



# Osseo City Council Meeting

## AGENDA

REGULAR MEETING  
Monday, February 28, 2022  
7:00 p.m., Virtual Meeting

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MAYOR: DUANE POPPE | COUNCILMEMBERS: JULIANA HULTSTROM, HAROLD E. JOHNSON, LARRY STELMACH, ALICIA VICKERMAN

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1. **Call to Order**
2. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
  - A. Receive February 14 EDA Minutes
  - B. Approve February 14 City Council Minutes
  - C. Receive February 8 Parks and Recreation Committee Minutes
  - D. Receive February 22 Planning Commission Minutes
  - E. Receive January Lions Club Gambling Report
  - F. Receive January Fire Activity Report
  - G. Receive January Hockey Association Gambling Report
  - H. Approve Public Works Training/Conference Request
  - I. Approve Public Works Josh Lunde Training Request
  - J. Set Public Safety Advisory Committee Meeting for March 9
  - K. Approve Raffle Permit for Osseo Northeast-Winslow Lewis Masonic Lodge
6. **Matters from the Floor**

Members of the public can submit comments online at [www.DiscoverOsseo.com/virtual-meeting](http://www.DiscoverOsseo.com/virtual-meeting)
7. **Special Business**
  - A. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Approve Change Order No. 1 for Lift Station Project – Lee Gustafson, WSB & Associates (Resolution)
  - B. Approve Site and Building Plan Application for 332 Central Ave (Resolution)
  - C. Approve 2022 Music and Movies in the Park Event Series
  - D. Approve Yellow Tree Theatre Special Event Permit Application and Waivers
  - E. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
14. **Adjournment**

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

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
February 14, 2022**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, February 14, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

Members present: Teresa Aho, Deanna Burke, Sherry Murdock, Duane Poppe, Larry Stelmach, and Alicia Vickerman.

Members absent: Harold E. Johnson.

Staff present: Executive Director Riley Grams and City Attorney Mary Tietjen.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES – JANUARY 10, 2022

**A motion was made by Murdock, seconded by Vickerman, to approve the minutes of January 10, 2022, as presented. A roll call vote was taken. The motion carried 6-0.**

4. MATTERS FROM THE FLOOR – None

5. PUBLIC HEARINGS – None

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

**A motion was made by Vickerman, seconded by Aho, to approve the Accounts Payable. A roll call vote was taken. The motion carried 6-0.**

7. OLD BUSINESS – None

8. NEW BUSINESS

A. CREATING COMPACT & CONNECTED COMMUNITIES PRESENTATION – Mic Johnson, FAIA

Grams stated Mic Johnson is a Design Principal with Architecture Field Office based out of Minneapolis. Mic has presented to various boards and groups about how to create compact and connected communities. Osseo is famed for it's historic, and walkable, downtown corridor, so it's only natural to think about the downtown Osseo landscape and imagine what makes for good redevelopment planning as the City and EDA continue to look towards new and exciting redevelopment ideas and proposals. Grams reported Mic has over 30 years of experience and while his portfolio spans much larger sites, it's worth learning his viewpoint on how to properly develop Osseo into the future.

Mic Johnson provided the EDA with a presentation on Creating Compact and Connected Communities by Transforming Underutilized Land. He discussed how the EDA should work to revision the downtown district. He commented on how important it was to create connections between existing urban and residential areas in order to enhance the walkability and livability of the community. The working principles for the design framework were reviewed in detail with the EDA which included how to create a vision, foundational elements, as well as parking and pedestrian requirements. He discussed the importance of defining a super block along with the space between buildings that becomes an important asset. He commented further on the design experience guidelines and the importance of making connections. He stated Central Avenue in Osseo was a tremendous asset to the community. He encouraged the EDA to consider how to intensely develop the areas behind Central Avenue.

Poppe thanked Mr. Johnson for his thorough presentation.

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

Grams wished Commission member Johnson a speedy recovery.

10. ADJOURNMENT

**A motion was made by Murdock, seconded by Vickerman, to adjourn at 6:50 p.m. A roll call vote was taken. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
February 14, 2022**

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, February 14, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Larry Stelmach, Alicia Vickerman, and Mayor Duane Poppe.

Members absent: Councilmember Harold E. Johnson.

Staff present: City Administrator Riley Grams, Police Chief Shane Mikkelsen, Fire Chief Mike Phenow, and City Attorney Mary Tietjen.

Others present.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

**A motion was made by Hultstrom, seconded by Stelmach, to accept the Agenda as presented. A roll call vote was taken. The motion carried 4-0.**

5. CONSENT AGENDA

- A. Approve January 24 Work Session Minutes
- B. Approve January 24 City Council Minutes
- C. Accept Resignation of Police Officer Nick Englund
- D. Receive January Building Report
- E. Receive January Lions Club Gambling Report
- F. Receive January Fire Relief Association Gambling Report
- G. Approve City Clerk Training Request

**A motion was made by Stelmach, seconded by Hultstrom, to approve the Consent Agenda. A roll call vote was taken. The motion carried 4-0.**

6. MATTERS FROM THE FLOOR – None



7. SPECIAL BUSINESS

A. POLICE DEPARTMENT ANNUAL REPORT

Police Chief Mikkelson stated the police department had 9,300 case numbers in 2021. That includes calls for service (911 calls), officer initiated contacts, and office duties requiring a case number (background checks, firearm permit checks). It was noted in 2021 he lost two officers and hired two officers to make the full-time officer total seven. He noted the department has fluctuated between 5-7 part-time officers during the year. The accomplishments of the department for 2021 were highlighted and included starting a chaplain program, purchase of digital speed signs, redesign of the policy manual, and the hiring of two new officers. He explained the department was now down one officer, and the challenge for any department at this time is to hire officers. He stated he currently sees a deficient number of officer candidates applying for jobs and discussed how important it would be to retain current staff. He reported there would be another trial for the other three officers charged in the Chauvin incident which would have impacts on the policing community. He commented further on the goals for 2022, noting one specific goal would be to review and update the emergency management plan.

Hultstrom asked how many part time officers the department had at this time. Police Chief Mikkelson stated he currently had five or six part time officers.

Stelmach thanked Police Chief Mikkelson for his service to the community. He indicated he really appreciated the digital speed signs as this was helping drivers to slow the speed of their vehicles.

Vickerman requested further information regarding the number of calls for service in 2021. Police Chief Mikkelson reported the calls for service in 2021 were on par with 2020. He stated there has been a change in some of the laws which was requiring additional investigative time and energy from officers. He explained he was extremely proud of the work being done by his officers. Vickerman thanked the Osseo Police Department and each of its officers for their dedicated service to the community.

B. FIRE DEPARTMENT ANNUAL REPORT

Fire Chief Phenow stated given the challenges presented by COVID-19 pandemic, they did not actively recruit in 2020. They ramped up our recruiting efforts in the summer of 2021. After the application period closed in late summer, they had received eight applications. They conducted interviews, background checks, physical ability tests, and occupational health screenings. This process reduced the field to 3 candidates, who were presented to the council for hire in late fall. One came with existing certifications, one is getting enrolled in initial classes now, and the third had circumstances change that resulted in him no longer meeting the response time requirements. There were also five resignations this year. He then discussed the calls for service for 2021.

Fire Chief Phenow discussed the grants the department received noting in January, a donation of \$30,000 was received from the Osseo Fire Department Relief Association (OFDRA) to go toward the future purchase of fire trucks. In June, they received a grant from the CenterPoint Community Safety Grant program for \$2,500 in matching funds for

the purchase of 3 new Automated External Defibrillators (AEDs). This grant was matched by a \$2,945 donation from the OFDRA to provide the matching funds and complete the project. In June, they received a donation from the OFDRA for \$20,000 to go towards some necessary repairs to fire trucks. In September, they received a grant from the MN DNR's Volunteer Fire Assistance Grant Program for \$4,914 in matching funds for the purchase of 21 new pagers. This grant was matched by a \$4,914 donation from the OFDRA. Additionally, the truck repairs came in \$6,000 under budget, allowing those funds to be applied to this project and replace the entire fleet of 30 pagers.

Fire Chief Phenow reported in August of 2020, they were notified that they were awarded \$5,400 for the Round 13 (FY21, 7/1/2020 – 6/30/2021) Minnesota Board of Firefighter Training and Education (MBFTE) training reimbursement program. He stated they submitted training reimbursement requests for all training conducted in that period and, being the second year of the state biennial budget cycle, they received the full award amount of \$5,400 plus an additional \$9,264.19 in redistribution funds. In August of 2021, they were notified that they were awarded \$3,640 for the Round 14 (FY22, 7/1/2021 – 6/30/2022) MBFTE training reimbursement program. By the end of 2021, they had already submitted reimbursement requests for the full award amount. Because it is the first year of the state's biennial budget cycle, there is no opportunity for redistribution funds at the end of this fiscal year. They have structured our training schedule to minimize the paid training sessions in the first half of 2022 and instead concentrate them in the back half of 2022 and the first half of 2023 to maximize our ability to get those training costs reimbursed through redistribution funds. In October, they received \$16,918.52 from the State of Minnesota from the Fire State Aid program. Throughout the year, the City received various donations to the fire department from various citizens and businesses totaling at least \$2,174. In total, they were able to secure more than \$102,000 in additional, outside funding above and beyond the portion of our budget that is supported by tax proceeds.

Fire Chief Phenow explained the ongoing pandemic continued to present challenges in 2021. They continued to conduct our department meetings remotely from January through May (and again in January and February 2022). Some of the training at the beginning of both 2021 and 2022 was conducted remotely. He commented further on the progress that was made to the department manual and field operations guide. He noted the department had two new, custom-built mezzanines installed at the station this year. Labor and materials were donated by firefighter John Nyquist, his employer Spantek Expanded Metal of Hopkins, and EL-HY-MEC of Maple Grove. In December, they purchased and installed new shelving and storage totes to help make the best possible use of the new space provided by these new mezzanines. In addition, a range of new equipment was procured and put into service this year. In addition to the AEDs and pagers mentioned above, they added a number of items for safely operating at roadway incidents, including a stop/slow paddle, traffic control wands, road flares, and LED road flare discs. Additionally, they procured additional high-capacity batteries for our DeWalt hand tools as well as absorbent socks for absorbing, diking, and damming hazardous spills and bins and scoops for deploying oil dry at vehicle accidents.

Fire Chief Phenow stated in looking ahead to 2022, the ongoing pandemic continues to present challenges. Hopefully 2022 will see a wind-down of the pandemic and the opportunity to transition to more standard operations. With 24 members, they need to continue to recruit, hire, and train new people and will be pursuing this throughout the

year. In 2022, they would like to get the initial framework and foundational documents of our new Department Manual (policies, procedures, and guidelines) presented to the PSAC, recommended from the PSAC to the Council, and approved by the Council. After that, they hope to be able to continue to build out the Department Manual by creating additional policies, procedures, and guidelines. They plan to build and expand on the Field Operations Guide that were introduced in 2021. Finally, they hope to begin building a comprehensive financial model for the department in order to conduct broader analysis and strategic planning regarding the long-range needs of the department.

Stelmach thanked Fire Chief Phenow for the thorough report. He explained he was looking for to 2022 and how the Council can help the team.

Hultstrom stated she greatly appreciated how the OFDRA helps the Osseo Fire Department.

Vickerman commended Fire Chief Phenow for his tremendous efforts on behalf of the community.

#### C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

| Donor                       | Amount/Item | Designated Fund |
|-----------------------------|-------------|-----------------|
| Harold E. Johnson           | \$750       | Beautification  |
| Doug and Michealle Wallgren | \$250       | Police          |
| Todd and Dawn Tessman       | \$25        | Fire            |

Staff recommended the Council accept the donations.

**A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2022-13, accepting a donation from Harold E. Johnson, Doug and Michealle Wallgren and Todd and Dawn Tessman. A roll call vote was taken. The motion carried 4-0.**

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

#### A. CONFIRM EDA ACTIONS OF FEBRUARY 14, 2022

Grams discussed the actions of the EDA. He noted the EDA approved accounts payable and heard a presentation on Creating Compact and Connected Communities.

**A motion was made by Vickerman, seconded by Stelmach, to Confirm the EDA Actions of February 14, 2022. A roll call vote was taken. The motion carried 4-0.**

#### B. APPROVE POSTING FOR FULL TIME POLICE OFFICER POSITION

Police Chief Mikkelson stated the Council accepted the resignation of Police Officer Nick Englund under on the Consent Agenda. He explained the vacant position would fall under the Full Time Police Officer job description. It was noted this position would be covered by the Law Enforcement Labor Services Local #182 contract.

**A motion was made by Hultstrom, seconded by Vickerman, to approve posting for the Full Time Police Officer position. A roll call vote was taken. The motion carried 4-0.**

C. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

**A motion was made by Vickerman, seconded by Stelmach, to approve the Accounts Payable as presented. A roll call vote was taken. The motion carried 4-0.**

11. ADMINISTRATOR REPORT

Grams thanked Police Chief Mikkelson and Fire Chief Phenow for their reports and for their dedicated service to the community.

Grams wished Councilmember Johnson a speedy recovery.

12. COUNCIL AND ATTORNEY REPORTS

Vickerman reported the Blue Line Extension Committee met and discussed the issues with the Green Line. She noted the planning stage was still moving forward at this time due to the projected growth in this area. Vickerman thanked Police Chief Mikkelson and Fire Chief Phenow for their reports and for serving the community well through the pandemic.

Hultstrom thanked Police Officer Englund for his dedicated service to the City of Osseo and wished him all the best at the City of Champlin. Hultstrom wished Councilmember Johnson all the best and hoped his health would be fully restored.

Stelmach wished Councilmember Johnson all the best. Stelmach thanked Police Officer Englund for his service to the Osseo Police Department. He thanked Police Chief Mikkelson and Fire Chief Phenow for their reports. Stelmach thanked the community for keeping the fire hydrants free and clear of snow this winter.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, February 21 for President's Day.

14. ADJOURNMENT

**A motion was made by Hultstrom, seconded by Vickerman, to adjourn the City Council meeting at 7:46 p.m. A roll call vote was taken. The motion carried 4-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

Unapproved

**OSSEO PARKS & RECREATION COMMITTEE MINUTES  
REGULAR MEETING  
February 8, 2022**

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:00 p.m., Tuesday, February 8, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

Present: Committee members Dee Bonn (joined the meeting at 6:49 p.m.), Kerstin Schulz, Larry Stelmach, Dori Trossen, Alicia Vickerman and Kara Wolf.

Absent: Committee members Ashlee Mueller.

Others present: Community Management Coordinator Joe Amerman

3. APPROVE AGENDA

**A motion was made by Vickerman, seconded by Wolf, to approve the meeting's agenda. A roll call vote was taken. The motion passed 5-0.**

4. APPROVE MINUTES

**A motion was made by Vickerman, seconded by Wolf, to approve the December 7, 2021, meeting minutes as presented. A roll call vote was taken. The motion passed 5-0.**

5. PUBLIC COMMENTS

Schulz advised the public that this is the time for public comments. There were no public comments.

6. SPECIAL BUSINESS

There was no special business.

7. NEW BUSINESS

A. 2022 OSSEO SUMMER SPORTS UPDATE

Amerman stated like 2021, Osseo Youth Sports will take place on Monday and Wednesday nights at Sipe Park. There will be three sports offered each night, for a variety of ages. Classes will begin at 5:00 pm with the youngest children and end at 7:45 pm for the oldest. Ages will remain 2-12. In an update from past years, each session will now be four weeks, where previously they had been five. This is an effort to standardize the schedules of Revolutionary Sports partners across the metro and ease the transition of staffing between sessions. Staff reviewed the proposed schedule for the 2022 summer sports. For the last several years the city has avoided scheduling into the fall. As days get shorter and fall club sports begin, participation levels drop rapidly.

Amerman explained as anticipated the cost to the city per participant will increase in 2022. In 2021 the cost per participant was \$42.50, in 2022 it will rise to \$47.20. This is due to a combination of factors. First, the price in the 2021 was artificially low. Revolutionary Sports quoted the city a \$42.50 price because it wished to honor the price it had quoted for the cancelled 2020 summer sports year. The second major factor is staffing demand. For a number of reasons, which have impacted hiring across every industry, it is increasingly difficult to hire and retain the quality of coaches that Revolutionary Sports employs. As a result, staff compensation has become a larger percentage of total expenditures. A final factor would be inflation. Operating costs have continued to rise, and Revolutionary Sports must charge more to cover them. To emphasize so there is no misunderstanding, each session will be four weeks and per participant registration costs will be \$47.20. With \$47.20 as a baseline cost, the city has a few issues to come to a decision on such as should the City continue a partnership with RevSports, what fee should be charged for the summer sports for residents and non-residents, and how many sessions does the City want to support.

Schulz asked if the Committee wanted to continue to partner with RevSports.

Stelmach indicated he supported the City continuing to partner with RevSports. He indicated he has received a lot of positive feedback on the sports programming offered by the City of Osseo. He explained prices have gone up slightly in all areas of life but he supported the City continuing the youth sports programs. He believed the sports programming was valuable to the youth in the community for physical, emotional and mental health purposes.

Vickerman agreed stating she did not want the City to have to go back to the drawing board on this. She supported the slight price increase noting Osseo was providing affordable youth sports options to the community when compared neighboring communities.

Schulz also agreed noting RevSports has been a valuable partner to the City of Osseo.

Wolf supported the City continuing its partnership with RevSports in 2022.

Schulz questioned what fees the City should charge residents and non-residents for the coming year.

Stelmach asked who provided the gear for the sports programming. Amerman reported RevSports provides all of the gear needed for the sports programming.

Stelmach stated his inclination would be to pass along a \$6 increase to both the residents and non-residents.

Schulz supported this recommendation. She indicated the pricing was set reasonable at the beginning in order to build and establish the program within the community. She believed participants would still participate even if there was a \$5 or \$6 increase.

Trossen explained she supported the slight price increase as well.

Vickerman commented she questioned how much of a value add the increase would be. She wanted to be sure the City was not making a profit off of the youth sports programming. She understood the City was incurring costs, but she wanted the City to be careful on how the funds were being allocated for transparency purposes.

Stelmach asked if the City would still be competitive with neighboring communities if the prices were to increase by \$5.

Vickerman reported Osseo would still be the best value for youth sports programming when compared to neighboring communities.

Further discussion ensued regarding the youth sports program pricing.

Stelmach proposed residents pay \$46.50 and non-residents pay \$59.50. The Committee supported these rates.

Wolf questioned how the group felt about having one week less of programming.

Stelmach stated if the City were to continue a relationship with RevSports, they were now offering four week classes instead of five week classes. He indicated the City would have to be very open in its messaging.

Schulz believed residents were still receiving a good value and agreed the City would have to be clear with its messaging.

Vickerman commented when this programming began RevSports came in with very competitive pricing and over the last few years residents have found this to be a great value for the services being provided. She believed the proposed pricing and number of classes was fair.

Schulz asked what sessions the group wanted to support for 2022.

Vickerman questioned if RevSports had contingency dates built into their programming for weather/rain dates. Amerman commented he did not believe RevSports had rain dates built into the programming but rather would be offering refunds if the weather does not cooperate.

Vickerman indicated she supported the City offering three sessions versus four. She feared the fourth session that ran into September could be a concern for families.

Trossen supported the City pursuing three sessions as well.

Stelmach and Wolf agreed.

Amerman thanked the Committee for their feedback. He noted he would work with RevSports on the sports programming for 2022 and a memo would be prepared for the City Council with the Committees recommendations.



## 8. OLD BUSINESS

### A. DISCUSS PROPOSED 2022 MUSIC AND MOVIES IN THE PARK EVENTS

Amerman stated at the December 2021 meeting of the Parks and Recreation Committee, the committee supported the creation of a subcommittee on MMIP, which met later in December, and based on the work of staff and that committee, there are several updates regarding summer programming which will be detailed here. At the December meeting the Committee made a number of decisions regarding the schedule of the Music and Movies in the Park series for 2022. These decisions included booking a movie and a performer for every Tuesday of the summer, with the exception of July 5 and August 2. August 31 will be set aside as a rain date. This has remained unchanged. Staff has continued to contact musical and educational performers. At this time the city has arranged for a performance at each of the Tuesday nights. The list of performers was reviewed with the Board.

Amerman reported the city will once again be partnering with Swank Motion Pictures to provide movie screenings at the series. As anticipated, these will come at a cost of \$450 per movie, which is in line with the prices that the city paid in 2021. The list of selected movies is also included in the schedule.

Amerman explained on December 20, 2021, staff sent letters to local food establishments asking if they were interested and able in selling food at the Tuesday night series. This was done after discussion at the December committee meeting indicated it would be worthwhile to try to involve the local restaurant community in the series, before reaching out to food trucks. The restaurants were asked to respond by January 15, and as of February 4, no responses have been received by city staff. Staff is now contacting food trucks, one of which, the local Phat Phil's Donut Truck, has already agreed to attend.

Amerman indicated donation requests have been submitted to past donors, including the Osseo Lions, Osseo Fire Department Relief Association, and Osseo Maple Grove Hockey Association. Donation requests will also be sent to Winslow-Lewis Lodge 125, another past donor. In an effort to provide an opportunity for involvement to local businesses, staff will soon send out mailing to local businesses to solicit sponsorships. For a \$200 donation a business will be a featured sponsor for one of the Tuesday dates. Their business logo will be featured on a banner hung at each performance, and on their specific night they will be given a few minutes to promote their business. They will also be given the opportunity to sell merchandise onsite during the evening. The total proposed budget for the summer series is just over \$12,000. This does make it a more expensive year than average. The cost increase is largely due to the musical performances. But in addition, whereas in the past the city has estimated movies at roughly \$375 each, it is now clear that it will be \$450 per movie, raising the total budget costs by \$675. As always, this will be funded entirely through donations, with the possibility of additional sponsorships.

Stelmach stated he had no issue with Spark continuing to perform on Tuesday nights, even if they move out of Osseo. He asked if all of the sponsors would be included on a single banner. Amerman stated this was the case. He anticipated all sponsors would have to be in place by June 1.

Schulz recommended Spark be allowed to perform this year and that this matter be revisited next year.

Vickerman commented she supported Spark being allowed to perform and remaining on the schedule going forward. She questioned how the City looks budget-wise considering the price has increased for the movies and bands. Amerman explained the City had \$10,000 in the fund at this time and was awaiting more donations. He anticipated the City would break even again this year, and was still seeking sponsors for each event, which would help the bottom line.

Stelmach stated he fully supported the idea of having sponsors for the events this year because it would highlight local businesses.

Trossen supported keeping Spark involved in the summer concert series for 2022. She indicated she supported the sponsorship idea and thanked staff for all of his efforts.

Vickerman appreciated the fact that donations were made each year to cover the expense of these events.

Further discussion ensued regarding the time needed for the raptor center and snake programing.

**A motion was made Vickerman, seconded by Trossen, to approve the proposed Movies and Music in the Park Events for 2022. A roll call vote was taken. The motion passed 6-0.**

**B. UPDATE ON YELLOW TREE 2022 SUMMER SERIES**

Amerman stated on Thursday, February 3, the City received Yellow Tree Theater's special event permit application for their 2022 summer series in Boerboom Park. The city has not yet received a few components, but as soon as it does this application will be brought before the City Council for approval. This proposed schedule is the same as last year, except for the presence of Omni at each of the six events as opposed to three. In addition, there has been a slight schedule change, the proposed dates are now:

- |           |            |             |
|-----------|------------|-------------|
| • June 9  | • June 23  | • July 7    |
| • July 21 | • August 4 | • August 18 |

Amerman commented as part of their special event permit application, Yellow Tree is also submitting supplementary applications for use of the Osseo Gateway Sign with a fee waiver request, and a bandshell permit application with a waiver request. Both of these forms were submitted as part of the 2021 application and approved by the council. Yellow Tree is asking that, as a non-profit organization, the fees associated with use of the Gateway Sign and Boerboom Bandshell be waived.

Amerman reported the application will be sent to the City Administrator, Fire Chief, Police Chief, and Public Works Director for review. The City is still waiting on state approval of temporary liquor licenses for the six dates, a Hold Harmless agreement, and proof of liability insurance before bringing this special event permit application before the City Council, but staff is asking the Committee to discuss and make formal recommendation to approve Yellow Tree's permit application, or suggest changes.

Vickerman stated she supported the programming as proposed by the Yellow Tree Theater. She indicated she was happy to see how they were thinking ahead and wanted to assist with recycling on site.

**A motion was made Vickerman, seconded by Bonn, to recommend approval of the Yellow Tree 2022 Summer Series. A roll call vote was taken. The motion passed 5-0.**

9. ANNOUNCEMENTS

Amerman reported City Hall would be closed on Monday, February 21 for President's Day.

10. STAFF & COMMITTEE MEMBER REPORTS

Amerman reported he has been in early discussions with Yellow Tree about providing a youth theater camp at Sipe Park this summer.

Schulz commented local businesses would be sponsoring a "Galentine's Day" event on Saturday, February 12 from 10:00 a.m. to 4:00 p.m.

11. ADJOURNMENT

**A motion was made Vickerman, seconded by Trossen, to adjourn the meeting at 7:05 p.m. A roll call vote was taken. The motion passed 6-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO PLANNING COMMISSION MINUTES  
REGULAR MEETING  
February 22, 2022**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Mueller at 6:00 pm, Tuesday, February 22, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. WELCOME TO CHRIS CARRIGAN

Chair Mueller welcomed newly appointed Commissioner Chris Carrigan to the Planning Commission.

3. ROLL CALL

Present: Commission members Deanna Burke, Chris Carrigan, Kenny Nelson, Michael Olkives, Kerstin Schulz, and Chair Ashlee Mueller

Absent: Commission member Dee Bonn.

Others present: Community Management Coordinator Joe Amerman

4. ELECTION OF OFFICERS

Amerman requested the Commission elect a Chair and Vice Chair for 2022.

Mueller stated she would enjoy serving as the Chair again in 2022.

Olkives reported he would be willing to serve as the Vice Chair in 2022.

Nelson indicated he would be willing to serve as the Chair or Vice Chair of the Planning Commission.

**A motion was made by Schulz, seconded by Carrigan, to elect Ashlee Mueller as Chair of the Planning Commission for 2022. A roll call vote was taken. The motion carried 5-1-1 (Nelson opposed and Mueller abstained).**

**A motion was made by Schulz, seconded by Carrigan, to elect Michael Olkives as Vice Chair of the Planning Commission for 2022. A roll call vote was taken. The motion carried 5-1-1 (Nelson opposed and Mueller abstained).**

5. APPROVAL OF AGENDA

**A motion was made by Olkives, seconded by Schulz, to approve the Agenda as presented. A roll call vote was taken. The motion carried 6-0.**

6. APPROVAL OF MINUTES

A. Approve December 20, 2021, Minutes

**A motion was made by Schulz, seconded by Burke, to approve the December 20, 2021, minutes. A roll call vote was taken. The motion carried 6-0.**

7. PUBLIC COMMENTS

Chair Mueller advised this is the time for public comments for items that are not on the agenda for tonight's meeting. There were no comments from the public.

8. PUBLIC HEARINGS

A. Site and Building Plan Application for 332 Central Avenue

Amerman stated Jesse and Jordan Dickinson of Zephyr Investments LLC are looking to expand the footprint of their building located at 332 Central Avenue. They have operated Union Speed and Style at 340 Central Avenue, adjacent to the north of this location, since 2018. Staff reviewed the proposed plans for the property in detail with the Commission and recommended approval with conditions.

**A motion was made by Schulz, seconded by Olkives, to open the Public Hearing at 6:19 p.m. A roll call vote was taken. The motion carried 6-0.**

Amerman reported staff had received two comments from resident and business owner Connie Aho. He explained Ms. Aho owns the property at 1<sup>st</sup> Avenue Commons at 24 3<sup>rd</sup> Street NE and 240 Central Avenue. Ms. Aho received a notice regarding this variance request and offered her support. Ms. Aho supported the applicants raising the building height and improving this building which would in turn help all of the other businesses in the community.

**A motion was made by Schulz, seconded by Olkives, to close the public hearing at 6:22 p.m. A roll call vote was taken. The motion carried 5-1 (Nelson opposed).**

Burke commented she would love to see a microbrewery in this building. She discussed how parking may be a concern if this were to occur in this building. Amerman stated staff would encourage Dean's to clearly mark their parking and staff could coordinate with the police department if people were misusing Dean's parking spaces.

Jesse Dickinson, 332 Central Avenue, explained he was not applying for a conditional use permit to operate a brewery. Rather he was applying to expand the building size at 332 Central Avenue. He commented he was hoping to bring a brewery to this location and at the time he was working to attract a brewery. He indicated he would work to be a good neighbor to Dean's and would make patrons aware of where to park.

Carrigan asked if a second story could be added if the building were raised to 40 feet. Mr. Dickinson explained if a brewery were to come into the space, a second floor would not be needed. However, if a brewery tenant could not be brought in, the space would be flexible and a second floor could be added.

Further discussion ensued regarding the parking at Dean's and the curb cuts surrounding the property.

Nelson asked how the parking in the rear would be accessed. Mr. Dickinson reported the parking would be accessed through the alley.

Nelson questioned if the applicant has considered a green roof for the addition. Mr. Dickinson stated he had not considered a green roof. He commented further on how the space would be designed to be flexible in order to meet the future tenants needs.

Nelson inquired what would happen if the potential brewery were not to locate in the new building. Mr. Dickinson explained the building, after renovations, would attract many different possible businesses if the brewery were to back out.

Nelson discussed the alley behind this property and recommended the City Attorney review this situation.

Carrigan asked what materials would be used on the new building. Mr. Dickinson commented the current plan shows complimentary brick and metal.

Carrigan stated he supported the use of brick on the west and south facades of the building. He noted this would assist with keeping the character of the Central Business District. Mr. Dickinson indicated he knew how important it was to have building fit in. He stated the selected building materials would be long-lasting.

Carrigan requested further information regarding the outdoor patio area. Mr. Dickinson discussed the proposed design of the outdoor patio area in further detail with the Commission.

Olkives explained he was pleased to see this building being brought back to life. He thanked the Dickinson's for investing in the community and for working to draw another amenity to the City of Osseo.

Schulz agreed stating she really appreciated how Jesse and Jordan had worked to maintain the integrity of the original building.

Nelson expressed concern with the fact the Commission was being asked to consider a site plan that could potentially house a brewery in the future. He stated his initial thought was that the area did not have enough parking. He understood that a brewery would be a great addition to the community, but he wanted to make sure the community had enough parking to support the proposed use.

**A motion was made by Olkives, seconded by Burke, to recommend the City Council approve the Site and Building Plan, subject to the six (6) conditions listed below:**

- 1. The improvements shall match the site plan submitted for approval by the City Council;**
- 2. Any necessary payment for SAC charges must be made prior to issuance of any building permits;**

3. The applicant shall obtain all necessary building and sign permits and pay all fees related to the proposed improvements;
4. Weeds and other vegetation shall be maintained at all times in accordance with Chapter 93.38 of the City Code;
5. All trash shall be stored within a properly-screened enclosure; and
6. The site plan will be valid for one year following the date of approval, unless work begins toward completion within one year or the approval is renewed for a period of one year by the City Council.

**A roll call vote was taken. The motion carried 6-0.**

9. REPORTS OR COMMENTS: Staff, Chair & Commission Members

Nelson reported he would like the votes to be made using “yes” and “no” to avoid confusion for those with hearing difficulties.

Chair Mueller thanked Jesse and Jordan Dickinson for joining this meeting.

10. ADJOURNMENT

**A motion was made by Schulz, seconded by Olkives, to adjourn the meeting at 7:00 pm.  
A roll call vote was taken. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

## Osseo Lions Club Gambling Report

to

City of Osseo

Report for the month/year of Jan-22

Check as appropriate:

XXXXXX paddle wheelXXXXXX pull tabs           raffle           other (specify) LG100A

Gross Receipts 630,375.71 LG100A-10A

Prizes Paid 553,262.37 LG100A-10B

Net Receipts 77,113.34 LG100A-10C

Expenses - Total 35,195.73 Total Itemized

Expenses itemized:

|                                       |           |
|---------------------------------------|-----------|
| Pulltabs                              | 5,195.95  |
| Compensation                          | 8,433.33  |
| Accounting Services                   | 430.60    |
| Rent                                  | 6,817.20  |
| Electronic pull-tab provider fees     | 13,043.89 |
| Electronic linked bingo provider fees | 72.34     |
| Supplies Bank charges etc             | 823.91    |
| Cash Short/Over                       | 378.51    |
| Profits \$ 41,917.61 G1A Line 24      | 35,195.73 |

Lawful Purpose Expenditures

|   |              |
|---|--------------|
| MN Department of Revenue - Wagering Tax | \$ 26,841.00 |
| Total Contributions                     | \$ 26,841.00 |

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 Fire Department

### Monthly Activity Report – January 2022

#### Incident Responses

|                           |           |
|---------------------------|-----------|
| <b>Fire</b>               | <b>4</b>  |
| Fire Alarm Business ..... | 1         |
| Fire Alarm School .....   | 1         |
| Gas Odor .....            | 2         |
| <b>EMS</b>                | <b>22</b> |
| Cardiac Arrest .....      | 1         |
| Unconscious .....         | 2         |
| Heart .....               | 9         |
| Stroke .....              | 1         |
| Head Injury .....         | 1         |
| Diabetic .....            | 1         |
| Lift Assist .....         | 6         |
| EMS Priority 1 .....      | 1         |
| <b>Mutual Aid</b>         | <b>0</b>  |
| <b>Total .....</b>        | <b>26</b> |

#### Training

- HazMat: Air Monitoring / 4-Gas Meters
- Blood-Borne Pathogens, Right-to-Know, Lock-Out/Tag-Out

#### Activities & Other

- Annual Apparatus Service & Inspection
- Annual SCBA Fit Testing
- Hennepin County Fire Chiefs Association Meeting

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

1. Report for the month of Jan-22

2. Check as appropriate:

  x   pulltabs

  x   tipboards

3. Gross receipts 368,842

4. Expenses - total 353,797

Expenses itemized:

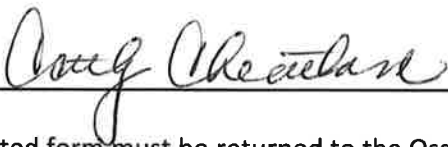
|                                     |         |
|-------------------------------------|---------|
| Compensation                        | 7,046   |
| Prizes                              | 325,085 |
| Pull tab games/taxes                | 4,727   |
| Supplies/misc/payroll proc./storage | 635     |
| Combined receipts                   | 15,068  |
| Cash long/short                     | 361     |
| Rent                                | 875     |

5. Profits 15,045

6. Distribution of profits (itemized)

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

Signed:



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



## City of Osseo

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

### Employee/Elected Official Travel Request Form

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

Date of Request: 2-17-2022

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

Employee/Official Department

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

Dates: March 1st, 2nd, & 3rd, 2022

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

Registration Fee: \$240.00 each

Mileage Costs: Use PW Vehicle

Hotel/Motel Costs: None

Meal Costs: Included

Air Fare Costs: None

Misc. Costs: None

**Total: \$ 720.00**

Budgeted From: PW- education/meetings/travel

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

This conference is a great educational tool for the public works employees. It provides training in the fields of water, and wastewater to ensure the efficiency and safety in our utilities. The training and classes attended also count as direct contact hours needed to maintain the water & wastewater licenses held by the employees.

Employee/Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Manager Signature (if needed): *[Signature]* Date: 3-17-2022

Administrator Signature: *[Signature]* Date: 2/18/22

Consent Agenda City Council Meeting Approval Date: 2/28/22



## City of Osseo

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

### Employee/Elected Official Travel Request Form

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

Date of Request: 2/22/2022

Employee/Official Name: Josh Lunde

Employee/Official Department: Public Works

Conference/Workshop/Seminar: Wastewater Class SD training/exam

Dates: 3/23/2022-3/25/2022

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

Registration Fee: \$260

Mileage Costs: Use PW Vehicle

Hotel/Motel Costs: None

Meal Costs: Included

Air Fare Costs: None

Misc. Costs: None

Total:

Budgeted From: PW- education/meetings/travel

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

This conference is a great educational tool for the public works employees. It provides training in the fields of water, and wastewater to ensure the efficiency and safety in our utilities. The training and classes attended also count as direct contact hours needed to maintain the water & wastewater licenses held by the employees.

Employee/Official Signature: [Signature] Date: 2/22/2022

Dept Manager Signature (if needed): [Signature] Date: 2/23/2022

Administrator Signature: [Signature] Date: 2/23/22

Consent Agenda City Council Meeting Approval Date: 2/28/22



## City of Osseo City Council Meeting Item

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**Agenda Item:** Set Public Safety Advisory Committee Meeting March 9

**Meeting Date:** February 28, 2022

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

**Attachments:** None

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**Policy Consideration:**

Consider setting a PSAC meeting for Wednesday, March 9, 2022 at 6:00 pm.

**Background:**

The PSAC has several items to discuss and would like to call a meeting for Wednesday, March 9, 2022 at 6:00 pm. The meeting will be conducted virtually via WebEx.

**City Goals Met By This Action:**

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

**Options:**

The City Council may choose to:

1. Set a PSAC meeting date for Wednesday, March 9, 2022 at 6:00 pm;
2. Deny setting a PSAC meeting date;
3. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Set a PSAC meeting date for Wednesday, March 9, 2022 at 6:00 pm.

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

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

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

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

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

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

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

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

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

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

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

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

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

Secretary of State website, phone numbers:

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

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

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

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

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

Check one:

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

\_\_\_\_ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

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

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

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

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

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**
**CITY APPROVAL  
for a gambling premises  
located within city limits**

\_\_\_\_\_ The application is acknowledged with no waiting period.

\_\_\_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

\_\_\_\_\_ The application is denied.

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

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

\_\_\_\_\_ The application is acknowledged with no waiting period.

\_\_\_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

\_\_\_\_\_ The application is denied.

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

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)


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

Signature of Township Officer: \_\_\_\_\_

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

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

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

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

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

**REQUIREMENTS**
**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**
**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Resolution No. 2022-xx

## RESOLUTION ACCEPTING DONATION 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 donation would be of benefit to the citizens of Osseo; and

WHEREAS, the following has proposed this contribution to the City of Osseo and the donation be used for the specific purpose as indicated below:

| <u>Donor</u>             | <u>Amount/Item</u> | <u>Designated Fund</u>       |
|--------------------------|--------------------|------------------------------|
| American Legion Post 172 | \$10,000           | Music and Movies in the Park |
| Duffy's Bar & Grill      | \$1,000            | Police                       |
| Duffy's Bar & Grill      | \$1,000            | Fire                         |
| Michael Forsberg         | \$50               | Fire                         |
| Lila Hedlund             | \$20               | Fire                         |
| Harold E. Johnson        | \$750              | Beautification               |





## Memorandum

**Agenda Item:** Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project

**Meeting Date:** February 28, 2022

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

**Attachments:** Resolution and Change Order No. 2

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### Policy Consideration:

Request to approve the following:

1. Resolution approving Change Order No. 2.

### Background

Lift Station Nos. 2 and 3 were successfully started up on November 17, 2021, and all that remains at these locations is final site restoration in the spring of 2022.

As discussed at the City Council meeting on November 22, 2021, the majority of the work at Lift Station No. 1 was postponed due to pump manufacturing and shipping and overhead power line relocation delays. However, preliminary electrical and building work has been in progress over the winter to prepare for early spring construction.

Change Order No. 2 includes the additional costs for an enlarged floor opening and roof opening at Lift Station No. 1 which would allow the new 40HP pumps to be pulled directly upwards through the floor and roof, thereby facilitating pump maintenance and reducing both staff and pump service maintenance hours.

The existing floor opening and roof skylight at Lift Station No. 1 are along the south wall of the building and are not directly over the pumps. To pull the existing pumps, staff and pump service crews must rig up a cable system and jockey the pumps around as they're raised. Also, the existing skylight isn't big enough to pull an existing pump through, so once the pump is through the floor, it must be set down and removed through the front door. During design, WSB and City staff discussed improving pump maintenance by relocating the floor and roof openings more directly over the pumps. At that time, the intent was to be able to remove one pump at a time.

Upon further discussion between WSB, City staff, the Contractor, and their builder during construction, it was identified that a further functional upgrade would be to enlarge the floor opening and roof opening so that both of the new 40HP pumps can be pulled directly upwards without impinging on or deflecting the lifting cable. The proposed modifications are shown on the attached structural plan markup and roof exhibits. The larger openings will significantly reduce staff and pump service crew labor hours.

**Budget & Schedule**

The Contractor's proposed additional cost to enlarge the floor opening and roof opening is \$34,265.70, as detailed in the attached change order proposal from Minger and their builder Green Construction. The larger openings were not originally bid and including them in the bidding documents would have increased the bids and the original contract amount. The proposed additional cost is 2.6 percent of the original contract amount of \$1,299,300. This cost exceeds the remaining construction allowance, so it is recommended to execute Change Order No. 2 for the full amount of the proposed additional cost. Any construction allowance amount remaining at the end of the project will be credited back to the City.

The project completion dates, both substantial and final, were extended to May 31, 2022 by Change Order No. 1 to allow for early spring construction at Lift Station No. 1 due to pump manufacturing and shipping and overhead power line relocation delays. The exact delivery date and potential schedule impacts of the proposed enlarged custom hatch for the Lift Station No. 1 roof opening will not be known until ordered. However, no additional changes in the completion dates are anticipated at this time.

**Lift Station No. 1 - UST Site Investigation Update**

On October 25, the City Council approved a proposal to complete a Limited Site Investigation (LSI) into the petroleum release from the underground storage tank that was removed from the Lift Station No. 1 site. The soil boring advancement, sample analysis, and water well, vapor, and surface water receptor survey are complete. The investigation report will be completed and submitted to the Minnesota Pollution Control Agency (MPCA) by the end of March 2022.

**Previous Action or Discussion:**

On May 11, 2021, Council awarded the contract for the Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project to Minger Construction Companies, Inc.

On November 22, 2021, Council adopted the resolution approving Change Order No. 1 extending the project completion date to May 31, 2022 due to pump manufacturing and shipping and overhead power line relocation delays.

**Budget or Other Considerations:**

Project will be funded from the City's utility fund.

**City Goals Met By This Action:**

Maintaining city infrastructure.

**Recommendation/Action Requested:**

The City Council may choose to:

1. Approve the attached resolution approving Change Order No. 2;
2. Approve the attached resolution approving Change Order No. 2; with noted changes or as amended;
3. Deny the recommended action;
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose Option (1): Approve the attached resolution approving Change Order No. 2.

**Next Step:**

Complete construction.

## CHANGE ORDER NO. 2

LIFT STATION NOS. 1, 2, AND 3 AND SCADA IMPROVEMENTS  
CITY OF OSSEO, MN  
WSB PROJECT NO. 016743-000

FEBRUARY 28, 2022

OWNER:

CITY OF OSSEO  
415 CENTRAL AVENUE  
OSSEO, MN 55369

CONTRACTOR:

MINGER CONSTRUCTION COMPANIES, INC.  
620 CORPORATE DRIVE  
JORDAN, MN 55352

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENT DESCRIPTION:

1. ADD \$34,265.70 TO THE CONTRACT AMOUNT FOR THE LIFT STATION NO. 1 FLOOR OPENING AND ROOF OPENING ENLARGEMENT.

IT IS UNDERSTOOD THAT THIS CHANGE ORDER INCLUDES ALL ADDITIONAL COSTS AND TIME EXTENSIONS WHICH ARE IN ANY WAY, SHAPE, OR FORM ASSOCIATED WITH THE WORK ELEMENTS DESCRIBED ABOVE.

| CHANGE IN CONTRACT PRICE:                       |                | CHANGE IN CONTRACT TIME:                   |  | SUBSTANTIAL<br>COMPLETION | FINAL<br>COMPLETION |
|---|----------------|--|--|---------------------------|---------------------|
| ORIGINAL CONTRACT PRICE:                        | \$1,299,300.00 | ORIGINAL CONTRACT TIME:                    |  | 11/19/2021                | 12/17/2021          |
| PREVIOUS CHANGE ORDERS:                         | \$0.00         | NET CHANGE FROM PREVIOUS CHANGE ORDERS:    |  | 193 DAYS                  | 165 DAYS            |
| CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:      | \$1,299,300.00 | CONTRACT TIME PRIOR TO THIS CHANGE ORDER:  |  | 5/31/2022                 | 5/31/2022           |
| NET <b>INCREASE</b> OF THIS CHANGE ORDER:       | \$34,265.70    | NET INCREASE OF CHANGE ORDER:              |  | 0 DAYS                    | 0 DAYS              |
| CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS: | \$1,333,565.70 | CONTRACT TIME WITH APPROVED CHANGE ORDERS: |  | 5/31/2022                 | 5/31/2022           |

RECOMMENDED BY:



JON CHRISTENSEN, PE, PROJECT ENGINEER

APPROVED BY:



CONTRACTOR SIGNATURE

WSB

ENGINEER

MINGER CONSTRUCTION COMPANIES, INC.  
CONTRACTOR

APPROVED BY:

CITY ADMINISTRATOR

DATE



***Minger Construction, Inc.***  
***General Contracting***

P.O. BOX 236  
JORDAN, MN 55352

PHONE: 952-368-9200

FAX: 952-368-9311

Date:

1/11/2022

Project: Osseo LS 1, 2, 3 and SCADA Improvements

Description of Extra Work:

Minger was asked to provide a hatch large enough to pull both  
pumps straight up and out. Additionally, more concrete will  
need to be cut and removed on the floor.

| <b>Subcontractor Costs</b>           | Quantity | Unit | Unit Price   |              |
|--------------------------------------|----------|------|--------------|--------------|
| Green Construction                   | 1.00     | LS   | \$ 32,634.00 | \$ 32,634.00 |
| Total Subcontractor Cost With Markup |          |      |              | \$ 32,634.00 |
| Contractor Markup (5%)               |          |      |              | \$ 1,631.70  |
| Total Cost                           |          |      |              | \$ 34,265.70 |
| Summary                              |          |      |              |              |
| Total Labor Cost                     |          |      |              | \$ -         |
| Total Equipment Cost                 |          |      |              | \$ -         |
| Total Subcontractor Cost             |          |      |              | \$ 34,265.70 |
| Total Material Cost                  |          |      |              | \$ -         |
| Total Cost of Extra Work             |          |      |              | \$ 34,265.70 |

# Change Order Request



**553 COMO AVENUE  
ST. PAUL, MN 55103  
Phone: (651) 888-7000  
Fax: (651) 414-0161  
[www.green-construct.com](http://www.green-construct.com)**

Subcontract #:

Subcontract Change Order #:

Change Order Date: 1/26/22

Project Name: Osseo Lift Station

**ATTN:** Ryan Blake MINGER Construction

Except as otherwise expressly provided herein, the Subcontractor agrees to perform the Work described herein in accordance with the Subcontract Documents. Subcontractor shall notify surety of this Change Order

| Item      | Description: Roof Hatch Add on LS#1  | Change in Days | Change in Units | Unit Cost   | Change in Amount |
|-----------|--|----------------|-----------------|-------------|------------------|
| Labor     | Demolition/Shoring/Disposal  |                | 48              | \$98        | \$4,704.00       |
|           | New Construction/setting truss's/framing for hatch/support webbing             |                | 48              | \$98        | \$4,704.00       |
|           | Sheet Rock/ cut and hang 8 sheets  |                | 12              | \$98        | \$1,176.00       |
|           | Mud/tape - sheet rock fasteners/joints/corner bead - (2 coats                  |                | 12              | \$98        | \$1,176.00       |
|           | Sand   |                | 6               | \$98        | \$588.00         |
|           | Paint  |                | 10              | \$98        | \$980.00         |
|           | Roofing (Hatch Install and Flashing) - From Roofing Contractor)                |                | 1               | \$3,200.00  | \$3,200.00       |
|           | Skylight Labor and Material Credit   |                | 1               | -\$1,200.00 | -\$1,200.00      |
|           | Labor Total for Roof Hatch   |                |                 |             | \$15,382.00      |
| Materials | Microdam Girder Trusses - will need (2) 16 ft beams (1) 8 ft beam              |                | 40 lf           | \$15.00     | \$600.00         |
|           | 2'x4'x8' framing studs - to add truss webbing for roof support                 |                | 25 ea           | \$6.00      | \$250.00         |
|           | 2'x6'x8' framing studs - to frame from new beams to roof height and roof hatch |                | 30ea ea         | \$11.00     | \$333.00         |
|           | Roof Flashing Trim and associated materials - to make roof hatch water tight   |                | 20 lf           | \$22.00     | \$440.00         |
|           | Fasteners - to secure framing, microdam, and sheet rock                        |                | N/A             | \$100.00    | \$100.00         |
|           | Mud/Tape   |                | N/A             | \$45.00     | \$45.00          |
|           | Sheetrock  |                | 8               | \$11.70     | \$93.60          |
|           | Temp Shoring - to support roof while demo and new construction are ongoing     |                | 1               | \$575.00    | \$575.00         |
|           | Temp roofing - to ensure water tightness until roofers install new hatch       |                | 1               | \$500.00    | \$500.00         |
|           | Paint/brushes/rollers/trays - painting of new sheetrock                        |                | N/A             | \$250.00    | \$250.00         |
|           | Roof Hatch - custom size for pump removal                                      |                | 1               | \$3,500.00  | \$3,500.00       |
|           | Dumpster   |                | 1               | \$400       | \$400            |
|           | Material total for Roof Hatch  |                |                 |             | \$7,086.00       |
| Labor     | Saw cut existing floor to specified size to allow for pump transfer            |                | 1 quote         | \$3,450.00  | \$3,450.00       |
|           | Existing Saw Cut Scope Credit  |                | 1               | -\$950.00   | -\$950.00        |
|           | Demo/dispose of existing concrete floor  |                | 8 hrs           | \$98.00     | \$784.00         |
|           | New floor grate install  |                | 12 hrs          | \$89.00     | \$1,176.00       |
|           | Labor total for Saw cutting  |                |                 |             | \$4,460.00       |
| Material  | Temp Floor support   |                | 1               | \$250.00    | \$250.00         |
|           | New Floor Grating  |                |                 | \$1,200.00  | \$1,200.00       |
|           | Material Total for Saw cutting   |                |                 |             | \$1,450.00       |
|           | O&H Mark up 15% - Additional Supervision and Administrative time.              |                |                 |             | \$4,256.00       |

|   |  |  |  |                 |             |
|---|--|--|--|-----------------|-------------|
|   |  |  |  |                 |             |
|   |  |  |  | Sum of Changes: | \$32,634.00 |
|   |  |  |  |                 |             |
| The Original Subcontract Sum  |  |  |  |                 | \$          |
| The Net Changes Authorized by Previous Change Orders                |  |  |  |                 | \$          |
| The Total Subcontract Sum Prior to this Change Order                |  |  |  |                 | \$          |
| The Contract Sum will be Increased (Decreased) by this Change Order |  |  |  |                 | \$          |
| The New Subcontract Including this Change Order                     |  |  |  |                 | \$          |
|   |  |  |  |                 |             |
| Net Change in Days authorized by this Change Order                  |  |  |  |                 |             |

Not valid until signed by both the Owner and Contractor. This CO represents final adjustment for any and all claims due or to become due Contractor for changes referred to herein. Unless otherwise provided herein, the time of completion and other terms and conditions of the Contract remain unchanged.  
Exclusions: electrical, Mechanical, Special Inspections, Engineering, Structural Steel, Drawings, Additional Permitting, items not listed above

Proposed by Contractor:  
Green Construction Services, Inc  
553 Como Avenue  
St. Paul, MN 55103

Accepted by:

By: Matt Krier

By: \_\_\_\_\_

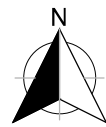
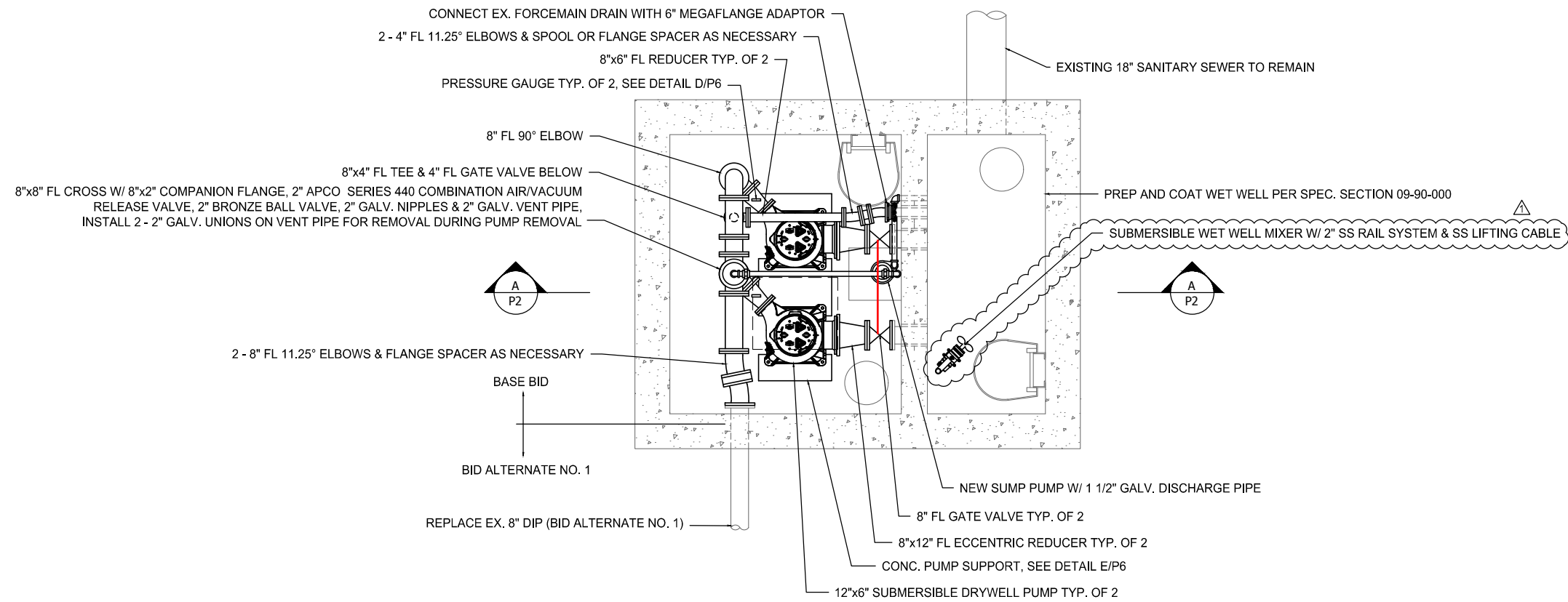
Date: \_\_\_\_\_

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

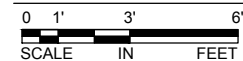




K:\016743-000\Cad\Plan\016743-000-P1-STA-PLAN.dwg 4/15/2021 7:50:21 AM

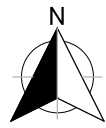
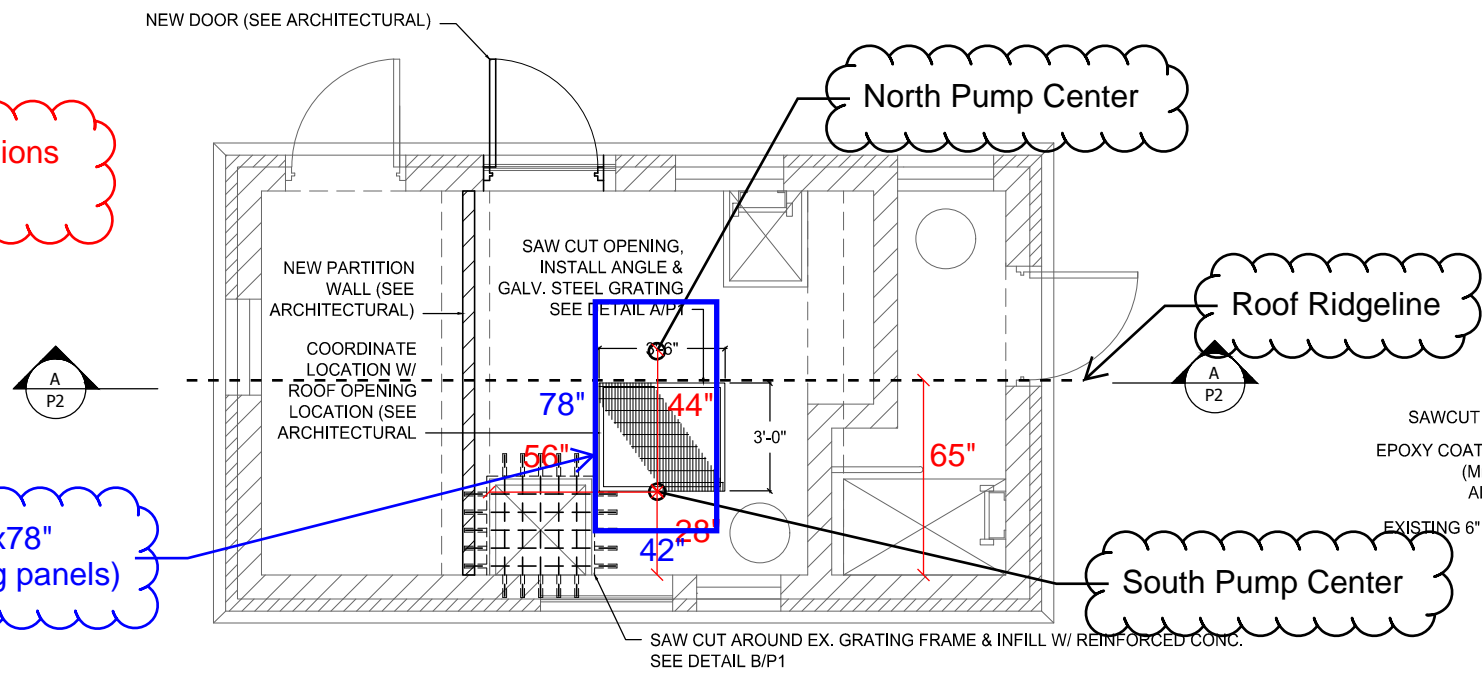


## 1 SECTIONAL PIPING & EQUIPMENT PLAN



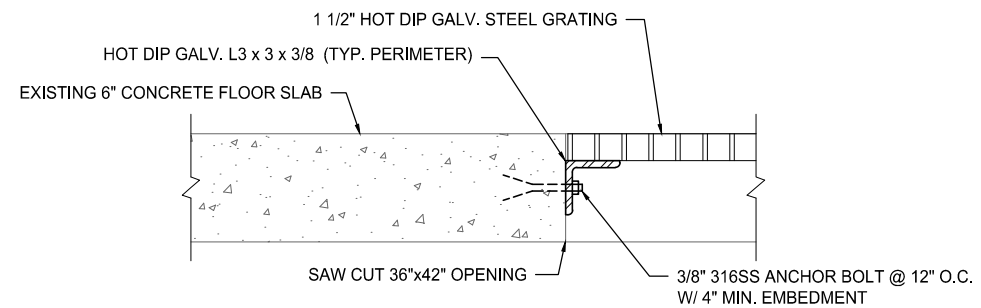
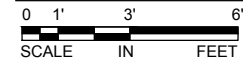
40HP Pump Dimensions  
33.7" x 28.2"

Floor Opening 42"x78"  
(two drop-in grating panels)

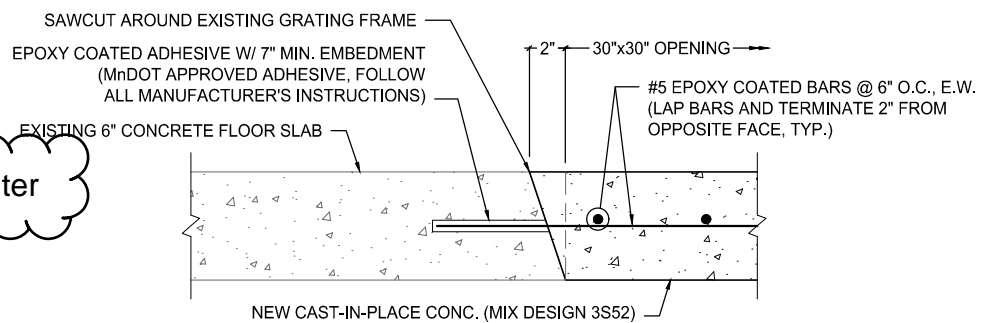
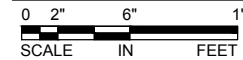


NOTE: SEE ARCHITECTURAL, MECHANICAL AND ELECTRICAL FOR ABOVE GRADE IMPROVEMENTS

## 2 ABOVE GRADE STRUCTURAL PLAN



## A NEW FLOOR OPENING DETAIL



## B EXISTING FLOOR OPENING INFILL



WSB PROJECT NO.:  
016743-000

SCALE: AS SHOWN  
DESIGN BY: JSC  
PLAN BY: GAG  
CHECK BY: GFJ

| REVISIONS |           |                |
|-----------|-----------|----------------|
| NO.       | DATE      | DESCRIPTION    |
| 1         | 4/16/2021 | ADDENDUM NO. 1 |

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

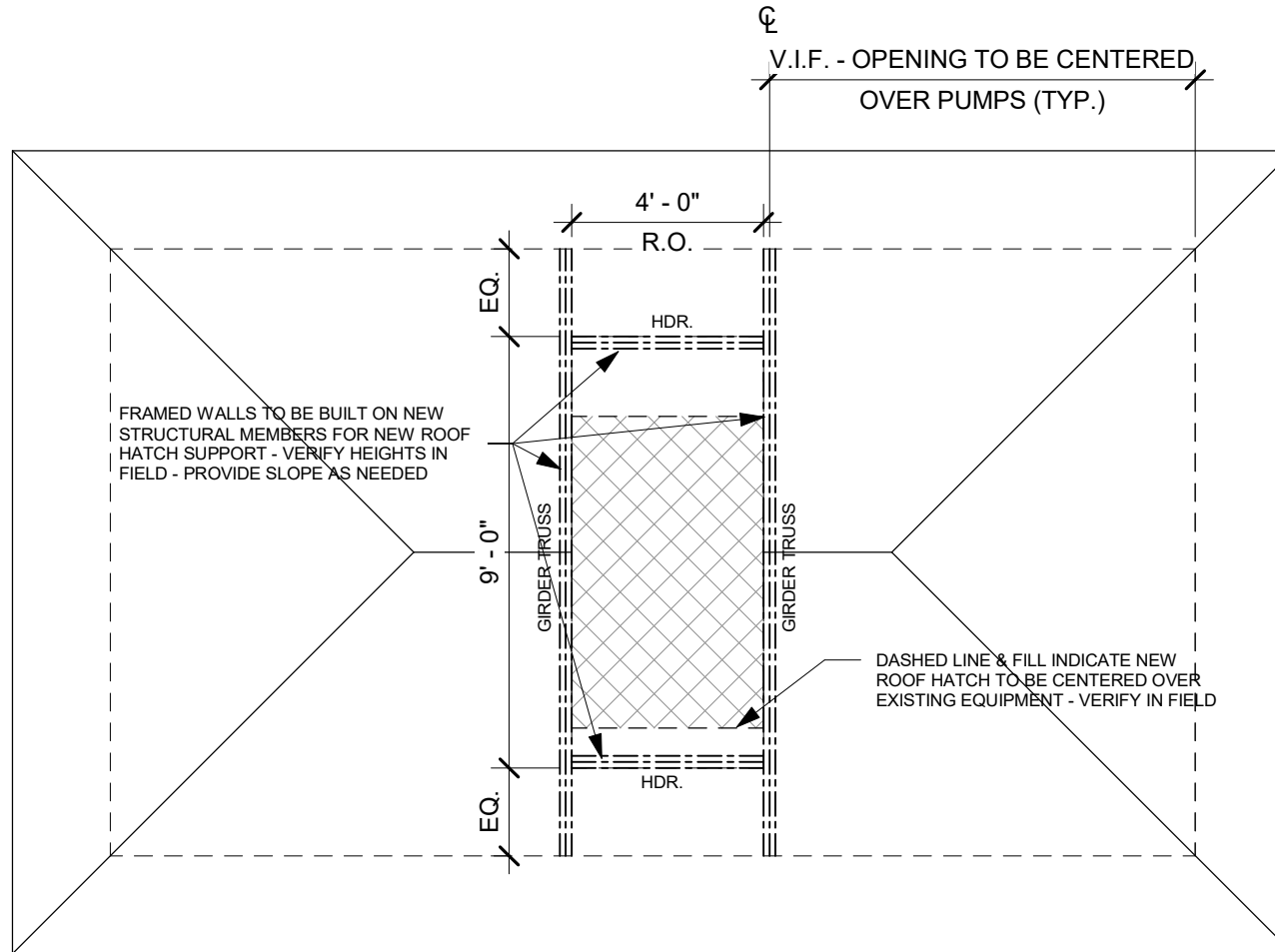
*Greg F. Johnson*  
GREG F. JOHNSON, PE

DATE: 03/22/2021 LIC. NO.: 26403

LIFT STATION NOS. 1, 2, & 3  
& SCADA IMPROVEMENTS  
OSSEO, MINNESOTA

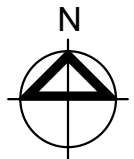
LIFT STATION  
NO. 1 PIPING &  
EQUIPMENT,  
STRUCTURAL  
PLANS

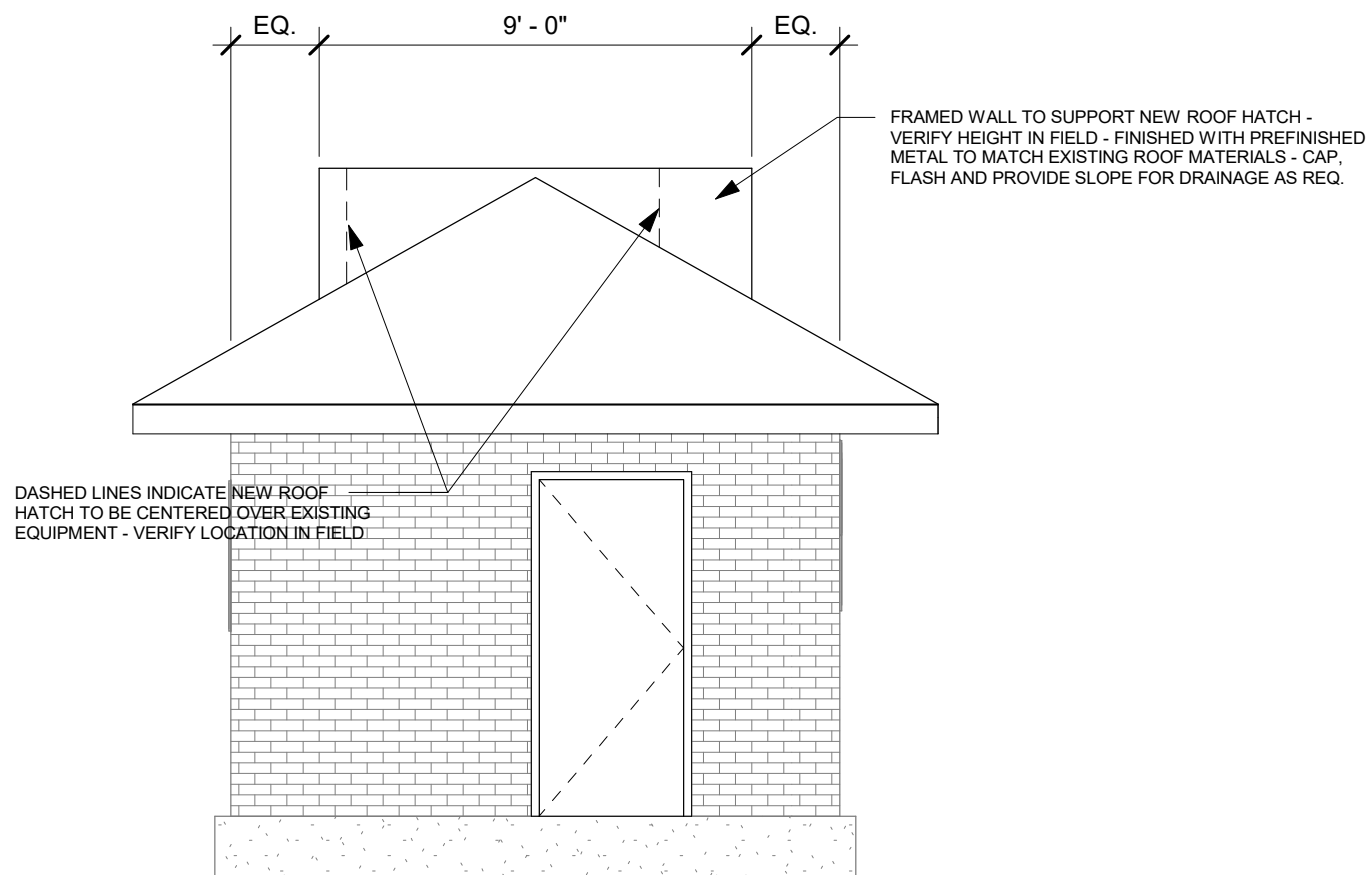
SHEET  
P1



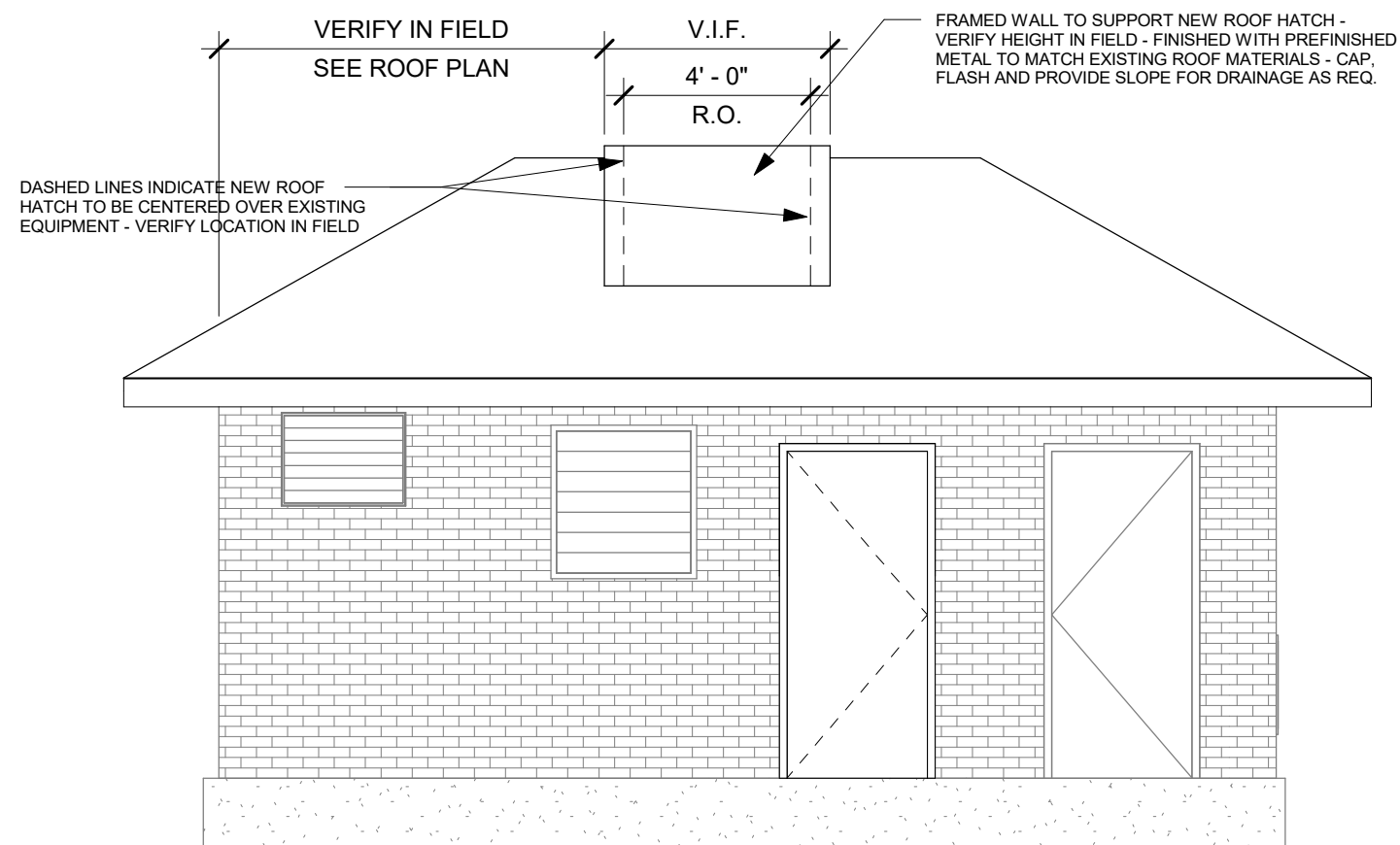
# 1 PROPOSED ROOF PLAN

SCALE: 1/4" = 1'-0" EX-1





**1 EAST ELEVATION - HATCH SKETCH**  
SCALE: 1/4" = 1'-0" EX-2



**2 NORTH ELEVATION - HATCH SKETCH**  
SCALE: 1/4" = 1'-0" EX-2



**Resolution No. 2022-xx**

**RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR THE  
LIFT STATION NOS. 1, 2, AND 3 AND SCADA IMPROVEMENTS PROJECT**

WHEREAS, the City of Osseo awarded the contract for the construction of the Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project to Minger Construction Companies, Inc. of Jordan, Minnesota;

WHEREAS, Change Order No. 1 was approved on November 22, 2021;

WHEREAS, Change Order No. 2 is necessary to construct the improvements and complete the associated work;

WHEREAS, Change Order No. 2 will add \$34,265.70 to the original contract amount;

WHEREAS, Change Order No. 2 will not change the Change Order No. 1 contract dates;

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

1. Change Order No. 2 is hereby approved.
2. The City Administrator is hereby authorized and directed to execute Change Order No. 2 with Minger Construction Companies, Inc. in the name of the City of Osseo for the Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project.



## Osseo City Council Meeting Item

---

**Agenda Item:** Site and Building Plan Application for 332 Central Avenue

**Meeting Date:** February 28, 2022

**Prepared by:** Joe Amerman, Community Management Coordinator

**Attachments:** Site and Building Plan Approval Application  
 Acknowledgment of Responsibility  
 Personal Narrative  
 Certificate of Survey  
 Building Design and Elevation Plans  
 Draft Resolution Approving

---

**Policy Consideration:**

The owner of the commercial building at 332 Central Avenue is submitting a Site and Building Plan Approval application.

**Previous Action:**

The Osseo Planning Commission held a public hearing on this item at their February 22, 2022, meeting and recommended approval by a 6-0 vote. The commission also recommended attaching the six conditions of approval listed in the draft resolution attached. During this public hearing the city received one comment from a local business owner, expressing support for the proposal.

**Background:**

Jesse and Jordan Dickinson of Zephyr Investments LLC are looking to expand the footprint of their building located at 332 Central Ave. They have operated Union Speed and Style at 340 Central Ave, adjacent to the north of this location, since 2018.

While the primary goal of the proposal is to attract a microbrewery as tenant (a conditional use in the Central Business District), the applicants will not be operating such a brewery themselves. In addition, if unable to find an appropriate brewery partner, the applicants intend to continue with the building plans and find alternative tenants.

**Site Plan Approval:**

Section §153.153 SITE PLAN APPROVAL of the Osseo City Code requires any development which meets at least one of the following criteria,

- New construction;
- Construction or reconstruction that substantially alters the floor area of the building greater than or equal to 10%;
- Construction or reconstruction involving modification or replacement of the exterior materials on the building; or

- Construction or reconstruction to change the configuration of the parking area.

to go through the Site Plan approval process. Because this project meets several of those criteria it must come before the Planning Commission and City Council for approval.

There are a number of components to consider:

#### Setbacks:

332 Central Avenue is located in the Central Business District (CBD). The CBD does not require setbacks of any depth on the front, rear, or sides.

#### Access

The building is accessible from Central Ave and an alley between Central Avenue and 1<sup>st</sup> Ave NE. This development will not reduce access either to this building or 340 Central Ave, also owned by Zephyr Investments LLC. All developments should be maintained so as not to impede access.

#### Landscaping and Green Space

Properties in the CBD are not required to maintain green space and have a 100% impervious coverage limit. They are required to have 1 tree per thousand feet of floor space. While the development is large, the central space is open, and so floor space remains quite low. The plans show sufficient trees, though in instances where the landscaping cannot be accommodated on site, they may be placed in a park or city right-of-way, as approved by city council.

#### Trash Enclosures

In the CBD trash enclosures must be screened from eye-level of the streets and adjacent residential properties. The plans indicate that the proposed development meets this requirement.

#### Signage

No new signage is currently specified. When future signs are added, the property owner must apply for and receive necessary permits.

#### Parking:

Plans indicate that the applicant intends for five parking spaces located to the rear of the building. By code, 'restaurants, cafes, bars, taverns, night clubs, and the like' are required to have at least one parking space for each three seats based upon design capacity of seating area. However, with approval of the City Council, off-street parking requirements may be reduced when applied to uses with the CBD. The intent of this reduction is to preserve the compact, pedestrian-oriented character of the downtown. (§153.080)

#### Recommended Conditions

1. The improvements shall match the site plan submitted for approval by the City Council;
2. Any necessary payment for SAC charges must be made prior to issuance of any building permits;
3. The applicant shall obtain all necessary building and sign permits and pay all fees related to the proposed improvements;
4. Weeds and other vegetation shall be maintained at all times in accordance with Chapter 93.38 of the City Code;
5. All trash shall be stored within a properly-screened enclosure.
6. The site plan will be valid for one year following the date of approval, unless work begins toward completion within one year or the approval is renewed for a period of one year by the City Council.

#### **Budget and Other Considerations:**

Site and Building Plan Applications require a \$500 application fee. These fees are intended to cover in-house staff costs for reviewing the applications. The city received this payment from the applicant on January 20, 2022.

**Next Step**

The Council may choose to:

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

**Next Steps:**

The Site and Building Plan approval does not include a Conditional Use Permit. If the applicants do agree to a brewing tenant, a conditional use permit application will be required before beginning operations.





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

**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 Central Avenue

Property identification number: 18-119-21-22-0136

Property legal description: Lot: P44 Block: 15 Tract/Addition: 62910

Property type (check one): Abstract: ☐ Torrens: ☐

Description of request: Building/Addition Approval

Reason for request: We are looking for approval to start construction of our building at 332 Central Ave.

**Applicant Information:**

Zephyr Investments, L.L.C.  
Name: Jesse Dickinson

Daytime phone: 612-226-0181

Address: 340 Central Avenue  
Osseo, MN 55369

Email Address: ZEPHYRBUILDINGS@GMAIL.COM

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

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

Signature: [Signature] Date: 1-19-2022

**Property Owner Information:**

Name: Zephyr Investments, LLC Daytime phone: 612-226-0181

Address: 340 Central Ave, Suite 100 Email Address: Zephyrbldings@gmail.com  
Osseo, MN 55369

Signature:  Date: 1-19-2022

*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: 630561 Date received: 1.20.22 (\$500 Application Fee)

Any other fees? No Received by: KB

Notice to press date: 2.3.22 Press publication date: 2.10.22

Scheduled Planning Commission date: 2.22.22

Scheduled City Council date: 2.28.22



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

1-19-2022.

Signature of Applicant

Jesse Dickinson

Name and Address of Applicant  
(Please Print)

Jesse Dickinson / Zephyr Investments, L.L.C.  
Suite 100  
340 Central Avenue

Osseo, MN 55369

Phone Number

612-226-0181

Email Address

~~Zephyrbuildings@gmail.com~~ Zephyrbuildings@gmail.com

Name and Address of Contact  
(If Other Than Applicant)

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

Phone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

1.19.2022

To whom it may concern,

On behalf of Zephyr Investments LLC. we are requesting a variance on height restriction in our zoning area. We are requesting a height variance based on our plans to add onto our existing building at 332 Central avenue. The new addition would be approximately 42 feet tall. The reasoning for our request is to allow for a usable 3rd floor. We are hoping to attract a brewing company to occupy and operate out of this building, and after speaking with several interested parties we have found there is a requirement for a sizable main brewing area extending two stories high in order to make the space conducive to that type of business.

We do not believe this to be a unreasonable request nor is it unique to our property in its locality as there are currently several other buildings within the downtown district at or above the height we are requesting, nor would it alter the essential character of the locality.

We hope you appreciate and approve our vision as we continue to invest and improve the buildings and businesses we own in downtown Osseo.

Respectfully,

Jordan Dickinson

A handwritten signature in cursive script, appearing to read "Jordan Dickinson", written in black ink.

Jesse Dickinson

A handwritten signature in cursive script, appearing to read "Jesse Dickinson", written in black ink.

# CERTIFICATE OF SURVEY

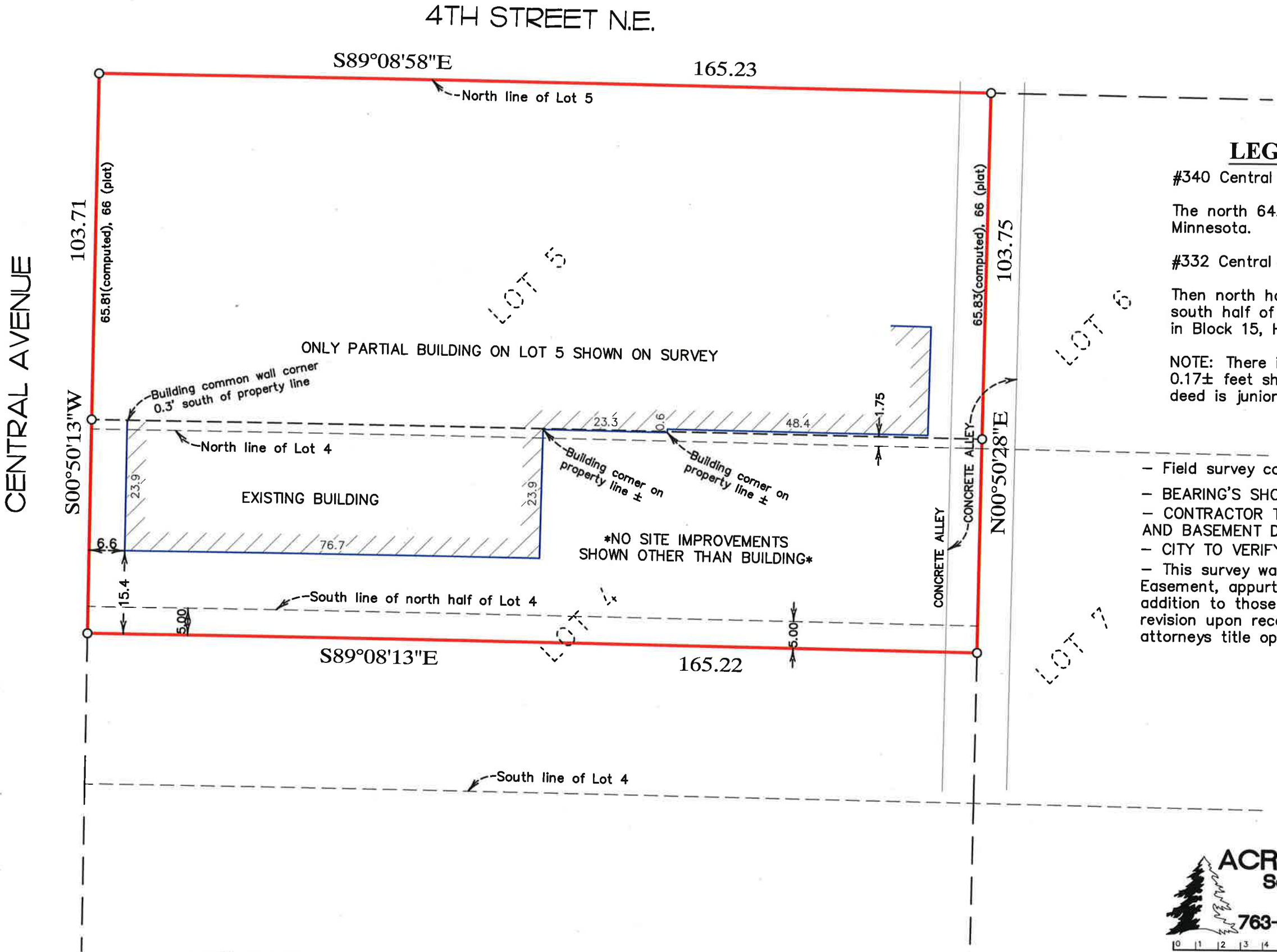
~for~ Zephyr Investments LLC

PROPERTY ADDRESS: #332 & #340 Central Ave., Osseo, MN 55369



( IN FEET )  
1 inch = 20 ft.

NORTH



## LEGAL DESCRIPTION

#340 Central Ave Property:

The north 64.25 feet of Lot 5, OSSEO, Hennepin County, Minnesota.

#332 Central Ave Property:

Then north half of Lot 4 and the north 5.00 feet of the south half of Lot 4 and the south 1.75 feet of Lot 5, all in Block 15, Hennepin County, Minnesota.

NOTE: There is an overlap in legal descriptions. Lot is 0.17± feet short of platted distances. It is unknown which deed is junior or senior.

## NOTES

- Field survey conducted on 03/06/2020.
- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- CONTRACTOR TO VERIFY HOUSE DIMENSIONS, AND SEWER AND BASEMENT DEPTHS.
- CITY TO VERIFY ALL BUILDINGS ELEVATIONS AND SETBACKS.
- This survey was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

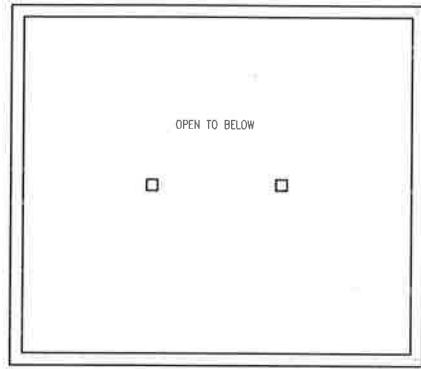
*Eric R. Vickaryous*  
ERIC R. VICKARYOUS

Date: March 9th, 2020 Reg. No. 44125

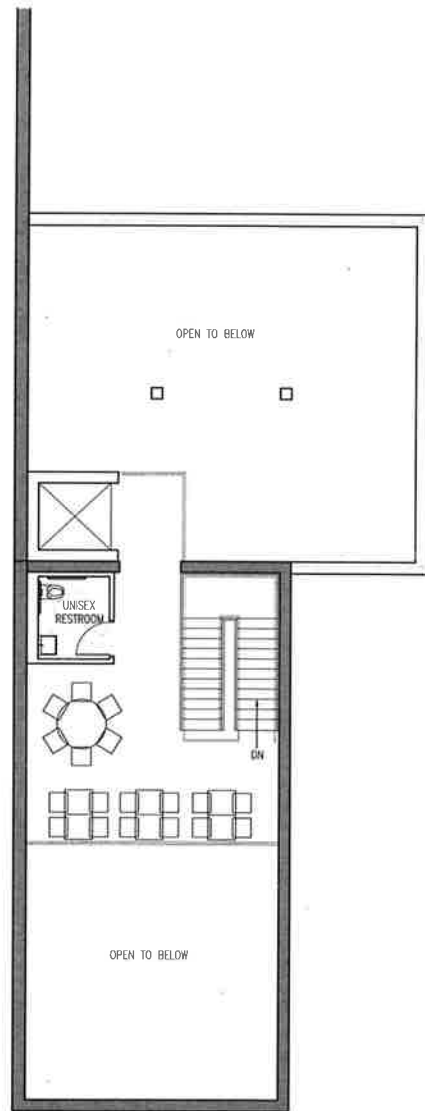
**ACRE LAND SURVEYING**  
Serving Twin Cities Metro  
area and beyond  
763-458-2997 acrelandsurvey@gmail.com

JOB #20074



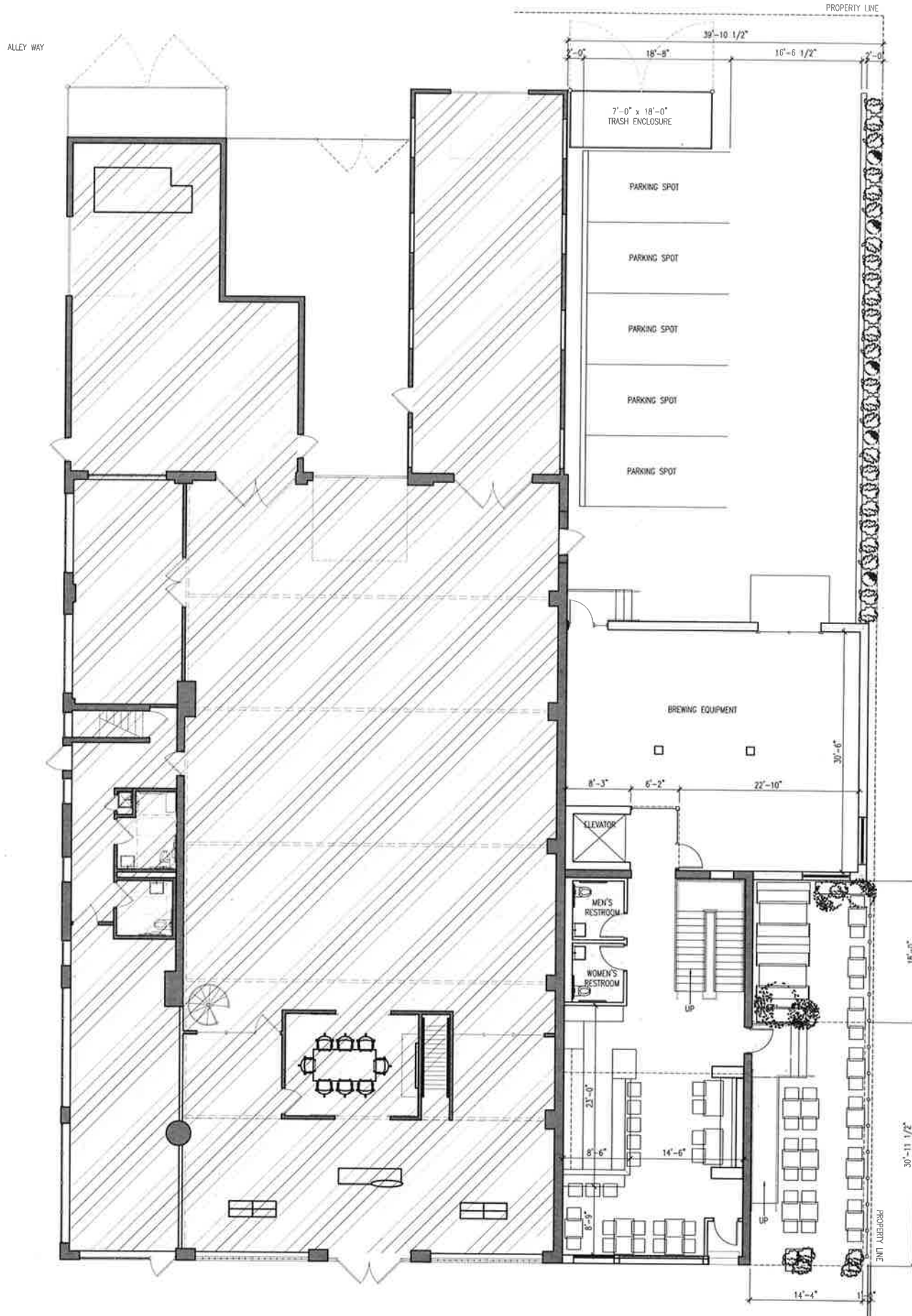


4 FURNITURE FLOOR PLAN – LEVEL 03  
1/8" = 1'-0"

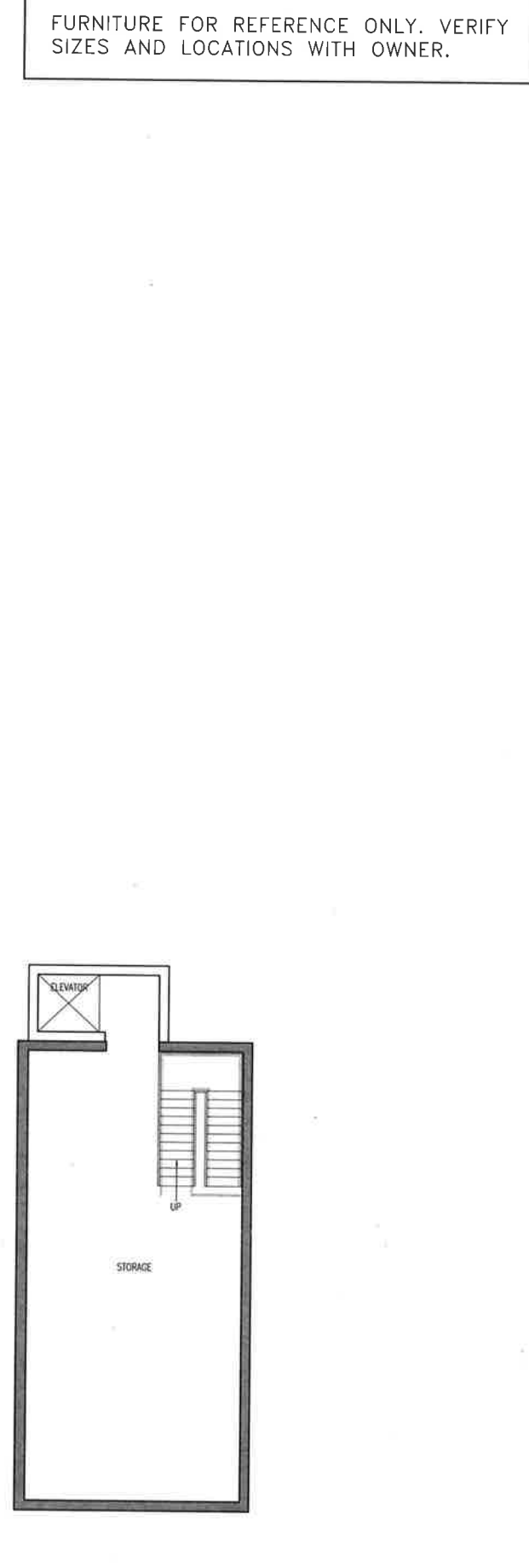


3 FURNITURE FLOOR PLAN – LEVEL 02  
1/8" = 1'-0"

4TH STREET NORTHEAST



2 FURNITURE FLOOR PLAN – LEVEL 01  
1/8" = 1'-0"



1 FURNITURE FLOOR PLAN – LOWER LEVEL  
1/8" = 1'-0"

FURNITURE FOR REFERENCE ONLY. VERIFY SIZES AND LOCATIONS WITH OWNER.



Project Name  
  
332 Central Avenue  
Osseo, MN 55369

Certification  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT, WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature:  
Name: Kim M. Batcheller  
Date:                      Reg.No.: 53229

| Drawing Set Issue |               |          |
|-------------------|---------------|----------|
| NO.               | ISSUE         | DATE     |
| 01                | Design Review | 03.24.21 |
|                   |               |          |
|                   |               |          |
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| Sheet Revisions |       |      |
|-----------------|-------|------|
| NO.             | ISSUE | DATE |
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|                 |       |      |

Prepared By  
  
Yellow Dog Studio  
  
2744 Lyndale Ave. S.  
Minneapolis, MN 55408  
612.251.1316

Date  
March 2021  
Scale  
1/8" = 1'-0"  
Title

Furniture Floor Plan  
Lower Level, Level 01  
Level 02 & Level 03  
Sheet

A100  
COPYRIGHT © 2021 - YELLOW DOG STUDIO

Certification  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT, WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: \_\_\_\_\_  
Name: Kim M. Batcheller  
Date: - - - - - Reg.No.: 53229

Drawing Set Issue

| NO. | ISSUE         | DATE     |
|-----|---------------|----------|
| 01  | Design Review | 03.24.21 |
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Sheet Revisions

| NO. | ISSUE | DATE |
|-----|-------|------|
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|     |       |      |

Prepared By

**Yellow Dog Studio**

2744 Lyndale Ave. S.  
Minneapolis, MN 55408  
612.251.1316

Date

March 2021

Scale

1/4" = 1'-0"

Title

Exterior Elevation

Sheet

**A200**

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**1** ELEVATION @ BUILDING FRONT - CENTRAL AVENUE / WEST ELEVATION  
1/4" = 1'-0"

Certification  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT, WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: \_\_\_\_\_  
Name: **Kim M. Batcheller**  
Date: \_\_\_\_\_ Reg.No.: 53229

| Drawing Set Issue |               |          |
|-------------------|---------------|----------|
| NO.               | ISSUE         | DATE     |
| 01                | Design Review | 03.24.21 |
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| Sheet Revisions |       |      |
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| NO.             | ISSUE | DATE |
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Prepared By

**Yellow Dog Studio**

2744 Lyndale Ave. S.  
Minneapolis, MN 55408  
612.251.1316

Date

March 2021

Scale

1/4" = 1'-0"

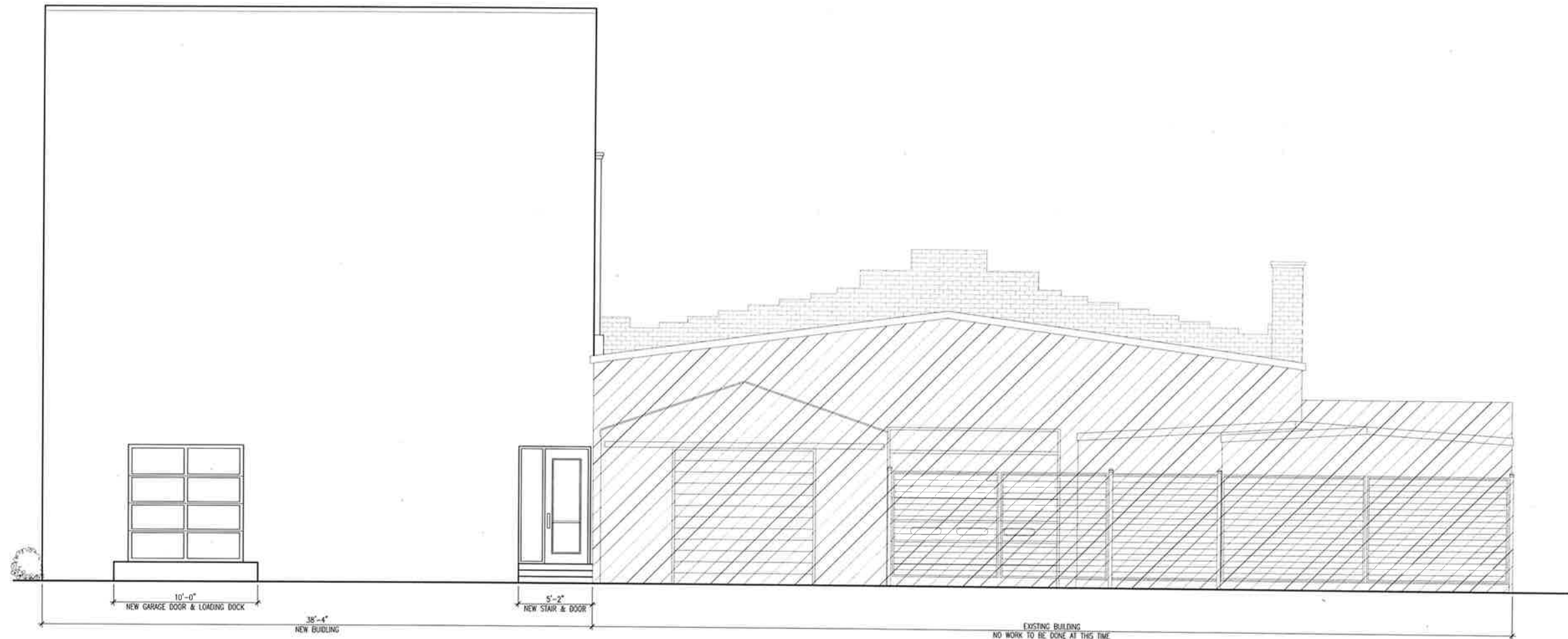
Title

Exterior Elevation

Sheet

**A201**

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**2** ELEVATION @ BUILDING BACK — EAST ELEVATION  
1/4" = 1'-0"



Certification  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT, WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: \_\_\_\_\_  
Name: Kim M. Batcheller  
Date: \_\_\_\_\_ Reg.No.: 53229

| Drawing Set Issue |               |          |
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| NO.               | ISSUE         | DATE     |
| 01                | Design Review | 03/24/21 |
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| Sheet Revisions |       |      |
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Prepared By

**Yellow Dog Studio**

2744 Lyndale Ave. S.  
Minneapolis, MN 55408  
612.251.1316

Date  
March 2021

Scale  
1/4" = 1'-0"

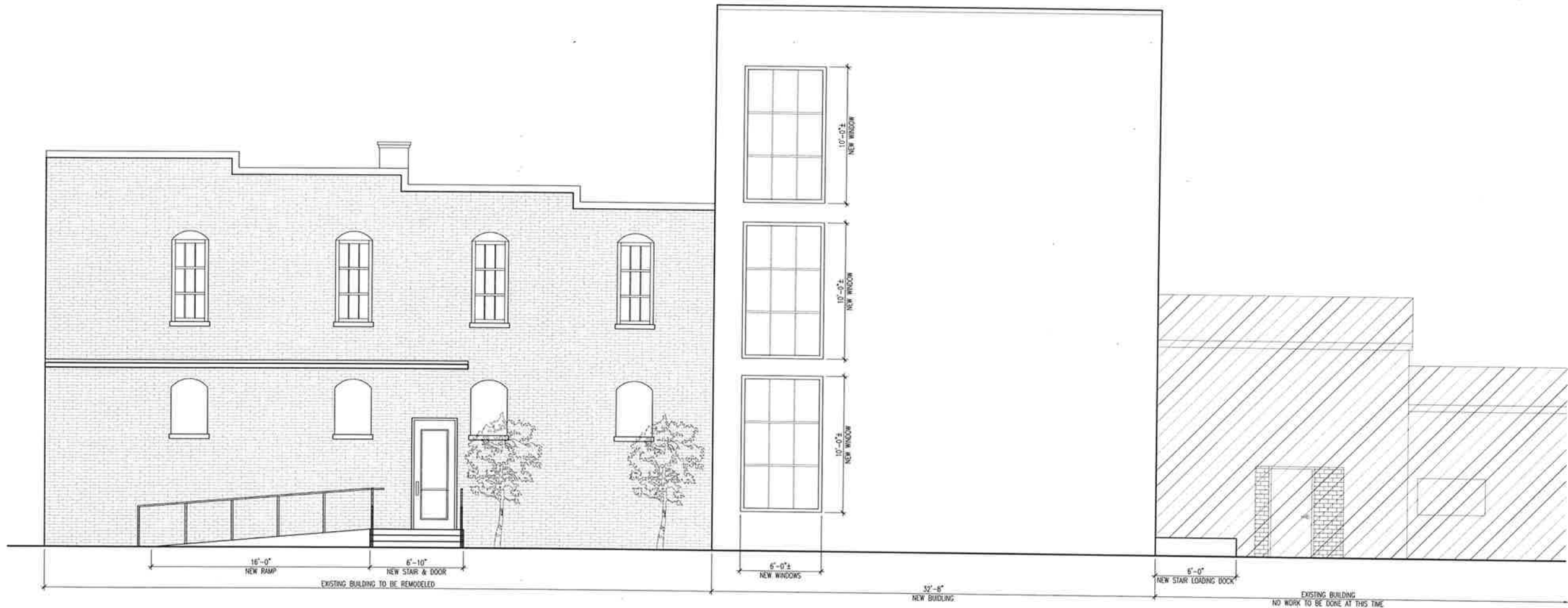
Title

Exterior Elevation

Sheet

**A202**

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**2** ELEVATION @ BUILDING SIDE - NORTH ELEVATION  
1/4" = 1'-0"

**CITY OF OSSEO**  
**Resolution No. 2022-xx**

**RESOLUTION APPROVING A SITE AND BUILDING PLAN APPLICATION FOR AN  
ADDITION AT 332 CENTRAL AVE**

WHEREAS, a Site and Building Plan Application has been submitted to the City for property legally described in the attached Exhibit A made part hereof by this reference (the “Property”); and

WHEREAS, a public hearing concerning the Site Plan was held before the Osseo Planning Commission of February 22, 2022; and

WHEREAS, the Osseo Planning Commission has recommended by a vote of 6-0 that the Osseo City Council approve the Site and Building Plan.

NOW, THEREFORE, BE IT RESOLVED by the Osseo City Council that the Site and Building Plan Application for 332 Central Avenue requested by Jesse and Jordan Dickinson of Zephyr Investments LLC is hereby approved subject to the submitted plans and the following conditions:

1. The improvements shall match the site plan submitted for approval by the City Council;
2. Any necessary payment for SAC charges must be made prior to issuance of any building permits;
3. The applicants shall obtain all necessary building and sign permits and pay all fees related to the proposed improvements;
4. Weeds and other vegetation shall be maintained at all times in accordance with Chapter 93.38 of the City Code;
5. All trash shall be stored within a properly-screened enclosure.
6. The site plan will be valid for one year following the date of approval, unless work begins toward completion within one year or the approval is renewed for a period of one year by the City Council.

Adopted by the Osseo City Council this day, **XX XX**, 2022.

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

and the following voted against the same: ,

and the following was absent: ,

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. 2022-XX is a true and correct copy of the Resolution as adopted by the City Council the XX day of XX, 2022.

ATTEST:

---

City Clerk Katrina Jones

---

Mayor Duane E. Poppe

Exhibit A

The north half of Lot 4 and the north 5.00 feet of the south half of Lot 4 and the south 1.75 feet of Lot 5, all in Block 15, Hennepin County, Minnesota.



## Osseo City Council Meeting Item

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**Agenda Item:** Approve 2022 Music and Movies in the Park Event Series

**Meeting Date:** February 28, 2022

**Prepared by:** Joe Amerman, Community Management Coordinator

**Attachments:** Proposed 2022 Schedule

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**Policy Consideration:**

The City Council should review the proposed schedule for the 2022 Music & Movies in the Park events.

**Previous Action or Discussion:**

The Parks & Recreation Committee discussed this item at their February 8 meeting and voted 7-0 to support the schedule as presented, with food trucks being added to available dates. The Committee has been coordinating the event series since 2016.

**Background:**

Schedule

The Parks and Recreation Committee is recommending a schedule which plans for music and movies every Tuesday night between June 14 and August 30, excepting three nights. July 5 will be a night off following Independence Day, August 2 will remain unfilled as that is the Night to Unite, and August 30 will be held open as a rain date.

Performances

Agreements in principle have been reached with performers for each of the scheduled nights. These performers include returning groups such as The Teddy Bear Band, Penny Lane, Dirty Shorts Brass Band, The Classic Big Band, and Penny Lane, along with the Raptor Center and Spark School. New performers include the Dean Weisser Band, and Sawyer's Dream. Performance costs, based on what has been communicated to Staff, are included in the proposed schedule.

Movies

The city is once again partnering with Swank Motion Pictures to provide a calendar of movies to screen following the musical performances. These will start at dusk, and as in past years, the nights events conclude when the movie is over. The attached schedule includes a list of nine movies, selected by a subcommittee of the Parks and Recreation Committee, which have been confirmed to be available. The cost per movie is \$450, which was expected given charges in past years.

Staffing

Ed Columbus has agreed to return as Master of Ceremonies for the 2022 MMIP series. This is a role he has played for a number of years, and staff is happy to have him back.

Based on the recommendation of Mr. Columbus, and the Public Works Director Nick Waldbillig, staff is once again requested that the City Council authorize hiring movie attendants to assist with set up and tear down of the movie screening equipment.

#### Food Trucks

As in past years, the Committee recommends hosting food trucks. The process should be similar to last year. Under current ordinances, food truck vendors would be required to get a Transient Merchant license for the day of sales, they must also be licensed by Hennepin County. The Parks and Recreation Committee recommends that the Council once again require a refundable deposit for food trucks and waive all other local fees.

New to 2022, staff has reached out to local food service establishments and offered them the opportunity to function as the food vender for a MMIP night of their choosing. As of this time no businesses have expressed interest, but that may change as the summer approaches.

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

As always, donations are expected to cover the cost of the 2022 Music and Movies in the Park series. The city has already received roughly \$13,000 in donations for 2022 year and anticipates additional donations in the coming weeks.

The total estimated cost is included in the attached schedule. While a budget of nearly \$12,500 makes this the most expensive performance schedule in several years, it is largely due to a combination of rising costs in performance fees, music licensing, and movie screening costs. It is also the result of booking a performer and a movie for each night, which was not always done in past years.

To supplement the budget, and provide an opportunity for community involvement, the city is also soliciting local business sponsorships. For a \$200 sponsorship, a local business will have the opportunity to be a highlighted sponsor, allowed to sell merchandise on their chosen night, given advertising on the city Gateway Sign, and allowed to spend a few minutes between the music and movie promoting their business. They will also be featured on a banner that will be hung every Tuesday and will feature all of the sponsors.

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

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

#### **Options:**

The City Council may choose to:

1. Approve the proposed schedule and authorize the City to enter into agreements with selected performers, and waive Transient Merchant fees for food trucks;
2. Approve the proposed schedule and authorize the City to enter into agreements with selected performers with noted changes/ as amended;
3. Deny the proposed schedule;
4. Table action on this item for more information.

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

Staff recommends the Council choose option 1.

#### **Next Steps:**

Staff will prepare agreements with the performers and selected food truck vendors.

## Proposed 2022 Calendar for Music and Movies in the Park Series

|           | Band                        | Est Fee     | Movie                        | Cost (est \$450) | Food Truck or Restaurant |
|-----------|-----------------------------|-------------|------------------------------|------------------|--------------------------|
| 6/14/2022 | The Teddy Bear Band         | \$ 1,450.00 | Luca                         | \$ 450.00        |                          |
| 6/21/2022 | Dean Weisser Band           | \$ 1,200.00 | Jungle Cruise                | \$ 450.00        |                          |
| 6/28/2022 | The Classic Big Band        | \$ 1,700.00 | Space Jam: A New Legacy      | \$ 450.00        |                          |
| 7/5/2022  | Week Off                    |             |                              | \$ -             |                          |
| 7/12/2022 | Led Penny                   | \$ 750.00   | Clifford the Big Red Dog     | \$ 450.00        |                          |
| 7/19/2022 | The Raptor Center           | \$ 395.00   | Boss Baby: A Family Business | \$ 450.00        |                          |
| 7/26/2022 | Penny Lane                  | \$ 600.00   | Ghostbusters Afterlife       | \$ 450.00        |                          |
| 8/2/2022  | Night to Unite              |             |                              | \$ -             |                          |
| 8/9/2022  | The Dirty Shorts Brass Band | \$ 450.00   | Encanto                      | \$ 450.00        |                          |
| 8/16/2022 | Sawyer's Dream              | \$ 800.00   | Peter Rabbit 2               | \$ 450.00        |                          |
| 8/23/2022 | The Spark School            | \$ -        | Sing 2                       | \$ 450.00        |                          |
| 8/30/2022 | Likely Rain Date            |             |                              | \$ -             |                          |
|           |                             |             |                              |                  |                          |
|           |                             |             | Total Movie Cost:            | \$ 4,050.00      |                          |
|           |                             |             | Total Music Cost:            | \$ 7,345.00      |                          |
|           |                             |             | Licensing Costs:             | \$ 600.00        |                          |
|           |                             |             | Staffing Cost:               | \$ 400.00        |                          |
|           |                             |             | Promotion Costs:             | \$ 75.00         |                          |
|           |                             |             |                              |                  |                          |
|           | Estimated Music Cost        | \$ 7,345.00 | Total Cost                   | \$ 12,470.00     |                          |



## Osseo City Council Meeting Item

**Agenda Item:** Yellow Tree Theatre Summer Series Special Event Permit Application

**Meeting Date:** February 28, 2022

**Prepared by:** Joe Amerman, Community Management Coordinator

**Attachments:** Special Event Permit Application

### Policy Consideration:

Consider approving a special event permit application for a 6-night summer series hosted by Yellow Tree Theatre.

### Previous Discussion:

The Osseo Parks and Recreation Committee discussed this application at their February 8, 2022, meeting and recommended approval by a 7-0 vote.

### Background:

In the summer of 2021, Yellow Tree Theatre hosted a six-night event series in Boerboom Park. These events consisted of musical performances, merchandise sales, food trucks, and at three of the nights, beer sales by Omni Brewing. This event series received universally positive feedback, and as early August of 2021 Yellow Tree expressed interest in repeating the series in 2022.

And so, in 2022 Yellow Tree is applying to return and host a very similar series of events. The primary difference being that Omni Brewing would be present at all six of the nights. The dates, all of which fall on Thursday nights, are as follows:

- June 9
- June 23
- July 7
- July 21
- August 4
- August 18

In an update from what has been described in the Special Event Permit application, Yellow Tree is coordinating with Randy's Sanitation/Republic Services to provide recycling services at the Thursday night events.

As part of the application, Yellow Tree is requesting waivers for use of the bandshell and gateway sign. All materials have been reviewed by the required department heads, and their comments have been included in the attached materials.

### Options:

The Council may choose to:



1. Approve the Yellow Tree Special Event Permit and all associated Waivers; or
2. Approve the Yellow Tree Special Event Permit and waivers as changed/amended; or
3. Deny the Yellow Tree Special Event Permit; or
4. Table action on this item for more information.

**Recommendation/Action Requested:**

Staff recommends option 1.

**Next Step:**

With the official approval of the City Council, staff will transmit Yellow Tree's temporary liquor license applications to the state for review. Staff will also receive a signed Hold Harmless Agreement from Yellow Tree. The city has already received a copy of Yellow Tree's liquor liability insurance.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

## Special Event Permit Application

A Special Event Permit is required if one or more of the following apply to your event:

- 200 or more individuals will be in attendance
- Temporary Alcohol License required
- Admission or fees will be charged or donations requested while using City property
- Special services will be required (road closure, traffic control, security, exclusive use of City property, etc. A deposit will be required for the estimated cost of providing Special Services.)

**INSTRUCTIONS:** Fill out this form completely, sign it, and include all required attachments. If additional space is needed, attach additional sheets. Submit to the City of Osseo 30 days prior to the date of the event.

### 1. EVENT INFORMATION

Name of Event Summer Concert Series Purpose of Event Free concerts for community  
Description of Event Yellow Tree will present a series of 6 outdoor concerts featuring well-known musicians from the Twin Cities. OMNI Brewery & a food truck will be on hand for each concert.  
Days/Date(s) of Event Thursdays June 9+23, July 7+21, Aug. 4+18 Start Time 7:00pm End Time 8:15pm  
Estimated Setup Start Time 5:00pm Estimated Take Down Finish Time 9:00pm  
Location Address Boerboom Park  
Property Owner Name ~~Yellow Tree~~ City of Osseo  
Owner Phone \_\_\_\_\_ Email \_\_\_\_\_  
Estimated # of Attendees 100-150 Admission Fee/Donation Requested \$ 0

### 2. APPLICANT INFORMATION

Name Peter Carlson Title Managing Director  
Address 320 S<sup>th</sup> Ave SE Osseo MN 55369  
Daytime Phone 763-493-8733 Cell 612-309-7476  
Email peter@yellowtreetheatre.com  
Affiliation/Organization Yellow Tree Theatre

Are you an authorized applicant for this organization?

☒ Yes ☐ No

Will this person have authority to cancel or modify event plans?

☒ Yes ☐ No

Will this person be present at the event and in charge of the event at all times? ☒ Yes ☐ No

If no, provide contact information for person who will be the responsible party on the day of this event:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### 3. REQUEST FOR SPECIAL SERVICES

We are requesting the following services to be provided by the City. There will be a charge for these services and a deposit/escrow payment will be required for the estimated cost at least 10 days before the event.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Street closures (traffic cones, barricades)   | <input type="checkbox"/> Additional street cleaning                                      |
| <input type="checkbox"/> Traffic control  | <input checked="" type="checkbox"/> Garbage/recycle bins                                 |
| <input type="checkbox"/> Police services requiring special arrangements   | <input checked="" type="checkbox"/> Special signage (e.g., temporary no parking signs)   |
| <input type="checkbox"/> Stationing emergency vehicles at or in the immediate vicinity                                  | <input type="checkbox"/> Exclusive use of city building(s), equipment, or other property |
| <input type="checkbox"/> Exclusive use of city streets or right-of-way for event, as staging area, or for event parking |  |

Describe any services, city personnel, city equipment, and city property which you are requesting the city to provide, including the estimate of number and type needed and the basis on which the estimate is made.

*If possible, we would like some garbage & recycling bins. We will need space reserved on St Street for the beer & food trucks.*

**If special services are needed, an indemnification agreement is required.** The special event holder shall agree to defend, indemnify, and hold the City, its officials, employees, and agents harmless from any claims that arise in whole or in part out of the Special Event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees, and agents. **Please complete the release and indemnification agreement and attach to this application. A Special Service deposit amount will be estimated by City staff.**

### 4. SITE PLAN

Attach sketch(es) or site plan(s) showing the location of the following as applicable:

- |   |  |
|---|--|
| <input type="checkbox"/> Route (beginning/end, direction of travel, traffic control points) | <input type="checkbox"/> Food concession areas (cooking, serving, consumption, cleaning) |
| <input type="checkbox"/> Ticketing/registration/entry locations                             | <input type="checkbox"/> Alcoholic beverage concession areas                             |
| <input type="checkbox"/> Entertainment or stage locations                                   | <input type="checkbox"/> Other concession areas  |
| <input type="checkbox"/> List of event activities and locations                             | <input type="checkbox"/> Size and location of any tents or structures                    |
| <input type="checkbox"/> Portable toilet facilities   | <input type="checkbox"/> Trash/recycling receptacle areas                                |
| <input type="checkbox"/> Fencing locations  | <input type="checkbox"/> First aid facilities  |
| <input type="checkbox"/> Parking areas for participants/spectators                          | <input type="checkbox"/> ADA accessibility considerations                                |
| <input type="checkbox"/> Sign locations   | <input type="checkbox"/> Evacuation routes   |
| <input type="checkbox"/> Speaker (sound amplification) locations                            | <input type="checkbox"/> Other important aspects of your event                           |

## 5. ENTERTAINMENT

Describe entertainment plans. If there will be music, sound amplification, or any other noise impact, please describe including the intended hours.

The concerts will begin at 7pm with set up and sound check beginning at 5pm. The music will last about an hour. We will bring all of our own sound equipment.

## 6. ACTIVITIES

List all activities to take place at the special event. Be sure to indicate locations on your site plan(s).

No additional activities besides the program on the bandshell stage.

## 7. SANITATION/POTABLE WATER

Describe the toilet and hand washing facilities present on site (type, number, and location) as well as temporary/portable facilities to be provided. Describe the source of potable (drinking) water.

N/A

## 8. PARKING AND TRAFFIC CONTROL

Describe the location and number of parking spaces available. Describe arrangements that have been made for traffic control. Be sure to indicate locations on your site plan(s).

N/A

## 9. EMERGENCY/MEDICAL SERVICES

Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

We will follow any directions from the City on this matter.

## 10. SECURITY/CROWD MANAGEMENT

Describe your proposed procedures and staffing for the event operations, crowd control, inclement weather and emergency evacuation plans.

Yellow Tree staff will be on hand to direct people & answer questions.

## 11. TRASH/RECYCLING, EVENT CLEAN UP

Describe how many, location, and what type of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

Last year the two large garbage containers were sufficient. YTT staff cleans up after event.

Name of trash/recycling hauler \_\_\_\_\_

Will you make use of Hennepin County's Free Portable Recycling Unit Loan Program? ☐ Yes ☐ No

## 12. LIGHTING

Describe any temporary or permanent lighting that will be added for the event, which may need to be inspected by Tokle Electrical Inspection, with an electrical permit issued by the City of Osseo. It is the applicant's responsibility to arrange for an inspection, if required.

None

## 13. TEMPORARY STRUCTURES OR CONSTRUCTION

Describe any tents, enclosures, stages, platforms, scaffolding, riser, bleachers, fences, and any other type of temporary structure or construction for the event. The property owner will be responsible and must obtain any building or electrical permits that may be required for such construction.

None

## 14. ADVERTISING AND PROMOTION

Describe how this event will be advertised and promoted. Describe any signs (size, type, location). All signs must comply with City Code (Section 153.090 - 153.099) including a permit, if required. Please provide any ad and flyer copies.

We will advertise on our website, through emails, and social media. At the park we will have one sign on the bandshell like we did last year, thanking our sponsors.



## 15. NOISE

Describe expected type, duration, and timing of any noise sources. Describe measures to be taken to ensure compliance with the city nuisance ordinances regarding noise (*Chapter 93*).

Amplified music and speaking, roughly 8:00 - 8:15 pm.

## 16. FIREWORKS OR PYROTECHNICS

Will any fireworks or pyrotechnics be used at the event? ☐ Yes ☒ No

If yes, describe in detail. Fire Department approval will be required and a permit/license is required 15 days prior to the event, per City Code (*Section 114.04*).

**Please attach a copy of the permit/license.** In addition, as a condition of granting of a permit for fireworks or pyrotechnics, the company hired to perform the pyrotechnics shall provide the City a public liability insurance policy naming the City as an additional insured entity with limits of not less than one million dollars per occurrence. **Please attach the certificate of insurance to this application.**

## 17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☒ Yes ☐ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

Will alcoholic beverages be consumed upon public lands, streets, or parks?

☒ Yes ☐ No

If yes, describe the type of beverages, alcohol allowed area, security measures to be taken, and the status of the liquor license. Council approval will be required (*Chapter 113*). As a condition of allowing the consumption of alcohol outside of the building, the liquor license holder shall provide the City a liquor liability insurance policy naming the City as an additional insured entity with limits of not less than one million dollars per occurrence to include the alcohol allowed area. **Please attach the certificate of insurance to this application.**

OMNI Brew will be serving beer & non-alcoholic beverages. Yellow Tree will be providing the liquor license.

Will food and/or non-alcoholic beverages be served? ☒ Yes ☐ No

If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used. Generators or other portable power supply units may need to be inspected by Tople Electrical Inspection, and an electrical permit must be issued by the City of Osseo. It is the applicant's responsibility to arrange for an inspection, if required.

Food trucks will be present - one each week, arranged by OMNI.

Has a license been obtained from the Hennepin County Department of Health and Environment? (Please attach) ☐ Yes ☒ No

Food trucks have their own licenses.

## 18. OTHER CONCESSIONS

Describe what vendors or concessionaires you will allow at the event, and how you intend to regulate and monitor their activities.

Only a Yellow Tree table, selling merchandise and raffle tickets.

## 19. GAMBLING

Will there be any gambling (raffles, pull-tabs, bingo, etc.) at the event? ☒ Yes ☐ No

If yes, a lawful gambling permit will be required as provided by state law. Describe the gambling activity and the status of gambling permit.

YTT raffle sales - no permit is required for one event per calendar year.

## 20. WORKERS COMPENSATION COMPLIANCE

In accordance with Minnesota Statutes all applicants for licenses and permits to operate a business in Minnesota must submit acceptable evidence of compliance with Workers' Compensation Insurance requirements. Please complete the certificate of compliance and attach to this application.

## 21. INSURANCE

As a condition of the granting of a permit for special event conducted on public property or public streets or public parking lots, the permit holder shall provide the City with a copy of a Certificate of Liability Insurance naming the City as an additional insured entity with limits of not less than one million dollars per occurrence. If alcoholic beverages are to be sold or distributed the policy must also include an endorsement for liquor liability.

## 22. THE MINNESOTA DATA PRACTICES ACT

The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a permit from the City of Osseo. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data; however, refusing to supply the data may cause your permit to not be processed. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number. Please sign below to indicate that you have read this notice:

  
Signature

2/1/22  
Date

☐ I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

Address

Telephone

## 23. ACKNOWLEDGEMENT/SIGNATURE

The signature of the legal owner of the event location or the owner's official representative is required and authorizes the designee of the City of Osseo and other entities/agencies to enter the property to perform inspections to establish and ensure compliance will all permit conditions. Entry may be without prior notice.

N/A

Property Owner Signature

Printed Name

Date

I hereby acknowledge that I have read this application and that all information is true and correct to the best of my knowledge. I hereby agree that the special event will be conducted in accordance with the Osseo City Code and the laws of Hennepin County and the State of Minnesota. I further understand that failure to comply with the conditions of my Special Event Permit, including the payment of required fees, deposits, and reimbursements, or conducting the event in a way that creates a threat to the health, safety, or welfare of any individual or the general public may result in the immediate cancellation of the Special Event Permit and other penalties.

Applicant Signature

Printed Name

Date

### Checklist/attachments

- ☐ Application form, signed
- ☐ Sketch/site plan attached
- ☐ Workers Comp Certificate attached
- ☐ Certificate(s) of Insurance
  - ☐ Public land
  - ☐ Liquor
  - ☐ Fireworks
- ☐ Release and Indemnification Agreement
- ☐ Estimated Deposit \$ \_\_\_\_\_ (see next page)

### Other Permits/Licenses/Application, as applicable

- ☐ Building Permit
- ☐ Electrical Permit
- ☐ Sign Permit
- ☐ Liquor License
- ☐ Lawful Gambling Permit
- ☐ Hennepin County Dept. of Health (food)
- ☐ Community Center Application
- ☐ Band Shell Application
- ☐ Sipe Park Application

### City of Osseo use only:

This application/request received:

Date 2.3.22 By JA

This application approved/rejected by:

Date \_\_\_\_\_ By \_\_\_\_\_

Application fee for event received on:

Date 2.3.22 Amount \$50 Receipt# 630579

Special Services deposit received on:

Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt# \_\_\_\_\_

Remaining deposit (if any) returned to applicant on:

Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt# \_\_\_\_\_

Administrative Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Police Department Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Fire Department Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Public Works Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_



City of Osseo use only:

| Special Event Permit Fees                      |                   |              |                                      |
|--|-------------------|--------------|--------------------------------------|
| Permit Application Fee                         |                   | \$50         | non-refundable                       |
| Special Services (hourly rates for staff time) |                   |              | deposit refundable, if not used      |
| Staff Time                                     | <b>Staff Type</b> | <b>Rate</b>  |                                      |
| City Staff – Professional                      | <i>Pro</i>        | \$75/hour    |                                      |
| City Staff -- Administrative Support           | <i>Admin</i>      | \$50/hour    |                                      |
| City Staff -- Public Works Director            | <i>PWD</i>        | \$75/hour    |                                      |
| City Staff -- Public Works Maintenance         | <i>PWM</i>        | \$50/hour    |                                      |
| Police Services                                | <i>PS</i>         | per contract | per current Police services contract |

Special Service Deposit Calculations

| Task | Staff Type | # of Staff | Hours / Staff<br>(Round to 0.25) | Rate                 | Deposit Amount |
|------|------------|------------|----------------------------------|----------------------|----------------|
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  |                      |                |
|      |            |            |                                  | <b>Deposit Total</b> |                |



# Hennepin County Property Map

Food truck and Omni truck  
parked on 5th Street



PARCEL ID: 1811921220134

OWNER NAME: Hennepin Forfeited Land

PARCEL ADDRESS: 416 Central Ave, Osseo MN 55369

PARCEL AREA: 0.76 acres, 33,262 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATA:

SALE CODE:

ASSESSED 2020, PAYABLE 2021

PROPERTY TYPE: Commercial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2021, PAYABLE 2022

PROPERTY TYPE: Residential

HOMESTEAD: Non-homestead

MARKET VALUE: \$0

## Comments:

We will have garbage and recycling bins  
wherever the city recommends.

Boundaries for liquor consumption will be  
set up roughly along the rectangle in this  
photo. Entrances/exits will be watched  
by OMNI and YTT staff.

Two speakers will be set up in front of  
the bandshell.

This data (i) is furnished 'AS IS' with no  
representation as to completeness or  
accuracy; (ii) is furnished with no  
warranty of any kind; and (iii) is not suitable  
for legal, engineering or surveying purposes.  
Hennepin County shall not be liable for any  
damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN  
COUNTY 2021

# OSSEO GATEWAY SIGN



## APPLICATION FOR MESSAGE FEE WAIVER:

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

Applications for fee waivers must be reviewed by the City Council. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A GATEWAY**

**SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-1111 or via email at

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

|  |   |                           |                             |
|--|---|---------------------------|-----------------------------|
| Name of Applicant:   | Yellow Tree Theatre   |                           |                             |
| Address:   | 320 5 <sup>th</sup> Ave SE Osseo 55369  |                           |                             |
| Name of Contact Person:<br>(if different than applicant)   | Peter Carlson   |                           |                             |
| Contact Phone: (daytime)   | 763-443-8733  | Email address:            | peter@yellowtreetheatre.com |
| Description of event or purpose for which Gateway Sign message will be used:   | Summer Concert Series in Bearbroom Park - Advertising   |                           |                             |
| Desired date(s)  | Specify on Gateway Sign Application & attach application to this request  |                           |                             |
| <b>COMMUNITY BENEFITS</b>  |   |                           |                             |
| How will the Osseo business community benefit from your event?   | We will bring around 100-150 people to downtown Osseo on six Thursday evenings. Many of them will patronize local businesses while there.           |                           |                             |
| <b>NEED:</b>   |   |                           |                             |
| Why is it necessary to promote this event using the Gateway Sign?  | It is an excellent way to reach our target audience - people who live & work in the Osseo area.   |                           |                             |
| Explain why paying the fee would be a hardship.  | As a nonprofit arts organization, our budget is always tight. This is especially true during the pandemic, when ticket sales are lower than normal. |                           |                             |
| Are you willing to provide commensurate services in lieu of the message fee? If so, what type?   | Yes. We are open to suggestions from the City.  |                           |                             |
| I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete. |   |                           |                             |
| Signature:   |   |                           |                             |
| Date of application:   | 2/1/22  |                           |                             |
| <b>STAFF USE ONLY</b>  |   |                           |                             |
| 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

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

|  |            |  |  |
|--|------------|--|--|
| <b>Business or Event Name</b><br>Yellow Tree Theatre   |            | <b>Contact Person</b><br>Peter Carlson   |  |
| <b>Business or Event Address</b><br>320 5th Ave SE<br>Osseo, MN  |            | <b>Phone Number</b><br>763-493-8733  |  |
| <b>Email</b><br>peter@yellowtreetheatre.com  |            | <b>Number of Slides Requested:</b><br>A fee of \$100 per slide/week must be included with every message application. |  |
| <b>Message Requested:</b><br>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.   |            | Provided at a later date   |  |
| <b>Graphics Requested?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, circle one:)<br>Custom graphics for display the following week should be submitted to jamerman@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.   |            | <b>Stock Image</b> <b>Graphic to be Provided</b><br>JPG or BMP format only   |  |
| <b>Message Scheduling</b><br>Messages will be programmed once per week. <b>Applications must be received by 7:30 am on Thursday</b> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.   |            |  |  |
| <b>Specify Start Date/Time, if not Monday mid-day</b><br>TBD   |            | <b>Specify End Date/Time, if not Monday mid-day</b>  |  |
| By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard. |            |  |  |
| <b>Applicant Signature:</b><br>[Signature]   |            | <b>Date:</b> 2/1/22  |  |
| <b>Administrative Approval</b>   | <b>Fee</b> | <b>Date</b>  |  |

# CITY OF OSSEO

## BOERBOOM PARK BANDSHELL

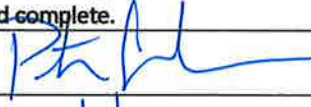


INFORMATION PROVIDED TO THE CITY OF OSSEO MAY BE CONSIDERED PUBLIC DATA PURSUANT TO DATA PRACTICES LAW. THE CITY WILL COMPLY WITH ALL APPLICABLE LAWS IF THE INFORMATION IS SUBJECT TO A DATA REQUEST.

### APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

X **Rental Fee Waiver**        (Bi-)Weekly Use

Applications for special consideration must be reviewed by the City Council. Fee waivers cover rental fees only; the applicant is still required to provide a rental deposit. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A COVER LETTER** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-1111 or via email at [cityhall@ci.osseo.mn.us](mailto:cityhall@ci.osseo.mn.us).

|   |  |                           |                             |                |  |
|---|--|---------------------------|-----------------------------|----------------|--|
| Name of Applicant:  | Yellow Tree Theatre  |                           |                             |                |  |
| Address:  | 320 S <sup>th</sup> Ave SE Osseo 55369   |                           |                             |                |  |
| Name of Contact Person:<br>(if different than applicant)  | Peter Carlson  |                           |                             |                |  |
| Contact Phone: (daytime)  | 763-493-8733   | Email address:            | peter@yellowtreetheatre.com |                |  |
| Description of event or purpose for which City facilities will be used:   | YTT would again like to present a Summer Concert Series at Boerboom park. It will be held over six Thursday evenings.                                      |                           |                             |                |  |
| <b>COMMUNITY BENEFITS</b>   |  |                           |                             |                |  |
| How many Osseo residents will benefit from your event? How will they benefit?   | The concerts will be free and open to all members of the community. Six high-quality acts will be brought to Osseo for intimate and engaging performances. |                           |                             |                |  |
| <b>NEED:</b>  |  |                           |                             |                |  |
| Why is it necessary to hold this event at a City facility?  | YTT does not have an outdoor space. Boerboom Park is ideal for this activity.  |                           |                             |                |  |
| If request is for a Fee Waiver:<br>Explain why paying the fee would be a hardship.  | As a nonprofit arts organization, our budget is always tight. This is especially true during the pandemic, when ticket sales are lower than normal.        |                           |                             |                |  |
| Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?   | Yes. We are open to suggestions from the City.   |                           |                             |                |  |
| I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct, and complete. |  |                           |                             |                |  |
| Signature:  |   |                           |                             |                |  |
| Date of application:  | 2/1/22   |                           |                             |                |  |
| <b>STAFF USE ONLY</b>   |  |                           |                             |                |  |
| Est. total value of waiver (\$):  |  | City Council Review date: |                             | Approved date: |  |

# CITY OF OSSEO

## BANDSHELL USE APPLICATION



INFORMATION PROVIDED TO THE CITY OF OSSEO MAY BE CONSIDERED PUBLIC DATA PURSUANT TO DATA PRACTICES LAW. THE CITY WILL COMPLY WITH ALL APPLICABLE LAWS IF THE INFORMATION IS SUBJECT TO A DATA REQUEST

Applicant/Contact Person:

Peter Carlsm

Address:

320 5th Ave SE Osseo 55369

Phone# (Day and Evening)

763-493-8733

Name of Organization:

Yellow Tree Theatre

Mailing Address:

320 5th Ave SE Osseo 55369

Date of Use:

June 9-23  
July 7-21  
Aug. 4-18

Time of Use:

From: 5:00 am/pm to: 9:00 am/pm

Purpose of Event:

Summer Concert Series

Number of Participants:

Performers: 3-5 Audience: 100-150

Is entertainment part of your event? Please describe.

Yes - live music in bandshell

Will electricity from the City be needed? (Fee required)

Yes

X

No

Comments:

I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED POLICY/AGREEMENT. I UNDERSTAND THAT THE CITY OF OSSEO MAY CANCEL ANY RESERVED EVENT.

Date:

2/1/22

Peter Carlsm

Name of organization, group, or individual

Signature of applicant

This application request received on:

Date

2-3-22

By

JA

Rental & event fees for event received on:

Date

Amount

Check#

Damage and clean up deposit received on:

Date

Amount

Check#

Approved by Public Works:

Date

Name

Comments:

Approved by Police Dept.:

Date

Name

Comments:

Verification of no damages:

Date

Name

Deposit returned to applicant on:

Date

Amount

By

PLEASE RETURN THIS APPLICATION TO OSSEO CITY HALL, 415 CENTRAL AVENUE, OSSEO, MN 55369

## Joe Amerman

---

**To:** Riley Grams  
**Subject:** RE: Yellow Tree Special Event Permit - Department Head Review

---

**From:** Riley Grams <RGrams@ci.osseo.mn.us>  
**Sent:** Thursday, February 24, 2022 8:26 AM  
**To:** Joe Amerman <jamerman@ci.osseo.mn.us>; Shane Mikkelson <SMikkelson@ci.osseo.mn.us>; Mike Phenow <mike.phenow@ci.osseo.mn.us>; Nick Waldbillig <nwaldbillig@ci.osseo.mn.us>  
**Subject:** RE: Yellow Tree Special Event Permit - Department Head Review

No comment from me. Looks great! Glad they are doing the events again this year!

---

**Riley Grams**  
City Administrator  
City of Osseo  
[rgrams@ci.osseo.mn.us](mailto:rgrams@ci.osseo.mn.us)

---

**From:** Joe Amerman  
**Sent:** Tuesday, February 15, 2022 4:18 PM  
**To:** Riley Grams <[RGrams@ci.osseo.mn.us](mailto:RGrams@ci.osseo.mn.us)>; Shane Mikkelson <[SMikkelson@ci.osseo.mn.us](mailto:SMikkelson@ci.osseo.mn.us)>; Mike Phenow <[mike.phenow@ci.osseo.mn.us](mailto:mike.phenow@ci.osseo.mn.us)>; Nick Waldbillig <[NWaldbillig@ci.osseo.mn.us](mailto:NWaldbillig@ci.osseo.mn.us)>  
**Subject:** Yellow Tree Special Event Permit - Department Head Review

Hello All,

Attached you'll find a special event permit application from Yellow Tree Theatre for 6-night summer series at Boerboom Park. If you remember last year, this is going to be the same with the exception that all of the nights will have an Omni Beer Truck, as opposed to just three of them.

You can either scan/send it back, or just respond to this email and I'll attach as comment. We're looking to put this on the agenda for the February 28<sup>th</sup> meeting, so if you can have responses back to me by next Wednesday, that would be great.

Thanks everyone,

Joe



**Joe Amerman | Community Management Coordinator**

City of Osseo | 415 Central Ave, Osseo MN 55369  
763-425-1454

[jamerman@ci.osseo.mn.us](mailto:jamerman@ci.osseo.mn.us)

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

Find us on Facebook ([Discover Osseo](#))

Find us on Twitter ([@CityofOsseo](#))

## Joe Amerman

---

**To:** Shane Mikkelson  
**Subject:** RE: Yellow Tree Special Event Permit - Department Head Review

---

**From:** Shane Mikkelson <SMikkelson@ci.osseo.mn.us>  
**Sent:** Thursday, February 24, 2022 8:13 AM  
**To:** Joe Amerman <jamerman@ci.osseo.mn.us>; Riley Grams <RGrams@ci.osseo.mn.us>; Mike Phenow <mike.phenow@ci.osseo.mn.us>; Nick Waldbillig <nwaldbillig@ci.osseo.mn.us>  
**Subject:** Re: Yellow Tree Special Event Permit - Department Head Review

No comments from police.

Chief Shane Mikkelson  
Osseo Police Department  
C-763-269-2468 O-763-424-5544

"It is not how these Officers died that made them hero's, it was how they lived." Police Officers Memorial Washington DC



## Joe Amerman

---

**To:** Mike Phenow  
**Subject:** RE: Yellow Tree Special Event Permit - Department Head Review

---

**From:** Mike Phenow <mike.phenow@ci.osseo.mn.us>  
**Sent:** Tuesday, February 15, 2022 4:29 PM  
**To:** Joe Amerman <jamerman@ci.osseo.mn.us>; Riley Grams <RGrams@ci.osseo.mn.us>; Shane Mikkelsen <SMikkelsen@ci.osseo.mn.us>; Nick Waldbillig <nwaldbillig@ci.osseo.mn.us>  
**Subject:** Re: Yellow Tree Special Event Permit - Department Head Review

Hey Joe!

No additional comments or objections from the fire department.

Thanks!  
Mike

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



# CITY OF OSSEO

## CASH BALANCE SUMMARY FOR COUNCIL

| Begin          | Receipts    | Disbursements | JE     | JE Payroll   | Transfers | Balance<br>No Invest | Fund                               |
|----------------|-------------|---------------|--------|--------------|-----------|----------------------|------------------------------------|
| \$1,243,566.63 | \$92,382.61 | \$313,537.14  | \$0.00 | -\$69,743.76 | \$0.00    | \$952,668.34         | 101 GENERAL FUND                   |
| \$326,021.01   | \$41,611.66 | \$1,124.93    | \$0.00 | \$0.00       | \$0.00    | \$366,507.74         | 110 CIP EQUIPMENT                  |
| \$11,492.06    | \$1,305.00  | \$1,770.97    | \$0.00 | \$0.00       | \$0.00    | \$11,026.09          | 115 POLICE DONATIONS/EXPENSES      |
| \$17,409.92    | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$17,409.92          | 116 POLICE FORFIETURE FUND         |
| \$5,271.43     | \$68,783.98 | \$1,768.99    | \$0.00 | \$0.00       | \$0.00    | \$72,286.42          | 120 FIRE DONATIONS/EXPENSES        |
| \$1,105,183.69 | \$0.00      | \$19,315.11   | \$0.00 | \$0.00       | \$0.00    | \$1,085,868.58       | 130 PAVEMENT MANAGEMENT            |
| \$229,258.21   | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$229,258.21         | 135 CIP FACILITIES                 |
| -\$6,856.60    | \$16,000.00 | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$9,143.40           | 150 COMP PLAN GRANT                |
| \$0.00         | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$0.00               | 200 INSPECTIONS (INACTIVE)         |
| \$1,064.92     | \$0.00      | \$34.63       | \$0.00 | \$0.00       | \$0.00    | \$1,030.29           | 204 TROLLEY                        |
| \$133,151.87   | \$4,760.00  | \$1,102.85    | \$0.00 | -\$192.74    | \$0.00    | \$136,616.28         | 205 PARK DEDICATION                |
| \$131,668.55   | \$0.00      | \$36,599.00   | \$0.00 | \$0.00       | \$0.00    | \$95,069.55          | 230 COVID19 AID                    |
| \$37,399.71    | \$6,733.07  | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$44,132.78          | 240 CABLE GRANTS                   |
| \$10,411.76    | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$10,411.76          | 241 CheC - Healthy Comm Grant      |
| \$1,839.50     | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$1,839.50           | 242 HENN CO TREE GRANT             |
| -\$593.75      | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | -\$593.75            | 243 HENN CO CORRIDOR PLANNING      |
| -\$726.49      | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | -\$726.49            | 244 TWINS GRANT                    |
| -\$4,157.78    | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | -\$4,157.78          | 250 COMMUNITY FUND                 |
| \$352.15       | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$352.15             | 252 FIREARMS SAFETY                |
| \$11,635.45    | \$10,000.00 | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$21,635.45          | 253 MUSIC/MOVIES IN THE PARK       |
| \$1,973.12     | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$1,973.12           | 254 MINIDAZZLE                     |
| \$4,234.69     | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$4,234.69           | 257 FARMERS MARKET                 |
| \$11,709.55    | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$11,709.55          | 260 HERITAGE PRESERVATION          |
| \$115,400.49   | \$0.00      | \$35,550.00   | \$0.00 | \$0.00       | \$0.00    | \$79,850.49          | 301 2014A Street/Utility (500,000) |
| \$222,270.03   | \$0.00      | \$169,525.00  | \$0.00 | \$0.00       | \$0.00    | \$52,745.03          | 305 BONDS 2015 STR IMPROVE         |
| \$245,650.36   | \$7,888.85  | \$91,331.25   | \$0.00 | \$0.00       | \$0.00    | \$162,207.96         | 306 BONDS 2016 STR IMPROVE (19349) |
| \$230,144.96   | \$245.08    | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$230,390.04         | 307 BONDS 2016 STR IMPROVE (19421) |
| \$119,674.34   | \$153.17    | \$60,200.00   | \$0.00 | \$0.00       | \$0.00    | \$59,627.51          | 308 BONDS 2017 STR IMPROVE (19644) |
| \$109,372.58   | \$0.00      | \$55,781.88   | \$0.00 | \$0.00       | \$0.00    | \$53,590.70          | 309 BONDS 2018 STR IMPROVE         |
| \$95,444.04    | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$95,444.04          | 310 BONDS 2018 ALLEY IMPROVE       |
| -\$1,212.38    | \$271.76    | \$46,412.50   | \$0.00 | \$0.00       | \$0.00    | -\$47,353.12         | 311 BONDS 2019 STR IMPROVE         |
| \$14,838.21    | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$14,838.21          | 312 BONDS 2019 ALLEY IMPROVE       |
| \$174,609.81   | \$0.00      | \$53,075.00   | \$0.00 | \$0.00       | \$0.00    | \$121,534.81         | 313 BOND 2020 STREET PROJECT       |
| \$0.00         | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$0.00               | 325 BONDS 2003C REFUNDING (12358)  |
| \$302,926.72   | \$30,413.79 | \$281,225.00  | \$0.00 | \$0.00       | \$0.00    | \$52,115.51          | 365 BONDS 2009 CENTRAL AVE (17720- |
| \$81,801.29    | \$972.22    | \$32,737.50   | \$0.00 | \$0.00       | \$0.00    | \$50,036.01          | 371 BONDS 2012A STR IMPROVE        |
| \$0.00         | \$0.00      | \$0.00        | \$0.00 | \$0.00       | \$0.00    | \$0.00               | 375 BONDS 2007A JEFFERSON HWY      |
| \$194,165.83   | \$342.59    | \$193,230.00  | \$0.00 | \$0.00       | \$0.00    | \$1,278.42           | 380 BONDS 2010A REFUNDING          |

| Begin          | Receipts     | Disbursements  | JE     | JE Payroll    | Transfers | Balance<br>No Invest | Fund                            |
|----------------|--------------|----------------|--------|---------------|-----------|----------------------|---------------------------------|
| \$0.00         | \$0.00       | \$172,868.75   | \$0.00 | \$0.00        | \$0.00    | -\$172,868.75        | 385 BONDS 2011A TIF             |
| \$122,715.89   | \$0.00       | \$66,912.50    | \$0.00 | \$0.00        | \$0.00    | \$55,803.39          | 395 BONDS 2014A POLICE ADDITION |
| \$0.00         | \$0.00       | \$0.00         | \$0.00 | \$0.00        | \$0.00    | \$0.00               | 404 2017 STREET IMPROVE (19349) |
| \$0.00         | \$0.00       | \$0.00         | \$0.00 | \$0.00        | \$0.00    | \$0.00               | 405 2018 STREET IMPROVEMENT     |
| \$0.00         | \$2,604.36   | \$0.00         | \$0.00 | \$0.00        | \$0.00    | \$2,604.36           | 406 2018 ALLEY IMPROVEMENT      |
| \$0.00         | \$0.00       | \$0.00         | \$0.00 | \$0.00        | \$0.00    | \$0.00               | 407 2019 STREET IMPROVEMENT     |
| \$0.00         | \$0.00       | \$0.00         | \$0.00 | \$0.00        | \$0.00    | \$0.00               | 408 2019 ALLEY IMPROVEMENT      |
| -\$69,746.49   | \$5,130.06   | \$0.00         | \$0.00 | \$0.00        | \$0.00    | -\$64,616.43         | 409 2020 STREET IMPROVEMENT     |
| -\$50,267.45   | \$0.00       | \$0.00         | \$0.00 | \$0.00        | \$0.00    | -\$50,267.45         | 410 2021 ALLEY PROJECT          |
| -\$44,978.75   | \$0.00       | \$16,236.59    | \$0.00 | \$0.00        | \$0.00    | -\$61,215.34         | 412 2022 Alley Project          |
| \$1,867,709.01 | \$140,542.95 | \$98,003.07    | \$0.00 | -\$15,450.70  | \$0.00    | \$1,894,798.19       | 601 WATER FUND                  |
| \$1,822,297.15 | \$39,262.59  | \$427,768.26   | \$0.00 | -\$15,450.65  | \$0.00    | \$1,418,340.83       | 602 SEWER FUND                  |
| \$708,590.01   | \$35,665.33  | \$39,194.12    | \$0.00 | -\$2,515.02   | \$0.00    | \$702,546.20         | 604 STORM WATER FUND            |
| \$9,532,715.25 | \$505,069.07 | \$2,215,305.04 | \$0.00 | -\$103,352.87 | \$0.00    | \$7,719,126.41       |                                 |

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| <b>Payments Batch 2-28-22 AP</b> |   | <b>\$102,108.94</b>   |                         |
| Refer                            | 0 AFLAC   | Ck# 002526E 2/23/2022 |                         |
| Cash Payment                     | G 101-21710 MISC DEDUCTIONS/BENEF FEB 2022 PREMIUMS   |                       | \$234.42                |
| Invoice                          | 231181 2/14/2022  |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$234.42</b>   |
| Refer                            | 0 SUN LIFE FINANCIAL  | Ck# 002527E 2/23/2022 |                         |
| Cash Payment                     | E 101-41900-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LTD/STD PREMIUMS PD                          |                       | \$425.84                |
| Invoice                          | 2/14/22 2/14/2022   |                       |                         |
| Cash Payment                     | E 101-41110-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LTD/STD PREMIUMS ADMIN                       |                       | \$184.23                |
| Invoice                          | 2/14/22 2/14/2022   |                       |                         |
| Cash Payment                     | E 101-41650-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LTD/STD PREMIUMS P/Z                         |                       | \$21.84                 |
| Invoice                          | 2/14/22 2/14/2022   |                       |                         |
| Cash Payment                     | E 101-42000-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LTD/STD PREMIUMS PW                          |                       | \$71.25                 |
| Invoice                          | 2/14/22 2/14/2022   |                       |                         |
| Cash Payment                     | G 101-21710 MISC DEDUCTIONS/BENEF MARCH 2022 LTD/STD PREMIUMS EE                            |                       | \$45.49                 |
| Invoice                          | 2/14/22 2/14/2022   |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$748.65</b>   |
| Refer                            | 0 ABDO FINANCIAL SOLUTIONS, LL  |                       |                         |
| Cash Payment                     | E 101-41550-301 ACCOUNTING/AUDITIN 2021 TAX & PAYROLL REPORTING 1099, 1096, 1095, 1094, W-2 |                       | \$9,957.55              |
| Invoice                          | 453968 2/17/2022  |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$9,957.55</b> |
| Refer                            | 0 CENTRAL TELEPHONE   |                       |                         |
| Cash Payment                     | E 101-41700-211 OPERATIONS 3/1/22 - 2/28/23 SOFTWARE ASSURANCE                              |                       | \$310.00                |
| Invoice                          | 128899SWA 1/25/2022   |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$310.00</b>   |
| Refer                            | 0 CITYWIDE SERVICE CORP - TOWI  |                       |                         |
| Cash Payment                     | E 116-41900-211 OPERATIONS CASE #21-4611 2001 FORD TOWING/IMPOUND FEE                       |                       | \$180.00                |
| Invoice                          | 50509 2/14/2022   |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$180.00</b>   |
| Refer                            | 0 CITYWIDE SERVICE CORP - TOWI  |                       |                         |
| Cash Payment                     | E 116-41900-211 OPERATIONS CASE #21-5119 2018 MAZDA TOWING/IMPOUND FEE                      |                       | \$180.00                |
| Invoice                          | 50980 2/14/2022   |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$180.00</b>   |
| Refer                            | 0 CITYWIDE SERVICE CORP - TOWI  |                       |                         |
| Cash Payment                     | E 116-41900-211 OPERATIONS CASE #21-5415 2008 MERCURY TOWING/IMPOUND FEE                    |                       | \$180.00                |
| Invoice                          | 51260 2/14/2022   |                       |                         |
| Transaction Date                 | 2/23/2022   | PREMIER CHECKIN 10100 | <b>Total \$180.00</b>   |
| Refer                            | 0 EFTPS   | Ck# 002528E 2/24/2022 |                         |
| Cash Payment                     | G 101-21701 FEDERAL WITHHOLDING 2/25/22 PAYROLL FIT/FICA WITHHOLDING                        |                       | \$6,281.25              |
| Invoice                          | 4299269 2/25/2022   |                       |                         |
| Cash Payment                     | G 101-21703 FICA WITHHOLDING 2/25/22 PAYROLL FIT/FICA WITHHOLDING                           |                       | \$5,373.86              |
| Invoice                          | 4299269 2/25/2022   |                       |                         |

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| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$11,655.11</b> |
| Refer            | 0 <i>EMPOWER- MSRS DFC/HOSP</i>      | <u>Ck# 002529E 2/24/2022</u>         |              |                    |
| Cash Payment     | G 101-21705 DEFERRED COMP            | 2/25/22 PAYROLL DCP CONTRIBUTIONS    |              | \$1,125.00         |
| Invoice          | 976970178 2/25/2022                  |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$1,125.00</b>  |
| Refer            | 0 <i>EMPOWER- MSRS DFC/HOSP</i>      | <u>Ck# 002530E 2/24/2022</u>         |              |                    |
| Cash Payment     | G 101-21712 HCSP                     | 2/25/22 PAYROLL HCSP CONTRIBUTIONS   |              | \$520.63           |
| Invoice          | 976991356 2/25/2022                  |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$520.63</b>    |
| Refer            | 0 <i>FURTHER - FORMERLY SELECTAC</i> | <u>Ck# 002531E 2/24/2022</u>         |              |                    |
| Cash Payment     | G 101-21711 EMPLOYEE H.S.A CONTRI    | 2/25/22 PAYROLL H.S.A. CONTRIBUIONS  |              | \$1,154.85         |
| Invoice          | 2/25/22 2/25/2022                    |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$1,154.85</b>  |
| Refer            | 0 <i>ICMA RETIREMENT CORPORATIO</i>  | <u>Ck# 002532E 2/24/2022</u>         |              |                    |
| Cash Payment     | G 101-21705 DEFERRED COMP            | 2/25/22 PAYROLL DFC CONTRIBUTIONS    |              | \$400.00           |
| Invoice          | 700492 2/24/2022                     |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$400.00</b>    |
| Refer            | 0 <i>MN DEPT OF REVENUE</i>          | <u>Ck# 002533E 2/24/2022</u>         |              |                    |
| Cash Payment     | G 101-21702 STATE WITHHOLDING        | 2/25/22 PAYROLL SIT WITHHOLDING      |              | \$2,854.21         |
| Invoice          | 0-171-030-176 2/25/2022              |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$2,854.21</b>  |
| Refer            | 0 <i>PERA</i>                        | <u>Ck# 002534E 2/24/2022</u>         |              |                    |
| Cash Payment     | G 101-21704 PERA                     | 2/25/22 PAYROLL PERA CONTRIBUTIONS   |              | \$11,348.32        |
| Invoice          | 641844 2/25/2022                     |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$11,348.32</b> |
| Refer            | 0 <i>AFFORDABLE SANITATION INC</i>   | -                                    |              |                    |
| Cash Payment     | E 101-42350-211 OPERATIONS           | JAN 2022 WARMING HOUSE PORTA POTTY   |              | \$43.00            |
| Invoice          | 6272 2/1/2022                        |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$43.00</b>     |
| Refer            | 0 <i>CENTERPOINT ENERGY</i>          | -                                    |              |                    |
| Cash Payment     | E 205-42350-801 RENTAL PROPERTY E    | JAN 2022 GAS SVC 17 4TH ST NE RENTAL |              | \$87.05            |
| Invoice          | 02/02/22 2/2/2022                    |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$87.05</b>     |
| Refer            | 0 <i>CENTERPOINT ENERGY</i>          | -                                    |              |                    |
| Cash Payment     | E 101-42350-390 NATURAL GAS SERVIC   | JAN 2022 GAS SVC SIPE PARK           |              | \$128.59           |
| Invoice          | 02/07/22 2/7/2022                    |                                      |              |                    |
| Cash Payment     | E 101-41700-390 NATURAL GAS SERVIC   | JAN 2022 GAS SVC CITY HALL           |              | \$1,439.03         |
| Invoice          | 02/07/22 2/7/2022                    |                                      |              |                    |
| Cash Payment     | E 101-41800-390 NATURAL GAS SERVIC   | JAN 2022 GAS SVC COMM CTR            |              | \$315.88           |
| Invoice          | 02/07/22 2/7/2022                    |                                      |              |                    |
| Cash Payment     | E 602-49400-390 NATURAL GAS SERVIC   | JAN 2022 GAS SVC LIFT STATION        |              | \$55.36            |
| Invoice          | 02/07/22 2/7/2022                    |                                      |              |                    |
| Cash Payment     | E 101-42000-390 NATURAL GAS SERVIC   | JAN 2022 GAS SVC PUBLIC WORKS        |              | \$944.41           |
| Invoice          | 02/07/22 2/7/2022                    |                                      |              |                    |
| Transaction Date | 2/24/2022                            | PREMIER CHECKIN 10100                | <b>Total</b> | <b>\$2,883.27</b>  |

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| Refer            | 0               | CENTURYLINK- PHOENIX        | -  |       |          |
| Cash Payment     | E 602-49400-321 | TELECOMMUNICATION           | FEB 2022 LIFT STATION                    |       | \$114.36 |
| Invoice          | 02/06/22        | 2/6/2022                    |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$114.36 |
| Refer            | 0               | CRYSTEEL TRUCK EQUIP, INC   | -  |       |          |
| Cash Payment     | E 101-42000-250 | SNOW MANAGEMENT             | PW 2019 CHEV INSTALL EQUIPMENT           |       | \$142.00 |
| Invoice          | F49092          | 1/27/2022                   |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$142.00 |
| Refer            | 0               | DURAN, NORMA                | -  |       |          |
| Cash Payment     | G 101-22001     | COMMUNITY CENTER DEP        | REFUND COMMUNITY CENTER DEPOSIT          |       | \$225.00 |
| Invoice          | 02/12/22        | 2/12/2022                   | 2/12/22                                  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$225.00 |
| Refer            | 0               | ECM PUBLISHING              | -  |       |          |
| Cash Payment     | E 101-41650-351 | PRINTING/PUBLISHING         | AD FEB 22 PH 332 CENTRAL AVE VARIANCE    |       | \$126.32 |
| Invoice          | 876863          | 2/10/2022                   |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$126.32 |
| Refer            | 0               | ECM PUBLISHING              | -  |       |          |
| Cash Payment     | E 412-42000-351 | PRINTING/PUBLISHING         | AD 2022 ALLEY RECONSTR PROJ              |       | \$478.44 |
| Invoice          | 876862          | 2/10/2022                   |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$478.44 |
| Refer            | 0               | FBI-LEEDA                   | -  |       |          |
| Cash Payment     | E 101-41900-255 | DUES/MEMBERSHIP             | 2022 DUES PD                             |       | \$50.00  |
| Invoice          | 52427344-22     | 2/15/2022                   |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$50.00  |
| Refer            | 0               | FERGUSON WATERWORKS         | -  |       |          |
| Cash Payment     | E 101-42350-221 | EQUIP REPAIR/ MAINT         | PW WATER TRUCK BROKEN VALVE              |       | \$173.08 |
| Invoice          | 9081780         | 2/8/2022                    |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$173.08 |
| Refer            | 0               | FINANCE & COMMERCE INC      | -  |       |          |
| Cash Payment     | E 412-42000-351 | PRINTING/PUBLISHING         | AD - BID FOR 2022 ALLEY PROJECT          |       | \$217.13 |
| Invoice          | 745313874       | 2/11/2022                   |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$217.13 |
| Refer            | 0               | FURTHER - FORMERLY SELECTAC | -  |       |          |
| Cash Payment     | E 101-41110-130 | MED/DEN/LIFE/LTD/ST         | FEB 2022 H.S.A PARTICIPANT FEE           |       | \$30.00  |
| Invoice          | 15985891        | 2/8/2022                    |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$30.00  |
| Refer            | 0               | GRAINGER                    | -  |       |          |
| Cash Payment     | E 602-49400-211 | OPERATIONS                  | PW SUPPLIES GLOVES & CEILING LIGHT COVER |       | \$71.20  |
| Invoice          | 9197339352      | 2/1/2022                    |  |       |          |
| Cash Payment     | E 101-41700-222 | BUILDING REPAIR/MAI         | PW SUPPLIES GLOVES & CEILING LIGHT COVER |       | \$31.00  |
| Invoice          | 9197339352      | 2/1/2022                    |  |       |          |
| Transaction Date | 2/24/2022       | PREMIER CHECKIN             | 10100                                    | Total | \$102.20 |
| Refer            | 0               | GRAINGER                    | -  |       |          |

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| Cash Payment     | E 101-42000-211 OPERATIONS   | PW WALL MOUNT HOSE REEL, STEEL |       | \$91.04    |
| Invoice          | 9405239386   | 1/9/2020                       |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$91.04    |
| Refer            | 0 HENN CO CORRECTIONS  | -                              |       |            |
| Cash Payment     | E 101-41900-316 INCARCERATION SERV 9/1 - 9/30/21 BOOKING# 21-02724 FEE             |                                |       | \$870.00   |
| Invoice          | 1000173260   | 10/12/2021                     |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$870.00   |
| Refer            | 0 HENN CO PUBLIC WORKS   | -                              |       |            |
| Cash Payment     | E 101-42000-216 FUEL - VEHICLE/EQUIP JAN 2022 FUEL COSTS PW                        |                                |       | \$1,080.16 |
| Invoice          | 1000178968   | 1/31/2022                      |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$1,080.16 |
| Refer            | 0 HENN CO SHERIFF  | -                              |       |            |
| Cash Payment     | E 101-41900-316 INCARCERATION SERV JAN 2022 BOOKING FEES                           |                                |       | \$150.00   |
| Invoice          | 1000178746   | 1/31/2022                      |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$150.00   |
| Refer            | 0 HENN CO INFO TECH  | -                              |       |            |
| Cash Payment     | E 101-41900-220 RADIO COMMUNICATI JAN 2022 PD RADIO & FLEET FEES                   |                                |       | \$1,556.79 |
| Invoice          | 1000178641   | 2/3/2022                       |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$1,556.79 |
| Refer            | 0 HENN CO FIRE CHIEFS ASSN   | -                              |       |            |
| Cash Payment     | E 101-41920-255 DUES/MEMBERSHIP 2022 MEMBERSHIP DUES PHENOW & HAUG                 |                                |       | \$200.00   |
| Invoice          | 2022   | 2/15/2022                      |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$200.00   |
| Refer            | 0 HOLICKY BROS INC   | -                              |       |            |
| Cash Payment     | E 101-42000-250 SNOW MANAGEMENT 1/25/22 BULK SALT PURCHASE                         |                                |       | \$8,925.46 |
| Invoice          | 46020  | 1/29/2022                      |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$8,925.46 |
| Refer            | 0 JRS TRUCK & TIRE SERVICE   | -                              |       |            |
| Cash Payment     | E 101-42350-217 VEHICLE REPAIRS/MAI PW CHEV WATER TRUCK ALT/WIRE/BATTERY REPAIR    |                                |       | \$1,058.98 |
| Invoice          | INV-5574   | 2/7/2022                       |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$1,058.98 |
| Refer            | 0 KENNEDY & GRAVEN, CHARTERE   | -                              |       |            |
| Cash Payment     | E 101-41500-304 LEGAL SERVICE - CIVI DEC 2021 CIVIL LEGAL SVCS                     |                                |       | \$2,686.78 |
| Invoice          | 165699   | 1/20/2022                      |       |            |
| Cash Payment     | E 101-41500-211 OPERATIONS DEC 2021 CIVIL LEGAL SVCS EXPENSES                      |                                |       | \$48.60    |
| Invoice          | 165699   | 1/20/2022                      |       |            |
| Cash Payment     | E 205-42350-310 OTHER PROFESSIONA DEC 2021 CIVIL LEGAL SVCS PURCHASE PARK PROPERTY |                                |       | \$19.00    |
| Invoice          | 165699   | 1/20/2022                      |       |            |
| Cash Payment     | E 101-41500-304 LEGAL SERVICE - CIVI DEC 2021 CIVIL LEGAL SVCS 2022 ALLEY PROJ     |                                |       | \$85.00    |
| Invoice          | 165699   | 1/20/2022                      |       |            |
| Transaction Date | 2/24/2022  | PREMIER CHECKIN 10100          | Total | \$2,839.38 |
| Refer            | 0 JERRYS HARDWARE  | -                              |       |            |

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| Cash Payment     | E 602-49400-211 OPERATIONS          | LIFT STATION LOCK                               |       | \$52.16    |
| Invoice 50506    | 2/3/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$52.16    |
| Refer            | 0 MENARDS-BROOKLYN PARK             | -   |       |            |
| Cash Payment     | E 101-41700-222 BUILDING REPAIR/MAI | LIGHT BULBS CITY HALL                           |       | \$75.13    |
| Invoice 39557    | 2/17/2022                           |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$75.13    |
| Refer            | 0 MENARDS-BROOKLYN PARK             | -   |       |            |
| Cash Payment     | E 602-49400-211 OPERATIONS          | LIFT STATION PARTS                              |       | \$63.81    |
| Invoice 39123    | 2/9/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$63.81    |
| Refer            | 0 METRO ALARM & LOCK                | -   |       |            |
| Cash Payment     | E 101-42000-222 BUILDING REPAIR/MAI | 2022 PW SECURITY MONITORING                     |       | \$768.00   |
| Invoice 45564    | 12/1/2021                           |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$768.00   |
| Refer            | 0 MILLER TRUCKING                   | -   |       |            |
| Cash Payment     | E 101-42000-250 SNOW MANAGEMENT     | 4 TRUCKS TO HAUL SNOW                           |       | \$1,400.00 |
| Invoice 145009   | 1/6/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$1,400.00 |
| Refer            | 0 MINUTE MAKER SECRETARIAL          | -   |       |            |
| Cash Payment     | E 101-41000-307 RECORDING SERVICE   | 1/24/22 WORKSESSION AND COUNCIL MEETING MINUTES |       | \$227.00   |
| Invoice M1430    | 2/1/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$227.00   |
| Refer            | 0 MINUTE MAKER SECRETARIAL          | -   |       |            |
| Cash Payment     | E 101-41650-307 RECORDING SERVICE   | 2/8 PLANNING & 2/14 CC MEETING MINUTES          |       | \$154.00   |
| Invoice M1440    | 2/15/2022                           |   |       |            |
| Cash Payment     | E 101-41000-307 RECORDING SERVICE   | 2/8 PLANNING & 2/14 CC MEETING MINUTES          |       | \$154.00   |
| Invoice M1440    | 2/15/2022                           |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$308.00   |
| Refer            | 0 NAPA-COTTENS OSSEO                | -   |       |            |
| Cash Payment     | E 101-42000-217 VEHICLE REPAIRS/MAI | PW LOADER FILTER                                |       | \$44.19    |
| Invoice 185466   | 2/3/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$44.19    |
| Refer            | 0 NAPA-COTTENS OSSEO                | -   |       |            |
| Cash Payment     | E 101-42000-217 VEHICLE REPAIRS/MAI | PW DUMP TRUCK SERVICE SUPPLIES                  |       | \$242.81   |
| Invoice 186953   | 2/8/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$242.81   |
| Refer            | 0 NAPA-COTTENS OSSEO                | -   |       |            |
| Cash Payment     | E 101-42000-217 VEHICLE REPAIRS/MAI | PW LOADER FILTERS                               |       | \$124.09   |
| Invoice 187335   | 2/9/2022                            |   |       |            |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100                           | Total | \$124.09   |
| Refer            | 0 NAPA-COTTENS OSSEO                | -   |       |            |
| Cash Payment     | E 101-42000-217 VEHICLE REPAIRS/MAI | PW TRUCK WIPERS & OIL CHANGE SUPPLIES           |       | \$104.41   |
| Invoice 189955   | 2/17/2022                           |   |       |            |



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|                      |                                      |  |              |                   |
|----------------------|--------------------------------------|--|--------------|-------------------|
| Transaction Date     | 2/24/2022                            | PREMIER CHECKIN 10100                  | <b>Total</b> | <b>\$104.41</b>   |
| Refer                | 0 NAPA-COTTENS OSSEO                 | -                                      |              |                   |
| Cash Payment         | E 101-42000-211 OPERATIONS           | PW TOOLS IMPACT SOCKETS                |              | \$34.38           |
| Invoice 191832       | 2/23/2022                            |  |              |                   |
| Transaction Date     | 2/24/2022                            | PREMIER CHECKIN 10100                  | <b>Total</b> | <b>\$34.38</b>    |
| Refer                | 0 PRIME ADVERTISING & DESIGN IN      | -                                      |              |                   |
| Cash Payment         | E 101-42301-312 PROGRAMMING          | 2022 SPRING OUTLOOK SENIOR REC         |              | \$118.73          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 101-42300-312 PROGRAMMING          | 2022 SPRING OUTLOOK SENIOR GAMES       |              | \$118.73          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 101-41110-351 PRINTING/PUBLISHING  | 2022 SPRING OUTLOOK GENERAL            |              | \$1,068.53        |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 604-49400-351 PRINTING/PUBLISHING  | 2022 SPRING OUTLOOK STORM WATER        |              | \$118.73          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 412-42000-351 PRINTING/PUBLISHING  | 2022 SPRING OUTLOOK 2022 ALLEY PROJ    |              | \$237.45          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 602-49400-310 OTHER PROFESSIONA    | 2022 SPRING OUTLOOK SEWER/PUBLIC WORKS |              | \$474.90          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 250-42350-211 OPERATIONS           | 2022 SPRING OUTLOOK LIBRARY            |              | \$237.45          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 601-49400-351 PRINTING/PUBLISHING  | 2022 SPRING OUTLOOK WATER/UTILITY      |              | \$237.45          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 101-41900-310 OTHER PROFESSIONA    | 2022 SPRING OUTLOOK CHIEFS CORNER      |              | \$296.80          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 250-42350-211 OPERATIONS           | 2022 SPRING OUTLOOK CAR SHOW           |              | \$237.45          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 257-42400-211 OPERATIONS           | 2022 SPRING OUTLOOK FARMERS MARKET     |              | \$178.09          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 101-42000-310 OTHER PROFESSIONA    | 2022 SPRING OUTLOOK RECYCLING          |              | \$296.80          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Cash Payment         | E 101-41920-310 OTHER PROFESSIONA    | 2022 SPRING OUTLOOK FIRE FOCUS         |              | \$178.09          |
| Invoice 80257        | 2/14/2022                            |  |              |                   |
| Transaction Date     | 2/24/2022                            | PREMIER CHECKIN 10100                  | <b>Total</b> | <b>\$3,799.20</b> |
| Refer                | 0 SATELLITE SHELTERS, INC.           | -                                      |              |                   |
| Cash Payment         | E 101-42350-211 OPERATIONS           | FEB 2022 WARMING HOUSE RENTAL          |              | \$425.00          |
| Invoice INV547445    | 2/8/2022                             |  |              |                   |
| Transaction Date     | 2/24/2022                            | PREMIER CHECKIN 10100                  | <b>Total</b> | <b>\$425.00</b>   |
| Refer                | 0 SATELLITE SHELTERS, INC.           | -                                      |              |                   |
| Cash Payment         | E 101-42350-211 OPERATIONS           | RE-BLOCK AND LEVEL WARMING HOUSE       |              | \$150.00          |
| Invoice INV548437    | 2/11/2022                            |  |              |                   |
| Transaction Date     | 2/24/2022                            | PREMIER CHECKIN 10100                  | <b>Total</b> | <b>\$150.00</b>   |
| Refer                | 0 SIPE BROS. INC.                    | -                                      |              |                   |
| Cash Payment         | E 101-42000-216 FUEL - VEHICLE/EQUIP | 2/2 - 2/14/22 PW FUEL CHARGES          |              | \$180.66          |
| Invoice STMT 2/16/22 | 2/16/2022                            |  |              |                   |
| Transaction Date     | 2/24/2022                            | PREMIER CHECKIN 10100                  | <b>Total</b> | <b>\$180.66</b>   |
| Refer                | 0 SISOMBATH, BRENDAN                 | -                                      |              |                   |

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| Cash Payment     | G 101-22001 COMMUNITY CENTER DEP  | REFUND COMMUNITY CENTER DEPOSIT       | \$225.00         |
|                  |                                   | 2/19/22                               |                  |
| Invoice          | 2/19/22                           | 2/19/2022                             |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$225.00   |
| Refer            | 0 STREICHERS INC                  | -                                     |                  |
| Cash Payment     | E 101-41900-218 UNIFORMS/GEAR     | H. STARRY UNIFORM/GEAR                | \$75.99          |
| Invoice          | 11550734                          | 2/8/2022                              |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$75.99    |
| Refer            | 0 TEGRETE CORPORATION             | -                                     |                  |
| Cash Payment     | E 101-41700-317 CLEANING SERVICE  | MARCH 2022 CLEANING SVC CITY HALL     | \$738.00         |
| Invoice          | 99912                             | 2/15/2022                             |                  |
| Cash Payment     | E 101-41800-317 CLEANING SERVICE  | MARCH 2022 CLEANING SVC COMM CTR      | \$245.00         |
| Invoice          | 99912                             | 2/15/2022                             |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$983.00   |
| Refer            | 0 THOMSON REUTERS-WEST            | -                                     |                  |
| Cash Payment     | E 101-41900-255 DUES/MEMBERSHIP   | JAN 2022 INFO SERVICE PD              | \$113.40         |
| Invoice          | 845821740                         | 2/1/2022                              |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$113.40   |
| Refer            | 0 TITAN MACHINERY                 | -                                     |                  |
| Cash Payment     | E 101-42000-250 SNOW MANAGEMENT   | PW CASE LOADER FILTER                 | \$35.75          |
| Invoice          | 16641283                          | 2/10/2022                             |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$35.75    |
| Refer            | 0 TYLER TECHNOLOGIES, INC.        | -                                     |                  |
| Cash Payment     | E 601-49400-310 OTHER PROFESSIONA | FEB 3 2022 R SARGENT CONFIGURE UB     | \$325.00         |
| Invoice          | 025-36299                         | 2/9/2022                              |                  |
| Cash Payment     | E 602-49400-310 OTHER PROFESSIONA | FEB 3 2022 R SARGENT CONFIGURE UB     | \$325.00         |
| Invoice          | 025-36299                         | 2/9/2022                              |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$650.00   |
| Refer            | 0 TYLER TECHNOLOGIES, INC.        | -                                     |                  |
| Cash Payment     | E 601-49400-310 OTHER PROFESSIONA | 2/4 - 2/11 L. JACKSON CONFIGURE TESTS | \$812.50         |
| Invoice          | 025.368841                        | 2/16/2022                             |                  |
| Cash Payment     | E 602-49400-310 OTHER PROFESSIONA | 2/4 - 2/11 L. JACKSON CONFIGURE TESTS | \$812.50         |
| Invoice          | 025.368841                        | 2/16/2022                             |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$1,625.00 |
| Refer            | 0 US BANK - PW COPIER LEASE       | -                                     |                  |
| Cash Payment     | E 101-42000-211 OPERATIONS        | FEB 2022 PW COPIER LEASE              | \$74.42          |
| Invoice          | 465214997                         | 2/11/2022                             |                  |
| Transaction Date | 2/24/2022                         | PREMIER CHECKIN 10100                 | Total \$74.42    |
| Refer            | 0 VERIZON WIRELESS                | -                                     |                  |
| Cash Payment     | E 101-42000-321 TELECOMMUNICATION | JAN 2022 CELL PHONE CHARGES PW        | \$243.73         |
| Invoice          | 9898552175                        | 2/1/2022                              |                  |
| Cash Payment     | E 101-41900-321 TELECOMMUNICATION | JAN 2022 CELL PHONE CHARGES PD        | \$992.64         |
| Invoice          | 9898552175                        | 2/1/2022                              |                  |
| Cash Payment     | E 204-42390-352 TROLLEY OPERATION | JAN 2022 CELL PHONE CHARGES TROLLEY   | \$34.63          |
| Invoice          | 9898552175                        | 2/1/2022                              |                  |

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| Cash Payment     | E 101-41110-321 TELECOMMUNICATION   | JAN 2022 CELL PHONE CHARGES ADMIN                             | \$65.36                  |
| Invoice          | 9898552175                          | 2/1/2022  |                          |
| Cash Payment     | E 601-49400-321 TELECOMMUNICATION   | JAN 2022 CELL PHONE CHARGES WATER METER PROJ                  | \$40.17                  |
| Invoice          | 9898552175                          | 2/1/2022  |                          |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100   | <b>Total</b> \$1,376.53  |
| Refer            | 0 WSB & ASSOCIATES INC              | -   |                          |
| Cash Payment     | E 101-41650-303 ENGINEERING SERVIC  | JAN 2022 ENGINEERING SERVICES MAPS                            | \$123.00                 |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | E 130-42000-303 ENGINEERING SERVIC  | JAN 2022 ENGINEERING SERVICES RETAINER                        | \$750.00                 |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | E 412-42000-303 ENGINEERING SERVIC  | JAN 2022 ENGINEERING SERVICES 2022 ALLEY PROJ                 | \$14,110.00              |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | E 604-49400-303 ENGINEERING SERVIC  | JAN 2022 ENGINEERING SERVICES MS4                             | \$2,321.50               |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | E 101-41650-303 ENGINEERING SERVIC  | JAN 2022 ENGINEERING SERVICES P/Z                             | \$258.00                 |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | G 602-11101 INFRASTRUCTURE          | JAN 2022 ENGINEERING SERVICES LIFT STATION IMPRVMT            | \$713.00                 |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | G 602-11101 INFRASTRUCTURE          | JAN 2022 ENGINEERING SERVICES LIFT STATION SITE INVESTIGATION | \$1,769.58               |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Cash Payment     | E 130-42000-303 ENGINEERING SERVIC  | JAN 2022 ENGINEERING SERVICES 2021 CENTRAL AVE                | \$538.50                 |
| Invoice          | 1/31/22                             | 1/31/2022   |                          |
| Transaction Date | 2/24/2022                           | PREMIER CHECKIN 10100   | <b>Total</b> \$20,583.58 |
| Refer            | 0 XCEL ENERGY                       | -   |                          |
| Cash Payment     | E 101-41700-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC CITY HALL                               | \$1,125.61               |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-41800-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC COMM CTR                                | \$247.08                 |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-41900-402 EMERGENCY PREPAR    | JAN 2022 ELECTRIC SVC CIVIL DEFENSE                           | \$10.66                  |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-42000-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC PUBLIC WORKS                            | \$424.85                 |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-42000-226 TRAFFIC SIGNALS/STR | JAN 2022 ELECTRIC SVC TRAFFIC & STREET LIGHTS                 | \$2,413.19               |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-42350-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC PARKS                                   | \$751.53                 |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 601-49400-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC WELL HOUSE                              | \$36.67                  |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 602-49400-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC LIFT STATIONS                           | \$689.91                 |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-42350-212 GATEWAY SIGN OPER   | JAN 2022 ELECTRIC SVC GATEWAY                                 | \$191.24                 |
| Invoice          | 767522965                           | 2/11/2022   |                          |
| Cash Payment     | E 101-41700-380 ELECTRIC SERVICE    | JAN 2022 ELECTRIC SVC ADJ.                                    | \$0.30                   |
| Invoice          | 767522965                           | 2/11/2022   |                          |

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| Transaction Date | 2/24/2022                     | PREMIER CHECKIN 10100     | <b>Total</b> | <b>\$5,891.04</b> |
| Refer            | 0 STREICHERS INC              | -                         |              |                   |
| Cash Payment     | E 101-41900-218 UNIFORMS/GEAR | A MORTINSON UNIFORM BOOTS |              | <b>\$183.99</b>   |
| Invoice I1549167 | 1/31/2022                     |                           |              |                   |
| Transaction Date | 2/24/2022                     | PREMIER CHECKIN 10100     | <b>Total</b> | <b>\$183.99</b>   |

### Fund Summary

#### 10100 PREMIER CHECKING

|                            |              |
|----------------------------|--------------|
| 101 GENERAL FUND           | \$75,409.95  |
| 116 POLICE FORFIETURE FUND | \$540.00     |
| 130 PAVEMENT MANAGEMENT    | \$1,288.50   |
| 204 TROLLEY                | \$34.63      |
| 205 PARK DEDICATION        | \$106.05     |
| 250 COMMUNITY FUND         | \$474.90     |
| 257 FARMERS MARKET         | \$178.09     |
| 412 2022 Alley Project     | \$15,043.02  |
| 601 WATER FUND             | \$1,451.79   |
| 602 SEWER FUND             | \$5,141.78   |
| 604 STORM WATER FUND       | \$2,440.23   |
|                            | <hr/>        |
|                            | \$102,108.94 |

|  |              |
|--|--------------|
| Pre-Written Checks                     | \$30,041.19  |
| Checks to be Generated by the Computer | \$72,067.75  |
| Total                                  | <hr/>        |
|  | \$102,108.94 |