



Osseo City Council Meeting

AMENDED AGENDA

REGULAR MEETING
Monday, April 11, 2022
7:00 p.m., Virtual Meeting

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

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. Approve March 28 Work Session Minutes
 - B. Approve March 28 City Council Minutes
 - C. Receive Resignation from Police Reserve Officer Timothy Laforce
 - D. Approve Hire of Police Reserve Officer Justin Engelmann
 - E. Receive March 2022 Building Report
 - F. Approve Hire of Dave and Roseanna Garibaldis for Summer Flower Bed Maintenance
 - G. Receive EDA Resignation from Alicia Vickerman
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
8. **Public Hearings**
 - A. 2022 Alley Reconstruction Project– Lee Gustafson, WSB & Associates (Resolution)
9. **Old Business**
 - A. Approve Posting for Part-Time Public Services Administrative Assistant Position
10. **New Business**
 - A. Approve EDA Actions of April 11, 2022
 - B. Approve Contract with Rum River Consultants for Rental Housing Inspections Services Program (Resolution)
 - C. Approve 1st Reading and Waive 2nd Reading of Ordinance Amendment for Rental Housing Inspection Program (Resolution)
 - D. Approve Updated Fee Schedule (Resolution)
 - E. Approve Purchase of Police Squad Computers
 - F. Approve Purchase of Public Works Generator
 - G. Approve Plans and Specs and Authorize Advertisement for Bids for 2022 Home Demolition Project– Lee Gustafson, WSB & Associates (Resolution)
 - H. Consider Economic Development Authority Appointments (Resolution)
 - I. Approve Accounts Payable

- 11. Administrator Report**
- 12. Council and Attorney Reports**
- 13. Announcements**
 - Cleanup Day
 - Step to It
 - Trolley Volunteers Needed
- 14. Adjournment**

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
March 28, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:15 p.m. on Monday, March 28, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

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

Members absent: Councilmember Alicia Vickerman.

Staff present: City Administrator Riley Grams.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. REVIEW SOLID WASTE COLLECTION PROPOSALS

Grams stated the current City of Osseo solid waste contract with Randy's Sanitation (which was recently purchased by Republic Services) is set to expire on April 30, 2022. The City Council recently approved going out for Request for Proposals. Proposals from haulers were due to the City on Friday, March 18. A total of three proposals were received (from Curbside Waste, Republic Services, and Walter's Recycling and Refuse). An outline of the five-year proposed rates from each of the responding haulers. Also included is the current year's rate from Randy's Sanitation/Republic Services. Staff reviewed the monthly rates for the City's current contract. Staff recommends the City Council discuss the item and direct Staff on which hauler to begin negotiating a contract with. Once selected, Staff will negotiate a new 5-year contract with the hauler and bring the draft contract to the Council for consideration at either the April 11 or April 25 Council meeting.

Stelmach asked if the same day of service could be maintained. Grams noted that the selected hauler would need to review their route scheduling to determine the day of service.

Hultstrom asked how organics recycling would operate with Walter's. Grams stated that the same basic system would apply with Walter's as it would with the City's current hauler. Residents would put organic recyclables into the blue organics bags and place the bags in the regular garbage cart. The hauler would then sort out the blue organics

bags at pick up or at their sorting facility. There would be no change for residents in that scenario.

Grams commented that several communications would be sent to residents regarding the steps that will be taken, if another hauler was chosen.

Stelmach stated that it could be posted to the Osseo social media groups and hopefully they would share that information.

Johnson asked if the quarterly water bill goes out about the time of the end of the contract. Grams stated it was a little before, about mid-April and he anticipated that the contract would be ready for approval on April 11, 2022. He also added that the water bills could be held until we have more information about the garbage details.

Hultstrom asked if the pickup day would be the same. Grams stated that the route will be evaluated, and the hauler typically decides the day. Hultstrom said there may be push back if it's changed, especially to a Friday.

Stelmach stated that educating residents about the cost savings would be important, even if there is a change to the pickup day.

Hultstrom stated she would be onboard with going with Walter's but to clarify if they would do a City clean up day and what the collection day will be before it comes to Council.

Stelmach stated that once the contract with the hauler is approved by Council, they will have a few weeks to coordinate cart delivery.

Poppe said that Walter's also has walk-up service. Hultstrom asked if it was if a resident forgot to put out their carts, but they were visible. Poppe said it was based on a qualification, handicapped or disabled individuals.

Poppe stated that the consensus appeared to be Walter's.

Grams stated that Staff would begin negotiating a new contract with the selected hauler with the hopes of bringing the contract to the Council at one of the two April Council meetings for approval.

5. ADJOURNMENT

The Work Session adjourned at 6:41 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
March 28, 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, March 28, 2022. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

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

Members absent: Councilmember Alicia Vickerman.

Staff present: City Administrator Riley Grams, Fire Chief Mike Phenow, Public Works Director Nick Waldbillig, City Engineer Lee Gustafson (WSB & Associates), and City Attorney Mary Tietjen.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Receive March 14 EDA Minutes
- B. Approve March 14 City Council Minutes
- C. Receive March 9 Public Safety Advisory Committee Minutes
- D. Receive February Hockey Association Gambling Report
- E. Receive February Fire Relief Association Gambling Report
- F. Receive February Fire Activity Report
- G. Approve Lions Club Gateway Sign Waivers
- H. Approve Hire of Part-Time Police Officer Nicholas Englund
- I. Approve Posting for a Part-Time Public Works Seasonal Position
- J. Approve Training Request for Councilmember Hultstrom

A motion was made by Johnson, seconded by Stelmach, 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. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Harold E. Johnson	\$750	Beautification
Darrel and Deanna Healy	\$300	Osseo Fire Department

Staff recommended the Council accept the donations.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2022-21, accepting a donation from Harold E. Johnson and Darrel and Deanna Healy. A roll call vote was taken. The motion carried 4-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE PROPOSAL FOR COUNCIL HYBRID MEETING OPTION

Grams stated the Council has asked for an option to allow for remote public meeting access for elected officials to participate in meetings if they need to be absent. Grams worked with Tim Gaffron from CCX Media to review, coordinate and facilitate a proposal from Alpha Video to provide that option to the City. Representatives from Alpha Video met at City Hall several times to review the technology upgrades needed to make this option a reality. Based on their expertise, Alpha Video has submitted a videoconferencing proposal to provide this option for elected officials.

Grams reported the proposal suggests a general timeframe of approximately 16-24 weeks until completion. This is based on the wide range of possibilities for receiving the required equipment on site. After completion, Alpha Video will provide two hours of training for up to three key users. The proposal total is \$13,660.63. The cost of this project will be included in the Cable Fund CIP, but Staff notes that it is likely ARPA funds could cover the full cost of this proposal if the Council agrees.

Stelmach reported he spoke with Mr. Rowe with Alpha Video prior to this meeting. He learned that the existing system was somewhat antiquated and the proposed upgrades would enable a Councilmember to be remote going forward. He commented further on the equipment that would be needed and stated he supported the proposed upgrades.

Hultstrom indicated the HR Committee discussed this matter last week. She explained she was very happy with the propose cost for the upgrades and believed this was the best option for the City to pursue in order to allow Councilmembers to attend meetings remotely. She was pleased to know the cost for the upgrades could be covered by ARPA funds or the Cable Fund and stated she would be supporting this project going forward.

Johnson requested further information regarding the proposed upgrades. Mike Pouh, Alpha Video, described the AV changes that would be made in the Council Chambers in order to allow Councilmembers to attend meetings remotely. He explained there would be a laptop at the audio/video station, which would allow for communication to the new system. He described how material could be presented on the laptop so all members attending the meeting could see on the display in the Council Chambers.

Stelmach noted the Council Chambers currently has three cameras installed. He asked how the Councilmembers attending meetings in person would see those attending remotely. Mr. Pouh explained Councilmembers would display the laptop's screen on their monitors and those attending remotely would be visible from this screen.

Johnson asked if presentation materials could be shared on the new system. Mr. Pouh explained the City's system was quite old and this would have to be further investigated. Johnson stated he believed it was important to have presentation materials shared and believed a split screen option was necessary.

Stelmach commented on if the new system would be operational in October or November of 2022 given the proposed delivery dates. Mr. Pouh reported this was the case, noting if materials arrived in a more timely manner, the system may be operational sooner. He explained DSP technology has been delayed due to chip shortages. He commented further on how the DSP technology was necessary to make the system operational.

Johnson requested further information on how the system will be impacted going from three cameras to one. Mr. Pouh stated this would be the most difficult change for the system. He reported if the production system were incorporated for the cable and television system, he would have to replace the entire system, and this would come at a much higher price tag (\$60,000-\$80,000). He reported the Council would have to decide which camera angle they would like to use in the Council Chambers.

Johnson asked if the new system would have any problems with CCX. Mr. Pouh indicated there would be no problems with CCX and all of the meetings would still be posted on cable and the City's website for public viewing.

A motion was made by Hultstrom, seconded by Stelmach, to approve the proposal from Alpha Video to allow for videoconferencing options for elected officials. A roll call vote was taken. The motion carried 4-0.

B. APPROVE PART-TIME PUBLIC SERVICES ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Fire Chief Phenow stated firefighting is a demanding job. Administering the operations of a fire department is no less so. Over the years, the fire service has evolved from "neighbors volunteering to help neighbors" into a multi-faceted, highly specialized, highly regulated public service. These increased demands come with a heavy administrative burden. Historically, the administrative functions of the department have been handled collectively by the Chief, officers, and firefighters. As the volume and complexity of these tasks grow, and as the demands on members' time for training and

response grows, this model becomes increasingly unsustainable. To help ensure the continued effectiveness and viability of the department, Phenow proposed hiring an administrative assistant. He commented further on the proposed position and requested the Council approve the position description for an Administrative Assistant for Public Services.

Johnson asked where this person would work. Grams reported there was room by Amerman at City Hall that would work on a temporary basis. Phenow reported there was a desk space in the dispatch room that could be utilized for a future staff member.

Johnson stated he supported on-call firefighters receiving an increase in pay.

Stelmach discussed how the fire department would continue to evolve going forward. He stated he would like to further discuss this at a future worksession meeting. He reported he would be more in favor of having the new staff member being in the office at City Hall for safety purposes. He appreciated how this new position would free the Fire Chief up to complete other tasks on behalf of the Fire Department.

Fire Chief Phenow stated he understood wages were below where they should be and indicated he would have to study this further in order to create a plan for the fire department going forward.

Hultstrom reported she supported the Council moving this position forward.

A motion was made by Stelmach, seconded by Hultstrom, to approve the position description for Administrative Assistant, Public Services. A roll call vote was taken. The motion carried 4-0.

C. APPROVE POSTING FOR PART-TIME PUBLIC SERVICES ADMINISTRATIVE ASSISTANT POSITION

Fire Chief Phenow stated this item was introduced under Item 10B. He explained this position was not included in the 2022 budget. The hiring process would include a month to post and accept applications, a month for screening, interviewing, and selecting, two weeks to get Council approval, and two weeks before a start date; we'd be looking at mid-year hire, resulting in a half-year budget impact. If, for example, this person were employed for 26 weeks in 2022 at \$24 per hour and worked 20 hours per week, with 7.65% FICA, it would be a budget impact of \$13,435.

Stelmach questioned how the City would be paying for this new position. Grams explained this has not been brought to the Budget and Finance Committee, but has been discussed internally by staff.

Stelmach stated he would like to know more about how this position would be funded. Grams reported this position could be paid for out of the General Fire Department Budget, which may lead to an overage that would have to be covered by the General Fund balance. Phenow commented an adjustment could be made to a CIP transfer as well.

Stelmach indicated he supported this item moving forward at this time, and encouraged staff to budget fully for this position in 2023. He asked if the auditors would be willing to allow donations to be used for this new position. Grams stated this would be allowed.

A motion was made by Hultstrom, seconded by Johnson, to approve the posting of the Administrative Assistant, Public Services position.

Johnson stated he would like the financing of this position further discussed before it moves forward.

Stelmach recommended this position be further discussed by the Budget and Finance Committee and suggested the matter be tabled to the April 11 City Council meeting. He indicated he would like to better understand how the position would be funded prior to approving the posting. Fire Chief Phenow stated he could support this.

Hultstrom withdrew her motion. Johnson withdrew his second.

A motion was made by Hultstrom, seconded by Stelmach, to table action on the posting of the Administrative Assistant, Public Services position to allow the Budget and Finance Committee to discuss the funding of this position. A roll call vote was taken. The motion carried 4-0.

D. APPROVE FIRE DEPARTMENT MANUAL UPDATES

Fire Chief Phenow stated in 2009, a process was initiated to develop a department manual. Five years and two chiefs later, in 2014, one section of that manual was completed and approved by the city council and put into effect. The driving force behind getting that portion of the manual completed and into effect was the need for a written participation policy. Over time though, that policy has proven to be onerous to track and difficult to enforce. Additionally, the structure of the manual itself did not lend itself to being easily updated or expanded upon. Over the past few years, I've worked on both developing a new participation policy and creating the framework for a new manual that will provide a foundation that can be iteratively built upon over time. Further discussion ensued regarding the proposed changes to the Fire Department Manual and staff recommended approval.

Hultstrom commended the Fire Chief on all of his efforts on the OFD Manual.

Johnson concurred stating this was a very involved document. He thanked Fire Chief Phenow for all of his efforts.

Stelmach thanked Fire Chief Phenow for his work on the OFD Manual stating this documentation would clearly define the roles of those looking to serve with the Fire Department.

A motion was made by Hultstrom, seconded by Johnson, to approve the "About the OFD Manual" and "Participation Policy" documents. A roll call vote was taken. The motion carried 4-0.

E. APPROVE PROPOSAL FOR PARK HOME DEMOLITION PROJECT

Lee Gustafson, WSB & Associates, stated the Boerboom Park master plan calls for the eventual removal of the four homes on the east side of that block. That area would then be incorporated into the park through a park renovation plan. The City owns all four of these homes. The two homes closest to the park, 17 4th Street NE and 16 5th Street NE have become in disrepair and should be torn down. Small animals are finding their way into one home, and as such, it does not pay to spend money to fix either of these homes. The other two homes on the far east side of the block are in good repair and are currently being rented out. WSB has previously completed destructive pre-demolition asbestos and regulated materials assessments for both properties. This work was needed to understand what materials would be encountered during demolition. The proposal details the necessary work to complete plans and specifications, obtain quotes, and to perform construction administration and monitoring for the project. He commented further on the demolition work that was required and recommended approval of the engineering proposal with WSB.

Stelmach stated he was excited to see the City taking this next step.

Johnson questioned if soil borings would be taken as part of this project. Gustafson reported one soil boring would be taken.

Johnson inquired if any grants had been applied for to assist with the demolition of these two homes. Gustafson explained grants are not typically available for house demolition.

A motion was made by Hultstrom, seconded by Stelmach, to approve the engineering proposal with WSB. A roll call vote was taken. The motion carried 4-0.

F. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT – None

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom thanked Dave and Rosana Garibaldi for the cleanup work they did along Central Avenue. Hultstrom reported Twin Cities Live was focusing on Osseo this week. Hultstrom explained anyone who qualifies for Medicaid or WIC could contact Comcast/Xfinity for discounted or free internet services. Hultstrom thanked Police Chief Mikkelsen for acting on a citizen complaint regarding a boat that was posted on a sidewalk.

Hultstrom and Stelmach welcomed Officer Englund back to the Police Department.

13. ANNOUNCEMENTS

Poppe stated the Osseo Cleanup Day event would be held on April 16, 2022, from 8:00 a.m. to 12:00 p.m. at the Public Works parking lot. Poppe encouraged residents to consider volunteering for a City Commission position. Those interested were encouraged to visit the City's website or City Hall for further information.

14. ADJOURNMENT

A motion was made by Johnson, seconded by Hultstrom, to adjourn the City Council meeting at 8:26 p.m. A roll call vote was taken. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



City of Osseo City Council Meeting Item

Agenda Item: Resignation of Police Reserve Officer Timothy Laforce

Meeting Date: March 22, 2021

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Police Reserve Officer Timothy Laforce's has submitted a letter of resignation from the Police Department.

Background:

Police Reserve Officer Timothy Laforce has moved on to a full-time Police Officer position with the Isle Police Department.

Budget or Other Considerations:

There are no budget considerations for this resignation.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Accept the resignation of Reserve Officer Timothy Laforce.
2. Deny the resignation of Reserve Officer Timothy Laforce.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Accept the resignation of Reserve Officer Timothy Laforce.



City of Osseo City Council Meeting Item

Agenda Item: Hire of Police Reserve Officer Justin Engelmann

Meeting Date: April 11, 2022

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Justin Engelmann has applied and interviewed for a Police Reserve Officer position with the Police Department.

Background:

Justin Engelmann is currently employed with a local law firm in which he is a Paralegal. Justin lives in Maple Grove and has committed to helping the Police Department in a Reserve Officer capacity. Justin has been interviewed and his background investigation has been completed for the position.

Budget or Other Considerations:

The cost of this position will be covered in the Reserve budget within the Police Department.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Approve the hire of Justin Engelmann as a Police Reserve Officer.
2. Deny the hiring of Justin Engelmann as a Police Reserve Officer.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Approve the hire of Justin Engelmann as a Police Reserve Officer.

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921240094	3/2/2022	2022-35	\$ 5,097	Roel E Ronken et Al/Judy Ronken	425 3rd St NE	ME	furnace		\$ 75.00	\$ 1.00	\$ -	\$76.00
1811921240094	3/2/2022	2022-36	\$ -	Roel E Ronken et Al/Judy Ronken	425 3rd St NE	EL	furnace		\$ 45.00	\$ 1.00	\$ -	\$46.00
1311922440015	3/2/2022	2022-37	\$ 12,510	Maple Grove Partners LLC	8603 (8605) Jefferson Hwy	BLC	gas dispenser for bus service		\$ 236.00	\$ 6.50	\$ -	\$242.50
n/a	3/3/2022	2022-38	\$ -	Centurylink	NW of Jefferson Hwy and 93rd Ave N, 1st Ave NE between 5th St NE and 2nd St NE	ROW	cable		\$ 75.00	\$ -	\$ -	\$75.00
1811921230074	3/3/2022	2022-39	\$ 5,500	Mike Schutz	34 2nd St NE	PLC	sewer repair		\$ 75.00	\$ -	\$ -	\$75.00
1311922110126	3/7/2022	2022-40	\$ 5,000	Alan Pickwell	601 1st Ave NW	ME	furnace		\$ 75.00	\$ 1.00	\$ -	\$76.00
1311922110126	3/7/2022	2022-41	\$ -	Alan Pickwell	601 1st Ave NW	EL	furnace		\$ 45.00	\$ 1.00	\$ -	\$46.00
1811921130022	3/7/2022	2022-42	\$ 9,100	Susan Crawford	200 8th Avenue NE	ME	furnace and a/c		\$ 150.00	\$ 2.00	\$ -	\$152.00
1811921240026	3/7/2022	2022-43	\$ 4,463	Helene Redden	33 6th Ave NE	PL	water heater		\$ 75.00	\$ 1.00	\$ -	\$76.00
1811921130022	3/8/2022	2022-44	\$ -	Susan Crawford	200 8th Avenue NE	EL	furnace and a/c		\$ 40.00	\$ 1.00	\$ -	\$41.00
1811921220077	3/9/2022	2022-45	\$ 10,000	Amand Little	516 2nd Ave NE	ME/PL	furnace, a/c, and water heater		\$ 225.00	\$ 3.00	\$ -	\$228.00
1811921240105	3/9/2022	2022-46	\$ -	Karen Meyer	224 4th Ave NE	EL	panel change out		\$ 110.00	\$ 1.00	\$ -	\$111.00
1811921230003	3/11/2022	2022-47	\$ 8,100	Paul Phenow	317 3rd St NE	ME	Furnace and A/C		\$ 150.00	\$ 2.00	\$ -	\$152.00
n/a	3/11/2022	2022-48	\$ -	Xcel	10 Central Ave	ROW	electric cable		\$ 650.00	\$ -		\$650.00
1811921310101	3/14/2022	2022-49	\$ -	Ruldoph Priebe Post No 172	260 4th Ave SE	EL	Retro fit lighting		\$ 95.20	\$ 1.00		\$96.20
1811921220077	3/15/2022	2022-50	\$ -	Amanda Little	516 2nd Ave NE	EL	reconnect furnace and a/c		\$ 45.00	\$ 1.00		\$46.00
1311922140109	3/15/2022	2022-51	\$ -	Bell Tower Osseo LLC et al (Arrow Companies)	101 Broadway St W	EL	office remodel		\$ 450.00	\$ 1.00		\$451.00
1311922440015	3/15/2022	2022-52	\$ 8,000	Maple Grove Partners LLC	8603 (8605) Jefferson Hwy	BL	diesel gas tank		\$ 162.25	\$ 4.00		\$166.25
1311922140053	3/15/2022	2022-53	\$ -	Wiley Enterprises	215 Central Ave (217)	Z	benches and picnic tables		\$ 25.00	\$ -		\$25.00
n/a	3/17/2022	2022-54	\$ -	Comcast	512 3rd St SE	ROW	cable		\$ 835.00	\$ -		\$835.00
1811921310039	3/17/2022	2022-55	\$ -	Patricia Chouinard	217 8th Ave SE	ROW	sewer repair		\$ 175.00	\$ -		\$175.00

March 2022 - City of Osseo

[illegible]



City of Osseo City Council Meeting Item

Agenda Item: Hire Dave and Roseanna Garibaldis to Maintain Flower Beds

Meeting Date: April 11, 2022

Prepared by: Nick Waldbillig, Public Works Director

Policy Consideration:

Consider Hiring Dave and Roseanna Garibaldis to maintain the flower beds along Central Avenue and Boerboom Park.

Background:

Dave and Roseanna Garibaldis maintained flower beds along Central Avenue and Boerboom Park for the last two summers and have done a fantastic job. The City has received many compliments on their hard work and would like to hire them again this year.

Previous Action or Discussion:

The City Council approved this item during the 2022 budgeting process.

Budget or Other Considerations:

This item will be paid out of the 2022 Park budget.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve hiring Dave and Roseanna Garibaldis to maintain flower beds.
2. Approve hiring Dave and Roseanna Garibaldis to Maintain Flower Beds with noted changes/as amended;
3. Deny hiring Dave and Roseanna Garibaldis to Maintain Flower Beds.
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve hiring Dave and Roseanna Garibaldis to Maintain Flower Beds.

From: Alicia Vickerman <avickerman@ci.osseo.mn.us>

Sent: Monday, April 11, 2022 2:08 PM

To: Riley Grams <RGrams@ci.osseo.mn.us>

Subject: EDA Resignation

Administrator Grams,

I would like to state my intention to resign from the Economic Development Authority, effective immediately. Considering that the EDA is an advisory body working with City Council, I would like to see more opportunity for residents and or business owners to contribute, instead of my serving in both roles. There are two residents who are willing to serve on the EDA, so I would like to vacate my seat in order to make more room for a larger number of voices to be heard on the issues in front of the EDA.

I will continue to carefully consider any recommendations from the EDA as a member of Osseo City Council and I will appreciate the added community input.

Best regards,

Alicia Vickerman



Alicia Vickerman | Osseo City Councilmember

City of Osseo | 415 Central Ave, Osseo MN 55369

P: (612)298-7085

avickerman@ci.osseo.mn.us

www.discoverosseo.com

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Agenda Item:	Items pertaining to the 2022 Alley Reconstruction Project
Meeting Date:	April 11, 2022
Prepared By:	Lee Gustafson, City Engineer
Attachments:	Resolution, map, notice, assessment roll

Policy Consideration:

Request to approve the following:

1. Hold the assessment hearing for the 2022 Alley Reconstruction Project.
2. Resolution adopting the proposed assessments for the 2022 Alley Reconstruction Project.

Background:

The 2022 Alley Reconstruction Project consists of alley improvements throughout the city as listed below. A map illustrating the various project areas is attached.

- The alley surrounded by 3rd Street SE, 4th Avenue SE, 2nd Street SE, and 5th Avenue SE
- The alley surrounded by 3rd Street SE, 5th Avenue SE, 2nd Street SE, and 6th Avenue SE
- The alley surrounded by 5th Street NW, 3rd Avenue NW, 6th Street NW, and 2nd Avenue NW
- The alley surrounded by 5th Street NW, 2nd Avenue NW, 6th Street NW, and 1st Avenue NW
- The alley surrounded by 1st Street NE, 5th Avenue NE, 2nd Street NE, and 6th Avenue NE
- The alley surrounded by 2nd Street NE, 1st Avenue NE, 3rd Street NE, and 3rd Avenue NE
- The alley surrounded by 2nd Street NE, 4th Avenue NE, 3rd Street NE, and 5th Avenue NE
- The alley surrounded by 3rd Street NE, Central Avenue, 4th Street NE, and 1st Avenue NE
- The alley surrounded by 4th Street NE, 4th Avenue NE, 93rd Avenue N (CR 30), and 5th Avenue NE

The proposed surface improvements, with the exception of the alley between Central Avenue and 1st Avenue NE, will consist of the removal of the existing bituminous surface and installation of a new 12-foot-wide concrete alley. Full depth removal of the existing pavement will allow the alley to be reconstructed with a 6-inch concrete pavement on top of a 5-inch section of a Class 5 gravel base over an acceptable, compacted subgrade. Since the alley between Central Avenue and 1st Avenue NE is generally in functional condition, proposed improvements include concrete panel replacement on approximately one-third of the alley length.

The proposed utility improvements will consist of casting adjustments, chimney seal improvements, and replacement of the metal culvert at the north end of the alley between 4th Avenue NE and 5th Avenue NE.

It is expected that most of the alley improvements can be completed within the existing right-of-way or easement area. Some right-of-way acquisition will be needed for the alleys shown in red on the attached map because right-of-way was not established when the alleys were originally constructed. Temporary easements or right of entry from property owners may also be needed for the alley improvements to improve driveway slopes and will be discussed with property owners prior to the start of construction.

Bid Opening:

Bids were received on March 1, 2022 for the 2022 Alley Reconstruction Project. 5 bids were received in response to the call for bids. They are summarized as follows:

Bidder	Bid Amount
Concrete Idea, Inc.	\$663,059.75
Asphalt Surface Technologies Corp. (ASTECH)	\$679,112.54
Meyer Contracting, Inc.	\$912,287.75
Pember Companies, Inc.	\$989,218.70
Ti-Zack Concrete, Inc.	\$991,517.49
<i>Engineer's Opinion of Probable Cost</i>	\$631,548.00

The apparent low bidder, Concrete Idea, Inc, has satisfactorily completed several similar projects in the metro area.

All 5 bids for the project were received via electronic bidding. The process worked extremely well and there were no complications or concerns raised from the contractors.

Funding/Financing:

The total project cost is estimated at \$821,531.03 and includes all proposed alley and utility improvements as well as all engineering, legal, financing, and administrative costs.

Funding for the 2022 Alley Reconstruction Project will be through assessments to benefitting properties and City - street and utility funds. Assessments will be levied to the benefitting properties as outlined in Minnesota Statute 429 and the City's assessment policy, which calls for 80% of the proposed alley improvements to be specially assessed. The remaining 20% of the alley improvements and 100% of the utility costs will be financed by the City.

	Proposed Funding	Expenses
Construction Costs		\$663,059.75
Contingencies – 5%		\$33,152.99
Engineering, Administration, and Indirect Costs		\$125,318.29
Alley Reconstruction Assessments (80%)	\$613,884.00	
City Alley Reconstruction Costs (20%)	\$153,178.82	
City Alley Repair Costs (100%)	\$32,537.91	
City Storm Sewer Costs (100%)	\$15,425.55	
City Sanitary Sewer Costs (100%)	\$6,504.75	
Total Budget	\$821,531.03	\$821,531.03

A final assessment roll has been prepared based on the results of the low bid. The proposed assessment rates range from \$4,710 to \$8,550 per parcel. The proposed assessments are close to the estimated assessments that were reported at previous Council meetings. Some are a little lower and some are a little higher than what was estimated. Higher bid prices are primarily related to the cost of concrete this year. As discussed previously, each alley project will be assessed as an individual project.

Schedule:

If the City Council approves the attached resolution, the next step for this project is to award the contract. Key dates include:

- Assessment Hearing.....April 11, 2022
- Award Contract.....May 23, 2022
- Construction.....June 13, 2022 – September 30, 2022

Previous Action or Discussion:

On March 14, 2022, the City Council adopted resolutions declaring costs to be assessed and ordering preparation of assessments, and scheduling the assessment hearing for the 2022 Alley Reconstruction Project.

Budget or Other Considerations:

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

Options:

The City Council may choose to:

1. Adopt the attached resolution adopting the proposed assessments for the 2022 Alley Reconstruction Project;
2. Adopt the attached resolution adopting the proposed assessments for the 2022 Alley Reconstruction Project with noted changes or as amended;
3. Deny the project;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose Option (1): Adopt the attached resolution adopting the proposed assessments for the 2022 Alley Reconstruction Project.

Next Step:

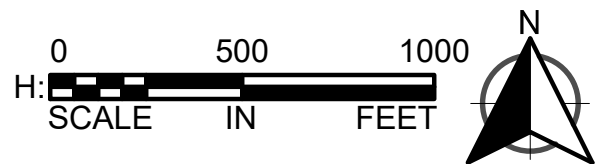
Award contract.

K:\018014-000\Cadd\Exhibits\018014-000 Project Location Map Exhibit.dwg 7/8/2021 3:33:50 PM



LEGEND:

— PROJECT LOCATION

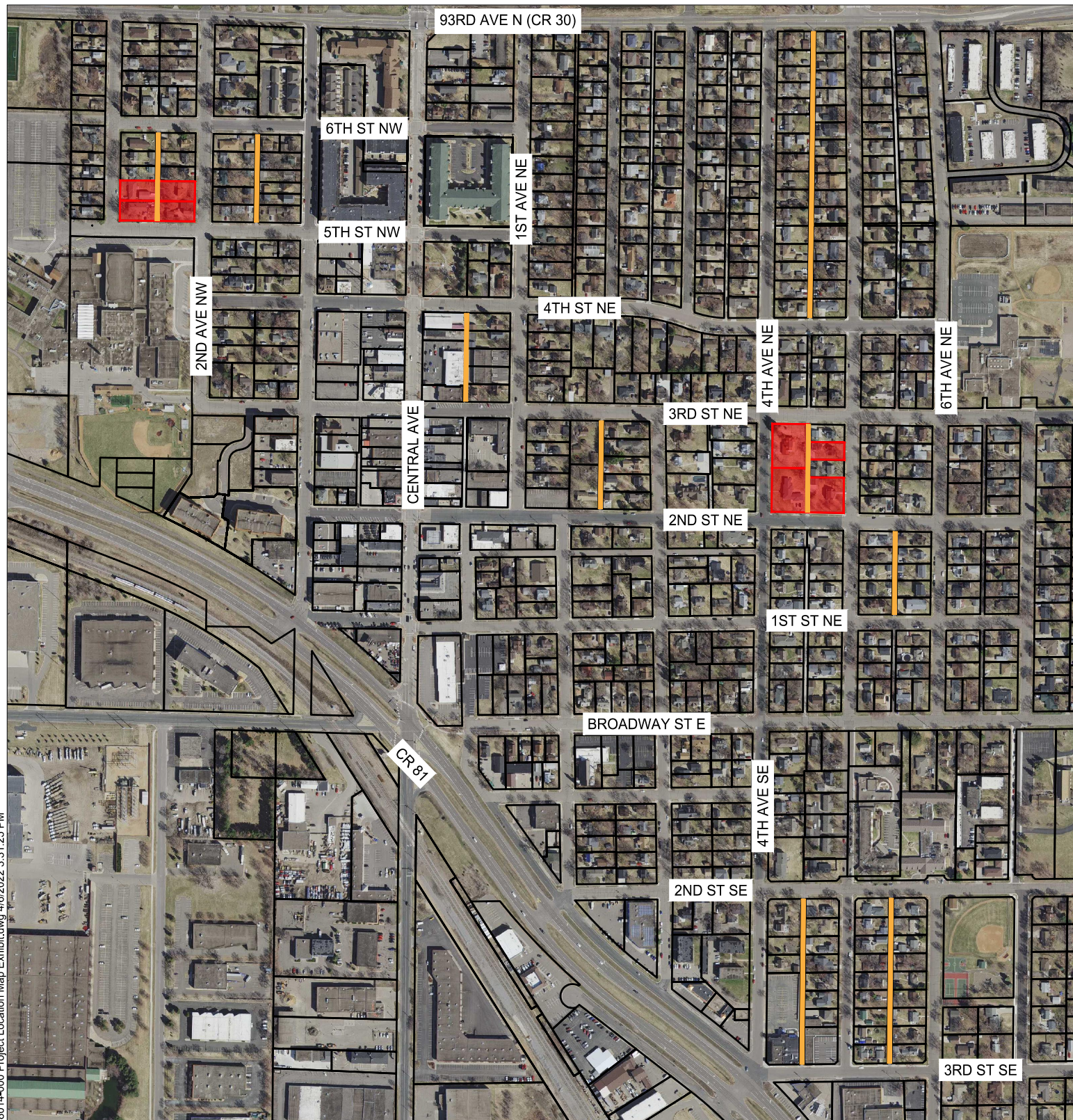


WSB PROJECT NO.:
018014-000

2022 ALLEY RECONSTRUCTION PROJECT
PROJECT LOCATION MAP
CITY OF OSSEO, MN



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LEGEND:

- PROJECT LOCATION
- PARCELS W/ROW CONSTRAINTS

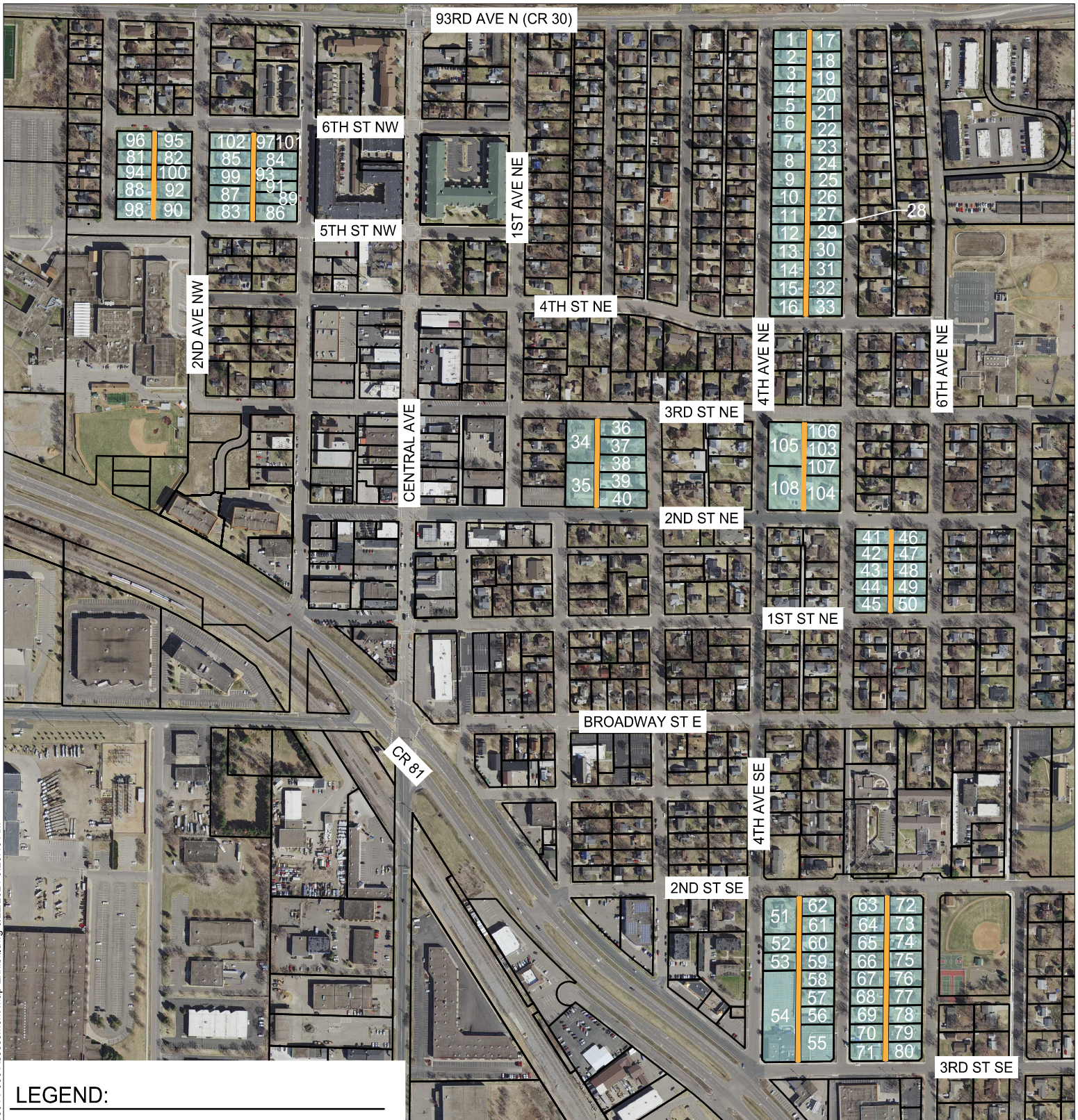


WSB PROJECT NO.:
018014-000

2022 ALLEY RECONSTRUCTION PROJECT
RIGHT-OF-WAY MAP
CITY OF OSSEO, MN



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CITY OF OSSEO											
Date: 11/15/2021											
WSB Project No.: 018014-000											
MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE/ZIP	PROPERTY ADDRESS	USE DESCRIPTION	UNITS	UNIT ASSESSMENT RATE	FRONT FOOTAGE (LF)	FOOTAGE ASSESSMENT RATE	PROPOSED ASSESSMENT
4th Ave NE & 5th Ave NE (North Segment)											
1	1811921210003	DONALD A & LEAH M JOHNSON	640 4TH AVE N E	OSSEO MN 55369	640 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
2	1811921210004	J KLOBUCAR ETAL	1478 312TH LANE NE	CAMBRIDGE MN 55008	632 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
3	1811921210005	RICHARD L MCGLYNN ETAL	624 4TH AVE N E	OSSEO MN 55369	624 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
4	1811921210006	OLEG GRYTSYNA	616 4TH AVE NE	OSSEO MN 55369	616 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
5	1811921210007	ZACHARY SMETANA	608 4TH AVE N E	OSSEO MN 55369	608 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
6	1811921210008	JAMES R SCHROEDER	7402 LAMBERT AVE NE	OTSEGO MN 55301	600 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
7	1811921210009	TODD JOHNSON	5225 E TWIN LAKE BLVD	BROOKLYN CENTER MN 55429	540 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
8	1811921210010	T A & J A BURKSTRAND	532 4TH AVE N E	OSSEO MN 55369	532 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
9	1811921210011	CASSANDRA LARSON	524 4TH AVE NE	OSSEO MN 55369	524 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
10	1811921210012	TIMOTHY R GORHAM	516 4TH AVE N E	OSSEO MN 55369	516 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
11	1811921210013	R C TAYLOR & N J TAYLOR	508 4TH AVE N E	OSSEO MN 55369	508 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
12	1811921210064	HALEY J KUBISTA	432 4TH AVE N E	OSSEO MN 55369	432 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
13	1811921210063	K ROBINSON & K ROBINSON	424 4TH AVE N E	OSSEO MN 55369	424 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
14	1811921210062	MARK A BLASKOWSKI	416 4TH AVE N E	OSSEO MN 55369	416 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
15	1811921210061	MARK R JOHNSON	408 4TH AVE N E	OSSEO MN 55369	408 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
16	1811921210060	T B HOOD & E M HOOD	400 4TH AVE N E	OSSEO MN 55369	400 4TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
17	1811921210014	MATTHEW T & NAOMI J WILLS	641 5TH AVE N E	OSSEO MN 55369	641 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
18	1811921210015	D HASBARGEN & J MIKOLAI TRES	633 5TH AVE N E	OSSEO MN 55369	633 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
19	1811921210016	P J STANTON & C A STANTON	625 5TH AVE N E	OSSEO MN 55369	625 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
20	1811921210017	T W KNAPP & P A KNAPP	617 5TH AVE N E	OSSEO MN 55369	617 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
21	1811921210018	MARK STEVEN KRIEG	609 5TH AVE N E	OSSEO MN 55369	609 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
22	1811921210019	RESI SFR SUB LLC, C/O HAVENBROOK HOMES	3505 KOGER BLVD STE 400	DULUTH GA 30096	601 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
23	1811921210020	M COCHRAN DOMBEN & T DOMBEN	533 5TH AVE NE	OSSEO MN 55369	533 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
24	1811921210021	D J SCHACK & B L SCHACK	525 5TH AVE N E	OSSEO MN 55369	525 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
25	1811921210022	LAINE S & NANCY GEBHARDT	517 5TH AVE N E	OSSEO MN 55369	517 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
26	1811921210023	KRISTI KOTHRADE	509 5TH AVE NE	OSSEO MN 55369	509 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
27	1811921210024	A J OLIVER & M M OLIVER	501 5TH AVE N E	OSSEO MN 55369	501 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
28	1811921210036	CITY OF OSSEO	415 CENTRAL AVENUE	OSSEO, MN 55369	ADDRESS UNASSIGNED	VACANT - RESIDENTIAL					
29	1811921210055	CATHERINE M SOBRASKE	429 5TH AVE N E	OSSEO MN 55369	429 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
30	1811921210056	M MUELLER & A MUELLER	423 5TH AVE N E	OSSEO MN 55369	423 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
31	1811921210057	M F & M D LANGSTON TRUSTEES	417 5TH AVE N E	OSSEO MN 55369	417 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
32	1811921210058	LENNY FROLOV REV TRUST	9102 OLIVE LA N	MAPLE GROVE MN 55311	407 5TH AVE N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
33	1811921210059	MILO E DAHN & MARY K DWINELL	417 4TH ST N E	OSSEO MN 55369	417 4TH ST N E	RESIDENTIAL	1	\$5,090.00			\$5,090.00
1st Ave NE & 3rd Ave NE											
34	1811921230143	MONSON & LARSON PROPS LLC	7612 ZAMZIBAR LA N	MAPLE GROVE MN 55311	116 3RD ST N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
35	1811921230144	E MORTENSEN & J MORTENSON	201 2ND ST N E	OSSEO MN 55369	201 2ND ST N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
36	1811921230142	D PETERSON & L PETERSON	233 3RD AVE N E	OSSEO MN 55369	233 3RD AVE N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
37	1811921230141	B & B WUTSCHKE	225 3RD AVE N E	OSSEO MN 55369	225 3RD AVE N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
38	1811921230140	P & D CHALMERS	217 3RD AVE N E	OSSEO MN 55369	217 3RD AVE N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
39	1811921230146	P A CHALMERS & D M CHALMERS	209 3RD AVE N E	OSSEO MN 55369	209 3RD AVE N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
40	1811921230145	W R YOUNKERS & S M YOUNKERS	201 3RD AVE N E	OSSEO MN 55369	201 3RD AVE N E	RESIDENTIAL	1	\$7,570.00			\$7,570.00
5th Ave NE & 6th Ave NE											
41	1811921240112	R HILBRANDS & J HILBRANDS	10478 ABBOTT DR N	BROOKLYN PARK MN 55443	132 5TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
42	1811921240008	TERRY P MCNEIL	124 5TH AVE N E	OSSEO MN 55369	124 5TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00

43	1811921240007	P G THEISEN & E M THEISEN	116 5TH AVE N E	OSSEO MN 55369	116 5TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
44	1811921240006	DAWN ZOPFI	108 5TH AVE N E	OSSEO MN 55369	108 5TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
45	1811921240005	CARRIE ANN KEHN	100 5TH AVE N E	OSSEO MN 55369	100 5TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
46	1811921240111	BONITA I ROEDER	133 6TH AVE N E	OSSEO MN 55369	133 6TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
47	1811921240001	B T HASTINGS & A M HASTINGS	125 6TH AVE N E	OSSEO MN 55369	125 6TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
48	1811921240002	MATTHEW SCOTT MARTTINEN	117 6TH AVE N E	OSSEO MN 55369	117 6TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
49	1811921240003	DONNA J DEHKES	109 6TH AVE N E	OSSEO MN 55369	109 6TH AVE N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
50	1811921240004	D J OLSON/R C OLSON TRUSTEES	517 1ST ST N E	OSSEO MN 55369	517 1ST ST N E	RESIDENTIAL	1	\$5,370.00			\$5,370.00
4th Ave SE & 5th Ave SE											
51	1811921310100	THOMAS A BEST & BETH A BEST	400 2ND ST S E	OSSEO MN 55369	400 2ND ST S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
52	1811921310099	RECENCY HOMES INC	650 BUNKER LAKE BLVD	ANOKA MN 55303	216 4TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
53	1811921310087	JUDITH K SALDANA	224 4TH AVE S E	OSSEO MN 55369	224 4TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
54	1811921310101	RUDOLPH PRIEBE POST NO 172	260 4TH AVE S E	OSSEO MN 55369	260 4TH AVE S E	COMMERCIAL			343	\$82.00	\$28,126.00
55	1811921310098	WILEY ENTERPRISES INC	315 1ST AVE NE	OSSEO MN 55369	257 5TH AVE S E	COMMERCIAL			139	\$82.00	\$11,398.00
56	1811921310079	WILEY ENTERPRISES INC	315 1ST AVE NE	OSSEO MN 55369	241 5TH AVE S E	RESIDENTIAL TWO-UNIT	1	\$6,190.00			\$6,190.00
57	1811921310078	J JOHNSEN & M JOHNSEN	233 5TH AVE S E	OSSEO MN 55369	233 5TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
58	1811921310077	DEE LYNN BONN	225 5TH AVE S E	OSSEO MN 55369	225 5TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
59	1811921310076	DAVID R GODAR	221 5TH AVE S E	OSSEO MN 55369	221 5TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
60	1811921310075	TROY M KRAY	217 5TH AVE S E	OSSEO MN 55369	217 5TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
61	1811921310074	RICHARD A MANUEL	209 5TH AVE SE	OSSEO MN 55369	209 5TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
62	1811921310073	T SPRAGUE & C NEUMANN	201 5TH AVE S E	OSSEO MN 55369	201 5TH AVE S E	RESIDENTIAL	1	\$6,190.00			\$6,190.00
5th Ave SE & 6th Ave SE											
63	1811921310072	GUILLERMINA GONZALEZ	200 5TH AVE S E	OSSEO MN 55369	200 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
64	1811921310071	ALYSSA PAIGE DUCHARME	208 5TH AVE S E	OSSEO MN 55369	208 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
65	1811921310070	JOSHUA & JENNIFER WAGNER	216 5TH AVE S E	OSSEO MN 55369	216 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
66	1811921310069	ROBERT J WILLS	220 5TH AVE S E	OSSEO MN 55369	220 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
67	1811921310068	JOHN HERBES JR	224 5TH AVE S E	OSSEO MN 55369	224 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
68	1811921310067	RYAN J MCKENZIE	232 5TH AVE S E	OSSEO MN 55369	232 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
69	1811921310066	ROMEO A PAYETTE	240 5TH AVE S E	OSSEO MN 55369	240 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
70	1811921310065	DYLAN M TARBERT & S L PENNY	248 5TH AVE S E	OSSEO MN 55369	248 5TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
71	1811921310064	R A SMITH & T M SMITH	501 3RD ST SE	OSSEO MN 55369	501 3RD ST S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
72	1811921310055	C J OWENS & L MADDEN	201 6TH AVE S E	OSSEO MN 55369	201 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
73	1811921310056	D A SHEPPARD ETAL	209 SIXTH AVE SE	OSSEO MN 55369	209 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
74	1811921310057	TUCKER MEHLIN	217 6TH AVE S E	OSSEO MN 55369	217 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
75	1811921310058	PRO OPERAM SUB XI LLC	3569 DOUGLAS DR N	CRYSTAL MN 55422	225 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
76	1811921310059	DERICK R HAUG	233 6TH AVE S E	OSSEO MN 55369	233 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
77	1811921310060	JAMES P SWEENEY ETAL	241 6TH AVE SE	OSSEO MN 55369	241 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
78	1811921310061	MELISSA E LIBSON	249 6TH AVE SE	OSSEO MN 55369	249 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
79	1811921310062	DUSTIN VELASCO	257 6TH AVE S E	OSSEO MN 55369	257 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
80	1811921310063	NICOLE ANDERSON SUBJ/L E	265 6TH AVE S E	OSSEO MN 55369	265 6TH AVE S E	RESIDENTIAL	1	\$4,960.00			\$4,960.00
2nd Ave NW & 3rd Ave NW											
81	1311922110045	ANGELA PIKE	524 3RD AVE N W	OSSEO MN 55369	524 3RD AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
82	1311922110038	KATHLEEN A GETTE	525 2ND AVE N W	OSSEO MN 55369	525 2ND AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
88	1311922110043	S SCHMITZ & C F SCHMITZ	7579 MARINER POINT	MAPLE GROVE MN 55311	508 3RD AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
90	1311922110041	R P JOHNSON & V L JOHNSON	9336 NEWTON AVE N	BROOKLYN PARK MN 55444	501 2ND AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
92	1311922110040	S SCHMITZ & C F SCHMITZ	7579 MARINER PT	MAPLE GROVE MN 55311	509 2ND AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
94	1311922110044	CONNIE M AHO & WAYNE AHO	6101 115TH AVE N	CHAMPLIN MN 55316	516 3RD AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
95	1311922110037	KYLE NARVESON	533 2ND AVE N W	OSSEO MN 55369	533 2ND AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
96	1311922110046	JAMES & JENETTE SATRIANO	532 3RD AVE N W	OSSEO MN 55369	532 3RD AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
98	1311922110042	M A BROWNE & D M BROWNE	500 3RD AVE NW	OSSEO MN 55369	500 3RD AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00
100	1311922110039	J M BONA & M K O'NEILL BONA	PO BOX 3677	RANCHO SANTA FE CA 92067	517 2ND AVE N W	RESIDENTIAL	1	\$5,050.00			\$5,050.00

1st Ave NW & 2nd Ave NW

1st Ave NW & 2nd Ave NW

83	1311922110016	LEROY E WALZ	129 5TH ST N W	OSSEO MN 55369	129 5TH ST N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
84	1311922110021	ANDREW CREGG	525 1ST AVE N W	OSSEO MN 55369	525 1ST AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
85	1311922110013	STEFAN J WOLF & KARA M WOLF	524 2ND AVE N W	OSSEO MN 55369	524 2ND AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
86	1311922110017	KATHERINE MARIE JACOBS	501 1ST AVE N W	OSSEO MN 55369	501 1ST AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
87	1311922110015	BARBARA A RUUD	508 2ND AVE N W	OSSEO MN 55369	508 2ND AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
89	1311922110123	DAN HALME & LINDA HALME	509 1ST AVE N W	OSSEO MN 55369	509 1ST AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
91	1311922110124	DENETTE DUNN	513 1ST AVE N W	OSSEO MN 55369	513 1ST AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
93	1311922110125	MICHAEL D GOLIO	517 1ST AVE N W	OSSEO MN 55369	517 1ST AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
97	1311922110023	MELODY HAWK	108 6TH ST NW	OSSEO MN 55369	108 6TH ST N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
99	1311922110014	STEPHEN H ELRICH ET AL	516 2ND AVE N W	OSSEO MN 55369	516 2ND AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00
101	1311922110022	BENJAMIN J FITZSIMMONS	100 6TH ST N W	OSSEO MN 55369	100 6TH ST N W	RESIDENTIAL					
102	1311922110012	DONALD FORSBERG	304 EMERSON AVE E	ST PAUL MN 55118	532 2ND AVE N W	RESIDENTIAL	1	\$4,710.00			\$4,710.00

4th Ave NE & 5th Ave NE (South Segment)

103	1811921240099	JULIE M ZACHMANN	225 5TH AVE N E	OSSEO MN 55369	225 5TH AVE N E	RESIDENTIAL	1	\$8,550.00			\$8,550.00
104	1811921240101	ANNA PLONSKE	205 5TH AVE N E	OSSEO MN 55369	205 5TH AVE N E	RESIDENTIAL	1	\$8,550.00			\$8,550.00
105	1811921240105	KAREN K MEYER ET AL W/L EST	224-4TH AVE NE	OSSEO MN 55369	224 4TH AVE N E	RESIDENTIAL	1	\$8,550.00			\$8,550.00
106	1811921240098	THOMAS C BAYER	233 5TH AVE N E	OSSEO MN 55369	233 5TH AVE N E	RESIDENTIAL	1	\$8,550.00			\$8,550.00
107	1811921240100	TIFFANY L BRIGGS	217 5TH AVE N E	OSSEO MN 55369	217 5TH AVE N E	RESIDENTIAL	1	\$8,550.00			\$8,550.00
108	1811921240104	HOLLY A SPANIER	208 4TH AVE N E	OSSEO MN 55369	208 4TH AVE N E	RESIDENTIAL	1	\$8,550.00			\$8,550.00

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING ON PROPOSED ASSESSMENTS 2022 ALLEY RECONSTRUCTION PROJECT

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN, that the City Council of the City of Osseo, Minnesota will meet at 7:00 p.m. or as soon thereafter as possible, Monday, April 11, 2022. The meeting will be held remotely via electronic means, rather than the Council's regular meeting place at Council Chambers of the City Hall, 415 Central Ave. Information on how to participate in the hearing will be posted on the City's website at <https://www.discoverosseo.com/departments/city-council/meeting-agendas-and-minutes/>. Written comments may also be submitted in advance of the hearing by emailing rgrams@ci.osseo.mn.us or mailing to the attention of Riley Grams at 415 Central Avenue, Osseo, MN 55369. The meeting will pass upon the proposed assessments for alley improvements, utility improvements, and appurtenant work on the following alleys:

- The alley surrounded by 3rd Street SE, 4th Avenue SE, 2nd Street SE, and 5th Avenue SE
- The alley surrounded by 3rd Street SE, 5th Avenue SE, 2nd Street SE, and 6th Avenue SE
- The alley surrounded by 5th Street NW, 3rd Avenue NW, 6th Street NW, and 2nd Avenue NW
- The alley surrounded by 5th Street NW, 2nd Avenue NW, 6th Street NW, and 1st Avenue NW
- The alley surrounded by 1st Street NE, 5th Avenue NE, 2nd Street NE, and 6th Avenue NE
- The alley surrounded by 2nd Street NE, 1st Avenue NE, 3rd Street NE, and 3rd Avenue NE
- The alley surrounded by 2nd Street NE, 4th Avenue NE, 3rd Street NE, and 5th Avenue NE
- The alley surrounded by 3rd Street NE, Central Avenue, 4th Street NE, and 1st Avenue NE
- The alley surrounded by 4th Street NE, 4th Avenue NE, 93rd Avenue N (CR 30), and 5th Avenue NE

The total cost of the entire project is the sum of \$821,531.03 of which \$613,884.00 is the sum proposed to be assessed against the benefited properties, which are those properties abutting the alleys above described, all within the City of Osseo, Minnesota. The proposed assessment roll is on file for public inspection at the office of the City Clerk. Written and oral objections will be considered at the above hearing.

No appeal may be taken as to the amount of any assessment adopted by the City Council at the above hearing unless a written objection is signed by the affected property owner and filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at said hearing. Any owner aggrieved by the adoption of any assessment adopted at the above hearing, may appeal to the District Court of Hennepin County, Minnesota, pursuant to Minnesota Statutes Section 429.081, by serving a notice of appeal upon the Mayor or Clerk of the City of Osseo within thirty (30) days after the adoption of the assessment, and by filing such Notice and proof of such service with the Clerk of District Court, Hennepin County, Minnesota, within then (10) days after said service upon the Mayor or Clerk.

Property owners are further advised that Minnesota Statutes Sections 435.193 to 435.195 grant the City of Osseo the authority to enact an ordinance deferring payment on any assessment levied by the City against homestead property owned by a person of 65 years of age or older, or

retired by virtue of a permanent and total disability, or by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in Section 190.05, subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments. These sections further provide for a procedure whereby any qualified homeowner may make application for deferral of payment of any such assessments. A copy of Minnesota Statutes Section 435.193 to 435.195 is on file in the office of the City Clerk and available for inspection by the public.

Dated this 17th day of March, 2022

BY ORDER OF THE CITY COUNCIL.

Katrina Jones, City Clerk
City of Osseo
Hennepin County, Minnesota

**NOTICE OF PUBLIC HEARING ON PROPOSED ASSESSMENT
2022 ALLEY RECONSTRUCTION PROJECT**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Osseo will participate in the meeting remotely via electronic means, rather than in the Osseo Council Chambers of the City Hall, 415 Central Ave, Osseo, Minnesota at 7:00 p.m. on Monday, April 11, 2022, to consider, and possibly adopt, the proposed assessment for the alley improvement project. Information on how to participate in the hearing will be posted on the City's website at <https://www.discoverosseo.com/departments/city-council/meeting-agendas-and-minutes/>. Written comments may also be submitted in advance of the hearing by emailing rgrams@ci.osseo.mn.us or mailing to the attention of Riley Grams at 415 Central Avenue, Osseo, MN 55369.

Improvements under consideration include the alley improvements, utility improvements, and other necessary appurtenant work pursuant to Minnesota Statutes sections 429.011 to 429.111.

The area proposed to be assessed for the foregoing improvements would include properties adjacent to or near the following:

- The alley surrounded by 3rd Street SE, 4th Avenue SE, 2nd Street SE, and 5th Avenue SE
- The alley surrounded by 3rd Street SE, 5th Avenue SE, 2nd Street SE, and 6th Avenue SE
- The alley surrounded by 5th Street NW, 3rd Avenue NW, 6th Street NW, and 2nd Avenue NW
- The alley surrounded by 5th Street NW, 2nd Avenue NW, 6th Street NW, and 1st Avenue NW
- The alley surrounded by 1st Street NE, 5th Avenue NE, 2nd Street NE, and 6th Avenue NE
- The alley surrounded by 2nd Street NE, 1st Avenue NE, 3rd Street NE, and 3rd Avenue NE
- The alley surrounded by 2nd Street NE, 4th Avenue NE, 3rd Street NE, and 5th Avenue NE
- The alley surrounded by 3rd Street NE, Central Avenue, 4th Street NE, and 1st Avenue NE
- The alley surrounded by 4th Street NE, 4th Avenue NE, 93rd Avenue N (CR 30), and 5th Avenue NE

The total project cost of the improvements is \$821,531.03.

A reasonable estimate of the impact of the assessment will be available at the hearing. In addition, a reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate the individual assessments for affected parcels will be available at the hearing.

Any person who desires to provide comments with reference to the proposed improvements will be heard at this meeting. Written or oral comments will be considered.

Katrina Jones, City Clerk

City of Osseo
Hennepin County, Minnesota

PUBLISHED IN: Osseo-Maple Grove Press March 24, 2022 and March 31, 2022

Resolution No. 2022-xx

**RESOLUTION ADOPTING ASSESSMENT ROLL FOR THE
2022 ALLEY RECONSTRUCTION PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council of the City of Osseo, Minnesota, has met and heard and passed upon all objections to the proposed assessments for the improvements of the 2022 Alley Reconstruction Project.

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

1. The proposed assessments, copies of which are attached hereto and made a part hereof, are hereby accepted and shall constitute the special assessments against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvements in the amount of the assessment levied against it.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2023, and shall bear interest at the rate of 2 percent above the true interest cost (TIC) per annum from the date of the adoption of the assessment resolution.
3. The owner of any property so assessed may at any time prior to November 15, 2022 pay any partial payment or the whole of the assessment against any parcel with interest accrued to the date of payment to the City Clerk except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution and the owner may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid with interest accruing to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Clerk shall submit a certified duplicate of this assessment to the County Auditor to be extended on the proper tax list of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.



City of Osseo City Council Meeting Item

Agenda Item: Approve Posting for Part-Time Public Services Administrative Assistant Position

Meeting Date: April 11, 2022

Prepared by: Riley Grams, City Administrator

Attachments: None

Policy Consideration:

Consider approving the posting for the part-time Public Services Administrative Assistant position.

Background:

The City Council recently approved a new position description for the part-time Public Services Administrative Assistant position at the meeting on March 28, 2022. Also at that meeting, the Council tabled action to post for the open position to allow for the Budget and Finance Committee an opportunity to meet to discuss how to pay for the position out of the 2022 approved City budget. The Budget and Finance Committee met with Staff on April 5 to discuss details and agreed to pay for the position using CIP transfer funds.

Each year, the City allocates \$45,000 into the Equipment CIP to help pay for the cost of Fire Department vehicles. I met with Fire Chief Mike Phenow recently to discuss some proposed changes to the CIP which included pushing a few purchases back a year or two. This would allow for funds to be available to pay for the part-time position. The Finance Department will simply reduce the CIP transfer amount by the final payroll expense for the position at the end of this year. The expenses will still be coded to the Fire Department part-time wages line item so that we have a true and accurate account of the cost of the position. Beginning in 2023 and beyond the City will then budget for the position through the General Fund budget.

The Council should consider posting for the open position. We will post the available position on the City's website and with the League of MN Cities, as well as advertise the position on the City's social media pages and Gateway Sign. Applications will be collected and scored by the Fire Chief and City Administrator and an eventual recommended hire will be brought to the Council at a future date.

City Goals Met By This Action:

- Recruit high quality Staff, continue to train Staff, and work to promote Staff retention
- Continue to give Staff the necessary tools to do their jobs effectively and efficiently
- Develop teamwork among the City's leadership team
- Ensure City's continued financial stability

Options:

The City Council may choose to:

1. Approve the posting of the part-time Public Services Administrative Assistant position;
2. Approve the posting of the part-time Public Services Administrative Assistant position, with noted changes/as amended;
3. Deny the posting of the position;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the posting of the part-time Public Services Administrative Assistant position.



City of Osseo City Council Meeting Item

Agenda Item: Confirm EDA Actions of April 11, 2022

Meeting Date: April 11, 2022

Prepared by: Riley Grams, City Administrator

Attachments: None

The EDA took the following actions at their regular meeting on April 11, 2022:

- 1) Discussed the 2021 Small Business Saturday event
- 2) Approved EDA accounts payable

Options:

The City Council may choose to:

1. Approve the EDA actions of April 11, 2022;
2. Deny the EDA actions of April 11, 2022;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the EDA actions of April 11, 2022.



City of Osseo City Council Meeting Item

Agenda Item: **Approve Contract with Rum River Consultants for Rental Housing Inspection Services Program (Resolution)**

Meeting Date: April 11, 2022
Prepared by: Riley Grams, City Administrator

Attachments: Contract with Rum River Consultants
Resolution

Policy Consideration:

Consider approving the attached Resolution and contract with Rum River Consultants for the rental housing inspection program.

Background:

The City Council reviewed received proposals for the rental housing inspection program at the February 28 work session meeting. After discussion, the Council directed Staff to negotiate and new contract with Rum River Consultants. The City Administrator and City Attorney drafted a contract that was reviewed by Rum River Consultants representatives.

The contract would begin upon approval and signing, and expire on December 31, 2024, unless renewed in writing. Rum River Consultants will act as an independent contractor and carry the necessary insurance to perform the work outlined in the contract. The City will collect license and inspection fees from property owners and compensate Rum River Consultants 75% of those collected fees.

Representatives from Rum River Consultants will be present at the virtual Council meeting on Monday night to help answer any questions the Council may have.

Previous Action or Discussion:

The City Council directed Staff to negotiate a contract with Rum River Consultants after discussion at the February 28 work session.

City Goals Met By This Action:

Promote a healthy and high quality standard of living
Plan and provide for safe and quality housing options

Options:

The City Council may choose to:

1. Approve the attached Resolution entering into a contract with Rum River Consultants for the rental housing inspection program;
2. Approve the attached Resolution entering into a contract with Rum River Consultants for the rental housing inspection program, with noted changes/as amended;
3. Deny approval of the attached Resolution;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached Resolution entering into a contract with Rum River Consultants for the rental housing inspection program.

Next Step:

If approved, Staff will complete the contract and begin administering the rental housing inspection program.

**CITY OF OSSEO
HENNEPIN COUNTY
STATE OF MINNESOTA**

**AGREEMENT FOR BUILDING OFFICIAL AND RENTAL LICENSING AND
INSPECTION SERVICES**

This Agreement for Building Official Services (the "Agreement") is entered into on this 11th day of April, 2022, by and between the City of Osseo (the "Municipality"), located at 415 Central Avenue, Osseo, MN 55369 and Rum River Ventures, LLC DBA Rum River Construction Consultants (the "Contractor"), located at 23306 Cree Street NW, Suite 103, St. Francis, MN 55070.

RECITALS

WHEREAS, the Municipality is in need of professional services to fulfill the needs of their rental housing administration and inspection services.

WHEREAS, Contractor has substantial experience as a Building Official and Rental Housing Licensing Administrator and provides building and rental housing inspection services implementing the Minnesota State Building Code and local ordinances; and

WHEREAS, the Municipality desires to contract with Contractor to administer a rental licensing and inspection program; and

WHEREAS, Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits, certifications, and licenses of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, Contractor is an independent contractor and may be engaged to perform the same or similar activities for other jurisdictions during the term of this Agreement and Contractor shall not work solely on behalf of Municipality.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

1. Services. Contractor shall provide services to the Municipality for the prices set forth on Exhibit A attached hereto (the "Services"). Contractor shall perform the services at the direction of the City Administrator, applicable Municipality Ordinances, and applicable Minnesota law. Municipality agrees that in the course of performing the Services, Contractor is acting as a public official on the Municipality's behalf.

2. Term. This Agreement shall commence on the date first written above and will expire on December 31, 2024, unless renewed in writing by the parties.

3. Performance. Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Code Official. Contractor shall maintain an adequate set of records of all dates, types of licenses, and results of inspections as required. If any work is requested outside of the scope of the services set forth in Exhibit A, such work shall not commence until Contractor and the Municipality agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

4. Independent Contractor. Contractor shall perform the Services as an independent contractor and agent of the Municipality, and not as an employee. No withholdings or deductions shall be made from payments due to Contractor. Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, and upon written consent from Municipality, Contractor may subcontract the performance of administrative or other duties under the Agreement.

5. Insurance. During the entire term of this Agreement, Contractor shall maintain the following insurances and will provide the Municipality of evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least \$1,500,000 per occurrence; \$2,000,000 annual aggregate; (2) Business automobile liability coverage with a total liability limits of at least \$1,500,000 per occurrence combined single limit for bodily injury and property damage, with coverage for owned, hired, and non-owned automobiles; and (3) Workers' compensation insurance with minimum limits required by Minnesota statutes. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. § 176.041 that exempts Contractor from having to carry such coverage. If Contractor is required by law to carry workers' compensation insurance, Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Municipality that Contractor maintains or is exempt from maintaining insurance coverage pursuant to the terms of this Agreement.

The Municipality, including its elected officials, employees, and agents must be endorsed as an Additional Insured on Contractor's commercial general liability insurance policy. Contractor is required to submit Certificates of Insurance acceptable to Municipality as evidence of the required insurance coverage. Contractor's policies and Certificate of Insurance must contain a provision that coverage afforded under the policies will not be cancelled without at least 30 days' advanced written notice to Municipality.

6. Amendments. Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by Municipality and Contractor.

7. Regulatory Compliance. Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Contractor is responsible. Contractor shall procure, at Contractor's expense, all permits, licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules or regulations, as well as loss of any applicable license, permit, or certification

by Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and, notwithstanding the notice requirement in paragraph 9, shall entitle Municipality to terminate this Agreement effective as of the date of such violation, failure, or loss.

8. Data Practices Compliance. Contractor will have access to data collected or maintained by the Municipality to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Municipality in the same manner as the Municipality is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Municipality. Upon termination of this Agreement, Contractor agrees to return all data pertaining to Municipality business within 10 days of Agreement termination.

9. Termination. Either party may terminate this Agreement for any reason by providing 60 days' advanced written notice to the other party

10. Billing and Payment. Invoices shall be submitted periodically (customarily on a monthly basis) and are due and payable within 35 days of receipt by Municipality. Past due balances shall accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

11. Records – Availability/Access. The books, records, documents, and accounting procedures of Contractor relevant to this Agreement are subject to examination by Osseo and either the legislative or State Auditor as appropriate, pursuant to Minnesota Statutes section 16C.05. Contractor must retain records relating to the Services for a minimum of six (6) years after termination of this Agreement.

12. Indemnification. Contractor agrees to defend, indemnify and hold harmless Municipality, and its officials, agents and employees from and against all claims, actions, damages, losses and expenses arising out of or resulting from Contractor's performance of duties required under this Agreement.

13. No Waiver. Nothing herein shall be deemed a waiver by Osseo of the limitations on liability set forth in Minnesota Statutes Chapter 466.

14. Choice of Law and Venue. This Agreement is being executed in and is intended to be performed in the State of Minnesota and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be venued in Hennepin County District Court, State of Minnesota.

15. All notices required by this Agreement shall be in written form and shall be deemed delivered upon its receipt to the individuals below. Notice may be made by personal delivery, U.S. mail or email.

For the City:

For Contractor:

City of Osseo
ATTN: Osseo City Administrator
415 Central Avenue
Osseo, MN 55369
Email: rgrams@ci.osseo.mn.us

Rum River Consultants
ATTN: Carri Levitski
23306 Cree Street NW, Suite 103
St. Francis, MN 55070
Email: Carri@rumrivercc.com

16. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

17. Merger. The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of facsimile, email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

MUNICIPALITY

By: _____
Duane Poppe
Mayor

By: _____
Katrina Jones
City Clerk

CONTRACTOR

By: _____
Andy Schreder
Owner

Exhibit A

Compensation

1. Rental license Services and Additional Requested Work.

- a. Administration of the Osseo Rental License ordinance will be provided for the compensation of 75% of the license fee.
- b. Contractor will request 100% of any re-inspection fees which may arise as part of the process.
- c. On-call and as-needed general inspection services during normal business hours will be billed at a rate of \$85.00 per hour at the direction of the City Administrator.

2. After Hours of Work. Inspections and/or other meetings requested outside of normal business hours, M-F 8:00 am to 4:30 pm, or agreed upon work schedules, will be billed at \$120.00 per hour with a 2-hour minimum. These terms can be applied to emergency disaster response and the evaluation of buildings after natural or manmade disasters.

3. Meeting Attendance. If requested, the Contractor shall attend two City Council Meetings per year at no charge to the Municipality. If requested, attendance at additional workshops or regularly scheduled meetings will be billed at a rate of \$85.00 per hour plus travel time one way from the St. Francis office of Contractor.

4. Transportation Costs. Contractor will provide transportation to meetings and site inspections within the Municipality at no additional cost.

Resolution No. 2022-xx

RESOLUTION AUTHORIZING A BUILDING OFFICIAL AND RENTAL LICENSING AND INSPECTION SERVICES AGREEMENT WITH RUM RIVER CONSTRUCTION CONSULTANTS

WHEREAS, the City of Osseo ("City") requires professional services to fulfill the needs of their rental housing administration and inspection services.

WHEREAS, Rum River Ventures, LLC DBA Rum River Construction Consultants (the "Contractor") has substantial experience as a Building Official and Rental Housing Licensing Administrator and provides building and rental housing inspection services implementing the Minnesota State Building Code and local ordinances; and

WHEREAS, the City desires to contract with Contractor to administer a rental licensing and inspection program; and

WHEREAS, the Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits, certifications, and licenses of any kind that may be required to carry out said business and the tasks as set forth in the Agreement; and

WHEREAS, the Contractor is an independent contractor and may be engaged to perform the same or similar activities for other jurisdictions during the term of this Agreement and Contractor shall not work solely on behalf of the City.

WHEREAS, the City is authorized by the City Council to enter into an agreement for Building Official and Rental Licensing and Inspections Services with the Contractor.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OSSEO, COUNTY OF HENNEPIN, STATE OF MINNESOTA, AS FOLLOWS:

1. The City and the Contractor agree to terms, scope of services, term(s), and compensation as set forth in the Building Official and Rental Licensing and Inspections Services Agreement as presented in Exhibit A.
2. The Mayor and City Clerk are authorized and directed to enter into the Building Official and Rental Licensing and Inspections Services Agreement on behalf of the City of Osseo in substantially the form presented to the City.

Exhibit A



Osseo City Council Meeting Item

Agenda Item: Approve a First Reading of Rental Inspection Ordinance Updates

Meeting Date: April 11, 2022

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: Ordinance No. 22-02
Resolution for Summary Publication

Policy Consideration:

Consider a first reading of Ordinance No. 2022-02 updating § 151.03 and 151.04 of the Osseo City Code, these being the sections establishing the International Property Maintenance Code as the city standard and making certain amendments to it as needed, as well as § 151.25, and 151.27, which cover rental housing license periods and applications.

Background:

While reviewing city code as part of the change to a new rental inspections partner, it was noted that the city has not updated its property maintenance code since 2009, when it formally adopted the 2006 International Property Maintenance Code (IPMC). The IPMC is an exhaustive standard which establishes minimum requirements for the maintenance of existing buildings through code regulations with clear and specific provisions. It is also updated frequently, with the version currently used by Osseo roughly 12 years behind industry standards, most cities having adopted the 2018 edition. The change to § 151.03 would remedy that.

§ 151.04 contains amendments to § 151.03 which tailor the IPMC to meet Osseo's specific needs, including provisions that meet Minnesota energy, plumbing, mechanical and building codes.

The changes to § 151.25 update the licensing period. Rather than run from July 1 to June 30 of the following year, it will now run from April 1 to March 31 of the following year. This is done at the recommendation of the city's prospective Rental Inspections partner, Rum River Consultants. Changing the dates on the license period will allow the consultants to begin a new licensing cycle immediately. As rental inspections have been suspended for much of the last two years due to the COVID-19 emergency, there are no concerns about interrupting the current inspection cycle.

Changes to § 151.27, specifically § 151.25 (B), make minor alterations to the information that is required on the rental license application. These alterations more clearly define what information is needed and avoids some possible sources of confusion. This was also done at the recommendation of Rum River.

Options:

The Council may choose to:

1. Approve the first reading of Ordinance No. 22-02 as presented and waive a second reading; or

2. Approve the first reading of Ordinance No. 22-02, and schedule a second reading for the April 25th meeting of the Osseo City Council; or
3. Deny the first reading of Ordinance No. 22-02; or
4. Table action on this item for more information

Recommendation/Action Requested:

Staff is recommending the Council choose option 1. Given the two-year delay in rental licensing inspections, and the proposed licensing period change, staff believes it is in the city's best interest to update the ordinance as quickly as possible. This will allow the city rental inspection partner to begin work immediately.

Next Step:

If a second reading is waived, the Council will need to vote on a resolution for summary publication, which is attached here. If the second reading is not waived, that reading will be placed on the agenda of the next meeting of the Osseo City Council, which is April 25th, 2022.

**CITY OF OSSEO
HENNEPIN COUNTY, MINNESOTA
ORDINANCE NO. 2022-02**

**AN ORDINANCE AMENDING TITLE XV: LAND USAGE, CHAPTER 151 PROPERTY MAINTENANCE
OF THE OSSEO CODE OF ORDINANCES**

THE CITY COUNCIL OF THE CITY OF OSSEO ORDAINS:

Section 1. Section 151.03 of the Osseo City Code is amended as follows:

§ 151.03 ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

The 2018 International Property Maintenance, as promulgated by the International Code Council, Inc., is adopted by reference and incorporated into the city code in whole as if it was set out in full, subject to the amendments contained in this chapter.

Section 2. Section 151.04 of the Osseo City Code is amended as follows:

§ 151.04 AMENDMENTS TO INTERNATIONAL PROPERTY MAINTENANCE CODE.

The following amendments are made to the 2018 International Property Maintenance Code (IPMC):

- (A) Section 101.1 Title. These regulations shall be known as the Property Maintenance Code of the City of Osseo, hereinafter referred to as "this code."
- (B) Section 102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy shall be done in accordance with the procedures and provisions of the Minnesota State Building Code (MSBC), established pursuant to Chapter 326B, as may be amended from time to time, as adopted by the city. Nothing in this code shall be construed to cancel, modify, or set aside any provision of the MSBC or the City of Osseo Zoning Code.
- (C) Section 102.7 Referenced codes and standards. The codes and standards referenced in this code shall be those listed in Chapter 8 of the IPMC, those listed in the MSBC, and considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply to the extent permitted by law and regulation.
- (D) Section 103.1 General. The City Administrator or their designee is responsible for administering the provisions of this code, and the executive official in charge thereof shall be known as the Code Official.

(E) Section 103.2 Appointment. The Code Official shall be appointed by the City Council of the city.

(F) Section 103.5 Fees. The fees for activities and services performed in carrying out responsibilities under this code shall be in amounts set forth by the City Council.

(G) Section 106.4 Violation penalties. Any violation of a provision of this code, or failure to comply therewith, or failure to comply with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day a violation continues after due notice has been served shall be deemed a separate offense.

(H) Section 106.6 Execution of compliance orders by public authority. Upon failure to comply with a compliance order within the time set therein (and no appeal having been taken), or upon failure to comply with a modified compliance order within the time set therein, the criminal penalty established hereunder notwithstanding, the City Council, after due notice to the owner, may by resolution cause the cited deficiency to be remedied as set forth in the compliance order. The cost of such remedy shall be a lien against the subject real estate. Such a lien may be levied and collected as a special assessment in the manner provided by M.S. Chapter 429, as may be amended from time to time. It may be levied for any of the reasons set forth in M.S. § 429.101, Subd. 1, as may be amended from time to time, and specifically for the removal or elimination of public health or safety hazards from private property. It is the intent of this section to authorize the city to utilize all of the provisions of M.S. § 429.101, as may be amended from time to time, to promote the public health, safety and general welfare.

(I) Section 108.4 Placarding. Upon failure of the owner or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment a placard and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.

(J) Section 111. Not adopted.

(K) Section 112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than collectable by the city code.

(L) Section 201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the MSBC and the City of Osseo Zoning Code, such terms shall have the meanings ascribed to them in those codes.

(M) Section 202 General definitions.

CODE OFFICIAL. The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

UNSANITARY. Failure to maintain a property in such a manner that creates a danger or hazard to the health of persons occupying or frequenting it. Conditions caused by deterioration or improper installation, methods or materials of construction, equipment, lighting, heating, ventilation, or plumbing, or from existing conditions related to trash, debris, or moisture that may cause infestation or mold.

(N) Section 302.4 Weeds. Not adopted.

(O) Section 302.7.1 Gates. In accordance with the MSBC, gates required to be self-closing and self-latching shall be maintained such that, when released, they will positively close and latch.

(P) Section 302.8 Motor vehicles. Not adopted.

(Q) Section 302.9 Defacement of property. Not adopted.

(R) Section 304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the MSBC or the International Existing Building Code as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with

signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;

9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted when approved by the code official.

(S) Section 304.14 Insect screens. During the period from May 15 to October 15, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas, or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch. Every swinging door shall also have a self-closing device in good working condition.

(T) Section 305.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the MSBC or the International Existing Building Code as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;

5. Stairs, landings, balconies and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted when approved by the code official.

(U) Section 403.4 Process ventilation. In accordance with the MSBC and the State Fire Code (SFC), where injurious, toxic, irritating, or noxious fumes, gases, dusts or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at its source. Air shall be exhausted to the exterior and not be re-circulated to any space.

(V) Section 403.5 Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted in accordance with the manufacturer's instructions and the State Mechanical Code (SMC).

(W) Section 502.3 Hotels. Not adopted.

(X) Section 504.1 General. All plumbing fixtures shall be properly installed and maintained in working order. They shall be kept free from obstructions, leaks and defects, capable of performing the functions for which they were designed. In accordance with the Minnesota State Plumbing Code (MSPC), all plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

(Y) Section 505.1 Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to a public water system. In accordance with the MSPC, all kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with cold and hot or tempered running water.

(Z) Section 602.1 Facilities required. Heating facilities shall be provided in structures as required by this section and the MSBC.

(AA) Section 602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68° F in all habitable rooms, bathrooms and toilet rooms. This is based on the winter outdoor design temperature for the locality indicated

in the Minnesota State Energy Code (MSEC). Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

(BB) Section 602.3 Heat supply. During the period from September 15 to May 15, every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a temperature of not less than 68° F in all habitable rooms, bathrooms, and toilet rooms.

EXCEPTION: When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required, provided that the heating system is operating at its full design capacity.

(CC) Section 602.4 Occupiable work spaces. When occupied during the period from September 15 to May 15, indoor occupiable work spaces shall be supplied with heat to maintain a temperature of not less than 68° F.

(DD) Section 603.5 Combustion air. In accordance with the Minnesota State Mechanical Code (MSMC), a supply of air shall be provided for complete fuel combustion and for ventilation of the space containing the fuel-burning equipment.

(EE) Section 604.1 Facilities required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section, Section 605 in the IPMC, and the National Electrical Code (NEC) as adopted by the MSBC.

(FF) Section 604.2 Service. In accordance with the NEC, the size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities. Dwelling units shall be served by a three-wire, 120/240-volt, single-phase electrical service with a rating of not less than 60 amperes.

(GG) Section 604.3.1.1 Electrical equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the NEC and the MSBC.

(HH) Section 604.3.2.1 Electrical equipment. Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the NEC and the MSBC.

(II) Section 701. Scope. Under the provisions of this chapter, the Minnesota State Fire Code (MSFC) shall govern the minimum conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.

(JJ) Section 702.2 Aisles. In accordance with the MSFC, the required width of aisles shall be unobstructed.

(KK) Section 702.3 Locked doors. All means of egress doors shall be readily capable of being opened from the side from which egress is to be made, without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the MSBC.

(LL) Section 702.4 Emergency escape openings. Required emergency escape and rescue openings shall be operational from the inside of the room, without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings. However, such devices must provide a minimum net clear opening size that complies with the MSBC. They shall also be releasable or removable from the inside, without the use of a key, tool, or force greater than that required for the normal operation of the escape and rescue opening. Where such bars, grilles, grates or similar devices are installed in existing buildings, smoke detectors shall be installed in accordance with Section 704 in the IPMC.

(MM) Section 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the MSBC.

(NN) Section 800. General references. Whenever this code refers to the International Codes, such references shall be deemed to be to the comparable applicable code as adopted by the state of Minnesota. Whenever this code refers to the International Zoning Code, such references shall be deemed to be the City of Osseo Zoning Ordinance.

Section 3. Section 151.25 of the Osseo City Code is amended as follows:

§ 151.25 LICENSE PERIOD.

Rental Housing Licenses are valid from April 1 through March 31 of the following year.

Section 4. Section 151.27 of the Osseo City Code is amended as follows:

§ 151.27 APPLICATION.

(B) All applications must specify the following:

- (1) Property owner's name, mailing address, email address, telephone number, owning partners if a partnership, and corporate officers if a corporation.
- (2) Operator, Property Management Company, Property Manager, or Property Managing Officer (if applicable) name, mailing address, email address, and telephone number.
- (3) Signature of property owner or operator.
- (4) The street address and unit numbers, if applicable, of the rental dwelling.
- (5) The number and type of living units within the rental dwelling.
- (6) The type of structure to be licensed.

Section 5. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the Osseo City Council this XXth day of XX, 2022

ATTEST:

Duane Poppe, Mayor

Katrina Jones, City Clerk

First Reading: April 11, 2022

Second Reading: _____

Published: _____

CITY OF OSSEO
HENNEPIN COUNTY, MINNESOTA
RESOLUTION NO. 2022-XX

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE
NO. 2022-02, UPDATING THE CITY PROPERTY MAINTENANCE CODE AND
RENTAL INSPECTION PROGRAM IN THE CITY OF OSSEO, HENNEPIN
COUNTY, MINNESOTA**

WHEREAS, the City Council of the City of Osseo adopted the above-referenced Ordinance on April XX, 2022; and

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

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Osseo, Minnesota, that the following summary is approved for publication in the official newspaper in lieu of the entire ordinance:

SUMMARY PUBLICATION

ORDINANCE NO. 2022-02

**AN ORDINANCE AMENDING THE PROPERTY MAINTENANCE CODE AND
RENTAL LICENSE PROGRAM OF THE CITY OF OSSEO**

On April XX, the City Council of the City of Osseo adopted Ordinance No. 2022-02. The ordinance updates the city property maintenance code from the 2006 International Property Maintenance Code to the 2018 edition of the same. The ordinance makes further changes to the rental license application period and application materials.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that a copy of Ordinance No. 2022-02 shall be kept in the City Clerk's office at City Hall for public inspection and a full copy of the ordinance be posted in the lobby of City Hall for 30 days after adoption.

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

ATTEST:

Mayor Duane E. Poppe

City Clerk Katrina Jones



City of Osseo City Council Meeting Item

Agenda Item: Approve 2022 Fee Schedule

Meeting Date: April 11, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: Fee Schedule
Resolution

Background:

Consider approving the updated attached Fee Schedule via Resolution.

Discussion:

In conjunction with Item 10B, Approval of the Contract with Rum River Consultants, the following rental fee changes are proposed. There is also a proposal to change the Club Liquor License fee, to provide more clarity based on the number of members, and to increase the right-of-way street excavation fee.

The following proposed changes are included in the attached fee schedule:

- | | |
|----------------------|--|
| Rental Fees: | The rental fees changes were proposed by Rum River Consultants and based upon the cost of administering the rental housing license program. |
| Club Liquor License: | The club liquor license fee is further defined based upon the number of members and fees are based on the maximum allowed in statute. The fee for the club currently within the City is \$500. |
| Right-of-way: | The City has recently received a large amount of right-of-way permits which has brought attention to the current fee collected for street excavation (per hole). Staff compared the fee to neighboring cities and is proposing an increase to align with others, since excavation in the street causes structural changes. |

City Goals Met by This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

1. Approve the attached Fee Schedule for 2022;
2. Deny approval of the attached Fee Schedule;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the attached Fee Schedule for 2022.

2022 Fee Schedule

CITY OF OSSEO
FEE SCHEDULE

Phone 763-425-2624
effective 4/12/2022

Administration	Fee	Fee Notes
Address Label List	\$25	
Audio Tape Copy	\$25	
Audit Book Copy	\$25	
Brick Paver - Large	\$100	
Small	\$50	
CD Copy	\$25	
City Code (Ordinances) Photocopy	\$25	
Community Center Rental		
Weekdays, per room	\$30	Osseo residents & businesses, up to four hours
Weekdays, per room	\$75	non-residents & businesses, up to four hours
Weekends, must rent both rooms	\$90	Osseo residents & businesses, up to six hours
Weekends, must rent both rooms	\$200	non-residents & businesses, up to six hours
	50% off	tax exempt non-profit organizations, must be registered
Copies - single-sided black & white - up to 10	free	or, up to 6 double-sided, or 2 color or oversized
11-100	\$0.25	each
Copies over 100	**	**actual cost (staff time @ \$20/hr)
Double-sided black & white	\$0.40	each, for more than 6
Color or pictures	\$1.00	each, for more than 2
Electronic Data up to 20 minutes	free	
Electronic Data over 20 minutes	**	**actual cost (staff time @ \$20/hr)
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Franchise Fees Electric		2% per month
Gas		2% per month
Gateway Sign Message Application	\$100	per slide, per week
Garbage/Recycling/Yard Waste Collection	per contract	residential only
Late Fees	10%	per month
Mailing Costs of Copies/Reports	at cost	
NSF Check	\$30	
Notary Services	N/C	
Special Assessment Search	\$20	per PID
Special Events		
Permit Application Fee	\$50	non-refundable
Special Services (see hourly rates for each dept)		**actual cost for staff time / deposit refundable, if not used
Staff Time - Administration		
City Staff -- Professional	\$75/hour	
City Staff -- Administrative Support	\$50/hour	
Building - Commercial	Fee	Fee Notes
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Building Without Permit	double fee	double cost of permit fee amount
Demolition - Commercial or Industrial	\$251	+ \$5,000 deposit (includes state surcharge)
Electrical		See Exhibit A
Fire Alarm Systems	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Mechanical	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Moved Building	valuation	2003 Fee Schedule *
Plumbing	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Building - Residential	Fee	Fee Notes
Accessory Structure (<= 200 sq ft)	\$50	zoning permit + anchoring inspection
Accessory Structure (> 200 sq ft)	valuation	2003 Fee Schedule *
Backflow Preventer - Irrigation	\$51	includes state surcharge
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% plan review fee

2022 Fee Schedule

Building - Residential (continued)	Fee	Fee Notes
Building Without Permit	double fee	double cost of permit
Demolition (Garage or Shed)	\$76	+ \$1,000 deposit (includes state surcharge)
Demolition (House)	\$151	+ \$1,000 deposit (includes state surcharge)
Electrical		See Exhibit A
Fence (<= 6 ft)	\$25	zoning permit
Fence (> 6 ft)	valuation	2003 Fee Schedule *
Fireplace Construction	valuation	2003 Fee Schedule *
Fireplace Insert	\$101	includes state surcharge
Moved House In	valuation	2003 Fee Schedule *
Mechanical - (per unit cost) Furnace, A/C, etc.	\$76	includes state surcharge; needs separate electrical permit
Mechanical - Ductwork, Gas Piping	\$76	includes state surcharge
Alterations, Miscellaneous		
Plumbing (1-5 fixtures)	\$76	includes state surcharge
Each Additional	\$5	
Replace Windows	\$76	includes state surcharge
Re-roof	\$101	includes state surcharge
Re-side	\$101	includes state surcharge; needs separate electrical permit
Re-side Stucco	\$126	includes state surcharge
Underground Tank Removal	\$101	includes state surcharge
Water Heater	\$76	includes state surcharge
Water Softener	\$51	includes state surcharge
<i>All other fees not covered by this fee schedule minimum \$50 or valuation, whichever is greater</i>		
Business Licenses	Fee	Fee Notes
Amusement Machines	\$15	per machine per year
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$15	per location per year
Liquor		
Consumption & Display	\$300	state fee may also apply, annual renewal on March 31
Consumption & Display one day	\$50	
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial) *valid CUP for property also needed
Off Sale		
Beer 3.2 Off Sale	\$50	annual renewal on July 1
Brew Pub Off Sale	\$200	state fee may also apply, annual renewal on July 1
Brewer Off Sale	\$200	state fee may also apply, annual renewal on July 1
Intoxicating Off Sale	\$240	annual renewal on July 1
Microdistillery Off Sale	\$200	annual renewal on July 1
Wine Temporary Off Sale	\$50/day	
On Sale		
Beer 3.2 On Sale	\$300	annual renewal on July 1
Beer 3.2 On Sale Temporary	\$50/day	
Brew Pub On Sale	\$600	state fee may also apply, annual renewal on July 1
Brewer Temporary On Sale	\$50/day	
Brewer Taproom	\$600	state fee may also apply, annual renewal on July 1
Club		
Up to 200 members	\$300;	
201-500 members	\$500;	
501-1,000 members	\$650;	
1,001-2,000 members	\$800;	
2,001-4,000 members	\$1,000;	
4,001-6,000 members	\$2,000;	
over 6,000 members	\$3,000	
	depends on	(depends on number of members)
Culinary Class Limited	\$300	annual renewal on July 1
Intoxicating On Sale	\$6,000	annual renewal on July 1
Microdistillery Cocktail Room	\$600	state fee may also apply, annual renewal on July 1
Microdistillery Temporary On Sale	\$50/day	

2022 Fee Schedule

Business Licenses <i>(continued)</i>	Fee	Fee Notes
Sunday On Sale	\$200	annual renewal on July 1
Temporary Intoxicating On Sale	\$50/day	
Wine On Sale	\$650	annual renewal on July 1
Pawnbrokers License	\$250	initial fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$12,000	annual fee
Peddlers Permits		
Registration	\$15	criminal background check
Solicitors	registration only	per calendar year
Peddlers & Transient Merchant License (in	\$15	1 day
	\$25	7 days
	\$50	30 days
	\$150	365 days
Sexually-Oriented Business License	\$5,000	annual fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Tobacco License	\$250	annual renewal on July 1
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Parks	Fee	Fee Notes
Bandshell Use in Boerboom Park	N/C	Osseo residents and businesses, up to one hour
	\$30	Osseo residents and businesses, one to four hours
	\$50	non-residents & businesses, up to four hours
	50% off	tax exempt non-profit organizations, must be registered
Picnic Shelter Use in Sipe Park	\$30	Osseo residents and businesses, up to four hours
	\$50	non-residents & businesses, up to four hours
	\$25	per additional garbage can requested
	50% off	tax exempt non-profit organizations, must be registered
Sipe Park Ballfield Use	N/C	must register with Public Works at 763-425-5741
Planning & Zoning	Fee	Fee Notes
Appeal Administrative Decision ***	\$150	
Comprehensive Plan Copy	\$25	
Comprehensive Plan Amendment ***	\$500	
Conditional Use Permits ***	\$500	
Conditional Use Permit Amendment **	\$250	
Recording of Documents by City	\$75 + recording costs	recording costs established by Hennepin County; vary by document number & type
Grading/Fill/Excavation Permit		
< = 50 cubic yards	\$50	
51-100 cubic yards	\$100	
Above 100 cubic yards	\$200	
Above 1,000 cubic yards	\$500	Council approval needed if not part of development approval
Grading Permit Review	\$100	
Minor Subdivision or Lot Combination ***	\$500	
Park Dedication Fees		
Residential	\$500	per unit or acre, whichever is greatest (acreage rounded up to next whole acre)
Commercial/Industrial	\$500	per building, acre, or 10,000 SF floor area, whichever is greatest (acreage rounded up to next whole acre & SF rounded up to next higher 10,000 SF)
Planned Unit Development ***	\$1,000	
Planned Unit Development Amendment	\$250	
Plat Review	\$500	
Rezoning Application ***	\$500	
Site or Building Plan Review ***	\$500	
Vacation of Property***	\$500	

2022 Fee Schedule

Planning & Zoning <i>(continued)</i>	Fee	Fee Notes
Variances ***	\$500	
Zoning Verification Letter	\$20	
*** Denotes developer and/or third party responsibility for City accrued expenses - staff & legal time, printing, mailing, etc.		
Public Safety	Fee	Fee Notes
Administrative Fine Ordinance Violations		
Code 70.31-Traffic	\$60	
Code 71.01(A)-Parking	\$20	
Code 71.01(B)-Parking	\$20	
Code 71.01(C)-Parking	\$20	
Code 71.02(A)-Parking	\$20	
Code 71.03(A)-Parking	\$20	
Code 71.04-Parking	\$20	
Code 71.06-Parking	\$20	
Code 71.07(A)-Parking	\$20	
Code 71.07(B)-Parking	\$20	
Code 93.16(F)-Criminal	\$40	
Code 93.16(H)-Criminal	\$40	
Code 93.18(F)-Criminal	\$40	
Code 93.18(T)-Criminal	\$40	
Code 93.19(B)(1)-Criminal	\$40	
Code 93.20(A)-Criminal	\$40	
Code 94.31(A)-Criminal	\$40	
Code 94.31(B)-Criminal	\$40	
Code 94.45-Criminal	\$40	
CD Copy	\$25	
Copies - Single-sided	\$0.25	
Doubled-sided	\$0.40	
Oversized	\$1	
Color or Pictures	\$1	
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Dog, Dangerous Dog License	\$50	annual registration fee
Dog Impound Fees (1st Pickup-Calendar Year)	\$50	+ boarding fees
2nd Pickup	\$75	+ boarding fees
3rd Pickup or more	\$100	+ boarding fees
		fees are doubled if dangerous dog is unlicensed
Fingerprinting	\$25	per card (Osseo residents & businesses free)
Fire False Alarm (1st in Calendar Year)	N/C	
2nd	N/C	
3rd or more	\$200	
Fire Safety Inspections (commercial)		
Initial Safety Inspection & 1st Follow-up	N/C	
2nd	\$100	each
3rd	\$150	each
4th or more	\$200	each
School (Public) Initial Insp & 2 Follow-ups	\$0.01	per building SF
3rd or more	\$0.01	per building SF
School (Charter) Initial Insp & 2 Follow-ups	\$100	each
3rd or more	\$50	each
Commercial Hood Cleaning	\$50	annual permit
Golf (Motorized) Cart	\$25	
Liquor Administrative Penalty - 1st Violation	\$500	within 3 year period
2nd Violation	\$1,000	within 3 year period
3rd or more Violations	\$2,000	within 3 year period
Police False Alarm - 1st, 2nd, 3rd	\$0	no charge
4th-10th	\$50	each
11th-15th	\$100	each

2022 Fee Schedule

Public Safety (continued)	Fee	Fee Notes
16th or more	\$150	each
Seized/Impounded Property Fees	\$20	per day
Seized Vehicle/Forfeiture Administrative Fee	\$500	
2nd	\$750	within 2 year period
3rd or more	\$1,000	within 2 year period
Minors	\$50	+ referral to dependency counseling; if no fine, community
Providers & Other Individuals	\$50	
Staff Time/Police Services Time		1.5 times top officer pay + benefits per hour per officer
Towing		actual cost incurred by towing agency
Vehicle Impound Release Fee	\$10	
Public Works	Fee	Fee Notes
Boulevard Feature Permit	\$25	one-time fee due at issuance of new permit
Equipment Charge	\$63	bucket truck per 1/2 hour (minimum charge 1/2 hr)
	\$50	dump truck per 1/2 hour (minimum charge 1/2 hr)
	\$75	pay loader per 1/2 hour (minimum charge 1/2 hr)
	\$38	skid loader per 1/2 hour (minimum charge 1/2 hr)
Re-inspection	\$50	
Right-of-Way Permit	\$75	administration & inspection
Aerial (per 100 linear feet)	\$15	
Directional Bore (per 100 feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
Hole in Boulevard	\$75	+ \$5,000 bond, cashier's check, or letter of credit req'd
Street Excavation (per hole)	100 \$200	+ \$10,000 bond, cashier's check, or letter of credit req'd
Trench (per 100 linear feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
ROW Obstruction (no excavation)	N/C	day 1
Days 2-7	\$15	per day
Days 8+	\$30	per day
Staff Time - Public Works Director	\$75	per hour
Maintenance	\$50	per hour
Small Cell Wireless Facility Rent	\$175/yr	\$150/year rent + \$25/year maintenance fee
Small Cell Wireless Electricity (<=100 watts)	\$73	per node/year; per State Statute
Small Cell Wireless Electricity (>100 watts)	\$182	per node/year; per State Statute
Work without Required Permit	double fee	double cost of permit fee amount
Rental Housing Licensing (Annual)	Fee	Fee Notes
Initial Fee for Single Family, Double Bungalow, Triplex, Townhome, Condo Single Family, Duplex, Triplex, Townhome, Condo	150 \$185	per unit
Annual Re-inspection Fees		
— 1-2 inspections	\$150	
— 3 inspections	\$200	
— 4 inspections	\$300	
— 5 inspections	\$500	
— 6+ inspections	\$1,000	
Small Apartments (2-9 units) Multi-Family 4+ units (annual inspection)	225 \$175	
Large Apartments (10+ units) Multi-Family 4+ units (bi-annual inspection)	\$25	per unit
Apartment Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
1-15 Days Late Fee for All Licenses	50%	of license fee
16+ Days Late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	
Signs	Fee	Fee Notes
Class A & B Signs**	\$75 + \$0.50/sq ft	** may require building inspector approval + plan review per 2003 Fee Schedule
Class C "Dynamic, Temporary" Signs	\$50	7 day period; 3-year maximum

2022 Fee Schedule

Utility Fees	Fee	Fee Notes
Delinquent Bills - County Certification	\$2	admin fee per PID + interest
Overdue/Unpaid Bills		cost + 10% per quarter
Private Hydrants		
Flushing	\$40	per hydrant
Sewer Usage Charge (quarterly)	\$55.44+	base of \$55.44 + \$10.67/1000 gallons above 15,000
Snow Removal	\$60+	\$60 per hour/\$120 minimum
Storm Water Charge (quarterly)	\$40.86	per Residential Equivalency Factor
Temporary Hydrant Meters		
Construction (per month)	\$50	
Construction (Deposit)	\$1,000	
Damaged Hydrant		at cost
Damaged Water Main		at cost
Water Usage Charge (quarterly)		
RESIDENTIAL flat rate minimum		*includes 8,000 gallons for single family dwellings
up to 1" meter (includes 8,000 gal for SFD)	\$21.84	*
1.5" meter (includes 8,000 gal for SFD)	\$32.76	*
2" meter (includes 8,000 gal for SFD)	\$43.68	*
3" meter (includes 8,000 gal for SFD)	\$109.20	*
4" meter or larger (includes 8,000 gal for SFD)	\$436.81	*
RESIDENTIAL Tier 1 (8,001-16,000 gal)	\$4.37	per 1,000 gallons
Tier 2 (16,001-24,000 gal)	\$5.46	per 1,000 gallons
Tier 3 (over 24,000 gal)	\$6.83	per 1,000 gallons
MULTI FAMILY all usage	\$4.64	per 1,000 gallons
COMMERCIAL Tier 1 (up to 50,000 gal)	\$4.37	per 1,000 gallons
Tier 2 (50,001-100,000 gal)	\$5.02	per 1,000 gallons
Tier 3 (100,001-125,000 gal)	\$5.78	per 1,000 gallons
Tier 4 (over 125,000 gal)	\$6.64	per 1,000 gallons
IRRIGATION all usage	\$6.83	per 1,000 gallons
BULK WATER SALES all usage	\$6.83	per 1,000 gallons
Utility Customer List	\$25	
Utility Trunk Charges	Fee	Fee Notes
Inflow & Infiltration Violation	\$500	per quarter
Sanitary Sewer Non-Compliance	\$100	per month
Sewer Access Charge (SAC)		
MCES (Met Council)	\$2,485	per unit
City Residential	\$475	per residential unit
City Commercial/Industrial	\$2,100	per MCES SAC unit
Sewer Connection Permits		
Permit/Inspection Fee Residential	\$50	
Permit/Inspection Fee Commercial/Ind		2% of contract value
Disconnect/Shut-off	\$50	
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit
Re-connect after Shutoff	\$100	
Repair	\$75	
Storm Water Permit		
Permit/Inspection Fee		2% of contract value
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit
Repair	\$75	
Water Access Charge (WAC)		
Residential	\$1,260	per unit
Commercial & Industrial	\$5,600	per connection
Churches	\$2,800	
Parks	\$700	
Water Connection Permits		
Permit/Inspection Fee Residential	\$50	
Permit/Inspection Fee Commercial/ Industrial		2% of contract value
Disconnect/Shut-off	\$50	

2022 Fee Schedule

Utility Trunk Charges <i>(continued)</i>	Fee	Fee Notes
New Water Line/upgrade 1"	\$25	
New Water Line/upgrade over 1"	\$35	
New Water Line/upgrade 6"	\$200	
Repair	\$75	
Hydrant Use		same as water usage charge (see Utility Fees)
Re-connect after Shutoff	\$100	
Water Meter		10% over cost

Resolution No. 2022-xx

RESOLUTION AMENDING FEE SCHEDULE FOR 2022

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

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

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



City of Osseo City Council Meeting Item

Agenda Item: Purchase Two Getac Squad Computers

Meeting Date: April 11, 2022

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: Quote

Policy Consideration:

Purchase two new Getac Computers to replace the two oldest computers in our fleet.

Background:

Our replacement plan that was set in the Cable fund has the replacement of Getac Computers 1 and 2 set for this year. The intention is to purchase these computers before more issues occur with the current computers. We have added enough memory for the computers to run faster and have more applications on the needed computers. We also added cameras to the computers to be used for online meetings and online court. A quote was requested from Crystal Digital Communications, who we have used many times; a quote of \$6,243.82 for both computers was received.

Budget or Other Considerations:

This purchase will come out of the cable fund.

City Goals Met By This Action:

This will continue to give staff the necessary tools to do their jobs effectively and efficiently.

Options:

The City Council may choose to:

1. Approve the purchase of two Getac computers for \$6,243.82;
2. Approve the purchase of two Getac computers for \$6,243.82 with noted changes/as amended;
3. Deny the purchase of two Getac computers for \$6,243.82.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve the purchase of two Getac computers for \$6,243.82.

Next Step:

Purchase and replace two of our Getac squad computers.



410 Central Ave
Butner NC 27509
United States
919 575 4600
<http://www.satstar.com>

Quote #	2140
Quote Date	03/21/2022
Expires	04/20/2022
Sales Rep	Grout, Roger E
Terms	Net 30

Bill To

Accounts Payable
Osseo Police Department
415 Central Ave
Osseo MN 55369
United States

Ship To

Todd Kintzi
Osseo Police Department
415 Central Ave
Osseo MN 55369
United States

Item	Quantity	Description	Price/Unit	Tax	Total
AM2OT4QAXBXX	2	A140 G2 - Intel Core i5-10210U Processor, W/ Webcam, Microsoft Windows 10 Pro x64 with 16GB RAM, 256GB PCIe SSD, Sunlight Readable (Full HD IPS + Touchscreen + Stylus), US Power Cord, WIFI + BT + GPS / Glonass + 4G LTE (EM7511) + Passthrough, LAN, Smart Card reader, 3 Year Warranty B2B	3,109.41	Yes	6,218.82
SHIPPING	1	Shipping Charge	25.00	Yes	25.00

Total \$6,243.82

Shipping charges and sales tax shown are estimated. Your final costs may be higher or lower, based on shipment method(s) and delivery location(s).

Please send in Sales Tax Exemption Certificate with Purchase Order, if exempt.

Due to increasing fees charged by banks for credit card transactions, credit card orders may be subject to a 4% administrative processing fee.

Installation, if required, will be invoiced separately from equipment.



City of Osseo City Council Meeting Item

Agenda Item: Purchase 100KW Portable Generator

Meeting Date: April 11, 2022

Prepared by: Nick Waldbillig, Public Works Director

Attachments: Generator Photos
Generator Quote

Policy Consideration:

Consider the purchase of a 100KW Portable Generator to provide emergency power to operate the Osseo Sanitary Lift Stations.

Background:

Gravity allows sewage to flow from homes and buildings through a series of pipes to one of the city's three sanitary sewer lift stations. At that point, the sewage is then pumped/lifted up to a point where it can continue to flow by gravity. All city sewage is pumped by the main lift station, Lift Station 1, including the sewage coming out of Lift Stations 2 and 3. The sewage leaving the main lift station is pumped by force main to the Met Council sanitary sewer connection.

In the event of a power outage, a generator is necessary to keep the lift stations running properly and sewage flowing. If the City was not able to do this, sewage would quickly back up into many homes and buildings. The lowest homes and buildings would essentially act as sewage reservoirs.

As part of the current lift station project, SCADA was added to quickly alert Staff in the event there was a failure at one of the three lift stations. Emergency power connections were also upgraded at all three lift stations to ensure generators could be easily connected.

The City currently owns a trailer mounted generator to power and operate the sanitary lift stations, but the year of the machine is not recognizable to staff or the representative from Ziegler Cat, it is believed to be 50+ years old. This generator is unfortunately only set up to provide emergency power to the two smaller lift stations, not to the main lift station. The reason for this is somewhat complicated, but it has to do with the electrical phasing provided by Xcel Energy in these three areas of the City and the type of pumps that were needed for the lift station upgrades.

Staff looked into making transformer changes at the main lift station to accommodate using the old generator. This was not overly expensive, however, it would have also required a \$10,000 change order to the current lift station contract to install everything on the outside of the building. The old generator would have also needed some extensive repairs to make certain it was brought up to standards, both from a functional and safety perspective. One other negative about using the old generator is that all the transformer and temporary accommodations at the main

lift station for using the old generator would likely be torn out and discarded in the future when a new portable generator was purchased.

After concluding that it didn't make any sense to try and use the old generator as a long-term solution for emergency power, Staff began having discussions with a local CAT generator supplier. Staff discovered that most new generators are built with the flexibility to power all three of the City's lift stations without the need to make transformer or special connections at the main lift station. All three lift stations could simply just have an outside plug-in connection.

As a part of the discussions with the CAT generator vendor, Staff became aware that the vendor could acquire a very nice used 2020 Cat generator with low hours on it. This generator is equipped just like a new one and could be obtained within two weeks. The price of this generator is \$99,500. New generators take well over a year to get after the order is placed and are much more expensive.

Staff is recommending purchasing this used CAT generator now for the following reasons:

- There is currently \$50,000 in the 2022 CIP for an emergency generator purchase.
- The City can save approximately \$15,000 on the current lift station project by purchasing this used generator now.
- Delivery of the used generator would be approximately 2 weeks.
- The used generator comes with a 2-year bumper to bumper warranty.
- There would be approximately a \$10,000 savings in not upgrading the old generator.
- The CAT vendor is providing a trade-in value for the old generator in an as-is condition.
- There would likely be a future cost savings if the potential transformer and temporary connections at the main lift station were installed now in order to use the city's old generator, and then needed to be removed if and when the City bought a new generator in the future.
- Additional benefits of a newer generator:
 - More versatile. Can be used for City events requiring normal power
 - Food trucks could be powered by this used generator

Budget or Other Considerations:

This purchase is a part of the 2022 CIP budget.

City Goals Met By This Action:

Continue to give Staff the necessary tools to do their jobs effectively and efficiently, and potentially save sewage back up disasters from occurring.

Options:

The City Council may choose to:

1. Approve Purchase of 100KW Portable Generator in the amount of \$93,500;
2. Approve Purchase of 100KW Portable Generator in the amount of \$93,500 with noted changes/as amended;
3. Deny Purchase of 100KW Portable Generator in the amount of \$93,500;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve Purchase of 100KW Portable Generator in the amount of \$93,500.

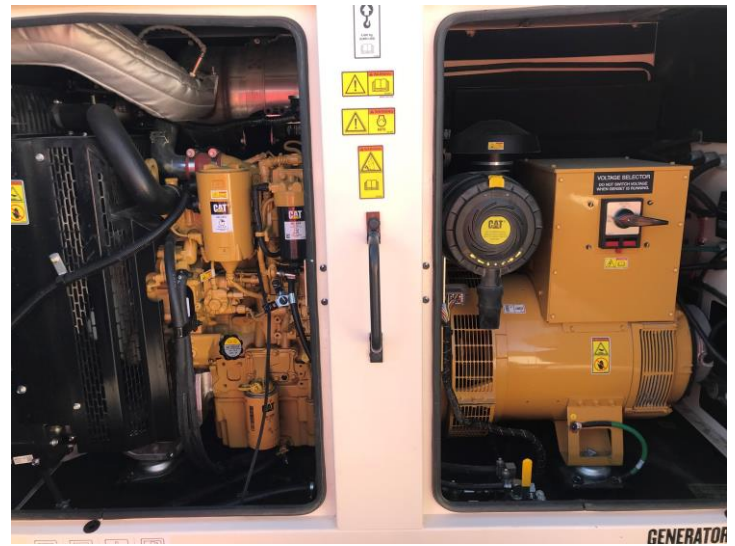
Next Step:

Sign Purchase agreement with Ziegler Cat in the amount of \$93,500.

Current Generator



New Generator (Outside and inside)



Date: April 7, 2022

Proposal by

ZIEGLER
Power Systems



Proposal No. EPG31082251SW2

8050 County Road 101 East
Shakopee, MN 55379
952-233-4349

To: City of Osseo
415 Central Ave
Osseo, MN 55369

Re: SOURCEWELL CONTRACT #120617-CAT

“Sourcewell Member ID# 166506”

WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS, TERMS AND CONDITIONS

QUANTITY: One (1) 2020 CATERPILLAR diesel powered generator set, mounted in outdoor
Insulated/Sound attenuated enclosure. Color – CAT White

MODEL: XQ125

HOURS: 2,500 hours since new

RATING: 110kW – Stand By Rating

VOLTAGE: Selectable 480/277V 3PH, 120/240V 1PH, 120/208V 3PH

BREAKERS: (1) 400A with 12V DC shunt trip wired to selector switch (208 Volt 3 Phase)
(1) 400A with 12V DC shunt trip wired to selector switch (240 Volt 1 Phase)

FUEL TANK: UL listed 150 gallon sub base fuel tank, 24 hour capacity

TRAILER: Dual axle trailer with electric brakes; LED lighting; Pintle hitch

WARRANTY: Two (2) years, 2000 hours

OTHER: Onsite commissioning and training included By Ziegler CAT

GENERATOR PRICE: \$ 98,500 .00*
LESS TRADE IN CREDIT: (\$ 5,000.00*)

TOTAL PURCHASE PRICE: \$ 93,500 .00*

*** Prices do not include applicable state, local, and/or motor vehicle taxes.**

APPROXIMATE SHIPPING: 2-3 weeks from approval

F.O.B. Delivered to Osseo, MN

TERMS: Net 20 days

THIS PROPOSAL SUBJECT TO ALL PROVISIONS OF THE CONTRACT AND WARRANTY ON REVERSE SIDE

ACCEPTED:

Respectfully submitted,
ZIEGLER INC.

By: *Logan Cameron*

Logan Cameron, Sales Engineer

By:

Subject to approval by

APPROVED:

ZIEGLER INC.

Date:

By:

BILL OF MATERIAL

EPG31082251SW2

- 1 -

CATERPILLAR XQ125BM TIER 4 FINAL (100KW PRIME RATED)

XQ125 RENTAL P.K.G

100 ekW Prime, 110 ekW Standby.

125kVA Prime, 137kVA Standby

C4.4 Engine

Governor = Isochronous Electronic

Aspiration = ATAAC.

AIR INLET SYSTEM

Air cleaner:

- Single medium duty element.
 - Dust cup and service indicator.
- ATAAC.

CHARGING SYSTEM

Charging alternator - 12V with integral regulator.

Belt guards.

CONTROL PANELS

EMCP 4 controls including:

- Run / Auto / Stop Control
- Speed Adjust
- Voltage Adjust
- Engine Cycle Crank
- Emergency stop pushbutton

EMCP 4.2B controller features:

- 24-volt DC operation
- Environmental sealed front face
- Text alarm/event descriptions
- True RMS AC metering, 3-phase, ±1% accuracy

Digital indication for:

- RPM
- DC volts
- Operating hours
- Oil pressure (psi, kPa or bar)
- Coolant temperature
- Volts (L-L & L-N), frequency (Hz)
- Amps (per phase & average)
- Power Factor (per phase & average)
- kW (per phase, average & percent)
- kVA (per phase, average & percent)
- kVAr (per phase, average & percent)
- kW-hr (total)
- kVAr-hr (total)

Warning/shutdown with common LED indication of shutdowns for:

- Low oil pressure
- High coolant temperature
- Emergency stop
- Failure to start (over-crank)

BILL OF MATERIAL

EPG31082251SW2

- 2 -

CONTROL PANELS (CONT.)

Programmable protective relaying functions:

- Generator phase sequence
- Over/Under voltage (27/59)
- Over/Under Frequency (81 o/u)
- Reverse Power (kW) (32)
- Reverse Reactive Power (kVAr) (32RV)

Communications

- Customer data link (Modbus RTU)
- Accessory module data link
- Serial annunciator module data link
- 6 programmable digital inputs
- 4 programmable relay outputs (Form A)
- 2 programmable relay outputs (Form C)
- 2 programmable digital outputs

Compatible with the following optional modules:

- Digital I/O module
- Local Annunciator
- Remote CAN annunciator
- Remote serial annunciator
- RTD module
- Thermocouple module

New features on EMCP 4.2B:

- PLC
- Default screen
- Custom display screens
- Trip kWh and kVArh meters
- Source of event in event log for easier fault finding
- Automatic Mains Failure logic (AMF/Transfer switch control)
- Load Histogram(see how much time the set us run under or overloaded)

COOLING SYSTEM

Radiator package mounted; ambient capability 43Deg C

50% Coolant antifreeze with corrosion inhibitor

Drain lines; exterior.

Blower fan drive and fan guard (w/vertical discharge through enclosure)

Coolant level reservoir / sight gauge

Cooling drain line with valve

DISTRIBUTION PANEL

NEMA 1 steel enclosure with hinged lockable door

Power connection - ground

Separate control and load sections

Hinged load cover door with window that must be closed for main circuit breaker operation

CB; 400A with 12V DC shunt trip wired to selector switch (208 Volt 3 Phase)

CB; 400A with 12V DC shunt trip wired to selector switch (240 Volt 1 Phase)

Two 120 volt, 20 amp duplex receptacles with GFI

Two-wire start/stop connection terminals

BILL OF MATERIAL

EPG31082251SW2

- 3 -

ENCLOSURE

Rust resistant steel
Black stainless steel Pad-lockable latches on all doors.
Zinc die cast hinges/grab handles.
Doorkeepers on all doors.
Modular panel construction.
Single point lifting.
Sound attenuation

EXHAUST SYSTEM

Integral with flexible connector

FUEL SYSTEM

Fuel filter - replaceable element
3-way fuel valves - for external tank connection
UL142 Dual wall fuel tank base with 24-hour run time capacity at 75% of prime rating
Fuel priming pump
Fuel/water separator

GENERATORS AND GENERATOR ATTACHMENTS

Self-excited generator
Integrated Voltage Regulator (IVR)
Permanent magnetic generator (PMG)
Coastal insulation protection

INSTRUMENTATION

CAT CONNECT

Product link generation for fleet management and asset tracking
Cellular PLG641

LUBE SYSTEM

Oil cooler
Lubricating oil
Crankcase breather with collection assembly.
Oil filter (spin-on) and dipstick
Oil drain line plumbed to exterior with valve

MOUNTING SYSTEM

Generator set; soft mounted to base to reduce vibration and noise
Base contains bund to capture 110% of all fluids

STARTING SYSTEM

Battery rack and cables installed on base
Single electric starting motor; 12 volt
Single 12V Battery (Cat brand maintenance free)
Glow plugs fitted on engine
120V Engine block heater

BILL OF MATERIAL

EPG31082251SW2

- 4 -

GENERAL

Paint:

- CAT Yellow on engine and generator
 - Black on base, lift arch and radiator
 - CAT White on enclosure
-

PROJECT MANAGEMENT SERVICES

Submittal drawings

- { Dimensional drawings
- { Electrical schematics
- { Product specifications

Prototype testing/Production testing

- { Operation and maintenance manual, Engine, Generator

Platinum Level Warranty – Two (2) years, 2000 hours

Delivery to jobsite by Ziegler CAT

Onsite commissioning and training session for owner personnel

COMMENTS AND CLARIFICATIONS

Initial fuel fill not included

Prices do not include applicable state, local, and/or motor vehicle taxes (6.50%)

Units are subject to availability at time of order

Existing cables/plugs are provided by the City, Ziegler will wire to the appropriate circuit breaker

Unit will be serviced and tested prior to delivery

Unit is not capable of 120/240V 3PH Delta High Leg voltage output

NOTES

Ziegler limits the scope of supply for this quotation to the equipment and services listed.

Equipment not listed is assumed to be provided by others.

Ziegler cannot provide air emission permits for customers. We will provide emission information on the Caterpillar engine to the owner to aid in the permitting process.

Orders are subject to re-stocking charges if cancelled after release for production.

State and local permits for fire, air, fuel tanks or building permits are not included and provided by others.

Stock units are subject to availability at time of order.

Quote valid for 30 days



Agenda Item: 2022 House Demolition Project – Boerboom Park

Meeting Date: April 11, 2022

Prepared By: Lee Gustafson, City Engineer

Attachments: Resolution, Plans and Specifications

Policy Consideration:

Request to approve the following:

1. Attached resolution approving plans and specifications and authorizing the advertisement for bids

Background:

The Boerboom Park master plan calls for the eventual removal of the four homes on the east side of that block. That area would then be incorporated into the park through a park renovation plan.

The City of Osseo owns all four of these homes. The two homes closest to the park, 17 4th Street NE and 16 5th Street NE have become in disrepair and should be torn down. Small animals are finding their way into one home, and as such, it does not pay to spend money to fix either of these homes.

The other two homes on the far east side of the block are in good repair and are currently being rented out.

WSB has previously completed destructive pre-demolition asbestos and regulated materials assessments for both properties. This work was needed to understand what materials would be encountered during demolition. Plans and specifications have been prepared and the next step is to obtain bids.

Schedule:

If Council concurs with staff's recommendation, staff would anticipate the following project schedule:

- Approve plans and specs, authorize bids.....April 11, 2022
- Award bids/quotes.....May 9, 2022
- Begin demolition.....approx. May 23, 2022
- Project completion..... June 15, 2022

Previous Action or Discussion:

On March 28, 2022, Council authorized preparation of plans and specifications.

Budget or Other Considerations:

Costs for this project would be funded from the Park - CIP fund.

Recommendation/Action Requested:

The City Council may choose to:

1. Adopt the attached resolution approving plans and specifications and authorizing the advertisement for bids for the 2022 House Demolition Project;
2. Adopt the attached resolution approving plans and specifications and authorizing the advertisement for bids for the 2022 House Demolition Project; 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): Adopt the attached resolution approving plans and specifications and authorizing the advertisement for bids for the 2022 House Demolition Project.

Next Step:

Obtain bids.

BID DOCUMENTS AND SPECIFICATIONS
April 20, 2022

<u>Description:</u>	2022 House Demolition Project Boerboom Veterans Park Expansion Osseo, Minnesota WSB Project No. 020164-000
<u>Bid Deadline:</u>	May 6, 2022 at 10:30 AM City of Osseo Attn: Joe Amerman Community Management Coordinator 415 Central Avenue Osseo, MN 55369 Electronic Submittal: jamerman@ci.osseo.mn.us
<u>Project Location:</u>	Residential Properties 17 4 th Street Northeast Osseo, MN 55369 And 16 5 th Street Northeast Osseo, MN 55369
<u>Pre-Bid Walk:</u>	April 27, 2022 at 9 AM – Optional, meet at Site
<u>Project Award:</u>	May 9, 2022 – Osseo City Council Meeting
<u>Preconstruction Meeting:</u>	Date to Be Determined
<u>Final Project Completion:</u>	June 15, 2022

The Site is developed by two residential properties comprised of a two-story dwelling with a basement, an attached garage, and a detached shed (17 4th Street Northeast) and a single story dwelling with a basement and a detached garage. All dwellings are currently vacant and owned by the City of Osseo (City). A general project scope of work summary is as follows:

Abatement & Demolition Project

- Securing/obtaining all permits (City, County, MPCA, MDH, etc.) required for demolition of the buildings. The City demolition permit fee will be waived.
- Disconnection of all utilities and capping of the water and sanitary sewer utility lines at the property line/curb.
- Removing identified asbestos and regulated/hazardous materials as specified in the Asbestos and Regulated Materials Assessment Reports.
- Removing miscellaneous solid waste (if present) in the building and/or on exterior areas.
- Schedule a pre-demolition inspection with Hennepin County.
- Demolition and removal of all buildings, structures, foundation, footings, concrete slabs, and concrete/asphalt driveways.
- Backfill basements and other excavated areas with clean material, finish grading, applying 4-inches of topsoil, hydro seeding, and implementation of erosion/sediment controls.
- Submitting notifications, permits, waste removal, disposal, topsoil and restoration documentation to WSB's Project Manager.

1. **INSTRUCTIONS TO BIDDERS**

All bidders shall examine all documents and shall visit the Site to observe existing conditions under which the work is to be performed. They shall record their own investigations relative to the structure of the grounds, existing building, obstacles that may be encountered and any other relevant matters which may affect the work or bid.

No special conditions or contingencies shall be added to the Bid Form by a bidder. Bids shall be signed by the individual if submitted by a sole owner, and all co-partners if submitted by a partnership. Bids submitted by corporations shall state the correct corporate name and the state of incorporation, with the signature of an officer of the corporation authorized to bind the corporation to a contract.

The Bidder shall provide a brief statement of qualifications of his/her demolition experience related to commercial and/or residential properties. The City shall have the right to take such steps, as it deems necessary, to determine the ability of the Contractor to perform the work.

All bids must be accompanied by a bond, cashier's check or certified check in an amount equal to five percent (5%) of the amount of the bid, payable to the City of Osseo as a guarantee of prompt execution of the contract, in accordance with the Bid Documents and Specifications. In the event the successful bidder does not enter into a contract, his/her bond or check will be forfeited to the owner in full amount as liquidated damages. Bids may not be withdrawn within ten (10) days after the scheduled bid deadline without the consent of the City.

Bids shall be submitted in an opaque sealed envelope with the words "**BID – DO NOT OPEN**" and the Contractor's name and address. Bids should be mailed or delivered to the following address:

**City of Osseo
Joe Amerman, Community Management Coordinator
415 Central Avenue
Osseo, MN 55369**

Or

**Submitted electronically to:
Joe Amerman at: jamerman@ci.osseo.mn.us**

The City reserves the right to accept or reject any or all bids and to waive any informalities or irregularities in the bids.

CONTRACTOR REQUIREMENTS AND DEMOLITION PROCEDURES

A. General Conditions

1. This write-up identifies demolition work to be performed at the Site.
2. All bids must be received by **10:30 AM on May 6, 2022.**
3. The basis of award of the Contract will be on the Total Project Bid. The City reserves the right to reject any or all bids.
4. It is anticipated that the lowest responsible bidder will be awarded the project on **May 9, 2022** (City Council Meeting).
5. The final completion date for the project shall be **June 15, 2022.** Final completion is defined per the conditions of this document and the contract.
6. After a "Proceed to Work Order" has been issued, any changes must be in writing and approved by the City.
7. All work completed shall be done in accordance with state and local code requirements, and necessary permits (City, MPCA, MDH, etc.) must be secured at the Contractor's expense. The City will waive the demolition permit fee.
8. Bidding Contractors shall have and maintain and provide proof of insurance requirements as stated in the contract for the period of demolition.
9. A final job contract shall be made between the City and the Contractor in conjunction with the Contractor's bid. The eventual contract shall include provisions for work completion dates, federal contract provisions, and final job payment.
10. No trees are to be removed during demolition. The Contractor shall remove any damaged trees from the Site should one be seriously damaged with no additional compensation.
11. The Contractor shall avoid damaging sidewalks, streets, trails, curbs, pavements, utilities, structures or any other property (except which is to be removed) either on or adjacent to the Site. The Contractor shall repair at his/her own expense any damage caused by their operations.
12. The Contractor shall provide necessary sidewalk closure, barricades, and fencing at the demolition Site during demolition as necessary to ensure safe conditions. This requirement will apply continuously and will not be limited to normal working hours.

B. Demolition and Site Clearance

1. Remove from Site all buildings and structures including but not limited to roof, walls, floors, mechanical systems, foundation walls, footings, and basement slabs.
2. Remove the asphalt and concrete driveways from the Site, which should extend to but will not include the city sidewalk or the apron. No portions of the asphalt or concrete driveways shall remain following project completion.
3. Haul away any other items on the Site including debris, solid waste, landscaping materials, tree limbs, etc.
4. Remove from Site all retaining walls, concrete slabs, cement steps, and parking asphalt (if present).
5. Backfill and complete final excavation as follows:
 - a. Fill basements, footings, and foundation area to level with current ground surface on Site.
 - b. Fill shall be compacted to a minimum of 95% of Standard Proctor Density, or 98% if within three feet (3') of subgrade.
 - c. Demolition rubble is not permitted in the backfill.
 - d. Grade Site to match Site contours and prevent ponding of water.
 - e. The site shall be top dressed in black topsoil to a minimum depth of four inches (4"), and hydro mulch grass seeded in accordance with MnDOT Specification 2575.
 - f. Erosion control materials or methods shall be employed on all areas with slope. The Contractor shall be responsible for repairing washed out or eroded areas until turf cover is established.
6. If any fuel oil tanks are present in the building, the Contractor will be responsible for removal and disposal according to state and local requirements.

7. If undocumented water wells or tanks are discovered, please contact Jeff Rice (612-916-7067) with WSB's Environmental Group immediately.
8. The Contractor will be responsible for disconnecting the water and sanitary sewer connections at the curb. The Contractor will also be responsible for permanently capping the water and sanitary sewer lines in accordance with all regulations and ordinances of the City of Osseo. The electricity and natural gas utilities will need to be disconnected at the Site.
9. Prior to conducting demolition, a demolition permit will be required from the City. The City demolition permit fee will be waived.
10. The Contractor will be responsible for the maintenance and the condition of adjacent structures affected by the demolition operations and will be responsible for all damage incurred there from building removal.
11. The razing of buildings or structures as required under the terms set forth in this Contract shall be performed in a coordinated and safe manner as herein provided and particularly:
 - a. No combustible debris shall be thrown, stored, or burned on adjacent parcels, sidewalks, streets, or alleys. Debris created from wrecking at the Site must be disposed of as demolition waste as removal work proceeds.
 - b. Dropping of brick, stone, or concrete walls, or other materials on adjacent property, sidewalks, streets, or alleys is forbidden. All wrecking operations, storing, or processing of debris outside the boundaries of the properties covered by this Contract is forbidden.
 - c. No existing wall or partially demolished wall a height of eight feet (8') or more, without adequate lateral support of any width or length, shall remain standing after working hours.
 - d. Workers shall not be allowed to work below a piece of operating equipment.
 - e. Where excavations must be left temporarily, they shall be left in such a manner to avoid hazard to persons or property. The grade adjacent to foundation walls shall be sloped gradually in order that there shall be no sharp drop to the level of the basement hole, or where the adjacent grade cannot be sloped, open holes and foundations shall be protected by fences and barricades.
 - f. The use of explosives in the performance of the work under this Contract is prohibited.
 - g. The Contractor is to provide protective fencing around the perimeter of partially demolished structures left temporarily, overnight, or for an extended period.
12. The operations of the Contractor shall be done in such a manner as to avoid fires and other hazards to persons and property, and interference with the use of other buildings or interruption of free passage to and from such buildings. Upon completion of the work at the building, and until time of final acceptance, the Contractor shall maintain the premises. The cleaning up of the premises shall include the removal and disposal of any rubbish, refuse, or other trash or materials lying within the parcel boundaries, whether or not such conditions have resulted from operations under this Contract.
13. The Contractor is required to furnish a flagman for any vehicular or equipment movement entering or leaving the Site. Such a flagman will be required to properly direct pedestrian and vehicular traffic on City streets and alleys, and to provide safe and satisfactory access or egress to the Site.
14. The Contractor will be required to maintain a source of water and fire hose to adequately dampen and water down the structures as the demolition operations proceed. Under no circumstances will dust and debris be allowed to blow or scatter from the demolition areas as a result of the Contractor's operation. The Contractor shall provide a water source and City hydrants will not be available for use. Strict compliance will be required to reduce the generation of dust.
15. All barricades and fencing must be kept free of advertising, marketing materials, miscellaneous billboards, and/or other hazardous conditions.
16. Before starting demolition work, the Contractor will be required to present his/her *Plan of Operations* for the wrecking of the building for review by the City. The Contractor will be advised upon the award of the Contract of the time and the place of the meeting. At this time, the Contractor will be asked to outline the significant steps, dates, schedules, and concurrence of the City. Such concurrence of this procedure shall not be construed to be an approval, control, or direction of the method of wrecking.
17. No portion of the foundation will be allowed to remain on-Site and/or buried.
18. Upon Contract award, the Contractor will have salvage rights to the materials present at the Site.

C. Asbestos and Hazardous Materials

Asbestos and Regulated Materials Assessments (Surveys) have been completed for the two residential properties (16 5th Street Northwest and 17 4th Street Northeast). The two Survey reports, which have been provided as **Attachments 1** and **2**, identify wastes that have been determined by both the United States Environmental Protection Agency (USEPA) and the Minnesota Pollution Control Agency (MPCA) to be a risk to human health and the environment if removed and disposed improperly. Special wastes and hazardous materials identified by the Surveys include:

1. Asbestos Containing Material (ACM); and
2. Other regulated or hazardous materials.

These materials require recycling, special disposal, and/or special handling prior to demolition.

Lead paint or lead-containing coatings may be present at the Site. The Occupational Safety and Health Administration (OSHA) regulate demolition and other activities which can potentially expose workers to lead paint or lead-containing coatings. The OSHA standards apply to all paint and other coatings containing lead in any detectable concentration. These standards, including exposure monitoring, will apply to any employees conducting work activities at sites that will impact the paint. It is the contractor's responsibility to communicate the presence of lead in paint to any person who may impact it.

All ACM removal activities shall be completed in accordance with MPCA, Minnesota Department of Health (MDH), and Minnesota Occupational Safety and Health Administration (MNOSHA) regulations and guidelines. All asbestos removal activities shall be completed by Minnesota licensed abatement contractors using Minnesota certified Workers and Supervisors. Where required, the Contractor will notify the MPCA and MDH prior to removal activities. A copy of all notifications must be provided to WSB's Project Manager prior to removal of regulated and hazardous materials.

All asbestos and other wastes shall be transported in accordance to U.S. Department of Transportation (USDOT) regulations. Records of transportation and disposal shall be provided to WSB's Project Manager within forty-five (45) days of disposal/recycling.

The following demolition documentation (if applicable) shall be submitted to WSB's Project Manager for documentation purposes:

- MPCA Demolition Notification
- City Demolition Permit
- Asbestos Abatement and Disposal
- Regulated Materials Removal, Disposal, and/or Recycle
- Demolition Debris Removal, Disposal, and/or Recycle
- Household Solid Waste Removal, Disposal, and/or Recycle
- Backfill Material Import Source
- Seeding and Erosion Control

D. Closing Items

The City requests the cost for the asbestos and regulated waste be separated from the demolition costs on the Bid for Abatement and Demolition form (included as **Attachment 3**).

Upon project award, a signed Independent Contractor Agreement must be in place prior to completing any demolition activities. All Responsible Contractor Requirements must be met if the total project bid exceeds \$50,000 per Minnesota statute.

Attachments

- 1 – Asbestos and Regulated Materials Assessment (17 4th Street Northeast)
- 2 – Asbestos and Regulated Materials Assessment (16 5th Street Northwest)
- 3 – Bid form for Abatement & Demolition
- 4 – Independent Contractor Agreement

Attachment 1
Asbestos and Regulated Materials Survey (17
4th Street Northeast)

Attachment 2
Asbestos and Regulated Materials Survey (16
5th Street Northeast)

Attachment 3
Bid for Abatement & Demolition

Attachment 4
Independent Contractor Agreement

Resolution No. 2022-xx

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE
ADVERTISEMENT FOR BIDS FOR THE 2022 HOUSE DEMOLITION PROJECT**

WHEREAS, pursuant to City Council authorization on March 28, 2022, the city engineer has prepared plans and specifications for the 2022 House Demolition Project and has presented such plans and specifications to the council for approval.

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

1. The plans and specifications, copies of which are on file at city hall, are hereby accepted upon recommendation of the city engineer.
2. The city engineer is hereby authorized to solicit bids in accordance with such approved plans and specs.



City of Osseo City Council Meeting Item

Agenda Item: Citizen Appointments

Meeting Date: April 11, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: Letters of Interest
Resolution

Background:

At the meeting on March 14, 2022, the Council accepted the resignation of EDA member Sherry Murdock; the term expires 12/31/2025. The vacancy was included in the last two council meeting announcements. EDA member Alicia Vickerman submitted a letter of resignation on April 11, 2022; the term expires 12/31/2026. There are also two vacancies on the Historical Preservation Committee.

Discussion:

Staff has attached Letters of Interest for this appointment and a resolution that indicates where appointments are needed. We thank our volunteers for their interest in serving the City of Osseo.

Letters of Interest from:	Ashlee Mueller	for	Economic Development Authority
	Kenny Nelson	for	Economic Development Authority

City Goals Met by This Action:

Increase communication with citizens and encourage citizen engagement.

Options:

The City Council may choose to:

1. Adopt a resolution appointing citizen(s) to the Economic Development Authority;
2. Table for additional information;
3. Continue posting available position.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Adopt a resolution appointing citizen(s) to the Economic Development Authority.

From: Ashlee Mueller < >
Sent: Friday, March 25, 2022 10:15 AM
To: Duane Poppe <DPoppe@ci.osseo.mn.us>; Riley Grams <RGrams@ci.osseo.mn.us>
Subject: EDA opening

Mayor Poppe and Mr Grams,

I would like to be considered for the opening seat on the EDA. My continued interest and passion for the city of Osseo pushes me to grow in a volunteer capacity. With my professional background in business development and tourism, I believe the EDA is a great fit for me.

I appreciate your time.

Thank you,
Ashlee Mueller

--
In service,
Ashlee Mueller

Katrina Jones

From: Kenny Nelson < >
Sent: Wednesday, March 16, 2022 1:32 PM
To: CityHall
Subject: Would be happy to serve on the EDA

Hello Mr Mayor and city Council, I Kenny Nelson would be happy to serve on the EDA. I believe that I have some different and unique, valuable insights that could be helpful EDA.

Thank you for your consideration,

Kenny Nelson

Sent from my iPhone

Resolution No. 2022-xx

RESOLUTION ADOPTING 2022 CITIZEN APPOINTMENTS

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

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

Citizen Appointments

Economic Development Authority (six-year terms) *(two vacancies)*

(term expires 12/31/2025)

(term expires 12/31/2026)

Historical Preservation Commission (three-year terms)

(two vacancies)

CITY OF OSSEO

CASH BALANCE SUMMARY FOR COUNCIL

Begin	Receipts	Disbursements	JE	JE Payroll	Transfers	Balance No Invest	Fund
\$1,265,209.95	\$132,687.77	\$546,114.13	\$0.00	-\$69,743.76	\$0.00	\$782,039.83	101 GENERAL FUND
\$323,982.81	\$41,636.66	\$6,704.59	\$0.00	\$0.00	\$0.00	\$358,914.88	110 CIP EQUIPMENT
\$11,492.06	\$1,305.00	\$2,303.01	\$0.00	\$0.00	\$0.00	\$10,494.05	115 POLICE DONATIONS/EXPENSES
\$17,308.15	\$0.00	\$565.00	\$0.00	\$0.00	\$0.00	\$16,743.15	116 POLICE FORFIETURE FUND
\$5,271.43	\$69,083.98	\$2,924.69	\$0.00	\$0.00	\$0.00	\$71,430.72	120 FIRE DONATIONS/EXPENSES
\$1,094,565.62	\$0.00	\$20,706.61	\$0.00	\$0.00	\$0.00	\$1,073,859.01	130 PAVEMENT MANAGEMENT
\$227,728.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$227,728.13	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	\$103.89	\$0.00	\$0.00	\$0.00	\$961.03	204 TROLLEY
\$131,544.56	\$7,140.00	\$1,362.92	\$0.00	-\$192.74	\$0.00	\$137,128.90	205 PARK DEDICATION
\$101,949.96	\$0.00	\$36,599.00	\$0.00	\$0.00	\$0.00	\$65,350.96	230 COVID19 AID
\$37,190.83	\$6,733.07	\$241.34	\$0.00	\$0.00	\$0.00	\$43,682.56	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	\$474.90	\$0.00	\$0.00	\$0.00	-\$4,632.68	250 COMMUNITY FUND
\$349.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$349.69	252 FIREARMS SAFETY
\$11,635.45	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,635.45	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	\$178.09	\$0.00	\$0.00	\$0.00	\$4,056.60	257 FARMERS MARKET
\$11,632.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,632.61	260 HERITAGE PRESERVATION
\$114,734.25	\$0.00	\$35,550.00	\$0.00	\$0.00	\$0.00	\$79,184.25	301 2014A Street/Utility (500,000)
\$221,371.98	\$0.00	\$169,525.00	\$0.00	\$0.00	\$0.00	\$51,846.98	305 BONDS 2015 STR IMPROVE
\$244,170.14	\$7,888.85	\$91,331.25	\$0.00	\$0.00	\$0.00	\$160,727.74	306 BONDS 2016 STR IMPROVE (19349)
\$228,757.89	\$245.08	\$0.00	\$0.00	\$0.00	\$0.00	\$229,002.97	307 BONDS 2016 STR IMPROVE (19421)
\$119,014.69	\$153.17	\$60,200.00	\$0.00	\$0.00	\$0.00	\$58,967.86	308 BONDS 2017 STR IMPROVE (19644)
\$108,762.55	\$0.00	\$55,781.88	\$0.00	\$0.00	\$0.00	\$52,980.67	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
\$14,734.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,734.57	312 BONDS 2019 ALLEY IMPROVE
\$173,900.45	\$0.00	\$53,075.00	\$0.00	\$0.00	\$0.00	\$120,825.45	313 BOND 2020 STREET PROJECT
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	325 BONDS 2003C REFUNDING (12358)
\$301,768.78	\$30,413.79	\$281,225.00	\$0.00	\$0.00	\$0.00	\$50,957.57	365 BONDS 2009 CENTRAL AVE (17720-
\$81,319.62	\$972.22	\$32,737.50	\$0.00	\$0.00	\$0.00	\$49,554.34	371 BONDS 2012A STR IMPROVE
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	375 BONDS 2007A JEFFERSON HWY
\$193,431.22	\$342.59	\$193,230.00	\$0.00	\$0.00	\$0.00	\$543.81	380 BONDS 2010A REFUNDING

Begin	Receipts	Disbursements	JE	JE Payroll	Transfers	Balance No Invest	Fund
\$0.00	\$0.00	\$172,868.75	\$0.00	\$0.00	\$0.00	-\$172,868.75	385 BONDS 2011A TIF
\$122,160.70	\$0.00	\$66,912.50	\$0.00	\$0.00	\$0.00	\$55,248.20	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	\$39,828.61	\$0.00	\$0.00	\$0.00	-\$84,807.36	412 2022 Alley Project
\$1,854,553.85	\$169,506.59	\$124,425.56	\$0.00	-\$15,450.70	\$0.00	\$1,884,184.18	601 WATER FUND
\$1,803,641.86	\$55,926.21	\$612,793.60	\$0.00	-\$15,450.65	\$0.00	\$1,231,323.82	602 SEWER FUND
\$703,820.42	\$50,427.21	\$45,293.60	\$0.00	-\$2,515.02	\$0.00	\$706,439.01	604 STORM WATER FUND
\$9,462,432.56	\$611,468.37	\$2,699,468.92	\$0.00	-\$103,352.87	\$0.00	\$7,271,079.14	

CITY OF OSSEO

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Payments

Current Period: APRIL 2022

Payments Batch 04-11-22 AP

\$125,714.27

Refer	0 EFTPS	Ck# 002550E 4/6/2022	
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	3/25/22 PAYROLL FIT/FICA WITHHOLDING	\$4,269.36
Invoice	83148329 3/25/2022		
Cash Payment	G 101-21703 FICA WITHHOLDING	3/25/22 PAYROLL FIT/FICA WITHHOLDING	\$5,031.80
Invoice	83148329 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$9,301.16
Refer	0 EMPOWER- MSRS DFC/H CSP	Ck# 002551E 4/6/2022	
Cash Payment	G 101-21705 DEFERRED COMP	3/25/22 PAYROLL DCP CONTRIBUTION	\$375.00
Invoice	983493251 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$375.00
Refer	0 EMPOWER- MSRS DFC/H CSP	Ck# 002552E 4/6/2022	
Cash Payment	G 101-21712 HCSP	3/25/22 PAYROLL HCSP CONTRIBUTION	\$526.60
Invoice	983493752 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$526.60
Refer	0 FURTHER - FORMERLY SELECTAC	Ck# 002553E 4/6/2022	
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	3/25/22 PAYROLL H.S.A. CONTRIBUTIONS	\$1,154.85
Invoice	3/25/22 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$1,154.85
Refer	0 ICMA RETIREMENT CORPORATIO	Ck# 002554E 4/6/2022	
Cash Payment	G 101-21705 DEFERRED COMP	3/25/22 PAYROLL DFC CONTRIBUTION	\$400.00
Invoice	716474 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$400.00
Refer	0 MN DEPT OF REVENUE	Ck# 002555E 4/6/2022	
Cash Payment	G 101-21702 STATE WITHHOLDING	3/25/22 PAYROLL SIT WITHHOLDING	\$2,180.23
Invoice	1-145-626-272 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$2,180.23
Refer	0 PERA	Ck# 002556E 4/6/2022	
Cash Payment	G 101-21704 PERA	3/25/22 PAYROLL PERA CONTRIBUTION	\$10,212.21
Invoice	645601 3/25/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$10,212.21
Refer	0 EFTPS	Ck# 002557E 4/6/2022	
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	4/8/22 PAYROLL FIT/FICA WITHHOLDING	\$4,251.36
Invoice	32716625 4/8/2022		
Cash Payment	G 101-21703 FICA WITHHOLDING	4/8/22 PAYROLL FIT/FICA WITHHOLDING	\$5,318.48
Invoice	32716625 4/8/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$9,569.84
Refer	0 EMPOWER- MSRS DFC/H CSP	Ck# 002558E 4/6/2022	
Cash Payment	G 101-21705 DEFERRED COMP	4/08/22 PAYROLL DCP CONTRIBUTION	\$375.00
Invoice	986437799 4/8/2022		
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total \$375.00
Refer	0 EMPOWER- MSRS DFC/H CSP	Ck# 002559E 4/6/2022	
Cash Payment	G 101-21712 HCSP	4/8/22 PAYROLL HCSP CONTRIBUTION	\$521.40
Invoice	986438843 4/8/2022		

CITY OF OSSEO

Payments

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Current Period: APRIL 2022

Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$521.40
Refer	0 FURTHER - FORMERLY SELECTAC	Ck# 002560E 4/6/2022		
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRI	4/8/22 PAYROLL H.S.A CONTRIBUTIONS		\$1,154.85
Invoice	4/8/22 4/8/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$1,154.85
Refer	0 ICMA RETIREMENT CORPORATIO	Ck# 002561E 4/6/2022		
Cash Payment	G 101-21705 DEFFERED COMP	4/8/22 PAYROLL DFC CONTRIBUTIONS		\$400.00
Invoice	722778 4/8/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$400.00
Refer	0 MN DEPT OF REVENUE	Ck# 002562E 4/6/2022		
Cash Payment	G 101-21702 STATE WITHHOLDING	4/8/22 PAYROLL SIT WITHHOLDING		\$2,187.55
Invoice	0-428-080-800 4/8/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$2,187.55
Refer	0 PERA	Ck# 002563E 4/6/2022		
Cash Payment	G 101-21704 PERA	4/8/22 PAYROLL PERA CONTRIBUTIONS		\$9,998.68
Invoice	647021 4/8/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$9,998.68
Refer	0 REVTRAK	Ck# 002564E 4/6/2022		
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	FEB 2022 MERCHANT FEE		\$49.95
Invoice	FEB 2022 STMT 2/9/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$49.95
Refer	0 AFFORDABLE SANITATION INC	-		
Cash Payment	E 101-42350-211 OPERATIONS	3/1 - 3/15/22 ICE RINK PORTA POTTY RENTAL		\$72.00
Invoice	6408 4/1/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$72.00
Refer	0 BANYON DATA SYSTEMS	-		
Cash Payment	E 101-41550-309 SOFTWARE	UB/REVTRAK MODULE/FUND ACCT SUPPORT		\$710.00
Invoice	162721 3/25/2022			
Cash Payment	E 601-49400-211 OPERATIONS	UB/REVTRAK MODULE/FUND ACCT SUPPORT		\$443.75
Invoice	162721 3/25/2022			
Cash Payment	E 602-49400-211 OPERATIONS	UB/REVTRAK MODULE/FUND ACCT SUPPORT		\$443.75
Invoice	162721 3/25/2022			
Cash Payment	E 604-49400-211 OPERATIONS	UB/REVTRAK MODULE/FUND ACCT SUPPORT		\$177.50
Invoice	162721 3/25/2022			
Transaction Date	4/6/2022	PREMIER CHECKIN 10100	Total	\$1,775.00
Refer	0 CINTAS - UNIFORMS AND RUGS	-		
Cash Payment	E 101-41700-211 OPERATIONS	2/21/22 CH MAT SVC		\$16.80
Invoice	4111206358 2/21/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$16.80
Refer	0 CINTAS - UNIFORMS AND RUGS	-		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	2/21/22 PD MAT SVC		\$6.24
Invoice	4111206388 2/21/2022			

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Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$6.24
Refer	0 CINTAS - UNIFORMS AND RUGS	-		
Cash Payment	E 101-41700-211 OPERATIONS	3/21/22 CH MAT SVC		\$16.80
Invoice	4113941813	3/21/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$16.80
Refer	0 CINTAS - UNIFORMS AND RUGS	-		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	3/21/22 PD MAT SVC		\$6.24
Invoice	4113941833	3/21/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$6.24
Refer	0 CINTAS - UNIFORMS AND RUGS	-		
Cash Payment	E 101-42000-211 OPERATIONS	3/24/22 PW MAT SVC		\$12.06
Invoice	4114383099	3/24/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$12.06
Refer	0 COMCAST - CALIFORNIA	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	APR 2022 CH SVC		\$375.32
Invoice	3/24/22	3/24/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$375.32
Refer	0 COMCAST - CALIFORNIA	-		
Cash Payment	E 101-42000-321 TELECOMMUNICATION	APR 2022 PW SVC		\$183.14
Invoice	MAR 24 22	3/24/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$183.14
Refer	0 COMCAST - CALIFORNIA	-		
Cash Payment	E 101-41700-321 TELECOMMUNICATION	APR 2022 CH SVC		\$20.01
Invoice	3/27/22	3/27/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$20.01
Refer	0 ECM PUBLISHING	-		
Cash Payment	E 412-42000-351 PRINTING/PUBLISHING	ALLEY ASSESSMENT PUBLIC HEARING NOTICE		\$513.88
Invoice	884581	3/31/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$513.88
Refer	0 FINKEN WATER	-		
Cash Payment	E 101-41700-211 OPERATIONS	3/23/22 ADMIN WATER DELIVERY		\$7.95
Invoice	3681TL	3/23/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$7.95
Refer	0 FINKEN WATER	-		
Cash Payment	E 101-41900-201 OFFICE OPERATIONS	3/23/22 PD WATER DELIVERY		\$47.70
Invoice	3682TL	3/23/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$47.70
Refer	0 FINKEN WATER	-		
Cash Payment	E 101-41700-211 OPERATIONS	APR 2022 ADMIN WATER COOLER RENTAL		\$13.00
Invoice	1306859	4/1/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$13.00
Refer	0 FINKEN WATER	-		
Cash Payment	E 101-41900-211 OPERATIONS	APR 2022 PD WATER COOLER RENTAL		\$8.00
Invoice	1306860	4/1/2022		

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Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$8.00
Refer	0 FINKEN WATER	-		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	APR 2022 417 1ST AVE NE WATER SOFTENER RENTAL		\$34.95
Invoice 1306861	4/1/2022			
Cash Payment	G 101-21550 STATE SALES TAX	APR 2022 417 1ST AVE NE WATER SOFTENER RENTAL		\$2.63
Invoice 1306861	4/1/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$37.58
Refer	0 GOPHER STATE ONE CALL, INC.	-		
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	MAR 2022 UTILITY LOCATE SVC		\$20.92
Invoice 2030658	3/31/2022			
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	MAR 2022 UTILITY LOCATE SVC		\$20.93
Invoice 2030658	3/31/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$41.85
Refer	0 GRAINGER	-		
Cash Payment	E 602-49400-211 OPERATIONS	LIFT STATION CLEANING SUPPLIES		\$188.21
Invoice 9262674121	3/30/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$188.21
Refer	0 HENN CO CHIEFS OF POLICE ASS	-		
Cash Payment	E 101-41920-260 EDUCATION/MEETING	REGIONAL RESPONSE TRAINING - 3 FIREFIGHTERS		\$105.00
Invoice 3/30/22	3/30/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$105.00
Refer	0 IGNATYEV, YELENA	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	REFUND COMMUNITY CENTER DEPOSIT 4/2/22		\$250.00
Invoice 4/2/22	4/2/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$250.00
Refer	0 JONES, KATRINA	-		
Cash Payment	E 101-41110-260 EDUCATION/MEETING	MARCH 2022 TRAVEL EXPENSE REIMBURSEMENT		\$142.13
Invoice 03/29/22	3/29/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$142.13
Refer	0 KENNEDY & GRAVEN, CHARTER	-		
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVI	FEB 2022 CIVIL LEGAL SERVICES		\$2,956.91
Invoice 166876 CC	2/28/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$2,956.91
Refer	0 KLOSTER, MELISSA	-		
Cash Payment	E 101-42300-312 PROGRAMMING	MAR 2022 STRENGTH CLASS INSTRUCTION		\$450.00
Invoice 11	3/31/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$450.00
Refer	0 LAW ENFORCE LABOR SERVICE I	-		
Cash Payment	G 101-21708 UNION DUES	APRIL 2022 PD UNION DUES		\$325.00
Invoice 4/1/22	4/1/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$325.00

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Refer	0 LOFFLER - LEASE	-		
Cash Payment	E 101-41110-211 OPERATIONS	Q1/22 ADMIN COPIER USAGE		\$431.46
Invoice	3996650	4/1/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$431.46
Refer	0 HENN CO PROPERTY TAX	-		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	16 5TH ST NE 1ST HALF 2022 PROPERTY TAX		\$1,060.40
Invoice	1811921220129	4/4/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$1,060.40
Refer	0 HENN CO PROPERTY TAX	-		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	17 4TH ST NE 1ST HALF 2022 PROPERTY TAX		\$1,645.71
Invoice	1811921220131	4/4/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$1,645.71
Refer	0 HENN CO PROPERTY TAX	-		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	25 4TH ST NE 2022 PROPERTY TAX		\$3,010.98
Invoice	1811921220133	4/4/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$3,010.98
Refer	0 HENN CO PROPERTY TAX	-		
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	417 1ST AVE NE 2022 PROPERTY TAX		\$3,010.98
Invoice	1811921220142	4/4/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$3,010.98
Refer	0 MACQUEEN EMERGENCY GROUP	-		
Cash Payment	E 120-41920-570 EQUIPMENT	FD MULTI-GAS MONITOR SYSTEM PARTS (PARTIAL ORDER)		\$384.95
Invoice	P02020	3/28/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$384.95
Refer	0 METRO AREA MANAGERS ASSN	-		
Cash Payment	E 101-41110-260 EDUCATION/MEETING	MAR 24 LUNCHEON - R GRAMS		\$25.00
Invoice	1118	3/4/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$25.00
Refer	0 MENARDS-BROOKLYN PARK	-		
Cash Payment	E 601-49400-211 OPERATIONS	PW WATER METER REPAIR PARTS		\$107.67
Invoice	41695	3/29/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$107.67
Refer	0 METRO SALES INC	-		
Cash Payment	E 101-42000-211 OPERATIONS	PW COPIER 2Q22 LEASE FEE & 1Q22 USAGE		\$77.24
Invoice	INV2012444	3/24/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$77.24
Refer	0 METRO WEST INSPECTION SERVI	-		
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	MAR 2022 INSPECTION SVCS & 2020 EXPIRED PERMIT		\$31,089.64
Invoice	3237	3/31/2022		
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$31,089.64
Refer	0 METROPOLITAN COUNCIL	-		

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Cash Payment	E 602-49400-386 SANITARY SEWER SE	MAY 2022 WASTE WATER SERVICES		\$15,500.25
Invoice 1137788	4/5/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$15,500.25
Refer	0 MILLER TRUCKING	-		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	3/7 - 3/8 3 TRUCKS TO HAUL SNOW		\$1,500.00
Invoice 145119	3/8/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$1,500.00
Refer	0 MINUTE MAKER SECRETARIAL	-		
Cash Payment	E 101-41000-307 RECORDING SERVICE	MAR 28 CITY COUNCIL MEETING MINUTES		\$190.50
Invoice M1468	4/1/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$190.50
Refer	0 NAPA-COTTENS OSSEO	-		
Cash Payment	E 101-41920-217 VEHICLE REPAIRS/MAI	FD E11 ANTIFREEZE/COOLANT		\$8.59
Invoice 203074	3/26/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$8.59
Refer	0 NAPA-COTTENS OSSEO	-		
Cash Payment	E 602-49400-211 OPERATIONS	PW SEWER GAS METER BATTERIES		\$11.90
Invoice 203968	3/29/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$11.90
Refer	0 NAPA-COTTENS OSSEO	-		
Cash Payment	E 101-42000-250 SNOW MANAGEMENT	PW JD TRACTOR OIL FILTER		\$7.61
Invoice 206073	4/4/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$7.61
Refer	0 PAUL BAERTSCHI P.A.	-		
Cash Payment	E 101-41500-306 LEGAL SERVICE - PRO	MARCH 2022 PROSECUTION LEGAL SVCS		\$1,200.00
Invoice 4/1/22	4/1/2022			
Cash Payment	E 101-41500-211 OPERATIONS	MARCH 2022 PROSECUTION LEGAL SVCS		\$54.58
Invoice 4/1/22	4/1/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$1,254.58
Refer	0 PRIME ADVERTISING & DESIGN IN	-		
Cash Payment	E 101-41515-309 SOFTWARE	APRIL 2022 WEBSITE HOSTING		\$100.00
Invoice 80671	4/1/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$100.00
Refer	0 QUALITY FLOW SYSTEMS, INC.	-		
Cash Payment	E 602-49400-211 OPERATIONS	MARCH 2022 MAIN LIFT STATION PUMP RENTAL		\$450.00
Invoice 42677	3/31/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$450.00
Refer	0 SIPE BROS. INC.	-		
Cash Payment	E 101-41920-216 FUEL - VEHICLE/EQUIP	3/18 - 3/29 FD & PW FUEL PURCHASES		\$112.96
Invoice 3/31/22 STMT	3/31/2022			
Cash Payment	E 101-42000-216 FUEL - VEHICLE/EQUIP	3/18 - 3/29 FD & PW FUEL PURCHASES		\$276.48
Invoice 3/31/22 STMT	3/31/2022			
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total	\$389.44
Refer	0 SLOTH INSPECTIONS INC	-		

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Cash Payment	G 101-20221 ELECTRICAL INSPECTION	MARCH 2023 ELECTRICAL INSPECTION SVCS	\$164.16
Invoice	3/31/22	3/31/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$164.16
Refer	0	STREICHERS INC	-
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	OFFICER H STARRY NAME TAG/PATCH	\$21.98
Invoice	11557861	3/18/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$21.98
Refer	0	TWIN CITY WATER CLINIC INC.	-
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	MARCH 2022 DISTRIBUTION SAMPLES	\$60.00
Invoice	17306	3/29/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$60.00
Refer	0	TYLER TECHNOLOGIES, INC.	-
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	3/14 - 3/18 R SARGENT UB, BLDG PMTS TESTING INCODE 10	\$2,600.00
Invoice	25-372333	3/23/2022	
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	3/14 - 3/18 R SARGENT UB, BLDG PMTS TESTING INCODE 10	\$2,600.00
Invoice	25-372333	3/23/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$5,200.00
Refer	0	TYLER TECHNOLOGIES, INC.	-
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	3/21 - 3/24 L JACKSON & R SARGENT RESOLVE UAT ISSUES, CONFIGURE CODE ENFORCEMENT	\$910.00
Invoice	25-372896	3/30/2022	
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	3/21 - 3/24 L JACKSON & R SARGENT RESOLVE UAT ISSUES, CONFIGURE CODE ENFORCEMENT	\$910.00
Invoice	25-372896	3/30/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$1,820.00
Refer	0	XCEL ENERGY	-
Cash Payment	E 205-42350-801 RENTAL PROPERTY E	2/22 - 3/23/22 17 4TH ST NE ELEC SVC	\$231.89
Invoice	773002181	3/24/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$231.89
Refer	0	XCEL ENERGY	-
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	MAR 2022 ELECTRICITY CHARGES	\$940.66
Invoice	773407642	3/29/2022	
Cash Payment	E 602-49400-380 ELECTRIC SERVICE	MAR 2022 ELECTRICITY CHARGES	-\$99.08
Invoice	773407642	3/29/2022	
Cash Payment	E 101-42000-226 TRAFFIC SIGNALS/STR	MAR 2022 ELECTRICITY CHARGES	-\$0.38
Invoice	773407642	3/29/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$841.20
Refer	0	CITYWIDE SERVICE CORP - TOWI	-
Cash Payment	E 101-41900-310 OTHER PROFESSIONA	3/20 IMPOUND FEE 2010 FORD F-150	\$180.00
Invoice	58467	3/31/2022	
Transaction Date	4/7/2022	PREMIER CHECKIN 10100	Total \$180.00
Refer	0	JOHN E REID & ASSOC INC	-

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Cash Payment E 101-41900-260 EDUCATION/MEETING ADRIANNE LAMERS 4 DAY TRAINING 5/17/22					\$600.00
Invoice 850DE81D-0001 3/28/2022					
Transaction Date	4/7/2022	PREMIER CHECKIN	10100	Total	\$600.00
<hr/>					
Refer	0 SHATTER TACTICAL, LLC -				
Cash Payment E 115-41900-570 EQUIPMENT PD 10 PAIR SHATTERBALL EQUIPMENT					\$360.00
Invoice 1197 3/29/2022					
Transaction Date	4/7/2022	PREMIER CHECKIN	10100	Total	\$360.00
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Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$91,064.78
115 POLICE DONATIONS/EXPENSES		\$360.00
120 FIRE DONATIONS/EXPENSES		\$384.95
205 PARK DEDICATION		\$8,994.91
412 2022 Alley Project		\$513.88
601 WATER FUND		\$4,192.29
602 SEWER FUND		\$20,025.96
604 STORM WATER FUND		\$177.50
		<hr/>
		\$125,714.27

Pre-Written Checks	\$48,407.32
Checks to be Generated by the Computer	\$77,306.95
Total	<hr/>
	\$125,714.27

Mark your calendar and grab your old stuff for the

Osseo Clean Up Event

Saturday, April 16, 2022, 8 a.m. - noon

FOR RESIDENTS ONLY - valid driver's license with Osseo address is required.

PUBLIC WORKS parking lot
800 Broadway Street East



Dispose of computers, general household, unusable furniture, appliances, recycled metal, bundled/bagged yard waste, tires, and more.

Randy's Environmental Services will be on hand to collect and dispose of items dropped off, for a fee. For a list of chargeable items go to www.DiscoverOsseo.com. Additional items can be negotiated with Randy's.

Questions? Call Public Works at 763-425-5741.

Physical Activity

make it part of your day



Step to it



Join the **Step To It Challenge** today.

May 1–May 28

A four-week, family friendly physical activity competition!

To register or for more information,
go to: www.steptoit.org
#StepToIt





Drivers wanted.

The City of Osseo is looking for volunteer drivers with a valid driver's license who are willing to sign up for day shifts, be available once or twice a week or a few times a month, from late May through September, except holidays. During their shift, drivers will take appointments by the Trolley phone and drive Osseo residents on a golf cart within Osseo city limits. Please email kbroden@ci.osseo.mn.us or call 763-425-2624, ext 101, with questions or to volunteer.

The goal is to have enough volunteers so that each would drive the Trolley only a few days each month.



The City of Osseo is grateful for our volunteers!