



# Osseo City Council Meeting

## AGENDA

REGULAR MEETING  
Monday, January 27, 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 January 13
  - B. Approve Council Minutes of January 13
  - C. Set Public Safety Advisory Committee Meeting for February 5 at 6:00 p.m.
  - D. Receive 2019 Fourth Quarter Donation Report
  - E. Receive December Hockey Association Gambling Report
  - F. Receive December Lions Club Gambling Report
  - G. Approve Amended Agreement with Business Watch International for Pawn Transactions
  - H. Receive Conditions Assessment for 1915 Water Tower
  - I. Receive Heritage Preservation Recap of January 22 Meeting
6. **Matters from the Floor**
7. **Special Business**
  - A. Appoint Election Judges for Presidential Nomination Primary (Resolution)
  - B. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Approve Plans and Specifications for 2020 Street Project (Resolution)
  - B. Approve Lift Station Assessment with WSB
  - C. Approve Site and Building Plan Approval for 9 Central Avenue
  - D. Approve Appointment to Public Safety Advisory Committee (Resolution)
  - E. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Housing for All Breakfast on January 28  
Absentee Voting  
Fireman's Dance on February 14
14. **Adjournment**

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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.*

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
January 13, 2020**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, January 13, 2020.

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

Members absent: None.

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

Others present: None.

2. ELECTION OF OFFICERS

Executive Director Riley Grams stated each year the EDA elects officers. He reviewed a list of the positions, along with who occupied those positions in 2019, and requested the EDA make appointments for 2020. He explained historically he has served as the Executive Director and City Clerk LeAnn Larson has served as the Secretary.

Schulz supported Poppe serving as the EDA President for 2020.

Johnson supported this recommendation.

Stelmach stated he would support Johnson serving as the Treasurer and Schulz serving as the Vice President. He recommended Aho serve as the Assistant Treasurer.

**A motion was made by Stelmach, seconded by Murdock, to elect the EDA officers as follows:**

President	Duane Poppe
Vice President	Mark Schulz
Treasurer	Harold E. Johnson
Assistant Treasurer	Teresa Aho
Executive Director	Riley Grams
Secretary	LeAnn Larson

**The motion carried 7-0.**

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES – DECEMBER 9, 2019

**A motion was made by Schulz, seconded by Murdock, to approve the minutes of December 9, 2019, as presented. The motion carried 7-0.**

5. MATTERS FROM THE FLOOR – None.

6. PUBLIC HEARINGS – None.

7. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

**A motion was made by Johnson, seconded by Schulz, to approve the Accounts Payable. The motion carried 7-0.**

8. OLD BUSINESS – None.

9. NEW BUSINESS

A. REVIEW CHAMBER OF COMMERCE OPTIONS

Grams stated the North Hennepin Area Chamber of Commerce ceased operation in early 2018. Since that time, the City of Osseo has not joined any local chamber of commerce or similar group in promotion of the City. He explained the City has several options, such as joining the TwinWest or I-94 West Chamber of Commerce. He requested the EDA provide him with direction on how to proceed.

Stelmach supported the EDA hearing from each of the chambers of commerce to better understand what would be gained from the organizations.

Schulz explained TwinWest was a large chamber located in St. Louis Park. He expressed concern with the fact this organization slighted Osseo within its literature. He stated he did not want to hear from this organization. He believed the I-94 West Chamber had cities that were closer in size and more like Osseo.

Murdock stated she had the same opinion especially when it came to the additional fees that were charged by TwinWest.

Johnson commented he was active in the North Hennepin Chamber years ago. He indicated the City cannot belong to a chamber of commerce but noted the EDA can. He stated he would rather see the City put funding towards the local organization Explore Osseo versus towards either of the chambers.

Burke explained that after speaking with several local business owners she does not have a favorable opinion of either chambers. She did not support the City joining a chamber of commerce group.

Aho agreed. She noted she was formerly a member of the North Hennepin Area Chamber of Commerce and did not see any positive reasons to remain with this organization.

Schulz anticipated the EDA could create value if someone was willing to attend the chamber of commerce events. He explained he would be comfortable with the EDA joining the I-94 West Chamber. He believed if the EDA was active with a chamber, networking opportunities would benefit the City.

Aho stated she could support the EDA committing to one of the chamber groups for a year and reassessing the value of the organization after that time.

Grams suggested the I-94 West Chamber of Commerce be invited to attend the next EDA meeting to provide a presentation.

**B. APPROVE MUNICIPAL ADVISOR CLIENT DISCLOSURE AGREEMENT WITH EHLERS**

Grams explained Ehlers is registered as a Municipal Advisor and 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 its obligations and responsibilities to municipal clients. These disclosures must be provided to the EDA prior to or upon Ehlers engaging in any municipal advisory activity. To comply with this requirement, Rebecca Kurtz has asked the Osseo Economic Development Authority to approve the Municipal Client Disclosure Agreement.

Grams stated 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.

**A motion was made by Schulz, seconded by Stelmach, to approve the 2020 Municipal Advisor Client Disclosure Agreement with Ehlers & Associates. The motion carried 7-0.**

**C. DISCUSS BUSINESS FORUMS**

City Planner Nancy Abts stated an in-person business forum can provide many opportunities. It allows businesses a chance to network and provides an opportunity for in-person information gathering (e.g., suggestions for needed improvements). It also will be an opportunity for City officials to share information with businesses (e.g., police & public safety information, promote the BR&E survey).

Abts explained a catered breakfast event is suggested. Of the EDA newsletter subscribers, most respondents prefer weekday events, but there's not a clear preference for time of day. A morning event (similar to "prayer breakfasts" or the North Hennepin Chamber Northwest Development Showcase in 2008) could allow attendees to participate before starting their regular workday.

Abts reported staff suggests the EDA select a date (and possibly a time) in late February for the event. The Community Center is currently available on Tuesday and Thursday mornings, so February 18 or 20 are possible dates. Starting at 7:30 a.m. would allow time for breakfast & coffee prior to a 7:45 a.m. program, with the event wrapping up before 9:00 a.m. Event announcements and invitations can be prepared and plans for the forum can be finalized.

Schulz supported the Business Forum being held in the morning. The EDA agreed.

Schulz stated he would be willing to assist with planning this event.

Aho reported she was also interested in helping plan the business forum event.

Johnson recommended staff speak to representatives from DEED or with Hennepin County to come up with program ideas.

The EDA supported the first business forum be held on Thursday, February 20, at 7 a.m.

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

Abts reported the Ehlers Public Finance Seminar would be held on February 6-7. She encouraged EDA members to RSVP to her if interested in attending.

Burke reviewed the ad that was placed in the Yellow Tree Theatre pamphlet and stated she believed it turned out very nice.

Stelmach wished everyone a Happy New Year.

11. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:38 p.m. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
January 13, 2020**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, January 13, 2020.

2. ROLL CALL

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

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

Others present: Lee Gustafson-WSB, James Kelly, Kenny & Sarita Nelson, Becky Weidenbach, John Roach, Bryan Ahner, Josh Duffy, Preston Kroska, Teresa Aho, Deanna Burke, and Kerstin Schulz.

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.

City Administrator Riley Grams reported Item 5E should read January and not February. He explained Item 5P should be added to the agenda--Accept the Resignation of Barbra Plzak from the Planning Commission.

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

5. CONSENT AGENDA

- 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 January
- 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
- P. Accept Resignation of Barbra Plzak from Planning Commission

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

6. MATTERS FROM THE FLOOR

Bryan Ahner, 601 3<sup>rd</sup> Avenue NE, discussed a personal experience he has had in dealing with a member of the City Council. He hoped to enlighten the public on bullying and slandering. He stated he was trying to deal with this issue on his own but was disappointed that he had not received an apology or any answers to his questions. Rather, he only received a, "thank you for your time." He expressed concern with the fact the Councilmember spoke with his employer regarding the incident that occurred. He requested the Council act in a professional manner as they have damaged his reputation and relationships at work. He asked that the Council make amends for the multiple policies they have broken. He recommended the Council not use local Facebook groups to convey opinions. He reported elected officials cannot silence the public on Facebook. He stated he had a problem with the 2020 road construction project and the proposed sidewalks. He questioned why the Council had a "do as I say not as I do" attitude. He discussed the number of injuries that have occurred from people being required to clear their sidewalks. He asked if the City had applied for grants to assist with the expense of the sidewalks and inquired if WSB was the right engineering firm to be working with the City of Osseo. He questioned why the vote on this item has been moved up. He believed the minds of the City Council was already made up but requested the Council not approve sidewalks on 2<sup>nd</sup> and 3<sup>rd</sup> Avenues NE.

Josh Duffy, 337 Central Avenue, read a letter from his dad that explained how he feels the last year went in the City of Osseo. He reported Mr. Duffy believes the City Council was doing a great job to create a bright and vibrant future for businesses in the City. He thanked the Council for their efforts and wished them a safe and Happy New Year.

Preston Kroska, 601 2<sup>nd</sup> Avenue NE, expressed frustration with the fact a member of the Council slandered Mr. Ahner at his place of work. He recalled a similar situation occurring several years ago and stated this was unacceptable. He requested the member of the Council that slandered Mr. Ahner to step down from the Council. He feared that if this individual did not step down there could be a lawsuit, which would cost the taxpayers a great deal of money. He recommended the Mayor step in and take action. He stated this was a sad day. He encouraged the Councilmembers to be better and act with higher standards.

Mr. Kroska commented on the 2020 street project and how it compared to the 2018 and 2019 street projects. He encouraged the Council to review the minutes and meeting videos in order to understand the discussions that were held regarding these improvement projects. He stated he anticipated the Blue Line project would be coming through Osseo in 10 to 15 years. For this reason, he recommended the sidewalks on his

street not be pushed through. He reported the sidewalks were not mandatory within the Comprehensive Plan. He suggested the City work with Hennepin County on the bidding system versus using the system recommended by WSB.

Kenny Nelson, 509 3<sup>rd</sup> Avenue NE, read a quote for the Council stating, “Public buildings best serve the public by being beautiful” from Cass Gilbert. He explained Cass Gilbert was the architect for the Minnesota Capitol building and US Supreme Court building. He read another longer quote that addressed the culture of a group. He recommended that if the City was going to value sidewalks as a whole, then sidewalks throughout the entire City should be properly maintained. He indicated he would like to see the City being responsible for clearing all sidewalks of snow and noted he would continue to work on finding volunteers to complete this task. He then discussed a sewer line that serves 5 Central Apartments and asked if that line would be worked on through the proposed 2020 improvement project. It was his hope the sewer line would not be worked on. He noted during the 2013 street improvement project it was noted residents would not be assessed twice within five years for street/alley projects.

7. SPECIAL BUSINESS

A. AFFIRM COUNCIL/STAFF RESPONSIBILITIES (Resolution)

Grams read the Council and Staff Responsibilities document in full for the record and recommended the Council affirm this document.

**A motion was made by Stelmach, seconded by Schulz, to adopt Resolution No. 2020-1 Affirming the Council/Staff Responsibilities. The motion carried 5-0.**

B. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
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)*

Staff recommended the Council accept the donations.

**A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2020-2 accepting donations from McGee Kugler Family Law, City Country Insurance, Get It Done Fitness, Futrell Fire Consult & Design, Steve Forsberg, Lawinger Consulting Inc., Osseo Gun Club, Jodi Baglien LLC, Marmon Link, Evans Nordby Funeral Home, WSB, Osseo American Legion, Fire Relief Association, Ronald & Nancy Roden, and Harold E. & Gayle Johnson.**

Johnson asked if the funds from the Osseo American Legion can be used for something other than Police Wellness. Police Chief Shane Mikkelson stated he was in the process of clarifying this.

**The motion carried 5-0.**

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF JANUARY 13, 2020

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, elected EDA officers for 2020, reviewed Chamber of Commerce options, approved the Municipal Advisor Client Disclosure Agreement with Ehlers, discussed business forums for 2020, and discussed the Ehlers Public Finance Seminar.

**A motion was made by Johnson, seconded by Stelmach, to confirm the EDA actions of January 13, 2020. The motion carried 5-0.**

B. APPROVE ELECTRONIC BIDDING FOR STREET PROJECTS – Lee Gustafson, WSB

Lee Gustafson, WSB, discussed the history of bidding for street projects. He stated the State of Minnesota has allowed electronic bidding for several years. 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. He summarized the process that would be followed for electronic bidding and recommended approval of this process.

Johnson asked if the bid opening process would be different. Mr. Gustafson explained this could all be done electronically and the results would be pulled up from Quest CDB.

Johnson questioned if this new process would allow the City to receive more bids for its projects. Mr. Gustafson believed this could happen over time through the new streamlined, electronic process.

Johnson inquired if the City should be working with Hennepin County on the electronic bidding process. Mr. Gustafson reported the County has its own electronic bidding process and noted the City's process would be separate.

Stelmach asked if it would cost the City more money to accept bids electronically. Mr. Gustafson reported there would be no additional cost to the City.

Stelmach supported the City moving forward with an electronic bidding process.

**A motion was made by Stelmach, seconded by Johnson, to approve the Electronic Bidding Policy. The motion carried 5-0.**

C. APPROVE PROPOSAL FOR CENTRAL AVENUE STREETScape PROJECT – Lee Gustafson, WSB

Lee Gustafson, WSB, stated at the October 28 Council work session the 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 fees for professional services are not-to-exceed \$9,840.

Mr. Gustafson commented this 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 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.

Johnson asked if the proposal would come back to the Streetscape Committee. Mr. Gustafson reported this would occur. He noted he would also be looking for grants opportunities for the project and would be meeting with the watershed district.

**A motion was made by Johnson, seconded by Schulz, to approve the proposal for the Central Avenue Streetscape Project. The motion carried 5-0.**

D. APPROVE PURCHASE OF FIREFIGHTING EQUIPMENT

Fire Chief Mike Phenow stated the Osseo Fire Relief Association recently made three donations to the City. The first donation was \$11,190 for the Fire Equipment Fund (publications, valve, SCBA batteries and chargers, pagers, chainsaw, reciprocating saw,

scene lights, electric batteries and charges, mounting bracket, hydrant bags, wrench carrying bags, apartment pack hose straps, and SCBA mask bags. The second donation was \$20,500 for the CIP Equipment Fund (bunker gear). The third donation was \$30,000 for the CIP Equipment Fund (future truck purchase). He provided further comment on how the Fire Department would be utilizing these funds and requested approval of the purchases.

Johnson requested Fire Chief Phenow discuss the differences between the Fire Department and the Fire Relief Association. Fire Chief Phenow explained the differences between these two organizations noting the Relief Association was a non-profit 501C4 organization that conducted lawful charitable gambling. The funds raised by the Relief Association were donated to a number of local organizations and the Osseo Fire Department. In addition, he noted the Relief Association managed the Fire Department's pension. He explained the Relief Association also hosts a steak fry and Fireman's Dance each year as other fundraisers.

Johnson questioned how many positions the Fire Department was slated to have. Fire Chief Phenow reported the department was slated to have 30 fireman and currently he had 27.

Johnson thanked Fire Chief Phenow for his great work on behalf of the community.

**A motion was made by Hultstrom, seconded by Stelmach, to approve the Purchase of Firefighting Equipment and materials as presented. The motion carried 5-0.**

E. APPROVE AGREEMENT WITH BUSINESS WATCH INTERNATIONAL FOR PAWN TRANSACTIONS

Police Chief Shane Mikkelson stated in December 2019 he was notified that the Automated Pawn System that the Osseo Police Department was using to track pawn transactions was going to be shut down by the Minneapolis Police Department. The Minneapolis Police Department recommended Business Watch International (BWI) for future pawn monitoring. After seeing their product and speaking to other pawn system users, the Police Department decided to use BWI. This contract was reviewed by City Attorney Mary Tietjen and the changes to the contract she recommended have been made.

Stelmach thanked Police Chief Mikkelson for making this recommendation to the Council.

Schulz recommended the contract have an exit clause written into the language in the event the pawn shop in Osseo were to close. Police Chief Mikkelson reported if the City were to stop paying for two months in a row, the Police Department would stop having access to the program. He commented he would like to have further discussions with his department and other local agencies regarding this matter. He explained he did not see a benefit of maintaining access if the local pawnshop were to close.

City Attorney Tietjen advised the City could request a provision stating the City has a right to terminate the agreement with a certain amount of notice.

Johnson questioned who would be conducting the training. Police Chief Mikkelson reported BWI would be training the pawn shop manager and the manager would then have to train his or her employees.

**A motion was made by Johnson, seconded by Schulz, to approve an agreement with Business Watch International, subject to adding language regarding a termination clause. The motion carried 5-0.**

F. APPROVE AGREEMENT FOR HENNEPIN COUNTY HEALTHY TREE CANOPY GRANT

City Planner Nancy Abts explained Hennepin County began offering its 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.

Abts reported 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. Staff commented further on the proposed grant and recommended the Council approve entering into an agreement with Hennepin County for the Healthy Tree Canopy Grant.

**A motion was made by Hultstrom, seconded by Johnson, to approve the Agreement with Hennepin County for a Healthy Tree Canopy Grant.**

Johnson expressed concern with replacing trees within the City boulevard. He supported the City having a tree program policy in place to assist residents in understanding how to manage EAB. Grams commented he could do some research on this and would report back to the Council.

**The motion carried 5-0.**

G. APPROVE AGREEMENT FOR TWIN HENNEPIN COUNTY BASEBALL AND SOFTBALL GRANT

Abts stated in the fall of 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 installing benches for players and spectators.

**A motion was made by Hultstrom, seconded by Stelmach, to approve the Agreement with the Twins Community Fund for a Hennepin County Youth Baseball and Softball Facility Grant. The motion carried 5-0.**

H. APPROVE 2020 OFFICIAL COUNCIL APPOINTMENTS (Resolution)

Grams explained Council and staff appointments to various boards/commissions/committees are made at the beginning of each year. Consultant appointments and other designations are often made, also.

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

Johnson stated he had a resident interested in serving as a watershed district representative. He commented further on how the watershed meetings were run and who attended the TAC meetings.

John Roach, 12 6<sup>th</sup> Street NE, introduced himself to the Council and noted he moved from Brooklyn Park to Osseo in July. He stated he has really enjoyed living in Osseo. He explained he served as the Brooklyn Park watershed district commissioner for both the Shingle Creek and West Mississippi watershed organizations for a little over seven years.

Hultstrom welcomed Mr. Roach to the community. She asked if Mr. Roach was able to secure any grant funding from either watershed district. Mr. Roach stated it was not his role to initiate grant proposals, but rather these came from the city engineer.

Schulz asked how Mr. Roach would communicate with the Council to understand the needs of the City. Mr. Roach stated he would be happy to meet with Councilmember Johnson, the City Administrator, or other members of the Council to understand the needs of the City.

Schulz commented his only concern with having a citizen as the watershed districts representative was that this was not the normal practice and the City didn't have a procedure in place. He recommended Mr. Roach serve as the watershed district alternate for 2020.

Johnson indicated he could continue to serve as the City's watershed representative.

Hultstrom reported she would be willing to serve as the alternate or this could be completed by Mr. Roach.

Schulz stated he was willing to serve on the Budget and Finance Committee, but noted the members could remain as is if both were interested in continuing to serve on this committee. He believed that each of the committees did great work in 2019 and that they should remain the same.

Stelmach agreed.

Hultstrom indicated she would like the chance to serve on the Human Resources Committee.

Stelmach commented he would like to continue to serve on the HR Committee.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2020-3 adopting the 2020 Official Council Appointments. The motion carried 3-2 (Hultstrom and Johnson opposed).**

The following appointments were made:

Council Appointments

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	Harold E. Johnson (Alternate-John Roach)
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	Larry Stelmach & Mark Schulz
Intergovernmental Relations Committee	Juliana Hultstrom & Larry Stelmach
Parks & Recreation Committee	Harold E. Johnson & Larry Stelmach
Public Safety Advisory Committee	Larry Stelmach & Juliana Hultstrom
Risk Management Committee	Mark Schulz & Larry Stelmach

I. APPROVE 2020 CITIZEN APPOINTMENTS (Resolution)

Grams explained citizen appointments are made each year to various boards/commissions/committees. Announcements have been made at prior Council meetings, and the Press and social media have been used to reach interested volunteers, also.

The Council recommended the following appointments be made:

Citizen Appointments

Economic Development Authority (six-year term)	Sherry Murdock
Parks & Recreation Committee (three-year term)	Dee Bonn
Planning Commission (three-year term) (three-year term) (two-year term)	Deanna Burke Kenny Nelson Alden Webster

Public Safety Advisory Committee (two-year term - resident) Tom Hartkopf

Schulz commented the City had three applicants and three openings for the Planning Commission. He supported Alden Webster taking the two year term to fill the vacancy.

**A motion was made by Schulz, seconded by Stelmach, to adopt Resolution No. 2020-4 adopting the 2020 Citizen Appointments. The motion carried 5-0.**

J. APPROVE 2020 CITY APPOINTMENTS AND DESIGNATIONS (Resolution)

Grams requested the Council approve the 2020 City appointments and designations. Staff reviewed the appointments in further detail with the Council:

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

**A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2020-5 adopting the 2020 City Appointments and Designations. The motion carried 5-0.**

K. APPROVE 2020 FEE SCHEDULE (Resolution)

Grams explained the fee schedule establishes fees for City services, applications, and other items that require payment. Updated 2020 utility rates are a result of the recently completed utility rate study. Also added are rates for the use of Public Works equipment to repair damages to city property. These changes are in line with the hourly charges for City Staff time. Staff commented on the proposed changes within the Fee Schedule for 2020 and recommended approval.

Schulz asked if the public works equipment fee was fractioned down to the quarter hour. Grams reported this was the case.

Schulz recommended the equipment fees be charged in 30 minute increments and that the City consider having a fee in place to cover any damage that may occur to the City's equipment.

Johnson questioned if the City had a school inspection fee in place. Grams reported fire inspections were completed on an annual basis in the schools.

**A motion was made by Schulz, seconded by Johnson, to adopt Resolution No. 2020-6 Approving the Fee Schedule for 2020 as amended. The motion carried 5-0.**

L. SUMMARY OF CLOSED SESSION ON DECEMBER 9, 2019

Grams explained the City Council conducted a closed session meeting to review the performance of the City Administrator during the last Council meeting on December 9. 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. The Council Human Resources Committee then can provide a short summary of the closed session meeting.

Schulz explained the Council met in closed session on December 9 to evaluate the performance of the City Administrator. As a result of that review, the Council approved several amendments to the current employment contract. This contract was approved

5-0 by the City Council. He reported the Council was looking forward to working with City Administrator Grams in the coming year.

M. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

**A motion was made by Johnson, seconded by Stelmach, to approve the Accounts Payable as presented.**

Hultstrom commented on a reimbursement to Mark Schulz for canopies for signs.

Schulz explained this fee was for Minidazzle banners.

Hultstrom reported this was not a preapproved expense and was over \$100. She questioned if this fee should be looked at as a donation by Dr. Schulz.

Schulz indicated he received the base files, designed all of the banners, and submitted them for purchase from Vista Print.

**The motion carried 5-0.**

11. ADMINISTRATOR REPORT

Grams thanked Barbra Plzak for her dedicated service to the Planning Commission.

Grams commented on the City's snow removal policy and noted the backup sirens on the City snowplows could not be disengaged as this was an OSHA safety requirement.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen updated the Council on the federal requirements regarding the legal age to purchase tobacco noting this had changed to 21. She reported states would have three years to come into compliance with this requirement.

Abts thanked Barbra Plzak for her service to the City on the Planning Commission. Abts encouraged the Council to attend the EDA Business Forum which would be held on Thursday, February 20.

Hultstrom wished Barbra Plzak all the best and thanked her for her service to the City of Osseo. Hultstrom reported on December 11 she attended the Northwest Hennepin League of Municipalities meeting where the State Auditor spoke about Fire Departments and Fire Relief Associations. She indicated this group met again on January 8 and Secretary of State Steve Simon spoke on elections. Hultstrom noted she would be attending the League of Minnesota Cities Conference on January 24 and 25. Hultstrom explained the Legislative Housing for All breakfast would be held on Tuesday, January 28, at 7 a.m. at St. Joseph the Worker Church in Maple Grove. Hultstrom stated she was disappointed with the fact none of the EDA members would be attending the upcoming Ehlers finance seminar.

Stelmach thanked Barbra Plzak for her service to the community on the Planning Commission. Stelmach congratulated the newly appointed committee and commission members. Stelmach discussed the comments that were made during Matters from the Floor. He reported the City does not govern any private party social media sites. He indicated the City recently completed a sidewalk inventory and was working to repair or replace sidewalk sections. He explained the Comprehensive Plan was not a mandatory document, but rather was a guiding document for the City. Stelmach wished everyone a Happy New Year.

Johnson reported Osseo High School graduate Bruce Smith was honored for 50 years of coaching in the Osseo School District. Johnson stated the school district was exploring the installation of solar panels. Johnson encouraged Councilmembers attend the Housing for All breakfast on Tuesday, January 28.

Schulz thanked Barbra Plzak for her service on the Planning Commission.

Poppe thanked Barbra Plzak for her dedicated service on the Planning Commission.

13. ANNOUNCEMENTS

Poppe stated City Hall will be closed on Monday, January 20, in observance of Martin Luther King, Jr. Day.

Poppe reported the Osseo Fireman's Dance will be held on Friday, February 14.

14. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn the City Council meeting at 9:15 p.m. The motion carried 5-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*



## City of Osseo City Council Meeting Item

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**Agenda Item:** Set Public Safety Advisory Committee Meeting for February 5

**Meeting Date:** January 27, 2020  
**Prepared by:** Riley Grams, City Administrator

**Attachments:** None

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**Policy Consideration:**

Consider setting a PSAC meeting for Wednesday, February 5, 2020 at 6:00 pm.

**Background:**

The PSAC has several items to discuss and would like to call a meeting for Wednesday, February 5, 2020 at 6:00 pm in the Council Chambers.

**City Goals Met By This Action:**

Increase communication with citizens and encourage citizen engagement  
Promote a healthy and high-quality standard of living

**Options:**

The City Council may choose to:

1. Set a PSAC meeting date for Wednesday, February 5, 2020 at 6:00 pm;
2. Deny setting a PSAC meeting date;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Set a PSAC meeting date for Wednesday, February 5, 2020 at 6:00 pm.

BEAUTIFICATION  
DONATIONS & EXPENSES  

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**4th Quarter 2019**

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DATE	DONATION	EXPENSE	NAME/VENDOR	DESCRIPTION
10/14/2019	\$ 600.00		JOHNSON, HAROLD & GAYLE	MEMORIALS
10/28/2019	\$ 400.00		JOHNSON, HAROLD & GAYLE	MEMORIALS
11/25/2019	\$ 600.00		JOHNSON, HAROLD & GAYLE	MEMORIALS
11/26/2019		\$ 924.00	GREAT NORTHERN	WINTERIZE IRRIGATION SYSTEM
11/26/2019		\$ 79.60	MENARDS	DRIVEWAY MARKERS
11/26/2019		\$ 714.00	PREMIER TREE SERVICE	TREE TRIMMING
12/9/2019	\$ 400.00		JOHNSON, HAROLD & GAYLE	MEMORIALS
12/9/2019		\$ 534.63	DESIGNING NATURE INC	FALL CUT DOWN-10/23/19
12/9/2019		\$ 784.88	DESIGNING NATURE INC	FALL CUT DOWN-CLOCK TOWER
12/9/2019		\$ 1,442.45	GERTENS	HOLIDAY LED LIGHTS
12/18/2019		\$ 266.84	GERTENS	HOLIDAY LED LIGHTS
12/30/2019	\$ 700.00		JOHNSON, HAROLD & GAYLE	MEMORIALS
<b>TOTALS:</b>	<b>\$ 2,700.00</b>	<b>\$ 4,746.40</b>		

MINIDAZZLE  
DONATIONS & EXPENSES

**4th Quarter 2019**

DATE	DONATION	EXPENSE	NAME/VENDOR	DESCRIPTION
10/3/2019	\$ 100.00		MCGEE KUGLER FA	DONATION
10/14/2019	\$ 300.00		ROCHON CORP	DONATION
10/14/2019	\$ 100.00		BECKY MEIERHOFER	DONATION
10/22/2019	\$ 100.00		CITY COUNTRY INS	DONATION
10/22/2019	\$ 100.00		GET IT DONE FITNESS	DONATION
10/22/2019	\$ 50.00		FUTRELL FIRE	DONATION
10/24/2019	\$ 100.00		FORSBERG, STEVE	DONATION
10/24/2019	\$ 250.00		LCI LAWRINGER	DONATION
10/24/2019	\$ 75.00		OSSEO GUN CLUB	DONATION
10/24/2019	\$ 75.00		JODI BAGLIEN LLC	DONATION
10/28/2019	\$ 250.00		REALIFE CO-OP	DONATION
10/28/2019	\$ 500.00		AMERICAN LEGION	DONATION
10/28/2019	\$ 500.00		LYNDE ENTERPRISES	DONATION
11/20/2019		\$ 6.98	AMAZON	CABLE TIES FOR MINIDAZZLE
11/21/2019		\$ 199.99	MENARDS	MINIDAZZLE CHRISTMAS TREE
11/21/2019		\$ 115.93	FLEET FARM	CANDY CANES FOR MINIDAZZLE
11/24/2019		\$ 371.25	ECM PUBLISHING	MINIDAZZLE AD
11/25/2019	\$ 200.00		CORNELIUS INC	DONATION
11/25/2019	\$ 100.00		DICK'S BAR	DONATION
11/25/2019		\$ 410.11	4 ALL PROMOS	BAGS FOR MINIDAZZLE
11/25/2019		\$ 322.03	OTC BRANDS INC	GOOD BAGS FOR MINIDAZZLE
11/25/2019		\$ 70.00	HENNEPIN COUNTY	FOOD LICENSE/PERMIT
11/26/2019	\$ 150.00		MARMONLINK	DONATION
11/26/2019	\$ 100.00		EVANS NORBY FUN	DONATION
11/26/2019		\$ 225.39	PRIME ADVERTISING	WINTER NEWSLETTER
12/3/2019		\$ 8.60	DOLLAR TREE	TABLECOVERS FOR MINIDAZZLE
12/3/2019		\$ 73.05	COSTCO	CUPS,KETCHUP,MUSTARD FOR MINIDAZZLE
12/4/2019	\$ 500.00		WSB &ASSOCIATES	DONATION
12/5/2019		\$ 9.67	COSTCO	NAPKINS FOR MINIDAZZLE
12/5/2019		\$ 96.00	BROADWAY RENTAL	10GAL BEVERAGE VAT RENTAL FOR MINIDAZZLE
12/5/2019		\$ 77.00	DEAN'S SUPERMARKET	BUNS FOR MINIDAZZLE
12/6/2019		\$ 70.00	ENNINGA, LAURA	FACE PAINTING
12/6/2019		\$ 229.50	OSSEO MEAT MARKET	MINIDAZZLE HOTDOGS
12/9/2019		\$ 107.76	MARK SHULZ	MINIDAZZLE SPONSOR BANNERS REIMBURSE
	<b>\$ 3,550.00</b>	<b>\$ 2,393.26</b>		

MOVIES & MUSIC IN THE PARK  
DONATIONS & EXPENSES

4th Quarter 2019

DATE	DONATION	EXPENSE	NAME/VENDOR	DESCRIPTION
10/21/2019		\$ 463.00	SWANK MOTION PICTURES	HOCUS POCUS FOR 10/25/19 MOVIES IN THE PARK
<b>TOTALS:</b>	<b>\$ -</b>	<b>\$ 463.00</b>		

Lions Roar  
DONATIONS & EXPENSES  
4th Quarter 2019

DATE	DONATION	EXPENSE	NAME/VENDOR	DESCRIPTION
------	----------	---------	-------------	-------------

NO DONATIONS/EXPENSES IN 4Q19

<b>TOTALS:</b>	\$	-	\$	-
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NIGHT TO UNITE  
DONATIONS & EXPENSES

4th Quarter 2019

DATE	DONATION	EXPENSE	NAME/VENDOR	DESCRIPTION
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NO DONATIONS/EXPENSES IN 4Q19

<b>TOTALS:</b>	\$	-	\$	-
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**Osseo Maple Grove Hockey Association Gambling Report  
to  
City of Osseo**

1. Report for the month of Dec-19

2. Check as appropriate:

  x   pulltabs

  x   tipboards

3. Gross receipts 281,237

4. Expenses - total 277,415

Expenses itemized:

Compensation	7,435
Prizes	252,932
Pull tab games/taxes	4,006
Supplies/misc/payroll proc./storage	343
Combined receipts	11,843
Cash long/short	(19)
Rent	875

5. Profits 3,822

6. Distribution of profits (itemized)

Yellow Tree Theatre	1,500

Signed:

*Cory Cheatham*

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 Lions Club Gambling Report  
to  
City of Osseo

Report for the month/year of Dec-19

Check as appropriate:

XXXXXX paddle wheel  
XXXXXX pull tabs  
 \_\_\_\_\_ raffle  
 \_\_\_\_\_ other (specify) LG100A

Gross Receipts \$ 455,640.06 LG100A-10A  
 Prizes Paid 394,415.65 LG100A-10B  
 Net Receipts \$ 61,224.41 LG100A-10C  
 Expenses - Total 30,147.61 Total Itemized

Expenses itemized:

Pulltabs	2,328.61
Compensation	7,131.71
Accounting Services	5,047.95
Rent	5,204.14
Electronic pull-tab provider fees	8,968.96
Electronic linked bingo provider fees	293.04
Supplies Bank charges etc	821.58
Cash Short/Over	351.62
Profits \$ 31,076.80 G1A Line 24	30,147.61

Lawful Purpose Expenditures

Minnesota Revenue-Wagering Tax	\$ 20,230.00
TreeHouse	1,000.00
Magnus Veterans Foundation	500.00
Project New Hope	1,000.00
MN Lions Diabetes Foundation	1,000.00
Youth Exchange	1,000.00
Can-Do K-9's	1,000.00
Lynde's - Lunch w/Santa	907.64
Darwin Beekman-Olivia Beekman Medical Expenses	2,000.00
Maple Grove Boys LaCrosse	500.00
Intermediate District #287	500.00
OSD #279-Osseo Area Learning Center	1,000.00
MN Lions Vision Foundation/Children's Eye Clinic	1,000.00
MDSM Lions Kidsight Foundation	1,000.00
MN Gambling Board - License	600.00
Total Contributions	\$ 33,237.64

Signed

Attach additional information if necessary.

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



## City of Osseo City Council Meeting Item

---

**Agenda Item:** Approve Amended Contract with Business Watch International for Pawn Transactions

**Meeting Date:** January 27, 2020

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

**Attachments:** Amended Contract with BWI

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**Policy Consideration:**

Consider approving the amended contract with BWI for pawn transactions.

**Background:**

At the January 13 meeting, the Council approved a contract with Business Watch International (BWI) for pawn transactions. After the meeting when Staff was preparing the contract for signatures, it was noted that the original contract stated the term of the contract was for five (5) years. However, the date range included in the contract showed a total of six (6) years (January 1, 2020 to December 31, 2025). Because of this confusion, Staff would like have the Council approved the attached amended contract which shows the official term for the stated five (5) years (February 1, 2020 to February 1, 2025).

**Previous Action or Discussion:**

The Council previously approved a version of this contract at the January 13, 2020 Council meeting.

**Options:**

The City Council may choose to:

1. Approve the amended contract with BWI for pawn transactions;
2. Deny approval of the contact;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve the amended contract with BWI for pawn transactions.

**Next Step:**

Staff will complete the amended contact with signatures.

# 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 February 1<sup>st</sup>, 2020 to February 1<sup>st</sup>, 2025 (the "Term"). This Agreement may be cancelled by OPD, if all the dealers in Osseo cease to exist and the service is no longer needed, by giving BWI sixty (60) days' notice, in writing, of its intent to cancel the Agreement. Should termination be accomplished in accordance with this Section, a settlement shall be negotiated by the Parties based on items delivered, services provided, monies paid and monies due.

**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

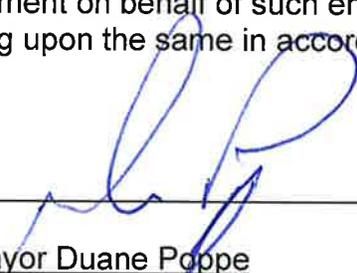
#### **15. Miscellaneous**

- 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: 1-22-20

  
\_\_\_\_\_(Signature)  
City Clerk LeAnn Larson

Date: 1/22/2020

**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

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**Agenda Item:** Receive Water Tower Conditions Assessment

**Meeting Date:** January 27, 2020

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

**Attachments:** Conditions Assessment

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**Policy Consideration:**

Receive the completed Conditions Assessment for the 1915 Osseo Water Tower.

**Previous Action or Discussion:**

The City Council accepted a grant from the Minnesota Historical Society for completion of a Conditions Assessment on January 14, 2019. The City Council selected MacDonald and Mack architects to complete the Conditions Assessment on January 28, 2019.

The Osseo Heritage Preservation Commission reviewed the Conditions Assessment at their January 22, 2020 meeting.

**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. Receive the Water Tower Conditions Assessment;
2. Table action on this item for more information

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Receive the Water Tower Conditions Assessment.

**Next Steps:**

Staff from MacDonald and Mack Architects will be available to attend a future City Council work session to discuss the report.



# CONDITIONS ASSESSMENT FOR THE OSSEO WATER TOWER

415 CENTRAL AVENUE  
OSSEO, MINNESOTA 55369

REPORT SUBMITTED JANUARY 10, 2020

PREPARED BY

**MACDONALD & MACK**  
ARCHITECTS  
with Mattson Macdonald Young Engineers

FUNDED BY





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# INTRODUCTION

## LOCATION

Osseo Water Tower  
415 Central Avenue  
Osseo, Minnesota 55369

## STUDY SUMMARY

This study was commissioned by the City of Osseo, Minnesota and funded by a Minnesota Historical and Cultural Heritage Grant. The City wishes to preserve the Osseo Water Tower as a historic object, as it not only represents Osseo, but also represents the City's development and prosperity in the years following its construction in 1915. It is listed in the National Register of Historic Places as representative of the hemispherical bottom type of water tower that "exemplifies the evolution of water supply systems during the period from the 1890s to about 1940<sup>1</sup>."

The primary purpose of this report is four-fold:

- First, to provide a brief historic overview of the structure and its alterations.
- Second, to provide preservation guidelines based on the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Third, to document the current condition of the water tower through pictures, drawings, and text.
- Fourth, to make treatment recommendations for preservation of the tower and provide cost estimates and phasing recommendations for this work.

## METHODOLOGY

Field survey investigations were conducted during the summer and fall of 2019 in order to record and analyze the physical condition of the tower and to determine possible treatment options. Site work included conditions observations, photographs, and verifying accuracy of existing drawings. All investigations were non-invasive.



*Photograph taken by the southeast leg of the tower.*



*Photograph of the hemispherical bottom, taken from the ground near the standpipe.*

<sup>1</sup> National Register of Historic Places, Osseo Water Tower, Osseo, Hennepin, Minnesota, National Register # 100001023.



Osseo Water Tower tank,  
photograph looking northeast.

## PROJECT PARTICIPANTS

MacDonald and Mack Architects led the project. Todd Grover served as Principal-in-Charge. Staff member Sarah Lembke had a major role in on-site investigations and took part in building analysis and report writing.

MacDonald and Mack Architects was assisted by structural engineer Kenneth Green of Mattson Macdonald Young Structural Engineers.

## ACKNOWLEDGMENTS

The authors wish to thank the following individuals who were generous with their time and knowledge and assisted in this Conditions Assessment.

Nancy Abts, Osseo City Planner  
Nick Waldbillig, Osseo Public Works Director

The authors would also like to thank the Minnesota Historical and Cultural Heritage Grants Office for funding and the expertise they contributed in review of this project

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## HISTORIC OVERVIEW

The history of the Osseo Water Tower is well-represented through previous studies done on the structure, as well as its National Register Nomination. Therefore, for this report, the following is an overview of the historical context and developmental history to aid the City of Osseo in making decisions regarding its preservation. Information in the historical context below is summarized from the National Register Nomination, included in Appendix A.

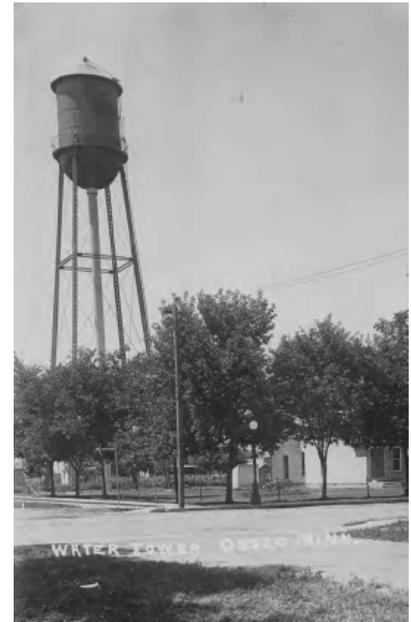
### HISTORICAL CONTEXT

The City of Osseo is recognized historically as a center for potato farming in the state of Minnesota. The Great Northern Railroad contributed to its success, as it allowed for large amounts of the product to be transported frequently. In 1914, it was reported that the average potato export per day during the Spring was 150 train carloads.

A starch factory was also located in Osseo. This gave farmers a leg up on the competing towns, especially in years with good harvests, when refineries in Minneapolis offered lower prices due to abundance. In large part due to the success of the potato industry, the town experienced great growth in the early 1900s. In 1900 the population was recorded at 346, and by 1910 it had risen to 390.

Although this growth caused the village council to discuss the establishment of a water works system periodically, it was the Osseo Commercial Club that turned the discussion to action by focusing on the town's potential for continued growth and monetary benefits. They highlighted that establishment of water works would provide a huge savings in fire insurance – about \$3,750 annually in 1914 rates – and that the cost of fire protection was prohibitive to further development. In 1915 a special election allocated \$14,000 for the construction of the water works plant, and the hemispherical-bottomed tower was constructed that year.

In 1920 the population of Osseo was 433, and by 1960, the population had grown to 2,104. In 1962, a second water tower (double-ellipsoidal in form) was constructed in anticipation of more growth. The population topped out at 2,974 in 1980.



*Historic photograph C. 1916, from AKAY Consulting Postcard Collection.*

## SUMMARY OF SIGNIFICANCE



*Tower, looking south.*

The Osseo Water Tower was listed on the National Register of Historic Places due to its local significance in association with the history of community planning and development in Osseo. It has been said that the growth of the community would not have been possible if the water service had not been established.

The water tower is also significant due to its engineering, as it is an excellent example of the hemispherical bottom type of water tower. Hemispherical bottom tanks typically held between 50,000 and 100,000 gallons of water, which made it common for smaller communities. These towers were typically constructed of riveted steel and had conical roofs. Although this type of water tower was fairly common between the 1890s and 1940, it is quickly becoming scarce in Minnesota, as many have been demolished in favor of water towers with greater tank capacities. The structure's period of significance goes from 1915 when it was built through 1962 when another water tower was constructed for the City of Osseo to keep up for the growing demand on the water service.

## TIMELINE OF WORK AND PREVIOUS STUDIES

Since its construction in 1915, there have been few modifications to the historic water tower, and it has excellent historic integrity. The following is a chronological listing of dates relating to the structure.

1915	Minneapolis Steel & Machinery Co. constructed the tower.
1962	A second water tower was constructed in the City of Osseo to supplement the service provided by the hemispherical-bottomed tank.
1983	Roof hatch put in place. Electrical wire protectors were removed.
1983 – May 1984	Painting project that included cleaning, painting the entire tower tank and supports, and re-lettering the water tower.
September 1998	Osseo City Council awarded Kangas Tank the bid for repainting the entire exterior of the tank. Work likely took place in 1999.
2003	Water tower was decommissioned. The interior of the tank was inspected. Major findings of this report included 15 gallons of heavy sediment in the bottom of the tank and evidence of birds and nesting material in the vent/finial at the top of the tank. Existing clean out plugs were stuck and one of them had to be broken to do the inspection. A new one was installed at the commencement of its cleaning.
2013	A conditions assessment was completed by KLM Engineering which provided recommendations for stabilizing the Water Tower. The report verified that lead-based paint was used on the exterior of the tank and recommended removal of the paint within 3 years. It also recommended improving the access to the roof and interior of the tank. Minor modifications to the shell and roof ladders were carried out during this project.
2017	The Osseo Water Tower was listed in the National Register of Historic Places.



*Historic photograph from The Osseo Review December 15, 1915.*



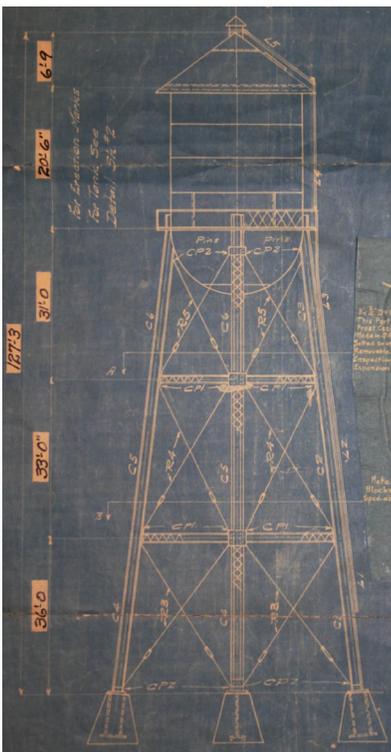
*National Register of Historic Places plaque on the northeast leg of the tower.*

## TREATMENT PHILOSOPHY

The Secretary of the Interior has four treatments that apply to changes made to historic buildings and structures. These treatments include Preservation, Restoration, Rehabilitation, and Reconstruction. Considering its maintenance, the previous alterations made, level of repairs required, and future plans for the structure, we recommend that the structure be treated following the Standards for Preservation.

The City of Osseo plans to maintain the structure as a historical object indefinitely. The original features of the structure have been retained over the years, and any modifications will be limited to work that must be done to ensure that the structure can be maintained safely.

## STANDARDS FOR PRESERVATION



Original drawing from tank construction in 1915.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

## CHARACTER-DEFINING FEATURES

Defining the significant features is a vital step in determining appropriate treatments for the structure that follow the Secretary of the Interior's Standards for Preservation. The overall visual character, as well as the details and craftsmanship that embody the structure are discussed below.

### TANK

The tank is a cylinder with a hemispherical bottom. The overall shape of the tank is a major character-defining feature.

The rivets and detailing of the tank are also important to its character. Its body is comprised of individual sheets of steel that are riveted together at the seams, the horizontal sheets are riveted in a continuous line around the entire circumference of the tank, and the vertical seams of each subsequent row of sheets are off-set from those below. The hemispherical portion of the tank has one circular ring of rivets at the bottom near the riser pipe, and then many wedge-shaped portions are riveted vertically to connect to the edge of the cylinder.

The black letters "OSSEO" painted on two sides of the tank and the silver coating on the entire tower also contributes to its overall character. The National Register Nomination states that hemispherical-bottom water towers typically were painted silver on the tank and structure, had black lettering, and a red roof.

The standpipe, or riser pipe shaft, is also a character-defining feature, as it was necessary for its historic function of transporting water into and out of the tank. It extends from the ground to the middle of the hemispherical bottom. The shaft consists of an intake pipe, an outake pipe, and an overflow pipe which are embedded in concrete and sheathed in galvanized sheet metal.

### ROOF

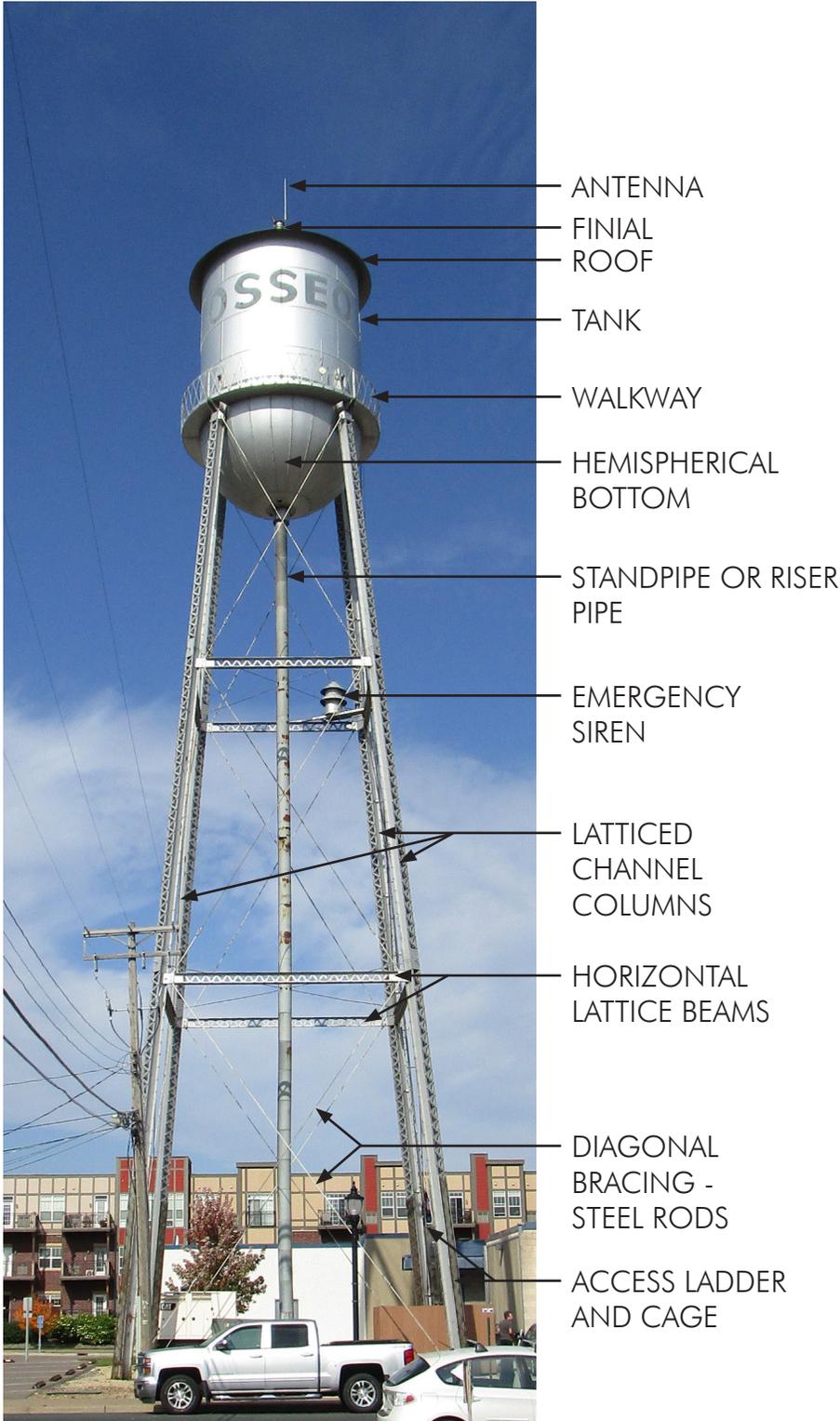
The steel conical roof completes the overall shape of the tank. According to the drawings, the roof has a slope of about nine inches rise per foot of length, which is roughly a 36.87 percent slope. The edge of the roof overhangs the vertical sides of the tank by about one and a half feet. There are rivets that hold all of the pieces of steel together and that connect the roof to the tank. The finial at the top of the roof is also a character-defining feature. The finial was a vital portion of the tower when it was in service, as it was a vent for the tank. There is a steel ladder that extends up from the main ladder all the way to the roof. There is also a single manway, on the roof. A manway is a roof hatch that can be used to access the interior of the tank.



View of the cage ladder on the northeast leg of the tower and the hemispherical tank bottom.



Original drawing from tank construction in 1915.



Osseo Water Tower, photograph facing north.

## STRUCTURE

The structural members are important character-defining features of the tower. The structure is comprised of a four-column, lattice-channel system that is riveted to the sides of the tank just above its hemispherical bottom. There are also four horizontal steel beams that run between the columns on two levels. Due to the splayed positioning of the columns, the uppermost beams are smaller than the bottom set. There are cables that run from the columns to the standpipe. There are also horizontal cables that run diagonally between the columns that create an “X” shape for additional stability. The exposed members are painted silver, like the body of the tank.

## ACCESS SYSTEMS

The permanent access systems are also character-defining features of the tower. There is a steel ladder on the northeast column of the tower that runs from the ground all the way up to the roof. It is connected to the structure by steel straps that are bolted to the channels of the column. The ladder is surrounded by a cage made of hoops of steel. The cage does not appear in the historic photographs, and we do not know if it existed during the Period of Significance.

There is also a circular walkway around the tank that is connected to the tower at the junction between the hemispherical bottom and the cylindrical portion of the tank. It has a railing that curves all the way around the walk. There are strips of steel that are attached to the rail in a lattice pattern to make up the guards. This was present during the Period of Significance.



*Photograph of the north side of the tower, showing the painted letters and ladder cage.*

## CONDITIONS AND RECOMMENDATIONS

### TANK



Flaking paint on the "O" on the north side of the tower.



Paint damage on the tank exterior.



Photograph of riser shaft showing the corroded steel and the insufficient joint between the shaft and the tank.

Since the water tower is no longer in use and the tank was inspected in 2013, we did not conduct an inspection of the interior. The 2013 report noted that the coating on the interior of the tank was in fair condition on the bottom and is delaminating at the top/roof portion. It also noted that the interior wet coating is likely lead-based paint.

*As the 2013 report recommends, the interior does not need to be recoated if the structure is to remain out of service. However, if the city decides to recoat the interior in the future, we recommend that a sample be tested at that time to determine if the coating contains lead.*

The exterior of the tank appears to be in good condition, but there are a few minor condition issues. The paint is flaking in areas. The damage to the coating is most prevalent on the hemispherical bottom at the seams and on the rivets. The paint damage on the cylindrical portion of the tank is mostly on the black letters. In addition to the paint condition, the surface of the steel itself is damaged in some areas. There are little divots and dents, which are likely a result of improper paint removal techniques.

*We recommend the coating be removed from the tank using the gentlest means possible and that it be repainted. Paint removal from a structure such as this is very difficult. Access can be a problem because the structure is so far off the ground. There are also many seams, rivets, and semi-concealed places that make using a typical chemical paint stripper impossible for some portions of the structure. Lead safe procedures also need to be followed for the paint removal, as tests in 2013 confirmed that the exterior paint contains lead.*

*For these reasons, feasibility of different options for paint removal and painting preparation will need to be considered. Some methods of paint removal are wire brushing, walnut shell blasting, soda blasting, bead blasting, and sand blasting. Some sort of abrasive blasting is likely the only feasible way to remove paint and properly prepare the existing structure for repainting. However, since abrasive paint removal techniques have caused damage to the steel surface of the tank in the past, we recommend a test paint removal be conducted during the construction document phase of the project. This may include consulting with a contractor who has experience with rehabilitation of historic steel. Following this process, the feasibility of different types of removal can be explored and understood while developing the construction documents for the preservation project. The contractor will also be able to assist with*

cost estimating, as various methods will have different cost implications, and it would be advantageous to get a more detailed cost estimate so the City can properly budget for the preservation work. The goal is to choose a removal method that most effectively prepares the structure for repainting, while not causing damage to the steel. During construction, the method of removal and process will need to be well-controlled, meet lead-safe standards which require tenting the structure, and a removal mockup must be approved by a historical architect at that time.

After the paint is removed and all debris and loose rust is removed from the structure, we recommend it be repainted with a high-performance coating, such as is manufactured by the Tnemec Company or PPG. We recommend that the tank have a zinc/epoxy/urethane system that is specifically rated for use on steel water tanks. The high-performance system must be compatible with both the steel substrate and its various primer, layers, and top-coat.

The original paint scheme is hard to determine from the black and white historic photographs from 1915 and 1916. The earliest written documentation of the paint scheme and letters is from a painting project completed in 1983. Although there is a lack of evidence for the paint scheme during the Period of Significance, the National Register Nomination states, "Most water towers of the period sported a silver tower and tank, black lettering, and a red roof." Therefore unless contradictory evidence is found, we recommend replicating the existing paint colors and letter configuration. The tank, roof, and structure should be silver, and the letters should remain black. The existing configuration of the letters should be replicated.

The connection between the tank and the riser shaft has not withstood the amount of movement caused by wind. This has caused the riser to tilt. In addition, most of the sheet metal panels have corroded and the concrete is visible through some of the holes. Several of the panels are also dented.

The connection detail between the pipe and the expansion joint cover needs to be redesigned to withstand the dynamic movement of the tank. The damage to the sheet metal is likely due to water infiltration through the top of the shaft. See the structural section of this report for more information about a new structural joint. In addition to a new expansion joint and cover at the top of the shaft, we recommend that the sheet metal panels that have holes or dents be replaced with new galvanized steel. We recommend that the overlapped joints of the steel riser sheets be properly sealed so that wind-driven rain cannot enter the seams between the steel sheets.



Expansion joint between the riser and the tank.



Historic photograph from The Osseo Review December 15, 1915.



Historic photograph C. 1916, from AKAY Consulting Postcard Collection.



Erosion at southeast concrete footing and corrosion at steel.



Corrosion and vegetation growth at base of southwest tower leg.



Corrosion at mesh on southwest leg of tower.

## ROOF

Due to safety concerns, we were not able to access the roof for this report. See the section “Access Systems” for conditions and recommendations. The 2013 report noted several holes in the metal roof near the finial at the apex of the roof. They recommended welding plates over the holes. They also recommended removing the existing paint and repainting the entire roof.

We do not know if the holes were all patched or if there are any new holes in the roof. The roof has not been repainted.

*We recommend that the roof be inspected before the development of construction documents and any holes that were not previously patched be covered with sheet metal welded in place. We recommend that the roof be recoated with the same high-performance coating system that is used for the rest of the structure. Paint removal strategies will need to follow lead safe abatement practices and follow all applicable State and Federal regulations.*

The 2013 report recommended replacing the finial with a new 24-diameter mushroom vent to “improve ventilation, provide access to the tank interior during reconditioning, and aid in compliance with OSHA Confined Space Entry requirements.” We do not know if this vent was replaced.

*We recommend that the vent be inspected when the structure is recoated. If the vent has not been replaced, and work is necessary, then we recommend that this work be done concurrent with the painting project. If its condition requires it to be replaced, we recommend that the new vent be carefully designed to balance ventilation requirements and form to adhere to the Secretary of the Interior’s Standards for Preservation.*

There is a communications antenna attached to the finial at the top of the tower. We do not know if the antenna is active.

*We recommend finding out if the antenna is active. If it is not, we recommend it be removed from the finial, as it is not part of the original structure.*

## STRUCTURE

The last documented painting project that included the structural members was completed in 1984. The paint on the steel lattice legs

and horizontal members is chipping. The steel is corroding in the areas where it is exposed to the elements.

*We recommend that all paint be removed, and the entire structure be repainted using the guidelines discussed in this report for the tank. Please see the recommendations about paint removal and recoating in that section.*

Some of the cotter pins are damaged or missing from the pinned connections of the cross rods.

*We recommend that new cotter pins be installed in these locations. Please see the structural section of this report for more details on the cotter pins and for the full structural conditions assessment and recommendations.*

The foundation of the water tower is concrete. There is some damage to the exposed portions of the concrete, especially at the northwest leg of the tower. The top of the concrete on the interior of this support is also spalling off. All of the steel legs have some corrosion at their bases near the concrete.

*The damage to the concrete appears to be from salt from the adjacent driveway. Although some salt exposure may be unavoidable, we recommend that snow not be piled up on the gravel underneath the tower. Please see the Structural Report for more information about the foundation.*

## ACCESS SYSTEMS

There are several safety and logistical issues with the access systems for the tank. The tower must be accessed on a routine basis to replace a light bulb at the top of the tower and carry out other maintenance. The main ladder up the side of the roof is in decent condition, but there are a few issues. The paint is flaking off the ladder. The treads also have poor traction. Some of the metal hoops and connection pieces on the cage are slightly bent and the paint is peeling off.

*We recommend that a safety consultant be engaged in the design process for the repainting and structural repair work to determine what additional safety measures may need to be permanently implemented for routine maintenance done on the tower.*

*If the safety consultant determines the ladder and cage should remain, we recommend that they be painted when the rest of the water tower is painted. We also recommend that an anti-slip tape or other skid-resistant*



Peeling paint on southwest tower leg.



Peeling paint on structure, photograph facing south.



Bottom of ladder cage at northeast leg of tower.



Ladder and cage at northeast leg of the tower.

material be applied to the tops of the ladder rungs to increase traction and reduce the potential for falls during wind, rain, and other inclement weather.

The section of the ladder from the ground to the walkway has a ladder safety system consisting of a cable that runs the length of the ladder vertically. This system requires a harness with a front “D-ring” and a cable grabber. The cable grabber must be unpinned and repined at each cable support.

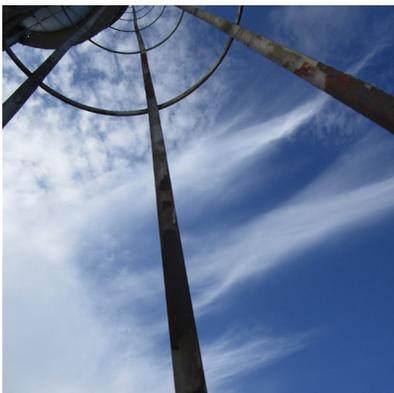
If the ladder is to remain, this system is acceptable if the proper equipment is used. A harness with only a back “D-ring” should not be used, as the tie-off mechanism in this configuration would create a trip hazard. In addition, we recommend that an additional tie-off be used when the cable grabber is unpinned. At each cable support, a rebar hook should be tied to a ladder rung before the grabber is unpinned and removed after the grabber is in place and before the climber continues their ascent or descent.



Photograph looking up from the inside of the ladder cage.

When stepping from the ladder onto the walkway, you must swing your legs over the existing railing. This is hard to do and unnecessarily dangerous.

We also recommend that a section of the railing be modified to facilitate an easier transition from the ladder to the walkway. This can be accomplished by creating an opening in the railing or gate so that you can simply step onto the walkway instead of swinging up and around it. This must be done in a way that is sympathetic to the existing railing configuration.



Peeling paint and exposed steel on the ladder cage.

Once on the walkway, a rope must be used to tie off. This limits the ability to move all the way around the walkway without getting tangled. The walkway railing is also not tall enough. According to the 2013 report, the railing also does not meet structural loading requirements.

We recommend that a safety consultant be engaged in assessing the guardrail and walkway for safety during the painting and structural upgrades project. We recommend that a permanent cable be installed around the circumference of the walkway so that maintenance personnel can continuously tie-off. It is possible that a safety consultant would determine that improving the walkway tie-offs would allow the existing guardrail to remain unaltered. If the guardrail still needs to be upgraded, supplemental supports could be added behind the existing guardrail and a top rail could be added at the OSHA-compliant height. The existing guardrail could then be left in place. All additions should be designed

*to have as minimal of an impact as possible on the overall appearance of the tower.*

The ladder section from the walkway to the roof does not have a cable. This means that anyone on this ladder would have to unclip and clip to different rungs of the ladder as they are going up. Although there is a cage on this ladder, a cage is no longer fulfills OSHA requirements, and a cable system for continuous tie-offs is required.

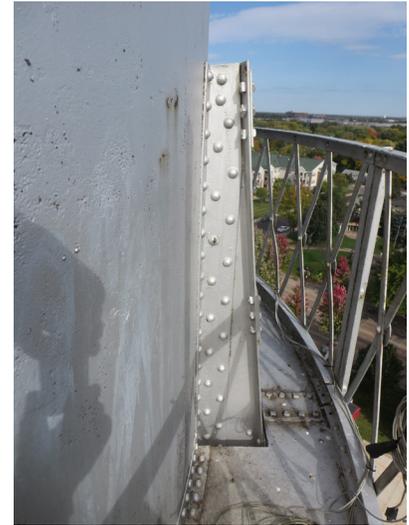
*We recommend that a safety consultant be engaged in the design process for the repainting and structural repair work to determine what additional safety measures may need to be permanently implemented for routine maintenance done on the tower.*

The 2013 report recommended that an OSHA-compliant handrail be installed around the entire roof edge. It also recommends that a swinging gate be installed at the top of the shell ladder per OSHA requirements.

*Although it would be ideal to have a railing installed all the way around the roof for safety reasons on an in-service water tower, we do not recommend one be installed on this water tower. A permanent guardrail would significantly impact the historic character of the water tower, as no railing ever existed at the roof. Since the water tower has been decommissioned, maintenance inspections are not required to be performed frequently enough to warrant installing a guardrail at the roof edge. When there are inspections, temporary measures may be taken to ensure safety on the roof.*

The 2013 report also recommended that an additional manway be installed to access the tank interior. A manway is a roof hatch that allows workers to crawl into the interior of the tank. To our knowledge, an additional manway has not been installed.

*For safety reasons, there should be at least two manways, so no one gets stuck inside when inspecting or doing work on the interior, and so adequate ventilation can be provided during work. We recommend that a new manway be installed while the tower is being painted. A new manway would necessitate that a small roof hatch be cut into the existing metal roof. The manway itself would not be seen from the ground. Guards are recommended around the manway and should be designed to have a minimal effect on the historic fabric and overall appearance. We recommend the guards be painted to visually blend with the rest of the structure.*



*Riveted connection of tower leg to the tank.*



*Photograph showing balcony walkway cut out at leg and the guardrail.*



Close up view of emergency siren at northeast corner of the water tower.



Photograph looking up at the emergency siren and its platform from the ground.

There are various security measures installed on the water tower. There are wire mesh sheets over the bottom of the lattice legs to prevent someone from climbing them. There is also a locked gate at the bottom of the main ladder and there is wire mesh around the cage at the bottom. The wire mesh on the legs and at the ladder is corroding and bent. In the 2013 report, it was suggested that a roof hatch lock be installed.

*We recommend that these security measures be left in place. We recommend the wire mesh be replaced with new wire mesh in a metal that is compatible with the steel legs. The pattern should match the diamond pattern of the existing mesh, as this is visually compatible with the structure.*

## EMERGENCY SIREN

There is an emergency siren installed on the northeast corner of the water tower on a platform that rests on two of the upper lateral support beams. The siren sounds daily at noon and 6:00 pm. It was purchased by the city for the fire department in 1921. Osseo's Centennial Booklet published in 1975 states (page 73) that a siren was installed in the "back of the store buildings between 2nd and 3rd streets, later moved to the water tower." There is no documentation that tells us exactly when the siren was moved, however, it could have been located on the tower before 1955. The sounding of the siren, or "whistle" has nostalgic value for the community.

The platform is painted wood on metal channels. The wood is rotting and has some green algae growth. The siren itself is painted metal. The paint is flaking off it. There is also some debris in and around the siren and its platform. The cords from the siren run down the inside of the northeast support leg.

*We recommend leaving the siren in its location as it has served its purpose on the tower for at least 45 years and likely more. The wood will continue to rot if left in place. We recommend that the siren platform be removed and a new metal platform be installed during the painting project. The metal to remain should be painted. We also recommend that the debris be cleaned off the siren.*



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October 22, 2019

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**RE: Osseo Historic Water Tower  
Osseo, MN  
MMY Project No.: 19002.00**

Dear Todd:

We were contacted to review the existing conditions of the Water Tower located in Osseo, MN. Mattson Macdonald Young visited the site on October 2, 2019 and October 9, 2019 to review the existing conditions specific to the structural performance of the structure. This was done as a cursory visual observation of the water tower to form an opinion of the structural condition and to identify areas of damage, deterioration or deficiency. The following is a summary of our observations and opinions:

### **Purpose and Scope**

It is our understanding that the owner desires to obtain a Condition Assessment Report for the Historic Water Tower, located at 25 4<sup>th</sup> Street NW, in Osseo, MN. This report is intended to become a part of that larger report and is concerned with the building structural framing and foundations. Attention is focused on any damage, deficiencies or deterioration observed with recommendations for necessary repairs or enhancements.

This report concerns only the structural frame and elements that are an integral part of the load resisting system for the structure. It is our understanding that other qualified professionals have been retained to observe and report on the building architectural elements, historic interpretation, egress and life safety compliance.

Observations that were performed are considered a cursory "walk-through" of the building. Select measurements of existing framing were made to aid in our analysis. Structural analysis and calculations were performed for the determining the adequacy of the existing framing and foundations with the water tower tank emptied. This is not intended to be a complete analysis of all framing members or address filling the tank.

### **Qualifications of the Personnel**

Kenneth J Green P.E. is the author of this report, the lead investigator and the Structural Engineer of Record (SER). Ken has over 30 years of experience in the field of structural engineering and has performed condition reviews of numerous buildings and structures similar to the subject building.

### Methods of Investigation

The method of investigation was by casual observation and was limited to those structural elements that were exposed to view and accessible. No attempt was made to perform an exhaustive investigation of all structural elements.

Copies of some of the original construction documents were made available for our use, which included a portion of the structural framing.

### Description of Structure

The water tower was constructed in 1915 and is a hemispherical-bottom water tower, approximately 127' tall. The cylindrical tank and bottom are riveted steel plates varying in thickness from 1/4" to 5/16". The roof is made of riveted 12 gage steel plates. The tank is supported on four latticed channel columns, with two levels of horizontal lattice beams and vertical square bar bracing. There are also horizontal rods that brace the standpipe but are not likely considered part of the tower support structure.

The tank has a balcony walkway that allows for access around the base of the tank and is made of steel plates and channels. The railing of the balcony is a lattice work of steel plates supporting a steel angle as the top rail.

The foundation is cast concrete footings. Based on the provided drawings and a newspaper article that provides some description, the foundations are presumed to be truncated square pyramid shapes, 7' deep with a maximum footprint of 8' square, tapering to 3' square at grade level.

### Observations

The tower framing was observed from the ground and from the access ladder that is connected to the northeastern column. The tank was observed from the ladder and the walkway. The roof and interior of the tank was not accessed.

In general, the water tower was found to be in good condition given the age of the structure. Specific areas of observed deterioration or damage are addressed below:

1. Tower Framework
  - a. Lattice Columns: The lattice columns are made of two 12" deep steel channel and 2-1/2" wide steel lattice plates, riveted into a box shape. The columns have some deterioration evident at the base of the columns.
  - b. Diagonal Bracing: There are three levels of diagonal bracing on the tower. The bracing is steel square rods with turnbuckles and steel pins. The large diameter pins go through a pair of plates and are intended to be kept in place by cotter pins. A number of cotter pins are missing or broken. There is also deterioration of the paint and some more pronounced rust evident.
  - c. Horizontal beams: The horizontal beams are lattice work beams consisting of two pairs of steel angles and lattice plates. The ends have solid plates for making the connection to the columns and to connect the diagonal bracing. There is some deterioration of the paint but does not appear to have surface corrosion at this time.
2. Tank and Balcony Walkway
  - a. Tank: The tank is made of riveted steel plates. There are no observable structural issues with the tank. There are a number of locations of peeling paint and surface rust. There are also locations where pitting of the plate was observed.
  - b. Walkway: The walkway consists of riveted plates and edge channels. The walkway has some surface rust with some minimal section loss evident.
3. Foundations
  - a. The majority of the foundations are obscured by the surface rock and soil. The concrete of the foundation at the southern two columns is partially exposed. The exposed foundations have some deterioration evident in rounded edges and some material loss.

## Opinions and Recommendations

In general, the structure is in overall good condition given its age. The framework is intact and performing adequately. There are isolated areas of damage or deterioration in the building that should be addressed. Calculations that were performed to determine general adequacy of the structure were performed.

### Tower Framework

The tower framework is in overall good condition. There are locations of surface rust and a few locations where deterioration has reduced the section. The rust at the base of the columns will require additional maintenance and is likely partially due to the use of deicing salt on the nearby surfaces. Removal and repainting with removal of the surface rust is recommended.

The missing or broken cotter pins at the diagonal bracing need to be replaced. The concern is that the steel pins holding the diagonal braces may come loose during a wind event, when the diagonals are tensioned and relaxed. This could lead to a catastrophic failure of the tower.

### Tank and Balcony Walkway

The tank and balcony are structurally adequate. The surfaces will require repainting.

### Foundations

The deterioration at the edges of the exposed concrete foundations is of some concern. The spalling of the corners is likely due to some deicing salts attacking the concrete.

The tank is essentially empty of any water and is intended to be kept in this condition. The tower was analyzed for the empty tank with wind loading as determined by ASCE 7. The tower framework is structurally adequate. The foundations appear undersized for the worst case wind loading, with an empty tank. This condition occurs only during a quartering wind – wind that would be coming in line with diagonal columns (i.e., from the northwest). This loading is unlikely to have been considered when the tank was designed. The wind load on the tank and tower would cause tension on the column, lifting on the foundation. The weight of the foundation, with a small portion of soil, is the restraining force. In this condition, the uplift force is approximately 40% greater than the restraining force.

*[Note: the wind loading criteria is open to some interpretation. It has been considered as a Risk Category II structure, which is similar to typical buildings. Risk Category I is typically used for agricultural buildings where there is low risk of loss of human life. Risk Category II and IV are for larger structures and places of gathering, as well as essential facilities, such as Fire Stations. Given the location relative to the Fire Station, an argument could be made to increase the Risk Category to IV, this would increase the wind load, making the foundations further overloaded. The other item that could be considered is the Exposure Category which refers to the near ground level surface conditions. Exposure B is for typical urban and suburban locations where there are buildings and structures approximately 30' in height within a horizontal range of the tower. Exposure C is more rural where there are open areas, such as fields or smaller lakes. To the northeast and southwest, there are flat open areas that would be considered Exposure C, which has a higher wind force than Exposure B. Exposure C was considered for the analysis.]*

**Limiting Conditions**

The opinions and recommendations contained in this report are based on a cursory observation of the building. No attempt was made to perform an exhaustive investigation of all conditions and building elements. It is possible that conditions exist that cannot be discovered or judged as a result of this limited nature of investigation. The work provided in the preparation of the report concerns the structural system only.

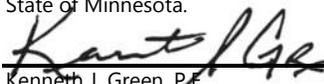
Please contact me at 612-827-7825 or [keng@mattsonmacdonald.com](mailto:keng@mattsonmacdonald.com) with any questions regarding this.

Sincerely,

MATTSON MACDONALD YOUNG, INC.

  
Kenneth J. Green, P.E.  
Mattson Macdonald Young Inc.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

  
Kenneth J. Green, P.E.

Date: 10/22/2019 MN Reg. No. 26449

**PHOTOS**



*Photo 1 - Water Tower Overall, facing south*



*Photo 2 - Northeastern column base*



*Photo 3- Southeastern column base*



*Photo 4 - Northwestern column base*



*Photo 5 - Southwestern column base*



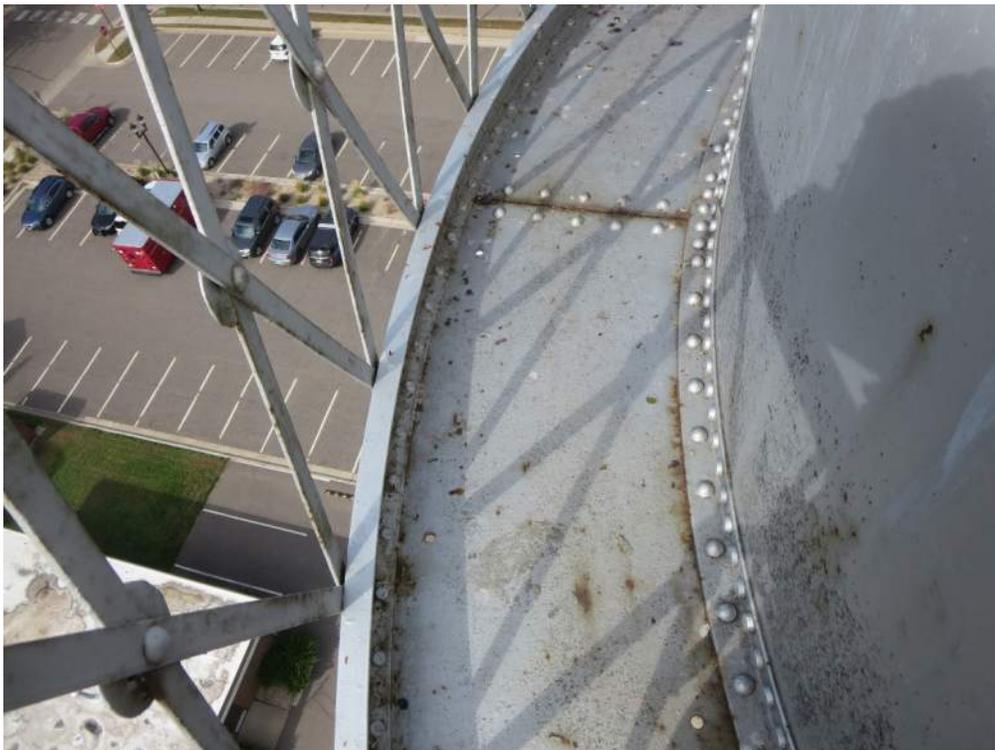
*Photo 6 - Horizontal beam - note top cotter pin broken at top, bottom cotter pin missing*



*Photo 7 - Horizontal beam - note: cotter pins intact*



*Photo 8 - Looking down at bracing - note rust and deteriorated paint*



*Photo 9 - Walkway around tank - note surface rust*



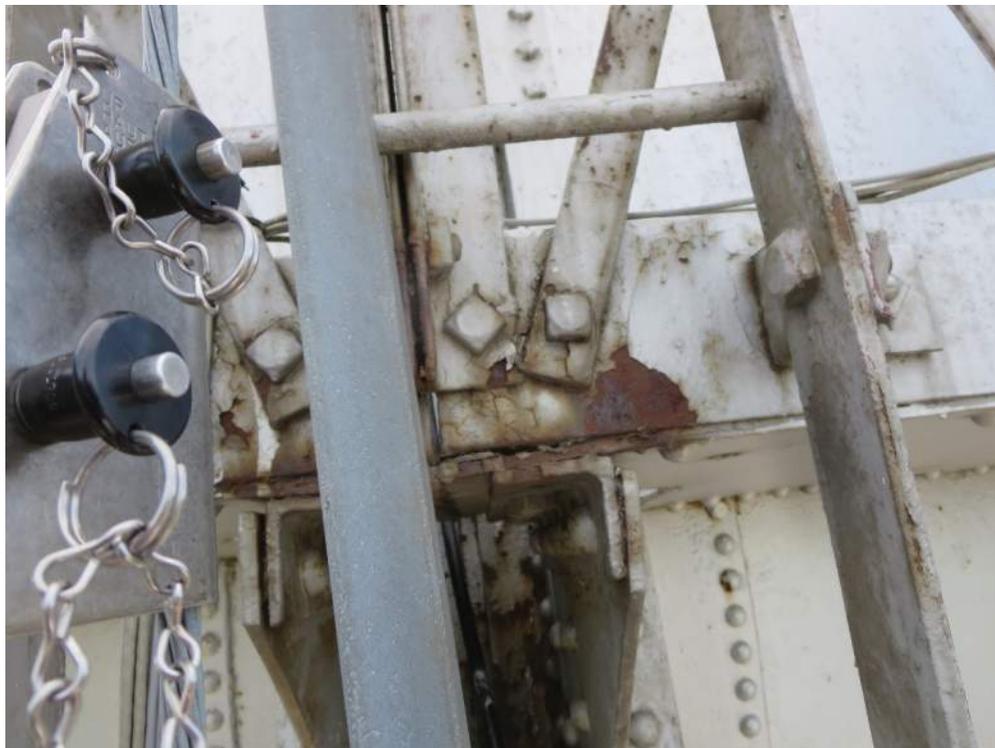
*Photo 10 - Tank wall - note pealed paint and rust in letters*



*Photo 11 - Tank plate joint - rust evident at some rivets*



*Photo 12 - Support bracket below walkway - surface rust and some deterioration evident*



*Photo 13 - Ladder connection to walkway - note rust and peeled paint*



*Photo 14 - Base of tank*



*Photo 15 - Base of tank and bracing - note dark spots on bracing are surface rust locations*

## COST ESTIMATE

The water tower is in stable condition and none of the recommended repairs are considered to be urgent for the water tower to remain standing. However, the modifications that we recommend for safety issues should be addressed within the next one to two years. The primary item to address is the safety of the walkway.

Another item we recommend be addressed within the next one to two years is investigation of the communications antenna. If this is no longer in service, it should be removed.

We recommend that all other work be done within three to five years. This includes the paint removal and repainting. Due to the difficulty and expense of construction mobilization at the water tower, we recommend all other work be done at the same time for efficiency. The numbers below assume all work is completed concurrently.

We generally recommend a contingency of 10-20% on construction cost estimates at this stage in the planning process. Professional fees would also be an additional cost.

<b>STRUCTURAL REPAIRS ON THE TOWER</b>	<b>\$105,831</b>
OSHA and Safety-Related Upgrades	\$56,530
Cotter Pins	\$4,000
Riser Repairs	\$40,025
Siren Repairs	\$4,276
Remove Antenna from Finial	\$1,000
<b>EXTERIOR PAINT REMOVAL AND REPAINTING</b>	<b>\$304,500</b>
Lead-Based Paint Removal	\$131,250
Sandblasting	\$94,500
Painting	\$78,750
<b>MOBILIZATION AND SCAFFOLDING</b>	<b>\$75,000</b>
<b>POTENTIAL FOUNDATION REPAIR/REINFORCING</b>	<b>\$112,160</b>
<b>TOTAL</b>	<b>\$597,491</b>

**APPENDIX A:  
NATIONAL REGISTER NOMINATION**

United States Department of the Interior  
National Park Service

# National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

### 1. Name of Property

Historic name: Osseo Water Tower

Other names/site number: \_\_\_\_\_

Name of related multiple property listing:  
n/a

(Enter "N/A" if property is not part of a multiple property listing)

### 2. Location

Street & number: 25 4<sup>th</sup> Street NW

City or town: Osseo State: MN County: Hennepin

Not For Publication:  N/A Vicinity:  N/A

### 3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this  nomination  request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property  meets  does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

national  statewide  local

Applicable National Register Criteria:

A  B  C  D

 _____ <b>Signature of certifying official/Title:</b> Amy Spong, Deputy SHPO, MNHS	<u>4/20/17</u> _____ <b>Date</b>
_____ <b>State or Federal agency/bureau or Tribal Government</b>	

In my opinion, the property <input type="checkbox"/> meets <input type="checkbox"/> does not meet the National Register criteria.	
_____ <b>Signature of commenting official:</b>	_____ <b>Date</b>
_____ <b>Title :</b>	
_____ <b>State or Federal agency/bureau or Tribal Government</b>	

Osseo Water Tower  
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**4. National Park Service Certification**

I hereby certify that this property is:

- entered in the National Register
- determined eligible for the National Register
- determined not eligible for the National Register
- removed from the National Register
- other (explain:)

Signature of the Keeper

Date of Action

**5. Classification**

**Ownership of Property**

(Check as many boxes as apply.)

- Private:
- Public – Local
- Public – State
- Public – Federal

**Category of Property**

(Check only one box.)

- Building(s)
- District
- Site
- Structure
- Object

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**Number of Resources within Property**

(Do not include previously listed resources in the count)

Contributing	Noncontributing	
_____	_____	buildings
_____	_____	sites
<u>1</u>	_____	structures
_____	_____	objects
<u>1</u>	<u>0</u>	Total

Number of contributing resources previously listed in the National Register 0

**6. Function or Use**

**Historic Functions**

(Enter categories from instructions.)

GOVERNMENT/public works  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Functions**

(Enter categories from instructions.)

GOVERNMENT/public works  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 7. Description

### Architectural Classification

(Enter categories from instructions.)

OTHER: hemispherical tank, steel water tower

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**Materials:** (enter categories from instructions.)

Principal exterior materials of the property: METAL/steel

### Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

### Summary Paragraph

The 1915 Osseo Water Tower is sited on a parcel of city property at the north end of the city's historic downtown commercial area, which flanks the historic route of the Jefferson Highway, stretching three and a half blocks south from the water tower to MN-81.

The Osseo Water Tower is a well-preserved example of a hemispherical bottom water tower, typical of municipal towers constructed between ca.1890-ca.1940. The tower features a cylindrical, riveted-steel tank with a suspended, hemispherical bottom. The 50,000-gallon tank, which is capped by a conical roof, is elevated on a four-post, lattice-girder trestle tower that rises to 127 feet, 3 inches. The tower's four posts are riveted to poured-concrete footings. An 8-inch standpipe connects the tank with the underground water system. A steel plaque reading "1915 Minneapolis Steel and Machinery Co Builders Minneapolis Minn." is riveted to the tower's northeast leg just below a caged access ladder.

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### Narrative Description

The community of Osseo, Minnesota is located in northwestern Hennepin County, near the northwest edge of the Minneapolis metropolitan area (Figure 1). The city is situated between the cities of Brooklyn Park on the east and Maple Grove on the west, carrying an historic association with each. The original town of Osseo (including the site of the water tower) is currently wedged between Highway 169, which runs north to south from Minneapolis on the south, and MN-81, which runs diagonally on the west edge of town. The route of the historic Jefferson Highway runs north to south along Central Avenue, bisecting the community.

Figure 1. USGS 7.5 Minute Topographic Map – Osseo Quad – 2013



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Figure 2. Aerial Site View – 2016



(SOURCE: [www.maps.google.com](http://www.maps.google.com). Last accessed 06/20/2016.)

The location of the 1915 Osseo water tower is indicated (Latitude: 45.120535 Longitude: -93.402923).

The 1915 Osseo Water Tower is sited on a .75-acre parcel of city property in the northwest corner of the intersection of Central Avenue and 4<sup>th</sup> Street NW (Figure 2). The parcel is located west of Central Avenue (historic route of the Jefferson Highway), across the roadway from Boerboom Veterans Park. A 1967 building housing the Osseo City Hall, the public library, and the fire department is located immediately east of the water tower. A mid-twentieth century, one-story commercial building is situated on the west.

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The water tower site, which measures approximately 35-foot square, is covered in gravel. A non-historic, steel utility box is located within the boundaries of the tower site. A wooden fence enclosing the City's dumpster is sited immediately adjacent to the east boundary. The tower has an approximate 8-foot setback from 4<sup>th</sup> Street NW on the south and two feet from the public sidewalk that runs the length of the block.

The water tower site is adjoined by parking areas associated with the City property and by a commercial building on the west. With the exception of the water tower site, a small lawn north of the commercial building, and the planted parking strip in front (east) of the City Hall, the entire block upon which the Osseo Water Tower is sited has been paved.

The Osseo Water Tower is situated at the north end of the city's historic downtown commercial area, which flanks the historic route of the Jefferson Highway, stretching three and a half blocks south from the water tower to MN-81. A cross-section of commercial, governmental and residential properties are located in the immediate vicinity of the tower site (Image 1). By and large, these properties post-date the water tower, with a number dating to the recent past – this is particularly true north of the tower property where large-scale residential development is underway.

**Image 1.** Context View - 2016



(Image by AKAY Consulting July 05, 2016)

View of the Osseo downtown, looking north along the historic route of the Jefferson Highway (now Central Avenue) with the water tower in view.

Osseo Water Tower

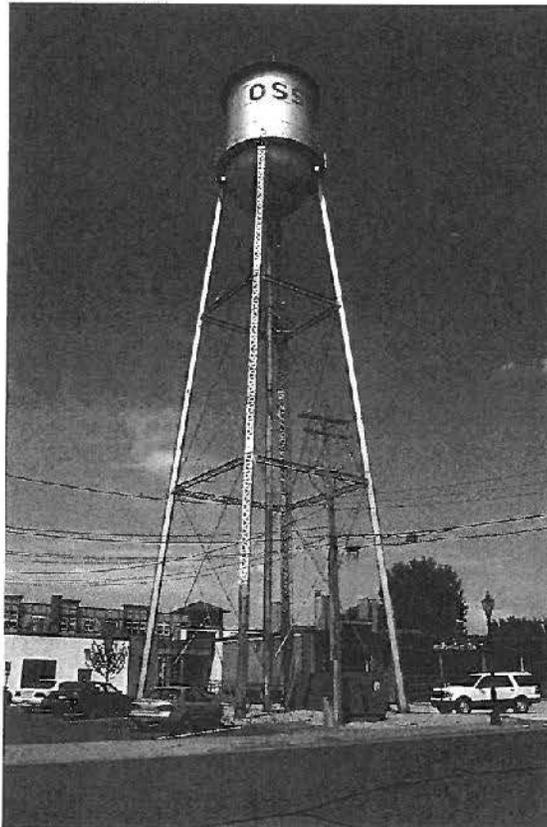
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The 1915 Osseo Water Tower (Image 2) features a cylindrical, riveted-steel tank with a suspended, hemispherical bottom. A riveted, conical roof with a finial caps the tank, which is encircled by a girder balcony stiffener. The 50,000-gallon tank is elevated on a four-post, lattice-girder trestle tower that rises to 127 feet, 4 inches. A lattice plate has been added to the lower section of each leg to prevent unauthorized access to the tower. Diagonal tie rods provide additional stability to the tower. The tower's four posts are riveted to a poured-concrete pad. An 8-inch standpipe connects the tank with the underground water system. A steel plaque reading "1915 Minneapolis Steel and Machinery Co Builders Minneapolis Minn." is riveted to the tower's northeast leg. A caged access ladder rises on the same leg of the tower from a point just above the plaque to the roof peak.

The Osseo Water Tower is currently painted silver with the city name appearing in black, block lettering. Typically, hemispherical water towers of a similar construction period were painted silver (both tower and tank) with a red roof and black lettering. Because it is in black and white, an historic image of the Osseo Water Tower neither confirms nor refutes that as the historical scheme.

**Image 2.** Osseo Water Tower - 2016



(Image by AKAY Consulting July 05, 2016)

View of the Osseo water tower looking northeast across 4<sup>th</sup> Street NW.

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### 8. Statement of Significance

#### Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B. Property is associated with the lives of persons significant in our past.
- C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D. Property has yielded, or is likely to yield, information important in prehistory or history.

#### Criteria Considerations

(Mark "x" in all the boxes that apply.)

- A. Owned by a religious institution or used for religious purposes
- B. Removed from its original location
- C. A birthplace or grave
- D. A cemetery
- E. A reconstructed building, object, or structure
- F. A commemorative property
- G. Less than 50 years old or achieving significance within the past 50 years

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**Areas of Significance**

(Enter categories from instructions.)

COMMUNITY PLANNING & DEVELOPMENT  
ENGINEERING

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**Period of Significance**

1915-1962

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**Significant Dates**

1915

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**Significant Person**

(Complete only if Criterion B is marked above.)

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**Cultural Affiliation**

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**Architect/Builder**

Minneapolis Steel and Machinery Co.

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**Statement of Significance Summary Paragraph** (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

The Osseo Water Tower is eligible for listing on the National Register of Historic Places under Criterion A. The tower is considered locally significant in its association with the history of community planning and development in Osseo, specifically as it relates to the development of municipal waterworks service to protect existing built resources from threat of fire, provide piped water service to its residents and businesses, and to support the future growth of the community.

The Osseo Water Tower is also eligible for listing on the National Register of Historic Places under Criterion C. The water tower is considered locally significant as an example of engineering practices applied to a structure that embodies the distinctive characteristics of a property type of a specific period: the Osseo Water Tower represents a specific type of water tower, the hemispherical bottom, that exemplifies the evolution of water supply systems during the period from the 1890s to about 1940. The elevated steel water tank was developed in the 1890s and by the early twentieth century was the typical type utilized in communities across the state and nation. Once a common landmark on the Minnesota landscape, this particular form of the water tower is quickly vanishing as the requirements of communities grow beyond the capacity of the early tower and are thus replaced by larger capacity structures.

The Period of Significance is 1915 through 1962 marking the year in which the water tower was placed in service through the construction of the city's second water tower. The period embraces the years in which the public works system, and water tower specifically, presented a significant impact on the city's ability to serve its residents - construction of the second tower marking the diminished impact of the 1915 structure. The Significant Date is 1915 - the year in which the water tower was constructed and placed in service.

The Osseo Water Tower, located in the corporate limits of Osseo in Hennepin County, Minnesota, is an all-steel water tower constructed in 1915 to store water and maintain water pressure in the city water system. Establishment of a water works system was a periodic topic of discussion by Osseo residents and the Village Council as early as 1900. It was the Osseo Commercial Club that, in late 1914, provided the needed boost to turn discussion into action. The water tower is a typical example of the property type of that period, featuring a suspended, hemispherical tank on a four-post, lattice-girder trestle tower. The water tower retains a high level of historic integrity and remains a prominent visual feature on the community's landscape.

Beginning in late 1914 the Osseo Commercial Club was actively engaged in bringing both water and electrical services to the village. The group promoted the services as indispensable to any town with an eye on growth. The benefits of a municipal waterworks were a topic of considerable discussion; the significant savings on fire insurance, protection against material loss to fire, and the important selling point those features would present to business enterprises interested in relocating being the focus of the case made by the Commercial Club. A few short months after a January 1915 special election to bond for the systems was accomplished, the local

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newspaper was reporting on multiple new buildings under construction, with others projected for the coming months. The establishment of municipal waterworks and electrical services were widely seen as the reason for that growth and what was projected to be a banner year in the village of Osseo.

The development of a waterworks system is a common element of historic municipal planning. As a result, water towers have been historically, and remain today, highly visible structures on the Minnesota landscape. Water towers come in a variety of shapes and sizes, the form and scale utilized in a specific town indicative of its era of construction and the size of the community for which it was built. From the 1890s through about 1940, the hemispherical bottom type of water tower was commonly used in young communities, making them commonplace but no less significant in their association with the history of the community in which they were located.

With storage capacities typically ranging from 50,000 to 100,000 gallons, the utility of a hemispherical bottom water tower was limited to smaller communities. Rising populations and the subsequent increased demand for water have made hemispherical water towers obsolete in many cases. This is particularly true in large metropolitan areas such Minneapolis-Saint Paul where towers with storage capacities exceeding 1,000,000 gallons have replaced most of the smaller towers.

The 1915 Osseo Water Tower stands as one of only seven historic municipal, hemispherical towers remaining within a 50-mile radius of Osseo; at one time there having been at least 17 towers of that type in the same area. It should be noted that the number of non-extant municipal towers of the hemispherical type is undoubtedly higher than 17 – more extensive research into Metropolitan resources is necessary to fully appreciate the loss of historic municipal water towers of the hemispherical type in the Twin Cities.

The Osseo Water Tower is an excellent representative of the type that featured distinctive characteristics including all steel materials, a conical roof, a riveted tank with a suspended, hemispherical bottom, and a tower of four lattice-channel posts with diagonal tie rods. The retention of a high degree of historic integrity marks the Osseo Water Tower as well-preserved example of a representative and vanishing form.

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**Narrative Statement of Significance** (Provide at least one paragraph for each area of significance.)

#### Historical Background

In July of 1852, Pierre Bottineau and his companions arrived on the prairie in the vicinity of what became Osseo exclaiming, "This is Paradise." Within a short period, others settled on "Bottineau Prairie" and soon established the necessities for survival and subsequent growth. Warren Sampson opened a general store and post office in 1854. In 1856 the settlement, first

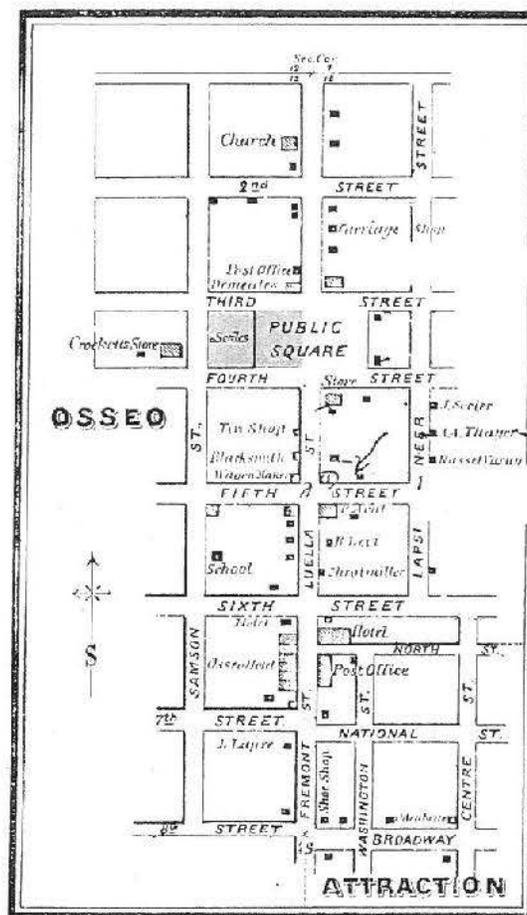
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known as Palestine, was renamed Osseo and platted. Local histories suggest that Osseo is a Native American name, "Waseia," meaning "there is light" or, more commonly, "son of the evening star." Further speculation about the source of the city's name connects it to poet Henry Wadsworth Longfellow who mentions Osseo in the well-known poem of Indian legends, "The Song of Hiawatha".<sup>1</sup>

Figure 3. Historic Plat – 1873



(SOURCE: *Map of Hennepin County, Minnesota, 1873*)

Osseo, which was platted in 1856, was laid out in a linear fashion with a public square as a central feature. Subsequent to this map, the public square was reconfigured, with a park remaining on the west half of the block on the east side of Luella Street (now Central Avenue). The highlighted block marks the location where the City Hall and water tower were constructed.

<sup>1</sup> Osseo Centennial Committee, *100 Year History of the City of Osseo: Osseo Centennial, 1875-1975*. Souvenir Centennial Booklet (Osseo: Osseo Centennial Committee, 1975), 6.

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Originally governed by the townships of Brooklyn and Maple Grove, on February 24, 1875 Osseo was incorporated as a Village by an act of the state legislature.<sup>2</sup> The Common Council was then established with a composition of a president, three councilmen, a recorder, and a treasurer. The first Council was sworn in on March 19, 1875.<sup>3</sup>

The 1880 arrival of the Great Northern Railroad in Osseo was an important factor in early development for town and county, which subsequently became a center for potato farming. The spring of 1914 was a banner year for the potato harvest, the crop that year being noted as the largest in the city's history; an average of 150 train carloads of potatoes were shipped out of Osseo each day. The scale of the harvest and the resulting need to transport the product resulted in construction of an additional line by the Great Northern Railroad specifically to accommodate the extra loads during the potato harvest.<sup>4</sup> In addition, a starch factory was located in town, which benefited area farmers, particularly in seasons when abundant crops lowered market prices in Minneapolis. At those times, the factory processed an average of 10,000 pounds of crude starch daily and employed 20 men.<sup>5</sup>

Along with the agricultural prosperity came projections of growth for the city. When comparing their community with the nearby city of Robbinsdale, which was (by that town's own reckoning, at least) already considered a suburb of Minneapolis, Osseo real estate men projected a similar trajectory of growth. Such growth would be predicated in part upon the extension of Twin City lines north from Robbinsdale to Osseo and beyond. Businessmen also noted that good roads were essential to the future growth and prosperity of Osseo.<sup>6</sup>

The establishment of a nationwide system of good roads was a significant factor in the growth and development of communities located along and in the vicinity of a major route. Just months after Osseo made the important commitment to construct a waterworks and electric plant, the establishment of the Jefferson Highway was underway. The country's first north to south transcontinental roadway, the Jefferson Highway ran between Winnipeg and New Orleans. On its diagonal route through the state of Minnesota, the highway passed along the Osseo downtown main street (now Central Avenue) on its way to St. Paul.

In January of 1916, letters went out from the office of the Minnesota state engineer to commercial clubs in communities located along the potential 500-mile route of the Jefferson Highway through Minnesota asking the groups to create committees for the purpose of promoting completion of the road and facilitating activities to boost interest.<sup>7</sup> The Osseo Commercial Club was undoubtedly fully engaged in the effort to secure the route through the village. The finalized route of the Jefferson Highway in Minnesota passed through Albert Lea, Faribault, St. Paul, Minneapolis, St. Cloud, Little Falls, Wadena, Itasca State Park, Bemidji, Red

<sup>2</sup> Ibid.

<sup>3</sup> *Village Council Minutes*, March 19, 1875.

<sup>4</sup> "Osseo Prize Potato Section of the State," *The Minneapolis Sunday Tribune*, July 19, 1914:10.

<sup>5</sup> *100 Year History*, 19.

<sup>6</sup> "Osseo Prize Potato Section of the State," *The Minneapolis Sunday Tribune*, July 19, 1914:10.

<sup>7</sup> "Jefferson Highway Plans Boosted Here," *The Minneapolis Morning Tribune*, January 06, 1916:14.

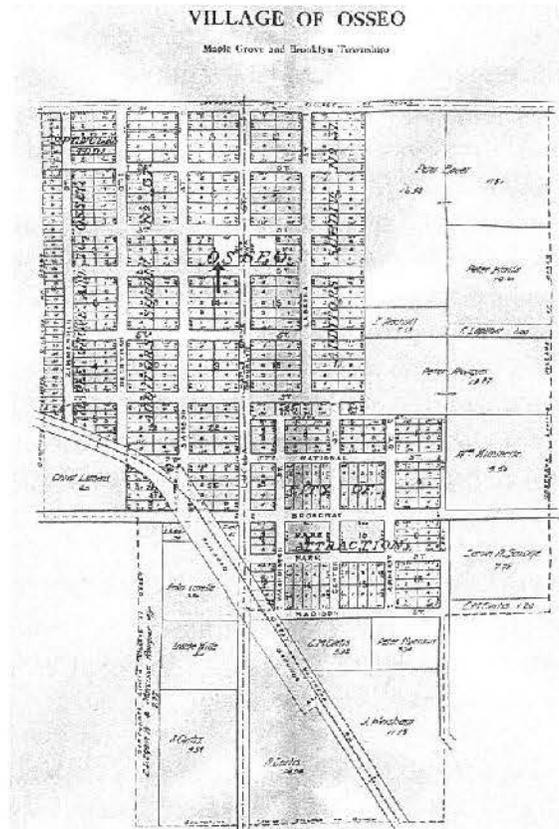
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Lake Falls, and Thief River Falls. Along that route, threaded among the larger towns, were smaller communities such as Osseo, which likewise benefitted from the tourist traffic that passed along the roadway.

The Jefferson Highway initially provided a tremendous boost to the nation's emerging automobile industry, its highway system, and tourism with towns such as Osseo seeing the benefit of increased traffic to their community. Such increase in traffic was one element of many necessary to ensure the long-term prosperity of the village and it is but one more example of the multi-pronged effort made by the Osseo Commercial Club on behalf of the community.

Figure 4. Historic Plat – 1913



(SOURCE: Map of Hennepin County and Environs, 1913)

By 1913 Osseo had extended its boundaries to the east and to the south. In addition, the public square had been reconfigured, with Luella Street (now Central Avenue) cut north to south through its center. In 1916 the Jefferson Highway was routed along Luella Street, becoming another feature to bring growth to the city. The arrow indicates the site upon which the water tower was constructed in 1915.

Osseo Water Tower  
Name of Property  
Building the Waterworks System

Hennepin, Minnesota  
County and State

Beginning in 1914 the Osseo Village Council began to explore the costs associated with establishing electric and water service – discussions that had been periodically engaged in over the previous decades. It was the Osseo Commercial Club that provided the push needed to turn discussion into action. News accounts reported on the group’s investigations to secure those services for Osseo, the group’s position being that such services were “indispensable [sic] in any town, and ones which materially reduce the excessively high rates on insurance and lights.” The Commercial Club underscored the savings to City and citizens that water works and electric plants would provide. They estimated an annual savings of \$3,750 on fire insurance, plus savings on the City sprinkling bill. They also projected strong returns on the establishment of a municipal electric plant that would put the City in a position to reap the financial benefits of electric service fees rather than paying royalties and dividends to another provider.<sup>8</sup>

The group also discussed the dangers of not having a water works system, with members noting that, although the city had been fortunate to not have a disastrous fire, the risk was ever-present without adequate protection. Minnesota Governor A.O. Eberhart said as much in a statement on State Fire Protection Day on October 9, 1914. The governor noted that loss due to fire in 1913 had amounted to \$3,920,972. Although personal responsibility for safety related to fire hazard would go a long way to prevent fire, municipal fire departments played a critical role in putting down fire and limiting destruction.<sup>9</sup>

Further, the Association of Underwriters rated Osseo as having no fire protection at all. As a result, the cost of fire insurance was almost prohibitive, which posed a significant deterrent to development. Construction of a water works system would result in an “enormous” savings in insurance rates and increase its attractiveness to new enterprises looking for a beneficial location for expansion.<sup>10</sup>

At a meeting called for mid-December 1914, the Commercial Club, with a Minneapolis consulting engineer on hand and a large audience in attendance, appointed a committee to bring the issue of establishing a waterworks and electric plant, to be constructed and operated by the City of Osseo, before the Village Council by year’s end.<sup>11</sup>

At the Village Council meeting held on December 28, 1914, the special committee of the Osseo Commercial Club presented a petition requesting that the Council submit to voters a proposition to bond the village in the amount of \$20,000 to build and equip a waterworks plant and an electric plant. The Village Council acted positively, moving to present their recommendation to

<sup>8</sup> “Commercial Club Meeting Take Action For Fire Protection,” *The Osseo Review*, December 09, 1914:1.

<sup>9</sup> “Fire Prevention Day,” *The Osseo Review*, October 08, 1914:1.

<sup>10</sup> “Electric Light Plant and Water Works System,” *The Osseo Review*, December 30, 1914:1 and “Special Election Jan. 12 Electric Lights – Water Works,” *The Osseo Review*, January 06, 1915:1.

<sup>11</sup> “Electric Lights and Water Works in Sight for Osseo,” *The Osseo Review*, December 16, 1914:1.

Osseo Water Tower

Hennepin, Minnesota  
County and State

Name of Property

bond in the amount of \$9,000 for an electric plant and \$11,000 for a waterworks system.<sup>12</sup> A special election was scheduled for January 12, 1915.

News accounts in advance of the election make it apparent that the proposal to bond for the construction of the systems had many detractors, indicating the issue as one of longstanding discussion that had finally come to the fore; the moment was described as a time to “prove our progressiveness or our regressiveness.” The author of the article (clearly an advocate for establishment of both systems) goes on to say of the need for a water works,

“Water works means the protection from loss by fire. It means a saving to the village property holders of thousands of dollars annually. It means a convenience you have all longed to have for years. It means that your property in Osseo will be worth many thousands of dollars more on the market. It means that every person carrying insurance at a cheap rate may save the difference between the insurance they carry and the amount would really burn out for. Would you let your home and its contents burn for the insurance you carry? No! Not one of you would. It is worth three or four times that much to you. Today you can burn out and lose all. With the water works to reach your home, you can save three times its value besides getting more insurance at a still cheaper rate.”<sup>13</sup>

The avocation of Osseo’s local boosters was effective, with both propositions passing with a sound majority. The positive outcome was lauded as confirmation that Osseo was indeed “a progressive village and not a regressive one.”<sup>14</sup> The prognostication that the establishment of the public systems would result in growth and development in village soon bore fruit. By early February, six new families had moved to town and a new agricultural implement firm by the name of Rohe and Cook had established themselves in the community.<sup>15</sup> By April *The Osseo Review* was predicting 1915 to be for the city of Osseo the “Greatest Advance in History.” The paper’s statement was based on improvements in the amount of \$40,000 underway and contracted for at that time. These improvements included construction of several residences, a new Lutheran church, and the electric and waterworks plants.<sup>16</sup>

At the Village Council meeting on March 29, 1915, Mayor Hechtman appointed a committee to arrange for “the issue and sale of the electric light and waterworks bonds.” Ordinance No. 56 (the first reading of which was undertaken at that same meeting) outlined the specifics of the plan for electrification – the bond would contract with the Minneapolis General Electric Co. for the erection and maintenance of “light poles, wires, and other fixtures in the streets, alleys, and public grounds in the Village of Osseo, MN.”<sup>17</sup>

<sup>12</sup> *Village Council Minutes*, December 28, 1914.

<sup>13</sup> “Special Election Jan. 12 Electric Lights – Water Works,” *The Osseo Review*, January 06, 1915:1.

<sup>14</sup> “Progress Wins – Light and Water for Osseo,” *The Osseo Review*, January 13, 1915:1.

<sup>15</sup> “New Business Houses Added to Osseo,” *The Osseo Review*, February 10, 1915:1.

<sup>16</sup> “Buildings and Improvements Surpass All Records,” *The Osseo Review*, April 28, 1915:1.

<sup>17</sup> *Village Council Minutes*, March 29, 1915.

Osseo Water Tower

Hennepin, Minnesota

Name of Property

County and State

Bids for the Osseo water system were received at the May 04, 1915 council meeting. Companies that submitted proposals included the Des Moines Bridge & Iron Works (\$13,400.00, not including a well), Ilstrup & Olson (\$13,750.00, not including the well), C.F. Bosworth (\$14,597.39, not including a well), W.D. Lowell (\$12,983.50, not including a well), Wm. C. Foster (\$13,555.00, not including a well), Pastoret Construction Co. (\$13,2488.00, not including a well), Chicago Bridge & Iron Works (\$3,635, tank only), Hill-Mauring-Whalen Co. (\$14,000.00, not including a well). Other companies bid for construction of the well. Those included J.F. McCarthy, Artesian Well Co., and F.J. Kapp, each pricing their services by the linear foot. The Council awarded contracts to the low bids – W.D. Lowell was awarded the tower contract and J.F. McCarthy the well contract. Specifics of the contract required that the contractor install a Smith-Vaile pump (manufactured by the Platt Iron Works, Co. of Dayton), a Fairbanks-Morse Co. motor, Eddy valves and hydrants, and that the contractor furnish a tower and tank built by the Minneapolis Steel and Machinery Company.<sup>18</sup>

On May 5, 1915 it was reported that, due to a legal technicality with the January election, a second special election authorizing the bonding was to be held. Completion of both the electrical plant and waterworks being contingent upon a legally successful bonding process, Osseo residents took to the polls on May 17, 1915.<sup>19</sup> Although in their reporting on the issue *The Osseo Review* did not note any variation in the specifics of the bonds, Village Council minutes include the formal resolution specific to the waterworks, which reflects a significant increase in the bond for the water works:

“Resolved; by the Common Council of the said Village of Osseo, that said village establish, build, construct, and equip a public water works plant for the supply of water for public and private use in said village, and that said village borrow the sum of Fourteen Thousand Dollars (\$14,000.00) for the erection and construction of said water works plant and that for said purpose the said Village of Osseo issue it negotiable bonds in the sum of Fourteen Thousand (\$14,000) Dollars.”

Results of the special election were positive. With more than 5/8s of duly qualified electors casting their ballot, the measure passed 83 to 22.<sup>20</sup> By late June 1915 construction of the electrical system was well underway with the new “Great White Way” set for completion by the end of July.<sup>21</sup>

Village Council minutes in the coming months record the process of paying off the bond debt, which was held by German American Bank in Minneapolis. With twenty-eight \$500.00 bonds issued with a 6% per annum rate of interest, the City paid a total debt of \$14,670 with bi-annual payments beginning July 01, 1918.<sup>22</sup>

<sup>18</sup> Ibid., May 04, 1915.

<sup>19</sup> “Village Must Hold Another Election,” *The Osseo Review*, May 05, 1915:1.

<sup>20</sup> *Village Council Minutes*, May 19, 1915.

<sup>21</sup> “Electric Lights for Osseo Before August First,” *The Osseo Review*, May 23, 1915:1.

<sup>22</sup> *Village Council Minutes*, minutes book pp. 378-379.

Osseo Water Tower  
Name of Property

Hennepin, Minnesota  
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Progress on the waterworks was also underway during the summer of 1915. On July 21 the newspaper reported that the Western Steel and Construction Co. of Minneapolis was at work pouring the concrete bases for the tower. Each 8- by 8-foot footing was described as being 7-foot-deep and containing 6 yards of concrete. Two large, 3-inch anchor bolts extended through the center with heavy, railroad steel cross-pieces at the bottom. The cross-pieces were 41 feet 9 inches apart from center to center and were heavy enough to withstand anything the elements may throw against them. Completion of the 100-foot tower and 50,000-gallon tank was expected to take 4-6 weeks. At the same time, contractor W.D. Lovell was in town laying the water mains and hydrants, with service to be functional before winter set in.<sup>23</sup>

While work on the electric and water systems continued, the village prepared for a celebration. The Osseo Light and Water Carnival was scheduled for September 16-18, 1915. The event, which was billed as "The Greatest Municipal Prosperity and Improvement Celebration in the History of Northern Hennepin County," featured Osseo's Concert Band, "the Aztec from Old Mexico;" Frau Helene of Norway; Big Austin, a 2,800-pound horse said to be the biggest in the country; and many other special acts and activities.<sup>24</sup>

On November 24, 1915, the local newspaper reported that the water tower tank was full, the plant had been fully tested, and hydrants and pipes had been flushed. The only remaining work was completion of the pump house, which would protect the pump from the elements.<sup>25</sup>

As noted, the promise of reduced fire insurance rates and protection against material loss due to fire was a key selling point in the campaign to establish a waterworks system. In years prior, fire fighting in Osseo relied solely on a "bucket brigade." As early as 1900, residents were calling for more effective means of protecting the city from the threat of fire. The immediate response was the installation of hand pumps at critical locations. Such pumps required six men, three on each side of the pump, to create a strong stream of water. As small as the city remained at that time, a 300-foot hose reached most buildings.<sup>26</sup> The 1913 addition of a "No. 8, 40 gallon Chemical Engine with 50-foot of hose," at a cost to the City of \$222.50, was a decided advancement in the city's fire protection capability.<sup>27</sup>

Shortly after the construction of the waterworks system, Village Council minutes record various activities related to fire protection. In September of 1915, the Council received communication from the "Department of Insurance relative to the 2% of fire insurance premiums payable to the Village each year, provided a regular fire organization was maintained."<sup>28</sup>

<sup>23</sup> "Improvements Going On Village a Prosperous One," *The Osseo Review*, July 21, 1915:1.

<sup>24</sup> Advertisement for "Light and Water Carnival," *The Osseo Review*, August 04, 1915.

<sup>25</sup> "Tank Full of Water," *The Osseo Review*, November 24, 1915:1.

<sup>26</sup> *100 Year History*, 72.

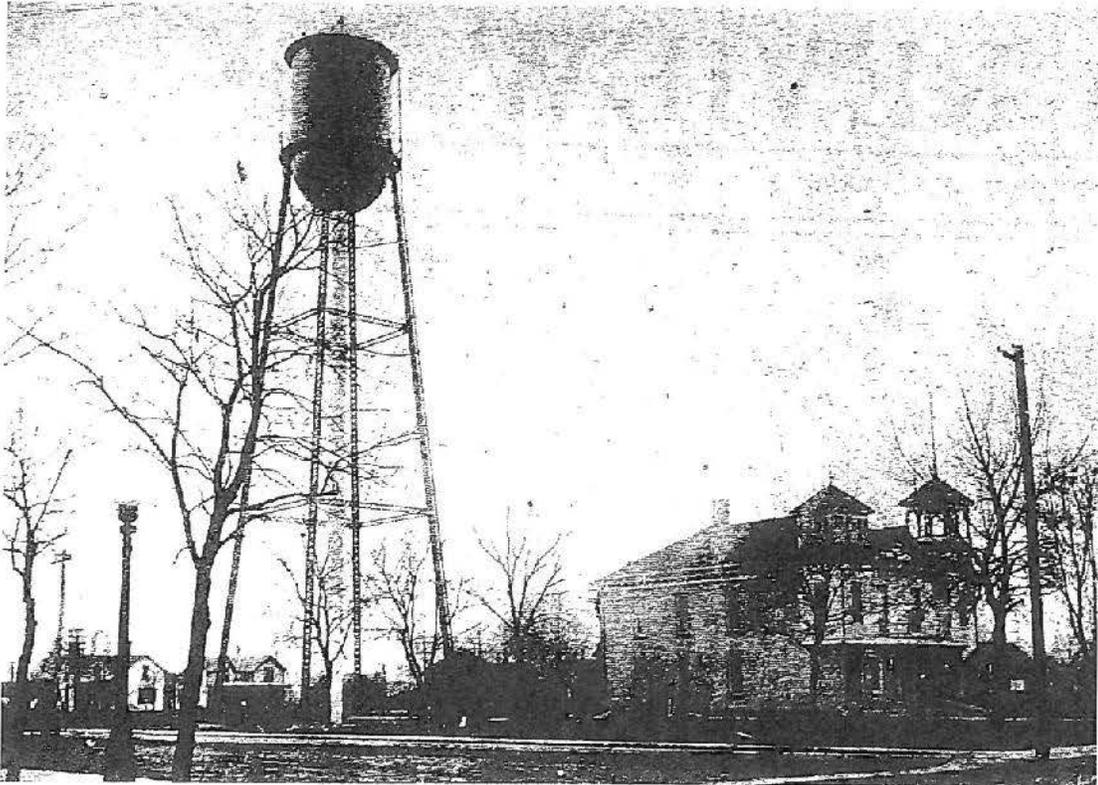
<sup>27</sup> *Village Council Minutes*, minutes book, 294.

<sup>28</sup> *Ibid.*, 389.

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**Image 3. Historic Image – 1915**



(SOURCE: *The Osseo Review*, December 15, 1915.)

View of the newly constructed Osseo water tower, looking northwest across 4<sup>th</sup> Street NW at what would in 1916 be adopted as the route of the Jefferson Highway.

It was the Commercial Club that called a meeting with the State Department of Insurance, resulting in the formal creation of the Osseo Fire Department. Chartered on December 10, 1915, the department had a crew of 36 men led by Chief George Heesen and Assistant Chief, George Neumann.<sup>29</sup> The Council supported the newly formed department, with multiple entries in Council minutes reflecting presentations by the Osseo Fire Department requesting equipment, etc. noted over subsequent months. In February of 1916, the Council moved to purchase 500 feet of “Helmet” hose from the Eureka Fire Hose Manufacturing Co. at a cost of \$.80/foot.<sup>30</sup>

Osseo’s first fire truck was purchased in 1929. Where once the ringing of church bells sounded a fire alarm, the construction of the water tower eventually resulted in the location of a siren at that site.<sup>31</sup>

<sup>29</sup> *100 Year History*, 73.

<sup>30</sup> *Village Council Minutes*, February 1916.

<sup>31</sup> *100 Year History*, 73.

Osseo Water Tower

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Establishment of the Osseo waterworks, of which the water tower was the most visible element, was a critical element in a multi-pronged approach taken by the Osseo Commercial Club to ensure the future growth and prosperity of their community. As a means of protecting existing buildings, providing affordable fire insurance, and supplying piped water to businesses and homes, the waterworks was an important feature to the citizens of the community. Just as importantly, having a waterworks served as a strong enticement to individuals and businesses looking to establish themselves in a progressive community.

Positive signs of growth presented themselves very soon after the January 1915 bond issue special election, with a handful of new homes under construction that summer and at least one business choosing Osseo to establish a new enterprise. Population statistics indicate a steady growth over subsequent decades, a reversal of the trend between 1890 and 1900 when there was a 2% loss of population.

It is difficult to know the precise expectations of the Osseo Commercial Club – how large did they anticipate the town could grow? So many variables were at play over the years following the 1915 establishment of the waterworks and electric system, with many of those being beyond the control of both the Club and the Village Council. Osseo remains today a small village, now nestled in the wedge of two major highways with little physical room for expansion. However, from a population of 390 in 1910 to its peak at 2,974 in 1980 Osseo grew by 662% - a growth that would have been impossible were it not for a waterworks and electric system (Table 1.)

**TABLE 1.** Historical Population of Osseo<sup>32</sup>

Census	Population	Percentage Change +/-
1880	206	----
1890	353	71.4
1900	346	-2.0
1910	390	12.7
1920	433	11.0
1930	561	29.6
1940	738	31.6
1950	1,167	58.1
1960	2,104	80.3
1970	2,908	38.2
1980	2,974	2.3
1990	2,704	-9.1
2000	2,434	-10.0
2010	2,430	-0.2
2016	2,661	8.68

In 1962, a second water tower was constructed to serve the growing community. That tower is located in a light industrial area in the southwest corner of town, just west of Highway 81 and

<sup>32</sup> <http://www.census.gov/prod/www/decennial.html>. Last accessed 06/28/2016.

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north of 85<sup>th</sup> Avenue. Typical of the period, the second tower is a double-ellipsoidal in form. With the addition of a second water tower, Osseo was in a position to meet the demands of an increasing population.

### The Hemispherical Bottom Type

The concept of storing water at a raised elevation for the purpose of creating sufficient pressure to distribute it to a population has existed in various forms since antiquity. With the advancements of the Industrial Age and the requirements that came with the development of the railway system in America, the concept of water distribution that began with the aqueducts of Rome was transformed into the design of elevated water tanks (a.k.a., water towers). The earliest examples of water towers appeared in the U.S. in the 1880s to supply the boilers of steam engines and, when towns and cities grew up along a railroad line, water tower engineering was refined to provide fire protection and to pipe water to the growing communities. Water tower forms and scale changed through time, a reflection of technological advancements as well as an indication of increased demand resulting from an ever-growing population.

The hemispherical bottom water tower was considered the standard of the industry from the late 1890s to about 1940. The hemispherical form had the significant advantage of reducing stresses. Further, the tank's shape made securing it to the tower easier and provided ready access for ongoing maintenance. The form was also thought to be more pleasing to the eye.<sup>33</sup>

Hemispherical tanks with a capacity of over 50,000-gallons (a 100,000-gallon elevated tank being considered large through ca.1910) typically had a conical roof of light, steel plate and a projecting eave. A flagstaff was often used both as ornamentation and to provide rigidity to the roof.<sup>34</sup> Ladders were recommended to run along one of the legs beginning near the ground and extending to the roof. Such ladders required steel clip connections at regular intervals.<sup>35</sup> The balcony provided access to the tank but, just as importantly, acted as a support girder (often referred to as a stiffener) around the perimeter of the tank. Design guidelines recommended that plate steel with drain holes be utilized for the balcony deck rather than wood.<sup>36</sup>

The task of painting the water tower required considerable effort; the proper finish reduced maintenance and assured the longevity of the structure. Beginning with a clean surface was paramount, followed by a primer and a finish coat. Red lead oxide, lampblack, and linseed oil were the primary elements of the paint primer with asphaltic varnish used as the finish coat.<sup>37</sup> Most water towers of the period sported a silver tower and tank, black lettering, and a red roof.

<sup>33</sup> J.N. Hazlehurst, *Towers and Tanks for Waterworks. The Theory and Practice of Their Design and Construction* (New York: John Wiley & Sons, 1907), 178.

<sup>34</sup> *Ibid.*, 197.

<sup>35</sup> *Ibid.*, 199.

<sup>36</sup> *Ibid.*, 256.

<sup>37</sup> *Ibid.*, 256.

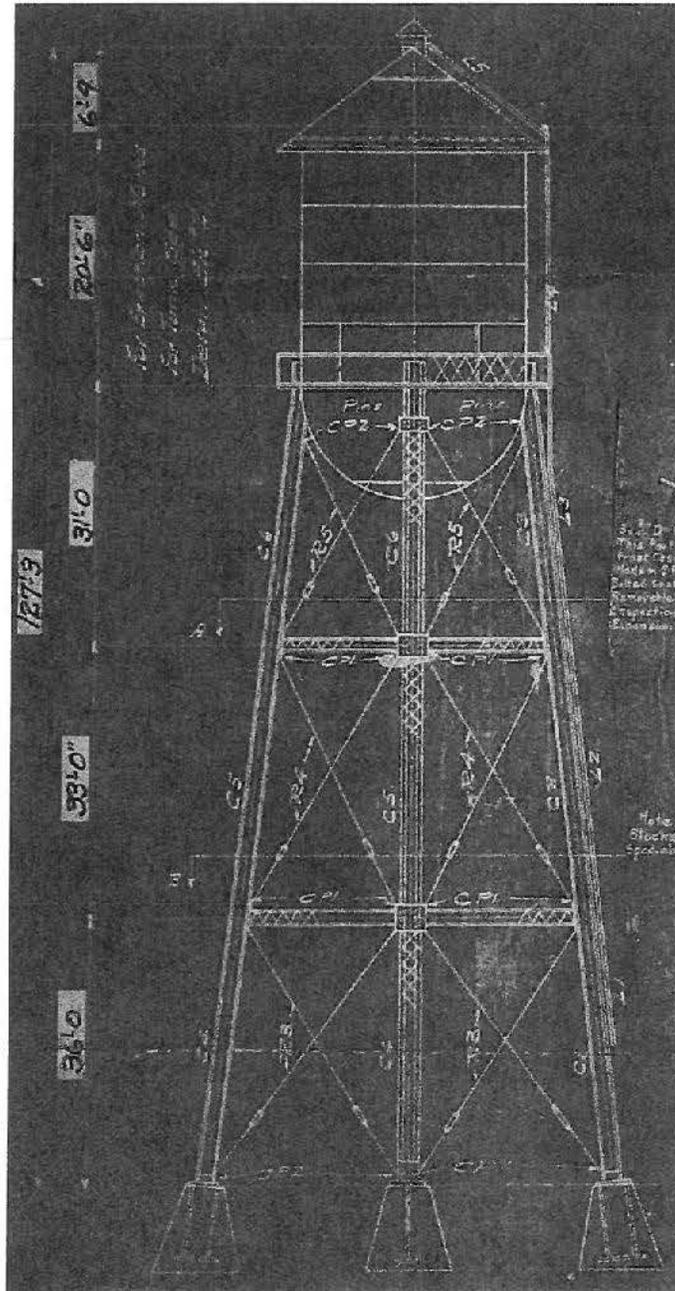
Osseo Water Tower

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**FIGURE 6.** Osseo Water Tower Plans – 1915



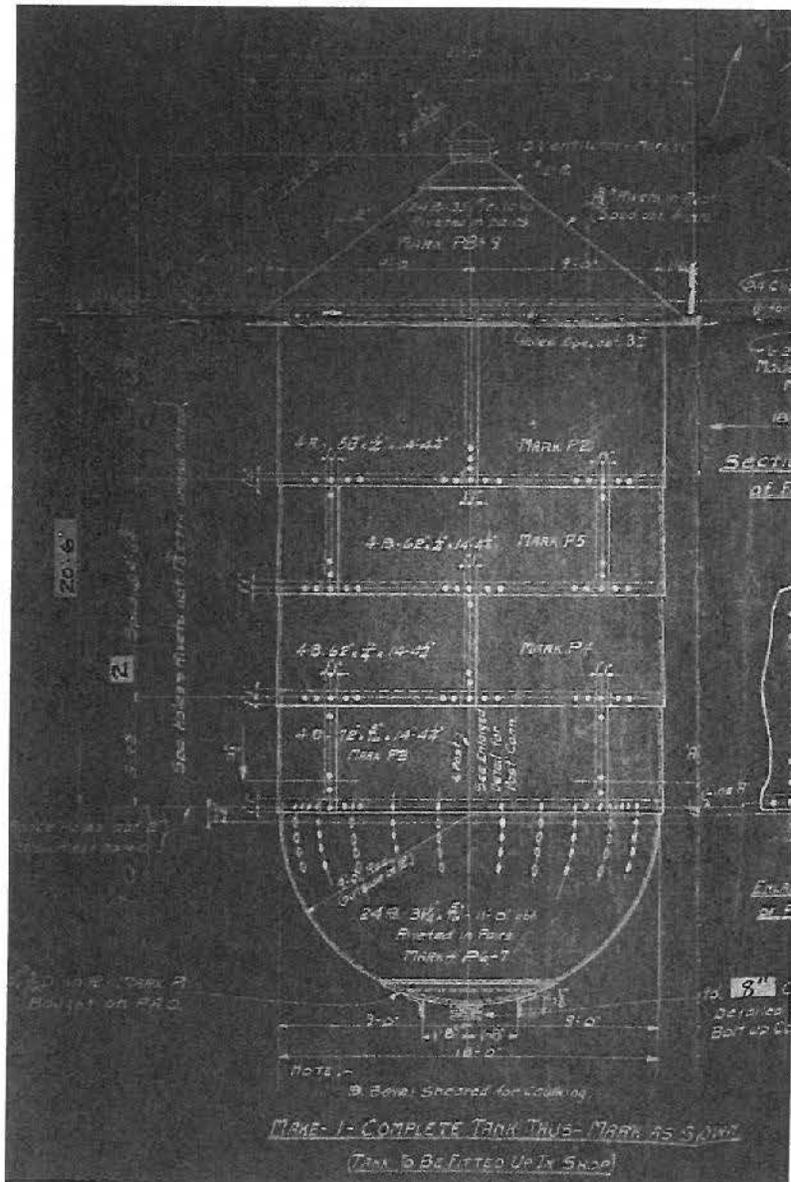
(SOURCE: City of Osseo, Vertical Files)

Design plan for the 1915 Osseo Water Tower supplied to the Osseo Village Council by  
Minneapolis Steel & Machinery Co.

Osseo Water Tower  
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FIGURE 7. Osseo Water Tower Plans – 1915



(SOURCE: City of Osseo, Vertical Files)

Water tower construction plans supplied to the Osseo Village Council by Minneapolis Steel & Machinery Co. include this detail of the tower's 50,000-gallon holding tank.

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The earliest examples of the hemispherical bottom were constructed of riveted plates, with the use of welding technology coming into play with the advent of World War II. The major companies active in water tower construction developed variations on the hemispherical form. In the mid-1920s, the Pittsburgh-Des Moines Steel Company (PDM) began using what the company termed an elliptical bottom; by diminishing the elongation of the tank form, the overall height of the tower could be lessened. The structure was otherwise the same as a hemispherical tower, utilizing laced channel columns and a cone roof. At that time, unofficial company trademarks were introduced in the design of the towers' balcony stiffeners. PDM utilized a running "V" while others adopted an "X" or vertical supports. This practice provided a ready means for identifying the builder of the water tower.<sup>38</sup>

The Osseo Water Tower retains all of the hallmark elements of a pre-World War II, hemispherical bottom type, including a riveted tank, conical roof, a four-post lattice tower with cross bracing and a balcony stiffener with a running "X" design, marking the tower as a construction by a company other than the Pittsburgh-Des Moines Steel Company.

Although the Minneapolis Steel and Machinery Co., the builder of the Osseo Water Tower, erected water towers across Minnesota and the Midwest, no comprehensive survey of water towers in Minnesota has been completed to fully document their contributions. It is not known how many were built in Minnesota or, of those constructed by the company, which remain and in what condition. Two other companies, the Chicago Bridge and Iron Company (now CBI, Inc.) and the Pittsburgh-Des Moines Steel Company (now PDM, Inc.), dominated the water tower construction business in the Midwest. As the typological descriptions on the pages to follow indicate, the majority of advancements in water tower engineering are attributed to one or the other of these two dominant companies.

The Osseo Water tower stands as one of only seven municipal, hemispherical towers remaining in a 50-mile radius of Osseo; at one time there having been at least 17 towers of that type in the same area (Figures 8-9). In addition to Osseo, the cities that retain their hemispherical bottom water towers are: Elk River, Hampton, Milaca, Robbinsdale, Minnetonka Beach, and Waconia (Table 2). It should be noted that the number of non-extant, municipal towers of the hemispherical type is undoubtedly higher than the 17 that were identified in this nomination; more extensive research into Metropolitan resources is needed to fully appreciate the loss of historic towers of the type.

<sup>38</sup> Jim Foster, *Towering Over America: The 100 Year History of Pitt-Des Moines, Inc.* (Des Moines, IA: Pitt-Des Moines, Inc., 1992), 39.

Osseo Water Tower

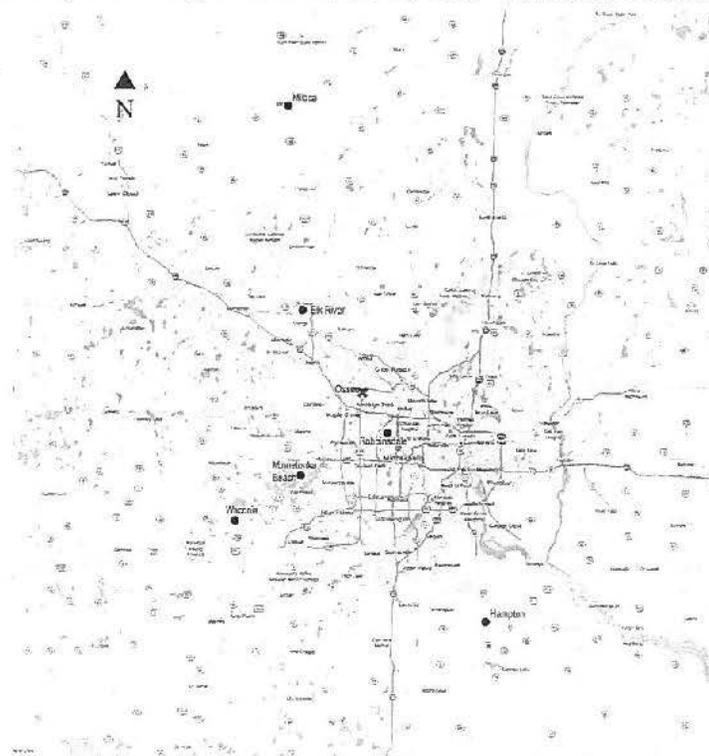
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**Table 2. Hemispherical Water Towers Within 50-miles of Osseo**

CITY	STATUS	
	Extant	Non-Extant
Annandale		X
Anoka		X
Belle Plaine		X
Buffalo		X
Cokato		X
Dassel		X
Elk River	NRHP	
Hampton	X	
Medina		X
Milaca	X	
Minnetonka Beach	X	
Minnetrista		X
New Brighton		X
Robbinsdale	X	
Tonka Bay		X
Waconia	X	

**Figure 8. Extant Municipal Hemispherical Water Towers Within 50-miles of Osseo**



(Base Map: maps.google.com. Accessed 02/01/2015)

The locations of EXTANT municipal water towers of the hemispherical type are indicated.

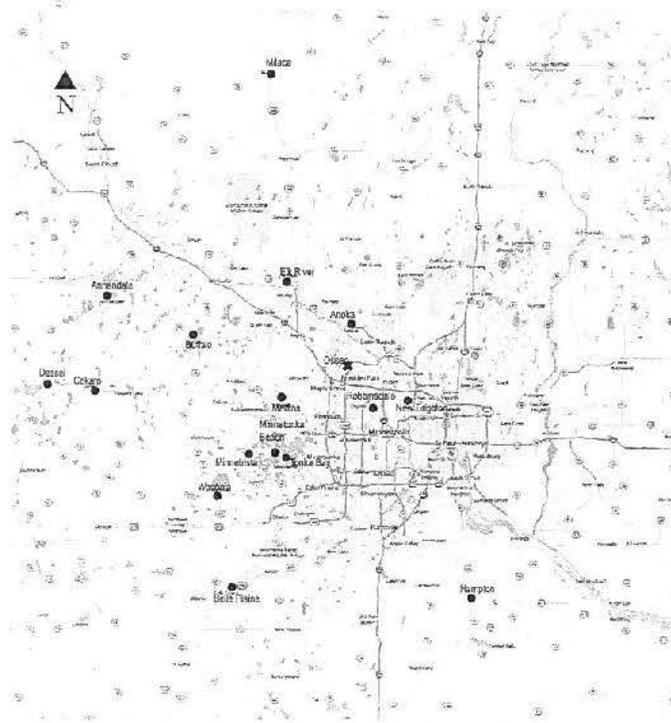
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**Figure 9. Known Non-Extant Municipal Hemispherical Water Towers Within 50-miles of Osseo**



(Base Map: maps.google.com. Accessed 02/01/2015)

The locations of NON-EXTANT municipal water towers of the hemispherical type are indicated.

Once a commonplace feature on the Minnesota horizon, historic water towers of all types are quickly disappearing as community populations grow beyond the holding capacity of their early towers and expensive maintenance issues present economic challenges. While the research for this nomination focused on identifying hemispherical towers located in a 50-mile radius surrounding Osseo, information about water towers across the state was accumulated.

Some important evidence to emerge from the process undertaken to nominate the Osseo Water Tower to the National Register indicates that the majority of hemispherical water towers remaining in use in Minnesota are located in small communities in outlying areas, far from quickly expanding cities and major population areas. The research also documents the proliferation of post-hemispherical period water towers that, in Minnesota, most commonly take the form of the elevated spheroid or hydro-pillar types. Further, it appears there is a slow-growing recognition of the significance of the hemispherical water tower to the history and identity of towns across the state, but that a community's desire to preserve their historic water tower collides with the prohibitive cost of doing so.<sup>39</sup>

<sup>39</sup> In a radius of 51-100 miles around Osseo, 22 of 34 known hemispherical water towers remain. In a radius greater than 100 miles from Osseo, 34 at least of 100 known hemispherical water towers remain with 18 of the 100 confirmed as non-extant including the once National Register listed tower at Crosby.

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\_\_\_\_\_. "Vote For Waterworks Pride of Any Village." May 12, 1915.

\_\_\_\_\_. "Water Tower and City Hall." December 15, 1915.

### Internet Sources

EBAY.com (historical postcard listings). Last accessed 02/28/2015.

Minnesota Communities Data. www.lakesnwoods.com. Last accessed 02/24/2015.

Minnesota Historical Society. National Register of Historic Places. <http://nrhp.mnhs.org>. Last accessed 02/28/2015.

Topographic Map. <http://store.usgs.gov>. Accessed 02/11/2015.

Minnesota Department of Health. "A Look at Water Towers." <http://www.health.state.mn.us/divs/eh/water/com/waterline/featurestories/watertowers.html>. Accessed 02/21/2015.

Minnesota Historical Society Collections Online (Historic images). <http://greatriversnetwork.org/index.php?brand=cms&q=water+tower>. Last accessed 006/22/2016.

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### Previous documentation on file (NPS):

- preliminary determination of individual listing (36 CFR 67) has been requested
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # \_\_\_\_\_
- recorded by Historic American Engineering Record # \_\_\_\_\_
- recorded by Historic American Landscape Survey # \_\_\_\_\_

### Primary location of additional data:

- State Historic Preservation Office
  - Other State agency
  - Federal agency
  - Local government
  - University
  - Other
- Name of repository: \_\_\_\_\_

Historic Resources Survey Number (if assigned): G-MHCG-1403-03508

Osseo Water Tower  
Name of Property

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### 9. Geographical Data

Acreeage of Property less than one acre

Use either the UTM system or latitude/longitude coordinates

#### Latitude/Longitude Coordinates

Datum if other than WGS84: \_\_\_\_\_

(enter coordinates to 6 decimal places)

1. Latitude: 45.120535

Longitude: -93.402923

Or

#### UTM References

Datum (indicated on USGS map):

NAD 1927 or  NAD 1983

#### Verbal Boundary Description (Describe the boundaries of the property.)

The Osseo Water Tower is located in the northwest corner of the intersection of Central Avenue and 4<sup>th</sup> Street NW in Osseo, Hennepin County, Minnesota. The structure is located within a .75-acre, City-owned parcel with the property boundary associated with the tower specifically being a concrete pad measuring approximately 35- by 35-feet.



The property boundary is outlined.

Osseo Water Tower  
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**Boundary Justification** (Explain why the boundaries were selected.)

The boundary encompasses the Osseo Water Tower and the approximately 35- by 35-foot area upon which the structure was constructed in 1915.

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**10. Form Prepared By**

name/title: Alexa McDowell, Architectural Historian  
organization: AKAY Consulting  
street & number: 4252 Oakland Avenue  
city or town: Minneapolis state: MN zip code: 55407  
e-mail akaymed@hotmail.com  
telephone: 515-491-5432  
date: 11-02-2016

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**Additional Documentation**

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Osseo Water Tower  
Name of Property

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**Photographs**

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

**Photo Log**

Name of Property: Osseo Water Tower

City or Vicinity: Osseo

County: Hennepin

State: MN

Photographer: Alexa McDowell

Date Photographed: 07-05-2016

Description of Photograph(s) and number, include description of view indicating direction of camera:

- 1 of 14 Context View: Looking north along Osseo's commercial district lining Central Avenue (historic route of Jefferson Highway)  
MN\_HennepinCounty\_OsseoWaterTower\_0001.tif
- 2 of 14 Context View: Looking west along 4<sup>th</sup> Street  
MN\_HennepinCounty\_OsseoWaterTower\_0002.tif
- 3 of 14 Context View: Looking west through Boerboom Veterans Park  
MN\_HennepinCounty\_OsseoWaterTower\_0003.tif
- 4 of 14 Context View: Looking southwest across the intersection of Central Avenue and 5<sup>th</sup> Street  
MN\_HennepinCounty\_OsseoWaterTower\_0004.tif
- 5 of 14 Context View: Looking southeast across the intersection of 1<sup>st</sup> Avenue NW and 5<sup>th</sup> Street NW  
MN\_HennepinCounty\_OsseoWaterTower\_0005.tif
- 6 of 14 Context View: Looking east along 4<sup>th</sup> Street NW  
MN\_HennepinCounty\_OsseoWaterTower\_0006.tif

Osseo Water Tower

Hennepin, Minnesota  
County and State

Name of Property

- |          |                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------|
| 7 of 14  | View: View of the water tower looking northwest with the fire department at right<br>MN_HennepinCounty_OsseoWaterTower_0007.tif |
| 8 of 14  | View: View of the water tower looking southeast<br>MN_HennepinCounty_OsseoWaterTower_0008.tif                                   |
| 9 of 14  | View: View of the water tower looking northeast<br>MN_HennepinCounty_OsseoWaterTower_0009.tif                                   |
| 10 of 14 | View: View of the water tower base and pad, looking northeast<br>MN_HennepinCounty_OsseoWaterTower_0010.tif                     |
| 11 of 14 | View: View of the water tower's 50,000-gallon tank<br>MN_HennepinCounty_OsseoWaterTower_0011.tif                                |
| 12 of 14 | View: View of the water tower structure from beneath the tower<br>MN_HennepinCounty_OsseoWaterTower_0012.tif                    |
| 13 of 14 | Detail: View of the mounting of leg to concrete footing<br>MN_HennepinCounty_OsseoWaterTower_0013.tif                           |
| 14 of 14 | Detail: View of the builder's plaque located on the NE leg<br>MN_HennepinCounty_OsseoWaterTower_0014.tif                        |

Osseo Water Tower

Name of Property

Hennepin, Minnesota

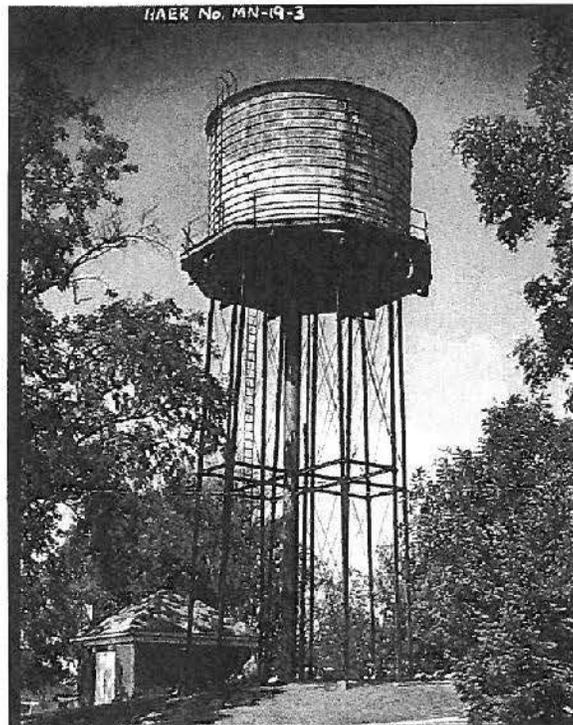
County and State

**Additional Information:** Water Tower Typologies

The use of the hemispherical bottom water tower falls with a continuum of the development of the municipal water system; while dominating the industry for nearly fifty-years the hemispherical bottom form was neither the first nor the last in the evolution of the water tower.

The *Flat Bottom* is the earliest American form utilized for elevated water tanks. Such tanks, commonly associated with railroad lines, were generally wood construction – both tank and tower. However, PDM's predecessor firm, Jackson & Moss, constructed a 55,000-gallon wood tank on a steel tower in LaPorte City, Iowa in 1896. The company also erected a flat bottom steel tank on a brick tower in Correctionville, Iowa in 1915. As one would expect, extant examples of the flat bottom type are rare; the Elysian Water Tower at Elysian, Minnesota (formerly listed on the National Register of Historic Places) was razed in 1989. A flat bottom with a wood tank in Stewart, Minnesota was replaced in ca.1920 by a hemispherical bottom, which remains today. The survey also found examples of the type were historically used in Anoka, Blooming Prairie, Carver, Cosmos, Elmore, New Prague, Nicollet, and Princeton (all non-extant). Flat bottom, steel tank water towers remain in Beardsley and Lindstrom.

**TYPOLOGY 1: FLAT BOTTOM (ca.1870-1890s)**



(SOURCE: <http://www.loc.gov/pictures/item/mn0103.photos.091440p/resource/>. Accessed 03/02/2015.)

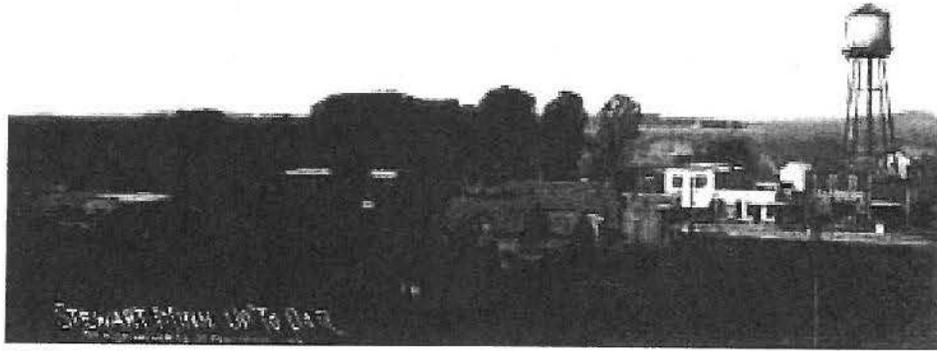
As the above image of the Elysian Water Tower at Le Sueur, MN (razed 1989) illustrates, early water towers (in this case, wooden) utilized a flat bottom. In the 1890s, that form gave way the hemispherical tank.

Osseo Water Tower

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**TYOLOGY 1: FLAT BOTTOM (Elevated)**

Hennepin, Minnesota  
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(SOURCE: <http://reflections.mndigital.org/cdm/singleitem/collection/mcc/id/76/rec/7>. Accessed 03/02/2015.)

This ca.1900 image documents the wood, flat bottom elevated tank at Stewart, Minnesota.



(SOURCE: [https://c2.staticflickr.com/4/3581/3334919542\\_7029b6de7f\\_b.jpg](https://c2.staticflickr.com/4/3581/3334919542_7029b6de7f_b.jpg). Accessed 02/02/2015.)

Stewart's current hemispherical water tower, which replaced the flat bottom tank in ca.1920, remains in use. Although unusually elongated in form, the tower is considered a hemispherical type.

Osseo Water Tower

Name of Property

**TYOLOGY 1: FLAT BOTTOM**

Hennepin, Minnesota

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(SOURCE: <http://reflections.mndigital.org/cdm/singleitem/collection/nico/id/3410/rec/1>. Accessed 03/01/2015).

The towers at Nicollet, Minnesota (ca.1908): flat bottom, wood tank at left and hemispherical bottom at right.

Osseo Water Tower

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**TPOLOGY 2: HEMISPHERICAL BOTTOM (1890s-ca.1940)**

The *Hemispherical Bottom* was considered the standard of the industry from the late 1890s to about 1940; the Osseo Water Tower is an example of the hemispherical bottom. The hemispherical form had the significant advantage of reducing stresses. Further, the tank's shape made securing it to the tower easier and provided ready access for ongoing maintenance. The form was also thought to be more pleasing to the eye. Hemispherical tanks, typically with a capacity of over 50,000-gallons (a 100,000-gallon elevated tank being considered large through ca.1910), most often had a conical roof of light, steel-plate and a projecting eave. A flagstaff was often used both as ornamentation and to provide rigidity to the roof. Ladders were recommended to run along one of the legs beginning near the ground and extending to the roof. Such ladders required steel clip connections at regular intervals. The balcony provided access to the tank but, just as importantly, acted as a support girder (often referred to as a stiffener) around the perimeter of the tank. Design guidelines recommended that plate steel with drain holes be utilized for the balcony deck rather than wood.

The task of painting the water tower required considerable effort; the proper finish reduced maintenance and assured the longevity of the structure. Beginning with a clean surface was paramount, followed by a primer and a finish coat. Red lead oxide, lampblack, and linsced oil were the primary elements of the paint primer with asphaltic varnish used as the finish coat. Most water towers of the period sported a silver tower and tank, black lettering, and a red roof.



(SOURCE: AKAY Consulting, Floodwood, MN, September 2014)

The hemispherical bottom water tank was the dominant form utilized from the 1890s through ca.1940. The major companies active in water tower construction developed some variations on the hemispherical form. In the mid-1920s, the Pittsburgh-Des Moines Steel Company (now PDM) began using what they termed an elliptical bottom; by diminishing the elongation of the tank form, the overall height of the tower could be lessened. The structure was otherwise the same as a hemispherical tower, utilizing laced channel columns and a cone roof.

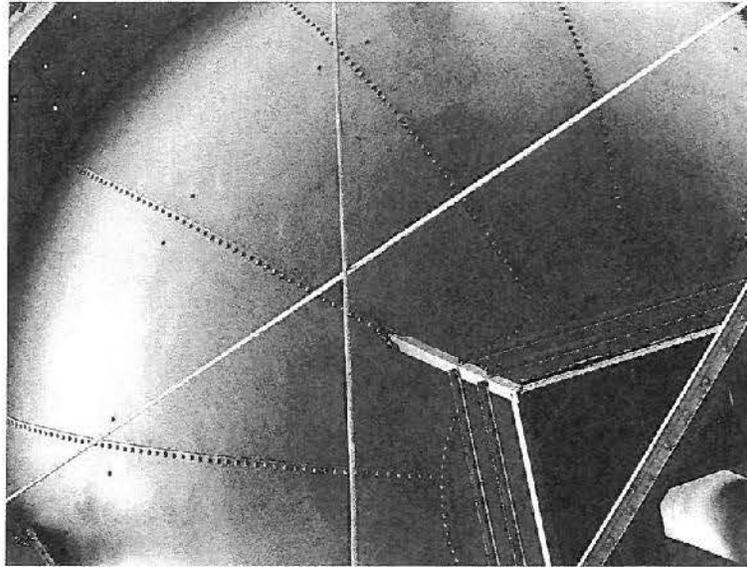
Osseo Water Tower

Name of Property

**TYOLOGY 2: HEMISPHERICAL BOTTOM**

Hennepin, Minnesota

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(SOURCE: AKAY Consulting, Floodwood, MN, September 2014)

The tank's riveted construction is seen in this detail view of the hemispherical bottom.



(SOURCE: AKAY Consulting, Wanamingo, MN, January 2015)

The hemispherical at Wanamingo, with its historic paint scheme, stands in a prominent location overlooking the downtown commercial area.

Osseo Water Tower

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**TPOLOGY 2: HEMISPHERICAL BOTTOM**

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(SOURCE: mnhsonlinecollection.org. Accessed 02/27/2015)

Although proportionately varied from the typical hemispherical, the Robbinsdale water tower (extant) is of the hemispherical bottom type.

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**TYOLOGY 3: DOUBLE ELLIPSOIDAL (1930s-present)**

The *Double Ellipsoidal* was introduced in the 1930s in response to the demand for larger capacity tanks. Like the hemispherical type, double ellipsoidal water tanks were first constructed using rivets. Beginning during the World War II era, double ellipsoidal tanks more commonly utilized welded construction. The examples illustrate the variation in appearance of the double ellipsoidal tank, reflecting the tanks wide capacity range (50,000 to 500,000 gallons). The type is the most widely seen of those constructed in the post-war era.



(SOURCE: AKAY Consulting Postcard Collection)

As the hemispherical replaced the earlier flat bottom water towers, the hemispherical form was supplanted by the double ellipsoidal. That change is illustrated in this image of the towers in Albert Lea, Minnesota – while the double ellipsoidal (near center) remains in use today, the hemispherical (at left) is non-extant.

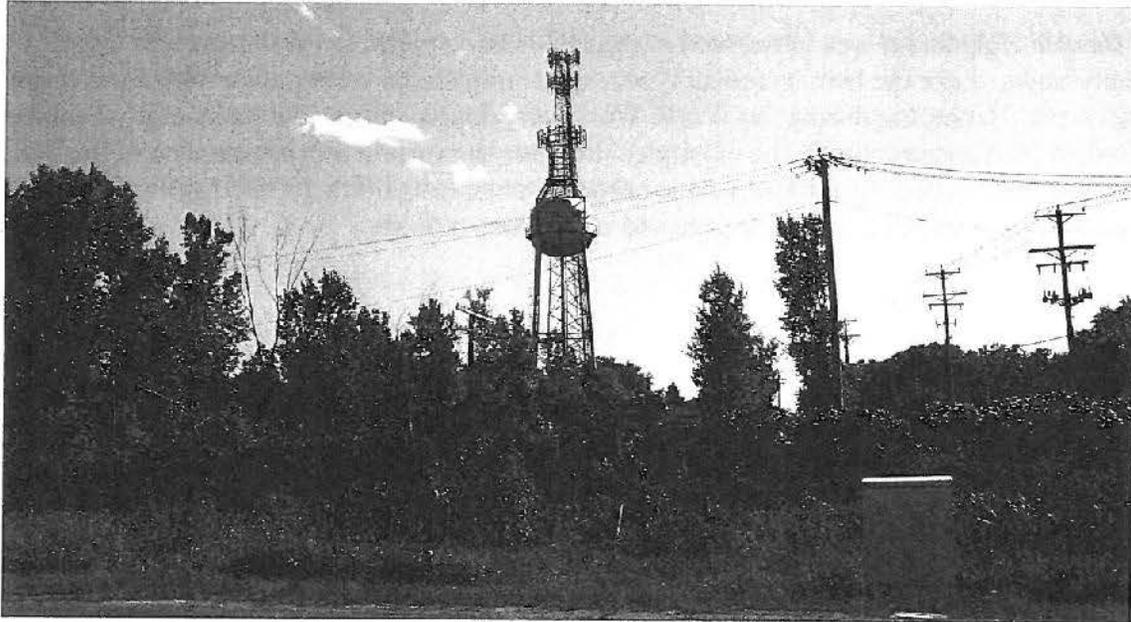
The following examples illustrate the variation in appearance of the double ellipsoidal tank, reflecting the tanks wide capacity range (50,000 to 500,000 gallons).

Osseo Water Tower

Name of Property

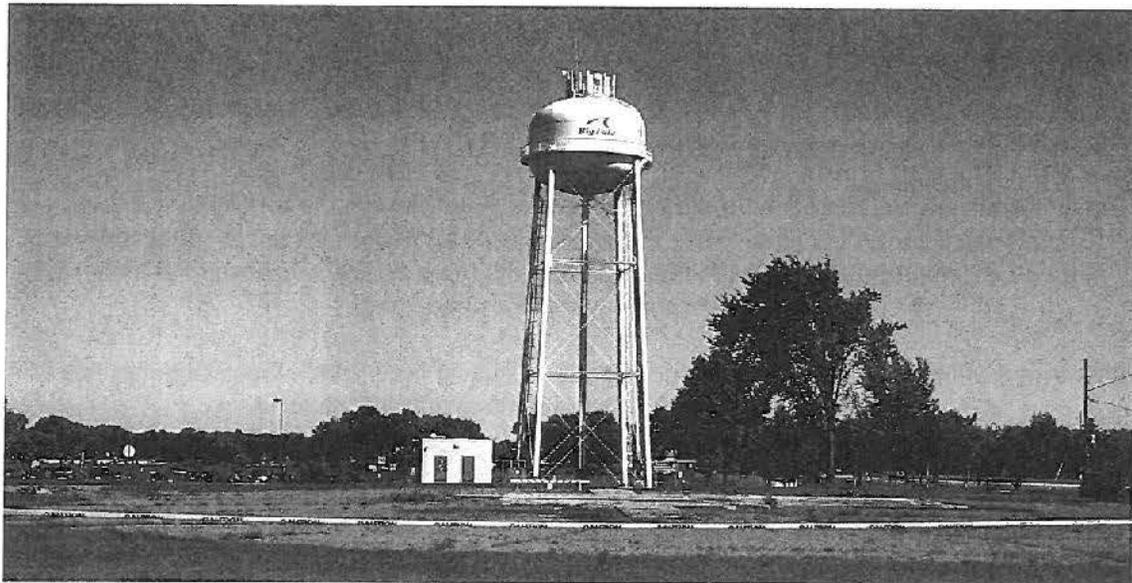
Hennepin, Minnesota  
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**TYPOLOGY 3: DOUBLE ELLIPSOIDAL**



(SOURCE: AKAY Consulting, Medina, MN, September 2014)

The double ellipsoidal in Medina is relatively small in scale and capacity. Still, its height makes it an attractive spot for the collocation of telecommunications antennae.



(SOURCE: AKAY Consulting, Big Lake, MN September 2014)

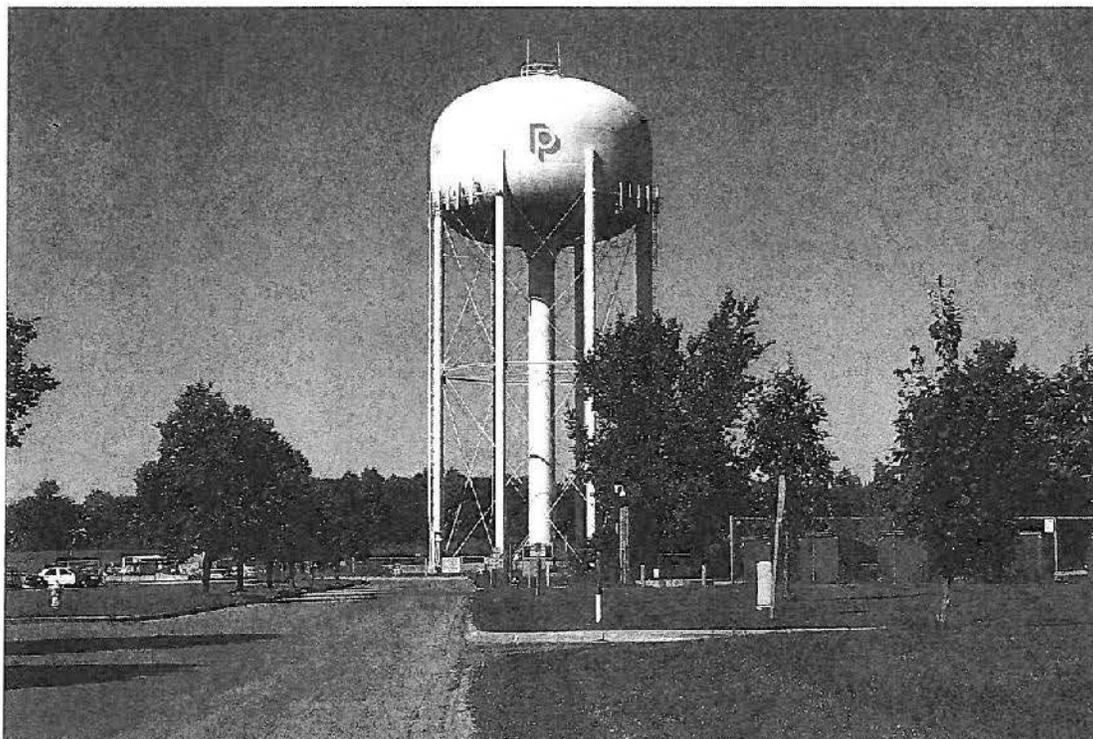
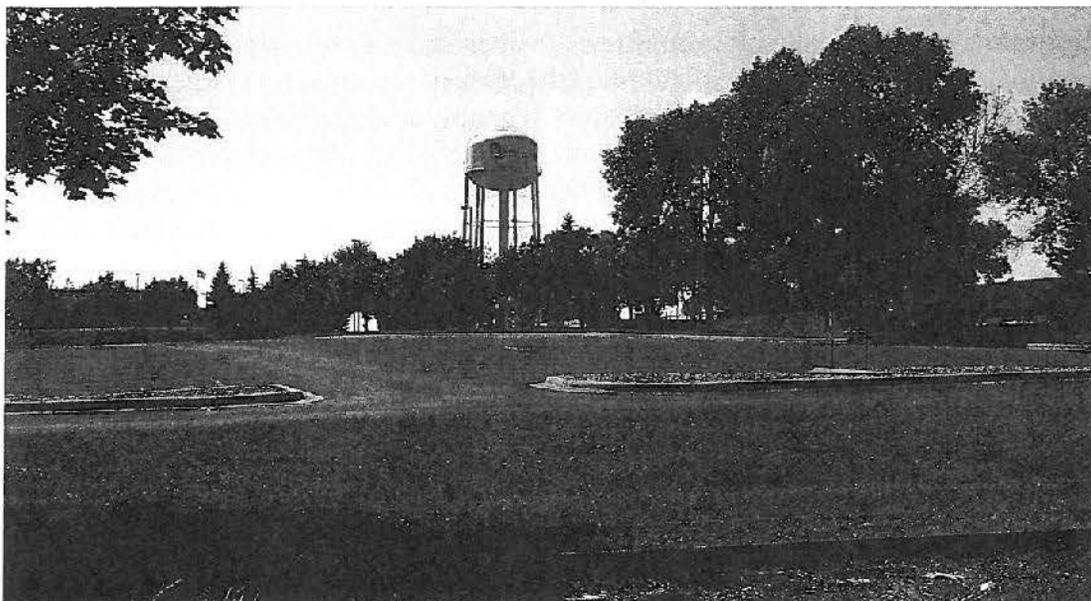
Osseo Water Tower

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**TYOLOGY 3: DOUBLE ELLIPSOIDAL**

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(SOURCE: AKAY Consulting, Plymouth, MN September 2014)

Plymouth has four water towers, two of which are categorized as double ellipsoidal in form. The tower in the top image dates to 1961.

Osseo Water Tower

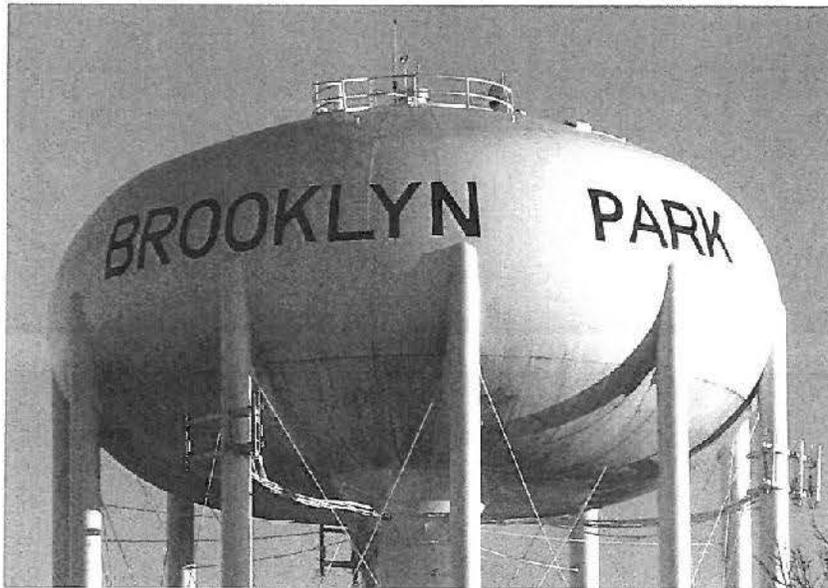
Hennepin, Minnesota

Name of Property

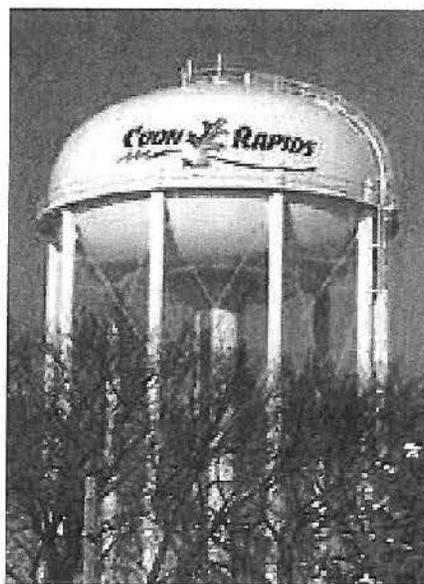
County and State

**TYOLOGY 4: SPHEROID ELEVATED TANK - TOROSPHERICAL** – (ca.1945-present)

The *Spheroid* elevated water tank (a sub-type of which is the *Torospherical*) was introduced post-war and, given its large capacity (2,000,000 gallons), is common in large communities and urban areas. Both the Chicago Bridge and Iron Company and Pittsburgh-Des Moines developed large capacity spheroid tanks. A spheroid tank is comprised of plates of variable curvature with no vertical shell, with plates in tension requiring two sets of supports. As a result, the form can be identified by the use of a large center standpipe with slender outer columns and wind bracing.



(SOURCE: [http://www.myfurnaceandac.com/images/brooklynpark\\_watertower\\_original.jpg](http://www.myfurnaceandac.com/images/brooklynpark_watertower_original.jpg). Accessed 02/20/2015)



(SOURCE: <http://mw2.google.com/mw-panoramio/photos/small/16344293.jpg>. Accessed 03/01/2015)

Osseo Water Tower

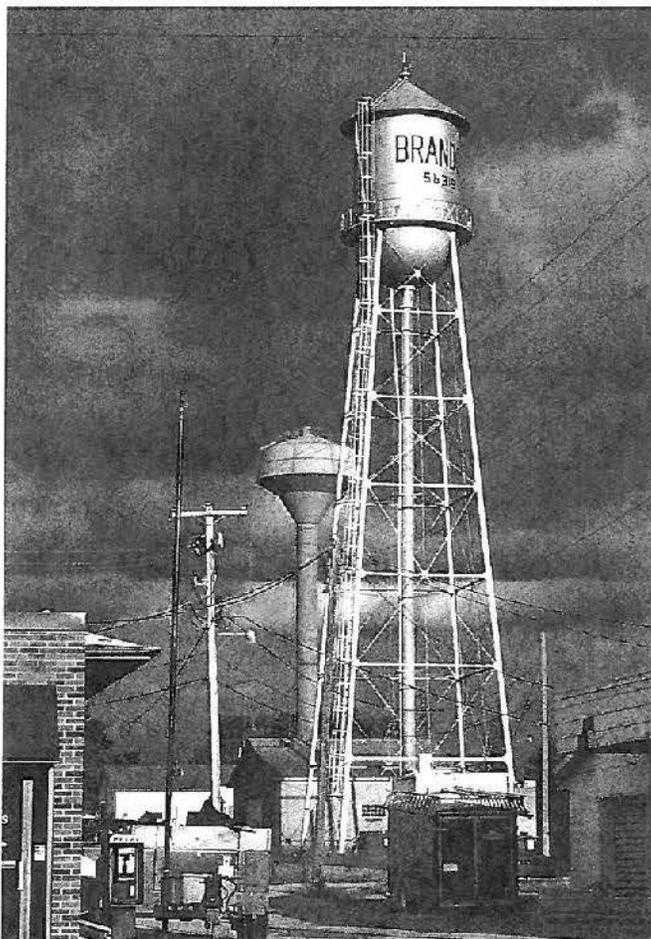
Name of Property

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County and State

**TYOLOGY 5: SPHEROID ELEVATED TANK – PEDESTAL SPHERE** (ca.1945-present)

The *Pedestal Sphere* came into use with the development of welded technology. Both the Chicago Bridge and Iron Company and the Pittsburgh-Des Moines Company developed this type of spherical tank with capacities of up to 200,000 gallons set on a supporting cylinder enclosing the standpipe. As the examples show, the welded design allowed for considerable variation in the shape of the tank. The pedestal sphere, along with the more economical water ball, replaced the previously dominant hemispherical and elliptical bottom forms.



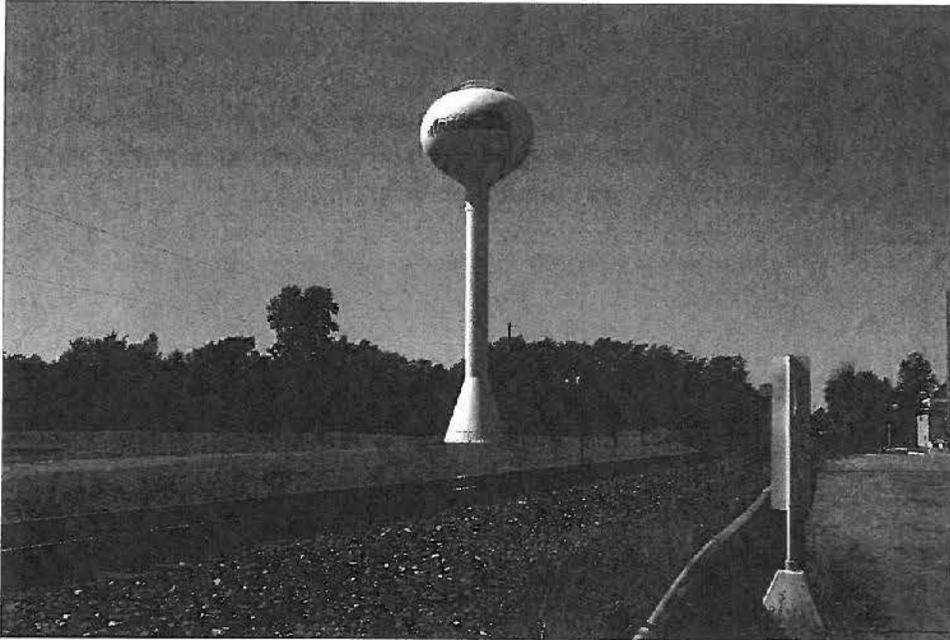
(SOURCE: <http://1.bp.blogspot.com/-qMBuOzQgXjs/UDPImqZzorI/AAAAAAAAABJ8/mY6ySKKQOIE/s1600/Dual+Water+towers+by+Plaster.jpg>. Accessed 02/28/2015).

As the image above illustrates, the community of Brandon replaced their ca.1915 hemispherical water tower with an elevated spheroid – the process of constructing the new tower was captured in this image from August of 2012, with the older tower removed shortly thereafter. As the following examples show, the welded designs allowed for considerable variation in shape. The “spaceship” form (like the new tower at Brandon) is now a common element on the Minnesota horizon.

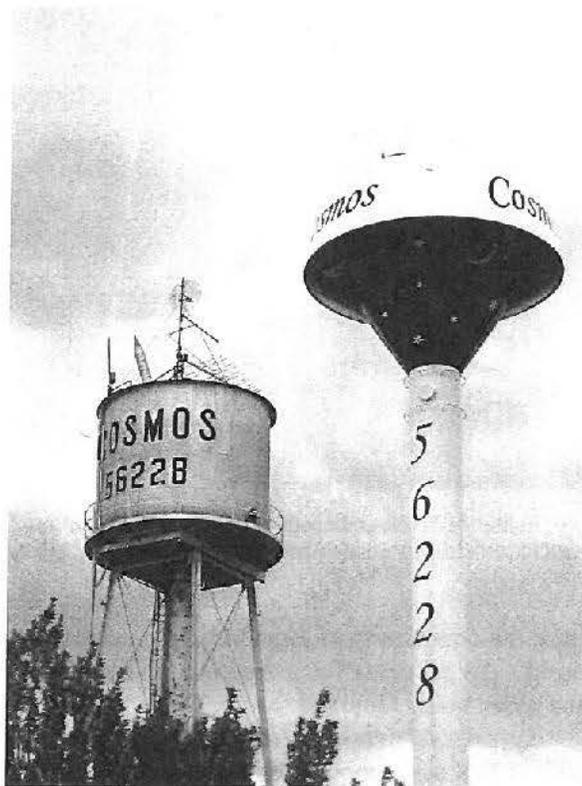
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**TYOLOGY 5: SPHEROID ELEVATED TANK – PEDESTAL SPHERE**



(SOURCE: AKAY Consulting, Annandale, MN, September 2014)

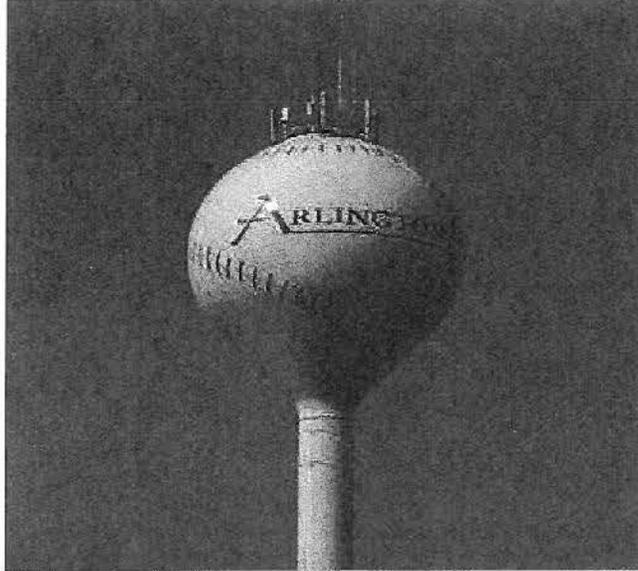


(SOURCE: <http://www.mikiemetric.net/USAPics/Water%20Towers/BlaineDonutTower.jpg>. Accessed 03/02/2015)

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**TYOLOGY 5: SPIEROID ELEVATED TANK – PEDESTAL SPHERE**



(SOURCE: <http://smartdrycarpetcleaning.com/wp-content/uploads/2014/02/arlington.jpg>. Accessed 02/25/2015)



(SOURCE: <http://www.mikiemetric.net/USAPics/Water%20Towers/BlaineDonutTower.jpg>. Accessed 02/25/2015)

Osseo Water Tower

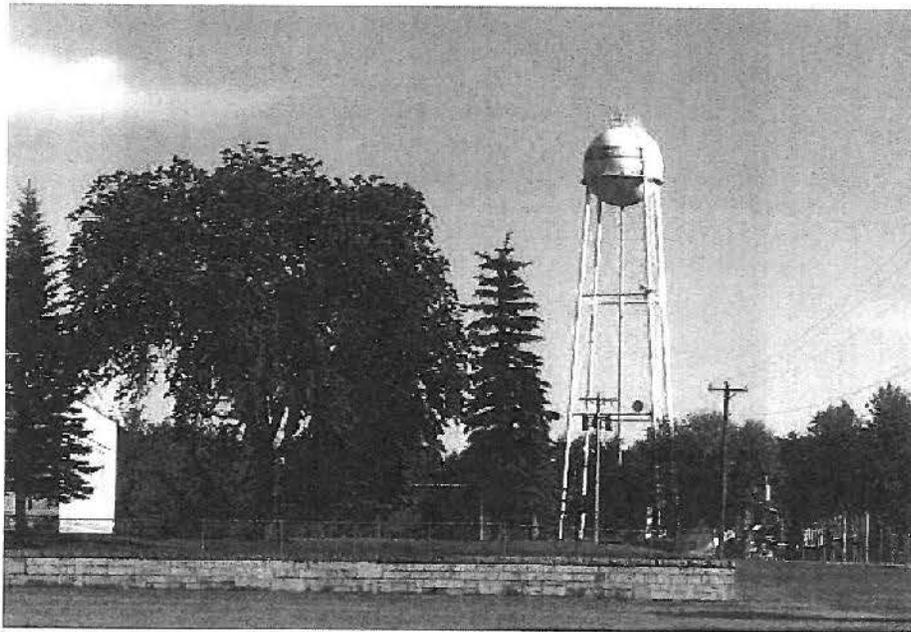
Name of Property

**TYPOLOGY 6: WATERBALL (ca.1945-present)**

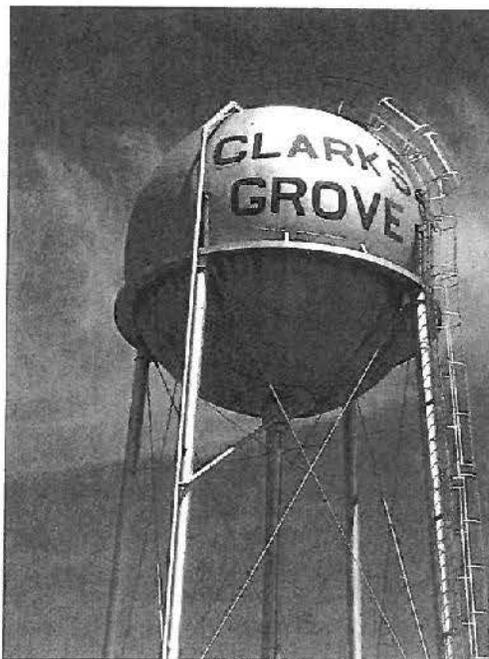
Hennepin, Minnesota

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Like the pedestal sphere, the *Water Ball* was a post-war era development. The small tank set on slender posts was more economical than the pedestal sphere, but its small capacity limited its use to small communities.



(SOURCE: AKAY Consulting, Rockville, MN March 2015)



(SOURCE: AKAY Consulting, Clarks Grove, MN June 2016)

Osseo Water Tower

Name of Property

**TYOLOGY 7: HYDROPILLAR** (ca.1990s – Present)

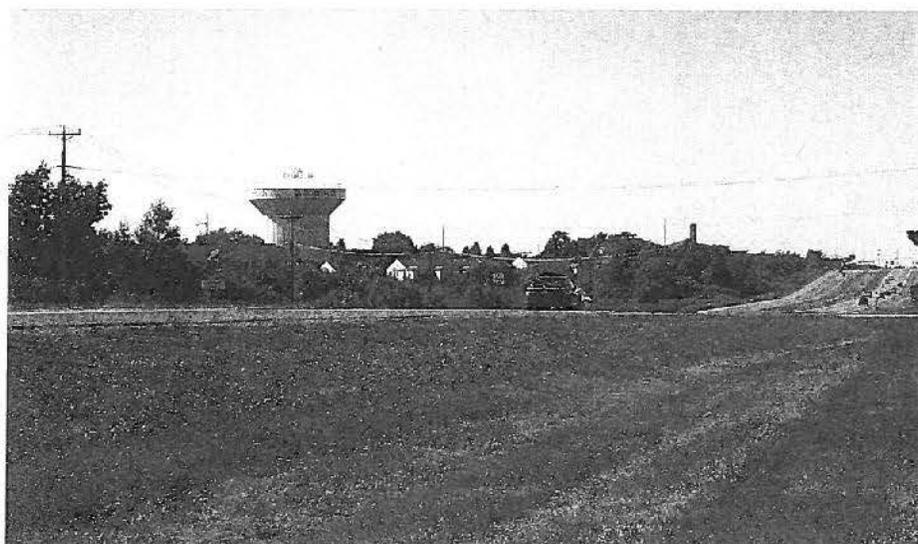
Hennepin, Minnesota

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The *Hydropillar* was developed and patented by PDM in 1962. The hydropillar has a large diameter fluted standpipe supporting a tank with a vertical shell and ellipsoidal bottom and top. The form allowed for a wide range of capacity tanks and created a base that doubled as an enclosed space commonly utilized for storage; large door at the base (not visible in this view) provides access to the interior. This tower type is quickly becoming the dominant form in the Metropolitan area – its ability for large capacity storage (a number identified during the survey have capacities in excess of 1,000,000-gallons) makes it useful to cities facing an ever-increasing population.



(SOURCE: AKAY Consulting, St. Michael, MN, September 2014)



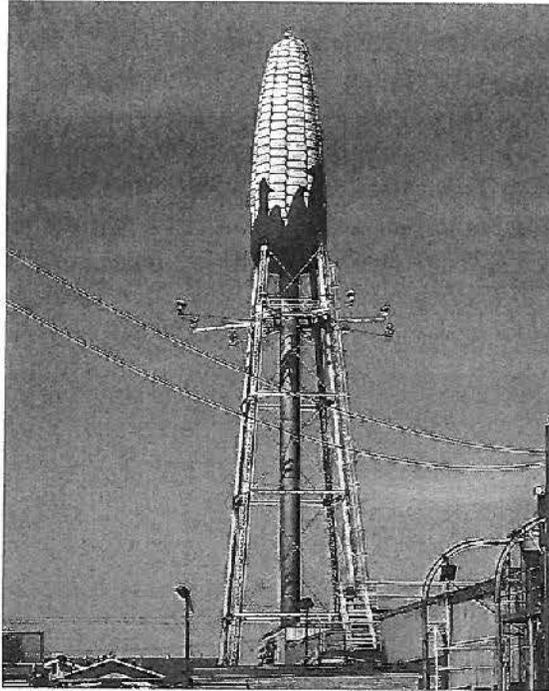
(SOURCE: AKAY Consulting, Plymouth, MN, September 2014)

Osseo Water Tower

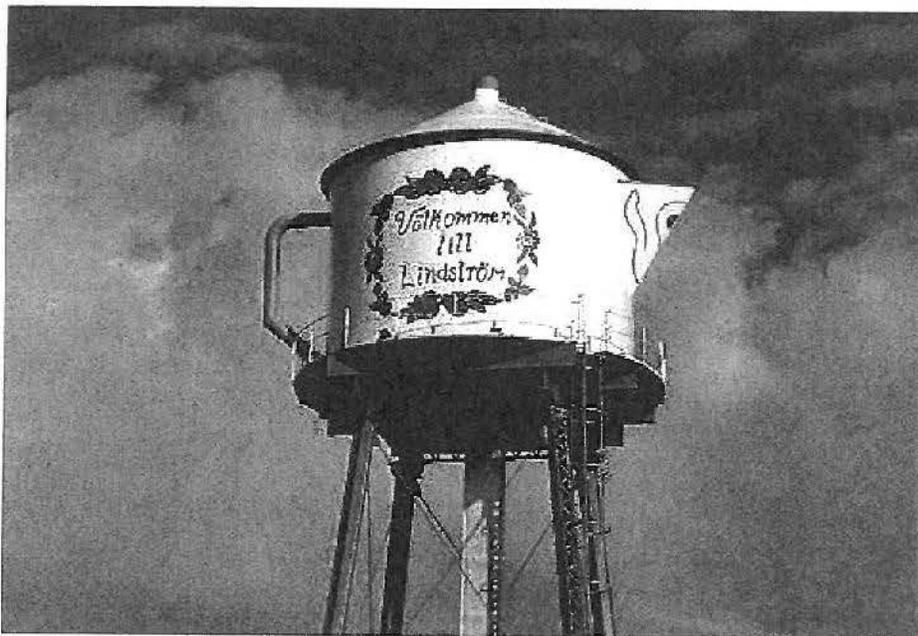
Name of Property

**TYOLOGY 8: NOVELTY**

Hennepin, Minnesota  
County and State



(SOURCE: <http://media-cache-ec0.pinimg.com/736x/c4/73/21/e47321da4c3a115a6e2ac7a18368b3e9.jpg>. Accessed 02/28/2015).



(SOURCE: [http://blog.lib.umn.edu/crd/rural\\_design/Lindstrom.jpg](http://blog.lib.umn.edu/crd/rural_design/Lindstrom.jpg). Accessed 02/20/2015).

The towers at Rochester (top) and Lindstrom are, perhaps, Minnesota's most widely recognized water towers. Worth noting ... the paint scheme of the Lindstrom tower post-dates the flat bottom tower by decades; the change coming after the tower was decommissioned.

Osseo Water Tower  
Name of Property

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**Paperwork Reduction Act Statement:** This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.).

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.



OsseoWaterTower\_0001

Context View: Looking north along Osseo's commercial district lining Central Avenue (historic route of Jefferson Highway)



OsseoWaterTower\_0002  
Context View: Looking west along 4th Street



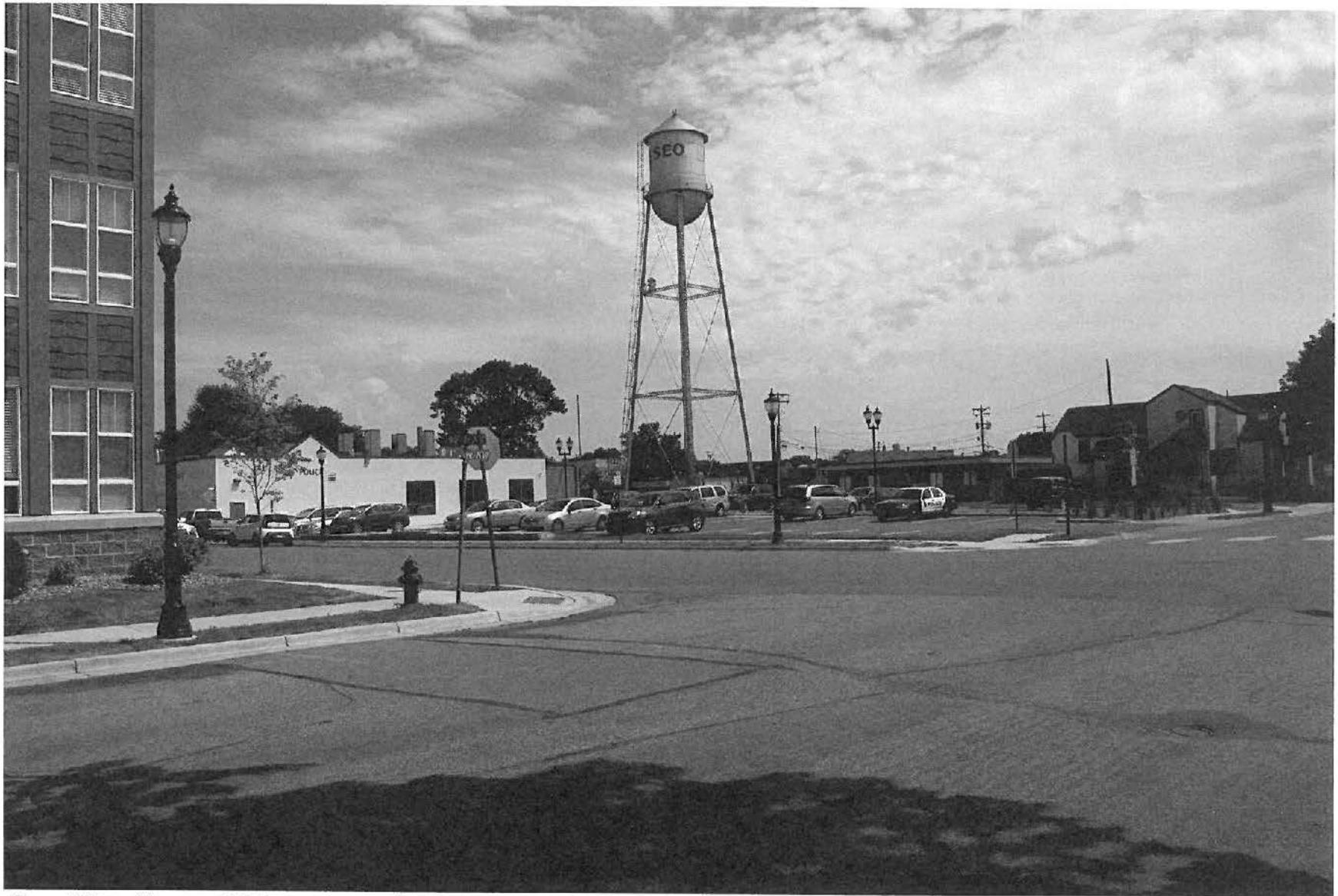
OsseoWaterTower\_0003

Context View: Looking west through Boerboom Veterans Park



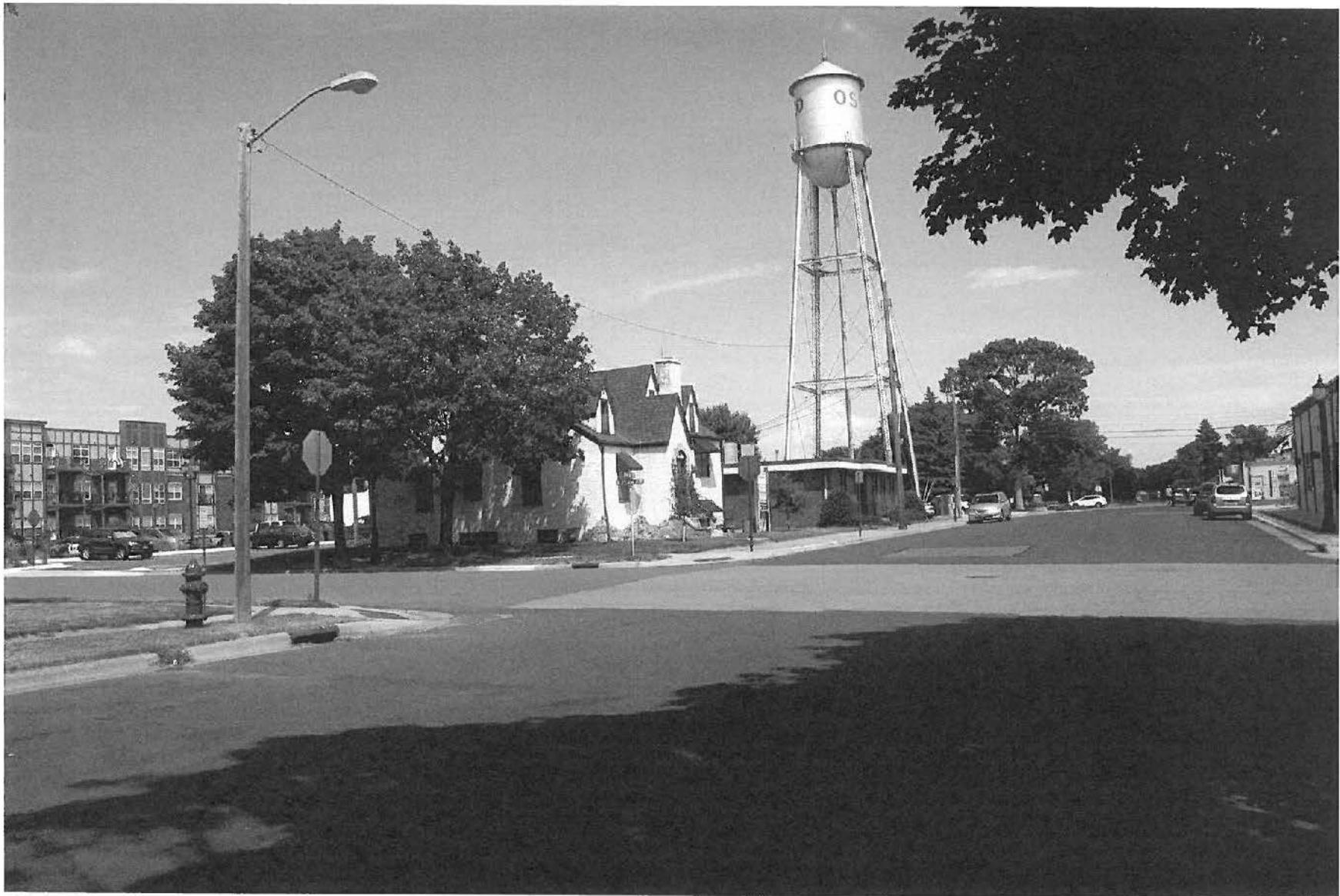
OsseoWaterTower\_0004

Context View: Looking southwest across the intersection of Central Avenue and 5th Street

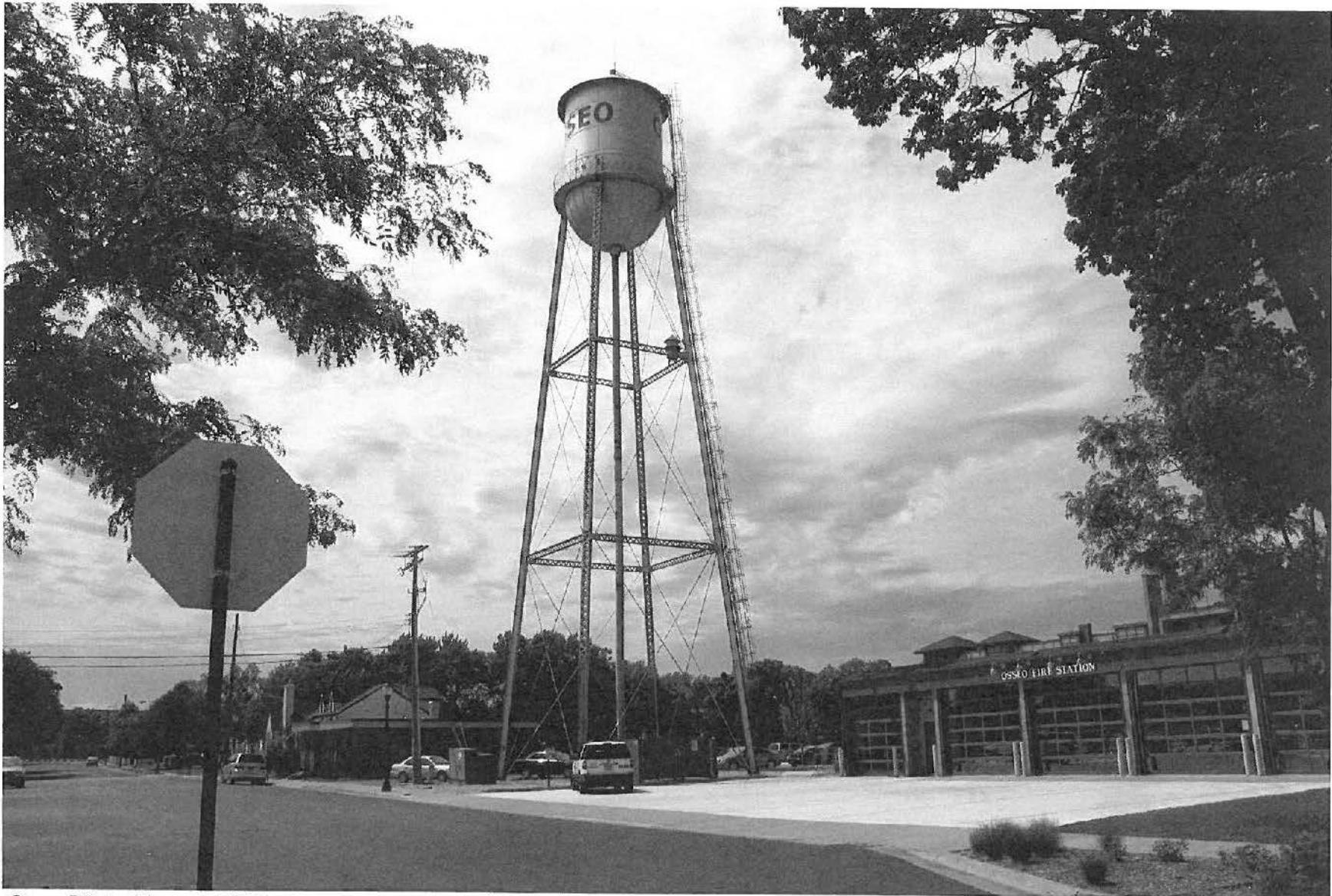


OsseoWaterTower\_0005

Context View: Looking southeast across the intersection of 1st Avenue NW and 5th Street NW



OsseoWaterTower\_0006  
Context View: Looking east along 4th Street NW



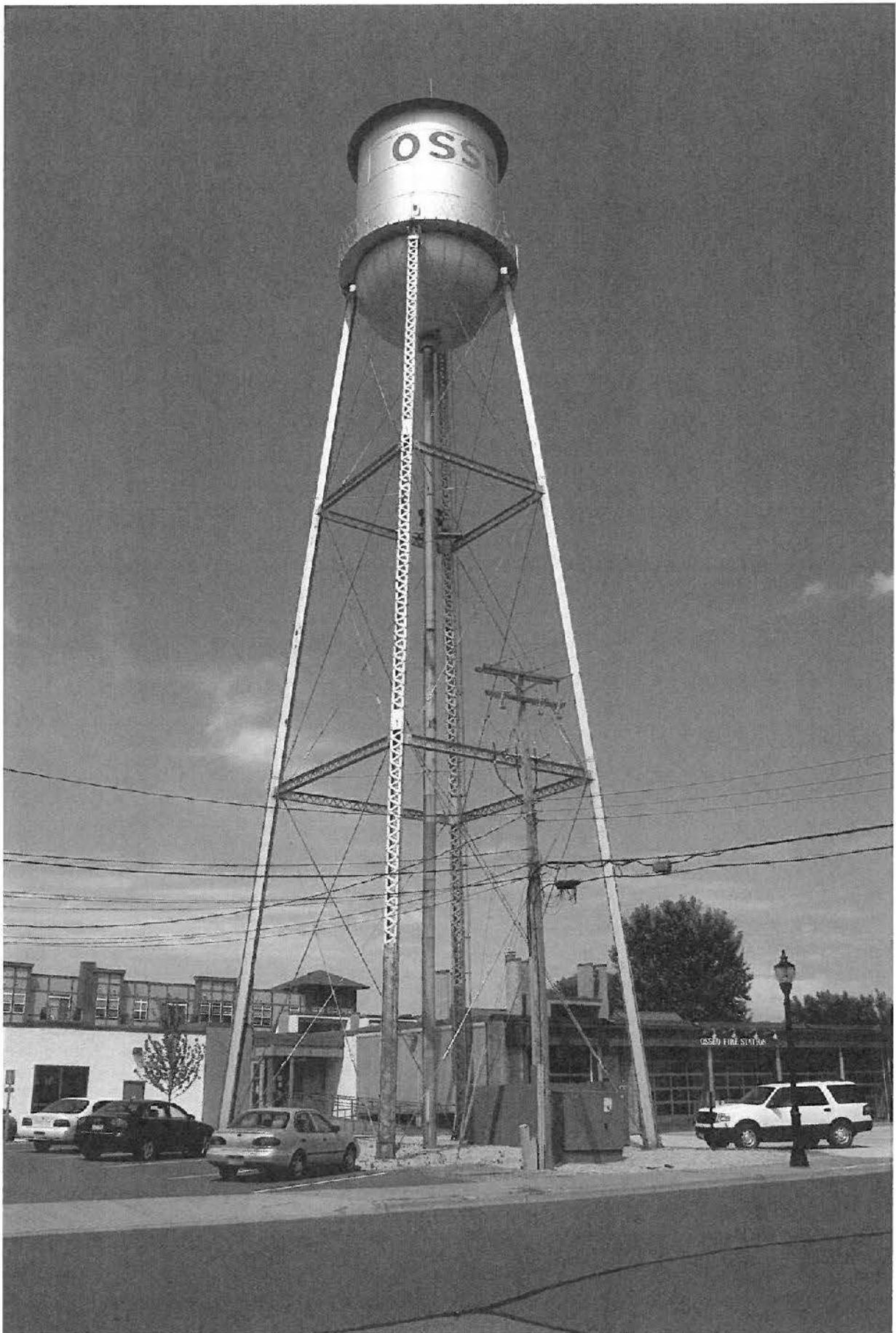
OsseoWaterTower\_0007

View: View of the water tower looking northwest with the fire department at right



OsseoWaterTower\_0008

View: View of the water tower looking southeast



OsseoWaterTower\_0009

View: View of the water tower looking northeast



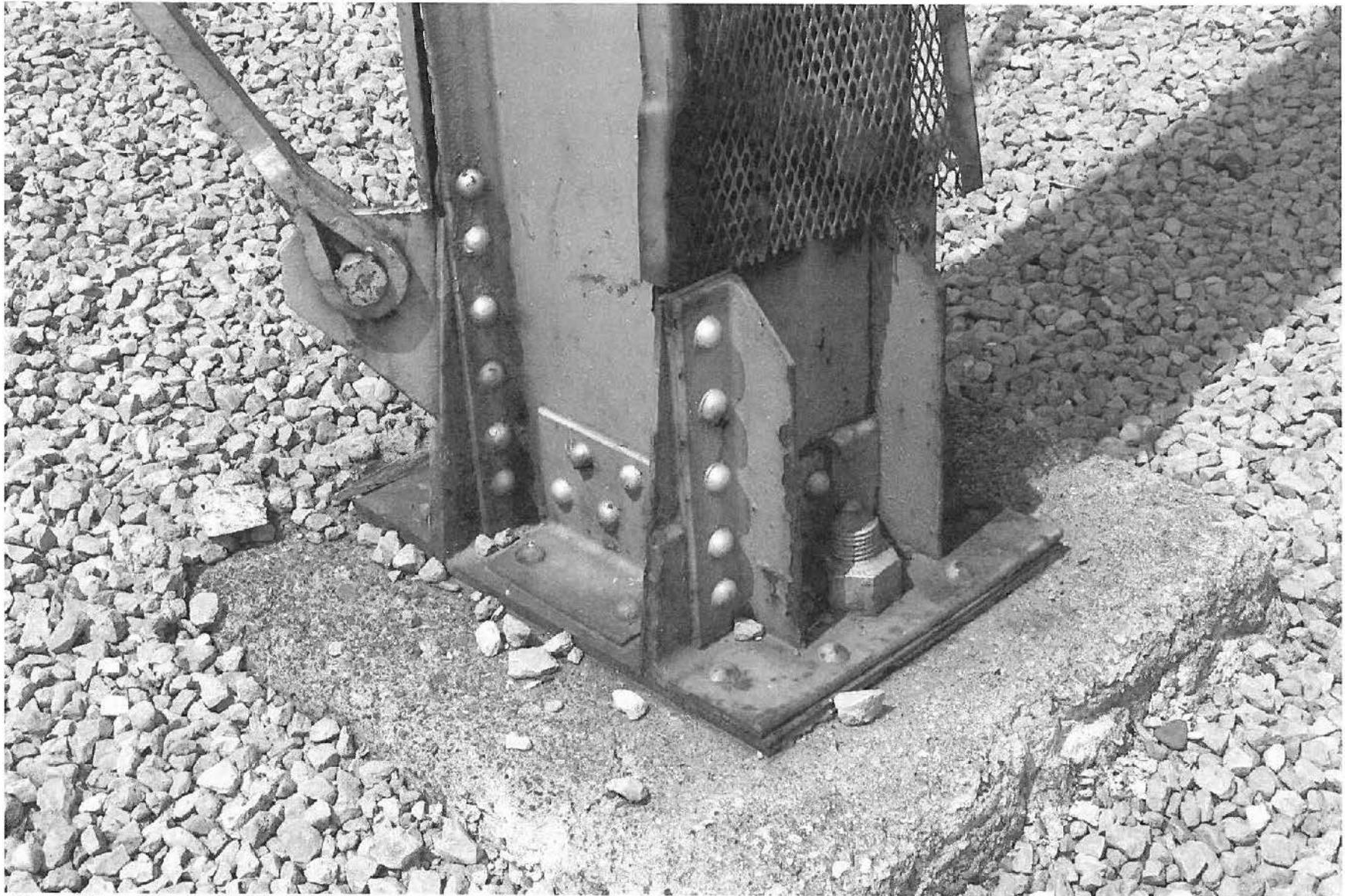
OsseoWaterTower\_0010

View: View of the water tower base and pad, looking northeast



OsseoWaterTower\_0011  
View: View of the water tower's 50,000-gallon tank





OsscoWaterLower\_0013

Detail: View of the mounting of leg to concrete footing

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OsseoWaterTower\_0014

Detail: View of the builder's plaque located on the NE leg

**APPENDIX B:  
WIND LOADING AND RISK CATEGORIES**



**Mattson  
Macdonald  
Young**  
structural  
engineers

Bassett Creek Business Center  
901 North 3rd Street, #100  
Minneapolis, MN 55401

612-827-7825 voice  
612-827-0805 fax

**To:** Todd Grover  
MacDonald & Mack Architects

**From:** Ken Green

**Date:** December 10, 2019

**Project:** Osseo Historic Water Tower

**Regarding:** Wind Loading and Risk Categories

**Message:**

This memo is to clarify the concern brought up in our draft report regarding the adequacy of the existing foundation for the historic water tower in Osseo.

The Minnesota State Building Code is based on the 2012 International Building Code. Both of these recognize a Risk Category, I through IV, associated with a building or structure use and the risk to human life and the community in the event of a structural failure. The affect on the design includes increased design wind and snow loads, which would reduce the possibility of a collapse.

Category II could be considered the default category – the one a majority of the buildings would fall under. Category I is defined as “Buildings and other structures that represent a low hazard to human life in the event of failure...” and include mainly agricultural buildings and minor storage facilities. Category III is for structures “that represent a substantial hazard to human life in the event of failure” and Category IV is “Buildings and other structures designated as essential facilities, including but not limited to: ...Fire, rescue, ambulance and police stations and emergency vehicle garages.”

An unused isolated water tower would be able to be considered as a lower risk category, potentially Risk Category I. However, given the water tower’s historic value and its proximity to the fire station, a higher risk category would be recommended. If it were to collapse to the east, the water tower is tall enough to potentially block the drive lanes of the adjacent fire station, temporarily cutting off exiting from the fire station and disability its ability to function as a n essential facility. The foundations and some of the bracing members of the water tower are undersized when treated as Risk Category III or IV structure but are sufficient under the lower risk categories.

Note that the term “Risk Category” replaced the term “Occupancy Category” in the most recent Minnesota State Building Code. While functionally similar in the way they apply varying levels of acceptable risk to different structures, the new terminology recognizes that failure of a particular structure can affect more than itself and its occupants. The old terminology and concept has been incorporated into building codes for a number of years but not at the time when the water tower was designed and constructed and possibly not the fire station either. The existing structures can be considered “grandfathered” into code acceptance provided no substantial modifications are made to the structures.



### Osseo Heritage Preservation Commission

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

OHPC Meeting Notes: January 22, 2020, 6:30 p.m. Location: Osseo City Hall

Meeting Attendees: Patty McLean, Dorothy Clarke, Jim Killmer, Jan Hawkins, Jaz Kelm, Brittney Quant, Harold Johnson

1. Our next meeting in 2020 will be April 21st.
2. Discussed the water tower Condition Assessment report.
3. Discussed the artifacts donated by the Allan family
4. Discussed that we will change out the city hall cabinets with different artifacts.
5. Discussed copying the artifact scrapbooks by contacting the schools if they have the type of scanner that can handle them.
6. Discussed doing oral histories for the sesquicentennial of Osseo.

### COMMISSION MEMBERS AND CONTACT INFORMATION

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

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

Dorothy Clarke, honorary resident commission member, co-chair  
763-760-2741

James Killmer, resident commission member  
manyki@online.no

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

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

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



## City of Osseo City Council Meeting Item

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<b>Agenda Item:</b>	<b>Election Judges</b>
<b>Meeting Date:</b>	January 27, 2020
<b>Prepared by:</b>	City Clerk LeAnn Larson
<b>Attachments:</b>	Resolution

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**Background:**

Election law states that election judges for cities shall be appointed at least 25 days before the election at which the election judges will serve.

**Discussion:**

With the Presidential Nomination Primary coming on March 3, election judges that may serve at this election should be appointed. City staff can also be part of any absentee ballot board that may be necessary for the processing of absentee ballots. If additional judges are needed, this resolution serves to appoint those people to fill any vacancies or to make substitutions even if not listed on this resolution.

**City Goals Met By This Action:**

Continue to give staff the necessary tools to do their jobs effectively and efficiently.  
Increase communication with citizens and encourage citizen engagement.

**Options:**

The City Council may choose to:

1. Adopt a resolution appointing election judges and absentee ballot board for the Presidential Nomination Primary;
2. Table for additional information.

**Recommendation/Action Requested:**

Staff recommends the City Council adopt a resolution appointing election judges and absentee ballot board for the Presidential Nomination Primary.

**Resolution No. 2020-x**

**RESOLUTION APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD  
FOR THE PRESIDENTIAL NOMINATION PRIMARY**

WHEREAS, Minnesota Election Law 204B.21 states that election judges shall be appointed at least 25 days before the election at which the election judges will serve; and

WHEREAS, other individuals may be appointed to serve on an absentee ballot board;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following persons are appointed as possible election judges or as members of an absentee ballot board for the Presidential Nomination Primary on March 3, 2020; and

BE IT FURTHER RESOLVED that additional election judges may be added to the slate of judges as necessary to fill vacancies or make substitutions as needed:

Nancy Abts

Dee Bonn

Lorraine Boser

Karen Broden

Deanna Burke

Virginia Conwell

Rebecca Hegstrand

Peggy Langston

Jim Mikolai

Will Rogers

Jill Utecht

Henrietta Walter

April Weller

Sharilyn Wissink

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>
Osseo Maple Grove Hockey Association	\$1,500	Music/Movies in the Park
Osseo American Legion	\$1,500	Music/Movies in the Park
UMI Company, Inc.	\$ 100	Fire Department
Harold E. & Gayle Johnson	\$ 600	Beautification
<i>(in memory of Frank Folwarski, Agnes Iten, Donald Mattson, Gary Mitsch, Sharon Schmidt, &amp; Dr. P.H. Shah)</i>		



**Agenda Item:** Items pertaining to the 2020 Street Reconstruction Project

**Meeting Date:** January 27, 2020

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

**Attachments:** Resolutions, maps, and preliminary assessment roll

**Policy Consideration:**

Request to approve the following:

1. Adopt the one of the attached resolutions approving plans and specifications and authorizing the advertisement of bids. Resolution options include:
  - a. Electronic bids
  - b. Paper bids

**Background:**

On November 25, 2019, the City Council held the improvement hearing and adopted a resolution ordering in the improvements for this project and the preparation of plans and specifications. The city engineer's presentation from that meeting is attached for reference.

The 2020 Street Reconstruction Project consists of reconstructing portions of 2<sup>nd</sup> Avenue NE and 3<sup>rd</sup> Avenue NE, from 4<sup>th</sup> Street NE to CR 30 including repairing or minimal reconstruction of the storm and sanitary sewer, and full replacement of curb and gutter. All driveways in the project area will receive a concrete apron. It is expected that the roadway improvements can be completed within existing road rights-of-way or drainage easements for work on all streets. See attached project location map.

Surface Improvements

As part of the City's initiative to increase walkability around the City, sidewalk installation is being considered for this project. In analyzing the sidewalk options, it was determined that slightly narrowing both 2<sup>nd</sup> Avenue NE and 3<sup>rd</sup> Avenue NE would maintain the functionality of the existing street while reducing the impacts on adjacent properties if sidewalk was added on one side. The sidewalk installation recommendations therefore assume that both 2<sup>nd</sup> Avenue NE and 3<sup>rd</sup> Avenue NE will be reduced to a 32-foot wide street section.

In determining the benefit of sidewalk on the project, each sidewalk option was evaluated for potential impacts, connectivity to existing sidewalk, and overall benefit to adjacent properties. Based on this evaluation and feedback gathered at the October 28, 2019 Council meeting, a new 5' sidewalk with a 4' boulevard is proposed on the east side of both 2<sup>nd</sup> Avenue NE and 3<sup>rd</sup> Avenue NE.

Utility Improvements

Storm and sanitary sewer televising, and geotechnical evaluation was performed as a part of preparing the feasibility report to help calculate pavement design and recommended utility repairs. Installation of additional catch basins to minimize local flooding concerns are proposed for the storm sewer. Minimal casting and manhole improvements are proposed for the sanitary sewer.

Minor watermain improvements are also proposed as part of this project. All hydrants are proposed to be replaced, as well as any valves or watermain structures found to be deficient throughout the project area. New hydrants will be added to provide fire protection to the all properties within the project area.

#### Public Involvement

A neighborhood open house for the proposed improvements was conducted on October 1, 2019. Preliminary information was presented to 11 property owners regarding the proposed improvements, funding, schedule, and impacts associated with the project. Comment cards were made available to attendees at the meeting and responses that were received prior to that meeting are shown within the feasibility report. Sidewalk installation was a big concern to those that attended the meeting.

Additional public comments were taken during the October 28, 2019 City Council meeting and at the November 25 improvement hearing. Sidewalk installation was again a big concern to those who attended the meeting.

#### **Funding/Financing:**

The total project cost is estimated at \$1,034,500.00, and includes all proposed street, utility, sidewalk, and storm sewer improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the feasibility report. The opinion of probable cost is based on projected construction costs for 2020 and includes a 10% contingency and 25% indirect costs. The indirect costs include engineering, legal, and administrative costs associated with the project. No right-of-way acquisition is expected as a part of this project.

Financing the 2020 Street Reconstruction Project will be based on the City's special assessment policy which calls for 50% of the proposed improvements to be specially assessed including all administrative costs. The remaining 50% and 100% of the storm and utility costs will be financed by the City through street and enterprise funds. The proposed assessment roll is attached, along with an assessment map highlighting the benefiting properties. The proposed per unit assessment is \$6,720.

#### **Bidding:**

There are two resolutions attached that approve plans and specifications and authorize the advertisement of bids. Staff is recommending the City Council adopt the resolution that includes electronic bidding as per the newly adopted policy. If for some reason Council is hesitant to use electronic bidding in this case, staff has provided an optional resolution for Council's consideration that authorizes paper bidding.

#### **Schedule:**

If Council approves one of the attached resolutions, the next step for this project is to go out for bids.

Other key dates include:

- Bid opening – March 3, 2020
- Assessment hearing – April 13, 2020
- Award the project – May 26, 2020
- Begin construction – June 15, 2020

**Previous Action or Discussion:**

On November 25, 2019, the City Council held the improvement hearing and adopted a resolution ordering in the improvements for this project and the preparation of plans and specifications.

**Budget or Other Considerations:**

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

**City Goals Met By This Action:**

Maintaining city infrastructure.

**Options:**

The City Council may choose to:

1. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2020 Street Reconstruction Project using electronic bidding;
2. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2020 Street Reconstruction Project using paper bidding;
3. Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2020 Street Reconstruction Project with noted changes or as amended;
4. Deny the project;
5. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose Option (1): Adopt the resolution approving the Plans & Specifications and Authorizing the Advertisement for bids for the 2020 Street Reconstruction Project using electronic bidding.

**Next Step:**

Advertise for bids.

**Resolution No. 2020-xx**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE  
ADVERTISEMENT FOR BIDS FOR THE  
2020 STREET RECONSTRUCTION PROJECT**

**WHEREAS**, pursuant to motion passed by the City Council on August 26, 2019, the City Engineer was directed to prepare a Feasibility Report for the 2020 Street Reconstruction Project; and

**WHEREAS**, such feasibility report was received and approved by the City Council at the October 28, 2019, regular City Council meeting; and

**WHEREAS**, pursuant to City Council authorization on November 25, 2019, the city engineer has prepared plans and specifications for the 2020 Street Reconstruction Project and has presented such plans and specifications to the council for approval;

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

1. The plans and specifications, copies of which are on file at city hall, are hereby accepted upon recommendation of the city engineer.
2. The city clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvements under such approved plans and specs. The advertisement shall specify the work to be done and shall state that bids will be opened on Tuesday, March 3, 2020, at 11:00 AM Central Standard Time in the council chambers of the city hall, Osseo, MN. No bids will be considered unless sealed and filed as set forth in the instructions to bidders in compliance with the requirements of electronic bidding and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the clerk for 5% of the amount of such bid.

**Resolution No. 2020-xx**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE  
ADVERTISEMENT FOR BIDS FOR THE  
2020 STREET RECONSTRUCTION PROJECT**

**WHEREAS**, pursuant to motion passed by the City Council on August 26, 2019, the City Engineer was directed to prepare a Feasibility Report for the 2020 Street Reconstruction Project; and

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2. The city clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvements under such approved plans and specs. The advertisement shall specify the work to be done and shall state that bids will be opened on Tuesday, March 3, 2020, at 11:00 AM Central Standard Time in the council chambers of the city hall, Osseo, MN. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the clerk for 5% of the amount of such bid.

K:\014703-000\Cad\Exhibits\014703-000 Project Location Exhibit.dwg 8/29/2019 11:08:49 AM



WSB PROJECT NO.:  
014703-000

2020 STREET RECONSTRUCTION PROJECT  
 FIGURE 1 - PROJECT LOCATION MAP  
 CITY OF OSSEO, MN





K:\014703-000\Cad\Exhibits\014703-000 Assessment Map.dwg 10/21/2019 12:37:03 PM

**CITY OF OSSEO  
2020 STREET RECONSTRUCTION PROJECT  
PRELIMINARY ASSESSMENT ROLL**

Date: 10/28/2019  
WSB Project No.: 014703-000

Complete Reconstruction Residential Single-Family Per Unit Assessment: Rate  
**\$6,720.00**

MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
1	1811921220101	PRESIDIUM PROPERTIES LLC	13700 83RD WAY #206	MAPLE GROVE MN 55369	401 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
2	1811921220100	ERICKA S SCHAPER & NEAL A FOY	409 2ND AVE NE	OSSEO MN 55369	409 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
3	1811921220099	STANLEY D ROCHAT	417 2ND AVE NE	OSSEO MN 55369	417 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
4	1811921220098	CYNTHIA L BECK	425 2ND AVE NE	OSSEO MN 55369	425 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
5	1811921220097	DIANE VOGEL	433 2ND AVE NE	OSSEO MN 55369	433 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
6	1811921220096	JOHN P & PATRICIA R COCHRAN	501 2ND AVE NE	OSSEO MN 55369	501 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
7	1811921220095	ALAN T SCHMITT	509 2ND AVE NE	OSSEO MN 55369	509 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
8	1811921220094	KAREN J DANIELSON	517 2ND AVE NE	OSSEO MN 55369	517 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
9	1811921220093	HANNA KENOW & JESSE KENOW	525 2ND AVE NE	OSSEO MN 55369	525 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
10	1811921220092	TERRI M HAINES	533 2ND AVE NE	OSSEO MN 55369	533 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
11	1811921220091	RICHARD D HOPKES	541 2ND AVE NE	OSSEO MN 55369	541 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
12	1811921220090	ERICA HOFFMAN	601 2ND AVE NE	OSSEO MN 55369	601 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
13	1811921220089	RALPH P VAN HEEL	609 2ND AVE NE	OSSEO MN 55369	609 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
14	1811921220088	ROGER K & MARY M DRAMSTAD	617 2ND AVE NE	OSSEO MN 55369	617 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
15	1811921220087	CAROLYN J WATERS	625 2ND AVE NE	OSSEO MN 55369	625 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
16	1811921220086	DAVID & JENNIFER NELSON	633 2ND AVE NE	OSSEO MN 55369	633 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
17	1811921220071	RUSSELL JAMES NIELSEN	400 2ND AVE NE	OSSEO MN 55369	400 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
18	1811921220072	MARY ABBEY	416 2ND AVE NE	OSSEO MN 55369	416 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
19	1811921220073	JASON MARTINEZ & NANCY MARTINEZ	424 2ND AVE NE	OSSEO MN 55369	424 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
20	1811921220074	LEEANN C ADAMS	432 2ND AVE NE	OSSEO MN 55369	432 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
21	1811921220143	MARCUS ROGERS LEAB	440 2ND AVE NE	OSSEO MN 55369	440 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
22	1811921220077	AMANDA LITTLE	516 2ND AVE NE	OSSEO MN 55369	516 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
23	1811921220078	SARAH BROWN & ROBERT BROWN & LINDA BROWN	524 2ND AVE NE	OSSEO MN 55369	524 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
24	1811921220079	ANDREW J SANDAHL	532 2ND AVE NE	OSSEO MN 55369	532 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
25	1811921220080	LYNDA PELLETIER	540 2ND AVE NE	OSSEO MN 55369	540 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
26	1811921220081	WILLIAM A KELLY	608 2ND AVE NE	OSSEO MN 55369	608 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
27	1811921220082	PAUL FERRY & BONITA FERRY	616 2ND AVE NE	OSSEO MN 55369	616 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
28	1811921220083	JOSHUA PELOQUIN & ABIGAIL PELOQUIN	624 2ND AVE NE	OSSEO MN 55369	624 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
29	1811921220084	ANDREW R OLSON	632 2ND AVE NE	OSSEO MN 55369	632 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
30	1811921220085	ED BERTHIAUME	644 2ND AVE NE	OSSEO MN 55369	644 2ND AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
31	1811921220070	LAWRENCE J TRAUT	217 4TH ST NE	OSSEO MN 55369	217 4TH ST NE	RESIDENTIAL	0.5	\$6,720.00			\$3,360.00
32	1811921220069	GERALD KROIS	417 3RD AVE NE	OSSEO MN 55369	417 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
33	1811921220068	JOHN P & JODY K HALLIDAY	425 3RD AVE NE	OSSEO MN 55369	425 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
34	1811921220067	TEDDY KOPREN	433 3RD AVE NE	OSSEO MN 55369	433 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
35	1811921220066	DAVID A ANDREWS	501 3RD AVE NE	OSSEO MN 55369	501 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
36	1811921220065	SARITA R CASTRO & KENNY J NELSON	509 3RD AVE NE	OSSEO MN 55369	509 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
37	1811921220064	RICHARD & JESSICA PECHACEK	519 3RD AVE NE	OSSEO MN 55369	519 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
38	1811921220063	RANDALL D DALLUGE	525 3RD AVE NE	OSSEO MN 55369	525 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
39	1811921220062	BRENT MAVES & ARCENIA MAVES	533 3RD AVE NE	OSSEO MN 55369	533 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
40	1811921220061	SHAWN HANSEN & ALYSSA HASTINGS	541 3RD AVE NE	OSSEO MN 55369	541 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
41	1811921220060	ANN BISTODEAU & BRYAN AHNER	601 3RD AVE NE	OSSEO MN 55369	601 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
42	1811921220144	C MARIE BAUER	609 3RD AVE NE	OSSEO MN 55369	609 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
43	1811921220057	THOMAS R WICK	625 3RD AVE NE	OSSEO MN 55369	625 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
44	1811921220056	ADAM J HOUTKOOPER & CINDI M HOUTKOOPER	224 7TH ST NE	OSSEO MN 55369	224 7TH ST NE	RESIDENTIAL	0.5	\$6,720.00			\$3,360.00
45	1811921220040	CYNTHIA K CASTLE	309 4TH ST NE	OSSEO MN 55369	309 4TH ST NE	RESIDENTIAL	0.5	\$6,720.00			\$3,360.00
46	1811921220041	MARY HOHN	408 3RD AVE NE	OSSEO MN 55369	408 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
47	1811921220042	DAVID S & MARLENE M AANERUD	416 3RD AVE NE	OSSEO MN 55369	416 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
48	1811921220043	RICHARD F WEBER	424 3RD AVE NE	OSSEO MN 55369	424 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
49	1811921220044	ABBY SUNDQUIST	432 3RD AVE NE	OSSEO MN 55369	432 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
50	1811921220045	REBECCA L HILLIARD	500 3RD AVE NE	OSSEO MN 55369	500 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
51	1811921220046	VERNON E LOWE & SALLY B LOWE	508 3RD AVE NE	OSSEO MN 55369	508 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
52	1811921220047	STEVE MASTRIAN	516 3RD AVE NE	OSSEO MN 55369	516 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
53	1811921220048	MARY ROSE KNUTSON & CHRISTINE MARIE WOLF	524 3RD AVE NE	OSSEO MN 55369	524 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
54	1811921220049	DEAN A TRIPP	532 3RD AVE NE	OSSEO MN 55369	532 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
55	1811921220050	JAMES MELVIN SCHUMM	600 3RD AVE NE	OSSEO MN 55369	600 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
56	1811921220051	DENNIS & DIANA L JOHNSON	608 3RD AVE NE	OSSEO MN 55369	608 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
57	1811921220052	DAVID M BRESS	616 3RD AVE NE	OSSEO MN 55369	616 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
58	1811921220053	JAMES B KELLY	624 3RD AVE NE	OSSEO MN 55369	624 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
59	1811921220054	KYLE M JOHNSON & ROSE A JOHNSON	632 3RD AVE NE	OSSEO MN 55369	632 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00

**CITY OF OSSEO  
2020 STREET RECONSTRUCTION PROJECT  
PRELIMINARY ASSESSMENT ROLL**

Date: 10/28/2019  
WSB Project No.: 014703-000

Complete Reconstruction Residential Single-Family Per Unit Assessment: Rate  
\$6,720.00

MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
60	1811921220055	DEANNA BURKE	640 3RD AVE NE	OSSEO MN 55369	640 3RD AVE NE	RESIDENTIAL	1	\$6,720.00			\$6,720.00
<b>GRAND TOTAL - PRELIMINARY PROJECT ASSESSMENT:</b>											<b>\$393,120.00</b>

# 2020 Street Reconstruction Project

CITY COUNCIL MEETING

NOVEMBER 25, 2019





# Project Location

# Project Location

- 2<sup>nd</sup> Ave NE
- 3<sup>rd</sup> Ave NE





# Existing Conditions

# Existing Conditions



# Existing Conditions





# Proposed Improvements

# Proposed Improvements

- Street Reconstruction – 32 foot width
  - Current width 35 feet
  - Remove and replace bituminous pavement
  - Remove and replace curb
  - Install new sidewalks
  - Public utility repairs as needed
    - Sanitary and storm sewers televised
  - Coordinate private utility repairs

# Street Improvements

- Reclaim existing pavement
- Grade reclaimed aggregate
- Narrow roadway to 32 feet
- Concrete Curb – west curb lines to remain in same location
- Bituminous pavement – 2 lifts



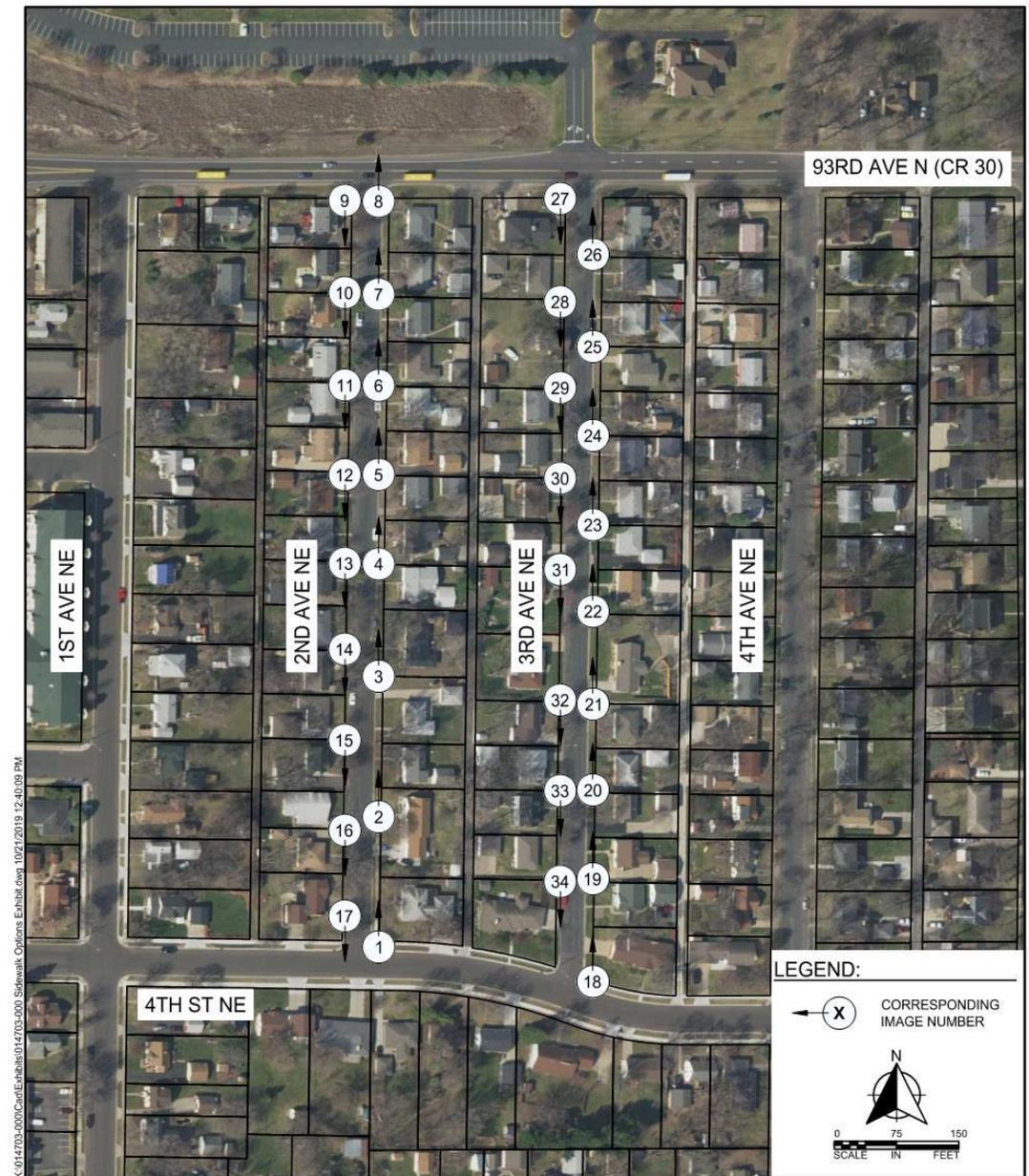
# Sidewalk Installation

- 5' sidewalk with 4' boulevard
  - Installed east side of street on
    - 2<sup>nd</sup> Ave NE
    - 3<sup>rd</sup> Ave NE
- Retaining walls as needed
- West curb lines to remain in same location



# Sidewalk Installation

- Sidewalk Picture Locations
  - Proposed walk marked in pictures
  - West curb lines remain in same location

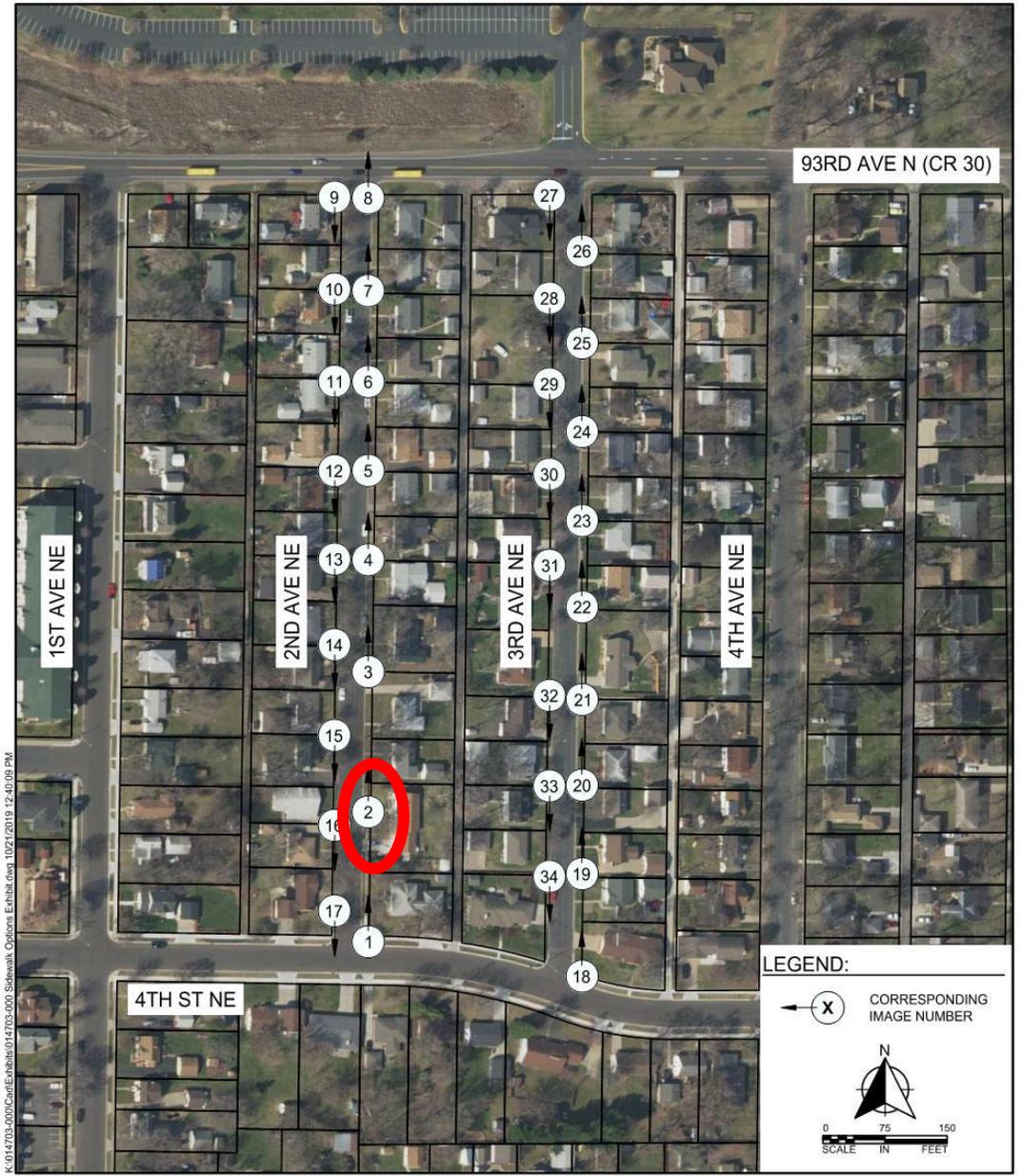


# Sidewalk - 1

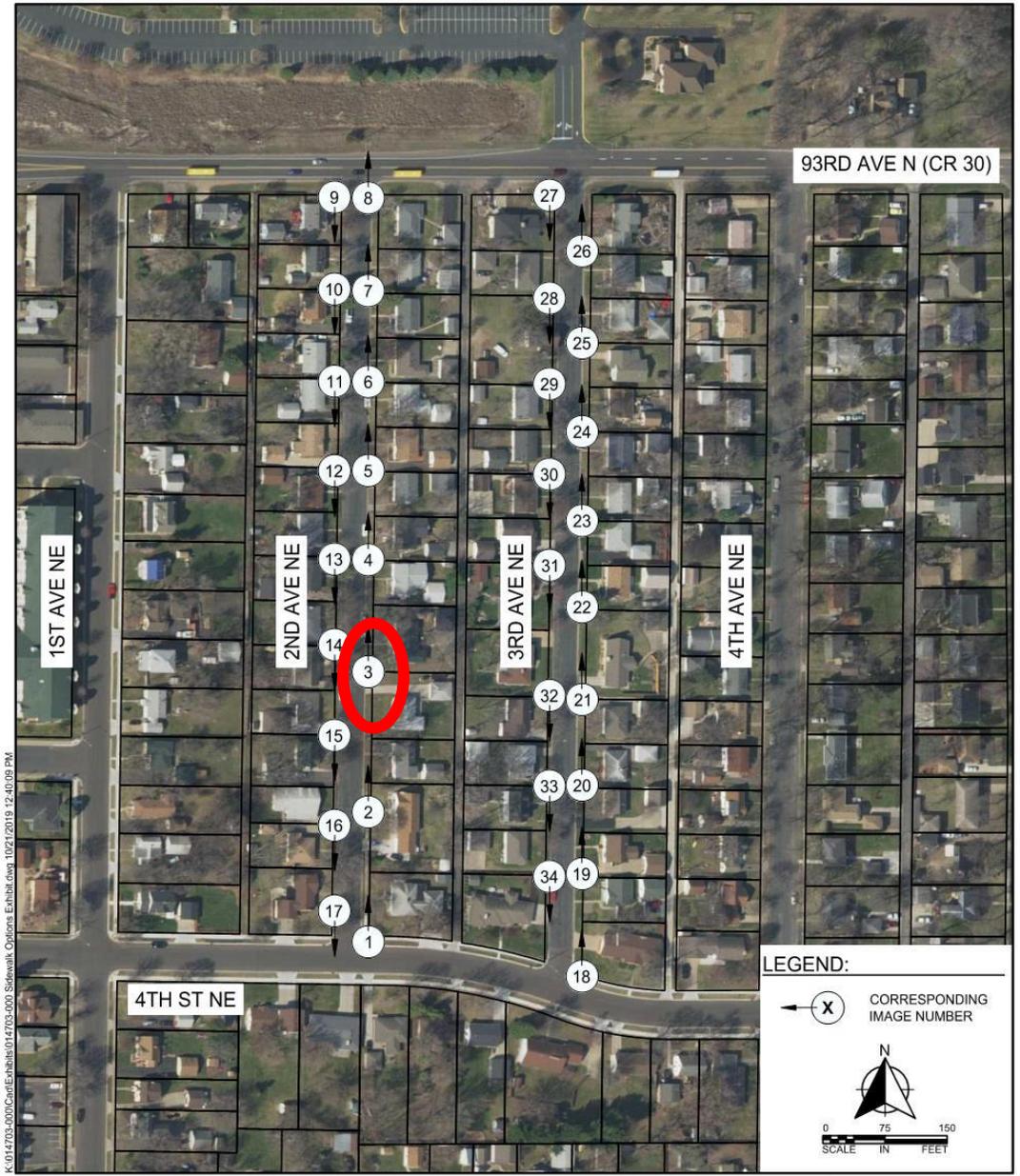


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# Sidewalk - 2

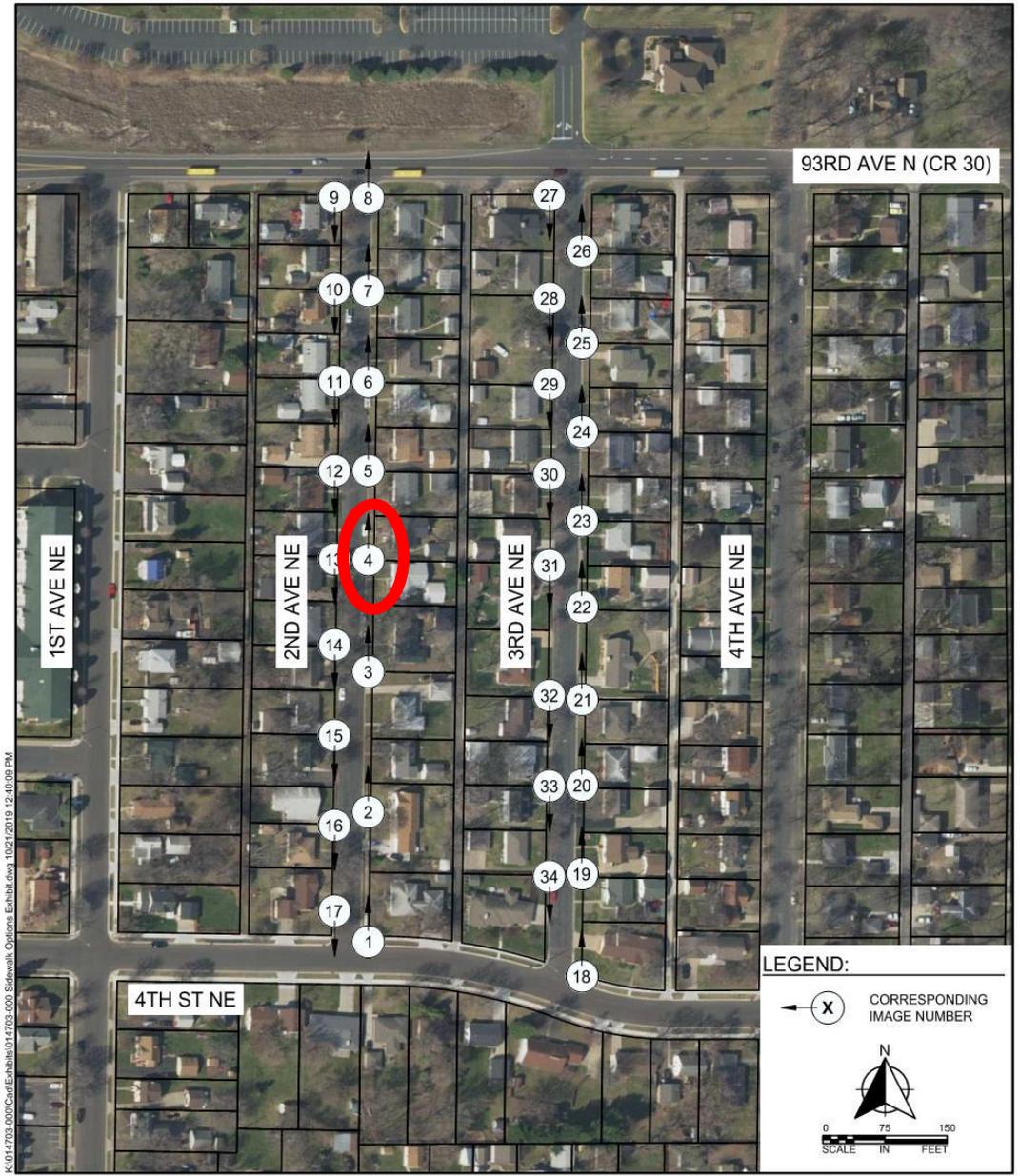


# Sidewalk - 3



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# Sidewalk - 4



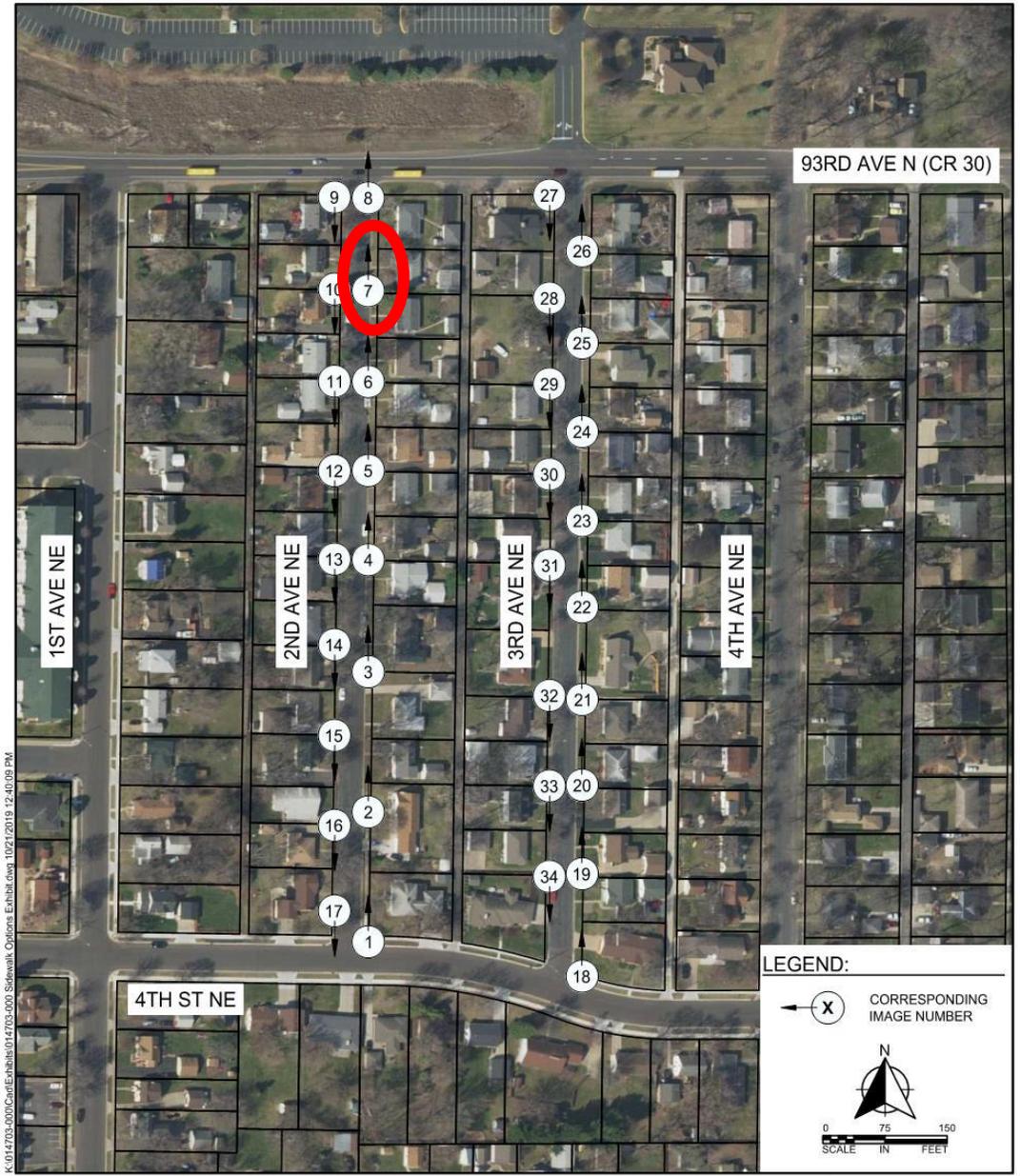
# Sidewalk - 5



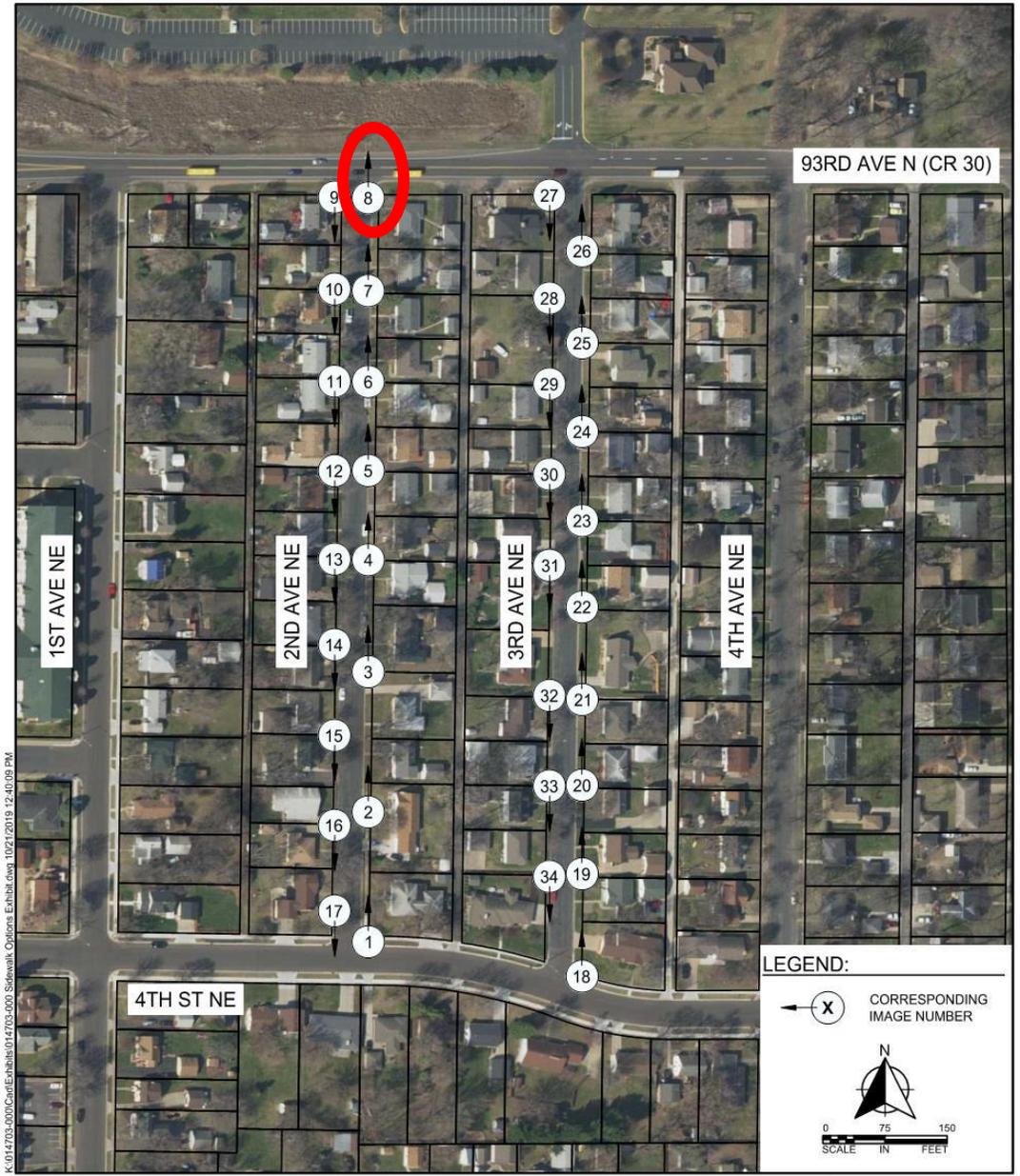
# Sidewalk - 6



# Sidewalk - 7



# Sidewalk - 8



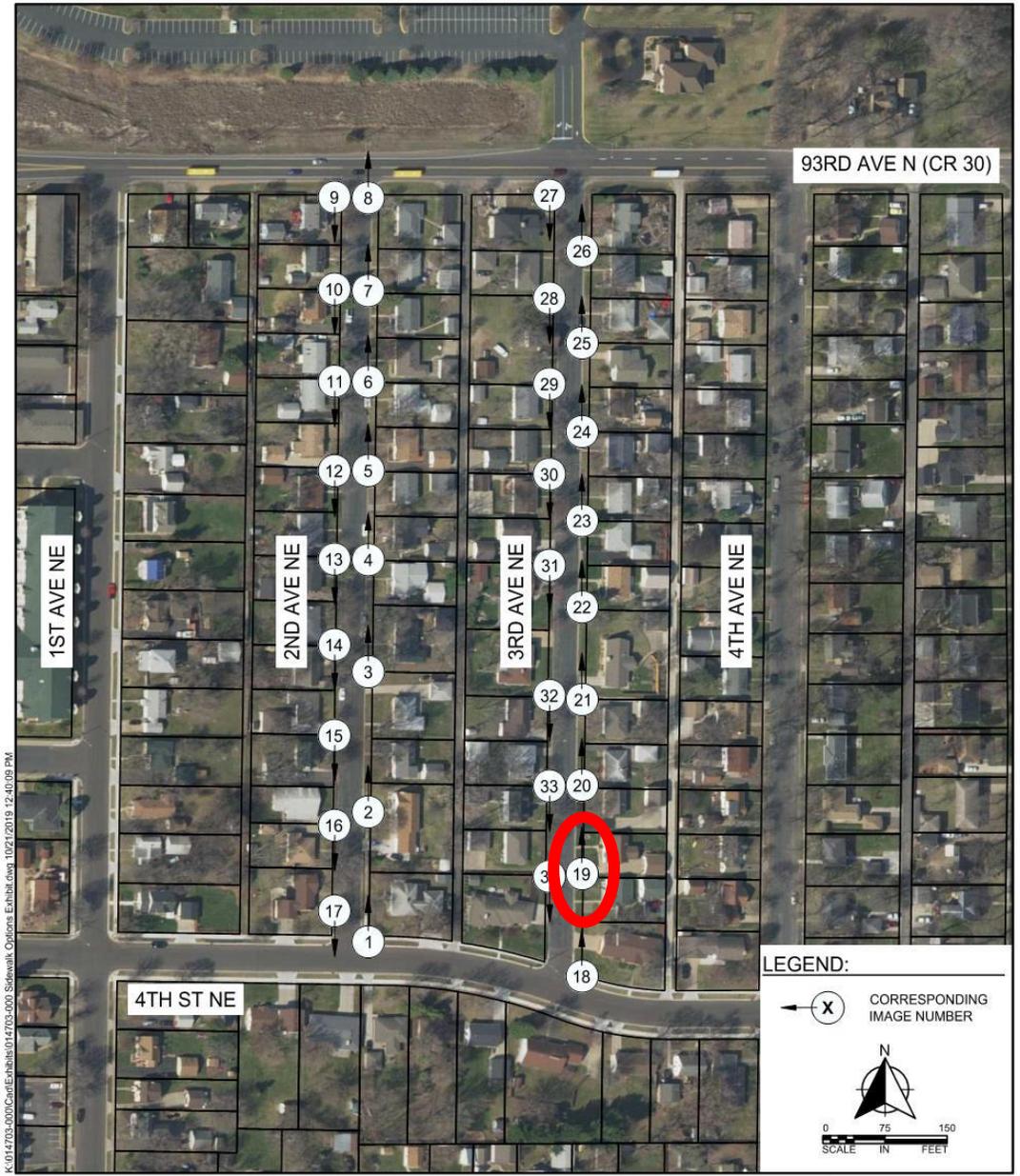
# Sidewalk - 18



# Sidewalk - 19



APPROXIMATE  
OUTSIDE EDGE OF  
PROPOSED WALK



# Sidewalk - 20

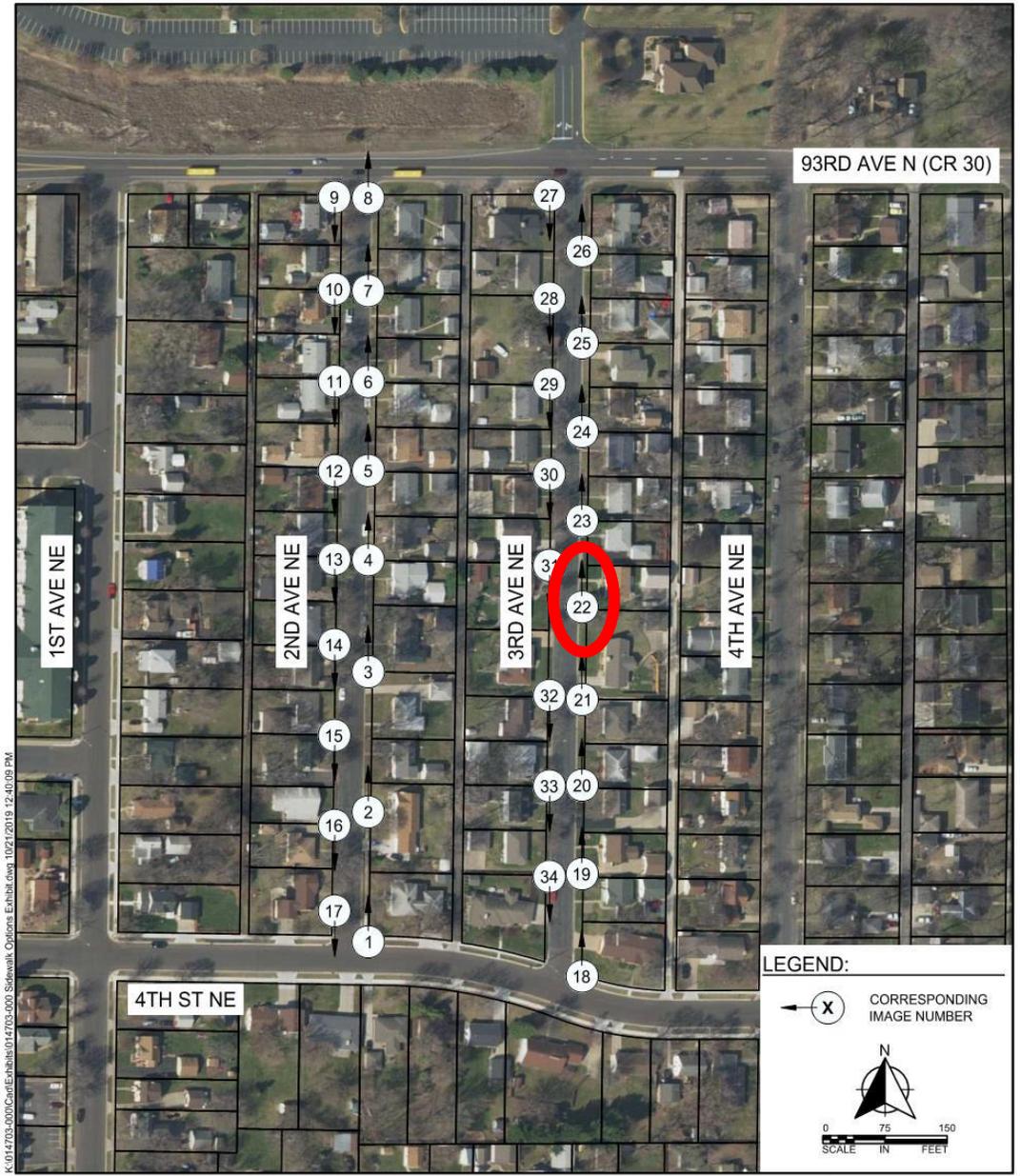


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# Sidewalk - 21



# Sidewalk - 22



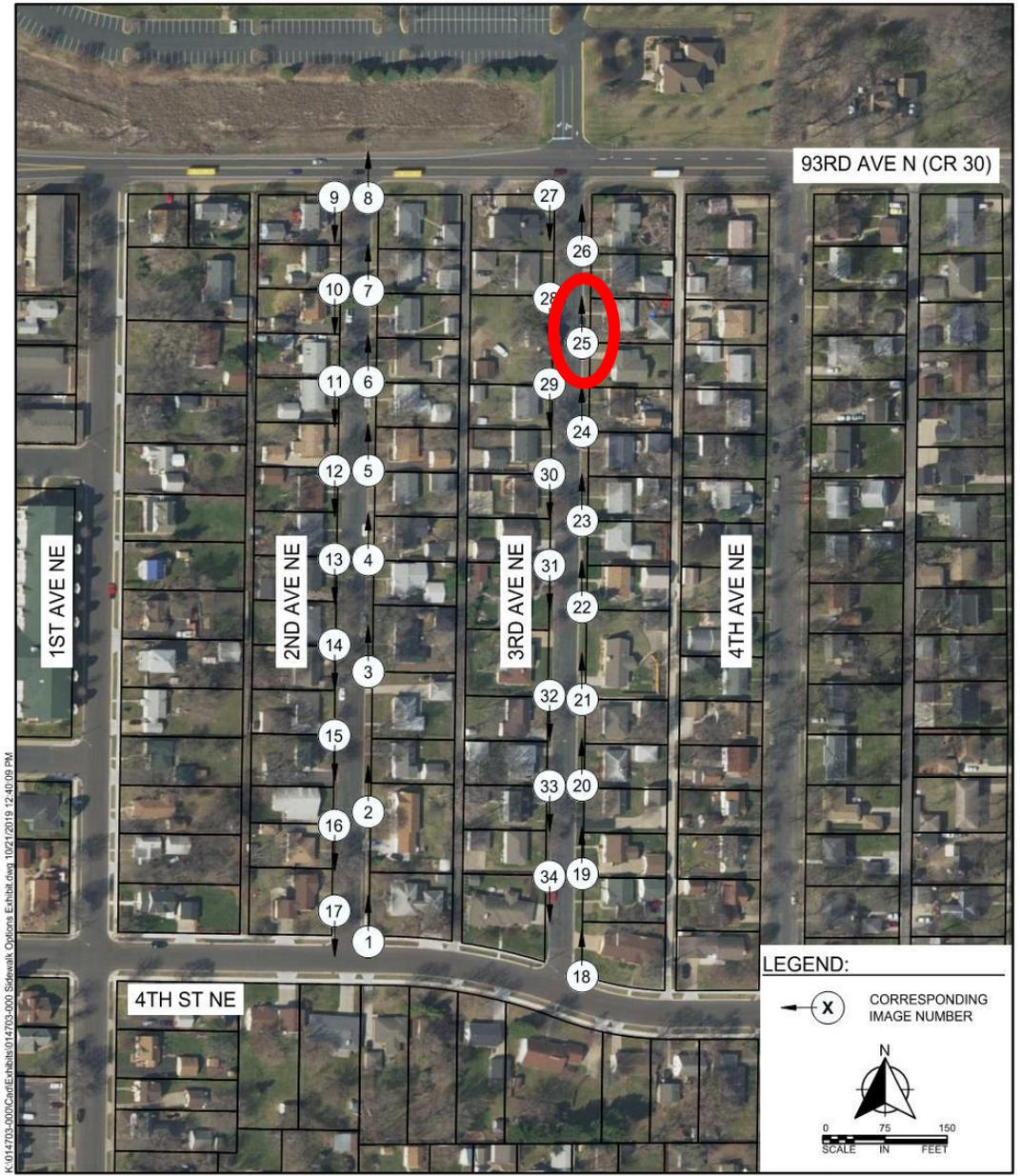
# Sidewalk - 23



# Sidewalk - 24



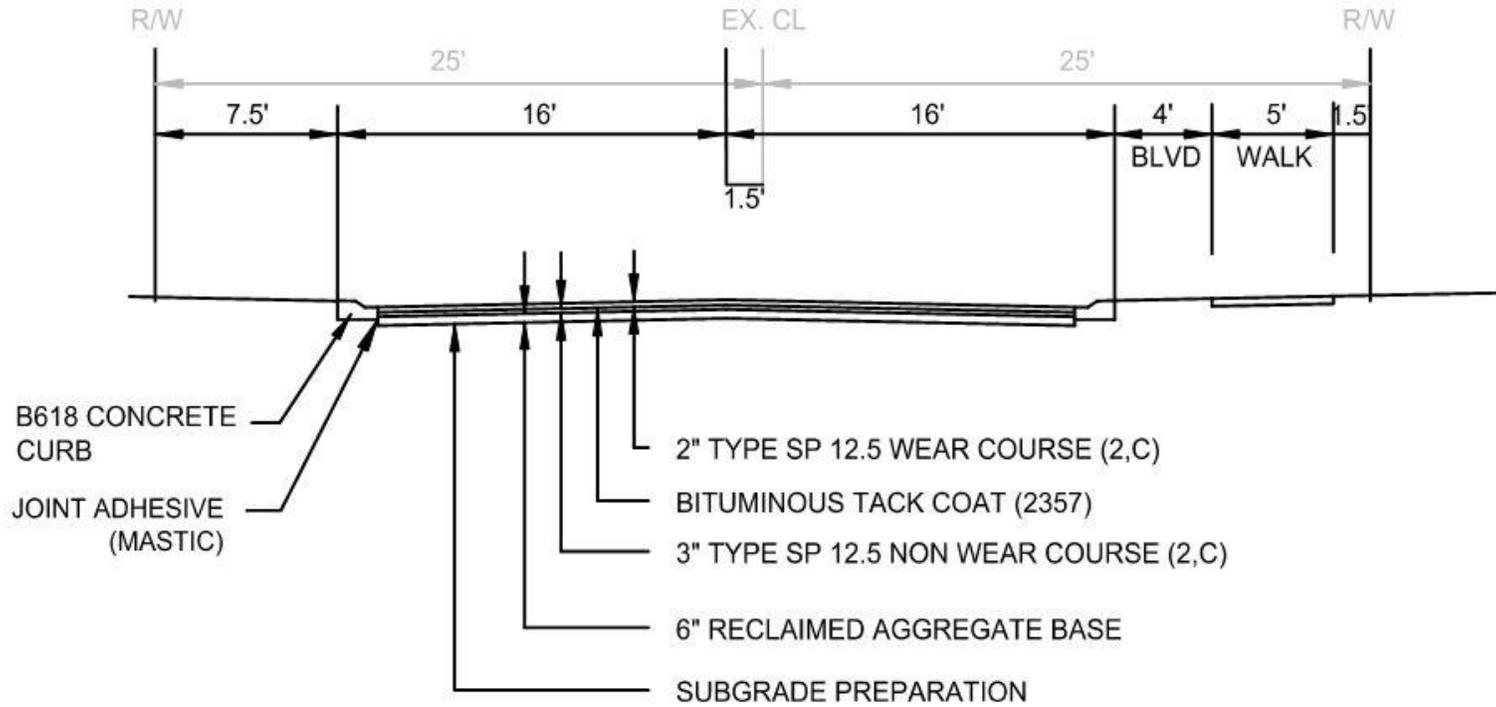
# Sidewalk - 25



# Sidewalk - 26

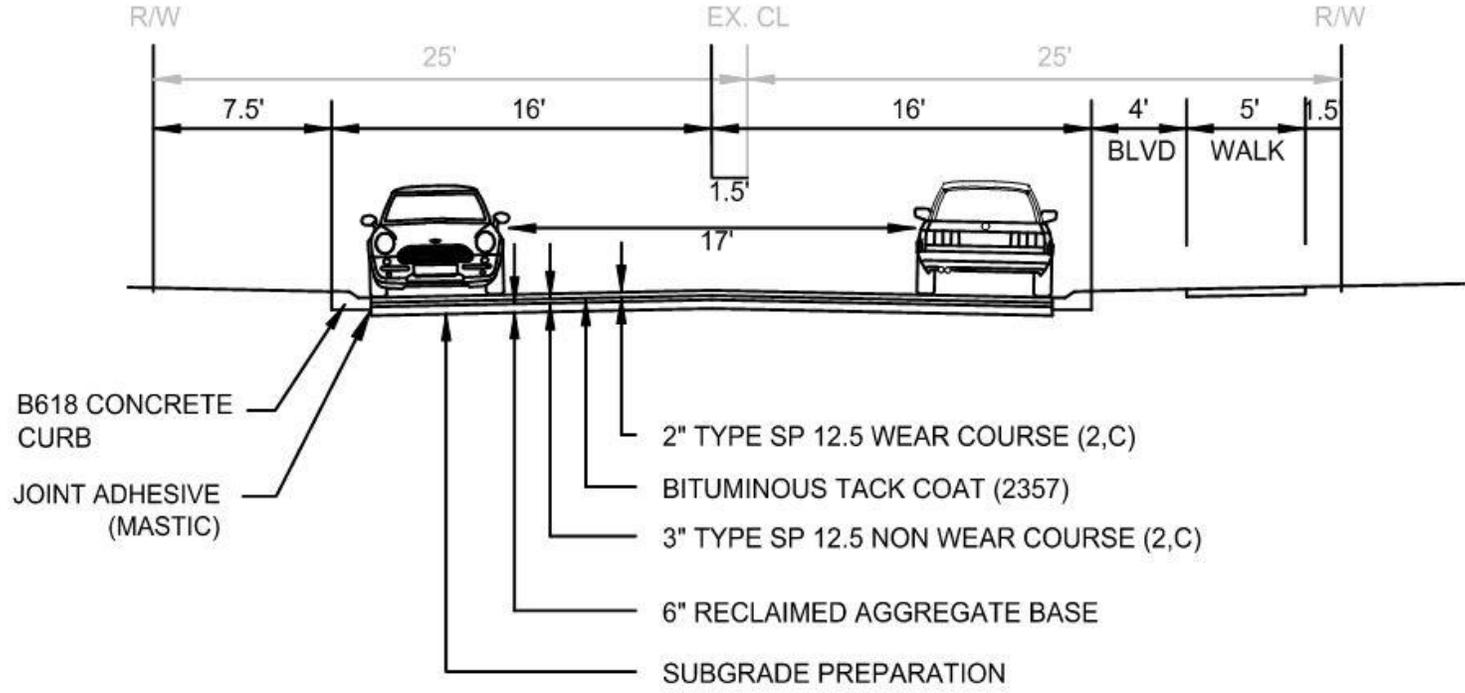


# Proposed Street Section



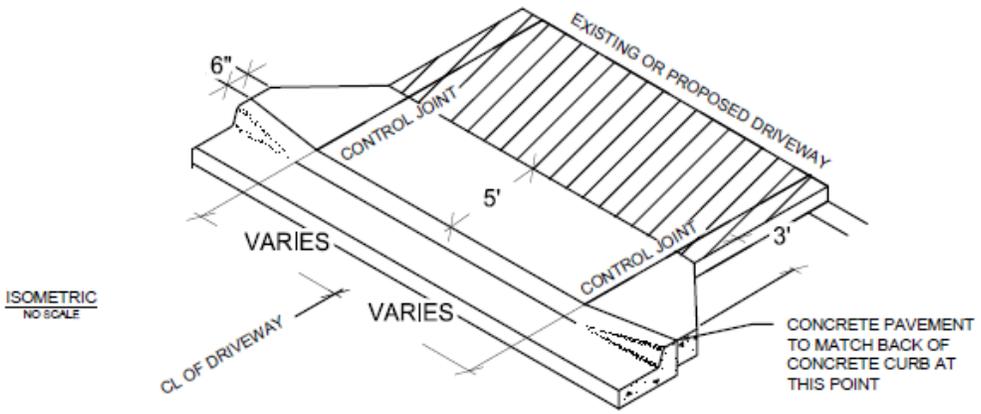
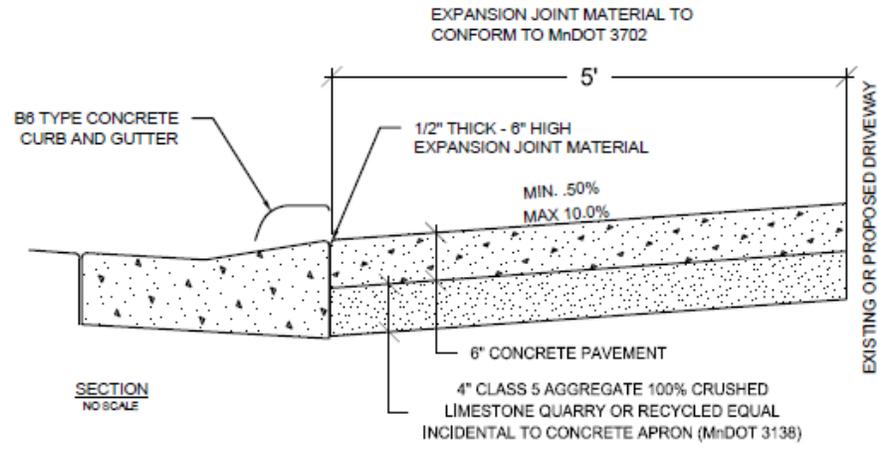
STREET RECONSTRUCTION  
2ND AVE NE, 3RD AVE NE

# Proposed Street Section – with Parked Cars



STREET RECONSTRUCTION  
2ND AVE NE, 3RD AVE NE

# Driveway Aprons



# Utility Improvements

- Hydrant replacement
- Drainage improvements





# Proposed Funding

# Proposed Funding

- Estimated Project Cost: \$1,034,500
- Funding – in accordance with Special Assessment Policy
  - City: 50% of surface costs, 100% of storm/utility costs
  - Property owner assessments: 50% of surface costs
    - Residential: \$6,720 per unit

The background of the slide is a photograph of a road surface. A prominent yellow stripe runs horizontally across the middle of the frame. Above and below the stripe is a grey asphalt surface. In the upper left corner, a white vertical line is visible. In the upper right corner, there is a white L-shaped icon.

# Schedule

## Next Steps and Schedule

- Feasibility Report Authorized August 26, 2019
- Informational Meeting October 1, 2019
- Feasibility Report Presented to CC October 28, 2019
- Improvement Hearing November 25, 2019
- Design November 2019 – January 2020
- Assessment Hearing April 2020
- Construction May 2020 – September 2020
- Substantial Completion August 2020
- Final Project Completion September 2020



# Recommendation

# Recommendation

- Approve Resolution
  - Ordering Improvements
  - Ordering Preparation of Plans and Specifications



# Questions and Answers



THANK YOU





**Agenda Item:** Lift Station Condition Assessment

**Meeting Date:** January 27, 2020

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

**Attachments:** Proposal

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**Policy Consideration:**

Request to approve the following:

1. Proposal with WSB for a lift station condition assessment.

**Background:**

The City of Osseo owns and operates a sewer collection and conveyance system consisting of three lift stations that ultimately discharge wastewater to the regional MCES (Met Council system). The largest lift station is a dry well-wet well station and the two smaller lift stations are submersible stations. The City would like to assess the process, mechanical, and structural components of the lift stations relative to condition and performance in order to identify needed improvements and determine budgetary costs for lift station rehabilitation. This assessment will also incorporate information from the 2019 Lift Station Controls Improvements Assessment relative to the electrical and controls components. See attached proposal for specific project components.

The cost to complete the scope of work outlined in the proposal will be on an hourly basis for a not-to-exceed amount of \$9,000.

**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 proposal;
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 the Lift Station Condition Assessment.

**Next Step:**

Incorporate needed improvements into the Capital Improvements Plan.



January 21, 2020

Nick Waldbillig  
Public Works Director  
Osseo Public Works  
800 E Broadway  
Osseo, MN 55369

Re: 2020 Lift Station Condition Assessment

Dear Mr. Waldbillig:

As requested, the following proposal outlines the scope of services and the associated engineering fee necessary to complete the 2020 Lift Station Condition Assessment.

### **PROJECT UNDERSTANDING**

The City of Osseo owns and operates a sewer collection and conveyance system consisting of three lift stations that ultimately discharge wastewater to MCES. The largest lift station is a dry well-wet well station and the two smaller lift stations are submersible stations. The City would like to assess the process, mechanical, and structural components of the lift stations relative to condition and performance in order to identify needed improvements and determine budgetary costs for lift station rehabilitation. This assessment will also incorporate information from the 2019 Lift Station Controls Improvements Assessment relative to the electrical and controls components.

### **SCOPE SERVICES**

WSB proposes to provide the following engineering services to complete the assessment:

1. WSB will prepare an information request to collect relevant data such as lift station as-built, specification data for major equipment (pump curves, performance data, etc.), operation and maintenance data and records, and historical and projected flow rates to each station.
2. WSB and their subconsultants (structural and mechanical engineers) will conduct one site visit to meet with City personnel and inspect the three lift stations to identify deficiencies related to the pumps, piping/valves, structural components, mechanical and HVAC components, civil components, and discuss with the City operational deficiencies or concerns.
3. After inspecting the lift stations, we will prepare a report that will summarize our findings, along with recommendations and budgetary costs for the proposed improvements.
4. Design services are not included in this proposal. A second proposal for design, bid and construction phase services can be provided at a later date if requested.

**PROPOSED FEE**

WSB will complete the scope of work outlined on an hourly basis for a not-to-exceed amount of \$9,000. This letter represents our complete understanding and scope of the project. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work immediately based on your authorization.

We appreciate the opportunity to provide you with this proposal and we are looking forward to working with you and your staff toward on this assessment. Please feel free to contact me with any questions or concerns you have.

Sincerely,

WSB & Associates, Inc.



Ashley Hammerbeck, PE  
Project Manager



Lee Gustafson, PE  
Sr. Project Manager

**City of Osseo:**

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Osseo City Council Meeting Item

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<b>Agenda Item:</b>	<b>Approve Site/Building Plan Approval for 9 Central Avenue</b>
<b>Meeting Date:</b>	January 27, 2020
<b>Prepared by:</b>	Nancy S. Abts, AICP, City Planner
<b>Attachments:</b>	Site Plan Application Acknowledgement of Responsibility Narrative Drawing Set Survey Zoning Map Resolution 2003-27 Granting Requested Variances to Allow Second Floor Addition Council Minutes from 2003 Variance Approval

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**Policy Consideration:**

The new owner of 9 Central Avenue seeks site/building plan approval for a second story addition to an existing one-story office building.

**Previous Action or Discussion:**

The Planning Commission held a public hearing on this application at their January 21 meeting. Following the public hearing, the Commission voted 5-0 to recommend that the City Council approve the Site/Building plan subject to the conditions listed in the packet.

On May 27, 2003, the City Council granted variances for lot area, lot width, front, rear, and corner side yard setbacks, as well as variances for parking an expansion of a non-conforming building to allow a second floor addition for the property. (Note: since the 2003 variances were approved, setbacks and parking requirements for the property have changed.) Once issued, a variance is a property right that runs with the land so the 2003 variance still applies to the property.

The property received an Architectural Design Guidelines Grant from the Osseo EDA in 2003. The scope of work for the grant included adding second story vinyl awnings, Central Avenue signage, shutters, doorway trim, and molding.

The building was damaged in a fire on April 16, 2008 and was not immediately restored. The City Council sent an abatement order for hazardous conditions on the property on August 12, 2008.

After having the fire-damaged property appraised in 2009, the Osseo EDA ultimately decided against purchasing the property for use as a Gateway Development or public right of way.

**Background:**

The property is located on the southwest end of Central Avenue, at the northwest corner of the intersection of Central Avenue and County Road 81 in Osseo. The parcel is almost completely occupied by the existing one-story building. The building was previously home to Advanced Home Improvements and is now home to A to Z Contracting.

Comprehensive Plan Guidance:

The property is guided for Downtown Core Mixed Use:

Definition	Examples of Appropriate Uses
<p>This land use category represents a mix of uses that are typically found along a traditional small town “main street.” Land uses include retail, services, entertainment, civic, institutional, housing, and office that are mixed within the core downtown area or mixed within single buildings. Development in this category will have 100% active retail, services or entertainment uses on the street level of buildings with a mix of uses above. ... Off-street parking areas will be located behind buildings or in parking structures. ... Development in this category will be 2-4 stories with the front facades of the first and second stories placed up to the sidewalk with existing architecture. ... Development in accordance with Osseo’s Architectural Design Guidelines is encouraged.</p>	<ul style="list-style-type: none"> <li>• Mix of commercial, entertainment, civic, housing, office</li> <li>• Vertical orientation with 100% active use on street (retail, entertainment)</li> <li>• Residential density of 20-40 units/acre (2 to 4 story structures)</li> <li>• Incorporation of open space or park-like amenities encouraged</li> </ul>

Zoning:

The property at 9 Central Avenue is in the Central Business District (CBD). To the southwest, the area across County Road 81 is in the Manufacturing and Industrial District. To the north and across Central Avenue to the east, properties are in the CBD. The CBD allows office uses as a permitted use.

**Analysis for Site/Building Plan Approval**

As a reminder on what Site Plan approval consists of, Osseo Code **§153.153 SITE PLAN APPROVAL** explains the following:

(A) Site and Building Plan Approval Required. It is declared to be the policy of the city to preserve and promote attractive and stable business environments for its citizens through encouraging well- conceived, high quality developments. To this end, imaginative site design concepts shall be employed in the development and redevelopment of respective sites. ... this site plan approval process applies to all new construction in the ... the Central Business District (CBD), ... that involves one or more of the following:

- (1) New construction;
- (2) Construction or reconstruction that substantially alters the floor area of the building greater than or equal to 10%;
- (3) Construction or reconstruction involving modification or replacement of the exterior materials on the building; or
- (4) Construction or reconstruction to change the configuration of the parking area.

Because this project involves new construction, a site plan approval is required.

### Lot Requirements & Standards

On May 27, 2003, the City Council granted variances for lot area, lot width, front, rear, and corner side yard setbacks, as well as variances for parking an expansion of a non-conforming building to allow a second floor addition for the property.

Parking: No off-street parking is currently provided or proposed for the property. Under ordinary circumstances, the current City Code requires that office uses provide parking space for each 200 square feet of floor area. The site plan approval includes 1,055 square feet of usable open office space, equating 5 parking spaces. However, in 2003 the City Council granted a variance for 8 parking spaces. Additionally, City Code § 153.080 allows the City Council to reduce off-street parking requirements in the CBD.

Access: The property is accessible from Central Avenue Right of Way (controlled by the City of Osseo) and County Road 81 Right of Way (controlled by Hennepin County). For construction to take place, the property owner will likely need permission from at least one of the surrounding landowners for construction staging and access. Osseo's Right of Way (ROW) Management Ordinance provides a permitting procedure for obstructing the city's ROW. The permit process requires adequate plans be made for detours, traffic visibility, and pedestrian safety when obstructing city ROW.

Landscaping and Green Space: Landscaping minimums in the CBD require one tree for every 1,000 square feet of total building area. The proposal is to add less than 1,000 square feet of building. In lieu of adding an additional tree, the applicant proposes to maintain the "gateway" landscaping to the south of the property.

Storm Drainage: Because the project involves less than 0.5 acres of site disturbance, the project is not required to obtain a permit from the West Mississippi Watershed Management Organization. No additional impervious area is being created.

Exterior Materials and Fenestration: The exterior finishes are permitted by City Code. However, Osseo's [Architectural Design Guidelines](#) recommend, "Windows on the street level should use clear, non-reflective glass. Mirrored or heavily-tinted glass should not be used because it conveys a blank wall effect which is not pedestrian friendly. Upper story openings should be narrow with vertical orientation."

Trash Enclosures: Trash is currently stored inside the building until it is moved off-site for disposal. The applicant does not propose any alterations to outdoor storage or trash locations.

Lighting: Exterior lighting is not shown on the drawings. However, Osseo Police Department's Crime Prevention Officer recommends adding exterior first floor lighting along County Road 81, as there is very little street lighting in that area. After speaking with the applicant, he is willing to add exterior down-lighting to the Central Avenue and County Road 81 sides.

Signage: New signage shown on the renderings seems to meet City Code requirements. A separate application for a sign permit, with dimensioned drawings, will be required.

### Period of Approval

According to City Code, "An approved Site and Building Plan shall lapse and become null and void one year following the date on which the application was approved, unless prior to the expiration of one year, the Building Official issues a building permit and construction is commenced toward completion on the subject site. A Site and Building Plan may be renewed for a period of one year by the City Council."

### **Recommended Conditions of Site-Building Plan Approval**

1. The improvements shall match the site plan submitted for approval by the City Council;
2. Any necessary payment for SAC charges must be made prior to issuance of any building permits;
3. The applicant shall obtain all necessary building and sign permits and pay all fees related to the proposed improvements;
4. All trash shall be stored within the building or a properly screened enclosure.

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

The \$500 application fee is intended to cover in-house staff costs for reviewing the application. Additional engineering and legal costs may be billed to the applicant.

Following receipt of a complete application packet, the City has 60 days to issue a decision on a zoning request. The City has not yet received a SAC Determination for the project, so the application checklist is not complete.

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

Develop and implement the Comprehensive Plan Update  
Promote a healthy and high quality standard of living

### **Options:**

The City Council may choose to:

1. Approve the site-building plan, subject to the listed conditions of approval;
2. Approve the site-building plan, with noted changes/as amended;
3. Deny the site-building plan;
4. Table action on this item for more information

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

Staff recommends the City Council choose option (1) Approve the site-building plan, subject to the listed conditions of approval.

### **Next Step:**

Once the Site/Building Plans approved, the property owner is able to apply for building permits to begin construction

**CITY OF OSSEO**  
 415 Central Avenue, Osseo, MN 55369  
 Phone 763.425.2624  
 Fax 763.425.1111



**APPLICATION CHECKLIST**  
Site and Building Plan Review

<b>Applicant Check-in</b>	<b>Application materials and fees will be accepted and processed only if all checklist items are submitted.</b> <i>Applicants are encouraged to also submit electronic copies of all documents to the City Planner at <a href="mailto:nabts@ci.osseo.mn.us">nabts@ci.osseo.mn.us</a></i>	<b>City Check-in</b>
<p>_____</p> <p>_____</p> <p>_____</p>	<p><b><u>FIFTEEN (15) 11 x 17 ASSEMBLED SETS AND TWO (2) FULL SIZED TO-SCALE SETS OF THE FOLLOWING:</u></b></p> <p><b>CERTIFIED SURVEY</b> (current within 6 months) of subject property, showing existing conditions including complete legal description, property dimensions, area, easements, utilities, and structures.</p> <p><b>SITE AND BUILDING PLANS</b> drawn to-scale indicating</p> <ul style="list-style-type: none"> <li>• parking layout, access provisions, and curbs</li> <li>• locations of all structures and general floor plans of buildings</li> <li>• property lines and setbacks</li> <li>• detailed landscaping plan</li> <li>• fences or other screening</li> <li>• lighting provisions</li> <li>• and other improvements.</li> </ul> <p>Plans should indicate size, type, and location of proposed improvements and differentiate between existing and proposed improvements. (See section 153.153 of the City Code of Ordinances. Applicants are also encouraged to review the city's <u>Architectural Design Guidelines.</u>)</p> <p><b>ELEVATION DRAWING</b> indicating design treatment of all proposed structures and general floor plans of the buildings with material types, and dimensions noted.</p>	<p align="center"><u>1/8</u></p> <p align="center"><u>12/23</u></p> <p align="center"><u>12/23</u></p>
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>WRITTEN NARRATIVE</b> describing the purpose and justification for the request.</p> <p><b>SEWER AVAILABILITY CHARGE (SAC) DETERMINATION</b> (current for the proposed use) from the Metropolitan Council. Significant lead time may be required by the Met Council.</p> <p><del><b>A LIST AND ONE SET OF MAILING LABELS AND MAP FROM HENNEPIN COUNTY</b> of names and addresses of all current property owners of record (within 6 months) within 500 feet of boundaries of property. Contact: Hennepin County Taxpayer Services, Dept. A-600 Government Center, Minneapolis, MN 55487-0060, or Phone 612.348.5910. Advance Notice Required by County.</del></p> <p align="center"><i>Not required</i></p> <p><b>COMPLETED APPLICATION FORM</b> signed by property fee owner(s).</p> <p><b>COMPLETED ACKNOWLEDGEMENT OF RESPONSIBILITY FORM.</b></p> <p><b>CASH FEE</b> of \$500 payable to the City of Osseo <b>plus</b> any costs incurred by the city.</p>	<p align="center"><u>1/7</u></p> <p align="center"><u>12/19</u></p> <p align="center"><u>12/19</u></p> <p align="center"><u>12/19</u></p>



**Application For:  
Site and Building Plan Review**

415 Central Avenue, Osseo, MN 55369  
Phone 763.425.2624  
Fax 763.425.1111

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

**Property Information:**

Site address: 9 Central Ave Osseo MN 55369

Property identification number: \_\_\_\_\_

Property legal description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract/Addition: \_\_\_\_\_

Property type (check one): Abstract: \_\_\_\_\_ Torrens: \_\_\_\_\_

Description of request: adding second story to building

Reason for request: need more working space

**Applicant Information:**

Name: Valentin Shargorodskiy Daytime phone: 612-366-1386

Address: 9 central Ave Osseo Email Address: val.atozcontracting@gmail.com

*Applicant agrees to reimburse the City of all legal and/or engineering costs incurred by the City, provide 15 copies (11x17) of site plan/drawings/survey for submittal, and pay any additional water and/or sewer assessments that may be due pending a check of City records.*

*If request is granted, applicant agrees to proceed with the actual construction in accordance with the plans here with submitted within six (6) months from date of filing this application and will complete construction within one (1) year of said date; and is able from a financial, legal, and physical basis to do so.*

Signature:  Date: 12/19/19



415 Central Avenue  
Osseo, MN 55369  
Phone 763.425.2624  
Fax 763.425.1111

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I further understand that additional fees incurred by the City such as engineering or legal costs will be my responsibility.

I agree to allow access by City personnel to the property for purposes of review of my application and to erect a temporary sign indicating the application proposed.

Date

12/19/19

Signature of Applicant

*[Handwritten Signature]*

Name and Address of Applicant  
(Please Print)

Valentin Shargorodskiy

9 Central Ave

Osseo MN 55369

Phone Number

612-366-1386

Email Address

val.atozcontracting@gmail.com

Name and Address of Contact  
(If Other Than Applicant)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

**Property Owner Information:**

Name: Valentin Shargorodskiy Daytime phone: 612-366-1386  
Address: 9 Central Ave Osseo MN Email Address: val.atoz.contracting@gmail.com

Signature:  Date: 12/19/19

The City of Osseo requires that the Property Owner sign and date all land use applications. Applications will not be accepted unless the Property Owner has signed the application.

.....  
**For City use only:**

Receipt number: 090488 Date received: 12/19/19 (\$500 Application Fee)

Any other fees? \_\_\_\_\_ Received by: Karen Broden

Notice to press date: Jan 2, 2020 Press publication date: Jan 9, 2020

Scheduled Planning Commission date: Jan 21, 2020

Scheduled City Council date: Jan 27, 2020

# Narrative

9 Central Avenue is a 730 square foot property located on the North West side of Central Avenue and Hwy 81 and acts as the front door to the city of Osseo. Unfortunately the building is barely recognizable for many reasons. 1. It's exterior needs to be refreshed. The stucco is cracked in many places and needs to be repaired 2. The building acts as a berm or fence to cover up its It's neighbor to the north and their fenced in Outdoor Storage Space. 3. The landscaping is overgrown and covers the building.

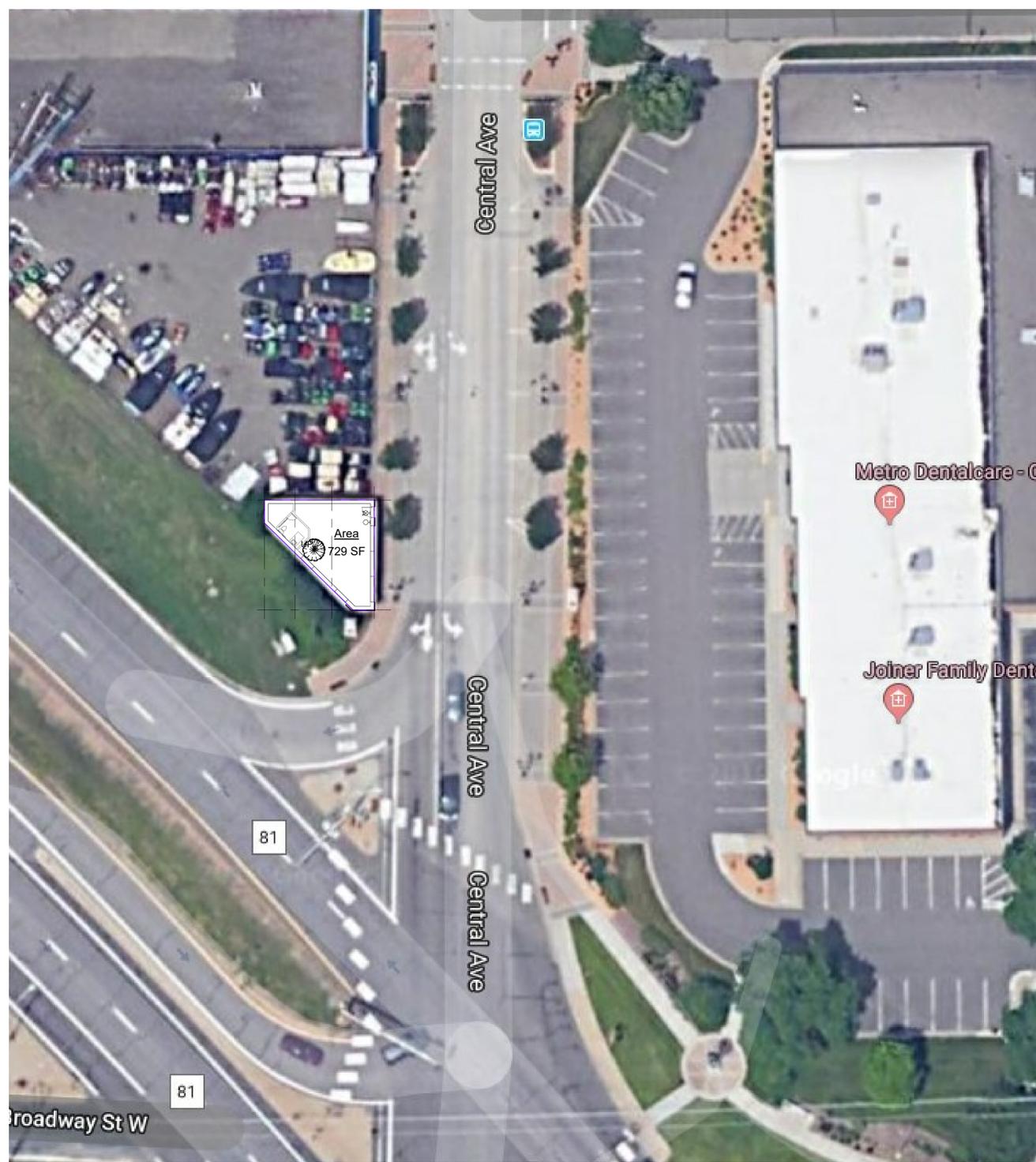
The new owner A to Z Contracting is purposing some prominent changes to bring back life to this strange triangular property. 1. A second story addition will return the building to it's original proportion. 2. The actual usable square footage is 500 square feet so a second story would serve A to Z Contracting's business for much needed private office space. 3. It will do a better job hiding the outdoor storage space to its north. 4. It will act as a Display Board showing off A to Z Contracting's talents with modern, up to date building materials. 5. By giving it height and a newer modern look with over-sized windows and displaying A to Z Contracting's Signs it will be tasteful and effective in welcoming people to Osseo.

*Val Shargorodskiy*

Office: 763-424-1884

Web: [www.atozcontracting.net](http://www.atozcontracting.net)

[www.facebook.com/atozcontracting](http://www.facebook.com/atozcontracting)



1 Site Plan  
1" = 20'-0"

REVISIONS	date

**InSpire Architects**  
 620 Civic Hts Dr Suite 109  
 Circle Pines, MN 55014  
 763-376-5342  
 www.ArchitectMN.com

The information contained herein may not be used or copied in any manner without the written permission of InSpire Architects.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota

Jeffrey Haffern  
 NCARB  
 Signature: *Jeffrey Haffern*  
 License:

Date: 12/16/2019 10:01:06 AM



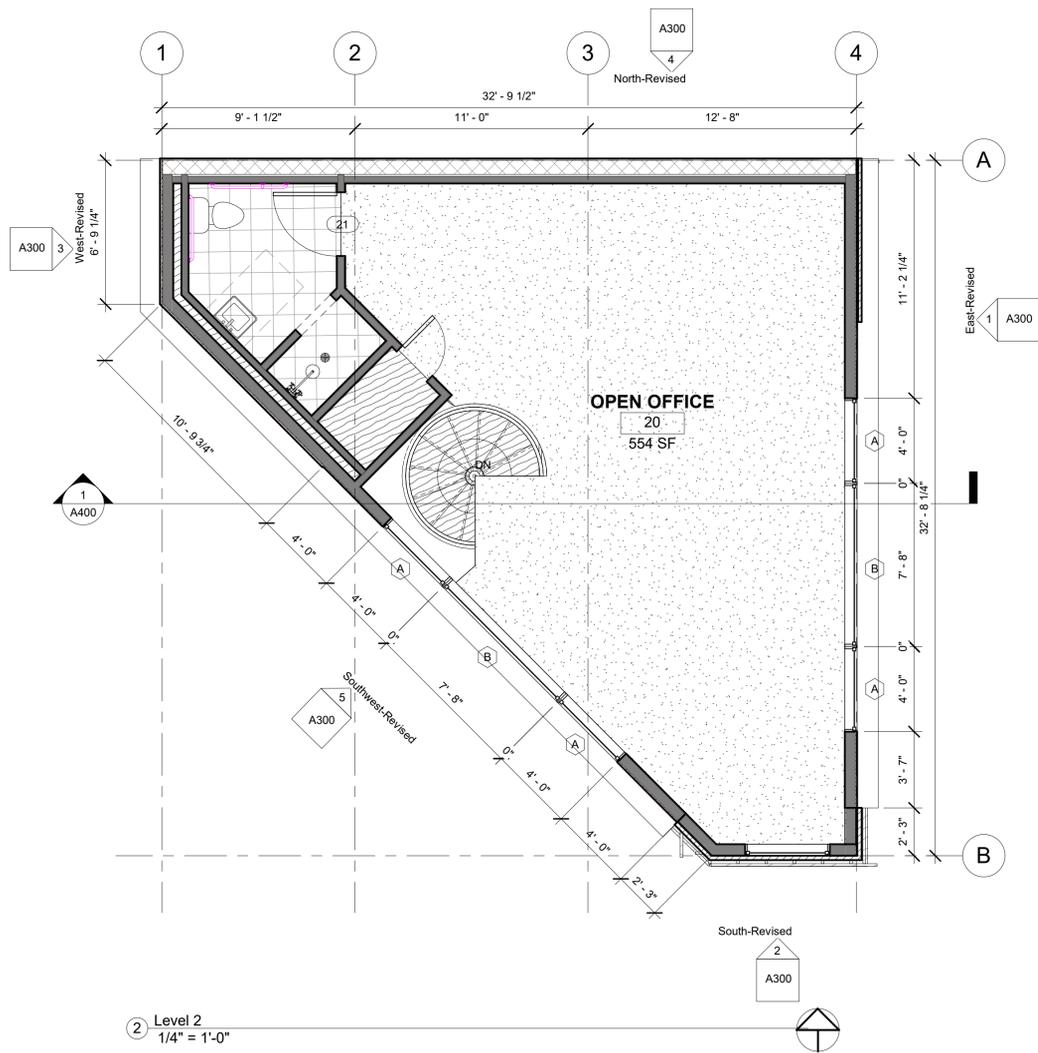
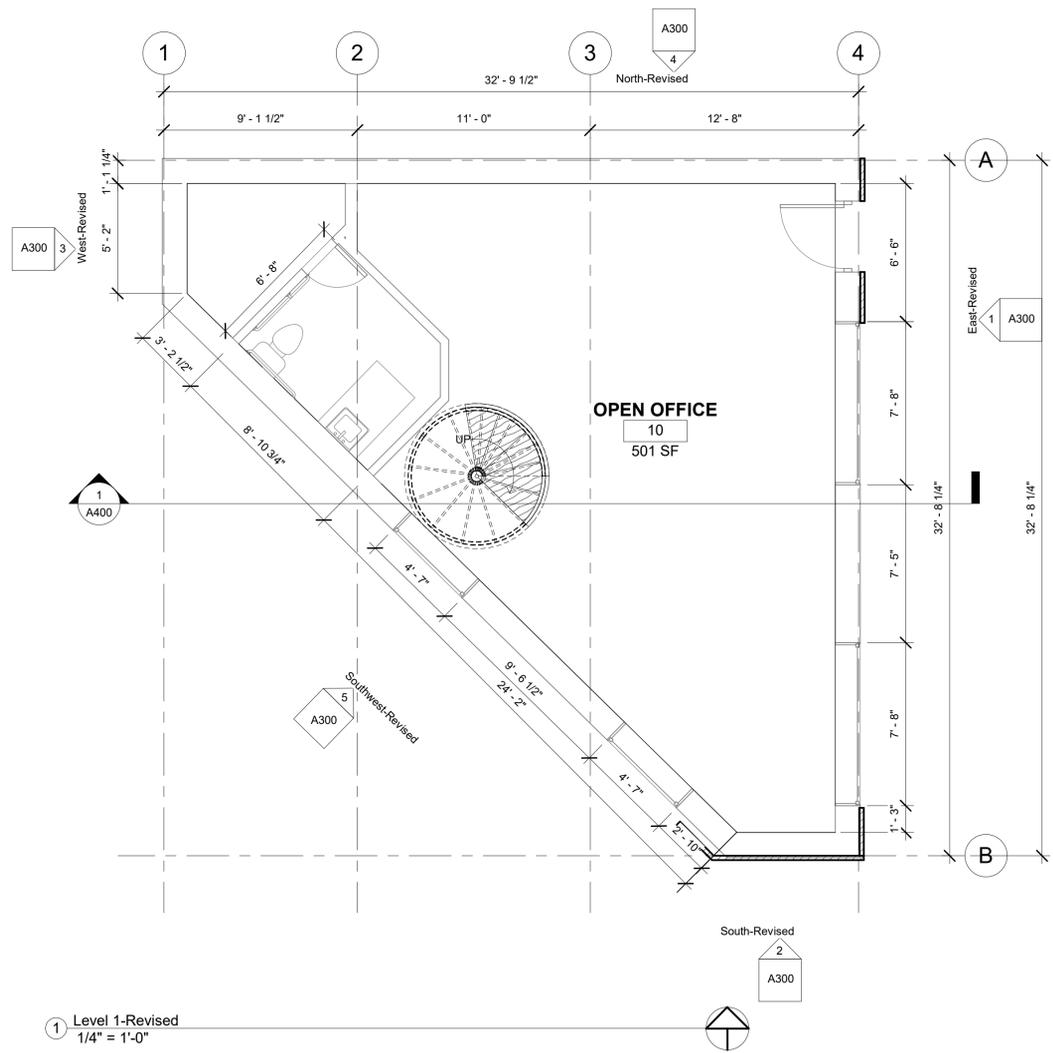
Sheet Title: Site Plan  
 Project: A to Z Contracting Inc.  
 9 Central Ave  
 Osseo, MN 55369

Project number	2016-31
Drawn by	Author
Checked by	Checker
Construction Documents	

**A001**

**GENERAL NOTES**  
 A. AFF- ABOVE FINISH FLOOR  
 B.

**KEY NOTES**  
 1



REVISIONS	DATE

**InSpire Architects**  
 620 Civic Hts Dr Suite 109  
 Circle Pines, MN 55014  
 763-376-5342  
 www.ArchitectMIN.com

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota

Jeffrey Haffern  
 NCARB  
 Signature  
 Licenser

Date: 1/6/2020 10:26:10 AM



Sheet Title: Revised Plans  
 Project: A to Z Contracting Inc.  
 9 Central Ave  
 Osseo, MN 55369

Project number	2016-31
Drawn by	Author
Checked by	Checker
Construction Documents	

**A102**



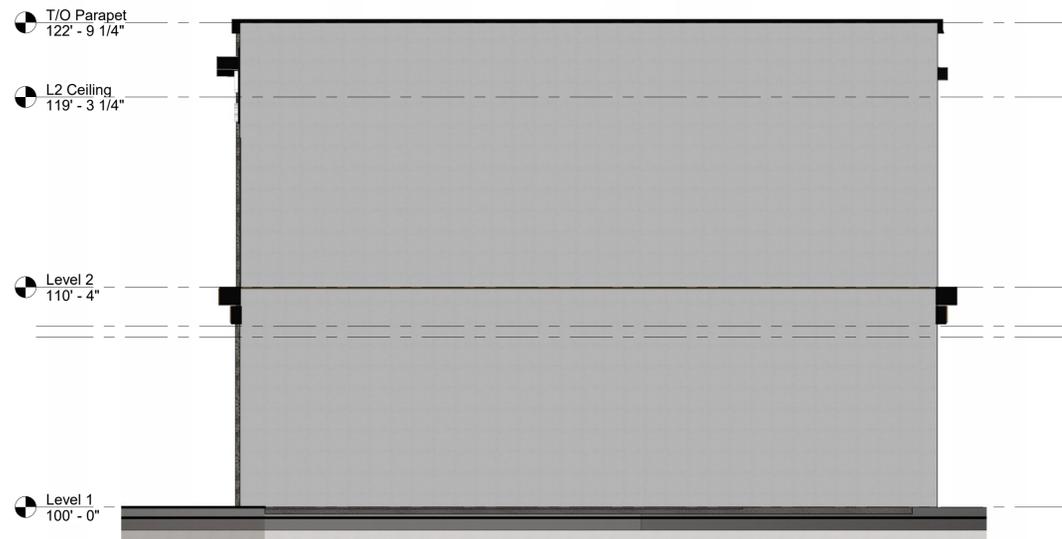
1 East-Revised  
1/4" = 1'-0"



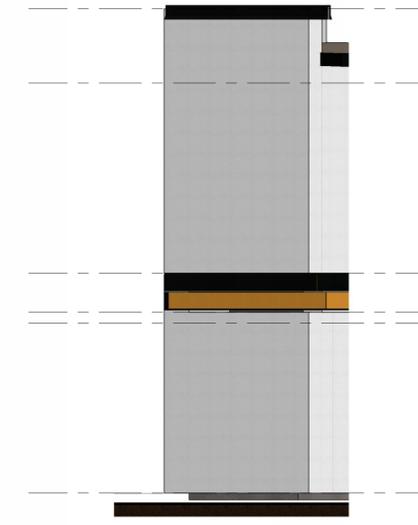
2 South-Revised  
1/4" = 1'-0"



5 Southwest-Revised  
1/4" = 1'-0"



4 North-Revised  
1/4" = 1'-0"

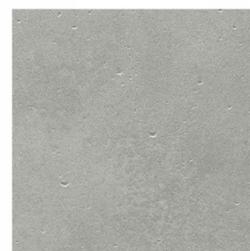


3 West-Revised  
1/4" = 1'-0"

## EXTERIOR FINISHES



HORIZONTAL LAP SIDING  
LP SMARTSIDE  
NORTHERN CEDAR  
NICHIIHA FIBER CEMENT  
JAMES HARDIE- FIBER CEMENT



STUCCO  
OFF-WHITE  
STIPPLED TEXTURE



MANUFACTURED STONE  
MASONRY VENEER  
BORAL CULTURED STONE  
MANY TO CHOOSE FROM



PARAPET COPING  
CHARCOAL GRAY



ENTRY DOORS  
BLACK TRIM  
MARVIN  
ANDERSON  
PELLA



STOREFRONT WINDOWS  
BLACK TRIM  
1 LARGE AWNING STYLE  
FOR LARGE FURNITURE

REVISIONS	DATE



InSpire Architects  
620 Civic Hts Dr Suite 109  
Circle Pines, MN 55014  
763-316-5342  
www.ArchitectMN.com

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota

Jeffrey Haffern  
NCARB

Signature  
Licenser

Date  
12/16/2019 10:01:35 AM



Sheet Title: Elevations

Project:  
A to Z Contracting Inc.  
9 Central Ave  
Osseo, MN 55369

Project number: 2016-31  
Drawn by: Author  
Checked by: Checker  
Construction Documents

A300



**BIRDSEYE VIEW**



**CENTRAL AVENUE AND HWY 81 INTERSECTION**



**VIEW FROM CENTRAL AVENUE**

REVISIONS	date

**InSpire Architects**  
 620 Civic Hts Dr Suite 109  
 Circle Pines, MN 55014  
 763-316-5342  
 www.ArchitectMN.com

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota

Jeffrey Haffern  
 NCARB

Signature  
 License

Date  
 12/16/2019 10:01:35 AM



Sheet Title: 3-D Views  
 Project:  
**A to Z Contracting Inc.**  
 9 Central Ave  
 Osseo, MN 55369

Project number	2016-31
Drawn by	Author
Checked by	Checker
Construction Documents	

**A301**



**VIEW ON HWY 81 DRIVING SOUTHEAST**

REVISIONS	date



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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota

Jeffrey Haffern  
 NCARB

Signature: *Jeffrey Haffern*  
 License:

Date: 12/16/2019 10:01:35 AM

NOT FOR CONSTRUCTION



Sheet Title: 3-D Views

Project:  
**A to Z Contracting Inc.**  
 9 Central Ave  
 Osseo, MN 55369

Project number	2016-31
Drawn by	Author
Checked by	Checker
Construction Documents	

**A302**

**LEGAL DESCRIPTION:**

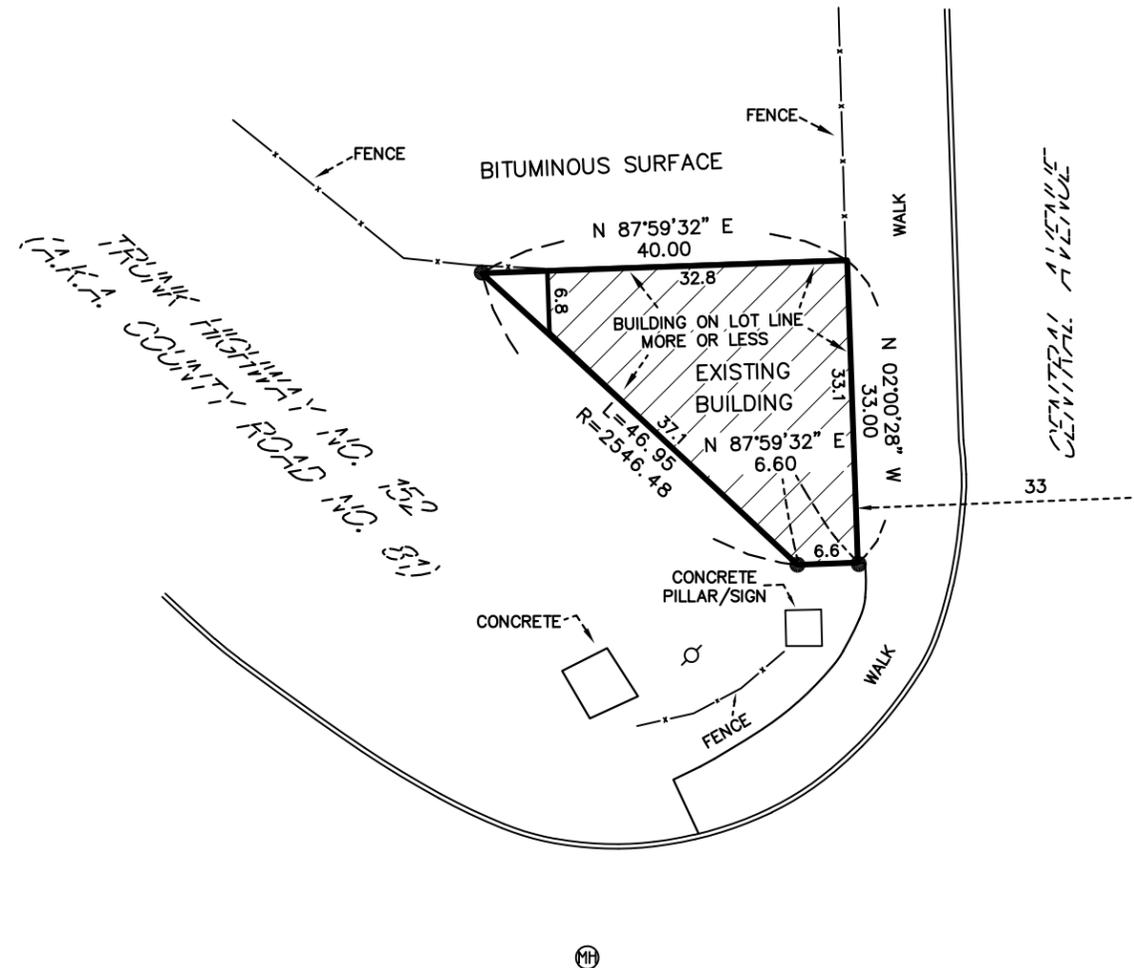
All that part of the South Half of Lot 8, Block 25, OSSEO, which lies northeasterly of the north right-of-way line of Trunk Highway No. 152 as now established, according to the recorded plat thereof and situate in Hennepin County, Minnesota.

**SCOPE OF WORK & LIMITATIONS:**

1. Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
2. Showing the location of observed existing improvements we deem necessary for the survey.
3. Setting survey markers or verifying existing survey markers to establish the corners of the property.
4. Existing building dimensions and setbacks measured to outside of siding or stucco.
5. This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.

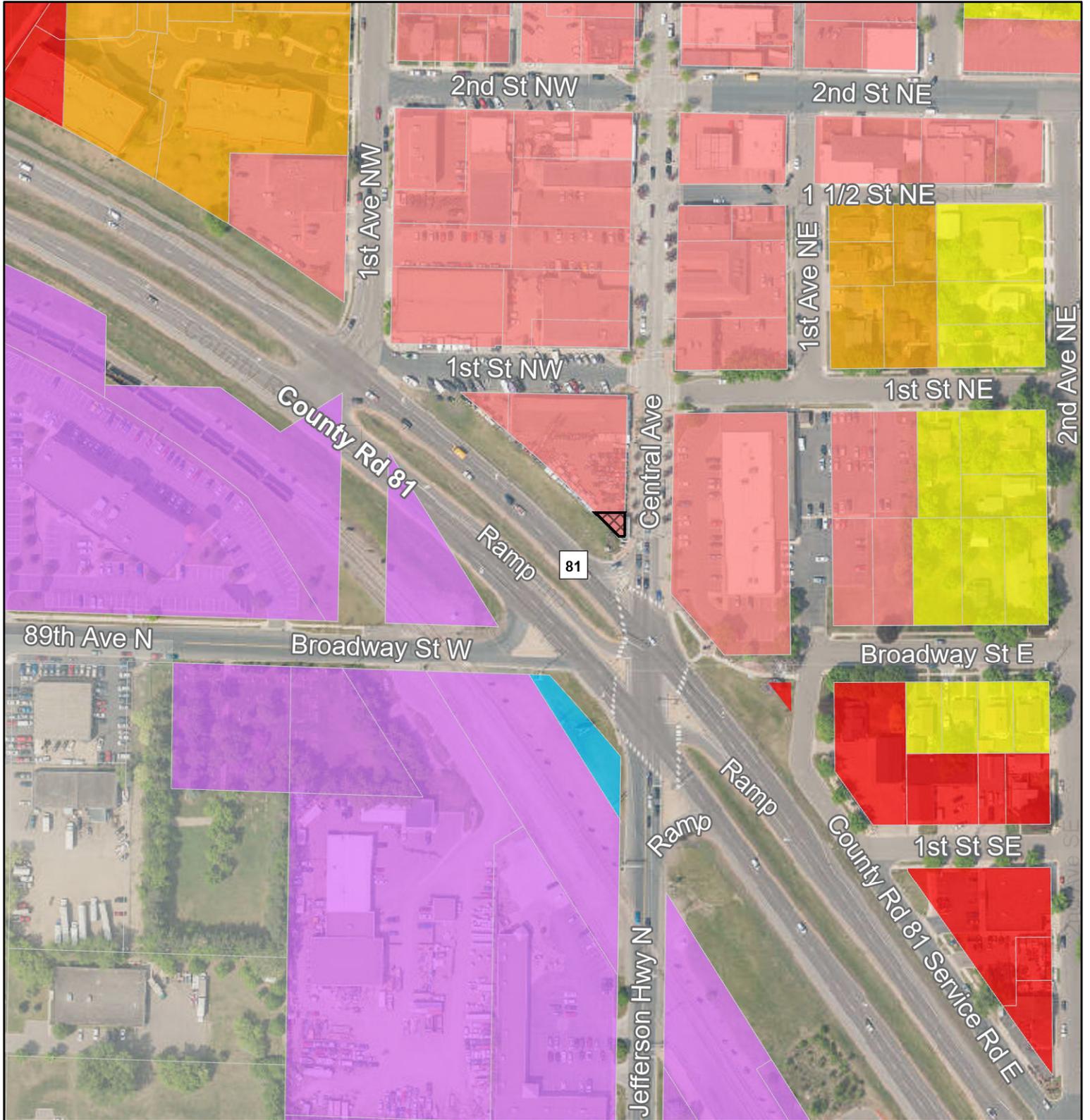
**STANDARD SYMBOLS & CONVENTIONS:**

"●" Denotes iron survey marker, found, unless otherwise noted.



DATE	REVISION DESCRIPTION	DRAWING ORIENTATION & SCALE	CLIENT/JOB ADDRESS	Advance Surveying & Engineering, Co.	I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. <i>Wayne W. Preuks</i> Wayne W. Preuks #43503 LICENSE NO.	DATE SURVEYED: JANUARY 2, 2020	SHEET TITLE EXISTING SURVEY	SHEET NO. S1
			A TO Z CONTRACTING 9 CENTRAL AVENUE OSSEO, MN	17917 Highway No. 7 Minnetonka, Minnesota 55345 Phone (952) 474-7964 Web: www.advsur.com	JANUARY 8, 2020 DATE	DATE DRAFTED: JANUARY 7, 2020	SHEET SIZE: 11 X 17 DRAWING NUMBER 191890 BH	SHEET 1 OF 1

# 9 Central Avenue



1 in = 188 ft

## Zoning Classification

- Central Business District (CBD)
- Highway Commercial District North (C2N)

- Highway Commercial District South (C2S)
- Manufacturing and Industrial District (M)

- One and Two Family Residential District (R-1)
- Multi-Family Residential District (R-2)
- Public Institution District (PI)



N  
 January 15, 2020  
 Map Powered By DataLink



3771552  
SCANNED

3771552

1097358

OFFICE OF THE REGISTRAR  
OF TITLES  
HENNEPIN COUNTY, MINNESOTA  
CERTIFIED FILED ON

JUL 7 2003

*Michelle Gray*  
REGISTRAR OF TITLES  
*B. Emmons*  
DEPUTY

*15600  
5m*

REC'D AUG 19 2003

*21m*

City of Osseo

**RESOLUTION NO. 2003-27**

**RESOLUTION GRANTING REQUEST OF JEFF AND APRIL TATUR, ADVANCED HOME IMPROVEMENTS, FOR LOT AREA, LOT WIDTH, FRONT, REAR, AND CORNER SIDE YARD SETBACK VARIANCES AND A VARIANCE FOR PARKING AND EXPANSION OF A NON-CONFORMING BUILDING TO ALLOW A SECOND FLOOR ADDITION FOR PROPERTY LOCATED AT 9 CENTRAL AVENUE**

WHEREAS, Jeff and April Tatur have made application for multiple variances that would allow for a second floor addition to the existing structure on the property located at 9 Central Avenue, property identification number 13-119-22-14-0080, and legally described as:

All that part of the South ½ of Lot 8, Block 25, Osseo, which lies northeasterly of the north right-of-way line of Trunk Highway No. 152 as now established, according to the recorded plat thereof and situate in Hennepin County, Minnesota; and

WHEREAS, the applicant's property is zoned Central Business District (CBD), which is intended for uses that include joint-use parking areas and business uses primarily oriented to the walking public; and

WHEREAS, a public hearing was held on May 29, 2003, at a regular meeting of the Osseo Planning Commission and all interested persons were invited to make their comments known; and

WHEREAS, notice of said public hearing was published in the official newspaper, surrounding property owners were notified, and notice was duly posted at City Hall; and

WHEREAS, the applicant is requesting variances from Chapter 25.08 (1)(d) that establishes the lot requirements and standards, specifically requesting a five-foot front yard setback variance, a 10-foot corner side yard setback variance, a 10-foot rear yard setback variance, a variance from the lot width, a variance from the lot area; and

WHEREAS, the applicant is requesting variances from Chapter 25.10 (7) that establishes the required number of off-street parking spaces, specifically requesting a variance for eight spaces; and

WHEREAS, the applicant is requesting variances from Chapter 25.07 (4)(b,e) that establishes the requirements for non-conforming structures and uses, specifically requesting a variance to allow an enlargement or alteration of a non-conforming structure; and

WHEREAS, the applicant's property is on a corner lot and is irregular in shape; and

WHEREAS, the intent of the Central Business District is to allow structures built close to the property line or sidewalk, which distinguishes it from the residential areas; and

WHEREAS, joint parking is looked favorably upon in the CBD zoning district to allow more land for office and retail business, and also maintain the alignment of facades along the building edges; and

WHEREAS, the Planning Commission has recommended unanimously (6-0) in favor of the variance requests, conditioned upon obtaining the use of up to eight (8) parking spaces; and

WHEREAS, the Planning Commission was in favor of the variance requests and is recommending approval based on the following findings of fact:

- 1) The Planning Commission finds that strict enforcement of the ordinance would cause undue hardship because of circumstances unique to the individual property under consideration in that the existing required setbacks create a small buildable space and no location to create off street parking, and that the existing building occupies 100 percent of the lot.
- 2) The Planning Commission also finds that the size and shape of the property cause an undue hardship to the property owner, the size and shape of the property were not created by the applicant, and the variances will allow the applicant to improve the aesthetics of an entrance to Osseo.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the findings of fact of the Planning Commission are hereby adopted and the City Council finds the applicant has obtained consent of Greg Smith to use parking spaces at 107-115 Central Avenue, Osseo, and the following variances are hereby granted and approved:

A five-foot front yard setback variance, a 10-foot corner side yard setback variance, a 10-foot rear yard setback variance, a variance from the lot width requirements, a variance from the lot area requirements, a variance for eight parking spaces, and a variance to allow an enlargement or alteration of a non-conforming structure.

Adopted by the Osseo City Council this 27th day of May, 2003.

The motion for the adoption of the foregoing resolution was made by Council member Polich, seconded by Council member Schreiber, and upon vote being duly taken thereon, the following voted in favor thereof: Council members John Hall, Denise Polich, Ken Schreiber,

and the following voted against the same: Bill Christenson and Mayor Dan Sadler,

and the following were absent: none,

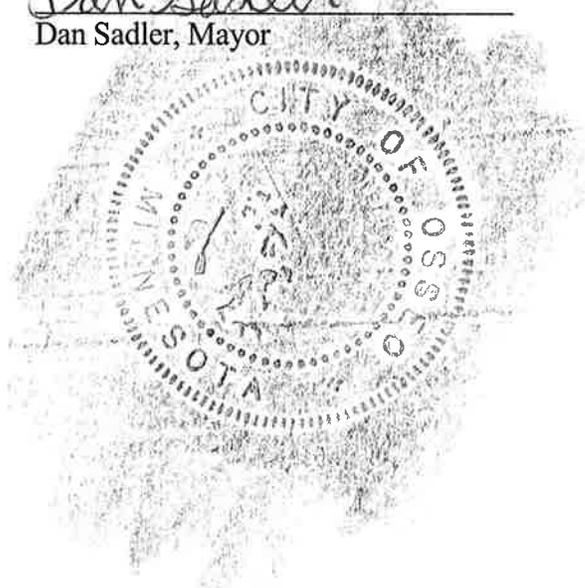
whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)  
COUNTY OF HENNEPIN) SS.  
CITY OF OSSEO)

We, the undersigned, being the duly qualified Mayor and Clerk of the City of Osseo, Hennepin County, Minnesota, a Minnesota municipal corporation, hereby certify that the above and foregoing Resolution No. 2003-27 is a true and correct copy of the Resolution as adopted by the City Council the 27th day of May, 2003.

  
\_\_\_\_\_  
Dan Sadler, Mayor

  
\_\_\_\_\_  
Dave Callister, Clerk Administrator



**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
May 27, 2003**

1. **CALL TO ORDER**

Mayor Sadler called the regular meeting of the Osseo City Council to order at 7:00 p.m., Tuesday, May 27, 2003.

2. **ROLL CALL**

Present: Mayor Dan Sadler; Council members Bill Christenson, John Hall (arrived at 8:55 p.m.), Denise Polich, and Ken Schreiber; City Administrator Dave Callister; City Attorney Loren Magsam; Deputy Clerk LeAnn Larson.

Also present: City Planner Sarah Schield, Bill Johnson, Greg Smith, Alicia Miller, Bob LeTendre, Lyle Sommers, Karen Crane, Cynthia Noren, April & Jeff Tatur, John Klobucar, and Ron Barger.

...

8. **NEW BUSINESS...**

D. **DISCUSS PLANNING COMMISSION RECOMMENDATION FOR REQUEST FROM JEFF AND APRIL TATUR FOR VARIANCES FROM THE ZONING CODE FOR PARKING AND EXPANSION OF A NON-CONFORMING BUILDING, TO ALLOW FOR A SECOND FLOOR ADDITION FOR ADVANCED HOME IMPROVEMENTS AT 9 CENTRAL AVENUE – Resolution 2003-27**

City Planner Schield presented information relating to Jeff and April Tatur's request for variances from the zoning code for parking and expansion of a non-conforming building, to allow a second floor addition to Advanced Home Improvements located at 9 Central Avenue.

The hardship cited is that the parcel is irregular in shape and approximately 771 square feet in size. The structure occupies approximately 100% of the property, therefore having zero lot line setbacks and no off street parking.

The recommendation of City Staff is that the application does not meet both measurable standards and standards open to interpretation, for the following reasons:

1. While the subject parcel does have a particular physical shape, the alleged hardship would be created or intensified by the applicant.
2. The subject property is an irregular shaped parcel and is only 771 square feet in size. The subject property does not have off street parking as the building occupies approximately 100% of the parcel. In addition, the building does not meet any setback regulations.
3. While the subject property does not meet the current regulations for lot size and lot width, it has been grandfathered into the zoning ordinance and per the zoning code,

Chapter 25.07(4) the lawful use of any land or building existing at the time of the adoption of the Osseo Zoning Ordinance on November 14, 1994, may be continued, at the size and in the manner of operation existing on such date, even if such use does not conform to the regulations of this Ordinance. The ordinance also states such use is subject to provisions that include restrictions on remodeling limited to twenty five (25%) of the structures market value and per the zoning code, Chapter 25.07(4b) a non-conforming building or structure shall not be added to or enlarged in any manner unless such additions or enlargements are made to bring said building or structure into conformity with the regulations of this Ordinance.

4. Staff understands the applicant is proposing to add the second floor to allow for more storage of office files and will not be adding personnel. While the addition will not create more parking demand at the present time, the City would not have control over a business that would move in, in the future. For instance, if Advanced Home Improvements were to relocate in two years, another business within the realm of office or retail, could come in and utilize both the upper and lower level of the building, which could place an additional stress on the already strained parking situation. Per the zoning ordinance, the site should currently have four parking spaces; with the proposed addition the site should have eight parking spaces. The City Council does have the authority to reduce this requirement to preserve the compact, pedestrian oriented character of the downtown.

Staff recommended denial of the variances for parking and expansion of a non-conforming building, to allow a second floor addition at 9 Central Avenue.

The Planning Commission recommended approval of the variances for parking and expansion of a non-conforming building variance for Advanced Home Improvements to allow a second floor addition at 9 Central Avenue, with the condition that up to eight (8) parking spaces will be obtained.

Schild stated variances from front yard setbacks in the Central Business District were often granted to allow for development at the front of the property. Heinen & Mason received a variance from parking standards with their recent construction.

Christenson asked if the Planning Commission recommendation of Advanced Home Improvements finding up to eight parking spaces could be accomplished, given the lack of parking in the immediate area.

Polich spoke of concern with leased parking with a future change in business ownership.

City Attorney Loren Magsam said it is difficult to tie and enforce a permanent condition such as leased parking with a variance, as a lease is subject to renewal and there could be a business ownership change.

April and Jeff Tatur, owners of Advanced Home Improvements, said there was little need for parking since their business has little walk-in traffic. Their building is very small, and they need the second floor addition for office and storage space.

Polich asked if increasing the showroom area would mean more need for parking. April Tatur said no.

Greg Smith, owner of Bob & Carl's Auto Body, said there would be room for parking in his lot and he allows anyone to park in his lot.

Christenson asked if Tatur's had considered another location with more room and required parking. April Tatur said they love this location and do not want to move.

Callister asked about exterior building materials. Jeff Tatur said he would work with the City to achieve a topnotch building.

Sadler said he was not in favor of going against the zoning ordinance to allow for expansion of a non-conforming structure. He was concerned with the parking issue, and he said when the business would be sold the City would once again be faced with a possible parking situation to deal with. He expressed support of Tatur's business but said he could not vote for the variances. Sadler said he would have to follow the ordinance.

Sadler said the zoning ordinance was put into place for good reasons, and asked if allowing the expansion of a non-conforming building would set a precedent. City Attorney Magsam said each application for a variance would be reviewed on its own merit.

Polich spoke in favor of keeping the business in town and the improvement to the property.

Schreiber agreed with Polich, saying parking was not an issue for this business. He said this building is the first building you see when entering the city, and he wanted to see construction with the right materials.

Christenson said Tatur's lack of parking is an issue.

A motion was made by **Polich**, seconded by **Schreiber**, to approve the request from Jeff and April Tatur for variances from the Zoning Code for parking and expansion of a non-conforming building, to allow for a second floor addition for Advanced Home Improvements at 9 Central Avenue. The motion failed on a 2-2 vote (Polich and Schreiber aye; Sadler and Christenson nay).

City Attorney Magsam stated that a 2-2 vote meant no action had been taken, and this matter could be considered again. If the matter is not acted upon within 60 days of the application, then the application is considered to be granted. However, the Tatur's could agree to an extension of the 60-day rule.

(Council member Hall arrived at 8:55 p.m.)

A motion was made by **Polich**, seconded by **Schreiber**, to reconsider this agenda item. The motion carried 5-0.

A motion was made by **Polich**, seconded by **Schreiber**, to adopt Resolution 2003-27 Approving the Request from Jeff and April Tatur for Variances from the Zoning Code for Parking and Expansion of a Non-conforming Building, to Allow for a Second Floor Addition for Advanced Home Improvements at 9 Central Avenue. The motion carried 3-2 (Christenson, Sadler).



## City of Osseo City Council Meeting Item

---

<b>Agenda Item:</b>	<b>Citizen Appointment</b>
<b>Meeting Date:</b>	January 27, 2020
<b>Prepared by:</b>	City Clerk LeAnn Larson
<b>Attachments:</b>	Copy of Letter of Interest Resolution

---

**Background:**

Citizen appointments are made each year to various boards/commissions/committees. There is currently one vacant seat on the Public Safety Advisory Committee, with term ending 12/31/2021.

**Discussion:**

Staff has attached a letter of interest from Nate Berg for the Public Safety Advisory Committee vacancy. Also included is a resolution for this appointment. We thank our volunteers for their interest in serving the City of Osseo.

**City Goals Met By This Action:**

Increase communication with citizens and encourage citizen engagement.

**Options:**

The City Council may choose to:

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

**Recommendation/Action Requested:**

Staff recommends the City Council adopt a resolution appointing Nate Berg to the Public Safety Advisory Committee.

**From:**

**Sent:** Wednesday, January 22, 2020 10:24 AM

**To:** Harold Johnson <[HJohnson@ci.osseo.mn.us](mailto:HJohnson@ci.osseo.mn.us)>

**Cc:** Riley Grams <[RGrams@ci.osseo.mn.us](mailto:RGrams@ci.osseo.mn.us)>; Duane Poppe <[DPoppe@ci.osseo.mn.us](mailto:DPoppe@ci.osseo.mn.us)>

**Subject:**

Hello Harold, Riley and Duane,

Thank you for the info.

Yes, I would be interested in serving on that committee (*Public Safety Advisory Committee*). Please let me know where I can find out more and how to move forward with consideration.

**Nate Berg - Founder and President**

Paramedic (Ret.), ABRA CBRT CTS Decon, IICRC Certified Water Damage Restoration  
Licensed General Contractor, Licensed MN Real Estate Broker/Realtor

**Scene Clean, Inc.<sup>®</sup>**

*Proudly Minnesotas' **ONLY** certified American Bio Recovery Association firm*

**Twin Cities Restoration, LLC**

MN Building Contractor #736960

**Resolution No. 2020-xx**

**RESOLUTION ADOPTING 2020  
CITIZEN APPOINTMENT**

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

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

**Citizen Appointment**

Public Safety Advisory Committee  
Term ending 12/31/21

Nate Berg

## CITY OF OSSEO

01/23/20 2:08 PM

Page 1

## Payments

Current Period: DECEMBER 2019

Payment Batch NOV2019 CC S \$2,113.28

Refer	8868 PREMIER BANK	Ck# 001997E 12/26/2019	
Cash Payment	E 240-41700-211 OPERATIONS	MSFT-M365 LICENSES	\$90.75
Invoice	NOV 2019		
Cash Payment	E 240-41700-211 OPERATIONS	MSFT-EMAIL STORAGE	\$627.20
Invoice	NOV 2019		
Cash Payment	E 101-41900-211 OPERATIONS	ADOBE SUBSCRIPTION-WALLGREN	\$18.27
Invoice	NOV 2019		
Cash Payment	E 101-41110-211 OPERATIONS	ADOBE SUBSCRIPTION-WELLER	\$18.27
Invoice	NOV 2019		
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	AMAZON-PLANNER FOR LEANN	\$15.51
Invoice	NOV 2019		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	AMAZON-PLANNER,BATTERIES FOR PD	\$34.92
Invoice	NOV 2019		
Cash Payment	E 254-44370-853 SUPPLIES	AMAZON-CABLE TIES FOR MINIDAZZLE	\$6.98
Invoice	NOV 2019		
Cash Payment	E 254-44370-853 SUPPLIES	FLEET FARM-CANDY CANES FOR MINIDAZZLE	\$115.93
Invoice	NOV 2019		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	ONE HOUR ROOTER-HYDRO JET BATHROOM SINK-417 RENTAL	\$689.00
Invoice	NOV 2019		
Cash Payment	E 101-42000-211 OPERATIONS	DUNKIN DONUTS-COFFEE FOR TREE LIGHT HANGING EVENT	\$23.62
Invoice	NOV 2019		
Cash Payment	E 101-42000-211 OPERATIONS	CARIBOU COFFEE-COFFEE FOR TREE LIGHT HANGING EVENT	\$30.09
Invoice	NOV 2019		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	MARATHON-PW FUEL PURCHASE	\$106.39
Invoice	NOV 2019		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	MARATHON-PW FUEL PURCHASE	\$33.23
Invoice	NOV 2019		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	MARATHON-PW FUEL PURCHASE	\$72.40
Invoice	NOV 2019		
Cash Payment	E 101-41920-211 OPERATIONS	DROPBOX-MONTHLY SUBSCRIPTION-FD	\$11.99
Invoice	NOV 2019		
Cash Payment	E 110-41920-520 CAPITAL OUTLAY	DANKO EMERGENCY EQUIP-BAG FOR FD SCBA AIR CYLINDER	\$61.52
Invoice	NOV 2019		
Cash Payment	E 101-41920-211 OPERATIONS	OFFICE MAX/DEPOT-PHOT PRINTS FOR FD	\$21.44
Invoice	NOV 2019		
Cash Payment	E 101-42350-215 CENTRAL AVENUE ST	HOME DEPOT-SCREW DRIVER,SOCKET,FUSE	\$61.55
Invoice	NOV 2019		
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	AMAZON-REFUND FOR RETURNED PLANNER	-\$7.43
Invoice	NOV 2019		
Cash Payment	E 254-44370-853 SUPPLIES	DOLLAR TREE-TABLE COVERS FOR MINIDAZZLE	\$8.60
Invoice	NOV 2019		

CITY OF OSSEO

01/23/20 2:08 PM

Page 2

Payments

Current Period: DECEMBER 2019

Cash Payment	E 254-44370-853 SUPPLIES	COSTCO-CUPS,KETCHUP,MUSTARD FOR MINIDAZZLE	\$73.05
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Invoice NOV 2019

Transaction Date	12/26/2019	Due 0	PREMIER CHECKIN 10100	<b>Total</b>	<u>\$2,113.28</u>
------------------	------------	-------	-----------------------	--------------	-------------------

Fund Summary

	10100 PREMIER CHECKING	
254 MINIDAZZLE		\$204.56
240 CABLE GRANTS		\$717.95
205 PARK DEDICATION		\$689.00
110 CIP EQUIPMENT		\$61.52
101 GENERAL FUND		\$440.25
		<u>\$2,113.28</u>

Pre-Written Checks	\$2,113.28
Checks to be Generated by the Computer	\$0.00
Total	<u>\$2,113.28</u>

**CITY OF OSSEO**  
**Payments**

Current Period: JANUARY 2020

**Payments Batch 2019 EFT PY \$1,631.00**

Refer	8816 MN DEPT OF REVENUE	Ck# 001995E 1/17/2020	
Cash Payment	G 101-20200 ACCOUNTS PAYABLE	4Q19 SALES TAX	\$1,631.00
Invoice	1-280-283-168	1/17/2020	
Transaction Date	1/22/2020	Due 1/22/2020	
	PREMIER CHECKIN	10100	
		<b>Total</b>	<b>\$1,631.00</b>

**Fund Summary**

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$1,631.00
		\$1,631.00

Pre-Written Checks	\$1,631.00
Checks to be Generated by the Computer	\$0.00
Total	\$1,631.00

# CITY OF OSSEO

01/23/20 2:14 PM

Page 1

## Payments

Current Period: DECEMBER 2019

**Payments Batch 2019AP 1-27- \$59,006.56**

Refer <u>8817 CINTAS - UNIFORMS AND RUGS</u> -						
AP Payment	E 101-41700-222 BUILDING REPAIR/MAI	CITY HALL MAT SVC				\$16.80
Invoice	4038285443	12/24/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$16.80
Refer <u>8818 CINTAS - UNIFORMS AND RUGS</u> -						
AP Payment	E 101-41700-222 BUILDING REPAIR/MAI	MAT SVC-CITY HALL				\$6.24
Invoice	4038285444	12/24/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$6.24
Refer <u>8819 CINTAS - UNIFORMS AND RUGS</u> -						
AP Payment	E 101-42000-222 BUILDING REPAIR/MAI	MAT SVC-PW				\$12.06
Invoice	4038285399	12/24/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$12.06
Refer <u>8800 CURRENT, GARY</u> -						
AP Payment	E 101-41920-260 EDUCATION/MEETING	10/16-12/31/19 MILEAGE REIMBURSEMENT - 121 MILES @ \$0.58/MI				\$70.18
Invoice	20191231	12/31/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$70.18
Refer <u>8867 DEANS SUPERMARKET INC</u> -						
AP Payment	E 254-44370-853 SUPPLIES	BUNS FOR MINIDAZZLE				\$77.00
Invoice	2185307	12/5/2019				
AP Payment	E 101-41650-211 OPERATIONS	CIDER FOR TREE OPEN HOUSE				\$1.98
Invoice	2185307	12/5/2019				
AP Payment	E 101-41920-211 OPERATIONS	CREDIT FOR FD WATER PURCHASE				-\$14.97
Invoice	2185307	12/5/2019				
Transaction Date	1/23/2020	Due 1/23/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$64.01
Refer <u>8814 EHLERS &amp; ASSOCIATES, INC</u> -						
AP Payment	E 601-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY SVCS THRU 12/31/19				\$1,832.92
Invoice	82522	1/9/2020				
AP Payment	E 602-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY SVCS THRU 12/31/19				\$1,832.92
Invoice	82522	1/9/2020				
AP Payment	E 604-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY SVCS THRU 12/31/19				\$1,832.91
Invoice	82522	1/9/2020				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$5,498.75
Refer <u>8860 ELEMENT TECHNOLOGIES LLC</u> -						
AP Payment	E 101-41515-302 IT SERVICE	DEC 2019 TECH SVCS				\$1,275.00
Invoice	IVC44617	12/31/2019				
Transaction Date	1/23/2020	Due 1/23/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,275.00
Refer <u>8861 ELEMENT TECHNOLOGIES LLC</u> -						
AP Payment	E 240-41700-211 OPERATIONS	INSTALL/CONFIGURE NEW OFFICE PCS & SURFACE PROS				\$9,862.50
Invoice	IVC44618					
Transaction Date	1/23/2020	Due 1/23/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$9,862.50
Refer <u>8804 FINKEN WATER</u> -						
AP Payment	E 101-41900-211 OPERATIONS	12/31/19 WATER DELIVERY				\$29.80
Invoice	50845TI	12/31/2019				

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Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$29.80
Refer	8805 HENN CO INFO TECH					
AP Payment	E 101-41900-220	RADIO COMMUNICATI	DEC 2019 RADIO LEASE FEES			\$1,171.14
Invoice	1000141529	1/3/2020				
AP Payment	E 101-42000-220	RADIO COMMUNICATI	DEC 2019 RADIO LEASE FEES			\$97.79
Invoice	1000141529	1/3/2020				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,268.93
Refer	8863 HENN CO SHERIFF					
AP Payment	E 101-41900-316	INCARCERATION SERV	DEC 2019 BOOKING SVCS			\$258.00
Invoice	SHF0001047	12/31/2019				
Transaction Date	1/23/2020	Due 1/23/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$258.00
Refer	8807 HENN TECHNICAL COLLEGE					
AP Payment	E 101-41900-260	EDUCATION/MEETING	12/19/19 FACILITY RENTAL FOR DEFENSIVE TACTIC TRNG			\$175.00
Invoice	403845	12/30/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$175.00
Refer	8811 HILLYARD INC					
AP Payment	E 101-41700-211	OPERATIONS	PAPER TOWELS, TRASH BAGS, SOAP			\$1,180.25
Invoice	603700246	12/19/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,180.25
Refer	8801 KENNEDY & GRAVEN, CHARTERE					
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-COUNCIL			\$534.89
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-ADMIN			\$308.12
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-PERSONNEL			\$122.09
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-LIQUOR LICENSING			\$23.26
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-PZ			\$1,011.64
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-PD			\$11.63
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-FD			\$34.88
Invoice	NOV.2019	12/12/2019				
AP Payment	G 101-10600	ACCOUNTS RECEIVABLE	NOV 2019 LEGAL SVC-EDA			\$174.42
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-211	OPERATIONS	NOV 2019 LEGAL SVC EXPENSE REIMBURSEMENT			\$10.20
Invoice	NOV.2019	12/12/2019				
AP Payment	E 101-41500-304	LEGAL SERVICE - CIVIL	NOV 2019 LEGAL SVC-ZONING CODE UPDATES			\$1,584.00
Invoice	NOV.2019	12/12/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$3,815.13
Refer	8802 LOFFLER - LEASE					
AP Payment	E 101-41110-211	OPERATIONS	10/1-12/31/19 COPIER USAGE			\$411.95
Invoice	3313807	1/2/2020				

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Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$411.95	
Refer	8808 MACDONALD & MACK ARCHITECT					-	
AP Payment	E 260-42370-310 OTHER PROFESSIONA			WATER TOWER CONDITIONS ASSMT SVCS		\$989.45	
				THRU 12/31/19			
Invoice	21919-004	1/13/2020					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$989.45	
Refer	8809 MAPLE GROVE, CITY OF					-	
AP Payment	E 601-49400-385 PURCHASED WATER			7,588GAL WATER PURCHASED DEC 2019		\$12,333.54	
Invoice	20368	12/31/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$12,333.54	
Refer	8799 METRO WEST INSPECTION SERVI					-	
AP Payment	G 101-20222 BUILDING INSPECTIONS P			2019 INSPECTIONS		\$276.80	
Invoice	2263	1/2/2020					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$276.80	
Refer	8812 MILLER TRUCKING					-	
AP Payment	E 101-42000-250 SNOW MANAGEMENT			3 TRUCKS TO HAUL SNOW 12/2/19		\$1,350.00	
Invoice	136491	12/2/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,350.00	
Refer	8803 MINNEAPOLIS, CITY OF					-	
AP Payment	E 101-41900-314 PAWN TRANSACTION			NOV 2019 APS TRANS FEES		\$196.20	
Invoice	400451003442	12/23/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$196.20	
Refer	8858 MN DEPT OF HEALTH					-	
AP Payment	G 601-21560 MN WATER CONNECT FEE			4Q19 MN CONNECT FEES		\$1,318.00	
Invoice	4Q19						
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,318.00	
Refer	8806 PRIME ADVERTISING & DESIGN IN					-	
AP Payment	E 240-41700-211 OPERATIONS			DEC 2019 WEBSITE HOSTING		\$100.00	
Invoice	70817	11/27/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$100.00	
Refer	8810 QUALITY FLOW SYSTEMS, INC.					-	
AP Payment	E 602-49400-221 EQUIP REPAIR/ MAINT			12/27/19 LIFT STATION REPAIR		\$1,190.00	
Invoice	38373	12/30/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$1,190.00	
Refer	8793 SIPE BROS. INC.					-	
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI			12/6-12/13/19 SQUAD CAR WASHES		\$30.00	
Invoice	121619STMT	12/16/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$30.00	
Refer	8794 SIPE BROS. INC.					-	
AP Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP			12/2-12/12/19 FUEL PURCHASES-PW		\$176.49	
Invoice	121619STMT	12/16/2019					
AP Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP			12/2-12/12/19 FUEL PURCHASES-FD		\$60.99	
Invoice	121619STMT	12/16/2019					
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE	20200	<b>Total</b>	\$237.48	
Refer	8795 SIPE BROS. INC.					-	

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AP Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	12/16-12/27/19 SQUAD CAR WASHES		\$20.00
Invoice 123119STMTPD 12/31/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE 20200	<b>Total</b> \$20.00
Refer	8796 <i>SIFE BROS. INC.</i>			
AP Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	12/19-12/30/19 FUEL PURCHASES-PW		\$114.17
Invoice 123119STMT 12/31/2019				
AP Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	12/19-12/30/19 FUEL PURCHASES-FD		\$76.41
Invoice 123119STMT 12/31/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE 20200	<b>Total</b> \$190.58
Refer	8862 <i>THOMSON REUTERS-WEST</i>			
AP Payment	E 101-41900-310 OTHER PROFESSIONA	DEC 2019 INFORMATION CHARGES		\$94.50
Invoice 841620321 1/1/2020				
Transaction Date	1/23/2020	Due 1/23/2020	ACCTS PAYABLE 20200	<b>Total</b> \$94.50
Refer	8813 <i>TWIN CITY WATER CLINIC INC.</i>			
AP Payment	E 601-49400-310 OTHER PROFESSIONA	DEC 2019 WATER SAMPLES		\$60.00
Invoice 14066 12/30/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE 20200	<b>Total</b> \$60.00
Refer	8798 <i>VERIZON WIRELESS</i>			
AP Payment	E 101-42000-321 TELECOMMUNICATION	DEC 2019 SVC-PW		\$138.52
Invoice 9845379022 1/1/2020				
AP Payment	E 101-41900-321 TELECOMMUNICATION	DEC 2019 SVC-PD		\$540.45
Invoice 9845379022 1/1/2020				
AP Payment	E 101-41110-321 TELECOMMUNICATION	DEC 2019 SVC-ADMIN		\$42.65
Invoice 9845379022 1/1/2020				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE 20200	<b>Total</b> \$721.62
Refer	8853 <i>WSB &amp; ASSOCIATES INC</i>			
AP Payment	E 604-49400-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-MS4		\$286.78
Invoice NOV 2019 12/17/2019				
AP Payment	E 101-41650-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-PZ		\$176.44
Invoice NOV 2019 12/17/2019				
AP Payment	E 130-42000-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-STREETScape		\$286.78
Invoice NOV 2019 12/17/2019				
AP Payment	E 407-42000-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-2019 PAVEMENT MGMT		\$990.00
Invoice NOV 2019 12/17/2019				
AP Payment	E 409-42000-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-2020 PAVEMENT MGMT		\$8,346.50
Invoice NOV 2019 12/17/2019				
AP Payment	E 101-41650-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-PZ		\$63.50
Invoice NOV 2019 12/17/2019				
AP Payment	E 602-49400-303 ENGINEERING SERVIC	NOV 2019 ENGINEERING SVC-LIFT STATION IMPROV		\$991.00
Invoice NOV 2019 12/17/2019				
Transaction Date	1/22/2020	Due 1/22/2020	ACCTS PAYABLE 20200	<b>Total</b> \$11,141.00
Refer	8797 <i>XCEL ENERGY</i>			
AP Payment	E 101-41700-380 ELECTRIC SERVICE	DEC 2019 SVC-CITY HALL		\$1,142.68
Invoice 668690957 1/13/2020				

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AP Payment	E 101-41800-380 ELECTRIC SERVICE	DEC 2019 SVC-COMM CENTER	\$250.83
Invoice 668690957	1/13/2020		
AP Payment	E 101-41900-402 EMERGENCY PREPAR	DEC 2019 SVC-CIVIL DEFENSE	\$10.59
Invoice 668690957	1/13/2020		
AP Payment	E 101-42000-380 ELECTRIC SERVICE	DEC 2019 SVC-PW	\$314.84
Invoice 668690957	1/13/2020		
AP Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	DEC 2019 SVC-STREET LIGHTS/SIGNALS	\$1,999.03
Invoice 668690957	1/13/2020		
AP Payment	E 101-42350-380 ELECTRIC SERVICE	DEC 2019 SVC-PARKS	\$435.97
Invoice 668690957	1/13/2020		
AP Payment	E 601-49400-380 ELECTRIC SERVICE	DEC 2019 SVC-WELL HOUSE	\$31.76
Invoice 668690957	1/13/2020		
AP Payment	E 602-49400-380 ELECTRIC SERVICE	DEC 2019 SVC-SEWER	\$482.24
Invoice 668690957	1/13/2020		
AP Payment	E 101-42350-212 GATEWAY SIGN OPER	DEC 2019 SVC-GATEWAY SIGN	\$144.85
Invoice 668690957	1/13/2020		
Transaction Date	1/22/2020	Due 1/22/2020 ACCTS PAYABLE 20200	<b>Total</b> \$4,812.79

### Fund Summary

	20200 ACCTS PAYABLE
101 GENERAL FUND	\$16,162.26
130 PAVEMENT MANAGEMENT	\$286.78
240 CABLE GRANTS	\$9,962.50
254 MINIDAZZLE	\$77.00
260 HERITAGE PRESERVATION	\$989.45
407 2019 STREET IMPROVEMENT	\$990.00
409 2020 STREET IMPROVEMENT	\$8,346.50
601 WATER FUND	\$15,576.22
602 SEWER FUND	\$4,496.16
604 STORM WATER FUND	\$2,119.69
	\$59,006.56

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$59,006.56
Total	\$59,006.56

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**Payments Batch 1-27-20 AP      \$62,966.94**

Refer <u>8847 AFFORDABLE SANITATION INC</u> -					
Cash Payment	E 101-42350-211 OPERATIONS	ICE RINK PORTABLE TOILET			\$67.00
Invoice 3845	1/1/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$67.00
Refer <u>8832 ASPEN MILLS INC</u> -					
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	UNIFORM-MIKKELSON			\$99.66
Invoice 250365	1/9/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$99.66
Refer <u>8833 ASPEN MILLS INC</u> -					
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	PART-TIME OFFICER JACKETS			\$993.70
Invoice 250399	1/9/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$993.70
Refer <u>8834 BROADWAY AWARDS INC</u> -					
Cash Payment	E 101-41900-211 OPERATIONS	KINTZI NAME PLATE			\$16.00
Invoice 46850	1/8/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$16.00
Refer <u>8844 CUTTER SALES, INC.</u> -					
Cash Payment	E 101-42000-221 EQUIP REPAIR/ MAINT	PARTS FOR LOADER REPAIR			\$284.29
Invoice 140734	1/10/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$284.29
Refer <u>8839 ECM PUBLISHING</u> -					
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	1/9/20 SHAGORODSKIY REMODEL NOTICE AD#1009249			\$88.60
Invoice 752361	1/9/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$88.60
Refer <u>8786 EFTPS</u> <u>Ck# 001988E 1/22/2020</u>					
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	1/17/20 PAYROLL			\$6,314.63
Invoice 27004227220099	1/22/2020				
Cash Payment	G 101-21703 FICA WITHHOLDING	1/17/20 PAYROLL			\$6,165.70
Invoice 27004227220099	1/22/2020				
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$12,480.33
Refer <u>8864 ELEMENT TECHNOLOGIES LLC</u> -					
Cash Payment	E 101-41515-302 IT SERVICE	JAN 2020 TECH SVC			\$1,900.00
Invoice SLA44800	1/1/2020				
Transaction Date	1/23/2020	Due 1/23/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$1,900.00
Refer <u>8787 EMPOWER- MSRS DFC</u> <u>Ck# 001989E 1/21/2020</u>					
Cash Payment	G 101-21705 DEFFERED COMP	1/17/20 PAYROLL			\$50.00
Invoice 809626422					
Cash Payment	G 101-21712 HCSP	1/17/20 PAYROLL			\$441.73
Invoice 809626054					
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$491.73
Refer <u>8836 FINKEN WATER</u> -					
Cash Payment	E 101-41900-410 LEASES/RENTALS	JAN 2020 WATER COOLER RENTAL-PD			\$8.00
Invoice 1181090	1/1/2020				

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Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$8.00
Refer	8843 FINKEN WATER				
Cash Payment	E 205-42350-801 RENTAL PROPERTY E		JAN 2020 WATER SOFTENER RENTAL-17 4TH ST NE		\$15.00
Invoice	1181093	1/1/2020			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$15.00
Refer	8851 FINKEN WATER				
Cash Payment	E 101-41110-410 LEASES/RENTALS		JAN 2020 WATER COOLER RENTAL-ADMIN		\$13.00
Invoice	1181091	1/1/2020			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$13.00
Refer	8852 FINKEN WATER				
Cash Payment	E 101-41110-211 OPERATIONS		1/3/20 WATER DELIVERY-ADMIN		\$22.35
Invoice	54737TJ	1/3/2020			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$22.35
Refer	8788 FURTHER - FORMERLY SELECTAC Ck# 001990E 1/21/2020				
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI		1/17/20 PAYROLL		\$1,892.85
Invoice	011720PR	1/17/2020			
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$1,892.85
Refer	8827 HYDER, WAHIDA				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP		1/11/20 COMM CENTER DEPOSIT REFUND		\$250.00
Invoice	011120	1/11/2020			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$250.00
Refer	8791 ICMA RETIREMENT CORPORATIO Ck# 001993E 1/21/2020				
Cash Payment	G 101-21705 DEFFERED COMP		1/17/20 PAYROLL		\$621.92
Invoice	269876	1/17/2020			
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$621.92
Refer	8848 INNOVATIVE OFFICE SUPPLY				
Cash Payment	E 101-41800-211 OPERATIONS		OFFICE SUPPLIES-COMM CENTER		\$6.90
Invoice	IN2830033	1/13/2020			
Cash Payment	E 101-41110-201 OFFICE OPERATIONS		OFFICE SUPPLIES-ADMIN/GEN OFFICE		\$287.75
Invoice	IN2830033	1/13/2020			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$294.65
Refer	8845 MENARDS-BROOKLYN PARK				
Cash Payment	E 101-42000-211 OPERATIONS		BASKET,DEGREASER,CLEANING SUPPLIES,EXTENSION CORD		\$88.25
Invoice	98369	1/9/2020			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$88.25
Refer	8822 METRO ALARM & LOCK				
Cash Payment	E 101-42000-211 OPERATIONS		2020 SECURITY SYSTEM MONITORING		\$708.00
Invoice	37648	12/1/2019			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$708.00
Refer	8849 METRO CITIES				
Cash Payment	E 101-41000-255 DUES/MEMBERSHIP		2020 METRO CITIES MEMBERSHIP		\$1,301.00
Invoice	500	12/30/2019			
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b>	\$1,301.00

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Refer	8840 METRO COUNCIL-WASTEWATER	-				
Cash Payment	E 602-49400-386 SANITARY SEWER SE	FEB 2020 WASTE WATER SVCS				\$14,968.36
Invoice	1104943	1/10/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$14,968.36
Refer	8865 METRO SALES INC	-				
Cash Payment	E 101-41900-410 LEASES/RENTALS	1/17-2/16/20 PD COPIER LEASE				\$73.04
Invoice	INV1516736	1/17/2020				
Transaction Date	1/23/2020	Due 1/23/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$73.04
Refer	8789 MN DEPT OF REVENUE	Ck# 001991E 1/21/2020				
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	1/17/20 PAYROLL				\$30.08
Invoice	1-499-886-112	1/17/2020				
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$30.08
Refer	8790 MN DEPT OF REVENUE	Ck# 001992E 1/21/2020				
Cash Payment	G 101-21702 STATE WITHHOLDING	1/17/20 PAYROLL				\$2,580.33
Invoice	1-625-879-072	1/17/2020				
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$2,580.33
Refer	8826 NAPA-COTTENS OSSEO	-				
Cash Payment	E 101-41920-217 VEHICLE REPAIRS/MAI	FUSES FOR COMMAND CAR&TANKER II				\$35.49
Invoice	899331	1/9/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$35.49
Refer	8838 NAPA-COTTENS OSSEO	-				
Cash Payment	E 101-41900-211 OPERATIONS	5FT CAM TIE DOWNS				\$10.98
Invoice	898145	1/6/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$10.98
Refer	8842 NAPA-COTTENS OSSEO	-				
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	OIL FILTER,FUEL FILTER,RAINX,EXHAUST FLUID,BATTERY				\$659.97
Invoice	898234	1/7/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$659.97
Refer	8859 NW HENNEPIN LEAGUE OF MUNIC	-				
Cash Payment	E 101-41000-255 DUES/MEMBERSHIP	2020 MEMBERSHIP DUES				\$200.00
Invoice						
Transaction Date	1/23/2020	Due 1/23/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$200.00
Refer	8846 OMNISITE	-				
Cash Payment	E 602-49400-211 OPERATIONS	2020 LIFT STATION MONITORING				\$276.00
Invoice	69610	1/1/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$276.00
Refer	8825 PASKAR, DANIELA	-				
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	1/18/20 COMM CENTER DEPOSIT REFUND				\$250.00
Invoice	011820	1/18/2020				
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN	10100	<b>Total</b>	\$250.00
Refer	8829 PEIP	Ck# 001996E 1/24/2020				
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD INS	FEB 2020 PREMIUM				\$6,584.53
Invoice	924571	1/10/2020				

CITY OF OSSEO

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Payments

Current Period: JANUARY 2020

Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD INS	FEB 2020 PREMIUM		\$1,616.22
Invoice	924571	1/10/2020		
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD INS	FEB 2020 PREMIUM		\$1,792.44
Invoice	924571	1/10/2020		
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LT	FEB 2020 PREMIUM		\$537.41
Invoice	924571	1/10/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$10,530.60
Refer	8792 PERA		Ck# 001994E 1/21/2020	
Cash Payment	G 101-21704 PERA	1/17/20 PAYROLL		\$10,379.80
Invoice	SOMPER000542	1/17/2020		
Transaction Date	1/21/2020	Due 1/21/2020	PREMIER CHECKIN 10100	<b>Total</b> \$10,379.80
Refer	8828 PLOEHN, SCOTT			
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	1/12/20 COMM CENTER DEPOSIT REFUND		\$250.00
Invoice	011220	1/12/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$250.00
Refer	8850 PRIME ADVERTISING & DESIGN IN			
Cash Payment	E 101-41515-309 SOFTWARE	JAN 2020 WEBSITE HOSTING		\$100.00
Invoice	71196	12/27/2019		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$100.00
Refer	8841 SATELLITE SHELTERS, INC.			
Cash Payment	E 101-42350-410 LEASES/RENTALS	1/10-2/6/20 WARMING HOUSE RENTAL		\$350.00
Invoice	INV375014	1/10/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$350.00
Refer	8823 SIPE BROS. INC.			
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	1/2-1/14/20 SQUAD CAR WASHES		\$15.00
Invoice	011620PDSTMT	1/16/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$15.00
Refer	8824 SIPE BROS. INC.			
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	1/13-1/15/20 FUEL PURCHASES-PW		\$73.89
Invoice	011620STMT	1/16/2020		
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	1/13-1/15/20 FUEL PURCHASES-FIRE		\$221.68
Invoice	011620STMT	1/16/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$295.57
Refer	8835 STREICHERS INC			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM-KINTZI		\$191.98
Invoice	I1406609	1/5/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$191.98
Refer	8837 STREICHERS INC			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM-KINTZI		\$58.99
Invoice	I1406178	1/6/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$58.99
Refer	8821 US BANK - PW COPIER LEASE			
Cash Payment	E 101-42000-410 LEASES/RENTALS	PW COPIER LEASE		\$74.42
Invoice	404817793	1/16/2020		
Transaction Date	1/22/2020	Due 1/22/2020	PREMIER CHECKIN 10100	<b>Total</b> \$74.42

**CITY OF OSSEO**  
**Payments**

Current Period: JANUARY 2020

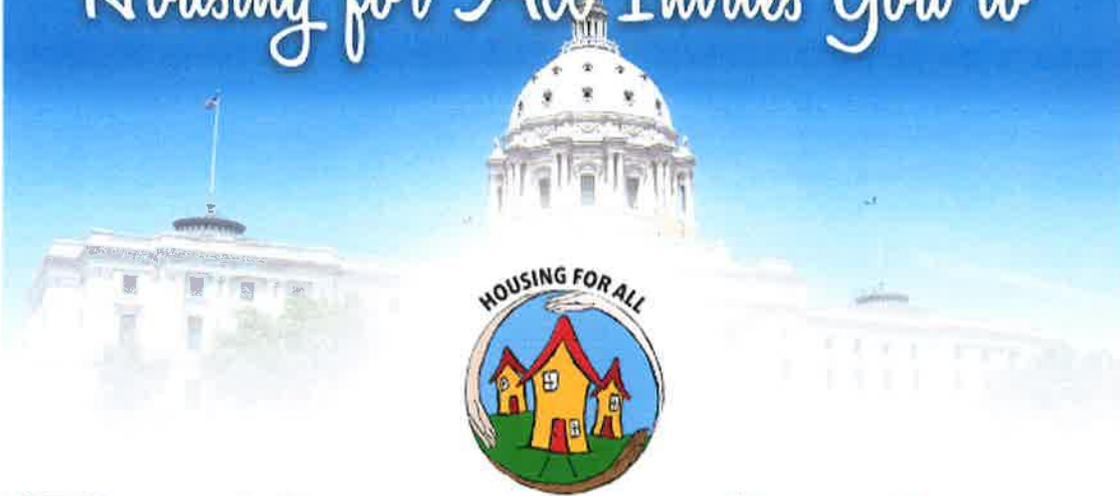
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Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$47,707.58
205 PARK DEDICATION		\$15.00
602 SEWER FUND		\$15,244.36
		<hr/>
		\$62,966.94

Pre-Written Checks	\$39,007.64
Checks to be Generated by the Computer	\$23,959.30
Total	<hr/>
	\$62,966.94

# Housing for All Invites You to



## Breakfast with Legislators

Tuesday, January 28, - 7:00-9:00 am

at St Joseph the Worker Catholic Church - Maple Grove

Meet with your state and local policy makers to build relationships and proclaim  
as people of faith that Every One Needs a Home!

The session will consist of short state and local policy presentations.

A continental breakfast will be provided.

Business leaders and constituents will have the opportunity to meet with their legislators and  
local policy makers, ask questions and dialogue about housing and other issues of concern.

Brooklyn Center • Brooklyn Park • Champlin • Corcoran • Crystal  
Dayton • Golden Valley • Maple Grove • New Hope • Osseo • Plymouth  
Robbinsdale • Rogers • St Michael



Please RSVP to Karen at [newcatcharley@gmail.com](mailto:newcatcharley@gmail.com)

St Joseph the Worker Church • 7180 Hemlock Lane, Maple Grove • [sjtw.net](http://sjtw.net)

# Minnesota Presidential Nomination Primary



New this year – Vote for your party’s presidential nominee in a statewide presidential primary

## ● **Presidential Primary Day March 3, 2020**

### **How to vote**

- Absentee vote in-person or with a mail-in ballot  
January 17 through March 2
- Vote on the Presidential Primary Day (March 3)  
at your neighborhood polling location
- Indicate party of choice when voting in  
person or requesting an absentee ballot  
for the presidential primary

### **Online resources**

Find voting locations, request your absentee ballot,  
register to vote, or get other resources here:

*Minnesota Secretary of State*  
[mnvotes.org](http://mnvotes.org)

*Hennepin County Elections*  
[hennepin.us/elections](http://hennepin.us/elections)

**Important  
2020 Election Dates**



# Important 2020 Election Dates

*Presidential Nomination  
Primary dates*

● **January 17**  
Absentee voting begins

○ **February 11**  
Pre-register to vote  
by 5 p.m.

○ **February 29**  
Extended hours for  
absentee voting

○ **March 2**  
In-person absentee  
voting closes at 5 p.m.

● **March 3**  
**Presidential nomination  
primary day**, polls open  
7 a.m. to 8 p.m.

*State Primary dates*

● **June 26**  
Absentee voting begins

○ **July 21**  
Pre-register to vote  
by 5 p.m.

○ **August 8**  
Extended hours for  
absentee voting

○ **August 10**  
In-person absentee  
voting closes at 5 p.m.

● **August 11**  
**Primary election day**,  
polls open 7 a.m. to 8 p.m.

*General Election dates*

● **September 18**  
Absentee voting begins

○ **October 13**  
Pre-register to vote  
by 5 p.m.

○ **October 31**  
Extended hours for  
absentee voting

○ **November 2**  
In-person absentee  
voting closes at 5 p.m.

● **November 3**  
**General election day**,  
polls open 7 a.m. to 8 p.m.

*Hennepin County Elections*  
[hennepin.us/elections](https://hennepin.us/elections)



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.