimate the financial impact.
 - Solicit input from Client on financing options(s).
 - Revise option(s) as directed by Client.
 - Develop a customized financing plan for Client's preferred option(s).

Ehlers may charge Client for other general consulting services depending on the time needed to provide the service, the level of analysis required, or degree of complexity involved. Prior to charging Client, Ehlers will first advise Client of the anticipated charges and receive authorization to proceed. Unless another basis for compensation is agreed to by Client and Ehlers as a modification to this Appendix, Ehlers will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour. If the service requested by Client constitutes a new project, such as a debt issuance, Ehlers will provide a separate scope of service and fees for that project.

Examples of services for which Client may be charged include:

- Providing advice on a project or a work product as requested by Client.
- Reviewing plans, proposals, studies and other materials submitted by bankers, underwriters, engineers, accountants or other third parties where Ehlers has been designated by Client as its Independent Registered Municipal Advisor (IRMA) for purposes of allowing such third parties to operate under the IRMA exemption.
- Resolving payment related concerns with the Depository Trust Company (DTC) where Client is acting as its own paying agent.
- Assisting with the redemption of outstanding obligations where the Client has determined to pay those obligations from cash on hand or other sources.
- Providing advice to Client with respect to the terms, conditions, features or other aspects of loans or other forms of indebtedness Client seeks to obtain through private placement with a financial institution or through federal or state loan programs, and where Ehlers is not directly assisting Client with obtaining the financing.

LeAnn Larson

From: Riley Grams
Sent: Thursday, December 13, 2018 12:24 PM
To: LeAnn Larson
Subject: FW: Letter of Retire
Attachments: To the city of Osseo and the Osseo Fire Department.docx

See attached.



Riley Grams | City Administrator

City of Osseo | 415 Central Ave | Osseo, MN 55369
 P: 763-425-3861 | F: 763-425-1111

rgrams@ci.osseo.mn.us

www.discoverosseo.com

Find us on Facebook ([Discover Osseo](#))

Find us on Twitter ([@CityofOsseo](#))

From: Pat McGrane <pat.mcgrane@ci.osseo.mn.us>
Sent: Thursday, December 13, 2018 8:18 AM
To: Riley Grams <RGrams@ci.osseo.mn.us>
Subject: Letter of Retire

Good Morning Riley

I have been going back and fourth all week on whether to stay on or retire I have made my final decision . Attached you will find a letter to retire as of Dec 31st 2018 . This has no bearing on anything but me my decision and mine only . It has been a pleasure I am reading my letter tonight at my last meeting .

Patrick McGrane

Osseo Fire Chief and Emergency Response Manager

415 Central Ave

Osseo MN 55369

Phone - 763-424-5444

Cell - 612-845-4065

Email pat.mcgrane@ci.osseo.mn.us

To the city of Osseo and the Osseo Fire Department

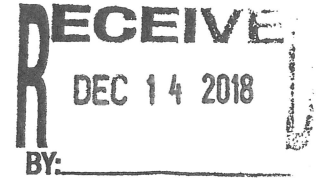
I Patrick McGrane of the Osseo Fire Department here by notify the city of Osseo that I am going to retire from the Osseo Fire Department as of Dec 31st 2018. It has been a good run but it is Time for me to move on. I made allot of good friends throughout my career and I will miss them. Thanks for the Memory's

Sincerely Patrick McGrane



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CONNECTING & INNOVATING
SINCE 1913



December 12, 2018

Dear Member,

We are pleased to enclose a check for your share of the \$2.7 million dividend the League of Minnesota Cities Insurance Trust (the Trust) is returning to members of the property/casualty program for 2018. Also included is a summary of the data used to calculate your specific city's dividend and your dividend history. Your insurance agent will receive a copy of this information, and we encourage you to share it with your city council or other governing body.

This year's dividend was primarily determined based on all Trust members' recent claim experience. During 2017 and 2018, property claims were higher than anticipated, largely because of a few large fire losses and several weather-related events. The Trust sets premium levels to prepare for years in which claims exceed projections, as happened in 2018, and then returns unneeded funds to our members. This year, we evaluated loss patterns and determined a \$2.7 million dividend could be returned to members while maintaining appropriate rate stability going forward.

The formula for calculating dividends is designed to return proportionally larger amounts to members that have been with LMCIT longer and that have been most successful in avoiding and controlling losses. Your share was determined based on your gross earned premiums and total adjusted losses for the past 20 years, as shown on the enclosed graphs and charts. As you review it, keep these definitions in mind:

- **Gross Earned Premium:** This is your total of all earned premiums for the past 20 years as of May 31.
- **Adjusted Loss:** This is your claim costs for the past 20 years, minus applicable deductibles, and after capping each individual large claim. Individual claims are capped at the lesser of \$200,000 or 200 percent of your annual premium for the year of the loss to mitigate the impact of a catastrophic claim.

The goal of the Trust is to manage *risk* – in other words, uncertainty. Because it is impossible to know precisely what claims will occur or how much they will cost, it's impossible to guarantee a dividend in any given year, and the amounts will vary in years when they are paid. That's why the efforts you've made to avoid losses are so important to you and all the members of the Trust.

We remain committed to working with you to minimize claims, keep premium rates stable, and return unneeded funds to members when possible. Since 1987, we have returned nearly \$330 million to members in dividends.

Thank you for your continued participation in the Trust. Feel free to contact Laura Honeck, Trust Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions or need additional information.

Sincerely,

Your Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, Manager, Plymouth
Clint Gridley, Administrator, Woodbury
D. Love, Councilmember, Centerville
Dave Unmacht, Executive Director, League of Minnesota Cities
Alison Zelms, Deputy City Manager, Mankato

THIS DOCUMENT HAS A COLORED BACKGROUND, AN ULTRAVIOLET INK FEATURE AND A WATERMARK ON THE BACK



145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
651/281-1200

WWW.LMC.ORG

usbank.

DATE

December 10, 2018

NO. 175579

AMOUNT

\$2,061.00

PAY

*** Two Thousand Sixty One and 00/100

US Dollar

TO THE
ORDER
OF

City of Osseo

415 Central Ave
Osseo, MN 55369-1163

A handwritten signature in dark ink, likely of the Executive Director, Dave Unmacht.

⑈ 175579 ⑈ ⑆091000022⑆ 104755879665⑈

Osseo Maple Grove Hockey Association Gambling Report to City of Osseo

1. Report for the month of Nov-18

2. Check as appropriate:

 x pulltabs

 x tipboards

3. Gross receipts 284,882

4. Expenses - total 272,704

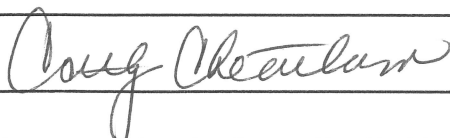
Expenses itemized:

Compensation	<u>7,531</u>
Prizes	<u>247,965</u>
Pull tab games/taxes	<u>3,984</u>
Supplies/misc/payroll proc./storage	<u>204</u>
Combined receipts	<u>11,772</u>
Cash long/short	<u>373</u>
Rent	<u>875</u>

5. Profits 12,178

6. Distribution of profits (itemized)

Signed:



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.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

11/17
Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: NWTF

Previous Gambling Permit Number: X-35503

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 58-2300388

Mailing Address: 8552 S. Maplebrook Circle

City: Brooklyn Park State: MN Zip: 55445 County: Hennepin

Name of Chief Executive Officer (CEO): Timothy R Friesen

CEO Daytime Phone: 612-440-210-4230 CEO Email: tim.friesen@mastercollisiongroup.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

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

Check one:

☒ City: OSSEO Zip: 55369 County: Hennepin

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): march 9th 2019

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ _____)

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits



The application is acknowledged with no waiting period.



The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).



The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township



The application is acknowledged with no waiting period.



The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.



The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Timothy R. Friesen Date: 1-2-19
(Signature must be CEO's signature; designee may not sign)

Print Name: Timothy R. Friesen

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



City of Osseo City Council Meeting Item

Agenda Item: Authorize Credit Card for Fire Chief Mike Phenow

Meeting Date: January 14, 2019

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider authorizing a City credit card for Osseo Fire Chief Mike Phenow.

Background:

Because Fire Chief Phenow will routinely need to purchase City related items, Staff is recommending that he be authorized a City issued credit card. The use of a City credit card is governed by the Credit Card Policy, which Fire Chief Phenow will sign before he is provided with the card. Only approved City business purchases are allowed and are routinely used during out-of-town conferences or workshops.

City Goals Met By This Action:

Continue to give Staff the necessary tools to do their jobs effectively and efficiently
Stay current with new technologies in all areas of City services

Options:

The City Council may choose to:

1. Authorize a City issued credit card to Fire Chief Mike Phenow;
2. Deny authorization of a City issued credit card to Fire Chief Mike Phenow;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Authorize a City issued credit card to Fire Chief Mike Phenow.

Next Step:

Fire Chief Mike Phenow will sign the Credit Card Policy and be issued a City credit card.

**City of Osseo Employee/Elected Official Travel Request Form**

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

Date of Request: January 14, 2019

Employee Name: LeAnn Larson

Employee Department: Administration - City Clerk

Conference/Workshop/Seminar: MN Clerks & Finance Officers Association Annual Conference in St. Cloud

Dates: March 19-22, 2019

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

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

Registration Fee: \$365

Hotel/Motel Costs: \$104 x 3 = \$312 + tax

Air Fare Costs: 0

Meal Costs: \$40

Misc. Costs: Mileage 60 miles x 2 trips @ \$0.58 = \$70

How will your attendance in this conference/workshop/seminar be a benefit to you professionally, or a benefit to the City of Osseo as a whole? This is an annual city clerk training opportunity with multiple educational opportunities over four days, with helpful networking opportunities.

Employee Signature: LeAnn Larson Date: 1-8-19

Administrator Signature: [Signature] Date: 1/8/19

Council Approval Date: January 14, 2019

Osseo Lions Club Gambling Report

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to
City of Osseo

Report for the month/year of Dec-18

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 404,116.54 LG100A-10A

Prizes Paid 351,610.63 LG100A-10B

Net Receipts 52,505.91 LG100A-10C

Expenses - Total 25,857.28 Total Itemized

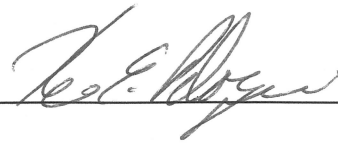
Expenses itemized:

Pulltabs	3,118.78
Compensation	6,942.63
Accounting Services	4,822.95
Rent	3,797.82
Electronic pull-tab provider fees	6,207.37
Electronic linked bingo provider fees	239.34
Supplies Bank charges etc	476.48
Cash Short/Over	251.91
Profits \$ 26,648.63 G1A Line 24	25,857.28

Lawful Purpose Expenditures

Minnesota Revenue-Wagering Tax	\$ 15,717.00
Lynde's - Lunch w/Santa	745.95
Hearing the Call	2,000.00
Advent Lutheran - The Nest - Backpack Program	1,000.00
Ave. for Homeless Youth	1,000.00
MN Lions Vision Foundation-Children's Eye Clinic	1,000.00
Lions MD5M Foundation-Children's Hearing Center	1,000.00
Can-Do K-9's	1,000.00
Project New Hope	1,000.00
Lions Youth Exchange	1,000.00
Cross Food Shelf	1,500.00
MD5M Lions Kidsight Foundation	1,000.00
Theresa Strand-Lunch w/Santa Photos	50.00
Total Contributions	\$ 28,012.95

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.



City of Osseo City Council Meeting Item

Agenda Item: Officer Current to Dynamic Encounters for the 21st Century

Meeting Date: January 14th, 2019
Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Send Officer Current to training on Dynamic Encounters for the 21st Century.

Background:

Officer Current is our Use of Force Instructor and this class is directly related to his instructor status. This course will teach Officer Current less lethal empty hand techniques when confronted by a violent subject at close range.

Budget or Other Considerations:

This course will cost \$150.00 and will be covered by the 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 Current to Dynamic Encounters for the 21st Century.
2. Deny sending Officer Current to Dynamic Encounters for the 21st Century.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve sending Officer Current to Dynamic Encounters for the 21st Century.

Next Step:

Sign Officer Current up for the training.



City of Osseo City Council Meeting Item

Agenda Item: Officer Current to Law Enforcement Active De-escalation Instructor course.
Meeting Date: January 14th, 2019
Prepared by: Shane Mikkelson, Chief of Police
Attachments: None

Policy Consideration:

Send Officer Current to Law Enforcement Active De-escalation instructor course.

Background:

Officer Current is our Use of Force Instructor and this class is directly related to his instructor status. This course will teach Officer Current effective communication, de-escalation techniques as well as combat avoidance training. This will satisfy some of the new mandated training for each officer and will allow Officer Current to integrate this training into our current system for all officers that work here.

Budget or Other Considerations:

This course will cost \$525.00 and will be covered by the 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 Current to Law Enforcement Active De-escalation Instructor course.
2. Deny sending Officer Current to Law Enforcement Active De-escalation Instructor course.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve sending Officer Current to Law Enforcement De-escalation Instructor course.

Next Step:

To sign Officer Current up for the training.



City of Osseo City Council Meeting Item

Agenda Item: Chief Mikkelson to attend the CADCA Conference

Meeting Date: January 14th, 2019

Prepared by: Shane Mikkelson, Chief of Police

Attachments:

Policy Consideration:

I would like to attend the Community Anti-Drug Coalitions of America Conference in Washington D.C February 4th through the 8th 2019.

Background:

I am currently heavily involved with the Partnership for Change Coalition and they have advised me they will pay for me to attend the CADCA conference in Washington DC. They will pay for my flight, hotel, travel and meals while attending the conference.

Budget or Other Considerations:

This would not affect the budget except the city would pay my wages during the event.

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 Chief Mikkelson to attend the CADCA Conference.
2. Deny Chief Mikkelson attending the CADCA Conference.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve Chief Mikkelson to attend the CADCA Conference.

Next Step:

Sign up for the conference.



Proclamation

WHEREAS, Osseo firefighters follow a long line of tradition and honor that inspires them to respond quickly to uncertain situations such as fires, natural disasters, emergency medical care, and hazardous materials; and

WHEREAS, the demands of firefighting are accompanied by both personal and physical tolls that all firefighters knowingly accept while risking their lives to protect the lives and property of others; and

WHEREAS, firefighter Patrick McGrane has risked his life in service to the people of Osseo and the surrounding area as a dedicated member of the Osseo Fire Department for more than 22 years; and

WHEREAS, Pat has held the offices of Captain and Fire Marshal; and

WHEREAS, Pat has also shown his leadership as Fire Chief for seven years; and

WHEREAS, the City of Osseo wishes Pat the very best of luck in his retirement;

NOW, THEREFORE, I, Duane E. Poppe, Mayor of the City of Osseo, do hereby proclaim January 14, 2019, as PAT McGRANE DAY and ask that everyone join with me in support of his dedicated service to the City of Osseo.

Mayor Duane E. Poppe

Dated this 14th day of January, 2019.

Resolution No. 2019-x**RESOLUTION AFFIRMING COUNCIL / STAFF RESPONSIBILITIES**

WHEREAS, the Osseo City Council is composed of five individuals, all of whom have other occupations, duties, and responsibilities; and

WHEREAS, the individuals who serve on this Council must depend on the City's staff to provide them with a great amount of background information, data, and expertise to aid in determining issues, developing policy, and administering the Council's responsibilities in a fair and impartial manner; and

WHEREAS, it is the City Administrator's responsibility to recommend hiring and employing people who can and will provide the best possible advice to the Council and who can and will serve the public interest in an exemplary professional manner; and

WHEREAS, it is the desire of City Council to continue the strong, favorable working relationship it enjoys with the City Administrator and City staff.

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

1. The City Administrator and staff are instructed to continue developing and transmitting to this Council recommendations, research, and information based upon their experience and best professional judgment, and are further instructed and encouraged to be forthright, honest, and candid in developing and transmitting such recommendations and information, keeping in mind that their and our sole purpose is to serve the public interest.
2. This Council pledges that no staff member shall suffer recrimination for acting in a forthright, honest, and candid manner in protecting and promoting the public interest.
3. This Council further pledges that it will carry out its responsibilities as intended and established by federal, state, and local statutes and ordinances, and will do so in a fair and impartial manner. Any City official or employee, elected or appointed, who is found to have used their position in a self-serving manner designed, or having such effect, to promote their own financial interest or the financial interest of a friend, associate, business, employer, or relative instead of the public interest, shall be subject to censure, possible removal from office, and prosecution in accordance with federal, state, and city laws.
4. The simple intent of this resolution is to remind each of us, Council and staff, that we exist in public office or employment, to serve the public interest and not to promote or serve individual interests. In carrying forth this purpose, Council and staff are dependent upon each other to most effectively and fairly transact the City's business and must do so in a forthright, honest, and candid manner.

5. This resolution shall be kept on file in the City Clerk's office and shall be returned to the new City Council for consideration at the beginning of each New Year.
6. A copy shall be distributed to employees following its adoption.

Resolution No. 2019-x**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>
WSB	\$500	Minidazzle
State Farm Insurance	Color books for treat bags	Minidazzle
The Vintage Studio LLC	Rulers	Minidazzle
K & Company	Pencils	Minidazzle
Osseo Savitt Paint	Pencils and volunteer time	Minidazzle
Create By Me Photography	Santa photos and play dough	Minidazzle
Pink Studio	Volunteer time	Minidazzle
Daria Cleveland	Volunteer time	Minidazzle
S. R. Hoskins Fine Jewelry	Chip clips	Minidazzle
Bridal Aisle	Note pads and nail boards	Minidazzle
Spark Music Studio	Music and guitar picks	Minidazzle
Celias Studio	Face paintings	Minidazzle
Holiday Stationstore	Cookies	Minidazzle
Nothing Bundt Cakes	Cupcakes	Minidazzle
5 Central Apartments	Hot cocoa and volunteer time	Minidazzle
Jodi Baglien	Volunteer time	Minidazzle
The Alley	Volunteer time	Minidazzle
Osseo Fire Department	Volunteer time	Minidazzle
Tom Ingman	\$100	Water Tower Fund
Ronald & Nancy Roden	\$100	Beautification Fund
Harold E. & Gayle Johnson	\$600	Beautification Fund

(in memory of Adele Bauer, Maryrose Biegert, Harold Opat, Gary Scherber, Dale Scherber, and Kristine Slack)

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: Confirm EDA Actions of January 14, 2019

Meeting Date: January 14, 2019

Prepared by: Riley Grams, City Administrator

Attachments: None

The EDA took the following actions at their regular meeting on January 14, 2019:

- 1) Approved the investment depositories for 2019-2020
- 2) Approved the Municipal Advisor Client Disclosure agreement with Ehlers & Associates
- 3) Discussed the upcoming strategic planning session
- 4) Approved EDA accounts payable

Options:

The City Council may choose to:

1. Approve the EDA actions of January 14, 2019;
2. Deny the EDA actions of January 14, 2019;
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 January 14, 2019.



City of Osseo City Council Meeting Item

Agenda Item: To move Officer Heather Starry from Part Time Police Officer to Full Time Police Officer

Meeting Date: January 14th, 2019

Prepared by: Shane Mikkelson, Chief of Police

Attachments:

Policy Consideration:

Officer Starry has been recommended to move from a Part Time Police Officer position to a Full Time Police Officer position.

Background:

The police department was expanded by one officer in the 2019 budget. The position was to be filled from our current ranks of Part Time Officers. After interviewing with the Human Resource Committee, City Administrator Riley Grams and Chief Shane Mikkelson, Officer Heather Starry is recommended to be moved from the Part Time status to Full Time status. Officer Starry will fill the new position created in the 2019 budget.

Budget or Other Considerations:

In the 2019 budget another Full time Police Officer position was created. If this movement is approved Officer Starry will fill the new position.

City Goals Met By This Action:

Develop team work among the City's leadership team.

Options:

The City Council may choose to:

1. Approve moving Officer Heather Starry from a Part Time Police Officer to a Full Time Police Officer.
2. Deny moving Officer Starry from a Part Time Police Officer to a Full Time Police Officer.
3. Table the action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve moving Officer Heather Starry from a Part Time Police Officer to a Full Time Police Officer.

Next Step:

Officially move Officer Heather Starry from a Part Time Police Officer to a Full Time Police Officer.



City of Osseo City Council Meeting Item

Agenda Item: To purchase three level IIIA ballistic shields.

Meeting Date: January 14th, 2019

Prepared by: Shane Mikkelson, Chief of Police

Attachments: Price sheet and picture

Policy Consideration:

The police department would like to purchase three level IIIA ballistic shields.

Background:

In spring 2018 the Osseo Police Department received a \$10,000.00 donation from the Osseo American Legion. We had narrowed down the police department needs list to two items that would help with officer safety and department costs. The two items that were brought to the Public Safety Committee were ballistic shields and issuing handguns to all the officers that work for the police department. The public safety committee supported both options as good uses for the donations. Internally the officers were consulted and we decided that the need for ballistic shields was higher than issuing handguns.

We researched different ballistic shields and settled on the Point Blank Aspis hard ballistic tactical shields. It was chosen for its portability and ease of use. This ballistic shield can be deployed by a single officer when they are dispatched to a call where a firearm is present. This shield will have a view port and a light for deployment at night. We will have the three shields mounted in the three active squad cars for patrol. This ballistic shield is on the Minnesota State contract so the price has already been established.

Previous Action or Discussion:

This was discussed at the Public Safety Advisory Committee meeting in March 2018.

Budget or Other Considerations:

The cost of the three ballistic shields will be \$7,409.00. This will include the shields, a bag for carrying in the squad car and training by the supplier.

City Goals Met By This Action:

Stay current with new technologies in all areas of City services.

Options:

The City Council may choose to:

1. Approve the purchase of three Point Blank Apis hard ballistic tactical shields for \$7,409.00.
2. Deny the purchase of three Point Blank Apis hard ballistic tactical shields for \$7,409.00.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the purchase of three Point Blank Apis hard ballistic tactical shields for \$7,409.00

Next Step:

Purchase the ballistic shields.

ALPHA Training & Tactics LLC & Sales

15247 61ST ST NE
Spicer, MN 56288

Estimate

Date	Estimate #
1/3/2019	2019-0001

Name / Address
Osseo Police Depatment 408 1st Ave NW Osseo, MN 55369

Project

Item	Description	Qty	Rate	Total
PARACLETE AS...	Paraclete ASPIS Hard Ballistic Tactical Shield, AspIS-20x30-VP & LIGHT, With View Port, Level IIIA Plus Protection. Cushioned Handle, Foam Pad and Forearm Strap System	3	2,353.40	7,060.20
PARACLETE TR...	Paraclete 20 X 30 Transport Bag, Black in color BAGN00150J	3	116.48	349.44
	Sales Tax		0.50%	0.00
Thank for allowing us to estimate a product for you, pricing good through April 1, 2019			Total	\$7,409.64

alphatrainingandtactics@gmail.com
www.alphatrainingandtactics.com

320 894 3385





City of Osseo City Council Meeting Item

Agenda Item: Approve 1st Reading of Ordinance Amendment for Economic Development Authority

Meeting Date: January 14, 2019
Prepared by: Riley Grams, City Administrator

Attachments: Draft Ordinance Section 33 Economic Development Authority

Policy Consideration:

Consider approving the first reading of Ordinance amendment for the Economic Development Authority.

Background:

At their December 10, 2018 meeting, the Economic Development Authority approved updated by laws which govern the Board. The EDA is also briefly spelled out in Ordinance form. The Council should consider an amendment to Ordinance section 33 in order to bring the language in line with the recently updated EDA by laws.

Options:

The City Council may choose to:

1. Approve the first reading of an Ordinance amendment for the Economic Development Authority;
2. Approve the first reading of an Ordinance amendment for the Economic Development Authority, with noted changes/as amended;
3. Deny the first reading of an Ordinance amendment for the Economic Development Authority;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the first reading of an Ordinance amendment for the Economic Development Authority.

Next Step:

If approved, Staff prepare the second reading and final adoption of the Ordinance amendment for the January 28, 2019 Council meeting.

ORDINANCE NO. 2019-x

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 33 OF THE
OSSEO CODE OF ORDINANCES RELATING
TO THE ECONOMIC DEVELOPMENT AUTHORITY**

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

Section 1. Section 33.51(D) of the Osseo City Code is amended as follows:

...

(D) A quorum shall be ~~three~~ four members of the Authority.

...

Section 2. Section 33.53 of the Osseo City Code is amended as follows:

(A) The Authority shall annually elect a President, Vice President, Treasurer, Assistant Treasurer, and Secretary. ~~The board member elected as President shall not be a City Council member.~~

...

(D) All members shall ~~serve without salaries or fees for their services thereon, but be~~ compensated for attendance at regular and special meetings in an amount to be determined by the City Council and may receive necessary travel, per diem, and other expenses while on official business for the Authority, if funds are available for this purpose.

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

ADOPTED by the City Council of the City of Osseo, Minnesota, this ____th day of _____ 2019.

ATTEST:

Mayor

City Clerk

First reading: _____, 2019

Second reading and adoption: _____, 2019

Published: _____, 2019, *Osseo-Maple Grove Press*



City of Osseo City Council Meeting Item

Agenda Item: Approve Alley Access Agreement

Meeting Date: January 14, 2019
Prepared by: Nancy Abts, City Planner

Attachments: Draft Agreement
 Resolution

Policy Consideration:

The owner of Dean's Super Market, Willow Creek Grocery, requests an access agreement for their loading dock. This access agreement is required because they are granting the City an easement for the alley behind the store.

Background:

In September, the City received a Land Title Summons in Application for Registration of Land from Willow Creek Grocery. The Land Title Summons is part of the process taken to register a certificate of title for land. As part of reviewing the summons, attorneys from Kennedy-Graven found that the alley behind the building was never dedicated and there was no formal easement or right of way for the alley behind the property.

After negotiations with the property owner, a quitclaim deed providing an easement for the alley has been agreed upon. However, the property owner has asked that the City also agree to this Access Agreement.

The City's attorneys don't believe the proposed agreement provides the property owner with any rights they do not already have. The agreement simply "puts things in writing".

Previous Action or Discussion:

The Council has not previously discussed this matter.

In several recent street projects, the City has needed to acquire easements for street right of way. Right of way is typically acquired as the opportunity or need presents itself.

Budget or Other Considerations:

There are no expected costs for approving the access agreement.

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. Pass a resolution to approve the access agreement;
2. Decline to approve the access agreement;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Pass a resolution to approve the access agreement.

ACCESS AGREEMENT

THIS ACCESS AGREEMENT, (“Agreement”) is entered into this ____ day of January 2019, (**“Effective Date”**) by the City of Osseo (**“City”**) and Willow Creek Grocery, Inc. (**“Willow Creek”**)

RECITALS

- (i) Willow Creek is the owner of real property located in Hennepin County, Minnesota and legally described on Exhibit 1 (**“Parcel A”**).
- (ii) Parcel A is subject to public right – of – way for alley over the rear (easterly) eight (8) feet (**“Alley”**).
- (iii) The improvements on Parcel A include a loading dock adjacent to the Alley.
- (iv) The City has agreed that Willow Creek shall always have access to its loading dock across the Alley so long as the loading dock exists.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. **Access in favor of Willow Creek.** The City shall allow Willow Creek ingress and egress to the loading dock located on Parcel A so long as the loading dock exists.
2. **Incorporation of Recitals.** The parties acknowledge and agree that the recitals as contained in this Agreement are true and correct and incorporate all of such recitals into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first written above.

CITY OF OSSEO

By: _____
Duane Poppe, Its Mayor

By: _____
LeAnn Larson, Its Clerk

State of Minnesota, County of Hennepin

This Instrument was acknowledged before me on this ____ day of _____, 2019, by Duane Poppe and LeAnn Larson, the Mayor and City Clerk, respectively, of the City of Osseo, a Minnesota municipal corporation.

Notary Public

WILLOW CREEK GROCERY, INC.

By _____
Bradley Hansen
Its: Chief Financial Officer

State of Minnesota, County of Hennepin

This instrument was acknowledged before me on this ____ day of _____ 2019, by Bradley Hansen, the Chief Financial Officer of Willow Creek Grocery, Inc, a Minnesota Corporation on behalf of the Corporation.

(Stamp)

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Thomas M. Zappia
Zappia & LeVahn, Ltd.
941 Hillwind Road N.E. #301
Minneapolis, MN 55432
763-571-7721
tmzappia@zlhlaw.com

Resolution No. 2019-xx

**RESOLUTION AUTHORIZING GRANT OF ACCESS AGREEMENT
TO WILLOW CREEK GROCERY, INC.**

WHEREAS, the City of Osseo was named as a defendant in the registration action Case No. 27-ET-CV-20825, which affected the City's interest in the public alley included in said action; and

WHEREAS, the City requested that said alley right-of-way be memorialized on the certificate of title issued pursuant to said action; and

WHEREAS, in return for memorializing the City's interest in the alley right-of-way, the cross-applicant in the registration action, Willow Creek Grocery, Inc., requested that it be allowed to retain the right to access its loading dock located in said alley; and

WHEREAS, the City Council of Osseo, Minnesota, has determined that it is fair and equitable to allow continued access to said loading dock, and is willing to grant an Access Agreement to provide such continued access;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the City grants to Willow Creek Grocery, Inc., the Access Agreement attached hereto as Exhibit A, and authorizes the appropriate City officials to execute the Access Agreement and to take all additional actions necessary or convenient to effectuate the Access Agreement.



Osseo City Council Meeting Item

Agenda Item:	Approve Updated Local Water Management Plan
Meeting Date:	January 14, 2019
Prepared by:	Nancy Abts, City Planner
Attachments:	Supplement 2018-1 Comments received: WMOs & Metropolitan Council Link to plan markup Resolution

Policy Consideration:

The City Council should consider approving an update to the city's Storm Water Management Plan, contained in Supplement 2018-1.

Previous Action or Discussion:

The Council originally approved Osseo's Stormwater Management Plan in 2015.

Background:

The City of Osseo is required to update its Local Water Management Plan in conjunction with the Shingle Creek and West Mississippi Watershed Management Commission Plans and accompanying Rules. For Osseo, this is the Stormwater Management Plan. The City is also required to update its Local Water Management Plan within two years of the deadline for submitting a Comprehensive Plan update. Because Osseo does not contain any surface water bodies, its Stormwater Management Plan addresses surface water concerns.

The city's Stormwater Management Plan was last updated in April 2015, just outside of the window for required updates accompanying submission of the city's Comprehensive Plan Update. Rather than undertake a costly complete re-write of the Stormwater Management Plan with the city's new engineering consultant, in-house Staff prepared a supplement to update the 2015 plan, with some assistance from consultants from WSB and Associates.

The Shingle Creek and West Mississippi Watershed Management Commissions reviewed and approved the supplement in December 2018, subject to any comments from the Metropolitan Council. The Metropolitan Council identified two minor corrections to the plan, which have been addressed in the documents presented for approval with this agenda item.

Although the Supplement was included in the city's Comprehensive Plan Update, the plan is required under separate legislation than the requirement to prepare and update Comprehensive Plans. Therefore, separate action to approve the plan should be taken.

Budget or Other Considerations:

Because the Stormwater Pollution Prevention Plan had been updated in 2015, the City elected not to undergo an entire rewrite of the plan when beginning the update to the Comprehensive Plan in 2016. The projected cost for a complete update, provided by WSB, was \$20,000. Instead, in-house staff prepared Supplement 2018-1 as an update to the 2015 document.

To date, the cost for consultant service for assisting with preparing the supplement has been less than \$1,500.

City Goals Met By This Action:

- 1) Ensure City's continued financial stability
- 10) Develop and implement the Comprehensive Plan Update
- 6) Update City policies

Options:

The City Council may choose to:

1. Pass a resolution to approve the update to Osseo's Stormwater Management Plan, contained in Supplement 2018-1;
2. Pass a resolution to approve the update to Osseo's Stormwater Management Plan, contained in Supplement 2018-1 with noted changes/as amended;
3. Deny the update to Osseo's Stormwater Management Plan, contained in Supplement 2018-1;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1, Pass a resolution to approve the update to Osseo's Stormwater Management Plan, contained in Supplement 2018-1

Next Step:

Once the Metropolitan Council reviews and approves the Comprehensive Plan, the City will need to formally adopt it. This is expected sometime in early- to mid-2019.

Following adoption of the Comprehensive Plan, the City will have 9 months to bring its official controls (e.g., Zoning Ordinance) up to date with the plan. The Planning Commission should expect to consider amendments to the Zoning Ordinance in 2019.

City of Osseo
Stormwater Management Plan Supplement 2018-1

*Amending the City of Osseo Stormwater Management Plan
of April 2015*



Approved by the City Council on DATE.

The City of Osseo Stormwater Management Plan of April 2015¹ is hereby amended as follows:

Section 1.1 INTRODUCTION

- Page 9: The following text is inserted after, “It has been recognized that regulatory agencies can achieve common goals by joining together to combine already scarce financial and regulatory resources.”
 - *The City of Osseo currently receives its potable water supply from the City of Maple Grove. The City also sells water to the City of Brooklyn Park for a small number of businesses located southeast of Osseo along Aspen Lane.*

Section 1.2 PHYSICAL ENVIRONMENT

- Page 12: Existing and Year 2030 Land Use maps and classifications are updated with Existing and Year **2040** Land Use maps and classifications, as shown on pages 3-6 of this Supplement.

Section 1.3 GOALS AND POLICIES –

GOAL 2: WATER QUALITY

- Page 16: The phrase “*E. coli bacteria*” is inserted after “biotic integrity” in the sentence, “Shingle Creek is listed as an Impaired Water for biotic integrity, chloride and dissolved oxygen.”
- Page 16: The following text is inserted after, “Osseo is expected to implement the Best Management Practices (BMPs) identified in the implementation plan to attain that reduction.”
 - *The Bacteria Implementation Plan calls for a 69 percent overall target reduction in E. coli by stakeholders. Osseo will work to implement the Best Management Practices (BMPs) identified in the implementation plan to help attain that reduction as well.*
- Page 17: The following text is inserted after Policy 2.9:
 - **Policy 2.10**
Identify and implement BMPs in support of the Shingle Creek Bacteria TMDL, in accordance with NPDES Phase II permit requirements.

GOAL 7: PUBLIC PARTICIPATION, INFORMATION & EDUCATION

- Page 23: Website Availability is updated to replace www.ci.osseo.mn.us with www.discoverosseo.com.

¹ Marcus A Thomas, P.E. 2015. "Storm Water." DiscoverOsseo.com. April. Accessed November 11, 2018. http://www.discoverosseo.com/files/7115/0212/4726/Surface_Water_Management_Plan_-_Osseo.pdf.

Section 3.3 WATER QUALITY

- Page 51: The following text is inserted after, “...decrease in the amount of salt applied in the watershed to meet state and federal water quality standards in Shingle Creek.”
 - *The Upper Mississippi Bacteria TMDL also establishes a TMDL for Shingle Creek. General strategies identified for reducing bacteria include identifying and monitoring sources; meeting (or enacting as necessary) federal, state, and local requirements; conducting education and outreach to residents on ways to reduce bacteria; implementing BMPs that limit the introduction of bacteria; and implementing BMPs that reduce bacteria loading to waters.*

Section 4.2 OBJECTIVE B: IMPROVE WATER QUALITY

- Page 70: Implementation 1 is updated to remove the sentence, “Hydraulic modeling and discharge rates are identified in Chapter 2 of this plan.”

Section 4.3 OBJECTIVE B: IMPROVE WATER QUALITY

- Page 73: Action 3 is updated to remove the phrase “over 5 acres” in accordance with WMO requirements.
- Pages 76 – 78: The Implementation Plan is updated with a revised Implementation Plan 2019-2028, as shown on page 7 of this Supplement.
- Page 80: The following text is removed:
 - *There are no current plans to increase the storm water utility rate structure, however the utility fee will be evaluated on an annual basis and adjusted at the discretion of the City Council.*
- Page 80: The following text replaces the removed text:
 - *The City of Osseo is conducting a Utility Rate Study, to include the Stormwater Utility Rate, in 2018. Possible changes to the fund are expected to be considered by the City Council during the winter of 2018-2019. Future rates may be adjusted at the Council’s discretion.*

Section 4.8 AMENDMENTS TO THIS PLAN

- Page 81: The following text is inserted after, “As adopted, the plan is valid until such time as Osseo is required to, or finds it necessary to, review and amend the Comprehensive Plan in its entirety.”
 - *As part of a future, comprehensive review and update of this plan, Osseo may consider strategies including infiltration and water reuse, both for redevelopment and as part of City infrastructure projects. These strategies may be especially effective in areas where traditional ponds are not viable.*

FIGURE 2018-1 EXISTING LAND USE

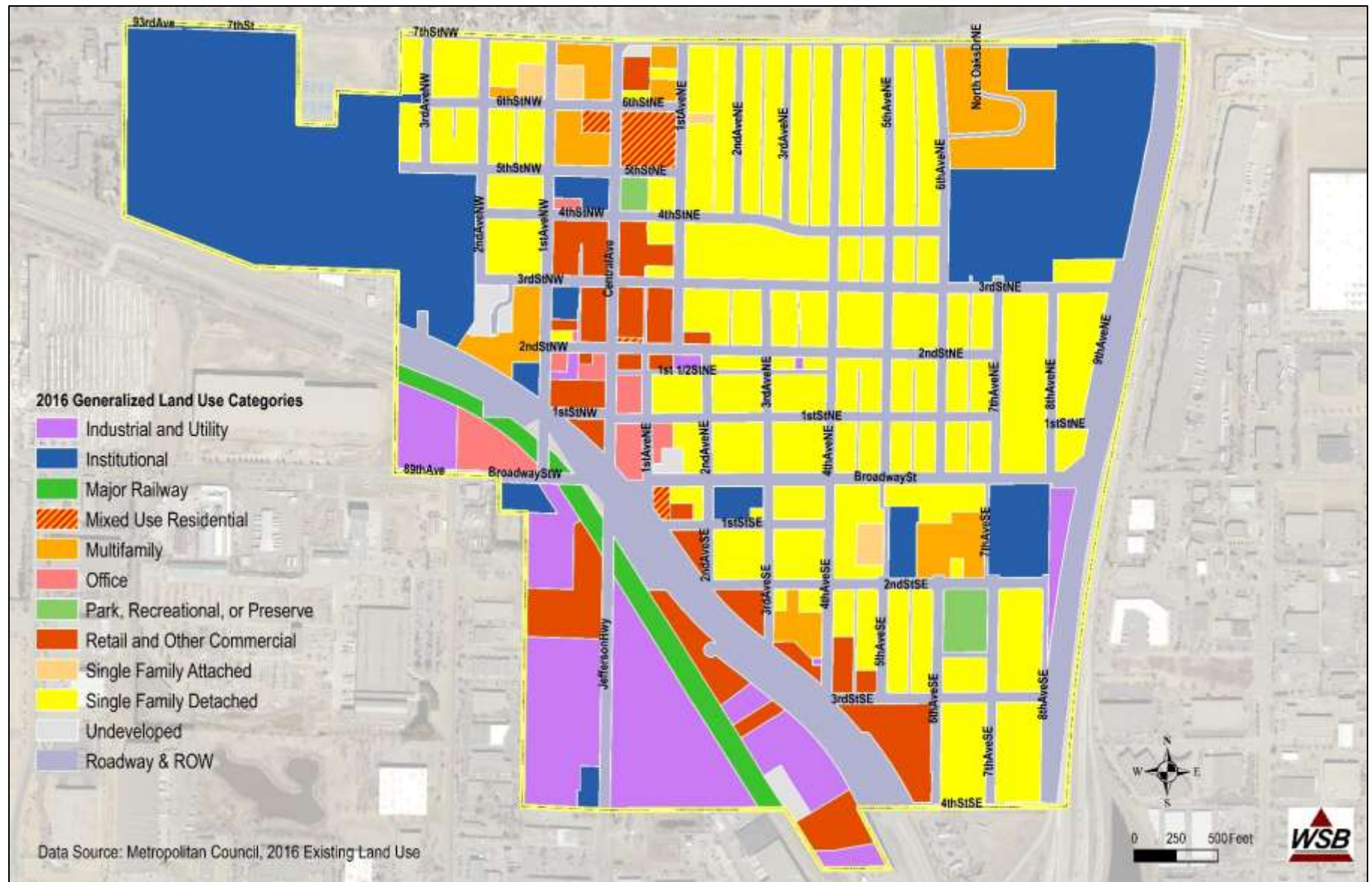
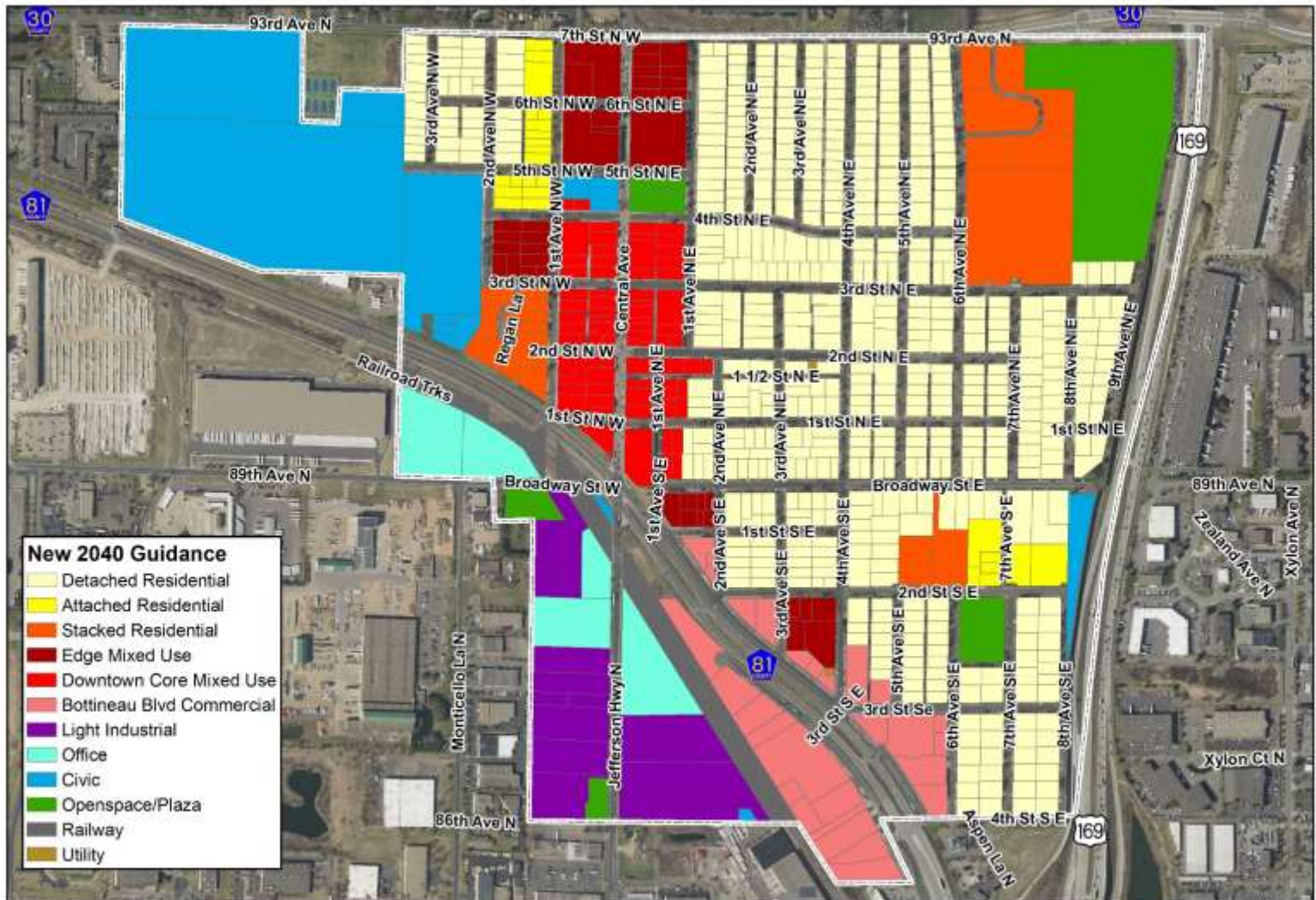


Table 2018-1: 2016 Existing Land Use Categories

2016 Land Use Categories	Acres	Percent
Residential Total	156	33.1
Single Family Detached	131	27.8
Single Family Attached	3	0.6
Multifamily	21	4.4
Commercial Total	36	7.6
Retail and Other Commercial	30	6.4
Office	6	1.3
Industrial Total	50	10.6
Industrial and Utility	41	8.7
Railway	9	1.9
Institutional Total	95	20.1
Park and Recreational	3	0.6
Park, Recreational or Preserve	3	0.6
Mixed Use Total	4	0.8
Mixed Use Residential	4	0.8
Roadways & Right of Way	121	25.6
Agricultural and Undeveloped Total	3	0.6
Agriculture	0	0.0
Undeveloped Land	3	0.6
Total	472	100.0%

FIGURE 2018-2: FUTURE LAND USE GUIDE PLAN



2040 Land Use Guidance
Osseo 2040 Comprehensive Plan
City of Osseo



0 1,000 Feet
1 inch = 750 feet



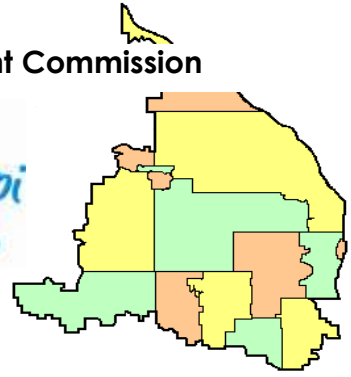
2040 Land Use Category	Total Acres	Total land area (%)
Detached Residential	127.2	27
Attached Residential	7.7	2
Stacked Residential	26.2	6
Bottineau Boulevard Commercial	21	4
Office	15	3
Light Industrial	23.5	5
Downtown Core Mixed Use	17.9	4
Edge Mixed Use	16.2	3
Civic	58.9	13
Parks and Open Space	22.9	5
Roadway/ROW/Railway	125.1	25
Total	427	

TABLE 2018-2: OSSEO 2040 PLANNED LAND USES BY AREA

No.	Project description	10 Year Cost Estimate	Possible Funding Source	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Notes <i>Responsible Party is City of Osseo, unless otherwise noted.</i>
1.	<u>Storm Sewer Infrastructure Improvements / Capital Improvement Program</u> - Improve storm sewer in conjunction with street reconstruction projects and other concurrent excavations. Cost is for projected debt service associated with projects.	\$ 423,383	Stormwater Utility; Project-specific engineering budgets	\$ 2,620	\$ 17,152	\$ 31,453	\$ 48,143	\$ 52,543	\$ 56,787	\$ 55,605	\$ 54,360	\$ 53,045	\$ 51,675	Includes addressing stormwater problem areas. Assumes the final storm sewer project will be completed in 2021 & coincides with the final street project identified in the city's future street project area map.
2.	<u>Maintenance Program</u> - Storm water maintenance to ensure successful system operation	\$ 31,445	Stormwater Utility; Annual engineering & maintenance budgets; property owners	\$ 2,500	\$ 2,625	\$ 2,756	\$ 2,894	\$ 3,039	\$ 3,191	\$ 3,350	\$ 3,518	\$ 3,694	\$ 3,878	Includes maintaining emergency overflow routes as appropriate/necessary.
3.	<u>Inflow & Infiltration</u> - Analysis and televising	\$ 150,000	Stormwater Utility			\$ 50,000	\$ 50,000	\$ 50,000						
4.	<u>Enforcement</u> - of the erosion and sedimentation control ordinance for new developments	\$ 3,973	Building Permit Fees & Non-compliance fines	\$ 500	\$ 315	\$ 331	\$ 347	\$ 365	\$ 383	\$ 402	\$ 422	\$ 443	\$ 465	Includes establishing review procedures to ensure compliance.
5.	<u>Development Review</u>	\$ 6,289	Development application fees; Annual & project-specific engineering budgets	\$ 500	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638	\$ 670	\$ 704	\$ 739	\$ 776	Encourage Low-Impact Development & site design; Model ponding areas and maximum flow rates and volumes; Establish emergency overflow routes
6.	<u>Public Education and Outreach</u>	\$ 3,773	Stormwater Utility	\$ 300	\$ 315	\$ 331	\$ 347	\$ 365	\$ 383	\$ 402	\$ 422	\$ 443	\$ 465	Newsletter articles, social media posts, videos, etc. Encourage landowners native vegetation and habitat.
7.	<u>Annual Meeting / Public Event</u>	\$ 9,433	Stormwater Utility	\$ 750	\$ 788	\$ 827	\$ 868	\$ 912	\$ 957	\$ 1,005	\$ 1,055	\$ 1,108	\$ 1,163	
8.	<u>Pollution Prevention BMPs</u>	\$ 6,289	Stormwater Utility	\$ 500	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638	\$ 670	\$ 704	\$ 739	\$ 776	
9.	<u>Street Sweeping</u> - Continue to conduct street sweeping as necessary, at least 4x annually	\$ 362,558	Stormwater Utility, CIP	\$ 15,000	\$ 15,750	\$ 190,428	\$ 17,364	\$ 18,233	\$ 19,144	\$ 20,101	\$ 21,107	\$ 22,162	\$ 23,270	Purchase a new street sweeper in 2021.
10.	<u>Ordinance updates</u> - Complete necessary updates to stormwater management ordinances	\$ 3,414	Stormwater Utility	\$ 1,500					\$ 1,914					Includes establishing high water elevations governing building FFE adjacent to ponding areas and floodplains
11.	<u>SWMP amendments</u>	\$ 5,000	Stormwater Utility										\$ 5,000	As warranted by future standards or regulations
12.	<u>Salt Management Plan</u> - for Shingle Creek chloride TMDL	\$ -	Stormwater Utility											Contribute per WMO guidance & coordination. City of Osseo & WMO share responsibility.
Estimated 10-Year total needed		\$ 1,000,559												



3235 Fernbrook Lane N • Plymouth, MN 55447
Tel: 763.553.1144 • Fax: 763.553.9326
Email: judie@jass.biz • Website: www.shinglecreek.org



December 18, 2018

Ms. Nancy Abts
City of Osseo
415 Central Avenue
Osseo MN 55369

Dear Ms. Abts:

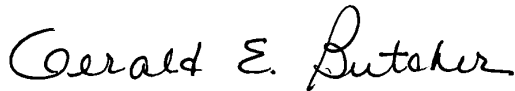
The Shingle Creek and West Mississippi Watershed Management Commissions approved your Storm Water Management Plan Supplement on December 13, 2018, subject to making any revisions suggested by the Met Council in its review. Please provide us with an electronic copy of your final SWMP when complete.

We look forward to our continued partnership in protecting and improving water and natural resources in the two watersheds.

Sincerely,



Andy Polzin, Chair, Shingle Creek WMO



Gerald E. Butcher, Chair, West Mississippi WMO

**Osseo Water Resources Management Plan Supplement
60-Day Review Draft**

Third Generation Plan Local Plan Requirement	Comments
Update the existing and proposed physical environment and land use. Information from previous plans that has not changed may be referenced and summarized but does not have to be repeated. Local plans may adopt relevant sections of this Plan's Section 2.0 Inventory and Condition Assessment by reference unless the member city has more recent information, such as revised land use figures and data.	<i>Meets requirements.</i> The Plan Supplement includes updated 2016 and 2040 land use.
Update the existing and proposed hydrology and provide subwatershed, storm drainage system, and installed BMP figures and shapefiles.	<i>Meets requirements.</i> The drainage system is unchanged since the 2015 Plan was approved.
Explain how the goals and policies, and rules and standards established in the WMP will be implemented at the local level.	<i>Meets requirements.</i> The Plan Supplement adds reference to the Shingle Creek <i>E. coli</i> impairment and adds goals and strategies for bacteria reduction.
Show how the member city will take action to achieve the load reductions and other actions identified in and agreed to in TMDL Implementation Plans, including identifying known upcoming projects including street reconstruction projects that will provide opportunities to include load and volume reduction BMPs.	<i>Meets requirements.</i> The Plan Supplement adds reference to the Shingle Creek <i>E. coli</i> impairment and adds goals and strategies for bacteria reduction. The revised Implementation Plan also includes a strategy of sweeping streets at least four times annually.
Explain how the City will implement the City	<i>Meets requirements.</i> City code requires all development/redevelopment to meet

Third Generation Plan Local Plan Requirement	Comments
Review project review requirements of the revised Rules and Standards.	watershed requirements.
Update existing or potential water resource related problems and identify nonstructural, programmatic, and structural solutions, including those program elements detailed in Minnesota Rules 8410.0100, Subp. 1 through 6.	<i>Meets requirements.</i> The Plan Supplement adds reference to the Shingle Creek <i>E. coli</i> impairment and adds goals and strategies for bacteria reduction.
Summarize the estimated cost of implementation and analyze the member city's ability to finance the recommended actions.	<i>Meets requirements.</i> The Plan Supplement includes an updated Implementation Plan with annual activities and estimated costs.
Set forth an implementation program including a description of adoption or amendment of official controls and local policies necessary to implement the Rules and Standards; programs; policies; and a capital improvement plan.	<i>Meets requirements.</i> The Plan Supplement includes an updated Implementation Plan with annual activities and estimated costs.
Miscellaneous Comments	

December 12, 2018

Judie Anderson, Administrator
Shingle Creek and West Mississippi WMC
3235 Fernbrook Lane
Plymouth, Minnesota 55447

RE: Osseo Stormwater Management Plan
Metropolitan Council Review File No. 22131-1

Dear Ms. Anderson:

The Metropolitan Council has reviewed the City of Osseo's updated Stormwater Management Plan (Plan). The Plan fulfills the requirements for a local water management plan and is consistent with Council policies, and the Council's *Water Resources Policy Plan*. However, we do have two specific comments on the plan:

- Section 4.2, page 70, states that: "*Hydraulic modeling and discharge rates are identified in Chapter 2 of this plan.*" We could not find any discharge rates in Chapter 2 of the Plan.
- *Table 2018-1: 2016 Existing Land Use Categories*, lists the total acreage of the city as 472 acres. *Table 2018-2: Osseo 2040 Planned Land Use By Area*, lists the total acreage of the city as 453.8 acres. This discrepancy should be resolved or explained in the Plan.

Thank you for the opportunity to comment on the city's plan. If you have any questions regarding the Council's comments, please contact Joe Mulcahy, of my staff at 651-602-1104. After the city adopts its stormwater management plan, please forward a complete final copy to the Council for our records along with the dates the watershed management organizations approve the plan and when the city adopts the final plan.

Sincerely,



Sam Paske
Assistant General Manager, MCES, Environmental Quality Assurance Department

cc: Nancy S. Abts, City of Osseo
Marcus A. Thomas, P.E., Bolton & Menk, Inc
Lona Schreiber, Metropolitan Council District 2
Eric Wojchik, Metropolitan Council Sector Representative
Ana Vang, Metropolitan Council Community Relations Specialist
Raya Esmaeili, Metropolitan Council Referrals Coordinator
Joe Mulcahy, Water Resources Assessment Section

Link to stormwater management plan showing “mark up” associated with Supplement 2018-1. (the document file size is too large to include in the meeting packet):

[https://www.discoverosseo.com/files/9215/4688/3868/ANNOTATED -
Surface Water Management Plan - Osseo.pdf](https://www.discoverosseo.com/files/9215/4688/3868/ANNOTATED-_Surface_Water_Management_Plan_-_Osseo.pdf)

RESOLUTION NO. 19-xx

A RESOLUTION APPROVING THE LOCAL WATER MANAGEMENT PLAN

WHEREAS, the water management plan of the West Mississippi Watershed Management Commission and the Shingle Creek Watershed Management Commission and Minnesota Statutes require that local water management plans be prepared as required by Minnesota Statute 103B.235 and in accordance with the Minnesota Rules, chapter 8410; and

WHEREAS, Minnesota Statutes 103B.211, Subd. 1(2), authorized the Watershed Management Organizations to review and approve local water management plans and take other action necessary to be sure that the local plan is in conformance with the Watershed Management Organization's plan and the standards set forth therein; and

WHEREAS, the City of Osseo prepared Supplement 2018-1 to update the city's local water management plan, first approved in April 2015; and

WHEREAS, the plan and Supplement 2018-1 have been submitted to the adjacent municipalities, the Metropolitan Council, and the Watershed Management Organizations for review and the Metropolitan Council and the Watershed Management Organization's consulting engineers have commented on the plan, and the City made the suggested modifications as recommended by the Metropolitan Council; and

WHEREAS, on December 13, 2018, the West Mississippi Watershed Management Commission and Shingle Creek Watershed Management Commission approved the update to the City of Osseo Local Water Management Plan contained in Supplement 2018-1.

NOW, THEREFORE, BE IT RESOLVED by the City of Osseo as follows:

1. The City of Osseo approves the updated Local Water Management Plan as approved by the Watershed Management Organizations.
2. In accordance with Minnesota Statutes 103B.235, Subd. 4, the City shall amend its official controls in accordance with the plan within 180 days after approval.
3. Pursuant to Minnesota Statutes 103B.235, Subd. 5, and consistent with the Watershed Management Organization's plans, the City of Osseo shall submit amendments to the Local Water Management Plan to the Commission for review and approval in accordance with state statutes and Minnesota Rules.
4. This plan will become effective from and after its date of approval.



Osseo City Council Meeting Item

Agenda Item: Accept Grant for Water Tower Conditions Assessment

Meeting Date: January 14, 2019

Prepared by: Nancy S. Abts, City Planner

Attachments: Grant Agreement
Conditions Assessment Information Sheet
Resolution

Policy Consideration:

Consider accepting a \$9,500 grant from the Minnesota Historical Society for a Conditions Assessment for the 1915 Osseo Water Tower.

Background:

The City has previously received grants from the Minnesota Historical Society for the historic 1915 Water Tower. A first grant provided funding to evaluate the water tower's eligibility for inclusion on the National Register of Historic Places. After the water was found to be eligible, a second grant provided funding to prepare and submit an application for listing on the National Register.

Now the application has been approved and the 1915 Osseo Water Tower is listed on the National Register of Historic Places. The next step is to determine the water tower's current condition, what repairs would be needed to preserve the tower, and the approximate costs of those repairs. This information will be provided in a Conditions Assessment Report.

Qualified Historic Architects have provided cost estimates for preparing a Conditions Assessment for the tower. The cost will not exceed \$10,000. The Minnesota Historical Society has offered a \$9,500 grant to supplement a \$500 match from the Osseo Heritage Preservation Commission.

Major requirements for the funding are that it is used to hire a qualified consultant to perform the work, and that a copy of the completed report be provided to MHS at the end of the project. The project will give the City more information about the tower, but the city will not be obligated to take any action based on the information included in the Conditions Assessment.

Previous Action or Discussion:

The City Council has not previously discussed accepting this grant.

Budget or Other Considerations:

A \$500 match will be provided, with Heritage Preservation Commission funds.

City Goals Met By This Action:

- Ensure City's continued financial stability
- Continue to give Staff the necessary tools to do their jobs effectively and efficiently

Options:

The City Council may choose to

1. Pass a resolution to accept the Minnesota Historical Society grant for the Water Tower Conditions Assessment;
2. Reject the Minnesota Historical Society grant for the Water Tower Conditions Assessment;
3. Table action on this item for more information

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Pass a resolution to accept the Minnesota Historical Society grant for the Water Tower Conditions Assessment.

Next Steps:

Staff are working to select a recommended Historic Architect consulting firm to prepare the Conditions Assessment. If the grant is accepted, the Council will be asked to review an agreement with this consultant at a future meeting.

MINNESOTA HISTORICAL SOCIETY

GRANTS OFFICE

345 KELLOGG BOULEVARD WEST
SAINT PAUL, MINNESOTA 55102

MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANT AGREEMENT

City of Osseo (hereafter called the Grantee) hereby signifies its acceptance of a state grant in the amount of **\$9500** from the Arts and Cultural Heritage Fund through the Minnesota Historical Society (hereafter called the Society), in accordance with the guidelines for the Society's Historical and Cultural Heritage Grants Program. The grant is limited to the following project: **Osseo Water Tower Condition Assessment** (MHS Grant Number: **1810-22617**) as described in the Grantee's grant application. Grantee may provide matching funds in the amount of \$500 as specified in the application.

All grant activities must occur between the project start date and completion date. The start date will be **12/1/2018**. This grant will conclude **12/1/2019**. This Project Completion Date is the date by which all project work must be completed.

The Grantee agrees to administer the grant in compliance with the following provisions:

1. ASSURANCES

- a. The Grantee agrees that this project will be administered and conducted in accordance with Minn. Stat. 16B.98 for Grants Management.
- b. The Grantee must follow Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.
- c. The Grantee agrees that this project will be administered and conducted in accordance with the Secretary of the Interior's Standards for Archeology and Historic Preservation (as published in the Federal Register of September 29, 1983), the Historic and Architectural Survey Manual (June 2017), and the SHPO Manual for Archaeological Projects in Minnesota (July 2005).
- d. The Grantee agrees that work will be carried out by project personnel who meet the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).
- e. Pursuant to 2013 Minnesota Laws, Chapter 137, Article 4, Section 2, Subdivision 5, the Grantee must give consideration to Conservation Corps Minnesota and Northern Bedrock Historic Preservation Corps, or an organization carrying out similar work.

- f. The Grantee will acknowledge the support of the Society in materials produced and in programs or presentations financially supported by the Society. If intellectual property is created, the parties will discuss the allocation of ownership and use rights.
- g. Copyright to copyrightable materials, including computer software, shall vest in the Grantee with a non-transferable royalty-free license to the Society for its non-commercial use. The Grantee shall grant the Society an option to license any such material(s) it wishes to develop for commercial purposes on terms and conditions, including a royalty, as the parties hereto agree in a subsequent writing.
- h. Except for (a) the above limitation, (b) the Grantee's right to control publication of its own research results, (c) patented and patent-pending property and (d) the Grantee's confidential information, the Society will have the free, irrevocable, non-exclusive unlimited right to use any research results collected by the Grantee for any purpose.
- i. The Grantee agrees that this project will be administered and conducted in accordance with Minn. Stat. 129D.17 for the Arts and Cultural Heritage Fund.

2. FINAL REPORTS AND PROJECT PRODUCTS

- a. The final report and project products are due within 30 days after the project completion date.
- b. The final report must be completed electronically in the Minnesota Historical Society's Grants Portal (<https://mnhs.fluxx.io>).
- c. The Final Product(s) to be uploaded with the final report are: Electronic copy of the Condition Assessment.

3. COST PRINCIPLES AND LIMITATIONS

- a. Only the items set forth in the Approved Project Budget (**see Attachment A**) may be charged against the grant project.
- b. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon written request by the Grantee and written approval by the Society.

- c. Changes in the Approved Project Budget may not exceed twenty (20) percent of the Approved Project Budget. Changes that occur after the project begins which exceed twenty (20) percent will not be allowed except upon written request by the Grantee and written approval by the Society.
- d. Changes in the Project Completion Date will not be allowed except upon written request by the Grantee and written approval by the Society.
- e. All work will conform to the Secretary of the Interior's Standards as outlined in the approved Scope of Work Form. Any change to the Scope of Work Form after it is approved must be requested in writing and approved by the Grants Office.
- f. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

4. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- a. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b. Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c. Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d. Support documentation of the procurement process utilized to contract services and/or materials must be maintained by the grantee and are subject to examination by Minnesota Historical Society, its designated representatives, or any applicable agency of the State of Minnesota for a minimum of six (6) years from approval date of the Final Report.

5. MAINTAINING GRANT RECORDS FOR AUDIT

- a. The Grantee must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The Grantee must maintain records and accounts (including documentation of the procurement process) for this project on file for a minimum of six (6) years after approval of the Final Report.

- b. The Grantee agrees to maintain records to document any matching funds claimed as part of the project. The Grantee further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- c. The Grantee agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the Society, its designated representatives, or any applicable agency of the State of Minnesota.

6. ACKNOWLEDGEMENT OF SUPPORT

- a. For restoration/preservation grant projects, the Grantee agrees to post a sign during project work stating: *This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.*
- b. All publicity releases, informational brochures, and public reports relating to an approved grant project shall contain an acknowledgment as follows: *This publication was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund. Any views, findings, opinions, conclusions or recommendations expressed in this publication are those of the authors and do not necessarily represent those of the State of Minnesota, the Minnesota Historical Society, or the Minnesota Historic Resources Advisory Committee.*

7. HOLD HARMLESS

- a. The Grantee agrees to hold the Society harmless from any loss, damage, or expense—including reasonable attorneys' fees and other costs of defense—arising as the result of any claim, action, complaint, or discrimination proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project; or,
- b. Each party will be responsible for its own acts and behavior and the results thereof. The State's liability is governed by the Minnesota Tort Claims Act, Minn.Stat.Sec.3.736 and other applicable law.

8. MODIFICATION

No person or body other than the Society is authorized to modify any of the terms of this agreement, including the scope of performance and cost limitations herein established. The Society shall not be liable for any costs incurred by the Grantee, which are not in conformance with the terms of this agreement.

9. NONDISCRIMINATION

- a. The Grantee agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age , discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.
- b. The Grantee agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

10. DISALLOWANCES

Any cost paid for with grant funds which is subsequently found to be disallowable under audit shall be refunded to the Society by the Grantee.

11. CANCELLATION

The Society may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the Grantee has materially breached any term or condition of this agreement. Grantees will be given a 30-day notice. In lieu of cancellation, Grantees may be given proposed remedies to ensure successful completion of the project.

In addition, both parties may mutually agree to cancel the agreement if they determine that the project will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the Society may withhold proceeds of the Grant; demand that the Grantee return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

Finally, the Grantee hereby acknowledges that the proceeds of the Grant are being financed in part with funds provided by the State of Minnesota and administered through the Society, and that, per 2013 Minnesota Laws, Chapter 137, Article 4, Section 2, Subdivision 5, the funding will be canceled to the extent a court determines that the appropriation, or portion thereof, unconstitutionally substitutes for a traditional source of funding.

12. SPECIAL CONDITIONS

The Society may require special conditions to ensure that the project meets applicable standards. Conditions must be worked sequentially as listed below.

- a. By signing and returning this grant agreement, the Grantee understands and agrees that this grant project must be completed and closed by the Grants Office before the Grantee will be eligible to request funding for any subsequent work that would rely on the reports or documents produced during this project.

Project Director initial here: _____

- b. Submit an outline of the condition assessment from the hired architect. (Upload to Milestone/Condition 2 Report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.) The conditions assessment must meet or exceed the guidance offered in the "Historic Building Condition Assessment FAQ" document attached to your grant agreement. We recommend it be read by all parties involved with this project.
- c. Prior to submission of the grant final report, Grantee must submit a draft of the condition assessment at 75% completion to the Grants Office for review, comment, and possible edit. (Upload to Milestone/Condition 3 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)

Certification:

We have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the project period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

Signatures:

Project Director

(City Planner Nancy Abts)

Date

Authorized Officer

(City Administrator Riley Grams)

Date

MINNESOTA HISTORICAL SOCIETY
Heritage Preservation Department
Minnesota Historical & Cultural Heritage Grants

Approved Project Budget

Grantee: City of Osseo
MHS Grant #: 1810-22617
Project: Osseo Water Tower Condition Assessment

Budget Item(s):

Budget Item	Amount Requested	Grant Amount	Match
1. Consultant	\$9,500.00	\$9,500.00	\$500.00
	Total: \$9,500.00	Total: \$9,500.00	Total: \$500.00

HISTORIC BUILDING CONDITION ASSESSMENT

FAQ + Tip Sheet

WHAT IS A HISTORIC BUILDING CONDITION ASSESSMENT?

Condition Assessments are one way to understanding how buildings were constructed, used, and maintained. Condition Assessments examine the various mechanisms that affect the structural and material condition of the building. "Whether done for research purposes or as a precursor to restoration work, all condition assessments have two primary objectives: to identify materials and features, and evaluate their condition."ⁱ

ASSESSMENTS SHOULD:

- Prioritize problem areas
- Take the form of a written report
- Identify/describe existing building conditions
- Identify/describe character defining features and significant construction methods
- Utilize a variety of inspection methods such as hands-on, visual, or noninvasive testing
- Document findings in field notes, sketches, photos, test reports, and other necessary means
- Use the findings as the basis for priorities and recommendations
- Provide:
 - brief historic overview including chronology
 - a set of systematic photographs with a photo key
 - drawings/sketches that clarify or better describe conditions
 - suggested interventions for problems
 - initial cost estimate for treatment

Describe age, material, & condition of:

- the site, vegetation, slope of the ground, and drainage.
- the structural system: foundations, walls, beams, rafters, etc.
- the windows and doors
- the roof and materials, and any exterior components such as siding
- the finishes of the interior including walls, floors, ceiling, cabinetry, etc
- the building systems: mechanical, electrical, and specialty systems
- porches, decks, patios, etc.

ASSESSMENTS MAY ALSO:

- Provide:
- measured architectural drawings of the building (including elevations)
 - plans and specifications for suggested construction work

Focus on one building system such as Envelop, Masonry, HVAC System, Structural System, or Interior Finishes

HISTORIC BUILDING CONDITION ASSESSMENT FAQ + Tip Sheet

WHO SHOULD CONDUCT THE ASSESSMENT?

Condition Assessments should be completed by a professional who meets the Secretary of Interior's Professional Qualifications for Historic Architecture (see footnote 2).ⁱⁱ

IS IT THE SAME THING AS CONSTRUCTION DOCUMENTS?

Preservation planning is very important to good building stewardship. Completion of a planning report is critical before construction projects begin. However, conditions assessments cannot, and will, not be accepted as a Scope of Work for future bricks and mortar grants projects. Condition Assessments cannot be used as construction documents for contractors. Additional planning and design is required after the initial assessment to create the necessary project drawings and specifications.

HOW IS THIS DIFFERENT OTHER BUILDING REPORTS?

Because *Conditions Assessment* are not as in-depth as a *Historic Structures Reports (HSR)* an overall treatment recommendation is not a required end product. (The Standards offer four distinct approaches to the overall treatment of historic properties) For that reason, it is suggested that the **Preservation** treatment is utilized until a full *HSR* can be completed. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. More information about *Historic Structures Reports* visit:
www.nps.gov/history/hps/tps/briefs/brief43.htm

Because *Condition Assessments* do not include economic analysis and other indirect structural analysis they do not take the place of a *Historic*

INFORMATION AND RESOURCES:

The Standards:

www.nps.gov/tps/standards/four-treatments.htm

Professional Qualification Standards:

www.nps.gov/history/locallaw/arch_stnds_9.htm

Pre-Planning Legacy Grant Information:

<http://legacy.mnhs.org>

Building Reuse Plan. For more information on reuse studies visit:

www.mnhs.org/shpo/planning/reuse.htm

AFTER THE ASSESSMENT:

While the Assessment provides valuable information about the problem areas, further planning and design is necessary to undertake a successful preservation project. Once the high priority problem areas have been identified, a Historical Architect should be contracted with to refine the project plan and create drawings and specifications for the proposed treatment that can be used to direct construction work.

ⁱ Condition Assessments: Tips For Historic Building Owners By Ed Fitzgerald On August 31, 2010 In Architecture & Engineering

ⁱⁱ SOI Qualifications for **Historic Architecture**: The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following: At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or At least one year of full time professional experience on historic preservation projects.

Resolution No. 2019-xx

**RESOLUTION ACCEPTING THE MINNESOTA HISTORICAL AND CULTURAL
HERITAGE GRANT PROGRAM AGREEMENT**

IT IS HEREBY RESOLVED by the City Council of the City of Osseo as follows:

WHEREAS, the Minnesota Historical Society has approved a grant in the amount of \$9,500 from the Minnesota Historical and Cultural Heritage Grant Program to be made to the City of Osseo for the completion of a Conditions Assessment for 1915 Osseo Water Tower; and

WHEREAS, the City of Osseo is a statutory city located wholly in Hennepin County, Minnesota; and

WHEREAS, the City Council of the City of Osseo wishes to accept said grant award and use it for the purpose for which said grant award was awarded, finding that acceptance of the grant is in the best interest of the City and its residents; and

WHEREAS, the City Council of the City of Osseo wishes to authorize Project Director City Planner Nancy Abts and Authorized Officer City Administrator Riley Grams of the City of Osseo execute and deliver any documents related to said grant on behalf of the City of Osseo.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Osseo does accept the Minnesota Historical and Cultural Heritage Grant award in the amount of \$9,500, and does dedicate the grant for the completion of a Conditions Assessment for 1915 Osseo Water Tower.



City of Osseo Council Meeting Item

Agenda Item: Council and Other City Appointments

Meeting Date: January 14, 2019

Prepared by: City Clerk LeAnn Larson

Attachments: Resolution

Background:

Council and staff appointments to various boards/commissions/committees are made at the beginning of each year. Consultant appointments and other designations are often made, also. The attached resolution outlines the various Council Appointments, Council Committee Appointments, Consultant Appointments, and Other Appointments and Designations as needed.

Options:

The City Council may choose to:

1. Adopt a resolution for the 2019 Official City Appointments and Designations;
2. Modify the appointments, as desired.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1, adopt a resolution for the 2019 Official City Appointments and Designations.

Resolution No. 2019-x

**RESOLUTION ADOPTING 2019
OFFICIAL CITY APPOINTMENTS AND DESIGNATIONS**

WHEREAS, it is the duty of City Council of the City of Osseo to make annual appointments for various positions representing the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2019:

Council Appointments

Acting Mayor	_____
Alternate Acting Mayor	_____
Economic Development Authority	Juliana Hultstrom, Harold E. Johnson, Duane Poppe, Mark Schulz & Larry Stelmach
Heritage Preservation Commission	_____
Northwest Suburbs Cable Communications Commission	_____
Shingle Creek & West Mississippi Watershed Management Commissions (Alternate)	_____ _____

Council Committee Appointments

Arts & Communications Committee	_____ & _____
Budget & Finance Committee	_____ & _____
Human Resources Committee	_____ & _____
Intergovernmental Relations Committee	_____ & _____
Parks & Recreation Committee	_____ & _____
Public Safety Advisory Committee	_____ & _____
Risk Management Committee	_____ & _____

Consultant Appointments

Assessor – Hennepin County
Attorneys – Mary D. Tietjen (Kennedy & Graven) for Civil Services and Paul Baertschi
(Tallen & Baertschi) for Prosecution Services
Auditor – BerganKDV
Bond Counsel – Briggs & Morgan
Building Official – Metro West Inspection Services

Depositories – Premier Bank Osseo, Edward Jones, Institutional CD's Inc./ICD Securities, Inc., and Multi-bank Securities, Inc.(MBS)
Electrical Inspector – Peter A. Togle
Engineer – WSB & Associates
Financial Advisor – Ehlers & Associates
Financial Management Consultant – Gary Groen
Insurance Provider – City Country Agency/League of Minnesota Cities Insurance Trust
IT Services – Element Technologies
Personnel Benefit Advisor – National Benefit Consultants
Rental Inspector – RWL Inspection Service

Other Appointments

Assistant Weed Inspector – Todd Kintzi
Data Practices Compliance Officer – LeAnn Larson
Data Practices Responsible Authority – Riley Grams
Northwest Hennepin Cable Communications Commission (Exec. Committee) – Riley Grams
Northwest Hennepin Cable Coordinators Committee – Karen Broden
Sewer Inspector – Nick Waldbilling
Zoning Administrator – Nancy Abts

Other Designations

Official Newspaper -- The Press

Electronic Payments delegated to City Accountant

Payroll Deductions and Benefits:

Premier Bank - direct deposit of wages
Federal, State, and Social Security/Medicare withholding
Public Employees Retirement Association
Minnesota State Retirement System Deferred Compensation
Public Employee Insurance Providers
Aflac – supplemental and short term disability insurance provider
SunLife Financial – long term disability provider

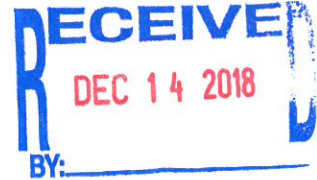
Other:

Premier Bank Cardmember Services – credit card payment
Minnesota Department of Revenue – sales tax
Revtrak – credit card merchant services
Rentor's Warehouse – property management
Tradewinds Properties – property management
Pitney Bowes - postage



December 2018

City of Osseo
City Council
415 Central Avenue
Osseo, MN 55369



Dear City Council Members:

Please accept the following bid from the **Osseo/Maple Grove Press** for legal newspaper designation for the City of Osseo. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2019:

First insertion:	\$17.72 per column inch
Subsequent insertions:	\$9.50 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Press & News* website at no additional charge.

The *Osseo/Maple Grove Press* is published weekly on Thursdays. The deadline is 12:00 p.m. on Friday for publication the following Thursday. Please email legal notices to publicnotice@ecm-inc.com.

Thank you for considering the *Osseo/Maple Grove Press* as the official newspaper for the City of Osseo for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in cursive script that appears to read "Steve".

Steve Gall
Advertising Director



City of Osseo City Council Meeting Item

Agenda Item:	Citizen Appointments
Meeting Date:	January 14, 2019
Prepared by:	City Clerk LeAnn Larson
Attachments:	Copies of Letters of Interest Resolution

Background:

Citizen appointments are made each year to various boards/commissions/committees. Announcements have been made at prior Council meetings and included in Council packets. The Press and social media have been used to reach interested volunteers, also.

Discussion:

Staff has attached several Letters of Interest for these appointments and a resolution that indicates where appointments are needed. We thank our volunteers for their interest in serving the City of Osseo.

City Goals Met By This Action:

Increase communication with citizens and encourage citizen engagement

Options:

The City Council may choose to:

1. Adopt a resolution appointing citizens to the various boards/commissions/committees;
2. Table for additional information.

Recommendation/Action Requested:

Staff recommends the City Council adopt a resolution appointing citizens to the various boards/commissions/committees.

Future Action:

Continue to post available open seats for various boards/commissions/committees.

12-10-2018

DEAR Mayor Poppe, and Ossoo City Council Members

I have enjoyed my short stay on the "EDA Board". I have learned a great deal and hope I have been a positive addition.

I am not sure if I missed the deadline but was planning on re applying for the open position.

I would like you to know up front that I have no medical issues going on with immediate family that will hinder additional involvement on other committees.

If the city has received a qualified application with less time constraints "PLEASE" as I know you will do what is best for our little City

Regards

Sherry Munsal

From: Teresa Aho <teresa@osseosavittpaint.com>

Sent: Monday, December 17, 2018 2:05 PM

To: Duane Poppe

Subject: EDA

Hi Duane Poppe!

I would like to throw my hat into the ring to be on the EDA.

Thank you for your consideration!

Teresa

--

Teresa Aho

teresa@osseosavittpaint.com

Osseo Savitt Paint

www.osseosavittpaint.com

763-424-7404

Economic Development Authority – Statement of Interest

31 December 2018

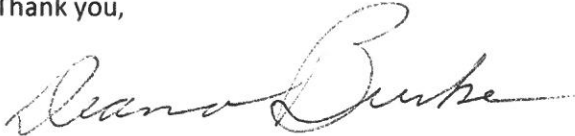
Deanna Burke

, Osseo, MN 55369

deannaburke@protonmail.com

I have owned my house in Osseo for almost 14 years and love living here. It was my dream for 15 years prior to be able to live in Osseo. I've also been an active member of the Planning Commission for approximately six years and have learned a lot about the intricacies of how the city functions. But I'd like to progress further. In addition to continue to work as a planning commissioner, I am also tremendously interested in actively participating in learning and contributing to the economic functions of Osseo. As a homeowner, I'm deeply committed to this community and desire to promote greater financial stability and prosperity.

Thank you,

A handwritten signature in cursive script that reads "Deanna Burke". The signature is written in dark ink and is positioned below the "Thank you," text.

Deanna Burke

LeAnn Larson

From: Janella Hawkins <janella@embarqmail.com>
Sent: Thursday, December 13, 2018 6:48 PM
To: Duane Poppe
Cc: LeAnn Larson
Subject: Heritage Preservation Commission Position

My position at work, Gage Co., was a very high position for many years. I've been retired for 4 years and I am able to have free time now. I feel I can help support the Heritage commission

The history of my family (The Scotts & Normandin) have been here from the late 1800's to 2019.

I grew up in Osseo and my Mother grew up here too on a farm where the Fairs market is located. My dad ran filling stations up until the day he passed away.
Will wait to hear from you.

Thank you.

Jan Hawkins

12-12-2018

Dear Mr Mayor Bappe & Council;

I would like to request to be appointed for one more term on the Historical Council.

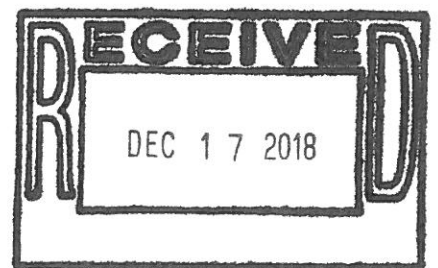
It has been most interesting & rewarding time spent learning and participating in our City's history and getting to know the surrounding city people.

Osseo is small but has grown in the past 70 yrs and I've been a part of all that.

Thank you for your time and consideration in this matter.

Respectfully
Dorothy Clarke

P.S. Thank you
for the past
appointments!
I hope I served
the city well.



December 22nd, 2018

Jaz R Kelm

Plymouth MN 55447
kelmjazmine@gmail.com

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

Dear Mayor Poppe,

I am writing this letter to declare interest in one of the two heritage preservation committee positions. I believe that my undergraduate degree in history along with multiple volunteer positions within museums and other relevant committees and the fact I work for a business within the city will help add valuable insight that will benefit the city of Osseo. Along with this document I am sending my resume, to help show that I am in fact a good candidate for the position.

Assuming I am chosen for the position, I would be able to start as soon as the term does, and would be able to follow through until the end of it as I have no competing obligations.

Regards,

A handwritten signature in cursive script that reads "Jaz Kelm".

Jaz R Kelm

Jazmine Kelm

kelmjazmine@gmail.com

Summary

I am currently working for Nola Bistro and Lounge as administrative manager. I recently moved to Plymouth, MN after having secured a job here and finishing my on campus classes.

Skills

- Knowledge of Basic Sign Language
- Time management
- General understanding of filing systems and phone systems
- Ability to use GOePN accounts
- 80 wpm/ 97% accurately
- Basic Networking through Social Media
- Conflict Resolution/Able to work in a group setting
- Able to work separately
- Quick learner

Accomplishments

Throughout my time as History Club Secretary, I had successfully gotten us up to ten new members, gotten our history club page to an average of seven hundred organic reach weekly, and was able to help set up and follow through with multiple events for the club.

I took a job that was meant to be a temporary intern position and had them offer me a full time position, along with a pay raise.

Volunteer Experience

Admin Assistant

4/2018-11/2018

Minnesota Wildlife Connection

I met one of the members through a different job, and she asked me to help her with their company to maintain organization. With this position I worked varying hours weekly answering calls, scheduling clients, making sure their visits were accommodated properly, filling out and filing paperwork, communicating with vets and government officials about different regulations and making sure they were up to standards, answering emails, and helping coordinate volunteer work. Outside of the office, I mostly worked with the raccoons. I helped raise four of them from infancy and helped train them for different sessions. I also have experience with bears, wolves, and other small mammals.

Docent

8/2016-12/2018

St. Louis County Historical Society-Duluth, MN

As a docent of the Historical Society, I welcomed people into our newest and most expensive exhibit, provided information as needed to the visitors, and ensured the exhibit's safety at all times.

Secretarial

1/2017-5/2018

UMD History Club-Duluth, MN

and

UMD Russian Club-Duluth, MN

As secretary, I was the one who takes notes throughout the meetings for us to be able to look back on and to notify other members of what's going on. I kept our information current and reached out to local businesses for event planning, made sure events ran smoothly, and helped keep the president on track. I also was the one to design and manage the club page along with other networking activities.

Member

4/2016-11/2018

Team RWB

Team RWB is a network that helps acclimate veterans back into civilian life by having them interact with various people during group activities. While I've been a member, I've done various

events such as helping run a painting class, running a 10k, attending yoga and kickboxing classes along with dinners and other events as they came up.

Volunteer Food Shelf Worker

5/2016-9/2016

CHUM

Throughout this position, I helped interview clients to process what they needed. Other days I was in the back helping assemble the care packages and making sure they were given to the correct clients.

Admin Assistant

4/2012-11/2018

Brook Park Cemetery

As administrative assistant of the Brook Park Cemetery, I've been in charge of various things such as ensuring the property is kept up on, maintaining information and filing systems, helping ensure new incomers' plots are marked correctly and also marking property lines and plotting for winter. My role is especially important around memorial day, as I help establish the volunteers for the ceremony along with creating and distributing the programs day of. I also helped have the Veteran's Memorial erected by networking our donation fundraisers.

Work Experience

Closing Assistant

5/2017-11/2018

St. Louis County Title-Duluth, MN

While working at St. Louis County Title, I sat at the front desk and was a closing assistant/receptionist. Throughout my time here, I received and sent out orders, was in charge of our filing systems, answering/directing calls, greeting clients, composing CPLs, walking through documents at the courthouse, and much more. Basically my job was to help ensure things continued to run efficiently within the office.

Concessions

11/2017-3/2018

Mars Lakeview Arena

During my time at Mars LA, I worked concessions, prepping and selling foods as needed, along with helping to keep the ice cleared and the viewing rooms neat. It was a seasonal position, but I was able to learn a lot about rotating inventory and different technical parts of arenas that keep them running smoothly.

Janitorial

4/2015-10/2017

Oneida Realty-Duluth, MN

Working at Oneida started with my doing one run at twenty hours a week that included standard cleaning practices in one of the more complicated buildings we manage. Since then, I was given other official and unofficial duties throughout the company. I was given one more run, was asked to take on one of the hardest runs in our company (I denied for personal reasons), have been asked to be a float/pick up slack on tougher days, asked to train people in on machines and runs and check in on their progress, and have been asked to translate for one of our deaf co-workers, and have received many compliments from tenants and Oneida supervisors.

Educational Experience

I also have various educational experience in business and other related courses such as organizational operational management, marketing, interpersonal communication, lifespan developmental psychology, and human resources. I am still considering continuing through for the business certificate at University of Minnesota Duluth, but am currently undecided.

December 13, 2018

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

Subject: Parks & Recreation Committee

Dear Mayor Poppe:

Please consider this my letter of interest to continue to serve on Osseo's Parks & Recreation Committee.

Over the past three years, I have greatly enjoyed serving Osseo and contributing my time and ideas as a committee member – having the opportunity to shape the community into a better place for everyone. Serving on the Parks & Recreation Committee has also been a personally rewarding experience as I have had the opportunity to be part of revamping the Movies & Music program, providing input on the future expansion of Boerboom Veterans Park, and forming new community programs such as the Sports Sampler that is now offered in Summer and Fall, to name a few.

Having now resided in Osseo for over five years, I believe – now, more than ever – that it is part of my responsibility as a resident of Osseo to make sure the city continues to be a place that I want to raise my family – a community that is safe, fun, and close-knit.

Should my term on the Parks and Recreation Committee be extended, I will do my best to continue to speak and act on behalf of the community and its residents, to ensure that the decisions we make are wise and in the best interest of those who live and work in Osseo.

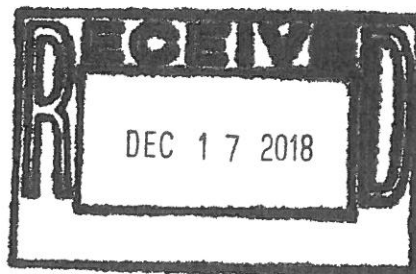
If you have any questions, please do not hesitate to contact me at
or bquant@comcast.net.

Thank you for your time and consideration. I look forward to hearing from you.

Regards,

Brittney Quant

Osseo, MN 55369
Bquant@comcast.net



Park and Rec. Committee

Orlando Ponce

Osseo, MN 55369

City of Osseo-Park and Rec. Committee
415 Central Ave.
Osseo, MN 55369

To Duane Poppe,

Thank you for this opportunity! My name is Orlando Ponce, proud Wrestling Coach, Father, Husband and Steward of my community. I'm applying to be part of the Park and Rec. Committee open for the upcoming 2019 Calendar Year. Thank you for your time.

As much as I would love to use this opportunity to brag about myself, the truth is: That is not why I am here. I am here for you, my fellow Steward, our students and our community. I'm a 110% confident that coaches, mentors, educators, and everyone else in the "village" is responsible for the strength and value of our community. Leaders of a community play a huge role, if not the most influential role, in how we shape the world and change it for the good of mankind. It all starts at home and within our own communities.

I currently work in the youth sport industry and coach Wrestling. My involvement with families and children is how I use my God-given talents to give back and make the World a better place. I am an Educator-Coach at heart and profession, but I'm also a passionate Father and Steward who wants to see the greatness in people and my community through fitness and health. I'd love to be a part of any organization that dignifies Sport, Community and the high expectations of The City of Osseo.

Please review this letter not only as another qualified individual, but as a driven leader yearning for an opportunity to bring light to Osseo through Sport and Community.

I thank you for the time and dedication you have given me, my family, and community through this opportunity.

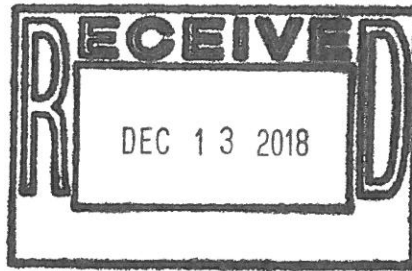
Sincerely,



Orlando Leonel Ponce

December 13, 2018

Mayor Duane Poppe
City Staff and Council
415 Central Avenue
Osseo, Minnesota 55369



Dear Mayor Poppe, City Staff, and Council:

I am the current Chair of the Planning Commission for the City of Osseo.

I am writing this letter to inform you that my term expires at the end of the calendar year 2018, and I would greatly appreciate the opportunity to serve the community of Osseo as a planning commission member in some capacity for another term.

Sincerely,

Barbra J Plzak

LeAnn Larson

From: Michael Corbett <mcorbett408@gmail.com>
Sent: Monday, December 31, 2018 8:42 AM
To: Duane Poppe
Cc: LeAnn Larson
Subject: Planning Commission Term

To Mayor Duane Poppe:

Nancy has informed me that my planning commission term is expiring on 12/31/2018.

I would like to continue to serve as a Planning Commission member for another 3 year term if possible.

I have enjoyed being on the Planning Commission and take a lot of pride knowing that we are involved with important decisions that impact Osseo.

Thank you for your consideration.

Sincerely,

Michael Corbett

Commission Members Needed in 2019

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.

Resolution No. 2019-x

**RESOLUTION ADOPTING 2019
OFFICIAL CITIZEN APPOINTMENTS**

WHEREAS, it is the duty of Osseo City Council to make annual citizen appointments for various committees and commissions representing the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments are hereby made for the terms as noted:

Citizen Appointments

Economic Development Authority (six year term)	_____	Sherry Murdock & Teresa Aho & Deanna Burke
Heritage Preservation Commission (three year term)	_____	Jan Hawkins &
(three year term)	_____	Dorothy Clarke & Jaz Kelm
Parks & Recreation Committee (three year term)	_____	Brittney Quant &
(three year term)	_____	Orlando Ponce
Planning Commission (three year term)	_____	Barbra Plzak &
(three year term)	_____	Michael Corbett
Public Safety Advisory Committee		
(two year term - resident)	_____	
(two year term – business)	_____	



Osseo City Council Meeting Item

Agenda Item: Approve 2019 Fee Schedule

Meeting Date: January 14, 2019
Prepared by: Nancy Abts, City Planner

Attachments: Proposed 2019 Fee Schedule
Resolution

Policy Consideration:

Consider approving the 2019 Fee Schedule.

Previous Action or Discussion:

The fee schedule is approved regularly, at least once per year, and is updated as needed.

Background:

The fee schedule sets out the price for City services, applications, and other items and services that require payment. Changes to the price of Sign permits are proposed. These changes are in line with the hourly charges for City Staff time established in 2018, and with the permitting procedure changes in the new sign ordinance. Other changes include adding a fee for the City to handle document recording, and adjusting the cost for a Comprehensive Plan copy.

City Goals Met By This Action:

- 1) Ensure City's continued financial stability
- 3) Maintain as low a tax rate as possible

Options:

The City Council may choose to:

1. Pass a resolution approving the proposed 2019 Fee Schedule;
2. Pass a resolution approving the proposed 2019 Fee Schedule with noted changes/as amended;
3. Deny the 2018 Fee Schedule;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option Pass a resolution approving the proposed 2019 Fee Schedule.

Next Step:

Future changes to the fee schedule may be considered at later meetings.

**CITY OF OSSEO
FEE SCHEDULE**

2019

Phone 763.425.2624
effective 1/14/2019

Administration	Fee	Fee Notes	Change notes
Address Label List	\$25		
Amusement Machines	\$50	per machine per year	
Investigation Fee	\$200	initial investigation per applicant, partner, officer, etc.	
License Fee	\$500	per center per year	
Audio Tape Copy	\$25		
Audit Book Copy	\$25		
Brick Paver - Large	\$100		
Small	\$50		
CD Copy	\$25		
City Code (Ordinances) Photocopy	\$25		
Community Center Rental			
Weekdays, per room	\$30	Osseo residents & businesses, up to four hours	
Weekdays, per room	\$50	non-residents & businesses, up to four hours	
Weekends, must rent both rooms	\$60	Osseo residents & businesses, up to four hours	
Weekends, must rent both rooms	\$100	non-residents & businesses, up to four hours	
	50% off	tax exempt non-profit organizations, must be registered	
Copies -single-sided black & white - up to 10	free	or, up to 6 double-sided, or 2 color or oversized	
11-100	\$0.25	each	
Copies over 100	**	**actual cost (staff time @ \$20/hr)	
Double-sided black & white	\$0.40	each, for more than 6	
Color or pictures	\$1.00	each, for more than 2	
Electronic Data up to 20 minutes	free		
Electronic Data over 20 minutes	**	**actual cost (staff time @ \$20/hr)	
Digital Photo/DVD/VHS Copy	\$25	each photo or tape	
Franchise Fees Electric		2% per month	
Gas		2% per month	
Gateway Sign Message Application	\$100	per slide, per week	
Garbage/Recycling/Yard Waste Collection	per contract	residential only	
Investigation Fee **	\$200	per applicant **non-refundable after investigation has commenced	
Late Fees	10%	per month	
Mailing Costs of Copies/Reports	At Cost		
Maps	\$10		
NSF Check	\$30		
Notary services	N/C		
Pawnbrokers License	\$250	initial fee	
Investigation Fee	\$200	initial investigation	
License Fee	\$12,000	annual fee	
Peddlers Permits			
Registration	\$15	criminal background check	
Solicitors	Registration Only	per calendar year	

Peddlers & Transient Merchant License (in additon to registration)	\$15	1 day	
	\$25	7 days	
	\$50	30 days	
	\$150	365 days	
Sexually-Oriented Business License	\$5,000	annual fee	
Investigation Fee	\$200	initial investigation	
Special Assessment Search	\$20	per PID	
Special Events			
Permit Application Fee	\$50	non-refundable	
Special Services (hourly rates for staff time)		deposit refundable, if not used	
Staff Time			
City Staff -- Professional	\$75/hour		
City Staff -- Administrative Support	\$50/hour		
City Staff -- Public Works Director	\$75/hour		
City Staff -- Public Works Maintenance	\$50/hour		
Police Services	per contract	per current Police services contract	

Alcohol & Tobacco Licenses	Fee	Fee Notes	Change notes
Consumption & Display	\$300	+ \$250 to state, annual renewal on March 31	
Liquor License Investigation Fee	\$200	initial application (valid CUP for property also needed)	
Off-Sale	\$100	annual renewal on July 1	
Beer 3.2 Off-Sale	\$50	annual renewal on July 1	
On-Sale			
Beer 3.2 On-Sale	\$150	annual renewal on July 1	
Beer 3.2 On-Sale Temporary 1-3 days	\$25	per day	
Club	\$500	annual renewal on July 1	
Culinary	\$300	annual renewal on July 1	
On-Sale	\$5,500	annual renewal on July 1	
Sunday On-Sale	\$200	annual renewal on July 1	
Temporary 1-3 Day Events	\$25	per day	
Wine On-Sale	\$500	annual renewal on July 1	
Tobacco License	\$250	annual renewal on July 1	

Building - Commercial	Fee	Fee Notes	Change notes
Building Permit Fee	Valuation	2003 Fee Schedule *	
Plan Review		65% of permit fee	
Building Without Permit	Double fee	double cost of permit fee amount	
Demolition - Commercial or Industrial	\$251	+ \$5,000 deposit (includes state surcharge)	
Fire Alarm Systems	Valuation	2003 Fee Schedule *	
Plan Review		65% of permit fee	
Mechanical	Valuation	2003 Fee Schedule *	
Plan Review		65% of permit fee	
Moved Building	Valuation	2003 Fee Schedule *	
Plumbing	Valuation	2003 Fee Schedule *	

Plan Review		65% of permit fee	
Building - Residential	Fee	Fee Notes	Change notes
Accessory Structure (<= 200 sq ft)	\$50	zoning permit + anchoring inspection	
Accessory Structure (> 200 sq ft)	Valuation	2003 Fee Schedule *	
Backflow Preventer - Irrigation	\$51	includes state surcharge	
Building Permit Fee	Valuation	2003 Fee Schedule *	
Plan Review		65% plan review fee	
Building Without Permit	Double fee	double cost of permit	
Demolition (Garage or Shed)	\$76	+ \$1,000 deposit (includes state surcharge)	
Demolition (House)	\$151	+ \$1,000 deposit (includes state surcharge)	
Fence (<= 6 ft)	\$25	zoning permit	
Fence (> 6 ft)	Valuation	2003 Fee Schedule *	
Fireplace Construction	Valuation	2003 Fee Schedule *	
Fireplace Insert	\$101	includes state surcharge	
Moved House In	Valuation	2003 Fee Schedule *	
Mechanical - (per unit cost) Furnace, A/C, etc.	\$76	includes state surcharge. Needs separate Electrical permit.	
Mechanical - Ductwork, Gas Piping	\$76	includes state surcharge	
Alterations, Miscellaneous			
Plumbing (1-5 fixtures)	\$76	includes state surcharge	
Each Additional	\$5		
Replace Windows	\$76	includes state surcharge	
Re-roof	\$101	includes state surcharge	
Re-side	\$101	includes state surcharge. Needs separate Electrical permit.	
Re-side Stucco	\$126	includes state surcharge	
Underground Tank Removal	\$101	includes state surcharge	
Water Heater	\$16	includes state surcharge	
Water Softener	\$51	includes state surcharge	
<i>All other fees not covered by this fee schedule minimum \$50 or valuation, whichever is greater</i>			
Parks	Fee	Fee Notes	Change notes
Bandshell Use in Boerboom Park	N/C	must register at City Hall; other fees may apply	
Sipe Park Ballfield Use	N/C	must register with Public Services at 763-425-5741	
Planning & Zoning	Fee	Fee Notes	Change notes
Appeal Administrative Decision ***	\$150		
Comprehensive Plan Copy	100 -\$25		Consistency with cost of City Code copy
Comprehensive Plan Amendment ***	\$500		
Conditional Use Permits ***	\$500		
Conditional Use Permit Amendment ***	\$250		
Recording of Documents by City	\$75 + recording costs	Recording costs established by Hennepin County; vary by document number & type	Provide optional service to applicants (they may record documents on their own, if desired) Approximate pass-through of Kennedy-Graven staff costs
Grading/Fill/Excavation Permit			

< = 50 cubic yards	\$50		
51-100 cubic yards	\$100		
Above 100 cubic yards	\$200		
Above 1,000 cubic yards	\$500	Council approval needed if not part of development approval	
Grading Permit Review	\$100		
Minor Subdivision or Lot Combination ***	\$500		
Maps (city, zoning, sewer/water, etc.)	\$10		
Park Dedication Fees			
Residential	\$500	per unit or acre, whichever is greatest (acreage rounded up to next whole acre)	
Commercial/Industrial	\$500	per building, acre, or 10,000 SF floor area, whichever is greatest (acreage rounded up to next whole acre & SF rounded up to next higher 10,000 SF)	
Planned Unit Development ***	\$1,000		
Planned Unit Development Amendment	\$250		
Plat Review	\$500		
Rezoning Application ***	\$500		
Site or Building Plan Review ***	\$500		
Vacation of Property***	\$500		
Variances ***	\$500		
*** Denotes developer and/or third party responsibility for City accrued expenses - staff & legal time, printing, mailing, etc.			

Public Safety	Fee	Fee Notes	Change notes
Administrative Fine Ordinance Violations			
Code 70.31-Traffic	\$60		
Code 71.01(A)-Parking	\$20		
Code 71.01(B)-Parking	\$20		
Code 71.01(C)-Parking	\$20		
Code 71.02(A)-Parking	\$20		
Code 71.03(A)-Parking	\$20		
Code 71.04-Parking	\$20		
Code 71.06-Parking	\$20		
Code 71.07(A)-Parking	\$20		
Code 71.07(B)-Parking	\$20		
Code 93.16(F)-Criminal	\$40		
Code 93.16(H)-Criminal	\$40		
Code 93.18(F)-Criminal	\$40		
Code 93.18(T)-Criminal	\$40		
Code 93.19(B)(1)-Criminal	\$40		
Code 93.20(A)-Criminal	\$40		
Code 94.31(A)-Criminal	\$40		
Code 94.31(B)-Criminal	\$40		
Code 94.45-Criminal	\$40		
Alcohol Administrative Penalty - 1st Violation	\$500	within 3 year period	
2nd Violation	\$1,000	within 3 year period	

3rd or more Violations	\$2,000	within 3 year period	
CD Copy	\$25		
Copies - Single-sided	\$0.25		
Doubled-sided	\$0.40		
Oversized	\$1		
Color or Pictures	\$1		
Digital Photo/DVD/VHS Copy	\$25	each photo or tape	
Dog, Dangerous Dog License	\$50	annual registration fee	
Dog Impound Fees (1st Pickup-Calendar Year)	\$50	+ boarding fees	
2nd Pickup	\$75	+ boarding fees	
3rd Pickup or more	\$100	+ boarding fees	
		<i>fees are doubled if dangerous dog is unlicensed</i>	
Fingerprinting	\$10	per card	
Fire False Alarm (1st in Calendar Year)	N/C		
2nd	N/C		
3rd or more	\$200		
Fire Safety Inspections (commercial)			
Initial Safety Inspection & 1st Follow-up	N/C		
2nd	\$100	each	
3rd	\$150	each	
4th or more	\$200	each	
School (Public) Initial Insp & 2 Follow-ups	\$0.01	per building SF	
3rd or more	\$0.01	per building SF	
School (Charter) Initial Insp & 2 Follow-ups	\$100	each	
3rd or more	\$50	each	
Commercial Hood Cleaning	\$50	annual permit	
Golf (Motorized) Cart	\$25		
Police False Alarm - 1st, 2nd, 3rd	\$0	no charge	
4th-10th	\$50	each	
11th-15th	\$100	each	
16th or more	\$150	each	
Police Services		1.5 times top officer pay + benefits per hour per officer	
Seized/Impounded Property Fees	\$20	per day	
Seized Vehicle/Forfeiture Administrative Fee	\$500		
Tobacco Administrative Penalty - 1st Violation Licensee	\$500		
2nd	\$750		
3rd or more	\$1,000		
Minors	\$50	+ referral to dependency counseling; if no fine, community service	
Providers & Other Individuals	\$50		
Towing		actual cost incurred by towing agency	
Vehicle Impound Release Fee	\$10		
Public Services	Fee	Fee Notes	Change notes
Re-inspection	\$50		
Right-of-Way Permit (incl. Sidewalk)	\$75	Administration & inspection	
Aerial (per 100 linear feet)	\$15		

Directional Bore (per 100 feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd	
Hole in Boulevard	\$75	+ \$5,000 bond, cashier's check, or letter of credit req'd	
Street Excavation (per hole)	\$100	+ \$10,000 bond, cashier's check, or letter of credit req'd	
Trench (per 100 linear feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd	
Obstruction (no excavation)	N/C	Day 1	
Days 2-7	\$15/day		
Days 8+	\$30/day		
Registration Fee	N/C		
Small Cell Wireless Facility Rent	\$175/yr	\$150/year rent + \$25/year maintenance fee	
Small Cell Wireless Electricity (<=100 watts)	\$73/node/yr	per State Statute	
Small Cell Wireless Electricity (>100 watts)	\$182/node/yr	per State Statute	
Boulevard Feature Permit	\$25	One-time fee due at issuance of new permit	
Work without Required Permit	Double Fee	Double cost of permit fee amount	
Rental Housing Licensing (Annual)	Fee	Fee Notes	Change notes
Initial Fee for Single Family, Double Bungalow, Triplex, Townhome, Condo	\$150	per unit	
Annual Re-inspection Fees			
1-2 inspections	\$150		
3 inspections	\$200		
4 inspections	\$300		
5 inspections	\$500		
6+ inspections	\$1,000		
Small Apartments (2-9 units)	\$225		
Large Apartments (10+ units)	\$25	per unit	
Apartment Re-inspection Fee	\$100	per inspection	
1-15 Days Late Fee for All Licenses	50%	of license fee	
16+ Days Late Fee for All Licenses	100%	of license fee	
Point of Conversion Fee	\$750		
Signs	Fee	Fee Notes	Change notes
Permanent **			
Valuation up to \$500	\$30		
Valuation \$501-\$1,000	\$30+	\$30/first \$500 + \$5/add'l \$100 or fraction thereof	
Valuation \$1,001-\$2,000	\$55+	\$55/first \$1,000 + \$10/add'l \$500 or fraction thereof	
Valuation \$2,001 and up	\$75+	\$75/first \$2,000 + \$15/add'l \$1,000 or fraction thereof	
Sandwich Board - Initial	\$25	initial fee	
Annual Renewal	\$10	annual renewal	
Temporary	\$25	each; two permits per year maximum	
Class A & B Signs	\$75 + \$0.50/sq ft sign area		~0.5 hr staff time to review (more for larger signs) ~0.5 hr staff time to inspect (more for larger signs)
Class C "Dynamic, Temporary" Signs	\$50	7 day period. 3/year maximum.	0.33 hr staf time to review 0.33 hr staff time to ensure removal
** May require building inspector approval + plan review per 2003 Fee Schedule			

Utility Fees	Fee	Fee Notes	Change notes
Delinquent Bills - County Certification	\$30+	admin fee per PID + interest	
Overdue/Unpaid Bills		cost + 10% per quarter	
Private Hydrants			
Flushing	\$40	per hydrant	
Sewer Usage Charge (Quarterly)	\$50.50	base of \$50.50 + \$9.72 /1000 gallons above 15,000	
Snow Removal	\$60+	\$60 per hour/\$120 minimum	
Storm Water Charge	\$33.83	per Residential Equivalency Factor per quarter	
Temporary Hydrant Meters			
Construction (per month)	\$50		
Construction (Deposit)	\$1,000		
Damaged Hydrant		at cost	
Damaged Water Main		at cost	
Water Usage Charge (Quarterly)			
0-10,000 gallons	\$36.01	minimum	
10,001-20,000 gallons	\$36.01	+ \$4.67 per 1000 gallons above 10,000	
20,001-30,000 gallons	\$36.01	previous tier + \$4.82 per 1000 gallons above 20,000	
30,001-40,000 gallons	\$36.01	previous tier + \$4.98 per 1000 gallons above 30,000	
40,001-50,000 gallons	\$36.01	previous tier + \$5.15 per 1000 gallons above 40,000	
50,001-60,000 gallons	\$36.01	previous tier + \$5.31 per 1000 gallons above 50,000	
60,001-70,000 gallons	\$36.01	previous tier + \$5.47 per 1000 gallons above 60,000	
70,001 and more	\$36.01	previous tier + \$5.63 per 1000 gallons above 70,000	
Utility Customer List	\$25		
Utility Trunk Charges	Fee	Fee Notes	Change notes
Inflow & Infiltration Violation	\$500	per quarter	
Sanitary Sewer Non-Compliance	\$100	per month	
Sewer Access Charge (SAC)			
MCES (Met Council)	\$2,485	per unit	
City Residential	\$475	per residential unit	
City Commercial/Industrial	\$2,100	per MCES SAC unit	
Sewer Connection Permits			
Permit/Inspection Fee Residential	\$50		
Permit/Inspection Fee Commercial/Industrial		2% of contract value	
Disconnect/Shut-off	\$50		
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit	
Re-connect after Shutoff	\$100		
Repair	\$75		
Storm Water Permit			
Permit/Inspection Fee		2% of contract value	
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit	
Repair	\$75		
Water Access Charge (WAC)			
Residential	\$1,260	per unit	
Commercial & Industrial	\$5,600	per connection	
Churches	\$2,800		

Parks	\$700		
Water Connection Permits			
Permit/Inspection Fee Residential	\$50		
Permit/Inspection Fee Commercial/Industrial		2% of contract value	
Disconnect/Shut-off	\$50		
New Water Line/upgrade 1"	\$25		
New Water Line/upgrade over 1"	\$35		
New Water Line/upgrade 6"	\$200		
Repair	\$75		
Hydrant Use		same as water usage charge (see Utility Fees)	
Re-connect after Shutoff	\$100		
Water Meter		10% over cost	

Resolution No. 2019-x

RESOLUTION AMENDING FEE SCHEDULE FOR 2019

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the attached fee structure, Exhibit A, is hereby amended as proposed and effective immediately.



City of Osseo City Council Meeting Item

Agenda Item: Summary of Closed Session Meeting from December 10

Meeting Date: January 14, 2019

Prepared by: Riley Grams, City Administrator

Attachments: None

Background:

The City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on December 10, 2018. Under the Minnesota 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 at its next open meeting.

Therefore, the City Council shall provide a short summary of the closed session meeting from December 10.

Recommendation/Action Requested:

Staff recommends the City Council provide a short summary of the closed session meeting from December 10 regarding the performance evaluation of the City Administrator.



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Payments

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Batch Name	1/14/19	User Dollar Amt	\$995,884.74	
Payments		Computer Dollar Amt	\$995,884.74	
			\$0.00	In Balance
Refer	6865 AMERICAN FINANCIAL RESOURCE			
Cash Payment	G 601-20220 UNDISTRIBUTED UTILITY R UTILITY OVERPAY 8 4TH AVE NE			\$184.16
Invoice				
Transaction Date	1/8/2019	PREMIER CHECKIN	10100	Total \$184.16
Refer	6796 BOND TRUST SERVICES CORP			
Cash Payment	E 385-47250-601 REDEMPTION OF BON 2011A GO			\$145,000.00
Invoice 46846	12/13/2018			
Cash Payment	E 385-47250-611 INTEREST ON BONDS 2011A GO			\$10,256.25
Invoice 46846	12/13/2018			
Cash Payment	E 371-47250-601 REDEMPTION OF BON 2012A GO			\$30,000.00
Invoice 46847	12/13/2018			
Cash Payment	E 371-47250-611 INTEREST ON BONDS 2012A GO			\$3,575.00
Invoice 46847	12/13/2018			
Cash Payment	E 395-47250-601 REDEMPTION OF BON 2014A PUB PROJ			\$45,000.00
Invoice 46848	12/13/2018			
Cash Payment	E 395-47250-611 INTEREST ON BONDS 2014A PUB PROJ			\$18,262.50
Invoice 46848	12/13/2018			
Cash Payment	E 301-47250-601 REDEMPTION OF BON 2014A GO			\$30,000.00
Invoice 46848	12/13/2018			
Cash Payment	E 301-47250-611 INTEREST ON BONDS 2014A GO			\$6,387.50
Invoice 46848	12/13/2018			
Cash Payment	E 305-47250-601 REDEMPTION OF BON 2015A GO			\$155,000.00
Invoice 46850	12/13/2018			
Cash Payment	E 305-47250-611 INTEREST ON BONDS 2015A GO			\$13,750.00
Invoice 46850	12/13/2018			
Cash Payment	E 306-47250-601 REDEMPTION OF BON 2016A GO			\$75,000.00
Invoice 46852	12/13/2018			
Cash Payment	E 306-47250-611 INTEREST ON BONDS 2016B GO			\$13,156.25
Invoice 46852	12/13/2018			
Cash Payment	E 365-47250-601 REDEMPTION OF BON 2016B GO			\$230,000.00
Invoice 46851	12/13/2018			
Cash Payment	E 365-47250-611 INTEREST ON BONDS 2016A GO			\$41,325.00
Invoice 46851	12/13/2018			
Cash Payment	E 308-47250-601 REDEMPTION OF BON 2017A GO			\$50,000.00
Invoice 46853	12/13/2018			
Cash Payment	E 308-47250-611 INTEREST ON BONDS 2017A GO			\$10,775.00
Invoice 46853	12/13/2018			
Cash Payment	E 309-47250-310 OTHER PROFESSIONA 2018A GO			\$14,819.20
Invoice 46854	12/13/2018			
Transaction Date	1/4/2019	PREMIER CHECKIN	10100	Total \$892,306.70
Refer	6800 CENTRAL TELEPHONE			
Cash Payment	E 101-41700-321 TELECOMMUNICATION 2019 PHONE SYSTEM MAINTENANCE			\$1,802.00
Invoice 18118	11/5/2018			
Transaction Date	1/4/2019	PREMIER CHECKIN	10100	Total \$1,802.00
Refer	6880 CLARK, KATHY			



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Cash Payment	G 601-20200 ACCOUNTS PAYABLE	UTILITY OVERPAY 525 1ST AVE NW		\$3.24
Invoice				
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total	\$3.24
Refer	6797 CLAUSEN, CHERYL	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	1/5/19 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$250.00
Refer	6799 COMCAST - SEATTLE	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JAN 2019 SERVICE		\$345.71
Invoice	1/2/2018			
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JAN 2019 SERVICE		\$19.98
Invoice	1/2/2018			
Cash Payment	E 101-42000-321 TELECOMMUNICATION	JAN 2019 SERVICE		\$176.98
Invoice	1/2/2018			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$542.67
Refer	6798 COOK, ASHLEY	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/28/18 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$250.00
Refer	6840 CRAIG RAPP LLC	-		
Cash Payment	E 101-41110-260 EDUCATION/MEETING	LEADERSHIP DEVELOPMENT PROGRAM - GRAMS		\$1,225.00
Invoice 19.1.16	1/2/2019			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total	\$1,225.00
Refer	6836 CURRENT, BRENDAN	-		
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	CURRENT UNIFORM		\$38.95
Invoice	1/3/2019			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total	\$38.95
Refer	6815 DVS RENEWAL	-		
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	2019 FELL RENEWAL		\$20.00
Invoice				
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$20.00
Refer	6802 EFTPS	Ck# 001749E 1/4/2019		
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	1/2/19 PAYROLL		\$3,493.24
Invoice				
Cash Payment	G 101-21703 FICA WITHHOLDING	1/2/19 PAYROLL		\$4,365.36
Invoice				
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$7,858.60
Refer	6876 EFTPS	Ck# 001758E 1/9/2019		
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	1/9/19 PAYROLL		\$2,131.22
Invoice				
Cash Payment	G 101-21703 FICA WITHHOLDING	1/9/19 PAYROLL		\$280.94
Invoice				
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total	\$2,412.16
Refer	6838 ELEMENT TECHNOLOGIES LLC	-		



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Cash Payment	E 101-41515-302 IT SERVICE	JAN 2019 IT SERVICE	\$1,900.00
Invoice	40301	1/7/2019	
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$1,900.00
Refer	6801 EMBEDDED SYSTEMS INC.	-	
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	2019 SIREN MAINTENANCE	\$553.44
Invoice	343842	12/20/2018	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$553.44
Refer	6837 FINKEN WATER	-	
Cash Payment	E 101-41110-211 OPERATIONS	1/3/19 WATER DELIVERY	\$37.25
Invoice	67691TI	1/3/2019	
Cash Payment	E 101-41110-410 LEASES/RENTALS	JAN 2019 WATER COOLER LEASE	\$13.00
Invoice	1122199	1/3/2019	
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	JAN 2019 SOFTENER RENTAL 17 4TH ST NE	\$15.00
Invoice	1122200	1/3/2019	
Cash Payment	E 101-41900-410 LEASES/RENTALS	JAN 2019 WATER COOLER LEASE	\$8.00
Invoice	1122198	1/3/2019	
Cash Payment	E 101-41900-211 OPERATIONS	1/3/19 WATER DELIVERY	\$37.25
Invoice	67692TI	1/3/2019	
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$110.50
Refer	6867 FIRE INSTRUCTION RESCUE EDU	-	
Cash Payment	E 101-41920-261 FIRE TRAINING - REIM	1/3/19 EMR QTRLY TRAINING	\$350.00
Invoice	3668	1/3/2019	
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$350.00
Refer	6803 FURTHER - FORMERLY SELECTA	Ck# 001750E 1/4/2019	
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	1/2/19 PAYROLL	\$1,389.00
Invoice			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$1,389.00
Refer	6804 HENN CO ELECTIONS	-	
Cash Payment	E 101-41410-211 OPERATIONS	2019 ELECTION EQUIP MAINT	\$694.40
Invoice	1218-2	12/10/2018	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$694.40
Refer	6807 IACP - MEMBERSHIP	-	
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	2019 MEMBERSHIP	\$215.00
Invoice	0049341	11/5/2018	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$215.00
Refer	6805 ICMA RETIREMENT CORPORATIO	-	
Cash Payment	G 101-21705 DEFFERED COMP	1/2/19 PAYROLL	\$1,206.00
Invoice			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$1,206.00
Refer	6806 INNOVATIVE OFFICE SUPPLY	-	
Cash Payment	E 101-41700-211 OPERATIONS	CC RENTAL BINDER	\$15.94
Invoice	2347999	1/3/2019	
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	CALCRIBBON,TONER,SIGNHERE	\$325.34
Invoice	2347999	1/3/2019	
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	REPORTCOVERS, BINDERS,COPYPAPER	\$80.44
Invoice	2348200	1/3/2019	



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Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$421.72
Refer	6882 JACOBS, JODY	-		
Cash Payment	G 601-20220 UNDISTRIBUTED UTILITY R	UTILITY OVERPAY 509 2ND AVE NW		\$18.72
Invoice				
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total	\$18.72
Refer	6881 JMW INVESTMENT	-		
Cash Payment	G 601-20200 ACCOUNTS PAYABLE	UTILITY OVERPAY 224 7TH AVE SE OSSEO MN		\$4.78
Invoice				
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total	\$4.78
Refer	6878 L3 MOBILE VISION INC	-		
Cash Payment	G 240-15500 PREPAID EXPENSE	12/23-12/22/20 1-INCAR VIDEO MAINT		\$299.00
Invoice 0338880	1/7/2019			
Cash Payment	E 240-41900-211 OPERATIONS	4/1-12/31/19 ACCESS POINT MAINT		\$90.00
Invoice 0338879	1/7/2019			
Cash Payment	G 240-15500 PREPAID EXPENSE	1/1-3/31/20 ACCESS POINT MAINT		\$30.00
Invoice 0338879	1/7/2019			
Cash Payment	E 240-41900-211 OPERATIONS	4/1-12/31/19 3-INCAR VIDEO MAINT		\$224.25
Invoice 0338878	1/7/2019			
Cash Payment	G 240-15500 PREPAID EXPENSE	1/1-3/31/20 3-INCAR MAINT		\$672.75
Invoice 0338878	1/7/2019			
Cash Payment	E 240-41900-211 OPERATIONS	4/1-12/31/19 OFFICE MAINT		\$370.50
Invoice 0338877	1/7/2019			
Cash Payment	G 240-15500 PREPAID EXPENSE	1/1-3/31/20 OFFICE MAINTENANCE		\$123.50
Invoice 0338877	1/7/2019			
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	DVDS		\$212.00
Invoice 0338879	1/7/2019			
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total	\$2,022.00
Refer	6809 LAW ENFORCE LABOR SERVICE I	-		
Cash Payment	G 101-21708 UNION DUES	POLICE UNION DUES		\$204.00
Invoice JAN 2019	1/2/2019			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$204.00
Refer	6824 LEAGUE OF MN CITIES	-		
Cash Payment	E 101-41000-260 EDUCATION/MEETING	HULSTROM REG-NEWLY ELECTED OFFICIALS		\$225.00
Invoice 284372	11/21/2018			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$225.00
Refer	6808 LETG	-		
Cash Payment	E 101-41900-302 IT SERVICE	2019 RECORDS MGMT SYSTEM		\$7,546.30
Invoice 580	1/1/2019			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$7,546.30
Refer	6883 LMC INSURANCE TRUST	-		
Cash Payment	E 101-42000-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$6,443.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-42350-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$1,612.00
Invoice 2019	1/4/2019			



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Cash Payment	E 601-49400-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$3,223.00
Invoice 2019	1/4/2019			
Cash Payment	E 602-49400-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$3,223.00
Invoice 2019	1/4/2019			
Cash Payment	E 604-49400-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$1,612.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-42350-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$282.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41920-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$7,463.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41900-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$21,907.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41900-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$366.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41110-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$1,343.00
Invoice 2019	1/4/2019			
Cash Payment	E 601-49400-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$288.00
Invoice 2019	1/4/2019			
Cash Payment	E 601-49400-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$288.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41650-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$411.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-42350-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$106.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-42300-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$68.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-42300-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$154.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41650-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$7.00
Invoice 2019	1/4/2019			
Cash Payment	E 101-41000-139 WORK COMP INSURAN	2019 WORK COMP PREMIUM		\$85.00
Invoice 2019	1/4/2019			
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total	\$48,881.00
Refer	6843 LOFFLER - LEASE	-		
Cash Payment	E 101-41110-410 LEASES/RENTALS	KONICA LEASE		\$134.10
Invoice 374446771	1/7/2019			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total	\$134.10
Refer	6817 METRO ALARM & LOCK	-		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	2019 CITY HALL SECURITY MAINT		\$708.00
Invoice 034214	11/29/2018			
Cash Payment	E 101-42000-222 BUILDING REPAIR/MAI	2019 PW SECURITY MAINTENANCE		\$708.00
Invoice 034215	11/29/2018			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total	\$1,416.00
Refer	6839 METRO AREA MANAGERS ASSN	-		
Cash Payment	E 101-41110-255 DUES/MEMBERSHIP	2019 MEMBERSHIP - GRANS		\$45.00
Invoice 63	1/2/2019			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total	\$45.00
Refer	6810 METRO SALES INC	-		



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Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE	\$73.04
Invoice	1232366	12/17/2018	
Cash Payment	E 101-42000-211 OPERATIONS	PW 1Q 2019 COPIER MAINT	\$50.00
Invoice	1235935-	12/20/2018	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$123.04
Refer	6811 METRO WEST INSPECTION SERVI	-	
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	DEC 2018 INSPECTIONS	\$2,078.13
Invoice	1799	1/3/2019	
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	DEC 2018 INSPECTIONS	\$1,053.78
Invoice	1799	1/3/2019	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$3,131.91
Refer	6863 MINNESOTA EQUIPMENT INC	-	
Cash Payment	E 602-49400-221 EQUIP REPAIR/ MAINT	REPAIR GEARBOX, SHAFT, BEARINGS ON SWEEPER	\$1,570.21
Invoice	81630	1/4/2019	
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$1,570.21
Refer	6814 MINNESOTA LIFE INS CO	-	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$30.00
Invoice	8355014	1/2/2018	
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$15.00
Invoice	8355014	1/2/2018	
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$5.00
Invoice	8355014	1/2/2018	
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$15.00
Invoice	8355014	1/2/2018	
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	JAN 2019 PREMIUM	\$57.20
Invoice	8355014	1/2/2018	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$122.20
Refer	6818 MN CHIEFS OF POLICE ASSN	-	
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	2019 MEMBERSHIP	\$278.00
Invoice	8979	12/2/2018	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$278.00
Refer	6841 MN DEPT OF HEALTH	-	
Cash Payment	G 601-21560 MN WATER CONNECT FEE	4TH Q 2018 CONNECT FEES	\$1,296.00
Invoice	4Q 2018		
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$1,296.00
Refer	6816 MN DEPT OF LABOR & INDUSTRY	-	
Cash Payment	G 101-20801 BUILDING PERMIT SURCH	4Q 2018 SURCHARGES	\$234.88
Invoice	DEC0531752018	1/3/2019	
Cash Payment	R 101-32101 BUILDING PERMITS	4Q 2018 RETENTION	-\$25.00
Invoice	DEC0531752018	1/3/2019	
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$209.88
Refer	6812 MN DEPT OF REVENUE	Ck# 001751E 1/4/2019	
Cash Payment	G 101-21702 STATE WITHHOLDING	1/2/19 PAYROLL	\$1,759.35
Invoice			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$1,759.35



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Refer	6842 MN DEPT OF REVENUE	Ck# 001756E 1/8/2019	
Cash Payment	G 101-21550 STATE SALES TAX	DEC 2018 SALES TAX	\$9.00
Invoice			
Cash Payment	G 601-21550 STATE SALES TAX	DEC 2018 SALES TAX	\$1,564.00
Invoice			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$1,573.00
Refer	6866 MN DEPT OF REVENUE	Ck# 001757E 1/8/2019	
Cash Payment	G 101-21702 STATE WITHHOLDING	1/9/19 PAYROLL	\$605.46
Invoice			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$605.46
Refer	6819 MN STATE FIRE DEPT ASSN	-	
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2019 MEMBERSHIP	\$148.00
Invoice 2019	11/14/2018		
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$148.00
Refer	6813 MSRS DFC -EMPOWER	Ck# 001752E 1/4/2019	
Cash Payment	G 101-21705 DEFFERED COMP	1/2/19 PAYROLL	\$50.00
Invoice			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$50.00
Refer	6862 NAPA-COTTENS OSSEO	-	
Cash Payment	E 101-42000-211 OPERATIONS	PW SHOP LIGHT	\$39.99
Invoice 752362	1/7/2019		
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$39.99
Refer	6861 OMNISITE	-	
Cash Payment	E 602-49400-211 OPERATIONS	2019 LIFTSTATION MONITORING	\$276.00
Invoice 63058	12/26/2018		
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$276.00
Refer	6872 OMOTOYINBO, JONATHAN	-	
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	1/12/19 CC DEPOSIT RETURN	\$250.00
Invoice			
Transaction Date	1/9/2019	PREMIER CHECKIN 10100	Total \$250.00
Refer	6820 PERA	Ck# 001753E 1/4/2019	
Cash Payment	G 101-21704 PERA	1/2/18 PAYROLL	\$7,948.45
Invoice			
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$7,948.45
Refer	6821 PRIME ADVERTISING & DESIGN IN	-	
Cash Payment	E 240-41700-211 OPERATIONS	JAN 2019 WEBHOSTING	\$100.00
Invoice 66506	12/27/2018		
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$100.00
Refer	6864 RANDYS SANITATION	-	
Cash Payment	G 601-20220 UNDISTRIBUTED UTILITY R	8 4TH AVE NE - WASTE REMOVAL	\$53.39
Invoice ACCT 1-206637-			
Transaction Date	1/8/2019	PREMIER CHECKIN 10100	Total \$53.39
Refer	6823 REVTRAK	Ck# 001755E 1/4/2019	
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	DEC 2018 MERCHANT FEES	\$353.16
Invoice DEC 2018	1/4/2019		



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Cash Payment	G 601-20200 ACCOUNTS PAYABLE	DEC 2018 MERCHANT FEES	\$41.34
Invoice	DEC 2018 1/4/2019		
Cash Payment	G 602-20200 ACCOUNTS PAYABLE	DEC 2018 MERCHANT FEES	\$41.34
Invoice	DEC 2018 1/4/2019		
Cash Payment	G 604-20200 ACCOUNTS PAYABLE	DEC 2018 MERCHANT FEES	\$41.34
Invoice	DEC 2018 1/4/2019		
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$477.18
Refer	6822 SUN LIFE FINANCIAL	Ck# 001754E 1/4/2019	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$252.94
Invoice	JAN 2019 12/17/2018		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$46.15
Invoice	JAN 2019 12/17/2018		
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$4.25
Invoice	JAN 2019 12/17/2018		
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM	\$14.95
Invoice	JAN 2019 12/17/2018		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	JAN 2019 PREMIUM	\$69.53
Invoice	JAN 2019 12/17/2018		
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$387.82
Refer	6825 TOKLE INSPECTION INC		
Cash Payment	G 101-20221 ELECTRICAL INSPECTION	DEC 2018 INSPECTIONS	\$1,024.80
Invoice	DEC 2018 1/1/2019		
Cash Payment	E 200-41940-219 SUNDRY (REMOVE)	DEC 2018 INSPECTIONS	\$155.20
Invoice	DEC 2018 1/1/2019		
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$1,180.00
Refer	6829 US BANK - PW COPIER LEASE		
Cash Payment	E 101-42000-410 LEASES/RENTALS	PW COPIER LEASE	\$74.42
Invoice	373250422 12/20/2018		
Transaction Date	1/4/2019	PREMIER CHECKIN 10100	Total \$74.42



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Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$85,691.19
200 INSPECTIONS (INACTIVE)		\$2,233.33
205 PARK DEDICATION		\$15.00
240 CABLE GRANT		\$1,910.00
301 2014A Street/Utility (500,000)		\$36,387.50
305 BONDS 2015 STR IMPROVE		\$168,750.00
306 BONDS 2016 STR IMPROVE (19349)		\$88,156.25
308 BONDS 2017 STR IMPROVE (19644)		\$60,775.00
309 BONDS 2018 STR IMPROVE		\$14,819.20
365 BONDS 2009 CENTRAL AVE (17720-		\$271,325.00
371 BONDS 2012A STR IMPROVE		\$33,575.00
385 BONDS 2011A TIF		\$155,256.25
395 BONDS 2014A POLICE ADDITION		\$63,262.50
601 WATER FUND		\$6,964.63
602 SEWER FUND		\$5,110.55
604 STORM WATER FUND		\$1,653.34
		<hr/>
		\$995,884.74

Pre-Written Checks	\$24,461.02
Checks to be Generated by the Computer	\$971,423.72
Total	<hr/>
	\$995,884.74



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Batch Name	1/14/19AP	User Dollar Amt	\$76,172.20			
Payments		Computer Dollar Amt	\$76,172.20			
			\$0.00	In Balance		
Refer	6785 ABTS, NANCY SMEBAK	-				
AP Payment	E 101-41650-260 EDUCATION/MEETING	MILEAGE - WSB OFFICES				\$12.86
Invoice	12/21/18	12/27/2018				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$12.86
Refer	6860 AMERICAN LEGAL PUBLISHING C	-				
AP Payment	E 101-41000-307 RECORDING SERVICE	CODIFYING				\$277.10
Invoice	126076	1/8/2019				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$277.10
Refer	6857 ASTECH CORP	-				
AP Payment	E 130-42000-211 OPERATIONS	CRACK SEAL				\$45,437.72
Invoice	18-455	10/31/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$45,437.72
Refer	6827 BROADWAY AWARDS INC	-				
AP Payment	E 101-41900-202 RECOGNITION/AWARD	2018 RECOGNITION AWARDS				\$335.50
Invoice	44501	12/19/2018				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$335.50
Refer	6849 CINTAS - UNIFORMS AND RUGS	-				
AP Payment	E 101-42000-211 OPERATIONS	12/27/18 PW RUG SERVICE				\$12.06
Invoice	4014174171	12/27/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$12.06
Refer	6850 CINTAS FIRST AID & SAFETY	-				
AP Payment	E 101-42000-211 OPERATIONS	12/13/18 STOCK FIRST AID CABINET				\$66.51
Invoice	8403943712	12/26/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$66.51
Refer	6848 COMMERCIAL ASPHALT CO	-				
AP Payment	E 101-42000-224 STREET MAINTENANC	STREET REPAIR MATERIALS				\$6.97
Invoice	181130	12/17/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$6.97
Refer	6858 COVERALL	-				
AP Payment	E 101-41700-317 CLEANING SERVICE	CITY HALL CLEANING				\$445.19
Invoice	DEC 2018	12/3/2018				
AP Payment	E 101-41700-317 CLEANING SERVICE	LIBRARY CLEANING				\$83.14
Invoice	DEC 2018	12/3/2018				
AP Payment	E 101-41700-317 CLEANING SERVICE	FIRE CLEANING				\$63.95
Invoice	DEC 2018	12/3/2018				
AP Payment	E 101-41700-317 CLEANING SERVICE	POLICE CLEANING				\$174.63
Invoice	DEC 2018	12/3/2018				
AP Payment	E 101-41800-317 CLEANING SERVICE	CC CLEANING				\$208.09
Invoice	DEC 2018	12/3/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$975.00
Refer	6856 CRYSTEEL TRUCK EQUIP, INC	-				



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AP Payment	E 110-42000-520 CAPITAL OUTLAY	PLOWMOUNTS/CONTROLLER,BEDLINER,HE ADLIGHT SWITCH				\$2,336.51
Invoice 3219	12/28/2018					
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$2,336.51
Refer	6875 DEANS SUPERMARKET INC	-				
AP Payment	E 254-44370-853 SUPPLIES	MINIDAZZLE BUNS				\$80.00
Invoice 01657100	12/7/2018					
AP Payment	E 101-41000-211 OPERATIONS	COUNCIL RECEPTION				\$19.60
Invoice 01658255	12/7/2018					
Transaction Date	1/9/2019	Due 1/9/2019	ACCTS PAYABLE	20200	Total	\$99.60
Refer	6847 ELEMENT TECHNOLOGIES LLC	-				
AP Payment	E 101-42350-212 GATEWAY SIGN OPER	LAPTOP REPAIR				\$225.00
Invoice 40163	1/7/2019					
AP Payment	E 240-41700-211 OPERATIONS	INTERNAL DRIVE				\$114.99
Invoice 40097	1/7/2019					
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$339.99
Refer	6846 FINKEN WATER	-				
AP Payment	E 101-41900-410 LEASES/RENTALS	DEC 2018 WATER COOLER LEASE				\$8.00
Invoice 1118228	1/4/2019					
AP Payment	E 101-41900-211 OPERATIONS	11/6/18 WATER COOLER DELIVERY				\$29.80
Invoice 60399TH	1/4/2019					
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$37.80
Refer	6853 GOPHER STATE ONE CALL, INC.	-				
AP Payment	E 601-49400-310 OTHER PROFESSIONA	DEC 2018 LOCATING				\$13.50
Invoice 8120644	12/31/2018					
AP Payment	E 602-49400-310 OTHER PROFESSIONA	DEC 2018 LOCATING				\$13.50
Invoice 8120644	12/31/2018					
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$27.00
Refer	6854 GOPHER STATE ONE CALL, INC.	-				
AP Payment	E 601-49400-310 OTHER PROFESSIONA	NOV 2018 LOCATING				\$39.82
Invoice 8110644	11/30/2018					
AP Payment	E 602-49400-310 OTHER PROFESSIONA	NOV 2018 LOCATING				\$39.83
Invoice 8110644	11/30/2018					
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$79.65
Refer	6885 GROEN, GARY A.	-				
AP Payment	E 101-41550-301 ACCOUNTING/AUDITIN	DEC 2018 FINANCIAL SERVICES				\$336.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 601-49400-301 ACCOUNTING/AUDITIN	DEC 2018 FINANCIAL SERVICES				\$210.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 602-49400-301 ACCOUNTING/AUDITIN	DEC 2018 FINANCIAL SERVICES				\$210.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 604-49400-301 ACCOUNTING/AUDITIN	DEC 2018 FINANCIAL SERVICES				\$84.00
Invoice DEC 2018	1/9/2019					
Transaction Date	1/9/2019	Due 1/9/2019	ACCTS PAYABLE	20200	Total	\$840.00
Refer	6874 HENN CO INFO TECH	-				
AP Payment	E 101-41900-220 RADIO COMMUNICATI	DEC 2018 PD RADIO ADMIN				\$1,147.67
Invoice 1000121222	1/2/2019					



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AP Payment	E 101-42000-220 RADIO COMMUNICATI	DEC 2018 PW RADIO ADMIN					\$81.04
Invoice	1000121222	1/2/2019					
Transaction Date	1/9/2019	Due 1/9/2019	ACCTS PAYABLE	20200	Total		\$1,228.71
Refer	6787 HOLIDAY COMMERCIAL						
AP Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	SQUAD FUEL 1400 019 023 680					\$776.72
Invoice	DEC 2018	1/2/2019					
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total		\$776.72
Refer	6788 JAZZERCISE						
AP Payment	E 101-42300-312 PROGRAMMING	DEC 2018 INSTRUCTION					\$280.00
Invoice	DEC 2018	1/2/2019					
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total		\$280.00
Refer	6789 KENNEDY & GRAVEN, CHARTERE						
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	ADMIN					\$968.74
Invoice	NOV 2018	12/18/2018					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	PZ					\$398.31
Invoice	NOV 2018	12/18/2018					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	PD					\$667.43
Invoice	NOV 2018	12/18/2018					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	FD					\$161.48
Invoice	NOV 2018	12/18/2018					
AP Payment	G 101-10600 ACCOUNTS RECEIVABLE	EDA					\$26.92
Invoice	NOV 2018	12/18/2018					
AP Payment	E 407-42000-303 ENGINEERING SERVIC	2019 STR PROJECT					\$80.74
Invoice	NOV 2018	12/18/2018					
AP Payment	E 101-41500-211 OPERATIONS	EXPENSES					\$30.20
Invoice	NOV 2018	12/18/2018					
AP Payment	E 205-42350-801 RENTAL PROPERTY E	17 4TH ST NE EVICTION					\$66.00
Invoice	NOV 2018	12/18/2018					
AP Payment	E 130-42000-520 CAPITAL OUTLAY	SELVIG LAND REGISTRATION					\$330.00
Invoice	NOV 2018	12/18/2018					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	LAW ENFORCE DISPUTE					\$511.50
Invoice	NOV 2018	12/18/2018					
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total		\$3,241.32
Refer	6790 KENNEDY & GRAVEN, CHARTERE						
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	ADMIN					\$242.76
Invoice	OCT 2018-						
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	PZ					\$506.02
Invoice	OCT 2018-						
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	PD					\$27.36
Invoice	OCT 2018-						
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	ROW ORDINANCE					\$810.31
Invoice	OCT 2018-						
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	FD					\$82.06
Invoice	OCT 2018-						
AP Payment	G 101-10600 ACCOUNTS RECEIVABLE	EDA					\$122.82
Invoice	OCT 2018-						
AP Payment	E 604-49400-211 OPERATIONS	STORMWATER MGMT					\$225.66
Invoice	OCT 2018-						



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AP Payment	E 407-42000-303 ENGINEERING SERVIC	2019 STR PROJECT				\$276.94
Invoice	OCT 2018-					
AP Payment	E 101-41500-211 OPERATIONS	EXPENSES				\$12.60
Invoice	OCT 2018-					
AP Payment	E 130-42000-520 CAPITAL OUTLAY	SELVIG LAND REGISTRATION				\$330.00
Invoice	OCT 2018-					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	WORKSESSION				\$478.50
Invoice	OCT 2018-					
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$3,115.03
Refer	6859 MAPLE GROVE, CITY OF					
AP Payment	E 601-49400-385 PURCHASED WATER	DEC 2018 PURCHASED WATER				\$13,260.17
Invoice	19227	12/31/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$13,260.17
Refer	6845 METRO ALARM & LOCK					
AP Payment	E 101-41700-222 BUILDING REPAIR/MAI	12/27/18 DOOR SECURITY MANAGEMENT				\$40.00
Invoice	67619	1/7/2019				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$40.00
Refer	6852 METRO SALES INC					
AP Payment	E 101-42000-211 OPERATIONS	9/24-12/23/18 PW COPIER USAGE				\$10.05
Invoice	1235935	1/8/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$10.05
Refer	6791 MINNEAPOLIS, CITY OF					
AP Payment	E 101-41900-314 PAWN TRANSACTION	NOV 2018 PAWN TRAWNSACTIONS				\$228.60
Invoice	400451002564	12/21/2018				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$228.60
Refer	6844 PAUL BAERTSCHI P.A.					
AP Payment	E 101-41500-306 LEGAL SERVICE - PRO	DEC 2018 PROSECUTION FEES				\$1,000.00
Invoice	DEC 2018	1/2/2019				
AP Payment	E 101-41500-211 OPERATIONS	DEC 2018 EXPENSES				\$256.56
Invoice	DEC 2018	1/2/2019				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$1,256.56
Refer	6792 RITEWAY BUSINESS FORMS					
AP Payment	E 101-41110-211 OPERATIONS	2018 W-2 FORMS				\$134.00
Invoice	18-85457	1/2/2018				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$134.00
Refer	6851 SATELLITE SHELTERS, INC.					
AP Payment	E 101-42350-410 LEASES/RENTALS	12/13-1/9 RINK SHELTER				\$350.00
Invoice	211125	12/17/2018				
AP Payment	E 101-42350-410 LEASES/RENTALS	12/13/18 DELIVER RINK SHELTER				\$340.00
Invoice	211125	12/17/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$690.00
Refer	6794 SCHULZ, DR MARK					
AP Payment	E 254-44370-853 SUPPLIES	2018 MINIDAZZLE POSTER				\$43.20
Invoice	2018 MINIDAZZL	1/2/2019				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$43.20
Refer	6855 SIPE BROS. INC.					



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AP Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHES				\$10.00
Invoice STMT	12/31/18	1/7/2018				
AP Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD TIRE REPAIR				\$25.00
Invoice STMT	12/31/18	1/7/2018				
AP Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	FD FUEL				\$10.84
Invoice STMT	12/31/18	1/7/2018				
AP Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	PW FUEL				\$71.48
Invoice STMT	12/31/18	1/7/2018				
Transaction Date	1/8/2019	Due 1/8/2019	ACCTS PAYABLE	20200	Total	\$117.32
Refer	6793 STREICHERS INC					
AP Payment	E 101-41900-213 OFFICER EQUIPMENT	PART TIME OFFICER UNIFORM				\$234.97
Invoice	34655	12/31/2018				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$234.97
Refer	6795 US BANK - PW COPIER LEASE					
AP Payment	E 101-42000-410 LEASES/RENTALS	PW COPIER LEASE				\$78.14
Invoice	369073556	12/20/2018				
AP Payment	E 101-42000-410 LEASES/RENTALS	PW COPIER LEASE				\$78.14
Invoice	371071507	12/10/2018				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$156.28
Refer	6828 YOGA SOLES					
AP Payment	E 101-42300-312 PROGRAMMING	NOV 2018 INSTRUCTION				\$225.00
Invoice	NOV 2018	1/2/2019				
AP Payment	E 101-42300-312 PROGRAMMING	DEC 2018 INSTRUCTION				\$250.00
Invoice	DEC 2018	1/2/2019				
Transaction Date	1/4/2019	Due 1/4/2019	ACCTS PAYABLE	20200	Total	\$475.00

Fund Summary

	20200 ACCTS PAYABLE
101 GENERAL FUND	\$12,979.62
110 CIP EQUIPMENT	\$2,336.51
130 PAVEMENT MANAGEMENT	\$46,097.72
205 PARK DEDICATION	\$66.00
240 CABLE GRANT	\$114.99
254 MINIDAZZLE	\$123.20
407 2019 STREET IMPROVEMENT	\$357.68
601 WATER FUND	\$13,523.49
602 SEWER FUND	\$263.33
604 STORM WATER FUND	\$309.66
	\$76,172.20

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$76,172.20
Total	\$76,172.20



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Batch Name	12/31/18	User Dollar Amt	\$0.00	
Payments		Computer Dollar Amt	\$190,336.04	
			\$190,336.04	Out of Balance
Refer	6728 ACTION FLEET LLC	-		
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD 665 DVR REPAIR		\$88.46
Invoice 1906	12/11/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$88.46
Refer	6729 AFLAC	Ck# 001734E 12/18/2018		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	DEC 2018 PREMIUM		\$67.16
Invoice 564012	12/10/2018			
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT	DEC 2018 PREMIUM		\$50.28
Invoice 564012	12/10/2018			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	DEC 2018 PREMIUM		\$277.92
Invoice 564012	12/10/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$395.36
Refer	6730 BROADWAY RENTAL	-		
Cash Payment	E 254-44370-853 SUPPLIES	2018 MINIDAZZLE - THERMAL BEVERAGE CONTAINERS		\$141.00
Invoice 5055349	12/7/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$141.00
Refer	6731 BROWNELLS INC	-		
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	GUN SUPPLIES		\$177.43
Invoice 16772446	12/10/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$177.43
Refer	6777 BUSCH, VIRGINIA	-		
Cash Payment	G 601-20220 UNDISTRIBUTED UTILITY R	401 2ND AVE NE UTILITY OVERPAY		\$6.45
Invoice				
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$6.45
Refer	6772 CENTERPOINT ENERGY	-		
Cash Payment	E 101-42350-390 NATURAL GAS SERVIC	NOV 2018 SERVICES		\$57.20
Invoice NOV 2018	12/11/2018			
Cash Payment	E 101-41700-390 NATURAL GAS SERVIC	NOV 2018 SERVICES		\$604.26
Invoice NOV 2018	12/11/2018			
Cash Payment	E 101-41800-390 NATURAL GAS SERVIC	NOV 2018 SERVICES		\$132.64
Invoice NOV 2018	12/11/2018			
Cash Payment	E 602-49400-390 NATURAL GAS SERVIC	NOV 2018 SERVICES		\$64.40
Invoice NOV 2018	12/11/2018			
Cash Payment	E 101-42000-390 NATURAL GAS SERVIC	NOV 2018 SERVICES		\$316.38
Invoice NOV 2018	12/11/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$1,174.88
Refer	6732 CENTURYLINK- PHOENIX	-		
Cash Payment	E 602-49400-321 TELECOMMUNICATION	DEC 2018 LIFTSTATIONS		\$104.92
Invoice DEC 2018	12/13/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$104.92
Refer	6774 CINTAS - UNIFORMS AND RUGS	-		



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Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	10/3/18 CH RUG SERVICE	\$12.48
Invoice	4010493311	10/3/2018	
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	10/3/18 PD RUG SERVICE	\$6.24
Invoice	4010493340	10/3/2018	
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total \$18.72
Refer	6768 CLEAR FOR LAW ENFORCEMENT	-	
Cash Payment	E 101-41900-310 OTHER PROFESSIONA	NOV 2018 INFORMATION CHARGES	\$90.00
Invoice	839393760	12/1/2018	
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total \$90.00
Refer	6784 COMCAST BUSINESS	-	
Cash Payment	G 101-15500 PREPAID EXPENSE	JAN 2019 TRUNK LINES	\$325.83
Invoice	73498803	12/26/2018	
Transaction Date	12/26/2018	PREMIER CHECKIN 10100	Total \$325.83
Refer	6775 ECM PUBLISHING	-	
Cash Payment	E 601-49400-351 PRINTING/PUBLISHING	ROW ORD 2018-6	\$427.25
Invoice	654425	12/10/2018	
Cash Payment	E 602-49400-211 OPERATIONS	ROW ORD 2018-6	\$427.25
Invoice	654425	12/10/2018	
Cash Payment	E 604-49400-211 OPERATIONS	ROW ORD 2018-6	\$427.25
Invoice	654425	12/10/2018	
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	ROW ORD 2018-6	\$2,563.49
Invoice	654425	12/10/2018	
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total \$3,845.24
Refer	6734 EFTPS	Ck# 001735E 12/18/2018	
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	12/19/18 PAYROLL	\$4,004.60
Invoice			
Cash Payment	G 101-21703 FICA WITHHOLDING	12/19/18 PAYROLL	\$4,139.36
Invoice			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total \$8,143.96
Refer	6735 EFTPS	Ck# 001736E 12/18/2018	
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	12/5/18 PAYROLL	\$3,531.13
Invoice			
Cash Payment	G 101-21703 FICA WITHHOLDING	12/5/18 PAYROLL	\$4,390.04
Invoice			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total \$7,921.17
Refer	6736 EFTPS	Ck# 001737E 12/18/2018	
Cash Payment	G 101-21703 FICA WITHHOLDING	2018 FIRE PAYROLL	\$8,914.56
Invoice			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total \$8,914.56
Refer	6783 EFTPS	Ck# 001748E 12/26/2018	
Cash Payment	G 101-21703 FICA WITHHOLDING	EDA/PLNG COMMISSION	\$133.14
Invoice			
Cash Payment	G 101-10600 ACCOUNTS RECEIVABLE		\$0.00
Invoice			
Transaction Date	12/26/2018	PREMIER CHECKIN 10100	Total \$133.14
Refer	6737 EHLERS & ASSOCIATES, INC	-	



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Cash Payment	E 601-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY		\$1,700.00
Invoice 78924	12/10/2018			
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY		\$1,700.00
Invoice 78924	12/10/2018			
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY		\$1,700.00
Invoice 78924	12/10/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$5,100.00
Refer	6733 <i>ELEMENT TECHNOLOGIES LLC</i>	-		
Cash Payment	E 101-41515-302 IT SERVICE	DEC 2018 IT SERVICE		\$1,900.00
Invoice 39974	12/1/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,900.00
Refer	6740 <i>FINKEN WATER</i>	-		
Cash Payment	E 101-41110-211 OPERATIONS	12/4/18 CH WATER DELIVERY		\$29.80
Invoice 63985	12/7/2018			
Cash Payment	E 101-41900-211 OPERATIONS	12/4/18 PD WATER DELIVERY		\$22.35
Invoice 63986	12/7/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$52.15
Refer	6741 <i>FIRE INSTRUCTION RESCUE EDU</i>	-		
Cash Payment	E 101-41920-261 FIRE TRAINING - REIM	12/6/18 RIT TRAINING		\$500.00
Invoice 3641	12/5/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$500.00
Refer	6738 <i>FURTHER - FORMERLY SELECTA</i>	-		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	DEC 2018 BENE ADMIN		\$27.50
Invoice 1305846	12/5/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$27.50
Refer	6739 <i>FURTHER - FORMERLY SELECTA</i>	<u>Ck# 001738E 12/18/2018</u>		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	12/5/18 PAYROLL		\$1,235.77
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,235.77
Refer	6762 <i>FURTHER - FORMERLY SELECTA</i>	<u>Ck# 001746E 12/19/2018</u>		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	12/19/18 PAYROLL		\$1,235.75
Invoice				
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$1,235.75
Refer	6742 <i>GROEN, GARY A.</i>	-		
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN	NOV 2018 FINANCIAL SERVICES		\$510.00
Invoice NOV 2018	12/18/2018			
Cash Payment	E 601-49400-301 ACCOUNTING/AUDITIN	NOV 2018 FINANCIAL SERVICES		\$318.75
Invoice NOV 2018	12/18/2018			
Cash Payment	E 602-49400-301 ACCOUNTING/AUDITIN	NOV 2018 FINANCIAL SERVICES		\$318.75
Invoice NOV 2018	12/18/2018			
Cash Payment	E 604-49400-301 ACCOUNTING/AUDITIN	NOV 2018 FINANCIAL SERVICES		\$127.50
Invoice NOV 2018	12/18/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,275.00
Refer	6743 <i>HENN CO ELECTIONS</i>	-		
Cash Payment	E 101-41410-211 OPERATIONS	2018 ELECTION BALLOT MAILINGS		\$410.17
Invoice 1218-1	12/10/2018			



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Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$410.17
Refer	6745 HENN CO SHERIFF	-		
Cash Payment	E 101-41900-316 INCARCERATION SERV NOV 2018 BOOKINGS			\$165.00
Invoice	1000119247 11/30/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$165.00
Refer	6778 HOLICKY BROS INC	-		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT SALT DELIVERY			\$4,210.93
Invoice	19401 10/20/2018			
Cash Payment	E 101-42000-250 SNOW MANAGEMENT 12/13/17 SALT DELIVERY			\$7,761.37
Invoice	20561 12/15/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$11,972.30
Refer	6744 HYDER, WAHIDA	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP 12/15/18 CC DEPOSIT RETURN			\$250.00
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$250.00
Refer	6746 ICMA RETIREMENT CORPORATIO	-		
Cash Payment	G 101-21705 DEFFERED COMP 12/19/18 PAYROLL			\$603.00
Invoice				
Cash Payment	G 101-21705 DEFFERED COMP 12/05/18 PAYROLL			\$603.00
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,206.00
Refer	6748 KENTCO SIGNS	-		
Cash Payment	E 101-42000-211 OPERATIONS CITY LOGO DECALS			\$207.00
Invoice	25900 12/4/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$207.00
Refer	6747 KILLMER ELECTRIC INC	-		
Cash Payment	E 135-41700-520 CAPITAL OUTLAY GENERATOR INSTALLATION			\$70,240.00
Invoice	PAY REQ 1 11/26/2018			
Cash Payment	G 135-20610 RETAINAGE PAYABLE GENERATOR RETAINAGE			-\$850.00
Invoice	PAY REQ 1 11/26/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$69,390.00
Refer	6782 LEAGUE OF MN CITIES	-		
Cash Payment	E 101-41000-260 EDUCATION/MEETING 11/29/18 REGIONAL MEETING - JOHNSON			\$45.00
Invoice	284558 11/29/2018			
Transaction Date	12/20/2018	PREMIER CHECKIN 10100	Total	\$45.00
Refer	6781 LOFFLER COMPANIES INC-OC09	-		
Cash Payment	E 101-41110-211 OPERATIONS 11/22-12/21/18 COPIER USAGE			\$94.25
Invoice	2989414 12/17/2018			
Transaction Date	12/20/2018	PREMIER CHECKIN 10100	Total	\$94.25
Refer	6752 MACQUEEN EQUIPMENT	-		
Cash Payment	E 604-49400-217 VEHICLE REPAIRS/MAI HOSE FOR JETVAC			\$40.19
Invoice	15254 9/19/2018			
Cash Payment	E 604-49400-217 VEHICLE REPAIRS/MAI SLED/SKID FOR JETVAC			\$82.62
Invoice	15538 10/8/2018			
Cash Payment	E 604-49400-217 VEHICLE REPAIRS/MAI FITTINGS FOR SKID FOR JETVAC			\$8.75
Invoice	15580 10/10/2018			



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Cash Payment	E 604-49400-217 VEHICLE REPAIRS/MAI	JETTING NOZZLE		\$916.21
Invoice	15580	10/26/2018		
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,047.77
Refer	6753 MAPLE GROVE, CITY OF	-		
Cash Payment	E 601-49400-385 PURCHASED WATER	NOV 2018 PURCHASED WATER		\$13,362.34
Invoice	19153	12/12/2018		
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$13,362.34
Refer	6749 MN DEPT OF REVENUE	Ck# 001739E 12/18/2018		
Cash Payment	G 101-21702 STATE WITHHOLDING	12/5/18 PAYROLL		\$1,766.05
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,766.05
Refer	6754 MN DEPT OF REVENUE	Ck# 001742E 12/18/2018		
Cash Payment	G 101-21702 STATE WITHHOLDING	12/19/18 PAYROLL		\$1,986.40
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$1,986.40
Refer	6750 MSRS DFC -EMPOWER	Ck# 001740E 12/18/2018		
Cash Payment	G 101-21705 DEFFERED COMP	12/5/18 PAYROLL		\$50.00
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$50.00
Refer	6755 MSRS DFC -EMPOWER	Ck# 001743E 12/18/2018		
Cash Payment	G 101-21705 DEFFERED COMP	12/19/18 PAYROLL		\$50.00
Invoice				
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$50.00
Refer	6773 NAPA-COTTENS OSSEO	-		
Cash Payment	E 604-49400-211 OPERATIONS	GLOVES		\$8.99
Invoice	746340	12/18/2018		
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$8.99
Refer	6756 OBRIEN, REBECCA L	-		
Cash Payment	E 101-42300-312 PROGRAMMING	BINGO CARDS, TABLE WEAR FOR SR PROGRAM		\$293.21
Invoice				
Transaction Date	12/15/2018			
Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$293.21
Refer	6771 OSSEO MEAT MARKET	-		
Cash Payment	E 254-44370-853 SUPPLIES	2018 MINIDAZZLE		\$255.00
Invoice				
Transaction Date	12/8/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$255.00
Refer	6765 PAUL BAERTSCHI P.A.	-		
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	NOV 2018 PROSECUTER FEES		\$1,000.00
Invoice	NOV 2018	12/3/2018		
Cash Payment	E 101-41500-211 OPERATIONS	NOV 2018 EXPENSES		\$79.43
Invoice	NOV 2018	12/3/2018		
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$1,079.43
Refer	6751 PEIP	Ck# 001741E 12/18/2018		
Cash Payment	G 101-15500 PREPAID EXPENSE	JAN 2019 PREMIUM		\$8,109.64
Invoice	783045	12/10/2018		



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Transaction Date	12/18/2018	PREMIER CHECKIN 10100	Total	\$8,109.64
Refer	6757 PERA	Ck# 001744E 12/19/2018		
Cash Payment	G 101-21704 PERA	12/5/18 PAYROLL		\$7,730.90
Invoice				
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$7,730.90
Refer	6776 PERA	Ck# 001747E 12/19/2018		
Cash Payment	G 101-21704 PERA	12/19/18 PAYROLL		\$8,727.22
Invoice				
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$8,727.22
Refer	6758 PITNEY BOWES- METER RENTAL	-		
Cash Payment	E 101-41110-410 LEASES/RENTALS	4TH QTR 2018 POSTAGE METER		\$145.74
Invoice	3102654414 12/1/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$145.74
Refer	6759 PREMIER BANK	Ck# 001745E 12/19/2018		
Cash Payment	E 101-41410-211 OPERATIONS	JIMMYJOHNS-ELECTIONS		\$59.75
Invoice	NOV 2018			
Cash Payment	E 101-41410-211 OPERATIONS	JIMMYJOHNS-ELECTIONS		\$69.30
Invoice	NOV 2018			
Cash Payment	E 250-42300-852 SUPPLIES	DEPT OF AG-2019 FARMERS MARKET		\$61.35
Invoice	NOV 2018			
Cash Payment	E 250-42300-852 SUPPLIES	MN FARM MKT ASSN-2019 FARMERS MARKET		\$70.00
Invoice	NOV 2018			
Cash Payment	E 101-41920-211 OPERATIONS	DROPBOX-FD ELECTRONIC FILE STORAGE		\$9.99
Invoice	NOV 2018			
Cash Payment	E 254-44370-853 SUPPLIES	PRIMEADV-2018 MINIDAZZLE		\$509.36
Invoice	NOV 2018			
Cash Payment	E 101-41900-260 EDUCATION/MEETING	BCA-STARRY TRAINING		\$75.00
Invoice	NOV 2018			
Cash Payment	E 101-42000-211 OPERATIONS	WALMART-TRANSMITTER		\$99.93
Invoice	NOV 2018			
Cash Payment	E 240-41700-211 OPERATIONS	MSFT-EMAIL/SOFTWARE MGMT		\$667.92
Invoice	NOV 2018			
Cash Payment	E 101-41650-211 OPERATIONS	INTL CODE BOOK		\$47.31
Invoice	NOV 2018			
Cash Payment	E 101-42350-211 OPERATIONS	PEACHJAR-ICE RINK POSTERS		\$60.00
Invoice	NOV 2018			
Cash Payment	E 101-41900-260 EDUCATION/MEETING	BCA-WALLGREN TRAINING		\$50.00
Invoice	NOV 2018			
Cash Payment	E 254-44370-853 SUPPLIES	HENN CO-2018 MINIDAZZLE PERMIT		\$62.00
Invoice	NOV 2018			
Cash Payment	E 254-44370-853 SUPPLIES	OTCBRANDS-2018 MINIDAZZLE GRABBAGS		\$266.11
Invoice	NOV 2018			
Cash Payment	E 254-44370-853 SUPPLIES	BROADWAYRENTAL-2018 MINIDAZZLE RENTAL		\$72.00
Invoice	NOV 2018			
Cash Payment	E 101-41900-211 OPERATIONS	AMAZON-BATTERIES,GLOVES,HOOBS		\$69.94
Invoice	NOV 2018			



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Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$2,249.96
Refer	6760 PRIME ADVERTISING & DESIGN IN	-		
Cash Payment	E 240-41700-211 OPERATIONS	WEBSITE UPDATING		\$240.00
Invoice	65879 10/29/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$240.00
Refer	6770 RWL INSPECTION SERVICE	-		
Cash Payment	E 101-41110-311 RENTAL INSPECTION	4TH QTR 2018 INSPECTIONS		\$1,080.00
Invoice				
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$1,080.00
Refer	6761 SIPE BROS. INC.	-		
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHING		\$5.00
Invoice	STMT 11/30/18			
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	FD FUEL		\$72.64
Invoice	STMT 11/30/18			
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	PW FUEL		\$125.65
Invoice	STMT 11/30/18			
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	PW FUEL		\$236.13
Invoice	STMT 12/16/18			
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	FD FUEL		\$150.06
Invoice	STMT 12/16/18			
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHING		\$20.00
Invoice	STMT 12/16/18			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$609.48
Refer	6764 TIMESAVER OFF SITE SECRETARI	-		
Cash Payment	E 101-41000-307 RECORDING SERVICE	12/10/18 COUNCIL MTG		\$245.50
Invoice	24336 12/14/2018			
Cash Payment	E 101-41650-307 RECORDING SERVICE	11/19/18 PLNG COMMISSION		\$142.00
Invoice	24306 12/3/2018			
Cash Payment	E 101-41000-307 RECORDING SERVICE	11/26/18 COUNCIL MTG		\$397.50
Invoice	24306 12/3/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$785.00
Refer	6763 TOYOTA-LIFT OF MINNESOTA	-		
Cash Payment	E 101-42000-221 EQUIP REPAIR/ MAINT	HYDRAULIC HOSE FOR FORKLIFT		\$47.00
Invoice	S0066319 12/10/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$47.00
Refer	6766 TRANSPORT GRAPHICS	-		
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	POLICE BADGE SIGN		\$85.00
Invoice	128115 12/6/2018			
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total	\$85.00
Refer	6767 VERIZON WIRELESS	-		
Cash Payment	E 101-42000-321 TELECOMMUNICATION	DEC 2018 CELL SERVICE		\$154.80
Invoice	9819435269 12/1/2018			
Cash Payment	E 101-41900-321 TELECOMMUNICATION	DEC 2018 CELL SERVICE		\$550.60
Invoice	9819435269 12/1/2018			
Cash Payment	E 204-42390-352 TROLLEY OPERATION	DEC 2018 CELL SERVICE		\$0.00
Invoice	9819435269 12/1/2018			



CITY OF OSSEO Payments

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Cash Payment	E 101-41110-321 TELECOMMUNICATION	DEC 2018 CELL SERVICE	\$51.60
Invoice	9819435269	12/1/2018	
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total \$757.00
Refer	6780 WSB & ASSOCIATES INC		
Cash Payment	G 101-10600 ACCOUNTS RECEIVABLE	CERAMIC INDUSTRIAL	\$562.50
Invoice	NOV 2018		
Cash Payment	E 130-42000-303 ENGINEERING SERVIC	PREMIER BANK ALLEY/PARKING LOT	\$187.50
Invoice	NOV 2018		
Cash Payment	E 407-42000-303 ENGINEERING SERVIC	2019 STR PROJECT	\$5,448.50
Invoice	NOV 2018		
Cash Payment	E 150-41650-303 ENGINEERING SERVIC	COMP PLAN	\$1,477.50
Invoice	NOV 2018		
Cash Payment	E 135-41700-520 CAPITAL OUTLAY	GENERATOR	\$259.50
Invoice	NOV 2018		
Cash Payment	E 241-41650-303 ENGINEERING SERVIC	SIDEWALK STUDY	\$813.00
Invoice	NOV 2018		
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total \$8,748.50
Refer	6769 XCEL ENERGY		
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	NOV 2018 SERVICES	\$1,042.56
Invoice	618565548	12/17/2018	
Cash Payment	E 101-41800-380 ELECTRIC SERVICE	NOV 2018 SERVICES	\$228.85
Invoice	618565548	12/17/2018	
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	NOV 2018 SERVICES	\$10.73
Invoice	618565548	12/17/2018	
Cash Payment	E 101-42000-380 ELECTRIC SERVICE	NOV 2018 SERVICES	\$311.10
Invoice	618565548	12/17/2018	
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	NOV 2018 SERVICES	\$2,023.50
Invoice	618565548	12/17/2018	
Cash Payment	E 101-42350-380 ELECTRIC SERVICE	NOV 2018 SERVICES	\$289.30
Invoice	618565548	12/17/2018	
Cash Payment	E 601-49400-380 ELECTRIC SERVICE	NOV 2018 SERVICES	\$32.63
Invoice	618565548	12/17/2018	
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	NOV 2018 SERVICES	\$469.69
Invoice	618565548	12/17/2018	
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	NOV 2018 SERVICES	\$166.04
Invoice	618565548	12/17/2018	
Transaction Date	12/19/2018	PREMIER CHECKIN 10100	Total \$4,574.40



CITY OF OSSEO

Payments

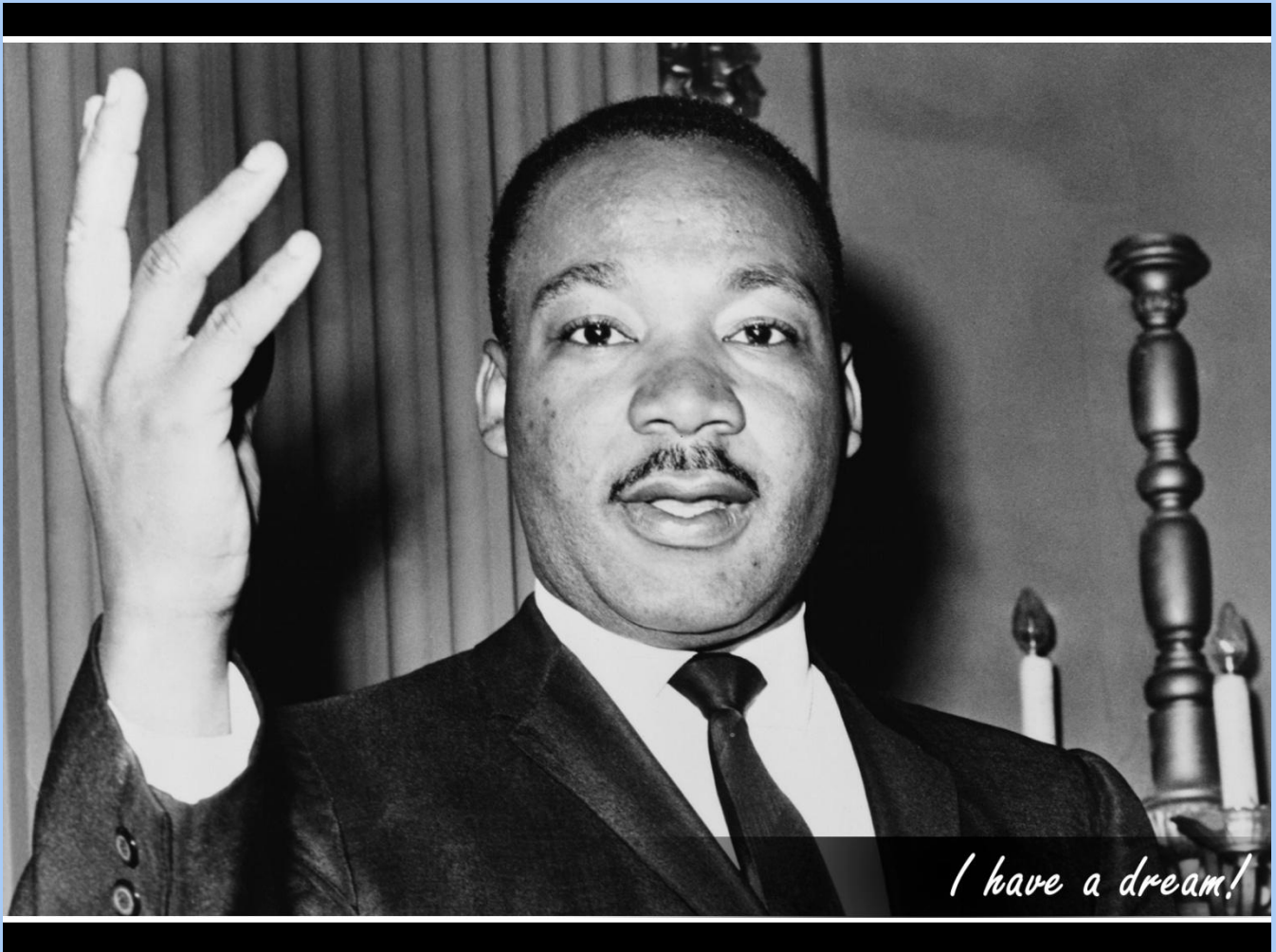
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Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$88,171.36
130 PAVEMENT MANAGEMENT		\$187.50
135 CIP FACILITIES		\$69,649.50
150 COMP PLAN GRANT		\$1,477.50
204 TROLLEY		\$0.00
240 CABLE GRANT		\$907.92
241 ChEC - Healthy Comm Grant		\$813.00
250 COMMUNITY FUND		\$131.35
254 MINIDAZZLE		\$1,305.47
407 2019 STREET IMPROVEMENT		\$5,448.50
601 WATER FUND		\$15,847.42
602 SEWER FUND		\$3,085.01
604 STORM WATER FUND		\$3,311.51
		<hr/>
		\$190,336.04

Pre-Written Checks	\$58,649.88
Checks to be Generated by the Computer	\$131,686.16
Total	<hr/>
	\$190,336.04



**City Hall will be closed on
Monday, January 21, for
Martin Luther King, Jr. Day**

You're invited to the

Osseo Fire Department

Relief Association's annual

Fireman's Dance

at

The Osseo American Legion
260 4th Ave SE, Osseo, MN

Friday, February 8th, 2019
8:00 pm - Midnight



featuring:



Silent Auction &

Live Music
by "Skitzo Fonik"

We kindly request a donation at the door