



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, May 9, 2022
7:00 p.m., Council Chambers

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 April 25 Work Session Minutes
 - B. Approve April 25 City Council Minutes
 - C. Receive April Building Report
 - D. Receive March Fire Relief Association Gambling Report
 - E. Receive March Fire Activity Report
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
 - A. Congratulate Osseo High School Robotics Team – John Licciardi, Osseo Robotics Team Coach
 - B. Congratulate Jesse Phenow on 29 Years of Fire Department Service – Mike Phenow, Fire Chief
 - C. Approve Special Event Permit for 2022 InterMarque Car Show and Craft Fair Event
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Authorize Preparation of Feasibility Study for 2023 Street Reconstruction Project – Lee Gustafson, WSB & Associates
 - B. Approve Hire of Jamie Lee-Rakos for Part Time Public Services Administrative Assistant Position
 - C. Approve Update to Fire Hydrant Testing Project
 - D. Approve Community Center Policy Update
 - E. Approve Liquor and Tobacco Licenses
 - F. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
14. **Adjournment**

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
April 25, 2022**

1. CALL TO ORDER

Acting Mayor Larry Stelmach called the work session of the Osseo City Council to order at 6:00 p.m. on Monday, April 25, 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 Alicia Vickerman.

Members absent: Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Financial Consultant Gary Groen, Public Works Director Nick Waldbillig, and Lee Gustafson, City Engineer (WSB & Associates).

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. 2022 STREETS CAPITAL IMPROVEMENT PLAN

Lee Gustafson, WSB & Associates, stated eight residential alleys are proposed to be reconstructed in 2022. As a part of Council's discussions on this project last spring, staff did a survey of all city alleys and ranked them according to condition. The results of the survey confirmed the need to reconstruct the eight alleys in 2022 as proposed. The remaining seven bituminous alleys were determined to be in sufficient shape to last another couple of years. Staff suggested that these seven bituminous alleys could possibly be reconstructed in 2024 along with two commercial alleys on the west side of Central Avenue. Originally the two commercial alleys were proposed to be reconstructed in 2021.

Mr. Gustafson explained the 2023 street reconstruction project proposes to reconstruct several streets on the east side of the City: 8th and 9th Avenues NE, Broadway Street NE, 3rd Street NE and North Oaks Drive. At the CIP discussion last year, Staff mentioned that they would look into the possibility of vacating North Oaks Drive due to it serving just the apartment complex area. After reviewing this issue more closely, Staff has determined that this is not feasible due to the current property ownership configuration. North Oaks Drive is in very bad condition and is therefore included as a part of the proposed 2023 street reconstruction project.

Mr. Gustafson reported Council will note that the 2023 project includes reconstructing the 9th Avenue NE stub up to the cemetery. This section of street is vital for cemetery

access, but that is essentially it's only purpose. Staff will likely look at the City's assessment policy, if this project proceeds, to determine if the cemetery should be assessed for this project, and if the corner house should not receive a ½ unit assessment for this stub street.

Mr. Gustafson stated it is also being recommended that the northeast CR 81 frontage road be milled and overlaid as a part of the proposed 2023 street reconstruction project. There may also be a couple of small blocks that may need to be milled and overlaid as a part of this 2023 project - similar to the short blocks that were rehabilitated just east of Central Avenue a few years ago. 1 ½ Street NE, on the south side of Holiday Gas Station is one of those short blocks that will be considered for a mill and overlay. In the case of this street, Staff will also be looking at the feasibility of vacating this street due to it just serving these commercial properties.

Mr. Gustafson commented further on the other projects being considered for the City. As Council is aware, right-of-way acquisition was needed for some of the alleys in the 2022 Alley Reconstruction Project because right-of-way was not properly established when the alleys were originally platted/constructed. This same issue has been encountered on past alley and street reconstruction projects. Since right of way acquisition can take up to 12 months, Staff is recommending that any right of way acquisition needed for the 2023 and 2024 alley and street reconstruction projects be acquired beginning in 2022 to eliminate any potential project delays when it comes time to construct these projects. Staff commented further on the projects planned for 2022, 2023 and 2024 and requested feedback from the Council.

Hultstrom asked if 1½ Street was next to Holiday. Mr. Gustafson reported this was the case.

Vickerman questioned what would happen to a street if it were vacated. Mr. Gustafson explained this land would revert back to the original property owner.

Johnson asked what would happen to the intersection area between Osseo Meats and Perkins. Mr. Gustafson reported he spoke with Hennepin County and he understood the County has this area on their radar, but was not proposing to put this section of Highway 81 in their CIP. He anticipated the County would not put this section of the Highway 81 service road in their CIP for another 10 years. He reported something would have to be done to this service road in 2023 because it was in really poor condition. He proposed a mill and overlay be completed in 2023.

Mr. Gustafson asked if the Council supported the projects proposed for 2023. The Council offered their support for the projects proposed for 2023.

Mr. Gustafson discussed a right-of-way acquisition that was necessary for the 2022 alleyway project. He indicated Staff would like authorization to begin looking at the 2023 and 2024 projects to see what parcels may have right-of-way conflicts.

Stelmach asked if having right-of-way acquisition information in place authorized the City to proceed with an improvement project. Mr. Gustafson stated this was not the case, but rather noted having the right-of-way acquisition information in place helps moves projects along, if they were approved by the City Council.

Vickerman supported the City looking at the right-of-way conflicts proactively.

Hultstrom agreed stating the sooner the City looked into these issues the better.

Mr. Gustafson stated some of the streets that were previously milled and overlayed were in need of maintenance. He recommended Staff inspect these streets in 2023 and noted some of them may need to be reconstructed. He discussed how Allison, WSB & Associates, would be providing the Council with updates on the health of the City's infrastructure while also detailing the maintenance needs going forward.

Vickerman asked if there were any streets that were experiencing problems from the 2015 mill and overlay. Waldbillig stated Broadway Avenue was a concern at this time as it was raising up or creating speed bumps.

Johnson inquired if it was feasible to put the power lines underground along Central Avenue. He stated the business owners would like to see the lines buried along the alley. Mr. Gustafson reported there was discussion about burying the power lines within the commercial alleys. He indicated conversations have been held with Xcel Energy and Staff learned the expense would be extremely high and transformers would need to be installed on private property. After learning this, Staff did not pursue the project further. He commented Staff could look at the 2024 alleys and could talk to Xcel Energy again about burying the power lines.

Johnson supported Staff looking into burying the power lines further and suggested this information be provided to the business owners to make them aware of the expense.

Vickerman anticipated if the lines were buried in the commercial areas, then there would be other areas of the City that would be making the same request. However, with that being said, she did support staff looking into the expense of burying the lines in conjunction with the 2024 alleyway project. She asked if the City would be required to bury line at some point in the future. Mr. Gustafson commented this would never be a requirement from Xcel Energy.

Vickerman questioned why power lines were buried. Mr. Gustafson stated this work was completed for various reasons, most pointing to aesthetics.

Hultstrom inquired if Staff had any problems with the power lines when plowing. Waldbillig reported staff used the smaller plows in the alleyways. He stated a change would make plowing easier, but he understood this came at a cost.

Johnson suggested no street construction be completed in 2025 because this was the City's 100-year anniversary.

Groen reviewed the 2021 through 2025 Street CIP with the Council. It was noted this was a living breathing document that could be amended as the Council makes and amends its plans going forward.

Grams encouraged the Council to contact him with any questions they may have regarding the CIP.

5. ADJOURNMENT

The Work Session adjourned at 6:58 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

Unapproved

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
April 25, 2022**

1. CALL TO ORDER

Acting Mayor Stelmach called the regular meeting of the Osseo City Council to order at 7:03 p.m. on Monday, April 25, 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, Alicia Vickerman.

Members absent: Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, Community Management Coordinator Joe Amerman, City Engineer Lee Gustafson (WSB Associates) and City Attorney Mary Tietjen.

Others present: Steve Elrich, City Resident; Anna Plonske, City Resident; Mark Browne, City Resident; Holly Spanier, City Resident; Kristi Kothrade, City Resident; Glen Weakley, Osseo-Maple Grove American Legion Manager; Jerry Johnson, City Resident; Marlene Johnson, City Resident

3. PLEDGE OF ALLEGIANCE

Stelmach led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Stelmach asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Receive April 11 EDA Minutes
- B. Approve April 22 City Council Minutes
- C. Receive April 18 Planning Commission Minutes
- D. Approve Training Request for City Clerk
- E. Receive March Lions Club Gambling Report
- F. Receive March American Legion Gambling Report
- G. Receive March Hockey Legion Gambling Report
- H. Receive 1st Quarter Donations Report
- I. Accept EDA Resignation from Alicia Vickerman
- J. Approve Hire of Ben Cisewski as Part Time Public Works Seasonal

K. Accept Resignation of Firefighter Jesse Phenow

A motion was made by Hultstrom, seconded by Johnson, 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
James Vanderheyden	\$25	Police
Harold E. Johnson	\$750	Beautification

Staff recommended the Council accept the donations.

A motion was made by Vickerman, seconded by Hultstrom, to adopt Resolution No. 2022-27, accepting a donation from James Vanderheyden and Harold E. Johnson. A roll call vote was taken. The motion carried 4-0.

8. PUBLIC HEARINGS

A. CONTINUED 2022 ALLEY PROJECT PUBLIC HEARING

Mr. Gustafson stated at the April 11, 2022, Council meeting, the Council held the assessment hearing for this project and adopted a resolution approving the proposed assessments for the 2022 Alley Reconstruction Project. Later, during this same Council meeting, a resident indicated that they had trouble connecting virtually during the assessment public hearing. Council briefly discussed this issue and decided to reopen the public hearing for this project prior to adjournment. Since it was later in the evening, Council decided to also continue the public hearing to April 25 and directed staff to notify affected residents that the public hearing was being continued.

Mr. Gustafson reported staff subsequently checked all assessment notices and directions for participating in the April 11 assessment hearing for the 2022 Alley Reconstruction Project, and confirmed everything was done correctly and that the instructions on the City's website were clear for how to participate in the hearing. This was evident during the assessment hearing because some residents clearly had the capability to participate if they wanted to. Staff did however discover that a resident didn't feel the instructions on the website were very clear on how to participate.

Mr. Gustafson explained notices of the continued public hearing were sent out on April 18 and included detailed directions for how to participate virtually in the continued public hearing. The notice also included an in-person option for participating in the meeting. The in-person option involves participating virtually from the Council Chambers. Staff was present in the Chambers and provide assistance for those that want to participate virtually from a city computer. Since everything was done correctly

at the April 11 meeting, there are no recommendations for changes to any actions the Council took that night. Staff commented further on the project and recommended the Council take comments from the public.

Stelmach continued the Public Hearing and opened for public comment.

Steve Elrick, 516 2nd Avenue NW, stated two-thirds of his alley was 10 inches thick. He questioned why repairs could not be paved versus replacing the entire thing. He asked if the entire level of the alleyway would be raised to address the water concerns. Mr. Gustafson discussed the core samples that were taken from the alleyways and noted all were recommended for reconstruction. He reported this would address the water concerns. He commented further on how the alleys would be designed to force water back to an adjoining street. He discussed how destructive it was to have water sitting on pavement over long periods of time.

Mr. Elrick indicated the alleyway was 12 feet wide currently. He questioned if the new alley would cover the easement as well. Mr. Gustafson commented all of the alleys would be 12 feet wide and six inches thick with gravel underneath. He explained the City would be patching in the driveways with like material from the edge of the alleyway to the existing driveway.

Mr. Elrick inquired if property values had to increase by the same amount as assessments. Mr. Gustafson indicated the amount of the assessment does have to raise property values by the assessed amount.

Mr. Elrick did not believe his property value would increase by \$5,000. Mr. Gustafson stated the City does believe property values will be increased by this amount. City Attorney Tietjen commented there is no requirement for cities to do individual appraisals for specific properties. She reported these values are based on many years of experience with similar projects and are based on reasonable assumptions. She indicated there were not legal requirements to do specific reports or analysis on any given property. She advised the City believes the amounts are reasonable. She stated there were processes and procedures in place for residents who disagree and would like to raise an objection.

Mr. Elrick asked if for further information regarding the senior deferral program. Grams encouraged Mr. Elrick to contact him to learn more about this process.

Anna Plonske, 205 5th Avenue NE, commented on the letter that was sent out. She noted it was dated around the first or second week of March. She questioned when markers would be put in place for the alleyway to indicate the easement. She indicated she had some permanent structures near the alleyway and this was a concern for her. Mr. Gustafson stated the alleyway would be staked prior to construction. He explained the City would not be staking every property at this time for cost saving reasons. He reported if right-of-way acquisition was necessary he would meet with residents to identify each property. He encouraged residents to contact him if they think they have issues.

Ms. Plonske requested staff come out and stake her property.

Mark Brown, 500 3rd Avenue NW, commented on the letter he was sent from the City. He noted his garden fence would be impacted by the proposed project. Mr. Gustafson stated he would be willing to have a separate meeting with Mr. Brown to address his concern.

Holly Spanier, 208 4th Avenue NE, inquired if there were other assessments that would be coming to residents.

Ms. Spanier asked about the longevity of the concrete alleyways. Mr. Gustafson stated concrete was the most cost effective option when compared to bituminous.

Ms. Spanier questioned when the alleyways would be marked. She noted she would not sign the easement paperwork until the markings were in place. Mr. Gustafson reported he could meet her out there and could mark the property. He noted this was generally easy to do.

Mr. Gustafson requested that all residents that would like to meet with him provide him with their email address or phone number.

Kristin Kothrade, 509 5th Avenue NE, explained she was excited to have her alleyway done. She questioned when a project schedule would be done. Mr. Gustafson indicated the project would be awarded at the end of May and after a meeting was held with the contract, staff would have a better idea when each alleyway would be completed. He commented further on how alleyways are completed and estimated each would take two weeks to complete once they are started.

Mark Browne, 500 3rd Avenue NW, asked what residents should do with their garbage cans for two weeks. Mr. Gustafson reported the City will contact the garbage hauler and pickups for those two weeks will be on the street.

Anna Plonske, 205 5th Avenue NE, inquired how maintenance and panel replacements are handled in the future for alleyways. Mr. Gustafson stated standard maintenance was paid for by the City.

Glen Weakly, Osseo-Maple Grove American Legion Manager, discussed the assessed rate for his alleyway stating it changed from \$80 to \$82 per foot. Mr. Gustafson reported he would have to look into this further.

Mr. Weakly reported he was being assessed for the entire property line, noting 80% of this was a parking lot. He requested the Council discuss this matter and consider offering relief to the Osseo Maple Grove Legion because this was a non-profit in the community. He indicated the amount of donations provided to the City would go down this year if the legion had to pay this full assessment. Mr. Gustafson indicated the exact cost for the alleyway will be in the assessment notice, and this amount would be correct. He stated he knows this alleyway well as he has walked the work site. He explained the new alley would be a heavy duty pavement that would hold up well to heavy truck traffic.

A motion was made by Hultstrom, seconded by Vickerman, to close the Public Hearing at 7:53 p.m. A roll call vote was taken. The motion carried 4-0.

Mr. Gustafson encouraged the residents with questions to contact him with any other comments or concerns they may have regarding the alleyway project.

Hultstrom asked when assessments could be paid without an interest fee. Grams reported the due date was May 12, and all payments made after that date would accrue interest.

Mr. Elrick questioned what the interest rate would be for the assessment. Grams reported he was uncertain at this time because the project has not been sent out for bonds. Mr. Gustafson explained the interest rate would be 2% above the bond interest rate.

City Attorney Tietjen encouraged residents to read their assessment notices as all of this information was available regarding the upcoming project.

9. OLD BUSINESS

A. CONSIDER ECONOMIC DEVELOPMENT AUTHORITY APPOINTMENT

Grams stated 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 March Council meeting announcements. EDA member Alicia Vickerman submitted a letter of resignation on April 11, 2022; the term expires 12/31/2024. There are also two vacancies on the Historical Preservation Committee. Staff reported the Council tabled action on this item at the April 11, 2022, City Council meeting until the April 25, 2022 meeting. It was noted staff had Letters of Interest for this appointment and a resolution that indicates where appointments are needed.

A motion was made by Hultstrom, seconded by Johnson, to adopt Resolution No. 2022-28, appointing Ashlee Mueller (term ending 12/31/2024) and Kenny Nelson (term ending 12/31/2025) to the Economic Development Authority.

Stelmach noted he spoke with Ashlee Mueller prior to this meeting, but noted it had been difficult to connect with Kenny Nelson prior to the meeting and this concerned him.

Vickerman commented she arranged a call with both individuals via email. She explained after speaking with Mr. Nelson she understood Monday's were good days for him to attend meetings.

Hultstrom reported both candidates reached out to her. She believed that both candidates would serve the community well.

Johnson indicated he spoke to both candidates and he supported both individuals serving on the EDA.

A roll call vote was taken. The motion carried 4-0.

10. NEW BUSINESS

A. APPROVE CHANGE ORDER NO. 3 FOR LIFT STATION NOS. 1, 2, 3 AND SCADA IMPROVEMENT PROJECT – Lee Gustafson, WSB & Associates

Lee Gustafson, WSB & Associates, stated Lift Station Nos. 2 and 3 were successfully started up on November 17, 2021, and all that remains at these locations is final site restoration. As discussed at the Council meeting on November 22, 2021, the majority of the work at Lift Station No. 1 was postponed due to pump manufacturing and shipping and overhead power line relocation delays. However, preliminary electrical and building work was in progress over the winter to prepare for early spring construction.

Mr. Gustafson reported on February 28, 2022, the Council adopted Change Order No. 2 that included additional costs for an enlarged floor opening and roof opening at Lift Station No. 1. This additional work would allow the new 40HP pumps to be pulled directly upwards through the floor and roof, thereby facilitating pump maintenance and reducing both staff and pump service maintenance hours.

Mr. Gustafson explained since there are no as-built plans of this lift station, one of the conditions of the enlarged floor opening was that WSB would have the opportunity to review the existing concrete slab reinforcement after the floor was cut open to make certain the enlarged floor opening would be structurally sound. Instead of waiting for the floor to be cut open to view the reinforcement, WSB performed a ground penetrating radar (GPR) scan of the existing slab on April 11, 2022, as soon as the site was accessible again to locate and quantify the existing reinforcement. The results of the GPR scan and the structural engineer's analysis of the existing reinforcement determined that the floor lacked structural strength to support the floor changes, and that a structural steel channel support frame would be necessary underneath the floor slab - around the perimeter of the opening as shown in Sheet S1.

Mr. Gustafson commented the estimated cost of this work exceeds the remaining construction allowance, so it is recommended to execute Change Order No. 3 for the full amount of the work completed. Any construction allowance amount remaining at the end of the project will be credited back to the City. The project completion dates, both substantial and final, were extended to May 31, 2022, by Change Order No. 1, to allow for early spring construction at Lift Station No. 1 due to pump manufacturing and shipping and overhead power line relocation delays. No additional changes in the completion dates are anticipated at this time. Staff commented further on the project and recommended approval of the change order.

Vickerman asked how the reinforcement measures would be installed on an existing building. Mr. Gustafson explained the concrete floor would be cut into, steel beams would be put under the floor and would be attached to the outer walls.

A motion was made by Vickerman, seconded by Hultstrom, to adopt Resolution No. 2022-29, approving Change Order No. 3 for Lift Station Nos. 1, 2, and 3 and SCADA Improvements Project. A roll call vote was taken. The motion carried 4-0.

B. APPROVE CONDITIONAL USE PERMIT FOR BREWERY AT 332 CENTRAL AVENUE

Amerman stated Brian, Ian, and Joe come from extensive backgrounds in brewing and associated industries. With over 40 years of combined experience, they have identified Osseo as an attractive environment for opening their own brewery and taproom. They have found a space owned by the Dickinson's and Zephyr Investments at 332 Central Ave which they believe will suit their needs. A site plan application with the aim of building out that space was approved by the City Council at their February 28, 2022, meeting. At that time the Dickinson's were still finalizing an agreement with an unnamed brewery, which has now been identified as Thelema.

Amerman explained breweries with taprooms, like Thelema, are governed by Minn. State. § 340A.26, which allows cities to provide on-site malt liquor licenses to state-licensed brewers. This statute does limit issuing licenses to brewers producing less than 250,000 barrels per year (for reference, at 248 pints per barrel that is 62 million pints). Thelema has indicated that they anticipate brewing approximately 1,250 barrels by the end of their third year, which is clearly well within state guidelines.

Amerman reported the relevant portions of Osseo code, adopted in 2018, mirror state statutes and provide a process for issuing licenses. However, the code does not explicitly lay out any other requirements or standards for breweries, brewpubs, and taprooms. So, while elevations and floor plans are included to help visualize the arrangement of the space, specific details are not germane to the consideration of this application. As stated, the property is owned by Zephyr Investments. To the north is Union Speed and Style, to the south is Deans Super Market, and to the east are residential properties. The property will face Central Ave to the west. This is the first Conditional Use Permit application to be considered for this use in the city of Osseo. Staff commented on the request further, detailing the City's parking requirements in the Central Business District and reported the Planning Commission recommends approval of the request.

Vickerman asked if the six standards for granting a CUP was separate from suggested conditions. Amerman reported this was the case. He explained the six standards were used to evaluate the request and the conditions were specific for this case.

Vickerman commented she spoke with one of the applicants today and she believed this would be a great addition to the Central Business District. She appreciated the fact the integrity of the original building would be maintained.

Johnson thanked the Dickinson brothers for restoring a piece of Osseo's history at both their building and this building. He then commented on the role of the City Council and discussed how CUP's attach to properties. He indicated CUP's can take some authority away from the City. For this reason, he believed it was important for the City and the applicant to have a clear intention of what would be occurring on the property. He recommended a solid fence be put in place on the south side of the patio area next to the driving lane next to the Dean's parking lot.

Stelmach asked what the purpose of the fence would be.

Johnson stated the fence would divide the brewery patio from Dean's parking lot and would protect pedestrians in the patio area.

Stelmach requested comment from the applicant on this matter.

Jesse Dickinson, property owner, agreed with Councilmember Johnson's concerns and stated he wanted something put in place to protect individuals on the patio and those using the parking lot. He explained he had no problem incorporating something into the building design to address this concern. He reported the patio area had to be contained either way per State Statute.

Brian Lasley, applicant, recommended some sort of structure be put in place as well for safety reasons.

Hultstrom stated she was so excited to see this business coming to the City of Osseo. She thanked the Dickinson brothers for all of their work on their two buildings. She indicated the brewery would be a great add to the community and she wished the applicants all the best in their new endeavor.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2022-30, granting request from the Thelema Brewing Company for a Conditional Use Permit to allow a Brewery and Taproom at 332 Central Avenue.

Hultstrom recommended a condition be added requiring the applicants to install a barrier around the patio area.

Vickerman stated she would like further clarification on this item as well and asked if the conditions recommended by Staff were included in the motion for approval.

Hultstrom withdrew her motion for clarity purposes.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2022-30, granting request from the Thelema Brewing Company for a Conditional Use Permit to allow a Brewery and Taproom at 332 Central Avenue with conditions as proposed by staff adding Condition 4: Requiring the applicants to install a barrier around the patio area. A roll call vote was taken. The motion carried 4-0.

C. APPROVE CONTRACT WITH WALTERS RECYCLING AND REFUSE FOR SOLID WASTE SERVICES

Grams stated the Council approved an RFP process to solicit responses for City solid waste collection services. The City received a total of three responses. At the work session on March 28, the Council reviewed the responses and ultimately selected Walters Recycling and Refuse and directed Staff to negotiate a new 5-year contract with the hauler. Working with Attorney Tietjen, Staff drafted and negotiated a contract for City solid waste collection services. The contract is set to commence on May 1, 2022, and expire on April 30, 2027. The contract spells out the terms of the services provided by Walter's. A representative from Walters' was present at the Council meeting to help answer any questions the Council may have.

Jeff Newsom, Director of Sales and Service at Walters, thanked the Council for the opportunity to serve its residents. He explained Walters was still a locally owned and operated company. He reported Walter's serves 65,000 residents each week in the

metro area and has 140 employees. He noted the service day in Osseo would be changing to Monday and organics/trash would begin being picked up on May 2. He reported carts would be delivered this week. He discussed how Walters bills, noting this would be done quarterly. He commented on the mailer that was sent to Osseo residents about the changes and encouraged residents with questions to contact Walter's or to visit their website with any comments or questions.

Hultstrom stated Osseo residents would be receiving a final bill from Republic, along with a utility bill and new garbage bill from Walter's all at the same time. She requested further information regarding Walter's billing process. Mr. Newsom commented further on Walter's billing process and noted residents would have 30 days to pay their bills.

Johnson questioned what the 10% surcharge is. Mr. Newsom reported the 10% surcharge is collected to help with the cost for the spring cleanup.

Hultstrom asked if delinquent accounts would be put on property taxes at the end of each year. Grams indicated this practice would continue.

Mr. Newsom commented on a new app that was being created that would send reminders to customers about their garbage and recycling pick up days. He stated he would like to have an article printed in the City's newsletter once this app was ready for Osseo customers.

A motion was made by Vickerman, seconded by Johnson, to adopt Resolution No. 2022-31, entering into a 5-year contract with Walter's Recycling and Refuse for City solid waste collection services. A roll call vote was taken. The motion carried 4-0.

D. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams recognized Jessie Phenow for his service to the Osseo Fire Department and thanked him for his 29 years of dedicated service to the community.

12. COUNCIL AND ATTORNEY REPORTS

Johnson reported 2025 would be the City's 100 year anniversary. He supported the City beginning to plan for this event.

Hultstrom thanked Jessie Phenow for his 29 years of service to the Osseo Fire Department. She welcomed Ben Cisewski to the Public Works Department. She also welcomed Ashlee Mueller and Kenny Nelson to the EDA. Lastly, she welcomed Thelema Brewing to the City of Osseo.

Stelmach reported Walter's would begin trash pickup in Osseo on May 2 and recycling would be picked up on May 9. Stelmach explained Republic would be picking up empty sanitation carts at the curb between April 26 and April 28.

Vickerman reported the Blue Line Extension group met last week and a route was released to the public. She commented on the proposed route and encouraged residents to review the route online and provide the Met Council with feedback.

13. ANNOUNCEMENTS

Stelmach reported the Citywide Garage Sale would be held Thursday, May 19 through Sunday, May 22. Maps for the garage sales will be available on Tuesday, May 17.

Stelmach encouraged residents to participate in the Step To It Challenge from May 1 through May 28.

Stelmach stated volunteers are needed to drive the Osseo Express Trolley. Those interested in helping were encouraged to contact City Hall for further information.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Vickerman, to adjourn the City Council meeting at 9:16 p.m. A roll call vote was taken. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921240013	4/4/2022	2022-67	\$ 9,200	Catherine Duran	108 4th Ave NE	ME	furnace and a/c		\$ 150.00	\$ 2.00		\$152.00
1311922140108	4/5/2022	2022-68	\$ 200,000	Bell Tower Osseo LLC et al (Arrow Companies)	201 Broadway St W	MEC	boiler and chiller		\$ 1,656.75	\$ 100.00		\$1,756.75
1811921240023	4/6/2022	2022-69	\$ -	Matt Leisen	16 4th Ave NE	EL	Electrical service upgrade		\$ 110.00	\$ 1.00		\$111.00
n/a	4/6/2022	2022-70	\$ -	Arvig Enterprises	9100 93rd Ave N	ROW	cable		\$ 850.00	\$ -		\$850.00
1811921240013	4/7/2022	2022-71	\$ -	Catherine Duran	108 4th Ave NE	EL	reconnect furnace and a/c		\$ 45.00	\$ 1.00		\$46.00
1311922110118	4/7/2022	2022-72	\$ -	ZR's Property LLC	341 Central Ave	ELC	Repair mast and canopy lighting		\$ 90.00	\$ 1.00		\$91.00
1311922140109	4/11/2022	2022-73	\$ 23,356	Bell Tower Osseo LLC et al (Arrow Companies)	101 Broadway St W	BLC	modifications to sprinkler sysem for new floor plan		\$ 398.25	\$ 12.00	\$ 258.86	\$669.11
n/a	4/11/2022	2022-74	\$ -	Centerpoint Energy	County Rd 81	ROW	gas		\$ 1,125.00	\$ -		\$1,125.00
1311922140109	4/11/2022	2022-75	\$ 22,000	Bell Tower Osseo LLC et al (Arrow Companies)	101 Broadway St W	MEC	add FPVAV box, relocate and add diffusers, t-stats and add return air eggcrate as needed for revised floor plan		\$ 368.75	\$ 11.00		\$379.75
n/a	4/12/2022	2022-76	\$ -	Annabelle House	232 Central Ave	Z	outdoor seating		\$ 25.00	\$ -		\$25.00
1811921240097	4/18/2022	2022-77	\$ 4,175	Taylor and Tyler Nelson	309 6th Ave NE	BL	Window replacement		\$ 75.00	\$ 1.00		\$76.00
1811921310048	4/18/2022	2022-78	\$ -	Mary (Cathy) Cheatham	208 7th Ave SE	EL	kitchen rem		\$ 90.00	\$ 1.00		\$91.00
1811921310014	4/18/2022	2022-79	\$ 2,000	Meghan Loney	425 2nd St SE	BL	egress window		\$ 73.75	\$ 1.00		\$74.75
1811921210006	4/19/2022	2022-80	\$ 3,000	Oleg Grytsyna	616 4th Ave NE	BL	egress window		\$ 88.50	\$ 1.50		\$90.00
1811921310014	4/19/2022	2022-81	\$ -	Meghan Loney	425 2nd St SE	EL	install new circuit for switch and light in main floor living room, replace basement bedroom light		\$ 45.00	\$ 1.00		\$46.00
1311922140108	4/19/2022	2022-82	\$ 17,000	Bell Tower Osseo LLC et al (Arrow Companies)	201 Broadway St W	PLC	2 new drains in boiler room, provide make-up water to boilers and heating systems		\$ 295.00	\$ 8.50	\$ 191.75	\$495.25
n/a	4/20/2022	2022-83	\$ -	Xcel Energy	124 2nd Ave NE	ROW	electric power pole		\$ 75.00	\$ -		\$75.00
1811921240022	4/25/2022	2022-84	\$ 20,000	Cory Albers	8 4th Ave NE	BL	garage		\$ 339.25	\$ 10.00	\$ 220.51	\$569.76

April 2022 - City of Osseo

[illegible]



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

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

1. Report for the month of **March 2022**

2. For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	54 deals
Paddlewheel	79 deals
Electronic Pull-Tabs	31 occasions
Electronic Linked Bingo	31 occasions

3. Receipts

Gross Receipts (G1 11A)	\$477,009.29	
Prizes (G1 11B)	- \$414,360.77	
Net Receipts	\$62,648.52	→ \$62,648.52

4. Expenses

Wagering Tax (tax on Schedule C)	\$19,069.79	
Rent (G1A 18)	\$4,964.12	
Gambling Product Costs (G1A 12)	\$4,637.46	
Electronic Pull-Tab Costs (G1A 19-20)	\$7,074.34	
Compensation & Payroll (G1A 13)	\$7,647.66	
Other (G1A 14-17,21-23)		
(accounting, supplies, etc.)	+ \$1,126.93	
Total Expenses	\$44,520.30	→ - \$44,520.30

5. Profit **\$18,128.22**

6. Distribution of Profits (Lawful Purpose Expenditures):

City of Osseo (Movies in the Park)	+ \$2,000.00
Total Donations	\$2,000.00

-- Dave Jorgenson, Gambling Manager



Osseo Fire Department Monthly Activity Report - March 2022

Incident Responses

Fire	3
Hazardous Materials	1
Wire Arcing	1
Wire Down	1
EMS	25
Cardiac Arrest	3
Unconscious	1
Heart	10
Stroke	1
Obstetrics	1
Breathing Problem	1
Diabetic	1
Pain	1
Fall	1
Lift Assist	5
Mutual Aid	7
Brooklyn Park	4
Brooklyn Center	2
Dayton	1
Total	35

Training

- Search & Rescue Training at city house on 4th Street
- Active Shooter Training

Activities & Other

- Planning meeting for hydrant testing project
- Public Safety Advisory Committee Meeting
- Hennepin County Fire Chiefs Association Meeting



City of Osseo City Council Meeting Item

Agenda Item:	Congratulate Osseo High School Robotics Team – John Licciardi, Osseo Robotics Team Coach
Meeting Date:	May 9, 2022
Prepared by:	Riley Grams, City Administrator
Attachments:	None

The Osseo High School Robotics Team recently participated in the world robotics competition in Dallas in early May.

Here is an excerpt from the Osseo Area Schools article on the team:

Four teams from Osseo Middle School (OMS) and Osseo Senior High School (OSH) competed at the VEX State Robotics tournament in St. Cloud on March 3-4. One team, the Osseo Mechanical Mayhem, finished runner-up and qualified for the world championships. The Osseo robotics team is coached by John Licciardi. All of the middle school participants were new to robotics this year, and three new high school teams competed in the 2021-22 season as well. “I am very proud of the work all of these teams put in. But it’s just not the four teams that got to state; we had four more teams that poured their soul into their robot as well. Sometimes you win and sometimes you lose; that is why I love competition through activities and athletics so much,” Licciardi said.

OMS had two teams qualify for the state tournament. Espoir Missite, Noah Evers, Grant Vivatson and Max Lemke compete on Team 279D, the “Osseo Mechanical Mayhem.” Team 279A, also known as the “Osseo Young-guns,” is made up of Cruz Urbina, Wyatt Lindell, Ronan Caudill and Amogh Patil. Two of the robotics teams from OSH also qualified for the state tournament. Oscar Bohn, Brendan Gilbert, Owen Grismer, Sam Larsen-Johnson and Mason Perusse compete on Team 2845B, the “Osseo Freshbots.” Team 2845A, also known as the “Osseo Benchwarmers,” is made up of Brady Quan, John Jelatis, Rachel Evers and Lainey Oliphant.

“I do think that the popularity of robotics is increasing, and I am proud to represent along with these kids that love to work with their hands, apply math and coding principles to turn a few random parts into a functioning tangible mechanism in order to accomplish a task,” Licciardi said. “I know I may be biased, but I truly feel that Career and Technical Education skills combined with Engineering courses supplement learning in these areas so that our kids have a chance to succeed now and into the future.”

The teams from OMS and OSH competed against the top 60 teams in the state for a chance to qualify for the VEX world championships in Dallas at the Kay Bailey Hutchinson Convention Center on May 3-5. “Each one of our Osseo teams did all of the work themselves; each decision, each assembly is all theirs and they deserve all of the credit,” Licciardi stated.

The City Council would like to congratulate the Osseo High School Robotics Team on their achievements this year!



City of Osseo City Council Meeting Item

Agenda Item: Recognize Jesse Phenow for 29 Years of Service on the Osseo Fire Department

Meeting Date: May 9, 2022

Prepared by: Mike Phenow, Fire Chief

Attachments: None

Policy Consideration:

Recognize Jesse Phenow for 29 years of service on the Osseo Fire Department.

Previous Action or Discussion:

Jesse Phenow was hired as a firefighter in April 1993. He resigned on May 1, 2022, after 29 years of service to the Osseo community.

In his 29 years serving the City of Osseo, Jesse served as a firefighter, a lieutenant, and a captain. In addition to being a stalwart firefighter himself, he helped hire, train, and mentor dozens of firefighters over almost three decades. A 4th-generation firefighter, Jesse's daughter Mackenzie joined in 2019 and serves proudly as Osseo's first 5th-generation firefighter. Jesse's experience, expertise, and good humor will be sorely missed, but his legacy will live on for years to come.

The department members would like to present Jesse with a plaque to commemorate his years of service to the department.

Recommendation/Action Requested:

Staff recommends the City Council recognize Jesse Phenow for his service to the community.



City of Osseo City Council Meeting Item

Agenda Item: Approve Special Event Permit for 2022 InterMarque Car Show and Craft Fair Event

Meeting Date: May 9, 2022

Prepared by: Riley Grams, City Administrator

Attachments: Event Flyer
Event Maps
Completed Special Event Permit Application

Policy Consideration:

Consider approving the attached special event permit for the 2022 Osseo Vintage Foreign Car Show and Craft Fair for Saturday, May 21, 2022 from 10:00 AM to 3:00 PM.

Background:

Our community opening event is back this year!

The 2022 InterMarque Car Show and Craft Fair in the Park is scheduled to take place on Saturday, May 21 from 10:00 AM to 3:00 PM. As always, the event is scheduled rain or shine. The event includes several local car clubs (Mercedes, Jaguar, MG, Citroen, Triumph, Austin Healey, Lotus, Mini, Alfa, and many others) showcasing their cars for visitors to see. The owners always love visitors coming up and chatting about the cars. The Craft Fair in the Park will also be back again this year, with many great vendors showing and selling various craft items. Additionally, CROSS Food Shelf will have containers available for anyone who wishes to donate any non-perishable food items. The event requires the closure of several streets in the downtown area. The street closures are noted on the attached event maps. Additionally, local restaurants, bars, and other business report that these types of events usually lead to some of their best sales days.

This is historically one of the most well attended events in Osseo and we expect that again this year. The applicants, John Engstrom and Dick Leighner, will be present on Monday night to talk about the event.

Staff has already met with the event organizers to discuss set up and take down procedures, so that we can safely and responsibly close and re-open the public streets before and after the event.

Attached is the Special Events Permit for the event. The permit allows City Staff the chance to review the event and determine if any special needs are required to run the event. The Car Show and Craft Fair will require a small amount of Public Works time to set out the necessary No Parking signs and traffic barricades prior to the event. The event organizers then set the barricades out the day of and put them back at the end of the event with the help of the Osseo Police Department. The fee associated with this work is 1 hour of Public Works time at \$50 per hour. Additionally, there is a \$50 application fee. Staff understands that the applicant will seek a waiver of the permit fees.

for this event and ask for free advertising on the Osseo Gateway Sign. The City has historically approved the fee waivers for this event each year.

City Goals Met By This Action:

Provide a variety of activities for all citizens with continued and new City events and programs

Options:

The City Council may choose to:

1. Approve the special event permit for the 2022 Osseo Vintage Foreign Car Show and Craft Fair with associated fee waivers and street closures;
2. Approve the special event permit for the 2022 Osseo Vintage Foreign Car Show and Craft Fair with associated fee waivers and street closures, with noted changes/as amended;
3. Deny the 2022 Osseo Vintage Foreign Car Show and Craft Fair special event permit;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the special event permit for the 2022 Osseo Vintage Foreign Car Show and Craft Fair with associated fee waivers and street closures.

Next Step:

If approved, Staff will work with the event organizers to plan and run the event. Gateway Sign advertising will also be created and shown on the Gateway Sign leading up to the event, as well as on City social media.

DOWNTOWN
OSSEO, MN
10AM-3PM
RAIN OR SHINE



MAY 21
2022

29TH ANNUAL SPRING KICK-OFF

VINTAGE FOREIGN
CAR SHOW



FEATURED MARQUE
ALFA ROMEO

2022 VINTAGE FOREIGN CLUB SPONSORS

Alfa Romeo Owners Club, Stella del Nord Chapter • Citroën Club of MN • MN Austin-Healey Club
Jaguar Club of MN • Lotus Owners Of the North (LOON) • North Coast Borgward Club
Mercedes-Benz Club of America: Twin Cities Section • MN Triumphs • MN MG Group
Metropolitans from MN • MN SAAB Club • MN United Minis (MUM)
MN MG T Register • Vintage Sports Car Racing (VSCR)

This is a **FREE*** event open to 2002 OR OLDER, FOREIGN motorcars, motorcycles, scooters, and racers. **FIRST COME FIRST PARKED.** Placement starts at 9 am. Parking staff will be on hand to direct arrivals. Groups wishing to park together **MUST ARRIVE EN-MASSÉ.** **Visit InterMarque.org for a map + updates.**

***Donations to CROSS FOOD SHELF** in the form of cash/check, hygienic items, or non-perishable food will be collected as you enter the show.

**CRAFT
SHOW**
**IN BOERBOOM
VETERANS PARK**



SPECIAL THANKS TO THE CITY OF OSSEO!

CROSS FOOD
SHELF will be
handling all of the
food donations.



Girl Scouts Traveling Europe
(GSTE) will be handling the
voting to help raise funds for
their trip to Europe.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Special Event Permit Application

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

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

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

1. EVENT INFORMATION

Name of Event INTERMARQUE SPRING KICK-OFF Purpose of Event INTERMARQUE (FOREIGN) CAR SHOW
Description of Event AN ANNUAL EVENT WHERE 200+ VINTAGE FOREIGN CARS ARE ON DISPLAY TO THE PUBLIC ON CENTRAL AVENUE. THE CITY OF OSSEO ALSO SPONSORS A CRAFT SHOW IN THE PARK.

Days/Date(s) of Event MAY 21, 2022 Start Time 8:00 AM End Time 3:00 PM

Estimated Setup Start Time 8:00 AM Estimated Take Down Finish Time 3:30 PM

Location address CENTRAL AVENUE FROM 1ST N.E. TO 5TH ST. N.E.

Property Owner Name _____

Owner Phone 651-216-4491 Email 1MSPLASHCRAFT@YAHOO.COM

Estimated # of Attendees 500+ Admission Fee/Donation Requested \$ NONE

2. APPLICANT INFORMATION

Name DICK LEIGHNINGER Title CHAIRMAN

Address 1398 ALBANY AVENUE, ST. PAUL, MN 55103

Daytime Phone 651-216-4491 Cell 651-216-4491

Email 1MSPLASHCRAFT@YAHOO.COM

Affiliation/Organization

INTERMARQUE

Are you an authorized applicant for this organization?

☒ Yes ☐ No

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

☒ Yes ☐ No

Will this person be present at the event and in charge of the event at all times?

☒ Yes ☐ No

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

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

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

☐☒

Street closures (traffic cones, barricades)

☒

Traffic control

☐

Police services requiring special arrangements

☐

Stationing emergency vehicles at or in the immediate vicinity

☒

Exclusive use of city streets or right-of-way for event, as staging area, or for event parking

☐

Additional street cleaning

☐

Garbage/recycle bins

☒

Special signage (e.g., temporary no parking signs)

☒

Exclusive use of city building(s), equipment, or other property

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

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

THIS IS A CAR SHOW WHERE 20+ CARS PARK DIAGONALLY ON BOTH SIDES OF CENTRAL AVE.
THERE IS NO ADMISSION CHARGE. WE WILL HAVE A SPEAKER IN THE COMMUNITY ROOM AND
A VALUE COLOR RACING TRACK SET UP ADJACENT TO THE PARK. NO MUSIC OR
SOUND AMPLIFICATION. WE COLLECT NON-PERISHABLE FOODS + TOILETRY ITEMS
FOR CROSS SERVICES. THE GIRL SCOUTS SELL TICKETS FOR PEOPLE'S CHOICE AWARDS.

6. ACTIVITIES

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

SEE ABOVE. A SITE MAP IS INCLUDED.

7. SANITATION/POTABLE WATER

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

8. PARKING AND TRAFFIC CONTROL

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

THE CITY ALLOWS US EXCLUSIVE USE OF CENTRAL AVENUE FROM 1ST ST. NE
TO 6TH ST. NE.

9. EMERGENCY/MEDICAL SERVICES

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

THE BARRIERS BLOCKING OFF THE EXHIBIT AREA ARE EASILY ~~MOVED~~ MOVED
IF NECESSARY.

10. SECURITY/CROWD MANAGEMENT

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

WE WILL HAVE CLUB MEMBERS IN REFLECTIVE VESTS TO HELP WITH
THE PARKING OF VEHICLES ON CENTRAL AVENUE. THE POLICE WILL POST
"NO PARKING" SIGNS BEFORE THE SHOW. IF ~~IT~~ IT RAINS, WE CLOSE THE SHOW.

11. TRASH/RECYCLING, EVENT CLEAN UP

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

CLUBS WILL BE RESPONSIBLE FOR CLEANING UP ~~THE~~ THEIR AREAS. WE ALSO HAVE
A ~~CLUB~~ CLEAN-UP CREW TO HELP REMOVE THE BARRIERS AND TO PICK-UP
ANY TRASH.

Name of trash/recycling hauler _____

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

12. LIGHTING

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

NA

13. TEMPORARY STRUCTURES OR CONSTRUCTION

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

THERE WILL BE A TENT AND 2 TABLES AT THE CORNER OF CENTRAL + 5TH ST NEEDED FOR REGISTRATION. WE WILL ALSO TEMPORARILY POSITION A VALUE-COVER RACING TRACK ON THE EAST SIDE OF CENTRAL AVE. WE WILL REMOVE AFTER AN HOUR OF RACING. RACE IS FROM 12-1PM.

14. ADVERTISING AND PROMOTION TRACK ON SIDEWALK, WEST SIDE OF CENTRAL, SOUTH OF CITY HALL

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

POSTERS WILL BE DISTRIBUTED TO ALL BUSINESS ON CENTRAL AVENUE. WE ALSO HAVE HOPED THE CITY'S GATEWAY SIGN WILL CARRY ADVERTISEMENT. AN ARTICLE HAS ALSO APPEARED IN THE FRONT PAGE OF THE "OSSEO OUTLOOK".

15. NOISE

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

NA

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☐ Yes ☒ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

WE ASSUME ALL RESTAURANTS/BARS WILL RESTRICT BEVERAGES TO THEIR BUILDINGS

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

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

Has a license been obtained from the Hennepin County Department of Health and Environment? (Please attach)

• Yes • No NA

18. OTHER CONCESSIONS

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

ONLY AUTO RELATED CONCESSIONS MANAGED BY VENDORS & VOLUNTEERS

19. GAMBLING

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

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

20. WORKERS COMPENSATION COMPLIANCE

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

21. INSURANCE

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

A certificate of insurance naming the City as additional insured entity with limits of not less than one million dollars per occurrence is required from any company conducting the fireworks or pyrotechnics. Please attach the certificate(s) of insurance to this application.

22. THE MINNESOTA DATA PRACTICES ACT

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

Signature

Jack Leightner

Date

05/01/22

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

Address

Telephone

23. ACKNOWLEDGEMENT/SIGNATURE

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

Property Owner Signature

Printed Name

Date

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

Applicant Signature

Date 05/03/22

Printed Name DICK LEIGHNINGER

Checklist/attachments



Application form, signed



Sketch/site plan attached



Workers Comp Certificate attached



Certificate(s) of Insurance



Public land



Liquor



Fireworks



Release and Indemnification Agreement



Estimated Deposit \$ _____ (see next page)

Other Permits/Licenses/Application, as applicable



Building Permit



Electrical Permit



Sign Permit



Liquor License



Lawful Gambling Permit



Hennepin County Dept. of Health (food)



Community Center Application



Band Shell Application



Sipe Park Application

City of Osseo use only:

This application/request received: Date By
This application approved/rejected by: Date By
Permit fees for event received on: Date Amount \$50 Receipt#
Special Services deposit received on: Date Amount Receipt#
Remaining deposit (if any) returned to applicant on: Date Amount Receipt#
Administrative Comments & Fees— reviewed by Riley Gams Date 5/3/22
No comments

Police Department Comments & Fees— reviewed by Shane Mikkelsen Date 5/4/22
No comments

Fire Department Comments & Fees — reviewed by Mike P. Date 5-3-22
No comments

Public Works Comments & Fees — reviewed by Nick Waldbillig Date 5/4/22
NO comments

City of Osseo use only:

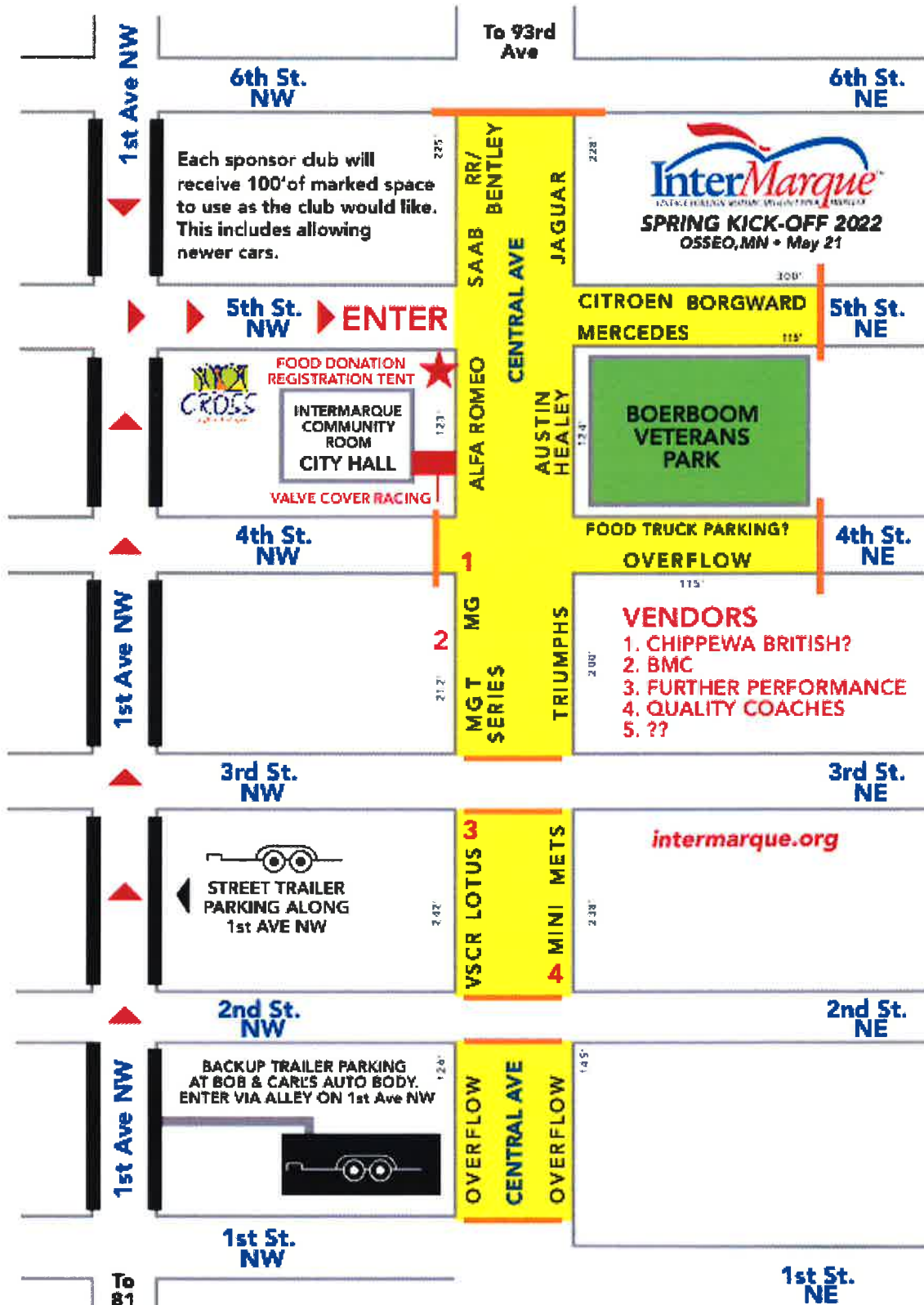
City Council action required ● Yes ● No Date _____

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

Special Service Deposit Calculations

Task # of Staff	Staff Type	Hours (Round to 0.25)	Rate	Total
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DRAFT 05/03/22





Agenda Item: 2023 Street Rehabilitation Project

Meeting Date: May 9, 2022

Prepared By: Lee Gustafson, City Engineer

Attachments: Engineering Proposal

Policy Consideration:

Request the following action:

1. Approve attached engineering proposal.

Background:

The 2023 Street Rehabilitation Project consists of reconstructing portions of 8th Avenue NE, 9th Avenue NE, 3rd Street NE, 1st Street NE, Broadway Street E, North Oaks Dr, and the mill and overlay of the CR 81 Service Rd, and 1 ½ Street NE. See attached map within engineering proposal. The project also includes repairing or minimal reconstruction of the storm sewer, sanitary sewer and watermain, replacement of the curb and gutter, and sidewalk repair and installation as determined by Council.

The existing roadway width will be maintained to the greatest extent possible, and minimal impacts will be made outside of the curb with the exception for impacts related to utility work, curb replacement, and sidewalk work. Geotechnical evaluation will also be performed as part of this project.

The reconstruction portion of the project will be funded in accordance with the street reconstruction special assessment policy. WSB will prepare a preliminary assessment roll at the feasibility stage of the project, based on preliminary costs and the City's assessment policy. The preliminary assessment roll will be updated based on the bids received for the project at the time of the assessment hearing, prior to beginning construction. The mill and overlay portions of the project will be funded by city street funds.

On completion of the assessment public hearing, the City Council will determine whether or not to authorize the project.

Schedule:

Staff would anticipate the following project schedule:

- Neighborhood informational meeting.....July 2022
- Present feasibility report to Council.....August 2022
- Develop plans.....Sept. 2022 – Jan. 2023
- Construction.....May - October 2023

Previous Action or Discussion:

No previous action has been taken on this project.

Budget or Other Considerations:

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

City Goals Met By This Action:

Maintaining city infrastructure.

Options:

The City Council may choose to:

1. Approve attached engineering proposal with WSB as recommended;
2. Approve attached engineering proposal with WSB with noted changes or as amended;
3. Deny attached engineering proposal with WSB;
4. Table action on this item for further information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1, approving attached engineering proposal with WSB.

Next Step:

Tentative schedules are included in the proposal.



May 9, 2022

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

Re: 2023 Street Reconstruction Project
Work Plan – Final Design & Bidding Services

Dear Mr. Grams:

As requested, the following work plan outlines the scope of services and the associated engineering fee necessary to complete the 2023 Street Reconstruction Project through the bidding phase. A separate proposal will be submitted to the city for the construction phase of the project. See attached map.

PROJECT UNDERSTANDING

The 2023 project includes reconstructing portions of 8th Avenue NE, 9th Avenue NE, 3rd Street NE, 1st Street NE, Broadway Street E, North Oaks Dr, and the mill and overlay of the CR 81 Service Rd, and 1 ½ Street NE. The project also includes repairing or minimal reconstruction of the storm sewer, sanitary sewer and watermain in these areas.

It is understood that the existing roadway width will be maintained and minimal impacts will be made outside of the curb with the exception for impacts related to utility work, curb replacement, or sidewalk installation. Pavement corings will be performed as part of this project on 1 ½ Street NE and the CR 81 service road. Previously gathered geotechnical and pavement information on North Oaks Dr and the 8th/9th Ave area will be used in the design of this project. No additional corings or borings will be needed in these areas.

It is also understood that the project funding includes assessments. WSB will prepare the preliminary assessment roll at the feasibility stage of the project, based on preliminary costs. The assessment rolls will include all necessary information including parcel identification numbers, property owner name and address, basis of assessment and assessment amount. The preliminary assessment roll will be updated based on the bids received for the project at the time of the assessment hearing, prior to beginning construction.

The proposed scope of services will include preparation of feasibility report, public involvement, development of construction documents including final plans and project specifications, and bidding assistance.

SCOPE OF SERVICES

The following list of tasks is needed to design and complete the contract documents necessary to construct the project as described:

Task 1: Preliminary Design

Task 1.1: Perform site survey and survey of any soil boring locations.

Task 1.2: Prepare existing topography file and generate existing ground model.

Task 1.3: Perform initial Gopher State One Call and identify potential utility impacts.

Task 1.4: Perform initial design and submit preliminary layout to City staff for review.

Task 1.5: Prepare preliminary cost estimate.

Task 1.6: Conduct a neighborhood meeting and hold follow-up meetings with property owners.

Task 1.7: Prepare feasibility report and present feasibility report to the City Council.

Task 2: Final Design Phase

Task 2.1: Prepare 60% plan set for review by City staff.

Task 2.2: Review plans with City staff and address any comments received by City staff.

Task 2.3: WSB will submit permit applications. It is assumed the following permits will be needed for the project:

- *NPDES Storm Water Permit (MPCA) if needed*
- *MDH Watermain Permit if needed*

Permit applications for these permits will be prepared and submitted to the permitting agencies. This task includes time for follow up with the agencies to obtain the permits.

Task 2.4: Prepare 100% plan set for review by City staff.

Task 2.5: The City Engineer will be integrally involved in the review of the project through the preliminary design and final design process, but to ensure the quality of the final plans and specifications, a WSB senior project manager will perform a quality control review of the final plans and specifications prior to bidding.

Task 2.6: Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Task 3: Bidding and Assessment Phase

Task 3.1: Prepare and upload bidding documents to QuestCDN.

Task 3.2: WSB will field bidder's questions and attend the bid opening.

Task 3.3: Prepare a bid tabulation and letter of recommendation for award of the project.

Task 3.4: Prepare final assessment documents and assist in assessment hearing.

Task 4: Right-of-Way Acquisition for the 2024 Alley Project

Task 4.1: Review aerial maps of future projects areas and determine right-of-way needs based on the alignment of the existing alleys. It is assumed that there are 14 parcels in need of permanent easements for the 2024 alley project.

Task 4.2: WSB will provide legal descriptions and easement exhibits for parcels.

Task 4.3: WSB will order ownership and encumbrance information on properties with right-of-way needs, and work with the city attorney and city staff to acquire right of way as has been done on past projects.

Task 5: Overhead Utility Coordination for 2024 Alley Project

Task 5.1: Conduct field meeting with Xcel to review potential overhead utility line burial costs for the two commercial alleys currently proposed for reconstruction in the 2024 alley project.

Task 5.2: WSB will coordinate with Xcel to determine their cost of overhead utility burial. No other costs will be determined at this time. Additional costs will be calculated as part of the 2024 alley project if overhead utility line burial is included as a part of that alley project.

Task 5.3: Prepare drawing based on Xcel burial comments for city review.

SCHEDULE

City Approves Consultant Contract (Final Design Services)	May 9, 2022
Survey and Soil Borings	May 2022
Neighborhood Meeting	July 2022
Feasibility Report	August 2022
Roadway Design	September 2022 - January 2023
Council Approve Plans and Specifications / Authorize Ad for Bid	January 2023
Open Bids	Late February 2023
Council Holds Assessment Hearing and Awards Construction Contract	April 2023
City Approves Consultant Contract (Construction Services)	April 2023
Begin Construction	May 2023
Final Completion	September/October 2023

PROPOSED FEE

Based on the proposed task hour budget, WSB will complete the scope of work previously discussed on an hourly basis for a not-to-exceed amount of \$115,789.00, which includes geotechnical evaluation. This represents our complete understanding and scope of the project. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work immediately based on your authorization.

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

Sincerely,

WSB


Lee Gustafson, PE
Sr. Project Manager

Attachment

City of Osseo:

Authorized signature

Title

Date



2022 Rate Schedule



	Billing Rate/Hour
PRINCIPAL ASSOCIATE	\$162 - \$206
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$162 - \$206
PROJECT MANAGER	\$143 - \$159
PROJECT ENGINEER GRADUATE ENGINEER	\$97 - \$158
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$62 - \$154
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$73 - \$154
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$60 - \$151
PLANNER SR. PLANNER	\$75 - \$159
GIS SPECIALIST SR. GIS SPECIALIST	\$72 - \$159
CONSTRUCTION OBSERVER	\$98 - \$128
SURVEY	
One-Person Crew	\$159
Two-Person Crew	\$207
OFFICE TECHNICIAN	\$56 - \$97

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.



City of Osseo City Council Meeting Item

Agenda Item: Approve Hire of Jamie Lee-Rakos as Administrative Assistant, Public Services

Meeting Date: May 9, 2022

Prepared by: Mike Phenow, Fire Chief

Attachments: None

Policy Consideration:

Consider approving the hire of Jamie Lee-Rakos for the newly-created position of Administrative Assistant, Public Services.

Background:

The position was posted on April 14, 2022. In two-and-a-half weeks, we received 15 applications. We reviewed them all in detail and the top 5 candidates were interviewed.

Jamie stood out for her professionalism as well as the breadth and depth of her skills and experience. The position is very multi-faceted, encompassing human resources, records management, bookkeeping, general administration, and more. While some candidates had skills and experience in many of those areas, Jamie has extensive experience in all of them.

Her addition will be a huge advantage to the fire department, and we are excited to welcome her to the team. Her planned start date is May 16, 2022.

Previous Action or Discussion:

At the Council meeting on March 28, 2022, the Council reviewed and approved the position description. At that same meeting, the Council considered approving the posting of the position, but tabled action on it pending further discussion with the Budget & Finance Committee.

At the Council meeting on April 11, 2022, the Council reconsidered posting the position. It was decided that we could delay some of the projects currently scheduled in the Capital Improvement Plan and then adjust this year's transfer from the general fund to the CIP fund commensurate with the wages paid for the Administrative Assistant position. The Council then approved posting the position.

Budget or Other Considerations:

The hourly rate for the position is \$24 per hour with no more than 20 hours per week.

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 team work among the City's leadership team
Ensure City's continued financial stability

Options:

The City Council may choose to:

1. Approve the hire of Jamie Lee-Rakos for the position of Administrative Assistant, Public Services;
2. Approve the hire of Jamie Lee-Rakos for the position of Administrative Assistant, Public Services with noted changes;
3. Deny the hire of Jamie Lee-Rakos for the position of Administrative Assistant, Public Services;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the hire of Jamie Lee-Rakos for the position of Administrative Assistant, Public Services.



City of Osseo City Council Meeting Item

Agenda Item: Approve Hydrant Testing Proposal

Meeting Date: May 9, 2022

Prepared by: Mike Phenow, Fire Chief

Attachments: Proposal from WSB

Policy Consideration:

Consider approving the attached WSB proposal to complete field hydrant flow tests and use the results to update and calibrate the City's WaterCAD computer model of the water distribution system.

Background:

On January 24, 2022, the Council approved a donation from the OFDRA. That donation encompassed a number of projects, one of which was to flow-test and paint the city's fire hydrants. A total of \$14,320 was designated for that project. That was based on an initial estimate from Viking Automatic Sprinkler to perform the flow-testing, plus funds to paint 80 hydrants at \$125 apiece, based on an estimate from B&B Commercial Coating.

After conferring with WSB to coordinate on the collection and proper storage of the collected hydrant data, it was determined that the City had an existing WaterCAD computer model that could be updated with the new data. Upon further discussion, it was determined that in addition to the work required to update the computer model, WSB was capable of performing the field hydrant flow tests as well.

We received a proposal from WSB to encompass all of the work required to review the water system properties, calculate water demands, perform the field tests on the hydrants, calibrate the model with the test results, calculate available fire flow, and update the city's DataLink GIS system. The proposal for that work is not to exceed \$5,500 (see attached).

We also expect that this work will support our efforts to achieve the best possible ISO PPC rating the next time we are surveyed by Verisk.

We propose updating our previous plans to instead use WSB for the work outlined in their proposal and then use B&B Industrial Coatings to paint as many hydrants as the remaining funds allow (estimated to be approximately 70 hydrants). If it is determined that there are additional hydrants that should be painted, we can consider other funding sources at that time.

Previous Action or Discussion:

On January 24, 2022, the Council approved a donation of \$109,250.64 from the OFDRA, \$14,320 of which was designated to be used for this project.

Budget or Other Considerations:

We are proposing to spend already-donated and accepted funds as outlined above. There is no impact to either the department's operating budget in the general fund or to the capital improvement plan funds.

City Goals Met By This Action:

Ensure City's continued financial stability

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

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

Staff recommends the City Council approves the fire hydrant proposed project.



May 2, 2022

Mr. Mike Phenow
Fire Chief
City of Osseo
415 Central Avenue
Osseo, MN 55369

Re: Proposal for Professional Engineering for
2022 WaterCAD Update and Calibration

Dear Mr. Phenow,

We appreciate the opportunity to present this proposal to provide professional engineering services to complete field hydrant flow tests and use the results to update and calibrate the City's WaterCAD computer model of the water distribution system. The updated and calibrated model will allow the City to evaluate hydraulic conditions in the distribution system, such as pressure and available fire flow, both for existing and proposed future development.

SCOPE OF WORK & ESTIMATED FEES

The proposed scope of work and estimated fees are detailed in the table below. WSB will complete these tasks for an hourly, not-to-exceed fee of **\$5,500**. If desired, additional services can be provided on an hourly basis.

Task	Estimated Fee
Review model pipe, junction, and reservoir dimensions and elevations	\$290
Calculate and input existing water demands from recent water use data	\$1,160
Perform field hydrant flow tests at ten (10) locations with City staff	\$1,160
Calibrate model with hydrant flow test results	\$1,740
Prepare max day available fire flow contours and update in DataLink	\$1,150
Total	\$5,500

SCHEDULE

If approved, WSB and City staff would complete the field hydrant flow tests in the second week of May, after which WSB will complete the remaining work within four (4) weeks.

This letter represents our entire understanding of the project scope. If you are in agreement, please sign on the space provided on the following page and return one original signed copy to us for our records. We will start immediately upon receipt of the signed agreement.

If you have any questions concerning the work plan or fee as discussed herein, please feel free to contact me at 612-437-7967. We look forward to working with you and greatly appreciate the opportunity to assist you and your staff in the completion of this project.

Mr. Mike Phenow
May 2, 2022
Page 2

Sincerely,

WSB



Jon Christensen, PE
Project Engineer



Greg Johnson, PE
Director of Water/Wastewater

cc: Lee Gustafson, PE

ACCEPTED BY:

City of Osseo, Minnesota

By _____

Its _____

Date _____



Osseo City Council Work Session Item

Agenda Item:	Community Center Rental Policy Update
Meeting Date:	May 9, 2022
Prepared by:	Joe Amerman, Community Management Coordinator
Attachments:	Community Center Rental Policy Approved Caterer Application Agreement for Alcohol Beverage Catering Services Chisago Beer Permit

Policy Consideration:

Staff is requesting that the Council consider and discuss possible changes to the Osseo Community Center policy covering alcohol service and consumption.

Background:

Prompted by inquiries from a number of potential renters, staff recently began a review of the Community Center (CC) Rental policy, and the alcohol policy in particular. Questions about the possibility of having alcohol in the CC are common, but recently the city has seen a number of potential renters decide not to move forward with their rental when informed of some of the regulations governing alcohol consumption in the CC.

Though the CC rental policy was developed only in the last few years, a summary of the alcohol policy is helpful to keep in mind when discussing possible revisions, and so will be briefly described here.

The CC Rental Agreement (Section H. - Alcohol) states that alcoholic beverages are permitted so long as they are served by a licensed caterer listed as an 'Osseo Approved Caterer'. It further states that any event where alcohol is served to 50 or more attendees requires security provided by the Osseo Police Department, at a cost determined by the Osseo Fee Schedule.

The application to become an Osseo Approved Caterer consists of a cover letter introducing the business, and a signed 'Agreement for Alcoholic Beverage Catering Service' (Agreement). This agreement, in turn, requires that all signees show proof of an official MN Dept of Health Alcohol Caterers Permit and a Certified Food Managers License. It also says that the city will not allow any caterer who is not on the Approved Caterer list to serve alcohol. It's important to note here that hiring alcohol caterers is a popular option for renters in other cities because along with serving alcohol they take responsibility for cutting attendees off when necessary, and carry liability insurance.

There are a number of other provisions, requiring things like liability coverage for the city and similar protections, which are all very beneficial and should remain unchanged. This includes having a police officer present for gatherings of over 50 people. However, what staff has begun to suspect is that requiring alcohol-exclusive caterers to also show

proof of a food license may be preventing alcohol catering companies from being able to operate in the CC, and by extension driving away any potential renters who would require those caterers.

This has led staff to consider what steps might be taken to adjust the Community Center policy in order to make alcohol a more viable possibility for renters. After some conversation with an alcohol catering company, and a review of what neighboring communities use, there are three initial steps the Council could instruct staff to take:

Step A:

The state of Minnesota gives cities the authority to issue permits for alcohol consumption on city property. These permits can take the form of Special Event Permits, which Osseo has for larger functions, or something like Chisago's Beer Permit, which is attached. This permit is meant for smaller gatherings at city properties, and provides the holder with a set period of time in which they can consume particular kinds of alcohol. There are several key requirements that the holder must first agree to. These include liability insurance, responsibility for the event, and a guarantee to clean up after. The final condition is that there are no alcohol sales, it's purely for consumption. This is a key component which differentiates these gatherings from larger for profit events. The city of Osseo could adopt a similar permit and allow CC renters to bring their own alcohol in for private consumption. Permit costs could be established by the Council.

Step B:

Another option is for the city to simply make it easier for caterers which exclusively serve alcohol to become Osseo Approved Caterers. Essentially this could be accomplished by altering the current policy so that they're not required to show proof of a food license. This would require altering the Agreement, specifically altering Section 2.3 (G), but otherwise it is staff's understanding that no other changes would need to be made.

Step C:

Finally, the city could exempt alcohol-exclusive caterers from becoming Osseo Approved Caterers. The city would need to adjust the portion of the Agreement, Section 3.3, which states that the city will only allow Osseo Approved Caterers to serve alcohol.

These steps could be taken in combination, independently, or not at all, depending on the preference of the Council.

Options:

At this time staff is requesting that Council discuss and instruct staff to either:

1. Make no changes to the current Community Center policy;
2. Adopt one or more of the steps outlined above;

CITY OF OSSEO

COMMUNITY CENTER RENTAL AGREEMENT



A. GENERAL PROVISIONS

1. The City has a Community Center (Community Rooms A and B) intended to serve the general public by providing a facility conducive to public business. Since public funds made these facilities possible, the public is encouraged to use these spaces under the guidelines set forth herein. (The Council Chambers and Fire and Police Department Meeting Rooms are generally not available for use for public gatherings and are made available only upon special consent of the City Administrator and/or the Fire/Police Chief.) The following guidelines are official City Policy designed to promote orderly and appropriate use of these public facilities.
2. Designated portions of the Community Center shall be generally available for use by area civic, charitable or non-profit organizations, and for public and private meetings. They may also be used, subject to availability, for private parties and exhibitions. They shall not be used for any activity not consistent with the general purpose of the building or these policies.
3. Individuals or organizations desiring to use the Community Center must complete an application and submit it to the City. The application shall be submitted at least two weeks prior to the reservation date. The request will be reviewed in light of these guidelines and the availability of the facilities. For organizations using the facilities regularly/on an ongoing basis during the year, the application shall be completed quarterly (for weekly or bi-weekly events) or annually (for monthly events).
4. The City representative in charge of reservations shall advise the applicant of the status of his or her request as soon as possible. Usage requests are not approved until the City representative has so advised the applicant and the applicant's fees and deposits are received.
5. The City Council may adopt special rules and regulations pertaining to the specific uses of the Community Center, and such rules and regulations shall be effective upon adoption. The Council shall also adopt a fee schedule for the rental of the Community Center. The general policies, rules and regulations, and the fee schedule shall be available to the public and a copy given to all rental applicants.
6. Any meeting coming within the purview of the Minnesota "Open Meeting Law" shall conform to all requirements of the Open Meeting Law.
7. The City shall not be liable for any loss, damage, injury, or illness incurred by any user of the facility.
8. The applicant consents to police entry into the facility and video monitoring of applicant's use of the facility at any time. No warrant or probable cause shall be required for police entry and search of the facility. The applicant waives any claim to have a reasonable expectation of privacy in applicant's use of the facility.

B. AVAILABILITY AND PRIORITY

1. The Community Center shall, in general, be available from 7:30 a.m. to 12:00 a.m. (midnight). Music and serving of food or beverages shall end at 10:00 pm and the building completely vacated by 12:00 a.m. (midnight).
 - a. Community Room A is reserved by the Senior Citizens Center and NOT available on Tuesdays and Thursdays from 11:30 a.m. to 5 p.m.
 - b. Individual room rentals are allowed during regular weekday business hours only; individual rooms are not available for rental on weekends.
 - c. On holidays and weekends, beginning at 11:30 am on Fridays and through 12:00 am (midnight) on Sundays, the entire Community Center (both rooms A & B) must be rented. It will not be possible to rent separate rooms because the Community Center partition will be retracted over the weekend.

2. The City Council, Economic Development Authority, City boards and commissions, or other organizations recognized by the City shall have priority in the use of the Community Center. Groups or organizations that receive permission for regularly scheduled meetings shall have second priority.
3. Routine use (weekly or bi-weekly) is allowed only with specific approval by the City Council or its designee.
4. Requests for use or rental of the Community Center will be handled on a first-come, first-served basis, subject to designated priorities.
5. For advance facility bookings, reservations may be accepted by City staff up to 12 months in advance. Advance bookings beyond 12 months will be approved by the City Council or its designee.
6. The City reserves the right to cancel any reserved meeting or event, without any cost to the City, if it becomes necessary in an emergency to schedule a special governmental-associated meeting or event.

C. APPLICATION PROCEDURES

1. Application forms may be obtained from the City offices during regular business hours, requested by mail, or are online.
2. Application forms shall be fully completed by the applicant and returned to the City at least two weeks prior to the requested date. Reservations shall not be complete until the City representative has informed the applicant of her or his status. The rental fee and deposits must accompany the signed application and rental agreement. The individual applying for the reservation shall be considered the applicant. **Proof of non-profit, tax-exempt status must be provided at application time.**
3. The applicant shall contact the City offices in advance to arrange for pick up an access key for entrance into the Community Center. **Please note: City Hall has limited Friday hours and closes at 11:30 a.m.**

D. AVAILABLE FACILITIES

1. Activity must be confined to the room(s) rented. The lobby area is not available for meeting use or for play
2. **EQUIPMENT AVAILABLE FOR USE IN THE OSSEO COMMUNITY CENTER** (Equipment may be room-specific; not all tables and chairs will be available if only one room is reserved)
 - a. 12 (48") round tables (each table seats a maximum of 6 people)
 - b. 8 (30"x72") rectangle tables for seating or serving (each table seats a maximum of 6 people)
 - c. 140 chairs
3. **Community Room A:** Typically contains 12 round tables with 4 chairs each. Standing Capacity 175.
4. **Community Room B:** Typically contains two rectangular tables with seating arranged in a "classroom" format. Standing Capacity 120.
5. **Kitchen** (for access to serving window and sink): The kitchen is **not** a licensed commercial kitchen nor can it be used as such. Preparation and storage of food within the kitchen is NOT permissible. Kitchen use is only available with rental which includes Community Room A.
6. **Patio:** Patio use is only available with rental which includes Community Room B.
7. **Boerboom Park & Bandshell:** These facilities are located across Central Avenue from the Community Center. They may be reserved under a separate policy.

E. CONDUCT

1. Activity must be confined to the room(s) rented. The lobby and hallway areas are not available for meeting use or for play.

2. Osseo Community Center and City Hall are smoke free facilities. Smoking is prohibited in all areas.
3. All beverages (alcohol or not) may be served and consumed in the Community Center rooms and outside patio areas only. No beverages are allowed in the Community Center hallway/lobby area or in neighboring Boerboom Park or in any other outside areas.
4. Do not open windows or prop open outside doors. The heating and air conditioning system will not work efficiently if outside air is allowed to enter the building.
5. No gambling of any kind shall be allowed except lawful "bingo" games sponsored by licensed local non-profit organizations.
6. No alcohol shall be allowed in the Community Center EXCEPT for an event that is through an Osseo Approved Caterer licensed to serve alcohol.
7. It is the responsibility of the applicant to clean up anything relating to their use of the community center, including dispensing of beverages or serving of food. The applicant must wipe down all tables, counters, and ledges and clean up the outdoor patio area, if used.
 - a. Applicant must provide own cleaning supplies.
 - b. At the City's discretion, if cleaning has not been properly completed the deposit fee will not be returned.
 - c. Upon completion of the event, the Community Center shall be cleaned as follows:
 - i. Any equipment, supplies, or special items brought by the applicant shall be removed.
 - ii. All paper, garbage, trash, debris, etc., shall be collected and disposed of properly. Garbage shall be bagged and removed from the premises.
 - iii. Coffee grounds shall be placed in the garbage, not in sinks.
 - iv. All items on the counter shall be returned to an orderly condition and all counter tops shall be cleaned. Sinks shall be rinsed and all spills shall be cleaned.
 - v. Tables and chairs shall be wiped off to remove all food and spills.
 - vi. Tables and chairs shall be returned to their proper location.
 - vii. All floors shall be swept and mopped where necessary. Carpets shall be vacuumed if necessary (there is a vacuum in the Community Room A closet). Applicant must provide own cleaning supplies.
 - viii. Exterior doors will be programmed to be unlocked during the meeting or event. Applicant should verify that these doors are locked at the end of the event and light switches turned off.
 - ix. Access keys shall be returned to the City offices the next business day or deposited in city drop boxes at the rear of City Hall.
 - x. Bathrooms must be cleared of paper debris from the counters and floors.
8. The hours of use designated on the application form shall be adhered to. Hours of use must include set-up and clean-up time.

F. DECORATIONS AND SIGNAGE

1. No open flame candles may be used.
2. No rice, birdseed, or confetti shall be used.
3. No decorations, banners, signs, etc., shall be attached to any walls. No tape or tacks shall be used.

G. FOOD AND CATERING

1. Food and beverages may be served. The applicant is responsible for obtaining any necessary food and beverage licenses. Whether or not food is served, the premises must be cleaned up pursuant to the Community Center policy.

2. The kitchen in Community Room A is not a licensed commercial kitchen and cannot be used as such. Preparation and storage of food within the kitchen is NOT allowed.
3. The applicant is responsible for furnishing all serving needs (plates, silverware, utensils, serving dishes, etc.) Applicant shall provide containers for leftovers.
4. All food, beverages, and serving needs must be removed immediately following an event.
5. All garbage must be removed from the premises and disposed of by applicant.
6. Red beverages are prohibited; this includes punches and red juices but excludes red wine and wine coolers served by an Osseo Approved Caterer.
7. All Caterers must be licensed by the state of Minnesota and must provide a copy of their current Catering license to the City at least two weeks prior to the event date. If an Approved Caterer is serving alcohol, all rules and regulations per the Agreement for Catering Service must be followed.

H. ALCOHOL

1. No alcoholic beverages shall be allowed in the Community Center EXCEPT for an event that is through an Osseo Approved Caterer licensed to serve alcohol.
2. Any event at which alcohol is served to 50 or more attendees requires hiring the Osseo Police Department to provide security at all times that alcohol is being served in the Community Center.
 - a. The Osseo Police Department must be contracted for a minimum of 3 hours; see current City of Osseo fee schedule for contract rates.
 - b. The applicant will cover all fees associated with the security measures.

I. LIABILITY

1. Neither the City of Osseo nor any of its employees or agents shall be liable in any manner for any claims, injuries, or damages of whatever nature incurred by any person using the Community Center due to the negligence or action of any party other than the City of Osseo, its employees, or agents.
2. The person signing the application is deemed to be the representative of the group or organization using the Community Center and shall be responsible for compliance with all rules and regulations pertaining to the use of the Center.

J. INSURANCE AND INDEMNIFICATION

1. The City reserves the right to require the renter of the Community Center to carry general liability insurance and name the City as an additional insured for any rental and for any reason. If insurance is required, the City will notify the renter in writing. Within two weeks after notification from the City, the renter must submit proof of insurance to the City. Failure to obtain the required insurance may result in the cancellation of the reservation.
3. On behalf of the below named organization, group, or individual, the undersigned does hereby request that the Osseo Community Center (facility) be reserved for its use for the dates and purpose as stated in the application. On behalf of the below named organization, group, or individual, I agree to all of the stated terms and conditions together with all other written rules and policies adopted by the City which govern the use of the Osseo Community Center.
4. The undersigned is familiar with the Community Center and that the facility is in good and clean condition, that it is safe to be used for the purposes set forth above, and that the undersigned will not allow any activity to be conducted during the time which it uses the facility which will or could lead to damage to personal property or personal injury to any person whatsoever.

5. The undersigned agrees that it shall be totally responsible for all loss or damage or claims made by any person or any party that concerns use of the facility during the time the undersigned is using the Community Center. The City shall not be responsible for any loss or damage or claims made by any person or party, it being understood that the sole and complete responsibility for use of the premises lies with the undersigned in case such claims are made. The undersigned, for himself or herself and on behalf of the organization or group the undersigned agrees to defend, indemnify and hold harmless the City, its officers, council members, employees, and agents from and against any and all claims, liabilities, damages, injuries, illness or other loss, including attorneys' fees, arising out of or related to the use of the facility by the undersigned or the organization or group the undersigned represents. If the undersigned does not defend, indemnify, and hold the City harmless pursuant to the provisions of this Agreement, then the City may institute an action against the undersigned and all persons using the premises for recovery of all expenses and costs incurred by the City due to the failure to defend, indemnify, and hold the City harmless pursuant to the provisions of this paragraph.
6. The undersigned further agrees that if the signature of the undersigned is for and on behalf of an organization or group, that the organization or group has expressly authorized the undersigned to make this agreement on behalf of the organization or group and that the organization or group shall be bound by the undersigned's signature. The City may request that the undersigned furnish a certified copy of the resolution of the organization or association authorizing the undersigned to apply for use of the Community Center if, in its discretion, it determines necessary. Alternatively, the City may require all members of the organization or association or all of its officers or directors or members as it shall determine to sign this Agreement or an addendum to this Agreement to further document this request and agreement to use the facility in the manner provided herein. If the organization or association requesting use of the facility is not incorporated, by signing this request and Agreement, the undersigned understands and agrees that all organization members or members of the group are or could be liable for use of the facility and that all members bear responsibility legally if the facility is not used properly and is not used in accordance with the terms of this request and agreement.
7. The undersigned understands and agrees that the use of the Community Center is subject to the payment of all fees and deposits as required by the City and that the undersigned will be responsible for the payment of all such fees and deposits as required when due.
8. The rental fee and all deposits, payable to the City of Osseo, shall accompany this application. The undersigned understands this application/request is subject to approval by the City. If the request is approved, this request shall become a binding agreement between the undersigned and the City of Osseo. If this request is not approved, all fees and deposits shall be refunded.

K. RESERVATIONS AND FEES

RENTAL FEES (ONE HALF DAY = UP TO 4 HOURS WEEKDAY/6 HOURS WEEKEND)	
Residents, Osseo Businesses, Osseo-Based Nonprofits*	\$30 per one half day for either Community Room A or B (weekdays only); \$90 per one half day for use of <u>both</u> Room A and Room B.
Non-Residents, Other Businesses, Other Nonprofits*	\$75 per one half day for Community Room A or B (weekdays only); \$200 per one half day for use of <u>both</u> Room A and Room B.
*Non-Profit Organizations	50% discount from either resident or non-resident rate, based on organization's physical address. *Legal proof of non-profit, tax-exempt status required.

1. **RENTAL FEE** The rental fee and all deposits must accompany the signed application (recurring events pay quarterly in advance). The rental fee and deposits will be returned if the room becomes unavailable and the reservation is cancelled by the City of Osseo. No physical use of the facility shall be allowed under any circumstances unless all fees and deposits have been paid in full.

2. **DAMAGE AND CLEANUP DEPOSIT** In addition to the rental fee, a damage and cleanup deposit of \$250 shall be required. This shall be refunded within three weeks after the event, subject to any deductions.
 - a. Examples of causes that would result in withholding return of damage deposit include: if any damage to the facility or contents is done, if items owned by the facility are broken or lost, if the facility is not left clean and tidy, if the fire alarm system is activated unnecessarily, if the facility is not vacated at the time indicated on the application, and/or if all tables and chairs are not returned to their proper locations.
 - b. If applicant's use of the facility results in any public employee being required to respond to the facility for any cause attributable to applicant's use of the facility, and if the City incurs overtime wage expense for that employee's response, then the cost of such overtime wage expense shall be deducted from the applicant's deposit.
 - c. The applicant shall be responsible for any and all expenses that exceed the deposit.
3. **SET UP FEE** If the applicant requests the City to set up tables and chairs for the meeting or event, a charge of \$50 per room will be required.
4. **ACCESS KEY** The charge for a lost access key is \$25.
5. **CLEANING** After use of the facility it shall be cleaned as provided by the general rules and regulations pertaining to the use and rental of the Community Center adopted by the City Council and attached in the CONDUCT section of this policy.
 - a. Applicant must provide own cleaning supplies.
 - b. If clean-up work is not satisfactorily completed, the City shall have the facility cleaned and the undersigned agrees to pay for the charges of this cleanup.
6. **SPECIAL CONSIDERATION FOR REDUCED FEES** The City Council may set special fees or vary or waive fees for special conditions or circumstances, where the applicant has performed a commensurate service to the City. To request reduced fees, contact City staff.
7. The person signing the application must be 18 years or older, is deemed to be the representative of the group or organization using the Community Center, and shall be responsible for compliance with all rules and regulations pertaining to the use of the Center.
8. There shall be no subletting or assignment of reservations.
 - a. A resident of Osseo cannot reserve the facility for non-residents.
9. Failure to conform to any policies or rules for use of the Community Center shall be cause for forfeiture of future use privileges, as well as forfeiture of any deposits.



APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

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

Applicant/Contact Person: _____

Street Address _____

City, State, Zip _____

Phone # (Day and Evening) _____

Organization/Business if different from Applicant: _____

Mailing Address: _____

Room(s) Desired: Room A _____ Room B _____ Both _____

Use: ☐ Weekday ☐ Weekend Date(s) of: _____

Time of Use: From: _____ am/pm to: _____ am/pm

Total Number of Hours Community Center will be used (include set-up & take-down): _____

Purpose of Meeting/Event: _____

Number of Participants: _____

Fee charged or donations solicited from participants? Yes _____ No _____ If so, how much: _____

Will food or refreshments be served? Yes _____ No _____ What type: _____

Will alcohol be served? Yes _____ No _____ What type: _____

Caterer's Name: _____

Address: _____ Phone#: _____

I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED CONTRACT. I UNDERSTAND THAT THE CITY OF OSSEO MAY CANCEL ANY RESERVED MEETING OR EVENT.

Date: _____
Name of individual, organization, group, or Approved Caterer

Email: _____
Signature of applicant

This application approved/rejected by: Date _____ By _____

Rental & event fees for event received on: Date _____ Amount _____ Check# _____

Damage and cleanup deposit received on: Date _____ Amount _____ Check# _____

Caterer's permit verification received on: Date _____ Amount _____

Deposit(s) returned to applicant on: Date _____ Amount _____ Check # _____

Please return this application to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369



Applications sought for Approved Caterers

For the Osseo Community Center

I. Introduction

The City of Osseo seeks qualified firms interested in providing catering services for alcoholic beverages at the Osseo Community Center ("OCC").

II. Scope of Services

Respondents are sought to serve as a limited number of "Approved Caterers". Approved Caterers are eligible to provide alcoholic beverage service at the Osseo Community Center. Approved Caterers will make arrangements directly with OCC Users who desire to have alcohol served at the OCC. The City will provide OCC users with contact information for all Approved Caterers.

Although it is an optional service, respondents are encouraged to market their services and the OCC to potential users. The City desires to increase the number of events held at OCC. Marketing assistance from Approved Caterers will be appreciated.

The proposed scope of services is described in the attached DRAFT "Agreement for Catering Service" contract.

III. Instructions to Proposers

Applications must be in writing and should include a cover letter. Applications must be received by **12:00 noon on the preceding Monday** for consideration at a regularly-scheduled Osseo City Council meeting. Dates for 2021 meetings are available at <http://www.discoverosseo.com/>

All proposals and questions should be submitted electronically to: Community Management Coordinator, jamerman@ci.osseo.mn.us. (PDF format is preferred.) In order to ensure a fair selection process, firms submitting proposals should not contact other city staff or councilmembers regarding these proposals.

IV. Application content

- 1) Cover Letter (include name, address, phone, contact person, date)
- 2) Signed AGREEMENT FOR ALCOHOLIC BEVERAGE CATERING SERVICE
- 3) OPTIONAL: Pricelist of items and services that may be offered to OCC Clients

V. Application evaluation

Applications will be evaluated on the following factors:

- Proximity to the City of Osseo, with preference given to respondents located within or near Osseo;
- Familiarity with the City of Osseo and the OCC;
- Demonstrated ability to perform the desired services;
- Respondents' ability to bring additional users to the OCC; and
- Other factors as determined by the City Council.

VI. Agreement terms

The City proposes an agreement for catering services in the attached document (Attachment A). However, applicants may suggest changes to this agreement as part of their proposal.

VII. Other information

The City intends to come to an agreement with 2 to 5 "Approved Caterers" to provide services at the OCC.

The Osseo Community Center Policy governs rental and use of the OCC (attached). Approved Caterers will be responsible for familiarizing themselves and their employees with the OCC Policy and its requirements.

City of Osseo, Minnesota

AGREEMENT FOR ALCOHOLIC BEVERAGE CATERING SERVICE

THIS AGREEMENT made and entered into this _____ day of _____, 2021, by and between the **CITY OF OSSEO**, a municipal corporation (hereinafter referred to as “City”) and _____ (hereinafter referred to as “CATERER”).

RECITALS

1. The City owns and operates the Osseo Community Center (“OCC”), located at 415 Central Avenue, Osseo, MN 55369, which includes one large room and a small outside patio. It has large windows with no window treatments. The OCC is dividable into two spaces (by special arrangement), has one small, non-commercial kitchen, and an attached semi-circular paver patio.
2. The OCC is marketed by the City to host meetings, business groups, weddings, special events, team parties, corporate gatherings, and other community activities.
3. The City desires to have CATERER perform alcoholic beverage catering services at the OCC. CATERER is willing and able to provide these services.
4. For purposes of this Agreement, a catered event is defined as an event where a contract for alcoholic beverage catering services is executed between CATERER and a client.

In consideration of the mutual promises set forth herein, it is agreed by and between the City and CATERER as follows:

SECTION 1 REPRESENTATIONS

1. CATERER represents that it is a Minnesota corporation duly organized, validly existing, and in good standing with the State of Minnesota and has full power and authority to enter into this Agreement and to carry out the responsibilities required by the Agreement. CATERER further represents that its agents, representatives, and employees have the necessary education, training, experience, certification, and licensing for purposes of servicing and performing this Agreement.
2. The City represents that it is a municipal corporation and a political subdivision of the State of Minnesota and that it has full power and authority to enter into this Agreement.

SECTION 2 CATERER DUTIES AND RESPONSIBILITIES

1. CATERER shall obtain and maintain at its sole expense all licenses and insurance necessary to permit the sale of liquor, beer, and wine in conjunction with catered events at the OCC.

- a. CATERER shall provide all alcoholic beverages and supplies necessary for a catered event.
 - b. CATERER shall hold a current on-sale liquor license through City or in another Minnesota City, and shall provide City with a copy of such on-sale liquor license from another Minnesota city.
2. CATERER will designate personnel whose responsibilities shall be working with the City in coordinating and implementing this Agreement.
3. CATERER shall perform catering services at the OCC as follows:
 - a. CATERER shall provide clients with price lists and menu selections to accommodate their needs for events held at the OCC that require alcoholic beverages.
 - b. CATERER will provide one main contact person who agrees to work with City staff as needed for any catered event at the OCC.
 - c. CATERER agrees to confer with prospective OCC clients to provide information and agree upon menus and fees for particular events. CATERER shall return all prospective client and client phone calls and e-mail within one business day. Once an OCC client schedules an event with CATERER, CATERER shall notify City Staff to confirm the date and time of the event and the facility has been scheduled.
 - d. CATERER shall be solely responsible for the recruitment, training, employment, performance, and compensation of adequate staff to meet the demand of the OCC client at each catered event, including, but not limited to, bartenders, servers, food preparers, and hosts. This includes having a minimum of one catering staff person at the OCC during the entire event and after meal service to guarantee room cleanup and removal of catering supplies unless otherwise approved by City staff.
 - e. CATERER agrees to meet all local, state, and federal health regulations, plus codes, rules, and laws concerning food and beverage service.
 - f. CATERER shall comply with all procedures and policies set by the City pertaining to use of the OCC.
 - g. CATERER shall provide the City with a copy of the current Health Department License State Alcohol Caterer Permit, and Certified Food Managers License during the term of providing services for the City.
 - h. CATERER shall participate in the sales and marketing of catering services at OCC and shall be responsible for event arrangements as required by the City. **However, all events at the OCC must be booked solely through City staff.**

- i. CATERER shall provide all food and beverages necessary for a catered event. CATERER shall provide all food preparation equipment that it requires and all necessary serving utensils, including plates, glasses, silverware, pots, pans, and linens at its own expense.
- j. CATERER shall ensure that cleaning of the OCC rooms in connection with catered events is completed in accordance with the Osseo Community Center Policy. CATERER may take responsibility for cleaning or may arrange for outside cleaning assistance with the City's janitorial service, Intact Building Services. All cleaning of OCC rooms must be completed by the end of the rental period for any catered event. The City does not provide cleaning products.
- k. CATERER shall remove all catering equipment from the OCC premises by the end of the rental period for any catered event. Limited storage space at the OCC is available for CATERER use, only with approval from the City on a per-event basis. The City is not responsible for any items left or stored at the OCC by the CATERER.
- l. CATERER shall serve all alcoholic beverages only within designated OCC rooms and attached patio area, and shall prohibit clients and their guests from removing alcoholic beverages from these areas.

SECTION 3

CITY DUTIES AND RESPONSIBILITIES

- 1. The City agrees to provide the following:
 - a. Rooms as they currently exist at the OCC.
 - b. CATERER contact information to all OCC clients needing alcoholic beverage catering.
 - c. Utility and overhead costs for the OCC.
 - d. Tables and chairs as they currently exist.
 - e. Minor maintenance as defined by the City.
- 2. Agreements for catering services will be solely between CATERER and their client. The CATERER will collect all catering charges from any/all catered events. At the time an agreement for catered services at the OCC is made, a CATERER representative will document the details of services required and contact City staff to confirm the booking has been made.
- 3. The City agrees to restrict the alcoholic beverage catering services provided at the OCC to the CATERER and other selected Approved Caterers for all events held at the OCC.

SECTION 4
PAYMENT

1. Payment for room rental fees shall be made by the applicant named on the OCC rental and reservation form. The CATERER shall pay the City for any/all rental fees when the CATERER serves as the applicant and responsible party for the event; the CATERER may also require that clients serve as the applicant and responsible party for the event.
2. The CATERER agrees to maintain a \$500 deposit with the City. Funds from the deposit will be used to cover costs of damages related to the CATERER'S use of the facility and costs for curing violations of this agreement or the OCC Policy.

SECTION 5
STATUS OF CATERER

1. This Agreement calls for the performance of catering services by CATERER as an independent contractor, and CATERER, its employees, agents, or representatives will not be considered employees of the City for any purposes. All persons employed by CATERER shall be the sole and exclusive employees of CATERER and shall be paid by CATERER. With respect to such employees, CATERER shall accept full and exclusive liability for all applicable social security, unemployment, workers' compensation, or other employment taxes or contributions of insurance, and all employee benefits, and shall comply with all federal and state laws and regulations relating to employment generally, including, but not limited to, minimum wages, social security, unemployment insurance, and workers' compensation. Certificates evidencing compliance with the foregoing shall be submitted to the City as reasonably requested by the City.
2. CATERER represents that it is a fair and equal opportunity employer and that its employees, representatives, and agents have had training in sexual harassment, gender sensitivity, and cultural diversity.

SECTION 6
INTEREST OF CATERER

CATERER covenants that CATERER has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, that would conflict in any manner or degree with the its performance of services required by this Agreement.

SECTION 7
NON-ASSIGNABILITY

The CATERER shall not be transfer, assign, or subcontract the services required under this Agreement.

SECTION 8
INSURANCE AND LICENSES

1. **Prior to performance of catering services under this Agreement**, CATERER agrees to provide the City with copies of all Certificates of Insurance for its catering operation. CATERER shall, at its cost and expense, procure and maintain, throughout the term of this Agreement, insurance against any damage, loss, or liability arising or claimed to have arisen out of its use, occupancy, or operations of the OCC building as follows:

- a. CATERER shall maintain a commercial general liability("CGL") policy in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from personal injury, advertising injury, broad form property damage, premises, contingent, operations/products-completed, fire damage, medical expenses, and contractual liability that extends coverage to assume the responsibilities arising from this Agreement.

These requirements may be met through any combination of primary and umbrella or excess insurance.

- b. CATERER shall maintain a business automobile policy including owned, non-owned, rented, or hired vehicles used in connection with their activities relating to its operations for the City. The business automobile policy or policies shall have limit of liability in an amount of at least \$1,000,000, combined single limit.
- c. CATERER shall purchase and maintain workers' compensation insurance in accordance with Chapter 176 of the Minnesota Statutes covering all persons employed by CATERER at or in connection with CATERER at or in connection with the OCC. The limits of coverage for the employer's liability portion of the workers' compensation policy of this policy shall be at least:

\$500,000	Bodily Injury by Accident, Each Accident
\$500,000	Bodily Injury by Disease, Policy Limit
\$500,000	Bodily Injury by Disease, Each Employee

- d. CATERER shall purchase and maintain liquor liability insurance with minimum limits of liability as follows:

\$1,000,000	Bodily Injury, Each Person
\$2,000,000	Bodily Injury, Each Common Cause
\$1,000,000	Property Damage, Each Common Cause
\$1,000,000	Loss of Means of Support, Each Person
\$1,000,000	Loss of Means of Support, Each Common Cause
\$2,000,000	Annual Aggregate

2. The foregoing levels of insurance coverage shall be maintained by the CATERER for the benefit of the City exclusively. The City makes no representation or warranty as to the sufficiency of the minimum insurance coverage set forth above, and CATERER shall conduct an independent examination to determine the necessary insurance coverage at the OCC.
3. **The City shall be named as an additional insured on all insurance policies (except workers' compensation) procured by CATERER in connection with the OCC.**
4. The insurance policies required to be procured and maintained by CATERER herein shall be placed with an insurance company or companies listed in the latest edition of "Best's Insurance Guide and Key Ratings" with a rating of at least "A-V." CATERER shall provide certificates of insurance to the City evidencing the insurance policies required under this Agreement and shall present such policies for review by the City upon demand.
5. The insurance policies required herein shall contain clauses substantially in the following words:
 - a. Notwithstanding any other provision in this policy, to the extent of CATERER's obligations pursuant to the Agreement between CATERER and City of OSSEO, the insurance afforded hereunder to the City shall be primary as to any other insurance or reinsurance covering the City, and such other insurance or reinsurance shall not be required to contribute to any liability until the appropriate limit of liability afforded hereunder is exhausted.
 - b. This policy may not be cancelled or materially changed until 30 days after receipt by the City of written notice of such cancellation or change in coverage as evidenced by receipt of a certified letter.
6. The City may adjust the amount of coverage required and types of policies required to be furnished by CATERER hereunder to comply with applicable laws and regulations of the State of Minnesota or in a manner consistent with the coverages and policies which are typically provided by similar situated CATERERS for similar facilities.

SECTION 9 INDEMNITY

CATERER agrees to defend, indemnify, and hold harmless the City, its officials, employees, agents, and contractors, from and against any and all claims, losses, liabilities, damages, costs, and expenses (including costs of defense, settlement, and reasonable attorneys' fees by reason of liability imposed by law upon the City) arising out of CATERER'S negligence or Caterer's performance or failure to perform its obligations under this Agreement. CATERER'S indemnification obligation shall apply to anyone directly or indirectly employed or hired by CATERER, or anyone for whose acts CATERER may be liable. This indemnification provision shall survive the expiration or earlier termination of this Agreement.

Nothing in this Agreement shall be construed as a waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled by law, including but not limited to the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

SECTION 10 TERM

1. This Agreement shall commence on _____, 2021, and remain in force until December 31, 2022, unless terminated earlier by either party. The parties may mutually agree to renew the Agreement. If the agreement is not renewed, CATERER shall remain responsible for providing services to the rentals booked for which it had committed before contract termination. Either party may terminate this agreement by providing the other party with a 30- day written notification.
2. The City may, based on its sole and absolute discretion terminate this Agreement without 30 days written notice to CATERER if there are service, performance, health, or safety issues that are impeding the success of reserved events, including, but not limited to, lack of a license and bonding by the State of Minnesota or lack of required insurance coverage.

SECTION 12 MISCELLANEOUS

1. Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to the matters addressed herein and any alterations or variations of the terms of this Agreement shall be invalid unless made in writing and signed by the parties. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
2. Severability. If any one or more of the provisions of this Agreement, or any application thereof, shall be found to be invalid, illegal, or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions or any application thereof shall not in any way be effected or impaired thereby.
3. Notices. All notices and other communications provided for in this Agreement shall be in writing and shall be personally delivered or sent by a reputable private commercial courier service or sent by United States registered or certified mail, postage pre-paid, return receipt requested, to the parties at the following addresses until such time as written notice of a change of address is delivered to the other party:

If to the City:	CITY OF OSSEO
	ATTN CITY ADMINISTRATOR
	415 CENTRAL AVENUE
	OSSEO MN 55369

If to CATERER: _____

- 4. Governing Law. This Agreement is governed by and is to be interpreted pursuant to the laws of the State of Minnesota. The City and CATERER each consent to the personal jurisdiction of the District Court of Hennepin County, Minnesota, in any action, suit, or proceeding arising under this Agreement and agree that any such action, suit, or proceeding shall be venued in such court and agree to waive any objection based on forum non convenes to the bringing of any action in such court.

- 5. No Third-Party Rights. This Agreement is for the sole and exclusive benefit of the parties hereto and their respective successors and assigns, and no third parties are intended to or shall have any rights hereunder.

- 6. Execution in Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one in the same instrument.

- 7. CATERER understands and agrees that all of the data created, collected, received, stored, used, maintained, or disseminated by CATERER in performing its obligations under this Agreement is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, and that CATERER must comply with the requirements thereof as if it were a government entity. CATERER further understands and agrees that the remedies set forth in Minnesota Statutes Section 13.08 apply to CATERER in connection with such requirements.

- 11. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties and approved by the Osseo City Council.

- 12. Dispute Resolution. The parties agree to cooperate and use best efforts to ensure that the provisions of this Agreement are fulfilled and to act in good faith in attempting to resolve disputes. If a dispute cannot be resolved informally by the parties, the parties may resort to other legal remedies available to them.

Attachments to this agreement are a part of the agreement as follows: Osseo Community Center Policy (“OCC Policy”)

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CATERER

By: _____
(Signature)

Its: _____

Date: _____

CITY OF OSSEO

By: _____
Duane Poppe, Mayor

By: _____
LeAnn Larson, City Clerk

Date: _____



Beer Permit

The City of Chisago City does hereby grant permission to:

Name: _____
Address: _____
Phone: _____

Date: _____
Time: _____ From: _____ (to): _____

Permit expires on above date at 9 p.m. or dusk, whichever comes first.

- The bearer of this permit must have this original, certified permit on site, for the date above.
- The bearer of this permit must present this permit upon request of any law enforcement officer.
- It is the bearer's responsibility to clean up all trash, cans, etc. made by the rental of the pavilion.
- This permit is for personal consumption only.
- There will be no sale of any alcohol. This permit is valid for the consumption of canned beer only. Glass bottles, keg beer, or hard liquor are NOT allowed on the premises of any Chisago City park.
- All canned beer must, at all times, be located under the pavilion/gazebo. There is no canned beer to be brought into other areas of the park or the parking lot.
- The bearer of this permit agrees to accept all responsibility for this consumption, which includes the regulations governed by the State of Minnesota.
- The bearer of this permit accepts all responsibility for policing and accountability of permit regulations and restrictions thereof, for the group that has assembled at the pavilion. This includes, but is not limited to the above and all regulations restricting the consumption of alcohol by minors.
- The bearer of this permit agrees to accept all responsibility for any violations of the law.
- The bearer of this permit will be issued a city ordinance violation citation for any violations of this permit by the permit holder or any person affiliated.
- **Permit holder must provide Certificate of Liability Insurance for their rental date.**

By signing below I understand and agree to all of the above.

Signature of Bearer: _____

Signature of City Official: _____

Date: _____

Copy of beer permit to the Lakes Area Police Department _____ (check if yes)

Fee: \$25.00

Cash _____ Check _____

Paid: \$ _____

Receipt # _____



City of Osseo City Council Meeting Item

Agenda Item: Liquor and Tobacco License Renewals

Meeting Date: May 9, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Liquor and tobacco licenses are renewed annually (the license period is from July 1, 2022, to June 30, 2023).

Background:

Listed below are the renewal license applicants for liquor, beer, wine, and tobacco products. All applicants have submitted all required documents to be considered for license approval, plus paid the fees for all licenses. Background investigations have been completed. Due to staffing changes, Yellow Tree Theatre will be on the May 23, 2022, Council agenda for approval.

ON SALE LIQUOR LICENSE

Dick's Bar, 205 Central Ave	\$6,000
Duffy's Bar & Grill, 337 Central Ave	\$6,000
Lynde's Restaurant, 209 Co Rd 81	\$6,000

SUNDAY LIQUOR LICENSE

American Legion, 260 4 th Ave SE	\$200
Dick's Bar, 205 Central Ave	\$200
Duffy's Bar & Grill, 337 Central Ave	\$200
Lynde's Restaurant, 209 Co Rd 81	\$200

CLUB LIQUOR LICENSE

American Legion, 260 4 th Ave SE	\$650
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OFF SALE LIQUOR LICENSE

Dick's Bar, 205 Central Ave	\$240
Top Ten Liquors, 316 Co Rd 81	\$240
ZR's Mainstreet Liquor, 341 Central Ave	\$240

BEER LICENSE

Olympia Café & Gyros, 247 Central Ave	\$300
Red's Savoy Pizza, 225 Central Ave	\$300

WINE LICENSE

Olympia Café & Gyros, 247 Central Ave	\$650
Red's Savoy Pizza, 225 Central Ave	\$650

TOBACCO LICENSE

Dean's Supermarket, 312 Central Ave	\$250
Holiday Station, 124 Central Ave	\$250
Top Ten Liquors, 316 Co Rd 81	\$250
ZR's Mainstreet Liquor, 341 Central Ave	\$250
Sipe Bros, 408 3 rd St SE	\$250

Budget or Other Considerations:

2022-2023 liquor license fees total \$23,020; tobacco license fees total \$1,250. The grand total for both license types is \$24,270. These fees include Yellow Tree Theatre and an increase for the license fee for American Legion due to the update to the fee schedule, based upon number of members, from \$500 to \$650.

City Goals Met By This Action:

Ensure City's continued financial stability.

Options:

The City Council may choose to:

1. Approve all liquor and tobacco license renewals as presented for July 1, 2022, to June 30, 2023;
2. Deny approval;
3. Table action for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve all liquor and tobacco license renewals as presented for July 1, 2022, to June 30, 2023.

CITY OF OSSEO

CASH BALANCE SUMMARY FOR COUNCIL

Begin	Receipts	Disbursements	JE	JE Payroll	Transfers	Balance No Invest	Fund
\$1,265,209.95	\$208,340.45	\$773,399.31	\$0.00	-\$244,455.76	\$0.00	\$455,695.33	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	\$1,330.00	\$2,663.01	\$0.00	\$0.00	\$0.00	\$10,159.05	115 POLICE DONATIONS/EXPENSES
\$17,308.15	\$129.00	\$565.00	\$0.00	\$0.00	\$0.00	\$16,872.15	116 POLICE FORFIETURE FUND
\$5,271.43	\$69,083.98	\$3,309.64	\$0.00	\$0.00	\$0.00	\$71,045.77	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	\$25.00	\$138.37	\$0.00	\$0.00	\$0.00	\$951.55	204 TROLLEY
\$131,544.56	\$9,520.00	\$10,434.09	\$0.00	-\$838.03	\$0.00	\$129,792.44	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	\$13,466.14	\$241.34	\$0.00	\$0.00	\$0.00	\$50,415.63	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	\$100.00	\$474.90	\$0.00	\$0.00	\$0.00	-\$4,532.68	250 COMMUNITY FUND
\$349.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$349.69	252 FIREARMS SAFETY
\$11,635.45	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,635.45	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	\$200.00	\$178.09	\$0.00	\$0.00	\$0.00	\$4,256.60	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	\$54,190.00	\$40,342.49	\$0.00	\$0.00	\$0.00	-\$31,131.24	412 2022 Alley Project
\$1,854,553.85	\$185,338.21	\$142,869.23	\$0.00	-\$41,284.37	-\$131.50	\$1,855,606.96	601 WATER FUND
\$1,803,641.86	\$59,247.52	\$640,831.05	\$0.00	-\$41,284.05	\$0.00	\$1,180,774.28	602 SEWER FUND
\$703,820.42	\$52,039.75	\$45,503.60	\$0.00	-\$9,392.06	\$0.00	\$700,964.51	604 STORM WATER FUND
\$9,462,432.56	\$778,668.59	\$2,983,809.70	\$0.00	-\$337,254.27	-\$131.50	\$6,919,905.68	

CITY OF OSSEO

Payments

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Payments Batch 5-9-22 AP		\$227,102.12	
Refer	0 AFLAC	Ck# 002574E 5/4/2022	
Cash Payment	G 101-21710 MISC DEDUCTIONS/BENEF	APRIL 2022 PREMIUMS	\$234.42
Invoice	991241	5/1/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$234.42
Refer	0 EMPOWER- MSRS DFC/H CSP	Ck# 002575E 5/4/2022	
Cash Payment	G 101-21712 HCSP	5/6/22 PAYROLL HCSP CONTRIBUTIONS	\$574.51
Invoice	992963791	5/6/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$574.51
Refer	0 EMPOWER- MSRS DFC/H CSP	Ck# 002576E 5/4/2022	
Cash Payment	G 101-21705 DEFERRED COMP	5/6/22 PAYROLL DCP CONTRIBUTIONS	\$375.00
Invoice	992962676	5/6/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$375.00
Refer	0 FURTHER - FORMERLY SELECTAC	Ck# 002577E 5/4/2022	
Cash Payment	G 101-21711 EMPLOYEE H.S.A CONTRIB	5/6/22 PAYROLL H.S.A. CONTRIBUTIONS	\$1,113.18
Invoice	5/6/22	5/6/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$1,113.18
Refer	0 ICMA RETIREMENT CORPORATIO	Ck# 002578E 5/4/2022	
Cash Payment	G 101-21705 DEFERRED COMP	5/6/22 PAYROLL DFC CONTRIBUTION	\$400.00
Invoice	739335	5/6/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$400.00
Refer	0 MN DEPT OF REVENUE	Ck# 002579E 5/4/2022	
Cash Payment	G 101-21702 STATE WITHHOLDING	5/6/22 PAYROLL SIT WITHHOLDING	\$2,381.62
Invoice	983-910-816	5/6/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$2,381.62
Refer	0 PERA	Ck# 002580E 5/4/2022	
Cash Payment	G 101-21704 PERA	5/6/22 PAYROLL PERA CONTRIBUTIONS	\$10,276.17
Invoice	650878	5/6/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$10,276.17
Refer	0 PREMIER BANK	Ck# 002581E 5/4/2022	
Cash Payment	E 101-41110-260 EDUCATION/MEETING	FEB 22 CC CHARGES MCFOA S CISEWSKI	\$275.00
Invoice	3/25/22	3/25/2022	
Cash Payment	E 101-41900-260 EDUCATION/MEETING	FEB 22 CC CHARGES REFUND N ENGLUND TRAINING	-\$943.95
Invoice	3/25/22	3/25/2022	
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	FEB 22 CC CHARGES GLOCK A LAMERS	\$384.94
Invoice	3/25/22	3/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	FEB 22 CC CHARGES PD GYM PASS	\$32.00
Invoice	3/25/22	3/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	FEB 22 CC CHARGES PD GYM PASS	\$32.00
Invoice	3/25/22	3/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	FEB 22 CC CHARGES PD GYM PASS	\$32.00
Invoice	3/25/22	3/25/2022	
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	FEB 22 CC CHARGES PD GYM PASS	\$32.00
Invoice	3/25/22	3/25/2022	

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Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	FEB 22 CC CHARGES PD GYM PASS	\$32.00
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	FEB 22 CC CHARGES GLOCK S MIKKELSON	\$521.50
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	FEB 22 CC CHARGES PD SQUAD WASHES	\$55.00
Invoice 3/25/22	3/25/2022		
Cash Payment	E 115-41900-211 OPERATIONS	FEB 22 CC CHARGES FRAME/PHOTO OF CHIEF	\$290.32
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41515-309 SOFTWARE	FEB 22 CC CHARGES MICROSOFT M365 LICENCES	\$189.75
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41110-260 EDUCATION/MEETING	FEB 22 CC CHARGES LMC MCMA CONF R GRAMS	\$575.00
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41110-260 EDUCATION/MEETING	FEB 22 CC CHARGES MCMA LODGING R GRAMS	\$113.82
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-213 OFFICER EQUIPMENT	FEB 22 CC CHARGES PD CELL ACCESSORIES	\$263.89
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41110-211 OPERATIONS	FEB 22 CC CHARGES F WALLGREN ADOBE STORAGE	\$127.88
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	FEB 22 CC CHARGES PD CHAPLAIN MTG	\$60.25
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	FEB 22 CC CHARGES REG/TABS VIN PD	\$14.60
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-211 OPERATIONS	FEB 22 CC CHARGES PD FLASH DRIVES/PAPER PLATES	\$83.91
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-211 OPERATIONS	FEB 22 CC CHARGES PD OFFICE SUPPLIES	\$5.99
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	FEB 22 CC CHARGES F WALLGREN MN CRIME PREV MEMBSHP	\$50.00
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41110-211 OPERATIONS	FEB 22 CC CHARGES ADOBE LICENSES	\$127.88
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-42000-211 OPERATIONS	FEB 22 CC CHARGES PW TRUCK SUPPLIES	\$82.78
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-42000-211 OPERATIONS	FEB 22 CC CHARGES PW VEHICLE TABS	\$138.11
Invoice 3/25/22	3/25/2022		
Cash Payment	E 601-49400-211 OPERATIONS	FEB 22 CC CHARGES PW LIGHT FOR METER PITS	\$159.62
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41920-309 SOFTWARE	FEB 22 CC CHARGES FD DROPBOX SUBSCRIPTION	\$11.99
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41920-309 SOFTWARE	FEB 22 CC CHARGES FD VIDEOCONFRCING	\$16.11
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-41920-309 SOFTWARE	FEB 22 CC CHARGES FD DROPBOX SUBSCRPTION	\$11.99
Invoice 3/25/22	3/25/2022		

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Cash Payment	E 602-49400-260 EDUCATION/MEETING	FEB 22 CC CHARGES J LUNDE CONF EXPENSE	\$8.00
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-42000-218 UNIFORMS/GEAR	FEB 22 CC CHARGES J LUNDE UNIFORM	\$112.47
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-42000-218 UNIFORMS/GEAR	FEB 22 CC CHARGES J LUNDE UNIFORM	\$22.49
Invoice 3/25/22	3/25/2022		
Cash Payment	E 101-42000-218 UNIFORMS/GEAR	FEB 22 CC CHARGES J LUNDE UNIFORM	\$214.99
Invoice 3/25/22	3/25/2022		
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$3,134.33
Refer	0 PREMIER BANK	Ck# 002582E 5/4/2022	
Cash Payment	E 101-41110-260 EDUCATION/MEETING	MARCH 2022 CC CHARGES J HULSTROM LMC CONF	\$399.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	MARCH 2022 CC CHARGES PD GYM PASS	\$32.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	MARCH 2022 CC CHARGES PD GYM PASS	\$32.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	MARCH 2022 CC CHARGES PD GYM PASS	\$32.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	MARCH 2022 CC CHARGES PD GYM PASS	\$32.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 115-41900-255 DUES/MEMBERSHIP	MARCH 2022 CC CHARGES PD GYM PASS	\$32.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-41900-217 VEHICLE REPAIRS/MAI	MARCH 2022 CC CHARGES PD SQUAD WASHES	\$66.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-41515-309 SOFTWARE	MARCH 2022 CC CHARGES MICROSOFT M365 LICENSES	\$189.75
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-41515-309 SOFTWARE	MARCH 2022 CC CHARGES WEBEX VIDEOCONFERENCING	\$215.40
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-41900-260 EDUCATION/MEETING	MARCH 2022 CC CHARGES A MORTINSON BCA TRAINING	\$75.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	MARCH 2022 CC CHARGES F WALLGREN PROF LAW ENF ASST DUES	\$35.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-42000-217 VEHICLE REPAIRS/MAI	MARCH 2022 CC CHARGES PW FUEL	\$80.00
Invoice 4/25/22	4/25/2022		
Cash Payment	E 601-49400-260 EDUCATION/MEETING	MARCH 2022 CC CHARGES N WALBILLIG MN POLL CNTRL TRAINING	\$23.57
Invoice 4/25/22	4/25/2022		
Cash Payment	E 101-42000-218 UNIFORMS/GEAR	MARCH 2022 CC CHARGES N WALDBILLIG UNIFORM	\$69.99
Invoice 4/25/22	4/25/2022		
Cash Payment	E 601-49400-211 OPERATIONS	MARCH 2022 CC CHARGES PW MRWA MMBSP DUES	\$300.00
Invoice 4/25/22	4/25/2022		

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Cash Payment	E 101-41800-211 OPERATIONS	MARCH 2022 CC CHARGES CARPET CLEANER	\$58.56
Invoice	4/25/22	4/25/2022	
Cash Payment	E 101-41920-309 SOFTWARE	MARCH 2022 CC CHARGES FD VIDEOCONF SVC	\$16.11
Invoice	4/25/22	4/25/2022	
Cash Payment	E 101-41700-211 OPERATIONS	MARCH 2022 CC CHARGES PROJ BULB CC CHAMBERS	\$200.78
Invoice	4/25/22	4/25/2022	
Cash Payment	E 101-42000-211 OPERATIONS	MARCH 2022 CC CHARGES J LUNDE EAR PROTECTION	\$79.22
Invoice	4/25/22	4/25/2022	
Cash Payment	E 101-41110-260 EDUCATION/MEETING	MARCH 2022 CC CHARGES K JONES CLERKS INSTITUTE	\$245.00
Invoice	4/25/22	4/25/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$2,213.38
Refer	0 A-1 OUTDOOR POWER INC	-	
Cash Payment	E 101-42000-211 OPERATIONS	PW WOODCUTTER CHAIN/OIL/FILES	\$456.33
Invoice	509729	5/2/2022	
Cash Payment	E 101-42350-211 OPERATIONS	PW WOODCUTTER CHAIN/OIL/FILES	\$456.32
Invoice	509729	5/2/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$912.65
Refer	0 ACTIVE911 INC	-	
Cash Payment	E 101-41920-309 SOFTWARE	FD MOBILE DISPATCH APP	\$338.00
Invoice	408649	4/22/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$338.00
Refer	0 ADAMS PEST CONTROL INC	-	
Cash Payment	E 101-41700-222 BUILDING REPAIR/MAI	2Q22 PEST CONTROL CITY HALL	\$133.37
Invoice	3451623	4/20/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$133.37
Refer	0 ALPHA VIDEO AND AUDIO INC	-	
Cash Payment	E 240-41700-211 OPERATIONS	50% DOWN COUNCIL CHAMBERS VIDEOCONFERENCING ADDITION	\$6,830.32
Invoice	10013	3/31/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$6,830.32
Refer	0 BRODEN, KAREN	-	
Cash Payment	E 101-41110-260 EDUCATION/MEETING	APRIL 2022 MILEAGE EXPENSE	\$20.71
Invoice	4/28/22	4/28/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$20.71
Refer	0 CINTAS - UNIFORMS AND RUGS	-	
Cash Payment	E 101-42000-211 OPERATIONS	4/21/22 PW MAT SVC	\$14.50
Invoice	4117135781	4/21/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$14.50
Refer	0 COMCAST - CALIFORNIA	-	
Cash Payment	E 101-41700-321 TELECOMMUNICATION	MAY 2022 CH SVC	\$374.95
Invoice	4/24/22	4/24/2022	
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total \$374.95
Refer	0 COMCAST - CALIFORNIA	-	

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Payments

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Cash Payment	E 101-42000-321 TELECOMMUNICATION MAY 2022 PW SVC				\$182.11
Invoice	APR 24 22	4/24/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$182.11
Refer	0 COMCAST - CALIFORNIA	-			
Cash Payment	E 101-41700-321 TELECOMMUNICATION MAY 2022 CH SVC				\$20.01
Invoice	4/27/22	4/27/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$20.01
Refer	0 EMERGENCY APPARATUS MAINT.	-			
Cash Payment	E 101-41920-217 VEHICLE REPAIRS/MAI E11 ANNUAL PUMP TEST				\$265.00
Invoice	121771	4/19/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$265.00
Refer	0 EMERGENCY APPARATUS MAINT.	-			
Cash Payment	E 101-41920-217 VEHICLE REPAIRS/MAI T11 ANNUAL PUMP TEST				\$265.00
Invoice	121773	4/19/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$265.00
Refer	0 FINKEN WATER	-			
Cash Payment	E 101-41920-211 OPERATIONS FD 6 CS BOTTLED WATER				\$54.00
Invoice	5467872	4/11/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$54.00
Refer	0 FINKEN WATER	-			
Cash Payment	E 101-41700-211 OPERATIONS 4/19/22 BOTTLE WATER DELIVERY ADMIN				\$19.95
Invoice	8276TL	4/19/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$19.95
Refer	0 GROEN, GARY A.	-			
Cash Payment	E 101-41550-301 ACCOUNTING/AUDITIN 3/10 - 4/22/22 FINANCIAL CONSULT SVCS				\$1,308.00
Invoice	4/22/22	4/22/2022			
Cash Payment	E 601-49400-301 ACCOUNTING/AUDITIN 3/10 - 4/22/22 FINANCIAL CONSULT SVCS				\$817.50
Invoice	4/22/22	4/22/2022			
Cash Payment	E 602-49400-301 ACCOUNTING/AUDITIN 3/10 - 4/22/22 FINANCIAL CONSULT SVCS				\$817.50
Invoice	4/22/22	4/22/2022			
Cash Payment	E 604-49400-301 ACCOUNTING/AUDITIN 3/10 - 4/22/22 FINANCIAL CONSULT SVCS				\$327.00
Invoice	4/22/22	4/22/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$3,270.00
Refer	0 HENN CO INFO TECH	-			
Cash Payment	E 101-41920-220 RADIO COMMUNICATI MARCH 2022 FD RADIO LEASE AND FLEET FEES				\$716.18
Invoice	1000187288	4/4/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$716.18
Refer	0 HILLYARD INC	-			
Cash Payment	E 101-41700-211 OPERATIONS SUPROX D AND HAND SOAP STOCK				\$542.96
Invoice	604660491	3/7/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN	10100	Total	\$542.96
Refer	0 HILLYARD INC	-			
Cash Payment	E 101-41700-211 OPERATIONS CH HAND SOAP STOCK				\$160.00
Invoice	604663854	3/9/2022			

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Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$160.00
Refer	0 KISONGO, IBUCHWA /NDAYA	-		
Cash Payment	G 101-22001 COMMUNITY CENTER DEP	REFUND COMM CTR DEPOSIT 4/23/22		\$250.00
Invoice	4/23/22 4/23/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$250.00
Refer	0 KLOSTER, MELISSA	-		
Cash Payment	E 101-42300-312 PROGRAMMING	FEB 2022 STRENGTH CLASS INSTRUCTION		\$400.00
Invoice	10 2/28/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$400.00
Refer	0 MACQUEEN EMERGENCY GROUP	-		
Cash Payment	E 120-41920-570 EQUIPMENT	MULTI-GAS MONITOR PARTS PARTIAL ORDER FILLED		\$1,976.96
Invoice	P02097 4/4/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$1,976.96
Refer	0 MACQUEEN EMERGENCY GROUP	-		
Cash Payment	E 120-41920-570 EQUIPMENT	MULTI-GAS MONITOR PARTS PARTIAL ORDER FILLED		\$3,180.00
Invoice	P02144 4/12/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$3,180.00
Refer	0 METRO WEST INSPECTION SERVI	-		
Cash Payment	G 101-20222 BUILDING INSPECTIONS P	APRIL 2022 BUILDING PERMITS INSPECTIONS		\$1,111.21
Invoice	3250 4/25/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$1,111.21
Refer	0 MIDWEST COMPLIANCE INC	-		
Cash Payment	E 101-42000-310 OTHER PROFESSIONA	MARCH 2022 LAB & MRO DRUG TEST CHARGE		\$36.00
Invoice	50647 4/26/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$36.00
Refer	0 MIDWEST COMPLIANCE INC	-		
Cash Payment	E 101-42000-310 OTHER PROFESSIONA	6/1/22 - 5/31/23 DOT DRUG TESTING RENEWAL		\$250.00
Invoice	50726 4/28/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$250.00
Refer	0 MINGER CONSTRUCTION CO., INC	-		
Cash Payment	G 602-11101 INFRASTRUCTURE	PAYMENT NO 8 LIFT STATION & SCADA IMPROVEMENTS		\$142,436.21
Invoice	APR 25 WSB 4/25/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$142,436.21
Refer	0 MINNESOTA EQUIPMENT INC	-		
Cash Payment	E 101-42000-221 EQUIP REPAIR/ MAINT	PW SWEEPER SERVICE SUPPLIES		\$145.55
Invoice	P69266 4/18/2022			
Transaction Date	5/4/2022	PREMIER CHECKIN 10100	Total	\$145.55
Refer	0 EFTPS	Ck# 002583E 5/5/2022		
Cash Payment	G 101-21701 FEDERAL WITHHOLDING	5/6/22 PAYROLL FIT/FICA WITHHOLDING		\$4,852.49
Invoice	3896003 5/6/2022			

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Cash Payment	G 101-21703 FICA WITHHOLDING	5/6/22 PAYROLL FIT/FICA WITHHOLDING	\$5,120.82
Invoice	3896003	5/6/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$9,973.31
Refer	0 ECM PUBLISHING	-	
Cash Payment	E 101-41110-351 PRINTING/PUBLISHING	ORDINANCE 2022-02 AD PUBLICATION	\$70.88
Invoice	888273	4/21/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$70.88
Refer	0 FINKEN WATER	-	
Cash Payment	E 101-41700-211 OPERATIONS	MAY 2022 ADMIN WATER COOLER RENTAL	\$13.00
Invoice	1311417	5/1/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$13.00
Refer	0 FINKEN WATER	-	
Cash Payment	E 101-41900-211 OPERATIONS	MAY 2022 PD WATER COOLER RENTAL	\$8.00
Invoice	1311418	5/1/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$8.00
Refer	0 FINKEN WATER	-	
Cash Payment	E 205-42350-801 RENTAL PROPERTY EX	MAY 2022 417 1ST AVE NE WATER SOFTNR RENTAL	\$34.95
Invoice	1311419	5/1/2022	
Cash Payment	G 101-21550 STATE SALES TAX	MAY 2022 417 1ST AVE NE WATER SOFTNR RENTAL	\$2.63
Invoice	1311419	5/1/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$37.58
Refer	0 GOPHER STATE ONE CALL, INC.	-	
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	APRIL 2022 UTILITY LOCATE SVC	\$14.18
Invoice	2040658	4/30/2022	
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	APRIL 2022 UTILITY LOCATE SVC	\$14.17
Invoice	2040658	4/30/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$28.35
Refer	0 KENNEDY & GRAVEN, CHARTERE	-	
Cash Payment	E 101-41500-304 LEGAL SERVICE - CIVIL	MARCH 2022 CIVIL LEGAL SVCS	\$5,181.00
Invoice	167213	3/31/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$5,181.00
Refer	0 LAW ENFORCE LABOR SERVICE I	-	
Cash Payment	G 101-21708 UNION DUES	MAY 2022 OSSEO PD #182 UNION DUES	\$325.00
Invoice	MAY 2022	5/1/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$325.00
Refer	0 MINNESOTA LIFE INS CO	-	
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD/ST	FEB 2022 LIFE INS PREMIUM PD	\$35.00
Invoice	236218	2/1/2022	
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST	FEB 2022 LIFE INS PREMIUM ADMIN	\$18.25
Invoice	236218	2/1/2022	
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD/ST	FEB 2022 LIFE INS PREMIUM P/Z	\$5.00
Invoice	236218	2/1/2022	
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD/ST	FEB 2022 LIFE INS PREMIUM PW	\$15.00
Invoice	236218	2/1/2022	

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Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LTD FEB 2022 LIFE INS PREMIUM EE				\$161.90
Invoice	236218	2/1/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN	10100	Total	\$235.15
Refer	0 MINNESOTA LIFE INS CO	-			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LIFE INS PREMIUM PD				\$35.00
Invoice	25302	3/1/2022			
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LIFE INS PREMIUM ADMIN				\$18.25
Invoice	25302	3/1/2022			
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LIFE INS PREMIUM P/Z				\$5.00
Invoice	25302	3/1/2022			
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD/ST MARCH 2022 LIFE INS PREMIUM PW				\$15.00
Invoice	25302	3/1/2022			
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LTD MARCH 2022 LIFE INS PREMIUM EE				\$161.90
Invoice	25302	3/1/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN	10100	Total	\$235.15
Refer	0 MINNESOTA LIFE INS CO	-			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD/ST APRIL 2022 LIFE INS PREMIUMS PD				\$35.00
Invoice	258734	4/1/2022			
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST APRIL 2022 LIFE INS PREMIUMS ADMIN				\$18.25
Invoice	258734	4/1/2022			
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD/ST APRIL 2022 LIFE INS PREMIUMS P/Z				\$5.00
Invoice	258734	4/1/2022			
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD/ST APRIL 2022 LIFE INS PREMIUMS PW				\$15.00
Invoice	258734	4/1/2022			
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LTD APRIL 2022 LIFE INS PREMIUMS EE				\$120.90
Invoice	258734	4/1/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN	10100	Total	\$194.15
Refer	0 MINNESOTA LIFE INS CO	-			
Cash Payment	E 101-41900-130 MED/DEN/LIFE/LTD/ST MAY 2022 LIFE INS PREMIUM PD				\$30.00
Invoice	310537	5/1/2022			
Cash Payment	E 101-41110-130 MED/DEN/LIFE/LTD/ST MAY 2022 LIFE INS PREMIUM ADMIN				\$18.25
Invoice	310537	5/1/2022			
Cash Payment	E 101-41650-130 MED/DEN/LIFE/LTD/ST MAY 2022 LIFE INS PREMIUM P/Z				\$5.00
Invoice	310537	5/1/2022			
Cash Payment	E 101-42000-130 MED/DEN/LIFE/LTD/ST MAY 2022 LIFE INS PREMIUM PW				\$15.00
Invoice	310537	5/1/2022			
Cash Payment	G 101-21706 MEDICAL/DENTAL/LIFE/LTD MAY 2022 LIFE INS PREMIUM EE				\$125.90
Invoice	310537	5/1/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN	10100	Total	\$194.15
Refer	0 MINUTE MAKER SECRETARIAL	-			
Cash Payment	E 101-41650-307 RECORDING SERVICE 4/18 PLANNING & 4/25 CC MEETINGS MINUTES				\$154.00
Invoice	M1485	5/1/2022			
Cash Payment	E 101-41000-307 RECORDING SERVICE 4/18 PLANNING & 4/25 CC MEETINGS MINUTES				\$336.50
Invoice	M1485	5/1/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN	10100	Total	\$490.50
Refer	0 NAPA-COTTENS OSSEO	-			

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Cash Payment	E 101-42000-211 OPERATIONS	PW SHOP TRUCK OIL CHANGE SUPPLIES	\$14.45
Invoice 211206	4/18/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$14.45
Refer	0 NAPA-COTTENS OSSEO	-	
Cash Payment	E 101-42000-211 OPERATIONS	PW SHOP/TRUCK CLEANING SUPPLIES	\$43.95
Invoice 212140	4/20/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$43.95
Refer	0 NAPA-COTTENS OSSEO	-	
Cash Payment	E 101-42000-211 OPERATIONS	PW SPARK PLUG	\$2.59
Invoice 216737	5/2/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$2.59
Refer	0 PRIME ADVERTISING & DESIGN IN	-	
Cash Payment	E 101-41515-309 SOFTWARE	MAY 2022 WEBSITE HOSTING SVC	\$100.00
Invoice 81031	4/27/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$100.00
Refer	0 QUALITY FLOW SYSTEMS, INC.	-	
Cash Payment	E 602-49400-211 OPERATIONS	APRIL 2022 LIFT PUMP RENTAL	\$450.00
Invoice 42827	4/29/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$450.00
Refer	0 SLOTH INSPECTIONS INC	-	
Cash Payment	G 101-20221 ELECTRICAL INSPECTIONS	APRIL 2022 ELECTRICAL INSPECTION SVCS	\$94.04
Invoice 4/30/22	4/30/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$94.04
Refer	0 THOMSON REUTERS-WEST	-	
Cash Payment	E 101-41900-255 DUES/MEMBERSHIP	MARCH 2022 PD INFORMATION SVCS	\$113.40
Invoice 845983664	3/1/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$113.40
Refer	0 TOKLE INSPECTION INC	-	
Cash Payment	G 101-20221 ELECTRICAL INSPECTIONS	APRIL 2022 ELECTRICAL INSPECTION SVCS	\$2,924.80
Invoice 4/30/22	4/30/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$2,924.80
Refer	0 TWIN CITY WATER CLINIC INC.	-	
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	APRIL 2022 WATER SAMPLES	\$60.00
Invoice 17438	5/2/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$60.00
Refer	0 TYLER TECHNOLOGIES, INC.	-	
Cash Payment	E 601-49400-310 OTHER PROFESSIONA	4/11 - 4/14 R SARGENT UB BILLING PRODUCTION ASSISTANCE	\$2,080.00
Invoice 25-377049	4/19/2022		
Cash Payment	E 602-49400-310 OTHER PROFESSIONA	4/11 - 4/14 R SARGENT UB BILLING PRODUCTION ASSISTANCE	\$2,080.00
Invoice 25-377049	4/19/2022		
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$4,160.00
Refer	0 WALTERS RECYCLING & REFUSE,	-	
Cash Payment	E 205-42350-801 RENTAL PROPERTY EX 25 4TH ST NE 5/1 - 7/31 CURBSIDE SVCS		\$73.60
Invoice 6097929	4/20/2022		

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Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total	\$73.60
Refer	0 WALTERS RECYCLING & REFUSE, _			
Cash Payment	E 205-42350-801 RENTAL PROPERTY EX 417 1ST AVE NE 5/1 - 7/31 CURBSIDE SVCS			\$73.60
Invoice 6098100	4/20/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total	\$73.60
Refer	0 WSB & ASSOCIATES INC			
Cash Payment	E 130-42000-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS 2021 CENTRAL AVE PROJ			\$471.50
Invoice 3/31/22	3/31/2022			
Cash Payment	E 412-42000-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS 2022 ALLEY PROJ			\$3,201.00
Invoice 3/31/22	3/31/2022			
Cash Payment	E 601-49400-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS PW CONSULT HRLY FEE			\$154.50
Invoice 3/31/22	3/31/2022			
Cash Payment	E 602-49400-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS RESIDENT SEWER COMPLAINT HRLY FEE			\$468.00
Invoice 3/31/22	3/31/2022			
Cash Payment	E 601-49400-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS FD CONSULT HYDRANT			\$206.00
Invoice 3/31/22	3/31/2022			
Cash Payment	E 130-42000-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS RETAINER			\$750.00
Invoice 3/31/22	3/31/2022			
Cash Payment	G 602-11101 INFRASTRUCTURE MARCH 2022 ENGINEERING SVCS 2022 SANITARY SEWER LINING PROJ			\$4,884.50
Invoice 3/31/22	3/31/2022			
Cash Payment	E 130-42000-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS BID & DEMO SPECS			\$485.00
Invoice 3/31/22	3/31/2022			
Cash Payment	G 602-11101 INFRASTRUCTURE MARCH 2022 ENGINEERING SVCS LIFT STA #1 INVESTIGATION			\$2,377.00
Invoice 3/31/22	3/31/2022			
Cash Payment	G 602-11101 INFRASTRUCTURE MARCH 2022 ENGINEERING SVCS LIFT STATIONS & SCADA IMPROVEMENTS			\$3,142.00
Invoice 3/31/22	3/31/2022			
Cash Payment	E 604-49400-303 ENGINEERING SERVIC MARCH 2022 ENGINEERING SVCS MS4 IMPLEMENTATION			\$491.00
Invoice 3/31/22	3/31/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total	\$16,630.50
Refer	0 XCEL ENERGY			
Cash Payment	E 205-42350-801 RENTAL PROPERTY EX 17 4TH ST NE RENTAL ELEC SVC			\$12.72
Invoice 776976443	4/22/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total	\$12.72
Refer	0 YOGA SOLES			
Cash Payment	E 101-42300-312 PROGRAMMING MARCH & APRIL 2022 FITNESS CLASS INSTRUCTION			\$400.00
Invoice 5/1/22	5/1/2022			
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total	\$400.00
Refer	0 ZEROOREZ			

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Cash Payment	E 101-41800-317 CLEANING SERVICE	4/29/22 COMM CENTER/ HALL CARPET CLEAN SVC	\$354.00
Invoice	4/29/22	4/29/2022	
Transaction Date	5/5/2022	PREMIER CHECKIN 10100	Total \$354.00

Fund Summary

	10100 PREMIER CHECKING	
101 GENERAL FUND		\$48,091.40
115 POLICE DONATIONS/EXPENSES		\$610.32
120 FIRE DONATIONS/EXPENSES		\$5,156.96
130 PAVEMENT MANAGEMENT		\$1,706.50
205 PARK DEDICATION		\$194.87
240 CABLE GRANTS		\$6,830.32
412 2022 Alley Project		\$3,201.00
601 WATER FUND		\$3,815.37
602 SEWER FUND		\$156,677.38
604 STORM WATER FUND		\$818.00
		<hr/> \$227,102.12

Pre-Written Checks	\$30,675.92
Checks to be Generated by the Computer	\$196,426.20
Total	<hr/> \$227,102.12