



## **City Council Agenda**

**Monday, August 8, 2016**  
**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: Willmus, Laliberte, Etten, McGehee and 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**  
a. Donation from Firehouse Subs Public Safety Foundation
- 6:17 p.m.     **7. Approve Minutes**  
a. Approve July 25 City Council Meeting Minutes
- 6:22 p.m.     **8. Approve Consent Agenda**  
a. Approve Payments  
b. Approve Business and Other Licenses  
c. Approve General Purchases and Sale of Surplus Items in Excess of \$5,000  
d. Certify Unpaid Utility and Other Charges to the Property Tax Rolls  
e. Approve Fairview Traffic Control Signal Agreement  
f. Authorize Entering Into a Contract with Accela for a New Permitting, Inspections, Code Enforcement, and Licensing System  
g. Authorize Entering into a Professional Services Agreement with Economic Development and Public Financing Firm, *Ehlers, Inc.*, for the Creation of a Public Financing Application and Policy

- h. Extend Cooperative Facility Use Agreement with Roseville Area School District
- i. Approve resolution receiving assessment roll and setting assessment hearing date for Victoria Street Project

6:32 p.m.     **9. Consider Items Removed from Consent**

**10. General Ordinances for Adoption**

- 6:37 p.m.     a. Request to amend City Code Section 1011.12 to opt out of the requirements of Minn. Stat. §462.3593 pertaining to Temporary Family Health Care Dwellings (PROJ0017-Amdt 29)

**11. Presentations**

- 6:45 p.m.     a. Receive Presentation and Discuss Creating a Public Finance Policy with Economic Development Representatives from Ehlers, Inc.

**12. Public Hearing and Action Consideration**

- 7:45 p.m.     a. Public Hearing to Approve/Deny an On-Sale and Sunday Intoxicating Liquor License for The Grey Duck Kitchen and Bar dba The Grey Duck Kitchen and Bar located at 582 Rosedale Center, Suite #1010

- 7:50 p.m.     b. Request for approval of a recombination minor subdivision at Roselawn Avenue and Chatsworth Street (PF16-023)

- 8:00 p.m.     c. Public Improvement Hearing for Owasso Private Drive

**13. Budget Items**

**14. Business Items (Action Items)**

- 8:15 p.m.     a. Stormwater Impact Fund

- 8:25 p.m.     b. Consider Approval of Amended Agreement with Roseville Area Community Foundation Regarding Disbursement of Lawful Gambling Proceeds

**15. Business Items – Presentations/Discussions**

- 8:35 p.m.     a. Discuss Recommendations Regarding Neighborhood Associations from the Community Engagement Commission

9:15 p.m.     **16. City Manager Future Agenda Review**

9:20 p.m.     **17. Councilmember Initiated Items for Future Meetings**

9:25 p.m.     **18. Adjourn Meeting**

*Some Upcoming Public Meetings.....*

<i>Tuesday</i>	<i>Aug 9</i>		<i>Primary Election</i>
<i>Wednesday</i>	<i>Aug 10</i>	<i>6:30 p m.</i>	<i>Finance Commission</i>
<i>Thursday</i>	<i>Aug 11</i>	<i>6:30 p m.</i>	<i>Community Engagement Commission</i>
<i>Monday</i>	<i>Aug 15</i>	<i>6:00 p m.</i>	<i>City Council Meeting</i>
<i>Wednesday</i>	<i>Aug 17</i>	<i>6:00 p m.</i>	<i>Human Rights Commission</i>
<i>Monday</i>	<i>Aug 22</i>	<i>6:00 p m.</i>	<i>City Council Meeting</i>
<i>Tuesday</i>	<i>Aug 23</i>	<i>6:30 p m.</i>	<i>Public Works, Environment &amp; Transportation Commission</i>
<b>September</b>			
<i>Monday</i>	<i>Sep 5</i>		<i>City Offices Closed – Labor Day</i>
<i>Tuesday</i>	<i>Sep 6</i>	<i>6:30 p m.</i>	<i>Parks &amp; Recreation Commission</i>
<i>Thursday</i>	<i>Sep 8</i>	<i>6:30 p m.</i>	<i>Community Engagement Commission</i>

*All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.*





**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/8/2016  
Item No.: 6.a

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Department Approval



City Manager Approval



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Item Description:  
Donation from Firehouse Subs Public Safety Foundation

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1 **BACKGROUND**

2 All sworn officers employed by the Roseville Police Department are certified Emergency Medical  
3 Responders and trained in the use of automated external defibrillators (AED's).

4  
5 The Firehouse Subs Public Safety Foundation wish to donate one Cardiac Science G5 AED (value  
6 \$1695.00) to the Roseville Police Department as a simple act of kindness and appreciation for the  
7 work law enforcement performs in the community.

8  
9 Mr. Buck Humphrey will be present at the meeting. Mr. Humphrey is the owner of the Roseville  
10 Firehouse Subs Store (2111 Snelling Avenue).

11 **POLICY OBJECTIVE**

12 Allow the police department to accept the donation of the Cardiac Science G5 AED donated by the  
13 Firehouse Subs Public Safety Foundation. The donated G5 once received, will be assigned to one of  
14 the department's patrol vehicles.

15 **BUDGET IMPLICATIONS**

16 There is no cost to the city.

17 **STAFF RECOMMENDATION**

18 Allow the police department to accept the donation of the Cardiac Science G5 AED donated by the  
19 Firehouse Subs Public Safety Foundation.

20 **REQUESTED COUNCIL ACTION**

21 Request Council approval to accept the donation from the Firehouse Subs Public Safety Foundation.

Prepared by: Lorne Rosand – Administrative Lieutenant  
Attachments: A: Firehouse Subs Public Safety Foundation cover letter and grant application.



Dear Officer:

The Firehouse Subs Public Safety Foundation was established in 2005 in the aftermath of Hurricane Katrina by firefighting brothers, and restaurateurs, Chris Sorensen and Robin Sorensen. With a commitment to providing first responders with life-saving equipment and resources, the Foundation has awarded more than \$20 million to public safety organizations throughout the country.

Through our grant application program more than 1,450 fire, police and EMS departments have benefitted. As the Foundation continues to grow, so does the Firehouse Subs restaurant chain. This month, Firehouse Subs will reach a huge landmark and open their 1,000th restaurant. A testament to a great product and a great culture that includes giving back to local communities.

To celebrate this milestone, Chris Sorensen and Robin Sorensen have committed one million dollars to provide police departments with AEDs for their cruisers. They have openly invited the Firehouse Subs restaurant community to reach out to their local police with the opportunity to apply for this gift.

There is no catch! This is a simple act of kindness and appreciation. We thank you for what you do for us every day. All that is needed is for you to fill out the attached one-page grant application and email it back to our Foundation before the application deadline of Friday, August 26, 5 p.m. EST).

If you have any questions you can contact your local Firehouse Subs restaurant or you can email us at [foundation@firehousesubs.com](mailto:foundation@firehousesubs.com).

Firehouse Subs Public Safety Foundation is a 501 c 3 non-profit, EIN: 20-3588745. For additional information please visit us at [FirehouseSubs.com/Foundation](http://FirehouseSubs.com/Foundation).

Thank you for all you do,

A handwritten signature in black ink that reads "Robin Peters".

Robin Peters, *Executive Director*  
Firehouse Subs Public Safety Foundation



**Firehouse Subs Public Safety Foundation  
Sorensen AED Fund – 1,000 AED Gift Campaign  
Automated External Defibrillator (AED) Grant Application**  
All fields must be completed in order to be considered.

*To be filled out by Firehouse Subs restaurant:*

Name of the Area Representative: Ron Harris  
 Name of the Franchisee: Buck Humphrey  
 Firehouse Subs (franchisee) restaurant address and #: 2111 Snelling Ave N, S.B.; Roseville, MN, 55113 (store 1065)

*To be filled out by Grant Applicant:*

Today's Date: July 12, 2016  
 Name of Organization: Roseville Police Department  
 EIN/Federal ID Number: 41-6007849  
 Address: 2660 Civic Center Drive  
 City, State & Zip Code: Roseville Minnesota 55113  
 Contact Person: Lorne Rosand  
 Title/Position: Administrative Lieutenant  
 Mobile Phone Number: 651-792-7211  
 Email: lorne.rosand@cityofroseville.com  
 Alternate Contact and Phone Number: (required) Chief Rick Mathwig 651-792-7008  
 \_\_\_\_\_  
 Community(s) served: Roseville Minnesota

Please choose (1) from the brands and models below. The Sorensen AED Fund will purchase the requested AED and ship to the address submitted on this grant application form.\*

**Please check the box next to the AED you choose for your department's police cruiser, and initial.**

- LRR Cardiac Science G5 Multilingual, package including 2 sets of electrodes, carry case, ready kit  
[www.cardiacscience.com](http://www.cardiacscience.com)
- Philips Heartstart FRx includes 2 sets of pads, infant/child key, FRx case, and fast response kit  
[www.usa.philips.com](http://www.usa.philips.com)
- Physio-Control LifePak CR including 2 sets of electrodes, battery charger, carry case, and Ambu Res-Cue Mask kit [www.physio-control.com](http://www.physio-control.com)
- Zoll AED Plus AED Plus with AED Cover with Public Safety PASS Cover, Batteries, CPR-D Padz, Softcase <http://www.zoll.com>

**Applicant: Please email the completed Grant Application to:  
Foundation@FirehouseSubs.com**  
**Or mail to:** Firehouse Subs Public Safety Foundation-AED Grant Program  
 3400-8 Kori Road, Jacksonville FL 32257

\*If the shipping address is different from the address listed on this application please submit the correct shipping address.  
**Application must be received (not postmarked) no later than Friday, August 26, 2016 – 5 p.m. EST**  
 Firehouse Subs Public Safety Foundation is a 501 c 3 non-profit, EIN: 20-3588745





# REQUEST FOR COUNCIL ACTION

Date: 08/08/2016

Item No.: 8.a

Department Approval

City Manager Approval

Item Description: Approve Payments

1 **BACKGROUND**

2 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	\$565,498.90
82362-82551	\$1,120,595.34
Total	\$1,686,094.24

5  
6 A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be  
7 appropriate for the goods and services received.

8 **POLICY OBJECTIVE**

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

10 **FINANCIAL IMPACTS**

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

13 **STAFF RECOMMENDATION**

14 Staff recommends approval of all payment of claims.

15 **REQUESTED COUNCIL ACTION**

16 Motion to approve the payment of claims as submitted

17  
18 Prepared by: Chris Miller, Finance Director

19 Attachments: A: Checks for Approval

20



# Accounts Payable

## Checks for Approval

User: mary.jenson  
 Printed: 8/2/2016 - 10:20 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82509	07/28/2016	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Econo Box, Couplings	28.70
					Operating Supplies Total:	28.70
					Fund Total:	28.70
82520	07/28/2016	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes	Postage Machine	832.62
82443	07/21/2016	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copier Rental	2,722.09
					Rental - Copier Machines Total:	3,554.71
					Fund Total:	3,554.71
0	07/21/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	7.17
					Federal Income Tax Total:	7.17
0	07/21/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	1.61
0	07/21/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	6.89
					FICA Employee Ded. Total:	8.50
0	07/21/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	6.89
0	07/21/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	1.61
					FICA Employers Share Total:	8.50
0	07/21/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	1.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	1.03
0	07/21/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	6.66
					PERA Employee Ded Total:	6.66
0	07/21/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	6.66
0	07/21/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	1.03
					PERA Employer Share Total:	7.69
82426	07/21/2016	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Youth Hockey Bingo	2,143.26
82426	07/21/2016	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Midway Speedskating Bingo	2,211.30
82533	07/28/2016	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Youth Hockey Bingo	2,143.26
					Professional Services - Bingo Total:	6,497.82
0	07/21/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	3.83
					State Income Tax Total:	3.83
					Fund Total:	6,541.20
82455	07/28/2016	Community Development	Building Permits	American Dream Home Improveme	Building Permit Refund-1748 Millwo	133.00
82371	07/21/2016	Community Development	Building Permits	Cedar Valley Exteriors	Building Permit Refund-3063 Farring	199.20
					Building Permits Total:	332.20
82455	07/28/2016	Community Development	Building Surcharge	American Dream Home Improveme	Building Permit Refund-1748 Millwo	3.25
82371	07/21/2016	Community Development	Building Surcharge	Cedar Valley Exteriors	Building Permit Refund-3063 Farring	5.93
					Building Surcharge Total:	9.18
82370	07/21/2016	Community Development	Computer Equipment	CDW Government, Inc.	Tablet	1,494.92
					Computer Equipment Total:	1,494.92
82428	07/21/2016	Community Development	Contractors Licenses	Brady Studio	Contractor License Refund	94.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contractors Licenses Total:	94.00
0	07/21/2016	Community Development	Development Escrow	Erickson, Bell, Beckman & Quinn I	Rosedale PUD Amendment	15,500.00
					Development Escrow Total:	15,500.00
0	07/21/2016	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-June	7,353.60
					Electrical Inspections Total:	7,353.60
0	07/21/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	4,267.81
					Federal Income Tax Total:	4,267.81
0	07/21/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	508.52
0	07/21/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	2,174.26
					FICA Employee Ded. Total:	2,682.78
0	07/21/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	508.52
0	07/21/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	2,174.26
					FICA Employers Share Total:	2,682.78
82416	07/21/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	250.00
					HSA Employee Total:	250.00
0	07/21/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.07.2016 ICMA Defe	1,717.94
					ICMA Def Comp Total:	1,717.94
82395	07/21/2016	Community Development	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	212.29
					Life Ins. Employee Total:	212.29
82395	07/21/2016	Community Development	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	54.25
					Life Ins. Employer Total:	54.25



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82395	07/21/2016	Community Development	Long Term Disability	LINA	Life Insurance Premium-July 2016	162.40
					Long Term Disability Total:	162.40
82411	07/21/2016	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	164.50
					Medical Ins Employee Total:	164.50
82411	07/21/2016	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	3,844.50
					Medical Ins Employer Total:	3,844.50
0	07/21/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	300.70
					MN State Retirement Total:	300.70
0	07/21/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	450.00
					MNDCP Def Comp Total:	450.00
0	07/21/2016	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	330.15
					Office Supplies Total:	330.15
0	07/21/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,153.36
					PERA Employee Ded Total:	2,153.36
0	07/21/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,153.36
0	07/21/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	331.29
					PERA Employer Share Total:	2,484.65
82537	07/28/2016	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	225.00
82537	07/28/2016	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
					Professional Services Total:	229.70
0	07/21/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	1,650.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	1,650.95
82396	07/21/2016	Community Development	Training	MAPMO	Building Inspector Training Seminar	240.00
					Training Total:	240.00
					Fund Total:	48,662.66
82385	07/21/2016	Contracted Engineering Svcs	Deposits	Hampton Inn Roseville	Escrow Return-2020/2050 Iona Lane	12,000.00
82403	07/21/2016	Contracted Engineering Svcs	Deposits	Mikaro Properties	Escrow Return-899 County Road B W	3,000.00
					Deposits Total:	15,000.00
0	07/21/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	1,713.63
					Federal Income Tax Total:	1,713.63
0	07/21/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	1,010.87
0	07/21/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	236.39
					FICA Employee Ded. Total:	1,247.26
0	07/21/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	1,010.87
0	07/21/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	236.39
					FICA Employers Share Total:	1,247.26
82416	07/21/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	95.19
					HSA Employee Total:	95.19
0	07/21/2016	Contracted Engineering Svcs	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.07.2016 ICMA Defe	97.50
					ICMA Def Comp Total:	97.50
82395	07/21/2016	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	71.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	71.72
82395	07/21/2016	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	30.39
					Life Ins. Employer Total:	30.39
82395	07/21/2016	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium-July 2016	80.56
					Long Term Disability Total:	80.56
82411	07/21/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	421.39
					Medical Ins Employee Total:	421.39
82411	07/21/2016	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	3,016.46
					Medical Ins Employer Total:	3,016.46
0	07/21/2016	Contracted Engineering Svcs	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.07.2016 Minnesota E	61.31
					Minnesota Benefit Ded Total:	61.31
0	07/21/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	164.29
					MN State Retirement Total:	164.29
0	07/21/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	71.50
					MNDCP Def Comp Total:	71.50
0	07/21/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	1,068.08
					PERA Employee Ded Total:	1,068.08
0	07/21/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	1,068.08
0	07/21/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	164.29
					PERA Employer Share Total:	1,232.37
0	07/21/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	693.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	693.27
					Fund Total:	26,312.18
0	07/21/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	389.62
0	07/27/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	80.00
0	07/27/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	116.13
					211402 - Flex Spending Health Total:	585.75
0	07/28/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	375.00
0	07/28/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	385.24
0	07/28/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	1,000.00
0	07/27/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	170.00
0	07/27/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	2,884.65
0	07/21/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	384.62
					211403 - Flex Spend Day Care Total:	5,199.51
0	07/21/2016	General Fund	Attorney Development Escrow	Erickson, Bell, Beckman & Quinn I	Wheaton Woods Development	962.00
					Attorney Development Escrow Total:	962.00
82458	07/28/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	49.95
82458	07/28/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	990.00
82458	07/28/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	213.70
82458	07/28/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	393.50
82458	07/28/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	191.35
82375	07/21/2016	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	24.94
82375	07/21/2016	General Fund	Clothing	Cintas Corporation #470	Nitrile Gloves	24.94
82468	07/28/2016	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	24.94
82468	07/28/2016	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	24.94
82442	07/21/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	227.89
					Clothing Total:	2,166.15
82473	07/28/2016	General Fund	Contract Maint - Vehicles	Driver & Vehicle Services	License Plates	18.00
0	07/21/2016	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	111.57
82421	07/21/2016	General Fund	Contract Maint - Vehicles	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	188.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maint - Vehicles Total:	318.46
82506	07/28/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	Cleaning	3,215.18
					Contract Maint. - City Hall Total:	3,215.18
82506	07/28/2016	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Cleaning	1,000.83
					Contract Maint. - City Garage Total:	1,000.83
0	07/21/2016	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
					Contract Maint.- Old City Hall Total:	79.00
82367	07/21/2016	General Fund	Contract Maintenance	BCA	CJDN Oper. Units	840.00
82378	07/21/2016	General Fund	Contract Maintenance	Comcast	Business Services-Acct: 529 012370	108.86
82506	07/28/2016	General Fund	Contract Maintenance	Linn Building Maintenance	Cleaning	568.90
82524	07/28/2016	General Fund	Contract Maintenance	Q3 Contracting, Inc.	Sign, Barrel Rental	270.20
82429	07/21/2016	General Fund	Contract Maintenance	Sympro, Inc.	Annual Maintenance	3,565.00
82430	07/21/2016	General Fund	Contract Maintenance	Tactical Solutions	Radar, Laser Units Certification	316.00
					Contract Maintenance Total:	5,668.96
82475	07/28/2016	General Fund	Contract Maintnence	Embedded Systems, Inc.	Tornado Siren Repair	305.00
82475	07/28/2016	General Fund	Contract Maintnence	Embedded Systems, Inc.	Tornado Siren Repair	100.00
					Contract Maintnence Total:	405.00
82411	07/21/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-July 2016	994.30
82411	07/21/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-July 2016	974.30
					Employer Insurance Total:	1,968.60
0	07/21/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	33,713.73
					Federal Income Tax Total:	33,713.73
0	07/21/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	4,231.44
0	07/21/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	6,445.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	10,676.73
0	07/21/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	6,445.29
0	07/21/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	4,231.44
					FICA Employers Share Total:	10,676.73
82405	07/21/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
					Financial Support Total:	354.43
0	07/21/2016	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	306.00
					Flex Spending Day Care Total:	306.00
0	07/21/2016	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	407.00
0	07/21/2016	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	227.44
					Flex Spending Health Total:	634.44
82416	07/21/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	2,707.12
					HSA Employee Total:	2,707.12
0	07/21/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.07.2016 ICMA Defe	1,975.06
					ICMA Def Comp Total:	1,975.06
82395	07/21/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	64.81
82395	07/21/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	1,504.76
					Life Ins. Employee Total:	1,569.57
82395	07/21/2016	General Fund	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	426.23
					Life Ins. Employer Total:	426.23
82395	07/21/2016	General Fund	Long Term Disability	LINA	Life Insurance Premium-July 2016	1,355.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	1,355.09
82411	07/21/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	9,298.25
82411	07/21/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	6,340.07
					Medical Ins Employee Total:	15,638.32
82411	07/21/2016	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	49,241.50
					Medical Ins Employer Total:	49,241.50
82432	07/21/2016	General Fund	Memberships & Subscriptions	The MN Transportation Alliance, In	Membership Renewal	622.00
					Memberships & Subscriptions Total:	622.00
82389	07/21/2016	General Fund	Miscellaneous	Chelsea Holub	Parade Candy Reimbursement	55.96
82545	07/28/2016	General Fund	Miscellaneous	Twin Cities Flag Source, Inc	Flags	175.00
					Miscellaneous Total:	230.96
0	07/21/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	2.96
0	07/21/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	2,874.59
0	07/21/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emp H	-2.96
					MN State Retirement Total:	2,874.59
0	07/21/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	6,732.91
0	07/21/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	45.03
					MNDCP Def Comp Total:	6,777.94
0	07/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	868.64
0	07/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	30.77
0	07/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	42.08
0	07/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	15.08
0	07/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	20.42
					Office Supplies Total:	976.99
0	07/21/2016	General Fund	Op Supplies - City Hall	Grainger Inc	Batteries	12.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82543	07/28/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	226.27
Op Supplies - City Hall Total:						239.13
0	07/28/2016	General Fund	Operating Supplies	3D Specialties	Signs	1,278.46
0	07/21/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	491.61
82461	07/28/2016	General Fund	Operating Supplies	Avenue Shirt Works	Clothing Supplies	39.61
82461	07/28/2016	General Fund	Operating Supplies	Avenue Shirt Works	Clothing Supplies	47.42
82470	07/28/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	1,422.19
0	07/21/2016	General Fund	Operating Supplies	Grant Dattilo	Supplies Reimbursement	21.39
0	07/28/2016	General Fund	Operating Supplies	General Industrial Supply Co.	Safety Supplies	33.70
0	07/21/2016	General Fund	Operating Supplies	Grainger Inc	Gloves, Exhaust Fluid	53.58
0	07/21/2016	General Fund	Operating Supplies	Greenhaven Printing	Crime Victim Info. Cards	220.00
0	07/21/2016	General Fund	Operating Supplies	Greenhaven Printing	Animal License Application Forms	176.00
82483	07/28/2016	General Fund	Operating Supplies	Corey Hedgers	Summer Entertainment	250.00
0	07/21/2016	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	129.38
82497	07/28/2016	General Fund	Operating Supplies	KP Concessions	Family Night Out	250.00
82507	07/28/2016	General Fund	Operating Supplies	Martin Marietta Materials Inc	1/4 W Chip	735.93
0	07/28/2016	General Fund	Operating Supplies	MES, Inc.	Carbon Shield	328.11
82409	07/21/2016	General Fund	Operating Supplies	Murkowski Properties Inc	Street Sweepings	68.04
82413	07/21/2016	General Fund	Operating Supplies	Owasso Hills Homeowners Assoc.	Mailbox Damage Repair Reimburse	100.00
82526	07/28/2016	General Fund	Operating Supplies	Rainbow Party Arts	Family Night Out	630.00
82536	07/28/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	118.12
82536	07/28/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	104.52
82543	07/28/2016	General Fund	Operating Supplies	Trio Supply Company	Restroom Supplies	47.86
0	07/21/2016	General Fund	Operating Supplies	Uline	Measuring Wheel	58.97
Operating Supplies Total:						6,604.89
82474	07/28/2016	General Fund	Operating Supplies City Garage	EESCO	Electrical Supplies	132.50
0	07/21/2016	General Fund	Operating Supplies City Garage	Grainger Inc	Batteries	3.20
82543	07/28/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	56.57
Operating Supplies City Garage Total:						192.27
0	07/21/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	26,935.45
PERA Employee Ded Total:						26,935.45
0	07/21/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	37,457.52
0	07/21/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	895.96



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	38,353.48
0	07/21/2016	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.07.2016 PERA Life	32.00
					PERA Life Ins. Ded. Total:	32.00
0	07/21/2016	General Fund	Printing	Greenhaven Printing	Envelopes	328.00
					Printing Total:	328.00
82388	07/21/2016	General Fund	Professional Services	Hillcrest Animal Hospital	Animal Control Boarding	62.00
82393	07/21/2016	General Fund	Professional Services	LexisNexis Risk Solutions	Minimum Commitment Balance	50.00
82397	07/21/2016	General Fund	Professional Services	Martin McAllister, Inc.	Public Safety Assessments	1,000.00
82516	07/28/2016	General Fund	Professional Services	Office Team	Temporary Employment	1,183.36
82516	07/28/2016	General Fund	Professional Services	Office Team	Temporary Employment	585.01
82414	07/21/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	720.00
82519	07/28/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	1,200.00
82418	07/21/2016	General Fund	Professional Services	Regents of the University of MN	K9 Health Care	3,105.00
82427	07/21/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
82427	07/21/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	450.00
82427	07/21/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	362.50
82427	07/21/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
82537	07/28/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
82537	07/28/2016	General Fund	Professional Services	Sheila Stowell	Community Engagement Commissior	193.75
82436	07/21/2016	General Fund	Professional Services	TransUnion Risk and Alternative	Searches-Acct: 212095	48.25
82440	07/21/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
					Professional Services Total:	9,058.97
0	07/21/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	13,176.97
					State Income Tax Total:	13,176.97
82540	07/28/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	76.89
					Telephone Total:	76.89
82365	07/21/2016	General Fund	Training	Anoka County Sheriff's Office	Range Use	2,687.50
82365	07/21/2016	General Fund	Training	Anoka County Sheriff's Office	Range Use	375.00
82368	07/21/2016	General Fund	Training	BCA/Criminal Justice Training & E	Recertification Training-M. Nelson	75.00
82525	07/28/2016	General Fund	Training	Radisson Paper Valley	Reimbursement for Inadvertant Credi	2,263.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Training Total:	5,400.70
0	07/21/2016	General Fund	Utilities	Xcel Energy	Civil Defense	73.66
0	07/21/2016	General Fund	Utilities	Xcel Energy	Street Lights	12,209.82
0	07/28/2016	General Fund	Utilities	Xcel Energy	New Fire Station	2,073.28
0	07/28/2016	General Fund	Utilities	Xcel Energy	Traffic Lights	1,738.38
					Utilities Total:	16,095.14
0	07/21/2016	General Fund	Utilities - City Garage	Xcel Energy	Public Works Building	2,434.70
					Utilities - City Garage Total:	2,434.70
0	07/21/2016	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,790.95
					Utilities - City Hall Total:	6,790.95
0	07/28/2016	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	183.18
					Utilities - Old City Hall Total:	183.18
82459	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Astleford International Trucks	Radio	193.78
82375	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Nitrile Gloves	105.00
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	79.44
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	67.94
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	289.00
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	120.00
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	206.48
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	126.98
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	-50.00
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	205.78
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Miniature Lamp	10.08
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Tin Snip Set	72.87
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Electronic Ballast	17.40
82387	07/21/2016	General Fund	Vehicle Supplies & Maintenance	HealthEast Vehicle Services	Prisoner Transport Seat Installation	1,221.10
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Kath Fuel Oil Service, Inc.	Fuel	1,884.85
82500	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Lano Equipment, Inc.	KPA, BPA	74.96
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filter	16.35
82404	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Minnesota Equipment	Speed Sensor	289.97
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	90.06
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	22.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	72.38
82415	07/21/2016	General Fund	Vehicle Supplies & Maintenance	Pioneer Rim and Wheel Co.	Bulge A	35.60
0	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Replacement Handle	19.41
82539	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	2016 BLANKET PO FOR VEHICLE	755.35
82542	07/28/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	30.78
Vehicle Supplies & Maintenance Total:						5,718.04
Fund Total:						293,947.63
82442	07/21/2016	General Fund Donations	Explorers - Supplies	Uniforms Unlimited, Inc.	Explorer Supplies	1.50
Explorers - Supplies Total:						1.50
Fund Total:						1.50
0	07/21/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	783.28
Federal Income Tax Total:						783.28
0	07/21/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	142.00
0	07/21/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	607.19
FICA Employee Ded. Total:						749.19
0	07/21/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	142.00
0	07/21/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	607.19
FICA Employers Share Total:						749.19
82395	07/21/2016	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	73.48
Life Ins. Employee Total:						73.48
82395	07/21/2016	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	4.80
Life Ins. Employer Total:						4.80
82395	07/21/2016	Golf Course	Long Term Disability	LINA	Life Insurance Premium-July 2016	18.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	18.31
82411	07/21/2016	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	519.84
					Medical Ins Employee Total:	519.84
82411	07/21/2016	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	1,374.12
					Medical Ins Employer Total:	1,374.12
82377	07/21/2016	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale	1,128.24
					Merchandise For Sale Total:	1,128.24
0	07/21/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	52.15
					MN State Retirement Total:	52.15
0	07/21/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
82366	07/21/2016	Golf Course	Operating Supplies	Arete Industries	Full Color Scorecards	1,699.32
82370	07/21/2016	Golf Course	Operating Supplies	CDW Government, Inc.	Laserjet Printer	285.55
0	07/28/2016	Golf Course	Operating Supplies	MTI Distributing, Inc.	Fittings	113.50
82528	07/28/2016	Golf Course	Operating Supplies	Reinders Inc.	Fungicide	237.72
					Operating Supplies Total:	2,336.09
0	07/21/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	338.96
					PERA Employee Ded Total:	338.96
0	07/21/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	52.15
0	07/21/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	338.96
					PERA Employer Share Total:	391.11
82376	07/21/2016	Golf Course	Rental	Club Car, LLC	June Lease	1,080.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Rental Total:	1,080.00
0	07/21/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	371.38
					State Income Tax Total:	371.38
82366	07/21/2016	Golf Course	Use Tax Payable	Arete Industries	Sales/Use Tax	-109.32
0	07/21/2016	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-47.75
					Use Tax Payable Total:	-157.07
0	07/21/2016	Golf Course	Utilities	Xcel Energy	Golf Course	742.26
					Utilities Total:	742.26
0	07/28/2016	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Screws	2.10
					Vehicle Supplies & Maintenance Total:	2.10
					Fund Total:	10,607.43
0	07/21/2016	Housing & Redevelopment Agency	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	3.67
					Federal Income Tax Total:	3.67
0	07/21/2016	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	6.74
0	07/21/2016	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	28.83
					FICA Employee Ded. Total:	35.57
0	07/21/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	6.74
0	07/21/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	28.83
					FICA Employers Share Total:	35.57
0	07/21/2016	Housing & Redevelopment Agency	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	30.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	30.23
0	07/21/2016	Housing & Redevelopment Agency	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	30.23
0	07/21/2016	Housing & Redevelopment Agency	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	4.65
					PERA Employer Share Total:	34.88
82439	07/21/2016	Housing & Redevelopment Agency	Professional Services - ECHO	Twin Cities Public Television	ECHO Fair Housing Completion	14,625.00
					Professional Services - ECHO Total:	14,625.00
0	07/21/2016	Housing & Redevelopment Agency	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	1.96
					State Income Tax Total:	1.96
					Fund Total:	14,766.88
82515	07/28/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Northland Appraisal, Inc.	Appraisal @ 196 McCarrons Blvd S	500.00
82515	07/28/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Northland Appraisal, Inc.	Appraisal @ 196 McCarrons Blvd S	300.00
					196 So. McCarrons Prof. Servic Total:	800.00
					Fund Total:	800.00
0	07/21/2016	Information Technology	Computer Equipment	Aercor Wireless, Inc	NetMotion Mobility License	3,156.93
82466	07/28/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer	609.00
					Computer Equipment Total:	3,765.93
0	07/21/2016	Information Technology	Contract Maintenance	SHI International Corp	QTY 5: MICROSOFT CORE INFFR	24,380.00
0	07/21/2016	Information Technology	Contract Maintenance	SHI International Corp	Acrobat License	282.00
					Contract Maintenance Total:	24,662.00
0	07/21/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	4,791.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	4,791.89
82449	07/21/2016	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance-Acct: 011277	2,750.81
					Fiber Maintenance & Locates Total:	2,750.81
0	07/21/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	631.42
0	07/21/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	2,699.99
					FICA Employee Ded. Total:	3,331.41
0	07/21/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	2,699.99
0	07/21/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	631.42
					FICA Employers Share Total:	3,331.41
82416	07/21/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	455.83
					HSA Employee Total:	455.83
0	07/21/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.07.2016 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
82444	07/21/2016	Information Technology	Internet	US Internet	Inbound Alias	10.00
					Internet Total:	10.00
82395	07/21/2016	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	143.46
					Life Ins. Employee Total:	143.46
82395	07/21/2016	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	75.60
					Life Ins. Employer Total:	75.60
82395	07/21/2016	Information Technology	Long Term Disability	LINA	Life Insurance Premium-July 2016	239.81
					Long Term Disability Total:	239.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82411	07/21/2016	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	1,279.21
					Medical Ins Employee Total:	1,279.21
82411	07/21/2016	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	9,750.01
					Medical Ins Employer Total:	9,750.01
0	07/21/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	448.21
					MN State Retirement Total:	448.21
82466	07/28/2016	Information Technology	Operating Supplies	CDW Government, Inc.	Computer Supplies	145.43
					Operating Supplies Total:	145.43
0	07/21/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,913.22
					PERA Employee Ded Total:	2,913.22
0	07/21/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	448.21
0	07/21/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,913.22
					PERA Employer Share Total:	3,361.43
0	07/21/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	1,781.31
					State Income Tax Total:	1,781.31
0	07/21/2016	Information Technology	Transportation	Jake Manders	Mileage Reimbursement	111.24
					Transportation Total:	111.24
					Fund Total:	63,573.21
82506	07/28/2016	License Center	Contract Maintenance	Linn Building Maintenance	Cleaning	668.63
					Contract Maintenance Total:	668.63



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	3,542.72
					Federal Income Tax Total:	3,542.72
0	07/21/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	513.10
0	07/21/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	2,193.90
					FICA Employee Ded. Total:	2,707.00
0	07/21/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	513.10
0	07/21/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	2,193.90
					FICA Employers Share Total:	2,707.00
82416	07/21/2016	License Center	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	213.06
					HSA Employee Total:	213.06
82395	07/21/2016	License Center	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	128.50
					Life Ins. Employee Total:	128.50
82395	07/21/2016	License Center	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	48.00
					Life Ins. Employer Total:	48.00
82395	07/21/2016	License Center	Long Term Disability	LINA	Life Insurance Premium-July 2016	125.04
					Long Term Disability Total:	125.04
82411	07/21/2016	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	1,704.30
					Medical Ins Employee Total:	1,704.30
82411	07/21/2016	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	6,974.25
					Medical Ins Employer Total:	6,974.25
0	07/21/2016	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.07.2016 Minnesota F	123.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Minnesota Benefit Ded Total:	123.84
0	07/21/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	358.28
					MN State Retirement Total:	358.28
0	07/21/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	350.00
0	07/21/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	389.58
					MNDCP Def Comp Total:	739.58
82461	07/28/2016	License Center	Office Supplies	Avenue Shirt Works	Office Supplies	99.51
0	07/21/2016	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	130.72
0	07/21/2016	License Center	Office Supplies	North Country Business Products Ir	Thermal Paper	200.01
					Office Supplies Total:	430.24
82434	07/21/2016	License Center	Operating Supplies	TLJ International, Inc.	Auto Stand	36.00
					Operating Supplies Total:	36.00
0	07/21/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,182.05
					PERA Employee Ded Total:	2,182.05
0	07/21/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	335.70
0	07/21/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,182.05
					PERA Employer Share Total:	2,517.75
0	07/21/2016	License Center	Professional Services	Electro Watchman, Inc.	Alarm System Lease & Monitoring	180.00
0	07/28/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	170.64
					Professional Services Total:	350.64
0	07/21/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	1,503.29
					State Income Tax Total:	1,503.29
0	07/21/2016	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	248.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/28/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	140.40
					Transportation Total:	388.80
0	07/21/2016	License Center	Utilities	Xcel Energy	License Center	637.20
					Utilities Total:	637.20
					Fund Total:	28,086.17
82495	07/28/2016	Multi-Family&Housing Program	210 So. McCarrons Prof Service	Kennedy & Graven, Chartered	210 McCarrons Blvd Legal Services	1,610.47
					210 So. McCarrons Prof Service Total:	1,610.47
					Fund Total:	1,610.47
82480	07/28/2016	Municipal Community Band	Operating Supplies	David Hanson	Supplies Reimbursement	33.18
					Operating Supplies Total:	33.18
					Fund Total:	33.18
82478	07/28/2016	Municipal Jazz Band	Operating Supplies	James Foster	Big Band Supplies Reimbursement	58.91
					Operating Supplies Total:	58.91
0	07/28/2016	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director	250.00
					Professional Services Total:	250.00
					Fund Total:	308.91
0	07/21/2016	P & R Contract Maintenance	Clothing	David Beckermann	Boots Reimbursement Per Union Con	89.99
					Clothing Total:	89.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	3,068.96
					Federal Income Tax Total:	3,068.96
0	07/21/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	1,810.05
0	07/21/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	423.28
					FICA Employee Ded. Total:	2,233.33
0	07/21/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	1,810.05
0	07/21/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	423.28
					FICA Employers Share Total:	2,233.33
82416	07/21/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA WI En	34.62
82416	07/21/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	384.62
					HSA Employee Total:	419.24
82395	07/21/2016	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	89.71
					Life Ins. Employee Total:	89.71
82395	07/21/2016	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	39.60
					Life Ins. Employer Total:	39.60
82395	07/21/2016	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium-July 2016	92.82
					Long Term Disability Total:	92.82
82411	07/21/2016	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	496.50
					Medical Ins Employee Total:	496.50
82411	07/21/2016	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	5,183.73
					Medical Ins Employer Total:	5,183.73
0	07/21/2016	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	225.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	225.81
0	07/21/2016	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	175.00
					MNDCP Def Comp Total:	175.00
82372	07/21/2016	P & R Contract Maintenance	Operating Supplies	Central Power Distributors Inc	Weed Whip Oil	101.79
82375	07/21/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Coverall	1.22
82375	07/21/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Coverall	1.22
82437	07/21/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	392.70
82437	07/21/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	137.85
82438	07/21/2016	P & R Contract Maintenance	Operating Supplies	Trugreen L.P.	Parks, Ballfield Service-Acct: 46350'	486.00
82548	07/28/2016	P & R Contract Maintenance	Operating Supplies	Wagner Greenhouses, Inc.	Nursery Supplies	3,989.19
					Operating Supplies Total:	5,109.97
0	07/21/2016	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	1,509.60
					PERA Employee Ded Total:	1,509.60
0	07/21/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	1,509.60
0	07/21/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	232.22
					PERA Employer Share Total:	1,741.82
82505	07/28/2016	P & R Contract Maintenance	Professional Services	Lightning Disposal, Inc.	Rolloffs	383.36
82412	07/21/2016	P & R Contract Maintenance	Professional Services	Northwest Lasers and Instruments,	Pink Paint	59.39
82438	07/21/2016	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Parks, Ballfield Service-Acct: 46350'	3,526.00
82438	07/21/2016	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Parks, Ballfield Service-Acct: 46350'	859.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing/Repair	499.59
0	07/21/2016	P & R Contract Maintenance	Professional Services	Yale Mechanical, LLC	RPZ Testing	175.00
					Professional Services Total:	6,727.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	1,271.88
State Income Tax Total:						1,271.88
82406	07/21/2016	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits-Acct: 07972	304.94
82406	07/21/2016	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits-Acct: 07972	5,088.00
Unemployment Insurance Total:						5,392.94
0	07/28/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	3,443.16
Utilities Total:						3,443.16
Fund Total:						39,544.73
0	07/21/2016	Park Renewal 2011	Professional Services	LHB Inc	Parks & Recreation Renewal Program	343.00
0	07/21/2016	Park Renewal 2011	Professional Services	LHB Inc	Parks & Recreation Renewal Program	197.00
0	07/21/2016	Park Renewal 2011	Professional Services	LHB Inc	Parks & Recreation Renewal Program	219.50
0	07/21/2016	Park Renewal 2011	Professional Services	LHB Inc	Parks & Recreation Renewal Program	260.00
82394	07/21/2016	Park Renewal 2011	Professional Services	Liesch Associates, Inc.	Park Renewal Program Project Mana	1,482.09
82504	07/28/2016	Park Renewal 2011	Professional Services	Liesch Associates, Inc.	Field Scientist	226.60
Professional Services Total:						2,728.19
Fund Total:						2,728.19
0	07/21/2016	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Midway Ford Co	QTY 1: FORD F-350 4X4 PICKUP C	28,905.60
0	07/21/2016	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Midway Ford Co	QTY 1: FORD F-350 4X4 SUPERCA	30,096.70
0	07/21/2016	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Midway Ford Co	QTY 1: FORD F-350 4X4 PICKUP C	27,304.70
Parks & Recreation Vehicles Total:						86,307.00
Fund Total:						86,307.00
0	07/28/2016	Pathway Maintenance Fund	Operating Supplies	3D Specialties	Signs	1,278.46
82470	07/28/2016	Pathway Maintenance Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	955.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	2,233.76
					Fund Total:	2,233.76
0	07/21/2016	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	66.52
					Federal Income Tax Total:	66.52
0	07/21/2016	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	8.16
					FICA Employee Ded Total:	8.16
0	07/21/2016	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	8.16
					FICA Employer Share Total:	8.16
82411	07/21/2016	Police - DWI Enforcement	HCMA Insurance Ded	NJPA	Health Insurance Premium-July 2016	4.73
					HCMA Insurance Ded Total:	4.73
82416	07/21/2016	Police - DWI Enforcement	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	13.91
					HSA Employee Total:	13.91
82395	07/21/2016	Police - DWI Enforcement	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	0.77
					Life Ins. Employee Total:	0.77
0	07/21/2016	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	5.89
					MN State Retirement Total:	5.89
0	07/21/2016	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	10.64
					MNDCP Def Comp Total:	10.64
0	07/21/2016	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	63.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Total:	63.62
0	07/21/2016	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	95.42
					PERA Employer Share Total:	95.42
0	07/21/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	542.50
0	07/21/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Squad DVD Copying	2,083.33
82392	07/21/2016	Police - DWI Enforcement	Professional Services		Alcohol Compliance Checker	91.00
82433	07/21/2016	Police - DWI Enforcement	Professional Services		Alcohol Compliance Checker	78.00
					Professional Services Total:	2,794.83
0	07/21/2016	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	24.39
					State Income Tax Total:	24.39
					Fund Total:	3,097.04
0	07/21/2016	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	11.12
					Federal Income Tax Total:	11.12
0	07/21/2016	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare Ei	2.35
					FICA Employee Ded. Total:	2.35
0	07/21/2016	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare Ei	2.35
					FICA Employers Share Total:	2.35
82416	07/21/2016	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Emplc	0.96
					HSA Employee Total:	0.96
0	07/21/2016	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	1.64



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	1.64
0	07/21/2016	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	10.45
					MNDCP Def Comp Total:	10.45
0	07/21/2016	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	17.74
					PERA Employee Ded Total:	17.74
0	07/21/2016	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	26.62
					PERA Employer Share Total:	26.62
0	07/21/2016	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	4.37
					State Income Tax Total:	4.37
					Fund Total:	77.60
82370	07/21/2016	Police Vehicle Revolving	Capital Outlay	CDW Government, Inc.	Laserjet Printer	190.05
					Capital Outlay Total:	190.05
					Fund Total:	190.05
82488	07/28/2016	Recreation Fund	Contract Maintenance	Int'l Chemtex Corp	Cooling Treatment	1,309.06
82506	07/28/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Cleaning	1,030.63
0	07/28/2016	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	40.00
82544	07/28/2016	Recreation Fund	Contract Maintenance	Trugreen L.P.	Skate Center Service-Customer-46350	455.00
					Contract Maintenance Total:	2,834.69
82506	07/28/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Cleaning	834.63
					Contract Maintenance Total:	834.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	5,395.87
					Federal Income Tax Total:	5,395.87
82456	07/28/2016	Recreation Fund	Fee Program Revenue	Howard Anderson	Key Deposit Refund	25.00
82457	07/28/2016	Recreation Fund	Fee Program Revenue	Stephen Anderson	Key Deposit Refund	25.00
82460	07/28/2016	Recreation Fund	Fee Program Revenue	Maureen Austinson	Key Deposit Refund	25.00
82462	07/28/2016	Recreation Fund	Fee Program Revenue	Betty Jean Barr	Key Deposit Refund	25.00
					Fee Program Revenue Total:	100.00
0	07/21/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	1,015.41
0	07/21/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	4,341.70
					FICA Employee Ded. Total:	5,357.11
0	07/21/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	4,341.70
0	07/21/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	1,015.41
					FICA Employers Share Total:	5,357.11
82416	07/21/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	200.39
					HSA Employee Total:	200.39
82453	07/28/2016	Recreation Fund	Ice Rental	Ryan Adams	Ice Rental Refund	3,825.00
82494	07/28/2016	Recreation Fund	Ice Rental	Marcus Keel	Ice Rental Refund	1,028.40
					Ice Rental Total:	4,853.40
0	07/21/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.07.2016 ICMA Defe	550.00
					ICMA Def Comp Total:	550.00
82395	07/21/2016	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	69.40
					Life Ins. Employee Total:	69.40
82395	07/21/2016	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	52.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	52.80
82395	07/21/2016	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium-July 2016	170.47
					Long Term Disability Total:	170.47
82411	07/21/2016	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	1,157.26
					Medical Ins Employee Total:	1,157.26
82411	07/21/2016	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	7,054.38
					Medical Ins Employer Total:	7,054.38
0	07/21/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	10.40
0	07/21/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	393.06
0	07/21/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emp H	-10.40
					MN State Retirement Total:	393.06
0	07/21/2016	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	1,308.41
					MNDCP Def Comp Total:	1,308.41
0	07/21/2016	Recreation Fund	Operating Supplies	Caitlin Barrett	Supplies Reimbursement	91.67
0	07/21/2016	Recreation Fund	Operating Supplies	Deborah Cash	Supplies Reimbursement	113.22
0	07/21/2016	Recreation Fund	Operating Supplies	Deborah Cash	Supplies Reimbursement	244.25
0	07/21/2016	Recreation Fund	Operating Supplies	Deborah Cash	Supplies Reimbursement	233.00
0	07/21/2016	Recreation Fund	Operating Supplies	Deborah Cash	Supplies Reimbursement	89.90
0	07/21/2016	Recreation Fund	Operating Supplies	Ann K. Davies	Supplies Reimbursement	128.44
82383	07/21/2016	Recreation Fund	Operating Supplies	EMP	Athletic Tape	232.60
82484	07/28/2016	Recreation Fund	Operating Supplies	Hillyard, Inc.-Minneapolis	Freight	15.70
82523	07/28/2016	Recreation Fund	Operating Supplies	Proforma	T-Shirts	288.40
82523	07/28/2016	Recreation Fund	Operating Supplies	Proforma	T-Shirts	287.00
82450	07/21/2016	Recreation Fund	Operating Supplies	Nancy Robbins	Supplies Riembursement	26.23
82422	07/21/2016	Recreation Fund	Operating Supplies	John Rusterholz	CTV Volunteer Supplies Reimburse	30.63
0	07/28/2016	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	126.00
82451	07/21/2016	Recreation Fund	Operating Supplies	Bruce Ueland	Supplies Reimbursement	17.95
82546	07/28/2016	Recreation Fund	Operating Supplies	US Environmental Resources/F. Ga	Calcium Chloride Drums	610.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	2,534.99
0	07/21/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,927.39
					PERA Employee Ded Total:	2,927.39
0	07/21/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	450.38
0	07/21/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	2,927.39
					PERA Employer Share Total:	3,377.77
82521	07/28/2016	Recreation Fund	Postage	Postmaster	Fall Brochure Postage-Acct: 2437	7,180.00
					Postage Total:	7,180.00
82364	07/21/2016	Recreation Fund	Professional Services	AARP	AARP Driving Class	470.00
82463	07/28/2016	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	168.00
82380	07/21/2016	Recreation Fund	Professional Services	Eileen Degnan	Summer Entertainment	200.00
82382	07/21/2016	Recreation Fund	Professional Services	Ecuador Manta	Summer Entertainment	1,200.00
0	07/28/2016	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	442.00
82476	07/28/2016	Recreation Fund	Professional Services	Brittany Fedje	Volleyball Officiating	192.00
82386	07/21/2016	Recreation Fund	Professional Services	Todd Hanson	Summer Entertainment-Sound Tech.	125.00
82481	07/28/2016	Recreation Fund	Professional Services	Ann Hathaway	Tennis Instructor	261.63
82482	07/28/2016	Recreation Fund	Professional Services	Carly Hayes	Tennis Workshop Reimbursement	15.00
82485	07/28/2016	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	192.00
82486	07/28/2016	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	264.00
82487	07/28/2016	Recreation Fund	Professional Services	Ingina, LLC	Movie Making	475.00
82390	07/21/2016	Recreation Fund	Professional Services	Iny Asian Dance Theater	Summer Entertainment	1,000.00
82491	07/28/2016	Recreation Fund	Professional Services	Emily Johnson	Tennis Instructor	300.38
82496	07/28/2016	Recreation Fund	Professional Services	Kidcreate Studio	Barnyard Buddies	180.00
82391	07/21/2016	Recreation Fund	Professional Services	Burna Krugler	Rosefest DYP-Ladies Music Club	400.00
82503	07/28/2016	Recreation Fund	Professional Services	Jessica Lee	Music Classes	1,188.00
0	07/27/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,520.00
0	07/27/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	2,385.00
0	07/27/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,547.50
82402	07/21/2016	Recreation Fund	Professional Services	Alex Metzler	July 4 Staff Workshop Reimbursemen	15.00
82402	07/21/2016	Recreation Fund	Professional Services	Alex Metzler	July 4 Staff Workshop Reimbursemen	70.00
82410	07/21/2016	Recreation Fund	Professional Services	Bob Nielsen	Band Loading/Unloading	200.00
82529	07/28/2016	Recreation Fund	Professional Services	Nancy Robbins	Website Protection	133.50
0	07/28/2016	Recreation Fund	Professional Services	Roseville Area Schools	Parade Signs	62.00
82534	07/28/2016	Recreation Fund	Professional Services	Chris Simdorn	Youth Football Camp Director	2,436.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82535	07/28/2016	Recreation Fund	Professional Services	Sports Unlimited, Corp.	Volleyball Camp	923.00
0	07/28/2016	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	314.00
0	07/28/2016	Recreation Fund	Professional Services	V & M Refereeing Service	Referee Service	1,464.00
82448	07/21/2016	Recreation Fund	Professional Services	Alicia Williams	July 4th Staff	70.00
Professional Services Total:						22,213.01
82530	07/28/2016	Recreation Fund	Rental	Roseville Area Schools	Auditorium Rental	160.00
82530	07/28/2016	Recreation Fund	Rental	Roseville Area Schools	Auditorium Rental	345.00
82530	07/28/2016	Recreation Fund	Rental	Roseville Area Schools	Auditorium Rental	500.00
Rental Total:						1,005.00
82452	07/28/2016	Recreation Fund	Skate Camp	3rd Lair SkatePark	Skateboard Camp	915.00
Skate Camp Total:						915.00
0	07/21/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	2,293.29
State Income Tax Total:						2,293.29
0	07/28/2016	Recreation Fund	Transportation	Deborah Cash	Mileage Reimbursement	284.58
0	07/28/2016	Recreation Fund	Transportation	Rick Schultz	Mileage Reimbursement	185.22
Transportation Total:						469.80
82406	07/21/2016	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits-Acct: 07972	28.15
82406	07/21/2016	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits-Acct: 07972	6,677.45
Unemployment Insurance Total:						6,705.60
82469	07/28/2016	Recreation Fund	Utilities	Comcast	Business Services	240.06
82469	07/28/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
82469	07/28/2016	Recreation Fund	Utilities	Comcast	Business Services	252.80
0	07/21/2016	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	884.57
0	07/21/2016	Recreation Fund	Utilities	Xcel Energy	Nature Center	672.29
0	07/28/2016	Recreation Fund	Utilities	Xcel Energy	Skating Center	12,144.84
Utilities Total:						14,429.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						99,740.45
82384	07/21/2016	Recreation Improvements	Tennis/Basketball Crt Repairs	Flagship Recreation	Wood Fiber	1,875.00
82384	07/21/2016	Recreation Improvements	Tennis/Basketball Crt Repairs	Flagship Recreation	Wood Fiber	1,875.00
82384	07/21/2016	Recreation Improvements	Tennis/Basketball Crt Repairs	Flagship Recreation	Wood Fiber	1,875.00
82541	07/28/2016	Recreation Improvements	Tennis/Basketball Crt Repairs	Tournesol Siteworks	Fountain Supplies	7,655.00
Tennis/Basketball Crt Repairs Total:						13,280.00
Fund Total:						13,280.00
82502	07/28/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0024254	3,053.53
Police Patrol Claims Total:						3,053.53
82489	07/28/2016	Risk Management	Professional Services	Integrated Loss Control, Inc	Safety Services	4,896.00
0	07/21/2016	Risk Management	Professional Services	Samba Holdings Inc	Driver Record Monitoring	1,191.89
Professional Services Total:						6,087.89
82510	07/28/2016	Risk Management	Training	Midwest Training Associates, LLC	Safety Training	300.00
Training Total:						300.00
Fund Total:						9,441.42
82454	07/28/2016	Sanitary Sewer	Contract Maintenance	AE2S Construction, LLC	Electrical Labor. Supplies	671.75
Contract Maintenance Total:						671.75
0	07/21/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	1,309.03
Federal Income Tax Total:						1,309.03
0	07/21/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	182.99
0	07/21/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	782.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	965.34
0	07/21/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	782.35
0	07/21/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	182.99
					FICA Employers Share Total:	965.34
82416	07/21/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	47.11
					HSA Employee Total:	47.11
0	07/21/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.07.2016 ICMA Defe	26.24
					ICMA Def Comp Total:	26.24
82395	07/21/2016	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	72.94
					Life Ins. Employee Total:	72.94
82395	07/21/2016	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	23.35
					Life Ins. Employer Total:	23.35
82395	07/21/2016	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium-July 2016	65.92
					Long Term Disability Total:	65.92
82411	07/21/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	1,021.80
					Medical Ins Employee Total:	1,021.80
82411	07/21/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	2,707.08
					Medical Ins Employer Total:	2,707.08
0	07/21/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	131.27
					MN State Retirement Total:	131.27
0	07/21/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	86.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MNDCP Def Comp Total:	86.25
0	07/21/2016	Sanitary Sewer	Office Supplies	Innovative Office Solutions	Office Supplies	17.21
					Office Supplies Total:	17.21
0	07/21/2016	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Gloves	112.08
0	07/21/2016	Sanitary Sewer	Operating Supplies	T. A. Schifsky & Sons, Inc.	Modified Asphalt	53.55
					Operating Supplies Total:	165.63
0	07/21/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	853.35
					PERA Employee Ded Total:	853.35
0	07/21/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	853.35
0	07/21/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	131.27
					PERA Employer Share Total:	984.62
82423	07/21/2016	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
					Professional Services Total:	694.44
0	07/21/2016	Sanitary Sewer	Sanitary Sewer	City of Maplewood	2nd Quarter Sanitary Sewer & Storm	52,474.96
					Sanitary Sewer Total:	52,474.96
82401	07/21/2016	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	June SAC Charges	189,431.55
					Sewer SAC Charges Total:	189,431.55
0	07/21/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	556.79
					State Income Tax Total:	556.79
82540	07/28/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	79.98
					Telephone Total:	79.98



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/28/2016	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	550.10
0	07/28/2016	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	858.36
Utilities Total:						1,408.46
82508	07/28/2016	Sanitary Sewer	Wagner Lift Station	Meyer Contracting, Inc.	Wagner Lift Station	4,238.15
Wagner Lift Station Total:						4,238.15
Fund Total:						258,998.56
82381	07/21/2016	Singles Program	Operating Supplies	Shirley Detmer	Singles Supplies Reimbursement	10.00
82419	07/21/2016	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
Operating Supplies Total:						25.00
Fund Total:						25.00
0	07/21/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	108.82
Federal Income Tax Total:						108.82
0	07/21/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	59.14
0	07/21/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	13.85
FICA Employee Ded. Total:						72.99
0	07/21/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	13.85
0	07/21/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	59.14
FICA Employers Share Total:						72.99
82395	07/21/2016	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	1.44
Life Ins. Employer Total:						1.44
82395	07/21/2016	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium-July 2016	4.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	4.87
0	07/21/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	8.99
					MN State Retirement Total:	8.99
0	07/21/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	58.45
					PERA Employee Ded Total:	58.45
0	07/21/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	8.99
0	07/21/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	58.45
					PERA Employer Share Total:	67.44
0	07/21/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	48.95
					State Income Tax Total:	48.95
					Fund Total:	444.94
82454	07/28/2016	Storm Drainage	Contract Maintenance	AE2S Construction, LLC	Electrical Labor. Supplies	1,037.98
					Contract Maintenance Total:	1,037.98
82531	07/28/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Rain Gardens Maintenance-June, July	5,770.00
					Contractor Payments Total:	5,770.00
0	07/21/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	1,311.72
					Federal Income Tax Total:	1,311.72
0	07/21/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	742.81
0	07/21/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	173.71
					FICA Employee Ded. Total:	916.52

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	173.71
0	07/21/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	742.81
					FICA Employers Share Total:	916.52
82416	07/21/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	53.84
					HSA Employee Total:	53.84
0	07/21/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.07.2016 ICMA Defe	52.50
					ICMA Def Comp Total:	52.50
82395	07/21/2016	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	46.60
					Life Ins. Employee Total:	46.60
82395	07/21/2016	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	19.14
					Life Ins. Employer Total:	19.14
82395	07/21/2016	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium-July 2016	52.57
					Long Term Disability Total:	52.57
82411	07/21/2016	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	227.12
					Medical Ins Employee Total:	227.12
82411	07/21/2016	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	1,599.15
					Medical Ins Employer Total:	1,599.15
0	07/21/2016	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.07.2016 Minnesota E	33.02
					Minnesota Benefit Ded Total:	33.02
0	07/21/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	104.65
					MN State Retirement Total:	104.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	07/21/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	63.50
					MNDCP Def Comp Total:	63.50
0	07/28/2016	Storm Drainage	Operating Supplies	3D Specialties	Signs	1,278.46
82470	07/28/2016	Storm Drainage	Operating Supplies	Commercial Asphalt Co	Dura Drive	593.36
82512	07/28/2016	Storm Drainage	Operating Supplies	Murkowski Properties Inc	Dump Fee	476.28
					Operating Supplies Total:	2,348.10
0	07/21/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	679.88
					PERA Employee Ded Total:	679.88
0	07/21/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	679.88
0	07/21/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	104.65
					PERA Employer Share Total:	784.53
82423	07/21/2016	Storm Drainage	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.45
					Professional Services Total:	694.45
0	07/21/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	537.97
					State Income Tax Total:	537.97
0	07/21/2016	Storm Drainage	Storm Drainage Fees	City of Maplewood	2nd Quarter Sanitary Sewer & Storm	5,212.84
					Storm Drainage Fees Total:	5,212.84
					Fund Total:	22,462.60
82408	07/21/2016	Street Construction	Contractor Payments	MN Dept of Transportation	Material Testing & Inspections	1,174.06
					Contractor Payments Total:	1,174.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	1,174.06
0	07/21/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	554.97
					Federal Income Tax Total:	554.97
0	07/21/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	101.83
0	07/21/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	435.35
					FICA Employee Ded. Total:	537.18
0	07/21/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare E	101.83
0	07/21/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	435.35
					FICA Employers Share Total:	537.18
82416	07/21/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	9.13
					HSA Employee Total:	9.13
82395	07/21/2016	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	31.50
					Life Ins. Employee Total:	31.50
82395	07/21/2016	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	10.55
					Life Ins. Employer Total:	10.55
82395	07/21/2016	Telecommunications	Long Term Disability	LINA	Life Insurance Premium-July 2016	37.34
					Long Term Disability Total:	37.34
82411	07/21/2016	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	283.44
					Medical Ins Employee Total:	283.44
82411	07/21/2016	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	801.52

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	801.52
0	07/21/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	70.36
					MN State Retirement Total:	70.36
0	07/21/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	390.00
					MNDCP Def Comp Total:	390.00
0	07/21/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	457.41
					PERA Employee Ded Total:	457.41
0	07/21/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	70.36
0	07/21/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	457.41
					PERA Employer Share Total:	527.77
82464	07/28/2016	Telecommunications	Printing	Bolger Inc.	Budget Priorities Reply Card	2,935.00
82464	07/28/2016	Telecommunications	Printing	Bolger Inc.	City Newsletter-Print & Mail	4,272.44
					Printing Total:	7,207.44
0	07/21/2016	Telecommunications	Professional Services	North Suburban Access Corp	Webstreaming, Cable-Casting, Archiv	1,480.89
0	07/21/2016	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services-June 20	1,433.19
					Professional Services Total:	2,914.08
0	07/21/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	246.19
					State Income Tax Total:	246.19
					Fund Total:	14,616.06
82379	07/21/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QUOTE 00108685 V2 - VOICE GAT	24,546.20
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 3: CISCO CP-6901-C-K9= IP T	138.60
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 12: CISCO CP-7821-K9= IP TE	1,285.20
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 3: CISCO CP-7841-K9= IP TEL	459.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 180: CISCO CP-8851-K9= IP T	44,982.00
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 16: CISCO CP-PWR-CUBE-4=	436.80
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 2: CISCO CP-8831-K9= IP TEL	1,171.80
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 16: CISCO CP-BEKEM= KEY	3,292.80
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 24: CISCO ATA190 ANALOG	3,784.00
82472	07/28/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 2: CISCO CP-7811-K9= IP TEL	163.80
CAP - Capital Equip Recovery Total:						80,261.10
82467	07/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink Communications	Telephone	14.72
82373	07/21/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.84
82373	07/21/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.42
82373	07/21/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	206.26
82373	07/21/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
82373	07/21/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.56
82373	07/21/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.42
PSTN-PRI Access/DID Allocation Total:						610.28
Fund Total:						80,871.38
82477	07/28/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Forest Lake Contracting, Inc.	35W/Cleveland Ave Interchange	499,848.22
Twin Lakes I-35W Ramp Total:						499,848.22
Fund Total:						499,848.22
82369	07/21/2016	Water Fund	Accounts Payable	DOUG BODER	Refund Check	154.95
82465	07/28/2016	Water Fund	Accounts Payable	RYAN BURKE	Refund Check	44.38
82374	07/21/2016	Water Fund	Accounts Payable	MICHAEL CINA	Refund Check	142.99
82471	07/28/2016	Water Fund	Accounts Payable	JEANNE DABE	Refund Check	35.20
82479	07/28/2016	Water Fund	Accounts Payable	DANIEL GUEGEL	Refund Check	33.49
82492	07/28/2016	Water Fund	Accounts Payable	K & T NORTH ST PAUL LLC	Refund Check	80.58
82493	07/28/2016	Water Fund	Accounts Payable	JEAN KALLESTAD	Refund Check	60.97
82498	07/28/2016	Water Fund	Accounts Payable	BRANDON LAHUE	Refund Check	16.41
82499	07/28/2016	Water Fund	Accounts Payable	BENJAMIN & JENNIFER LANDC	Refund Check	32.17
82501	07/28/2016	Water Fund	Accounts Payable	BRETT LAUGEN	Refund Check	81.74
82398	07/21/2016	Water Fund	Accounts Payable	JANE MCCADDEN	Refund Check	126.79
82400	07/21/2016	Water Fund	Accounts Payable	MICHAEL & EILEEN MCGURRA	Refund Check	95.65
82511	07/28/2016	Water Fund	Accounts Payable	MICHON MILLER	Refund Check	46.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82513	07/28/2016	Water Fund	Accounts Payable	SARAH NICOL	Refund Check	52.42
82514	07/28/2016	Water Fund	Accounts Payable	BRIAN NORDLING	Refund Check	77.41
82517	07/28/2016	Water Fund	Accounts Payable	BRENNAN OLSON	Refund Check	47.76
82522	07/28/2016	Water Fund	Accounts Payable	PREBYTERIAN HOMES FOUND	Refund Check	87.37
82527	07/28/2016	Water Fund	Accounts Payable	REALTY PROS LLC	Refund Check	166.26
82420	07/21/2016	Water Fund	Accounts Payable	TOBY ROBILLARD	Refund Check	97.60
82532	07/28/2016	Water Fund	Accounts Payable	TOM & KATHY SCHMIDT	Refund Check	80.39
82424	07/21/2016	Water Fund	Accounts Payable	JAMIE SCHROETTER	Refund Check	47.07
82425	07/21/2016	Water Fund	Accounts Payable	DAVID & EVA SHEILDS	Refund Check	101.56
82538	07/28/2016	Water Fund	Accounts Payable	PATTI STROHMAYER	Refund Check	169.95
82431	07/21/2016	Water Fund	Accounts Payable	CONSTANCE TERNES	Refund Check	83.95
82435	07/21/2016	Water Fund	Accounts Payable	MICHAEL TRACY	Refund Check	45.39
82445	07/21/2016	Water Fund	Accounts Payable	KEITH & NANETTE VENHUIZEN	Refund Check	226.09
82549	07/28/2016	Water Fund	Accounts Payable	LYNN WALTERS	Refund Check	163.37
82550	07/28/2016	Water Fund	Accounts Payable	DOUG WESEMAN	Refund Check	231.45
82446	07/21/2016	Water Fund	Accounts Payable	MARJIE WESTLUND	Refund Check	124.08
82447	07/21/2016	Water Fund	Accounts Payable	GERALD WHEELER	Refund Check	64.20
82551	07/28/2016	Water Fund	Accounts Payable	BRADLEY ZIELINSKI	Refund Check	106.20
Accounts Payable Total:						2,924.25
82490	07/28/2016	Water Fund	Contract Maintenance	Elaine Johnson	Plumbing Expenses Reimbursement	237.00
82547	07/28/2016	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Lowboy, Yard Excavator	9,553.49
Contract Maintenance Total:						9,790.49
82518	07/28/2016	Water Fund	Contractor Payments	David Ongstad	Water Damage Clean-Up Reimbursen	348.80
82417	07/21/2016	Water Fund	Contractor Payments	Rascher Plumbing & Heating, Inc.	City Water Damage Repair @ 764 Ter	348.80
Contractor Payments Total:						697.60
0	07/21/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Federal Incc	1,701.95
Federal Income Tax Total:						1,701.95
0	07/21/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare Ei	248.73
0	07/21/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	1,063.55
FICA Employee Ded. Total:						1,312.28
0	07/21/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 FICA Empl	1,063.55
0	07/21/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.07.2016 Medicare Ei	248.73



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	1,312.28
82416	07/21/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.07.2016 HSA Empl	109.15
					HSA Employee Total:	109.15
82399	07/21/2016	Water Fund	Hydrant Meter Deposits	McGough Construction	Hydrant Meter Refund	1,100.00
					Hydrant Meter Deposits Total:	1,100.00
0	07/21/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.07.2016 ICMA Defe	48.76
					ICMA Def Comp Total:	48.76
82395	07/21/2016	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium-July 2016	162.58
					Life Ins. Employee Total:	162.58
82395	07/21/2016	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium-July 2016	29.85
					Life Ins. Employer Total:	29.85
82395	07/21/2016	Water Fund	Long Term Disability	LINA	Life Insurance Premium-July 2016	75.16
					Long Term Disability Total:	75.16
82411	07/21/2016	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-July 2016	278.16
					Medical Ins Employee Total:	278.16
82411	07/21/2016	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-July 2016	2,305.93
					Medical Ins Employer Total:	2,305.93
82399	07/21/2016	Water Fund	Miscellaneous Revenue	McGough Construction	Hydrant Meter Refund	-40.00
					Miscellaneous Revenue Total:	-40.00
0	07/21/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.07.2016 Post Emplo	154.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	154.66
0	07/21/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.07.2016 MNDCP De	138.75
					MNDCP Def Comp Total:	138.75
82470	07/28/2016	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	722.54
0	07/21/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Tap Curb	101.93
0	07/28/2016	Water Fund	Operating Supplies	Kath Fuel Oil Service, Inc.	Fuel	701.53
0	07/28/2016	Water Fund	Operating Supplies	Michael Ross	Boots Reimbursement	32.00
					Operating Supplies Total:	1,558.00
0	07/21/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	1,005.39
					PERA Employee Ded Total:	1,005.39
0	07/21/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera additio	154.66
0	07/21/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.07.2016 Pera Emplo	1,005.39
					PERA Employer Share Total:	1,160.05
82423	07/21/2016	Water Fund	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
82441	07/21/2016	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-June Samples	480.00
					Professional Services Total:	1,174.44
0	07/21/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.07.2016 State Incom	719.18
					State Income Tax Total:	719.18
82399	07/21/2016	Water Fund	State Sales Tax Payable	McGough Construction	Hydrant Meter Refund	-1.29
					State Sales Tax Payable Total:	-1.29
82407	07/21/2016	Water Fund	State surcharge - Water	MN Dept of Health-Drinking Water	2nd Quarter Water Supply Service Co	16,289.55
					State surcharge - Water Total:	16,289.55
0	07/21/2016	Water Fund	Utilities	Xcel Energy	Water Tower	5,628.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Utilities Total:	5,628.11
82399	07/21/2016	Water Fund	Water - Roseville	McGough Construction	Hydrant Meter Refund	-18.09
					Water - Roseville Total:	-18.09
0	07/21/2016	Water Fund	Water Meters	Fastenal Company Inc.	Meter Supplies	24.41
0	07/21/2016	Water Fund	Water Meters	Fastenal Company Inc.	Meter Supplies	152.14
0	07/28/2016	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	2,384.61
					Water Meters Total:	2,561.16
					Fund Total:	52,178.35
					Report Total:	1,686,094.24



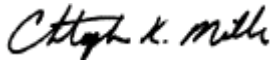
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/8/2016

Item No.: 8.b

Department Approval

City Manager Approval



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Item Description: Consideration of new 2016-2017 Massage Therapist Licenses and Renewal of Gas Station and Cigarette/Tobacco Products License for 2016-2017.

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1 **BACKGROUND**

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

4  
5 **Massage Therapist License**

6 Garret Farber  
7 Spa810 Roseville  
8 1607 W Country Rd C  
9 Roseville, MN 55113

10  
11 **Gas Station and Cigarette/Tobacco Licenses**

12 H&A Food and Fuel  
13 2815 Rice St.  
14 Roseville, MN 55113

15  
16 **POLICY OBJECTIVE**

17 Required by City Code

18 **FINANCIAL IMPACTS**

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

20 **STAFF RECOMMENDATION**

21 Staff has reviewed the applications and has determined that the applicants meet all City requirements. Staff  
22 recommends approval of the Massage Therapist License, Gas Station License and Cigarette/Tobacco License.

23 **REQUESTED COUNCIL ACTION**

24 Motion to approve the Licenses pending successful background checks.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications

B: City Code Chapter 309



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

(Please Print Clearly)

[X] New License [ ] Renewal

For License Year Ending June 30, 2017

1. Full Legal Name (Please Print) Farber Garnet Q

2. 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 [X] No If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:

spa810 .1607 W County Rd. C, Roseville, MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?

[X] Yes Bloomington, Woodbury [ ] No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed?

[ ] Yes [X] No [ ] N/A

If yes, explain in detail on a separate page.

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.

Signature [Handwritten Signature]

Date 7/27/16

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.

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



Finance Department, License Division  
2660 Civic Center Drive, Roseville, MN 55113  
(651) 792-7036

## Gasoline Station License Application

Business Name H&A Food And Fuel  
Business Address 2815 Rice St, Roseville, MN 55113  
Business Phone 651-484-1211  
Email Address omardiani@gmail.com

*Person to Contact in Regard to Business License:*

Name omar Aldiani

Address

Phone

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2016, and ending June 30, 2017, in the City of Roseville, County of Ramsey, State of Minnesota.

**License Required**

**Fee**

Gasoline Station

\$130.00

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data will constitute public record if and when the license is granted. Our intended use of the information is to annually update our records. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature omar Aldiani

Date 7-20-2016

**A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.**

If completed license should be mailed somewhere other than the business address, please advise.



Finance Department, License Division  
 2660 Civic Center Drive, Roseville, MN 55113  
 (651) 792-7036

## Cigarette/Tobacco Products License Application

Note: All applicants are subject to a background check as a part of the license approval process. Background check procedures may take up to 30 days to complete.

Business Name H P A Food And Fuel  
 Business Address 2815 Rice St, Roseville, MN 55113  
 Business Phone 651-484-1211  
 Email Address omardiani@gmail.com

Person to Contact in Regard to Business License:

Name Omar Aldiani  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2016, and ending June 30, 2017, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data 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.

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature omar Aldiani  
 Date 7-20-2016

If completed license should be mailed somewhere other than the business address, please advise.



## **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 Licensured 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)

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/08/2016  
Item No.: 8.c

Department Approval

City Manager Approval

*Christopher K. Mills*

*James J. Truog*

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:

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Fire	US Digital Designs	Fire Station Alerting System	(a)	\$ 33,000.00	\$ 8,087.40	Budget
Parks	Rainbow Tree Care	Ash Tree Insecticide Treatment	(b)		9,000.00	

Comments/Description:

- a) Represents an annual Service Agreement to maintain the system. The amount budgeted is the total year's budget for contractual maintenance in the Fire Operations budget.
- b) Services are paid for with grant funds.

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:

<u>Department</u>	<u>Item / Description</u>

**POLICY OBJECTIVE**

Required under City Code 103.05.

**FINANCIAL IMPACTS**

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

25 **STAFF RECOMMENDATION**

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

28 **REQUESTED COUNCIL ACTION**

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

31

32

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

33

**City of Roseville**

Updated July 31, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
<b>Administration</b>					
Voting Equipment		\$ -	\$ 9,000	\$ 70,280	\$ (61,280)
Office Furniture		-	5,000	-	5,000
<b>Finance</b>					
Software Acquisition		-	20,000	-	20,000
<b>Central Services</b>					
Copier & Postage Machine Lease		-	77,840	70,720	7,120
<b>Police</b>					
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	7/11/2016	7,940	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
<b>Fire</b>					
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
<b>Public Works</b>					
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	7/25/2016	-	50,000	-	50,000
Office Furniture		-	5,000	-	5,000
<b>Parks &amp; Recreation</b>					
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	-	101,307	(101,307)

**City of Roseville**

Updated July 31, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
<b>General Facility Improvements</b>					
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
<b>Information Technology</b>					
Computer Replacements		-	91,750	40,055	51,695
Printers & Copiers		-	19,800	-	19,800
Network Equipment	Various	63,501	87,995	73,137	14,858
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	23,122	1,878
<b>Park Improvements</b>					
Tennis & Basketball Courts		-	10,000	19,380	(9,380)
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
<b>Street Improvements</b>					
Improvements	Various	180,000	2,100,000	1,062,439	1,037,561
<b>Street Lighting</b>					
Improvements		-	25,000	-	25,000
<b>Pathways (Existing)</b>					
Improvements		-	180,000	55,481	124,519
<b>Communications</b>					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
<b>License Center</b>					
General Office Equipment		-	1,000	4,694	(3,694)
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
<b>Community Development</b>					
Computer Replacements		-	4,300	1,495	2,805
Permit Database Conversion		-	3,000	-	3,000
Online Permit/Scheduling Software		-	20,000	-	20,000
Office Furniture		-	1,000	1,296	(296)



**City of Roseville**

Updated July 31, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
<b>Water</b>					
Trench Box Replacement		-	30,000	-	30,000
Watermain Replacement	2/8/2016	94,017	900,000	272,783	627,217
Other Equipment		-	-	22,879	(22,879)
<b>Sanitary Sewer</b>					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	(7,491)	407,491
Sewer Main Repairs		-	1,000,000	770,511	229,489
I & I Reduction		-	100,000	-	100,000
<b>Storm Sewer</b>					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	101,499	198,501
Storm Sewer Replacement/Rehabilitation	3/14/2016	44,000	400,000	846,319	(446,319)
<b>Golf Course</b>					
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	\$4,171,174	\$4,086,546



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 08/08/16  
Item No.: 8.d

Department Approval



City Manager Approval



Item Description: Certify Unpaid Utility and Other Charges to the Property Tax Rolls

**BACKGROUND**

As authorized by City Code, Sections 506, 801, 802, and 906, the City annually certifies to the County Auditor any unpaid false alarm, water, sewer, and other charges that are in excess of 90 days past due, for collection on the following year's property taxes. Affected property owners are provided a hearing to dispute any charges against their property.

Beginning in 2010, the City Council began approving certifications for delinquent utilities on a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new property owners in a more timely fashion. It will also allow the City to record a lien against the property in the event that a property goes into foreclosure and/or is being prepared for sale for other reasons.

Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to September 2<sup>nd</sup>, 2016 will be accepted and not levied on the 2017 property taxes.

**POLICY OBJECTIVE**

Certifying delinquent charges are required under City Code.

**FINANCIAL IMPACTS**

Not applicable.

**STAFF RECOMMENDATION**

Staff recommends approval of the attached resolution levying unpaid utility and other charges for collection on the property taxes.

**REQUESTED COUNCIL ACTION**

Motion adopting the resolution approving the certification of unpaid utility and other charges to the County Auditor for collection on the property taxes.

Prepared by: Jason Schirmacher, Assistant Finance Director

Attachments: A: Resolution approving the certification of unpaid utility and other charges to Ramsey County  
B: List of Delinquent Accounts - also noted as Schedule A on the Resolution

26 **EXTRACT OF MINUTES OF MEETING OF THE**  
27 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

28 \* \* \* \* \*  
29 \* \* \* \* \*

30  
31 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,  
32 County of Ramsey, Minnesota was duly held on the 8th day of August, 2016 at 6:00 p.m.

33  
34 The following members were present:  
35 and the following were absent:

36  
37 Member introduced the following resolution and moved its adoption:

38 **RESOLUTION \_\_\_\_\_**

39 **RESOLUTION DIRECTING THE COUNTY AUDITOR TO**  
40 **LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2015 or**  
41 **BEYOND**

42 WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the  
43 City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be  
44 entered as part of the tax levy on said premises:

45 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as  
46 follows:

47  
48  
49 1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property  
50 lying within the City limits which are served by the City of Roseville, and on which there are unpaid city  
51 water, sewer, and other charges as shown on the attached Schedule A.

52  
53 2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the  
54 real estate taxes due the amount set forth in Schedule A.

55  
56  
57 The motion for the adoption of the foregoing resolution was duly seconded by member and upon a  
58 vote being taken thereon, the following voted in favor thereof:

59  
60 and the following voted against the same:

61  
62  
63 WHEREUPON, said resolution was declared duly passed and adopted.  
64  
65  
66

67 State of Minnesota)  
68 ) SS  
69 County of Ramsey)

70  
71 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State  
72 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of  
73 minutes of a regular meeting of said City Council held on the 8<sup>th</sup> day of August, 2016 with the original  
74 thereof on file in my office.

75  
76 WITNESS MY HAND officially as such Manager this 8<sup>th</sup> day of August, 2016.

77  
78  
79 \_\_\_\_\_  
80 Patrick Trudgeon  
81 City Manager

82  
83 Seal  
84

**Schedule A****More than 90 days past due  
as of 03/31/2016****Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year****City of Roseville, MN  
08/01/2016**

<u>PIN</u>	<u>SERVICE ADDRESS</u>	<u>\$ AMOUNT TO COLLECTIONS</u>	<u>COLLECTIONS + \$2.00 FEE</u>
022923320039	2779 AGLLEN ST	\$ 150.80	\$ 152.80
142923440021	1789 ALAMEDA ST	\$ 180.36	\$ 182.36
142923110014	2043 ALAMEDA ST	\$ 136.90	\$ 138.90
132923110137	2143 ALBEMARLE CRT	\$ 80.72	\$ 82.72
132923110042	2058 ALBEMARLE ST	\$ 193.59	\$ 195.59
032923240061	2903 ALBERT ST	\$ 137.64	\$ 139.64
032923240049	2910 ALBERT ST	\$ 129.69	\$ 131.69
092923110027	2550 ALDINE ST	\$ 142.73	\$ 144.73
092923120097	2613 ALDINE ST	\$ 147.08	\$ 149.08
092923110018	2612 ALDINE ST	\$ 209.00	\$ 211.00
142923410079	1810 ALTA VISTA DR	\$ 180.72	\$ 182.72
142923410072	1844 ALTA VISTA DR	\$ 116.37	\$ 118.37
032923320045	1491 APPLEWOOD COURT	\$ 191.69	\$ 193.69
032923320048	1481 APPLEWOOD COURT	\$ 173.83	\$ 175.83
032923230045	2936 ARONA ST	\$ 177.50	\$ 179.50
032923220038	3014 ARONA ST	\$ 190.53	\$ 192.53
032923320155	2821 ARONA ST	\$ 140.36	\$ 142.36
152923230007	1994 ASBURY ST	\$ 154.98	\$ 156.98
152923230003	2026 ASBURY ST	\$ 133.53	\$ 135.53
032923230071	2938 ASBURY ST	\$ 151.42	\$ 153.42
022923120044	3105 AVON ST	\$ 52.24	\$ 54.24
132923240034	480 BAYVIEW DR	\$ 124.95	\$ 126.95
122923340036	2186 BOSSARD DR	\$ 136.99	\$ 138.99
022923120037	835 BRENNER AVE	\$ 138.41	\$ 140.41
042923220057	1990 BRENNER AVE	\$ 345.92	\$ 347.92
052923220125	2422 BRENNER CT	\$ 168.81	\$ 170.81
122923240014	404 BROOKS AVE	\$ 150.61	\$ 152.61
112923240010	949 BROOKS AVE	\$ 125.24	\$ 127.24
102923240009	1401 BROOKS AVE	\$ 189.08	\$ 191.08
102923240014	1363 BROOKS AVE	\$ 126.41	\$ 128.41
112923230008	1035 BROOKS AVE	\$ 284.69	\$ 286.69
102923240013	1371 BROOKS AVE	\$ 186.30	\$ 188.30
132923120016	311 BURKE AVE	\$ 202.17	\$ 204.17
152923210030	1359 BURKE AVE	\$ 180.36	\$ 182.36
152923210038	1398 BURKE AVE	\$ 199.53	\$ 201.53
042923420026	1798 CENTENNIAL DR	\$ 129.69	\$ 131.69
092923110029	2545 CHARLOTTE ST	\$ 170.02	\$ 172.02
142923340020	1756 CHATSWORTH ST	\$ 133.53	\$ 135.53
142923320010	1849 CHATSWORTH ST	\$ 142.11	\$ 144.11
142923230056	1941 CHATSWORTH ST	\$ 189.30	\$ 191.30
142923330001	1801 CHATSWORTH ST	\$ 128.88	\$ 130.88
142923330056	1765 CHATSWORTH ST	\$ 116.46	\$ 118.46

## Schedule A

**More than 90 days past due  
as of 03/31/2016**

**Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year**

**City of Roseville, MN  
08/01/2016**

022923240073	2968 CHATSWORTH ST	\$	35.25	\$	37.25
142923320008	1863 CHATSWORTH ST	\$	154.98	\$	156.98
112923230021	2465 CHURCHILL ST	\$	164.18	\$	166.18
022923330036	2749 CHURCHILL ST	\$	125.63	\$	127.63
022923320091	2821 CHURCHILL ST	\$	135.42	\$	137.42
022923320080	2846 CHURCHILL ST	\$	134.42	\$	136.42
112923230028	2468 CHURCHILL ST	\$	123.10	\$	125.10
032923210053	1416 CLARMAR AVE	\$	138.38	\$	140.38
082923440028	2255 CLEVELAND AVE	\$	202.08	\$	204.08
042923220012	3080 CLEVELAND AVE	\$	160.12	\$	162.12
042923330034	2700 CLEVELAND AVE	\$	621.55	\$	623.55
122923440025	247 W CO RD B	\$	229.23	\$	231.23
132923120084	320 W CO RD B	\$	582.88	\$	584.88
152923210004	1378 W CO RD B	\$	154.98	\$	156.98
142923120004	780 W CO RD B	\$	142.11	\$	144.11
152923110010	1164 W CO RD B	\$	150.69	\$	152.69
082923430044	2223 W CO RD B	\$	297.85	\$	299.85
122923340021	415 W CO RD B	\$	142.11	\$	144.11
112923340056	979 W CO RD B	\$	146.40	\$	148.40
132923110002	158 W CO RD B	\$	154.98	\$	156.98
162923110026	1620 W CO RD B	\$	133.71	\$	135.71
162923110027	1624 W CO RD B	\$	147.08	\$	149.08
142923110005	724 W CO RD B	\$	154.98	\$	156.98
142923210069	892 W CO RD B	\$	209.00	\$	211.00
162923110026	1620 W CO RD B	\$	323.71	\$	325.71
112923140055	651 W CO RD B2	\$	155.19	\$	157.19
112923140033	701 W CO RD B2	\$	177.90	\$	179.90
112923420012	772 W CO RD B2	\$	202.61	\$	204.61
112923240048	939 W CO RD B2	\$	132.04	\$	134.04
122923420011	346 W CO RD B2	\$	150.69	\$	152.69
112923320005	1016 W CO RD B2	\$	116.01	\$	118.01
112923310011	916 W CO RD B2	\$	150.69	\$	152.69
112923320015	1086 W CO RD B2	\$	68.54	\$	70.54
112923140028	735 W CO RD B2	\$	190.83	\$	192.83
112923130039	763 W CO RD B2	\$	195.47	\$	197.47
112923130040	757 W CO RD B2	\$	147.97	\$	149.97
112923310021	970 W CO RD B2	\$	57.89	\$	59.89
102923240094	1357 W CO RD B2	\$	245.53	\$	247.53
122923210031	422 CO RD C	\$	138.41	\$	140.41
122923210032	430 CO RD C	\$	188.98	\$	190.98
012923340156	445 CO RD C	\$	177.14	\$	179.14
112923120025	750 CO RD C	\$	141.32	\$	143.32
012923340141	413 CO RD C	\$	391.35	\$	393.35
022923430038	833 CO RD C	\$	163.85	\$	165.85
012923340150	433 CO RD C	\$	138.41	\$	140.41

**Schedule A****More than 90 days past due  
as of 03/31/2016****Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year****City of Roseville, MN  
08/01/2016**

012923130047	349 CO RD C2	\$	177.53	\$	179.53
022923240061	937 CO RD C2	\$	183.08	\$	185.08
012923130045	333 CO RD C2	\$	153.44	\$	155.44
032923130064	1303 W CO RD C2	\$	155.80	\$	157.80
042923130100	1783 W CO RD C2	\$	138.17	\$	140.17
022923210015	958 CO RD D	\$	77.49	\$	79.49
112923410067	703 COPE AVE	\$	124.95	\$	126.95
112923420086	795 COPE AVE	\$	265.53	\$	267.53
112923420081	823 COPE AVE	\$	92.11	\$	94.11
142923410055	1827 DALE CT	\$	240.89	\$	242.89
142923110052	2099 DALE ST	\$	189.30	\$	191.30
112923140059	2415 DALE ST	\$	164.74	\$	166.74
122923330006	2222 DALE ST	\$	170.84	\$	172.84
132923230072	1990 DALE ST	\$	158.91	\$	160.91
152923420065	1867 DELLWOOD AVE	\$	120.66	\$	122.66
102923430054	2226 DELLWOOD AVE	\$	172.14	\$	174.14
032923420062	2835 DELLWOOD ST	\$	208.63	\$	210.63
032923420038	2858 DELLWOOD ST	\$	142.02	\$	144.02
032923420054	2806 DELLWOOD ST	\$	122.25	\$	124.25
032923420072	2799 DELLWOOD ST	\$	169.86	\$	171.86
132923430029	284 DIONNE AVE	\$	206.46	\$	208.46
132923430017	295 DIONNE AVE	\$	172.14	\$	174.14
152923130139	1236 DRAPER AVE	\$	116.37	\$	118.37
152923130096	1293 DRAPER AVE	\$	117.49	\$	119.49
102923110019	2561 DUNLAP ST	\$	173.92	\$	175.92
152923440037	1791 DUNLAP ST	\$	113.02	\$	115.02
152923440024	1768 DUNLAP ST	\$	190.00	\$	192.00
142923110077	659 ELDRIDGE AVE	\$	180.72	\$	182.72
152923210065	1368 ELDRIDGE AVE	\$	208.79	\$	210.79
142923110075	671 ELDRIDGE AVE	\$	137.82	\$	139.82
152923110056	1120 ELDRIDGE AVE	\$	159.27	\$	161.27
132923140007	249 ELMER ST	\$	423.10	\$	425.10
082923340043	2224 EUSTIS ST	\$	116.66	\$	118.66
042923220100	3099 EVELYN ST	\$	233.99	\$	235.99
092923120020	2586 FAIRVIEW AVE	\$	142.73	\$	144.73
042923310023	2785 FAIRVIEW AVE	\$	1,329.94	\$	1,331.94
042923240044	2903 FAIRVIEW AVE	\$	177.50	\$	179.50
042923120023	3024 FAIRVIEW AVE	\$	116.66	\$	118.66
042923210055	3021 FAIRVIEW AVE	\$	161.91	\$	163.91
172923210008	2096 FAIRWAYS LN	\$	168.81	\$	170.81
012923120030	3071 FARRINGTON CT	\$	242.76	\$	244.76
012923420070	2833 FARRINGTON ST	\$	166.72	\$	168.72
012923130074	2958 FARRINGTON ST	\$	132.97	\$	134.97
152923140045	2000 FERNWOOD AVE	\$	154.62	\$	156.62
112923120040	2545 FISK ST	\$	164.35	\$	166.35



**Schedule A****More than 90 days past due  
as of 03/31/2016****Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year****City of Roseville, MN  
08/01/2016**

112923120013	2614 FISK ST	\$	179.87	\$	181.87
162923110013	2064 FRY ST	\$	76.85	\$	78.85
092923110004	2560 FRY ST	\$	345.01	\$	347.01
012923430005	2721 GALTIER ST	\$	10.89	\$	12.89
012923440061	2742 GALTIER ST	\$	157.87	\$	159.87
012923430010	2687 GALTIER ST	\$	243.36	\$	245.36
012923440059	2728 GALTIER ST	\$	169.86	\$	171.86
012923430013	2665 GALTIER ST	\$	177.14	\$	179.14
012923420007	2827 GALTIER ST	\$	176.14	\$	178.14
152923440040	1200 GARDEN AVE	\$	129.24	\$	131.24
152923410114	1191 GARDEN AVE	\$	163.56	\$	165.56
132923310089	491 GLENWOOD AVE	\$	215.04	\$	217.04
112923420043	778 GRANDVIEW AVE	\$	232.30	\$	234.30
112923320029	1007 GRANDVIEW AVE	\$	115.12	\$	117.12
112923410015	711 GRANDVIEW AVE	\$	416.67	\$	418.67
112923420043	778 GRANDVIEW AVE	\$	98.61	\$	100.61
032923410046	2761 GRIGGS ST	\$	206.39	\$	208.39
032923410011	2806 GRIGGS ST	\$	276.67	\$	278.67
032923410008	2828 GRIGGS ST	\$	169.85	\$	171.85
152923420125	1844 HAMLIN AVE	\$	86.73	\$	88.73
152923420049	1890 HAMLIN AVE	\$	107.92	\$	109.92
032923430046	2660 HAMLIN AVE	\$	159.58	\$	161.58
032923340003	2745 HAMLIN AVE	\$	146.41	\$	148.41
102923120054	2566 HAMLIN AVE	\$	132.28	\$	134.28
152923210062	2115 HAMLIN AVE	\$	170.39	\$	172.39
032923240025	2903 HAMLIN AVE	\$	148.17	\$	150.17
152923240090	1935 HAMLIN AVE	\$	212.01	\$	214.01
102923210062	2589 HAMLIN AVE STE A	\$	104.05	\$	106.05
132923120064	2059 HAND AVE	\$	137.35	\$	139.35
022923410019	715 HEINEL DR	\$	77.49	\$	79.49
022923410023	734 HEINEL DR	\$	149.83	\$	151.83
092923120078	2598 HERSHEL ST	\$	147.08	\$	149.08
052923220084	3082 HIGHCREST RD	\$	221.55	\$	223.55
012923210089	3025 HIGHPOINT CURVE	\$	177.85	\$	179.85
012923320033	2820 HILLSCOURTE SOUTH	\$	185.04	\$	187.04
132923310098	462 HILLTOP AVE	\$	241.00	\$	243.00
152923420057	1890 HURON AVE	\$	116.37	\$	118.37
152923420052	1911 HURON AVE	\$	159.27	\$	161.27
032923430035	2723 HURON ST	\$	160.36	\$	162.36
032923420067	2866 HURON ST	\$	168.75	\$	170.75
122923330003	590 HWY 36	\$	159.27	\$	161.27
112923340007	936 HWY 36	\$	211.19	\$	213.19
092923430003	1750 W HWY 36	\$	948.23	\$	950.23
102923430005	1252 W HWY 36	\$	133.53	\$	135.53
122923340003	397 HWY 36	\$	215.04	\$	217.04

**Schedule A****More than 90 days past due  
as of 03/31/2016****Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year****City of Roseville, MN  
08/01/2016**

122923330004	604 HWY 36	\$	119.59	\$	121.59
172923140061	1934 HYTHE ST	\$	129.62	\$	131.62
012923330003	528 IONA LN	\$	178.31	\$	180.31
022923440081	648 IONA LN	\$	249.76	\$	251.76
032923310022	1423 JUDITH AVE	\$	202.52	\$	204.52
032923340002	1354 JUDITH AVE	\$	152.36	\$	154.36
032923340027	1390 JUDITH AVE	\$	195.08	\$	197.08
012923310068	388 JUDITH AVE	\$	279.96	\$	281.96
012923330025	2757 KENT ST	\$	138.80	\$	140.80
022923330004	2729 LAKEVIEW AVE	\$	61.44	\$	63.44
022923320002	2851 LAKEVIEW AVE	\$	160.36	\$	162.36
022923320010	2777 LAKEVIEW AVE	\$	172.45	\$	174.45
102923440038	1193 LAURIE RD	\$	190.00	\$	192.00
142923230082	1986 LEXINGTON AVE	\$	167.85	\$	169.85
142923220065	2062 LEXINGTON AVE	\$	150.69	\$	152.69
022923330050	2666 LEXINGTON AVE	\$	106.28	\$	108.28
152923410030	1901 LEXINGTON AVE	\$	181.30	\$	183.30
022923220040	3092 LEXINGTON AVE	\$	52.52	\$	54.52
142923320069	1862 LEXINGTON AVE	\$	159.27	\$	161.27
122923310037	464 LOVELL AVE	\$	163.56	\$	165.56
112923310057	976 LOVELL AVE	\$	189.30	\$	191.30
112923320065	1058 LOVELL AVE	\$	123.30	\$	125.30
042923130003	1724 LYDIA AVE	\$	143.33	\$	145.33
042923120028	1801 LYDIA AVE	\$	162.59	\$	164.59
012923330462	2650 MACKUBIN ST	\$	388.98	\$	390.98
012923330456	2662 MACKUBIN ST	\$	157.14	\$	159.14
012923330020	2755 MACKUBIN ST	\$	155.97	\$	157.97
012923340179	2720 MACKUBIN ST	\$	146.11	\$	148.11
012923330420	2731 MACKUBIN ST #39	\$	146.56	\$	148.56
012923140081	208 MAPLE LN	\$	167.20	\$	169.20
012923140082	216 MAPLE LN	\$	162.22	\$	164.22
042923130091	1776 MAPLE LN	\$	151.42	\$	153.42
012923140085	240 MAPLE LN	\$	194.69	\$	196.69
052923230029	2529 MAPLE LN	\$	210.72	\$	212.72
032923140026	1168 MAPLE LN W	\$	162.27	\$	164.27
122923140033	2486 MARION ST	\$	217.08	\$	219.08
012923410036	2841 MARION ST	\$	167.47	\$	169.47
122923440015	2234 MARION ST	\$	140.89	\$	142.89
012923140058	2942 MARION ST	\$	185.52	\$	187.52
012923430045	2665 MATILDA ST	\$	140.72	\$	142.72
012923430043	2679 MATILDA ST	\$	173.90	\$	175.90
012923130028	2942 MATILDA ST	\$	121.64	\$	123.64
122923130003	2496 MATILDA ST	\$	137.37	\$	139.37
012923420038	2837 MATILDA ST	\$	181.52	\$	183.52
132923310030	493 S MCCARRONS BLVD	\$	312.72	\$	314.72

## Schedule A

**More than 90 days past due  
as of 03/31/2016**

**Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year**

**City of Roseville, MN  
08/01/2016**

132923130016	269 MCCARRONS BLVD	\$	116.37	\$	118.37
132923440005	182 MCCARRONS BLVD S	\$	202.61	\$	204.61
022923130030	822 MILLWOOD AVE	\$	232.83	\$	234.83
042923140060	1650 MILLWOOD AVE	\$	184.92	\$	186.92
042923130040	1771 MILLWOOD AVE	\$	160.12	\$	162.12
052923230022	2524 MILLWOOD ST	\$	125.29	\$	127.29
122923440007	204 MINNESOTA AVE	\$	185.01	\$	187.01
122923440009	226 MINNESOTA AVE	\$	215.04	\$	217.04
122923310048	405 MINNESOTA AVE	\$	120.66	\$	122.66
112923340054	2207 NANCY PL	\$	176.43	\$	178.43
112923310031	2360 NANCY PL	\$	210.75	\$	212.75
092923110070	1680 OAKCREST AVE	\$	142.73	\$	144.73
102923110027	1106 OAKCREST AVE	\$	134.03	\$	136.03
052923210073	3006 OLD HWY 8	\$	203.57	\$	205.57
052923210071	3020 OLD HWY 8	\$	868.35	\$	870.35
052923230037	2994 OLD HWY 8	\$	177.50	\$	179.50
012923120002	317 OWASSO BLVD	\$	134.03	\$	136.03
012923120009	353 OWASSO BLVD	\$	204.86	\$	206.86
012923240132	472 OWASSO BLVD	\$	189.53	\$	191.53
012923230034	609 OWASSO BLVD	\$	151.58	\$	153.58
022923130009	2890 W OWASSO BLVD	\$	200.44	\$	202.44
022923120019	3057 W OWASSO BLVD	\$	156.29	\$	158.29
022923110021	3048 W OWASSO BLVD	\$	126.28	\$	128.28
012923240062	428 OWASSO HILLS DR	\$	155.97	\$	157.97
012923230057	523 OWASSO HILLS DR	\$	116.86	\$	118.86
112923330050	2168 OXFORD ST	\$	167.85	\$	169.85
022923330024	2737 OXFORD ST	\$	177.92	\$	179.92
112923230095	2416 OXFORD ST	\$	153.14	\$	155.14
142923320048	1854 OXFORD ST	\$	165.61	\$	167.61
142923120017	851 PARKER AVE	\$	195.24	\$	197.24
142923210080	896 PARKER AVE	\$	202.17	\$	204.17
032923240066	2904 PASCAL ST	\$	129.69	\$	131.69
102923220017	2545 PASCAL ST	\$	105.88	\$	107.88
032923240069	2924 PASCAL ST	\$	142.73	\$	144.73
052923220037	3072 PATTON RD	\$	164.45	\$	166.45
042923340002	2690 PRIOR AVE # 1	\$	1,679.26	\$	1,681.26
042923340002	2690 PRIOR AVE # 2	\$	1,537.81	\$	1,539.81
042923340002	2690 PRIOR AVE # 3	\$	1,537.81	\$	1,539.81
032923340047	1434 RAMBLER RD	\$	166.37	\$	168.37
032923340048	1440 RAMBLER RD	\$	155.58	\$	157.58
032923340042	1389 RAMBLER RD	\$	121.39	\$	123.39
122923110023	2571 RICE ST	\$	372.49	\$	374.49
012923140004	2963 RICE ST	\$	117.94	\$	119.94
132923440013	1681 RICE ST # 2	\$	158.71	\$	160.71
162923140013	1681 RIDGEWOOD LN NO	\$	275.62	\$	277.62

**Schedule A****More than 90 days past due  
as of 03/31/2016****Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year****City of Roseville, MN  
08/01/2016**

152923430027	1272 ROMA AVE	\$	172.14	\$	174.14
142923440016	685 ROMA AVE	\$	145.39	\$	147.39
102923110046	1221 ROSE PL	\$	80.26	\$	82.26
102923110047	1223 ROSE PL	\$	137.87	\$	139.87
102923120004	1315 ROSE PL	\$	53.91	\$	55.91
132923230058	577 ROSELAWN AVE	\$	133.53	\$	135.53
152923410005	1140 ROSELAWN AVE	\$	129.24	\$	131.24
162923130078	1745 ROSELAWN AVE	\$	183.04	\$	185.04
152923240086	1379 ROSELAWN AVE	\$	267.89	\$	269.89
152923410001	1110 ROSELAWN AVE	\$	133.74	\$	135.74
152923130112	1293 ROSELAWN AVE	\$	159.27	\$	161.27
172923130011	2200 NO ROSEWOOD LN	\$	136.52	\$	138.52
132923230034	554 RYAN AVE	\$	206.46	\$	208.46
132923230055	578 RYAN AVE	\$	159.27	\$	161.27
152923140069	1150 RYAN AVE	\$	107.23	\$	109.23
162923130058	1742 RYAN AVE	\$	229.64	\$	231.64
142923230029	993 RYAN AVE	\$	154.98	\$	156.98
132923230028	555 RYAN AVE	\$	272.46	\$	274.46
162923240062	1850 RYAN AVE	\$	196.69	\$	198.69
132923420026	330 S MCCARRONS BLVD	\$	104.64	\$	106.64
162923110076	2090 SAMUEL ST. #11	\$	182.39	\$	184.39
162923110076	2087 SAMUEL ST. #4	\$	140.86	\$	142.86
162923110076	2086 SAMUEL ST. #6	\$	146.42	\$	148.42
162923110076	2086 SAMUEL ST. #8	\$	193.03	\$	195.03
102923340017	1397 SANDHURST DR	\$	184.99	\$	186.99
122923430034	335 SANDHURST DR W	\$	148.79	\$	150.79
122923430032	351 SANDHURST DR W	\$	36.06	\$	38.06
122923430032	351 SANDHURST DR W	\$	190.00	\$	192.00
112923140011	715 SEXTANT AVE	\$	147.19	\$	149.19
102923140051	1150 SEXTANT AVE	\$	136.76	\$	138.76
132923410019	1891 SHADY BEACH AVE	\$	145.35	\$	147.35
102923240033	2490 SHELDON ST	\$	116.86	\$	118.86
112923340010	925 SHERREN ST	\$	120.66	\$	122.66
112923430010	741 SHERREN ST	\$	159.27	\$	161.27
042923120065	3017 SHOREWOOD LN	\$	211.60	\$	213.60
042923120053	3061 SHOREWOOD LN	\$	427.88	\$	429.88
132923230077	558 SHRYER AVE	\$	167.49	\$	169.49
152923130026	1317 SHRYER AVE	\$	133.53	\$	135.53
162923130013	1803 SHRYER AVE	\$	129.69	\$	131.69
152923240043	1446 SHRYER AVE	\$	159.27	\$	161.27
132923230021	540 SHRYER AVE	\$	154.98	\$	156.98
142923230005	1065 SHRYER AVE	\$	142.11	\$	144.11
152923130032	1294 SHRYER AVE	\$	167.85	\$	169.85
152923130034	1306 SHRYER AVE	\$	346.18	\$	348.18
152923130034	1306 SHRYER AVE	\$	253.53	\$	255.53

**Schedule A****More than 90 days past due  
as of 03/31/2016****Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year****City of Roseville, MN  
08/01/2016**

032923230017	2936 SIMPSON ST	\$	177.50	\$	179.50
032923230028	2951 SIMPSON ST	\$	181.76	\$	183.76
032923210106	3019 SIMPSON ST	\$	185.02	\$	187.02
102923230042	2433 SIMPSON ST	\$	157.83	\$	159.83
032923240088	2972 SIMPSON ST	\$	140.86	\$	142.86
032923240087	2966 SIMPSON ST	\$	181.84	\$	183.84
152923130007	1266 SKILLMAN AVE	\$	158.11	\$	160.11
162923120050	1746 SKILLMAN AVE	\$	151.21	\$	153.21
152923110065	1129 SKILLMAN AVE	\$	141.61	\$	143.61
152923230028	1942 SNELLING AVE	\$	175.11	\$	177.11
162923110079	2151 SNELLING AVE	\$	714.78	\$	716.78
152923230023	2030 SNELLING AVE	\$	190.00	\$	192.00
102923220012	2570 SNELLING CV	\$	175.40	\$	177.40
122923310046	2306 SOUTHHILL DR	\$	176.43	\$	178.43
122923310041	455 SOUTHHILL DR	\$	156.59	\$	158.59
082923340019	2266 ST CROIX ST	\$	133.99	\$	135.99
042923130007	1755 STANBRIDGE AVE	\$	178.30	\$	180.30
032923340076	1427 TALISMAN CV	\$	146.11	\$	148.11
032923340074	1437 TALISMAN CV	\$	190.70	\$	192.70
032923340080	1403 TALISMAN CV	\$	159.58	\$	161.58
162923240090	1932 TATUM ST	\$	129.69	\$	131.69
082923130002	2323 TERMINAL RD # 1	\$	2,147.79	\$	2,149.79
082923130002	2323 TERMINAL RD # 2	\$	1,962.46	\$	1,964.46
012923310042	406 TERRACE DR	\$	145.55	\$	147.55
012923310051	476 TERRACE DR	\$	173.23	\$	175.23
022923440003	707 TERRACE DR	\$	138.37	\$	140.37
022923430033	795 TERRACE DR	\$	156.08	\$	158.08
022923430032	789 TERRACE DR	\$	166.60	\$	168.60
022923440002	699 TERRACE DR	\$	210.37	\$	212.37
022923410037	629 TERRACE DR	\$	157.26	\$	159.26
022923440020	704 TERRACE DR	\$	158.03	\$	160.03
122923130032	355 TRANSIT AVE	\$	136.10	\$	138.10
112923230081	1016 TRANSIT AVE	\$	155.97	\$	157.97
142923310010	1829 VICTORIA ST	\$	159.27	\$	161.27
022923130047	2992 VICTORIA ST	\$	202.61	\$	204.61
112923340080	2203 VICTORIA ST	\$	185.01	\$	187.01
022923310039	2779 VICTORIA ST	\$	164.79	\$	166.79
022923120064	3020 VICTORIA ST	\$	134.03	\$	136.03
142923210056	2067 VICTORIA ST	\$	86.25	\$	88.25
012923420088	2840 VIRGINIA AVE	\$	109.33	\$	111.33
122923420089	2334 WESTERN AVE	\$	137.82	\$	139.82
122923240038	2417 WESTERN AVE	\$	152.75	\$	154.75
122923210002	2623 WESTERN AVE	\$	130.43	\$	132.43
012923430114	2708 WESTERN AVE	\$	157.93	\$	159.93
012923420108	2788 WESTERN AVE	\$	134.03	\$	136.03

**Schedule A**

**More than 90 days past due  
as of 03/31/2016**

**Delinquent Accounts 3rd Qtr 2017  
for 2017 Tax Year**

**City of Roseville, MN  
08/01/2016**

132923310049	1839 WESTERN AVE	\$	158.42	\$	160.42
012923340114	2647 WESTERN AVE	\$	151.19	\$	153.19
012923340114	2649 WESTERN AVE	\$	159.10	\$	161.10
122923310001	2383 WESTERN AVE	\$	151.24	\$	153.24
022923440052	738 WHEATON AVE	\$	138.41	\$	140.41
092923120045	2551 WHEELER AVE	\$	129.69	\$	131.69
162923130039	1988 WHEELER ST	\$	156.37	\$	158.37
042923420018	2850 WHEELER ST	\$	138.30	\$	140.30
132923120025	2051 WILLIAM ST	\$	313.54	\$	315.54
132923120021	2077 WILLIAM ST	\$	150.69	\$	152.69
132923110063	2065 WOODBRIDGE ST	\$	236.17	\$	238.17
012923410006	2857 WOODBRIDGE ST	\$	186.30	\$	188.30
012923140019	2980 WOODBRIDGE ST	\$	173.92	\$	175.92
012923440009	2713 WOODBRIDGE ST	\$	134.81	\$	136.81
012923410013	2801 WOODBRIDGE ST	\$	205.33	\$	207.33
012923340035	395 WOODHILL DR	\$	229.02	\$	231.02
022923330057	990 WOODHILL DR	\$	151.58	\$	153.58
022923220014	1045 WOODLYNN AVE	\$	159.24	\$	161.24
012923110003	195 WOODLYNN AVE	\$	144.59	\$	146.59
<b>Total for 3rd Qtr, 2017 to be certified to 2017 taxes</b>		<b>\$</b>	<b>74,722.38</b>	<b>\$</b>	<b>75,474.38</b>

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: August 8, 2016  
Item No.: 8.e

Department Approval



City Manager Approval



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Item Description: Approve Fairview Traffic Control Signal Agreement

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1 **BACKGROUND**

2 On June 13, the City Council awarded the Twin Lakes Area Traffic Signal contract to Forest  
3 Lake Contracting. The work involves installing a new traffic control signal at the intersection of  
4 Fairview Avenue and Twin Lakes Parkway/Terrace Avenue as part of the overall Twin Lakes  
5 improvements. This traffic control signal is currently being funded 100% by the City of  
6 Roseville using TIF District 17 funds.

7 Since Fairview Avenue is a Ramsey County Road and Ramsey County manages the signal  
8 systems on County roads, a maintenance agreement for the traffic control signal needs to be  
9 completed.

10 **DISCUSSION**

11 The Fairview Signal Agreement is a standard agreement for signal maintenance with Ramsey  
12 County. Under the agreement, Ramsey County manages the traffic control signal light  
13 operations. Ramsey County is responsible for overall maintenance including, signal timing,  
14 relamping, cleaning, and maintenance of the Emergency Vehicle Pre-emption (EVP) system.

15 The City of Roseville will be responsible for costs associated with providing electric power to  
16 the signal system and maintenance of the EVP system.

17 **FINANCIAL IMPLICATIONS**

18 As stated in the agreement, the City will be responsible for costs associated with electric power  
19 to the signal system and maintenance of the Emergency Vehicle Pre-emption (EVP) system,  
20 which are similar to other signal agreements the City has with Ramsey County.

21 **STAFF RECOMMENDATION**

22 Approve entering into a Traffic Control Signal Agreement with Ramsey County Public Works.

23 **REQUESTED COUNCIL ACTION**

24 Approve entering into a Traffic Control Signal Agreement with Ramsey County Public Works.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer

Attachments: A: Fairview Signal Agreement

**AGREEMENT FOR MAINTENANCE  
OF TRAFFIC CONTROL SIGNALS  
AGREEMENT NO. PW2016-02M**

THIS AGREEMENT, dated \_\_\_\_\_, is made and entered into by and between the County of Ramsey, ("County,") and the City of Roseville ("City");

WHEREAS, the City has determined that there is justification and it is in the public's best interest to install a new traffic control signal with street lights, signs, interconnect and emergency vehicle pre-emption at Fairview Avenue (CSAH 48) and Twin Lakes Parkway/Terrace Avenue; and

WHEREAS, the City requested and the County agrees to an Emergency Vehicle Pre-emption System, hereinafter referred to as the "EVP System" as a part of said traffic control signals with street lights in accordance with the terms and conditions hereinafter set forth; and

WHEREAS, the County and the City will participate in the maintenance and operation of said traffic control signals with street lights, signs, interconnect and EVP system as hereinafter set forth.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall install or cause the installation of traffic control signals with street lights, signs, interconnect and EVP system in accordance with the plans and specifications for Twin Lakes Area Signals, City Project No. 16-12.

2. The City shall install or cause the installation of an adequate electric power supply to the service pad including any necessary extensions of power lines. Upon completion of the traffic control signals with street lights, signs, interconnect and EVP system installation, necessary electrical power for their operation shall be at the cost and expense of the City.

3. Upon completion of the work the County shall maintain and keep in repair the traffic control signal including relamping and cleaning at its expense.

4. Upon completion of the work the County shall maintain and keep in repair the interconnect and overhead mast arm mounted signs at its cost and expense.

5. The County shall maintain and keep in repair the geometrics on County owned roadways at its costs and expense and the City of Roseville shall maintain and keep in repair the geometrics on City owned roads at its cost and expense.

6. The EVP system shall be operated, maintained, revised or removed in accordance with the following conditions and requirements:

- a. All modifications, revisions and maintenance of the EVP System considered necessary or desirable for any reason, shall be done by County personnel or contractors, or, upon concurrence



in writing by the County's Traffic Engineer, may be done by others, all at the cost and expense of the City.

b. Emitter units may be installed and used only on vehicles responding to an emergency as defined in Minn. Stat. §§ 169.011, Subd.3 and 169.03.

c. The City shall maintain and require others using the EVP System to maintain a log showing the date, time and type of emergency for each time the traffic signal covered hereby is actuated and controlled by the EVP System. Malfunction of the EVP System shall be reported to the County immediately.

d. All maintenance of the EVP System shall be performed by the County, and the City shall be responsible for actual cost thereof. The County shall submit an invoice to the City annually, listing all labor, equipment, materials and overhead used to maintain the EVP System. Labor cost and overhead and equipment costs will be at the established rates paid by the County at the time the work is performed, and material costs will be invoiced at the actual cost thereof to the County. The City shall promptly pay the County the full amount due.

e. In the event said EVP System or components are, in the opinion of the County, being misused or the conditions set forth in Paragraph b above are violated, and such misuse or violation continues after receipt by said party of written notice thereof from the County, the EVP System pursuant to this paragraph, the field wiring, cabinet wiring and other components shall become the property of the County. All infrared detector heads and indicator lamps mounted external to the traffic signal cabinet will be returned to the City. The detector receiver and any other assembly located in the control signal cabinet, which if removed will not affect the traffic control signal operation, will be returned to the City.

f. All timing of said EVP System shall be determined by the County, through its Traffic Engineer, and no changes shall be made to these adjustments without the approval of the County.

7. All timing and related adjustments of the traffic control signals shall be determined by the County through its Traffic Engineer, and no changes shall be made to these adjustments without the approval of the County.

8. Any and all persons engaged in the maintenance work to be performed by the County shall not be considered employees of the City, and any and all claims that may arise under the Worker's Compensation Act of this State on behalf of those employees so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of those employees so engaged on any of the work contemplated herein shall not be the obligation and responsibility of the City.

9. The City and the County shall indemnify, defend and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall

constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.

WHEREFORE, this Agreement is duly executed on the last date written below.

**RAMSEY COUNTY  
MAINTENANCE AGREEMENT  
WITH CITY OF ROSEVILLE  
AGREEMENT NO. PW 2016-02M**

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

**CITY OF ROSEVILLE, MINNESOTA**

In presence of

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**RAMSEY COUNTY**

**MAINTENANCE AGREEMENT  
WITH CITY OF ROSEVILLE  
AGREEMENT NO. PW 2016-02M**

**COUNTY OF RAMSEY**

WHEREFORE, this Agreement is duly executed on the last date written below.

\_\_\_\_\_  
Julie Kleinschmidt  
Ramsey County Manager

Date: \_\_\_\_\_  
Approval recommended:

\_\_\_\_\_  
James E. Tolaas, P.E., Director  
Public Works Department and County Engineer

Approved as to form:

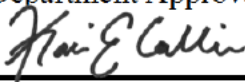
\_\_\_\_\_  
Assistant County Attorney



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/8/2016  
Item No.: 8.f

Department Approval



City Manager Approval

Item Description: Authorize Entering Into a Contract with Accela for a New Permitting, Inspections, Code Enforcement, and Licensing System

**BACKGROUND**

On July 18, 2016 the Council received a presentation introducing online permitting, the process behind selecting Accela, and the functionality of the new system. The Council gave direction to staff to move ahead with entering into a contract with Accela (Attachment A). Staff has also provided examples of costs and benefits of Accela compared to our current system included as Attachment B.

**PROPOSED SOLUTION**

Accela, a firm specializing in government software, has been identified as the vendor offering the most feature-rich solution at a manageable cost. Between the Land Management and Licensing modules, the City would have the potential to offer any of the following services online: building permits and inspections, code enforcement complaints, rental licensing, city contractor licenses, fire inspections, right-of-way permits, and more. In 2015, Accela acquired Springbrook Software, the vendor of the City's financial system—offering the prospect of putting many City functions spanning multiple departments into an integrated, organization-wide system.

Of the cities in the metro area doing online permitting, most are LOGIS clients and use its ePermits system. Investigation of the LOGIS system found it to offer less functionality than Accela at a higher annual cost. The TRAKiT system used by Woodbury, Burnsville, and West St. Paul is closer to matching Accela's feature set, but at *significantly* higher initial cost and requires several add-on options to accomplish what can be done in the core Accela system.

With the Accela system, the public will be able to use the City's website to search for a property and retrieve its full permit and code enforcement history, instead of having to make information requests via phone or email. Applicants can monitor the progress of their applications and receive email updates at different stages of review and approval.

**SUMMARY**

The benefits of the new system for residents and contractors include:

- Ability to conduct business with the City outside of standard hours
- Ability to pay for permits online
- Receive email progress updates of an application or code enforcement issue
- Ability to request inspections online
- Fewer required trips to City Hall
- Increased transparency

- 33 The benefits of the new system for City staff include:
- 34     ▪ Improved inter-departmental workflow and review coordination on large projects
  - 35     ▪ Improved ability to reconcile permit/land use application revenue with the City financial
  - 36         system
  - 37     ▪ Enhanced reporting and data tracking
  - 38     ▪ Mobile support for building inspections and code enforcement

39 **POLICY OBJECTIVE**

40 Online permitting was identified as a Strategic Technology Initiative organizational budget priority  
41 in the presentation at the May 16, 2016 Council meeting.

42 **BUDGET IMPLICATIONS**

43 Community Development has budgeted \$20,000 in 2016 towards implementation of a new  
44 permitting solution, and will be budgeting a further \$50,000 in 2017. The one-time cost of  
45 implementation will be \$40,176. The annual maintenance cost for 10 users of the system is \$22,686,  
46 which will be supported by fees.

47 **STAFF RECOMMENDATION**

48 Authorize staff to enter into a professional services agreement with Accela.

49 **REQUESTED COUNCIL ACTION**

50 Authorize staff to enter into a professional services agreement with Accela to implement a new  
51 software solution for permits, inspections, licensing, and code enforcement.

Prepared by:     Joel Koepp, GIS Technician  
Attachments:     A: Professional Services Agreement  
                    B: Cost-Benefit Examples and Functionality Comparison Table

## **Standard Agreement for Professional Services**

This Agreement (“Agreement”) is made on the 8th day of August 2016, between the City of Roseville, a municipal corporation (hereinafter “City”), and Accela, Inc., a software firm (hereinafter “Consultant”).

### **Preliminary Statement**

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. ***Term.*** The term of this Agreement shall be from September 1, 2016 through September 1, 2019, the date of signature by the parties notwithstanding.
3. ***Compensation for Services.*** The City agrees to pay the Consultant the compensation described in Exhibit A attached hereto for the Work, subject to the following:
  - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
  - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. ***City Representative and Special Requirements:***
  - A. Joel Koepp shall act as the City’s representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City’s policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City’s representative at any time by notifying the Consultant of such change in writing.
  - B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit B attached hereto. The parties agree that such special conditions and

## Attachment A

requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit B.

5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

- A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
- B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
  - B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. **Project Manager and Staffing.** The Consultant has designated Tyler Flajole and Derek Porter ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.



## Attachment A

7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.
9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with

## Attachment A

all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.
17. **Indemnification.** The Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.
18. **Insurance.**
  - A. **General Liability.** Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.
  - B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
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## Attachment A

Commercial General Liability: \$1,000,000 per occurrence  
\$1,000,000 general aggregate  
\$1,000,000 products – completed operations  
aggregate  
\$5,000 medical expense

Comprehensive Automobile  
Liability: \$1,000,000 combined single limit (shall include  
coverage for all owned, hired and non-owned  
vehicles.

- C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
- (i) Personal injury with Employment Exclusion (if any) deleted;
  - (ii) Broad Form Contractual Liability coverage; and
  - (iii) Broad Form Property Damage coverage, including Completed Operations.
- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.
- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
  - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
  - (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and

## Attachment A

- (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
20. ***Dispute Resolution/Mediation.*** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. The cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.
21. ***Annual Review.*** Prior to October 1st of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.

## Attachment A

22. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
26. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City:                      City of Roseville  
    Roseville City Hall  
    2660 Civic Center Drive  
    Roseville, MN 55113  
    Attn: City Manager

If to Consultant:              Accela, Inc.  
    2633 Camino Ramon, Suite 500  
    San Ramon, CA 94583  
    Attn: Tyler Flajole

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

27. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties,

## **Attachment A**

unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: Exhibit A -- Statement of Work

**Attachment A**

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Manager

(NAME OF CONSULTANT)

By: \_\_\_\_\_



## Statement of Work

Prepared for: City of Roseville, MN  
Prepared By: zedIT Solutions



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**DOCUMENT CONTROL**

Date	Author	Version	Change Reference
July 28, 2016	Allison Locke	1.0	Initial draft

# Statement of Work



## OVERVIEW

Congratulations on your selection of Accela, Inc., and their enterprise suite of industry leading software. This proposed implementation by zedIT Solutions of the Accela products is designed specifically to meet the requirements and budget defined by the City of Roseville (Agency). zedIT Solutions is proposing to utilize the Accela Best Practice Template Configuration Implementation Methodology, to promote a successful project that will meet the Agency's objectives. The following Statement of Work will detail how zedIT Solutions will implement the software, including the major milestones and deliverables that will ensure your success.

zedIT Solutions is committed to providing a superior solution and deployment of the Civic Platform, for the current and future needs of the City of Roseville. zedIT Solutions will work with Agency staff to optimize Accela's portfolio of software, best practices, and customer experience to enable the Agency to successfully deploy the Civic Platform software in the Civic Cloud and meet its functionality, timing and cost requirements. This Statement of Work ("SOW") sets forth a scope and definition of the consulting/professional services, work and/or project (collectively, the "Services") to be provided by zedIT Solutions to the City of Roseville.

## SERVICES DESCRIPTION

### PURPOSE

The purpose of this document is to detail the specific activities, deliverables, roles and responsibilities, and acceptance criteria that comprise the implementation of the Civic Platform for the Agency, specifically Citizen Access and Automation. zedIT Solutions will provide professional services for implementation of the scope and products detailed in the Work Description section detailed henceforth.

### PROJECT TIMELINE

The term of this project is 4 (four) months.

Upon execution of this SOW, the parties will collaborate to determine a start date for Services to be rendered. Upon initiation of these Services, the assigned resources will work with the Agency to collaboratively define a high level, baseline project schedule. zedIT Solutions will use the baseline project schedule to plan and schedule resource availability in order to complete the defined scope.

Given the fact that project schedules are working documents that change over the course of the project, zedIT Solutions will work closely with Agency to update, monitor, agree, and communicate any modifications. Changes to the baseline project schedule may result in a change in resource availability.

### PROJECT MANAGEMENT

A dedicated project manager will not be assigned for this project. zedIT's Lead Implementation Consultant will provide 4 hours per month of Project Management over a maximum 4 month implementation period in order to coordinate project deliverables, zedIT/Accela project team resources and provide status updates to the agency's stakeholders. Longer project implementation periods will require additional Project Management at an additional cost of 4 hours per month. The expectation is that the Agency will manage the project timeline and work with the assigned staff should the timeline require any changes to ensure resource availability.

### CRITICAL SUCCESS FACTORS

In order to successfully execute the services described herein, there are several critical success factors for the project that must be closely monitored and managed by the stakeholders. These factors are critical in setting expectations

## Statement of Work

between the Agency and zedIT Solutions, identifying and monitoring project risks, and promoting strong project communication.

- **Knowledge Transfer** – While we cannot guarantee specific expertise for Agency staff as a result of participating in the project, zedIT Solutions will make all reasonable efforts to transfer knowledge to the Agency. It is critical that Agency personnel work with zedIT Solutions in order to schedule all work in the best manner to facilitate knowledge transfer and resource availability.
- **Dedicated Agency Participation** – We fully understands that Agency staff members have daily responsibilities that will compete with the amount of time that can be dedicated to the implementation project. However, it is critical that the Agency acknowledges that its staff must be actively involved throughout the entire duration of Services as defined in the Project Plan. zedIT Solutions will communicate insufficient participation of Agency and zedIT Solutions resources to the project sponsor with real and potential impacts to the project timeline.
- **Delivery of Needed Information and Documentation**- In order to guarantee success and meet the timelines and costs described it will be essential that the Agency provide required documentation and information as requested by the delivery staff in timely manner. The expected information required is described in detail in each of the delivery sections. Failure to provide the required information can result in an extension of the project timeline and/or an increase in the scope/cost of the proposed solution.
- **Implementation Methodology** – We offer a successful, proven, implementation methodology which is crucial to the project success. Accela's Civic Platform and customer base is a niche market and as such our implementation methodology may differ from other consulting firms and software packages. It is imperative to project success that the Agency is willing to adhere/adopt to the Methodology and tasks described in this Statement of Work.

## PROJECT ASSUMPTIONS

- Agency and zedIT Solutions will review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
- Changes or additions to scope, requested by the Agency may require a Change Order to reimburse zedIT Solutions for the additional costs associated with the change.
- Agency will be delivered a monthly summary of expenditures during the term of this project.
- zedIT Solutions will implement the known features and functions that exist in the current Civic Platform version deployed in the Civic Cloud at the time of the contract signing. Should a new version of the Civic Platform become available during the project implementation, the Agency can request the enhanced features, but it may require a Change Order to reimburse zedIT Solutions for the additional cost associated with the change or Agency can implement the enhancement after project go-live.
- Agency will maintain primary responsibility for the scheduling of Agency employees and facilities in support of project activities and schedule.
- Agency is responsible for proper desktop hardware/software/network preparation in accordance with Accela specifications.
- Agency will commit to the involvement of key resources and subject matter experts for ongoing participation in all project activities as defined in this SOW. The importance of Agency staff participation is imperative to the successful, and timely, implementation of the project deliverables.

## Statement of Work

### WORK DESCRIPTION

The following section describes the specific activities and tasks that will be executed to meet the business objectives and business requirements of the Agency. In support of the implementation effort as described above, zedIT Solutions will provide the following detailed implementation services. For each deliverable, a description is provided as well as criteria for acceptance of the deliverable.

#### DELIVERABLE1: PROJECT MANAGEMENT

zedIT Solutions Lead Consultant will work with the city of Roseville to develop an agreed upon implementation schedule, coordinate the completion of all deliverables and zedIT resources. The implementation schedule will include acceptance review periods for the Agency for each deliverable. The expectation is that the Agency will manage the project timeline and work with their staff should the timeline require any changes to ensure resource availability.

zedIT will provide a maximum of four (4) hours per month of project management for the duration of the four (4) month implementation timeline. Any additional hours of project management that are required as a result of additional scope requests or delays in project schedule that are outside of zedIT's control will require a change order to increase project management hours.

##### zedIT Solutions Responsibilities:

- Work with Project Manager to develop an agreed upon 4 month implementation schedule
- Coordinate zedIT resources and completion of deliverables
- Deliver a monthly summary of expenditures during the term of this project.
- Provide weekly Project Status Report to the City of Roseville Project Manager.

##### Agency Responsibilities:

- Identify a Project Manager that will work with zedIT's Lead Consultant throughout the project to manage and coordinate all project deliverables.
- Work with zedIT's Lead Consultant to develop an agreed upon 4 month implementation schedule.
- Ensure Agency resources are available to assist with and support project deliverables per the implementation schedule.
- Coordinate & secure necessary resources and equipment (i.e. conference rooms, projectors, speaker phones, computers, etc.) for training, conference calls, on-site meetings etc.
- Coordinate & secure necessary resources, equipment and/or specifications for any 3<sup>rd</sup> party software interfaces (if applicable).

#### DELIVERABLE 2: ACCELA AUTOMATION SETUP

Upon Contract signing, zedIT Solutions will work with Accela to setup an environment in the Civic Cloud and load the Best Practice Templates for land management, which includes permits and inspections, code enforcement, and planning and zoning into the configuration and local licensing management, which includes applications, licenses and renewals into the configuration. Additionally, the environment will be licensed according to the Agency sales order form and will be subject to Accela's Subscription Terms and Conditions.

In terms of specific output, the following will be executed for this deliverable:

- URL's and login information for each environment

## Statement of Work

Specifically, zedIT Solutions will perform the following tasks within the support environment:

- Demonstrate that the Civic Platform is operational by using the valid credentials to log into the Agency's computing environment.
- Setup the software licensing in the Accela cloud per the agreed to sales order form
- Validate proper installation of the Land Management and Local Licensing Management Best Practices Template Configurations has been completed by Accela Application Support.
- Validate proper setup the mobile applications gateway for use of field applications has been completed by Accela Application Support.
- Setup the payment processing gateway for supported vendors. Currently, the Civic Platform inherently supports Official Payments, PayFlow Pro 4.3 (PayPal) and Virtual Merchants.

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Validate proper setup the Civic Platform in Accela's Civic Cloud.
- Provide desktop requirements documentation to Agency.
- Demonstrate how to login/logout and view the loaded Best Practice Templates

### Agency Responsibilities:

- Provide timely and appropriate responses to requests for information by Accela.
- Arrange for the availability of appropriate Agency staff to assist with inquires and activities related to system installation, setup, testing, and quality assurance throughout the setup process.
- Agency staff is responsible to work with the supported payment vendor (Official Payments, PayFlow Pro 4.3 (PayPal) and Virtual Merchant) to collect the necessary information for the payment processing gateway. For example, the staff will need to provide the zedIT Solutions information such as the Product ID, Convenient Fee values, the Payment gateway URLs and other vital information to successfully implement the payment processing gateway.
- Agency staff must provide supported payment vendor information based on zedIT Solutions and the City of Roseville agreed upon project plan timeline (4 months).
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of ability to log into the Civic Platform using the valid credentials

## **DELIVERABLE 3: SET UP OF BEST PRACTICE TEMPLATE CONFIGURATION**

The Civic Platform subscription includes turn-key best practice configurations in the specific domains of Land Management and Local Licensing Management. These solutions include all of the record types listed below and other items needed to conduct government business such as data items, inspections and workflow.

zedIT Solutions resources will set up Best Practice Templates for local licensing, permits, planning, and code enforcement per the existing data sheets. The following is a list of licensing, permit, code enforcement and planning and zoning record types that are included:

### **Permitting and Inspections**

Commercial Addition	Commercial Re-Roof	Residential Plumbing	Residential Pool-Spa
Commercial Alteration	Residential Addition	Residential Re-Roof	Temporary Sign
Commercial Demolition	Residential Alteration	Multi-Family Addition	Permanent Sign
Commercial New	Residential Demolition	Multi-Family Alteration	Grading
Commercial Electrical	Residential New	Multi-Family Demolition	Fence Permit

## Statement of Work

Commercial Mechanical	Residential Electrical	Multi-Family New	Solar Permit
Commercial Plumbing	Residential Mechanical	Commercial Pool-Spa	Street Cut
Right of Way			

### Code Enforcement

Illegal Sign Violation	Abandoned Vehicle Violation	Working W/O Permit Violation	Home Occupation Violation
Animal Violation	Overgrown Weeds Violation	Garbage Service	Tree Violation
Graffiti Removal	Grading Violation	Junk on Property Violation	Sub-Standard Property Violation
Noise Nuisance	Illegal Occupancy Violation	Vacant Building Violation	Fence Violation

### Planning and Zoning

Subdivision	Design Review	Pre-Application Meeting	Annexation
Preliminary Map	Variance	Appeal	General Plan Update
Final Map	Rezoning	Time Extension	Specific Plan
Planned Unit Development	Plan Amendment	Modification to Prior Approval	Zoning Text Amendment
Conditional Use	Home Occupation Permit	Confirmation Letter	Lot Line Adjustment
Revocable Permit	Site Plan – Major	Site Plan – Minor	Final Plat
Subdivision – Major	Subdivision - Minor	Preliminary Plat	

### Local Licensing

Retail License with application and renewal	Amusement License with application and renewal	Home Occupation License with application and renewal	Dog License with application and renewal
Restaurant License with application and renewal	Entertainment License with application and renewal	General Contractor License with application and renewal	Garage –Yard Sale License
Nightclub-Bar License with application and renewal	Service License with application and renewal	Electrical Contractor License with application and renewal	
Wholesaler License with application and renewal	Hotel-Motel-Lodging License with application and renewal	Mechanical Contractor License with application and renewal	
Manufacturer License with application and renewal	Vehicle for Hire License with application and renewal	Plumbing Contractor License with application and renewal	
Professional License with application and renewal	Street Vendor License with application and renewal	Special Event Licenser License with application	

Specifically zedIT Solutions resources will:

- Log into the Agency environment to ensure the best practice configuration is successfully loaded and provide user credentials to Agency, in case Agency staff would like to view loaded configuration
- Provide the Agency with the Best Practice Template Datasheet documents
- Turn off/disable the record types the Agency identifies from the provided datasheets that will not be used during the project implementation, both for Automation and/or for Citizen Access
- Turn off/disable the data fields the Agency identifies from the provided datasheets that will not be used during the project implementation, both for Automation and/or for Citizen Access

In terms of specific output, the following will be executed for this deliverable:

#### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Conduct meetings via email, web conference and/or phone to demonstrate the record types and data fields disabled in environment, based on Agency feedback.



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### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT Solutions requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Best Practice Template Datasheet documents. Agency staff must review the datasheet documents and indicate which record types and data fields the project team will disable/turnoff.
- Agency staff must provide record type and data field feedback based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of turned off/disabled record types and data fields by logging into Civic Platform with valid credentials.

## **DELIVERABLE 4: SET UP OF AGENCY USERS**

zedIT Solutions will setup Agency staff users based on the number of software licenses purchased to a maximum of 20 name user logins. zedIT Solutions will deliver and discuss the Roles and Functions Matrix document, and the Agency will indicate which user group role each staff is to be assigned. For example, if Agency purchases 10 Land Management Solution licenses, zedIT Solutions will setup 10 named staff user login accounts.

zedIT will setup a maximum of 20 user accounts, if more than 20 licenses have been purchased, zedIT will train Agency administrative users on how to create user accounts in Accela.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Deliver and discuss the Roles and Functions Matrix document
- Create named staff user login accounts and deliver account credentials to Agency

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to provide a list of Agency user accounts and indicate which user group role the user is to be assigned.
- Agency staff must review the Roles and Functions Matrix with zedIT Solutions resource
- Agency staff must provide list of user accounts and indicate user group role feedback based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

Confirmation of staff user accounts are created by logging into Civic Platform with valid credentials.

## **DELIVERABLE 5: WORKFLOW PROCESS AND INSPECTION GROUP DISTINCT UPDATES**

zedIT Solutions will provide up to **forty (40)** distinct updates to the existing workflow processes and up to **forty (40)** distinct updates to the existing inspection groups configured in the deployed Best Practice Templates. Using the Best Practice Template Datasheets, the Agency will indicate which Workflow Process and/or Inspection Groups to update. Distinct workflow process updates include renaming, adding or removing a workflow task or workflow task status result. Distinct inspection group updates include renaming, adding or removing inspection types, inspection status results, checklist items or checklist status results. Each edit, update or removal of a workflow task, workflow status

## Statement of Work

result, inspection type, inspection status result, checklist item or checklist status result is considered a distinct single action change.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Provide the Agency with the Best Practice Template Datasheet documents
- Update the workflow processes and/or inspection groups in the environment, based on the Agency feedback.
- Conduct meetings via email, web conference and/or phone to demonstrate the updated workflow process and/or inspection groups in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Best Practice Template Datasheet documents.
- Agency staff must provide a list of distinct workflow process and inspection group updates based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Agency staff must review and test all workflow processes and inspection groups configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of distinct workflow process and inspection group updates by logging into Civic Platform with valid credentials.

## **DELIVERABLE 6: FEE SCHEDULE CONFIGURATION**

The Agency can request up to **one hundred and forty (140)** new fee items configured during the project implementation. zedIT Solutions will configured flat/constant fee items using the Agency's unique fee description, such as Deck Application. zedIT Solutions will configure all fee items using the inherent Constant fee formula in the Civic Platform. Advanced fee item setup, such as using other fee formulas like FIXED\_FEE\_BY\_RANGE or using the advanced script engine logic is an additional cost and zedIT Solutions team can scope the level of effort as a separate deliverable item and may result into a Change Order.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Provide the Agency with the Best Practice Template Datasheet documents
- Configure up to 140 new fee items using Agency unique fee descriptions and the inherent Constant fee formula in the Civic Platform, based on Agency feedback
- Conduct meetings via email, web conference and/or phone to demonstrate the new fee items configured in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Best Practice Template Datasheet documents.

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- Agency staff must provide a list of the new fee items (up to 140 items) to zedIT Solutions, which include fee description, the fee value amount, should the fee item be automatically invoiced or assessed, which record type(s) the fee item is associated to, and will the fee item be displayed in Citizen Access based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Agency staff must review and test all fee items configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of configured fee items by logging into Civic Platform with valid credentials.

## **DELIVERABLE 7: NEW RECORD TYPE CONFIGURATION**

zedIT Solutions will configure up to **ten (10)** new land management or licensing record types (including an application, license and renewal), not already represented in the Best Practice Templates, such as Elevator Permit, Deck Permit, Sidewalk Café or Mobile Truck Vendor. zedIT Solutions will use the existing, preconfigured record components, like workflow process, inspection groups, record status result, fee schedule, document status.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Provide the Agency with the Best Practice Template Datasheet documents
- Configure up to ten (10) new land management or licensing record types using existing, preconfigured record components, such as workflow process, inspection group, record status result, fee schedule, based on Agency feedback
- Conduct meetings via email, web conference and/or phone to demonstrate the new service record types configured in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Best Practice Template Datasheet documents.
- Agency staff must provide a list of the new record types (up to 10) to zedIT Solutions, which include record type levels, record name and the applicable record components, like fee schedule, inspection group, workflow process, record ID sequence, available in Citizen Access, document code, record status result, etc., based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Agency staff must review and test all service record type configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of configured service record types by logging into Civic Platform with valid credentials.

## **DELIVERABLE 8: NEW AGENCY DEFINED DATA FIELDS CONFIGURATION**

The Agency can request up to **twenty (20)** new agency defined data fields configured and associate the data elements to specific record types to ensure information is tracked according to the Agency business process and

## Statement of Work

municipal reports, such as Elevator ID or Roof Color. zedIT Solutions will configure each new agency defined data field using one of nine (9) data types: text, date, y/n radio button, number, dropdown list, comment text area, time, money or checkbox.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Provide the Agency with the Best Practice Template Datasheet documents
- Configure up to twenty (20) new agency defined data fields and associate the data elements to the specific record types, based on Agency feedback
- Conduct meetings via email, web conference and/or phone to demonstrate the new agency defined data fields configured in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Best Practice Template Datasheet documents.
- Agency staff must provide a list of the new agency defined data fields (up to 20) to zedIT Solutions, which include data field label, data field type, flagged as required, available in Citizen Access, indicate which service record type to associate to, etc., based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Agency staff must review and test all agency defined data fields configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of configured agency data fields by logging into Civic Platform with valid credentials.

## **DELIVERABLE 9: NEW LICENSE EXPIRATION CODE CONFIGURATION**

zedIT Solutions will configure up to **one (1)** new license expiration code, not already represented in the Best Practice Templates, such as an expiration interval of 6 months or 2 years. zedIT Solutions will use the following components of an Expiration Code to define a new expiration interval based on Agency process: Expiration Code, Description, Initial Expiration Method, Expiration Date and Expiration Interval.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Provide the Agency with the Best Practice Template Datasheet documents
- Configure up to one (1) new license expiration code using existing Expiration Code components, based on Agency feedback: Expiration Code, Description, Initial Expiration Method, Expiration Date and Expiration Interval.
- Conduct meetings via email, web conference and/or phone to demonstrate the new license expiration code configured in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.

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- Arrange for the availability of appropriate Agency staff to read through the Best Practice Template Datasheet documents.
- Agency staff must provide the new expiration code to define to zedIT, which includes Expiration Code, Description, Initial Expiration Method, Expiration Date and Expiration Interval, along with the license record types the new expiration code will affect based on zedIT Solutions and the City of Roseville's agreed upon 4 month project plan timeline.
- Agency staff must review and test the new expiration code configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of configured expiration code by logging into Civic Platform with valid credentials.

## **DELIVERABLE 10: EXISTING USER GROUP PERMISSION DISTINCT UPDATES**

zedIT Solutions will provide up to **ten (10)** distinct updates to the existing user group permissions configured in the deployed Best Practice Templates. Using the Roles and Functions Matrix document, the Agency will indicate which permissions need to be updated for the user group role. For example, if the Agency wants the inspector role to collect fees and payments, this will be an update to allow additional access to the current role defined. Each permission update, add or removal of access for a defined user role is considered a distinct single action change.

In terms of specific output, the following will be executed for this deliverable:

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Deliver and discuss the Roles and Functions Matrix document
- Configure up to ten (10) distinct updates to the existing user group permissions, based on Agency feedback
- Conduct meetings via email, web conference and/or phone to demonstrate the updated user group permissions configured in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Roles and Functions Matrix document.
- Agency staff must provide a list of the user group permission updates (up to 10) to zedIT Solutions, which include function name and identified role based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Agency staff must review user group configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Confirmation of configured user group permissions by logging into Civic Platform with valid credentials.

## Statement of Work

### DELIVERABLE 11: NEW USER GROUP PERMISSION WITH DISTINCT UPDATE CONFIGURATION

The Agency can request up to **four (4)** new user group permissions created, by copying or cloning an existing, defined user group deployed from the Best Practice Template with up to **three (3)** distinct updates per new user group permission created, such as add or removal of access for the defined user role. The newly defined user group can be associated to a named staff user account login. For example, if the Agency would like to define a new user role, such as cashier or supervisor, the zedIT Solutions will copy/clone an existing user group and create a new role with permission updates if needed. Each permission update, add or removal of access for a defined user role is considered a distinct single action change.

In terms of specific output, the following will be executed for this deliverable:

#### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Deliver and discuss the Roles and Functions Matrix document
- Configure up to four (4) new user group permissions by copying/cloning existing user groups deployed from Best Practice Template with up to three (3) distinct updates per new user group role created, based on Agency feedback
- Conduct meetings via email, web conference and/or phone to demonstrate the new user group permissions configured in environment, based on Agency feedback.

#### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to read through the Roles and Functions Matrix document.
- Agency staff must provide a list of the new user group permissions (up to 4) and the permission updates (up to 3) to zedIT Solutions, which include name of new user group role, which user group to copy, the function names to update based on zedIT Solutions and the City of Roseville agreed upon 4 month project plan timeline.
- Agency staff must review user group permission configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

#### Acceptance Criteria:

- Confirmation of configured user group permissions by logging into Civic Platform with valid credentials.

### DELIVERABLE 12: CITIZEN ACCESS CONFIGURATION

This deliverable includes setup and configuration of the Agency municipal website branding, the online payment processing gateway for the supported payment vendors (Official Payments, PayFlow Pro 4.3 (PayPal) and Virtual Merchant for Citizen Access, and up to **twenty (20)** distinct updates to the citizen portal pages to make the pages more in line with the Agency processes per the best practice configurations. Distinct updates to the citizen portal pages include, adding a pageflow component, like attachments to an existing defined pageflow setup, updating the section instructional text with agency language, including descriptive help instructions for specific agency defined data fields, or updating the online disclaimer text. Each update to the citizen portals and sections are considered a single action change.

In terms of specific output, the following will be executed for this deliverable:

## Statement of Work

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Setup Citizen Access branding by loading two (2) banner files provided by the Agency
- Update the specific Accela ePayment SDK with the Agency provided merchant account attributes and deliver completed Accela ePayment SDK to Accela IT. Currently, the Civic Platform inherently supports Official Payments, PayFlow Pro 4.3 (PayPal) and Virtual Merchant.
- Configure up to twenty (20) distinct updates to the citizen portal pages, based on Agency feedback
- Conduct meetings via email, web conference and/or phone to demonstrate the loaded citizen access branding, citizen portal pages and sections updated and payment acceptance in environment, based on Agency feedback.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Provide website branding files, which include the top and side banner
- Arrange for the availability of appropriate Agency staff to review the branding on Citizen Access
- Agency staff is responsible to work with the supported payment vendor (Official Payments, PayFlow Pro 4.3 (PayPal) and Virtual Merchant) to collect the necessary information for the payment processing gateway. For example, the staff will need to provide zedIT Solutions information such as the Product ID, Convenience Fee values, the Payment gateway URLs and other vital information to successfully implement the payment processing gateway.
- Agency staff must provide web branding, a list of distinct updates (up to 20) and supported payment vendor information based on zedIT Solutions and the City of Roseville's agreed upon project plan timeline.
- Agency staff must review and test all Citizen Access configuration and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
  - *Any additional changes identified during review and testing beyond the scope identified above may be subject to a Change Order request.*
- Staff participants have successfully read and completed the recommended online course content
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Demonstration of the operational Citizen Access functionality such as login/logout, the updated citizen portal pages and sections, and payment acceptance.

## **DELIVERABLE 13: ACCELA GIS SETUP**

zedIT will configure Accela GIS to link and leverage the City of Roseville's existing ArcGIS Online information, including assistance with establishing the map service to be used in conjunction with Accela GIS. The following are the main objectives being pursued through the implementation of the Accela GIS:

- Look up permit information and parcel information from the Permitting system.
- View selection, location, and associated GIS information.
- Select one or more parcels and add new applications to the permit system.

During GIS configuration, zedIT staff will work with Agency IT staff to ensure that the Accela GIS administrative functions are configured for the Agency's test and production environments.

In terms of specific output, the following will be executed for this deliverable:



## Statement of Work

- Accela GIS configured in City of Roseville's cloud environment
- Demonstration of operational GIS function in Agency's cloud environment

### zedIT responsibilities:

- Complete required Accela GIS administration configuration to enable GIS functions within Agency's cloud environment
- Perform quality assurance checks on the configuration and performance.
- Demonstrate that the Accela GIS is operational in the Agency's cloud environment.

### Agency Responsibilities:

- Arrange for the availability of appropriate staff for the system setup, testing, and quality assurance.
- Order and procure necessary hardware and non-Accela systems software as specified by Accela.
- Provide people and physical resources based on the dates outlined in the project schedule.

### Acceptance Criteria:

- Demonstration of operating Accela GIS in Agency environment.

## **DELIVERABLE 14: PROPERTY DATA UPLOAD**

zedIT Solutions will provide an initial, one-time load of the Agency reference property data set. This means, that upon go live and when the data is provided by the agency, staff will have an initial reference property data set loaded in the system ready for use, with updates to that data handled by Agency staff using Accela screens. When changes occur regarding property, such as ownership changes or a new set of addresses are added to the agency, staff would manually enter those changes directly within the solution. The Agency must provide the valid property data set in the acceptable pipe delimited text file format (see appendix for sample file format). The conversion effort will occur a maximum of **three (3)** times.

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Convert the provided acceptable pipe delimited text file format into Civic Platform, maximum of up to 3 times.

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to review the Accela APO Conversion Guide document
- Provide property data in acceptable pipe delimited text file format (see appendix for sample data file).
- Agency staff must review property data conversion and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Complete any necessary APO data clean up prior to project start up.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Successfully search for and retrieve loaded Address Parcel and Owner information by logging into the Civic Platform with valid credentials



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### DELIVERABLE 15: LICENSED PROFESSIONAL DATA UPLOAD

zedIT Solutions will provide an initial, one-time load of the Agency reference licensed professional data set. This means, that upon go live and when the data is provided by the agency, staff will have an initial reference licensed professional data set loaded in the system ready for use, with updates to that data handled by Agency staff using Accela screens. When changes occur regarding licensed professional information, such as name changes or a new address, staff would manually enter those changes directly within the solution. The Agency must provide the valid licensed professional data set in the acceptable pipe delimited text file format. The conversion effort will occur a maximum of **three (3)** times.

#### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Convert the provided acceptable pipe delimited text file format into Civic Platform, maximum of up to 3 times.
- Provide and explain the Accela Licensed Professional Conversion Guide document

#### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to review the Accela Licensed Professional Conversion Guide document
- Provide property data in acceptable pipe delimited text file format
- Agency staff must review property data conversion and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Complete any necessary LP data clean up prior to project start up.
- Schedule appropriate Agency staff participants and meeting locations for activities.

#### Acceptance Criteria:

- Successfully search for and retrieve loaded Licensed Professional information by logging into the Civic Platform with valid credentials.

### DELIVERABLE 16: EXPRESS HISTORICAL DATA CONVERSION

zedIT Solutions will provide an initial, one-time load of the Agency historical, legacy transaction record types, such as completed permits, completed applications or closed violation incidents. The zedIT Solutions will provide and explain the Express Historical Data Conversion Document which details the data conversion process, the required data source format of pipe delimited text file format, and resulting data properties. The conversion effort will occur a maximum of **three (3)** times.

In terms of specific output, the following will be executed for this deliverable:

- Historic completed permits are to be converted into a single record in the Civic Platform called "Historic". A single historic record can be available per module implemented, with the following data populated when provided:
  - Base record information such as permit number, work description, date opened, date closed
  - Record based data items
  - Transactional property and people, including Addresses, Parcels, Owners, Licensed Professionals, and Contacts
  - Inspection History
  - Total invoiced, total paid, and balance

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All other historic data is not converted, examples include reference people and property and relationships of those items to records, workflow and history, detailed fees and payment.

### zedIT Solutions Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Convert the provided acceptable pipe delimited text file format into Civic Platform, maximum of up to 3 times.
- Provide and explain the Express Historical Data Conversion Document

### Agency Responsibilities:

- Provide timely and appropriate responses to zedIT's requests for information.
- Arrange for the availability of appropriate Agency staff to review the Express Historical Data Conversion document.
- Provide historical data in acceptable pipe delimited text file format.
- Complete any necessary historic data clean up prior to project start up.
- In process permits are to be entered manually into Civic Platform or finished in current system before cut off of last conversion effort. Only completed and/or closed service records will be converted.
- Agency staff must review and test historical transaction conversion and provide feedback to zedIT Solutions based on the agreed upon 4 month project plan timeline.
- Schedule appropriate Agency staff participants and meeting locations for activities.

### Acceptance Criteria:

- Historical data has been converted to Civic Platform in a single record type according to the Express Historical Data Conversion Document.

## **DELIVERABLE 17: CIVIC PLATFORM TRAINING**

The platform includes access to a large library of agency staff administrator and agency end user training materials in Accela's Success Community system, available online and self-paced, at no additional cost. Each agency staff user can request login credentials and gain access to the entire library of training materials which include video tutorials, how-to documents, administrator and end user guides. The online training content focuses on the administration, maintenance and augmentation of the Civic Platform configuration.

In addition to the online training, zedIT Solutions will provide additional remote training courses as identified below.

**In order to ensure the remote training curriculum can be covered within the estimated hours, the Agency staff must complete the prerequisite online training modules provided by Accela prior to the scheduling of the remote training courses.**

zedIT is estimating a total of 24 hours for additional Administrative and Daily User Training deliverable. These hours are broken down as follows:

- 4 hours of training planning and training exercise development.
- Up to 2.5 days (20 hours) of remote Administrative/Daily user training

### zedIT Solutions Responsibilities:

- Provide Agency the Success Community website, demonstrate how to register and login, along with how to search for and find the online training content.
- Coordinate and deliver additional hours of remote training to augment online learning.

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### Agency Responsibilities:

- Select and provide the Success Community website to the staff users who will require the online training content.
- Select and prepare the power-users who will be participating in the Administrative user training
- Select Daily users who will be participating in the Daily user training.
- Arrange the time and qualified people for the training who are critical to the project success.
- Ensure that users are proficient in using PC's in a Windows environment as a prerequisite for the course.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the course.

### Acceptance Criteria:

- Access online training
- Completion of remote training courses

## **COST SCHEDULE – INVOICING**

zedIT Solutions will perform the Services on a Fixed-Fee basis and monthly invoices will be generated as work is conducted based on: the nature and scope of the Services and associated Deliverables outlined in this SOW, the expected staffing requirements, project schedule, zedIT's and Customer's roles and responsibilities and the other assumptions set forth in this SOW. zedIT's total price to perform the Services and provide the Deliverables described is **\$40,012** exclusive of taxes and expenses (the "Fixed-Fee"). The Fixed-Fee price is based on the information available at the time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. The Fixed-Fee price will be invoiced in monthly increments as work is conducted and deliverables are completed.

<b>Deluxe Package</b>	<b>Price</b>
AA System Setup	\$40,012
Setup of Land Management best practice configurations	
Setup of Agency Staff User Accounts	
Workflow and Inspection Distinct Updates	
Fee Schedule Configuration	
New Service Record Types	
New Agency Defined Data Fields	
License Expiration Codes	
User Group Permission Distinct Updates	
New User Group Permission with Distinct Updates	
Citizen Access Configuration	
Accela GIS Setup	
Property Data Upload	
Licensed Professional Data Upload	
Express Historical Data Conversion	
Citizen Access Configuration	
Training	

## **EXPENSES:**

## Statement of Work

There is no requirement for zedIT Solutions resources to perform any onsite work. All work is to be completely remotely. Therefore, no travel or associated expenses have been budgeted for the City of Roseville's implementation. Any requests for on-site work will require a change order to account for any reasonable and customary travel expenses incurred during the performance of services. The change order must be completed before booking any travel arrangements.

### Acceptance:

Accepted By:

zedIT Solutions

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name - Type or Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Accepted By:

**<AGENCY>**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name - Type or Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## APPENDIX A: APO TO ACCELA CONVERSION GUIDE

### TABLES FOR APO CONVERSION

The following section details the staging table specification used to load Accela Automation APO data. The following terminology and notation is used throughout the document.

\* = Required Field

Column Name	Description
SEQ	Sequence of the column used for reference within the document
Input Field	Name of the field in the staging table that need to be populated to load Accela Automation
Output Field	Destination field within the Accela Automation Database
ABPT Label	Associated screen label in the Accela Best Practice Template
Data Type	Data Type for the column in the database
Description of Data	Brief description of the data element that needs to be loaded into the column

### 1.0 APO TABLES OVERVIEW

This provides a high-level overview of all APO Standard tables.

Table Name	Table Description
PARCEL_BASE	This table contains the base information related to the Parcel. It is also used as the source data for GIS.
PARCEL_OWNER	This table contains the owners associated to the Parcel. It is possible to have multiple addresses associated to one Parcel.
PARCEL_ADDRESS	This table contains the addresses associated to Parcel. It is possible to have multiple addresses associated to one Parcel.

## 2.0 ACELA AUTOMATION STANDARD TABLE FOR PARCELS

### PARCEL BASE Table

Seq	Input Field	Output Field	ABPT Label	Data type	Description of Data
1	SOURCE_SEQ_NBR*		Source_seq_nbr	Number	Unique Client Number. <b>Required for all APO data.</b> The Accela Project Staff will define this number
2	L1_PARCEL_NBR*		Parcel Number	Varchar(24)	<b>Required for all APO data</b> Must be unique
3	L1_PARCEL_STATUS		Parcel Status	Varchar(1)	Parcel Status (A or I) Defaults to A if null. Defaults to I if not null, and not A or I
4	L1_BLOCK		Block	Varchar(15)	Block Number
5	L1_BOOK		Book	Varchar(8)	Book Number
6	L1_CENSUS_TRACT		Census Tract	Varchar(10)	Census Tract Number
7	L1_COUNCIL_DISTRICT		Council District	Varchar(10)	Council District
8	L1_EXEMPT_VALUE		Exempt Value	Number(15,2)	Exemption Value
9	L1_GIS_SEQ_NBR		GIS seq nbr	Number(15)	GIS number for the Parcel Display only – not linked to GIS
10	L1_IMPROVED_VALUE		Improvement Value	Number(15,2)	Improvement Value
11	L1_INSPECTION_DISTRICT		Inspection District	Varchar(255)	Inspection District
12	L1_LAND_VALUE		Land Value	Number(15,2)	Land Value
13	L1_LEGAL_DESC		Legal Desc	Varchar(2000)	Legal Description
14	L1_LOT		Lot	Varchar(40)	<i>Optional</i> validation against Standard Choice 'APO_SUBDIVISIONS_LOTS_subdivisionName'
15	L1_MAP_NBR		Map Nbr	Varchar(10)	
16	L1_MAP_REF		Map Ref	Varchar(30)	
17	L1_PAGE		Page	Varchar(8)	
18	L1_PARCEL		Parcel	Varchar(9)	
19	L1_PARCEL_AREA		Parcel area	Number(15,2)	
20	L1_PLAN_AREA		Plan area	Varchar(8)	
21	L1_SUPERVISOR_DISTRICT		Supervisor district	Varchar(10)	
22	L1_TRACT		Tract	Varchar(80)	
23	GIS_ID		GIS ID	Varchar(70)	Must match object ID in the Parcel layer of Agency's GIS system.

## Statement of Work

Seq	Input Field	Output Field	ABPT Label	Data type	Description of Data
					Defaults to Parcel Number if null.
24	L1_SUBDIVISION		Subdivision	Varchar(240)	If Standard Choice 'APO_SUBDIVISIONS' exists, the values will be validated.
25	L1_TOWNSHIP		Township	Varchar(10)	North to South
26	L1_RANGE		Range	Varchar(10)	West to East
27	L1_SECTION		Section	Number(2)	Identified by a township and a range number on the map.
28	L1_PRIMARY_PAR_FLG		Primary Parcel Flag	Varchar(1)	'Y' or 'N' If NULL, defaults to 'Y'
29	EXT_UID		External Unique ID	Varchar(100)	Unique id for use with External APO

**Seq. 1, 2 and 23 are used for AGIS.**

## 4.0 ACELA AUTOMATION STANDARD TABLE FOR OWNERS ASSOCIATED TO PARCELS

**PARCEL OWNER Table**

Seq	Input Field	Output Field	ABPT Label	Data type	Description of Data
1	SOURCE_SEQ_NBR*		Source_seq_nbr	Number	Source sequence number, which identifies client's data.
2	L1_PARCEL_NBR*		Parcel Number	Varchar(24)	Parcel number to associate to the owner
3	L1_OWNER_STATUS		Owner status	Varchar(1)	Valid values are 'I' or 'A'. If 'I' then 'I', otherwise will load 'A'
4	L1_OWNER_TITLE		Owner title	Varchar(255)	
5	L1_OWNER_FULL_NAME*		Owner 1	Varchar(220)	Primary owner.
6	ISPRIMARY		Primary	Varchar(1)	'Y' for primary owner. 'N' for all other owners. If null will default to 'N.' A parcel can have multiple owners, but only one owner can be primary.
7	L1_OWNER_FNAME		Owner first name	Varchar(70)	
8	L1_OWNER_MNAME		Middle name	Varchar(70)	
9	L1_OWNER_LNAME		Last name	Varchar(70)	
10	L1_ADDRESS1		Address 1	Varchar(40)	
11	L1_ADDRESS2		Address 2	Varchar(40)	
12	L1_ADDRESS3		Address 3	Varchar(40)	
13	L1_CITY		City	Varchar(30)	
14	L1_STATE		State	Varchar(30)	
15	L1_ZIP		Zip	Varchar(10)	
16	L1_COUNTRY		Owner country	Varchar(30)	
17	L1_PHONE		Phone	Varchar(40)	
18	L1_FAX		Fax	Varchar(40)	
19	L1_MAIL_ADDRESS1		Mail address 1	Varchar(100)	
20	L1_MAIL_ADDRESS2		Mail address 2	Varchar(40)	
21	L1_MAIL_ADDRESS3		Mail Address 3	Varchar(40)	
22	L1_MAIL_CITY		Mail City	Varchar(32)	
23	L1_MAIL_STATE		Mail State	Varchar(30)	
24	L1_MAIL_ZIP		Mail zip	Varchar(10)	
25	L1_MAIL_COUNTRY		Mail country	Varchar(30)	
26	L1_TAX_ID		Tax id	Varchar(20)	
27	L1_EVENT		Event id	Number	
28	L1_EMAIL		Email	Varchar(70)	
29	L1_PHONE_COUNTRY_CODE		Phone country code	Varchar(3)	Phone number country code
30	L1_FAX_COUNTRY_CODE		Fax country code	Varchar(3)	Fax number country code



## Statement of Work

Seq	Input Field	Output Field	ABPT Label	Data type	Description of Data
31	EXT_UID		External Unique ID	Varchar(100)	For use with External APO

The following fields, combined, make up a unique owner record. Seq. 1, 5, 7, 8, 9, 19 thru 23 and 76.

**NOTE: Population of any of the input fields that comprise the unique owner record can designate a unique Owner record. If Seq 1, 5, 19, 22 and 23 are populated during one APO load, it might be added as a new record. If the next APO load has an input record with the exact same data for Seq 1, 5, 19, 22 and 23, but additionally has any of the other unique owner record seq fields populated, then that would be considered a different Owner record to be processed rather than updating the previous Owner record.**

## 5.0 ACELA AUTOMATION STANDARD TABLE FOR ADDRESSES ASSOCIATED TO PARCELS

**PARCEL ADDRESS Table**

Seq	Input field	Output Field	ABPT Label	Data type	Description of Data
1	SERV_PROV_CODE*		Serv_prov_code	Varchar(15)	Service provider code for the agency.
2	SOURCE_SEQ_NBR*		Source_seq_nbr	Number	Sequence number identifying agency's APN
3	L1_PARCEL_NBR*		Parcel number	Varchar(24)	Parcel number to associate to the address
4	L1_ADDR_STATUS		Address status	Varchar(1)	Valid values are 'I' or 'A' if 'I' then 'I' otherwise
5	L1_HSE_NBR_START		Street number start	Number	If not provided will set to 0
6	L1_HSE_NBR_END		Street number end	Number	
7	L1_HSE_FRAC_NBR_START		Street fraction start	Varchar(3)	When populated, will be validated against the 'FRACTIONS'
8	L1_HSE_FRAC_NBR_END		Street Fraction end	Varchar(3)	
9	L1_UNIT_START		Unit number start	Varchar(10)	
10	L1_UNIT_END		Unit number end	Varchar(10)	
11	L1_UNIT_TYPE		Unit type	Varchar(6)	When populated will be validated against the 'TYPES'
12	L1_STR_DIR		Street direction	Varchar(2)	When populated will be validated against the 'DIRECTIONS'
13	L1_STR_NAME*		Street Name	Varchar(40)	
14	L1_STR_SUFFIX		Street suffix	Varchar(30)	When populated will be validated against the 'SUFFIXES'
15	L1_STR_PREFIX		Street prefix	Varchar(6)	
16	L1_STR_SUFFIX_DIR		Street suffix dir	Varchar(5)	When populated will be validated against the 'DIRECTIONS'
17	L1_SITUS_CITY*		Situs city	Varchar(32)	
18	L1_SITUS_STATE*		Situs State	Varchar(30)	
19	L1_SITUS_ZIP		Situs zip	Varchar(10)	
20	L1_SITUS_COUNTY		Situs county	Varchar(30)	
21	L1_SITUS_COUNTRY		Situs country	Varchar(30)	
22	L1_X_COORD		X coordinate	Number (20,8)	
23	L1_Y_COORD		Y coordinate	Number 20,8)	
24	L1_ADDR_DESC		Address description	Varchar(255)	
25	L1_SITUS_COUNTRY_CODE		Situs country code	Varchar(2)	2 character country code abbreviation
26	L1_INSP_DISTRICT		Inspection district	Varchar(255)	Display only – not linked to inspection district
72	L1_ADDRESS1		Address1	Varchar(200)	Complete street address line 1
73	L1_ADDRESS2		Address2	Varchar(200)	Complete street address line 2
74	L1_SITUS_NBRHD_PREFIX		Situs Neighborhood prefix	Varchar(6)	Neighborhood prefix

## Statement of Work

Seq	Input field	Output Field	ABPT Label	Data type	Description of Data
75	L1_SITUS_NBRHD		Situs Neighborhood	Varchar(30)	Neighborhood name
76	L1_FULL_ADDRESS		Full Address	Varchar(1024)	Full, formatted address
77	EXT_UID		External Unique ID	Varchar(100)	For use with External APO
78	L1_HSE_NBR_ALPHA_START		House Number Alpha Start	Varchar(20)	
79	L1_HSE_NBR_ALPHA_END		House Number Alpha End	Varchar(20)	
80	L1_LEVEL_PREFIX		Level Prefix	Varchar(20)	
81	L1_LEVEL_NBR_START		Level Number Start	Varchar(20)	
82	L1_LEVEL_NBR_END		Level Number End	Varchar(20)	
83	L1_VALIDATE_ADDR_FLAG		Validate Flag	VARCHAR(1)	

**The following fields, combined, make up a unique address record. Seq. 2, 5 thru 19, 72, 73 and 77.**

**NOTE: Population of any of the input fields that comprise the unique address record can designate a unique Address record. If Seq 2, 5, 12, 13, 14, 17, 18 and 19 are populated during one APO load, it might be added as a new record. If the next APO load has an input record with the exact same data for Seq 2, 5, 12, 13, 14, 17, 18 and 19, but additionally has any of the other unique address record seq fields populated, then that would be considered a different Address record to be processed rather than updating the previous Address record.**

## APPENDIX B: SAMPLE APO DATA FORMATS

### 1.0 SAMPLE PARCEL ADDRESS DATA

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Serv_prov_code	Source_seq_nbr	L1_Parcel	L1_addr_s	L1_Hse_N	L1_HSE_N	L1_HSE_FF	L1_HSE_FF	L1_UNIT_S	L1_UNIT_E	L1_UNIT_T	L1_STR_DI	L1_STR_N	L1_STR_SU	L1_STR_PF	L1_STR_SU	L1_SITUS	L1_SITUS	L1_SITUS_I	
2	LOGANCO	263	10000000		521								LOGAN	ST				PEETZ	CO	80747
3	LOGANCO	263	10001000		0								FIRST	ST				PEETZ	CO	80747
4	LOGANCO	263	10008000		705								LOGAN	ST				PEETZ	CO	80747
5	LOGANCO	263	10009000		501								LOGAN	ST				PEETZ	CO	80747
6	LOGANCO	263	10010000		15650								HARRIS	ST				STERLING	CO	80751
7	LOGANCO	263	10010000		320								LOGAN	ST				PEETZ	CO	80747
8	LOGANCO	263	10017000		403								LOGAN	ST				PEETZ	CO	80747
9	LOGANCO	263	10018000		719								LOGAN	ST				PEETZ	CO	80747
10	LOGANCO	263	10019000		421								DUNKEN	ST				PEETZ	CO	80747
11	LOGANCO	263	10020000		17606								SKYLINE	CT				STERLING	CO	80751
12	LOGANCO	263	10020000		702								LOGAN	ST				PEETZ	CO	80747
13	LOGANCO	263	10021000		520								NORTH	ST				PEETZ	CO	80747
14	LOGANCO	263	10022000		513								LOUISA	ST				PEETZ	CO	80747
15	LOGANCO	263	10023000		525								EMILINE	ST				PEETZ	CO	80747
16	LOGANCO	263	10024000		421								VANVALK	ST				PEETZ	CO	80747
17	LOGANCO	263	10025000		805								MAIN	ST				PEETZ	CO	80747
18	LOGANCO	263	10026000		612								LOGAN	ST				PEETZ	CO	80747
19	LOGANCO	263	10027000		606								EMILINE	ST				PEETZ	CO	80747
20	LOGANCO	263	10030000		18976								C R 32					STERLING	CO	80751
21	LOGANCO	263	10031000		408								LOGAN	ST				PEETZ	CO	80747
22	LOGANCO	263	10034000		719								MAIN	ST				PEETZ	CO	80747
23	LOGANCO	263	10039001		501								EMILINE	ST				PEETZ	CO	80747
24	LOGANCO	263	10040000		0								07-52 SEC 05					STERLING	CO	80751
25	LOGANCO	263	10040000		525								LOUISA	ST				PEETZ	CO	80747
26	LOGANCO	263	10041000		709								LOUISA	ST				PEETZ	CO	80747
27	LOGANCO	263	10042000		508								LOGAN	ST				PEETZ	CO	80747
28	LOGANCO	263	10043000		502								LOGAN	ST				PEETZ	CO	80747
29	LOGANCO	263	10047000		419								SHAW	AVE				PEETZ	CO	80747

### 2.0 SAMPLE PARCEL BASE DATA

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T	V	W	X
1	Source_se	L1_Parcel	L1_Parcel	L1_Block	L1_Book	L1_Census	L1_Council	L1_Gis_Se	L1_Improv	L1_Inspec	L1_Land_V	L1_Legal	L1_Lot	L1_Map_N	L1_Map_R	L1_Page	L1_Parcel	L1_Parcel	L1_Plan_A	L1_Tract	GIS_ID	L1_Subdivision
2	263	10000000		1								LOT 3	3					0.16				GAREYS ADDN - PEETZ
3	263	10001000		1								LOT 6	6					0.08				PEETZ 1ST ADDN - PEETZ
4	263	10008000		1								LOTS 12-14	Dec-14					0.48				PEETZ ORIGINAL
5	263	10009000		1								LOT 8	8					0.16				GAREYS ADDN - PEETZ
6	263	10010000		2								LOT 9	9					0.47				PLEASANT VIEW REPLAT
7	263	10010000		7								LOT 1 & E1	1-Feb					0.24				SHAW'S ADDN - PEETZ
8	263	10017000		1								W 35' OF 1F						0.12				SHAW'S ADDN - PEETZ
9	263	10018000		1								LOT 15 & V15-16						0.24				PEETZ ORIGINAL

### 3.0 SAMPLE PARCEL OWNER DATA

	A	B	C	E	F	G	I	J	K	L	M	N	O	P	Q	S	T
1	Source_se	L1_Parcel_Nbr	L1_Owner	L1_OWNER_FULL_NAME	IsPrimary	L1_OWNE	L1_OWNE	L1_ADDRE	L1_ADDRE	L1_ADDRE	L1_CITY	L1_STATE	L1_ZIP	L1_COUNT	L1_PHONE	L1_MAIL_ADDRESS1	L1_MAIL
2	263	10000000		MILLER MARGARET C/O LINDA MARTIN	Y											7474 E ARKANSAS AV	APT 1902
3	263	10001000		WEINGARDT EDNA	Y											ADDRESS UNKNOWN	
4	263	10008000		HAHN DENNIS F HAHN JUNE A	Y											PO BOX 142	
5	263	10009000		HALL DONALD CLINTON HALL DARLA JEAN	Y											PO BOX 55	
6	263	10010000		KIRBIE CHANCE W KIRBIE ABIGAIL L	Y											15650 HARRIS ST	
7	263	10010000		WENNEKER ERIK	Y											PO BOX 165	

Software Functionality Comparison Table

	Accela	ViewPoint	TRAKiT	LOGIS	PermitWorks
Cost Structure	Per User	Per Transaction	Per User	Per Transaction	Per Module
Cloud-based	•	•	Optional	•	
Online permit applications	•	•	•	Limited	
Online licensing	•	•	•	In Development	
Online land use/planning applications	•	•	•		
Citizen request portal	•	•	•		
Online payment (Credit cards)	•	•	•	•	
Online payment (ACH/E-check)	•				
Escrow/trust account support	•				
Mapping integration	•	Limited	None*	•	
Mobile support	•	•	•	•	
<b>Approximate Annual Cost</b> <i>(assumes 10-12 City users)</i>	\$24,000-\$28,000	\$30,000-\$36,000	\$15,000-\$20,000	\$40,000-50,000	\$4,000

**Notes**

\* TRAKiT's mapping support exists, but requires ArcGIS Server, which the City does not use

### Cost-Benefit Examples

The chart below illustrates potential cost savings to the City from the Accela permitting, inspections, and licensing system. The highlighted activities are not the *entire* scope of the Building and Planning Divisions' work of processing permit and land use applications, but rather the areas where technology limitations most noticeably hamper efficiency.

Time-savings benefits are estimated conservatively. The rate at which contractors and residents will start to take advantage of online offerings and the eventual long-term adoption rate are both unknowns. Accela indicates that many cities see well over 50% of fixed-fee applications—those requiring no plan review and that are immediately issued over-the-counter--shift to being fully handled online.

Tasks / Charges	Current				Accela		
	Staff	Est. Annual Hours	Est. Annual Labor	Est. Fixed Costs	Est. Annual Labor	Est. Fixed Costs	Notes
Revenue reconciliation	CommDev Finance	120	\$6,000		\$2,400		Assume reduction to combined 4 hrs/month
Expired Permits program	CommDev	200	\$10,000	\$500	\$0	\$0	Automated expiration reminders
Historical permit information requests	CommDev	100	\$5,000		\$0	\$0	Self-service search on public portal
Plan review coordination	CommDev Engineering Fire	520	\$26,000		\$20,800		Assume 20% time reduction
Code enforcement correspondence	CommDev	150	\$7,500	\$200	\$6,000	\$100	Assume 20% time reduction
Contractor license issuance	CommDev	200	\$10,000	\$350	\$5,000	\$175	Assume 50% of contractors use online
Building plan scanning	CommDev	40	\$2,000	\$3,000	\$250	\$0	Obsolete; plans received digitally
Software support	CommDev IT	50	\$2,500		\$600		IT involvement ends, assume 1 hr/month for property info updates
Phone calls: permit readiness, inspection scheduling, payment processing	CommDev	780	\$39,000		\$31,200		Assume 20% time reduction
Software license	CommDev			\$4,000		\$22,700	
Credit card processing fees	City			\$20,000		\$5,000	Assume technology fee and/or CC processing fee to recoup costs
<b>TOTAL</b>			<b>\$108,000</b>	<b>\$28,050</b>	<b>\$66,250</b>	<b>\$27,795</b>	

#### Notes

- Further detail on **Tasks** is found on the reverse
- A blended rate of \$50/hr is assumed for staff time (differing rates plus benefits)

## Attachment B

**Revenue reconciliation:** Once a month, staff from Community Development and Finance compare permit system and finance system reports line by line to ensure each system has recorded the correct amounts in various general ledger codes.

**Expired Permits program:** Community Development staff do a custom data extract from the permits system to identify open permits that have gone over a year without a passed final inspection, notify homeowners by postcard, and schedule and perform follow-up inspections.

**Historical permit requests:** Community Development staff retrieve information from the existing and legacy permit systems, the latter of which can only be done by creating printouts one at a time (no digital export capability)

**Plan review coordination:** Time spent on phone calls, emails, and exchanges of physical sets of plans between planners, building inspectors, Engineering staff, and Fire staff.

**Code enforcement correspondence:** Creation and mailing of initial and follow-up violation and abatement letters one by one (current system lacks “one click” letter generation using City Code references and property owner contact information).

**Contractor license issuance:** Community Development staff annually mail the new Contractor License application to currently licensed contractors, process returned applications and payments, and mail out new licenses.

**Building plan scanning:** Community Development staff work to identify sets of commercial building plans and prepare them for pickup by the scanning vendor, then enter digital files into Laserfiche document management system.

**Phone calls:** Community Development staff field many requests over the phone: callers wanting to know if permit(s) are ready to pick up, processing credit card payments, contractors seeking inspection times, callers seeking permit history for a property, etc.

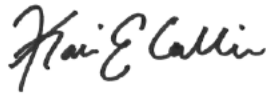




**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: Aug. 8, 2016  
Item No.: 8.g

Department Approval



City Manager Approval



---

Item Description: Authorize Entering into a Professional Services Agreement with Economic Development and Public Financing Firm, *Ehlers, Inc.*, for the Creation of a Public Financing Application and Policy

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1  
2 **BACKGROUND**

3 At the June 21 Economic Development Authority (EDA) meeting, the EDA discussed economic  
4 development priorities in 2016 and 2017 (draft minutes attached as Attachment A). After a discussion  
5 and review of identified priorities led by Economic Development Consultant, Janna King, it was  
6 determined that the remainder of 2016 should be devoted to policy development.

7  
8 Since then, Community Development staff solicited proposals from two of the region's most utilized  
9 economic development firms to assist the City in the creation of public financing policies. Ehlers, Inc.  
10 and Springsted, Inc. submitted proposals identifying scope, duration, and cost. Staff discussed the  
11 scope of work with both parties, reviewed the proposals, and determined that Ehlers, Inc. could produce  
12 a detailed policy that encompasses the criteria/processes that were expressly desired by the EDA. A  
13 scope of services can be found following the Professional Services Agreement in Attachment B.

14  
15 **BUDGET IMPLICATION**

16 Ehlers, Inc. has proposed an hourly wage of \$225/hour and a not-to-exceed budget of \$4,050 to include  
17 the development of a public financing policy and public assistance application. The hourly wage  
18 presented by Ehlers, Inc. includes two consultants (Stacie Kvilvang and Jason Aarsvold) who have  
19 extensive experience building customized and functional public financing policies for metropolitan  
20 communities. Policy creation will be paid for out of the Community Development professional services  
21 account.

22 **STAFF RECOMMENDATION**

23 Staff recommends a motion to enter into a professional services agreement with Ehlers, Inc. for the  
24 creation of a public financing policy, creation of a public assistance application, and to retain Ehlers,  
25 Inc. 'on-call' for any future policy development or policy maintenance as requested.

26  
27 **REQUESTED COUNCIL ACTION**

28 Motion to enter into a professional services agreement with Ehlers, Inc. for the creation of a public  
29 financing policy, creation of a public assistance application, and to retain Ehlers, Inc. 'on-call' for any  
30 future policy development or policy maintenance.

Prepared by: Kari Collins, Interim Community Development Director  
Attachment A: June 21 EDA Draft Minutes  
Attachment B: Professional Services Agreement with Scope of Services

1 President Roe thanked staff for the information update, and noted the  
2 directives as requested during tonight’s discussion for future iterations of these  
3 reports.  
4

5 **b. Overview of Economic Development Priorities and Staffing Capacity**

6 President Roe noted this discussion was a result of individual member  
7 feedback, and staff tabulation of their individual rankings of priorities for the  
8 remainder of 2016 and moving into 2017 for the REDA as detailed in the staff  
9 report of today’s date. President Roe noted tonight’s discussion would proceed  
10 to discuss those next steps.  
11

12 Interim Community Development Director Kari Collins deferred to REDA  
13 Consultant Janna King with Economic Development Services, Inc, for her  
14 update and presentation on the a potential economic development strategy for  
15 the REDA. Ms. King’s presentation: “Economic Development Strategy,” was  
16 reviewed, with Ms. King noting that the resources the REDA spent would  
17 depend on the priorities they created.  
18

19 Ms. Collins advised that after the presentation, she would comment on 2016  
20 staff capacity and potential economic development priorities for 2017, and  
21 staff capacity for those rankings per theme, as outlined in detail in the staff  
22 report.  
23

24 Member McGehee, in her expedited review of the materials, opined that many  
25 of the priorities appeared to consist of low-hanging fruit, but without any  
26 future explanation of that it would entail; and therefore she had ranked many of  
27 those items lower ~~now not~~ knowing if sufficient safeguards would be in place.  
28 Member McGehee further opined that she found that an inherent problem with  
29 the materials provided to evaluate, not knowing how they would develop one  
30 way or another; with one in particular based on requests from developers over  
31 the years, but seemingly without a process attached to that.  
32

33 As he had previously pointed out to Interim Community Development Director  
34 Collins, Member Willmus advised that he ranked high or medium, and only  
35 one low item; and suggested at the onset it may help to review those rankings  
36 and spend more time talking about them.  
37

38 President Roe stated the rankings could always be revisited, but from his  
39 perspective, he had given some things lower priority based on his concern with  
40 a process or lack thereof. President Roe noted he felt other things were of  
41 more importance to focus on sooner; and opined that just because some  
42 represented low-hanging fruit, didn’t mean they all needed picked. President  
43 Roe noted that all priorities may involve policy decisions by the REDA, and  
44 while not indicating not doing any if they were natural improvements, there  
45 were other higher priorities; and as a board, the REDA needed to define those

1 things for consideration now and those for later. President Roe stated he was  
2 not comfortable spending too much time on lower priority items at this point.

3  
4 Interim Community Development Director Collins further clarified that in this  
5 initial expedited review, many things fell under the Planning Division and their  
6 respective budget, causing those items to fall into a lesser priority for the  
7 REDA.

8  
9 As detailed in the staff report (page 1, lines 8 – 10), Interim Community  
10 Development Director Collins noted three themes emerged in reviewing  
11 individual REDA rankings, as follows.

12  
13 2016 Policy Development

14 Ms. Collins noted it was felt necessary to develop policies yet in 2016 before  
15 moving forward with initiatives and priorities. At an estimated allocation of  
16 \$10,000, Ms. Collins noted these incentive policies may involve the  
17 community as a whole or specific areas as identified by the REDA.

18  
19 2016 Acquisition/Redevelopment Support

20 Ms. Collins suggested an allocation of \$10,000 to develop a framework for site  
21 acquisition, assisting staff and the REDA determine where priority areas are,  
22 and when to bring a site forward for consideration, and if/when a consultant  
23 should be engaged. If a consultant was indicated, Ms. Collins noted the  
24 estimated cost as allocated; with additional costs for more specialized  
25 consultants to assist in any acquisition process.

26  
27 Ms. Collins noted this would also inform the upcoming comprehensive plan  
28 update for housing and economic development chapters, to accommodate  
29 research ahead of time.

30  
31 2016 Proactive Economic Development

32 As detailed in the staff report, Ms. Collins noted interest from adjacent  
33 jurisdictions and area Chambers of Commerce in working on some of these  
34 economic development efforts as a group. Ms. Collins advised that staff  
35 estimated the city's contribution toward this visioning group would be  
36 approximately \$40,000. Ms. Collins broke down some of these expenditures,  
37 as detailed in the staff report, lines 62 – 101 for a total of \$81,500.

38  
39 **2017 Priorities and Staff Capacity**

40 Policy Development; Acquisition/Redevelopment Support; Proactive Research  
41 (Interns, staffing, and/or consultants) for research

42 Ms. Collins reviewed 2017 economic development priority rankings and staff  
43 capacity, as outlined in the staff report, lines 203 – 209, and identified the  
44 maximum estimated cost of those 2017 initiatives, some dependent on  
45 additional staffing requirements, and totaling \$196,000 plus. Ms. Collins



1 noted these maximum estimates could be adjusted based on additional REDA  
2 feedback to staff.

### 3 4 REDA Discussion

5 President Roe asked staff how they had identified and defined the 2016  
6 priorities, and those for 2017.

7  
8 Interim Community Development Director Collins responded that through the  
9 REDA homework exercise, those identified as high priorities for the next six  
10 months had been considered by staff to be 2016 priorities for the next six  
11 months. Ms. Collins advised that those identified as medium priority had been  
12 deferred to 2017 to move to high priorities.

13  
14 President Roe asked the REDA if those lower medium priority items, requiring  
15 resources and staffing, were in line with the REDA's own prioritization, or  
16 where to draw the line (e.g. page 4, business concierge at the lower end of  
17 medium rankings). Noting those initiatives highlighted in red as needing  
18 additional staff or a consultant, President Roe asked if further clarification was  
19 needed for those medium ranked initiatives that the REDA may prefer not to  
20 expend additional resources on at this time given other priorities and allocation  
21 of those resource requirements.

22  
23 Member McGehee stated the most important thing from her perspective was to  
24 put together a process and policy, and until that was done, everything else  
25 didn't really matter; as process and policy would inform the kind of staffing  
26 needed and what could be done by the REDA. Member McGehee stated she  
27 was interested in guidelines for acquisitions and a process for moving forward  
28 with policy development, consultants and subsidies – the when, how, etc.  
29 Member McGehee opined if the REDA and staff could accomplish that, and be  
30 satisfied with those results by the end of 2016, she would consider that a great  
31 accomplishment.

32  
33 President Roe noted the REDA's responsibility to set a 2017 levy and budget;  
34 and while they may not know a lot going it, it may require setting a status quo  
35 budget and levy, with possible augmentation from additional-existing funding  
36 sources for one-time projects.

37  
38 Member Willmus agreed with the comments of Member McGehee; to drill  
39 down on the policy development – the how, when, and where – as a starting  
40 point; opining that other things will come into play later.

41  
42 President Roe stated his preference for the 2017 levy would be to address one-  
43 time research and development of policy costs; opining that it may make sense  
44 to take those funds from existing dollars, since they weren't an ongoing  
45 expense. President Roe further suggested a maintenance levy for staff, with  
46 further evaluation and fine-tuning for those areas needing expenditure of more

1 staff funding, even though it is an unknown at this point. In terms of the 2017  
2 levy, President Roe opined that it may not be as robust of a levy until the  
3 REDA is able to determine where it's at further down the road.

4  
5 Member Laliberte concurred with the need to start with process and policies in  
6 place. While it all looks good, Member Laliberte noted the need to walk  
7 before being able to run.

8  
9 Member Etten concurred with his colleagues as well, while looking forward a  
10 few months to the 2017 levy and addressing one-time things accordingly in the  
11 budget, but also making sure the 2017 levy allows sufficient funding to deal  
12 with some things (e.g. redevelopment or acquisition) rather than having to be  
13 reactionary. Member Etten stressed the importance of making sure the REDA  
14 is prepared to start funding some initiatives going forward.

15  
16 Member McGehee concurred with Member Etten; opining at a minimum the  
17 REDA should have \$300,000 to technically cover the first \$165,000 needed in  
18 2016; but theoretically not depleting existing resources; and allowing \$108,000  
19 or more to work with; but no less than \$300,000 as a minimum.

20  
21 As stated by Member Etten, President Roe agreed with the need to not deplete  
22 funds for acquisition. While focusing on SE Roseville, President Roe noted  
23 there was much less focus in the Twin Lakes Redevelopment Area; while the  
24 REDA may need to face the realities of land cost differentials. President Roe  
25 agreed with the points made by his colleagues in terms of a levy, allowing  
26 sufficient ongoing operational costs as well as if acquisition or development  
27 opportunities come forward before 2016 year-end that may necessitate more  
28 funds being needed.

29  
30 Member McGehee opined that if a unique opportunity came up that the REDA  
31 didn't have sufficient funds for acquisition, there were options under certain  
32 circumstances for bonding, depending on the use of those bond funds and  
33 bonding authority of the RHRA and/or REDA. Member McGehee asked EDA  
34 Attorney Martha Ingram to provide a sheet on what is or is not appropriate for  
35 REDA bonding.

36  
37 President Roe advised that this information had already been provided by Ms.  
38 Ingram's office to the REDA.

39  
40 Ms. Ingram agreed, referencing memoranda prepared that clearly identified the  
41 powers of the REDA and RHRA, including bonding authority. As noted by  
42 President Roe, Ms. Ingram confirmed that the REDA could also borrow funds  
43 from the City's General Fund rather than levying specifically for it.

44  
45 President Roe noted the City's ability to use its Port Authority as another  
46 option; but noted the need to have policies in place before doing so.

1  
2 President Roe identified apparent next steps for the body as recognized:

3 A) Develop Policies and Processes

4 B) If and when unique opportunities come along, have funds available to take  
5 advantage of those situations.  
6

7 President Roe suggested the REDA may want to consider at 2017 levy that was  
8 beyond just keeping the lights on, and determine it was prudent to accumulate  
9 funds ahead of time for potential opportunities that might arise.  
10

11 Executive Director Trudgeon noted 2016 priorities identified in tonight's  
12 presentation, and their concentration on policy and costs as identified; and  
13 sought feedback from the REDA if they found anything missing or anything  
14 they thought should be deleted or deferred.  
15

16 As far as the \$40,000 allocated for SE Roseville's additional visioning,  
17 Member Willmus asked what the city would received for that money.  
18

19 Mr. Trudgeon advised that the intent was for a small area redevelopment plan,  
20 with different scales possible, from a process using a mix of the Dale Street  
21 CDI visioning, listening sessions, and other community engagement option for  
22 facilitating the discussion.  
23

24 Ms. Collins noted the \$40,000 estimated cost represented a mid-range cost for  
25 such a small area plan.  
26

27 Of the things listed that the REDA may want to look at, President Roe opined  
28 that the SE Roseville visioning remained an unknown, while the others  
29 discussed identified funding from two sources.  
30

31 Member Etten questioned if the REDA needed a \$10,000 consultant to assist  
32 with development of business subsidy policies when staff would be tasked  
33 with getting that information together for and with them, in addition to some  
34 things the consultant may bring to the table.  
35

36 Ms. Collins responded that when she first came on board in the Community  
37 Development Department, her predecessor had left correspondence with  
38 Springsted showing eight examples of business subsidy policies. Ms. Collins  
39 noted there were a variety of options out there, and one or more of those  
40 models could be used to model and tailor one specifically for Roseville.  
41 However, Ms. Collins noted that depended on the degree of incentive policy  
42 put together by the REDA for those consultant services. Ms. Collins opined  
43 she didn't think it would cost \$10,000 for that consulting fee, but had  
44 identified the maximum amount to ensure the REDA received a quality  
45 product.  
46



1 As noted by Ms. Collins, Mr. Trudgeon noted some documents were available;  
2 but advised that the issue may be more a timeliness issue if relying on staff to  
3 put that information together in addition to their day-to-day workload. Mr.  
4 Trudgeon noted if relying on a consultant, the product would be available for  
5 the REDA sooner than depending on staff to prepare it; anticipating it could be  
6 available later this summer if a consultant was used to expedite the process.  
7

8 Member Etten recognized staff time; but wondered if it would actually be  
9 quicker to use a consultant when they needed time to familiarize themselves  
10 with Roseville and its needs, representing a learning curve for them. For  
11 example, with acquisition and redevelopment, Member Etten noted they would  
12 need to meet with staff and the City Council. Member Etten questioned if  
13 there was staff capacity to perform the work, since they already had many of  
14 the tools in place that could be inserted in a draft document for review; as well  
15 as using those previously-referenced models and information or examples from  
16 other cities.  
17

18 Member Laliberte stated she had been thinking along the same lines as  
19 Member Etten. Member Laliberte opined that sometimes when using so many  
20 consultants, staff spent their day managing those consultants. Councilmember  
21 Laliberte noted her opposition to staff spending their time managing  
22 consultants.  
23

24 Member McGehee suggested that staff distribute some of the standard boiler  
25 plate documents they already had available to the REDA as a group and  
26 allowing individual members to do their mark ups, and then have staff  
27 incorporate them into a draft document. Member McGehee opined this would  
28 provide REDA input and save staff time from presenting a document that was  
29 then marked up again; and provide a reasonable idea of the community and  
30 how the document should be tailored. Member McGehee noted it appeared  
31 that individual REDA members were of a similar mind, and suggested that  
32 may save time for staff and legal counsel in their review of a draft document.  
33

34 Member Willmus stated he had a different viewpoint than that expressed by his  
35 colleagues. Member Willmus opined that the policy or acquisition policies are  
36 two of the most critical pieces for the REDA. Therefore, if it was to be done  
37 in-house, Member Willmus asked that staff be up-to-speed and in place to do it  
38 to the highest and best level possible, without losing sight of their current work  
39 obligations, or what might be the trade-off or what had to be tabled until this  
40 was accomplished. Member Willmus reiterated his desire to nail these two  
41 items down within the next six months if not sooner.  
42

43 If considering a joint editing process, President Roe expressed concern that  
44 something could be missed that an expert in the field could bring into the  
45 conversation and process. As an example, President Roe referenced the recent  
46 tree preservation and PUD ordinances and the consultant used by the city, and



1 that firm's expertise and ideas that the city may not have been aware of that  
2 were incorporated into the end product, making it better. President Roe noted  
3 this allowed a process without getting bogged down in editing detail; and  
4 expressed his appreciation for having a range of possibilities or bullet items  
5 provided for the body to choose what they liked or didn't like, and then  
6 incorporate that into the policy. President Roe opined that putting that  
7 responsibility on staff given their other workload, was unreasonable; especially  
8 when recognizing that the estimated \$10,000 cost for each policy was a  
9 maximum amount identified by staff.

10  
11 Councilmember Laliberte sought clarification as to whether it was perceived  
12 that these were two separate amounts and two separate consultants.

13  
14 Ms. Collins noted the similarity of both priorities; and opined that she thought  
15 it was possible to find a consultant with expertise to accommodate both. Ms.  
16 Collins also noted Roseville staff's relationships with numerous consultants  
17 who already know Roseville well and have good working relationships with  
18 city staff. Ms. Collins agreed that staff would need outside assistance with the  
19 SE Roseville and comprehensive plan update, but noted with staff's ongoing  
20 relationships with numerous consultants on a variety of topics and policies,  
21 expressed confidence that someone would be readily available to assist the  
22 city. Ms. Collins agreed with Member Willmus that if these policies served as  
23 the foundation for the REDA moving forward, someone outside city staff  
24 would be better to make sure all areas and incentives were investigated to  
25 inform the process to the best of everyone's ability.

26  
27 Member Etten noted he felt push back, but as he reviewed the amount of time  
28 needed to review consultants to provide a broader level of experience, he asked  
29 how much time – by staff and the REDA – would be required for the request  
30 for proposals (RFP) process and interviewing to find the right consultant.  
31 Member Etten asked if the specificity needed to develop these policies was  
32 already under the city staff's capabilities.

33  
34 In response to the references to the tree preservation and PUD processes and  
35 efficiencies of the process, Member McGehee stated she liked those aspects,  
36 opining it was some of the best work done yet for the city. Based on that  
37 consultant's broad understanding of the process and the broader metropolitan  
38 area and viewpoint, Member McGehee stated that was the style she liked; and  
39 expressed her interest in getting that started sooner rather than later.

40  
41 President Roe agreed that had been a good experience.

42  
43 Member Etten agreed with the good process; however, he noted it took 3 or 4  
44 months of back and forth. While appreciating the format and end model,  
45 Member Etten noted the timeframe in the remaining months of 2016 or early  
46 2017 was his concern to get it done sooner rather than later.

1  
2 Member McGehee suggested the REDA may need to lean on the consultant to  
3 expedite that timeframe and process.  
4

5 President Roe noted that process may have also been delayed due to  
6 involvement and public hearings by the Planning Commission and their  
7 monthly meeting schedule. However, President Roe noted the REDA could set  
8 their meetings as frequently as they wanted. President Roe suggested it was  
9 valid to have something reported back to the REDA by staff for a consultant  
10 and associated cost; and then to re-evaluate it at that point.  
11

12 Mr. Trudgeon agreed with the REDA that the most immediate priority was to  
13 work on policy development now, and then go forward. Mr. Trudgeon assured  
14 the REDA that staff was fully behind and supportive of the REDA's direction;  
15 opining that was the most important foundation for where the REDA went  
16 from there.  
17

18 From his perspective, President Roe opined that market research was right  
19 behind that initial priority, while other things may fall into place (e.g. research  
20 and policy development).  
21

22 Members McGehee, Willmus, Laliberte and Etten agreed that from their  
23 perspective, research was less of a priority.  
24

25 Member Etten suggested research could be downloaded to someone else.  
26

27 Without objection, no additional different priorities were identified by the  
28 REDA other than those presented by staff.  
29

30 Executive Director Trudgeon thanked the REDA for their direction; stating  
31 staff would get busy as per direction.  
32

33 As far as the next REDA meeting, Interim Community Development Director  
34 Collins noted the timing and logistics for the REDA setting a budget and levy  
35 for City Council consideration by August 8, 2016; noting the need for another  
36 REDA meeting in July.  
37

38 **c. Continue Housing Programs Discussion**

39 As detailed in the staff report of today's date, Ms. Kelsey reviewed housing  
40 and economic development strategies developed by the RHRA and those  
41 programs having received direction from the REDA to continue for now. Ms.  
42 Kelsey provided staff's analysis of funds needed for the remainder of 2016 and  
43 projected funds for 2017, seeking additional guidance and direction as  
44 indicated.  
45

1  
2  
3  
4 **Standard Agreement for Professional Services**  
5  
6  
7  
8  
9  
10

11 This Agreement (“Agreement”) is made on the 8<sup>th</sup> day of August, 2016, between the City  
12 of Roseville, a municipal corporation (hereinafter “City”), and Ehlers & Associates Inc., a S-  
13 Corporation (hereinafter “Consultant”).  
14

15 **Preliminary Statement**  
16

17 The City has adopted a policy regarding the selection and hiring of consultants to provide a  
18 variety of professional services for City projects. That policy requires that persons, firms or  
19 corporations providing such services enter into written agreements with the City. The purpose of  
20 this Agreement is to set forth the terms and conditions for the performance of professional  
21 services by the Consultant.  
22

23 The City and Consultant agree as follows:  
24

- 25 1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services  
26 shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set  
27 forth in Provision 3 below. The terms of this Agreement shall take precedence over and  
28 supersede any provisions and/or conditions in any proposal submitted by the Consultant.  
29
- 30 2. **Term.** The term of this Agreement shall be from August 8<sup>th</sup>, 2016, through November 1,  
31 2016, the date of signature by the parties notwithstanding.  
32
- 33 3. **Compensation for Services.** The City agrees to pay the Consultant the compensation  
34 described in Exhibit B attached hereto for the Work, subject to the following:  
35
- 36 A. Any changes in the Work which may result in an increase to the compensation due  
37 the Consultant shall require prior written approval of the City. The City will not pay  
38 additional compensation for Work that does not have such prior written approval.  
39
- 40 B. Third party independent contractors and/or subcontractors may be retained by the  
41 Consultant when required by the complex or specialized nature of the Work when  
42 authorized in writing by the City. The Consultant shall be responsible for and shall  
43 pay all costs and expenses payable to such third party contractors unless otherwise  
44 agreed to by the parties in writing.  
45

- 46 4. **City Assistance.** The City agrees to provide the Consultant with the following assistance  
47 concerning the Work to be performed hereunder:  
48
- 49 A. Depending on the nature of the Work, Consultant may from time to time require  
50 access to public and private lands or property. To the extent the City is legally and  
51 reasonably able, the City shall provide access to and make provisions to enable the  
52 Consultant to enter upon public and private land and property as required for the  
53 Consultant to perform and complete the Work.  
54
- 55 B. The City shall furnish the Consultant with a copy of any special standards or criteria  
56 promulgated by the City relating to the Work, including but not limited to design and  
57 construction standards, that is needed by the Consultant in order to prepare for the  
58 performance of the Work.  
59
- 60 C. A person shall be appointed to act as the City's representative with respect to the  
61 Work to be performed under this Agreement. Such representative shall have  
62 authority to transmit instructions, receive information, interpret, and define the City's  
63 policy and decisions with respect to the Work to be performed under this Agreement,  
64 but shall not have the right to enter into contracts or make binding agreements on  
65 behalf of the City with respect to the Work or this Agreement.  
66
- 67 5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an  
68 itemized invoice for Work performed under this Agreement. Invoices submitted shall be  
69 paid in the same manner as other claims made to the City. Invoices shall contain the  
70 following:  
71
- 72 A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each  
73 employee, his or her name, job title, the number of hours worked, rate of pay for each  
74 employee, a computation of amounts due for each employee, and the total amount  
75 due for each project task. The Consultant shall verify all statements submitted for  
76 payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For  
77 reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an  
78 itemized listing and such documentation of such expenses as is reasonably required  
79 by the City. Each invoice shall contain the City's project number and a progress  
80 summary showing the original (or amended) amount of the Agreement, current  
81 billing, past payments and unexpended balance due under the Agreement.  
82
- 83 B. To receive any payment pursuant to this Agreement, the invoice must include the  
84 following statement dated and signed by the Consultant: "I declare under penalty of  
85 perjury that this account, claim, or demand is just and correct and that no part of it has  
86 been paid."  
87
- 88
- 89 The payment of invoices shall be subject to the following provisions:  
90

- 91 A. The City shall have the right to suspend the Work to be performed by the  
92 Consultant under this Agreement when it deems necessary to protect the City,  
93 residents of the City or others who are affected by the Work. If any Work to be  
94 performed by the Consultant is suspended in whole or in part by the City, the  
95 Consultant shall be paid for any services performed prior to the delivery upon  
96 Consultant of written notice from the City of such suspension.  
97
- 98 B. The Consultant shall be reimbursed for services performed by any third party  
99 independent contractors and/or subcontractors only if the City has authorized the  
100 retention of and has agreed to pay such persons or entities pursuant to Section 3B  
101 above.  
102
- 103 6. ***Project Manager and Staffing.*** The Consultant has designated Stacie Kivlvang and  
104 Jason Aarsvold (“Project Contacts”) to perform and /or supervise the Work, and as the  
105 persons for the City to contact and communicate with regarding the performance of the  
106 Work. The Project Contacts shall be assisted by other employees of the Consultant as  
107 necessary to facilitate the completion of the Work in accordance with the terms and  
108 conditions of this Agreement. Consultant may not remove or replace Project Contracts  
109 without the prior approval of the City.  
110
- 111 7. ***Standard of Care.*** All Work performed by the Consultant under this Agreement shall be  
112 in accordance with the normal standard of care in Ramsey County, Minnesota, for  
113 professional services of like kind.  
114
- 115 8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to,  
116 or prepared or assembled by the Consultant under this Agreement which the City requests  
117 to be kept confidential shall not be made available by the Consultant to any individual or  
118 organization without the City’s prior written approval. The books, records, documents  
119 and accounting procedures and practices of the Consultant or other parties relevant to this  
120 Agreement are subject to examination by the City and either the Legislative Auditor or  
121 the State Auditor for a period of six (6) years after the effective date of this Agreement.  
122 The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota  
123 Government Data Practices Act, to the extent the Act is applicable to data, documents,  
124 and other information in the possession of the Consultant.  
125
- 126 9. ***Termination.*** This Agreement may be terminated at any time by the City, with or  
127 without cause, by delivering to the Consultant at the address of the Consultant set forth  
128 on page 1, a written notice at least seven (7) days prior to the date of such termination.  
129 The date of termination shall be stated in the notice. Upon termination the Consultant  
130 shall be paid for services rendered (and reimbursable expenses incurred if required to be  
131 paid by the City under this Agreement) by the Consultant through and until the date of  
132 termination so long as the Consultant is not in default under this Agreement. If however,  
133 the City terminates the Agreement because the Consultant is in default of its obligations  
134 under this Agreement, no further payment shall be payable or due to the Consultant  
135 following the delivery of the termination notice, and the City may, in addition to any

- 136 other rights or remedies it may have, retain another consultant to undertake or complete  
137 the Work to be performed hereunder.  
138
- 139 10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided  
140 under this Agreement without the express written consent of the City. The Consultant  
141 shall promptly pay any subcontractor involved in the performance of this Agreement as  
142 required by the State Prompt Payment Act.  
143
- 144 11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an  
145 independent contractor and not an employee of the City. No statement herein shall be  
146 construed so as to find the Consultant an employee of the City.  
147
- 148 12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall  
149 not discriminate against any person, contractor, vendor, employee or applicant for  
150 employment because of race, color, creed, religion, national origin, sex, marital status,  
151 status with regard to public assistance, disability, sexual orientation or age. The  
152 Consultant shall post in places available to employees and applicants for employment,  
153 notices setting forth the provision of this non-discrimination clause and stating that all  
154 qualified applicants will receive consideration for employment. The Consultant shall  
155 incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for  
156 Work done under this Agreement, and will require all of its subcontractors performing  
157 such Work to incorporate such requirements in all subcontracts for the performance of  
158 the Work. The Consultant further agrees to comply with all aspects of the Minnesota  
159 Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act  
160 of 1964, and the Americans with Disabilities Act of 1990.  
161
- 162 13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or  
163 obligations hereunder, without the prior written consent of the City.  
164
- 165 14. **Services Not Provided For.** No claim for services furnished by the Consultant not  
166 specifically provided for herein shall be paid by the City.  
167
- 168 15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal,  
169 state and local laws, statutes, ordinances, rules and regulations in the performance of the  
170 Work. The Consultant and City, together with their respective agents and employees,  
171 agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes  
172 Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any  
173 violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the  
174 Work to be performed shall constitute a material breach of this Agreement and entitle the  
175 City to immediately terminate this Agreement.  
176
- 177 16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall  
178 not affect, in any respect, the validity of the remainder of this Agreement.  
179
- 180 17. **Indemnification.** The Consultant agrees to defend, indemnify and hold the City, its  
181 Council, officers, agents and employees harmless from any liability, claims, damages,

182 costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or  
 183 indirectly from a negligent act or omission (including without limitation professional  
 184 errors or omissions) of the Consultant, its agents, employees, and/or subcontractors  
 185 pertaining to the performance of the Work provided pursuant to this Agreement and  
 186 against all losses by reason of the failure of said Consultant to fully perform, in any  
 187 respect, all of the Consultant's obligations under this Agreement.

188  
 189 **18. Insurance.**

190  
 191 A. General Liability. Prior to starting the Work, the Consultant shall procure, maintain  
 192 and pay for such insurance as will protect against claims for bodily injury or death,  
 193 and for damage to property, including loss of use, which may arise out of operations  
 194 by the Consultant or by any subcontractor of the Consultant, or by anyone employed  
 195 by any of them, or by anyone for whose acts any of them may be liable. Such  
 196 insurance shall include, but not be limited to, minimum coverages and limits of  
 197 liability specified in this Provision 18 or required by law. Except as otherwise stated  
 198 below, the policies shall name the City as an additional insured for the Work provided  
 199 under this Agreement and shall provide that the Consultant's coverage shall be  
 200 primary and noncontributory in the event of a loss.

201  
 202 B. The Consultant shall procure and maintain the following minimum insurance  
 203 coverages and limits of liability with respect to the Work:

204	Worker's Compensation:	Statutory Limits
205		
206	Employer's Liability	\$500,000 each accident
207	(Not needed for	\$500,000 disease policy limit
208	Minnesota based	\$500,000 disease each employee
209	Consultant):	
210		
211	Commercial General Liability:	\$1,000,000 per occurrence
212		\$2,000,000 general aggregate
213		\$2,000,000 Products – Completed Operations
214		Aggregate
215		\$100,000 fire legal liability each occurrence
216		\$5,000 medical expense
217		
218	Comprehensive Automobile	
219	Liability:	\$1,000,000 combined single limit (shall include
220		coverage for all owned, hired and non-owned
221		vehicles.
222		

223  
 224 C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO  
 225 form CG 0001, and shall include the following:

226  
 227 a. Personal injury with Employment Exclusion (if any) deleted;

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- b. Broad Form Contractual Liability coverage; and
  - c. Broad Form Property Damage coverage, including Completed Operations.
- D. Professional Liability Insurance. The Consultant agrees to provide to the City a certificate evidencing that it has in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of \$2,000,000. Said policy shall not name the City as an additional insured.
- E. Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
- a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
  - b. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville";
  - c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Roseville" as an additional insured;
  - d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
  - e. All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.
- A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 18, must be filed with City prior to the start of Consultant's Work. Such documents evidencing



274 insurance shall be in a form acceptable to City and shall provide satisfactory evidence  
 275 that Consultant has complied with all insurance requirements. Renewal certificates  
 276 shall be provided to City prior to the expiration date of any of the required policies.  
 277 City will not be obligated, however, to review such declaration page, Rider,  
 278 Endorsement or certificates or other evidence of insurance, or to advise Consultant of  
 279 any deficiencies in such documents and receipt thereof shall not relieve Consultant  
 280 from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's  
 281 obligations hereunder. City reserves the right to examine any policy provided for  
 282 under this Provision 18.

- 283
- 284 F. If Consultant fails to provide the insurance coverage specified herein, the Consultant  
 285 will defend, indemnify and hold harmless the City, the City's officials, agents and  
 286 employees from any loss, claim, liability and expense (including reasonable  
 287 attorney's fees and expenses of litigation) to the extent necessary to afford the same  
 288 protection as would have been provided by the specified insurance. Except to the  
 289 extent prohibited by law, this indemnity applies regardless of any strict liability or  
 290 negligence attributable to the City (including sole negligence) and regardless of the  
 291 extent to which the underlying occurrence (i.e., the event giving rise to a claim which  
 292 would have been covered by the specified insurance) is attributable to the negligent or  
 293 otherwise wrongful act or omission (including breach of contract) of Consultant, its  
 294 contractors, subcontractors, agents, employees or delegates. Consultant agrees that  
 295 this indemnity shall be construed and applied in favor of indemnification. Consultant  
 296 also agrees that if applicable law limits or precludes any aspect of this indemnity,  
 297 then the indemnity will be considered limited only to the extent necessary to comply  
 298 with that applicable law. The stated indemnity continues until all applicable statutes  
 299 of limitation have run.

300

301 If a claim arises within the scope of the stated indemnity, the City may require  
 302 Consultant to:

- 303
- 304 a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing  
 305 performance of the indemnity obligation; or  
 306
- 307 b. Furnish a written acceptance of tender of defense and indemnity from  
 308 Consultant's insurance company.

309

310 Consultant will take the action required by the City within fifteen (15) days of  
 311 receiving notice from the City.

- 312
- 313 19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information  
 314 generated in connection with the performance of this Agreement ("Information") shall  
 315 become the property of the City, but the Consultant may retain copies of such documents  
 316 as records of the services provided. The City may use the Information for any reasons it  
 317 deems appropriate without being liable to the Consultant for such use. The Consultant  
 318 shall not use or disclose the Information for purposes other than performing the Work  
 319 contemplated by this Agreement without the prior consent of the City.

- 320  
321 20. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or  
322 related to this Agreement or the relationships which result from this Agreement shall be  
323 subject to mediation as a condition precedent to initiating arbitration or legal or equitable  
324 actions by either party. Unless the parties agree otherwise, the mediation shall be in  
325 accordance with the Commercial Mediation Procedures of the American Arbitration  
326 Association then currently in effect. A request for mediation shall be filed in writing with  
327 the American Arbitration Association and the other party. No arbitration or legal or  
328 equitable action may be instituted for a period of 90 days from the filing of the request  
329 for mediation unless a longer period of time is provided by agreement of the parties.  
330 Cost of mediation shall be shared equally between the parties. Mediation shall be held in  
331 the City of Roseville unless another location is mutually agreed upon by the parties. The  
332 parties shall memorialize any agreement resulting from the mediation in a Mediated  
333 Settlement Agreement, which Agreement shall be enforceable as a settlement in any  
334 court having jurisdiction thereof.  
335
- 336 21. **Annual Review.** Prior to each anniversary of the date of this Agreement, the City shall  
337 have the right to conduct a review of the performance of the Work performed by the  
338 Consultant under this Agreement. The Consultant agrees to cooperate in such review and  
339 to provide such information as the City may reasonably request. Following each  
340 performance review the parties shall, if requested by the City, meet and discuss the  
341 performance of the Consultant relative to the remaining Work to be performed by the  
342 Consultant under this Agreement.  
343
- 344 22. **Conflicts.** No salaried officer or employee of the City and no member of the Board of the  
345 City shall have a financial interest, direct or indirect, in this Agreement. The violation of  
346 this provision shall render this Agreement void.  
347
- 348 23. **Governing Law.** This Agreement shall be controlled by the laws of the State of  
349 Minnesota.  
350
- 351 24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which  
352 shall be considered an original.  
353
- 354 25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is,  
355 for any reason, held by a court of competent jurisdiction to be contrary to law, such  
356 decision shall not affect the remaining provisions of this Agreement.  
357
- 358 26. **Entire Agreement.** Unless stated otherwise in this Provision 26, the entire agreement of  
359 the parties is contained in this Agreement. This Agreement supersedes all prior oral  
360 agreements and negotiations between the parties relating to the subject matter hereof as  
361 well as any previous agreements presently in effect between the parties relating to the  
362 subject matter hereof. Any alterations, amendments, deletions, or waivers of the  
363 provisions of this Agreement shall be valid only when expressed in writing and duly  
364 signed by the parties, unless otherwise provided herein. The following agreements  
365 supplement and are a part of this Agreement: None.  
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367 IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as  
368 of the date set forth above.

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CITY OF ROSEVILLE

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

(CONSULTANT)

By: \_\_\_\_\_

Its: \_\_\_\_\_



August 2, 2016

Ms. Kari Collins  
City of Roseville  
2660 Civic Center Drive  
Roseville MN 55113

RE: Proposal for Creation of Public Financing Policy and Application

Dear Kari:

Thank you for the opportunity to submit a proposal to assist you with regards to the above referenced project.

Based upon our conversations, you stated that assistance will be needed to review and update your current public finance policy to ensure it is meeting the needs of the City/EDA in accomplishing their economic development/redevelopment objectives. Following is a detail of services to be provided and a not-to-exceed estimate for the above referenced services.

**Public Finance Policy (Business Subsidy Policy):**

Ehlers proposes to complete the following tasks to develop a Public Finance Policy that will assist the City/EDA in determining how and when to provide public assistance:

1. Review existing Policy for conformance with Business Subsidy Statutes and requirements
2. Facilitate discussions with EDA on policy considerations, priority of projects to be considered for public assistance and limits, if any on the amount of assistance
3. Review use of TIF/tax abatement and potential limits and make recommendations to meet current and anticipated redevelopment needs of the City
4. Draft updated Public Finance Policy and assure it provides clear understanding to the development community as to the requirements needed to be met for consideration of public assistance; and
5. Attend two EDA meetings (facilitation and final policy overview/approval) and attend two meetings with staff for review and comment on policy

The above referenced services will be provided on an hourly basis and shall take 15 hours to complete. Based upon Ehlers hourly fee of \$225, the cost to complete this will be \$3,375.

**Public Assistance Application:**

Ehlers proposes to complete the following tasks to assist the City in producing a public assistance application that provides required information for a detailed analysis of need for assistance and conformance with planning objectives of the City:

1. Review the existing application to determine if required information is adequate to prepare formal financial analysis of need for assistance and if adequate to provide staff required information for review; and

Ms. Karri Collins  
Proposal for Public Finance Policy and Application  
August 2, 2016  
Page 2

2. Review and make recommendations on need for two (2) applications (pre application and final application) or if one (1) application is best
3. Review of fees associated with the various applications and make recommendations for changes as appropriate; and
4. Provide staff templates for updating Public Assistance Application(s) as appropriate.

The above referenced services will be provided on an hourly basis and shall take 3 hours to complete. Based upon Ehlers hourly fee of \$225, the cost to complete this will be \$675 (meetings as needed with staff are included in this fee).

I have not included time for preparation of a staff report, memorandum or power point (if required, these would be billed at an hourly rate). I propose a **not to exceed** contract for **\$4,050** to provide the proposed deliverables. If staff requires assistance with other policy development, program development or project financing specifics, we can perform the work on an hourly basis and if requested, provide an estimate of time required for budgeting purposes.

I look forward to the opportunity of working with you, staff and the Council/EDA on this project. Please contact me at 651-697-8506 with any questions.

Sincerely,



Stacie Kvilvang  
Senior Vice President/Director



Jason Aarsvold  
Municipal Advisor



  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8-8-2016

Item No.: 8.h

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Department Approval

City Manager Approval



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Item description: Extend Cooperative Facility Use Agreement with Roseville Area School District

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1 **BACKGROUND**

2 In March of 1993 the City of Roseville and the Roseville Area School District, Independent School  
3 District 623 (School District) entered into a Cooperative Facility Use Agreement to provide school and  
4 community gymnasiums at Central Park and Brimhall Elementary Schools.

5  
6 The length of the Agreement was for 25 years with a 10 year extension. The 25 years is set to expire on  
7 March 9, 2018.

8  
9 Paragraph 11 of the enclosed Agreement provides the City of Roseville with the right to extend the  
10 Agreement for a period of ten (10) years beyond the scheduled expiration date. This extension must be  
11 through a written notice to the School District no more than 24 months and no less than 18 months prior  
12 to the expiration date.

13  
14 Staff recommends approving the attached resolution for the extension of the Cooperative Facility  
15 Use Agreement with the School District.

16  
17 **POLICY OBJECTIVE**

18 The policy of the City is to provide safe facilities for recreation programs and community use. It is also  
19 the policy of the city to share and provide cooperative services whenever possible.

20  
21 **FINANCIAL IMPACTS**

22 There are no costs directly associated with the extension. Continued sharing of annual maintenance and  
23 capital expenses will occur per Agreement.

24  
25 **STAFF RECOMMENDATION**

26 Staff recommends approving the attached Resolution for the Extension of a Cooperative Facility Use  
27 Agreement with the Roseville Area School District, Independent School District 623.

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31

32 **REQUESTED COUNCIL ACTION**

33 **Motion to approve the attached Resolution for the Extension of a Cooperative Facility Use Agreement**  
34 **with the Roseville Area School District, Independent School District 623.**

35

36

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A. Cooperative Facility Use Agreement

B. Resolution for the Extension of a Cooperative Facility Use Agreement with Roseville Area  
School District, Independent School District 623



COOPERATIVE FACILITY USE AGREEMENT

THIS AGREEMENT, made and entered into by and between the City of Roseville (hereafter "City") and the Roseville Area School District, Independent School District No. 623 (hereafter "School District").

WHEREAS, the School District intends to make certain physical improvements to Brimhall Elementary School and Central Park Elementary School (hereafter "Elementary Schools") located within the City.

WHEREAS, the City desires to provide recreational programs to its citizens using gymnasium and locker room facilities within the Elementary Schools.

WHEREAS, the usual and customary dimensions of gymnasiums located in the elementary schools are 70 feet by 95 feet; and

WHEREAS, by this Agreement the parties desire to establish a framework whereby the City will contribute financially to enhancing the improvements to gymnasium and locker room facilities in the Elementary Schools in consideration of being granted certain rights to use of said facilities.

NOW THEREFORE, it is hereby agreed by and between the parties as follows:

1. Payment by City.

A. The City shall pay \$500,000.00 (\$250,000.00 for each elementary school) to the School District, to fund:

- (i) Enlarged gymnasium space (with dimensions of at least 115 feet by 90 feet) and locker room improvements when the School District constructs improvements at the Elementary Schools;

- (ii) Secured small office and equipment storage room, approximately 300 square feet, for exclusive City use; and
- (iii) Ongoing first priority use of the gymnasium and locker room facilities after school hours, weekends and during summer.

B. The City's payment to the School District shall be due after the School District has completed payments to its contractors for the construction projects. The School District shall provide a statement to the City certifying that it has completed its payments to the contractor and payment shall be due within thirty (30) days following said statement.

2. Design of Improvements. At the time of the design of said gymnasium and locker room facilities, the City will be consulted regarding such designs and, before said designs are implemented, they shall be submitted to the City for approval, which approval shall not be unreasonably withheld. It is specifically contemplated that said designs shall provide for separate entrances, with building and street signage, adjacent office space and storage facilities to be used exclusively by the City, as well as common parking areas available to the City.

3. Use of Gymnasium and Locker Room Facilities.

A. The City shall be entitled to the exclusive use of the gymnasium and locker room facilities at the Elementary Schools at the times set forth in Paragraph B. below.

B. The City's exclusive use shall be:

- (i) From 4:00 p.m. until midnight on days when school is in session; provided, however, no earlier than 15 minutes following dismissal.

(ii) From 7:00 a.m. until midnight on days when school is not in session.

C. The City's exclusive use of the gymnasium and locker room facilities is subject to use by the School District for special events, as follows:

(i) A schedule of the dates of special events (e.g., holiday programs and concerts) shall be submitted to the City on or before August 1st preceding each school year.

(ii) The School District may designate a maximum of four dates for special events as a matter of right. The School District may request additional dates subject to the approval by the City which shall not be unreasonably withheld.

(iii) In the event the School District desires to modify such schedule during the school year, such modifications shall be submitted to the City for consideration and approval at the earliest possible date. The City's approval shall not be unreasonably withheld.

(iv) It is understood by the parties that the special events scheduled during the City's exclusive use times shall not be of a routine or recurrent nature (e.g., team practices and other regular programs).

4. Equipment and Offices.

A. Appropriate office and equipment storage space for the exclusive and secured use of the City shall be provided adjacent to the gymnasium or locker room facilities accessible from the gymnasium.

B. All nonfixture equipment used by the City in conjunction with its use of the gymnasium and locker room facilities shall be provided and maintained by the City.

5. Use of Other Areas.

A. Subject to availability, the City may use other areas of the Elementary Schools, such as cafeterias and kitchen facilities, during the times of its exclusive use of the gymnasium and locker room facilities. The City shall be responsible for supervision of persons using such other areas and following use shall clean the premises and return the premises in the same condition as found at the commencement of its use. Any costs incurred by the School District arising out of the City's use other than utilities shall be billed by the School District to the City and the City shall reimburse the School District for such costs.

B. Scheduling for use of other areas shall be through an individual to be designated by the School District. Such use shall be subject to availability; provided, however, permission for use shall not be unreasonably withheld.

6. Non-City Use.

A. It is contemplated that the City may permit other civic and community groups to use the gymnasium and locker room facilities during its hours of exclusive use. Said use shall be for civic and community purposes and

shall not involve fees other than nominal per group or per individual charges.

7. Operating Costs, Expenses and Insurance.

- A. All utilities (heating, air conditioning, electricity, water), including insurance, fire and extended coverage, security and routine maintenance costs shall be assumed by the School District during the first ten years beginning at the date the City first receives occupancy rights to the new facility.
- B. After the first ten years of this Agreement, the utility costs and expenses (listed above) shall be shared by the School District and the City, on a pro rata basis, based upon the rights of use by the respective parties. In the event that the parties are unable to reach agreement as to their respective obligations under this paragraph, either party may submit the matter for arbitration pursuant to the rules of the American Arbitration Association as hereinafter set forth.
- C. Non-routine maintenance involving the gymnasium and locker room facilities (e.g. vandalism, damage) not covered by insurance, shall be borne by the parties on a 50/50 basis, unless the non-routine maintenance is necessitated by an event caused by a party's use, in which event the party responsible shall assume the full cost of such non-routine maintenance.

- D. Liability. At all times during the term including any renewal term. The parties shall keep in full force and effect a policy or policies of liability insurance with respect to the premises described in this Agreement, with companies licensed to do business in the State of Minnesota. Each party shall name the other party as an additional named insured and shall provide adequate coverage under reasonable limits of liability of not less than the statutory limits for municipalities.
- E. Property Insurance. City shall be responsible for obtaining insurance on its trade fixtures, equipment, supplies, fixtures, furnishings including furniture, carpeting, wall coverings, drapes, and other personal property owned by City and located upon the premises described in this Agreement.
- F. Waiver of Subrogation. To the extent such waiver does not void or diminish the coverage under any policy, the parties and insurers hereby waive any rights each may have against the other on account of any loss or damage occasioned to either party, as the case may be, or their respective property, to the extent such loss or damage is covered by insurance.
- G. Certificates of Insurance. A certificate issued by the insurance carrier for each policy of insurance required to be maintained hereunder shall be delivered to the other party on or before the commencement date hereof and thereafter, as to policy renewals, thirty (30) days prior to the

expiration of the term of each such policy. Each of said certificates of insurance and each such policy of insurance required to be maintained by the parties hereunder shall expressly evidence insurance coverage as required by this Agreement, and shall contain an endorsement or provisions requiring not less than ten (10) days written notice to the City or the School District as applicable prior to the cancellation, diminution in the perils insured against, or reduction of the amount of coverage of the particular policy in question.

8. Sale of Elementary Schools.

- A. In the event the School District desires to sell an Elementary School covered by this Agreement, it must first give the City the option to match any offer received, less the depreciated value of the City's investment in the Elementary School building. In the event that the School District determines to sell the building, the School District shall provide a copy of the purchase agreement to the City along with its letter offering the City the right to purchase the building pursuant to the terms and conditions set forth in the purchase agreement, except that the purchase price shall be reduced as set forth herein. The City shall have sixty (60) days following receipt of said notice to provide to the School District its unconditional election to purchase as set forth above. In the event that the City fails to provide notice within sixty (60) days, this option to purchase shall be null and void and of no further force and effect.

- B. In the event the City does not exercise its purchase option, it shall be entitled to an amount equal to the depreciated value of its investment in the Elementary School building at the time of closing.
- C. The depreciated value of the City's investment shall be based upon a twenty-five (25) year straight-line depreciation schedule. On the January 1st following the date of the City's first right of use, the City's investment shall depreciate in the sum of \$10,000.00 (for each elementary school) and shall depreciate \$10,000.00 each January 1st thereafter until fully depreciated.

9. Equitable Treatment. It is understood by the parties that the payments made by the City are to be used to provide larger size and higher quality gymnasium and locker room improvements, office and storage space, and exclusive use provisions, all at no additional charge as outlined in this Agreement. The School District acknowledges the need to maintain equity in dealing with various municipalities in this matter. Accordingly, the School District affirms and represents that it is not presently engaged in any discussions nor does it contemplate entering into agreements with any other cities with substantially different terms than this Agreement. It is further recognized, however, that based upon legislative changes, changes in the needs of the school district and other unforeseeable circumstances, similar agreements in the future may encompass substantially different terms and conditions.

10. Arbitration. Any disputes regarding compliance with or interpretation of this Agreement shall be resolved by good faith negotiations. Failing that, such disputes shall be resolved by final and binding arbitration between the parties utilizing the American Arbitration



Association. Either party may petition the American Arbitration Association for arbitration according to its rules applicable at that time; provided, however, notwithstanding the rules of the American Arbitration Association, such disputes shall be heard and decided by a single arbitrator. Fees for such arbitrations shall be shared equally by the parties and each party shall be responsible for its own costs.

11. Term of Agreement. This Agreement shall remain in full force and effect for twenty-five (25) years following adoption, except the City shall have the right to terminate the Agreement by giving the School District ninety (90) days written notice of its intent to cancel the entire Agreement or with regard to any individual Elementary School covered by the Agreement. In the event of cancellation, the parties will be mutually relieved of any further obligations as set forth in this Agreement. The City may extend said Agreement for a period of ten (10) years pursuant to the terms and conditions set forth herein; provided, however, that the City provides notice of such extension to the School District no more than 24 months and no less than 18 months prior to the termination date of the initial 25-year term. In the event notice is not given, said right to extend shall lapse and terminate and shall be of no further force and effect.

12. Notices. Any and all notices and demands by or from City to School District, or from School District to City, shall be in writing and shall be validly given or made if served either personally or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such notice be served personally, service shall be conclusively deemed made at the time of such personal service. If such notice or demand be served by registered or certified mail in the manner herein provided, service shall be

conclusively deemed made forty-eight (48) hours after the deposit thereof in the United States mail addressed to the party to whom such notice is to be given.

Any notice or demand to City shall be addressed to City at:

City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

Any notice or demand to School District shall be addressed to School District at:

Independent School District No. 623  
1251 West County Road B-2  
Roseville, MN 55113

13. Entire Agreement. This Agreement represents the entire understanding and agreement between the parties hereto and this Agreement may not be altered, changed or amended, except by an instrument in writing, signed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands on this 9th day of March, 1993.

CITY OF ROSEVILLE

By Vernon A. Johnson  
Vernon A. Johnson, Mayor

By Steven R. Sarkozy  
Steven R. Sarkozy, City Manager

INDEPENDENT SCHOOL DISTRICT  
NO. 623

By Ellen Shelton  
Its Chair

By Bud Boshen  
Its Clerk

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

\* \* \* \* \*

1 Pursuant to due call and notice thereof, a meeting of the City Council of the City of  
2 Roseville, County of Ramsey, State of Minnesota, was duly held on the 8th of August,  
3 2016, at 6:00 p.m.

4  
5 The following members were present: \_\_\_\_\_, and the following were absent:  
6 \_\_\_\_\_

7  
8 \_\_\_\_\_ introduced the following Resolution and moved its adoption:  
9

**RESOLUTION No.**

**RESOLUTION FOR THE EXTENSION OF A COOPERATIVE FACILITY USE  
AGREEMENT WITH ROSEVILLE AREA SCHOOL DISTRICT**

10  
11  
12  
13  
14  
15 WHEREAS, the City of Roseville (“City”) and Roseville Area School District,  
16 Independent School District No. 623 (“School District”), are parties to a Cooperative  
17 Facility Use Agreement (“Agreement”) dated March 9, 1993, a copy of which is attached  
18 hereto as “Exhibit A”;

19  
20 WHEREAS, the Agreement is scheduled to expire as of March 9, 2018;

21  
22 WHEREAS, paragraph 11 of the Agreement provides the City of Roseville with the right  
23 to extend the parties contractual relationship for a period of ten (10) years beyond the  
24 scheduled expiration date;

25  
26 WHEREAS, such extension must be predicated on notice by the City to the School  
27 District no more than 24 months and no less than 18 months prior to the expiration date;

28  
29 WHEREAS, paragraph 12 of the Agreement requires such notice to be in writing, validly  
30 given, and delivered via personal service or via United States mail, certified or registered,  
31 postage prepaid, and return receipt requested; and,

32  
33 WHEREAS, the City Council desires to so extend the Agreement.  
34

35 NOW THEREFORE BE IT RESOLVED that, based upon all submitted written staff  
36 reports, public comment and the above recitals which are incorporated herein, the City  
37 Council hereby formally approves a 10 (ten) year extension of the Cooperative Facility  
38 Use Agreement with the Roseville Area School District and directs the City Manager and

39 Mayor to execute and serve written notice of extension in accordance with the paragraphs  
40 11 and 12 of said Agreement prior to September 9, 2016.

41

42

43 WHEREUPON said resolution was declared 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 8<sup>th</sup> of August, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8<sup>th</sup> day of August, 2016.

---

Patrick Trudgeon, City Manager

(SEAL)

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: Aug. 8, 2016  
Item No.: 8.i

Department Approval



City Manager Approval



Item Description: Approve resolution receiving assessment roll and setting assessment hearing date for Victoria Street Project

**BACKGROUND**

Per city assessment policy and state statute, the City holds public hearings to consider assessments for completed street reconstruction projects. This year's assessment proceeding is for City Project P-ST-SW-W-15-02: Victoria Street Reconstruction, between Larpenteur Avenue and County Road B. This project was primarily constructed in 2015 and scheduled to be assessed in 2017. It is recommended that the assessment hearing be held at the regularly scheduled council meeting on September 12, 2016.

The first step in the assessment process is consideration of a resolution declaring costs to be assessed, receiving the assessment roll and ordering a public hearing.

Attached are exhibits showing the final project costs in relation to the estimated costs from the feasibility study as well as the preliminary assessment roll which will become final upon Council approval after the proposed public hearing on Monday, September 12, 2016.

The overall construction amount for the project was \$2,510,717.11, of which Roseville's total cost was \$2,432,034.39. The breakdown of the funding is as follows;

	<b>Victoria St</b>				
	Road	Pathway	Watermain	Storm Water	<b>Total Costs</b>
State Aid	\$ 1,427,117.67	\$ 26,065.82			<b>\$ 1,453,183.49</b>
Assessments	\$ 177,750.07				<b>\$ 177,750.07</b>
Water Fund			\$ 77,469.97		<b>\$ 77,469.97</b>
Storm Water Fund				\$ 603,630.86	<b>\$ 603,630.86</b>
Parks Renewal		\$ 120,000.00			<b>\$ 120,000.00</b>
Ramsey County		\$ 78,682.72			<b>\$ 78,682.72</b>
<b>Total Project</b>	<b>\$ 1,604,867.74</b>	<b>\$ 224,748.54</b>	<b>\$ 77,469.97</b>	<b>\$ 603,630.86</b>	<b>\$ 2,510,717.11</b>

The total assessable cost to the properties along Victoria Street was calculated by first calculating the total cost of the roadway construction, including storm sewer but exclusive of the sidewalk and watermain, and then subtracting the portion of the roadway in excess of a standard 7 ton, 32 foot wide roadway, which is the standard design for a City of Roseville local roadway. This cost was calculated to be \$1,493,008.46, which is the total assessable cost of the project.

Based on the City's Assessment Policy, including applying short and long side frontage policies

22 and also applying the findings of the Benefit Appraisal conducted in January of 2015, the total  
23 cost that can be borne by the fronting parcels is \$177,750.07, which is shown on Attachment B,  
24 Preliminary Assessment Roll. The total assessment amount is slightly higher than the amount of  
25 \$151,115.32 as indicated in the Feasibility Report.

26 It should be noted that the overall project cost was higher than the estimated construction costs.  
27 Reasons for the increased project costs were as follows;

- 28 • Major modification of the pavement reconstruction method
  - 29 ○ Change from a stabilized bituminous reclamation to a combination of road  
30 reconstruction and four inch mill and overlay. The change in design still resulted  
31 in a 9 ton roadway, which meets Municipal State Aid standards, with an expected  
32 pavement life of at least 30 years.
  - 33 ○ Change needed due to poor subgrade conditions that were found when portions of  
34 the roadway were excavated for utilities.
- 35 • Additional storm sewer replacement to fix pipe that was in need of replacement.
- 36 • Modifications to storm structures to accommodate utilities.

37 Although the project costs are higher than the original bid amount, the project costs are still  
38 within reason for the type of road that was constructed. The assessed cost per foot for this project  
39 was \$34.18/LF.

40 For example, in 2012 the City reconstructed Dale Street using conventional methods. The overall  
41 road cost for the road reconstruction was assessed in the same manner as Victoria Street for the  
42 same type of road; 32 feet wide, 7 ton design. The assessed cost per foot for this project was  
43 \$38.25/LF in 2011 dollars. This equates to an approximate cost of \$44/LF today.

44 The final costs of the modified pavement design for Victoria Street, although higher, are still less  
45 than what a traditional reconstruct would have been. The original road design was for a  
46 stabilized bituminous reclamation. If the subsoils had not become an issue this would have  
47 resulted in a 30 year road with a significant cost savings to the City versus a more typical street  
48 reconstruction. Had the street been constructed using conventional reconstruction methods, the  
49 cost would have been around \$44/LF for an approximately same design life.

## 50 **POLICY OBJECTIVE**

51 It is the City's policy to assess a portion of street reconstruction costs. The City follows the  
52 requirements of Chapter 429 of state statute for the assessment process. Once the assessment roll  
53 is adopted after the public hearing, the City allows for a 30-day pre-payment period. Following  
54 the pre-payment period, assessment rolls are certified to Ramsey County for collection. The City  
55 will have the rolls certified by early November in order to allow the County enough time to add  
56 the assessments to property taxes.

## 57 **FINANCIAL IMPACTS**

58 This project was financed using assessments, utility funds, Municipal State Aid Funds, Parks  
59 Renewal Funds, Ramsey County Funds and street infrastructure funds. The total proposed  
60 funding breakdown is as follows:

Fund Source	Cost
State Aid	\$ 1,453,183.49
Assessments	\$ 177,750.07
Water Fund	\$ 77,469.97
Storm Water Fund	\$ 603,630.86
Parks Renewal	\$ 120,000.00
Ramsey County	\$ 78,682.72
<b>Total Project</b>	<b>\$ 2,510,717.11</b>

61

62 The preliminary assessment roll is shown in Attachment C and has been prepared in accordance  
63 with Roseville’s assessment policy and as outlined in the project feasibility report.

64 **STAFF RECOMMENDATION**

65 Staff recommends that the City Council approve the attached resolution declaring costs and  
66 receiving proposed special assessment roll for P-ST-SW-W-15-02 Victoria Street Reconstruction  
67 Project and establish a public hearing on September 12, 2016 at the regularly scheduled City  
68 Council meeting.

69 The 2016 assessment process is suggested to proceed according to the following schedule:

- August 8                                      Approve Resolution declaring costs to be assessed, receiving assessment rolls and setting hearing date
  
- September 12                                Assessment hearing- adoption of assessment roll
  
- September 12-October 12                Prepayment of assessments (30 days)
  
- October 13-21                                Tally of final assessment roll
  
- October 21                                    Certification of assessment rolls to Ramsey County

70 **REQUESTED COUNCIL ACTION**

71 Approval of resolution declaring costs and receiving proposed special assessment roll for P-ST-  
72 SW-W-15-02 Victoria Street Reconstruction Project and establish a public hearing on September  
73 12, 2016 at the regularly scheduled City Council meeting.

Prepared by:     Jesse Freihammer, Asst. Public Works Director/City Engineer  
Attachments:     A: Resolution  
                              B: Preliminary Assessment Roll

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

\* \* \* \* \*

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City  
2 of Roseville, Minnesota, was held in the City Hall in said City on Monday, August 8th,  
3 2016, at 6:00 o'clock p.m.

4 The following members were present: and the following were absent:

5 Councilmember introduced the following resolution and moved its adoption:

6

**RESOLUTION NO.**

7

**RESOLUTION DECLARING COSTS AND RECEIVING PROPOSED SPECIAL  
ASSESSMENT ROLL FOR P-ST-SW-W-15-02 VICTORIA STREET  
RECONSTRUCTION PROJECT AND PROVIDING FOR HEARINGS**

8

9 WHEREAS, on February 23<sup>rd</sup>, 2015, the City Council of the City of Roseville held a  
10 public hearing for the purposes of accepting public comment on the proposed  
11 Improvement Project P-ST-SW-W-15-02 Victoria Street Reconstruction Project and at  
12 the same meeting adopted Resolution 11210 Ordering the Improvement and Preparation  
13 of Plans and Specifications for Victoria Street between Larpenteur Avenue and County  
14 Road B; and

15 WHEREAS, contracts have been let and costs have been determined for Improvement P-  
16 ST-SW-W-15-02 Victoria Street Reconstruction Project, the reconstruction of Victoria  
17 Street between Larpenteur Ave and County Road B by the installation of bituminous  
18 paving, concrete curb and gutter, sidewalk, watermain, drainage, utilities, and necessary  
19 appurtenances; and

20 WHEREAS, the total construction cost of said project was \$2,510,717.11, of which the  
21 City of Roseville's cost is equal to \$2,432,034.39; and

22 WHEREAS, the City Manager, with the assistance of the City Engineer, has calculated  
23 the proper amount to be specifically assessed for such improvement against every  
24 assessable lot, piece or parcel of land within the district affected, without regard to case  
25 valuation, as provided by law, and has filed a copy of such proposed assessment in his  
26 office for public inspection.

27 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,  
28 Minnesota:

- 29 1. The portion of the cost of such improvements to be paid by the City is hereby  
30 declared to be \$2,432,034.39 and the portion of the cost to be assessed against  
31 benefited property owners is declared to be \$177,750.07.

32



- 37 2. A hearing shall be held on the 12th day of September, 2016 in the city hall at 6:00  
38 p.m. to pass upon such proposed assessment and at such time and place all  
39 persons owning property affected by such improvement will be given an  
40 opportunity to be heard with reference to such assessment.  
41
- 42 3. The City Manager is hereby directed to cause a notice of the hearing on the  
43 proposed assessment to be published once in the official newspaper at least two  
44 weeks prior to the hearing, and he shall state in the notice the total cost of the  
45 improvement. He shall also cause mailed notice to be given to the owner of each  
46 parcel described in the assessment roll not less than two weeks prior to the  
47 hearings.  
48
- 49 4. The owner of any property so assessed may, at any time prior to certification of  
50 the assessment to the county auditor, pay the whole of the assessment on such  
51 property, with interest accrued to the date of payment, to the City Manager,  
52 except that no interest shall be charged if the entire assessment is paid within 30  
53 days from the adoption of the assessment. An owner may at any time thereafter,  
54 pay to the County Auditor the entire amount of the assessment remaining unpaid,  
55 with interest accrued to December 31 of the year in which such payment is made.  
56 Such payment must be made before November 15 or interest will be charged  
57 through December 31 of the succeeding year.  
58

59 The motion for the adoption of the foregoing resolution was duly seconded by  
60 Councilmember upon a vote being taken thereon, the following voted in favor  
61 thereof: and and the following voted against the same:  
62

63 WHEREUPON said resolution was declared duly passed and adopted.



**Victoria Street Reconstruction Project  
Assessment Roll**

**Total assessable project Cost** \$ 1,493,008.46  
**Total Frontage (feet)** 10921.69  
**Assessment Rate (100%)** \$ 136.70

**Assessment Rate (25%)** \$ 34.18

Calculated assessment rate based on final costs = \$34.18, appraisals set max benefit rate at \$35.00/LF

**Assessment Rate (50%)** \$ 68.35

Calculated assessment rate based on final costs = \$68.35, appraisals set max benefit rate at \$60.00/LF

ParcelID	SiteAddress	FRONTAGE	Assessment Rate*	Assessment	Notes
142923210079	0 County Road B	288	\$ -		NA City Parcel
142923210029	0 Victoria St N	170	\$ -		NA City Parcel
142923120015	0 Victoria St N	293.25	\$ 34.18	\$ 10,021.91	
142923120062	858 County Road B W	90	\$ 34.18	\$ 3,075.78	
142923210056	2067 Victoria St N	82.5	\$ 34.18	\$ 2,819.46	
142923210061	2111 Victoria St N	90	\$ 34.18	\$ 3,075.78	
142923120016	2112 Victoria St N	80	\$ 34.18	\$ 2,734.02	
142923120017	851 Parker Ave	10	\$ 34.18	\$ 341.75	assessed 100% short side 93-02-66, assess 10% of 100 feet long side
142923120057	2088 Victoria St N	22.4	\$ 34.18	\$ 765.53	assessed 100% short side 93-02-66, assess 10% of 224.12 feet long side
142923120058	2080 Victoria St N	80	\$ 34.18	\$ 2,734.02	
142923120059	2076 Victoria St N	80	\$ 34.18	\$ 2,734.02	
142923130001	2490 Victoria St	1472.71	\$ -		NA Cemetary
142923120063	2142 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923210055	870 Parker Ave	114.48	\$ 34.18	\$ 3,912.39	not assessed for Parker, assess 100% short side for 15-02 (114.48)
142923210058	2043 Victoria St N	82.5	\$ 34.18	\$ 2,819.46	
142923210060	873 Parker Ave	98.97	\$ 34.18	\$ 3,382.33	not assessed for Parker, assess 100% short side for 15-02 (98.97)
142923210064	2057 Victoria St N	82.5	\$ 34.18	\$ 2,819.46	
142923210065	2049 Victoria St N	82.5	\$ 34.18	\$ 2,819.46	
142923240001	2035 Victoria St N	100	\$ 34.18	\$ 3,417.53	
142923240002	816 Heinel Dr W	556	\$ -		NA City Parcel
142923240029	0 Victoria St N	204.76	\$ -		NA City Parcel
142923240024	935 Roselawn Ave W	133	\$ 34.18	\$ 4,545.32	
142923240025	929 Roselawn Ave W	153.8	\$ 34.18	\$ 5,256.16	
142923240026	1925 Victoria St N	105.5	\$ 34.18	\$ 3,605.49	
142923240033	1971 Victoria St N	112.15	\$ 34.18	\$ 3,832.76	Private road
142923240034	1975 Victoria St N	112.15	\$ 34.18	\$ 3,832.76	Private road
142923240035	1967 Victoria St N	112.15	\$ 34.18	\$ 3,832.76	Private road
142923240036	1965 Victoria St N	112.15	\$ 34.18	\$ 3,832.76	Private road
142923240037	1935 Victoria St N	112.15	\$ 34.18	\$ 3,832.76	Private road
142923240038	1945 Victoria St N	112.15	\$ 34.18	\$ 3,832.76	Private road
142923240030	0 Victoria St N	741.3	\$ -		NA
142923130001	1920 Victoria St N	2571.92	\$ -		NA
142923310002	1915 Victoria St N	14.7	\$ 34.18	\$ 502.38	assessed full amount on short side. Assess 10% of long side = 14.7 ft
142923310003	1901 Victoria St N	147.43	\$ 34.18	\$ 5,038.47	
142923310004	1875 Victoria St N	184	\$ 34.18	\$ 6,288.26	
142923310005	1869 Victoria St N	92	\$ 34.18	\$ 3,144.13	
142923310006	1861 Victoria St N	92	\$ 34.18	\$ 3,144.13	
142923310007	1851 Victoria St N	100	\$ 34.18	\$ 3,417.53	
142923310008	1843 Victoria St N	84	\$ 34.18	\$ 2,870.73	
142923310009	1835 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923310010	1829 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923310011	1823 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923310012	1817 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923310013	1811 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923310014	1803 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923340001	1795 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923340002	1789 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923340003	1781 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923340004	1775 Victoria St N	75	\$ 34.18	\$ 2,563.15	
142923340005	1767 Victoria St N	112.9	\$ 34.18	\$ 3,858.39	
142923340006	1759 Victoria St N	62.67	\$ 34.18	\$ 2,141.77	
142923340007	1751 Victoria St N	62	\$ 34.18	\$ 2,118.87	
142923340008	1747 Victoria St N	62	\$ 34.18	\$ 2,118.87	
142923340009	1741 Victoria St N	62	\$ 34.18	\$ 2,118.87	
142923340010	1735 Victoria St N	62	\$ 34.18	\$ 2,118.87	
142923340011	1727 Victoria St N	62	\$ 34.18	\$ 2,118.87	
142923340012	1719 Victoria St N	62	\$ 34.18	\$ 2,118.87	
142923340027	965 Larpenteur Ave V	376	\$ 60.00	\$ 22,560.00	
<b>Total Frontage:</b>		<b>10921.69</b>		<b>\$ 177,750.07</b>	

\*Rates are not to exceed rates as recommended by the Benefit Appraisal completed by Dahlen, Dwyer and Foley, Inc



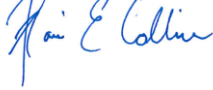
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Agenda Date: 8/8/2016

Agenda Item: 10.a

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Department Approval



City Manager Approval



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Item Description: Request to amend City Code Section 1011.12 to opt out of the requirements of Minn. Stat. §462.3593 pertaining to Temporary Family Health Care Dwellings (**PROJ0017-Amdt 29**)

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**APPLICATION INFORMATION**

Applicant: City of Roseville

Property Owner: N/A

Open House Meeting: N/A

Application Submission: N/A

City Action Deadline: N/A

**PLANNING COMMISSION ACTION**

The Planning Commission held the public hearing for this application on August 3, 2016, and voted 7 – 0 to recommend approval of the proposed zoning text amendment.

1 **BACKGROUND**

2 In the 2016 legislative session, a bill was signed into law creating a new process for landowners  
3 to place mobile residential dwellings on their property to serve as a temporary family health care  
4 dwelling (often called a “drop home”). This law was passed in response to a desire to provide  
5 transitional housing for those with mental or physical impairments and the increased need for  
6 short term care for aging family members. The legislation sets forth a short term care alternative  
7 for a “mentally or physically impaired person”, by allowing them to stay in a “temporary  
8 dwelling” on a relative’s or caregiver’s property. When the law takes effect on September 1,  
9 2016, cities will be required to accommodate these drop homes, unless they pass local ordinances  
10 to opt out of the law; opting out is provided for in the law so that municipalities can address these  
11 temporary family health care dwellings with locally-appropriate regulations rather than adhering  
12 totally to the state statute. An explanation of the law prepared by the League of Minnesota Cities  
13 (LMC) and the text of the statute are included with this RCA as parts of Exhibit A.

14 Opting out by September 1, 2016, is the time-sensitive first step, but Planning Division staff  
15 intends to begin a deeper discussion with the Planning Commission and the public to assess the  
16 community’s desire to accommodate these temporary health care resources and, if desired,  
17 develop regulations that reflect needs and preferences of Roseville’s residents. A draft ordinance  
18 is included with this RCA as Exhibit B.

19 **PUBLIC COMMENT**

20 The public hearing for the proposed zoning amendment was held by the Planning Commission  
21 on August 3, 2016. Draft minutes of the public hearing were not yet available at the time this  
22 report was written; when they become available, the draft minutes will be distributed to  
23 Councilmembers and appended to this RCA as part of Exhibit A. At the time this report was  
24 prepared, Planning Division staff has not received additional communications from the public.

25 **LEVEL OF CITY DISCRETION IN DECISION-MAKING**

26 Action taken on a proposed zoning change is legislative in nature; the City has broad discretion  
27 in making land use decisions based on advancing the health, safety, and general welfare of the  
28 community.


29 **PLANNING COMMISSION RECOMMENDATION**

30 **Pass an ordinance amending City Code Section 1011.12 to opt out of the requirements of**  
31 **Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care**  
32 **Dwellings**, based on the findings and recommendation of the Planning Commission, the content  
33 of this RCA, public input, and City Council deliberation.

34 **ALTERNATIVE ACTIONS**

- 35 **A) Pass a motion to table the item for future action.** Tabling the proposed zoning text  
36 amendment may introduce a period in which drop homes must be accommodated  
37 according to the state law rather than local regulations.
- 38 **B) By motion, deny the request.** Denial should be supported by specific findings of fact  
39 based on the City Council’s review of the application, applicable City Code regulations,  
40 and the public record.

Attachments: A: 8/3/2016 RPCA packet and draft public hearing minutes, once available      B: Draft ordinance

Prepared by: Senior Planner Bryan Lloyd 651-792-7073 bryan.lloyd@cityofroseville.com	
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**RCA Exhibit A**

**REQUEST FOR PLANNING COMMISSION ACTION  
PUBLIC HEARING**

Agenda Date: 8/3/2016  
Agenda Item: 5c

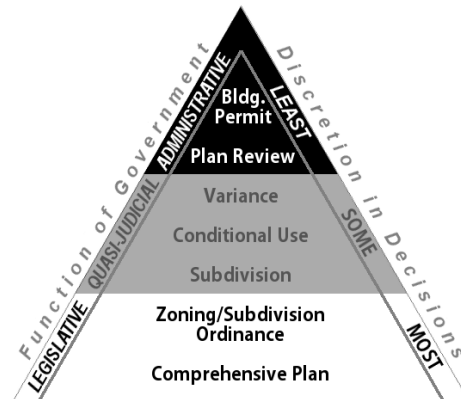
Item Description: Request to amend City Code Chapter 1004 (Residential Districts) to opt out of the requirements of Minn. Stat. §462.3593 pertaining to Temporary Family Health Care Dwellings (**PROJ0017-Amdt 29**)

**APPLICATION INFORMATION**

Applicant: City of Roseville  
Property Owner: N/A  
Open House Meeting: N/A  
Application Submission: N/A  
City Action Deadline: N/A

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

Action taken on a proposed zoning change 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.



**BACKGROUND**

In the 2016 legislative session, a bill creating a new process for landowners to place mobile residential dwellings on their property to serve as a temporary family health care dwelling (often called a “drop home”) was signed into in response to a desire to provide transitional housing for those with mental or physical impairments and the increased need for short term care for aging family members. The legislation sets forth a short term care alternative for a “mentally or physically impaired person”, by allowing them to stay in a “temporary dwelling” on a relative’s or caregiver’s property. When the law takes effect on September 1, 2016, cities will be required to accommodate these drop homes, unless they pass local ordinances to opt out of the law; opting out is provided for in the law so that municipalities can address these temporary family health care dwellings with locally-appropriate regulations rather than adhering totally to the state statute. An explanation of the law prepared by the League of Minnesota Cities (LMC) is included with this RPCA as Attachment A and the text of the statute is included as Attachment B.

**PROPOSED ZONING AMENDMENT**

The LMC has also prepared a model ordinance for opting out of the drop home law; based on the model ordinance, Planning Division staff proposes an amendment as follows:

**1011.01 Statement of Purpose and Applicability**

- A. This Chapter establishes requirements pertaining to:
  1. Environmental regulations in all districts
  2. Landscaping and screening in all districts
  3. Tree preservation and restoration in all districts
  4. Lot controls in all districts

**RCA Exhibit A**

- 23 5. Visibility triangles in all districts
- 24 6. Height exemptions in all districts
- 25 7. Fences in all districts
- 26 8. Essential services in all districts
- 27 9. Solar energy systems in all districts
- 28 10. Additional standards in all non-LDR districts
- 29 11. Additional standards for specific uses in all districts

30 B. The purpose of this Chapter is to establish regulations of general applicability to property  
 31 throughout the City, to establish regulations for certain specific uses that are allowed in multiple  
 32 districts, to promote the orderly development and use of land, minimize conflicts between uses of  
 33 land, and protect the public health, safety, and welfare. The regulations set forth in this Chapter  
 34 shall apply to all structures and uses of land, except as otherwise provided in this Title.

35 **1011.12 Additional Standards for Specific Uses in All Districts**

36 **H. Temporary Family Health Care Dwellings:**

37 **1. Opt-Out of Minnesota Statutes Section 462.3593: Pursuant to authority granted by Minnesota**  
 38 **Statutes, Section 462.3593, subdivision 9, the City of Roseville opts-out of the requirements of**  
 39 **Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care**  
 40 **Dwellings.**

41 Opting out by September 1, 2016, is the time-sensitive first step, but Planning Division staff  
 42 intends to begin a deeper discussion with the Planning Commission and the public to assess the  
 43 community’s desire to accommodate these temporary health care resources and, if desired,  
 44 develop regulations that reflect needs and preferences of Roseville’s residents.

45 **PUBLIC COMMENT**

46 At the time this report was prepared, Planning Division staff has not received any communication  
 47 about the proposed amendment from members of the public.

48 **RECOMMENDED ACTIONS**

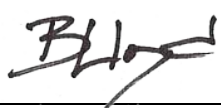
49 **By motion, recommend approval of the proposed zoning text amendment,** based on the  
 50 comments and findings of this report.

51 **ALTERNATIVE ACTIONS**

52 **Pass a motion to table the item for future action.** Tabling the proposed zoning text amendment  
 53 may introduce a period in which drop homes must be accommodated according to the state law  
 54 rather than local regulations.

55 **By motion, recommend denial of the item.** A recommendation to deny the application should  
 56 be supported by specific findings of fact based on the Planning Commission’s review of the  
 57 application, applicable City Code regulations, and the public record.

Attachments: A: Temporary Family Health Care Dwelling FAQ                      B: Text of Minn. Stat. §462.3593

Prepared by:	Senior Planner Bryan Lloyd 651-792-7073 bryan.lloyd@cityofroseville.com	
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## Temporary Family Health Care Dwellings of 2016 Allowing Temporary Structures – What it means for Cities

### Introduction:

On May 12, 2016, Governor Dayton signed, into law, a bill creating a new process for landowners to place mobile residential dwellings on their property to serve as a temporary family health care dwelling.<sup>1</sup> Community desire to provide transitional housing for those with mental or physical impairments and the increased need for short term care for aging family members served as the catalysts behind the legislature taking on this initiative. The resulting legislation sets forth a short term care alternative for a “mentally or physically impaired person”, by allowing them to stay in a “temporary dwelling” on a relative’s or caregiver’s property.<sup>2</sup>

### Where can I read the new law?

Until the state statutes are revised to include bills passed this session, cities can find this new bill at [2016 Laws, Chapter 111](#).

### Does the law require cities to follow and implement the new temporary family health care dwelling law?

Yes, unless a city opts out of the new law or currently allows temporary family health care dwellings as a permitted use.

### Considerations for cities regarding the opt-out?

These new temporary dwellings address an emerging community need to provide more convenient temporary care. Cities may want to consider the below when analyzing whether or not to opt out:

- The new law alters a city’s level of zoning authority for these types of structures.
- While the city’s zoning ordinances for accessories or recreational vehicles do not apply, these structures still must comply with setback requirements.
- A city’s zoning and other ordinances, other than its accessory use or recreational vehicle ordinances, still apply to these structures. Because conflicts may arise between the statute and a city’s local ordinances, cities should confer with their city attorneys to analyze their current ordinances in light of the new law.
- Although not necessarily a legal issue for the city, it seems worth mentioning that the permit process does not have the individual with the physical or mental impairment or that

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<sup>1</sup> [2016 Laws, Chapter 111](#).

<sup>2</sup> Some cities asked if other states have adopted this type of law. The only states that have a somewhat similar statute at the time of publication of this FAQ are North Carolina and Virginia. It is worth noting that some states have adopted Accessory Dwelling Unit (ADU) statutes to allow granny flats, however, these ADU statutes differ from Minnesota’s Temporary Health Care Dwelling law.

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individual's power of attorney sign the permit application or a consent to release his or her data.

- The application's data requirements may result in the city possessing and maintaining nonpublic data governed by the Minnesota Government Data Practices Act.
- The new law sets forth a permitting system for both cities and counties<sup>3</sup>. Cities should consider whether there is an interplay between these two statutes.

### **Do cities need to do anything to have the new law apply in their city?**

**No**, the law goes into effect September 1, 2016 and automatically applies to all cities that do not opt out or don't already allow temporary family health care dwellings as a permitted use under their local ordinances. By September 1, 2016, however, cities will need to be prepared to accept applications, must have determined a permit fee amount<sup>4</sup> (if the city wants to have an amount different than the law's default amount), and must be ready to process the permits in accordance with the short timeline required by the law.

### **What if a city already allows a temporary family health care dwelling as a permitted use?**

If the city already has designated temporary family health care dwellings as a permitted use, then the law does not apply and the city follows its own ordinance. The city should consult its city attorney for any uncertainty about whether structures currently permitted under existing ordinances qualify as temporary family health care dwellings.

### **What process should the city follow if it chooses to opt out of this statute?**

Cities that wish to opt out of this law must pass an ordinance to do so. The statute does not provide clear guidance on how to treat this opt-out ordinance. However, since the new law adds section 462.3593 to the land use planning act (Minn. Stat. ch. 462), arguably, it may represent the adoption or an amendment of a zoning ordinance, triggering the requirements of Minn. Stat. § 462.357, subd. 2-4, including a public hearing with 10-day published notice. Therefore, cities may want to err on the side of caution and treat the opt-out ordinance as a zoning provision.<sup>5</sup>

### **Does the League have a model ordinance for opting out of this program?**

**Yes.** Link to opt out ordinance here: [Temporary Family Health Care Dwellings Ordinance](#)

### **Can cities partially opt out of the temporary family health care dwelling law?**

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<sup>3</sup> See Minn. Stat. §394.307

<sup>4</sup> Cities do have flexibility as to amounts of the permit fee. The law sets, as a default, a fee of \$100 for the initial permit with a \$50 renewal fee, but authorizes a city to provide otherwise by ordinance.

<sup>5</sup> For smaller communities without zoning at all, those cities still need to adopt an opt-out ordinance. In those instances, it seems less likely that the opt-out ordinance would equate to zoning. Because of the ambiguity of the statute, cities should consult their city attorneys on how best to approach adoption of the opt-out ordinance for their communities.

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**Not likely.** The opt-out language of the statute allows a city, by ordinance, to opt out of the requirements of the law but makes no reference to opting out of parts of the law. If a city wanted a program different from the one specified in statute, the most conservative approach would be to opt out of the statute, then adopt an ordinance structured in the manner best suited to the city. Since the law does not explicitly provide for a partial opt out, cities wanting to just partially opt out from the statute should consult their city attorney.

### **Can a city adopt pieces of this program or change the requirements listed in the statute?**

Similar to the answer about partially opting out, the law does not specifically authorize a city to alter the statutory requirements or adopt only just pieces of the statute. Several cities have asked if they could add additional criteria, like regulating placement on driveways, specific lot size limits, or anchoring requirements. As mentioned above, if a city wants a program different from the one specified in the statute, the most conservative approach would involve opting out of the statute in its entirety and then adopting an ordinance structured in the manner best suited to the city. Again, a city should consult its city attorney when considering adopting an altered version of the state law.

### **What is required in an application for a temporary family health care dwelling permit?**

The mandatory application requests very specific information including, but not limited to:<sup>6</sup>

- Name, address, and telephone number of the property owner, the resident of the property (if different than the owner), and the primary care giver;
- Name of the mentally or physically impaired person;
- Proof of care from a provider network, including respite care, primary care or remote monitoring;
- Written certification signed by a Minnesota licensed physician, physician assistant or advanced practice registered nurse that the individual with the mental or physical impairment needs assistance performing two or more “instrumental activities of daily life;”<sup>7</sup>
- An executed contract for septic sewer management or other proof of adequate septic sewer management;
- An affidavit that the applicant provided notice to adjacent property owners and residents;
- A general site map showing the location of the temporary dwelling and the other structures on the lot; and
- Compliance with setbacks and maximum floor area requirements of primary structure.

<sup>6</sup> New Minn. Stat. § 462.3593, subd. 3 sets forth all the application criteria.

<sup>7</sup> This is a term defined in law at Minn. Stat. § 256B.0659, subd. 1(i) as “activities to include meal planning and preparation; basic assistance with paying bills; shopping for food, clothing, and other essential items; performing household tasks integral to the personal care assistance services; communication by telephone and other media; and traveling, including to medical appointments and to participate in the community.”

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The law requires all of the following to sign the application: the primary caregiver, the owner of the property (on which the temporary dwelling will be located) and the resident of the property (if not the same as the property owner). However, neither the physically disabled or mentally impaired individual nor his or her power of attorney signs the application.

### **Who can host a temporary family health care dwelling?**

Placement of a temporary family health care dwelling can only be on the property where a “caregiver” or “relative” resides. The statute defines caregiver as “an individual, 18 years of age or older, who: (1) provides care for a mentally or physically impaired person; and (2) is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.” The definition of “relative” includes “a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew or niece of the mentally or physically impaired person. Relative also includes half, step and in-law relationships.”

### **Is this program just for the elderly?**

**No.** The legislature did not include an age requirement for the mentally or physically impaired dweller.<sup>8</sup>

### **Who can live in a temporary family health care dwelling and for how long?**

The permit for a temporary health care dwelling must name the person eligible to reside in the unit. The law requires the person residing in the dwelling to qualify as “mentally or physically impaired,” defined as “a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified by a physician, a physician assistant, or an advanced practice registered nurse, licenses to practice in this state.” The law specifically limits the time frame for these temporary dwellings permits to 6 months, with a one-time 6 month renewal option. Further, there can be only one dwelling per lot and only one dweller who resides within the temporary dwelling

### **What structures qualify as temporary family health care dwellings under the new law?**

The specific structural requirements set forth in the law preclude using pop up campers on the driveway or the “granny flat” with its own foundation as a temporary structure. Qualifying temporary structures must:

- Primarily be pre-assembled;
- Cannot exceed 300 gross square feet;
- Cannot attach to a permanent foundation;
- Must be universally designed and meet state accessibility standards;

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<sup>8</sup> The law expressly exempts a temporary family health care dwelling from being considered “housing with services establishment”, which, in turn, results in the 55 or older age restriction set forth for “housing with services establishment” not applying.

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- Must provide access to water and electrical utilities (by connecting to principal dwelling or by other comparable means<sup>9</sup>);
- Must have compatible standard residential construction exterior materials;
- Must have minimum insulation of R-15;
- Must be portable (as defined by statute);
- Must comply with Minnesota Rules chapter [1360](#) (prefabricated buildings) or [1361](#) (industrialized/modular buildings), “and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2”<sup>10</sup>; and
- Must contain a backflow check valve.<sup>11</sup>

### **Does the State Building Code apply to the construction of a temporary family health care dwelling?**

**Mostly, no.** These structures must meet accessibility standards (which are in the State Building Code). The primary types of dwellings proposed fall within the classification of recreational vehicles, to which the State Building Code does not apply. Two other options exist, however, for these types of dwellings. If these structures represent a pre-fabricated home, the federal building code requirements for manufactured homes apply (as stated in Minnesota Rules, Chapter 1360). If these structures are modular homes, on the other hand, they must be constructed consistent with the State Building Code (as stated in Minnesota Rules, Chapter 1361).

### **What health, safety and welfare requirements does this new law include?**

Aside from the construction requirements of the unit, the temporary family health care dwelling must be located in an area on the property where “septic services and emergency vehicles can gain access to the temporary family health care dwelling in a safe and timely manner.”

### **What local ordinances and zoning apply to a temporary health care dwelling?**

The new law states that ordinances related to accessory uses and recreational vehicle storage and parking do not apply to these temporary family health care dwellings. However, unless otherwise provided, setbacks and other local ordinances, charter provisions, and applicable state laws still apply. Because conflicts may arise between the statute and one or more of the city’s other local ordinances, cities should confer with their city attorneys to analyze their current ordinances in light of the new law.

### **What permit process should cities follow for these permits?**

The law creates a new type of expedited permit process. The permit approval process found in Minn. Stat. § 15.99 generally applies; however, the new law shortens the time frame for which the local governmental unit has to make a decision on granting the permit. Due to the time sensitive

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<sup>9</sup> The Legislature did not provide guidance on what represents “other comparable means”.

<sup>10</sup> ANSI Code 119.2 has been superseded by NFPA 1192. For more information, the American National Standards Institute website is located at <https://www.ansi.org/>.

<sup>11</sup> New Minn. Stat. § 462.3593, subd. 2 sets forth all the structure criteria.

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nature of issuing a temporary dwelling permit, the city has only 15 days (rather than 60 days) (no extension is allowed) to either issue or deny a permit. The new law waives the public hearing requirement and allows the clock to restart if a city deems an application incomplete. If a city deems an application incomplete, the city must provide the applicant written notice, within five business days of receipt of the application, telling the requester what information is missing. For those councils that regularly meet only once a month, the law provides for a 30-day decision.

**Can cities collect fees for these permits?**

Cities have flexibility as to amounts of the permit fee. The law sets the fee at \$100 for the initial permit with a \$50 renewal fee, unless a city provides otherwise by ordinance

**Can cities inspect, enforce and ultimately revoke these permits?**

**Yes**, but only if the permit holder violates the requirements of the law. The statute allows for the city to require the permit holder to provide evidence of compliance and also authorizes the city to inspect the temporary dwelling at times convenient to the caregiver to determine compliance. The permit holder then has sixty (60) days from the date of revocation to remove the temporary family health care dwelling. The law does not address appeals of a revocation.

**How should cities handle data it acquires from these permits?**

The application data may result in the city possessing and maintaining nonpublic data governed by the Minnesota Government Data Practices Act. To minimize collection of protected health data or other nonpublic data, the city could, for example, request that the required certification of need simply state “that the person who will reside in the temporary family health care dwelling needs assistance with two or more instrumental activities of daily living”, without including in that certification data or information about the specific reasons for the assistance, the types of assistance, the medical conditions or the treatment plans of the person with the mental illness or physical disability. Because of the complexities surrounding nonpublic data, cities should consult their city attorneys when drafting a permit application.

**Should the city consult its city attorney?**

**Yes.** As with any new law, to determine the potential impact on cities, the League recommends consulting with your city attorney.

**Where can cities get additional information or ask other questions.**

For more information, contact Staff Attorney Pamela Whitmore at [pwhitmore@lmc.org](mailto:pwhitmore@lmc.org) or LMC General Counsel Tom Grundhoefer at [tgrundho@lmc.org](mailto:tgrundho@lmc.org). If you prefer calling, you can reach Pamela at 651.281.1224 or Tom at 651.281.1266.

1 [462.3593] **TEMPORARY FAMILY HEALTH CARE DWELLINGS.**

2 Subdivision 1. **Definitions.** (a) For purposes of this section, the following terms have the  
3 meanings given.

4 (b) "Caregiver" means an individual 18 years of age or older who:

5 (2) provides care for a mentally or physically impaired person; and

6 (1) is a relative, legal guardian, or health care agent of the mentally or physically  
7 impaired person for whom the individual is caring.

8 (c) "Instrumental activities of daily living" has the meaning given in section 256B.0659,  
9 subdivision 1, paragraph (i).

10 (d) "Mentally or physically impaired person" means a person who is a resident of this state  
11 and who requires assistance with two or more instrumental activities of daily living as  
12 certified in writing by a physician, a physician assistant, or an advanced practice  
13 registered nurse licensed to practice in this state.

14 (e) "Relative" means a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt,  
15 nephew, or niece of the mentally or physically impaired person. Relative includes half,  
16 step, and in-law relationships.

17 (f) "Temporary family health care dwelling" means a mobile residential dwelling providing  
18 an environment facilitating a caregiver's provision of care for a mentally or physically  
19 impaired person that meets the requirements of subdivision 2.

20 Subd. 2. **Temporary family health care dwelling.** A temporary family health care dwelling  
21 must:

22 (1) be primarily assembled at a location other than its site of installation;

23 (2) be no more than 300 gross square feet;

24 (3) not be attached to a permanent foundation;

25 (4) be universally designed and meet state-recognized accessibility standards;

26 (5) provide access to water and electric utilities either by connecting to the utilities that  
27 are serving the principal dwelling on the lot or by other comparable means;

28 (6) have exterior materials that are compatible in composition, appearance, and durability  
29 to the exterior materials used in standard residential construction;

30 (7) have a minimum insulation rating of R-15;

31 (8) be able to be installed, removed, and transported by a one-ton pickup truck as defined  
32 in section 168.002, subdivision 21b, a truck as defined in section 168.002,  
33 subdivision 37, or a truck tractor as defined in section 168.002, subdivision 38;

34 (9) be built to either Minnesota Rules, chapter 1360 or 1361, and contain an  
35 Industrialized Buildings Commission seal and data plate or to American National  
36 Standards Institute Code 119.2; and

37 (10) be equipped with a backflow check valve.

38 Subd. 3. **Temporary dwelling permit; application.** (a) Unless the municipality has designated  
39 temporary family health care dwellings as permitted uses, a temporary family health care  
40 dwelling is subject to the provisions in this section. A temporary family health care dwelling that  
41 meets the requirements of this section cannot be prohibited by a local ordinance that regulates  
42 accessory uses or recreational vehicle parking or storage.

43 (b) The caregiver or relative must apply for a temporary dwelling permit from the  
44 municipality. The permit application must be signed by the primary caregiver, the owner  
45 of the property on which the temporary family health care dwelling will be located, and  
46 the resident of the property if the property owner does not reside on the property, and  
47 include:

48 (1) the name, address, and telephone number of the property owner, the resident of the  
49 property if different from the owner, and the primary caregiver responsible for the  
50 care of the mentally or physically impaired person; and the name of the mentally or  
51 physically impaired person who will live in the temporary family health care  
52 dwelling;

53 (2) proof of the provider network from which the mentally or physically impaired person  
54 may receive respite care, primary care, or remote patient monitoring services;

55 (3) a written certification that the mentally or physically impaired person requires  
56 assistance with two or more instrumental activities of daily living signed by a  
57 physician, a physician assistant, or an advanced practice registered nurse licensed to  
58 practice in this state;

59 (4) an executed contract for septic service management or other proof of adequate septic  
60 service management;

61 (5) an affidavit that the applicant has provided notice to adjacent property owners and  
62 residents of the application for the temporary dwelling permit; and

63 (6) a general site map to show the location of the temporary family health care dwelling  
64 and other structures on the lot.

65 (c) The temporary family health care dwelling must be located on property where the  
66 caregiver or relative resides. A temporary family health care dwelling must comply with  
67 all setback requirements that apply to the primary structure and with any maximum floor  
68 area ratio limitations that may apply to the primary structure. The temporary family  
69 health care dwelling must be located on the lot so that septic services and emergency  
70 vehicles can gain access to the temporary family health care dwelling in a safe and timely  
71 manner.

72 (d) A temporary family health care dwelling is limited to one occupant who is a mentally or  
73 physically impaired person. The person must be identified in the application. Only one  
74 temporary family health care dwelling is allowed on a lot.

75 (e) Unless otherwise provided, a temporary family health care dwelling installed under this  
76 section must comply with all applicable state law, local ordinances, and charter  
77 provisions.

78 Subd. 4. **Initial permit term; renewal.** The initial temporary dwelling permit is valid for six  
79 months. The applicant may renew the permit once for an additional six months.



80 Subd. 5. **Inspection.** The municipality may require that the permit holder provide evidence of  
81 compliance with this section as long as the temporary family health care dwelling remains on the  
82 property. The municipality may inspect the temporary family health care dwelling at reasonable  
83 times convenient to the caregiver to determine if the temporary family health care dwelling is  
84 occupied and meets the requirements of this section.

85 Subd. 6. **Revocation of permit.** The municipality may revoke the temporary dwelling permit if  
86 the permit holder violates any requirement of this section. If the municipality revokes a permit,  
87 the permit holder has 60 days from the date of revocation to remove the temporary family health  
88 care dwelling.

89 Subd. 7. **Fee.** Unless otherwise provided by ordinance, the municipality may charge a fee of up  
90 to \$100 for the initial permit and up to \$50 for a renewal of the permit.

91 Subd. 8. **No public hearing required; application of section 15.99.** (a) Due to the time-  
92 sensitive nature of issuing a temporary dwelling permit for a temporary family health care  
93 dwelling, the municipality does not have to hold a public hearing on the application.

94 (b) The procedures governing the time limit for deciding an application for the temporary  
95 dwelling permit under this section are governed by section 15.99, except as provided in  
96 this section. The municipality has 15 days to issue a permit requested under this section  
97 or to deny it, except that if the statutory or home rule charter city holds regular meetings  
98 only once per calendar month the statutory or home rule charter city has 30 days to issue  
99 a permit requested under this section or to deny it. If the municipality receives a written  
100 request that does not contain all required information, the applicable 15-day or 30-day  
101 limit starts over only if the municipality sends written notice within five business days of  
102 receipt of the request telling the requester what information is missing. The municipality  
103 cannot extend the period of time to decide.

104 Subd. 9. **Opt-out.** A municipality may by ordinance opt-out of the requirements of this section.

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE TO OPT OUT OF THE REQUIREMENTS OF MINN. STAT. §462.3593, WHICH DEFINES AND REGULATES TEMPORARY FAMILY HEALTH CARE DWELLINGS (PROJ0017-AMDT29)

The City Council of the City of Roseville does ordain:

**Section 1.** The Roseville City Code is hereby amended as follows.

**1011.12 Additional Standards for Specific Uses in All Districts**

**H. Temporary Family Health Care Dwellings:**

1. Opt-Out of Minnesota Statutes Section 462.3593: Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Roseville opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

**Section 2. Effective Date.** This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 8<sup>th</sup> day of August 2016.

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**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: August 8, 2016  
Item No.: 11.a

Department Approval

City Manager Approval



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Item Description:      Receive Presentation and Discuss Creating a Public Finance Policy with  
Economic Development Representatives from Ehlers, Inc.

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**BACKGROUND**

At the June 21 Economic Development Authority (EDA) meeting, the EDA discussed economic development priorities in 2016 and 2017. After a discussion and review of identified priorities, led by Economic Development Consultant Janna King, it was determined that the remainder of 2016 should be devoted to policy development.

Representatives from Ehlers, Inc. have agreed to start the dialogue and offer insight into how the City might craft a functional public finance policy. The purpose of the presentation and subsequent discussion with the City Council is to review requirements of municipal policies, and explore how the City may tailor policies to better suit the Roseville community for both commercial and housing project requests. In preparation for the presentation and discussion, Consultants Stacie Kvilvang and Jason Aarsvold have included an attached memo and spreadsheet to allow the City Council to start considering what local criteria should be included in a policy. Ehlers will walk the City Council through the spreadsheet to assist in gauging desired targets and outcomes. City Staff and Ehlers hope to receive enough direction to prepare a draft policy for EDA consideration in late-August.

**BUDGET IMPLICATION**

Ehlers, Inc. has proposed an hourly wage of \$225/hour and a not-to-exceed budget of \$4,050 to include the development of a public financing policy and public assistance application. Policy creation will be paid for out of the Community Development professional services account.

**STAFF RECOMMENDATION**

Staff recommends receiving the presentation from Ehlers, Inc. and discussing policy priorities to assist in the creation of a draft policy.

**REQUESTED COUNCIL ACTION**

Receive the information and presentation from Ehlers, Inc. and discuss policy priorities to assist in the creation of a draft policy

Prepared by:      Kari Collins, Interim Community Development Director  
Attachment A:      Ehlers Memo dated July 25, 2016  
Attachment B:      Development Spreadsheet



# Memo

**To:** Kari Collins – Interim Director of Community Development  
**From:** Stacie Kvilvang & Jason Aarsvold - Ehlers  
**Date:** July 25, 2016  
**Subject:** Public Finance Policy

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Public Finance Policies are largely comprised of two (2) elements:

1. Statutory requirements for providing business subsidies; and
2. Local criteria for providing assistance

The main statutory requirements are for (i) assistance to commercial/industrial/office development with assistance of \$25,000 or more (housing is exempt as are most redevelopment projects), (ii) number of jobs to be created, and (iii) wage floor for jobs created (stated in a dollar amount or formula that generates specific dollar amount). The City's policy must reflect these as well as the need for a public hearing (assistance of \$150,000 or more) and development agreement outlining the amount, goals, 5-years of continued operation, recapture requirements of assistance and public purpose of the subsidy. These elements will automatically be incorporated into the City's new Public Finance Policy.

Other basic assumptions that many cities place in their Policy that we assume Roseville will also include are:

1. Developer has provided a development proforma that shows the financing gap (but for test) and the gap has been verified by City staff or their Municipal Advisor
2. Development will conform to all city zoning, comprehensive plan and planning requirements
3. All projects will meet design standards
4. Developer has past development/redevelopment projects of similar type/scope and the financial ability to complete the project
5. Any TIF or abatement assistance is in the form of Pay-As-You-Go
6. Assistance will only be provided to projects that provide the highest and best use of the property
7. In TIF districts, Fiscal Disparities will be paid within the TIF district (no impact on other property owners)

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8. All developers will pay applicable application fees and pay for fiscal and legal advisor time
9. No assistance will be given for overpayment of land
10. Just because an applicant meets any and/or all criteria doesn't mean assistance will be granted

Any of the above referenced basic assumptions can be changed, deleted and/or others added if staff or the Council/EDA deem appropriate.

To begin the process of preparing the remaining portion of the Policy (local criteria), staff needs to determine priorities of the City Council/EDA on wage floor, job goals and the projects for which they want to provide assistance and what criteria, if any, should be taken into consideration.

In addition, there are other issues to consider and discuss as follows:

1. What does the City Council/EDA want to accomplish in providing public assistance (i.e. clean up of polluted or blighted sites, tax base increase, intensity of land use, targeted sector recruitment, preservation of primary retail nodes/corridors, etc.)?
2. Will priority be placed upon City redevelopment goals (i.e. SE Roseville, Twin Lakes)?
3. How much flexibility does the City/EDA want in a policy (i.e. do you want to have definitive yes or no's)
4. Is there any use or development that the City/EDA would not consider providing assistance to?
5. Will the City ever waive fees (i.e. park dedication, building permits, etc.)?
6. Should the number of years of assistance be limited (less than statutory maximum); and
7. What is the criteria that should be reviewed and/or weighted to determine if assistance should be provided

To assist in obtaining feedback from the City Council/EDA we have attached a chart of criteria to consider for commercial (includes office/retail/industrial projects) and housing projects to be the starting point for discussion. **I request that the City Council/EDA review prior to the meeting and provide their comments to you by August 1, 2016** so we can compile and prepare for the 1-hour session that is scheduled on August 8, 2016.

Please contact Stacie at 651-697-8506 or Jason at 651-697-8512 with any questions.

Type of Development	Potential Ranking Criteria	Yes/No	Amount	Preliminary Thoughts on How Criteria Should be Defined – What Development Goal is Desired
Commercial	<b>Number of Jobs Created – NOTE JOBE CRATION GOAL IS REQUIRED PER STATUTE</b>			
	1. What is the minimum number of jobs that should be created	N/A		
	2. Limit amount of subsidy per job created (i.e. \$5,000/job or some other amount)			
	3. Should credit be given for part-time job creation		N/A	
	4. Is job retention more important than new jobs		N/A	
	5. Is the quality of jobs important (i.e. higher paying jobs)		N/A	
	<b>Hourly Rate/Wages – NOTE WAGE FLOOR IS REQUIRED PER STATUTE</b>			
	1. Amount above minimum wage (i.e. 2 times State minimum wage, etc.)			
	2. Wage specific (rather than using minimum wage as benchmark, possibly use average annual salary or hourly rate).			
	<b>Building Valuation</b>			
	1. Should there be a minimum per sq/ft value for the buildings being constructed			
	2. Should the property valuation before and after development be weighted		N/A	
	<b>Meets Targeted Sector</b>			
	1. Corporate campus		N/A	
	2. Office		N/A	
	3. Multi-tenant buildings		N/A	
	4. High tech or major manufacturer		N/A	
	5. Research and development		N/A	
	6. Warehouse/Distribution		N/A	
	7. Medical office/facilities		N/A	
	8. Sit down restaurant		N/A	
	9. Small specialty retail		N/A	
	10. Small business (non, start up, but under 50 employees)		N/A	
	11. Other (specify)		N/A	
	<b>Ratio of Public vs Private Investment</b>			
	1. Measure public vs private investment (inclusive of grants)		N/A	
	2. Leverages other resources		N/A	
	<b>Additional Criteria or Bonus Points</b>			
1. Clean up of blighted areas		N/A		
2. Clean up of polluted area		N/A		
3. Preservation/stabilization of Malls/major commercial nodes		N/A		
4. Special purpose project of the City (i.e. SE Roseville, Twin Lakes, Roseville Revived, etc.)		N/A		
5. Retains major employer (top 10)		N/A		
6. Significant rehabilitation or expansion of an existing property		N/A		
7. Demonstration of extraordinary energy efficiency practices (i.e. solar, geothermal, LEED, reduction of carbon footprint, etc.)		N/A		
8. Other (specify)		N/A		
Housing	<b>Number and Type of Units</b>			
	1. Provide higher scoring for higher density vs. lower density (i.e. more efficient use of land)		N/A	
	2. Provide higher points/scoring for providing affordable housing		N/A	
	3. Provide higher points/scoring for providing luxury apartments		N/A	
	4. Should City set parameters on mix of affordable units (i.e. at least X%)			
	5. Other		N/A	
	<b>Building Valuation</b>			
	1. Should there be a minimum per sq/ft value for the buildings being constructed			
2. Should the property valuation before and after development be weighted				



	<b>Meets Targeted Sector</b>			
	1. Work force/Affordable		N/A	
	2. Luxury rental		N/A	
	3. Senior independent rental		N/A	
	4. Senior housing with services		N/A	
	5. Senior cooperative		N/A	
	<b>Ratio of Public vs Private Investment</b>			
	1. Measure public vs private investment (inclusive of grants)		N/A	
	2. Leverages other resources		N/A	
	<b>Additional Criteria or Bonus Points</b>			
	1. Clean up of blighted area		N/A	
	2. Clean up of polluted area		N/A	
	3. Special purpose project of the City (i.e. SE Roseville, Twin Lakes, Roseville Revived, etc.)		N/A	
	4. Provides housing option not currently available		N/A	
	5. Significant rehabilitation of an existing apartment complex		N/A	
6. Demonstration of extraordinary energy efficiency practices (i.e. solar, geothermal, LEED, reduction of carbon footprint, etc.)		N/A		
7. Other (specify)		N/A		

Open Comment	1. Is there any use you do not want to provide assistance to?		N/A	
	2. Are there specific things that you are of the opinion that public assistance should only be given to (i.e. public infrastructure, affordable housing, below grade parking, density bonus, etc.)?		N/A	
	3. Is there anything we have missed that you would like to provide thoughts on?		N/A	



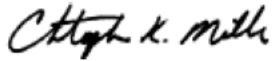
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 08/08/2016

Item No.: 12.a

Department Approval

City Manager Approval



---

Item Description: Public Hearing to Approve/Deny an On-Sale and Sunday Intoxicating Liquor License for The Grey Duck Kitchen and Bar dba The Grey Duck Kitchen and Bar located at 582 Rosedale Center, Suite #1010

---

1 **BACKGROUND**

2 Under City Code, a public hearing is required to consider approving liquor licenses for the current  
3 calendar year. The City has received an application for a 2016 Liquor License as follows:

- 4  
5 ❖ The Grey Duck Kitchen and Bar – On-Sale and Sunday Intoxicating Liquor License

6  
7 Neither State Statute nor City Code limits the number of licenses that can be issued for On-Sale and  
8 Sunday Intoxicating Liquor licenses.

9  
10 **POLICY OBJECTIVE**

11 The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the  
12 State and the City.

13 **FINANCIAL IMPACTS**

14 The revenue that is generated from the license fees is used to offset the cost of police compliance checks,  
15 background investigations, enforcement of liquor laws, and license administration.

16 **STAFF RECOMMENDATION**

17 The applicant meets all requirements set forth under City Code. Staff recommends approval.

18 **REQUESTED COUNCIL ACTION**

19 Motion to approve The Grey Duck Kitchen and Bar's request for an On-Sale and Sunday Intoxicating  
20 Liquor License located at 582 Rosedale Center #1010.

21  
Prepared by: Chris Miller, Finance Director  
Attachments: A: The Grey Duck Application



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Ramsey License Period From: 9/1/16 To: 12/31/16

Circle One: New License License Transfer \_\_\_\_\_ Suspension Revocation Cancel \_\_\_\_\_  
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 2333.36 Sunday License fee: \$ 66.67 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: The Grey Duck Kitchen and Bar DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
 (corporation, partnership, LLC, or Individual)

Business Trade Name The Grey Duck Kitchen and Bar Business Address 854 Rosedale Ctr, Suite 1010 City Roseville

Zip Code 55113 County Ramsey Business Phone (763) 354-0093 Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Licensee's MN Tax ID # 4638059  
 (To Apply call 651-296-6181)

Licensee's Federal Tax ID # 813368489  
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last))	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: West American Insurance Company Policy # 57254812XWW1Q1

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.  
 City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Agenda Date: 8/8/2016  
 Agenda Item: 12.b

Department Approval  


City Manager Approval  


Item Description: Request for approval of a recombination minor subdivision at Roselawn Avenue and Chatsworth Street (PF16-023)

**APPLICATION INFORMATION**

Applicants: Robert Allen and Lee Paul  
 Location: 974 Roselawn Avenue and 1896 Chatsworth Street  
 Planning District 15  
 Property Owners: Robert Allen and Lee Paul  
 Application Submission: submitted and considered complete July 8, 2016  
 City Action Deadline: November 5, 2016, per Minn. Stat. §462.358 subd. 3b

**GENERAL SITE INFORMATION**

Land Use Context

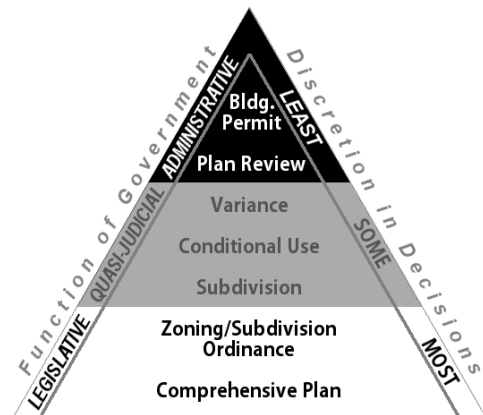
	Existing Land Use	Guiding	Zoning
<b>Site</b>	One-family residential, detached	LR	LDR-1
<b>North</b>	One-family residential, detached	LR	LDR-1
<b>West</b>	One-family residential, detached	LR	LDR-1
<b>East</b>	One-family residential, detached	LR	LDR-1
<b>South</b>	One-family residential, detached	LR	LDR-1

Notable Natural Features: none

Planning File History: none

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

Action taken on subdivision requests is **quasi-judicial**; the City's role is to determine the facts associated with the request and weigh those facts against the legal standards contained in State Statute and City Code.



1 **PROPOSAL**

2 The applicants propose to transfer the southernmost 20 feet (about 2,120 square feet) of land  
3 from 974 Roselawn Avenue, the “donor” parcel, to the northern side of 1896 Chatsworth Street,  
4 the “receiving” parcel. The proposed recombination is illustrated in the subdivision sketch plan  
5 included with this report as RCA Exhibit A.

6 When exercising the “quasi-judicial” authority on a subdivision request, the role of the City is to  
7 determine the facts associated with a particular request and apply those facts to the legal  
8 standards contained in the ordinance and relevant state law. In general, if the facts indicate the  
9 application meets the relevant legal standards and will not compromise the public health, safety,  
10 and general welfare, then the applicant is likely entitled to the approval. The City is, however,  
11 able to add conditions to a subdivision approval to ensure that potential impacts to parks,  
12 schools, roads, storm sewers, and other public infrastructure on and around the subject property  
13 are adequately addressed. Subdivisions may also be modified to promote the public health,  
14 safety, and general welfare, and to provide for the orderly, economic, and safe development of  
15 land, and to promote housing affordability for all levels.

16 **SUBDIVISION ANALYSIS**

17 In this case, a recombination minor subdivision application has been submitted instead of  
18 preliminary plat and final plat applications because City Code §1104.04.B (Recombination)  
19 provides a Recombination process to simplify subdivisions that modify the shared boundaries of  
20 existing parcels without creating new development sites. The text of this provision is as follows:

21       Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of  
22 land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch  
23 plan form, shall be submitted to the City Council for approval. No hearing or Planning  
24 Commission review is necessary unless the proposal is referred to the commission by the  
25 Community Development Director for clarification. The proposed recombination shall not  
26 cause any portion of the existing lots or parcels to be in violation of this regulation or the  
27 zoning code.

28 If the City Council approves a recombination, then the Subdivision Code instructs the applicant  
29 to commission the preparation of a survey to formalize the dimensions and legal descriptions of  
30 the newly-formed parcels, and to demonstrate that the parcels conform to all of the applicable,  
31 standard City Code requirements as well as any conditions of approval.

32 As illustrated in Exhibit A, the proposed recombination would transfer the southernmost 20 feet  
33 (about 2,120 square feet) of land from 974 Roselawn Avenue to the northern side of 1896  
34 Chatsworth Street. The donor parcel would still exceed the minimum dimension and area  
35 requirements for corner lots, and its impervious surfaces would remain well below the maximum  
36 allowance. The receiving property is about 74 feet wide, which is less than the required 85-foot  
37 minimum width. The additional land would add width to the front of 1896 Chatsworth Street,  
38 making it about 94 feet wide, and eliminating the existing nonconformity of the substandard  
39 width.

40 Planning Division staff finds that the proposed recombination minor subdivision satisfies all of  
41 the applicable zoning and subdivision requirements, but two such requirements deserve  
42 additional discussion.

43 **City Code §1103.04 (Easements):** This section of the code requires drainage and utility  
44 easements 12 feet in width, centered on side and rear property lines, to be provided where  
45 necessary. The City Engineer has determined that the easement is necessary along the relocated  
46 boundary common to the two subject parcels; this easement is illustrated in green annotations on  
47 Exhibit A.

48 **City Code §1103.06.E (Lot Shapes):** This newly amended section of the code pertaining to  
49 parcel shape specifically applies to new lots; because the proposal is not creating an additional  
50 parcel for new development, this provision does not apply.

51 Roseville's Development Review Committee (DRC) met on July 28, 2016, to discuss this  
52 application. Beyond the above comments pertaining to the zoning and subdivision codes, the  
53 DRC did not raise any additional comments or concerns.

54 **PUBLIC COMMENT**

55 At the time this report was prepared, Planning Division staff has not received any comments or  
56 questions from the public.

57 **RECOMMENDED ACTION**

58 **Pass a motion approving a recombination minor subdivision** to transfer the southernmost 20  
59 feet of the entire width of the property at 974 Roselawn Avenue to the abutting property at 1896  
60 Chatsworth Street, based on the comments and findings of this report, subject to the following  
61 conditions:

- 62 a. The relocated boundary common to the two subject parcels shall be essentially the same  
63 as illustrated in the sketch plan reviewed for this application and shall otherwise meet all  
64 applicable zoning and subdivision standards.
- 65 b. Drainage and utility easements shall be granted in conformance with the standards of City  
66 Code §1103.04, as illustrated on the sketch plan reviewed with this application.


67 **ALTERNATIVE ACTIONS**

68 A. **Pass a motion to table the request for future action.** Tabling beyond November 5,  
69 2016, may require extension of the 120-day action deadline established in Minn. Stat.  
70 §462.358 subd. 3b to avoid statutory approval.

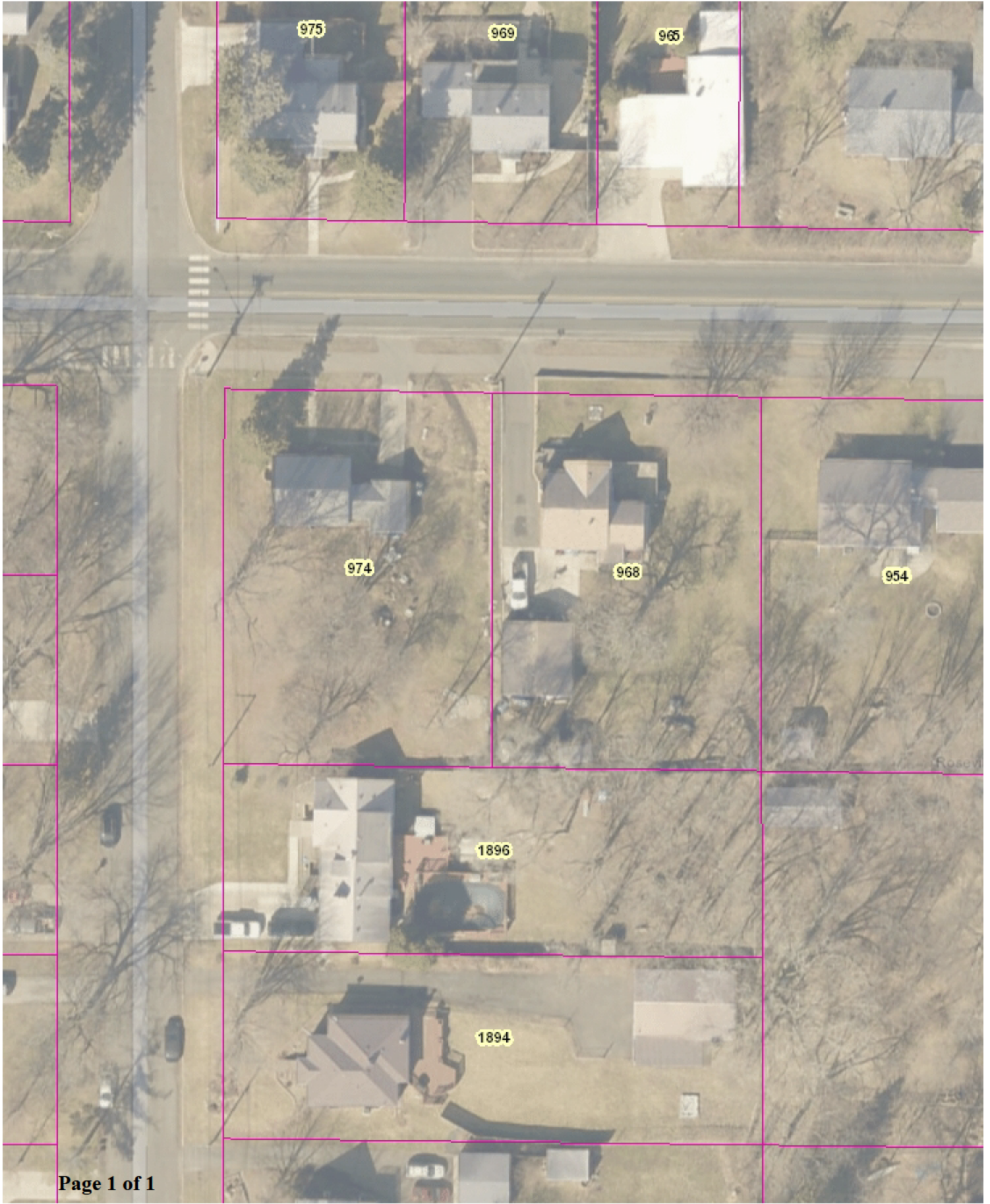
71 B. **Pass a motion to deny the request.** Denial should be supported by specific findings of  
72 fact based on the City Council's review of the application, applicable zoning or  
73 subdivision regulations, and the public record.

Attachments: A: Subdivision sketch plan and  
written narrative

Prepared by:	Senior Planner Bryan Lloyd 651-792-7073 bryan.lloyd@cityofroseville.com
--------------	---









## STATEMENT OF INTENT

Robert and Randee Allen would like to sell the southern most 20' of the property located at 974 Roselawn Avenue West, (PID 142923310028) to Lee & Shelley Paul to be combined with their property located at 1896 Chatsworth Street North (PID 142923310027).

The recombination of the lots would result in 974 Roselawn Avenue West retaining 13,568 square feet of land and the new lot would be 128' on the east and west sides and 106' on the north and south sides. 1896 Chatsworth would now have 17,794 square feet of land with the addition of proposed 20' X 106' of land to its northern side.

The proposed recombination of the lots will allow much better access to the backyard of 1896 Chatsworth by its owners and will have little impact on the property located at 974 Roselawn Avenue West.

The proposed recombination of lots will result in both affected properties still complying with all of the applicable Code requirements.



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: August 8, 2016  
Item No.: 12.c

---

Department Approval



City Manager Approval



---

Item Description: Public Improvement Hearing for Owasso Private Drive

---

1 **BACKGROUND**

2 On July 11, 2016, the City Council received the feasibility report for the Owasso Private Drive  
3 storm water improvements and ordered the public hearing. Prior to opening the hearing, staff  
4 will present general information regarding the improvements and assessments that apply to this  
5 project.

6 The project will address many issues in the area related to storm water. Currently this private  
7 road is a gravel road with little or no drainage. The water that does drain from the roadway area  
8 discharges directly into Lake Owasso with little or no treatment. Further, there have been  
9 numerous requests to correct drainage and to pave this road in the past. Due to the nature of the  
10 road being a private road and the limited space to construct a standard road design, it has  
11 remained unpaved.

12 The overall proposed project would include the construction of a subsurface storm water system  
13 Best Management Practice (BMP). The system would have an underdrain with drain tile that  
14 would discharge to the lake. The subsurface media would provide treatment and retention. The  
15 surface of the BMP would be a permeable paver system that would also provide a hard driving  
16 surface. The total estimated cost of the project is \$310,263.00. The assessable portion of this  
17 project is estimated to be \$73,333.00

18 Attached to this Request for Council Action is the Feasibility Report (Attachment C) which  
19 includes assessment information as well as results from the Benefits Analysis Report to  
20 determine the maximum assessment rate for properties on the project. The maximum benefit is  
21 discussed in more detail under Policy Objective below.

22 **POLICY OBJECTIVE**

23 The feasibility report details the proposed design, neighborhood impact, estimated cost and  
24 proposed funding for the construction of these public improvements. Assessments shall be  
25 equivalent or less than the anticipated increase in market value for properties being assessed.

26 As stated in the feasibility report this neighborhood has never been assessed for storm water.  
27 Typically they would be assessed 25% of the storm water costs. Since this road is a private road,  
28 any surface improvement would typically be assessed at 100%. Since the storm water BMP that  
29 will be installed has new pavement benefits, staff recommended that the assessment rate be set a

30 100% of what a typical bituminous road cost would be. In this case it equates to \$12,112.50/ lot.

31 As part of the Feasibility Report, a benefit analysis was prepared to determine the maximum  
32 value benefit to each impacted property as a result of the improvements. The benefit analysis  
33 showed a maximum benefit of \$10,000 for seven of the lots and \$3,333 for the western most  
34 property (349 South Owasso Blvd W). 349 South Owasso Blvd had less benefit as the lot has  
35 less storm water benefits from the project. The assessment rates were set at these maximum  
36 benefit rates.

37 Assuming this project is completed by August of 2017, the final assessment amount would be  
38 determined following a thorough review of the proposed assessments by the Council at an  
39 assessment hearing in the fall of 2017. These assessments can either be paid up front in the fall  
40 of 2017, or be put against taxes payable in 2018 for 5 years at approximately 5.0% (rate set at  
41 time of hearing).

42 If the Council approves the project as proposed, staff will work on completing final plans this  
43 fall. This project will be brought back to the City Council to authorize staff to solicit bids for the  
44 construction work. After receiving bids, we will review them in accordance with the budgeted  
45 amounts for this project and bring an award recommendation to the City Council.

#### 46 **FINANCIAL IMPACTS**

47 The storm water improvements will be funded with Storm Water Utility Funds, Ramsey-  
48 Washington Watershed grant funds, and assessments.

#### 49 **STAFF RECOMMENDATION**

50 Staff recommends that the City Council order these proposed public improvements.

#### 51 **REQUESTED COUNCIL ACTION**

- 52 1. Per Attachment A, conduct a Public Hearing to consider whether public improvements  
53 should be constructed.
- 54 2. Approve a resolution ordering the improvement and preparation of plans and  
55 specifications for Owasso Private Drive storm water improvements.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer  
Attachments: A: Public Hearing Agenda  
B: Resolution ordering improvement  
C: Feasibility Report

**AGENDA FOR PUBLIC IMPROVEMENT HEARING**  
**Owasso Private Drive**

- A. Mayor calls the meeting to order and announces the purpose of the meeting and format for the hearing.

"This is a public improvement hearing to consider whether public improvements should be constructed. The decision before the City Council is whether or not to proceed with the public improvement project. A final decision will not be made at this time regarding the assessment rates or how the project costs will be allocated. That will be done at a separate assessment hearing after the project is completed."

"These projects were initiated as a result of staff recommendation. For staff initiated projects or projects not petitioned by more than 35% of affected property owners, for the project to be ordered a 4/5 vote of the City Council will be necessary. The Council will consider a resolution ordering the improvement or continuing the hearing to a specific future date."

THE FOLLOWING AGENDA CAN BE USED AS THE FORMAT FOR THE PUBLIC HEARING:

- B. City Manager comments including project number, brief description of project, published and mailed notices, and written objections to the following Project: SW-14-21 Owasso Private Drive Storm Water Improvements

It is suggested that the City Manager should make a general comment regarding the published and mailed notices. This should include the following language:

"Published and legal mailed notices have been provided for this project. Legal notices appeared in the city's legal newspaper, *The Roseville Review*, on July 19 and July 26, 2016. Mailed notices were sent on July 12, 2016. Affidavits of mailing are available in the office of the City Engineer."

Prior to the hearing proceeding, the City Manager should read all written objections for the project.

- C. City Engineer by this time has provided specific information for project including existing conditions, proposed construction, special conditions, schedule, cost estimate, and financing.
- D. Mayor opens hearing to public. It is suggested that the following comments be made by the Mayor:

"In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Each speaker should limit questions and comments to two to three minutes.
3. No person will be heard for a second time until all interested persons who wish to speak have had an opportunity to do so.
4. Be courteous. No comments from audience or applause during question/ comment period.

- E. Mayor closes hearing.

After all citizen comments have been completed, the Mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

- F. Council action on improvement: Resolution ordering improvement and preparation of plans and specifications for project. (Resolution provided by City Engineer.)

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

\* \* \* \* \*

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City  
2 of Roseville, County of Ramsey, Minnesota, was duly held on the 8th of August, 2016,  
3 at 6:00 o'clock p.m.

4  
5 The following members were present: and the following were absent: .

6  
7 Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION No**

**RESOLUTION ORDERING THE IMPROVEMENT AND  
PREPARATION OF PLANS AND SPECIFICATIONS FOR  
OWASSO PRIVATE DRIVE STORM WATER IMPROVEMENTS**

10  
11  
12  
13  
14  
15 WHEREAS, a resolution of the City Council of Roseville adopted July 11, 2016,  
16 received the feasibility report and fixed a date for a Council hearing on the proposed  
17 improvement of Owasso Private Drive Storm Water Improvements, and;

18  
19 WHEREAS, a minimum of ten days mailed notice and two weeks' published notice of  
20 the hearing was given, and the hearing was held thereon on August 8, 2016, at which all  
21 persons desiring to be heard were given an opportunity to be heard thereon, and;

22  
23 WHEREAS, the City Engineer provided an amendment to the feasibility report to  
24 incorporate the findings of the Benefit Appraisal that was completed for the project,

25  
26 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
27 ROSEVILLE, MINNESOTA, as follows:

- 28  
29 1. Such improvement is necessary, cost-effective, and feasible as detailed in the  
30 feasibility report.  
31 2. Such improvement is hereby ordered as proposed in the Council resolution  
32 adopted August 8, 2016.  
33 3. The City Engineer shall prepare plans and specifications for the making of such  
34 improvement.

35  
36 The motion for the adoption of the foregoing resolution was duly seconded by Member  
37 and upon a vote being taken thereon, the following voted in favor thereof:  
38 ; and and the following voted against the same: .  
39

40 WHEREUPON said resolution was declared duly passed and adopted.







Public Works  
Engineering Department

**Feasibility Report**

**Project 14-21**

**South Lake Owasso Drainage Improvements**

Prepared by: Jesse Freihammer  
City Engineer/Asst. Public Works Director  
City of Roseville

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in black ink, appearing to read "Jesse Freihammer".

\_\_\_\_\_, P.E.  
Registration No. 47272

**SOUTH LAKE OWASSO DRAINAGE IMPROVEMENTS  
FEASIBILITY REPORT  
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July 11, 2016

City Council  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

RE: PROJECT 14-21, South Lake Owasso Drainage Improvements  
Feasibility Report

Dear Mayor and City Council Members:

At their March 28, 2016 meeting, the City Council adopted Resolution No. 11310 ordering the preparation of a Feasibility Report for the South Lake Owasso Drainage Improvements.

The total estimated project cost is \$310,000 which includes contingencies.

During the process of studying the existing conditions within the project area, two Public Information meetings were held and input was received from area residents and other City department staff. The comments from these meetings are incorporated into the report.

In accordance with the City Council request, the study has been completed. It is my recommendation that the project as proposed in this study is feasible.

If you have questions regarding the findings and recommendations in the report please contact me directly.

Sincerely,

Jesse Freihammer, P. E.  
City Engineer/Asst. Public Works Director  
651-792-7042  
[jesse.freihammer@cityofroseville.com](mailto:jesse.freihammer@cityofroseville.com)

## **INTRODUCTION**

---

On March 28, 2016, the Roseville City Council adopted Resolution No. 11310 ordering the preparation of a Feasibility Report for drainage improvements along South Lake Owasso Boulevard. This report details that investigation.

Currently the roadway is a private road and it is gravel. The road narrows as you travel east until you eventually reach a dead end. Residents have noted that there has been drainage issues along the road for many years. Washouts or holes that develop in the gravel road are very common. Because of the grade standing water can often be found after rain events. Untreated runoff also eventually flows north through the properties and into Lake Owasso.

The proposed project involves the installation of a permeable paver drain system. This system would address the drainage issues and direct discharge into Lake Owasso. This system would also provide the residents with a hard surface to drive on.

It is expected that if this improvement is approved, the work will start in the summer of 2017, with completion within 2-4 weeks. The project was initiated by council/staff as part of our ongoing drainage improvement projects. As outlined by state law, projects initiated by council/staff require a 4/5 vote by the City Council for approval.

## **PUBLIC INVOLVEMENT**

---

The public involvement process for this proposed project consisted of two neighborhood meetings, one in 2014 and one in 2016. Meeting notices were sent out at least two weeks in advance to all property owners abutting the street to be reconstructed.

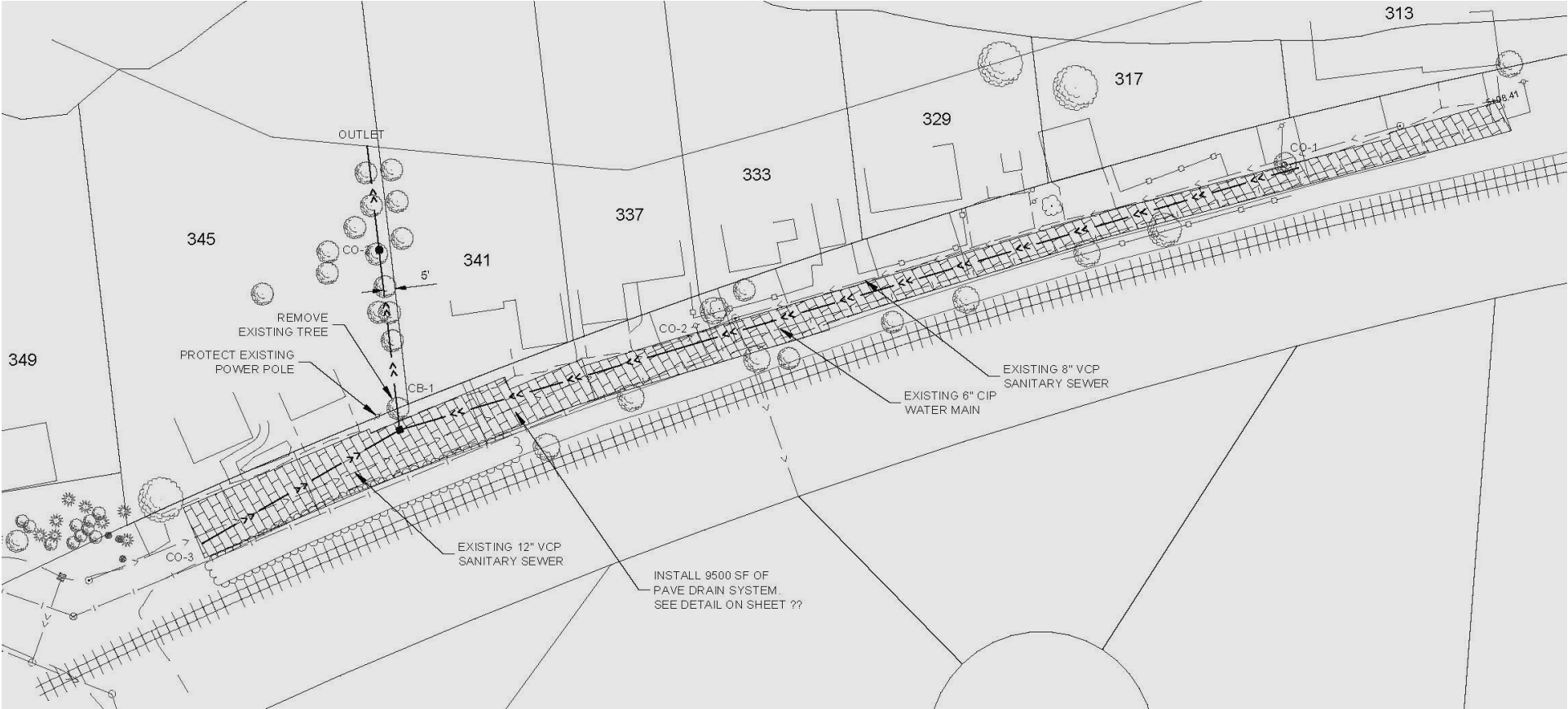
The first meeting was held at 6:00 p.m. on May 21, 2014, at Roseville City Hall, where staff presented information regarding the issues with the drainage in the area. Residents provided input regarding neighborhood concerns along the corridor.

The second meeting was on January 19, 2016, at 6:00 p.m., at Roseville City Hall, where staff showed the residents a proposed drainage improvements. At this meeting staff showed the permeable paver drain system. Contour maps and drainage plans were also shown.

At the January 19 meeting staff also reviewed the estimated project costs and estimated assessments for the benefiting properties.

This report summarizes the design items that were discussed during the public involvement process.

Project Map









## CONCLUSIONS & RECOMMENDATIONS

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- A. All portions of the project proposed are feasible.
- B. Estimated project cost:

	Project Cost
Drainage Improvements	\$310,263
<b>Total</b>	<b>\$310,263</b>

The following is a summary of the recommendations discussed in this report.

- A. Construct the project in 2017.
- B. Construct roadway using Pave Drain system.
- C. Construct storm sewer improvements to address water quality, meet watershed requirements, and address drainage concerns along the corridor.
- D. Fund the project with storm water utility funds and assessments as detailed this report.
- E. Schedule a public hearing for the South Lake Owasso Drainage improvements project on August 8, 2016.

## EXISTING CONDITIONS

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### General Comments

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South Owasso Boulevard is a private gravel road that serves 8 properties and terminates at the farthest east property. The width of road varies. At the west end it is approximately 16 feet and get as narrow as 10 feet at the east end. The road is gravel and shows many signs of rutting and washouts. Residents have commented that water overland flows off the road and through their yards to get to the lake.

### Special Considerations

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A. Storm Water

The runoff from this entire area flows directly in to Lake Owasso.

B. Utilities

This is a mature neighborhood that has the majority of the utilities located on overhead power poles. A summary of the existing private utilities:

- Xcel Power: Overhead lines run along the roadway.

C. Railroad

The construction limits of this work will be within a private easement within the railroad's right-of-way.

## PROPOSED CONSTRUCTION

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### General Comments

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City staff has worked closely with the neighborhood to develop preliminary plans that meet the needs of both the neighborhood and the City at large. This is a stormwater and drainage improvement project and stormwater funds will be used to pay for a portion of the costs along with a grant from the Ramsey-Washington Metro Watershed District and the proposed assessments.

The benefit of a permeable road is that it will provide a structural surface to drive on, and also capture stormwater which will alleviate drainage issues that the adjacent private property owners have, and also improve the water quality of Lake Owasso. The permeable system captures stormwater by having open joints between the blocks that will allow water to be stored in the rock base. Once in the rock base, the underlying soils will allow for some infiltration, and the additional water will be stored before being routed into a perforated drain tile system that will carry water to the storm sewer.

This permeable system will capture a 2.5" rainfall before it is routed into the storm sewer, and it can reduce the rate at which water goes to the lake by 80% for the 100 year rainfall. Ramsey-Washington Metro Watershed District label Lake Owasso's water quality as "At Risk" for being impaired for nutrients. This project will help protect the lake by improving the quality of stormwater going to the lake by removing 2 lbs of phosphorus on an annual basis. Two pounds of phosphorus could produce up to 1,000 lbs of algae if it makes it into Lake Owasso.

The proposed improvements will fit within the existing footprint of the private road. This is necessary in order to stay within the access easement that the property owners have with the railroad.

The vertical concrete curb will only be installed on the south side of the project. The curb was requested by the residents as a means to prevent sediment from washing down the railroad embankment and onto the permeable paver surface.

Existing street grades will be altered to slope away from the properties. This will allow the water to flow away from the existing homes and then infiltrate through the permeable pavers system.

The existing manholes and other structures will be adjusted as necessary as part of this project. Two additional storm sewer structures will need to be added for the underdrain portion of the permeable paver system. The sanitary sewer mains are scheduled to be lined in 2016 before this project. Staff is not recommending replacement of the watermain due to the low historical occurrence of watermain breaks in this area. There may be some maintenance work on sanitary and water main structures such as manholes, valves and hydrants as a part of this project that will be funded by the appropriate utility fund. The sanitary sewer mains in this area have already been re-lined.

If unsuitable material is encountered beneath the existing pavement during construction, it will be removed and replaced with suitable backfill material. Any sod that is damaged as a result of the project will be replaced.

Efforts will be made to protect and retain the trees that currently exist in the corridor. When necessary, however, trees will be removed to allow for the proposed improvements. Several trees are expected to be removed as part of the storm sewer piping that will run through one property and into the lake.

Staff will work with other public and quasi-public utilities to coordinate other utility improvements with the street reconstruction project. Minor changes to the existing electric, telephone, and cable TV may be necessary for this project.

Since the improvements will provide a better driving surface, staff looked at a scenario as if the road surface were constructed to determine the costs for comparison. The estimated cost to construct a new bituminous roadway in place of the existing gravel roadway comes out to \$96,900. If this type of roadway was constructed, 100% of the costs would be assessed to the property owners because it is a private road.

### Special Considerations

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All items in this section of the report have been presented and discussed with the residents during the public involvement process.

#### A. Storm Water

The goal of the project is to collect stormwater and treat the water before it discharges into the Lake. This will be achieved by using the pervious pave drain system as well as underdrains. These infiltration trenches will capture the water, treat it, and then pipe it into the Lake. This will help to preserve future water quality in Lake Owasso.

#### B. Erosion Control

As part of the project plans and specifications, staff is required to prepare a storm water pollution prevention plan (SWPPP) for the purposes of enforcing erosion and sediment control rules. The SWPPP will include erosion and sediment control methods that will be implemented throughout the project. Silt fence, bio-rolls, erosion control blanket, and other best management practices will be utilized where direct runoff might occur. Inlet protection will be used to protect both the existing and new catch basins during construction. Street sweeping will occur, as needed, on all paved street surfaces throughout the project, including intersecting streets. Exposed soils and aggregate material will be watered as needed as a dust-control measure. An erosion and sediment control plan sheet and storm water pollution prevention plan will be created during the design phase of this project. Immediate turf establishment in areas of soil disturbance will be required such as placing seed and erosion control blanket. After street and utility work is completed, sod and/or hydro mulched seed will be placed as the permanent turf establishment in all disturbed areas. The City, in coordination with the watershed district, will closely monitor all erosion and sediment

control measures throughout the construction process. The selected contractor will be required to install all preventative measures and maintain them as required by the City, CRWD, MPCA, and other regulatory agencies.

C. Private Utilities

Private utility companies have been notified that this project is being considered for construction in 2016. The Xcel overhead powerlines should not be affected by this work.

D. Railroad

City Staff has already contacted the railroad and approval for this project has already been received. It should be noted that this proposed work will be in a private easement, not road right of way. This private easement is for access and is between the property owners and the railroad.

E. Permits

Permits will be required from the following agencies for the proposed project:

Agency	Required Permit
Minnesota Pollution Control Agency (MPCA)	NPDES Erosion & Storm water
Ramsey Washington Metro Watershed District (RWMWD)	Storm water

During final design for the project, City staff will coordinate with each of the agencies to ensure all requirements are met.

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## PROPOSED FUNDING

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A. Special Assessments

State Statute 429 has two major points to consider when justifying assessments, first, the assessment has to treat similar properties equally, and second, the amount of the assessment has to be equal to or less than the resulting increase in property value. Assuming this project is completed by summer 2017, the final assessment amount would be determined following an assessment hearing in the fall of 2017 and a thorough review of the proposed assessments by the Council. The following City of Roseville assessment policies are being followed:

- For new storm sewer improvements, all properties that benefit that have not been assessed for storm water in the past, will be assessed 25% of the stormwater improvement costs.

<b>Assessment Summary</b>	
Estimated total project cost	\$310,263
Lots Benefitting	8
Cost per Lot	\$38,782.87
Assessment Rate	
25% of cost/lot	<b>\$9,695.72</b>

- Alternatively, if surface improvements to the road were to be assessed, all properties that access the private road would be assessed 100% of a private road improvement costs.

**Assessment Summary**

Estimated total project cost \$96,900

Assessment Rate

100% of cost/lot **\$12,112.50**

- Benefit Appraisal study was conducted to determine the potential benefit to the assessed properties within the project area. The result of the study is as follows:
  - Maximum Assessment Rate
    - 313 S Owasso Blvd W - \$10,000
    - 317 S Owasso Blvd W - \$10,000
    - 329 S Owasso Blvd W - \$10,000
    - 333 S Owasso Blvd W - \$10,000
    - 337 S Owasso Blvd W - \$10,000
    - 341 S Owasso Blvd W - \$10,000
    - 345 S Owasso Blvd W - \$10,000
    - 349 S Owasso Blvd W - \$3,333

Since the property owners would see more benefit than just the storm water improvements and would also see a new pavement benefit, staff reasons the assessment rate be more similar to the private road improvement assessment rate of \$12,112.50 per lot. Since this rate is greater than the maximum assessment rate based on the Benefit appraisal, staff recommends that the improvements be assessed at the maximum assessment rate.

B. Proposed Funding Summary

	Estimated cost	Assessments	Watershed Grant	Stormwater Fund
Stormwater Improvements	\$310,263	\$73,333	\$50,000	\$186,930

C. Schedule

If the City Council approves the project for construction the following is the recommended schedule for this project.

City Council Receives Feasibility Report and Orders the Public Improvement Hearing	July 11, 2016
Conduct Public Improvement Hearing and Order Preparation of Plans and Specifications	August 8, 2016
City Council Approves Plans and Specifications and Orders Ad for Bids	September 14, 2016
Anticipated Bid Opening	February 2017
City Council Accepts Bids and Awards the Construction Contract	March 2017
Begin Construction	Summer 2017
Complete Construction	Summer 2017
City Council Conducts the Final Assessment Hearing	Fall 2017



## Preliminary Assessment Roll

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<b>Parcel ID</b>	<b>Site Address</b>	<b>Assessment</b>	<b>Notes</b>
12923120040	349 South Owasso Blvd W Roseville, MN 55113	\$3,333.00	Maximum assessed rate based on benefit appraisal. This parcel does not receive the full benefits from the Stormwater improvements.
12923120006	341 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120005	337 South Owasso Blvd SW Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120004	333 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120003	329 South Owasso Blvd Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120002	317 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120007	345 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120001	313 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: August 8, 2016  
Item No.: 14.a

Department Approval



City Manager Approval



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Item Description: Stormwater Impact Fund

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1 **BACKGROUND**

2 The City of Roseville has developed specific requirements that apply to development and  
3 redevelopment projects. These standards are intended to help achieve the water resource goals of  
4 the City's Comprehensive Surface Water Management Plan (CSWMP) and help the City  
5 maintain compliance with the National Pollutant Discharge Elimination System (NPDES)  
6 municipal permit program. These standards highlight important aspects of the requirements for  
7 stormwater quality, discharge rate and volume control, erosion control, and illicit discharge.

8 Currently the City doesn't have a policy in place to properly address areas that cannot meet the  
9 City's Stormwater Management Standards. Since the implementation of the Stormwater  
10 Management Standards in the 2003 CSWMP, there is only one redevelopment project that has  
11 not been able to meet the City's Stormwater Management Standards, and that site is currently  
12 applying for permits.

13 **POLICY OBJECTIVE**

14 The Stormwater Impact Fund would allow residents that apply for a Residential Stormwater  
15 Permit (ReSWP) to purchase treatment through a City installed regional system, in lieu of having  
16 to provide treatment onsite through rain barrels, raingardens, etc. The purchasing of stormwater  
17 treatment will be an added option for residents. The residents that utilize this fund to meet their  
18 stormwater requirement will be tracked in the City database with all other ReSWP projects.

19  
20 This fund would also allow developers that are unable to treat stormwater onsite, to purchase  
21 treatment credits based on a \$/cubic-foot rate. For developers to be eligible to pay into the  
22 Stormwater Impact Fund, they must meet the City's Alternative Stormwater Compliance  
23 Sequencing. In short, the developer will need to prove that the fund is the only viable option due  
24 to site constraints, contaminated soil, no available storm sewer, etc.

25  
26 The fund is a one-time payment by the property owner. Because the City will be installing a  
27 regional system, there will be no maintenance agreement between the City and the property  
28 owner.

29  
30 The City will implement stormwater treatment projects as they are feasible (in conjunction with  
31 Pavement Management Projects, drainage projects, etc). Every step will be taken to do a

32 stormwater project as close to the permitted site as possible.

33

34 **BUDGET IMPLICATIONS**

35 This policy's budget implications will be a negligible amount of staff time for tracking  
36 development projects & Residential Stormwater Permits that pay into the fund.

37 **STAFF RECOMMENDATION**

38 Staff recommends that the City Council approve the Stormwater Impact Fund Policy.

39 **REQUESTED COUNCIL ACTION**

40 Adoption of the Stormwater Impact Fund Policy.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer  
Attachments: A: Stormwater Impact Fund Policy



## Stormwater Impact Fund

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for stormwater quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

For permitted sites that cannot feasibly meet the City's Stormwater Requirements through Alternative Stormwater Compliance Sequencing, permittees shall have the option to pay into the City's Stormwater Impact Fund. The amount paid to the City will be based on a \$/cubic-foot for the required volume. The \$/cubic-foot will be approved by the City Council annually, and can be found within the City's Fee Schedule.

For properties at least 20 years old that are applying for a Residential Stormwater Permit (ReSWP), the Stormwater Impact Fund is a mitigation option in lieu of installing a stormwater best management project, and is exempt from meeting the Alternative Stormwater Compliance Sequencing. Properties that are newer than 20 years old are subject to the below conditions:

### 1) Alternative Stormwater Compliance Sequencing:

The alternative compliance sequencing process includes three steps that must be followed in order to meet the volume reduction standard. The sequencing steps to be followed are:

- a. First, the applicant shall comply or partially comply with the volume reduction standard to the fullest extent practicable on-site through alternative volume reduction methods. See the questions below for more information.
- b. Second, the applicant shall meet the volume reduction standard at an offsite location or through the use of qualified banking credit.
- c. Third, as a last alternative, the applicant shall pay into the City's Stormwater Impact Fund at a \$/CF rate. The dollar amount will be approved by the City Council and will be found within the City's Fee Schedule.

### 2) Mitigation Provisions:

- a) Stormwater requirements met through the Stormwater Impact Fund will be mitigated as close to the permitted site as possible, dependent on site constraints and project feasibility. The City will follow the hierarchy below to implement a project to offset the volume requirements. Projects will be sited:
  1. Within the same storm sewer drainage district, or
  2. Within the same drainage area to the same receiving water body, or

3. Within the same watershed district, or
  4. Within the City limits
- b) Mitigation projects must involve the creations of new structural stormwater BMP's or the retrofit of existing structural stormwater BMP's, or the use of a properly designed regional structural stormwater BMP.
  - c) Routine Maintenance of structural stormwater BMP's already required by this permit cannot be used to meet mitigation requirements.
  - d) Mitigation projects implemented by an applicant shall be completed within 24 months after the start of the original construction activity.
    - 1) Mitigation projects implemented by the City through the use of Stormwater Impact Funds shall be used when a Regional Stormwater Project is identified and as funding is available.
  - e) The applicant shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.
  - f) If the applicant receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management, the applicant shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e) of the City of Roseville's Stormwater Pollution Prevention Plan (SWPPP) Permit.

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: August 8, 2016  
Item No.: 14.b

Department Approval

City Manager Approval



Item Description: Consider Approval of Amended Agreement with Roseville Area Community Foundation Regarding Disbursement of Lawful Gambling Proceeds

**BACKGROUND**

In 1991, the City of Roseville entered into an agreement with the North Suburban Community Foundation (now known as the Roseville Area Community Foundation or RACF) that created the Roseville Community Fund. The Roseville Community Fund was established to distribute the City's proceeds received from lawful gambling operations in the city. Under the agreement, one half of the proceeds the foundation received were used to establish a permanent endowment for the Roseville Community Fund. The other half of the proceeds from the lawful gambling proceeds was distributed to area organizations to assist in their programs and mission.

As part of this arrangement, a Donor Advisory Board (DAB) was created to make recommendations to the foundation board on allocation of awards to area organizations. The DAB has been comprised of representatives from youth athletic associations, Roseville School District, fraternal organizations and service clubs, clergy, members of the Chamber of Commerce, board members of the foundation board, and the City Manager.

The distribution of the funds has worked this way for the past 22 years. Recently, there has been discussion by the Roseville Area Community Foundation to streamline the overall process in distributing funds as it has proven to be quite lengthy in getting approvals for the distribution of funds and it has been challenging to get persons to serve of the Donor Advisory Board. To that end, the recent Chairperson of the RACF, Tammy Pust has been in conversations with the City Manager and Mayor about the potential changes to the agreement with the City.

The proposed changes, which were ratified by the RACF Board in June, would disband the Donor Advisory Board and have the RACF Board make the decisions on the distribution of funds to area organizations. In addition, it is proposed that up to 75% of the income from the endowment could be used as part of the allocation of funds in addition to half the incoming proceeds from charitable gambling.

The new proposed agreement along with supporting documentation is included as Attachment A. In addition, in looking at the current City Code regarding lawful gambling activities, it is suggested that the code be updated to reflect the new name of the foundation, better clarify how the lawful gambling proceeds are disbursed, and require RACF to provide an annual report to the City Council. The

34 proposed ordinance amendment as included as Attachment B.

35 **POLICY OBJECTIVE**

36 Continued distribution of proceeds from lawful gambling to area organizations serving Roseville  
37 residents is consistent with the purpose of Minnesota State Statutes Chapter 349 and Chapter 304 of  
38 Roseville City Code.

39 **FINANCIAL IMPACTS**

40 There is no financial impact to the City in approving the amended agreement.

41 **STAFF RECOMMENDATION**

42 Staff recommends the City Council approve the amended agreement with the Roseville Area  
43 Community Foundation regarding the distribution of charitable gambling proceeds and approve  
44 amendments to City Code Chapter 304.04 regarding disbursement of lawful gambling proceeds.

45 **REQUESTED COUNCIL ACTION**

46 A motion to approve the approve the amended agreement with the Roseville Area Community  
47 Foundation regarding the distribution of lawful gambling proceeds

48 - and –

49 A motion to approve an ordinance amendment City Code Chapter 304.04 regarding disbursement of  
50 lawful gambling proceeds.

51 -and

52 A motion to approve a summary ordinance regarding the disbursement of lawful gambling proceeds.

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

Attachments: A: Minnesota State Statutes Chapter 349.213  
B: Existing Agreement and Proposed Amendment to Agreement Related to the Roseville Community  
Fund.  
C: Draft Ordinance Amendment to Chapter 304.04 of the Roseville City Code.  
D: Summary Ordinance



**349.213 LOCAL AUTHORITY.**

Subdivision 1. **Local regulation.** (a) A statutory or home rule city or county has the authority to adopt more stringent regulation of lawful gambling within its jurisdiction, including the prohibition of lawful gambling.

(b) A statutory or home rule city or county may require a permit for the conduct of gambling exempt from licensing under section 349.166. The fee for a permit issued under section 349.166 may not exceed \$100.

(c) The authority granted by this subdivision does not include the authority to require a license or fee for a license or permit to conduct gambling by organizations, gambling managers, gambling employees, or sales by distributors or linked bingo game providers licensed by or registered with the board.

(d) The authority granted by this subdivision does not include the authority to require an organization to make specific expenditures of more than ten percent per year from its net profits derived from lawful gambling.

(e) For the purposes of this subdivision, net profits are gross profits less amounts expended for allowable expenses and paid in taxes assessed on lawful gambling.

(f) A statutory or home rule charter city or a county may not require an organization conducting lawful gambling within its jurisdiction to make an expenditure to the city or county as a condition to operate within that city or county, except:

(1) as authorized under section 349.16, subdivision 8, or 297E.02; or

(2) by an ordinance requirement that such organizations must contribute ten percent per year of their net profits derived from lawful gambling conducted at premises within the city's or county's jurisdiction to a fund administered and regulated by the responsible local unit of government without cost to such fund. The funds must be disbursed by the local unit of government for (i) charitable contributions as defined in section 349.12, subdivision 7a, or (ii) police, fire, and other emergency or public safety-related services, equipment, and training, excluding pension obligations. A contribution made by an organization is not considered an expenditure to the city or county nor a tax under section 297E.02, and is valid and lawful. A city or county receiving and making expenditures authorized under this clause must by March 15 of each year file a report with the board, on a form the board prescribes, that lists all such revenues collected, interest received on fund balances, and expenditures for the previous calendar year.

(g) A statutory or home rule city or county may by ordinance require that a licensed organization conducting lawful gambling within its jurisdiction expend all or a portion of its expenditures for lawful purposes on lawful purposes conducted or located within the city's or county's trade area. Such an ordinance must be limited to lawful purpose expenditures of gross profits derived from lawful gambling conducted at premises within the city's or county's jurisdiction, must define the city's or county's trade area, and must specify the percentage of lawful purpose expenditures which must be expended within the trade area. A trade area defined by a city under this subdivision must include each city and township contiguous to the defining city.

(h) A more stringent regulation or prohibition of lawful gambling adopted by a political subdivision under this subdivision must apply equally to all forms of lawful gambling within the jurisdiction of the political subdivision, except a political subdivision may prohibit the use of paddlewheels.

Subd. 2. **Local approval.** The board may not issue an initial premises permit unless approval is received from:

- (1) the city council of the statutory or home rule city in which the organization's premises is located; or
- (2) the county board of the county where the premises is located.

The organization must submit a resolution from the city council or county board approving the premises permit. The resolution must have been adopted within 90 days of the date of application for the new permit.

Subd. 3. **Local gambling tax.** A statutory or home rule charter city that has one or more licensed organizations operating lawful gambling, and a county that has one or more licensed organizations outside incorporated areas operating lawful gambling, may impose a local gambling tax on each licensed organization within the city's or county's jurisdiction. The tax may be imposed only if the amount to be received by the city or county is necessary to cover the costs incurred by the city or county to regulate lawful gambling. The tax imposed by this subdivision may not exceed three percent per year of the gross receipts of a licensed organization from all lawful gambling less prizes actually paid out by the organization. A city or county may not use money collected under this subdivision for any purpose other than to regulate lawful gambling. All documents pertaining to site inspections, fines, penalties, or other corrective action involving local lawful gambling regulation must be shared with the board within 30 days of filing at the city or county of jurisdiction. A tax imposed under this subdivision is in lieu of all other local taxes and local investigation fees on lawful gambling. A city or county that imposes a tax under this subdivision shall annually, by March 15, file a report with the board in a form prescribed by the board showing (1) the amount of revenue produced by the tax during the preceding calendar year, and (2) the use of the proceeds of the tax.

**History:** 1984 c 502 art 12 s 18; 1986 c 467 s 25; 1987 c 327 s 21; 1988 c 705 s 1; 1989 c 209 art 1 s 35; 1989 c 334 art 2 s 44,45; 1989 c 335 art 1 s 220; 1990 c 590 art 1 s 37; 1991 c 199 art 2 s 1; 1991 c 336 art 2 s 34; 1994 c 633 art 2 s 19; art 5 s 96; 1994 c 633 art 2 s 2; 1995 c 264 art 17 s 11; 1998 c 322 s 6; 2000 c 300 s 8; 2001 c 96 s 13; 2005 c 166 art 1 s 36; 2006 c 205 s 28; 2009 c 124 s 58,59

## Amended Agreement

### Establishing the Roseville Community Fund

This Amended Agreement made this 24 day of October, 1994, by and between the City of Roseville (the Donor) and the North Suburban Community Foundation, a Minnesota nonprofit corporation (the Trustee), effective as of 24 October 1994.

Whereas, the Donor desires to establish, and the Trustee is willing to hold and administer, a charitable fund to be known as the Roseville Community Fund (the Fund), it is agreed as follows:

1. The Trustee will hold and administer all property which the Donor or any other person or organization contributes to the Fund in accordance with the provisions of this Amended Agreement and the charitable purposes of the Trustee contained in its Articles of Incorporation, all of which provisions and amendments are hereby incorporated by reference.

2. One half of the proceeds from lawful gambling received from the Donor shall be held and maintained by the Trustee as a permanent endowment.

Subject to paragraphs 3, 4, and 5, the Trustee shall make available one half of the proceeds from lawful gambling received from the Donor and the income from the endowment for allocation.

3. Unless amended or changed by the Donor, a Donor Advisory Board (the D.A.B) shall be established to represent the Community of Roseville on behalf of the City Council. The D.A.B. shall evaluate and recommend to the Trustee the distribution of monies from the Fund for the benefit of the Community of Roseville.

A. The D.A.B. shall be made up of the following membership and shall be governed under by-laws and rules as set out by resolution passed by the Trustee:

Youth Athletic organizations	2
Schools	1
Chamber of Commerce	1
Non-athletic 501 (c) 3 organization's	2
Roseville City Manager or designee	1
Clergy	1
North Suburban Community Foundation	3
Fraternal organizations	1
Service Clubs	1

B. As further required by the City Council of the City of Roseville, at least 5 members of the D.A.B must be female.

C. The Trustee shall follow the recommendation of the D.A.B. to the extent possible and appropriate, so long as the charitable use is a qualified exempt purpose under the Internal Revenue Code, is of primary benefit to the Community of Roseville, and is in accordance with lawful purposes of Minnesota State Gambling Statutes.

4. Unless agreed to otherwise the Trustee shall

- continue to meet full IRS requirements for a tax-exempt foundation.

- provide administration including legally required reports, proper banking and investment, administrative controls and an annual independent audit.

- invest no less than 75% of the Roseville Community Fund's endowment and other available funds in investments as permitted under (M.S. 475.66)

- provide administrative oversight to the D.A.B.

- provide quarterly or other such reports to be made to the City Council including participating in an annual meeting with the Council.

5. If the D.A.B. does not recommend allocation of the monies from this Fund to the Trustee by the close of the Trustee's fiscal year, the Trustee reserves the right to distribute any unallocated funds. All eligible funds must be allocated by the Trustee within 120 days after the close of the Trustee fiscal year in accordance with Section 3 of this Amended Agreement.

6. The Trustee shall be paid an administrative fee in accordance with the policies adopted by the Trustee and amended from time to time.

A. Such fees not to exceed three percent (3%) per annum on the first \$500,000 of all Fund assets, 1% on all Fund assets over \$500,000.00, plus 1% of all grants paid from the Fund. Asset value shall be based on the average of the annual market value computed on a quarterly basis.

B. In addition, the Fund shall pay for a pro-rata share of the annual audit fee.

C. The Fund shall provide for any legal fees incurred as a result of any action filed against the Trustees acting in their capacity as Trustees, or against the members of the D.A.B. acting in their advisory role.

7. The Trustee may commingle the assets of the Fund with the assets of any other fund or funds which the Trustee holds and administers, provided that the separate identity of the new Fund,

and the distributions therefrom, are at all times maintained.

8. All records of the Fund shall be open for public inspection during reasonable hours.

9. This Amended Agreement may be terminated by either party upon a 180 day written notice. All unallocated assets, including the endowment fund, shall be distributed to a community foundation with similar purposes as the Trustee.

IN WITNESS WHEREOF, the parties hereto have executed this Amended Agreement as of the date written above.

\_\_\_\_\_  
North Suburban Community Foundation

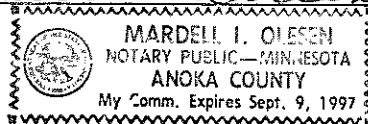
By Frances A. Bresler  
Its President

\_\_\_\_\_  
City of Roseville

By Stanley J. Sakzy  
Its City Manager

Subscribed and sworn to before me this 28th day of October, 1994.

Mardell J. Olesen



SECOND AMENDED AGREEMENT  
RELATED TO THE  
ROSEVILLE COMMUNITY FUND

This Second Amended Agreement is made by and between the City of Roseville (City) and the Roseville Area Community Foundation (RACF), a Minnesota nonprofit corporation, effective as of the date executed below.

WHEREAS, the City desires to establish, and RACF is willing to hold and administer, a charitable fund to be known as the Roseville Community Fund (Fund).

THEREFORE, the parties agree as follows:

1. RACF will hold and administer all property which the City or any other person or organization contributes to the Fund in accordance with the provisions of this Second Amended Agreement and the charitable purposes of the RACF as described in its Articles of Incorporation and effective Bylaws, all of which provisions and amendments are hereby incorporated by reference.
2. One half of the proceeds from lawful gambling received from the City shall be held and maintained by RACF as a permanent endowment. Subject to paragraphs 3, 4 and 5 of this Second Amended Agreement, RACF shall make available one half of the proceeds from lawful gambling received from the City and not more than 75% of the income from the endowment, as established annually by the RACF, for allocation.
3. The RACF shall make grants only to organizations that have established a charitable use that is a qualified exempt purpose under the Internal Revenue Code, is of primary benefit to the community of Roseville, and is in accordance with lawful purposes of Minnesota State gambling statutes.
4. Unless agreed to otherwise, the RACF shall
  - A. Continue to meet full IRS requirements for a tax-exempt community foundation.
  - B. Provide administration including legally required reports, proper banking and investment, administrative controls and an annual independent audit to the extent required by law.
  - C. Invest no less than 75% of the Fund's endowment and other available funds in investments as permitted under Minnesota law.
  - D. Provide quarterly or other such reports to the City Council, including participating in an annual meeting with the Council, upon request.
  - E. Disburse all funds provided by the City in strict accordance with Minnesota Statutes Chapter 349 and all other applicable law.

5. All eligible funds must be allocated by the RACF within 120 days after the close of the RACF's fiscal year.
6. The RACF shall be paid an administrative fee in accordance with the policies adopted by the RACF as amended from time to time.
  - A. Such fees shall not exceed three percent (3%) per annum of all Fund assets, plus 1% of all grants paid from the Fund. Asset value shall be based on the average of the annual market value computed on a quarterly basis.
  - B. In addition, the Fund shall pay for a pro-rata share of the audit fee.
  - C. The Fund shall provide for any legal fees incurred as a result of any action filed against the Directors acting in their capacity as Directors.
7. The RACF may commingle the assets of the Fund with the assets of any other fund or funds which the RACF holds and administers, provided that the separate identity of the Fund, and the distributions therefrom, are at all times maintained.
8. All records of the Fund shall be open for public inspection during reasonable hours.
9. This Second Amended Agreement may be terminated by either party upon a 180 day written notice. Upon termination, all unallocated assets, including the endowment fund, shall be distributed to a community foundation with similar purposes as the RACF.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amended Agreement as of the date indicated below.

Dated: June 30, 2016

ROSEVILLE AREA COMMUNITY FOUNDATION

---

Tammy L. Pust  
President

Dated: June \_\_, 2016 CITY OF ROSEVILLE

Daniel Roe  
Mayor





48 ~~is in any way unable to receive the allocated funds~~ as set forth in subsection A above, ~~the funds~~  
49 ~~will be deposited in an interest bearing escrow account in a bank located in the City and allocated~~  
50 ~~to uses by further order of the City Council.~~ (Ord. 1114, 9-24-92) (Ord. 1412, 7-11-2011)

51

52 SECTION 2 : Effective date. This ordinance shall take effect upon its passage and  
53 publication.

54

55 (SEAL)

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CITY OF ROSEVILLE

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BY: \_\_\_\_\_  
Daniel J. Roe, Mayor

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72 ATTEST: \_\_\_\_\_  
73 Patrick J. Trudgeon, City Manager



**CITY OF ROSEVILLE  
OFFICIAL SUMMARY OF ORDINANCE NO.**

**AN ORDINANCE RELATING TO CITY OF ROSEVILLE ADVISORY COMMISSIONS**

The City Council of the City of Roseville adopted Ordinance No. \_\_\_\_\_ on August 8, 2016 which is summarized as follows:

The Roseville City Code, Title 304, Contributions has been amended to allow for proceeds from lawful gambling to be sent to the Roseville Area Community Foundation for disbursement to community groups and to require an annual report of such disbursements to the City Council.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary is also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, MN. 55113, and on the internet website of the City of Roseville ([www.cityofroseville.com](http://www.cityofroseville.com)).

*Ord – Chapters 201, 205, and 207*

**BY:**

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Daniel J. Roe, Mayor

**ATTEST:**

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Patrick J. Trudgeon, City Manager



  
**REQUEST FOR COUNCIL ACTION**

Date: August 8, 2016

Item No.: 15.a

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Department Approval

City Manager Approval



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Item Description: Discuss Recommendations Regarding Neighborhood Associations from the Community Engagement Commission.

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1 **BACKGROUND**

2 At the April 25, 2016 meeting, the City Council received the Community Engagement Commission's  
3 (CEC) report on neighborhood associations. Staff is bringing forward the report for conversation and  
4 direction about next steps in implementing the recommendations. Attached to this report is the CEC's  
5 Report and Recommendations regarding neighborhood associations.

6 **POLICY OBJECTIVE**

7 The City of Roseville values community engagement and transparency of its operations and decisions.  
8 Fostering the creation of neighborhood associations will further this commitment for meaningful  
9 community engagement of Roseville residents and businesses.

10 **FINANCIAL IMPACTS**

11 The costs for implementing these recommendations are unknown at this time. While it is not  
12 contemplated under the existing recommendations that an additional staff person would be needed to  
13 assist neighborhood associations, it is expected that existing staff will spend time working on the issues.  
14 The new costs will be dependent on the level of support to neighborhood associations that are desired  
15 (costs of mailings, operating grants, etc.).

16 **STAFF RECOMMENDATION**

17 The City Council should discuss and provide direction to staff for next steps regarding implementing  
18 the recommendations regarding neighborhood associations.

19 **REQUESTED COUNCIL ACTION**

20 Discuss and provide direction to staff for next steps regarding implementing the recommendations for  
21 neighborhood associations.

22

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

Attachments: A: City Council minutes from April 25, 2016  
B: Community Engagement Commission's Report and Recommendations Regarding Neighborhood Associations

sive plan update, causing him concern about the validity of that point. Mayor Roe stated he could also not support the findings related to safety and traffic as stated.

Councilmember Laliberte clarified that there is a process for allowing the City Council to re-examine areas between comprehensive plan updates; and she had asked on several occasions for a review of current HDR designations. Councilmember Laliberte stated she was not opposed to make changes in between, but could support this motion as stated and based on the findings outlined.

#### **Roll Call**

**Ayes:** McGehee, Willmus, Laliberte and Etten.

**Nays:** Roe.

**Motion carried.**

#### **Recess**

Mayor Roe recessed the meeting at approximately 9:24 p.m., and reconvened at approximately 9:29 p.m.

#### **d. Receive Recommendation Regarding Neighborhood Associations from the Community Engagement Commission**

Mayor Roe welcomed and introduced Community Engagement Commission (CEC) Chair Scot Becker and Commissioner Gary Grefenberg.

Chair Becker presented the report and CEC recommendations regarding neighborhood associations, as tasked to the CEC, and briefly reviewed and highlighted sections of the report. Chair Becker noted the "affiliation" terminology used was open to various perceptions, and suggested the City Council, during their review and future consideration may want to use their discretion in revising that term.

Chair Becker noted that there were additional expectations the City Council may wish to consider, but had not received consensus of the CEC for formal recommendation (lines 190 – 199)

Commissioner Grefenberg asked, as the City Council discusses this report in the future, that the CEC be invited to the table in Worksession format to further review some points. If additional document was requested by the City Council, Commissioner Grefenberg noted the CEC's willingness to provide that documentation as applicable.

At the request of Commissioner Grefenberg to respond to any public comments received tonight, Mayor Roe clarified that the primary purpose tonight was to receive the report. While the City Council would take questions and receive comments from the public, Mayor Roe advised that any discussion by the City Council would be subsequent to this meeting.

Councilmember Laliberte recognized the considerable time and effort of the CEC and original Neighborhood Association Task Force in developing this report, and



acknowledged their work. Councilmember Laliberte expressed appreciation for the good information provided for consideration and future discussion at a City Council Worksession.

#### Public Comment

##### **Sherri Sanders, McCarrons Boulevard**

Having served on the original Neighborhood Association Task Force from its inception to end, Ms. Sanders expressed her opposition to these recommendations. Ms. Sanders stated her respect for many efforts of the CEC and Task Force members, including those efforts of the five participants who felt compelled to resign. However, Ms. Sanders expressed her disappointment in the overall process used without any outreach to the greater community, and encouraged the City Council to revisit these recommendations and seek that public input.

Ms. Sanders opined that the report misconstrued the actual idea of community engagement, and she found it dangerously exclusive of homeowner associations, not mandated by local government. In her role as Chair of the Lake McCarrons Neighborhood Association, the oldest neighborhood association in Roseville, Ms. Sanders encouraged the City Council not to waste any more resources on this effort until Roseville residents request forming neighborhood associations and requested assistance from their local government to do so. Ms. Sanders expressed her interest in Roseville residents also welcomed to the table at an upcoming City Council Worksession.

##### **Diane Hilden, Bayview Drive**

Ms. Hilden asked the City Council to shelve this document until future community engagement is heard from the public. Ms. Hilden noted frustrations and subsequent resignations of others serving on this effort who had given their permission to her to speak on their behalf.

Mayor Roe clarified that tonight's public testimony would remain focused on this report and not involve comments on the process.

Ms. Hilden opined that community engagement is the process, and this document is not representative of community engagement, but simply a manifesto of certain individual input. Ms. Hilden further opined that the City of St. Louis Park did not represent ideal or even reasonable practices for Roseville; and speaking for the Lake McCarrons Neighborhood Association advised they would not support it. As a fluid, community-driven neighborhood association, Ms. Hilden opined that it was not a wise thing for the City Council or city to take time to regulate this type of activity.

Ms. Hilden stated that community engagement values a large number in the community and condensing their interest versus creating policy. Ms. Hilden strongly recommended a publicized community conversation series be used to vet neighborhood associations for ideas; in addition to collaboration with the Rose-

ville Police Department's Community Relations Coordinator Cory Yunke to hear his work with block clubs and their processes.

**Lisa McCormick, Wheeler Street**

Ms. McCormick stated she had asked to speak last tonight and thanked the City Council for their patience, consideration and the process she observed earlier tonight, opining it was a beautiful thing to watch, especially how it had turned out.

Mayor Roe cautioned that beauty was always in the eye of the beholder.

Ms. McCormick noted her questions to audience members in the hallway as to whether or not they had a neighborhood association representing the full Council Chambers tonight, with their confirmation that they were not formally organized. Ms. McCormick expressed her personal appreciation for residents being willing to attend meeting and share comments on issues of interest to them.

Regarding this report, Ms. McCormick noted that the objective was to further meaningful community engagement and questioned if this report or the process to get here was necessary to fulfill that objective. Ms. McCormick opined that, rather what the City Council did here tonight will further that objective when people are invited to come and allowed to voice their concerns and see those concerns acted upon. Ms. McCormick opined that was what community engagement is and what was necessary.

In following the comments of previous speakers, Ms. McCormick opined that this report is premature. Having listened to the presentation at a CEC meeting by the Community Liaison for St. Louis Park, Ms. McCormick noted she said the neighborhood association structure had been formed at the request of residents asking for it. Ms. McCormick noted that this was not the case in Roseville. As one of the early proponents to get to this point, Ms. McCormick stated she had been naïve and thought it had been vetted more in the community than it had been. Ms. McCormick stated that the original draft of this report was her work product; and as the author opined this report should be tabled. As she had originally shared with the Neighborhood Association Task Force, Ms. McCormick opined that the right questions weren't being asked, and at that point had changed her position. At this point in time, Ms. McCormick noted operations were like block groups or neighborhoods, and to move from that to a formal neighborhood association overnight was not only premature but unwise.

Ms. McCormick noted the City Council could change their charge based on her understanding from "encourage and facilitate neighborhood associations" to "encourage cohesive neighborhoods," and leave the second part unchanged, yet still achieve the same effect. While recognizing there was good work put into this report, Ms. McCormick opined it was not the right time for it. Ms. McCormick asked that the City Council table the report, which was unfortunate given that the

CEC and Neighborhood Association Task Force were both deeply committed to community engagement. However, Ms. McCormick opined everyone should be more on the same team, and for whatever reason due to the apparent strife during the process, things happened; and even a really great work product when it provided the wrong answer was still wrong no matter how it looked.

McGehee moved, Etten seconded, receipt of the CEC recommendations regarding neighborhood associations, and directed staff to include City Council discussion of the report on a subsequent Worksession.

Councilmember Willmus expressed his interest at a later date in hearing from Ms. Sanders, Ms. Hilden and Ms. McCormick if the City Council were to adopt this report how it would limit any group's ability to maintain an informal neighborhood association or an existing one as currently structured.

Councilmember Laliberte stated she would support the motion to receive the report; advising she did want to have future conversation about the recommendation, opining too much time and effort was expended by a lot of people. Councilmember Laliberte recognized there were lots of diverging thoughts, but opined to table the report would be a disservice to those thoughts, and welcomed that future conversation, whether or not it was determined these were things that may or may not be needed.

Mayor Roe clarified that his initial intent was not to move forward drastically in forming neighborhood associations, but to have a structure in place for anyone wanting to create an association and an ultimate framework in place to do so and be of assistance to them. Mayor Roe expressed his recognition that there were obviously still things that needed to be discussed as part of that effort.

Councilmember McGehee stated she wasn't sure if the City Council had received precisely what they needed at this point, but if a neighborhood association wanted to get together, at least there was a list available to work from without the need to start from scratch.

#### **Roll Call**

**Ayes:** McGehee, Willmus, Laliberte, Etten and Roe.

**Nays:** None.

On behalf of the City Council and staff, Mayor Roe thanked the CEC and Task Force members who had worked on this report as a means to start the conversation and move forward accordingly.

#### **Motion to Extend Curfew**



# 1 Community Engagement Commission's 2 Report and Recommendations Regarding 3 Neighborhood Associations 4

## 5 [Introduction: Authorization and Background](#)

6 This report is the Community Engagement Commission's response to the Council's charge to the  
7 Community Engagement Commission (CEC) to advise it on "how the City could assist and encourage the  
8 formation of Roseville neighborhood associations."

9 As discussed with the City Council, the CEC decided to establish a task force to advise it on how the  
10 aforementioned charge could be achieved. This task force, advisory to the CEC, was established to be an  
11 initial, short-term effort related to advancing neighborhood associations in the city of Roseville.

12 The task force held nine meetings over the course of five months, between March 11, 2015 and August  
13 5, 2015. The task force, at its initiative, checked in with the CEC at its May 2015 meeting to confirm that  
14 it had correctly understood its charge from the CEC and to clarify that it was to recommend how the  
15 City—not the CEC—could:

- 16 1) Encourage and facilitate the formation of neighborhood associations, and
- 17 2) Foster and facilitate effective and authentic neighborhood participation in civic decision-making.

18 This advisory task force at its last meeting unanimously approved its final report to the CEC. The task  
19 force chairs, Donna Spencer and Jerry Stoner, presented the task force's report to the CEC at its August  
20 13th meeting. (See attached task force report). Task force members did not necessarily agree on all  
21 topics and, for this reason, the task force report indicated areas where it recommended further  
22 consideration by the full CEC.

23 The CEC spent the next few months reviewing and analyzing these recommendations and assessing  
24 those issues the task force had not resolved and left to the CEC for their resolution. It also  
25 independently reviewed Edina and St. Louis Park's policies and guidelines for their neighborhood  
26 associations, the only two inner ring suburbs in the Minnesota metropolitan area which have "official"  
27 neighborhood associations. The CEC also received a presentation from the St. Louis Park Community  
28 Liaison Breanna Freedman, who assists St. Louis Park neighborhood associations in applying that city's  
29 association guidelines.

## 30 [Primary Recommendation](#)

31 The Roseville Community Engagement Commission recommends to the City Council that the City assist,  
32 foster, and support the creation and effective functioning of neighborhood associations in ways as  
33 follows in this report.

34 It should be noted that while these recommendations are based on the work of the Neighborhood  
 35 Association Task Force, the task force recommendations have been subsequently reviewed and, in many  
 36 cases, altered. Thus, in other words, the specific recommendations below are those of the CEC itself.

37 Finally, it is important to note that this CEC report does not go beyond neighborhood associations and  
 38 address other ways that the City of Roseville could facilitate neighborhood participation in civic decision-  
 39 making.

#### 40 Benefits and Purposes of Neighborhood Associations

41 The purposes of a particular neighborhood association are determined by an association. Generally  
 42 speaking, the following are purposes commonly identified by many neighborhood associations. The  
 43 listing herein is not meant to be prescriptive or exhaustive but to serve as guidelines for existing or  
 44 future Roseville neighborhood associations.

45

46 Neighborhood associations:

- 47 1. Build a sense of community and a culture of neighborliness
- 48 2. Involve residents in their democratic forms of government
- 49 3. Promote social activities of varied interest to residents
- 50 4. Maintain and enhance the quality of neighborhood life and safety
- 51 5. Provide the means by which issues and concerns of a neighborhood can be more effectively  
 52 expressed and communicated, thus serving as a vital link between local government (City  
 53 Council, departments, and City Commissions, as well as school district and county government)  
 54 and the neighborhood
- 55 6. Promote community and civic engagement by presenting opportunities for resident involvement
- 56 7. Assist staff in disseminating timely and understandable information to provide for informed  
 57 resident participation in government decision-making and planning, thus gaining better  
 58 acceptance and understanding of government decisions
- 59 8. Function as a liaison enabling two-way communication between neighborhoods and  
 60 government entities on matter of interest such as zoning changes, redevelopment projects and  
 61 their neighborhood impact, park projects and Comprehensive Plan amendments as well as other  
 62 planning efforts

63 Neighborhood associations are one of many ways in which the City connects with its residents in the  
 64 development and implementation of policies, programs, and services. Neighborhood associations also  
 65 encompass the process of communicating and working collaboratively with citizens and other  
 66 stakeholders in balancing various interests and issues affecting their lives and neighborhood.

67

68 We recommend that the City recognize that neighbors can sometimes better understand and  
 69 communicate their neighborhood's issues and concerns to City Hall, especially in a suburb that does not  
 70 have ward representation.

71

72 Neighbors are often in a better position for raising the right issues and asking the relevant questions  
 73 concerning a neighborhood. Their involvement and collaboration in civic decision-making provide City  
 74 staff and officials an opportunity to answer their concerns and address their issues. Community  
 75 members can also provide a valuable source of expertise to influence government decisions that  
 76 improve neighborhood quality of life and delivery of public services.

77 Neighborhood associations are an important means to facilitate and encourage neighbors to become  
 78 involved in their community and engaged in local government and to improve communications between  
 79 residents and their government.

80

81 Potential benefits of neighborhood associations and their involvement in a collaborative decision-  
 82 making process include:

83

84 1. Provides residents a means to express a unified and collective voice

85 2. Increases residents' overall awareness of issues, decisions, and other issues that affect the  
 86 neighborhood and the City

87 3. Offers opportunities for local government officials, developers, and residents to prioritize  
 88 important projects, development, and planning and for the City and developers to solicit input  
 89 from residents before development plans are finalized and before City approval is secured

90 4. Allows the development of better and more creative ideas and solutions and encourages  
 91 thinking 'outside the box'

92 5. Instills a climate of respect and acknowledgement of the interests of various participants, staff,  
 93 and decision-makers

94 6. Facilitates the resolution of neighborhood issues within the neighborhood: provides City officials  
 95 and staff a better understanding of what are the issues neighborhood residents are concerned  
 96 about

97 7. Improves buy-in and acceptance of outcomes and improves confidence in the process leading to  
 98 an increase in sustainable decisions and greater resident satisfaction with the City's decision-  
 99 making process

100 8. Engenders trust between citizens and local government

101 9. Improves the City's access to the expertise of its citizens and expands the capabilities of existing  
 102 city staff

103 10. Nurtures the potential pool of informed and engaged candidates for Commissions and other  
 104 volunteer efforts in the city

105 11. Assists seniors and elderly desiring to age in place an additional sense of connectedness and  
 106 support

107

## 108 Detailed Recommendations

109 In order to effectively achieve the primary recommendation, the Community Engagement Commission  
 110 has created specific recommendations under two categories; 1) *Criteria for "Affiliated" Neighborhood*  
 111 *Associations*; and 2) *Neighborhood Association Expectations of the City*.

### 112 Criteria for "Affiliated" Neighborhood Associations

113 • Neighborhood associations shall register with the City in order to be "affiliated". (*Not all existing*  
 114 *neighborhood associations or other organizations need to register, of course, but "affiliation" is*  
 115 *required in order to be integrated into the city's neighborhood association specific notification*  
 116 *system and communications networks, and to receive most of the material support listed*  
 117 *below*). Neighborhood associations wishing to "affiliate" with the City shall provide the following  
 118 information to the City (in writing) upon registration:

119 ○ Neighborhood association name and contact information

120 ○ Recommended geographic boundaries as approved at the neighborhood  
 121 association's most recent annual meeting



- 164 • The City will allow “affiliated” neighborhood associations to reserve City Hall meeting rooms and  
165 City park buildings at no cost based on availability and in compliance with rental policies.
- 166 • The City will pay for and coordinate one mailing on behalf of each “affiliated” neighborhood  
167 association to all residences within the approved boundaries of the neighborhood association.
- 168 • The City will reasonably make staff and other officials available to speak and provide  
169 information to “affiliated” neighborhood associations on issues of concern and interest to the  
170 “affiliated” neighborhood association.
- 171 • The City will provide a staff liaison to assist neighborhoods in forming an “affiliated”  
172 neighborhood association and to assist residents seeking to join existing “affiliated”  
173 neighborhood associations.
- 174 • The City will develop, maintain and provide information to neighborhood associations regarding  
175 grants and other funding opportunities for neighborhood associations. The CEC recommends  
176 considering and deciding whether this information is basic, static, and included as a part of the  
177 above “tool-kit” or otherwise be separately made available and continually maintained by  
178 someone on city staff and/or representatives from “affiliated” neighborhood associations.
- 179 • If appropriate, the City will consider the establishment of grants or other funds to be used by  
180 neighborhood associations in City-approved projects, activities, and outreach.
- 181 • The City will formally integrate “affiliated” neighborhood associations into the normal  
182 notification process for significant City activities and proposed development projects occurring  
183 within its approved boundaries.
- 184 • The City will send out emails to “affiliated” neighborhood associations of upcoming City Council  
185 agendas
- 186 • The City shall host annual meetings between the City Manager and designated staff and the  
187 leadership of all “affiliated” neighborhood associations. The City Manager at her/his discretion  
188 may invite other City staff to attend. The City Manager will develop the agenda after consulting  
189 with the leadership of each “affiliated” neighborhood association.

190 [Additional Neighborhood Associations Expectations of the City \(Not Adopted by the Community](#)  
191 [Engagement Commission\)](#)

- 192
- 193 1) The City will acknowledge notification of “affiliated” neighborhood associations in RCAs and  
194 include “affiliated” neighborhood associations comments within the RCA if feasible and staff  
195 time permitting.
- 196 2) The City Council will, to the extent possible, explain how and why the “affiliated” neighborhood  
197 association’s public comments influenced the decision making process.
- 198 3) The City Council will duly consider information provided to them and will consider additional  
199 discussion on topic as is warranted.

200 [Other Provisions:](#)

- 201 • Communication with the neighborhood association will not replace the City’s traditional  
202 methods of direct outreach to residents.
- 203 • Neighborhood associations are strictly voluntary and no resident shall be required to  
204 participate. Each neighborhood association shall determine its own priorities and desired  
205 level of activity.



- 206 • Neighborhood associations will be included in the public input process but will not be  
207 assumed by City officials to speak on behalf of all residents in any given geographical area  
208 and will not limit the ability of any person or entity, including “non-affiliated” neighborhood  
209 groups, to otherwise participate in the public input process.

210 [Attachments to be included in the RCA](#)

- 211 1) Roseville Neighborhood Association Task Force Final Report to the Community Engagement  
212 Commission - August 5, 2015
- 213 2) Excerpt from the minutes approved by Community Engagement Commission of its Feb11, 2016  
214 meeting with St. Louis Park Community Liaison Officer Breanna Freedman
- 215 3) Example ‘How-to’ Organizing Kits from Edina and St. Louis Park Minnesota



## **Roseville Neighborhood Association Task Force Final Report to the Community Engagement Commission August 5, 2015**

### **Introduction**

This report summarizes the deliberations and recommendations of the Roseville Neighborhood Association Task Force. The Task Force was formed under the Roseville Community Engagement Commission (CEC). The charge of the Task Force, revised and finalized at the May 15, 2015 Commission Meeting, was to explore ways and make recommendations for the City to 1) encourage and facilitate the formation of neighborhood associations and 2) foster and facilitate effective and authentic neighborhood participation in civic decision making. The Task Force was established to be an initial, short-term effort related to advancing neighborhood associations in the city of Roseville. Ultimately, the Task Force held nine meetings over the course of five months, between March 11, 2015 and August 5, 2015.

The Task Force began with ten members with Gary Grefenberg, a member of the CEC, serving as convener. At the second Task Force meeting, Gary Grefenberg asked the Task Force to confirm his role as a co-chair and add another Task Force member as co-chair. The Task Force selected Gary Grefenberg and Donna Spencer as its co-chairs. At the seventh meeting of the Task Force on July 10, 2015, Gary Grefenberg voluntarily resigned as co-chair and was replaced by Jerry Stoner.

One Task Force member, Kody Thurnau, attended only the first two meetings, and over time, three people resigned from the Task Force. The final members of the Task Force and contributors to this report include: Gary Grefenberg, Diane Hilden, Sherry Sanders (CEC member), Donna Spencer, Jerry Stoner, and Amy Zamow. Members who resigned include Marcia Hernick, Lisa McCormick, and Peggy Verkuilen. Following her resignation, Lisa McCormick continued to attend meetings and provided public comment on this report. This document was approved by all five members present at the final August 5, 2015 meeting.

This report is divided into seven sections. First, it provides definitions that informed the discussions of the Task Force. The report then includes sections on the purposes and benefits

of neighborhood associations, city recognition of neighborhood associations, ways in which the city can encourage and facilitate neighborhood associations, and two-way communication between the city and neighborhood associations. Task Force members did not necessarily agree on all topics and, for this reason, this report indicates areas where further consideration by the CEC is recommended. Also, it is important to note that this report does not go beyond neighborhood associations and address other ways that the City of Roseville could facilitate neighborhood participation in civic decision-making.

## General Definitions Informing Task Force Deliberations

**What is Civic Engagement:** Three years ago, the Civic Engagement Task Force (precursor of the CEC) defined Civic Engagement as follows:

*"Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms— volunteering on city commissions and committees, involvement with neighborhood groups or other non-profit civic organizations, and/or organizational involvement for electoral participation. It can include efforts to directly address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy."*<sup>1</sup>

**What is a Neighborhood Association?** A voluntary neighborhood-based group of residents within a specific geographic area who come together to protect, preserve, and enhance the livability of their neighborhood.<sup>2</sup>

**Who is a Neighbor?** Residents who either own or rent within a neighborhood. Some neighborhood associations may choose to include local business owners who operate businesses within the designated neighborhood area.<sup>3</sup>

## Purposes of Neighborhood Associations

The purposes of a particular neighborhood association are determined by an association. Generally speaking, the following are purposes commonly identified by many neighborhood associations. The listing herein is not meant to be prescriptive or exhaustive but to serve as guidelines for existing or future Roseville neighborhood associations.

Neighborhood associations:

1. Build a sense of community and a culture of neighborliness;
2. Involve residents in their democratic forms of government;
3. Promote social activities of varied interest to residents;
4. Maintain and enhance the quality of neighborhood life and safety;

---

<sup>1</sup> American Psychological Association: <http://www.apa.org/education/undergrad/civic-engagement.aspx>

<sup>2</sup> NOTE: A neighborhood association should not be confused with a homeowner's association (often referred to as a HOA). A neighborhood association is a voluntary association formed around a particular community issue or interest. In contrast, a homeowner's association requires mandatory membership and arises out of ownership in a common-interest community, e.g., condominium, townhome, or other planned development. Such homeowner's associations deal primarily with financial obligations relating to the common property interest, e.g. maintenance and repairs, provided services, etc.

<sup>3</sup> There was a public comment in disagreement with whether business owners should be included in neighborhood associations.

5. Provide the means by which issues and concerns of a neighborhood can be more effectively expressed and communicated, thus serving as a vital link between local government (City Council, Departments, and City Commissions, as well as School District and County government) and the neighborhood;
6. Promote community and civic engagement by presenting opportunities for resident involvement;
7. Assist staff in disseminating timely and understandable information to provide for informed resident participation in government decision-making and planning, thus gaining better acceptance and understanding of government decisions; and
8. Function as a liaison enabling two-way communication between neighborhoods and government entities on matter of interest such as zoning changes, redevelopment projects and their neighborhood impact, park projects and Comprehensive Plan amendments as well as other planning efforts.

## **Benefits of Neighborhood Associations**

Neighborhood associations are one of many ways in which the City connects with its residents in the development and implementation of policies, programs, and services. Associations also encompass the process of communicating and working collaboratively with citizens and other stakeholders in balancing various interests and issues affecting their lives and neighborhood.

We recommend that the City recognize that neighbors can sometimes better understand and communicate their neighborhood's issues and concerns to City Hall, especially in a suburb that does not have ward representation.

Neighbors are often in a better position for raising the right issues and asking the relevant questions concerning a neighborhood. Their involvement and collaboration in civic decision-making provide City staff and officials an opportunity to answer their concerns and address their issues. Community members can also provide a valuable source of expertise to influence government decisions that improve neighborhood quality of life and delivery of public services. Neighborhood associations are an important means to facilitate and encourage neighbors to become involved in their community and engaged in local government and to improve communications between residents and their government.

Potential benefits of neighborhood associations and their involvement in a collaborative decision-making process include:

1. Provides residents a means to express a unified and collective voice;
2. Increases residents' overall awareness of issues, decisions, and other issues that affect the neighborhood and the City;
3. Offers opportunities for local government officials, developers, and residents to prioritize important projects, development, and planning and for the City and developers to solicit input from residents before development plans are finalized and before City approval is secured;
4. Allows the development of better and more creative ideas and solutions and encourages thinking 'outside the box';
5. Instills a climate of respect and acknowledgement of the interests of various participants, staff, and decision-makers;

6. Facilitates the resolution of neighborhood issues within the neighborhood: provides City officials and staff a better understanding of what are the issues neighborhood residents are concerned about;
7. Improves buy-in and acceptance of outcomes and improves confidence in the process leading to an increase in sustainable decisions and greater resident satisfaction with the City's decision-making process;
8. Engenders trust between citizens and local government;
9. Improves the City's access to the expertise of its citizens and expands the capabilities of existing city staff;
10. Nurtures the potential pool of informed and engaged candidates for Commissions and other volunteer efforts in the city; and
11. Assists seniors and elderly desiring to age in place an additional sense of connectedness and support.

## City Recognition of Neighborhood Associations

The Task Force recommends that Neighborhood associations *have the opportunity to register with and be recognized by* the City. Further, the Task Force recommends that standards for Neighborhood association recognition be limited to a set of minimal requirements to allow for variation in associations across the City. It is important to note that the Task Force believes that not all Neighborhood groups should be required to be recognized. Instead recognition is suggested for groups that want to participate in the communication expectations and/or receive support from the City as described below.

While each recognized Neighborhood association will determine its own purpose, priorities, structure, level of formality, and level of activity, this Task Force recommends the following minimal standards for associations recognized by the City:

- Association name and contact information: The association will provide the City with the name of the association and the contact information (name, phone number, email address) for the primary association contact(s) to facilitate efficient two-way communication between the City and the neighborhood association.
- Association geographic boundaries: Each association will work with the city to recommend and determine its own geographic boundaries. The association will provide the City with an adequate description of the neighborhood. This description will identify the specific streets that form the boundaries of the neighborhood. The Task Force recommends that further consideration be given to the appropriate size of neighborhood associations when determining boundaries.
- Communication to members: The association must identify at least one pre-determined approach for communicating to its members (e.g., email, postal mail, phone) and will commit to communicating with its members when the City sends notices to the neighborhood association.
- Inclusiveness: The association will commit to being inclusive of residents within the neighborhood, with voluntary membership open to both home owners and renters in the area. The association will determine whether it would like to include businesses as part of its association.<sup>4</sup>

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<sup>4</sup> Supported by all five members present at the July 22<sup>nd</sup> meeting.

- Anti-Discrimination: The neighborhood association does not discriminate on the basis of race, creed, color, national origin, place of residence, disability, marital status, status with regard to public assistance, gender, sexual orientation, veteran status, pregnancy, age or any other class protected by local, state or federal law.<sup>5</sup>

Other neighborhood association recognition criteria considered by the Task Force but not yet agreed upon are the following:

- Communications about the City: The association will commit to encouraging its membership to become involved in community engagement and civic activism.
- Association Organization: The association will submit with its application its bylaws or a statement of its purposes, a description of its process including any membership requirements and standards of appropriate conduct, its structure, and its method of governance.
- Annual meeting: The association will hold at least one meeting of the general membership per year.

One advantage of requiring recognition criteria is that they facilitate awareness and understanding of the association by the City, they facilitate city/neighborhood two-way communication, and they can promote important City values (e.g., inclusiveness). A disadvantage is that too many criteria or too strict of criteria could unnecessarily inhibit the formation and variation in neighborhood association purposes, priorities, formality, structure, and activity level. The Task Force recommends that further consideration be given to recognition standards for neighborhood associations by the CEC, including whether only one association per geographic area is recognized.

Recognized neighborhood associations and unrecognized neighborhood groups are not administrative or legislative bodies. Both types of entities will not be assumed to speak on behalf of all residents in its neighborhood. Both types of entities are voluntary, and no resident will be required to participate. Both types of entities will not limit the ability of any individual resident or group to participate in the local civic process on their own. Communication with a recognized neighborhood association will not replace the City's methods of communicating with City residents.

## **How the City of Roseville Can Encourage and Facilitate Neighborhood Associations**

To **encourage** the formation of neighborhood associations and other neighborhood groups, the Task Force recommends that the City of Roseville provide the following:

1. Space on City website in "Resident Resources" under "Neighborhood Associations" offering a list of associations with contact names, email addresses, phone numbers, and an interactive map of geographical boundaries of each association along with the lead of each association;

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<sup>5</sup> Supported by all five members present at the July 22<sup>nd</sup> meeting. This text is modified from Roseville's official non-discrimination commitment.



2. Neighborhood association news featured in City News and on the City website of upcoming events and activities, as requested by individual associations; and
3. A how-to document or tool kit which supplies a neighborhood that is looking to form an association with an explanation of how to form a recognized neighborhood association.

To **facilitate** neighborhood associations that choose to be recognized (see above) by the City of Roseville, the Task Force recommends that the City provide the following:

1. Neighborhood associations can reserve and use space for meetings with scheduling of city and park buildings at no charge.<sup>6</sup>
2. Upon the request of a neighborhood association, the City will pay for and coordinate a neighborhood mailing notifying residents of information about the association at least once a year.
3. The City will develop and maintain a list of City resources such as Staff and Officials who can speak on community policing, safety issues, fire safety, common ordinances, city codes, building applications, land use applications, and other issues of neighborhood interest for the purpose of community education.
4. The City will designate a staff liaison to serve as a source of information available for residents interested in forming or joining a neighborhood association and for existing neighborhood associations.
5. The City will develop, maintain, and provide information about existing funding and grants for neighborhood associations.
6. The City will establish funds or grants available to neighborhood associations to assist in City-approved projects for neighborhood improvement, beautification, education, community-wide events, and other neighborhood activities.<sup>7</sup>
7. The City will provide a website or similar function to which the neighborhood association can provide content.

The above recommendations are an outgrowth of the City of Roseville's renewed commitment to community and civic engagement. Further study is recommended to explore how the City can continue to cultivate a change in culture that promotes community and civic engagement. Topics for further study include how to consult on upcoming projects, policies that increase transparency, and notifying associations of relevant documents relating to particular community issues.

## **City Expectations of Communications from Neighborhood Associations**

A Neighborhood association, as any resident, has a variety of methods of communicating with the city. They can visit City Hall to meet with staff members. The City website also includes the phone numbers and email addresses for all City staff, and neighborhood associations can schedule meetings with staff. Neighborhood associations can also communicate with the City Council and Commissioners, directly by offering public comment at Council or Commission meetings or by sending emails. Members of the City Council and all Commissions have contact information, typically email addresses, available on the City website. There are also contact forms that can be filled out which will be communicated to the Council members or

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<sup>6</sup> Priority scheduling should be given to the association where appropriate.

<sup>7</sup> One Task Force member had reservations about this item in its final form.

Commissioners. Last, a Civic Engagement Module, developed by the CEC, will soon be online and will provide another method of contact.

In communicating with the City on behalf of a neighborhood association, the association will:

1. Clearly identify that communication is coming from the neighborhood association;
2. Acknowledge that some communications to the city are considered Public Record;
3. Allow their opinions and comments to be incorporated into the Request for Council Action, to be included in the Council meeting packet prior to the Council meeting at which the relevant agenda item will be discussed; and
4. When providing public comment during a City meeting as a representative of a neighborhood association, be allowed additional time beyond the customary 5 minutes allotted per resident.

## **Neighborhood Association Expectations of Communications from the City**

1. When a department or individual is communicating with a neighborhood association they shall:
  - a. Clearly identify itself/themselves and
  - b. Provide clear contact information.
2. The Task Force recommends that the City integrate the neighborhood associations into its normal notification process. Some suggestions for points of integration are (but not limited to):
  - a. Neighborhood associations shall be added to the City's database of parties requesting notifications.
  - b. When sending out communication based on geographic boundaries, the City should send that communication to any neighborhood association which covers at least a part of that geographic area.
  - c. The city should communicate regular broadcast emails with City Council agendas for upcoming meetings to the neighborhood associations.
  - d. Requests for Commission/Council Action shall be modified to include a checkbox to indicate notification of neighborhood association of a particular proposal (i.e. development proposal, land use application, etc.), as well as provision for inclusion of the association's position on an agenda item of relevance to the neighborhood association.
3. The Task Force recommends that the city look to organize group meetings between the City Manager and all neighborhood associations. These meetings should be at least quarterly or at the request of one or many neighborhood associations. The intent is to allow neighborhood associations to gather information to disseminate to their residents to improve the efficiency of public comment and more widely distribute information to the public. The CEC and the Council should assess the effectiveness of these meetings at regular intervals.
4. The Task Force believes that the City must more clearly communicate how public comments influenced the decision making process. The Task Force is concerned that too often public comment is solicited and accepted but not referenced. When a final decision has been made, the decision maker should indicate how public and neighborhood association comments affected the decision. If the eventual action differs



from the desire of the neighborhood association, some explanation should be made as to why.

5. If a neighborhood association gathers information from their members and presents it to the Council, the Task Force recommends that the information should warrant an opportunity for discussion.

## **Conclusion**

The Task Force appreciates the opportunity to work on the important topics of neighborhood associations and neighborhood participation in civic decision-making and to provide these recommendations to the CEC. We are available to address questions and provide additional clarifications if requested. We recommend that the CEC continues to focus on neighborhood associations and ways in which the City of Roseville can better foster neighborhood engagement.

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274 Specific to a potential timeframe, Mr. Bilotta responded that each  
275 community's visioning process for its comprehensive plan update differed,  
276 with some having a process and others not having one. From that  
277 perspective, Mr. Bilotta expressed the need to not get bogged down with  
278 the details of the comprehensive plan, but utilize a visioning process  
279 where everyone sits back and thinks where the community will be in the  
280 future, not specifically reviewing individual lots citywide.

281  
282 Mr. Bilotta noted that eventually the comprehensive plan process will get  
283 into that level of detail, but after the foundational visioning and public  
284 understanding and agreement with the vision. Mr. Bilotta noted that this  
285 may be as simple as one paragraph or up to a few pages in length.

286  
287 Mr. Bilotta suggested the first step would be reviewing the existing vision  
288 and determining if it remained relevant and adequate enough to allow the  
289 Comprehensive Plan update to be built on that same vision, if it needed  
290 tweaking, or needed to be totally revised. Mr. Bilotta opined that was a  
291 key decision point to determine if the community wanted to stick with the  
292 previous vision or pursue an entirely separate process.

293  
294 Chair Becker referenced the City Council's suggestion on Monday night  
295 to simply refresh the vision and keep it relatively short via a bulleted list.

296

297 **6. Old Business**

298

299 **a. Continue Discussion on Neighborhood Associations**

300 Since the St. Louis Park presenter was not yet present, Chair Becker  
301 adjusted the agenda accordingly.

302

303 **ii. Discussion of Next Steps**

304 Chair Becker briefly reported on his meeting with the City Council on  
305 Monday night, and his sense that they were eager to get pending  
306 recommendations from the CEC sooner rather than later. Specific to  
307 the neighborhood association recommendation, Chair Becker asked  
308 commissioners what if anything they felt was still missing; what  
309 additional learning was needed by the CEC; and whether or not the  
310 CEC was prepared to complete its analysis before making its final  
311 recommendation to the City Council.

312

313 At the request of Commissioner Manke, Chair Becker noted that the  
314 CEC had reviewed the minimum requirements expected by the city  
315 from neighborhood associations receiving city support or assistance.  
316 Chair Becker noted that the Commission has covered a lot of  
317 information to-date; but anticipated a concise and fluid set of  
318 recommendations rather than a rigid recommendation in a long,

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319 drawn-out report. Chair Becker suggested a set of recommendations  
320 and context for them in order to guide the City Council on this effort  
321

322 Chair Becker clarified that it was the charge to the CEC to provide the  
323 recommendations, whether or not the City Council nixed some right  
324 away, sought additional input, or tweaked some items at its initial  
325 review.  
326

327 Chair Becker noted City Manager Trudgeon's offer to sort out the first  
328 cut of those recommendations.  
329

330 City Manager Trudgeon concurred, stating that he was happy to help  
331 assemble the document and get it into the appropriate format for the  
332 full CEC to look at prior to their presentation to the City Council.  
333 Given the amount of time the City Council had been awaiting this  
334 recommendation, Mr. Trudgeon suggested that review, including  
335 looking at old reports, meeting minutes and other background  
336 information and materials, could be helpful to the Commission in  
337 making their final decision as well as moving the process along.  
338

339 Commissioner Grefenberg thanked City Manager Trudgeon for that  
340 offer, recognizing that it represented a time-consuming on his part.  
341 Commissioner Grefenberg asked that both he and Chair Becker be  
342 allowed to participate in that review since both had been directly  
343 involved in in bringing the Neighborhood Association  
344 recommendations this far.  
345

346 Chair Becker asked commissioners if they were aware of any further  
347 analysis or discussion needed, remembering that the focus was to  
348 remain at a higher level rather than providing details. Chair Becker  
349 asked if commissioners felt the CEC was ready to compile its  
350 recommendations for review as a complete set.  
351

352 Commissioner Manke opined she was ready to compile the  
353 recommendations in order to have something tangible in front of the  
354 CEC and tweak it as necessary; and then move onto the next project.  
355

356 Commissioner Grefenberg cautioned that there may be some  
357 additional issues raised with the St. Louis Park presentation that  
358 needed to be addressed. Therefore, Commissioner Grefenberg stated  
359 that he wasn't yet ready to provide a final answer to Chair Becker  
360 since St. Louis Park provided an excellent example of how  
361 neighborhood forums are held, an issue that remained unclear to him,  
362 and how to deal with the issue of determining neighborhood  
363 association boundaries

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364 Discussion ensued regarding how the city’s website would be  
365 available to existing neighborhood associations or affiliated  
366 associations. It was clarified that this issue had been covered in the  
367 material support discussion at the last Commission meeting.  
368

369 Chair Becker added that at the last CEC meeting the initial  
370 recommendations had been that the boundaries could not overlap nor  
371 could they be too large or too small. Chair Becker reiterated that the  
372 specific method should remain a City Council decision as they discuss  
373 their approval of boundaries and the process depending on the specific  
374 situation. Chair Becker noted that the City Council could determine if  
375 they wanted to delegate that to the City Manager or make that decision  
376 as an elected body and suggested that the CEC not get bogged down in  
377 those details.  
378

379 Depending on how quickly staff is able to view background materials,  
380 and assist the working group of Becker and Grefenberg in developing  
381 the initial draft recommendations followed by full Commission  
382 review, Chair Becker opined that conservatively he anticipated that the  
383 final version could come to the CEC by April of 2016 and be placed  
384 on the next available City Council agenda. Chair Becker noted his  
385 impression that the City Council was more than eager to see the  
386 recommendation; and expressed his eagerness to move onto other  
387 work for 2016.  
388

389 **i. Presentation from St. Louis Park**

390 Chair Becker welcomed St. Louis Park Community Liaison Breanna  
391 Freedman who provided brief personal biography and a history of  
392 neighborhood associations in St. Louis Park. Ms. Freedman  
393 distributed numerous handouts during the discussion and referenced  
394 that material as well as other items she volunteered to provide city  
395 staff for dissemination to the Commission if not available on the St.  
396 Louis Park website.  
397

398 Ms. Freedman touched upon how neighborhood associations were  
399 initiated in St. Louis Park by citizens who found the City Council in  
400 favor of and open to their formation; a map (trail map) identifying and  
401 highlighting boundaries for those associations, how they started and  
402 where the process was at now; and the geographic area and the number  
403 of dwelling units in each neighborhood. St. Louis Park had originally  
404 been divided into 35 areas during previous neighborhood revitalization  
405 efforts. Now there were 26 associations whose boundaries were  
406 determined by using major highways, natural boundaries, or  
407 commercial areas, resulting in each unique and specific neighborhoods  
408 Additional discussion included the St. Louis Park Community  
409 Development Department initially partnering with and hosting

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410 neighborhood meetings based on the relationship within the  
411 community; drawing of neighborhood boundaries after they were  
412 surveyed, and the huge engagement part of that process.

413  
414 At the request of Commission members, Ms. Freedman reviewed the  
415 type and frequency of support offered associations by the city: funding  
416 and city staff performing the first initial post card mailing expressing  
417 interest of the neighborhood in organizing mailed to every household  
418 and apartment in that identified boundary without releasing that  
419 mailing list, but providing information on the meeting (e.g. time, date,  
420 etc.) with a representative usually working with Ms. Freedman; space  
421 provided for that meeting at city hall or a park building at no charge;  
422 and continued meeting space at no fee for all future meetings.

423  
424 Ms. Freedman reviewed the City of St. Louis Park's use of grants  
425 through its Neighborhood Revitalization Grant Program, funded by  
426 city tax dollars from housing rehabilitation monies, and in place since  
427 1996. This grant program provided up to \$30,000 in grant funds  
428 distributed among neighborhoods. The grant application process ran  
429 from May through April of the following year; the process included  
430 eligibility requirements which served to help determine if a  
431 neighborhood is a valid association and eligible for city grant funds.

432  
433 Chair Becker asked Ms. Freedman to summarize what hadn't worked  
434 as if St. Louis Park could start the program over again; and what  
435 challenges she saw or what her city had learned.

436  
437 Ms. Freedman prefaced her comments by acknowledging that she had  
438 not been employed by the City of St. Louis when the program was  
439 initiated. However, Ms. Freedman opined that she found the key was  
440 communication and maintaining a supportive role to continuously  
441 encourage each association as it got going. Ms. Freedman also noted  
442 the need for all parties to have clear expectations of what is expected  
443 and their role and place in the City.

444  
445 Ms. Freedman added that her staff role was huge in keeping that daily  
446 communication going, attending a number of meetings as needed; and  
447 while not seeing it necessarily as a challenge, it required that the staff  
448 position have some flexibility that could be depended upon as a  
449 consistent resource to keep associations on track and answer their  
450 questions.

451  
452 At the request of Chair Becker, Ms. Freedman advised that she was  
453 full-time in this role; but also served as Human Rights Commission  
454 liaison for the St. Louis Park Police Department, part of their  
455 community outreach efforts. By having the Police Department

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456 involved, Ms. Freedman noted that it helped keep them involved in  
457 neighborhoods and what was happening in each area of the  
458 community. Ms. Freedman advised that her outreach team attended  
459 various events and tried to maintain as much public contact as possible  
460 by spending face-to-face time with the community, including working  
461 with annual National Night Out efforts, with 139 different registered  
462 parties in 2015 requiring a considerable amount of coordination in  
463 having a Police or Fire Department presence in each neighborhood.

464  
465 Commissioner Grefenberg asked if St. Louis Park required a set of  
466 bylaws for each neighborhood and whether it had examples bylaws to  
467 help associations get started.

468  
469 Ms. Freedman advised that the City of St. Louis Park provided two  
470 model bylaw templates for developing an association's specific  
471 bylaws, not specifying if one or the other needed to be used, but  
472 providing options of what those bylaws could look like. Ms.  
473 Freedman noted that it was helpful if a neighborhood had organized in  
474 the past, with those bylaws being provided and the association  
475 membership voting on changes for new bylaws going forward versus  
476 starting from scratch.

477  
478 Commissioner Manke asked what type of structure St. Louis Park  
479 asked of associations.

480  
481 Ms. Freedman responded that at a minimum the City of St. Louis Park  
482 required a Chair or President, and a Vice Chair, basically two roles;  
483 with some deciding they wanted a Secretary or Treasurer office as  
484 well; Others may choose a detailed programming committee, others  
485 may wish to have a volunteer coordinator. Thus the organizational  
486 structure could range anywhere from 3 to 10 officers or leaders,  
487 depending on the size, function, and kind of neighborhood involved.

488  
489 Commissioner Grefenberg noted the population of St. Louis Park is  
490 45,000; and noted that the population couldn't determine the average  
491 size of neighborhood associations. Commissioner Grefenberg opined  
492 that was one issue the CEC was grappling with: should there be a  
493 maximum size for a neighborhood. He sought input from Ms.  
494 Freedman on this issue of whether there was an optimal minimal and  
495 maximum size of neighborhood population.

496 Ms. Freedman responded that they had no size requirements; and had  
497 found that the sizes or membership didn't change with boundaries in  
498 place; even though some neighborhoods may be more densely  
499 populated than others, advising that the city may then try to balance  
500 things out based on that density level.

501



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502 As addressed by Chair Becker, Ms. Freedman recognized that most  
503 associations resulted from block parties or smaller block groups  
504 naturally coalescing and not city dictated. Ms. Freedman advised that  
505 the City of St. Louis Park had a sworn Community Outreach Officer  
506 who worked directly with block captains, often someone who has  
507 stood out as a natural neighborhood leader and their desire to be  
508 involved in their neighborhood.

509  
510 Chair Becker asked if Ms. Freedman was aware of any other free-  
511 standing organizations not identified as an official neighborhood, who  
512 attempted to receive free city website space or free mailings.

513  
514 Ms. Freedman advised that this was not a problem; and that the  
515 incentive for becoming an official neighborhood association was the  
516 availability of City grant monies, opining that it didn't make sense to  
517 have an organization if not applying for support to fund it. However,  
518 Ms. Freedman noted that, even without that grant funding, a lot of  
519 those neighborhoods would continue to thrive as an informal  
520 association.

521  
522 Commissioner Manke asked what the grant funds could be used for.

523  
524 Ms. Freedman responded that the City allowed considerable flexibility  
525 and each neighborhood association varied, with some used for  
526 environmental efforts (e.g. compostable products, park improvements,  
527 park clean-up supplies) or insurance component for volunteers, among  
528 other uses.

529  
530 Ms. Freedman advised that until recently, they hadn't seen many  
531 businesses typically involved in neighborhood associations, but  
532 clarified that the city didn't have any policies in place if a  
533 neighborhood chose to be inclusive to businesses and left it up to them  
534 to determine the extent they wanted to be. However, Ms. Freedman  
535 advised that the city didn't encourage businesses being part of the  
536 neighborhood's steering committee, and preferred that be left to  
537 residents, whether single-family home owners or those in rental units.

538  
539 Chair Becker asked how and when renters participated in St. Louis  
540 Park.

541  
542 Ms. Freedman advised that typically they saw renters involved in  
543 organizing neighborhood associations, even though it could be  
544 challenging to get their involvement.

545  
546 City Manager Trudgeon asked how city businesses, land use decisions,  
547 street projects and other issues flowed into neighborhoods and how

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548 those neighborhoods plugged into the City Council decision-making  
549 process. City Manager Trudgeon also asked how their city handled  
550 automatic mailing notifications and how that worked.

551  
552 Ms. Freedman advised that neighborhood meetings were a big deal for  
553 the City of St. Louis Park for those impacted; with the neighborhood  
554 association contact or chairperson used as the main point of contact to  
555 alert their neighbors. However, Ms. Freedman clarified that city staff  
556 ran those informational meetings, and sought input from the  
557 appropriate association as to the best location to hold these meetings  
558 and other logistics. The City's Planning Department hosted these  
559 meetings on a regular basis, and thus significantly involved  
560 neighborhoods, with attendance varying depending on how  
561 controversial an issue is.

562  
563 Ms. Freedman advised that City staff took those meetings very  
564 seriously and assured appropriate staff representation was available.  
565 For instance, Ms. Freedman noted that the Police Department was  
566 undertaking its second year of meeting with all neighborhoods, in its  
567 four different police districts (similar to wards) and inviting  
568 appropriate staff depending on what's happening in their neighborhood  
569 to respond to questions. Ms. Freedman noted that, as much as  
570 possible, the City used team resources to touch base with  
571 neighborhoods at every opportunity to gather their input and feedback.  
572 Ms. Freedman further noted that the City of St. Louis Park had a ward  
573 and at-large system for electing their six council members, with four  
574 wards and two at-large positions.

575  
576 Discussion continued regarding whether or not neighborhoods  
577 advocated for their residents at the City Council level or leaders  
578 spearheaded the efforts on various issues through listening sessions  
579 and direct engagement efforts, or through engaged individuals active  
580 in their neighborhood taking the initiative to pursue various concerns.  
581 Ms. Freedman added that attendance by St. Louis Park Council  
582 members at public open forums allowed them to hear directly from  
583 their residents which input often influenced their decision-making  
584 Commissioner Grefenberg asked Ms. Freedman if the City of St. Louis  
585 Park placed any specific expectations or responsibilities on  
586 neighborhood associations beyond an annual meeting and adopting  
587 bylaws, such as requiring annual election of officers to avoid the  
588 associations becoming insular with the same people getting elected  
589 repeatedly.

590  
591 Ms. Freedman responded that the City did require each association to  
592 had some method of transferring leadership from one year to the next  
593 in order to provide an opportunity for new leadership to step forward.



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594 Ms. Freedman noted that it didn't have to occur at their annual  
595 meeting, but typically that made the most sense. As part of their  
596 requirements, Ms. Freedman also noted that the City of St. Louis Park  
597 requires that the City be advised of the annual meeting date, which  
598 was part of each association's grant application that serves to verify  
599 the date and also questions how they plan to encourage new residents  
600 to become involved in the steering committee. Ms. Freedman noted  
601 that one association's bylaws require election of a new president  
602 annually, which has proven successful for them; in her opinion, this  
603 provision allowed those associations and neighborhoods to thrive  
604 without the City dictating their governance model.

605  
606 At the request of Commissioner Manke, Ms. Freedman noted that  
607 there were also some associations that kept the same president year  
608 after year; and others that rotated that office among their steering  
609 committee.

610  
611 Commissioner Manke expressed her preference for term limits, which  
612 Ms. Freedman agreed with as more advantageous.

613  
614 Ms. Freedman further reported that, as part of the grant application and  
615 program, the City required neighborhood associations to provide  
616 evidence of how they engaged and incorporated neighborhood input;  
617 and to report on how their grant funds had been and were intended to  
618 be used. Ms. Freedman noted that this information could be obtained  
619 by each association in a variety of ways, including a suggestion box,  
620 paper surveys, online surveys, other broad and creative ways to help  
621 ensure all residents are given an opportunity to be engaged in the  
622 decision-making process as they desire. Ms. Freedman noted that this  
623 helped keep one person or group from monopolizing or taking over the  
624 neighborhood association.

625  
626 At the request of Commissioner Grefenberg, Ms. Freedman answered  
627 that she personally reviewed and approved each association's bylaws  
628 in her position as the St. Louis Park community liaison. Ms.  
629 Freedman noted that the current bylaws had to be submitted annually  
630 with the grant application; but were more closely scrutinized when a  
631 group was first organizing.

632  
633 Ms. Freedman advised that she retained a master contact list for each  
634 neighborhood association and/or their steering committee, and  
635 whenever a big event was coming up in St. Louis Park of interest to  
636 them, an email was provided to all steering committee members, not  
637 just the president, to ensure that everyone was included and invited.

638

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639 Ms. Freedman further noted the annual leadership forum to which all  
640 neighborhood leaders were invited to attend, with an annual theme and  
641 speakers that may involve particular grant options or city leaders. Ms.  
642 Freedman advised that grant awards are presented and monies  
643 distributed at that meeting.

644  
645 Commissioner Grefenberg referenced the task force report suggesting  
646 setting up meetings of all affiliated neighborhood chairs or presidents  
647 with the City Manager 2-3 times each year.

648  
649 Chair Becker expressed his appreciation for Ms. Freedman's reference  
650 to emailing the entire steering group as their point of contact rather  
651 than only one person (e.g. the president) filtering information. Chair  
652 Becker asked if Ms. Freedman was aware of any neighborhood  
653 associations violating rules or excluding renters, or any other  
654 problematic issues.

655  
656  
657 Ms. Freedman reported that she actually had neighborhood leaders  
658 coming to her seeking suggestions for contacting renters and getting  
659 them included, which always was a challenge. Ms. Freedman advised  
660 that she frequently referred them to property managers for posting  
661 event flyers to advertise their activities and encouraging them to  
662 become part of the process by providing input and ideas. Ms.  
663 Freedman noted that grant funds help further the community  
664 engagement attempt.

665  
666 Ms. Freedman reported only one problem she was aware of regarding  
667 Chair Becker's concern regarding contacts and control of associations.  
668 Ms. Freedman noted a recent instance when a neighborhood resident  
669 asked that all email communications be sent to her directly, which  
670 raised flags whether her intent was to filter information. Ms.  
671 Freedman noted a neighborhood association may provide a sign-up  
672 sheet for email communications, with another role in having a  
673 newsletter editor and having them email any city communication from  
674 and to the editor and the city, or from the city to the steering  
675 committee to disseminate that information to their full email list. Ms.  
676 Freedman noted that the City of St. Louis Park also used  
677 NextDoor.com to disseminate that information.

678  
679 Commissioner Grefenberg asked Ms. Freedman to report on how the  
680 City of St. Louis Park ensured accountability beyond requiring an  
681 annual meeting per year or whether there were other ways to hold  
682 neighborhood associations accountable to their neighbors.  
683 Ms. Freedman stated that she hadn't seen any issues with  
684 neighborhoods wanting to keep information to themselves, since a

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685 required goal of each Association’s steering committee was to bring  
686 people in, adding that each association governing entity was advised to  
687 seek as many options as possible to engage their neighbors.  
688

689 Ms. Freedman noted that there hadn’t been that tension or need for the  
690 city to get involved if there were issues over an association’s  
691 accountability; she anticipated that could be part of her role as liaison  
692 if that problem ever became evident. In her conversation with peers  
693 and colleagues, Ms. Freedman reported that she had not heard of that  
694 being a problem elsewhere, especially when neighborhood  
695 associations aren’t necessarily formed around issues but created for the  
696 purposes of maintaining quality relationships between residents and  
697 allowing access to the City Council, city staff, and city resources. Ms.  
698 Freedman noted that this purpose, rather than issue-based, allowed  
699 promotion to be a good neighbor and addressed the general upkeep of  
700 neighborhoods and personal investment in their communities.  
701

702 Commissioner Grefenberg noted, as a recent example: The Twin  
703 Lakes Redevelopment Area where local impact seemed to be a  
704 sensitive issue overriding a citywide impact.  
705

706 Ms. Freedman referenced a similar situation when the City of St. Louis  
707 Park was redeveloping citywide, and the decision-making included  
708 how to establish project boundaries. Ms. Freedman suggested that one  
709 way to avoid negative issues was to recognize and highlight that each  
710 neighborhood was unique and different, while all may be experiencing  
711 similar issues. Ms. Freedman offered to do further research from  
712 meeting minutes from their city’s neighborhood revitalization  
713 committee and send that information to the Roseville CEC for their  
714 reference.  
715

716 Commissioner Grefenberg referenced his favorable impression with  
717 the City of St. Louis Park’s website which had information available  
718 on each neighborhood association and its organization, beyond just a  
719 map and contact people, but providing neighborhood characteristics  
720 and information on the association itself. Regarding authorship of that  
721 information, Commissioner Grefenberg asked Ms. Freedman if there  
722 were any problems or if she reviewed that input before it was added to  
723 the City’s website.  
724

725 Ms. Freedman reported that this information was in place before she  
726 was employed as by St. Louis Park as community liaison less than  
727 three years ago; and as referenced by Commissioner Grefenberg,  
728 provided neighborhood demographics and characteristics, and if in  
729 organized neighborhoods, their consent was sought before publication  
730 by the City. Ms. Freedman advised that she was only aware of minor

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731 and infrequent issues with newsletter content, since the City supplied  
732 printing costs for newsletters, even though most are being done  
733 electronically now or gone from 4 pages to a single page and  
734 distributed more frequently. Ms. Freedman reported that the problem  
735 had been with some neighborhoods advertising political campaigns,  
736 creating a conflict of interest with the city supplying that resource and  
737 the neighborhood supplying the newsletter, and creating local political  
738 issues in wards. However, after the City created some newsletter  
739 policies, Ms. Freedman reported that these problems had been  
740 squelched.

741  
742 Ms. Freedman also noted that some associations used advertising as a  
743 revenue source for their newsletters, and of course, that was being  
744 taken advantage of at times, requiring the city to put a cap on some of  
745 those practices. Ms. Freedman further noted that local businesses had  
746 an opportunity to advertise, however, and this allowed neighbors to  
747 support those important resources in their community, and develop  
748 relationships with those businesses, thus allowing them to become  
749 involved and engaged with neighborhood associations, frequently by  
750 donating goods or services to the association for a special event.

751  
752 At the request of Commissioner Manke, Ms. Freedman advised that  
753 each neighborhood association put together their individual  
754 newsletters, which were in turn reviewed by her according to city  
755 policy; but clarified that the city did not mail it out. Ms. Freedman  
756 reported that typically the block captains or volunteers commit to  
757 distribute the newsletters. Ms. Freedman noted that this was part of  
758 the grant application process, with the neighborhood associations  
759 reporting on their in-kind match of city grant funds.

760  
761 Commissioner Manke asked if neighborhood associations had a link  
762 on city websites to their own websites if available.

763  
764 Ms. Freedman reported that she had seen that done, but noted that  
765 most neighborhood associations don't have a website, but typically use  
766 Facebook or shift to NextDoor.com.

767  
768 Commissioner Grefenberg noted that NextDoor.com had its own  
769 national prohibitions regarding political postings that was not subject  
770 to municipal authority. Mr. Grefenberg reported that approximately  
771 15% of Roseville residents were involved in NextDoor.com; leaving  
772 85% of its residents needing informed of decisions through another  
773 method of communication.

774  
775 Ms. Freedman stated that the City of St. Louis Park used every  
776 available social media to promote and inform residents about

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777 neighborhood meetings. She recognized that a good portion of its  
778 residents didn't depend on social media; and therefore if possible  
779 meeting information was also included in the local newspaper or city  
780 newsletter, depending on timing. Ms. Freedman emphasized the  
781 importance of communication as the key to make contact with  
782 residents and encourage their involvement, further noting the  
783 importance of community and neighborhood leaders in assisting with  
784 those opportunities.

785  
786 Chair Becker thanked Ms. Freedman for the information; and Ms.  
787 Freedman offered to provide any other information as requested by the  
788 CEC.

789

790 **b. Update on Community Listening and Learning Events**

791 With Commissioner Gardella unable to attend tonight's meeting, Chair  
792 Becker asked City Manager Patrick Trudgeon to report on her behalf  
793 subsequent to his meeting last week with Commissioner Gardella, a  
794 representative from the Advocate for Human Rights and Lake McCarrons  
795 Neighborhood Association President Sherry Sanders.

796

797 City Manager Trudgeon reported on that meeting and discussion on how  
798 the recently-awarded grant award could be incorporated into the larger  
799 vision of the working group and residents in SE Roseville. City Manager  
800 Trudgeon noted that this discussion led to clarification that the proposed  
801 listening/learning sessions intended for funding from grant funds was  
802 more about welcoming new arrivals into the area and their interaction  
803 directly with the neighborhood association, the Karen Organization of  
804 Minnesota (KOM), and School District No. 623. Mr. Trudgeon noted that  
805 while there may not be a direct role for the City of Roseville, there  
806 remained a definite interest by them.

807

808 Given the broader timeframe required for SE Roseville efforts from the  
809 City's perspective and partnering agencies and stakeholders, Mr.  
810 Trudgeon advised that those efforts would be more long-term and much  
811 more expansive than just targeting a specific population, such as the Karen  
812 community. Keeping that in mind, Mr. Trudgeon expressed appreciation  
813 for these background opportunities that would certainly serve to inform  
814 the broader process. Mr. Trudgeon recognized that, due to timelines and  
815 grant deadlines, the process may have been more convoluted and while not  
816 falling within city grant application procedures, it was still a great step to  
817 build relationships and connections or systems that would become the  
818 foundation for future needs.

819

820 Commissioner Grefenberg enquired whether Mr. Trudgeon knew that the  
821 Commission itself was neither aware of this specific proposal nor had it



# How to Start a Neighborhood Association



Experience **LIFE** in the Park

A neighborhood association is a group of neighbors who work together to make a stronger neighborhood.

## Why should my neighborhood organize?

Before you ask your neighbors to organize, you have to be able to explain to them the benefits and value of forming a neighborhood group.

Organizing is mostly about developing relationships with each other, the city government, and other neighborhoods.

When deciding whether or not to organize as a neighborhood, ask yourself and others the following questions.

- Do you know how to get in touch with neighbors in case of an emergency?
- Would you like to address some problems in your neighborhood that need to be corrected?
- If your children needed to reach someone nearby for help when you're not home, would they know who to call?
- In the case of a neighborhood emergency would neighbors know how to get in touch with you?
- Could your neighborhood be friendlier?
- Would you enjoy more planned activities in your neighborhood for children and adults?

Did you answer "yes" to a majority of these questions?

If so, let's work together to organize your neighborhood!



Andrew Tilman/SLP Friends of the Arts

**Vision:**  
St. Louis Park is committed to being a connected and engaged community.

## Getting Started—Build a Core Group

The first thing to do is meet with the neighbors who want to form a neighborhood group. Create a core group that will serve as the temporary steering committee until you

decide the formal structure of your neighborhood association and officers are elected. The core group, three or four are enough, handles arranging and advertising the first few meetings.

Often the core group is made up of all the people who have decided to form a neighborhood group.

### Inside:

Hold Core Group Meetings	2
Plan a General Meeting	2
Reach Out to the Community	3
Bylaws	4
City Services and Resources	4

Experience **NEIGHBORHOODS** in the Park



Adjo Habia/SLP Friends of the Arts

*“To catch the reader’s attention, place an interesting sentence or quote from the story here.”*

## Hold Core Group Meetings

As the temporary steering committee, the core group will be the one that picks the first issues to discuss (not necessarily to act on!), selects the location and time for the first general meeting, and gathers information that will help the whole group begin to work on issues that people care about. Here is what your core group should work on during the first few meetings:

- Come up with some ideas for kick-off projects. Start with fairly simple activities like a block clean-up or a potluck. This will give the people who come to the first general meeting a list of projects to get involved in and think about. Remember, when you have other people on board, they may come up with other sug-

gestions. It’s always a good idea to make the first project one that is visible and gets quick results. This shows people that your group means business and can get things done. People are more likely to join a group that works on issues they care about and that can really make some changes.

- Decide who you want to tell about your new organization. Which neighborhood organizations, businesses, etc. can you involve to help you spread the word? Make a list of organizations with contact names and phone numbers. You’ll want to start contacting them after the first general meeting.
- Start to divide up tasks based

on people’s interests. Keeping people interested is the best way to keep them involved. Some of the tasks that the core group will take on are:

- \* Contacting other groups within the neighborhood.
- \* Recruiting residents to be general members of the neighborhood association.
- \* Creating the agenda and arranging for future core group meetings.
- \* Researching specific issues in depth so you have all of the information you need when it’s time for the general membership to meet.

## Plan a General Meeting



Max Bentley/SLP Friends of the Arts

As soon as you are ready, your core group should decide on a time, date and place for a general membership meeting. Choose a time that is convenient for the largest number of people to increase your chances of a good turnout. An evening during the week or a day during the weekend generally works best. Church buildings,

community centers, schools, and public libraries are usually easy for neighborhood residents to get to and will often provide the room without charge. Do you really want to get people to come? Have some local teenagers provide babysitting and make sure you put that on your outreach flyer!

Simple rules to remember to have a good first neighborhood association meeting: 1) All ideas should be given fair consideration. 2) People need to be treated with respect. 3) No one should leave the meeting without a task. 4) Everyone should sign in. Collect contact information.

# How to Start a Neighborhood Association

## General Meeting—continued

When you prepare an agenda for your first general meeting, keep in mind that the purpose of this meeting is to lay the groundwork for the organization. Your goal is to come out of this meeting with an agreement on the goals for the organization and the issues that it will take on. A good agenda should look something like the one below. Note—the information in parentheses is for your reference only and should not be on the agenda.

### 1. Introduction

- Meet the core group (The core group should introduce themselves and someone from this group should explain the purpose of the meeting.)

- Meet everyone in the room (Everyone should share who they are, where they live, and what they would like to see happen in our neighborhood.)

### 2. Discussion of issues and challenges

- (At this point in the meeting, everyone should have the chance to voice their opinions and make suggestions. You may have to work hard to make sure everyone has this chance and keep the agenda moving.)

### 3. Setting priorities

- Brainstorm (based on the challenges discussion, help everyone brainstorm their interest in helping the community as a neighborhood association.)
- Top priorities selected (Prioritize one or two areas of interest that your group can work on first.)

- Project ideas developed (Develop projects or ideas based on areas of interest that were top priorities.)
- Volunteers assigned (Break project ideas down into a series of tasks. Assign volunteers to be responsible for the tasks that need to be done. If the work is complicated or if there are a lot of people involved, ask someone to head a committee on each issue.)

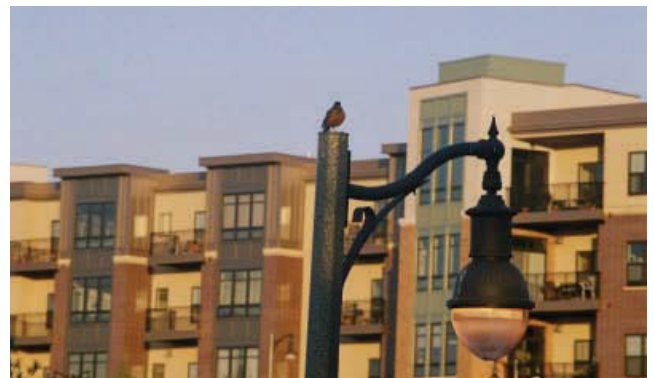
### 4. Creating the structure

- Leadership team (ask the general members to approve the current core group as the steering committee or to choose new leaders for a temporary period of time)
- By-laws and elections (The structure should be kept simple. Samples by-laws are available)
- Time and date of next meeting



Marcie Murray/SLP Friends of the Arts

*Neighborhoods can be made up of single-family homes, condominiums, apartments, townhouses, or all of the above!*



Ruth Rasmussen/SLP Friends of the Arts

## Reach out to the Community

Outreach is the one job that never stops for a block or neighborhood association. Getting the word out and bringing in new participants will ensure that your group is well balanced and fully representative of its community. After every meeting and event, and between meetings, you will want to have people talking to their neighbors and community organizations to let them know what you're planning and doing to try to get them involved. Don't give up too

soon. Once neighbors start coming together and making changes, more people will get involved and then, the possibilities are endless.

Here are some tips to reach out to your neighbors and recruit them to come to the general meeting:

- **Flyers:** Print flyers listing time, date, place and purpose of the first general meeting. Post them in apartment buildings, lobbies, coffee shop or grocery store bulletin boards, etc.

- **Door-to-door visits**—take the flyers you created and distribute them door to door in your neighborhood.
- **Survey**—conduct a survey of neighborhood needs and issues
- **Attendance**—your first meeting may be large or very small, low attendance is common for organizations just starting out, so stay positive and work with the people in attendance to reach more neighbors.





# St. Louis Park

## MINNESOTA

Experience **LIFE** in the Park

### Bylaws

Bylaws explain the purpose of your organization and spell out the rules and procedures for how your group will function. Each neighborhood group should have its own bylaws to make its operation more predictable and less confusing. The core group or other subcommittee should develop bylaws, and then present them to the general membership for modification and approval. Final approval of bylaws should come after your neighborhood

group has met several times and you have a good idea about where the group is heading.

Bylaws do not have to be complicated. Bylaws should include the following items:

- Name and purpose of your group
- Requirements for membership (living in the neighborhood is the only requirement for most St. Louis Park neighborhood associations)

- Structure of your group (including terms of officers)
- Membership dues (if any, most St. Louis Park neighborhoods do not have dues)
- How often the group plans to meet
- How decisions are made
- Process by which bylaws are approved and changed.

Use the sample bylaws as a guide and adapt them to your neighborhood.

### City Services and Resources

The City of St. Louis Park values strong neighborhoods and has set aside limited funds to assist neighborhoods.

Each year the city offers Neighborhood Grants for organized neighborhoods. These grants can be used for community building activities, communications such as newsletters, and service projects in the neighborhoods.

In addition to Neighborhood Grant there are several other

ways the City supports Neighborhood Associations. Included in this organizing kit are the following resources to help you get started and to learn what the City has to offer:

- Neighborhood Support
- Sample Bylaws
- Sample Start-Up Letter
- Sample Survey
- Park Volunteer Opportunities

The St. Louis Park Community Liaison is here to help you organize your neighborhood or re-organize if your neighborhood association has not been active for awhile.

Congratulations on taking the first step to organize your neighborhood!

#### For more information contact:

Marney Olson  
Community Liaison  
(952) 924-2184  
molson@stlouispark.org  
3015 Raleigh Ave S  
St. Louis Park, MN 55416

#### Sources:

“Yes we can! How to Start a Neighborhood Association” Battle Creek, MI

“RNeighborhood Association Toolkit” Rochester, MN

St. Louis Park Organizing Book

Experience **NEIGHBORHOODS** in the Park



## Neighborhood Support

Updated: April 2008

The City of St. Louis Park has set aside limited funds to assist neighborhoods in need of the following services. *This list is not intended to be all inclusive of the services that may be provided to a neighborhood. Therefore if a neighborhood is interested in a service not listed please contact the Community Liaison at 924-2184.*

1. The City will copy neighborhood newsletters and fliers. Neighborhoods should provide their copying projects to the Community Liaison at 924-2184. Copying projects usually take two to four days.
2. The City will provide postage for mailing notices for a neighborhood's initial organizing meeting. Additional mailings will need to be covered by the neighborhood via dues, donations or with grant funds. Many neighborhoods utilize block captains or other volunteers to deliver newsletters or fliers. Contact the Community Liaison office located in the Police Department, 3015 Raleigh Ave S, or call 924-2184.
3. Meeting space is available at the City and school buildings free of charge. For City meeting space please contact the City Operator at 924-2500. For meeting space at a school or community center, contact the school district at 928-6060.
4. The City will assist newly organized neighborhoods in designing neighborhood identification signs. The organized neighborhood must submit a rendering of a logo. The City will have the logo adapted to the established sign format. Neighbors will be responsible for funding the production of the signs and the city public works staff will install them. Contact the Community Liaison at 924-2184.
5. The City offers a Neighborhood Revitalization Grant Program that is available at the beginning of each year to organized neighborhoods. A neighborhood may receive funding for activities or projects that are targeted to enhance or build community within their neighborhood. Grants range up to \$2000 per neighborhood. Contact the Community Liaison at 924-2184.

Experience **Neighborhoods** in the Park

6. The City will provide additional resources for organizing upon request. Contact the Community Liaison with any questions and for help with the initial neighborhood organization start-up.
7. Other services provided to neighborhoods by City Departments:
  - a. City Park and Recreation Department provides a variety of items for parties and information on park services. Associations may have tables & chairs delivered for their outdoor picnics for a small delivery fee. Contact the Park and Recreation Department at 924-2540.
  - b. City Fire Department is pleased to meet with neighborhoods to discuss fire in general, home safety, fire prevention, and careers in fire service. Contact the Fire Department at 924-2595.
  - c. City Police Department is committed to neighborhood policing and will meet with neighborhoods on issues relating to safety, block clubs, crime watch, etc. Contact the Community Policing Officer at 924-2661.
  - d. City staff will meet with neighborhoods to provide assistance and information, which may help to keep your association active and successful. Contact the Community Liaison at 924-2184.



Experience **LIFE** in the Park

## Park Volunteers Wanted

Do you have a special neighborhood park? If so, here is your chance to volunteer in your special park. The Volunteer Office is looking for people who are interested in volunteering as individuals, families or civic groups for the following programs which are all designed to help keep the parks beautiful:

**Pick-up the Park:** Volunteer to give your neighborhood park a good spring cleaning during the month of April. Volunteers are assigned a neighborhood park and will receive a kit from the Volunteer Office with garbage bags and a form for reporting any needed repairs to the maintenance department. Time commitment: about 2-3 hours during the month of April.

**Adopt a Park:** Volunteer to adopt your neighborhood park. Help the maintenance department by patrolling the park at least once a week, helping to keep the park clean and reporting any vandalism or needed repairs. Park volunteers report to the Manager of Grounds and Natural Resources. Volunteers may adopt the park of their choice. Time commitment: about 1-3 hours a week during the summer.

**Park Gardener:** Do you enjoy beautiful gardens and have a green thumb? If so, please consider volunteering to tend your neighborhood park's annual garden. Volunteers will be responsible for maintaining their annual garden by weeding and pruning as needed. All the flowers are provided. Volunteers may request a garden in the park of their choice. All gardening volunteers will report to the Manager of Grounds and Natural Resources. The time commitment is about 1 hour a week during the summer.

Note: If you take a summer vacation, we will work around your schedule.

To volunteer or receive more information, please call Sarah in the Volunteer Office for the City and Schools of St. Louis Park at 928-6790

Experience **NEIGHBORHOODS** in the Park

## Sample Neighborhood Association

### Bylaws

- Purpose:** To promote and maintain our neighborhood through group action representing the interests of our residents; to represent neighborhood interests to city and county affairs; to work for the improvement and beautification of our neighborhood, and; to promote a sense of community in our neighborhood.
- Membership:** Membership is open to all residents and property owners of the neighborhood who are at least 18 years of age.
- Steering Committee:** The Steering Committee and committee chair persons shall comprise the Steering Committee. They will be elected by the membership. Elections will be held during the annual neighborhood meeting, to which all members of the neighborhood are invited.
- Executive Officers:** The officers of the association including Chair or Co-Chairs, Treasurer, and/or Secretary will be appointed by the Steering Committee Members and will be members of the Steering Committee.
- Officers:** The officers will manage the day to day business of the association. They hold all duties and responsibilities for the association including chairing all general meetings, taking action between meetings (as instructed by the membership) and dealing with emergency problems.
- Committees:** Committees will be formed on the basis of neighborhood interest and volunteer action.
- Meetings:** Steering committee meetings will be held as needed. Special meetings of the members may be called at any time by the Executive Officers. Members will be notified of special meetings and the annual meeting.
- Newsletter:** The Executive Committee will keep the membership notified of progress and upcoming events by publishing newsletters or event announcements.
- Amendments:** Amendments to the bylaws may be made by a majority vote of the members present at the annual meeting.

# SAMPLE NEIGHBORHOOD ASSOCIATION BYLAWS

Adopted December 5

**Name:** The name of the association is the Sample Neighborhood Association.

**Purpose:** The purpose of the association is to promote a better community through group action, representing the interests of residents and institutions in the neighborhood, with particular attention to strengthening community spirit and connectedness, enhancing safety, and maintaining the climate of quality and affordability of living.

**Membership:** All residents, businesses and non-profit institutions located within the Neighborhood, which is defined as \_\_\_\_\_.

**Meetings:** Meetings will be held at locations to be announced. General Membership Meetings will be held at least semi-annually on the second Monday of the months of April and October. Special Meetings may be called by the Steering Committee, as needed, or also may be called by collective action of at least twelve (12) members who must each sign the meeting notice with their membership class address.

All members will be notified of any General or Special Membership Meeting prior to the scheduled meeting date.

**Officers:** The Association shall have four officers (a President, Vice President, Secretary and Treasurer), each holding office for the term of one year beginning in January. Officers will be elected at the October meeting, and a transitional meeting for both old and new officers shall be held during the two months following the election.

**Committees:** A Steering Committee shall consist of all officers and Committee Chairs. Other committees shall include, initially, a Newsletter Committee, which shall be responsible for publication of a newsletter periodically; and a Social Committee, and a Neighborhood Development Committee, which shall define issues, concerns or needs worthy of action by the Neighborhood Association and bring them, with appropriate research, to the attention of the Steering Committee and the General Membership. Additional committees may be recruited and organized at the initiative of the General Membership Meeting. The Steering Committee may create and recruit task forces for short-term purposes or to purpose to the General Membership as new committees.

**Quorum:** The Quorum required for action at any General Membership of Committee Meeting of the Association shall consist of a majority of the members present at the meeting.

**Voting:** At any General or Committee Meeting, each member (of the Association, for General Meeting; of the Committee, for a Committee meeting) present is entitled to one vote.

**Amendments:** Amendments to the Bylaws may be made by a 2/3 vote of those members present at General Membership Meetings.

# Sample Letter



Experience LIFE in the Park

Greetings Neighbors,

Our neighborhood has the opportunity to form a neighborhood association. The first part to getting started involves finding out the interests of all neighbors. Please complete the enclosed survey and mail the survey back to the address on the back of the postcard or email your response to the email address listed on the bottom of the card.

## What Is A Neighborhood Association?

A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities. You can see some of the ideas for activities listed on the postcard survey. Unlike a condo association or an historic preservation district, our city neighborhood associations have no governing authority and cannot implement ordinances or regulations.

## What Assistance Is Available?

The City of St. Louis Park has a program to support neighbors who want to form associations. While we are getting started, the city will pay for the postage for a couple of mailings. After we officially form our association, we are eligible for neighborhood signs of our own design and grant money for neighborhood activities or capital improvements. Community Liaison Marney Olson is available to assist us as we get started. You can reach Marney at the police department, 952-924-2184 or email [molson@stlouispark.org](mailto:molson@stlouispark.org).

## Next Steps

After the survey is completed, a second meeting of the start-up committee will gather. The start-up committee will analyze the results of the survey, draft organizational bylaws and plan the next neighborhood wide meeting. At the neighborhood wide meeting, neighbors will be asked to elect officers to guide the organization. Elected officers will then work to apply for a neighborhood grant and decide what activities to host over the next year.

Thank you for your time and interest. I encourage you to take part in our new Neighborhood Association.

Neighborhood Start-up Committee

Experience NEIGHBORHOODS in the Park



**What Is A Neighborhood Association?**

A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities.

Please take a few moments to complete the survey below regarding your interest in a Fern Hill Neighborhood Association.

---

Name: _____	Interested in seeing	Willing to Help	
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Assoc. Start-Up Committee
Phone: _____	<input type="checkbox"/>	<input type="checkbox"/>	Youth Activities/Play Groups
	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	Park Improvements/Additions
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Newsletter
Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	New Neighbor Welcome
	<input type="checkbox"/>	<input type="checkbox"/>	Crime Watch & Block Captains
	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising
Please return survey to your neighborhood steering committee by mail or email. If you have any questions, please contact the steering committee chair.	<input type="checkbox"/>	<input type="checkbox"/>	Helping out Neighbors (raking leaves, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Beautification
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

**Sample Neighborhood Survey**

**What Is A Neighborhood Association?**

A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities.

Please take a few moments to complete the survey below regarding your interest in a Fern Hill Neighborhood Association.

---

Name: _____	Interested in seeing	Willing to Help	
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Assoc. Start-Up Committee
Phone: _____	<input type="checkbox"/>	<input type="checkbox"/>	Youth Activities/Play Groups
	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	Park Improvements/Additions
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Newsletter
Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	New Neighbor Welcome
	<input type="checkbox"/>	<input type="checkbox"/>	Crime Watch & Block Captains
	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising
Please return survey to your neighborhood steering committee by mail or email. If you have any questions, please contact the steering committee chair.	<input type="checkbox"/>	<input type="checkbox"/>	Helping out Neighbors (raking leaves, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Beautification
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____





# St. Louis Park

MINNESOTA

Experience *LIFE* in the Park

## St. Louis Park Neighborhood Association Ideas

There are a lot of great things you can do as a neighborhood association. Be creative and have fun! Here are some examples from other neighborhoods:

- Neighborhood Picnic
- Winter Party (& ice skating)
- Volleyball, Frisbee, Kickball game and BBQ
- Family Bike Event
- Ice Cream Social
- Halloween Party
- Oktoberfest
- Family Camp Out
- Spring Egg Hunt
- Hayride
- Movie Night
- National Night Out
- Garage Sale
- Pizza Night
- Neighborhood Signs
- Adult Gathering
- New Neighbor Welcome

### Service Projects such as:

- Trail Beautification
- Earth Day Event
- Pond or Marsh Clean-Up
- Flowers and Tree Planting
- Sign Planting
- Park Pick-Up after your dog signs & bags
- Environmental Service Project
- Community Garden
- Plant sale/exchange
- Service exchange such as shoveling, painting, raking, babysitting, etc.

### Other Ideas:

- Neighborhood Newsletter
- Dedicated Park Bench



For more information, contact  
Marney Olson  
Community Liaison  
Phone: 952-924-2184  
E-mail: [molson@stlouispark.org](mailto:molson@stlouispark.org)

Experience *NEIGHBORHOODS* in the Park

## Twelve Ways to Improve Your Neighborhood *Right Now*

*Adapted from training materials for:*

*Community Involvement Training: A course in community renewal*

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The following list is intended to introduce the neighbor who has never participated in a crime prevention effort to simple steps that can be taken now to make a difference.

**1. Report crime promptly.** Neighbors sometimes don't report criminal activity because they don't want to bother the police, they assume police are too short-staffed to respond, or they believe that there isn't much an officer can (or will) do about a given problem anyway. Whether the issue is graffiti, petty vandalism, or something much more serious, police cannot act without first hearing about the problem from you. Calling won't guarantee that police can fix the problem, but failing to call can guarantee that they won't. Also, don't assume someone else has called. Make the call yourself.

**2. Report nuisances and other non-criminal problems promptly.** Examples: Junked cars on front lawns, abandoned autos in the streets, old mattresses left to rot in a backyard, garbage dumped illegally in a vacant lot. When you find yourself thinking, "someone ought to *do something*," *do something*. Call code enforcement, non-emergency numbers, landlords, residents, local business owners, or any other person or agency that may have influence on the issue. Then call your neighbors and ask those who are also concerned about the issue to call and report as well. Then keep calling until the issue is resolved.

**3. Take away the opportunity for crime.** Think about your home, your car, and even your lifestyle and ask what you could change to take away the opportunity for crime. Lock your car and never leave valuables, even for a few minutes, in the car where would-be thieves might see them. Trim bushes or trees on your property that offer too-convenient hiding places. Also trim where trees and

bushes block a clear view of your front door and address from the street or make it difficult for a person to see out of windows in your home. In short, make your front porch visible and make sure your home looks like it has its "eyes" (windows) open.

**4. Meet the youth who live on your block and greet them by name.** This is one of the simplest steps an adult can take, yet it can make a profound difference should there be a future need for adults and young people to speak to each other in the midst of a neighborhood crisis. Also, it is difficult to help form a safe and supportive community for children without the adults and children knowing each other. Even those without children should know to whom the various children in the neighborhood belong. In this way, each adult is better able to help in an emergency and is better prepared to discuss problems immediately as they arise.

**5. Make a list of the names and phone numbers of every neighbor on your block.** Not just two neighbors — set a goal of at least 10 and preferably 20 or 30. Find almost any citizen who has turned around a problem block and you will find a citizen who really knows the people who live there. Did you grow up in a neighborhood where "everyone knew each other" and find that today your neighborhood isn't like that? That's true for many people. That's not "society's" fault. Instead, think of it as your own fault, and you can fix it. Unless you know neighbors' names and numbers, you can't call them about a concern or let them know about a neighborhood problem. Learn the names and phone numbers of your neighbors this weekend.

**6. Make a list of landlords in your area as well.** As owners of property in the community, landlords are responsible to the neighborhood



and most are rightly concerned about the health of the community in which their properties stand. You can find out the name and address of the person or organization that owns any property, including the rental house next door, by contacting your county tax assessor's office. Do it today.

**7. Turn your porch light on.** Do this every night at dusk and keep it on till dawn. Crime tends to decline in neighborhoods that are well lit. Turning on porch lights is a simple way to start this process. It also makes the street feel more "welcome" to good residents who are out for a walk in the evening. It communicates a higher level of caring for the neighborhood by residents. This can become a daily routine or it can be accomplished by installing a timer. It is also immediate — while you wait for local government to install that new street light that everyone is asking for, go ahead and add a little more light yourself. Then encourage other neighbors to do the same.

**8. Walk around the block.** It sounds simple enough, but neighbors benefit over time when more responsible citizens walk about more, particularly for those who are comfortable doing it, at night, every night around their block. At minimum walk around the block, once every day, preferably at night *if* you feel comfortable doing so. Take a moment to chat with neighbors, including youth, when the opportunity arises.

**9. Drive slowly on neighborhood streets.** While we often call for stop signs, lights, and speed bumps, we often forget that we can organize a means to slow down neighborhood traffic sooner. Remember that it is legal to drive a few miles per hour *below* the speed limit in your neighborhood. For example, if the speed limit is 25, try 20 instead. Regular, slower driving on neighborhood side streets

by multiple neighbors will dampen the desire of racers to use your street — it isn't as fun to cut through a neighborhood if the likelihood of being stuck behind a car traveling at a more respectful pace has increased. Also, do it on every side street in the neighborhood, not just the one near your home.

**10. Pick up the litter near your home, even if you didn't put it there.** Most people are less likely to litter where they don't see litter already. You can help stop the growth of trash in your neighborhood by taking away the existing litter that attracts it.

**11. Stay where you are.** Stable neighborhoods are built on the commitment of long term residents who would rather live in a healthy community than move to a bigger house. Communities reach stability when conscientious citizens allow their roots to grow deep and help transform a geographic area that exists as a "neighborhood" in name only into a real community of involved people. Please, stay and help.

**12. Help your neighborhood association or similar groups.** If you are willing, decide what greater contribution you would like to make — then take the lead and do it. If leadership isn't your desire, at least make sure someone in your household attends local neighborhood association meetings. You'll be kept better informed of the issues facing the neighborhood and how you can help and, perhaps more importantly, you'll have the chance to shape, guide, and participate in the future of your neighborhood.

**Finally, don't stop at 12 tasks:** Do whatever else you can to make your neighborhood a safe and enjoyable place to live, work, go to school, and raise a family. Remember: living in a good neighborhood isn't a right; it's a responsibility.



## Neighborhood Association Quick Guide

### Why Organize YOUR Neighborhood?

- Neighborhood Associations build community through cooperative action
- The City of Edina recognizes Neighborhood Associations to provide direct, effective communication
- Recognized Neighborhood Associations receive many benefits from the City of Edina
- Neighborhood Associations make Edina a better place to live, learn, raise a family, and do business!

### Background

- The City of Edina adopted the **Neighborhood Association Policy** in 2013.
- The Neighborhood Association Policy identifies the purpose, expectations, bylaw requirements, recognition process, support, benefits, and other information for Edina's Neighborhood Associations.
- The City of Edina adopted **Neighborhood Association Map** that outlines the geographic area of each neighborhood. Every property in the city resides in only one neighborhood association area.

### Organizing Checklist

- ✓ *Establish organizing team*
- ✓ *Postcard sent to all residents in neighborhood*
- ✓ *Neighborhood-wide Informational Meeting*
- ✓ *Neighborhood Association Incorporation Meeting*
- ✓ *Submit recognized neighborhood association application including approved bylaws and meeting minutes*
- ✓ *Edina City Manager Reviews & Approves Neighborhood Association's application*

### Steps to Organize



## Available Assistance from the City

- Sample bylaws
- Organizing strategies and tips
- Meeting planning resources and information
- Annual Neighborhood workshop with topical information and resources
- Meeting Space
- City experts to speak at community events
- Annual copying services

## Communication Information

- Free services provided to Neighborhood Association by the City of Edina:
  - Initial Mailing
    - Available on a **one-time basis** for initial neighborhood notification of association meeting
    - Includes printing and mailing of postcard to every household in neighborhood
    - **Content MUST be provided to City's Communication and Technology Services Department 21 days in advance of meeting**
  - Copying
    - Available **once per calendar year**
    - Total number of copies equals neighborhood est. population
    - Double-sided, 8.5" by 11"
    - Submit Content to City's Communication and Technology Services Department and expect 2-3 day turnaround
    - Maximize service by using half sheets
  - Website
    - Each Association will have a designated "landing page" under City's Neighborhood Association main webpage
    - Information on designated webpage includes:
      - **Name**
      - **Boundaries**
      - **Notable features**
      - **Bylaws**
      - **Regular meeting place and time**
      - **Association contact info**
      - **Links to association website or other online resources**
  - About Town Listing
    - City will recognize Neighborhood Associations and contact info
    - **Occurs annually**

## Staff Contacts:

MJ Lamon, Neighborhood Liaison

[mlamon@EdinaMN.gov](mailto:mlamon@EdinaMN.gov)

952-826-0360





## Neighborhood Association SAMPLE Bylaws

There are certain requirements that bylaws must meet in order for a neighborhood association to be recognized by the City of Edina. This sample meets those requirements and can be edited to meet the neighborhood's needs.

***The text under red section headers requires a decision from the neighborhood association or the general principle is required by the City for recognition.***

***The text under blue section headers may be edited, altered or removed by your association. These sections are for consideration but are not a requirement for recognition.***

For more information on neighborhood associations, bylaws or the recognition process, contact MJ Lamon, Neighborhood Liaison, at [neighborhoods@edinamn.gov](mailto:neighborhoods@edinamn.gov) or 952-826-0360.



# SAMPLE: [Name] Neighborhood Association Bylaws

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## NAME

*This section may be edited, altered or removed by your association. This is only a suggestion not a requirement for recognition.*

- The name of the Association is the [Name] Neighborhood Association (abbreviation here).

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## PURPOSE

*This section may be edited, altered or removed by your association. These are only suggestions not requirements for recognition.*

The Neighborhood Association is organized to:

- Enhance the livability of the neighborhood and Edina by establishing and maintaining an open line of communication and liaison among the neighborhood, government agencies and other neighborhoods.
- Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- Perform such other objectives as are approved by Leadership or membership.

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## NEIGHBORHOOD BOUNDARY

*Neighborhood Associations seeking recognition are required to comply with the outline of Neighborhood boundaries as defined by the City's approved neighborhood map. The map can be located on the Edina Neighborhoods website ([www.edinamn.gov/neighborhoods](http://www.edinamn.gov/neighborhoods)) or contact the Neighborhoods Liaison.*

- The boundaries of the [Name] Neighborhood Association are as follows: (insert description)

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## MEMBERSHIP

*All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.*

- Membership in the Association is open to all neighbors. Neighbors are defined as residents or other legal entities that own or occupy property within a neighborhood. Residents are defined as anyone who lives in the boundaries of the city.
  - Membership in the Association is strictly voluntary. No neighbor will be required to participate.
  - Membership fees, when established by the bylaws of a neighborhood organization, shall be voluntary and shall not bar any neighbor from Association membership or voting privileges.
-

## **VOTING & QUORUM**

*All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.*

### Voting

- A Voting Member shall be an 18 year old Neighbor in attendance at an association meeting.
- Each resident will be entitled to one vote.
- Any legal entity that owns or rents a parcel is entitled to one vote.

### Leadership Quorum

- A quorum consists of \_\_\_\_ or more Leadership members (must be a fixed number or number that can be calculated from a clear formula).

### Membership Quorum

- The majority of members present at the meeting, there is no minimum quorum.
- 

## **LEADERSHIP**

*Neighborhood Associations are required to provide procedures for election and removal of leadership. Leadership is a broad term and may be met with a multitude of organizational options (for example an executive board or steering committee). Below is designed with a steering committee and executive offices. You are not required to keep this leadership structure but must have a leadership section of your bylaws. You are required to describe how leadership will be nominated, leadership's terms, and removal of a leadership member.*

### Steering Committee

- Members of [Name] Neighborhood Association will form a Steering Committee of no fewer than \_\_\_\_\_ (insert number) members.
- All members of the Steering Committee must be xxx Neighborhood resident (owning or renting), property or business owner within the neighborhood boundaries.
- In the case of a Steering Committee vacancy, the remaining members of the Steering Committee are authorized to recruit and replace the committee member.

### Executive Officers

- The officers of the association including Chair or Co-Chairs, Treasurer, and/or Secretary will be appointed by the Steering Committee Members and will be members of the Steering Committee.

### Nomination

- Election of Leadership shall be held at the annual neighborhood meeting on the same day as the nominations.
- All members of the neighborhood will be notified of the annual meeting.
- The term of office shall begin at the close of the Annual Meeting or upon appointment.
- In the case of a Steering Committee vacancy occurring during the term of any Officer can be filled by appointment by the remaining members of the Steering Committee.

### Term

- The Leadership of the Association shall serve for a term of one (1) year or until successors are elected.



### Removal

- Any Leadership member can be removed from office by a two-thirds majority vote of the Voting Members present at a meeting.
- 

## **COMMITTEES**

*This section may be edited, altered or removed by your association. These are only suggestions not requirements for recognition.*

- Leadership shall have the power to appoint committees.
  - Committees will be formed on the basis of the neighborhood interest and volunteer action.
- 

## **MEETINGS**

*Neighborhood Associations are required to hold an annual meeting with notice to all addresses within the geographic boundaries. Regular and Special Meetings may be edited.*

### Regular and Special

- Steering committee meetings will be held as needed.
- Special meetings of the members may be called at any time by the Executive Officers.
- Members will be notified of special meetings and the annual meeting.

### Annual Meeting of Membership

- An annual meeting shall be held during the month of \_\_\_\_\_ at a time and place designated by the Leadership.
  - The first priority item of business at the annual meeting is the annual election of the steering committee.
  - A copy of the annual meeting minutes and if amended, bylaws will be forwarded to the City of Edina Neighborhoods Liaison.
- 

## **AMENDMENT OF BYLAWS**

*Neighborhood Associations are required to provide changes or amendments to bylaws to the Neighborhood Relations Staff Liaison.*

- These bylaws may be amended by a majority vote by the neighbors present at the annual meeting, general neighborhood meeting, or a meeting called for that purpose.
- 

## **NON-DISCRIMINATION**

*Neighborhood Associations seeking recognition are required to include a non-discrimination clause in their bylaws.*

- The [Name] Neighborhood Association shall not discriminate against any person on the basis of race, color, religion, gender, sexual orientation, gender expression, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.