

# City Council Agenda

Monday, July 25, 2016 6:00 p.m.

## **City Council Chambers**

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

6:00 p.m. **1. Roll Call** 

Voting & Seating Order: Laliberte, McGehee, Willmus, Etten, Roe

6:02 p.m. **2. Pledge of Allegiance** 

6:05 p.m. **3. Approve Agenda** 

6:07 p.m. 4. Public Comment

6:12 p.m. **5. Council and City Manager Communications, Reports and Announcements** 

6. Recognitions, Donations and Communications

6:15 p.m. a. Night to Unite Proclamation

6:17 p.m. **7. Approve Minutes** 

- a. Approve July 11 City Council Meeting Minutes
- b. Approve July 18 City Council Meeting Minutes

## 6:22 p.m. **8. Approve Consent Agenda**

- a. Approve Payments
- b. Approval of 2016-2017 Business and Other Licenses
- c. Approve Business and Other Licenses
- d. Approve General Purchases and Sale of Surplus Items in Excess of \$5,000
- e. 2016 Policy Priority Planning Document Update
- f. Receive 2016 2nd Quarter Financial Report
- g. Consider Renewing the IT Shared Service Agreement with the City of White Bear Lake
- h. Wagner Lift Station Project Approve Final Payment
- i. Consider approval of License for Multifamily Rental Dwelling with Five or More Units – 885 Highway 36 West

- 6:32 p.m. **9. Consider Items Removed from Consent** 
  - 10. General Ordinances for Adoption
  - 11. Presentations
  - 12. Public Hearing and Action Consideration
- 6:37 p.m. a. 35 W Managed Lane
  - 13. Budget Items
  - 14. Business Items (Action Items)
- 7:05 p.m. a. Discussion regarding high density residential housing districts and the Planned Unit Development (PUD) process (PROJ0039).
- 7:30 p.m. b. Consideration of an INTERIM USE to allow temporary concrete and asphalt crushing, recycling, and storage at the former PIK Terminal, 2690 Prior Avenue (PF16-015)
- 7:50 p.m. c. Review draft Request for Proposal for the comprehensive plan update, and provide input on modifications to the draft, and direct staff to issue the Request for Proposals (PROJ-0037)
- 8:05 p.m. d. Consider a Conditional Use (CU) to allow a drive-through at 2425 Rice Street (PF15-012)
  - 15. Business Items Presentations/Discussions
- 8:20 p.m. **16.** City Manager Future Agenda Review
- 8:25 p.m. **17.** Councilmember Initiated Items for Future Meetings
- 8:30 p.m. **18. Adjourn Meeting**

Some Upcoming Public Meetings

Tuesday	Jul 26	6:30 p.m.	Public Works, Environment & Transportation Commission
August			
Wednesday	Aug 3	5:30 p.m.	Variance Board
Wednesday	Aug 3	6:30 p.m.	Planning Commission
Thursday	Aug 4	6:30 p.m.	Parks & Recreation Commission
Monday	Aug 8	6:00 p.m.	City Council Meeting
Tuesday	Aug 9		Primary Election
Wednesday	Aug 10	6:30 p.m.	Finance Commission
Thursday	Aug 11	6:30 p.m.	Community Engagement Commission
Monday	Aug 15	6:00 p.m.	City Council Meeting
Wednesday	Aug 17	6:00 p.m.	Human Rights Commission
Monday	Aug 22	6:00 p.m.	City Council Meeting
Tuesday	Aug 23	6:30 p.m.	Public Works, Environment & Transportation Commission

Item: 6.a



# Night to Unite August 2, 2016

WHEREAS, the Minnesota Crime Prevention Association (MCPA) is sponsoring a nationwide crime prevention program on August 2, 2016 called "Night to Unite", and

WHEREAS, the "8<sup>th</sup>Annual Night to Unite" provides a unique opportunity for Roseville to join forces with thousands of other communities across the state and country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Roseville Neighborhood Watch plays a vital role in assisting the Police Department through joint crime prevention efforts in Roseville and is supporting "Night to Unite 2016" locally; and

WHEREAS, it is essential that the citizens of Roseville be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime in Roseville; and

WHEREAS, police- community partnerships, neighborhood safety, awareness and cooperation are important themes of the "Night to Unite" program;

NOW, THEREFORE WE, THE ROSEVILLE MAYOR AND CITY COUNCIL, do hereby call upon all citizens of Roseville to join ROSEVILLE NEIGHBORHOOD WATCH GROUPS and the Minnesota Crime Prevention Association in supporting "Night to Unite" on August 2, 2016.

•	Mayor Daniel J. Roe



## REQUEST FOR COUNCIL ACTION

Date: 07/25/2016

fam / Trugger

Item No.: 8.a

City Manager Approval Department Approval

Ctton K. mill

Item Description: **Approve Payments** 

## BACKGROUND

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5

State Statute requires the City Council to approve all payment of claims. The following summary of claims 3

has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$1,376,806.80
82147-82361	\$1,760,007.11
Total	\$3,136,815.91

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be 6 appropriate for the goods and services received.

#### POLICY OBJECTIVE 8

Under Mn State Statute, all claims are required to be paid within 35 days of receipt.

### FINANCIAL IMPACTS

All expenditures listed above have been funded by the current budget, from donated monies, or from cash 11

reserves.

#### STAFF RECOMMENDATION 13

Staff recommends approval of all payment of claims. 14

#### REQUESTED COUNCIL ACTION 15

Motion to approve the payment of claims as submitted 16

Prepared by: Chris Miller, Finance Director 18 Attachments: Checks for Approval 19 A:

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# Accounts Payable

## Checks for Approval

User: mary.jenson

Printed: 7/19/2016 - 2:45 PM

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82212	07/07/2016	Boulevard Landscaping	Contract Maintenance	Sandstrom Land Management,	LLC MOWING, WEEDING, MULCHING	7,008.00
				Contra	ct Maintenance Total:	7,008.00
82306	07/14/2016	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Decoder	69.00
0	07/07/2016	Boulevard Landscaping	Operating Supplies	Ramy Turf Products	Turf Supplies	317.00
82335	07/14/2016	Boulevard Landscaping	Operating Supplies	Rivard Companies	Premium Hardwood	1,483.75
0	07/19/2016	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-CC	Hinge, Bolt	23.52
82222	07/07/2016	Boulevard Landscaping	Operating Supplies	Treecology	Bug Infestation Spray	1,380.00
82354	07/14/2016	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Lawn Service	503.00
0	07/14/2016	Boulevard Landscaping	Operating Supplies	Yale Mechanical, LLC	RPZ Testing	1,300.00
				Operat	ing Supplies Total:	5,076.27
				Fund 7	- Fotal:	12,084.27
82301	07/14/2016	Central Svcs Equip Revolving	Rental - Copier Machines	Marco Technologies, LLC	Copier Rental	3,988.05
				Rental	- Copier Machines Total:	3,988.05
				Fund 1	- Cotal:	3,988.05
0	07/07/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	7.17
				Federa	- I Income Tax Total:	7.17
0	07/07/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple	6.89
0		Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El	1.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA En	- nployee Ded. Total:	8.51
0 0	07/07/2016 07/07/2016	Charitable Gambling Charitable Gambling	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare El	6.89 1.62
				FICA En	nployers Share Total:	8.51
0	07/07/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Emplo	1.02
				MN State	e Retirement Total:	1.02
0	07/07/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	6.66
				PERA E	mployee Ded Total:	6.66
0 0	07/07/2016 07/07/2016	Charitable Gambling Charitable Gambling	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ PR Batch 00001.07.2016 Pera additio	6.66 1.02
				PERA E	mployer Share Total:	7.68
0	07/07/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	3.83
				State Inc	ome Tax Total:	3.83
				Fund Tot	al:	43.38
82296	07/14/2016	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	36.03
				Advertis	ing Total:	36.03
82192	07/07/2016	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges-June	6,322.38
				Building	Surcharge Total:	6,322.38
0	07/07/2016	Community Development	Credit Card Fees	US Bank-Non Bank	May Terminal Charges	1,979.04
				Credit Ca	ard Fees Total:	1,979.04

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82209	07/07/2016	Community Development	Deposits	RJ Stegora, Inc.	Construction Deposit Refund-702 Lo	800.00
				Depos	sits Total:	800.00
82338	07/14/2016	Community Development	Development Escrow	S & S Specialists, Inc.	Tree, Forestry Service	90.00
82338	07/14/2016	Community Development	Development Escrow	S & S Specialists, Inc.	Tree, Forestry Service	90.00
82338	07/14/2016	Community Development	Development Escrow	S & S Specialists, Inc.	Tree, Forestry Service	120.00
82338	07/14/2016	Community Development	Development Escrow	S & S Specialists, Inc.	Tree, Forestry Service	240.00
82338	07/14/2016	Community Development	Development Escrow	S & S Specialists, Inc.	Tree, Forestry Service	60.00
				Devel	opment Escrow Total:	600.00
0	07/07/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	3,997.47
				Federa	al Income Tax Total:	3,997.47
0	07/07/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare Eı	467.85
0	07/07/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo	2,000.31
				FICA	Employee Ded. Total:	2,468.16
0	07/07/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo	2,000.31
0	07/07/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare Eı	467.85
				FICA	Employers Share Total:	2,468.16
82165	07/07/2016	Community Development	Heating Permits	Fireside Hearth & Home	Mechanical Permit Refund-3110 Evel	61.00
				Heatin	ng Permits Total:	61.00
82176	07/07/2016	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplc	400.00
				HRA	Employer Total:	400.00
82205	07/07/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	250.00
				HSA I	Employee Total:	250.00
82205	07/07/2016	Community Development	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	533.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HSA	- Employer Total:	533.00
0	07/07/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30	0022' PR Batch 00001.07.2016 ICMA Defe	1,717.95
				ICMA	a Def Comp Total:	1,717.95
82147	07/06/2016	Community Development	Medical Ins Employee	NJPA	Medical Ins	164.50
				Medie	cal Ins Employee Total:	164.50
82147	07/06/2016	Community Development	Medical Ins Employer	NJPA	Medical Ins	4,386.75
				Medie	cal Ins Employer Total:	4,386.75
82192	07/07/2016	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-126.73
				Misce	ellaneous Revenue Total:	-126.73
0	07/07/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Emplo	278.11
				MN S	tate Retirement Total:	278.11
0	07/07/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP De	450.00
				MND	CP Def Comp Total:	450.00
0	07/07/2016 07/07/2016	Community Development Community Development	Operating Supplies Operating Supplies	Nelsons Cheese & Deli-CC Walmart-CC	Boxed Lunches Supplies	74.59 6.98
				Opera	ting Supplies Total:	81.57
0	07/07/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	2,006.67
				PERA	Employee Ded Total:	2,006.67
0 0	07/07/2016 07/07/2016	Community Development Community Development	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera additio PR Batch 00001.07.2016 Pera Employ	308.70 2,006.67
				PERA	Employer Share Total:	2,315.37

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82174	07/07/2016	Community Development	Plumbing Permits	Michael Hoen	Plumbing Permit Refund	71.00
				Plumbi	ng Permits Total:	71.00
82338 82347 82357	07/14/2016 07/14/2016 07/14/2016	Community Development Community Development Community Development	Professional Services Professional Services Professional Services	S & S Specialists, Inc. Systems Furniture, LLC. Verizon Wireless	Tree, Forestry Service Cube Modifications Cell Phones	120.00 786.01 35.01
				Profess	ional Services Total:	941.02
0	07/07/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	1,539.30
				State Ir	ncome Tax Total:	1,539.30
				Fund T	otal:	33,740.75
82249 82278 82313 82322 82361	07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016	Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs	Deposits Deposits Deposits Deposits Deposits	Thomas Biggs Hanson Builders MN Roadways Co. Gregory Petersen Zawadski Homes	Escrow Return for 3088 W Owasso B Escrow Return-3000 S. Owasso Blvd Escrow Return-3090 Lexington Ave Escrow Return-494 Hillscourte N Escrow Return-375 S. Owasso Blvd	3,000.00 3,000.00 3,000.00 1,446.91 3,000.00
				Deposi	ts Total:	13,446.91
0	07/07/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	1,670.36
				Federal	Income Tax Total:	1,670.36
0 0	07/07/2016 07/07/2016	Contracted Engineering Svcs Contracted Engineering Svcs	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo PR Batch 00001.07.2016 Medicare En	978.48 228.82
				FICA E	Employee Ded. Total:	1,207.30
0	07/07/2016 07/07/2016	Contracted Engineering Svcs Contracted Engineering Svcs	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare Er	978.48 228.82
				FICA E	Employers Share Total:	1,207.30
82176	07/07/2016	Contracted Engineering Svcs	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplc	211.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Н	- RA Employer Total:	211.25
82205	07/07/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emple	95.19
				H	SA Employee Total:	95.19
82205	07/07/2016	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	332.51
				H	SA Employer Total:	332.51
0	07/07/2016	Contracted Engineering Svcs	ICMA Def Comp	ICMA Retirement Trust 45	7-30022' PR Batch 00001.07.2016 ICMA Defe	97.49
				IC	CMA Def Comp Total:	97.49
82147	07/06/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Medical Ins	421.35
				M	ledical Ins Employee Total:	421.35
82147	07/06/2016	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Medical Ins	3,016.45
				M	ledical Ins Employer Total:	3,016.45
0	07/07/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	159.05
				M	IN State Retirement Total:	159.05
0	07/07/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP De	71.49
				M	NDCP Def Comp Total:	71.49
0	07/07/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	1,033.81
				PI	ERA Employee Ded Total:	1,033.81
0	07/07/2016 07/07/2016	Contracted Engineering Svcs Contracted Engineering Svcs	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera additio PR Batch 00001.07.2016 Pera Emplo	159.05 1,033.81
				PI	ERA Employer Share Total:	1,192.86
82338	07/14/2016	Contracted Engineering Svcs	Plan Review Escrow	S & S Specialists, Inc.	Tree, Forestry Service	120.00

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82338	07/14/2016	Contracted Engineering Svcs	Plan Review Escrow	S & S Specialists, Inc.	Tree, Forestry Service	300.00
				Plan Rev	ew Escrow Total:	420.00
0	07/07/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	670.15
				State Inco	ome Tax Total:	670.15
82185	07/07/2016	Contracted Engineering Svcs	Union Dues Deduction	Local Union 49	PR Batch 00001.07.2016 IOUE Union	159.13
				Union Du	nes Deduction Total:	159.13
				Fund Tota	al:	25,412.60
82363	07/18/2016	East Metro SWAT	Professional Services	League of MN Cities Ins Trust	P&C Annual Premium	3,315.00
				Professio	nal Services Total:	3,315.00
				Fund Tota	al:	3,315.00
82181	07/07/2016	Fire Vehicles Revolving	Furniture & Fixtures	The Knox Company	Hinged Boxes, Mounting Kits	3,636.00
				Furniture	& Fixtures Total:	3,636.00
				Fund Tota	al:	3,636.00
0	07/14/2016	General Fund	1716 Marion Street	American Engineering Testing, Inc.	e. Vacant Lot Soil Sampling	2,000.00
				1716 Mai	ion Street Total:	2,000.00
0	07/07/2016	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	32.43
				209000 -	Sales Tax Payable Total:	32.43
0	07/14/2016	General Fund	211402 - Flex Spending Health	Sean Johnson	Flexible Benefit Reimbursement	2,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				211402 - I	Flex Spending Health Total:	2,000.00
0 0	07/14/2016 07/07/2016	General Fund General Fund	211403 - Flex Spend Day Care 211403 - Flex Spend Day Care	Bryan Lloyd Nick Picha	Dependent Care Reimbursement Dependent Care Reimbursement	170.00 585.53
				211403 - I	Flex Spend Day Care Total:	755.53
82296	07/14/2016	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	85.15
				Advertisin	ng Total:	85.15
82251	07/14/2016	General Fund	Business Licenses	Jaime Blowers	Therapist Application Refund	100.00
				Business I	Licenses Total:	100.00
0	07/14/2016	General Fund	Capital Outlay	Federal Signal Corporation	Siren Supplies	11,250.00
				Capital Ou	utlay Total:	11,250.00
82151 82158	07/07/2016 07/07/2016	General Fund General Fund	Clothing Clothing	Aspen Mills Inc. Cintas Corporation #470	Uniform Supplies Uniform Cleaning	30.85 24.94
				Clothing T	Fotal:	55.79
0 0 0	07/19/2016 07/19/2016 07/07/2016	General Fund General Fund General Fund	Conferences Conferences	Alliance for Innovation-CC Alliance for Innovation-CC Arrowwood Resort-CC	Future Ready Communities Conferen- Future Ready Communities Conferen- Conference Lodging	400.00 400.00 100.00
				Conference	ees Total:	900.00
82297 82316	07/14/2016 07/14/2016	General Fund General Fund	Const. Operating Supplies Const. Operating Supplies	Locators & Supplies, Inc Northwest Lasers and Instruments,	Hard Hats Sewer, Water, Irrigation Flags	65.60 667.25
				Const. Op	erating Supplies Total:	732.85
82168 0 82331	07/07/2016 07/14/2016 07/14/2016	General Fund General Fund General Fund	Contract Maint - Vehicles Contract Maint - Vehicles Contract Maint - Vehicles	GCR Tires & Service Mister Car Wash Red Power Diesel Service, Inc.	Tire Repair Vehicle Washes Vehicle Repair	257.50 12.60 567.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Contract M	Maint - Vehicles Total:	837.24
82303 82212	07/14/2016 07/07/2016	General Fund General Fund	Contract Maint City Hall Contract Maint City Hall	McGough Facility Management, LI Sandstrom Land Management, LLC	Work Order Labor MOWING, WEEDING, MULCHING	393.75 1,000.00
				Contract N	Maint City Hall Total:	1,393.75
0	07/07/2016	General Fund	Contract Maint City Garage	Nitti Sanitation-CC	Regular Service	339.66
				Contract N	Maint City Garage Total:	339.66
0 0	07/14/2016 07/07/2016	General Fund General Fund	Contract Maint. H.V.A.C. Contract Maint. H.V.A.C.	Yale Mechanical, LLC Yale Mechanical, LLC	VAV Boxes Repair HVAC Service	1,383.13 301.25
				Contract N	Maint. H.V.A.C. Total:	1,684.38
0 82274 82310 0 82198 82326 82225	07/07/2016 07/14/2016 07/14/2016 07/07/2016 07/07/2016 07/14/2016 07/07/2016	General Fund	Contract Maintenance	Criterion, Inc. Goodpointe Technology, Inc. (c/o Z Minnesota Commercial Railway Nitti Sanitation-CC Overhead Door Co of the Northland Precision Landscape & Tree,Inc Verizon Wireless	Flagging Services Regular Service	4,638.00 775.50 1,440.00 100.98 193.70 797.00 574.97
				Contract N	Maintenance Total:	8,520.15
82147 82147	07/06/2016 07/06/2016	General Fund General Fund	Employer Insurance Employer Insurance	NJPA NJPA	Medical Ins Medical Ins	994.30 974.30
				Employer	Insurance Total:	1,968.60
0	07/07/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	40,070.37
				Federal In-	come Tax Total:	40,070.37
0 0	07/07/2016 07/07/2016	General Fund General Fund	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo PR Batch 00001.07.2016 Medicare En	6,511.61 4,638.81
				FICA Emp	oloyee Ded. Total:	11,150.42

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/07/2016 07/07/2016	General Fund General Fund	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare Er	6,511.61 4,638.81
				FICA E	mployers Share Total:	11,150.42
82191	07/07/2016	General Fund	Financial Support	MN Child Support Payment Cnti	Remittance ID: 0015005038	354.43
				Financi	al Support Total:	354.43
0	07/07/2016	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	419.24
				Flex Sp	ending Day Care Total:	419.24
0	07/07/2016	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	2,500.00
				Flex Sp	ending Health Total:	2,500.00
82176	07/07/2016	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	3,726.50
				HRA E	nployer Total:	3,726.50
82205	07/07/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emple	2,721.98
				HSA E1	nployee Total:	2,721.98
82205	07/07/2016	General Fund	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	6,910.74
				HSA E1	nployer Total:	6,910.74
0	07/07/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-300	22' PR Batch 00001.07.2016 ICMA Defe	1,975.05
				ICMA I	Def Comp Total:	1,975.05
82261	07/14/2016	General Fund	IT & IT Security Enhancements	CivicPlus	DDOS Setup Fee, Annual Fee	4,770.80
				IT & IT	Security Enhancements Total:	4,770.80
82147 82147	07/06/2016 07/06/2016	General Fund General Fund	Medical Ins Employee Medical Ins Employee	NJPA NJPA	Medical Ins Medical Ins	5,939.32 9,838.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Medical	Ins Employee Total:	15,778.03
82147	07/06/2016	General Fund	Medical Ins Employer	NJPA	Medical Ins	44,584.49
				Medical	Ins Employer Total:	44,584.49
82271	07/14/2016	General Fund	Medical Services	FirstLab	Drug Screen	47.75
				Medical	Services Total:	47.75
0 0	07/19/2016 07/19/2016	General Fund General Fund	Memberships & Subscriptions Memberships & Subscriptions	GFOA- CC King Thai-CC	Membership Applicatioin-Weix Board Luncheon	150.00 15.36
				Members	ships & Subscriptions Total:	165.36
0 0 0	07/07/2016 07/07/2016 07/19/2016	General Fund General Fund General Fund	Miscellaneous Miscellaneous Miscellaneous	Byerly's- CC Green Mill- CC Mavericks-CC	Essay Contest Winners Supplies Lunch Meeting w/Councilmember Wi City Manager, Mayor Lunch Meeting	46.06 13.69 11.56
				Miscella	neous Total:	71.31
0 0	07/07/2016 07/07/2016	General Fund General Fund	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ PR Batch 00001.07.2016 Post Employ	-2.96 3,026.09
				MN State	e Retirement Total:	3,023.13
0 0	07/07/2016 07/07/2016	General Fund General Fund	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00001.07.2016 MNDCP D€ PR Batch 00001.07.2016 MNDCP D€	45.03 6,754.00
				MNDCP	Def Comp Total:	6,799.03
0 0	07/14/2016 07/07/2016	General Fund General Fund	Motor Fuel Motor Fuel	Mansfield Oil Company MN Dept of Revenue-Non Bank	2016 BLANKET PO FOR FUEL - ST Fuel Tax-May	7,558.73 309.80
				Motor Fu	el Total:	7,868.53
0	07/19/2016 07/07/2016	General Fund General Fund	Office Supplies Office Supplies	National Pen-CC Target- CC	Pens Batteries	2,628.90 7.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Office Su	upplies Total:	2,636.39
00050	05/14/2016			a a vra		25.04
82273	07/14/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	37.84
82273	07/14/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	37.84
82353	07/14/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	535.98
82353	07/14/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	218.97
82353	07/14/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	270.94
				Op Supp	lies - City Hall Total:	1,101.57
0	07/14/2016	General Fund	Operating Supplies	3D Specialties	KB Surface Mount	642.29
0	07/19/2016	General Fund	Operating Supplies	Amazon.com- CC	Engineers Pocket Rod	19.57
0	07/19/2016	General Fund	Operating Supplies	Amazon.com- CC	Roll Towel Dispenser	54.97
0	07/07/2016	General Fund	Operating Supplies	Amazon.com- CC	Prime Membership Dues	99.00
0	07/14/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	371.18
0	07/14/2016	General Fund	Operating Supplies	ARAMARK Services	Silver Water Filter	107.98
0	07/19/2016	General Fund	Operating Supplies	Arthurs Coffee-CC	No Receipt-Yunke	22.17
0	07/19/2016	General Fund	Operating Supplies	AutoZone-CC	Twin Console	10.70
0	07/19/2016	General Fund	Operating Supplies	AutoZone-CC	Spotlight	16.06
0	07/19/2016	General Fund	Operating Supplies	Byerly's- CC	Community Service Officer Interview	21.98
0	07/07/2016	General Fund	Operating Supplies	Byerly's- CC	Bakery Items	39.94
0	07/07/2016	General Fund	Operating Supplies	CarUnlockTools-CC	CSO Supplies	6.85
82156	07/07/2016	General Fund	Operating Supplies	Cedar Printing	Roseville Stickers	189.08
82160	07/07/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	203.1
0	07/19/2016	General Fund	Operating Supplies	Costco-CC	Business Membership	110.00
0	07/07/2016	General Fund	Operating Supplies	Dairy Queen-CC	No Receipt-Griffin	32.11
82266	07/14/2016	General Fund	Operating Supplies	Diamond Vogel Paints, Inc.	Paint Supplies	551.70
0	07/07/2016	General Fund	Operating Supplies	Dollar Tree-CC	Awards Supplies	10.18
0	07/19/2016	General Fund	Operating Supplies	FAA-CC	Supplies	5.00
0	07/14/2016	General Fund	Operating Supplies	Fastenal Company Inc.	Bandsaw	349.99
0	07/19/2016	General Fund	Operating Supplies	Fastenal-CC	Supplies	22.16
0	07/19/2016	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Immigrant Outreach Supplies	122.66
0	07/07/2016	General Fund	Operating Supplies	Fed Ex Kinko's-CC	2 Part Paper	64.28
0	07/07/2016	General Fund	Operating Supplies	General Industrial Supply Co.	Measuring Wheel, Cargo Tie Down	99.93
0	07/07/2016	General Fund	Operating Supplies	Grainger Inc	Sprayer	135.08
0	07/07/2016	General Fund	Operating Supplies	Grateful Table-CC	Dessert Bars	158.01
0	07/19/2016	General Fund	Operating Supplies	Home Depot- CC	Knife Blades	29.00
0	07/19/2016	General Fund	Operating Supplies	MacQueen Equip-CC	No Receipt-T. Fish	200.00
82307	07/14/2016	General Fund	Operating Supplies	Midwest Safety Counselors, Inc.	Valves, Earplugs, Measuring Wheels	200.38
82315	07/14/2016	General Fund	Operating Supplies	Murlowski Properties Inc	Street Sweepings	748.44
0	07/19/2016	General Fund	Operating Supplies	Murphy's Service Center-CC	Supplies Supplies	14.00
0	07/19/2016	General Fund	Operating Supplies	North Hgts Hardware Hank-CC	Estimate	25.00
U	0//19/2010	Ocherai Fund	Operating Supplies	norm rigis naruware nank-CC	Estillate	23.00

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/07/2016	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	12.79
0	07/07/2016	General Fund	Operating Supplies	Office Depot- CC	Binders for CAFR	8.56
0	07/07/2016	General Fund	Operating Supplies	Papa John's-CC	Outreach Supplies	156.09
0	07/07/2016	General Fund	Operating Supplies	Parking Ramp-CC	No Receipt-Mathwig	9.00
82325	07/14/2016	General Fund	Operating Supplies	Precise MRM, LLC	SIM	265.82
82204	07/07/2016	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly Software	233.41
82329	07/14/2016	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	621.40
0	07/19/2016	General Fund	Operating Supplies	Rosedale Chevrolet-CC	Vehicle Supplies	108.95
0	07/19/2016	General Fund	Operating Supplies	Shutterstock-CC	Immigrant Outreach Supplies	49.00
82343	07/14/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	306.92
0	07/19/2016	General Fund	Operating Supplies	Staples-CC	Office Supplies	92.49
0	07/07/2016	General Fund	Operating Supplies	Staples-CC	Office Supplies	21.41
0	07/19/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Nozzle	15.98
0	07/19/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Paint Supplies	5.33
0	07/19/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Chain Saw Sharpening	40.00
0	07/07/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Wall Scraper	11.98
0	07/07/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Clamps	39.92
0	07/19/2016	General Fund	Operating Supplies	Target- CC	Supplies	37.44
0	07/19/2016	General Fund	Operating Supplies	Target- CC	Break Room Toaster	31.06
0	07/07/2016	General Fund	Operating Supplies	Target- CC	Outreach Supplies	345.97
0	07/19/2016	General Fund	Operating Supplies	Uline-CC	Labels	117.55
				Operating	g Supplies Total:	7,213.93
0	07/19/2016	General Fund	On anating Samuling City Comes	A: CC	Carrara Carratica	0.10
0		General Fund General Fund	Operating Supplies City Garage	Airgas-CC Amazon.com- CC	Garage Supplies	9.10
	07/07/2016		Operating Supplies City Garage		Label Writer	21.35
0	07/19/2016	General Fund	Operating Supplies City Garage	Appliance Smart- CC	Garage Supplies	500.00
0	07/19/2016	General Fund	Operating Supplies City Garage	Appliance Smart- CC	Garage Supplies	496.22
82273	07/14/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	28.96
82273	07/14/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	28.96
82353	07/14/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	134.00
82353	07/14/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	54.75
82353	07/14/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	67.74
				Operating	g Supplies City Garage Total:	1,341.08
0	07/07/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	28,196.98
				PERA En	nployee Ded Total:	28,196.98
0	07/07/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	39,299.79
0	07/07/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera additio	921.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA Em	ployer Share Total:	40,221.57
0	07/07/2016 07/07/2016	General Fund General Fund	Postage Postage	Pitney Bowes - Non Bank Pitney Bowes - Non Bank	May Postage June Postage	3,000.00 3,000.00
				Postage To	otal:	6,000.00
0	07/14/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn	I General Civil Matters	15,560.00
0	07/14/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn	I Legal Services	52.50
0	07/07/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn	I Prosecution Service	12,864.00
82274	07/14/2016	General Fund	Professional Services	Goodpointe Technology, Inc. (c/o Z	Z City Roadway Network Survey	904.75
82188	07/07/2016	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	714.00
82318	07/14/2016	General Fund	Professional Services	Office Team	Temporary Employment	1,500.57
82197	07/07/2016	General Fund	Professional Services	Office Team	Temporary Employment	1,477.04
82328	07/14/2016	General Fund	Professional Services	Ramsey County Prop Rec & Rev	Election Contract-Quarterly Payment	16,588.00
82340	07/14/2016	General Fund	Professional Services	Signarama Roseville	Intert Holders, Frames	761.82
0	07/07/2016	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Plan	26.00
82350	07/14/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting	136.00
82221	07/07/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	203.00
82352	07/14/2016	General Fund	Professional Services	Tracker Software, Corp	PubWorks Annual Support & Mainter	5,641.00
				Profession	nal Services Total:	56,428.68
0	07/07/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	15,288.41
				State Inco	me Tax Total:	15,288.41
0	07/07/2016	General Fund	Telephone	Sprint- CC	Cell Phones	30.25
82357	07/14/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	936.68
82357	07/14/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	542.33
82357	07/14/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	70.45
82357	07/14/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
				Telephone	Total:	1,614.72
0	07/07/2016	General Fund	Training	Amazon.com- CC	Leadership Supplies	91.49
0	07/07/2016	General Fund	Training	Bistro La Roux-CC	Training Meal	55.66
0	07/07/2016	General Fund	Training	Caribou Coffee- CC	Training Supplies	11.89
0	07/19/2016	General Fund	Training	Fox Valley Tech College-CC	SRO Training-Jones	231.19
0	07/07/2016	General Fund	Training	Grumpy's Grill-CC	Training Supplies	10.50
0	07/07/2016	General Fund	Training	Holiday-CC	Training Supplies	27.70

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0 82324	07/07/2016 07/14/2016	General Fund General Fund	Training Training	MN GFOA-CC Phil Ackland & Associates, LLC	Monthly Meeting Digital Downloads. Reissue of lost cl	15.00 170.00
				Training 3	Γotal:	613.43
0	07/07/2016	General Fund	Transportation	Parking Ramp-CC	Wagner Lawsuit Settlement Parking	9.00
				Transport	ation Total:	9.00
0 82185 0	07/07/2016 07/07/2016 07/07/2016 07/07/2016	General Fund General Fund General Fund General Fund	Union Dues Deduction Union Dues Deduction Union Dues Deduction Union Dues Deduction	LELS Local Union 49 MN Teamsters #320 Roseville Firefighters Local 5051	PR Batch 00001.07.2016 Lels Union PR Batch 00001.07.2016 IOUE Union PR Batch 00001.07.2016 Local 320 U PR Batch 00001.07.2016 IAFF Union	1,847.71 95.15 479.00 585.00
				Union Du	tes Deduction Total:	3,006.86
0 0 0	07/07/2016 07/07/2016 07/07/2016	General Fund General Fund General Fund	Utilities Utilities Utilities	Xcel Energy Xcel Energy Xcel Energy	New Fire Station Street Lights Street Lights	2,248.99 48.59 40.28
				Utilities T	· · · · · · · · · · · · · · · · · · ·	2,337.86
0 0 0 0 0 0 0 0 0 82332 0 82224	07/07/2016 07/07/2016 07/14/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/14/2016 07/07/2016 07/07/2016	General Fund	Vehicle Supplies & Maintenance	Carid-CC Carid-CC Grainger Inc Grainger Inc Larson Companies Napa Auto Parts Napa Auto Parts PTS Tool Supply-CC Regions Hospital Suburban Ace Hardware-CC Truck Utilities, Inc.	Patrol Vehicle Supplies Patrol Vehicle Supplies Absorbent Exhaust Fluid Filters 2016 BLANKET PO FOR VEHICLE 2016 BLANKET PO FOR VEHICLE Tools Pharmacy Stock Reports Bulbs Wire Rope	1,000.00 120.00 42.06 35.20 43.70 222.90 56.20 121.00 220.12 11.76 141.06
				Fund Tota	ıl:	364,767.59
0	07/19/2016 07/19/2016	General Fund Donations General Fund Donations	Explorers - Supplies Explorers - Supplies	Amazon.com- CC Walmart-CC	Explorer Supplies Explorers Supplies	318.58 148.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Explore	ers - Supplies Total:	466.59
0 0 0	07/07/2016 07/19/2016 07/19/2016	General Fund Donations General Fund Donations General Fund Donations	General - Donations General - Donations General - Donations	Store Smart/Scrap Smart-CC Target- CC Twin Cities Inflatables-CC	Medical Supplies Beverages, Snacks Inflatables	53.80 27.83 147.50
				Genera	l - Donations Total:	229.13
0	07/19/2016	General Fund Donations	K-9 - Supplies	Whistle-CC	K9 GPS Tracker	89.90
				K-9 - S	upplies Total:	89.90
				Fund T	otal:	785.62
0	07/07/2016	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
				Contrac	et Maintenance Total:	79.56
0	07/07/2016	Golf Course	Credit Card Fees	US Bank-Non Bank	May Terminal Charges	1,122.48
				Credit (	Card Fees Total:	1,122.48
0	07/07/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	781.72
				Federal	Income Tax Total:	781.72
0 0	07/07/2016 07/07/2016	Golf Course Golf Course	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emple	138.09 590.49
				FICA E	Employee Ded. Total:	728.58
0 0	07/07/2016 07/07/2016	Golf Course Golf Course	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emple	138.09 590.49
				FICA E	Employers Share Total:	728.58
82176	07/07/2016	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	70.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HRA E	nployer Total:	70.00
82205	07/07/2016	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	200.00
				HSA E1	nployer Total:	200.00
82147	07/06/2016	Golf Course	Medical Ins Employee	NJPA	Medical Ins	519.84
				Medica	Ins Employee Total:	519.84
82147	07/06/2016	Golf Course	Medical Ins Employer	NJPA	Medical Ins	1,374.12
				Medica	Ins Employer Total:	1,374.12
0	07/07/2016	Golf Course	Memberships & Subscriptions	Sam's Club-CC	Membership Dues	90.00
				Membe	rships & Subscriptions Total:	90.00
0 82178 0 0	07/19/2016 07/07/2016 07/19/2016 07/07/2016	Golf Course Golf Course Golf Course Golf Course	Merchandise For Sale Merchandise For Sale Merchandise For Sale Merchandise For Sale	Golf Balls.com-CC J. J. Taylor Dist. of MN Inc. Restaurant Depot- CC Sam's Club-CC	Golf Balls for Resale Beverages for Resale Concession Items for Resale Clubhouse Items for Resale	547.52 163.20 394.77 190.18
				Mercha	ndise For Sale Total:	1,295.67
0	07/07/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	52.15
				MN Sta	te Retirement Total:	52.15
0	07/07/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP Dε	50.00
				MNDC	P Def Comp Total:	50.00
0 82157 0 0 0 0	07/07/2016 07/07/2016 07/07/2016 07/19/2016 07/19/2016 07/07/2016 07/07/2016	Golf Course	Operating Supplies	Steven Anderson Central Power Distributors Inc Ferguson Enterprises IncCC Gertens Greenhouses-CC Gertens Greenhouses-CC Home Depot- CC Mills Fleet Farm-CC	Supplies Reimbursement Filters Irrigation, Pump House Supplies Flowers for the Golf Course Flowers for the Golf Course Club House Supplies Mower Bucket	226.29 39.06 262.87 265.50 122.16 48.57 10.59

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/19/2016 07/19/2016	Golf Course Golf Course	Operating Supplies Operating Supplies	Plant Place-CC Wheeler Hardware-CC	Flower Trays Club House Door Closer	73.79 220.35
				Operation	ng Supplies Total:	1,269.18
0	07/07/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	338.96
				PERA I	Employee Ded Total:	338.96
0	07/07/2016 07/07/2016	Golf Course Golf Course	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ PR Batch 00001.07.2016 Pera additio	338.96 52.15
				PERA I	Employer Share Total:	391.11
0	07/07/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	367.72
				State In	come Tax Total:	367.72
0	07/07/2016	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	5,064.04
				State Sa	les Tax Payable Total:	5,064.04
0	07/19/2016	Golf Course	Training	PayPal-CC	Alcohol Training	25.41
				Training	g Total:	25.41
0	07/19/2016	Golf Course	Vehicle Supplies & Maintenance	Kath Auto Parts-CC	Hydraulic DYED Oil	50.00
				Vehicle	Supplies & Maintenance Total:	50.00
				Fund To	otal:	14,599.12
0	07/07/2016	Housing & Redevelopment Agency	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	4.37
				Federal	Income Tax Total:	4.37
0	07/07/2016 07/07/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare En	29.30 6.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA	- A Employee Ded. Total:	36.15
0	07/07/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare Eı	6.85
0	07/07/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple	29.30
				FICA	A Employers Share Total:	36.15
82240	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Daniel Ash	Energy Audit Reimbursement	60.00
82245	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Paul Bauer	Energy Audit Reimbursement	60.00
82250	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Joan Blanchard	Energy Audit Reimbursement	60.00
82252	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Nancy Bradbury	Energy Audit Reimbursement	60.00
82255	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Blandy Buchanan	Energy Audit Reimbursement	60.00
82256	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Claudia Campbell	Energy Audit Reimbursement	60.00
82259	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Sandra Christenson	Energy Audit Reiumbursement	60.00
82262	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Timothy Cook	Energy Audit Reimbursement	60.00
82264	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Marah Cuadrado Labey	Energy Audit Reimbursement	60.00
82267	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	David Dyauli	Energy Audit Reimbursement	60.00
82269	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Troy M. Erickson	Energy Audit Reimbursement	60.00
82270	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Richard Femling	Energy Audit Reimbursement	60.00
82276	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	William Guidarelli	Energy Audit Reimbursement	60.00
82277	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Christine Haak	Energy Audit Reimbursement	60.00
82289	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Neil Iverson	Energy Audit Reimbursement	60.00
82290	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Jadin Jackson	Energy Audit Reimbursement	60.00
82291	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Mary Jasmin	Energy Audit Reimbursement	60.00
82292	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Janna R King	Energy Audit Reimbusement	60.00
82293	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Dallas Lancaster	Energy Audit Reimbursement	60.00
82295	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Jialiang Le	Energy Audit Reimbursement	60.00
82298	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	John C. Long	Energy Audit Reimbursement	60.00
82299	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	John Lutter	Energy Audit Reimbursement	60.00
82308	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Robert Mihelich	Energy Audit Reimbursement	60.00
82309	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	William Milne	Energy Audit Reimbursement	60.00
82314	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Jennifer Moseley	Energy Audit Reimbursement	60.00
82317	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Gerald O'Malley	Energy Audit Reimbursement	60.00
82319	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Mike Orton	Energy Audit Reimbursement	60.00
82330	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Dean Reasoner	Energy Audit Reimbursement	60.00
82334	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Najmieh Rezakhani	Energy Audit Reimbursement	60.00
82339	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Stephanie Schmitz	Energy Audit Reimbursement	60.00
82360	07/14/2016	Housing & Redevelopment Agency	Payment to Owners	Ye Xu	Energy Audit Reimbursement	60.00
				Payn	nent to Owners Total:	1,860.00
0	07/07/2016	Housing & Redevelopment Agency	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	30.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA E	mployee Ded Total:	30.71
0 0	07/07/2016 07/07/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo PR Batch 00001.07.2016 Pera additio	30.71 4.73
				PERA E	mployer Share Total:	35.44
0	07/07/2016	Housing & Redevelopment Agency	Printing	Smartpress-CC	Direct Mail Postcard	401.42
0	07/07/2016 07/07/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	Printing Printing	Smartpress-CC Smartpress-CC	Printing, Postage Direct Mail Postcard	1,000.00 273.56
				Printing	Total:	1,674.98
0	07/07/2016	Housing & Redevelopment Agency	Professional Services	FormSite.com-CC	Rental Registration	49.95
				Profession	onal Services Total:	49.95
0	07/07/2016	Housing & Redevelopment Agency	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	2.34
				State Inc	come Tax Total:	2.34
0	07/19/2016 07/07/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	Training Training	Sensible Land Use-CC Urban Land Institute- CC	Member Luncheon Housing Summit	50.00 45.00
				Training	Total:	95.00
				Fund Tot	tal:	3,825.09
82351 82351	07/14/2016 07/14/2016	HRA Property Abatement Program HRA Property Abatement Program	Payments to Contractors Payments to Contractors	TMR Quality Lawn Service TMR Quality Lawn Service	Lawn Service @1844 Alta Vista Lawn Service @2042, 2044 N. Dale	85.00 97.13
				Payment	s to Contractors Total:	182.13
				Fund Tot	tal:	182.13
82284	07/14/2016	Information Technology	Computer Equipment	HP INC.	Notebook	1,761.63
82284 82284	07/14/2016 07/14/2016	Information Technology Information Technology	Computer Equipment Computer Equipment	HP INC. HP INC.	Notebook Notebook	1,761.63 1,761.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Com	puter Equipment Total:	5,284.89
0	07/19/2016	Information Technology	Contract Maintenance	Amazon.com- CC	Storage Area Network Equipment Su	391.80
82257	07/14/2016	Information Technology	Contract Maintenance	CDW Government, Inc.	Surface Pro	221.70
0	07/14/2016	Information Technology	Contract Maintenance	Electro Watchman, Inc.	QTY 1: QUOTE JSKRQ1537-01, TH	8,514.20
0	07/19/2016	Information Technology	Contract Maintenance	HP Services-CC	Support Contract for Storage Area Ne	376.80
0	07/19/2016	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly Spam Filtering Service	880.00
0	07/19/2016	Information Technology	Contract Maintenance	Zoho Corp-CC	Manage Engine Help Desk Software	4,900.00
				Cont	ract Maintenance Total:	15,284.50
0	07/07/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	4,791.88
				Fede	ral Income Tax Total:	4,791.88
0	07/07/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare Eı	631.43
0	07/07/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo	2,699.98
				FICA	A Employee Ded. Total:	3,331.41
0	07/07/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El	631.43
0	07/07/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo	2,699.98
				FICA	A Employers Share Total:	3,331.41
82176	07/07/2016	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	698.00
				HRA	Employer Total:	698.00
82205	07/07/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emple	455.84
				HSA	Employee Total:	455.84
82205	07/07/2016	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	1,118.75
				HSA	Employer Total:	1,118.75
0	07/07/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-3	0022' PR Batch 00001.07.2016 ICMA Defe	225.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				ICMA	- A Def Comp Total:	225.00
82239 0 82285 82359	07/14/2016 07/14/2016 07/14/2016 07/14/2016	Information Technology Information Technology Information Technology Information Technology	Internet Internet Internet Internet	Anoka County Treasury Cologix, Inc Hurricane Electric XO Communications Inc.	Broadband Fiber Cross Connect Transit Service Monthly Fee Internet	75.00 450.00 500.00 1,104.78
				Interr	eet Total:	2,129.78
82147	07/06/2016	Information Technology	Medical Ins Employee	NJPA	Medical Ins	1,279.23
				Medi	cal Ins Employee Total:	1,279.23
82147	07/06/2016	Information Technology	Medical Ins Employer	NJPA	Medical Ins	9,750.01
				Medi	cal Ins Employer Total:	9,750.01
0	07/07/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Emplo	448.20
				MN S	State Retirement Total:	448.20
0 82257 82257 82257 82284 82284 82284 0	07/07/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016	Information Technology	Operating Supplies	Amazon.com- CC CDW Government, Inc. CDW Government, Inc. CDW Government, Inc. HP INC. HP INC. HP INC. Monoprice.Com-CC	Cables, Telephone Supplies DVD Drive Printer Samsung Slim Docking Station Docking Station Docking Station Patch Cables	145.51 23.93 240.29 55.52 127.49 127.49 103.27
				Opera	ating Supplies Total:	950.99
0	07/07/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	2,913.21
				PERA	A Employee Ded Total:	2,913.21
0 0	07/07/2016 07/07/2016	Information Technology Information Technology	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ PR Batch 00001.07.2016 Pera additio	2,913.21 448.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA Er	nployer Share Total:	3,361.41
0	07/07/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	1,781.31
				State Inco	ome Tax Total:	1,781.31
0 82357	07/07/2016 07/14/2016	Information Technology Information Technology	Telephone Telephone	Sprint- CC Verizon Wireless	Cell Phones Cell Phones	78.00 491.22
				Telephon	e Total:	569.22
0	07/07/2016	Information Technology	Training	Amazon.com- CC	Windows Reference Book	30.29
				Training	Total:	30.29
				Fund Tot	al:	57,735.33
82154	07/07/2016	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	Licence Center Window Cleaning	29.00
				Contract	- Maintenance Total:	29.00
0	07/07/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	3,436.63
				Federal I	ncome Tax Total:	3,436.63
0 0	07/07/2016 07/07/2016	License Center License Center	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emple	500.47 2,139.96
				FICA Em	nployee Ded. Total:	2,640.43
0 0	07/07/2016 07/07/2016	License Center License Center	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo PR Batch 00001.07.2016 Medicare Eu	2,139.96 500.47
				FICA Em	- pployers Share Total:	2,640.43
82176	07/07/2016	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	630.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HRA I	- Employer Total:	630.00
82205	07/07/2016	License Center	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	213.06
				HSA F	Employee Total:	213.06
82205	07/07/2016	License Center	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	670.00
				HSA F	Employer Total:	670.00
82147	07/06/2016	License Center	Medical Ins Employee	NJPA	Medical Ins	1,704.30
				Medic	al Ins Employee Total:	1,704.30
82147	07/06/2016	License Center	Medical Ins Employer	NJPA	Medical Ins	6,974.25
				Medic	al Ins Employer Total:	6,974.25
0	07/07/2016	License Center	Merchandise for Sale	Mydriversmanuals-CC	Driving Manuals for Resale	275.20
				Merch	andise for Sale Total:	275.20
0	07/07/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Emplo	350.64
				MN St	ate Retirement Total:	350.64
0 0	07/07/2016 07/07/2016	License Center License Center	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00001.07.2016 MNDCP Dε PR Batch 00001.07.2016 MNDCP Dε	392.90 350.00
				MNDO	CP Def Comp Total:	742.90
0 0 0 0 0 0	07/07/2016 07/19/2016 07/19/2016 07/19/2016 07/14/2016 07/19/2016 07/19/2016	License Center	Office Supplies	Amazon.com- CC Joann-CC Office Depot- CC Pakor-CC St. Paul Stamp Works, Inc. Staples-CC Target- CC	Office Supplies Office Supplies Office Supplies Passport Supplies Self Inking Stamp Office Supplies Office Supplies	58.29 21.17 48.78 279.22 176.77 20.87 31.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Office S	upplies Total:	636.56
0	07/07/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	2,138.33
				PERA E	mployee Ded Total:	2,138.33
0 0	07/07/2016 07/07/2016	License Center License Center	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ PR Batch 00001.07.2016 Pera additio	2,138.33 328.96
				PERA E	mployer Share Total:	2,467.29
0 0	07/19/2016 07/07/2016	License Center License Center	Postage Postage	USPS-CC USPS-CC	Postage Postage	335.40 322.50
				Postage	Total:	657.90
82273 82273 0	07/14/2016 07/14/2016 07/14/2016	License Center License Center License Center	Professional Services Professional Services Professional Services	G & K Services G & K Services Quicksilver Express Courier	Mats Mats Courier Service	23.60 23.60 188.12
				Profession	onal Services Total:	235.32
0	07/14/2016	License Center	Rental	Gaughan Properties	License Center Rent-Aug 2016	5,315.93
				Rental T	otal:	5,315.93
0	07/07/2016	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	1,034.30
				Sales Ta	x Payable Total:	1,034.30
0	07/07/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	1,455.39
				State Inc	come Tax Total:	1,455.39
				Fund To	tal:	34,247.86
82362	07/18/2016	Municipal Community Band	Operating Supplies	Davanni's Restaurant	Comminity Band Food Refreshments	215.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Oper	ating Supplies Total:	215.26
				Fund	Total:	215.26
0	07/14/2016	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director	250.00
				Profe	essional Services Total:	250.00
				Fund	Total:	250.00
0	07/07/2016	P & R Contract Mantenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	721.14
				Cont	ract Maintenance Total:	721.14
0	07/07/2016	P & R Contract Mantenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	2,895.43
				Fede	ral Income Tax Total:	2,895.43
0 0	07/07/2016 07/07/2016	P & R Contract Mantenance P & R Contract Mantenance	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare El	1,771.60 414.33
				FICA	Employee Ded. Total:	2,185.93
0 0	07/07/2016 07/07/2016	P & R Contract Mantenance P & R Contract Mantenance	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emplo	414.33 1,771.60
				FICA	Employers Share Total:	2,185.93
82176	07/07/2016	P & R Contract Mantenance	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	370.00
				HRA	Employer Total:	370.00
82205 82205	07/07/2016 07/07/2016	P & R Contract Mantenance P & R Contract Mantenance	HSA Employee HSA Employee	Premier Bank Premier Bank	PR Batch 00001.07.2016 HSA WI En PR Batch 00001.07.2016 HSA Emple	34.62 384.62
				HSA	Employee Total:	419.24

	7/07/2016 7/06/2016 7/06/2016	P & R Contract Mantenance P & R Contract Mantenance	HSA Employer  Medical Ins Employee	Premier Bank  HSA Em	PR Batch 00001.07.2016 HSA Emplo  ployer Total:  Medical Ins	1,352.50 1,352.50
82147 07/		P & R Contract Mantenance	Medical Ins Employee	•		,
82147 07/		P & R Contract Mantenance	Medical Ins Employee	NJPA	Medical Ins	102 60
	7/06/2016					493.60
	7/06/2016			Medical	Ins Employee Total:	493.60
82147 07/		P & R Contract Mantenance	Medical Ins Employer	NJPA	Medical Ins	4,789.61
				Medical	Ins Employer Total:	4,789.61
0 07/	7/07/2016	P & R Contract Mantenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	207.60
				MN State	e Retirement Total:	207.60
0 07/	7/07/2016	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP De	175.00
				MNDCP	Def Comp Total:	175.00
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Arden Hills Nursery-CC	Arboretum Supplies	144.47
82161 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Commercial Pool	Drain Grate	861.66
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Consolidated Container-CC	No Receipt-Evenson	691.93
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Floral Gallery-CC	Arboretum Supplies	501.94
0 07/	7/14/2016	P & R Contract Mantenance	Operating Supplies	Grainger Inc	Tarps	583.20
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Hirshfields-CC	Paint Supplies	70.74
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Hirshfields-CC	Paint Supplies	70.74
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Home Depot- CC	Arboretum Supplies	266.31
0 07/	7/14/2016	P & R Contract Mantenance	Operating Supplies	M/A Associates	Can Liners	802.90
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Menards-CC	Boardwalk Supplies	38.89
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Menards-CC	Paint Supplies	25.51
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Menards-CC	No Receipt-Skogstad	198.35
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Shelter Supplies	89.91
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Keys, Locks	246.74
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Cleaning Supplies	12.82
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Office Depot- CC	Office Supplies	35.16
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Signarama-CC	Memorial Plaque	24.40
0 07/	7/19/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Playground Supplies	49.94
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Evenson	17.94
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Schlosser	48.84
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Mower Supplies	23.98
0 07/	7/07/2016	P & R Contract Mantenance	Operating Supplies	Target- CC	Arboretum Supplies	38.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Operating	g Supplies Total:	4,844.42
0	07/07/2016	P & R Contract Mantenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	1,390.81
				PERA E	nployee Ded Total:	1,390.81
0 0	07/07/2016 07/07/2016	P & R Contract Mantenance P & R Contract Mantenance	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera additio PR Batch 00001.07.2016 Pera Emplo	213.95 1,390.81
				PERA E	nployer Share Total:	1,604.76
82194 82326 82326 82326 82326 82356 0 0	07/07/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016	P & R Contract Mantenance	Professional Services	Multicare Associates Precision Landscape & Tree,Inc Precision Landscape & Tree,Inc Precision Landscape & Tree,Inc Precision Landscape & Tree,Inc Upper Cut Tree Service Yale Mechanical, LLC Yale Mechanical, LLC	Medical Exam-Acct: 64904 DISEASED AND HAZARD TREE R Stump Removal RPZ Service RPZ Service	74.00 5,536.00 2,883.00 1,556.00 630.00 555.00 726.21 566.60 785.35
0	07/07/2017	Do D.C M	State Income Tax		onal Services Total:	13,312.16
82357	07/07/2016	P & R Contract Mantenance  P & R Contract Mantenance	Telephone	Verizon Wireless	PR Batch 00001.07.2016 State Incom ome Tax Total:  Cell Phones	1,206.83 1,206.83 350.12
82357	07/14/2016	P & R Contract Mantenance	Telephone	Verizon Wireless  Telephon	Cell Phones  e Total:	35.01
82185	07/07/2016	P & R Contract Mantenance	Union Dues Deduction	Local Union 49	PR Batch 00001.07.2016 IOUE Union	238.00
				Union De	ues Deduction Total:	238.00
0	07/07/2016	P & R Contract Mantenance	Utilities	Xcel Energy	P&R	1,196.44
				Utilities 7	Total:	1,196.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fun	d Total:	39,974.53
82345	07/14/2016	Park Renewal 2011	Professional Services	Sunde Land Surveying, LLC	ALTA Survey Completion	2,642.61
				Proi	essional Services Total:	2,642.61
				Fun	d Total:	2,642.61
82160 82272 82274 0	07/07/2016 07/14/2016 07/14/2016 07/19/2016	Pathway Maintenance Fund Pathway Maintenance Fund Pathway Maintenance Fund Pathway Maintenance Fund	Operating Supplies Operating Supplies Operating Supplies Operating Supplies	Commercial Asphalt Co Fra-Dor Inc. Goodpointe Technology, Inc. Home Depot- CC	Dura Drive Black Dirt Loads (c/o Z City Roadway Network Survey Sod	359.25 225.00 904.75 42.94
				Ope	rating Supplies Total:	1,531.94
				Fun	d Total:	1,531.94
82147	07/06/2016	Police Grants	Medical Ins Employee	NJPA	Medical Ins	6.19
				Med	lical Ins Employee Total:	6.19
82147	07/06/2016	Police Grants	Medical Ins Employer	NJPA	Medical Ins	167.04
				Med	lical Ins Employer Total:	167.04
				Fun	1 Total:	173.23
82357	07/14/2016	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02
				Proi	essional Services Total:	70.02
				Fun	d Total:	70.02
0	07/19/2016	Recreation Donations	Operating Supplies	Suburban Ace Hardware-CC	Concrete Mix	21.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Opera	ating Supplies Total:	21.96
				Fund	Total:	21.96
82208 82210	07/07/2016 07/07/2016	Recreation Fund Recreation Fund	Collected Insurance Fee Collected Insurance Fee	Harold Riemenschneider Kristine Rose	AARP Smart Driver Class Refund AARP Driver Refrester Class Refund	1.00 0.50
				Colle	ceted Insurance Fee Total:	1.50
0 82223	07/07/2016 07/07/2016	Recreation Fund Recreation Fund	Contract Maintenance Contract Maintenance	Nitti Sanitation-CC Tremco	Regular Service Billing Plan-Agreement: 161220	247.86 2,684.00
				Contr	ract Maintenance Total:	2,931.86
0	07/07/2016	Recreation Fund	Credit Card Fees	US Bank-Non Bank	May Terminal Charges	268.90
				Credi	it Card Fees Total:	268.90
0 0 0 0 0 0 0 0 0 0 0 0 0 0	07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016 07/07/2016	Recreation Fund	Employer Pension	PERA-Non Bank	Back Payments Owed	156.12 545.78 29.01 312.06 9.27 54.73 7.78 72.17 71.52 6.73 255.19 113.45 21.56 32.55 8.97 265.84 8.09
				Empl	oyer Pension Total:	1,970.82
0 0	07/07/2016 07/07/2016	Recreation Fund Recreation Fund	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco PR Batch 00001.07.2016 Medicare E	4,871.25 64.17

4,935.42	al Income Tax Total:	Feder				
25.00	Key Deposit Refund	Cameo Social Club	Fee Program Revenue	Recreation Fund	07/07/2016	82155
22.00	Run for the Roses Refund-Duplicate I	Kelly Garceau	Fee Program Revenue	Recreation Fund	07/07/2016	82166
25.00	Key Deposit Refund	Annette Heutmaker	Fee Program Revenue	Recreation Fund	07/14/2016	82281
40.00	Run for the Roses Refund	Lisa Jordan	Fee Program Revenue	Recreation Fund	07/07/2016	82180
25.00	Key Deposit Refund	Kathy Landucci	Fee Program Revenue	Recreation Fund	07/14/2016	82294
87.00	Sports Combo Refund	Jodie Maki	Fee Program Revenue	Recreation Fund	07/07/2016	82186
25.00	Key Deposit Refund	Marcy Plucker	Fee Program Revenue	Recreation Fund	07/07/2016	82203
37.00	AARP Smart Driver Class Refund	Harold Riemenschneider	Fee program Revenue	Recreation Fund	07/07/2016	82208
4.00	AARP Smart Driver Class Refund	Harold Riemenschneider	Fee Program Revenue	Recreation Fund	07/07/2016	82208
18.50	AARP Driver Refrester Class Refund	Kristine Rose	Fee program Revenue	Recreation Fund	07/07/2016	82210
2.00	AARP Driver Refrester Class Refund	Kristine Rose	Fee Program Revenue	Recreation Fund	07/07/2016	82210
25.00	Key Deposit Refund	Phillip Saari	Fee Program Revenue	Recreation Fund	07/07/2016	82211
335.50	rogram Revenue Total:	Fee Pr				
4,011.48	PR Batch 00001.07.2016 FICA Emplo	IRS EFTPS- Non Bank	FICA Employee Ded.	Recreation Fund	07/07/2016	0
51.81	PR Batch 00001.07.2016 Federal Inco	IRS EFTPS- Non Bank	FICA Employee Ded.	Recreation Fund	07/07/2016	0
938.15	PR Batch 00001.07.2016 Medicare Eı	IRS EFTPS- Non Bank	FICA Employee Ded.	Recreation Fund	07/07/2016	0
5,001.44	Employee Ded. Total:	FICA				
51.81	PR Batch 00001.07.2016 Federal Inco	IRS EFTPS- Non Bank	FICA Employers Share	Recreation Fund	07/07/2016	0
938.15	PR Batch 00001.07.2016 Medicare Eı	IRS EFTPS- Non Bank	FICA Employers Share	Recreation Fund	07/07/2016	0
4,011.48	PR Batch 00001.07.2016 FICA Emplo	IRS EFTPS- Non Bank	FICA Employers Share	Recreation Fund	07/07/2016	0
5,001.44	Employers Share Total:	FICA				
1,178.00	PR Batch 00001.07.2016 HRA Emplc	ING ReliaStar	HRA Employer	Recreation Fund	07/07/2016	82176
1,178.00	Employer Total:	HRA				
200.39	PR Batch 00001.07.2016 HSA Emple	Premier Bank	HSA Employee	Recreation Fund	07/07/2016	82205
200.39	Employee Total:	HSA I				
895.00	PR Batch 00001.07.2016 HSA Emplo	Premier Bank	HSA Employer	Recreation Fund	07/07/2016	82205

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HSA E	- mployer Total:	895.00
0	07/07/2016	Recreation Fund	ICMA Def Comp		022' PR Batch 00001.07.2016 ICMA Defe	550.00
				ICMA I	- Def Comp Total:	550.00
82147	07/06/2016	Recreation Fund	Medical Ins Employee	NJPA	Medical Ins	1,157.26
				Medica	l Ins Employee Total:	1,157.26
82147	07/06/2016	Recreation Fund	Medical Ins Employer	NJPA	Medical Ins	7,448.50
				Medica	l Ins Employer Total:	7,448.50
0 0	07/07/2016 07/07/2016	Recreation Fund Recreation Fund	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ PR Batch 00001.07.2016 Post Employ	-10.40 404.82
				MN Sta	te Retirement Total:	394.42
0	07/07/2016	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP Dε	1,308.41
				MNDC	P Def Comp Total:	1,308.41
0 0 0	07/19/2016 07/07/2016 07/07/2016	Recreation Fund Recreation Fund Recreation Fund	Office Supplies Office Supplies	Office Depot- CC Office Depot- CC Office Depot- CC	Office Supplies Office Supplies	286.07 177.60 49.78
				Office S	Supplies Total:	513.45
82237 0 82149 0 0 0 0 0	07/14/2016 07/19/2016 07/07/2016 07/07/2016 07/19/2016 07/19/2016 07/07/2016 07/19/2016 07/14/2016 07/14/2016	Recreation Fund	Operating Supplies	AIA Services, LLC Amazon.com- CC Anderson Race Management Bees Lighting-CC Cub Foods- CC Cub Foods- CC Cub Foods- CC Cub Foods- CC Custom Ink-CC DMX, Inc. Fastenal Company Inc.	T-Shirts Whistles Run & Roll for the Roses LED Commercial Downlights Senior Club Supplies Open House Supplies Programs Supplies Dance Recital T-Shirts Skating Center Music Supplies	181.79 34.16 1,620.45 179.20 40.91 41.33 19.61 440.55 165.69 26.46 510.95
0	07/19/2016	Recreation Fund	Operating Supplies	Flowerama-CC	Dance Recital Flowers	

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/19/2016	Recreation Fund	Operating Supplies	GMR Gymnastics Sales-CC	Replacement Filters	195.00
0	07/14/2016	Recreation Fund	Operating Supplies	Grainger Inc	Windshield Cleaner	12.24
0	07/07/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Towels, Gloves, Screws	99.26
82175	07/07/2016	Recreation Fund	Operating Supplies	Ideal Advertising, Inc.	T-Shirts	161.00
0	07/07/2016	Recreation Fund	Operating Supplies	Klipsch Group-CC	No Receipt-Hockemeyer	15.07
82306	07/14/2016	Recreation Fund	Operating Supplies	MIDC Enterprises	Couplings, Pipe	26.73
82189	07/07/2016	Recreation Fund	Operating Supplies	Mikes Pro Shop	Trophies	301.00
0	07/07/2016	Recreation Fund	Operating Supplies	Office Depot- CC	Exhibit Supplies	20.87
0	07/19/2016	Recreation Fund	Operating Supplies	Petco-CC	Animal Supplies	23.54
0	07/07/2016	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Supplies	99.63
0	07/14/2016	Recreation Fund	Operating Supplies	Rink Systems Inc	Lacing Twine	30.28
0	07/19/2016	Recreation Fund	Operating Supplies	Target- CC	Coffee Pot	48.20
0	07/19/2016	Recreation Fund	Operating Supplies	Target- CC	Concession Supplies	36.87
82217	07/07/2016	Recreation Fund	Operating Supplies	Joshua Tesch	T-Shirts	700.00
0	07/19/2016	Recreation Fund	Operating Supplies	Uline-CC	Pickleball Tape	214.76
0	07/19/2016	Recreation Fund	Operating Supplies	Walmart-CC	Credit	-15.78
0	07/07/2016	Recreation Fund	Operating Supplies	Walmart-CC	Sports Supplies	237.42
0	07/07/2016	Recreation Fund	Operating Supplies	When I Work-CC	Monthly Charge	49.00
				Operatio	ng Supplies Total:	5,516.19
0	07/07/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	44.02
0	07/07/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ	3,027.34
				PERA F	Employee Ded Total:	3,071.36
0	07/07/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ	50.79
0	07/07/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera additio	465.76
0	07/07/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera Employ	3,027.34
				PERA E	Employer Share Total:	3,543.89
82238	07/14/2016	Recreation Fund	Professional Services	Amy & Adams	Summer Entertainment	200.00
0	07/07/2016	Recreation Fund	Professional Services	Ancom Communications, Inc.	Radios	150.00
0	07/19/2016	Recreation Fund	Professional Services	Aramark-CC	Adult Trip Boxed Lunches	569.21
82226	07/12/2016	Recreation Fund	Professional Services	Bambi Barclay	Summer Entertainment	500.00
82152	07/07/2016	Recreation Fund	Professional Services	Kat Becker	Assistant Volleyball Camp Coach	450.00
82248	07/14/2016	Recreation Fund	Professional Services	Angela Benes	Tap Instruction	350.00
82227	07/12/2016	Recreation Fund	Professional Services	Sarah Birkeland	Summer Entertainment	1,400.00
82254	07/14/2016	Recreation Fund	Professional Services	Brio Brass	Summer Entertainment	200.00
82228	07/12/2016	Recreation Fund	Professional Services	Brooklyn Community Band	Summer Entertainment	150.00
82229	07/12/2016	Recreation Fund	Professional Services	Bill Cagley	Summer Entertainment	300.00
82260	07/14/2016	Recreation Fund	Professional Services	City of Shoreview	Nickelodeon Universe Admission	226.50

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/07/2016	Recreation Fund	Professional Services	Jeff Crosby	Little Hoopers Camp Director	485.00
82162	07/07/2016	Recreation Fund	Professional Services	Dale Dahlquist	Summer Entertainment	350.00
82163	07/07/2016	Recreation Fund	Professional Services	EMP	Cold Packs	71.25
82230	07/12/2016	Recreation Fund	Professional Services	Lee Engele	Summer Entertainment	250.00
82164	07/07/2016	Recreation Fund	Professional Services	Robert K. Everest	Summer Entertainment	1,500.00
0	07/07/2016	Recreation Fund	Professional Services	Facebook-CC	Summer Help Advertising	18.37
82167	07/07/2016	Recreation Fund	Professional Services	Hans Gasterland	Summer Entertainment	450.00
0	07/14/2016	Recreation Fund	Professional Services	Mike Grant	Tack & Field Camp Director	1,325.00
82170	07/07/2016	Recreation Fund	Professional Services	Gravel Roads, Inc.	Summer Entertainment	250.00
82172	07/07/2016	Recreation Fund	Professional Services	Will Hale	Summer Entertainment	400.00
82231	07/12/2016	Recreation Fund	Professional Services	Harmonic Relief	Summer Entertainment	150.00
82173	07/07/2016	Recreation Fund	Professional Services	Chris Hinding	Summer Entertainment	400.00
82287	07/14/2016	Recreation Fund	Professional Services	Ingina, LLC	Tech Tac Toe Classes	1,302.00
82179	07/07/2016	Recreation Fund	Professional Services	Addison Jones	Volleyball Camp Assistant Coach	200.00
82182	07/07/2016	Recreation Fund	Professional Services	Meghan Koop	Volleyball Camp Assistant Coach	550.00
82183	07/07/2016	Recreation Fund	Professional Services	Melissa Koop	Volleyball Camp Assistant Coach	550.00
0	07/14/2016	Recreation Fund	Professional Services	Daniel Kuch	Community Band Director	500.00
0	07/14/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	2,475.00
82187	07/07/2016	Recreation Fund	Professional Services	Merry Bobb Music, Inc.	Summer Entertainment-Splatter Sister	625.00
82312	07/14/2016	Recreation Fund	Professional Services	MN Historical Society	Summer Lesson Booking	96.00
82232	07/12/2016	Recreation Fund	Professional Services	Daniel Newton	Summer Entertainment	750.00
82233	07/12/2016	Recreation Fund	Professional Services	Philip Nusbaum	Summer Entertainment	200.00
82321	07/14/2016	Recreation Fund	Professional Services	Cyril Paul	Summer Entertainment	1,000.00
82199	07/07/2016	Recreation Fund	Professional Services	Jennifer Pauletti	Volleyball Camp Assistant Coach	200.00
82234	07/12/2016	Recreation Fund	Professional Services	Michael Pearson	Summer Entertainment	300.00
82200	07/07/2016	Recreation Fund	Professional Services	Virginia Perra	Volleyball Camp Assistant Coach	100.00
0	07/07/2016	Recreation Fund	Professional Services	Pioneer Press-CC	City Wide Garage Sale Advertising	37.05
82333	07/14/2016	Recreation Fund	Professional Services	Reptile & Amphibian Discovery Zo	Reptile Program	263.00
82207	07/07/2016	Recreation Fund	Professional Services	Richard Alan Productions, Inc.	Summer Entertainment-Teddy Bear B	800.00
82214	07/07/2016	Recreation Fund	Professional Services	Chris Simdorn	Youth Football Camp Director	1,479.00
82215	07/07/2016	Recreation Fund	Professional Services	Sounds of Hope LTD	Summer Entertainment	550.00
82341	07/14/2016	Recreation Fund	Professional Services	St. Anthony-New Brighton Comm.	SPAM Trip	316.80
82235	07/12/2016	Recreation Fund	Professional Services	Mark Stillman	Summer Entertainment	500.00
82349	07/14/2016	Recreation Fund	Professional Services	The Cleaning Authority	Cleaning-June	3,855.60
82218	07/07/2016	Recreation Fund	Professional Services	The Wax Tones	Summer Entertainment	700.00
82219	07/07/2016	Recreation Fund	Professional Services	Priscilla Thomas	Summer Entertainment-Sweet Rhubai	250.00
82220	07/07/2016	Recreation Fund	Professional Services	Greta Thun	Volleyball Camp Assistant Coach	350.00
0	07/19/2016	Recreation Fund	Professional Services	U of M-CC	Adult Trip-Arboretum	378.00
0	07/07/2016	Recreation Fund	Professional Services	U of M-CC	Adult Trip to U of M Arboretum	378.00
0	07/19/2016	Recreation Fund	Professional Services	UPS Store- CC	Run for The Roses Mailed Race Num	13.13
82236	07/12/2016	Recreation Fund	Professional Services	Jeffrey Wasienski	Summer Entertainment	300.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Profession	nal Services Total:	29,163.91
82336	07/14/2016	Recreation Fund	Rental	Roseville Area Schools	Stadium Rental	240.00
				Rental To	tal:	240.00
0	07/07/2016	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	3,079.66
				Sales Tax	Payable Total:	3,079.66
0 0	07/07/2016 07/07/2016	Recreation Fund Recreation Fund	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom PR Batch 00001.07.2016 State Incom	2,058.89 29.25
				State Inco	me Tax Total:	2,088.14
82357	07/14/2016	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	174.76
				Telephone Total:		174.76
82244 82341	07/14/2016 07/14/2016	Recreation Fund Recreation Fund	Transportation Transportation	Bartel Charter, Inc. St. Anthony-New Brighton Comm.	Senior Trip Transportation-Landscape SPAM Trip	635.00 578.16
				Transport	ation Total:	1,213.16
82185	07/07/2016	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.07.2016 IOUE Union	102.00
				Union Du	es Deduction Total:	102.00
82159 82159 82159	07/07/2016 07/07/2016 07/07/2016	Recreation Fund Recreation Fund Recreation Fund	Utilities Utilities Utilities	Comcast Comcast Comcast	Internet-Acct: 529 0524699 Internet-Acct: 529 0515085 Internet-Acct: 529 0524491	235.06 240.06 235.06
				Utilities T	otal:	710.18
				Fund Tota	ıl:	82,995.56
82184 82184 82184	07/07/2016 07/07/2016 07/07/2016	Risk Management Risk Management Risk Management	Police Patrol Claims Police Patrol Claims Police Patrol Claims	League of MN Cities Ins Trust League of MN Cities Ins Trust League of MN Cities Ins Trust	Claim: C0021321 Claim: C0021926 Claim: C0022821	3,053.53 3,053.53 3,053.53

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82184 82184	07/07/2016 07/07/2016	Risk Management Risk Management	Police Patrol Claims Police Patrol Claims	League of MN Cities Ins Trust League of MN Cities Ins Trust	Claim: C0023591 Claim: C0025626	3,053.53 3,053.53
				Police Pat	rol Claims Total:	15,267.65
0	07/07/2016	Risk Management	Professional Services	Samba Holdings Inc	MVR Search	1,209.89
				Profession	nal Services Total:	1,209.89
				Fund Tota	ıl:	16,477.54
82177 82320 0	07/07/2016 07/14/2016 07/14/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer	Contractor Payments Contractor Payments Contractor Payments	Insituform Technologies USA, Inc Park Construction Company, Inc. T. A. Schifsky & Sons, Inc.	Sanitary Sewer Lining Pavement Management Project Street Maintenance	394,251.23 82.50 70,316.71
				Contracto	r Payments Total:	464,650.44
0	07/07/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	1,233.16
				Federal In	acome Tax Total:	1,233.16
0 0	07/07/2016 07/07/2016	Sanitary Sewer Sanitary Sewer	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emple	179.30 766.62
				FICA Em	ployee Ded. Total:	945.92
0 0	07/07/2016 07/07/2016	Sanitary Sewer Sanitary Sewer	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emplo PR Batch 00001.07.2016 Medicare El	766.62 179.30
				FICA Em	ployers Share Total:	945.92
82176	07/07/2016	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	324.49
				HRA Emp	oloyer Total:	324.49
82205	07/07/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	47.12
				HSA Emp	oloyee Total:	47.12
82205	07/07/2016	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	119.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HSA Er	nployer Total:	119.07
0	07/07/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-300	22' PR Batch 00001.07.2016 ICMA Defe	26.25
				ICMA I	Def Comp Total:	26.25
82147	07/06/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Medical Ins	1,021.83
				Medical	Ins Employee Total:	1,021.83
82147	07/06/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Medical Ins	2,707.08
				Medical	Ins Employer Total:	2,707.08
82305	07/14/2016	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	222,011.54
				Metro V	Vaste Control Board Total:	222,011.54
0	07/07/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	128.71
				MN Sta	te Retirement Total:	128.71
0	07/07/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP D€	86.25
				MNDC	P Def Comp Total:	86.25
0 0 82275 0	07/14/2016 07/14/2016 07/14/2016 07/19/2016 07/19/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer Sanitary Sewer Sanitary Sewer	Operating Supplies Operating Supplies Operating Supplies Operating Supplies Operating Supplies	General Industrial Supply Co. General Industrial Supply Co. Gruber's Power Equipment Suburban Ace Hardware-CC Suburban Ace Hardware-CC	First Aid Kit Chain, Masterlink Stroke Trimmer Mower Sprayer	65.06 170.27 329.00 309.99 54.99
				Operation	ng Supplies Total:	929.31
82311	07/14/2016	Sanitary Sewer	Other Improvements	Minnesota Pump Works	QTY 1: GALTIER LIFT STATION P	14,955.48
				Other In	nprovements Total:	14,955.48
0	07/07/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	836.61

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA I	Employee Ded Total:	836.61
0 0	07/07/2016 07/07/2016	Sanitary Sewer Sanitary Sewer	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo PR Batch 00001.07.2016 Pera additio	836.61 128.71
				PERA I	Employer Share Total:	965.32
0 0 82202	07/14/2016 07/14/2016 07/07/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer	Professional Services Professional Services Professional Services	Ecoenvelopes, LLC Gopher State One Call Pipe Services Inc	Utility Bill Folding, Inserting, Mailing FTP Tickets Sanitary Sewer TV Inspections	442.80 284.40 10,364.18
				Profess	onal Services Total:	11,091.38
0	07/07/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	516.01
				State In	come Tax Total:	516.01
0	07/07/2016	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	50.00
				Telepho	ne Total:	50.00
82185	07/07/2016	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.07.2016 IOUE Union	117.31
				Union I	Oues Deduction Total:	117.31
0 0	07/07/2016 07/07/2016	Sanitary Sewer Sanitary Sewer	Utilities Utilities	Xcel Energy Xcel Energy	Sanitary Sewers Lift Stations	448.30 142.83
				Utilities	Total:	591.13
				Fund To	otal:	724,300.33
0	07/07/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	108.82
				Federal	Income Tax Total:	108.82
0	07/07/2016 07/07/2016	Solid Waste Recycle Solid Waste Recycle	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare En PR Batch 00001.07.2016 FICA Emple	13.84 59.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA	Employee Ded. Total:	72.99
0 0	07/07/2016 07/07/2016	Solid Waste Recycle Solid Waste Recycle	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare En PR Batch 00001.07.2016 FICA Emplo	13.84 59.15
				FICA	Employers Share Total:	72.99
0	07/07/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	9.00
				MN St	ate Retirement Total:	9.00
0	07/07/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	58.46
				PERA	Employee Ded Total:	58.46
0 0	07/07/2016 07/07/2016	Solid Waste Recycle Solid Waste Recycle	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera additio PR Batch 00001.07.2016 Pera Emplo	9.00 58.46
				PERA	Employer Share Total:	67.46
0	07/14/2016	Solid Waste Recycle	Professional Services	Eureka Recycling	Retroactive increase-May, June	38,824.68
				Profes	sional Services Total:	38,824.68
0	07/07/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Ban	PR Batch 00001.07.2016 State Incom	48.95
				State I	ncome Tax Total:	48.95
				Fund 7	otal:	39,263.35
82150 82327 82212 82355	07/07/2016 07/14/2016 07/07/2016 07/14/2016	Storm Drainage Storm Drainage Storm Drainage Storm Drainage	Contract Maintenance Contract Maintenance Contract Maintenance Contract Maintenance	Armstrong Concrete, Inc. Q3 Contracting, Inc. Sandstrom Land Management, Twin Cities Fountain Services,	Lydia Ave Raingardent Sign, Barricade Rental LLC MOWING, WEEDING, MULCHING LLC Waterfall Fountain Repair	208.00 173.10 250.00 1,714.03
				Contra	ct Maintenance Total:	2,345.13
82190 82320	07/07/2016 07/14/2016	Storm Drainage Storm Drainage	Contractor Payments Contractor Payments	Minnesota Native Landscapes I Park Construction Company, In	_	600.00 5,477.73

<b>Check Number</b>	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82212 82212 0	07/07/2016 07/07/2016 07/14/2016	Storm Drainage Storm Drainage Storm Drainage	Contractor Payments Contractor Payments Contractor Payments	Sandstrom Land Management, LLC Sandstrom Land Management, LLC T. A. Schifsky & Sons, Inc.		11,095.50 130.00 66,538.66
				Contractor	Payments Total:	83,841.89
0	07/07/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	1,269.19
				Federal In-	come Tax Total:	1,269.19
0	07/07/2016 07/07/2016	Storm Drainage Storm Drainage	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare El	717.46 167.80
				FICA Emp	oloyee Ded. Total:	885.26
0	07/07/2016 07/07/2016	Storm Drainage Storm Drainage	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emplo	167.80 717.46
				FICA Emp	oloyers Share Total:	885.26
82176	07/07/2016	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	113.75
				HRA Emp	loyer Total:	113.75
82205	07/07/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	53.84
				HSA Emp	loyee Total:	53.84
82205	07/07/2016	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	147.08
				HSA Emp	loyer Total:	147.08
0	07/07/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.07.2016 ICMA Defe	52.51
				ICMA Dei	Comp Total:	52.51
82147	07/06/2016	Storm Drainage	Medical Ins Employee	NJPA	Medical Ins	227.17
				Medical Ir	s Employee Total:	227.17
82147	07/06/2016	Storm Drainage	Medical Ins Employer	NJPA	Medical Ins	1,599.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Medical I	ns Employer Total:	1,599.16
0	07/07/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	101.75
				MN State	Retirement Total:	101.75
0	07/07/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP De	63.51
				MNDCP	Def Comp Total:	63.51
82160 0 82169 0 82307	07/07/2016 07/07/2016 07/07/2016 07/19/2016 07/14/2016	Storm Drainage Storm Drainage Storm Drainage Storm Drainage Storm Drainage	Operating Supplies Operating Supplies Operating Supplies Operating Supplies Operating Supplies	Commercial Asphalt Co ESS Brothers & Sons, Inc. General Repair Service, Corp Harbor Freight Tools-CC Midwest Safety Counselors, Inc.	Dura Drive Quick Set Repair Submersible Pump Nitrile Gloves Valves, Earplugs, Measuring Wheels	577.21 3,669.00 8,800.00 142.89 200.38
				Operating Supplies Total:		13,389.48
0	07/07/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	661.43
				PERA En	nployee Ded Total:	661.43
0 0	07/07/2016 07/07/2016	Storm Drainage Storm Drainage	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.07.2016 Pera additio PR Batch 00001.07.2016 Pera Emplo	101.75 661.43
				PERA En	nployer Share Total:	763.18
0 0 82344 82344	07/14/2016 07/14/2016 07/14/2016 07/14/2016	Storm Drainage Storm Drainage Storm Drainage Storm Drainage	Professional Services Professional Services Professional Services Professional Services	Ecoenvelopes, LLC Gopher State One Call Sheila Stowell Sheila Stowell	Utility Bill Folding, Inserting, Mailint FTP Tickets Mileage Reimbursement Public Works Meeting Minutes	442.81 284.40 4.70 243.75
				Professio	nal Services Total:	975.66
0	07/07/2016	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	15.83
				Sales Tax	Payable Total:	15.83
82300	07/14/2016	Storm Drainage	St Croix Lift Station Rehab	Magney Construction, Inc.	St. Croix Storm Sewer Lift Station	64,618.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				St Croix L	.ift Station Rehab Total:	64,618.98
0	07/07/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	518.71
				State Inco	me Tax Total:	518.71
82185	07/07/2016	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.07.2016 IOUE Union	85.72
				Union Du	es Deduction Total:	85.72
				Fund Tota	l:	172,614.49
0 82320 82320 0 0	07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016	Street Construction Street Construction Street Construction Street Construction Street Construction	Contractor Payments Contractor Payments Contractor Payments Contractor Payments Contractor Payments	American Engineering Testing, Inc. Park Construction Company, Inc. Park Construction Company, Inc. T. A. Schifsky & Sons, Inc. T. A. Schifsky & Sons, Inc.	DOT Material Testing Pavement Management Project Pavement Management Project Street Maintenance Street Maintenance	3,800.05 7,016.98 44,609.87 272,974.02 319,537.95
				Contractor	r Payments Total:	647,938.87
				Fund Tota	l:	647,938.87
82348	07/14/2016	T.I.F. District # 11	Professional Services	Terracon Consultants, Inc.	Direct Project Labor	2,551.27
				Profession	nal Services Total:	2,551.27
				Fund Tota	l:	2,551.27
0	07/07/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	554.97
				Federal In	come Tax Total:	554.97
0	07/07/2016 07/07/2016	Telecommunications Telecommunications	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare En PR Batch 00001.07.2016 FICA Emplo	101.82 435.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA	Employee Ded. Total:	537.18
0 0	07/07/2016 07/07/2016	Telecommunications Telecommunications	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Medicare El PR Batch 00001.07.2016 FICA Emplo	101.82 435.36
				FICA	Employers Share Total:	537.18
82176	07/07/2016	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplo	161.50
				HRA	Employer Total:	161.50
82205	07/07/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	9.14
				HSA	Employee Total:	9.14
82205	07/07/2016	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	50.01
				HSA	Employer Total:	50.01
82147	07/06/2016	Telecommunications	Medical Ins Employee	NJPA	Medical Ins	283.44
				Medi	cal Ins Employee Total:	283.44
82147	07/06/2016	Telecommunications	Medical Ins Employer	NJPA	Medical Ins	801.52
				Medi	- cal Ins Employer Total:	801.52
0	07/07/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	70.37
				MN S	state Retirement Total:	70.37
0	07/07/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP Dε	390.00
				MNE	-CP Def Comp Total:	390.00
0	07/07/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	457.41
				PERA	A Employee Ded Total:	457.41
0	07/07/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera additio	70.37

<b>Check Number</b>	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/07/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	457.41
				PERA E	mployer Share Total:	527.78
0	07/07/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	246.18
				State Inc	come Tax Total:	246.18
				Fund To	tal:	4,626.68
82288 82357 82357 82357 82357	07/14/2016 07/14/2016 07/14/2016 07/14/2016 07/14/2016	Telephone Telephone Telephone Telephone Telephone	PSTN-PRI Access/DID Allocation PSTN-PRI Access/DID Allocation PSTN-PRI Access/DID Allocation PSTN-PRI Access/DID Allocation PSTN-PRI Access/DID Allocation	Integra Verizon Wireless Verizon Wireless Verizon Wireless Verizon Wireless PSTN-P	Telephone Cell Phones Cell Phones Cell Phones Cell Phones RI Access/DID Allocation Total:	3,331.34 280.08 35.01 105.03 70.02
82148	07/07/2016	TIF #18 Sienna Green	Contractor Payments	Fund To	tal: 1st Half TIF Payment-Seinna Green	3,821.48 33,725.59
				Contract	or Payments Total:	33,725.59
				Fund To	tal:	33,725.59
82201	07/07/2016	TIF #19 Applewood Point II	Contractor Payments	PFI II, LLC	1st Half TIF Payment-Applewood Po	84,633.80
				Contract	or Payments Total:	84,633.80
				Fund To	tal:	84,633.80
82253 82348	07/14/2016 07/14/2016	TIF District #17-Twin Lakes TIF District #17-Twin Lakes	Professional Services Professional Services	Braun Intertec Corporation Terracon Consultants, Inc.	Twin Lakes Parkway, New Road Alig Direct Project Labor	7,822.15 2,551.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Profe	essional Services Total:	10,373.42
0	07/07/2016	TIF District #17-Twin Lakes	Twin Lakes Area Signals	Millerbernd	Signals	4,000.00
	07/07/2010	THE DIGITION IT, TWIN BUILDS	Twin Zuites Firen Bigilais		S.g.m.s	
				Twin	Lakes Area Signals Total:	4,000.00
82153	07/07/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Braun Intertec Corporation	MN DOT Testing 35W & Cleveland /	7,094.00
				Twin	Lakes I-35W Ramp Total:	7,094.00
				Fund	Total:	21,467.42
82241	07/14/2016	Water Fund	Accounts Payable	BALD EAGLE BUILDERS, 1	INC Refund Check	1.28
82242	07/14/2016	Water Fund	Accounts Payable	KATHLEEN BALL	Refund Check	13.22
82243	07/14/2016	Water Fund	Accounts Payable	BRADLEE BAME	Refund Check	188.70
82246	07/14/2016	Water Fund	Accounts Payable	BAYVIEW LOAN SERVICIN	NG LI Refund Check	34.24
82247	07/14/2016	Water Fund	Accounts Payable	GEORGE BEEBE	Refund Check	17.61
82258	07/14/2016	Water Fund	Accounts Payable	BRYAN & JANET CHRISTER	NSEN Refund Check	28.78
82263	07/14/2016	Water Fund	Accounts Payable	DANIEL COX	Refund Check	85.31
82171	07/07/2016	Water Fund	Accounts Payable	DEB & JAYMIE GRUIS	Refund Check	79.96
82279	07/14/2016	Water Fund	Accounts Payable	RICHARD HEDENSTROM	Refund Check	147.03
82280	07/14/2016	Water Fund	Accounts Payable	MARJORIE HEIR	Refund Check	6.57
82282	07/14/2016	Water Fund	Accounts Payable	CHARLES & STACY HOLM	& SC Refund Check	49.06
82283	07/14/2016	Water Fund	Accounts Payable	LYDIA HOLZBACH	Refund Check	74.96
82286	07/14/2016	Water Fund	Accounts Payable	GERALD HYNNEK	Refund Check	24.47
82302	07/14/2016	Water Fund	Accounts Payable	JANE MCCADDEN	Refund Check	110.56
82304	07/14/2016	Water Fund	Accounts Payable	MARY MENSAH	Refund Check	142.30
82195	07/07/2016	Water Fund	Accounts Payable	LORI NELSON	Refund Check	91.49
82196	07/07/2016	Water Fund	Accounts Payable	TIFFANY NGUYEN	Refund Check	90.64
82323	07/14/2016	Water Fund	Accounts Payable	LISA PETERSON	Refund Check	162.95
82337	07/14/2016	Water Fund	Accounts Payable	RYAN RUUSKA	Refund Check	240.75
82216	07/07/2016	Water Fund	Accounts Payable	HAROLD STADSTAD	Refund Check	80.21
82346	07/14/2016	Water Fund	Accounts Payable	SWIFT HOME SOLUTIONS	, LLC Refund Check	218.74
				Acco	ounts Payable Total:	1,888.83
82206	07/07/2016	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Arrows, Signs	138.90
				Cont	ract Maintenance Total:	138.90

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82265 82320 0	07/14/2016 07/14/2016 07/14/2016	Water Fund Water Fund Water Fund	Contractor Payments Contractor Payments Contractor Payments	Dahlen, Dwyer & Foley Inc. Park Construction Company, Inc. T. A. Schifsky & Sons, Inc.	Appraisal Report Pavement Management Project Street Maintenance	2,400.00 12,890.11 157,699.34
				Contracto	r Payments Total:	172,989.45
0	07/07/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.07.2016 Federal Inco	1,641.27
				Federal In	come Tax Total:	1,641.27
0	07/07/2016 07/07/2016	Water Fund Water Fund	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare El	1,127.00 263.59
				FICA Em	ployee Ded. Total:	1,390.59
0	07/07/2016 07/07/2016	Water Fund Water Fund	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.07.2016 FICA Emple PR Batch 00001.07.2016 Medicare El	1,127.00 263.59
				FICA Em	ployers Share Total:	1,390.59
82176	07/07/2016	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.07.2016 HRA Emplc	240.51
				HRA Emp	oloyer Total:	240.51
82205	07/07/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.07.2016 HSA Emple	109.13
				HSA Emp	loyee Total:	109.13
82205	07/07/2016	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.07.2016 HSA Emplo	401.34
				HSA Emp	loyer Total:	401.34
0	07/07/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.07.2016 ICMA Defe	48.75
				ICMA De	f Comp Total:	48.75
82147	07/06/2016	Water Fund	Medical Ins Employee	NJPA	Medical Ins	278.13
				Medical I	ns Employee Total:	278.13
82147	07/06/2016	Water Fund	Medical Ins Employer	NJPA	Medical Ins	2,305.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Medical	Ins Employer Total:	2,305.93
0	07/07/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.07.2016 Post Employ	150.85
				MNI State	e Retirement Total:	150.85
				IVIIN State	e Rethement Total.	130.63
0	07/07/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.07.2016 MNDCP Dε	138.75
				MNDCP	Def Comp Total:	138.75
0	07/07/2016	Water Fund	Operating Supplies	Airgas-CC	Supplies	49.40
0	07/07/2016	Water Fund	Operating Supplies	Amazon.com- CC	Credit	-99.00
82160	07/07/2016	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	777.35
82268	07/14/2016	Water Fund	Operating Supplies	EESCO	Booster	74.70
0	07/14/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	424.66
0	07/07/2016	Water Fund	Operating Supplies	Menards-CC	Couplings	65.27
82327	07/14/2016	Water Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Barricade Rental	158.40
0	07/19/2016	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Hose Supplies	33.98
				Operating	g Supplies Total:	1,484.76
0	07/07/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	1,028.88
				PERA Er	mployee Ded Total:	1,028.88
0	07/07/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera Emplo	1,028.88
0	07/07/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.07.2016 Pera additio	158.28
				PERA Er	nployer Share Total:	1,187.16
0	07/14/2016	Water Fund	Professional Services	Ecoenvelopes, LLC	Utility Bill Folding, Inserting, Mailin	442.81
0	07/14/2016	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	284.40
82358	07/14/2016	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location Service	263.50
				Professio	onal Services Total:	990.71
82342	07/14/2016	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	499,043.85
				St. Paul V	Water Total:	499,043.85

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/07/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.07.2016 State Incom	682.88
				State Inc	come Tax Total:	682.88
0	07/07/2016	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	1,603.91
				State Sa	les Tax Payable Total:	1,603.91
82357	07/14/2016	Water Fund	Telephone	Verizon Wireless	Cell Phones	86.42
				Telepho	ne Total:	86.42
82185	07/07/2016	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.07.2016 IOUE Union	154.69
				Union I	dues Deduction Total:	154.69
0	07/07/2016	Water Fund	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-June 2016	58.83
				Use Tax	Payable Total:	58.83
0	07/07/2016	Water Fund	Utilities	Xcel Energy	Repeater Station	17.03
				Utilities	Total:	17.03
0	07/07/2016	Water Fund	Water - Roseville	City of Roseville- Non Bank	City Water Bills	3,819.81
				Water -	Roseville Total:	3,819.81
0	07/14/2016 07/14/2016	Water Fund Water Fund	Water Meters Water Meters	Ferguson Waterworks #2516 Ferguson Waterworks #2516	Meter Supplies Meter Supplies	21.64 9.39
				Water M	leters Total:	31.03
				Fund To	tal:	693,302.98
82213	07/07/2016	Workers Compensation	Fire Department Claims	SFM	Work Comp Administration	178.00
				Fire Dep	partment Claims Total:	178.00

Check Number	<b>Check Date</b>	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82193	07/07/2016	Workers Compensation	Insurance	Mn Dept of Labor & Indu	stry Special Compensation Fund Assessm	884.00
					Insurance Total:	884.00
82213	07/07/2016	Workers Compensation	Police Patrol Claims	SFM	Work Comp Administration	4,692.21
					Police Patrol Claims Total:	4,692.21
82213	07/07/2016	Workers Compensation	Professional Services	SFM	Work Comp Administration	100.00
				:	Professional Services Total:	100.00
				:	Fund Total:	5,854.21
				:	Report Total:	3,136,815.91

# REQUEST FOR COUNCIL ACTION

Date: 7/25/2016

Item No.: 8.b

Department Approval

City Manager Approval

Para / Truger

Cttyl K. mill

Item Description: Consideration of new 2016-2017 Massage Therapist Licenses.

### BACKGROUND

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

### **Massage Therapist License**

6 Jessica Lantz

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- 7 Massage Xcape, LLC
- 8 1767 N Lexington Ave
- 9 Roseville, MN 55113
- 11 Jolynn Peck
- 12 Elements Therapeutic Massage
- 2100 Snelling Ave N, Suite 66B
- 14 Roseville, MN 55113
- 16 Carolyn Trypskin
- 17 Monaco Bodyworks
- 18 1935 County Rd B2 W, Suite 77
- 19 Roseville, MN 55113
- 21 Na Li
- 22 Diamondstar Spa
- 23 696 West County Rd B
  - Roseville, MN 55113
- 26 Galen Hughes
- 27 Spa810
- 28 1607 W. County Rd C
- 29 Roseville, MN 55113
- 31 Xue Lu
- 32 Diamond Star Spa
- 33 696 County Rd B W

Roseville, MN 55113

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- 36 POLICY OBJECTIVE
- 37 Required by City Code
- 38 FINANCIAL IMPACTS
- The correct fees were paid to the City at the time the application(s) were made.
- 40 STAFF RECOMMENDATION
- Staff has reviewed the applications and has determined that the applicants meet all City requirements. Staff
- recommends approval of the Massage Therapist Licenses.

### 43 REQUESTED COUNCIL ACTION

44 Motion to approve the Massage Therapist Licenses pending successful background checks.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications

B: City Code Chapter 309



## **Massage Therapist License**

	(Please Print Clearly) New License   Renewal	
For	License Year Ending June 30, 7017	
	Full Legal Name (Please Print)  Lantz  Jessica  Lyon	
		I
2.	Home Address  (Circle)  (Circle)  (Circle)	
3.	Telephone _	
4.	Date of Birth (mm/dd/yyyy)	
5.	Driver's License Number	
6.	Ethnicity:	
7.	Sex:	
8.	Email Address	
9.	Have you ever used or been known by any name other than the legal name given in number 1 above?  Yes No If Yes, List each full name along with dates and places where used.	
10. M	Name and address of the licensed Massage Therapy Establishment at which you expect to be employed: assage Xcape, 1767 N. Lexington Ave, Roseville, MN 55113	
11.	Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  ☐ Yes No	
12.	If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed?  Yes No N/A	
De	If yes, explain in detail on a separate page.  signing below you certify that the above information is correct and authorize the City of Roseville Police artment to run your information for the required background checks.  Date 07/13/16	
Ple	se print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation a school of massage therapy including proof of a minimum of 600 hours in successfully completed course k as described in Roseville Ordinance 116. Massage Therapy Establishments.	

License Fee is \$100.00

Make checks payable to: City of Roseville



## **Massage Therapist License**

Ø	(Please Print Clearly) New License  Renewal	-
For	License Year Ending June 30, 2017	
1.	Full Legal Name (Please Print) Peck Jolynn Marie	
2.	(Last) (First) (Middle)  Home Address	
3.	Telephone	
4.	Date of Birth (mm/dd/yyyy)	
5.	Driver's License Number	
6.	Ethnicity:	
7.	Sex:	
8.	Email Address _	
9.	Have you ever used or been known by any name other than the legal name given in number 1 above?  Yes  No If Yes, List each full name along with dates and places where used.	
	maicen name is Roberts	
10. 	Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:  events; 2100 Shelling All N# (40 KOXVIII, MN 55113	<i>i</i> "
11.	Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  ☐ Yes	
12.	If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed?  Yes No N/A  If yes, explain in detail on a separate page.	
By Dep	igning below you certify that the above information is correct and authorize the City of Roseville Police artment to run your information for the required background checks.	
Sig	ature	
fror	se print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation a school of massage therapy including proof of a minimum of 600 hours in successfully completed course as described in Roseville Ordinance 116. Massage Therapy Establishments	

License Fee is \$100.00 Make checks payable to: City of Roseville



## **Massage Therapist License**

New License   Renewal   For the License Year Ending June 30, 20 7	
2. Home Address  3. Telephone d  4. Date of Birth (mm/dd/vvvv)  5. Email Address 6. Driver's License Number  7. Ethnicity: 8. Sex:  9. Have you ever used or been known by any name other than the legal name given in number 1 above?    Yes   No   If Yes, List each full name along with dates and places where used.    Carolin   Ame   Sed   1979 - 2010  10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:    Step   Name   No   1935   County   Road   B 2   West   Outset   Outs	
3. Telephone ( 4. Date of Birth (mm/dd/vvvv) 5. Email Address 6. Driver's License Number 7. Ethnicity: 8. Sex: 9. Have you ever used or been known by any name other than the legal name given in number 1 above?    Yes	1. Full Legal Name (Please Print) 1 1 1 Canlyn Ann
4. Date of Birth (mm/dd/vvv)  5. Email Address  6. Driver's License Number  7. Ethnicity:  8. Sex:  9. Have you ever used or been known by any name other than the legal name given in number 1 above?  10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:  11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  13. Yes  14. No  15. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  15. Yes  16. No  17. Resemplication that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.  By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run	
5. Email Address 6. Driver's License Number 7. Ethnicity: 8. Sex: 9. Have you ever used or been known by any name other than the legal name given in number 1 above?  9. Have you ever used or been known by any name other than the legal name given in number 1 above?  10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:  11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  13. Yes  14. No  15. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  15. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If you constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.  15. By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run	3. Telephone (
6. Driver's License Number  7. Ethnicity:  8. Sex:  9. Have you ever used or been known by any name other than the legal name given in number 1 above?    Yes	4. Date of Birth (mm/dd/yyyy)
7. Ethnicity:  8. Sex:  9. Have you ever used or been known by any name other than the legal name given in number 1 above?    Pres	5. Email Address_
8. Sex:  9. Have you ever used or been known by any name other than the legal name given in number 1 above?    Yes	6. Driver's License Number_
9. Have you ever used or been known by any name other than the legal name given in number 1 above?  Yes If Yes, List each full name along with dates and places where used.  Cany Ann Jenson Maider name Used 1979-2016  10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:  Step havie Mona (0 1935 (ownty Road B2 west lower levely four levely found for the licenses) of the licenses of the licenses? If yes, in which city were you licensed?  11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  Yes No No  No  12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  Yes No No  No  The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.  By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run	7. Ethnicity:
10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:  Step havie Mona (0, 1935 (ownty Road B2 west Lower level)  11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  12. Yes No NA  The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.  By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run	8. Sex:
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Signature and Date 7/7/16	confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.  By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.



### **Massage Therapist License**

☑ New License ☐ Renewal	For the License Year Ending June 30, 2017
1. Full Legal Name (Please Print)	Na
2. Home Address	(First) (Middle)
3. Telephone	
4. Date of Birth (mm/dd/yyyy)_	
5. Email Address_	
6. Driver's License Number	
7. Ethnicity:	
8. Sex:	
9. Have you ever used or been known by any name of  Yes No If Yes, List each ful	I name along with dates and places where used.
10. Name and address of the licensed Massage Therap	by Establishment at which you expect to be employed:
11. Have you held any previous massage therapist lice	
X Yes Burnsville	No
12. If you answered Yes to number 11 above, were any renewed? If yes, explain in detail on the back of	previous massage therapist licenses revoked, suspended or not this page.
☐ Yes      N/A	
confidential. All data, with the exception of driver's ligranted. Our intended use of the information is to perform the supply the information, the license apple.	he application is classified by State law as either public, private or icense numbers, will constitute public record if and when the license is orm the background check procedures required prior to license issuance. ication may not be processed.  It is correct and authorize the City of Roseville Police Department to run
your information for the required background checks. (	Note: Background checks may take up to 30 days to complete.)
Signature Jane	Date 07/12/12
Places print this form and mail or hand deliver along w	ith a certified copy of a diploma or certificate of graduation from a

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.



### **Massage Therapist License**

N	New License	☐ Renewal		•	For the Lic	ense Year E	nding June 30, 🤦	2017
1.	Full Legal Name	e (Please Print)	thanes	>	CARRY	<u>)</u> .	More	<u> 15</u>
2.	Home Address							
3.	Telephone							
4.	Date of Birth (n	nm/dd/yyyy)						į.
5.	Email Address_							
6.	Driver's License	e Number_						
7.	Ethnicity:							
8.	Sex:							
9.	Have you ever t	ised or been kn	own by any name other. If Yes, List each full name					
10.	Name and adda	ress of the licer	nsed Massage Therapy I	Establishm	ent at which you	expect to be	employed:	55113
11.	Have you held	any previous n	nassage therapist license	es? If yes,	in which city wer	re you licens	ed?	
	☐ Yes		· · · · · · · · · · · · · · · · · · ·		₩ No			•
12.			r 11 above, were any pr etail on the back of thi		ssage therapist li	censes revok	ced, suspended of	r not
	☐ Yes ☐	] No 🔯 N	V/A				. Isl	
The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.								
By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)								
Sig	gnature	is			· · · · · · · · · · · · · · · · · · ·		Date 7/19	/10
Ple	ease print this for	n and mail or h	and-deliver along with	a certified	copy of a diplon	na or certific	ate of graduation	from a

school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in

Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



## **Massage Therapist License**

<b>X</b> N	Iew License	Renewal		For the License	e Year Ending J	une 30,
1.	Full Legal Name (I	Please Print)	Lu	Xue	v	0.0111
2.	Home Address _		(Last)	(First)		(Middle) (Zip)
3.	Telephone (					( 17)
4.	Date of Birth (mm/	dd/yyyy)				
5.	Email Address					
6.	Driver's License N	Number_				
7.	Ethnicity:					
8.	Sex:					
	Diamond Star Have you held an	s of the licensed Ma	assage Therapy Es  Ab County R  therapist licenses	tablishment at which you exp  Reserved  If yes, in which city were you	ect to be emplo	
12.	If you answered Y		ove, were any prev	vious massage therapist licens	ses revoked, sus	pended or not
	Yes 1	No □ N/A				
con gra If y	afidential, All data, nted. Our intended ou refuse to supply	with the exception use of the informat the information, the	of driver's licens ion is to perform to e license application	pplication is classified by S e numbers, will constitute puthe background check proced on may not be processed.  Orrect and authorize the City	iblic record if a ures required pr	nd when the license is rior to license issuance.
you	ir information for the	ne required backgro	und checks. (Note	e: Background checks may ta	ke up to 30 day	s to complete.)
	nature	Ln-				7/19/2016
Ple	ase print this form a	and mail or hand-de	liver along with a	certified copy of a diploma of 600 hours in successfully con	r certificate of g mpleted course	graduation from a work as described in

Roseville Ordinance 116, Massage Therapy Establishments.

# CHAPTER 309 MASSAGE THERAPY ESTABLISHMENTS

### **SECTION:**

309.01:	Definitions
309.02:	License for Massage Therapy Establishment
309.03:	Granting, Denying or Rescinding of Licenses
309.04:	Practice of Massage Therapy Only by Licenses Persons
309.05:	Revocation or Suspension of License
309.06:	Restrictions and Regulations
309.07:	Violations, Penalty

### **309.01: DEFINITIONS:**

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

CHAIR MASSAGE: A massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back, where the massage is not provided in a massage therapy establishment; and provided the individual giving the massage meets the requirements specified in Section 309.04 (A). (Ord. 1329, 11-14-05)

MASSAGE THERAPIST: A person who practices massage therapy.

MASSAGE THERAPY: The rubbing, stroking, kneading, tapping or rolling of the body with the hands or other parts of the body for the exclusive purposes of relaxation, physical fitness or beautification and for no other purpose.

The practice of massage therapy is hereby declared to be distinct from the licensed practice of medicine, osteopathy, chiropractic, physical therapy, podiatry and nursing, as well as athletic coaches and trainers. Persons engaged in those professions are exempt from the provisions of this Chapter.

MASSAGE THERAPY ESTABLISHMENT: Any room, or premise wherein a person may receive a massage from a massage therapist for a fee; where massages are given on more than 14 calendar days in any given calendar year. (Ord. 1329, 11-14-05)

SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

### 309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

- A. License Required: No person shall engage in the business of operating a massage therapy establishment within the City without first having obtained the required license.
- B. Application Fee: The initial application for a license shall be made by completing an application form provided by and containing such information as required by the City Manager and by paying a nonrefundable application fee, as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

C. Separate License Required Fee: A separate license shall be obtained for each place of business, the fee for which shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

### 309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

- A. Zoning Compliance: Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)
- B. Building, Safety and Sanitation Regulations: Licenses may be denied or rescinded if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.
- C. Fraud or Deception: Licenses may be denied or rescinded if there is any fraud or deception involved in the license application.
- D. History of Violations: Licenses may be denied or rescinded if the applicant, licensee or employee of the same fails to comply with, or have a history of violations of the laws or ordinances which apply to health, safety or moral turpitude.
- E. Additional Conditions: The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142, 6-13-1994) (Ord. 1283, 6-16-03)

## 309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

- A. Application for License: Any person or business desiring to be licensed as a massage therapy establishment shall file an application on forms provided by the City Manager. The application shall contain such information as the City Manager may require, including: (Ord. 1329, 11-14-05)
  - 1. The applicant's full name, address, social security number and written proof of age.
  - 2. The name and address of the licensed massage therapy establishment by which the applicant expects to be employed.
  - 3. A statement concerning whether the person has been convicted of or entered a plea of guilty to any crime or ordinance violation and, if so, information as to the time, place and nature of such crime or offense.
  - 4. Proof that the applicant meets the following educational requirements:
    - a. A diploma or certificate of graduation from a school approved by the American Massage Therapist Association or other similar reputable massage association; or b. A diploma or certificate of graduation from a school which is either accredited by a recognized educational accrediting association or agency or is licensed by the State or local government agency having jurisdiction over the school.
    - c. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work in the following areas:
      - (1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and
      - (2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

- (3) Hygiene.
- B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)
- C. Review of Application: License applications shall be reviewed by the Police Department.
- D. Denial of Application: The license application may be denied for any of the following reasons:
  - 1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.
  - 2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, pandering, indecent conduct or keeping of a disorderly house.
  - 3. Noncompliance: The applicant has not complied with a provision of this Chapter.
  - 4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6-13-94)

### 309.05: REVOCATION OR SUSPENSION OF LICENSE:

A license may be revoked or suspended for any of the following reasons:

- A. Application Fraud: Fraud, deception or misrepresentation in connection with the registration application.
- B. Violation of Chapter: A violation of any provision of this Chapter.
- C. Criminal Conviction: Conviction of a criminal sexual conduct, prostitution, pandering, indecent conduct or keeping a disorderly house.
- D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.
- E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

### **309.06: RESTRICTIONS AND REGULATIONS:**

- A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.
- B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce correct identification, identifying himself/herself by his/her true legal name and correct address.
- C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.
- D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.
- E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.
- F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.
- G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

- H. Locks on Doors: There shall be no locks on doors of massage rooms.
- I. Appropriate Covering Required:
  - 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
  - 2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)
- J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

### **309.07: VIOLATIONS, PENALTY:**

Every person who violates this Chapter is guilty of a misdemeanor. (Ord. 1142, 6-13-94)

# REQUEST FOR COUNCIL ACTION

Date: 7/25/2016

Para / Truger

Item No.: 8.c

Department Approval City Manager Approval

Cttop K. mile

Item Description: Consideration for Renewal of 2016-2017 Massage Therapist Licenses.

#### BACKGROUND

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following application is submitted for consideration:

5 Massage Therapist License

6 Jinan Zheng

7 American Academy of Acupuncture and Oriental Massage

- 8 1925 West County Road B2
- 9 Roseville, MN 55113

10

### 11 POLICY OBJECTIVE

12 Required by City Code

### 13 FINANCIAL IMPACTS

The correct fees were paid to the City at the time the application(s) were made.

#### 15 STAFF RECOMMENDATION

- Staff has reviewed the applications and has determined that the applicants meet all City requirements. Staff
- 17 recommends approval of the Massage Therapist Licenses.

### 8 REQUESTED COUNCIL ACTION

Motion to approve the Massage Therapist Licenses pending successful background checks.

Prepared by: Chris Miller, Finance Director Attachments: A: City Code Chapter 309

# CHAPTER 309 MASSAGE THERAPY ESTABLISHMENTS

### **SECTION:**

309.01:	Definitions
309.02:	License for Massage Therapy Establishment
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SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

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- C. Fraud or Deception: Licenses may be denied or rescinded if there is any fraud or deception involved in the license application.
- D. History of Violations: Licenses may be denied or rescinded if the applicant, licensee or employee of the same fails to comply with, or have a history of violations of the laws or ordinances which apply to health, safety or moral turpitude.
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  - 4. Proof that the applicant meets the following educational requirements:
    - a. A diploma or certificate of graduation from a school approved by the American Massage Therapist Association or other similar reputable massage association; or b. A diploma or certificate of graduation from a school which is either accredited by a recognized educational accrediting association or agency or is licensed by the State or local government agency having jurisdiction over the school.
    - c. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work in the following areas:
      - (1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and
      - (2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

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- B. Violation of Chapter: A violation of any provision of this Chapter.
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- D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.
- E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

### **309.06: RESTRICTIONS AND REGULATIONS:**

- A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.
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- C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.
- D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.
- E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.
- F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.
- G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

- H. Locks on Doors: There shall be no locks on doors of massage rooms.
- I. Appropriate Covering Required:
  - 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
  - 2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)
- J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

### **309.07: VIOLATIONS, PENALTY:**

Every person who violates this Chapter is guilty of a misdemeanor. (Ord. 1142, 6-13-94)

# REQUEST FOR COUNCIL ACTION

Date: 7/25/2016

Item No.: 8.d

Department Approval

City Manager Approval

fam / Trugen

Cttyl K. mille

Item Description: Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

### BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of \$5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

### General Purchases or Contracts

City Staff have submitted the following items for Council review and approval:

				Budget	P.O.	Budget /
<u>Division</u>	<u>Vendor</u>	<b>Description</b>	<b>Key</b>	<u>Amount</u>	<u>Amount</u>	CIP
Information Tech.	Datalink	Network Monitoring Svc. Renewal	(a)	\$100,000.00	\$ 28,796.36	Budget
Streets	Truck Utilities	Service Body & Crane for Sign Truck	(b)	50,000.00	50,386.00	CIP
Facilities	Montgomery Brinkman	Bathroom Renovation: General Svcs	(c)		11,608.00	CIP
Facilities	Royal Flush Inc.	Bathroom Renovation: Plumbing	(c)		9,452.21	CIP
Facilities	Oakley Interiors	Bathroom Renovation: Tile/Counter	(c)	30,000.00	42,019.00	CIP
Police	Grabar Voice & Data Inc.	Voice Recognition Software	(d)		19,193.50	
Police	Cardiac Science	AED's (4 units)	(e)	6,180.00	5,580.00	CIP

### Comments/Description:

- a) The amount budgeted represents the total set aside for licensing and maintenance support. The monitoring service is jointly-purchased with other Metro I-Net agencies. Roseville's share is \$5,691.
- b) Purchased off the State-Bid Contract. Replaces the 1985 service body & crane.
- c) Bathroom remodel includes four bathrooms in the City Hall Building. \$30,000 in funding for these improvements was included in the 2015 CIP but deferred until this year. The remainder will be provided by delaying other scheduled improvements that have longer-than-expected useful lives.
- d) Includes 25 user licenses funded out of Police Forfeiture monies.
- e) Includes the replacement of four Automated External Defibrillators (AED's).

### Sale of Surplus Vehicles or Equipment

City Staff have identified surplus vehicles and equipment that have been replaced and/or are no longer needed to deliver City programs and services. These surplus items will either be traded in on replacement items or will be sold in a public auction or bid process. The items include the following:

Department	Item / Description

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### 5 POLICY OBJECTIVE

26 Required under City Code 103.05.

### 27 FINANCIAL IMPACTS

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Funding for all items is provided for in the current operating or capital budget.

### STAFF RECOMMENDATION

Staff recommends the City Council approve the submitted purchases or contracts for service and, if applicable, authorize the trade-in/sale of surplus items.

### REQUESTED COUNCIL ACTION

Motion to approve the attached list of general purchases and contracts for services and where applicable; the trade-in/sale of surplus equipment.

Prepared by: Chris Miller, Finance Director Attachments: A: 2016 CIP Purchase Summary

Page 2 of 2

## City of Roseville

2016 Summary of Scheduled CIP Items

	Council Approval	P.O. <u>Amount</u>	Budget <u>Amount</u>	YTD <u>Actual</u>	<u>Difference</u>
Administration	<u>7 Ipprovar</u>	<u> Minount</u>	Milouit	<u>/ Ictuar</u>	Difference
Voting Equipment		\$ -	\$ 9,000	\$ 70,280	\$ (61,280)
Office Furniture		· -	5,000	- 70,200	5,000
Finance			2,000		2,000
Software Acquisition		_	20,000	_	20,000
Central Services			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Copier & Postage Machine Lease		-	77,840	63,177	14,663
Police			, , ,	,	,
Marked Squad Car Replacements	1/11/2016	78,495	132,000	139,640	(7,640)
Unmarked Vehicle Replacement	1/11/2016	52,112	24,000	51,150	(27,150)
Park Patrol Vehicle Replacement		-	10,500	_	10,500
Vehicle Tools & Equipment		-	11,855	4,300	7,555
Vehicle Computers & Printers		-	19,760	, -	19,760
K9		-	16,000	_	16,000
Sidearms, Long-Guns, Non-Lethal Equip.	4/11/2016	25,340	18,080	4,060	14,020
Tactical Gear	1/11/2016	10,800	11,330	, -	11,330
Crime Scene Equipment		-	4,000	_	4,000
Radio Equipment	2/22/2016	13,588	15,500	-	15,500
Office Equipment	2/8/2016	5,390	9,225	_	9,225
Office Furniture		-	8,400	525	7,875
Kitchen Items		-	4,635	3,463	1,172
Fire					
SCBA's		-	350,000	263,360	86,640
Training Equipment		-	3,000	-	3,000
Air Monitoring Equipment		-	5,000	-	5,000
Other Equipment		-	-	6,244	(6,244)
Rescue Equipment		-	15,000	7,943	7,057
Public Works					
Vehicle Replacement: Engineering	1/25/2016	20,800	25,000	-	25,000
Vehicle Replacement: 1-ton		-	33,000	-	33,000
Vehicle Replacement: 3/4-ton	1/25/2016	25,539	27,500	27,238	262
Vehicle Replacement: Wheel Loader	1/25/2016	126,918	205,000	96,131	108,869
Vehicle Replacement: Bobcat		-	22,000	-	22,000
Vehicle Replacement: Sign Truck		-	50,000	-	50,000
Office Furniture		-	5,000	-	5,000
Parks & Recreation					
Grader		-	45,000	-	45,000
Trailer		-	5,000	-	5,000
Sweeper		-	8,000	-	8,000
Mower Blade Sharpener		-	10,000	-	10,000
Prior Year CIP Items (pushed to '16)	3/28/2016	141,447	-	15,000	(15,000)

## City of Roseville

2016 Summary of Scheduled CIP Items

	Council	P.O.	Budget	YTD	
	<u>Approval</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual</u>	<u>Difference</u>
General Facility Improvements			• • • • • •		
Replace Rooftop Heat/AC		-	20,000	-	20,000
Replace garage Co Ra Vac Heaters		-	60,000	-	60,000
Door Card Reader		-	10,000	-	10,000
Update Flooring CH/PD	5/9/2016	81,660	75,000	-	75,000
City Hall Entrance Walkway Improvements		-	15,000		15,000
Card Access System Replacement		-	40,000	36,754	3,246
Brimhall Gymnasium		-	5,000	-	5,000
Central Park Gymnasium		_	5,000	-	5,000
Commons: Electronic Lock System		-	50,000	-	50,000
Arena: Mezzanine Glass System		-	15,000	-	15,000
OVAL: Cooling Tower		-	85,000	-	85,000
OVAL: Micro Processors		-	50,000	-	50,000
OVAL: Bathroom Partitions		-	7,500	-	7,500
OVAL: Zamboni		-	115,000	-	115,000
Information Technology					
Computer Replacements		-	91,750	67,978	23,772
Printers & Copiers		-	19,800	-	19,800
Network Equipment	Various	57,810	87,995	59,541	28,454
Server Room Cooling	6/20/2016	-	18,000	_	18,000
Surveillance Cameras (40)		_	11,250	_	11,250
Telephone Handsets (283)		-	40,000	-	40,000
Office Furniture		-	25,000	18,996	6,004
Park Improvements					
Tennis & Basketball Courts		-	10,000	6,100	3,900
Shelters & Structures		-	51,500	-	51,500
Volleyball & Bocce Ball Courts		-	15,000	-	15,000
Pathway Lighting		-	25,000	-	25,000
PIP Items		-	200,000	461	199,539
Natural Resources		-	50,000	-	50,000
Street Improvements					
Improvements	Various	180,000	2,100,000	477,913	1,622,087
Street Lighting					
Improvements		-	25,000	-	25,000
Pathways (Existing)					
Improvements		_	180,000	51,619	128,381
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	1,000	4,694	(3,694)
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
Community Development					
Computer Replacements		-	4,300	-	4,300
Permit Database Conversion		-	3,000	-	3,000
Online Permit/Scheduling Software		-	20,000	-	20,000
Office Furniture		-	1,000	1,296	(296)

## 2016 Summary of Scheduled CIP Items

	Council <u>Approval</u>	P.O. <u>Amount</u>	Budget Amount	YTD <u>Actual</u>	<u>Difference</u>
Water					
Trench Box Replacement		-	30,000	-	30,000
Watermain Replacement	2/8/2016	94,017	900,000	134,169	765,831
Other Equipment		-	-	20,266	(20,266)
Sanitary Sewer					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	1,623	398,377
Sewer Main Repairs		-	1,000,000	279,237	720,763
I & I Reduction		-	100,000	-	100,000
Storm Sewer					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation	3/14/2016	44,000	400,000	843,345	(443,345)
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Greens Mower		-	30,000	-	30,000
Course Netting/Deck/Shelter		-	12,000	_	12,000
Clubhouse Roof Replace		-	33,000	-	33,000
Clubhouse / Carpeting / Flooring		-	12,000	_	12,000
Sidewalk/Exterior repairs		-	8,000	-	8,000
Irrigation System Upgrades		-	24,000	-	24,000

Total - All Items

\$8,257,720 \$2,756,501 \$5,501,219

# REQUEST FOR COUNCIL ACTION

Date: July 25, 2016 Item No.: 8.e

Department Approval City Manager Approval

fame / Trugen

Item Description: 2016 Policy Priority Planning Document Update

### BACKGROUND

- 2 On December 7, 2015, the City Council adopted the 2016 Policy Priority Plan (PPP) with two strategic
- priorities, Housing and Economic Development and Infrastructure Sustainability. The City Council
- 4 identified strategic initiatives for each strategic priority along with goals/focus areas for each initiative.
- 5 Below is a listing of the strategic priorities and initiatives.
- 6 This RCA is intended to provide the City Council with an update on the progress and achievement of
- benchmarks identified in the 2016 PPP. Staff has provided information with the RCA regarding the
- status of the 2016 as well supporting documentation. It is not the intent of this update to provide for a
- 9 deep discussion of each and every strategic initiative, but is an opportunity for staff share the progress
- towards meeting the objectives contained in the 2016 PPP and allow the City Council to ask questions
- and provide guidance on the strategic priorities. It should also be noted that the many of the strategic
- initiative items have already or will shortly be on the City Council agenda for further discussion and
- decision making.
- <sup>14</sup> 2<sup>nd</sup> Quarter updates are shown in italics on Attachment B.

### 15 POLICY OBJECTIVE

- Accomplishing strategic priorities will allow the City to deliver services and programs in a planned and
- 17 targeted way.

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### 18 FINANCIAL IMPACTS

- As each priority is carried out, there may be implementation costs. Costs will be identified as the
- 20 strategic priorities and initiatives are considered.

### 21 STAFF RECOMMENDATION

22 Staff recommends the City Council receive the 2016 Policy Priority Planning 2<sup>nd</sup> Quarter Update.

### 23 REQUESTED COUNCIL ACTION

The City Council should receive the 2016 Policy Priority Planning 2<sup>nd</sup> Quarter Update

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

A: Adopted 2016 City Priority Plan B. 2016 City Priority Plan Update Attachments:



# City Priority Plan 2016

**Approved December 7, 2015** 

<u>Strategic Priorities</u> – The city Council has determined that there will be two strategic priorities that the City will focus on in 2016:

### **Housing and Economic Development**

**Infrastructure Sustainability.** 

In order to implement these priorities, the City Council has identified strategic initiatives under each Strategic Priority.

### **Housing and Economic Development Strategic Initiatives**

- Focus on Southeast Roseville
- Foster Twin Lakes Redevelopment
- Create Move-Up Housing Opportunities
- Increase Residential Housings Values
- Facilitate City-wide Economic Development

### **Infrastructure Sustainability Strategic Initiatives**

- Categorize Infrastructure Condition
- Ensure Capital Improvement Funding

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

<u>Desired Outcomes:</u> Increase in commercial market value

Increase in residential market value

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Create Southeast Roseville	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
Redevelopment Plan	Department	<ul> <li>Identify Stakeholders</li> </ul>	
	Supporting Staff: Fire Department, Parks and Recreation Department, Police Department, Public Works Department, City Manager.  Commissions: Community Engagement, Human Rights Commission, Parks and Recreation, Public Works, Environment, and Transportation.	<ul> <li>Identify Issues</li> <li>Review Roseville HRA initiatives in area</li> <li>Review Smart Growth America report</li> <li>Develop Plan Scope based on above input</li> <li>2<sup>nd</sup> Quarter, 2016</li> <li>Issue RFP</li> <li>Hire Consultant</li> <li>3<sup>rd</sup> Quarter, 2016</li> <li>Begin Planning Process</li> <li>4<sup>th</sup> Quarter, 2016</li> </ul>	
	Others: Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, East Metro Strong, St. Paul Area Chamber of Commerce, Smart Growth America and adjacent municipalities.	<ul> <li>Complete Planning Process by end of the year.</li> <li>2017 and Beyond</li> <li>Implement Southeast Roseville Redevelopment Plan</li> </ul>	

Measure of Success (e.g. In 2016, 96 building permits were issued in SE Roseville with estimated valuation increase of \$1.2M

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative</u>: Focus on Southeast Roseville

<u>Desired Outcomes:</u> Increase in commercial market value

Increase in residential market value

Goals/Focus Area Responsi	ble Staff/Commission	Timeline	Status
Formalize Karen Southeast Roseville Working Group  Supporting St Development I and Recreation Public Works  Commissions Human Rights Public Works, Transportation  Others: Kare Minnesota, Ex Organizations, serving the are	ity inistration Department  taff: Community Dept., Fire Dept., Parks in Dept., Police Dept., Dept.  Community Engagement, Parks and Recreation, Environment, and Commissions.  in Organization of isting Neighborhood Non-profit agencies ea, Roseville School ey County, and adjacent  1st Qua    4nd Qua   4th Qua   4th Qua   2017 ar	rter, 2016 Continue Karen Working Group Continue working sub-committees (Educational, Community Garden, Recreational Opportunities) arter, 2016 Continue Karen Working Group Continue working sub-committees arter, 2016 Continue Karen Working Group Continue working sub-committees Participate in SE Roseville Planning Process arter, 2016 Participate in SE Roseville Planning Process Report to City Council on work completed and new initiatives needed. ad Beyond Continue to meet to address issues	

Strategic Priority: Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

<u>Desired Outcomes:</u> Create 50 living wage jobs

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Goals/Focus Area  Establish Twin Lakes Economic Development Program	Staff Lead: Community Development  Supporting Staff: Finance Department, City Manager  Commissions: EDA, Planning Commission, Finance Commission.	Timeline  1st Quarter, 2016  Complete Twin Lakes Brownfield Action Plan  Review best practices and options for incentivizing economic development in Twin Lakes  2nd Quarter, 2016  Adopt Twin Lakes Incentive	Status
	Others: Consultants, Twin Lakes property owners	Program 3 <sup>rd</sup> Quarter, 2016 4 <sup>th</sup> Quarter, 2016 2017 and Beyond	

### **Measures of Success**

Strategic Priority: Housing and Economic Development

Strategic Initiative: Create Move-Up Housing Opportunities

<u>Desired Outcomes:</u> Increase of 20+ new homes values at \$350,000 or higher

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Move-Up Housing	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
Program		<ul> <li>Review housing demand in</li> </ul>	
	Supporting Staff: City Manager	Roseville	
		2 <sup>nd</sup> Quarter, 2016	
	Commissions: EDA	Create draft guidelines for Move-Up	
		Housing program	
	Others: Consultants	Identify potential priority infill	
		target sites.	
		3 <sup>rd</sup> Quarter, 2016	
		<ul> <li>Adopt guidelines for Move-Up</li> </ul>	
		Housing Program	
		4 <sup>th</sup> Quarter, 2016	
		2017 and Beyond	

**Measures of Success** 

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative:</u> Increase Residential Housing Values

<u>Desired Outcomes:</u> 10% increase in owner occupied housing values – 2015-2020

10% increase in rental housing value – 2015-2020

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Housing Value Support	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
Program		2 <sup>nd</sup> Quarter, 2016	
	Supporting Staff: City Manager	<ul> <li>Review factors in determining</li> </ul>	
		housing values	
	Commissions: EDA	3 <sup>rd</sup> Quarter, 2016	
		<ul> <li>Review existing programs (NEP,</li> </ul>	
	Others: Consultants	Rental Licensing, and Rental	
		Registration) for effectiveness and	
		impact to property values.	
		<ul> <li>Explore other methods and programs</li> </ul>	
		to increase housing values.	
		4 <sup>th</sup> Quarter, 2016	
		<ul> <li>Implement changes to existing</li> </ul>	
		programs and adopt new programs	
		as determined.	
		2017 and Beyond	
		Track effectiveness of City	
		programs to housing values.	

rategic Priority: Housing and Economic Development	
rategic Initiative: Facilitate City-wide Economic Development	
esired Outcomes:	_

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
	Supporting Staff: City Manager, Finance Department	<ul> <li>Develop goals, objectives, and outcomes for economic development in Roseville</li> <li>2<sup>nd</sup> Quarter, 2016</li> </ul>	
	Commissions: EDA	3 <sup>rd</sup> Quarter, 2016	
	Others: Consultants	4 <sup>th</sup> Quarter, 2016	
		2017 and Beyond	

Measures of Success

Strategic Priority: Infrastructure Sustainability

<u>Strategic Initiative:</u> Categorize Infrastructure Condition

<u>Desired Outcomes:</u> Adopted Standards for each asset category

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish measure of effectiveness for each infrastructure asset.	Staff Lead: Public Works Department  Supporting Staff: Parks and Recreation Department, City Manager,  Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission	1st Quarter, 2016  Research industry acceptable standards.  Create draft baselines standards for Roseville infrastructure.  2nd Quarter, 2016  Review draft baseline standards for Roseville infrastructure with Commissions.	Status
	Others: Consultants	<ul> <li>Adopt new baseline standards for Roseville infrastructure</li> <li>3<sup>rd</sup> Quarter, 2016</li> <li>4<sup>th</sup> Quarter, 2016</li> <li>2017 and Beyond         <ul> <li>Implement and utilize Roseville infrastructure standards.</li> </ul> </li> </ul>	

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Ensure Capital Improvement Funding

<u>Desired Outcomes:</u> Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish enterprise-wide consistency for asset management plan implementation	Staff Lead: Finance Department, Public Works Department, and Parks and Recreation Department  Supporting Staff: City Manager  Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission, Finance Commission  Others:	<ul> <li>1st Quarter, 2016         <ul> <li>Complete city-wide implementation of asset management program.</li> <li>Review asset needs and costs.</li> </ul> </li> <li>2nd Quarter, 2016         <ul> <li>Utilize newly adopted infrastructure standards to plan for capital improvement funding.</li> <li>Review infrastructure and funding needs with Commissions.</li> </ul> </li> <li>4th Quarter, 2016         <ul> <li>Quarter, 2016</li> </ul> </li> <li>2017 and Beyond</li> </ul>	

**Measure of Success** 

<u>Strategic Priority:</u> Infrastructure Sustainability

<u>Strategic Initiative:</u> Categorize Infrastructure Condition

<u>Desired Outcomes:</u> Adopted Standards for each asset category

Goals/Focus Area	Timeline	Update
Establish measure of effectiveness for each infrastructure asset.	<ul> <li>1st Quarter, 2016</li> <li>Research industry acceptable standards.</li> <li>Create draft baselines standards for Roseville infrastructure.</li> </ul>	<ul> <li>1st Quarter, 2016</li> <li>Both Public Works and Parks and Recreation Departments have been researching and drafting base standards for its infrastructure. See attached drafts of standards. Next steps are to review these draft standards with the appropriate commission.</li> </ul>
	<ul> <li>2<sup>nd</sup> Quarter, 2016         <ul> <li>Review draft baseline standards for Roseville infrastructure with Commissions.</li> <li>Adopt new baseline standards for Roseville infrastructure</li> </ul> </li> <li>3<sup>rd</sup> Quarter, 2016</li> <li>4<sup>th</sup> Quarter, 2016</li> </ul>	<ul> <li>Quarter, 2016</li> <li>Overview of City Asset Management Program and of Parks and Recreation related asset categories and parameters presented to the Parks and Recreation Commission in June 2016. The Commission had a preliminary discussion on the information and will continue the discussion at future meetings.</li> <li>The Public Works Department will be presenting an overview of the Public Works Asset Management Program and the Draft Infrastructure Rating System to the Public Works, Environment and Transportation Commission on Tuesday, July 26<sup>th</sup>.</li> </ul>
	<ul> <li>2017 and Beyond</li> <li>Implement and utilize Roseville infrastructure standards.</li> </ul>	

<u>Strategic Priority:</u> Infrastructure Sustainability

Strategic Initiative: Ensure Capital Improvement Funding

<u>Desired Outcomes:</u> Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus	Timeline	Update
Area		
	Timeline  1st Quarter, 2016  Complete city-wide implementation of asset management program. Review asset needs and costs.  2nd Quarter, 2016  3rd Quarter, 2016  Utilize newly adopted infrastructure standards to plan for capital improvement funding. Review infrastructure and funding needs with Commissions.  4th Quarter, 2016	1st Quarter, 2016  Infrastructure has been catalogued throughout the city. Staff has drafted a City of Roseville Assessment Program policy that talks about the components and methodology of managing the City's assets. See attached policy.  2nd Quarter, 2016  Staff continues to work to incorporate updated and accurate asset data into the various Asset Management tracking programs and databases. The Public Works department has been able to use updated data to modify the short term Capital Improvement Program particularly for the street pavement, water utility and sanitary sewer utility assets.
	2017 and Beyond	

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

<u>Desired Outcomes:</u> Increase in commercial market value

Increase in residential market value

Goals/Focus Area	Timeline	Update
Create Southeast Roseville Redevelopment Plan	1st Quarter, 2016	<ul> <li>Identify Stakeholders (attachment A)</li> <li>Identify Issues and Develop Plan Scope         <ul> <li>At the April 11, 2016 City Council meeting, staff received direction that SE Roseville would focus on areas that border Larpenteur and Rice Street. Council discussed a visioning plan that included a hybrid model that combined the CDI process with a Design Charrette</li> <li>Review Smart Growth America Report</li> <li>Summary Report was included in the April 11 Council Packet discussing Southeast Roseville</li> </ul> </li> <li>2nd Quarter, 2016-         <ul> <li>Representatives from Roseville, Saint Paul, and Maplewood are collaborating with Ramsey County on ways to revitalize the Larpenteur Avenue and Rice Street corridors. The revitalization efforts have been coordinated by the St. Paul Area Chamber of Commerce. A Community Kick-Off is scheduled for July 27 to gather input regarding opportunities and possibilities for the area.</li> <li>Community Development has created a dedicated webpage (www.cityofroseville.com/southeast) for Southeast Roseville as well as a subscription list for residents/interested parties to receive updates and information when things are happening in the area.</li> </ul> </li> </ul>

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

<u>Desired Outcomes:</u> Increase in commercial market value

Increase in residential market value

Goals/Focus	Timeline	Update
Area		
Formalize Karen Southeast Roseville Working Group	1st Quarter, 2016	<ul> <li>1st Quarter, 2016-</li> <li>Karen Interagency Group met January 26, 2016 -Initiatives included:         Rental Rights &amp; Awareness         ECHO Video broadcast April 4 on MN Channel         Recreation Opportunities         Entered Into a Purchase Agreement at 1716 Marion St. for Park and Play         Space for 200+ youth. U.S. Bank/CDBG Grants to be Decided in May.         Safe Pathways/Community Gardens         CDBG dollars secured for Larpenteur pathway connection. Community         Garden Sub-Group/Lake McCarrons Neighborhood Association organized         Rice St. Gardens in Maplewood. Almost all of the 200 plots for garden         space have been designated.</li> <li>Karen Interagency Group Scheduled to Meet on April 26, 2016     </li> <li>*On April 26 the group will discuss moving towards Southeast Roseville         interagency work that includes reinvestment/redevelopment opportunities for         the area.</li> <li>2nd Quarter, 2016</li> <li>*Community Outreach with ECHO         Rental Rights and Responsibilities Video promotion with Housing Link and</li> </ul>
		<ul> <li><u>Community Outreach with ECHO</u>         Rental Rights and Responsibilities Video promotion with HousingLink and City Manager attendance at Hmongtown Festival on June 25. Article about     </li> </ul>

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Attachment B	
	Roseville's efforts appeared in July/August issues of Minnesota Cities
	magazine.
	• Recreation Opportunities
	Due-diligence is being done on the Purchase Agreement for 1716 Marion
	St. for Park and Play Space for 200+ youth. CDBG funds were awarded of
	\$117,400. US Bank grant application was not awarded.
	• <u>Safe Pathways/Community Gardens</u>
	RFP for improvements of the pathway was done and two bids came back
	significantly over budget. Rebidding will be done later in 2016.
	Community Garden has the growing season along the way.
	<u>Karen Interagency Group Met on April 26, 2016 to discuss the SE Roseville</u>
	process that is being done with Maplewood, St. Paul, and Ramsey County.
	The next meeting is the community meeting scheduled for July 27, 2016 at
	Galilee Church from 6pm-7:30pm. A follow-up meeting with the Karen
	Interagency Group may be scheduled pending the input received at the
	kick-off meeting, and subsequent meetings are established/defined.

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative:</u> Foster Twin Lake Redevelopment

<u>Desired Outcomes:</u> Create 50 living wage jobs

Goals/Focus Area	Timeline	Update
Establish Twin Lakes Economic Development Program	1st Quarter, 2016  Complete Twin Lakes Brownfield Action Plan  Review best practices and options for incentivizing economic development in Twin Lakes  2nd Quarter, 2016  Adopt Twin Lakes Incentive Program  3rd Quarter, 2016  4th Quarter, 2016  2017 and Beyond.	On March 14 the City Council received a presentation from Terracon Consultants providing an overview on the environmental information gathered and retained for properties in Twin Lakes. The information currently links to an interactive map that the City can use to get a snapshot of environmental work/clean up that has been performed on each site.  City Staff plans to work with our Economic Development Consultant to determine best incentive programs for future development opportunities in Twin Lakes.  2nd Quarter, 2016-  EDA discussed priorities with an economic development consultant and determined that policy development was the top priority for the remainder of 2016. Community Development staff are working with an economic development firm to guide a discussion on policy development at the upcoming August 8, 2016 City Council meeting. The EDA will discuss Economic Development incentive programs for future development requests in Roseville, and Twin Lakes.

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative:</u> Create Move-Up Housing Opportunities

<u>Desired Outcomes:</u> Increase of 20+ new homes values at \$350,000 or higher

Goals/Focus	Timeline	Update
Establish Move-Up Housing Program	1st Quarter, 2016  • Review housing demand in Roseville 2nd Quarter, 2016  • Create draft guidelines for Move-Up Housing program  • Identify potential priority infill target sites. 3rd Quarter, 2016  • Adopt guidelines for Move-Up Housing Program 4th Quarter, 2016  2017 and Beyond	<ul> <li>1st Quarter, 2016-</li> <li>City Staff has reviewed the 2013 Comprehensive Housing Study and the St. Paul Area Association of Realtor's Quarterly Report.</li> <li>Staff has valuation data for new construction homes for last five years. Most homes being constructed have been valued between \$350,000 - \$600,000</li> <li>Community Development Staff is gathering and reviewing data regarding housing Roseville in anticipation of the discussion about housing in May.</li> <li>2nd Quarter, 2016-</li> <li>On June 21, City Staff presented the EDA with the permit history of homes that have been built over the last 5 years, as well as data of projected homes to be built out over 2016/2017.</li> <li>78 new homes were built over last 5 years with home value over \$350,000</li> <li>44+ new homes are projected to be built through 2017.</li> <li>Consensuses was that market place is taking care of move-up housing.</li> </ul>

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative:</u> Increase Residential Housing Values

<u>Desired Outcomes:</u> 10% increase in owner occupied housing values – 2015-2020

10% increase in rental housing value – 2015-2020

Goals/Focus Area	Timeline	Update
Establish Housing Value Support Program	<ul> <li>1st Quarter, 2016</li> <li>Review factors in determining housing values</li> <li>3rd Quarter, 2016</li> <li>Review existing programs (NEP, Rental Licensing, and Rental Registration) for effectiveness and impact to property values.</li> <li>Explore other methods and programs to increase housing values.</li> <li>4th Quarter, 2016</li> <li>Implement changes to existing programs and adopt new programs as determined.</li> <li>2017 and Beyond</li> <li>Track effectiveness of City programs to housing values.</li> </ul>	<ul> <li>1st Quarter, 2016-</li> <li>City Staff will present an overview to the City Council of existing housing programs/activity levels in May.</li> <li>2nd Quarter, 2016-</li> <li>City Staff presented an overview to the EDA of existing housing programs/activity levels at the EDA meeting May 25, 2016.</li> <li>Further discussions of other programs where brought back at the EDA meeting on June 21, 2016. There was not additional direction given to add anymore housing programs but to sustain the current one's that the EDA administers.</li> <li>3rd quarter objectives have been completed.</li> </ul>

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative:</u> Facilitate City-wide Economic Development

<u>Desired Outcomes:</u> 2016 Policies and Processes for Economic Development

2017 Implement Policies and Programs for Economic Development

Goals/Focus Area	Timeline	Update					
	<ul> <li>1st Quarter, 2016</li> <li>Develop goals, objectives, and outcomes for economic development in Roseville</li> <li>2nd Quarter, 2016</li> <li>Discussed and Determined economic development priorities</li> <li>3rd Quarter, 2016</li> <li>Adopt policies and implement programs as determined from 2nd quarter meeting</li> <li>4th Quarter, 2016</li> <li>Adopt 2017 EDA Budget</li> <li>2017 and Beyond</li> </ul>	Community Development staff will work with the Economic Development Consultant to identify for the purpose of developing a city-wide economic development strategy. The tentative timeline is as follows:  April 11  Authorize Entering into a Professional Services Contract with Economic Development Services, Inc.  April 18  Introduction and Discussion (First-Touch) with Ms. Janna King May 23  Receive Draft ED Strategy (Second-Touch)  June 13  Approve ED Strategy and Determine Resources/Funding/Staffing Needs to Achieve Objectives  2nd Quarter, 2016  June 21, 2016 EDA meeting established priorities for the EDA in 2016 and 2017 that helped to develop the Desired Outcomes for the strategic priority of Housing and Economic Development. The following direction was given to staff to complete in 2016:					
		Business Subsidy Policy					

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Attachment B
<ul> <li>Acquisition Policy Framework</li> <li>Market Research</li> <li>SE Roseville Visioning</li> <li>Visitation Program</li> </ul>

# REQUEST FOR COUNCIL ACTION

Date: 7/25/16

Item No.: 8.f

Department Approval

City Manager Approval

Para / Truger

Ctton K. mill

Item Description: Receive 2016 2nd Quarter Financial Report

#### BACKGROUND

In an effort to keep the Council informed on the City's financial condition and budget performance, a comparison of the 2016 revenues and expenditures for the period ending <u>June 30, 2016</u> (unaudited) is shown below. This comparison is presented in accordance with the City's Operating Budget Policy, which reads in part as follows:

The Finance Department will prepare regular reports comparing actual expenditures to budgeted amounts as part of the budgetary control system. These reports shall be distributed to the City Council on a periodic basis.

The comparisons shown below includes those programs and services that constitute the City's core functions and for which changes in financial trends can have a near-term impact on the ability to maintain current service levels. Programs such as debt service and tax increment financing which are governed by pre-existing obligations and restricted revenues are not shown. In addition, expenditures in the City's vehicle and equipment replacement programs are not shown as these expenditures are specifically tied to pre-established capital reserve funds. Unlike some of the City's operating budgets, these reserve funds are not typically susceptible to year-to-year fluctuations. In these instances, annual reviews are considered sufficient.

The information is presented strictly on a cash basis which measures only the *actual* revenues that have been deposited and the *actual* expenditures that have been paid. This is in contrast with the City's audited year-end financial report which attempts to measure revenues earned but not collected, as well as costs incurred but not yet paid.

It should be noted that some of the City's revenue streams such as property taxes, are non-recurring or are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the City's expenditures are also non-recurring and subject to wide fluctuations. To accommodate these differences, a comparison is made to historical results to identify whether any unusual trends exist.

### **Citywide Financial Summary**

 The following table depicts the 2016 revenues and expenditures for the fiscal period ending <u>June 30</u>, <u>2016</u> for the City's core programs and services (unaudited).

	2016	2016	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
General property taxes	\$13,498,720	\$ 8,792,263	65.1%	50.6%	14.5%
Intergovernmental revenue	2,852,120	1,047,568	36.7%	36.6%	0.29
Licenses & permits	1,617,000	1,017,142	62.9%	41.5%	21.49
Charges for services	18,993,080	7,664,848	40.4%	33.5%	6.99
Fines and forfeits	240,000	50,017	20.8%	37.0%	-16.29
Cable franchise fees	475,000	107,614	22.7%	25.5%	-2.89
Rentals / Lease	-	25,992	0.0%	0.0%	n/
Donations	-	33,681	0.0%	0.0%	n/
Interest earnings	98,300	_	0.0%	0.0%	n/
Miscellaneous	1,352,500	320,829	23.7%	29.4%	-5.79
<b>Total Revenues</b>	\$39,126,720	\$19,059,955	48.7%	39.4%	9.39
expenditures					
General government	\$ 2,239,515	\$ 1,038,959	46.4%	47.1%	-0.79
Public safety	9,103,645	4,185,035	46.0%	44.8%	1.29
Public works	2,795,975	922,417	33.0%	42.4%	-9.49
Information technology	2,250,020	991,719	44.1%	47.2%	-3.19
Communications	506,275	296,188	58.5%	66.5%	-8.09
Recreation	4,551,710	1,766,453	38.8%	40.8%	-2.09
Community development	1,601,420	633,667	39.6%	48.8%	-9.39
License Center	1,877,625	611,227	32.6%	43.5%	-10.99
Sanitary Sewer	5,958,950	1,839,920	30.9%	40.9%	-10.09
Water	8,088,750	2,393,613	29.6%	29.2%	0.49
Storm Drainage	2,122,300	1,137,397	53.6%	27.8%	25.89
Golf Course	369,150	119,870	32.5%	36.5%	-4.09
Recycling	492,210	240,481	48.9%	49.4%	-0.69
Total Expenditures	\$41,957,545	\$16,176,947	38.6%	39.9%	-1.39

### **Table Comments:**

- ❖ '% Actual' column depicts the percentage spent compared to the budget
- \* '% Expect' column depicts the percentage of expenditures we normally incur during this period as measured over the previous 3 years
- \* 'Diff' column depicts the difference between the percentage actually spent and the percentage we typically incur. A percentage difference of 10% or more in this column would be considered significant

### Revenue and Expenditure Comments

Overall, revenues and expenditures were near expected levels. Greater detail can be found in the individual Fund summaries below.

### **General Fund Summary**

 The following table depicts the 2016 financial activity for the General Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited). The General Fund includes the activities associated with the City's police, fire, streets, administration & finance, legal, nuisance code enforcement, and other general functions.

	2016	2016	%	%	
	Budget	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
General property taxes	\$10,771,905	\$ 7,238,937	67.2%	50.3%	16.9%
Intergovernmental revenue	1,002,000	257,571	25.7%	17.3%	8.4%
Licenses & permits	403,500	137,224	34.0%	23.6%	10.4%
Charges for services	123,730	76,787	62.1%	63.9%	-1.8%
Fines and forfeits	240,000	50,017	20.8%	37.0%	-16.2%
Donations	-	-	0.0%	0.0%	0.0%
Interest earnings	30,000	-	0.0%	0.0%	0.0%
Miscellaneous	1,192,500	235,797	19.8%	14.9%	4.8%
Total Revenues	\$13,763,635	\$ 7,996,331	58.1%	46.0%	12.1%
Expenditures					
General government	\$ 2,239,515	\$ 1,038,959	46.4%	47.1%	-0.7%
Public safety	9,103,645	4,185,035	46.0%	44.8%	1.2%
Public works	2,795,975	922,417	33.0%	42.4%	-9.4%
Total Expenditures	\$14,139,135	\$ 6,146,412	43.5%	44.7%	-1.2%

### Comments:

General Fund revenues are higher than expected largely due to the receipt of \$963,000 in surplus TIF monies resulting from a recent TIF District decertification. Expenditures are near expected levels overall, although Fines and Forfeits revenues (County court-related collections) are lower continuing a general trend of decline over the past couple of years.

The General Fund is currently in good financial condition with \$5.4 million in available cash reserves or 39% of the annual operating budget. The reserve level is expected to decline in 2016 to accommodate the adopted budget. The City's Cash Reserve Policy establishes a target reserve level of 35-45% for the General Fund.

### **Information Technology Fund Summary**

The following table depicts the 2016 financial activity for the Information Technology Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	Budget	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
Property Taxes	\$ 260,000	\$ 148,109	57.0%	n/a	n/a
Intergovernmental	1,444,120	734,582	50.9%	54.4%	-3.6%
Charges for Service	440,000	207,555	47.2%	67.5%	-20.3%
Rentals / Lease	-	_	0.0%	0.0%	0.0%
Miscellaneous	127,000	33,225	26.2%	13.5%	12.6%
<b>Total Revenues</b>	\$ 2,271,120	\$ 1,123,471	49.5%	51.0%	-1.5%
Expenditures					
Information technology	2,250,020	991,719	44.1%	47.2%	-3.1%
Total Expenditures	\$ 2,250,020	\$ 991,719	44.1%	47.2%	-3.1%

### Comments:

 Information Technology revenues and expenditures are near expected levels. Although it appears that 'Charges for Services' is trending lower than in the past, in reality it's simply a reflection of the timing of when new partnership agreements were established relative to the budget process. In prior years, agreements were enacted after the budget amount had already been affixed making 'budget-to-actual' comparisons more favorable.

The Information Technology Fund is currently in good financial condition with \$844,000 in available cash reserves for operations and capital replacements. This represents 38% of the total operating budget. The City's Cash Reserve Policy establishes a target reserve level of 25% for this Fund excluding any long-term capital replacement needs.

### **Communications Fund Summary**

The following table depicts the 2016 financial activity for the Communications Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

		2016	2016	%	%	
		<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
R	levenues					
	Cable franchise fees	\$ 475,000	\$ 107,614	22.7%	25.5%	-2.8%
	Interest earnings	5,000	-	0.0%	0.0%	0.0%
	Total Revenues	\$ 480,000	\$ 107,614	22.4%	25.4%	-2.9%
E	xpenditures					
	Communications	\$ 506,275	\$ 296,188	58.5%	66.5%	-8.0%
	<b>Total Expenditures</b>	\$ 506,275	\$ 296,188	58.5%	66.5%	-8.0%

### Comments:

 Communications Fund revenues and expenditures are near expected levels.

The Communications Fund is currently in excellent financial condition with \$469,000 in available cash reserves for operations and capital replacements. This represents 93% of the total operating budget. The City's Cash Reserve Policy establishes a target reserve level of 25% for this Fund excluding any long-term capital replacement needs.

### **Recreation Fund Summary**

The following table depicts the 2016 financial activity for the Recreation Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
General property taxes	\$ 2,466,815	\$ 1,405,218	57.0%	52.0%	4.9%
Charges for services	2,070,595	957,160	46.2%	45.2%	1.1%
Rentals / Lease	-	25,992	n/a	n/a	n/a
Donations	-	33,681	n/a	n/a	n/a
Interest earnings	3,300	-	n/a	n/a	n/a
Miscellaneous	11,000	19,634	n/a	n/a	n/a
<b>Total Revenues</b>	\$ 4,551,710	\$ 2,441,685	53.6%	50.0%	3.6%
Expenditures					
Recreation	4,551,710	1,766,453	38.8%	40.8%	-2.0%
Total Expenditures	\$ 4,551,710	\$ 1,766,453	38.8%	40.8%	-2.0%

### Comments:

Recreation Fund revenues and expenditures are near expected levels.

The Recreation Fund is currently in good financial condition with \$1,282,000 in available cash reserves or 28% of the annual operating budget. The City's Cash Reserve Policy establishes a target reserve level of 25% for this Fund.

#### **Community Development Fund Summary**

The following table depicts the 2016 financial activity for the Community Development Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	Budget	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
Licenses & permits	\$ 1,213,500	\$ 879,918	72.5%	46.9%	25.6%
Intergovernmental	261,000	103,195	39.5%	n/a	n/a
Fines and forfeits	-	-	n/a	n/a	n/a
Interest earnings	8,000	-	n/a	n/a	n/a
Miscellaneous	-	21,649	n/a	n/a	n/a
Total Revenues	\$ 1,482,500	\$ 1,004,762	67.8%	47.9%	19.9%
Expenditures					
Community Development	1,601,420	633,667	39.6%	48.8%	-9.3%
Total Expenditures	\$ 1,601,420	\$ 633,667	39.6%	48.8%	-9.3%

#### Comments:

Community Development Fund revenues are significantly higher than expected thanks to strong building permit activity. Expenditures are below expected levels when compared to the 3-year average, however they are comparable to last year.

The Community Development Fund is currently in excellent financial condition with \$1,021,000 in available cash reserves or 64% of the annual operating budget. The City's Cash Reserve Policy establishes a target reserve level of 25-50% for this Fund excluding any long-term capital replacement needs.

#### **License Center Fund Summary**

The following table depicts the 2016 financial activity for the License Center Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

		2016	2016	%	%	
		Budget	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
R	Revenues					
	Charges for services	\$ 1,593,500	\$ 812,384	51.0%	46.3%	4.7%
	Interest Earnings	10,000	-	0.0%	0.0%	0.0%
	Total Revenues	\$ 1,603,500	\$ 812,384	50.7%	46.1%	4.6%
E	Expenditures					
	License Center operations	1,877,625	611,227	32.6%	43.5%	-10.9%
	Total Expenditures	\$ 1,877,625	\$ 611,227	32.6%	43.5%	-10.9%

#### Comments:

License Center Fund revenues are near expected levels while expenditures are somewhat lower. Personnel costs for the License Center are less than expected due to the time it took to complete the hiring process associated with new positions. There were several months where budgeted positions went unfilled.

The License Center Fund is currently in excellent financial condition with \$1.2 million in available cash reserves for operations or capital replacements. This represents 66% of the operating budget. However a budgeted draw-down of \$274,000 of reserves is expected in 2016 to support the General Fund and IT Operations. The City's Cash Reserve Policy establishes a target reserve level of 25% for this Fund excluding any long-term capital replacement needs.

#### **Sanitary Sewer Fund Summary**

The following table depicts the 2016 financial activity for the Sanitary Sewer Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	<u>Budget</u>	<u>Actual</u>	Actual	Expect.	<u>Diff.</u>
Revenues					
Charges for services	\$ 5,009,000	\$ 2,007,870	40.1%	32.1%	8.0%
Interest earnings	6,000	-	0.0%	0.0%	0.0%
Total Revenues	\$ 5,015,000	\$ 2,007,870	40.0%	31.9%	8.2%
Expenditures					
Sanitary Sewer operations	5,958,950	2,061,932	34.6%	40.9%	-6.3%
Total Expenditures	\$ 5,958,950	\$ 2,061,932	34.6%	40.9%	-6.3%

#### **Comments:**

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Sanitary Sewer Fund revenues and expenditures are near expected levels.

The Sanitary Sewer Fund is currently in fair financial condition with only \$664,000 in available cash reserves for operations and capital replacements.

#### **Water Fund Summary**

The following table depicts the 2016 financial activity for the Water Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
Charges for services	\$ 7,487,750	\$ 2,391,517	31.9%	26.1%	5.8%
Interest earnings	-	-	n/a	n/a	n/a
Miscellaneous	1,000	-	0.0%	2.0%	-2.0%
<b>Total Revenues</b>	\$ 7,488,750	\$ 2,391,517	31.9%	26.1%	5.8%
Expenditures					
Water operations	8,088,750	2,393,613	29.6%	29.2%	0.4%
Total Expenditures	\$ 8,088,750	\$ 2,393,613	29.6%	29.2%	0.4%

#### Comments:

Water Fund revenues and expenditures are near expected levels.

The Water Fund is currently in fair financial condition with only \$558,000 in available cash reserves for operations and capital replacements.

#### **Storm Sewer Fund Summary**

 The following table depicts the 2016 financial activity for the Storm Sewer Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	<u>Budget</u>	<u>Actual</u>	Actual	Expect.	<u>Diff.</u>
Revenues					
Charges for services	\$ 1,645,685	\$ 802,186	48.7%	39.0%	9.7%
Interest earnings	35,000	-	0.0%	0.0%	0.0%
Miscellaneous	_	10,525	0.0%	285.9%	-285.9%
Total Revenues	\$ 1,680,685	\$ 812,711	48.4%	42.8%	5.6%
Expenditures					
Storm drainage operations	2,122,300	1,137,397	53.6%	27.8%	25.8%
Total Expenditures	\$ 2,122,300	\$ 1,137,397	53.6%	27.8%	25.8%

#### Comments:

Storm Sewer Fund revenues are near expected while expenditures are higher due to early activity associated with capital improvement projects.

The Storm Sewer Fund is currently in good condition with \$967,000 in available cash reserves for operations and capital replacements.

#### **Golf Course Fund Summary**

The following table depicts the 2016 financial activity for the Golf Course Fund for the fiscal period ending June 30, 2016 (unaudited).

		2016	2016	%	%	
		<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Re	evenues					
	Charges for services	\$ 282,700	\$ 187,025	66.2%	47.1%	19.1%
	Interest earnings	-	-	0.0%	0.0%	0.0%
	Miscellaneous	21,000	-	0.0%	0.0%	0.0%
	<b>Total Revenues</b>	\$ 303,700	\$ 187,025	61.6%	45.4%	16.1%
Ex	penditures					
	Golf Course operations	369,150	119,870	32.5%	36.5%	-4.0%
	Total Expenditures	\$ 369,150	\$ 119,870	32.5%	36.5%	-4.0%

#### Comments:

Golf Course Fund revenues were higher than expected thanks to an early start to the season. Expenditures were near expected levels. Revenues and expenditures can fluctuate greatly from year to year depending on the length of the golfing season and weather conditions.

The Golf Course Fund is currently in fair financial condition with \$114,000 in available cash reserves for operations and capital replacements.

#### **Recycling Fund Summary**

The following table depicts the 2016 financial activity for the Recycling Fund for the fiscal period ending <u>June 30, 2016</u> (unaudited).

	2016	2016	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	Expect.	<u>Diff.</u>
Revenues					
Intergovernmental revenue	\$ 145,000	\$ 21,079	14.5%	11.2%	3.4%
Charges for services	340,120	153,506	45.1%	43.3%	1.8%
Interest earnings	1,000	-	0.0%	0.0%	0.0%
<b>Total Revenues</b>	\$ 486,120	\$ 174,585	35.9%	32.5%	3.5%
Expenditures					
Recycling operations	492,210	240,481	48.9%	49.4%	-0.6%
Total Expenditures	\$ 492,210	\$ 240,481	48.9%	49.4%	-0.6%

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#### Comments:

Recycling Fund revenues and expenditures were near expected levels overall.

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The Recycling Fund is currently in good financial condition with \$163,000 in available cash reserves or 33% of the operating budget.

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#### **Final Comments**

The City's overall financial condition remains strong; however a number of concerns remain. The City's cash reserve levels in some key operating units are below recommended levels. In addition, strengthening the City's asset replacement funding mechanisms should remain a high priority for future budgets.

#### 221 POLICY OBJECTIVE

The information presented above satisfies the reporting requirements in the City's Operating Budget Policy.

#### 224 FINANCIAL IMPACTS

Not applicable.

#### STAFF RECOMMENDATION

Not applicable.

#### REQUESTED COUNCIL ACTION

No formal Council action is requested. The financial report is presented for informational purposes only.

Prepared by: Chris Miller, Finance Director

Attachments: A: None

## REQUEST FOR COUNCIL ACTION

Date: 07/25/16 Item No.: 8.g

Para / Trugen

Department Approval City Manager Approval

Cttyl K. mill

Item Description: Consider Renewing the IT Shared Service Agreement with the City of White

Bear Lake

#### BACKGROUND

Minnesota State Statute 471.59 authorizes political subdivisions of the State to enter into joint powers agreements (JPA) or shared services agreements for the joint exercise of powers that are common to each.

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- In 2011 the City Council authorized an IT Shared Service Agreement with the City of White Bear Lake.
- 6 The primary purpose of the Agreement was to provide IT support for telephone and other support
- services. The new Agreement continues these services under a new 'Master Agreement/Task Order'
- format which allows us to better track specific projects or initiatives in addition to the everyday support
  - needs. The revised Agreement is consistent with the format we've used for newly-established

10 collaborations over the last few years.

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The financial support from the City of White Bear Lake is expected to be approximately \$4,800 annually.

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- The City of Roseville currently employs 17 full-time employees to administer the information systems
- for the City of Roseville and 41 other municipal and governmental agencies. The attached Shared Service
- Agreement has been approved by the City of White Bear Lake and is awaiting approval from the Roseville
- 17 City Council.

#### 18 POLICY OBJECTIVE

Joint cooperative ventures are consistent with past practices.

#### 20 FINANCIAL IMPACTS

The proposed agreement provides non-tax revenues to support City operations.

#### 22 STAFF RECOMMENDATION

- 23 Staff recommends the Council approve the attached IT Shared Service Agreement with the City of White
- 24 Bear Lake.

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#### REQUESTED COUNCIL ACTION

- Approve the attached Information Technology Shared Service Agreement with the City of White Bear
- Lake for the purposes of sharing the City's IP Telephony system and other support services.

Prepared by: Chris Miller, Finance Director

Attachments: A: IT Shared Service Agreement with the City of White Bear Lake

#### INFORMATION TECHNOLOGY SHARED SERVICE AGREEMENT

This INFORMATION TECHNOLOGY SHARED SERVICE AGREEMENT (this "Agreement") entered into by and between the City of Roseville, a Minnesota municipal corporation ("Roseville"), and the City of White Bear Lake, ("White Bear Lake"), a Minnesota municipal corporation, is effective upon the execution of this Agreement by the named officers of both organizations. Roseville and White Bear Lake are referred to individually as "Party" and collectively as the "Parties".

WHEREAS: The City of Roseville and the City of White Bear Lake agree to work collaboratively in the areas of Information Technology and related service areas, collectively referred to as "IT", and,

WHEREAS: The purpose of this Agreement is to define the terms and conditions under which services will be defined and provided by Roseville, by and through Roseville's Information Technology Division ("Roseville IT") to the City of White Bear Lake.

NOW, THEREFORE, in consideration of the mutual covenants herein and for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows;

#### **SECTION 1- DEFINITIONS**

As used in this Agreement, certain terms shall have the following meanings:

- 1.1 "Agreement" shall mean the combined terms and conditions of this Agreement and of specific Task Order depending on context.
- 1.2 "Provider" shall mean the party to this Agreement defined within a Task Order specified as providing the service to the other party.
- 1.3 "Recipient" shall mean the party to this Agreement defined within a Task Order specified as receiving services from or through the other party.
- 1.4 "Services" shall generally represent the "Scope of Services" as defined within a Task Order and may represent any combination of labor, whether provided by the Provider's employees or a third party designated by the Provider, use of facilities, equipment, software, or material goods utilized or consumed in providing the Services.
- 1.5 "Task Order" shall represent the terms and conditions of this Agreement that specify services, products, and other costs incurred by one party that are to be compensated by the other party. Task Order refers to the written specifications for either annually renewable Services or project-based Services that are completed under accomplishment of specified deliverables or other project event. Task Orders are more fully defined in Section 10.
- 1.6 "Holidays" includes New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Christmas Eve, Christmas Day, and other days that are consistent with past practices.
- 1.7 "Service Hours" means, unless otherwise noted, the hours of 8 a.m. to 5 p.m. local time, Monday through Friday, excluding Holidays.

- 1.8 "Entity" means any corporation (including any non-profit corporation), general partnership, limited partnership, limited liability partnership, joint venture, estate, trust, cooperative, foundation, society, political party, union, company (including any limited liability company or joint stock company), firm or other enterprise, association, organization or entity.
- 1.9 "Governmental Body" means any (a) nation, principality, state, commonwealth, province, territory, county, municipality, district or other jurisdiction; (b) federal, state, local, municipal or foreign government (including any agency, department, bureau, division, court, or other administrative or judicial body thereof); or (c) governmental or quasi-governmental authority of any nature.
- 1.10 "Software" means software programs, including supporting documentation and online help facilities. Software includes applications software programs and operating systems software programs.
- **1.11** "Business Continuity" means the ability to maintain operations/services in the face of a disruptive event.

#### **SECTION 2 - EFFECTIVE DATE**

The effective date of this Agreement is June 28, 2016 or the last date of signature by all parties, whichever is later and remains in effect until termination, as set forth in Section 3 of this Agreement.

#### **SECTION 3-TERMINATION**

- 3.1 Termination for Convenience. Either party may terminate this Agreement or a specific Task Order for convenience, after first providing written notice of the intent to terminate to the other party, six (6) months in advance.
- 3.2 Termination of Task Order. Each Task Order shall specify the timeline for notice to terminate that Task Order.
- 3.3 Termination by Mutual Agreement. The parties may terminate this agreement in whole or in part, at any time by mutual agreement.
- **3.4** Termination of the Agreement shall also terminate any active Task Orders under this Agreement.
- 3.5 Termination of a Task Order will terminate all Services as defined by the Task Order but does not alter any terms or conditions of any other active Task Order or this Agreement.
- 3.6 In the event written notice of termination is given by either party, both parties shall work to accomplish a complete transition of services being terminated without interruption of, or adverse impact on, the services enjoyed by either party under this Agreement. The disentanglement process shall begin as soon as possible, but not later than the date of termination. Disentanglements will be defined as a Task Order and both parties, shall in good faith, seek to maintain existing service levels and minimize the disruption of services until the disentanglement is completed. Each party shall bear its cost of disentanglement, unless separately defined within a Task Order, or as may otherwise be agreed by both parties.

- 3.7 Third-Party Authorizations. Provider shall execute any third-party authorizations necessary to grant the Recipient the use and benefit of any third-party contracts, to the limits allowed by the contracts.
- 3.8 Licenses to Proprietary Software. Provider shall negotiate to allow the Recipient (after receiving written approval from the Provider) to use, copy, and modify, applications and programs developed by the Provider that would be needed in order to allow the Recipient to continue to perform for itself, unless otherwise prohibited by the software's licensing agreement.
- 3.9 Delivery of Documentation. Provider shall make reasonable efforts to deliver to the Recipient or its designee, at the Recipient's request, all available documentation and data related to the Recipient, including the Recipient Data held by Provider. Costs incurred will be borne by Recipient.
- **3.10** Personnel. Should the Recipient decide to reduce or terminate any portion of this Agreement, to the extent that such reduction or termination will displace one or more Provider employees, then it is agreed that the parties will, if feasible, transfer personnel from the Provider to the Recipient in order to provide a reasonable opportunity to provide staff continued employment.

#### **SECTION 4 - COORDINATION AND COMMUNICATION**

- 4.1 The Management Committee, composed of a designated representative for White Bear Lake and Roseville shall provide oversight and administer this agreement. Designated representatives are considered authorized representatives of their respective management and shall be empowered with authorities granted to the Management Committee under this Agreement.
- 4.2 The Management Committee shall meet quarterly (or as otherwise mutually agreed) to review the performance with regard to material aspects, risk management, as well as the effectiveness and value of the Services and Task Order provided between the Provider and the Recipient.
- 4.3 Agreement Review. The Management Committee will meet annually, to formally review and, to the extent mutually agreed upon by the Parties, update the terms, pricing, conditions and other details of this Agreement and any Task Order so that the on-going business requirements of both Parties are met.

#### **SECTION 5 - DISPUTE RESOLUTION**

- 5.1 In the event of a dispute between White Bear Lake and Roseville regarding the delivery of Services under this Agreement or any related Task Order, the Management Committee shall review disputes and recommend options for resolution to the involved personnel.
- 5.2 Any dispute not resolved by the Management Committee shall be referred to the White Bear Lake City Manager and the Roseville City Manager (collectively "Managers"), or their designated representatives, who shall review the dispute and options for resolution. The resolution of the Managers regarding the dispute shall be final as between the parties and shall be reduced to writing as an addendum to this Agreement.

- 5.3 Any dispute under Section 5.1 of this Agreement that cannot be resolved by the Managers may be submitted to mediation, the cost of which shall be borne equally between the parties.
- 5.4 In the event either party determines that there has been a breach of the provisions of this Agreement or a related Task Order which cannot be resolved by the Managers, the Agreement or related Task Order may be terminated as described in Section 3.

#### SECTION 6 - INDEPENDENT CONTRACTOR

A Provider is, and shall at all times be, deemed to be an independent contractor in the provision of the Services set forth in this Agreement. Nothing in this Agreement shall be deemed or construed as creating a joint venture or partnership between the Parties. Neither Party is by virtue of this Agreement authorized as an agent, employee, or legal representative of the other Party, and the relationship of the Parties is, and at all times will continue to be, that of independent contractors. A Provider shall retain all authority and responsibility for the provision of Services, standards of performance, discipline and control of personnel, and other matters incident to the performance of services by a Provider pursuant to this Agreement. A Provider shall comply with all relevant Federal, State, and municipal laws, rules, and regulations. Nothing in this Agreement shall make any employee of the Recipient jurisdiction, an employee of a Provider jurisdiction or any employee of a Provider jurisdiction, an employee of the Recipient jurisdictions for any purpose, including but not limited to, withholding of taxes, payment of benefits, workers' compensation benefits, or any other rights or privileges afforded said employees by virtue of their employment.

#### SECTION 7 - ASSIGNMENT/SUBCONTRACTING

Neither the Recipient nor the Provider shall transfer or assign, in whole or in part, any or all of their respective rights or obligations under this Agreement without the prior written consent of the other.

#### **SECTION 8 - HOLD HARMLESS INDEMNIFICATION**

8.1 Each party agrees to indemnify, defend, save and hold harmless the other, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, its negligent acts or omissions under this Agreement. Without limiting the generality of the foregoing, the parties further expressly agree to indemnify, defend, save and hold harmless the other party, its officials, employees, and agents, from and against any and all liability, claims, demands, losses, damage, costs, causes of action, suits or judgments, including attorney fees, costs or expenses incurred in connection therewith, for deaths or injuries to person arising out of, in connection with, or incident to the performance of this Agreement by a Provider, its officials, employees, or agents.

Provided, however, that this provision does not indemnify a Recipient against liability for damages arising out of the Recipient's failure to abide by reasonable industry and user standards and the reasonable requirements provided by a Provider which include, but are not limited to, procedures, guidelines, and security instructions for proper use, user maintenance, and mandatory user security responsibilities.

- 8.2 Section 8.1 of this Agreement shall include any claim made against a Recipient by an employee of the Provider or subcontractor or agent of the Provider, even if the Provider is thus otherwise immune from liability pursuant to the Minnesota workers' compensation law provided, however, this paragraph does not purport to indemnify the Recipient against the liability for damages arising out of bodily injuries to person caused by, or resulting from, the sole negligence of the Recipient, its elected' officials, officers, employees and agents.
- 8.3 Section 8.1 of this Agreement shall further include any claim made against either party regarding payment of any taxes other than state sales tax on tangible goods.
- 8.4 In the event of litigation between the parties to enforce rights under this section, each party shall bear its own attorney's fees and costs.
- **8.5** Nothing in this Agreement shall constitute a waiver of the statutory limits of liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses.

#### **SECTION 9 - NOTICE**

9.1 Notices. Except as otherwise provided, any notices to be given under Section 3 of this Agreement or termination of any Task Order shall be in writing and shall, at a minimum, be delivered electronically or postage prepaid and addressed to:

City of White Bear Lake	City of Roseville		
Name: Don Rambow	Name: Terrence Heiser		
Title: Finance Director	Title: Information Technology Manager		
Email: drambow@whitebearlake.org	Email: network.manager@cityofroseville.com		
Address: 4701 Highway 61 White Bear Lake, MN 55110	Address: 2660 Civic Center Drive Roseville, MN 55113		

- 9.2 Choice of Law; Consent to Jurisdiction. This Agreement shall be construed in accordance with, and governed in all respects by, the internal laws of the State of Minnesota.
- 9.3 Force Majeure. Neither Party will be liable for delays or failure to perform Services if due to any cause or conditions beyond its reasonable control, including, but not limited to, delays or failures due to acts of God, natural disasters, acts of civil or military authority, fire, flood, earthquake, strikes, wars, or utility disruptions (shortage of power).
- 9.4 Entire Agreement; Amendment; Waivers. This Agreement, together with all Exhibits hereto, constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties. No supplement, modification or waiver of this Agreement shall be binding unless executed in writing by the Party to be bound thereby. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
- 9.5 Severability. In the event that any one or more of the provisions contained in this Agreement or in any other instrument referred to herein, is, for any reason, held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement or any other such instrument and the invalid, illegal or unenforceable provision shall be deemed modified so as to be valid, legal and enforceable to the maximum extent allowed under applicable law.
- 9.6 Parties Obligated and Benefited. This Agreement will be binding upon the Parties hereto and their respective permitted assigns and successors in interest and will inure solely to the benefit of such Parties and their respective permitted assigns and successors in interest, and no other Person.

#### **SECTION 10 - SERVICES AND TASK ORDERS**

- 10.1 Where White Bear Lake and Roseville exchange Services under this Agreement, such Services will be defined in the form of a Task Order, in writing and signed by the Management Committee.
  - (a) The intent of this provision is to ensure clear communications and commitment prior to either party taking action or incurring costs on behalf of the other. Both parties will act in good faith to identify requirements, expectations and to adhere to the commitments specified within this Agreement.
  - (b) Services exchanged or actions taken with the intent of providing Services between White Bear Lake and Roseville without an agreed Task Order will not be covered by the terms of the Agreement and incurred costs will not be reimbursed. The party requesting Services covenants, by way of executing a Task Order pursuant to this Agreement, that its requests for Service are within the annual budget for that party.

- (c) In cases of emergency, where the urgency of circumstance precludes the practicality of executing a Task Order for a Service not covered by an existing Task Order, the Task Order may be reduced to writing and executed as soon after provision of Services as is practicable. Where the parties cannot agree on the terms of the written Task Order, the parties agree to follow the dispute resolution procedures set forth in Section 5. An emergency may be any unanticipated event or circumstance outside the bounds of existing provisions under any active Task Order that the Management Committee members or the designees of both parties declare as such.
- (d) Unless agreed otherwise by both parties, the costs incurred in the planning, preparing and processing of a Task Order by one party will not be charged to the other.
- 10.2 All Task Orders are subject to the terms and condition of this Agreement.
- 10.3 All Task Orders must minimally include acceptance by the Management Committee. The Management Committee shall ensure that any additional authorization requirements, with respect to their individual organizations, have been secured prior to initiating or amending the Task Orders.
- 10.4 Duration of a Task Order shall be defined in the Task Order and may be: a limited time period; concluded upon accomplishment of specified deliverables; or a continuing Service with regular renewal review.
  - (a) Task Orders may address Services that are of a general or continuous nature that would be reviewed annually, at the same time as the Agreement. Such Task orders may also be terminated in accordance to the terms defined in Section 3.
  - **(b)** Alternatively, Task Orders may also be defined in association with a specific Project which would include specific criteria for normal completion (e.g. point-in-time, deliverable acceptance); these too may be terminated in accordance to the terms defined in Section 3.
- 10.5 Task Orders may not amend this Agreement or its terms and conditions, but shall specify Services, rates, and other aspects of the scope of work for specific Services related to this Agreement. The terms of a Task Order will apply only to the specific Task Order and may not change such terms or conditions relative to the Agreement or other Task Orders.
- **10.6** Each Task Order will utilize the standardized form. Attached as Exhibit A.
- 10.7 Provider of Services will track and report status, as may be defined in the Task Order, with regard to:
  - (a) Performance-related service levels.
  - **(b)** Progress towards deliverables.
  - (c) Billed costs vs. maximum specified annual Task Order budgeted amount.

10.8 If the deliverables specified in a Task Order are not achieved or the Recipient believes it is not receiving acceptable service, the parties shall follow the dispute resolution procedures set forth in Section 5 and for Termination for Breach set forth in Section 5.4.

#### SECTION 11 - FINANCIAL TERMS AND PAYMENT PROCESS

- 11.1 Unless agreed otherwise by both parties, the Provider will present invoices to Recipient monthly. Charges for Services will be invoiced no later than thirty (30) days following the period in which Services were delivered, costs incurred and all relevant vendor or supplier invoices have been received, or the project milestone for payment is accomplished.
- 11.2 Invoices may combine charges from multiple Task Orders, unless otherwise defined for a specific Task Order.
- 11.3 Invoices shall include:
  - (a) Total of all charges represented on the invoice.
  - (b) Itemization by Task Order and as further instructed within the Task Order.
  - (c) Copies of third-party invoices representing a basis for the invoiced charge.
  - (d) Any other detail as may be specified within the related Task Order.
- 11.4 Unless otherwise defined in the Task Order, invoices are due and payable to the Provider within thirty (30) days of receipt of the invoice by the Recipient. An invoice may be disputed within the thirty (30) day period. Any Provider-proposed resolution will restart the thirty (30) day period for payment, without waiving the Recipient's rights to dispute resolution under Section 5.
- 11.5 Invoiced amounts may be changed upon mutual consent of parties pursuant to Section 10 and each affected Task Order.
- 11.6 Disputes regarding invoices that cannot be otherwise resolved, the parties agree to follow the dispute resolution procedures set forth in Section 5.

#### **SECTION 12 - PERSONNEL**

- 12.1 Assigned staff. Provider shall designate the personnel to provide services to the Recipient. Recipient reserves the right to review the qualifications of personnel providing services under this Agreement, and to make recommendations regarding placement of such personnel for the benefit of Recipient.
- 12.2 If the Recipient believes that the performance or conduct of any person employed or retained by the Provider to perform obligations under this Agreement is unsatisfactory for any reason, or is not in compliance with the provision of this Agreement, the Recipient will notify the Provider. The Provider will establish a plan to resolve the issue within a deadline agreeable to the Recipient. If a mutually acceptable solution can not be reached, the parties

agree to follow the dispute resolution procedures set forth in Section 5.

- 12.3 Access to Recipient facilities. The Recipient, depending on requirements of the Task Order, in its sole discretion, may approve any Provider employees requiring access to any Recipient facility. Should Recipient refuse access to any Provider employee attempting to act in accordance with this Agreement, the Provider shall not be held in breach of this Agreement as to the Services affected.
- 12.4 Staff substitution. In the event that Recipient notifies Provider that it wishes Provider to replace an employee of the Provider providing services to Recipient, Recipient and Provider shall meet to attempt to resolve Recipient's concerns. If the parties are not able to resolve Recipient's concerns within ten (10) days after Recipient's notice to Provider (or such later date agreed upon by both parties), provider shall exercise reasonable diligence to honor Recipient's requests to replace the staff member.
- 12.5 Background checks. As may be required by the Recipient and the requirements of a Task Order, the Provider shall be responsible for conducting a background check on all personnel hired after the effective date of this Agreement or after the effective date of the related Task Order who provide services to the Recipient. The background investigation shall include but not be limited to, a credit check and criminal records check for misdemeanors and felonies. If requested by the Recipient, background checks will be performed on current employees that have access to the Recipient's sensitive data.
- 12.6 Staff Direction. In situations where White Bear Lake's staff receives direction from Roseville staff or Roseville's staff receives direction from White Bear Lake's staff that may be in conflict with either White Bear Lake's or Roseville's IT strategic direction, policy or guidelines, terms and conditions of this Agreement, or that may result in potential risk to either Party's shared infrastructure, the involved staff will immediately notify the Management Committee of such potential conflict and of the relevant policy, guideline or term or condition of this Agreement and delay implementing such direction, unless immediate action is required to ensure business continuity, until the conflict can be resolved in consultation with the Management Committee. The parties will provide one another and their respective staff members with copies of their respective strategic plans, policies, and guidelines and of this Agreement. Neither party is obligated to delay action based on a strategic plan, policy, guideline or term or condition of this Agreement if such copies have not been provided. The Management Committee will make best efforts to expedite identification and resolution of conflicts and provide prompt direction to their respective staff members. If the parties are not able to resolve the conflict, the provisions of Section 5 (Dispute Resolution) shall apply.
- 12.7 Employees physically working at a facility of the other party will act in accordance with all policies and procedures regarding appropriate conduct in that party's workplace. Exceptions may be identified by the Provider and are subject to acceptance by the Recipient.

IN WITNESS WHEREOF, City of White Bear Lake and Roseville have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the 1st day of January, 2016.

City of White Bear Lake	City of Roseville
By: Demesson	By:
Name Jo Emerson	Name: Dan Roe
Title: Mayor	Title: Mayor
City of White Bear Lake	City of Roseville
By: Ellen Reclitter	Ву:
Name: Ellen Richter	Name: Patrick Trudgeon
Title: City Manager	Title: City Manager

## REQUEST FOR COUNCIL ACTION

Date: July 25, 2016 Item No.: 8.h

Department Approval

City Manager Approval

e Co

Item Description:

Wagner Lift Station Project Approve Final Payment

#### 1 BACKGROUND

2 On July 6, 2015, the City Council awarded the Wagner Lift Station Project to Meyer

- 3 Contracting, of Maple Grove, Minnesota. The work for this contract was finished in May, 2016,
- and the contractor has requested final payment. This project consisted of replacing the old
- sanitary lift station with a complete new lift station including wet well, pumps, and controls.

#### 6 POLICY OBJECTIVE

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- City policy requires that the following items be completed to finalize a construction contract:
  - Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

#### 11 FINANCIAL IMPACTS

- The final contract amount of \$259,719.38 is slightly less than the original contract amount of
- \$268,927.61. There was a construction allowance of \$10,000 in the contract and only a small
- portion was used resulting in the lower contract amount.
- This project was funded using sanitary sewer funds.

#### 16 STAFF RECOMMENDATION

- Since all necessary items have been completed in accordance with project plans and
- specifications, staff recommends the City Council approve a resolution accepting the work
- completed as the Wagner Lift Station Project and authorize final payment of \$4,238.15.

#### 20 REQUESTED COUNCIL ACTION

- Approve the resolution accepting the work completed as Wagner Lift Station Project, starting the
- one-year warranty and authorizing final payment.

Prepared by:

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Jesse Freihammer, City Engineer/Asst. Public Works Director

Attachments:

- A: Resolution
- B: City Engineer Certification
- C: Project Engineer Final Payment Letter

# EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

1	Pursuant to due call and r	notice thereof, a reg	ular meeting of the City Council of the City
2	of Roseville, County of R	Ramsey, Minnesota,	was duly held on the 25th day of July, 2016,
3	at 6:00 p.m.	,	
4	•		
5	The following members v	were present:	and the following members were
6	absent: .		
7			
8	Councilmember int	troduced the follow	ing resolution and moved its adoption:
9		DECOLU	TO A LA
10		RESOLU	TION No.
11 12	ī	FINAL CONTRAC	CT ACCEPTANCE
13	•		FT STATION
14		WHONERE	
15			
16	BE IT RESOLVED by th	e City Council of th	ne City of Roseville, as follows:
17			,
18	WHEREAS, pursuant to	a written contract	signed with the City on July 6, 2015, Meyer
19	Contracting, of Maple G	rove, Minnesota ha	s satisfactorily completed the improvements
20	associated with the Wagn	er Lift Station cont	ract.
21			
22			Y THE CITY COUNCIL OF THE CITY OF
23			k completed under said contract is hereby
24	accepted and approved; a	nd	
25			
26			City Manager is hereby directed to issue a
27		payment of such co	ontract, taking the contractor's receipt in full
28	and		
29	DE IT EUDTHED DESC	OLVED. That the	and the second second in the
30 31	contract shall commence		one year warranty period as specified in the
32	contract shall commence	on July 23, 2010.	
33	The motion for the ad-	lontion of the for	regoing resolution was duly seconded by
34	Councilmember	-	be being taken thereon, the following voted in
35		*	ed against the same:
36	in or moreon.	a and ronowing vot	- a against the same.
37	WHEAREUPON said res	solution was declare	ed duly passed and adopted.

STATE OF MINNESOTA	)
	) ss
COUNTY OF RAMSEY	)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of July, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25th day of July, 2016.

Patrick Trudgeon, City Manager

(SEAL)



July 25, 2016

#### TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: Wagner Lift Station

Contract Acceptance and Final Payment

#### **Dear Council Members:**

I have observed the work executed as a part of the Wagner Lift Station Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$268,927.61
Final Contract Amount	\$259,719.38
Actual amount due (based on actual quantities)	\$259,719.38
Previous payments	\$255,481.23
• •	
Balance Due	\$4,238.15

The construction costs for this project have been funded as follows:

Sanitary Sewer Fund

\$259,719.38

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Jesse Freihammer, P.E

City Engineer/Asst. Public Works Director

651-792-7042

Jesse.Freihammer@cityofroseville.com



### BOLTON & MENK, INC.

#### **Consulting Engineers & Surveyors**

12224 Nicollet Avenue • Burnsville, MN 55337 Phone (952) 890-0509 • Fax (952) 890-8065 www.bolton-menk.com

July 8, 2016

Mr. Marc Culver, P.E., Public Works Director City of Roseville 2660 Civic Center Drive Roseville, MN 55113

RE: Roseville, Minnesota

Wagner Lift Station Project No.: T21.109543

Dear Mr. Culver:

Please find enclosed the final pay application, Pay Application No. 3 for the above referenced project. I have reviewed the Pay Application and find it to be complete and in order. The original project price was \$268,927.61 and the final project price was \$259,719.38. A final deduct amount of \$9,208.23 was issued as there was a \$10,000 construction allowance as part of the project and only a small portion of the allowance was used resulting in the reduced final project price. I recommend that payment be made in the amount shown. If you agree, please sign and return one signed copy to the Contractor with payment and one to me for our files.

Also attached are the lien waivers and the IC134 forms for this project.

If you have any questions on the above, please call.

Sincerely,

**BOLTON & MENK, INC.** 

Seth A. Peterson, P.E. Project Manager

Cc: Jesse Freihammer, City of Roseville

Paul Coone, City of Roseville

**Enclosures** 

## REQUEST FOR COUNCIL ACTION

Date: 7/25/16 Item No.: 8.i

Department Approval

City Manager Approval

Mai & Callin

Item Description: Consider approval of License for Multifamily Rental Dwelling with Five or

More Units - 885 Highway 36 West

#### BACKGROUND

Chapter 301 of the City Code requires all licenses to be submitted to the City Council for approval. Per Chapter 908, Licensing of Multifamily Rental Dwellings with five or more units, the following criteria is required to be satisfied in order for licensure:

- Application materials correctly submitted.
- Inspections conducted by Roseville Code Enforcement staff completed.
- Noted deficiencies corrected or Memorandum of Understanding (MOU) implemented.
- License fees have been paid.

As part of this ordinance, individual buildings will be issued a Three Year, Two Year, One Year or Six Month license based upon the numbers of violations observed during inspection. The fewer violations observed, the longer period of licensure; or the more violations observed, the period of licensure is reduced.

Inspections included the site, building, common areas, and 25% of individual units. Also, 25% of previously inspected units were re-inspected.

A Memorandum of Understanding is a document that is utilized to allow buildings to be licensed without requiring all violations to be corrected before license issuance. The MOU lists the deficiencies, obligations, and a timeline to correct the violations. As long as progress is being made towards the correction of violations, within the timeline identified in the MOU, the violations are considered corrected. MOU's are used for properties that may have difficulty in making repairs immediately due to weather conditions or; the large amount of work to be done is too much to be completed in a quality manner within a short timeframe.

In the One Year renewal cycle completed in June 2016, staff inspected 885 Highway 36 West. This inspection included the 1 building and 8 units, along with 7 units being re-inspected.

During this renewal inspection process, numerous violations were not corrected, including items covered under an approved MOU. The property owner was given 30 days to correct all obligations covered under the MOU. A re-inspection was scheduled for June 30, 2016. At the re-inspection it was observed that the property owner <u>did</u> correct all MOU obligations with only four newly noticed violations still in need of correction. During the 2015 inspection, 12 total violations were identified in this building. In the 2014 initial inspection cycle 14 total violations were identified in this same building. This is approximately an 80% reduction in violations from the Initial inspection to the most recent inspection in June 2016. This improvement shows the commitment the building ownership has in maintaining their properties and their cooperation with the Rental License program.

The following Multifamily Rental License is submitted for consideration:

• 885 Highway 36 W. (32 Units) – Three Year Renewal – License Period – 7/1/16-6/30/19 Property Owner: Mailand Management Corporation License Fee: \$742.00

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#### **POLICY OBJECTIVE**

It is the purpose of Roseville's Rental License ordinance to assure that Multifamily Rental Dwellings (MRDs) with 5 or more units in Roseville are decent, safe, sanitary, and well maintained. The implementation of an MRD licensing program is a mechanism to ensure that rental housing will not become a nuisance to the neighborhood; will not foster blight and deterioration; and/or will not create a disincentive to reinvestment in the community. The operation of an MRD is a business enterprise that entails responsibilities. Operators are responsible to assure that residents and children may pursue the normal activities of life in surroundings that meet the following criteria: safe, secure, and sanitary; free from crimes and criminal activity, noises, nuisances, or annoyances; and free from unreasonable fears about safety of persons and security of property.

Property maintenance through the rental license ordinance is a key tool to preserving high-quality residential neighborhoods. In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use codecompliance activities as one method to prevent neighborhood decline.

#### FINANCIAL IMPACTS

The correct fees were paid to the City after verification of all applicable requirements of Chapter 908. This program is intended and designed to be operated approximately revenue neutral (License fees cover staff costs for implementation of program).

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#### STAFF RECOMMENDATION

Staff has reviewed the application and has determined that this applicant, 885 Highway 36 W, has met all City requirements of Chapter 908, Licensing of Multifamily Rental Dwellings, and recommends approval of a Three Year Renewal License.

#### REQUESTED COUNCIL ACTION

Motion to approve the Three Year Renewal Multifamily Rental Dwelling License for the licensing period of July 1, 2016-June 30, 2019, for 885 Highway 36 W.

Prepared by: David Englund, Codes Coordinator

Attachments: Attachment A: Rental License

Attachment B: Rental License report



### RENTAL LICENSE

No.: 2016-00001

Date: 07/19/2016

Name of Licensee :

Mailand Properties Lp

149 Thompson E Ste 210

West St Paul, MN 55118-3238

**Business Type** 

Multifamily Rental License

Premise Address

885 HIGHWAY 36 W

ROSEVILLE, MN 55113-4401

License Period

7/1/2016 THRU 6/30/2019

In accordance with provisions of the CITY OF ROSEVILLE Ordinance(s) the above-named licensee is granted the following license(s):

License Type :

Three Year Renewal

Amount

Rental License Fee - Per Building

102.00

Rental License Fee - Per Unit

640.00

Total Fee Paid

742.00

Requirement License Type	Inspections and Licensing Fee	Memorandum of Understanding	Monthly Updates		
Three Year	Once every 3 years	Optional	Optional		
Two Year	Once every 2 years	Optional	Optional		
One Year	Once a year	Optional	Optional		
Six Month Once every 6 months		Required	Required		

Neither the City, its designees, City Council, or its officers, agents, or employees warrant or guarantee the safety, fitness, or suitability of any MRD in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

This Certificate of License is hereby issued conditioned that said licensee shall comply with all the requirements set forth in the City code and the laws of the State of Minnesota.

A License issued under this Certificate may be suspended or revoked for violations thereof.

David Englund, Codes Coordinator

### Rental License Program Recap Ending June 30, 2016

Total Number of Inspections Performed in 2016										
	May	June	July	Aug	Sept	Oct	Nov	Dec		TOTAL
	2016	2016	2016	2016	2016	2016	2016	2016		
Number of Buildings Inspected	1	1								2
Number of Units Inspected	15	9								24
Total Number of Inspections	16	10								26
Total Number of Violations	14	4								18

Building Ratings - as of June 30, 2016							
Inspection Period	3 Year License	2 Year License	1 Year License	6 Month License	TOTAL		
2014 Intro Cycle Program	81	30	17	27	155		
6/30/15 "6 Month" License Renewals	26	0	1	0	27		
12/31/15 "1 Year" License Renewals	17	0	0	0	17		
2015 Appeals to Council	0	0	0	12	12		
6/30/16 "6 Month" License Renewal	1	0	0	0	1		

### **Rental License Program Comments**

6/30/16 - 6 Month License Renewal Inspection Comments: Conditions of the approved MOU not met in initial renewal inspection. Staff notified property owner of possible next steps involving non-renewal process. Upon reinspection one month later, staff found the building in compliance, corrections performed, and building moved to a 3 Year license renewal.

## REQUEST FOR COUNCIL ACTION

Date: July 25, 2016

Item No.: 12.a

Department Approval City Manager Approval

Law f Trugger

Item Description: 35W Managed Lane

#### BACKGROUND

2 The Minnesota Department of Transportation (MnDOT) is proposing a project along Interstate 35W

- that will add a Managed Lane in each direction from Trunk Highway 36 in Roseville to Anoka
- 4 County State Aid Highway 17 (Lexington Ave) in Blaine. This project is tentatively scheduled for
- 5 2019, although MnDOT is working to accelerate this project for possible construction starting in
- 6 2018.
- A Managed Lane is a lane of traffic that will be limited to high occupancy vehicles (HOV) or transit
- vehicles as well as single occupancy vehicles that pay a fee to use that lane during certain times of
- 9 the day based on congestion levels. The fee paid will vary based on the level of congestion. Managed
- Lanes are currently in operation on I-394, I-35W south of downtown Minneapolis and I-35E north of
- 11 St. Paul.

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- The project will involve repaying the entire roadway section of I-35W including any ramps that have
- not been repayed as part of a recent project. The widening of the roadway will also require the
- construction of new bridges that currently extend over County Road C and Rosegate in the City of
- Roseville. A layout of the overall proposed project is available for viewing at the Public Works
- Department at the Roseville City Hall. An electronic version is also available for on-line viewing at
- 17 MnDOT's Project Website located at:
- http://www.dot.state.mn.us/metro/projects/i35wroseville/index.html
- Included as attachments are clips of the overall layout showing:
  - The project area within the limits of the City of Roseville
  - Typical section of the widened I-35W Corridor
  - The area between County Road E2 and the 694 Interchange showing added auxiliary lanes to improve the overall operation of the interchange area
- In a letter dated June 2, 2016, MnDOT officially delivered a project layout and notified the City
- of a request for Municipal Consent. MN Statute 161.16 requires MnDOT to obtain Municipal
- Consent for projects that "alter access, increase or reduce highway traffic capacity, or require
- acquisition of permanent right-of-way". This project is adding traffic capacity, but will not alter
- access or require any permanent right-of-way acquisition within the City of Roseville.
- The Municipal Consent process begins with a Public Hearing concerning the final layout
- documents. Following the hearing, state statutes allow the City Council 90 additional days to

- consider approval of the final layout.
- On June 13, the City Council approved a resolution establishing a public hearing for this project on
- July 25<sup>th</sup> at the regular scheduled City Council meeting. A notice was published in the Roseville
- Review as well as posted on the City's website meeting the public notification requirements.
- 35 Besides the actual construction impacts and delays, potentially the most impactful item related to this
- project for the residents and businesses of Roseville will be the potential installation of noise walls
- along the east side of 35W between the on ramp to 35W northbound from Cleveland Ave to County
- 38 Road D.
- 39 The process for the installation of noise walls includes first analyzing the cost effectiveness of the
- 40 noise walls in comparison to the actual noise reduction. If the noise wall meets the requirements as
- set by MnDOT and the Federal Highway Administration, then the benefiting property owner is given
- a vote on whether they want the noise wall or not. There are many properties that would prefer
- visibility from the freeway to the noise reduction.
- In this case, the properties that will vote are the commercial properties located along the east side of
- 45 I-35W and west of Cleveland Ave. The City will also have some votes due to the location of the
- City's trail between the freeway and the businesses in this area. The City will be considered tenants
- of the properties as the trail is on a series of easements through this area, thus allowing the City some
- votes on the matter. More information on this voting process and the timing will also be presented
- briefly at this meeting.
- 50 The purpose of this public hearing is to take any public comment related to the overall project,
- particularly as it relates to the items that trigger a municipal consent process as listed above. MnDOT
- will also be on hand to answer any questions from the public and/or the City Council.
- After the public hearing, no official action is required of the Council on this evening. Staff will
- return to the Council after more information is available about the noise wall voting process and
- timing to get the Council's vote on the noise wall and also adopt a resolution either granting or
- denying official Municipal Consent. This will likely occur in September.

#### FINANCIAL IMPACTS

- As indicated in MnDOT's official Municipal Consent letter, there is no anticipated City of Roseville
- cost participation at this time. However, once the final plans are developed the City may want to
- incorporate some storm water components to address capacity issues in the area. Similarly we may
- work with the County to address some traffic signal upgrades at the ramp intersections. These items
- would incur some financial contribution from the City. More information would be presented to the
- 63 City Council on these items as the project advances.

#### STAFF RECOMMENDATION

- Staff requests that the City Council receive the presentation on the 35W Managed Lane Project and
- conduct a public hearing for the purpose of accepting public comment on the project.

#### REQUESTED COUNCIL ACTION

- Receive presentation from City staff and the Minnesota Department of Transportation.
- Mayor formally opens Public Hearing. After all members of the public that desire to speak have
- given their testimony, the Mayor formally closes Public Hearing.

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Prepared by: Marc Culver, Public Works Director

Attachments: A: MnDOT Letter Request for City Approval (Municipal Consent)
 B: 35W Managed Lane Project – Portions of Layout

June 2, 2016

Marc Culver
Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Request for City Approval (Municipal Consent) of the Final Layout for SP 6284-172 I35W North

Dear Marc Culver,

MnDOT is proceeding with plans to complete State Project 6284-172, I35W North. Note that when the project is actually programmed for construction the State Project number will change to SP 6284-180. In accordance with Minnesota Statute 161.164, I am submitting for City approval the project's Final Layout, identified as Layout No. 1A, S.P. 6284-172.

The City's approval (municipal consent) is required for this project because it increases highway traffic capacity by adding a MNPASS lane in each direction along with adding several auxiliary lanes that will allow the freeway to move more traffic. Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167 (attached).

Approval or disapproval of the final layout is by resolution of the City Council. (A sample resolution is attached). However, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the attached layout are as follows, based on a submittal date of the final layout to the City of June 2, 2016:

- Within 15 days of receiving the final layout, schedule a public hearing (by June 15, 2016).
- Within 60 days of receiving the final layout, conduct the public hearing (by August 1, 2016).
- Provide at least 30-days' notice of the public hearing.
- Within 90 days of the public hearing, approve or disapprove the layout by resolution (by October 30, 2016).

MnDOT can attend the public hearing to present the final layout and answer questions at the City's request, as required by statute.

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#### **Project Purpose**

MnDOT has identified a number of factors justifying the need for the I-35W North Corridor Project. These factors include pavement conditions, mobility, travel time reliability, and transit and carpool advantages.

- Pavement conditions along segments of I-35W are deteriorating and reaching the end of their service life;
- As the Twin Cities region has grown and more development has occurred, traffic volumes have increased to the point that a number of segments along the I-35W corridor currently experience congestion during the morning and afternoon peak periods each day. This congestion is expected to increase, both in terms of location and duration, as additional growth and development occur in communities throughout the corridor;
- As congestion increases, travel times and the variability in travel times on I-35W are also likely to increase. This requires all travelers to increase their "planning time" with each trip to account for potential delays.
- There are a number of operational challenges associated with the existing bus-only shoulders on I-35W. With increasing congestion and slower travel speeds, bus travel times are anticipated to increase in the future. Other than the ramp meter bypass lanes at Lexington Avenue and 95th Avenue, there are no other time saving advantages in the project area that would encourage carpooling.
- Other goals and objectives have also been identified for the project to help guide the
  alternatives development and evaluation processes. These include consistency with state
  and region transportation plans, consideration of lower-cost/high-benefit mobility
  improvements, and consideration of bridge preservation activities.

The purpose of this project is to provide a long-term, sustainable option for all highway users (transit and non-transit) that improves pavement conditions, increases mobility, improves travel time reliability, and maintains or improves transit advantages on I-35W between TH 36 in Roseville and CSAH 23 in Lino Lakes. State and regional transportation plan policies and strategies, including goals and objectives to better utilize existing and future infrastructure investments, will also help guide the project development process.

#### **Project Description**

MnDOT is designing a road project that includes adding a lane, in each direction, to I-35W between Hwy 36 in Roseville and Lexington Ave. (Co Rd 17) in Blaine. All of the freeway pavement will be repaved with concrete from Hwy 36 in Roseville to 0.1 mile north of Sunset Ave (CR 53) in Lino Lakes, and MnDOT is also analyzing the need and locations for building noise walls along the interstate within these limits.

Give additional information that may be helpful, or that is listed in the law but not provided on the layout. (See MN Statute 161.162 Subd. 2.a, Final Layout).

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#### **Planned Project Schedule**

The project is not yet fully funded and does not have a definitive construction start date. The anticipated schedule is:

- August 2018: Project Letting.
- September 2018: Minor construction begins with limited lane closures and minor traffic impacts.
- April 2019: Major construction begins with major lane and ramp restrictions and major traffic impacts.
- November 2023: Construction is completed.

The existing freeway is mostly 6-lanes south of CR J. All 6-lanes will be open over each winter season. The freeway will be reduced to 4-lanes during the first stage, which will last 1.5 construction seasons. The second stage will have 5-lanes open, which will last another 1.5 years. The third stage will complete the pavement work north of CR J and keep 4-lanes open and will last one more construction season.

#### City's Estimated Project Costs

If the city has requested to have city items added to the project (e.g., utilities, sidewalks), ask the city to provide their estimate of the costs for these items and use the city's estimate in this submittal.

For cost estimates, sometimes it is better to give range rather than a specific number.

Some project costs are the City's responsibility, as detailed in MnDOT's cost participation policy. (See the policy and the Cost Participation and Maintenance with Local Units of Government Manual at MnDOT's this website: <a href="http://www.dot.state.mn.us/policy/financial/fm011.html">http://www.dot.state.mn.us/policy/financial/fm011.html</a>).

At this time, the City does not have any cost participation in this project. There are no signals being reconstructed, and the City has not asked to add any work such as additional local street reconstruction or utility work.

#### City's Maintenance Responsibilities

At this time there are no new City maintenance responsibilities. We are not adding new trails or bridges.

Please feel free to contact me if you have any questions about this submittal.

Sincerely,

Jerome Adams

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Project Manager 1500 County Road B2 Roseville, MN 55113

#### Attachments:

Final Layout for SP 6284-172, dated May 25, 2016 MN Statutes 161.162 – 161.167 Sample City Resolution

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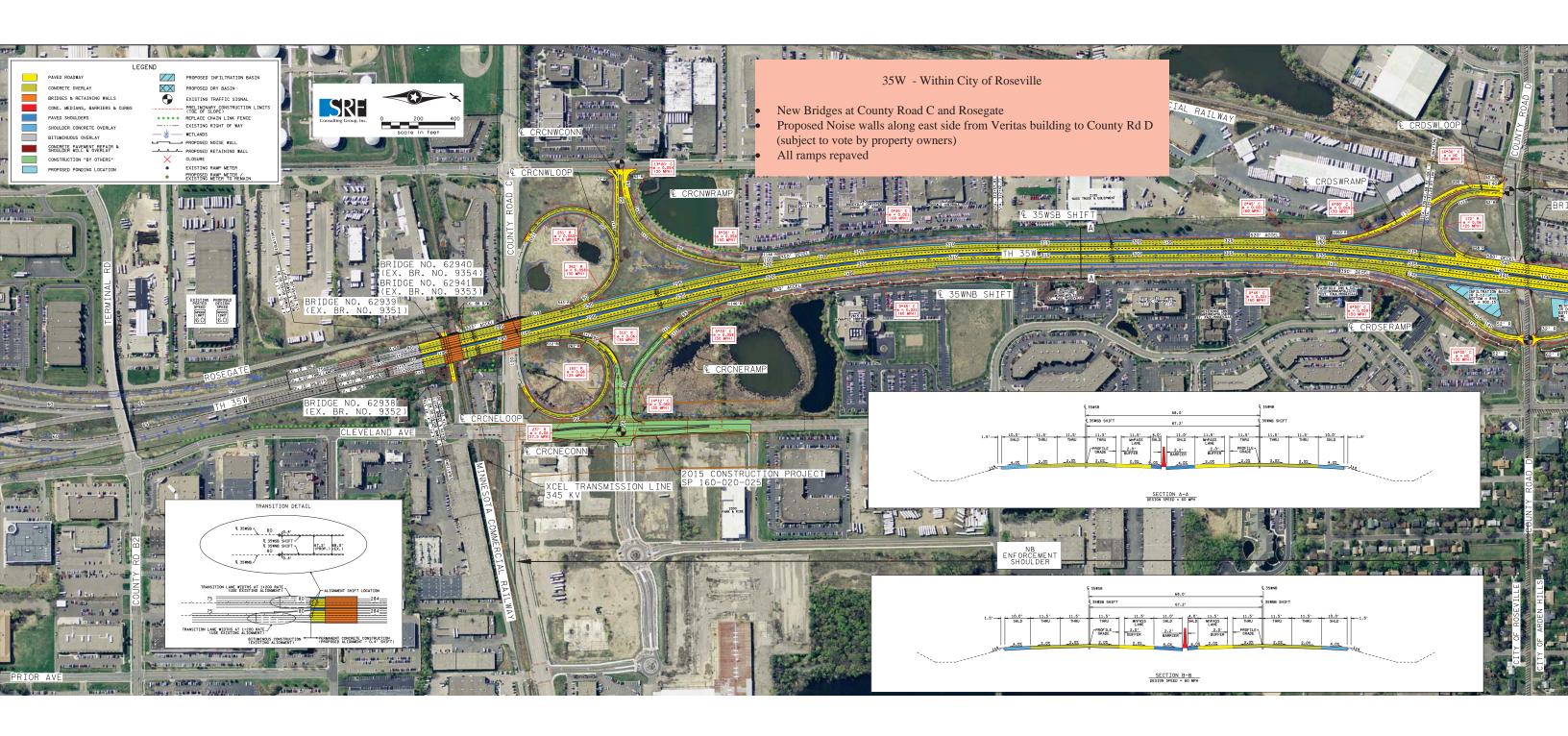


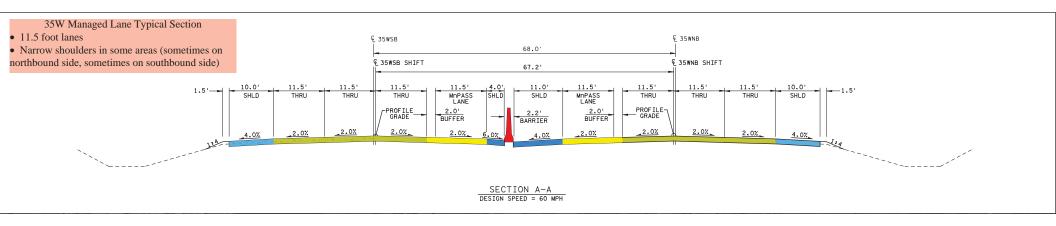


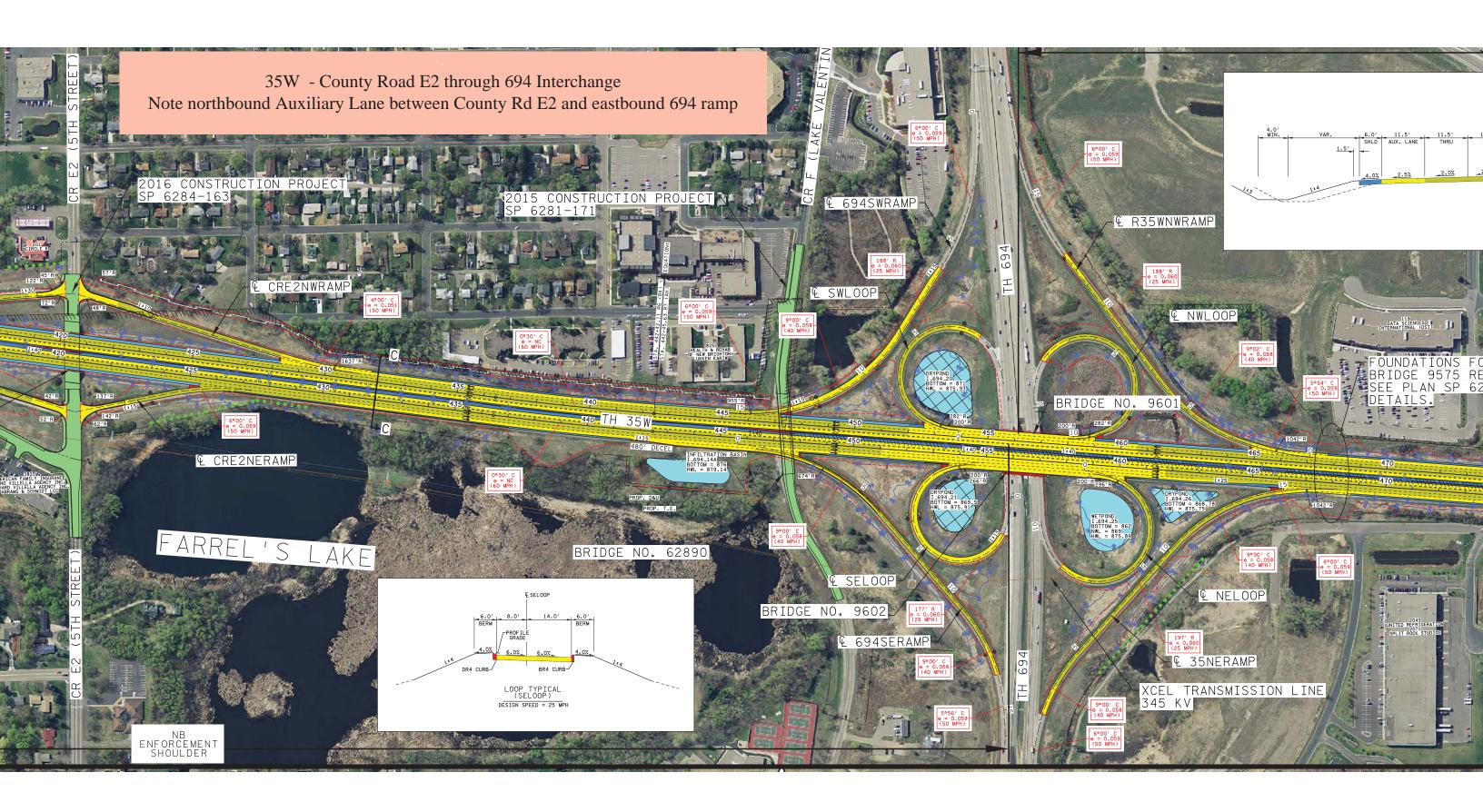












## REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 07/25/16

Agenda Item: 14.a

Department Approval

City Manager Approval

fam / Truger

gian & carrie

Item Description:

Discussion regarding high density residential housing districts and the

Planned Unit Development (PUD) process (PROJ0039).

1 The City Council has had several recent conversations regarding high density residential (HDR)

- 2 proposals in the City of Roseville. One such conversation, a recent request by Good Samaritan
- 3 to up-zone property from HDR-1 to HDR-2, prompted Planning Division staff to explore
- 4 modifications to the zoning code that would allow HDR proposals to be reviewed on a case-by-
- 5 case basis for community impact. It is possible that density may not have been as great of a
- 6 concern with the Good Samaritan proposal if the Council had been allowed greater input into the
- 7 design or had the ability to apply conditions to mitigate community impact.
- 8 As we have reviewed the possible tools available in the Planning Division's tool box, two
- 9 processes seem to provide the Council with the flexibility to review the density of proposed
- developments: the Conditional Use (CU) process and the Planned Unit Development (PUD)
- process. Each of these processes requires specific criteria and approvals that a project must
- satisfy and each can also include conditions that protect citizens, neighborhoods and the City
- against potential impacts. These processes also include a resolution or agreement that is
- recorded against the property, binding the property to those specific and strict requirements until
- they are formally removed by the City.

#### 16 USING THE CONDITIONAL USE PROCESS

- 17 At the May 23 meeting the City Council expressed concerned over the absence of a density
- 18 limitation in the HDR-2 District. To address this concern, Planning Staff discussed amending
- table 1004 6 to establish a maximum density of 36 units/acre for the HDR-2 district with any
- 20 proposal seeking a higher density than 36 units per acre, such as a low-impact senior living
- development, being required to go through the Conditional Use process. Similarly, the Planning
- 22 Staff would suggest Council consider using the Conditional Use process to allow for increased
- 23 density in the HDR-1 District any development proposed in an HDR-1 area seeking a density
- between 25 to 36 units/acre would be required to go through the CU process. The CU process
- 25 affords the City greater flexibility to review the density of a proposed development and place
- 26 conditions, including density limitations, in order to address potential area impacts. All other
- standards in the district would remain as currently listed.

#### 28 Dimensional Standards:

Table 1004 6	HDR-1		HDR-2		
Table 1004-6	Attached	Multifamily	Multifamily		
Maximum density	24 Units/net acre <u>b</u>		None 36 Units/net acre		
Minimum density	12 Units/net acre		24 Units/net acre		
Maximum building height	35 Feet	65 Feet	95 Feet		
Maximum improvement area	75%	75%	85%		
Minimum front yard building setback					
Street	30 Feet	30 Feet	10 Feet		
Interior courtyard	10 Feet	10 Feet	15 Feet		
Minimum side yard building setback					
Interior	8 Feet (end unit)	20 Feet, when adjacent to ldr-1 or ldr-2	20% Height of the building <sup>a</sup>		
		10 Feet, all other uses			
Corner	15 Feet	20 Feet	20% Height of the building <sup>a</sup>		
Minimum rear yard building setback	30 Feet	30 Feet	50% Height of the building <sup>a</sup>		

- 29 a The City may require a greater or lesser setback based on surrounding land 30 uses.
  - b. Density in the HDR-1 district may be increased to 36 units/net acre with approved conditional use.
  - c. Density in the HDR-2 district may be increased over 36 units/net acre with approved conditional use.
  - Ord. 1411, 6-13-2011); (Ord.1405, 2-28-2011)

#### 36 USING THE PLANNED UNIT DEVELOPMENT PROCESS

- When considering whether a development proposal is appropriate for PUD, the Planning
- Division is required to assess the proposal against the overarching goals established in Section
- 39 1023.01.B of the recently adopted ordinance (and included as Attachment A). In the case of the
- 40 Good Samaritan proposal, Staff struggled to qualify the project under the current goals of the
- PUD ordinance. The following are the overarching goals found in Section 1023.01.B of the PUD
- 42 regulations:

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- 43 1. Higher standards of site and building design such that a new development appears attractive and
   44 inviting from all surrounding parcels;
- 45 2. Greater utilization of new technologies in building design, construction, and land development;
- 46 3. A more creative and efficient use of land than would otherwise be possible;
- 4. Incorporation of extensive landscaping and site amenities in excess of what is required by code;
- 48 5. Creation of high-quality park, open space, and trail opportunities that exceed the expectations established in the Comprehensive Plan;
- 50 *Enhanced access to a convenient and efficient multi-modal transportation option to service the*51 *daily needs of residents at peak and non-peak use levels, with high connectivity to the larger*52 *community;*
- 7. Creative designs that reduce initial infrastructure costs as well as long-term maintenance and operational costs;

- 55 8. The preservation and enhancement of desirable site characteristics (including flora and fauna, scenic views, and screening);
- 57 *9.* Flexibility in design and construction to alleviate anticipated impacts to nearby properties and to provide greater opportunity for increased buffers between uses of differing intensities;
- Incorporation of structured parking to hide vehicle storage and to promote opportunities for
   improved buffering between intensive uses and sensitive areas;
- 61 *11.* Elimination of repetition by encouraging a housing mixture that diversifies the architectural qualities of a neighborhood;
- 63 12. Facilitation of a complementary mix of lifecycle housing; and
- 64 13. Accommodation of higher development intensity in areas where infrastructure and other systems
  65 are capable of providing appropriate levels of public services and subsequently lower intensity in
  66 areas where such services are inadequate or where natural features require protection and/or
  67 preservation.
- Although these are not requirements, they are germane in determining whether a development proposal can adequately achieve compliance with the main basis of supporting a project as a PUD.
- Goals aside, Planning Staff considered ways in which the Planned Unit Development (PUD)
- 72 process could be used to address the issue of density. Section 1023.07.F under, Area of
- 73 Flexibility, does support increased density in residential projects but no more than 10%. The
- 74 specific subsection reads as follows:
- Density up to 10% increase in residential density if the PUD provided substantially more site amenities and achieves more comprehensive plan goals than could be achieved in a conventional development for the applicable land use zone.
- 78 In order to support the proposed Good Samaritan development the density would need to
- 79 increase to 30%, which could present unintended consequences for the City as other projects
- make their way through the PUD process. The Council could also consider breaking the density
- 81 flexibility into two subcategories, one for senior housing where the increased density is more
- than 10% and the second for all other housing development proposals.
- The Planning Division acknowledges that the City Council has expressed a general concern
- 84 regarding high-density residential proposals and community impact. Planning Division staff is
- 85 seeking guidance on how the City Council would like to review HDR proposals, specifically
- senior housing, moving forward.

#### 87 CITY COUNCIL RECOMMENDED ACTION

- Provide Planning Division Staff direction on code amendments to HDR Dimensional Standards
- 89 or the PUD process to allow for greater flexibility in reviewing senior housing or high-density
- 90 residential proposals.

Prepared by: Thomas Paschke, City Planner and Kari Collins Interim Community Development Director
Attachment A: PUD ordinance B: Good Samaritan Letter

#### City of Roseville

#### **ORDINANCE NO. 1497**

# AN ORDINANCE ADDING TEXT TO TITLE 10 ZONING ORDINANCE OF THE ROSEVILLE CITY CODE RELATING TO PLANNED UNIT DEVELOPMENTS

#### THE CITY OF ROSEVILLE ORDAINS:

Section 1. The City Council of the City of Roseville hereby adopts City Code, Title 10, Chapter 1023: Planned Unit Developments, as follows (formatting to match existing code standards):

#### 1023.01: PURPOSE AND INTENT

- A. The purpose of the Planned Unit Development (PUD) zoning district is to provide greater flexibility in the development of residential and non-residential areas in order to achieve more creative development outcomes while remaining economically viable and marketable. This is achieved by undertaking a process that results in a development outcome exceeding that which is typically achievable through the underlying zoning district. The City reserves the right to deny establishment of a PUD overlay district and direct a developer to re-apply under the standard applicable zoning district if it is determined that proposed benefits do not justify requested flexibilities.
- **B.** Overarching goals (not requirements) of the City in approving a PUD include but are not limited to:
  - 1. Higher standards of site and building design such that a new development appears attractive and inviting from all surrounding parcels;
  - 2. Greater utilization of new technologies in building design, construction, and land development;
  - 3. A more creative and efficient use of land than would otherwise be possible;
  - 4. Incorporation of extensive landscaping and site amenities in excess of what is required by code;
  - 5. Creation of high-quality park, open space, and trail opportunities that exceed the expectations established in the Comprehensive Plan;

- 6. Enhanced access to a convenient and efficient multi-modal transportation option to service the daily needs of residents at peak and non-peak use levels, with high connectivity to the larger community;
- 7. Creative designs that reduce initial infrastructure costs as well as long-term maintenance and operational costs;
- 8. The preservation and enhancement of desirable site characteristics (including flora and fauna, scenic views, and screening);
- 9. Flexibility in design and construction to alleviate anticipated impacts to nearby properties and to provide greater opportunity for increased buffers between uses of differing intensities;
- 10. Incorporation of structured parking to hide vehicle storage and to promote opportunities for improved buffering between intensive uses and sensitive areas;
- 11. Elimination of repetition by encouraging a housing mixture that diversifies the architectural qualities of a neighborhood;
- 12. Facilitation of a complementary mix of lifecycle housing; and
- 13. Accommodation of higher development intensity in areas where infrastructure and other systems are capable of providing appropriate levels of public services and subsequently lower intensity in areas where such services are inadequate or where natural features require protection and/or preservation.

#### 1023.02: INITIATION OF PROCEEDINGS

The owner of property on which a PUD is proposed shall file the applicable application for approval of the PUD by paying the fee(s) set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form and within this Section. Complete applications shall be reviewed by City Commissions as deemed necessary by the Community Development Department, including a public hearing before the Planning Commission, and be acted upon by the City Council according to the process set forth in Chapter 108 of this Code. If a proposed PUD is denied, any subsequent application for a substantially similar PUD within one (1) year of the date of denial shall fully address all findings which supported the denial prior to being accepted as complete.

#### 1023.03: REFLECTION ON THE OFFICIAL ZONING MAP

- A. PUD provisions provide an optional method of regulating land use which permits flexibility from standard regulating provisions. Establishment of a PUD shall require adoption of an ordinance creating an overlay zoning district atop the boundaries of the development area. For each PUD District, a specific ordinance shall be adopted establishing all rules which shall supersede underlying zoning. Issues not specifically addressed by the PUD Overlay District shall be governed by the underlying zoning district regulations.
- **B.** All PUDs approved prior to April 11, 2016, shall be allowed to continue per the original conditions of approval.

#### 1023.04: PERMITTED LOCATIONS FOR PUD REZONING

Establishment of a PUD Overlay District may be requested for any area regardless of current zoning.

#### 1023.05: PUD QUALIFICATIONS

- **A.** Establishment of a PUD will be considered only for areas of land in single ownership or control. Alternatively, multiple party ownership, in the sole discretion of the City, is acceptable when legally sufficient written consent from all persons and entities with ownership interest is provided at the time of application.
- **B.** Projects eligible for a PUD shall have a site which consists of a parcel or contiguous parcels of land two (2) acres or more in size. Tracts of less than two (2) acres may be eligible for a PUD overlay district only if the applicant can demonstrate that a project of superior design can be achieved, or that greater compliance with the comprehensive plan goals and policies can be attained through use of the PUD process.

#### 1023.06: PERMITTED USES WITHIN A PUD

- **A.** The extent of permitted land uses within a PUD shall be limited to those land uses that are either permitted or deemed by the Community Development Department to be substantially similar to those allowed in the underlying zoning district.
- **B.** Adopted PUD Overlay District regulations may include specific provisions governing uses which supersede underlying zoning requirements.
- C. More than one building may be placed on one lot in a PUD.

#### 1023.07: AREAS OF FLEXIBILITY

Flexibility provided through a PUD will not to be approved simply to avoid adherence to underlying zoning regulations, but instead must be used as a springboard to new development that would not otherwise be possible utilizing existing zoning standards. Areas of possible flexibility include the following:

- A. Building Placement including zero lot line construction subject to building code allowances. Specifications and standards for lots and setbacks shall be at the discretion of the City Council and shall encourage a desirable living or working environment which assists in achieving the goals set out for PUDs in Section 1023.01(B).
- **B.** Trees/Landscaping Requirements requires specialized landscaping plans that better address on-site needs and adjacent property concerns than would otherwise be required.
- C. Open Spaces provision of public open spaces that are enhanced with public art and other amenities to provide a congregation area and a unique sense of place within the development.
- **D.** Parking Standards a change in stall or lot configuration requirements in exchange for structured parking, better screening of parking areas, or higher quality landscaping throughout a parking area.
- **E.** Exterior Materials flexibility on exterior materials to allow for unique architectural expression.
- F. Density up to a 10% increase in residential density if the PUD provides substantially more site amenities and achieves more comprehensive plan goals than could be achieved in a conventional development for the applicable land use zone.
- G. Other the City Council reserves the right to consider other modifications to underlying zoning requirements not listed above provided such changes are supportable under the PUD review criteria listed in Section 1023.08.

#### 1023.08: PUD REVIEW CRITERIA

The following findings shall be made by the City Council prior to approval of a new or amended PUD Overlay District:

- **A.** The quality of the building and site design proposed by the PUD will substantially enhance aesthetics of the site and implement relevant goals and policies of the comprehensive plan;
- **B.** The design creates a unified environment within the project boundaries by ensuring architectural compatibility of all structures, efficient vehicular and pedestrian circulation, enhanced landscaping and site features, and efficient use of utilities;

- C. The design achieves maximum compatibility with surrounding land uses, both existing and anticipated, and shall minimize the potential adverse impacts that the PUD and surrounding land uses may have on one another;
- **D.** The design takes into consideration proposed modification of underlying zoning requirements and provides appropriate solutions to eliminate adverse impacts that proposed modifications may impose on surrounding lands;
- **E.** If the proposed PUD involves construction over two or more phases, the applicant has demonstrated that each phase is capable of being a stand-alone development independent of other phases; and
- **F.** At least one or more of the following specific goals will be achieved by the proposed PUD:

#### 1. Sustainability Improvements

Multiple sustainability techniques are incorporated into the development plans including but not necessarily limited to:

- **a.** Implementation of high-quality construction standards and the use of high-quality construction materials to ensure the longevity of the proposed project;
- **b.** Improvements to reduce the project's energy load, increase energy efficiency, and maximize the use of renewable energy sources;
- **c.** Inclusion of facilities to reuse or recycle water for on-site uses such as irrigation; and/or
- **d.** Enhancement of Indoor Environmental Quality (IEQ) by maximizing interior daylight, investment in appropriate ventilation and moisture control, occupant control over systems such as lighting and temperature, and avoidance of materials with high-VOC emissions.

#### 2. Improved Storm Water Management

Where appropriate, maximize the use of ecologically based approaches to storm water management, restoration or enhancement of on-site ecological systems, and protection of off-site ecological systems through the application of Low Impact Development (LID) practices.

#### 3. Enhanced Buffering

Along property lines that abut different use types, implementation of two or more of the following techniques:

- **a.** Significant vegetative screening and maintenance of existing vegetation if possible and appropriate;
- **b.** Increased setbacks; and/or
- **c.** Inclusion of berms, walls, fencing, or a combination of such.

#### 4. Structured Parking

Inclusion of structure parking to minimize land area dedicated to vehicles thereby maximizing uses elsewhere on the property.

#### 1023.09: PUD REVIEW PROCEDURE

All requests to establish a PUD Overlay District shall be initiated by following the steps below.

#### A. Developer Open House Required

- 1. Prior to submitting PUD Sketch Plan application for review, the applicant shall be required to hold a Developer Open House meeting in accordance with the provisions of Chapter 1102, Section 1102.01(B).
- 2. The written summary required by Chapter 1102, Section 1102.01(B)(5) shall be submitted to the City as a component of the subsequent PUD Sketch Plan application.

#### B. PUD Sketch Plan

#### 1. Purpose

The PUD Sketch Plan is the next step in the public engagement process, which gives the developer an opportunity to present their ideas to the City Council and the public so as to gain general feedback on areas that will require additional analysis, study, design, and changes. Feedback gained during the PUD Sketch Plan phase should be addressed within the subsequent PUD Concept Plan to be presented at a second required Developer Open House meeting prior to formal submittal.

#### 2. Specific PUD Sketch Plan Submittal Requirements

Except as may be waived by the Community Development Department, the following information shall constitute a complete application for the PUD Sketch Plan:

- **a.** A listing of contact information including name(s), address(es) and phone number(s) of the owner of record, authorized agents or representatives, the engineer, the surveyor, and any other relevant associates;
- **b.** A listing of the following site data: address, current zoning, parcel size in acres and square feet and the current legal description(s);
- c. A narrative explaining the applicant's proposed objectives for the PUD, a listing of the areas of flexibility from standard zoning sought through the use of PUD design, and an explanation of how the proposal addresses the PUD review criteria in Section 1023.08;
- **d.** A listing of general information including the number of proposed residential units, commercial and/or industrial land uses and square footages by category of use, public use areas including a description of proposed use, and any other land use proposed as part of the PUD;
- e. Calculation of the proposed density of the project and the potential density under standard zoning regulations, including both gross density and net density accounting for developable and undevelopable land. Undevelopable land for the purposes of this calculation shall include all wetlands, floodplain, slopes greater than 18%, poor soils and areas of concentrated woodlands;
- f. The outline of a conceptual development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas); and
- **g.** A PUD Sketch Plan illustrating the nature and type of proposed development. At a minimum, the plan should show:
  - i. Area calculations for gross land area;
  - ii. Existing zoning district(s) on the subject land and all adjacent parcels;
  - Layout of proposed lots and proposed uses. Denote outlots planned for public dedication and/or open space;
  - iv. Area calculations for each parcel;
  - v. General location of wetlands and/or watercourses over the property and within 200 feet of the perimeter of the subdivision parcel;
  - vi. Location of existing and proposed streets within and immediately adjacent to the subdivision parcel;

- vii. Proposed sidewalks and trails;
- viii. Proposed parking areas;
- ix. Proposed parks, common areas, and preservation easements (indicate public vs. private if applicable);
- x. General location of wooded areas or significant features (environmental, historical, cultural) of the parcel;
- xi. Location of utility systems that will serve the property; and
- xii. Any additional information that may explain the proposed PUD.

#### 3. PUD Sketch Plan Proposal Review

Upon receiving a PUD Sketch Plan application, the Community Development Department shall schedule a date upon which the City Council will review the Sketch Plan application and provide feedback to the applicant.

- **a.** During the meeting, the City Council may make comment on the merit, needed changes, and suggested conditions that the proposer should adhere to with any future application.
- **b.** Staff should identify information submittals that were waived so the City Council may determine if such is needed for PUD Concept Plan submittal.
- **c.** The City Council may take comment from the public as part of the meeting.
- **d.** The City Council shall make no formal decision as part of the consideration. The City Council's comments are explicitly not an approval or denial of the project, but are intended only to provide information for the applicant to consider prior to application for a possible PUD Concept Plan.

#### C. Second Developer Open House Meeting Required

- 1. Prior to submitting a PUD Concept Plan application for review, the applicant shall be required to hold a second Developer Open House meeting in accordance with the provisions of Chapter 1102, Section 1102.01(B).
- 2. The written summary required by Chapter 1102, Section 1102.01(B)(5) shall be submitted to the City as a component of the subsequent PUD Concept Plan application.

#### D. PUD Concept Plan

#### 1. Prerequisites

- **a.** No application for a PUD Concept Plan will be accepted unless a distinctly similar proposal has completed the PUD Sketch Plan review process within the previous year from the date of the Concept Plan application.
- No application for a PUD Concept Plan will be accepted unless the required developer open house meeting has been held not less than 15 days and not more than 45 days prior to the submission of a PUD Concept application.

#### 2. PUD Concept Plan Submittal Requirements

Except as may be waived by the Community Development Department, the following information shall constitute a complete application for PUD Concept Plan.

- **a.** All required information for a preliminary plat per Chapter 1102, Section 1102.01(C) and Section 1102.02;
- **b.** A written summary of the required Developer Open House meeting as required by Chapter 1102, Section 1102.01(B)(5);
- c. A separate PUD Concept Site Plan that includes the following information:
  - i. Administrative information (including identification of the drawing as a "PUD Concept Plan," the proposed name of the project, contact information for the developer and individual preparing the plan, signature of the surveyor and civil engineer certifying the document, date of plan preparation or revision, and a graphic scale and north arrow);
  - ii. Area calculations for gross land area, wetland areas, right-of-way dedications, and proposed public and private parks or open space;
  - iii. Existing zoning district(s) on the subject land and all adjacent parcels;
  - iv. Layout of proposed lots with future lot and block numbers. The perimeter boundary line of the subdivision should be distinguishable from the other property lines. Denote Outlots planned for public dedication and/or open space;
  - v. Area calculations for each parcel;
  - vi. Proposed setbacks on each lot (forming the building pad) and calculated buildable area;
  - vii. Proposed gross hardcover allowance per lot (if applicable);
  - viii. Existing contours at intervals of two feet. Contours must extend a minimum of 200 feet beyond the boundary of the parcel(s) in question;
    - ix. Delineation of wetlands and/or watercourses over the property;
    - x. Delineation of the ordinary high water levels of all water bodies;

- xi. Location, width, and names of existing and proposed streets within and immediately adjacent to the subdivision parcel;
- xii. Easements and rights-of-way within or adjacent to the subdivision parcel(s);
- xiii. The location and orientation of proposed buildings;
- xiv. Proposed sidewalks and trails;
- xv. Vehicular circulation system showing location and dimension for all driveways, parking spaces, parking lot aisles, service roads, loading areas, fire lanes, emergency access, and if necessary, public and private streets, alleys, sidewalks, bike paths, direction of traffic flow and traffic control devices;
- xvi. Lighting location, style, and mounting system, as well as a light distribution plan;
- xvii. Proposed parks, common areas, and preservation easements (indicate public vs. private if applicable); and
- xviii. Location, access and screening detail of large trash handling and recycling collection areas.
- **d.** Colored renderings which detail the building materials being used and clearly communicate the look and design of the proposed building(s);
- e. A grading drainage and erosion control plan prepared by a registered professional engineer providing all information as required by Public Works and/or the Community Development Department;
- **f.** A utility plan providing all information as required by Public Works and/or the Community Development Department;
- **g.** A landscape plan prepared by a qualified professional providing all information outlined in Section 1011.03, Landscaping and Screening in All Districts;
- **h.** A tree preservation plan as required by Section 1011.04, Tree Preservation and Restoration in All Districts;
- i. The location and detail of signage providing all pertinent information necessary to determine compliance with Chapter 1010, Sign Regulations;
- **j.** A traffic study containing, at a minimum, the total and peak-hour trip generation from the site at full development and the effect of such traffic on the level of service of nearby and adjacent streets, intersections, and total parking requirements;
- **k.** A plan sheet or narrative clearly delineating all features not consistent with underlying zoning regulations and all PUD goals being addressed in exchange for the desired areas of flexibility; and
- **I.** Any other information as directed by the Community Development Department.

#### 3. PUD Concept Plan Review

- a. As part of the review process for a PUD Concept Plan, the Community Development Department shall generate an analysis of the proposal against the expectations for PUDs and make a recommendation regarding the proposed overlay district for Planning Commission and City Council consideration.
- **b.** The Community Development Department shall prepare a draft ordinance to establish the potential overlay district to be established as a component of the PUD Final Plan.
- c. The Planning Commission shall hold a public hearing and consider the application's consistency with the goals for PUDs, the PUD review criteria, and applicable Comprehensive Plan goals. The Planning Commission shall make recommendations to the City Council on the merit, needed changes, and suggested conditions to impose on the PUD.
- **d.** In approving or denying the PUD Concept Plan, the City Council shall make findings on the PUD review criteria outlined in Section 1023.08.
- e. As a condition of PUD Concept Plan approval, adoption and publication of an overlay district ordinance must occur prior to the filing of any future final plat.

#### E. PUD Final Plan

#### 1. Application Deadline

Application for a PUD Final Plan shall be submitted for approval within ninety (90) days of City Council approval of the PUD Concept Plan unless a written request for a time extension is submitted by the applicant and approved by the City Council.

#### 2. PUD Final Plan Submittal Requirements

Except as may be waived by the Community Development Department, the following information shall constitute a complete application for PUD Final Plan:

- a. All required information for a final plat per Chapter 1102, Section 1102.04;
- **b.** All required PUD Concept Plan documents, other than the preliminary plat, shall be updated to incorporate and address all conditions of PUD Concept Plan approval;
- **c.** Any deed restrictions, covenants, agreements, and articles of incorporation and bylaws of any proposed homeowners' association or other documents or contracts which control the use or maintenance of property covered by the PUD;
- **d.** A final staging plan, if staging is proposed, indicating the geographical sequence and timing of development, including the estimated start and completion date for each stage;

- **e.** Up-to-date title evidence for the subject property in a form acceptable to the Community Development Department;
- **f.** Warranty deeds for property being dedicated to the City such as parks and outlots must be free from all liens and encumbrances;
- g. All easement dedication documents for easements not shown on the final plat including those for trails, ingress/egress, together with all necessary consents to the easement by existing encumbrancers of the property;
- **h.** Any other information deemed necessary by the Community Development Department to fully present the intention and character of the PUD; and
- i. If certain land areas or structures within the PUD are designated for recreational use, public plazas, open areas or service facilities, the owner of such land and buildings shall provide a plan to the City that ensures the continued operation and maintenance of such areas or facilities in a manner suitable to the city.

#### 3. PUD Final Plan Review

- **a.** The Community Development Department shall generate an analysis of the final documents against the conditions of PUD Concept Plan approval and make a recommendation as to whether all conditions have been met or if additional changes are needed.
- **b.** Staff should once again identify any information submittals that were waived so Council may determine if such is needed prior to making a final decision.
- **c.** The Community Development Department shall finalize the ordinance to establish the proposed overlay district for consideration by the Planning Commission and City Council.
- d. The Planning Commission shall hold a public hearing on the proposed overlay district ordinance and Final PUD Plans, and shall submit a recommendation to the City Council for consideration. Because a PUD Concept Plan was previously approved, the Planning Commission's recommendation shall only focus on whether the Ordinance and PUD Final Plan are in substantial compliance with the PUD Concept Plan and the required conditions of approval.
- e. The City Council shall then consider the recommendations of the Community Development Department, the public, and the Planning Commission and make a decision of approval or denial, in whole or in part, on the PUD Final Plan. A denial shall only be based on findings that a PUD Final Plan is not in substantial compliance with the approved PUD Concept Plan and/or the required conditions of approval.
- **f.** As a condition of PUD Final Plan approval, publication of the overlay district ordinance shall be required prior to filing of the approved final plat.
- g. Planned Unit Development Agreement.
  - i. At its sole discretion, the City may as a condition of approval require the owner and developer of the proposed PUD to execute a development agreement which may include but not be limited to all requirements of the PUD Final Plan.

- ii. The development agreement may require the developers to provide an irrevocable letter of credit in favor of the City. The letter of credit shall be provided by a financial institution licensed in the state and acceptable to the City. The City may require that certain provisions and conditions of the development agreement be stated in the letter of credit. The letter of credit shall be in an amount sufficient to ensure the provision or development of improvement called for by the development agreement.
- **h.** As directed by the City, documents related to the PUD shall be recorded against the property.

#### 4. Time Limit

- a. A PUD shall be validated by the applicant through the commencement of any necessary construction or establishment of the authorized use(s), subject to the permit requirements of Title 9 of this Code, in support of the PUD within one (1) year of the date of PUD Final Plan approval. Failure to meet this deadline shall render the PUD Final Plan approval void. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the PUD approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the PUD.
- **b.** An application to reinstate a PUD that was voided for not meeting the required time limit shall be administered in the same manner as a new PUD beginning with a PUD Concept Plan [The prerequisite for a previous PUD Sketch Plan submittal shall not apply, but the required open house in 1023.09(C) must be held].

#### 1023.10: PUD AMENDMENTS

Approved PUDs may be amended from time to time as a result of unforeseen circumstances, overlooked opportunities, or requests from a developer. At such a time, the applicant shall make an application to the City for a PUD amendment.

#### A. Existing PUD Overlay Districts

Amendments for approved PUD Overlay Districts shall be processed as one of the following:

#### 1. Administrative Amendment

The Community Development Department may approve minor changes in the location, placement, and height of buildings if such changes are required by engineering or other circumstances, provided the changes conform to the approved Overlay District intent and are consistent with all requirements of the PUD ordinance. Under no circumstances shall an administrative amendment allow additional stories to buildings, additional lots, or changes to designated uses established as part of the PUD. An Administrative Amendment shall be memorialized in a letter signed by the Community Development Director and recorded against the PUD property.

#### 2. Ordinance Amendment

A PUD change requiring a text update to the adopted PUD overlay district language shall be administered in accordance with adopted regulations for zoning code changes in Chapter 1009. Ordinance amendments shall be limited to changes that are deemed by the Community Development Department to be consistent with the intent of the original PUD approval, but are technically necessary due to construction of the adopted overlay district language.

#### 3. PUD Amendment

Any change not qualifying for an administrative amendment or an ordinance amendment shall require a PUD amendment. An application to amend a PUD shall be administered in the same manner as that required for a new PUD beginning with a PUD Concept Plan [the prerequisite for a previous PUD Sketch Plan submittal shall not apply, but the required open house in 1023.09(C) must be held].

#### B. Pre-existing PUDs Approved as a Special Use Permit

Pre-existing PUDs authorized prior to April 11, 2016, shall continue to be governed per the original conditions of approval until the PUD is cancelled by the City, or the PUD is converted to a PUD overlay district. An application to amend a pre-existing PUD shall be administered in the same manner as that required for a new PUD beginning with a PUD Concept Plan. [The prerequisite for a previous PUD Sketch Plan submittal shall not apply, but the required open house in 1023.09(C) must be held].

#### 1023.11: PUD CANCELLATION

A PUD shall be cancelled and revoked only upon the City Council adopting an ordinance rescinding the overlay district or special use permit establishing the PUD. Cancellation of a PUD shall include findings that demonstrate that the PUD is no longer necessary due to changes inlocal regulations over time; is inconsistent with the Comprehensive Plan or other applicable landuse regulations; threatens public safety, health, or welfare; or due to other applicable findings in accordance with law.

#### 1023.12: ADMINISTRATION

In general, the following rules shall apply to all PUDs:

#### A. Rules and regulations

No requirement outlined in the PUD review process shall restrict the City Council from taking action on an application if necessary to meet state mandated time deadlines;

#### **B.** Preconstruction

No building permit shall be granted for any building on land for which a PUD plan is in the process of review, unless the proposed building is allowed under the existing zoning and will not impact, influence, or interfere with the proposed PUD plan.

#### C. Effect on Conveyed Property

In the event that any real property in an approved PUD is conveyed in total or in part, the new owners thereof shall be bound by the provisions of the approved overlay district.

## Section 2. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 11<sup>th</sup> day of April, 2016

(SEAL)

CITY OF ROSEVILLE

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager



4800 West 57th Street P.O. Box 5038 Sioux Falls, SD 57117-5038 Phone: 605-362-3100 Fax: 605-362-3309 www.good-sam.com

July 15, 2016

Mr. Thomas Paschke City Planner City of Roseville 2660 Civic Center Drive Roseville, MN 55113

Re:

Possible Amendment to Better Support Multi-Family Residential Development

July 18, 2016 City Council Meeting

Dear Thomas,

Thank you for keeping us informed as you work with the City Council on the above referenced item. Your recommendations to provide the Council with the flexibility to review the density of proposed multi-family developments make sense and are consistent with what we have seen in other communities. We were very disappointed that our request for re-zoning from HDR-1 to HDR-2 was denied by the Council on May 23, 2016, however we understand the Council's concerns given that the maximum density is unlimited under the current HDR-2 zoning district ordinance.

The recommendations you have proposed would provide an avenue for our proposed 62-unit affordable housing project for seniors to be approved while at the same time providing a limit on density thus addressing the concerns of the Council.

As we have been working on this project with city staff and others in the community, it is clear that there is a shared recognition of the need for additional affordable housing for seniors in Roseville. We are in support of your proposed recommendations to the Council and look forward to hearing from you regarding the outcome of upcoming Council meeting.

Sincerely,

Greg Amble

Director, Construction & Design

# REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **7/25/2016**Agenda Item: 14.b

Department Approval

City Manager Approval

ITEM DESCRIPTION: Consideration of an INTERIM USE to allow temporary concrete and asphalt

crushing, recycling, and storage at the former PIK Terminal, 2690 Prior

Avenue (**PF16-015**)

#### APPLICATION INFORMATION

Applicant: PIK Terminal Company Limited Partnership

Location: Planning District 10 – generally east of Mount Ridge Road, north of

Twin Lakes Parkway, west of Prior Avenue, and south of Langton

Lake Park.

Property Owner: same

Open House Meeting: held on May 17, 2016

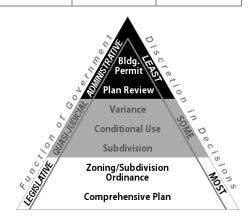
Application Submission: received June 9, 2016; considered complete on June 16, 2016

City Action Deadline: August 15, 2016, per Minn. Stat. §15.99

GENERA	L SITE INFORMATION				
Land Use Context					
	Existing Land Use	Guiding	Zoning		
Site	undeveloped	CMU	CMU-2		
North	Calyxt	CMU	CMU-2		
West	Twin Lakes Corporate Center Phase IV, Hampton Inn, Metro Transit Park & Ride, Home2Suites, and undeveloped parcel	CMU	CMU-4		
East	Langton Lake Park	POS	PR		
South	Walmart/Twin Lakes Corporate Center Phase I	CMU	CMU-4		

#### LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on an interim use is **legislative** in nature; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community.



#### PROPOSAL OVERVIEW

- The subject property is located in City Planning District 10, has a Comprehensive Plan 1
- designation of Community Mixed-Use (CMU), and has a zoning classification of Community 2
- Mixed-Use-2 (CMU) District. The site is generally vacant except for former building 3
- foundations (offices and cross-dock facility) and parking lot areas. 4
- The applicant seeks to establish a temporary operation to crush foundations and paved surfaces, 5
- as well as a temporary storage area for the aggregate/gravel by-product. The crushing facility and 6
- stockpile would be located along the western side of the property adjacent to Mount Ridge Road. 7
- The recycled aggregate/gravel would then be used when the site is redeveloped or the material 8
- would be transported to other sites not yet identified. 9

#### **SUMMARY OF OPEN HOUSE**

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- At the May 17, 2016, open house, attendees raised concerns about the following: dust control, 11
- whether air quality monitors would be used at various locations on the site, noise generated from 12
- the crushing operation during legal hours of operation, and the potential of sediment flows to 13
- Langton Lake. Bob Vollhabor, Project Manager with Forest Lake Contracting, was in attendance 14
- at the open house and provided a detailed overview of the proposed crushing operation and 15
- responded to the concerns expressed. In his review, Mr. Vollhabor indicated the subject site for 16
- the crushing and stockpiling is at the western edge of the PIK property and approximately a half 17
- mile from the closest residential area. Mr Vollhabor indicated that the mature trees in the park 18
- will buffer noise from the crushing operation. He also indicated that water will be on-site to 19
- control any additional dust that is produced from the crushing/stockpiling. Mr. Vollhabor 20
- clarified that all activity has to comply with MPCA rules regarding air pollution and quality. He 21
- further indicated that the project will need to comply with MPCA storm water rules and that he 22
- intends to install hay bales as additional protection from runoff in case a major rain event should 23
- occur. Lastly Mr. Vollhabor stated that he estimates about 25,000 tons of demolition needed to 24
- be processed, with approximately 2,500 being crushed daily over 10-15 days. If crushing does 25
- not take place on the site, there would be an estimated 1,400 truckloads with a minimum of 2,800 26
- vehicle trips on the adjacent and surrounding streets. 27
- After the open house, and in response to citizen concerns and potential environmental impacts 28
- associated with the demolition and crushing operation, the applicant created a Response Action 29
- Plan and Construction Contingency Plan and submitted them to the Minnesota Pollution Control 30
- Agency for review and approval (Attachment C). 31

#### REVIEW OF INTERIM USE APPLICATION

- To arrive at its recommendation, Planning staff considers the relevant code section, input 33
- gathered at the open house, and comments from DRC members. In this case the code section is 34 1009.03: 35
- The purpose statement for this section indicates the following: Certain land uses might 36 37
- not be consistent with the land uses designated in the Comprehensive Land Use Plan, and
- they might also fail to meet all of the zoning standards established for the district within which they are proposed; some such land uses may, however, be acceptable or even 39
- beneficial if reviewed and provisionally approved for a limited period of time. The
- purpose of the interim use review process is to allow the approval of interim uses on a 41
- case-by-case basis; approved interim uses shall have a definite end date and may be 42

subject to specific conditions considered reasonable and/or necessary for the protection of the public health, safety, and general welfare.

- Additionally, Section 1009.03D.1-3 of the City Code specifies that three specific criteria must be satisfied in order to approve a proposed INTERIM USE (IU):
- 1. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future. This is generally intended to ensure that a particular interim use will not make the site costly to clean up if the City were to acquire the property for some purpose in the future. In this case, the Planning Division understands that the concrete and asphalt by-product once recycled will be similar to class-5 gravel and can be used as a sub-base for future development on the subject site or trucked to other locations. Both the crushing of the foundations and parking areas and the temporary stockpiling of the gravel material would pose limited environmental risk to the City if it were to acquire the site; therefore the Planning Division staff believes that the IU would not cause the City to incur additional costs if the City had to take possession of the property in the future.
- 2. The proposed use will not create an excessive burden on parks, streets, and other public facilities. Temporary crushing and by-product stockpiling on the subject site would not create an excessive burden on parks of other public facilities. It is, in fact, a recycling technique that would reduce the burden on public streets in the immediate and general area. Information provided by the applicant's contractor indicates that removing the debris would result in an estimated 1,400 truckloads or 2,800 trips into and out of the site, creating a constant hum of construction activity for an extended period of time. To have the material crushed on site would significantly reduce this activity. As such, the Division believes that the proposed IU would not constitute an excessive burden on streets, parks, or other facilities, especially given the former use as a motor freight terminal.
- 3. The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare. The Planning Division has concluded that the two main concerns of a crushing operation are noise and dust. The noise levels of the equipment used in the proposed crushing operation generally fall within the range of typical heavy equipment used in construction activity. Also, during crushing operation, spray bars on the crusher add water to the resultant pile to assist in crust formation.
  - For context on the potential impacts, the City Planner, in 2006, videotaped the crushing operation at the former Ramsey County Public Works Facility at Rice and I-694, which was across the street from a number of single family residential homes and a residential care facility. The outcome of this taping and observation was that dust from crushing was negligible. Upon observation, noise from the crushing equipment was audible, but not loud or prominent, and freeway noise at certain locations on the site was more prevalent than the crushing operation. The Rice and I-694 site is similar to the PIK property in that a major freeway is in close proximity, which produces audible noise that may reduce the noise from the crushing operation. Planning staff would also offer that the crushing operation will follow Minnesota Pollution Control Agency standards for non-metallic processing plants. Further, in support of limited dust during crushing, fractured concrete particles tend to form a crust once they are stockpiled, which minimized the amount of dust generated.
  - Based on the information above, the distance from Langton Lake and the nearest residential property, and the Response Action Plan and Construction Contingency Plan, the Planning

Division believes that the IU will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.

The required open house meeting for this proposal was held by the applicant on May17, 2016. A summary of the discussion at the meeting is included with this report in Attachment D.

#### STAFF COMMENT

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- In 2006, the City approved a similar crushing operation on the Dorso property. The approval also included a temporary concrete batch plant to be used for construction of the master developer's project. The Planning Division staff believes that, in the short term, the proposed concrete and asphalt crushing and stockpiling of aggregate material will not likely impose costs, create an excessive burden, or be injurious to the surrounding neighborhood, especially if the following conditions are in place to monitor dust, noise, and vibrations.
- 1. The crushing operation shall be completed within 30 days after receiving all necessary permits from the City and State agencies.
  - 2. The stockpiling of recycled aggregate material shall be utilized on-site or removed within a two-year time frame from date of IU approval.
  - 3. The stockpile shall be monitored weekly (or as determined be the Community Development Department) to determine moisture content and additional water added if needed; a minimum moisture content of 1.5% is required.
- 4. A seismograph shall be used to monitor vibrations at the beginning of each crushing cycle to confirm vibration thresholds are not exceeded. Vibrations in excess of acceptable thresholds will result in the crushing operation being modified to conform to levels that prevent noticeable impacts to adjacent properties.

#### PLANNING COMMISSION ACTION

- On July 13, 2016, the Planning Commission held the duly noticed public hearing. At the meeting 110 one resident addressed the Commission with a couple of questions regarding the crushing 111 operation. The resident noted that he was thankful of the change in use of spray on the crushing 112 activity to go from periodically to continuously. He also asked why the City was going to 113 monitor the spraying activity once a week or less, per the report. The City Planner clarified that 114 the condition was not related to the spraying during crushing, but the monitoring of the stockpile 115 after it is created. The resident also noted that the contractor is required under MPCA rules to 116 install erosion control to protect from byproduct runoff. In addition the resident stated he hoped 117 security fencing would be installed and asked that that be considered as condition. 118
- 119 Commissioners also had a few questions of staff and the general contractor, including: who
  120 would monitor the job site, what would be the estimated quantitative reduction in truck trips,
  121 what is the risk of running into environmental contamination during demolition, hours of
  122 operation, how tall/large is a 25 ton pile of crushed aggregate, should condition 1 and 2 be
  123 aligned/consistent with one another, how much of the crushed aggregate could be used on the
  124 site, and how much would need to be removed. City staff and the contractor did their best to
  125 answer/address all questions asked by Commissioners.
- The City Planner explained the demo permit process regarding an approved IU for crushing, which process would entail the administrative review and approval of specific plans that would need to address erosion control utilizing a number of best management practices and that security

- fencing would also be within the purview of the demo permit. The City Planner added, should
- the Commission find is appropriate, a condition regarding erosion control and security fencing
- could be added. This condition could read: the City staff shall review and consider best
- management practices for erosion control and security after demolition is complete as a
- component of the demolition permit.
- The project contractor returned to respond to the question of monitoring moisture content during
- the crushing operation indicating that by spraying continuously it alleviates the potential for any
- issue/concern and that there is a specific MPCA requirement whether weekly or daily.
- The Planning Commission voted 7-0 to recommend approval of the requested IU, which
- recommendation included the alignment of language in conditions 1 and 2 and the addition of the
- suggested City Planner condition regarding erosion control and security fencing. The
- 140 Commission also approved an additional condition pertaining to limiting the hours of operation
- for crushing to 8 p.m. The draft minutes were not available at the submittal of the report to the
- 142 City Manager.
- In response to comments/concerns received at the Planning Commission meeting regarding
- security fencing and sediment prevention of Langton Lake, the project contractor and applicant
- has suggested the relocation of the proposed stockpile to the southwest portion of the lot to take
- better advantage of the existing security fencing and a location with existing drainage patterns
- that prevents a more direct route of storm water runoff toward Langton Lake (Attachment F).

#### 148 SUGGESTED CITY COUNCIL ACTION

- Adopt a resolution approving the interim use for temporary concrete and asphalt crushing,
- recycling, and storage at the former PIK Terminal, 2690 Prior Avenue, subject to the following
- conditions as recommended by the Planning Commission:
- 152 1. The crushing operation shall be completed within 30 days after receiving all necessary permits from the City and State agencies.
- 2. The stockpiling of recycled aggregate material shall be utilized on-site or removed within a two-year time frame after receiving all necessary permits from the City and State agencies.
- The stockpile shall be monitored weekly (or as determined be the Community Development Department) to determine moisture content and additional water added if needed; a minimum moisture content of 1.5% is required.
- 4. A seismograph shall be used to monitor vibrations at the beginning of each crushing cycle to confirm vibration thresholds are not exceeded. Vibrations in excess of acceptable thresholds will result in the crushing operation being modified to conform to levels which prevent noticeable impacts to adjacent properties.
- 5. City staff shall review and consider best management practices for erosion control and security after demolition is complete as component of demolition permit.
- 6. Hours of operation of the crushing activity shall end no later than 8pm

- 166 ALTERNATIVE ACTIONS
- Pass a motion to table the application for future action. Tabling the IU request beyond
- August 15, 2016, would require extension of the 60-day action deadline established in Minn.
- 169 Stat. 15.99.
- By motion, recommend denial of the request. A recommendation to deny the application
- should be supported by specific findings of fact based on the Planning Commission's review of
- the application, applicable City Code regulations, and the public record.

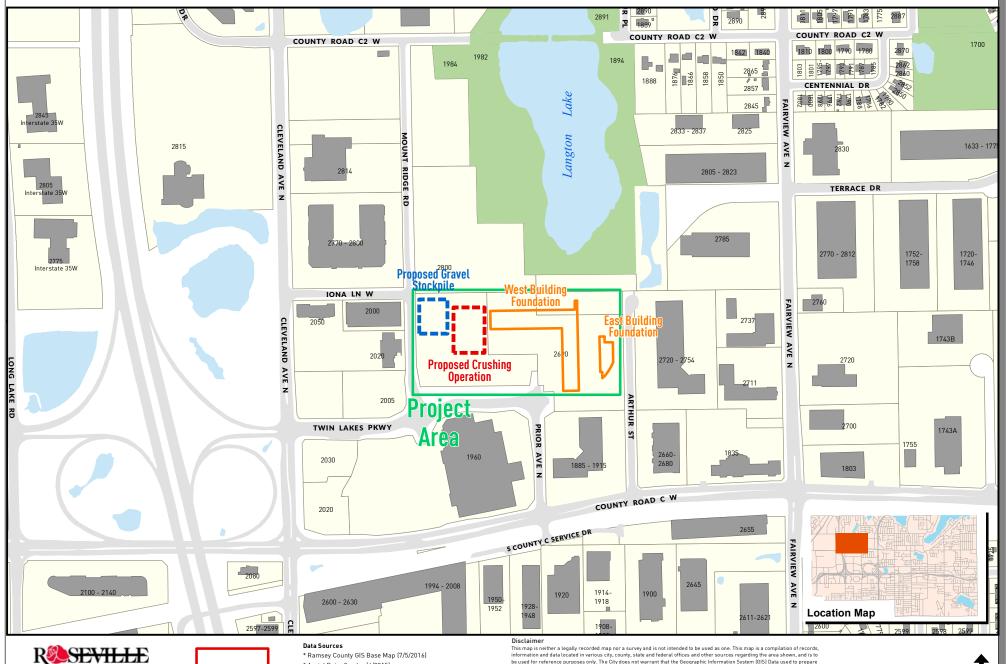
#### Prepared by City Planner Thomas Paschke, 651-792-7074|thomas.paschke@cityofroseville.com

Attachments:

- A: Area map
  - B: Aerial photo of proposed operation
- C: Response action plan/construction contingency plan
- D: Open house information and public comments
- E: Draft resolution
- F: Revised operations site plan

#### Attachment A

### **Pik Terminal Property: Proposed Crushing Operation**



Prepared by: Community Development Department Printed: July 8, 2016



\* Aerial Data: Surdex (4/2015)

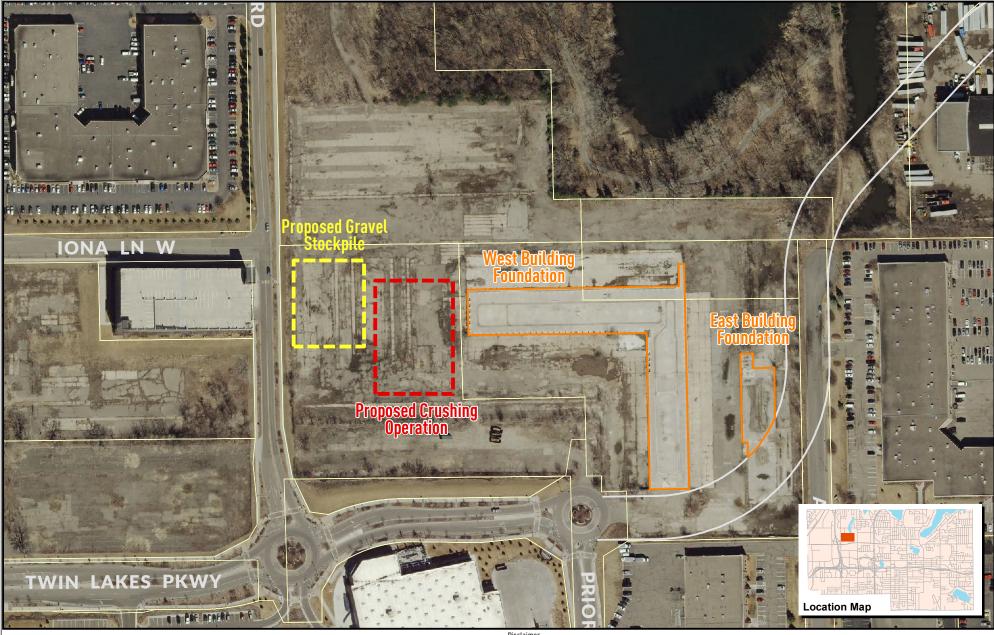
For further information regarding the contents of this map contact: City of Roseville, Community Development Department, 2660 Civic Center Drive, Roseville MN Insimap is neither a legality recorded map nor a survey and is not intended to be used as one. Insimap is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are remort free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §66.603, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnity, and toth armites the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





## **Pik Terminal Property: Proposed Crushing Operation**

#### **Attachment B**



RESEVILLE Prepared by: Community Development Department Printed: May 10, 2016



- \* Ramsey County GIS Base Map [5/4/2016]
- \* Aerial Data: Surdex (4/2015)

For further information regarding the contents of this map contact: City of Roseville, Community Development Department,

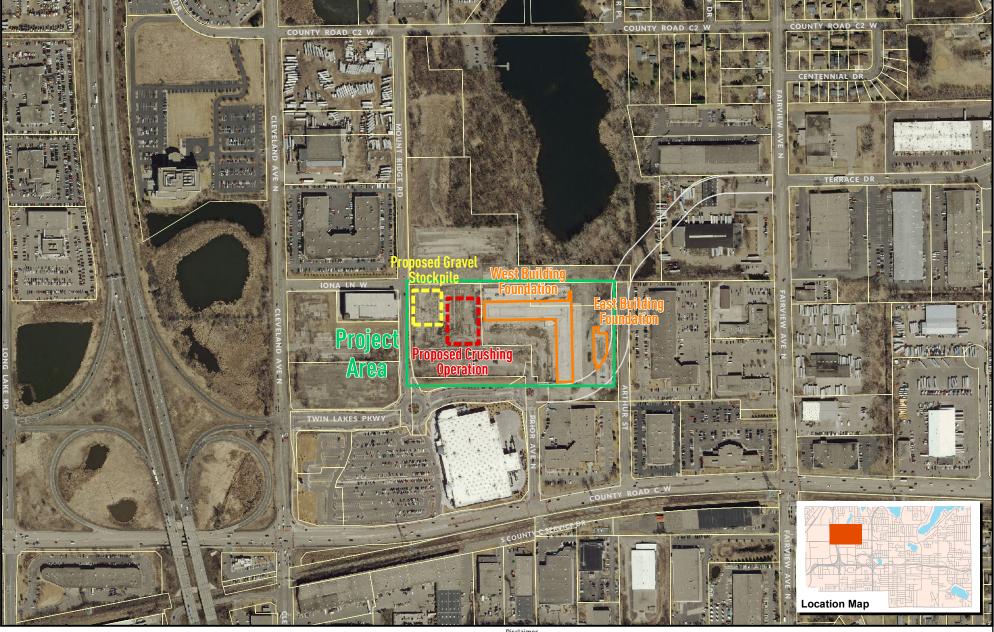
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## Pik Terminal Property: Proposed Crushing Operation

#### Attachment B





Community Development Department Printed: May 10, 2016



#### Data Sources

- \* Ramsey County GIS Base Map (5/4/2016)
- \* Aerial Data: Surdex (4/2015)

For further information regarding the contents of this map contact: City of Roseville, Community Development Department,

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## **Proposed Crushing Operation: Distance to Nearest Residential** Attachment B





Prepared by: Community Development Department Printed: June 17, 2016



#### Site Location

#### nata Sources

- \* Ramsey County GIS Base Map (5/4/2016)
- \* Aerial Data: Surdex (4/2015)

For further information regarding the contents of this map contact: City of Roseville, Community Development Department, 2660 Civic Center Drive, Roseville MN

#### Disclaimer

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# RESPONSE ACTION PLAN AND CONSTRUCTION CONTINGENCY PLAN

**Former PIK Terminal** 

2680-2690 Prior Avenue

Roseville, MN 55113

Site Number: SR387

Prepared for:

Pikovsky Management, LLC

7719 Pondwood Drive

Edina, MN 55439

&

Minnesota Pollution Control Agency

520 Lafayette Road North

St. Paul, MN 55155

Prepared by:

Vieau Associates Inc.

4570 West 77<sup>th</sup> Street

Edina, MN 55435

June 10, 2016

# RESPONSE ACTION PLAN AND CONSTRUCTION CONTINGENCY PLAN

#### Former PIK Terminal 2680-2690 Prior Avenue Roseville, Minnesota 55113

Site Number: SR387

June 10, 2016

Prepared for:

Pikovsky Management, LLC 7719 Pondwood Drive Edina, Minnesota 55439

and

Minnesota Pollution Control Agency 520 Lafayette Road St. Paul, MN 55155

Prepared by:

Vieau Associates Inc. 4570 W. 77<sup>th</sup> St. Suite 265 Edina, MN 55435

VAI Project No. R13-005

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3. CONSTRUCTION CONTINGENCY PLAN	5
4. SITE SAFETY PLAN	5
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# LIST OF FIGURES

Figure 1 Location Map Figure 2 Site Map Figure 3 Area of Concre

Figure 3 Area of Concrete and Bituminous Removal

#### 1. INTRODUCTION

Vieau Associates, Inc. was retained by Pikovsky Management, LLC to prepare this Response Action Plan and Construction Contingency Plan (RAP/CCP) for the property located at 2680-2690 Prior Avenue in Roseville, Minnesota (Figure 1). PIK Terminal Co LLP is the current owner of the property.

The property is undeveloped except for the concrete foundation of the former buildings and paved parking. The property owner is in the process of preparing an Interim Use Application for the crushing and consolidation of the remaining concrete and bituminous on the property. This RAP/CCP has been requested by the City of Roseville to set forth procedures to follow in case unknown drums, tanks, or other unexpected conditions are encountered during development.

We are requesting that the Minnesota Pollution Control Agency (MPCA) review and approve this RAP/CCP.

#### 1.1 Historical Summary

By 1940, the property was cultivated agricultural land. Buildings associated with farmsteads were present at the southwest and northeast corners of the property. By 1953, what appears to be small scale gravel mining operations had started on the east half of the property while the west half remained cultivated agricultural land. The original portions of the terminal building and the shop building were constructed around 1962 for use as a truck terminal on the east portion of the property. The west half of the property was undeveloped. In the mid-1970s, additions to the terminal and shop buildings had resulted in their current configurations and the parking area had been expanded to its current extent. The north portion of the property appeared to be undeveloped, with trails running through the area. The property continued to be used as a truck terminal through 2003 with trailer parking on the north portion of the property. The property has been vacant since the early 2000s and both buildings were torn down in 2013.

#### 1.2 Physical Setting

The property is approximately 25.6 acres and is irregularly shaped. It has historically been broken out into three distinct areas with differing contaminant sources (Area A through Area C) as depicted on Figure 2.

 Area A –Northern portion of the property. Primarily impacted with petroleum compounds in soil from a previous MPCA-approved thin spreading of soil from the former storage tank basin (Leak# 1326). Area A was sold to Calyxt, Inc. in early 2016 for the development of an agricultural product development company. Refer to MPCA files PB4960 and VP4676 for additional details.

- Area B –Southwest portion of the property. Primarily impacted with nonpetroleum compounds in soil and groundwater. The northern approximately
  190 feet of Area B included a portion of the parcels that were sold to Calyxt.
  Significant investigations on this portion of the area have identified only
  petroleum impacts.
- 3. Area C –Southeast portion of the property. Primarily impacted with petroleum compounds in soil and groundwater from two former underground storage tank basins (LEAK# 1326). Soil impacted with petroleum-impacts remaining beneath and around the former UST basins.

Based on the New Brighton, Minnesota USGS topographic map, the surface elevation of the property ranges from approximately 910 feet above Mean Sea Level (MSL) on the south side of the property to 930 feet on the north side of the property. No surface water bodies are on the property, although Langton Lake is located less than 150 feet north of Area C.

The 1992 Geologic Atlas of Ramsey County indicates that surficial geology in the vicinity of the property consists of sandy lake sediments with fine to medium grained sand, silt, and clay which is consistent with our field observations.

Bedrock is indicated to consist of fine grained dolostone and limestone of the Platteville formation, underlain by thin, green sandy shale of the Glenwood Formation. The Platteville is possibly overlain in places by the Decorah Shale. The bedrock surface is expected to occur approximately 100 feet below ground surface (bgs).

The perched water table (shallow groundwater) is estimated to range from approximately 10 to 20 feet deep. During the most recent investigations, groundwater was encountered at a depth of approximately 10 feet in the south portion of the property (Areas B and C). Four monitoring wells were recently installed on the property and preliminary measurements indicate groundwater flow is to the north-northeast which is consistent with investigations on adjoining properties. Based on recent borings completed in the glacial aquifer, the depth to the glacial drift aquifer is about 55 feet.

The depth and gradient of the water table likely varies seasonally with changes in precipitation, and may change significantly over time in response to development, including impervious surfaces, storm water controls, and pumping wells (domestic, industrial, or irrigation).

#### 1.3 Prior Investigations

The larger PIK Terminal Site is listed on the following MPCA databases:

- Leaking Underground Storage Tank (LUST) Leak#1326 (Closed)
- Voluntary Superfund #SR387 (Active)

Previous test locations are shown on Figure 2. Please refer to the investigation documents associated with Leak#1326 and SR387 for the results of the soil, groundwater, and soil vapor investigation conducted on the property.

# 1.4 Proposed Development Plans

No development is proposed at this time.

#### 2. MONITORING PLAN

#### 2.1 Overview

The goal of the voluntary response actions is to appropriately manage any impacted soil, concrete, or bituminous that is encountered during concrete and bituminous removal in accordance with risk-based criteria established by the MPCA, and properly dispose of any impacted soil, concrete, or bituminous at a permitted solid waste landfill. Soil below the concrete and bituminous is known to be impacted with volatile organic compounds (VOCs), gasoline range organics (GRO), and diesel range organics (DRO).

#### 2.2 Concrete and Bituminous Crushing and Stockpiling

The general contractor responsible for concrete and bituminous removal, crushing oversight, and consolidation will be Forest Lake Contracting.

Site security will be the responsibility of the general contractor. It is expected that fencing and signage will be furnished to alert pedestrians to keep out of the construction zone.

The area of concrete and bituminous that is to be removed is shown on Figure 3. Material removal will be performed by conventional excavation equipment. The property currently features four above grade monitoring wells that will not be removed or otherwise disturbed as part of this work. Concrete or bituminous parking and drive areas surrounding the wells may need to be removed with hand tools or small excavators to avoid damage by large equipment. Any wells that are damaged will be promptly repaired or replaced. Erosion control will be implemented in accordance with the permit. All permits will be obtained by the contractor as necessary.

Crushing operations will be located on the far western edge of the property; the maximum distance from residential areas east of Langton Lake. The contract for the crushing operations will require the crushing contractor to have on-site water available to control visible dust. The project manager with Forest Lake Contracting has indicated that the material to be crushed is approximately 60% concrete and 40% bituminous and, based on his experience, adding bituminous to the mix reduces dust generation. The crushing equipment will also have a misting system over the chute where material exits

the crusher to minimize dust. The material will be crushed to class five gravel and the intention is to use the material on construction projects throughout the area.

The stockpiles are also anticipated to be located on the far western edge of the property which will allow easy access to Interstate Highway 35W. The length of time the stockpile will remain on the property is not known and is dependent on the market demand for class five in the near future. The stockpile may generate some dust as it dries; however, a rain event will wash off any remaining dust resulting in negligible dust emissions thereafter. Minor amounts of dust may also be generated when the material is being loaded into trucks for off-site reuse.

No dewatering or groundwater extraction is anticipated to be necessary in order to remove the remaining concrete and blacktop.

#### 2.3 Observation and Monitoring

In order to reduce the risk that that impacted soil, concrete, and bituminous do not get mixed into the final product destined for reuse, environmental monitoring is proposed. The proposed observation and monitoring activities will include:

- Observation and monitoring on an as-needed basis of soils, concrete, and bituminous that are observed to be stained to segregate contaminated concrete or bituminous and watch for unexpected conditions.
- Impacted concrete or bituminous, determined via visual observation or materials with a strong odor, will be removed separately and will be stockpiled for disposal at a landfill.
- In areas where impacted concrete or bituminous are encountered, underlying soil will be screened for elevated organic vapors using a photoionization detector (PID) equipped with a 10.6 eV lamp. Soils exhibiting 10 ppm or greater PID headspace readings encountered at the surface will be excavated until PID readings are less than 10 ppm or a depth of two feet to remove any impacted surficial soil. Soils exhibiting less than 10 ppm PID readings with no visible staining or debris will remain undisturbed.
- Excavated soil will be stockpiled on poly sheeting and covered by poly at the end
  of each work day for disposal at a landfill. Sampling and testing will be
  performed as necessary to evaluate the suspect soil to determine acceptable
  recipient facilities.
- Results of the response actions will be documented in an implementation report
  that will be submitted upon completion of the response actions. The depth and
  lateral extent of any excavations will be documented, and estimated volumes of

the stockpiled concrete/bituminous mix and any excavated and stockpiled soil will be calculated using conventional means (tape measurements, hand-levels, or, if available, through the general contractor's surveying equipment; and reference to the construction plans/survey controls). Final volumes of any disposed soil, concrete, or bituminous will be provided by the selected disposal facility documentation.

#### 3. CONSTRUCTION CONTINGENCY PLAN

Because of the potential for the excavation to encounter buried tanks, drums or other unexpected conditions, this Contingency Plan will apply.

If buried building materials are encountered, a certified asbestos building inspector will be brought to the site to evaluate the materials. If asbestos-containing debris is confirmed by observations or testing, such materials will be immediately wetted for dust control, segregated and targeted for disposal at an appropriately permitted facility by a qualified contractor following all applicable regulations. At this time, we consider the risk of encountering friable asbestos containing materials to be low and response actions will be taken as a contingency action.

Excavation monitoring will also check for industrial waste, waste or fuel containers, drums, tanks, staining, odors, free liquids, or other suspect conditions. If suspect conditions or materials are encountered that differ from those already anticipated, the excavation activities will be halted or diverted to a separate location until the suspect situation has been evaluated and an approach for further evaluation or cleanup has been determined. Mr. Allan Timm, MPCA project manager assigned to the active Voluntary Superfund Investigation, will be notified immediately of any unanticipated conditions, and will be asked to review and approve any modifications to the soil contamination monitoring plan as quickly as possible to avoid delays. A special hazardous waste contractor or special sampling personnel will be retained as deemed necessary to complete further assessment activities and develop a recommended course of action.

#### 4. SITE SAFETY PLAN

Vapors are not expected to pose an exceptional hazard during construction or warrant personal protective equipment beyond level D for workers during construction.

The contractor for excavation and hauling will be responsible for its own health and safety plan.

## 5. GENERAL REMARKS

Please contact the undersigned at 952-595-5315 if there are any questions or if additional information is needed concerning this RAP/CCP.

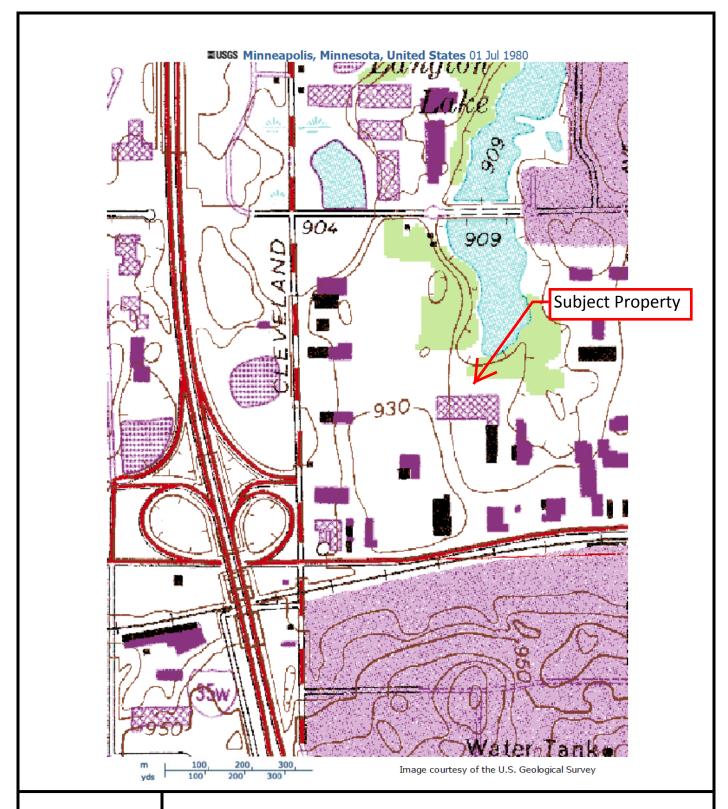
Vieau Associates Inc.

Jeremy Pavlish, PG

Vice President, Senior Project Manager

Attachments

# **FIGURES**

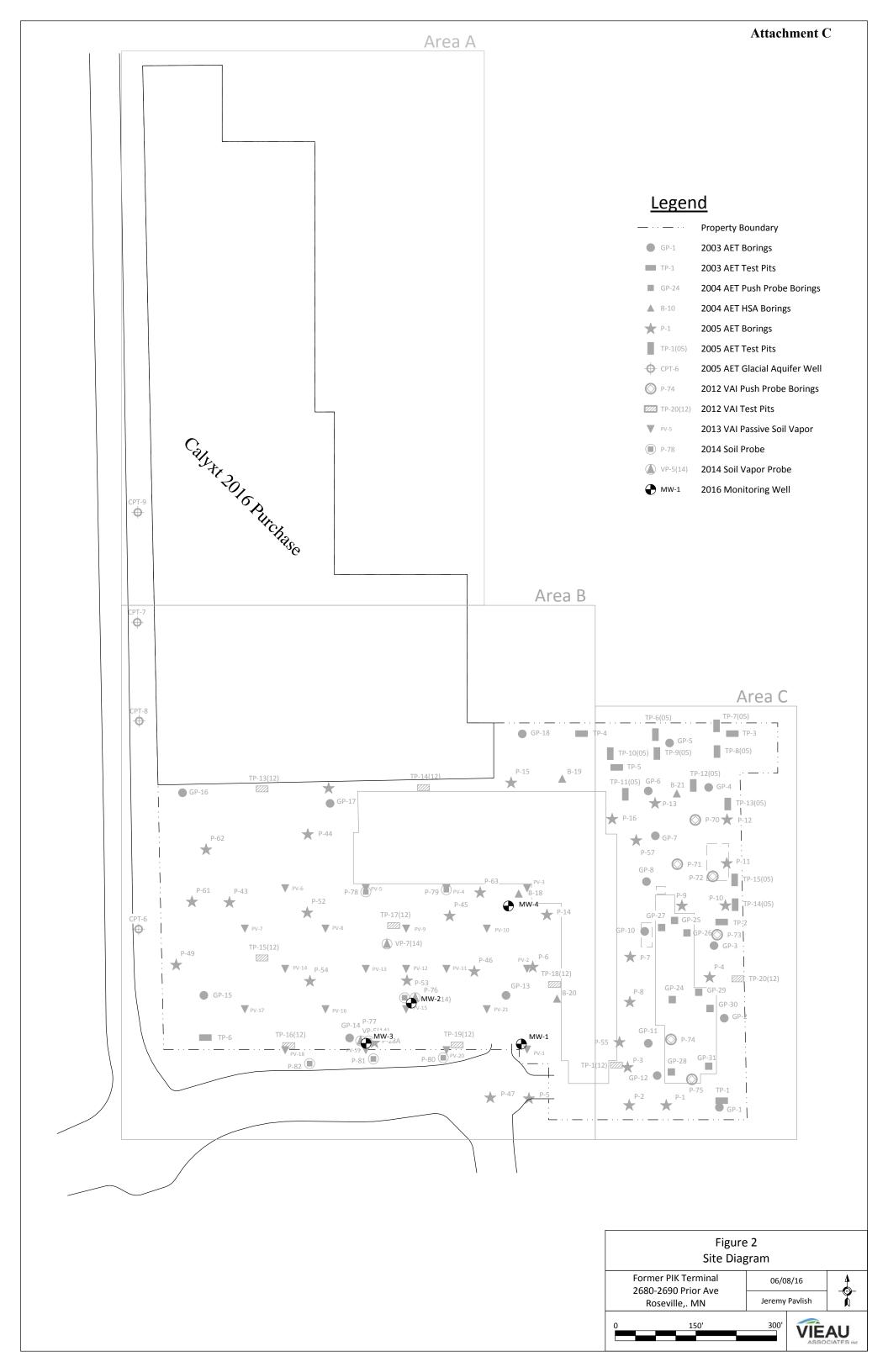


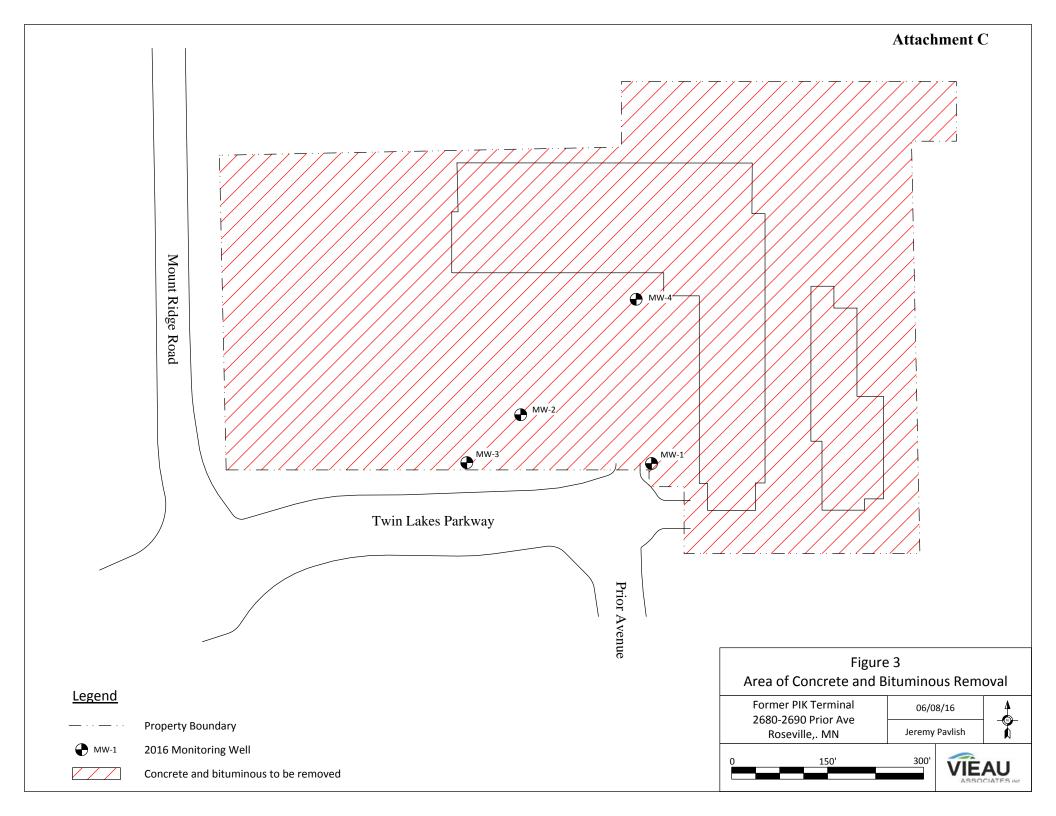


# Figure 1 Property Location 2680 – 2690 Prior Avenue

2680 – 2690 Prior Avenue Roseville, MN 55113







Attachment D

Code Section 1009.07(E) Summary Report on Pik Terminal Co.'s Developer Open House held May 17, 2016 from 6:00 p.m. to 8:00 p.m. at the Lions Shelter, Roseville

# Attending on behalf of the owner:

Nanette Pikovsky, Chief Manager of Pikovsky Management, LLC, the general partner of Pik Terminal Co., LP, Bob Vollhaber, project manager for Forest Lake Contracting, the demolition contractor and Robert M. Rosenberg, Attorney for Pik Terminal Co. Limited Partnership.

**Public Attendees**: Thirteen persons signed the guest register. Two signatories were members of the Planning Commission. One of the 13 signed for herself and her husband. A few people did not sign the register, but appeared to be accompanied by individuals who did sign. Most of the individuals appeared to be residents of the Twin Lakes Area, although a former planning commission member, now living in Hugo, also attended.

**Presentation:** There was no formal presentation, as people arrived in small groups throughout the two hour open house. Mr. Vollhaber described the process to each person or group and, along with Ms. Pikovsky and Mr. Rosenberg, responded to questions.

**Concerns expressed by attendees:** The public comments focused on potential environmental concerns from the crushing operation and subsequent on-site storage. One person asked if there would be air quality monitors at various locations around the property and control of particulates in the crushed material. Others expressed concerns with noise during the legal hours of operation and potential sediment flows to Langton Lake.

#### Mitigation/Resolutions:

It is noted that the proposed location for crushing and stockpiling is the far western edge of the property. This is the maximum distance from the residential area east of Langton Lake, and approximately half of a mile south of Applewood Pointe, the home of one of the attendees. The adjoining parcel to the north, and parcels to the immediate west, south and east of the site are non-residential. There are areas of park and trees to the northeast of the site, creating a buffer with the residential areas on the east of Langton Lake, and the property is separated from the residential buildings west of Langton Lake by trees and commercial/industrial properties and active office/warehouse structures.

**Dust:** Mr. Vollhaber noted that the contract for the crushing operation will require that the crushing contractor have on-site water to control visible dust. He also noted that the crushing equipment includes a misting system to control dust that is located over the chute where the material exits the crusher. It is anticipated the crush will be to a class five gravel. It is estimated that the material will be approximately 60% concrete and 40% asphalt, and that having asphalt in the mix tends to reduce the dust generated by the operation. The activity will comply the air pollution control rules of the PCA, which is the standard adopted by the City (404.01).

Sediment and Lake Pollution: The plan is to retain the hard surface as a base on which the crushed material will be stored. Because the asphalt and concrete will be removed from the surrounding area it is anticipated that the ground will absorb rain water, reducing or eliminating drainage to the north Additionally, the project will comply with the PCA Storm Water Rule, and a buffer of hay bales will be established to provide further protection for the lake. At the open house Mr. Vollhaber noted that although the current work related to the City's Twin Lake Parkway construction to the northeast of the site is creating some murkiness because of the pond pumping and excavation, those circumstances do not exist where the crushing and storage will occur. It was also noted that the piled gravel has a cohesiveness and stability that reduces dust and sediment.

It was also indicated that if any demolition material appears to be contaminated with oil or other contaminates, it will be removed from the site and taken to a land fill, as a result the material being crushed should not contain contaminants.

**Noise:** As noted, the planned crushing operation will take place on the west side of the site, buffered from the northeastern residential areas by trees and distance, and by distance and built up active commercial areas to the north. The notice of the open house indicated that the operation would take place during the legal hours for such activity permitted by the City Code. Weather and equipment permitting, the crushing operation, generating approximately 2,500 tons per day for a total crush of 25,000 tons could be completed in 10-15 working days.

If the crushing does not take place on-site the material would have to be trucked to a distant off-site location requiring approximately 1,400 truckloads, and 2,800 incoming and outgoing trips with a pretty constant hum of motion and noise on City streets for an extended period of time. The current on-site crush plan contains almost all of the activity within the boundaries of the site for a short time, and results in occasional activity over a longer period of time as the material is eventually distributed.

Pik Terminal Co. LP 2 Open House Summary

# PIK Terminal Co. Limited Partnership Open House Tuesday, May 17, 2016

Guest Name	Mailing Address
Tim Collegen	3062 Shorewood Lano
DUANE METZ	
RAIDH & CAROLO ERICKSON	PLANNING COMMISSION /1840 MERCHU ST.
	PLANNING COMMISSION /1840 MERCHU 54,
Jim Bull	Planning Com. 3061 Ward Saides 5
Mary Bakeman	Planning Com. 3061 Ward Sailge S. 1178 Co Rd B West ROSPINILE
Tail Balcom	11
Pat My aus	6121 151 XI ST N Hugo
Lyle JA Obson	2171 Dellword Aven. Rosevillami.
Kathleen Frickson	1790 Centenna Drive
Cherce Statement.	1790 CENTENNIAL DEIVE
4'SA MCCORMICK	Rosenile, mil
-	

118 4

# EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of July at 6:00 p.m.

and _	The following Members were present: were absent.	;	
its ad	Council Member+ option:	_ introduced the following resolution and mo	oved
STO	A RESOLUTION APPROVING AN	TION NO I INTERIM USE FOR CRUSHING AND RIAL ON THE PIK TERMINAL PROPE	RTY

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed INTERIM USE on July 13, 2016, voting 7-0 to recommend approval of the temporary use based on public testimony and the comments and findings of the staff report prepared for said public hearing, subject to six conditions; and

2690 PRIOR AVENUE.

WHEREAS, the Roseville City Council has determined that approval of the proposed INTERIM USE will not result in adverse impacts to the surrounding properties based on the following findings:

- **a.** The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
- **b.** The proposed use will not create an excessive burden on parks, streets, and other public facilities.
- **c.** The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the temporary crushing and stockpiling of aggregate material as an INTERIM USE at 2690 Prior Avenue in accordance with Roseville City Code, subject to the following conditions:

- 1. The crushing operation shall be completed within 30 days after receiving all necessary permits from the City and State agencies.
- 2. The stockpiling of recycled aggregate material shall be utilized on-site or removed within a two-year time frame after receiving all necessary permits from the City and State agencies.
- 3. The stockpile shall be monitored weekly (or as determined be the Community Development Department) to determine moisture content and additional water added if needed; a minimum moisture content of 1.5% is required.

- 4. A seismograph shall be used to monitor vibrations at the beginning of each crushing cycle to confirm vibration thresholds are not exceeded. Vibrations in excess of acceptable thresholds will result in the crushing operation being modified to conform to levels which prevent noticeable impacts to adjacent properties.
- 5. City staff shall review and consider best management practices for erosion control and security after demolition is complete as component of demolition permit.
- 6. Hours of operation of the crushing activity shall end no later than 8pm

The mo	ction for the adoption of the foregoing resolution was duly seconded by Cou	uncil
Member	and upon vote being taken thereon, the following voted in favor:	;
and	_ voted against.	

WHEREUPON said resolution was declared duly passed and adopted.

Page 2 of 4

STATE OF MINNESOTA	)	
	) ss	
COUNTY OF RAMSEY	)	
County of Ramsey, State of I attached and foregoing extract 25th day of July 2016 with the	eing the duly qualified Interim City Minnesota, do hereby certify that I heret of minutes of a regular meeting one original thereof on file in my officially as such Manager this 2	nave carefully compared the of said City Council held on the ice.
		Patrick Trudgeon, City Manager

Resolution – IU for temporary crushing/stockpiling, 2690 Prior Ave (PF16-015)

(SEAL)





Agenda Date: 7/25/2016

Agenda Item:14.c

Department Approval

City Manager Approval

Para / Trugen

Item Description:

Review draft Request for Proposal for the comprehensive plan update, and provide input on modifications to the draft, and direct staff to issue the

Request for Proposals (PROJ-0037)

#### 1 BACKGROUND

2 Based on input received from the Planning Commission on June 1, 2016, and from the City

- 3 Council on June 16, 2016, Planning Division staff has prepared a draft Request for Proposal
- 4 (RFP) as the first step in engaging a consultant to lead the effort in updating Roseville's 2030
- 5 Comprehensive Plan. The scope of the proposal is designed to meet Metropolitan Council
- requirements for a 2040 Comprehensive Plan, to review and recalibrate (if necessary) the
- 7 community's goals, and to identify policies and action steps toward reaching those goals.
- 8 Minutes of the June 16 City Council meeting are included with this RCA as Exhibit A, and a
- 9 draft RFP is included as Exhibit B.

#### 10 PUBLIC ENGAGEMENT

- Beyond any feedback the City Council might have about the rest of the RFP, planning
- Division staff wants to highlight the public engagement portion (Section II.D). The overall
- public engagement strategy will accumulate input from the community on assorted topics and
- at various points in the process, which the consultant will digest and synthesize into new or
- updated content for the comprehensive plan. In this section, the RFP should clarify for
- responding consultants what kind of "working group" will be reviewing consultant-generated
- 17 content, after community input has been received, in order for the respondents to gauge the
- frequency and structure of work-product review meetings. Some options for the composition
- of the working group for the Council to consider are:
  - Representatives of various City departments
  - Representatives of advisory commissions
- Representatives of City Council
  - A combination of these

#### REQUESTED ACTIONS

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#### Provide input on modifications to the draft RFP, and direct staff to issue the RFP.

Attachments: A: 6/13/2016 City Council

minutes

B: Draft Request for Proposal

Senior Planner Bryan Lloyd 651-792-7073 Prepared by:

bryan.lloyd@cityofroseville.com

#### 15. Business Items - Presentations/Discussions

a. Receive Information on the Upcoming Comprehensive
Plan Update and Provide Direction on the Scope of the
Update, the Public Engagement Strategy, and the
Overall Timeline of the Process to Update the
Comprehensive Plan (PROJ-0037)

Interim Community Development Director Kari Collins and Senior Planner Bryan Lloyd were present to provide an overview of information regarding the upcoming comprehensive plan update, as detailed in the RCA. Ms. Collins asked the City Council to provide direction to staff on the scope of the update, the public engagement strategy, and overall timeline of the process.

During the presentation, and as per the RCA, staff highlighted each chapter or section, and advised that the scope of the project defined by the City Council would inform the degree of outside consultant use for specific chapters versus in-house technical review of those deemed consistent with the 2008 update.

Public Works Director Marc Culver briefly reviewed those chapters under the Public Works realm, noting that a different outside consultant would be reviewing those chapters on a parallel track with other consultant work and including public input. Mr. Culver reported that all chapters would be presented together upon their completion for City Council final approval prior to seeking review and comment by other jurisdictions and agencies, before final submission to the Metropolitan Council. Mr. Culver noted that staff intended to integrate and update the Pathway Master Plan into the transportation chapter, including seeking public input on updated pathway priorities.

Specific to the economic development and redevelopment chapters, Ms. Collins noted the need to identify whether a consultant specializing in those areas was needed to assist the process, noting there would be some level of updating needed in transitioning from the Housing and Redevelopment Authority (HRA) to the Economic Development Authority (EDA), even though some of the policies and goals remained consistent.

Specific to environmental protection and utilities chapters, Mr. Culver advised that some consultant assistance may be needed for special modeling and data production, most of the work could be completed in-house by staff and then incorporated into the updated plan.

Mr. Culver highlighted the surface water management section, advising that this was already out for a Request for Proposals (RFP) due to timing with one of the three area watershed districts and their review slated for the city in August of 2017. However, Mr. Culver noted that this information would also be reviewed and presented to the public for their feedback.

Specific to the parks, open space and recreation chapter, Ms. Collins advised that the Park Master Plan and Park Renewal Program documents would be integrated into the comprehensive plan update.

Senior Planner Bryan Lloyd reviewed the implementation chapter as detailed in the RCA; as well as additional considerations as outlined in lines 119-195 of the RCA.

Ms. Collins noted Planning Commission input included in lines 196 - 216 of the RCA.

If the City Council had any additional considerations, Ms. Collins asked that they direct that information to staff. For those with little or no familiarity with the comprehensive plan or updates each decade, Ms. Collins referred them to the Metropolitan Council's local community handbook, opining it was a wonderful resource.

Ms. Collins reviewed the draft timeline for City Council consideration, noting it was mirrored against the 2007-08 plan update timeline, and addressed in lines 48 - 71 of the RCA. Ms. Collins advised that the significant time between November 2017 and December 31, 2018 was to allow review by local jurisdictions, agencies and the Metropolitan Council.

Prior to preparing an RFP, Ms. Collins advised that staff was seeking specific City Council guidance on their preferred scope of the update and preferred option(s) for public engagement strategies. The recommended choices outlined by staff were as follows:

#### Options for Scope of Update

- a) Technical update system statements issued by the Metropolitan Council; OR
- b) Technical and content update; OR
- c) Technical update and full re-write/re-vision of the comprehensive plan.

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#### Options for Engagement Strategy

- a) Engagement strategy developed with consultant, staff and various advisory commissions; OR
- b) Consultant suggested engagement process with Community Engagement Commission (CEC) representation in review of proposals; OR
- A steering committee process similar to that used for the 2008 update.

#### Scope

Based on her familiarity with the Comprehensive Plan, Councilmember McGehee stated she found the current plan pretty good. From her perspective, Councilmember McGehee opined the only piece missing from the engagement strategy used last time was that the process didn't go deep enough into small groups or districts thereby not allowing significant changes to be noticed and vetted by neighborhoods being affected by the corresponding changes as proposed. Without an opportunity for those neighborhoods or community areas to review those sections and goals, or to voice their concerns, Councilmember McGehee opined that negated ownership by those neighborhoods in the process. Otherwise, Councilmember McGehee opined that she thought the sections, goals and overall vision was good, but it simply lacked that necessary outreach component and engagement at the level neighborhood and community within the city for the whole plan.

Specific to the scope of the update, Councilmember McGehee stated that only a few technical updates were needed due mostly to legislative changes since 2008. Councilmember McGehee opined that the vision was fine, but the vision was before the new normal; and it didn't hurt in this process to take that vision back to smaller neighborhoods to take their pulse and make sure everything was still relevant.

Councilmember Willmus stated that he agreed with much of Councilmember McGehee's comments, opining he found it to be a good document and didn't require a rewrite or complete revision, but to simply look to the technical update to make sure a review of goals are still relevant to accomplish, those no longer valid, or those needing new things plugged in. Councilmember Willmus noted he included bringing the EDA into it. Councilmember Willmus stated that one thing he would like to consider bringing back into the focus of the comprehensive plan, was a review of the vision, goals and policies related to HDR

housing, and to take a second look at that based on recent presentations and former Community Development Director Bilotta's report on the amount of Roseville acreage zoned HDR versus what the community needs.

Councilmember Etten stated he would support a middle-of-the-road approach, or option "b" with a technical and content update. Councilmember Etten suggested some areas needing more time spend on them included housing and economic development; and expressed appreciation for Public Works Director Culver's intent to provide connectivity with the community's Pathway Master Plan, and suggested including that connectivity outside the city or regionally as well. Also as the city moves forward in reviewing development proposals, Councilmember Etten suggested a more in-depth look, form a public works or parks and recreation perspective, how those pieces connect (e.g. water, climate, health, etc.) and consider them part of the comprehensive plan as well.

Councilmember Laliberte stated her agreement with her colleagues for the most part, noting that the City Council and community had been addressing those areas of the 2008 plan that didn't seem right or needed refinement over the last few years. Regarding the scope, Councilmember Laliberte supported option "b" to make sure the updated plan was current. Councilmember Laliberte agreed that obviously the EDA and structural planning changes made since the 2008 plan update needed to be updated, including HDR designations.

Mayor Roe noted it was helpful that the city was already planning to review HDR designations, and integrate those analyses without the need for a separate outside consultant. Mayor Roe concurred with an option "b" scope as well as engagement strategies that made sure the goals and policy section of each chapter at a minimum met with acceptance of the general public for what the community was looking for and to make sure they were given time to specifically weigh in on goals. Mayor Roe noted that may have something to do with the Imagine

Roseville 2025 community visioning process to ensure those remained in play without opening up that vision again from a clean slate and starting over; but instead to use this opportunity as a check-in with the public to make sure the city is still on the right track or make adjustments as needed. Mayor Roe noted that one of the downsides of that community visioning process was that it had been huge and unwieldy. If that could be simplified to a simple draft of aspirations, which had proven to be unsatisfactory to him and Councilmember McGehee, Mayor Roe suggested that a more succinct process could prove more beneficial.

Councilmember McGehee agreed, opining that if groups were vigorously sought out and small enough for engagement and interaction, all components for goals, vision and a lot of HDR considerations and questions heard throughout the community could be addressed and HDR sites defined community-wide. Councilmember McGehee referenced the "Thrive" document, noting that it wasn't predicting much growth or increase in affordable housing needs; therefore not strapping the city to any unreasonable Therefore, Councilmember goals. McGehee opined that this should open up opportunities for environmental and sustainability components if that was part of climate change and more discussion about green steps to pursue (e.g. solar, community gardens, etc.), but reiterated the need to make these discussion groups smaller versus a giant district that were too intimidating for people to weigh in.

#### Engagement

Mayor Roe stated he didn't find the steering committee process used in 2008 to be the right process to repeat; and given the community's experience with engagement, didn't think a consultant-suggested process was needed either. In general, Mayor Roe stated his preference for a city-developed process.

Councilmember Willmus agreed, and also stated he didn't want this to fall into the lap of one particular commission, but to receive input from all advisory commissions as part of the process.

Mayor Roe clarified that he thought all city commissions had a role in informing the document's content, but considered the CEC's role to define the engagement process itself, but not tasking them with how something was or was not presented, or not functioning as a steering committee.

Councilmembers Etten, Laliberte and McGehee concurred.

Councilmember McGehee suggested that council members might consider attending some smaller group meetings help inform the council as a whole.

Mayor Roe noted that a lot of input in the Park Master Plan process had been achieved through the "meeting in a box" concept which was great for engagement, but may depend on a consultant versus CEC directed but could also be directed sufficiently to provide good results. Mayor Roe noted that consultants were the experts in defining those tools.

City Manager Trudgeon noted that the CEC had a better understanding that their role was to come up with best practices to present to the City Council, upon consulting with staff. Mr. Trudgeon noted those tools could include "meetings in a box," or other options; and anticipated those recommendations coming forward from the CEC within the next few months. Mr. Trudgeon advised that it was clearly identified for the CEC and he had reinforced to them that the CEC's role was not to serve as a steering committee for the comprehensive plan.

Mayor Roe expressed hope that tonight's scope and goal engagement would serve to inform the CEC's discussion.

Without objection, Mayor Roe confirmed to staff that the Scope option "b" was preferred; and engagement option was a combination of options "a" and "b."



# REQUEST FOR PROPOSAL

2040 Comprehensive Plan Update

July 25, 2016

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# I. INTRODUCTION

Roseville is a fully developed, first-ring suburb in the Twin Cities Metropolitan Area. Located just north of Minneapolis and St. Paul, Roseville is the only community that shares common borders with both major cities. The community is well connected to the regional transportation system with direct access to Interstate-35W and Highway 36. This location gives Roseville residents convenient access to employment centers and amenities throughout the Twin Cities. Roseville's location also provides local businesses with excellent access to customers, employees, and markets. Metro Transit has a transit hub in Roseville making both regional downtowns accessible via bus, and the A Line BRT runs through the community.

Roseville is 14.7 square miles and has an estimated population of 34,719 (by the State Demographer's estimate in 2014). The community is approximately 30 percent industrial and commercial uses, which have generally occurred in the northwestern quadrant of the city (west of Snelling and north of Highway 36). This includes two large tank farms, regional shopping centers (Rosedale and HarMar Mall), and a mix of other manufacturing, warehousing, and transportation service facilities. Over the last 20 years, development and redevelopment in proximity to I-35W has been oriented toward office and light industrial flex space.

Housing in Roseville is dominated by single-family homes. Most of the homes in Roseville were constructed from the 1950s to the 1970s and many of them are still occupied by the original owners. Much of the new housing that has been constructed over the last 30 years has been agerestricted multi-family units, although infill development of single-family homes has also been steady.

Roseville faces the challenges of an older, first-ring suburb, such as aging building stock, and increasing competition from new suburban development. Yet many potential opportunities are afforded by our unique position within the metropolitan area, and our diversifying population. The comprehensive plan update will strive to identify land use, housing, and economic development policies and implementation techniques to promote quality residential renovation, creative infill projects, and innovative commercial and industrial redevelopment to allow the community to prosper and thrive into the future.

## II. <u>SCOPE OF SERVICES</u>

The City of Roseville, Minnesota, is seeking proposals from qualified consultants to assist in development of an update of Roseville's 2030 Comprehensive Plan. Our desired outcome is to update and improve upon this existing plan, which is generally well regarded by City officials and staff. The 2030 Comprehensive Plan can be found on Roseville's website, at <a href="https://www.cityofroseville.com/CompPlan">www.cityofroseville.com/CompPlan</a>.

## A. Metropolitan Council Requirements

The consultant will be responsible for ensuring that the comprehensive plan update complies with all Minnesota Statutes and Metropolitan Council requirements, including those contained in the Thrive MSP 2040 system statements as well as the Local Planning Handbook that are applicable to Roseville.

#### **B.** Comprehensive Plan Chapters

Each chapter of the existing comprehensive plan is in need of differing levels of revision. City staff has reviewed each of the chapters in the existing plan in a cursory fashion and has identified sections that require consultant-led assistance, and it is anticipated that upon review of the existing plan, each consulting firm will provide its insight as to the best method to implement these and other revisions. All updates should account for changes in physical

development and community preferences over the past decade, and the consultant will work with the review team to determine to what extent revisions are needed. The chapters include:

- **1. Introduction:** Updates to this chapter will be necessary to reflect the current plan revisions and the additional planning history since the previous update.
- **2. Vision for Roseville:** Evaluate the continued validity of the established vision statements of Imagine Roseville 2025 and the 2030 Comprehensive Plan, and update them as appropriate.
- **3.** Community Context: Update to reflect recent physical development in the city and the demographics of the current population as well as the current projections of Roseville's future population. City of Roseville staff will assist with internal data collection as well as map production.
- **4.** Land Use: City of Roseville staff will assist with internal data collection as well as map production.
  - Identify parcels or areas with inappropriate land use designations and give them new guidance for their future use and development.
  - Evaluate the land use category designations and their descriptions to determine whether they are suitable or should be broadly reconsidered or slightly revised to better define the intent of each category.
  - Reassess the utility of the existing "Planning Districts" to determine whether a new structure would be beneficial.
  - Identify neighborhoods or small areas that may benefit from more intensive planning efforts and potential public investment.
- **5. Transportation:** The content in this chapter will be updated by Roseville's Public Works Department, in conjunction with another specialized consultant that will be will be responsible for ensuring the comprehensive plan update complies with pertinent Minnesota Statutes and Metropolitan Council requirements, and the consultant will integrate this content into the final Comprehensive Plan document.
- **6. Housing and Neighborhoods:** The extent to which this chapter should be reviewed and updated will depend on the financial and staff resources committed to such activities; the newly-formed Economic Development Authority is currently developing strategies in this content area, which will help to guide the comprehensive plan update.
- **7. Economic Development and Redevelopment:** Similar to *Housing and Neighborhoods*, the extent to which this chapter should be reviewed and updated will depend on the financial and staff resources committed to such activities; the newly-formed Economic Development Authority is currently developing strategies in this content area, which will help to guide the comprehensive plan update.
- **8. Environmental Protection:** The content in this chapter will be updated by Roseville's Public Works Department, in conjunction with another specialized consultant that will be will be responsible for ensuring the comprehensive plan update complies with pertinent Minnesota Statutes and Metropolitan Council requirements, and the consultant will integrate this content into the final Comprehensive Plan document.
- **9. Parks, Open Space, and Recreation:** The content of this chapter will largely reference the 2010 System Master Plan and the 2012 Master Plan Implementation Process documents, and the consultant will integrate this content into the final Comprehensive Plan document.

- 10. Utilities: The content in this chapter will be updated by Roseville's Public Works Department, in conjunction with another specialized consultant that will be will be responsible for ensuring the comprehensive plan update complies with pertinent Minnesota Statutes and Metropolitan Council requirements, and the consultant will integrate this content into the final Comprehensive Plan document.
- 11. Implementation: Updates to this chapter will be necessary to account for how the community has changed since the adoption of the 2030 Comprehensive Plan and to reflect updated goals and policies of the body of the plan.

# C. Other Planning Elements

Other topic areas and ways of thinking about planning for Roseville's future should be considered for incorporation into the 2040 Comprehensive Plan, perhaps as new chapters in the comprehensive plan, or as new categories of goals and policies within existing chapters, or simply as ideals that guide the act of reviewing and revising the plan's goals and policies. Such topic areas might include:

- 1. **Public Safety:** Because public safety is a core responsibility of the City, consideration should be given to incorporating public safety into the comprehensive plan in some manner.
- 2. Resilience: As a complement to Roseville's ongoing commitment to being an environmentally healthy community as demonstrated by Roseville's 2015 attainment of Step 2 status among Minnesota's GreenStep Cities, consideration should be given to adaptation policies and practices, which will help Roseville adjust to the effects of climate change, as well as resilience strategies that recognize the difficulty of predicting what the impacts of climate change will be and emphasize increasing our flexibility to thrive and prosper regardless of how climate change develops.
- **3. Thrive MSP 2040 Outcomes:** Use the five primary regional planning outcomes identified by the Metropolitan Council, namely Stewardship, Prosperity, Equity, Livability, and Sustainability, as lenses for reviewing and updating the goals and policies in Roseville's comprehensive plan to improve our community and to make a positive contribution to the health of the region.

## D. Public Engagement

The City of Roseville values the input of both its residential and business communities. Therefore, the Comprehensive Plan Update will require a creative public participation process that builds from the efforts of the Imagine Roseville 2025 community visioning process and engages a wide-range of community members. The consultant will be expected to propose an overall public engagement strategy, and the selected consultant will work with advisory commissions, staff, and the City Council to further refine the strategy to best suit Roseville.

## III. REQUIRED PROPOSAL CONTENT

The following material must be received by 11:59 p.m. (CDT) on August 31, 2016 for a proposing consultant to be considered. During the evaluation process, however, the City of Roseville shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions.

# A. Cover Letter/Title Page

Title page showing the following: request for proposal's subject; the consultant's name, address, telephone and email address of the contact person; and the date of the proposal.

#### **B.** Transmittal Letter

A signed letter of transmittal briefly demonstrating the consultant's understanding of the work to be performed, committing to perform the work within requested time periods, explaining why the consultant believes that it is best qualified to perform the services, and stating that the proposal is an irrevocable offer.

# C. Statement of Qualifications

Submitted materials should demonstrate the qualifications of the consultant and of the particular staff to be assigned to this engagement.

#### 1. General Information

a. Provide general information and a brief history of the consultant's firm. Include similar information on key sub-consultants, if any, proposed for the project.

## 2. Project Understanding

a. Include a summary of the consultant's understanding of this project as described in Section II (Scope of Services).

#### 3. Personnel Qualifications – Resumes

For each member of the professional staff proposed to be assigned to this engagement, please provide the following information:

- a. Identification of key personnel who will manage the project and who can negotiate and execute a contract.
- b. Names and proposed roles of other individual team members.
- c. Education and experience biographies of all team members addressing the qualifications and considerations of the RFP.
- d. Describe the qualifications of the consultant to perform the work requested. Include information about pertinent prior experience.
- e. An outline of the proposed functions of the individuals and their back-up as well as their experience in the specific assigned functions.

#### 4. References

- a. Include a list of municipal clients where similar services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at that municipality.
- b. Include a list of previous or current services provided to the City of Roseville.
- c. Include a list of private clients for whom work has been or is being performed within Roseville, the type of project, the specific activities performed, and the name of a person who may be contacted at the private client.

# D. Proposal

The purpose of the technical proposal is to demonstrate how the consultant, as a team and as individuals, will contribute to the comprehensive planning effort. The substance of the proposal will carry more weight than form or manner of presentation; the proposal should be complete and concise.

#### 1. Proposed Work Plan and Tasks

a. Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work item in Section II (Scope of Services).

#### 2. Schedule

a. Provide a proposed schedule from project initiation to final completion. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables.

#### 3. Additional Information

- a. Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.
- b. Describe the consultant's use of technology to enhance client services or reduce costs, including how the consultant leverages technology to do so.
- c. Describe research capabilities and references utilized.
- d. Provide a statement of how the workload of this project for the City of Roseville would be accommodated and what kind of priority it would be given, including capability to maintain reasonable response times.

# 4. Compensation/Fee Schedule

- a. Include the chargeable hourly rate for services or personnel not included in the scope. If multiple consultants are collaborating on the RFP submittal please identify the specific segment of the scope for each assigned consultant and the associated pricing.
- b. Identify pricing for each segment of the scope listed below:
  - Public Participation Process
  - Planning Services
    - o Update of Existing Plans and exhibits.
    - o Analysis of Future Issues and exhibits.
    - o Implementation and exhibits.
- c. Provide a fee schedule for incidental/disbursement services and any other costs the city will be charged in addition to those noted in 4.a. above.

# IV. PROPOSAL SUBMISSION INSTRUCTIONS

#### A. Inquiries

All responses, questions, and correspondence should be directed to Bryan Lloyd, Senior Planner for City of Roseville, using the contact information below. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials unless instructed to do so.

Bryan Lloyd City of Roseville 2660 Civic Center Drive Roseville, MN 55113

bryan.lloyd@cityofroseville.com 651-792-7073

#### **B.** Proposal Submission

One electronic copy of the proposal, in Adobe PDF format, and five paper copies of the proposal shall be submitted to the addresses above. **The submission deadline is 11:59 p.m.** (CDT) on August 31, 2016. Please note that the maximum size for email attachments is 20MB; multiple emails with attachments are permitted.

#### C. Timeline

Roseville's anticipated timeline is as follows, although the dates may be subject to change as the City deems necessary.

# V. PROPOSAL REVIEW

#### A. Qualification Based Selection

The City of Roseville intends to select and award an contract to the consultant or consultants evaluated to be best qualified to perform the work in Section II (Scope of Services) based on extent and quality of consultant's resources, cost, communication and presentation skills, compatibility, and quality and extent of experience. Other performance factors may also be considered.

Qualified consultants will have:

- demonstrated experience in municipal comprehensive planning;
- well-developed skills and experience in designing and facilitating a thorough, effective public engagement strategy;
- experience engaging and working with diverse communities;
- familiarity with the Metropolitan Council's comprehensive planning requirements and recommendations; and
- expertise in land use planning, urban design, landscape architecture, housing, and economic development.

#### **B.** Review and Recommendation Process

Based upon review of the submitted proposals a selected number of consultants will be asked to interview with City staff. The City staff will recommend one or more of these consultants to the City Council for final selection.

# C. Financial Liability Limitations

The City shall not be liable for any expenses incurred by the applicant in connection with this solicitation, including but not limited to expenses associated with the preparation of the

### RCA Exhibit B

statement, attendance at interviews, preparation of compensation fees schedule, or final contract negotiations.

### D. Rights of Review

The City reserves the right to reject any and all proposals or to request additional information from any and all applicants.

### E. Selection Criteria

Proposals will be independently evaluated by the Selection Committee. The following criteria will be used in order to ascertain which proposal best meets the needs of the City:

- Description of approach to prepare the update
- Relevance and suitability of the proposal to the scope of work
- Public engagement plan
- Qualifications and expertise of the key personnel to be assigned
- Experience of the firm and the project team with comprehensive plan updates
- Proposed schedule for completing the update
- Demonstration of ability to perform the proposed work within the proposed schedule
- Experience and working relationship with the Metropolitan Council
- Innovation and creativity
- Familiarity with Roseville
- Ability to interact positively and effectively with the public
- Ability to work as a team with City Council, advisory commissions and committees, and staff
- Demonstration of successful previous budget performance and experience in meeting project budgets
- Description of approach to budgeting
- Project cost

# REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 07/25/2016

Agenda Item: 14.d

Department Approval

City Manager Approval

Para / Truger

Item Description: Consider a Conditional Use (CU) to allow a drive-through at 2425 Rice

Street (PF15-012)

The action deadline for this request was extended; review deadline September 22, 2016.

### **GENERAL SITE INFORMATION**

Applicant: Sun Control of Minnesota

Location: 2425 Rice Street

Property Owner: David Rustad and Hempel Companies

### Land Use Context

	Existing Land Use	Guiding	Zoning
Site	Developed – former Steichen's Sporting Goods	СВ	СВ
North	orth Multi-tenant commercial office building CB CB		СВ
West	Children's World Day Care Center	СВ	СВ
East	East Little Canada and Terrace Heights Mobile Home Park		
South	Small office building and single family residential	CB/LDR	CB/LDR

- NATURAL CHARACTERISTICS: The site has slight elevation change from east to west.
- 2 **PLANNING FILE HISTORY:** None.
- PLANNING COMMISSION ACTION: On July 1, 2015, the Planning Commission voted 6-0 with
- one abstention to recommended approval of the proposed drive-through Conditional Use at 2425
- 5 Rice Street with modified conditions.
- 6 PROPOSAL
- 7 The subject property, located in Planning District 6, has a Comprehensive Plan land use
- 8 designation of Community Business (CB) and a corresponding Zoning District classification of
- 9 Community Business (CB) District. The CONDITIONAL USE (CU) proposal has been prompted by
- plans to remodel the existing building (former Steichen's Sporting Goods) at 2425 Rice Street
- into a multi-tenant building with a drive-through.

- When exercising "quasi-judicial" authority on a CU request, the role of the City is to determine
- the facts associated with a particular request and apply those facts to the legal standards
- 14 contained in the ordinance and relevant state law. In general, if the facts indicate the application
- meets the relevant legal standards and will not compromise the public health, safety and general
- welfare, then the applicant is likely entitled to the approval. The City is, however, able to add
- conditions to a CU approval to ensure the standards and criteria are met, and to mitigate potential
- impacts to the surrounding area.

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### CONDITIONAL USE ANALYSIS

- 20 REVIEW OF GENERAL CONDITIONAL USE CRITERIA: Section 1009.02C of the City Code
- establishes general standards and criteria for all conditional uses, and the Planning Commission
- and City Council must find that each proposed conditional use does or can meet these
- 23 requirements. The general standards are as follows:
  - 1. The proposed use is not in conflict with the Comprehensive Plan. The City Planner has reviewed the 2030 Comprehensive Plan and determined that the proposed drive-through and office use are not in conflict with the Plan. Specifically, the Planning Division believes that the proposed office building with a drive-through advances land use goals and policies within Sections 1, 2, 9, 10, and 11, including the following:
    - 1. Policy 1.5: Promote well-planned and coordinated development.
    - 2. Policy 1.3: Ensure high-quality design, innovation, sustainability, and aesthetic appeal in private and public development and redevelopment, with emphasis on efficient site access, appropriately sized parking areas, and overall beautification through the adoption and utilization of year-round landscaping and site design standards, guidelines, principles, and other criteria.
    - 3. Policy 2.3: Encourage a broad mix of commercial businesses within the community to diversify and strengthen the tax base and employment opportunities.
    - 4. Policy 3.2: Promote redevelopment that reduces blight, expands tax base, enhances the mix of uses in the community, and achieves other community objectives.
    - 5. Policy 9.1: Encourage commercial areas to make efficient use of land, provide for safe vehicular and pedestrian movements, provide adequate parking areas, provide appropriate site landscaping, and create quality and enduring aesthetic character.
    - 6. Policy 9.2: Promote commercial development that is accessible by transit, automobile, walking, and bicycle.
    - 7. Policy 10.3: Support neighborhood-scale commercial areas that provide convenient access to goods and services at appropriate locations within the community.
- **2.** The proposed use is not in conflict with a Regulating Map or other adopted plan. The proposed drive-through is not in conflict with such plans because none apply to the area surrounding the property.

**3.** The proposed use is not in conflict with any City Code requirements. The City Planner has worked with the owner and applicant on their proposal to convert the single tenant building into a multi-tenant building, and for that proposal to address design standards listed in Section 1005.02 of the Zoning Ordinance, where such improvements are not required.

- **4.** The proposed use will not create an excessive burden on parks, streets, and other public facilities. Planning Division staff does not expect this drive-through to create an excessive burden on parks, streets, or other public facilities, since the proposed use and drive-through are typical and are allowed uses within the Community Business zoning district.
- 5. The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare. Planning Division staff anticipates that if the drive-through is approved, it will add additional vehicle trips to the local road network each day. Additional traffic would not impose an excessive burden on the public street infrastructure. Staff believes that a drive-through in this location would not have a noticeable effect on the value of nearby property as the area even though that area is a mix of residential, office and commercial uses.
- REVIEW OF SPECIFIC CONDITIONAL USE CRITERIA: Section 1009.02.D.13 of the City Code, establishes additional standards and criteria that are specific to the use of a drive-through. The Planning Commission and City Council must also find that the proposal does or can meet the additional pertinent standards. This section of the ordinance includes several requirements, but the applicable ones are as follows.
- a. Drive-through lanes and service windows shall be located to the side or rear of buildings and shall not be located between the principal structure and a public street, except when the parcel and/or structure lies adjacent to more than one public street and the placement is approved by the Community Development Department. The proposed drive-through, with its single lane and service window proposed along the south side of the building, located between the building and a public street, has been reviewed and approved by the Community Development Department. The subject parcel is a corner property and Rice Street is deemed the primary street. The south side of the building becomes the side suitable for a drive-through in order to afford proper stacking of vehicles and proper vehicle turning movements.
- **b.** Points of vehicular ingress and egress shall be located at least 60 feet from the street right-of-way lines of the nearest intersection. The subject parcel has two accesses to public streets. One access point is near the southwest corner and approximately 250 feet from the intersection of County Road B2 and Rice Street. The other access point is a shared access with the neighboring multi-tenant commercial property and located approximately 200 feet north of the intersection of Rice Street with County Road B2. The Public Works Director has reviewed the proposed drive-through and existing access, and supports the proposal based on the type of use being sought for the endcap and drive-through. However, should the type of use be such that stacking and traffic through the drive-through complicates or compromises the current efficiencies, the applicant understands that the CU could be revoked if the situation cannot be resolved. Evidence of situations that could be candidates for revocation could include, but not limited to, vehicle stacking that backs onto public streets, or evidence of significantly elevated traffic accident data related to the drive-through.

- c. The applicant shall submit a circulation plan that demonstrates that the use will not interfere with or reduce the safety of pedestrian and bicyclist movements. The circulation of the preexisting site has worked well since 1981 and there are no changes anticipated with this improvement. Vehicles/customers, including those using the proposed drive-through, would still be able to choose either a Rice Street or County Road B2 exit. The sidewalks adjacent the site, along Rice and C2, have also been in place for a number of years and assist in safely getting pedestrians and bicyclists to this and other sites in the area. The Planning Division would suggest that at least one connection be made from the sidewalk to the building, which location and striping plan can be approved by the Planning and Engineering Divisions as a component of the site improvement permit.
- **d.** Adequate queuing lane space shall be provided without interfering with on-site parking/circulation. Based on the proposed plan there is queuing for 3 to 5 vehicles in the lane and potential for up to three more directly behind the building. The Planning Division has deemed queuing to be adequate for this use. Circulation for the site will not change from the existing configuration, which is desirable for both drive-through customers and building patrons. Should a use pose a queuing problem in the future because of a specific use, the applicant understands that the CU could be revoked if the situation cannot be resolved.
- e. Speaker box sounds from the drive-through lane shall not be loud enough to constitute a nuisance on an abutting residentially zoned property or property in residential use. The proposed drive-through does not identify the exact location of a speaker box, however it is presumed that such an item would be located approximately one vehicle length into the drive-through lane. Planning staff would seek a specific screen in the adjacent island for purposes of minimizing any changes in volume. Any complaints of speaker noise that cannot be resolved could make the CU subject to revocation.
- **f.** Drive-through canopies and other structures, where present, shall be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing. The current modification contemplated for the building includes the installation of a window and not a canopy. If such an improvement is proposed in the future, it will be required to be designed and include materials that complement the building.
- g. A 10-foot buffer area with screen planting and/or an opaque wall or fence between 6 and 8 feet in height shall be required between the drive-through lane and any property line adjoining a public street or residentially zoned property or property in residential use and approved by the Community Development Department. In review of the proposed plan there appears to be room for additional plantings in the island proposed adjacent to the drive-through island, as well as in the side yard adjacent to County Road B2. The Planning Division recommends that decorative fencing (or possibly fence sections) four to six feet in height be installed along with a mix of shrubs and perennials within the island adjacent to the drive-through. Further, additional evergreen and/or coniferous landscaping shall be installed in the boulevard adjacent to County Road B2 and the green area at the west of the property (rear yard) to block vehicle headlights. The Planning Division has concluded that a fence six to eight feet in height would look out of place in the boulevard and potentially damage the existing trees. Additionally, screening directly adjacent to the drive-through has more potential of mitigating noise impacts than a fence at the boulevard.

- Roseville's Development Review Committee, a body comprised of staff from various City
- departments, met on June 18 and June 25 to discuss the application. There were no concerns
- pertaining to the CU provided by members, other than those provided in the above analysis.
- A review of the proposed drive-through, based on the current CONDITIONAL USE standards and
- criteria leads the City Planner to conclude that the use can meet all of the applicable
- 139 requirements.
- Section 1009.02.E of the City Code requires the applicant to validate an approval of the
- 141 CONDITIONAL USE by the time construction of the proposed improvements related to the drive-
- through begins. If the approval has not been validated within one year, the approval will expire
- and become void.

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### PUBLIC COMMENT

- The duly-noticed public hearing for this application was held by the Planning Commission on
- July 1, 2015; draft minutes of the public hearing are included with this RCA as Attachment D.
- One member of the public was in attendance to speak about the proposal and expressed concern
- regarding the absence of a specific tenant that would use the drive-through. Similarly, several
- 149 Commissioners indicated their trepidation of recommending approval of the drive-through
- request without knowing/understanding the tenant to occupy the space and what, if any, impacts
- staff determined through their analysis. At the end of the discussion, the Commission seemed
- satisfied with the condition allowing the staff to deny a tenant from occupying the space if it was
- determined to be too impactful, since such an analysis is conducted with all existing drive-
- through lanes when new uses desire occupancy. The Commission also amended condition C as
- 155 follows:

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The applicants shall submit a landscape plan that includes decorative fencing (or possibly fence sections) 4 to 6 feet in height be installed and maintained along with a mix of shrubs and perennials within the island adjacent the drive-through. Further, additional evergreen and/or coniferous landscaping shall be installed and maintained in the boulevard adjacent to County Road B2 and the green area at the west of the property (rear yard) sufficient to screen headlights and light emanating from other structures on the site related to the drive-through.

In the week that followed the Planning Commission hearing, Planning Division staff determined it was in the best interest of the applicant to secure a tenant prior to seeking final approval of the CU from the City Council. Planning staff suggested the applicant submit a waiver to the 60-day review deadline until a tenant could be finalized for the corner space. The applicant supported the waiver and on or about June 30 the Planning Division was notified that a tenant had been secured for the corner space and that the contractor was interested in completing final site work. The City Planner sent an email to the applicant seeking details of the proposed tenant (specific tenant, leasable space square footage, and number of seats) so that the tenant and use could be reviewed by the DRC to determine whether the drive-through design was adequate. The DRC met on July 7 to review the information and previous analysis concluding that the drive-through should loop around the building and access the menu board and window from the rear of the building. This determination provided better stacking of vehicles and eliminated any potential concerns with vehicles spilling on to County Road B2.

Additional site signage directing vehicles to the drive through lane will be required, as will a slight modification to the drive-through island, which will result in conditions d and e being

modified or eliminated from consideration.

### RECOMMENDATION

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- Based on the comments and findings outlined in the above sections of this report, the Planning Division recommends approval of the CONDITIONAL USE pursuant to §1005.03 and §1009.02 of
- the Roseville City Code for 2425 Rice Street, subject to the following revised conditions:
- a. The applicants shall work with the Planning and Engineering Divisions on the appropriate location of a painted crosswalk and possible sidewalk connections to facilitate a pedestrian connection from Rice and/or County Road B2 to the building.
- b. The applicants will work with the Planning Division on the appropriate location and design of any menu board and speaker box for ordering. The speaker should not be audible from the property line.
  - c. The applicants shall submit a landscape plan that includes decorative fencing (or possibly fence sections) 4 to 6 feet in height be installed and maintained along with a mix of shrubs and perennials within the island adjacent the drive-through. Further, additional evergreen and/or coniferous landscaping shall be installed and maintained in the boulevard adjacent to County Road B2 and the green area at the west of the property (rear yard) sufficient to screen headlights and light emanating from other structures on the site related to drive-throughs.
  - d. The Community Development and Public Works Departments have reviewed the proposed tenant and its utilization of the corner tenant space concluding that the drive-through lane should wrap around the building and enter the order area and window from the rear of the building. Signage shall be installed within the site to effectively identify the drive-through lane and striping placed on pavement to identify the drive-through lane at the rear of the building. Additionally the drive-through island shall be modified to curve around the building to the rear to better facilitate proper entering into menu board/order area and vehicle circulation.

### SUGGESTED PLANNING COMMISSION ACTION

- Adopt a Resolution approving a drive-through as a CONDITIONAL USE at 2425 Rice Street,
- based on the comments and findings contained in this project report dated, July 25, 2016.
- 206 ALTERNATIVE ACTIONS
- Pass a motion to table the item for future action. Tabling beyond August 6, 2015, may require extension of the 60-day action deadline established in Minn. Stat. §15.99
- By motion, recommend denial of the proposed preliminary plat. A recommendation to deny should be supported by specific findings of fact based on the City Council's review of the application, applicable zoning and/or conditional use criteria, and the public record.

Prepared by: City Planner Thomas Paschke - 651-792-7074 | thomas.paschke@cityofroseville.com

RCA Exhibits: A: Area location map D: PC minutes of 07/07/15

B: Aerial photo E: Draft resolution

C: Proposed site development plans

### **Attachment A for Planning File 15-012** TRANSIT AVE 200 180 2459-RICE **COUNTY ROAD B2 W** $^{\circ}$ **GRANDVIEW AVE Location Map** Disclaimer This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for neference purposes only. The City does not warrant that the Geographic Information System (CIS) Data used to prepare its map are error free, and the City does not represent that the CIS Data can be used for newlestinant, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If error of discrepancies are used to the control of the co \* Ramsey County GIS Base Map (6/3/2015) For further information regarding the contents of this map contact: Site Location City of Roseville, Community Development Department, Community Development Department LR/LDR-1 Comp Plan / Zoning Designations 2660 Civic Center Drive, Roseville MN Printed: June 15, 2015 mapdoc: planning\_commission\_location.mxd arise out of the user's access or use of data provided.

## **Attachment B for Planning File 15-012**



R SEVILLE Prepared by: Community Development Department Printed: June 25, 2015



Site Location

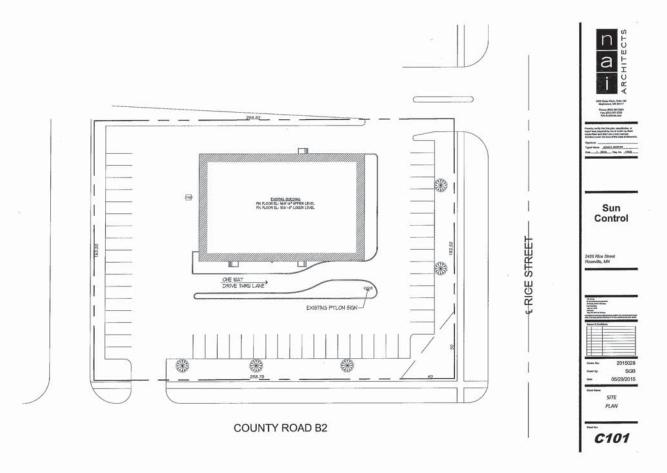
- \* Ramsey County GIS Base Map (6/3/2015)
- \* Aerial Data: MnGeo (4/2012)

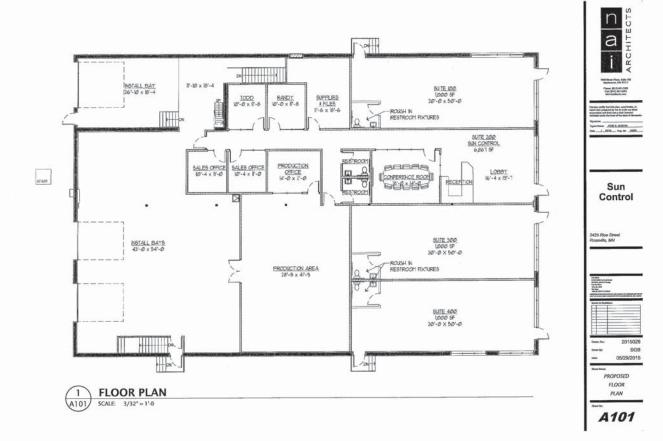
For further information regarding the contents of this map contact: City of Roseville, Community Development Department,

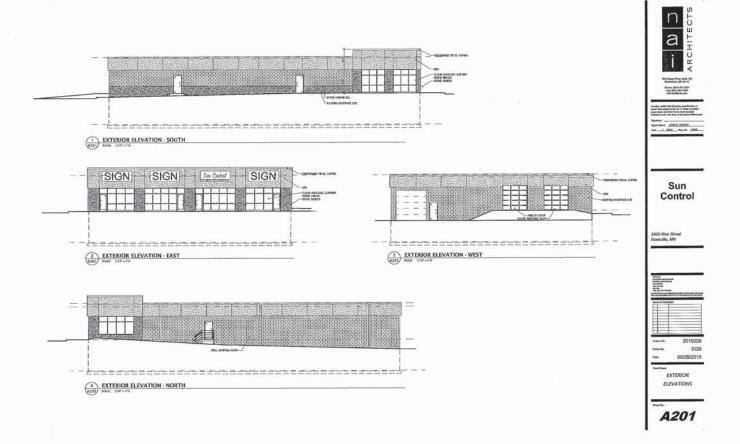
Disclaimer
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not varrant that the Geographic information System (IGS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.032 Ld [2000], and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City form any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.











### EXTRACT OF THE JULY 1, 2015, ROSEVILLE PLANNING COMMISSION MINUTES

### a. PLANNING FILE No. 15-012

Request by Sun Control of Minnesota in cooperation with the owner of the property at 2425 Rice Street, to allow a drive-through at the former Steichen's Sporting Goods as a CONDITIONAL USE under Roseville City Code, Section 1009.02.C (General Standards and Criteria) and Section 1009.02.D.12 (Specific Standards and Criteria – Drive-Through)

Chair Boguszewski opened the public hearing for Planning File 15-012 at approximately 6:45 p.m.

City Planner Thomas Paschke briefly reviewed the request for CONDITIONAL USE approval of a drive-through as part of remodeling of an existing building on a corner property, accessing and fronting on Rice Street, developing it into a multi-tenant building with four separate units proposed, with the building owner occupying one unit as a vehicle window tinting business, and leasing the remainder of the units, including a drive-through option; and as detailed in the project report dated July 1, 2015. Mr. Paschke noted staff was recommending approval as conditioned.

Chair Boguszewski noted drive-through requests in the past had been specific to a tenant, while this request was for approval prior to knowing who the tenant may be. Chair Boguszewski questioned if staff was confident that zoning and permitted uses would prevent a high-volume use, since there is yet no knowledge of a future tenant, which he found similar to issuing a blank check; and questioned if sufficient safeguards were in place to ensure the owner and occupant would be applicable.

From the standpoint of conditions as recommended and as part of the staff review for the Design Review Committee (DRC), Mr. Paschke noted the conditions applied as such by the City Engineer/Public Works Director during that discussion that would retain the ability to not approve a future use if it was determined their impact (e.g. volume of vehicles) proved detrimental to this site or current traffic conditions. Therefore, Mr. Paschke opined it was staff's finding that conditions would provide sufficient protections for a future tenant.

At the request of Chair Boguszewski, Mr. Paschke confirmed that the end use, when determined, would trigger a review by staff to ensure that conformity and that use would be approved or denied based on those findings at that time and prior to the specific tenant signing a lease agreement and subsequent to the City Engineering reviewing traffic generation models for that particular use and tenant. Mr. Paschke further clarified that such a review would be part of the overall at which time a determination would be made as to whether the proposed use was approved and prior to issuing a tenant improvement permit.

Member Gitzen clarified, with agreement by Mr. Paschke, that the proposed fencing/screening was conditioned only along the island area(s).

Member Bull expressed his concerns about the circulation plan as proposed off County Road B-2 if several cars in that lane were queuing to the back of the building, creating a situation where they would end up circling around the building that may cause issues; and also the location of the garage doors in the SW corner that may interfere with internal traffic flow and use of the garage doors. Member Bull questioned if that had entered into staff's analysis.

Mr. Paschke responded that staff did not find it a negative situation for vehicles to circle the building, as the site itself was designed to operate and flow consistently with how vehicles would typically move through this particular site and work with the site immediately to the north. Mr. Paschke clarified that the use itself would be utilizing those garage doors, and vehicles would not be parked there all day long, only perhaps for a few minutes before pulled inside the building. While some control would obviously be required, Mr. Paschke noted that that main business, window tinting for vehicles, buildings and other applications, should not conflict with the anticipated peak times for a drive-through use; and would need to be resolved by the building tenants and owner; which was clearly understood by the owner and self-imposed on them in requesting this drive-through lane. Mr. Paschke further clarified that there was not a zoning issue that was proving problematic, and the owner was well aware of site issues moving forward.

At the request of Member Bull, Mr. Paschke suggested typical peak hours for drive-throughs for such a proposed use as anticipated would need to be addressed by the building owner and tenants. Mr. Paschke noted he was aware of the concerns expressed by Chair Boguszewski in not knowing a definite tenant at this time; but was also cognizant of the applicant's desire to have this drive-through available to market and attract other potential tenants to the site.

Member Cunningham asked staff to provide examples of potential uses that would involve a lower-impact drive-through versus one identified as high-impact.

Mr. Paschke responded that a McDonald's type use, requiring more square footage, would be one example of a high-impact use versus a no-name coffee shop. Mr. Paschke advised that this would be part of staff's analysis in the future as a proposed use came forward.

Member Daire sought clarification, confirmed by Mr. Paschke, that the proposed floor plan provided for Sun Control occupying Units Suites 100, 300 and 400, along with the bays in back, with only one production area potentially leasable. Member Daire questioned if it was conceivable based on discussions to date, for the potential combination of Suites 300 and 400 for potential use that could also avail itself of the drive-through.

Mr. Paschke responded affirmatively, theoretically, depending on the particular use and conditions applied to that use. Mr. Paschke advised that a proposed use may not be supported by staff, as indicated in discussions previously.

At the request of Member Daire, Mr. Paschke confirmed that Sun Control would need to seek approval by City staff for any tenants intended to locate in this multi-tenant facility. At the request of Member Daire, Mr. Paschke clarified that most multi-tenant buildings were required to seek approval for uses, and whether permitted or not permitted, or permitted with a Conditional use permit, as established by City Code.

### Applicant Representative Todd Jensen, 2604 Rice Street

Mr. Jensen advised that he was the co-owner of Sun Control, which his father had owned for over 35 years, having leased several other spaces in Roseville, most currently at 2604 Rice Street.

### Dave Rustad, 329 S Owasso Blvd.

Mr. Rustad advised that he was the current building owner at 2425 Rice Street, and Mr. Jensen and his partner Josh, intended to purchase the building from him and give it a facelift, with the intent that good tenants would bring life back into the building and area, providing positive impacts for Rice Street.

Specific to the drive-through, Mr. Jensen advised that they envisioned a small, family-run business (e.g. small sandwich deli or coffee shop), and their reason for seeking this conditional use for a drive-through at this time was to allow them a larger pool of tenant options moving forward. As noted in staff's findings in the report, Mr. Jensen opined that it seemed an appropriate space for which to seek such a potential use. Mr. Jensen further stated that, at the discretion of the Commission and/or staff, he had no problem bringing a future tenant forward for approval as a potential occupant of the building and user of the drive-through.

Member Boguszewski asked if it was the intent of the applicant to build the drive-through now or merely obtain approval for a future tenant and construct it at that time or post-approval.

Mr. Jensen noted a future tenant may not need that option, but his hope was to see such a use and related drive-through as a tenant, since there weren't many such small business options along Rice Street at this time. In essence, Mr. Jensen advised that he was seeking approval before a tenant became known to allow for such an option, without the unknown if such a use may or may not be approved at the time such a tenant was available.

Mr. Rustad noted that construction would start immediately, according to plan, for Sun Control's occupancy of the largest portion of the building, and after or during that same time, three additional spaces may be leased by other, and unknown tenants. Other than for the actual drive-through itself, Mr. Rustad advised that all other construction as indicated in the plan would be completed during the initial phase of construction, including landscaping and curb cuts with Mr. Jensen and his partner

seeking tenants parallel to that construction. Having owned the building since 2003, Mr. Rustad advised that he was well-aware of the demographics of the area and traffic flow; and opined that the proposed plan was usable and would complement that neighborhood without any negative impacts.

In his review of the site plan, Member Daire opined that the space to the north of the building suggested a better location for a drive-through rather than the south side; and asked if the applicant had considered that option and if so, why they had chosen the south side instead.

Mr. Rustad responded that, since this site shared ingress/egress with the property immediately to the north, and pick-up from the drive-through from the driver side of a vehicle, the concern was that staging of vehicles may back up into that adjacent property or even into Rice Street if located on the north side, creating more problems than as proposed on the south side.

Member Daire sought further clarification regarding the grading of the site and potential conflict with existing doors and the drive-through.

Mr. Rustad clarified that the SE corner was at higher grade at the SE corner but not significant; and the doors in question were considered service doors, with one required as an additional exist for one unit, but not used for daily entry as required by code.

Member Bull thanked the applicants for their participation in the Roseville business community; and asked if they understood that a potential use may not meet expectations and may not be approved.

Mr. Jensen responded that he understood concerns as raised by the Commission; and expressed his confidence that a potential tenant could be found, similar to the previous area coffee shop (J. Arthur).

Mr. Rustad concurred, opining that the smaller spaces of approximately 1,000 square feet, were more attractive to a smaller use; with only the end cap available and subject to limited smaller operations.

Mr. Jensen noted their commercial business involved window tinting for residential, commercial and vehicle applications; and at night their work vans would be stored in the garage, with approximately 60% of their residential and commercial business off-site, with those vans leaving at 8:00 a.m. and not returning until approximately 4:30 p.m. As an example, Mr. Jensen noted that they did a number of police vehicles used for canine use, as well as other retail applications as well; with each average four-door sedan taking 3-4 hours, with perhaps 4-5 completed per day; and reiterated that a considerable amount of business was performed off-site.

Given the success of their business, Mr. Rustad noted that Sun Control had outgrown their current commercial space.

### **Public Comment**

### Polly West, 194 County Road B-2 West

Ms. West stated her biggest concern was that there were no established operating hours for these potential tenants; and with the current business at this site having gone out of business, any new use brought immediate concerns with noise, light or car pollution. Also, Ms. West expressed concern about light pollution if a potential drive-through operated late at night, it would negatively impact those residents directly across from the entry on County Road B-2.

Ms. West also noted existing and frequent traffic back-ups at the intersection; and expressed concern with the pond area and grass with wildlife that may be negatively impacted with a future use.

Member Cunningham asked Ms. West if her concerns were specific to the drive-through use or building tenants in general.

Ms. West responded that the only tenant she know about and their operating hours as stated by Mr. Jensen were acceptable. However, Ms. West opined that commercial also needed to interact with residents on an equal basis. Ms. West admitted the drive-through concerned her, especially related to traffic flow in this area, and the lack of information available at this point in time. While staff assures that there will be no McDonald's as a possible use, Ms. West asked what about a smaller use such as Burger King or similar use; what was considered smaller; and the potential number of cars that could back-up significantly. Ms. West also expressed concern with the safety of students at the adjacent daycare center.

Member Cunningham sought to clarify that Ms. West's concerns were more related to a drive-through rather than general concerns with the property itself.

Ms. West responded that there was already so much noise pollution and speed on that corner.

Chair Boguszewski closed the public hearing at approximately 7:27 p.m. with no one else appearing to speak for or against.

Member Cunningham expressed her confusion about this application, opining that the points brought up were legitimate and the role of the Planning Commission in looking at traffic patterns and potential impact to a neighborhood. While appreciating the intentions of the owner, Member Cunningham noted that an unfortunate lesson learned by this body was that sometimes intentions didn't become reality. Member Cunningham expressed concerns with the unknowns, and sought input from her colleagues.

At the request of Member Daire, Mr. Paschke clarified that Conditional Uses, like Variances, are recorded against a property and in effect until the City abolishes or eliminates them. At the request of Member Daire, Mr. Paschke confirmed that by granting a Conditional Use for a potential drivethrough use, it would assist the applicant as an additional selling point for future tenants.

At the request of Chair Boguszewski, Mr. Paschke clarified that the building is now owned by Mr. Rustad, not Sun Control, and the Conditional Use would be granted to the current owner and transfer with the title of the property, and recorded against that property.

As an additional nuance, Mr. Lloyd noted that, with approval of a Conditional Use, it must be executed by the property owner within one year; and if the drive-through was not constructed on the site within that year, the approval expired. On the flip side, Mr. Lloyd noted that the applicant could also request an extension on the Conditional Use approval without going through the formal full application process, but simply by written request to the Commission in reviewing existing conditions compared to when originally approved.

Member Bull noted that he shared Member Cunningham's trepidation in knowing so little about what could happen with parking, traffic, circulation, cuing and potential light impacts for residential properties in the surrounding area. If he supported this request, Member Bull stated he would like to see more specifics about shielding or screening height on the south and west side of the property as vehicles moved through it.

While being more comfortable in knowing an actual use or tenant, Member Murphy stated that the staff report clearly addressed the method available for the City and citizens if things turned out poorly. Therefore, Member Murphy spoke in support of the Conditional Use, even though he would be more at ease if the tenants were known.

Member Cunningham asked what process was available if there were objections with a potential user of the drive-through or how a neighbor, such as Ms. West, could resolve her issues at that time. Member Cunningham opined that there was a perception that the City was more business-friendly than neighbor/resident-friendly, which she was trying to be sensitive to, whether accurate or not. Therefore, Member Cunningham asked what recourse was available for a neighbor to appeal based on concerns.

In this particular situation, Mr. Paschke noted a potential user with drive-through option would be occupying 1,000 square feet on the end of the building, if and when actually approved by staff based on current City Code. If there were issues or opposition, Mr. Paschke advised that a neighbor could appeal staffs' decision at their discretion and as staff's recommended course of action rather than tabling this request until one or more tenants express interest in occupying the space and/or desiring the drive-through. Mr. Paschke clarified that appeals were heard directly by the City Council; whether to appeal the use itself or appeal a tenant use permit.

In lines 16-170 of the staff report's recommendations, Member Stellmach sought clarification of the approval process used by staff in analyzing a use.

Mr. Paschke advised that potential impacts generated by a use occupying any given space, traffic volume and stacking, and other considerations tied to a particular proposal for tenant use and impact

to the site itself and access points. Mr. Paschke advised if staff concluded that a use is not appropriate or could not be conditioned adequately, the use would be recommended for denial. At the request of Member Stellmach, Mr. Paschke addressed some of the considerations for a particular use based on a specific site; with traffic models and manuals analyzing most every conceivable use and their potential impacts, such as for drive-through stacking and other concerns.

Based on those provisions and limited uses in this small square footage, Member Stellmach stated that served to calm his concerns, and while recognizing the concerns of his colleagues, given those particulars he would support the Conditional Use request.

Member Daire asked the ramifications if the Conditional Use application for a drive-through was not recommended tonight to the City Council; and whether the applicant would be free to come in and seek a Conditional Use when a tenant was secured at some future point in time and needing that drive-through.

Mr. Paschke advised that the Commission could deny the request; but suggested instead they CONTINUE the request allowing the tenant to utilize this same application; giving the City Council the ability to consider that or other options; and their ultimate approval or denial. If denied, Mr. Paschke noted that the applicant had the ability to come forward at a future time for a Conditional Use when a tenant had been secured.

Member Daire questioned if that would allow the applicant to still market the site with that drivethrough potential already in process.

Mr. Paschke noted that this could indicate to potential tenants the possibility for approval, and a record of their hesitancy in doing so without a tenant being secured.

Member Gitzen stated he would be more comfortable with a known tenant; however, he expressed his confidence that sufficient conditions were in place or available to monitor a future tenant.

In referencing page 5, lines 159 - 164 of the staff report, Chair Boguszewski suggested additional language to screen headlights on the south and east portions of the property in addition to the west side.

To that point, Member Bull expressed concern in not addressing screening of a sufficient size to address headlights.

Member Cunningham noted her concern went beyond just headlights, but also with other lights on site, such as from a menu board; and suggested revising the condition to state..." any other unnatural light or light created by the businesses located on this site..."

Chair Boguszewski questioned if there was any cause or standing to address light emitting from the structure itself but not caused by or related to the drive-through issue before the body as a Conditional Use.

Member Daire questioned if menu boards had a higher candle light at the edge of the property, or if they met criteria currently used.

Given the potential for continuous impulse lighting from the site, Member Bull opined with all the other unknowns, he was inclined not to support this request.

Chair Boguszewski addressed the three options before the Commission: to recommend City Council approval; to recommend City Council denial; or for the Commission to CONTINUE the request until a potential tenant is identified and more specific details allow for staff's analysis, at which time the approval process could be reinstated, and returned to the Commission for their recommendation to the City Council at that time.

Member Murphy questioned what a continuation meant to the timeframe of this request.

Mr. Paschke advised he would need to research the ramifications created by such a continuation as it related to the 60-day approval period and when an actual tenant may be known. Mr. Paschke noted the City's ability to extend the application by an additional 60-days as indicated in the staff report; as well as the applicant's ability to extend the process, both in writing, and essentially stopping the 60-day clock at that point.

At the request of Member Daire, Mr. Paschke clarified that the action of the Commission was specific to the drive-through, not building occupancy or remodeling for Sun Control's use of the building and should not prevent those steps from going forward.

Chair Boguszewski opined that, to-date the Planning Commission had a history of approving drive-throughs, and recognizing the trade-off for citizens and businesses; and historically sympathetic to the drive-through concept if and when scaled appropriately. If the decision tonight by the Commission is to CONTINUE this request, Chair Boguszewski sought to clarify that it should be in no way interpreted as potentially being a future denial based on that history.

At the request of Member Bull, Chair Boguszewski clarified, with concurrence by Mr. Paschke that if the Commission CONTINUED this it would be at the Planning Commission level and until the Commission took definitive action to make a recommendation to the City Council, the continuation would be only at this level. If and when a tenant is identified, Chair Boguszewski noted that the applicant would then return to the Commission and the issue could be taken up where left off.

Mr. Rustad spoke to the consideration by the Commission to continue this request, advising that he would continue to own a percentage of the building, and as a resident of Roseville, was conscious of business and resident concerns and issues. Therefore, Mr. Rustad sought to clarify that the concern of the Commission was based on them not knowing who the tenant is and potential impacts.

Chair Boguszewski responded affirmatively.

Given the previous small use of J. Arthur adjacent to this site, Mr. Rustad opined that it provided a good idea of what type of tenant could occupy that 1,000 square footage. Recognizing concerns raised about stacking and headlights for adjacent neighbors, Mr. Rustad suggested approval be restricted and limiting options. Mr. Rustad opined it sounded like staff had enough built-in fail safes that not just any tenant would be approved.

Mr. Rustad noted that, as an owner of the building since 2003, time was of the essence for this, and given the history of the building as a former sporting goods operation, now under ownership as a large wholesale sporting goods company operating out of Memphis, TN, noted that while currently still operating from the back of the building, it would be relocating. Mr. Rustad noted that the pending sale was impacting that situation and causing the push to move this forward now. Mr. Rustad sought Commission approval by assuring them of the applicant's willingness to meet any future restrictions or conditions, and his recognition of neighbor concerns regarding lighting and the need for appropriate screening.

Chair Boguszewski asked Mr. Rustad what he believed was his sense of urgency in having the approval in hand while seeking tenants versus reporting to them the status of the drive-through Conditional Use following the property.

Member Murphy opined that, even if approval was delayed, with the project file open and paperwork already submitted, potential approval should be a quick turnaround.

When doing a project this size, Mr. Rustad noted the significant amount of money being expended for the facelift and making a nicer curb appeal for the building. Mr. Rustad reviewed some of the planned improvements for this exterior façade; and the need to present to lenders potential possibilities as part of their proforma or use for each space. Mr. Rustad noted that this became personal on their part as well as financially necessary; and as long as restrictions are in place and approved, opined it would provide sufficient control for the City and staff to avoid tenants or uses that were not appropriate. Mr. Rustad opined that previous drive-through approvals by the Commission, such as at Caribou across from McDonald's or near HarMar Mall in the past, were more at issue due to the location and size versus the limited potential of this location and size.

At the risk of coming across irrationally, Member Bull clarified that his concerns were based on many different viewpoints but centered around the unknowns – whether fulfilled or not – and the uncertainty that a potential use may not address some of those unknowns; of great concern to him with the Conditional Use going with the property.

Member Murphy noted even if granting a Conditional Use with a specific tenant, that tenant could potentially change in six months, with the future not always known and changing at any given point.

Member Bull stated that as long as protections could be guaranteed to enforce restrictions, he was coming around to Member Murphy's rationale.

### **MOTION**

Member Murphy moved, seconded by Member Gitzen to recommend to the City Council approval of the proposed drive-through as a CONDITIONAL USE at 2425 Rice Street; based on the comments and findings contained the project report dated July 1, 2015; as conditioned in the staff report, with Condition B (line 157) corrected to read "from" rather than "form;" and in line 164, Condition C be revised to read: "...headlights...and light emanating from other structures on the site related to drive-throughs..."

Ayes: 6 Nays: 0

**Abstentions: 1 (Daire)** 

Motion carried.

### EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

1 2	Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of July at 6:00 p.m.				
3	The following Members were present:; and were absent.				
5	Council Member introduced the following resolution and moved its				
6	adoption:				
7 8 9	RESOLUTION NO A RESOLUTION APPROVING A DRIVE-THROUGH AS A CONDITIONAL USE AT 2425 RICE STREET				
10	WHEREAS, the Roseville Planning Commission held the public hearing regarding the				
11	proposed CONDITIONAL USE on July, 1, 2015, voting $6-0$ , with one abstention, to recommend				
12	approval of the proposed drive-through based on public testimony and the comments and				
13	findings of the staff report prepared for said public hearing; and				
14	WHEREAS, the Roseville City Council has determined that approval of the proposed				
15	CONDITIONAL USE will not result in adverse impacts to the surrounding properties based on the				
16	following findings:				
17	a. The proposed use is not in conflict with the Comprehensive Plan.				
18	b. The proposed use is not in conflict with a Regulating Map or other adopted plan.				
19	c. The proposed use is not in conflict with any City Code requirements.				
20	d. The proposed use will not create an excessive burden on parks, streets, and other public				
21	facilities.				
22	e. The proposed use will not be injurious to the surrounding neighborhood, will not				
23	negatively impact traffic or property values, and will not otherwise harm the public				
24	health, safety, and general welfare.				
25	NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE				
26	the proposed drive-through as a CONDITIONAL USE at 2425 Rice Street in accordance with				
27	Roseville City Code, subject to the following conditions:				
28	<b>a.</b> The applicants shall work with the Planning and Engineering Divisions on the appropriate				
29	location of a painted crosswalk and possible sidewalk connections to facilitate a pedestrian				
30	connection from Rice and/or County Road B2 to the building.				
31 32	<b>b.</b> The applicants will work with the Planning Division on the appropriate location and design of any menu board and speaker box for ordering. The speaker should not be audible from the				

The applicants shall submit a landscape plan that includes decorative fencing (or possibly fence sections) 4 to 6 feet in height be installed and maintained along with a mix of shrubs

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property line.

and perennials within the island adjacent the drive-through. Further, additional evergreen and/or coniferous landscaping shall be installed and maintained in the boulevard adjacent to County Road B2 and the green area at the west of the property (rear yard) sufficient to screen headlights and light emanating from other structures on the site related to drive-throughs.

d. The Community Development and Public Works Departments have reviewed the proposed tenant and its utilization of the corner tenant space concluding that the drive-through lane should wrap around the building and enter the order area and window from the rear of the building. Signage shall be installed within the site to effectively identify the drive-through lane and striping placed on pavement to identify the drive-through lane at the rear of the building. Additionally the drive-through island shall be modified to curve around the building to the rear to better facilitate proper entering into menu board/order area and vehicle circulation.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor: \_\_\_\_\_; and \_\_\_\_\_ voted against.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA	)					
COUNTY OF RAMSEY	) ss )					
I, the undersigned, being the duly qualified Interim City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of July 2016 with the original thereof on file in my office.  WITNESS MY HAND officially as such Manager this 25h day of July 2016.						
	-	Patrick Trudgeon, City Manager				

 $Resolution-drive-through,\ 2425 Rice\ Street\ (PF15-012)$ 

(SEAL)