



# Osseo City Council Meeting

## AGENDA

**REGULAR MEETING**  
**Monday, January 13, 2020**  
**7:00 p.m., Council Chamber**

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

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1. **Call to Order**
2. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
  - A. Receive EDA Minutes of December 9, 2019
  - B. Approve Council Minutes of December 9, 2019
  - C. Receive December 2019 Building Report
  - D. Receive November Lions Club Gambling Report
  - E. Approve Training for Juliana Hultstrom at LMC Conference in February
  - F. Approve Open Book Meeting on April 14, 2020
  - G. Approve Municipal Advisor Client Disclosure from Ehlers
  - H. Receive November Hockey Association Gambling Report
  - I. Receive November & December Fire Relief Association Gambling Report
  - J. Receive November Fire Report
  - K. Accept IRS Mileage Rate of 57.5 Cents for Business Miles Driven
  - L. Receive November & December American Legion Gambling Reports
  - M. Approve Training for City Planner Nancy Abts and City Accountant April Weller at Ehlers MN Public Finance Seminar
  - N. Approve 2020 Police Department Training List
  - O. Approve Training for City Clerk LeAnn Larson at MCFOA Conference in March
6. **Matters from the Floor**
7. **Special Business**
  - A. Affirm Council/Staff Responsibilities (Resolution)
  - B. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Confirm EDA Actions of January 13
  - B. Approve Electronic Bidding for Street Projects – Lee Gustafson, WSB
  - C. Approve Proposal for Central Avenue Streetscape Project – Lee Gustafson, WSB
  - D. Approve Purchase of Firefighting Equipment
  - E. Approve Agreement with Business Watch International for Pawn Transactions
  - F. Approve Agreement for Hennepin County Healthy Tree Canopy Grant
  - G. Approve Agreement for Twins Hennepin County Baseball and Softball Grant

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*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.*

- H. Approve 2020 Official Council Appointments (Resolution)
- I. Approve 2020 Citizen Appointments (Resolution)
- J. Approve 2020 City Appointments and Designations (Resolution)
- K. Approve 2020 Fee Schedule (Resolution)
- L. Summary of Closed Session on December 9, 2019
- M. Approve Accounts Payable

**11. Administrator Report**

**12. Council and Attorney Reports**

**13. Announcements**

City Hall Closed Martin Luther King Jr. Day, Monday, January 20

Osseo Fireman's Dance on February 14

**14. Adjournment**

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
December 9, 2019**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, December 9, 2019.

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

Member absent: Deanna Burke.

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

Others present: None.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES – NOVEMBER 12, 2019

**A motion was made by Johnson, seconded by Stelmach, to approve the minutes of November 12, 2019, as presented. The motion carried 6-0.**

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing noting an amount had been amended.

**A motion was made by Stelmach, seconded by Murdock, to approve the Accounts Payable as amended. The motion carried 6-0.**

7. OLD BUSINESS

A. APPROVE 2020 ECONOMIC DEVELOPMENT AUTHORITY BUDGET

Grams stated the EDA approves an annual operating budget at the last meeting of the year. The EDA discussed the 2020 budget at its November 12, and those recommendations have been incorporated into this budget. Items of note were reviewed with the Commission and staff recommended approval of the 2020 budget.

**A motion was made by Stelmach, seconded by Aho, to approve the 2020 Economic Development Authority Budget. The motion carried 6-0.**

8. NEW BUSINESS

A. APPROVE PUBLIC PARKING SIGNS FOR FIRST AVENUE COMMONS PARKING LOT

Grams stated the City Council recently approved a public parking agreement with the owner of the First Avenue Commons building (located at 233 1st Avenue NE). The agreement calls for the lot to be open and available to public parking in exchange for the City providing snow removal services for the lot.

Grams explained the EDA should consider approving some additional signage to direct people to this parking option. The EDA has approved blue "Public Parking" signs in the past to help direct people to available lots. The signs would be attached to the decorative light poles on Central Avenue and at nearby intersections and point toward the available parking lot.

Grams reported staff recommends blue pointed signs stating the lot is for public parking and for snow emergency parking. The signs would be located at: the intersection of Central Avenue/3rd Street NE; the alley entrance off of 3rd Street NE; the corner of 3rd Street NE/1st Avenue NE; and at the entrances to the parking lot (one off the alley and one off of 1st Avenue NE).

Grams stated each blue public parking sign costs \$95 from Signco. The lot entrance signs are approximately \$200 each, depending on overall sign and wording. Staff recommends that the EDA approve an expenditure of no more than \$800 to create, purchase, and install the public parking signs.

Poppe questioned if the City had considered installing a lit sign on Central Avenue above the walkway between the Sparks Music and Dr. Schulz buildings to direct people to the parking lot. Grams explained he had not thought about this but noted he could speak to the building owners.

Schulz suggested some kind of surveillance be considered given the fact the walkway was somewhat remote. He recommended the new parking lot be marked from the north and south. He proposed the City hang back to back signs. Grams stated staff could look into this and noted this would raise the expense for the signage.

**A motion was made by Schulz, seconded by Stelmach, to approve the cost of the public parking signs as discussed. The motion carried 6-0.**

B. APPROVE SUBORDINATION AGREEMENT FOR TOWNHOUSE ON 1<sup>ST</sup> AVENUE NW

Grams stated Osseo resident Sherry Murdock purchased a townhome in the Osseo Urban Townhome project with participation from the Osseo EDA and Hennepin County. Most, if not all, of subordination requests are granted, provided the action doesn't harm the EDA financially. Ms. Murdock's request was sent to the City Attorney Kennedy & Graven for a recommendation.

**A motion was made by Johnson, seconded by Stelmach, to approve the Subordination to Bell Bank for property located at 606 1<sup>st</sup> Avenue NW.**



Schulz asked what financial risk the EDA would be in by approving this Subordination. City Attorney Mary Tietjen apologized stating she did not know the numbers off the top of her head. She explained the EDA would have to pursue a breach of contract action in order to collect from the property owner.

Murdock explained she could not refinance her property without the subordination agreement. She understood, at this point, she was still legally bound to the loan amount. She stated until all three parties prepare a formal agreement to reflect that the loan amount was forgiven, she would continue to be obligated.

**The motion carried 5-0-1 (Murdock abstained).**

C. DISCUSS BUSINESS EXPANSION AND RETENTION INITIATIVES FOR 2020

City Planner Nancy Abts stated she attended the Minnesota Economic Development Foundation's Basic Economic Development Course in July. Content by a variety of economic development practitioners from throughout the Midwest was presented. Introductory sections of the course included an overview of economic development strategies.

Abts reported one of the key "take-aways" from the course was the opportunity for Osseo to expand its Business Retention and Expansion (BR&E) efforts. Business Retention and Expansion programs focus on building relationships with existing firms. The work encourages investment in the local economy. This includes, for example, assisting with expansions, regulations or permitting, grant opportunities, etc. BR&E is a key component of economic development—up to 80 percent of a community's job growth comes from existing firms. Although this happens in Osseo informally, our efforts can be enhanced by dedicating resources and attention to this work in 2020. She reviewed several recommendations for a potential business retention and expansion program. Staff commented further on the proposed program and requested feedback from the Commission.

Poppe questioned if staff had any discussions with the Minnesota Chamber. Abts commented staff could work with this group.

Schulz reported Osseo was not a current member of any Chamber of Commerce. He suggested the EDA discuss this further in January. He indicated he was happy to continue working on a city business newsletter but wanted further assistance from staff to ensure his work was getting to local business owners.

Johnson believed this was a good idea and supported the EDA becoming a member of a Chamber of Commerce. He anticipated it would take some work to get local business owners to participate in business retention and expansion efforts. He stated business visits would be valuable. He suggested the business meetings be held at different times of the day to better accommodate local business owners. He explained he would be willing to work with staff on this initiative.

Poppe supported the proposed program.

Aho agreed stating this made a lot of sense for the EDA to pursue.

Stelmach commented in the past he had reviewed a list of 270 businesses in Osseo. Abts reported staff currently has a list of 230 active businesses in the City.

Further discussion ensued regarding how to create an email list that would effectively reach local business owners.

D. REVIEW 2020 EDA MEETING SCHEDULE

Grams reviewed the scheduled meetings for the Osseo Economic Development Authority for 2020 (all EDA meetings begin at 6:00 PM and are held in the Council Chambers at City Hall, unless otherwise noted). Staff explained Commissioner Murdock's seat is the only open seat in 2020. If she wishes to re-apply for another term, she will need to submit a letter of interest to Mayor Poppe for Council review. The Commission will elect EDA Officers at the January meeting.

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

Grams wished everyone Happy Holidays.

Stelmach wished everyone a Happy New Year.

Johnson stated Minnesota DEED has a number of grants and programs available and recommended staff look into this organization.

Schulz thanked all of the local businesses that sponsored Minidazzle. He stated he appreciated the investment these businesses were making in the local community. He also thanked all of the volunteers that helped make this event a tremendous success.

10. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:45 p.m. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
December 9, 2019**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, December 9, 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, and City Attorney Mary Tietjen.

Others present: Financial Consultant Gary Groen, James Kelly, Kenny Nelson, Molly Just, David & Roseanna Garibaldi, and Preston Kroska.

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

5. CONSENT AGENDA

- A. Receive October Fire Relief Association Gambling Report
- B. Approve Council Work Session Minutes of November 25
- C. Approve Council Minutes of November 25
- D. Receive November Building Report
- E. Receive October Lions Club Gambling Report
- F. Approve Hire of David & Roseanna Garibaldi for Seasonal Street Beautification
- G. Approve Renewal of Pawn License for Osseo Pawn
- H. Approve Agreement with Minute Maker Secretarial for 2020 Meetings
- I. Approve WSB Rate Schedule for 2020
- J. Approve 2020 Schedule of Meetings for City Council, EDA & Planning Commission
- K. Approve 2020 Pay Increases for City Staff
- ~~L. Approve Gateway Sign Fee Waiver for Osseo Hoopsters~~
- M. Accept Resignation of Part Time Police Officer Charles Cudd
- N. Approve Hire of Rink Attendants with the addition of Riley Wescott
- O. Receive October Fire Report

City Administrator Riley Grams requested the addition of another rink attendant hire (Riley Wasgatt) to Item 5N.

Schulz requested Item 5L be removed from the Consent Agenda for further discussion.

Stelmach noted several corrections to the Council Minutes from November 25. The first change was on Page 5 noting his comment should be amended removing the word requirement and replacing it with amount. He stated on Page 13 of the minutes he wanted the record to reflect that not all letters and communications received were against the sidewalks.

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

L. Approve Gateway Sign Fee Waiver for Osseo Hoopsters

Schulz explained the Osseo Hoopsters requested a gateway sign fee waiver as they were looking to advertise the Osseo Girls Basketball games in order to have higher attendance at the games. He believed if this was approved a precedent would be set for all other school activities and booster clubs. He did not oppose the school district using the gateway sign, but did not believe it should be free of charge. He encouraged the Osseo Hoopsters speak with a local business in order to cover the minor fee for the gateway sign fee.

Stelmach agreed if the Council were to approve this for one team, the Council would have to approve the use of the gateway sign for all teams. He supported Schulz comments.

Johnson asked if any other organizations from the school have been turned down. City Planner Nancy Abts stated she did not recall receiving any other fee waiver requests from other school organizations.

**A motion was made by Schulz, seconded by Stelmach, to deny the Gateway Sign Fee Waiver for Osseo Hoopsters. The motion carried 5-0.**

6. MATTERS FROM THE FLOOR

Kenny Nelson, 509 3<sup>rd</sup> Avenue NE, commented on the 2020 street project and stated he was not able to attend the November 25 meeting because he had to work. He noted he sent an email to the Council and wished it had been read into the record. He discussed the history of the 2020 street project and expressed concern with how information has been disseminated from the City to residents. He questioned why a neighborhood meeting was held without a feasibility report in place. He stated at this meeting the engineer was not able to answers questions or was side-stepping them because there was no feasibility report. He understood the feasibility report was now live on the City's website. He reported he has spoken to a large number of neighbors over the past few months regarding the 2020 street project. He has learned that many of his neighbors do not know about the project. He commented further on the problems with 3<sup>rd</sup> Avenue

NE noting all of the water shut offs were less than a foot from the curb which would be a problem if a back to curb sidewalk were installed. He anticipated project costs would go up if all of these water shut offs were moved. He indicated he was surprised the City Engineer was recommending the road width be reduced. He did not support the roadway width being reduced. He feared this would adversely impact his neighborhood because cars would not be able to park on both sides of the street and still have two-way traffic on the street. It was his hope the City Council could reconsider the project in order to include the sidewalks but requested the roadway width not be reduced. He stated he did not want his neighborhood to have parking issues in the future.

Preston Kroska, 601 2<sup>nd</sup> Avenue NE, stated he emailed the City Council prior to the meeting. He expressed concern with Item 10B on the agenda. He questioned if the Council was considering lost revenue from permit fees because residents would not be allowed to put small additions on their homes. He understood why the Council was putting the restriction in the place so as not to create additional hard surface on small City lots.

James Kelly, 624 3<sup>rd</sup> Avenue NE, commented on Item 10B and recommended "notwithstanding limitation imposed by other provisions of this chapter" be struck out. He believed this would assist homes that were non-conforming. He discussed the proposed land alternation exceptions regarding water runoff and stated he was still concerned with the sidewalk in front of his home being ADA accessible given the grade of his property.

Mr. Nelson commented he was willing to give up three feet of his front yard to keep the roadway width as is.

## 7. SPECIAL BUSINESS

### A. THANK YOU TO 2019 VOLUNTEERS

Grams thanked all volunteers, elected officials, Commission members, staff members, police and fire professionals, local businesses, and citizens who help to make Osseo a better place to live, work, play, and help give the community that special small-town feel.

### B. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Lions Club	\$900	Lions Roar
Harold E. & Gayle Johnson	\$400	Beautification/Streetscape <i>(in memory of Helen Evans, Deloris Hurkman, Edward Lynde &amp; Mary Ann Quade)</i>

Staff recommended the Council accept the donations.

**A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2019-71 accepting donations from the Osseo Lions Club and Harold E. & Gayle Johnson. The motion carried 5-0.**

8. PUBLIC HEARINGS

A. CONTINUED 2020 TRUTH IN TAXATION PUBLIC HEARING

Grams stated the City Council opened the Truth in Taxation public hearing on November 25 and allowed for public comments regarding the 2020 preliminary City budget. The Council then motioned to continue the Truth in Taxation public hearing to the December 9 Council meeting.

Grams reported City Hall has received no public comments or questions regarding the proposed 2020 budget since the November 25 meeting. The City Council should seek comments on the preliminary 2020 City budget from those in attendance tonight. Once all comments are received, the Council should motion to close the public hearing

Kenny Nelson, 509 3<sup>rd</sup> Avenue NE, stated the City had his full support for a second police officer at night and commented he would support a third officer in the evenings. He encouraged the Council to consider looking into the Snow Buddies program which was a community sidewalk snow shoveling program out of Ann Arbor, Michigan.

Preston Kroska, 601 2<sup>nd</sup> Avenue NE, reported he had reviewed the numbers and asked if there were any State or County assistance written into the budget.

Schulz encouraged Mr. Kroska to listen to the budget presentation that will be provided by staff under agenda Item 10C. He stated the City does receive Local Government Aid (LGA) each year.

**A motion was made by Hultstrom, seconded by Schulz, to close the Truth In Taxation Public Hearing at 7:44 p.m. The motion carried 5-0.**

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF DECEMBER 9, 2019

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, approved the 2020 EDA budget, approved public parking signs for the First Avenue Commons parking lot, approved a subordination agreement for a townhouse on 1<sup>st</sup> Avenue NW, and discussed business expansion and retention initiatives for 2020.

**A motion was made by Johnson, seconded by Stelmach, to confirm the EDA actions of December 9, 2019. The motion carried 5-0.**

B. DISCUSS AMENDMENTS TO ZONING ORDINANCE

Abts stated under Minnesota State Statute a City's zoning ordinance should "carry out the policies and goals of the land use plan" (MN Statute 462.357 Subd. 2). As such, all cities that update their land use plans must then follow up with necessary revisions to the zoning ordinance to bring zoning controls into alignment with the goals and policies

of the adopted comprehensive plan. Osseo began this process this summer in coordination with planning consultants from WSB & Associates. It was noted much of the City's Zoning Code has not been updated since 1994. She explained staff was working to improve the codes readability while also making it more user friendly. Staff commented further on the proposed updates to the Zoning Code and requested feedback from the Council.

Molly Just, WSB, stated she has had a great time working with Abts on the Zoning Code updates. She discussed how she had been working with staff to implement the Comprehensive Plan changes into the Zoning Code. She commented on the dimensional standard table within the code and reviewed all of the proposed setback and height requirements.

Schulz asked where the 35-foot building height and 65-foot building height was allowed. Ms. Just reported the 65-foot building height would be allowed for multi-family housing in Osseo. She indicated the 35-foot building height would be allowed in the R-2 zoning district for transitional uses such as churches, educational uses, and assisted living facilities.

Schulz explained the City did not have the resources to update the Zoning Code in the past and appreciated having more experienced staff to work on this project. He stated he had more questions on how this document impacts Osseo going forward into the future. He recommended the Edge Mixed Use zoning district be included in the Zoning Code, especially around the Central Business District. He requested the reference to professional services include language that would allow for health care businesses and body art.

Schulz indicated he was against requiring developers to provide covered bicycle parking. He wanted to allow developers to determine if this was necessary or not.

Stelmach and Johnson agreed.

Further discussion ensued regarding vehicle parking requirements.

Schulz expressed concern with the City having ground based solar and how panels could be abated if pollution or hazardous conditions were to occur. He stated he did not believe these types of systems should be located in residential neighborhoods. He commented he supported geothermal units. He recommended solar panels only be allowed via a conditional use permit or variance.

Hultstrom reported she built a home in 2010 with geothermal heat and noted this required a great deal of property. She did not anticipate this type of system would be applicable in Osseo.

Council consensus was to remove the solar panel language. Abts recommended the Zoning Code have some language to address this use in the event a resident were to approach the City with a request.

Schulz proposed the language within the code restrict ground mounted solar panels rather than promote solar panels. He stated he was not anti-solar, but explained he

wanted to limit eyesores in people's backyards. He suggested the City require an abatement bond for the removal of solar panels after their useful life.

Poppe and Hultstrom agreed the code should be more restrictive.

The Council supported the use of solar panels in commercial districts when properly screened. The Council recommended the language regarding heat pumps and wind energy be omitted from the Zoning Code.

Schulz believed the City should limit the amount of dirt that can be moved on their lot to less than 25 cubic yards and suggested a permit should be required.

Johnson agreed 25 cubic yards was too much. Abts stated she could research this topic further and would report back to the Council.

Schulz commented he did not want to see the City requiring too many trees within new developments. He stated he supported trees and landscaping in Osseo, but feared the proposed requirements could be a roadblock for developers. Abts commented she could research language on how other cities handle this situation. She indicated some cities take cash payments in lieu of landscaping.

Schulz discussed fencing requirements and reported he was concerned about fences be located too close or over property lines. He asked if the \$25 fee was adequate to cover the staff time required to oversee this issue.

Stelmach stated he supported the survey option.

Poppe noted surveys were quite expensive. City Attorney Mary Tietjen stated requiring a survey does not ensure the fence would be installed in the proper location. She anticipated the City would still have to be involved in the placement of fences.

Ms. Just stated she had some great language that could be included in the Zoning Code regarding fences. She agreed that surveys were expensive. The Council supported reviewing this language in further detail.

Schulz questioned how home occupations negatively impacted the neighbors. He stated the City had a noise ordinance to address noise concerns. He explained he promoted home businesses and entrepreneurs. He indicated he did not want to hinder new businesses and recommended the City only restrict the issues that were major concerns.

Schulz commented on the parking requirements. He stated he did not want the requirements to be set in such a manner where the City would be violating its own policy with respect to parking on both sides of the street. Abts reported WSB could review the minimum size parking stalls.

Abts thanked the Council for its feedback on the Zoning Code and stated the earliest staff could have this back for 1<sup>st</sup> reading would be January 13 and noted the 2<sup>nd</sup> reading could be held on January 27. She explained the City had nine months to complete the



revisions on the Zoning Code. Grams commented this would be coming to the Council for discussion at a work session in March of 2020.

Further discussion ensued regarding setbacks for utilities.

C. ADOPT 2020 CITY BUDGET AND TAX LEVY (Resolution)

Grams commented he was pleased to present the 2020 City Budget and Tax Levy for approval. The budget shows a fully balanced budget between expenditures and revenues. Staff reviewed the expenditures and revenues within the 2020 budget in further detail with the Council.

Grams reported in order to fully balance the 2020 budget, the City must levy taxes from all Osseo properties to cover the expected gap in the budget. With expenditures and revenues balanced and proposed at \$2,813,266 for 2020, the anticipated 2020 City Tax Levy amount is \$1,572,578 for the General Fund. The Council has also discussed shifting a total of \$100,000 from utility funds to offset the 2010A refunding bonds (Public Works building) in 2020. This move will reduce the debt service tax levy amount from \$289,241 in 2019 to \$197,445 in 2020. The net result of this budget is that the overall City tax levy will go from \$1,447,575 in 2019 to \$1,480,903 in 2020 (an increase of \$33,328 or 2.30%).

Grams stated by passing the proposed 2020 budget, the City will again lower the tax rate from 60.01% in 2019 to 59.04% in 2020. This represents the lowest City tax rate since 2011, and the seventh consecutive year in which the City has approved a lower tax rate than the previous year. He commented further on the proposed budget and tax levy and recommended approval.

Financial Consultant Gary Groen discussed how the proposed tax levy would impact the median value homeowner in Osseo.

Schulz thanked staff for getting creative and for bringing forward a solid budget for 2020. He explained the City's main source of funding for the Capital Improvement Plan was LGA. He requested staff provide the public with a definition of fiscal disparities. Groen provided the Council with a definition of fiscal disparities.

Schulz stated the only stumbling block he had with the budget was increasing the General Fund Reserve from 45% to 48%. He believed this was being done for no other reason than to put more funds in the City's bank account. He recommended the reserve remain at 45%. Groen explained the reserve requirement was in place to provide the City with cash flow. He reported the City receives 90% of its total revenues from property taxes and LGA. These payments were made in July and December.

Schulz requested the Council support him in lowering the targeted General Fund Reserve from 48% to 45%.

Stelmach commented the City has never been at risk with the General Fund Reserve at 45%, while also receiving high bond rates. He supported the reserve being reduced to 45%, as well.

Johnson questioned the percentage of carryover in 2018. Grams stated he believed the City was around 46% to 47%.

Johnson indicated he would not support lowering the General Fund Reserve to 45%. He wanted to see the percentage set at 48% given the shifts that have occurred within the budget.

Hultstrom agreed with Johnson's comments.

**A motion was made by Johnson, seconded by Hultstrom, to adopt Resolution No. 2019-XX, approving the 2020 City Budget and General Tax Levy as presented.**

Schulz and Stelmach indicated they would not be supporting the motion on the floor.

Poppe commented if the revenues were off even slightly, the City would be taking a dip below 45%.

Schulz explained even if the City went down to 43% this was only \$40,000 and the City could make up that difference. He reiterated the fact that the City was adequately funded in 2018 and 2019 with a 45% General Fund Reserve.

Further discussion ensued regarding the health of the City's utility funds and CIP.

Johnson commented he was concerned with the expense of the Central Avenue repairs that would have to be addressed in 2020.

Schulz reported the Council has not discussed how to fund this project. Groen explained this project would be funded by the CIP and not the General Fund.

Schulz called the question.

**The motion failed 2-3 (Poppe, Schulz, and Stelmach opposed).**

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2019-72 approving the 2020 City Budget and General Tax Levy as amended lowering the General Fund Levy to \$1,539,250.**

Johnson stated he did not support the proposed change but in order to have a united Council he would vote in favor of the motion on the floor.

Schulz challenged other communities to try and match the City's financial performance versus accepting a 5% to 7% levy increase was just the cost of doing business.

Johnson indicated he did not believe this was necessary.

**The motion carried 4-1 (Hultstrom opposed).**

**A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2019-73 Reducing Debt Service Tax Levies for 2020. The motion carried 5-0.**

D. APPROVE HIRE OF DAVID J. JOHNSON FOR FULL-TIME POLICE OFFICER

Police Chief Shane Mikkelson stated Officer Johnson was with the Osseo Police Department from December of 2016 until August of 2018 when he was promoted to part-time officer. He stayed with the department until July 2019 when he left for full-time employment with the St. James Police Department. While he was on field training, he could not be a part of that department. When his field training ended in October, Officer Johnson was re-hired as a part-time Osseo officer on November 25. At that same meeting Mikkelson was granted permission to internally post for a full-time position that would start in January 2020, assuming the position is approved through the 2020 budget. The job was posted internally and the only candidate that applied was Officer David J. Johnson.

Police Chief Mikkelson explained Officer Johnson was backgrounded in July 2018 by the Osseo Police Department and July 2019 by the St. James Police Department. Both backgrounds were successful. Officer Johnson also went through two psychological tests in that same time frame, passing both. Officer Johnson was interviewed in January 2019 by the HR committee for a full-time Police Officer Position at that time. He commented further on Officer Johnson's work history and recommended the hire.

Stelmach stated he was happy that the City could hire Officer Johnson at this time. He believed Officer Johnson would be a good fit for the department and the community.

Schulz agreed.

**A motion was made by Hultstrom, seconded by Stelmach, to approve hiring Officer David J. Johnson as full-time Police Officer with the Police Department. The motion carried 5-0.**

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

**A motion was made by Schulz, seconded by Hultstrom, to close the City Council meeting pursuant to Minnesota Statutes Section 13D.05, Subd. 3(a), to conduct an Annual Performance Evaluation of the City Administrator. The motion carried 5-0.**

The City Council meeting went into Closed Session at 10:18 p.m.

**A motion was made by Schulz, seconded by Hultstrom, to reconvene the City Council meeting at 10:50 p.m. The motion carried 5-0.**

Mayor Poppe reported a summary of the Closed Session would be given at the City Council meeting on January 13, 2020.

F. APPROVE AMENDED EMPLOYMENT AGREEMENT FOR CITY ADMINISTRATOR

Schulz stated when the City Administrator accepted the position in July 2015, the Council negotiated an Employment Agreement with the Administrator that outlined the position and compensation package. The Council Human Resources Committee has

recently negotiated an amended agreement as a result of City Administrator's performance which provides for the following:

- 1) Updates the Employment Agreement to be consistent with the new 2020 Personnel Policy and Employee Compensation Plan.
- 2) Provides for additional severance benefits.
- 3) Provides for additional employee owned deferred compensation benefits.

Schulz explained the Council HR Committee recommends that the City Council approve the amended Employment Agreement with the City Administrator, which will be effective January 1, 2020.

**A motion was made by Johnson, seconded by Hultstrom, to approve the amended Employment Agreement with the City Administrator as outlined. The motion carried 5-0.**

G. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked the Council for another productive year in 2019. He stated he was proud of the level of service the City of Osseo was providing for its residents. He thanked his staff and consultants for their great work.

Grams stated the Red Cross appreciated all who came out to the blood drive last week and noted 18 units were collected.

Grams wished everyone a safe and happy holiday season.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen stated she was looking forward to working with the City in the new year.

Hultstrom wished everyone Happy Holidays. She reported a resident at 5 Central Apts sent the Council an email requesting the (reverse) safety beeping on the City's snow removal equipment be disabled at night. She noted she forwarded this email to Public Works Director Waldbillig.

Poppe reported this was an OSHA issue and noted the reverse beeping cannot be turned off.

Stelmach wished everyone Happy Holidays and a Happy New Year. He thanked the people for coming out to Minidazzle. He welcomed Officer Johnson back to the Police Department and wished Officer Charles Cudd all the best. He also welcomed the Garibaldis to the City. Stelmach thanked all of the volunteers that served the community throughout the year.

Johnson thanked all of the volunteers that worked to make Minidazzle such a great event. He wished everyone Happy Holidays and a Happy New Year.

Schulz welcomed the rink attendants and thanked them for their service to the City. Schulz agreed 2019 had been a great year and he thanked the Council for their tremendous efforts. Schulz thanked Police Office Manager Felicia Wallgren for her efforts for Minidazzle. He thanked all of the volunteers and donors that made this event possible. He thanked the Osseo Meat Market for the use of its kitchen for preparing food. Schulz wished everyone Happy Holidays and stated he looked forward to 2020.

Poppe thanked the City Council for a great year and stated he looked forward to the great things the Council would accomplish in 2020.

13. ANNOUNCEMENTS

Poppe discussed the City's snow emergency information with the public.

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

Poppe stated City Hall would be closed on December 24 and December 25 in observance of the Christmas holiday. City Hall would also be closed on December 31 and January 1 in observance of the New Year's holiday.

Poppe reported the Hennepin County Library would be open on December 31 from 9 a.m. to 5 p.m.

14. ADJOURNMENT

**A motion was made by Stelmach, seconded by Hultstrom, to adjourn the City Council meeting at 11:10 p.m. The motion carried 3-2 (Schulz and Stelmach opposed).**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*

## Osseo December 2019 Report

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921210020	12/2/2019	2019-522	\$ 1,925	Mackenzie Domben	533 5th Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921220011	12/2/2019	2019-523	\$ 1,475	Sue Lunderborg	424 1st Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921220033	12/4/2019	2019-524	\$ 2,147	Joy Bandel	509 4th Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921220024	12/4/2019	2019-525E	\$ -	Joseph Bell	633 4th Ave NE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1811921240035	12/4/2019	2019-526E	\$ -	Milton Boser	32 5th Ave NE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922110108	12/4/2019	2019-527	\$ 3,050	Shawn Mccarthy	629 2nd Ave NW	BL	egress window reside + windows	\$0	\$ 103.25	\$ 2.00	\$ 67.11	\$ 172.36
1811921230116	12/6/2019	2019-528	\$ 50,000	Ed Hawthorne	207 Braodway St E	BL	reside + windows	\$0	\$ 175.00	\$ 2.00	\$ -	\$ 177.00
1811921220048	12/9/2019	2019-529E	\$ -	Christine Wolf	524 3rd Ave NE	EL	electrical	\$0	\$ 175.00	\$ 1.00	\$ -	\$ 176.00
1311922140110	12/9/2019	2019-530	\$ 17,500	KAAP Enterprises- Heinens	21 1st St NW	BL	commercial alterations	\$4,970	\$ 4,819.50	\$ 9.00	\$ 201.34	\$ 9,999.84
1811921230178	12/9/2019	2019-531E	\$ -	Jason Cardinal	33 3rd Ave NE	EL	electrical	\$0	\$ 156.00	\$ 1.00	\$ -	\$ 157.00
1811921230190	12/10/2019	2019-532	\$ 1,000	Jackie Fair	208 3rd Ave NE	PL	water heater	\$0	\$ 15.00	\$ 1.00	\$ -	\$ 16.00
1811921230008	12/10/2019	2019-533	\$ 171,811	Mary Abbey	105 3rd St NE	BL	fire repair residential remodel	\$0	\$ 1,488.75	\$ 86.00	\$ 967.69	\$ 2,542.44
1811921240035	12/11/2019	2019-534	\$ 20,000	Mickey Boser	32 5th Ave NE	BL	basement	\$0	\$ 339.25	\$ 10.00	\$ 220.51	\$ 569.76
1811921240035	12/16/2019	2019-535E	\$ -	Mickey Boser	32 5th Ave NE	EL	electrical	\$0	\$ 80.00	\$ 1.00	\$ -	\$ 81.00
1811921310040	12/16/2019	2019-536	\$ 2,435	Mark Busse	227 8th Ave SE	BL	patio door	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921220007	12/26/2019	2019-537	\$ 3,913	Marvin Miller	508 1st Ave NE	ME	furnace	\$0	\$ 75.00	\$ 1.00	\$ -	\$ 76.00
1811921240046	12/26/2019	2019-538	\$ 8,327	Cheryl Hemp	125 7th Ave NE	ME	furnace & A/C	\$0	\$ 150.00	\$ 2.00	\$ -	\$ 152.00
1811921210038	12/26/2019	2019-539	\$ 6,069	Molly Burns	433 6th Ave NE	ME	furnace & A/C	\$0	\$ 150.00	\$ 2.00	\$ -	\$ 152.00
1811921310014	12/26/2019	2019-540E	\$ -	Meghan Loney	425 2nd St SE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
1311922110032	12/30/2019	2019-541	\$ 5,200	Ann Bryand	324 2nd Ave NW	BL	reside	\$0	\$ 100.00	\$ 1.00	\$ -	\$ 101.00
1811921240106	12/30/2019	2019-542E	\$ -	Steven Tollefsrud	233 6th Ave NE	EL	electrical	\$0	\$ 40.00	\$ 1.00	\$ -	\$ 41.00
<b>Totals</b>			<b>\$ 294,852</b>					<b>\$4,970</b>	<b>\$ 8,106.75</b>	<b>\$ 127.00</b>	<b>\$ 1,456.65</b>	<b>\$ 14,660.40</b>

to  
City of Osseo

Report for the month/year of Nov-19

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

       raffle

       other (specify) LG100A

Gross Receipts 439,472.00 LG100A-10A

Prizes Paid 383,924.05 LG100A-10B

Net Receipts 55,547.95 LG100A-10C

Expenses - Total 21,574.25 Total Itemized

Expenses Itemized:

Pulltabs	3,106.75
Compensation	8,206.65
Accounting Services	322.95
Rent	3,573.66
Electronic pull-tab provider fees	5,948.30
Electronic linked bingo provider fees	102.37
Supplies Bank charges etc	141.60
Cash Short/Over	171.97
Profits \$ 33,973.70 G1A Line 24	21,574.25

Lawful Purpose Expenditures

Minnesota Revenue-Wagering Tax	\$ 18,272.00
My Very Own Bed	2,000.00
St. John's Lutheran School - Tuition Assistance	500.00
OSD #279 - Elm Creek Elementary - Library Supplies	1,000.00
The Distionary Project - 3rd Grade Dictionary Project	792.00
Stephanie McCallum - We've Got Lilly's Back	1,000.00
OSD #279 - OPC Girls Hockey Booster	500.00
OSD #279 - MGHS Crimson Robotics	500.00
MN Fire Exploring Assn.	500.00
Yellow Tree Theatre - Education Program	600.00
Escalade Dance & Theatre - Darby's Dancers Program	1,000.00
OSD #279 - Speech Software program for disabled	200.00
OSD #279 - OSH Senior All Night Party	500.00
City of Osseo	900.00
Laura Enninga - Youth Facepainting - Lions Roar	140.00
Total Contributions	\$ 28,404.00

Signed

Attach additional information if necessary.

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



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

### City /EDA Employee/Elected or Appointed Official Travel Request Form

This form shall be completed and submitted to the City Administrator for inclusion in the meeting packet and shall be submitted at the regularly scheduled meeting. Review the Travel Policy for assistance in filling out this form.

Print Name: Juliana Hultstrom

Budget affected: Council Ed.

Conference/Workshop/Seminar: Experienced Elected LMC

Event Dates: 24-25 Jan 2020

Estimated costs associated with the Conference/Workshop/Seminar for which you would like to attend:

\* Note: Please include supporting documentation showing brochure or information provided for event

Registration Fee: \$275

Lodging Costs: N/A

Travel Costs: N/A

Meal Costs: N/A

Misc. Costs: \_\_\_\_\_

Total: \_\_\_\_\_

How will your attendance in this conference/workshop/seminar will be a benefit to you professionally, or a benefit to the City of Osseo as a whole: LMC helps me do my job with proper conduct.

Signature: Juliana Hultstrom Date: 2 Jan 2020

Administrator Signature: [Signature] Date: 1/2/20

Board meeting date: 1/13/20



# HENNEPIN COUNTY

## MINNESOTA

To: Osseo City Clerk/City Administrator  
 From: Kim Jensen, Senior Appraiser  
 Date: December 16, 2019  
 Re: 2020 Open Book Meeting

Tuesday, April 14, 2020  
 Date

5:00 – 6:30 PM  
 Time

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

Please confirm the date and time above, or if you wish to change the date, call us with an alternative by January 24. This will allow for Notices of Valuation and Classification to be prepared timely. If you have any questions, please call me at (612) 348-6106 or send me an e-mail at [kimberly.jensen@hennepin.us](mailto:kimberly.jensen@hennepin.us).

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

### CONFIRMATION

City: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

City Clerk/City Administrator Signature: \_\_\_\_\_



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve Municipal Advisor Client Disclosure Agreement with Ehlers

**Meeting Date:** January 13, 2020

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

**Attachments:** 2020 Municipal Advisor Client Disclosure Agreement

**Policy Consideration:**

Consider approving the Municipal Advisor Client Disclosure Agreement with Ehlers & Associates for 2020.

**Background:**

Ehlers is registered as a Municipal Advisor and therefore required by the Municipal Securities Rulemaking Board (MSRB) to provide various disclosures including potential conflicts of interest, scope of services, compensation and other disclosures detailing our obligations and responsibilities to municipal or obligated person clients. These disclosures must be provided to the City prior to or upon Ehlers engaging in any municipal advisory activity. To comply with this requirement, Rebecca Kurtz has asked the Osseo City Council to approve the attached Municipal Client Disclosure Agreement.

This annual Disclosure Agreement allows Ehlers to provide uninterrupted municipal advisor advice through December 31, 2020. Under this disclosure and at no charge, Ehlers can answer the City's municipal advisory questions, analyze refunding opportunities and provide preliminary debt issuance planning advice. If any preliminary debt issuance planning advice the City requests results in a debt issuance, Ehlers will then provide a separate scope of service and fee disclosure for that specific project.

**Options:**

The City Council may choose to:

1. Approve the 2020 Municipal Advisor Client Disclosure Agreement with Ehlers & Associates;
2. Deny the 2020 Municipal Advisor Client Disclosure Agreement with Ehlers & Associates;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the 2020 Municipal Advisor Client Disclosure Agreement with Ehlers & Associates.

December 18, 2019

Riley Grams, City Administrator  
Economic Development Authority of the City of Osseo, Minnesota  
415 Central Ave  
Osseo, MN 55369-1131

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

Dear Riley:

In order for Ehlers & Associates, Inc., ("Ehlers & Associates" or the "Municipal Advisor") to enter into an agreement to engage in municipal advisory activities with Client, we are required by Municipal Securities Rulemaking Board (MSRB) Rules<sup>1</sup> to provide certain information and disclosures in written form (a "Municipal Advisor Disclosure"). This letter sets forth such required information and disclosures as is necessary to allow the Municipal Advisor to engage in municipal advisory activities (as defined in the Securities Exchange Act and MSRB rules) on behalf of the Client that are not related to a specific project from the date of this letter through December 31, 2020:

1. When providing municipal advisor advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to place the Client's interest above our own.
2. We have an obligation to fully and fairly disclose to you in writing all material conflicts of interest including any actual or potential conflicts of interest that might impair our ability to render advice to you in accordance with our fiduciary duty. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. Ehlers & Associates shall provide municipal advisor advice and service at such fees, if agreed upon by Client, as described in **Appendix B** attached hereto.

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

During the term of our municipal advisory relationship, this Municipal Advisor Disclosure will be amended or supplemented to reflect any material changes.

Sincerely,

Ehlers & Associates



Rebecca Kurtz, CIPMA  
Senior Municipal Advisor/Vice President

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

## Appendix A

### Disclosure of Conflicts of Interest/Other Required Information

#### Actual/Potential Material Conflicts of Interest

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

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

The Municipal Advisor's fees may be contingent on the [size and] successful closing of a transaction. Compensation contingent on the size of a transaction presents a conflict of interest because the Municipal Advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the Municipal Advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the Municipal Advisor may have an incentive to recommend unnecessary or unsuitable financings to the Client. In addition, if the transaction is to be delayed or fail to close, a Municipal Advisor may have an incentive to discourage a full consideration of such facts and circumstances or alternatives that may result in the cancellation of the transaction. Understanding these conflicts, Client should select a form of compensation that best meets the Client's needs for the agreed-upon scope of services within this agreement and any addenda thereto.

Any form of compensation due the Municipal Advisor will likely present specific conflicts of interest with the Client. If Client is concerned about conflicts arising from Municipal Advisor compensation contingent on size and/or closing of a transaction, Ehlers & Associates is willing to provide another form of municipal advisor compensation. The Client must notify Ehlers & Associates in writing of this request within 10 days of receipt of this Municipal Advisor Disclosure. Ehlers & Associates is required to uphold its fiduciary obligation regardless of the method of compensation.

#### Other Engagements or Relationships Impairing Ability to Provide Municipal Advisor Advice

Ehlers & Associates is not aware of any other engagement or relationship that might impair its ability to either render municipal advisor advice to Client in accordance with its duty of loyalty and care.

#### Affiliated Entities

Ehlers Companies is a holding company with three wholly-owned subsidiaries. Ehlers & Associates is a registered municipal advisor and provides municipal advisory, economic development and dissemination agent services. Bond Trust Services Corporation (BTSC), which may be referenced as Ehlers Paying Agent Services, provides paying agent services. Ehlers Investment Partners (EIP), which may be referenced as Ehlers Investments, provides services with respect to the investment of bond proceeds and general cash accounts. If the services provided by BTSC or EIP are needed during any such time Ehlers & Associates is engaged as municipal advisor, Client will be asked if they wish to retain either affiliate of Ehlers & Associates to provide service. If Client wishes to retain BTSC and/or EIP, a separate agreement with such affiliate will be provided for Client's consideration and approval. Ehlers & Associates and these affiliates do not share fees. However, compensation paid to personnel of Ehlers & Associates and its affiliates is based on the overall profitability of the Ehlers Companies and, therefore, fees earned by the affiliates of Ehlers & Associates may affect the compensation of Ehlers & Associates personnel.

Ehlers Companies is the owner of Ehlers & Associates. Ehlers Companies does not participate in the day-to-day operations of the Municipal Advisor. A director of the Ehlers Companies is an executive at U.S. Bank National Association, a subsidiary of U.S. Banc Corp, which may provide or seek to provide other financial services to the Client either directly or through an affiliate or subsidiary.

#### **Solicitors/Payments Made to Obtain/Retain Client Business**

Ehlers & Associates does not use solicitors to secure municipal advisor engagements, nor make direct or indirect payments to obtain or retain municipal advisory engagements with Client.

#### **Payments from Third Parties**

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

#### **Payments/Fee-splitting Arrangements**

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

#### **Municipal Advisor Registration**

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

#### **Material Legal or Disciplinary Events**

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

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

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

#### **MSRB Contact Information**

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

## Appendix B

### General Consulting Services

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

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

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

Examples of services for which Client may be charged include:

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

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

1. Report for the month of Nov-19

2. Check as appropriate:

    x     pulltabs

    x     tipboards

3. Gross receipts 286,288

4. Expenses - total 278,608

Expenses itemized:

Compensation 7,597

Prizes 254,000

Pull tab games/taxes 3,879

Supplies/misc/payroll proc./storage 723

Combined receipts 11,418

Cash long/short 117

Rent 875

5. Profits 7,680

6. Distribution of profits (itemized)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

*Cory Chetani*

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.



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

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

1. Report for the month of **November 2019**
2. For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	58 deals
Paddlewheel	44 deals
Electronic Pull-Tabs	30 occasions
Electronic Linked Bingo	30 occasions
Sports-Themed Tipboards	3 deals

3. Receipts

Gross Receipts (G1 11A)	\$451,753.23	
Less Prizes Paid (G1 11B)	- \$383,927.43	
Net Receipts .....	\$67,825.80	→ \$67,825.80

4. Expenses

Wagering Tax (tax on Schedule C)	\$19,762.94	
Rent (G1A 18)	\$6,322.82	
Gambling Product Costs (G1A 12)	\$2,197.65	
Electronic Pull-Tab Costs (G1A 19-20)	\$10,070.13	
Compensation & Payroll (G1A 13)	\$9,833.32	
Other (G1A 14-17,21-23) (accounting, supplies, etc.)	+ \$570.97	
Total Expenses .....	\$48,757.83	→ - \$48,757.83

5. Profit ..... \$19,067.97

6. Distribution of Profits (Lawful Purpose Expenditures):

[ none this month ]

Signed: \_\_\_\_\_

Dave Jorgenson, Gambling Manager





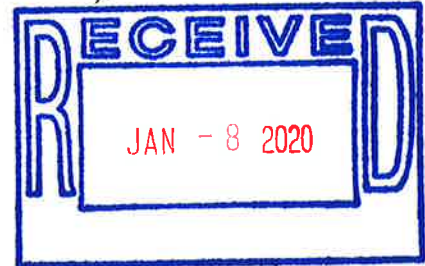


Osseo Fire Department Relief Association  
Charitable Gambling Operations  
Minnesota Lawful Gambling License # 01851  
415 Central Ave  
Osseo, MN 55369

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

1. Report for the month of **December 2019**
2. For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	58 deals
Paddlewheel	67 deals
Electronic Pull-Tabs	30 occasions
Electronic Linked Bingo	30 occasions
Sports-Themed Tipboards	4 deals



### 3. Receipts

Gross Receipts (G1 11A)	\$438,842.76	
Less Prizes Paid (G1 11B)	- \$379,718.40	
Net Receipts .....	\$59,124.36	→ \$59,124.36

### 4. Expenses

Wagering Tax (tax on Schedule C)	\$24,762.09	
Rent (G1A 18)	\$6,519.37	
Gambling Product Costs (G1A 12)	\$4,242.97	
Electronic Pull-Tab Costs (G1A 19-20)	\$10,357.92	
Compensation & Payroll (G1A 13)	\$14,903.19	
Other (G1A 14-17,21-23)		
(accounting, supplies, etc.)	+ \$4,267.52	
Total Expenses .....	\$65,053.06	→ - \$65,053.06

5. Profit ..... **\$-5,928.70**

### 6. Distribution of Profits (Lawful Purpose Expenditures):

Never Surrender (ALS Research)	\$250.00
Wrestling for Life (First Responder Suicide Prevention)	\$500.00
Yellow Tree Theater (Community Arts)	\$1,000.00
American Red Cross (Disaster Relief)	\$1,000.00
Salvation Army (Disaster Relief)	\$1,000.00
CROSS (Food Shelf)	\$7,500.00
CEAP (Food Shelf)	\$7,500.00
The Nest (Backpack Food Program)	\$10,000.00
City of Osseo (Various Firefighting Equipment)	\$11,190.00
City of Osseo (Firefighting Turnout Gear)	\$20,500.00
City of Osseo (Fire Trucks)	+ \$30,000.00
Total Donations .....	\$90,440.00

Signed: \_\_\_\_\_

Dave Jorgenson, Gambling Manager



## Osseo Fire Department Activity Summary – November 2019

### Incident Responses

<b>Fire</b>	<b>6</b>
Building Fire .....	0
Appliance Fire .....	0
Smoke .....	2
Utilities .....	0
Fire Alarm .....	4
Canceled En Route .....	0
Unfounded .....	0
 <b>EMS</b>	 <b>18</b>
 <b>Mutual Aid</b>	 <b>3</b>
Brooklyn Center .....	2
Maple Grove .....	1
 <b>Total .....</b>	 <b>27</b>

### Training

- Initial Attack classroom drill
- New Utility 11 apparatus familiarity
- Live burn simulator

### Activities

- Hanging lights along central

### Other

- Evaluated turnout gear products and vendors
- Met with training vendor to plan 2020 training schedule
- Chief 1 participated in History and Government Night at the Fire Academy
- Open House with City Council to check out new truck, meeting room remodel, etc.
- Annual payroll

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

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

X Paddlewheel

**Pulltabs**

## Bingo

## Raffle

Other (specify) TIPBOARD

3. Gross Receipts: \$ 49387.00

3(a) Less: prizes paid \$ 45266.00

4. Expenses—Total \$ 44,397.16

**Expenses Itemized:**

INVENTORY PURCHASES \$5,458.71

COMBINED RECEIPTS \$23,761.00

COMPENSATION/PAYROLL TAXES \$12143.08

ACCOUNTING SVCS. \$ 192.75

MISCELLANEOUS \_\_\_\_\_ \$2341.62

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

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

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

5. Profits \$26,758.84

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

= SEE ATTACHED SCHEDULE C = \$10,858.62

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

Signed: 

**Richard L. Kolb**

## Gambling Manager

Attach additional information if necessary.

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

## Lawful Purpose Expenditures

Organization name	License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
American Legion Post 172	00104	11	2019	\$7459.48	\$25042.36	\$2293.78	\$34795.62

Membership Approval Date	If approved by GCB enter date	Check/electronic payment				Lawful Purpose Code	Description (purpose)
		Date	Number	Amount	Payee		
10/10/2019		11/5/2019	16782	57.28	GALLS LLC	6	Color Guard gloves
11/5/2019		11/5/2019	16781	1105.36	U. S. TREASURY	8	FEDERAL 730,990-T, AND 11-C TAXES
10/10/2019		11/5/2019	16783	184.08	GALLS LLC	6	Color Guard caps
11/6/2019		11/6/2019	16787	664.91	CENTER POINT ENERGY	16	Utilities
10/10/2019		11/11/2019	16792	18.12	JAMES HULTGREN	6	Cleaning of Color Guard uniforms
11/11/2019		11/11/2019	16796	15.53	XCEL ENERGY	16	Utilities
11/14/2019		11/20/2019	16809	3500.00	BEYOND THE YELLOW RIBBON--M.G.	1	501(C)3
11/14/2019		11/25/2019	16814	200.00	PARK CENTER SR ALL NIGHT PARTY	7	Graduation party expenses
11/14/2019		11/25/2019	16816	3000.00	BETHEL UNIVERSITY	1	501(C)3
11/14/2019		11/25/2019	16815	500.00	MN FIRE EXPLORING ASSOC	1	501(C)3
11/14/2019		11/30/2019	16818	1613.34	XCEL ENERGY	16	Utilities
		11/6/2019	est	23937.00	MN Dept. Of Revenue	8	STATE TAX AND REGULATORY FEE
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

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

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

2. Check as appropriate:

X Paddlewheel

X Pulltabs

**Bingo**

## Raffle

X Other (specify) TIPBOARD

3. Gross Receipts: \$ 44,370.00

3(a) Less: prizes paid \$ 386,304.00

4. Expenses—Total \$ 46,907.91

**Expenses Itemized:**

COMBINED RECEIPTS TAX \$18,545.00

INVENTORY PURCHASER (TRUCKS) \$ 7,121.31

COMPENSATION/PAYROLL TAXES \$18,771.42

ACCOUNTING SVCS \$ 192.75

MISCELLANEOUS \$2277.48

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

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

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

5. Profits \$ 8,148.09

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

= SEE ATTACHED SCHEDULE C = \$28,334.94

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

Signed:   
Richard L. Kolb  
Gambling Manager

Attach additional information if necessary.

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

## MINNESOTA GAMBLING CONTROL BOARD

## Lawful Purpose Expenditures

LG100C

Page 1

Organization name	License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
American Legion Post 172	00104	12	2019	\$17991.38	\$24885.12	\$9219.44	\$52095.94

Membership Approval Date	If approved by GCB enter date	Check/electronic payment				Lawful Purpose Code	Description (purpose)
		Date	Number	Amount	Payee		
11/14/2019		12/3/2019	16827	8000.00	THEIN SERVICES	22	Replace Hall floor covering
12/9/2019		12/9/2019	16840	10.40	XCEL ENERGY	16	Utilities
10/10/2019		12/9/2019	16843	1313.43	GALLS LLC dba KEEPRS INC	6	Color Guard warm weather gear
12/10/2019		12/10/2019	16845	1209.04	CENTER POINT ENERGY	16	Utilities
12/10/2019		12/10/2019	16847	1124.12	U.S. TREASURY	8	FEDERAL 730,990-T, AND 11-C TAXES
12/12/2019		12/13/2019	16856	1500.00	WREATHS ACROSS AMERICA	1	501(c)3
12/12/2019		12/13/2019	16858	500.00	COOPERSTOWN BULLDOGS C/O ROBYN COURCHANE	7	Youth baseball activities
12/12/2019		12/13/2019	16860	1500.00	SHARING AND CARING HANDS	1	501(C)3
12/12/2019		12/13/2019	16854	10000.00	CITY OF OSSEO	10	VOLUNTARY CONTRIBUTION TO A CITY
12/12/2019		12/13/2019	16859	1000.00	C.R.O.S.S.	1	501(C)3
12/12/2019		12/13/2019	16857	250.00	AMERICAN LEGION FAMILY HOSPITAL ASSOC	1	501(c)3
12/12/2019		12/13/2019	16855	750.00	DESTINY FRIEDRICH	5	Nurses training scholarship
12/12/2019		12/16/2019	16866	661.46	GALLS	6	Color Guard winter equipment
12/12/2019		12/17/2019	16869	516.49	Reinhart Foodservice	7	Food for Breakfast with Santa youth activity
		12/10/2019	EFT	23761.00	MN Dept. Of Revenue	8	STATE TAX AND REGULATORY FEE
						0	
						0	
						0	
						0	
						0	
						0	
						0	



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

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

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

Date of Request: January 6, 2020

Employee Name: Nancy Abts

Employee Department: Administration - City Planner

Conference/Workshop/Seminar: Ehlers' Minnesota Public Finance Seminar in Brooklyn Center

Dates: February 6-7, 2020

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

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

Registration Fee: \$295 (early bird rate; 10% discount possible for 4+ attendees from the City)

Hotel/Motel Costs: n/a

Air Fare Costs: n/a

Meal Costs: n/a

Misc. Costs: n/a

Total: \$295 Budgeted from Planning Department Education/Training and/or TIF Administration as appropriate

How will your attendance in this conference/workshop/seminar be a benefit to you professionally, or a benefit to the City of Osseo as a whole? The seminar will allow me to continue to learn about Community Development finance strategies & promote Osseo among other Minnesota finance and development professionals. The Ehlers' seminars always include high-quality presenters and timely, relevant information. Several sessions provide continuing education credits toward the AICP credential.

Employee Signature: N Abts Date: 1/6/2020

Administrator Signature: [Signature] Date: 1/6/20

Council Approval date: January 13, 2020



## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

### City of Osseo Employee/Official Travel Request Form

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

Date of Request: 1/2/20

Employee Name: April Weller

Employee Department: Finance

Conference/Workshop/Seminar: Ehlers MN Public Finance Seminar

Dates: February 6 – February 7, 2020

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

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

Registration Fee: \$ 295.00

Hotel/Motel Costs: \$ N/A

Air Fare Costs: \$ N/A

Meal Costs: \$ N/A

Misc. Costs: \$ N/A

How will your attendance in this conference/workshop/seminar be a benefit to you professionally, or a benefit to the City of Osseo as a whole?

To gain more knowledge of various governmental finance topics such as TIF, property taxes, etc.

Employee Signature: April Weller Date: 1/6/20

Administrator Signature: [Signature] Date: 1/6/20

Council Approval date: 1/13/20





## City of Osseo City Council Meeting Item

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**Agenda Item:** Pre-approved police training list

**Meeting Date:** January 13<sup>th</sup>, 2020  
**Prepared by:** Shane Mikkelsen, Chief of Police

**Attachments:** List of types of trainings

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**Policy Consideration:**

The list attached is the 2020 list of trainings that I would like pre-approved.

**Background:**

In agreement with the city council attached is the list of types of trainings that I would like pre-approved for the police department.

**Budget or Other Considerations:**

The training budget has been set for the police department for 2020 at 20,000.00.

**City Goals Met By This Action:**

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

**Options:**

The City Council may choose to:

1. Approve the 2020 list of types of trainings in the police department.
2. Approve the 2020 list of types of trainings in the police department with noted changes/as amended;
3. Deny approving the 2020 list of types of trainings in the police department.
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option (1) Approve the 2020 list of types of trainings in the police department.



Shane Mikkelson  
Police Chief

## Osseo Police Department

415 Central Avenue, Osseo, MN 55369-1195



Office 763-424-5444  
Fax 763-424-4616  
Emergency 911  
Dispatcher 952-258-5321

To the Osseo City Council,

The list below consists of the types of trainings that the Osseo Police Department most commonly attends. I would like to submit this list to you for pre-approval so I may assign these types of trainings to the officers within the department.

- Leadership Development
- Law Enforcement Bike Patrol Training
- Interview and Interrogation Training
- Firearms Training
- Use of Force Training
- Implicit Bias/Cultural Diversity Training
- Crises Intervention and Mental Health
- Conflict Management and Mediation
- Active Shooter
- Traffic Enforcement/Investigations
- Emergency Vehicle Operation
- Pursuit Intervention Technique
- Crime Prevention
- Identity Theft
- Elder Abuse
- Report Writing
- Investigative development
- Emergency Medical Responder

- Less lethal/Taser
- Field reporting/traffic enforcement
- Crime scene management



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)

### City of Osseo Employee/Official Travel Request Form

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

Date of Request: 1/7/2020Employee Name: LeAnn LarsonEmployee Department: AdministrationConference/Workshop/Seminar: Annual City Clerks Conference for MCFOADates: March 16-19, 2020

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

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

Registration Fee: \$365Hotel/Motel Costs: \$360Air Fare Costs: \$0Meal Costs: \$50Misc. Costs: \$65 mileage

How will your attendance in this conference/workshop/seminar be a benefit to you professionally, or a benefit to the City of Osseo as a whole?

This conference is always educational and a must-attend for all city clerks

Employee Signature: LeAnn LarsonDate: 1-7-2020Administrator Signature: [Signature]Date: 1/8/20Council Approval date: 1/13/20[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

**Resolution No. 2020-x****RESOLUTION AFFIRMING COUNCIL / STAFF RESPONSIBILITIES**

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

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

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

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

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

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

serve individual interests. In carrying forth this purpose, Council and staff are dependent upon each other to most effectively and fairly transact the City's business and must do so in a forthright, honest, and candid manner.

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

**Resolution No. 2020-x****RESOLUTION ACCEPTING DONATIONS TO CITY OF OSSEO**

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

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

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

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
McGee Kugler Family Law	\$ 100	Minidazzle
City Country Insurance	\$ 100	Minidazzle
Get It Done Fitness	\$ 100	Minidazzle
Futrell Fire Consult & Design	\$ 50	Minidazzle
Steve Forsberg	\$ 100	Minidazzle
Lawinger Consulting Inc.	\$ 250	Minidazzle
Osseo Gun Club	\$ 75	Minidazzle
Jodi Baglien LLC	\$ 75	Minidazzle
Marmon Link	\$ 150	Minidazzle
Evans Nordby Funeral Home	\$ 100	Minidazzle
WSB	\$ 500	Minidazzle
Osseo American Legion	\$10,000	Police Wellness
Fire Relief Association	\$20,500	Bunker Gear
Fire Relief Association	\$11,190	Misc. Fire
Fire Relief Association	\$30,000	Fire Truck
Ronald & Nancy Roden	\$ 100	Beautification
Harold E. & Gayle Johnson	\$ 700	Beautification

*(in memory of Audrey Byer, Sam Courey, Verla Durant, Daniel Lindberg, Jeffrey Sybrant, Howard Sybrant & Donald Zachman)*



## City of Osseo City Council Meeting Item

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**Agenda Item:** Confirm EDA Actions of January 13, 2020

**Meeting Date:** January 13, 2020

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

**Attachments:** None

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The EDA took the following actions at their regular meeting on January 13, 2020:

- 1) Elected EDA Officers for 2020
- 2) Reviewed Chamber of Commerce options
- 3) Approved the Municipal Advisor Client Disclosure Agreement with Ehlers
- 4) Discussed business forums for 2020
- 5) Discussed the Ehlers Public Finance Seminar
- 6) Approved EDA accounts payable

**Options:**

The City Council may choose to:

1. Approve the EDA actions of January 13, 2020;
2. Deny the EDA actions of January 13, 2020;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the EDA actions of January 13, 2020.





**Agenda Item:** Electronic Bidding Policy

**Meeting Date:** January 13, 2020

**Prepared By:** Lee Gustafson, City Engineer

**Attachments:** Draft Electronic Bidding Policy

**Policy Consideration:**

Request to approve the following:

1. Adopt the attached electronic bidding policy.

**Background:**

The State of Minnesota has allowed electronic bidding for several years, see below. The contracting industry has gradually been shifting over to it, and now appears to be heading that direction much faster due to the realized benefits. For example, some of the contractor benefits include: elimination of the need to travel to submit a bid, continuous bid submittal 24/7, easy access to bid information, faster processing of bid documents, time savings in bid preparation, ability to make last minute changes, and no calculation errors.

**471.345 UNIFORM MUNICIPAL CONTRACTING LAW.**

*Subd. 18. Electronic bidding.*

*Notwithstanding any other procedural requirements of this section, vendors may submit bids, quotations, and proposals electronically in a form and manner required by the municipality. A municipality may allow bid, performance, or payment bonds, or other security, to be furnished electronically.*

Here is a quick summary of electronic bidding:

*Process:*

- Replaces paper bid documents (bid form, bid security, affidavits, etc.)
- Electronic bidding operates through QuestCDN portal

*Benefits (Client):*

- Assures complete bids
- Accurate, no mathematical errors
- Efficiency in bid tabulating, saves money in most cases
- Quick turnaround time for bid tabulations
- Can help increase the number of bidders

*Benefits (Contractor):*

- Update bid at any point prior to bid close
- Do not need to be present at bid opening
- No hand-writing of bids (at the last minute in the parking lot)
- No additional cost

*Disadvantages*

- Internet security (but likely no more risk to client than paper bid format)
- May exclude some very small bidders

There are several documents attached that will help explain the electronic bidding process including an excerpt from the LMC competitive bidding guidelines.

Staff is recommending adopting the electronic bidding policy at the January 13, 2020 Council meeting so it can be used for the 2020 Street Reconstruction Project.

One item that staff will need to review in the future is whether to use "Surety2000" - this is an electronic alternative to traditional paper (pdf) bid bonds. The city currently allows options to upload bid bonds to Quest CDN in a PDF format, or submit a paper copy. Surety2000 would provide a third option to submit bid bonds. Using Surety2000 is one way to streamline the process for both the city and contractors.

**Previous Action or Discussion:**

None.

**Budget or Other Considerations:**

None.

**City Goals Met By This Action:**

Improving city processes.

**Options:**

The City Council may choose to:

1. Adopt the attached electronic bidding policy;
2. Adopt the attached electronic bidding policy with noted changes or as amended;
3. Deny the policy;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose Option (1): Adopt the attached electronic bidding policy.

**Next Step:**

Advertise for bids.

## RELEVANT LINKS:

Minn. Stat. § 471.345, subd. 18.

Minn. Stat. § 471.345, subd. 3.

- For the first six months after a city designates an alternative means of dissemination, it must continue to publish bid advertisements in the official newspaper in addition to the alternative method. The newspaper publication must indicate where to find the designated alternative method.

After the expiration of the six-month period, an alternative means of dissemination satisfies any publication requirements.

## C. Opening and tabulation of bids

Bids should be kept unopened by the clerk until after the closing time for receiving them. At the time set by the council in the advertisement, the bids should be opened publicly in the presence of the officials named in the bid notice. All bids should be opened and tabulated at a public meeting by the council or in advance of the council meeting by designated officials.

Generally, bids should be opened prior to the meeting at which the council will consider them, preferably on the same day. This enables the engineer or clerk to tabulate each bid in advance, which will reduce the time spent on the matter during the council meeting.

### 1. Bids received electronically

Cities are authorized to allow bidders to submit bids electronically. Cities are also authorized to allow bid, performance, and payment bonds, as well as other security, to be furnished electronically. The bid advertisement should specify the form and manner required for electronic submission.

Cities should also consider adopting policies for how the “opening” of electronic bids will be handled. For example, cities may want to designate a staff person to receive the electronic bids and be responsible for printing a hard copy of them.

Cities may also want to designate a staff person to be responsible for keeping the amount and terms of the electronic bids private until the time and date specified in the solicitation that bids are due, at which time the name of the bidder and the dollar amount specified in the response become public.

### 2. Bids received by facsimile

It appears cities cannot accept a bid sent to them through a facsimile machine. According to the competitive bidding law, bids generally must be “sealed.” Facsimile bids would not meet this requirement.



## Quest VirtuBid™ (vBid™) features and benefits

### *Project Owners and their Solicitors*

- ✓ Eliminate the possibility of bid rejection because of submission errors, omissions, and illegibility thus guaranteeing the lowest possible bid is accepted and opened.
- ✓ Receive more competitive bids because of the ease and reduced cost of bid submission.
- ✓ Bids can accommodate last minute price changes from subcontractors and suppliers that may save the owner 10s if not 100s of thousands of dollars on bid totals.
- ✓ Have easy access to your archived historical project bid data.
- ✓ Provides the opportunity to adopt an innovative, virtual bid letting process utilizing web conferencing attendance run by administrative personnel freeing up project manager time and physical meeting space.
- ✓ Optional control for permitted bid submission when prequalifying prime bidders for bidding.
- ✓ Evaluate bids immediately utilizing the online evaluator tool to compare bid values to the project estimate and the average bid values of the other bids to identify large variances, mistakes, and unbalanced bids.
- ✓ Create your own database of bid item descriptions, identity codes, and unit of measurements to establish consistency, ease the construction of bid proposals, and posture for future datamining and budget preparations.
- ✓ Work offline on bid estimate worksheets and then import them into the online vBid™ system.
- ✓ Manually input paper bid data and qualification information as part of the digital bid record for display of results and archiving.
- ✓ Immediately and automatically post the real time, preliminary bid results with the click of a button then post final award information. Automated email notifications are sent to planholders alerting them of new result information.



- ✓ Easily post and/or upload adjunct, mandatory bid qualification requirements including surety (digital bid bonds/Surety 2000) for bid inclusion.
- ✓ Eliminate physical paper bid delivery problems related to weather, traffic congestion, or other logistical issues.
- ✓ Receive real time bids with the highest level of security and audit trails/submission logs if ever required.

### **Prime Bidders**

- ✓ Completion and submission of their bids from the comfort and effectiveness of their office or from anywhere they have access to the internet.
- ✓ Logistical costs of submitting a paper bid package are eliminated for bid runners, vehicle costs, lodging, per diem, and communication mistakes.
- ✓ Eliminates the possibility of bid rejection for incomplete, inaccurate, illegible bid submissions and late delivery.
- ✓ The bid worksheet may be exported to a spreadsheet or into bid estimating software for work offline. Completed work may be imported back into the online bid system.
- ✓ Accessibility and permission levels may be set for employees working on the bid.
- ✓ Access is provided for the bidder to view past company bids.
- ✓ Last minute price revisions from subcontractors and suppliers are accommodated to insure competitiveness and provide the best possible bid to the owner.
- ✓ More project bids can be completed and submitted over a wide geography.
- ✓ The bidder may attend and witness an online bid letting (if offered) saving on travel time and expense.

## City of Osseo Bidding Policy

### **Purpose:**

This policy sets forth the general requirements for bidding and advertising for competitively bid projects that are estimated to exceed \$175,000. It defines and clarifies the city's bidding process that is established by state law, including processes specific to electronic bidding. Contracts that involve public improvements under Minnesota Statutes Chapter 429 may have additional requirements. The City of Osseo follows Minnesota law for municipal contracts, including procedures for competitive bidding and all public contract requirements.

### **Procedure:**

1. **Approval.** Projects or procurements must be either in the approved budget or require City Council authorization prior to bidding. All competitively bid contracts require Council action awarding a contract.
2. **Plans and Specifications.** Prior to seeking bids, the city must prepare plans and specifications that meet all laws and requirements. A standard contract template shall also be used and will be modified as necessary for any given project. The plans and specifications shall include the city's contract requirements based upon the estimated contract amount. Bid bonds, responsible bidder, insurance, performance and payment bonds, and withholding affidavits are required for all competitively bid contracts. Other submissions may also be necessary.
3. **Advertisement for Bid.** Specific language is required for the advertisement for bids. The city's standard advertisement for bids should be used to ensure required language is included. When using electronic bidding, the notice will clearly state that paper bids will not be accepted and it will further specify the form and manner required for all electronic submissions. The city engineer may help with generating an advertisement for bids if necessary. Projects estimated to exceed \$175,000 require publication in the city's official newspaper *or* a recognized industry trade journal at least ten days prior to the last day for submission of the bids. Projects estimated to exceed \$350,000 require publication in the city's official newspaper *and* a recognized industry trade journal at least three weeks prior to the last day for submission of the bids. An affidavit of publication is required from each entity that published an advertisement. Minnesota Statutes Section 331A.03 authorizes the city to replace publication in the city's official newspaper with dissemination on the city's website, provided, however, that the city follows the procedural requirements contained in said statute.
4. **Bid Requirements.** Required documents from the bidders may include but are not limited to a bid bond, bid form containing responsible contractor language, human rights certification, and affidavit of non-collusion. All paper bids must be sealed and identified on the outside wrapper. When using electronic bidding, staff shall ensure that the bidding

website has the functionality to facilitate submission of all required information and documents to comply with all state bidding laws.

5. Bid Opening. The bid opening will take place in a conference room, council chambers, or other public place where any person present may observe. Two city staff or agents will be present when the bid time expires. All bids shall be opened or, in the case of electronic bids, viewed online, acknowledged, and read aloud. Bid results will become available after this process is complete, provided, however, that only the name of the bidder and the dollar amount specified is public information until after the Council awards a contract. For electronic bids, all bid submittals and documents for the winning contractor, including the bid tabulation and abstract, shall be scanned and retained.
6. After Bid Opening. Bids should be evaluated to determine the responsibility of the bidder. If a contract is awarded, it must be awarded to the lowest responsible bidder. The city has the right to reject all bids. If city staff determines the lowest bidder is not the lowest responsible bidder, the city attorney shall be contacted for consultation and justification prior to recommendation and action by the Council. Once a contract is awarded, a signed contract, certificate of insurance, performance bond, payment bond, and any other items required by the city shall be provided before a notice to proceed is issued.
7. All bid submissions and documents, including those submitted electronically, shall be retained in accordance with the city's record retention schedule.

Adopted by the Osseo City Council on the \_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor Duane Poppe

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City Administrator Riley Grams



**Agenda Item:** Central Avenue Streetscape

**Meeting Date:** January 13, 2020

**Prepared By:** Lee Gustafson, City Engineer

**Attachments:** Proposal

**Policy Consideration:**

Request to approve the following:

1. Proposal with WSB for Central Avenue services.

**Background:**

At the October 28 Council work session, Council discussed the condition of certain roadway and sidewalk components of Central Avenue and agreed that certain areas should be improved. The Streetscape committee subsequently met with the city engineer to discuss options for improving Central Avenue, especially the City Hall block. As a result of this meeting and further discussions with City staff, the attached proposal was prepared as a first step in implementing improvements to Central Avenue.

The proposal includes concept planning services for a redesigned streetscape for the Central Avenue corridor. The concept design is intended to be a guide for future improvements and replacements along the corridor. The concept design will explore design elements including traffic lane materials, parking lane surface, boulevard treatment, sidewalk replacement, pedestrian crossings, assessment of existing planters, and landscape plantings throughout the corridor. The process includes beginning with two concept alternatives, and then after input from the City Council, developing a single preferred concept plan and cost estimate. The next step could then be developing plans for potential 2020 improvements along the corridor.

**Previous Action or Discussion:**

None.

**Budget or Other Considerations:**

None.

**City Goals Met By This Action:**

Improving city infrastructure.

**Options:**

The City Council may choose to:

1. Approve the proposal;
2. Approve the proposal with noted changes or as amended;
3. Deny the policy;
4. Table action on this item for more information.



**Recommendation/Action Requested:**

Staff recommends the City Council choose Option (1): Approve the attached proposal with WSB for Central Avenue improvements.

**Next Step:**

Possibly developing improvement plans.

January 8, 2020

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

Re: Professional Services Proposal for Concept Planning associated with the Central Avenue Streetscape Improvements.

City Project No. TBD; WSB Project No. TBD

Dear Riley:

On behalf of WSB, I thank you for requesting this proposal for another interesting community project in Osseo.

We understand this project includes concept planning services for a redesigned streetscape within the Central Avenue corridor in downtown Osseo. The concept design will be a guide for future improvements and replacements along the Central Avenue corridor. The concept design will explore design elements including traffic lane materials, parking lane surface, boulevard treatment, sidewalk replacement, pedestrian crossings, assessment of existing planters, and landscape plantings throughout the corridor.

The following scope of services is meant to provide the City with the steps necessary to complete a successful Concept Plan.

## BASE SCOPE OF SERVICES

### 1. Project Focus Meeting:

The general purpose of the focus meeting is to confirm key individuals and staff members who will be involved in the project or have information that will affect the project. Identify project goals, and facilitate review and discussion about the opportunities, constraints and potential maintenance concerns related to this project. During the project focus meeting, we will develop a list of program elements that should be considered for the project, which will serve as the foundation for the design process.

### 2. Concept Planning:

WSB will develop two alternative schematic concept plans for review with the client. Review meeting to be held at City Hall. Concept plans will include enough detail to convey the character and function of the proposed improvements. Concept drawings will focus on two areas within the Central Avenue corridor – the City Hall block and a typical block within the rest of the corridor. Initial concepts will include cost estimates at a master plan level.

Feasibility of items such as permeable pavement / stormwater design and user actuated crossing signals will be explored as part of the overall concept design, as well as investigate potential grant opportunities through the watershed district or other partners.

Concepts will be prepared over aerial photos / GIS information as a base file. Topographic survey of the project area is not included in this proposal.

**3. Final Concept Development:**

Based on feedback from the client and Osseo streetscape committee, WSB will prepare a single, preferred concept plan and cost estimate. Final concept plan will be developed to include enough detail to convey the character of the proposed improvements, while also identifying the particular products and materials to be used in the implementation of the plan. The Final Concept plan may include items such as photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail for the City to grasp the appearance and function of the improvements.

Final Concept drawing will focus on two areas within the Central Avenue corridor – the City Hall block and a typical block within the rest of the corridor and will include estimate of probable costs.

**4. Deliverables:**

- a. Meeting summary notes
- b. Digital PDF of alternative concept plans and final rendered concept plan
- c. Estimate of probable construction costs (both initial and final concepts)

**5. Meetings to be held at the Client's office:**

- a. 1 Project Startup meeting with City staff
- b. 1 Concept review meeting with City staff
- c. 1 Council work session to present final concept (Feb. 24<sup>th</sup>)

**FEES FOR PROFESSIONAL SERVICES**

Fees for the services outlined in the proposal above will be billed on an hourly basis with a not-to-exceed total of \$ 9,840.00. Below is a breakdown of the various components of this work:

Project Management and Meetings/Coordination	\$ 2,470.00
Schematic and Final Concept Development	\$ 7,370.00
<b>TOTAL NOT-TO-EXCEED FEE</b>	<b>\$ 9,840.00</b>

**ADDITIONAL SERVICES**

Any additional work or services or change in concept planning scope will be completed on an hourly basis to be billed in accordance with WSB's hourly rates at the time the work is completed. The scope and fee for any additional services will be confirmed with the City prior to performing services.

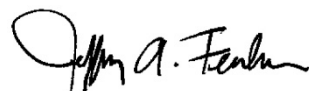
Topographic Survey, Geotechnical Evaluation, Final Construction Plans, Bidding assistance and Construction Administration services are not included in this proposal.

On behalf of our entire organization, I would like to thank you once again for inviting us to submit this proposal. We value every opportunity to work with you on public space improvements within your community!

Please contact me at 763-287-8527 if you have any questions regarding this proposal.

Sincerely,

WSB



Jeff Feulner, PLA  
Senior Landscape Architect



Lee Gustafson, PE  
Vice President of Municipal Services

**ACCEPTED BY:**

**City of Osseo**

By: \_\_\_\_\_  
Riley Grams, City Administrator

Date: \_\_\_\_\_



## City of Osseo City Council Meeting Item

**Agenda Item:** Purchases from OFDRA Charitable Gambling Donations

**Meeting Date:** January 13, 2020

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

**Attachments:** Quote from Emergency Response Solutions  
Proposed Specifications from Emergency Response Solutions

### Policy Consideration:

Consider approving the proposed uses of three donations from the Osseo Fire Department Relief Association (OFDRA) Charitable Gambling Fund.

### Background:

The OFDRA recently made three donations to the city. The first was \$11,190 for the Fire Equipment Donation Fund (120), the second was \$20,500 for the CIP Equipment Fund (110), and the third was \$30,000 for the CIP Equipment Fund (110). We propose to use these funds as outlined below.

### Various Firefighting Equipment and Materials

Throughout the past year, the department officers, firefighters, and apparatus engineers have identified a number of items that would help the department further its mission of being staffed, trained, and equipped to protect the life and property of the residents, businesses, and visitors of Osseo. These items have all been evaluated, discussed, researched, and priced from various vendors.

Item	Quantity	Cost	Total
<b>NFPA Publications (various)</b> <i>Selection of standards, codes, and handbooks published by the NFPA to assist with training, compliance, and policy writing</i>	1	\$2,800.00	\$2,800.00
<b>Valve for Large Diameter Hose (LDH) on Engine 11</b> <i>New valve for LDH intake on drivers side of Engine 11 to function better than current cap, which leaks and inhibits operation.</i>	1	\$2,200.00	\$2,200.00
<b>SCBA Batteries and Chargers (various)</b> <i>Additional batteries and chargers for SCBA packs to allow for more efficient rotation of charged and low batteries.</i>	1	\$1,800.00	\$1,800.00
<b>Pagers (each with charger and extra battery)</b> <i>Additional current-generation pagers to replace previous-generation pagers, to have enough pagers to staff 30 firefighters, and to have a minimum inventory of spares in the event of malfunctioning units</i>	4	\$400.00	\$1,600.00

Item	Quantity	Cost	Total
<b>Battery-Powered Chainsaw</b> <i>Replace one of our older gas-powered chainsaws with a more reliable and maintainable battery-powered chainsaw</i>	1	\$350.00	\$350.00
<b>Battery-Powered Reciprocating Saw</b> <i>Replace old, poorly-functioning reciprocating saw with new saw</i>	1	\$300.00	\$300.00
<b>Battery-Powered Tripod Scene Lights</b> <i>Additional battery-powered, free-standing lighting units for safe lighting of emergency scenes</i>	2	\$160.00	\$320.00
<b>Electric Batteries and Chargers (various)</b> <i>Additional batteries and chargers to support the various battery-powered tools</i>	1	\$420.00	\$420.00
<b>Mounting Bracket for Blitzfire Nozzle for Engine 11</b> <i>Bracket for mounting Blitzfire ground monitor to the back of Engine 11 so it can be pre-connected for rapid deployment on a fire scene</i>	1	\$190.00	\$190.00
<b>Hydrant Bags</b> <i>Hand-held tool bags for carrying hydrant wrenches, spanner wrenches, and hydrant coupling adapters</i>	3	\$110.00	\$330.00
<b>Hydrant Wrench Carrying Bags</b> <i>Tool bags that strap on to the hydrant-end of the LDH to ensure that the most critical hydrant tools are deployed to the hydrant with the hose</i>	2	\$25.00	\$50.00
<b>Apartment Pack Hose Straps (various)</b> <i>Straps for assembling "apartment pack" hose bundles to be deployed to the interior of a structure for attachment to a standpipe</i>	1	\$230.00	\$230.00
<b>SCBA Mask Bags</b> <i>Bags for the storage and transport of each firefighter's SCBA mask to replace old bags in disrepair</i>	30	\$20.00	\$600.00
<b>Total</b>			<b>\$11,190.00</b>

### Bunker Gear

The fire department equips each member with an ensemble of Personal Protective Equipment (PPE, also known as "Bunker Gear" or "Turnout Gear") consisting of, at a minimum, a coat, pants, boots, helmet, hood, and gloves (in addition to a personally-issued SCBA mask and shared SCBA packs with breathing-air tanks). Per NFPA Standard 1851, each element must be properly fitting, in good repair, and no more than 10 years from the date of manufacture.

Prior to the 7 hires made in October of 2019, each member had a set of gear with the exception that there are 3 coats, 3 pants, and 5 pairs of boots currently in use that are now past their 10-year lifespan or are not properly fitting.

There are a number of additional elements in use that are approaching the end of their lifespan and are either marginally well-fitting or in marginal repair that could be considered for replacement, but have been left out of this proposal.

In addition to the gear that is currently in use, we have in inventory a few of each element in various sizes and of various ages that were left over from previous firefighters. With the addition of the 7 new hires, we were able to make use of 3 coats, 2 pants, and 2 pairs of boots from this inventory that – despite being ill-fitting in some cases and past their lifespan in others – were sufficient for use at fire academy (prior to any live burns). The elements that we

weren't able to supply have been generously lent to us by the Maple Grove Fire Department from their surplus inventory for our recruits to use at academy.

In recent years, the fire service has become increasingly aware of the dangers posed to firefighters by carcinogens present in the toxic smoke produced by structure fires. Studies have shown that one of the most significant means of exposure has been the face, head, and neck. A firefighter wears an SCBA mask that covers much of their face. Around that they wear a "Nomex" hood that protects them from heat. On top of their head, they wear a helmet made of durable plastic. The high collar of their coat fastens around the front and overlaps the bottom of the hood. The areas directly covered by the collar, facepiece, and helmet are generally well protected. The areas in between those three that are only covered by a traditional Nomex hood are susceptible to exposure to carcinogens.

In recent years, manufacturers have developed what are referred to as "Particulate Hoods" (particulate-resistant). These hoods are designed to resist not only the heat, but also the dangerous carcinogenic particulates present in the smoke. We would like to replace our current hoods with these newer hoods. We would purchase enough for each firefighter to carry one and around 10 additional hoods to be available to be rotated in to service when used hoods need to be laundered after a fire.

In total, we propose purchasing 10 coats, 10 pants, 12 pairs of boots, 40 hoods, and 8 sets of gloves. In November, we met with vendors and evaluated gear manufactured by Lion, Fire-Dex, and Globe. After comparing each element from each manufacturer, the consensus was that Fire-Dex was preferred for coats, pants, hoods, and gloves and Globe for boots.

Here is a summary of the costs. See attached for the quote and spec for the coat and pants.

Item	Quantity	Cost	Total
Fire-Dex Coat	10	\$1,651.80	\$16,518.00
Fire-Dex Pant	10	\$1,195.72	\$11,957.20
Globe Boots	12	\$450.00	\$5,400.00
Fire-Dex Particulate Hood	40	\$125.00	\$5,000.00
Fire-Dex Gloves	8	\$60.00	\$480.00
<b>Total</b>			<b>\$39,355.20</b>

As mentioned above, the OFDRA was able to donate \$20,500 to go towards this purchase of bunker gear. Additionally, we have budgeted around \$12,000 per year in the Equipment CIP for bunker gear. Finally, at the beginning of 2019, the OFDRA donated \$45,000 for a variety of equipment and facilities improvements. The final cost of those projects came to around \$37,500, leaving us with \$7,500 unused from that donation. Those three funding sources together should just cover the purchases proposed above.

Funding Source	Total
OFDRA Donation	\$20,500.00
Equipment CIP	\$12,240.00
Remaining from Previous OFDRA Donation	\$7,500.00
<b>Total</b>	<b>\$40,240.00</b>

#### Future Fire Truck Purchase

The next fire truck on our replacement schedule is Tanker 11. The current apparatus was purchased in 2004. As budgeted for in the Equipment CIP, we plan to replace that truck in 2025. The \$30,000 donation by the OFDRA is

intended to be placed in the CIP to help ensure that we will have adequate funds available to make that purchase at that time.

**Previous Action or Discussion:**

In a separate item at this meeting, the council was presented with three donations from the OFDRA Charitable Gambling Fund. This proposal is contingent on the acceptance of those donations.

**Budget or Other Considerations:**

We are proposing to spend the \$12,240 budgeted in the Equipment CIP for the purchase of bunker gear. The rest of the proposed purchases are all from donated funds.

**City Goals Met By This Action:**

Ensure City's continued financial stability

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

**Options:**

The City Council may choose to:

1. Approve the proposed purchases;
2. Approve the proposed purchases with noted changes/as amended;
3. Deny the proposed purchases;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council approves the proposed purchases.



**EMERGENCY RESPONSE SOLUTIONS**

4817 Viking Blvd NE  
East Bethel, MN 55092  
651-464-1010

# Quote

Date	Estimate #
12/10/2019	4768

Name / Address
Osseo Fire Department 415 Central Ave Osseo, MN 55369

				Project
Item	Description	Qty	Rate	Total
FIRDEX FX-R O...	OSSEO FD FIRE-DEX TECGEN71 GEAR SPEC INFORMATION AND PRICING:  Fire-Dex FX-R 30" Coat with DRD, 6.5 oz. TECGEN71, Black in Color Outer Shell, 5.9 oz Glide Ice™ 1-Layer Thermal Liner, and 5.5oz Stedair® 4000 Moisture Barrier Turn Out Coat (ONLY), Per Osseo FD Fire-Dex Gear Spec FWID: 100033 12-04-19 (THL= 316.70, TPP= 41.40)	1	1,651.80	1,651.80
FIRDEX FX-R O...	Fire-Dex FX-R Mid-Rise Pant, 6.5 oz. TECGEN71, Black in Color Outer Shell, 5.9 oz Glide Ice™ 1-Layer Thermal Liner, and 5.5oz Stedair® 4000 Moisture Barrier Turn Out Pant (ONLY), Per Osseo FD Fire-Dex Gear Spec FWID: 100033 12-04-19 (THL= 316.70, TPP= 41.40)  ***THIS QUOTE DOES NOT INCLUDE THE COST OF ANY OVERSIZE CHARGES WHERE APPLICABLE, AND/OR THE COST OF SHIPPING***	1	1,195.72	1,195.72
Quote Valid for 30 Days		<b>Total</b>		\$2,847.52

**Quoted By:** EMERGENCY RESPONSE SOLUTIONS  
**Prepared By:** Emergency Response Solutions  
 Administration  
**Address:** 4817 Viking Blvd. NE Ste 102  
 East Bethel, MN 55092  
**Phone:** 651-464-1010  
**Email:** sales@ers-mn.com  
**Quote:** Osseo FD FX-R TECGEN71-Black Master Copy  
 12-04-19  
**FWID:** 100033  
**Item:** FXR Turnout Gear Coat & Pant  
**Contract:** FireWriter 2019 – September Revision

## PRODUCT PREVIEW



## COAT SPECIFICATIONS

Coat Outer Shell: 30" Coat with DRD, 6.5 oz. TECGEN71, Black  
 Coat Thermal Liner: (G1) 5.9 oz Glide Ice™ 1-Layer  
 Coat Moisture Barrier: (F) 5.5oz Stedair® 4000  
 Coat Closures: XC40 Zipper / Woven Hook and Loop  
 Coat Trim Style: 3" NYC ScotchLite™ Triple Lime/Silver

## LETTERING

Text: OSSEO  
 Pos: 2, 3" Scotchlite™ Lime, XL00 - Sewn Direct Lettering  
 Text: YOUR NAME  
 Pos: 9, 3" Scotchlite™ Lime, XL61 - Hanging Patch, Hook & Loop with snap Attachment

## COAT REINFORCEMENTS

Knit Wrist Reinforcement: XM02/XM03 Knit Wrist with Thumb Hole, Nomex® (Black)  
 Cuff Reinforcement: Standard Cuff, Black, PCA (Polymer Coated Aramid)  
 Shoulder Reinforcement: No Reinforcement  
 Elbow Reinforcement: No Reinforcement

## COAT MIC CLIPS AND STRAPS

XMCLP Mic Clip: 1" x 2" Shell Material  
 Left Qty: 1  
 XM11 Universal Fabric & Leather Strap 1.5 x 5  
 Custom Qty: 1  
 Custom Placement 1: Place 1" above right pocket  
 XM85 Survivor® Flashlight Holder  
 Right Qty: 1

## COAT POCKETS

Chest Pocket - Left: (XP7352) Radio Pocket 7 x 3.5 x 2



This preview is for illustrative purposes only. Not all options may be shown in the preview. Not all options shown may be to the correct scale of the garment and may not be attached in the exact location shown.

## LETTERING PREVIEW

- 1.
2. OSSEO

Single Notch
Hand Pocket - Left: (XP54) Semi Bellow, Handwarmer with Full Kevlar & Fleece Lining, 8 x 8 x 2
Hand Pocket - Right: (XP54) Semi Bellow, Handwarmer with Full Kevlar & Fleece Lining, 8 x 8 x 2
CP3: Three Compartment

- 4.
- 5.
- 6.
- 7.
- 8.
9. YOUR NAME

## PANT SPECIFICATIONS

Pant Rise: Mid-Rise
Pant Rear Panel: No Rear Panel
Pant Outer Shell: 6.5 oz. TECGEN71 - Black
Pant Thermal Liner: (G1) 5.9 oz Glide Ice™ 1-Layer
Pant Moisture Barrier: (F) 5.5oz Stedair® 4000
Pant Closures: XC40 Zipper / Woven Hook and Loop
Pant Trim Style: 3" around cuffs - ScotchLite™ Triple Lime/Silver

## PANT PATTERN, LINER, PATCHES AND LABELS OPTIONS

570P Neoprene Reinforced Liner at Pant Cuff, 6"

## PANT SUSPENDERS

SVHC - Sewn Direct Hook and Loop, H-Back, Black Webbing, Padded with Cam Lock (Max Length: 54")

## PANT STRAPS AND OPTIONS

XMBL Belt Loop: 1" x 4" Shell
Qty: 7
XMKB Kevlar® Belt

## PANT POCKETS

Front Pocket - Left: (XP30) Full Bellow 10 x 10 x 2
Front Pocket - Right: (XP30) Full Bellow 10 x 10 x 2
CP3: Three Compartment

## PANT REINFORCEMENTS

Knee Reinforcement: STS 1-Layer Knee (Foam Encapsulated in Moisture Barrier), Black, PCA (Polymer Coated Aramid), 11" STS

Cuff Reinforcement: DexCuff - Reverse Tapered Cuff, Black, PCA (Polymer Coated Aramid)

Leg and Crotch Reinforcement: No Reinforcement

<b>TPP (Before Washing, NFPA minimum = 35)</b>	<b>THL (NFPA Minimum = 205)</b>
41.40 cal/cm <sup>2</sup>	316.70 W/m <sup>2</sup>



## City of Osseo City Council Meeting Item

**Agenda Item:** Agreement with Business Watch International for Pawn transactions

**Meeting Date:** January 13<sup>th</sup>, 2020  
**Prepared by** Shane Mikkelsen, Chief of Police

**Attachments:** Contract with BWI

### Policy Consideration:

To enter a contract with Business Watch International (BWI) for Pawn Transaction monitoring.

### Background:

In December 2019 we were notified that the Automated Pawn System that we were using to track pawn transactions was going to be shut down by the Minneapolis Police Department. Minneapolis Police Department recommended BWI for our future pawn monitoring. After seeing their product, speaking to other pawn system users we decided that we would like to use BWI. This contract was reviewed by Counselor Tietjen and the changes to the contract she recommended have been done.

### Budget or Other Considerations:

With the Minneapolis Police Department, we paid per transaction, so our bills averaged 250.00 per month. With this new contract we will receive the system for 5 years at a cost of \$500.00 per year.

### City Goals Met by This Action:

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

### Options:

The City Council may choose to:

1. Approve contract with Business Watch International.
2. Approve contract with Business Watch International with noted changes/as amended;
3. Deny contract with Business Watch International
4. Table action on this item for more information.

### Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve contract with Business Watch International.

### Next Step:

Contact Business Watch International and get our officers trained.

# **MEMORANDUM OF AGREEMENT**

**BETWEEN THE**

**City of Osseo,  
through its Police Department  
("OPD")**

**-and-**

**Business Watch International (U.S.) Inc.**

**("BWI")**

**Whereas** the City of Osseo Police Department is responsible for the provision of law enforcement services in Osseo, Minnesota; and

**Whereas** as part of the provision of such law enforcement services, the OPD receives, reviews, and maintains a record of reports received from pawnbrokers, secondhand metal recyclers, and secondhand stores in Osseo, Minnesota; and

**Whereas** BWI has developed an Internet based Service, called the BWI Regional Automated Property Information Database (RAPID) system, (the "Service") that enables the electronic transmission, between the Companies, and the Jurisdiction Department, of information regarding the purchase or pawn from the public of second-hand goods; and

**Whereas** the OPD desires to contract with BWI to provide its service to receive the transaction reports detailing the purchase or pawn of second-hand goods from the public by the Companies, and to provide an investigative interface for the monitoring of the transaction data.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. Term**

The term of the Agreement shall be five (5) years from January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2025 (the "Term").

**2. Licensing Fee**

All invoices are due and payable within 30 days of invoice in accordance to the rates outlined in Schedule A below.

**3. Failure to Make Payment**

In the case of OPD's failure to make payment, for a period of 60 days, OPD acknowledges that BWI may disable their access to the Service.

**4. Legal Compliance of Electronic Recording of Data**

BWI represents and warrants that the Service will contain the information and data as required by Minnesota Statutes and all other applicable federal, state, or local laws. BWI will add any additional information and data as may be requested by the OPD, if reasonably feasible.

**5. Bankruptcy or Insolvency**

If BWI becomes insolvent or bankrupt or otherwise unable to carry on business and the service is no longer available through a related or successor company to BWI, which shall be agreeable to the OPD, this Agreement shall be terminated.

**6. Reporting to the Service by the Companies**

- a. The parties agree that after a Company has been selected for participation in the program by the OPD, use of the Service by the Companies will be mandatory.
- b. BWI will provide each Company with remote training and support, and site access in accordance with the terms of this Agreement, at no cost to the Company.

**7. Provision of Set-Up and Training**

- a. The OPD will provide BWI with a list of Companies which are required to electronically report transactions to the OPD and their respective locations and hours of operation.

- b. BWI will contact each Company and offer assistance to ensure the Company is in compliance with the reporting requirements.
- c. BWI will provide remote training in the use of the Service to person(s) identified by the OPD and will provide such training at no cost via web conferences.

## **8. Provision of Support**

BWI will provide the OPD and the Companies with a Monday-Friday; 8:00 am to 5:00 pm (Central Standard Time) help line number for any and all types of difficulties with the Service. A complete on-line help feature will also be made available to the OPD and the Companies. The OPD will be provided with an emergency contact number for 24/7/365 help desk support on system performance matters but not including system access related issues such as password administration.

## **9. Retention of Transaction Record by the Company**

- a. BWI shall advise the OPD and all Companies in the event the service is rendered temporarily or permanently inoperable. The OPD shall inform the Companies of the appropriate procedures in order to maintain compliance in this event.
- b. Where feasible, BWI shall seek the OPD's prior written approval of the written notice it will be providing to the Companies pursuant to this section.
- c. In the event the service is rendered temporarily or permanently inoperable, or BWI experiences any form of Service failure, BWI will so advise the OPD and all Companies.

## **10. Ownership and Limited Use of Information Gathered**

The transaction data gathered by BWI will be the sole property of the OPD. BWI shall provide the data to the OPD as requested. BWI has the right to access and utilize the data for the following purposes:

- a. Support and Maintenance of the Service.
- b. Training of accredited law enforcement personnel and authorized civilian employees.
- c. Demonstrating the system to accredited law enforcement personnel.
- d. Integrating or querying or cross referencing by other databases for law enforcement purposes.

## **11. Confidentiality Clause**

Secondhand Dealer, secondhand metal recycler, and pawnbroker transactions records are governed by Minnesota Statutes. BWI agrees to maintain the confidentiality of all information received from the OPD and the Companies consistent with applicable Minnesota Statutes, including but not limited to Minnesota Statutes Chapter 13. In the event that BWI receives a subpoena, a court order, or other legal service to compel the production of said information, then BWI shall give written notice of such demand to the City and to OPD at least ten (10) days before producing any information, in order to give OPD an opportunity to review and, if necessary, to contest such production.

## **12. Security Considerations**

BWI's software uses 256-bit encryption for data transfer. Individuals employed by BWI and all other individuals that are not police officers, but who have a legitimate need to access the service for technical purposes, will meet with the standards of existing security protocols. BWI will advise the OPD of any breach of such security protocols.

At the request of the OPD, BWI will track the use of the service and supply such reports regarding such use.

## **13. Liabilities and Indemnities**

- a. BWI warrants and represents that provision of the service, and any software or hardware supplied by BWI as part of such provision, will not infringe or otherwise constitute wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party.
- b. BWI shall indemnify and save harmless the OPD and all their respective officers, employees, agents and representatives from and against all loss, damages, costs, expenses and liability, including reasonable legal fees and costs, arising from the negligence or willful misconduct of BWI or any of its agents, suppliers or subcontractors arising from the service.
- c. Without limiting the generality of subsection (b), BWI will indemnify the OPD from and against all claims, liability and expenses, including reasonable legal fees and costs, arising out of any third party claim for infringement or violation of that third party's intellectual property or proprietary rights as a result of the use of the service in accordance with this agreement.
- d. BWI will maintain in force, at its own expense, general liability insurance coverage of \$1.5 million to address its liability and indemnification obligations under this agreement and shall provide copies of said insurance to the OPD.



- e. BWI hereby releases the OPD from all claims respecting any loss, damage or injury any or all of them may suffer with respect to any matter arising from this Agreement, except when due to the negligence or willful misconduct of the OPD, or its employees.

#### **14. Notices**

Any notice required or permitted to be given under this Agreement shall be in writing and may be given by personal service or by registered mail, postage prepaid, to the parties as follows:

If to the OPD:

Chief Shane Mikkelson  
City of Osseo  
415 Central Ave  
Osseo, MN 55369

If to BWI:

Mr. Michael Jacobs  
Business Watch International (U.S.) Inc.  
7351 Wiles Rd  
Suite 102  
Coral Springs, Florida 33067

#### **15. Miscellaneous**

- a. Except as otherwise provided in this Agreement, no party may amend this Agreement, other than by an instrument in writing. The instrument must be executed by the authorized representatives of both parties.
- b. The Parties recognize that a substantial inducement to OPD for entering into this Agreement is the professional reputation, experience and competence of BWI. Neither the whole nor any interest in, nor any of the rights or privileges granted under this Agreement shall be assigned, transferred or encumbered in any way without the prior written consent of OPD. Any such purported assignment, transfer, encumbrance, pledge, subuse, or permission given without such consent shall be void as to OPD. If OPD approves an assignment or transfer, this Agreement and the covenants and conditions contained herein shall be binding upon and inure to the benefit of and shall apply to the permitted successors and assigns of BWI.

- c. The laws of the State of Minnesota shall govern this Agreement and all matters relating to it and any action brought relating to this Agreement shall be adjudicated in a court of competent jurisdiction in the State of Minnesota.
- d. Each individual executing this Agreement on behalf of a corporation, nonprofit corporation, partnership or other entity or organization, represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of such entity or organization and that this Agreement is binding upon the same in accordance with its terms.

**City of Osseo**

\_\_\_\_\_(Signature)

Mayor Duane Poppe

Date: \_\_\_\_\_

\_\_\_\_\_(Signature)

City Clerk LeAnn Larson

Date: \_\_\_\_\_

**Business Watch International (U.S.) Inc.**

\_\_\_\_\_

Date \_\_\_\_\_

## **Schedule A**

**Only One Fee will apply to your agency depending on if you are a contributing agency or query only agency.**

**1) RAPID Contributing License Fee (annual)**

**a) \$250 per dealer (pawn, secondhand or scrap metal) per year**

**2) RAPID Query Only License Fee (annual)**

Product	Item	Law Enforcement Government	
		Regular Price Per Year	Minnesota Discounted Price Per Year
BWI RAPID	1-19 Sworn Officers	\$1,500	\$500
	20-29 Sworn Officers	\$2,000	\$1,000
	30-49 Sworn Officers	\$2,500	\$1,500
	50-99 Sworn Officers	\$4,500	\$2,500
	100-199 Sworn Officers	\$8,000	\$4,500
	200-299 Sworn Officers	\$10,000	\$8,000
	300-399 Sworn Officers	\$14,000	\$10,000
	400-499 Sworn Officers	\$18,000	\$15,000
	500+ Sworn Officers	\$30,000	\$25,000

**Included in price:**

- Dealer Data Entry and upload utility for existing store programs
- Store set up and training
- Upgrades that have been developed for other jurisdictions
- NCIC cross-referencing with BWI Smart Match
- Unlimited saved searches
- Unlimited Law Enforcement user licenses
- Monday to Friday 8 A.M.-5 P.M. C.S.T. helpdesk
- Emergency 24-hour helpdesk



## Osseo City Council Meeting Item

**Agenda Item:** Approve Agreement for Hennepin County Healthy Tree Canopy Grant

**Meeting Date:** January 13, 2020

**Prepared by:** Nancy S. Abts, AICP, City Planner

**Attachments:** Agreement  
Sipe Park Ash Tree Map  
Alternative Tree Profiles

### Policy Consideration:

The City of Osseo should consider entering into an agreement with Hennepin County to receive funding support from its Healthy Tree Canopy Program.

### Background:

Hennepin County began offering their Healthy Tree Canopy Grants in 2018. At that time, Osseo applied for and was awarded funding to conduct an inventory of all public trees on City property and in boulevards. Work occurred in 2019. As part of the inventory, signs of Emerald Ash Borer infestation were discovered in Sipe Park.

In the fall of 2019, the City applied for a second Healthy Tree Canopy Grant to remove and replace ash trees in Sipe Park that are affected by Emerald Ash Borer, and to treat additional large-caliper Ash trees in the park. The application also called for working with a contractor to study the conditions that would need to be met to plant new trees in the public Right of Way.

As proposed in the grant application:

The **Ash Tree Treatment and Replacement Demonstration** will take place in Osseo's neighborhood park, located at 600 2<sup>nd</sup> Street SE in Osseo. Seven ash trees affected by or at risk of Emerald Ash Borer will be removed from the park during the winter months, while five remaining large-caliper Ash trees will be treated with insecticide. Communications pieces will be developed to explain why mature trees are being removed from the park and others treated, and to help community members learn about the threat of EAB in our area.

Members of the public will then be engaged in voting to select replacement trees. Potential replacement trees will be chosen from the County's [Recommended Tree list](#) and will be "new" species adding diversity to the City's tree canopy. City Staff will develop brief "profiles" of possible replacement species to be displayed on posters at City Hall and at public meetings, including Osseo Parks & Recreation Committee meetings, and community members will be able to vote on their preferred trees in person and online. Input will be used in developing the final planting plan. Once replacement trees are installed, they will be identified with signage, similar to the signs used to identify fruit trees at the Osseo Orchard.

This work builds on Osseo's Stage 1 Tree Inventory completed in 2019, which identified trees at-risk and affected by EAB and provided data to support phased replacement of Ash trees in city parks. The inventory also revealed a lack of diversity in the city's public tree species. The goal of removing and replacing ash trees with diverse species selected with community input will support the expected outcome of a diversified tree canopy in the park and an engaged community conversation about new tree species. It will allow community members to observe the Ash tree treatment and replacement process, and provide an opportunity for them to learn about new tree species. Community members will also be able to visit and view newly-planted trees in Sipe Park.

Trees will be watered using Sipe Park's irrigation system, supplemented with water bags as needed. Public Works will provide preventative maintenance including any necessary pruning and measures to protect the trees from equipment, including bark protection and mulch. These actions will become part of the regular maintenance for the park and will occur as needed for the foreseeable future (at least 3 years).

Once funding is approved, staff will begin messaging and public outreach about the **Ash Tree Treatment and Replacement Demonstration** at Sipe Park. Tree Removals will take place in early winter 2019 (~November-December). Staff will work over fall and winter to identify potential new trees based on selection criteria and plant availability. Between January and March, community members will be asked to review profiles of potential trees and vote on what species should be planted. Tree planting will likely occur in April-May, as weather allows.

As a follow-up to online voting, community members will be asked if they learned about new types of trees suitable for Osseo, and they will be asked about their intentions towards managing Ash trees or planting new species.

The **Street Tree Study** will provide technical assistance and research to the City's Public Works Department. A qualified contractor will be engaged in a study to evaluate reconfiguring use of public Right of Way in a future street reconstruction area. Narrowing travel lanes and narrowing or removing parking lanes may allow for addition of sidewalk and wide boulevards capable of accommodating street trees and snow storage while minimizing impacts to existing infrastructure. The area chosen for this study is a residential area surrounding 8<sup>th</sup> & 9<sup>th</sup> Avenues NE in Osseo, and has been preliminarily identified for a street project in 2021. The southern end of the project site was identified as an area at risk of Localized Flooding in the Metropolitan Council's 2018 Climate Vulnerability Assessment. One key outcome of the study will be to evaluate the impacts of street trees on stormwater runoff in this project area.

In Osseo's past street projects, community members and policymakers have discussed alternative ROW configurations and the impacts of street trees on existing infrastructure. However, project timelines have prevented these issues from being fully explored. By conducting this study a year before the proposed reconstruction project, these topics can be better understood and integrated into the final design. The goal of producing a report will support the outcome of better-informed dialogue about incorporating street trees and green infrastructure in Osseo's street reconstruction projects.

The **Street Tree Study** will cover a residential area surrounding 8<sup>th</sup> & 9<sup>th</sup> Avenues NE in Osseo, and has been preliminarily identified for a street project in 2021. The study will focus on public land in the city's Right of Way.

Once funding is approved, staff will begin work within the city's purchasing and contracting guidelines to select a contractor to assist with ash tree removals, and a contractor to assist with the **Street Tree Study**. The Study is expected to be complete by June 2020 so that its findings can be considered in planning for the 2021 Street Project, beginning in July 2020.

**Previous Action or Discussion:**

In fall 2018, the City applied for \$4,000 under a first-time funding opportunity to support development of a healthy tree canopy in Hennepin County. Osseo's prepared a GIS inventory of trees in the City's Right of Way and on other public property.

**Budget or Other Considerations:**

The agreement provides Osseo with reimbursement for up to \$17,000 of eligible expenses to realize the objectives laid out in the Project Scope. The City will provide \$1,000 in matching funds used to purchase new trees for the park and will provide in-kind services to remove three of the ash trees, as well as conduct outreach for the project.

Work on the 2020 project, including in-kind contributions (e.g., tree removals), cannot begin until the grant agreement is approved.

**City Goals Met By This Action:**

- Foster and promote economic development in the City
- Maintain as low a tax rate as possible
- Increase communication with citizens and encourage citizen engagement
- Stay current with new technologies in all areas of City services

**Options:** The City Council may choose to:

1. Approve the agreement with Hennepin County for a Healthy Tree Canopy grant; or
2. Deny the agreement with Hennepin County.

**Recommendation/Action Requested:**

Staff recommend the City Council choose Option 1. Approve the agreement with Hennepin County for a Health Tree Canopy grant.

## **HEALTHY TREE CANOPY GRANT AGREEMENT**

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487 (the "COUNTY"), on behalf of the Hennepin County Environment and Energy Department, 701 South Fourth Avenue, Suite 700, Minneapolis, Minnesota 55415 ("DEPARTMENT"), and City of Osseo, 415 Central Avenue, Osseo, Minnesota 55369 ("GRANTEE").

WHEREAS, the Hennepin County Board has established a Healthy Tree Canopy Grant Program to provide awards, which may be in the form of reimbursements ("Tree Grant Funds") to selected eligible community tree projects; and

WHEREAS, the GRANTEE has made an application for an award of Healthy Tree Canopy Grant Program and has been selected for funding of said described project in accordance with the terms of this Agreement;

NOW, THEREFORE, the parties agree as follows:

### **1. TERM AND COST OF THE AGREEMENT**

This Agreement shall commence upon execution October 22, 2019 and terminate January 1, 2021, unless terminated earlier in accordance with the Default and Cancellation provisions of this Agreement.

The total value of Tree Grant Funds awarded under this Agreement, including all reimbursable expenses, shall not exceed Seventeen Thousand Dollars (\$17,000.00).

### **2. GRANT REQUIREMENTS**

- a. The GRANTEE shall operate its tree canopy enhancement project ("Project"), including the proposed Project budget, as described in the application submitted by the GRANTEE and kept on file with the COUNTY. See attachment A for details regarding the project scope.
- b. The GRANTEE shall provide Twenty-Five percentage matching funds as described in the project budget and project requirements, as well as provide proof of matching funds before reimbursement.
- c. In addition to the obligation to operate the project as described, the GRANTEE shall:
  1. Submit to the DEPARTMENT in a format acceptable to the COUNTY a final report by June 1, 2021. The report should include at a minimum:

- Project summary with photos of work completed;
- Results achieved;
- Obstacles/challenges encountered;
- Maintenance strategy; and
- Actual budget expenditures.

The COUNTY shall have full ownership and control of all reports, which includes the right of the COUNTY to use any data and information contained in such project report in any manner the COUNTY determines, including but not limited to case studies or public presentations.

2. Establish a separate accounting mechanism, such as a Project number, activity number, cost center, or fund that will separate Tree Grant Fund expenditures from all other GRANTEE activities.
3. To ensure compliance with the purpose of this grant, comply with COUNTY's request for an audit of Tree Grant Fund Project activities, revenues, or expenditures.

### 3. AWARD OF GRANT

The COUNTY shall pay all Tree Grant Funds once work is completed to the GRANTEE valued not-to-exceed Seventeen Thousand Dollars (\$17,000.00). Receipts may be submitted throughout the project timeline on a monthly basis for reimbursement. Incidental expenses such as shipping costs shall be deducted from the final Tree Grant Fund payment. Subject to verification of adequacy of submitted receipts, the COUNTY will disburse the requested amount to the GRANTEE within six (6) weeks after the submission of the receipts. The final request for disbursement must be submitted within three (3) months of the expiration date of this Agreement.

The COUNTY, in its sole discretion, through the DEPARTMENT Director, may adjust the allocation of Tree Grant Funds if actual costs differ in amount from budgeted costs listed in the application. Any such adjustment shall be in writing, shall be signed by the DEPARTMENT Director and the GRANTEE and shall be attached hereto as a supplement. No other terms, conditions or provisions of this Agreement may be changed except in accordance with regular COUNTY contracting procedures as set forth in Section 12 of this Agreement.

### 4. INDEPENDENT CONTRACTOR

GRANTEE shall select the means, method, and manner of performing the services. Nothing is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting GRANTEE as the agent, representative, or employee of the COUNTY for any purpose. GRANTEE is and



shall remain an independent contractor for all services performed under this Agreement. GRANTEE shall secure at its own expense all personnel required in performing services under this Agreement. Any personnel of GRANTEE or other persons while engaged in the performance of any work or services required by GRANTEE will have no contractual relationship with the COUNTY and will not be considered employees of the COUNTY. The COUNTY shall not be responsible for any claims related to or on behalf of any of GRANTEE's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176) or claims of discrimination arising out of state, local or federal law, against GRANTEE, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

5. NON-DISCRIMINATION

In accordance with the COUNTY's policies against discrimination, GRANTEE shall not exclude any person from full employment rights nor prohibit participation in or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin. No person who is protected by applicable Federal or State laws against discrimination shall be subjected to discrimination.

6. INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of the provisions set forth herein.

7. INSURANCE

GRANTEE shall purchase insurance or utilize a self-insurance program sufficient to cover the maximum level of Minnesota tort liability limits under Minnesota Statute, Chapter 466.

8. DUTY TO NOTIFY

GRANTEE shall promptly notify the COUNTY of any claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of the provisions contained in this Agreement.

9. DATA

GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data or the privacy or, confidentiality or security of data. For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if GRANTEE becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data or privacy laws, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section. If GRANTEE has access to or possession/control of Data (as defined in the DEFAULT AND CANCELLATION/TERMINATION provisions below), GRANTEE shall safeguard and protect the Data in accordance with generally accepted industry standards, all laws, and all applicable COUNTY policies, rules and direction. GRANTEE shall immediately notify COUNTY of any actual or suspected security breach or unauthorized access to Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE's indemnification obligations herein.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as "trade secret" by GRANTEE does not necessarily make the data protected as such under any applicable law.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5, COUNTY, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall

maintain these materials and allow access during the period of this Agreement and for six (6) years after its termination or cancellation.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to the COUNTY for all covenants, agreements and obligations contained in the contract documents.
- B. GRANTEE shall not assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of the COUNTY. A consent to assign shall be subject to such conditions and provisions as the COUNTY may deem necessary, accomplished by execution of a form prepared by the COUNTY and signed by GRANTEE, the assignee and the COUNTY. Permission to assign, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.
- C. GRANTEE shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement. Further, GRANTEE shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between GRANTEE and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. GRANTEE shall make contracts between GRANTEE and subcontractors available upon request. For clarification and not limitation of the provisions herein, none of the following constitutes assent by COUNTY to a contract between GRANTEE and a subcontractor, or a waiver or release by COUNTY of GRANTEE's full compliance with the requirements of this Section: (1) COUNTY's request or lack of request for contracts between GRANTEE and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.

12. MERGER AND MODIFICATION

- A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Indemnification, Insurance, Merger and Modification, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any other document.

13. DEFAULT AND CANCELLATION

- A. If GRANTEE fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, it shall be in default. Unless GRANTEE's default is excused by the COUNTY, the COUNTY may upon written notice immediately cancel this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for the COUNTY to delay payment until GRANTEE's compliance. In the event of a decision to withhold payment, the COUNTY shall furnish prior written notice to GRANTEE.
- B. Upon cancellation or termination of this Agreement, the GRANTEE shall itemize any and all Tree Grant Fund expenditures up to the date of cancellation or termination and return any Tree Grant Funds not yet expended.
- C. For purposes of this subsection, "Data" means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

Upon expiration, cancellation or termination of this Agreement:

- 1. At the discretion of COUNTY and as specified in writing by the Contract Administrator, GRANTEE shall deliver to the Contract Administrator all Data so specified by COUNTY.
- 2. COUNTY shall have full ownership and control of all such Data. If COUNTY permits GRANTEE to retain copies of the Data, GRANTEE shall not, without the prior written consent of COUNTY or unless required by law, use any of the Data for any purpose or in any manner whatsoever; shall not assign, license,

loan, sell, copyright, patent and/or transfer any or all of such Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such Data.

3. Except to the extent required by law or as agreed to by COUNTY, GRANTEE shall not retain any Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, GRANTEE shall, upon COUNTY's request, certify destruction of any Data so specified by COUNTY.
- D. Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE. Upon notice to GRANTEE of the claimed breach and the amount of the claimed damage, COUNTY may withhold any payments to GRANTEE for the purpose of set-off until such time as the exact amount of damages due COUNTY from GRANTEE is determined. Following notice from COUNTY of the claimed breach and damage, GRANTEE and COUNTY shall attempt to resolve the dispute in good faith.
- E. The above remedies shall be in addition to any other right or remedy available to the COUNTY under this Agreement, law, statute, rule, and/or equity.
- F. The COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- G. This Agreement may be canceled with or without cause by either party upon a thirty (30) day written notice.

#### 14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to:  
GRANT REQUIREMENTS; INDEPENDENT CONTRACTOR; INDEMNIFICATION;  
INSURANCE; DUTY TO NOTIFY; DATA; RECORDS-AVAILABILITY/ACCESS;  
DEFAULT AND CANCELLATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. CONTRACT ADMINISTRATION

In order to coordinate the services of GRANTEE with the activities of the Hennepin County Department of Environment and Energy so as to accomplish the purposes of this Agreement, Jennifer Kullgren, Environmentalist, who can be contacted at (612) 596-1175 at Jen.Kullgren@Hennepin.us or successor (Contract Administrator), shall manage this Agreement on behalf of the COUNTY and serve as liaison between the COUNTY and GRANTEE.

Nancy Abts, who can be contacted at (763)425-2624 Extension 105 and NAbts@Ci.Osseo.Mn.Us, shall manage this Agreement on behalf of the GRANTEE. GRANTEE may replace such person but shall immediately give written notice to the COUNTY of the name, phone number and email address of such substitute person and of any other subsequent substitute person.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. GRANTEE shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted.
- B. GRANTEE shall comply with all applicable conditions of the specific referenced grant.
- C. GRANTEE certifies that it is not prohibited nor has it hired any business which is prohibited from doing business with either the federal government or the State of Minnesota as a result of debarment or suspension proceedings.

17. RECYCLING

GRANTEE must have or establish a recycling program for at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal.

18. NOTICES

Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the COUNTY shall be sent to the County Administrator with a copy to the originating Department at the address given in the opening paragraph of the Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of the Agreement.

19. MEDIA OUTREACH

GRANTEE shall not use the term “Hennepin County”, or any derivative thereof in GRANTEE’s advertising, external facing communication and/or marketing, including but not limited to advertisements of any type or form, promotional ads/literature, client lists and/or any other form of outreach, without the written approval of the Hennepin County Environment and Energy Communications Unit, or their designees.

20. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

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COUNTY ADMINISTRATOR APPROVAL

Reviewed for COUNTY by  
the County Attorney's Office:

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

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By:

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Reviewed for COUNTY by:

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Document Assembled by:

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GRANTEE

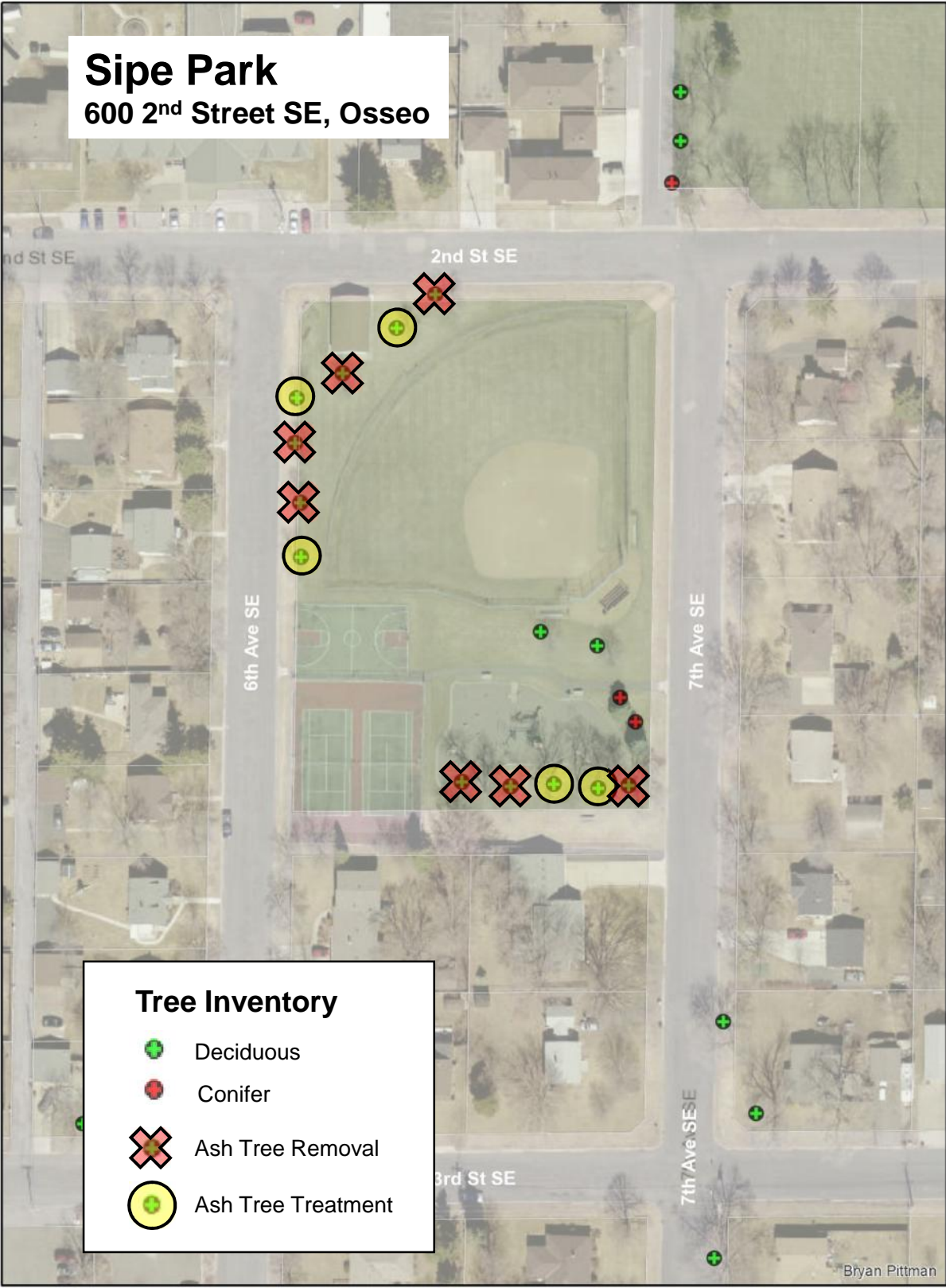
GRANTEE warrants that the person who executed this Agreement is authorized to do so on behalf of GRANTEE as required by applicable articles, bylaws, resolutions or ordinances.\*

By:

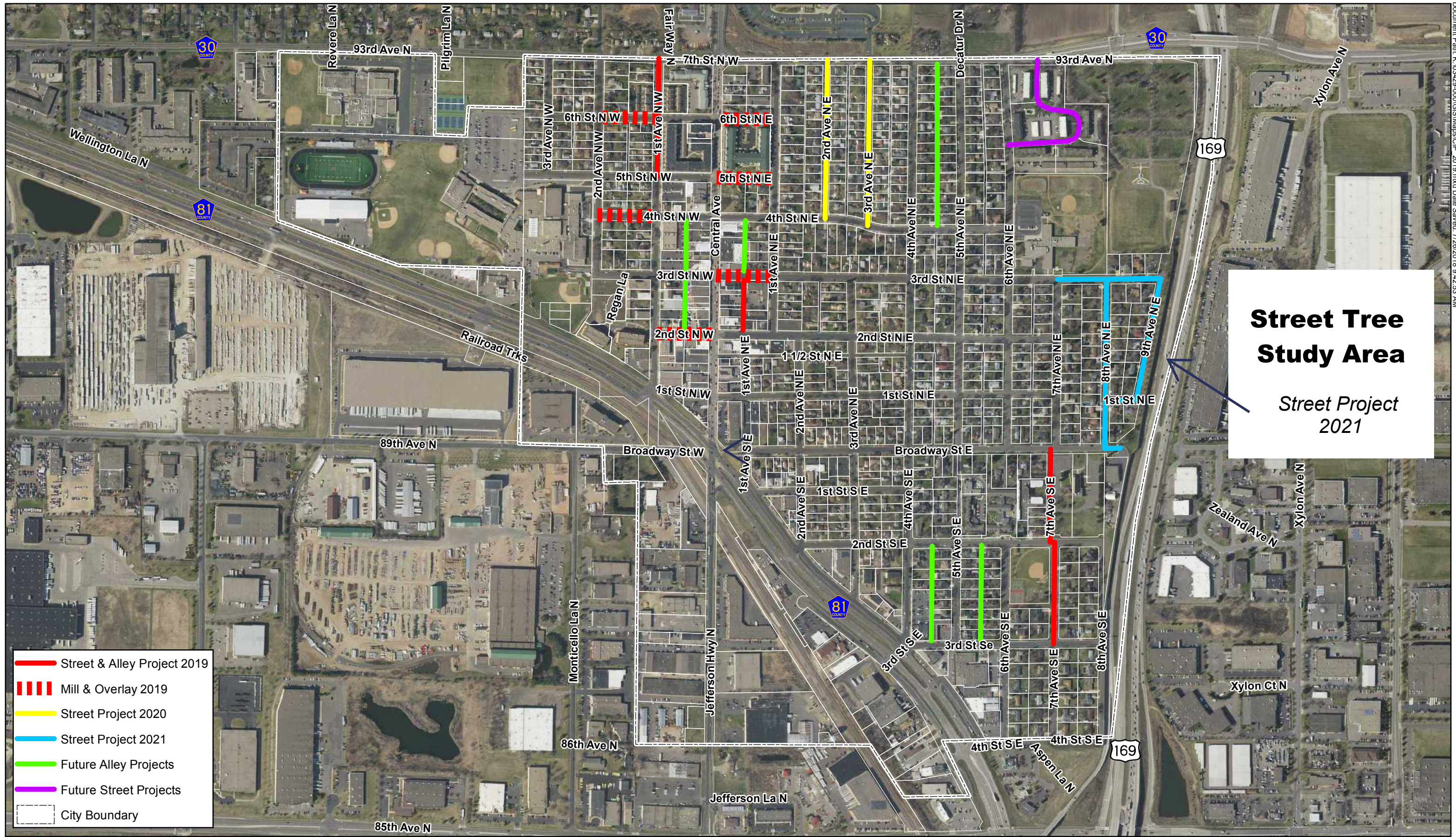
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\* GRANTEE represents and warrants that it has submitted to the COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.

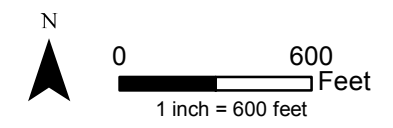
# Ash Tree Treatment and Replacement Demonstration: Site







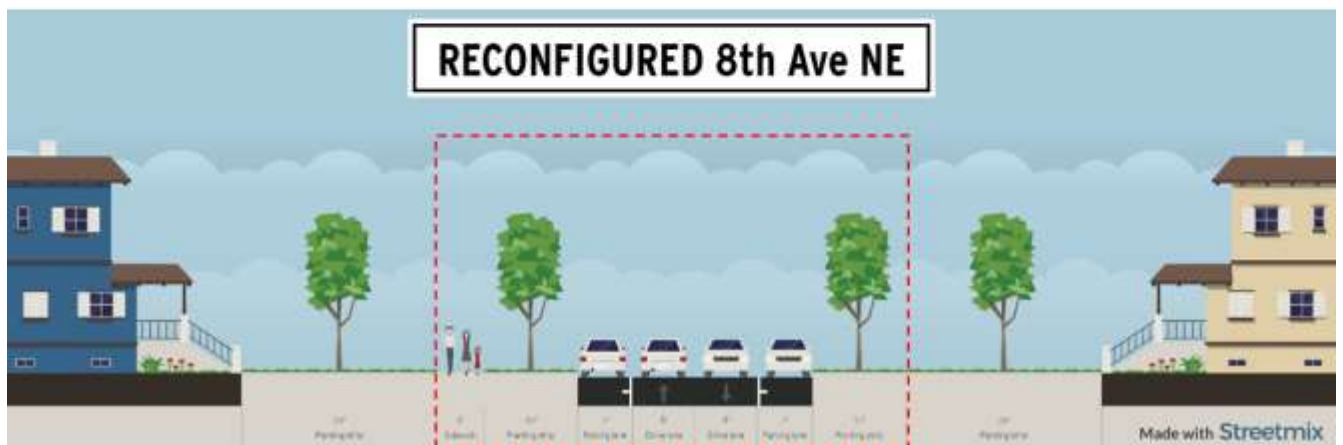
**2019-2021 Capital Improvement Planning**  
Individual Project Area Map  
City of Osseo MN





**Concept Illustrations for Street Tree Study—narrowing street to allow an added sidewalk and wide boulevard for tree planting and snow storage.**

**Existing Right of Way (ROW) is approximately 60 feet wide. Primary structures have a 25' setback from the edge of the Right of Way.**



# Potential Alternative Trees for Sipe Park

## Japanese tree lilac

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/japanese-tree-lilac>



## Katsura tree

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/katsura-tree>



## Kentucky coffeetree

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/kentucky-coffeetree>



## Sycamore

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/sycamore>



## Ginkgo

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/ginkgo>



## Tupelo / Black Gum

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/tupelo>



# Chinese catalpa

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/chinese-catalpa>



# Hardy rubber-tree

<https://www.mortonarb.org/trees-plants/tree-plant-descriptions/hardy-rubber-tree>



© Robert O'Brien



## Osseo City Council Meeting Item

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<b>Agenda Item:</b>	Approve Agreement for Hennepin County Youth Baseball and Softball Facility Grant
<b>Meeting Date:</b>	January 13, 2020
<b>Prepared by:</b>	Nancy S. Abts, AICP, City Planner
<b>Attachments:</b>	Agreement

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### Policy Consideration:

The City of Osseo should consider entering into an agreement with the Twins Community Fund to receive funding support from its Hennepin County Youth Baseball and Softball Facility Grant program.

### Background:

In fall 2019, City Staff submitted a grant application for funding to assist with improvements to the ball fields at Sipe Park. Proposed improvements include purchasing a new field drag/groomer attachment (replacing outmoded equipment), installing new clay for the infield playing surface, adding a new pitcher's mound and benches for players and spectators.

### Previous Action or Discussion:

The City Council has not recently discussed this topic. However, grant-funded improvements to the tree canopy at Sipe Park are also being proposed for 2020.

### Budget or Other Considerations:

The grant agreement provides \$10,950 in funds for the improvements. The application proposes \$1,100 from the Parks section of the CIP to be used as a match. The Grant Administrator is aware the agreement could not be approved by January 6, the date stated in the cover letter and has agreed to extend the deadline.

### City Goals Met By This Action:

- Improve the City's aging and deteriorating infrastructure
- Maintain as low a tax rate as possible
- Promote a healthy and high quality standard of living

### Options: The City Council may choose to:

1. Approve the agreement with the Twins Community Fund for a Hennepin County Youth Baseball and Softball Facility grant; or
2. Deny the agreement.

### Recommendation/Action Requested:

Staff recommend the City Council choose Option 1. Approve the agreement with Hennepin County for a Health Tree Canopy grant.

### Next steps:

The City will promote the improvements & grant funding to local media outlets when upgrades are made.



December 13, 2019

Nancy Abts  
City of Osseo  
415 Central Ave  
Osseo, MN 55369

Dear Nancy:

On behalf of the Twins Community Fund Board of Directors, and the entire Minnesota Twins Baseball Club, I am pleased to inform you that the City of Osseo has been awarded a 2019 Twins Community Fund Hennepin County Youth Baseball and Softball Facility Grant of \$10,950. These grant funds are to be used specifically for the project you described in your grant application.

Enclosed is a grant agreement contract for you to complete and return by January 6, 2020. Your grant check, paid in full, will be sent once we receive your completed grant agreement.

In order for us to deem your project complete, you must send us a progress report at 6 months (a form will be included with your grant check) and a final report, including details on how the Community Fund grant was used, receipts and photos of the finished work.

We encourage you to announce this grant to your local media. We also ask that you please send us any copies of local media coverage on this grant.

Congratulations on being selected for a Hennepin County Youth Baseball and Softball Facility Grant! We appreciate all that you do for youth baseball/softball in your community and look forward to working with you during the duration of this project.

Sincerely,

Stephanie Johnson  
Executive Director  
Minnesota Twins Community Fund

Enclosure







**HENNEPIN COUNTY YOUTH BASEBALL AND SOFTBALL FACILITY GRANT  
2019 Grant Agreement**

**Grantee Organization:** Osseo, City of **Grant Amount:** \$10950  
**Address:** 415 Central Ave  
Osseo, MN 55369

**EIN:** 41-6005442

**Organization Contact:** Nancy Abts  
**Title:** City Planner  
**Daytime Phone Number:** 763-425-1454

**Project Name:** Sipe Park Ball Field Improvement Project

**Brief Project Description:** Replace and upgrade existing ball field  
facilities at Sipe Park in Osseo

**Project Commencement Date:** January 15, 2020

**Estimated Project Completion Date:** October 30, 2020

Do you agree to send a 6 month progress report (if your project is not completed) by June 15, 2020? A progress report from will be included with your grant check. YES NO

Do you understand that you have 9 months to begin your project and that if your project is not started by September 1, 2020 the Twins Community Fund may ask you to return your grant money for disbursement to another applicant? YES NO

Do you agree to submit a final report, including receipts and photographs, when your project is completed? Final report guidelines will be included with your check. YES NO

Are dedication ceremonies planned for the completed project? YES NO

If yes, approximate date of ceremony: \_\_\_\_\_

**The above organization agrees to:**

- Recognize all financial supporters of this program (Twins Community Fund and its cornerstone partners) in any public announcement of the grant
- Assist the Twins Community Fund in efforts to publicize the receipt of this grant
- Display signage provided by the Twins Community Fund in the form of a field plaque
- Send a 6 Month Update Report detailing work on the field if the project is not yet complete at that time
- Send a final report describing how the Community Fund grant was used, receipts and "after" photos following the completion of the project

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

Return to: Stephanie Johnson - Twins Community Fund  
1 Twins Way -Minneapolis, MN 55403  
E-mail: [stephaniejohnson@twinsbaseball.com](mailto:stephaniejohnson@twinsbaseball.com)

**Resolution No. 2020-x****RESOLUTION ADOPTING 2020  
OFFICIAL COUNCIL APPOINTMENTS**

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2020:

**Council Appointments**

	<b>2019</b>	<b>2020</b>
Acting Mayor	Mark Schulz	_____
Alternate Acting Mayor	Larry Stelmach	_____
Economic Development Authority	Harold E. Johnson, Duane Poppe, Mark Schulz & Larry Stelmach	_____
Fire Relief Association	Duane Poppe	_____
Heritage Preservation Commission	Harold E. Johnson	_____
Northwest Suburbs Cable Communications Commission	Mark Schulz	_____
Shingle Creek & West Mississippi Watershed Management Commissions (Alternate)	Harold E. Johnson Mark Schulz	_____ _____
Weed Inspector	Duane Poppe	_____

**Council Committee Appointments**

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



## 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)

### COUNCIL COMMITTEES

**Arts & Communications Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee participates in any art festivals or similar events.

- Promote creativity and the development of artistic works
- Promote the display of arts in public spaces
- Sponsor fine arts events in the community
- Encourage young people to express their artistic style
- Recognize people who have contributed to the arts
- Promote social media and other communications

**Budget & Finance Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee helps prepare the annual budget and review quarterly financial reports. The Committee is also involved with drafting the Financial Management Plan.

- Address Financial Management Plan and policies
- Address Capital Improvement Plan
- Discuss investment policies and oversight
- Discuss internal controls and audits
- Offer grants coordination
- Prepare annual budget

**Human Resources Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee oversees employee recruitment and hiring process, updates the pay equity plan, and helps prepare the City's Personnel Policy Manual.

- Review human resource policies
- Assist in recruitment and interview process
- Assist in organizational quality and effectiveness/job and employee evaluations
- Review federal and state employee safety measures
- Review pay equity/compensation reporting

**Intergovernmental Relations Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee represents the City (in addition to the Mayor) with other governmental bodies and agencies in the Osseo area and participates in North Metro Metropolitan Association activities and mutual aid.

- Communicate with the Osseo School Board
- Communicate with neighboring cities

- Contact with State legislators
- Contact with Hennepin County officials
- Contact with Watershed Districts
- Communicate with Metropolitan Council representative
- Consider proposed legislation of other bodies and agencies

**Parks & Recreation Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis, but at a minimum quarterly. The Committee works with the Planning and Public Works Departments to discuss policy, plans, and programs related to parks and recreation and to make decisions regarding public recreational facilities and programs throughout the community.

- Engage community in parks and recreations opportunities
- Evaluate park facilities and recreational programming and their effectiveness
- Advise the Council on matters related to parks and recreation
- Recognize contributions to Osseo's recreational facilities and opportunities
- Includes five resident appointees

**Public Safety Advisory Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis, but at a minimum quarterly. The Committee works with the Police and Fire Departments to discuss policy and make decisions regarding public safety throughout the City.

- Discuss policy and make decisions regarding public health and safety
- Engage community in public safety involvement
- Includes two business appointees, two resident appointees, Fire Chief, and Police Chief

**Risk Management Committee** - two Councilmembers are appointed. Meetings are on an as-needed basis. The Committee reviews insurance policies of the City and reviews workers' compensation claims. The Committee participates on the City Safety Committee and evaluates risk of various City activities.

- Inventory land, buildings, facilities, and equipment
- Consider loss control measures
- Review employee safety
- Review citizen safety and security

Last update  
1-14-16

**Resolution No. 2020-x**

**RESOLUTION ADOPTING 2020  
CITIZEN APPOINTMENTS**

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

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

Citizen Appointments

Economic Development Authority (six year term)	Sherry Murdock
Heritage Preservation Commission (three year term) (three year term)	_____ _____
Parks & Recreation Committee (three year term)	Dee Bonn
Planning Commission (three year term) (three year term)	Deanna Burke Alden Webster Kenny Nelson
*NOTE: 3 people have applied for two seats	
Public Safety Advisory Committee (two year term) (two year term)	Tom Hartkopf _____

EDA

Mayor Poppe,

Subject: Letter of Intent –EDA Board Member

I have greatly enjoyed my time serving on the EDA Board over the past few years and think the City of Osseo has a great vision for the future of our City.

I have learned a lot and appreciate the cohesiveness and consistency of the Board Members and the different perspectives they bring.

Please accept this as my Letter of Intent to re-apply for the Open Position on the EDA as my current term comes to an end.

Thank you in advance for your consideration

Sherry Murdock



**LeAnn Larson**

---

Park & Rec

**From:** DEE LYNN BONN  
**Sent:** Monday, November 25, 2019 2:17 PM  
**To:** Duane Poppe  
**Cc:** Riley Grams; LeAnn Larson  
**Subject:** Park and Rec Applicant

To Mayor Poppe and Osseo Council

I would like to submit my name to continue with the Osseo Parks and Recreation Committee. It is a committee that I have felt a strong bond with regarding fitness and recreation. As a life time resident, it is a small way I can pay back for what the City allows me to be part of.

Thank you for your consideration.

Dee Lynn Bonn

Plan.  
Comm.

9 December 2019

Deanna Burke

Osseo, MN 55369

I have owned my house in Osseo for almost 14 years and love living here. It was my dream for 15 years prior to be able to live in Osseo. I've been an active member of the Planning Commission for approximately seven years and have learned a lot about the intricacies of how the city functions. I'm also an active member of the EDA. I enjoy participating and believe that these commitments help me learn and contribute to the future of Osseo. As a homeowner, I'm deeply committed to this community. For these reasons, I am interested in expressing my desire to continue to serve on the Planning Commission.

Thank you,

A handwritten signature in cursive script that reads "Deanna Burke". The signature is fluid and elegant, with a long horizontal flourish extending to the right.

Deanna Burke



December 15, 2019

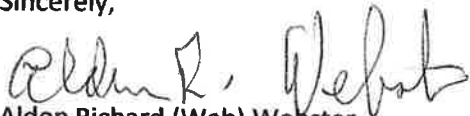
Mayor Duane Poppe  
415 Central Avenue  
Osseo, MN 55369

Dear Mayor Poppe,

I would like to continue to serve the community of Osseo on the Planning Commission.

Please consider this communication as my formal acceptance of another term.

Sincerely,

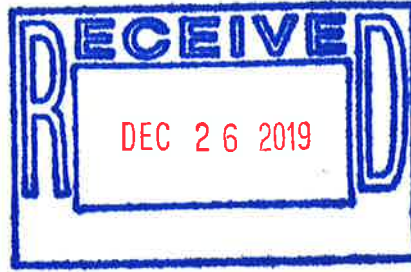


Alden Richard (Web) Webster

Osseo, MN 55369

Dear Mr. Mayor

I Kenny Nelson  
509 3rd Ave NE  
Osseo MN



would like to express my interest in being appointed to the planning commission. I have watched all the planning commission's meetings from 2019 I feel like I could do a good job. I know several business owners and many other people who are in business and in different industries. I feel this would make me a good planning commission. I have spoke with my employer and attending Monday meetings would not be an issue. Tuesday might be a bit tough but I will do my best.

If you have any other questions  
please email me at

PSAC

December 4, 2019

The Honorable Duane Poppe

Mayor City of Osseo

415 Central Avenue

Osseo, MN 55469

Dear Mayor Poppe,

I want to express my interest in being a resident appointee on the Public Safety Advisory Committee for a second two year term. I feel I could be an asset to this committee with my history in law enforcement. Being a resident, I do have an interest in the continued public safety of our city.

I am gone for the months of January, February and most of March. This could be a drawback, but it doesn't seem that the committee is currently meeting on a regular basis. I appreciate your considering me for this position.

Respectfully,

Thomas J. Hartkopf

## **Commission Members Needed in 2020**

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

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

The City values leadership from service minded individuals. Citizens interested in filling these appointments are asked to submit a letter or statement of interest containing name, address, telephone number, email address, and any other pertinent background information. For more information about duties of these committees, please go to [DiscoverOsseo.com/volunteer](http://DiscoverOsseo.com/volunteer).

Please send your letter of interest by January 8, 2020, to Mayor Duane Poppe, 415 Central Avenue, Osseo, MN 55369. For more information, please call 763-425-2624.

**Resolution No. 2020-X****RESOLUTION ADOPTING 2020  
CITY APPOINTMENTS AND DESIGNATIONS**

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following appointments and designations are hereby made, effective January 2020:

**Consultant Appointments**

Assessor – Hennepin County  
 Attorneys – Mary D. Tietjen (Kennedy & Graven) for Civil Services and Paul Baertschi (Tallen & Baertschi) for Prosecution Services  
 Auditor – BerganKDV  
 Bond Counsel – Briggs & Morgan  
 Building Official – Metro West Inspection Services  
 Depositories – Premier Bank Osseo, Edward Jones, Institutional CD's Inc./ICD Securities, Inc., and Multi-Bank Securities, Inc.(MBS)  
 Electrical Inspector – Peter A. Togle  
 Engineer – WSB  
 Financial Advisor – Ehlers  
 Financial Management Consultant – Gary Groen  
 Insurance Provider – City Country Agency/League of Minnesota Cities Insurance Trust  
 IT Services – Element Technologies  
 Secretarial Services - Minute Maker Secretarial, Inc.  
 Personnel Benefit Advisor – National Benefit Consultants  
 Rental Inspector – RWL Inspection Service

**Other Appointments**

Assistant Weed Inspector – Mike Smith  
 Data Practices Compliance Officer – LeAnn Larson  
 Data Practices Responsible Authority – Riley Grams  
 Fire Relief Association – Riley Grams  
 Northwest Community Television Board of Directors – Riley Grams  
 Northwest Suburbs Cable Communications Commission – Riley Grams  
 Northwest Suburbs Cable Coordinators Committee – Karen Broden  
 Sewer Inspector – Nick Waldbillig  
 Zoning Administrator – Nancy Abts

## Other Designations

Official Newspaper -- The Press

## Electronic Funds Transfers delegated to City Accountant

### Payroll Deductions and Benefits:

- Premier Bank - direct deposit of wages
- Federal, State, and Social Security/Medicare withholding
- Public Employees Retirement Association
- Minnesota State Retirement System deferred compensation & health care savings plan
- Public Employee Insurance Providers
- Aflac – supplemental disability provider
- SunLife Financial – long term and short term disability provider
- Further – health savings account
- ICMA – RC – deferred compensation

### Other:

- Premier Bank Cardmember Services – credit cards and checking account
- Minnesota Department of Revenue – sales tax
- Revtrak – credit card merchant services
- Tradewind Properties – property management
- Pitney Bowes - postage



## City of Osseo City Council Meeting Item

---

**Agenda Item:** 2020 Fee Schedule

**Meeting Date:** January 13, 2020

**Prepared by:** LeAnn Larson, City Clerk

**Attachments:** Proposed 2020 Fee Schedule  
Resolution

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**Policy Consideration:**  
Adopt a fee schedule for 2020.

**Background:**

Red sections indicate where changes are recommended by staff or have already been adopted by the City Council. The utility fee changes were adopted by the Council on November 25, 2019, for 2020 (water rates, sanitary sewer user fees, and storm water fees). See pages 6-7 for these utility fees.

On page 5, Public Works Director Nick Waldbillig is suggesting the addition of **Equipment Charges** for an emergency or repair that involves city equipment such as the bucket truck, dump truck, pay loader, or skid loader. He notes this would rarely occur but an example of when these charges could be applied would be damage to street signs and/or light poles (normally requiring the use of the bucket truck). Accidents or other unforeseen circumstances would dictate the use of this equipment for cleanup or repair of city property. Another example he experienced was a semi pulling a trailer over the raised flower beds on Central Avenue and tipping over the walls. Unfortunately, this driver was not caught but equipment charges should have applied for repair of the wall.

**Budget or Other Considerations:**

When setting fees, cities should not view municipal fees as a significant source of revenue. Fees must approximate the direct and indirect costs associated with the use.

**City Goals Met By This Action:**

1. Ensure the City's continued financial stability.
2. Maintain as low a tax rate as possible.

**Options:**

The City Council may choose to:

1. Approve the proposed 2020 Fee Schedule as presented;
2. Approve the proposed 2020 Fee Schedule with noted changes/as amended;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1: Approve the proposed 2020 Fee Schedule as presented.

**Next Step:**

The 2020 Fee Schedule will be distributed to all departments and posted on the City website.

**Resolution No. 2020-x**

**RESOLUTION AMENDING FEE SCHEDULE FOR 2020**

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

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

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



## Fee Schedule - 2020

### CITY OF OSSEO FEE SCHEDULE

Phone 763-425-2624  
effective 1/13/2020

Administration	Fee	Fee Notes
Address Label List	\$25	
Audio Tape Copy	\$25	
Audit Book Copy	\$25	
Brick Paver - Large	\$100	
Small	\$50	
CD Copy	\$25	
City Code (Ordinances) Photocopy	\$25	
Community Center Rental		
Weekdays, per room	\$30	Osseo residents & businesses, up to four hours
Weekdays, per room	\$75	non-residents & businesses, up to four hours
Weekends, must rent both rooms	\$90	Osseo residents & businesses, up to six hours
Weekends, must rent both rooms	\$200	non-residents & businesses, up to six hours
	50% off	tax exempt non-profit organizations, must be registered
Copies - single-sided black & white - up to 11-100	free	or, up to 6 double-sided, or 2 color or oversized each
Copies over 100	**	**actual cost (staff time @ \$20/hr)
Double-sided black & white	\$0.40	each, for more than 6
Color or pictures	\$1.00	each, for more than 2
Electronic Data up to 20 minutes	free	
Electronic Data over 20 minutes	**	**actual cost (staff time @ \$20/hr)
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Franchise Fees      Electric		2% per month
Gas		2% per month
Gateway Sign Message Application	\$100	per slide, per week
Garbage/Recycling/Yard Waste Collection	per contract	residential only
Late Fees	10%	per month
Mailing Costs of Copies/Reports	at cost	
NSF Check	\$30	
Notary Services	N/C	
Special Assessment Search	\$20	per PID
Special Events		
Permit Application Fee	\$50	non-refundable
Special Services (see hourly rates for each dept)		**actual cost for staff time / deposit refundable, if not used
Staff Time - Administration		
City Staff -- Professional	\$75/hour	
City Staff -- Administrative Support	\$50/hour	

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

### Fee Schedule - 2020

Building - Residential	Fee	Fee Notes
Accessory Structure (<= 200 sq ft)	\$50	zoning permit + anchoring inspection
Accessory Structure (> 200 sq ft)	valuation	2003 Fee Schedule *
Backflow Preventer - Irrigation	\$51	includes state surcharge
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% plan review fee
Building Without Permit	double fee	double cost of permit
Demolition (Garage or Shed)	\$76	+ \$1,000 deposit (includes state surcharge)
Demolition (House)	\$151	+ \$1,000 deposit (includes state surcharge)
Fence (<= 6 ft)	\$25	zoning permit
Fence (> 6 ft)	valuation	2003 Fee Schedule *
Fireplace Construction	valuation	2003 Fee Schedule *
Fireplace Insert	\$101	includes state surcharge
Moved House In	valuation	2003 Fee Schedule *
Mechanical - (per unit cost) Furnace, A/C, etc.	\$76	includes state surcharge; needs separate electrical permit
Mechanical - Ductwork, Gas Piping	\$76	includes state surcharge
Alterations, Miscellaneous		
Plumbing (1-5 fixtures)	\$76	includes state surcharge
Each Additional	\$5	
Replace Windows	\$76	includes state surcharge
Re-roof	\$101	includes state surcharge
Re-side	\$101	includes state surcharge; needs separate electrical permit
Re-side Stucco	\$126	includes state surcharge
Underground Tank Removal	\$101	includes state surcharge
Water Heater	\$16	includes state surcharge
Water Softener	\$51	includes state surcharge
<i>All other fees not covered by this fee schedule minimum \$50 or valuation, whichever is greater</i>		

Business Licenses	Fee	Fee Notes
Amusement Machines	\$15	per machine per year
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$15	per location per year
Liquor		
Consumption & Display	\$300	state fee may also apply, annual renewal on March 31
Consumption & Display one day	\$50	
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial) *valid CUP for property also needed
<b>Off Sale</b>		
Beer 3.2 Off Sale	\$50	annual renewal on July 1
Brew Pub Off Sale	\$200	state fee may also apply, annual renewal on July 1
Brewer Off Sale	\$200	state fee may also apply, annual renewal on July 1
Intoxicating Off Sale	\$240	annual renewal on July 1
Microdistillery Off Sale	\$200	annual renewal on July 1
Wine Temporary Off Sale	\$50/day	
<b>On Sale</b>		
Beer 3.2 On Sale	\$300	annual renewal on July 1
Beer 3.2 On Sale Temporary	\$50/day	
Brew Pub On Sale	\$600	state fee may also apply, annual renewal on July 1
Brewer Temporary On Sale	\$50/day	
Brewer Taproom	\$600	state fee may also apply, annual renewal on July 1
Club	depends on membership	annual renewal on July 1
Culinary Class Limited	\$300	annual renewal on July 1
Intoxicating On Sale	\$6,000	annual renewal on July 1

### Fee Schedule - 2020

<b>Business Licenses (continued)</b>	<b>Fee</b>	<b>Fee Notes</b>
Microdistillery Cocktail Room	\$600	state fee may also apply, annual renewal on July 1
Microdistillery Temporary On Sale	\$50/day	
Sunday On Sale	\$200	annual renewal on July 1
Temporary Intoxicating On Sale	\$50/day	
Wine On Sale	\$650	annual renewal on July 1
Pawnbrokers License	\$250	initial fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$12,000	annual fee
Peddlers Permits		
Registration	\$15	criminal background check
Solicitors	registration only	per calendar year
Peddlers & Transient Merchant	\$15	1 day
	\$25	7 days
	\$50	30 days
	\$150	365 days
Sexually-Oriented Business License	\$5,000	annual fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Tobacco License	\$250	annual renewal on July 1
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)

<b>Parks</b>	<b>Fee</b>	<b>Fee Notes</b>
Bandshell Use in Boerboom Park	N/C	Osseo residents and businesses, up to one hour
	\$30	Osseo residents and businesses, one to four hours
	\$50	non-residents & businesses, up to four hours
	50% off	tax exempt non-profit organizations, must be registered
Picnic Shelter Use in Sipe Park	\$30	Osseo residents and businesses, up to four hours
	\$50	non-residents & businesses, up to four hours
	\$25	per additional garbage can requested
	50% off	tax exempt non-profit organizations, must be registered
Sipe Park Ballfield Use	N/C	must register with Public Works at 763-425-5741

<b>Planning &amp; Zoning</b>	<b>Fee</b>	<b>Fee Notes</b>
Appeal Administrative Decision ***	\$150	
Comprehensive Plan Copy	\$25	
Comprehensive Plan Amendment ***	\$500	
Conditional Use Permits ***	\$500	
Conditional Use Permit Amendment **	\$250	
	\$75 +	
Recording of Documents by City	recording costs	recording costs established by Hennepin County; vary by document number & type
Grading/Fill/Excavation Permit		
< = 50 cubic yards	\$50	
51-100 cubic yards	\$100	
Above 100 cubic yards	\$200	
Above 1,000 cubic yards	\$500	Council approval needed if not part of development approval
Grading Permit Review	\$100	
Minor Subdivision or Lot Combination ***	\$500	

### Fee Schedule - 2020

Planning & Zoning <i>(continued)</i>	Fee	Fee Notes
Park Dedication Fees		
Residential	\$500	per unit or acre, whichever is greatest (acreage rounded up to next whole acre)
Commercial/Industrial	\$500	per building, acre, or 10,000 SF floor area, whichever is greatest (acreage rounded up to next whole acre & SF rounded up to next higher 10,000 SF)
Planned Unit Development ***	\$1,000	
Planned Unit Development Amendment	\$250	
Plat Review	\$500	
Rezoning Application ***	\$500	
Site or Building Plan Review ***	\$500	
Vacation of Property***	\$500	
Variances ***	\$500	
*** Denotes developer and/or third party responsibility for City accrued expenses - staff & legal time, printing, mailing, etc.		

Public Safety	Fee	Fee Notes
Administrative Fine Ordinance Violations		
Code 70.31-Traffic	\$60	
Code 71.01(A)-Parking	\$20	
Code 71.01(B)-Parking	\$20	
Code 71.01(C)-Parking	\$20	
Code 71.02(A)-Parking	\$20	
Code 71.03(A)-Parking	\$20	
Code 71.04-Parking	\$20	
Code 71.06-Parking	\$20	
Code 71.07(A)-Parking	\$20	
Code 71.07(B)-Parking	\$20	
Code 93.16(F)-Criminal	\$40	
Code 93.16(H)-Criminal	\$40	
Code 93.18(F)-Criminal	\$40	
Code 93.18(T)-Criminal	\$40	
Code 93.19(B)(1)-Criminal	\$40	
Code 93.20(A)-Criminal	\$40	
Code 94.31(A)-Criminal	\$40	
Code 94.31(B)-Criminal	\$40	
Code 94.45-Criminal	\$40	
CD Copy	\$25	
Copies - Single-sided	\$0.25	
Doubled-sided	\$0.40	
Oversized	\$1	
Color or Pictures	\$1	
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Dog, Dangerous Dog License	\$50	annual registration fee
Dog Impound Fees (1st Pickup-Calendar Year)	\$50	+ boarding fees
2nd Pickup	\$75	+ boarding fees
3rd Pickup or more	\$100	+ boarding fees
		<i>fees are doubled if dangerous dog is unlicensed</i>
Fingerprinting	\$10	per card
Fire False Alarm (1st in Calendar Year)	N/C	
2nd	N/C	
3rd or more	\$200	

### Fee Schedule - 2020

Public Safety (continued)	Fee	Fee Notes
Fire Safety Inspections (commercial)		
Initial Safety Inspection & 1st Follow-up	N/C	
2nd	\$100	each
3rd	\$150	each
4th or more	\$200	each
School (Public) Initial Insp & 2 Follow-ups	\$0.01	per building SF
3rd or more	\$0.01	per building SF
School (Charter) Initial Insp & 2 Follow-ups	\$100	each
3rd or more	\$50	each
Commercial Hood Cleaning	\$50	annual permit
Golf (Motorized) Cart	\$25	
Liquor Administrative Penalty - 1st Violation	\$500	within 3 year period
2nd Violation	\$1,000	within 3 year period
3rd or more Violations	\$2,000	within 3 year period
Police False Alarm - 1st, 2nd, 3rd	\$0	no charge
4th-10th	\$50	each
11th-15th	\$100	each
16th or more	\$150	each
Seized/Impounded Property Fees	\$20	per day
Seized Vehicle/Forfeiture Administrative Fee	\$500	
2nd	\$750	within 2 year period
3rd or more	\$1,000	within 2 year period
Minors	\$50	+ referral to dependency counseling; if no fine, community service
Providers & Other Individuals	\$50	
Staff Time/Police Services Time		1.5 times top officer pay + benefits per hour per officer
Towing		actual cost incurred by towing agency
Vehicle Impound Release Fee	\$10	

Public Works	Fee	Fee Notes
Boulevard Feature Permit	\$25	one-time fee due at issuance of new permit
Equipment Charge	\$125	bucket truck per hour
	\$100	dump truck per hour
	\$150	pay loader per hour
	\$75	skid loader per hour
Re-inspection	\$50	
Right-of-Way Permit	\$75	administration & inspection
Aerial (per 100 linear feet)	\$15	
Directional Bore (per 100 feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
Hole in Boulevard	\$75	+ \$5,000 bond, cashier's check, or letter of credit req'd
Street Excavation (per hole)	\$100	+ \$10,000 bond, cashier's check, or letter of credit req'd
Trench (per 100 linear feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
ROW Obstruction (no excavation)	N/C	day 1
Days 2-7	\$15	per day
Days 8+	\$30	per day
Staff Time - Public Works Director	\$75	per hour
Maintenance	\$50	per hour
Small Cell Wireless Facility Rent	\$175/yr	\$150/year rent + \$25/year maintenance fee

## Fee Schedule - 2020

Public Works (continued)	Fee	Fee Notes
Small Cell Wireless Electricity (<=100 watts)	\$73	per node/year; per State Statute
Small Cell Wireless Electricity (>100 watts)	\$182	per node/year; per State Statute
Work without Required Permit	double fee	double cost of permit fee amount

Rental Housing Licensing (Annual)	Fee	Fee Notes
Initial Fee for Single Family, Double Bungalow, Triplex, Townhome, Condo	\$150	per unit
Annual Re-inspection Fees		
1-2 inspections	\$150	
3 inspections	\$200	
4 inspections	\$300	
5 inspections	\$500	
6+ inspections	\$1,000	
Small Apartments (2-9 units)	\$225	
Large Apartments (10+ units)	\$25	per unit
Apartment Re-inspection Fee	\$100	per inspection
1-15 Days Late Fee for All Licenses	50%	of license fee
16+ Days Late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	

Signs	Fee	Fee Notes
Class A & B Signs**	\$75 + \$0.50/sq ft	** may require building inspector approval + plan review per 2003 Fee Schedule
Class C "Dynamic, Temporary" Signs	\$50	7 day period; 3-year maximum

Utility Fees	Fee	Fee Notes
Delinquent Bills - County Certification	\$30+	admin fee per PID + interest
Overdue/Unpaid Bills		cost + 10% per quarter
Private Hydrants		
Flushing	\$40	per hydrant
Sewer Usage Charge (quarterly)	\$51.26+	base of \$51.26 + \$9.87/1000 gallons above 15,000
Snow Removal	\$60+	\$60 per hour/\$120 minimum
Storm Water Charge (quarterly)	\$35.69	per Residential Equivalency Factor
Temporary Hydrant Meters		
Construction (per month)	\$50	
Construction (Deposit)	\$1,000	
Damaged Hydrant		at cost
Damaged Water Main		at cost
Water Usage Charge (quarterly)		
RESIDENTIAL flat rate minimum		*includes 8,000 gallons for single family dwellings
up to 1" meter (includes 8,000 gal for SFD)	\$20	*
1.5" meter (includes 8,000 gal for SFD)	\$30	*
2" meter (includes 8,000 gal for SFD)	\$40	*
3" meter (includes 8,000 gal for SFD)	\$100	*
4" meter or larger (includes 8,000 gal for SFD)	\$400	*
RESIDENTIAL Tier 1 (8,001-16,000 gal)	\$4.00	per 1,000 gallons
Tier 2 (16,001-24,000 gal)	\$5.00	per 1,000 gallons
Tier 3 (over 24,000 gal)	\$6.25	per 1,000 gallons
MULTI FAMILY all usage	\$4.25	per 1,000 gallons

## Fee Schedule - 2020

Utility Fees ( <i>continued</i> )	Fee	Fee Notes
COMMERCIAL Tier 1 (up to 50,000 gal)	\$4.00	per 1,000 gallons
Tier 2 (50,001-100,000 gal)	\$4.60	per 1,000 gallons
Tier 3 (100,001-125,000 gal)	\$5.29	per 1,000 gallons
Tier 4 (over 125,000 gal)	\$6.08	per 1,000 gallons
IRRIGATION all usage	\$6.25	per 1,000 gallons
BULK WATER SALES all usage	\$6.25	per 1,000 gallons
Utility Customer List	\$25	

Utility Trunk Charges	Fee	Fee Notes
Inflow & Infiltration Violation	\$500	per quarter
Sanitary Sewer Non-Compliance	\$100	per month
Sewer Access Charge (SAC)		
MCES (Met Council)	\$2,485	per unit
City Residential	\$475	per residential unit
City Commercial/Industrial	\$2,100	per MCES SAC unit
Sewer Connection Permits		
Permit/Inspection Fee Residential	\$50	
Permit/Inspection Fee Commercial/Ind		2% of contract value
Disconnect/Shut-off	\$50	
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit
Re-connect after Shutoff	\$100	
Repair	\$75	
Storm Water Permit		
Permit/Inspection Fee		2% of contract value
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit
Repair	\$75	
Water Access Charge (WAC)		
Residential	\$1,260	per unit
Commercial & Industrial	\$5,600	per connection
Churches	\$2,800	
Parks	\$700	
Water Connection Permits		
Permit/Inspection Fee Residential	\$50	
Permit/Inspection Fee Commercial/Industrial		2% of contract value
Disconnect/Shut-off	\$50	
New Water Line/upgrade 1"	\$25	
New Water Line/upgrade over 1"	\$35	
New Water Line/upgrade 6"	\$200	
Repair	\$75	
Hydrant Use		same as water usage charge (see Utility Fees)
Re-connect after Shutoff	\$100	
Water Meter		10% over cost



## City of Osseo City Council Meeting Item

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**Agenda Item:** Summary of Closed Session Meeting from December 9

**Meeting Date:** January 13, 2020

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

**Attachments:** None

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**Background:**

The City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on December 9, 2019. Under the Minnesota Open Meeting Law, after a public body meets in a closed session to evaluate the performance of an employee, the body is required to summarize the conclusions at its next open meeting.

Therefore, the Council Human Resources Committee shall provide a short summary of the closed session meeting from December 9.

**Recommendation/Action Requested:**

Staff recommends the Council Human Resources Committee provide a short summary of the closed session meeting from December 9 regarding the performance evaluation of the City Administrator.



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## Payments

Current Period: DECEMBER 2019

Payments Batch 12-23-19AP \$80,880.31

Refer	8613 AMERICAN LEGAL PUBLISHING CO				
Cash Payment	E 101-41000-307 RECORDING SERVICE	2019 S-15 FOLIO SUPPLEMENT			\$203.00
Invoice	131596	11/27/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$203.00
Refer	8619 AMERICAN LEGAL PUBLISHING CO				
Cash Payment	E 101-41000-307 RECORDING SERVICE	2019 S-15 SUPPLEMENT PGS			\$561.00
Invoice	131388	11/22/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$561.00
Refer	8630 CENTERPOINT ENERGY				
Cash Payment	E 101-42350-390 NATURAL GAS SERVIC	NOV 2019 GAS SVC-WARMING HOUSE			\$50.04
Invoice	NOV2019	12/9/2019			
Cash Payment	E 101-41700-390 NATURAL GAS SERVIC	NOV 2019 GAS SVC-CITY HALL			\$647.05
Invoice	NOV2019	12/9/2019			
Cash Payment	E 101-41800-390 NATURAL GAS SERVIC	NOV 2019 GAS SVC-COMM CTR			\$142.04
Invoice	NOV2019	12/9/2019			
Cash Payment	E 602-49400-390 NATURAL GAS SERVIC	NOV 2019 GAS SVC-LIFT STATION			\$72.43
Invoice	NOV2019	12/9/2019			
Cash Payment	E 101-42000-390 NATURAL GAS SERVIC	NOV 2019 GAS SVC-PW			\$256.52
Invoice	NOV2019	12/9/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$1,168.08
Refer	8627 CENTRAL HYDRAULICS INC				
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	SPRINGS, SPADE BOLT SETS, PIN KITS			\$167.08
Invoice	63034	12/10/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$167.08
Refer	8624 CENTURYLINK- PHOENIX				
Cash Payment	E 602-49400-321 TELECOMMUNICATION	DEC 2019 LIFT STATION SVCS			\$114.02
Invoice		12/6/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$114.02
Refer	8645 CINTAS - UNIFORMS AND RUGS				
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	MAT SVC-PD			\$6.24
Invoice	4036025395	11/26/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$6.24
Refer	8646 CINTAS - UNIFORMS AND RUGS				
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	RUG SVC-CITY HALL			\$14.40
Invoice	4036025403	11/26/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	<b>Total</b> \$14.40
Refer	8653 CINTAS FIRST AID & SAFETY				
Cash Payment	E 101-42000-211 OPERATIONS	PW FIRST AID SUPPLIES			\$66.36
Invoice	8404312128	9/20/2019			
Cash Payment	E 101-42000-211 OPERATIONS	FIRST AID SUPPLIES CREDIT			-\$19.68
Invoice	9071754289	12/10/2019			
Transaction Date	12/23/2019	Due 12/23/2019	PREMIER CHECKIN	10100	<b>Total</b> \$46.68
Refer	8641 CITYWIDE SERVICE CORP - TOWI				

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## Payments

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Current Period: DECEMBER 2019

Cash Payment	E 116-41900-211 OPERATIONS	12/7/19 TOW-1995 CHEVY K2500 PLATE #977TLK				\$120.00
Invoice	37987	12/9/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$120.00
Refer	8628 COMCAST - CALIFORNIA					
Cash Payment	E 101-41700-321 TELECOMMUNICATION	DEC 2019 SVC-CH				\$20.01
Invoice		11/27/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$20.01
Refer	8625 COMCAST BUSINESS					
Cash Payment	E 101-41700-321 TELECOMMUNICATION	DEC 2019 TRUNK LINES				\$332.85
Invoice	91329402	11/15/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$332.85
Refer	8621 COVERALL					
Cash Payment	E 101-41700-317 CLEANING SERVICE	DEC 2019 CLEANING SVCS-CITY HALL				\$409.00
Invoice	7070270752	12/1/2019				
Cash Payment	E 101-41700-317 CLEANING SERVICE	DEC 2019 CLEANING SVCS-COUNCIL CHAMBERS				\$54.00
Invoice	7070270752	12/1/2019				
Cash Payment	E 101-41700-317 CLEANING SERVICE	DEC 2019 CLEANING SVCS-LIBRARY				\$63.00
Invoice	7070270752	12/1/2019				
Cash Payment	E 101-41700-317 CLEANING SERVICE	DEC 2019 CLEANING SVCS-PD				\$279.00
Invoice	7070270752	12/1/2019				
Cash Payment	E 101-41700-317 CLEANING SERVICE	DEC 2019 CLEANING SVCS-FD				\$45.00
Invoice	7070270752	12/1/2019				
Cash Payment	E 101-41800-317 CLEANING SERVICE	DEC 2019 CLEANING SVCS-COMM CTR				\$125.00
Invoice	7070270752	12/1/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$975.00
Refer	8602 EFTPS	Ck# 001969E 12/20/2019				
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	12/18/19 PAYROLL				\$4,323.90
Invoice						
Cash Payment	G 101-21703 FICA WITHHOLDING	12/18/19 PAYROLL				\$4,357.08
Invoice						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$8,680.98
Refer	8632 ELEMENT TECHNOLOGIES LLC					
Cash Payment	E 101-41515-302 IT SERVICE	DEC 2019 IT SVCS				\$1,900.00
Invoice	SLA44417	12/1/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$1,900.00
Refer	8633 ELEMENT TECHNOLOGIES LLC					
Cash Payment	E 101-41515-302 IT SERVICE	NOV 2019 IT SVCS-BDS CORRUPT DATABASE REPAIRS				\$600.00
Invoice	IVC44219	11/30/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$600.00
Refer	8607 EMBEDDED SYSTEMS INC.					
Cash Payment	G 101-15500 PREPAID EXPENSE	2020 SIREN MAINTENANCE				\$553.44
Invoice	343989	11/29/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$553.44
Refer	8651 EMERGENCY RESPONSE SOLUTI					

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## Payments

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Current Period: DECEMBER 2019

Cash Payment	E 101-41920-218 UNIFORMS/GEAR	2 SCBA MASKS, 1 SCBA SPECTACLE KIT		\$708.00
Invoice	14217	12/6/2019		
Transaction Date	12/23/2019	Due 12/23/2019	PREMIER CHECKIN 10100	<b>Total</b> \$708.00
Refer	8601 EMPOWER- MSRS DFC	Ck# 001968E 12/19/2019		
Cash Payment	G 101-21705 DEFFERED COMP	12/18/19 PAYROLL		\$50.00
Invoice				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$50.00
Refer	8606 FINKEN WATER	-		
Cash Payment	E 101-41900-410 LEASES/RENTALS	OCT 2019 WATER COOLER RENTAL-PD		\$8.00
Invoice	1166209	10/1/2019		
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$8.00
Refer	8614 FINKEN WATER	-		
Cash Payment	E 101-41900-211 OPERATIONS	12/3/19 PD WATER DELIVERY		\$37.25
Invoice	45191TI	12/3/2019		
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$37.25
Refer	8615 FINKEN WATER	-		
Cash Payment	E 101-41110-211 OPERATIONS	12/3/19 ADMIN WATER DELIVERY		\$29.80
Invoice	45190TI	12/3/2019		
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$29.80
Refer	8600 FURTHER - FORMERLY SELECTAC	Ck# 001967E 12/20/2019		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRIB	12/18/19 PAYROLL		\$1,424.00
Invoice				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$1,424.00
Refer	8652 FURTHER - FORMERLY SELECTAC	-		
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	DEC 2019 HSA ADMIN FEES		\$32.50
Invoice	1435673	12/6/2019		
Transaction Date	12/23/2019	Due 12/23/2019	PREMIER CHECKIN 10100	<b>Total</b> \$32.50
Refer	8622 GLOBAL MISSIONS INC	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/15/19 COMM CENTER DEPOSIT REFUND		\$250.00
Invoice				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$250.00
Refer	8612 HENN CO ELECTIONS	-		
Cash Payment	E 101-41410-211 OPERATIONS	2019 QTRLY PVCS AND COURIER CHARGES		\$174.32
Invoice				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$174.32
Refer	8638 HENN CO INFO TECH	-		
Cash Payment	E 101-42000-220 RADIO COMMUNICATIO	NOV 2019 RADIO LEASES-PW		\$97.79
Invoice	1000139886	12/3/2019		
Cash Payment	E 101-41900-220 RADIO COMMUNICATIO	NOV 2019 RADIO LEASES-PD		\$1,171.14
Invoice	1000139886	12/3/2019		
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$1,268.93
Refer	8629 HENN CO PUBLIC WORKS	-		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	NOV 2019 FUEL COSTS		\$348.12
Invoice	1000140551	12/12/2019		
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b> \$348.12

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## Payments

Current Period: DECEMBER 2019

Refer	8640 HENN CO SHERIFF	-				
Cash Payment	E 101-41900-316 INCARCERATION SERV	NOV 2019 BOOKING SVCS				\$150.00
Invoice	1000140395	11/30/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$150.00
Refer	8599 ICMA RETIREMENT CORPORATIO	-				
Cash Payment	G 101-21705 DEFFERED COMP	12/18/19 PAYROLL				\$462.25
Invoice						
Transaction Date	12/19/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$462.25
Refer	8611 JOHNSON, ROSE	-				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/3/19 COMM CENTER DEPOSIT REFUND				\$250.00
Invoice						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$250.00
Refer	8610 KENNEDY & GRAVEN, CHARTERE	-				
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVIL	OCT 2019 LEGAL SVCS-COUNCIL				\$1,127.23
Invoice	OCT.2019	11/12/2019				
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVIL	OCT 2019 LEGAL SVCS-ADMIN				\$757.97
Invoice	OCT.2019	11/12/2019				
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVIL	OCT 2019 LEGAL SVCS-PERSONNEL				\$534.41
Invoice	OCT.2019	11/12/2019				
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVIL	OCT 2019 LEGAL SVCS-PZ				\$116.61
Invoice	OCT.2019	11/12/2019				
Cash Payment	E 101-41500-211 OPERATIONS	OCT 2019 LEGAL SVCS-EXPENSES				\$37.80
Invoice	OCT.2019	11/12/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$2,574.02
Refer	8620 MACDONALD & MACK ARCHITECT	-				
Cash Payment	E 260-42370-310 OTHER PROFESSIONA	WATER TOWER CONDITIONS ASSESSMENT SVCS THRU 11/30/19				\$1,924.30
Invoice	21919-003	12/12/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$1,924.30
Refer	8644 METRO COUNCIL-WASTEWATER S	-				
Cash Payment	G 602-15500 PREPAID EXPENSE	JAN 2020 WASTE WATER SVCS				\$14,968.36
Invoice	1104573	12/6/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$14,968.36
Refer	8654 MIKKELSON, SHANE	-				
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	FIREARMS EAR MUFFS REIMBURSEMENT				\$54.99
Invoice						
Transaction Date	12/23/2019	Due 12/23/2019	PREMIER CHECKIN	10100	Total	\$54.99
Refer	8609 MINNEAPOLIS, CITY OF	-				
Cash Payment	E 101-41900-314 PAWN TRANSACTION	OCT 2019 APS TRANS FEES				\$241.20
Invoice	400451003383	11/21/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$241.20
Refer	8597 MN DEPT OF REVENUE	Ck# 001964E 12/19/2019				
Cash Payment	G 101-21702 STATE WITHHOLDING	12/18/19 PAYROLL				\$1,940.89
Invoice						
Transaction Date	12/19/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$1,940.89
Refer	8598 MN DEPT OF REVENUE	Ck# 001965E 12/19/2019				

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## Payments

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Current Period: DECEMBER 2019

Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEFI	12/18/19 PAYROLL				\$35.00
Invoice						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$35.00
Refer	8648 NAPA-COTTENS OSSEO	-				
Cash Payment	E 604-49400-221 EQUIP REPAIR/ MAINT	ANTIFREEZE, BLUE DEF				\$52.18
Invoice 885663 11/30/2019						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$52.18
Refer	8642 OVERHEAD DOOR CO	-				
Cash Payment	E 101-41900-211 OPERATIONS	REPAIR PD GARAGE DOOR				\$1,042.62
Invoice 114100 11/29/2019						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$1,042.62
Refer	8618 PAUL BAERTSCHI P.A.	-				
Cash Payment	E 101-41500-211 OPERATIONS	NOV 2019 PROSECUTION EXPENSES				\$64.30
Invoice NOV2019 12/3/2019						
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	NOV 2019 PROSECUTION SVCS				\$1,200.00
Invoice NOV2019 12/3/2019						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$1,264.30
Refer	8603 PEIP	Ck# 001970E 12/23/2019				
Cash Payment	G 101-15500 PREPAID EXPENSE	JAN 2020 PREMIUM				\$10,530.60
Invoice						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$10,530.60
Refer	8596 PERA	Ck# 001963E 12/20/2019				
Cash Payment	G 101-21704 PERA	12/18/19 PAYROLL-STARRY COMP PAYOUT				\$394.41
Invoice						
Cash Payment	G 101-21704 PERA	12/18/19 PAYROLL				\$9,051.15
Invoice						
Cash Payment	G 101-21704 PERA	12/18/19 PAYROLL-O'BRIEN CREDIT MEMO				-\$40.64
Invoice 135220						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$9,404.92
Refer	8631 SCHULZ, DR MARK	-				
Cash Payment	E 254-44370-853 SUPPLIES	MINIDAZZLE SPONSOR BANNERS REIMBURSEMENT				\$107.76
Invoice 12/9/2019						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$107.76
Refer	8617 SHI INTERNATIONAL CORP	-				
Cash Payment	E 240-41700-570 EQUIPMENT	6 SURFACE PROS				\$8,346.00
Invoice B10969948 12/2/2019						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$8,346.00
Refer	8605 SIPE BROS. INC.	-				
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	PD SQUAD CAR WASHES				\$10.00
Invoice 111619PDSTMT						
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN	10100	Total	\$10.00
Refer	8636 SIPE BROS. INC.	-				
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	PD SQUAD CAR WASHES				\$20.00
Invoice 113019PDSTMT 11/30/2019						

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## Payments

Current Period: DECEMBER 2019

Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$20.00
Refer	8655 STARRY, HEATHER	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR		UNIFORM ALLOWANCE REIMBURSEMENT-STREICHER'S BACKPACK		\$17.42
Invoice					
Transaction Date	12/23/2019	Due 12/23/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$17.42
Refer	8635 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR		UNIFORM-MORTINSON		\$379.98
Invoice	11401158	12/5/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$379.98
Refer	8643 SUN LIFE FINANCIAL	-			
Cash Payment	G 101-15500 PREPAID EXPENSE		JAN 2020 LTD PREMIUM		\$491.96
Invoice		12/13/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$491.96
Refer	8634 SYMBOLARTS	-			
Cash Payment	E 115-41900-570 EQUIPMENT		PD BADGE COINS		\$1,794.25
Invoice	344250-IN	12/5/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$1,794.25
Refer	8639 THOMSON REUTERS-WEST	-			
Cash Payment	E 101-41900-310 OTHER PROFESSIONA		NOV 2019 INFORMATION CHARGES		\$94.50
Invoice	841431577	12/1/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$94.50
Refer	8616 TIMESAVER OFF SITE SECRETARI	-			
Cash Payment	E 101-41000-307 RECORDING SERVICE		11/25/19 COUNCIL/WORKSESSION MTGS		\$425.00
Invoice	M25312	12/14/2019			
Cash Payment	E 101-41650-307 RECORDING SERVICE		12/2/19 PARKS&REC COMMITTEE MTG		\$145.00
Invoice	M25312	12/14/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$570.00
Refer	8650 TROPHIES BY LINDA	-			
Cash Payment	E 101-41920-211 OPERATIONS		NAME PLATES&PAR TAGS FOR NEW RECRUITS		\$147.50
Invoice	44499	10/31/2019			
Transaction Date	12/23/2019	Due 12/23/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$147.50
Refer	8626 US BANK - PW COPIER LEASE	-			
Cash Payment	E 101-42000-410 LEASES/RENTALS		DEC 2019 PW COPIER LEASE		\$74.42
Invoice	402396204	12/16/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$74.42
Refer	8604 VERIZON WIRELESS	-			
Cash Payment	E 101-42000-321 TELECOMMUNICATION		NOV 2019 CELL SVC-PW		\$139.28
Invoice	9843299753	12/1/2019			
Cash Payment	E 101-41900-321 TELECOMMUNICATION		NOV 2019 CELL SVC-PD		\$480.78
Invoice	9843299753	12/1/2019			
Cash Payment	E 101-41110-321 TELECOMMUNICATION		NOV 2019 CELL SVC-ADMIN		\$42.87
Invoice	9843299753	12/1/2019			
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	<b>Total</b>	\$662.93
Refer	8637 WALLGREN, FELICIA	-			

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## Payments

Current Period: DECEMBER 2019

Cash Payment	E 101-41900-260 EDUCATION/MEETINGS	CENTRAL SQUARE TRNG MILEAGE REIMBURSEMENT			\$25.52
Invoice	12/9/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	Total	\$25.52
Refer	8647 XCEL ENERGY				
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	NOV 2019 SVC-CITY HALL			\$603.73
Invoice 664984146	12/11/2019				
Cash Payment	E 101-41800-380 ELECTRIC SERVICE	NOV 2019 SVC-COMM CTR			\$132.53
Invoice 664984146	12/11/2019				
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	NOV 2019 SVC-CIVIL DEFENSE			\$9.36
Invoice 664984146	12/11/2019				
Cash Payment	E 101-42000-380 ELECTRIC SERVICE	NOV 2019 SVC-PW			\$201.05
Invoice 664984146	12/11/2019				
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	NOV 2019 SVC-TRAFFIC SIGNALS/STREET LIGHTS			\$1,724.90
Invoice 664984146	12/11/2019				
Cash Payment	E 101-42350-380 ELECTRIC SERVICE	NOV 2019 SVC-PARKS			\$164.37
Invoice 664984146	12/11/2019				
Cash Payment	E 601-49400-380 ELECTRIC SERVICE	NOV 2019 SVC-WELL HOUSE			\$31.28
Invoice 664984146	12/11/2019				
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	NOV 2019 SVC-WATER TOWER, SEWAGE PUMP, LIFT STATION			\$464.02
Invoice 664984146	12/11/2019				
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	NOV 2019 SVC-GATEWAY SIGN			\$117.50
Invoice 664984146	12/11/2019				
Transaction Date	12/20/2019	Due 12/20/2019	PREMIER CHECKIN 10100	Total	\$3,448.74

## Fund Summary

10100 PREMIER CHECKING

101 GENERAL FUND	\$52,885.71
115 POLICE DONATIONS/EXPENSES	\$1,794.25
116 POLICE FORFIETURE FUND	\$120.00
240 CABLE GRANTS	\$8,346.00
254 MINIDAZZLE	\$107.76
260 HERITAGE PRESERVATION	\$1,924.30
601 WATER FUND	\$31.28
602 SEWER FUND	\$15,618.83
604 STORM WATER FUND	\$52.18
	<hr/>
	\$80,880.31

Pre-Written Checks	\$32,066.39
Checks to be Generated by the Computer	\$48,813.92
Total	\$80,880.31



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## Payments

Current Period: DECEMBER 2019

## Payments Batch 2019 AP 1-13- \$64,670.96

Refer	8669 ACCURATE RADAR SPECIALTIES	-				
Cash Payment	E 101-41900-211 OPERATIONS	CALIBRATION/REPAIR OF RADARS				\$278.75
Invoice	2867	12/12/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$278.75
Refer	8688 ARFSTEN, RHEANNA	-				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	REFUND OF COMM CENTER DAMAGE DEPOSIT				\$250.00
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8662 ASPEN MILLS INC	-				
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM PANTS,SHIRTS,PATCHES-SMITH				\$293.30
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$293.30
Refer	8668 BROOKLYN PARK POLICE DEPT.	-				
Cash Payment	E 101-41900-316 INCARCERATION SERV	11/2/19 DWI BOOKING AT BROOKLYN PARK				\$100.00
Invoice		11/2/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$100.00
Refer	8715 CINTAS - UNIFORMS AND RUGS	-				
Cash Payment	E 101-42000-211 OPERATIONS	PW MAT SVC				\$12.06
Invoice	4036025384	11/26/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$12.06
Refer	8745 CORNERSTONE FORD/CHRYSLER	-				
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	REPAIR SQ665				\$685.81
Invoice	1628028/1	12/19/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$685.81
Refer	8696 ELEMENT TECHNOLOGIES LLC	-				
Cash Payment	E 240-41700-211 OPERATIONS	2019 TECH UPGRADES				\$28,951.12
Invoice	IVC44550	12/31/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$28,951.12
Refer	8777 EMERGENCY RESPONSE SOLUTI	-				
AP Payment	E 101-41920-221 EQUIP REPAIR/ MAINT	REPLACEMENT REGULATOR CHIP FOR SCBA				\$28.63
Invoice	14351	12/26/2019				
Transaction Date	1/9/2020	Due 1/9/2020	ACCTS PAYABLE	20200	Total	\$28.63
Refer	8719 GERTENS	-				
Cash Payment	E 101-42350-215 CENTRAL AVENUE STR	HOLIDAY LIGHTS				\$266.84
Invoice	62138/6	12/18/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$266.84
Refer	8711 GOPHER STATE ONE CALL, INC.	-				
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	DEC 2019 LOCATES				\$4.73
Invoice	9120656	12/31/2019				
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	DEC 2019 LOCATES				\$4.72
Invoice	9120656	12/31/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$9.45



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## Payments

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Refer	8752 GROEN, GARY A.	-				
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN	11/1-12/31/19 FINANCIAL CONSULTING SVCS			\$1,072.50	
Invoice	1/8/2020					
Cash Payment	E 601-49400-301 ACCOUNTING/AUDITIN	11/1-12/31/19 FINANCIAL CONSULTING SVCS			\$429.00	
Invoice	1/8/2020					
Cash Payment	E 602-49400-301 ACCOUNTING/AUDITIN	11/1-12/31/19 FINANCIAL CONSULTING SVCS			\$429.00	
Invoice	1/8/2020					
Cash Payment	E 604-49400-301 ACCOUNTING/AUDITIN	11/1-12/31/19 FINANCIAL CONSULTING SVCS			\$214.50	
Invoice	1/8/2020					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$2,145.00
Refer	8683 HAUG, DERICK	-				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/16/19 COMM CENTER DEPOSIT REFUND			\$250.00	
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8776 HENN CO INFO TECH	-				
AP Payment	E 101-41920-220 RADIO COMMUNICATI	DEC 2019 RADIO LEASE FEES-FD			\$706.81	
Invoice	1000141528	1/3/2020				
Transaction Date	1/9/2020	Due 1/9/2020	ACCTS PAYABLE	20200	Total	\$706.81
Refer	8750 HENN CO	-				
Cash Payment	E 101-41650-255 DUES/MEMBERSHIP	FEE FOR RECORDING NOTARY PUBLIC COMMISSION-ABTS			\$20.00	
Invoice						
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$20.00
Refer	8661 INNOVATIVE OFFICE SUPPLY	-				
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	DESK PAD			\$14.94	
Invoice	IN2790728	12/11/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$14.94
Refer	8712 JRS TRUCK & TIRE SERVICE	-				
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	LEAKING BREAK CHAMBER REPAIR-2019 INTL 7500			\$195.93	
Invoice	INV-1629	12/27/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$195.93
Refer	8685 LANNING, BENITA	-				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/29/19 COMM CENTER DEPOSIT REFUND			\$250.00	
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8718 MAPLE GROVE, CITY OF	-				
Cash Payment	E 601-49400-385 PURCHASED WATER	7309GAL WATER PURCHASED 11/1-11/30/19			\$11,880.05	
Invoice	20329	12/2/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$11,880.05
Refer	8681 MCNAMARA, JODY	-				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/25/19 COMM CENTER DEPOSIT REFUND			\$250.00	
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8690 METRO COUNCIL - SAC	-				

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## Payments

Current Period: DECEMBER 2019

Cash Payment	G 602-21520 DUE TO OTHER GOVT UNI	4Q19 SAC				\$4,970.00
Invoice						
Cash Payment	R 602-37501 MET COUNCIL SAC DISCO	4Q19 SAC DISCOUNT				-\$49.70
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$4,920.30
Refer	8717 MILLER TRUCKING					
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	12.5 TRUCKS TO HAUL SNOW				\$1,250.00
Invoice 136489	11/29/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$1,250.00
Refer	8687 MN DEPT OF LABOR & INDUSTRY					
Cash Payment	G 101-20801 BUILDING PERMIT SURCH	4Q19 BLDG PERMIT SURCHARGE				\$332.59
Invoice DECEMBER0531	1/2/2020					
Cash Payment	R 101-32101 BUILDING PERMITS	4Q19 BLDG PERMIT SURCHARGE RETENTION				-\$25.00
Invoice DECEMBER0531	1/2/2020					
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$307.59
Refer	8682 MOUA, KALILA					
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/21/19 COMM CENTER DEPOSIT REFUND				\$250.00
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8720 NAPA-COTTENS OSSEO					
Cash Payment	E 101-42350-211 OPERATIONS	LINEN SKY VENT,RAINX,OIL FILTERS,POLISH,CAR WASH,BLEACH				\$47.99
Invoice 894643	12/26/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$47.99
Refer	8721 NAPA-COTTENS OSSEO					
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	EXHAUST FLUID,BLUE DEF				\$31.97
Invoice 892961	12/19/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$31.97
Refer	8689 OSSEO FOOTBALL ASSN					
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	REFUND OF COMM CENTER DEPOSIT				\$250.00
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8714 OSSEO MEAT MARKET					
Cash Payment	E 254-44370-853 SUPPLIES	HOTDOGS FOR MINIDAZZLE 2019				\$229.50
Invoice	12/6/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$229.50
Refer	8700 PAUL BAERTSCHI P.A.					
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	DEC 2019 PROSECUTION SVCS				\$1,200.00
Invoice DEC2019	12/31/2019					
Cash Payment	E 101-41500-211 OPERATIONS	DEC 2019 PROSECUTION EXPENSES				\$70.93
Invoice DEC2019	12/31/2019					
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$1,270.93
Refer	8663 PREFERRED COMMUNICATIONS					
Cash Payment	E 110-41900-520 CAPITAL OUTLAY	CIP SQUAD COMP BUILD				\$861.95
Invoice 57395	12/30/2019					

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## Payments

Current Period: DECEMBER 2019

Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$861.95
Refer	8756 PREMIER TREE SERVICE INC					-
Cash Payment	E 101-42350-215 CENTRAL AVENUE STR TRIM ALL CENTRAL AVE TREES&LARGE ELM IN BOERBOOM PARK					\$714.00
Invoice 9210	11/26/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$714.00
Refer	8665 PRO-TECH SECURITY SYSTEMS					-
Cash Payment	E 101-41700-211 OPERATIONS TESTING OF SECURITY PANIC BUTTONS					\$80.00
Invoice	12/9/2019					
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$80.00
Refer	8695 REVTRAK					-
Cash Payment	E 101-41800-211 OPERATIONS DEC 2019 MERCHANT FEES-COMM CENTER					\$110.65
Invoice DEC2019						
Cash Payment	E 101-41550-300 FINANCIAL SERVICES DEC 2019 MERCHANT FEES-AR					\$17.76
Invoice DEC2019						
Cash Payment	E 101-41550-300 FINANCIAL SERVICES DEC 2019 MERCHANT FEES-PERMITS					\$110.65
Invoice DEC2019						
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER DEC 2019 MERCHANT FEES-GATEWAY SIGN					\$26.99
Invoice DEC2019						
Cash Payment	E 601-49400-310 OTHER PROFESSIONA DEC 2019 MERCHANT FEES-UTILITIES					\$13.26
Invoice DEC2019						
Cash Payment	E 602-49400-310 OTHER PROFESSIONA DEC 2019 MERCHANT FEES-UTILITIES					\$13.26
Invoice DEC2019						
Cash Payment	E 604-49400-310 OTHER PROFESSIONA DEC 2019 MERCHANT FEES-UTILITIES					\$13.26
Invoice DEC2019						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$305.83
Refer	8763 RITEWAY BUSINESS FORMS					-
Cash Payment	E 101-41110-201 OFFICE OPERATIONS 1099 & W2 FORMS					\$217.00
Invoice 19-85407	12/27/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$217.00
Refer	8722 SATELLITE SHELTERS, INC.					-
Cash Payment	E 101-42350-410 LEASES/RENTALS WARMING HOUSE RENTAL 12/13/19-1/9/20					\$1,095.00
Invoice RI369868	12/13/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,095.00
Refer	8716 SIPE BROS. INC.					-
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP 11/16-11/22/19 FUEL PURCHASES-FIRE					\$215.82
Invoice 113019STMT	11/30/2019					
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP 11/16-11/22/19 FUEL PURCHASES-BOBCAT					\$52.45
Invoice 113019STMT	11/30/2019					
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$268.27
Refer	8666 STREICHERS INC					-
Cash Payment	E 101-41900-218 UNIFORMS/GEAR UNIFORM U-MOUNT,C-A-T,BELT-SMITH					\$226.94
Invoice I1404774	12/26/2019					
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$226.94
Refer	8667 STREICHERS INC					-

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## Payments

Current Period: DECEMBER 2019

Cash Payment	E 101-41900-401 POLICE RESERVE PRO	POLICE RESERVES UNIFORM PATCH SEWING				\$30.00
Invoice	I1404765	12/26/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$30.00
Refer	8713 SUNRISE BANKS					
Cash Payment	E 101-41900-211 OPERATIONS	INVOICE FOR RECORDS SUBPOENA FOR CASE #19-7073				\$23.00
Invoice		12/4/2019				
Transaction Date	1/8/2020	Due 1/8/2020	ACCTS PAYABLE	20200	Total	\$23.00
Refer	8699 TIMESAVER OFF SITE SECRETARI					
Cash Payment	E 101-41000-307 RECORDING SERVICE	12/9/19 COUNCIL MTG MINUTES				\$355.00
Invoice	M25352	12/30/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$355.00
Refer	8697 TOKLE INSPECTION INC					
Cash Payment	G 101-20221 ELECTRICAL INSPECTIONS	DEC 2019 ELECTRICAL INSPECTIONS				\$752.00
Invoice	DEC2019	1/1/2020				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$752.00
Refer	8684 TREBESCH, LOIS					
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	12/28/19 COMM CENTER DEPOSIT REFUND				\$250.00
Invoice						
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$250.00
Refer	8686 YTS COMPANIES LLC					
Cash Payment	E 242-41650-211 OPERATIONS	2018-2019 TREE INVENTORY GRANT TREE MAPPING SVCS				\$4,000.00
Invoice	21027	11/19/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$4,000.00
Refer	8680 ZEROEZ					
Cash Payment	E 101-41800-317 CLEANING SERVICE	CARPET CLEANING				\$345.00
Invoice	467034	12/20/2019				
Transaction Date	1/6/2020	Due 1/6/2020	ACCTS PAYABLE	20200	Total	\$345.00

### Fund Summary

	20200 ACCTS PAYABLE
101 GENERAL FUND	\$12,706.31
110 CIP EQUIPMENT	\$861.95
240 CABLE GRANTS	\$28,951.12
242 HENN CO TREE GRANT	\$4,000.00
254 MINIDAZZLE	\$229.50
601 WATER FUND	\$12,327.03
602 SEWER FUND	\$5,367.29
604 STORM WATER FUND	\$227.76
	<hr/>
	\$64,670.96

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$64,670.96
Total	<hr/>
	\$64,670.96

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## Payments

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Current Period: JANUARY 2020

**Payments Batch 1-13-20AP**      **\$1,228,131.56**

Refer	8693 ASCAP	-			
Cash Payment	E 253-42400-211 OPERATIONS	2020 ANNUAL ENTERTAINMENT LICENSE FEES			\$363.00
Invoice					
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$363.00
Refer	8724 BOND TRUST SERVICES CORP	-			
Cash Payment	E 309-47250-601 REDEMPTION OF BON	2018A GO BOND PRINCIPAL			\$45,000.00
Invoice 53095	12/12/2019				
Cash Payment	E 309-47250-611 INTEREST ON BONDS	2018A GO BOND PAYMENT			\$11,399.38
Invoice 53095	12/12/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$56,399.38
Refer	8725 BOND TRUST SERVICES CORP	-			
Cash Payment	E 308-47250-601 REDEMPTION OF BON	2017A GO BOND PRINCIPAL			\$50,000.00
Invoice 53094	12/12/2019				
Cash Payment	E 308-47250-611 INTEREST ON BONDS	2017A GO BOND INTEREST			\$10,425.00
Invoice 53094	12/12/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$60,425.00
Refer	8726 BOND TRUST SERVICES CORP	-			
Cash Payment	E 306-47250-601 REDEMPTION OF BON	2016A GO BOND PRINCIPAL			\$75,000.00
Invoice 53093	12/12/2019				
Cash Payment	E 306-47250-611 INTEREST ON BONDS	2016A GO BOND INTEREST			\$12,406.25
Invoice 53093	12/12/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$87,406.25
Refer	8727 BOND TRUST SERVICES CORP	-			
Cash Payment	E 365-47250-601 REDEMPTION OF BON	2016B GO IMPROV REFUNDING BOND PRINCIPAL			\$235,000.00
Invoice 53092	12/12/2019				
Cash Payment	E 365-47250-611 INTEREST ON BONDS	2016B GO IMPROV REFUNDING BOND INTEREST			\$37,875.00
Invoice 53092	12/12/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$272,875.00
Refer	8728 BOND TRUST SERVICES CORP	-			
Cash Payment	E 305-47250-601 REDEMPTION OF BON	2015A GO STREET IMPROV BOND PRINCIPAL			\$155,000.00
Invoice 53091	12/12/2019				
Cash Payment	E 305-47250-611 INTEREST ON BONDS	2015A GO STREET IMPROV BOND INTEREST			\$12,200.00
Invoice 53091	12/12/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$167,200.00
Refer	8729 BOND TRUST SERVICES CORP	-			
Cash Payment	E 301-47250-601 REDEMPTION OF BON	2014A GO BOND PRINCIPAL			\$30,000.00
Invoice 53089	12/12/2019				
Cash Payment	E 301-47250-611 INTEREST ON BONDS	2014A GO BOND INTEREST			\$6,087.50
Invoice 53089	12/12/2019				
Cash Payment	G 101-10600 ACCOUNTS RECEIVABLE	2014A GO BOND PRINCIPAL			\$50,000.00
Invoice 53089	12/12/2019				

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## Payments

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Cash Payment	G 101-10600 ACCOUNTS RECEIVABLE	2014A GO BOND INTEREST				\$3,687.50
Invoice 53089	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$89,775.00</b>
Refer	8730 BOND TRUST SERVICES CORP	-				
Cash Payment	E 371-47250-601 REDEMPTION OF BON	2012A GO IMPROV BOND PRINCIPAL				\$30,000.00
Invoice 53088	12/12/2019					
Cash Payment	E 371-47250-611 INTEREST ON BONDS	2012A GO IMPROV BOND INTEREST				\$3,275.00
Invoice 53088	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$33,275.00</b>
Refer	8731 BOND TRUST SERVICES CORP	-				
Cash Payment	E 385-47250-601 REDEMPTION OF BON	2011A GO TIF BOND PRINCIPAL				\$155,000.00
Invoice 53087	12/12/2019					
Cash Payment	E 385-47250-611 INTEREST ON BONDS	2011A GO TIF BOND INTEREST				\$7,990.63
Invoice 53087	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$162,990.63</b>
Refer	8732 BOND TRUST SERVICES CORP	-				
Cash Payment	E 395-47250-601 REDEMPTION OF BON	2014A PUBLIC PROJECT LEASE BOND PYMT				\$50,000.00
Invoice 53096	12/12/2019					
Cash Payment	E 395-47250-611 INTEREST ON BONDS	2014A PUBLIC PROJECT LEASE BOND PYMT				\$17,812.50
Invoice 53096	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$67,812.50</b>
Refer	8735 BOND TRUST SERVICES CORP	-				
Cash Payment	E 395-47250-612 FISCAL AGENTS FEES	2014A PUB PROJECT LEASE BOND TERM BOND FEE				\$100.00
Invoice 53980	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$100.00</b>
Refer	8736 BOND TRUST SERVICES CORP	-				
Cash Payment	E 306-47250-612 FISCAL AGENTS FEES	2016A GO BOND PAYING AGENT FEE				\$475.00
Invoice 53976	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$475.00</b>
Refer	8737 BOND TRUST SERVICES CORP	-				
Cash Payment	E 385-47250-612 FISCAL AGENTS FEES	2011A GO TIF BOND PAYING AGENT FEE				\$475.00
Invoice 53972	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$475.00</b>
Refer	8738 BOND TRUST SERVICES CORP	-				
Cash Payment	E 305-47250-612 FISCAL AGENTS FEES	2015A GO STREET IMPROV BOND PAYING AGENT FEE				\$475.00
Invoice 53975	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$475.00</b>
Refer	8739 BOND TRUST SERVICES CORP	-				
Cash Payment	E 301-47250-612 FISCAL AGENTS FEES	2014A GO BOND TERM BOND FEE				\$50.00
Invoice 53973	12/12/2019					
Cash Payment	G 101-10600 ACCOUNTS RECEIVABLE	2014A GO BOND TERM BOND FEE				\$50.00
Invoice 53973	12/12/2019					
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b>	<b>\$100.00</b>
Refer	8740 BOND TRUST SERVICES CORP	-				

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Cash Payment	E 365-47250-612 FISCAL AGENTS FEES	2016B GO IMPROV REFUNDING BONDS	\$475.00
		PAYING AGENT FEE	
Invoice 53977	12/12/2019		
Transaction Date	1/8/2020	Due 1/8/2020 PREMIER CHECKIN 10100	<b>Total</b> \$475.00
Refer	8741 BOND TRUST SERVICES CORP	-	
Cash Payment	E 308-47250-612 FISCAL AGENTS FEES	2017A GO BOND PAYING AGENT FEE	\$475.00
Invoice 53978	12/12/2019		
Cash Payment	E 308-47250-612 FISCAL AGENTS FEES	2017A GO BOND TERM BOND FEE	\$100.00
Invoice 53978	12/12/2019		
Transaction Date	1/8/2020	Due 1/8/2020 PREMIER CHECKIN 10100	<b>Total</b> \$575.00
Refer	8742 BOND TRUST SERVICES CORP	-	
Cash Payment	E 309-47250-612 FISCAL AGENTS FEES	2018A GO BOND PAYING AGEN FEE	\$475.00
Invoice 53979	12/12/2019		
Transaction Date	1/8/2020	Due 1/8/2020 PREMIER CHECKIN 10100	<b>Total</b> \$475.00
Refer	8678 CENTRAL TELEPHONE	-	
Cash Payment	E 101-41700-321 TELECOMMUNICATION	2020 ANNUAL MAINTENANCE	\$1,802.00
Invoice M19129	11/1/2019		
Transaction Date	1/6/2020	Due 1/6/2020 PREMIER CHECKIN 10100	<b>Total</b> \$1,802.00
Refer	8694 CLAUSEN, CHERYL	-	
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	1/4/20 COMM CENTER DEPOSIT REFUND	\$250.00
Invoice			
Transaction Date	1/6/2020	Due 1/6/2020 PREMIER CHECKIN 10100	<b>Total</b> \$250.00
Refer	8761 COMCAST - CALIFORNIA	-	
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JAN 2020 SVC-CH	\$363.94
Invoice	12/24/2019		
Transaction Date	1/8/2020	Due 1/8/2020 PREMIER CHECKIN 10100	<b>Total</b> \$363.94
Refer	8762 COMCAST - CALIFORNIA	-	
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JAN 2020 SVC-CH	\$20.01
Invoice	12/27/2019		
Transaction Date	1/8/2020	Due 1/8/2020 PREMIER CHECKIN 10100	<b>Total</b> \$20.01
Refer	8675 COMCAST BUSINESS	-	
Cash Payment	E 101-41700-321 TELECOMMUNICATION	JAN 2020 TRUNK LINES	\$332.85
Invoice 92925052	12/15/2019		
Transaction Date	1/6/2020	Due 1/6/2020 PREMIER CHECKIN 10100	<b>Total</b> \$332.85
Refer	8709 COMCAST	-	
Cash Payment	E 101-42000-321 TELECOMMUNICATION	JAN 2020 SVC-PW	\$174.98
Invoice	12/24/2019		
Transaction Date	1/8/2020	Due 1/8/2020 PREMIER CHECKIN 10100	<b>Total</b> \$174.98
Refer	8672 CRAIG RAPP LLC	-	
Cash Payment	E 101-41110-260 EDUCATION/MEETING	2020 PEER LEADERSHIP-GRAMS	\$1,400.00
Invoice 12.18.19	12/10/2019		
Transaction Date	1/6/2020	Due 1/6/2020 PREMIER CHECKIN 10100	<b>Total</b> \$1,400.00
Refer	8702 EFTPS	Ck# 001972E 1/6/2020	
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	1/3/20 PAYROLL	\$3,837.39
Invoice 27004062490157	1/6/2020		



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Cash Payment	G 101-21703 FICA WITHHOLDING	1/3/20 PAYROLL		\$4,606.48
Invoice	27004062490157	1/6/2020		
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN 10100	<b>Total</b> \$8,443.87
Refer	8671 EHLERS & ASSOCIATES, INC	-		
Cash Payment	E 101-41110-260 EDUCATION/MEETING	2020 PUBLIC FINANCE SEMINAR-WELLER		\$295.00
Invoice	X8NM9M82BVS	1/1/2020		
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN 10100	<b>Total</b> \$295.00
Refer	8703 EMPOWER- MSRS DFC	Ck# 001973E 1/7/2020		
Cash Payment	G 101-21712 HCSP	1/3/20 PAYROLL		\$380.14
Invoice	806457893	1/7/2020		
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN 10100	<b>Total</b> \$380.14
Refer	8704 EMPOWER- MSRS DFC	Ck# 001974E 1/7/2020		
Cash Payment	G 101-21705 DEFFERED COMP	1/3/20 PAYROLL		\$50.00
Invoice	806458465	1/7/2019		
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN 10100	<b>Total</b> \$50.00
Refer	8779 FINKEN WATER	-		
Cash Payment	E 101-41920-211 OPERATIONS	1/2/20 WATER DELIVERY-FD		\$30.75
Invoice	5277572	1/2/2020		
Transaction Date	1/9/2020	Due 1/9/2020	PREMIER CHECKIN 10100	<b>Total</b> \$30.75
Refer	8705 FURTHER - FORMERLY SELECTA	Ck# 001975E 1/8/2020		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	1/3/20 PAYROLL		\$1,892.85
Invoice				
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN 10100	<b>Total</b> \$1,892.85
Refer	8673 HENN CO ELECTIONS	-		
Cash Payment	E 101-41410-211 OPERATIONS	2020 ELECTIONS MAINTENANCE		\$881.60
Invoice	1219-2	11/22/2019		
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN 10100	<b>Total</b> \$881.60
Refer	8701 ICMA RETIREMENT CORPORATIO	-		
Cash Payment	G 101-21705 DEFFERED COMP	1/3/20 PAYROLL		\$616.47
Invoice	261336			
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN 10100	<b>Total</b> \$616.47
Refer	8691 LAW ENFORCE LABOR SERVICE I	-		
Cash Payment	G 101-21708 UNION DUES	JAN 2020 LELS UNION DUES		\$372.00
Invoice	JAN2020			
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN 10100	<b>Total</b> \$372.00
Refer	8674 LEAGUE OF MN CITIES	-		
Cash Payment	E 101-41000-260 EDUCATION/MEETING	2020 ELECTED LEADERS TRNG-HULTSTROM		\$275.00
Invoice	312839	12/11/2019		
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN 10100	<b>Total</b> \$275.00
Refer	8747 METRO SALES INC	-		
Cash Payment	E 101-41900-410 LEASES/RENTALS	PD COPIER LEASE-JAN 2020		\$73.04
Invoice	INV1496139	12/17/2019		
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN 10100	<b>Total</b> \$73.04
Refer	8760 MINNESOTA LIFE INS CO	-		



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Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	JAN 2020 PREMIUM				\$35.00
Invoice	93540040	12/20/2019				
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	JAN 2020 PREMIUM				\$20.00
Invoice	93540040	12/20/2019				
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD INS	JAN 2020 PREMIUM				\$5.00
Invoice	93540040	12/20/2019				
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	JAN 2020 PREMIUM				\$15.00
Invoice	93540040	12/20/2019				
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT	JAN 2020 PREMIUM				\$82.50
Invoice	93540040	12/20/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	Total	\$157.50
Refer	8749 MN BCA					
Cash Payment	E 101-41900-260 EDUCATION/MEETING	2/11-2/13/20 DMT-G CERT COURSE- JOHNSON				\$375.00
Invoice	20567	12/19/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	Total	\$375.00
Refer	8677 MN CHIEFS OF POLICE ASSN					
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	2020 MEMBERSHIP DUES				\$278.00
Invoice	9976	11/16/2019				
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN	10100	Total	\$278.00
Refer	8706 MN DEPT OF REVENUE	Ck# 001976E 1/7/2020				
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	1/3/20 PAYROLL				\$35.00
Invoice	1-240-646-176	1/6/2020				
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN	10100	Total	\$35.00
Refer	8707 MN DEPT OF REVENUE	Ck# 001977E 1/7/2020				
Cash Payment	G 101-21702 STATE WITHHOLDING	1/3/20 PAYROLL				\$1,793.94
Invoice	0-198-165-024	1/6/2020				
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN	10100	Total	\$1,793.94
Refer	8676 MN STATE FIRE DEPT ASSN					
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2020 MSFDA MEMBERSHIP DUES				\$175.00
Invoice	2020					
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN	10100	Total	\$175.00
Refer	8748 NAPA-COTTENS OSSEO					
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	HYDRAULIC HOSE&FITTINGS,MINI BLUTH,NITRIL GLOVES				\$149.04
Invoice	896584	1/1/2020				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	Total	\$149.04
Refer	8659 ON-TARGET SOLUTIONS GROUP, I					
Cash Payment	E 101-41900-260 EDUCATION/MEETING	RECRUITING&APPLICANT BACKGROUND INVESTIGATIONS TRAINING 1/22-1/23/20				\$250.00
Invoice	1730	1/2/2020				
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN	10100	Total	\$250.00
Refer	8708 PERA	Ck# 001978E 1/7/2020				
Cash Payment	G 101-21704 PERA	1/3/20 PAYROLL				\$9,170.90
Invoice	SOMPER000540	1/7/2020				
Transaction Date	1/7/2020	Due 1/7/2020	PREMIER CHECKIN	10100	Total	\$9,170.90

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Refer	8759 SHINGLE CREEK WMO	-			
Cash Payment	E 601-49400-255 DUES/MEMBERSHIP	2020 MEMBER ASSESSMENT			\$4,174.52
Invoice 287	12/31/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b> \$4,174.52
Refer	8660 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM-JOHNSON 2020 UNIFORM ALLOWANCE			\$484.94
Invoice I1403019	12/16/2019				
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN	10100	<b>Total</b> \$484.94
Refer	8664 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM-JOHNSON 2020 UNIFORM ALLOWANCE			\$351.96
Invoice I1403546	12/18/2019				
Transaction Date	1/6/2020	Due 1/6/2020	PREMIER CHECKIN	10100	<b>Total</b> \$351.96
Refer	8733 US BANK	-			
Cash Payment	E 380-47250-601 REDEMPTION OF BON	2010A GO CAP IMPROV BOND PRINCIPAL			\$180,000.00
Invoice 1519548	12/12/2019				
Cash Payment	E 380-47250-611 INTEREST ON BONDS	2010A GO CAP IMPROV BOND INTEREST			\$9,162.50
Invoice 1519548	12/12/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b> \$189,162.50
Refer	8758 WEST MISSISSIPPI WMC	-			
Cash Payment	E 601-49400-255 DUES/MEMBERSHIP	2020 MEMBER ASSESSMENT			\$2,247.00
Invoice 184	12/31/2019				
Transaction Date	1/8/2020	Due 1/8/2020	PREMIER CHECKIN	10100	<b>Total</b> \$2,247.00

### Fund Summary

#### 10100 PREMIER CHECKING

101 GENERAL FUND	\$84,613.28
253 MUSIC/MOVIES IN THE PARK	\$363.00
301 2014A Street/Utility (500,000)	\$36,137.50
305 BONDS 2015 STR IMPROVE	\$167,675.00
306 BONDS 2016 STR IMPROVE (19349)	\$87,881.25
308 BONDS 2017 STR IMPROVE (19644)	\$61,000.00
309 BONDS 2018 STR IMPROVE	\$56,874.38
365 BONDS 2009 CENTRAL AVE (17720-	\$273,350.00
371 BONDS 2012A STR IMPROVE	\$33,275.00
380 BONDS 2010A REFUNDING	\$189,162.50
385 BONDS 2011A TIF	\$163,465.63
395 BONDS 2014A POLICE ADDITION	\$67,912.50
601 WATER FUND	\$6,421.52
	<b>\$1,228,131.56</b>

Pre-Written Checks	\$21,766.70
Checks to be Generated by the Computer	\$1,206,364.86
<b>Total</b>	<b>\$1,228,131.56</b>

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## Payments

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Payments Batch NOVMERCHF \$1,053.14

Refer	8594 REVTRAK	Ck# 001962E 12/6/2019	
Cash Payment	E 101-41800-211 OPERATIONS	NOV 2019 MERCHANT FEES-COMM CTR	\$67.81
Invoice			
Cash Payment	E 101-41550-300 FINANCIAL SERVICES	NOV 2019 MERCHANT FEES-PERMITS	\$106.53
Invoice			
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	NOV 2019 MERCHANT FEES-GATEWAY SIGN	\$10.60
Invoice			
Cash Payment	E 101-41550-300 FINANCIAL SERVICES	NOV 2019 MERCHANT FEES-ASSESSMENT PYMTS	\$180.66
Invoice			
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	NOV 2019 MERCHANT FEES-UTILITIES	\$229.18
Invoice			
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	NOV 2019 MERCHANT FEES-UTILITIES	\$229.18
Invoice			
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	NOV 2019 MERCHANT FEES-UTILITIES	\$229.18
Invoice			
Transaction Date	12/6/2019	Due 12/6/2019	PREMIER CHECKIN 10100
			<b>Total</b> \$1,053.14

## Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$365.60
601 WATER FUND		\$229.18
602 SEWER FUND		\$229.18
604 STORM WATER FUND		\$229.18
		<u>\$1,053.14</u>

Pre-Written Checks	\$1,053.14
Checks to be Generated by the Computer	\$0.00
Total	<u>\$1,053.14</u>

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Payments Batch 12-27-19EFT \$231.84

Refer	8751 EFTPS	Ck# 001980E 12/27/2019	
Cash Payment	G 101-21703 FICA WITHHOLDING	12/26/19 EDA/PLAN PR	\$231.84
Invoice 27097610509999 12/27/2019			
Transaction Date	12/27/2019	Due 1/8/2020 PREMIER CHECKIN 10100	Total \$231.84

Fund Summary	
	10100 PREMIER CHECKING
101 GENERAL FUND	\$231.84
	\$231.84

Pre-Written Checks	\$231.84
Checks to be Generated by the Computer	\$0.00
Total	\$231.84

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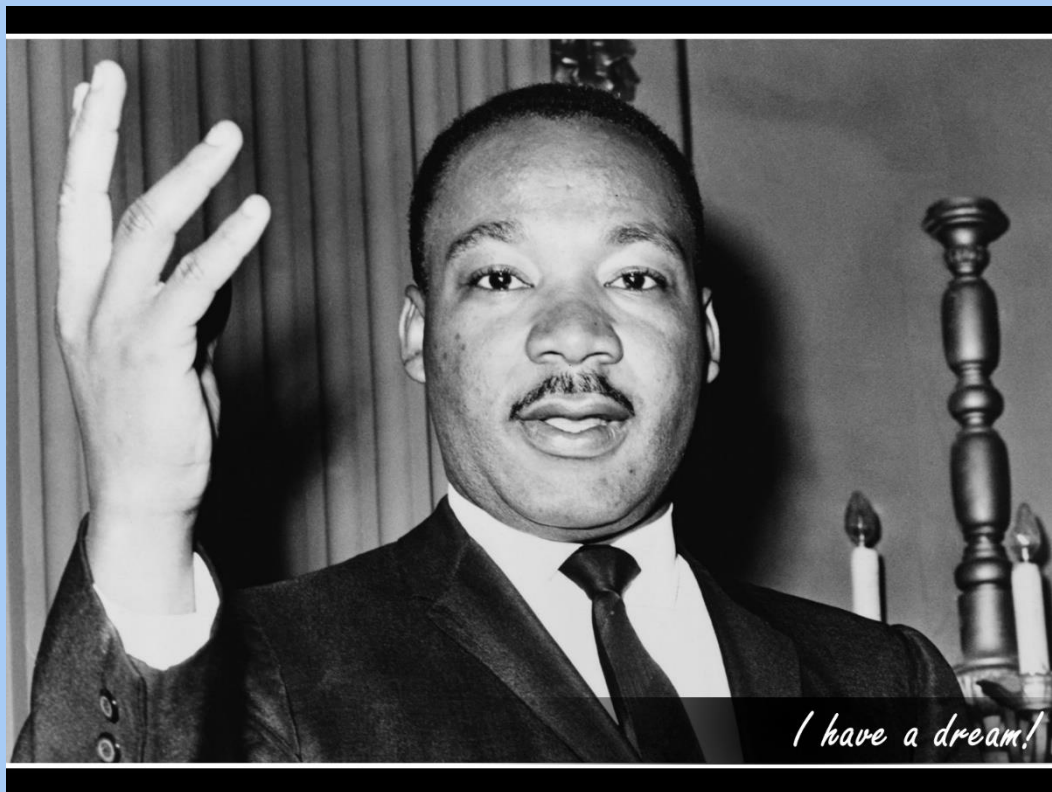
Payments Batch 2019 EFT AP \$2,510.86

Refer	8764 AFLAC	Ck# 001981E 1/2/2019		
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	DEC 2019 AFLAC PREMIUM		\$625.74
Invoice	B4H85	12/12/2019		
Transaction Date	1/2/2020	Due 1/9/2020	PREMIER CHECKIN 10100	<b>Total</b> \$625.74
Refer	8765 MN DEPT OF REVENUE	Ck# 001982E 1/7/2020		
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	4Q19 SIT BALANCE DUE		\$427.53
Invoice	1-045-824-032	1/6/2020		
Transaction Date	1/2/2020	Due 1/9/2020	PREMIER CHECKIN 10100	<b>Total</b> \$427.53
Refer	8766 PITNEY BOWES - POSTAGE	Ck# 001983E 1/9/2020		
Cash Payment	E 101-41700-211 OPERATIONS	4Q19 MAIL MACHINE LEASE		\$145.74
Invoice	3103571396	11/29/2019		
Transaction Date	1/2/2020	Due 1/9/2020	PREMIER CHECKIN 10100	<b>Total</b> \$145.74
Refer	8767 PITNEY BOWES - POSTAGE	Ck# 001984E 1/9/2020		
Cash Payment	E 101-41110-322 POSTAL/DELIVERY SE	4Q19 POSTAGE		\$1,150.37
Invoice				
Transaction Date	1/2/2020	Due 1/9/2020	PREMIER CHECKIN 10100	<b>Total</b> \$1,150.37
Refer	8769 PITNEY BOWES - POSTAGE	Ck# 001985E 1/9/2020		
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	INK FOR POSTAGE MACHINE		\$161.48
Invoice	1014493977	12/6/2019		
Transaction Date	1/2/2020	Due 1/9/2020	PREMIER CHECKIN 10100	<b>Total</b> \$161.48

### Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$2,510.86
		<b>\$2,510.86</b>

Pre-Written Checks	\$2,510.86
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$2,510.86</b>



On Monday, January 20,  
City Hall will be closed for  
Martin Luther King Jr. Day

Doors will be open for Jazzercise & Yoga classes

You're invited to the

# Osseo Fire Department

Relief Association's annual

# Fireman's Dance

at

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

Friday, February 14th, 2020  
8:00 pm - Midnight



featuring:



Silent Auction &

Live Music  
by "Skitzo Fonik"

We kindly request a donation at the door.