



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, January 28, 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. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
 - A. Receive EDA Minutes of January 14, 2019
 - B. Approve Council Minutes of January 14, 2019
 - C. Receive December Fire Report
 - D. Approve Training for Officer Smith
 - E. Approve Training for Officer Starry
 - F. Approve Training for Officers Smith & Current
 - G. Approve Training for Chief Mikkelson
 - H. Receive Heritage Preservation Commission Minutes of January 15, 2019
 - I. Approve Training for Officer Mortinson
 - J. Approve Training for Public Works Department
6. **Matters from the Floor**
7. **Special Business**
 - A. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
 - A. Approve 2nd Reading & Adoption of Ordinance Amendment for Economic Development Authority
10. **New Business**
 - A. Approve Plans and Specs for 2019 Street and Alley Project (Resolution)
 - B. Acknowledge Submission of Comprehensive Plan (Resolution)
 - C. Approve Purchase of Police Department Tasers
 - D. Approve Purchase of Computer for Police Department Office Manager
 - E. Approve Update to City Travel and Training Policy
 - F. Approve Proposal for Strategic Planning Session with Rapp Consulting Group
 - G. Set Council Strategic Planning Session for Saturday, April 6, 2019
 - H. Approve Proposal from MacDonald & Mack Architects for Historic 1915 Water Tower Conditions Assessment
 - I. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

City Hall Closed February 1
Fireman's Dance on February 8
Decluttering & Downsizing Tips February 7
Exchange For Change February 9
Commission Members Needed
14. **Adjournment**

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
January 14, 2019**

1. ROLL CALL

President Juliana Hultstrom called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, January 14, 2019.

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

Member absent: Charles Flynn.

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

Others present: None.

2. APPROVAL OF AGENDA

A motion was made by Johnson, seconded by Stelmach, to approve the Agenda as presented. The motion carried 6-0.

3. APPROVAL OF MINUTES – DECEMBER 10, 2018

A motion was made by Murdock, seconded by Johnson, to approve the minutes of December 10, 2018, as presented. The motion carried 6-0.

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing.

A motion was made by Johnson, seconded by Murdock, to approve the Accounts Payable. The motion carried 6-0.

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. APPROVE INVESTMENT DEPOSITORIES FOR 2019-2020 (Resolution)

Grams stated an Economic Development Authority, under Minnesota Statutes Section 469.099, must abide by the following:

Every two years an authority shall name national or state banks within the state as depositories. Before acting as a depository, a named bank shall give the authority a bond approved as to form and surety by the authority. The bond must be conditioned for the safekeeping and prompt repayment of deposits. The amount of bond must be at least equal to the maximum sums expected to be deposited at any one time.

This is a housekeeping measure to approve EDA investment depositories for 2019-2020.

A motion was made by Stelmach, seconded by Johnson, to adopt EDA Resolution No. 2019-1 approving Investment Depositories for 2019-2020. The motion carried 6-0.

B. APPROVE MUNICIPAL ADVISOR CLIENT DISCLOSURE WITH EHLERS & ASSOCIATES FOR 2019

Grams stated Ehlers is registered as a Municipal Advisor and therefore required by the Municipal Securities Rulemaking Board (MSRB) to provide various disclosures including potential conflicts of interest, scope of services, compensation, and other disclosures detailing our obligations and responsibilities to municipal or obligated person clients. These disclosures must be provided to the EDA prior to or upon Ehlers engaging in any municipal advisory activity.

Grams reported this Annual Advice Disclosure allows Ehlers to provide uninterrupted municipal advisor advice through December 31, 2019. Under this disclosure and at no charge, Ehlers can answer our municipal advisory questions, analyze refunding opportunities, and provide preliminary debt issuance planning advice. If any preliminary debt issuance planning advice we request results in a debt issuance, Ehlers will then provide a separate scope of service and fee disclosure for that specific project.

A motion was made by Stelmach, seconded by Murdock, to approve the 2019 Municipal Advisor Client Disclosure Agreement with Ehlers & Associates. The motion carried 6-0.

C. DISCUSS STRATEGIC PLANNING SESSION

Grams stated the City Council has budgeted for a strategic planning session to occur sometime in the first quarter of the year. These sessions have been held in February or March and have included City staff, the City Council, the chair of the Planning Commission, and the Economic Development Authority. The purpose of the session is to gather input from all noted stakeholders on what the main goals and/or projects the City should focus on in the coming years. This usually happens on a Saturday and could last approximately six-seven hours. The session would be led by a highly skilled and qualified individual (or individuals) who do this type of work for a living.

Grams commented we have a new Councilmember on board in 2019 and the City hasn't undertaken a strategic planning session since 2015. The Council included funds for a strategic planning session in the budget. The Economic Development Authority will help guide the City in identifying specific targets, goals or projects. The end product will be a report that the City, and its development wing (the EDA), can point to when trying to focus on projects. As a quick reminder, the purpose of the EDA is to take direction from the City Council and attempt to facilitate development projects.

Murdock questioned how many projects the City underwent on a yearly basis. Grams estimated this to be in the 30s each year. He noted the biggest project facing the City in 2019 was the utility rate study.

Johnson believed the EDA was lacking in its pursuit of grants to assist with redevelopment. In addition, he believed the City should have purchased several properties that could be redeveloped.

Stelmach asked if the City informed developers of grant opportunities. Grams reported any time a business comes to the City, staff makes them aware of any potential grant opportunities that may be available. He commended City Planner Abts for her efforts to find grants for potential developers. Further discussion ensued regarding County and State grant opportunities that were available to the EDA.

Stelmach stated he could support a collaborative effort between developers and the City but did not see the need for the City to become the grant writer for all grants.

Murdock commented another option would be to charge developers for the City's assistance with grant writing.

Johnson recommended the EDA help the Dickinson's with grants prior to them taking on their second building. He wanted to see the City being more proactive by offering the assistance. He requested the EDA further discuss a program that would assist with enhancements to the building frontages for the businesses along Central Avenue.

Hultstrom stated she would like to know how to bring developers into Osseo to discuss future development opportunities.

Stelmach anticipated this greatly hinged on networking in the community. Grams encouraged the EDA members to email him with any other topics they would like to discuss at a strategic planning session.

Johnson requested the EDA discuss what expenses would and would not be covered to promote the City of Osseo as an EDA member.

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

City Planner Nancy Abts reported Ehlers & Associates would be holding a TIF Seminar at the Earle Brown Heritage Center. She encouraged the EDA members to let her know if they would like to attend.

Hultstrom stated it has been an honor to serve as the EDA President and noted she looked forward to her continued service on the EDA and City Council.

10. ADJOURNMENT

A motion was made by Johnson, seconded by Stelmach, to adjourn at 6:51 p.m. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
January 14, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, January 14, 2019.

2. OATH OF OFFICE

City Attorney Tietjen administered the Oath of Office to Mayor Duane Poppe, Councilmember Juliana Hultstrom and Councilmember Larry Stelmach. A round of applause was offered by all in attendance.

3. ROLL CALL

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

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, Police Chief Shane Mikkelson, Fire Chief Mike Phenow, and City Attorney Mary Tietjen.

Others present: Police Officer Heather Starry, Sherry Murdock, Pat McGrane & family, Laurie Wolfe, Andrew Bergman, Mark & Tammy Ferris, Dave & Roseanna Garibaldi, Guy Dorholt, Greg Jones, and Rodger Coppa.

4. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

5. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

6. CONSENT AGENDA

- 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 Juliane 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

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

7. MATTERS FROM THE FLOOR – None.

8. SPECIAL BUSINESS

A. HONOR RETIRING FIRE CHIEF PATRICK MCGRANE (Proclamation)

City Administrator Riley Grams discussed the work history of Fire Chief McGrane and thanked him for his 22 years of service to the Osseo Fire Department.

Fire Chief Mike Phenow thanked former Fire Chief McGrane for his service to the community and explained his passion and dedication to the City would be difficult to replace. He wished him all the best in his retirement. He presented former Fire Chief McGrane with a plaque from the Fire Department.

Fire Chief McGrane thanked the City and the firemen that served with him for this recognition.

Poppe read a proclamation honoring Fire Chief Patrick McGrane for his 22 years of dedicated service to the Osseo Fire Department. He declared Monday, January 14, to be Pat McGrane Day in the City of Osseo. On behalf of the entire City he wished McGrane well in his retirement. A round of applause was offered by all in attendance.

B. AFFIRM COUNCIL/STAFF RESPONSIBILITIES (Resolution)

Grams requested the Council adopt a resolution affirming Council and Staff responsibilities.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2019-1 affirming Council/Staff responsibilities. The motion carried 5-0.

C. ACCEPT DONATION TO MUSIC IN THE PARK FUND (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
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 & 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
<i>(in memory of Adele Bauer, Maryrose Biegert, Harold Opat, Gary Scherber, Dale Scherber, and Kristine Slack)</i>		

Staff recommends the Council accept the donations.

A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2019-2 accepting donations from WSB, State Farm Insurance, The Vintage Studio, K & Company, Osseo Savitt Paint, Create By Me Photography, Pink Studio, Daria Cleveland, S. R. Hoskins Fine Jewelry, Bridal Aisle, Spark Music Studio, Holiday Stationstore, Nothing Bundt Cakes, 5 Central Apartments, Jodi Baglien, The Alley, Osseo Fire Department, Tom Ingman, Ronald & Nancy Roden, and Harold E. & Gayle Johnson. The motion carried 5-0.

9. PUBLIC HEARINGS – None.

10. OLD BUSINESS – None.

11. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF JANUARY 14, 2019

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the investment depositories for 2019-2020, approved the Municipal Advisor Client Disclosure agreement with Ehlers & Associates, and discussed the upcoming strategic planning session.

A motion was made by Johnson, seconded by Hultstrom, to confirm the EDA actions of January 14, 2019. The motion carried 5-0.

B. APPROVE HIRE OF HEATHER STARRY AS A FULL-TIME POLICE OFFICER

Police Chief Shane Mikkelsen stated the Police Department was expanded by one officer in the 2019 budget. The position was to be filled from the current ranks of part-time officers. After interviewing with the Human Resource Committee, City Administrator Grams and Chief Mikkelsen, Officer Heather Starry is recommended to be moved from part-time status to full-time status. Officer Starry will fill the new position created in the 2019 budget.

Stelmach commented on the interview process and stated two stellar candidates were considered by the Human Resources Committee. He explained the HR Committee was recommending Officer Starry be hired for the full-time position.

Schulz agreed both candidates were exemplary, however, he believed Officer Starry rose to the top. He looked forward to Officer Starry working full time for the City of Osseo. He wished Officer Starry well in her new position.

A motion was made by Stelmach, seconded by Schulz, to approve moving Officer Heather Starry from Part-Time Police Officer to Full-Time Police Officer. The motion carried 5-0.

C. APPROVE PURCHASE OF POLICE DEPARTMENT BALLISTIC SHIELDS

Police Chief Mikkelsen stated in spring 2018 the Police Department received a \$10,000 donation from the Osseo American Legion. Police department needs were brought to the Public Safety Advisory Committee for consideration. Internally, the officers were consulted and decided that the need for ballistic shields was higher than issuing handguns.

Chief Mikkelsen stated staff 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. There will be 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.

Stelmach stated he would be supporting this purchase. He believed it was important for the Police Department to have this extra layer of protection.

A motion was made by Stelmach, seconded by Hultstrom, to approve the purchase of three Point Blank Apis hard ballistic tactical shields for \$7,409. The motion carried 5-0.

D. APPROVE 1ST READING OF ORDINANCE AMENDMENT FOR ECONOMIC DEVELOPMENT AUTHORITY

Grams stated at its December 10, 2018, meeting, the Economic Development Authority approved updated bylaws which govern the Board. The EDA is also part of the City Code of Ordinances. The Council should consider an amendment to Ordinance Section 33 to bring the language in line with the recently updated EDA bylaws.

A motion was made by Schulz, seconded by Stelmach, to approve the 1st Reading of an Ordinance amendment for the Economic Development Authority. The motion carried 5-0.

E. APPROVE ALLEY ACCESS AGREEMENT (Resolution)

City Planner Nancy Abts explained in September the City received a Land Title Summons in Application for Registration of Land from Willow Creek Grocery (Dean's Supermarket). 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.

Abts stated 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 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."

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2019-3 Authorizing Grant of Access Agreement to Willow Creek Grocery, Inc. The motion carried 5-0.

F. ADOPT UPDATED LOCAL WATER MANAGEMENT PLAN (Resolution)

Abts explained 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.

Abts reported 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 engineering consultants WSB and Associates.

Abts stated 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.

Johnson thanked staff for all their efforts on the Local Water Management Plan.

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2019-4 approving the Local Water Management Plan. The motion carried 5-0.

G. ACCEPT GRANT FOR (NORTH) WATER TOWER CONDITIONS ASSESSMENT
(Resolution)

Abts explained 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.

Abts stated 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.

Abts reported 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.

Abts explained 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.

Stelmach asked if this grant would bind the City to completing any work on the water tower. Abts explained a conditions assessment would have to be completed and provided to the Minnesota Historical Society if this grant were accepted.

Stelmach stated he would be supporting the acceptance of this grant. He thanked the numerous volunteers that have been work to support the water tower.

Johnson questioned how much the study would cost the City. Abts reported the conditions assessment for the water tower would not exceed \$10,000.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2019-5 accepting the Minnesota Historical and Cultural Heritage Grant Program Agreement. The motion carried 5-0.

H. APPROVE 2019 OFFICIAL CITY APPOINTMENTS AND DESIGNATIONS (Resolution)

Grams explained 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 proposed resolution outlines the various Council Appointments, Council Committee Appointments, Consultant Appointments, and Other Appointments and Designations as needed.

Stelmach commented all five members of the City Council are listed as EDA appointments when only three members expressed interest. Grams explained the resolution was in draft form and could be amended by the Council.

Hultstrom reported she intended to remain on the EDA.

Johnson commented he was uncertain of the EDA's strategic plan and was not in agreement with some of the things that have been happening with this group. He stated at this time he would continue serving on the EDA.

Poppe reviewed the Council appointments and requested feedback from the Council on the positions. The following appointments were made:

Council Appointments

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

Council Committee Appointments

Arts & Communications Committee	Juliana Hultstrom & Duane Poppe
Budget & Finance Committee	Harold E. Johnson & Duane Poppe
Human Resources Committee	Larry Stelmach & Mark Schulz
Intergovernmental Relations Committee	Juliana Hultstrom & Larry Stelmach
Parks & Recreation Committee	Harold E. Johnson & Larry Stelmach
Public Safety Advisory Committee	Larry Stelmach & Juliana Hultstrom
Risk Management Committee	Mark Schulz & Larry Stelmach

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-6 adopting 2019 Official City Appointments and Designations. The motion carried 5-0.

I. APPROVE 2019 CITIZEN APPOINTMENTS (Resolution)

Grams explained 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.

Schulz stated he was excited to see the number of volunteers that have stepped forward. He suggested all three volunteers be named to the Heritage Preservation Committee.

Johnson suggested Dorothy Clarke be allowed to serve on the Heritage Preservation Committee as an honorary member.

Schulz commented on the candidates for the EDA. He stated he would like to see additional business owners on the EDA besides himself. For this reason, he supported Teresa Aho being appointed to the EDA.

Stelmach stated he supported appointing a business owner to the EDA, as well.

Johnson indicated he supported Sherry Murdock being appointed to the EDA given her work experience.

Stelmach believed that Ms. Murdock had a personal issue that she was working through at this time and for this reason recommended Ms. Aho be appointed to the EDA.

Hultstrom explained she spoke to Sherry and Sherry was available and interested in continuing her service on the EDA. She stated she was also pleased to see that Deanna Burke was willing to serve on the EDA.

Hultstrom and Johnson supported Sherry Murdock being appointed to the EDA.

Poppe reviewed the Citizen appointments and requested feedback from the Council on the positions.

A motion was made by Hultstrom, seconded by Johnson, to appoint Sherry Murdock to the Economic Development Authority. The motion failed 2-3 (Schulz, Stelmach, and Mayor Poppe opposed).

A motion was made by Schulz, seconded by Stelmach, to appoint Teresa Aho to the Economic Development Authority. The motion carried 3-2 (Hultstrom and Johnson opposed).

A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-7 adopting 2019 Official Citizen Appointments with Teresa Aho being appointed to the EDA. The motion carried 5-0.

The following appointments were made:

Citizen Appointments

Economic Development Authority (six-year term)	Teresa Aho
Heritage Preservation Commission (three-year term)	Jan Hawkins
(three-year term)	Jaz Kelm
(honorary member)	Dorothy Clarke

Parks & Recreation Committee (three-year term) (three-year term)	Brittney Quant Orlando Ponce
Planning Commission (three-year term) (three-year term)	Barbra Plzak Michael Corbett
Public Safety Advisory Committee (two-year term - resident) (two-year term – business)	_____ _____

J. APPROVE 2019 FEE SCHEDULE (Resolution)

Abts explained 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.

A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2019-8 amending the Fee Schedule for 2019. The motion carried 5-0.

K. SUMMARY OF CLOSED SESSION ON DECEMBER 10, 2018

Grams explained the City Council conducted a closed session 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 conclusion at its next open meeting.

Schulz stated on December 10 the Council performed its annual review of the City Administrator. He explained the Council had submitted individual reviews and the information was presented to the City Administrator. He reported the Council approved the review and new pay level for the City Administrator.

L. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

12. ADMINISTRATOR REPORT

Grams reported he was looking forward to another great year with the City Council. He congratulated Councilmember Hultstrom on her new position on the City Council.

13. COUNCIL AND ATTORNEY REPORTS

Hultstrom stated she was honored to be serving with the City Council.

Stelmach welcomed Officer Starry to her new position on the Police Department and thanked former Fire Chief McGrane for his service to the community.

Johnson commented on a phone call he had with a member of the church included in the 2019 street project. He was hopeful that the members would be better informed about changes that were made with the street project.

Poppe welcomed Hultstrom to the City Council and wished everyone a Happy New Year.

14. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, January 21, for Martin Luther King Jr. Day.

Poppe reported the Osseo Fireman's Dance would be held on Friday, February 8, from 8 p.m. to midnight. He noted the event would feature live music and a silent auction.

15. ADJOURNMENT

A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 8:16 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.



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

1. Report for the month of **December 2018**
2. For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	66 deals
Paddlewheel	60 deals
Electronic Pull-Tabs	31 occasions
Electronic Linked Bingo	31 occasions
Sports-Themed Tipboards	5 deals

3. Receipts

Gross Receipts (G1 11A)	\$456,560.44	
Less Prizes Paid (G1 11B)	- \$392,128.15	
Net Receipts	\$64,432.29	→ \$64,432.29

4. Expenses

Wagering Tax (tax on Schedule C)	\$19,077.38	
Rent (G1A 18)	\$4,820.12	
Gambling Product Costs (G1A 12)	\$3,430.81	
Electronic Pull-Tab Costs (G1A 19-20)	\$6,661.88	
Compensation & Payroll (G1A 13)	\$14,628.50	
Other (G1A 14-17, 21-23) (accounting, supplies, etc.)	+ \$861.99	
Total Expenses	\$49,480.68	→ - \$49,480.68

5. Profit **\$14,951.61**

6. Distribution of Profits (Lawful Purpose Expenditures):

Salvation Army (local fire victim relief)	\$2,500.00
Red Cross (local fire victim relief)	\$2,500.00
Firefighters for Healing (burn patient relief)	\$2,500.00
CROSS (food shelf)	\$7,500.00
City of Osseo (fire department communications technology)	\$449.88
City of Osseo (fire department capital and operations)	+ \$75,000.00
Total Donations	\$90,449.88

Signed: _____

Michael Phenow, Gambling Manager



City of Osseo City Council Meeting Item

Agenda Item: Send Officer Smith to Basic Forensic Interviewing Training with CornerHouse.

Meeting Date: January 28th, 2019

Prepared by: Shane Mikkelsen, Chief of Police

Attachments:

Policy Consideration:

To send Officer Smith to the Basic Forensic Interviewing class with CornerHouse.

Background:

CornerHouse is an industry resource on Children's Advocacy. They reached out to many departments looking to give scholarships to their week long training course. We were given a scholarship to attend this training course. The original cost for the training was \$1,275.00 and we had to pay \$150.00 of that to have Officer Smith attend the training. This training course will assist Officer Smith with learning about interviewing techniques for children, teens and vulnerable adults. This training will be invaluable to our community.

Budget or Other Considerations:

The cost of the training will be \$150.00 and will be covered by the training budget of the police department.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve sending Officer Smith to the Basic Forensic Interviewing class with CornerHouse.
2. Deny sending Officer Smith to the Basic Forensic Interviewing class with CornerHouse.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve sending Officer Smith to the Basic Forensic Interviewing class with CornerHouse.

Next Step:

Have Officer Smith attend the training.



City of Osseo City Council Meeting Item

Agenda Item: To send Officer Starry to the Reid Technique of Interviewing and Interrogation class

Meeting Date: January 28th, 2019

Prepared by: Shane Mikkelsen, Chief of Police

Attachments:

Policy Consideration:

To send Officer Starry to the Reid Technique of Interviewing and Interrogation class for three days.

Background:

All of the full time officers have been to the Reid class. It has been an invaluable class for honing the officers interviewing techniques. Officer Starry has not been to this class and has expressed interest in attending.

Budget or Other Considerations:

The cost of this class is \$445.00 for the class and it 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 Starry to the Reid Technique of Interviewing and Interrogation class.
2. Deny sending Officer Starry to the Reid Technique of Interviewing and Interrogation class.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) approve sending Officer Starry to the Reid Technique of Interviewing and Interrogation class.

Next Step:

Have Officer Starry attend this training.



City of Osseo City Council Meeting Item

Agenda Item: Send Officers Smith and Officer Current to Glock Armorer class

Meeting Date: January 28th, 2019

Prepared by: Shane Mikkelsen, Chief of Police

Attachments:

Policy Consideration:

Allow Officer Smith and Officer Current to go to Glock Armorer's class in St. Paul.

Background:

The police department will be transitioning from officer purchased handguns to department assigned handguns for full time officers. Internally we have decided that the handgun to use will be Glock. This course will assist our department in being able to keep the department handguns in working condition, find issues before they happen and help both firearm instructors become familiar with our chosen firearm.

Budget or Other Considerations:

The training cost will be \$250.00 per officer. The cost for the training 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 Smith and Officer Current to Glock Armorer class.
2. Deny sending Officer Smith and Officer Current to Glock Armorer class.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve sending Officer Smith and Officer Current to Glock Armorer class

Next Step:

Have Officer Smith and Current attend the class.



City of Osseo City Council Meeting Item

Agenda Item: Send Chief Mikkelson to FBI LEEDA Supervisor Leadership Institute

Meeting Date: January 28th, 2019

Prepared by: Shane Mikkelson, Chief of Police

Attachments:

Policy Consideration:

I would like to attend this class to further my leadership skills.

Background:

The FBI LEEDA training is a week long course made for supervisors and their leadership skills. FBI LEEDA has a strong reputation in training law enforcement leaders in small to mid-sized departments. The FBI-LEEDA has a trilogy of classes that help Law enforcement leaders at all levels. I have already taken one of those classes and I would like to take the second class of three.

Budget or Other Considerations:

This class will cost \$695.00 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 Chief Mikkelson to the FBI LEEDA Supervision Leadership Institute.
2. Deny sending Chief Mikkelson to the FBI LEEDA Supervision Leadership Institute.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve sending Chief Mikkelson to the FBI LEEDA Supervision Leadership Institute.

Next Step:

Attend the FBI-LEEDA Supervisor Leadership Institute.



Osseo Heritage Preservation Commission

The Heritage Preservation Commission was formed in 1992 to review historically significant properties and issues in Osseo. The Commission acts in tandem with the Planning Commission in recommending to the City Council the appropriate means of preserving the heritage of the community.

OHPC Meeting Notes: January 15, 2019, 6:30 p.m. Location: Osseo City Hall

Meeting Attendees: Patty McLean, Dorothy Clarke, Brittney Quant, Mary Moyle, Jaz Kelm, Harold Johnson

1. Welcomed two new members: Jan Hawkins and Jaz Kelm to our commission.
2. Our next meeting in 2019 will be April 16.
3. A donation was made to the Osseo Water Tower Fund from Tom Ingman.
4. Application for the Osseo Water Tower Condition Assessment Grant was approved by the Minnesota Historical Society and accepted by the Osseo City Council.
5. Mary Moyle discussed donating an Osseo Fire Department ring from her family to the OHPC.
6. On April 7 at 2:00 pm. a presentation will be provided by the French American Heritage Foundation of Minnesota on, "Finding The Real Bottineau," at St. Joseph the Worker Church in Maple Grove.
7. Discussed changing out the artifacts in the cabinets in City Hall this summer, discussed an open house with artifacts and preservation of the artifacts.
8. Received an update from Harold Johnson on the Union Speed and Style Company building.
9. Discussed the history of the buildings in Osseo.

COMMISSION MEMBERS AND CONTACT INFORMATION

Harold Johnson, councilmember and commission liaison
haroldjohnson@ci.osseo.mn.us 763-424-3707

Patty McLean, resident commission member, co-chair
mcleanpk@gmail.com 763-425-2157

Dorothy Clarke, honorary resident commission member, co-chair
612-760-2741

Dan Spanier, resident commission member
danspanier@yahoo.com 763-381-9701

James Killmer, resident commission member
manyki@online.no

Jaz Kelm, commission member
kelmjazmine@gmail.com 218-251-0705

Brittney Quant, resident commission member
bquant@comcast.net 612-275-9590

Jan Hawkins, resident commission member
janella@embarqmail.com 763-424-5850



City of Osseo City Council Meeting Item

Agenda Item: Sending Officer Mortinson to Washington D.C. as a representative of the Minnesota Crime Prevention Association

Meeting Date: January 28th, 2019

Prepared by: Shane Mikkelsen, Chief of Police

Attachments:

Policy Consideration:

Sending Officer Mortinson to Washington DC as a representative of the Minnesota Crime Prevention Association to speak to lawmakers March 6th through the 8th, 2019.

Background:

Officer Mortinson is a board member for the Minnesota Crime Prevention Association. He has been asked to participate in a Washington D.C. trip to speak to lawmakers with a delegation from Minnesota. The trip would be covered by the association including flight, lodging and meals.

Budget or Other Considerations:

The cost of the trip would be Officer Mortinson's time.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve sending Officer Mortinson to Washington D.C.
2. Deny sending Officer Mortinson to Washington D.C.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve sending Officer Mortinson to Washington D.C.

Next Step:

Send Officer Mortinson to Washington D.C.



City of Osseo City Council Meeting Item

Agenda Item: Approve Training for Public Works Department

Meeting Date: January 28, 2019

Prepared by: Nick Waldbillig, Public Works Director

Attachments: Travel Request Form
Conference Brochure

Policy Consideration:

Consider sending Public Works Director Waldbillig, Maintenance Swenson and Schillinger to the St. Cloud MRWA Water and Waste Water Conference in St Cloud on March 5-7, 2019.

Background:

Public Works employees should attend the MRWA Water and Waste Water Conference in St Cloud in order to keep their licenses updated. It will provide our employees with great education in the areas of water and waste water and help keep Osseo's systems operating smoothly.

Budget or Other Considerations:

The total cost for the three employees is \$720, and will come from the Public Works Department Training Budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve sending Public Works Employees to MRWA Water and Waste Water Conference.
2. Deny training.
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve sending Public Works Employees to MRWA Water and Waste Water Conference.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195
P 763.425.2624 F 763.425.1111

Employee/Elected Official Travel Request Form

This form shall be completed and submitted to the City Administrator for approval. Please submit no later than the Wednesday prior to any Council meeting before the conference/workshop/seminar.

Date of Request: 1-22-2019

Employee/Official Name: Nick Waldbillig, Josh Schillinger, Guy Swenson

Employee/Official Department

Conference/Workshop/Seminar: St. Cloud MRWA Water & Waste Water Conference

Dates: March 5-7, 2019

Estimated costs associated with the conference/workshop/seminar for which you will be requesting reimbursement:

Registration Fee: \$240.00 each

Mileage Costs: Use PW Vehicle

Hotel/Motel Costs: None

Meal Costs: Included

Air Fare Costs: None

Misc. Costs: None

Total: \$ 720.00

Budgeted From: PW- education/meetings/travel

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:

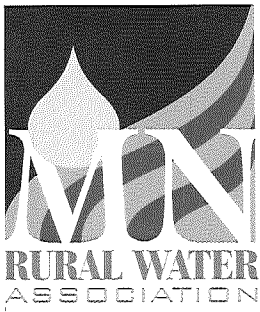
This conference is a great educational tool for the public works employees. It provides training in the fields of water, and waste water to ensure the efficiency and safety in our utilities.

Employee/Official Signature: _____ Date: _____

Dept Manager Signature (if needed): Nick Waldbillig Date: 1-22-19

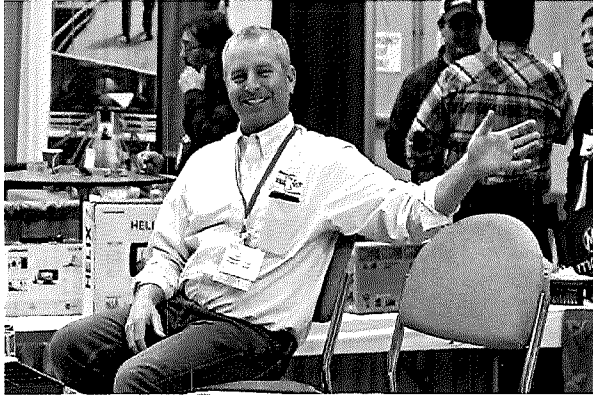
Administrator Signature: _____ Date: _____

Consent Agenda City Council Meeting Approval Date: _____



THE TECHNICAL ASSISTANCE TIMES

35th Annual MRWA Water & Wastewater Technical Conference



MRWA's 35th Annual Water and Wastewater Technical Conference will be held March 5-7, 2019 at River's Edge Convention Center in St. Cloud, MN.

MRWA has a conference agenda filled with training topics in the fields of water, wastewater mechanical systems, wastewater collection and pond systems, management, groundwater, source water, very small systems, finance, and water and wastewater exam refresher courses. **16 water or 16 wastewater certification hours (or a combination) will be awarded for full conference attendance.**

Parking at the convention center is easier than ever due to the completed construction of a 400 stall parking ramp on the west side of the facility!

MRWA will also feature Stefan Salmonson of Protective Services, Inc. during our Rural Water Breakfast on the morning of Wednesday, March 6th. Stefan Salmonson is back by popular demand! Stefan's sessions are fast paced, audience interactive programs that have won rave reviews from thousands of participants, including MRWA attendees. You won't want to miss Stefan; he's guaranteed to exceed your expectations!



Don't miss your chance to win great prizes at our Sports Raffle. We have amazing vendors who donate outstanding prizes to the raffle. The grand prizes are the choice of a 2019 Four-Wheeler OR a 2019 John Deere Lawn Tractor donated by Hawkins Water Treatment Group and MRWA and the Ultimate Fishing Prize Package donated by Team Lab Chemical Corp. **Thank you, Hawkins & Team Lab!**

The Great Minnesota Water Taste Test will be judged at this years' conference, and our popular "Are You Smarter than a Water OR Wastewater Operations Specialist?" competition will round out the conference on Thursday, March 7th. Please plan to attend the 35th Annual MRWA Technical Conference! Register Today!

WANTED:

Bring Your Old Water Meters to MRWA's Conference!
MRWA will display old water meters in our exhibit hall. Please bring your oldest water meters to the conference for a display and discussion table.

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Conference Hotels

**Hotels closest to the
St. Cloud River's Edge:**

Kelly Inn:

320-253-0606

Courtyard by Marriot:

320-654-1661

Grandstay Suites:

320-251-5400

Country Inn:

320-252-8282

follow us



MRWA 35th Annual Water & Wastewater



TECHNICAL CONFERENCE

March 5-7, 2019 - River's Edge Convention Center
St. Cloud, MN - Tentative Agenda



Tuesday, March 5, 2019

- 8:15am** Color Guard Ceremony
- 8:30am** Opening Session: Quality on Tap! Our Commitment, Our Profession
- 8:45am** Introduction of MRWA Diamond Plus, Diamond, Ruby, & Emerald Corporate Partners
- 9:00am** MDH, MPCA, & Legislative Updates
- 10:30am** Exhibit Hall Opens - Enjoy the latest innovations, technology, and new products in the industry!
- 11:45am** Luncheon

Monday, March 4th
Active Member Reception
7:00pm - 8:00pm
University A/Kelly Inn

Concurrent Mini-Sessions Begin (3 tracks)

	Water/Wastewater Track	Booth Demonstrations	Groundwater/WHP Protection Track
1:00pm	Drones & Water Towers	Using Bacteria to Optimize Your Wastewater System	Geology of Minnesota and What it Has to do With Your Groundwater Quality and Quantity
1:30pm	Chemical & Membrane Free WW Treatment System	Dealing with Contaminated Soils During Water Line Utility Projects	Dazed and Confused: Visualizing Vulnerability
2:00pm	The First Year Water Conservation Reporting: How it Applies to You	Meeting Your Flow Meter Calibration Requirements	Minnesota Department of Health Monitoring Plans: Development & Implementation
2:30pm	New Technology in Protective Wastewater Coating	Phosphate Products for Drinking Water	Mankato Drinking Water Protection Efforts - 2018 Source Water Protection Award Winner
3:00pm	Flexible Drop Pipe: Maximizing the Life & Performance of your Water Well	Chemical Safety Handling	Raiders of the Lost Wells – the Search for Missing Wells
3:30pm	Smart Tools for I/I Investigations	Well Field Monitoring & Record Keeping	Raiders of the Lost Wells – the Search for Missing Wells (cont.)
4:00pm	Refreshments, Door Prizes, Exhibitor Gift - Last Chance to Tour Exhibit Hall!		
5:00pm	Exhibit Hall Closes - Meet and Greet and Sports Raffle Begin in Glenn Carlson Hall		

2019 Sports Raffle Prize: 2019 Polaris Sportsman 4 Wheeler OR 2019 John Deere Lawn Mower - *YOUR CHOICE*

Thank you, Team Lab & Hawkins, for Donating to MRWA's Sports Raffle!



TEAM LAB
"INNOVATIVE SOLUTIONS"

2019 Sports Raffle Prize: Ice Fishing Package donated by Team Lab!



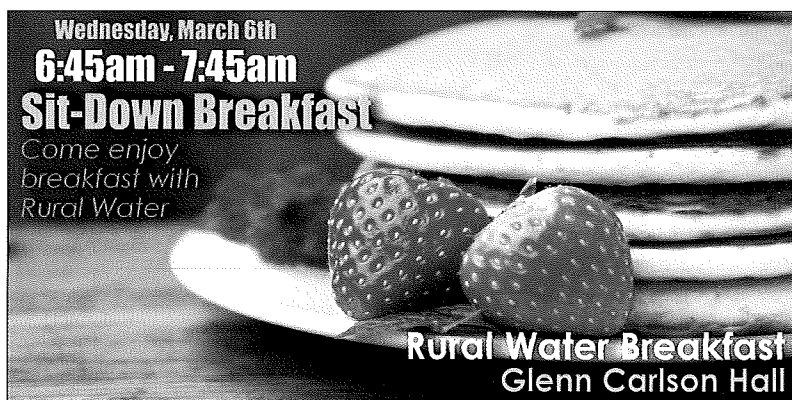
This

-OR-

That



Donated by Hawkins, Inc. & MRWA!



Wednesday, March 6th
6:45am - 7:45am
Sit-Down Breakfast
Come enjoy breakfast with Rural Water

Rural Water Breakfast
Glenn Carlson Hall

◆ COLOR ◆ CLARITY ◆ ODOR ◆ TASTE ◆ COLOR ◆ CLARITY ◆ ODOR ◆



IT'S ALL ABOUT Good Taste

Do you have the best tasting water in Minnesota?

2018 Winner

**MCF -
Moose Lake!**

Prove it!

Bring a water sample; get a prize!

◆ COLOR ◆ CLARITY ◆ ODOR ◆ TASTE ◆ COLOR ◆ CLARITY ◆ ODOR ◆

MRWA Water Taste Test Contest

Wednesday, March 6, 2019 at 9:45am

River's Edge Convention Center - St. Cloud, MN

Bring a one-quart (glass container) sample of your system's water to the conference.

*Water samples will be accepted until 4:00pm on Tuesday, March 5th at the MRWA registration desk. We will refrigerate the sample. Only one sample per system.
(Do not label the sample, we will provide a code.)*

Decisions of the judges are final. The winner's sample will go on to represent Minnesota at the National Great American Taste Test in Washington, DC in 2020.



Yeti Cooler Prize Package!
Sponsored by: RMB Environmental Laboratories, Inc.



Concurrent Sessions Begin

	Water Track	Wastewater Track
8:30am	History, Theory, & Design of Lime Softening Water Plants	Accurate Level Equipment Measuring Technologies
9:15am	Drinking Water Risk Communication Toolkit	Otsego Aerobic Digestion Expansion & Optimization
10:00am	Break	Break
10:15am	M36 Water Audit Software & Water Loss Control Panel	New MRWA Program: Energy Efficiency. Free Assessment to Help You Save Money.
11:00am	Are You Smarter Than A Water or Wastewater Operations Specialist?	
11:45am	Wrap-Up and Drawings	
12:45pm	MRWA Annual Meeting	

Thursday, March 7, 2019
Water and Wastewater
Exams will be given
at 8:30 am

Exam Refresher Session Offered at Technical Conference

The Minnesota Rural Water Association will be sponsoring an Exam Refresher Session on Wednesday, March 6, 2019, as part of the MRWA Technical Conference. The exam refresher session will give the attendee an opportunity to review information that will be part of the certification testing. The certification test will be given Thursday, March 7, 2019, at 8:30am.

- new

☐ YES, I will be attending the **A&B WATER Exam Refresher**, March 6, 2019, from 10:00am - 5:00pm.
- ☐ YES, I will be attending the **C&D WATER Exam Refresher**, March 6, 2019, from 10:00am - 5:00pm.
- new

☐ YES, I will be attending the **A&B WASTEWATER Exam Refresher**, March 6, 2019, from 10:00am - 5:00pm.
- ☐ YES, I will be attending the **C&D WASTEWATER Exam Refresher**, March 6, 2019, from 10:00am - 5:00pm.
- new

☐ YES, I will be attending the **SC&SD COLLECTIONS Exam Refresher**, March 6, 2019, from 10:00am - 5:00pm.
- ☐ YES, I will be attending the entire Technical Conference.
- (If not, please fill out the registration information below)
- ☐ Yes, Please send me an exam application - circle one: WATER or WASTEWATER
- ☐ Yes, Please send me a Minnesota Department of Health **CLASS D WATER** Study Guide.

There is no charge for this session if you are attending the Technical Conference (See Technical Conference registration form.) If you are NOT attending the Technical Conference, there is a fee of \$130.00 for the Exam Refresher Session. The following registration is required. There is no charge to come and only take the test on Thursday, March 7th.

WEDNESDAY EXAM REFRESHER ONLY: Includes Refresher Class & Luncheon - \$130.00

Please make check payable to Minnesota Rural Water Association or pay online at: www.mrwa.com (use the Pay Online button)

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Employer _____

E-mail: _____

If you have any questions, call 800-367-6792, or e-mail: mrwa@mrwa.com. Register online at www.mrwa.com (use the fast track training button).

*You **MUST** fill out and mail an exam application to the Minnesota Department of Health (Water Exam) **OR** the Minnesota Pollution Control Agency (Wastewater Exam) **15 days prior to the exam date**. The exam fee, payable to MDH is \$32.00 and to MPCA is \$55.00. Exam applications can be downloaded at: www.mrwa.com. (Use the water or wastewater resources link.)

MRWA TECHNICAL CONFERENCE
PRE-REGISTRATION FORM

This form must be received no later than February 22, 2019 for pre-registration rates to apply.
Mail to: Minnesota Rural Water Association, 217 12th Avenue SE, Elbow Lake, MN 56531.

*** One attendee per form ***

System or Organization: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

Please check one of the following:

Manager/Operator _____ Council/Board _____ Mayor _____

Administrative/Clerk _____ Industry _____ Other _____

Don't Miss This Special!

\$15.00 discount registration for Mayors, Clerks, Board Members, or Councilpersons attending for the first time. Must be accompanied by system operator or manager.

If attending an Exam Refresher, please include the form on page 4.

Full Registration	Postmarked prior to February 22, 2019	On-Site Registration
Includes access to all sessions, Exhibit Halls, and luncheons.		
\$ _____ MRWA Member	\$240.00 (per person)	\$265.00 (per person)
\$ _____ Non-Member	\$290.00 (per person)	\$315.00 (per person)
\$ _____ Total Due (make checks payable to Minnesota Rural Water Association)		

2018 Sports Raffle
4 Wheeler Grand Prize



Please send your registration form with payment by **February 22, 2019** to:

Minnesota Rural Water Association
217 12th Ave SE
Elbow Lake, MN 56531
E-mail: mrwa@mrwa.com
Web: www.mrwa.com

Questions? Please call (800) 367-6792

MRWA handles credit card payments online!

MRWA accepts VISA, MasterCard, American Express, Discover, and eCheck.

To complete your payment online, go to www.mrwa.com and click on the 'pay now' icon on our home page.

Thank you!

Cancellation Policy: Fees will be refunded if written request is received prior to **February 22, 2019**.

Resolution No. 2019-xx**RESOLUTION ACCEPTING DONATIONS TO CITY OF OSSEO**

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

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

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

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Duffy's Bar & Grill	\$ 1,000	Fire Apparatus
Harold E. & Gayle Johnson	\$ 200	Fire Apparatus
Jeff Schumacher	Pet oxygen mask	Fire Department
Duffy's Bar & Grill	\$ 1,000	Police Equipment
Fire Relief Association	\$ 449.88	Fire Communications
Fire Relief Association	\$ 75,000	Fire Capital/Operations
American Legion	\$ 1,500	Music in Park
Harold E. & Gayle Johnson	\$ 500	Beautification Fund

(in memory of Dana House, Cynthia House, Rose Lavalle, Robert Nugent, and Olive Sarkinen)

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: Approve 2nd Reading and Adoption of Ordinance Amendment for Economic Development Authority

Meeting Date: January 28, 2019
Prepared by: Riley Grams, City Administrator

Attachments: Draft Ordinance Section 33 Economic Development Authority

Policy Consideration:

Consider approving the second reading of Ordinance amendment for the Economic Development Authority and authorize its adoption.

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. The City Council reviewed the first reading of the draft Ordinance at the January 14, 2019 Council meeting, and approved it.

Options:

The City Council may choose to:

1. Approve the second reading and adoption of an Ordinance amendment for the Economic Development Authority;
2. Approve the second reading and adoption of an Ordinance amendment for the Economic Development Authority, with noted changes/as amended;
3. Deny the second 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 second reading and adoption of an Ordinance amendment for the Economic Development Authority.

Next Step:

If approved, Staff will take the next steps to formally adopt the Ordinance amendment.

ORDINANCE NO. 2019-1

**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 28th day of January, 2019.

ATTEST:

Mayor

City Clerk

First reading: January 14, 2019

Second reading and adoption: January 28, 2019

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

Agenda Item: Items pertaining to the 2019 Street and Alley Reconstruction Project

Meeting Date: January 28, 2019

Prepared by: Lee Gustafson, City Engineer

Attachments: Resolution, maps and assessment rolls

Policy Consideration:

Request the following actions:

1. Adopt the attached resolution approving plans and specifications and authorizing the advertisement of bids.

Background:

On November 26, 2018, the City Council held the improvement hearing and adopted a resolution ordering in the improvements for this project.

2019 Street Reconstruction

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

The existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work, curb replacement, and sidewalk repair and installation.

All driveways in the project area will receive a concrete apron. Due to the watermain replacement and poor drainage on 7th Avenue SE, all curb will be removed and replaced along that street. Spot curb replacement is being proposed on 1st Avenue NW.

It is expected that the roadway improvements can be completed within existing road rights-of-way or drainage easements for work on all streets except the east side of 7th Avenue SE adjacent to the St. Paul's Lutheran Church, where only half of the existing road falls into public road right-of-way. St. Paul's Lutheran Church has agreed to donate the necessary right-of-way on their side of the street.

As a part of right of way discussions with St. Paul's Lutheran Church, it was agreed to keep the road at the existing width of 29 feet. The paved surface will however be shifted 6 feet to the east to make room for the proposed 6-foot sidewalk on the west side of the street. See attachment. A new sidewalk is also being proposed for the west side of 7th Avenue SE from 2nd Street SE to 3rd Street SE.

2019 Alley Reconstruction Project

The 2019 project consists of reconstructing the alley between Central Avenue and 1st Avenue NE, from 2nd Street NE to 3rd Street NE, and includes repairing or minimal reconstruction of the storm sewer. It is proposed to maintain the existing alley width, and that all work will be within the existing alley right of way.

WSB met with Xcel Energy to determine the feasibility of burying the overhead power lines along this alley as a part of the alley paving project. It was determined that there are too many issues associated with burying the power lines and the other overhead utilities to recommend this improvement be included in the project. These issues include; high costs, lack of r/w, and significant building and business disruption.

Funding/Financing:

The total project cost is estimated at \$1,056,000.00, and includes all proposed street, alley, utility, sidewalk, and storm sewer improvements as well as all engineering, legal, financing, and administrative costs. The estimate includes a 10% contingency and 25% indirect costs. The indirect costs include engineering, legal, and administrative costs associated with the project.

Financing the 2019 Street Reconstruction Project will be based on the City's special assessment policy which calls for 50% of the proposed improvements to be specially assessed including all administrative costs. The remaining 50% and 100% of the storm and utility costs will be financed by the City through street and enterprise funds, including the water main replacement on 7th Avenue SE. The proposed assessment rates are: \$3,600 for 0.75 units, \$4,800 for one unit and \$83 for lineal footage assessments.

Staff is recommending that the townhomes on the west side 1st Ave NW, north of 6th Street NW, be assessed a full unit, and the rowhomes on the east side be assessed .75 of a unit for the following reasons:

- The size of the townhome lots are similar in size to some small single-family lots that have been previously assessed one unit.
- In 2017, townhomes on a different street were assessed one unit for a reconstruction project.
- Using a 0.75 unit assessment for the rowhomes in the assessment calculations, the unit assessments would be \$4,800 and the 0.75 unit rate for the rowhomes would be \$3,600. Based on this, collectively, the 6 townhomes would have an assessment of \$28,800 while the 9 townhomes would have a collective assessment of \$32,400. Since the 6 townhomes and the 9 rowhomes have approximately the same frontage, the 0.75 unit assessment better distributes the cost of the work based on parcel length.

Financing the 2019 Alley Reconstruction Project will be based on the City's special assessment policy which calls for 80% of the proposed improvements to be specially assessed including all administrative costs. The remaining 20% and 100% of the storm and utility costs will be financed by the City through street and enterprise funds. There are no single-family residential units along this alley so all assessments will be based on lineal footage. The proposed assessment rate is \$122 per lineal foot.

The proposed assessment rolls are attached, along with an assessment map highlighting the benefiting properties and the assessment calculations for benefiting property owners.

On completion of the assessment public hearings, the City Council will determine whether or not to authorize both projects. WSB is proposing to bid out all 2019 street and alley projects as one large project.

Schedule:

If council approves the attached resolution, the next step for this project is to go out for bids.
Other key dates:

- Bid opening – March 5, 2019
- Assessment hearing – April 22, 2019
- Begin construction – May 15, 2019

Previous Action or Discussion:

On November 26, 2018, the City Council held the improvement hearing and adopted a resolution ordering in the improvements for this project.

Budget or Other Considerations:

Project will be funded in accordance with the City's special assessment policy for street and alley reconstruction.

City Goals Met By This Action:

Maintaining city infrastructure.

Options:

The City Council may choose to:

1. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2019 Street and Alley Reconstruction Project;
2. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2019 Street and Alley Reconstruction Project with noted changes or as amended;
3. Deny the project;
4. Table action on this item for more information.

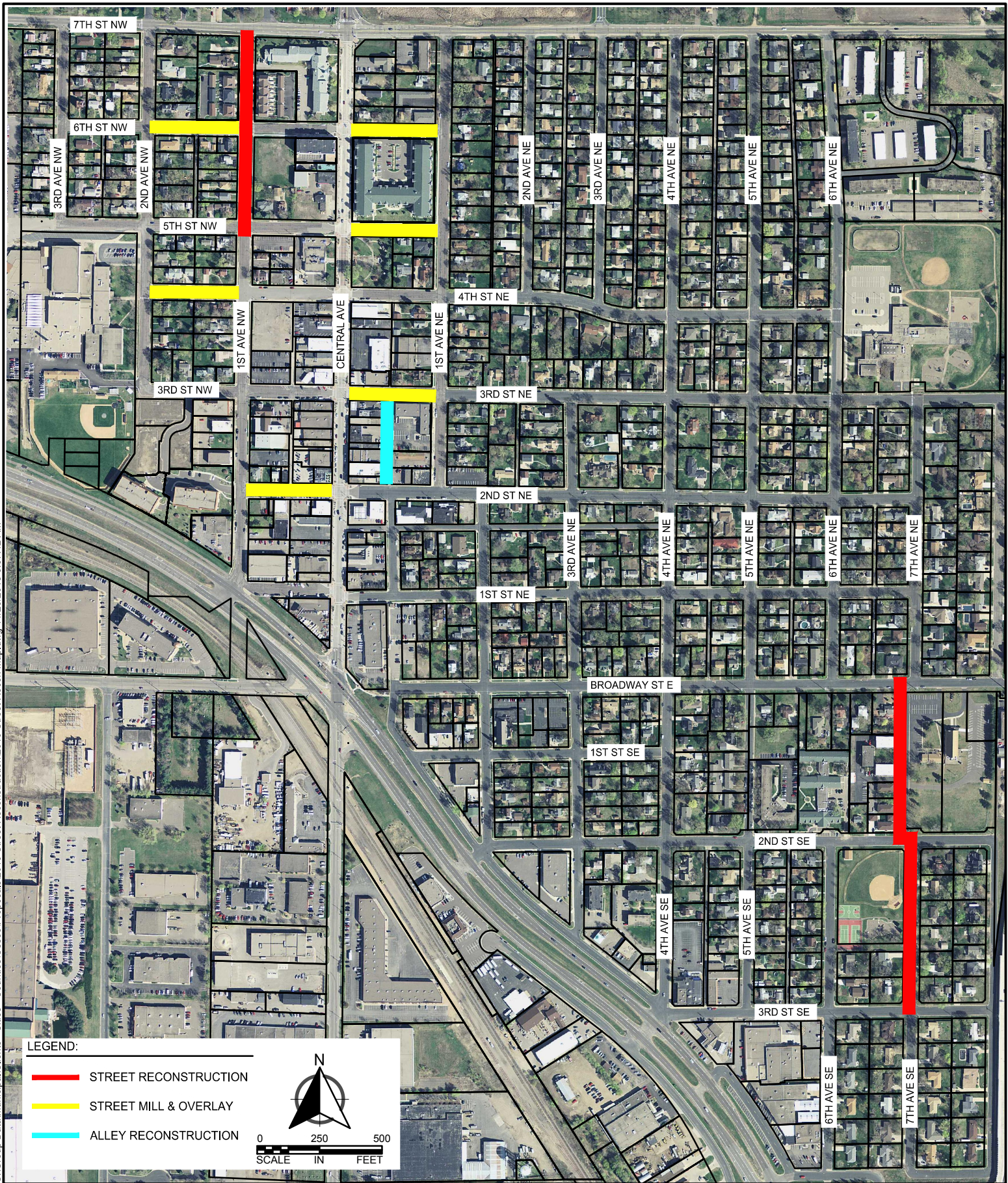
Recommendation/Action Requested:

Staff recommends the City Council choose option (1): Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2019 Street and Alley Reconstruction Project.

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Next Step:

Advertise for bids.



EXISTING R/W

40'

EXISTING AND
PROPOSED R/W

BROADWAY ST E

7' BC TO PROPOSED ROW

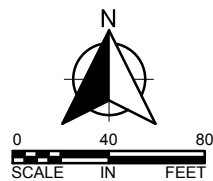
29' (BC-BC) (PROPOSED)

29' (BC-BC) (EXISTING)

25' EXISTING R/W

25' PROPOSED R/W

7TH AVE SE



WSB PROJECT NO.:
012568-000

2019 STREET AND ALLEY RECONSTRUCTION PROJECT
7TH AVE SE RIGHT-OF-WAY OPTIONS EXHIBIT
CITY OF OSSEO, MN





*CITY OF OSSEO
2019 STREET AND ALLEY RECONSTRUCTION PROJECT
PRELIMINARY STREET ASSESSMENT ROLL - OPTION 1*

MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
1	1311922110011	PHILLIP E PHENOW	625 1ST AVE NW	OSSEO MN 55369	633 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
2	1311922110010	PHILLIP E PHENOW	625 1ST AVE NW	OSSEO MN 55369	625 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
3	1311922110126	ALAN E & PAMELA S PICKWELL	601 1ST AVE NW	OSSEO MN 55369	601 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
4	1311922110127	KEITH ALEXANDER PAGE	603 1ST AVE NW	OSSEO MN 55369	603 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
5	1311922110128	EDDY K TAM	607 1ST AVE NW	OSSEO MN 55369	607 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
6	1311922110129	GEOFFREY W BINDEWALD & KATIE M LUEHNE	609 1ST AVE NW	OSSEO MN 55369	609 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
7	1311922110130	LINDSEY ANN BYE	13720 WELLSTEAD DR	ROGERS MN 55374	613 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
8	1311922110131	NADIYA DURANT	615 1ST AVE NW	OSSEO MN 55369	615 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
9	1311922110132	DANIEL A & HEIDI L MCGEE	600 1ST AVE NW	OSSEO MN 55369	600 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
10	1311922110133	SARAH MCNEIL	602 1ST AVE NW	OSSEO MN 55369	602 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
11	1311822110134	KAY L SQUIERS	604 1ST AVE NW	OSSEO MN 55369	604 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
12	1311922110135	SHERRY JO MURDOCK	606 1ST AVE NW	OSSEO MN 55369	606 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
13	1311922110136	SHARI L MATHENA	608 1ST AVE NW	OSSEO MN 55369	608 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
14	1311922110137	WILLIAM PRINCETON	610 1ST AVE NW	OSSEO MN 55369	610 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
15	1311922110138	LAURA ELIZABETH SNYDER	612 1ST AVE NW	OSSEO MN 55369	612 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
16	1311922110139	COLLEEN M SLATTERY	614 1ST AVE NW	OSSEO MN 55369	614 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
17	1311922110140	DIANE NODGAARD	616 1ST AVE NW	OSSEO MN 55369	616 1ST AVE NW	RESIDENTIAL	0.75	\$4,800.00			\$3,600.00
18	1311922110122	STEEPLE POINT C/O BENEDICTINE HEALTH	1995 E RUM RIVER DR S	CAMBRIDGE MN 55008	625 CENTRAL AVE	MULTI-FAMILY			136	\$83.00	\$11,288.00
19	1311922110022	KEVIN & SHARON FITZSIMMONS	100 6TH ST NW	OSSEO MN 55369	100 6TH ST NW	RESIDENTIAL	0.5	\$4,800.00			\$2,400.00
20	1311922110021	KATHLEEN R CLARK	525 1ST AVE NW	OSSEO MN 55369	525 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
21	1311922110125	MICHAEL D GOLIO	517 1ST AVE NW	OSSEO MN 55369	517 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
22	1311922110124	THEODORE & BRITTNEY KAY QUANT	513 1ST AVE NW	OSSEO MN 55369	513 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
23	1311922110123	DAN HALME & LINDA HALME	509 1ST AVE NW	OSSEO MN 55369	509 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
24	1311922110017	KATHERINE MARIE JACOBS	501 1ST AVE NW	OSSEO MN 55369	501 1ST AVE NW	RESIDENTIAL	1	\$4,800.00			\$4,800.00
25	1311922110166	OSSEO MAINSTREET HDGS LLC	1416 MAINSTREET	HOPKINS MN 55343	20 6TH ST NW	MULTI-FAMILY			362	\$83.00	\$30,046.00
40	1811921310030	JAMES A FEIG/ALEXIS D FEIG	624 BROADWAY ST E	OSSEO MN 55369	624 BROADWAY ST E	RESIDENTIAL	0.5	\$4,800.00			\$2,400.00
41	1811921310092	DELUXE PROPERTIES LLC	9329 BALSAM FIR AVE N	BROOKLYN PARK MN 55443	17 7TH AVE SE	MULTI-FAMILY			192	\$83.00	\$15,936.00
42	1811921310034	GLEN BESKE	6110 ENSIGN AVE N	NEW HOPE MN 55428	117 7TH AVE SE	MULTI-FAMILY			64	\$83.00	\$5,312.00
43	1811921310035	3223 49TH AVENUE LLC	17003 WEAVER LAKE DR	MAPLE GROVE MN 55311	125 7TH AVE SE	MULTI-FAMILY			64	\$83.00	\$5,312.00
44	1811921310036	DONALD FORSBERG	304 EMERSON A								

GRAND TOTAL - PRELIMINARY PROJECT STREET ASSESSMENT:	\$293,002.50
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Resolution No. 2019-__

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE
2019 STREET AND ALLEY RECONSTRUCTION PROJECT**

WHEREAS, pursuant to motion passed by the City Council on August 13, 2018, the City Engineer was directed to prepare a Feasibility Report for the 2019 Street and Alley Reconstruction Project, and

WHEREAS, such feasibility report was received and approved by the City Council at the October 22, 2018 regular City Council meeting, and

WHEREAS, pursuant to City Council authorization on November 26, 2018, the city engineer has prepared plans and specifications for the 2019 Street and Alley Reconstruction Project and has presented such plans and specifications to the council for approval;

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

1. The plans and specifications, copies of which are on file at city hall, are hereby accepted upon recommendation of the city engineer.
2. The city clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvements under such approved plans and specs. The advertisement shall specify the work to be done and shall state that bids will be opened on Thursday, March 5, 2019 at 11:00 AM Central Standard Time in the council chambers of the city hall, Osseo, MN. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5% of the amount of such bid.

Adopted by the Osseo City Council this 28th day of January, 2019.

The motion for the adoption of the foregoing resolution was made by Councilmember _____, seconded by Councilmember _____, and upon vote being duly taken thereon, the following voted in favor thereof: _____

_____.



Memorandum

To: Nancy Abts, Osseo City Planner

From: Erin Perdu, AICP

Date: January 18, 2019

Re: 2040 Comprehensive Plan Approval Resolution
WSB Project No. 03429-020

During the submittal process for your 2040 Comprehensive Plan Update to the Metropolitan Council, I was made aware of the need for a resolution of approval for the submittal. Although the City Council voted to approve submission of the Comprehensive Plan to the Metropolitan Council on November 26, 2018, the Council will deem the submission incomplete without an accompanying resolution.

A resolution authorizing submittal of the Plan to the Metropolitan Council is attached. It is based upon a model resolution supplied by the Metropolitan Council and reviewed by the City Attorney. Once approved, I will submit the resolution as "supplemental information" to the Metropolitan Council.

The 2040 Comprehensive Plan was submitted before the December 31, 2018 deadline, so the City's grant funding for the work on the Plan will not be jeopardized.

CITY OF OSSEO

RESOLUTION 2019-xx

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, the City Council, Planning Commission, and the City Staff have prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on March 29, 2018, and the statutory six-month review and comment period has elapsed; and

WHEREAS, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to this Council; and

WHEREAS, the City conducted a public hearing on November 11, 2017 relative to the adoption of the proposed Comprehensive Plan; and

WHEREAS, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit; and

WHEREAS, based on its review of the proposed Comprehensive Plan and Planning Commission and staff recommendations, the City Council, at its meeting on November 26, 2018, authorized submission of Osseo’s Comprehensive Plan Update to the Metropolitan Council pursuant to Minnesota Statutes section 473.864.

NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF OSSEO, MINNESOTA, AS FOLLOWS:

1. The Osseo City Planner submitted Osseo’s Comprehensive Plan Update to the Metropolitan Council on December 26, 2018, pursuant to Minnesota Statutes section 473.864.

Adopted by the City Council of Osseo on January 28, 2019.



City of Osseo City Council Meeting Item

Agenda Item: Approve Purchase of Police Department Tasers

Meeting Date: January 28th, 2019
Prepared by: Shane Mikkelsen, Chief of Police

Attachments: copy of bid

Policy Consideration:

To make a purchase from Taser for three new Tasers and some training equipment needed to keep Department updated.

Background:

We currently issue every full-time officer a Taser that they are responsible for. We recently added a new full-time Officer so we need to purchase one of the three new Tasers for that purpose. The other two Tasers will replace our old Tasers that we kept when we made the original purchase to equip all full-time officers with Tasers. The old Tasers are now way out of date and they are breaking down. We also need some new field use cartridges to make sure we have enough cartridges for the near future. Also included in this request is 10 training cartridges and 4 targets for training with our Tasers. The total for the purchase will be \$5,521.00.

Budget or Other Considerations:

This cost will be covered by the CIP.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the purchase of three new Tasers and the Taser training equipment for \$5,521.00.
2. Deny the purchase of three new Tasers and the Taser training equipment for \$5,521.00.
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 new Tasers and the Taser training equipment for \$5,521.00.

Next Step:

To order the new Tasers and Taser training equipment.



Shane Mikkelsen
Police Chief

Osseo Police Department

415 Central Avenue, Osseo, MN 55369-1195



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

01/11/2019

RE: Purchasing of new TASER Conducted Energy Weapons (CEW)

We currently have three existing X26 CEW's which are primarily used by the Part Time Officers and Reserve Officers. These units are well over 12 years old and are beginning to show their age. AXON (Formerly known as TASER International) no longer manufactures the X26 model and while they will still repair the units, this is only for as long as they can find replacement parts through agency buy-backs, which are dwindling.

Proposal:

Purchase three (3) new TASER X26P CEW's in 2019. One of the new X26P CEW's will be issued to the new Full Time Officer and the other two would be used between the Part Time and Reserve Officers.

We would also like to purchase Non-conductive simulation cartridges and conductive targets for training purposes. The training cartridges allow the officers to fire a cartridge at either a target or another person (wearing a simulation suit), without being exposed to an electric charge.

Pricing:

1 - Black X26P CEW, class III TASER	\$1,022.00 ea.
1 - Four year extended warranties	\$318.00 ea.
1 - Extended Performance Power Magazine (able to hold an extra cartridge)	\$73.00 ea.
1 - X26P Holsters	\$61.00 ea.
1- 25' Field Use Cartridges	\$32.00 ea.
1- 21' Non-Conductive Sim Cartridge	\$27.00 ea.
1 - Target, Conductive, 2 part Top and Bottom	\$32.00 ea.

Totals:

3 - Black X26P CEW's, Class III TASER	= \$3066.00
3 - Four Year Extended Warranties	= \$954.00
3 - Extended Performance Power Magazine	= \$219.00
4 - X26P Holsters (2 left handed, 2 right handed)	= \$244.00

20 – 25' Field Use Cartridges = \$640.00

10 – 21' Non-Conductive Sim Cartridges = \$270.00

4 – Target, Conductive 2 Part Top and Bottom = \$128.00

GRAND TOTAL: \$5,521.00



City of Osseo City Council Meeting Item

Agenda Item: Approve Purchase of Computer for Police Department Office Manager

Meeting Date: January 28th, 2019
Prepared by: Shane Mikkelsen, Chief of Police

Attachments: Bids for computer

Policy Consideration:

The purchase of a new Officer Manager computer will replace the current computer on its regular schedule of every four years.

Background:

This computer is used by Felicia Wallgren the Police Department Office Manager. This will be a regular replacement scheduled every four years. I received two quotes for the office computer. Element quoted a Dell OptiPlex 7060 at a price of \$1,046.52. SHI quoted three similar computers with two Lenovo's at \$739.00 and \$720.00 and a Dell OptiPlex at \$915.00. All of the computers come with a three-year warranty and they will all have the same set up time quoted at \$450.00 from Element.

Budget or Other Considerations:

This item will be purchased from the CIP.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the purchase of one of the computers off the list.
2. Approve the purchase of one of the computers off the list with noted changes/as amended;
3. Deny the purchase of any of the computers.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1 approve the purchase of one of the computers off the list.

Next Step:

Purchase the new computer.

**ESTIMATE****Invoice to Follow****Dell 7060 SFF(Felicia)****Estimate #ELE004043 v1**

Prepared For:

City of OsseoFelicia Ann Wallgren
415 Central Ave
Osseo, MN 55369**P: (763) 425-2624****E: FWallgren@ci.osseo.mn.us**

Prepared By:

Element Technologies, LLCIsabele Soberano
4470 W. 78th Street Circle Suite 200
Bloomington, MN 55435**P: (952) 943-1632****E: isoberano@ele-ment.com**

Date Issued:

10.02.2018

Expires:

10.15.2018

Qty	Products	Price	Ext. Price
1	OptiPlex 7060 Small Form Factor BTX OptiPlex 7060 Small Form Factor BTX Intel Core™ i5-8500 (6 Cores/9MB/6T/up to 4.1GHz/65W); supports Windows 10/Linux Windows 10 Pro 64bit English, French, Spanish 8GB 2X4GB 2666MHz DDR4 UDIMM Non-ECC M.2 256GB PCIe NVMe Class 40 Solid State Drive Intel® Integrated Graphics 8x DVD+/-RW 9.5mm Optical Disk Drive OptiPlex 7060 Small Form Factor with 200W up to 85% efficient Power Supply (80Plus Bronze) Dell KB216 Wired Keyboard English Black Dell MS116 Wired Mouse Black Windows 10 Non-Embedded Energy Star M.2 Caddy Cyberlink Media Suite Essentials for Windows 10 and DVD drive (without Media) Trusted Platform Module (Discrete TPM Enabled) System Power Cord (English) Safety/Environment and Regulatory Guide (English/French Multi-language) Intel® vPro Technology Enabled 3 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis	\$1,046.52	\$1,046.52
		Subtotal	\$1,046.52

Qty	Services	Price	Ext. Price
3	Installation Remote / Onsite Service Estimated Installation Remote / Onsite Service Labor (Labor total is estimated. Actual hours will be billed)	\$150.00	\$450.00
		Subtotal	\$450.00

Quote Summary		Amount
Products		\$1,046.52
Services		\$450.00
Total:		\$1,496.52

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. The fees and costs relating to Technology Consulting Services are not predictable. ELEMENT makes no commitment to Client concerning the maximum fees and costs that may be necessary to perform Technology Consulting Services. Any estimate of fees and costs that ELEMENT may have discussed with Client represents only an estimate of such fees and costs.

Estimate #ELE004043 v1

Page: 1 of 2



Pricing Proposal
Quotation #: 16519927
Created On: 1/15/2019
Valid Until: 2/14/2019

City of Osseo Police Department MN

Shane Mikkelson

415 CENTRAL AVE
OSSEO, MN 55369
United States
Phone: 763 269 2468
Fax:
Email: SMikkelson@ci.osseo.mn.us

Inside Account Executive

Michael Vassos

290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-564-8566
Fax: 732-564-8078
Email: Michael_Vassos@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo ThinkCentre M720s 10ST - SFF - 1 x Core i5 8400 / 2.8 GHz - RAM 8 GB - SSD 256 GB - TCG Opal Encryption, NVMe - DVD-Writer - UHD Graphics 630 - GigE - WLAN: 802.11ac, Bluetooth 4.2 - Win 10 Pro 64-bit - monitor: none - TopSeller Lenovo - Part#: 10ST0024US Note: 30 in Stock	1	\$739.00	\$739.00
2 Lenovo ThinkCentre M720s 10ST - SFF - 1 x Core i5 8400 / 2.8 GHz - RAM 8 GB - SSD 256 GB - TCG Opal Encryption, NVMe - DVD-Writer - UHD Graphics 630 - GigE - Win 10 Pro 64-bit - monitor: none - TopSeller Lenovo - Part#: 10ST002FUS Note: 1,000 in Stock	1	\$720.00	\$720.00
3 Dell OptiPlex 7060 - SFF - 1 x Core i5 8500 / 3 GHz - RAM 8 GB - SSD 256 GB - NVMe, Class 40 - DVD-Writer - UHD Graphics 630 - GigE - Win 10 Pro 64-bit - vPro - monitor: none - BTS Dell - Part#: XP0PY Note: Out of Stock	1	\$915.00	\$915.00
Subtotal			\$2,374.00
Total			\$2,374.00

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



City of Osseo City Council Meeting Item

Agenda Item: Approve Update to City Travel and Training Policy

Meeting Date: January 28, 2019

Prepared by: Riley Grams, City Administrator

Attachments: City Travel and Training Policy – Clean Version
Travel and Training Request Form
City Travel and Training Policy – Red Line Version
City Travel and Training Policy – 2013

Policy Consideration:

Consider approving updates to the City’s Travel and Training Policy.

Background:

The last version of the City Travel and Training policy was approved back in 2013. Since then, the EDA has taken a more active role in participating in various training opportunities that require pre-approval and potentially travel expenses. Because of this, it’s a good time to review and update the Travel and Training Policy. Attached is a new clean version of the policy, along with the Travel and Training Request Form. Also attached is a red line version of the new policy (so Councilmembers can see the changes there we made) as well as the current policy dating back to 2013.

The major changes in this new version is the inclusion of the EDA and Planning Commission members for any travel or training requests. The policy is meant to cover all City Staff, Council members, EDA members and members of the Planning Commission (elected officials). The updated policy defines how Staff and elected officials should go about obtaining pre-approval of training expenses. In order to standardize the process, all Staff and elected officials will be required to use the attached Travel and Training Request Form. This will serve as the “agenda item” in cases where approval is required at the EDA or Council level.

The other major change in the updated policy relates to the Police Department and requesting training expenses. Chief Mikkelsen recently approved me to discuss updating the policy to allow for more leeway for the Police Department when it came to obtaining pre-approval of training expenses. Because of the nature of their position, Police Officers require a lot of training. There are times where the Police Chief has to try and hold a spot in a particular training for one of his Officers and wait for the next Council meeting for approval. However, because many of the training only have limited number of attendees, there is a fear of missing out or getting bumped out of certain training opportunities because of the waiting period for Council approval. Chief Mikkelsen will be at the meeting to discuss this with the City Council.

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

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the updated City Travel and Training Policy.

Next Step:

If approved, the City Administrator will circulate the updated policy to all Staff members, as well as elected officials covered in the policy.

City of Osseo

Travel Policy for Employees & All Elected Officials

Purpose:

To provide uniform guidelines for all City of Osseo employees and all elected officials attendance at conferences/workshops/seminars. This policy shall cover all City Staff, City Council members, members of the Osseo EDA and members of the Osseo Planning Commission.

Request:

Employees or elected officials requesting attendance at conferences/workshops/seminars for an overnight stay or for any conference/workshop/seminar must complete the Travel Request Form and submit the completed form, along with appropriate backup material, to the City Administrator in advance of the date of the event, preferably in advance of an EDA or Council meeting prior to the event date.

Approval:

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- Snacks
- Newspapers/Magazines
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Travel:

To and From Conferences/Workshops/Seminars

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Bus – Actual cost.

Deadline:

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Report:

Elected Officials are required to submit a short report explaining the nature of the event and why it is important to the City of Osseo or the Osseo EDA. The report may be submitted to the City Administrator, which then will forwarded to the City Council or EDA, or can be given orally during the Council or EDA reports at the next regular scheduled City Council or EDA meeting.

Adopted by the Osseo City Council on _____, 2019.

Duane Poppe, Mayor

Riley Grams, City Administrator



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

City of Osseo Employee/All Elected Official Travel Request Form

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

Date of Request: _____

Employee Name: _____

Employee Department: _____

Conference/Workshop/Seminar: _____

Dates: _____

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: \$ _____

Hotel/Motel Costs: \$ _____

Air Fare Costs: \$ _____

Meal Costs: \$ _____

Misc. Costs: \$ _____

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?

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Council Approval date: _____

City of Osseo Travel Policy for Employees & All Elected Officials

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Purpose:

To provide uniform guidelines for all City of Osseo employees and all elected officials attendance at conferences/workshops/seminars. This policy shall cover all City Staff, City Council members, members of the Osseo EDA and members of the Osseo Planning Commission.

Request:

Employees or elected officials requesting attendance at conferences/workshops/seminars for an overnight stay or for any conference/workshop/seminar must complete the Travel Request Form and submit the completed form, along with appropriate backup material, to the City Administrator in advance of the date of the event, preferably in advance of an EDA or Council meeting prior to the event date.-

Approval:

Approval for attendance to conferences/workshops/seminars and the like is required in advance by the City Administrator and the City Council or Economic Development Authority if the cost is to exceed \$100—. The approval will be added to the next regularly scheduled Council or EDA agenda under the Consent Agenda section. Approval by the City Administrator and City Council or EDA is required before the conference/workshop/seminar is to take place. The completed Travel Request Form shall be completed and submitted to the City Administrator for inclusion in the City Council or EDA agenda. All Travel Request Forms shall be submitted by the Monday preceding the regularly scheduled City Council or EDA meeting the following week.

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Reimbursement for hotel or motel accommodation outside the seven-county metropolitan area will be made for the actual cost of a single room at a hotel/motel that is near the event facility. If two or more persons of the same gender are traveling together, every effort should be made to share accommodations. Reservations may be made for any employee with a City of Osseo Credit Card. If an employee has not been issued a City Credit Card, the employee ~~has the option of requesting a check in advance to pay the accommodations or paying~~ pay with a personal credit card and ~~seeking~~ request a check in advance to pay the accommodations or pay with a personal credit card and seek reimbursement upon return from the conference/workshop/seminar. Elected officials must ~~request a check in advance to pay the accommodations or~~ pay with a personal credit card and seek reimbursement upon return from the conference/workshop/seminar. The employee or elected official must make every attempt to make reservations ahead of time so as to take advantage of potential discount rates for hotel/motel rooms in conjunction with the event.

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Bus – Actual cost.

~~**Advances:** (outdated idea? Delete? In Deadline portion below, also)~~

~~The City may advance an estimated amount for approved travel expenses, if greater than \$50, for an employee or elected official who will be traveling on City business. Travel advances may be issued upon approval of the City Administrator. If a travel advance is necessary, at least ten (10) working days must be allowed for review by the City Administrator and processing by the Finance Officer, Accounting department. The employee or elected official must submit an expense report within ten (10) days after his/her return or at the end of the calendar month.~~

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Adopted by the Osseo City Council on _____, 2019.

Duane Poppe, Mayor

Riley Grams, City Administrator

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City of Osseo

415 Central Avenue
Osseo, MN 55369-1195
P 763.425.2624 F 763.425.1111

City of Osseo Employee/Elected Official Travel Policy

Purpose:

To provide uniform guidelines for all City of Osseo employees and elected officials attendance at conferences/workshops/seminars.

Request:

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Report:

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Adopted by the Osseo City Council on September 23, 2013.



Duane E. Poppe, Mayor

Douglas S. Reeder, City Administrator



City of Osseo City Council Meeting Item

Agenda Item: Approve Proposal for Strategic Planning Session with Rapp Consulting Group

Meeting Date: January 28, 2019

Prepared by: Riley Grams, City Administrator

Attachments: Proposal for 2019 Council Strategic Planning Session

Policy Consideration:

Consider approving a proposal with Rapp Consulting Group to conduct the 2019 Council Strategic Planning Session.

Background:

The City Council budgeted for a 2019 strategic planning session in order to provide the City Council, the EDA, and Staff members clear and actionable targets for the next few years. City Administrator Grams reached out to several well-known consultants who do this type of work with local governments and opted to work with Craig Rapp, President of the Rapp Consulting Group, for this particular type of need.

Mr. Rapp is a nationally recognized speaker, a former city manager, and the former Director of Consulting for the International City-County Management Association (ICMA). Mr. Rapp speaks and conducts workshops throughout the United States on a wide range of subjects such as: leading in difficult political environments, performance excellence, and authentic leadership.

The focus of his practice is leadership development, strategic planning and optimizing organizational performance. With more than thirty years of experience as a senior executive in the public, non-profit and private sectors, Mr. Rapp provides knowledgeable facilitation, incisive advice and actionable outcomes. He has a master's degree in public administration and is a graduate of the Senior Executive Institute at the University of Virginia.

The attached proposal has been tailored to the City's particular needs, based on extensive conversations between Mr. Rapp and City Administrator Grams. The proposal includes key strategic planning elements, including an assessment of the current environment in order to determine challenges and priorities, establishment of measurable outcomes, and a multi-year action plan. The total cost of the proposal is \$5,500.

Previous Action or Discussion:

The City Council discussed holding a strategic planning session in late-2018 and including funding for the session in the 2019 budget.

Budget or Other Considerations:

The cost of the session is \$5,500 and will come from the Council Training Budget line item.

City Goals Met By This Action:

Continue to give Staff the necessary tools to do their jobs effectively and efficiently
Develop team work among the City's leadership team
Promote a healthy and high quality standard of living

Options:

The City Council may choose to:

1. Approve the attached proposal with Rapp Consulting Group to conduct a Strategic Planning Session;
2. Deny approval of the attached proposal;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached proposal with Rapp Consulting Group to conduct a Strategic Planning Session.

Next Step:

If approved, Staff will work with Mr. Rapp to develop the strategic planning session.



RAPP CONSULTING GROUP

January 22, 2019

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

RE: Proposal to provide strategic planning services

Dear Mr. Grams:

Based upon the City of Osseo's interest in strategic planning services, the attached proposal has been prepared for your consideration. The approach is tailored to deliver a focused, actionable plan for the City.

The proposal includes the following key strategic planning elements:

- Assessment of the current environment – to determine challenges and priorities
- Establishment of measurable outcomes
- A multi-year plan of action

I will facilitate the sessions and conduct all related work on the project and be supported by a team of experienced government professionals. As you know from my previous association with the City of Osseo, I have over thirty years of experience as a city manager and consultant to local government.

Thank you for the opportunity to present this proposal. I look forward to working with you.

Craig R. Rapp
President

Proposal

The following describes the strategic planning process proposed for the City of Osseo. An optional session to assist the staff with strategy implementation and action planning has also been provided.

Activity #1- Project planning discussion with City Administrator/Designated Staff

Prior to initiating action, a conference call (or in person meeting if schedules permit) with the City Administrator and/or other designated staff will be held for the following purposes: verify expected outcomes; review former plan progress, discuss mission, vision, values current status/need to update, and discuss any unique issues to be addressed.

- a. Conference call/meeting with City Administrator, designated staff

Activity #2 - Questionnaire- SWOT analysis

To understand the internal and external conditions that impact the City's operating environment, a SWOT (strengths, weaknesses, opportunities and threats) analysis will be initiated via questionnaire. The Council and key staff will be asked to provide their opinions about the strengths, weaknesses, opportunities and threats facing the City, as well as identifying key strategic issues. The questionnaire will be summarized and will be used at the strategy session to determine strategic challenges.

- a. Prepare and distribute questionnaire
- b. Review and summarize questionnaire responses

Activity #3 –Strategy Session(s)-Review environment, identify challenges, priorities, targets, 6-8 hrs.

A facilitated process using information generated by a SWOT questionnaire, and a review of progress on the previous strategic plan will yield a set challenges confronting the community. Based upon the challenges and issues identified, a set of 4-6 strategic priorities will be determined and/or previous priorities confirmed. Following priority determination, a group process will be used to establish/update desired outcomes, key Indicators, and performance targets for each priority. The session will conclude with a discussion of strategic initiatives, which will subsequently be developed in detail by staff.

- a. Develop presentation
- b. Facilitate session
- c. Summarize results

Activity #4 – Develop Strategic Initiative Action Plans – 3-hour meeting

This session will be conducted with the management staff and will focus exclusively on developing/finalizing strategic initiatives and action plans for each strategic priority, in line with the targeted outcomes. Action plans need to be developed in sufficient detail to establish accountability and make the effort real. The session will include a review of the strategic planning process to provide guidance on the development of effective plans.

- a. Meeting with City Administrator
- b. Prepare background materials
- c. Facilitate session, train group
- d. Summarize results
- e. Summary report—updated strategic plan with action plans submitted to City

Summary Report. A report, summarizing the plan and process will be prepared and submitted to the City.

- a. Prepare summary report
- b. Submit report to City

Proposed Fee

The total fee for the proposed process is \$5,500.00.

Please indicate below if these terms are acceptable and return two signed copies to:

Craig Rapp
40 East Chicago Ave #340
Chicago, IL 60601
craig@craigrapp.com

for the City of Osseo

Date



for Craig Rapp, LLC

January 22, 2019
Date

REFERENCES

Recent strategic planning projects led by Craig Rapp:

1. City of Northfield, MN
2. City of Northfield EDA, MN
3. City of Alexandria, MN
4. City of Brooklyn Center, MN
5. City of Champlin, MN
6. Dakota County Community Development Agency, MN
7. Village of Oswego, IL
8. Oswego Public Library District, IL
9. Village of Homer Glen, IL
10. Village of Lemont, IL
11. Village of Roselle, IL

Contact:

Ben Martig, City Administrator, City of Northfield, ben.martig@ci.northfield.mn.us; 507-645-3009

Martin Schultz, City Administrator, City of Alexandria, mschultz@rea-alp.com; 320-763-6678

Curt Boganey, City Manager, City of Brooklyn Center, cboganey@ci.brooklyn-center.mn.us; 763-569-3300

Bret Heitkamp, City Administrator, City of Champlin, bheitkamp@ci.champlin.mn.us; 763-923-7110

Tony Schertler, Executive Director, Dakota County CDA, tschertler@dakotacda.state.mn.us; 651-675-4430

Daniel DiSanto, Village Manager, Village of Oswego, ddisanto@oswegoil.org; 630-551-2340

Sarah Skilton, Director, Oswego Public Library District, sskilton@oswego.lib.il.us; 847-504-9400

Michael Mertens, Village Administrator, Village of Homer Glen, mmertens@homerglenil.org; 708-737-7693

George Schafer, Village Administrator, Village of Lemont- gschafer@lemont.il.us; 630-257-1590

Jeff O'Dell, Village Administrator, Village of Roselle- jodell@roselle.il.us; 630-671-2808

CONSULTANT QUALIFICATIONS

Craig Rapp, President, Craig Rapp, LLC is a nationally recognized speaker, a former city manager, and the former Director of Consulting for the International City-County Management Association (ICMA). Mr. Rapp speaks and conducts workshops throughout the United States on a wide range of subjects such as: leading in difficult political environments, performance excellence, and authentic leadership.

The focus of his practice is leadership development, strategic planning and optimizing organizational performance. With more than thirty years of experience as a senior executive in the public, non-profit and private sectors, Mr. Rapp provides knowledgeable facilitation, incisive advice and actionable outcomes. He has a master's degree in public administration and is a graduate of the Senior Executive Institute at the University of Virginia.



City of Osseo City Council Meeting Item

Agenda Item: Set Council Strategic Planning Session for Saturday, April 6, 2019

Meeting Date: January 28, 2019

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider setting the Council Strategic Planning Session date for Saturday, April 6, 2019 from 8:00 am to 2:00 pm, located at Osseo City Hall.

Background:

The Council will approve a proposal to conduct a Strategic Planning Session early in 2019. City Administrator Grams recently emailed the City Council to determine availability for meeting dates, given several Saturday options. Each Council member responded with their availability and the one common date that worked for everyone was Saturday, April 6, 2019. The Session is anticipated to take place beginning at 8:00 am and ending around 2:00 pm that day.

Options:

The City Council may choose to:

1. Set the Council Strategic Planning Session meeting date for Saturday, April 6, 2019;
2. Deny setting a date for the Council Strategic Planning Session;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Set the Council Strategic Planning Session meeting date for Saturday, April 6, 2019.

Next Step:

Staff will prepare to host the Strategic Planning Session on the selected date.



Osseo City Council Meeting Item

Agenda Item:	Approve Contract with MacDonald & Mack Architects for Historic 1915 Water Tower Conditions Assessment
Meeting Date:	January 28, 2019
Prepared by:	Nancy S. Abts, City Planner
Attachments:	Contract Full Proposal

Policy Consideration:

Consider approving a contract with MacDonald & Mack Architects to complete a Conditions Assessment for the 1915 Osseo Water Tower.

Background:

The City Council accepted a grant from the Minnesota Historical Society for a Conditions Assessment for the 1915 Water Tower on [January 14](#). The Conditions Assessment will provide information on necessary steps to stabilize and preserve the water tower. The assessment will include an examination of the tower's structural components, character defining-features, and necessary improvements. A list of recommendations and cost estimates for each recommendation will be generated.

The grant requires that a qualified Historic Architect be hired to complete the Conditions Assessment. Alexa McDowell, the Architectural Historian who prepared the previous report and National Register nomination for the 1915 Water Tower, does not meet these requirements for this project.

City Staff met with four qualified firms to discuss preparing the Conditions Assessment. Staff recommend the City Council select MacDonald & Mack Architects for this project. This recommendation is based on the consultant's expertise and experience with a variety of preservation projects, understanding of the project and its local and historic context, and proposed project timeline and budget. The firm comes highly recommended from other communities and previous clients. Staff found Consultant responsive and easy to work with during the selection process, which included preparing a written proposal and an on-site meeting.

The selection process complies with grant-making requirements for procurement, as well as the City of Osseo's purchasing policy.

Previous Action or Discussion:

The City Council has not previously discussed approving this contract.

Budget or Other Considerations:

The overall project has a not-to-exceed cost of \$10,000. It will be funded with a \$9,500 grant from the Minnesota Historical Society and a \$500 local match of 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. Approve the contract with MacDonald & Mack Architects for the historic 1915 Water Tower Conditions Assessment;
2. Approve the contract with MacDonald & Mack Architects for the historic 1915 Water Tower Conditions Assessment with noted changes/as amended;
3. Deny the contract with MacDonald & Mack Architects for the historic 1915 Water Tower Conditions Assessment;
4. Table action on this item for more information

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the contract with MacDonald & Mack Architects for the historic 1915 Water Tower Conditions Assessment.

Next Steps:

Staff will work with the firm to initiate the Conditions Assessment. When the report is complete, Consultant will provide a presentation to the City Council.

The Conditions Assessment will provide information on the water tower's status and any necessary improvements, including estimated costs of upgrades. Information in the assessment will help the City Council make an informed decision about the water tower's future.

Future funding from the Minnesota Historical Society would require preparation of construction documents, working drawings/architectural plans, specifications, and Grants Office Scope of Work documentation for repairs and maintenance activities. (This funding is only available for properties listed on the National Register.)

Then, the City could apply for funding for development-construction work for necessary upgrades to the water tower. Historic Properties construction project grant terms would require the City to maintain the water tower to appropriate historic standards for a set period of years (length of the period depends on the size of the grant).

CONTRACT FOR CONSULTING SERVICES

THIS CONTRACT ("Contract") is entered into this 28th day of January, 2019, by and between the City of Osseo, Minnesota, a municipal corporation under the laws of Minnesota, ("the Client") having its principal place of business at 415 Central Avenue, Osseo, MN 55369, and MacDonald & Mack Architects ("the Consultant") having its principal place of business at 400 South Fourth Street, Suite 712, Minneapolis, MN, 55415.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter identified, and

WHEREAS, the Consultant is willing to perform these services for the compensation hereinafter identified,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services as specified in Exhibit A, "Project Overview, Work Plan, Proposed Schedule and Fees", which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall complete the Services and provide the documents described in Exhibit A as "Conditions Assessment/Report" on or before November 1, 2019.
- 2. Term**

The Consultant shall perform the Services during the period commencing as of the date of this Contract and continuing through the provision of the Conditions Assessment/Report on or before November 1, 2019.
- 3. Payment**
 - A. Not to Exceed fee and Expense Reimbursement

For Services rendered pursuant to Exhibit A, the Client shall pay the Consultant an amount not to exceed Ten Thousand and 00/100ths Dollars (\$10,000.00) for all fees (consultant time) and expense reimbursement (subconsultant fees, mileage, and report production). This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's fees as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.
 - B. Remuneration

The Client shall pay the Consultant for Services rendered a fee for Consultant Time, as specified in Exhibit A. The Client

shall also pay the Consultant for Reimbursable Expenses. The \$10,000 maximum fee shall not be exceeded regardless of the actual total hours worked and expenses incurred by the Consultant.

C. Reimbursable Expenses

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- i. Mileage at an amount not to exceed \$0.58 per mile;
- ii. Fees incurred by the Consultant for hiring of sub-consultants to provide professional services necessary in completion of the Contract.

The \$10,000 maximum fee shall not be exceeded regardless of the actual total hours worked and expenses incurred by the Consultant.

D. Payment Conditions

Payment shall be made in United States Dollars from Client to Consultant. The Consultant shall invoice the City for costs incurred. The City shall pay the Consultant following City Council approval of the received invoice.

4. Project Administration

A. Coordinator

The Client designates Nancy Abts as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, and for approving request for progress payments and submitting the requests to the Osseo City Council for approval and payment.

B. Timesheets

Timesheets or other time records are not required of the Consultant other than a certification by the Consultant that the Services have been performed when making a payment request.

C. Expense Records

The Consultant shall keep accurate and systematic records of expenses incurred for which reimbursement is available under this Contract and shall certify that such reimbursable expenses have been incurred when making a request for payment of

such expenses. No expenses will be reimbursed beyond the not to exceed amounts listed in paragraph 3C above.

- 5. Performance Standard** Consultant will perform services with the skill and care ordinarily exercised under similar conditions by professional consultants practicing in the same field at the same time in same or similar locality. Consultant will perform its' services as expeditiously as is consistent with professional skill and care and the orderly progress of the project. Consultant makes no warranties, expressed or implied, under this agreement in connection with Consultant's services, except that Consultant affirms that the Conditions Assessment/Report shall be prepared by a professional who meets the Secretary of the Interior's Qualifications for Historic Architecture.
- 6. Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- Reuse or modification of any such documents by the Client without the Consultant's written consent, shall be at the Client's sole risk and Client agrees to indemnify, defend and hold Consultant harmless for any and all claims, damages, and expenses, including attorney's fees, arising out of such reuse by Client or anyone acting on behalf of the Client.
- 8. Insurance** The Consultant shall provide to Client acceptable proof of Professional Liability insurance on behalf of itself and its Subconsultant prior to commencing services under this Contract. Consultant must also provide to Client certificates of general commercial liability insurance, on behalf of itself and Subconsultant, with limits and coverages acceptable to Client, prior to commencing services under this Contract. The certificates must list the Client as an additional insured and contain a statement that such insurance may not be cancelled or amended unless thirty (30) days written notice is provided to Client. Both Consultant and Subconsultant must maintain Worker's Compensation coverage in limits required by state statute.
- 9. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent. Client acknowledges that the firm Mattson Macdonald and Young, "Subconsultant", having its principal place of business at 901 North

Third Street, Suite 100, Minneapolis, MN 55401, shall assist Client in carrying out the Services and is an approved Subcontractor.

10. Law Governing Contract and Language

The Contract shall be governed by the laws of the State of Minnesota, and the language of the Contract shall be English Language.

11. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, may be resolved by the parties by any legal means available to them in accordance with the laws of the State of Minnesota.

12. Termination
12.1 By the Client

The Client may terminate this Contract, if the Consultant is unable to perform a material portion of the Services, by not less than thirty (30) days' written notice to Consultant:

- (a) if the Consultant does not remedy a failure in the performance of Consultant's obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing,
- (b) if the Consultant becomes insolvent or bankrupt;
- (c) if the Client, in its sole discretion, decides to terminate this Contract, however in such event the Client shall pay the Consultant for all Services performed to the date the Consultant is notified that the Contract has been terminated.

12.2 By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Client that the Client has failed to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to paragraph 12 within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.

CLIENT:
CITY OF OSSEO

CONSULTANT:
MACDONALD AND MACK
ARCHITECTS

By:_____
Mayor

Todd Grover, Principal in Charge

By:_____
City Clerk

Exhibit A

Project Overview

The historic Osseo Water Tower was built in 1915 and listed on the National Register of Historic Places in 2017 as a well-preserved, representative example of the hemispherical-bottom municipal water tower. It is a point of local pride, prominently featured in the city logo.

This proposal is for a conditions assessment, which represents a critical next step in the stewardship process, as the City Council considers the next steps to stabilize and preserve the structure. As discussed in the RFP, we will assume the tower will be preserved as a historic object and not as a functioning water tower.

Our work will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the National Park Service Preservation Briefs. MacDonald & Mack has unparalleled experience in working with these documents, having utilized them on a daily basis for more than 40 years.

We will conduct our work with your long-term objectives in mind, with the goal that our guidance will serve as a springboard for future action, including fundraising. A report should serve as a living document that you can use as both a reference and a roadmap as the building and its use evolve—the document cannot just gather dust on a shelf! To this end, the report will be written in clear language, technical but not to the point of obscurity.

AREAS OF FOCUS

Our investigation will include all areas of the exterior of the structure, in particular all the structural components, such as the supports, storage tank, and roof.

At the start of the project, we will work with you to refine precise project goals, priorities, and concerns. Our recommendations will consider priorities as well as efficiencies, to ensure that City of Osseo executes planned improvements and repairs in a sequence that minimizes redundant work and excess costs.

REPORT OUTLINE

Our final deliverable will be a report that includes the following:

- A brief historic overview of the structure and its alterations.
- General preservation guidelines, based on the Secretary of the Interior's Standards.
- A set of systematic photographs with a photo key, along with sketches or drawings that show conditions.
- A written and illustrated narrative documenting the areas we have investigated, including suggested interventions/treatments, priorities, and possibilities for phasing work.
- Cost estimating assigned to specific maintenance and improvements.

PROCESS

We think of our work not as preserving the past but addressing the needs of a structure for the next 50, 75, and 100 years. We're skilled at devising strategies and solutions that maintain a site's key architectural traits while also strategically adapting new elements as appropriate.

To achieve all that, we take great care to consider our clients' needs and goals from a variety of perspectives. We work through the various challenges and opportunities with you, and then translate these ideas into the best possible recommendations.

PROJECT TEAM

Our team is uniquely qualified for this projects.

MACDONALD & MACK ARCHITECTS will lead the team and serve as project architect and principal investigator. We have four decades of experience leading teams for similar projects. Todd Grover, AIA will serve as principal-in-charge.

MATTSON MACDONALD YOUNG will be the structural engineer and investigate the structural systems.

Work Plan

TASK 1: START-UP PHONE CALL

We will begin the project with a phone call including all project team members and representatives of the City of Osseo. During this discussion, we will refine project goals, timelines, methodology, and logistical concerns.

City responsibility for Task 1: Participate in initial conversation.

TASK 2: DOCUMENT REVIEW

As a key early step, we will do some brief research to understand the history of the building itself, including any additions or alterations, and the history of its use and its users (the key persons and organizations associated with it).

During our project kick-off call, we will work with you to determine what relevant documents are known to exist (such as the KLM report, the National Register nomination, and any drawings from original construction or later modifications). We will review these documents to establish a baseline understanding of the evolution and history of the water tower. They will also provide a snapshot in history that will help in the conditions assessment and in documenting any continuing deterioration that could be occurring.

This project will not include intensive archival research. We will simply review the pertinent documents readily available.

City for Task 2: Provide copies of documentary materials in your possession.

TASK 3: ON-SITE INVESTIGATION & DOCUMENTATION

We will conduct site visits to investigate and document the water tower. During these site visits, we will photograph and measure the interior and exterior of the structure to develop the base drawings for future phases of the project. This documentation will include recording information such as the existing condition of all structure components; provenance of structure features; specific materials and construction techniques; and quantities for cost estimates.

We will draw heavily from our forty years of experience and expertise, as well as the best practices and guidelines established by the National Park Service and the Secretary of the Interior.

As in all of our projects, we will take a meticulous approach that includes an analysis of existing materials to verify the exact nature and locations of necessary repair work. This analysis must, however, go beyond the materials to determine the underlying causes of problems, as well as their surface symptoms—and that's especially true for projects such as this, where structural concerns are paramount, and there are many components to investigate and understand.

Structural engineer Ken Green will be a key part of the project team, and will examine all affected areas of the structure. Ken and his colleagues collaborate with MacDonald & Mack frequently. Ken's investigation will include:

1. Identify the primary vertical and lateral load carrying elements and paths to the foundation.
2. Isolate the elements found to be deficient
 - a. Attempt to determine the cause of the deficiency
 - b. Provide general descriptions of options for repair, reinforcement or replacement.
 - c. If possible determine ways of mitigating the cause of the deficiency.
3. Provide recommendations for any destructive testing or finish removal to be performed by others.

- a. Review the results of any testing performed on the materials used in the structural system.
- b. Visit the site to observe conditions after finish material has been removed to expose the underlying structural elements.

All investigations will be by observation and non-destructive testing only. Should we identify the need for destructive evaluation, the scope of such work will be proposed to the client prior to action.

City responsibility for Task 3: Provide access to site.

TASK 4: DRAFT REPORT & MASTER PLAN

We will submit draft reports (50% and 75%) to the City for review and comment. You will also need to submit the 75% draft to your Legacy Grants administrator for review and comment.

The report will discuss the developmental history of the water tower, the findings of on-site investigations, recommendations and alternatives for treatment, a prioritization of these treatments, and cost estimates associated with these repair recommendations. The prioritization of these recommendations will be done in conjunction with discussions with representa-

tives of the City (and others, as directed), to ensure that this report serves as truly useful tool that can lead the way to implementation of your long-term plans for the building.

All drawings and treatment recommendations will adhere to the provisions of the Minnesota Historical and Cultural Grants Manual, the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the relevant National Park Service Preservation Briefs, as well as local laws and building codes.

City responsibility for Task 4: Review submitted draft and provide comments in a timely fashion.

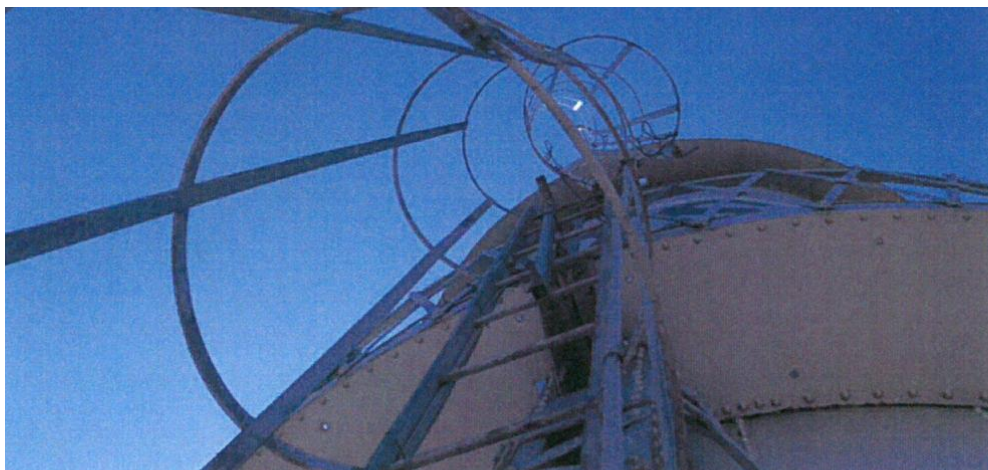
TASK 5: FINAL REPORT

We will complete the final written and illustrated report based on comments on the draft.

Our final project Deliverable will be a written and illustrated Conditions Assessment report, with major components including:

- Brief historic overview
- Detailed written narrative of findings and recommendations
- Photographs (with key), and drawings/sketches to supplement text
- Preliminary cost estimates.

We will provide the City with five hard copies and a digital copy of the report.



Ladder image from 2013 KLM report.

Proposed Schedule

Our team is ready to begin work on this project within two weeks of receipt of a signed contract. Here is a tentative schedule, to be finalized in coordination with the City of Osseo.

Task 1: Project kick-off meeting	week of February 1, 2019
Task 2: Background research	February - April 2019
Task 3: On-site investigation	May - July 2019
Task 4: 75% draft report submittal and review meeting	August 2019
<i>30-day review period for grants manager</i>	
Task 5: Final report (100% complete)	November 1, 2019

Proposed Fees

We propose to complete this project on an hourly basis, with a not-to-exceed fee of **\$10,000** including subconsultants, expenses, and all other costs. This fee breaks down as follows:

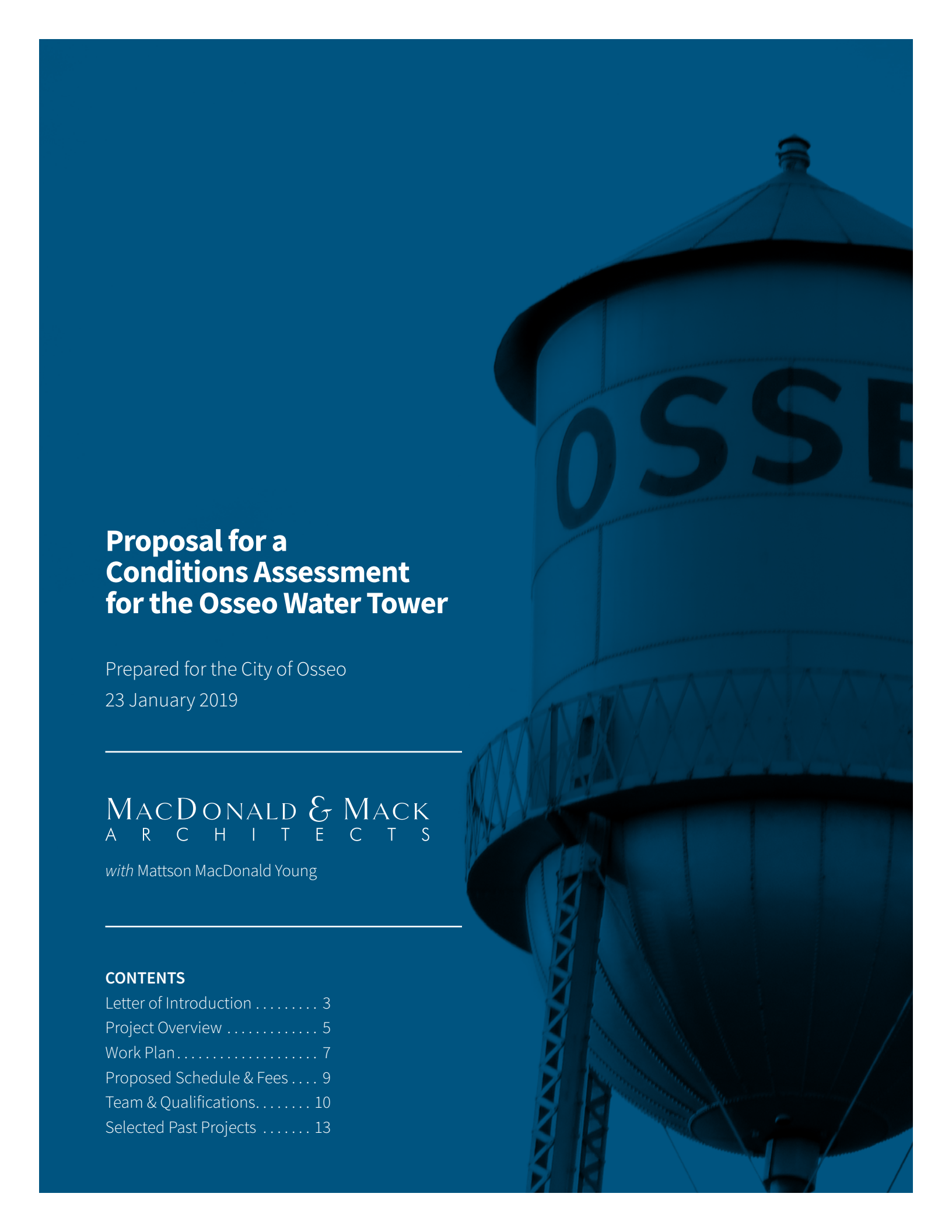
FEE SCHEDULE

MacDonald & Mack

Principal	\$175/hour
Senior Architect / Senior Designer	\$125
Architect	\$95
Designer	\$85
Research Associate	\$70
Administrative / Clerical	\$70
Intern	\$50

Mattson Macdonald Young

Principal Engineer	\$170
Senior Project Engineer	\$152
Project Engineer	\$140
Design Engineer	\$124
Technician	\$92
Intern	\$76



Proposal for a Conditions Assessment for the Osseo Water Tower

Prepared for the City of Osseo
23 January 2019

MACDONALD & MACK
ARCHITECTS

with Mattson MacDonald Young

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Proposed Schedule & Fees	9
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MACDONALD & MACK ARCHITECTS

400 South Fourth Street Suite 712 Minneapolis MN 55415
P 612.341.4051 • F 612.337.5843 • www.mmarchltd.com

23 January 2019

Nancy Abts, City Planner
City of Osseo
415 Central Avenue
Osseo, MN 55369-1195

Submitted via email to nabts@ci.osseo.mn.us

Dear Ms. Abts and Colleagues:

MacDonald & Mack is pleased to submit this proposal for architectural services for a Conditions Assessment for the 1915 Osseo Water Tower. We have worked on dozens of similar projects around Minnesota, including several funded by Legacy Grants, and would welcome the opportunity to assist you.

A brief introduction to our firm: MacDonald & Mack Architects has specialized in the preservation, restoration, and adaptive use of existing properties since its founding in 1976. Our entire architectural team fulfills the Secretary of the Interior's Professional Qualifications Standards for Architecture and Historic Architecture. We're also well-versed in the relevant National Park Service Preservation Briefs. In 2011, MacDonald & Mack was honored as the AIA Minnesota Firm of the Year with the selection committee praising us as "the gold standard in historic preservation." Our firm now is now guided by the second generation of leaders, hand-picked by founding principals Stuart MacDonald and Robert Mack, who continue the firm's core values and unparalleled expertise and customer service.

For this project, we will collaborate with Mattson Macdonald Young, who will complete the structural engineering assessment. Our firms have worked together on many occasions and share a commitment to the highest level of historic preservation and customer service.

Please feel free to contact me, as the project principal-in-charge, if you have any questions. I can be reached via e-mail at toddg@mmarchltd.com or by calling 612-341-4051.

Respectfully submitted,



Todd Grover, AIA
Principal, MacDonald & Mack Architects, Ltd.

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Project Overview

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MATTSON MACDONALD YOUNG will be the structural engineer and investigate the structural systems.

WHY MACDONALD & MACK?

- *Singular focus.* Preservation is our passion; it is all we do.
- *Customer service.* Our approach is nimble, adaptable, efficient, and highly personalized. We keep our clients well-informed, and if you need someone on-site today, we'll be right over. We're also committed to helping you and your structure in the long term. Many clients—including the Minneapolis Municipal Building, the Minnesota Historical Society, and the Minnesota Department of Transportation—return to us again and again, a testament to the quality of our work and our stellar customer service.
- *Meticulous programming.* We go above and beyond to understand organizational needs and goals, along with the structure's opportunities and limitations, and then (and *only* then) to develop a range of options to move forward.
- *In-depth investigations.* We look below surface symptoms to identify underlying problems, using both our decades of expertise and the latest in forensic-investigation technology.
- *Legacy Grants experience.* We've worked on many projects funded by Legacy Grants. We know the review protocol, the system, the people, the questions to ask.
- *Understanding spirit of place and pride.* We recognize the ways that landmarks such as the Osseo Water Tower serve as points of local pride and create an intangible spirit of place, and we work to ensure that this spirit is retained throughout preservation or maintenance efforts.
- *Core firm values.* We treat our employees, collaborators, and clients right. We emphasize respect, support, encouragement, and a commitment to the smoothest possible process and the best possible end product. It's why we've kept our office small and our project list selective: to facilitate close-knit, highly functional relationships. Most of our employees have worked here a decade or longer, and we're committed to supporting them in all areas of their lives. (See the *Inside MMA* section of our website for more details.)



Water Tower roof image from 2013 KLM report.

Work Plan

TASK 1: START-UP PHONE CALL

We will begin the project with a phone call including all project team members and representatives of the City of Osseo. During this discussion, we will refine project goals, timelines, methodology, and logistical concerns.

City responsibility for Task 1: Participate in initial conversation.

TASK 2: DOCUMENT REVIEW

As a key early step, we will do some brief research to understand the history of the building itself, including any additions or alterations, and the history of its use and its users (the key persons and organizations associated with it).

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We will conduct site visits to investigate and document the water tower. During these site visits, we will photograph and measure the interior and exterior of the structure to develop the base drawings for future phases of the project. This documentation will include recording information such as the existing condition of all structure components; provenance of structure features; specific materials and construction techniques; and quantities for cost estimates.

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 - c. If possible determine ways of mitigating the cause of the deficiency.
3. Provide recommendations for any destructive testing or finish removal to be performed by others.

- a. Review the results of any testing performed on the materials used in the structural system.
- b. Visit the site to observe conditions after finish material has been removed to expose the underlying structural elements.

All investigations will be by observation and non-destructive testing only. Should we identify the need for destructive evaluation, the scope of such work will be proposed to the client prior to action.

City responsibility for Task 3: Provide access to site.

TASK 4: DRAFT REPORT & MASTER PLAN

We will submit draft reports (50% and 75%) to the City for review and comment. You will also need to submit the 75% draft to your Legacy Grants administrator for review and comment.

The report will discuss the developmental history of the water tower, the findings of on-site investigations, recommendations and alternatives for treatment, a prioritization of these treatments, and cost estimates associated with these repair recommendations. The prioritization of these recommendations will be done in conjunction with discussions with representa-

tives of the City (and others, as directed), to ensure that this report serves as truly useful tool that can lead the way to implementation of your long-term plans for the building.

All drawings and treatment recommendations will adhere to the provisions of the Minnesota Historical and Cultural Grants Manual, the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the relevant National Park Service Preservation Briefs, as well as local laws and building codes.

City responsibility for Task 4: Review submitted draft and provide comments in a timely fashion.

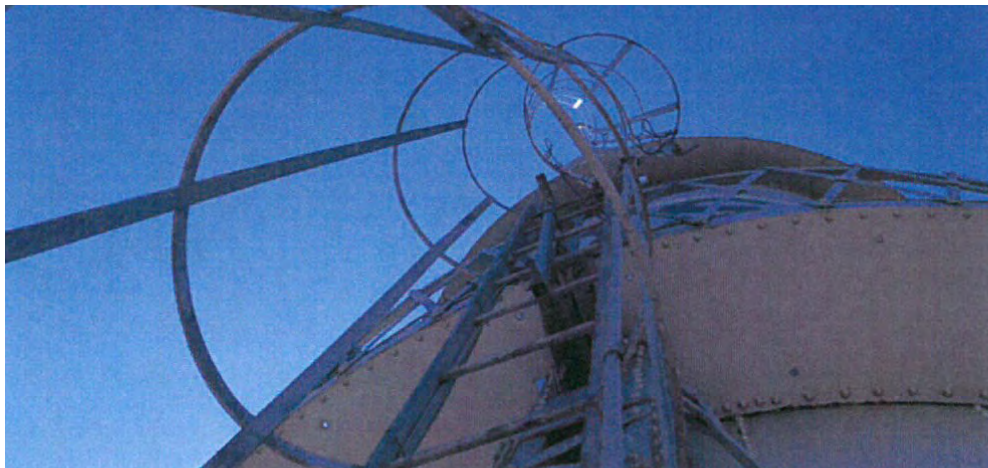
TASK 5: FINAL REPORT

We will complete the final written and illustrated report based on comments on the draft.

Our final project Deliverable will be a written and illustrated Conditions Assessment report, with major components including:

- Brief historic overview
- Detailed written narrative of findings and recommendations
- Photographs (with key), and drawings/sketches to supplement text
- Preliminary cost estimates.

We will provide the City with five hard copies and a digital copy of the report.



Ladder image from 2013 KLM report.

Proposed Schedule

Our team is ready to begin work on this project within two weeks of receipt of a signed contract. Here is a tentative schedule, to be finalized in coordination with the City of Osseo.

Task 1: Project kick-off meeting	week of February 1, 2019
Task 2: Background research	February - April 2019
Task 3: On-site investigation	May - July 2019
Task 4: 75% draft report submittal and review meeting	August 2019
<i>30-day review period for grants manager</i>	
Task 5: Final report (100% complete)	November 1, 2019

Proposed Fees

We propose to complete this project on an hourly basis, with a not-to-exceed fee of **\$10,000** including subconsultants, expenses, and all other costs. This fee breaks down as follows:

FEE SCHEDULE

MacDonald & Mack

Principal	\$175/hour
Senior Architect / Senior Designer	\$125
Architect	\$95
Designer	\$85
Research Associate	\$70
Administrative / Clerical	\$70
Intern	\$50

Mattson Macdonald Young

Principal Engineer	\$170
Senior Project Engineer	\$152
Project Engineer	\$140
Design Engineer	\$124
Technician	\$92
Intern	\$76

Team & Qualifications

MACDONALD & MACK ARCHITECTS

MacDonald & Mack Architects specializes in the preservation, restoration, and adaptive reuse of existing properties. Based in Minneapolis, the firm was founded in 1976. We were named the 2011 AIA Minnesota Firm of the Year, with the selection committee praising us as “the gold standard in historic preservation.”

For forty years, our firm has been at the forefront of the preservation movement, both locally and nationally. We’ve worked on more than a dozen National Historic Landmarks and over 500 properties listed on the National Register of Historic Places, including the Minneapolis Municipal Building (City Hall); the Estate of President James Garfield in Mentor, Ohio; and the Washburn-Crosby A Mill complex in Minneapolis.

All work is performed by or under the direct supervision of one of the four principals, ensuring that our projects meet the highest quality standards. Our entire architectural team fulfills the Secretary of the Interior’s Professional Qualifications Standards for Architecture and Historic Architecture.

Our mission is not just to make old buildings beautiful again but to make them work for modern use. We provide the highest level of assessment and design expertise to honor a building’s legacy while helping it evolve to remain vital for generations to come. We routinely apply the Secretary of the Interior’s Standards for the Treatment of Historic Properties, and use the National Park Service’s Preservation Briefs on a daily basis.

We offer full architectural services, along with building documentation (including forensic investigations, and Historic Structure Reports), master planning, and other preservation-related services.

LEGACY OF EXCELLENCE

Stu and Bob started MacDonald & Mack in their respective homes, working at their din-

ing room tables and taking breaks to play with their infant daughters. As the firm has grown and leadership has changed, we’ve maintained a family-focused culture, understanding that our employees’ most important work is outside the office—kids’ soccer games, community meetings, everyday life. These are the things that keep us grounded, energized, and well-rounded; they also help us provide the highest level of work with a minimum level of stress, both for our team and our clients. These core values help us recruit and retain the best employees (most have worked here at least ten years) and create an atmosphere of support. The majority of our design team, and our office overall, are women, a rarity in our industry.

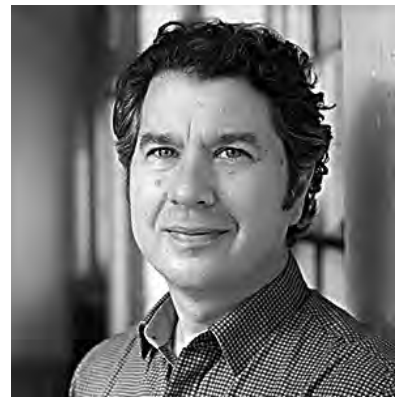
Our commitment to supporting each other also translates to close collaboration on all projects, sharing expertise and ideas and ensuring that everyone is well-informed.

Our longstanding values go hand-in-hand with our legacy of excellence. Many clients have returned to us again and again, for decades, appreciating the continuity of expertise from one generation of leadership to the next. Our awards also reflect this continuum of excellence, including Robert Mack’s AIA Minnesota Gold Medal and National Trust for Historic Preservation Honor Award, and Angela Wolf Scott’s AIA Young Architect Award.

ADDED VALUE

Our added value comes from our experience and technical and design expertise, as well as our singular focus: preservation is all we do. We have extensive experience working with local, state, and federal oversight bodies, including the Minnesota State Historic Preservation Office. We know the system, the people, the questions to task.

We’re also particularly attuned to the needs of historic buildings used by the public, including museums, and the necessity of making the space work for a variety of building users.



Todd Grover AIA

Todd is a Partner and Principal at MacDonald & Mack and has worked full time with the firm since 1997. Project experience includes historical research, HABS/HAER documentation, physical and materials evaluations, and standard full architectural services from design to construction administration. Todd's interests include the preservation of the recent past, and efforts to heighten the awareness and understanding of significant buildings that have not reached the fifty-year threshold. He is also interested in the intersection of sustainability and historic preservation. *Todd fulfills the Secretary of the Interior's Standards for Historic Architect and Architectural Historian.*

REGISTRATION

Todd is a registered architect in Minnesota, Wisconsin, Michigan, and Iowa, and also has NCARB certification.

EDUCATION

- Master of Science in Historic Preservation, University of Oregon
- Master of Architecture, University of Minnesota
- Bachelor of Arts in Architecture, University of Minnesota

SELECTED PROFESSIONAL ACTIVITIES

- National Board of Directors for DOCOMOMO
- Past President of DOCOMOMO US/MN
- Docomomo US Symposium 2015, MN Planning Committee Chair
- Association for Preservation Technology, Great Lakes Chapter Board Member
- Adjunct Instructor, College of Architecture & Landscape Architecture, University of Minnesota, Minneapolis
- American Institute of Architects and National Trust for Historic Preservation

SELECTED PRESENTATIONS

- Minnesota Historical Society Statewide Conference, 2010, Preserving the Recent Past.
- Modern Tour, ongoing, A walking tour exploring the development of downtown Minneapolis from 1955 to 1980.

SELECTED HONORS

AIA Minnesota Young Architect Award, multiple Minneapolis Heritage Preservation Awards and Minnesota Preservation Awards.

SELECTED PAST PROJECTS

Todd was the project architect and/or project manager for all of the projects listed below

- Southeast Library Rehabilitation, Minneapolis
- Inspiration Point Condition Assessment, Lanesboro, Minnesota
- Mill City Museum HSR, Minneapolis
- Mill City Museum Baking Lab, Minneapolis
- Christ Church Lutheran HSR, Minneapolis
- Mount Olive Lutheran Church Condition Assessment, Minneapolis
- The Soap Factory HSR, Minneapolis
- Washburn Crosby Grain Elevator No. 1 Conditions Assessment and Restoration, Minneapolis
- Scott Hall and Nolte Center elevator upgrades, University of Minnesota
- Sons of Norway Heimbygda Lodge condition assessment and restoration, Lanesboro, Minnesota
- Minneapolis Grain Exchange rehabilitation and remodeling (various projects, including rehabilitation former trading floor to become coworking space), Minneapolis
- MnDOT Roadside Properties documentation and full design services for restoration, various locations around Minnesota
- Fergus Falls Regional Treatment Center historic tax credit documentation, Fergus Falls, Minnesota
- Charles Thompson Memorial Hall Historic Structure Report, Saint Paul
- Union Storage documentation and preservation planning, Fargo, North Dakota



Mattson Macdonald Young will be the structural engineer.

Mattson Macdonald Young is a structural engineering firm established in 1983 by Wesley Mattson and David Macdonald. The firm provides engineering services to all types and sizes of clients. The firm's size and philosophy allows this type of flexibility and diversity. Mattson Macdonald Young has consciously limited its size to allow the principals to be actively involved in the on-going projects. The firm has seven structural engineers, one engineer in training and four technicians, large enough to handle big projects, but small enough to maintain close communication.

MMY is a trusted project partner for many preservation projects for various firms, and has worked frequently with MacDonald & Mack over the past three decades.

Kenneth J. Green P.E., LEED AP

Ken has been in the structural engineering field since 1989. He joined Mattson Macdonald Young in 2006 and became an Associate in 2013. Early in his career, he developed a specialty of light gage framing and curtainwall system design. Beyond the traditional materials engineers often work with, Ken has also designed structures in stainless steel, aluminum, fiberglass, and composite wood-fiberglass materials. He has worked on a variety of project types, including industrial, commercial, residential, medical and institutional. His educational background, as well as his previous experiences at Architectural & Engineering firms enables him to understand clients' goals beyond simply the structural design.

EDUCATION

Bachelor of Science in Architectural Engineering, 1989 - Milwaukee School of Engineering

REGISTRATION AND MEMBERSHIPS

Licensed Professional Engineer: Minnesota

Minnesota Structural Engineers Association (formerly CASE/MN)

President, Minnesota Chapter 2001 - 2002

Member, Education Committee 1998 - present

Ken has worked as a consultant to MacDonald & Mack on several projects, including an exterior assessment of Central Presbyterian Church in Saint Paul.

Selected Past Projects

Highland Park

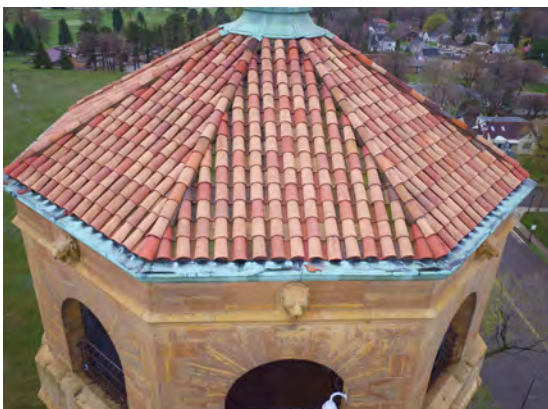
Water Tower

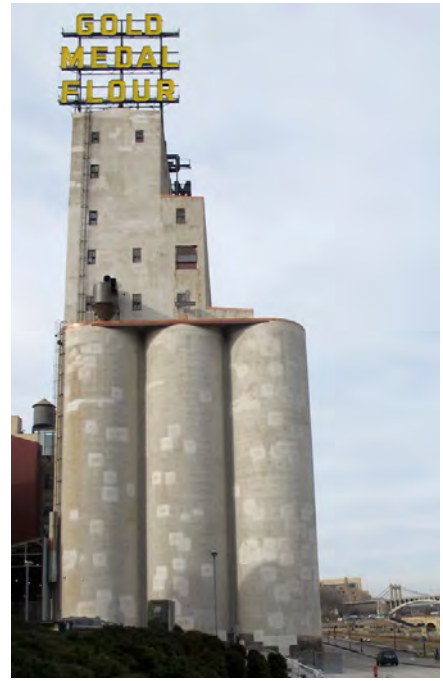
SAINT PAUL, MINNESOTA

Built in 1928 and designed by Cap Wigington, the Highland Park Water Tower is listed on the National Register of Historic Places and is an American Water Landmark; it also holds a more intangible but important status as a beloved local icon within the Highland Park area.

As part of its ongoing stewardship of the structure, the Saint Paul Regional Water Service hired MacDonald & Mack to complete a conditions assessment. A few particular concerns included masonry deterioration, historically inappropriate elements such as the chain-link fence at the observation deck, and deterioration of the roof. Because of the height of the structure and the difficulty in accessing upper areas, we used a drone for portions of the investigation.

This project was funded with a Legacy Grant from the Minnesota Historical Society.





Washburn-Crosby “A” Mill

MINNEAPOLIS, MINNESOTA

The “A” Mill was the largest flour mill in the world when it opened in 1880 (that is, until the rival Pillsbury family built their new mill directly across the river), and remained a key to Minneapolis’s milling prominence for decades to come; the company was later renamed General Mills. The “A” Mill operation shut down in 1965, and in 1991, a large fire gutted the building. But from these ashes rose the Mill City Museum, which opened in 2003 and is operated by the Minnesota Historical Society (MNHS).

The Washburn-Crosby “A” Mill Complex, including Elevator #1, is a National Historic Landmark. Our work at the site has been on-going; three projects are highlighted here.

Historic Structure Report. Our Historic Structure Report, included the museum building along with seven other structures on the site. MacDonald & Mack led the project team to investigate the history and existing conditions of the structures. The overall goal was to assist the Minnesota Historical Society in (1) understanding the history and evolution of the structures, individually and as an entire site, (2) ensuring long-term preservation of this important historic resource, and (3) planning for public interpretive programming and uses.

Elevator #1. A number of exterior elements of the structure had severely deteriorated and were posing a safety concern. The flat concrete roofs over the grain bins and Headhouse levels were unstable and the exterior bin walls were spalling in many places. Also, historic window and door openings were unsecured and unprotected, allowing birds and precipitation to enter the building, causing further deterioration.

We completed a comprehensive conditions assessment on the Elevator, followed by design for restoration. This included 1) replacement of the concrete roof over the grain bins; 2) repairs to the concrete Headhouse roofs; 3) major repairs (patching) of the exterior bin walls and Headhouse walls; 4) sealing of exterior window and door openings in the Headhouse.

The project required a high level of creativity from to accommodate the complex issues at this urban site. A significant challenge was the safe demolition and replacement of the bin roof at 100 feet above the ground.

Courtyard walls. MacDonald & Mack recently completed a detailed investigation of the courtyard walls, identifying areas of significant deterioration, much of it previously unknown. Restoration is currently underway.

Anderson Center Water Tower

RED WING, MINNESOTA

The Anderson Center has been owned and occupied by The Anderson Center for Interdisciplinary Studies since 1995. The complex was constructed for Professor Alexander Anderson (famous as “the creator of puffed cereals”) in 1916. Originally, the complex was not only his family’s residence, but also included a laboratory, water tower, greenhouse, machine shed, and agricultural buildings. The site is listed on the National Register of Historic Properties.

The red brick Water Tower is an iconic feature of the property had become a cause of concern after pieces of rusted metal started to drop from the tower balcony onto the lawn below.

MacDonald & Mack completed a study to determine the construction of the tower balcony, assess the condition of the balcony, and recommend the scope of future study and short-term mitigation measures.





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Payments

Current Period: DECEMBER 2018

Batch Name	1/28/19AP	User Dollar Amt	\$9,255.37			
Payments		Computer Dollar Amt	\$9,255.37			
			\$0.00	In Balance		
Refer	6917 AFFORDABLE SANITATION INC	-				
AP Payment	E 101-42350-410 LEASES/RENTALS	ICE RINK PORTABLE TOILET				\$24.00
Invoice	2859	1/7/2019				
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$24.00
Refer	6918 AMERICAN LEGAL PUBLISHING C	-				
AP Payment	E 101-41000-307 RECORDING SERVICE	2018 CODIFYING				\$2,563.00
Invoice	0126037	12/27/2018				
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$2,563.00
Refer	6919 ASPEN MILLS INC	-				
AP Payment	E 101-41920-218 UNIFORMS/GEAR	NATE DAHL NAMETAG				\$14.85
Invoice	227410	11/29/2018				
AP Payment	E 101-41920-218 UNIFORMS/GEAR	LIBSON DUTY PANTS				\$52.95
Invoice	226441	11/8/2018				
AP Payment	E 101-41920-218 UNIFORMS/GEAR	LUNDGREN DUTY PANTS				\$52.95
Invoice	226042	11/1/2018				
AP Payment	E 101-41920-218 UNIFORMS/GEAR	50 DUTY TSHIRTS				\$682.00
Invoice	227767	12/5/2018				
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$802.75
Refer	6920 CLEAR FOR LAW ENFORCEMENT	-				
AP Payment	E 101-41900-310 OTHER PROFESSIONA	DEC 2018 INFORMATION CHARGES				\$90.00
Invoice	839575933	1/1/2019				
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$90.00
Refer	6922 HENN CO INFO TECH	-				
AP Payment	E 101-41900-220 RADIO COMMUNICATI	NOV 2018 PD RADIO ADMIN				\$1,147.67
Invoice	1000119663	12/3/2018				
AP Payment	E 101-42000-220 RADIO COMMUNICATI	NOV 2018 PW RADIO ADMIN				\$81.04
Invoice	1000119663	12/3/2018				
AP Payment	E 101-41920-220 RADIO COMMUNICATI	DEC 2018 FD RADIO ADMIN				\$673.00
Invoice	1000121221	1/2/2019				
AP Payment	E 101-41920-220 RADIO COMMUNICATI	NOV 2018 FD RADIO ADMIN				\$673.00
Invoice	1000119662	12/3/2018				
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Refer	6921 HENN CO PUBLIC WORKS	-				
AP Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	DEC 2018 PW FUEL				\$693.30
Invoice	1000121407	1/7/2018				
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$693.30
Refer	6923 INFINITY WIRELESS	-				
AP Payment	E 101-41920-221 EQUIP REPAIR/ MAINT	3 REPLACEMENT PAGER BATTERIES				\$72.50
Invoice	43402	12/3/2018				
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$72.50
Refer	6924 MILLER TRUCKING	-				
AP Payment	E 101-42000-250 SNOW MANAGEMENT	12/28/18 SNOW REMOVAL				\$900.00
Invoice	132941	1/7/2018				



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Current Period: DECEMBER 2018

AP Payment	E 101-42000-310 OTHER PROFESSIONA	12/17/18 DEBRIS REMOVAL PW LOT				\$1,401.25
Invoice 132922	12/19/2018					
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$2,301.25
Refer	6925 NAPA-COTTENS OSSEO					
AP Payment	E 101-41920-211 OPERATIONS	VEHICLE WASHING SUPPLIES				\$53.27
Invoice 748140	12/22/2018					
AP Payment	E 101-41920-221 EQUIP REPAIR/ MAINT	FILTERS,HOSE CLAMP FOR GENERATOR				\$3.09
Invoice 748157	12/22/2018					
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$56.36
Refer	6926 TROPHIES BY LINDA					
AP Payment	E 101-41920-211 OPERATIONS	NAME TAGS FOR LOCKERS				\$17.50
Invoice 43502	11/15/2018					
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$17.50
Refer	6927 TWIN CITY WATER CLINIC INC.					
AP Payment	E 601-49400-310 OTHER PROFESSIONA	DEC 2018 WATER SAMPLING				\$60.00
Invoice 12573	1/7/2018					
Transaction Date	1/22/2019	Due 1/22/2019	ACCTS PAYABLE	20200	Total	\$60.00

Fund Summary

	20200 ACCTS PAYABLE	
101 GENERAL FUND		\$9,195.37
601 WATER FUND		\$60.00
		\$9,255.37

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$9,255.37
Total	\$9,255.37



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Current Period: JANUARY 2019

Batch Name	1/28/19	User Dollar Amt	\$68,529.86	
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Invoice	1974 1/9/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$974.65
Refer	6933 ACTIVE911 INC	-		
Cash Payment	E 101-41920-211 OPERATIONS	2019 MOBILE DISPATCH APP RENEWAL		\$260.00
Invoice				
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$260.00
Refer	6889 AFLAC	Ck# 001759E 1/22/2019		
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	JAN 2019 PREMIUM		\$226.53
Invoice	948608 1/10/2019			
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT	JAN 2019 PREMIUM		\$198.72
Invoice	948608 1/10/2019			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	JAN 2019 PREMIUM		\$416.88
Invoice	948608 1/10/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$842.13
Refer	6887 ALPHA TRAINING & TACTICS LLC	-		
Cash Payment	E 115-41900-570 EQUIPMENT	3-BALLISTIC TACTICAL SHIELDS		\$7,409.64
Invoice	2019-006 1/17/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$7,409.64
Refer	6931 ASTECH CORP	-		
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	RETURN WATER METER DEPOSIT		\$1,000.00
Invoice				
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$1,000.00
Refer	6891 CENTURYLINK- PHOENIX	-		
Cash Payment	E 602-49400-321 TELECOMMUNICATION	JAN 2019 LIFTSTATIONS		\$104.92
Invoice	JAN 2019 1/14/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$104.92
Refer	6892 COMCAST BUSINESS	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	FEB 2019 TRUNK LINES		\$328.52
Invoice	74832293 1/22/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$328.52
Refer	6896 CREATED BY ME PHOTOGRAPHY	-		
Cash Payment	E 101-41920-310 OTHER PROFESSIONA	FIRE DEPT HEADSHOTS		\$400.00
Invoice	000466 1/15/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$400.00
Refer	6890 CRYSTEEL TRUCK EQUIP, INC	-		
Cash Payment	E 101-42000-221 EQUIP REPAIR/ MAINT	PIN COUPLER, LATCH KIT		\$79.32
Invoice	43561 1/9/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$79.32
Refer	6893 EFTPS	Ck# 001760E 1/22/2019		



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Current Period: JANUARY 2019

Cash Payment	G 101-21701 FEDERAL WITHHOLDING	1/16/19 PAYROLL		\$3,972.44
Invoice				
Cash Payment	G 101-21703 FICA WITHHOLDING	1/16/19 PAYROLL		\$4,493.10
Invoice				
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$8,465.54
Refer	6936 ELK RIVER, CITY OF	-		
Cash Payment	E 101-41920-261 FIRE TRAINING - REIM	LUNDGREN-FIRE ACADEMY/HAZMAT		\$1,370.00
Invoice	201901226386	1/23/2019		
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$1,370.00
Refer	6894 FIRE INSTRUCTION RESCUE EDU	-		
Cash Payment	E 101-41920-261 FIRE TRAINING - REIM	1/17/19 FIRE GROUND TACTICS TRAINING		\$500.00
Invoice	3697	1/17/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$500.00
Refer	6895 FURTHER - FORMERLY SELECTA	Ck# 001761E 1/22/2019		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	1/16/19 PAYOLL		\$1,389.00
Invoice				
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$1,389.00
Refer	6908 HEINRICH ENVELOPE CORP	-		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	PD ENVELOPES		\$100.00
Invoice	438893	1/15/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$100.00
Refer	6897 IACP NET	-		
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	MAR-DEC 2019 ACCESS		\$207.00
Invoice	100196	1/14/2019		
Cash Payment	G 101-15500 PREPAID EXPENSE	JAN-FEB 2020 ACCESS		\$68.00
Invoice	100196	1/14/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$275.00
Refer	6898 INNOVATIVE OFFICE SUPPLY	-		
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	ADRSSLABELS,PAPER,STAMPER		\$169.01
Invoice	2365998	1/16/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$169.01
Refer	6935 KINTZI, TODD C	-		
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM REIMB - BOOTS		\$65.98
Invoice				
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$65.98
Refer	6899 LANO EQUIPMENT INC	-		
Cash Payment	E 101-42000-221 EQUIP REPAIR/ MAINT	WIRING HARNESS FOR BOBCAT		\$299.36
Invoice	02-641325	1/14/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$299.36
Refer	6900 LEAGUE OF MN CITIES	-		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	2019 PATROL TRAINING ACCESS		\$630.00
Invoice	286297	1/7/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$630.00
Refer	6901 LOFFLER COMPANIES INC-OC09	-		



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Current Period: JANUARY 2019

Cash Payment	E 101-41110-211 OPERATIONS	12/22-1/21/19 COPIER USAGE		\$72.81
Invoice	3013453	1/15/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$72.81
Refer	6907 MENARDS-BROOKLYN PARK	-		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	LIGHTSWITCH FOR CITY HALL		\$29.72
Invoice	75289	1/17/2019		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	CITY HALL LIGHTING		\$109.29
Invoice	75231	1/17/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$139.01
Refer	6906 METRO CITIES	-		
Cash Payment	E 101-41000-255 DUES/MEMBERSHIP	2019 MEMBERSHIP		\$1,276.00
Invoice	138	1/9/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$1,276.00
Refer	6902 METRO COUNCIL-WASTEWATER	-		
Cash Payment	E 602-49400-386 SANITARY SEWER SE	FEB 2019 WASTEWATER SERVICE		\$13,689.92
Invoice	1090866	1/9/2019		
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Refer	6903 MINUTEMAN PRESS	-		
Cash Payment	E 101-41000-211 OPERATIONS	BUSINESS CARDS - HULTSTROM		\$38.99
Invoice	978543	1/9/2019		
Cash Payment	E 101-41920-211 OPERATIONS	BUSINESS CARDS - PHENOW		\$38.99
Invoice	978543	1/9/2019		
Cash Payment	E 101-41650-211 OPERATIONS	BUSINESS CARDS - ABTS		\$38.99
Invoice	978543	1/9/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$116.97
Refer	6905 MN DEPT OF REVENUE	Ck# 001763E 1/22/2019		
Cash Payment	G 101-21702 STATE WITHHOLDING	1/16/19 PAYROLL		\$1,971.41
Invoice				
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$1,971.41
Refer	6934 MN STATE FIRE CHIEFS ASSN	-		
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2019 MEMBERSHIP - HAUG		\$57.00
Invoice				
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$57.00
Refer	6904 MSRS DFC -EMPOWER	Ck# 001762E 1/22/2019		
Cash Payment	G 101-21705 DEFFERED COMP	1/16/19 PAYROLL		\$50.00
Invoice				
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$50.00
Refer	6909 NAPA-COTTENS OSSEO	-		
Cash Payment	E 101-42000-211 OPERATIONS	SHOP TOWELS		\$12.99
Invoice	752895	1/8/2019		
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	VEHICLE CLEANERS		\$39.95
Invoice	752895	1/8/2019		
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	TERMINAL FOR TRUCK		\$14.84
Invoice	753704	1/10/2019		
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$67.78
Refer	6910 NOLAN-EICKHOLT, DANIELLE	-		



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Cash Payment	G 101-22001 COMMUNITY CENTER DEP	1/19/19 CC DEPOSIT RETURN		\$250.00
Invoice				
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$250.00
Refer	6930 OSSEO POWER SPORTS	-		
Cash Payment	E 101-41920-221 EQUIP REPAIR/ MAINT	REPAIR CHAINSAW		\$190.72
Invoice 10798	1/18/2019			
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$190.72
Refer	6938 PEIP	-		
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS			\$4,873.16
Invoice				
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS			\$2,212.08
Invoice				
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS			\$495.68
Invoice				
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT			\$305.72
Invoice				
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$7,886.64
Refer	6911 PERA	Ck# 001764E 1/22/2019		
Cash Payment	G 101-21704 PERA	1/16/19 PAYROLL		\$8,837.42
Invoice				
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$8,837.42
Refer	6937 PREMIER BANK	Ck# 001765E 1/24/2019		
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	2018 ACCTS PAY		\$306.38
Invoice				
Cash Payment	G 254-20200 ACCOUNTS PAYABLE	2018 ACCTS PAY		\$398.01
Invoice				
Cash Payment	G 240-20200 ACCOUNTS PAYABLE	2018 ACCTS PAY		\$631.58
Invoice				
Cash Payment	G 110-20200 ACCOUNTS PAYABLE	2018 ACCTS PAY		\$322.56
Invoice				
Cash Payment	E 101-41900-260 EDUCATION/MEETING	CORNERHOUSE-REG BASIC FORENSIC		\$150.00
Invoice				
Cash Payment	E 101-41650-255 DUES/MEMBERSHIP	APA-ABTS MEMBERSHIP		\$67.50
Invoice				
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	POSTAGE FOR SQUAD MIC REPAIR		\$7.45
Invoice				
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	NOTARY STAMP - WALLGREN		\$26.90
Invoice				
Transaction Date	1/24/2019	PREMIER CHECKIN 10100	Total	\$1,910.38
Refer	6913 SHINGLE CREEK WMO	-		
Cash Payment	E 601-49400-255 DUES/MEMBERSHIP	2019 MEMBER ASSESSMENT		\$4,141.95
Invoice 264	1/14/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN 10100	Total	\$4,141.95
Refer	6916 SIPE BROS. INC.	-		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	PW FUEL		\$46.74
Invoice STMT 1/16/19	1/22/2019			



CITY OF OSSEO Payments

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Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	FD FUEL			\$56.68
Invoice	STMT 1/16/19	1/22/2019			
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHES			\$20.00
Invoice	STMT 1/16/19	1/22/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN	10100	Total	\$123.42
Refer	6914 ST CLOUD STATE UNIVERSITY	-			
Cash Payment	E 101-41110-260 EDUCATION/MEETING	2019 MCFOA CONF REG - L LARSON			\$365.00
Invoice	MCFOA1917217	1/16/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN	10100	Total	\$365.00
Refer	6912 STREICHERS INC	-			
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	CHIEF UNIFORM			\$423.96
Invoice	1348665	1/14/2019			
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	DRUG TEST KITS			\$64.98
Invoice	1348813	1/15/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN	10100	Total	\$488.94
Refer	6932 US BANK - PW COPIER LEASE	-			
Cash Payment	E 101-42000-410 LEASES/RENTALS	PW COPIER LEASE			\$74.42
Invoice	375683398	1/22/2019			
Transaction Date	1/24/2019	PREMIER CHECKIN	10100	Total	\$74.42
Refer	6915 WEST MISSISSIPPI WMC	-			
Cash Payment	E 601-49400-255 DUES/MEMBERSHIP	2019 MEMBER ASSESSMENT			\$2,157.00
Invoice	180	1/14/2019			
Transaction Date	1/22/2019	PREMIER CHECKIN	10100	Total	\$2,157.00

Fund Summary

10100 PREMIER CHECKING

101 GENERAL FUND	\$38,699.63
110 CIP EQUIPMENT	\$1,297.21
115 POLICE DONATIONS/EXPENSES	\$7,409.64
240 CABLE GRANT	\$631.58
254 MINIDAZZLE	\$398.01
601 WATER FUND	\$6,298.95
602 SEWER FUND	\$13,794.84
	<hr/>
	\$68,529.86

Pre-Written Checks	\$23,465.88
Checks to be Generated by the Computer	\$45,063.98
Total	<hr/>
	\$68,529.86



**CITY HALL WILL BE CLOSED
ON FRIDAY, FEBRUARY 1**



**TO INSTALL BACKUP
GENERATOR**

*We apologize for any inconvenience this may cause.
Thank you!*

FREE
EVENT

hclib.org/events

HENNEPIN COUNTY
OSSEO LIBRARY



Decluttering and Downsizing Tips

Thursday, Feb. 7

9:30-10:30 a.m.

Osseo Community Center



Clutter 911 - Professional declutterer, *Laurie Wrobel* shares stories, including before and after photos. Topics/tips are:

- Why is it so hard to part with things? What are some steps to decluttering? Where can a person donate/sell things?
- How can someone help others to downsize?
- How can husbands and wives agree to part with certain items?
- How does today's technology inform our decisions?

Registration required. Please register at www.hclib.org/events or call 612-543-KNOW (5669).

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

EXCHANGE FOR CHANGE

**Saturday, Feb 9
Community Center**

**Clothing Swap
& Educational Event**



Learn more: DiscoverOsseo.com/Exchange

COMMUNITY CLOTHING SWAP

Hours 10 am - 3 pm

*Participants, please bring clean clothing donations.

*If you do not have clothing items to donate, but would like to participate in shopping, please bring three non-perishable, 8 ounce or equivalent, food donations per person.

At the end of the event, all clothing not claimed will be donated to a local shelter. Food donations will be distributed to local food shelf.

SUSTAIN. Ex(CHANGE). ENGAGE.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

Commission Members Needed in 2019

Osseo is seeking interested people to serve on a local commission. These positions are available:

- 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 to Mayor Duane Poppe, 415 Central Avenue, Osseo, MN 55369. For more information, please call 763-425-2624.