



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Monday, July 11, 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 June 15 Work Session Minutes
 - B. Approve June 27 Work Session Minutes
 - C. Approve June 27 Council Minutes
 - D. Receive June Building Report
6. **Matters from the Floor**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
7. **Special Business**
 - A. Receive Update on 2022 Alley Reconstruction Project – Alyson Fauske, WSB & Associates
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Approve EDA Actions of July 11
 - B. Adopt Parameters Resolution for Sale of General Obligation Bonds, Series 2022A – Rebecca Kurtz, Ehlers (Resolution)
 - C. Accept Bids and Award Contract for 2022 Sewer Lining Project - Alyson Fauske, WSB & Associates (Resolution)
 - D. Approve Update to the Community Center Policy
 - E. Approve Elections Assistant Position Description
 - F. Approve Posting of Elections Assistant Position
 - G. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**

Movies and Music in the Park Series
Farmers Market
Osseo Trolley Service
14. **Adjournment**

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
June 15, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:00 p.m. on Wednesday, June 15, 2022.

2. ROLL CALL

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

Members absent: Councilmember Alicia Vickerman.

Staff present: City Administrator Riley Grams, Community Management Coordinator Joe Amerman, and Financial Consultant Gary Groen.

Others present: Jeff Hall, Hall Sweeney Properties; Sean Sweeney, Hall Sweeney Properties; Pete Keely, Collage Architects; Rebecca Kurtz, Ehlers & Associates; Zachary Lawrence, JML Motors.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS POTENTIAL HOUSING DEVELOPMENT

Grams stated back in June 2021, Staff was approached by Chris Rains about a potential development project located in the 600 block of Central Ave. Mr. Rains had been working towards purchasing the five properties located on the western half of that block with an eye towards a potential redevelopment project. The City has long been interested in this site for redevelopment as it would continue to work towards one of the City's goals of developing the downtown area. He connected with Sean Sweeney from Hall Sweeney Properties in June 2021 to begin initial discussions about the possibility of a development project on that site. He researched a lot of the Hall Sweeney past or current projects and ultimately determined that the quality of the product and the overall design is something that the City should indeed be interested in at that site. Staff continued to speak with Mr. Sweeney over the winter months to further develop a concept plan, based on what the City would be looking for.

Grams explained more recently, the Hall Sweeney team became active partners in thinking about and discussing a project here in Osseo. We've held many meetings with Staff, Grams and Financial Consultant Gary Groen, Rebecca Kurtz from Ehlers, and Mayor Duane Poppe. We discussed the overall financing plan for the project as well as some general design decisions to help guide the developer in bringing a concept plan to

life. We are very pleased with the working relationship with the Hall Sweeney team, and excited about this project. We decided to bring this plan to the Council sort of as a 'meet the team' type meeting, but also to get some general feedback from the Council on some design concepts as well as the overall financing plan. Assuming the Council is in agreement that the developer and Staff should move forward based on what they will hear at the June 15 work session meeting, this project will move forward.

Grams reported for the June 15 meeting, he wanted to bring in the developers and their architectural team to meet the Council and get a feel for how they conduct business. The developer will introduce themselves and their team and talk a little bit about their portfolio of projects, their general product style, and why they choose Osseo as their next potential project site. From there, the Developers team will jump into the overall general concept plan for this site, which will include discussions on the following: site plan, unit count and type, affordable units, finishes and amenities, who is the target lessee, and overall general construction schedule.

Grams stated that Staff is very excited about this potential project and has been working on this project for well over a year now, and the Hall Sweeney team has been tremendous to work with. We've maintained excellent dialogue with the developers and they have taken our recommendations, concerns and ideas to heart. Staff recommends the Council discuss the item and direct staff accordingly.

Sean Sweeney, Hall Sweeney Properties, thanked Staff for the introduction and for their assistance on this project. He explained he appreciated the fact that the City was open for development. He introduced his team to the Council and noted he has worked with these individuals on numerous projects throughout the metro area. He then provided the Council with a presentation on the proposed project noting Hall Sweeney Properties were long term investors in their properties. He explained his developments were completed in urban, walkable areas, which made Osseo a great fit. He reviewed photos of projects that were completed near Lake Calhoun and Uptown. He explained his units were smaller in size but had great natural light and upscale amenities. He discussed the need for additional housing in downtown Osseo and commented on how his apartment complexes would be a great fit.

Pete Keely, Collage Architects, discussed how each project completed by Hall Sweeney Properties was unique to the area. He stated he wanted to create a unique place along Central Avenue that fits into Osseo and its walkability. He reviewed the proposed location for the new housing and explained he was proposing to break the building up into three parts while also creating great street frontage with greenspace. He commented further on the proposed walkup style units, along with the amenities that would be included in the building. It was noted the building would have 141 total units with 159 parking stalls. The size and mix of the units were further discussed.

Johnson suggested the elevators within the building not be side by side but rather that they be separated for the convenience of the residents. He anticipated the straight in parking would be more difficult for tenants to use than angled parking. Mr. Keely thanked Councilmember Johnson for these suggestions. He noted unfortunately, if angled parking were pursued, the number of parking stalls would be reduced. He commented further on the tandem parking that would be provided.

Jeff Hall, Hall Sweeney Properties, thanked the Council for the warm welcome. He commented on the construction schedule for this project and discussed the importance of having TIF approved for this project. He stated inflation and increased construction costs were impacting development projects. It was estimated the apartment building would take approximately 16 months to build. He understood the Council was interested in having affordable units within this complex. It was noted this would increase the costs of the project.

Johnson questioned what percentage of the units would be affordable. Mr. Hall reported 70% to 80% of the units were affordable at roughly 70% to 80% of the area median income (AMI). He noted 10% (14) of the units would be affordable at 60% AMI. He stated all of the units would be constructed in the same manner with the same finishes.

Rebecca Kurtz, Ehlers & Associates, discussed the tax increment financing components of this project noting this project did have a gap. She reported numbers have continued to change as costs have changed which meant she would not be going into the specific details. She explained the City has completed the process of qualifying this site as a redevelopment district. She indicated this area could qualify as a redevelopment TIF district if the Council wanted to move forward with offering assistance. She commented further on the preliminary numbers and noted the City could get close to filling the gap, depending on where construction pricing was at. She discussed the next steps noting the Council had to decide how to proceed. She anticipated a pay-as-you-go note would be the best option for this TIF redevelopment district project. She noted the term of this project would be longer than 5 Central because costs are higher at this time. Further discussion ensued regarding the Hennepin County proposed values for these units.

Grams commented on the DEED grant that may be able to assist with this project.

Hultstrom stated that she anticipated the value of these units was almost double what the 5 Central units were when they were constructed eight or nine years ago. Grams stated this was the case.

Amerman discussed the approval process that this project would have to go through noting this would be an Edge Mixed Use project. He discussed the purpose of the Edge Mixed Use District.

Stelmach reported he was comfortable with the proposed parking. He questioned how many bedrooms were proposed within the apartment units. Mr. Hall reviewed the mix of the units within the apartment building.

Stelmach discussed how quickly the 5 Central building filled up. He anticipated this new building would be the same. He stated he liked the step backs proposed within the building design. He thanked the applicant for all of their work on this project and for including affordable housing.

Hultstrom stated she supported this project and appreciated its great design. She noted she was an original tenant at 5 Central and has since purchased a home in Osseo. She believed this project would fit well in Osseo and encouraged all parties involved to work together to fill the gaps in the financing of this project.

Johnson asked if the building would have laundry rooms. Mr. Keely reported each apartment would have a full size stackable laundry unit.

Johnson questioned who would manage the building. Mr. Hall explained a management company would be hired for this building.

Johnson stated he liked the look of the building and asked if the developer had taken into consideration relocation costs for the businesses that were currently on this block. Mr. Sweeney stated he has had conversations with Chris Raines who owns four out of the five parcels and part of the agreement would require Mr. Raines to relocate these businesses.

Zachary Lawrence, 616 Central Avenue, asked when this project would begin. Grams anticipated the project would begin sometime late fall or early winter.

Stelmach stated he appreciated the Council holding a special worksession meeting to discuss this project.

5. ADJOURNMENT

The Work Session adjourned at 7:02 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
June 27, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:03 p.m. on Monday, June 27, 2022.

2. ROLL CALL

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

Members absent: None.

Staff present: City Administrator Riley Grams, Community Management Coordinator Joe Amerman, Ann Schneider, Community Event Coordinator, Alyson Fauske, WSB & Associates.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. REVIEW COMMUNITY CENTER POLICY

Amerman stated at the May 23, 2022, Council meeting, the Council heard an agenda item proposing to revise the City's Community Center Rental Policy, particularly in regard to the way alcohol caterers are or aren't allowed to operate in the Community Center. At that time the Council's decision was to schedule a larger discussion of the Community Center Policy for a future work session. In the meantime, Staff including Grams, Amerman, Schneider, and Administrative Assistant Broden met to discuss what portions of the Community Center policy were in need of being updated, and what could be done to improve them. Based on that discussion, five recommendations are being proposed.

1. Increased rental rates
2. Formalize cleanup charges
3. Holding a credit card on file
4. Increased pay for cleanup
5. Temporary alcohol catering permits

Amerman reviewed these recommendations in further detail with the Council and requested feedback on how to proceed.

Hultstrom commented she would like to see the weekend cleaning pay rate increasing from \$60 to \$100.

Johnson supported this recommendation. He recommended the temporary alcohol catering permit fee be at least \$100.

Stelmach questioned how staff landed on the \$50 fee for the temporary alcohol permit. Amerman stated this was the fee being charged by other communities in the area.

Stelmach asked how many days a month cleaning was required on the weekends. Coordinator Schneider stated this depended on the number of parties scheduled at the community center. She reported the Community Center was currently being booked for graduation parties and some of these events go until 10:00 p.m. She commented further on the number of hours that it takes to clean the Community Center after an event.

Stelmach indicated he supported increasing the weekend cleaning pay rate to \$100 and suggested the temporary alcohol catering permit fee being \$100 as well. Grams commented this fee would more than likely be passed onto the renter.

Stelmach stated he was comfortable with this and appreciated the fact the City was trying new things.

Vickerman questioned what the City needed to be reimbursed for when hosting events at the Community Center. Grams stated the City purchased all new tables and chairs five years ago and noted carpeting was needed on occasion, along with vacuums.

Vickerman asked who locks the doors after an event at the Community Center. Coordinator Schneider reported the doors lock automatically and she does not have to come to the Community Center to lock up after events.

Stelmach indicated he supported the idea of holding a credit card on file for events at the Community Center. He reported the City would want to be very transparent about what fees are charged to people using the Community Center. Coordinator Schneider reported she clearly documents and takes pictures for all cleaning fees if there are overages.

Hultstrom inquired if \$100 would be sufficient to cover her time cleaning the Community Center on the weekends. Coordinator Schneider stated this would be more than generous for her time. She reported she was not in this position for the money, but rather she loves Osseo and wanted the Community Center for the seniors.

Johnson questioned how much revenue the City made off Community Center rentals versus the expenses charged against the space. Grams reviewed the revenues and expenditures for the Community Center for 2021.

Johnson supported the City having a higher rental rates for non-residents wanting to use the Community Center.

Hultstrom agreed.

Vickerman commented she would like to see the City charging \$150 for weekdays and \$300 on weekends for non-residents.

Johnson stated he would prefer to have the temporary alcohol permit fee being \$100.

Poppe questioned if it made sense to have this fee so high, when residents could hire a food truck and block off their street for a \$50 fee. Grams reported it took staff the same amount of time to review a special events permit as it would a temporary alcohol permit.

The Council supported charging damage deposits of \$250 for all non-resident parties without alcohol and \$350 for events needing an alcohol permit, with the alcohol permit being \$50.

B. DISCUSS 2023 STREET RECONSTRUCTION PROJECT

Alyson Fauske, WSB & Associates, stated the 2023 street reconstruction project includes the reconstruction of several streets on the east side of the city: 8th and 9th Avenues NE, Broadway Street NE, and 3rd Street NE. As work on the preliminary plans begins, City Council direction regarding the installation of sidewalks is requested. Maps are enclosed to provide the Council a representation of the 2023 project area and the city's sidewalk network as of 2018 (additional sidewalks were added with the 2020 project). The right of way widths in the project corridor are between 60' and 66', which are as wide or wider than the right of way widths in the 2020 project where sidewalks were installed. From a preliminary design standpoint, placement of sidewalk in the 2023 project would look similar to the 2020 project. She commented further on the 2023 Street Reconstruction Project and requested feedback from the Council on how to proceed.

Vickerman asked if there was any right-of-way along 9th Avenue to create a greenway past the cemetery up to 93rd. Ms. Fauske stated she would have to investigate this further.

Stelmach commented he walks this route and noted it would be nice to have a sidewalk along 93rd. He suggested a back to curb sidewalk be considered for maintenance/snow removal purposes.

Johnson stated he opposed thinking about having a sidewalk on 9th Avenue because the current process would require the City to assess the 9th Avenue residents.

Hultstrom reported this was her neighborhood and she sees lots of people out walking. She noted some were in the street, some were in the grass. She indicated she would hate to see this green space filled with concrete if it wasn't used. She anticipated there were very few people that would use a sidewalk to get to town.

Further discussion ensued regarding the risks of having bicycles on sidewalks.

Council consensus was to include a sidewalk along 93rd in the feasibility study.

5. ADJOURNMENT

The Work Session adjourned at 6:57 p.m.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

Unapproved

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
June 27, 2022**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:01 p.m. on Monday, June 27, 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, Police Chief Shane Mikkelsen, Police Officer Matthew Beyer and City Attorney Mary Tietjen.

Others present: Elsa Vickerman, City Resident; Cooper Vickerman, City Resident.

3. PLEDGE OF ALLEGIANCE

Poppe along with residents Elsa and Cooper Vickerman led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Receive June 13 EDA Minutes
- B. Approve June 13 Council Minutes
- C. Receive June 20 Planning Commission Minutes
- D. Receive May Fire Activity Report
- E. Receive May Hockey Association Gambling Report
- F. Accept Resignation of Firefighter Tom Phenow
- G. Approve Increase for IRS Mileage to 62.5 Cents
- H. Accept Resignation of Full-Time Police Officer Adrienne Lamers
- I. Approve Hire of Part-Time Police Officer Adrienne Lamers

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

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS

A. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Harold E. Johnson	\$750	Beautification

Staff recommended the Council accept the donations.

A motion was made by Stelmach, seconded by Hultstrom, to adopt Resolution No. 2022-XX, accepting a donation from Harold E. Johnson. The motion carried 5-0.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE HIRE OF MATTHEW BEYER AS FULL-TIME POLICE OFFICER

Police Chief Mikkelson stated earlier this spring we had a hiring process and established a candidate list. Mathew Beyer was ranked second on the list to replace anyone that left the department. Matthew comes with experience from the Anoka County reserves. He has passed the interview process, medical exam, and psychological exam.

A motion was made by Hultstrom, seconded by Stelmach, to approve the hire of Matthew Beyer as Full-Time Police Officer. The motion carried 5-0.

B. APPROVE APPOINTMENT OF ELECTION JUDGES

Grams stated with the State Primary on August 9, 2022, election judges that may serve at this election should be appointed. Election judges can also be part of the absentee ballot board that may be necessary for the processing of absentee ballots. City staff are appointed as alternates and assist with the absentee ballot board. If additional judges are needed, this resolution serves to appoint those people to fill any vacancies or to make substitutions even if not listed on the resolution.

A motion was made by Johnson, seconded by Vickerman, to adopt Resolution No. 2022-XX, appointing election judges for the 2022 Primary and General Elections. The motion carried 5-0.

C. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

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

11. ADMINISTRATOR REPORT

Grams thanked Officer Lamers for her dedicated service to the City of Osseo.

12. COUNCIL AND ATTORNEY REPORTS

Hultstrom welcomed Officer Beyer to the City of Osseo.

Hultstrom, Vickerman and Stelmach congratulated City Administrator Grams on his 10-year anniversary with the City.

Hultstrom noted she attended the League of Minnesota Cities Conference in Duluth last week.

Vickerman stated on Wednesday she would be attending a bus informational tour along the revised Blue Line extension route.

Vickerman wished everyone a Happy Pride Month and invited residents to attend the 2nd Annual Pride Event at the Town Green in Maple Grove on Tuesday, June 29 from 3:00 p.m. to 6:00 p.m.

Vickerman thanked Cooper and Elsa Vickerman for leading the Council in the Pledge of Allegiance.

Stelmach thanked Firefighter Phenow for his service to the City of Osseo.

13. ANNOUNCEMENTS

Poppe encouraged the public to attend Music and Movies in the Park on Tuesday, June 27 at 7:00 p.m. where Classic Big Band will be playing and Space Jam: A New Legacy will be screened at dusk.

Poppe reported the Osseo Trolley was back in service Monday through Thursday from 9:00 a.m. to 2:30 p.m.

Poppe explained the Osseo farmers market opens July 12 and would run each Tuesday through September from 3:00 p.m. to 7:00 p.m.

Poppe stated City Hall would be closed on Monday, July 4 for Independence Day.

14. ADJOURNMENT

A motion was made by Hultstrom, seconded by Johnson, to adjourn the City Council meeting at 7:17 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

PID	Date	Permit Number	Estimated Value	Owner or Applicant	Address	Type	Project	SAC	Permit Amount	Surcharge	Plan Review	Total
1811921230049	6/2/2022	22023	\$ 15,600	Brenda and Carlos Chavez	115 Broadway St	BL	Deck		\$ 280.25	\$ 8.00	\$ 182.16	\$470.41
1811921310012	5/27/2022	22024	\$ -	QT Holdings LLC	100 4th Ave Se	EL	Remodel home		\$ 90.00	\$ 1.00		\$91.00
1811921240105	6/2/2022	22025	\$ 1,200	Karen Meyer	224 4th Ave NE	PL	Water heater		\$ 50.00	\$ 1.00		\$51.00
1311922140109	6/6/2022	22026	\$ 87,700	Bell Tower Osseo LLC	101 Broadway St W	BLC	Reroof commercial		\$ 966.75	\$ 44.00		\$1,010.75
1811921210047	6/6/2022	22029	\$ 13,205	Barb Plzak	333 6th Ave NE	BL	replace 3 windows		\$ 75.00	\$ 1.00		\$76.00
1311922120006	6/21/2022	22030	\$ 4,968	Independent School District #279	317 2nd Ave NW	BLC	fire alarm system		\$ 99.75	\$ 2.50	\$ 64.84	\$167.09
1311922120006	6/30/2022	22031	\$ -	Independent School District #279	317 2nd Ave NW	ELC	fire alarm remodel		\$ 45.00	\$ 1.00		\$46.00
1811921240041	6/14/2022	22033	\$ 1,200	David Ditlefson	208 6th Ave NE	PL	water heater		\$ 75.00	\$ 1.00		\$76.00
1811921220011	6/14/2022	22034	\$ 8,900	Sue Lundenborg	424 1st Ave NE	ME	furnace and a/c		\$ 150.00	\$ 2.00		\$152.00
1811921240113	6/14/2022	22035	\$ 1,894	Sloan Wallgren	505 2nd St NE	PL	water softener		\$ 50.00	\$ 1.00		\$51.00
1811921330035	6/14/2022	22036	\$ -	KL & KL Investments (Ceramic Industrial Coatings)	325 Co Rd 81	ELC	Install ser cable from panel at dock to overhead to exterior wall		\$ 45.00	\$ 1.00		\$46.00
1311922110095	6/15/2022	22037	\$ 18,842	Benjamin Simmer	601 3rd Ave NW	BL	Reroof		\$ 100.00	\$ 1.00		\$101.00
1811921220039	6/15/2022	22038	\$ 2,700	Richard Neseth	333 4th St NE	U	water repair		\$ 75.00	\$ -		\$75.00
1811921220090	6/15/2022	22039	\$ -	JP Schmidt Const. Co LLC	601 2nd Ave NE	U	sewer repair		\$ 175.00	\$ -		\$175.00
1311922140084	6/15/2022	22040	\$ -	William Christenson	205 Central Ave	ROW	Hand dig hole		\$ 150.00	\$ -		\$150.00
1311922140084	6/15/2022	22041	\$ 1,000	William Christenson	205 Central Ave	U	sewer repair		\$ 75.00	\$ -		\$75.00
1811921220129	6/6/2022	22042	\$ -	Centerpoint Energy	16 5th St NE	ROW	disconnect service		\$ 175.00			\$175.00
1811921220131	6/6/2022	22043	\$ -	Centerpoint Energy	17 4th St NE	ROW	disconnect service		\$ 175.00			\$175.00
1811921220005	6/17/2022	22044	\$ 2,100	Mike Entiger	632 1st Ave NE	PL	water heater		\$ 75.00	\$ 1.00		\$76.00
1811921310012	6/17/2022	22045	\$ 10,000	QT Holdings LLC	100 4th Ave SE	PL	new plumbcng for remodel (permit \$15 and PL \$115)		\$ 130.00	\$ 2.00		\$132.00
1811921320041	6/20/2022	22047	\$ -	Katie McComb	101 4th Ave SE	Z	Driveway, boulevard permit		\$ 75.00	\$ -		\$75.00
1811921240044	6/21/2022	22048	\$ 6,300	Brian Lasley	232 6th Ave NE	ME	a/c		\$ 75.00	\$ 1.00		\$76.00
1811921220105	6/23/2022	22049	\$ 9,377	Maryanne Heinen	224 4th St	ME	furnace and a/c		\$ 150.00	\$ 2.00		\$152.00

June 2022 - City of Osseo

[illegible]



Agenda Item: 2022 Alley Project Update

Meeting Date: July 11, 2022

Prepared By: Alyson Fauske, PE, City Engineer

A verbal update will be provided at the meeting regarding the construction status and communication efforts for the 2022 Alley Project.



City of Osseo City Council Meeting Item

Agenda Item: Confirm EDA Actions of July 11, 2022

Meeting Date: July 11, 2022

Prepared by: Riley Grams, City Administrator

Attachments: None

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

- 1) Received annual tax increment financing (TIF) presentation
- 2) Approved EDA accounts payable

Options:

The City Council may choose to:

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

Recommendation/Action Requested:

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

July 1, 2022

REVISED 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
<i>Distribute Official Statement:</i>	<i>Week of June 27, 2022</i>
<i>Due Diligence Call to review Official Statement:</i>	<i>Week of July 7, 2022</i>
<i>City Council Meeting to Consider Parameters Resolutions to Award Sale of the Bonds:</i>	<i>July 11, 2022</i>
<i>Conference with Rating Agency:</i>	<i>July 13, 2022 at 4 PM</i>
<i>Sale Date:</i>	<i>July 19, 2022 at 10AM</i>
<i>Closing Date:</i>	<i>August 11, 2022</i>

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

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

**APPROVING THE AUTHORIZATION FOR THE ISSUANCE OF GENERAL
OBLIGATION BONDS, SERIES 2022A**

BE IT RESOLVED by the City Council of the City of Osseo, Hennepin County, Minnesota (the "City") as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered General Obligation Bonds, Series 2022A in the total aggregate principal amount of not to exceed \$3,690,000 (herein, the "Bonds"). The proceeds of the Bonds will be used to finance (a) the 2023 Street Improvement and 2022 Alley Improvement Projects and (b) a Sewer Lining Project.
2. The City Council desires to proceed with the sale of the Bonds by solicitation of bids to be undertaken by Ehlers and Associates, Inc.
3. The Mayor and the City Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$3,690,000.
4. The Mayor and the City Administrator are hereby authorized to approve the sale of the Bonds with a true interest cost not to exceed 4.00%.
5. Upon approval of the sale of the Bonds by the Mayor and the City Administrator, the City Council will take action at a regular or special scheduled meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
6. If the Mayor and City Administrator have not approved the sale of the bonds and executed the related documents by December 31, 2022, this resolution shall expire.



Agenda Item: 2022 Sewer Lining Project

Meeting Date: July 11, 2022

Prepared By: Alyson Fauske, PE, City Engineer

Attachments: Resolution, Title Sheet of Plan Set, Bid Tabulation, Letter of Recommendation

Policy Consideration:

Request to approve the following:

1. Adopt the attached resolution accepting bids and awarding the contract for the 2022 Sewer Lining Project.

Background:

The 2022 sanitary sewer lining project consists of lining approximately 20,135 lineal feet of sanitary sewer pipe in the south and east part of the City with a cured-in-place epoxy resin pipe liner. The proposed improvements will help reduce groundwater infiltration 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 located on several streets throughout the City. See attached title sheet of the plan set. The recommended sewer repairs were determined after analyzing sewer televising.

Bid Opening:

Bids were received on July 6, 2022 for the 2022 Sewer Lining Project. A total of two bids were received in response to the advertisement for bids: \$809,324.40 from Insituform Technologies USA, LLC, and \$870,704.25 from S.J. Louis Trenchless, LLC. The Engineer's Opinion of Probable Cost was \$721,370.00. The low bidder, Insituform Technologies USA, LLC has satisfactorily completed several similar projects around the metro area.

Funding:

The total project cost is estimated at \$857,490.40 and includes all sanitary sewer lining improvements, a 2% construction contingency, as well as all engineering, legal, and administrative costs. The project costs would be funded by a portion of the 2020 bond proceeds, a Metropolitan Council Environmental Services (MCES) Grant and the City's utility fund.

	Expenses	Proposed Funding
Construction Costs	\$809,324.40	
2% Construction Contingency	\$16,186.50	
Engineering, Administration, and Indirect Costs	\$48,166.00	
2020 Bond Proceeds		\$716,806.00
MCES Grant		\$52,762.00
City Utility Fund		\$104,108.90
Total	\$873,676.90	\$873,676.90

Schedule:

If Council approves the attached resolution, construction is anticipated to be completed by December 1, 2022. The contractor has not indicated a start date at this time.

Previous Action or Discussion:

On May 23, 2022, the City Council adopted a resolution approving plans and specifications and authorizing the advertisement for bids.

Budget or Other Considerations:

Project will be funded by a portion of the 2020 bond proceeds, a MCES grant, and from the City's utility fund.

City Goals Met By This Action:

Maintaining city infrastructure.

Options:

The City Council may choose to:

1. Adopt the attached resolution accepting bids and awarding the contract for the 2022 Sewer Lining Project to Insituform Technologies USA, LLC;
2. Adopt the attached resolution accepting bids and awarding the contract for the 2022 Sewer Lining Project to Insituform Technologies USA, LLC with noted changes or as amended;
3. Deny the project;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose Option (1): Adopt the attached resolution accepting bids and awarding the contract for the 2022 Sewer Lining Project to Insituform Technologies USA, LLC.

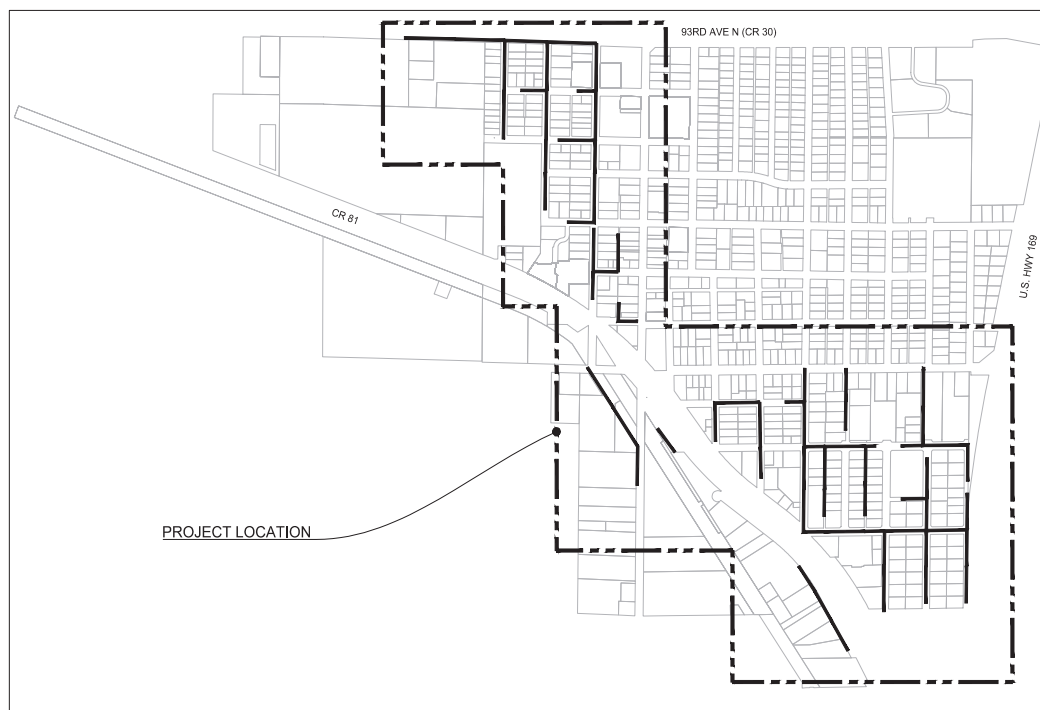
Next Step:

Begin construction

WATER MAIN
SANITARY SEWER
STORM SEWER
CATCH BASIN
STORM SEWER MANHOLE
GATE VALVE
HYDRANT
SANITARY SEWER MANHOLE

CITY OF OSSEO, MN

CONSTRUCTION PLAN FOR SANITARY SEWER PIPE LINING
 LOCATED IN OSSEO ON 93RD AVE N (CR 30), 3RD AVE NW, 2ND AVE NW, 6TH ST NW, 1ST AVE NW,
2ND ST NW, 3RD ST NW, 5TH ST NW, NW ALLEY 1, 1ST ST NW, NW ALLEY 2,
JEFFERSON HWY, FRONTAGE RD, 2ND AVE SE, 1ST ST SE, 3RD AVE SE,
4TH AVE SE, 2ND ST SE, 3RD ST SE, SE ALLEY 1, 5TH AVE SE, SE ALLEY 2,
6TH AVE SE, 7TH AVE SE, SIPE PARK, 8TH AVE SE



PROJECT LOCATION MAP



COUNTY: HENNEPIN

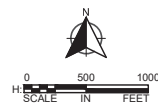
SECT 18, TWP 119N, RNG 21W

HORIZONTAL DATUM: NAD83 (2011) ADJUSTMENT
VERTICAL DATUM: NAVD88

EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002)
IS REQUIRED A MINIMUM OF 48 HOURS PRIOR
TO PERFORMING ANY EXCAVATION.

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY



THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET NO.	SHEET TITLE
1	TITLE SHEET
2-3	GENERAL LAYOUT
4	STATEMENT OF ESTIMATED QUANTITIES
5-37	LINING PLANS

THIS PLAN SET CONTAINS 37 SHEETS



THIS PLAN SET HAS BEEN PREPARED FOR:

CITY OF OSSEO
415 CENTRAL AVENUE
OSSEO, MN 55369
(763) 425-2624

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



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

Emily Brown
EMILY A. BROWN, P.E.

DATE: 05/23/2022

LICENSE NUMBER: 51773

WSB PROJ. NO. 019899-000

SHEET
1
OF
37

BID TABULATION SUMMARY

PROJECT:

2022 Sanitary Sewer Lining Project

OWNER:

City of Osseo, MN

WSB PROJECT NO.:

019899-000

BIDS RECEIVED ONLINE: Wednesday, July 6, 2022, at 10:00 a.m. Local Time

	Contractor	Bid Bond (5%)	Addendum Received	Grand Total Bid
1	Insituform Technologies USA, LLC	X	X	\$809,324.40
2	S.J. Louis Trenchless, LLC	X	X	\$870,704.25
Engineer's Opinion of Probable Cost				\$721,370.00

I hereby certify that this is a true and correct tabulation of the bids as received on July 6, 2022.



Alyson Fauske, PE, City Engineer

Bid Tabulation

2022 Sanitary Sewer Lining Project

City of Osseo, MN

Bids Received Online: Wednesday, July 6, 2022, at 10:00 a.m. Local Time

WSB Project No. 019899-000



Line #	Mat. #	Item Description	Units	Quantity	Engineer's Estimate		Insituform Technologies USA, LLC		S.J. Louis Trenchless, LLC	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
A. LINING IMPROVEMENTS										
1	2021.501	MOBILIZATION	LS	1	\$32,000.00	\$32,000.00	\$76,431.70	\$76,431.70	\$43,890.00	\$43,890.00
2	2503.603	LINING SEWER PIPE 8"	L F	18965	\$34.00	\$644,810.00	\$35.00	\$663,775.00	\$40.55	\$769,030.75
3	2503.603	LINING SEWER PIPE 10"	L F	810	\$36.00	\$29,160.00	\$41.50	\$33,615.00	\$40.35	\$32,683.50
4	2503.603	LINING SEWER PIPE 12"	L F	360	\$40.00	\$14,400.00	\$44.60	\$16,056.00	\$60.00	\$21,600.00
5	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$19,446.70	\$19,446.70	\$3,500.00	\$3,500.00
TOTAL A. LINING IMPROVEMENTS										
							\$721,370.00		\$809,324.40	\$870,704.25
GRAND TOTAL BID							\$721,370.00		\$809,324.40	\$870,704.25

I hereby certify that this is an exact reproduction of bids received.

Certified By: *Amyson Fauske*

License No. 42437

Date: July 6, 2022



July 11, 2022

Honorable Mayor and City Council
City of Osseo
415 Central Avenue
Osseo, MN 55369

Re: 2022 Sanitary Sewer Lining Project
City of Osseo, MN
WSB Project No. 019899-000

Dear Mayor and Council Members:

Bids were received online for the above-referenced project on Wednesday, July 6, 2022, and were viewed and read aloud. Two bids were received. Please find enclosed the Bid Tabulation Summary indicating Insituform Technologies USA, LLC, Chesterfield, Missouri, as the low bidder with a grand total bid amount of \$809,324.40. The Engineer's Estimate for the project was \$721,370.00.

We recommend that the City Council consider these bids and award a contract for the grand total bid in the amount of \$809,324.40 to Insituform Technologies USA, LLC., based on the results of the bids received.

If you have any questions, please contact me at 612.263.1736. Thank you.

Sincerely,

WSB

Alyson Fauske, PE
City Engineer

Enclosure

ar

Resolution No. 2022-xx

**RESOLUTION ACCEPTING BIDS AND AWARDING THE CONTRACT FOR THE
2022 SEWER LINING PROJECT**

WHEREAS, pursuant to an advertisement for bids for the 2022 Sewer Lining Project, the following two bids were received, opened, and tabulated:

<u>Bidder</u>	<u>Total Bid</u>
Insituform Technologies USA, LLC	\$809,324.00
S.J. Louis Trenchless, LLC	\$870,704.25

AND WHEREAS, Insituform Technologies USA, LLC of Chesterfield, MO is the lowest responsible bidder.

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

1. The Mayor and City Administrator are hereby authorized and directed to enter into contract with Insituform Technologies USA, LLC in the name of the City of Osseo for the improvement of the 2022 Sewer Lining Project according to the plans and specifications therefor approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.



Osseo City Council Meeting Item

Agenda Item: Community Center Policy Review

Meeting Date: July 11, 2022

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: Draft Community Center Policy

Policy Consideration:

Review and discuss proposed revisions to the Osseo Community Room Rental Policy.

Previous Action:

This item was discussed at the June 27 Work Session of the Osseo City Council. An earlier item was heard at the May 23 City Council meeting and was tabled for further discussion at that time.

Background:

Based on the direction of the Council earlier this year, city staff has recently conducted a comprehensive review of the city's Community Center Rental Policy and enumerated possible changes to the policy based on meetings with key staff, and a survey of similar facilities in peer cities. These changes were then brought to the Council for discussion at the May 23 work session, and based on that discussion the following updates are now proposed for approval:

1. Rental Rates

- a. Rental rates for **residents** will be increased from \$30 to \$50 for a half-day rental of either Room A or B (weekdays only), and from \$90 to \$100 for half-day rental of both.
- b. Rental rates for **non-residents** will be increased from \$75 to \$150 for a half-day rental of either Room A or B (weekdays only), and from \$200 to \$300

2. Damage Deposit

- a. The damage deposit for events with alcohol service will be \$350, all other events will remain at \$250.
- b. Renters for all events will be required to provide major credit card information to be used in the event cleanup expenses exceed the damage deposit. Staff will contact renters by phone and email prior to charging the card for any expenses. All credit card information will be destroyed after the deposit fees are determined, as is city policy for all credit card information.

3. Cleanup Charges

- a. Deductions from the damage deposit will be determined by an escalating scale based on the amount of staff time required to clean up after an event. Damages and cleanup will be documented.
 - i. \$50 for hour 1
 - ii. \$50 for hour 2
 - iii. \$70 for hour 3
 - iv. \$70 for hour 4
 - v. \$90 for each additional hour beyond hour 4.

- b. The staff member responsible for cleanup will be compensated \$100 per week, regardless of the amount of time required for cleanup.

4. Temporary Alcohol Catering Permits

- a. Alcohol Caterers will no longer be required to become an Osseo Approved Caterer. They will now be required to receive a 'Temporary Alcohol Catering Permit', approved by City Staff. The fee for this permit will be \$50, and the permit application will require each Caterer to provide proof of insurance and any other documentation necessary to protect the city.
- b. This permit will allow Caterers to serve alcohol, but not to sell.

The Temporary Alcohol Catering Permit will be developed using examples from peer cities and proofread by the City Attorney to ensure it captures the proper information.

Recommendation/Action Requested:

The Council may choose to:

- 1. Approve the proposed changes as presented; or
- 2. Amend and approve the proposed changes; or
- 3. Deny the proposed changes; or
- 4. Table action on this item for more information.

Next Step:

Staff is recommending that Council choose 1. Approve the proposed changes presented.

CITY OF OSSEO

COMMUNITY CENTER RENTAL AGREEMENT



A. GENERAL PROVISIONS

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

B. AVAILABILITY AND PRIORITY

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

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

C. APPLICATION PROCEDURES

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

D. AVAILABLE FACILITIES

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

E. CONDUCT

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

F. DECORATIONS AND SIGNAGE

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

G. FOOD AND CATERING

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

H. ALCOHOL

1. No alcoholic beverages shall be allowed in the Community Center EXCEPT **for an event that contracts with an alcohol caterer and submits a Temporary Alcohol Catering Permit application.**
2. **The Temporary Alcohol Catering Permit application and \$50 fee must be submitted with the Community Center Rental Application.**
3. Any event at which alcohol is served to 50 or more attendees requires hiring the Osseo Police Department to provide security at all times that alcohol is being served in the Community Center.
 - a. The Osseo Police Department must be contracted for a minimum of 3 hours; see current City of Osseo fee schedule for contract rates.
 - b. The applicant will cover all fees associated with the security measures.
4. **Events with alcohol service require a damage deposit of \$350.**

I. LIABILITY

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

J. INSURANCE AND INDEMNIFICATION

1. The City reserves the right to require the renter of the Community Center to carry general liability insurance and name the City as an additional insured for any rental and for any reason. If insurance is required, the City will notify the renter in writing. Within two weeks after notification from the City, the renter must submit proof of insurance to the City. Failure to obtain the required insurance may result in the cancellation of the reservation.
5. On behalf of the below named organization, group, or individual, the undersigned does hereby request that the Osseo Community Center (facility) be reserved for its use for the dates and purpose as stated in the

application. On behalf of the below named organization, group, or individual, I agree to all of the stated terms and conditions together with all other written rules and policies adopted by the City which govern the use of the Osseo Community Center.

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

K. RESERVATIONS AND FEES

RENTAL FEES (ONE HALF DAY = UP TO 4 HOURS WEEKDAY/6 HOURS WEEKEND)	
Residents, Osseo Businesses, Osseo-Based Nonprofits*	\$50 per one half day for either Community Room A or B (weekdays only); \$100 per one half day for use of <u>both</u> Room A and Room B.
Non-Residents, Other Businesses, Other Nonprofits*	\$150 per one half day for Community Room A or B (weekdays only); \$300 per one half day for use of <u>both</u> Room A and Room B.
*Non-Profit Organizations	50% discount from either resident or non-resident rate, based on organization's physical address. *Legal proof of non-profit, tax-exempt status required.

1. **RENTAL FEE** The rental fee and all deposits must accompany the signed application (recurring events pay quarterly in advance). The rental fee and deposits will be returned if the room becomes unavailable and the reservation is cancelled by the City of Osseo. No physical use of the facility shall be allowed under any circumstances unless all fees and deposits have been paid in full.
2. **DAMAGE AND CLEANUP DEPOSIT** In addition to the rental fee, a damage and cleanup deposit of \$250 shall be required. **For events with alcohol service the deposit will be \$350.** This shall be refunded within three weeks after the event, subject to any deductions.
 - a. Examples of causes that would result in withholding return of damage deposit include: if any damage to the facility or contents is done, if items owned by the facility are broken or lost, if the facility is not left clean and tidy, if the fire alarm system is activated unnecessarily, if the facility is not vacated at the time indicated on the application, and/or if all tables and chairs are not returned to their proper locations.
 - b. If applicant's use of the facility results in any public employee being required to respond to the facility for any cause attributable to applicant's use of the facility, and if the City incurs overtime wage expense for that employee's response, then the cost of such overtime wage expense shall be deducted from the applicant's deposit.
 - c. The applicant shall be responsible for any and all expenses that exceed the deposit.
 - d. **City Staff will make efforts to inform the applicant by phone and email before charging the provided credit card information for cleanup costs which exceed the deposit.**
3. **SET UP FEE** If the applicant requests the City to set up tables and chairs for the meeting or event, a charge of \$50 per room will be required.
4. **ACCESS KEY** The charge for a lost access key is \$25.
5. **CLEANING** After use of the facility it shall be cleaned as provided by the general rules and regulations pertaining to the use and rental of the Community Center adopted by the City Council and attached in the CONDUCT section of this policy.
 - a. Applicant must provide own cleaning supplies.
 - b. If clean-up work is not satisfactorily completed, the City shall have the facility cleaned and the undersigned agrees to pay for the charges of this cleanup.
6. **SPECIAL CONSIDERATION FOR REDUCED FEES** The City Council may set special fees or vary or waive fees for special conditions or circumstances, where the applicant has performed a commensurate service to the City. To request reduced fees, contact City staff.
7. The person signing the application must be 18 years or older, is deemed to be the representative of the group or organization using the Community Center, and shall be responsible for compliance with all rules and regulations pertaining to the use of the Center.
8. There shall be no subletting or assignment of reservations.
 - a. A resident of Osseo cannot reserve the facility for non-residents.
9. Failure to conform to any policies or rules for use of the Community Center shall be cause for forfeiture of future use privileges, as well as forfeiture of any deposits.



APPLICATION FOR USE & RENTAL OF THE OSSEO COMMUNITY CENTER

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

Applicant/Contact Person: _____
Street Address _____
City, State, Zip _____
Phone # (Day and Evening) _____
Organization/Business if different from Applicant: _____
Mailing Address: _____

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

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

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

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

Purpose of Meeting/Event: _____

Number of Participants: _____

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

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

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

Caterer's Name: _____

Address: _____ Phone#: _____

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

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

Email: _____
Signature of applicant

This application approved/rejected by: Date _____ By _____

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

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

Caterer's permit application received on: Date _____ Amount _____ Check# _____

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

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



City of Osseo City Council Meeting Item

Agenda Item: Approve Elections Assistant Position Description

Meeting Date: July 11, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Consider approving the position description for a temporary part-time Elections Assistant.

Background:

This position would assist the City Clerk and Staff prior to both the primary and general election with absentee voting and in preparation for the elections by assisting with equipment testing, helping to prep other materials, and other duties as assigned. This position will help Staff to continue to complete their daily tasks, better assist residents with voting, and continue to train and learn Tyler Technologies, which impacts several other daily processes for all Staff.

City Administrator Grams and City Clerk Jones met with the HR Committee on July 29, 2022, to discuss the position and how the position would be funded.

Budget or Other Considerations:

This position was not included in the 2022 budget. Funding would come from any remaining elections budget, after the initial budgeted items, and then from contingency funds.

Staff will track the total hours to be able to accurately budget for the position during future election years.

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 Elections Assistant Position Description;
2. Approve the Elections Assistant Position Description with noted changes/as amended;
3. Deny the Elections Assistant Position Description;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the Elections Assistant Position Description.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Temporary Elections Assistant

Supervisor's Title:	City Clerk
Pay:	\$15 per hour
Work Status:	Temporary Part Time

General Definition of Work:

Performs a wide range of tasks related to elections such as assisting residents with absentee voting, issuing absentee ballots, preparing equipment and materials for election day voting, and other duties as assigned. Work is performed under the supervision of the City Clerk.

Minimum Requirements:

Applicants for this position must have a high school diploma or equivalent, be able to read, write, and speak English, be a U.S. Citizen and be eligible to vote. Ability to use a computer, and other technology comfortably including the ability to type and use various software programs including Microsoft (e.g. Outlook, Word, Excel). Election Judge experience preferred, but not required. Must meet the requirements to be an Election Judge; training is required and will be provided.

Essential Functions:

- Assists with absentee voting; assists with absentee ballot board if needed.
- Assists with equipment testing and prepping election day materials.
- May assist with Public Accuracy Test or Healthcare Facility Voting if needed.
- Performs other related duties as assigned.

Special Requirements:

- Ability to follow directions completely and accurately.
- Ability to execute assignments thoroughly to ensure the integrity of the election process.
- Ability to remain nonpartisan and provide nonpartisan, impartial and excellent customer service.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at typical spoken word levels; work requires preparing and analyzing written or computer data, use of measuring devices, operating machines, and observing general surroundings and activities. Reasonable accommodations that would allow qualified applicants to perform the essential functions of this position will be provided.

Environmental Conditions:

This work is generally in a moderately noisy location (e.g. business office, light traffic).



City of Osseo City Council Meeting Item

Agenda Item: Approve Posting of Elections Assistant Position

Meeting Date: July 11, 2022

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Consider approving the posting for a temporary part-time Elections Assistant.

Background:

In the previous agenda item, the background for the creation of the Election Assistant position was given.

This position will be posted as open until filled and Staff hopes to have a candidate selected for Council approval at the July 25, 2022, Council meeting.

Budget or Other Considerations:

In the previous agenda item, funding for this position was noted.

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 posting of Elections Assistant Position;
2. Approve posting of Elections Assistant Position with noted changes/as amended;
3. Deny posting of Elections Assistant Position;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve posting of Elections Assistant Position.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Temporary Elections Assistant

This position will assist the City Clerk and City Staff with absentee voting and in preparing for the primary and general elections by assisting with equipment testing, helping to prep materials, and other related duties as assigned.

Schedule

Within 46 days of each election (June 24-August 8) and (September 23-November 7) during regular business hours, Monday-Thursday 7:30 am-5:00 pm and Friday 7:30 am-11:30 am. Hours to be determined, up to 20 hours per week, based on availability and need. Possibility of working on two Saturdays before elections, city hall is open for voting 10:00 am-3:00 pm on August 6, 2022, and November 5, 2022. This position will be needed more within 3-4 weeks of elections and required to work the week before the elections during direct balloting and election day preparation.

Compensation

This position will be paid \$15/hour.

How to Apply

Applications can be found at <https://www.discoverosseo.com/about-osseo/employment/>. Submit to City Hall at 415 Central Ave, Osseo, MN 55369 or email to City Clerk, Katrina Jones, at kjones@ci.osseo.mn.us. This position is open until filled.



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00025

Payable Dates 06/17/2022 - 07/11/2022

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Aflac					
Aflac	749974	JUNE 2022 PREMIUMS	Misc Deductions/Benefits	101-21710	351.63
Vendor Aflac Total:					351.63
Vendor: Amazon Capital Services, Inc					
Amazon Capital Services, Inc	19MW-FCTL-1JY9	FD WIRELESS MOUSE/COPY PAPER	Operations	101-41920-211	27.38
Vendor Amazon Capital Services, Inc Total:					27.38
Vendor: Bond Trust Services Corp					
Bond Trust Services Corp	72654	Series 2014A Gen Oblig Bonds Interest	Interest On Bonds	301-47250-611	7,175.00
Bond Trust Services Corp	72655	Series 2014B Gen Obl Taxable T I Bond interest	Interest On Bonds	301-47250-611	5,265.00
Bond Trust Services Corp	73499	Series 2014A, Gen Obl Bond Paying Agent Fee	Fiscal Agents Fees	301-47250-612	475.00
Bond Trust Services Corp	73500	Series 2014B Gen Obl Taxable Tax Inc Bond PA fee	Fiscal Agents Fees	301-47250-612	475.00
Bond Trust Services Corp	72656	Series 2015A Gen Ob Str Recon Bond interest	Interest On Bonds	305-47250-611	7,450.00
Bond Trust Services Corp	72657	Series 2016A Gen Obl Bond interest	Interest On Bonds	306-47250-611	10,056.25
Bond Trust Services Corp	72659	Series 2017A Gen Obl Bond interest	Interest On Bonds	308-47250-611	9,375.00
Bond Trust Services Corp	72660	Series 2018A Gen Obl Bond interest	Interest On Bonds	309-47250-611	9,689.38
Bond Trust Services Corp	72661	Series 2019A Gen Obl Impr Bond interest	Interest On Bonds	311-47250-611	6,052.50
Bond Trust Services Corp	73501	Series 2019A Gen Obl Imp Bond Paying Agent fee	Fiscal Agents Fees	311-47250-612	475.00
Bond Trust Services Corp	72662	Series 2020A Gen Obl Bond interest	Interest On Bonds	313-47250-611	7,330.00
Bond Trust Services Corp	72658	Series 2016B Gen Obl Impr Refund Bond interest	Interest On Bonds	365-47250-611	27,000.00
Bond Trust Services Corp	72653	Series 2012A Gen Obligation Imp Bonds Interest	Interest On Bonds	371-47250-611	2,300.00
Bond Trust Services Corp	73498	Series 2012A Gen Obl Impr Bond PA fee	Fiscal Agents Fees	371-47250-612	475.00
Bond Trust Services Corp	72663	Series 2014A Public Proj Lease Revenue Bond int	Interest On Bonds	395-47250-611	16,062.50
Bond Trust Services Corp	73502	Series 2014A Public Proj Lease Revenue bond PA fee	Fiscal Agents Fees	395-47250-612	475.00
Bond Trust Services Corp	72662	Series 2020A Gen Obl Bond interest	Interest On Bonds	601-49400-611	6,258.00
Bond Trust Services Corp	72662	Series 2020A Gen Obl Bond interest	Interest On Bonds	602-49400-611	17,540.00
Bond Trust Services Corp	72662	Series 2020A Gen Obl Bond interest	Interest On Bonds	604-49400-611	2,662.00
Vendor Bond Trust Services Corp Total:					136,590.63
Vendor: Byrne, Robin					
Byrne, Robin	June 25, 2022	REFUND COMM CENTER DEPOSIT JUNE 25, 2022	Community Center Deposits	101-22001	250.00
Vendor Byrne, Robin Total:					250.00
Vendor: Comcast					
Comcast	JUN 27 2022	JULY 2022 CITY HALL SVC	Telecommunications	101-41700-321	20.01
Comcast	June 24 2022	JULY 2022 CITY HALL SVC	Telecommunications	101-41700-321	374.95

Pending Expense Approval Report
Packet: APPKT00025 Payable Dates: 06/17/2022 - 07/11/2022

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Comcast	6/24/22	JULY 2022 PUBLIC WORKS SVC	Telecommunications	101-42000-321	182.11
Vendor Comcast Total:					577.07
Vendor: Comfort Keepers					
Comfort Keepers	JUNE 29 2022	REFUND DEPOSIT BOERBOOM BANDSHELL	Miscellaneous	110-36000	250.00
Vendor Comfort Keepers Total:					250.00
Vendor: ECM Publishers Inc					
ECM Publishers Inc	896926	AD 1233399 SANITARY SEWER LINING PROJ	Infrastructure	602-11101	443.00
Vendor ECM Publishers Inc Total:					443.00
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000046	Federal Tax	Federal Withholding	101-21701	4,672.89
Eftps - Fit And Fica	INV0000046	Social Security	Fica Withholding	101-21703	4,030.82
Eftps - Fit And Fica	INV0000046	Medicare	Fica Withholding	101-21703	1,514.76
Vendor Eftps - Fit And Fica Total:					10,218.47
Vendor: Finance & Commerce Inc					
Finance & Commerce Inc	745435161	AD 2022 SANITARY SEWER LINING PROJECT	Infrastructure	602-11101	200.18
Vendor Finance & Commerce Inc Total:					200.18
Vendor: Finken Water Solutions					
Finken Water Solutions	1320519	JULY 2022 WATER SOFTNR RENTAL 417 1ST AVE NE	State Sales Tax	101-21550	2.63
Finken Water Solutions	1320517	JULY 2022 WATER COOLER RENTAL ADMIN	Operations	101-41700-211	13.00
Finken Water Solutions	16566TL	6/30/22 BOTTLED WATER DELIVERY ADMIN	Operations	101-41700-211	28.45
Finken Water Solutions	1320518	JULY 2022 WATER COOLER RENTAL PD	Operations	101-41900-211	8.00
Finken Water Solutions	16567TL	6/30/22 BOTTLE WATER DELIVERY PD	Operations	101-41900-211	62.45
Finken Water Solutions	5483932	FD BOTTLED WATER	Operations	101-41920-211	45.00
Finken Water Solutions	1320519	JULY 2022 WATER SOFTNR RENTAL 417 1ST AVE NE	Rental Property Expenses	205-42350-801	34.95
Vendor Finken Water Solutions Total:					194.48
Vendor: Further					
Further	INV0000035	Employee HSA	Employee H.S.A Contribution	101-21711	1,131.21
Vendor Further Total:					1,131.21
Vendor: Gary A Groen, Cpa					
Gary A Groen, Cpa	6/30/22	JUNE 2022 FINANCIAL CONSULTING SVCS	Financial Services	101-41550-300	637.50
Gary A Groen, Cpa	6/30/22	JUNE 2022 FINANCIAL CONSULTING SVCS	Accounting/Auditing	601-49400-301	637.50
Gary A Groen, Cpa	6/30/22	JUNE 2022 FINANCIAL CONSULTING SVCS	Accounting/Auditing	602-49400-301	637.50
Gary A Groen, Cpa	6/30/22	JUNE 2022 FINANCIAL CONSULTING SVCS	Accounting/Auditing	604-49400-301	637.50
Vendor Gary A Groen, Cpa Total:					2,550.00
Vendor: GENESIS GROUP HOMES					
GENESIS GROUP HOMES	June 29, 2022	REFUND COMM CENTER DEPOSIT JUNE 29, 2022	Community Center Deposits	101-22001	250.00
Vendor GENESIS GROUP HOMES Total:					250.00
Vendor: Gopher State One Call Inc					
Gopher State One Call Inc	2060659	JUNE 2022 UTILITY LOCATE SV	Other Professional Services	601-49400-310	43.88
Gopher State One Call Inc	2060659	JUNE 2022 UTILITY LOCATE SV	Other Professional Services	602-49400-310	43.87
Vendor Gopher State One Call Inc Total:					87.75
Vendor: Icma Retirement Corporation					
Icma Retirement Corporation	INV0000034	DFC - ICMA	Deffered Comp	101-21705	400.00
Vendor Icma Retirement Corporation Total:					400.00

Pending Expense Approval Report
Packet: APPKT00025 Payable Dates: 06/17/2022 - 07/11/2022

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Innovative Office Solutions					
Innovative Office Solutions	IN3846754	FILE FOLDERS/PENS/NOTEBOOKS/BATTERIES/ADMIN	Operations	101-41110-211	128.03
Vendor Innovative Office Solutions Total:					128.03
Vendor: K2 Sound And Light					
K2 Sound And Light	EST # 303	NIGHT TO UNITE DJ SERVICES	Night To Unite	101-41900-404	600.00
Vendor K2 Sound And Light Total:					600.00
Vendor: Kennedy & Graven, Chartered					
Kennedy & Graven, Chartered	168240	MAY 2022 CIVIL LEGAL SVCS	Legal Service - Civil	101-41500-304	2,928.00
Vendor Kennedy & Graven, Chartered Total:					2,928.00
Vendor: Laurie Wolfe					
Laurie Wolfe	JUNE 27 2022	MAY AND JUNE 2022 YOGA CLASSES	Programming	101-42300-312	450.00
Vendor Laurie Wolfe Total:					450.00
Vendor: Law Enforce Labor Service					
Law Enforce Labor Service	JULY 2022	JULY 2022 OSSEO PD #182 MONTHLY DUES	Union Dues	101-21708	325.00
Vendor Law Enforce Labor Service Total:					325.00
Vendor: Loffler Companies Inc					
Loffler Companies Inc	4078139	4/1 - 6/30/22 CONTRACT USAGE CHARGES	Operations	101-41110-211	404.72
Vendor Loffler Companies Inc Total:					404.72
Vendor: Mark Schulz					
Mark Schulz	JUNE 23 2022	REFUND COMM CENTER DEPOSIT	Community Center Deposits	101-22001	200.00
Vendor Mark Schulz Total:					200.00
Vendor: Max Karas					
Max Karas	NITE TO UNITE	NITE TO UNITE HOT DOG MEALS/CHIPS/BEVERAGES	Night To Unite	101-41900-404	3,525.00
Vendor Max Karas Total:					3,525.00
Vendor: Metro Sales Inc					
Metro Sales Inc	INV2070211	3Q22 PD COPIER LEASE AND 2Q22 USAGE	Leases/Rentals	101-41900-410	84.38
Vendor Metro Sales Inc Total:					84.38
Vendor: Metro West Inspection Services, Inc.					
Metro West Inspection Serv	3317	JUNE 2022 BUILDING INSPECTION SVCS	Building Inspections Payable	101-20222	306.28
Vendor Metro West Inspection Services, Inc. Total:					306.28
Vendor: Minger Construction Co., Inc.					
Minger Construction Co., Inc.	JUNE 30 2022 WSB	PAYMENT NO 10 LIFT STATION AND SCADA IMP PROJ	Infrastructure	602-11101	59,760.89
Vendor Minger Construction Co., Inc. Total:					59,760.89
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1518	JUNE 15, 20, 27 MEETING MINUTES	Recording Services	101-41000-307	190.50
Minute Maker Secretarial	M1518	JUNE 15, 20, 27 MEETING MINUTES	Recording Services	101-41000-307	154.00
Minute Maker Secretarial	M1518	JUNE 15, 20, 27 MEETING MINUTES	Recording Services	101-41650-307	154.00
Vendor Minute Maker Secretarial Total:					498.50
Vendor: Mn Dept Of Labor/Industry					
Mn Dept Of Labor/Industry	JUNE0531752022	2Q22 BUILDING PERMIT SURCHARGE	Building Permit Surcharge	101-20801	1,671.46
Vendor Mn Dept Of Labor/Industry Total:					1,671.46

Pending Expense Approval Report
Packet: APPKT00025 Payable Dates: 06/17/2022 - 07/11/2022

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Mn Dept Of Revenue					
Mn Dept Of Revenue	INV0000047	State Tax	State Withholding	101-21702	2,286.16
Vendor Mn Dept Of Revenue Total:					2,286.16
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000039	DFC-MSRS (Empower)	Deffered Comp	101-21705	386.48
Msrs Dfc/Hcsp	INV0000040	Employee HSA	Hcsp	101-21712	542.95
Vendor Msrs Dfc/Hcsp Total:					929.43
Vendor: My Medical Clinic					
My Medical Clinic	12309	PHYSICAL/DRUG SCREEN TESTING D MALMON	Personnel/Recruitment	101-41900-355	137.00
Vendor My Medical Clinic Total:					137.00
Vendor: Penny, Shawn					
Penny, Shawn	7/26/22	Penny Lane 7/26/22 performance MMIP	Operations	253-42400-211	600.00
Vendor Penny, Shawn Total:					600.00
Vendor: Pera					
Pera	INV0000045	PERA	Pera	101-21704	3,967.00
Pera	INV0000045	PEPFF	Pera	101-21704	6,484.54
Vendor Pera Total:					10,451.54
Vendor: Pitney Bowes Global Fin Svcs L					
Pitney Bowes Global Fin Svcs	3105510830	2Q22 POSTAGE METER RENTA	Leases/Rentals	101-41110-410	197.19
Vendor Pitney Bowes Global Fin Svcs L Total:					197.19
Vendor: Pitney Bowes Purchase Power					
Pitney Bowes Purchase Power	JULY 3, 2022	PURCHASE POWER POSTAGE	Postal/Delivery Service	101-41110-322	1,081.31
Vendor Pitney Bowes Purchase Power Total:					1,081.31
Vendor: Prime Advertising & Design					
Prime Advertising & Design	81728	JULY 2022 MONTHLY WEBSITE HOSTING	Software	101-41515-309	100.00
Vendor Prime Advertising & Design Total:					100.00
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	6/30/22 STMT	FD & PW FUEL CHARGES 6/16 - 6/30/22	Fuel - Vehicle/Equipment	101-41920-216	183.96
Sipe Bros. Inc.	6/30/22 STMT	FD & PW FUEL CHARGES 6/16 - 6/30/22	Fuel - Vehicle/Equipment	101-42000-216	351.94
Vendor Sipe Bros. Inc. Total:					535.90
Vendor: Sloth Inspections Inc					
Sloth Inspections Inc	6/30/22	JUNE 2022 ELECTRICAL INSPECTIONS	Electrical Inspections Payable	101-20221	292.00
Vendor Sloth Inspections Inc Total:					292.00
Vendor: Swank Motion Pictures Inc					
Swank Motion Pictures Inc	3204589	SPACE JAM A NEW LEGACY 6/28 DVD MMIP	Operations	253-42400-211	495.00
Swank Motion Pictures Inc	3209095	CLIFFORD THE BIG RED DOG DVD 7/12/22 MMIP	Operations	253-42400-211	495.00
Vendor Swank Motion Pictures Inc Total:					990.00
Vendor: Tokle Inspection Inc					
Tokle Inspection Inc	6/30/22	JUNE 2022 ELECTRICAL INSPECTION SVCS	Electrical Inspections Payable	101-20221	100.00
Vendor Tokle Inspection Inc Total:					100.00
Vendor: Topline Federal Credit Union					
Topline Federal Credit Union	6/21/22	REFUND COMM CENTER DEPOSIT 6/21/22	Community Center Deposits	101-22001	250.00
Vendor Topline Federal Credit Union Total:					250.00
Vendor: Twin Cities Caricatures					
Twin Cities Caricatures	EST # 21-0016	NITE TO UNITE 3 CARICATURE ARTISTS	Night To Unite	101-41900-404	900.00
Vendor Twin Cities Caricatures Total:					900.00

Pending Expense Approval Report

Packet: APPKT00025 Payable Dates: 06/17/2022 - 07/11/2022

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Tyler Technologies, Inc.					
Tyler Technologies, Inc.	25-384899	JUNE 9 G BULLIS ESS TIME & ATTENDANCE ASSISTANCE	Other Professional Services	101-41110-310	585.00
Vendor Tyler Technologies, Inc. Total:					585.00
Vendor: University Of Minnesota					
University Of Minnesota	150018313	RAPTOR EDUCATION PROGRAM JULY 19 PERFORMANCE MMIP	Operations	253-42400-211	395.00
Vendor University Of Minnesota Total:					395.00
Grand Total:					244,234.59

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	42,969.69
110 - CIP EQUIPMENT	250.00
205 - PARK DEDICATION	34.95
253 - MUSIC/MOVIES IN THE PARK	1,985.00
301 - 2014A Street/Utility (500,000)	13,390.00
305 - BONDS 2015 STR IMPROVE	7,450.00
306 - BONDS 2016 STR IMPROVE (19349)	10,056.25
308 - BONDS 2017 STR IMPROVE (19644)	9,375.00
309 - BONDS 2018 STR IMPROVE	9,689.38
311 - BONDS 2019 STR IMPROVE	6,527.50
313 - BOND 2020 STREET PROJECT	7,330.00
365 - BONDS 2009 CENTRAL AVE (17720-	27,000.00
371 - BONDS 2012A STR IMPROVE	2,775.00
395 - BONDS 2014A POLICE ADDITION	16,537.50
601 - WATER FUND	6,939.38
602 - SEWER FUND	78,625.44
604 - STORM WATER FUND	3,299.50
Grand Total:	244,234.59

Account Summary

Account Number	Account Name	Expense Amount
101-20221	Electrical Inspections Pa	392.00
101-20222	Building Inspections Pay	306.28
101-20801	Building Permit Surcharg	1,671.46
101-21550	State Sales Tax	2.63
101-21701	Federal Withholding	4,672.89
101-21702	State Withholding	2,286.16
101-21703	Fica Withholding	5,545.58
101-21704	Pera	10,451.54
101-21705	Deffered Comp	786.48
101-21708	Union Dues	325.00
101-21710	Misc Deductions/Benefit	351.63
101-21711	Employee H.S.A Contrib	1,131.21
101-21712	Hcsp	542.95
101-22001	Community Center Depo	950.00
101-41000-307	Recording Services	344.50
101-41110-211	Operations	532.75
101-41110-310	Other Professional Servi	585.00
101-41110-322	Postal/Delivery Service	1,081.31
101-41110-410	Leases/Rentals	197.19
101-41500-304	Legal Service - Civil	2,928.00
101-41515-309	Software	100.00
101-41550-300	Financial Services	637.50
101-41650-307	Recording Services	154.00
101-41700-211	Operations	41.45
101-41700-321	Telecommunications	394.96
101-41900-211	Operations	70.45
101-41900-355	Personnel/Recruitment	137.00
101-41900-404	Night To Unite	5,025.00
101-41900-410	Leases/Rentals	84.38
101-41920-211	Operations	72.38
101-41920-216	Fuel - Vehicle/Equipmen	183.96
101-42000-216	Fuel - Vehicle/Equipmen	351.94
101-42000-321	Telecommunications	182.11
101-42300-312	Programming	450.00
110-36000	Miscellaneous	250.00
205-42350-801	Rental Property Expense	34.95

Account Summary

Account Number	Account Name	Expense Amount
253-42400-211	Operations	1,985.00
301-47250-611	Interest On Bonds	12,440.00
301-47250-612	Fiscal Agents Fees	950.00
305-47250-611	Interest On Bonds	7,450.00
306-47250-611	Interest On Bonds	10,056.25
308-47250-611	Interest On Bonds	9,375.00
309-47250-611	Interest On Bonds	9,689.38
311-47250-611	Interest On Bonds	6,052.50
311-47250-612	Fiscal Agents Fees	475.00
313-47250-611	Interest On Bonds	7,330.00
365-47250-611	Interest On Bonds	27,000.00
371-47250-611	Interest On Bonds	2,300.00
371-47250-612	Fiscal Agents Fees	475.00
395-47250-611	Interest On Bonds	16,062.50
395-47250-612	Fiscal Agents Fees	475.00
601-49400-301	Accounting/Auditing	637.50
601-49400-310	Other Professional Servi	43.88
601-49400-611	Interest On Bonds	6,258.00
602-11101	Infrastructure	60,404.07
602-49400-301	Accounting/Auditing	637.50
602-49400-310	Other Professional Servi	43.87
602-49400-611	Interest On Bonds	17,540.00
604-49400-301	Accounting/Auditing	637.50
604-49400-611	Interest On Bonds	2,662.00
Grand Total:		244,234.59

Project Account Summary

Project Account Key	Expense Amount
None	244,234.59
Grand Total:	244,234.59

Led Penny

Clifford the Big Red Dog



Tuesday, July 12 at 7 pm & Dusk

Music and Movies in the Park

Thanks to our donors:

Osseo Lions

Osseo American Legion Post 172

Osseo Maple Grove Hockey Assn

Osseo Fire Dept Relief Association

Boerboom Park

416 Central Avenue

Osseo, MN 55369



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

Concession sales
thanks to the Osseo Lions

The Raptor Center



Boss Baby: A Family Business



Tuesday, July 19 at 7 pm & Dusk

Thanks to our donors:

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

Boerboom Park
416 Central Avenue
Osseo, MN 55369

*Music and Movie in the
Park*



The Trolley is back for Osseo residents!

CATCH A RIDE



NEED A RIDE WITHIN OSSEO CITY LIMITS?

- ⇒ To an Osseo doctor or dentist appointment
- ⇒ To pick up groceries
- ⇒ To run to the post office
- ⇒ To a hair appointment
- ⇒ To visit a friend

IT'S FREE

(TIPPING ISN'T EVEN ALLOWED)

MONDAY - THURSDAY

9:00 a.m. to 2:30 p.m.



Call **763-257-3142** to schedule a ride

Sponsored by the City of Osseo, Evans-Nordby Funeral Home, Heinen Motor Sports
and made possible by generous volunteer drivers

OSSEO FARMERS MARKET OPENS JULY 12



TUESDAYS THROUGH SEPTEMBER
3 - 7 PM

Central Avenue & 5th Street NE by Boerboom Veterans Park
416 Central Avenue

DiscoverOsseo.com