



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, June 13, 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 May 23 Work Session Minutes
 - B. Approve May 23 Council Minutes
 - C. Receive April Hockey Association Gambling Report
 - D. Receive May Building Report
 - E. Receive May Fire Relief Association Gambling Report
 - F. Receive May Lions Club Gambling Report
 - G. Receive May American Legion Gambling Report
 - H. Approve Exempt Permit for Knights of Columbus Council 9139 Gambling Activities
 - I. Approve Promotion of Mike Cogswell to Captain 11
 - J. Approve Hire of Elizabeth Dahlin for Movies in the Park Attendant
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
 - A. Approve Special Event Permit for 2022 Lions Roar Event
 - B. Approve Special Event Permit for Police Catalytic Converter Clinic
 - C. Approve Special Event Permit for 2022 Night to Unite Event
 - D. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Approve EDA Actions of June 13, 2022
 - B. Approve Hire of Chad Malm on for Full-Time Police Officer
 - C. Approve Change Order for Park Home Demo Project – Alyson Fauske, WSB & Associates (Resolution)
 - D. Adopt Resolution Calling for the Sale of General Obligation Bonds, Series 2022A – Rebecca Kurtz, Ehlers (Resolution)
 - E. Approve Election Judge and Head Judge Wage Increase
 - F. Approve Establishment of Absentee Ballot Board
 - G. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

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

Music and Movies in the Park

14. Adjournment

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
May 23, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:10 p.m. on Monday, May 23, 2022.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams.

Others present: Lee Gustafson and Alyson Fauske from WSB & Associates; Kenny Nelson, City Resident.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS 2020 STREET PROJECT

Lee Gustafson, WSB & Associates, stated the 2020 Street Reconstruction Project consists of reconstructing portions of 2nd Avenue NE and 3rd Avenue NE, from 4th Street NE to County Road 30 including repairing or minimal reconstruction of the storm and sanitary sewer, adding sidewalk to the east side of both streets, and full replacement of curb and gutter.

Mr. Gustafson explained the construction contract amount for this project is \$707,487.22, The amount paid to date is \$672,786.14 and includes a one percent retainage. WSB anticipates that after making final payment and releasing the retainage to the contractor the project will come in approximately \$25,000 under budget.

Mr. Gustafson reported the contractor is currently completing punch list items. Retaining wall repairs and manhole and catch basin cleaning were recently completed. His subcontractor is planning to replace a few pieces of sidewalk and curbing next week. This work will be followed up with sod repair around the concrete work and sod replacement at a few areas that did not meet MnDOT specifications for sod establishment. After the sod is placed, all punch list items will be complete.

Mr. Gustafson stated the contractor intended to do the punch list items last June but held off due the high heat in June and extended drought conditions. The decision to hold off doing this work was primarily based on the inability to lay sod in the extreme conditions last year. Council will note that some of the sod that met MnDOT

specifications for sod establishment did not fare well last year if it was not watered and maintained properly by the property owners. A few Council members recently had questions with regards to the status of this project. Staff detailed the answers to the questions that had been raised by the Council.

Hultstrom expressed concern with the fact the Council had not been told what happened at Lift Station 1. Mr. Gustafson apologized for not communicating this event to the Council.

Further discussion ensued regarding the sod within the project area and photos were shared with the Council.

Hultstrom explained she received several resident complaints. She asked if there had been any communication with the residents who will have their sod replaced. Mr. Gustafson stated contact would be made with residents before the work was done. He indicated a final newsletter could be sent out to let everyone know that unless they receive a special letter their sod would not be replaced. He noted he would follow up with the Council to make them aware of the properties that would have sod replaced.

Stelmach suggested this information be made public for transparency purposes. Mr. Gustafson explained a list was created last year and these residents were spoken to. He indicated the resident with tree roots was added to the list.

Vickerman believed residents would benefit by seeing a detailed list of work that had yet to be done.

Johnson requested further information regarding the retainage. Mr. Gustafson reported the retainage was money the City was withholding that was owed to the contractor. He stated when all punch list items were completed, the remaining retainage would be paid to the contractor. He explained that while the City may still have some additional expenses for sod, the project will still come in \$25,000 underbudget. He indicated the final numbers would be available when the contractor fills out the final pay application.

Hultstrom questioned who was responsible for paying for the punch list items. Mr. Gustafson explained the contractor would be responsible for the expense of these items. He noted punch list items were typically items that had already been done, but failed.

Alyson Fauske provided the Council with further information on how unit pricing contracts worked.

Hultstrom asked if the Mayor would allow for public comments at this meeting.

Poppe stated he would allow this.

Kenny Nelson, 509 3rd Avenue NE, thanked the Council for allowing him to speak. He stated he was concerned about the condition of the sod that was planted in 2020. He indicated the sod that was planted in his yard was almost dead when it was planted. He expressed concern with the lack of communication from the City or WSB has had with

the residents within the project area for the past two years. He reviewed several photos of areas where the sod has failed, noting one resident tore out all of their sod and the area has now been seeded. He anticipated the residents that would have their sod replaced would like to know this. He encouraged WSB to communicate better with the residents and the Council going forward.

Hultstrom agreed communication with residents was very important

Johnson recommended going forward, that the Council receive all correspondence that is sent to residents within a street improvement project area.

5. ADJOURNMENT

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

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
May 23, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:03 p.m. on Monday, May 23, 2022.

2. ROLL CALL

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

Staff present: City Administrator Riley Grams, Community Management Coordinator Joe Amerman, Fire Chief Mike Phenow, Police Chief Shane Mikkelson and City Attorney Mary Tietjen.

Others present: John Hall, City Resident; Preston Kroska, City Resident; Tim Walsh, City Resident; and Darrell Healy, City Resident.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Approve 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
- F. Accept Resignation of Part Time Police Officer Greg Burstad
- G. Receive April Fire Relief Association Gambling Report
- H. Receive April American Legion Gambling Report
- I. Receive April Lions Club Gambling Report
- J. Receive April Fire Activity Report
- K. Set PSAC Meeting Date for July 13
- L. Set Council Work Session for June 15

Johnson requested a correction to the minutes stating the City would be celebrating its 150th Anniversary and not its 100th.

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

6. MATTERS FROM THE FLOOR

John Hall, 808 3rd Street NE, explained he was a former councilmember and mayor for the City. He thanked the Chief of Police for his assistance with a concern he had related to boats and boat trailers being parked on the street. He noted he left messages with the City Administrator and he was pleased that the matter was finally being resolved. He discussed the sidewalks in the City noting he walked on a daily basis. He understood there was a proposal to put sidewalks throughout the City. He suggested the Council have the engineer walk the City in order to better understand what infrastructure was already in place. He questioned why the City had five different sidewalk widths. He explained some sidewalks were in quite poor condition and were cracked or heaved. He discussed how people mostly walk in the street versus using the sidewalks. He encouraged the Council to reconsider its sidewalk plan. He suggested the City fix the sidewalks that were broken before installing additional sidewalks. He did not believe it was wise for the City to continually spend money on sidewalks when they are not being used or properly maintained. He then discussed an article that was printed about the City of St. Paul and how they were charging for routine street maintenance, which was not allowed. He encouraged the Council to be careful when assessing the public.

Johnson explained the City of St. Paul was charging residents for street sweeping, leaf pickup and lighting. He indicated the City pays for these things by all taxpayers and these items were not assessed to residents.

Mr. Hall asked when the filing period opened for the Council positions. Grams reported the filing period would open in August.

Preston Kroska, 601 2nd Avenue NE, questioned what remained on the 2020 street project punch list. He asked what was being done with the retaining walls. He understood that the majority of the monies have been paid to the contractor which may make it difficult to get the contractor back out to finish the punch list items. He discussed the type of soil that was used under the sod stating the sod was not taking root. He requested the City look at using better soil in the future.

Tim Walsh, 33 4th Avenue NE, stated he retired last October. He indicated his street was redone in 2012 and the street was narrowed through this project. He discussed the large number of trucks and semis that were using 4th Avenue to cut through the City. He discussed the number of families on his street and requested the City work to keep semis off his street. He stated he was more than happy to allow the City to put a camera on his property in order to count the number of semis using his street.

Darrell Healy, 216 3rd Avenue NE, expressed concern about the new garbage provider. He believed the City did a poor job in their selection and feared the new vendor would not be able to handle the City's garbage, grass clippings and recycling due to the bins residents have. He recommended the Council work this out with the vendor.

7. SPECIAL BUSINESS

A. CONGRATULATE JESSE PHENOW ON 29 YEARS OF FIRE DEPARTMENT SERVICE

Fire Chief Phenow stated 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 presented Jesse with a plaque to commemorate his years of service to the department. A round of applause was offered by all in attendance.

B. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Osseo Lions Club	\$5,000	Lions Roar Music
Osseo United Methodist Seniors	\$50	Police
Evans-Nordby Funeral Home	\$750	Osseo Trolley Sponsorship
Harold E. Johnson	\$750	Beautification

Staff recommended the Council accept the donations.

Hultstrom noted for the record the City also received a donation from the Osseo Fire Relief Association.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2022-32, accepting a donation from the Osseo Lions Club, Osseo United Methodist Seniors, Evans-Nordby Funeral Home and Harold E. Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. AWARD CONTRACTS FOR 2022 ALLEY RECONSTRUCTION PROJECT

Lee Gustafson, WSB & Associates, reviewed the alleys within the 2022 Alley Reconstruction Project. He stated the proposed surface improvements, with the exception of the alley between Central Avenue and 1st Avenue NE, will consist of the removal of the existing bituminous surface and installation of a new 12-foot-wide concrete alley. Full depth removal of the existing pavement will allow the alley to be reconstructed with a 6-inch concrete pavement on top of a 5-inch section of a Class 5 gravel base over an acceptable, compacted subgrade. Since the alley between Central

Avenue and 1st Avenue NE is generally in functional condition, proposed improvements include concrete panel replacement on approximately one-third of the alley length.

Mr. Gustafson explained the proposed utility improvements will consist of casting adjustments, chimney seal improvements, and replacement of the metal culvert at the north end of the alley between 4th Avenue NE and 5th Avenue NE. It is expected that most of the alley improvements can be completed within the existing right-of-way or easement area. Temporary easements or right of entry from property owners may be needed for the alley improvements to improve driveway slopes and will be discussed with property owners prior to the start of construction and during construction. Staff commented on the bidding process and reported the apparent low bidder, Concrete Idea, Inc, has satisfactorily completed several similar projects in the metro area.

Mr. Gustafson reported the total project cost is estimated at \$821,531.03 and includes all proposed alley and utility improvements as well as all engineering, legal, financing, and administrative costs. Funding for the 2022 Alley Reconstruction Project will be through assessments to benefitting properties and the City's street and utility funds. Assessments will be levied to the benefitting properties as outlined in Minnesota Statute 429 and the City's assessment policy, which calls for 80% of the proposed alley improvements to be specially assessed. The remaining 20% of the alley improvements and 100% of the utility costs will be financed by the City. Staff commented further on the project details and recommended the Council award the contract.

Johnson requested further information regarding how the project would be phased. Mr. Gustafson discussed how the alleyways would be completed throughout this summer. He noted the contractor has an aggressive schedule and noted these dates would be sent in a newsletter to the impacted homeowners.

Vickerman requested further comment on the proposed project timeline. Mr. Gustafson stated the contract may be overly optimistic about the proposed timeline and noted Staff would be working with them to make adjustments.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2022-33, accepting bids and awarding the contract for the 2022 Alley Reconstruction Project. The motion carried 5-0.

A motion was made by Hultstrom, seconded by Johnson, to approve the construction services proposal for the 2022 Alley Reconstruction Project with WSB. The motion carried 5-0.

B. AUTHORIZE PREPARATION OF FEASIBILITY STUDY FOR 2023 STREET RECONSTRUCTION PROJECT

Lee Gustafson, WSB & Associates, stated 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, 1st Street NW and 1 ½ Street NE. 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.

Mr. Gustafson indicated 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 Council will determine whether or not to authorize the project. Staff commented further on the project and recommended the Council authorize preparation of feasibility report and approve engineering proposal with WSB.

Hultstrom discussed the 2023 project schedule. She noted she lives in the project area and indicated there were points where she may recuse herself. She understood her neighbors had sidewalk concerns and these concerns were already being voiced. She asked if a neighborhood informational meeting could be held prior to the plans being completed. She believed the Council needed to listen to its residents because this would make the whole process a lot easier. Mr. Gustafson stated an informational meeting would be held prior to finishing the feasibility report. He indicated the neighbors need to understand the Council could order sidewalks into this project and that the City valued comments from the public. He commented further on how the project would progress noting there may be options for the sidewalks within the project area.

Johnson recommended Staff consider a heavier surface for 4th Street considering the heavy truck traffic along this roadway. Mr. Gustafson reported the core samples will assist staff with making this determination.

Further discussion ensued regarding the MNDOT and cemetery properties and how these properties would be assessed. It was noted recommendations for assessments would be included in the feasibility report.

A motion was made by Hultstrom, seconded by Stelmach, to authorize preparation of feasibility report and approve engineering proposal with WSB. The motion carried 5-0.

C. APPROVE PLANS AND SPECS AND AUTHORIZE BIDS FOR 2022 SEWER LINING PROJECT

Alyson Fauske, WSB & Associates, stated the 2022 sanitary sewer lining project consists of reviewing approximately 34,000 lineal feet of sanitary sewer closed circuit television (CCTV) televising videos in order to determine which segments should be rehabilitated with a cured-in-place epoxy resin pipe liner. The proposed improvements will help reduce infiltration of rainwater and groundwater into the system, eliminate root growth at joints and ultimately extend the serviceable life of this underground infrastructure. The sanitary sewer lines that are proposed for rehabilitation are eligible for up to \$52,762 of grant funding from the Metropolitan Council through the Inflow & Infiltration Grant Program. A similar lining project was completed in 2020 in the

northeastern portion of the City. At the conclusion of this proposed project, all of the sanitary sewer lines within the City will have been cleaned, televised, and improved where necessary. WSB has reviewed the CCTV televising videos and reports, and have prepared construction bidding documents that include final plans and project specifications.

Stelmach discussed how this project stabilizes and adds life to the City's infrastructure. He questioned what the life expectancy was for the sewer lining. Ms. Fauske estimated the life expectancy on the liners to be 20 to 30 years.

Stelmach stated this was a large number in order to line the proposed streets but noted it would cost far more if one of the lines were to fail and a street had to be dug up. Ms. Fauske reported this was the case and discussed the cost to dig up a street and replace sewer lines.

Further discussion ensued regarding the sewer lining process.

Hultstrom encouraged Staff to pursue multiple ways to communicate with residents in order to make them aware of this project, versus only doing social media blasts. Ms. Fauske stated she can look at multiple modes of communication.

Johnson expressed concern with the fact this project was being bid late this year. He asked if this would impact the bid amount. Ms. Fauske stated in her experience, for this type of work, the timing of the project was not a huge factor. Grams indicated he was not too concerned about the timing of the bid either.

Stelmach stated if residents were interested in replacing their sewer line they should speak to the contractor independently.

A motion was made by Vickerman, seconded by Stelmach, to adopt Resolution No. 2022-34, approving Plans & Specifications and Authorizing the Advertisement for bids for the 2022 Sanitary Sewer Lining Project. The motion carried 5-0.

D. AWARD CONTRACT FOR PARK HOME DEMOLITION PROJECT

Lee Gustafson, WSB & Associates, stated the Boerboom Park master plan calls for the eventual removal of the four homes on the east side of that block. That area would then be incorporated into the park through a park renovation plan. The City of Osseo owns all four of these homes. The two homes closest to the park, 17 4th Street NE and 16 5th Street NE have become in disrepair and should be torn down. Small animals are finding their way into one home, and as such, it does not pay to spend money to fix either of these homes. The other two homes on the far east side of the block are in good repair and are currently being rented out.

Stelmach asked if the contractor had insurance in place. Mr. Gustafson explained the contractor had ample insurance in place in order to meet State and MPCA requirements, but noted he could check into this further and would report back to the Council.

Johnson questioned if the park would be impacted by the house demolition. He inquired how long it would take to demolish the home. Mr. Gustafson reported the demolition would occur in three phases. The first phase would include the removal of all hazardous materials. Phase two would be to knock down the home and phase three would be its removal. He anticipated it would only take four to five days to remove the home.

Johnson requested Staff speak with the contractor to ensure the demolition work does not impact the Music and Movies in the Park.

Vickerman stated she did not want to see any corners cut by the contractor, given the low bid that was submitted. Mr. Gustafson reported he had several conversations with the contractor and everything checked out just fine.

Stelmach requested City Attorney Tietjen coordinate with Mr. Gustafson the review of the contractors insurance. City Attorney Tietjen stated she would be happy to do this on behalf of the Council.

A motion was made by Stelmach, seconded by Johnson, to adopt Resolution No. 2022-35, accepting bids and awarding the contract for the 2022 House Demolition Project, pending review of the contractors insurance. The motion carried 5-0.

E. APPROVE HIRE OF JAMIE LEE-RAKOS FOR PART TIME PUBLIC SERVICES ADMINISTRATIVE ASSISTANT POSITION

Fire Chief Phenow explained the part-time public services administrative assistant position was posted on April 14, 2022. In two-and-a-half weeks, he received 15 applications. Staff 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 boon to the fire department and he was excited to welcome her to the team. It was noted her planned start date was May 25, 2022.

Vickerman thanked Fire Chief Phenow for answering all of her questions about the process.

Stelmach stated he was excited about this new position. He believed this position made a lot of sense and that it would free the Fire Chief up to do the business of the fire department.

A motion was made by Johnson, seconded by Vickerman, to approve the hire of Jamie Lee-Rakos for the position of Administrative Assistant, Public Services. The motion carried 5-0.

F. APPROVE UPDATE TO FIRE HYDRANT TESTING PROJECT

Fire Chief Phenow stated 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.

Fire Chief Phenow reported the City 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. 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.

Johnson questioned how often this testing has to be done. Fire Chief Phenow stated it was recommended the testing be done every five years.

Stelmach inquired if there were additional hydrants that needed painting. Fire Chief Phenow stated he was uncertain.

Stelmach suggested that if there were additional fire hydrants that needed painting, that the Fire Chief consider using a local youth group or non-profit to assist with completing the work.

Vickerman asked if the fiberglass poles had to remain on the fire hydrants. Fire Chief Phenow stated he could look into this further and would report back to the Council.

A motion was made by Hultstrom, seconded by Stelmach, to approve the proposed Hydrant Testing project. The motion carried 5-0.

G. APPROVE AMENDED AGREEMENT WITH BERGLUND, BAUMGARTNER, KIMBALL AND GLASER FOR OSSEO PROSECUTION ATTORNEY SERVICES

Attorney Paul Baertschi explained the City entered into an agreement with Tallen & Baertschi for prosecution attorney services beginning in November 2014. Attorney Baertschi is leaving his current firm and joining Berglund, Baumgartner, Kimball and Glaser. As such, the Council should consider approving an amended agreement to

continue prosecuting services with Mr. Baertschi's new firm. The draft agreement outlines the services the firm will provide to the City.

Kurt Glaser, Berglund, Baumgartner, Kimball and Glaser (BBKG), introduced himself to the Council noting he was a partner at BBKG. He explained BBKG was a firm that primarily serves cities. He noted he has been doing this for more than 20 years and he was pleased to have Paul Baertschi joining their firm.

Grams explained the City will continue to compensate Mr. Baertschi at a flat monthly retainer fee of \$1200, and an hourly rate of \$100 for jury trials and appeals. Beginning in 2023, the flat monthly retainer fee will increase to \$1300, and the hourly rate will increase to \$110 for trials and appeals. Beginning in 2024 and beyond, and 3% annual increase will be applied to the flat retainer fee and the hourly rate. This agreement can be terminated by the City at any time.

Hultstrom indicated she would be recusing herself from voting on this matter because Paul Baertschi was handling another case she was involved in.

A motion was made by Johnson, seconded by Vickerman, to approve the amended agreement with Berglund, Baumgartner, Kimball and Glaser for Osseo prosecution attorney services. The motion carried 4-0-1 (Councilmember Hultstrom abstained).

H. APPROVE STATEWIDE PUBLIC WORKS MUTUAL AID PACT

Police Chief Mikkelsen stated the purpose of this agreement is to provide a process for local units of government to share public works personnel and equipment with participating agencies. There is no membership or fixed cost to participate in this public works mutual aid pact. This agreement should not be interpreted as being limited to only use during catastrophic situations, rather may be leveraged for routine circumstances such as training efforts and maintenance operations for example. The decision when to request assistance or provide assistance is left entirely to the discretion of the requesting and or sending party. The sending party has discretion whether to provide personnel or equipment and can recall such assistance at any time.

Police Chief Mikkelsen reported if resources are requested, it should be expected that those costs would be invoiced however the agreement says that "charges may be levied", so it is the decision of the sending party whether to invoice the receiving party. The agreement also speaks to responsibility and liability. Each party shall be responsible for its own personnel or damaged equipment for example. Responding personnel shall be deemed to be performing regular duties for each respective sending party for purposes of workers compensation. Hennepin County Emergency Management (HCEM) has volunteered to serve as the administrative coordinator for this agreement among local units of government. This agreement will better position the city to coordinate and work with its partnering agencies through a formalized agreement.

Stelmach commented on the expense the City would incur if a truck or other piece of equipment was brought to another community for use. Police Chief Mikkelsen stated the only expense would be to drive the equipment there. He reported staff would not have to remain on site or stay overnight.

Stelmach asked what feedback the Public Works team had regarding the mutual aid pact. Police Chief Mikkelsen stated Public Works Director Waldbillig offered his full support. He noted one member of the Public Works Department would have to attend training.

A motion was made by Hultstrom, seconded by Stelmach, to adopt Resolution No. 2022-36, approving the Statewide Public Works Mutual Aid Pact.

Vickerman asked if the City would begin paying \$5,000 a year upon approving this Resolution. Police Chief Mikkelsen stated this Resolution was approving the City's involvement in the consortium. He noted this group would be requesting money from the State and noted the City would not be responsible for paying \$5,000 yet.

The motion carried 5-0.

I. APPROVE JPA AGREEMENT FOR FENCE CONSORTIUM PROGRAM

Police Chief Mikkelsen stated in the spring of 2021, a significant number of public agency professionals (with police, fire, public works, and emergency management backgrounds) joined together to form a Fence Working Group to explore the identified challenges and develop a collective path forward. Based on the experience with civil unrest in Minneapolis and Brooklyn Center, the critical role that anti-scale fencing can serve for de-escalation and establishing a space for lawful protests became apparent. That said, it was also found that obtaining anti-scale fencing is a significant challenge due to a number of factors, as well as being very expensive. To respond to this identified need, a Fence Working Group was established.

Police Chief Mikkelsen reported the Fence Working Group's efforts have led to the formation of a Fencing Consortium. The Fencing Consortium is made up of local government agencies (members) that will; jointly contract with a fencing vendor for the availability, storage, maintenance, and transportation of anti-scale fencing (including vehicle gates and pedestrian doors). The Consortium will have, at a minimum, enough fencing for the largest police department building in the Consortium. However, the Consortium has the flexibility to increase the amount of fencing, gates, and doors as additional local governments join the Consortium. The intent of the Fencing Consortium is to provide anti-scale fencing within hours, not days, around potentially impacted government building(s) in response to a critical incident. The goal of the anti-scale fencing is to de-escalate the potential tensions and try to reduce/eliminate the non-tangibles associated with civil unrest.

Police Chief Mikkelsen indicated the purpose and structure of the Fence Consortium is to provide experienced leadership for fence deployment operations across multiple jurisdictions in a unified command structure and coordinate during the deployment of anti-scale fencing. This includes considering and planning for operational logistics and tactical planning associated with fence deployment. The Fence Consortium itself is a multi-agency, preplanned, coordinated resource management system to continue efforts to minimize multiple local and state agencies from being over-extended. He commented further on the benefits of the consortium and recommended approval of the JPA agreement. He noted the cost of the fence contract would be \$4,994 per year.

Stelmach asked how the price for the contract was determined. Police Chief Mikkelson stated this was determined by the amount of the fencing needed to secure the City's campus.

Hultstrom questioned if the City's Public Works campus should be fenced in the event of any emergency. Police Chief Mikkelson stated typically City Halls and Police Departments are the major targets. He anticipated additional fencing could be pursued if a concern were to arise. He explained Brooklyn Center still has their fencing up and was paying a monthly rental rate for this fencing.

Vickerman questioned if the fencing was for concrete barriers. Police Chief Mikkelson reviewed photos of the fencing that would be provided in the event of an emergency.

Vickerman stated she liked that this was being talked about and that the fencing would provide a safe space for protests, while creating a barrier that keeps people from having contact. She indicated she liked the direction that this contract was going in. Police Chief Mikkelson reported the police departments have learned a lot in the past few years on how to manage emergency situations and civil unrest.

Johnson commented this JPA was an insurance policy for the City.

A motion was made by Stelmach, seconded by Vickerman, to adopt Resolution No. 2022-37, approving the Joint Powers Agreement for the Fence Consortium. The motion carried 5-0.

J. APPROVE CONTRACT WITH LESO/1033 PROGRAM

Police Chief Mikkelson explained LESO program stands for Law Enforcement Support Office. This office and program was established by the congress to authorize the transfer of excess Department of Defense property to federal, state, and local law enforcement agencies. If we are approved, we may obtain this excess property if chosen to receive it. Most of the excess property is free and would have to be approved by Council before we would be able to except the property. It was noted this agreement has been reviewed by City Attorney Mary Tietjen.

A motion was made by Hultstrom, seconded by Stelmach, to approve the State Plan of Operation for the LESO Program. The motion carried 5-0.

K. APPROVE COMMUNITY CENTER POLICY UPDATE

Amerman stated that 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.

Amerman reported 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.

Amerman commented 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. These steps were reviewed in detail with the Council and it was noted these steps could be taken in combination, independently, or not at all, depending on the preference of the Council.

Hultstrom asked if staff spoke with Anne about cleanup after events. She questioned if the deposit system would have to be reconsidered in order to accommodate red wine. Amerman stated Karen in the office spoke with Anne and some thought was given regarding damage deposit.

Vickerman inquired what the bartending services permit would allow. Amerman explained this would allow people to have alcohol served at their events within the Community Center, while also providing extra liability insurance that protects the City. He noted this individual (bartender) would be permitted.

Stelmach did not believe it made sense to require bartenders to be a licensed caterer and bartender. He appreciated the fact that the bartenders would carry their own liability insurance. He suggested tiered rental prices be considered and for those events that would like to serve red wine, a higher rental rate would be charged. He supported the Police Department being made aware of all events that would be serving alcohol at the Community Center.

Poppe explained any event with more than 50 people would be required to have an Police Officer onsite and the renter would be responsible for this cost.

Hultstrom stated she would support this number being reduced to 25 guests.

Vickerman questioned if a higher rental rate would be charged for events that request to serve alcohol.

Stelmach supported this recommendation.

Hultstrom stated the Council may have to further discuss what the Community Center rental rates should be in order to break down how many people can attend an event at the Community Center where alcohol is served.

Vickerman commented she supported the rental rates being reviewed further as well.

Hultstrom indicated she would like to further discuss how to keep people in the Community Center area and out of the remainder of City Hall.

Stelmach supported this matter being further discussed at a future worksession meeting with Anne.

A motion was made by Hultstrom, seconded by Stelmach, to table action on this item directing staff to bring this matter to a future worksession meeting. The motion carried 5-0.

L. APPROVE LIQUOR AND TOBACCO LICENSES

Grams stated 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 and Staff recommends approval of the following:

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 4th 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 4th Ave SE	\$650
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

Yellow Tree Theatre, 320 5th Ave SE \$300

WINE LICENSE

Olympia Café & Gyros, 247 Central Ave \$650

Red's Savoy Pizza, 225 Central Ave \$650

Yellow Tree Theatre, 320 5th Ave SE \$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 3rd St SE \$250

A motion was made by Vickerman, seconded by Stelmach, to approve all liquor and tobacco license renewals as presented for July 1, 2022 to June 30, 2023. The motion carried 5-0.

M. APPROVE AGREEMENT WITH HEINEN'S MOTORSPORTS FOR OSSEO TROLLEY PROGRAM

Grams explained the beloved Osseo Trolley has seen some better days and the cost of maintaining the old golf cart is becoming costly for the City. Grams reached out to Paul Heinen of Heinen's Motorsports to see if they would consider allowing the City to use one of their newer golf carts for the Osseo Trolley service. Mr. Heinen provided the City a new golf cart for the program, and City Attorney Mary Tietjen suggested that we enter into a simple agreement with Heinen's for use of the golf cart. The agreement outlines the use and condition of the equipment, responsibility for damages, as well as the general maintenance and upkeep of the golf cart.

Johnson asked if Heinen's and Evans Nordby would be given signage on the trolley. Grams reported this has already been worked out.

A motion was made by Johnson, seconded by Vickerman, to approve the agreement with Heinen's Motorsports for the Osseo Trolley Program. The motion carried 5-0.

N. APPROVE AGREEMENT WITH ABDO FOR PROJECT MANAGEMENT SERVICES

Grams explained Staff has been busy working with the Tyler Technologies (Tyler Tech) team to fully realize and implement the City's new software package from Tyler Tech. This process has been very time consuming and, at times, difficult to accomplish. One of the major red flags the City and Tyler Tech identified when we began this process was the small staff we have here in Osseo. Most cities who undergo these large scale software overhaul projects have multiple staff from each department working hand-in-hand with the software reps to develop and ultimately go live with the software packages. However, here in Osseo, we have so few staff that it has become very time consuming to keep this project moving forward. Really, it's fallen on our City Accountant, who handles the vast majority of finance duties for the City. As the City Administrator I have participated as much as I can while not neglecting my other short term and long term duties for the City. Other staff have also participated in the project

when their department is affected by the system as well. But the small staffing numbers were identified as a potential risk by Tyler Tech when we began working towards overhauling our full software package.

Grams reported to help the immense workload and ease some stress with our Staff, we looked to some outside sources as potential help in the project management of this system overhaul. The City has a long and good working relationship with Abdo (formerly AEM) on a number of finance related issues and projects. We learned that Abdo has Staff that has specific expertise with Tyler Tech and their software systems, and can assist our staff with continuing the overall project and provide backup options should one of our staff members need time off for any reason. Staff believes that this project management proposal is a critical and key factor for a successful implementation.

Grams explained a software implementation is a significant effort and investment for the City, and having the right resources available to our Staff is critical to the success of this project. The Abdo project manager will provide leadership for the team, monitor decisions and the resolution of issues, manage the scope of various changes and updates, provide accurate and complete communication across the project, and will help ensure the project stays on track and on budget. The cost for the project management proposal will be paid out of the City's utility funds (water and sewer) which is where the entire cost of the Tyler Tech project is being paid out of. As a reminder, the City factored in the initial estimate of the Tyler Tech project into the 2020 utility bond. To date, the City has spent \$92,498.50 out of the \$125,000 budgeted thus far. If the cost of the project runs over the early initial estimate, the cost will still come from the utility fund and be factored into future utility rate reviews. Staff commented further on the proposed management services proposal and recommended approval.

Stelmach discussed how Abdo would assist the City with technical user and operational training.

Vickerman believed this proposal would provide Staff with the missing piece and would assist with translating the language back and forth. She indicated she fully supported the proposed management services agreement.

Johnson agreed stating this would provide great hands on training for Staff. He recommended the expense for this contract be a general obligation for the City and be taken from the utility fund. Grams recommended the expense come from the CIP Cable Fund.

Hultstrom questioned if the final numbers for this project were understood. Grams reviewed the final numbers with the Council. He stated \$125,000 was budgeted for the project and as of last week \$92,000 has been spent.

City Attorney Tietjen stated the duration of the agreement has a typo and the date should be amended. Grams stated the service period should read May 15, 2022 through August 30, 2022.

A motion was made by Hultstrom, seconded by Vickerman, to approve the proposal for project management services from Abdo for the Tyler Tech project. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Grams reported accounts payable would be approved by the Council later this week. He thanked Jesse Phenow for his 29 years of dedicated service to the City of Osseo. He stated on June 13, 2022, he has a family obligation and he would miss that Council meeting. He noted Police Chief Mikkelson will be in attendance at that meeting for Staff.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom reported she attended a rental rights webinar on May 20, 2022. She thanked Officer Burstad for his service to the Police Department and thanked Jesse Phenow for his many years of service to the Fire Department. She welcomed Jamie Lee Rakos to the City.

Johnson stated he was happy to be at this meeting and thanked everyone for their continued prayers for his health.

Vickerman thanked everyone who spoke at this meeting. She reported she lived down the street from Tim and explained she has noticed an uptick of semis going down 4th Street. She asked that Staff look into this further.

Stelmach welcomed Jamie Lee Rakos to the Osseo team. He thanked Officer Burstad and Firefighter Phenow for their tremendous service to the City of Osseo. He thanked all of the members of the community for coming forward and speaking tonight.

Stelmach stated per the contract with the new vendor, yard waste has to be in an approved container. He commented on the inspection the City did on all sidewalks roughly four years ago, noting homeowners were asked to make repairs. He stated the most unsafe panels were replaced. He indicated the City did the best they could to make the community safe and walkable.

Poppe thanked Jesse Phenow for all of his efforts on behalf of the City of Osseo over the past 29 years.

13. ANNOUNCEMENTS

Poppe stated City Hall would be closed on Monday, May 30 for Memorial Day.

Poppe encouraged the public to consider attending the Memorial Day Ceremonies, which would be held on Monday, May 30 at Boerboom Park at 10:00 a.m.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Vickerman, to adjourn the City Council meeting at 9:56 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

Unapproved

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

1. Report for the month of Apr-22

2. Check as appropriate:

 x pulltabs

 x tipboards

3. Gross receipts 394,973

4. Expenses - total 378,848

Expenses itemized:

Compensation	<u>7,349</u>
Prizes	<u>347,148</u>
Pull tab games/taxes	<u>6,593</u>
Supplies/misc/payroll proc./storage	<u>862</u>
Combined receipts	<u>15,666</u>
Cash long/short	<u>355</u>
Rent	<u>875</u>

5. Profits 16,125

6. Distribution of profits (itemized)

Signed:



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

May 2022 - City of Osseo

5 D

[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 **May 2022**
2. For the conduct of the following types of lawful gambling (as checked):

Pull-Tabs	46 deals
Paddlewheel	50 deals
Electronic Pull-Tabs	31 occasions
Electronic Linked Bingo	31 occasions

3. Receipts

Gross Receipts (G1 11A)	\$414,717.96		
Prizes (G1 11B)	- \$362,231.06		
Net Receipts	\$52,486.90	→	\$52,486.90

4. Expenses

Wagering Tax (tax on Schedule C)	\$25,607.96		
Rent (G1A 18)	\$7,342.47		
Gambling Product Costs (G1A 12)	\$3,290.82		
Electronic Pull-Tab Costs (G1A 19-20)	\$12,323.50		
Compensation & Payroll (G1A 13)	\$8,022.34		
Other (G1A 14-17, 21-23)			
(accounting, supplies, etc.)	+ \$4,920.19		
Total Expenses	\$61,507.28	→	- \$61,507.28

5. Profit **\$-9,020.38**

6. Distribution of Profits (Lawful Purpose Expenditures):

Osseo High School (batteries & detectors for families in need)	+ \$2,000.00		
Total Donations	\$2,000.00		

-- Dave Jorgenson, Gambling Manager

Osseo Lions Club Gambling Report

to

City of Osseo

Report for the month/year of May-22

Check as appropriate:

XXXXXX paddle wheelXXXXXX pull tabs raffle other (specify) LG100A

Gross Receipts 637,078.98 LG100A-10A

Prizes Paid 561,181.10 LG100A-10B

Net Receipts 75,897.88 LG100A-10C

Expenses - Total 37,643.66 Total Itemized

Expenses itemized:

Pulltabs	5,854.98
Compensation	9,362.60
Accounting Services	430.60
Rent	7,201.50
Electronic pull-tab provider fees	13,848.08
Electronic linked bingo provider fees	94.75
Supplies Bank charges etc	491.89
Cash Short/Over	359.26
Profits \$ 38,254.22 G1A Line 24	37,643.66

Lawful Purpose Expenditures

MN Department of Revenue - Wagering Tax	\$ 31,381.00
Mission Inc. Programs - Mission Lodge Housing	3,500.00
Loring Nicollet School - Project for Pride in Living	2,000.00
Rising Hope Foundation - Freedom Ranch	5,000.00
CEAP	5,000.00
Cross Community Players - Summer Program	1,000.00
Gigi's Playhouse	3,000.00
Midwest Special Services	1,000.00
MN Gambling Board	600.00
OSD #279 - OSH Athletics Boundries & Tennis Courts	3,000.00
OSD #279 - OsSH End of Year Kits	1,000.00
OSD #279 - OSH Uniform & Camp Fees	1,000.00
Maple Grove Track & Field Booster Club - Timing System	500.00
Osseo Rugby Club Booster Club	750.00
Osseo Softball Booster Club - Field Improvements & Supplies	750.00
OSD #279 - Homeless Youth Program	3,000.00
Avenue for Homeless Youth	5,000.00
OSD #279 - OSH Student Fees Support	2,000.00
Crescent Cove- Children's Respite Care	5,000.00
Total Contributions	\$ 74,481.00

Signed



Attach additional information if necessary.

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

RUDOLPH PRIEBE POST 172 GAMBLING REPORT TO CITY OF OSSEO

1. Report for the Month of May, 2022.

2. Check as appropriate:

☒ Paddlewheel

☒ Pulltabs

☐ Bingo

☐ Raffle

☒ Other Etabs/Linked E-Bingo _____

3. Gross Receipts: \$489,184 _____

4. Less prizes paid \$423,029 _____

5. Net Receipts \$66,155 _____

6. Expenses/Taxes \$59,665 _____

Expenses Itemized:

Compensation	\$18,626 (3 Pay Periods)
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Misc. (accounting, trash, clean, insurance)	\$1,169
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Cost of Games	\$10,228
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State Gambling Tax	\$26,569
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Federal Gambling Tax	\$1,273
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Meat Raffle Gift Certs	\$1,800
------------------------	---------

7. Profit \$6,450


8. Distribution of Profits

Utility Bills A-16	\$4,222
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Youth A-7	\$26,500
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Homelessness/Poverty/Disability A-2	\$5,000
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Veteran A-6	\$500
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Signed: 

Allen Lund

Gambling Manager

Attach additional information if necessary.

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

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

11/17
Page 1 of 2

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Council 9139 Previous Gambling Permit Number: X-27056-22-037

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1547067

Mailing Address: c/o Kelvin Landeis, 12465 90th Place N

City: Maple Grove State: MN Zip: 55369 County: Hennepin

Name of Chief Executive Officer (CEO): Carl Crimmins

CEO Daytime Phone: 651 271-6442 CEO Email: carden1067@aol.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): kelvinll@comcast.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Osseo Lions Roar Festival

Physical Address (do not use P.O. box): 301 Central Ave

Check one:

☒ City: Osseo Zip: 55369 County: Hennepin
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 9 & 10, 2022

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

☒ Bingo ☐ Paddlewheels ☒ Pull-Tabs ☐ Tipboards ☐ Raffle

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Osseo

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Carl Crimmins Date: 5-31-2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Carl Crimmins

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?

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

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

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

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

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



City of Osseo City Council Meeting Item

Agenda Item: Approve the promotion of Mike Cogswell to Captain 11

Meeting Date: June 13, 2022

Prepared by: Mike Phenow, Fire Chief

Attachments: None

Policy Consideration:

Consider approving the promotion of Lieutenant 13 Mike Cogswell to Captain 11 for the Osseo Fire Department.

Background:

The Captain 11 position became vacated when Jesse Phenow announced his resignation, effective May 1, 2022. The position was posted internally from May 12, 2022, through May 25, 2022. All qualified and interested candidates were encouraged to apply for the position. Applications were received from 2 firefighters and 1 lieutenant from the department. Chief Mike Phenow, Assistant Chief Derick Haug, and Captain 12 Billy Evans reviewed the applications and interviewed the candidates.

The candidates were asked a series of 30 questions across 10 categories in an attempt to thoroughly and fairly gauge their knowledge, experience, ability, and vision pertaining to fireground operations, emergency scenes, equipment, training, commitment, leadership, management, policies, administration, and general considerations. Lieutenant Cogswell scored the highest and demonstrated himself to be qualified for the position. Lieutenant Cogswell was unanimously recommendation for the position by the interview committee. This promotion would be effective Tuesday, June 14, 2022.

Previous Action or Discussion:

At the April 25, 2022, meeting, the Council accepted the resignation of Jesse Phenow.

City Goals Met By This Action:

Develop team work among the City's leadership team.

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

Options:

The City Council may choose to:

- 1) Approve the promotion of Mike Cogswell to Captain 11;
- 2) Approve the promotion of Mike Cogswell to Captain 11, with noted changes/as amended;
- 3) Deny the promotion of Mike Cogswell to Captain 11;
- 4) Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the promotion of Mike Cogswell to Captain 11.



City of Osseo City Council Meeting Item

Agenda Item: Hire Movies in the Park Attendant

Meeting Date: June 13, 2022

Prepared by: Nick Waldbillig, Public Works Director

Attachments: None

Policy Consideration:

Consider hiring Elizabeth Dahlin for as the Movies in the Park Attendant position.

Background:

This will be Elizabeth's 3rd year working the position.

Budget or Other Considerations:

This position was planned in the 2022 budgeting process.

City Goals Met By This Action:

Provide a variety of activities for all citizens with continued and new City events and programs (offer a variety of events and programs to increase quality of living)

Options:

The City Council may choose to:

1. Approve hiring Elizabeth Dahlin as the Movies in the Park Attendant;
2. Approve hiring Elizabeth Dahlin as the Movies in the Park Attendant with noted changes/as amended;
3. Deny hiring Elizabeth Dahlin for the Movies in the Park Attendant;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1. Approve hiring Elizabeth Dahlin as the Movies in the Park Attendant.



City of Osseo City Council Meeting Item

Agenda Item: Approve Special Event Permit for 2022 Lions Roar Event

Meeting Date: June 13, 2022

Prepared by: Riley Grams, City Administrator

Attachments: Lions Roar and 5K Race Special Event Permits
Event Maps

Policy Consideration:

Consider approving the 2022 Osseo Lions Roar and 5K Race for September 9-10.

Background:

We are back this year, ready to host the 2022 Osseo Lions Roar event and 5K race on September 9-10, 2022. The Lions Roar even and 5K race will feature many of the same events as in previous years. Members from the Osseo Lions and the Osseo Cross Country Team will be present on Monday night to present this item to the Council and seek approval.

As a reminder, the City provides various services in support of these events. The City also provides free advertising of the events through the City's social media accounts, website, and Gateway Sign. The events also include noted street closures. All City Department Heads have received the attached permits and provided any necessary comments.

Options:

The City Council may choose to:

1. Approve the 2022 Osseo Lions Roar and 5K Race and waiver of fees for advertising and City services;
2. Deny approval of the Lions Roar and 5K race events;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the 2022 Osseo Lions Roar and 5K Race and waiver of fees for advertising and City services.



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 LIONS ROAR Purpose of Event CITY CELEBRATION
Description of Event PARADE, FOOD, BEER, CRAFT SHOW, CAR SHOW
KIDS EVENTS, LIVE MUSIC
Days/Date(s) of Event Friday 9/9/22 Saturday 9/10/22 Start Time 4 PM 11 AM End Time 11 PM 11 PM
Estimated Setup Start Time 9-9 8 AM Estimated Take Down Finish Time 1 AM 9-11
Location Address 3RD STREET NW - CENTRAL TO 1ST AVE - BANK PARKING LOT
Property Owner Name CITY OF OSSEO - PREMIER BANK
Owner Phone _____ Email _____
Estimated # of Attendees 1500-2000 Admission Fee/Donation Requested \$ 0

2. APPLICANT INFORMATION

Name ED COLUMBUS Title LIONS ROAR CHAIR
Address 101 4TH ST NW OSSEO, MN 55369
Daytime Phone _____ Cell 651-755-1222
Email ECOLUMBUS@TCM.CO.COM
Affiliation/Organization OSSEO LIONS

Are you an authorized applicant for this organization?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

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

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

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

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

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

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

FRIDAY NIGHT BAND 7-10:30 BAND SHELL FACING EAST
TO CUT DOWN NEIGHBORHOOD NOISE
SATURDAY AFTERNOON BAND 2-6
SATURDAY EVENING BAND 7-10:30

6. ACTIVITIES

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

BEAN BAG TOURNAMENT
BOUNCE HOUSES - PETTING ZOO

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.

PORTABLE TOILETS WILL BE AT THE BANK DRIVE-UP ALONG THE FENCE
7 UNITS (HANDICAP ACCESSIBLE) 1-2 HAND WASH STATIONS
HAND WASH STATION AT FOOD TENT AND BOUNCE HOUSE AREAS

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).

PARKING ON NEIGHBORHOOD STREETS, OR LOTS TO THE SOUTH
AND NORTH. ROAD CLOSINGS CLEARLY MARKED BY OSSEO
PUBLIC WORKS + POLICE

9. EMERGENCY/MEDICAL SERVICES

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

ALLEYS WILL BE CLEAR FOR ACCESS IN AND OUT
ALSO ACCESSIBLE VIA CENTRAL AVE.

10. SECURITY/CROWD MANAGEMENT

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

CROWD CONTROL BY OSSEO POLICE. OPERATIONS TO CEASE IN CASE OF BAD WEATHER EMERGENCY EVACUATION ROUTES TO BE HANDLED BY OSSEO LION STAFF

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?

TRASH AND RECYCLING THRU OUT THE AREA
OSSEO PUBLIC WORKS TO ASSIST WITH SWEEPING
OSSEO LIONS TO CLEAN UP ALL AREAS

Name of trash/recycling hauler RANDY'S

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 Tople 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.

LIGHTING WILL BE HANDLED BY ALFER ELECTRIC AND TO BE INSPECTED. SOME GENERATORS MAY BE USED IN BOUNCE HOUSE AREA

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.

10x20 POP UP TENTS, SECURED WITH WEIGHTS

14. ADVERTISING AND PROMOTION

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

WE ADVERTISE IN THE PRESS, PUT UP SIGNS ALONG ROADWAYS
ADVERTISE ON THE GATEWAY SIGN

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](#)).

BAND NOISE WILL BE ADDRESSED. VOLUME TO BE LOWERED STARTING AT 9 PM.

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☒ Yes ☐ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

BEER AND WINE TO BE SOLD AND CONSUMED WITHIN OUR BOUNDARY'S

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

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

SANDWICHES, PORK CHOPS, HOTDOGS PIZZA - GAS GRILL
ELECTRIC ROASTERS - INSPECTION OF ELECTRIC WILL BE DONE

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

18. OTHER CONCESSIONS

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

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.

PULL TABS By KNIGHTS of COLUMBUS
BIG WHEEL By OSSEO LIONS

20. WORKERS COMPENSATION COMPLIANCE

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

21. INSURANCE

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

22. THE MINNESOTA DATA PRACTICES ACT

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

Signature



Date

4/20/22

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

101 4TH ST NW OSSEO, MN

Address

55369

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.



ED COLUMBUS

4/20/22

Applicant Signature

Printed Name

Date

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only:

This application/request received: Date _____ By _____

This application approved/rejected by: Date _____ By _____

Application fee 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 Gammis Date 5/2/22
No comments

Police Department Comments & Fees — reviewed by Shad Date 5-11-22
NO comments

Fire Department Comments & Fees — reviewed by Mike Phenow Date 5/12/22
No comments

Public Works Comments & Fees — reviewed by Mark Whitham Date 5/16/22

City of Osseo use only:

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

Special Service Deposit Calculations

Task	Staff Type	# of Staff	Hours / Staff (Round to 0.25)	Rate	Deposit Amount
				Deposit Total	

1ST AVENUE NW

BARRICADES

ALLEY

ENTRY

BEER TENT
TICKET ID CHECK

BIG WHEEL

PULL TABS

TENT + TABLE CHAIRS

BAND TRAILER

BEAN BAG AREA

KIDS AREA

MINI DOUGHNUTS

PETTING ZOO

ALLEY

ENTRY

PORTABLE TOILETS

PREMIER

ENTRY

3RD STR NW

SMITH CORN

PIZZA

FOOD TENT

FOOD TR

REF TR

OLYMPIA

CENTRAL AVE N →



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	CONTACT NAME: Customer Care	
	PHONE (A/C, No, Ext): (866) 926-4244 FAX (A/C, No): (262) 365-2200 E-MAIL ADDRESS: customercare@wbmi.com	
INSURED Osseo Lions Club PO Box 473 Osseo MN 55369-0473	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: West Bend Mutual Insurance Company	15350
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2191751504 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

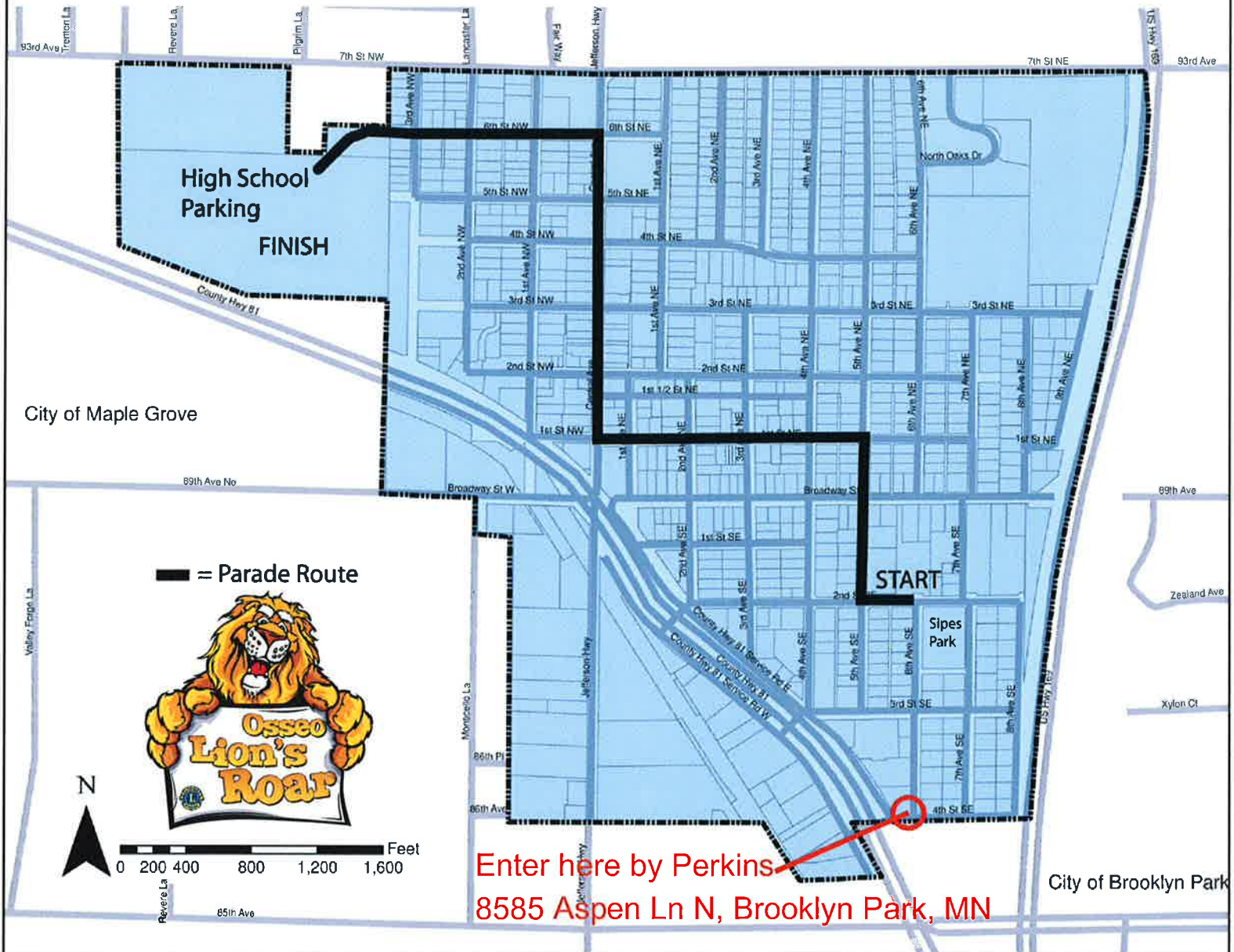
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			A210039	10/31/2021	10/31/2022	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ Excluded				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			A210051	10/31/2021	10/31/2022	Each Common Cause 1,000,000 Aggregate Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
FOR INFORMATIONAL PURPOSES ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Wah Hughes</i>

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2021 LIONS ROAR PARADE ROUTE





Osseo

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: Osseo Lions Roar 5K Road Race Purpose of Event: Fundraiser for Osseo Cross Country

Description of Event: Since 2011, the Osseo Senior High Cross country program has offered a family-friendly 5K as part of the Osseo Lions Roar community celebration. In 2021, approximately 300 individuals of all ages and abilities participated.

Days/Date(s) of Event: Saturday, September 10, 2022

Start Time 8:00am End Time 11:30am

Estimated Setup Start Time: 7:30am

Estimated Take Down Finish Time: 12:30pm

Location Address: Starts at OSH stadium, continues through Osseo, finishes at Central Ave/ 6th Street NE.

Property Owner Name: NA

Owner Phone: NA

Email: NA

Estimated # of Attendees: 300

Admission Fee/Donation Requested \$25 per participant

2. APPLICANT INFORMATION

Name: John Rundquist

Title: Head Coach of Osseo Cross Country

Address : Osseo Senior High- 317 2nd Ave. NW, Osseo MN 55369

Daytime Phone : 612 703-6527

Cell _____

Email: RundquistJ@District279.org

Affiliation/Organization: Osseo Cross Country

Are you an authorized applicant for this organization? X Yes ☐ No Will this person have authority to cancel or modify event plans? X 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.

event, as staging area, or for event parking

☒ 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

☐ 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.

- From the police department: street closures, traffic control, lead biker
- From public works: garbage/recycling containers, access to the electrical outlet at Central/6th Street, use of 30 orange cones.
- These details can be coordinated with John Rundquist

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 locations

☐ Entertainment or stage locations

☐ List of event activities and locations

☐ Portable toilet facilities

☐ Fencing locations

☐ Parking areas for participants/spectators

☐ Sign locations

☐ Speaker (sound amplification) locations

☐ Food concession areas (cooking, serving, consumption, cleaning)

☐ Alcoholic beverage concession areas

☐ Other concession areas

☐ Size and location of any tents or structures

☐ Trash/recycling receptacle areas ☐ 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.

- We will play music and make announcements at the start area (OSH Stadium) and the finish area (Central/6th).
- Start area noise impact will be from 8:00am to 10:00am and finish area noise impact will be from 10:00am to 11:45am.

6. ACTIVITIES

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

- Registration and the start of the race will be at OSH Stadium.
- The finish of the race will be at Central/6th St. NE.

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.

- Participants will use the sanitation facilities at OSH stadium. Drinking water from a bottled source will be provided at a water stop near Central/ 2nd St. NE and at the finish line.

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).

- Participants will park at OSH stadium.
- As in the past, traffic control needs will be coordinated with in advance with Chief Mikkelsen.

9. EMERGENCY/MEDICAL SERVICES

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

- As in the past, we will work with the Osseo Police Department to ensure that protocols for emergency services are followed.

10. SECURITY/CROWD MANAGEMENT

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

- The start line, race route, and finish line areas will be staffed by student and adult volunteers. In case of emergency, we will follow all instructions given to the other Lions Roar events at that time.

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?

- At the finish line (Central/6th Str. NE): 3 trash containers and 3 recycling containers
- At the water stop near Central/2nd Street NE: 1 trash container and 1 recycling container

Name of trash/recycling hauler: NA

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.

- The professional race timing company that we have hired will lay down rubber timing mats across half of Central Avenue just south of the 6th Street NE.

14. ADVERTISING AND PROMOTION

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

- The event is promoted on our website (OsseoLionsRoar5K.com) and Facebook (Osseo Lions Roar 5K). We will request inclusion on the gateway digital display in August.

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*).

- See Entertainment section above

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).

- NA

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served? ☐ Yes ☒ No Will alcoholic beverages be consumed outside the licensed establishment? ☐ Yes ☒ No Will alcoholic beverages be consumed upon public lands, streets, or parks? ☐ Yes ☒ No

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

- NA

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.

- Finish line refreshments typically include bottled water, fruit, and snack foods. No cooking will occur.

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

18. OTHER CONCESSIONS

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

- NA

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.

- NA

20. WORKERS COMPENSATION COMPLIANCE

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

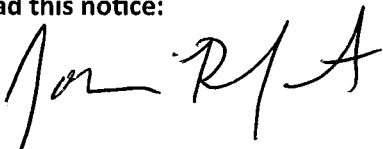
21. INSURANCE

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

22. THE MINNESOTA DATA PRACTICES ACT

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

Signature:



Date:

6/8/2022

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

Address:

9016 66th Ave. N. Brooklyn Park
55422

Telephone:

612 703-6527

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

Printed Name

Date

City of Osseo use only:

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

This application/request received: Date _____ By _____ This application approved/rejected by: Date _____

_____ By _____ Application fee 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 Date _____

Police Department Comments & Fees — reviewed by Date _____

Fire Department Comments & Fees — reviewed by Date _____

Public Works Comments & Fees — reviewed by Date _____

City of Everett also only:			
Special Event Permit Fees			
Permit Application Fee		\$50	non-refundable
Special Services (hourly rates for staff time)			deposit refundable, if not used
Staff Time	Staff Type	Rate	
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

[illegible]

				Deposit Total	



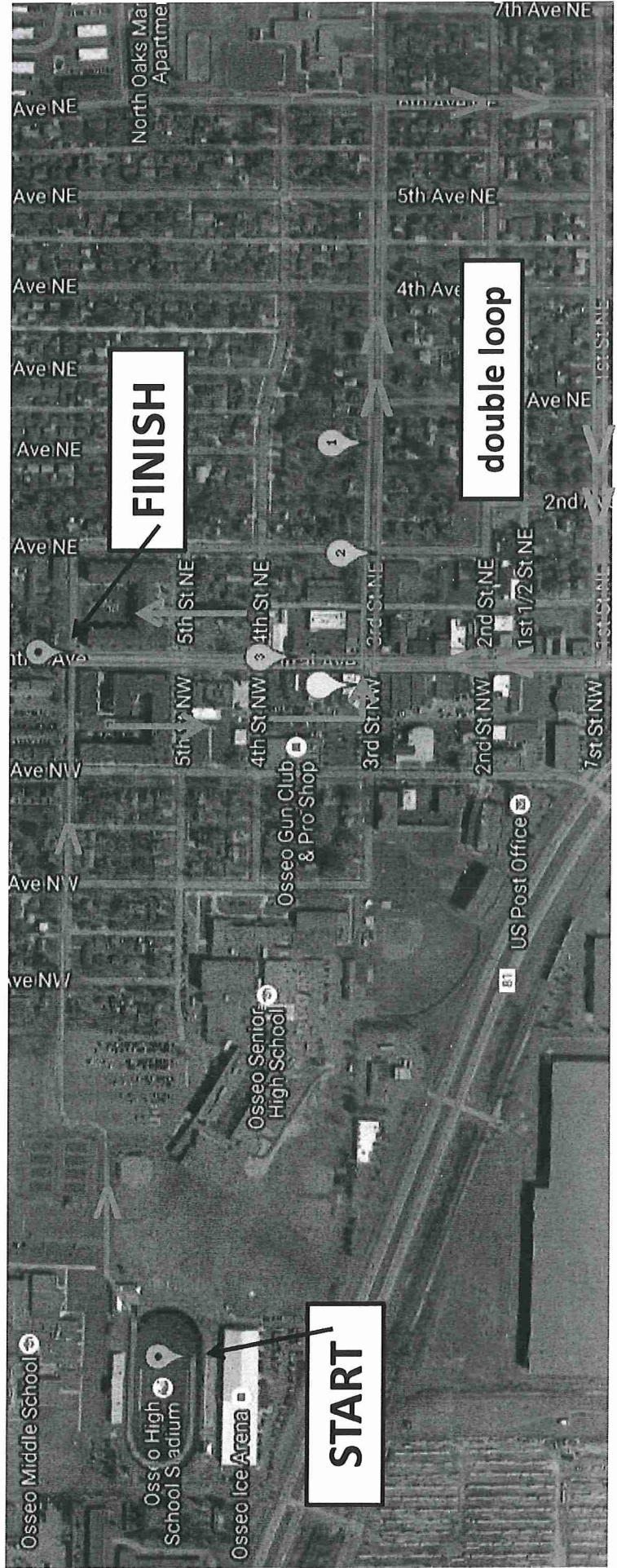
Osseo Lions Roar 5K Route

Saturday September 10, 2022

Start: Osseo Senior High track through the parking lot to 6th St. NW to Central Ave. (*turn right*)

Loop: From Central, turn left on 3rd St. NE, right on 1st St. NE, right on Central to 3rd St. NE (*REPEAT*)

Finish: Central Ave. and 6th St. NE





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 Catalytic Converter Clinic Purpose of Event Prevent Cat. Converter theft
Description of Event Vehicle owners will have their vehicles lifted and a CATGUARD label with a unique number will be placed on their vehicles cat. converter. Then a fluid will be applied, which will etch the number into the metal. The number will then be registered, in case the cat. converter is ever stolen.
Days/Date(s) of Event 06/18/2022 Start Time 9:00 am End Time 12:00 pm
Estimated Setup Start Time 8:00 am Estimated Take Down Finish Time 12:30 pm - 1:00 pm.
Location Address 248 Central Ave. Osseo, MN 55369 (C&J Auto)
Property Owner Name Aaron Lefebvre
Owner Phone (763) 425-2423 Email cjauto248@gmail.com
Estimated # of Attendees unknown Admission Fee/Donation Requested \$ n/a

2. APPLICANT INFORMATION

Name Anthony Mortinson Title Officer
Address 415 Central Ave. Osseo, MN 55369
Daytime Phone (763) 424-5444 Cell (763) 269-2470
Email tmortinson@ci.osseo.mn.us
Affiliation/Organization Osseo Police Department

Are you an authorized applicant for this organization?

☒ Yes ☐ No

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

☒ Yes ☐ No

5. ENTERTAINMENT

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

n/a

6. ACTIVITIES

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

Registration of vehicle to a unique number.

CATGUARD label will be applied to the catalytic converter.

Fluid applied to the label will chemically etch the unique number into the metal.

7. SANITATION/POTABLE WATER

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

n/a

8. PARKING AND TRAFFIC CONTROL

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

We will close the street to control traffic. We would like to close 3rd St. NE at Central Ave, the alley and the entrance/exit to Fast Signs/Dean's Supermarket, located on the south end of the parking lot.

9. EMERGENCY/MEDICAL SERVICES

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

We will have an Osseo Police Department squad present with an emergency medical bag to address any medical situations that may arise.

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).

n/a

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☐ Yes ☒ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

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

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.

 Aaron Letezne 6/6/22
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.

 Anthony Mortinson 06/06/2022
Applicant Signature Printed Name Date

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only:

This application/request received: Date _____ By _____

This application approved/rejected by: Date _____ By _____

Application fee for event received on: Date _____ Amount \$50 Receipt# _____

Special Services deposit received on: Date _____ Amount _____ Receipt# _____

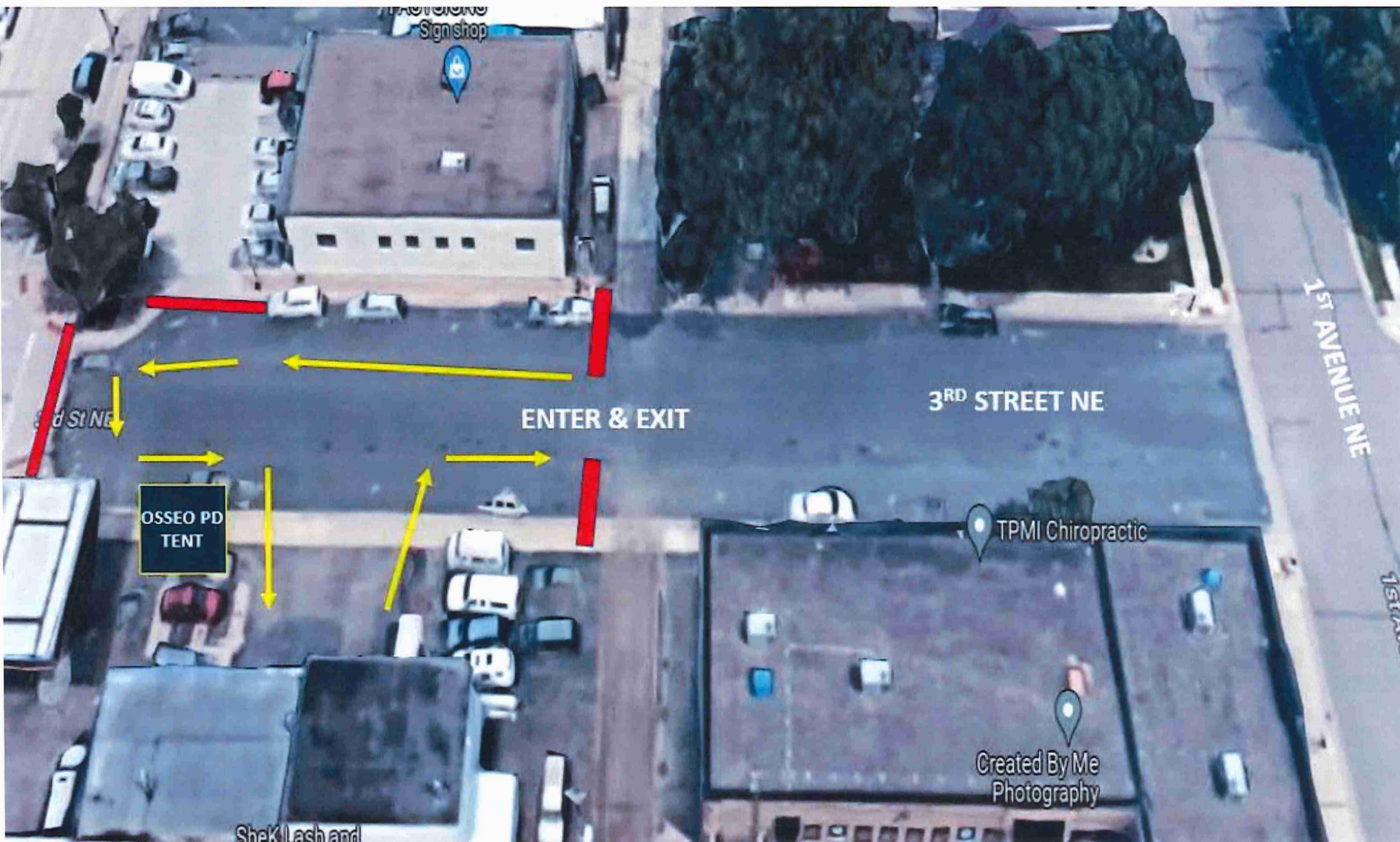
Remaining deposit (if any) returned to applicant on: Date _____ Amount _____ Receipt# _____

Administrative Comments & Fees— reviewed by Riley Grams Date 6/6/22
No comments

Police Department Comments & Fees — reviewed by SPD Date _____
No comment

Fire Department Comments & Fees — reviewed by [Signature] Date 6/8/22
No comments

Public Works Comments & Fees — reviewed by [Signature] Date 6/6/22





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 Night to Unite Purpose of Event Community Relations
 Description of Event A night of food, games, music and other entertainment to bring the citizens of Osseo together. The goal is to get to know each other and to give crime a going away party.
 Days/Date(s) of Event Tues. August 2nd, 2022 Start Time 5:00pm. End Time 8:00 pm.
 Estimated Setup Start Time 1-2:00pm. Estimated Take Down Finish Time 9:00pm.
 Location Address 415 Central Ave. Osseo, MN 55369
 Property Owner Name City of Osseo
 Owner Phone (763) 425-2624 Email tmortinson@ci.osseo.mn.us
 Estimated # of Attendees 600-700 Admission Fee/Donation Requested \$ n/a

2. APPLICANT INFORMATION

Name Anthony Mortinson Title Police Officer
 Address 415 Central Ave. Osseo, MN 55369
 Daytime Phone (763) 424-5444 Cell (763) 209-2470
 Email tmortinson@ci.osseo.mn.us
 Affiliation/Organization Osseo Police Department

Are you an authorized applicant for this organization?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

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

Name _____ Title _____
Address _____
Daytime Phone _____ Cell _____
Email _____

3. REQUEST FOR SPECIAL SERVICES

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

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

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

Street closures/barricades, Public Works trailers/vehicles/employees

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

We plan to have a DJ for music & will have them located in the band shell. The speakers will face towards City Hall from the bandshell, which will minimize noise issues. Music will begin at 5:00pm and will end promptly at 8:00pm.

6. ACTIVITIES

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

DJ, bounce houses, food service, face painting, demonstrations from Osseo Fire & Police Departments, emergency and utility vehicle tours, yard games, roaming cold treats, misc. other activities.

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.

We will be renting portable toilets and hand washing stations around the area, as well as hand sanitizer at various locations.

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).

Parking will be moved to the street areas around City Hall. We will have the south side of 5th Street NW, from Central to 1st Avenue NW. available for handicap parking.

9. EMERGENCY/MEDICAL SERVICES

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

Central Avenue will be closed between 4th St. & 5th St. NE. 5th St. NE will be closed from Central Avenue to 1st Ave. NE. for the farmers market. Police and Fire will be present at the event to monitor radio traffic should an emergency need to get through the closed area.

10. SECURITY/CROWD MANAGEMENT

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

Police officers, Reserve Officers and Fire Department will be onscene for this event. Should inclement weather arrive, we will move people inside City Hall /Community Center.

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?

We will need 6-8 garbage and recycling cans, that will be placed around the park/city campus. Volunteers and staff will ensure litter is disposed of after and will be assisted by Osseo public works.

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.

City street lights.

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.

We will be utilizing pop-up tents, as well as tents to cover our food service provider. Other groups (face painter, etc.) may bring their own tents.

14. ADVERTISING AND PROMOTION

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

We intend to advertise in the Osseo Outlook, Osseo electronic billboard, local newspaper, CCX Media.

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).

A DJ will be playing music & making announcements via speakers. These will be facing City Hall, so it shouldn't affect the homes west of Boerboom Park. Event/music will end by 8pm, so it will not violate city ordinance.

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).

n/a.

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

17. FOOD AND BEVERAGES

Will alcoholic beverages be served?

☐ Yes ☒ No

Will alcoholic beverages be consumed outside the licensed establishment?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

n/a.

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.

We will be serving hotdogs, chips and water. There will also be cold treats served. The Hotdogs will be prepared/served by Max Cakes in a hotdog cart that requires an electrical plug in.

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

Max Cakes will be applying for the license and will bill us the cost of the license.

18. OTHER CONCESSIONS

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

There will be no other vendors that will be selling items/goods.
There will be/may be local Osseo restaurants/vendors offering
free samples/handouts.

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.

n/a.

20. WORKERS COMPENSATION COMPLIANCE

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

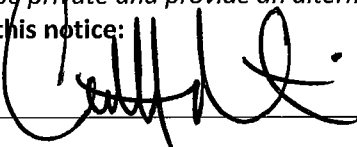
21. INSURANCE

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

22. THE MINNESOTA DATA PRACTICES ACT

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

Signature



Date

04/26/2022

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

415 Central Ave. Osseo, MN 55369 (763) 261-2470

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 with all permit conditions. Entry may be without prior notice.

n/a.
Property Owner Signature Printed Name Date

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

Anthony Mortinson
Applicant Signature Printed Name Date 04/26/2022

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 _____

Application fee 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 Gans Date 6-8-22
No comments

Police Department Comments & Fees — reviewed by S. Mickelson Date 6-2-22
No comment.

Fire Department Comments & Fees — reviewed by [Signature] Date 6/2/22
No comments

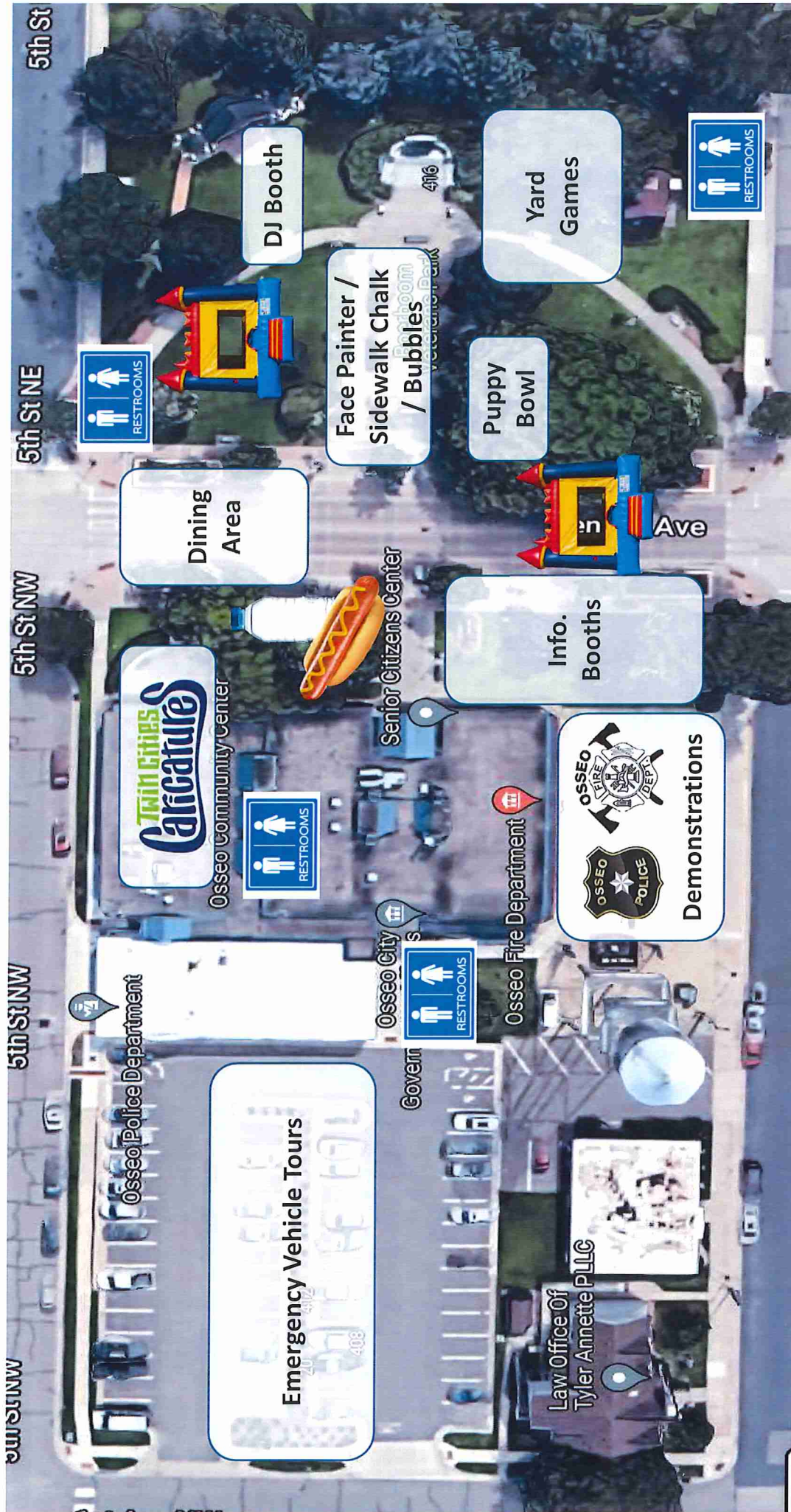
Public Works Comments & Fees — reviewed by [Signature] Date 6-6-22

City of Osseo use only:

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

Special Service Deposit Calculations

Task	Staff Type	# of Staff	Hours / Staff (Round to 0.25)	Rate	Deposit Amount
				Deposit Total	



5th St NW
5th St NE
5th St NW

Osseo Police Department
Osseo City
Osseo Fire Department
Osseo Community Center
Senior Citizens Center

Emergency Vehicle Tours
Dining Area
Face Painter / Sidewalk Chalk / Bubbles
Puppy Bowl
Yard Games
Info. Booths
Demonstrations
Law Office Of Tyler Annette PLLC

Osseo City
Osseo Fire Department
Osseo Community Center
Senior Citizens Center

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Senior Citizens Center

Resolution No. 2022-xx**RESOLUTION ACCEPTING DONATION TO CITY OF OSSEO**

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

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

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

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Ronald and Nancy Roden	\$100	Beautification
Lorraine Boser <i>(In Memory of Micky Boser)</i>	\$650	Beautification



City of Osseo City Council Meeting Item

Agenda Item: Confirm EDA Actions of June 13, 2022

Meeting Date: June 13, 2022

Prepared by: Riley Grams, City Administrator

Attachments: None

The EDA took the following actions at their regular meeting on June 13, 2022:

- 1) Received presentation about the Hennepin County Elevate Business program
- 2) Received various EDA updates
- 3) Approved EDA accounts payable

Options:

The City Council may choose to:

1. Approve the EDA actions of June 13, 2022;
2. Deny the EDA actions of June 13, 2022;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the EDA actions of June 13, 2022.



City of Osseo City Council Meeting Item

Agenda Item: Hire Chad Malmon as a Full-Time Police Officer

Meeting Date: June 13, 2022

Prepared by: Shane Mikkelsen, Chief of Police

Attachments: None

Policy Consideration:

Hire Chad Malmon as a Full-Time Police Officer.

Background:

In February 2022, one full-time officer resigned. Several officers and the HR Committee then conducted a process to find a replacement. Chad Malmon is the recommended candidate to fill the Full-Time Police Officer position within the department. Chad has experience as a CSO with the Minneapolis Police Department and he has passed the interviews, background, psychological and physical portions of our process to be hired. His first day will be June 28, 2022.

Budget or Other Considerations:

Chad Malmon will be paid at the starting wage negotiated in the union contract.

City Goals Met By This Action:

Develop teamwork among the City's leadership team.

Options:

The City Council may choose to:

1. Approve the hiring of Chad Malmon as a Full-Time Police Officer;
2. Deny the hiring of Chad Malmon as a Full-Time Police Officer.

Recommendation/Action Requested:

Staff recommends the City Council choose option (1) Approve the hiring of Chad Malmon as a Full-Time Police Officer.



Memorandum

Agenda Item: 2022 House Demolition Project

Meeting Date: June 13, 2022

Prepared By: Alyson Fauske, PE, City Engineer

Attachments: Resolution and Change Order No. 1

Policy Consideration:

Request to approve the following:
Resolution approving Change Order No. 1.

Background

The master plan for Boerboom Park shows removal of the four, City-owned homes on the east side of the block and incorporation of the land into the park.

During demolition it was discovered that the flooring in one area of the home was placed on a platform, and that the tile flooring underneath the platform contains asbestos. This area was checked during the inspection, however the asbestos was not discovered as only the subfloor over the platform was uncovered.

Budget & Schedule

The Contractor's proposed additional cost to the asbestos in this area is \$9,629 as shown in the attached change order proposal from Miller Trucking. If approved, the revised contract amount will be \$45,129 which is still less than the second lowest quote of \$72,580. This change order represents a 27% increase in the contract amount.

The project completion date remains the same: July 1, 2022.

Previous Action or Discussion:

At the May 23, 2022 meeting the City Council authorized a contract with Miller Trucking and Landscaping Supply for \$35,500, which is \$37,080 less than the next lowest quote.

Budget or Other Considerations:

Costs for this project are funded by the City's Park CIP Fund.

Recommendation/Action Requested:

It is recommended that City Council approve Change Order 1.

2022 House Demo
June 13, 2022
Page 2

Next Step:
Complete demolition.



Date: 6-9-2022

Proposal

City of Osseo
415 Central Ave
Osseo, MN

Job: 17 4th St, Osseo, MN

Description	Total
Removal of additional asbestos that was discovered at 17 4th St. Includes labor, equipment, air monitoring and disposal required to perform the work according to all regulations. This will take 2-3 days to complete. Proposal does not include other ACM hazardous materials, or MSW.	
Extra cost for additional asbestos abatement	\$9,629.00

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the sum stated above with payment to be made as follows: **½ down when accepting this proposal or before work is to commence**, the remaining ½ due upon completion of the project. All work is to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

ACCEPTANCE OF PROPOSAL

The Above price, specifications and conditions are hereby accepted. We are authorized to do the work as specified. Payment will be made as outlined above.

Accepted By:

Signatures:

Miller Trucking

Customer

P.O. Box 157 | 491 La Beaux Ave NE | Hanover, MN 55341 | Phone: 763.498.8342
Millertrucking1986@hotmail.com | www.miller-trucking.com

CHANGE ORDER NO. 1

2022 HOUSE DEMOLITION PROJECT
CITY OF OSSEO, MN
WSB PROJECT NO. 020164-000

June 9, 2022

OWNER:

CITY OF OSSEO
415 CENTRAL AVENUE
OSSEO, MN 55369

CONTRACTOR:

MILLER TRUCKING & LANDSCAPING SUPPLY
491 LABEAUX AVENUE NE
HANOVER, MN 55341

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

1. ADD \$9,629.00 TO THE CONTRACT AMOUNT FOR ADDITIONAL ASBESTOS ABATEMENT OF APPROXIMATELY 620 SQUARE FEET OF ACM 9" FLOOR TILE

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

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:		SUBSTANTIAL COMPLETION	FINAL COMPLETION
ORIGINAL CONTRACT PRICE:	\$35,500.00	ORIGINAL CONTRACT TIME:		6/3/2022	7/1/2022
PREVIOUS CHANGE ORDERS:	\$0.00	NET CHANGE FROM PREVIOUS CHANGE ORDERS:		0 DAYS	0 DAYS
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:	\$35,500.00	CONTRACT TIME PRIOR TO THIS CHANGE ORDER:		6/3/2022	7/1/2022
NET INCREASE OF THIS CHANGE ORDER:	\$9,629.00	NET INCREASE OF CHANGE ORDER:		0 DAYS	0 DAYS
CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS:	\$45,129.00	CONTRACT TIME WITH APPROVED CHANGE ORDERS:		6/3/2022	7/1/2022

RECOMMENDED BY:

APPROVED BY:

JEFFREY RICE, PG, SENIOR PROJECT MANAGER

CONTRACTOR SIGNATURE

WSB
ENGINEER

MILLER TRUCKING & LANDSCAPING SUPPLY, INC.
CONTRACTOR

APPROVED BY:

CITY ADMINISTRATOR

DATE

Resolution No. 2022-xx

**RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE
2022 HOUSE DEMOLITION PROJECT**

WHEREAS, the City of Osseo awarded the contract for the 2022 House Demolition Project to Miller Trucking of Hanover, MN;

AND WHEREAS, Change Order No. 1 is necessary to complete the project;

AND WHEREAS, Change Order No. 1 increases the contract amount by \$9,629.00;

AND WHEREAS, Change Order No. 1 does not change the time necessary to complete the contracted work;

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

1. Change Order No. 1 is hereby approved.
2. The City Administrator is hereby authorized and directed to execute Change Order No. 1 with Miller Trucking in the name of the City of Osseo for the 2022 House Demolition Project.

June 13, 2022

PRE-SALE REPORT FOR

City of Osseo, Minnesota

**\$3,690,000 General Obligation Bonds,
Series 2022A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Rebecca Kurtz, Senior Municipal Advisor
Bruce Kimmel, Senior Municipal Advisor
Dan Tienter, Senior Financial Specialist

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$3,690,000 General Obligation Bonds, Series 2022A (“Bonds”)

Purposes:

The proposed, tax-exempt issue will finance various public improvement within the City of Osseo (“City”) as outlined below.

- **\$2,075,000 for the 2023 Street Improvement Project.** This portion of the Bonds will be issued for about a 15.5-year period and debt service will be paid from both property taxes and special assessments. The City plans to assess benefiting property owners \$710,000, which will be collected over the same term of the Bonds at a rate of 2.00% above the True Interest Cost (“TIC”) for the Bonds. The special assessments will be paid on an equal, annual principal and interest basis.
- **\$875,000 for the 2022 Alley Improvement Project.** This portion of the Bonds will be issued for about a 15.5-year period and debt service will be paid from both property taxes and special assessments. The City plans to assess benefiting property owners \$680,000, which will be collected over the same term of the Bonds at a rate of 2.00% above the TIC for the Bonds. The special assessments will be paid on an equal, annual principal and interest basis.
- **\$740,000 for the Sewer Lining Project.** This portion the Bond will be issued for about a 15.5-year period and debt service will be paid from utility revenues.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapters:

- 429, Street Improvements;
- 444, Public Utilities; and
- 475, General Bonding Authority.

Since the City is assessing at least 20% of the street and alley project costs, the Bonds can be a general obligation without a referendum and will not count against the statutory debt limit. Chapter 444 allows cities to issue debt without limitation if debt service is expected to be paid from water and sewer revenues.

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 15 years and six months. Principal on the Bonds will be due on February 1 in the years 2024 through 2038. Interest is payable every six months beginning August 1, 2023.

The Bonds will be subject to prepayment at the discretion of the City on February 1, 2032, or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax-exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.

Rating:

The City’s most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is “AA.” The City will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating if the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option as outlined in this Pre-Sale Report. The basis for this recommendation includes the following rationale.

- The Bonds present a reasonable and viable option to finance the proposed projects under Minnesota law.
- The Bonds provide the most overall cost-effective option while maintaining future flexibility for the repayment of debt.
- The general obligation pledge will result in lower interest rates and lower interest cost.
- The proposed method of sale, as outlined below, complies with best practices endorsed by the Government Finance Officers Association.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

For this issue of Bonds, we have been directed to use the net premium to reduce the size of the issue. The resulting adjustments may change the TIC of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City’s specific arbitrage responsibilities will be detailed in the Nonarbitrage Certificate (the “Tax Compliance Document”) prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or, 8) borrower limited requirements.

We recommend that the City review its specific responsibilities related to the Bonds with an arbitrage expert in order to utilize one or more of the exceptions listed above.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest the Bond proceeds until the funds are needed to pay project costs.

Risk Factors:

Special Assessments: We have not assumed any pre-paid special assessments and we have assumed that they will be levied as projected. If the City receives a significant amount of pre-paid special assessments or does not levy them as planned, it may need to increase the property tax levy portion of the debt service to make up for lower interest earnings than the expected special assessment interest rate.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services, please contact us.

- **Bond Counsel:** Taft Stettinius & Hollister LLP
- **Paying Agent:** Bond Trust Services Corporation
- **Rating Agency:** S&P Global Ratings (S&P)

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report; and/or
- Adopt the resolution attached to this Pre-Sale Report.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	June 13, 2022
Distribute Official Statement:	Week of June 27, 2022
Due Diligence Call to review Official Statement:	Week of June 27, 2022
Conference with Rating Agency:	Week of June 27, 2022
City Council Meeting to Award Sale of the Bonds:	July 11, 2022
Estimated Closing Date:	August 4, 2022

Attachments

Estimated Sources and Uses of Funds
 Estimated Proposed Debt Service Schedule
 Resolution Authorizing Ehlers to Proceed with Bond Sale

EHLERS' CONTACTS

Rebecca Kurtz, Senior Municipal Advisor	(651) 697-8516
Bruce Kimmel, Senior Municipal Advisor	(651) 697-8572
Dan Tienter, Senior Financial Specialist	(651) 697-8537
Silvia Johnson, Senior Public Finance Analyst	(651) 697-8580
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Osseo, Minnesota

\$3,690,000 General Obligation Bonds, Series 2022A

Issue Summary

Assumes Current Market BQ AA Rates plus 35bps

Total Issue Sources And Uses

Dated 08/04/2022 | Delivered 08/04/2022

	2023 Street Project	2022 Alley Project	2022 Sewer Line	Issue Summary
Sources Of Funds				
Par Amount of Bonds	\$2,075,000.00	\$875,000.00	\$740,000.00	\$3,690,000.00
Total Sources	\$2,075,000.00	\$875,000.00	\$740,000.00	\$3,690,000.00
Uses Of Funds				
Total Underwriter's Discount (1.200%)	24,900.00	10,500.00	8,880.00	44,280.00
Costs of Issuance	35,989.15	15,176.16	12,834.69	64,000.00
Deposit to Project Construction Fund	2,010,000.00	850,000.00	716,806.00	3,576,806.00
Rounding Amount	4,110.85	(676.16)	1,479.31	4,914.00
Total Uses	\$2,075,000.00	\$875,000.00	\$740,000.00	\$3,690,000.00

City of Osseo, Minnesota

\$3,690,000 General Obligation Bonds, Series 2022A

Issue Summary

Assumes Current Market BQ AA Rates plus 35bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/04/2022	-	-	-	-	-
08/01/2023	-	-	118,568.63	118,568.63	-
02/01/2024	145,000.00	2.550%	59,782.50	204,782.50	323,351.13
08/01/2024	-	-	57,933.75	57,933.75	-
02/01/2025	200,000.00	2.650%	57,933.75	257,933.75	315,867.50
08/01/2025	-	-	55,283.75	55,283.75	-
02/01/2026	215,000.00	2.750%	55,283.75	270,283.75	325,567.50
08/01/2026	-	-	52,327.50	52,327.50	-
02/01/2027	220,000.00	2.800%	52,327.50	272,327.50	324,655.00
08/01/2027	-	-	49,247.50	49,247.50	-
02/01/2028	225,000.00	2.950%	49,247.50	274,247.50	323,495.00
08/01/2028	-	-	45,928.75	45,928.75	-
02/01/2029	230,000.00	3.100%	45,928.75	275,928.75	321,857.50
08/01/2029	-	-	42,363.75	42,363.75	-
02/01/2030	240,000.00	3.150%	42,363.75	282,363.75	324,727.50
08/01/2030	-	-	38,583.75	38,583.75	-
02/01/2031	250,000.00	3.300%	38,583.75	288,583.75	327,167.50
08/01/2031	-	-	34,458.75	34,458.75	-
02/01/2032	250,000.00	3.350%	34,458.75	284,458.75	318,917.50
08/01/2032	-	-	30,271.25	30,271.25	-
02/01/2033	260,000.00	3.400%	30,271.25	290,271.25	320,542.50
08/01/2033	-	-	25,851.25	25,851.25	-
02/01/2034	270,000.00	3.450%	25,851.25	295,851.25	321,702.50
08/01/2034	-	-	21,193.75	21,193.75	-
02/01/2035	280,000.00	3.500%	21,193.75	301,193.75	322,387.50
08/01/2035	-	-	16,293.75	16,293.75	-
02/01/2036	295,000.00	3.550%	16,293.75	311,293.75	327,587.50
08/01/2036	-	-	11,057.50	11,057.50	-
02/01/2037	300,000.00	3.600%	11,057.50	311,057.50	322,115.00
08/01/2037	-	-	5,657.50	5,657.50	-
02/01/2038	310,000.00	3.650%	5,657.50	315,657.50	321,315.00
Total	\$3,690,000.00	-	\$1,151,256.13	\$4,841,256.13	-

Yield Statistics

Bond Year Dollars	\$33,934.25
Average Life	9.196 Years
Average Coupon	3.3926081%
Net Interest Cost (NIC)	3.5230958%
True Interest Cost (TIC)	3.5324618%
Bond Yield for Arbitrage Purposes	3.3746879%
All Inclusive Cost (AIC)	3.7652164%

IRS Form 8038

Net Interest Cost	3.3926081%
Weighted Average Maturity	9.196 Years

City of Osseo, Minnesota

\$3,690,000 General Obligation Bonds, Series 2022A

Issue Summary

Assumes Current Market BQ AA Rates plus 35bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessments	Sewer Revenue Levy/ (Surplus)
02/01/2023	-	-	-	-	-	-	-
02/01/2024	145,000.00	2.550%	178,351.13	323,351.13	339,518.69	138,709.40	69,007.77
02/01/2025	200,000.00	2.650%	115,867.50	315,867.50	331,660.88	137,044.41	66,341.63
02/01/2026	215,000.00	2.750%	110,567.50	325,567.50	341,845.88	140,379.40	70,478.63
02/01/2027	220,000.00	2.800%	104,655.00	324,655.00	340,887.75	138,436.91	69,179.25
02/01/2028	225,000.00	2.950%	98,495.00	323,495.00	339,669.75	141,494.40	67,856.25
02/01/2029	230,000.00	3.100%	91,857.50	321,857.50	337,950.38	139,274.40	66,462.38
02/01/2030	240,000.00	3.150%	84,727.50	324,727.50	340,963.88	137,054.40	70,247.63
02/01/2031	250,000.00	3.300%	77,167.50	327,167.50	343,525.88	139,834.41	68,593.88
02/01/2032	250,000.00	3.350%	68,917.50	318,917.50	334,863.38	137,336.89	66,861.38
02/01/2033	260,000.00	3.400%	60,542.50	320,542.50	336,569.63	139,839.41	65,102.63
02/01/2034	270,000.00	3.450%	51,702.50	321,702.50	337,787.63	137,064.40	68,567.63
02/01/2035	280,000.00	3.500%	42,387.50	322,387.50	338,506.88	139,289.40	66,575.25
02/01/2036	295,000.00	3.550%	32,587.50	327,587.50	343,966.88	141,236.90	69,804.00
02/01/2037	300,000.00	3.600%	22,115.00	322,115.00	338,220.75	137,906.90	67,567.50
02/01/2038	310,000.00	3.650%	11,315.00	321,315.00	337,380.75	139,576.91	65,299.50
Total	\$3,690,000.00	-	\$1,151,256.13	\$4,841,256.13	\$5,083,318.94	\$2,084,478.54	\$1,017,945.27
							\$1,980,895.12

Significant Dates

Dated	8/04/2022
First Coupon Date	8/01/2023

Yield Statistics

Bond Year Dollars	\$33,934.25
Average Life	9.196 Years
Average Coupon	3.3926081%
Net Interest Cost (NIC)	3.5230958%
True Interest Cost (TIC)	3.5324618%
Bond Yield for Arbitrage Purposes	3.3746879%
All Inclusive Cost (AIC)	3.7652164%

Resolution No. 2022-xx

**Resolution Providing for the Sale of
\$3,690,000 General Obligation Bonds, Series 2022A**

- A. WHEREAS, the City Council of the City of Osseo, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$3,690,000 General Obligation Bonds, Series 2022A (the "Bonds"), to finance street, alley and utility improvements in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

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

- 1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
- 2. Meeting; Proposal Opening. The City Council shall meet at 7:00 PM on July 11, 2022, for the purpose of considering proposals for and awarding the sale of the Bonds.
- 3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.



City of Osseo City Council Meeting Item

Agenda Item: Election Judge Wages

Meeting Date: June 13, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Consider increasing the election judge and head election judge wage to match Minnesota's minimum wage rate as required.

Background:

The City Council approved wages for 2022 for all staff including election judges back in December, however, it was discovered that the wages are under the state minimum requirements. The City of Osseo is classified as a large employer because gross revenues exceed \$500,000 or more and therefore needs to be at a minimum of \$10.33 hourly.

Staff recommends increasing the election judge hourly rate to \$10.33 and the head judge hourly rate to \$11.33.

Budget or Other Considerations:

The Council approved pay increases on December 13, 2021, at an hourly rate of \$9.65 for election judges and \$10.65 for head judges. This current increase was not considered in the budget, however, will have minimal impact due to the limited hours that election judges work.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the increased 2022 election judges hourly rates;
2. Deny the increased 2022 election judges hourly rates;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the increased 2022 election judges hourly rates.



City of Osseo City Council Meeting Item

Agenda Item: Establish an Absentee Ballot Board

Meeting Date: June 13, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: Resolution

Policy Consideration:

Establish an absentee ballot board for accepting, rejecting, and counting absentee ballots for Osseo residents for the 2022 primary and general election.

Background:

Minnesota Law requires that the governing body of each municipality establish an absentee ballot board to accept and reject absentee ballots. The absentee ballot board will consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots. Absentee voting begins June 24, 2022, for the state primary.

The following Staff are requested to be designated as deputy clerks to be members of absentee ballot board for the 2022 elections and will be trained accordingly: Karen Broden and Joe Amerman.

Budget or Other Considerations:

This has no budget impact unless election judges, other than deputy clerks, who are required to declare major political party affiliation as determined by a recent court case, are needed to complete the signature verification step of the absentee ballot acceptance process on occurrence.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the establishment of the Absentee Ballot Board;
2. Deny the establishment of the Absentee Ballot Board;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the establishment of the Absentee Ballot Board.

Resolution No. 2022-xx

**RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD
FOR THE 2022 PRIMARY AND GENERAL ELECTIONS**

WHEREAS, the City of Osseo is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective June 13, 2022; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Osseo; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots;

NOW THEREFORE, BE IT RESOLVED THAT, by the City Council of the City of Osseo, Hennepin County, Minnesota, hereby establishes an Absentee Ballot Board that the individuals named in Exhibit A and on file in the city clerk's office be appointed to the City of Osseo's Absentee Ballot Board for the 2022 elections.

BE IT FURTHER RESOLVED that the city clerk is, with this, authorized to make any substitutions or additions as deemed necessary.

Exhibit A

Absentee Ballot Board Appointments

Katrina Jones

Karen Broden

Joe Amerman



Osseo, MN

10 G
Payable Register

Payable Detail by Vendor Name

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 103913 - A1 Rent It										Vendor Total: 220.00
168512-2	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	220.00	0.00	0.00	0.00	220.00
RENT LIFT PARK FLAG POLE REPAIR	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
RENT LIFT PARK FLAG POLE REPAIR	NA		0.00	0.00	220.00	0.00	0.00	0.00	220.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-42350-211	Operations				220.00	100.00%				
Vendor: 105163 - Abdo Financial Solutions, LLC										Vendor Total: 1,290.00
458704	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	1,290.00	0.00	0.00	0.00	1,290.00
MAY 2022 FS CONSULTING SOFTWARE & P...	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MAY 2022 FS CONSULTING SOFTWARE	NA		0.00	0.00	1,290.00	0.00	0.00	0.00	1,290.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41550-301	Accounting/Auditing				1,290.00	100.00%				
Vendor: 102116 - Accurate Radar Specialties										Vendor Total: 220.00
2946	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	220.00	0.00	0.00	0.00	220.00
CALIBRATE PD RADAR UNIT	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
CALIBRATE PD RADAR UNIT	NA		0.00	0.00	220.00	0.00	0.00	0.00	220.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41900-211	Operations				220.00	100.00%				
Vendor: 101862 - Aflac										Vendor Total: 234.42
334708	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	234.42	0.00	0.00	0.00	234.42
MAY 2022 PREMIUMS	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MAY 2022 PREMIUMS	NA		0.00	0.00	234.42	0.00	0.00	0.00	234.42	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-21710	Misc Deductions/Benefits				234.42	100.00%				
Vendor: 104375 - Amazon Capital Services, Inc										Vendor Total: 947.68
1KDP-V1RC-F9QH	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	197.98	0.00	0.00	0.00	197.98
FD SURGE PROTECTOR/PRINTER DRUM	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FD SURGE PROTECTOR/PRINTER DRUM	NA		0.00	0.00	197.98	0.00	0.00	0.00	197.98	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41920-211	Operations				197.98	100.00%				
1PXC-4RX4-JDPR	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	749.70	0.00	0.00	0.00	749.70
LENOVO LAPTOP FOR FD ADMIN ASST	City of Osseo Bank - City of Osseo Bank				No					

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 GAS SVC	NA		0.00	0.00	388.31	0.00	0.00	0.00	388.31	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-42000-390	Natural Gas Service				388.31	100.00%				

6/1/22	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	11.28	0.00	0.00	0.00	11.28
MAY 2022 17 4TH ST NE ELEC. SVC			City of Osseo Bank - City of Osseo Bank		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MAY 2022 17 4TH ST NE ELEC. SVC	NA		0.00	0.00	11.28	0.00	0.00	0.00	11.28	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-42350-390	Natural Gas Service				11.28	100.00%				

JUN 01 2022	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	11.28	0.00	0.00	0.00	11.28
MAY 2022 16 5TH ST NE ELEC. SVC			City of Osseo Bank - City of Osseo Bank		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MAY 2022 16 5TH ST NE ELEC. SVC	NA		0.00	0.00	11.28	0.00	0.00	0.00	11.28	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
205-42350-801	Rental Property Expenses				11.28	100.00%				

Vendor: 103534 - Cheryl Clausen

Vendor Total: 250.00

JUNE 4 2022	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	250.00	0.00	0.00	0.00	250.00
REFUND COMM CTR DAMAGE DEPOSIT 6/...			City of Osseo Bank - City of Osseo Bank		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
REFUND COMM CTR DAMAGE DEPOSIT	NA		0.00	0.00	250.00	0.00	0.00	0.00	250.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-22001	Community Center Deposits				250.00	100.00%				

Vendor: 104871 - Citizen Observer Llc

Vendor Total: 2,600.00

10214-854211	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	2,600.00	0.00	0.00	0.00	2,600.00
TIP411 SUBSCRIPTION RENEWAL 8/1/22 -...			City of Osseo Bank - City of Osseo Bank		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
TIP411 SUBSCRIPTION RENEWAL 8/1/2	NA		0.00	0.00	2,600.00	0.00	0.00	0.00	2,600.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-41900-255	Dues/Membership				2,600.00	100.00%				

Vendor: 105116 - City Of Maple Grove

Vendor Total: 14,777.46

21307	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	14,777.46	0.00	0.00	0.00	14,777.46
7,852 GAL WATER USAGE MAY 2022			City of Osseo Bank - City of Osseo Bank		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
7,852 GAL WATER USAGE MAY 2022	NA		0.00	0.00	14,777.46	0.00	0.00	0.00	14,777.46	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
601-49400-385	Purchased Water				14,777.46	100.00%				

Vendor: 102516 - Comcast

Vendor Total: 577.07

5/24/22	Invoice	6/13/2022	6/13/2022	6/13/2022	6/13/2022	374.95	0.00	0.00	0.00	374.95
JUNE 2022 CH SVC			City of Osseo Bank - City of Osseo Bank		No					

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/23/22 ADMIN BOTTLED WATER DELIV	NA		0.00	0.00	11.45	0.00	0.00	0.00	11.45	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41700-211	Operations				11.45	100.00%				
12382TL	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	62.45	0.00	0.00	0.00	62.45
5/23/22 PD BOTTLED WATER DELIVERY	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/23/22 PD BOTTLED WATER DELIVERY	NA		0.00	0.00	62.45	0.00	0.00	0.00	62.45	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41900-211	Operations				62.45	100.00%				
1316001	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	13.00	0.00	0.00	0.00	13.00
JUNE 2022 CH WATER COOLER RENTAL	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
JUNE 2022 CH WATER COOLER RENTAL	NA		0.00	0.00	13.00	0.00	0.00	0.00	13.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41700-211	Operations				13.00	100.00%				
1316003	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	8.00	0.00	0.00	0.00	8.00
JUNE 2022 PD WATER COOLER RENTAL	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
JUNE 2022 PD WATER COOLER RENTAL	NA		0.00	0.00	8.00	0.00	0.00	0.00	8.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41900-211	Operations				8.00	100.00%				
1316004	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	37.58	0.00	0.00	0.00	37.58
JUNE 2022 417 1ST AVE NE WATER SOFT R...	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
JUNE 2022 417 1ST AVE NE WATER SOF	NA		0.00	0.00	34.95	0.00	0.00	0.00	34.95	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
205-42350-801	Rental Property Expenses				34.95	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
JUNE 2022 417 1ST AVE NE WATER SOF	NA		0.00	0.00	2.63	0.00	0.00	0.00	2.63	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-21550	State Sales Tax				2.63	100.00%				

Vendor: 99143 - Gary A Groen, Cpa

Vendor Total: 2,355.00

5/31/22	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	2,355.00	0.00	0.00	0.00	2,355.00
4/22 - 5/31/22 CONSULTING SVCS	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
4/22 - 5/31/22 CONSULTING SVCS	NA		0.00	0.00	2,355.00	0.00	0.00	0.00	2,355.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-41550-300</u>	Financial Services				2,355.00	100.00%				

Vendor: 1525 - Gopher State One Call Inc

Vendor Total: 43.20

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
MAY 2022 STRENGTH CLASS INSTRUCTI	NA	0.00	0.00	450.00	0.00	0.00	0.00	450.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-42300-312	Programming		450.00	100.00%						

Vendor: 2030 - Law Enforce Labor Service

Vendor Total: 325.00

JUNE 2022	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	325.00	0.00	0.00	0.00	325.00
JUNE 2022 OSSEO PD #182 UNION DUES	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
JUNE 2022 OSSEO PD #182 UNION DUE	NA	0.00	0.00	325.00	0.00	0.00	0.00	325.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-21708	Union Dues		325.00	100.00%						

Vendor: 2090 - Lynde Greenhouse & Nursery

Vendor Total: 5,495.00

W-100447-01	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	5,100.00	0.00	0.00	0.00	5,100.00
60 ANNUAL HANGING BASKETS	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
60 ANNUAL HANGING BASKETS	NA	0.00	0.00	5,100.00	0.00	0.00	0.00	5,100.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-42350-215	Central Avenue Beautification		5,100.00	100.00%						

W-100467-01	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	395.00	0.00	0.00	0.00	395.00
PARK ANNUALS 20 6 PK & 10 4IN QT WHITE	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PARK ANNUALS 20 6 PK & 10 4IN QT W	NA	0.00	0.00	395.00	0.00	0.00	0.00	395.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-42350-215	Central Avenue Beautification		395.00	100.00%						

Vendor: 2150 - Menards - Brooklyn Park

Vendor Total: 156.79

44722	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	65.10	0.00	0.00	0.00	65.10
IRRIGATION PLANTERS SUPPLIES	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
IRRIGATION PLANTER BUBBLERS	NA	0.00	0.00	65.10	0.00	0.00	0.00	65.10		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-42350-215	Central Avenue Beautification		65.10	100.00%						

44835	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	91.69	0.00	0.00	0.00	91.69
BATTERIES, BULBS, MANIFOLD - PW SHOP	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
BATTERIES, BULBS, MANIFOLD - PW SH	NA	0.00	0.00	91.69	0.00	0.00	0.00	91.69		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-42350-211	Operations		91.69	100.00%						

Vendor: 103760 - Metro West Inspection Services, Inc.

Vendor Total: 1,021.47

3291	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	1,021.47	0.00	0.00	0.00	1,021.47
MAY 2022 BUILDING INSPECTION SVCS	City of Osseo Bank - City of Osseo Bank				No					

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MAY 2022 PROSECUTION SVCS	NA		0.00	0.00	37.98	0.00	0.00	0.00	37.98	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41500-211	Operations				37.98	100.00%				

Vendor: 104144 - Preferred Communications

Vendor Total: 6,243.82

INV069273	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	6,243.82	0.00	0.00	0.00	6,243.82
2 A140 G2 INTEL CORE LAPTOPS PD	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2 A140 G2 INTEL CORE LAPTOPS PD	NA		0.00	0.00	6,243.82	0.00	0.00	0.00	6,243.82	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
110-41900-520	Capital Outlay				6,243.82	100.00%				

Vendor: 100318 - Prime Advertising & Design

Vendor Total: 3,871.21

81226	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	3,771.21	0.00	0.00	0.00	3,771.21
SUMMER OSSEO OUTLOOK NEWSLETTER...	City of Osseo Bank - City of Osseo Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	117.85	0.00	0.00	0.00	117.85	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41900-404	Night To Unite				117.85	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	412.48	0.00	0.00	0.00	412.48	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41110-351	Printing/Publishing Service				412.48	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	117.85	0.00	0.00	0.00	117.85	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
204-36252	Trolley				117.85	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	235.70	0.00	0.00	0.00	235.70	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
250-42350-211	Operations				235.70	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	117.85	0.00	0.00	0.00	117.85	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
601-49400-351	Printing/Publishing Service				117.85	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	235.70	0.00	0.00	0.00	235.70	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-41110-384	Recycle/Organics/Cleanupday				235.70	100.00%				

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SUMMER OSSEO OUTLOOK NEWSLETTE	NA		0.00	0.00	117.85	0.00	0.00	0.00	117.85	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-42302-312</u>	Programming				117.85	100.00%				

81380	Invoice	6/8/2022	6/8/2022	6/8/2022	6/8/2022	100.00	0.00	0.00	0.00	100.00
JUNE 2022 WEBSITE HOSTING		City of Osseo Bank - City of Osseo Bank			No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
JUNE 2022 WEBSITE HOSTING	NA		0.00	0.00	100.00	0.00	0.00	0.00	100.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-41515-309</u>	Software				100.00	100.00%				

Vendor: 1693 - Pro-Tech Security Systems, Inc

Vendor Total: 105.00

17387	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	105.00	0.00	0.00	0.00	105.00
6/15/22 MONITORING ELECTRONIC SECU...		City of Osseo Bank - City of Osseo Bank			No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
6/15/22 MONITORING ELECTRONIC SEC	NA		0.00	0.00	105.00	0.00	0.00	0.00	105.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-41900-255</u>	Dues/Membership				105.00	100.00%				

Vendor: 102393 - Republic Services

Vendor Total: 21.90

894-005758000	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	21.90	0.00	0.00	0.00	21.90
1 36" DOC DESTRUCTION CONSOLE/SHRE...		City of Osseo Bank - City of Osseo Bank			No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
1 36" DOC DESTRUCTION CONSOLE/SH	NA		0.00	0.00	21.90	0.00	0.00	0.00	21.90	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-41110-201</u>	Office Operations				21.90	100.00%				

Vendor: 1551 - Sipe Bros. Inc.

Vendor Total: 602.41

5/31/22 STMT	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	602.41	0.00	0.00	0.00	602.41
FUEL CHARGES		City of Osseo Bank - City of Osseo Bank			No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FUEL CHARGES	NA		0.00	0.00	53.84	0.00	0.00	0.00	53.84	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-41920-216</u>	Fuel - Vehicle/Equipment				53.84	100.00%				
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FUEL CHARGES	NA		0.00	0.00	548.57	0.00	0.00	0.00	548.57	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-42000-216</u>	Fuel - Vehicle/Equipment				548.57	100.00%				

Vendor: 105132 - Sloth Inspections Inc

Vendor Total: 224.00

MAY 2022	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	224.00	0.00	0.00	0.00	224.00
MAY 2022 ELECTRICAL INSPECTION SVCS		City of Osseo Bank - City of Osseo Bank			No					

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 104900 - Tyler Technologies, Inc.									Vendor Total:	10,117.00
25-381148	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	3,575.00	0.00	0.00	0.00	3,575.00
5/9 - 5/12 G BULLUS INCODE PAYROLL		City of Osseo Bank - City of Osseo Bank			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/9 - 5/12 G BULLUS INCODE PAYROLL	NA		0.00	0.00	1,787.50	0.00	0.00	0.00	1,787.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
601-49400-310	Other Professional Services				1,787.50	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/9 - 5/12 G BULLIS INCODE PAYROLL	NA		0.00	0.00	1,787.50	0.00	0.00	0.00	1,787.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
602-49400-310	Other Professional Services				1,787.50	100.00%				
25-381693	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	780.00	0.00	0.00	0.00	780.00
5/18 - 5/20 S MOORE FINANCIAL REPORTS...		City of Osseo Bank - City of Osseo Bank			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/18 - 5/20 S MOORE FINANCIAL REPO	NA		0.00	0.00	390.00	0.00	0.00	0.00	390.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
601-49400-310	Other Professional Services				390.00	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/18 - 5/20 S MOORE FINANCIAL REPO	NA		0.00	0.00	390.00	0.00	0.00	0.00	390.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
602-49400-310	Other Professional Services				390.00	100.00%				
25-381902	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	432.00	0.00	0.00	0.00	432.00
INCODE ONLINE MAINTENANCE 6/1/22 - 5...		City of Osseo Bank - City of Osseo Bank			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
INCODE ONLINE MAINTENANCE 6/1/22	NA		0.00	0.00	216.00	0.00	0.00	0.00	216.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
601-49400-310	Other Professional Services				216.00	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
INCODE ONLINE MAINTENANCE 6/1/22	NA		0.00	0.00	216.00	0.00	0.00	0.00	216.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
602-49400-310	Other Professional Services				216.00	100.00%				
25-382262	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	5,330.00	0.00	0.00	0.00	5,330.00
5/23 - 5/30 G BULLIS FINANCIAL PRODUCT...		City of Osseo Bank - City of Osseo Bank			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/23 - 5/30 G BULLIS FINANCIAL PRODU	NA		0.00	0.00	2,665.00	0.00	0.00	0.00	2,665.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
601-49400-310	Other Professional Services				2,665.00	100.00%				

Payable Register

Packet: APPKT00015 - 6-13-22 CC AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 2141 - Xcel Energy									Vendor Total:	5,241.38
779424797	Invoice	6/9/2022	6/9/2022	6/9/2022	6/9/2022	5,228.42	0.00	0.00	0.00	5,228.42
APRIL 2022 ELECTRICAL USAGE		City of Osseo Bank - City of Osseo Bank				No				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	1,069.04	0.00	0.00	0.00	1,069.04	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-41700-380	Electric Service				1,069.04	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	234.67	0.00	0.00	0.00	234.67	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-41800-380	Electric Service				234.67	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	11.06	0.00	0.00	0.00	11.06	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-41900-402	Emergency Preparedness				11.06	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	422.30	0.00	0.00	0.00	422.30	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-42000-380	Electric Service				422.30	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	2,319.22	0.00	0.00	0.00	2,319.22	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-42000-226	Traffic Signals/Street Lights				2,319.22	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	296.78	0.00	0.00	0.00	296.78	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-42350-380	Electric Service				296.78	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	38.37	0.00	0.00	0.00	38.37	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
601-49400-380	Electric Service				38.37	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	606.16	0.00	0.00	0.00	606.16	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
602-49400-380	Electric Service				606.16	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
APRIL 2022 ELECTRICAL USAGE	NA		0.00	0.00	230.82	0.00	0.00	0.00	230.82	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-42350-212	Gateway Sign Operations				230.82	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	61	123,595.69	0.00	0.00	0.00	123,595.69	0.00	123,595.69
Grand Total:		123,595.69	0.00	0.00	0.00	123,595.69	0.00	123,595.69

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
	Total:	6,036.25

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>204-36252</u>	Trolley	117.85
	Total:	117.85

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>205-42350-801</u>	Rental Property Expenses	59.19
	Total:	59.19

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>250-42350-211</u>	Operations	707.10
	Total:	707.10

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>253-42400-211</u>	Operations	3,167.43
	Total:	3,167.43

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>257-42400-211</u>	Operations	117.85
	Total:	117.85

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>412-42000-303</u>	Engineering Service	206.00
	Total:	206.00

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>601-21560</u>	Mn Water Connect Fee	2,012.00
<u>601-49400-310</u>	Other Professional Services	5,140.10
<u>601-49400-351</u>	Printing/Publishing Service	117.85
<u>601-49400-380</u>	Electric Service	38.37
<u>601-49400-385</u>	Purchased Water	14,777.46
	Total:	22,085.78

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>602-11101</u>	Infrastructure	25,977.00
<u>602-49400-310</u>	Other Professional Services	5,080.10
<u>602-49400-380</u>	Electric Service	606.16
<u>602-49400-386</u>	Sanitary Sewer Service	15,500.25
<u>602-49400-390</u>	Natural Gas Service	17.14
	Total:	47,180.65

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-49400-221</u>	Equip Repair/ Maintenance	905.60
<u>604-49400-303</u>	Engineering Service	579.00
<u>604-49400-351</u>	Printing/Publishing Service	471.40
	Total:	1,956.00

Teddy Bear Band



Luca

13



Tuesday, June 14 at 7 pm & Dusk
Music and Movie in the Park

Thanks to our donors:

Osseo Lions
American Legion Post 172
Osseo Maple Grove Hockey Assn
Osseo Fire Relief Association

Boerboom Park
416 Central Avenue
Osseo, MN 55369

Concession sales
thanks to the Osseo Lions

Weather-related cancellations at 763-425-2624 or
www.DiscoverOsseo.com



Dean Weisser Band



Jungle Cruise



Tuesday, June 15 at 7 pm & Dusk

Thanksto ourdonors:

Osseo Lions

American Legion Post 172

Osseo Maple Grove Hockey Assn

Osseo Fire Department Relief Assn

Boerboom Park
416 Central Avenue
Osseo, MN 55369

Music and Movie in the Park

Concession sales
thanks to the Osseo Lions

Weather-related cancellations at 763-425-2624 or www.DiscoverOsseo.com

