



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, March 23, 2020
7:00 p.m., Council Chamber

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

- 1. Call to Order – Mayor’s Announcement**
- 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 March 9
 - B. Approve Council Minutes of March 9
 - C. Approve Council-League of MN Cities Training for July 6 at 6 p.m.
 - D. Approve Proposal from Abdo Eick & Meyers for 2018 Employee Payroll Consulting
 - E. Receive February American Legion Gambling Report
 - F. Receive February Lions Club Gambling Report
 - G. Approve Gateway Sign Fee Waiver Request from Lynde’s Catering
 - H. Receive March Planning Commission Minutes
 - I. Approve Extension of Review for Conditional Use Permit for Major Automotive Repair and Indoor Auto Sales at 108 Broadway Street West
- 6. Matters from the Floor**
- 7. Special Business**
 - A. Mayor’s Proclamation and Declaration of Local Emergency Due to COVID-19 (Resolution)
 - B. Accept MN Occupational Safety and Health Administration Safety Grant – Mike Phenow, Fire Department
 - C. Accept Donations (Resolution)
- 8. Public Hearings**
- 9. Old Business**
 - A. Approve 2nd Reading, Adoption, and Summary Publication of Census Worker Access Ordinance (Resolution)
- 10. New Business**
 - A. Approve Conditional Use Permit for Landscaping Business at 332 2nd Street SE (Resolution)
 - B. Approve Hire of Joshua Lunde for Public Works Maintenance Position
 - C. Approve Revised Employment Agreement with Police Chief Shane Mikkelsen
 - D. Approve Accounts Payable
- 11. Administrator Report**
- 12. Council and Attorney Reports**
- 13. Announcements**
- 14. Adjournment**

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 Mayor and EDA President Duane Poppe's Statement and Determination Regarding
Conducting Meetings by Telephone or Other Electronic Means**

As the Mayor and EDA President for the City of Osseo, Minnesota, I find as follows:

- a. The spread of COVID-19 in the United States and Minnesota has raised serious public health concerns and resulted in a great deal of uncertainty. Much remains unknown about the virus and how it spreads.
- b. On March 11, 2020, the World Health Organization determined that the COVID-19 outbreak constitutes a pandemic. On March 13, 2020, President Trump declared a national state of emergency as a result of the pandemic.
- c. On March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01 declaring a state of peacetime emergency to address the COVID-19 pandemic in Minnesota. The Governor's Executive Order triggered activation of the City's emergency management plan and enabled the City to exercise its emergency powers.
- d. The Minnesota Department of Health has provided specific guidance encouraging postponement or cancelation of events that do not allow social distancing of at least six feet per person, which may not be practical to achieve in the City Council chambers.
- e. Minnesota Statutes, section 13D.021 authorizes cities to meet by telephone or other electronic means if the presiding officer, chief legal counsel, or chief administrative officer determines that meeting in person or by interactive television is not practical or prudent because of a health pandemic or an emergency has been declared. I have consulted with the City's chief legal counsel and chief administrative officer.

Based on the above findings, I determine as follows:

1. Until further notice, all meetings of City bodies governed by Minnesota Statutes, Chapter 13D, including but not limited to City Council meetings, EDA meetings, and meetings of all boards, committees, and commissions of the City or EDA may be conducted by telephone or other electronic means in a manner satisfying the requirements in Minnesota Statutes, Section 13D.021. Individual members of these bodies may participate in meetings by telephone or other electronic means even if some members of the body are able to be physically present at the regular meeting location.
2. If the determination is made that in-person attendance is not feasible due to the health pandemic and the emergency declaration, meetings must be held exclusively by telephone or other electronic means or cancelled or postponed as necessary. If a meeting is held exclusively by telephone or other electronic means, no person shall be present at the City Council chambers or other meeting room, including any member of

the public, member of the public body, the city attorney, the city administrator, and other city staff.

3. As is practical and feasible, the City will provide notice of how the public may listen to or view meetings as they are being conducted, and the City will continue to make recordings of its meetings available to the public.
4. All votes occurring at meetings in which all or some of the members are participating by telephone or electronic means will be conducted by roll call.

Dated: March 18, 2020.



Duane Poppe, Mayor, City of Osseo
President, Osseo Economic
Development Authority

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
March 9, 2020**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, March 9, 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: Dawn Sperr, Kenny Nelson, and James Kelly.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES – FEBRUARY 10, 2020

A motion was made by Johnson, seconded by Murdock, to approve the minutes of February 10, 2020, as presented. The motion carried 7-0.

4. MATTERS FROM THE FLOOR

Kenny Nelson, 509 3rd Avenue NE, asked that the EDA provide the public with a presentation on TIF Districts. He believed this would be valuable information for the public.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing.

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

7. OLD BUSINESS

A. UPDATE ON FEBRUARY 27 EDA BUSINESS BREAKFAST EVENT

City Planner Nancy Abts stated the first EDA Business Forum was held on Thursday, February 27. There were 34 total attendees including representatives of businesses in the Central

Business District as well as along County Road 81 and Jefferson Highway. City department heads as well as members of the EDA, City Council, and Planning Commission also attended.

Abts explained the program included introductions of all participants, followed by a brief overview of the EDA and its history and mission. Attendees were asked to weigh in on Osseo business needs and suggestions for future events. Attendees also received copies of the 2020 Business Survey.

Abts reported the event was well received by attendees. Many expressed interest in participating in future business forums. Suggestions included hosting forums at different business locations around town. Several respondents requested additional training and coordination on business social media efforts. Others discussed planned improvements to their buildings, including façade renovations.

Johnson thanked staff for their efforts to plan this event and stated he was pleased by the number of business owners that were in attendance. It was his hope personal contacts would be made prior to the next business breakfast and that the attendance for the next event would be even higher.

Burke indicated she appreciated the great discussion that was held at her table and stated she looked forward to the next business breakfast event.

Poppe agreed, stating he was pleased by the turnout for this first event and looked forward to the next event.

8. NEW BUSINESS

A. I-94 WEST CHAMBER OF COMMERCE PRESENTATION (Dawn Sperr, President)

Grams stated the EDA requested staff arrange a presentation from the I-94 West Chamber of Commerce to learn more about the organization and benefits they can provide to Osseo, as well as businesses in and around the Osseo area. He noted Dawn Sperr, President of the I-94 West Chamber of Commerce, was present to provide insight and information to the EDA about the organization.

Dawn Sperr, President of the I-94 West Chamber of Commerce, introduced herself to the EDA and discussed the work being completed by the I-94 West Chamber of Commerce. She explained in December 2018 the North Hennepin Area Chamber of Commerce approached her to take on its membership as this group was going to dissolve. She reported 73 members have since joined the I-94 West Chamber of Commerce. She reviewed the mission of the Chamber, which was to promote partnerships between businesses, government, and community, providing information and resources, with the goal of creating a positive environment for the I-94 West communities. The vision and the core values for the Chamber was also discussed. She commented on how she was shifting marketing efforts to social media versus print. She stated the Chamber would be launching a new website on Wednesday, March 11. The benefits of being a member of the Chamber were described, along with the promotions the Chamber conducts each year for its members. She commented on the great work being done by the Chamber and asked for comments or questions.

Johnson stated he was a member of the North Hennepin Area Chamber while he owned a business and asked if the I-94 West Chamber visited with new businesses. Ms. Sperr reported

the Chamber had ambassadors that visited with new business owners and these ambassadors encourage new business owners to become a member of the Chamber. She said she enjoys working with cities and how she was working to raise the bar.

Stelmach questioned the best direct value for the City of Osseo that the Chamber offers. Ms. Sperr stated this would be the support and relationship building the Chamber would offer to Osseo businesses.

Poppe thanked Ms. Sperr for her presentation and for her work in the community.

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

Grams stated he was pleased by the attendance at the EDA Business Breakfast. He thanked Abts for her efforts planning this event. He indicated he was looking forward to the next EDA Business Breakfast.

Burke explained she really enjoyed attending the Business Breakfast and thanked staff for putting on this event.

Murdock agreed and stated it was great to meet the local business owners that were in attendance.

10. ADJOURNMENT

A motion was made by Murdock, seconded by Burke, to adjourn at 6:44 p.m. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
March 9, 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, March 9, 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, Public Works Director Nick Waldbillig, and City Attorney Mary Tietjen.

Others present: Lee Gustafson, Jeff Feulner & Emily Brown from WSB, Sarita & Kenny Nelson, Preston Kroska, James Kelly, Dave Nelson, and Teresa Aho.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Approve Council Work Session Minutes of February 24
- B. Approve Council Minutes of February 24
- C. Approve Annual MCMA Conference for City Administrator Riley Grams
- D. Approve Exempt Permit for National Wild Turkey Federation Raffle at Osseo American Legion
- E. Approve MN Chiefs of Police Conference for Chief Mikkelson and Officer Current
- F. Receive Resignation of Reserve Officer Aaron Fimon
- G. Approve Conditional Use Permit Application Fee Refund for Withdrawn Application
- H. Receive February Permit Report

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

6. MATTERS FROM THE FLOOR

Kenny Nelson, 509 3rd Avenue NE, reviewed several pictures of driveways and sidewalks with the Council. He requested the City work with the property owner at 640 3rd Avenue NE to protect their gardens. He recommended a portion of the sidewalk not be installed until plans are made for County Road 30 as this would allow the garden to remain in place. He also requested further information from the City regarding the bump out plans.

City Administrator Riley Grams reported Lee Gustafson from WSB was in attendance and could address these questions later in the meeting.

James Kelly, 624 3rd Avenue NE, stated he supported Kenny Nelson and encouraged the City to protect the gardens that belonged to Deanna Burke at the end of 3rd Avenue NE. He commented on how a swale could be made at this property to assist with reducing plow damage to the turf.

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS (Resolution)

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Fire Relief Association	\$2,000	Movies/Music in Park
Harold E. & Gayle Johnson	\$ 700	Beautification
<i>(in memory of Mary Barstad, Cheryl Ehlers, Howard Gray, Wilma Mastley, Linda Rokusek, Gregg Scherer, & Rev. Gregory Tyler)</i>		

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2020-15 accepting donations from the Osseo Fire Relief Association and Harold E. & Gayle Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS

A. CONFIRM EDA ACTIONS OF MARCH 9, 2020

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable, received an update on the recent EDA Business Breakfast event, and heard a presentation from the I-94 West Chamber of Commerce.

A motion was made by Johnson, seconded by Stelmach, to confirm the EDA actions of March 9, 2020. The motion carried 5-0.

B. APPROVE BID AND ORDER PROJECT FOR 2020 STREET PROJECT – Lee Gustafson, WSB (Resolutions)

Lee Gustafson, WSB, reported the 2020 Street Reconstruction Project consists of reconstructing portions of 2nd Avenue NE and 3rd Avenue NE, from 4th 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.

Mr. Gustafson stated in addition to the needed work on 2nd and 3rd Avenues, the frontage road on the south side of CR 81 that extends from McDonalds to Lynde's Restaurant is in poor condition and in need of repairs, more specifically an overlay. In order to get good pricing for this work, the overlay was added to the 2020 Street Project during final design. This work is anticipated to have a construction cost of \$100,000 and will be funded by the City.

Mr. Gustafson commented approximately one month ago a water main break occurred on 2nd Avenue NE just north of 4th Street NE. The water main break was easily fixed with a standard repair band clamp. The water main did appear to look in good condition except for the break area. WSB later discussed the pipe condition with the Public Works Director. It was noted that the City has had few water main breaks in this area, and there is nothing to indicate that the water main should be replaced. Although the cost to repair the water main was about \$7,000 (including street repairs if needed), this cost is far less than the \$162,000 cost to replace the water main on this block.

Mr. Gustafson explained a petition was submitted to eliminate sidewalk from this project. A copy was included in the feasibility report that Council reviewed on October 28. Signatures have been added to this petition since it was first submitted. A more recent copy of the petition was submitted on February 13. No formal action is required regarding the petition.

Mr. Gustafson reported bids were received on March 3, 2020, for the 2020 Street Reconstruction Project. Eight bids were received in response to the call for bids. He summarized the bid and explained the apparent low bidder, ASTECH, has satisfactorily completed several similar projects in the metro area, including the Osseo 2018 and 2019 Street and Alley Reconstruction Projects.

Mr. Gustafson stated the total project cost is estimated at \$972,794.93, and includes all proposed street, utility, and sidewalk improvements as well as all engineering and administrative costs. 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. He noted an Assessment Hearing was scheduled for Monday, April 13. Staff commented further on the proposed project and recommended approval.

Schulz indicated he concurred with staff's recommendation regarding the City's water mains. He stated the City's water mains are cast iron and were susceptible to breaks. He questioned what material would be used today if a water main were to be replaced. Mr. Gustafson explained new lines were PVC or ductile iron.

Mr. Gustafson commented further on the questions that have been raised by residents. He described how a crown would be built into the service road to ensure this roadway condition was improved. It was noted the City would pay 100% of the expense for the work completed on the service road. He discussed the aerial imagery that was provided by Hennepin County and noted these images were not survey quality. He explained why the curbing plan sheet from MnDOT was dated 2017. He commented further on why the City uses MnDOT standard plans to provide consistency and remain efficient while meeting all ADA and liability requirements.

Johnson requested further information regarding the senior deferment program. Grams encouraged all residents with questions regarding the senior deferment program to speak with City Clerk LeAnn Larson. City Attorney Mary Tietjen discussed the State Statute requirements for deferred assessments, seniors, military members, and individuals who are permanently or totally disabled. She recommended those that may fall into one of these categories to contact the City Clerk.

Stelmach asked if the Council has been reaching out to WSB with questions or comments from the public. Mr. Gustafson indicated the City Administrator has been good about forwarding questions to him from the public. He stated he received questions from the Council, as well, and he tried to make certain he was addressing these concerns through his presentation.

Stelmach stated the best way to have questions or concerns addressed was to speak directly with the Council and not taking these issues to social media.

Johnson questioned if the sidewalk for the last house on 3rd Avenue NE could be addressed. Mr. Gustafson indicated this would be a decision that would have to be made by the Council, but would be an easy fix to make to the plans. He commented the sidewalk could end at the driveway, but the Council would have to consider how to pay for the future sidewalk extension.

Stelmach feared this action could create a precedent in the future.

Johnson inquired if the rest of the Council could support a change to the sidewalk plan for the property on 3rd Avenue NE.

Hultstrom indicated she could go either way on this issue. She noted she respected gardens and anticipated it would be easy to end the sidewalk at the driveway. She did not believe a precedent would be set for this request. She stated she could support the sidewalk ending at the driveway.

Poppe agreed and stated he could support the sidewalk ending at the driveway. He explained the sidewalk extension could be added into a future project.

Schulz commented his only concern with stopping the sidewalk at the driveway was that the City would have to cover the full expense of the sidewalk in the future. For this reason, he was against ending the sidewalk at the driveway. He recommended the Council remain fair and equitable for all homes within the project area. In addition, the property owner has not put forth a request to have the sidewalk changed but rather the request came through a neighbor.

Grams asked if the Council had to decide on this matter tonight. Mr. Gustafson explained this small portion of sidewalk would not impact the assessment rolls too much and the Council could decide at a future meeting. He reported if the sidewalk were installed at this time, the garden could be reshaped. He indicated he could work with the property owner by providing plenty of notice on when the area will be disturbed. He discussed how now was the time to address the boulevards and make sure the area was properly graded.

Mr. Gustafson suggested the Council not decide tonight. He indicated he would reach out to the property owner to discuss the garden and sidewalk situation.

A motion was made by Johnson, seconded by Stelmach, to adopt Resolution No. 2020-16 Declaring Costs to be Assessed and Ordering Preparation of Assessments for the 2020 Street Reconstruction Project. The motion carried 3-2 (Schulz and Stelmach opposed).

A motion was made by Johnson, seconded by Schulz, to adopt Resolution No. 2020-17 Scheduling the Assessment Hearing April 13 for the 2020 Street Reconstruction Project. The motion carried 5-0.

C. APPROVE CENTRAL AVENUE STREETSCAPE PLAN – Lee Gustafson, WSB

Jeff Feulner, WSB, stated he has taken comments received at the previous Council work session and finalized a Streetscape Concept for Central Avenue – focusing on the City Hall block and another typical block which would apply to the rest of the corridor. The final concept includes two options for sidewalk treatment to be discussed by Council. It was noted Jeff had prepared additional suggestions for amenities that will complete the overall aesthetic of the corridor. The Council should consider the two options and select one as the final streetscape plan. This plan will then be used to replace block-by-block segments on Central Avenue as conditions deteriorate to the point that replacement is required. He commented further on the proposed plan and requested the Council approve a final streetscape concept plan.

Schulz stated issue he had with the plan was with the boulevard trees. He questioned why these were being proposed when the City currently had a moratorium on boulevard trees and was in the process of completing a tree study. He recommended the City follow its own rules. Mr. Feulner stated WSB was conducting a study on boulevard trees in residential areas at this time. He explained the proposed concept plans were proposing to replace the trees that were currently in place. Grams reported the tree study being completed by WSB was looking at residential areas and whether trees were appropriate.

Schulz understood this to be the case but explained whether a tree was planted along Central Avenue or 3rd Avenue NE it could still do infrastructure damage. For this reason, he could not support the proposed concept plans. He recommended the trees along Central Avenue not be replaced until the tree study was complete.

Stelmach stated he heard this concern and understood a tree study was underway. He commented the City should follow its own rules and regulations.

Grams commented the Council could table action on this plan until the City received the results from the tree study.

Mr. Feulner stated WSB could work around the existing trees or the plan could go forward with no trees and trees could be added in the future.

Schulz suggested the Council move forward with a concept plan and that spaces/grates be installed for future trees. He indicated he could not support moving forward with a concept plan that included trees given the moratorium that was currently in place.

Stelmach stated this made sense to him. He asked how Schulz felt about the planters.

Schulz explained he supported the planters.

Hultstrom asked if WSB had photos of colored concrete to review with the Council. Mr. Feulner stated he was not able to get photos given the time of year. He indicated now that the snow was melting, he could go and take photos and would provide these images to the Council.

Stelmach requested Mr. Feulner provide staff with addresses and locations that have colored concrete as this would allow him to drive and visit these sites.

Johnson stated he objected to not replacing the boulevard trees along Central Avenue. He understood the existing trees were a problem, but indicated the trees were a focal point for this corridor, especially in the winter months. He recommended the project not move forward until the concept plan included trees.

Stelmach supported the City holding off on the trees until the tree study was completed. He asked when the tree study would be complete. Grams stated the tree study was slated to be done in June. He noted the tree study would focus on how boulevard trees impact residential neighborhoods.

Schulz questioned how the impact of boulevard trees differed from a residential neighborhood to the Central Avenue corridor. Grams stated Central Avenue was highly developed with lots of concrete and a residential street had more grass and open space. Mr. Gustafson commented on the density of the materials under the street along Central Avenue and noted the concrete was thicker than a bituminous roadway on a residential street. He reported the tree study was reviewing what type of trees should be allowed to be planted by the City and residents in the boulevard for long-term success. He explained streetscape trees were viewed more like vegetation in a planter. These trees had to be gutted every 10 to 15 years. He stated there was a slight difference in the study and what recommendations would be made versus what should be done on Central Avenue.

Hultstrom indicated she was having a hard time moving forward with picking colors and designs without seeing more options. Mr. Feulner explained the Council did not have to select colors tonight but rather should consider which overall look should move forward. He reported the final colors would be selected later.

Johnson stated he preferred concept 2.

Stelmach agreed concept 2 should go forward as well with grates being installed.

Hultstrom indicated she was uncertain how to proceed given the fact she was not clear on how the colored concrete would look or how it would hold up over time. She explained she could go either way on this issue.

Schulz stated he liked the look and feel of concept 2. He commented he could support this going forward with the Council addressing the tree issue at a future date. He encouraged WSB to move the tree study along given the timeliness of the streetscape project.

Hultstrom requested Mr. Feulner include a date of original install of concrete samples with exact addresses when he provides staff with that information.

Johnson asked what the next step would be for this project. Mr. Gustafson reported WSB would be coming back with an estimate, color samples, and plans and specifications.

A motion was made by Johnson, seconded by Schulz, to approve Option 2 for the Central Avenue Streetscape Plan as discussed by the Council. The motion carried 5-0.

D. APPROVE REPLACEMENT OF FURNACE & AC UNITS AT PUBLIC WORKS

Public Works Director Nick Waldbillig stated the furnace that provides heat to the Public Works office, restrooms, and other storage areas has been found to have a bad heat exchanger and in turn gives off large amounts of carbon monoxide when in use. During the replacement of the furnace he felt it would be beneficial to replace the air conditioning system at the same time. The reasoning is the air conditioning 'A' coil and other various parts and plumbing for the AC will need to be moved and jostled around potentially causing future problems that would require service. The AC unit is scheduled to be replaced next year and, replacing it now, when combined with the furnace, will save some money. The existing furnace and AC unit is believed to be the original from construction of the Public Works building. He commented further on the proposed replacements and recommended approval.

Hultstrom questioned where the contractor Guardian was from. Waldbillig stated Guardian worked out of Cottage Grove.

Hultstrom supported hiring the Osseo business, Comfort Solutions.

Stelmach agreed with this recommendation and noted Comfort Solutions would be closer for repairs or service calls.

Johnson supported keeping the vendor local as well.

A motion was made by Hultstrom, seconded by Stelmach, to approve the Public Works Furnace and AC Replacement with Comfort Solutions Good Option. The motion carried 5-0.

E. APPROVE 1ST READING OF CENSUS WORKER ACCESS ORDINANCE

City Planner Nancy Abts stated renters and others who live in multi-unit housing are at higher risk of being undercounted in the Census. As over half of Osseo residents are renters (50.50 percent), it is important that Census workers can access the City's multifamily housing buildings to successfully complete their census duties. Complete, accurate census data is of critical importance to all Osseo residents for equal political representation; fair distribution of federal, state, and county funding; and sound planning and investment in infrastructure, real estate, business development, and public policy and programming.

As required by the US Constitution, the Census occurs every 10 years. Once the 2020 Census is complete, another census will not occur until 2030. The City Attorney notes that this Ordinance may be adopted as a transitory Ordinance, only in effect until the end of 2020.

Stelmach stated he had a conversation with Grams regarding this Ordinance. He questioned what the direct value was to having census workers being allowed into rental buildings and was told this came down to funding for the State of Minnesota and the City of Osseo. He commented because there was a direct benefit, he could support the Ordinance.

Johnson indicated he supported the Ordinance as well. He recommended the Ordinance not have an expiration date given the fact the census was completed every 10 years.

Stelmach recommended the Ordinance expire on December 31 because this would require census workers to get the job done on time.

Schulz supported the Ordinance remaining in effect without an expiration date.

Hultstrom asked if the Council could make this Ordinance effective just in census years.

Stelmach supported this recommendation.

City Attorney Tietjen reported she would have to consider how to draft language for this type of scenario.

Hultstrom explained she had to fill out a survey from the census bureau two years ago. Further discussion ensued regarding the American Communities Survey.

A motion was made by Hultstrom, seconded by Schulz, to approve the 1st Reading of the Census Worker Access Ordinance with changes as discussed.

Johnson asked when this Ordinance would go into effect. Abts stated if the Council approves the Second Reading at the March 23 meeting the Ordinance would go into effect on April 2.

Hultstrom questioned if the Council should waive the Second Reading and approve the Ordinance as amended. City Attorney Tietjen reported this would require a 5-0 vote.

Poppe recommended the Council go through with the First Reading and approve the Ordinance on March 23.

Schulz called the question.

The motion carried 4-1 (Johnson opposed).

F. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams reported a Presidential Primary was held last Tuesday. He thanked City Clerk Larson for all her efforts on this election. He stated the next round of elections would be in August and November.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen spoke to the Council regarding Coronavirus stating in the event an emergency was declared and meetings could not be held, there were State laws in place for public bodies to enable them to still conduct business.

Abts indicated she was excited about Census Day, which was Wednesday, April 1. She encouraged all residents to complete their census information and be counted.

Abts commented the City would begin taking election judge applications for election judges for the Primary and General Elections beginning Wednesday, April 1.

Hultstrom thanked City Clerk Larson and election judges for all their hard work on the Presidential Primary.

Hultstrom stated the Northwest League of Municipalities would meet on Wednesday, March 11. She explained she would be having knee replacement surgery in April and would be unable to attend Northwest League of Municipalities meeting on April 8. She encouraged another Councilmember to attend in her place.

Stelmach thanked Police Officer Aaron Fimon for his service to the Osseo community and wished him well in the future.

Johnson encouraged all residents in Osseo to complete their census forms. He reported this information could be completed via phone or online.

13. ANNOUNCEMENTS

Poppe read a notice of vacancy for the Shingle Creek Watershed Commission and Mississippi Watershed Commission. Those interested in serving with this organization were encouraged to apply to the City of Osseo.

Poppe stated the American Red Cross would be holding a Blood Drive on Wednesday, March 25, at the Community Center in Room A from 1 - 7 p.m.

14. ADJOURNMENT

A motion was made by Johnson, seconded by Stelmach, to adjourn the City Council meeting at 8:53 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



City of Osseo City Council Meeting Item

Agenda Item: Approve Council-League of MN Cities Training for July 6 at 6 p.m.

Meeting Date: March 23, 2020

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider approving City Council training to be conducted by the League of Minnesota Cities for July 6, 2020 beginning at 6:00 PM.

Background:

The League of Minnesota provides Council training to member cities. Typically, most cities undertake Council training every few years, or when there is a host of new Councilmembers. Osseo has not conducted this type of training for a few years and it is a good time to conduct this training this summer. The training encompasses a wide range of topics, including Council-Council relations, Council-Staff relations, Council-general public relations and use of social media.

The training will be conducted by Pam Whitmore, who is the League's Collaboration and Mediation Manager. Ms. Whitmore has a lot of experience working with cities and City Councils for these types of training opportunities. I reached out to the City Council to find a good date to conduct the training, which would also fit into Ms. Whitmore's schedule. The next available date was July 6, 2020. The training will be conducted at City Hall and start at 6:00 PM.

Budget or Other Considerations:

The training is free to the City since the City is a member of the League of Minnesota Cities.

Options:

The City Council may choose to:

1. Approve the LMC training for July 6 at 6pm;
2. Deny the LMC training;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the LMC training for July 6 at 6pm.



City of Osseo City Council Meeting Item

Agenda Item:	Approve Proposal from Abdo Eick & Meyers for 2018 Employee Payroll Consulting
Meeting Date:	March 23, 2020
Prepared by:	Riley Grams, City Administrator
Attachments:	Proposal from Abdo Eick & Meyers

Policy Consideration:

Consider approving the attached proposal from Abdo Eick & Meyers for 2018 employee payroll consulting.

Background:

The City needs to undertake some additional payroll reporting steps to the Social Security Administration for the 2018 calendar year. Unfortunately, due to current Finance Department workload, we will need to bring in an outside consultant to assist us. This work is important as it lines up employee social security wages with stated earnings. Staff reached out to local finance consultant Abdo Eick & Meyers, who is a highly reputable consultant in the public finance world, to provide us with a proposal (attached).

Budget or Other Considerations:

The cost, billed on an hourly basis, has not been budgeted for. Staff recommendation is to pay for the proposal from the 2020 contingency budget. No funds from the 2020 contingency budget has been spent to date.

Options:

The City Council may choose to:

1. Approve the attached proposal from AEM for 2018 employee payroll consulting services;
2. Deny the attached proposal from AEM for 2018 employee payroll consulting services;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the attached proposal from AEM for 2018 employee payroll consulting services.

Payroll Consulting Proposal

**City of
Osseo**

March 4, 2020



March 4, 2020

April Weller, Accountant
City of Osseo
415 Central Ave
Osseo, Minnesota 55369

Dear April,

Thank you for the opportunity to submit this proposal to the City of Osseo, Minnesota (the City) for reconciling 2018 W-2's and 941's. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through AEM Financial Solutions, LLC (AEMFS) would provide the City with excellent reconciliation services.

Our proposal is based on the needs of the City laid out in our email exchange and the experiences we have had working with other cities. The proposal outlines the scope of services we believe will address the needs of the City.

The term of this contract shall be from March 24, 2020 through August 31, 2020.

An AEMFS representative will remotely perform responsibilities as noted on the Scope of Services page.

Investment by the City for services is indicated in the financial page.

AEMFS would like to thank the City for the opportunity. We look forward to exceeding your expectations and developing our long-term, mutually beneficial relationship.

Sincerely,

AEM Financial Solutions, LLC
an Abdo, Eick & Meyers, LLP Company

Jean D. McGann, CPA
President, AEM Financial Solutions, LLC
Partner, Abdo, Eick & Meyers, LLP

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Government Experience

You can have confidence in our 10 years of consulting services, over 55 years of quality accounting services and partnership in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city consulting and auditing.

Out of our 160-strong, talented staff, over 40 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city.

Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

Our Process

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality so together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

Our Focus

Through continuous training and growth opportunities, we've established an environment with a focus on serving city governments. We spend more than 100 hours training and onboarding to ensure success for our clients.

We truly hope that you allow us to be your partner. Together, we'll go beyond the numbers to best support your city.

Our Financial Management and Consulting Services Include:

- Arbitrage compliance
- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation

Our Qualifications

- ✓ GFOA and MnGFOA Association members
- ✓ Government operations training
- ✓ MSRB Municipal Advisor Qualified Representatives (Series 50)
- ✓ Consulting services for over 100 cities
- ✓ We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting



Outsourced Finance Director

Building relationships to become a valuable extension of your organization is what our Financial Solutions team will be ardently focused on when we work with you. When you employ our team, you gain a fresh perspective on a broad range of topics - you'll have one point of contact but a whole team of people bringing you value. With that said, we've had the opportunity to serve over 100 clients in the Midwest. Among the support we provide, Outsourced Finance Director Services are a primary focus of our team. We offer this service for a broad range of cities with populations ranging from 800 - 25,000 in size.

Acting as outsourced finance directors and controllers requires a broad ranges of skills and experience. We bring a unique set of skills and experience as former government auditors, finance directors and controllers.. Through this lens, we implement processes and procedures to improve your organization's daily operations. Our experience translates to insights that streamline the audit and budget process and internal controls, consequently reducing audit findings and improving efficiencies. Ultimately, this will save your community time and money.

The following are the primary functions we are proposing to support:

- ✓ Filing statutory reports for federal, state, and county
- ✓ Transactional Accountants Payable/Accounts Receivable on an interim basis
- ✓ Lead audit process
- ✓ Monthly and quarterly reporting

Process

When you select our team, our process is made simple - for you and for your employees. First, we meet with your city administration to understand the challenges you face. We then analyze your financial statements, review budgets, and connect with your auditors to understand your financial position from their perspective. This give us a holistic view to formulate a plan and propose how we can best support you.

Once our proposal is accepted, we'll work with key stakeholders to understand cash flow, investments, and begin fulfilling proposal initiatives. Together we'll identify priorities and begin implementation.

Qualifications

Our people make the difference- we have seven members on our team who have passed the Series 50 exam. These registered municipal advisors will manage your bonds, investments, and strategic planning initiatives. Out of 14 members in our Financial Solutions group, 60% of their work is focused on outsourced Finance Director services.

The majority of our team members have worked in government organizations and public accounting bringing you a fresh perspective backed by relevant experience. We're confident that AEM has the right expertise, team support, and recommendations to help your city grow. We look forward to supporting you and your team.



Technology

AEM Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and keep everyone's data more secure. Our use of technology in financial statement preparation enables us to streamline our work. It also helps us to automate certain functions of our audit so we are free to spend more time analyzing our results and working directly with you.

AEM takes the security of our data and our clients data very seriously. A number of systems are in place to ensure the safety of your organization's data with us. We operate in a completely remote hosted environment. This not only allows us to work from any computer, anywhere, any time, but also provides large scale, cutting edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers.

It also means:

- ✓ All firm staff use dual authentication for every login to our remote environment
- ✓ Our data is saved on redundant servers so if one server fails, another server immediately takes over
- ✓ Our data is backed up continually
- ✓ All email and embedded links are scanned for viruses prior to landing in our inbox

Our remote host vendor works exclusively with public accounting firms. Their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available if you'd like to review it.



AEM Financial Solutions™



Your Team

In assembling our team to serve the City of Osseo, we have assigned experienced individuals who know and understand your unique financial accounting needs. Our proposed delivery team has substantial experience working with cities similar to Osseo. Our team members and their respective experience are briefly profiled below. Full biographies for the team are located on the following pages.

Team Member



Jean McGann

Partner, President, CPA

21 Years of Experience



Ashley Feldewerd

Client Services Senior Accounting Specialist

4 Years of Experience



AEM Financial Solutions™



Team Bios

Team Member

Background & Expertise



Jean McGann, CPA

Partner | Abdo, Eick & Meyers LLP

President | AEM Financial Solutions, LLC

Registered Municipal Advisor

jean.mcgann@aemfs.com

Direct Line (952) 715.3059

Jean joined the Firm in 2013. She is licensed to practice as a CPA in Minnesota. Jean leads the Financial Solutions group providing financial management services, day-to-day accounting and customized solutions for local governments, businesses, nonprofit agencies and professional service firms.

Affiliations

- Mentor for the Business Program at the Minnesota Center for Advanced Professional Studies (MNCAPS)
- Finance and audit committee member for Project for Pride in Living

Education

- Bachelor of Arts, Buena Vista University, Storm Lake, Iowa
- Continuing professional education as required by AICPA and Government Accountability Office

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Minnesota Government Finance Officers Association
- Government Finance Officers Association of the United States and Canada

Qualifications

- 21 years of experience in finance and auditing
- Over 8 years of experience in operations management
- Highly skilled in strategic planning and financial forecasting
- Experience in identifying and implementing cost containment processes, efficiencies and streamlining processes
- Policy development, internal control evaluation and project management experience
- MSRB Municipal Advisor Qualified Representative (Series 50)



AEM Financial Solutions™



Team Bios

Team Member

Background & Expertise



Ashley Feldewerd

*Client Services Senior
Accounting Specialist*

ashley.feldewerd@aemfs.com

Direct Line (952) 715.3060

Ashley joined the firm in 2017 as a Financial Services Accounting Specialist after completing her degree from the Minnesota School of Business. Her past experience includes service to Minnesota municipalities, a financial institution and self-employment in the manufacturing and agriculture industries.

Education

- Associates Degree, Business Administrative Assistant, Minnesota School of Business
 - ✓ Graduated with Honors
- Continuing professional education

Qualifications

- 4 years of experience working with local governments in administration and finance
- 3 years of experience working at a financial institution in administration and finance
- Worked extensively with CTAS and Black Mountain



AEM Financial Solutions™



Value

We at AEM help cities achieve their financial goals.

Fees are based on the assumption and limitations outlined in the scope of work that follows below. Below are the fees for our services.

<u>Staff level</u>	<u>Hourly Rate</u>
President and Partner	\$ 375
Client Services Senior Accounting Specialist	\$ 150

Monthly installment fees will be invoiced throughout the remainder of this contract.

SCOPE OF SERVICES

AEMFS Contract Task

Request copies of 2018 941 forms from IRS

Review SSA and IRS correspondence

Correct 2018 W-2's by issuing corrected W-2's

Review and correct 2018 941 quarterly reports

Provide memo to explain revisions to W-2's and 941's

Review tax payments and determine if overpaid or underpaid

Develop communication letter for City to send to 2018 employees that received corrected W-2

Client Responsibility

IRS notices/communication

Copies of the W-3 and W-2's

Confirmations of the payments made to the IRS and MNDOR

12/31/18 payroll register that shows year to date information

Other information as requested during the reconciliation process



AEM Financial Solutions™



Why AEM?

Abdo, Eick & Meyers, LLP, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, management advisory services and HR Outsourcing, to name a few. In addition, Abdo, Eick & Meyers, LLP is recognized as one of the Top 150 firms in the United States and the 13th largest firm in Minnesota.

We're here because our clients need solutions to their challenges--not a commodity product. Through our dedication to teamwork, development and relationships, we will help our clients thrive. The investments into our People + Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leave you assured in the value of our deliverable.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review, which included nonprofit, was completed in 2017 and resulted in a pass rating.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our nonprofit clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.



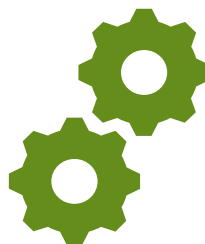
We Listen

You will know you're in the right hands well before delivery, but be assured that we will get you a great value for the investment of your time.



We Engage

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your City.



We Deliver

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.



Appendix A



Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Osseo
415 Central Ave
Osseo, Minnesota 55369

Name _____

Title _____

Name _____

Title _____

Date _____

AEM Financial Solutions, LLC
5201 Eden Ave. Suite 250
Edina, Minnesota 55436

Name _____

Title _____ President and Partner

Date _____ March 4, 2020



AEM Financial Solutions™

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

Lawful Purpose Expenditures

Organization name	License	Month	Year	Charitable	Tax/Fee	Other LPE	Total LPE
American Legion Post 172	00104	2	2020	\$16258.65	\$27824.71	\$7659.33	\$51742.69

Membership Approval Date	If approved by GCB enter date	Check/electronic payment		Amount	Payee	Lawful Purpose Code	Description (purpose)
		Date	Number				
2/4/2020		2/4/2020	020420	2176.22	CENTER POINT ENERGY	16	Utilities
2/6/2020		2/6/2020	16968	1252.71	U.S. TREASURY	8	FEDERAL 730,990-T, AND 11-C TAXES
2/10/2020		2/10/2020	16978	16.06	XCEL ENERGY	16	Utilities
2/13/2020		2/14/2020	16984	500.00	RISE	1	501(C)3
2/13/2020		2/14/2020	16991	45.00	KEN RUONA	6	bereavement supplies for Veterans
2/13/2020		2/14/2020	16993	1500.00	MN NAT'L GUARD YOUTH CAMP	1	501(C)3
2/13/2020		2/14/2020	16994	400.00	MN VETERANS HOME--MINNEAPOLIS	10	CONTRIBUTION TO A NON-CITY UNIT OF GOVERNMENT
2/13/2020		2/14/2020	16987	543.65	RED RIVER FLAGS	6	Street/park flags
2/13/2020		2/14/2020	16992	100.00	MAPLE GROVE GIRLS BIBALL BOOSTER CLUB	1	501(C)3
2/13/2020		2/14/2020	16988	2170.00	MN A.L. FOUNDATION--FUND 77	7	Sponsorship of seven students to Legionville School Safety Patrol training
2/13/2020		2/14/2020	16995	500.00	MINNESOTA VETERANS HOME--SILVER BAY	10	CONTRIBUTION TO A NON-CITY UNIT OF GOVERNMENT
2/13/2020		2/14/2020	16990	5000.00	OSSEO SCHOOL DISTRICT 279	2	Assistance for homeless students in our school district (food and clothing)
2/13/2020		2/14/2020	16989	1300.00	LEGIONVILLE	1	501(C)3
2/13/2020		2/14/2020	16986	3000.00	OSSEO SR HIGH TRAPSHOOTING TEAM	7	High school trap shooting team expenses
2/13/2020		2/14/2020	16985	1200.00	SELA INVESTMENT LTD	2	Provide shelter for veterans son/mother
12/12/2019		2/19/2020	17002	306.43	RICHARD L. KOLB	22	Hall ceiling projector
1/9/2020		2/26/2020	17012	1249.56	NOT A PROBLEM REPAIR SERVICE	22	Replacement of heaters in foyer area
2/13/2020		2/27/2020	17015	3911.06	UR COMPANY	16	Utilities
		2/6/2020	EFT	26572.00	MN Dept. Of Revenue	8	STATE TAX AND REGULATORY FEE
						0	
						0	
						0	

Osseo Lions Club Gambling Report

to
City of Osseo

Report for the month/year of Feb-20

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 401,080.90 LG100A-10A

Prizes Paid 352,433.47 LG100A-10B

Net Receipts 48,647.43 LG100A-10C

Expenses - Total 30,244.21 Total Itemized

Expenses itemized:

Pulltabs	3,026.42
Compensation	8,142.47
Accounting Services	322.95
Rent	6,162.23
Electronic pull-tab provider fees	11,600.40
Electronic linked bingo provider fees	70.66
Supplies Bank charges etc	150.88
Cash Short/Over	768.20
Profits \$ 18,403.22 G1A Line 24	30,244.21

Lawful Purpose Expenditures

Minnesota Revenue-Wagering Tax	\$ 21,565.00
Dean's Market - Christmas Baskets	3,800.00
Advent Lutheran Church - The Nest Backpack Program	2,000.00
St. Vincent DePaul Catholic School - Classroom set of ukuleles	500.00
Osseo Wrestling Booster Club	500.00
OSD #279 - Osseo Learning Center	800.00
St. Alphonsus Catholic Schools - Spring Gala	500.00
BPAA Cooperstown Bulldogs	500.00
MN Computers for Schools	500.00
Total Contributions	\$ 30,665.00

Signed



Attach additional information if necessary.

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

OSSEO GATEWAY SIGN



APPLICATION FOR MESSAGE FEE WAIVER:

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

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

nahts@ci.osseo.mn.us AND kbroden@ci.osseo.mn.us

Name of Applicant:	Lyndes Restaurant		
Address:	209 County Road 81 OSSEO 55369		
Name of Contact Person: (if different than applicant)	Cathy Lyndes		
Contact Phone: (daytime)	612-328-8854	Email address:	Cathy@lyndes catering .com
Description of event or purpose for which Gateway Sign message will be used:			
Desired date(s)	Specify on Gateway Sign Application & attach application to this request		
COMMUNITY BENEFITS			
How will the Osseo business community benefit from your event?	Free Seniors Meals		
NEED:			
Why is it necessary to promote this event using the Gateway Sign?	Safety of our Seniors		
Explain why paying the fee would be a hardship.	this is a free meal funded by Donations only		
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?			
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:	Cathy Lyndes		
Date of application:	3-17-20		
STAFF USE ONLY			
Est. total value of waiver (\$):		City Council Review date:	Approved date:



Fee: _____
Receipt/Check #: _____

City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

Gateway Sign Message Application

<small>The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.</small>			
Business or Event Name <i>Lyndes Catering</i>		Contact Person <i>Mark Lynde</i>	
Business or Event Address <i>201 CR 81</i> <i>Osseo, MN</i>		Phone Number <i>612-328-7669</i>	
Email <i>mark@Lyndeenterprises.com</i>		Number of Slides Requested: <small>A fee of \$100 per slide/week must be included with every message application.</small>	
Message Requested: <small>The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.</small>		<i>See Attached</i>	
Graphics Requested? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, circle one:) <small>Custom graphics for display the following week must be submitted to nabts@ci.osseo.mn.us and kbroden@ci.osseo.mn.us by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels.</small>		Stock Image Graphic to be Provided <small>JPG or BMP format only</small>	
Message Scheduling <small>Messages will be programmed once per week. Applications must be received by 7:30 am on Thursday for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.</small>			
Specify Start Date/Time, if not Monday mid-day <i>ASAP</i>		Specify End Date/Time, if not Monday mid-day	
<small>By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.</small>			
Applicant Signature: <i>MM CA</i>		Date: <i>3/20/20</i>	
Administrative Approval	Fee	Date	

Free Meals to Seniors
Over 65 years old
Osseo Resident

Catering Hotline?

Call 763-712-0987

We care

Lynde's Catering, Premier Banks,
Heinen Motorsports, Northwest Landscapes

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
March 16, 2020**

5 H

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Thostenson at 6:00 pm, Monday, March 16, 2020.

2. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Dan Penny, Alden Webster, and Chair Ashlee Thostenson

Absent: Commission member Michael Olkives.

Others present: Howard Hornibrook, Vitaly Nagoryanksy, Anna Snow, Chad Snow, Chris Rains, Tom Best, Eddie Drag, Larry Stelmach, and City Planner Nancy Abts

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

A. Approve February 18, 2020, Minutes

A motion was made by Penny, seconded by Webster, to approve the February 18, 2020, minutes. The motion carried 6-0.

5. PUBLIC COMMENTS

Chair Thostenson advised this is the time for public comments for items that are not on the agenda for tonight's meeting.

Tom Best, 400 Second Street SE, stated he was responding to a notice he received for the property at 332 South Second Street SE regarding a permit for a potential landscaping business. He explained he was not too pleased with the idea of this residential home becoming a business use. He commented on the number of children walking to and from the apartment complex and stated he was concerned about their safety. In addition, he feared his property value would be adversely impacted by the proposed business.

Eddie Drag, 325 Second Street SE, explained he neighbored the property at 332 South Second Street SE. He discussed how he had been working to improve his home in hopes of increasing the property value. He stated he had concerns with how a landscaping business directly across the street from his would impact his property value. He reported he owned a landscaping company and did not recommend the City allow this use in a residential neighborhood. He anticipated the chemicals that would be stored on the property could be hazardous to the neighborhood if not properly contained and disposed of. He recommended the Commission deny the landscaping CUP request.

- A. Recognize Barb Plzak for 15 Years of Service on the Planning Commission

This item was not addressed by the Planning Commission.

6. PUBLIC HEARINGS

- A. Conditional Use Permit for Major Automotive Repair and Sales at 108 Broadway Street West

Abts stated Vitaly Nagoryanksy, who formerly operated Auto Star, Inc. located in Maple Grove just across the border from Osseo, has made an application to the City to move his business to a tenant space located at 108 Broadway Street West. The proposed business will be located in an existing structure.

Abts reported the property located at 108 Broadway Street West is located in M zone (Manufacturing and Industrial) and is owned by M C Ryan Et AL. The applicant proposes to lease the space to operate his business at this location. The proposal calls for the applicant to use roughly 3,094 square feet of space in existing building, as well as outdoor storage space. The property currently holds a CUP for Minor Automotive Repair and Tire Sales and prohibiting Automotive Wrecking and Junk. She discussed how City Code defines types of Automotive Repair and Junk. Staff commented further on the request and recommended approval of the CUP with conditions.

Penny commented he visited the site and noted there were 12 parking spaces out front. He anticipated this would meet the City's parking requirements. He understood the property owner was happy to have this new business moving into the building. He reported unless vehicles were in working order, they could not be stored on site. He noted used tires could not be stored on the property either.

A motion was made by Bonn, seconded by Webster, to open the Public Hearing. The motion carried 6-0.

Vitaly Nagoryanksy, the applicant, thanked the Commission for their consideration. He explained the cars parked behind the building were not his. He explained he has spoken to the property owner and this area would be cleaned.

Abts reviewed several comments staff received from the public regarding the CUP request. It was noted the Hennepin County Transportation staff have noted access to Highway 81 will be removed in the future and recommended right-of-way dedication be required.

Nelson asked if this was a reasonable request. Abts stated staff believes this was a reasonable request for this CUP.

Nelson questioned if the property owner was aware of the right-of-way situation. Howard Hornibrook, property owner, stated he was not aware of this recommendation from Hennepin County. He indicated he would like to know more about the future plans for Highway 81.

Webster asked if the applicant would be completing auto body painting onsite. Mr. Nagoryansky reported this work would not be completed onsite but would be subcontracted to another business.

A motion was made by Nelson, seconded by Bonn, to close the public hearing at 6:21 p.m. The motion carried 6-0.

Nelson stated his only concern with this request was with the number of cars parked in the driveway because this would block fire access to the property. He recommended parking only be allowed on one side of the driveway for safety purposes. Mr. Hornibrook discussed the vehicles that were parked on the property and noted the site always had access. Abts explained the Commission could recommend that parking only occur in spaces identified on an approved Site Plan for the property.

Nelson indicated he supported the CUP moving forward with two extra conditions, the first addressing the right-of-way issue and the other addressing parking.

A motion was made by Nelson, seconded by Webster, to recommend the City Council approve the CUP for Major Automotive Repair and Sales at 108 Broadway Street West, subject to the thirteen (13) conditions listed below:

- 1) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:**
 - a) A valid Minnesota Vehicle Dealer License is required for Automotive Sales;**
 - b) No auto wrecking, junk, and salvage or inoperable cars shall be stored on the property without obtaining a separate Conditional Use Permit for said storage, per Osseo City Code § 153.039 (C) (5) (b);**
 - c) Any waste tires must be stored inside an enclosed space or screened from public view and protected from the elements so as not to provide habitat to rodents or insects, per Osseo City Code § 93.18;**
 - d) Any trash enclosure must be properly screened from public view, per Osseo City Code § 153.057 (B) (3) (b) (4);**
 - e) The building appearance shall be maintained so that it adheres to Osseo City Code § 153.053; and**
 - f) Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090;**
 - g) The facility shall follow the Minnesota Pollution Control Agency's requirements for storage and transportation of waste tires; and**
 - h) If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;**
- 2) Indoor Activities. Any vehicle repair or maintenance shall take place indoors.**
- 3) Customer Parking. A minimum of 8 customer parking stalls for the use shall be located on the property at all times, close to the main entrance of the business, and these spaces shall be clearly designated with signage and permanent pavement markings. All of the area utilized for parking space and driveways shall be surfaced with an impervious material to control dust and drainage. These parking spaces shall be in**

addition to spaces for “for sale” vehicles. Additional parking spaces may be required by Osseo City Code and must be provided;

- 4) **Vehicle Sales.** Parking spaces for “for sale” vehicles shall be provided indoors and in addition to customer parking. Occupancy of the property for vehicle sales shall be consistent with the plans included as Exhibit B. Occupancy of additional tenant bays or portions of the property for the Conditional Use shall require an amendment of this Conditional Use Permit.
- 5) **Vehicle Storage.** Any vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view;
- 6) **Open to Inspection.** During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditionals of approval.
- 7) **Recording Requirement.** The City of Osseo will memorialize conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 60 days of its adoption by the City.
- 8) **No Waiver.** Failure by the City to take action with respect to any violation of any condition, covenant or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
- 9) **Revocation.** The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
- 10) **Binding Effect.** This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
- 11) **Acceptance of Conditions.** Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.
- 12) **The property owner shall provide right-of-way as required for Hennepin County’s planned reconstruction of County Road 81.**
- 13) **Parking shall occur in spaces identified on an approved Site Plan for the property.**

The motion carried 6-0.

B. Conditional Use Permit for Landscaping Business at 332 2nd Street SE

Abts stated Chad and Anna Wolfe currently operate Twin Cities Property Preservation from a location in Maple Grove. The Wolfes have made an application to move their business to a tenant space located at 332 2nd Street Southeast. The proposed business will be located on a property owned by Chris Rains. The property is home to two single-family residential structures and three garages and is located in the C2N Highway Commercial District North. The applicant proposes to lease the space to operate their business at this location. They will live in the single family structure and use two accessory buildings and outdoor parking space for their business. The City of Maple Grove notes that they do not have any land use complaints from the current location. It was noted the Wolfe’s would be the only

employees onsite. Staff commented further on the request and recommended approval of the CUP with conditions.

A motion was made by Nelson, seconded by Penny, to open the Public Hearing. The motion carried 6-0.

Anna Wolfe, 7565 Orchid Lane North in Maple Grove, reported her business was not a full-scale landscaping company. She stated her business provides exterior maintenance to vacant properties, which included lawn care and snow removal. She explained she was the business owner and ran this business with her husband, Chad. She noted she had several subcontractors which kept the equipment on their own property. She indicated she would not be posting any signs in her yard for the business. She commented the only signs for the business would be attached to her truck and would be removed at night.

Bonn stated the only business equipment stored on the site would be the trucks used for lawn maintenance or snow removal. Ms. Wolfe reported this was the case. She commented she would not be selling or stockpiling any landscaping materials from this property.

Bonn questioned if the applicant would consider installing a fence between the apartment and her property. Ms. Wolfe commented she could discuss this with the property owner.

Nelson reported there was a healthy vegetation wall already in place. He inquired if gravel driveway would be paved. Ms. Wolfe stated she could discuss this with the property owner but noted the gravel surface would be kept in neat order.

Nelson asked how much gasoline was stored onsite for the lawn equipment. Ms. Wolfe stated she had a five gallon gas tank that was used for lawn equipment. This gas tank would be stored in the garage.

Webster commented there was a big difference between landscaping and lawn care businesses.

Bonn inquired if the business would operate prior to 7:00 a.m. Ms. Wolfe indicated she would have to operate within City Ordinance and work could not begin prior to 7:00 a.m.

Penny questioned how many pickups would be stored onsite. Ms. Wolfe stated she would have four pickups on the property. She noted some of the trucks were used as plow trucks and the others are used to pull trailers. She explained two of the trucks would be stored inside the two-stall garage.

Thostenson asked if any other chemicals would be used or stored onsite. Ms. Wolfe reported she was not licensed and would not be storing any chemicals onsite.

Nelson questioned if the trailer with the mulcher would be dumped prior to being parked on the property. Ms. Wolfe reported this would occur at the end of each work day.

Mr. Best inquired if the applicant would have any activity in the winter months. Ms. Wolfe reported should have snow plows working in the winter months.

Chris Rains, 10303 Major Drive in Brooklyn Park, explained he was the property owner. He commented he used to have more vehicles and trailers on the site when he lived in the home. He reported this home was zoned commercial and not residential. He believed the proposed use was a good happy medium.

Nelson questioned what the plans were for the second house. Mr. Rains stated the second house would be rented to another tenant.

Mr. Drag asked if the parking surfaces had to be hard surfaces such as pavement. Abts explained Class 5 gravel was considered a hard surface by the Osseo Police Department.

Mr. Drag commented the size of the company could change over time. He indicated his company has grown over the years and this may impact the times vehicles were coming and going from the property. He inquired how the City would be checking on this site. Abts reported a specific area has been defined for outdoor storage on this property. She commented all trailers, plows and/or yard maintenance equipment would have to be located in this space or within the garage.

Mr. Rains explained he has a one year lease with the applicant and if any problems with the City were to arise, he could readdress the lease every May.

Nelson questioned how long the leaf trailer was. Chad Wolfe, applicant, stated the trailer was 14 feet long.

Penny encouraged the property owner to take into consideration the concerns that have been voiced by the neighbors. He indicated he would like to see the applicants taking into consideration the requirements within the CUP. Mr. Wolfe understood these concerns and stated he would be storing the plows in the garage during the summer months. He indicated he would not be leaving his law equipment all over the yard. He noted he had a 12 year old son and was sympathetic to concerns about child safety.

Nelson requested further information regarding the security system that would be installed. Mr. Wolfe explained he would be installing six security cameras on the property.

A motion was made by Burke, seconded by Nelson, to close the public hearing at 6:51 p.m. The motion carried 6-0.

A motion was made by Bonn, seconded by Webster, to recommend the City Council approve the CUP for a Landscaping Business at 332 2nd Street SE, subject to the eight (8) conditions listed below:

- 1) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:**
 - a. Domestic power equipment, excluding snow removal equipment, shall be operated only between the hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday in accordance with Osseo Code § 93.18 (V) (2);**

- b. No inoperable vehicles shall be kept outdoors, per Osseo City Code § 93.20;
 - c. Any trash enclosure must be properly screened from public view, per Osseo City Code § 153.057 (B) (1) (d);
 - d. The building appearance shall be maintained so that it adheres to Osseo City Code § 153.053; and
 - e. Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090;
- 2) **Open to inspection.** During any hours at which the use is active, the property shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditionals of approval;
 - 3) **Parking.** The applicant must provide on-site parking as required by Osseo City Code 153.079. The parking spaces shall be continuously maintained in a clear and visible manner in compliance with the approved site plan.
 - 4) **Occupancy.** Occupancy of the property for the conditional use shall be consistent with the plans included as Exhibit B. Occupancy of additional portions of the property for the Conditional Use shall require an amendment of this Conditional Use Permit.
 - 5) **No Waiver.** Failure by the City to take action with respect to any violation of any condition, covenant, or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
 - 6) **Revocation.** The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
 - 7) **Binding Effect.** This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
 - 8) **Acceptance of Conditions.** Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.

Nelson commented he did not have too many concerns regarding this request given the fact it was located on a commercial property and was a lawn maintenance business versus a landscaping company.

The motion carried 6-0.

- 7. OLD BUSINESS – None
- 8. NEW BUSINESS – None
- 9. REPORTS OR COMMENTS: Staff, Chair & Commission Members

Nelson explained his thoughts were with the Brooklyn Park Police Department and the officers that were involved in the Wal-Mart event. He stated he was thankful for the community he lived in and for the volunteers that were stepping up to take care of others.

Thostenson reported there was a group of resident volunteers that was collecting contact information to assist those in need during the COVID-19 crisis. She stated further information regarding this group was available on the Osseo Neighbors Facebook page.

Nelson encouraged everyone to stay safe and be healthy.

Abts stated as part of the efforts to stay safe and be healthy the City of Osseo has closed the Community Center. She explained information regarding COVID-19 was available on the City's website.

Abts encouraged residents to take time in the coming weeks to complete the 2020 census.

Bonn welcomed the two new businesses discussed this evening to the City of Osseo.

10. ADJOURNMENT

A motion was made by Webster, seconded by Bonn, to adjourn the meeting at 7:01 pm. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



Osseo City Council Meeting Item

Agenda Item: **Extend Review Timeline for Conditional Use Permit Request for an Automotive Sales & Major Automotive Repair Use at 108 Broadway Street West**

Meeting Date: March 23, 2020

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

Attachments: Excerpt of Planning Commission minutes
Email from Hennepin County Transportation Planning staff
MN Pollution Control Agency Guidelines for Auto Wrecking
Osseo Zoning Map
Completed Application
 Acknowledgement of Responsibility
 Written Narrative
 Site Plan

Policy Consideration:

Consider extending the review timeline for a Conditional Use Permit Request by Vitaly Nagoryansky of Auto Star, Inc, to Conduct an Automotive Sales & Major Automotive Repair Use at 108 Broadway Street West.

Previous Action or Discussion:

The Planning Commission held a public hearing on this application at their March 16 meeting. At the meeting, significant issues were raised related to Right of Way acquisition and inoperable “wrecked” vehicles on the proposed site. As these issues require additional time to consider, staff recommends the City Council extend the timeline for reviewing this request.

Background:

Under Minnesota statute, there is a 60-day timeline for reviewing land use applications, although the City may grant itself an extension of up to 60 days. As this application was received on 2/11/2020, prior to the application deadline of 2/13/2020, the 60-day period for review expires prior to the April 13 Council meeting and an extension is required.

Analysis of Application:

Vitaly Nagoryansky, who operates Auto Star, Inc. located in Maple Grove just across the border from Osseo, has made an application to the city to move his business to a tenant space located at 108 Broadway Street West. The proposed business will be located in an existing structure. However, planned reconstruction of County Road 81 through Osseo includes removing the current access point from Broadway Street West to County Road 81 and converting the intersection to a cul-de-sac. Hennepin County Staff recommend the City consider ROW acquisition as part of the land use approval process.

The property located at 108 Broadway Street West is located in M zone (Manufacturing and Industrial) and is owned by M C Ryan Et AL. The applicant proposes to lease the space to operate his business at this location. The proposal calls for the applicant to use roughly 3,094 square feet of space in existing building, as well as outdoor storage space.

The property currently holds a CUP for Minor Automotive Repair and Tire Sales and prohibiting Automotive Wrecking and Junk. City Code provides the following distinction between the types of Automotive Repair and Junk:

AUTOMOBILE REPAIR, MAJOR. General repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers; including body work, frame work, and major painting service.

AUTOMOBILE REPAIR, MINOR. Incidental repairs, replacement of parts, and motor service to automobiles, but not including any operation specified under the definition of automobile repair, major.

AUTOMOBILE WRECKING. See **JUNK YARD.**

JUNK YARD. An area where used, waste, discarded, or salvaged equipment or materials are bought, sold, exchanged, stored, baled, cleaned, packed, disassembled, or handled, including but not limited to scrap iron and other metals, paper, rags, rubber products, bottles, and lumber. A JUNK YARD includes an automobile wrecking or dismantling yard, but does not include uses established in conjunction with a permitted manufacturing process when within an enclosed area or building.

At the Planning Commission meeting, the applicant discussed business practices of receiving “wrecked” vehicles to evaluate for reconstruction under a salvage title. This practice requires auto wrecking to be on the property, a component of the conditional use not indicated in the original application. There are potentially significant environmental impacts from this use (MPCA guidance attached).

Comprehensive Plan Guidance:

The current Comprehensive Plan guides the property for Light Industrial uses.

Category Definition	Examples of Appropriate Uses
This land use category represents light industrial activity areas, such as light manufacturing, assembly, processing, research facilities, warehousing, storage, and distribution with limited outside storage and good access to county and state highways. Light industrial buildings may be one level with mezzanine space and truck loading facilities.	<ul style="list-style-type: none"> • Light manufacturing, assembly, processing • Warehousing, storage, distribution • One level buildings with mezzanine • Truck traffic • Limited outside storage

Standards for granting conditional use permits:

Per Osseo City Code, the standards for granting a conditional use permit are as follows:	In staff's estimation, the applicant meets the standard because:
(a) The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare;	It will comply with health and safety regulations imposed by federal, state, and local authorities and is generally consistent with other uses in the M district; However, issues of possible wrecked automobiles on the property have not been adequately reviewed;
(b) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already	It is generally consistent with other uses in the M district; However, issues of possible wrecked automobiles on the property have not been adequately reviewed;

permitted, nor substantially diminish and impair property values within the neighborhood;	
(c) The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;	It is generally consistent with other uses in the M district and does not conflict with the city's Comprehensive Plan; However, issues of possible right of way acquisition have not been adequately reviewed;
(d) Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided;	The use will not require new construction and will take place in existing buildings; However, issues of possible right of way acquisition have not been adequately reviewed;
(e) Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and	The use will not require new construction and will take place in existing buildings; However, issues of possible right of way acquisition have not been adequately reviewed;
(f) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.	(Discussion follows)

For an automotive repair garage space and two repair bays, the minimum number of customer parking per the Osseo off-street parking ordinance is 8 spaces. (Any additional repair bay would require an additional 2 parking spaces per bay.) The plans submitted by the applicant shows space available for 5 customer parking spaces. Three additional customer-only parking spaces are required to be allocated for the use. See attached site plan which identifies parking spaces for all tenants and their locations.

For uses including “furniture store, appliance store, auto sales, grain sales, kennels, studios, commercial greenhouses” at least one parking space for each 400 square feet of floor area is required. If the entire 3,095 square feet of tenant space is allocated to auto sales, the 7.74 parking stalls would be required—the same number as for the automotive repair use.

All vehicle repair and maintenance must take place within a completely enclosed building. Repaired vehicles or vehicles waiting to be repaired shall be considered storage and must be within a screened or an enclosed area, per Osseo City Code.

Parking Area Surfacing

Per City Code § 153.078, the area utilized for parking space and driveways shall be surfaced with an impervious material to control dust and drainage. This requirement also applies to open sales lots. Additionally, off-street parking facilities are required to have concrete curbing and guttering and existing off-street parking facilities are required to meet this requirement when modifying or expanding the facility.

Other facets of this proposal had been reviewed by City Staff prior to the Planning Commission meeting and found to be acceptable for this property and zoning district.

Proposed Conditions:

After review of the application and its accompanying materials, Staff recommended the following conditions of approval to the Planning Commission:

- 1) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:
 - a) A valid Minnesota Vehicle Dealer License is required for Automotive Sales;

- b) **No auto wrecking, junk, and salvage or inoperable cars shall be stored on the property without obtaining a separate Conditional Use Permit for said storage, per Osseo City Code § 153.039 (C) (5) (b);**
 - c) Any waste tires must be stored inside an enclosed space or screened from public view and protected from the elements so as not to provide habitat to rodents or insects, per Osseo City Code § 93.18;
 - d) Any trash enclosure must be properly screened from public view, per Osseo City Code § 153.057 (B) (3) (b) (4);
 - e) The building appearance shall be maintained so that it adheres to Osseo City Code § 153.053; and
 - f) Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090;
 - g) The facility shall follow the Minnesota Pollution Control Agency's requirements for storage and transportation of waste tires; and
 - h) If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;
- 2) Indoor Activities. Any vehicle repair or maintenance shall take place indoors.
 - 3) Customer Parking. A minimum of 8 customer parking stalls for the use shall be located on the property at all times, close to the main entrance of the business, and these spaces shall be clearly designated with signage and permanent pavement markings. All of the area utilized for parking space and driveways shall be surfaced with an impervious material to control dust and drainage. These parking spaces shall be in addition to spaces for "for sale" vehicles. Additional parking spaces may be required by Osseo City Code and must be provided;
 - 4) Vehicle Sales. Parking spaces for "for sale" vehicles shall be provided indoors and in addition to customer parking. Occupancy of the property for vehicle sales shall be consistent with the plans included as Exhibit B. Occupancy of additional tenant bays or portions of the property for the Conditional Use shall require an amendment of this Conditional Use Permit.
 - 5) Vehicle Storage. Any vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view;
 - 6) Open to Inspection. During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditionals of approval.
 - 7) Recording Requirement. The City of Osseo will memorialize conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 60 days of its adoption by the City.
 - 8) No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
 - 9) Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
 - 10) Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
 - 11) Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.

Budget or Other Considerations:

The \$500 application fee helps cover staff time for reviewing CUP applications and holding the public hearing.

City Goals Met By This Action:

- Foster and promote economic development in the City
- Promote a healthy and high quality standard of living

Options:

The City Council may choose to:

1. Extend the timeline for reviewing the application and consider this matter at their April 13 meeting;
2. Recommend conditional approval of the CUP request with the conditions of approval noted above;
3. Recommend conditional approval of the CUP request with the conditions of approval noted above; with noted changes/as amended;
4. Recommend denying conditional approval of the CUP request;
5. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the Planning Commission choose option 1, extend the timeline for reviewing the application.

OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
March 16, 2020

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Thostenson at 6:00 pm, Monday, March 16, 2020.

2. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Dan Penny, Alden Webster, and Chair Ashlee Thostenson

Absent: Commission member Michael Olkives.

Others present: Howard Hornibrook, Vitaly Nagoryanksy, Anna Snow, Chad Snow, Chris Rains, Tom Best, Eddie Drag, Larry Stelmach, and City Planner Nancy Abts

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4. PUBLIC HEARINGS

A. Conditional Use Permit for Major Automotive Repair and Sales at 108 Broadway Street West

Abts stated Vitaly Nagoryanksy, who formerly operated Auto Star, Inc. located in Maple Grove just across the border from Osseo, has made an application to the City to move his business to a tenant space located at 108 Broadway Street West. The proposed business will be located in an existing structure.

Abts reported the property located at 108 Broadway Street West is located in M zone (Manufacturing and Industrial) and is owned by M C Ryan Et AL. The applicant proposes to lease the space to operate his business at this location. The proposal calls for the applicant to use roughly 3,094 square feet of space in existing building, as well as outdoor storage space. The property currently holds a CUP for Minor Automotive Repair and Tire Sales and prohibiting Automotive Wrecking and Junk. She discussed how City Code defines types of Automotive Repair and Junk. Staff commented further on the request and recommended approval of the CUP with conditions.

Penny commented he visited the site and noted there were 12 parking spaces out front. He anticipated this would meet the City's parking requirements. He understood the property owner was happy to have this new business moving into the building. He reported unless vehicles were in working order, they could not be stored on site. He noted used tires could not be stored on the property either.

A motion was made by Bonn, seconded by Webster, to open the Public Hearing. The motion carried 6-0.

Vitaly Nagoryanksy, the applicant, thanked the Commission for their consideration. He explained the cars parked behind the building were not his. He explained he has spoken to the property owner and this area would be cleaned.

Abts reviewed several comments staff received from the public regarding the CUP request. It was noted the Hennepin County Transportation staff have noted access to Highway 81 will be removed in the future and recommended right-of-way dedication be required.

Nelson asked if this was a reasonable request. Abts stated staff believes this was a reasonable request for this CUP.

Nelson questioned if the property owner was aware of the right-of-way situation. Howard Hornibrook, property owner, stated he was not aware of this recommendation from Hennepin County. He indicated he would like to know more about the future plans for Highway 81.

Webster asked if the applicant would be completing auto body painting onsite. Mr. Nagoryansky reported this work would not be completed onsite but would be subcontracted to another business.

A motion was made by Nelson, seconded by Bonn, to close the public hearing at 6:21 p.m. The motion carried 6-0.

Nelson stated his only concern with this request was with the number of cars parked in the driveway because this would block fire access to the property. He recommended parking only be allowed on one side of the driveway for safety purposes. Mr. Hornibrook discussed the vehicles that were parked on the property and noted the site always had access. Abts explained the Commission could recommend that parking only occur in spaces identified on an approved Site Plan for the property.

Nelson indicated he supported the CUP moving forward with two extra conditions, the first addressing the right-of-way issue and the other addressing parking.

A motion was made by Nelson, seconded by Webster, to recommend the City Council approve the CUP for Major Automotive Repair and Sales at 108 Broadway Street West, subject to the thirteen (13) conditions listed below:

- 1) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:**
 - a) A valid Minnesota Vehicle Dealer License is required for Automotive Sales;**
 - b) No auto wrecking, junk, and salvage or inoperable cars shall be stored on the property without obtaining a separate Conditional Use Permit for said storage, per Osseo City Code § 153.039 (C) (5) (b);**
 - c) Any waste tires must be stored inside an enclosed space or screened from public view and protected from the elements so as not to provide habitat to rodents or insects, per Osseo City Code § 93.18;**
 - d) Any trash enclosure must be properly screened from public view, per Osseo City Code § 153.057 (B) (3) (b) (4);**
 - e) The building appearance shall be maintained so that it adheres to Osseo City Code § 153.053; and**
 - f) Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090;**
 - g) The facility shall follow the Minnesota Pollution Control Agency's requirements for storage and transportation of waste tires; and**

- h) If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;
- 2) Indoor Activities. Any vehicle repair or maintenance shall take place indoors.
 - 3) Customer Parking. A minimum of 8 customer parking stalls for the use shall be located on the property at all times, close to the main entrance of the business, and these spaces shall be clearly designated with signage and permanent pavement markings. All of the area utilized for parking space and driveways shall be surfaced with an impervious material to control dust and drainage. These parking spaces shall be in addition to spaces for “for sale” vehicles. Additional parking spaces may be required by Osseo City Code and must be provided;
 - 4) Vehicle Sales. Parking spaces for “for sale” vehicles shall be provided indoors and in addition to customer parking. Occupancy of the property for vehicle sales shall be consistent with the plans included as Exhibit B. Occupancy of additional tenant bays or portions of the property for the Conditional Use shall require an amendment of this Conditional Use Permit.
 - 5) Vehicle Storage. Any vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view;
 - 6) Open to Inspection. During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditionals of approval.
 - 7) Recording Requirement. The City of Osseo will memorialize conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 60 days of its adoption by the City.
 - 8) No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
 - 9) Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
 - 10) Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
 - 11) Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.
 - 12) The property owner shall provide right-of-way as required for Hennepin County’s planned reconstruction of County Road 81.
 - 13) Parking shall occur in spaces identified on an approved Site Plan for the property.

The motion carried 6-0.

...

Nancy Abts

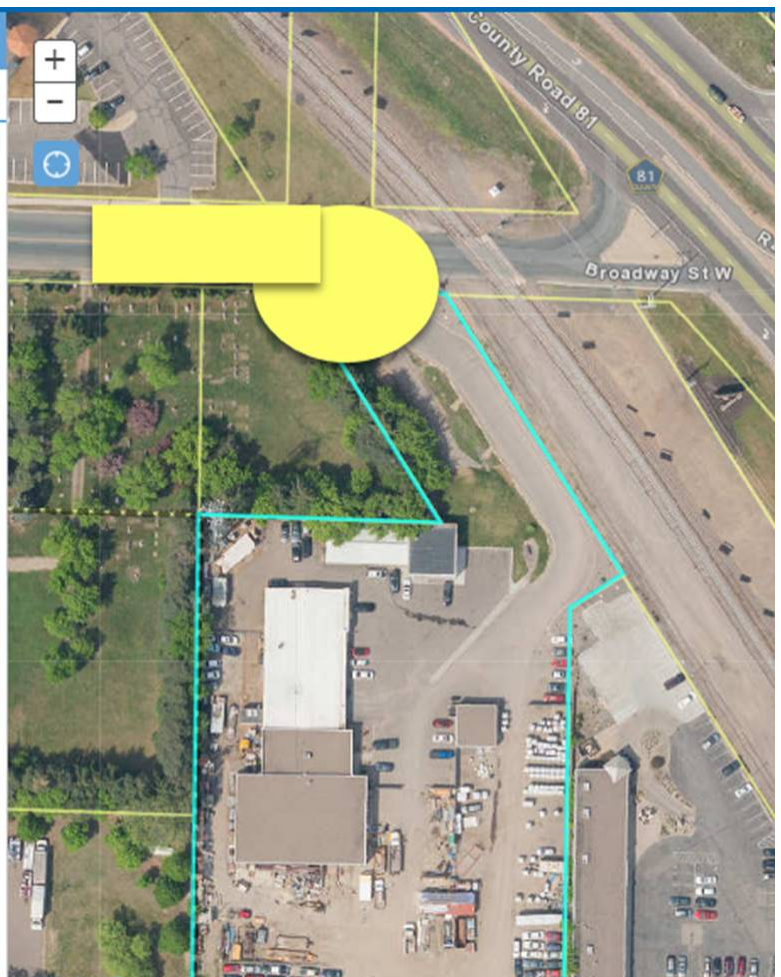
From: Jason D Gottfried <Jason.Gottfried@hennepin.us>
Sent: Monday, March 16, 2020 3:46 PM
To: Nancy Abts
Subject: Tonight's (03/16) planning commission agenda item (108 Broadway St W) - HC staff comments
Attachments: CSAH 81 DRAFT layout (2006).pdf

Hello Nancy,

I was asked by other county transportation staff to pass along the following comments in regards to an item on tonight's planning commission agenda:

- This appears to be a parcel that in the future may require partial right of way for the planned turn around, or cul-de-sac of Broadway (to eliminate the 5-legged intersection of CSAH 81) as shown in the attached DRAFT layout. As you may know the reconstruction of this segment of County Road 81 is currently in our provisional project list. If feasible, it may be prudent for the city to pursue ROW dedication or an access easement(s) at this time above the illustrated land below. This may help avoid ROW purchase in the future

Property	
Go to Property links	
Clear results	
PID: 1311922410032	
108 Broadway St W Osseo, MN 55369	
Owner/Taxpayer	
Owner:	Hornibrook/Ryan Llc
Taxpayer:	HORNIBROOK/RYAN 108 BROADWAY ST W OSSEO MN 55369
Tax Parcel	
Parcel Area:	3.48 acres 151,602 sq ft
Torrens/Abstract:	Torrens
Addition:	Unplatted 13 119 22
Lot:	
Block:	
Metes & Bounds:	That Part Of The Northeast Quarter Of The Southeast Quarter Of Section 13, Township 119, Range 22 Described As Commencing At A Point On The East Note: This Is A Partial Metes & Bounds Description.
Tax Data (Assessed 2018, Payable 2019)	
Market Value:	\$973,500
Total Tax:	\$35,873.42
Property Type:	Industrial-Preferred
Homestead:	Non-Homestead
Year Built:	1965



Thank you for your consideration

Jason

Jason Gottfried

Transportation Planner

Transportation Planning

Office: 612-596-0394

jason.gottfried@hennepin.us

Hennepin County Public Works

1600 Prairie Drive

Medina, MN 55340

Disclaimer: If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message from your computer system.



Sector M: Automotive salvage yards

Industrial stormwater pollution prevention

Sector M includes automotive salvage yards and similar facilities that dismantle cars for the purpose of selling secondhand parts, which are described by Standard Industrial Classification (SIC) code 5015. Auto wreckers that dismantle automobiles for scrap are Sector N: Scrap recycling and waste recycling facilities.

Activities at automotive salvage yards that can impact stormwater include vehicle dismantling; vehicle, equipment, and parts washing; vehicle and parts storage; fueling stations; equipment maintenance and storage; above ground storage tanks; and illicit connections to the storm sewer. Common pollutants are solvents, heavy metals, fuels, oil and grease.

Pollution prevention ideas

Minnesota's industrial stormwater permit requires a written Stormwater Pollution Prevention Plan (SWPPP). Use the SWPPP to assess potential sources of pollutants at your facility and then identify practices that will minimize these pollutants in runoff from the site. This fact sheet lists pollution prevention (P2) practices that can be incorporated into your facility's SWPPP.

Keep in mind that pollution prevention is best achieved by qualifying for the No Exposure exclusion. No Exposure means that rain, snow, and runoff do not contact pollutant-containing materials or activities. Your facility can apply for the No Exposure certification as soon as you qualify, even if you already have the full permit. For more information visit the MPCA's No Exposure web page at <http://www.pca.state.mn.us/noexposure>.

General strategies

- Keep materials and activities indoors as much as possible. Confine outdoor materials and activities to designated areas that are covered, have an impervious concrete surface, or have a system (such as berms or dikes) to prevent run-on of stormwater and runoff of pollutants.
- Regularly clean up areas used for dismantling, washing, storage, fueling and maintenance using dry methods such as sweeping, squeegee and dust pan, reusable socks, vacuums, and as a last resort, use loose granular absorbents.
- Plug drains or use diversion devices to prevent spilled materials and liquids (including wash water) from entering floor drains, sewer connections or storm drains.

Dismantling and vehicle maintenance

- Inspect vehicles for leaks as soon as possible after they arrive. Immediately take care of vehicles that arrive with leaks.
- Drain all fluids from vehicles when they arrive, including oil filters. Drain indoors when possible or on a dedicated pad. Empty drip pans and containers daily rather than leaving them full and open around the shop.
- Segregate the fluids and properly store or dispose of them. Mark all vehicles that have been fully drained.

- Remove all mercury switches as soon as possible. Make sure not to puncture the mercury container during removal. Ship switches to End of Life Vehicle Solutions (ELVS), which manages the Minnesota Mercury Recovery Program. Remove the battery as soon as feasible after a vehicle enters the facility and send for recycling. When battery storage is necessary, store indoors.
- Remove airbags prior to crushing or other maintenance activities.
- Wet down asbestos brake shoes and clutches during handling to prevent asbestos from becoming airborne.
- Do not vent Freon to the atmosphere. Follow US Environmental Protection Agency (EPA) requirements for handling refrigerants.
- When pulling parts from vehicles in the yard, employ a catch sled or tray to contain the fluids that will be released. Place drip pans, large plastic sheets or canvas under vehicles or equipment during maintenance and dismantling.
- Designate one person to keep track of parts in the yard. As soon as a hulk is salvaged to the maximum extent possible, process it for shredding to minimize the dripping of fluids and clutter in the yard.
- Maintain an organized inventory of materials used in the maintenance shop.
- Minimize the use of solvent-based cleaners for parts washing.
- Keep compressed gas tanks in good condition to prevent leaks or spills. Most tanks are made of steel so monitor them for rust as well.
- Do not pour liquids (including wash water) into floor drains, sinks, outdoor storm drain inlets or other storm drain or sewer connections.

Vehicle crushing

- Double-check that fluids have been drained before crushing.
- Capture any crusher fluids. Collect this mixture of fluids in a spill-proof covered container. Keep the drain within the crusher clean so that the fluids do not collect and overflow from the crusher onto the ground.
- Install a bermed, impermeable concrete surface as a foundation under the crusher if possible.
- Develop a preventative maintenance program for regular inspections and maintenance of the crusher, facility equipment and vehicles.
- Clean and sweep the crushing area often to prevent accumulation of glass and other materials.

Storage

- Provide impervious surfaces for outdoor vehicle storage.
- Park vehicles with a similar make and model together. Park vehicles with parts that have higher demand together in an easily accessible area.
- Store all engines and transmissions that have been removed from vehicles in covered areas not exposed to precipitation.
- Recycle lead battery cable ends and wheel balancing weights. Store lead parts in a covered container that is capable of handling the weight of lead.
- Store mercury switches in covered, leak-proof containers in a way that prevents the glass capsule from breaking.
- Do not stockpile old tires. Use indoor tire racks.
- Keep tanks and containers in good condition, free of any visible leaks, structural damage or deterioration. Secure and lock storage tanks.
- Use secondary containment for stored liquids such as oil, gas and antifreeze, as well as for lead acid batteries. Provide secondary containment for all drums, empty or used, and all above ground tanks.

- Secondary containment valves should be kept in the “off” position and locked at all times, except when collected water is removed.
- Repair malfunctioning equipment that is responsible for any leak or spill as soon as possible.
- Keep cleanup equipment on hand to clean up spills immediately.
- Do not use vehicle fluids, oil or fuels for dust or weed control.

Photo Credit Katie Brady



Store vehicles in rows with plenty of aisle space so vehicles can be inspected regularly for leaks.

Improper connections to storm sewer

- If it is unknown whether the sanitary water system and storm sewer system are connected, perform dye testing.
- Update facility schematics to accurately reflect all plumbing connections.
- Maintain and inspect the integrity of oil-water separator tanks; replace when necessary.

Inspections

- Inspect all storage containers and storage areas to detect potential leaks.
- Inspect tanks and piping systems (pipes, pumps, flanges, couplings, hoses, and valves) for failures or leaks. Perform preventative maintenance as needed.
- Inspect vehicles regularly for signs of leakage.

Employee training

- Train employees on proper collection, storage, reuse, recycling or disposal of batteries, oil, mineral spirits, antifreeze, mercury switches, refrigerants and solvents.
- Train employees in spill prevention, control, cleanup and materials management.
- Train employees on good housekeeping measures including all SWPPP components.

Cold climate considerations

Minnesota experiences challenging climatic conditions that require thoughtful P2 design and operation. Cold weather, snow and ice result in extended storage of pollutants in the snowpack. The following P2 activities can help minimize the impact of cold climate on stormwater:

- Collect and remove debris from paved areas before snowfall to avoid collecting debris when plowing.
- Store materials away from areas where it could get mixed with snow and moved around when the area is plowed. Keep materials out of accumulated or dumped snow.
- Inspect containers and drums throughout the winter to be sure they withstand the cold.
- Sweep sand, salt, and spilled materials from paved surfaces throughout the winter and before snow melts.
- Cover salt storage areas to help minimize contact with stormwater.
- Use judicious amounts of de-icing and anti-skid chemicals and road salt.
- Keep plowed snow out of retention ponds. This ensures the treatment capacity of the pond is available during snowmelt or rain on frozen ground.

Stormwater treatment best management practices

Stormwater treatment Best Management Practice(s) (BMPs) are engineered structures that treat stormwater runoff or reduce the stormwater runoff rate, volume and velocity. In combination with P2 practices, stormwater treatment BMPs such as retention ponds act as a second line of defense against polluting downstream waterbodies. Treatment BMPs should be used down-gradient of areas where P2 activities have been fully implemented. Specific guidance on stormwater treatment BMPs is in the *Minnesota Stormwater Manual* and the *BMP Guidebook*, which are linked in the Resources section at the end of this fact sheet.

Automotive salvage yards are prohibited from expanding or building new stormwater infiltration systems such as infiltration trenches, filter strips or rain gardens. However, they may continue to use infiltration systems that existed before April 2010. Retention ponds must be built with a liner that meets the requirements listed in the permit. See Part VII of the permit for details.

Groundwater pollution potential

Auto salvage yards and similar facilities have the potential to contaminate groundwater with pollutants such as solvents, heavy metals, fuels, oils, grease and mercury in their stormwater runoff. Groundwater contamination is of greatest concern where there is a high water table and in karst regions. A water table that is close to the surface can allow pollutants to enter the groundwater system quickly. Karst is common in southeastern Minnesota and is largely shaped by the dissolving action of water on limestone. Over time, this creates features such as sinkholes, disappearing streams, complex underground drainage systems and caves. Water and pollutants can flow rapidly through these features to wells and streams.

In these areas it is critical to prevent infiltration of any contaminants by providing physical barriers around vehicle and parts storage areas. Examples of physical barriers include impervious surfaces with cover or perimeter berming and a wastewater collection system. Unpaved storage yards and processing areas are unacceptable in areas of high groundwater pollution potential. Stormwater treatment BMPs should be designed with sensitivity to local conditions.

Resources

BMP Guidebook (fact sheet #wq-strm3-26) is available on the MPCA website at <http://www.pca.state.mn.us/index.php/view-document.html?gid=10557>.

EPA industrial stormwater fact sheet, *Sector M: Automobile Salvage Yards*, is available on the EPA website at http://www.epa.gov/npdes/pubs/sector_m_autosalvage.pdf.

EPA refrigerant webpage, *Just the Facts for MVACs: EPA Regulatory Requirements for Servicing of Motor Vehicle Air Conditioners*, available on the EPA website at <http://www.epa.gov/ozone/title6/609/justfax.html>.

Industrial stormwater webpages on the MPCA website at <http://www.pca.state.mn.us/industrialstormwater>.

Industrial stormwater permit (document #wq-strm3-67a) is available on the MPCA website at <http://www.pca.state.mn.us/index.php/view-document.html?gid=20797>.

Low Impact Development for Businesses webpage on the MPCA website at <http://www.pca.state.mn.us/veiz7d0>.

Manufacturers: Reduce your exposure to stormwater regulations (fact sheet #wq-strm3-15) is available on the MPCA website at <http://www.pca.state.mn.us/index.php/view-document.html?gid=7720>.

Minnesota Certified Automotive Recyclers (MN-CAR) *Guidance Manual* available on the Automotive Recyclers of Minnesota website at http://www.autorecyclersmn.net/forms/mncar_manual.pdf.

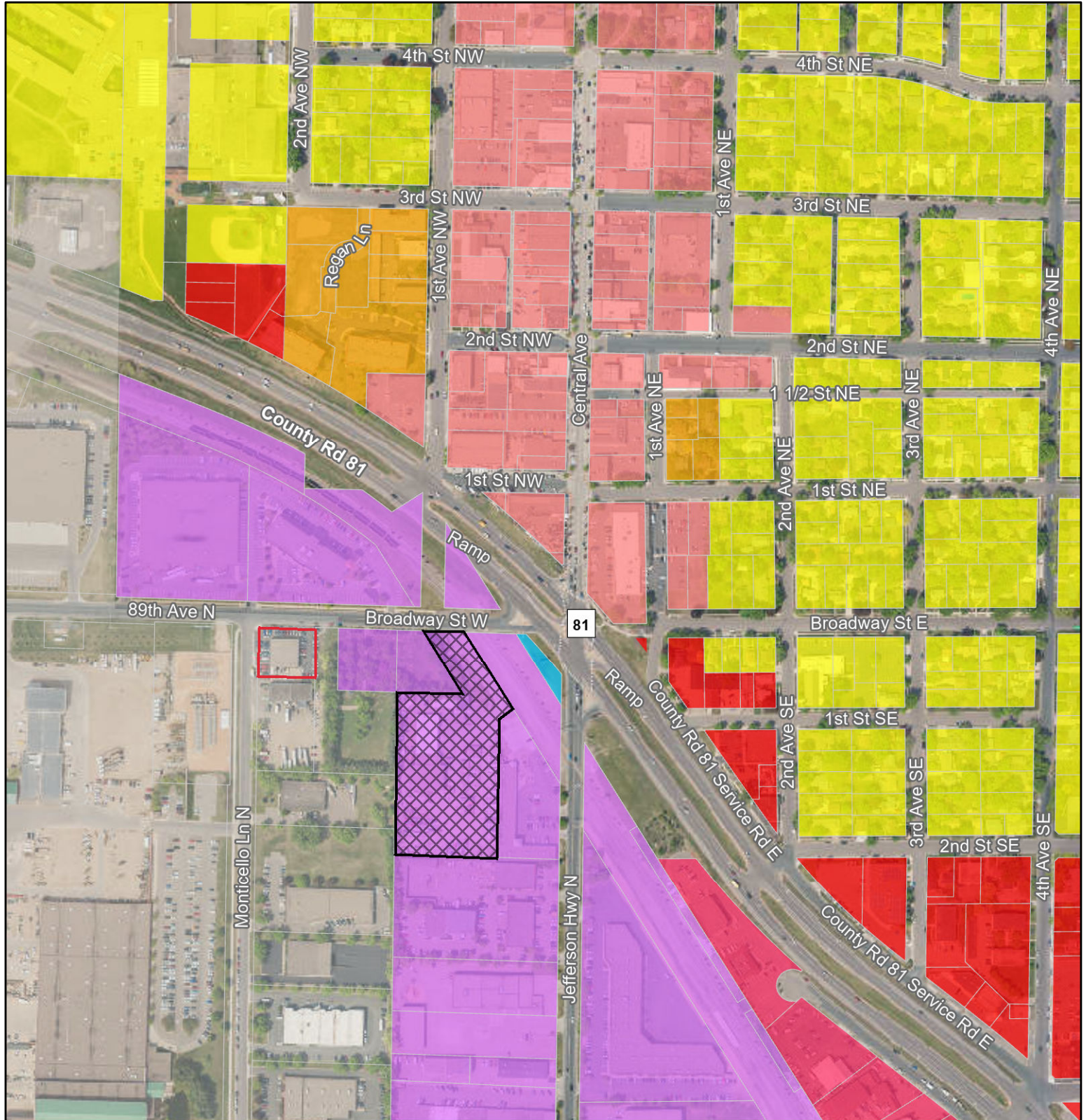
Minnesota Stormwater Manual is available on the MPCA website at <http://stormwater.pca.state.mn.us>.

No Exposure: Qualifying for and keeping the exclusion (fact sheet #wq-strm3-13) is available on the MPCA website at <http://www.pca.state.mn.us/publications/wq-strm3-13.pdf>.

More information

For more information e-mail the MPCA's industrial stormwater program at iswprogram.pca@state.mn.us or call the stormwater hotline at 651-757-2119 or 800-657-3804 (non-metro only).

108 Broadway Street West



1 in = 376 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
March 11, 2020
Map Powered By DataLink





Application For:
Conditional Use Permit

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: 108 Broadway St W.

Property identification number: 13-119-22 4/ 0032

Property legal description: Lot: _____ Block: _____ Tract/Addition: UNPLATTED 13 119 22

Property type (check one): Abstract: _____ Torrens: X

Description of request: CONDITIONAL use permit

Reason for request: We need to be able repair cars
AND SALE CARS AT 108 W BROADWAY

Applicant Information:

Name: Vitaly Nagornyansky Daytime phone: (252) 250-5490

Address: 108 W. Broadway Email Address: VITALY@VSSCO.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.

Signature

Date: 2/3/2020

Property Owner Information:

Name: Hornibrook/Ryan LLC Daytime phone: 763-424-6444
Address: 100 W. Broadway Email Address: hhbrook@msn.com
Signature: [Signature] Date: 2/3/2020

*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: 490027 Date received: 2/11/2020 (\$500 Application Fee)
Any other fees? _____ Received by: NSH/bts
Notice to press date: Feb. 27 Press publication date: March 5
Scheduled Planning Commission date: March 16
Scheduled City Council date: March 23



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

2/3/2020

Signature of Applicant

[Handwritten Signature]

Name and Address of Applicant
(Please Print)

VITALY NAGONYANSKY
9755 89TH AVE N

Maple Grove MN 55369

Phone Number

(952) 250-5490

Email Address

VITALY@VSSCO.COM

Name and Address of Contact
(If Other Than Applicant)

Phone Number

Email Address

Auto Star Inc.

In 2007, "Auto Star Inc." opened its doors to the public. We started in Maple Grove. In the spring of 2009, we moved to our current location in Maple Grove. In the same year we added a full service Automotive Repair Facility. In 2017 we rented property at 108 Broadway Street West Osseo MN, we use it currently for small repairs and indoor storage.

In 2019 the owner of our leased property in Maple Grove made the decision to sale the building. So we have to move. We have MN Automotive Dealer License at 9755 89th Ave N Maple Grove MN 55369 and we would like transfer it to 108 Broadway Street West Osseo MN. It will be small percentage of business related to automotive sales because main portion will be repairs. At 108 Broadway Street West Osseo MN we like to provide Automotive Repair Services as the main course of our business. We have totally 5 people in team at this point and we have no plans to expand.

We can do any types of automotive repairs, but we don't rebuild motors or transmissions, we just replace them on used or new. As main portion of mechanical shop we do Services, Brakes, Suspension, Electrical Repairs. We also do body work, but we don't paint, we sublet this type of work. We don't have detailing for cars, we sublet this job also.

So we move to this place with project of operation 3 times smaller than was at old place. We plane to have some cars for sale, they will be stored inside building or on screened from public view.

All inoperable vehicle awaiting repairs for longer then 12 Hours will be stored inside building or on screened from public view. Waste tires and parts will be stored inside or on screened from public view, and will be recycled timely by licensed companies.

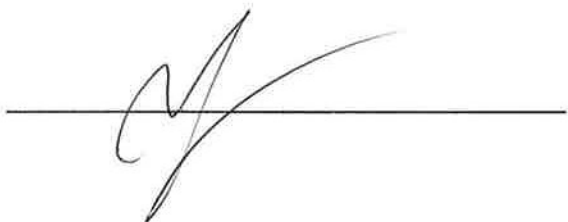
We don't do any constructions, and don't do any changes inside or outside of the rented property.

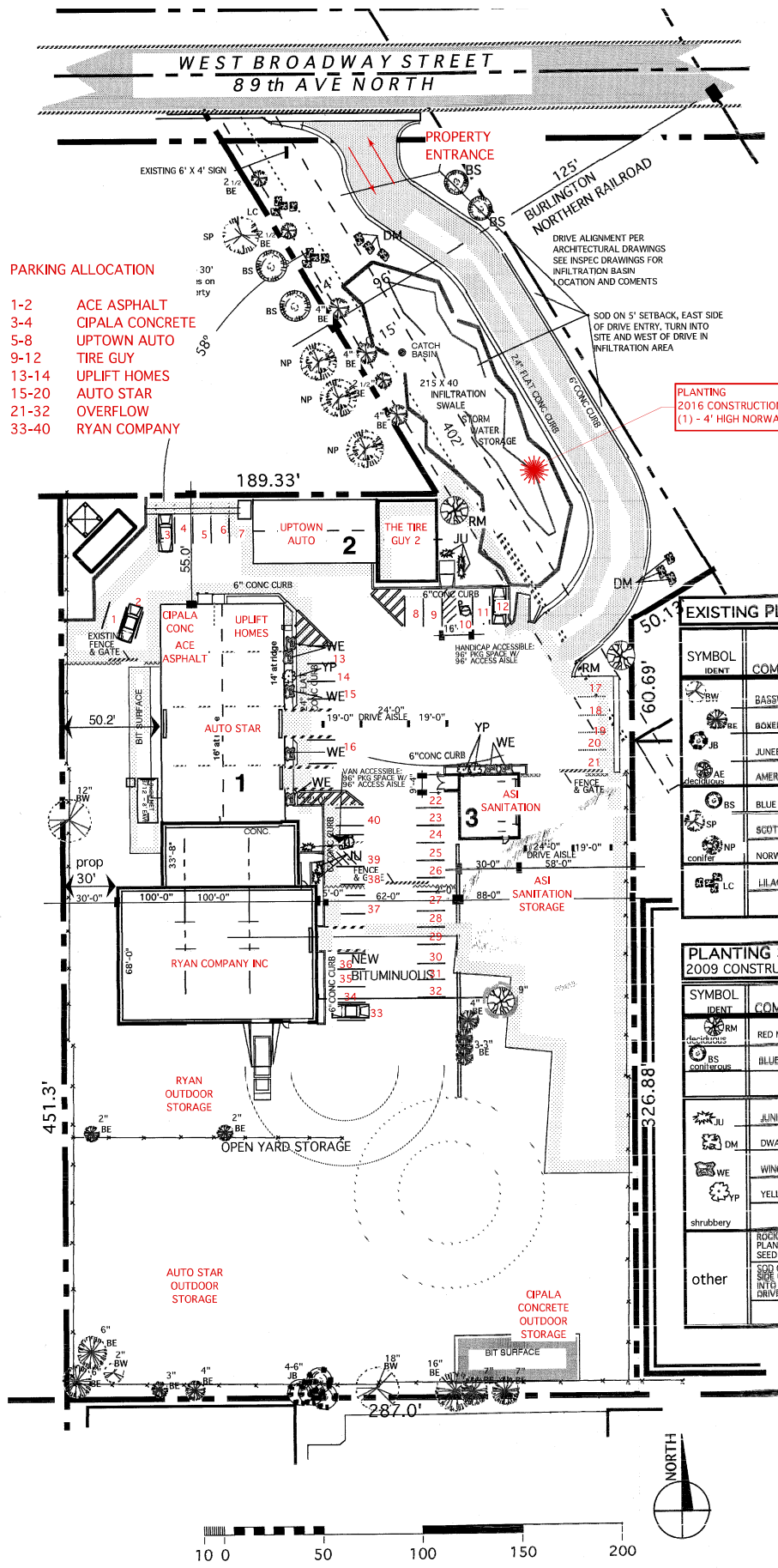
So we like ask your approval for:

Major Automotive Repairs and parts sales

Used Automotive Dealer Sales

Owner of Auto Star Inc: Vitaly Nagoryansky

 Date 2/11/2020



- PARKING ALLOCATION**
- 1-2 ACE ASPHALT
 - 3-4 CIPALA CONCRETE
 - 5-8 UPTOWN AUTO
 - 9-12 TIRE GUY
 - 13-14 UPLIFT HOMES
 - 15-20 AUTO STAR
 - 21-32 OVERFLOW
 - 33-40 RYAN COMPANY

PLANTING
2016 CONSTRUCTION
(1) - 4' HIGH NORWAY PINE

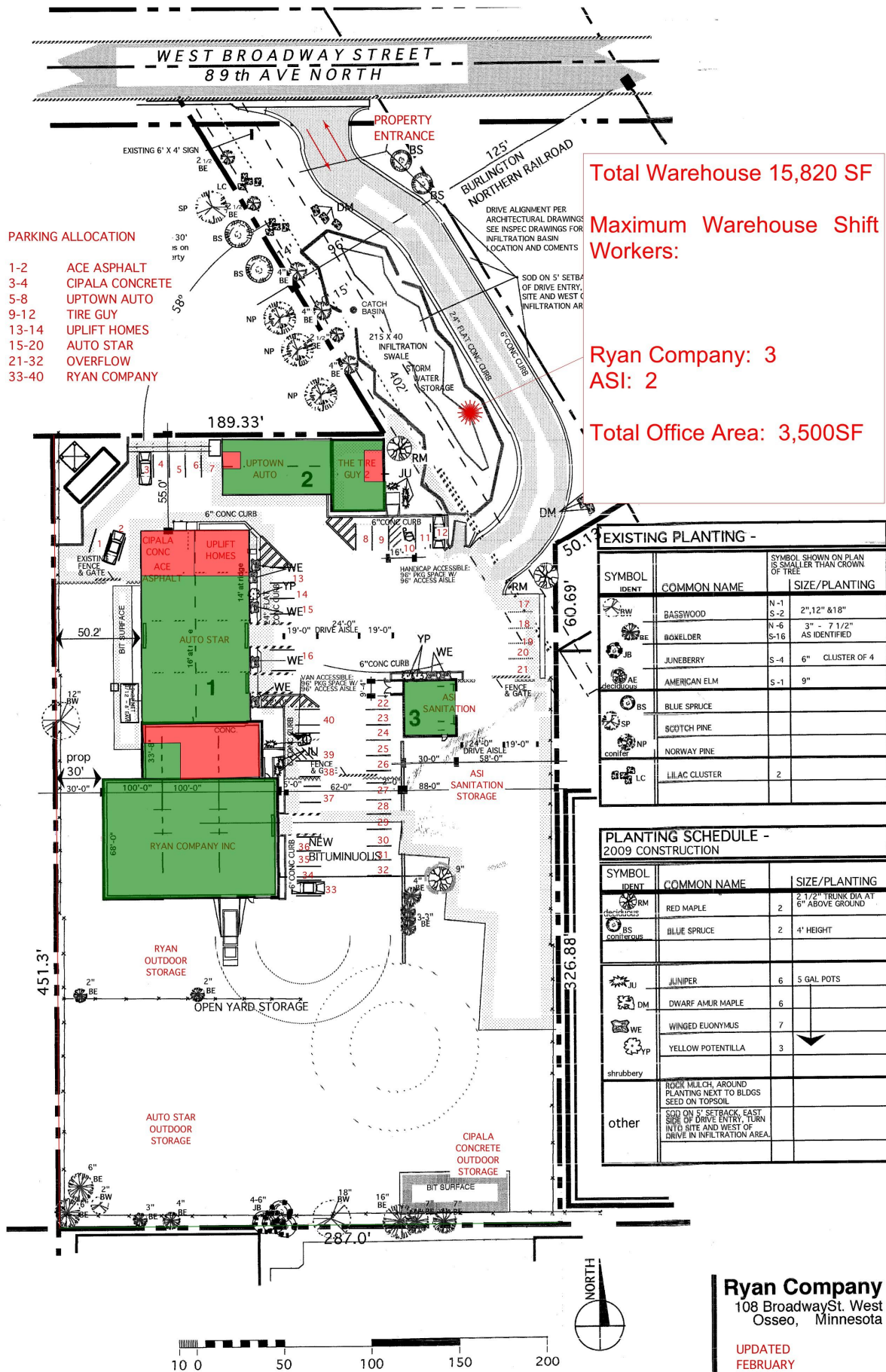
EXISTING PLANTING -		
SYMBOL IDENT	COMMON NAME	SIZE/PLANTING
BSW	BASSWOOD	N-1 2", 12" & 18"
BE	BOXELDER	N-6 3" - 7 1/2" AS IDENTIFIED
JB	JUNEBERRY	S-4 6" CLUSTER OF 4
AE	AMERICAN ELM	S-1 9"
BS	BLUE SPRUCE	
SP	SCOTCH PINE	
NP	NORWAY PINE	
LC	LILAC CLUSTER	2

PLANTING SCHEDULE - 2009 CONSTRUCTION		
SYMBOL IDENT	COMMON NAME	SIZE/PLANTING
RM	RED MAPLE	2 2 1/2" TRUNK DIA AT 6" ABOVE GROUND
BS	BLUE SPRUCE	2 4' HEIGHT
JU	JUNIPER	6 5 GAL POTS
DM	DWARF AMUR MAPLE	6
WE	WINGED EUONYMUS	7
YP	YELLOW POTENTILLA	3
shrubbery		
other	RDER MULCH, AROUND PLANTING NEXT TO BLDGS SEED ON TOPSOIL SOD ON 5' SETBACK, EAST SIDE OF DRIVE ENTRY, TURN INTO SITE AND WEST OF DRIVE IN INFILTRATION AREA.	

SITE LANDSCAPE PLAN
1" 40'-0"

Ryan Company
108 Broadway St. West
Osseo, Minnesota

UPDATED
FEBRUARY
2020

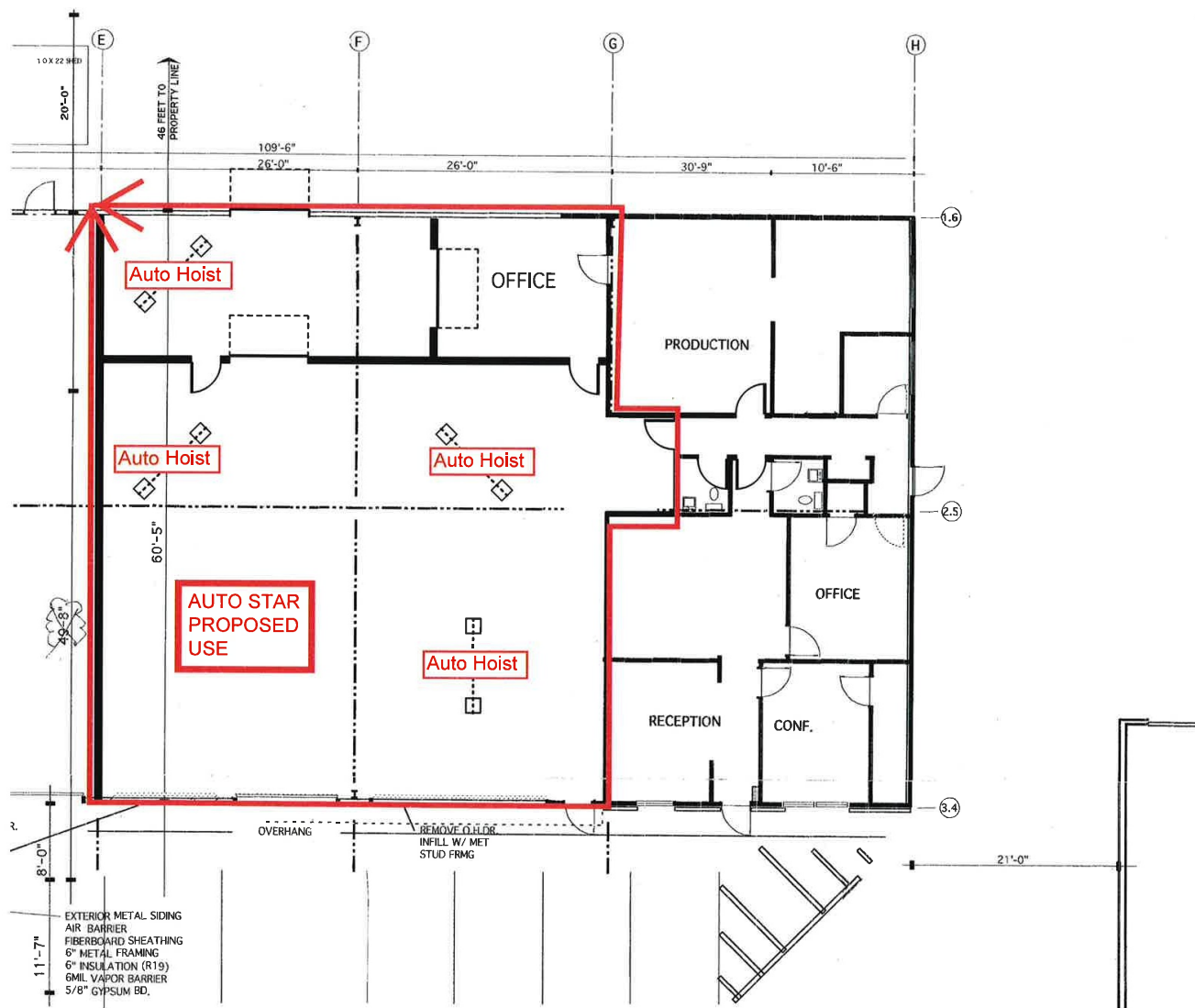


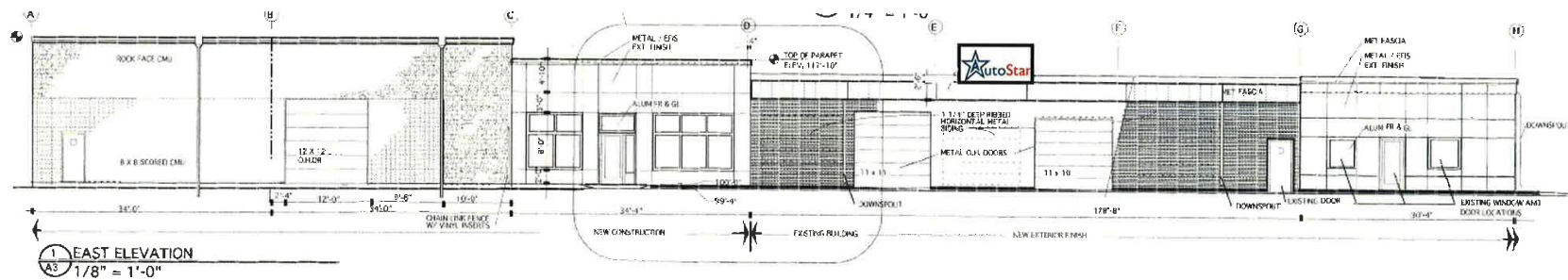
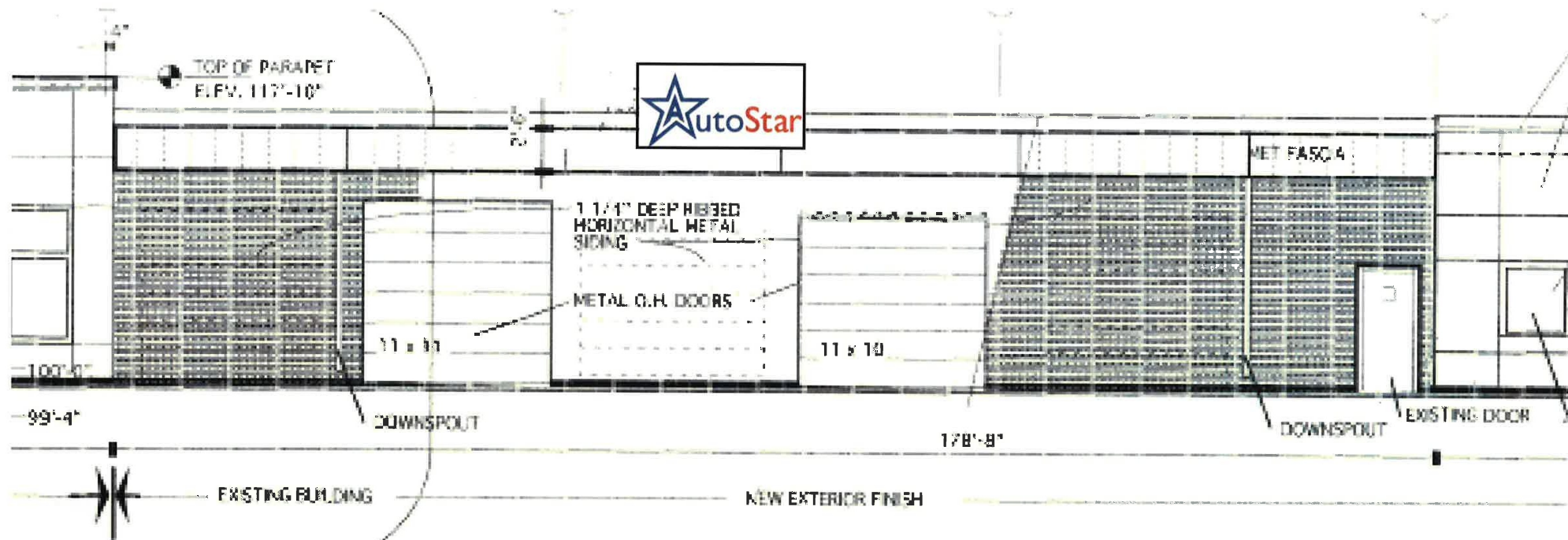
PHILLIP D. JOHNSON
architect

minneapolis, minnesota
55427
763 545-1072

INDEPENDENT CERTIFICATE: THIS PLAN INFORMATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PHILLIP D. JOHNSON
BORN 1906





Auto Star proposed sign
Backlit 4'x8'
Feb 2020

Date of Determination: 02/21/20

Determination Expiration: 02/21/22

Greetings!

Please see the determination below.

Project Name: Auto Star Inc.
Project Address: 108 Broadway Street West
Suite #/Campus: 4
City Name: Osseo
Applicant: Vitaly Nagoryansky, Auto Star Inc.

Special Notes: The original letter for this determination was dated February 13, 2020, letter reference 200213A3. The City will be charged SAC as determined below, instead of the units previously assigned. The redetermination is based on information that the business occupies suite 4.

Charge Calculation:

Car/Vehicle Dealership: 3094 sq. ft. @ 3250 sq. ft. / SAC = 0.95

Total Charge: 0.95

Credit Calculation:

Ryan Companies (Non-Conforming GSF 09/09, 03/16)
Mixed Use: 3094 sq. ft. @ 3800 sq. ft. / SAC = 0.81

Total Credit: 0.81

Net SAC: 0.14 = **0 SAC Due**

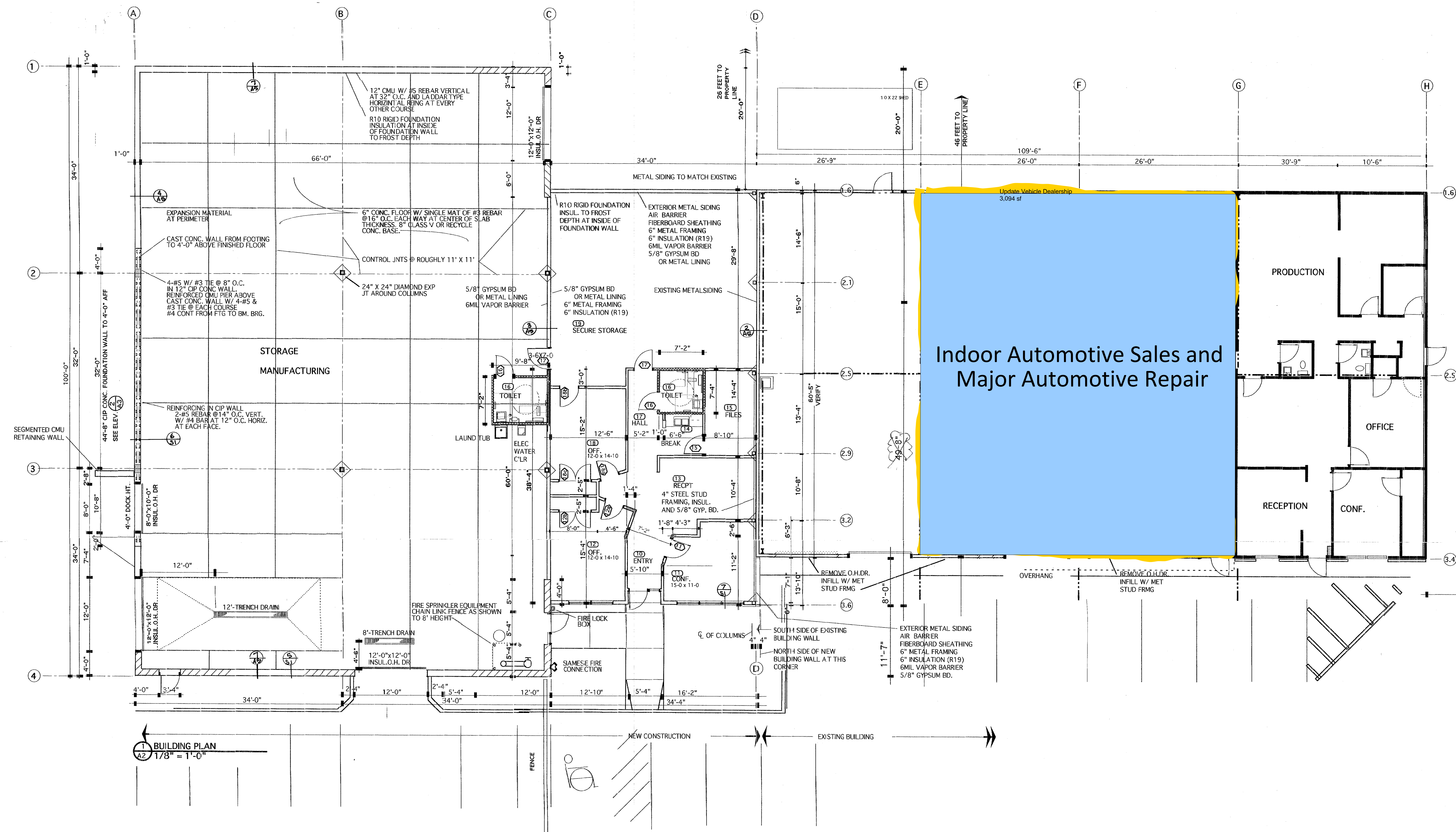
The business information was provided to MCES by the applicant at this time. It is the City's responsibility to substantiate the business use and size at the time of the final inspection. If there is a change in use or size, a redetermination will need to be made. If you have any questions email me at: toni.janzig@metc.state.mn.us.

Thank you,

Toni Janzig

SAC Technician

Please visit our SAC website by going to: <http://www.metrocouncil.org/SACprogram>



LeAnn Larson

From: Kenny Nelson <kenny.nelson5@icloud.com>
Sent: Thursday, March 19, 2020 11:35 AM
To: LeAnn Larson
Subject: Matters from the floor

Now that it seems like it's going to be done snowing for the season I would like to take the time to thank our public works department for a great job of getting the streets and sidewalks cleaned up. Too often the only time Public Works hears from the residence is when they have a complaint. So I would just like to take the time to give them a round of applause for a job well done

Clap clap clap clap clap clap clap clap 🖐️🖐️🖐️🖐️🖐️🖐️🖐️🖐️

Second I would like to thank administrator Grams and WSB. I had write a crossed some inconsistencies that concerned me and with their help they put any of those concerns to rest. We have an outstanding City staff and a very hard-working engineering firm.
So Thank you.

Kenny Nelson
509 3rd Ave ne

Sent from my iPhone

LeAnn Larson

From: S.R.C <sari.r.castro@gmail.com>
Sent: Thursday, March 19, 2020 12:00 PM
To: LeAnn Larson
Subject: Matters From the Floor

I wanted to thank our staff at City Hall, the Osseo PD, Osseo Fire Department and first responders for their frontline work as we navigate these uncertain times. Thank you to all of our small business restaurants and neighbors who are trying to keep our high risk residents fed and checked up on.

I understand we need to keep up with city matters, I'm hopeful moving forward that residents will continue to have the ability to be heard during meetings with Matters on the Floor, especially in regards to the items on the agenda for individual council meetings moving forward.

Sarita Nelson
509 3rd Avenue NE

**CITY OF OSSEO, MINNESOTA
MAYORAL DECLARATION NO. 2020-1 DECLARING A LOCAL EMERGENCY**

WHEREAS, the Mayor of the City of Osseo, Minnesota ("Mayor"), finds that the following local emergency ("Emergency") exists in the City of Osseo, Minnesota ("City"):

1. On March 11, 2020, the World Health Organization determined that the COVID-19 outbreak constitutes a pandemic. On March 13, 2020, President Trump declared a national state of emergency as a result of the pandemic.
2. On March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01 declaring a state of peacetime emergency to address the COVID-19 pandemic in Minnesota. The Governor's Executive Order triggered activation of the City's emergency management plan and enabled the City to exercise its emergency powers.
3. The spread of COVID-19 in the United States and Minnesota has raised serious public health concerns and resulted in a great deal of uncertainty. Much remains unknown about the virus and how it spreads.

WHEREAS, Minnesota Statutes Section 12.29 authorizes the Mayor to declare the existence of the Emergency, to invoke necessary portions of the Osseo Emergency Operations Plan, and to authorize aid and services in accordance with interjurisdictional agreements; and

WHEREAS, Minnesota Statutes Section 12.37 authorizes the City, acting through its governing body, to: (1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and (2) exercise the powers vested by that section in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities otherwise prescribed by law; and

WHEREAS, the Mayor finds that the Emergency is sudden and could not have been anticipated; and

WHEREAS, the Mayor finds that this situation threatens the health, safety, and welfare of the residents of the community and threatens the provision and delivery of city services as a result of the Emergency; and

WHEREAS, the Mayor finds that the Emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed;

NOW, THEREFORE, as the Mayor of the City of Osseo, Minnesota, I declare that a Local Emergency exists effective at 7:00 p.m. on March 23, 2020, in the City of Osseo, Minnesota.

This declaration of a local emergency will invoke the Osseo Emergency Operations Plan. The portions that are necessary for response to and recovery from the Emergency are authorized, including but not limited to all appropriate community containment and mitigation strategies. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Administrator, Emergency Management Coordinator, and their designees are authorized to suspend compliance with those laws, policies, and procedures and to take those actions necessary to protect the public health, safety, and welfare.

Dated: March 23, 2020.

Duane Poppe, Mayor

Resolution No. 2020-xx

CITY OF OSSEO, MINNESOTA

**RESOLUTION ENACTED PURSUANT TO MINNESOTA STATUTES SECTION 12.29
EXTENDING THE PERIOD OF A MAYOR-DECLARED LOCAL EMERGENCY**

WHEREAS, the Mayor of the City of Osseo, Minnesota, by Mayoral Declaration No. 2020-1 has declared that a local emergency is in effect in the City as of 7:00 p.m. on March 23, 2020; and

WHEREAS, the City Council of the City of Osseo agrees with the Mayor's determination and further finds that the local emergency will last for more than three days and that immediate action to respond to the local emergency is needed in order to protect the health, safety, and welfare of the City and the community; and

WHEREAS, the Council finds that this emergency, which involves an outbreak of an infectious disease (COVID-19), is a highly fluid and evolving situation, and in the interest of the public health, a response or action may be needed that requires deviation from standard procedures for procuring goods and services; and

WHEREAS, Minnesota Statutes §§ 12.29 and 12.37 authorize the actions taken in this resolution and provide that emergency contracts and agreements are not subject to the normal purchasing and competitive bidding requirements because of the local emergency.

NOW, THEREFORE, BE IT RESOLVED BY THE OSSEO CITY COUNCIL as follows:

1. The Mayor's Declaration of a local emergency is continued in effect until further action of the City Council.
2. City staff is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, and services required to respond to the local emergency.
3. The Mayor and City Administrator are authorized to execute any necessary agreements, contracts, and related documents regarding the local emergency necessary to implement corrective action relative to the local emergency to protect the health, safety, and welfare of the City and the community.
4. City staff is authorized to take any appropriate action and to prepare any appropriate documents to facilitate the directives of the Council as set forth in this resolution.
5. The Mayor, City Administrator, City staff, City attorney, and City consultants are authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.



City of Osseo City Council Meeting Item

Agenda Item: MN Occupational Safety and Health Administration Safety Grant

Meeting Date: March 23, 2020

Prepared by: Mike Phenow, Fire Chief

Attachments: Grant Award Letter
Quote from Emergency Response Solutions
Specifications from Emergency Response Solutions

Policy Consideration:

Consider accepting the \$10,000 grant from the MNOSHA (Minnesota Occupational Safety and Health Administration) Safety Grant Program.

Background:

Firefighter and OFDRA Gambling Manager Dave Jorgenson (who last year secured the \$2,500 grant from CenterPoint Energy) applied for this grant from OSHA on February 25th. On March 10th, we were notified that we had been approved for the grant (see attached).

In January, the Council approved the purchase of approximately 10 full sets of bunker gear. This was funded through a recent donation from the OFDRA, funds remaining after a previous project funded by the OFDRA, and regularly-budgeted CIP funds for the purchase of bunker gear. Those sets were for the 7 new hires and 3 sets that were at the end of their serviceable life. Those sets are on order and should be arriving in the coming weeks.

Some of the remaining sets of gear are also quickly approaching the end of their serviceable life. And you'll recall from last summer that we installed UV protection film on the glass panes of the garage bay doors because some sets of gear were sustaining damage from direct sunlight.

Acquiring new gear before existing gear is completely unusable allows us to build up a slight surplus in gear. This has a number of benefits. It would allow us to outfit new hires with gear while they are in training and rely less on borrowing gear from neighboring departments for this purpose. Second, it can provide some spare sets of gear that could be used while other gear is being laundered or repaired following a fire incident. Finally, given the recent dramatic shortages of PPE (personal protective equipment), such spare gear could be put to productive use as part of an alternative-PPE strategy as part of the larger response to the COVID-19 pandemic.

Budget or Other Considerations:

The grant is for \$10,000 in reimbursed matching funds. The quoted project is for six new sets of turnout gear (coat, pants, boots, and gloves) totaling \$21,077.16 (see attached). The membership of the OFDRA has approved a donation from the charitable gambling fund in the amount of \$11,100 to cover the remaining portion of the project. The city could use this donation along with existing Equipment CIP funds to make the initial purchase and then would be

reimbursed the \$10,000 from MNOSHA, resulting in zero impact to the city in either capital expenditures or operational budget.

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. Accept the grant and approve the purchase of the equipment;
2. Accept the grant and approve the purchase of the equipment with noted changes/as amended;
3. Deny the grant and the purchase of the equipment;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council accepts the grant and approves the purchase of the equipment.



March 10, 2020

DAVID JORGENSEN
Osseo Fire
415 Central Ave
Osseo, MN 55569

Dear DAVID JORGENSEN:

Congratulations! Your safety grant application has been approved. Enclosed please find your fully executed safety grant agreement. You have 120 days in which to complete your project. The beginning date of your grant agreement is 03/10/2020 and the end date is 07/08/2020. If you find that you are unable to complete your project within the 120 days, you must submit a request in writing for an extension during the terms of the agreement. This grant agreement is only for those items that are listed on your grant agreement.

In addition to the safety grant agreement, I have also enclosed the Certificate of Completion form. When you have completed your safety grant project, please email the attached form and include copies of invoices and proof of payment such as a copy of the check, for grant project items that were purchased.

As part of your grant agreement, you may be contacted to schedule an on-site consultation visit which will fulfill an obligation under the grant agreement. This visit is intended to verify completion of the grant project and to provide free consultation services.

Should you have any questions or concerns, you may contact the Safety Grants Administrator at (651) 284-5060, toll free at 1-800-731-7232, or via email at dli.grants@state.mn.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyrone Taylor', with a horizontal line extending to the right.

Tyrone Taylor
Director, Workplace Safety Consultation

Equal Opportunity Employer

EMERGENCY RESPONSE SOLUTIONS

"Response is our Middle Name"

PREPARED FOR: OSSEO FIRE DEPARTMENT OSHA QUOTE

QUANTITY:	DESCRIPTION:	UNIT PRICE:	TOTAL:
6	Fire-Dex FX-R 30" Coat with DRD, 6.5 oz. TECGEN71, Black in Color Outer Shell, 5.9 oz Glide Ice™ 1-Layer Thermal Liner, and 5.5oz Stedair® 4000 Moisture Barrier Turn Out Coat, Per Osseo FD Fire-Dex Gear Spec. (THL= 316.70, TPP= 41.40)	\$1,721.88	\$10,331.28
6	Fire-Dex FX-R 30" Pant with DRD, 6.5 oz. TECGEN71, Black in Color Outer Shell, 5.9 oz Glide Ice™ 1-Layer Thermal Liner, and 5.5oz Stedair® 4000 Moisture Barrier Turn Out Pant, Per Osseo FD Fire-Dex Gear Spec. (THL= 316.70, TPP= 41.40)	\$1,243.28	\$7,459.68
6	GLOBE SUPREME STRUCTURAL BOOTS	\$455.82	\$2,734.92
6	FIREDEX DEX-PRO GLOVES	\$91.88	\$551.28
		TOTAL	\$21,077.16
	PRICES REFLECTED FOR 2020		
	ALL RETURNS ARE SUBJECT TO EMERGENCY RESPONSE SOLUTIONS RETURN POLICY - SPECIAL ORDER ITEMS CAN NOT BE CANCELLED OR RETURNED		

Quote Expires: 30 Days

Date of Quotation: 1-27-20

*Taxes, if Applicable, and Shipping Charges are Not Included Unless Otherwise Noted *

Emergency Response Solutions, LLC
21371 Heidelberg ST NE, Linwood, MN 55092
Phone 612-840-4010

EMERGENCY RESPONSE SOLUTIONS



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

PRODUCT PREVIEW



COAT SPECIFICATIONS

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

LETTERING

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

COAT REINFORCEMENTS

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

COAT MIC CLIPS AND STRAPS

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

COAT POCKETS

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



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

LETTERING PREVIEW

- 1.
2. OSSEO

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

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

PANT SPECIFICATIONS

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

PANT PATTERN, LINER, PATCHES AND LABELS OPTIONS

570P Neoprene Reinforced Liner at Pant Cuff, 6"

PANT SUSPENDERS

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

PANT STRAPS AND OPTIONS

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

PANT POCKETS

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

PANT REINFORCEMENTS

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

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

Leg and Crotch Reinforcement: No Reinforcement

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

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

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

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

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

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Duffy's Bar & Grill	\$1,000	Fire Department
Duffy's Bar & Grill	\$1,000	Police Department



City of Osseo City Council Meeting Item

Agenda Item:	Approve 2nd Reading, Adoption, & Summary Publication of Ordinance providing Census Bureau Access to Multi-Family Buildings
Meeting Date:	March 23, 2020
Prepared by:	Nancy S. Abts, AICP, City Planner
Attachments:	Revised Ordinance Summary Publication Resolution

Policy Consideration:

Consider approving 2nd Reading, Adoption, & Summary Publication of an Ordinance for Census Bureau Access to Multi-Family properties.

Previous Action or Discussion:

The City Council approved a first reading of the ordinance on March 9. Electronic notification of the proposed ordinance was sent to subscribers of the city's email list for ordinances amendments.

Background:

Renters and others who live in multi-unit housing are at higher risk of being undercounted in the Census. As over half of Osseo residents are renters (50.50 percent), it is important that Census workers are able to access the City's multi-family housing buildings to successfully complete their census duties. Complete, accurate census data is of critical importance to all Osseo residents for equal political representation; fair distribution of federal, state, and county funding; and sound planning and investment in infrastructure, real estate, business development, and public policy and programming.

Budget or Other Considerations:

The ordinance would be enforced as a standard ordinance violation, under § 10.99 GENERAL PENALTY. Each day a violation continued would be a misdemeanor, subject to a sentence of not more than 90 days or a fine of not more than \$1,000 or both.

City Goals Met By This Action:

Update the City Code
Continue to give Staff the necessary tools to do their jobs effectively and efficiently
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. Approve the 2nd Reading, Adoption, & Summary Publication of the Ordinance as presented;

2. Approve the 2nd Reading, Adoption, & Summary Publication of the Ordinance with noted changes/as amended;
3. Approve the 2nd Reading and Adoption of the Ordinance with full publication;
4. Deny the 2nd Reading of the Ordinance;
5. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the 2nd Reading, Adoption, & Summary Publication of the Ordinance as presented.

Next Steps:

The ordinance will take effect upon publication.

Census Day is April 1, 2020. Prior to the COVID-19 virus closures, Census workers planned to start contacting non-responding households by personal visit and phone call in mid-April.

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
January 22, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:04 p.m. on Monday, January 22, 2018.

2. ROLL CALL

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

Members absent: None.

Staff present: City Planner Nancy Abts.

Others present: None.

4. DISCUSSION ITEMS

A. SPECIAL EVENT PERMIT AND ORDINANCE

City Planner Nancy Abts stated the City Council reviewed initial information regarding Special Event Permits at its work session on October 30. At that meeting, the Council reviewed an example from the City of St. Paul Park and provided direction to the Council to fit it for use here in Osseo. Staff took that direction and have now updated the draft permit application and draft ordinance.

Abts explained the Council wanted to go with an “a la carte” type fee structure for these special events. The applicant would fill out the application, and check off the various City resources needed for the event. Those resources would then trigger various fees from the City. After discussing this option in more detail, staff determined that the best way to set this system up is to set hourly fees for various staff members. This is a concept that has discussed previously.

There are three main areas of City services that a Special Event might need: Administration (Finance, Planner, Clerk, Administrator), Police (additional Police Officers or Reserve Officers), and Public Works (Director and Maintenance staff)). Staff has looked at other similar city fee structures and recommends the following:

City Staff – Professional \$80 per hour (time & half for over-time)

City Staff – Administrative Support \$50 per hour (time & half for over-time)

City Staff – Public Works Professional \$80 per hour (time & half for over-time)

City Staff – Public Works Maintenance \$60 per hour (time & half for over-time)

Police Services – Additional Police Officers (per current Police Services contract)

For example: If someone wanted to host a special event, which would require additional City services, they would fill out the application and drop it off at City Hall. Administrative Staff would review the application and estimate the time necessary for City Staff set up and take down for that particular event. The applicant would pay that fee up front, and the application would then go on the next available Council meeting for Council review and approval (on the consent agenda).

Abts stated in this example, if the event needs road closures, this would require Public Works Maintenance Staff time in order to drop off the necessary barricades and time to pick up the barricades at the end of the event. Generally speaking, these events will most likely happen over the weekend, however, Public Works usually drops off the barricades Friday afternoon, and then picks them up again Monday morning. The City would charge one hour (\$60) of fees for that item. If the event requires four hours of additional Police services (usually because of anticipated large crowds or when alcohol is being served), the applicant would also be charged for four hours of the current Police Services rate (which is located on a separate contract through the Police Department and changes fees annually due to the highest Patrol Officer wage rate). The City could also charge a half hour or so for City Staff Administrative Support time in reviewing the permit application and preparing it for the Council packet.

Abts reported if, for some reason, staff over estimated time and fees, the City would be able to pay back any remaining in the escrow fund at the conclusion of the event. Additionally, if additional staff time was needed for the event, the City would attempt to seek additional payment from the applicant. By putting this in Ordinance form, it allows the City a better way to go after those applicants who do not pay for the additional fees (if necessary) through penalties as called out in the draft Ordinance (misdemeanor).

Abts explained this permit and Ordinance is targeted for those larger City-wide events that require additional City services (such as the Spring Opener, Car Show, Lions Roar, Minidazzle, etc). The vast majority of private resident parties (such as graduation parties and the like) would not trigger the need for additional City services (like the closure of streets/alleys or additional Police services).

Abts commented that historically the City has not asked for fees for additional City services for these types of events (the only exception is if the event needs more Police. Those events then enter into a contract with the Police Department itself for those services). As we have seen in recent months, the requests to waive fees because the event is viewed as a "City event" is a major topic of discussion. Staff has included draft language in the Ordinance to allow for the ability of the applicant to appeal to the Council to waive the fees associated with additional City services for Special Events. The Council should discuss this option and direct staff accordingly. An option that staff thinks may work is to charge those events that are making money (regardless of non-profit status) and waive the fees for events that have no money involved (such as the Car Show). This is something the Council should discuss and direct staff accordingly.

If the fee structure as proposed is recommended for approval, staff will add it to the Fee Schedule and seek updated approval from the Council on that item in the near future.

Stelmach stated the City has a lot of repeat events. He questioned if it took 60 days to approve a large event. Abts stated often discussions lasted longer than 60 days. For example, the City has already had conversations regarding the car show for this summer. She noted 60 days was not necessary for a graduation party but was helpful for larger events.

Schulz recommended the City remain consistent and have all permits reviewed with a 60-day time period. He supported all Public Works and Police fees being paid by permit seekers. However, he anticipated it would be difficult for the City to assess how much administrative staff time was dedicated to permit approvals.

Stelmach asked if staff logged the amount of time they spent on the Car Show. Abts stated she could make an estimate but noted staff did not have a completed time log.

Schulz asked if the City was proposing to have a special event permit fee. Abts explained staff was not proposing a fee.

Schulz suggested a permit fee be considered if staff was worried about covering its time.

Zelenak discussed how different and unique special events could be and explained some could require a great deal of staff time while others would not. She indicated the application process would help clarify how much staff time would be needed for each event.

Johnson commented on a large softball tournament he planned in the 1970s and how he went about planning this event. He expressed concern with the length of the proposed special event form and anticipated staff would have to go through this form with applicants.

Further discussion ensued regarding the proposed fee schedule for special event permits.

Schulz anticipated the Lions Club would have a difficult time if the City were to charge them a fee for a Special Event permit.

Stelmach agreed the Lions may request a waiver of any fees.

Schulz stated he supported the application process and the amount of information that would be gathered for special events. He indicated the challenging part was the fee assessment portion. He commented he did not want to get into waiving fees as this would greatly complicate the process.

Zelenak supported the proposed assessment fee and noted applicants could always make a request to the City Council to waive their fee, as has been done for use of the Community Center. She stated the Council would have to hear the requests.

Stelmach stated he really liked the proposed application as well but stated he was struggling with the idea of an administration/application fee.

Johnson suggested the fee be \$100 plus special services (Public Works and Police) versus an assessed fee for administrative review.

Schulz questioned what would trigger a Special Event Permit. He stated he would like to see a clearer definition of what would trigger the need for a Special Event Permit, along with a proposed fee.

Poppe asked if a new permit fee would be needed for each event sponsored by the Lions during Lions Roar. Abts stated one permit would be sufficient for this event.

Poppe inquired if the Football Day at the park would need a permit. Abts stated this was the case. She explained the City would not have to focus on the fees proposed to be tacked on if it was more important to hold a number of special events in the City.

Poppe questioned if the Movies or Music in the Park would require a permit, or the Farmers Market. Abts stated minimal City services are required for Movies and Music in the Park. She noted street closings were required for the Farmers Market.

Schulz suggested this item be readdressed by the City Council at its next work session.

The Council generally supported the application itself and directed staff to provide further information on the amount of time spent on Special Event permits, using existing City events as an illustration.

ORDINANCE NO. 2020-XX

An ordinance providing access to multi-unit housing structures by United States Census Bureau employees

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

Section 1. The Osseo City Code is amended to add the following new [Chapter 132](#), as follows:

132.01 DECLARATION; PURPOSE.

(A) The United States Constitution directs a decennial census count of all persons living in the United States.

(B) Complete, accurate census data is of critical importance to all residents of the City of Osseo for equal political representation, fair distribution of federal and state funding, and sound planning and investment in infrastructure, real estate, business development, and public policy and programming.

(C) During the decennial census, the United States Census Bureau conducts Non-Response Follow-up Operations (NRFU), when employees of the United States Census Bureau visit households that have not yet submitted a census form.

(D) Renters and others who live in multi-unit housing structures have historically been at higher risk of being undercounted in the decennial census, with the number of renter households in an area being the most influential variable affecting an area's census self-response rate; in other words, the more renters in an area, the lower the self-response rate of that area.

(E) The risk of an undercount is compounded in areas with high concentrations of communities that have been consistently undercounted in the past and who are more likely to be renters, including low-income households, communities of color, Native American/American Indian communities, immigrants and refugees, and young people.

(F) Multi-unit housing structures can be difficult for Census Bureau employees to enter due to security barriers.

(G) It is critical that Census Bureau employees have access to multi-unit housing structures during the decennial census, so they can reach households that have not yet participated.

(H) 13 U.S. Code § 223 authorizes Census Bureau employees to access "any hotel, apartment house, boarding or lodging house, tenement, or other building".

132.02 CENSUS BUREAU ACCESS.

It is unlawful for a person, either directly or indirectly, to deny access to an apartment building, dormitory, nursing home, manufactured home park, other multi-unit structure used as a residence, or an area in which one or more single-family dwellings are located on private roadways, to employees of the United States Census Bureau who display current, valid Census Bureau credentials and who are engaged in official census counting operations during the Census Bureau's standard operational hours of 9:00 a.m. to 9:00 p.m. (local time) during the decennial census.

132.03 CENSUS MATERIALS.

Census Bureau employees granted access must be permitted to leave census materials in an orderly manner for residents at their doors, except that the manager of a nursing home may direct that the materials be left at a central location within the facility.

132.04 EXCEPTIONS.

(A) This ordinance does not prohibit:

(1) Denial of admittance into a particular apartment, room, manufactured home, or personal residential unit;

(2) Denial of permission to visit certain persons for valid health reasons, in the case of a nursing home or a Registered Housing with Services Establishment providing assisted-living services meeting the requirements of Minnesota Statutes, Section 144G.03, subdivision 2;

(3) Limiting visits to a reasonable number of census employees;

(4) Requiring a prior appointment or notification to gain access to the structure; or

(5) Denial of admittance to or expulsion of an individual employee from a multi-unit housing structure for good cause.

Section. 2. This ordinance shall take effect and be in force from and after its passage and publication according to law.

Adopted by the City Council this ____ day of _____, 2020

ATTEST:

Mayor

City Clerk

First reading: _____, 2020

Second reading and adoption: _____, 2020

Published: _____, 2020, *Osseo-Maple Grove Press*

Resolution No. 2020-xx

**RESOLUTION APPROVING SUMMARY PUBLICATION
OF ORDINANCE NO. 2020-x**

WHEREAS, the City has adopted the above-referenced ordinance; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the verbatim text of the ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota, that the following summary is hereby approved for official publication:

Public Notice

The City Council of the City of Osseo has adopted Ordinance No. 2020-x, an ordinance concerning United States Census Bureau employee access to multi-unit housing structures during a decennial census count. As complete and accurate census data is of critical importance to all residents of Osseo, this ordinance will guard against the undercounting of citizens who rent housing by ensuring owners of multi-unit housing structures remain in compliance with 13 U.S. Code § 223 which authorizes Census Bureau employees to access “any hotel, apartment house, boarding or lodging house, tenement, or other building.” The ordinance establishes reasonable times for access, exceptions under which access can be denied, and guidelines on materials that can be left for tenants by a census worker.

The full ordinance text is available for inspection at City Hall during regular business hours, and will be emailed or sent to any party upon request.

BE IT FURTHER RESOLVED that the City Clerk is directed to keep a copy of the ordinance in the Clerk’s office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

Adopted by the Osseo City Council this ##th day of March, 2020.

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

and the following voted against the same: none,

and the following was 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. 2020-xx is a true and correct copy of the Resolution as adopted by the City Council the ##th day of March, 2020.

Duane E. Poppe, Mayor

LeAnn Larson, City Clerk



Osseo City Council Meeting Item

Agenda Item:	Conditional Use Permit Request for a Lawncare and Snow Removal Business Use at 332 2nd Street Southeast
Meeting Date:	March 23, 2020
Prepared by:	Nancy S. Abts, AICP, City Planner
Attachments:	Osseo Zoning Map Completed Application Acknowledgement of Responsibility Written Narrative Site Plan Draft Resolution

Policy Consideration:

Consider a Conditional Use Permit Request by Chad and Anna Wolfe of Twin Cities Property Preservation to conduct a Lawncare and Snow Removal Business with Outdoor Equipment Parking Use at 332 2nd Street SE. Seasonal businesses and uses determined by the City to be the same or similar type uses to other conditional uses are considered conditional uses in the C2N Highway Commercial District North.

Prior Actions:

The Planning Commission held a public hearing regarding this application on March 16, 2020. Following the public hearing, the Commission voted unanimously to recommend approval of the proposed CUP. In response to comments made at the meeting, the proposed use listed on the CUP was revised from "Landscaping Business" to "Lawncare and Snow Removal Business" and references to Applicable Provisions relating to hazardous materials and small engine repair were added.

Background:

Chad and Anna Wolfe currently operate Twin Cities Property Preservation from a location in Maple Grove. The Wolfes have made an application to move their business to a tenant space located at 332 2nd Street Southeast. The proposed business will be located on a property owned by Chris Rains. The property is home to two single-family residential structures and three garages and is located in the C2N Highway Commercial District North.

The applicant proposes to lease the space to operate their business at this location. They will live in one of the single family structures and use two accessory buildings and outdoor parking space for their business. (The second single family structure and associated garage will be leased to a separate residential tenant.) The City of Maple Grove notes that they do not have any land use complaints from the current location.

Comprehensive Plan Guidance

This area is guided in the Comprehensive Plan for Edge Mixed Use:

This land use category represents an area predominantly residential in nature, but with a wide mix of uses allowed, including but not limited to commercial, entertainment, civic, institutional and office. Development in this land use pattern is assumed to be approximately **80% residential and 20% commercial**. Priority siting for commercial uses are the street corners, with residential uses located midblock. It is not required that 100% of the street level be active retail. Residential development in the area shall have a density of 20-40 units/acre. Higher densities than 40 may be considered when the development proposal provides a compelling public benefit, especially on small development sites. Residential parking should be accommodated on site and may be considered as part of a joint parking strategy with other uses.

Standards for granting conditional use permits:

Per Osseo City Code, the standards for granting a conditional use permit are as follows:	In staff's estimation, the applicant meets the standard because:
(a) The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare;	It will comply with health and safety regulations imposed by federal, state, and local authorities and is generally consistent with other uses in the C2-N district;
(b) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood;	It is generally consistent with other uses in the C2-N district and adjacent R-1 district and will comply with applicable state, federal, and local requirements;
(c) The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;	It is generally consistent with other uses in the C2-N district and does not conflict with the city's Comprehensive Plan;
(d) Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided;	The use will not require new construction and will take place in existing buildings.
(e) Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and	The use will not require new construction and will take place in existing buildings.
(f) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.	(Discussion follows)

Ordinance Requirements:

Parking

For 'industrial'-type uses that do not require customer access, City Code requires at least one parking space for each two employees on maximum shift or one parking space for each 2,000 square feet of floor area, whichever is larger. The site provides adequate off-street parking for the residence (2 off-street spaces), plus one 'employee' parking space, in addition to the proposed equipment storage areas. (However, the business does not propose to have outside employees coming to this location.)

The City's nuisance ordinance (§ 93.19) requires that vehicles (including trailers) may only be parked on a driveway or other hard surface. Vehicles in the front yard area must be on a paved or graveled parking or driveway area. This requirement applies to residential property. The proposed application meets these requirements.

Per City Code, off-street parking facilities are not required to be screened. However, the applicants may wish to add additional security or privacy fencing to the property. If the City Council is concerned about visual impacts of the use, requiring additional privacy fencing may be one way to address the issue.

Noises

The City does not have a noise ordinance per se, but sections of the nuisance ordinance address noises. A restriction on domestic power equipment limits the operation of “a power lawn mower, power hedge clipper, chain saw, mulcher, garden tiller, edger, drill or other similar domestic power maintenance equipment” to the “hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday”. Snow removal equipment is exempt from these restrictions. § 93.18 (V) (2)

A more general prohibition states, “No person shall make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person or precludes their enjoyment of property or affects their property’s value.” § 93.18 (V) (1) There is no definition of “unreasonable” annoyance provided, so if problems arise it would be up to the City Council and/or courts to evaluate what level of noise is “reasonable”.

To address this, Condition 1, Applicable Provisions, of the proposed CUP addresses potential future noise violations that occur under the City’s nuisance ordinance.

Home Occupations

Some may wonder if this use could be approved as a Home occupation. However, home occupations are allowed on a limited basis as an accessory use in the R-1 Residential District and are not currently included for any other district. Requirements for Home Occupations include:

- No outdoor display of goods or outside storage of equipment or materials is permitted;
- No accessory building may be used for operations, display of goods, or the storage of equipment or materials used in the home occupation;
- Conduct of the home occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.

For these reasons, and the fact that this property is a nonconforming residential use located in a commercial district and not a residential use in the R-1 district, approval of the use as a home occupation is not appropriate.

Other facets of this proposal have been reviewed by City Staff and found to be acceptable for this property and zoning district.

Proposed Conditions:

After review of the application and its accompanying materials, Staff recommends the following conditions of approval:

- 1) Applicable Provisions. This permit is subject to the requirements of the City’s ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:
 - a. Domestic power equipment, excluding snow removal equipment, shall be operated only between the hours of hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday in accordance with Osseo Code § 93.18 (V) (2);
 - b. No inoperable vehicles shall be kept outdoors, per Osseo City Code § 93.20;
 - c. Any trash enclosure must be properly screened from public view, per Osseo City Code § 153.057 (B) (1) (d);
 - d. The building appearance shall be maintained so that it adheres to Osseo City Code § 153.053; and
 - e. Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090;

- f. If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;
 - g. No small engine repair shall occur on the property without obtaining a separate Conditional Use Permit for the use, per Osseo City Code § 153.038 (A) (3);
- 2) Open to inspection. During any hours at which the use is active, the property shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditionals of approval;
 - 3) Parking. The applicant must provide on-site parking as required by Osseo City Code 153.079. The parking spaces shall be continuously maintained in a clear and visible manner in compliance with the approved site plan. Required parking spaces shall be provided in addition to outdoor equipment parking spaces.
 - 4) Occupancy. Occupancy of the property for the conditional use, including outdoor equipment parking, shall be consistent with the plans included as Exhibit B. Occupancy of additional portions of the property for the Conditional Use shall require an amendment of this Conditional Use Permit.
 - 5) No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant, or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
 - 6) Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
 - 7) Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
 - 8) Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.

Budget or Other Considerations:

The \$500 application fee helps cover staff time for reviewing CUP applications and holding the public hearing. Under the 60 day rule, the City has until April 27 to render a decision on this application, or approve an extension of up to 60 days.

City Goals Met By This Action:

- Foster and promote economic development in the City
- Promote a healthy and high quality standard of living

Options:

The City Council may choose to:

1. Approve of the CUP with the conditions of approval noted above;
2. Approve of the CUP request with noted changes/as amended;
3. List findings of fact providing the basis to deny the CUP;
4. Table action on this item for more information.

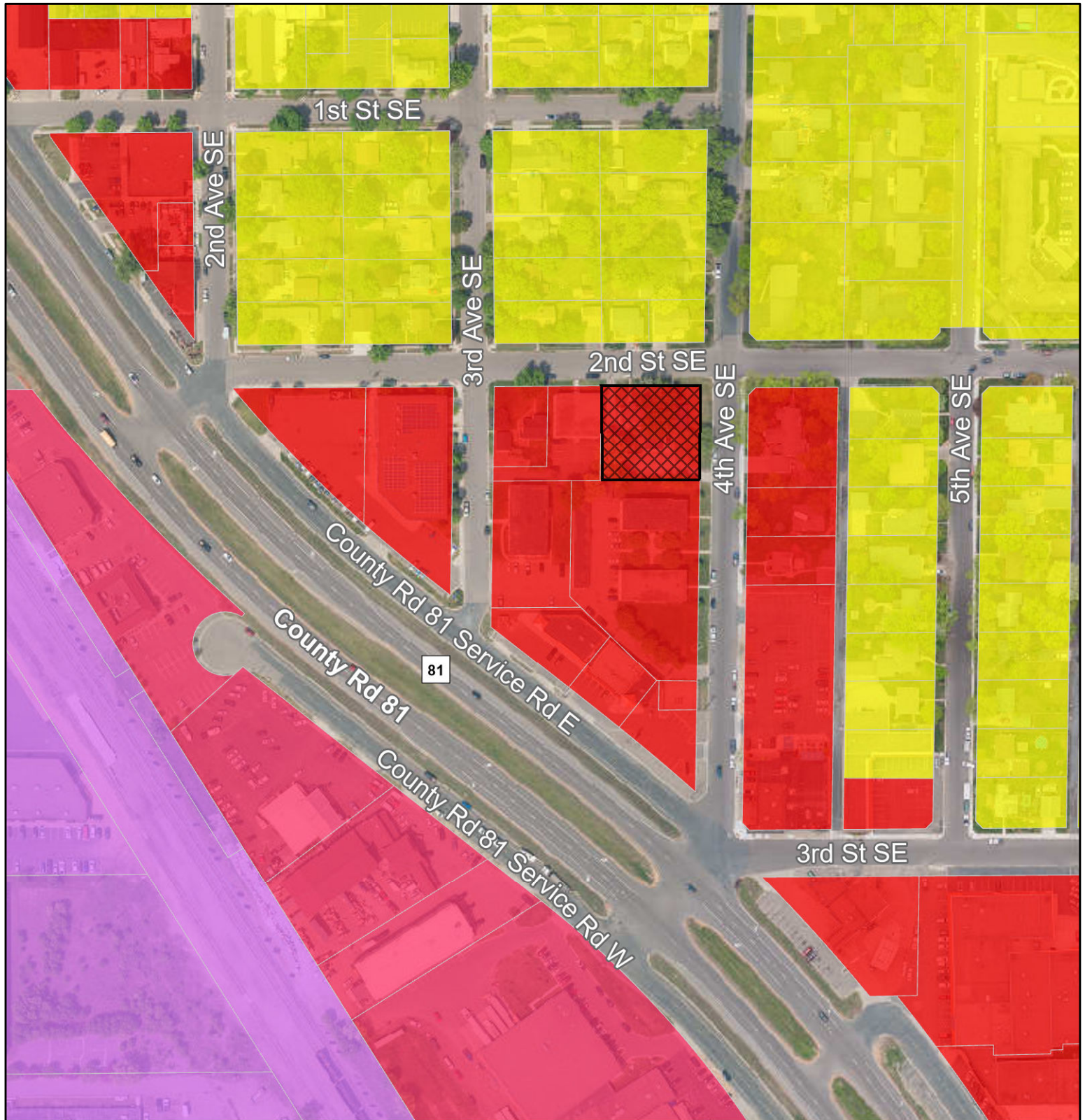
Recommendation/Action Requested:

Staff recommends the City Council choose option 1.

Next Steps:

After a CUP is approved, City Code allows up to 12 months for the use to become established on the property. If the use ceases to operate for more than 12 months, the use has expired and the CUP may be revoked.

332 2nd St SE



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)

- 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)





Application For:
Conditional Use Permit

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: 332 2nd St SE, Osseo MN 55369

Property identification number: 1811921320001

Property legal description: Lot: _____ Block: _____ Tract/Addition: _____

Property type (check one): Abstract: X Torrens: _____

Description of request: _____

See attached

Reason for request: _____

Applicant Information:

Name: Chad and Anna Wolfe Daytime phone: 612-741-6692 763-331-1515

Address: 7565 Orchid Ln N Email Address: tcpp.11c@gmail.com
Maple Grove MN 55311

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.

Signature: Anna Wolfe / Chad J Wolfe Date: 2-25-20

Property Owner Information:

Name: Chris Rains Daytime phone: 612-599-0372
Address: 624 Central Ave Email Address: Chris@ChrisRains.com

Signature:  Date: 2-26-20

*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: 490050 Date received: 2/27/2020 (\$500 Application Fee)

Any other fees? _____ Received by: NSA/BS

Notice to press date: 2/27/2020 Press publication date: 03/05/2020

Scheduled Planning Commission date: 03/16/2020

Scheduled City Council date: 03/23/2020



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

2-25-20

Signature of Applicant

Anna Wolfe / Chad Wolfe

Name and Address of Applicant
(Please Print)

Anna Wolfe - Chad Wolfe

7565 Orchid Ln N - Maple Grove

MN - 55311

Phone Number

763-331-1515 612-741-6692

Email Address

tcpp.11c@gmail.com

Name and Address of Contact
(If Other Than Applicant)

Chris Rains

Phone Number

612-599-0372

Email Address



**Twin Cities
Property
Preservation**

To whom it may concern,

We are writing regarding a request for a conditional use permit "CUP" to be granted to Twin Cities Property Preservation at the location of 332 2nd St SE, Osseo MN 55369.

We are a small high-volume Lawn Care/Snow Removal company currently based out of Maple Grove servicing the Mortgage Field Service industry across the Twin Cities. We specialize in maintaining foreclosed properties for National Property Preservation Companies and several Property Management Companies.

We are looking to move to Osseo and would like to integrate into the community as smoothly as possible.

We are excited about having the opportunity to lease the property located at 332 2nd St SE , Osseo MN 55369 and with the issue of a "CUP" it would allow us to use the property as both a place of personal residence and a place of business.

This property has two double garages and ample off-street parking which would allow us to store all our equipment on site. As small business owners this is very important to us.

We will always operate within the scope of the Osseo City noise ordinance requirements. Our "work" is completed offsite so the request for a "CUP" is regarding permission to store our equipment on the premises when it is not being used out in the field.

The yard will be kept free of debris, we always dispose of any yard waste from jobs at either the Maple Grove Yard Waste facility, Anoka County Yard Waste or Gerten's located out in Eagan.

We are very quiet and have been operating out of a residential area for the last two years. The desire to move is based on growth and the need for more storage and off-street parking. We feel that the property located at 332 2nd St SE is perfect for our needs.

We are requesting a "CUP" to ensure that we comply with any and all city requirements pertaining to parking of vehicles, trailers and the storage of equipment on the premises.

We are fully insured, are DOT certified and comply with all rules and regulations.

We always like to give back to the community by helping our neighbors. The last two years while in Maple Grove we have provided free leaf pick up for residents on our street.

Please find the details for the "CUP" on the next page.

We thank you for your time and consideration in this matter as we are looking forward to becoming members of the Osseo community.

Thank you

Chad & Anna Wolfe

Chad Wolfe: 612-741-6692

Anna Wolfe: 763-331-1515

tcpp.llc@gmail.com

tcppac.llc@gmail.com

The details of our request for a "CUP" are outlined below:

VEHICLES TO BE PARKED ON THE PREMISES:

1 x GMC Denali 2500 truck

3 x Chevy Silverado 1500 trucks – Two with plows attached during the winter

Trucks will be parked in the driveway or inside the garages depending on the weather and season.

TRAILORS TO BE PARKED ON THE PREMISES:

1 x 14ft enclosed dump trailer with debris loader attached for leaf clean up during spring and fall

2 x 16ft utility trailers – everyday use to haul lawn mowers to the job sites

The dump trailer will be stored on the south side of the inner garage when not in use. The two utility trailers will be used daily and parked in the driveway attached to the Chevy 1500 trucks, but when not in use in the winter will be stored either inside the garages or to the south side of the driveway.

None of our vehicles or trailers will be parked on the street. They are all well maintained, in good working condition and are all registered.

OTHER EQUIPMENT TO BE STORED ON THE PREMISES:

2 x Snow Way Plows

5 x commercial mowers

8 x backpack blowers

3 x aluminum baggers

2 x hedgers

3 x powerheads and attachments

4 x trimmers

1 x chainsaw

And other miscellaneous equipment

All of this will be stored inside the garages, we will be adding a camera system for protection of our equipment and will carry insurance.

SEASONAL:

2 x pallets of salt during the winter to be stored inside the garages

Chad Wolfe: 612-741-6692

Anna Wolfe: 763-331-1515

tcpp.llc@gmail.com

tcppac.llc@gmail.com

SCOPE OF BUSINESS OPERATIONS:

Name: Twin Cities Property Preservation

Established: Dec 2017

We provide mortgage field services across the Twin Cities.

We are contracted by National Property Preservation and Property Management Companies.

We subcontract out a portion of our work to other vendors.

Our work consists of:

Initial grass cut services to foreclosed properties.

Weekly lawn mowing services

Tree trimming

Shrub trimming

Leaf removal

Gutter cleaning

Snow removal

Property Inspections

All these tasks are completed offsite. The property would be used as a base of operation for us, as a personal residence and storage of our equipment when it's not in use. We don't have any employees, we do however subcontract (1099) a portion of our work. The property would be utilized by us for the storage of our own personal equipment.

We feel that Osseo would be a great city to base our business and we are looking forward to becoming part of the Osseo Community.

Thank you for your time and consideration

Chad & Anna Wolfe

Twin Cities Property Preservation LLC

Chad Wolfe: 612-741-6692

Anna Wolfe: 763-331-1515

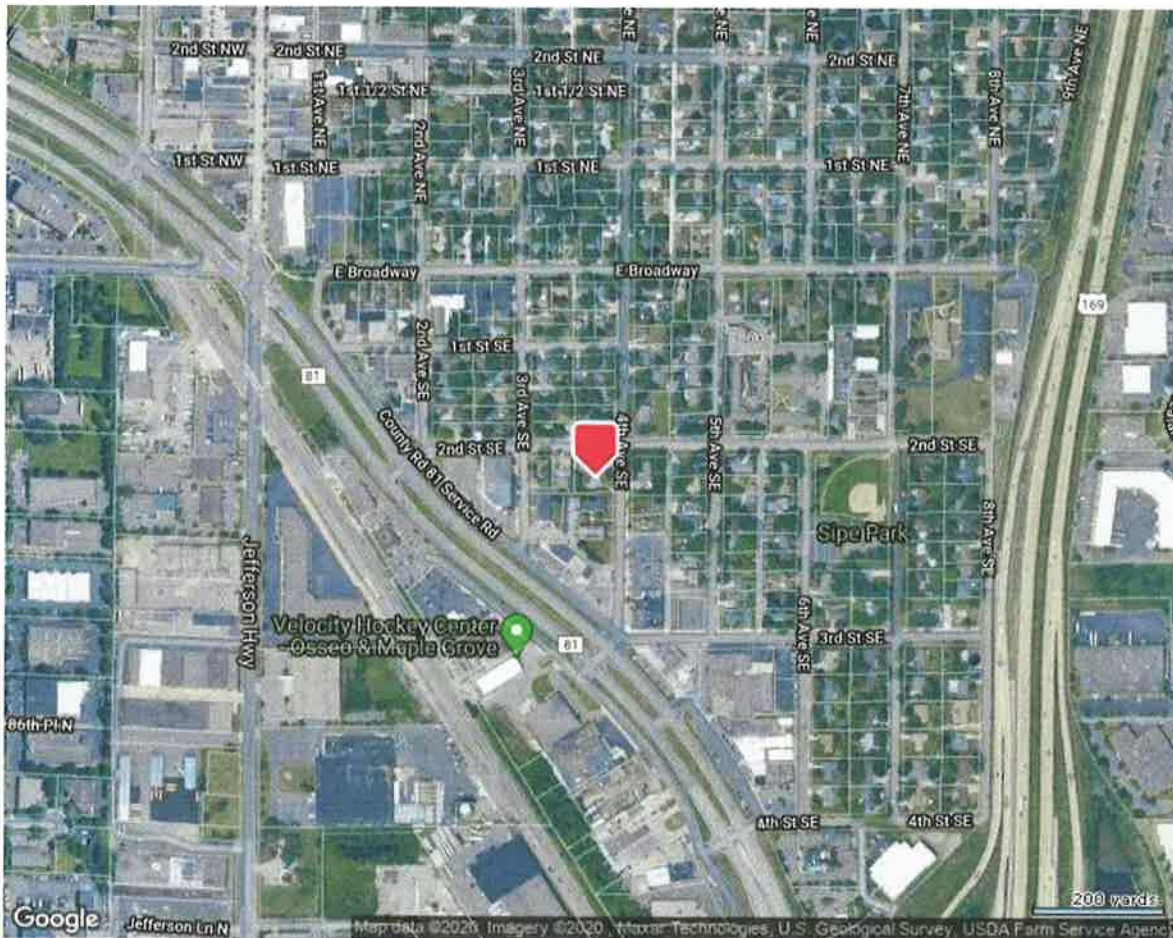
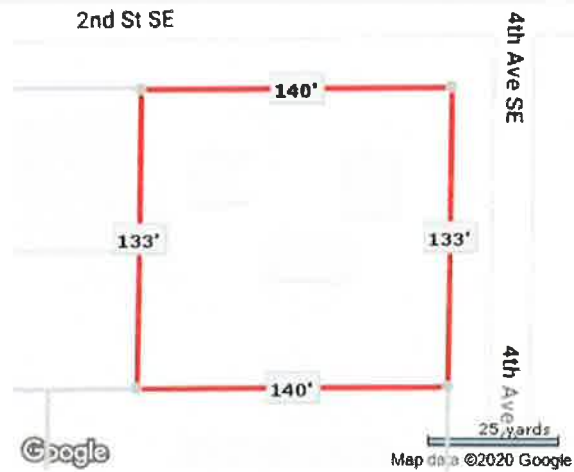
tcpp.llc@gmail.com

tcppac.llc@gmail.com

Cross Property 360 Property View

332 2nd Street SE, Osseo, MN 55369

Parcel Map



Information Deemed Reliable But Not Guaranteed. Copyright (c) 2020 Regional Multiple Listing Service of Minnesota, Inc. All Rights Reserved.

Truck A -This will be parked in Garage # 2



Truck B -



Truck D -



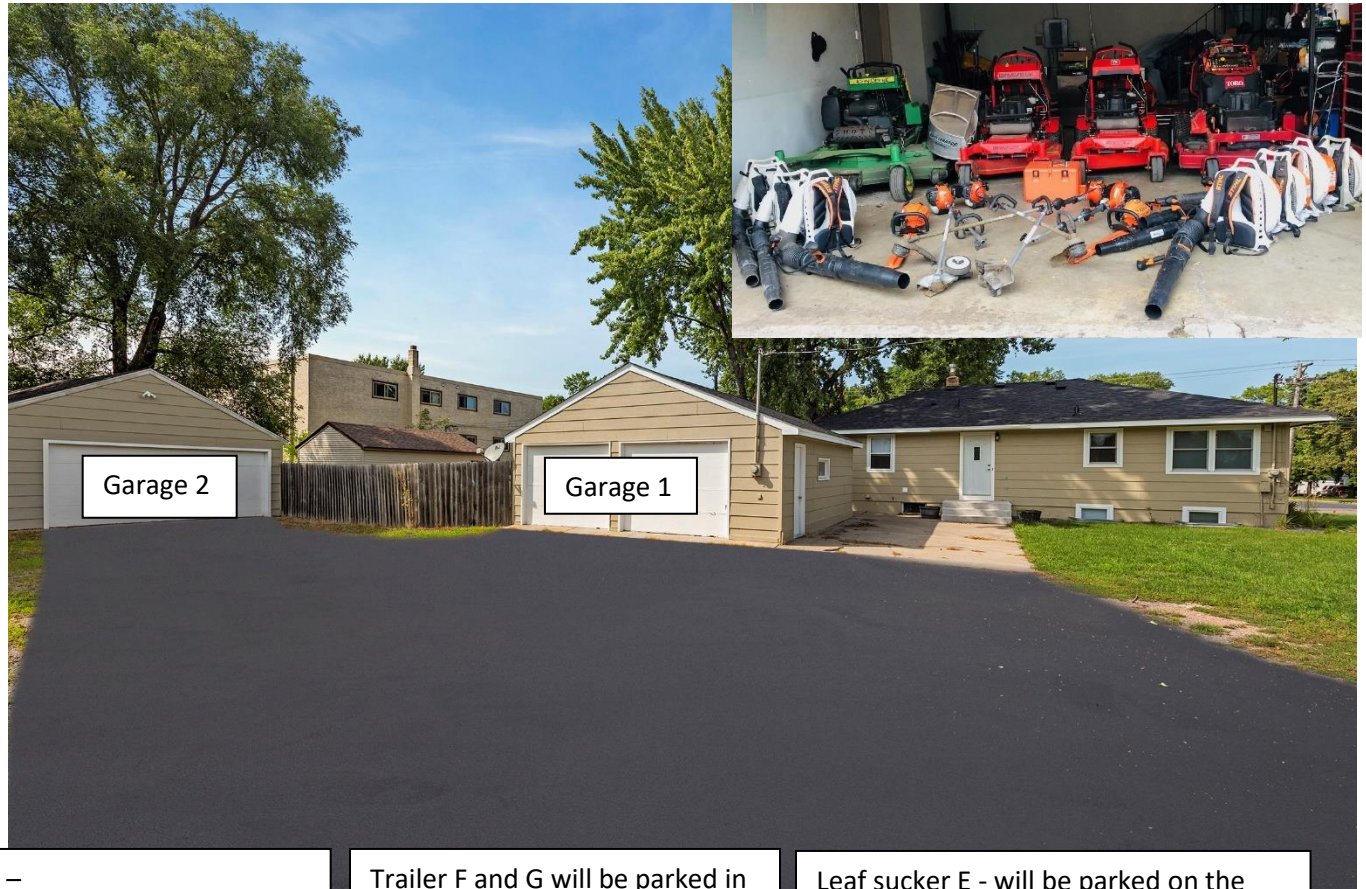
Truck C -

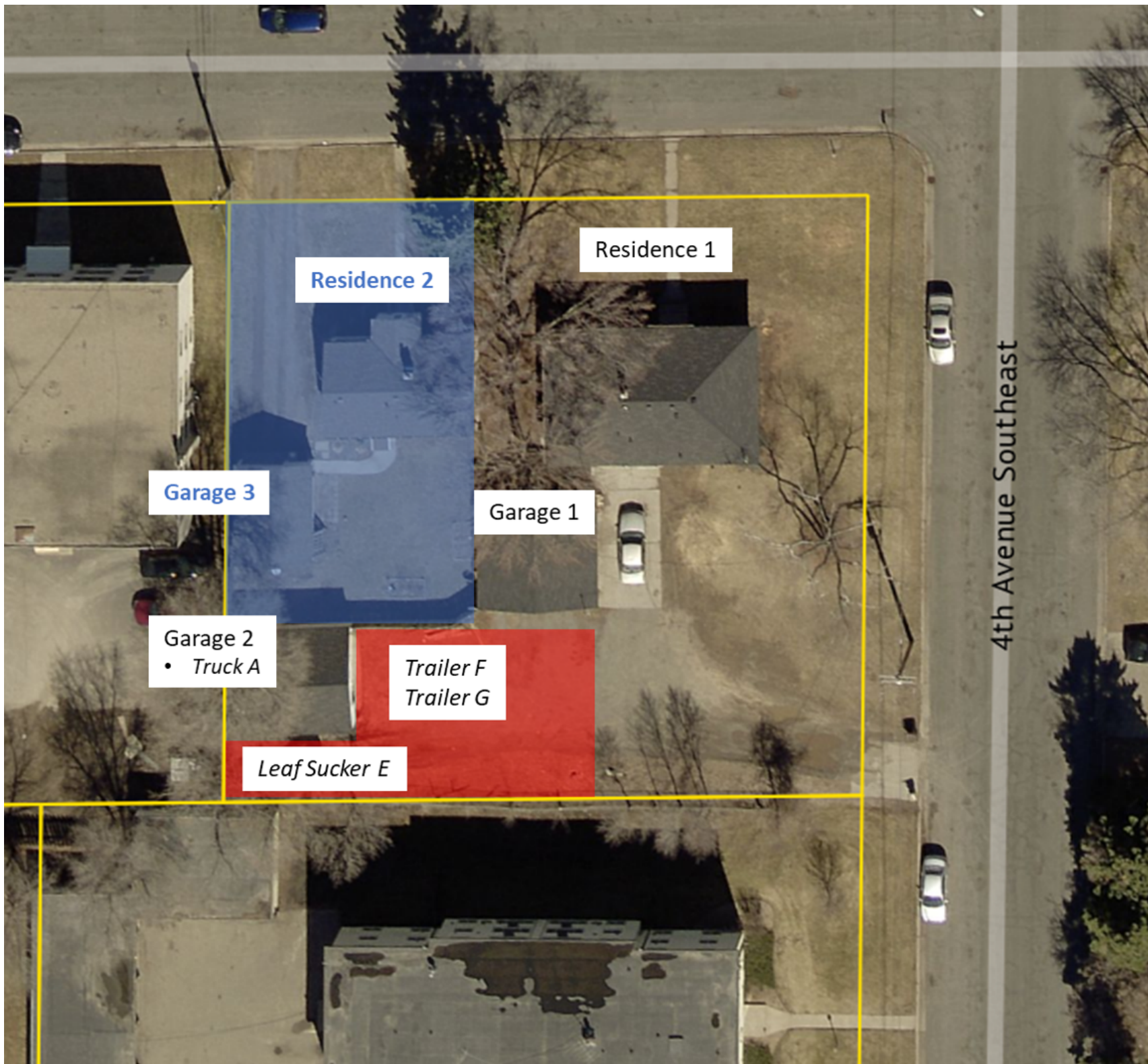


Trailer F and G will be parked in front of Garage # 2



Leaf sucker E - will be parked on the south side of Garage #2





Trucks B, C, & D will be parked in the driveway or in the garages depending on the weather and season.



Resolution No. 2020-XX

**RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR
A LAWN CARE AND SNOW REMOVAL BUSINESS USE
WITH OUTDOOR EQUIPMENT PARKING
AT 332 2nd STREET SOUTHEAST**

WHEREAS, Chad and Anna Wolfe have made application for a conditional use permit to allow for a landscape business use with outdoor equipment parking at 332 2nd Street SE (Property Identification Number 18-119-21-32-0001) and as legally described in attached Exhibit A made part hereof by this reference; and

WHEREAS, the Property is zoned Highway Commercial District, C-2 North, which is intended to accommodate service type business uses primarily oriented to the driving public with needed parking facilities provided on site by the owner; and

WHEREAS, pursuant to Section 153.037 (C) (7) of Osseo's City Code, seasonal businesses are conditional uses in the Central Business District, CBD; and

WHEREAS, pursuant to Section 153.038 (3) (a), conditionally permitted uses in the Highway Commercial District, C-2 North include conditionally permitted uses in the CBD; and

WHEREAS, pursuant to Section 153.038 (A) (3) (j), any other uses determined by the city to be the same or similar type uses are conditional uses in the Highway Commercial District, C-2 North; and

WHEREAS, the City has determined the proposed use may be allowed as a conditionally permitted use; and

WHEREAS, in making this determination whether or not the conditional use is to be allowed, the City may consider the nature of the land, the nature of adjoining land or buildings, whether or not a similar use is already in existence and located on the same premises or on other lands immediately close by, the effect upon traffic into and from the premises or on any adjoining roads, and all other or further factors as the City shall deem appropriate for consideration in determining the effect of the use on the general welfare, public health, and safety; and

WHEREAS, a public hearing was held on March 16, 2020, at a regular meeting of the Osseo Planning Commission and all interested persons were invited to speak and were heard by the Planning Commission; 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, based on a review of the application and input from the public hearing, the Planning Commission recommended approval of the requested conditional use permit at its March 16, 2020, regular meeting by X-X vote; and

WHEREAS, the City Council considered the application and Planning Commission recommendation on March 23, 2020; and

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

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare;
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood;
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided;
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and
6. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

BE IT FURTHER RESOLVED a conditional use permit to allow for a landscape business use with outdoor equipment parking at 332 2nd Street Southeast is hereby granted and approved subject to the following conditions:

- 1) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:
 - a. Domestic power equipment, excluding snow removal equipment, shall be operated only between the hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday in accordance with Osseo Code § 93.18 (V) (2);
 - b. No inoperable vehicles shall be kept outdoors, per Osseo City Code § 93.20;
 - c. Any trash enclosure must be properly screened from public view, per Osseo City Code § 153.057 (B) (1) (d);
 - d. The building appearance shall be maintained so that it adheres to Osseo City Code § 153.053; and
 - e. Signage relating to the use, including temporary signage, shall adhere to Osseo City Code § 153.090;
 - f. If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;
 - g. No small engine repair shall occur on the property without obtaining a separate Conditional Use Permit for the use, per Osseo City Code § 153.038 (A) (3);
- 2) Open to inspection. During any hours at which the use is active, the property shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditionals of approval;
- 3) Parking. The applicant must provide on-site parking as required by Osseo City Code 153.079. The parking spaces shall be continuously maintained in a clear and visible manner in compliance with the approved site plan. Required parking spaces shall be provided in addition to outdoor equipment parking spaces.
- 4) Occupancy. Occupancy of the property for the conditional use, including outdoor equipment parking, shall be consistent with the plans included as Exhibit B. Occupancy of additional portions of the property for the Conditional Use shall require an amendment of this Conditional Use Permit.

- 5) No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant, or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.
- 6) Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.
- 7) Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.
- 8) Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.

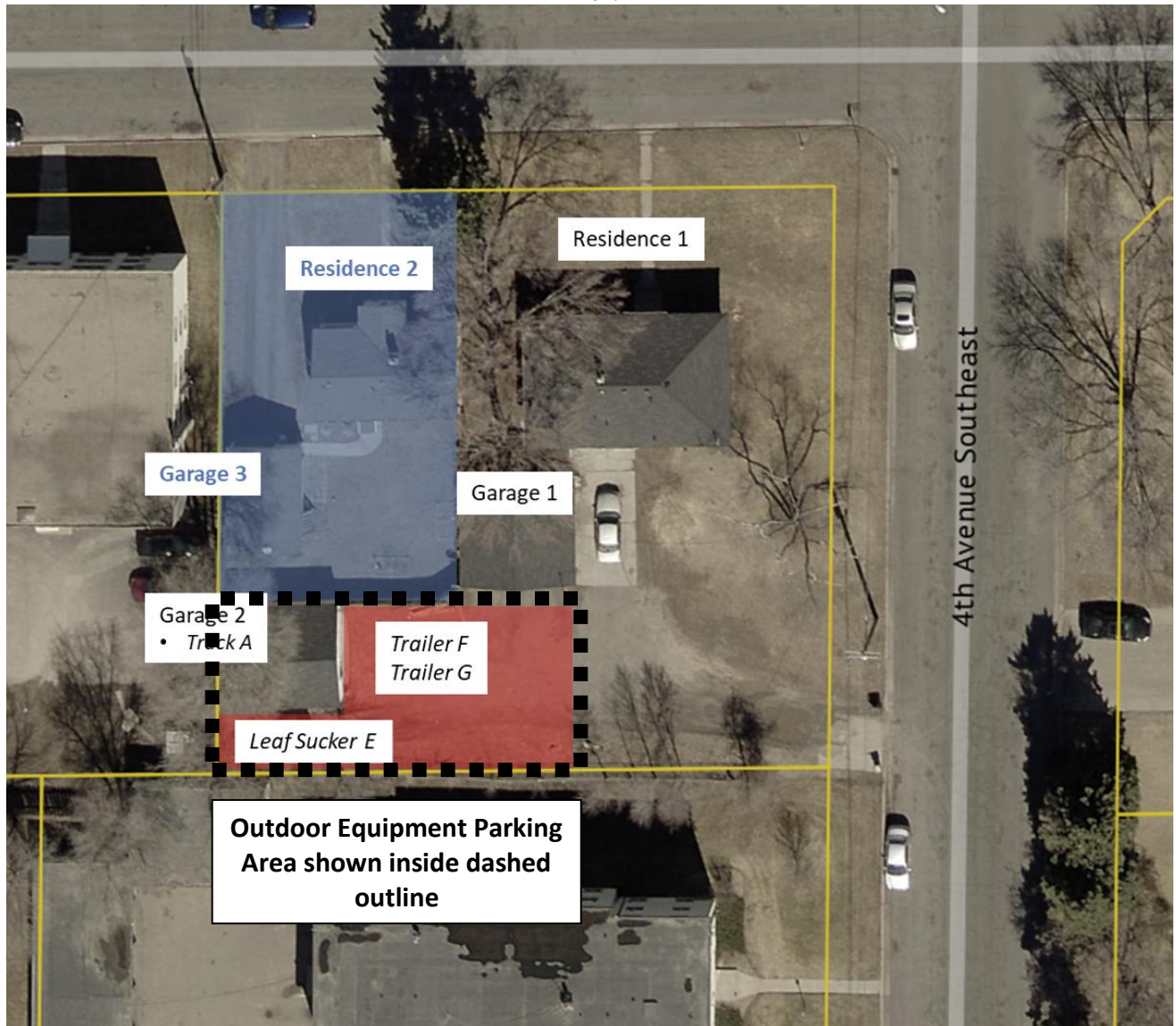
Adopted by the Osseo City Council this 23rd Day of March, 2020.

EXHIBIT A

That part of the South Half of the Northwest Quarter of the Southwest Quarter of Section 18, Township 119, Range 21, Hennepin County, Minnesota, described as follows:

Commencing at the Northeast corner thereof; thence South along the East line thereof a distance of 133.0 feet; thence West parallel with the North line thereof a distance of 173 feet; thence North parallel with the east line thereof a distance of 133.0 feet to the North line thereof, thence East along the North line thereof a distance of 173 feet to the point of beginning.

Exhibit B





City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Public Works Maintenance Employee Joshua Lunde

Meeting Date: March 23, 2020

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider approving the hire of new Public Works Maintenance employee Joshua Lunde.

Background:

With the recent resignation of a Public Works Maintenance employee the Council approved the hiring process for the vacant Public Works Maintenance position. The City posted the position opening, and received a total of 19 applications. A Committee made up of City Administrator Riley Grams and Public Works Director Nick Waldbillig reviewed and scored the applications. The top four were selected for an interview. The four candidates were interviewed by the interviewing Committee, which included the City Administrator, Public Works Director, and the Council Human Resources Committee (Councilmembers Schulz and Stelmach). The unanimous decision was to select Joshua Lunde.

Josh impressed the Committee with his years of experience in many different aspects of public works. Josh showed he has a wonderful work ethic and a can-do attitude, which is very important in a small Public Works crew. Josh also has experience plowing snow and will make a great addition to our Public Works team.

Josh will be hired starting at Pay Grade 5, Step 3 (\$25.50 hourly) and will be subject the Osseo Personnel Policy for all other terms of his employment. It is anticipated that Josh will start with the City on April 6.

Budget or Other Considerations:

The City has properly budgeted for this position.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve hiring Joshua Lunde for the Osseo Public Works Maintenance position;
2. Deny hiring Joshua Lunde for the Osseo Public Works Maintenance position;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve hiring Joshua Lunde for the Osseo Public Works Maintenance position.



City of Osseo City Council Meeting Item

Agenda Item: Approve Revised Employment Agreement with Police Chief Shane Mikkelson

Meeting Date: March 23, 2020

Prepared by: Riley Grams, City Administrator

Attachments: Draft Employment Agreement with Chief Mikkelson

Policy Consideration:

Consider approving the attached revised employment agreement with Police Chief Mikkelson. The City and Chief Mikkelson entered and agreed upon the original employment agreement when Mikkelson was promoted to Police Chief in January 2015.

Background:

Recently, Police Chief Mikkelson approached the Council HR Committee with a request to update and revise his employment contract with the City of Osseo. Chief Mikkelson met with City Administrator Riley Grams and the Council Human Resources Committee (Councilmember Schulz and Stelmach) to discuss the proposed revisions to the employment agreement. The revisions are as follows:

- 1) The employment agreement was formatted to follow the City's new format for employment agreements.
- 2) The agreement was updated to reflect the recently approved Osseo Personnel Policy (specifically the move from sick/vacation to paid time off).
- 3) Change the health insurance benefit to state that Mikkelson would be eligible for the higher benefit amount between the City employee benefit amount and the negotiated Police union contract.
- 4) Allow Mikkelson to cash out accrued and unused PTO hours during the year, at his current rate of pay.
- 5) Increases the retiree health insurance benefit from 55% to 65% (to match the current Police union contract).
- 6) Provides an opportunity to Mikkelson for a take home vehicle in order to respond to emergency calls at any time. Currently, Mikkelson is the City's Emergency Management Coordinator and is on-call 24/7. Currently the City does not have a take home vehicle policy. If the Council were to approve this addition, the City would need to create a policy to manage that. Additionally, the City would need to plan for such a vehicle purchase through the Equipment Capital Improvement Plan.

The HR Committee can provide some additional insights during the meeting. The HR Committee's recommendation was for the full Council to discuss these revisions in an open meeting.

Options:

The City Council may choose to:

1. Approve the revised employment agreement with Police Chief Shane Mikkelsen;
2. Approve the revised employment agreement with Police Chief Shane Mikkelsen, with noted changes/as amended;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council discuss the proposed options and direct Staff accordingly.

CHIEF OF POLICE EMPLOYMENT AGREEMENT

THIS AGREEMENT, is made and entered into as of (Insert date of original agreement) by and between the CITY OF OSSEO, MINNESOTA, a municipal corporation ("City") and Shane Mikkelson ("Mikkelson").

RECITALS

- A. The City is a municipal corporation in the State of Minnesota.
- B. Mikkelson was first hired by the City of Osseo in his capacity as Police Chief on January 1, 2015 and had an employment agreement with the City dated January 1, 2015.
- C. The City wishes to continue to employ the services of Mikkelson as Chief of Police for the City and enter into this new Employment Agreement ("Agreement").
- D. Mikkelson wishes to continue employment as Chief of Police of Osseo, under the terms and conditions of this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth in this Agreement, the City and Mikkelson agree as follows:

TERMS OF AGREEMENT

- 1. **Recitals.** The Parties accept and acknowledge the recitals as part of this Agreement.
- 2. **Duties.** The City agrees to employ Mikkelson as the Chief of Police of the City to perform all duties as specified by law and ordinance and to perform such other proper duties as assigned by the City Council, including all duties outlined in the job description attached as "Exhibit A." Mikkelson shall report directly to the City Administrator.
- 3. **Term and Conditions.** Mikkelson will continue to serve as the Chief of Police for an indefinite term. Mikkelson will serve at the will of the Council and may be terminated with or without cause at any time. The position is classified as exempt pursuant to state and federal fair labor laws. The Council shall conduct an annual performance review of Mikkelson.
- 4. **Outside Employment.** Mikkelson agrees not to accept any outside employment that would interfere with his ability to perform his duties for the City, or that would create a conflict of interest. Mikkelson shall obtain the approval of the Council for any outside employment he desires to perform in advance of accepting such outside employment.
- 5. **Compensation.** Mikkelson shall be compensated according to the 2020 Osseo Personnel

Policy and Employee Compensation Plan. The Council may elect to offer additional annual compensation to Mikkelson outside of the 2020 Osseo Personnel Policy and Employee Compensation Plan if it chooses to.

Mikkelson shall also receive any annual cost of living increase approved by the City Council for other employees.

6. **Cell Phone/Laptop Computer.** The City shall provide and pay for a city-issued cell phone, cell phone plan, cell phone accessories, and a laptop computer to be used by Mikkelson to conduct City business. Mikkelson may use such devices for personal use as allowed by applicable City policies.
7. **Automobile Allowance.** Mikkelson may request a take home vehicle for use in regards to his duties as Police Chief and Emergency Management Director. If approved by the City Council, vehicle use will be in accordance with the City's written vehicle use guidelines.
8. **General Expenses.** When provided appropriate documentation, the City shall reimburse Mikkelson for reasonable miscellaneous job expenses which Mikkelson will incur from time to time, including all expenses incurred on work-related conferences, trips, or workshops. Mikkelson agrees to use the City-issued credit card for such expenses, consistent with the City Credit Card Policy.
9. **Pension Plan.** The City shall contribute to Mikkelson's PERA account in the amounts and in the manner required by Minnesota law.
10. **Insurance.** The City shall pay health and dental benefits equal to or for the benefit of Mikkelson in the same manner and at the same level as for other City employees. If the current police union contract provides a higher benefit amount compared to the current City Personnel Policy union contract provides a higher benefit amount compared to the current City Personnel Policy benefit amount, Mikkelson shall be eligible for the higher of the two benefit amounts. Should Mikkelson waive insurance benefits through the City, the City shall pay him a monthly stipend at the current City Council approved rate (currently \$350/month). Should the amount of the monthly stipend in lieu of insurance change, the City shall pay that monthly amount to Mikkelson if he elects to receive said payment.
11. **Professional Development, Dues, Conferences, Subscriptions.** The City shall budget and pay for all licensing, training, certifications, and continuing education necessary for Mikkelson to perform his job duties, including, but not limited to one of the following programs: (1) Northwestern Staff and Command; (2) FBI National Academy; or (3) Southern Police Institute, or equal program. The City shall also budget and pay all dues and related membership expenses to appropriate professional organizations including, but not limited to, Hennepin County, Minnesota, and International Chief of Police

Associations. Mikkelson's attendance at the Annual Conferences for these organizations shall also be budgeted and paid by the City. Subscriptions which are deemed reasonable and necessary for Mikkelson's continued professional participation, growth and advancement shall be budgeted and paid by the City

12. **Termination and Severance Pay.** The City may terminate Mikkelson's employment under this Agreement for cause, which includes the following circumstances:

- 1) Conviction of a felony or other crime which renders Mikkelson incapable of satisfactorily performing the duties of his position.
- 2) Any job-related acts that unreasonably endanger the property or personal safety of himself or another person.
- 3) Violation of any lawful official order of, or failure to obey any lawful direction given by, Mikkelson's direct supervisor, where such violation or failure to obey amounts to an act of insubordination or a serious breach of discipline, or has resulted or reasonably might be expected to result in a loss or injury to the City or to the public.
- 4) Insubordination or disgraceful conduct during the performance of Mikkelson's official duties.
- 5) Excessive unexcused absences from duty.
- 6) Mikkelson's violation of any known work rule, policy, or procedure after he received at least one written warning for a same or similar violation.

Termination for cause shall be without severance pay and shall be effective upon Mikkelson's receipt of written notice of his termination. Mikkelson may request arbitration to determine whether cause exists warranting termination, but shall remain on terminated status throughout the pendency of the arbitration proceeding. However, if the arbitrator determines that the City lacked cause to terminate Mikkelson's employment, then Mikkelson shall be entitled to any back pay for that period.

If the City terminates Mikkelson without cause, then the City will give him 60 days' prior written notice and pay him—at the time of receipt of last pay check—a lump sum cash payment equal to three (3) months' salary at his current rate of pay, less lawful deductions.

Mikkelson will receive any other termination benefits or payments (e.g., accrued PTO) for which he is eligible whether his termination is without cause, for cause, or by resignation.

If the City reduces the salary or other financial benefits of Mikkelson in a greater percentage than an across-the-board reduction for all non-union employees, or if the City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Mikkelson, or he resigns following a formal suggestion by the City to resign,

then Mikkelson may, at his option, be deemed to be “terminated” on the effective date of resignation and he shall be entitled to receive the termination benefits set forth above.

If Mikkelson voluntarily resigns, he must give the City written notice of termination at least 30 days before the official resignation date.

13. **Retiree Health Insurance Coverage.** The City will allow retired Chief of Police Mikkelson on its group health insurance plan and will pay sixty-five (65) percent of the single insurance premium between the ages of 50 and 65 except that each City payment shall not ever exceed the cost of the single insurance premium at the time of retirement. Mikkelson shall receive this benefit if he is pension eligible and retires from active service from the City of Osseo with at least twelve (12) years of continuous service with the City of Osseo. Mikkelson may, at his own expense, purchase family coverage or single plus one coverage.
14. **Paid Time Off (PTO).** Mikkelson shall accrue PTO time each year in accordance with the City of Osseo Personnel Policy. However, if the rate of PTO accrual provided by the existing Osseo police union contract is higher than provided by the City Personnel Policy, then Mikkelson shall accrue PTO based upon the existing police union contract. Mikkelson may, at any time during his employment, cash in any amount of unused vacation hours to be paid to him in a lump sum at his current hourly rate. Mikkelson may use PTO leave at his discretion for any purpose allowed by law and applicable City policies.
15. **Uniforms and Gear.** The City shall provide uniforms and gear for Mikkelson as needed and requested by Mikkelson. Requests for uniform and gear purchases shall be made in writing and submitted for approval by the City Council.
16. **Non-Civil Service Status.** It is expressly understood and agreed that Mikkelson’s employment is not subject to any state or local civil service laws, procedures, or regulations.
17. **Non-Veteran Status.** Mikkelson represents that he is not a military veteran and is not covered by any veteran’s preference statute or other similar law.
18. **Indemnification.** The City shall defend and indemnify Mikkelson pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Mikkelson from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Mikkelson was acting in the performance of his duties as the Chief of Police at the time of the alleged tort or violation.
19. **Complete Agreement.** This Agreement shall constitute the entire agreement between the parties and shall supersede any prior agreements, understandings, or undertakings between

them. This Agreement may only be modified by written agreement signed by both parties and approved by the City Council.

20. **Governing Law.** This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and the ordinances of the City.
21. **Binding.** This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Mikkelson's estate.
22. **Severability.** The parties agree that the provisions of this Agreement are reasonable and not known to violate any federal, state, or local law or regulation. In the event that a court of competent jurisdiction finds any provision herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this Agreement.

This Amended Agreement between the City and Mikkelson has been approved by the Osseo City Council and executed as of _____, 2020.

Riley Grams
City Administrator

Duane Poppe
Mayor of City of Osseo

Shane Mikkelson
Chief of Police

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Payments

Current Period: MARCH 2020

Payments Batch 3-23-20AP \$199,872.14

Refer	9136	ACCURATE AUTO/TIRE SERVICES	-				
Cash Payment	E 101-41900-217	VEHICLE REPAIRS/MAINT	BRAKES/ROTORS-SQ667			\$625.80	
Invoice	89502	3/3/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$625.80	
Refer	9137	ACTION FLEET LLC	-				
Cash Payment	E 101-41900-217	VEHICLE REPAIRS/MAINT	REPLACE KUSSMAUL AUTO CHARGE-SQ664			\$711.80	
Invoice	I3110	3/2/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$711.80	
Refer	9123	ADAMS PEST CONTROL INC	-				
Cash Payment	E 205-42350-801	RENTAL PROPERTY E	17 4TH ST NE INSPECTION			\$127.95	
Invoice	3110488	2/24/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$127.95	
Refer	9120	AFFORDABLE SANITATION INC	-				
Cash Payment	E 101-42350-410	LEASES/RENTALS	ICE RINK PORTABLE TOILET RENTAL-FEB2020			\$96.00	
Invoice	3956	3/1/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$96.00	
Refer	9130	ALTERNATIVE BUSINESS FURNIT	-				
Cash Payment	E 101-41900-211	OPERATIONS	PODIUM/PEDESTAL,PENCIL DRAWERS			\$1,345.34	
Invoice	62751	2/28/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$1,345.34	
Refer	9181	BURSCHVILLE CONSTRUCTION	-				
Cash Payment	E 601-49400-221	EQUIP REPAIR/ MAINT	2/4/20 WATER MAIN REPAIR @517 2ND AVE NE			\$5,400.00	
Invoice	4618	3/4/2020					
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN	10100	Total	\$5,400.00	
Refer	9157	CENTERPOINT ENERGY	-				
Cash Payment	E 101-42350-390	NATURAL GAS SVC	FEB 2020 GAS SVC-WARMING HOUSE			\$74.17	
Invoice	FEB2020	3/6/2020					
Cash Payment	E 101-41700-390	NATURAL GAS SVC	FEB 2020 GAS SVC-CITY HALL			\$862.98	
Invoice	FEB2020	3/6/2020					
Cash Payment	E 101-41800-390	NATURAL GAS SVC	FEB 2020 GAS SVC-COMM CNTR			\$189.43	
Invoice	FEB2020	3/6/2020					
Cash Payment	E 602-49400-390	NATURAL GAS SVC	FEB 2020 GAS SVC-LIFT STATION			\$93.76	
Invoice	FEB2020	3/6/2020					
Cash Payment	E 101-42000-390	NATURAL GAS SVC	FEB 2020 GAS SVC-PW			\$435.69	
Invoice	FEB2020	3/6/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$1,656.03	
Refer	9156	CENTURYLINK- PHOENIX	-				
Cash Payment	E 602-49400-321	TELECOMMUNICATION	MAR 2020 LIFT STATION SVC			\$112.98	
Invoice	MAR2020	3/6/2020					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total	\$112.98	
Refer	9114	COMCAST - CALIFORNIA	-				
Cash Payment	E 101-42000-321	TELECOMMUNICATION	MAR2020 SERVICE-PW			\$180.97	
Invoice	MAR2020	2/24/2020					

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Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$180.97
Refer	9122 CORE & MAIN LP				
Cash Payment	E 101-42000-224 STREET MAINTENANC	ASPHALT MIX			\$812.00
Invoice L986374	2/28/2020				
Cash Payment	E 601-49400-211 OPERATIONS	WRENCH W/ SOCKET			\$129.20
Invoice L986374	2/28/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$941.20
Refer	9166 CORNERSTONE FORD/CHRYSLER				
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	REPAIR SQ667			\$426.05
Invoice 16280345/1	12/4/2019				
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$426.05
Refer	9179 CREATED BY ME PHOTOGRAPHY				
Cash Payment	E 101-41920-310 OTHER PROFESSIONA	FIRE DEPT HEADSHOTS FOR NEW RECRUITS,PROMOTIONS,ETC			\$300.00
Invoice 878	3/15/2020				
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$300.00
Refer	9099 ECM PUBLISHING				
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	NAGORYANSKY PHN			\$88.60
Invoice 763077	3/5/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$88.60
Refer	9100 ECM PUBLISHING				
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	WOLFE PHN			\$88.60
Invoice 763078	3/5/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$88.60
Refer	9125 ECM PUBLISHING				
Cash Payment	E 101-42000-355 PERSONNEL/RECRUIT	PW MAINT JOB AD			\$228.00
Invoice 759456	2/16/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$228.00
Refer	9148 EFTPS Ck# 002033E 3/13/2020				
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	3/13/20 PAYROLL FEDERAL WITHHOLDING			\$4,092.44
Invoice 27004730456145	3/13/2020				
Cash Payment	G 101-21703 FICA WITHHOLDING	3/13/20 PAYROLL FEDERAL WITHHOLDING			\$4,755.78
Invoice 27004730456145	3/13/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$8,848.22
Refer	9172 EHLERS & ASSOCIATES, INC				
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY SVCS THRU 2/29/20			\$41.67
Invoice 82998	3/9/2020				
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY SVCS THRU 2/29/20			\$41.67
Invoice 82998	3/9/2020				
Cash Payment	E 604-49400-310 OTHER PROFESSIONA	UTILITY RATE STUDY SVCS THRU 2/29/20			\$41.66
Invoice 82998	3/9/2020				
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$125.00
Refer	9150 ELEMENT TECHNOLOGIES LLC				
Cash Payment	E 101-41515-302 IT SERVICE	MARCH 2020 IT SERVICE			\$1,900.00
Invoice SLA45594	3/1/2020				

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Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$1,900.00
Refer	9151 <i>ELEMENT TECHNOLOGIES LLC</i>	-			
Cash Payment	E 101-41515-302 IT SERVICE		SERVER/TECH UPGRADES		\$2,137.50
Invoice IVC45381	2/29/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$2,137.50
Refer	9152 <i>ELEMENT TECHNOLOGIES LLC</i>	-			
Cash Payment	E 101-41515-302 IT SERVICE		ONSITE TECH SUPPORT		\$450.00
Invoice IVC45380	2/29/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$450.00
Refer	9175 <i>ELEMENT TECHNOLOGIES LLC</i>	-			
Cash Payment	E 101-41515-302 IT SERVICE		ONSITE SUPPORT SVCS		\$1,900.00
Invoice					
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$1,900.00
Refer	9177 <i>ELEMENT TECHNOLOGIES LLC</i>	-			
Cash Payment	E 240-41700-211 OPERATIONS		MONITOR FOR PLANNER-PC UPGRADES PROJECT		\$253.16
Invoice IVC45310	2/28/2020				
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$253.16
Refer	9142 <i>EMERGENCY RESPONSE SOLUTI</i>	-			
Cash Payment	E 110-41920-520 CAPITAL OUTLAY		PARTICULANT BLOCKING FIREFIGHTING HOODS		\$5,372.11
Invoice 14598	2/3/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$5,372.11
Refer	9146 <i>EMPOWER- MSRS DFC/HOSP</i>	Ck# 002031E 3/13/2020			
Cash Payment	G 101-21712 HCSP		3/13/20 PAYROLL DFC CONTRIBUTIONS		\$300.00
Invoice 820286061	3/13/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$300.00
Refer	9147 <i>EMPOWER- MSRS DFC/HOSP</i>	Ck# 002032E 3/13/2020			
Cash Payment	G 101-21712 HCSP		3/13/20 PAYROLL HCSP CONTRIBUTIONS		\$428.70
Invoice 820285527	3/13/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$428.70
Refer	9119 <i>FINKEN WATER</i>	-			
Cash Payment	E 205-42350-801 RENTAL PROPERTY E		MARCH 2020 WATER SOFTENER RENTAL		\$15.00
Invoice 1190711	3/1/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$15.00
Refer	9133 <i>FINKEN WATER</i>	-			
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT		2/25/20 WATER DELIVERY-PD		\$29.80
Invoice 62453TJ	2/25/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$29.80
Refer	9138 <i>FINKEN WATER</i>	-			
Cash Payment	E 101-41900-410 LEASES/RENTALS		MAR 2020 ATER COOLER RENTAL-PD		\$8.00
Invoice 1190709	3/1/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$8.00
Refer	9107 <i>FINKEN WATER</i>	-			

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Payments

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Cash Payment	E 101-41110-410 LEASES/RENTALS	MARCH 2020 ADMIN WATER COOLER RENTAL		\$13.00
Invoice	1190710	3/1/2020		
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$13.00
Refer	9162 FIRE INSTRUCTION RESCUE EDU	-		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	3/10/20 EMR REFRESHER TRAINING		\$800.00
Invoice	4441	3/10/2020		
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total \$800.00
Refer	9131 GOLDEN RULE CREATIONS	-		
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	OSSEO POLICE SHOULDER EMBLEM		\$475.80
Invoice	94237	2/28/2020		
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$475.80
Refer	9121 GOPHER STATE ONE CALL, INC.	-		
Cash Payment	E 602-49400-211 OPERATIONS	FEB 2020 LOCATES		\$10.80
Invoice	20655	2/29/2020		
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$10.80
Refer	9176 HEINRICH ENVELOPE CORP	-		
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	2000 WINDOW ENVELOPES		\$19.81
Invoice	450361	3/16/2020		
Cash Payment	E 601-49400-211 OPERATIONS	2000 WINDOW ENVELOPES		\$59.42
Invoice	450361	3/16/2020		
Cash Payment	E 602-49400-211 OPERATIONS	2000 WINDOW ENVELOPES		\$59.41
Invoice	450361	3/16/2020		
Cash Payment	E 604-49400-211 OPERATIONS	2000 WINDOW ENVELOPES		\$59.41
Invoice	450361	3/16/2020		
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total \$198.05
Refer	9164 HENN CO CHIEFS OF POLICE ASS	-		
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	2020 ASSOCIATION DUES		\$150.00
Invoice	2020	2/6/2020		
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total \$150.00
Refer	9132 HENN CO INFO TECH	-		
Cash Payment	E 101-41900-220 RADIO COMMUNICATI	FEB 2020 RADIO LEASE FEES-PD		\$1,206.14
Invoice	1000147938	3/3/2020		
Cash Payment	E 101-42000-220 RADIO COMMUNICATI	FEB 2020 RADIO LEASE FEES-PW		\$100.71
Invoice	1000147938	3/3/2020		
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$1,306.85
Refer	9143 HENN CO INFO TECH	-		
Cash Payment	E 101-41920-220 RADIO COMMUNICATI	FEB2020 RADIO FEES-FIRE		\$735.79
Invoice	1000147937	3/3/2020		
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$735.79
Refer	9117 HENN CO PUBLIC WORKS	-		
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	JAN 2020 FUEL PURCHASES-PW		\$690.29
Invoice	1000144173	2/26/2020		
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$690.29
Refer	9115 HILLYARD INC	-		

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Payments

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Cash Payment	E 101-41700-211 OPERATIONS	HAND SANITIZER FOR CITY HALL	\$205.76
Invoice 603772815	2/26/2020		
Transaction Date	3/16/2020	Due 3/16/2020	
	PREMIER CHECKIN	10100	Total \$205.76
Refer	9124 HILLYARD INC		
Cash Payment	E 101-41700-211 OPERATIONS	BATHROOM HAND SOAP	\$84.55
Invoice 603777355	2/28/2020		
Transaction Date	3/16/2020	Due 3/16/2020	
	PREMIER CHECKIN	10100	Total \$84.55
Refer	9126 HOLIDAY COMMERCIAL		
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	PD FUEL PURCHASES-FEB 2020	\$1,083.20
Invoice FEB2020	2/21/2020		
Transaction Date	3/16/2020	Due 3/16/2020	
	PREMIER CHECKIN	10100	Total \$1,083.20
Refer	9104 ICMA RETIREMENT CORPORATIO	Ck# 002030E 3/16/2020	
Cash Payment	G 101-21705 DEFFERED COMP	3/13/20 PAYROLL DFC CONTRIBUTIONS	\$397.35
Invoice 298664	3/8/2020		
Cash Payment	E 101-41110-135 CELL/TRAVEL/INS/DFC	3/13/20 PAYROLL DFC CONTRIBUTIONS	\$75.00
Invoice 298664	3/8/2020		
Transaction Date	3/16/2020	Due 3/16/2020	
	PREMIER CHECKIN	10100	Total \$472.35
Refer	9101 INNOVATIVE OFFICE SUPPLY		
Cash Payment	E 101-41110-201 OFFICE OPERATIONS	ADMIN/GENERAL OFFICE SUPPLIES	\$59.06
Invoice IN2913492	3/11/2020		
Transaction Date	3/16/2020	Due 3/16/2020	
	PREMIER CHECKIN	10100	Total \$59.06
Refer	9167 INNOVATIVE OFFICE SUPPLY		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	PD OFFICE SUPPLIES	\$38.55
Invoice IN2908922	3/9/2020		
Transaction Date	3/18/2020	Due 3/18/2020	
	PREMIER CHECKIN	10100	Total \$38.55
Refer	9173 LMC INSURANCE TRUST		
Cash Payment	E 101-41110-376 AUTO INSURANCE	2020 AUTO PREMIUM-NON OWNED VEHICLES	\$73.00
Invoice 2020			
Cash Payment	E 101-41900-376 AUTO INSURANCE	2020 AUTO PREMIUM-PD	\$4,720.00
Invoice 2020			
Cash Payment	E 101-41920-376 AUTO INSURANCE	2020 AUTO PREMIUM-FD	\$1,477.00
Invoice 2020			
Cash Payment	E 101-42000-376 AUTO INSURANCE	2020 AUTO PREMIUM-PW	\$2,605.00
Invoice 2020			
Cash Payment	E 101-41700-375 PROPERTY/LIABILITY I	2020 PROPERTY PREMIUM-GEN GOV	\$35,534.00
Invoice 2020			
Cash Payment	E 101-42350-375 PROPERTY/LIABILITY I	2020 PROPERTY PREMIUM-PARKS	\$14,743.00
Invoice 2020			
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	2020 PROPERTY PREMIUM-GATEWAY SIGN	\$1,852.00
Invoice 2020			
Cash Payment	E 101-42000-375 PROPERTY/LIABILITY I	2020 PROPERTY PREMIUM-PW	\$6,936.00
Invoice 2020			
Cash Payment	E 601-49400-375 PROPERTY/LIABILITY I	2020 PROPERTY PREMIUM-WATER	\$521.00
Invoice 2020			
Cash Payment	E 602-49400-375 PROPERTY/LIABILITY I	2020 PROPERTY PREMIUM-SEWER	\$2,061.00
Invoice 2020			

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Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$70,522.00
Refer	9183 <i>MAPLE GROVE, CITY OF</i>				
Cash Payment	E 601-49400-385 PURCHASED WATER	6,437GAL WATER PURCHASED-FEB2020			\$10,987.96
Invoice 20441	2/29/2020				
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$10,987.96
Refer	9110 <i>MENARDS-BROOKLYN PARK</i>				
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	SUPPLIES FOR SEALING 17 4TH ST NE RENTAL CRAWL SPACE			\$44.98
Invoice 1814	3/9/2020				
Cash Payment	E 602-49400-211 OPERATIONS	SEWER GLOVES, LIGHTS, BATTERIES			\$159.20
Invoice 1814	3/9/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$204.18
Refer	9111 <i>MENARDS-BROOKLYN PARK</i>				
Cash Payment	E 101-41700-211 OPERATIONS	ANT BAIT-CITY HALL			\$14.26
Invoice 1390	3/2/2020				
Cash Payment	E 101-42000-211 OPERATIONS	PW SHOP SUPPLIES			\$86.88
Invoice 1390	3/2/2020				
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	SUPPLIES FOR 17 4TH ST NE RENTAL PROPERTY			\$44.79
Invoice 1390	3/2/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$145.93
Refer	9118 <i>METRO COUNCIL-WASTEWATER</i>				
Cash Payment	E 602-49400-386 SANITARY SEWER SE	APRIL 2020 WASTE WATER SVCS			\$14,968.36
Invoice 1107621	3/5/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$14,968.36
Refer	9155 <i>METRO WEST INSPECTION SERVI</i>				
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	FEB 2020 FINALED PERMITS			\$18,457.80
Invoice					
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$18,457.80
Refer	9112 <i>MILLER TRUCKING</i>				
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	2/11/20 TRUCKS FOR SNOW HAULING			\$1,350.00
Invoice 136615	2/11/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$1,350.00
Refer	9154 <i>MINUTE MAKER SECRETARIAL</i>				
Cash Payment	E 101-41000-307 RECORDING SERVICE	3/9/20 COUNCIL MTG MINUTES			\$219.00
Invoice M1045	3/15/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$219.00
Refer	9168 <i>MN CHIEFS OF POLICE ASSN</i>				
Cash Payment	E 101-41900-260 EDUCATION/MEETING	ETI CONFERENCE REGISTRATION			\$1,160.00
Invoice 10645	3/2/2020				
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$1,160.00
Refer	9180 <i>MN DEPT OF HEALTH</i>				
Cash Payment	E 101-41000-255 DUES/MEMBERSHIP	WATERWORKS OPERATOR CERT-SWENSON			\$55.00
Invoice 20200310	3/10/2020				
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$55.00

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Refer	9103 MN DEPT OF REVENUE	Ck# 002029E 3/16/2020			
Cash Payment	G 101-21702 STATE WITHHOLDING	3/13/20 PAYROLL STATE WITHHOLDING			\$1,889.81
Invoice	0-924-190-240	3/11/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$1,889.81
Refer	9144 MN STATE FIRE CHIEFS ASSN	-			
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2020 MEMBERSHIP DUES-PHENOW			\$100.00
Invoice	2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$100.00
Refer	9145 MN STATE FIRE CHIEFS ASSN	-			
Cash Payment	E 101-41920-255 DUES/MEMBERSHIP	2020 MEMBERSHIP DUES-HAUG			\$60.00
Invoice	2020-2				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$60.00
Refer	9178 NAPA-COTTENS OSSEO	-			
Cash Payment	E 101-41920-217 VEHICLE REPAIRS/MAI	DIESEL EXHAUST FLUID FOR FIRE E11			\$13.98
Invoice	921806	3/12/2020			
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$13.98
Refer	9184 NAPA-COTTENS OSSEO	-			
Cash Payment	E 101-42350-211 OPERATIONS	SHOP TOWELS-PW			\$34.58
Invoice	923037	3/16/2020			
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$34.58
Refer	9102 OFDRA - OSSEO FIRE DEP REL AS	-			
Cash Payment	E 101-41920-123 FIRE RELIEF CONTRIB	FIREFIGHTERS SBR REIMBURSEMENT			\$3,805.00
Invoice	3-13-20ACH	3/13/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$3,805.00
Refer	9182 OSI - ENVIRONMENTAL INC	-			
Cash Payment	E 101-42000-211 OPERATIONS	USED OIL COLLECTION FEE			\$100.00
Invoice	2083631	2/19/2020			
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total	\$100.00
Refer	9149 PERA	Ck# 002034E 3/12/2020			
Cash Payment	G 101-21704 PERA	3/13/20 PAYROLL PERA CONTRIBUTIONS			\$9,846.66
Invoice	SOMPER000548	3/12/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$9,846.66
Refer	9170 PUBLIC AGENCY TRAINING COUN	-			
Cash Payment	E 101-41900-260 EDUCATION/MEETING	PROPERTY&EVIDENCE ROOM MGMT SEMINAR-KINTZI			\$325.00
Invoice	247953	3/12/2020			
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$325.00
Refer	9116 SCHINDLER ELEVATOR CORP	-			
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	2020 ELEVATOR MAINT-CITY HALL			\$815.76
Invoice	8105283104	3/1/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$815.76
Refer	9158 SIPE BROS. INC.	-			
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	2/18-2/26/20 FIRE FUEL PURCHASES			\$143.65
Invoice	022920STMT	2/29/2020			
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$143.65

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Refer	9163 SIPE BROS. INC.	-			
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	2/28/20 PD CAR WASH			\$5.00
Invoice	022920PDSTMT	2/29/2020			
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN	10100	Total \$5.00
Refer	9105 STARRY, HEATHER	-			
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	MN LAW & US CONSTITUTION BOOKS REIMBURSE			\$23.97
Invoice	20200304	3/4/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total \$23.97
Refer	9129 STREICHERS INC	-			
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	BODY ARMOR-JOHNSON			\$1,044.00
Invoice	11409534	1/24/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total \$1,044.00
Refer	9139 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	DUTY PISTOL POUCH-KINTZI			\$32.00
Invoice	11415999	2/27/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total \$32.00
Refer	9140 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	NAME TAG CLOTH-KINTZI			\$5.99
Invoice	11415733	2/26/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total \$5.99
Refer	9160 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	BELT,BELT LINER-KINTZI			\$66.99
Invoice	11413722				
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN	10100	Total \$66.99
Refer	9161 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	UNIFORM SHIRT CARRIER-JOHNSON			\$120.00
Invoice	11410252	1/28/2020			
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN	10100	Total \$120.00
Refer	9165 STREICHERS INC	-			
Cash Payment	E 101-41900-218 UNIFORMS/GEAR	BALL PANEL SET, CARRIER, TRAUMA PLATE-KINTZI			\$876.00
Invoice	11402110	12/11/2019			
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN	10100	Total \$876.00
Refer	9141 THE FIRE STORE	-			
Cash Payment	E 120-41920-570 EQUIPMENT	CDH VALVE & MOUNTING BRACKET FOR FLITZFIRE NOZZLE			\$1,929.57
Invoice	E1935183	2/28/2020			
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN	10100	Total \$1,929.57
Refer	9159 THOMSON REUTERS-WEST	-			
Cash Payment	E 101-41900-310 OTHER PROFESSIONA	FEB 2020 INFORMATION CHARGES			\$94.50
Invoice	841959024	3/1/2020			
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN	10100	Total \$94.50
Refer	9135 TRANSPORT GRAPHICS	-			
Cash Payment	E 101-41900-216 FUEL - VEHICLE/EQUIP	SILVER MET BADGE DECALS			\$19.95
Invoice	EM-132212	2/28/2020			

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Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$19.95
Refer	9113 TWIN CITY WATER CLINIC INC.	-			
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	FEBRUARY WATER SMAPLES			\$60.00
Invoice 14215	3/2/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$60.00
Refer	9169 VERIZON WIRELESS	-			
Cash Payment	E 101-42000-321 TELECOMMUNICATION	FEB 2020 SERVICE-PW			\$247.98
Invoice 9849523449	3/1/2020				
Cash Payment	E 101-41900-321 TELECOMMUNICATION	FEB 2020 SERVICE-PD			\$521.85
Invoice 9849523449	3/1/2020				
Cash Payment	E 204-42390-352 TROLLEY OPERATION	FEB 2020 SERVICE-TROLLEY			\$34.29
Invoice 9849523449	3/1/2020				
Cash Payment	E 101-41110-321 TELECOMMUNICATION	FEB 2020 SERVICE-ADMIN			\$42.65
Invoice 9849523449	3/1/2020				
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$846.77
Refer	9128 WALLGREN, FELICIA	-			
Cash Payment	E 101-41900-260 EDUCATION/MEETING	NIBRS TRAINING MILEAGE REIMBURSEMENT			\$15.53
Invoice 20200304	3/4/2020				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total	\$15.53
Refer	9174 WSB & ASSOCIATES INC	-			
Cash Payment	E 604-49400-303 ENGINEERING SERVIC	JAN2020 ENGINEERING SVCS-MS4			\$75.00
Invoice JAN2020	2/13/2020				
Cash Payment	E 602-49400-303 ENGINEERING SERVIC	JAN2020 ENGINEERING SVCS-SEWER			\$418.00
Invoice JAN2020	2/13/2020				
Cash Payment	E 130-42000-303 ENGINEERING SERVIC	JAN2020 ENGINEERING SVCS-PAVEMENT MGMT			\$150.00
Invoice JAN2020	2/13/2020				
Cash Payment	E 130-42000-530 STREETSCAPE PROJE	JAN2020 ENGINEERING SVCS-STREETSCAPE PROJECT			\$411.50
Invoice JAN2020	2/13/2020				
Cash Payment	E 409-42000-303 ENGINEERING SERVIC	JAN2020 ENGINEERING SVCS-2020 STREET PROJECT			\$12,844.75
Invoice JAN2020	2/13/2020				
Cash Payment	E 101-41650-303 ENGINEERING SERVIC	JAN2020 ENGINEERING SVCS-PLANNING/ZONING			\$453.25
Invoice JAN2020	2/13/2020				
Transaction Date	3/18/2020	Due 3/18/2020	PREMIER CHECKIN 10100	Total	\$14,352.50
Refer	9185 XCEL ENERGY	-			
Cash Payment	E 101-41700-380 ELECTRIC SERVICE	FEB 2020 SERVICE-CH			\$1,082.20
Invoice 676283245	3/11/2020				
Cash Payment	E 101-41800-380 ELECTRIC SERVICE	FEB 2020 SERVICE-COMM CTR			\$237.56
Invoice 676283245	3/11/2020				
Cash Payment	E 101-41900-402 EMERGENCY PREPAR	FEB 2020 SERVICE-CIVIL DEFENSE			\$9.91
Invoice 676283245	3/11/2020				
Cash Payment	E 101-42000-380 ELECTRIC SERVICE	FEB 2020 SERVICE-PW			\$353.82
Invoice 676283245	3/11/2020				
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	FEB 2020 SERVICE-STREET LIGHTS			\$1,975.29
Invoice 676283245	3/11/2020				

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Cash Payment	E 101-42350-380 ELECTRIC SERVICE	FEB 2020 SERVICE-PARKS		\$562.38
Invoice 676283245	3/11/2020			
Cash Payment	E 601-49400-380 ELECTRIC SERVICE	FEB 2020 SERVICE-WELL HOUSE		\$32.60
Invoice 676283245	3/11/2020			
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	FEB 2020 SERVICE-SEWER		-\$153.29
Invoice 676283245	3/11/2020			
Cash Payment	E 101-42350-212 GATEWAY SIGN OPER	FEB 2020 SERVICE-GATEWAY		\$153.37
Invoice 676283245	3/11/2020			
Transaction Date	3/19/2020	Due 3/19/2020	PREMIER CHECKIN 10100	Total \$4,253.84
Refer	9109 ZEMBAL, DEBI			
Cash Payment	R 101-32620 PLANNING/ZONING PERMI	CUP APPLICATION REFUND		\$500.00
Invoice CUPREFUND				
Transaction Date	3/16/2020	Due 3/16/2020	PREMIER CHECKIN 10100	Total \$500.00

Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$143,464.23
110 CIP EQUIPMENT		\$5,372.11
120 FIRE DONATIONS/EXPENSES		\$1,929.57
130 PAVEMENT MANAGEMENT		\$561.50
204 TROLLEY		\$34.29
205 PARK DEDICATION		\$232.72
240 CABLE GRANTS		\$253.16
409 2020 STREET IMPROVEMENT		\$12,844.75
601 WATER FUND		\$17,231.85
602 SEWER FUND		\$17,771.89
604 STORM WATER FUND		\$176.07
		\$199,872.14

Pre-Written Checks	\$21,785.74
Checks to be Generated by the Computer	\$178,086.40
Total	\$199,872.14

Osseo City meetings will go virtual

The Osseo City Council will hold a virtual Council meeting on March 23 via video teleconferencing, as the city is following Minnesota Department of Health (MDH) recommendations and our buildings are closed to the public through Friday, March 27 (at a minimum). All community center activities and community events are also cancelled through March 27.

The public is encouraged to view the City Council meeting from home via the [CCX Media](#) website. Any public comments for the 7 p.m. City Council meeting can be sent to the city's main email address (cityhall@ci.osseo.mn.us) and please include on the subject line "Matters from the Floor." These Matters from the Floor emails will be included in the public packet when received by noon on Thursday, March 19. Any public comments received between noon on Thursday, March 19, and noon on Monday, March 23, will be collected and sent to the Council ahead of Monday night's meeting. Comments submitted should be limited to approximately 300 words, which is about three minutes when read out loud. Options for viewing city meetings are on the website page:

<https://www.discoverosseo.com/departments/city-council/view-council-meetings/>

City Buildings closed to public due to COVID-19

PLEASE NOTE: City buildings are closed to in-person business. City staff continues to work at city hall and will do their best to answer phone calls and emails as soon as possible given constraints of staffing levels or changing procedures. The city hall/police/fire/public works buildings are closed to the public, as is the Hennepin County branch library in Osseo. Updates will be relayed via social media and posted on the city website DiscoverOsseo.com.

If an emergency, dial 911. The city general phone number is 763-425-2624. The general email box for questions about city services is cityhall@ci.osseo.mn.us.