



# Osseo City Council Meeting

## AGENDA

REGULAR MEETING  
Monday, February 12, 2024  
7:00 p.m., Council Chambers

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MAYOR: DUANE POPPE | COUNCILMEMBERS: JULIANA HULTSTROM, ASHLEE MUELLER, MARK SCHULZ, ALICIA VICKERMAN

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1. **Call to Order**
2. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
  - A. Approve January 22 Work Session Minutes
  - B. Approve January 22 Council Minutes
  - C. Approve January 29 Work Session Minutes
  - D. Approve Community Center Rental Waiver Request for 150<sup>th</sup> Celebration Committee 2024 Meetings
  - E. Approve Gateway Sign Fee Waiver Request for Osseo Lions Club 2024 Events
  - F. Accept January Fire Activity Report
  - G. Accept December Osseo Maple Grove Hockey Association Gambling Report
6. **Matters from the Floor**  
*Members of the public can submit comments online at [www.DiscoverOsseo.com/virtual-meeting](http://www.DiscoverOsseo.com/virtual-meeting)*
7. **Special Business**
  - A. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
  - A. Approve New Tobacco and Edible Cannabinoid Licenses for Osseo Downtown LLC dba Downtown Smoke Shop
  - B. Discuss 2024 Street Project (Resolution) – Alyson Fauske, WSB & Associates
  - C. Approve 2024 Utility Rates (3 Resolutions) – Ehlers & Associates
  - D. CLOSED SESSION - Discuss Purchase Agreement for 33 2<sup>nd</sup> Street NE
  - E. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**  
City Hall Closed February 19 for President's Day
14. **Adjournment**

**OSSEO CITY COUNCIL  
WORK SESSION MINUTES  
January 22, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:00 p.m. on Monday, January 22, 2024.

2. ROLL CALL

Members present: Councilmembers Mark Schulz, Alicia Vickerman, and Mayor Duane Poppe.

Members absent: Councilmembers Juliana Hultstrom and Ashlee Mueller.

Staff present: City Administrator Riley Grams.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS UPDATES TO CITY CANNABIS SALES

Grams stated last year, the Osseo City Council created an ad hoc committee to explore and consider potential future municipal cannabis sales. The committee consists of Councilmembers Schulz and Hultstrom, as well as City Administrator Riley Grams. The committee has now met several times, and provides the following updates and information for the full Council consideration and direction:

- 1) Location - One main question is the location of the dispensary. Options include adding space into a potential future new City Hall and Public Safety building. There are pros and cons to this option. The dispensary would be located in the same building as the Osseo Police Department, creating a safer environment for transactions to take place for many would be customers. However, there may be a stigma who may be concerned about purchasing marijuana or other THC products if it's located next to a Police Department (despite being legal to purchase). The City could also identify another separate location off of the main City campus. Locations may include the former Osseo Press building (which the City is considering for purchase) or another, yet to be identified, location (perhaps either in the Central Business District or in the C-2 North or South commercial zones).
- 2) Physical Building - Obviously, with a retail marijuana and THC sales environment, security and safety will be paramount. Staff reviewed some general building security measures for the Council to consider. The ideal setup would be like a doctor's office. Upon entering the facility, there would be recorded information (such as identification) with video recording at the entrance. Patrons would then be allowed

into the general sales area. This area would be limited to a certain number of people at any given time. A “Budtender” would be there to assist customers with questions on products and retrieve products from the back room. This would be a specialized employee who can help educate customers new to edibles or marijuana, and recommend products based on customer needs or wants. There would also be a separate point of sale space where the customers then pay for the products they are purchasing.

- 3) Employee Model - The City will need to create an entirely new department for this operation. This would include a Department Head created and hired to oversee this Department and would report directly to the City Administrator. The City would also need to hire several employees for point of sale and customer services, and a dedicated Budtender. The City could need to create new position descriptions and publicly post for those openings. Another option would be to hire a front-end consultant to assist the City in this start up, someone who may specialize in cannabis management.
- 4) Application Process - Obviously, we are waiting on the State level Office of Cannabis Management (OCM) to hire their Director and proceed with the creation and set up for State issued licenses. The City will want to be ready the moment the OCM allows for license applications. While we are hopeful that the OCM will allow for municipal cannabis dispensaries, that is not yet a given. There are also some questions regarding whether or not a City will be required to apply for and obtain a cannabis dispensary license. What we do know is that having a detailed business plan, as well as a detailed security plan, will be critical for the success of obtaining a license. The Cannabis Committee did meet with a local security expert (Sam Auset) to discuss the probable requirements when it comes to the security plan. This includes all necessary building and video recording security measures.
- 5) City Operations - The City should also consider selling other products outside of high potency THC items. This includes lower level THC products (such as gummies, drops, tinctures, seltzers, and other CDB products). Additionally, smoking paraphernalia and other retail items (such as shirts, hoodies, candles, and other trinkets) should be considered for sale as well. The State will have strict requirements when it comes to proper labeling, and most, if not all, of the products the City has for sale will already come with the proper labeling and documentation. The City will also need to consider how to handle money and funds from the cannabis dispensary operation. Currently, cannabis use is not legal at the Federal level, and therefore we believe that Federally insured banks will not be able to accept, deposit and withdraw funds collected through cannabis sales. The City may need to open an account at a smaller local credit union. The City will also need to think about how we transfer funds. Most of the larger money transfer companies are Federally insured, and thus, most likely not able to transfer funds made through cannabis sales. The State may (or may not) place restrictions on how cities can use revenue from the sales of cannabis. Once those determinations have been made, the City will need to consider its options at that time. Finally, the City has been highly encouraged to join the local Minnesota Marijuana Association as a contributing member. This organization is on the leading edge of cannabis usage and sales, and we will be able to collect a wealth of information from this membership. The Council will consider approving the City’s membership of this group on the consent agenda on Monday night’s meeting

agenda. Additionally, there may be a good opportunity for members from the City (Council/Staff) to travel to Missouri to view and inspect similar type sales operations there. We have heard that the State is likely to model the MN operations similarly to Missouri. The Council should be aware that this would be a great educational opportunity and fact gathering mission.

- 6) Timeline - Grow licenses expected to be approved in October 2024. Product would then be available in April 2025 (6 month grow period). City should have application process ready to submit by mid-to-late 2024, or whenever the State will open up the dispensary license process.

Vickerman asked how much space would be needed. She inquired if the entire Press building would be utilized.

Schulz explained the Press building may be too big, but there were lots of pros and cons to this space. He stated the committee did a lot of brainstorming and after talking with people in the area, the City was farther along in this process, which was a good thing. He noted he met with a representative from Kansas City and noted the ideal building size was 2,000 to 3,000 square feet. He reported adequate security will be important for this building. He commented further on the contact he has that was in the security industry.

Grams commented further on the building security measures that would have to be put in place.

Schulz described how transactions would occur in the facility noting customers would enter a lobby area. Orders would then be taken on iPads and the fulfillment room will fill the order. The order would then be delivered to a window, the customer would take the order and exit the building. It was his understanding payments could be made via debit cards, but not via credit cards.

Vickerman appreciated how well thought out this process would be.

Schulz stated Minnesota wanted to create safe dispensaries. He explained there were management teams that could assist the City with training and hiring.

Poppe asked if there would be security personnel onsite.

Schulz reported there would be a security guard at the door.

Grams commented further on the timeline for the application process noting the City will want to be ready and prepared to move through this process.

Schulz stated he would like to see Osseo being one of the first municipal dispensaries in the State, which meant the City would have to intentional with its planning efforts.

Vickerman asked how the City would receive its products.

Schulz reported all products would come to the City prepackaged.

Grams explained he was uncertain how cannabis revenues could be utilized but noted he would continue to investigate this matter.

Schulz commented on the benefits of joining the Minnesota Marijuana Association because this organization would be passing along information from the State as decisions are made. He discussed how it would be important for the Council to begin thinking about how the City will fund this venture. He stated two priorities he was considering was the cost of the membership and the expense of an investigative/learning trip to Kansas City, Missouri.

Vickerman asked if it was realistic for the City to plan to have a dispensary operational in the new City Hall building.

Schulz stated the City should be prepared to have a dispensary operational by March of 2025. He commented on how important it would be to be the first to market for revenue capturing purposes. It was his hope the City could create a comfortable environment for those wishing to purchase cannabis products. He discussed how important marketing would be for the dispensary.

Vickerman thanked Grams and Schulz for all of their efforts on this matter.

Grams explained he would be working on a business and security plan in the coming months and the Council would have to begin thinking about location and a fact finding trip.

Schulz stated this was a very exciting opportunity and noted the revenues from this venture could positively impact the taxes burdened by Osseo residents. In addition, he believed revenues from the dispensary would pay off the City's upfront costs within 18 months.

5. ADJOURNMENT

The Work Session adjourned at 6:47 p.m.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

**OSSEO CITY COUNCIL  
REGULAR MEETING MINUTES  
January 22, 2024**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, January 22, 2024.

2. ROLL CALL

Members present: Councilmembers Mark Schulz, Alicia Vickerman and Mayor Duane Poppe.

Members absent: Councilmembers Juliana Hultstrom and Ashlee Mueller

Staff present: City Administrator Riley Grams, Police Officer Matthew Peterson, Police Chief Shane Mikkelson, Administrative Assistant MaryLou Baier, and City Attorney Mary Tietjen.

Others present: Cub Scouts Pack 211 Members; Kenny Nelson, City Resident; Nick Torres, City Resident; John Hall, City Resident; Connie Aho, Osseo Business Owner; Chad & Alex Weber, Maple Grove City Residents; Jameson & Greg Schultz, Maple Grove Residents; Jon & Corbin Renshaw, Maple Grove Residents.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

Grams explained the agenda was amended to include Item 10D – Approve 2024 Citizen Appointment.

**A motion was made by Vickerman, seconded by Schulz, to accept the Agenda as amended. The motion carried 3-0.**

5. CONSENT AGENDA

- A. Approve January 8 Council Minutes
- B. Approve Hire of Kim Klocek for Part-Time Public Works Maintenance
- C. Approve Membership to MN Marijuana Association
- D. Receive Q4 Building Permit Report
- E. Approve MCMA Conference for City Administrator Riley Grams
- F. Receive December Lions Club Gambling Report
- G. Receive January American Legion Gambling Report
- H. Receive December Fire Activity Report

- I. Accept Resignation of Part-Time Police Officer Nick Englund
- J. Accept Resignation of Part-Time Police Officer Anthony Mortinson
- K. Accept Resignation of Part-Time Police Officer Adrienne Lamers
- L. Accept Resignation of Part-Time Police Officer Brendan Current

**A motion was made by Vickerman, seconded by Schulz, to approve the Consent Agenda. The motion carried 3-0.**

6. MATTERS FROM THE FLOOR

Kenny Nelson, 509 Third Avenue NE, reminded the Council to speak into their microphones for the benefit of the viewing public. He noted he listened in on the recent worksession meeting and it appears the City was considering spending \$500,000 in order to sell marijuana. He questioned where the City would get the capital for this project. He stated he appreciated the Council considering this as an option to raise addition funding for the City, but explained this may be too big of an investment. He explained Osseo was less than one square mile and he did not believe it was worth the investment. He anticipated many buyers would go to Maple Grove or Brooklyn Park. He urged the Council to use caution before expending huge amounts of money for this venture. He indicated he was bothered by the fact the City was considering selling marijuana in order to pay for the police when the police was already worried about the drugs in the community.

Nick Torres, 133 8<sup>th</sup> Avenue NE, read a notarized third party expert opinion into the record regarding the proposed Osseo street project. He explained the opinion was dated January 13, 2024. He stated the opinion came from Harold Mahold who was an owner of a blacktop paving company for the past 40 years. He noted Mr. Mahold's company was the third company in Minnesota to begin performing milling and reclaiming. He discussed how Mr. Mahold served as a subcontractor to other companies in Minnesota and five other states. He noted Mr. Mahold was now 80 years old and he sold his company 10 years ago. He explained Mr. Mahold was trying to pass along his experience and knowledge to the City of Osseo. He discussed how he used to work for Mr. Mahold and was related to him through marriage. He indicated Mr. Mahold has visited the streets in Osseo and reviewed copies of the core samples. Mr. Mahold believed the streets show little signs of deflection or rutting of the bituminous surface, which means the roadways have a strong aggregate base and subgrade. Mr. Mahold indicated the low spots were indicative of low crown in the street and were hampering drainage to the gutter. Mr. Mahold reported sand in the subgrade was not the enemy, sand was more stable and compacts better than clay and perks moisture better than clay. Mr. Mahold addressed the moisture in the subgrade and noted this could be from water entering through cracks, or not enough crown in the street. Mr. Mahold indicated most new streets have at least a 2% crown from the center of the street to the crown. Mr. Mahold believed the proposed street improvements would have great success if the roadway were edge milled across the curb, the desired thickness in overlay. Mr. Mahold explained edge milling was cutting two inches deep across the curb line and seven feet away across the mill. The results would be a wedge cut. It noted this milling could be completed in one day for the entire project and structures could be adjusted. Mr. Mahold indicated the entire project area could then be covered with a two inch bituminous wear course. Mr. Mahold stated this would be the least disruptive solution for residents and would have the least overall project costs. Mr. Mahold explained

another method would be to reclaim all of the streets within the project to a depth of 10" to 11" deep. All of the material would be pulverized and act as a strong aggregate base. A motor grater would be used to prep the street for paving. All aggregate would be compacted with four inches of bituminous on top. He provided further details on the suggested crown in order to provide adequate water runoff for the street. Mr. Mahold stated there would be no water flooding the driveways any more than now and the bituminous would match the curb, not overlay it. This method is environmentally friendly because most of the material is reused. Mr. Mahold reported the cost would be higher than the overlay and would take longer to complete. Mr. Mahold stated the third option for the street would be to complete a full 11" excavation, which was the option the Council has moving forward, with 5" of bituminous. Mr. Mahold indicated all aggregate base would be hauled in, graded, and compacted and the bituminous base is installed along with a wear course. Mr. Mahold explained the final results can be good if everyone can handle the negatives. The existing streets were over 30 years old and the City has received good service from them. Mr. Mahold commented on how the dump truck traffic would be enormous and impactful on both the neighbors and streets. Mr. Mahold indicated the project could take several months to complete, which would further impact residents. Mr. Mahold thanked the Council for considering his comments and encouraged the Council to reach out to him with any comments or questions. He urged the Council to consider alternatives for its streets and to seek a second opinion on how to move forward with the street improvement project.

John Hall, 808 Third Street NE, read into the record some statements from the League of Minnesota Cities regarding special assessments. He stated special assessments are presumptively valid if the land receives a special benefit for the improvement. The assessment does not exceed the special benefit measured by the increase in market value due to the improvement. The assessment is uniformly applied to the same class of property in the assessed area because special assessments are appealable to district court. It was important for the City to consider the benefit to the property as a result of the specific improvement. The Council could retain a qualified licensed appraiser and the Council may choose to have this appraiser present at the assessment hearing in order to provide a written or oral report on the increase in market value as a result of the improvement. A special assessment that exceeds the special benefit is a taking of property without fair compensation and violates the 14<sup>th</sup> Amendment of the United States Constitution and the Minnesota Constitution. He reported properties assessed must enjoy a corresponding benefit from the local improvement. This was a different concept than property tax valuation. He discussed how appellate courts have routinely upheld decisions that went against cities because there was a lack of evidence of a market value increase equal to or exceeding the amount of a special assessment. He noted with regard to street improvements, it can be difficult to demonstrate there is an increase in market value due to resurfacing or reconstruction of a roadway. He stated when the court disallows a portion of the assessment because it was in excess of the benefit to a property, the City may not try to recoup the disallowed amount through another method. Rather when the cost of the improvement exceeds the benefit, the cost must be borne by the City as a whole. He reported one of the City Councilmembers claims to be an environmentalist, but when the City considers its street projects, they were not environmentally sound. He encouraged the City Council to look into the proposed project further and to consider an overlay or reclamation project. He reminded the Council that inflation has gone from 9% to 3% and unemployment was down to 2%. He stated if the City was looking to bond for this project, it may be better



to hold off for a few more years as interest rates will continue to decrease. He encouraged the Council to continue to hear the voices of its residents when it comes to the street improvement project. He understood one of the Councilmembers has an issue with WSB and noted there has been issues with recent improvement projects. He questioned why all of the curbs were slated for replacement. He indicated he has walked the project area many times and he believed the curbs were only bad in front of four homes. He urged the Council to investigate this further, along with a stormwater taxing district. He expressed concern with the fact the big dip in the road by the school would not be corrected. He suggested the City seek a donation from the church for the improvements that would be made in front of the cemetery property. He recommended the City contact MnDOT and local legislators in order to seek assistance for its infrastructure projects. In the end, he feared that his property value would not increase \$11,000, which meant the City could not assess him for that amount. He commented on how those living on a fixed income would be impacted by the proposed street assessments given the fact property taxes were already on the rise.

7. SPECIAL BUSINESS

A. WELCOME CUB SCOUTS PACK 211

Grams welcomed Cub Scouts Pack 211 to the Council meeting and thanked them for attending this meeting.

B. SWEARING IN CEREMONY FOR POLICE OFFICER MATTHEW PETERSON

Police Chief Mikkelson introduced Officer Matthew Peterson to the Council.

City Attorney Tietjen administered the Oath of Office to Officer Peterson and welcomed him to the Osseo Police Department. Officer Peterson’s badge was pinned on and a round of applause was offered by all in attendance.

C. ACCEPT DONATIONS

Grams stated the City has received the following donations:

Donor	Amount/Item	Designated Fund
Gerald & Georgia Kiffmeyer	\$50	Fire
Osseo Fire Department Relief Assc	\$63,000	CIP Fire Equipment
Osseo Fire Department Relief Assc	\$25,500	Fire Equipment

Staff recommended the Council accept the donations.

**A motion was made by Schulz, seconded by Vickerman, to adopt Resolution No. 2024-9, accepting a donation from Gerald and Georgia Kiffmeyer and the Osseo Fire Department Relief Association. The motion carried 3-0.**

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. APPROVE HIRE OF MARYLOU BALER FOR ADMINISTRATIVE ASSISTANT

Grams stated this year, current Administrative Assistant Karen Broden announced her retirement for early February. This will leave a vacancy in the Administrative Assistant position. The City posted for the position and received over 40 applications. City Administrator Riley Grams reviewed and scored all applications and invited the top scoring candidates to interview with the Council Human Resources Committee (Councilmembers Schulz and Hultstrom) on January 16. After completing all the interviews, the Committee had a very difficult decision to make as the interviewed candidates were excellent and would have been great employees. However, in the end, the Committee opted to offer the position to MaryLou Baier. MaryLou and Grams negotiated the terms of her employment and she has accepted the position. MaryLou comes to Osseo with great education and work experiences. We believe she will be a great fit for the City of Osseo in this role. The position is on Pay Grade 3, and MaryLou will start on Step 4 (\$27.48/hr) of the Employee Compensation Plan. The position is a full-time position, and eligible for all full-time employee benefits per the Employee Personnel Policy. MaryLou plans to start her first day on Tuesday, January 23.

MaryLou Baier introduced herself to the Council noting she was thrilled to be working for the City of Osseo. She indicated she would work to bring value to her position every day and she looked forward to meeting the people in the community.

Schulz stated he believed MaryLou was the perfect person for this position. He looked forward to the energy MaryLou would bring to the City.

**A motion was made by Schulz, seconded by Vickerman, approve the hire of MaryLou Baier for the Administrative Assistant position. The motion carried 3-0.**

B. APPROVE PURCHASE OF RED DOT SIGHTS AND HOLSTERS

Police Chief Mikkelson stated with several agencies already purchasing Red Dot Sights for their issued handguns, they sent Officers Peterson and Swanson to investigate the reasons for the switch. They found that these sights have improved officers' accuracy while using their handguns. The sight allows the officer to have a fixed point to use as a reference while shooting. They also learned that since the sights have been on the market, the sights have been improved enough to handle the daily wear and tear of an officer carrying the sight on a gun in a holster daily. Both Officers Swanson and Peterson then evaluated different types of Red Dot Sights to see which ones they would recommend. If approved to purchase these sights, we additionally would also have to issue all officers new holsters to fit the new sights.

Staff recommends that we purchase 15 Holoson EPS Red Dot Sights at \$290.00 per sight, totaling \$4,350.00. The sights need to have an attachment plate and a night sight, costing \$124.60 per gun for a total of \$1,869.00. The total purchase would come to \$6,219.00. The chosen holster is an Alien Gear Rapid Force holster for \$157.88 per gun for a total of \$2,368.00.

**A motion was made by Vickerman, seconded by Schulz, to approve the purchase of Red Dot Sights and Holsters for \$8,587. The motion carried 3-0.**

C. APPROVE SUMMARY PUBLICATION OF CENTERPOINT GAS FRANCHISE ORDINANCE

City Attorney Tietjen stated the Council approved a second reading of the CenterPoint Energy franchise ordinance on January 8, 2024. By law, the City must publish all ordinances and can publish a summary in the case of lengthy ordinances. Because the CenterPoint Energy ordinance is quite lengthy, it would be very expensive to publish it and Staff is recommending adoption of a resolution to approve summary publication. This was inadvertently not included in the last Council packet when the second reading was approved. She asked that the Council now approve the summary publication Resolution for Ordinance No. 2024-1.

**A motion was made by Schulz, seconded by Vickerman, to adopt Resolution No. 2024-10, approving Summary Publication of Ordinance No. 2024-1. The motion carried 3-0.**

D. APPROVE 2024 CITIZEN APPOINTMENT

Grams stated Staff has received a letter of interest from Connie Aho and drafted a Resolution that indicates the appointment needed on the Planning Commission.

**A motion was made by Schulz, seconded by Vickerman, to adopt Resolution No. 2024-11, approving 2024 Citizen Appointment. The motion carried 3-0.**

E. APPROVE ACCOUNTS PAYABLE

Grams reviewed the Accounts Payable with the Council.

**A motion was made by Schulz, seconded by Vickerman, to approve the Accounts Payable as presented. The motion carried 3-0.**

11. ADMINISTRATOR REPORT

Grams welcomed Matthew Peterson and MaryLou Baier to the City of Osseo.

Grams thanked Cub Scouts Pack #211 for attending this meeting.

12. COUNCIL AND ATTORNEY REPORTS

Vickerman thanked Police Officers Englund, Mortinson, Lamers and Current for serving as part time officers in the community. She welcomed Officer Peterson and Ms. Baier to the City of Osseo.

Schulz welcomed the new employees and stated he believed the City was off to a great new year.

13. ANNOUNCEMENTS – None

14. ADJOURNMENT

**A motion was made by Vickerman, seconded by Schulz, to adjourn the City Council meeting at 7:45 p.m. The motion carried 3-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

Unapproved

**OSSEO CITY COUNCIL  
WORK SESSION MINUTES  
January 29, 2024**

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, January 29, 2024.

2. ROLL CALL

Members present: Councilmembers Juliana Hultstrom, Ashlee Mueller, Mark Schulz, and Mayor Duane Poppe.

Members absent: Councilmember Alicia Vickerman.

Staff present: City Administrator Riley Grams, Public Works Director Nick Waldbillig, Police Chief Shane Mikkelson and Interim Fire Chief Mike Cogswell.

Others present: Rebecca Kurtz, Ehlers & Associates; Dan Greuel, Oertel Architects.

3. AGENDA

Council agreed to discuss the work session items.

4. DISCUSSION ITEMS

A. DISCUSS CITY FACILITIES NEEDS REPORT

Grams stated the Osseo City Council held a work session on July 31, 2023 to discuss the current state of the City's aging City Hall and Public Safety building. At that meeting, Staff discussed the myriad of issues surrounding the current facility, and the need to consider a rehabilitated or completely new facility in the very near future. The current building was originally constructed in the 1960s, and is outdated with aging utilities, inadequate ADA entrances and usable spaces, no windows in the Staff office area, a host of water drainage issues and not enough space to house the increased Police Department. Additionally, the Fire Department space does not fit the current industry standards, and the entire facility does not currently meet the service needs or the community, nor will it meet the future service needs of the community.

Grams reported the Council gave directions at that work session to bring forward a proposal to work with a local architecture firm to conduct a facility needs assessment. The Council approved a proposal from Oertel Architects, through local firm Rochon, to conduct the study at the August 14, 2023, Council meeting. Since then, Staff has met with representatives from Oertel Architects several times to begin the process of examining the current facilities, discuss with Department Heads the future requirements and service demands, and develop concept options for the City Council to consider this evening.

Grams explained we began by completing a comprehensive review of the existing City Hall, Public Safety spaces, Public Works building, and Sipe and Boerboom Parks to gain an understanding of how the current spaces are being utilized and where deficiencies and inefficiencies are. Next, we met with the City's Department Heads to discuss each Department's service requirements and general industry best practices for facilities. We talked extensively about the minimum needs for each Department, as well as a lengthy wish list of things that should be included in this project.

Grams stated we then toured several neighboring City Hall/Public Safety buildings to gain an understanding of how those communities either rehabilitated existing structures or built all new facilities to meet the needs of their communities. These were eye-opening tours, which included the cities of New Hope, Champlin and Fridley. Our group gained valuable insights and recommendations from those tours that we should consider and incorporate into our proposed project. We then met again in our large group setting to review and discuss the high-level concept options that Oertel Architects developed based on our previous discussions and tours, which we will review the Council on Monday night. Finally, we also toured the old Osseo Press building, which the City Council is considering for purchase for future public use.

Grams explained the recommendation is for the City Council to carefully explore the information presented in the work session and reach a general consensus about how the City should proceed with this project. My hope is that general direction will be provided so that Staff can narrow our focus and further explore the preferred option(s). At some point in the near future, the City Council will likely host another work session with Staff providing further context and more concrete information on whatever the preferred option(s).

Police Chief Mikkelson commented on the growing needs of the police department. He explained he concern was with the fact the department was adding five officers, which would grow the department out of its current space. He reported he currently shares an office with Lieutenant Kintzi and the police server. He noted he has an interview room, a roll call/training/multi-use room, an officer area, and all officers are doubled up with office/desk space. He stated he currently has 10 officers using six desks. He explained he recently ordered additional lockers for the locker rooms. He commented on the condition of the storage and evidence room, noting he was currently storing everything in one room. He commented on how important it would be for him and Lieutenant Kintzi to have their own offices. In addition, he would like to have an office for a detective and CSO's or reserves. He noted it would be nice to have a general area or space for each officer to have a desk or cube.

Police Chief Mikkelson stated he liked how the New Hope Police Department was laid out. He indicated it would be his focus to keep all of his officers together. He explained he would also like to have a dedicated defensive tactics room and roll call room. He reported he would need both a men's and women's locker room and a wish list item would be a workout gym. He commented on the benefits of having a workout room for his officers, noting the City currently pays gym fees for his officers. He indicated the police department should also have a dedicated bay for lock up. He further discussed how the department would need an additional storage area that would also serve as an armory. He asked that two interview rooms also be included in the new police

department, noting one would serve as a soft interview room for victims and children. A last item on his list was secure parking for personal cars for all officers.

Schulz asked if the City currently had an emergency operations center. Police Chief Mikkelson stated this space should be within the police department or at City Hall. He recommended this space be below ground for safety purposes. Grams reported this could be a shared space between City Hall and the police department.

Mueller asked if the Police Chief would prefer to have a standalone building. Police Chief Mikkelson explained this would depend on the options and how the police department is set up. He reported if the main operational part of the department was on the second floor, he would rather be by himself because he wanted to keep all of his officers on one level.

Interim Fire Chief Cogswell commented how the fire department was in need of more space. He reported the apparatus bay was not wide enough at this time. He stated all gear and equipment was quite cramped in the bay at this time. In addition, all of the gear all smelled of diesel because the gear was stored in the bay. He discussed how a gear room would greatly benefit the fire department.

Schulz recommended an exhaust containment system be installed in the fire department.

Interim Fire Chief Cogswell stated he would hope to have more office space with in the new fire department along with a larger training room and more storage. He explained it would be great to have a hose tower. He reported all apparatus was backed into the fire station at this time and commented on how beneficial it would be to have a drive thru station with room for two trucks. He agreed that a workout room would be great for his firefighters to have access to. He commented on how there was a need for dedicated parking for his firefighters. He stated locker rooms were another need for the department to assist with removing contaminants before firefighters go home from calls. He stated it would be his wish to have the fire department combined with City Hall and the police department.

Waldbillig reviewed photos of the exterior of City Hall with the Council. He explained the west ramp was in poor condition as was the railing He reported the concrete was sloped towards the entry door, which pushes water into the building. He commented further on how large rain events were troublesome for City Hall. He discussed how the building was lacking ADA entries. He reported the entrance from Central Avenue led to a split entry. He further reviewed photos of the interior of City Hall and described how the building was laid out. He discussed the areas within City Hall that have water damage.

Waldbillig then reviewed photos from the Public Works Facility. He commented on how the space surrounding the building was reduced when the 169 sound wall was installed. He indicated the fencing around public works needs work. He stated he believes he has adequate space at this time but would like additional cold storage space. In addition, he would like an on call area for his workers to watch the weather in the winter months and to have a functional locker room area. He indicated a portion of the Public Works Facility is used for Lions storage and he would like this space back.

Waldbillig commented on the plans for Sipe Park. He explained the building at Sipe Park needs to be replaced. He stated this may be a better place for the Lions storage items. In addition, the park equipment within Sipe Park needs updating. He noted the tennis court was currently striped for pickleball, but did need to be redone.

Grams stated he would like for his Staff to have windows and larger conference spaces for meetings. He indicated he would like to have Staff only restrooms and dedicated elections storage. He reported ADA compliant entrances and restrooms were also a need. He explained it would be nice to have a dedicated eating space for Staff. He stated the County would like to maintain a library space in Osseo going forward. He recommended a shared workout space be pursued for the new City Hall that could be used by all Staff. He indicated he would also like the Council Chambers updated and inviting.

Rebecca Kurtz, Ehlers & Associates, provided the Council with information on how a new City Hall facility could be financed. She stated the challenge would be that in Minnesota there are limited ways a City can issue debt and pay for projects such as this. She reported police, fire, City Hall and public works facilities are to be paid for through property taxes. She discussed how debt could be issued and explained if the City maxed out their taxing authority this would provide the City with \$13.6 million. She encouraged the Council to continue to explore grants and other funding opportunities for this project. She reminded the Council there was still outstanding debt on the police department expansion and this debt would be outstanding until 2035. She noted the balance remaining was \$680,000. She indicated this debt would have to be paid off prior to building a new City Hall on this site.

Schulz stated the Council would have to find a way to shrink the numbers by \$5 to \$8 million. Ms. Kurtz explained she would be working with Staff on this matter.

Dan Greuel, Oertel Architects, reviewed the preliminary facilities needs report and summarized the concept plans with the Council. He stated he created four options (A, B, C and D) for the Council to consider and noted the pros and cons for each option.

- Option A would remodel City Hall on the current site.
- Option B would create a new build on the current site.
- Option C would flip City Hall to Boerboom Park.
- Option D would flip City Hall to Boerboom Park and move the police department off campus.

Schulz recommended another option be consider that would remodel City Hall on the current site and moves the police off site. Mr. Greuel stated this could be considered.

Schulz indicated at this time he liked Option B with the police moving offsite.

Mueller asked if it would make sense to have police and fire both offsite. Mr. Greuel indicated he had considered moving both police and fire to the press building. However, with the size of the vehicles this would be impossible.



Schulz stated there were a lot of reasons the Council were looking into a new building and now the Council was having to consider the financial aspect. He reported realistically none of these options were viable at this point in time. He indicated the Council would have to find a way to think outside the box. He commented on how it would be nice to expand the fire department, but stated he believed the police department needs their own station. He reiterated that he would like to keep City Hall on this property and perhaps it could be done in phases, moving the police department offsite.

Mr. Greuel stated phasing would be an option for the City noting costs may be higher in the end.

Schulz explained he understood this may be the case, but noted this may be the only option for the City to move this project forward given the City's borrowing potential. He believed at this point in time, it did not make sense to remodel City Hall, which meant Option A was out. He was of the opinion moving over to Boerboom Park was too expensive.

Mueller indicated this option would allow the City to remain operational through the construction phase.

Mr. Greuel explained with Option B, he had put \$1.2 million into the budget in order to fund modifications to the press building for City Hall Staff and police members.

Grams stated his main concern was keeping police and fire services operational over a two year build timeframe. He anticipated finding office space for City Hall Staff would be easier to accommodate in the community. He commented on how a new build on Boerboom Park provides some advantages because City Hall would remain operational.

Schulz indicated this may be the case, but it would also cost the City \$5 million more. He understood the concerns of Staff, but at this time, he supported Option B with an offsite police department. He stated temporary accommodations for police and fire would have to be taken into consideration with each of these plans.

Grams stated one other complicating factor was if the current City Hall was not kept operational, the City would have to find a public meeting space to conduct and broadcast City meetings.

Schulz indicated the Council and Staff would have to get creative and could possibly use the public works facility for a short time.

Mueller reported for 2020 and 2021 all meetings were done remotely. Grams stated the same provisions may not be in place to allow for this.

Mr. Greuel explained he had rough plans for the police department in the press building noting this would include a sizeable garage addition to this building for the squad cars. He indicated this conversion would include a temporary placement of City Hall in this building.

Schulz stated this may be the best option for the City to achieve its short term goals. In addition, this building would provide adequate space for the police department going forward.

Hultstrom explained one of the things the Council has identified going forward was a municipal dispensary. She suggested this be included in the City Hall plans.

Schulz reported the dispensary would require 3,000 square feet of space. He noted there was only one vacant property on Central Avenue at this time. He discussed how getting a dispensary online first to market could assist with offsetting costs going forward.

Grams stated if allowable by the State, revenues from a dispensary could be used to pay down bond debt. He indicated another option for the Council to consider would be a local area sales tax, but noted there was currently a moratorium on this at the State level.

Mr. Greuel commented on the rough plans he had for the public works facility noting they were currently short on cold storage and office space. He stated a covered, three sided cold storage addition was being proposed.

Schulz indicated this was a cost effective solution.

Mr. Greuel discussed the site changes proposed for Sipe Park noting a 30' x 50' wood shed building was proposed for park and Lions storage space.

Schulz stated another option would be for the Lions to find their own storage space so public funds are not being used for private storage. He reported grants could be pursued for the playground equipment or charitable gambling funds could be considered for the park renovations. Mr. Greuel stated this would be an option for the City.

Schulz reiterated the City would have to find ways to think outside the box because the project could not be funded at this time. He reported the Council may have to look at other ways to bring revenue in. One way to pursue additional funding would be to speak to the legislature requesting bonding money. He stated another option would be to not move forward with this project.

Hultstrom indicated she did not like the idea of separating the police department from City Hall.

Mueller commented after listening to all the needs she questioned if there would be three or four separate break rooms, or would there be one break room. She had hoped that there would be more shared spaces. Mr. Greuel explained the police department would have their own break room and conference space/roll call room. He indicated there would be shared spaces noting the council chambers would serve as the emergency operations center. However, if the police department was moved off site, these spaces would not be shared.

Hultstrom stated she would like to keep police, fire and City operations together. She explained this may work best on the Boerboom Park property. She indicated the community center space would be easier to relocate than the police department.

Schulz questioned how many square feet the renovated community center would be. Mr. Greuel stated the community center would be just shy of 4,000 square feet and the current community center was 3,000 square feet. He proposed the new space have more storage and an updated kitchen.

Hultstrom indicated the press building may be the best option for the community center. She stated after reviewing all of these options, none of them work for her. She believed the plans were grandiose in design, but did not provide a proper solution for Osseo. She recommended the plans be reconsidered to excluding the community center.

Mr. Greuel questioned if the library should be removed, along with the community center.

Hultstrom believed this would be the best option for the City. She indicated it would be easiest to move these two operations offsite and have them placed in a renovated building. She believed it was in the best interest of the City to keep City Hall, police and fire in the same building.

Mr. Greuel stated moving the community center offsite would be a good option for the City.

Further discussion ensued regarding the option of moving the community center offsite and converting the current community center into additional police space.

Police Chief Mikkelson indicated he does not see how it would work to renovate the existing City Hall and community center space to create more police space given the current entry and exit points. He reported he needs additional garage space. He stated he could support a rebuild of City Hall with police and fire, moving the community center offsite. He commented further on the dedicated spaces he would like to have for the police department, which included office space, training and workout area. He noted he would like to have the police space to be all on one level.

Grams stated one option for the Council to consider would be to put a community center and library building in Boerboom Park. He indicated these uses coexist and this would make sense. He reported this change would free up space on the City Hall site, but the issue would still remain the cost of the overall project. He asked if there was an option that would keep the new police department addition and then a new City Hall and police space could be built around it with shared and combined spaces for City Hall, police and fire.

Hultstrom commented on how important it would be to share core spaces between the City operations, police and fire, versus building three separate spaces.

Police Chief Mikkelson reported if the police department addition were saved, he would still need another space to operate out of during construction. He discussed how the

press building would have to be renovated in order to accommodate a secure space for the police department. He indicated a temporary police space would be difficult to create, and it would be costly.

Grams stated that was why the flip flopping between the City Hall and park property was an option for the Council to consider.

Schulz asked how much space the police department would occupy on the new plan. Mr. Greuel stated the police department would occupy 18,000 square feet.

Hultstrom asked if the Police Chief wanted to remain connected to City Hall, or have an offsite police department. Police Chief Mikkelson explained he didn't have an opinion about this, noting his main concern was that his space remain on one level. He stated he could support remaining on the City Hall campus. He reported shared space between the police, fire and City Hall Staff would be limited given the security that was needed for his officers. He commented on how important it was for his officers to feel safe when they come to work.

Grams requested the Council provide him with direction on how to proceed with the concept plans.

Mueller asked if the footprint for Option C would be big enough to meet the needs of City Hall Staff, police and fire if the community center and library were removed. Mr. Greuel reported Option C would move the project over to Boerboom Park and there was much more space available on that site. He indicated the existing City Hall site had more constraints given the location of the water tower and the two commercial properties.

Schulz stated the Council could look at purchasing the two commercial properties on this block and possibly moving the water tower across the street. He explained he was having a really hard time with eliminating Boerboom Park. Grams indicated the park would be rebuilt on the City Hall property after construction of the new City Hall was complete.

Hultstrom supported the library and community center be moved offsite from City Hall. She commented on how many headaches would be created during construction and questioned where all the dogs in the City would be walked. Grams reported there would be headaches with any of the options. He reiterated that the greenspace would not go away permanently, but rather there would be temporary issues that the City would have to work through.

Schulz explained he did not support the flip flopping of City Hall onto Boerboom Park given the extra cost and loss of greenspace. He stated he was trying really hard to be patient to find a solution that keeps the police department on the City Hall campus.

Mr. Greuel stated he has heard two options from the Council that they would like to further consider. He explained Option 1 would be to remove the community center and library from the City Hall campus and constructing a new building on the park property, as well as moving the council chambers. He noted this option would include saving a portion of the police department. Option 2 would be to build City Hall, police and fire

across the street. He stated a park would then be constructed on the existing City Hall campus, along with a community center and library to the east.

Grams supported the Council further exploring both of those options. He suggested Option 1 include temporarily housing City Hall, police and fire at the community center/library building in Boerboom Park.

Schulz indicated he was trying to wrap his mind around how much money was being spent on keeping a library in the community that was not well utilized. He explained this may assist the City in reducing the amount of money that is spent on temporarily housing Staff during construction. He commented further on how the City would have to work to temporarily house essential services.

Poppe questioned if it would be beneficial to tear down the press building and use the site for temporary space versus trying to retrofit it. Mr. Greuel stated the press building has a clear span roof structure and all interior walls are partitioned.

Schulz stated he was having a hard time wrapping his head around having the community center and library across the street. He indicated this could make sense. Grams reported this option would keep the police on the City Hall campus, but this option would not assist in reducing costs.

Schulz commented the Council still had to find a way to fund this project. He indicated that one of the ways to assist with funding this project going forward would be to have a dispensary.

Mueller asked how big the library would be. Mr. Greuel reported the library would be 1,300 square feet.

Grams explained if the community center, library and council chambers were moved to the park property, there would be more than enough space to have a dispensary on the City Hall campus.

Mr. Greuel indicated this may be tricky because the dispensary would require parking. He noted the press building would be large enough for a dispensary and something else.

Schulz questioned where the fire trucks would be moved during construction. He asked if a temporary structure could be built at public works. Grams stated this was why the flip flop option would be beneficial.

Schulz stated while this would be an easier transition, it would cost the City \$5 to \$10 million more. He explained the press building would address many of the City's pressing needs. He recommended another option be considered moving police offsite with all remaining services remaining on the existing City Hall campus. While he understood the County wanted to keep a library in Osseo, he suggested future plans come with and without the library. He stated the County should be approached to assist with funding a new library.

Grams commented on how moving the Council Chambers across the street to the park may be beneficial because the community center would have ample parking.

Hultstrom believed the City had to look at other options, noting the community center could be used for office space on a temporary basis. She questioned if there was a way to keep the existing police addition in place.

Mr. Greuel explained this space could potentially be saved, but it could not be used during construction. He stated he understood this project was a difficult assignment.

Schulz appreciated that the Council was approaching options that would better meet the needs of the City.

Hultstrom recommended the priorities of the Council be further considered.

Grams stated he would meet together with the team in order to hone in on the needs and wants in order to come up with new plans for the City Hall campus.

Schulz recommended the Sipe Park improvements be completed as a separate project and that Staff pursue grants to assist with this project. It was his hope that improvements could be made in the park yet this year.

Poppe questioned how other cities have managed renovations or new City Hall projects. Mr. Greuel stated Columbia Heights moved across the street and Fridley moved down the street. He reported Hilltop would be building in the park and the existing building would then be torn down and a park would be built.

5. ADJOURNMENT

The Work Session adjourned at 8:39 p.m.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*



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: KATHLEEN GETTE
Street Address: 525 2ND AVE NW
City, State, Zip: OSSEO MN 55369
Phone # (Day and Evening): 612 483 6512
Organization/Business if different from Applicant: 150TH CELEBRATION GROUP
Mailing Address: ABOVE

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

Use: X Weekday [ ] Weekend Date(s) of: See attached list of DATES X

Time of Use: From: 6 pm am/pm to: 8 pm am/pm

Total Number of Hours Community Center will be used (include set-up & take-down): 2

Purpose of Meeting/Event: Plan sesquicentennial

Number of Participants: APPROX 30

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

Will food or refreshments be served? Yes [ ] No X What type:

Will alcohol be served? Yes [ ] No X What type:

Caterer's Name: NA

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: January 23, 2024 Kathleen Gette
Name of individual, organization, group, or Approved Caterer

Email: kathleengette@gmail.com Kathleen Gette
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 #

The Sesquicentennial Planning Group [Activities, Merchandise] will meet the fourth Thursday of the month, March through October 2024.

- Thursday, March 28, 2024
- Thursday, April 25, 2024
- Thursday, May 23, 2024
- Thursday, June 27, 2024
- Thursday, July 25, 2024
- Thursday, August 22, 2024
- Thursday, September 26, 2024
- Thursday, October 24, 2024

Katleen Jette      January 23, 2024



# CITY OF OSSEO COMMUNITY CENTER



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

0 Rental Fee Waiver             Weekly Use             Bi-Weekly Use

Applications for fee waivers and regular weekly or bi-weekly meetings must be reviewed by the City Council. Fee waivers cover rental fees only, the applicant is still required to provide a rental deposit. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at [osseo@osseo.org](mailto:osseo@osseo.org).

Name of Applicant:	Kathleen Gette		
Address:	525 2nd Ave NW Osseo 55369		
Name of Contact Person: (if different than applicant)	Same		
Contact Phone: (daytime)	612 483 6512	Email address:	kathleengette@gmail.com
Special Consideration Requested	<u>Rental Fee Waiver</u>	Weekly/Bi-Weekly Use/Event	
Description of event or purpose for which City facilities will be used:	150th Celebration Planning Group		
Desired date(s)/days of month	THURSDAYS - see attached list *		
Desired time(s)	6-8 pm		
<b>COMMUNITY BENEFITS</b>			
How many Osseo residents will benefit from your event? How will they benefit?	The entire City of Osseo and surrounding communities will benefit from celebrating		
NEED:	150 years		
Why is it necessary to hold this event at a City facility?	We are celebrating Osseo's 150th Anniversary		
Explain why paying the fee would be a hardship.	We are a volunteer group with numerous retired residents		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	My work as a volunteer for this celebration should be considered commensurate services.		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:	Kathleen Gette		
Date of application:	January 23 2024		
City Council Review:		Approved:	

# OSSEO GATEWAY SIGN



## APPLICATION FOR MESSAGE FEE WAIVER:

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

Applications for fee waivers must be reviewed by the City Council. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A GATEWAY SIGN APPLICATION** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at [jamerman@ci.osseo.mn.us](mailto:jamerman@ci.osseo.mn.us) AND [kbroden@ci.osseo.mn.us](mailto:kbroden@ci.osseo.mn.us)

Name of Applicant:	OSSEO Lions / Robin Kaehler			
Address:	<del>5008 178<sup>th</sup> Lane</del> PO Box 473   OSSEO			
Name of Contact Person: (if different than applicant)	Robin Kaehler - President			
Contact Phone: (daytime)	612-229-7929	Email address:	rekaehler@jchd.com	
Description of event or purpose for which Gateway Sign message will be used:	Annual Lions Events 2024			
Desired date(s)	Specify on Gateway Sign Application & attach application to this request Lions Events			
<b>COMMUNITY BENEFITS</b>				
How will the Osseo business community benefit from your event?	OSSEO Lions funds support OSSEO area community and businesses,			
<b>NEED:</b>				
Why is it necessary to promote this event using the Gateway Sign?	Helpful for promoting community events & fund raisers.			
Explain why paying the fee would be a hardship.	Non profit			
Are you willing to provide commensurate services in lieu of the message fee? If so, what type?	Partnering w/ community events			
<b>I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.</b>				
Signature:	Robin Kaehler			
Date of application:	2-4-24			
<b>STAFF USE ONLY</b>				
Est. total value of waiver (\$):	\$1,100.00	City Council Review date:		Approved date:



2 weeks

\$200

Fee:

Receipt/Check #:

**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

**Gateway Sign Message Application**

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

<b>Business or Event Name</b> Osseo Lions Pancake Breakfast		<b>Contact Person</b> Robin Kaehler	
<b>Business or Event Address</b> Osseo MG American Legion Osseo, MN		<b>Phone Number</b> 612-229-7929	
<b>Email</b> rkaehler@yahoo.com		<b>Number of Slides Requested:</b> A fee of \$100 per slide/week must be included with every message application. 1	
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.		Graphics will be provided w/ messaging	
<b>Graphics Requested?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:mbaier@ci.osseo.mn.us">mbaier@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b> <input checked="" type="checkbox"/> <b>Graphic to be Provided</b> JPG or BMP format only	
<b>Message Scheduling</b> Messages will be programmed once per week. <b>Applications must be received by 7:30 am on Thursday</b> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> 3-11-24		<b>Specify End Date/Time, if not Monday mid-day</b> 3-24-24	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Robin Kaehler		<b>Date:</b> 2-6-24	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

3 weeks

Fee: \$300

Receipt/Check #:



City of Osseo

415 Central Avenue  
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

Gateway Sign Message Application

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

<b>Business or Event Name</b> Osseo Lions Roar		<b>Contact Person</b> Robin Kaehler	
<b>Business or Event Address</b> Central Ave & 3rd St Osseo, MN		<b>Phone Number</b> 612-229-7929	
<b>Email</b> rekaehler@yahoo.com		<b>Number of Slides Requested:</b> A fee of \$100 per slide/week must be included with every message application.	2-3
<b>Message Requested:</b> <i>The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity &amp; a maximum of ~50-60 characters recommended.</i>		Graphics w/ messaging will be provided	
<b>Graphics Requested?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, circle one:) <i>Custom graphics for display the following week must be submitted to <a href="mailto:mbaier@ci.osseo.mn.us">mbaier@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.</i>		<b>Stock Image</b> <input checked="" type="checkbox"/> <b>Graphic to be Provided</b> JPG or BMP format only	
<b>Message Scheduling</b> <i>Messages will be programmed once per week. Applications must be received by 7:30 am on Thursday for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.</i>			
<b>Specify Start Date/Time, if not Monday mid-day</b> 8-19-24		<b>Specify End Date/Time, if not Monday mid-day</b> 9-7-24	
<i>By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.</i>			
<b>Applicant Signature:</b> Robin Kaehler		<b>Date:</b> 2-6-24	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

2 weeks

Fee: \$200

Receipt/Check #: \_\_\_\_\_



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

### Gateway Sign Message Application

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

<b>Business or Event Name</b> Osseo Lions Kids Halloween event		<b>Contact Person</b> Robin Kaehler	
<b>Business or Event Address</b> Central Ave Osseo, MN		<b>Phone Number</b> 612-229-7929	
<b>Email</b> re.kaehler@yahoo.com		<b>Number of Slides Requested:</b> A fee of \$100 per slide/week must be included with every message application. 1	
<b>Message Requested:</b> <i>The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity &amp; a maximum of ~50-60 characters recommended.</i>		Graphics & messaging will be provided	
<b>Graphics Requested?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, circle one:) <i>Custom graphics for display the following week must be submitted to <a href="mailto:mbaier@ci.osseo.mn.us">mbaier@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.</i>		<b>Stock Image</b> <input checked="" type="checkbox"/> <b>Graphic to be Provided</b> <i>JPG or BMP format only</i>	
<b>Message Scheduling</b> <i>Messages will be programmed once per week. Applications must be received by 7:30 am on Thursday for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.</i>			
<b>Specify Start Date/Time, if not Monday mid-day</b> 10-14-24		<b>Specify End Date/Time, if not Monday mid-day</b> 10-26-24	
<i>By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.</i>			
<b>Applicant Signature:</b> Robin Kaehler		<b>Date:</b> 2-16-24	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

2 weeks

Fee: \$200

Receipt/Check #: \_\_\_\_\_



### City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

## Gateway Sign Message Application

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

<b>Business or Event Name</b> Osseo Lions Steak Fry		<b>Contact Person</b> Robin Kaehler	
<b>Business or Event Address</b> Osseo MG American Legion Osseo, MN		<b>Phone Number</b> 612-229-7929	
<b>Email</b> reKaehler@yahoo.com		<b>Number of Slides Requested:</b> A fee of \$100 per slide/week must be included with every message application.	1
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.	Graphics w/ message will be provided		
<b>Graphics Requested?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:mbaier@ci.osseo.mn.us">mbaier@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b>	<b>Graphic to be Provided</b> JPG or BMP format only
<b>Message Scheduling</b> Messages will be programmed once per week. <b>Applications must be received by 7:30 am on Thursday</b> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> To be Determined		<b>Specify End Date/Time, if not Monday mid-day</b>	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Robin Kaehler		<b>Date:</b> 2-6-24	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	

2 weeks

Fee: \$200

Receipt/Check #: \_\_\_\_\_



### City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

## Gateway Sign Message Application

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

<b>Business or Event Name</b> Osseo Lions Lunch with Santa		<b>Contact Person</b> Robin Kaehler	
<b>Business or Event Address</b> Osseo Community Center Osseo, MN		<b>Phone Number</b> 612-229-7929	
<b>Email</b> rkaehler@yahoo.com		<b>Number of Slides Requested:</b> A fee of \$100 per slide/week must be included with every message application.	1
<b>Message Requested:</b> The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.		Graphics & messaging will be provided	
<b>Graphics Requested?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, circle one:) Custom graphics for display the following week must be submitted to <a href="mailto:mbaier@ci.osseo.mn.us">mbaier@ci.osseo.mn.us</a> by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.		<b>Stock Image</b> <input checked="" type="checkbox"/> <b>Graphic to be Provided</b> JPG or BMP format only	
<b>Message Scheduling</b> Messages will be programmed once per week. <b>Applications must be received by 7:30 am on Thursday</b> for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.			
<b>Specify Start Date/Time, if not Monday mid-day</b> 11-25-24		<b>Specify End Date/Time, if not Monday mid-day</b> <del>11-25-24</del> 12-7-24	
By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.			
<b>Applicant Signature:</b> Robin Kaehler		<b>Date:</b> 5-16-24	
<b>Administrative Approval</b>	<b>Fee</b>	<b>Date</b>	



# Osseo Fire Department

## Monthly Activity Report – January 2024

### Incident Responses

<b>Fire</b>	<b>8</b>
<hr/>	
Accident/PI.....	1
Fire Alarm – Business.....	1
Fire Alarm – Apartment.....	6
<b>EMS</b>	<b>24</b>
<hr/>	
Heart.....	13
Unconscious.....	1
Head Injury.....	1
Diabetes/Insulin Problem.....	5
Lift Assist.....	4
<b>Mutual Aid</b>	<b>5</b>
<hr/>	
Brooklyn Park.....	4
Corcoran.....	1
<b>Total .....</b>	<b>37</b>

### Training

- Hazmat Awareness
- Hazardous Materials – Right to Know

### Activities

- SCBA Fit Tests
- Boy Scout Troop Tour



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

1. Report for the month of Dec-23

2. Check as appropriate:

pulltabs

tipboards

3. Gross receipts 358,568

4. Expenses - total 341,833

Expenses itemized:


Compensation	7,014
Prizes	317,800
Pull tab games/taxes	5,212
Supplies/misc/payroll proc./storage	290
Combined receipts	10,522
Cash long/short	120
Rent	875

5. Profits 16,735

6. Distribution of profits (itemized)

OMGHA	100,000
Osseo Senior High All Night Party	1,500

Signed:

  
\_\_\_\_\_

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

**Resolution No. 2024-xx**

**RESOLUTION ACCEPTING DONATION TO CITY OF OSSEO**

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

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

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

<u>Donor</u>	<u>Amount/Item</u>	<u>Designated Fund</u>
Osseo Fire Department Relief Association	\$10,000	Police Equipment
Duffy's Bar & Grill	\$1,000	Police Equipment



## City of Osseo City Council Meeting Item

**Agenda Item:** Approve New Tobacco and Edible Cannabinoid Products Licenses for Osseo Downtown LLC

**Meeting Date:** February 12, 2024  
**Prepared by:** Katrina Jones, City Clerk

**Attachments:** None

### **Policy Consideration:**

Consider approving a new tobacco and edible cannabinoid products license for Osseo Downtown LLC dba Downtown Smoke Shop.

### **Background:**

Aysar Awawda, owner, applied for a new tobacco and edible cannabinoid products licenses for Osseo Downtown LLC dba Downtown Smoke Shop located at 529 Central Avenue. He indicated that he has smoke shops in two other cities, New Hope and Northfield. Staff contacted both cities and they indicated that the licenses are in good standing and that they have had no violations. Mr. Awawda indicated that his brother will be managing the daily store operations and there will also be an assistant manager.

Zoning was approved by the Community Management Coordinator. The Police Department has conducted a background investigation for the owner, which was clear. Staff collected prorated fees per city code for the remainder of the license period, from January until June 30, 2024.

The applicant plans to be in attendance for the meeting for any Council questions. The Council should also allow for public comment to consider approval of the licenses for Osseo Downtown LLC.

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

Ensure City's continued financial stability.  
Maintain as low a tax rate as possible.

### **Options:**

The City Council may choose to:

- 1) Approve new tobacco and edible cannabinoid products licenses for Osseo Downtown LLC dba Downtown Smoke Shop;
- 2) Deny approval of the new tobacco and edible cannabinoid products licenses for Osseo Downtown LLC dba Downtown Smoke Shop;
- 3) Table for additional information.

**Recommendation/Action Requested:**

Staff recommends the City Council choose option 1) Approve new tobacco and edible cannabinoid products licenses for Osseo Downtown LLC dba Downtown Smoke Shop.



**Agenda Item:** Items pertaining to the 2024 Street Reconstruction & Rehabilitation Project

**Meeting Date:** February 12, 2024

**Prepared By:** Alyson Fauske, PE (MN), City Engineer

**Attachments:** Localized ponding map (from preliminary design); Photos from June, 2022; Resolution

**Policy Consideration:**

City Council consideration of rescinding the January 12, 2024 vote approving plans and specifications and authorized the advertisement of bids.

**Background and Previous Action:**

June 26, 2023- City Council accepted the feasibility report and called the public hearing for the project consisting of street improvements throughout the City as listed below.

Reconstruction of:

- 8<sup>th</sup> Avenue NE from 3<sup>rd</sup> Street NE to Broadway Street E
- 9<sup>th</sup> Avenue NE from St. Vincent Cemetery to 1<sup>st</sup> Street NE
- 1<sup>st</sup> Street NE from 8<sup>th</sup> Avenue NE to 9<sup>th</sup> Avenue NE
- 3<sup>rd</sup> Street NE from 7<sup>th</sup> Avenue NE to 9<sup>th</sup> Avenue NE
- North Oaks Drive from 6<sup>th</sup> Avenue NE to 93<sup>rd</sup> Avenue N (CR 30)
- Broadway Street E from 8<sup>th</sup> Avenue NE to City of Osseo Public Works
- 1 ½ Street NE from Central Avenue to 1<sup>st</sup> Avenue NE

Mill and overlay of CR 81 Service Road from Broadway Street E to 4<sup>th</sup> Street SE

Council confirmed that sidewalks would not be included in the scope of the project and requested more information about partial vs full replacement of concrete curb and gutter within the single family residential area.

Utility improvements identified in the feasibility report included relocating hydrants as needed and adjusting gate valves. Based on televising performed in 2019 sanitary sewer in need of rehabilitation was lined, therefore the only sanitary sewer improvements proposed with this project is to install chimney seals and replace the castings to match the new paved surface. The report also included new storm sewer along 8<sup>th</sup> Ave NE from Broadway St E to 1<sup>st</sup> St NE to facilitate drainage and additional storm sewer will be installed at the low point of the roadway profile of North Oaks Dr to minimize local flooding concerns.

July 24, 2023- The public hearing was held. Discussion included full vs partial replacement of the curb and gutter in the project area from a cost and benefit perspective. The flat grades in Osseo present a challenge for drainage and full curb and gutter replacement provides an opportunity for the street profile grades to be slightly modified to improve drainage. Spot curb and gutter replacement was estimated to be ~\$270,000 cheaper, which would reduce the preliminary unit assessment for residential single-family by approximately \$1,500.

City Council to order the improvements (which requires a super-majority, or 4/5 vote) failed by a 3-1 vote.

August 14, 2023- City Council rescinded the July 24, 2023 failed vote to order the improvements. There was discussion about why a mill and overlay is not proposed for the entire project. City Council requested more information be provided regarding the proposed assessments to the school district, the church cemetery and the state.

There was discussion about partial versus full curb and gutter replacement and it was noted that the City received numerous complaints with past projects where only some of the curb and gutter was replaced. Based on review of construction plans partial curb and gutter replacement was done with the 2017 project (3<sup>rd</sup> Street SE, and portions of 4<sup>th</sup>, 5<sup>th</sup> and Avenue SE) and the 2018 project (portions of 4<sup>th</sup> Street NE and 4<sup>th</sup> and 6<sup>th</sup> Avenue NE). Full curb and gutter replacement was done with the 2020 project (portions of 2<sup>nd</sup> and 3<sup>rd</sup> Avenue NE).

August 28, 2023- The staff memo clarifies that the preliminary assessment roll in the feasibility report includes the school district. The council packet also included a memo from the city attorney concluding that the cemetery is exempt from special assessments, and that it would be extremely challenging to prove special benefit to the State of Minnesota for the 9<sup>th</sup> Avenue NE improvements.

The coring information that was included in the feasibility report was used to illustrate why a mill and overlay was not proposed for the residential area of the project. The memo to council included the attached map showing the locations where ponding in the curb and gutter was observed. Other examples of observed issues with curb and gutter include broken/severely cracked panels and the curb deteriorated. Examples of some of the curb and gutter issues observed in June, 2022 are attached.

The city council memo also included a table summarizing the number of panels with noted issues and the number of driveways adjacent to these panels so that council could get an idea of the scope of partial curb and gutter replacement within the residential portion of the project.

Location	No. of 10' curb and gutter panels with noted issues	No. of driveways adjacent to damaged panels
Broadway St E (South)	6	0
Broadway St E (North)	1	0
8 <sup>th</sup> Ave NE (East)	41	5
8 <sup>th</sup> Ave NE (West)	52	9
1 <sup>st</sup> St NE (South)	12	1
1 <sup>st</sup> St NE (North)	3	0
9 <sup>th</sup> Ave NE (East)	31	0
9 <sup>th</sup> Ave NE (West)	20	3
3 <sup>rd</sup> St NE (South)	13	1
3 <sup>rd</sup> St NE (North)	15	3
North Oaks Dr (S/E)	30	2
North Oaks Dr (N/W)	35	2

City Council discussed that the condition of the sanitary sewer may have deteriorated since it was last televised and directed staff to get a quote to reteleviser these pipes. City

Council also asked to get leak detection performed on the watermain and directed staff to look into applying for the Local Road Improvement Project grant.

City Council ordered the improvements and authorized preparation of plans and specifications.

September 25, 2023- City Council awarded a contract to re-televise the sanitary sewer in the project area and discussed the watermain leak detection services that are performed annually. The criteria for the Local Road Improvement Project grant was presented and City Council opted not to pursue funding citing that it would not be prudent because it was not feasible.

January 8, 2024- In addition to the storm sewer improvements identified in the feasibility report, the plans included the extension of storm sewer within 1<sup>st</sup> Street NE to reduce the amount of time that drainage remains on the street when compared to the existing conditions. There was also discussion about why a reconstruction project is proposed instead of a reclamation project. City Council approved plans and specifications and authorized advertisement for bids.

January 23, 2024- City staff directs that an addendum be issued for the replacement of the hydrants and hydrant leads in the project area.

**Discussion and Options to Consider:**

Two council members requested that the city council consider rescinding the January 8, 2024 vote approving the plans and specifications and authorizing the advertisement for bids. It is anticipated that the outcome of the meeting will be one of the following:

1. Motion to rescind passes. The entire project is put on hold and the advertisement for bids is withdrawn.
2. The council directs changes to the project scope. The bid date is adjusted so that plans and specifications can be updated accordingly and brought back to City Council for consideration to approve. If City Council approves the updated plans and specifications they would be provided to contractors with sufficient time provided to review the documents and prepare a bid.
3. Motion to rescind fails. The project is bid as was approved on January 8, 2024 and the addenda as directed on January 23, 2024.

**Schedule:**

Knowing that city council is considering rescinding the January 8, 2024 vote, an addendum was issued changing the bid opening date to February 20. This was done in effort to keep contractors from spending time preparing a bid for a project that has the potential to be withdrawn or changed in scope the night before the originally scheduled bid opening, which was February 13 at 10 am.

A summary of the project schedule as presented on January 8, 2024 is shown below along with the anticipated project schedules for the potential outcomes listed in the previous section of this memo.

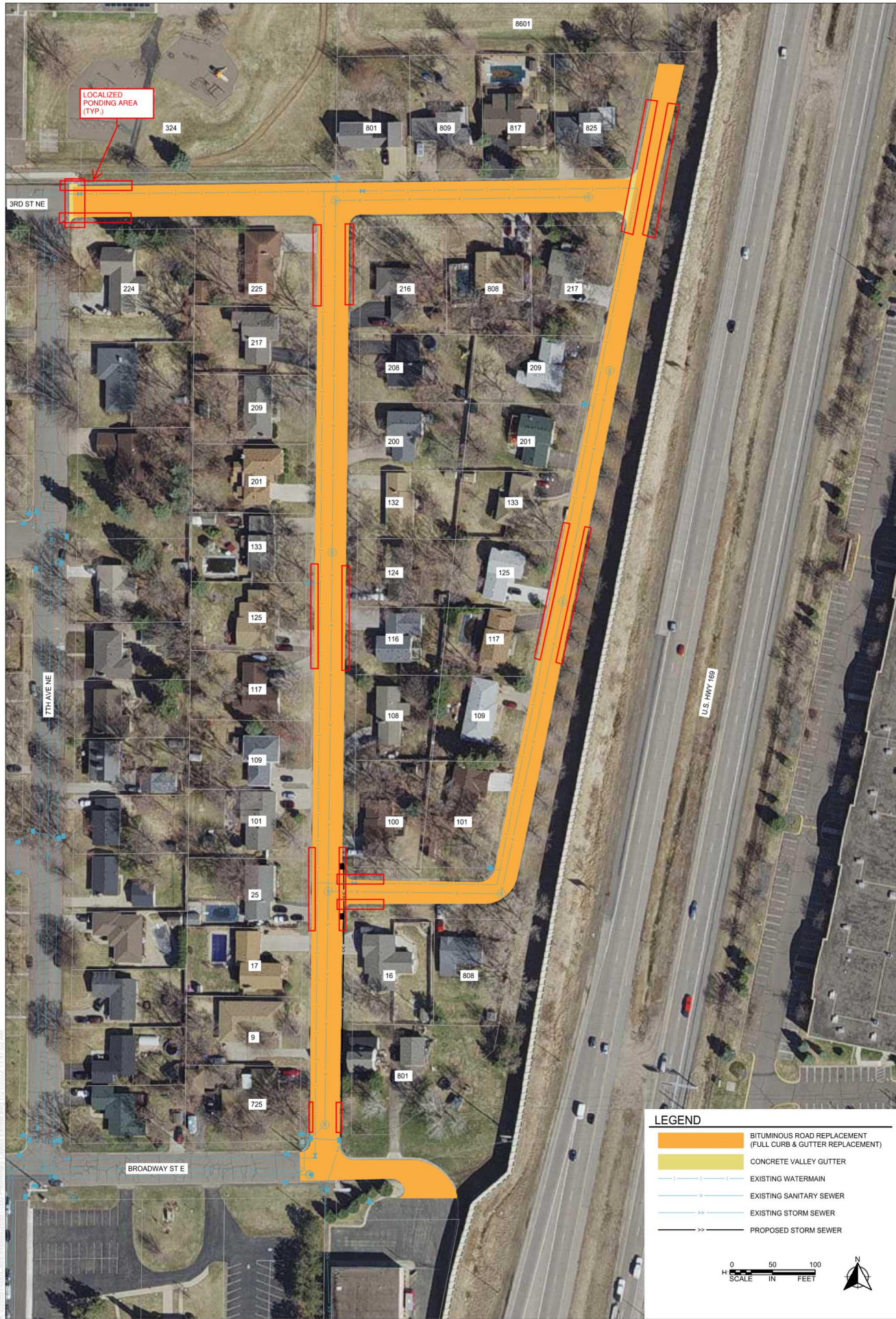
	<b>Approve Plans &amp; Specifications</b>	<b>Bid Opening</b>	<b>Call Assessment Hearing</b>	<b>Hold Assessment Hearing</b>	<b>Award Contract</b>
Per January 8, 2024 memo	January 8	February 13	February 26	March 25	April 8
Project is put on hold	n/a	-	-	-	-
Project scope is changed	March 11	March 26	April 8	May 13	May 28*
Motion to rescind fails	n/a	February 20	March 25	April 22	May 13

\*Council could consider awarding the contract after holding the assessment hearing on May 13.

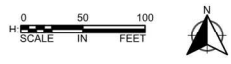
**Action Requested:**

Staff requests council direction on how to proceed.





- LEGEND**
- BITUMINOUS ROAD REPLACEMENT (FULL CURB & GUTTER REPLACEMENT)
  - CONCRETE VALLEY GUTTER
  - EXISTING WATERMAIN
  - EXISTING SANITARY SEWER
  - EXISTING STORM SEWER
  - PROPOSED STORM SEWER





817 3<sup>rd</sup> St NE- ponding.



808 3<sup>rd</sup> St NE- damage to curb.



3<sup>rd</sup> St NE at 7<sup>th</sup> Ave NE- ponding, damaged curb.



9 8<sup>th</sup> Ave NE- ponding.



16 8<sup>th</sup> Ave NE- ponding



25 8<sup>th</sup> Ave NE- ponding.



201 8<sup>th</sup> Ave NE- ponding.



209 8<sup>th</sup> Ave NE- ponding.



Across from 109 9<sup>th</sup> Ave NE- ponding.



201 9<sup>th</sup> Ave NE- ponding.



209 9<sup>th</sup> Ave NE- ponding.



Broadway St E at 8<sup>th</sup> Ave NE- ponding.

**Resolution No. 2024-XX**

**RESOLUTION RESCINDING APPROVAL OF THE PLANS AND SPECIFICATIONS AND AUTHORIZING  
ADVERTISEMENT FOR BIDS FOR THE PROPOSED  
2024 STREET RECONSTRUCTION & REHABILITATION PROJECT**

WHEREAS, pursuant to motion passed by the City Council on May 23, 2022, the City Engineer was directed to prepare a Feasibility Report for the 2023 Street Reconstruction & Rehabilitation Project, and

WHEREAS, such feasibility report was received by the City Council at the September 12, 2022, regular City Council meeting, and the City Council voted to postpone the project, and

WHEREAS, at the April 24, 2023, Work Session the City Council directed work to commence on the project, and

WHEREAS, the feasibility report for the now 2024 Street Reconstruction & Rehabilitation Project was received by the City Council at the June 26, 2023 regular City Council meeting and included updates to reflect the City Council action taken on September 12, 2022, the year of the proposed project, the opinion of probable cost of the project, and the preliminary assessment amounts, and

WHEREAS, a motion of the City Council adopted on June 26, 2023, fixed a date for a Public Hearing on the proposed improvements to be held on July 24, 2023, and

WHEREAS, the public hearing was held on July 24, 2023, at which time all persons desiring to be heard were given an opportunity to be heard, and

WHEREAS, on July 24, 2023, the Council's motion to Order the Improvements and Authorize Preparation of Plans and Specifications failed by a 3-1 vote, and

WHEREAS, on August 14, 2023, the City Council voted to rescind the failed vote that occurred on July 24, 2023, and

WHEREAS, on August 28, 2023, the City Council Ordered the Improvements and Authorized Preparation of Plans and Specifications, and

WHEREAS, on January 8, 2024, the City Council Approved Plans and Specifications and Authorized the Advertisement for Bids, and



WHEREAS, two (2) City Council members requested that the City Council consider rescinding the January 8, 2024 vote Approving Plans and Specifications and Authorizing the Advertisement for Bids.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, County of Hennepin, State of Minnesota that it rescinds the January 8, 2024, vote Approving Plans and Specifications and Authorizing the Advertisement for Bids and directs the City Engineer to perform actions necessary to withdraw the advertisement for bids.



## MEMORANDUM

**TO:** Riley Grams, City Administrator  
**FROM:** Rebecca Kurtz, Jessica Cook, and Elizabeth Diaz  
**DATE:** January 30, 2024  
**SUBJECT:** 2024 Utility Rates

---

The City of Osseo annually sets rates for its water, sanitary sewer and storm water utilities. The proposed rates for 2024 are based on the utility rate study Ehlers completed in 2023 and the inflationary increases recommended in that study. This purpose of this memo is to briefly describe the changes that were made in 2023 to advance water affordability and the Council's policy goals for all the utilities.

### Water Rates

In 2023 the City eliminated billing for a minimum of 8,000 gallons and added a fourth tier in the water rate structure. The result was to lower bills for many customers and charge more for water used for irrigation. The proposed 2024 water rates maintain the new rate structure adopted in 2023 and apply a 6% inflationary increase to pay for operations and capital improvements.

### Sanitary Sewer Rates

In 2023 the City clarified that single-family residential sanitary sewer bills would be based on water consumption in the winter quarter. Refunds were given for prior billing periods when residents were billed based on actual water usage. The 2024 resolution clearly specifies the City will use winter quarter water consumption to determine single-family residential sewer bills year-round. The 2024 sanitary sewer rates reflect a 7% increase over the 2023 rates.

### Storm Water Rates

The storm water rates reflect a 7.25% increase over 2023 rates. For a single-family residential property, this means a \$2.76 increase per quarter or \$0.92 per month. Storm water rate increases are driven by the projected need to spend an average of \$120,000 per year on capital improvements to maintain the collection and treatment systems.

The proposed water, sanitary sewer and storm water rates are detailed in the attached resolutions. The proposed rates will pay for operations, maintenance, repairs and replacement of the utility systems as well as maintain adequate cash reserves.

**Resolution No. 2024-xx**

**RESOLUTION SETTING SANITARY SEWER USER FEES IN 2024**

WHEREAS, the costs for providing sanitary sewer services are funded via a quarterly base charge and user fees; and

WHEREAS, the sanitary sewer base charge and user fees are designed to cover ongoing operating expenses, maintenance, debt service, and future replacement costs; and

WHEREAS, the current base charge and user fees are not adequate to meet the revenue requirements for 2024; and

NOW, THEREFORE, BE IT RESOLVED by the City Council that single family residential quarterly sewer billings will be based on the lesser of the winter quarter water usage or the actual quarterly usage, but not less than the 15,000 gallons included in the base charge. Winter quarter water usage will be calculated as the metered water usage during January, February, and March. The quarterly sewer billings for all other classes of customers will be based on the actual quarterly metered water usage. No sewer charges will be billed on irrigation meters.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Osseo, County of Hennepin, Minnesota, that sanitary sewer user fees be set as follows and charged quarterly, effective as of January 1, 2024, for the calendar year of 2024:

A base charge of \$62.88 per quarter which includes 15,000 gallons and \$12.10 per 1,000 gallons beyond 15,000 gallons.

**Resolution No. 2024-xx**

**RESOLUTION SETTING STORM WATER UTILITY FEES IN 2024**

WHEREAS, the storm water utility fee is a method of financing the administration, planning, implementation, and maintenance of storm water management programs; and

WHEREAS, the costs for providing storm water services are funded via a utility fee that is charged quarterly; and

WHEREAS, the current storm water utility fee is not adequate to cover operating and other costs as outlined in year 2024;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, County of Hennepin, Minnesota, that the storm water utility fee be set as follows and charged quarterly, effective January 1, 2024, for the calendar year 2024:

2024: \$47.00 per REF per quarter

**Resolution No. 2024-xx**

**RESOLUTION SETTING WATER USER FEES IN 2024**

WHEREAS, the costs for providing water services are funded via a quarterly base fee and user fees; and

WHEREAS, the base and water user fees are designed to cover ongoing operating expenses, the cost of purchased water, debt service, capital improvements, equipment and to maintain adequate reserves; and

WHEREAS, the current user fees and base fees are not adequate to meet these expenses;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Osseo, County of Hennepin, Minnesota, that water user fees are set per Exhibit A, and charged quarterly, effective January 1, 2024, for the calendar year 2024.

## Exhibit A

<b>Quarterly Water Rates</b>	
	<b>2024</b>
<b>Flat Rates</b>	
Meter Charges	
3/4"	23.15
1"	23.15
1.5"	37.65
2"	50.20
3"	125.50
4"	502.00
6"	502.00
<b>Usage Rates</b>	
<b>Residential rates per thousand gallons</b>	
Tier 1 (0 to 10,000 gallons)	3.18
Tier 2 (10,000 to 16,000 gallons)	4.61
Tier 3 (16,000 to 24,000 gallons)	6.46
Tier 4 (over 24,000 gallons)	9.04
<b>Multi Family rate per thousand gallons</b>	
all Usage	5.12
<b>Commercial rates per thousand gallons</b>	
Tier 1 (0 to 50,000 gallons)	4.03
Tier 2 (50,000-100,000 gallons)	4.63
Tier 3 (100,000-125,000 gallons)	5.79
Tier 4 (over 125,000)	7.53
<b>Irrigation rate per thousand gallons</b>	
All usage	9.04
<b>Bulk Water Sales rate per thousand gallons</b>	
All usage	9.04



## City of Osseo City Council Meeting Item

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**Agenda Item:** CLOSED SESSION - Discuss Purchase Offer for 33 Second Street NE

**Meeting Date:** February 12, 2024

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

**Attachments:** None

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**Policy Consideration:**

Consider moving into closed session, pursuant to Minnesota Statutes, Section 13D.05, subd. 3(c)(3), to discuss offers for purchase of property located at 33 Second Street NE.

**Recommendation/Action Requested:**

Staff recommends the City Council motion to move into closed session, pursuant to Minnesota Statutes, Section 13D.05, subd. 3(c)(3), to discuss offers for purchase of a property located at 33 Second Street NE.



Osseo, MN

# Pending Expense Approval Report

By Vendor Name

APPKT00264

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Adams Pest Control, Inc.</b>					
Adams Pest Control, Inc.	3764350	1Q24 Pest Control - CH	Building Repair/Maintenance	101-41700-222	146.71
<b>Vendor Adams Pest Control, Inc. Total:</b>					<b>146.71</b>
<b>Vendor: Aflac</b>					
Aflac	590589	Feb 2024	Medical/Dental/Life/Ltd	101-21706	234.42
<b>Vendor Aflac Total:</b>					<b>234.42</b>
<b>Vendor: Amazon Capital Services, Inc</b>					
Amazon Capital Services, Inc	1CW1-YCCM-TLWQ	FD 6 Desk Chairs	Equipment	120-41920-570	861.30
Amazon Capital Services, Inc	1XMG-3C3H-YFM7	FD - Toner Cartridges	Operations	101-41920-211	212.21
<b>Vendor Amazon Capital Services, Inc Total:</b>					<b>1,073.51</b>
<b>Vendor: Aspen Mills Inc</b>					
Aspen Mills Inc	326439	PD Embroidering	Officer Equipment	101-41900-213	28.85
<b>Vendor Aspen Mills Inc Total:</b>					<b>28.85</b>
<b>Vendor: Broadway Awards Inc</b>					
Broadway Awards Inc	54240	Name Plate (Gallegos / Harris)	Office Operations	101-41900-201	32.00
<b>Vendor Broadway Awards Inc Total:</b>					<b>32.00</b>
<b>Vendor: Champion, Barrow and Associates</b>					
Campion, Barrow and Associa	036517	MN Law Enforcement Testing	Personnel/Recruitment	101-41900-355	910.00
<b>Vendor Champion, Barrow and Associates Total:</b>					<b>910.00</b>
<b>Vendor: Canon Financial Services, Inc.</b>					
Canon Financial Services, Inc.	31861661	CH Color Copier Lease 11/1/2	Leases/Rentals	101-41110-410	346.92
<b>Vendor Canon Financial Services, Inc. Total:</b>					<b>346.92</b>
<b>Vendor: Centerpoint Energy</b>					
Centerpoint Energy	Dec 2023	Dec 2023 - Natural Gas 11/30	Natural Gas Service	101-41700-390	635.07
Centerpoint Energy	Dec 2023	Dec 2023 - Natural Gas 11/30	Natural Gas Service	101-41800-390	139.41
Centerpoint Energy	Dec 2023	Dec 2023 - Natural Gas 11/30	Natural Gas Service	101-42000-390	367.54
Centerpoint Energy	Dec 2023	Dec 2023 - Natural Gas	Natural Gas Service	101-42350-390	71.35
Centerpoint Energy	Dec 2023	Dec 2023 - Natural Gas 11/30	Natural Gas Service	602-49400-390	15.30
<b>Vendor Centerpoint Energy Total:</b>					<b>1,228.67</b>
<b>Vendor: Central Telephone</b>					
Central Telephone	10166	Phones - CH (2/1/24 -2/29/24	Telecommunications	101-41700-321	1,036.08
<b>Vendor Central Telephone Total:</b>					<b>1,036.08</b>
<b>Vendor: Cheryl Clausen</b>					
Cheryl Clausen	CC Dep	CC Deposit Refund	Community Center Deposits	101-22001	250.00
<b>Vendor Cheryl Clausen Total:</b>					<b>250.00</b>
<b>Vendor: Cintas Corp.</b>					
Cintas Corp.	4178325165	PD Mats	Leases/Rentals	101-41900-410	6.24
Cintas Corp.	4181120172	CH Mat Svc	Operations	101-41700-211	14.88
Cintas Corp.	4181120203	PD - Mat Svc 1/23	Leases/Rentals	101-41900-410	6.24
<b>Vendor Cintas Corp. Total:</b>					<b>27.36</b>
<b>Vendor: Cintas First Aid &amp; Safety</b>					
Cintas First Aid & Safety	8406633718	PW First Aid Kit Service/Suppl	Operations	101-42000-211	77.28
<b>Vendor Cintas First Aid &amp; Safety Total:</b>					<b>77.28</b>
<b>Vendor: Citywide Service Corp - Towing</b>					
Citywide Service Corp - Towin	75616	Impound Services	Other Professional Services	101-41900-310	232.60
<b>Vendor Citywide Service Corp - Towing Total:</b>					<b>232.60</b>
<b>Vendor: Comcast</b>					
Comcast	1/24/24	Feb 2024 Pub Works Service	Telecommunications	101-42000-321	184.40
Comcast	Jan 24, 2024	Feb 2024 City Hall Service	Telecommunications	101-41700-321	378.81



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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Comcast	Feb 2024	CABl	Telecommunications	101-41700-321	19.91
<b>Vendor Comcast Total:</b>					<b>583.12</b>
<b>Vendor: Crysteel Truck Equipment</b>					
Crysteel Truck Equipment	FP194491	Snow Frame	Snow Management	101-42000-250	530.73
<b>Vendor Crysteel Truck Equipment Total:</b>					<b>530.73</b>
<b>Vendor: ECM Publishers Inc</b>					
ECM Publishers Inc	982255	2023 Street Bids	Street Improvement	412-42000-529	486.00
ECM Publishers Inc	984094	Osseo MG Champlin & Dayto	Recording Services	101-41000-307	142.00
<b>Vendor ECM Publishers Inc Total:</b>					<b>628.00</b>
<b>Vendor: Ed Columbus</b>					
Ed Columbus	20240203	Repair 2 doors at PD	Building Repair/Maintenance	101-41700-222	75.00
<b>Vendor Ed Columbus Total:</b>					<b>75.00</b>
<b>Vendor: Eftps - Fit And Fica</b>					
Eftps - Fit And Fica	INV0000638	Federal Tax	Federal Withholding	101-21701	5,888.17
Eftps - Fit And Fica	INV0000638	Medicare	Fica Withholding	101-21703	1,987.22
Eftps - Fit And Fica	INV0000638	Social Security	Fica Withholding	101-21703	4,575.10
<b>Vendor Eftps - Fit And Fica Total:</b>					<b>12,450.49</b>
<b>Vendor: Element Technologies LLC</b>					
Element Technologies LLC	IVC68010	IT - Foxit Implementation	It Service	101-41515-302	825.00
<b>Vendor Element Technologies LLC Total:</b>					<b>825.00</b>
<b>Vendor: Finance &amp; Commerce Inc</b>					
Finance & Commerce Inc	745670004	2024 Street Recon Bids	Street Improvement	412-42000-529	237.63
<b>Vendor Finance &amp; Commerce Inc Total:</b>					<b>237.63</b>
<b>Vendor: Finken Water Solutions</b>					
Finken Water Solutions	02541TN	1/31/23 Admin bottled water	Operations	101-41700-211	21.95
Finken Water Solutions	140197	Feb 2023 Admin water cooler	Leases/Rentals	101-41110-410	13.00
Finken Water Solutions	1409199	Water softener rental 417 1st	State Sales Tax	205-21550	3.15
Finken Water Solutions	1409199	Water softener rental 417 1st	Rental Property Expenses	205-42350-801	34.95
<b>Vendor Finken Water Solutions Total:</b>					<b>73.05</b>
<b>Vendor: Fire Instruction Rescue Education</b>					
Fire Instruction Rescue Educa	6652	OSHA Dept Refresher C Mcku	Fire Training - Reimburseable	101-41920-261	650.00
<b>Vendor Fire Instruction Rescue Education Total:</b>					<b>650.00</b>
<b>Vendor: Frontiersman Sports</b>					
Frontiersman Sports	1/31/24	15 Gun Holsters	Equipment	115-41900-570	4,950.00
<b>Vendor Frontiersman Sports Total:</b>					<b>4,950.00</b>
<b>Vendor: Further</b>					
Further	INV0000627	Employee HSA	Employee H.S.A Contribution	101-21711	783.23
<b>Vendor Further Total:</b>					<b>783.23</b>
<b>Vendor: Gary A Groen, CPA (inactive)</b>					
Gary A Groen, CPA (inactive)	Dec 2023	August 2022 Financial consul	Accounting/Auditing	101-41550-301	774.00
Gary A Groen, CPA (inactive)	Dec 2023	August 2022 Financial consul	Accounting/Auditing	601-49400-301	483.75
Gary A Groen, CPA (inactive)	Dec 2023	August 2022 Financial consul	Accounting/Auditing	602-49400-301	483.75
Gary A Groen, CPA (inactive)	Dec 2023	August 2022 Financial consul	Accounting/Auditing	604-49400-301	193.50
<b>Vendor Gary A Groen, CPA (inactive) Total:</b>					<b>1,935.00</b>
<b>Vendor: Gopher State One Call Inc</b>					
Gopher State One Call Inc	4010665	August 2022 Utility locate ser	Other Professional Services	601-49400-310	34.45
Gopher State One Call Inc	4010665	August 2022 Utility locate ser	Other Professional Services	602-49400-310	34.45
<b>Vendor Gopher State One Call Inc Total:</b>					<b>68.90</b>
<b>Vendor: Gradys Ace Hardware</b>					
Gradys Ace Hardware	58093/3	Pad Locks - PW	Operations	101-42000-211	28.78
<b>Vendor Gradys Ace Hardware Total:</b>					<b>28.78</b>
<b>Vendor: Health Strategies</b>					
Health Strategies	123650	Preplacement Exam - E. Lurie	Personnel/Recruitment	101-41920-355	422.00
<b>Vendor Health Strategies Total:</b>					<b>422.00</b>

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Hennepin County Treasurer - Information Technology</b>					
Hennepin County Treasurer - I	1000218046	Jan 2024 PINS, SILS, CALS	Assessing Service	101-41110-308	29.00
<b>Vendor Hennepin County Treasurer - Information Technology Total:</b>					<b>29.00</b>
<b>Vendor: Hennepin County Treasurer - Sheriff</b>					
Hennepin County Treasurer -	1000217749	11/1/23- 12/31/23 Jail Per Di	Incarceration Services	101-41900-316	300.00
<b>Vendor Hennepin County Treasurer - Sheriff Total:</b>					<b>300.00</b>
<b>Vendor: Holicky Bros Logistics</b>					
Holicky Bros Logistics	64497	Salt 25.66 Tons	Snow Management	101-42000-250	2,469.78
<b>Vendor Holicky Bros Logistics Total:</b>					<b>2,469.78</b>
<b>Vendor: Icma Retirement Corporation</b>					
Icma Retirement Corporation	INV0000626	DFC - ICMA	Deffered Comp	101-21705	884.61
<b>Vendor Icma Retirement Corporation Total:</b>					<b>884.61</b>
<b>Vendor: Innovative Office Solutions</b>					
Innovative Office Solutions	IN4384182	Toner CH	Operations	101-41110-211	133.16
Innovative Office Solutions	IN4441630	Office Supplies - CH (voting su	Operations	101-41110-211	243.51
Innovative Office Solutions	IN4444099	Office Supplies - CH (Napkins)	Operations	101-41110-211	6.09
<b>Vendor Innovative Office Solutions Total:</b>					<b>382.76</b>
<b>Vendor: Jordan Consulting &amp; Counseling</b>					
Jordan Consulting & Counseli	FD	FD Mental Health Sess 12/19,	Other Professional Services	101-41920-310	330.00
Jordan Consulting & Counseli	PD	PD Mental Health Sess 12/22,	Operations	115-41900-211	590.00
<b>Vendor Jordan Consulting &amp; Counseling Total:</b>					<b>920.00</b>
<b>Vendor: Kennedy &amp; Graven, Chartered</b>					
Kennedy & Graven, Chartered	179128	December 2023 Legal Service	Operations	101-41500-211	27.51
Kennedy & Graven, Chartered	179128	December 2023 Legal Service	Legal Service - Civil	101-41500-304	2,438.67
<b>Vendor Kennedy &amp; Graven, Chartered Total:</b>					<b>2,466.18</b>
<b>Vendor: Kirkwold, Emily</b>					
Kirkwold, Emily	CC Dep Refund	Comm Ctr Dep Refund	Community Center Deposits	101-22001	250.00
<b>Vendor Kirkwold, Emily Total:</b>					<b>250.00</b>
<b>Vendor: Law Enforcement Labor Services</b>					
Law Enforcement Labor Servic	Feb 2024	PD Union Dues	Union Dues	101-21708	493.50
<b>Vendor Law Enforcement Labor Services Total:</b>					<b>493.50</b>
<b>Vendor: Leeza Olson</b>					
Leeza Olson	2/3/2024	Refund Comm Center deposit	Community Center Deposits	101-22001	200.00
<b>Vendor Leeza Olson Total:</b>					<b>200.00</b>
<b>Vendor: MacQueen Emergency</b>					
MacQueen Emergency	021215	FD SCBA Testing	Equip Repair/ Maintenance	101-41920-221	2,130.00
<b>Vendor MacQueen Emergency Total:</b>					<b>2,130.00</b>
<b>Vendor: Martha K Massaquoi</b>					
Martha K Massaquoi	CC Dep	Refund CC Dep	Community Center Deposits	101-22001	250.00
<b>Vendor Martha K Massaquoi Total:</b>					<b>250.00</b>
<b>Vendor: Matthew Peterson</b>					
Matthew Peterson	1/18/24	Expenses PD uniform	Uniforms/Gear	101-41900-218	218.00
<b>Vendor Matthew Peterson Total:</b>					<b>218.00</b>
<b>Vendor: Medline Industries, LP</b>					
Medline Industries, LP	2304104075	FD - Mass Casualty Bags	Equipment	120-41920-570	28.72
<b>Vendor Medline Industries, LP Total:</b>					<b>28.72</b>
<b>Vendor: Melissa Kloster</b>					
Melissa Kloster	33	Jan 2024 Strength Class	Programming	101-42300-312	440.00
<b>Vendor Melissa Kloster Total:</b>					<b>440.00</b>
<b>Vendor: Menards - Brooklyn Park</b>					
Menards - Brooklyn Park	80295	Plastic to cover water leak	Operations	601-49400-211	84.99
Menards - Brooklyn Park	81139	Rental House Repair Supplies	Rental Property Expenses	205-42350-801	101.12
Menards - Brooklyn Park	81352	Lighting Repairs - CH	Building Repair/Maintenance	101-41700-222	213.60
<b>Vendor Menards - Brooklyn Park Total:</b>					<b>399.71</b>

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Metro Cities Association of Metropolitan Municipalities</b>					
Metro Cities Association of M	1760	2024 Metro Cities Membershi	Dues/Membership	101-41000-255	1,273.00
<b>Vendor Metro Cities Association of Metropolitan Municipalities Total:</b>					<b>1,273.00</b>
<b>Vendor: Metro Sales Inc</b>					
Metro Sales Inc	INV2449543	Monthly Copies - PD	Leases/Rentals	101-41900-410	122.29
<b>Vendor Metro Sales Inc Total:</b>					<b>122.29</b>
<b>Vendor: Metropolitan Area Management Association</b>					
Metropolitan Area Managem	1697 a	2024 Membership R Grams	Dues/Membership	101-41110-255	45.00
Metropolitan Area Managem	1816	MAMA Luncheon 1/25/24 R G	Education/Meetings/Travel	101-41110-260	25.00
<b>Vendor Metropolitan Area Management Association Total:</b>					<b>70.00</b>
<b>Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)</b>					
Minnesota Child Support Pay	INV0000636	Child Support	Misc Deductions/Benefits	101-21710	423.07
<b>Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:</b>					<b>423.07</b>
<b>Vendor: Minute Maker Secretarial</b>					
Minute Maker Secretarial	M1800	Council & WS Mtg Minutes - 1	Recording Services	101-41000-307	310.00
Minute Maker Secretarial	M1819	Council Mttg Minutes 1/8/24	Recording Services	101-41000-307	224.00
Minute Maker Secretarial	M1826	CC & WS Minutes 1/22 & 1/2	Recording Services	101-41000-307	525.00
<b>Vendor Minute Maker Secretarial Total:</b>					<b>1,059.00</b>
<b>Vendor: Minuteman Press</b>					
Minuteman Press	35943	4Q23 UB Postage/Mailing	Other Professional Services	601-49400-310	191.49
Minuteman Press	35943	4Q23 UB Postage/Mailing	Postal/Delivery Service	601-49400-322	191.49
Minuteman Press	35943	4Q23 UB Postage/Mailing	Other Professional Services	602-49400-310	191.38
Minuteman Press	35943	4Q23 UB Postage/Mailing	Postal/Delivery Service	602-49400-322	191.49
Minuteman Press	35943	4Q23 UB Postage/Mailing	Postal/Delivery Service	604-49400-322	191.38
Minuteman Press	35943	4Q23 UB Postage/Mailing	Postal/Delivery Service	604-49400-322	191.48
<b>Vendor Minuteman Press Total:</b>					<b>1,148.71</b>
<b>Vendor: MN Department of Revenue</b>					
MN Department of Revenue	INV0000639	State Tax	State Withholding	101-21702	2,922.82
MN Department of Revenue	1/10/24	Council Withholding Tax	State Withholding	101-21702	25.00
<b>Vendor MN Department of Revenue Total:</b>					<b>2,947.82</b>
<b>Vendor: MN Secretary of State - Notary</b>					
MN Secretary of State - Notar	New - MaryLou Baier	Notary Commission Applicatio	Dues/Membership	101-41110-255	120.00
<b>Vendor MN Secretary of State - Notary Total:</b>					<b>120.00</b>
<b>Vendor: Msrs Dfc/Hcsp</b>					
Msrs Dfc/Hcsp	INV0000631	DFC - MSRS (ER Contribution)	Deffered Comp	101-21705	400.00
Msrs Dfc/Hcsp	INV0000631	DFC - MSRS (EE Contribution)	Deffered Comp	101-21705	1,924.00
Msrs Dfc/Hcsp	INV0000632	Employee HSA	Hcsp	101-21712	819.15
<b>Vendor Msrs Dfc/Hcsp Total:</b>					<b>3,143.15</b>
<b>Vendor: NAPA - Cottens Osseo</b>					
NAPA - Cottens Osseo	2488-443792	Fuel Conditioner	Vehicle Repairs/Maintenance	101-42000-217	42.97
NAPA - Cottens Osseo	2488-445272	Dump Truc Service/Parkts	Vehicle Repairs/Maintenance	101-42000-217	391.37
NAPA - Cottens Osseo	2488-448944	Glass Cleaner - CH	Building Repair/Maintenance	101-41700-222	16.76
<b>Vendor NAPA - Cottens Osseo Total:</b>					<b>451.10</b>
<b>Vendor: PERA - Public Employees Retirement Association</b>					
PERA - Public Employees Retir	INV0000637	PERA	Pera	101-21704	4,492.86
PERA - Public Employees Retir	INV0000637	PEPFF	Pera	101-21704	9,668.89
<b>Vendor PERA - Public Employees Retirement Association Total:</b>					<b>14,161.75</b>
<b>Vendor: Preferred Communications</b>					
Preferred Communications	INV075333	New Squad Cameras	Capital Outlay	110-41900-520	10,882.72
<b>Vendor Preferred Communications Total:</b>					<b>10,882.72</b>
<b>Vendor: Premier Bank</b>					
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Operations	101-41000-211	29.22
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Software	101-41515-309	231.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Office Operations	101-41900-201	93.25
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Office Operations	101-41900-201	48.94
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Office Operations	101-41900-201	83.98

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Office Operations	101-41900-201	9.75
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Office Operations	101-41900-201	4.87
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Recognition/Awards	101-41900-202	117.90
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Recognition/Awards	101-41900-202	38.16
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Recognition/Awards	101-41900-202	58.57
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Recognition/Awards	101-41900-202	73.12
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Operations	101-41900-211	127.34
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Operations	101-41900-211	36.98
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Operations	101-41900-211	22.99
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Vehicle Repairs/Maintenance	101-41900-217	15.58
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Vehicle Repairs/Maintenance	101-41900-217	66.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Education/Meetings/Travel	101-41900-260	600.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Education/Meetings/Travel	101-41900-260	458.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Education/Meetings/Travel	101-41900-260	105.11
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Education/Meetings/Travel	101-41900-260	250.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Software	101-41900-309	2.99
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Uniforms/Gear	101-41920-218	119.84
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Software	101-41920-309	54.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Software	101-41920-309	17.35
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Dues/Membership	115-41900-255	32.30
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Dues/Membership	115-41900-255	32.30
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Dues/Membership	115-41900-255	32.30
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Dues/Membership	115-41900-255	32.30
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Dues/Membership	115-41900-255	32.30
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Dues/Membership	115-41900-255	32.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Equipment	115-41900-570	356.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Minidazzle Donations	254-36251	110.03
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Minidazzle Donations	254-36251	106.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Minidazzle Donations	254-36251	24.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Minidazzle Donations	254-36251	70.38
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Minidazzle Donations	254-36251	248.00
Premier Bank	December 2023 Statement	11-7-23 to 12-6-23 Credit Car	Minidazzle Donations	254-36251	25.71
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-41110-211	86.81
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Education/Meetings/Travel	101-41110-260	330.58
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Software	101-41515-309	231.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Education/Meetings/Travel	101-41650-260	350.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Building Repair/Maintenance	101-41700-222	122.92
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Building Repair/Maintenance	101-41700-222	115.45
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Office Operations	101-41900-201	163.53
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Office Operations	101-41900-201	54.25
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Office Operations	101-41900-201	37.80
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Office Operations	101-41900-201	22.77
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Office Operations	101-41900-201	25.98
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-41900-211	28.20
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-41900-211	18.67
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Fuel - Vehicle/Equipment	101-41900-216	44.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Vehicle Repairs/Maintenance	101-41900-217	16.25
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	101-41900-255	35.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	101-41900-255	400.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Education/Meetings/Travel	101-41900-260	25.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Software	101-41900-309	2.99
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Personnel/Recruitment	101-41900-355	3.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-41920-211	49.84
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-41920-211	62.32
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-41920-211	206.85
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Operations	101-42000-211	74.60
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	206.14
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	156.94
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	25.60
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	104.98

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	79.88
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	38.97
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Uniforms/Gear	101-42000-218	34.86
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Snow Management	101-42000-250	123.88
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Snow Management	101-42000-250	65.12
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Equip Repair/ Maintenance	101-42350-221	123.60
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Capital Outlay	110-41900-520	773.35
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	115-41900-255	32.30
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	115-41900-255	32.00
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	115-41900-255	32.30
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	115-41900-255	32.30
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Dues/Membership	115-41900-255	32.30
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Equipment	115-41900-570	136.77
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Equipment	115-41900-570	239.31
Premier Bank	Jan 2024 Statement	12-7-23 to 1-5-24 Credit Card	Farmers Market	257-36248	61.35
<b>Vendor Premier Bank Total:</b>					<b>8,670.62</b>

**Vendor: Prime Advertising & Design**

Prime Advertising & Design	88830	Feb 2024 Monthly Website H	Software	101-41515-309	100.00
<b>Vendor Prime Advertising &amp; Design Total:</b>					<b>100.00</b>

**Vendor: Rugged Design, Inc**

Rugged Design, Inc	252403	Gun Parts New Squads (3 Raz	Capital Outlay	110-41900-520	1,705.00
<b>Vendor Rugged Design, Inc Total:</b>					<b>1,705.00</b>

**Vendor: Ryan Swanson**

Ryan Swanson	Jan 2024	R Swanson PD Uniform Exp Re	Uniforms/Gear	101-41900-218	70.87
<b>Vendor Ryan Swanson Total:</b>					<b>70.87</b>

**Vendor: Satellite Shelters, Inc.**

Satellite Shelters, Inc.	INV735209	Warming House Rental Feb 20	Operations	101-42350-211	632.50
<b>Vendor Satellite Shelters, Inc. Total:</b>					<b>632.50</b>

**Vendor: Sipe Bros. Inc.**

Sipe Bros. Inc.	Jan 4 - 13	Jan 1 - Jan13 Fuel PD & FD	Fuel - Vehicle/Equipment	101-41920-216	65.25
Sipe Bros. Inc.	Jan 4 - 13	Jan 1 - Jan13 Fuel PD & FD	Fuel - Vehicle/Equipment	101-42000-216	330.58
<b>Vendor Sipe Bros. Inc. Total:</b>					<b>395.83</b>

**Vendor: South Lake Minnetonka Police Department**

South Lake Minnetonka Police	Oct/Nov 2023	Oct/Nov 2023 Consulting GTE	Dues/Membership	101-41900-255	126.92
South Lake Minnetonka Police	Sept 2023	PD - Sept 2023 Legal Fees	Dues/Membership	101-41900-255	141.10
<b>Vendor South Lake Minnetonka Police Department Total:</b>					<b>268.02</b>

**Vendor: Storm Training Group**

Storm Training Group	BFD21F65-0001	Investigations 101, March 20,	Education/Meetings/Travel	101-41900-260	598.00
Storm Training Group	BFD21F65-0002	Investigations 101, March 20,	Education/Meetings/Travel	101-41900-260	299.00
<b>Vendor Storm Training Group Total:</b>					<b>897.00</b>

**Vendor: Streicher's Inc.**

Streicher's Inc.	I1675449	PD Uniforms - Harris	Uniforms/Gear	101-41900-218	389.94
Streicher's Inc.	I1675497	Uniforms - Gallegos	Uniforms/Gear	101-41900-218	813.03
Streicher's Inc.	I1675683	Uniforms - Peterson	Uniforms/Gear	101-41900-218	110.00
Streicher's Inc.	I1676168	PD Equipment Glock Mag/We	Officer Equipment	101-41900-213	246.97
Streicher's Inc.	I1676202	Uniforms - Gallegos	Uniforms/Gear	101-41900-218	26.99
Streicher's Inc.	I1676235	PD - MFF Gear	Officer Equipment	101-41900-213	399.99
Streicher's Inc.	I1676445	Uniforms - Peterson	Uniforms/Gear	101-41900-218	169.98
Streicher's Inc.	L1676342	PD Uniforms - Gallegos	Uniforms/Gear	101-41900-218	38.97
Streicher's Inc.	S1556869	Unifroms - Letourneau	Officer Equipment	101-41900-213	233.59
<b>Vendor Streicher's Inc. Total:</b>					<b>2,429.46</b>

**Vendor: Sun Life Assurance Co**

Sun Life Assurance Co	Feb 2024	Feb 2024 STD LTD	Medical/Dental/Life/Ltd	101-21706	72.64
Sun Life Assurance Co	Feb 2024	Feb 2024 STD LTD	Med/Den/Life/Ltd/Std Insura	101-41110-130	116.02
Sun Life Assurance Co	Feb 2024	Feb 2024 STD LTD	Med/Den/Life/Ltd/Std Insura	101-41650-130	27.42
Sun Life Assurance Co	Feb 2024	Feb 2024 STD LTD	Med/Den/Life/Ltd/Std Insura	101-41900-130	473.07

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Sun Life Assurance Co	Feb 2024	Feb 2024 STD LTD	Med/Den/Life/Ltd/Std Insura	101-42000-130	82.18
<b>Vendor Sun Life Assurance Co Total:</b>					<b>771.33</b>
<b>Vendor: Symbolarts LLC</b>					
Symbolarts LLC	385014	Unifrom - M Zitzilsperger	Uniforms/Gear	101-41900-218	135.00
<b>Vendor Symbolarts LLC Total:</b>					<b>135.00</b>
<b>Vendor: T.C. Winter Services</b>					
T.C. Winter Services	1597	Tubmor Melt Bag Salt	Snow Management	101-42000-250	448.80
<b>Vendor T.C. Winter Services Total:</b>					<b>448.80</b>
<b>Vendor: The Sota Shop</b>					
The Sota Shop	TSS13238	Apparel Embrodiery Jones &	Uniforms/Gear	101-41110-218	32.00
The Sota Shop	TSS3235	Uniform Embroidery - PW	Uniforms/Gear	101-42000-218	279.00
<b>Vendor The Sota Shop Total:</b>					<b>311.00</b>
<b>Vendor: Twin City Water Clinic Inc</b>					
Twin City Water Clinic Inc	20141	Jan 2024 Water Samples	Operations	601-49400-211	90.00
<b>Vendor Twin City Water Clinic Inc Total:</b>					<b>90.00</b>
<b>Vendor: U.S. BANK EQUIPMENT FINANCE</b>					
U.S. BANK EQUIPMENT FINAN	520305178	PW Copier Lease - Jan '24	Leases/Rentals	101-42000-410	74.42
<b>Vendor U.S. BANK EQUIPMENT FINANCE Total:</b>					<b>74.42</b>
<b>Vendor: Verizon Wireless</b>					
Verizon Wireless	9953122525	Cell Phones - Dec 02 - Jan 01	Telecommunications	101-41110-321	41.24
Verizon Wireless	9953122525	Cell Phones - Dec 02 - Jan 01	Telecommunications	101-41900-321	854.00
Verizon Wireless	9953122525	Cell Phone Charges- Dec 02 - J	Telecommunications	101-42000-321	243.77
Verizon Wireless	9953122525	Cell Phones - Dec 02 - Jan 01	Trolley Operations	204-42390-352	65.53
Verizon Wireless	9953122525	Cell Phones - Dec 02 - Jan 01	Telecommunications	601-49400-321	40.01
<b>Vendor Verizon Wireless Total:</b>					<b>1,244.55</b>
<b>Vendor: Walters Recycling &amp; Refuse, Inc.</b>					
Walters Recycling & Refuse, In	7590817	Refuse 417 1st Ave NE	Rental Property Expenses	205-42350-801	75.11
<b>Vendor Walters Recycling &amp; Refuse, Inc. Total:</b>					<b>75.11</b>
<b>Vendor: Water Conservation Services</b>					
Water Conservation Services	13763	Leak Locate Central Ave Wate	Operations	601-49400-211	346.38
<b>Vendor Water Conservation Services Total:</b>					<b>346.38</b>
<b>Vendor: WEX Bank</b>					
WEX Bank	94408324	PD Fuel - Jan 2024	Fuel - Vehicle/Equipment	101-41900-216	1,278.62
<b>Vendor WEX Bank Total:</b>					<b>1,278.62</b>
<b>Vendor: WSB &amp; Associates Inc</b>					
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	101-41650-303	724.50
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	130-42000-303	750.00
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	130-42000-303	3,313.00
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Streetscape Project	130-42000-530	1,249.50
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	409-42000-303	901.74
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	412-42000-303	7,255.75
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	601-49400-303	238.00
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	601-49400-303	1,112.00
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	604-49400-303	1,173.92
WSB & Associates Inc	12/1/23	November 2023 Engineering S	Engineering Service	604-49400-303	2,192.00
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	101-41650-303	1,452.50
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	130-42000-303	1,186.50
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	130-42000-303	750.00
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Streetscape Project	130-42000-530	1,712.25
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	409-42000-303	414.00
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	412-42000-303	319.50
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	412-42000-303	7,402.75
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	601-49400-303	183.00
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	601-49400-303	886.75
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	604-49400-303	223.50
WSB & Associates Inc	12/31/23	December 2023 Engineering S	Engineering Service	604-49400-303	470.50
<b>Vendor WSB &amp; Associates Inc Total:</b>					<b>33,911.66</b>

Pending Expense Approval Report

Packet: APPKT00264

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Vendor: Xcel Energy</b>					
Xcel Energy	86228387	25 4th St NE (12/20/23-1/23/	Rental Property Expenses	205-42350-801	11.88
Xcel Energy	8530376669	balance due October 2023	Traffic Signals/Street Lights	101-42000-226	2,066.16
Xcel Energy	856721788 bal due	Nov 2023 balance due	Traffic Signals/Street Lights	101-42000-226	1,973.37
Xcel Energy	860630717	December 2023 electricity	Electric Service	101-41700-380	1,097.32
Xcel Energy	860630717	December 2023 electricity	Electric Service	101-41800-380	240.88
Xcel Energy	860630717	December 2023 electricity	Emergency Preparedness	101-41900-402	10.60
Xcel Energy	860630717	December 2023 electricity	Traffic Signals/Street Lights	101-42000-226	2,410.24
Xcel Energy	860630717	December 2023 electricity	Electric Service	101-42000-380	362.62
Xcel Energy	860630717	December 2023 electricity	Gateway Sign Operations	101-42350-212	159.18
Xcel Energy	860630717	December 2023 electricity	Electric Service	101-42350-380	398.86
Xcel Energy	860630717	December 2023 electricity	Electric Service	601-49400-380	36.93
Xcel Energy	860630717	December 2023 electricity	Electric Service	602-49400-380	1,028.60
Xcel Energy	863272014	Final Bill 25 4th St NE	Rental Property Expenses	205-42350-801	4.89
<b>Vendor Xcel Energy Total:</b>					<b>9,801.53</b>
<b>Grand Total:</b>					<b>141,187.90</b>

# Report Summary

## Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	82,856.52
110 - CIP EQUIPMENT	13,361.07
115 - POLICE DONATIONS/EXPENSES	6,659.08
120 - FIRE DONATIONS/EXPENSES	890.02
130 - PAVEMENT MANAGEMENT	8,961.25
204 - TROLLEY	65.53
205 - PARK DEDICATION	231.10
254 - MINIDAZZLE	584.12
257 - FARMERS MARKET	61.35
409 - 2020 STREET IMPROVEMENT	1,315.74
412 - 2022-23 Alley & Street Projects	15,701.63
601 - WATER FUND	3,919.24
602 - SEWER FUND	1,944.97
604 - STORM WATER FUND	4,636.28
<b>Grand Total:</b>	<b>141,187.90</b>

## Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	5,888.17
101-21702	State Withholding	2,947.82
101-21703	Fica Withholding	6,562.32
101-21704	Pera	14,161.75
101-21705	Deffered Comp	3,208.61
101-21706	Medical/Dental/Life/Ltd	307.06
101-21708	Union Dues	493.50
101-21710	Misc Deductions/Benefit	423.07
101-21711	Employee H.S.A Contrib	783.23
101-21712	Hcsp	819.15
101-22001	Community Center Depo	950.00
101-41000-211	Operations	29.22
101-41000-255	Dues/Membership	1,273.00
101-41000-307	Recording Services	1,201.00
101-41110-130	Med/Den/Life/Ltd/Std In	116.02
101-41110-211	Operations	469.57
101-41110-218	Uniforms/Gear	32.00
101-41110-255	Dues/Membership	165.00
101-41110-260	Education/Meetings/Tra	355.58
101-41110-308	Assessing Service	29.00
101-41110-321	Telecommunications	41.24
101-41110-410	Leases/Rentals	359.92
101-41500-211	Operations	27.51
101-41500-304	Legal Service - Civil	2,438.67
101-41515-302	It Service	825.00
101-41515-309	Software	562.00
101-41550-301	Accounting/Auditing	774.00
101-41650-130	Med/Den/Life/Ltd/Std In	27.42
101-41650-260	Education/Meetings/Tra	350.00
101-41650-303	Engineering Service	2,177.00
101-41700-211	Operations	36.83
101-41700-222	Building Repair/Mainten	690.44
101-41700-321	Telecommunications	1,434.80
101-41700-380	Electric Service	1,097.32
101-41700-390	Natural Gas Service	635.07
101-41800-380	Electric Service	240.88
101-41800-390	Natural Gas Service	139.41
101-41900-130	Med/Den/Life/Ltd/Std In	473.07
101-41900-201	Office Operations	577.12



**Account Summary**

Account Number	Account Name	Expense Amount
101-41900-202	Recognition/Awards	287.75
101-41900-211	Operations	234.18
101-41900-213	Officer Equipment	909.40
101-41900-216	Fuel - Vehicle/Equipmen	1,322.62
101-41900-217	Vehicle Repairs/Mainten	97.83
101-41900-218	Uniforms/Gear	1,972.78
101-41900-255	Dues/Membership	703.02
101-41900-260	Education/Meetings/Tra	2,335.11
101-41900-309	Software	5.98
101-41900-310	Other Professional Servi	232.60
101-41900-316	Incarceration Services	300.00
101-41900-321	Telecommunications	854.00
101-41900-355	Personnel/Recruitment	913.00
101-41900-402	Emergency Preparednes	10.60
101-41900-410	Leases/Rentals	134.77
101-41920-211	Operations	531.22
101-41920-216	Fuel - Vehicle/Equipmen	65.25
101-41920-218	Uniforms/Gear	119.84
101-41920-221	Equip Repair/ Maintena	2,130.00
101-41920-261	Fire Training - Reimburse	650.00
101-41920-309	Software	71.35
101-41920-310	Other Professional Servi	330.00
101-41920-355	Personnel/Recruitment	422.00
101-42000-130	Med/Den/Life/Ltd/Std In	82.18
101-42000-211	Operations	180.66
101-42000-216	Fuel - Vehicle/Equipmen	330.58
101-42000-217	Vehicle Repairs/Mainten	434.34
101-42000-218	Uniforms/Gear	926.37
101-42000-226	Traffic Signals/Street Lig	6,449.77
101-42000-250	Snow Management	3,638.31
101-42000-321	Telecommunications	428.17
101-42000-380	Electric Service	362.62
101-42000-390	Natural Gas Service	367.54
101-42000-410	Leases/Rentals	74.42
101-42300-312	Programming	440.00
101-42350-211	Operations	632.50
101-42350-212	Gateway Sign Operation	159.18
101-42350-221	Equip Repair/ Maintena	123.60
101-42350-380	Electric Service	398.86
101-42350-390	Natural Gas Service	71.35
110-41900-520	Capital Outlay	13,361.07
115-41900-211	Operations	590.00
115-41900-255	Dues/Membership	387.00
115-41900-570	Equipment	5,682.08
120-41920-570	Equipment	890.02
130-42000-303	Engineering Service	5,999.50
130-42000-530	Streetscape Project	2,961.75
204-42390-352	Trolley Operations	65.53
205-21550	State Sales Tax	3.15
205-42350-801	Rental Property Expense	227.95
254-36251	Minidazzle Donations	584.12
257-36248	Farmers Market	61.35
409-42000-303	Engineering Service	1,315.74
412-42000-303	Engineering Service	14,978.00
412-42000-529	Street Improvement	723.63
601-49400-211	Operations	521.37
601-49400-301	Accounting/Auditing	483.75
601-49400-303	Engineering Service	2,419.75

**Account Summary**

Account Number	Account Name	Expense Amount
601-49400-310	Other Professional Servi	225.94
601-49400-321	Telecommunications	40.01
601-49400-322	Postal/Delivery Service	191.49
601-49400-380	Electric Service	36.93
602-49400-301	Accounting/Auditing	483.75
602-49400-310	Other Professional Servi	225.83
602-49400-322	Postal/Delivery Service	191.49
602-49400-380	Electric Service	1,028.60
602-49400-390	Natural Gas Service	15.30
604-49400-301	Accounting/Auditing	193.50
604-49400-303	Engineering Service	4,059.92
604-49400-322	Postal/Delivery Service	382.86
<b>Grand Total:</b>		<b>141,187.90</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	141,187.90
<b>Grand Total:</b>	<b>141,187.90</b>



Osseo, MN

# Pending Expense Approval Report

By Fund  
APPKT00257

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 101 - GENERAL FUND</b>					
Icma Retirement Corporation	INV0000626	01/26/2024	DFC - ICMA	101-21705	884.61
Further	INV0000627	01/26/2024	Employee HSA	101-21711	783.23
Msrs Dfc/Hcsp	INV0000631	01/26/2024	DFC - MSRS (ER Contribution)	101-21705	400.00
Msrs Dfc/Hcsp	INV0000631	01/26/2024	DFC - MSRS (EE Contribution)	101-21705	1,924.00
Msrs Dfc/Hcsp	INV0000632	01/26/2024	Employee HSA	101-21712	819.15
Minnesota Child Support Pay	INV0000636	01/26/2024	Child Support	101-21710	423.07
PERA - Public Employees Retir	INV0000637	01/26/2024	PERA	101-21704	4,492.86
PERA - Public Employees Retir	INV0000637	01/26/2024	PEPFF	101-21704	9,668.89
Eftps - Fit And Fica	INV0000638	01/26/2024	Federal Tax	101-21701	5,888.17
Eftps - Fit And Fica	INV0000638	01/26/2024	Medicare	101-21703	1,987.22
Eftps - Fit And Fica	INV0000638	01/26/2024	Social Security	101-21703	4,575.10
MN Department of Revenue	INV0000639	01/26/2024	State Tax	101-21702	2,922.82
<b>Fund 101 - GENERAL FUND Total:</b>					<b>34,769.12</b>
<b>Grand Total:</b>					<b>34,769.12</b>

# Report Summary

## Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	34,769.12
<b>Grand Total:</b>	<b>34,769.12</b>

## Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	5,888.17
101-21702	State Withholding	2,922.82
101-21703	Fica Withholding	6,562.32
101-21704	Pera	14,161.75
101-21705	Deffered Comp	3,208.61
101-21710	Misc Deductions/Benefit	423.07
101-21711	Employee H.S.A Contrib	783.23
101-21712	Hcsp	819.15
<b>Grand Total:</b>		<b>34,769.12</b>

## Project Account Summary

Project Account Key	Expense Amount
**None**	34,769.12
<b>Grand Total:</b>	<b>34,769.12</b>

**Osseo City Hall will be  
CLOSED**

**Monday, February 19<sup>th</sup>  
in observance of  
President's Day**

