



# Osseo City Council Meeting

## AGENDA

**REGULAR MEETING**  
**Monday, February 11, 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. Accept Resignation of Senior Center Coordinator Arleen Barrett
  - B. Accept Resignation of City Accountant Teri Portinen
  - C. Approve Work Session Minutes of January 28
  - D. Approve Council Minutes of January 28
  - E. Approve Exempt Permit for Raffle at American Legion on June 16
  - F. Acknowledge Billy Evans as Fire Captain 12
  - G. Accept Resignation of Neil Lynch on Planning Commission
  - H. Approve Gateway Sign Fee Waiver for Public Narcan Training
  - I. Receive December Hockey Association Gambling Report
  - J. Approve Exempt Permit for Raffle at American Legion on February 20, 2020
  - K. Approve Community Center Fee Waiver Request for Library Summer Programs
  - L. Receive January Building Report
  - M. Accept Resignation of Charles Flynn on EDA Board
  - N. Receive January American Legion Gambling Report
  - O. Acknowledge Chad Boelke as Fire Lieutenant 12
  - P. Approve Request for Weekly Use of Community Center
6. **Matters from the Floor**
7. **Special Business**
  - A. Honor Retiring Senior Center Coordinator Arleen Barrett (Proclamation)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Approve EDA Actions of February 11, 2019
  - B. Set Public Hearing Regarding Liquor Fees
  - C. Appoint Citizen Committee Member (Resolution)
  - D. Approve 2019 Music & Movies in the Park Schedule
  - E. Approve 2019 Youth Sports Programs
  - F. Approve Posting for City Accountant Position
  - G. Approve Accounts Payable
11. **Administrator Report**

---

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

**12. Council and Attorney Reports**

**13. Announcements**

Commission Members Needed

City Hall Closed Monday, February 18, for Presidents' Day

**14. Adjournment**

Arleen Barrett

Osseo, MN 55369

January 24, 2019

Riley Grams  
City of Osseo  
415 Central Avenue  
Osseo, MN 55369  
763-425-3861

Dear Riley and the City of Osseo,

It is with a heavy heart that I must give my 2 weeks' notice. As I am quickly approaching 92, I feel it's time to relax and pass the reins over to someone new. It is my hope that the next Senior Coordinator will cherish and enjoy the Seniors' as much as I have over these last 35+ years.

I greatly appreciate and thank you and the City of Osseo for allowing me to stay on until I was ready to retire.

Sincerely,

A handwritten signature in cursive script that reads "Arleen Barrett".

Arleen Barrett  
(Becky O'Brien signed for Arleen due to vision issues)

Teri Portinen

February 4, 2019

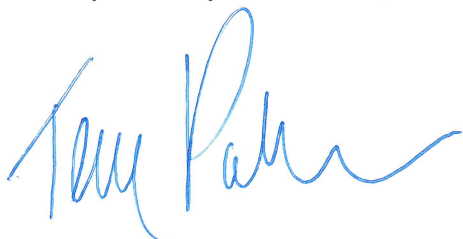
City of Osseo  
415 Central Avenue  
Osseo MN 55369

**Re: Resignation**

This letter serves as notice of my intent of resignation from the position of City Accountant. I am willing to continue to serve until the position is filled. If during continued service I receive another opportunity I am interested in, I will give the standard 2 week notice.

I have appreciated the opportunity the City Council has offered me in serving the City of Osseo and wish the City and its staff much success in the future.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Teri Portinen", with a stylized, cursive script.

**TERI PORTINEN**



**OSSEO CITY COUNCIL  
WORK SESSION MINUTES  
January 28, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:00 p.m. on Monday, January 28, 2019.

2. ROLL CALL

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

Members absent: None.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, and Police Chief Shane Mikkelsen.

Others present: Danny McCullough and Orlando Ponce.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS AGREEMENT FOR CRYSTAL LAKE REGIONAL TRAIL – Danny McCullough, Three Rivers Park District

Danny McCullough, Regional Trail System Manager for Three Rivers Park District (TRPD), spoke about a proposed agreement for the Crystal Lake Regional Trail (located along County Road 81). A multi-use regional trail along County Road 81/Bottineau Boulevard has been planned for many years. It is currently shown in Hennepin County's 2040 Bicycle Transportation Plan, Three Rivers Park District's 2040 Regional Trail Concept Plan, and Osseo's comprehensive plan. The trail passes through county Right of Way in the cities of Robbinsdale, Crystal, Brooklyn Park, Osseo, and Maple Grove and is known as the "Crystal Lake Regional Trail." He provided further comment on the mission of the park district and spoke of the 200 miles of linking trails located throughout the County.

Mr. McCullough reported much of the Crystal Lake Regional Trail has been constructed. The County is working on the missing segment of Crystal Lake Regional Trail through Brooklyn Park. It will design and construct the missing trail segment as part of future CSAH 81 reconstruction in Osseo. The County and Three Rivers Park District have worked on an agreement regarding ownership and maintenance of the trail. The County is asking cities to also approve the agreement. He provided a summary of the agreement.

Mr. McCullough stated the trail will be constructed within Hennepin County ROW, and will be primarily maintained by TRPD. There are two main responsibilities for cities in this agreement:

1. Provide any policing cities deem necessary for portions of the trail passing through their community.
2. Provide optional winter maintenance (snow clearance, etc.) and access to the trail in their communities.

Stelmach asked where the wayfinding signs would be installed. Mr. McCullough stated the larger signs would be installed at trailheads and parking areas. Then every mile or two directional arrows would be installed.

Johnson questioned if the ditch along Highway 81 would be a concern. Mr. McCullough anticipated culverts would be installed to address the stormwater runoff. He explained the trail construction in Osseo would be completed in conjunction with the roadway reconstruction.

Johnson inquired what the trail width would be. Mr. McCullough indicated the trail would be ten feet in width and would have several feet of buffer space on each side where possible.

Stelmach asked if Osseo residents could expect a tax increase in order for the park district to complete this trail and its future maintenance. Mr. McCullough stated he could not address taxing questions. He commented on the 20-year vision the park district has had to complete this trail segment.

Schulz questioned if the City's hands would be tied with future planning if this agreement were approved by the Council. He asked if the County had to design its road around the proposed trail. Mr. McCullough reported the roadway would be designed with a trail within the Hennepin County right-of-way.

Schulz expressed concern that there was not enough right-of-way in Osseo for Highway 81 and a regional trail to fit within County right-of-way. He feared that the City of Osseo would be losing access to Highway 81 through this project. Grams suggested the Council invite an engineer from the County to attend a future work session to discuss this matter further.

Stelmach stated he too would like to see more detailed plans from the County to understand how the roadway and trail would fit into this corridor. Mr. McCullough explained the trail would be constructed in County right-of-way and noted the park district would not be seeking to take City right-of-way for this project.

Schulz asked if the County completes winter maintenance on the trail. Mr. McCullough reported the County would partner with Osseo for this work and the City would be paid \$500 per mile for this work.

City Administrator Riley Grams questioned if the City could sign off on the trail agreement with a contingency in place that would address the concerns the Council has regarding the County right-of-way. He expressed concern with the timing of this

project. Mr. McCullough stated the park district has invested a great deal of funding into this trail and was hoping to get all cities signed onto the vision for the Crystal Lake Regional Trail.

Schulz questioned why the City had to sign off on an agreement for the trail when it would be constructed on County right-of-way and the City would not have any real input on the project. Mr. McCullough stated the trail would be running through the City of Osseo, even though it would be located on County right-of-way, and therefore City approval was needed. He explained he was working to create an agreement for all of the cities included in the trail.

Further discussion ensued regarding the complexity of the Three Rivers Park District agreement.

Johnson asked how soon the park district was hoping to have this document signed. Mr. McCullough stated he was hoping to have this in front of his Board by March or April. He commented he could remove Osseo from the agreement, but feared this would weaken the shared vision.

#### B. DISCUSS CITY LIQUOR FEES

Grams stated over several Council meetings in mid-2018 a new liquor ordinance was discussed and approved. At that time, Councilmembers talked briefly about several fee variations due to legislative changes. The Council direction was to explore fees for all liquor license options in the new code and come back to the Council with suggestions and set a public hearing in the future to discuss.

Grams explained City Attorney Mary Tietjen and City staff (Grams, Larson, Mikkelson, Wallgren) have discussed liquor license fees for 2019. With the new liquor ordinance in place, several new fees must be established. Also, staff has several suggested fee increases. Increases are largely due to increased efforts on the part of the Police Department for server training and overall compliance with liquor laws for all liquor licenses.

Stelmach requested further information regarding the new liquor fees. Police Chief Mikkelson discussed the liquor fees with the Council in detail noting there were several new services being provided by the Police Department which led to additional administrative staff time and police time.

Johnson asked for more information on the server training classes. Police Chief Mikkelson described the City sponsored training classes that would be offered two times per year for all servers in the Osseo. He commented further on the policies and actions the Police Department would be putting in place to comply with the new liquor ordinance.

Stelmach commented he had spoken to several liquor license holders throughout the community and explained they supported an increase given the fact the City had not proposed an increase in liquor fees for quite some time.

Schulz recommended the language regarding brewers be changed. He anticipated that many brewers were making beer that had a higher alcohol content than 3.2%. Further discussion ensued regarding 3.2% beer licenses versus beer and wine liquor licenses.

Schulz suggested the 3.2% brewer language be eliminated because brewers were not making 3.2% beer. Grams summarized the changes to the document noting he would investigate 3.2% brewers' requirements and if he should remove the 3.2% brewer language. He stated he would review these items with the City Attorney and bring this matter back to the Council at a future meeting.

4. ADJOURNMENT

The Work Session ended at 7:01 p.m.

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
January 28, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:06 p.m. on Monday, January 28, 2019.

2. 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 Mikkelsen, and City Attorney Mary Tietjen.

Others present: Lee Gustafson and Emily Lueth.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- 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 Mikkelsen
- H. Receive Heritage Preservation Commission Minutes of January 15, 2019
- I. Approve Training for Officer Mortinson
- ~~J. Approve Training for Public Works Department~~

Johnson requested Item 5J be removed from the Consent Agenda for further discussion.

**A motion was made by Schulz, seconded by Stelmach, to approve the Consent Agenda as amended, removing Item 5J. The motion carried 5-0.**

J. Approve Training for Public Works Department

Johnson commented the City's three public works staff members were planning to attend a day and a half training session in St. Cloud. He did not believe all three members should be riding together in a City vehicle and questioned if all three should be attending the same training session. He asked what the City would do if an emergency were to occur. Grams stated the public works staff could drive two separate vehicles. He reported the public works staff members would be close enough to Osseo if an emergency were to occur. He commented another option would be to stagger the attendance at the training event.

Schulz stated a public works emergency was one thing, and another concern for him was keeping in mind the best interests of Osseo residents. He suggested Public Works Director Waldbillig reach out to a neighboring community to see if they had a staff member that would be able to assist the City during the training conference if an emergency were to occur. He explained he supported the three staff members riding in separate vehicles, as well. Grams reported he could work with the City of Maple Grove to find a standby staff member.

City Planner Nancy Abts commented she had spoken with Waldbillig about having one of his staff members stay back if this was the Council's preference.

Schulz explained this was not necessarily his preference, but rather he wanted to see the City have a contingency plan in place.

Hultstrom questioned if it would be wise to have only Waldbillig attend the conference to ensure the City was covered in the case of an emergency.

Johnson stated he could support approval of the training for the public works department keeping in mind that staff will be pursuing a contingency plan.

**A motion was made by Johnson, seconded by Schulz, to approve 5.J. Training for Public Works Department and directing staff to put a contingency plan in place. The motion carried 5-0.**

6. MATTERS FROM THE FLOOR – None.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
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 LaVallee, Robert Nugent, & Olive Sarkinen)*

Staff recommends the Council accept the donations.

**A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2019-9 accepting donations from Duffy's Bar & Grill, Jeff Schumacher, Fire Relief Association, American Legion, and Harold E. & Gayle Johnson. The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS

A. APPROVE 2<sup>ND</sup> READING AND ADOPTION 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 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 bylaws. The City Council reviewed the first reading of the draft Ordinance at the January 14 Council meeting and approved it.

**A motion was made by Hultstrom, seconded by Schulz, to approve the Second Reading and Adoption of an Ordinance Amending certain Sections of Chapter 33 of the Osseo Code of Ordinances relating to the Economic Development Authority and directing staff to publish the Ordinance Amendment. The motion carried 5-0.**

10. NEW BUSINESS

A. APPROVE PLANS AND SPECIFICATIONS FOR 2019 STREET AND ALLEY PROJECT (Resolution)

Lee Gustafson, WSB, stated on November 26, 2018, the City Council held the improvement hearing and adopted a resolution ordering the improvements for this project. 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, 6th Street NW, and 6th Street NE.

Mr. Gustafson reported 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.

Mr. Gustafson explained 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 its side of the street.

Mr. Gustafson reported 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 six feet to the east to make room for the proposed six-foot sidewalk on the west side of the street. A new sidewalk is also being proposed for the west side of 7th Avenue SE from 2nd Street SE to 3rd Street SE.

Mr. Gustafson indicated the 2019 Alley 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. It was noted 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.

Mr. Gustafson reported staff is recommending that the townhomes on the west side of 1st Avenue 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.

Mr. Gustafson commented further on the project financing, noting work would begin in May, and recommended approval of the 2019 Street and Alley Project.

Johnson asked if the alleys would be assessed separately. Mr. Gustafson reported the alley assessments would be prepared in April and would be assessed separately.



Schulz stated he had historically supported adding sidewalks to the community. He explained that while the community benefited from having additional sidewalks, he also understood that for five or six months out of the year, some of these sidewalks were impassable. He explained he walked to work yesterday, which was 2½ blocks and was forced to walk in the street because the sidewalks were not clear. He indicated he sent an email to staff regarding this concern. He stated he would like to see the City better enforce the requirement to keep sidewalks free and clear of snow. He understood that the elderly may have trouble with clearing the snow, but noted this was a cost of staying in a home. He requested the Council provide staff with more direction on how to manage this situation and recommended the Council discuss this issue at a future work session. He stated if the City Council was not going to enforce this Ordinance, he would not be able to support the installation of additional sidewalks.

Police Chief Mikkelsen commented on the process the Police Department follows for snow removal violations. He stated this year has been crazy with respect to the freeze/thaw cycle. He explained many of the boulevards had ice, which was difficult to clear. He noted residents are given 24 hours to clear their sidewalk, warnings are then issued, and if a property still has not been cleared, tickets are issued. He stated he has issued tickets until a property was brought into compliance. He reported he was working with residents as best as he can. He commented he did not want to cite residents every 24 hours as this would turn them against the Police Department. Rather he would like to work with residents to resolve snow and ice concerns.

Stelmach reported this winter has been difficult but noted there have been days warm enough for residents to apply salt or sand if they have ice concerns. He believed it was reasonable for each property to have a passable sidewalk.

Schulz stated he wanted to see residents step up, take care of their property, or be held responsible if they are not. He understood the fact that this was an unpopular issue; however, he still wanted to see the City better manage the situation. Police Chief Mikkelsen explained the Police Department grants residents 24 hours to clear their sidewalk before approaching them with a warning.

Schulz stated if the City's current Ordinance was not enforceable then perhaps the Council had to revisit this matter.

Stelmach supported the Council further discussing the City's sidewalks and how to successfully mitigate concerns with residents. Grams supported this issue being further addressed at a future work session. There was Council consensus to address this matter at a work session.

**A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2019-10 approving Plans and Specifications and Authorizing the Advertisement for Bids for the 2019 Street and Alley Reconstruction Project. The motion carried 5-0.**

**B. ACKNOWLEDGE SUBMISSION OF COMPREHENSIVE PLAN (Resolution)**

Abts requested the Council adopt a resolution acknowledging the submittal of the 2040 Comprehensive Plan Update to the Metropolitan Council.

Schulz explained the City spent well over \$100,000 on the Comprehensive Plan and was an unfunded mandate. He stated he viewed the Comprehensive Plan as a guiding document for the City and not the end all, be all. City Attorney Tietjen reported this was the case and noted the document was a guide.

**A motion was made by Johnson, seconded by Hultstrom, to adopt Resolution No. 2019-11 acknowledging submission of the 2040 Comprehensive Plan to the Met Council. The motion carried 4-1 (Schulz opposed).**

C. APPROVE PURCHASE OF POLICE DEPARTMENT TASERS

Police Chief Mikkelson stated the Police Department currently issues every full-time officer a taser that they are responsible for. The department recently added a new full-time officer which is one reason the City needs to purchase three new tasers. The other two tasers will replace old tasers that were kept when the city made the original purchase to equip all full-time officers with tasers. The old tasers are out of date and are breaking down. It was noted the department needs several new field use cartridges to ensure the department has enough cartridges for the near future. Also included in this request is ten cartridges and four targets for training purposes. The total for the purchase will be \$5,521.

**A motion was made by Hultstrom, seconded by Stelmach, to approve the purchase of three new tasers and the taser training equipment for a total of \$5,521. The motion carried 5-0.**

D. APPROVE PURCHASE OF COMPUTER FOR POLICE DEPARTMENT OFFICE MANAGER

Police Chief Mikkelson stated this computer is used by Police Department Office Manager Felicia Wallgren. This will be a regular replacement scheduled every four years. Staff 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 Lenovos at \$739 and \$720 and a Dell OptiPlex at \$915. All of the computers come with a three-year warranty and they will all have the same set up time quoted at \$450 from Element.

Johnson asked if the department would be purchasing a new monitor. Police Chief Mikkelson stated he was only requesting the computer tower as the officer manager's two monitors were in good working order.

Schulz commented on the differences between the computer bids and noted the state bid offered the best price for the City. He explained he supported the purchase of Item #1 or Item #2.

**A motion was made by Stelmach, seconded by Hultstrom, to approve the purchase of the SHI Lenovo Think Center Option #1 computer for the Police Department. The motion carried 5-0.**

E. APPROVE UPDATE TO CITY TRAVEL AND TRAINING POLICY

Grams explained the last version of the City Travel and Training policy was approved in 2013. Since then, the EDA has taken a more active role in participating in various training opportunities that might require pre-approval and potential travel expenses. Because of this, it's a good time to review and update the Travel and Training Policy.

Grams reported 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, Councilmembers, EDA members, and Planning Commission members. 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 a Travel and Training Request Form. This will serve as the "agenda item" in cases where approval is required at the EDA or Council level.

Grams commented the other major change in the updated policy relates to the Police Department and requesting training expenses. Chief Mikkelsen recently approached Grams 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 trainings 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.

Stelmach requested further comment from the Police Chief regarding this policy. Police Chief Mikkelsen stated he has a training budget of \$16,500 each year. He commented on the numerous types of training sessions his officers have to attend on a yearly basis. He explained the mandated training sessions were not held often and had to be attended every three years. He stated the cost was typically over \$100 per session and reported he was missing out on training events for his officers because he needed prior Council approval.

**A motion was made by Hultstrom, seconded by Johnson, to waive Council approval for all mandatory Police Department training expenses.**

Stelmach stated he supported the Police Chief in his efforts, but he believed this was an incredibly large blank check for the Council to offer. He indicated he would not be able to support the motion on the floor.

Schulz questioned if the Council could statutorily waive approval of an expense. He agreed this was a huge blank check concern and he could not support this much authority being granted to any department head.

**The motion failed 1-4 (Johnson, Schulz, Stelmach, and Mayor Poppe opposed).**

Schulz commented on the proposed policy and understood training sessions were necessary for some staff members. He feared that some of the language was too narrow and recommended the red-line language read: cover any City elected or

appointed employees. He recommended the City reconsider allowing employees to purchase a meal using their best judgement.

Schulz commented on the Police Department training and noted he spoke with the Chief regarding this matter. He understood the Chief needed more latitude and suggested the Chief submit a list or schedule of training events on quarterly basis for consideration and approval by the Council. He understood that new officers required a great deal of training but stated he wanted the Chief to create a document for Council consideration. He stated this same document could be created by the Public Works Department. Police Chief Mikkelsen explained it would be difficult to create a quarterly document because some of the trainings come up monthly and not six months in advance. In addition, he stated the cost for these training events differed.

Schulz stated he did not want this document to just single out the Police Department. Police Chief Mikkelsen commented that would be beneficial to his efforts given the amount of training his officers are required to attend on a yearly basis. He stated he could create a list but anticipated it would not be very specific. He explained at times specialty training comes up that he would like his officers to attend.

Schulz supported the Chief having enough leeway to get into special training events so long as the items are within his budget. He recommended the training events then be approved under Accounts Payable. Grams suggested the Council table action on this policy to allow staff time to rewrite the policy based on the Council's recommendations.

Stelmach asked if the \$100 threshold language should remain in the document. Grams stated this was old language that was written in 2013.

Schulz supported this language being removed.

Grams asked if elected and appointed officials training should be treated differently than City staff. Poppe anticipated all training for officials was known in advance and could be planned for accordingly.

Grams questioned how the City should manage unknown training events. Further discussion ensued regarding how to manage situations like a recent EDA van trip.

**A motion was made by Schulz, seconded by Stelmach, to table action on the City Travel and Training Policy to the February 11 City Council meeting. The motion carried 5-0.**

F. APPROVE PROPOSAL FOR STRATEGIC PLANNING SESSION WITH RAPP CONSULTING GROUP

Grams explained the City Council budgeted for a 2019 strategic planning session in order to provide the City Council, EDA, and Staff 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.

Grams reported 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.

Grams stated the focus 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.

Grams commented on the submitted proposal noting it had been tailored to the City's particular needs, based on 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.

Johnson asked how long the training session would take. Grams explained the estimate had target hours and noted the City's event would be condensed.

Johnson stated he did not like the April 6 proposed meeting date given this was one-quarter through the year. He believed the strategic planning session should have been held sooner in the year. Grams explained this date was being suggested as all Council, staff, and the consultant could be in attendance.

**A motion was made by Stelmach, seconded by Schulz, to approve the proposal with Rapp Consulting Group to conduct a Strategic Planning Session at a cost of \$5,500. The motion carried 5-0.**

G. SET COUNCIL STRATEGIC PLANNING SESSION FOR SATURDAY, APRIL 6, 2019

Grams explained the Council approved 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. The Session is anticipated to begin at 8 a.m. and end around 2 p.m. that day.

**A motion was made by Stelmach, seconded by Schulz, to set the Council Strategic Planning Session meeting date for Saturday, April 6, 2019. The motion carried 5-0.**

H. APPROVE PROPOSAL FROM MACDONALD & MACK ARCHITECTS FOR HISTORIC 1915 WATER TOWER CONDITIONS ASSESSMENT

Abts explained 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.

Abts reported 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.

Abts stated 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 the 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.

Schulz asked if this expense could be covered by the City's Water Fund. Stelmach explained a donation was made to the Heritage Preservation Commission to cover the expense of the Conditions Assessment. Abts indicated the Heritage Preservation Fund had a balance of approximately \$9,700 at this time.

Johnson stated he supported the contract moving forward. He asked if the City had requested the \$9,500. Abts explained the funds had been requested.

Johnson requested further information on when payment would be requested for this project. Grams stated he anticipated the City would be billed when expenses occur on a monthly basis with a not to exceed amount of \$10,000.

**A motion was made by Hultstrom, seconded by Schulz, to approve the contract with MacDonald & Mack Architects for the historic 1915 Water Tower Conditions Assessment. The motion carried 5-0.**

I. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT – None.
12. COUNCIL AND ATTORNEY REPORTS

Hultstrom stated on Friday and Saturday of this week she would be attending a Leadership Conference being sponsored by the League of Minnesota Cities in Plymouth.

Hultstrom commented last week she attended the Housing for All Breakfast and noted this event was well attended.

Johnson explained he also attended the Housing for All Breakfast. He stated he appreciated the fact that six State Representatives were in attendance, along with many local elected officials.

Johnson reviewed the recent meetings he had attended for the Watershed District.

Schulz encouraged residents to stay inside and stay safe during the cold spell.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Friday, February 1, to allow for the installation of a backup generator.

Poppe reported a Decluttering and Downsizing Tips Session would be held on Thursday, February 7, at 9:30 a.m. at the Osseo Community Center.

Poppe invited all Osseo residents to attend the Fireman's Dance on Friday, February 8, from 8 p.m. to 12 midnight at the Legion.

Poppe explained an Exchange for Change event would be held on Saturday, February 9, from 10 a.m. to 3 p.m.

Poppe stated the City was in need of a few volunteers for its commissions. Those interested were encouraged to contact City Hall for further information.

14. ADJOURNMENT

**A motion was made by Schulz, seconded by Hultstrom, to adjourn the City Council meeting at 9:05 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Name of Chief Executive Officer (CEO): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

\_\_\_\_ Fraternal      \_\_\_\_ Religious      \_\_\_\_ Veterans      \_\_\_\_ Other Nonprofit Organization

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

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

\_\_\_\_ **A current calendar year Certificate of Good Standing**

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

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

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

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

Address (do not use P.O. box): \_\_\_\_\_

City or Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

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

\_\_\_\_ Bingo      \_\_\_\_ Paddlewheels      \_\_\_\_ Pull-Tabs      \_\_\_\_ Tipboards

\_\_\_\_ Raffle (**total value of raffle prizes awarded for the calendar year: \$**\_\_\_\_\_)

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



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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <b>The city or county must sign before submitting application to the Gambling Control Board.</b> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b>                  On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	--

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b>                  A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board                  1711 West County Road B, Suite 300 South                  Roseville, MN 55113</p> <p><b>Questions?</b>                  Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
---	---

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

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



## City of Osseo City Council Meeting Item

---

**Agenda Item:** Acknowledge Billy Evans as Fire Captain 12

**Meeting Date:** February 11, 2019

**Prepared by:** Mike Phenow, Fire Chief

**Attachments:** Email to Fire Department Members

---

**Policy Consideration:**

Consider approving the promotion of Lieutenant 12 Billy Evans to Captain 12 for the Fire Department of the City of Osseo.

**Background:**

Following the promotion of Captain 12 Mike Phenow to Chief, the Captain 12 position became vacated. The position was posted internally from January 3<sup>rd</sup> through January 18<sup>th</sup> 2019. All qualified and interested candidates were encouraged to apply for the position. Applications were received from 2 current Lieutenants on the department. Chief Phenow, Assistant Chief Derick Haug, and Captain 11 Jesse Phenow reviewed the applications and interviewed both candidates.

Both candidates were asked a series of 30 questions across 10 categories in an attempt to thoroughly and fairly gauge their knowledge, experience, ability, and vision pertaining to fireground operations, emergency scenes, equipment, training, commitment, leadership, management, policies, administration, and general considerations. Both candidates scored well and demonstrated themselves to be qualified for the position. In the end, Lieutenant Evans scored higher, emerging as the unanimous recommendation for the position.

**Previous Action or Discussion:**

The Captain 12 position was vacated by the promotion of Mike Phenow to Chief, as approved by the council at their December 10, 2018 meeting.

**Budget or Other Considerations:**

The wages for the Captain 12 position have been incorporated into the 2019 budget. Filling the vacated position has no impact on the approved budget.

**City Goals Met By This Action:**

Develop team work among the City's leadership team

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

**Options:**

The City Council may choose to:

1. Approve the promotion of Billy Evans to Captain 12;
2. Approve the promotion of Billy Evans to Captain 12, with noted changes/as amended;
3. Deny the promotion of Billy Evans to Captain 12;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the Council choose option 1) Approve the promotion of Billy Evans to Captain 12.

**From:** Mike Phenow  
**Sent:** Friday, February 01, 2019 2:33 PM  
**To:** Fire.Members <[fire.members@ci.osseo.mn.us](mailto:fire.members@ci.osseo.mn.us)>  
**Cc:** Riley Grams <[RGrams@ci.osseo.mn.us](mailto:RGrams@ci.osseo.mn.us)>  
**Subject:** Captain 12

Happy Friday everyone!

We had a number applications for the Captain 12 position that was posted a few weeks ago. After a thorough interview process conducted by Derick, Jesse, and I, we had a difficult decision to make (but choosing from multiple very good options is a good problem to have).

I am very pleased to announce that Billy Evans will be the next Captain 12 for the Osseo Fire Department. Billy brings over 23 years of firefighting experience, a knowledge of our training program, and years of management experience from C. S. McCrossan.

Please join me in congratulating him!

Thanks,  
Mike

**Mike Phenow**  
Chief, Osseo Fire Department  
[mike.phenow@ci.osseo.mn.us](mailto:mike.phenow@ci.osseo.mn.us)  
(763) 226-1020 (cell)  
415 Central Ave, Osseo, MN 55369

Neil Lynch  
325 4th Ave NE  
Osseo, MN 55369

January 24, 2019

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

Dear Nancy,

Due to my relocation to Maple Grove on February 1, I regret to inform you of my resignation from the Osseo Planning Commission, effective after January 31, 2019.

It has been an honor to be a part of the Planning Commission. I am proud of all we have accomplished, and I have no doubt the commission will continue its outstanding service in the future.

Best Regards,

A handwritten signature in black ink, appearing to read 'Neil Lynch', with a stylized, cursive script.

Neil Lynch

# OSSEO GATEWAY SIGN



## APPLICATION FOR MESSAGE FEE WAIVER

The City of Osseo has constructed the Gateway Sign as a method to disseminate information of general public interest. Information is posted to the Gateway Sign in accordance with the Gateway Sign Policy.

Applications for fee waivers must be reviewed by the City Council. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A GATEWAY SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-1111 or via email at

[nabts@ci.osseo.mn.us](mailto:nabts@ci.osseo.mn.us) AND [kbroden@ci.osseo.mn.us](mailto:kbroden@ci.osseo.mn.us)

Name of Applicant:	Scene Clean Inc.		
Address:	111 1st St SE Suite 2		
Name of Contact Person: (if different than applicant)	Nate Berg		
Contact Phone: (daytime)	612 643 0911	Email address:	nate@scenecleanmn.com
Description of event or purpose for which Gateway Sign message will be used:	Free Public Narcan Training		
Desired date(s)	Specify on Gateway Sign Application & attach application to this request		
<b>COMMUNITY BENEFITS</b>			
How will the Osseo business community benefit from your event?	Free Narcan usage training and available Narcan kits @ event.		
<b>NEED</b>			
Why is it necessary to promote this event using the Gateway Sign?	Public welfare and safety		
Explain why paying the fee would be a hardship.	Non Profit is providing the training Scene Clean will be donating to the organization and hoping the public will attend		
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	No		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:			
Date of application:	2-1-19		
<b>STAFF USE ONLY</b>			
Est. total value of waiver (\$):	\$200.00	City Council Review date:	2/11/19
		Approved date:	



Fee: \_\_\_\_\_  
 Receipt/Check #: \_\_\_\_\_

## City of Osseo

415 Central Avenue  
 Osseo, MN 55369-1195  
 P 763.425.2624 F 763.425.1111  
[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

### Gateway Sign Message Application

The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

<b>Business or Event Name</b> Free Public Alarm Training	<b>Contact Person</b> Mike Berg
---	------------------------------------

<b>Business or Event Address</b> Scene Clean Osseo FD 415 Central	<b>Phone Number</b> 612 643 0911
---	-------------------------------------

<b>Email</b> mike@scenecleanmn.com	<b>Number of Slides Requested:</b> A fee of \$100 per slide/week must be included with every message application.
---------------------------------------	--

<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.	Free Public Alarm Training Osseo Fire Dept. March 4 <sup>th</sup> 6-730 PM 612-643-0911 to register
--	--

<b>Graphics Requested?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a> and <a href="mailto:kbroden@ci.osseo.mn.us">kbroden@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels.	<b>Stock Image</b> <input type="checkbox"/> <b>Graphic to be Provided</b> <input type="checkbox"/> JPG or BMP format only
---	--

<b>Message Scheduling</b> Messages will be programmed once per week. <u>Applications must be received by 7:30 am on Thursday</u> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.
--

<b>Specify Start Date/Time, if not Monday mid-day</b> 2-18	<b>Specify End Date/Time, if not Monday mid-day</b> 3-4 5:00pm
---	---

By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.

<b>Applicant Signature:</b> Mike Berg	<b>Date:</b> 2-1-19
---------------------------------------	---------------------

<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>
--------------------------------	------------	-------------

# Osseo Maple Grove Hockey Association Gambling Report to City of Osseo

1. Report for the month of Dec-18

2. Check as appropriate:

  x   pulltabs

  x   tipboards

3. Gross receipts 289,596

4. Expenses - total 281,194

Expenses itemized:

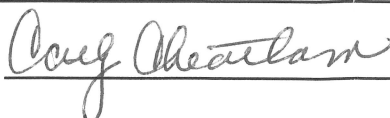
Compensation	6,500
Prizes	255,839
Pull tab games/taxes	2,689
Supplies/misc/payroll proc./storage	1,508
Combined receipts	13,607
Cash long/short	177
Rent	875

5. Profits 8,402

6. Distribution of profits (itemized)

Osseo Maple Grove Hockey Association	100,000

Signed:



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



**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Name of Chief Executive Officer (CEO): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

\_\_\_\_ Fraternal      \_\_\_\_ Religious      \_\_\_\_ Veterans      \_\_\_\_ Other Nonprofit Organization

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

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

\_\_\_\_ **A current calendar year Certificate of Good Standing**

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

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

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

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

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

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

Address (do not use P.O. box): \_\_\_\_\_

City or Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

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

\_\_\_\_ Bingo      \_\_\_\_ Paddlewheels      \_\_\_\_ Pull-Tabs      \_\_\_\_ Tipboards

\_\_\_\_ Raffle (**total value of raffle prizes awarded for the calendar year: \$**\_\_\_\_\_)

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

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <b>The city or county must sign before submitting application to the Gambling Control Board.</b> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b>                  On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	--

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b>                  A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board                  1711 West County Road B, Suite 300 South                  Roseville, MN 55113</p> <p><b>Questions?</b>                  Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
---	---

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

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

# CITY OF OSSEO COMMUNITY CENTER



5 K

APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

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

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

Name of Applicant:	Hennepin County Library - Osseo				
Address:	415 Central Ave., Osseo, MN 55369				
Name of Contact Person: (if different than applicant)	Nina Shimmin				
Contact Phone: (daytime)	612-543-6462		Email address:	nshimmin@hclib.org	
Special Consideration Requested	Rental Fee Waiver <input checked="" type="checkbox"/>		Weekly/Bi-Weekly Use/Event		
Description of event or purpose for which City facilities will be used:	Summer library programs for kids entering grades K-6.				
Desired date(s)/days of month	July 1, July 15, Aug 12				
Desired time(s)	1-3:30 p.m.				
<b>COMMUNITY BENEFITS</b>					
How many Osseo residents will benefit from your event? How will they benefit?	Up to 75. Approximately 20-50 participants at each program, depending on the program. Kids experience learning loss when they do not stay engaged in educational experiences during the summer. These programs help kids get ready to learn when school resumes in the fall. They also provide ways for kids to stay physically active, developing the physical skills they will need as they grow. Youth will also have opportunities to be playful and imaginative with their peers, which enhances their problem-solving skills, resilience, and their ability to work with others.				
<b>NEED:</b>					
Why is it necessary to hold this event at a City facility?	The Osseo Library does not have the capacity to host these programs within its own space. Since the Library and the Community Rooms are within the same building, patrons may attend a program and also access the Library. This can be very important to families with kids of various ages. For instance, an older sibling may attend a program, and a caregiver can then play and read with younger siblings in the Library at the same time. Also, patrons may find additional resources on the same topic as the program they are attending.				
If request is for a Fee Waiver:  Explain why paying the fee would be a hardship.	Programming support for library programs is generated by book sales hosted by local Friends of the Library groups. Osseo Library does not currently have a Friends group for this financial support.				
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	The Osseo Library serves all of the residents of its community, providing programs, materials for checkout, computers, spaces for working and playing, and reference services.				
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:					
Date of application:	1/31/2019				
<b>STAFF USE ONLY</b>					
Est. total value of waiver (\$):		City Council Review date:		Approved date:	



## APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

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

Applicant/Contact Person: Nina Shimmin

Street Address, City, State, Zip: Maple Grove Library, 8001 Main St N, Maple Grove, MN 55369

Phone# (Day and Evening) 612-543-6462

Organization/Business if different from Applicant: Osseo Library

Mailing Address: 415 Central Ave., Osseo, MN 55369

Room(s) Desired: Room A \_\_\_\_\_ Room B \_\_\_\_\_ Both X

Use: ☒ Weekday ☐ Weekend Date(s) of: July 1, July 15, Aug 12

Time of Use: From: 1 pm am/pm to: 3:30 pm am/pm

Total Number of Hours Community Center will be used (include set-up & take-down): up to 2.5 hours

Purpose of Meeting/Event: Children's programs

Number of Participants: approx. 20-50 depending on the program

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

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

Will alcohol be served? Yes \_\_\_\_\_ No X What type: \_\_\_\_\_

Caterer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Date: 1/31/2019 Osseo Library  
Name of organization, group, individual or Approved Caterer

Email: nshimmin@hclib.org Nina Shimmin  
Signature of applicant

\*\*\*\*\*

This application approved/rejected by: Date \_\_\_\_\_ By \_\_\_\_\_

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

Damage and cleanup deposit received on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_

Caterer's permit verification received on: Date \_\_\_\_\_ Amount \_\_\_\_\_

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

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

# OSSEO BUILDING REPORT 2019

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921240116	1/2/2019	2019-1	\$ 1,275	Kelie Podratz	224 5th Ave NE	PL	plumbing alterations	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921240116	1/2/2019	2019-2E	\$ -	Kelie Podratz	224 5th Ave NE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921230147	1/10/2019	2019-3E	\$ -	Gerry Zelenak	133 3rd Ave NE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921230147	1/10/2019	2019-4	\$ 6,000	Gerry Zelenak	133 3rd Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921220096	1/15/2019	2019-5	\$ 13,662	John Cochran	501 2nd Ave NE	BL	windows	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921240068	1/15/2019	2019-6	\$ 1,225	Patrick Minor	132 7th Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921230007	1/16/2019	2019-7	\$ 10,000	James Haertenzen	201 3rd St NE	BL	interior alterations	\$0	\$ 191.75	\$ 5.00	\$ 124.64	\$ 321.39
1811921240068	1/16/2019	2019-8E	\$ -	Patrick Minor	132 7th Ave NE	EL	electrical	\$0	\$ 175.00	\$ 1.00	\$ -	\$ 176.00
1811921230007	1/17/2019	2019-9	\$ 6,000	James Haertenzen	201 3rd St NE	PL	plumbing alterations	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1311922110124	1/22/2019	2019-10	\$ 7,589	Brittney Quant	513 1st Ave NW	ME	furnace & A/C	\$0	\$ 150.00	\$ 2.00	\$ -	\$ 152.00
1811921240029	1/22/2019	2019-11	\$ 1,200	Leslie Ford	9 6th Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1311922110124	1/23/2019	2019-12E	\$ -	Brittney Quant	513 1st Ave NW	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921320043	1/23/2019	2019-13	\$ 1,142	Aaron Gammelgaard	117 4th Ave SE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921220137	1/25/2019	2019-14E	\$ -	Jesse Dickinson	340 Central Ave	EL	electrical	\$0	\$ 218.00	\$ 1.00	\$ -	\$ 219.00
1811921240035	1/28/2019	2019-15	\$ 5,606	Mickey Boser	32 5th Ave NE	ME	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921330035	1/28/2019	2019-16E	\$ -	Ceramic Industrial Coating	325 Co Rd 81	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921340035	1/28/2019	2019-17	\$ 5,488	Eric Roberge	324 6th Ave SE	ME	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921220152	1/29/2019	2019-18E	\$ -	Realife Cooperative	12 6th St NE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921220039	1/29/2019	2019-19	\$ 3,500	Rich Neseth	333 4th St NE	PL	sewer repair	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921340035	1/31/2019	2019-20E	\$ -	Eric Roberge	324 6th Ave SE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
na	1/31/2019	2019-21	\$ -	CenterPoint	CR 81/3rd St SE	U	utility ROW	\$0	\$ 675.00	\$ -	\$ -	\$ 675.00
Totals			\$ 62,687					\$0	\$ 2,164.75	\$ 25.00	\$ 124.64	\$ 2,314.39

**From:** charles flynn <[flynn.osseo.eda@gmail.com](mailto:flynn.osseo.eda@gmail.com)>  
**Sent:** Thursday, February 7, 2019 7:33 AM  
**To:** Riley Grams <[RGrams@ci.osseo.mn.us](mailto:RGrams@ci.osseo.mn.us)>  
**Subject:** Re: Osseo Strategic Planning Session - Sat, April 6, 8am-2pm

Riley

This is my official notification and resignation as a commissioner on the EDA for the city of Osseo. Unfortunately, with my work schedule, I do not have the time to continue to commit, be prepared and be on time or sometimes get to the monthly required meetings! I appreciate the opportunity I have had to serve. If you want to discuss my decision, feel free to contact me. Thanks

Respectfully  
Chuck Flynn

# RUDOLPH PRIEBE POST 172 GAMBLING REPORT TO CITY OF OSSEO

5 N

1. Report for the Month of JANUARY, 2019.  
2. Check as appropriate:

☒ Paddlewheel

☒ Pulltabs

☐ Bingo

☐ Raffle

☒ Other (specify) TIP BOARD

3. Gross Receipts: \$ 574,296.00  
3(a) Less: prizes paid \$ 42,996.00  
4. Expenses—Total \$ 58,007.35

## Expenses Itemized:

COMBINED RECEIPTS TAX \$ 27,394.00

INVENTORY PURCHASES (TICKETS) \$ 8096.18

COMPENSATION/PAYROLL TAXES \$ 20,298.25

ACCOUNTING SVCS \$ 521.15

MISCELLANEOUS \$ 1697.77

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

5. Profits \$ 23,342.65

6. Distribution of Profits (Itemized):

= SEE ATTACHED SCHEDULE C = \$ 43,980.13

\_\_\_\_\_ \$ \_\_\_\_\_

Signed: [Signature]

Richard L. Kolb

Gambling Manager

Attach additional information if necessary.

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

## Lawful Purpose Expenditures

Organization name	License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
American Legion Post 172	00104	1	2019	\$30500.00	\$24125.05	\$13480.13	\$68105.18

Membership Approval Date	If approved by GCB enter date	Check/electronic payment				Lawful Purpose Code	Description (purpose)
		Date	Number	Amount	Payee		
1/4/2019		1/4/2019	16197	2321.81	XCEL ENERGY	16	Utilities
1/7/2019		1/7/2019	16202	1217.05	U.S. TREASURY	8	FEDERAL 730,990-T, AND 11-C TAXES
1/8/2019		1/8/2019	16203	1414.10	CENTER POINT ENERGY	16	Utilities
1/10/2019		1/10/2019	16208	25000.00	BEYOND THE YELLOW RIBBON OF MAPLE GROVE	1	501(c)3....Veterans Memorial Park
1/10/2019		1/10/2019	16206	16.85	XCEL ENERGY	16	Utilities
1/10/2019		1/11/2019	16213	3000.00	MN WARRIOR ICE HOCKEY	1	501(C)3
1/10/2019		1/11/2019	16212	1000.00	MN A.L. FOUNDATION--FUND 63	21	ROTC Scholarship fund
1/10/2019		1/11/2019	16209	1000.00	ARMED FORCES SERVICE CENTER	1	501(c)3
1/10/2019		1/11/2019	16211	5000.00	MN A.L. FOUNDATION--FUND 52	21	American Legion youth baseball program
1/10/2019		1/11/2019	16210	1500.00	CITY OF OSSEO	10	VOLUNTARY CONTRIBUTION TO A CITY
1/10/2019		1/14/2019	16217	1261.73	CITY OF OSSEO	16	Utilities
1/10/2019		1/29/2019	16244	2465.64	XCEL ENERGY	16	Utilities
		1/7/2019	EFT	22908.00	MN Dept. Of Revenue	8	STATE TAX AND REGULATORY FEE
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	





## City of Osseo City Council Meeting Item

**Agenda Item:** Acknowledge Chad Boelke as Lieutenant 12

**Meeting Date:** February 11, 2019

**Prepared by:** Mike Phenow, Fire Chief

**Attachments:** None

**Policy Consideration:**

Consider approving the appointment of Lieutenant 14 Chad Boelke to Lieutenant 12 for the Fire Department of the City of Osseo.

**Background:**

Should the council approve the promotion of Billy Evans to the position of Captain 12, the position of Lieutenant 12 would subsequently become vacated. Under current arrangement, the Fire Department has 4 Lieutenants, numbered 11 through 14 (often, units in the fire service are numbered by combining the station number with the unit number, so Lieutenant 12 is the 2<sup>nd</sup> Lieutenant at Station 1). Officers are organized into groups for executing various department functions: Lieutenants 11 and 13 operate under the direction of Captain 11, while Lieutenants 12 and 14 operate under the direction of Captain 12. The largest department function overseen by Captain 11 is the hiring, onboarding, and initial training of new recruits, while the largest department function overseen by Captain 12 is the ongoing training and recertification of active department members.

Lieutenants all operate at the same general rank with unit numbers being primarily for identification, but also secondarily as a sort of “sub-rank” or “tie-breaker” rank.

Lieutenant 14 Chad Boelke has expressed interest in applying for the Lieutenant 12 position, should it become vacated following council approval of Billy Evans from Lieutenant 12 to Captain 12. Rather than potentially posting twice and conducting two full interview processes, it is the recommendation of Chief Phenow, with the unanimous support of the other department officers, that Lieutenant Boelke be appointed to the position of Lieutenant 12 and that the position of Lieutenant 14 be posted internally.

**Previous Action or Discussion:**

The Lieutenant 12 position may be vacated by the promotion of Billy Evans to the position of Captain 12, should the council approve to that effect at this same council meeting.

**Budget or Other Considerations:**

The wages for all fire department officers have been incorporated into the 2019 budget. Filling the vacated position has no impact on the approved budget.

**City Goals Met By This Action:**

Develop team work among the City's leadership team

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

**Options:**

The City Council may choose to:

1. Approve the appointment of Chad Boelke to Lieutenant 12;
2. Approve the appointment of Chad Boelke to Lieutenant 12, with noted changes/as amended;
3. Deny the appointment of Chad Boelke to Lieutenant 12;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the Council choose option 1) Approve the appointment of Chad Boelke to Lieutenant 12.

Staff recommends the City Council choose option 1) approve the appointment of Chad Boelke to Lieutenant 12.

## CITY OF OSSEO COMMUNITY CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

       Rental Fee Waiver      X   Weekly Use           Bi-Weekly Use

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

Name of Applicant:	C.R.E.E.S. Ministry		
Address:	42955 44 <sup>th</sup> Place NE, Saint Michael MN 55376		
Name of Contact Person: (if different than applicant)	Karin Limachi Secretary		
Contact Phone: (daytime)	763-482-1052	Email address:	creesministry@gmail.com
Special Consideration Requested	Rental Fee Waiver	<u>Weekly</u> Bi-Weekly Use/Event	
Description of event or purpose for which City facilities will be used:	C.R.E.E.S. Ministry is an evangelical church. We will gather to worship God, have service for adults/kids		
Desired date(s)/days of month	all Tuesday & Saturday February, March, April see Attachment		
Desired time(s)	5:00 pm to Midnight		
<b>COMMUNITY BENEFITS</b>			
How many Osseo residents will benefit from your event? How will they benefit?	C.R.E.E.S. Ministry will open its door to everyone, all ages, to Osseo residents who are interesting to know Jesus Christ. Our chaplains are available to help the Osseo community; too.		
<b>NEED:</b>			
Why is it necessary to hold this event at a City facility?	Having service in one location will provide a physically stability to our members; during this time, we are and will be looking to find our own building		
Explain why paying the fee would be a hardship.	Q		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Q		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:			
Date of application:	02/07/19		
<b>STAFF USE ONLY</b>			
City Council Review:		Approved:	



# APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

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

Applicant/Contact Person: Secretary Karin Limachi C.R.E.E.S. Ministry  
Street Address, City, State, Zip: 12955 44th Place NE, Saint Michael MN 55376  
Phone# (Day and Evening) 763-482-1052  
Organization/Business if different from Applicant: C.R.E.E.S. Ministry  
Mailing Address: PO Box 761 Rogers MN 55374  
Room(s) Desired: Room A \_\_\_\_\_ Room B \_\_\_\_\_ Both ☒  
Use: ☒ Weekday ☒ Weekend Date(s) of: all Tuesday & Saturday see attachment  
Time of Use: From: 5:00 am/pm to: Midnight am/pm  
Total Number of Hours Community Center will be used (include set-up & take-down): 7 hours per day  
Purpose of Meeting/Event: Gather to worship God & have service  
Number of Participants: 60-100 people  
Fee charged or donations solicited from participants? Yes \_\_\_\_\_ No ☒ If so, how much: \_\_\_\_\_  
Will food or refreshments be served? Yes ☒ No \_\_\_\_\_ What type: juice, coffee or soda  
Will alcohol be served? Yes \_\_\_\_\_ No ☒ What type: \_\_\_\_\_  
Caterer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Date: 02/07/19 C.R.E.E.S. Ministry  
Name of organization, group, individual or Approved Caterer  
Email: creesministry@gmail.com Karin Limachi  
Signature of applicant

\$100 per meeting

\* This application approved/rejected by: Date 2/7/19 By Karen Broden  
Rental & event fees for event received on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_  
Damage and cleanup deposit received on: Date 2/7/19 Amount 250.00 Check# CC  
Caterer's permit verification received on: Date \_\_\_\_\_ Amount \_\_\_\_\_  
Deposit(s) returned to applicant on: Date \_\_\_\_\_ Amount \_\_\_\_\_ By \_\_\_\_\_

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

\* Saturday 2/9/19 PAID by credit card - Receipt #5991 (\$1000)

7 | Page

Pending  
cc Request  
(2/11/19)

Hi Karen

Here are the dates:

**Month of February**

Tuesday 02/12

Tuesday 02/19

Tuesday 02/26

Saturday 02/09 ~~PAID 2/7/19 CC 5991~~

Saturday 02/16

Saturday 02/23

Saturday Not Available

**Month of March**

Tuesday 03/05

Tuesday 03/12

Tuesday 03/19

Tuesday 03/26

Saturday Not Available

Saturday 03/16

Saturday 03/23

Saturday 03/30

**Month of April**

Tuesday 04/02

Tuesday 04/09

Tuesday 04/16

Tuesday 04/23

Tuesday 04/30

Saturday 04/06

Saturday 04/13

Saturday 04/20

Saturday 04/27



## City of Osseo City Council Meeting Item

---

**Agenda Item:** Honor Retiring Senior Center Coordinator Arleen Barrett

**Meeting Date:** February 11, 2019

**Prepared by:** Riley Grams, City Administrator

**Attachments:** Proclamation for Arleen Barrett Day

---

**Background:**

As one of the longest tenured City of Osseo employees, we are incredibly sad to see Senior Center Coordinator Arleen Barrett retire. Arleen has been working for the City for over three decades, and is a beloved member of the City Staff and Osseo Seniors group.

We wish Arleen the very best in retirement, and look forward to seeing her around town and here at City Hall.

Mayor Duane Poppe will read an official proclamation naming February 11, 2019 as Arleen Barrett Day in Osseo.

Thank you Arleen!



## Proclamation

WHEREAS, Arleen Barrett has worked three decades for the City of Osseo as a devoted senior center coordinator; and

WHEREAS, Arleen has organized senior programming services in two different buildings over the years, worked with many fellow city employees, and witnessed many changes in Osseo; and

WHEREAS, Arleen has served the seniors and community with her friendly nature, baking expertise, and warm dedication to others; and

WHEREAS, the City of Osseo recognizes the value that older workers bring to the workplace and the important role they play in our workforce; and

WHEREAS, the City of Osseo honors Arleen for her commitment to area seniors and her loyalty to the city; and

WHEREAS, the City of Osseo wishes Arleen the very best of luck and relaxation in her well-deserved retirement;

NOW, THEREFORE, I, Duane E. Poppe, Mayor of the City of Osseo, do hereby proclaim February 11, 2019, as ARLEEN BARRETT DAY and ask that everyone join with me in support of her dedicated service to the City of Osseo.

---

Mayor Duane E. Poppe

Dated this 11<sup>th</sup> day of February, 2019.





## City of Osseo City Council Meeting Item

---

**Agenda Item:** Confirm EDA Actions of February 11, 2019

**Meeting Date:** February 11, 2019

**Prepared by:** Riley Grams, City Administrator

**Attachments:** None

---

The EDA took the following actions at their regular meeting on February 11, 2019:

- 1) Conducted the Oath of Office for Teresa Aho
- 2) Elected EDA Officers
- 3) Reviewed the EDA investment strategy
- 4) Approved EDA accounts payable

**Options:**

The City Council may choose to:

1. Approve the EDA actions of February 11, 2019;
2. Deny the EDA actions of February 11, 2019;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the EDA actions of February 11, 2019.





## City of Osseo City Council Work Session Item

**Agenda Item:** Liquor License Fees

**Meeting Date:** February 11, 2019

**Prepared by:** City Clerk LeAnn Larson

**Attachments:** None

### Background:

Over several Council meetings in mid-2018 a new liquor ordinance was discussed and approved. At that time, Councilmembers talked briefly about several fee variations due to legislative changes. The Council direction was to have staff explore fees for all liquor license options in the new code, come back to the Council with proposed fees, and set a public hearing in the future to discuss the fees.

### Discussion:

At the January 28 Council Work Session the Council discussed liquor license fees in general. The consensus was to conduct a public hearing after at least 30 days' mailed notice to liquor license holders.

City Attorney Mary Tietjen would prepare a public hearing notice for Monday, March 25, at 7 p.m., and city staff will prepare a general information notice outlining proposed liquor license fees. A copy of the new City Code chapter on Liquor Regulations would also be included in the mailing. The public hearing notice and information would be mailed to all liquor license holders prior to February 25.

The Council would conduct the public hearing on March 25 and adopt a resolution establishing liquor license fees.

### City Goals Met By This Action:

Ensure City's continued financial stability.

Maintain as low a tax rate as possible.

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

### Options:

The City Council may choose to:

- 1) Set a public hearing date for March 25 to discuss and approve liquor license fees;
- 2) Set a public hearing for a date after March 25;
- 3) Table for additional information.

### Recommendation/Action Requested:

Staff recommends the City Council chose option 1, set a public hearing date for March 25 to discuss and approve liquor license fees.



## City of Osseo City Council Meeting Item

---

**Agenda Item:** Citizen Appointment

**Meeting Date:** February 11, 2019

**Prepared by:** City Clerk LeAnn Larson

**Attachments:** Letters of Interest  
Resolution

---

**Background:**

Citizen appointments are made each year to various boards/commissions/committees. Announcements have been made at prior Council meetings and included in Council packets. The Press and social media have been used to reach interested volunteers, also. Several appointments were made at the January 14 Council meeting. However, a few positions need to be filled.

**Discussion:**

Staff has attached two letters of interest for appointment to the Public Safety Advisory Committee and a resolution for that appointment. We thank volunteers for their interest in serving the City of Osseo. Jason Hegerle and Dan Penny have submitted letters of interest to serve as a resident appointee to the committee.

**City Goals Met By This Action:**

Increase communication with citizens and encourage citizen engagement

**Options:**

The City Council may choose to:

1. Adopt a resolution appointing a citizen to the Public Safety Advisory Committee;
2. Table for additional information.

**Recommendation/Action Requested:**

Staff recommends the City Council adopt a resolution appointing a citizen to the Public Safety Advisory committee.

**Future Action:**

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

**From:** Hegerle, Jason

**Sent:** Friday, January 25, 2019 9:38 AM

**To:** Duane Poppe <[DPoppe@ci.osseo.mn.us](mailto:DPoppe@ci.osseo.mn.us)>

**Cc:** Riley Grams <[RGrams@ci.osseo.mn.us](mailto:RGrams@ci.osseo.mn.us)>; Larry Stelmach <[lstelmach@ci.osseo.mn.us](mailto:lstelmach@ci.osseo.mn.us)>

**Subject:** Application for the Resident Appointee of the Public Safety Advisory Committee

Hello,

I am emailing today to express interest in the resident appointee for the Public Safety Advisory Committee. I have lived in Osseo for over two years now, first living at the Osseo Manor Apartments for two years and now I recently purchased a home on 5<sup>th</sup> Ave NE during the summer. I am interested in the Public Safety Advisory Committee because public safety is an important factor in preserving Osseo's friendly community. I see this position as an opportunity to contribute to a community that has treated me well over the last few years. While I do not have safety experience specifically in the public sector, I am a safety manager in the construction and transportation industries and I believe my experience can contribute to the committee. Apart from my job, I am also a student pursuing a Master's Degree in Risk Control to further expand my knowledge as a safety professional. Outside of the safety aspects of my life, I am experiencing the joys of being a first-time home owner and when I get a break from my hectic schedule, I like to go fishing, whether it's on ice or open waters.

Please let me know if you require any more details. I can be reach via email or cell phone.

Name: Jason Hegerle  
Address: Osseo, MN 55369  
Cell Number:  
Email:

Thank you,

**Jason Hegerle**

Feb 7 2019

to city of OSSEO, MN

RE Safety Advisor Committee

I would like to be considered

for this opening position

past Safety Director for Constructive

Company, currently retired

Dan

Dan Penny

OSSEO, MN 55369

**Resolution No. 2019-x**

**RESOLUTION ADOPTING 2019  
OFFICIAL CITIZEN APPOINTMENT**

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointment is hereby made for the term as noted:

**Citizen Appointment**

Public Safety Advisory Committee

(two year term - resident)

(two year term - business)

\_\_\_\_\_ Jason Hegerle OR Dan Penny

\_\_\_\_\_



## Osseo City Council Meeting Item

---

**Agenda Item:** Approve 2019 Music and Movies in the Park Schedule

**Meeting Date:** February 11, 2018

**Prepared by:** Nancy Abts, City Planner

**Attachments:** Proposed Schedule  
Draft Performance Contract  
Draft Food Truck Vendor Application

---

**Policy Consideration:**

Consider proposed programming for summer Music in the Park and Movies in the Park events.

**Previous Action or Discussion:**

The Parks and Recreation Committee unanimously recommended the proposed schedule at their [February 5](#) meeting. The Parks and Recreation Committee has programmed the Music and Movies in the Park series since 2016.

**Background:**

Events are recommended for Tuesday nights, beginning on June 11 and continuing through August 27. There are eight concerts and presentations, starting at 7:00 pm. Five movies are also planned, starting at dusk. (Sunset times vary from approximately 9 pm in June and early July, to 8:30 in mid-August.) Concession vendors whose proceeds will support local nonprofits operating in Osseo would continue to be allowed. The Committee also recommends hosting food truck vendors at up to seven of the events (in June 18, and from July 9-August 27).

Two Tuesday are identified at the end of July and August as a rain dates, for concerts rescheduled in case of inclement weather. Movies can be re-shown at no additional cost for up to one year.

Performers include local favorites as well as new acts. Groups [The Teddy Bear Band](#), [Snake Discovery](#), the [Zoomobile](#), and the [Classic Big Band](#), [Led Penny](#), and the [Capri Big Band](#) are returning. New acts include Darlene and the Boys, as well as a concert featuring students from Spark Music Studio in Osseo. The students from [World Taekwondo Academy—Osseo](#) and [Elis Irish Dance Academy at Escalate](#) are also invited to present brief demonstrations ahead of movies.

Movies are as identified in the proposed schedule, except that the Parks & Recreation Committee recommends allowing our Facebook audience the chance to vote on a Superhero movie for July 30 and an Animated movie for August 27. Possible Superhero movies include [Aquaman](#) (2018), [Venom](#) (2018), and [Bumblebee](#) (2018). Possible animated movies include [The Incredibles 2](#), [Paddington 2](#), [How to Train Your Dragon: Hidden World](#), [Hotel Transylvania 3](#). The option to vote on these films can be promoted in the Spring edition of the Osseo Outlook.

Staff suggests using an application similar to the Farmers Market application to select Food Truck vendors. Under our current ordinances, food truck vendors will be required to get a Transient Merchant license for the day of the sales (\$30 for registration & a 1-day license). They must also be licensed by Hennepin County. Staff and the Committee

also suggest a refundable \$50 deposit to ensure scheduled trucks attend the event, clean up afterward, and submit a feedback survey on their experiences to help the Committee plan for future events.

The Parks & Recreation Committee selected an enthusiastic subcommittee to help coordinate this new aspect of the event series. Applications for Food Truck vendors will be solicited by its members. Depending on interest, it may be possible to have two food trucks at the first event of the season, with a single truck at later events. Starting sales at 4:30 pm and ending at 8:00 is suggested.

### **Budget or Other Considerations:**

#### Budget

The series will be funded through donations to the Music & Movies in the Park Fund, as part of the Community Fund. Several donations from local charitable organizations have been received. We are still waiting on word on a few requests for donations, but past on the past 3 years of contributions, a balanced event budget is expected. The City Administrator has identified some portions of the planned event schedule that may be paid for with Youth Recreation monies in the General Fund, if necessary.

Last year, the event schedule was approved in April, so we are a little bit “ahead of the game” this year, but donations have not ‘caught up’ to the accelerated approval timeline.

#### Staffing

Dee Bonn has volunteered to help set up for the concerts and presentations, assist attendees, and deliver checks to the performers at the end of the evening. Ed Columbus is willing to serve as an emcee for the series, and will coordinate use of the Lions’ audio system for pre-show announcements and movie screenings. Staffing to set up and take down the movie equipment will be needed. Staff recommend hiring another “recreation attendant” (similar to the winter Rink Attendants) to assist with these tasks.

### **City Goals Met By This Action:**

- Provide a variety of activities for all citizens with continued and new City events and programs
- Adapt to changing demographics of the community

### **Options:**

The City Council may choose to:

1. Approve the proposed schedule and authorize city staff to enter into contracts with selected performers, for a not-to-exceed cost of \$10,000;
2. Approve the proposed schedule and authorize city staff to enter into contracts with selected performers with noted changes/as amended;
3. Deny the proposed schedule;
4. Table action on this item for more information.

### **Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the proposed schedule and authorize city staff to enter into contracts with selected performers, for a not-to-exceed cost of \$10,000.

### **Next Step:**

If the schedule is approved tonight, it can be published in the Spring Osseo Outlook Newsletter. (There will also be the Summer edition of the newsletter, delivered to residents and businesses at the end of May, just prior to the start of the events.)

Contracts will be sent to approved performers.

## 2019 Music & Movies in the Park Proposed Schedule

	Performance	Movie	Concession Sales	Food Trucks (TBD)	Approx. Costs	Contributions
6/11	Teddy Bear Band		All events: JoanEddy's Ice Cream (Supporting the Osseo Lions)		\$ 1,425	
6/18	Led Penny			2	\$ 800	
6/25	Snake Discovery	Mary Poppins Returns			\$ 600	
	Independence Day - Break					
7/9	Classic Big Band			1	\$ 1,700	
7/16	Zoomobile	A Dog's Way Home		1	\$ 748	
7/23	Darlene & the Boys			1	\$ 600	
7/30	Music Rain Date	Superhero movie - PG-13 (via audience vote) Preceded by World Taekwondo Academy		1	\$ 423	
8/6	Night to Unite - Concert					
8/13	Spark Music Studio	Coco		1	\$ 463	
8/20	Capri Big Band		1	\$ 600		
8/27		Animated movie - (via audience vote) Preceded by Elis Irish Dance Studio		1	\$ 563	

### Other Costs

Music Licensing Fees		\$ 1,080
Promotional Materials	Rack cards, newsletter articles, etc.	\$ 625
Movie Staffing	Staff (Movie attendant)	\$ 225

### Funding: Donations & Requests

Lions	Requested 12/11	\$ 3,000
Fire Department Relief Assn	Requested 12/11	\$ 3,000
NW Area Jaycees	Requested 12/11	\$ 1,000
Osseo Maple-Grove Legion (received)		\$ 1,500
OMGHA	Requested 12/11	\$ 1,500

### Totals

\$ 9,852 \$ 10,000

Balance
\$ 148



## PERFORMANCE AGREEMENT

THIS PERFORMANCE AGREEMENT ("Performance Agreement") is made, effective as of this 11<sup>th</sup> day of February, 2019, by and between the City of Osseo, a Minnesota municipal corporation ("City") and \_\_\_\_\_ ("Performer").

WITNESSETH:

WHEREAS, the City wishes to permit the Performer to provide entertainment at its Music in the Park event in connection with the parks and recreation activities of the City; and

WHEREAS, the Performer has expressed its willingness to provide such services;

NOW, THEREFORE, the parties hereto do mutually agree as set forth below:

- A. Services. The Performer shall provide music in the form of a concert on \_\_\_\_\_, 2019 beginning at 7:00 pm ("Performance"). The duration of the Performance shall be at least one and a half (1.5) hours, excluding an intermission. The Performer represents that it has obtained authorizations in the form of a public performance license from the copyright holders of any music to be performed. The Performer may choose the music to be performed, but any music performed shall not contain any of the following: political references, sexually explicit material, or profanity.
1. Rain Location. In the event of inclement weather, the City and the Performer may mutually agree to reschedule the Performance to July 30, 2019 beginning at 7:00 pm. Absent mutual agreement to reschedule, the performance location shall be the Osseo Community Center. d
- B. Facility and Equipment. The City grants the Performer a license to use Boerboom Park (or in the event of inclement weather, the Osseo Community Center) for the Performance. The City shall provide an outdoor stage and electricity at no expense to the Performer. The Performer shall be responsible for providing all musical instruments, additional performers, microphones, amplification equipment and any other equipment that is necessary for the Performance. The City shall not be obligated to provide any other additional performers, equipment, or facilities for the Performer.
- C. Compensation. In consideration for the Performance, the City shall pay the Performer \$\_\_\_\_\_. The City shall pay the Performer no later than the date of the Performance.
- D. Promotion. The City shall be entitled to advertise and promote the Performance. Performer acknowledges that the City will rely on the terms hereof in all such promotions and advertising setting for the names, dates, and times of the performance. Performer hereby acknowledges and agrees that the City may use their name, photograph(s), likeness, and other promotional materials in such promotions, advertising, or other activities used to increase attendance at the Performance.

- E. Independent Contractor Status. All services provided by the Performer and any of its personnel pursuant to this Agreement shall be provided by the Performer and its personnel as independent contractors and not as employees of the City for any purpose, including but not limited to:
1. Income tax withholding;
  2. Workers' compensation;
  3. Unemployment compensation;
  4. FICA taxes;
  5. Liability for torts; and
  6. Eligibility for employee benefits.
- F. Hold Harmless; Indemnification. The Performer and its personnel shall defend, indemnify, and hold harmless the City, its elected officials, employees, agents, and contractors, from and against any and all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation resulting directly or indirectly on account of the Performance, including the use of the Boerboom Park or the Osseo Community Center and any facilities or equipment that is provided by the City. Nothing in this paragraph shall be deemed to be a waiver by the City of any limitations on or immunities from liability set forth in Minnesota Statutes, Chapter 466, or otherwise.
- G. Termination. This Agreement shall terminate on August 31, 2019. This Agreement may be renegotiated or otherwise amended at any time by mutual written agreement of the parties. If the Performer fails to fulfill its obligations under this Agreement in a professional and timely manner, or otherwise violates the terms of this Agreement, the City shall have the right to immediately terminate the Agreement.
- H. Excuse of Obligations. City and Performer shall be excused from their obligations hereunder in the event of proven sickness, accident, riot, strike, epidemic, act of God, or any other legitimate condition or occurrence beyond their respective control. In the event of inclement weather, City and Performer shall postpone the performance to the scheduled rain date, or move the performance location, as described above.
- I. Effective Date. This Agreement shall be effective on February 11, 2019.
- J. Data Practices Act Compliance. Data provided to the Performer under this Agreement shall be administered in accordance with Minnesota Statutes Chapter 13, and all data on individuals shall be maintained in accordance with statutory guidelines.
- K. Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between City and the Performer,

and supersedes and revokes any other prior written or oral agreements between City and the Performer. This Agreement can only be modified in writing signed by City and the Performer.

- L. Execution in Counterparts. This Agreement may be executed in counterparts by the parties hereto.
- M. No Third Party Rights. Nothing in this Agreement shall be construed to create any right in any person or entity not a party hereto.
- N. Assignment. The rights and obligations of the Performer pursuant to this Agreement are not to be assigned absent the written consent of the City.
- O. No Joint Venture or Partnership Created. This Agreement shall not be construed to create a joint venture or partnership between the parties hereto.
- P. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
- Q. Authority. The undersigned individuals warrant and represent that they are authorized to execute this Agreement and, if applicable, that all necessary corporate actions have been taken to authorize execution of this Agreement.

IN WITNESS WHEREOF, City and the Performer have executed this Agreement the day and year first above written.

CITY OF OSSEO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its: Mayor

Dated: \_\_\_\_\_

By : \_\_\_\_\_  
Its: City Clerk

PERFORMER

Dated: \_\_\_\_\_

\_\_\_\_\_



# MUSIC & MOVIES IN THE PARK

## FOOD TRUCK VENDOR

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN

### VENDOR GUIDELINES

*Concerts and presentations are scheduled Tuesday nights in the summer. Approximately 50-250 adults and children attend each week. Food Truck vendors are invited to apply to attend the events to market their wares. This small city event values diversity, value, and novelty.*

#### Application and Fees

- ◆ Vendors wishing to participate must complete an application form and return it with the appropriate deposit to the City of Osseo to be considered to participate.
- ◆ The City shall review and approve all vendor applications before a vendor can participate. Space at the event, location of the vendor, and the items a vendor offers will be factors in determining approval.
- ◆ Deposits for unaccepted applications will be returned promptly. Deposits will be 'cashed', and refunds will be made by a check payment.

#### Vendor Goods

- ◆ Vendors may not sell any items not approved or listed in their application. The City has the right to ask vendors to remove such products.
- ◆ All items must be prepared, displayed, and stored in accordance with Minnesota Department of Health and Hennepin County Health Department guidelines.

#### General Guidelines

- ◆ Vendors must be ready to start selling at 4:30 p.m. The City of Osseo encourages vendors to be in place ½ hour before the event opens, but please note no presales are allowed. Failure to comply with the starting time will result in forfeiture of the deposit and/or loss of future selling privileges. A Market Coordinator will typically be in the vicinity as early as 2:30 p.m. to check in vendors and assist them with any questions.
- ◆ There will be stalls for approximately 1 or 2 vendors per week.
- ◆ There will be no moving vehicles in the sales area between 4:15 p.m. and 8:00 p.m. Failure to comply with this regulation may result in forfeiture of the deposit and/or loss of future selling privileges.
- ◆ Events may occur rain or shine. Weather-related cancellations will be announced by noon on the day of the event. Please call 763-425-2624 if you have questions about threatening weather.
- ◆ Vendors are allowed only one vehicle in the sales area. Personal vehicles may also be parked in a nearby lot.
- ◆ Vendors are responsible for providing all tables (if desired), menu boards, canopies, or any other items needed for their display.
- ◆ Tents and canopies must be weighted down. No stakes may be pounded into the tarmac.
- ◆ Alcoholic beverages are prohibited.
- ◆ Cleanliness is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- ◆ Price, terms of sale, etc., are between buyer and seller only. Vendors agree to abide by fair business practices.
- ◆ Vendors must remove all trash from the market area before leaving. This includes debris, bags, and boxes as a result of their sales. Trash cans are provided only for incidental trash.
- ◆ Any vendor who the City feels is not complying with the Market rules may be asked to leave.

#### Permits, licenses, taxes, and insurance

- ◆ An event permit will be provided to each vendor. It must be visible in the stall at all times and is not transferable.
- ◆ All permits and licenses required by the City of Osseo, Hennepin County, the State of Minnesota, or the Federal Government are the sole responsibility of the vendors and must be displayed.
  - ◆ In addition to the refundable deposit, the City of Osseo requires a Transient Merchant permit (\$15 registration



## **MUSIC & MOVIES IN THE PARK**

### **FOOD TRUCK VENDOR**

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN

fee + \$15 1-day permit).

- ◆ Any required sales tax collections and remittances are the sole responsibility of the vendors.
- ◆ The City of Osseo is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the event; whether such injury, theft, or damage occurred prior, during, or after the event, seller further agrees to indemnify and hold the City of Osseo harmless for and against any claims for such injury, theft, or damage.
- ◆ All vendors should carry their own general liability and product liability insurance, as the City does not provide this coverage.

#### **Deposit**

A \$50 deposit is required to accompany your application. Deposit will be 'cashed'. Deposits will be returned in full via a check mailed from the City of Osseo following the event, if all of the following requirements are met:

- ◆ Vendor arrives and departs the sales location on time.
- ◆ Vendor provides trash receptacles and removes refuse at the end of the sales period.
- ◆ Vehicles are not moved during the required sales period (4:15 p.m. to 8:00 p.m.).
- ◆ Vendor completes a written evaluation of the event, including providing a summary/approximation of their total sales and recommendations for sales at future events in the City of Osseo.
- ◆ All other requirements listed in this application and guidelines are met.



# MUSIC & MOVIES IN THE PARK

## FOOD TRUCK VENDOR

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN

### MUSIC IN THE PARK ~ FOOD TRUCK VENDOR APPLICATION

Phone: (763) 425-1454, Nancy Abts Email: [nabts@ci.osseo.mn.us](mailto:nabts@ci.osseo.mn.us)

Please Print

Date \_\_\_\_\_

Food Truck name \_\_\_\_\_

Name of primary seller \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Address where food is produced: \_\_\_\_\_

Minnesota Sales Tax ID number (if applicable) \_\_\_\_\_

What food related licenses do you currently hold? \_\_\_\_\_

Additional licensing from the Hennepin County Community Health Department may be required to participate in the market.

Please list all items you intend to sell, and their prices. Attach additional page if necessary.

---

---

---

Social media account(s) / website (to be shared while the City promotes the event):

---

---



# MUSIC & MOVIES IN THE PARK

## FOOD TRUCK VENDOR

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN

Please rank your preference of all events you would like to be considered for:

<u>Rank</u> <u>Available Dates</u> (1-8)	<u>Date</u>	<u>7 pm Performer</u>	<u>Movie at dusk</u>	<u>Expected audience</u>
	June 18	Led Penny—Classic Rock	<i>Grease</i>	Adults, older children and teens
	July 9	Classic Big Band & the Nostalgics	n/a	Older adults
	July 16	Zoomobile	<i>Instant Family</i>	Families
	July 23	Darlene and the Boys	n/a	Adults and families
	July 30	(rain date for cancelled performances)	Superhero movie (TBD) <i>World Taekwondo Academy presentation precedes movie</i>	Families, older children and teens
	August 13	Spark Music Studio student performances	<i>Coco</i>	Extended families
	August 20	Capri Big Band	n/a	Older adults and families
	August 27	n/a	Animated film (TBD) <i>Elis Dance Studio presentation precedes movie</i>	Families

Please read and initial:

- \_\_\_\_\_ I have read and agree to abide by all policies.
- \_\_\_\_\_ I agree that the City of Osseo and their respective officers, employees, agents, and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the event; whether such injury, theft, or damage occurred prior, during, or after the event; Vendor further agrees to indemnify, defend, and hold harmless the City of Osseo their respective officers, employees, agents, and consultants for and against any claims for such injury, theft, or damage.
- \_\_\_\_\_ I understand that it is recommended that I carry my own general liability and product liability insurance, as the City of Osseo does not provide this coverage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed application & \$50 refundable deposit to:**  
**City of Osseo Parks & Recreation, 415 Central Avenue, Osseo, MN 55369**

*Completed applications received by April 1, 2019, will be considered first. Applications received by April 1 will be notified of their status approximately April 15. Applications that arrive after April 1 will be given consideration, if space allows. Full refunds will be given to any applications that are not accepted.*



## Osseo City Council Meeting Item

---

**Agenda Item:** Approve 2019 Youth Sports Programs

**Meeting Date:** February 11, 2019  
**Prepared by:** Nancy Abts, City Planner

**Attachments:** Extension of Agreement for Services  
Original 2017 Agreement for Services

---

**Policy Consideration:**

The City Council should consider a proposal for youth sports recreation classes for 2019.

**Previous Action or Discussion:**

The Parks and Recreation Committee discussed 2019 youth sports programs at their [February 5](#) meeting. The Committee recommended approving the sports classes so that they can be promoted in the Spring edition of the Osseo Outlook.

**Background:**

In 2017, the City of Osseo contracted with Revolutionary Sports to provide youth sports programs. The programs were well received, and the provider was easy to work with. Staff continued working with RevSports in 2018, and programs were very well received.

The Parks and Recreation Committee agreed with recommendations from Revolutionary Sports. The group recommends returning programming to two nights a week and adjusting the program start dates to coincide with RevSports programs in other communities. The proposed schedule includes some of RevSports' most popular programs in Osseo: soccer, baseball/t-ball, and flag football. Following requests from a survey of participants, Tennis will also be offered.

Otherwise, most of the details of the program will remain similar to last year. Enrollment minimums and prices are unchanged. RevSports will provide coaches, and the City will manage registration and enrollment processes.

Programs are offered for ages 2-12. Parents participate alongside younger children. Each session will last 5 weeks, a change from the 6 weeks offered in previous years. This will allow pre-identified rain dates between sessions in the schedule.

**Budget or Other Considerations:**

The Parks and Recreation Committee recommends increasing the program registration fee to \$50 per 5-week session. The Parks and Recreation Committee recommends continuing to offer a 30% registration subsidy for Osseo residents, up to a total amount of \$6,500. Approximately \$1,000 was used for this purpose in 2017 and \$1,500 in 2018; \$13,000 was budgeted for Youth Recreation programming expenses in 2019.



The Parks and Recreation Committee also recommended offering an “early registration” period for Osseo Residents, as well as looking into providing an option for online registrations. These topics can be considered by the Council at a future meeting after Staff and/or the Committee have had time to review online registration services. However, approving the schedule at this meeting will allow the programs to be promoted in the Spring edition of the Osseo Outlook (final draft due Wednesday, February 13).

**City Goals Met By This Action:**

Promote a healthy and high quality standard of living

Adapt to changing demographics of the community

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

**Options:**

The City Council may choose to:

1. Approve the Extension of Agreement for Services;
2. Approve the Extension of Agreement for Services with noted changes/as amended;
3. Deny the Extension of Agreement for Services;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the Extension of Agreement for Services.

**Next Step:**

If approved, staff will begin promoting the sports classes. They can be included in the Spring newsletter, which will be delivered in early March.

Approvals for online registration systems, if needed, can be considered at future meetings.

## EXTENSION OF AGREEMENT FOR SERVICES

For good value, this Extension of Agreement for Services is made by and between the City of Osseo, a Minnesota municipal corporation ("City") and Revolutionary Sports, LLC ("Provider").

WHEREAS, a certain Agreement between the parties was effective April 25, 2017 through December 31, 2017, and was subsequently extended through December 31, 2018, and

WHAREAS, the parties want to extend and continue said Agreement; and

WHEREAS it is agreed that said Agreement is extended for an additional term commencing upon the expiration of the original term and shall now expire on December 31, 2019.

NOW, THEREFORE BE IT RESOLVED that this extension shall be on all other terms and conditions as stated in the original Agreement, except that APPENDIX A is modified as attached.

This extension Agreement shall be binding upon the parties, their successors, and personal representatives.

IN WITNESS WHEREOF, City and the Provider have executed this Extension of Agreement for Services, effective as of this 11th day of February, 2019.

CITY OF OSSEO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its: Mayor

Dated: \_\_\_\_\_

By : \_\_\_\_\_  
Its: City Clerk

PROVIDER

Dated: \_\_\_\_\_

\_\_\_\_\_

### APPENDIX A-3: CLASSES

The City retains the right to cancel any Services without cost fourteen (14) days prior to the first date of the Services.

MONDAYS					WEDNESDAYS				
	Dates	Time (pm)	Program / Sport	Program / Sport		Dates	Time (pm)	Program / Sport	Program / Sport
Summer 1	<b>June 3, 10, 17, 24, July 1</b>  <i>Make up day: July 8</i>	5:30-6:00	Soccer TotStars (ages 2-3, parent child)	Tennis KinderStars (ages 4-6, parent child)	Summer 1	<b>May 29, June 5, 12, 19, 26</b>  <i>Make up days: July 3, 10</i>	5:30-6:00	Soccer TotStars (ages 2-3, parent child)	Baseball TotStars T-ball (ages 2-3, parent child)
		6:00-6:45	Soccer PreStars (ages 3-5, parent child)	Tennis MightyStars (ages 6-9)			6:00-6:45	Soccer PreStars (ages 3-5, parent child)	Baseball PreStars T-ball (ages 3-5, parent child)
		6:45-7:30	Soccer MightyStars (ages 6-9)	Tennis SkillStars (ages 8-12)			6:45-7:30	Soccer KinderStars (ages 4-6, parent child)	Baseball KinderStars (ages 4-6, parent involved)
Summer 2	<b>July 15, 22, 29, Aug. 5, 12</b>  <i>Make up days: Aug. 19, 26</i>	5:30-6:00	Soccer TotStars (ages 2-3, parent child)	Baseball TotStars T-ball (ages 2-3, parent child)	Summer 2	<b>July 17, 24, 31, Aug. 7, 14</b>  <i>Make up days: Aug 21, 28</i>	5:30-6:00	Soccer TotStars* (ages 2-3, parent child)	Flag Football KinderStars (ages 4-6, parent child)
		6:00-6:45	Soccer PreStars (ages 3-5, parent child)	Baseball PreStars T-ball (ages 3-5, parent child)			6:00-6:45	Soccer PreStars (ages 3-5, parent child)	Flag Football MightyStars (ages 6-9)
		6:45-7:30	Soccer KinderStars (ages 4-6, parent child)	Baseball KinderStars (ages 4-6, parent involved)			6:45-7:30	Soccer MightyStars (ages 6-9)	Flag Football SkillStars (ages 8-12)

original  
Sports  
2017

## AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement for Services") is made, effective as of this 25th day of April, 2017, by and between the City of Osseo, a Minnesota municipal corporation ("City") and Revolutionary Sports, LLC ("Provider").

WITNESSETH:

WHEREAS, the City wishes to permit the Provider to provide recreational programs to the City's youth in connection with the parks and recreation activities of the City; and

WHEREAS, the Provider has expressed its willingness to provide such services;

NOW, THEREFORE, the parties agree as set forth below:

A. Services. The Provider shall provide recreational programs in the form of a series of youth sports activities on dates and times described in APPENDIX A ("Services"), except that the City may remove Services from APPENDIX A at no cost prior to fourteen (14) days before the start of the individual Service. The Provider may choose the precise format of the Services offered, but content and format should substantially match the details provided in APPENDIX A. Any content presented through the Services shall not contain any of the following: political references, sexually explicit material, or profanity. The Provider shall provide the City with a written report and evaluation of the summer program within one month of the final date of Services. The report may contain recommendations for improving future events.

B. City Responsibilities. In support of the Services, the City shall process registrations and receive registration fees for participants benefiting from the Services. The City shall issue reimbursements for cancellation due to low enrollment for registrations the City has received. The City will furnish the Provider with a list of registered participants at least fourteen days prior to the activity start date.

C. Facility and Equipment. The City grants the Provider a license to use Sipe Park and the fields and courts it contains for the Services. For any Services offered requiring an alternate location, the City will also make available a rain location for the Services for use in the event of inclement weather. The Provider shall be responsible for providing all other supplies, additional Providers and personnel, and any other equipment that is necessary for the Services. The City shall not be obligated to provide any other additional Providers, equipment, supplies, or other facilities for the Provider.

D. Compensation. In consideration for the Services, the City shall pay the Provider an agreed-upon per-participant, per-class, or per-camp amount as specified in APPENDIX B. The Provider shall invoice the City for costs incurred. The City shall pay the Provider promptly following City Council approval of the received invoice.

E. Promotion. The City shall be entitled to advertise and promote the Services. Provider

acknowledges that the City will rely on the terms hereof in all such promotions and advertising setting for the names, dates, and times of the Services. Provider agrees that the City may use their name, photograph(s), likeness, and other promotional materials in such promotions, advertising, or other activities used to increase participation in the Services.

F. Background Checks. Provider affirms that Provider and all personnel are eligible to work with children. Before starting services under this Agreement, Provider must provide proof to the City that all of its personnel (both paid and unpaid) that works directly with children under the age of 18 have undergone background checks as required by state law. Such proof must be acceptable to the City's Police Chief before Provider may start any services under this Agreement.

G. Independent Contractor Status. All services provided by the Provider and any of its personnel pursuant to this Agreement shall be provided by the Provider and its personnel as independent contractors and not as employees of the City for any purpose, including but not limited to:

1. Income tax withholding;
2. Workers' compensation;
3. Unemployment compensation;
4. FICA taxes;
5. Liability for torts; and
6. Eligibility for employee benefits.

H. Insurance. Provider and any subcontractors of Provider shall provide a Certificate of Insurance showing proof of the following insurance to the City:

1. Commercial General Liability insurance with limits of at least \$1,500,000 per occurrence. Such policy must be endorsed to add the City as an additional insured and must be in force and effect throughout the term of this Agreement.
2. Worker's compensation insurance at statutory requirements.

Provider's policies shall be primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Provider's service under this Agreement.

Provider's policies must contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City.

The City reserves the right to immediately terminate this Agreement if the Provider is not in compliance with the insurance requirements.

I. Hold Harmless; Indemnification. The Provider and its personnel shall defend, indemnify, and hold harmless the City, its elected officials, employees, agents, and contractors, from and against any and all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation resulting directly or indirectly on account of the Services, including the use of the Sipe Park and any other facilities or equipment that is provided by the City. Nothing in this paragraph shall be deemed to be a waiver by the City of any limitations on or immunities from liability set forth in Minnesota Statutes, Chapter 466, or otherwise.

J. Term. This Agreement shall be effective on April 11, 2017 and shall terminate on December 31, 2017. This Agreement may be renegotiated or otherwise amended at any time by mutual written agreement of the parties. Either party may terminate this Agreement with or without cause upon thirty (30) days' written notice to the other party, except that if Provider fails to fulfill its obligations under this Agreement in a professional and timely manner or otherwise violates the terms of this Agreement in the sole discretion of the City, the City shall have the right to immediately terminate this Agreement.

K. Force majeure - Excuse of Obligations. City and Provider shall be excused from their obligations hereunder in the event of proven sickness, accident, riot, strike, epidemic, act of God, or any other legitimate condition or occurrence beyond their respective control.

L. Data Practices Act Compliance. Provider acknowledges that the City is subject to the Minnesota Government Data Practices Act, (Minn. Stat. Chapter 13, "the Act") and that the data and information provided under this Agreement shall be maintained and administered in accordance with the Act. Provider agrees to comply with the Act and all other applicable state and federal laws relating to data privacy or confidentiality. Provider will immediately report to the City any requests from third parties for information relating to this Agreement or to the services being provided. Provider agrees to hold the City, its officers, elected officials and employees harmless from any claims resulting from Provider's unlawful disclosure or use of data protected by law.

M. Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between City and the Provider, and supersedes and revokes any other prior written or oral agreements between City and the Performer. This Agreement can only be modified in writing signed by City and the Provider.

N. Execution in Counterparts. This Agreement may be executed in counterparts by the parties.

O. No Third Party Rights. Nothing in this Agreement shall be construed to create any right in any person or entity not a party hereto.

P. Assignment. The rights and obligations of the Provider pursuant to this Agreement are not to be assigned absent the written consent of the City.



Q. No Joint Venture or Partnership Created. This Agreement shall not be construed to create a joint venture or partnership between the parties hereto.

R. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

S. Authority. The undersigned individuals warrant and represent that they are authorized to execute this Agreement and, if applicable, that all necessary corporate actions have been taken to authorize execution of this Agreement.

IN WITNESS WHEREOF, City and the Provider have executed this Agreement the day and year first above written.

CITY OF OSSEO

Dated: 4-27-17

By:

Its: Mayor

Dated: 4-28-17

By :

Its: City Clerk

PROVIDER

Dated: \_\_\_\_\_

\_\_\_\_\_

Q. No Joint Venture or Partnership Created. This Agreement shall not be construed to create a joint venture or partnership between the parties hereto.

R. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

S. Authority. The undersigned individuals warrant and represent that they are authorized to execute this Agreement and, if applicable, that all necessary corporate actions have been taken to authorize execution of this Agreement.

IN WITNESS WHEREOF, City and the Provider have executed this Agreement the day and year first above written.

CITY OF OSSEO

Dated: \_\_\_\_\_

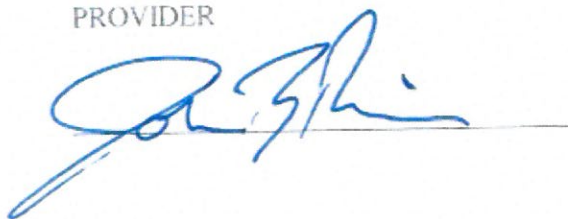
By: \_\_\_\_\_  
Its: Mayor

Dated: \_\_\_\_\_

By : \_\_\_\_\_  
Its: City Clerk

PROVIDER

Dated: 9/26/17





## APPENDIX A: CLASS & CAMP SESSIONS

The City retains the right to cancel any Services without cost fourteen (14) days prior to the first date of the Services.

<b>Mondays</b>			
	Time	Sport 1	Sport 2
<b>Season 1:</b> June 5, 12, 19, 26, July 3, 10	5:30-6:00 pm	Soccer TotStars (ages 2-3, parent child)	Tennis KinderStars (ages 4-6, parent child)
	6:00-6:45 pm	Soccer KinderStars (ages 4-6, parent involved)	Tennis MightyStars (ages 6-9)
	6:45-7:30 pm	Soccer MightyStars (ages 6-9)	Tennis SkillStars (ages 8-12)
<b>Season 2:</b> July 17, 24, 31, August 7, 14, 21	5:30-6:00 pm	Soccer TotStars (ages 2-3, parent child)	Flag Football KinderStars (ages 4-6, parent child)
	6:00-6:45 pm	Soccer KinderStars (ages 4-6, parent involved)	Flag Football MightyStars (ages 6-9)
	6:45-7:30 pm	Soccer MightyStars (ages 6-9)	Flag Football SkillStars (ages 8-12)
<b>Wednesdays</b>			
	Time	Sport 1	Sport 2
<b>Season 1:</b> June 7, 14, 21, 28, July 5, 12	5:30-6:00 pm	Baseball TotStars T-ball (ages 2-3, parent child)	---
	6:00-6:45 pm	Baseball PreStars T-ball (ages 3-5, parent child)	Soccer PreStars (ages 3-5, parent child)
	6:45-7:30 pm	Baseball KinderStars Coach Pitch (ages 4-6, parent involved)	Soccer MiniStars (ages 5-8)
<b>Season 2:</b> July 19, 26, August 2, 9, 16, 23	5:30-6:00 pm	Baseball TotStars (ages 2-3, parent child)	---
	6:00-6:45 pm	Baseball PreStars (ages 3-5, parent child)	Soccer PreStars (ages 3-5, parent child)
	6:45-7:30 pm	Baseball KinderStars (ages 4-6, parent involved)	Soccer MiniStars (ages 5-8)
<b>Day Camps</b>			
	Time		
<b>Camp 1:</b> June 12, 13, 14, 15	1 hr early	Early Drop Off	
	9:00 – 11:30 am	Morning Session	
	12:30 – 3:30 pm	Afternoon Session	
	1 hr late	Late Pick Up	
<b>Camp 2:</b> July 3, 5, 6, 7	1 hr early	Early Drop Off	
	9:00 – 11:30 am	Morning Session	
<b>Camp 3:</b> Aug. 21, 22, 23, 24	1 hr early	Early Drop Off	
	9:00 – 11:30 am	Morning Session	
	12:30 – 3:30 pm	Afternoon Session	
	1 hr late	Late Pick Up	

## APPENDIX B: FEE SCHEDULE FOR REIMBURSEMENT

	Minimum Enrollment	Bill amount for event @ Minimum Enrollment	Bill amount for each additional kid	Maximum Enrollment
Evening Class	6 / age group; 2 age groups	\$600 @ 2 age groups \$720 @ 3 age groups	\$ 40.00	12 / coach12 s
Full Day Camp (programming only)	8	\$300 / day	\$44 / 1 day \$156 / 5 days	10 students – 1 staff after 12 students
Half Day Camp (programming only)	8	\$150 / day	\$20 / 1 day \$76 / 5 days	
Early/Late pickup for Camp (per hour)		\$25		



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Posting for City Accountant Position

**Meeting Date:** February 11, 2019

**Prepared by:** Riley Grams, City Administrator

**Attachments:** City Accountant Position Posting  
City Accountant Position Description

**Policy Consideration:**

Consider approving the posting for the Osseo City Accountant position.

**Background:**

With the recent resignation of the current City Accountant, the Council should consider approving the posting for this position. At the request of the Council Human Resources Committee, the position should be open and available to all internal and external candidates. The application, interview and hiring process shall be as follows:

Council approves position posting	February 11
The City Accountant position is posted	February 12
Applications are accepted to City Administrator	End of Day February 22 (11:00 am)
Review applications	February 25-March 1
HR Committee interviews	March 4-March 7
Council approves hire	March 11
Candidate begins	Sometime March 25-April 5

The Council HR Committee will play an active role in the interviewing of potential candidates, selecting the candidate, and negotiating the employment particulars along with the City Administrator.

**Options:**

The City Council may choose to:

1. Approve the posting for the City Accountant position;
2. Approve the posting for the City Accountant position, with noted changes/as amended;
3. Deny the posting for the City Accountant position;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the posting for the City Accountant position.

## City Accountant

The City of Osseo is seeking a City Accountant with experience in municipal accounting areas including budget, A/R and A/P, utility billing, payroll, and general ledger work. Experience with Banyon software is desired. Salary range \$58,377 to \$73,950.

For information and application, go to [www.DiscoverOsseo.com/about-osseo/employment](http://www.DiscoverOsseo.com/about-osseo/employment).  
Applications due Friday, February 22, 2019, at 11 a.m.



**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

**P** 763.425.2624 **F** 763.425.1111

## City Accountant

<b>Position Title:</b>	City Accountant
<b>Department:</b>	Administration
<b>Supervisor's Title:</b>	City Administrator
<b>Pay Grade:</b>	8
<b>FLSA Status:</b>	Non-Exempt
<b>Work Status:</b>	Full Time

---

### General Definition of Work:

Performs intermediate administrative work maintaining accounting records for all revenues and expenditures and preparing financial reports; administers payroll, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator.

---

### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

---

### Essential Functions:

- Utility Financial Control - administers quarterly meter download of utility data and billing, applies payments, manages customer service and trouble-shooting, and adjustments.
  - Accounts Receivable - performs tasks associated with invoicing, collections, and deposit payments.
  - Accounts Payable - performs tasks associated with data entry, vendor maintenance, check generation, and property insurance maintenance.
  - Payroll - performs tasks associated with data entry, payment generation, quarterly and annual reporting, and employee maintenance.
  - Human Resources - manages benefit administration, new hire reporting, workers compensation, and unemployment and OSHA requirements.
  - Budget - manages preparation and administration, and agency reporting.
  - General Ledger - performs tasks associated with account maintenance, account analysis and fund balancing, and distribution of costs to enterprise funds (utilities).
  - Audit - prepares work papers and schedules, and acts as liaison.
  - EDA (Component Unit) - assists in TIF administration, and manages separate set of books.
  - Other - presents and discusses financial information at Council and Committee meetings and work sessions as required; writes policies and procedures as needed.
-

**Knowledge, Skills and Abilities:**

Thorough knowledge of laws and administrative policies governing municipal financial practices and procedures; general knowledge of the principles and practices of accounting and budgeting in government; ability to prepare informative financial reports; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to operate a computerized accounting system; ability to establish and maintain effective working relationships with city officials, associates, and the general public.

---

**Education and Experience:**

Associates/Technical degree with coursework in Accounting or related field and moderate experience performing financial duties in a municipality, or equivalent combination of education and experience. Bachelor's degree preferred.

---

**Special Requirements:**

Maintain professional certifications (public finance)

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

---

**Physical Requirements:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities.

---

**Environmental Conditions:**

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

---

*Last Updated: November 2017*



# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 1

Current Period: DECEMBER 2018

Batch Name	2/11/19AP	User Dollar Amt	\$23,171.39			
Payments		Computer Dollar Amt	\$23,171.39			
			\$0.00	In Balance		
Refer	6972 BROOKLYN PARK, CITY OF					
AP Payment	E 101-41900-316 INCARCERATION SERV	NOV 2018 BOOKING				\$100.00
Invoice NOV 2018	1/28/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	Total	\$100.00
Refer	6973 CENTERPOINT ENERGY					
AP Payment	E 101-42350-390 NATURAL GAS SERVIC	DEC 2018 SERVICES				\$79.51
Invoice DEC 2018	1/14/2019					
AP Payment	E 101-41700-390 NATURAL GAS SERVIC	DEC 2018 SERVICES				\$1,001.43
Invoice DEC 2018	1/14/2019					
AP Payment	E 101-41800-390 NATURAL GAS SERVIC	DEC 2018 SERVICES				\$219.83
Invoice DEC 2018	1/14/2019					
AP Payment	E 602-49400-390 NATURAL GAS SERVIC	DEC 2018 SERVICES				\$92.36
Invoice DEC 2018	1/14/2019					
AP Payment	E 101-42000-390 NATURAL GAS SERVIC	DEC 2018 SERVICES				\$519.40
Invoice DEC 2018	1/14/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	Total	\$1,912.53
Refer	6996 FERGUSON WATERWORKS					
AP Payment	E 601-49400-211 OPERATIONS	MARKING PAINT				\$46.82
Invoice 294316	7/30/2018					
AP Payment	E 602-49400-211 OPERATIONS	MARKING PAINT				\$46.81
Invoice 294316	7/30/2018					
Transaction Date	2/7/2019	Due 2/7/2019	ACCTS PAYABLE	20200	Total	\$93.63
Refer	6974 HENN CO CORRECTIONS					
AP Payment	E 101-41900-316 INCARCERATION SERV	DEC 2018 SERVICES				\$2,534.25
Invoice 1000121553	1/14/2019					
AP Payment	E 101-41900-316 INCARCERATION SERV	NOV 2018 SERVICES				\$654.00
Invoice 1000120213	1/14/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	Total	\$3,188.25
Refer	6986 KENNEDY & GRAVEN, CHARTER					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	DEC 2018 ADMIN				\$728.00
Invoice DEC 2018	1/24/2019					
AP Payment	E 101-41500-304 LEGAL SERVICE - CIVI	DEC 2018 PZ				\$548.06
Invoice DEC 2018	1/24/2019					
AP Payment	G 101-10600 ACCOUNTS RECEIVABLE	DEC 2018 EDA				\$187.89
Invoice DEC 2018	1/24/2019					
AP Payment	E 101-41110-311 RENTAL INSPECTION	DEC 2018 RENTAL INSPECTION CONTRACT				\$37.54
Invoice DEC 2018	1/24/2019					
AP Payment	E 101-41500-211 OPERATIONS	DEC 2018 EXPENSES				\$12.60
Invoice DEC 2018	1/24/2019					
AP Payment	E 130-42000-520 CAPITAL OUTLAY	DEC 2018 SELVIG LAND REGISTRATION				\$594.00
Invoice DEC 2018	1/24/2019					
AP Payment	E 407-42000-529 STREET IMPROVEMEN	DEC 2018 CHURCH LOT COMBO FOR 2019 STR PROJECT				\$255.26
Invoice DEC 2018	1/24/2019					



# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 2

Current Period: DECEMBER 2018

Transaction Date	2/6/2019	Due 2/6/2019	ACCTS PAYABLE	20200	<b>Total</b>	<b>\$2,363.35</b>
Refer	6975 MILLER TRUCKING					
AP Payment	E 601-49400-310 OTHER PROFESSIONA	8/6/18 WATERLINE REPAIR				\$450.00
Invoice 132992	1/14/2019					
AP Payment	E 601-49400-310 OTHER PROFESSIONA	8/13/18 CURBSTOP REPAIR				\$350.00
Invoice 132993	1/14/2019					
AP Payment	E 101-42000-222 BUILDING REPAIR/MAI	11/27/18 DEBRIS REMOVAL				\$261.25
Invoice 132994	1/14/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	<b>Total</b>	<b>\$1,061.25</b>
Refer	6976 MINNEAPOLIS, CITY OF					
AP Payment	E 101-41900-314 PAWN TRANSACTION	DEC 2018 SERVICES				\$223.10
Invoice 400451002637	1/22/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	<b>Total</b>	<b>\$223.10</b>
Refer	6977 RANDYS SANITATION					
AP Payment	E 101-42000-222 BUILDING REPAIR/MAI	12/26/18 CONSTRUCTION DEBRIS REMOVAL				\$384.00
Invoice 12/26/18	1/24/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	<b>Total</b>	<b>\$384.00</b>
Refer	6979 WSB & ASSOCIATES INC					
AP Payment	E 150-41650-303 ENGINEERING SERVIC	COMP PLAN				\$140.63
Invoice DEC 2018	1/9/2019					
AP Payment	G 101-10600 ACCOUNTS RECEIVABLE	CERAMIC INDUSTRIAL				\$609.37
Invoice DEC 2018	1/9/2019					
AP Payment	E 404-42000-303 ENGINEERING SERVIC	2017 STR PROJECT				\$2,268.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 405-42000-303 ENGINEERING SERVIC	2018 STR PROJECT				\$90.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 407-42000-303 ENGINEERING SERVIC	2019 STR PROJECT				\$4,353.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 150-41650-303 ENGINEERING SERVIC	COMP PLAN				\$1,187.00
Invoice DEC 2018	1/9/2019					
AP Payment	E 135-41700-520 CAPITAL OUTLAY	CITY HALL GENERATOR				\$86.50
Invoice DEC 2018	1/9/2019					
AP Payment	E 241-41650-303 ENGINEERING SERVIC	SIDEWALK STUDY				\$173.00
Invoice DEC 2018	1/9/2019					
Transaction Date	2/5/2019	Due 2/5/2019	ACCTS PAYABLE	20200	<b>Total</b>	<b>\$8,907.50</b>
Refer	6978 XCEL ENERGY					
AP Payment	E 101-41700-380 ELECTRIC SERVICE	DEC 2018 SERVICES				\$1,070.97
Invoice 622208703	1/11/2019					
AP Payment	E 101-41800-380 ELECTRIC SERVICE	DEC 2018 SERVICES				\$235.09
Invoice 622208703	1/11/2019					
AP Payment	E 101-41900-402 EMERGENCY PREPAR	DEC 2018 SERVICES				\$10.05
Invoice 622208703	1/11/2019					
AP Payment	E 101-42000-380 ELECTRIC SERVICE	DEC 2018 SERVICES				\$359.45
Invoice 622208703	1/11/2019					
AP Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	DEC 2018 SERVICES				\$2,083.11
Invoice 622208703	1/11/2019					
AP Payment	E 101-42350-380 ELECTRIC SERVICE	DEC 2018 SERVICES				\$505.04
Invoice 622208703	1/11/2019					





# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 3

Current Period: DECEMBER 2018

AP Payment	E 601-49400-380 ELECTRIC SERVICE	DEC 2018 SERVICES	\$32.73
Invoice 622208703	1/11/2019		
AP Payment	E 602-49400-380 ELECTRIC SERVICE	DEC 2018 SERVICES	\$481.25
Invoice 622208703	1/11/2019		
AP Payment	E 101-42350-212 GATEWAY SIGN OPER	DEC 2018 SERVICES	\$160.09
Invoice 622208703	1/11/2019		
Transaction Date	2/5/2019	Due 2/5/2019 ACCTS PAYABLE 20200	<b>Total</b> \$4,937.78

### Fund Summary

	20200 ACCTS PAYABLE
101 GENERAL FUND	\$12,524.03
130 PAVEMENT MANAGEMENT	\$594.00
135 CIP FACILITIES	\$86.50
150 COMP PLAN GRANT	\$1,327.63
241 CHeC - Healthy Comm Grant	\$173.00
404 2017 STREET IMPROVE (19349)	\$2,268.00
405 2018 STREET IMPROVEMENT	\$90.00
407 2019 STREET IMPROVEMENT	\$4,608.26
601 WATER FUND	\$879.55
602 SEWER FUND	\$620.42
	<hr/>
	\$23,171.39

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$23,171.39
Total	<hr/>
	\$23,171.39



# CITY OF OSSEO

02/07/19 9:03 AM

Page 1

## Payments

Current Period: FEBRUARY 2019

Batch Name	2/11/19	User Dollar Amt	\$43,045.74	
Payments		Computer Dollar Amt	\$43,045.74	
			\$0.00	In Balance
Refer	6941 ACTION FLEET LLC	-		
Cash Payment	E 110-42000-520 CAPITAL OUTLAY	PW TRUCK - BRAKE LIGHT MOUNT, LED BAR		\$584.70
Invoice	2004 1/22/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$584.70
Refer	6940 ACTION RADIO & COMMUNICATIO	-		
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	CHIEF UNIFORM		\$68.00
Invoice	12493 1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$68.00
Refer	6939 ADAMS PEST CONTROL INC	-		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	1ST QTR 2019 PEST CONTROL		\$111.24
Invoice	2740936 1/22/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$111.24
Refer	6942 AFFORDABLE SANITATION INC	-		
Cash Payment	E 101-42350-410 LEASES/RENTALS	ICE RINK PORTABLE TOILET RENTAL		\$63.00
Invoice	2934 2/4/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$63.00
Refer	6945 CEDAR HEATING & AIR	-		
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	1/4/19 REPAIR CH HALLWAY FURNACE-IGNITOR		\$175.00
Invoice	9535 1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$175.00
Refer	6946 CINTAS	-		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	1/23/19 PD RUGS		\$15.00
Invoice	4015507005 1/23/2019			
Cash Payment	E 101-42000-222 BUILDING REPAIR/MAI	1/23/19 PW RUGS		\$15.00
Invoice	4015507070 1/23/2019			
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	1/23/19 CH RUGS		\$15.00
Invoice	4015507071 1/23/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$45.00
Refer	6943 COMCAST - CALIFORNIA	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	FEB 2019 SERVICE		\$19.98
Invoice	FEB 2019 2/4/2019			
Cash Payment	E 101-41700-321 TELECOMMUNICATION	FEB 2019 SERVICE		\$345.71
Invoice	FEB 2019 1/29/2019			
Cash Payment	E 101-42000-321 TELECOMMUNICATION	FEB 2019 SERVICE		\$176.98
Invoice	FEB 2019 1/29/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$542.67
Refer	6947 CORE & MAIN LP	-		
Cash Payment	E 601-49400-221 EQUIP REPAIR/ MAINT	CHAINS FOR HYDRANT REPAIR		\$33.86
Invoice	9354 1/14/2019			
Cash Payment	E 601-49400-221 EQUIP REPAIR/ MAINT	2015 CREDIT		-\$0.02
Invoice	9354 1/14/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$33.84



# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 2

Current Period: FEBRUARY 2019

Refer	6982 COVERALL	-		
Cash Payment	E 101-41700-317 CLEANING SERVICE	JAN 2019 CITY HALL CLEANING		\$445.19
Invoice	7070259261	1/2/2018		
Cash Payment	E 101-41700-317 CLEANING SERVICE	JAN 2019 LIBRARY CLEANING		\$83.14
Invoice	7070259261	1/2/2018		
Cash Payment	E 101-41700-317 CLEANING SERVICE	JAN 2019 FIRE CLEANING		\$63.95
Invoice	7070259261	1/2/2018		
Cash Payment	E 101-41700-317 CLEANING SERVICE	JAN 2019 POLICE CLEANING		\$174.63
Invoice	7070259261	1/2/2018		
Cash Payment	E 101-41800-317 CLEANING SERVICE	JAN 2019 CC CLEANING		\$208.09
Invoice	7070259261	1/2/2018		
Cash Payment	E 101-41700-317 CLEANING SERVICE	OCT 2018 NO SERVICE - PD		-\$50.00
Invoice	7070256452	1/2/2018		
Transaction Date	2/6/2019	PREMIER CHECKIN 10100	Total	\$925.00
Refer	6949 CURRENT, BRENDAN	-		
Cash Payment	E 101-41920-260 EDUCATION/MEETING	1/23-1/25/19 PARKING DEESCALATION CLASS		\$36.00
Invoice		1/28/2019		
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$36.00
Refer	6944 CUTTER SALES, INC.	-		
Cash Payment	E 101-41920-221 EQUIP REPAIR/ MAINT	HOSE FOR PRESSURE WASHER		\$17.07
Invoice	133415	1/24/2019		
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$17.07
Refer	6952 FBI-LEEDA	-		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	MIKKELSON-SUPERVISORY LEADERSHIP		\$695.00
Invoice	20025190	1/10/2019		
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	2019 MEMBERSHIP		\$50.00
Invoice	300021476	1/19/2019		
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$745.00
Refer	6951 FINKEN WATER	-		
Cash Payment	E 101-41110-211 OPERATIONS	1/29/19 WATER SERVICE		\$22.35
Invoice	71378	2/4/2019		
Cash Payment	E 101-41110-410 LEASES/RENTALS	FEB 2019 WATER COOLER RENTAL		\$13.00
Invoice	1126313	2/4/2019		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	FEB 2019 SOFTENER 17 4TH ST NE		\$15.00
Invoice	1126314	2/4/2019		
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$50.35
Refer	6954 GOPHER STATE ONE CALL, INC.	-		
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	2019 ANNUAL FEE		\$25.00
Invoice	9000646	1/15/2019		
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	2019 ANNUAL FEE		\$25.00
Invoice	9000646	1/15/2019		
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$50.00
Refer	6953 H & L MESABI	-		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	PLOW BLADES		\$2,400.46
Invoice	02879	1/28/2019		
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$2,400.46



# CITY OF OSSEO

02/07/19 9:03 AM

Page 3

## Payments

Current Period: FEBRUARY 2019

Refer	6955 HOLIDAY COMMERCIAL	-		
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	SQUAD FUEL 1400 019 023 680		\$737.26
Invoice	1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$737.26
Refer	6956 KFD TRAINING & CONSULTATION	-		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	1/23-1/25/19 DE-ESCALATION CLASSES - CURRENT		\$525.00
Invoice 3122	1/3/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$525.00
Refer	6958 LAW ENFORCE LABOR SERVICE I	-		
Cash Payment	G 101-21708 UNION DUES	POLICE UNION DUES		\$204.00
Invoice FEB 2019				
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$204.00
Refer	6957 LOFFLER - LEASE	-		
Cash Payment	E 101-41110-410 LEASES/RENTALS	KONICA COPIER		\$134.10
Invoice 376752507	1/31/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$134.10
Refer	6961 MAPLE GROVE PARK & REC	-		
Cash Payment	E 101-42300-312 PROGRAMMING	2019 MEMBERSHIP JOHNSON		\$465.01
Invoice 19255	1/17/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$465.01
Refer	6992 MAPLE GROVE, CITY OF	-		
Cash Payment	E 601-49400-385 PURCHASED WATER	JAN 2019 PURCHASED WATER		\$13,783.39
Invoice 19343	1/31/2019			
Transaction Date	2/6/2019	PREMIER CHECKIN 10100	Total	\$13,783.39
Refer	6960 MENARDS-BROOKLYN PARK	-		
Cash Payment	E 101-42000-221 EQUIP REPAIR/ MAINT	STROBE LIGHT REPAIR		\$13.33
Invoice 75896	1/31/2019			
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	CONNECTORS AND PLUGS		\$86.53
Invoice 74986	1/14/2019			
Cash Payment	E 101-41110-211 OPERATIONS	ADMIN OFFICE LIGHT SWITCH		\$9.78
Invoice 75758	1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$109.64
Refer	6994 METRO COUNCIL-WASTEWATER	-		
Cash Payment	E 602-49400-386 SANITARY SEWER SE	MAR 2019 WASTEWATER SERVICE		\$13,689.92
Invoice 1091853	2/6/2019			
Transaction Date	2/6/2019	PREMIER CHECKIN 10100	Total	\$13,689.92
Refer	6963 METRO SALES INC	-		
Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE		\$73.04
Invoice 1255233	1/17/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	Total	\$73.04
Refer	6959 METRO WEST INSPECTION SERVI	-		
Cash Payment	E 200-41940-310 OTHER PROFESSIONA	JAN 2019 BLDG INSPECTION		\$94.81
Invoice 1850	1/29/2019			
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	JAN 2019 BLDG INSPECTION		\$780.75
Invoice 1850	1/29/2019			



# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 4

Current Period: FEBRUARY 2019

Transaction Date	2/5/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$875.56</b>
Refer	6962 MINNESOTA LIFE INS CO	-			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	FEB 2019 PREMIUM			\$30.00
Invoice	90210020	1/28/2019			
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	FEB 2019 PREMIUM			\$15.00
Invoice	90210020	1/28/2019			
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	FEB 2019 PREMIUM			\$5.00
Invoice	90210020	1/28/2019			
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	FEB 2019 PREMIUM			\$15.00
Invoice	90210020	1/28/2019			
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	FEB 2019 PREMIUM			\$57.20
Invoice	90210020	1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$122.20</b>
Refer	6964 MN CRIME PREVENTION ASSN	-			
Cash Payment	E 101-41920-260 EDUCATION/MEETING	2019 MEMBERSHIP			\$50.00
Invoice	2019	1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$50.00</b>
Refer	6965 NAPA-COTTENS OSSEO	-			
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	FUEL ADDITIVE			\$55.96
Invoice	761586	1/31/2019			
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	BATTERY			\$114.71
Invoice	760074	1/28/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$170.67</b>
Refer	6969 PAUL BAERTSCHI P.A.	-			
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	JAN 2019 PROSECUTION SERVICE			\$1,200.00
Invoice	JAN 2019	1/31/2019			
Cash Payment	E 101-41500-211 OPERATIONS	JAN 2019 EXPENSES			\$39.19
Invoice	JAN 2019	1/31/2019			
Transaction Date	2/5/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$1,239.19</b>
Refer	6985 POLLARD WATER	-			
Cash Payment	E 601-49400-211 OPERATIONS	HYDRANT CHAINS			\$183.42
Invoice	0128504	1/22/2019			
Transaction Date	2/6/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$183.42</b>
Refer	6983 PRIME ADVERTISING & DESIGN IN	-			
Cash Payment	E 240-41700-211 OPERATIONS	FEB 2019 WEBSITE HOSTING			\$100.00
Invoice	66907	2/27/2019			
Transaction Date	2/6/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$100.00</b>
Refer	6993 RANDYS SANITATION	-			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	1Q TRASH REMOVAL 17 4TH ST NE			\$62.53
Invoice		2/6/2019			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	1Q TRASH REMOVAL 417 1ST AVE NE			\$66.02
Invoice		2/6/2019			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	1Q TRASH REMOVAL 25 4TH ST NE			\$64.91
Invoice		2/6/2019			
Transaction Date	2/6/2019	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$193.46</b>
Refer	6980 REVTRAK	Ck# 001766E 2/6/2019			



# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 5

Current Period: FEBRUARY 2019

Cash Payment	E 101-41800-211 OPERATIONS	JAN 2019 MERCHANT FEES	\$50.29
Invoice	JAN 2019	2/5/2019	
Cash Payment	E 101-41550-300 FINANCIAL SERVICES	JAN 2019 MERCHANT FEES	\$71.96
Invoice	JAN 2019	2/5/2019	
Cash Payment	E 101-42301-312 PROGRAMMING	JAN 2019 MERCHANT FEES	\$13.97
Invoice	JAN 2019	2/5/2019	
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	JAN 2019 MERCHANT FEES	\$491.04
Invoice	JAN 2019	2/5/2019	
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	JAN 2019 MERCHANT FEES	\$491.04
Invoice	JAN 2019	2/5/2019	
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	JAN 2019 MERCHANT FEES	\$491.04
Invoice	JAN 2019	2/5/2019	
Transaction Date	2/6/2019	PREMIER CHECKIN 10100	<b>Total</b> \$1,609.34
Refer	6968 SATELLITE SHELTERS, INC.	-	
Cash Payment	E 101-42350-410 LEASES/RENTALS	WARMING HOUSE 1/10-2/6/19	\$350.00
Invoice	215917	1/14/2019	
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	<b>Total</b> \$350.00
Refer	6967 SCHINDLER ELEVATOR CORP	-	
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	1/8/19 ELEVATOR ROLLER ON CAR DOOR REPAIR	\$449.16
Invoice	7152860306	1/22/2019	
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	<b>Total</b> \$449.16
Refer	6966 SIPE BROS. INC.	-	
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	SQUAD WASHES	\$5.00
Invoice	STMT 1/31/19	2/4/2019	
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	PW FUEL	\$265.95
Invoice	STMT 1/31/19	2/4/2019	
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	<b>Total</b> \$270.95
Refer	6984 TIMESAVER OFF SITE SECRETARI	-	
Cash Payment	E 101-41000-307 RECORDING SERVICE	1/14/19 COUNCIL MTG	\$190.88
Invoice	24453	2/4/2019	
Transaction Date	2/6/2019	PREMIER CHECKIN 10100	<b>Total</b> \$190.88
Refer	6970 TOKLE INSPECTION INC	-	
Cash Payment	G 101-20221 ELECTRICAL INSPECTION	JAN 2019 INSPECTIONS	\$556.00
Invoice	JAN 2019	2/1/2019	
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	<b>Total</b> \$556.00
Refer	6971 VERIZON WIRELESS	-	
Cash Payment	E 101-42000-321 TELECOMMUNICATION	JAN 2019 SERVICES	\$158.97
Invoice	9821368162	1/14/2019	
Cash Payment	E 101-41900-321 TELECOMMUNICATION	JAN 2019 SERVICES	\$529.26
Invoice	9821368162	1/14/2019	
Cash Payment	E 204-42390-352 TROLLEY OPERATION	JAN 2019 SERVICES	\$0.00
Invoice	9821368162	1/14/2019	
Cash Payment	E 101-41110-321 TELECOMMUNICATION	JAN 2019 SERVICES	\$52.99
Invoice	9821368162	1/14/2019	
Transaction Date	2/5/2019	PREMIER CHECKIN 10100	<b>Total</b> \$741.22
Refer	6981 ZEROOREZ	-	



# CITY OF OSSEO

## Payments

02/07/19 9:03 AM

Page 6

Current Period: FEBRUARY 2019

Cash Payment	E 101-41800-317 CLEANING SERVICE	CARPET CLEANING	\$375.00
Invoice 424564	2/4/2019		
Transaction Date	2/6/2019	PREMIER CHECKIN 10100	<b>Total</b> \$375.00

### Fund Summary

#### 10100 PREMIER CHECKING

101 GENERAL FUND	\$12,844.08
110 CIP EQUIPMENT	\$584.70
200 INSPECTIONS (INACTIVE)	\$94.81
204 TROLLEY	\$0.00
205 PARK DEDICATION	\$208.46
240 CABLE GRANT	\$100.00
601 WATER FUND	\$14,516.69
602 SEWER FUND	\$14,205.96
604 STORM WATER FUND	\$491.04
	<hr/>
	\$43,045.74

Pre-Written Checks	\$1,609.34
Checks to be Generated by the Computer	\$41,436.40
Total	<hr/>
	\$43,045.74



## City of Osseo

415 Central Avenue  
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

### Commission Members Needed

Osseo is seeking interested people to serve on several local boards. These positions are available:

- Economic Development Authority (to fill unexpired term ending 12/31/19)
- Planning Commission (to fill unexpired term ending 12/31/20)
- Public Safety Advisory Committee (1 business appointee for term ending 12/31/20)

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.



On Monday,  
February 18,  
City Hall  
will be closed for  
Presidents' Day

