



Osseo City Council Meeting

AGENDA

REGULAR MEETING
Tuesday, May 28, 2024
7:00 p.m., Council Chambers

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

1. **Call to Order**
2. **Roll Call** [quorum is 3]
3. **Pledge of Allegiance**
4. **Approval of Agenda** [requires unanimous additions]
5. **Consent Agenda** [requires unanimous approval]
 - A. Approve May 13 Council Minutes
 - B. Approve Liquor and Tobacco License Renewals for 2024-2025
 - C. Receive Q1 Budget Update
 - D. Receive April Lions Club Gambling Report
 - E. Receive April Hockey Association Gambling Report
 - F. Receive April Fire Relief Association Gambling Report
6. **Matters from the Floor**

Individuals may address the Council about any matter. The City Council will take no official action on items discussed at the Forum, with the exception of referral to Staff or Commission or Committee for future report. Individuals can also submit comments to cityhall@ci.osseo.mn.us prior to a meeting.
7. **Special Business**
 - A. Appoint City Councilmember (Resolution)
 - B. Approve 2024 Lions Roar Special Event Permit
 - C. Approve 2024 Music and Movies in the Park Series Special Event Permit
 - D. Accept Donations (Resolution)
8. **Public Hearings**
9. **Old Business**
10. **New Business**
 - A. Approve Pavement Maintenance Proposal - Alyson Fauske, WSB & Associates
 - B. Approve Hire and Employment Agreement for Blane Anderson as Fire Chief 2
 - C. Approve Accounts Payable
11. **Administrator Report**
12. **Council and Attorney Reports**
13. **Announcements**
14. **Adjournment**

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
May 13, 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, May 13, 2024.

2. ROLL CALL

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

Staff present: Interim Administrator/Police Chief Shane Mikkelson, Alyson Fauske, WSB & Associates; Rebecca Kurtz, Ehlers & Associates; and City Attorney Mary Tietjen.

Others present: Nick Torres, City Resident; John Hall, City Resident.

3. PLEDGE OF ALLEGIANCE

Poppe led the Pledge of Allegiance.

4. APPROVAL OF AGENDA [Additions - Deletions]

Poppe asked for additions or deletions to the Agenda.

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

5. CONSENT AGENDA

- A. Receive April 16 Public Safety Advisory Committee Minutes
- B. Approve April 22 Work Session Minutes
- C. Approve April 22 Council Minutes
- D. Approve April 26 Special Council Meeting Minutes
- E. Approve April 29 Work Session Minutes
- F. Approve Hire of Leonardo Ricks for Police Reserve Officer
- G. Approve Hire of Movie Attendants – Elizabeth Dahlin and Kenny Paz
- H. Approve Bandshell Fee Waiver Request for Osseo Cross Country Alumni Association
- I. Receive Q1 Building Report
- J. Receive April Fire Department Activity Report
- K. Receive April American Legion Gambling Report

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

6. MATTERS FROM THE FLOOR – None

7. SPECIAL BUSINESS – None

8. PUBLIC HEARINGS – None

9. OLD BUSINESS

A. CALL FOR 2024 STREET PROJECT ASSESSMENT HEARING, ACCEPT BIDS AND AWARD CONTRACT

Alyson Fauske, WSB & Associates, stated the 2024 Street Project consists of reconstructing North Oaks Drive and 1½ Street NE (Central Avenue to 1st Avenue NE), full depth reclamation of 3rd Street NE, 8th Avenue NE, 9th Avenue NE, 1st Street NE, and Broadway Avenue (“8th/9th Ave Area”), and the mill and overlay of the CR 81 Frontage Road. Utility work includes extension of storm sewer and replacement of hydrants. All of the curb and gutter will be replaced in the reconstruction areas. Spot curb and gutter replacement in the 8th/9th Ave Area will consist of removal and replacement of full panels that are severely damaged, have heaved, or have settled. There are several panels throughout the 8th/9th Ave Area that are flat and therefore hold water for a period of time following rain events. In order to fix this issue, the street grade would need to be adjusted; therefore, these panels will not be replaced with this project. She reviewed the bid tabulation information summary with the Council. It was noted assessments would move forward at 50% of street reconstruction and curb replacement costs and 25% for street reclamation costs as directed by the Council at the April 22 City Council meeting. She commented on the bond funding that would be used for this project and stated she did not foresee any issues. Staff commented further on project and recommended adoption of the Resolutions.

Hultstrom asked if the City could do additional sewer lining with the extra \$400,000 in bond funding. Ms. Fauske stated it was her understanding the bond was issued for street, alleyway and sanitary sewer lining improvements and could be used for additional sewer lining work. She indicated another option would be to use these additional funds for an alleyway project in 2025.

Vickerman commented it was her understanding the bond funding had to be spent by August of 2024. Mr. Fauske explained 85% of the bond has to be spent by August of 2024 and the City would meet this requirement if the 2024 street project were to move forward.

Hultstrom thanked Ms. Fauske and Ms. Kurtz for answering all of her questions prior to this meeting regarding this project. She thanked Nick Torrez for getting information to staff on street reclamation. She thanked John Hall for being active in the neighborhood. She appreciated how much work was done by staff and the City Council to bring this street project forward.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2024-31, declaring cost to be assessed and Ordering Preparation of Proposed Assessments for the 2024 Street Reconstruction and Rehabilitation Project. The motion carried 5-0.

A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2024-32, calling for hearing on proposed assessments for the 2024 Street Reconstruction and Rehabilitation Project. The motion carried 5-0.

A motion was made by Hultstrom, seconded by Vickerman, to adopt Resolution No. 2024-33, accepting bids and awarding the contract to Park Construction for the 2024 Street Reconstruction and Rehabilitation Project.

Schulz recalled the last time Park Construction worked in Osseo was on 4th Street NE and this project was not completed on time. He indicated this was not a good experience for the City and noted he would not be supporting the award of this bid to Park Construction.

Ms. Fauske explained she reached out to multiple cities (Blaine, Maple Grove, Dellwood) to get references for Park Construction and their project manager. She indicated she received positive comments from each of the cities she reached out to and noted to the best of her understanding this was a responsible bidder.

Schulz stated he appreciated Ms. Fauske making these calls. He commented on how the City has struggled with recent street improvement projects and noted there were lots of reasons why issues occurred. He indicated he did not want to see the City making the same mistakes over again. He was hoping the City would receive a top tier job site supervisor from WSB to oversee this project and that this individual would be in communication with the Public Works Director. He stated he wanted to know if there were problems with the street project right away.

Hultstrom asked if the construction inspector/observer would serve as the project supervisor. Ms. Fauske reported there were two components to the construction observer position. She indicated she did not yet have a name for the Council for this position, but she understood the lead of this group would be in close contact with the inspector to ensure things are going smoothly given the past issues that have come up in the City of Osseo.

Vickerman stated she has had concerns in the past with the fact the City had to take the lowest bid from a responsible bidder. She understood there has been issues in the past and she appreciated how Ms. Fauske was approaching this matter for the 2024 street project.

The motion carried 5-0.

A motion was made by Vickerman, seconded by Hultstrom, to approve a Professional Services Agreement for Construction Administration Services with WSB & Associates for the 2024 Street Reconstruction and Rehabilitation Project. The motion carried 5-0.

10. NEW BUSINESS

A. APPROVE SALE OF EQUIPMENT BONDS AND AWARD BID

Rebecca Kurtz, Ehlers & Associates, stated on April 8, the City Council called for the sale of \$400,000 in General Obligation Equipment Certificates, Series 2024A to finance the purchase of three police squad cars and a public works vehicle. The bonds are general obligation of the City and debt service will be paid with ad valorem taxes. The bonds have a seven year term with principal due on February 1, 2026 through 2031.

Ms. Kurtz explained staff and Ehlers spoke with Standard & Poor's on April 29 to receive a rating for the bonds. Standard & Poor's has affirmed the City's AA long-term rating on its general obligation debt and affirmed the AA- rating on the EDA's Series 2014A lease revenue bonds. She commented further on the bond sale that was held this morning noting the low bid was received from Northland Securities at 3.5% and recommended approval of the bond issuance.

A motion was made by Hultstrom, seconded by Mueller, to adopt Resolution No. 2024-34, for the Issuance and Sale of \$400,000 General Obligation Equipment Certificates, Series 2024A providing for their issuance and levying a tax for the payment thereof . The motion carried 5-0.

B. ACCEPT ASHLEE MUELLER RESIGNATION AND DECLARE VACANCY ON THE CITY COUNCIL

Mikkelson stated the City has received a resignation letter from Councilmember Ashlee Mueller. The City Council should adopt a Resolution, which accepts Councilmember Mueller's resignation from office as of May 13, 2024, and declare that a vacancy on the Osseo City Council must be filled by appointment. Minnesota State Statute 412.02, subdivision 2a, states that when a vacancy is an elected office of a city with less than two years remaining in the unexpired term of office, the City Council must appoint someone to complete the balance of the unexpired term. The Council has leeway in terms of how to appoint an individual to the Council. Typically, the City Council has solicited letters of interest from community members interested in serving on the Council. Should the Council want to continue that same practice, staff recommends that letters of interest be accepted until May 22nd at noon (which is the packet creation and distribution day for the next Council meeting on May 28th). He thanked Councilmember Mueller for her dedicated service to the City and wished her all the best in the future.

Mueller explained she began her service with the City in 2019 on the Planning Commission. She appreciated the amazing opportunities she has had to grow and learn about the City. She reported in 2023 she was appointed to the City Council. She stated this has been an interesting journey and she urged other residents to be involved in the City's committees and commissions. She thanked the Council and City staff for their support.

Vickerman thanked Councilmember Mueller for jumping in and being willing to serve on the City Council. She believed Councilmember Mueller was a natural fit to serve on the Council.

Poppe thanked Councilmember Mueller for her years of service to the City of Osseo.

A motion was made by Vickerman, seconded by Mueller, to adopt Resolution No. 2024-35, accepting Council Member Ashlee Mueller's resignation from office as of May 14, 2024, and declaring that a vacancy exists on the Osseo City Council to be filled by appointment. The motion carried 4-1 (Schulz opposed).

C. APPROVE SUSPENSION OF OSSEO TROLLEY PROGRAM

Mikkelson stated the trolley program in Osseo started in 2016 with the City using its golf cart and generous gifts from the community to start and support the program. Over the years, we had issues with our golf cart, so we switched to a donated golf Cart from Heinen's Motorsports. We have reached out to Heinen's Motorsports this year and they cannot offer a golf cart. Staff then analyzed the program to see what costs were associated with the Osseo Trolley and the program ridership numbers for the last three years. Over the years, we have seen a steady decline in usage. We also estimated the approximate Staff time spent per year to organize the trolley program and the cost of the trolley phone. Staff recommends suspending the program for 2024 since we are without a golf cart to use and the amount of staff time used to organize the program.

Schulz stated when reviewing the numbers, there has been a decline in the number of users over the past few years, while the amount of Staff time has remained the same. He explained he supported suspending the trolley program for 2024.

Mueller agreed the program should be suspended and hoped the Council could bring it back in future years if the City is able to secure a new golf cart. She suggested a partnership be pursued between the City and a senior organization in the community.

A motion was made by Hultstrom, seconded by Vickerman, to approve the suspension of the Trolley Program in 2024 and that the program be revisited in 2025. The motion carried 5-0.

D. APPROVE ACCOUNTS PAYABLE

Mikkelson reviewed the Accounts Payable with the Council.

Hultstrom suggested the payment to Oertel Architects be postponed to a future meeting in order to allow Staff to hear if the City receives State bonding.

A motion was made by Schulz, seconded by Vickerman, to approve the Accounts Payable as amended postponing the payment to Oertel Architects to the May 28, 2024, City Council meeting. The motion carried 5-0.

11. ADMINISTRATOR REPORT

Mikkelson thanked the Council for appointing him to this position noting it would be a learning experience for him.

12. COUNCIL AND ATTORNEY REPORTS

City Attorney Tietjen reported she would be bringing the charitable gambling ordinance to the Council for consideration at the May 28 City Council meeting.

Hultstrom wished Councilmember Mueller all the best noting she really bloomed during her service to the City of Osseo.

Hultstrom thanked Garibaldi's for their generations donations to Boerboom Park.

Mueller stated the City Councilmembers have been amazing to serve with and she thanked each member for their dedication to the City of Osseo.

13. ANNOUNCEMENTS

Poppe stated the city-wide garage sale would be held Thursday, May 16 through Sunday, May 19.

Poppe reported the Intermarque Car Show and Craft Fair would be held Saturday, May 18 from 10:00 a.m. to 3:00 p.m.

Poppe explained City Hall would be closed on Monday, May 27 for Memorial Day.

Poppe stated the City Council would meet next on Tuesday, May 28.

14. ADJOURNMENT

A motion was made by Schulz, seconded by Mueller, to adjourn the City Council meeting at 7:54 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



City of Osseo City Council Meeting Item

Agenda Item: Approve Liquor and Tobacco License Renewals for 2024-2025

Meeting Date: May 28, 2024

Prepared by: Katrina Jones, City Clerk

Attachments: None

Policy Consideration:

Consider approving the liquor and tobacco licenses renewals for the annual license period of July 1, 2024, to June 30, 2025.

Background:

Listed below are the renewal license applicants for liquor, beer, wine, and tobacco products. All applicants have submitted all required documents to be considered for license approval, plus paid the required fees. Background investigations for all applicants have been completed and are clear.

The only compliance violation within Osseo in the last year was at ZR's Mainstreet Liquor for sale to a minor. This was their 1st offense, and they paid a \$500 fine.

LIQUOR LICENSES

Dick's Bar, 205 Central Ave – On Sale, Sunday, Off Sale
 Duffy's Bar & Grill, 337 Central Ave – On Sale, Sunday*
 Lynde's Restaurant, 209 Co Rd 81 – On Sale, Sunday
 American Legion, 260 4th Ave SE - Club, Sunday
 Top Ten Liquors, 316 Co Rd 81 – Off Sale
 ZR's Mainstreet Liquor, 341 Central – Off Sale
 Olympia Café & Gyros, 247 Central Ave – Wine & Beer
 Red's Savoy Pizza, 225 Central Ave – Wine & Beer
 Yellow Tree Theatre, 320 5th Ave SE – Wine & Beer
 Milah's Royal Bistro & Private Dining, 204 Central Ave
 Suite A. – Wine & Beer

TOBACCO LICENSES

Dean's Supermarket, 312 Central Ave
 Holiday Station, 124 Central Ave
 Top Ten Liquors, 316 Co Rd 81*
 ZR's Mainstreet Liquor, 341 Central Ave*
 Sipe Bros, 408 3rd St SE
 Downtown Smoke Shop, 529 Central Ave*

**Indicates that the licensee also has an existing Edible Cannabinoid License (four in total).*

Budget or Other Considerations:

The total liquor license fees collected were \$23,495 and tobacco license fees were \$1,500. There is an increase in the liquor license fees since there is an additional license from last year for Milah's Royal Bistro & Private Dining. Tobacco fees remained the same with one license being revoked last year and a new license being approved for Downtown Smoke Shop.

City Goals Met By This Action:

Ensure City's continued financial stability.

Options:

The City Council may choose to:

1. Approve liquor and tobacco license renewals as presented for July 1, 2024, to June 30, 2025;
2. Deny liquor and tobacco license renewals as presented for July 1, 2024, to June 30, 2025;
3. Table action for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve all liquor and tobacco license renewals as presented for July 1, 2024, to June 30, 2025.



City of Osseo City Council Meeting Item

Agenda Item: Receive Q1 Budget Update

Meeting Date: May 28, 2024

Prepared by: Shane Mikkelson, Interim City Administrator

Attachments: Finance Memo & Report

Policy Consideration:
Provide Council the January through March 2024 Budget Report.

Background:
Update the Council on current budget numbers.

To: Honorable Mayor and City Council

From: Gary Groen, Finance Consultant

Memo: Review of General Fund Budget and Actual Revenue and Expenditures for the First Quarter Ended March 31, 2024

REPORT FORMATS

Attached for your review is the General Fund budget and actual revenues and expenditures for the first quarter of 2024 ended March 31. The report is presented in the following format:

Columns 1 and 2 is the budget for the year ended December 31, 2024

Column 3 is the report for the first quarter ended March 31, 2024; the period activity represents the month of March 2024.

Column 4 represents the year to date (YTD) activity.

Column 5 represents the difference between the budget in column 2 and the YTD activity in Column 4,

Column 6 is the percentage of the budget remaining as a percentage of the annual budget presented in Column 2.

The report includes the total revenue budget and a summation of expenditure totals by department. The summary report is a good, quick overview of the General Fund expenditures by Department.

FIRST QUARTER ENDED MARCH 31, 2024

Again, the report is in the same format as the year end report. As a measure against the annual budget, you may assume the balance remaining percentage in Column 6 should be at 75%. The exception to the rule may be more seasonal activities and that should be a consideration when reviewing the report.

The first quarter does not have any significant variances. We will continue to monitor and report to the Council each quarter. We will bring any 2024 budget revisions to the Council with the report of the second quarter ended June 30.

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND						
<i>Revenue - Total</i>	4,013,109.00	4,013,109.00	86,015.91	299,094.97	-3,714,014.03	92.55%
41000 - COUNCIL	33,508.20	33,508.20	2,482.59	8,364.94	25,143.26	75.04%
41110 - ADMINISTRATION	407,906.03	407,906.03	-13,198.85	110,098.87	297,807.16	73.01%
41350 - CONTINGENCY	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
41410 - ELECTIONS	14,630.35	14,630.35	1,130.86	1,175.23	13,455.12	91.97%
41500 - LEGAL	54,050.00	54,050.00	1,339.00	6,337.20	47,712.80	88.28%
41515 - IT SERVICES	66,108.00	66,108.00	-951.95	13,304.00	52,804.00	79.88%
41550 - FINANCE	28,581.00	28,581.00	3,658.92	7,058.36	21,522.64	75.30%
41650 - PLANNING/ZONING	111,838.85	111,838.85	8,924.30	26,776.08	85,062.77	76.06%
41700 - CITY HALL CAMPUS	106,072.50	106,072.50	4,663.42	12,676.78	93,395.72	88.05%
41800 - COMMUNITY CENTER	18,474.65	18,474.65	1,516.40	3,232.13	15,242.52	82.51%
41900 - POLICE	1,803,115.90	1,803,115.90	166,897.95	414,320.01	1,388,795.89	77.02%
41920 - FIRE	305,631.84	305,631.84	445.91	13,141.01	292,490.83	95.70%
41940 - INSPECTIONS	37,600.00	37,600.00	2,583.12	5,269.15	32,330.85	85.99%
42000 - STREETS/ ALLEYS	260,600.77	260,600.77	14,507.56	50,833.36	209,767.41	80.49%
42300 - ADULT RECREATION	10,298.80	10,298.80	0.00	499.15	9,799.65	95.15%
42301 - YOUTH RECREATION	13,000.00	13,000.00	0.00	59.15	12,940.85	99.55%
42302 - SENIOR RECREATION	8,429.80	8,429.80	813.12	2,065.30	6,364.50	75.50%
42350 - PARKS	87,392.89	87,392.89	7,480.18	15,653.58	71,739.31	82.09%
49300 - TRANSFER TO OTHER FUNDS	625,870.00	625,870.00	0.00	0.00	625,870.00	100.00%
Fund: 101 - GENERAL FUND Surplus (Deficit):	-0.58	-0.58	-116,276.62	-391,769.33	-391,768.75	46,336.21%
Report Surplus (Deficit):	-0.58	-0.58	-116,276.62	-391,769.33	-391,768.75	46,336.21%

Osseo Lions Club Gambling Report
to
City of Osseo

Report for the month/year of Apr-24

Check as appropriate:

XXXXXX paddle wheel

XXXXXX pull tabs

 raffle

 other (specify) LG100A

Gross Receipts 661,958.89 LG100A-11A

Prizes Paid 579,297.72 LG100A-11B

Net Receipts 82,661.17 LG100A-11C

Expenses - Total 42,533.80 Total Itemized

Expenses itemized:

<u>Pulltabs</u>	<u>5,558.58</u>
<u>Compensation</u>	<u>9,121.50</u>
<u>Accounting Services</u>	<u>430.60</u>
<u>Rent</u>	<u>8,759.57</u>
<u>Electronic pull-tab provider fees</u>	<u>17,471.52</u>
<u>Electronic linked bingo provider fees</u>	<u>102.76</u>
<u>Supplies Bank charges etc</u>	<u>1,113.40</u>
<u>Cash Short (Over)</u>	<u>(24.13)</u>
Profits <u>\$ 40,127.37</u> G1A Line 24	<u>42,533.80</u>

Lawful Purpose Expenditures

<u>MN Department of Revenue - Wagering Tax</u>	<u>\$ 31,421.00</u>
<u>St. of MN - Gambling Control Board - License Fee</u>	<u>600.00</u>
<u>Ms. Houstons Caring Hands, Inc.</u>	<u>1,000.00</u>
<u>Champlin Park Girls Lacrosse Booster Club</u>	<u>750.00</u>
<u>Park Center Dugout Club</u>	<u>750.00</u>
<u>JCS Affective Sober Living</u>	<u>1,000.00</u>
<u>Int'l Foundation for CDKL5 Research</u>	<u>500.00</u>
<u>CEAP</u>	<u>500.00</u>
<u>Neighborhood Handyman LLC - Individual's Aid</u>	<u>750.00</u>
<u>Total Contributions</u>	<u>\$ 37,271.00</u>

Signed 

Attach additional information if necessary.

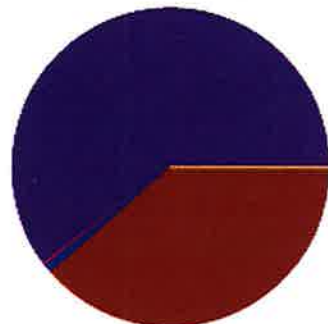
*This completed form must be returned to the Osseo City Clerk's office by the 19th day of each month and is required by state law and City ordinances for all licensed organizations.

Month-End Membership Report

Osseo Firemens Relief Assoc

April 2024 Activity

Revenue by Game Type



- ePulltab: \$52,624.20
- eLinked Bingo: \$189.11
- Paddle Ticket: \$720.00
- Pull Tab: \$33,604.00
- Interest and Other Income: \$20.33

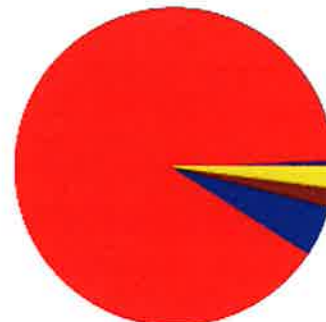
Total \$87,157.64

Tax Liability For Current Activity: \$29,879.36

Allowable Expenses

Account	Amount
Accounting and Legal Services	\$106.00
Cash Short (Long if a negative value)	-\$82.00
Compensation and Payroll Taxes	\$8,458.23
E-Linked Bingo Provider	\$29.69
E-Pulltab Equipment and Revenue Share	\$14,710.44
Gambling Product	\$2,348.54
Misc. Services and Supplies	\$1,045.85
Rent	\$8,336.17
Total	\$34,952.92

Lawful Purpose Expenses



- A07: \$250.00
- A08T: \$27,151.70
- A10: \$1,500.00
- A10V: \$600.00
- A18: \$600.00

Total \$30,101.70

Net Profit before taxes (Revenue less Allowable Exp)	\$52,204.72
State Taxes and Fees (8T)	\$27,151.70
Other Taxes (8F, 8L, 8U, 18)	\$600.00
Was Available for Missions	\$24,453.02
Charitable Contributions (1-7, 10, 10R, 10V, 1-15, 19)	\$2,350.00
Other LPE's (9, 16-17, 20-26)	\$0.00

Unused Balance: \$22,103.02

Assets

Account	Amount
Checking Account Balance	\$115,515.37
Savings Account Balance	\$0.00
Start Bank Balance	\$6,855.00
Initial Start Bank	\$6,855.00
Unreimbursed Negative Activity	\$0.00
Merchandise Inventory	\$1,120.00
Gaming Inventory	\$2,531.19

Profit Carryover Variance

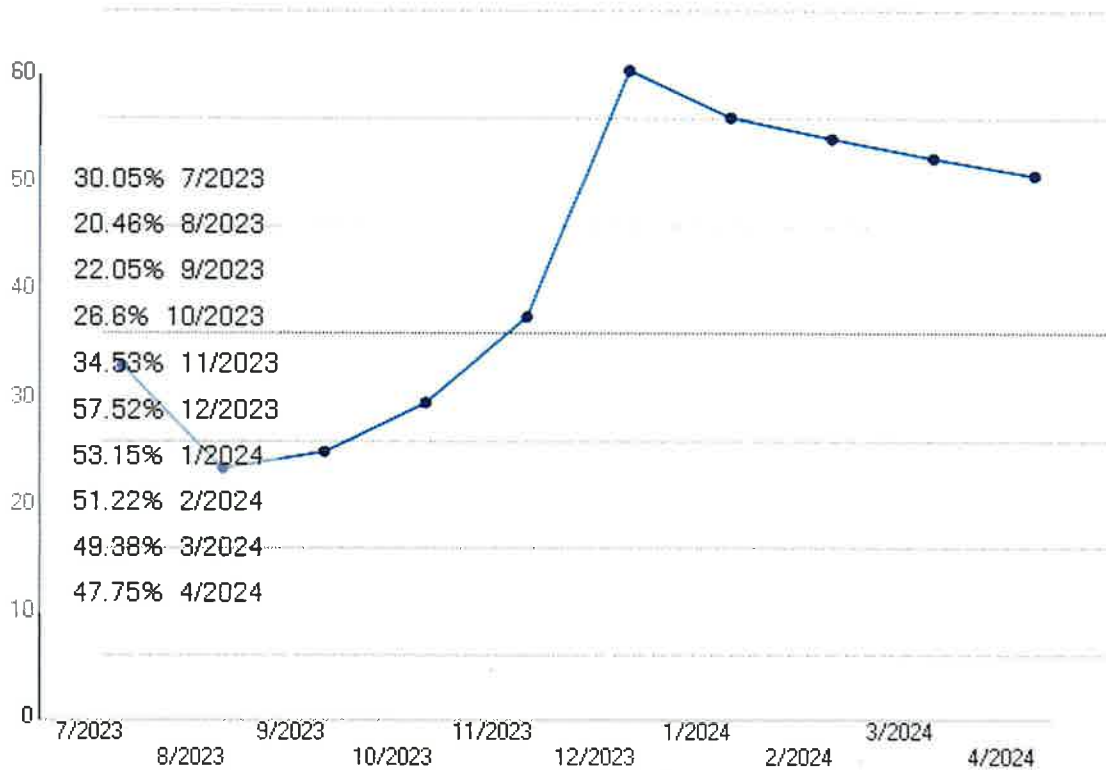
Reconciled Gambling Fund	Profit Carryover	Difference
\$128,529.68	\$128,529.68	\$0.00

Month-End Membership Report

Osseo Firemens Relief Assoc

April 2024 Activity

Lawful Purpose Star Rating



12-MONTH RATING PERIOD

For each 12-month period beginning July 1, a licensed organization will be evaluated by the Gambling Control Board to determine a rating based on the percentage of annual gross profits spent on lawful purpose expenditures. It is not a rating of its overall lawful gambling operation.

% Spent on Lawful Purpose*	Rating
more than 50%	5 star
more than 40%	4 star
more than 30%	3 star
more than 20%	2 star
more than 10%	1 star

PROBATION.

An organization that fails to expend a minimum of 30% of gross profits on lawful purposes each year (July to June) is automatically on probation effective July 1 for one year. The organization must increase their rating to a minimum of 30% or be subject to sanctions by the Board.

EXCEPTION

An organization that conducts lawful gambling in a location where the primary business is bingo (bingo hall) must expend a minimum of 20% of gross profits on lawful purposes each year (July to June).

Month-End Membership Report

Osseo Firemens Relief Assoc

April 2024 Activity

Net Receipt %

	Bingo	Raffles	Paddle Ticket	Paddle	ePulltabs	Tipboards	Sport	Pulltabs	eLinked
002-Dick's Bar	0%	0%	33.34%	0%	12.05%	0%	0%	13.51%	15%

Asset Balances

	Initial Start Banks	Unreimbursed Start Banks	Total	Gaming Product Inventory	Merchandise Inventory
002-Dick's Bar	\$6,855.00	\$0.00	\$6,855.00	\$2,531.19	\$1,120.00
Total	\$6,855.00	\$0.00	\$6,855.00	\$2,531.19	\$1,120.00

Assets

Account	Amount
Default Bank Account	\$120,457.08

Cash Long/Short Oversight

	Pulltab	Tipboards	Paddle Tickets	Paddle Wheel	Sports TipBoard	Paper Bingo	Raffles	eGaming	Total
002-Dick's Bar	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.00
Total	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.00

4 Days rule

The following transactions were deposited after 4 business days:

No results found. Great job!



City of Osseo City Council Meeting Item

Agenda Item:	Appoint City Councilmember (Resolution)
Meeting Date:	May 28, 2024
Prepared by:	Shane Mikkelson, Interim City Administrator
Attachments:	Letter of Interest Resolution

Policy Consideration:

Consider an appointment to the Osseo City Council vacant seat.

Background:

Former Councilmember Ashlee Mueller resigned at the May 13, 2024, Council meeting. The Council adopted Resolution 2024-35, accepting the resignation and declaring a vacancy on the Council. The Council directed Staff to accept letters of interest from individuals in the community interested in serving on the Council, fulfilling the remainder of the Council term (through December 31, 2024) by Wednesday, May 22 at Noon.

The City received a total of four letters of interest from community members from:

- 1) Mark Cook
- 2) James Kelly
- 3) John Hall
- 4) Ed Columbus

The Council should consider those interested in the position and motion to appoint one person to fulfill the remainder of the unexpired Council term.

Previous Action or Discussion:

The Council adopted Resolution 2024-35, accepting Ashlee Mueller's resignation and declaring a vacancy on the Council.

Options:

The City Council may choose to:

1. Adopt Resolution appointing _____ to serve the remainder of the unexpired Council term;
2. Deny adoption of the Resolution;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Adopt Resolution appointing _____ to serve the remainder of the unexpired Council term.

Edward J Columbus

Osseo, MN. 55369

City of Osseo
415 Central Avenue
Osseo, MN. 55369

Honorable Mayor and City Council of Osseo,

Please consider my application for the vacant City Council Member position.

I have been an Osseo resident since 2007. I am active in the community helping with various events such as Tuesday Night in the Park, Night to Unite, The Halloween Parade, Mini-Dazzle and various Lions events including Lions Roar.

I have worked in commercial construction for over 50 years, mostly in the door and hardware industry where I was a production manager for 23 years and a Sales and Service Manager for another 20. I also have a background in plumbing and electrical and at one time held a low voltage license and a boiler license. I also served 4 years in the United States Air Force.

I currently take care of the door repairs and locksmithing for the City of Osseo when asked upon. I also work as a Winter plow truck driver for Osseo Public Works.

Being an Osseo City Council Member, my goal would be to keep our city a viable and unique community where people want to live, work and raise their families.

Sincerely,

Edward J. Columbus

5-20-2024

James Kelly

Osseo, MN 55369

City of Osseo

Re: Letter of interest to serve remainder of term of vacant city council position.

Qualifications:

- 1.) 30 years Osseo resident.
- 2.) 15 years on public record in Osseo.
- 3.) 3 years service NHHSC representing Osseo.
- 4.) 1 1/2 years Alt. commission (current) SC ~~WM~~ Watershed Management Commission, for Osseo.
- 5.) Treasurer U.S.W.A L.U. 9376
- 6.) Volunteer service over 35 years.

John Hall

[REDACTED]
Osseo MN 55369
[REDACTED]
[REDACTED]

Mayor and City Council Members of Osseo

415 Central Av. Osseo MN 55369

May 18, 2024

Dear Mayor and City Council Members,

My name is John Hall. I would be honored to fill the vacant Osseo City Council position. I am a long-time resident of Osseo, 42 years. My wife Connie and I have raised our family here. I have enclosed a copy of my resume for you to review which demonstrates the experience and knowledge I have acquired to be considered a qualified candidate for the position.

If you have any questions, please feel to contact me either by phone or email.
Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "John Hall". The signature is written in a cursive style with a large initial "J" and a distinct "H".

John Hall

A solid black rectangular redaction box covering a line of text, likely a street address.

Osseo, MN 55369

A solid black rectangular redaction box covering a line of text, likely a phone number or email address.

JOHN HALL

PROFESSIONAL SUMMARY

Proven leader with extensive experience in municipal governance and electrical work, notably as Mayor of Osseo and an IBEW Journeyworker Electrician. Spearheaded city revitalization and infrastructure projects, significantly enhancing community safety and economic development. Skilled in strategic planning and safety training, with a knack for fostering regional cooperation and mentoring professionals. Demonstrates exceptional problem-solving and interpersonal abilities.

SKILLS

Have served on the following City of Osseo Committees and Commissions; E.D.A, Planning, HRA, Public Works, Public Safety, and Budget and Finance.

Have served to the elected position of Chairman of the Executive Board of IBEW 292 for 8.5 years.

A member of the National Safety Council for 26 years. Received several accommodations for accomplishments in the areas of safety and health training

WORK HISTORY

OSSEO CITY COUNCIL MEMBER City Of Osseo, Osseo, MN

- Participated in regional conferences and workshops to stay abreast of best practices in municipal governance.
- Addressed constituent concerns promptly and efficiently by maintaining an accessible office staffed with knowledgeable professionals.
- Evaluated proposed legislation carefully, considering long-term implications for the community before casting votes on key issues.
- Spearheaded efforts to revitalize underdeveloped areas, encouraging investment and job creation in those neighborhoods.
- Leveraged grant opportunities to secure additional funding for crucial city projects without burdening taxpayers further.
- Developed strategic partnerships with neighboring municipalities, fostering regional cooperation on shared issues.
- Negotiated with state and federal representatives on behalf of the city, advocating for resources and support in line with local priorities.
- Collaborated with fellow council members to develop and implement sound fiscal policies for the city budget.
- Advocated for increased funding for public safety, resulting in a decrease in crime rates within the community.
- Facilitated communication between various city departments, ensuring efficient collaboration in pursuit of common goals.

- Improved city infrastructure through diligent oversight of public works projects.
- Increased government transparency by implementing open meeting policies and making critical information available online.
- Promoted economic development by attracting new businesses and supporting local entrepreneurs.
- Fostered climate of collaboration between general public, city manager, and members of city council.

MAYOR OF THE CITY OF OSSEO

City Of Osseo, Osseo, MN

- Managed the city budget effectively, ensuring fiscal responsibility and efficient allocation of resources.
- Improved city infrastructure by prioritizing and overseeing key development projects.
- Ensured high-quality municipal services by investing in staff training, technology upgrades, and process improvements.
- Signed contracts, ordinances and other official documentation to execute orders of office.
- Fostered positive relationships with neighboring municipalities to facilitate regional collaboration and growth.
- Increased transparency in local government by implementing open data platforms and encouraging community engagement.
- Supported youth development programs to provide opportunities for personal growth, education, and civic engagement.
- Attended public forums, events and informal meetings.
- Promoted economic development by attracting new businesses and retaining existing ones through targeted initiatives.
- Appointed qualified candidates to positions such as chief of police.
- Strengthened emergency preparedness efforts through regular drills, interagency coordination, and public awareness campaigns.
- Upgraded parks and recreation facilities to increase community enjoyment and promote healthy lifestyles.

OSHA INSTRUCTOR 01/1999 to Current

Minneapolis JATC, Saint Michael, MN

- Promoted a positive learning environment by establishing clear expectations and maintaining consistent classroom management techniques.
- Tracked student progress, frequently checking in with struggling students and identifying root causes of problems.
- Boosted student performance by providing individualized support and targeted feedback.
- Initiated new learning methods, eliminating instructional gaps and improving comprehension.
- Participated in professional development opportunities to stay current on educational trends and enhance teaching effectiveness.
- Tested students to assess progress and adapted learning plans in alignment with performance.
- Increased student participation via engaging lectures and assignments.
- Assisted in curriculum development, ensuring alignment with state standards and best practices for effective instruction.
- Mentored new teachers, sharing valuable insights and strategies for classroom success.
- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.

IBEW JOURNEYWORKER ELECTRICIAN 09/1973 to 06/2016

IBEW 292, Minneapolis, MN

- Worked from ladders, scaffolds and lifts to install, maintain, or repair electrical wiring equipment and lighting fixtures in ceilings, on roofs and on towers.
- Installed and wired electrical transformers, service panels, and circuit breakers.
- Installed, maintained, repaired, and tested equipment for electricity generation and utilization.
- Planned layout and installation of electrical wiring, equipment, and fixtures based on specifications and applicable code.
- Inspected electrical systems, equipment and components to identify hazards, defects, and repair requirements.
- Used testing instruments such as ohmmeters, voltmeters, ammeters, and multimeters.
- Performed routine and complex maintenance and repairs on various electrical equipment.
- Stored and maintained power tools and equipment for each job.
- Read and interpreted electrical, mechanical, and architectural drawings and electrical code specifications for wiring layouts.
- Improved electrical system safety by conducting thorough inspections and identifying potential hazards.
- Demonstrated expertise in use of cable reels, stripping tools, voltage detectors, and wire and cable cutters to complete fast-paced work.
- Maintained compliance with local codes and regulations by staying up-to-date on industry standards and best practices.
- Mentored apprentice electricians in proper installation techniques, safety protocols, and troubleshooting methods to enhance their skill sets.
- Inspected worksites and installations to verify compliance with state safety codes.

EDUCATION

Anoka Technical College, Anoka, MN

Construction Electrician, Construction Electrician, 06/1973

OSHA 10

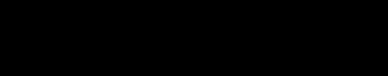
OSHA 30

OSHA 500

**ADDITIONAL
INFORMATION**

Resident of Osseo for 41 years

Mark Cook



May 16th, 2024

Dear Mayor Poppe, Councilpersons Hultstrom, Vickerman, and Schulz,
My name is Mark Cook and I have been a resident of Osseo for the past seven years. I graduated from Osseo High School in 1995. I have loved this town and this community for most of my life. I have been a small business owner in town for the last three years. I have followed the actions of the City Council closely since I have lived here. I have watched the work that you have all done to make this town one of the top small cities in the country. Having watched the council operate, I believe that I have a lot to offer the council and the community.

I am a hard-working, motivated, and deadline-driven professional with a passion for public service. I have spent the last 24 years as a teacher and coach in Osseo Area Schools-District 279, including 20 seasons as a Head Girls Basketball Coach. I was the President of the Minnesota Girls Basketball Coaches Association from 2016-18 and now serve as the Executive Director of the same organization. As a Social Studies teacher for 20+ years, I have a great passion for preserving and respecting history, while also understanding the need to grow and evolve as a community.

Having watched several City Council meetings, it is clear that the residents of this community have a passion for our town. It is also clear that they want strong leadership, honest and transparent communication, and dedication to the citizens of our great city. I believe I possess all of these qualities. Having served for the past year on the EDA and the Public Safety Advisory Committee for the city, I feel I have gained a better understanding of the processes of city government and I would like to officially declare my interest in filling Councilperson Mueller's vacant seat and continue the dedicated work and commitment to the great City of Osseo. I appreciate your consideration for this position and look forward to the opportunity to serve the great city of Osseo if given the chance.

Kind regards,

Mark J. Cook

Mark J. Cook
Osseo Resident
The Annabelle House Owner

Resolution No. 2024-XX

**A RESOLUTION APPOINTING A SUCCESSOR TO SERVE THE UNEXPIRED TERM OF
COUNCILMEMBER ASHLEE MUELLER**

WHEREAS, Council Member Ashlee Mueller tendered her resignation through email to Mayor Duane Poppe and Council on May 7, 2024; and

WHEREAS, by adoption of Resolution No. 2024-35 on May 13, 2024, the City Council accepted Councilmember Mueller's resignation and declared that a vacancy exists on the City Council; and

WHEREAS, pursuant to the requirements of Minnesota Statutes Section 412.02, subd. 2a, the Council desires to fill the vacated office by Council appointment until the next regular City election.

NOW THEREFORE, BE IT RESOLVED that the Osseo City Council appoints _____ to serve the remainder of the unexpired term of Councilmember Ashlee Mueller.



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Special Event Permit Application

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

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

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

1. EVENT INFORMATION

Name of Event OSSEO LIONS ROAR Purpose of Event CITY WIDE CELEBRATION

Description of Event FOOD, ENTERTAINMENT, KIDS AREA, PARADE, BEER TENT, BLANKY BAG TOURNAMENT, VENDORS IN THE PARK

Days/Date(s) of Event SEPT 6+7 Start Time FRIDAY 4PM SAT. 11AM End Time 11 PM 11 PM

Estimated Setup Start Time SEPT 5TH 8 PM Estimated Take Down Finish Time SEPT 8 3 A.M.

Location Address 3RD STREET BETWEEN CENTRAL AVE + 1ST AVE

Property Owner Name CITY OF OSSEO

Owner Phone _____ Email _____

Estimated # of Attendees DEPENDS ON THE WEATHER Admission Fee/Donation Requested \$ 0

2. APPLICANT INFORMATION

Name ED COLUMBUS Title LIONS ROAR CHAIR

Address 101 4TH ST NW OSSEO, MN 55369

Daytime Phone _____ Cell 651-755-1222

Email ECOLUMBUS@TCHCO.COM

Affiliation/Organization OSSEO LIONS CLUB

Are you an authorized applicant for this organization?

Yes No

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

Yes No

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

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

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

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

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

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

SERVICES: OSSEO POLICE/FIRE/PUBLIC WORKS City Equipment: GENERATOR
Property: BOERBOOM PARK, 3RD STREET

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

SATURDAY AFTERNOON - BAND 2-6

FRIDAY NIGHT - BAND 7-11 SAT. NIGHT BAND 7-11

PARADE - NOON TIL 2

6. ACTIVITIES

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

KIDS AREA WITH INFLATABLES AND SAT. PETTING ZOO

VENDORS IN THE PARK SAT ONLY. BEAN BAG TOURNAMENT SAT 2PM

7. SANITATION/POTABLE WATER

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

PORTA POT'S AND HAND WASHING STATIONS PROVIDED BY PREMIER BANK.

WATER AVAILABLE FOR SALE AT LIONS TENT - FREE IN EMERGENCY SITUATIONS

8. PARKING AND TRAFFIC CONTROL

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

PARKING IN CITY LOTS OR CURBSIDE THROUGH TOWN EXCEPT ON CENTRAL AVE AND 5K ROUTE (SAT. ONLY 9-2)

TRAFFIC CONTROL BY OSSEO PD AND HENNINGEN COUNTY SHERIFFS

9. EMERGENCY/MEDICAL SERVICES

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

ALLEYS WILL BE CLEAR FOR EMERGENCY VEHICLES AND

BARRICADE WILL BE MOVEABLE AS WELL.

10. SECURITY/CROWD MANAGEMENT

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

CROWD CONTROL BY OSSEO P.D. - INCLEMENT WEATHER WILL CLOSE DOWN EVENT. EMERGENCY EVACUATION BY OSSEO P.D./FIRE

11. TRASH/RECYCLING, EVENT CLEAN UP

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

TRASH AND RECYCLE BIN WILL BE STAGED THROUGHOUT THE LOCATION. CLEANUP BY OSSEO LIONS AFTERWARD AND STREETS SWEEP BY PUBLIC WORK.

Name of trash/recycling hauler WALTERS

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

12. LIGHTING

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

POSSIBLE LIGHTING STATION IN BEAN BAG AREA IF AHLERS ELECTRIC CAN SECURE ONE.

13. TEMPORARY STRUCTURES OR CONSTRUCTION

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

POP UP AND POLE SUPPORTED TENTS WITH CURTAINS IF NEEDED. BAND TRAILER FOR MUSIC. FOLDING CHAIRS AND TABLES

14. ADVERTISING AND PROMOTION

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

ADVERTIZED WITH GATEWAY SIGN, FACEBOOK, WEBSITE, OSSEO PRESS FLYER, 10 ROAD SIGNS ON CENTRAL AVE

15. NOISE

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

BANDS TO KEEP VOLUME TO ACCEPTABLE LEVELS AND STOP PLAYING AT PRE-DETERMINED TIME.

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

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

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

BEER, WINE AND SELTZERS, ALLOWED ONLY ON SITE. GATE GUARDS TO PREVENT LEAVING WITH ALCOHOL. ALL SERVERS MUST GO TO TRAINING. ALL CUSTOMERS TO BE CHECKED FOR PROOF OF AGE - LICENSE TO BE APPLIED FOR AFTER EVENT PERMISSION HAS BEEN GRANTED

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

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

SANDWICHES, HOT DOGS, PIZZA, PORKCHOPS - GAS GRILL USED (LP) ROASTERS (ELECTRIC) POPCORN (MACHINE) ICE CREAM (FREEZER)

Has a license been obtained from the Hennepin County Department of Health and Environment? (Please attach) Yes No NOT YET

18. OTHER CONCESSIONS

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

VENDORS WILL BE IN THE PARK.

19. GAMBLING

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

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

KNIGHTS of COLUMBUS POLL TABS / BINGO
LIONS RAFFLE PERMIT APPLIED FOR

20. WORKERS COMPENSATION COMPLIANCE

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

21. INSURANCE

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

22. THE MINNESOTA DATA PRACTICES ACT

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

Edward Helund

Signature

Date

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

101 4th ST NW OSSEO

Address

1051-755-1222

Telephone

City of Osseo use only:

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

Special Service Deposit Calculations

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

23. ACKNOWLEDGEMENT/SIGNATURE

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

Property Owner Signature _____ **Printed Name** _____ **Date** _____

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

Applicant Signature _____ **Printed Name** _____ **Date** _____

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only:

This application/request received: Date _____ By _____

This application approved/rejected by: Date _____ By _____

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

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

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

Administrative Comments & Fees— reviewed by ShD Date 4-23-24
NO COMMENTS

Police Department Comments & Fees — reviewed by ShD Date 4-23-24
NO COMMENTS

Fire Department Comments & Fees — reviewed by Nick Bergman Date 4-23-24
NO COMMENTS

Public Works Comments & Fees — reviewed by Nick Weidling Date 4-23-24
NO COMMENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2024

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

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

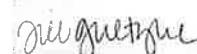
PRODUCER West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	CONTACT NAME: Customer Care PHONE (A/C, No, Ext): (866) 926-4244 E-MAIL ADDRESS: customercare@wbmi.com	FAX (A/C, No): (262) 365-2200
	INSURER(S) AFFORDING COVERAGE	
INSURED Osseo Lions Club PO Box 473 Osseo MN 55369-0473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

COVERAGES **CERTIFICATE NUMBER:** CL2391165236 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		A210039	10/31/2023	10/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability	Y		A210051	10/31/2023	10/31/2024	Each Occurrence \$1,000,000 Aggregate Limit \$1,000,000

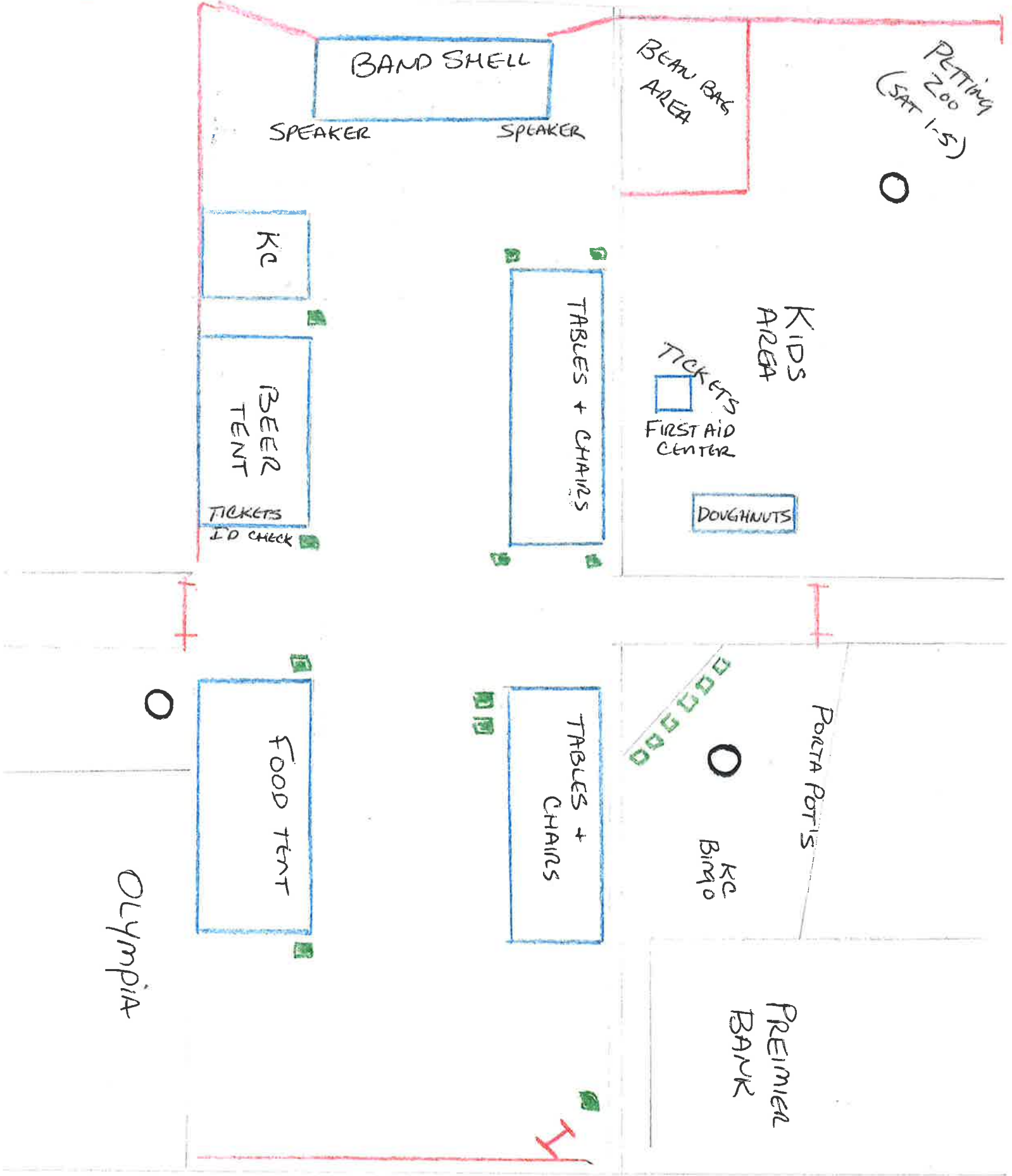
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Osseo is listed as Additional Insured under Liquor Liability per form NS0280 and General Liability per form WB1890 as required by written contract.

CERTIFICATE HOLDER City of Osseo 415 Central Ave Osseo MN 55369	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

TRASH/RECYCLING

FENCE
TENTS - TRAILERS

GATE



CENTRA AVE

OLYMPIA

BAND SHELL

SPEAKER

SPEAKER

BEAN BAG AREA

PETTING ZOO (SAT 1-5)

KID

BEER TENT

TICKETS I.D. CHECK

TABLES + CHAIRS

KIDS AREA

TICKETS FIRST AID CENTER

DOUGHNUTS

FOOD TENT

TABLES + CHAIRS

KID BINGO

POLTA POTIS

PREMIER BANK



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Special Event Permit Application

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

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

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

1. EVENT INFORMATION

Name of Event Music+Movies in the Park Purpose of Event Community entertainment
 Description of Event Regularly scheduled concerts and movies in Boerboom Park on Tuesday nights in June, July and August
 Days/Date(s) of Event Tuesday, June 11- Aug 27 Start Time 4:30 pm End Time 11:00 pm
 Estimated Setup Start Time 4:00 pm Estimated Take Down Finish Time 11:30 pm
 Location address 416 Central Ave
 Property Owner Name City of Osseo
 Owner Phone 763-425-1545 Email jrieland@ci.osseo.mn.us
 Estimated # of Attendees 35-250 Admission Fee/Donation Requested \$ 0

2. APPLICANT INFORMATION

Name Jessica Rieland Title Community Management Coordinator
 Address _____
 Daytime Phone _____ Cell _____
 Email _____
 Affiliation/Organization _____

Are you an authorized applicant for this organization?

Yes No

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

Yes No

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

Yes No

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

Name _____ Title _____

Address _____

Daytime Phone _____ Cell _____

Email _____

3. REQUEST FOR SPECIAL SERVICES

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

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

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

Use of Boerboom Park Bandshell for performances.

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

4. SITE PLAN

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

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

5. ENTERTAINMENT

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

Please see attached schedule.

6. ACTIVITIES

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

Please see attached schedule.

7. SANITATION/POTABLE WATER

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

Portable restrooms are available on the south side of the park. Permanent facilities are available across the street in the community center / City Hall building.

8. PARKING AND TRAFFIC CONTROL

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

Parking is available on-street and in City Hall parking lot.

9. EMERGENCY/MEDICAL SERVICES

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

10. SECURITY/CROWD MANAGEMENT

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

11. TRASH/RECYCLING, EVENT CLEAN UP

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

Name of trash/recycling hauler _____

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

12. LIGHTING

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

n/a

13. TEMPORARY STRUCTURES OR CONSTRUCTION

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

n/a

14. ADVERTISING AND PROMOTION

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

Events are promoted through mailings, on the City's website and social media accounts, and on the Gateway Sign

15. NOISE

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

The events will comply with the city's nuisance ordinance.

16. FIREWORKS OR PYROTECHNICS

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

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

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

17. FOOD AND BEVERAGES

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

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

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

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

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

18. OTHER CONCESSIONS

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

19. GAMBLING

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

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

20. WORKERS COMPENSATION COMPLIANCE

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

21. INSURANCE

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

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

22. THE MINNESOTA DATA PRACTICES ACT

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

Rieland
Signature

4/16/24
Date

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

Address

Telephone

23. ACKNOWLEDGEMENT/SIGNATURE

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

Property Owner Signature _____ Printed Name _____ Date _____

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

J. Rieland _____ Printed Name Jessica Rieland Date 4/16/24
 Applicant Signature _____ Printed Name _____ Date _____

Checklist/attachments

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

Other Permits/Licenses/Application, as applicable

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

City of Osseo use only below:

This application/request received: Date _____ By _____

This application approved/rejected by: Date _____ By _____

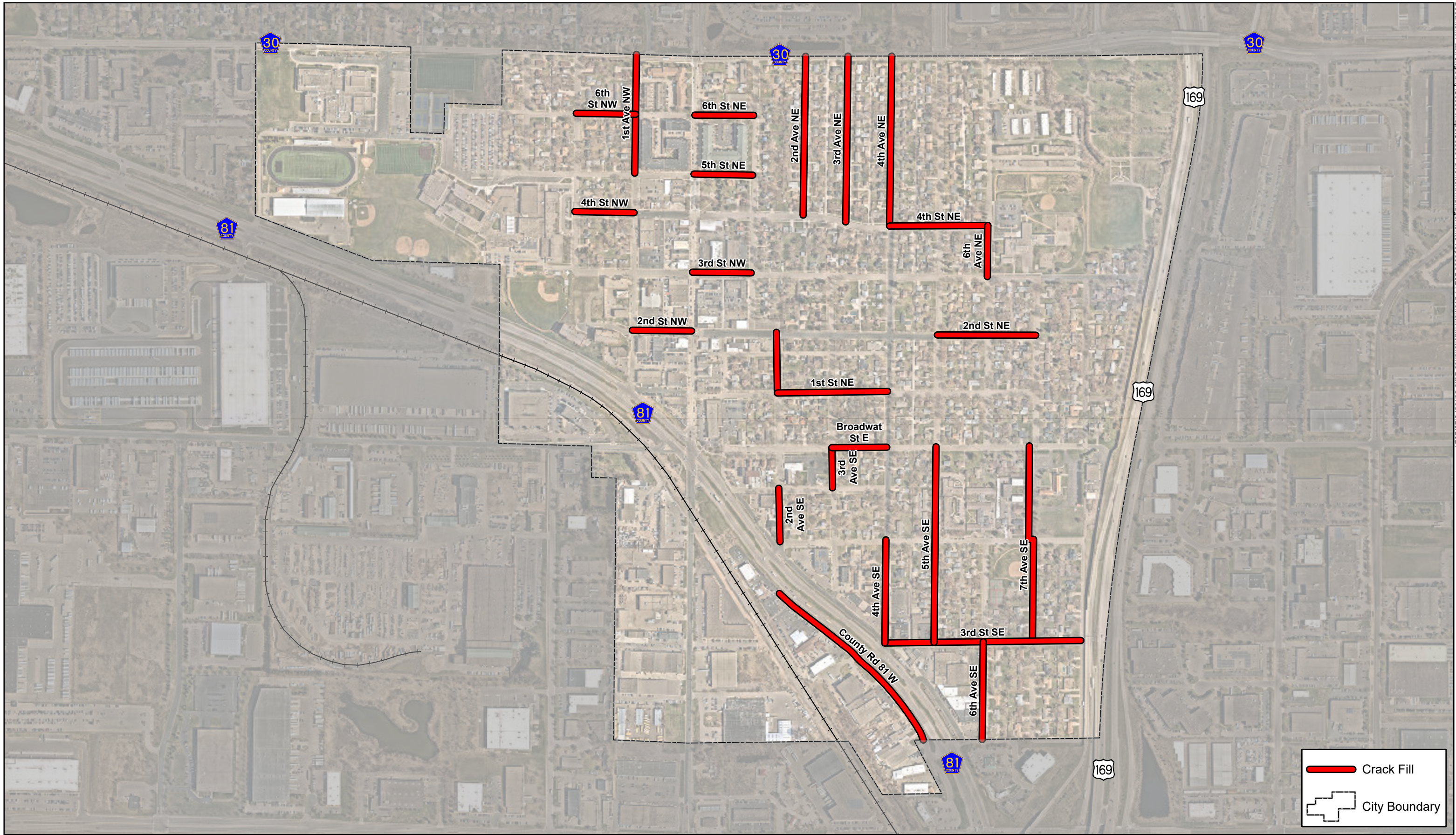
Permit fees for event received on: Date _____ Amount \$50 Receipt# _____



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

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

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



City of Osseo use only:



 Crack Fill
 City Boundary

Proposed 2024 Pavement Maintenance

Pavement Management
City of Osseo, Minnesota

 N
 0 600 Feet
 1 inch = 600 feet



**Fee Estimate for Professional Engineering Services
2024 Pavement Maintenance Project**



City of Osseo

		Senior Project Manager	Graduate Engineer	Pavement Specialist	GIS Specialist	Construction Observer	Office Technician	Total Hours	Total Fee
		Alyson Fauske	Tessa Pleschourt	Paul Kyle	TBD	TBD	Amy Rein		
		\$ 237.00	\$ 156.00	\$ 194.00	\$ 82.00	\$ 110.00	\$ 123.00		
Phase	TASKS							Total	
001 Design	Project Management	1						1	\$237
	Plan preparation		1		1			2	\$238
	Specifications		2	1			2	5	\$752
	Engineer's Opinion of Probable Cost		1					1	\$156
	Quotes	1					3	4	\$606
	QA / QC	1		1				2	\$431
002 Construction Services	Project Management	1						1	\$237
	Meetings (1)					2		2	\$220
	Construction Observation					8		8	\$880
	Pay Vouchers (1)		1				1	2	\$279
	Project Closeout	1	1			2	2	6	\$859
Total Estimated Fee									\$4,895
Total Hours		5	6	2	1	12	8	34	

<i>Hourly Rates</i>	\$237.00	\$156.00	\$194.00	\$82.00	\$110.00	\$123.00	
Labor Total	\$1,185	\$936	\$388	\$82	\$1,320	\$984	\$4,895

Expenses							
Misc Expenses							
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0

Total Project Fee							\$4,895
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City of Osseo City Council Meeting Item

Agenda Item: Approve Hire and Employment Agreement for Blane Anderson as Fire Chief 2

Meeting Date: May 28, 2024

Prepared by: Shane Mikkelson, Interim City Administrator

Attachments: Employment Agreement

Policy Consideration:

Consider approving the hire and employment agreement with Blane Anderson as Fire Chief 2.

Background:

The Fire Department had an internal posting for Fire Chief 2, and Blane Anderson was selected to fill that position. The Council HR Committee discussed the employment agreement negotiated with Blane Anderson and Attorney Tietjen reviewed the contract.

City Goals Met By This Action:

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

Options:

The City Council may choose to:

1. Approve the hire and employment agreement for Blane Anderson as Fire Chief 2;
2. Approve the hire and employment agreement for Blane Anderson as Fire Chief 2, with noted changes/as amended;
3. Deny the hire and employment agreement for Blane Anderson as Fire Chief 2
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the City Council choose option 1) Approve the hire and employment agreement for Blane Anderson as Fire Chief 2.

Employment Agreement

This Agreement is made this 29th day of May, 2024, by and between the City of Osseo, a Minnesota municipal corporation (Employer), and Blane Anderson (Employee).

The parties agree as follows:

1. **Position.** Employer agrees to employ Employee as its Fire Chief 2. Employee agrees to serve as Fire Chief 2 in accordance with State statutes, City ordinances, the City's Values Statement, the City of Osseo Personnel Policy, and the Position Responsibility Document in effect this date, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.
2. **Term.** Employee will begin his duties as Fire Chief 2 on May 14, 2024, and will continue to serve in that position until indefinite, unless terminated earlier by the Employer or Employer pursuant to this Agreement.
3. **Pension Plan.** Employee shall receive a pension through the Osseo Fire Department Relief Association in accordance with the terms and conditions of its bylaws.
4. **Salary and Performance Review.** Employer shall pay Employee a salary of \$250.00 per month effective immediately and continuing until the City Council shall have approved any modification and then in accordance with such salary modification. In addition to salary, Employee shall be compensated in accordance with a City Council approved "pay per call" schedule for City of Osseo firefighters. Employer and Employee agree that a performance review will be conducted on Employee every twelve (12) months.
5. **Benefits/Indemnification.** Employee is not eligible to participate in the regular City group medical and dental insurance, life insurance, or disability insurance plans. Employee is eligible for earned sick and safe time pursuant to the City's policy. Pursuant to Minn. Stat. § 466.07, Employer shall defend and indemnify Employee for damages, including punitive damages, claimed or levied against Employee provided that Employee was acting in the performance of his duties as Fire Chief 2 and was not guilty of, malfeasance in office, willful neglect of duty, or bad faith. If the Employee becomes injured on duty he shall be covered by the Employer's workers compensation insurance.
6. **Dues and Subscriptions.** Employer shall budget and pay the professional dues and subscriptions for Employee that are deemed reasonable and necessary for Employee's continued participation in national, regional, state, and local associations necessary and desirable for Employee's continued professional participation, growth, and advancement.
7. **Professional Development.** Employer shall budget and pay necessary and reasonable registration, travel, and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer.

8. **Uniform Allowance.** Employer shall reimburse Employee for initial uniform costs. Employer shall repair or replace any uniform items damaged in the line of duty.
9. **Hours of Work.** The position of Fire Chief 2 does not require regular hours as the Osseo Fire Department is a “paid per call” department. The Fire Chief 2, in addition to “paid per call” hours, may be required to attend meetings, events and fire department operations that may happen at any time of the day or night, on a week day or a week end.
10. **Notice/Termination Benefits.** If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer thirty (30) days advance written notice. If the Employee dies during the term of his employment, the Employer shall pay to the Employee’s estate all the compensation which would otherwise be payable to the Employee to the date of his death, including, but not limited to unpaid wages.
11. **At-Will Employment.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and other applicable law. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement. Employee is an “at will” employee of the City.

In Witness Whereof, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

Employer:
City of Osseo

Employee:
Blane Anderson

By: _____
Duane Poppe, Mayor

And _____
Katrina Jones, City Clerk



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00326

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: A-1 Outdoor Power Inc					
A-1 Outdoor Power Inc	552802	Weed Whip String	Equip Repair/ Maintenance	101-42350-221	45.49
A-1 Outdoor Power Inc	553197	Chainsaw for PW	Operations	101-42000-211	705.63
Vendor A-1 Outdoor Power Inc Total:					751.12
Vendor: Aflac					
Aflac	972291	May 2024 Premiums	Other Professional Services	101-41900-310	351.93
Vendor Aflac Total:					351.93
Vendor: Amazon Capital Services, Inc					
Amazon Capital Services, Inc	1WLL-DYXP_K4YD	Printer Paper & Folders	Operations	101-41920-211	39.98
Vendor Amazon Capital Services, Inc Total:					39.98
Vendor: Aspen Mills Inc					
Aspen Mills Inc	332259	Uniforms - C Giving	Uniforms/Gear	101-41920-218	197.66
Aspen Mills Inc	332416	Uniforms - J Antolak	Uniforms/Gear	101-41920-218	187.95
Aspen Mills Inc	332420	Uniforms - L Budensiek	Uniforms/Gear	101-41920-218	131.00
Aspen Mills Inc	332749	Patches/Pins B Lassell	Uniforms/Gear	101-41920-218	73.02
Aspen Mills Inc	332799	Patches/Pins J Baird	Uniforms/Gear	101-41920-218	107.01
Aspen Mills Inc	332943	Patches/Pins B Lassell	Uniforms/Gear	101-41920-218	33.70
Aspen Mills Inc	332944	Collar Brass J Baird	Uniforms/Gear	101-41920-218	43.41
Vendor Aspen Mills Inc Total:					773.75
Vendor: Batteries + Bulbs					
Batteries + Bulbs	P72498731	Batteries for PW Door Fob	Building Repair/Maintenance	101-42000-222	74.21
Vendor Batteries + Bulbs Total:					74.21
Vendor: Centerpoint Energy					
Centerpoint Energy	Apr 2024	Apr 2024 Natural Gas	Natural Gas Service	101-41700-390	-24.18
Centerpoint Energy	Apr 2024	Apr 2024 Natural Gas	Natural Gas Service	101-41700-390	341.92
Centerpoint Energy	Apr 2024	Apr 2024 Natural Gas	Natural Gas Service	101-41800-390	75.06
Centerpoint Energy	Apr 2024	Apr 2024 Natural Gas	Natural Gas Service	101-42000-390	156.38
Centerpoint Energy	Apr 2024	Apr 2024 Natural Gas	Natural Gas Service	101-42350-390	41.28
Centerpoint Energy	Apr 2024	Apr 2024 Natural Gas	Natural Gas Service	602-49400-390	17.44
Vendor Centerpoint Energy Total:					607.90
Vendor: CenturyLink					
CenturyLink	May 2024	May 2024 Lift Station Svc	Telecommunications	602-49400-321	124.36
Vendor CenturyLink Total:					124.36
Vendor: Cintas Corp.					
Cintas Corp.	4192627496	PW Mat Svc	Operations	101-42000-211	23.80
Cintas Corp.	4192627500	PD Mat Service	Leases/Rentals	101-41900-410	6.24
Cintas Corp.	4192627550	Mat Svc - CH	Operations	101-41700-211	14.88
Vendor Cintas Corp. Total:					44.92
Vendor: Cintas First Aid & Safety					
Cintas First Aid & Safety	8406819101	PW First Aid Kit Service / Supp	Operations	101-42000-211	104.45
Vendor Cintas First Aid & Safety Total:					104.45
Vendor: City Of Maple Grove					
City Of Maple Grove	22000	May 2024 Water Usage 6,796	Purchased Water	601-49400-385	14,101.02
Vendor City Of Maple Grove Total:					14,101.02
Vendor: Citywide Service Corp - Towing					
Citywide Service Corp - Towin	75672	Replace battery in 2013 Ford	Vehicle Repairs/Maintenance	101-41900-217	312.64
Citywide Service Corp - Towin	77895	Tow/Impound 2018 Toyota Ca	Operations	101-41900-211	224.85
Vendor Citywide Service Corp - Towing Total:					537.49

Pending Expense Approval Report

Packet: APPKT00326

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Comcast					
Comcast	May 2024	May 2024 City Hall Service	Telecommunications	101-41700-321	39.82
Vendor Comcast Total:					39.82
Vendor: Croce, Sarah					
Croce, Sarah	Youth Rec Refund	Youth Rec Refund - Basketball	Youth Recreation Fees	101-36002	59.50
Vendor Croce, Sarah Total:					59.50
Vendor: Eftps - Fit And Fica					
Eftps - Fit And Fica	INV0000794	Federal Tax	Federal Withholding	101-21701	6,823.50
Eftps - Fit And Fica	INV0000794	Social Security	Fica Withholding	101-21703	5,370.16
Eftps - Fit And Fica	INV0000794	Medicare	Fica Withholding	101-21703	2,253.50
Eftps - Fit And Fica	CM0000029	Social Security	Fica Withholding	101-21703	-49.60
Eftps - Fit And Fica	CM0000029	Medicare	Fica Withholding	101-21703	-11.60
Vendor Eftps - Fit And Fica Total:					14,385.96
Vendor: Ehlers & Associates, Inc					
Ehlers & Associates, Inc	97626	Contact Cty tax court petition	Other Professional Services	101-41110-310	142.50
Vendor Ehlers & Associates, Inc Total:					142.50
Vendor: Fairs Garden Center					
Fairs Garden Center	12658	Black Dirt (fill low areas in vac	Operations	101-42350-211	138.00
Fairs Garden Center	12665	Perenials/Bulbs (Sipe Park Sig	Operations	101-42350-211	158.91
Fairs Garden Center	12666	Perennials/Bulbs (Sipe Park Si	Operations	101-42350-211	70.96
Fairs Garden Center	12669	Perennials/Bulbs	Operations	101-42350-211	179.90
Fairs Garden Center	INV0000797	Black Dirt	Operations	101-42350-211	22.00
Vendor Fairs Garden Center Total:					569.77
Vendor: Finken Water Solutions					
Finken Water Solutions	5680432	OFD Water Pkcup/Delivery	Operations	101-41920-211	60.00
Vendor Finken Water Solutions Total:					60.00
Vendor: Fire Instruction Rescue Education					
Fire Instruction Rescue Educa	6883	Car Fire Class	Fire Training - Reimbursable	101-41920-261	1,200.00
Fire Instruction Rescue Educa	6855	Confined Space Trailer SCBA C	Fire Training - Reimbursable	101-41920-261	1,200.00
Vendor Fire Instruction Rescue Education Total:					2,400.00
Vendor: Further					
Further	May 2024	May 2024 HSA Participant Fee	Med/Den/Life/Ltd/Std Insura	101-41110-130	30.00
Further	INV0000783	Employee HSA	Employee H.S.A Contribution	101-21711	1,162.08
Vendor Further Total:					1,192.08
Vendor: Gary A Groen, CPA (inactive)					
Gary A Groen, CPA (inactive)	Apr 2024	August 2022 Financial consul	Accounting/Auditing	101-41550-301	1,332.00
Gary A Groen, CPA (inactive)	Apr 2024	August 2022 Financial consul	Accounting/Auditing	601-49400-301	832.50
Gary A Groen, CPA (inactive)	Apr 2024	August 2022 Financial consul	Accounting/Auditing	602-49400-301	832.50
Gary A Groen, CPA (inactive)	Apr 2024	August 2022 Financial consul	Accounting/Auditing	604-49400-301	333.00
Vendor Gary A Groen, CPA (inactive) Total:					3,330.00
Vendor: Global Payments					
Global Payments	Apr 2024	Credit Card Processing Fee's -	Building Permits	101-32101	130.35
Global Payments	Apr 2024	Credit Card Processing Fee's -	Building Permits	101-32101	517.63
Global Payments	Apr 2024	Credit Card Processing Fee's -	Sign Permits	101-32610	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Planning/Zoning Permits	101-32620	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Rental Licenses	101-32670	60.79
Global Payments	Apr 2024	Credit Card Processing Fee's -	Police Services	101-33425	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Gateway Sign Ad	101-34001	61.32
Global Payments	Apr 2024	Credit Card Processing Fee's -	Miscellaneous	101-36000	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Miscellaneous	101-36000	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Miscellaneous	101-36000	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Community Center Rent	101-36001	66.29
Global Payments	Apr 2024	Credit Card Processing Fee's -	Youth Recreation Fees	101-36002	77.46
Global Payments	Apr 2024	Credit Card Processing Fee's -	Street Improvement	412-42000-529	60.45
Global Payments	Apr 2024	Credit Card Processing Fee's -	Water Utility	601-37100	39.86
Global Payments	Apr 2024	Credit Card Processing Fee's -	Sewer Utility	602-37200	39.86

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Global Payments	Apr 2024	Credit Card Processing Fee's	Storm Water Utility	604-37400	39.86
Vendor Global Payments Total:					1,456.57
Vendor: Hennepin County Chiefs of Police Assn.					
Hennepin County Chiefs of Po	05022024	2024 Henn Cty Chiefs Asso An	Dues/Membership	101-41900-255	150.00
Vendor Hennepin County Chiefs of Police Assn. Total:					150.00
Vendor: Hennepin County Treasurer - Information Technology					
Hennepin County Treasurer - I	11000226008	FDS Apr 2024 Radio Fleet Fee	Radio Communications	101-41920-220	638.94
Hennepin County Treasurer - I	1000226009	Apr 2024 PD Radio Lease Fee	Radio Communications	101-41900-220	2,262.42
Vendor Hennepin County Treasurer - Information Technology Total:					2,901.36
Vendor: Hennepin County Treasurer - Vital Records					
Hennepin County Treasurer -	Notary Comm	Notary Commission for M Bai	Dues/Membership	101-41110-255	20.00
Vendor Hennepin County Treasurer - Vital Records Total:					20.00
Vendor: Hillyard/Minneapolis					
Hillyard/Minneapolis	605471194	Paper Bathroom Supplies	Operations	101-41700-211	1,102.60
Vendor Hillyard/Minneapolis Total:					1,102.60
Vendor: Icma Retirement Corporation					
Icma Retirement Corporation	INV0000782	DFC - ICMA	Deffered Comp	101-21705	884.61
Vendor Icma Retirement Corporation Total:					884.61
Vendor: Innovative Office Solutions					
Innovative Office Solutions	IN4536412	Office Supplies - CH	Office Operations	101-41110-201	22.27
Vendor Innovative Office Solutions Total:					22.27
Vendor: IState Truck Center, Inc.					
IState Truck Center, Inc.	R244000770	MN DOT Inspection 2009 Ford	Vehicle Repairs/Maintenance	101-42000-217	149.00
IState Truck Center, Inc.	R244000777	MN DOT Inspection 2013 Intl	Vehicle Repairs/Maintenance	101-42000-217	149.00
IState Truck Center, Inc.	R244000792	MN DOT Inspection 2022 Pete	Vehicle Repairs/Maintenance	101-42000-217	149.00
Vendor IState Truck Center, Inc. Total:					447.00
Vendor: Libby Stegger					
Libby Stegger	Comm Ctr Deposit 05.08.24	Community Center Deposit	Community Center Deposits	101-22001	250.00
Vendor Libby Stegger Total:					250.00
Vendor: Menards - Brooklyn Park					
Menards - Brooklyn Park	86077	Irrigation System Repair Parts	Equip Repair/ Maintenance	101-42350-221	95.97
Menards - Brooklyn Park	86127	Sipe Park Grounds Care Suppli	Operations	101-42350-211	82.41
Menards - Brooklyn Park	86180	Red Mulch	Central Avenue Beautification	101-42350-215	280.00
Menards - Brooklyn Park	86501	Seed - Parks	Operations	101-42350-211	32.94
Menards - Brooklyn Park	86641	Lawn Patch	Operations	101-42350-211	70.77
Vendor Menards - Brooklyn Park Total:					562.09
Vendor: Metro Sales Inc					
Metro Sales Inc	INV2513907	Copier Lease - PD	Leases/Rentals	101-41900-410	78.88
Vendor Metro Sales Inc Total:					78.88
Vendor: Midwest Compliance Inc					
Midwest Compliance Inc	59058	Annual DOT Drug Testing (6/1	Other Professional Services	101-42000-310	250.00
Vendor Midwest Compliance Inc Total:					250.00
Vendor: Minnesota Child Support Payment Center (SDU/Tribal Order Payee)					
Minnesota Child Support Pay	INV0000792	Child Support	Misc Deductions/Benefits	101-21710	728.65
Vendor Minnesota Child Support Payment Center (SDU/Tribal Order Payee) Total:					728.65
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1848	Pakrs & Rec Comm Mtg Minut	Recording Services	101-41650-307	167.00
Vendor Minute Maker Secretarial Total:					167.00
Vendor: Minuteman Press					
Minuteman Press	36607	UB Postage/Mailing	Other Professional Services	601-49400-310	196.16
Minuteman Press	36607	UB Postage/Mailing	Postal/Delivery Service	601-49400-322	196.16
Minuteman Press	36607	UB Postage/Mailing	Other Professional Services	602-49400-310	196.04
Minuteman Press	36607	UB Postage/Mailing	Postal/Delivery Service	602-49400-322	196.16
Minuteman Press	36607	UB Postage/Mailing	Postal/Delivery Service	604-49400-322	196.15

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Minuteman Press	36607	UB Postage/Mailing	Postal/Delivery Service	604-49400-322	196.04
Vendor Minuteman Press Total:					1,176.71
Vendor: MN Department of Revenue					
MN Department of Revenue	INV0000795	State Tax	State Withholding	101-21702	3,238.11
Vendor MN Department of Revenue Total:					3,238.11
Vendor: Msrs Dfc/Hcsp					
Msrs Dfc/Hcsp	INV0000787	DFC - MSRS	Deffered Comp	101-21705	2,565.00
Msrs Dfc/Hcsp	INV0000788	Employee HSA	Hcsp	101-21712	966.90
Vendor Msrs Dfc/Hcsp Total:					3,531.90
Vendor: Oertel Architects, Ltd.					
Oertel Architects, Ltd.	23-24.2	Facilities Assessment	Capital Outlay	135-41700-520	18,975.54
Vendor Oertel Architects, Ltd. Total:					18,975.54
Vendor: Overhead Door Company					
Overhead Door Company	135681	PW Garage Door Repair	Building Repair/Maintenance	101-42000-222	3,053.15
Vendor Overhead Door Company Total:					3,053.15
Vendor: PERA - Public Employees Retirement Association					
PERA - Public Employees Retir	INV0000793	PERA	Pera	101-21704	4,613.56
PERA - Public Employees Retir	INV0000793	PEPFF	Pera	101-21704	12,249.83
Vendor PERA - Public Employees Retirement Association Total:					16,863.39
Vendor: Pitney Bowes Global Fin Svcs L					
Pitney Bowes Global Fin Svcs	3106654646	2Q24 Admin Postage Meter R	Leases/Rentals	101-41110-410	197.19
Vendor Pitney Bowes Global Fin Svcs L Total:					197.19
Vendor: Premier Bank					
Premier Bank	Apr 2024 Cogswell	CC Charges 3/7/24 - 4/4/24 C	Software	101-41920-309	72.00
Premier Bank	Apr 2024 Grams	CC Charges 3/7/24 - 4/4/24 G	Office Operations	101-41110-201	12.24
Premier Bank	Apr 2024 Grams	CC Charges 3/7/24 - 4/4/24 G	Office Operations	101-41110-201	10.90
Premier Bank	Apr 2024 Grams	CC Charges 3/7/24 - 4/4/24 G	Education/Meetings/Travel	101-41110-260	7.50
Premier Bank	Apr 2024 Grams	MCMA refund	Education/Meetings/Travel	101-41110-260	-40.00
Premier Bank	Apr 2024 Grams	CC Charges 3/7/24 - 4/4/24 G	Education/Meetings/Travel	101-41110-260	724.00
Premier Bank	Apr 2024 Grams	CC Charges 3/7/24 - 4/4/24 G	Education/Meetings/Travel	101-41110-260	17.49
Premier Bank	Apr 2024 Grams	CC Charges 3/7/24 - 4/4/24 G	Software	101-41515-309	344.64
Premier Bank	Apr 2024 Grams	MCMA refund	Education/Meetings/Travel	101-41900-260	-499.00
Premier Bank	Apr 2024 Jones	CC Charges 3/7/24 - 4/4/24 Jo	Education/Meetings/Travel	101-41110-260	560.00
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 P	Vehicle Repairs/Maintenance	101-41900-217	71.50
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 P	Education/Meetings/Travel	101-41900-260	900.00
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Software	101-41900-309	2.99
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Dues/Membership	115-41900-255	32.30
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Dues/Membership	115-41900-255	32.30
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Dues/Membership	115-41900-255	32.30
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Dues/Membership	115-41900-255	32.30
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Dues/Membership	115-41900-255	32.00
Premier Bank	Apr 2024 Mikkelson	CC Charges 3/7/24 - 4/4/24 M	Dues/Membership	115-41900-255	32.30
Premier Bank	Apr 2024 Swenson	CC Charges 3/7/24 - 4/4/24 S	Education/Meetings/Travel	602-49400-260	23.49
Premier Bank	Apr 2024 Waldbillig	Caribou Clean up day	Operations	101-42000-211	42.95
Premier Bank	Apr 2024 Waldbillig	Dunkin Clean up day	Operations	101-42000-211	32.67
Premier Bank	Apr 2024 Wallgren	Amazon ER Med Responder	Office Operations	101-41900-201	122.84
Premier Bank	Apr 2024 Wallgren	PD Ofc Supplies	Office Operations	101-41900-201	111.97
Premier Bank	Apr 2024 Wallgren	Nite to Unite Inflatabl	Operations	115-41900-211	1,069.01
Premier Bank	Apr 2024 Wallgren	Sams Club Nite to Unite	Operations	115-41900-211	108.50
Premier Bank	Apr 2024 Kintzi	Amazon Key Rings/Valve tags	Office Operations	101-41900-201	27.85
Premier Bank	Apr 2024 Kintzi	Menards 3 button transmitter	Operations	101-41900-211	113.89
Premier Bank	Apr 2024 Kintzi	Viking Tactics tactical targets	Operations	101-41900-211	85.00
Premier Bank	Apr 2024 Kintzi	MN State College EMR Harris	Education/Meetings/Travel	101-41900-260	499.00
Premier Bank	Apr 2024 Kintzi	MN State College EMR Galleg	Education/Meetings/Travel	101-41900-260	499.00
Premier Bank	Apr 2024 Kintzi	MN State College EMR Zitzlsp	Education/Meetings/Travel	101-41900-260	499.00
Premier Bank	Apr 2024 Kintzi	Duffys - Mtg	Education/Meetings/Travel	101-41900-260	85.31
Premier Bank	Apr 2024 Kintzi	VCN Brooklyn Park	Capital Outlay	110-41900-520	82.74
Vendor Premier Bank Total:					5,780.98

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Rum River Consultants					
Rum River Consultants	766	March 2024 Rental Administr	Rental Inspection Program	101-41110-311	16,398.47
Vendor Rum River Consultants Total:					16,398.47
Vendor: Shelly Cisewski					
Shelly Cisewski	Exp Reimb	Exp Reimbursement MMCI Ye	Education/Meetings/Travel	101-41110-260	775.61
Vendor Shelly Cisewski Total:					775.61
Vendor: Sherwin Williams					
Sherwin Williams	8012-0	Paint for Striping Central	Street Maintenance/Signage	101-42000-224	329.45
Vendor Sherwin Williams Total:					329.45
Vendor: Sipe Bros. Inc.					
Sipe Bros. Inc.	April 2024	April 2024 Fuel (8185, 8888, 9	Vehicle Repairs/Maintenance	101-41900-217	27.00
Sipe Bros. Inc.	April 2024	April 2024 Fuel Charges	Fuel - Vehicle/Equipment	101-41920-216	50.14
Sipe Bros. Inc.	April 2024	April 2024 Fuel Charges	Fuel - Vehicle/Equipment	101-42000-216	86.78
Sipe Bros. Inc.	May 2024	May 1 - 15 Fuel Charges	Fuel - Vehicle/Equipment	101-41920-216	134.07
Sipe Bros. Inc.	May 2024	May 1 - 15 Fuel Charges	Fuel - Vehicle/Equipment	101-42000-216	242.38
Vendor Sipe Bros. Inc. Total:					540.37
Vendor: Storm Training Group					
Storm Training Group	3762C496-0002	Report Writing Trng - Harris &	Education/Meetings/Travel	101-41900-260	598.00
Vendor Storm Training Group Total:					598.00
Vendor: Streicher's Inc.					
Streicher's Inc.	I1695269	Uniforms - B Letourneau	Uniforms/Gear	101-41900-218	269.97
Streicher's Inc.	I1697608	Uniforms - S Mikkelson	Officer Equipment	101-41900-213	159.98
Streicher's Inc.	I1698759	Ammo	Miscellaneous	116-36000	765.33
Streicher's Inc.	I1696790	Irritant - First Defense Qty 2	Officer Equipment	101-41900-213	34.30
Streicher's Inc.	I1696791	NIK Test Kits - Qty 20	Operations	115-41900-211	254.97
Streicher's Inc.	I1696824	Irritant - First Defense	Officer Equipment	101-41900-213	68.60
Vendor Streicher's Inc. Total:					1,553.15
Vendor: Sun Life Assurance Co					
Sun Life Assurance Co	June 2024	June 2024 STD/LTD Premium	Medical/Dental/Life/Ltd	101-21706	45.90
Sun Life Assurance Co	June 2024	June 2024 STD/LTD Premium	Med/Den/Life/Ltd/Std Insura	101-41110-130	116.60
Sun Life Assurance Co	June 2024	June 2024 STD/LTD Premium	Med/Den/Life/Ltd/Std Insura	101-41650-130	27.42
Sun Life Assurance Co	June 2024	June 2024 STD/LTD Premium	Med/Den/Life/Ltd/Std Insura	101-41900-130	604.88
Sun Life Assurance Co	June 2024	June 2024 STD/LTD Premium	Med/Den/Life/Ltd/Std Insura	101-42000-130	88.80
Vendor Sun Life Assurance Co Total:					883.60
Vendor: Symbolarts LLC					
Symbolarts LLC	0491483	PD Badge	Equipment	115-41900-570	750.00
Vendor Symbolarts LLC Total:					750.00
Vendor: Tegrete Corporation					
Tegrete Corporation	111225	May 2024 Cleaning Services	Cleaning Service	101-41700-317	983.00
Vendor Tegrete Corporation Total:					983.00
Vendor: Thomson Reuters - West					
Thomson Reuters - West	850133833	April 2024 Software Subcripti	Dues/Membership	101-41900-255	144.90
Vendor Thomson Reuters - West Total:					144.90
Vendor: Toll Gas & Welding Supply					
Toll Gas & Welding Supply	40193617	PW Wedling Gas	Operations	101-42000-211	12.75
Vendor Toll Gas & Welding Supply Total:					12.75
Vendor: Transport Graphics					
Transport Graphics	301538	Squad 124 Tint & Graphics	Capital Outlay	110-41900-520	2,604.49
Transport Graphics	301595	Squad 224 Graphics/Tint	Capital Outlay	110-41900-520	2,604.49
Vendor Transport Graphics Total:					5,208.98
Vendor: Travis Anderson					
Travis Anderson	Boerboom Deposit 05.04.24	Refund for Boerboom Park De	Community Center Deposits	101-22001	250.00
Vendor Travis Anderson Total:					250.00
Vendor: Twin City Water Clinic Inc					
Twin City Water Clinic Inc	20476	Apr 2024 Water Sample Testin	Operations	601-49400-211	90.00
Vendor Twin City Water Clinic Inc Total:					90.00

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: U.S. BANK EQUIPMENT FINANCE					
U.S. BANK EQUIPMENT FINAN	529363962	June 2024 Copier Lease - CH	Leases/Rentals	101-42000-410	85.58
Vendor U.S. BANK EQUIPMENT FINANCE Total:					85.58
Vendor: Verizon Wireless					
Verizon Wireless	9963038052	Apr 2024 Cell Phone Charges	Telecommunications	101-41110-321	-8.02
Verizon Wireless	9963038052	Apr 2024 Cell Phone Charges	Telecommunications	101-41900-321	916.24
Verizon Wireless	9963038052	Apr 2024 Cell Phone Charges	Telecommunications	101-42000-321	243.71
Verizon Wireless	9963038052	Apr 2024 Cell Phone Charges	Trolley Operations	204-42390-352	41.22
Verizon Wireless	9963038052	Apr 2024 Cell Phone Charges	Telecommunications	601-49400-321	40.03
Vendor Verizon Wireless Total:					1,233.18
Vendor: WEX Bank					
WEX Bank	97010659	May 2024 Fuel Charges - PD	Fuel - Vehicle/Equipment	101-41900-216	2,251.06
Vendor WEX Bank Total:					2,251.06
Vendor: Xcel Energy					
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	101-41700-380	82.32
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	101-41700-380	1,140.73
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	101-41800-380	250.41
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Emergency Preparedness	101-41900-402	10.48
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Traffic Signals/Street Lights	101-42000-226	2,393.70
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	101-42000-380	352.62
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Gateway Sign Operations	101-42350-212	280.71
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	101-42350-380	258.92
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	601-49400-380	38.65
Xcel Energy	877234337	Apr 2024 Electric Svc 3/25 - 4/	Electric Service	602-49400-380	915.29
Vendor Xcel Energy Total:					5,723.83
Grand Total:					139,340.69

Report Summary

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	93,185.88
110 - CIP EQUIPMENT	5,291.72
115 - POLICE DONATIONS/EXPENSES	2,375.98
116 - POLICE FORFIETURE FUND	765.33
135 - CIP FACILITIES	18,975.54
204 - TROLLEY	41.22
412 - 2022-23 Alley & Street Projects	60.45
601 - WATER FUND	15,534.38
602 - SEWER FUND	2,345.14
604 - STORM WATER FUND	765.05
Grand Total:	139,340.69

Account Summary

Account Number	Account Name	Expense Amount
101-21701	Federal Withholding	6,823.50
101-21702	State Withholding	3,238.11
101-21703	Fica Withholding	7,562.46
101-21704	Pera	16,863.39
101-21705	Deffered Comp	3,449.61
101-21706	Medical/Dental/Life/Ltd	45.90
101-21710	Misc Deductions/Benefit	728.65
101-21711	Employee H.S.A Contrib	1,162.08
101-21712	Hcsp	966.90
101-22001	Community Center Depo	500.00
101-32101	Building Permits	647.98
101-32610	Sign Permits	60.45
101-32620	Planning/Zoning Permits	60.45
101-32670	Rental Licenses	60.79
101-33425	Police Services	60.45
101-34001	Gateway Sign Ad	61.32
101-36000	Miscellaneous	181.35
101-36001	Community Center Rent	66.29
101-36002	Youth Recreation Fees	136.96
101-41110-130	Med/Den/Life/Ltd/Std In	146.60
101-41110-201	Office Operations	45.41
101-41110-255	Dues/Membership	20.00
101-41110-260	Education/Meetings/Tra	2,044.60
101-41110-310	Other Professional Servi	142.50
101-41110-311	Rental Inspection Progra	16,398.47
101-41110-321	Telecommunications	-8.02
101-41110-410	Leases/Rentals	197.19
101-41515-309	Software	344.64
101-41550-301	Accounting/Auditing	1,332.00
101-41650-130	Med/Den/Life/Ltd/Std In	27.42
101-41650-307	Recording Services	167.00
101-41700-211	Operations	1,117.48
101-41700-317	Cleaning Service	983.00
101-41700-321	Telecommunications	39.82
101-41700-380	Electric Service	1,223.05
101-41700-390	Natural Gas Service	317.74
101-41800-380	Electric Service	250.41
101-41800-390	Natural Gas Service	75.06
101-41900-130	Med/Den/Life/Ltd/Std In	604.88
101-41900-201	Office Operations	262.66
101-41900-211	Operations	423.74
101-41900-213	Officer Equipment	262.88
101-41900-216	Fuel - Vehicle/Equipmen	2,251.06

Account Summary

Account Number	Account Name	Expense Amount
101-41900-217	Vehicle Repairs/Mainten	411.14
101-41900-218	Uniforms/Gear	269.97
101-41900-220	Radio Communications	2,262.42
101-41900-255	Dues/Membership	294.90
101-41900-260	Education/Meetings/Tra	2,581.31
101-41900-309	Software	2.99
101-41900-310	Other Professional Servi	351.93
101-41900-321	Telecommunications	916.24
101-41900-402	Emergency Preparednes	10.48
101-41900-410	Leases/Rentals	85.12
101-41920-211	Operations	99.98
101-41920-216	Fuel - Vehicle/Equipmen	184.21
101-41920-218	Uniforms/Gear	773.75
101-41920-220	Radio Communications	638.94
101-41920-261	Fire Training - Reimburse	2,400.00
101-41920-309	Software	72.00
101-42000-130	Med/Den/Life/Ltd/Std In	88.80
101-42000-211	Operations	922.25
101-42000-216	Fuel - Vehicle/Equipmen	329.16
101-42000-217	Vehicle Repairs/Mainten	447.00
101-42000-222	Building Repair/Mainten	3,127.36
101-42000-224	Street Maintenance/Sig	329.45
101-42000-226	Traffic Signals/Street Lig	2,393.70
101-42000-310	Other Professional Servi	250.00
101-42000-321	Telecommunications	243.71
101-42000-380	Electric Service	352.62
101-42000-390	Natural Gas Service	156.38
101-42000-410	Leases/Rentals	85.58
101-42350-211	Operations	755.89
101-42350-212	Gateway Sign Operation	280.71
101-42350-215	Central Avenue Beautific	280.00
101-42350-221	Equip Repair/ Maintena	141.46
101-42350-380	Electric Service	258.92
101-42350-390	Natural Gas Service	41.28
110-41900-520	Capital Outlay	5,291.72
115-41900-211	Operations	1,432.48
115-41900-255	Dues/Membership	193.50
115-41900-570	Equipment	750.00
116-36000	Miscellaneous	765.33
135-41700-520	Capital Outlay	18,975.54
204-42390-352	Trolley Operations	41.22
412-42000-529	Street Improvement	60.45
601-37100	Water Utility	39.86
601-49400-211	Operations	90.00
601-49400-301	Accounting/Auditing	832.50
601-49400-310	Other Professional Servi	196.16
601-49400-321	Telecommunications	40.03
601-49400-322	Postal/Delivery Service	196.16
601-49400-380	Electric Service	38.65
601-49400-385	Purchased Water	14,101.02
602-37200	Sewer Utility	39.86
602-49400-260	Education/Meetings/Tra	23.49
602-49400-301	Accounting/Auditing	832.50
602-49400-310	Other Professional Servi	196.04
602-49400-321	Telecommunications	124.36
602-49400-322	Postal/Delivery Service	196.16
602-49400-380	Electric Service	915.29
602-49400-390	Natural Gas Service	17.44

Account Summary

Account Number	Account Name	Expense Amount
604-37400	Storm Water Utility	39.86
604-49400-301	Accounting/Auditing	333.00
604-49400-322	Postal/Delivery Service	392.19
	Grand Total:	139,340.69

Project Account Summary

Project Account Key	Expense Amount
None	139,340.69
Grand Total:	139,340.69